

Workforce Solutions & Continuing Education

Fall 2022 Non-Credit Schedule



Medical Assistant





Discover Yourself

Scholarships available!

See page 2 for details.



Workforce Solutions • Personal Enrichment • Career Development

HCC Workforce Solutions & Continuing Education



SCHOLARSHIPS AVAILABLE!

Scholarships may provide 100% of the cost of attendance in the following programs:

- Certified Medical Assistant
- Certified Nursing Assistant
- Certified Peer Recovery Specialist
- Child Care*
- CDL B
- Construction Equipment Operator
- Construction (Pre-Apprenticeship)
- Diesel Technician
- Forklift Operator

- Nurse Refresher*
- Management Bootcamp
- Office Associate*
- Personal Trainer*
- Phlebotomy
- Real Estate*
- Veterinary Assistant*
- Welding

Scholarships are part of the Governor's Emergency Education Relief (GEER) funds; *MHEC funded and are subject to Maryland residency or completion of the Maryland graduation requirements



For more information, call 240-500-2236 or visit www.hagerstowncc.edu/funding

Fall 2022 **HCC CONTINUING EDUCATION**

ALLIED HEALTH

COMPUTERS	23
CAD	
Computer Repair/Networking	
MS Office	
Office Associate	

Real Estate

INDUSTRIAL TECHNOLOGY & TRADES

Construction/Construction Equipment Operator
Diesel Technician Program
Forklift Operator
Home Inspector
Industrial Technology
Small Engine
Welding

TRANSPORTATION & DRIVER EDUCATION 30

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REGISTRATION IS EASY

Workforce Training Certification (WTC)

These classes are designed to assist students with workforce training. WTC programs can be stand-alone programs or a series of classes.

Scholarship Available

- Funding provided as part of GEERS, EARN, and Workforce Solutions Training Scholarships.
- Students must apply prior to registering and must meet all specified scholarship details.
- College for Kids (CFK) scholarships offered in partnership with JLG, the Alice Virginia and David W. Fletcher Foundation, and AHEC West.

🔜 Online / Hybrid / Remote

- ONLINE: At your own pace = Delivered entirely online without specific meeting times and completed at the student's pace. Students must meet all deadlines outlined in class details.
- REMOTE = Classes meet online, with specific meeting times for real-time virtual sessions.
- HYBRID = Classes meet both online and inperson. See class details for specifics.

LLI Lifelong Learning Institute

HCC is committed to lifelong learning and provides discount classes to seniors (60+) living in the tri-state area of Maryland, Delaware, and Pennsylvania. Look for the LLI icon!

Programs with this icon are Workforce Training Programs, providing students with short-term, specialized programming for employment in highdemand career fields.

BEHAVIORAL HEALTH

Certified Peer Recovery Specialist Recovery Coach Academy

The CCAR Recovery Coach Academy is a 5-day intensive training academy designed to provide students with an understanding of both the art and science of Recovery Coaching. This course prepares participants to guide and mentor others in recovery from an addiction to alcohol and/ or other drugs. By focusing on the goals of the individuals being served, students will learn the key fundamentals of this rewarding work, which CCAR has identified as active listening, asking clarifying questions, and treating people as their own best resource, all while the student is discovering and managing his/her own boundaries and issues. *Additional externship courses and costs are required for certification.

Total: \$735 — Senior Total: \$389

HCE-103-C	M–F 8am–4pm	Sep 7–13
	S. Hutter-Thomas	ONLINE

CERTIFIED MEDICAL ASSISTANT

🗘 Clinical Medical Assistant I

Clinical Medical Assistant I is the first of a fourpart series for students wanting to take the NHA certification exam to become a Certified Medical Assistant. The student will learn basic patient skills, the role as a member of the health care team, disease processes, cultural diversity, infection control and safety issues through lecture, discussion, and hands-on practice. This course provides the medical assistant student with the clinical theory and skills that are utilized in a medical practice. Emphasis is placed on patient examinations, patient care and education, assistance with rehabilitative treatments and modalities, medical and surgical asepsis, and wound care. Review of basic pharmacology, including oral and parenteral drug administrations is also provided.

Total: \$975 🔊

HCE-156-B MWF 6–10pm S. Capehart Aug 29–Sep 26 CPB 161



CERTIFICATION SERIES

Medical Assistant

Medical Assistants work with physicians, nurses, and other healthcare professionals to deliver patient care in outpatient and medical office settings. Learn both clinical competencies and administrative skills that will assist you in being a successful liaison between a physician and their patient. Medical Assistants help by securing patient vital signs, assist with patient examinations, perform specimen collections and office testing, and administering patient vaccinations.

Course List: Prerequisite Courses

Medical Terminology Anatomy and Physiology Foundations of Healthcare Careers

Program Courses

Clinical Medical Assistant I Clinical Medical Assistant II Administrative Medical Assistant Clinical Medical Assistant Externship

Classes start Winter 2023

Scholarships available, apply today! www.hagerstowncc.edu/cefunding

Scholarship Available

🔲 Online / Hybrid / Remote

🗘 Clinical Medical Assistant II

Clinical Medical Assistant II is the second of a fourpart series for students wanting to take the NHA certification exam to become a Certified Medical Assistant. The student will continue to learn basic patient skills, their role as a member of the health care team, disease processes, cultural diversity, infection control and safety issues through lecture, discussion and hands-on practice. In CMA II the student will continue to build upon knowledge and skills learned in CMA I. Focus on the role of the medical assistant in a variety of settings will be covered, as well as continued practice on all medical assistant skill competencies. Completion of BLS is required.

Total:	\$1071	S

HCE-157-D	MWF 6–10pm	0ct 3–28
	S. Capehart	CPB 161

🗘 Administrative Medical Assistant

Administrative Medical Assistant is the third of a four-part series for students wanting to take the NHA certification exam to become a Certified Medical Assistant. This course provides the skills developed in CMA I and CMA II and emphasizes skills needed to take a patient through an entire office visit encounter. The student will learn the proper use of clinical/physician office equipment, basic ICD-10 and CPT coding procedures, as well as billing and banking procedures. Students will become proficient and advance their skills in all areas of the medical clinical setting in order to enter their externship. As an Administrative CMA, the student will continue to build upon knowledge and skills learned in CMA I and CMA II. The student will learn the role of a medical assistant in a variety of settings in order to function as a health care professional within the office.

Total: \$599 🔊

HCE-160-D MWF 6–10pm S. Capehart Oct 31–Nov 30 CPB 161

🗘 Medical Assistant Externship

Clinical Medical Assistant Externship is the fourth of a four-part series for students wanting to take the NHA certification exam to become a Certified Medical Assistant. This course provides supervised placement in a contracted facility for guided experience in the application of technical and practical medical assistant skills. Emphasis is placed on medical office orientation, administrative tasks in medical office situations, and patient interaction in a medical office environment. Students will perform competent entry-level medical assistant skills in the cognitive, psychomotor, and affective learning domains, as appropriate to the externship site. Upon successful completion, students will have completed 100 hours in an ambulatory or primary care setting.

Total: \$776 🔊

HCE-161-B	Schedule with Instructor	Aug 8–Oct 8
HCE-161-F	Schedule with Instructor	Dec 5–Feb 3

Don't miss a thing! Stay up to date with new programs, classes, events, and more.

www.facebook/ HCCConEd

CNA/GNA COURSES

🗘 Certified Nursing Assistant I

This course is designed to provide classroom and hands-on lab experience, including basic knowledge of healthcare team roles, communication skills, life-span, and death and dying. Students will cover body systems, chronic and acute conditions, rehabilitation, and nutrition. Curriculum includes medical terms and abbreviations, treatment protocols, how to assist with personal care and activities of daily living. Learn and develop hands on skills competency while in a clinical lab setting. Pre-requisite HCE-108 Introduction to Healthcare Careers.

Total: \$848 — Senior Total: \$449

HCE-105-B	TuWTh 5—9pm <i>A. Peck</i>	Aug 30–Oct 4 <i>CPB 152</i>
HCE-105-D	TuWTh 9am—1pm <i>R. Banfe</i>	Aug 30–Oct 4 <i>CPB 152</i>

Certified Nursing Assistant II

This course is designed to provide classroom and hands-on lab experience, including basic knowledge of healthcare team roles, communication skills, life-span, and death and dying. Students will cover body systems, chronic and acute conditions, rehabilitation, and nutrition. Learn medical terms and abbreviations, treatment protocols, how to assist with personal care and activities of daily living. Learn and develop hands on skills competency while in a clinical lab setting.

Total: \$699 — Senior Total: \$374 🔊

HCE-106-D	TuWTh 5–9pm <i>R. Banfe, A. Peck</i>	Oct 5–Nov 2 <i>CPB 152</i>
HCE-106-C	TuWTh 9am—1pm <i>R. Banfe</i>	Oct 5–Nov 2 <i>CPB 152</i>

Certified Nursing Assistant - Clinical

This course provides practical clinical experience for certified nursing assistant students. Topics include personal care skills, vital signs, transferring skills, etc.

Total: \$388 —	Senior	Total: \$160	S
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НСЕ-107-Е	TuWTh 5—9pm Staff Instructor	Nov 3–Dec 1
HCE-107-D	TuWTh 9am—1pm <i>L. Cheung</i>	Nov 3–Dec 3



CERTIFICATION SERIES



Certified Nursing Assistant

Certified Nursing Assistant training provides you classroom and hands-on lab experience for a successful entry-level career in the growing healthcare field.

Course List:

Foundations of Healthcare

Certified Nursing Assistant Mod I

Certified Nursing Assistant Mod II

Certified Nursing Assistant Clinical

Classes start August 30, 2022

Scholarships available, apply today! www.hagerstowncc.edu/cefunding

*Scholarships may cover all or part of the program cost

Scholarship Available

Online / Hybrid / Remote

HEALTHCARE CERTIFICATION

CNA Medicine Aide Recertification

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

Total: \$109 — Senior Total: \$65

NRS-742-B	Sa 9am—6pm <i>G. Haywood</i>	Aug 27 <i>CPB 152</i>
NRS-742-C	Sa 9am—6pm <i>G. Haywood</i>	Sep 24 <i>CPB 152</i>
NRS-742-D	Sa 9am—6pm <i>G. Haywood</i>	Oct 22 CPB 152
NRS-742-F	Sa 9am—6pm <i>G. Haywood</i>	Nov 19 <i>CPB 152</i>
NRS-742-G	Sa 9am—6pm <i>G. Haywood</i>	Dec 17 <i>CPB 152</i>

Certified Medicine Aide

The Certified Medicine Aide course is designed for individuals pursuing certification as a medicine aide. This course provides instruction on preparing, administering and recording medications under nursing supervision in long-term care. Topics include the State of Maryland regulations, role of the medicine aide, as well as recognition and safe prepartion and administration of medications. This course meets the Maryland Board of Nursing requirements for state certification. Students are required to attend the full program (30 hours theory, 7 hours lab, 39 hours clinical) and score a minimum of 80 percent in the theory portion. Students must also receive satisfactory marks in the lab skills to advance to clinical. Students must pass clinical in order to successfully pass the program. To be eligible, students must submit the following documentation: 1)Proof of good standing with MBON and one-year GNA experience totaling 2,000 hours in a Maryland comprehensive facility or a Maryland extended care facility within the last three years; 2) Proof of current GNA certification; 3) Letter of recommendation from the student's current Director of Nursing that includes verification of hours worked. This letter should be printed on facility letterhead and must have the director's signature.

Total: \$775

HCE-154-B	WF 9am-5pm	Aug 31–Sep 16
	K. O'Brien	CPB 175

NURSING

🗘 Nurse Refresher Screening

This course is designed as a screening tool to assist RN's and LPN's who are interested in applying for the Nurse Refresher program. Potential Nurse Refresher candidates will complete a background check and verification of their nursing licensure status through the Maryland Board of Nursing. Refunds will not be issued for students who fail to meet eligibility guidelines. All completed background check forms must be either handdelivered or sent via U.S. mail. We cannot accept faxes or attachments due to the confidential nature of the forms.

Total: \$20

HCE-036-B To schedule, contact Allied Health Manager

Nurse Refresher Course

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



This 16-week program features:

- 10 weeks theory in a hybrid format totaling 80 hours (40 classroom and 40 online)
- 12 hours skills lab
- 60 clinical hours under the supervision and guidance of a preceptor
- Nurse Refresher I Classroom Theory NRS 988 Cost \$975 September 12 to November 16
- Nurse Refresher Skills Lab NRS 094 Cost \$479 November 11 and 12
- Nurse Refresher Clinical NRS 743 Cost \$349 November 22, 2022 to January 19, 2023

Note: Nurse Refresher Clinical Prerequisites encompass completion of "Nurse Refresher Screening" (HCE-036) which consists of a criminal background check and nursing licensure verification

There is a required textbook, the cost of which is in addition to the class fees. Text: Medical-Surgical Nursing: Assessment and Management of Clinical Problems, 11th Edition ISBN:9780323551496

Nurse Refresher Course Theory Portion Hybrid

This course is the first in a three-step series designed for registered or licensed practical nurses to reinstate an inactive Maryland nursing license and consists of a hybrid class with 40-classroom hours and online course work totaling 80 hours of content. Areas of concentration include: delivery of care utilizing the nursing process; medication calculation and administration; adult medical/ surgical nursing; as well as current issues, trends, and nursing practice. Students are expected to attend and participate in the online class on a weekly basis for the online component. Successful completion requires an 80 percent or higher average score on four exams and completion of 20 guizzes with an average score of 80 percent. There is a required textbook, the cost of which is in addition to the class fees. Text: Medical-Surgical Nursing: Assessment and Management of Clinical Problems, 11th Edition ISBN: 9780323551496

Total: \$975 — Senior Total: \$585

NRS-988-C	MW 6-10pm	Sep 12–Nov 16
	M. Brown, G. Haywood, C. Ware,	, H. Law CPB 123

🗘 Nurse Refresher Skills Lab II

Concurrent enrollment in, or prior completion of, Nurse Refresher Course I - Classroom Theory is required. This course is the pre-requisite for the Nurse Refresher Course III - Clinical Practice. During skills lab, students review the basic skills needed to provide nursing care, such as sterile techniques, wound care, central line dressing changes, IV and catheter insertion, medication administration, and NG tube placement. Lab supplies are included in the cost of the class.

Total: \$479 — Senior Total: \$263

NRS-094-E	F 6–10pm	Nov 11	CPB 151
	Sa 9am–5pm	Nov 12	CPB 151
	M. Brown, R. Banfe		

Delegating Nurse

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

NRS-563-C	FSa 8am—5pm <i>L. Smigelski</i>	Sep 16–17 <i>CPB 123</i>
NRS-563-F	FSa 8am—5pm L. Smigelski	Dec 2–3 <i>CPB 213</i>

Drug Calculations Preparation

A course designed for students who desire instruction guided direction in preparing for the required dosage calculation exam for the nursing programs, LPN and RN. Review of fractions, decimals, percent's, and the metric system. Demonstration and practice in using various formulates for calculating oral and parenteral medication dosages. Textbook sold separately. Calculate with Confidence, Morris, 8th Ed., 9780323696951.

Total: \$79 — Senior Total: \$43

NRS-733-D	Sa 9am—12pm	Oct 29–Dec 3
	R. D'Ambrisi	CPB 125

PHLEBOTOMY

C Foundations for Healthcare Careers

This course introduces students to important healthcare concepts and professional career development skills to prepare them for working in a healthcare setting. Students are introduced to medical terminology, the current healthcare system structure and essential concepts such as HIPAA, documentation and medical records, patient rights, cultural competency, workplace professionalism, healthcare ethics and legal responsibilities, environmental safety, infection control, and medical terminology. Communication skills are practiced with a special focus on customer service and interpersonal communication concepts. Students will also gain professional development skills in successful resume and application writing, interviewing, and gaining and maintaining employment.

Total: \$239 — Senior Total: \$156

HCE-108-B	TuTh 5:30–9:30pm	Aug 2–25
	R. Banfe	CPB 125

ALLIED HEALTH

Programs with this icon are Workforce Training Programs, providing students with short-term, specialized programming for employment in highdemand career fields.

OPAL Philebotomy: Theoretical & **Practical Applications**

In Phlebotomy: Theoretical & Practical Applications, students learn basic phlebotomy technical background and professional preparation for working as a phlebotomist. Students are introduced to anatomy and physiology with special emphasis on the cardiovascular and lymphatic system, applicable medical terminology, and an overview of healthcare settings where phlebotomy services are performed. Students will develop knowledge and comprehensive skills to prepare them to perform venipunctures completely and safely as they progress to Practical Applications. Students are familiarized with blood collection equipment and selection, specimen handling, and identifying complications related to blood collection and medical errors. Special topics in specimen uses for testing in forensics, workplace, and sport are explored. Hands-on skills practicums prepare students for the clinical course. The full program includes classroom and both in-class and on-site clinical practice at local health care facilities. This program requires study time outside of class and includes both written and practical (hands-on) skills assessments, which must be passed prior to starting the clinical course. The program prepares students to take several national certification exams.

Total: \$1207 — Senior Total: \$656 🛽 😒

HCE-109-B MW 5-9:30pm K. Weicht

Aug 29-Oct 17 CPB 175

Phlebotomy Technician: Clinical Externship

This course provides students with hands-on work experience and practice to successfully perform the role and responsibilities of a phlebotomy technician in a professional setting. Successful completion will require students to complete 100 hours at their externship location and perform a minimum of 100 successful venipunctures under the supervision of an experienced phlebotomist. Evaluation of student progression will take place throughout the clinical placement.

Total: \$305 — Senior Total: \$187

HCE-111-D Schedule with Instructor Oct 24-Dec 16



CERTIFICATION SERIES



Phlebotomy Technician

As a Phlebotomy Technician, you are an important member of a healthcare clinical team trained in age appropriate blood and other clinical specimen collection procedures within a hospital and outpatient setting.

Course List:

Foundations of Healthcare

Phlebotomy Technician: Theoretical and Practical Applications

Phlebotomy Technician: Clinical Externship

Classes start August 2, 2022

Scholarships available, apply today! www.hagerstowncc.edu/cefunding

*Scholarships may cover all or part of the program cost

Scholarship Available

Online / Hybrid / Remote

Phlebotomy Skills for Medical Professionals

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

Total: \$95

HCE-040-D	Sa 8am—2pm	0ct 15
	K. Weicht	CPB 175

BASIC LIFE SUPPORT

BLS Certification

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

NRS-923-B	Th 4:30–9pm LIFE-SAVING SOLUTIONS, LLC	Aug 4 CPB 131
NRS-923-C	M 5–9pm LIFE-SAVING SOLUTIONS, LLC	Aug 22 CPB 214
NRS-923-D	Th 5–9pm LIFE-SAVING SOLUTIONS, LLC	Sep 22 CPB 211
NRS-923-E	Th 5–9pm LIFE-SAVING SOLUTIONS, LLC	Oct 6 CPB 213
NRS-923-F	Th 5–9pm LIFE-SAVING SOLUTIONS, LLC	Oct 27 CPB 212
NRS-923-G	Th 5–9pm LIFE-SAVING SOLUTIONS, LLC	Nov 3 <i>CPB 212</i>
NRS-923-H	Th 5–9pm LIFE-SAVING SOLUTIONS, LLC	Nov 10 <i>CPB 213</i>
NRS-923-J	Th 5–9pm LIFE-SAVING SOLUTIONS, LLC	Dec 1 <i>CPB 214</i>
NRS-923-G	Th 5–9pm LIFE-SAVING SOLUTIONS, LLC	Jan 12 <i>CPB 210</i>

BLS Recertification

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

NRS-924-A	Th 6–8pm LIFE-SAVING SOLUTIONS, LLC	Aug 25 <i>CPB 214</i>
NRS-924-B	Th 6–8pm LIFE-SAVING SOLUTIONS, LLC	Sep 29 <i>CPB 210</i>
NRS-924-C	Th 6–8pm LIFE-SAVING SOLUTIONS, LLC	Oct 20 CPB 210
NRS-924-D	Th 6–8pm LIFE-SAVING SOLUTIONS, LLC	Nov 17 <i>CPB 210</i>
NRS-924-E	Th 6–8pm LIFE-SAVING SOLUTIONS, LLC	Dec 15 CPB 210

Programs with this icon are Workforce Training Programs, providing students with short-term, specialized programming for employment in highdemand career fields.

LEADERSHIP, MANAGEMENT, & MARKETING

Hagerstown Community College Management Bootcamp

🗘 WORKFORCE TRAINING SERIES

This 7-week bootcamp gives managers the skills to lead and supervise a team, as well as gain the basic principles of communication, project management, coaching, human resources, and customer service. This section includes the following seven courses at a discounted price.

Total: \$1202 — Senior Total: \$607 🛭 😒

PRD-901-C	Th 9am—5pm	Sep 1–Oct 13
	J. Martorana, K. Palme VM 4	er, M. Waltemire, C. Aaron
PRD-901-D	J. Martorana, K. Palme	Oct 18—Dec 8 er, M. Waltemire, C. Aaron
	VM 8	

Communication Skills for Managers

Communication is key for everyone in the workplace, but particularly for managers and supervisors! Regardless of the industry or work environment, the ability to deliver clear, concise messages in verbal and/or written formats can mean the difference between success and failure. Learn to communicate using various mediums, listen effectively, engage in difficult conversations, and manage conflict.

Total: \$189 — Senior Total: \$95		Take Series = SAVE!
PRD-894-C	Th 9am—5pm <i>K. Palmer</i>	Sep 1 <i>VM 4</i>
PRD-894-D	TuTh 5–8:30pm J. Martorana	Oct 18–20 VM 8



CERTIFICATION SERIES



Management Bootcamp

Are you ready to identify your leadership style and elevate your management skills? Learn effective communication skills that will have you delivering the highest level of customer care.

Course List:

- Communication Skills for Managers
- Coaching for Improved Performance
- Leadership Skills The Essentials for Success
- The Significance of Supervision
- Human Resource Management, Meaning, & Methods
- Moving from Customer Service to Customer Care
- Project Management Essentials

Classes start September 1, 2022

*Scholarships may cover all or part of the program cost

Scholarship Available

Online / Hybrid / Remote

Coaching for Improved Performance

The complex work environment calls for managers and leaders to have the skills necessary to lead a workforce of all ages. Coaching is a relatively new strategy that leaders and managers utilize to help individuals focus on improving work performance, learn new skills and take performance to the next level. Skills such as active listening, asking questions, and being a thinking partner set the stage for an effective coaching experience. Participants will discuss everyday work situations to determine ways coaching strategies will be successful.

Total: \$189 — Senior Total: \$95		Take Series = SAVE!
PRD-896-C	Th 9am—5pm <i>M. Waltemire</i>	Sep 15 <i>VM 4</i>
PRD-896-F	TuTh 5–8:30pm <i>M. Waltemire</i>	Nov 1–3 <i>VM 8</i>

Or Moving from Customer Service to Customer Care

What does excellent customer care look like? This course explores the behaviors that lead to high customer satisfaction and brand loyalty. Most organizations have a mission, vision, and value statement. Students will examine ways in which company culture embodies, or ignores, the stated values of the organization. Students will learn how to apply the Ritz-Carlton Three Steps to Service, the significance of service recovery, and how to make a blameless apology. This course will also suggest and assess ways to reduce customer stress in the post-pandemic world by identifying steps to adjust the customer care model to account for customer anxiety.

Total: \$189 — Senior Total: \$95		Take Series = SAVE!
PRD-899-C	Th 9am—5pm <i>K. Palmer</i>	Sep 22 VM 4
PRD-899-G	TuTh 5—8:30pm <i>K. Palmer</i>	Nov 8–10 <i>VM 8</i>

C Human Resource Management, Meaning, & Methods

The importance of human resource management has evolved in the workplace over time. Labor and Civil Rights legislation as well as various protections from discrimination in the workplace have added several layers to the processes of recruiting, hiring, performance management, benefits administration, and training. Students will learn how laws have redefined many HR processes. This course is an in-depth survey of those changes, as well as the role of the Equal Employment Opportunity Commission in workplace discrimination investigation and enforcement. This course also examines the importance of proactive workplace harassment prevention policies and training and the steps to achieve legal terminations.

Total: \$189 — Senior Total: \$95		Take Series = SAVE!
PRD-898-C	Th 9am—5pm <i>C. Aaron</i>	Sep 29 <i>VM 4</i>
PRD-898-H	TuTh 5–8:30pm <i>C. Aaron</i>	Nov 15–17 <i>VM 8</i>

C Leadership Skills - The Essentials for Success

In this ever-changing world, having the right skills as a leader is critical for business and personal success. This course identifies and explores skills needed to lead yourself first, give direction, delegate, build trust, share power, lead by example and enable others. Students will understand how attitudes, positive mind sets and leadership ethics play a role in a leader's success. Participants will discuss and role play everyday leadership situations.

Total: \$189 — Senior Total: \$95		Take Series = SAVE!
PRD-897-D	Th 9am—5pm <i>M. Waltemire</i>	Oct 6 VM 4
PRD-897-J	TuTh 5–8:30pm <i>M. Waltemire</i>	Nov 29–Dec 1 <i>VM 8</i>

🗘 Project Management Essentials

Have you ever been handed a project and told: "make it happen!" Now you are wondering where to start. Now you are wondering where to start? How do you build the best team to accomplish this project? How do you develop a plan if this has never been done before? How do you make sure the project stays on budget and on schedule? This course guides managers through the entire project management life cycle. Begin by learning to develop a comprehensive plan and effective team. Next, you'll explore how to control project schedules, costs, and scope. Lastly, learn to communicate progress and establish relationships with key stakeholders.

Total: \$189 — Senior Total: \$95		Take Series = SAVE
PRD-900-D	Th 9am—5pm Staff Instructor	0ct 13 VM 4
PRD-900-K	TuTh 5–8:30pm <i>J. Martorana</i>	Dec 6–8 <i>VM 8</i>

🗘 The Significance of Supervision

This course examines the significant role supervisors play in the success and growth of an organization. Students will analyze the skillset of an effective supervisor, as well as the elements of quality supervision. Areas presented include "how to topics" such as the role of the supervisor in communication, conflict management, managing power and authority, motivating and developing staff, and managing change and transitions in the workplace. This course is designed with the needs of students who are new to the role of supervisor and allows seasoned supervisors the opportunity to objectively evaluate the significance of supervision in the workplace.

Total: \$189 — Senior Total: \$95		Take Series = SAVE!
PRD-895-C	Th 9am—5pm <i>K. Palmer</i>	Sep 8 VM 4
PRD-895-E	TuTh 5–8:30pm <i>K. Palmer</i>	Oct 25–27 VM 8

Sandler Professional Sales

Professional sales is one of the most common professions in the United States, yet salespeople rarely have formal training or a standard process to execute this role. This course is designed for salespeople, sales supervisors, and other employees who need to connect their products or services with potential clients. The Sandler Selling System goes beyond the ABCs of sales. This course empowers professionals to change behaviors, develop new attitudes, and improve sales by helping you to efficiently prospect, effectively lead more interesting sales conversations, and understand your potential clients better. Students will learn techniques for better understanding a prospect's needs, budget, and decision-making process. A sales presentation and closing skills will be developed, and students will identify personal behaviors and attributes that contribute to their success.

Total: \$650 — Senior Total: \$613

PRD-929-C	F 9am—1pm	Sep 16–23
	Staff Instructor	VM 6
PRD-929-D	M 9am—5pm	0ct 10
	Staff Instructor	VM 8
PRD-929-E	M 9am–5pm	0ct 17
	Staff Instructor	VM 8
ΓΝΟ-929-Ε		



CUSTOMIZED TRAINING

Providing you the results-driven training that delivers a stronger workforce tomorrow.

Contact Maureen Iskra today for a free consultation.

maiskra@hagerstowncc.edu 240-500-2490

Scholarship Available

Online / Hybrid / Remote

Sandler[®] Professional Sales



Go beyond the ABCs of sales to start shaking the hand of your more successful future!

Learn to:

Efficiently Prospect Effectively Lead Sales Conversations Understand Your Client's Needs, Budgets, and Decision-Making Processes

Fridays, Sept. 16 & 23, 2022 9 a.m. - 1 p.m. PRD 929 - C Mondays, Oct. 10, 2022 9 a.m. - 5 p.m. PRD 920 - D Mondays, Oct. 17, 2022 9 a.m. - 5 p.m. PRD 920 - E \$650 / Senior \$613 Fees include one hour of individualized, personal coaching

Speak Like a Pro!

This course is designed for individuals who want to connect with their clients or audience by incorporating storytelling into their presentation or speech by establishing credibility, which will improve the impact of their communications. Topics to be covered include impactful ways to deliver a message; the role of stories in a presentation; how a speaker's rate, tone, and volume impact a presentation.

PRD-918-D	TuTh 6–9pm	0ct 4–20
	A. McCoy	CPB 125

Social Media Strategy for Business

Learn how to create an effective strategy plan for social media. The course will include insights for primary social platforms on how to create measurable goals, competitive analysis, content creation, influencer marketing, audience development, and analytics.

Total: \$107 — Senior Total: \$68

PRD-930-D	Th 6—8pm S. <i>Mueller</i>	0ct 6–20 <i>CPB 230</i>

WORKKEYS PREPARATION

WorkKeys Prep®

This course prepares the student to earn the National Career Readiness Certificate by achieving a Silver level on the WorkKeys® assessment. Students will meet in HCC's Learning Support Center to learn about WorkKeys® and will complete a pretest assessment. With the scores earned students will be assigned lessons on Applied Math, Graphic Literacy, and Workplace Documents. The lessons are delivered via a personalized, mobile-based learning management system. The platform delivers a meaningful learning experience and provides a customized study schedule and detailed instructional content.

Total: \$30

PRD-862-B	Th 5–8pm <i>C. Coffin</i>	Aug 4 LSC 100
PRD-862-C	Th 5–8pm <i>C. Coffin</i>	Sep 1 <i>LSC 100</i>
PRD-862-D	Th 5–8pm <i>C. Coffin</i>	0ct 6 LSC 100
PRD-862-E	Th 5–8pm <i>C. Coffin</i>	Nov 3 LSC 100
PRD-862-F	Th 5–8pm <i>C. Coffin</i>	Dec 1 LSC 100

SOCIAL MEDIA STRATEGY FOR BUSINESS



PRD-930-D • COMING OCTOBER 2022

Scholarship Available

🔜 Online / Hybrid / Remote

BUSINESS & PROFESSIONAL TRAINING



WorkKeys[®] is a job skills assessment system measuring "real world" skills that employers deem critical to job success, for any occupation and at any level of education.

Based on three core skill assessments:

- Applied math
- Graphic literacy
- Workplace documents

The ACT WorkKeys[®] NCRC provides valuable information for individuals, employers, schools, colleges, state and local governments, and training programs. Prep classes are available. For more information, visit www.hagerstowncc.edu/coned.

Ready to schedule a test date?

Pre-registration is required at least one day prior to the test date. To register online, visit www.hagerstowncc.edu/academictesting-center.



Programs with this icon are Workforce Training Programs, providing students with short-term, specialized programming for employment in highdemand career fields.

ANIMAL CARE

Principles of Professional Pet Grooming

This course is the first of three courses needed to complete the Professional Pet Groomer Series. Students must also complete Professional Pet Groomer Practices Part I and Part II. Principles of Professional Pet Grooming covers the fundamental principles and terminology of pet grooming including grooming equipment, dog behavior, handling, anatomy, breed classes, CPR, hair and skin disorders, and familiarization with grooming room set-up. (Additional equipment is required and purchased by the student (\$1,200). *prices subject to change.

Total: \$570

PET-011-B	TuTh 5-8:30pm	Aug 2–30
	T. Walizer, K. Tracey, A. Culligan	CPB 213

Professional Pet Groomer Practices I

Begin hands-on training at Central Dawgma, 1337 Pennsylvania Avenue, Hagerstown, MD 21742. You will focus on bathing, brushing, and grooming techniques for different breeds. Students must have attended and passed the pre-requisite course, Principles of Professional Pet Grooming, to register for this course. Material fee covers the use of dog grooming stations.

Total: \$951

PET-014-C	TuTh 5–8:30pm	Sep 1–Oct 20
	T. Walizer, A. Culligan	CDM MAIN

C Professional Pet Groomer Practices II

Continue hands-on training at Central Dawgma, 1337 Pennsylvania Avenue, Hagerstown, MD 21742. You will focus on bathing, brushing, and grooming techniques for different breeds. Students must have attended and passed the pre-requisite course, Principles of Professional Pet Grooming to register for this course. Material fee covers the use of dog grooming stations.

Tota	ŀ	\$1	201	

PET-015-D	TuTh 5—8:30pm	0
	T. Walizer	C

Oct 25–Dec 8 CDM MAIN

🗘 Veterinary Assisting Practices

This course consists of 25 hours of combined classroom instruction, guest lectures, individual research, portfolio creation, Social Media Strategy for Business.

Total: \$211 — Senior Total: \$102

PET-042-B	M 5:30-8:30pm	Aug 15-Oct 3
	K. Tracey	VALL 6



CERTIFICATION SERIES

Veterinary Assistant

Veterinary Assistants perform all aspects of routine animal care with Veterinarians and assist with office responsibilities within a Veterinary office.

Course List:

Medical Terminology & Introduction to Anatomy for Veterinary Assistant Veterinary Assistant Principles Veterinary Assistant Practices

Classes start February 2023.

Scholarship Available

🔜 Online / Hybrid / Remote

CERTIFICATION & LICENSURE

CHILD CARE

🗘 Basic Health & Safety Training

Gain a foundation of information about critical health and safety topics and practice skills designed to meet the proposed Maryland licensing regulation requiring training for all child care providers in basic health and safety areas. You will learn how to set up and maintain a safe and healthy environment. Topics include supervision, safe practices to prevent and reduce injuries, identification and reporting of abuse or neglect, and proper sanitation practices and procedures.

Total: \$99 🛯 S

PRC-090-B ONLINE: At your own pace Aug 29–Dec 9

🗘 Including All Children & the ADA 🔰 🔓

This course provides essential information that every child care and education professional needs to know about the requirements of the Americans with Disabilities Act (ADA). Go beyond the definition of ADA to learn inclusionary best practices, strategies and resources for implementing an early childhood or school age environment that is inclusive to all children and families.

Total: \$75 🛽 🔊

PLC-828-B ONLINE: At your own pace Aug 29–Dec 9

Sudden Infant Death Syndrome (SIDS)

This course is designed to help caregivers understand Sudden Infant Death Syndrome (SIDS) that may affect healthy infants under one year of age. Total: \$75

PLC-846-B ONLINE: At your own pace Aug 29–Dec 9

Supporting Breastfeeding in Child Care

Learn to make your program breastfeeding-friendly for families. Satisfies the MSDE breastfeeding support requirement for child care professionals. This course provides an overview of the state regulation, guidelines and resources to support the practice of breastfeeding and provides related resources for families within a child care program.

Total: \$75

PRC-001-B ONLINE: At your own pace Aug 29–Dec 9

😋 Child Growth & Development 🛛 🛛 💻

This certification course satisfies the child development half of the MSDE requirement of 90 hours for child care teachers and directors. Gain a broad overview of major concepts, theories and research related to the social, emotional, cognitive, and physical development of the child from birth through age 12. This course and a 45-hour course in age-appropriate curriculum (preschool, infanttoddler, or school-age) are required to complete the 90-hour certification for child care. You must successfully complete all course requirements to receive a certificate. Purchase textbook prior to class.

Total: \$299 🔊

PLC-874-C	ONLINE: At your own pace	Sep 9–0ct 28
PLC-874-D	ONLINE: At your own pace	Oct 14–Dec 2

🗘 Infant & Toddler Care

Gain the skills necessary to work with infants and build communication skills to use with parents, co-workers and the public. Topics include growth and development, curriculum planning, goal setting, selection of age-appropriate materials, and methods for infants and toddlers from birth to age 3. This certification course satisfies the MSDE requirement of 45 hours of infant-toddler curriculum training for child care teachers, directors, and family providers working with infants and toddlers. Teachers of two-year-olds in a licensed Preschool may also need the Preschool Curriculum course (consult your licensing specialist.) You must successfully complete class assignments to receive a certificate. Standard refund policy does not apply. No refund seven days prior to course start date. 4.5 CEUs.

Total: \$299

PLC-875-C	ONLINE: At your own pace	Sep 12–0ct 31
PLC-875-D	ONLINE: At your own pace	Oct 10-Nov 28

🗘 Preschool Curriculum & Activities 🛛 💻

Become prepared for a position in a child care center or preschool. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of training for child care teachers and directors working with preschoolers. Basic concepts of curriculum planning and implementation for children three to five years old are introduced. Topics include: teaching strategies, environment design, and implementation of best practices in early childhood education. You must successfully complete all course requirements to receive a certificate. Aligns with MD Staff Credential levels 2-4. Purchase textbook prior to class.

Total: \$280 🔊

PLC-998-C	ONLINE: At your own pace	Sep 12–0ct 31
PLC-998-D	ONLINE: At your own pace	Oct 10-Nov 28

🗘 School Age Child Care: Curriculum 🛛 💻

Gain the skills necessary to work in school-age child care programs. Topics include curriculum planning, age-appropriate materials and methods for working with children ages 6-13. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of child care training for teachers, directors, and coordinators working with school-age children. You must successfully complete all course requirements to receive a certificate. Aligns with MD Staff Credential levels 2-4. Purchase textbook prior to class.

Total: \$299 🛐

PLC-798-C	ONLINE: At your own pace	Sep 14–Nov 2
PLC-798-D	ONLINE: At your own pace	Oct 12–Nov 30

🗘 Child Care Administration

This course prepares prospective directors to administer and manage a child care center. Topics include state requirements and compliance standards for physical facilities, licensing, insurance, and staffing child care programs. Other topics include recordkeeping, bookkeeping, personnel selection, training and managing staff, food services, equipment, materials, and community involvement. This certification course satisfies the MSDE requirement for 45 hours of administrative training for child care center directors. You must successfully complete all course requirements to receive a certificate.

Total: \$299 🛐

Communication Skills for Communication Skills for Child Care Professionals

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

Total: \$129 🔊

PLC-652-D

Oct 31-Nov 14

CDA Capstone: Portfolio, Application, & Exam Prep

ONLINE: At your own pace

The Child Development Associate (CDA) Credential is the most widely recognized national credential in early childhood education (ECE) and is a key stepping stone on this path to career advancement. HCC in partnership with Howard Community College is offering a specific course designed to navigate through the application process with time to create the portfolio, practice for the interview and demonstration. It is the final step in a detailed and thorough certification process. Successful completion of the following courses; Child Growth and Development, Infant and Toddler Care OR Preschool Curriculum and Activities & Child Care Administration and 120 hours of professional education covering the CDA's eight subject areas. Must have 350 hours of work experience working with children in an early childhood setting. Standard refund policy does not apply. No fees refunded as of the first-class date. No tuition refunded after the fifth-class date. Purchase textbooks and a 2" three-ring binder with page protectors. MSDE Core of Knowledge: 11 hours Professional Development, 5.5 hours Curriculum Planning, 5.5 hours Community Connections.

Total: \$299 PRC-097-D

ONLINE: At your own pace Oct 4–Dec 6

Developmentally Appropriate Practices

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This continuing education course is designed for professionals in the education or child care profession. It provides instruction on developmentally appropriate practices working with children of all ages and abilities. Topics include national standards, essential components of developmentally appropriate practice, and behavioral strategies to support children's learning and development.

Total: \$75

PLC-824-B ONLINE: *At your own pace* Aug 29–Dec 9

Scholarship Available

Online / Hybrid / Remote

Engaging Children with Remote Learning

Remote learning is here to stay! Now more than ever, teachers and caregivers are engaging children with remote learning, and are tasked with helping parents support learning when working one-on-one with their child outside of the online learning environment. Learn effective methods for engaging children of all ages in various forms of online learning, and supportive strategies for parents. MSDE Core of Knowledge: 2 hrs CD, 1 hr CC, 1 hr CP, 1hr SN.

Total: \$99

PRC-095-B ONLINE: At your own pace Aug 29–Dec 9

Nutrition & Active Living

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

Total: \$75

PLC-826-B ONLINE: At your own pace Aug 29–Dec 9

Pandemic & Infectious Diseases: Reducing Risks in Child Care

Are you challenged to adopt new health and safety protocols and keep up with recent changes in child care regulations caused by the COVID-19 pandemic? Gain a foundation of information about COVID-19, other infectious diseases and the latest Maryland child care regulations in this timely course taught by a professional nurse educator. You will be introduced to best practices and protocols for maintaining a safe and healthy environment for children and staff, protecting your child care site from infection, preventing the spread of COVID-19 with proper sanitation practices and procedures, and handling other childhood illnesses in a child care setting. MSDE Core of Knowledge: 5 hours HSN.

Total: \$99

PRC-096-B ONLINE: At your own pace

Playground Safety



Aug 29–Dec 9

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

Total: \$75

PLC-827-B ONLINE: At your own pace Aug 29–Dec 9

Pyramid Model for Social & Emotional Competence - Preschool

Has a child's angry or aggressive behavior ever challenged your progress in achieving your teaching goals? Have you wished you could help a child who has trouble getting along with others or making friends? Do you wish you had a better way to understand why a child exhibits challenging behavior and design a solution to support them toward positive behavior? Using the Pyramid Model of SEFEL (Social and Emotional Foundations for Early Learning), gain strategies for understanding, addressing and preventing challenging behavior in children ages 3-5, and practice positive ways to support children with challenging behaviors toward social competence and success. MSDE Core of Knowledge: 18hrs CD. No fees refunded as of the first class date. No tuition refunded after the fifth class date.

Total: \$199

PRC-091-D ONLINE: At your own pace Oct 3–Nov 7

Supervising Children in Child Care

This continuing education course is designed for professionals in the education or child care career field. The course provides MSDE/Office of Child Care regulations and best practices for age and developmentally appropriate supervision of children. Topics include child care regulations and best practices, supervisory strategies for indoor and outdoor environments, and active monitoring.

Total: \$75

PLC-822-B ONLINE: At your own pace Aug 29–Dec 9

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 to adapt both instruction and the environment to motivate learning.

Total: \$75

PLC-829-B	ONLINE: At your own pace	Aug 29–Dec 9

Taking Learning Outside

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

Total: \$75

PLC-825-B ONLINE: *At your own pace* Aug 29–Dec 9

Medication Administration for Child Care Providers

The Medication Administration Training is to teach child care providers and child care center staff information needed to administer medication in a child care setting. Ensuring safe and accurate administration of oral, topical, inhaled, and emergency medications to infants, toddlers, pre-school, and school-age children. This course meets the requirements of a childcare provider who administers medications to infants and children in programs regulated by the Maryland State Department of Education (MSDE), Division of Early Childhood Development (DECD), and Office of Child Care (OCC). Successful completion requires passing knowledge and skills assessments. A course completion certificate is awarded to an individual who successfully completes the training. Total: \$99

PLC-457-E	Sa 9am—4pm	Nov 5
	Staff Instructor	CPB 210

MEDICAL CANNABIS

Dispensary Technician I

Do you have an interest in wellness and would you enjoy providing excellent customer service in a medical dispensary? If so, you may be interested in a career in the new and rapidly growing medical cannabis industry. There are already over 100 dispensaries in Maryland and the demand for qualified Dispensary Technicians is increasing. This course is the first of two in a series and provides the training you need to work in a medical cannabis dispensary. You will learn an overview of the Dispensary Technician's role, practice professional skills and responsibilities involved in day-to-day operations, and learn the Maryland regulations for dispensary operations including security, inventory management, software types, recordkeeping, patient management from checkin to check-out, and follow-up. Class sessions are conducted in Zoom and Canvas; you will receive links and instructions one week before the class begins. Registration of Dispensary Technician I & II is required to earn the Dispensary Technician certificate.

Total: \$405 — Senior Total: \$269

PRC-098-D MW 6:30–8:30pm Oct 10–Nov 28 Staff Instructor ONLINE

CERTIFICATION SERIES



Being the face of a dispensary requires knowledge of legal aspects of the medical cannabis industry, along with extensive product knowledge.

Dispensary Tech I – PRD-098-D

▲ ONL October 10, 2022 – November 28, 2022

Dispensary Tech II – PRD-099-F

ONL December 5, 2022 – January 24, 2023

For more information, visit

www.hagerstowncc.edu/healthcare-certificationcourses

DISPENSARY TECHNICIAN

Scholarship Available

lable 🛛 🔜 Onli

Online / Hybrid / Remote

Dispensary Technician II

This course is the second in a series and is designed to provide occupational training to work in a medical cannabis dispensary. This course focuses on medicinal knowledge, patient care, and education aspects of the Dispensary Technician's role. Topics include recent research on medicinal cannabis, medicinal properties of cannabis, managing the patient experience, counseling methodology and practices. Class sessions are conducted in Zoom and Canvas; you will receive links and instructions one week before the class begins. Registration of Dispensary Technician I & II is required to earn the Dispensary Technician certificate.

Total: \$405 — Senior Total: \$269

PRC-099-B	MW 6:30-8:30pm	Aug 8–Sep 26
	Staff Instructor	ONLINE

Dispensary Agent Basics



Learn about the tasks and functions of an entry level worker in a Maryland Cannabis Dispensary. Examine the day to day duties of this unique retail establishment including how the METRC system tracks cannabis products through the supply chain from seed to sale. Students will also explore the ethical issues surrounding this new industry and how to design a resume and cover letter to begin the job search process.

Total: \$430 — Senior Total: \$399

PRC-120-C	MW 6–9:15pm	Sep 7–Oct 10
	Staff Instructor	ONLINE

Introduction to Cannabis Entrepreneurship

Entrepreneurship Learn how to identify entrepreneurial opportunities in the cannabis industry. Students will explore opportunities to obtain a license to grow, process or dispense cannabis as well as the ancillary businesses that are essential to serve the licensed businesses. Once an opportunity is identified, students will begin the process of constructing a business plan to further explore the viability of

their entrepreneurial concept. Total: \$358 — Senior Total: \$333

PRC-121-D MW 6–9:15pm Staff Instructor

Oct 24–Nov 16 ONLINE

Cannabis Plant Growth



For the home grower or individual who seeks an entry level position in a cultivation facility in the Maryland cannabis industry. Learn the basics of plant growth through it's various stages whether grown outdoors or indoors. Learn about various hydroponic options, super soils as well as the best lighting choices for indoor growers. Students will also learn about nutrients, diseases and pest control.

Total: \$358 — Senior Total: \$332

PRC-122-E	MW 6–9:15pm	Nov 28–Jan 4
	Staff Instructor	ONLINE

PERSONAL TRAINER

🗘 Personal Trainer I

Personal Trainer I is a two-part series continuing education course designed for individuals pursuing a career as a personal trainer and prepares students for the American Council on Exercise (ACE) Personal Trainer Examination. Topics include utilization of physiological adaptations and responses to physical training/exercise and application of testing procedures for individuals interested in applying the components of fitness to a successful training program. Textbook is included.

Total: \$358 — Senior Total: \$258 🜔

DDC 110 C	TuTh 5:30–9:30pm	Son 12 20
rnu-110-u	W. Wolf	Sep 13—29 <i>ARCC 224</i>

🗘 Personal Trainer II

Personal Trainer II is a continuation of the Personal Trainer program. Topics include utilization of physiological adaptations and responses to physical training/exercise and application of testing procedures for individuals interested in applying the components of fitness to a successful training program. Pre-requisite: Personal Trainer I. Exam voucher included.

Total: \$728 —	Senior Total: \$600	S
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PRC-119-D	TuTh 5:30–8:30pm	0ct 4–20
	W. Wolf	ARCC 224

REAL ESTATE

🗘 Principles & Practices Real Estate I

This course provides the requirements of the Maryland Real Estate Commission to take and pass the Maryland Real Estate licensing examination. Students must receive a 70 percent or better on the final exam in order to receive a certificate to take the MD real estate state examination. The target audience for this course are those who seek to become a licensed Real Estate agent in the state of MD. Students must take part I and part II to sit for the final exam. The book is included in the price of this course. Students will receive the book on the first day of class.

Total: \$237 — Senior Total: \$164 🛽 🔊

PRC-062-B	Sa 9am—2:30pm <i>L. Riggs</i>	Aug 27–Oct 8 <i>CPB 125</i>
PRC-062-D	TuTh 6–9pm Staff Instructor	Oct 4–Nov 3 ONLINE

Principles & Practices Real Estate II

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

Total: \$158 — S	enior Total:	\$98	S
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PRC-063-F	Sa 9am—2pm	Oct 15-Dec 3
	L. Riggs	CPB 214
PRC-063-E	TuTh 6–9pm Staff Instructor	Nov 8–Dec 15 <i>ONLINE</i>

REAL ESTATE PRINCIPLES & PRACTICES

Principles & Practices I Scholarships Saturdays Available PRC-062-B Aug 27 – Oct 8, 2022 **Tuesdays and Thursdays** PRC-062-D Oct 4 – Nov 3, 2022 **Principles & Practices II** Saturdays PRC-063-F Oct 15 - Dec 3, 2022 **Tuesdays and Thursdays** PRC-063-E Nov 8 – Dec 15, 2022 Meets the requirements of the Maryland Real Estate Commission to take the Maryland Real Estate licensing examination For scholarship information, visit www.hagertowncc.edu/coned

Scholarship Available

🔜 Online / Hybrid / Remote

Programs with this icon are Workforce Training Programs, providing students with short-term, specialized programming for employment in highdemand career fields.

CAD

Computer-Aided Design (CAD) I



Design objects or create drafting mock-ups with computer-assisted design/drafting using Auto-CAD 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: Working familiarity with Windows-based applications and file management. (Textbook required)

Total: \$519 — Senior Total: \$287

CMT-252-B	M 4–5:30pm	Aug 29–Dec 12	ATC 116
	O. Bamiduro		ONLINE

COMPUTER REPAIR/NETWORKING

🗘 CCNA: Networking I

Participants are introduced to the architecture, structure, functions, components, and models of the Internet and other computer networks as part of the Cisco Networking Academy. The principles and structure of IPv4 and v6 addressing and the fundamentals of Ethernet concepts, media, and operations provide a foundation for the curriculum. Introductory router/switch device configuration skills are also included. Prerequisite: A+ certification or equivalent work experience. Must have a personal computer and Internet access (broadband is recommended) for webinars and online content.

Total: \$651

CMT-355-B	W 6-9:55pm	Aug 31–Oct 19	STEM 109
	J. Drooger		STEM 110
	Sa 9am—12pm	0ct 22	STEM 109
	J. Drooger		STEM 110

CCNA: Networking II

Examine the architecture, components, and operation of routers and switches, and apply the principles of routing and switching to devices. Students analyze, configure, verify, and troubleshoot the primary routing protocols of EIGRP and OSPF using IPv4 and v6. By the end of this course, you will be able to recognize and correct common routing and switching problems. Prerequisite: CCNA: Networking 1. Must have a personal computer and Internet access (broadband is recommended) for webinars and online content.

Total: \$587

CMT-356-D	W 6-9:55pm	Oct 26–Dec	14 STEM 109
	J. Drooger		STEM 110
	Sa 9am—12pm	Dec 17	STEM 109
	J. Drooger		STEM 110

PC Tech: Repair & 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: \$529 — Senior Total: \$297

CMT-150-B	W 5:30-8:15pm	Aug 31–Dec 14
	R. Ball	ATC 200

MS OFFICE

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-C	W 9am-4:30pm	Sep 21
	R. Koziel	VM 2

Microsoft Excel Level I

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

Total: \$127 — Senior Total: \$87

CMP-835-C	W 9am—4:30pm <i>R. Koziel</i>	Sep 14 VM 2
СМР-835-Е	W 9am—4:30pm <i>R. Koziel</i>	Nov 2 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, add and modify charts and graphics, and explore more advanced functions. Pre-requisite: Excel Level I. Most topics apply to Excel version 2010 and newer. (Textbook included)

CMP-836-C	W 9am—4:30pm <i>R. Koziel</i>	Sep 28 <i>VM 2</i>
СМР-836-Е	W 9am—4:30pm <i>R. Koziel</i>	Nov 9 <i>VM 2</i>

Microsoft Excel Level III

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

Total: \$127 — Senior Total: \$87

CMP-693-D	W 9am—4:30pm <i>R. Koziel</i>	0ct 12 VM 2
СМР-693-Е	W 9am—4:30pm <i>R. Koziel</i>	Nov 16 <i>VM 2</i>



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

- Robotics Technician
- Electronics Technician
- Electromechanical Technician
- PLC Technician

Each technician certificate program enriches your skills and knowledge in design, programming, installation, operation, maintenance and troubleshooting industrial electronics, robotics and PLC equipment. The self-paced distance education alternative provides you with practical know how and technical skills needed to become more employable and successful in your field.

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

Scholarship Available

📃 Online / Hybrid / Remote

Microsoft Word Level I

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

Total: \$127 — Senior Total: \$87

CMP-837-D	W 9am-4:30pm	0ct 5
	R. Koziel	VM 2

OFFICE ASSOCIATE

🗘 Office Associate Part I

Participants in this series obtain basic computer skills that complement the required duties of an office associate in a business working environment. As part of the Office Associate Certificate series, Part 1 includes computer basics, using the Microsoft Office suite, and an introduction to word processing, Spreadsheets, presentation software, and bookkeeping software.

Total: \$636 — Senior Total: \$383 🔊	Total:	\$636 —	Senior	Total:	\$383	S
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CMR-031-B	MW 5:45-8:45pm	Aug 29–Nov 9
	R. Kayed	VM 5

🗘 Office Associate Part II

Participants in this series obtain basic computer skills that complement the required duties of an office associate in a business working environment. As part of the Office Associate Certificate series, Part II emphasizes bookkeeping concepts, and hands-on application using Quickbooks.

Total: \$129 🔝

CMR-041-E	MW 5:45-8:45pm	Nov 21–Dec 21
	R. Kayed	VM 5

Programs with this icon are Workforce Training Programs, providing students with short-term, specialized programming for employment in highdemand career fields.

CONSTRUCTION

Construction Equipment Operator Introduction

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

Total: \$523 — Senior Total: \$388

TRD-217-C	MW 5:30-8:30pm	Sep 12–21	ETTC 101
	Sa 9am–4:30pm	Sep 24	
	G.Staff		

Construction Equipment Operator Skills

Practice hands-on use of a variety of construction equipment, while focusing on the safe operation and preventive maintenance at the work site. Class activities include proper mounting, startup procedures, and basic movements of the machine and its attachments. Provides hands-on experience with a variety of machines performing work tasks including skid loaders, excavators, and back hoes. Prerequisite: CEO Introduction class. (Textbook and materials included)

Total: \$2472 — Senior Total: \$1752

TRD-218-C MW 5:30-8:30pm Sep 26-Nov 2 *ETTC 101* Sa 9am-4:30pm Oct 1-Nov 5 *G.Staff*

DIESEL TECHNICIAN PROGRAM

🗘 Diesel Technician Program Part I

Develop the entry-level skills required to start a career in diesel repair and maintenance. This 200-hour program will provide you with the necessary training and fundamentals to provide preventive maintenance and troubleshooting on diesel powered vehicles, including commercial trucks and construction equipment. Part one of the program combines classroom, online, and shop instruction on key introductory concepts and topics include preparation for the ASE Medium/Heavy Truck "T" exam series. (Textbook included)

Total: \$1748 — Senior Total: \$1328 🔊

TRD-312-C	TuTh 6–9pm	Sep 6–0ct 27	ETTC 101
	E. Keefer		ETTC 102
			ETTC 103
	Sa 9am—4:30pm <i>E. Keefer</i>	Sep 10–0ct 22	ETTC 101

🗘 Diesel Technician Program Part II

Become proficient in preventative maintenance and inspections for heavy duty vehicles through hands-on shop activities in the part two of the Diesel Technician Program. Topics in part two expand on preventive maintenance schedules, engine systems, on board diagnostics, brakes/suspension, and major vehicle components. Review topics include preparation for the ASE Medium/Heavy Truck Test T2, Diesel Engines; Test T6, Electrical/ Electronic Systems; and Test T8, Preventive Maintenance Inspection. (Textbook included)

Total: \$1748 — Senior Total: \$1328 🛭 🛐

TRD-313-E	TuTh 6–9pm	Nov 1–Dec 20	ETTC 101
	E. Keefer		ETTC 102
			ETTC 103
	Sa 9am—4:30pm <i>E. Keefer</i>	Oct 29–Dec 17	ETTC 101

FORKLIFT OPERATOR

🗘 Forklift Operator & Material Handling

In this course, participants are prepared for employment opportunities in warehouse and distribution facilities with an emphasis on workplace safety and developing proper material handling skills. Participants will perform material handling operations manually and with a variety of standard motorized equipment while practicing workplace safety.

Total: \$250	S

TRD-234-B F 9am-4:30pm G.Staff Aug 12–19 DRC MAIN

Scholarship Available

Online / Hybrid / Remote

HOME INSPECTOR

Home Inspector Training

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

Total: \$1895 — Senior Total: \$1745

TRD-045-C	Sa—Sa 8am—6pm	Sep 10–17
	Staff Instructor	VM 8

Home Inspector West Virginia Practicum

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

Total: \$58

TRD-213-C	Su 8am—6pm	Sep 18
	Staff Instructor	VM 8



INDUSTRIAL TECHNOLOGY

Introduction to CNC Lab

In this continuing education course, participants in the manufacturing sector are introduced to entry-level Computer Numerical Control (CNC) functions through hands-on lab activities. Topics will include: control functions, definitions of capabilities, and descriptions of machine control capabilities. Basic programming will include T/M code definitions and usages. General codes supporting most machine functions will be addressed in combined lecture/simulation activities. Must be taken in conjunction with Introduction to CNC Programming, CNT-248. (Textbook required)

Total: \$299 — Senior Total: \$151

CNT-249-C	Th 8–10pm	Sep 1–Dec 15	ATC 202
	K. Stoops		CBES 118

Introduction to CNC Programming

In this continuing education course, participants in the manufacturing sector are introduced to entry-level Computer Numerical Control (CNC) functions, including CNC operation and basic programming. Topics will include: control functions, definitions of capabilities, and descriptions of machine control capabilities. Basic programming will include T/M code definitions and usages. General codes supporting most machine functions will be addressed in combined lecture/simulation activities. Must be taken in conjunction with CNC Lab section, CNT-249. (Textbook required)

Total: \$299 — Senior Total: \$151

CNT-248-C	Th 6–8pm	Sep 1–Dec 15	ATC 202
	K. Stoops		CBES 118

SMALL ENGINE

🗘 Small Engine Repair

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

Total: \$228 — Senior Total: \$132

TRD-124-C	M 6–9pm	Sep 12–0ct 3	CPB 230
	MW 6–9pm	Oct 10–26	CPB 230
	T. Kroon		

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 optional)

Total: \$500 — Senior Total: \$276 🛛 😒

CNT-106-B	MW 5:30-8:15pm	Aug 29–Oct 19 CPB 142
		CPB 142A
	Staff Instructor	
CNT-106-C	Tu 5:30–9:30pm	Sep 20–Nov 29 CPB 142
		СРВ 142А
	S. Staley	
CNT-106-D	Th 5:30–9:30pm	Sep 22–Dec 8 CPB 142
	·	СРВ 142А
	P. Gidich	

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: \$500 — Senior Total: \$380 🔊

CNT-308-C	Tu 5:30–9:30pm	Sep 20–Nov 29 CPB 142
	S. Staley	CPB 142A

Scholarship Available

e 📃 Online/I

Online / Hybrid / Remote 🛄 Lifelong Learning Institute

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: \$500 — Senior Total: \$380 🔊

CNT-306-C	Tu 5:30–9:30pm	Sep 20–Nov 29 CPB 142
	S. Staley	CPB 142A

🗘 Welding Layout & Fabrication

Building on introductory welding knowledge, this course is designed to introduce the material science of metals within fabrications, welding print reading along with welding procedures (WPS/ PQR), basic fabrication tools and equipment, along with materials used in the layout and fabrication of a welding project with emphasis on designing a print based project that includes proposed cost estimation and projected time for assembly. Prerequisite: CNT-116, Intro to Welding. (Textbook Required)

Total: \$500 — Senior Total: \$338 🛽 🔊

CNT-116-D	MW 5:30-8:15pm	Oct 24–Dec 14 CPB 142
	J. Smith	CPB 142A



CERTIFICATION SERIES

Welding

Discover a career path as a welder in our program that builds your knowledge of the industry while developing the hands-on expertise to enter the world of commercial welding. Our experienced instructors emphasize safety and utilize the skill activities in a variety of welding technologies within our professionally equipped lab.

Course List:

Introduction to Welding Intermediate Welding (Stick, MIG, or TIG) Welding Fabrication AWS Certification Prep

Classes start Fall 2022.

Scholarships available, apply today! www.hagerstowncc.edu/cefunding

🗘 Programs with this icon are Workforce Training Programs, providing students with short-term, specialized programming for employment in highdemand career fields.

CDL - COMMERCIAL DRIVER

🗘 CDL B Operator Introduction

Prepare for your Class B CDL license and develop the skills to drive a dump truck, commercial delivery truck, passenger bus, or other vehicle weighing over 26,000 pounds. Introduction to CDL operations includes vehicle safety, defensive driving techniques, and pre/post-trip inspections. Applicants must complete a screening process and have a current DOT physical and a Class B Learner's Permit with Air Brake. Meets the theory portion of the Entry Level Driver Training requirement. (Textbook provided)

Total: \$258 — Senior Total: \$138 🔊

TDV-053-C	Sa 8am—4:30pm D. Mitchell	Sep 10–17 <i>IND 200</i>
TDV-053-E	Sa 8am—4:30pm D. Mitchell	Nov 5–12 <i>IND 200</i>

🗘 CDL B Operator Skills

Practice operation of a Class B CDL vehicle and prepare for your commercial driver test. Class activities include pre-trip review, vehicle control and maneuvering, successful completion of range exercises, and proper road operation. Class hours include CDL skills/road test in your state of licensing (MD, PA, or WV). Meets the range/road portion of the Entry Level Driver Training requirement. Prerequisite: CDL B Operator Introduction.

Total: \$1500 — Senior Total: \$840 🛛 🛐

TDV-054-C	Sa 8am–4:30pm	Sep 24–0)ct 22
	D. Mitchell	IND 200	
TDV-054-E	Sa 8am—4:30pm <i>RANGE</i>	Nov 19–Dec 17	IND
	M 8am-4:30pm	Nov 19–Dec 17	IND 200
D. Mitchell, M. Stevenson, D. Jong		on, D. Jong	

CDL Learner's Permit Prep

Take the guesswork out of sitting for your CDL A or B Learner's Permit and let our professional truck driving instructors guide you through the testing process. This short course will cover the topics you need to pass your Learner's Permit including areas of general knowledge, air brakes, combination vehicles, passengers, and study tips. Please bring your state of residency CDL manual to the class. Total: \$28

TDV-044-B	TuW 6–9pm	Aug 16–17
	B. Neiman	IND 200
TDV-044-D	TuW 6–9pm	0ct 11–12
	B. Neiman	IND 200
TDV-044-F	TuW 6–9pm	Dec 13–14
	B. Neiman	IND 200
TDV-044-G	TuW 6–9pm	Jan 3–4
	B. Neiman	IND 200

Scholarship Available

🔜 Online / Hybrid / Remote

TRANSPORTATION & DRIVER EDUCATION



CERTIFICATION SERIES



Commercial Driver

Commercial Drivers have an exponential earning potential after obtaining their Commercial Driving License (CDL-A) to drive heavy trucks and tractor-trailers or the CDL-B license to drive dump trucks, school buses, or motor coaches. Responsible for the transportation of people and goods, Commercial Drivers are in demand more than ever.

Course List:

CDL B Operator Introduction CDL B Operator Skills

Classes start September 10, 2022

Scholarships available, apply today! www.hagerstowncc.edu/cefunding

*Scholarships may cover all or part of the program cost

DRIVER EDUCATION

Driver Education

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

Total: \$350

DRV-001-H	Sa 9am–12:15pm Staff Instructor	Sep 17—Nov 19 <i>ONLINE</i>
DRV-001-J	MW 6–9:15pm E. Ferris	Sep 19–Oct 19 <i>CPB 210</i>
DRV-001-K	MW 6–9:15pm E. Ferris	Nov 7–Dec 12 <i>CPB 210</i>

Driver Education - Spanish

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

Total: \$350 — Senior Total: \$214

DRV-010-B	TuTh 5:30–8:45pm	Sep 20–0ct 20
	J. Lemus	VM 6

MOTORCYCLE

Basic Rider Course

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

Total: \$298 — Senior Total: \$208

MST-101-L	WTh 5:45–9pm	Aug 3–4	CPB VEATERY
	SaSu 7:30am–12:30pm Staff Instructor	Aug 6–7	PARK EU
MST-101-M	WTh 5:45–9pm	Aug 17–18	CPB 232
	SaSu 7:30am—12:30pm S. McClain, L. Allen	Aug 20–21	PARK EU
MST-101-N	WTh 5:45–9pm	Aug 24–25	CPB 232
	SaSu 7:30am—12:30pm <i>S. McClain</i>	Aug 27–28	PARK EU
MST-101-P	WTh 5:45–9pm	Sep 7–8	CPB 232
	SaSu 7:30am–12:30pm S. McClain	Sep 10–11	PARK EU
MST-101-Q	WTh 5:45–9pm	Sep 14–15	CPB 232
	SaSu 7:30am–12:30pm D. Baker, K. Baker	Sep 17–18	PARK EU
MST-101-R	WTh 5:45–9pm	Sep 21–22	CPB 232
	SaSu 7:30am–12:30pm S. McClain, L. Allen	Sep 24–25	PARK EU
MST-101-S	WTh 5:45–9pm	0ct 5–6	CPB 232
	SaSu 7:30am—12:30pm D. Baker, K. Baker	0ct 8–9	PARK EU
MST-101-T	WTh 5:45–9pm	0ct 12-13	CPB 232
	SaSu 7:30am—12:30pm S. McClain, L. Allen	0ct 15–16	PARK EU

UAV TECHNOLOGY

Drones: UAS Regulations

This continuing course prepares students to take the FAA part-107 certification test for commercial use of unmanned aerial systems or drones. Federal regulations, weather, loading, performance, and airspace regulations will all be covered. Operation of unmanned vehicles will also be covered in this course. Should be taken in conjunction with CNT-130, Introduction to UAS.

Total: \$185 — Senior Total: \$103

CNT-131-D	MW 3-3:50pm	Oct 24–Dec 14
	G. Betz	ETTC 101

Intro to Unmanned Systems

This course is an introduction to civilian unmanned systems, commonly referred to as drones. It includes an introduction to current applications, weather, control fundamentals and principals of flight, and the history of unmanned systems. This course also exposes students to the significant regulations affecting unmanned systems operations. (Textbook required)

Total: \$403 — Senior Total: \$182

CNT-130-B	MW 4–5:15pm <i>G. Betz</i>	Aug 29–Dec 14 <i>ETTC 101</i>

Scholarship Available

le 📃 Online / Hybrid / Remote

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MIND & SPIRIT

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

This beginning T'ai Chi Ch'uan course is explicitly designed for novice and senior students wanting to learn and practice a version of this holistic exercise that promotes health, improves balance, and enhances mind-body awareness. Beginning T'ai Chi provides the participant an opportunity to return to the same class or use the lessons as a foundation to continue the study of T'ai Chi at an intermediate or advanced level. Wear comfortable clothing and flat-soled shoes. Exclusions apply to pregnant women and those with moderate to severe knee osteoarthritis.

Total: \$89

MBP-072-C	W 6:30-7:30pm	Sep 14–Nov 16
	P. Cote	KEP 101

Intermediate T'ai Chi (Authentic Northern Wu Style)

As an intermediate-level course featuring the authentic Northern Wu style T'ai Chi Ch'uan, designed for students continuing their study from the beginning T'ai Chi course 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 instructions are 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 ready to begin your T'ai Chi experience at an intermediate level. Wear comfortable clothing and flat-soled shoes. Exclusions apply to pregnant women and those with moderate to severe knee osteoarthritis.

Total: \$89

MBP-073-C	W 7:30-8:30pm	Sep 14–Nov 16
	P. Cote	KEP 101

BODY

Simply Fit

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

Total: \$69 — Senior Total: \$43		
FIT-005-B	TuTh 9:30—10:30am <i>S. Rodgers</i>	Aug 9–Sep 15 <i>HSA HALL</i>
FIT-005-C	TuTh 9:30—10:30am <i>S. Rodgers</i>	Sep 27–Nov 3 HSA HALL
FIT-005-E	TuTh 9:30—10:30am <i>S. Rodgers</i>	Nov 8–Dec 15 HSA HALL

ART, MUSIC, & LANGUAGE

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 is helpful, but not necessary).

Total: \$89 — Senior Total: \$59

ANE-103-B	M 6:30-8:30pm	Aug 15-Sep 19
	S. Schaefer	VM 3
ANE-103-D	M 6:30-8:30pm	Oct 3–31
	S. Schaefer	VM 3

Advanced Photography

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

Total: \$89 — Senior Total: \$59

ANE-281-E	M 6:30-8:30pm	Nov 7–Dec 5
	S. Schaefer	VM 3

Nature & Wildlife Photography

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

ANE-090-B	W 6:30-8:30pm	Aug 17–Sep 7
	S. Schaefer	VM 3

Portrait Photography

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If you enjoy taking pictures of your family and friends and would like to improve your skills, this is the class for you. You will explore lighting techniques, equipment, and composition. You will be able to explore portraits in a studio as well as other settings. During this class, there will be a field trip for outdoor/environmental portraits.

Total: \$89 — Senior Total: \$59

ANE-282-C W 6:30–8:30pm Sep 14–Oct 5 S. Schaefer VM 3



PHOTOGRAPHY

Fall in love with the art of photography.

Basic Photography

August 15-September 19, 2022 Monday, 6:30-8:30 p.m. Course Code: ANE-103-B

October 3-October 31, 2022 Monday, 6:30-8:30 p.m. Course Code: ANE-103-D

Advanced Photography

November 7-December 5, 2022 Monday, 6:30-8:30 p.m. Course Code: ANE-281-E

Nature & Wildlife Photography

August 17-September 7, 2022 Wednesday, 6:30-8:30 p.m. Course Code: ANE-090-B

Scholarship Available

Online / Hybrid / Remote

LLI Lifelong Learning Institute

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LLI
How to Create a Photo Book to Bring Your Images to Life <u>LLI</u>

You've taken photos of big life milestones, amazing travel adventures, and all the meaningful moments in between. But now what? Bring those memories and images to life with a photo book you can flip through and reminisce over, share with your family, friends, and coworkers, or give as a gift. You'll get an overview of the most popular and easy-to-use tools like Shutterfly, Snapfish, and Mpix, plus hands-on guidance on how to select, arrange, and narrate your favorite images to create a photo book. At the end of three weeks, you'll have a completed project, ready to print and share. Registration does not include the cost to print and ship your book.

Total: \$49 -	— Senior	Total	\$45
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DSA-011-D	W 6:30-8:30pm	Oct 26-Nov 9
	S. Schaefer	VM 3

Beginner Crochet

There's something magical about being able to take some yarn and create something beautiful. Crochet allows you to create almost endlessly. And it's highly portable, relaxing, and fun. Want to make some memorable gifts for the holidays? Get started with this class! Appropriate for both right and left-handed.

Total: \$75 —	Senior	Total:	\$49
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DSA-009-D	Th 6:30-8:30pm	Oct 27–Nov 3
	Staff Instructor	CPB 230

NEW! Giftable Christmas Cards

You can make holiday cards so stunning that your friends and family will want to frame them. We'll use ribbons, die cuts, and more, all supplied. The cards don't require a great deal of skill but mostly good designs, suitable materials, and your creativity. You'll go home with several completed cards plus patterns so you can make more at home.

Total: \$25

DSA-016-E	M 6:30-8:30pm	Nov 14
	K. Barylski	CPB 211

Learn the Heritage Craft of Chair Caning

LLI

Restore and repair your rocking chairs, footstools, and dining room chairs 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. 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. Bring a bucket, scissors, towel, measuring tape, pencil, one dozen clothes pins, and paper to class. Other materials may be purchased from the instructor. Bring your project to the first class.

SEN-090-C	M 6–8:30pm <i>G. Lum</i>	Sep 12–Nov 7 <i>VM 6</i>
SEN-090-D	Th 12–2:30pm <i>G. Lum</i>	Sep 15–Nov 10 <i>VM 6</i>

Beginning Bluegrass Banjo

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

Total: \$59

BLU-013-C	M 5:45–6:45pm	Sep 12–0ct 24
	F. Maietta	KEP 204

Bluegrass Jamming

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

Total: \$99

BLU-018-C	M 7–9pm	Sep 12–Oct 17
	F. Maietta	KEP 204

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Foundations of French

If you have never studied the French language or if you have not used your previous knowledge of French for some time, this is the class for you. You'll build a solid foundation for conversational French through a visual and immersion technique.

Total: \$149	Senior Tota	ıl: \$99
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LAN-257-B	TuTh 6–7:30pm	Sep 13–0ct 13
	R. Bender	CPB 212

Italian for Travelers

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Ciao! Planning a trip to Italy? Or wanting to experience a piece of Italy from home? Enhance your Italian vacation or daydream with conversational Italian and insight into the cultural nuances of Italy. Get exclusive sightseeing recommendations from an experienced traveler, explore the country's geography and history, and become familiar with practical phrases and local customs that will benefit your time abroad. Immersing yourself in the Italian language and culture before traveling will make the food and wine more delectable and the sites more breathtaking - we promise!

Total: \$115 — Senior Total: \$69

LAN-255-C	TuTh 6:30—8:30pm	Sep 13–0ct 6
	S. Roma-Barrera	VM 8

Spanish for Travelers

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

LAN-256-D	TuTh 6:30–8:30pm	Oct 18–Nov 10
	S. Roma-Barrera	VM 3

CULINARY

NEW! Chicken Dishes from **Around the Globe** LLI

CLASS SERIES

Are you tired of cooking and serving the same basic chicken recipes over and over again? Shake up your chicken routine with new flavor combinations in this three-part series. Registration includes three classes: Chicken and Garlic Dishes, Chicken and Cream Dishes, and Chicken Dishes Around the Globe.

Total: \$199 — Senior Total: \$115 Tu 12-3pm

CLN-087-C

Sep 20–Oct 4 CPB 210

NEW! Chicken & Garlic Dishes

Staff Instructor

In this first installment of Chicken Dishes Around the Globe, we will look at recipes from Italy in the form of chicken marsala and chicken piccata. Then we'll take the train to Paris for chicken with forty cloves of garlic and chicken with tarragon sauce. Menu: Chicken Marsala; Chicken Piccata; Chicken with Forty Cloves of Garlic; and Chicken with Tarragon Sauce.

Total: \$69		Take Series = SAVE!
CLN-088-C	Tu 12–3pm	Sep 20
	Staff Instructor	CPB 210

NEW! Chicken & Cream Dishes

In the second installment of Chicken Dishes Around the Globe, we will look at more recipes from an Italy in the form of chicken florentine, creamy parmesan garlic mushroom chicken, and chicken stew with olives and lemon. Menu: Chicken Florentine; Creamy Parmesan Garlic Mushroom; Chicken Stew with Olives and Lemons.

Total: \$69		Take Series = SAVE!
CLN-089-C	Tu 12–3pm	Sep 27
	Staff Instructor	СРВ 210

NEW! Chicken Dishes Around the Globe

In the third and final installment of Chicken Dishes Around the Globe, we will look at a broader view of the world through butter chicken from Thailand, chicken mole from Mexico, orange chicken, and end with an American dish of skillet chicken with bacon and white wine sauce. Menu: Butter Chicken; Chicken Mole, Orange Chicken; Skillet Chicken with Bacon and White Wine Sauce.

Total: \$69		Take Series = SAVE!
CLN-090-D	Tu 12–3pm Staff Instructor	Oct 4 <i>CPB 210</i>

Scholarship Available

Online / Hybrid / Remote

LLI

NEW! Holiday Desserts & Sides

LLI

CLASS SERIES

Are you anxious to host your very first Thanksgiving feast, or looking to step up your holiday entertaining this year? When it comes to the sides and desserts, we've got you covered. Learn new culinary skills and practice traditional dishes with a few new recipes sprinkled in. Registration includes two courses: Holiday Desserts and Holiday Sides.

Total: \$125 — Senior Total: \$75

CLN-095-E	Tu 12–3pm	Nov 8-15
	Staff Instructor	CPB 210

NEW! Holiday Desserts

Thanksgiving seems to bring out the best desserts of the year, and who doesn't love pumpkin pie with a big dollop of whipped cream or pecan pie with a scoop of ice cream? Or, have the best of both worlds with a Pumpkin-Pecan Cheesecake! Learn how to make all three from scratch, just in time for your Thanksgiving feast. Menu: Decadent Pecan Pie; Perfect Pumpkin Pie; Pumpkin-Pecan Cheesecake.

Total: \$69		Take Series = SAVE!
CLN-096-E	Tu 12–3pm	Nov 8
	Staff Instructor	CPB 210

NEW! Holiday Sides

The turkey isn't always the star of the show at Thanksgiving—sometimes it's the sides! In this session, we make several sides that very well might outshine the main dish at your next holiday meal. Plus, learn how to make the best lump-free, creamy gravy. Menu: Gravy; Sausage Dressing; Corn Soufflé; Brussels Sprouts with Pancetta and Cranberry.

Total: \$69		Take Series = SAVE!
CLN-097-E	Tu 12–3pm	Nov 15
	Staff Instructor	CPB 210

Summer Salads

CLASS SERIES

What comes to mind when you think of salad? Maybe some greens, a few toppings, and some dressing? But there's so much more! Master classic American salads like macaroni, potato, and pansanella salad, and expand your definition of salads to include Greek and Mediteranean favorites, including crab salad stuffed in avocado, watermelon salad, chickpea and onion salad, cucumber salmon salad, and more. Registration includes three classes: Classic American Salads, Greek Salads, and Mediterranean Salads.

Total: \$155 — Senior Total: \$99

CLN-080-B	Tu 12–3pm	Aug 2–16
	Staff Instructor	CPB 211

Classic American Salads

Everyone enjoys American Classic salads along side their grilled burgers, steaks, bratwurst, chicken, and more. Join us in making these great salads! Menu: American Macaroni Salad, Potato Salad, and Panzanella Salad.

Total: \$59		Take Series = SAVE!
CLN-081-B	Tu 12–3pm	Aug 2
	Staff Instructor	CPB 211

Greek Salads

This week's salads take us to the Mediterranean for a look at some great Horiatiki or Xoriatiki, or "village salads," from the Greek isles. You can never have too many salad recipes, right? Especially when they are this delicious and healthy. These salads are a breeze to make and coated with delicious dressings. Menu: Crab Salad Stuffed in Avocado, Greek Salad, Classic Caprese Salad, Watermelon Salad.

Total: \$59		Take Series = SAVE!
CLN-082-B	Tu 12–3pm Staff Instructor	Aug 9 CPB 211

Mediterranean Salads

This week's salads take us to the Mediterranean for a look at some great Horiatiki or Xoriatiki, or "village salads," from the Greek isles. You can never have too many salad recipes, right? Especially when they are this delicious and healthy. These salads are a breeze to make and coated with delicious dressings. Menu: Crab Salad Stuffed in Avocado, Greek Salad, Classic Caprese Salad, Watermelon Salad.

Total: \$59		Take Series = SAVE!
CLN-083-B	Tu 12–3pm	Aug 16
	Staff Instructor	CPB 211

Thai Cuisine

If you appreciate all the nuances and complexities of food culture, then you'll love Thai cuisine. The people of Thailand are obsessed with all things related to food, be it Thai, Italian, Chinese, or French. It's extremely evident with the neverending choices of street food stalls, restaurants, and food markets splayed all over every square inch of the country. They say food is the universal love language and Thai people got that down! Menu: Watermelon and Feta Salad with Serrano Chili Vinaigrette; Thai Chicken with Basil; Mango Ice Cream; Thai Coconut Cake.

Total: \$69

CLN-051-A	Tu 12–3pm	Aug 23
	Staff Instructor	CPB 211

Italian Cuisine

Explore fantastic foods from all over Italy, starting with the Campania region where arancino "rice balls" were first introduced into the Kingdom of Naples by the Aragonés. Then we will move to Central Italy for the history of cacciatore, once known as Hunter's Chicken. And finally, we will make cannoli, Italian pastries consisting of tube-shaped shells of fried pastry dough, filled with a sweet, creamy filling usually containing ricotta-a staple of Sicilian cuisine. Menu: Pancetta Arancini with Roasted Tomato Bruschetta; Chicken Cacciatore; Cannoli with Chocolate and Orange.

Total: \$69

CLN-038-A	Tu 12–3pm	Aug 30
	Staff Instructor	CPB 210

NEW! End of Summer Soiree

It's the end of summer, and we have to escort it out with a big bang. There are still a lot of zucchinis, tomatoes, and pears are in season, so we can combine those to create some delicious bites for this last hoorah. We will make zucchini filled with Bang Bang Shrimp; basil and shrimp are high-lighted with pepperoni in puff pastry. We will then fill pastry with brie, pears, and pecans. Menu: Firecracker Shrimp Cups, Pepperoni Basil Tomato Puffs, Baked Brie, Pear, and Pecan Bites.

Total: \$69

CLN-086-C	Tu 12–3pm	Sep 13
	Staff Instructor	CPB 210

NEW! French Bistro II

French bistro's are popular for their accessible prices, high number of options for eating and drinking, and relatively relaxed atmosphere. Turn your home into a French café-brasserie with asparagus quiche, a seafood stew with peppery garlic sauce called bouillabaisse, and a refreshing lemon soufflé with a raspberry sauce. Menu: Quiche with Asparagus and Goat Cheese; Bouillabaisse with Ruille; Lemon Soufflés with Raspberry Coulis.

Total: \$69

CLN-091-D	Tu 12–3pm	0ct 11
	Staff Instructor	СРВ 210

NEW! Spanish Tapas

If there is one aspect of Spanish cuisine that is best known around the world, it is the custom of eating tapas, which are small portions of delicious appetizers and snacks. Today we will make sun-dried tomato polenta cakes with herbed goat chees, spicy shrimp with pineapple chutney, and a hash of chorizo, spinach, and chickpea. Menu: Sun-Dried Tomato Polenta Cake with Herbed Goat Cheese; Spicy Shrimp with Pineapple Chutney; Chorizo, Spinach, Chickpea Hash.

Total: \$69

CLN-092-D	Tu 12–3pm	Oct 18
	Staff Instructor	CPB 210

NEW! Steaming Soups

In this session, we will make four very different soups to see just how versatile, hearty, and flavorful a steaming bowl of soup can be. First, vegetables will be roasted, then blended to create a rich and creamy soup, then add the soup back to the pot to simmer with cream. We'll follow it up with beef, mushrooms, and noodles combined in a rich and creamy broth before concluding with a Thai soup made with coconut cream, curry, and lots of vegetables. Menu: Roasted Butternut Squash Soup; Creamy Beef, Mushroom, and Noodle Soup; and Coconut Curried Vegetable Soup.

Total: \$69

CLN-093-D	Tu 12–3pm	0ct 25
	Staff Instructor	CPB 210

Scholarship Available

🔜 Online / Hybrid / Remote

NEW! Classic American Dishes

Come along as we travel around the country to savor some of the best food America has to offer. There's nothing more nostalgic than homemade mac' and cheese with a creamy, savory, cheese sauce. And, what is more American than meatloaf and chili? An American meal wouldn't be complete without a little sweetness in the form of chocolate cookies. Menu: Homemade Macaroni and Cheese; Meatloaf; Chili; Chocolate Cookies.

Total: \$69

CLN-094-E	Tu 12–3pm	Nov 1
	Staff Instructor	CPB 210

NEW! Game Day Snacks

When watching the big game, you have to have something to snack on. This year go beyond the usual store-bought snacks and liven up your party with a delicious spread that packs a flavor punch. Menu: Crispy Wonton Mozzarella Sticks with Roasted Tomato Sauce; Honey Garlic Ginger Wings; Bacon Brittle.

Total: \$69

CLN-098-E	Tu 12–3pm	Nov 22
	Staff Instructor	CPB 210

NEW! Holiday Hors d'Oeuvres

When you schedule your Christmas party, make sure you come up with a list of great foods to serve your guests. With the dishes we will make during this class session, your guests will be begging for the recipes. Better yet, everything can be made ahead of time to allow you to mingle with your guests! Menu: Puff Pastry with Pepperoni, Cheese and Tomato; Pork Belly Sliders with Pickled Onions and Spicy Mayonnaise; Spinach and Artichoke Phyllo Cups; Endive Stuffed with Goat Cheese and Walnuts; Brie Cherry Pastry Cups.

Total: \$69

CLN-099-F Tu 12–3pm Staff Instructor Dec 6 *CPB 210*

NEW! Classic Dinner Party

Enjoy an elegant dinner party with your family and friends. Serve them salmon over a mixture of rice and a medley of vegetables that they will go crazy over. For dessert, make mini key lime cheesecakes in a muffin tin; so easy and oh so good, especially when you add a splash of raspberry coulis. Charm them with a whimsical plate of strawberry Santas. Menu: Salmon with Vegetable Rice; Mini Key Lime Cheesecakes, Strawberry Santas.

Total: \$69

CLN-100-F	Tu 12–3pm	Dec 13
	Staff Instructor	CPB 210

NEW! Christmas Dinner

Entertain your family on Christmas Day with an elegant Christmas dinner. Start your meal with an entrée of roasted prime rib with horseradish cream accompanied by potatoes and asparagus in butter garlic sauce. Finish the meal with the satisfying crack of the perfect crème brûlée. Menu: Prime Rib with Horseradish Cream, Potatoes, Asparagus, Crème brûlée.

Total: \$69

CLN-101-F	Tu 12–3pm	Dec 20
	Staff Instructor	CPB 210

The Art of Mixology

This course is an introduction to bartending and the art of mixology. It is designed for the home entertainer and those interested in a career in bartending. Students learn the basic bar setup, proper glassware, measuring tools, identification of various beers, wines, and liquors, as well as recipes for mixed drinks. You will have hands-on mixing of various drinks with faux alcohol. The materials fee includes a bartending kit as well as a textbook. Students must be 18 years of age to enroll and participate in the classroom activities.

Total: \$289 — Senior Total: \$197

PRC-029-C	Th 5–8pm	Sep 15-Oct 20
	C. Passwaters	VM 4

DANCE & RECREATION

Ballroom Dance - Hustle & Nightclub

Learn the basics of the energetic hustle and the slower nightclub two-step. These two dances are perfect for the social dance floor. By the end of our five weeks together, you should feel comfortable with all the faster and slower songs you might hear at a party or reception.

Total: \$99 — Senior Total: \$55

DRC-003-C	M 5:45-6:45pm	Sep 12–Oct 10
	J. Schein	KEP 101

Ballroom Dance - Rumba & Waltz

Explore the similarities and differences between the flirty rumba and the graceful waltz. You'll learn basic technique, musicality, and the characteristics that makes these two dances among the most popular on the ballroom dance floor.

Total: \$99 — Senior Total: \$55

DRC-002-D	M 5:45-6:45pm	Oct 17–Nov 14
	J. Schein	KEP 101

NEW! Fall Nature Walk

There's nothing like a stroll in Maryland in October. We'll see an array of colors as the leaves change along with our last flowers of the year. Many plants will have gone to seed, so this will be a good opportunity to admire the diverse way seeds are spread. And, we should be able to hear a nice selection of birds, from chickadees to woodpeckers. Meet your instructor on location at the C&O Canal at Williamsport Park, also known as Riverbottom Park, at the end of W. Salisbury Street, Williamsport, Md. Take the little bridge over the canal to the parking lot.

Total: \$19

DRC-011-D M 1–3pm K. Barylski 0ct 10

Scholarship Available

📃 Online / Hybrid / Remote

GENEALOGY, FAMILYCARE, & PARENTING

Genealogy Plus



Are you a genealogy enthusiast researching your family history and would like to investigate additional resources? In this hands-on class, you will build upon the genealogy research skills and strategies you already have. Learn more about genealogy software programs. Explore all the pros and cons of online trees, paid and free genealogy websites, and how DNA testing can be used to enhance your genealogical research. You'll also learn a variety of methods for organizing your data. You can join this hands-on class in a computer lab at the Valley Mall Center, or virtually via Zoom.

Total: \$79 — Senior Total: \$55

SEN-097-C	F 1:30–4pm	Sep 23–0ct 14	VM 2
	C. Miller-Schultz		HYBRID

SAT Prep

Are you ready for the SAT? Strengthen your vocabulary, grammar, critical reading, and composition skills for the reading, writing, and language sections of the SAT. Brush up on algebra I and II, geometry, and trigonometry with practice problems. You'll gain the test-taking tools and confidence you need to earn your best SAT score possible! Students will complete work online and have the option to attend one in-person and one virtual academic support session a week for one-on-one feedback and assistance. Students should have a graphic calculator. Textbook: Princeton Review SAT Prep, 2022 edition, is strongly suggested, but not required.

Total: \$149

COP-002-B	TuTh 6:30–8:30pm	Sep 6–Nov 3	CPB 214
	T. Vanhyning		ONLINE

Tracing Your Family Roots - Introduction To Genealogy 📃 🛄

Making a personal connection with history and discovering relatives are just two of the many rewards available from researching your family tree. Discover the fundamental building blocks of genealogy research, learn where to find source documents, and the best strategies to enhance your exploration. This introductory course will teach about current genealogy tools, such as software programs, DNA for genealogical purposes, and traditional research. In addition, you will become familiar with online resources such as Ancestry.com, Family Search, Fold3, Find A Grave, and US Genweb. You can join this hands-on class in a computer lab at the Valley Mall Center, or virtually via Zoom.

Total: \$79 — Senior Total: \$55

SEN-377-C	F 9:30am—12pm <i>C. Miller-Schultz</i>	Sep 23-Oct 14	VM 2 HYBRID
SEN-377-D	M 6–8:30pm C. Miller-Schultz	Sep 26–0ct 17	VM 2 HYBRID



HISTORY, CULTURE, & RELIGION

Fort Ritchie: Ritchie Boys & Revival

From 1926 until its closure in 1998, Fort Ritchie trained soldiers for every war from World War II through the Gulf War. For the past two decades, the former Army Post has fallen into disrepair; however, tremendous efforts have been made in the last year to revive Ritchie's potential in Washington County. Explore the historic district with the Post Historian to learn about the area's long and interesting history, geography, and its increasingly famous 'Ritchie Boys' who have been the subject of several documentaries, books, and were recently recognized by the United States Senate for their important efforts during World War II. Classes meet in the parking lot of the Fort Ritchie Chapel. To allow for a more personal experience, classes are limited to 12 students per session. Rain date: Sunday immediately following. Monetary donations to the Ritchie History Museum are appreciated, but not expected.

Total: \$29

HCR-079-B	Sa 10am—12pm <i>L. Grove</i>	Sep 24
HCR-079-C	Sa 10am–12pm <i>L. Grove</i>	0ct 22

Leadership/No Blame Problem Solving



Are you frustrated with government? Are you worried about the political blame game and the inability of leaders to keep pace with pressing problems? This course will teach you the ten steps of No-Blame practical problem-solving, proven successful in the venue of local government. This method has been applauded by respected government and business leaders alike for its applicability in all venues. You will also learn how to get in the game of government problem solving. Learn the rules of the game, the positions you can take, and how to score with proven solutions.

Total: \$0

NEW! Lord Dunmore's War, 1774, & it's Epilogue

LLI

Join Roger Swartz for an in-depth investigation of the Yellow Creek Massacre of April 30, 1774, and the ensuing conflict, known as Lord Dunmore's War. Some consider The Battle of Point Pleasant, a pivotal point in the war, to have been a precursor to the American Revolution-what will you say? Discuss two important epilogues of the war, the 1775 Treaty of Fort Pitt and Dr. John Connolly's 1775 plot, and come to understand the differing perspectives of the controversy involving Thomas Jefferson, "Logan's Lament," and Michael Cresap of Maryland.

Total: \$89 — Senior Total: \$45

HCR-084-D	Tu 9am—12pm	0ct 11-25
	R. Swartz	VM 4

NEW! Maryland in the American Revolution

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Do you know why Maryland is called "The Old Line State?" The answer lies in Maryland's role in the American Revolutionary War. Discover the history of the fine State of Maryland, from removing the royal governor and declaring independence, to ratifying the Articles of Confederation. Dig into the importance of Maryland's iron ore industry and munitions for the war, and learn about the loyalists of the Eastern Shore and the Maryland State Navy.

Total: \$89 — Senior Total: \$45

HCR-083-C	Tu 9am—12pm	Sep 13–27
	R. Swartz	VM 4

HOME & GARDEN

Floral Design: Late Summer Blooms

Learn how to transform the late blooms of summer into an arrangement for your home or to give as a gift. In what may be one of his last classes after 40+ years of teaching at HCC, local florist Denny Warrenfeltz of Roostervane Gardens will demonstrate how to use fresh flowers from your own garden, silks, and dried plant materials in a variety of arrangements. You'll also learn how to dry your own materials for future use! A recommended list of materials for the first session's project will be provided in advance. Materials may be purchased from the instructor; cost dependent upon your choice of materials.

Total: \$39

HGN-002-D	M 6:30-8:30pm	Sep 12–26
	D. Warrenfeltz	CPB 211

Scholarship Available

Online / Hybrid / Remote

PERSONAL FINANCE

Be Prepared With a Will

Don't leave your loved ones in a bind after you pass; help and protect them by having an up-todate will. In this two-hour workshop, you'll get a solid introduction to what needs to be in your will and how to get one done. The class will include resources so you can write your own will or choose a lawyer.

Total: \$25

MON-032-D	Tu 6:30–8:30pm	0ct 4
	Staff Instructor	CPB 211

Cryptocurrency: How It Works & Avoiding Scams

Curious about cryptocurrency and how to get started? Get a crash course as we discuss the origins of cryptocurrency, how cryptocurrency works, how cryptocurrency is used, and how to invest in cryptocurrency. We'll also discuss some of the risks of cryptocurrency and how to avoid scams. And finally, how is cryptocurrency taxed? When does the IRS expect to collect taxes on cryptocurrency?

Total: \$49

MON-035-D	Th 6:30-8:30pm	0ct 27
	G. Zeigler	CPB 211

Find Your Debt-Free Goal Date



Any idea when your credit cards, student loans, etc. will all be paid off? Wondering if you can pay off your home mortgage before you retire? When can you begin to use that debt payment money for your other life goals? What if you added more to your payments, how much sooner would the debt be gone? Find your debt free goal date with Marjorie McLean, Accredited Financial Counselor, through a simple, free, online tool to create your unique debt payment plan and set your debt free goal date.

Total: \$25

MON-029-C	M 6–7:30pm	Sep 26
	M. McLean	ONLINE

NEW! Identity Theft & Scams: Prevention & Response

Discuss the various types of identity theft and scams and who is at risk. Learn best practices to reduce the risk of identity theft. We'll discuss the actions that should be taken if you are a victim of identity theft or a scam and the resources available.

Sep 29

CPB 211

Total: \$49

MON-042-C Th 6:30–8:30pm *G. Zeigler*

Introduction to Social Security Benefits

Social Security retirement benefits have almost everyone confused. And that confusion could cost you a lot of money in retirement. Make the most of your retirement! Learn about Social Security retirement, spousal, and survivor benefits in enough depth so you can best decide when and how you should take your benefits. The class will also cover tax issues when receiving Social Security retirement benefits.

Total: \$35

MON-033-D	Tu 6:30–8:30pm	Oct 25-Nov 1
	Staff Instructor	CPB 210



PERSONAL FINANCE

Explore the best practices to reduce your risk of identity theft and learn the actions necessary to recover from it.

Identity Theft and Scams

September 29, 2022 Thursday 6:30 - 8:30 p.m. Course Code: MON-042-C

For more information, visit www.hagerstowncc.edu/personal-financecourses

Investment Strategies for Seniors Through Options

Ever wonder how options trading works? In this fun and interactive course you will learn the skills you need to become your own options trader. Options can help you develop a weekly stream of income with little risk, double or triple the dividends on stock you already own, turn a loss into a gain when the market goes against you, and reduce the cost basis on stock you already own. You will work live on an actual paper trading account during class. Don't worry, no money will be involved as you put your new skills to work.

Total: \$125 — Senior Total: \$75

MW 6-8pm	Aug 15–24
R. Bender	CPB 212
MW 1:30-3:30pm	0ct 17–26
R. Bender	CPB 212
	MW 1:30-3:30pm

Retirement Roadmap

Gain confidence in your retirement plan. You'll set financial goals for retirement, explore the various sources of income and how retirement can affect your expenses. You'll also learn key factors in decisions such as withdrawing from investment and retirement plans and when to take social security.

Total: \$29

DIS-553-C	Th 6–8pm	Sep 22–29
	M. McLean	ONLINE

Taxes for Your Side Hustle & for Solo Entrepreneurs

Are you self-employed or do you have a small business that files a schedule C tax return with your personal tax return? Learn how to prepare for tax time and make sure your ducks are in a row before sitting down to complete your tax return. We'll review the basics on how to handle expenses and assets; what are deductible start-up costs; and other deductions and credits. This class is great for new entrepreneurs and those who aren't confident they have it all figured out.

Total: \$49

MON-036-C Th 6:30–8:30pm Sep 15 G. Zeigler CPB 211

Taxes in Retirement

Trying to paint a picture of what to expect for taxes in retirement? Learn how different sources of income are taxed, including social security and retirement accounts. We'll cover tax deductions common for retirees and how to project your tax burden in retirement.

Total: \$49

LLI

MON-037-D	Th 6:30-8:30pm	Oct 6
	G. Zeigler	CPB 211

TRAVEL

NEW! Hamilton At the Hippodrome

Sit center orchestra at the Hippodrome for Hamilton! Featuring a score that blends hip-hop, jazz, R&B, and Broadway, Hamilton has taken the story of American founding father Alexander Hamilton and created a revolutionary moment in theatre-a musical that has had a profound impact on culture, politics, and education. With book, music, and lyrics by Lin-Manuel Miranda, Hamilton has won Tony[®], Grammy[®], and Olivier Awards, the Pulitzer Prize for Drama, and an unprecedented special citation from the Kennedy Center Honors. Registration includes motor coach transportation and gratuities.

Total: \$349

TRP-026-D	Su 11am–6pm	Oct 23
	Staff Instructor	

Travel Light, Travel Easy

No matter your mode of transportation, travelling light makes the journey easier. Learn the what's and how to pack carry-on only for your next destination. Gain confidence and make your next trip a breeze as we explore a plethora of packing and travel tools, tips, and tricks.

Total: \$25

DIS-595-C	M 6:30–8:30pm Staff Instructor	Sep 26 <i>CPB 213</i>

Scholarship Available

Online / Hybrid / Remote

Washington, D.C., Escape

Join your friends as you travel to Washington for a day to relax and explore all your favorite museums on the Mall in complete leisure. The motorcoach 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 motorcoach transportation and gratuity. Departure is from the Valley Mall.

Total: \$59

SEN-196-D Tu 7am-5:30pm Staff Instructor 0ct 11

Washington, D.C., Genealogy Research Trip

Spend a full day researching your ancestry at either the Daughters of the American Revolution Library or the National Archives in Washington, D.C. Before the trip, you will have an opportunity to discuss your research goals with the instructor, who will make a recommendation as to which resource would be best for you to visit for the day. Lunch is on your own, but can be purchased within walking distance of all facilities. Registration includes transportation to and from D.C.

Total: \$59

SEN-144-D Tu 7am–5:30pm *C. Miller-Schultz* 0ct 11

Hamilton at the Hippodrome Theatre

A Cultural Day Trip with Hagerstown Community College



Sunday, October 23

Sit center orchestra at the Hippodrome for Hamilton! Featuring a score that blends hip-hop, jazz, R&B and Broadway, Hamilton has taken the story of American founding father Alexander Hamilton and created a revolutionary moment in theatre—a musical that has had a profound impact on culture, politics, and education.

With book, music, and lyrics by Lin-Manuel Miranda, Hamilton has won Tony®, Grammy®, and Olivier Awards, the Pulitzer Prize for Drama, and an unprecedented special citation from the Kennedy Center Honors.

Your Day at the Hippodrome Theatre

I 1:00 a.m. Depart Valley Mall
I:30 p.m. Approximate Arrival at Hippodrome
2:00 p.m. Matinee Show
5:30 p.m. Depart Hippodrome
6:00 p.m. Approximate Arrival at Valley Mall

The story of America then, told by America now.

This "theatrical landmark has transformed theater and the way we think about history – The New York Times

HCC Alumni Save!

Regular, TRP-026-D - \$349 Alumni, TRP-027-D - \$325

Alumni must register by phone at 240-500-2236, extension 1.

Tickets are for enter orchestra seating.

Motor coach transportation and gratuities included.



Please call 240-500-2480 for questions prior to the trip. Transportation provided on a fully equipped motor coach with restroom facility. Nonessential/non-valuable items can be left on the bus at your own risk.

ARE YOU LOOKING TO SHARE YOUR EXPERTISE WITH ADULT LEARNERS?



We are currently looking for instructors to join our team!

For more information, email: cenews@hagerstowncc.edu





Need to acquire your high school diploma? Improve your English language skills? Or enhance your math, writing, and reading skills? HCC would like to partner with you and make it happen.

HCC's Adult Education Program offers free assessment, advising, classes, tutoring support, and a computer lab that is professionally staffed for those wanting to acquire their high school diploma or improve their educational skills.

> Meet the required placement scores, and you can enroll in the National External Diploma Program (NEDP) for \$90.

Classes are offered both day and evening at a variety of locations in the Hagerstown area.

It all starts with a phone call and an appointment. Call 240-500-2313 between 8:30 a.m. – 4:30 p.m. and speak to someone who looks forward to partnering with you.

Change your life today, one step at a time. Let's make that dream a reality.



Hagerstown Community College 11400 Robinwood Drive Hagerstown, MD 21742 HCC Valley Mall Center 17301 Valley Mall Road Hagerstown, MD 21740



Non-Credit Course Disclaimer

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

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

Registration is Easy

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

To register in-person:

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

11400 Robinwood Drive Hagerstown, MD 21742

Business Hours:

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

Phone: 240-500-2236

Visit our satellite location at:

14301 Valley Mall Road, Suite 455 Hagerstown, MD 21740

Business Hours:

- Monday through Thursday 8:30 a.m. 7 p.m.
- Friday 8:30 a.m. 4:30 p.m.
- Saturday Selected Hours

Phone: 240-500-2236

To register by phone:

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

To register through Instant Enrollment:

- www.hagerstowncc.edu/ceregistration
- Register online for your courses. Follow the stepby-step tutorials on the Instant Enrollment page.

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

Birthdate and Social Security Number

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

Tuition and Fees

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

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

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

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

Admissions

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

Course Cancellations

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

Refund Policy

Drops, Refunds and Cancellations

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

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

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

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

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

Employer's Tuition Assistance

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

ed2go Online Course Registration Information

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

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

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

College Holidays

- Dec. 22, 2022 Jan 2, 2023 Christmas and New Year
- Jan. 16, 2023 Martin Luther King Day
- Mar 12-18, 2023 College Closed
- Apr 7, 2023 Spring Break

Parking

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

Use of Cell Phones During Class

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

Emergency Closing

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

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

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

Non-Credit/Credit Shared Courses

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

Certificate/CEU Information

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

Code of Student Conduct

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

Smoking Policy

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

Equal Opportunity College

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

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



11400 Robinwood Drive Hagerstown, Maryland 21742-6514 240-500-2236 Fax: 301-582-4001 ceregister@hagerstowncc.edu

Workforce Solutions and Continuing Education Registration Form

Each student must use a separate registration form. Please send completed registration form and payment to the College. (Payment, invoice, or purchase order must accompany this registration.) This form may be duplicated.

To avoid delay, please complete all information requested.			American Indian or Alaskan Native Native Hawaiian or Pacific Islander Information not used for admission. Federal regulations require colleges to report enrollment data by ethnic, racial, and gender categories.			
□ Mr. □ N	lls. □ Mrs.	Other				report onnomnent data by etinne, racial, and gender earegenes.
Last Name	First	MI	Maiden/Forme	r		Birthdate
Home Address						(mo/day/yr)
		Zip Code				Senior Citizen (60 and over) □ Yes □ No
Phone: Home	Work	Cell				Employer's Name
E-mail Address						
Course #		Course Title		Begin Date	Total	Social Security #
						For Credit Card Use Only:

Employer's Name	
Social Security #	
For Credit Card Use Only:	
Card Holder's Name	
Account No	
Expiration Date	
Signature	
Billing Address for Card	

Ethnicity: Are you of Hispanic or Latino origin?

Race: You may check more than one race.

🗆 Yes 🗆 No

Black or African American

White

Asian

The Refund Policy is published in the current issue of the HCC Continuing Education Non-Credit Schedule. I certify that the information on this form is correct.

Signature____

REGISTRATION FORM

Date _____

Total Fee

INSTANT ENROLLMENT



NEW ONLINE REGISTRATION!

The new online registration, Instant Enrollment, will make registering for your favorite classes easier! By offering a more user friendly navigation for mobile platforms, you can have registration at your fingertips.

Register now for your next course at www.hagerstowncc.edu/ceregistration

or by scanning the QR code





Hagerstown Community College 11400 Robinwood Drive Hagerstown, Maryland 21742-6514 240-500-2236 www.hagerstowncc.edu

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Train Now for Your New Career. Scholarships Available!

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