



Workforce  
Solutions  
& Continuing  
Education



**Tuition  
Assistance  
Available!**

See page 55.



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



# **D.M. BOWMAN FAMILY WORKFORCE TRAINING CENTER**

**562 Northern Avenue, Hagerstown, MD**



**OPENING SOON!**

The D.M. Bowman Family Workforce Training Center is set to open soon, bringing these HCC workforce training programs together in one state-of-the-art facility:

**Construction Programs**

**Commercial Truck Driver Training**

**Diesel Technician Training**

**Forklift Instruction**

The new facility will also house the Barr Construction Institute, operated by the Cumberland Valley Chapter of the Associated Builders and Contractors.

**STAY UPDATED BY FOLLOWING HCC'S  
WSCE FACEBOOK PAGE!**



## Workforce Solutions

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**Scholarships Available! 55**

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### Workforce Training Certification (WTC)

Designed to guide students toward meeting their career goals.



### Scholarship Available

For some Workforce Solutions and College for Kids programs.



### Online, Hybrid, or Remote

Some classes may have meeting times. See class details for specifics.



### Lifelong Learning Institute

Discounts for some classes to seniors (60+) in MD, DE, and PA.

# ALLIED HEALTH

## FOUNDATIONS

### ★ 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 a variety of concepts relating to working in the current healthcare system, including medical terminology, HIPAA, patient rights, workplace professionalism, etc. 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. A WorkKeys Assessment is ONLY REQUIRED for CNA/GNA program. Foundations is a prerequisite course for CNA, Phlebotomy, and Medical Assistant. A mandatory orientation is required on the first day of class, so do not be late. Approval is required prior to registration for this course. Please complete the Allied Health Program Application in order to receive registration approval: [www.hagerstowncc.edu/ah-app](http://www.hagerstowncc.edu/ah-app). There are two required textbooks that are not included in the price of the course. Text 1: ISBN: 978-1-64564-645-7, Text 2: ISBN: 978-1-61960-589-3

Total: \$239 — Senior Total: \$156

HCE-108-G	TuTh 5:30–9:30pm Staff Instructor	Jan 14–Feb 11 CPB 125
HCE-108-M	TuTh 5:30–9:30pm Staff Instructor	Mar 18–Apr 15 CPB 125



Please complete the Allied Health program application for CNA/GNA, Medical Assisting, or Phlebotomy

[www.hagerstowncc.edu/ah-app](http://www.hagerstowncc.edu/ah-app)

## CERTIFIED MEDICAL ASSISTANT

### ★ Clinical Medical Assistant I

Clinical Medical Assistant I is the second of a five-part series for students wanting to take the NHA certification exam to become a Certified Medical Assistant. Students will learn basic patient skills, their role as a member of a health care team, disease processes, cultural diversity, infection control, and safety issues through lectures, discussion, and hands-on practice. This course provides the medical assistant student with the clinical theory and skills that are utilized in 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. A review of basic pharmacology, including oral and parenteral drug administrations is also provided. NHA access code is included in the price of this course. No external materials are required. Pre-requisites: HCE-108 Foundations for Healthcare Careers, and HCE-181 Human A&P and Medical Terminology for Medical Assistants.

Total: \$1171

HCE-156-G	MTh 6–10pm Sa 9am–1pm	Jan 6–Feb 3 Jan 11–Feb 1	CPB 161 CPB 161
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*I. Agyekum, K. Bolt*

### ★ Clinical Medical Assistant II

Clinical Medical Assistant II is the third of a five-part series for students wanting to take the NHA certification exam to become a Certified Medical Assistant. Students 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 lectures, discussion, and hands-on practice. In CMA II, students will continue to build upon knowledge and skills learned in CMA I. This course focuses on a medical assistant's role in a variety of settings, as well as continued practice on all medical assistant skill competencies. NHA access code is included in the price of this course. No external materials are required. Successful completion of HCE 156 - Clinical Medical Assistant I is required. Completion of BLS CPR is required. Completion of Clinical Externship vaccination and health requirements must be completed prior to the end of this course.

Total: \$1171

HCE-157-H	MTh 6–10pm Sa 9am–1pm	Feb 6–Mar 3 Feb 8–Mar 1	CPB 161 CPB 161
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*I. Agyekum, K. Bolt*

## ★ Administrative Medical Assistant

Administrative Medical Assistant is the fourth of a five-part series for students wanting to take the NHA certification exam to become a Certified Medical Assistant. This course emphasizes the 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. NHA access code is included in the price of this course. No external materials are required. Successful completion of HCE 157 - Clinical Medical Assistant II is required.

Total: \$705 

HCE-160-M	MTh 6–10pm Sa 9am–1pm	Mar 6–31 Mar 8–29	CPB 161 CPB 161
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*I. Agyekum, K. Bolt*

## ★ Medical Assistant Externship

Clinical Medical Assistant Externship is the fifth of a five-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. Prior to registration for this course, students must have completed Clinical Externship vaccinations and health requirements. Students may have to travel up to one hour to their assigned externship site.

Total: \$879

HCE-161-J	<i>Schedule with Instructor</i>	Apr 3–May 15
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## MEDICAL ASSISTANT

CERTIFICATION SERIES 

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.

*See class details for specific dates.*

### PROGRAM COURSES

- Foundations of Healthcare Careers
- Human Anatomy and Physiology and Medical Terminology for Medical Assistants
- Clinical Medical Assistant I
- Clinical Medical Assistant II
- Administrative Medical Assistant
- Clinical Medical Assistant Externship

**SCHOLARSHIPS  
AVAILABLE!**

**APPLY  
TODAY.**



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

*\*Scholarships may cover all or part of program cost.*

**CNA/GNA COURSES**

**★ Certified Nursing Assistant I**

This Maryland Board of Nursing (MBON) approved course is designed to provide classroom and hands-on lab experience, including basic knowledge of healthcare team roles, communication skills, lifespan, 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. Prerequisite: A WorkKeys Assessment is required prior to registration and completion of HCE-108 Foundations for Healthcare Careers.

Total: \$848 — Senior Total: \$449 **S**

HCE-105-H MW 5–9pm Feb 17–Apr 7  
*J. Parkolay CPB 152*

**★ Certified Nursing Assistant II**

This course is part II of the MBON-approved CNA/GNA training program. It is designed to provide classroom and hands-on lab experience, including basic knowledge of healthcare team roles, communication skills, lifespan, 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. Successful completion of HCE-105 Certified Nursing Assistant I is required.

Total: \$699 — Senior Total: \$374 **S**

HCE-106-J MW 5–9pm Apr 9–May 14  
*J. Parkolay CPB 152*

**★ 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. Schedule with your instructor. Successful completion of HCE 106 - Certified Nursing Assistant II is required.

Total: \$388 — Senior Total: \$160 **S**

HCE-107-G L. White Jan 6–Feb 7



**CERTIFIED NURSING ASSISTANT**

CERTIFICATION SERIES **★**

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

*See class details for specific dates.*

**COURSE LIST**

- **Foundations of Healthcare Careers**
- **Certified Nursing Assistant Mod I**
- **Certified Nursing Assistant Mod II**
- **Certified Nursing Assistant Clinical**

**SCHOLARSHIPS AVAILABLE!**

**APPLY TODAY.** **S**

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

*\*Scholarships may cover all or part of program cost.*

**INSTANT ENROLLMENT**



**ONLINE REGISTRATION IS EASY!**  
**SCAN CODE.**

[hagerstowncc.edu/WSCRegistration](http://hagerstowncc.edu/WSCRegistration)



Not sure where to start? Each Allied Health Program follows a specific course path to ensure you receive relevant and well-rounded training.

### Medical Assisting

- Foundations of Healthcare (HCE-108)
- Human Anatomy & Physiology and Medical Terminology for Medical Assistants (HCE-181)
- Clinical Medical Assistant I (HCE-156)
- Clinical Medical Assistant II (HCE-157)
- Administrative Medical Assistant (HCE-160)
- Medical Assistant Externship (HCE-161)

### Nurse Refresher

- Nurse Refresher Screening (HCE-036)
- Nurse Refresher Course Theory (NRS-988)
- Nurse Refresher Skills Lab (NRS-094)
- Nurse Refresher Clinical Practice (NRS-743)

### Certified Nursing Assistant

- Foundations of Healthcare (HCE-108)
- Certified Nursing Assistant Module 1 (HCE-105)
- Certified Nursing Assistant Module 2 (HCE-106)
- Certified Nursing Assistant Clinical (HCE-107)

### Phlebotomy

- Foundations for Healthcare Careers (HCE-108)
- Phlebotomy: Theoretical and Practical Applications (HCE-109)
- Phlebotomy: Clinical Externship (HCE-111)

### Medical Billing

- Medical Terminology for Billing & Coding (HCE-196) online prerequisite
- Medical Billing - AAPC Certified Professional Biller CPB (HCE-193) *Starts Feb 25, 2025 @ FCC*

### Medical Coding

- Anatomy & Physiology for Medical Coding (HCE-195) online prerequisite
- Medical Terminology for Billing & Coding (HCE-196) online prerequisite
- Medical Coding - AAPC Certified Professional Coder CPC (HCE-194) *Starts Jan 15, 2025 @ FCC*

[hagerstowncc.edu/coned/areas/nursing](http://hagerstowncc.edu/coned/areas/nursing)

**DENTAL HYGIENIST CERTIFICATIONS**

**NEW! Prescription Writing and Medication Administration for Dental Hygienists**

This 4-hour continuing education course is entitled “Prescription Writing and Medication Administration for Dental Hygienists”. This course is designed to allow Maryland Dental Hygienists to prescribe and administer medication under Maryland State Board of Dental Examiners regulation section 10.44.04. This course will be taught at Hagerstown Community College as part of the Workforce Solutions and Continuing Education department to dental hygienists already licensed to practice dental hygiene.

Total: \$99 — Senior Total: \$50

HCE-200-H Sa 8am–12pm Feb 22 CPB 131  
J. Suminski

**Local Anesthesia for Dental Hygienist**

Through a combination of lecture and hands-on lab work, students will gain skills through the implementation of local anesthesia. This course will provide the Maryland licensed dental hygienist with initial theory and clinical laboratory components to perform local anesthesia in the state of Maryland according to the rules and regulations of the Maryland State Board of Dental Examiners. Textbook: Logothesis, D.(2016). Local Anesthesia for Dental Hygienist, 3rd ed. St. Louis: Elsevier.

Total: \$650

HCE-047-M TuWTh 8am–5pm Mar 11–13 CPB 124  
J. Suminski

**Nitrous Oxide Administration and Monitoring for the Dental Hygienist**

This course provides dental hygienists with basic and current concepts in the administration and monitoring of nitrous oxide sedation. Topics include: history, philosophy, and psychology of nitrous oxide minimal sedation; physiological and psychological aspects of pain and anxiety; the management of pain and anxiety; indication and contraindication of nitrous oxide; medical assessment; stages of sedation; pharmacological and physiological effects; complications and medical emergencies; occupational exposure; the administration and monitoring; prevention, recognition, and management of possible complications of inhalation sedation. This course consists of two components, which include four hours of lecture, a written examination, two hours of clinical, and a competency evaluation. Course participants must pass the written examination with a 75% or greater and the clinical competency with a 100%. This course prepares students to pass the CDCA written nitrous oxide exam by the Maryland State Board of Dental Examiners. Textbook is not included in pricing. ISBN: 978-1455745470

Total: \$294

HCE-053-J F 8am–3pm Apr 4 CPB 123  
J. Suminski

**HEALTHCARE CERTIFICATION**

**CNA Medicine Aide Recertification**

This course provides current medicine aides with updated information on drug therapies and safe medication administration that 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% on the written final exam. Submission of the CMA Clinical Update Verification form by the student’s employer prior to enrollment verifying the following is required. Students are required to have practiced as a CNA for 16 hours, practiced as a GNA for eight hours in a licensed nursing home, and practiced as a CMA for 100 hours in the two years immediately preceding admission to the CMA Clinical Update. Certifications will not be awarded without successfully completing the course. Please bring a stethoscope and drug book to class. Required forms can be found at: hagerstowncc.edu/docs/cma-verification-forms.

Total: \$109 — Senior Total: \$73

NRS-742-M Sa 6–8pm Mar 22 CPB 152  
Staff Instructor

**INSTANT ENROLLMENT**

This new online registration system makes registering easy. With user-friendly navigation for mobile platforms, WSCE registration is at your fingertips!



SCAN THIS QR CODE OR VISIT THE WEBSITE

[hagerstowncc.edu/WSCEregistration](http://hagerstowncc.edu/WSCEregistration)





## ELL HEALTHCARE CAREERS

Start your career in healthcare and improve your English at the same time!

This program is designed for English language learners (ELLs) who want to work in the healthcare industry. ELL courses are available for the following careers:

- **Certified Nursing Assistant**
- **Phlebotomy Technician**

Programs begin every April

- 12 month program
- Learn from medical professionals and ELL instructors
- Receive guidance & support with job placement

Contact the Program of Adult Literary Services for more information:

240-500-2487

or

pals@hagerstowncc.edu

**SCHOLARSHIPS  
AVAILABLE!**

**APPLY  
TODAY.**



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

*\*Scholarships may cover all or part of program cost.*

## NURSE REFRESHER

Designed for the Registered Nurse, to reinstate an inactive Maryland nursing license.

16-Week Program:

- 10 weeks of theory in hybrid format  
(80 hours = 40 classroom + 40 online)
- 12 hours skills lab
- 60 clinical hours under supervision and guidance preceptor

### COURSE LIST

- **Nurse Refresher I Classroom Theory (NRS-988)**
- **Nurse Refresher Skills Lab (NRS-094)**
- **Nurse Refresher Clinical (NRS-743)**

*Prerequisite: "Nurse Refresher Screening" (HCE-036; page 6), consisting of background check and nursing licensure verification.*

*Required textbook: Medical-Surgical Nursing: Assessment and Management of Clinical Problems, 11th Edition (ISBN:9780323551496).*

*Cost of textbook is not included in class fees.*

**SCHOLARSHIPS  
AVAILABLE!**

**APPLY  
TODAY.**



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

*\*Scholarships may cover all or part of program cost.*



## Medical Coding - AAPC Certified Professional Coder CPC

Would you like to translate the language of healthcare? This medical coding course will train you to review clinical reports and translate them into uniform medical codes used in the medical billing and reimbursement cycle. Upon successful completion you can sit for the AAPC Certified Professional Coder exam. Course fees cover the cost of the AAPC learning platform, two attempts for the CPC exam, one year membership to AAPC, and one year of Practicode access. Successful completions of the course, the AAPC exam, and Practicode will give students the experience needed to enter the workforce as a Certified Professional Coder (CPC). This course is hosted by Frederick Community College.

Total: \$1006

HCE-194-G Tu 6–9pm Jan 15–Jul 2  
Staff Instructor

### NURSING

## ★ Nurse Refresher Screening

This course is designed as a screening tool to assist RNs 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 to students who fail to meet eligibility guidelines or withdraw from the program prior to or during the course. All background checks are completed online using Sterling. Once students register for the Nurse Refresher Screening, they will receive an e-mail with further instructions to complete the Background Investigation. The Nurse Refresher Screening is valid for one year. Please contact 240-500-2275 or kakoons@hagerstowncc.edu to start the process.

Total: \$75

HCE-036-G *To schedule, contact Allied Health Manager*

HCE-036-J *To schedule, contact Allied Health Manager*

# INSTANT ENROLLMENT



ONLINE  
REGISTRATION  
IS EASY!  
SCAN CODE.

[hagerstowncc.edu/WSCRegistration](https://hagerstowncc.edu/WSCRegistration)

## ★ Nurse Refresher Course Theory - Hybrid

This course is the first in a three-part series designed for registered 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 practices. Students are expected to attend and participate in the online class on a weekly basis for the online component. Successful completion of the course requires an 80% or higher score on four exams and completion of 20 quizzes with an average score of 80%. The required textbook is not included in the cost of the course. There is a mandatory orientation via Zoom on 9 September 2024 prior to the class start date. Text: Medical-Surgical Nursing: Assessment and Management of Clinical Problems, 11th Edition ISBN: 9780323551496

Total: \$975 — Senior Total: \$585 **S**

NRS-988-J MW 6–10pm Apr 7–Jun 23  
M. Brown, G. Haywood, C. Ware, H. Law CPB 123

### PHLEBOTOMY

## ★ Phlebotomy: Theoretical and 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 systems, applicable medical terminology, and an overview of healthcare settings where phlebotomy services are performed. Students learn and apply professional ethics and behavior; interpersonal and written communications, including cultural competency; systems of documentation; and safety and infection control. Students will develop knowledge and comprehensive skills to prepare them to perform venipunctures completely and safely as they progress to practical applications. Hands-on skills practicums prepare students for the clinical course. This program includes both in-class and on-site clinical practice at local healthcare 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. Prerequisite: HCE-108 Foundations to Healthcare Careers.

Total: \$1207 — Senior Total: \$656 **S**

HCE-109-H MW 5–9:30pm Feb 24–Apr 9  
K. Weicht 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 requires 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-J *Schedule with Instructor* Apr 14–Jun 6

## Phlebotomy Skills for Medical Professionals

This course is designed for medical professionals, Nurses, EMS, and other medical personnel who, as part of their job functions, have to perform venipuncture and collect blood specimens. This course is designed to help medical professionals with a working knowledge of human anatomy and physiology to expand their scope of practice skills. This is not a certification course. Topics include: blood collection and venipuncture procedures, documentation and special handling procedures, preanalytical complications, and a practice component. Submission of proof of clinical practice via a letter of verification on company letterhead from the student's employer is required prior to enrollment in this course.

Total: \$100

HCE-040-M Sa 8am–2pm Mar 22  
K. Weicht CPB 175



## PHLEBOTOMY TECHNICIAN

CERTIFICATION SERIES ★

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.

*See class details for specific dates.*

### COURSE LIST

- Foundations of Healthcare
- Phlebotomy Technician: Theoretical and Practical Applications
- Phlebotomy Technician: Clinical Externship

**SCHOLARSHIPS AVAILABLE!**

**APPLY TODAY.**



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

*\*Scholarships may cover all or part of program cost.*

### ★ = Workforce Training Program

Designed to provide students with specialized training for employment in high-demand career fields.

### \$ = Scholarship Available

### 🖥️ = Online / Hybrid / Remote

*See page 50 for more information.*

**BASIC LIFE SUPPORT**

**BLS Certification**

The American Heart Association Basic Life Support (BLS) course is designed to teach a variety of life-saving skills to healthcare providers, including how to provide CPR, how to use an AED, and how to relieve choking in a safe, timely, and effective manner. This classroom course teaches life-saving skills for both in and out of 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 completion card. American Heart Association guidelines require that classes run within a specified time period. Please be aware that failure to arrive for class on time may result in having to reschedule for a later date.

Total: \$85 — Senior Total: \$60

NRS-923-G	Th 5–9pm <i>LIFE-SAVING SOLUTIONS, LLC</i>	Jan 16 <i>CPB 214</i>
NRS-923-N	W 5–9pm <i>LIFE-SAVING SOLUTIONS, LLC</i>	Jan 22 <i>CPB 214</i>
NRS-923-H	Th 5–9pm <i>LIFE-SAVING SOLUTIONS, LLC</i>	Feb 13 <i>CPB 211</i>
NRS-923-M	Th 5–9pm <i>LIFE-SAVING SOLUTIONS, LLC</i>	Mar 13 <i>CPB 211</i>
NRS-923-J	Th 5–9pm <i>LIFE-SAVING SOLUTIONS, LLC</i>	Apr 10 <i>CPB 214</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 in providing CPR, using an AED and bag-mask, and relieving choking in a timely and effective manner. A textbook is not required. (NOTE: If your BLS card has expired, please enroll in the BLS Initial Certification course NRS 923)

Total: \$49 — Senior Total: \$37

NRS-924-G	Th 6–8pm <i>LIFE-SAVING SOLUTIONS, LLC</i>	Jan 23 <i>CPB 214</i>
NRS-924-H	Th 6–8pm <i>LIFE-SAVING SOLUTIONS, LLC</i>	Feb 20 <i>CPB 211</i>
NRS-924-M	Th 6–8pm <i>Staff Instructor</i>	Mar 20 <i>CPB 211</i>

**BUSINESS & PROFESSIONAL DEVELOPMENT**

**BUSINESS & MARKETING**

★ **Nonprofit Management - SERIES**

This program is a series of four classes that will benefit both newcomers to the world of nonprofits and experienced staffers who wish to enhance their management skill sets. From mission and vision to effective meetings and board development, the course examines essential tools for nonprofits. Participants will develop a strategy for implementing new ideas and fine-tuning those tools that are already in place.

Total: \$680 — Senior Total: \$282 **\$**

PRD-954-H	W 1–4:30pm <i>J. Chambers</i>	Feb 5–Mar 26 <i>CPB 210</i>
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★ **The Big Picture: Mission, Vision, and Goals**

This continuing education course is designed to give students a brief introduction to the world of nonprofits, including considerations for starting a nonprofit. Students will learn to define the organization’s mission and ensure that its activities are mission-driven, while learning to avoid “mission creep” through strategic planning and carefully constructed goals.

Total: \$170 — Senior Total: \$73

PRD-955-H	W 1–4:30pm <i>J. Chambers</i>	Feb 5–12 <i>CPB 210</i>
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★ **Nonprofit Organizational Tools**

This continuing education course is designed to enhance skills that make organizations more effective. Students will learn to plan and conduct effective meetings, develop a plan for internal and external communications, use a variety of tools to help with decision making, ensure sound financial management, develop volunteer recruitment and management tools, and plan for effective program evaluation.

Total: \$170 — Senior Total: \$73

PRD-956-H	W 1–4:30pm <i>J. Chambers</i>	Feb 19–26 <i>CPB 210</i>
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**Don't miss a thing!**  
Like us on Facebook and join the conversation!  
[facebook.com/HCCwsce](https://facebook.com/HCCwsce)





## NONPROFIT MANAGEMENT

PRD-954-H

CERTIFICATION SERIES



Are you a nonprofit professional looking to enhance your management skills? Our comprehensive certification series offers four essential courses designed to equip you with the knowledge and tools needed to succeed.

### COURSE LIST

- **The Big Picture (PRD-955-H): Understand the crucial role of mission, vision, and goals in driving your organization forward.**
- **Nonprofit Organizational Tools (PRD-956-H): Learn effective strategies for managing finances, operations, and human resources.**
- **Building an Engaged Board (PRD-957-M): Discover how to cultivate a strong and supportive board of directors.**
- **Grant Writing (PRD-574-M): Master the art of crafting compelling grant proposals to secure funding for your initiatives.**

Enroll in one course or the entire series and take your nonprofit leadership to new heights!

See individual class descriptions for details.

**SCHOLARSHIPS  
AVAILABLE!**

**APPLY  
TODAY.**



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

*\*Scholarships may cover all or part of program cost.*

### ★ Building an Engaged Board

This continuing education course will teach students purposeful strategies for board recruitment, onboarding, board development, and tips for effective governance. Students, both nonprofit staff and board members, will learn to help their board understand its role in advocacy and ambassadorship.

Total: \$170 — Senior Total: \$73

PRD-957-M W 1–4:30pm  
J. Chambers

Mar 5–12  
CPB 210

### ★ Grant Writing

This continuing education course is designed for students who are responsible for finding grant opportunities, writing applications, and managing grant awards. Topics include setting a grant strategy, searching for grants, writing effective proposals, telling a compelling story, and understanding the grant review process.

Total: \$170 — Senior Total: \$73

PRD-574-M W 1–4:15pm  
J. Chambers

Mar 19–26 CPB 210

### Intro to Public Speaking

This course will help students master public speaking fundamentals and develop basic public speaking skills. Students will learn to conquer public speaking anxiety, leverage rehearsal methods, develop a speaking voice, and execute speeches with a higher level of confidence. Students will practice techniques used for various types of speeches.

Total: \$229 — Senior Total: \$96

PRD-952-G M 5:30–8:30pm  
C. McMillan

Jan 27–Mar 3  
CPB 212

### ★ Adobe Cloud

This continuing education course is designed to provide instruction in the use of Adobe Creative Cloud design applications. Topics include raster image editing; vector image creation and manipulation, page layout, file management, vector image tools, editing video, and setting project requirements. Students are required to purchase discounted software for use during class (\$19.99/month).

Total: \$231 — Senior Total: \$97

PRD-996-G Tu 6–8pm  
A. Guessford

Jan 21–Feb 25  
KEP 210

**★ Adobe Illustrator**

This continuing education course is designed to teach students how to use Illustrator to apply effects to drawings. Topics include creating and setting up illustrator documents; using and manipulating layers; working with lines, shapes, strokes, and fills; creating work in both 4-color process and spot process; converting raster images to vector art; and working with paths, anchors, and curves. Students are required to purchase discounted software for use during class (\$19.99/month).

Total: \$231 — Senior Total: \$97

PRD-997-M Tu 6–8pm Mar 4–Apr 8  
 A. Guessford KEP 210

**LEADERSHIP & MANAGEMENT**

**★ Hagerstown Community College Management Bootcamp-SERIES**

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

Total: \$1316 — Senior Total: \$665 **S**

PRD-901-H TuTh 5–8:30pm Feb 11–Mar 27  
 C. Forrester, C. McMillan, C. Aaron, R. Hendricks, J. Radish, T. Bloyer CPB 210

**★ Leadership Skills - The Essentials for 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 in an ever-changing world. Students will understand how attitudes, positive mindsets, and leadership ethics play a role in a leader’s success. Participants will discuss and role play everyday leadership situations.

Total: \$188 — Senior Total: \$95

PRD-897-H TuTh 5–8:30pm Feb 11–13  
 C. Forrester CPB 210

 = Online / Hybrid / Remote

 = Lifelong Learning Institute

See page 50 for more information.



**MANAGEMENT BOOTCAMP**

CERTIFICATION SERIES 

PRD-901-H

Are you ready to take your supervisory skills to the next level? Our comprehensive Bootcamp Certification Series will equip you with the tools and knowledge you need to inspire your team, drive results, and deliver exceptional customer care.

See individual class descriptions for details.

**COURSE LIST**

- **The Significance of Supervision (PRD-895-M)**
- **Communication Skills for Managers (PRD-894-H)**
- **Human Resource Management, Meaning, and Methods (PRD-898-M)**
- **Moving from Customer Service to Customer Care (PRD-899-H)**
- **Leadership Skills - The Essentials for Success (PRD-897-H)**
- **Project Management Essentials (PRD-900-M)**
- **Coaching for Improved Performance (PRD-896-M)**

Don’t miss this opportunity to elevate your career. Enroll today and become a more confident, effective leader.

**SCHOLARSHIPS AVAILABLE!**

**APPLY TODAY.** 

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

*\*Scholarships may cover all or part of program cost.*

## ★ 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: \$188 — Senior Total: \$95

PRD-894-H	TuTh 5–8:30pm <i>C. McMillan</i>	Feb 18–20 <i>CPB 210</i>
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## ★ Moving from Customer Service to Customer Care

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 conduct 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: \$188 — Senior Total: \$95

PRD-899-H	TuTh 5–8:30pm <i>Staff Instructor</i>	Feb 25–27 <i>CPB 210</i>
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## ★ 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 to meet 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: \$188 — Senior Total: \$95

PRD-895-M	TuTh 5–8:30pm <i>T. Boyer</i>	Mar 4–6 <i>CPB 210</i>
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## ★ Human Resource Management, Meaning, and Methods

The importance of human resource management has evolved in the workplace over time. Labor and civil rights legislation and various protections from discrimination in the workplace have added several layers to the processes of recruiting, hiring, performance management, and training. Students will learn how laws have redefined many HR processes. This course is an in-depth survey of those changes and 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: \$188 — Senior Total: \$95

PRD-898-M	TuTh 5–8:30pm <i>C. Aaron</i>	Mar 11–13 <i>CPB 210</i>
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## ★ Project Management Essentials

Have you ever been handed a project and told to “make it happen”, and now you’re 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 lifecycle. Begin by learning to develop a comprehensive plan and effective team. Next, you will explore how to control project schedules, costs, and scope. Lastly, learn to communicate progress and establish relationships with key stakeholders.

Total: \$188 — Senior Total: \$95

PRD-900-M	TuTh 5–8:30pm <i>R. Hendricks</i>	Mar 18–20 <i>CPB 210</i>
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## ★ 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: \$188 — Senior Total: \$95

PRD-896-M	TuTh 5–8:30pm <i>J. Radish</i>	Mar 25–27 <i>CPB 131</i>
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**★ Breaking Barriers, Leading Boldly - SERIES**

This six-month continuing education series is designed for leaders interested in growing their leadership skills. The series is made of up of three (3) courses created to develop the skills needed to lead ethically and morally, with an emphasis on faith-based values developed through scripture. Topics include understanding gender differences and leading in male-dominated fields, decision making, values alignment, communication, time management, conflict resolution, self-advocacy, and organizational development. Cornerstone for Women Leaders offers this faith-driven, professional leadership development program which HCC does not endorse or sponsor. Please note: This course is based on providing the participant with a unique perspective about leadership based on lessons or parables from Scripture for instructional purposes only and not to convert or advocate a religious belief. Classes will be held the first Saturday of the month and are open to all.

Total: \$450 — Senior Total: \$191 **S**

PRD-971-G Sa 9:30am–12:30pm Jan 18–Jun 7  
Staff Instructor CPB 232

**Women Breaking Barriers and Values-driven Leadership**

This class is one in a series of three designed for leaders in the workplace. Students will explore the unique challenges and opportunities that arise for women trailblazers in male-dominated industries. Participants will gain a deep understanding of the importance of their leadership while gaining strategies to overcome gender-related barriers, including imposter syndrome and self-doubt, to thrive as leaders. Using an intersectional lens, students will learn essential principles of values-driven leadership, emphasizing the role of women in shaping inclusive and morally grounded organizational cultures. Cornerstone for Women Leaders offers this faith-driven, professional leadership development program, which HCC does not endorse or sponsor. Please note: This course is based on providing the participant with a unique perspective about leadership based on lessons or parables from Scripture for instructional purposes only and not to convert or advocate a religious belief. Classes will be held the first Saturday of the month and are open to all.

Total: \$150 — Senior Total: \$71

PRD-972-G Sa 9:30am–12:30pm Jan 18 & Feb 1 CPB 232  
Staff Instructor

**★ Self-Care and Time Management in Leadership**

This class is one class in a series of three designed for leaders who aim to cultivate a holistic approach to leadership by prioritizing self-care, emotional well-being, and mental health, while also inspiring others through leading by example. Participants will explore strategies for managing stress, developing emotional intelligence, and prioritizing work/life balance. In addition, this class focuses on strategic time allocation, acknowledging the diverse personal, professional, and familial priorities faced by leaders, and offers tools to craft schedules, prioritize tasks, and optimize productivity. Recognizing nuanced challenges in managing time, this class provides actionable solutions to empower leaders to achieve success amidst external pressures. Cornerstone for Women Leaders offers this faith-driven, professional leadership development program which HCC does not endorse or sponsor. Please note: This course is based on providing the participant with a unique perspective about leadership based on lessons or parables from Scripture for instructional purposes only and not to convert or advocate a religious belief. Classes will be held the first Saturday of the month and are open to all.

Total: \$150 — Senior Total: \$71

PRD-973-M Sa 9:30am–12:30pm Mar 1 & Apr 5 CPB 232  
Staff Instructor

**WorkKeys Prep**

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

Total: \$30

PRD-862-G	Th 5–8pm <i>C. Coffin</i>	Jan 16 LSC 100
PRD-862-H	Th 5–8pm <i>C. Coffin</i>	Feb 6 LSC 100
PRD-862-M	Th 5–8pm <i>C. Coffin</i>	Mar 6 LSC 100



# CERTIFICATION & LICENSURE

## ANIMAL CARE

### ★ Medical Terminology and Introduction to Anatomy for Veterinary Assistants

This prerequisite course provides an introduction to the field of veterinary medicine and lays a foundation for the Veterinary Assistant course series. Topics include an orientation to the veterinary profession, office and client relations, exam room procedures, animal handling techniques, basic anatomy and physiology, vaccines and immunizations, and physical examination procedures.

Total: \$476 — Senior Total: \$393

PET-043-H	M 6–8pm <i>K. Tracey</i>	Feb 17–Apr 14 <i>VM 4</i>
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### ★ Introduction to Professional Pet Grooming

This course is the first of three courses needed to complete Professional Pet Groomer Training. This course introduces students to the fundamentals of dog grooming. Topics include equipment and tools, record keeping, CPR for dogs, animal safety, groomer safety, supplies, breed recognition, coat type and texture, anatomy, and grooming skills. Books and grooming equipment are included in the price of the program. The hands-on portion of PET-060 (9am-1pm meetings) will be at Yappy Days Pet Grooming, 204 S Potomac St, Waynesboro, PA 17268. The hands-on portion of PET-060 (5pm-8:30pm) will be at Wags 2 Whiskers Pet Salon, 1675 E Main St, Waynesboro, PA 17268.

Total: \$2188 — Senior Total: \$1720

PET-060-W	MWTh 5–8:30pm <i>N. Hardman, S. Willard</i>	Jan 13–Feb 3 <i>CPB 230</i>
PET-060-Y	MWF 9am–1pm <i>D. Beasley, C. Staples</i>	Feb 17–Mar 7 <i>CPB 232</i>

### ★ Professional Pet Grooming I

This course is the second of three courses needed to complete Professional Pet Groomer Training. Topics include cleaning and maintenance of tools, handling matted coats, double coat clippings, carding, and deshedding. Students continue to develop their grooming skills with hands-on experience.

Total: \$1331 — Senior Total: \$706 

PET-061-W	MWTh 5–8:30pm <i>N. Hardman, S. Willard</i>	Feb 5–27 <i>WAGS 2 WHISKERS</i>
PET-061-Y	MWF 9am–1pm <i>D. Beasley, C. Staples</i>	Mar 10–Apr 4 <i>YAP MAIN</i>



## PET GROOMING

### CERTIFICATION SERIES

Learn a variety of skills essential for maintaining the health and appearance of animals. HCC's comprehensive program covers everything from safe animal handling to advanced grooming techniques.

#### GAIN THE EXPERTISE TO:

- Master various grooming techniques for dogs and cats
- Understand animal behavior and safety protocols
- Provide top-notch care to your furry clients

#### COURSE LIST

- Introduction to Professional Pet Grooming (PET-060)
- Professional Pet Grooming Practices Part I (PET-061)
- Professional Pet Grooming Practices Part II (PET-062)

See individual class descriptions for details.

**SCHOLARSHIPS AVAILABLE!**

**APPLY TODAY.** 

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

*\*Scholarships may cover all or part of program cost.*

### ★ Professional Pet Grooming II

This course is the third of three courses needed to complete Professional Pet Groomer Training. In this course, students learn more advanced techniques and learn how to groom and handle the most difficult breeds. Students will continue hands-on training where they are provided the opportunity to gain the knowledge and skills necessary to function safely and appropriately as a dog groomer.

Total: \$1517 — Senior Total: \$783

PET-062-W	MWTh 5–8:30pm <i>N. Hardman, S. Willard</i>	Mar 3–27 WAGS 2 WHISKERS
PET-062-Y	MWF 9am–1pm <i>D. Beasley, C. Staples</i>	Apr 7–May 5 YAP MAIN

## CANNABIS

### ★ Foundations of Cannabis

This continuing education course is designed for students interested in entry level employment within cultivation or extraction facilities. This course is designed to cover a wide variety of foundational and essential cannabis industry topics, including regulations, botany, medical cannabis, extraction, cultivation, production, breeding, quality control, and modern business design. Upon completion, students will be prepared to pursue entry level employment in the cannabis cultivation or extraction.

Total: \$586 — Senior Total: \$369

PRC-145-G	MW 6:30–8:30pm <i>T. Martin</i>	Jan 13–Mar 24 ONLINE
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### ★ Cannabis Technician I

This course is one in a series of two designed to provide entry-level training to work in a cannabis dispensary. This course provides education on cannabis history, cultural issues, legalities, therapeutic use, endocannabinoid system, cannabinoids, terpenes, and methods of consumption.

Total: \$438 — Senior Total: \$180

PRC-130-H	Th 6:30–8:30pm <i>L. Ward</i>	Feb 20–Apr 24 CPB 230
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## CAREERS IN CANNABIS

### CERTIFICATION SERIES

#### CANNABIS TECHNICIAN

Looking to break into the booming cannabis industry? Our comprehensive two-course program is designed to equip you with the essential knowledge and skills needed to excel as a Cannabis Technician.

#### COURSE LIST

- Cannabis Technician I (PRC-I30)
- Cannabis Technician II (PRC-I31)

#### CANNABIS PROFESSIONAL

Enroll in our comprehensive cannabis training programs designed to equip you with the knowledge and expertise needed to thrive in the dynamic cannabis industry.

#### COURSE LIST

- Foundations of Cannabis (PRC-I45)

See individual class descriptions for details.

**Note:** Maryland State regulations require dispensary employees to be 21 years or older.

**Don't miss a thing!**  
Like us on Facebook and join the conversation!  
[facebook.com/HCCwscce](https://facebook.com/HCCwscce) 

**SCHOLARSHIPS AVAILABLE!**  **APPLY TODAY.**

[www.hagerstowncc.edu/funding](https://www.hagerstowncc.edu/funding)

*\*Scholarships may cover all or part of program cost.*



HCC, in partnership with Howard Community College, offers a variety of classes to prepare you for a career as a child care professional. See below what courses are required to reach your desired career path.

### **Child Care Teacher (Infant/Toddler)**

- Child Growth & Development (PLC-874)
- Infant & Toddler Care (PLC-875)
- Communication Skills for Child Care Professionals (PLC-652)
- Including all Children and the ADA (PLC-828)
- Supporting Breastfeeding in Child Care (PRC-001)
- Basic Health and Safety Training (PRC-090)

### **Child Care Teacher (Preschool)**

- Child Growth & Development (PLC-874)
- Preschool Curriculum & Activities (PLC-998)
- Communication Skills for Child Care Professionals (PLC-652)
- Including all Children and the ADA (PLC-828)
- Basic Health and Safety Training (PRC-090)

### **Child Care Teacher (School Age)**

- Child Growth & Development (PLC-874)
- School Age Child Care: Curriculum (PLC-798)
- Communication Skills for Child Care Professionals (PLC-652)
- Including all Children and the ADA (PLC-828)
- Basic Health and Safety Training (PRC-090)

### **Child Care Director**

- Teacher courses (above) plus Child Care Administration (PLC-592)

**SCHOLARSHIPS AVAILABLE!**  
[www.hagerstowncc.edu/child-care-courses](http://www.hagerstowncc.edu/child-care-courses)

**CHILD CARE**

**★ Basic Health and 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: \$104

PRC-090-G ONLINE: *At your own pace* Jan 6–May 16

**★ 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: \$80 

PLC-846-G ONLINE: *At your own pace* Jan 6–May 16

**★ 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: \$80

PRC-001-G ONLINE: *At your own pace* Jan 6–May 16

**★ Child Growth and 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 children from birth through age 12. This course and a 45-hour course in age-appropriate curriculum (preschool, infant-toddler, 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.

Total: \$280 

PLC-874-G ONLINE: *At your own pace* Jan 10–Feb 28

PLC-874-J ONLINE: *At your own pace* Apr 4–May 23

**★ Infant and 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. 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: \$304 

PLC-875-G ONLINE: *At your own pace* Jan 13–Mar 3

PLC-875-J ONLINE: *At your own pace* Apr 7–May 26

**★ Preschool Curriculum and 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.

Total: \$304 


PLC-998-G ONLINE: *At your own pace* Jan 13–Mar 3

PLC-998-J ONLINE: *At your own pace* Apr 7–May 26

**★ 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.


Total: \$304 

PLC-798-G ONLINE: *At your own pace* Jan 15–Mar 5

PLC-798-J ONLINE: *At your own pace* Apr 9–May 28

**★ Communication Skills for Child Care Professionals** 

This course is designed for child care 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, critical techniques with a focus on communication with parents and co-workers, and communication issues within a typical child care day.

Total: \$139 

PLC-652-H ONLINE: *At your own pace* Feb 3–17


**★ 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 record-keeping, 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. Students must successfully complete all course requirements to receive a certificate.

Total: \$304 

PLC-592-H ONLINE: *At your own pace* Feb 6–Mar 27

PLC-592-J ONLINE: *At your own pace* Apr 10–May 29

**★ CDA Capstone: Portfolio, Application, and Exam Prep** 

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 a portfolio and 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 are required. 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: \$304

PRC-097-M ONLINE: *At your own pace* Mar 4–Apr 29

**Developmentally Appropriate Practices** 

This continuing education course is designed for professionals in the education or child care profession. It provides instruction on developmentally appropriate practices for 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: \$80

PLC-824-G ONLINE: *At your own pace* Jan 6–May 9

**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, 1 hr SN.

Total: \$104

PRC-095-G ONLINE: *At your own pace* Jan 6–May 16

**Including All Children and 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: \$80 

PLC-828-G ONLINE: *At your own pace* Jan 6–May 16

**Nutrition and Active Living** 

Topics in this course 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: \$80

PLC-826-G ONLINE: *At your own pace* Jan 6–May 16

## Pandemic and Outbreaks: 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: \$104

PRC-096-G ONLINE: *At your own pace* Jan 6–May 16

## Playground Safety

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

Total: \$80

PLC-827-G ONLINE: *At your own pace* Jan 6–May 16

## 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: \$80

PLC-822-G ONLINE: *At your own pace* Jan 6–May 16

## Supporting Children with Disabilities

Topics in this course 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: \$80

PLC-829-G ONLINE: *At your own pace* Jan 6–May 16

## Taking Learning Outside

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

Total: \$80

PLC-825-G ONLINE: *At your own pace* Jan 6–May 16

## Pyramid Model for Social and Emotional Competence - Preschool

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: \$204

PRC-091-H ONLINE: *At your own pace* Feb 17–Mar 24

### ENTREPRENEURSHIP

#### ★ Principles of Entrepreneurship I

This continuing education course is the first of two designed for entrepreneurs and small business owners. Students will discover the critical aspects of starting and operating a small business. Topics include business planning, market research, pricing, margin analysis, budget management, accounting, human resources, and risk management.

Total: \$733 — Senior Total: \$448 

PRC-148-H MW 5–8pm Feb 3–Mar 19  
C. Serio CPB 232

#### ★ Principles of Entrepreneurship II

This continuing education course is the second of two designed for entrepreneurs and small business owners. This course provides instruction on the fundamental principles of business ownership, including business planning and legal business entity formation. Topics include available resources, growth strategies, financial management, funding sources, and marketing strategies.

Total: \$733 — Senior Total: \$448 

PRC-149-M MW 5–8pm Mar 24–May 7  
C. Serio CPB 232

### PERSONAL TRAINER

#### ★ Personal Trainer I

Personal Trainer I is the first course of a two-part series designed for individuals pursuing a career in the fitness industry by preparing them to take the American Council on Exercise (ACE) Personal Trainer certification. Topics include roles of the personal trainer, the ACE Integrated Fitness Model, behavior change, nutrition, health screening, fitness assessments, and exercise programming. Textbook is included.

Total: \$358 — Senior Total: \$208

PRC-118-G Sa 9am–12pm Jan 25–Feb 8 ARCC 224  
Sa 12–3:30pm Jan 25–Feb 8 CPB 213  
B. Taylor



## ENTREPRENEURSHIP COURSES

Success in entrepreneurship starts with a solid understanding of the business landscape. HCC's entrepreneurship courses cover everything you need to know to start and run your own business. Build a strong foundation with essential skills in business planning, research, budgeting, accounting, HR, risk management, growth strategies, and more.

### COURSE LIST

- Principles of Entrepreneurship I (PRC-I48-H)
- Principles of Entrepreneurship II (PRC-I49-M)

See individual class descriptions for details.

**SCHOLARSHIPS AVAILABLE!**

**APPLY TODAY.**



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

*\*Scholarships may cover all or part of program cost.*

## ★ Personal Trainer II

Personal Trainer II is a continuation of the Personal Trainer program. Topics include the application of exercise programming for diverse populations, exercise considerations for those with chronic injuries and diseases, and legal guidelines. Required Pre-requisite: Personal Trainer I (PRC-118). Exam voucher included.

Total: \$728 — Senior Total: \$536 **S**

PRC-119-H	Sa 9am–12pm	Feb 15–Mar 1	ARCC 224
	Sa 12–3:30pm	Feb 15–Mar 1	CPB 213
<i>B. Taylor</i>			

## PROJECT MANAGEMENT

### Project Management Professional - PMP Prep

This continuing education course is designed to assist individuals in preparing for the Project Management Institute's Project Management Professional (PMP) certification exam. It provides instruction on developing career skills based on A Guide to the Project Management Body of Knowledge (PMBOK Guide). Topics include important industry-related methodologies, including predictive and agile project management, project management tools and techniques, key terminology, concepts, and processes to prepare for the project management certificate. This class is being offered by PM ProLearn. Class schedule varies.

Total: \$2099 — Senior Total: \$1915

PRC-136-G	M–F 8am–4:30pm	Jan 27–31
	<i>Staff Instructor</i>	<i>ONLINE</i>

## REAL ESTATE

### ★ Real Estate Principles and Practices I

This course is the first in a two-part series designed for individuals who want to enter the real estate profession. It explores the concepts of real estate law, ownership, transfers of property, closings, brokerage, contracts, and listing agreements. Upon completion, students will be prepared to sit for the Maryland Real Estate Commission Certification Exam. Students must take Part I and Part II to sit for the exam. Books are included in the price of this course.

Total: \$298 — Senior Total: \$169

PRC-125-G	TuTh 6–9pm	Jan 21–Feb 25
	<i>O. Hale</i>	<i>ONLINE</i>



# REAL ESTATE PRINCIPLES AND PRACTICES I AND II

CERTIFICATION SERIES 

Real Estate agents assist individuals with buying, selling, and renting properties. With a Real Estate license, you become a valuable asset by making the process run smoothly and efficiently. You support clients through the listing and mortgage process, and by handling paperwork and guiding negotiations. Agents have the pleasure of assisting buyers and sellers through major life milestones.

This program meets the requirements of the Maryland Real Estate Commission to take the MD Real Estate licensing examination.

## COURSE LIST

- **Real Estate Principles and Practices I (PRC-125)**
- **Real Estate Principles and Practices II (PRC-126)**

*Classes are offered in both online and in-person formats. See individual classes for details.*

**SCHOLARSHIPS AVAILABLE!**

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*\*Scholarships may cover all or part of program cost.*

## Real Estate Principles and Practices II

This course is the second in a two-part series designed for individuals who want to enter the real estate profession. Students will learn various topics, including real estate financing, environmental issues, contracts, and legal aspects of Maryland real estate transactions. Upon completion, students will be prepared to sit for the Maryland Real Estate Commission Certification Exam. Students must pass both the Maryland and National final exams with a 70% to graduate from the course.

Total: \$206 — Senior Total: \$87 

PRC-126-H TuTh 6–9pm  
O. Hale

Feb 27–Apr 10  
ONLINE

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# COMPUTERS

## CAD

### CAD Building Information Modeling

Discover how Building Information Modeling (BIM) can revolutionize your construction projects. Use Autodesk Revit to create commercial or residential building designs while applying parametric modeling to floor plans, elevations, roof plans, foundation plans, ceiling plans, site plans, as well as proper placement of building components. Includes an introduction to rendering and animation of models. Hybrid class, online access required. (Textbook Required)

Total: \$409 — Senior Total: \$269

CMR-230-G	Th 4–5:15pm <i>O. Bamiduro</i>	Jan 13–May 6 <i>ATC-116</i>
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### Computer-Aided Design II

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

Total: \$379

CMT-153-M	M 4–5:15pm <i>O. Bamiduro</i>	Jan 13–May 6 <i>ATC-116</i>
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### Solid Modeling: Autodesk Inventor

This is a hands-on competency-based course in which you will use assembly-centric, parametric, solid-modeler software (Autodesk Inventor) to build and animate three-dimensional models including 3D printing. Create three-dimensional models to generate 2D drawings. Prerequisite: CMT 252 CAD I or consent of instructor. Hybrid class, online access required. (Textbook Required)

Total: \$471 — Senior Total: \$143

CMT-228-G	W 4–5:15pm <i>O. Bamiduro</i>	Jan 13–May 6 <i>ATC-116</i>
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## 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 for webinars and online content.

Total: \$651

CMT-355-G	W 6–9:45pm Sa 9am–2pm <i>J. Drooger</i>	Jan 13–Mar 8 Mar 8	STEM 110 STEM 109
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### ★ 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 I. Must have a personal computer and Internet access for webinars and online content.

Total: \$587

CMT-356-M	W 6–9:45pm Sa 9am–2pm <i>J. Drooger</i>	Mar 17–May 6 May 3	STEM 110 STEM 109
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### PC Tech: Operating Systems

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

Total: \$520 — Senior Total: \$282

CMT-151-G	Th 5:30–8:15pm <i>R. Ball</i>	Jan 13–May 6 <i>ATC 200</i>
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**MS OFFICE**

**Microsoft Excel Level I**

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

Total: \$127 — Senior Total: \$87

CMP-835-G	W 9am–4:30pm <i>R. Koziel</i>	Jan 15 <i>VM 2</i>
CMP-835-M	W 9am–4:30pm <i>R. Koziel</i>	Mar 12 <i>BTC 148</i>

**Microsoft Excel Level II**

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

Total: \$127 — Senior Total: \$87

CMP-836-G	W 9am–4:30pm <i>R. Koziel</i>	Jan 29 <i>VM 2</i>
CMP-836-M	W 9am–4:30pm <i>R. Koziel</i>	Mar 26 <i>BTC 148</i>

**ONLINE  
TECHNICAL  
TRAINING**

Earn a certificate in these areas of industrial tech:

- **Electronics**
- **Electromechanical**
- **PLC**
- **Robotics**
- **Electric Vehicle Technician**



**Build Your Rewarding Career in Technology.**

These online technical training certificates were designed by George Brown College in association with some of the top corporate trainers in North America.

Each technician certificate program enriches your skills and knowledge in design, programming, installation, operation, maintenance and troubleshooting industrial electronics, robotics, electric vehicles, 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.

Contact HCC Workforce Solutions & Continuing Education at 240-500-2236 or visit the website for more information: [hagerstown-gbc.com](http://hagerstown-gbc.com)

# INDUSTRIAL TECHNOLOGY & TRADES

## 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), Power Query 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-H	W 9am–4:30pm <i>R. Koziel</i>	Feb 12 <i>VM 2</i>
CMP-693-J	W 9am–4:30pm <i>R. Koziel</i>	Apr 9 <i>BTC 148</i>

## Microsoft Power BI

Turn your spreadsheets and other data sources into decision making tools with Power BI. Business intelligence is the next step for companies or departments to determine success or failure in rapidly changing economic climates. Microsoft 365 account needed or a free Microsoft account can be set up before class.

Total: \$73 — Senior Total: \$40

CMR-261-H	W 9am–1pm <i>R. Koziel</i>	Feb 26 <i>BTC 148</i>
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## 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 I 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 **S**

CMR-031-G	MW 6–9pm <i>G. Staff</i>	Jan 22–Apr 2 <i>VM 5</i>
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### ★ 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: \$139 **S**

CMR-041-J	MW 6–9pm <i>G. Staff</i>	Apr 7–May 14 <i>BTC 148</i>
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## BLACKSMITH

### Basic Bladesmithing

Join an ancient tradition and craft your own knives and blades in this introduction to bladesmithing. Class content will cover basic forging techniques, blade and tang design, selection of materials, hardening/tempering, and grinding/finishing. No previous experience with blacksmithing required.

Total: \$248 — Senior Total: \$158

TRD-375-H	Sa 8am–4:30pm <i>M. Kelly, P. Kelly</i>	Feb 22–Mar 1 <i>CPB FORGE</i>
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## BLADESMITHING

Delve into an ancient tradition and unlock your creativity with HCC's Bladesmithing course! Whether you're a seasoned blacksmith or completely new to the craft, this course is designed for enthusiasts of all levels. Explore the fundamentals of forging, blade design, material selection, hardening and tempering, and finishing techniques.

Total: \$248 — Senior Total: \$158

TRD-375-H	Sa 8am–4:30pm <i>M. Kelly, P. Kelly</i>	Feb 22–Mar 1 <i>CPB FORGE</i>
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## Basic Blacksmithing

Develop super powers and bend steel with your hands using skills from one of the oldest trades. Basic Blacksmithing introduces you to the art and science of forging and shaping metals as a hobby or a future career. This class will cover safety, equipment, and techniques for your first blacksmithing projects, whether artistic or practical, and provide guidance on setting up your own blacksmith shop. (No textbook required).

Total: \$295 — Senior Total: \$168

TRD-345-M Sa 8am–12pm Mar 22–May 10 CPB FORGE  
P. Kelly, M. Kelly

## Intermediate Blacksmithing

In this course, you will take a deeper look into the work of a blacksmith, while continuing to build on the basic techniques you previously learned. Class introduces creating and managing a solid fuel forge, i.e. coal, as an alternative for projects. Plus, you will build your shop inventory by making your own tools and create jigs to make replication of products easier. If you are not familiar with forging, please complete the Basic Blacksmithing class before taking this one.

Total: \$295 — Senior Total: \$168

TRD-368-M Sa 8am–12pm Mar 22–May 10 CPB FORGE  
P. Kelly, M. Kelly

## CONSTRUCTION

### ★ Heavy Equipment Operator Introduction

Enhance your skills or launch a new career operating heavy equipment in this program, which provides you with a comprehensive overview of equipment uses, operator responsibilities, career opportunities, and safety principles associated with the operation of on a construction site. 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: \$323 — Senior Total: \$188

TRD-924-M MW 6–9pm Mar 17–26 ETTC 101  
Sa 8:30am–4:30pm Mar 22  
K. Floyd

### ★ Heavy Equipment Operator Skills

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

Total: \$2172 — Senior Total: \$1452

TRD-925-M Sa 9am–4:30pm Mar 29–May 10 ETTC 101  
MW 6–9pm Mar 31–May 7  
K. Floyd



## HEAVY EQUIPMENT OPERATOR

HCC's 100-hour operator training focuses on creating a safe construction environment while learning the skills for on-the-job success. Hands-on operation includes the most common types of equipment found on the job site including skid loaders, graders, excavators, and backhoes. Students will learn how to perform inspection and equipment startup, identify preventive maintenance issues, and practice digging, trenching, and grading.

### COURSE LIST

- Heavy Equipment Operator Introduction
- Heavy Equipment Operator Skills

See individual class descriptions for details.

**SCHOLARSHIPS  
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**APPLY  
TODAY.**



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\*Scholarships may cover all or part of program cost.

**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. Class meets Tuesday/Thursday and Saturday. (Textbook included).

Total: \$1748 — Senior Total: \$1328

TRD-312-H	TuTh 6–9pm Sa 9am–4:30pm <i>E. Hazzard</i>	Feb 11–Apr 8 <i>ETTC 101/103</i> Feb 15–Apr 5
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**★ Diesel Technician Program Part II**

Become proficient in preventative maintenance and inspections for heavy-duty vehicles through hands-on shop activities in 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. Class meets Tuesday/Thursday and Saturday. (Textbook included)

Total: \$1748 — Senior Total: \$1328 **S**

TRD-313-J	TuTh 6–9pm Sa 9am–4:30pm <i>E. Hazzard</i>	Apr 10–May 29 <i>BTC 154</i> Apr 12–May 24 <i>BTC 157</i>
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**INDUSTRIAL TECHNOLOGY****Fundamentals of Electricity**

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

Total: \$596 — Senior Total: \$288

CNT-110-G	MW 9:35–11:15am <i>J. Luna</i>	Jan 13–May 6 <i>ATC 213</i>
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**SMALL ENGINE****★ Small Engine Repair**

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

Total: \$275 — Senior Total: \$145

TRD-124-H	MW 6–9pm <i>T. Kroon</i>	Feb 10–Mar 26	<i>CPB 230</i> <i>GARAGE</i>
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**WELDING****★ Intro to Welding**

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

Total: \$550 — Senior Total: \$326

CNT-106-G	Tu 5:30–9:30pm <i>P. Gidich</i>	Jan 21–Apr 1	<i>CPB 142</i>
CNT-106-N	Th 5:30–9:30pm <i>H. Wedlock</i>	Jan 23–Apr 3	<i>CPB 142</i>

**★ AWS Welding Certification Preparation**

For experienced welders, this course is highly focused and designed for the sole purpose of preparing for certification to AWS code D1.1 (structural). While some theory is reviewed, the course content is predominately hands-on. The D1.1 certification test will be simulated in the classroom; however, fees for the actual certification test are not included in the tuition and will be an optional cost for students who want to take the AWS Certification exam. Prerequisites: Intermediate Shielded Metal ARC Welding or equivalent experience.

Total: \$530 — Senior Total: \$368

CNT-206-G	MW 5:30–8:15pm <i>S. Staley</i>	Jan 13–Mar 8	<i>CPB 142</i>
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## AWS Welding Certification Exam

This course is a capstone for individuals who attended the CNT-206 course and are prepared for the AWS code D1.1 (structural) certification exam. An AWS Certified Weld Inspector will proctor the exam and completed coupons will be submitted to a third-party AWS test facility for x-ray testing and certification. Fees include test coupons and inspection.

Total: \$348

CNT-309-M M 5–9pm Mar 10 CPB 142  
Staff Instructor

## ★ Intermediate Gas Metal Arc Welding - MIG

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

Total: \$550 — Senior Total: \$430

CNT-307-M MW 5:30–9:30pm Mar 17–Apr 21 CPB 142  
S. Staley

## ★ 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: \$550 — Senior Total: \$430

CNT-308-M MW 5:30–9:30pm Mar 17–Apr 21 CPB 142  
S. Staley

## ★ 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: \$550 — Senior Total: \$430

CNT-306-M MW 5:30–9:30pm Mar 17–Apr 21 CPB 142  
S. Staley



## COMMERCIAL DRIVER

### CERTIFICATION SERIES ★

Commercial truck drivers are in demand more than ever, and you can earn your CDL in as few as seven weeks. CDL A licensing prepares you to work as a tractor-trailer operator, and CDL B licensing allows you to become a box truck, dump truck, or other heavy truck driver. Create more opportunities by adding endorsements such as Passenger or Hazmat.

### COURSE LIST

- CDL B Operator Introduction
- CDL B Operator Skills
- Hazardous Materials Endorsement Training
- Passenger Bus Endorsement Training

See individual class descriptions for details.

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*\*Scholarships may cover all or part of program cost.*

# TRANSPORTATION

## CDL - COMMERCIAL DRIVER

### ★ 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-G	WTh 6-9pm <i>B. Neiman</i>	Jan 8-9 <i>IND 100</i>
TDV-044-H	WTh 6-9pm <i>B. Neiman</i>	Feb 19-20 <i>BTC 146A</i>
TDV-044-J	WTh 6-9pm <i>B. Neiman</i>	Apr 2-3 <i>BTC 146A</i>

## INSTANT ENROLLMENT

This new online registration system makes registering easy. With user-friendly navigation for mobile platforms, WSC registration is at your fingertips!



SCAN THIS QR CODE  
OR VISIT THE WEBSITE

[hagerstowncc.edu/WSCRegistration](http://hagerstowncc.edu/WSCRegistration)

### ★ 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 **S**

TDV-053-G	Sa 8am-4:30pm <i>D. Mitchell</i>	Jan 18-25 <i>IND 100</i>
TDV-053-J	Sa 8am-4:30pm <i>D. Mitchell</i>	Apr 5-12 <i>BTC 149</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 **S**

TDV-054-H	Sa 8am-4:30pm <i>D. Mitchell</i>	Feb 1-Mar 1 <i>IND RANGE</i>
TDV-054-J	Sa 8am-4:30pm <i>D. Mitchell</i>	Apr 26-May 24 <i>BTC RANGE</i>

## HAZARDOUS MATERIALS

### ★ Hazardous Materials Endorsement Training

The HAZMAT endorsement course will help you satisfy the FMCSA requirements for Entry-Level Driver Training (ELDT) under 49 CFR. Our online HAZMAT endorsement training is listed under the FMCSA Training Provider Registry and meets the knowledge requirements to test for your endorsement at your state's licensing agency. The online option provides you with a flexible path to adding the endorsement to your current CDL Class A or B license. A Windows or Mac web browser is needed to view the course information.

Total: \$58

TDV-118-G	ONLINE: <i>At your own pace</i>	Jan 1-Mar 31
TDV-118-J	ONLINE: <i>At your own pace</i>	Apr 1-Jun 30

**MOTORCYCLE**

**Basic Rider Class**

If you have limited or no motorcycle riding experience, our rider coaches will help you develop the skills to operate a motorcycle safely with three hours of informative classroom and eleven hours of hands-on motorcycle instruction. Motorcycles are provided for training on a closed range. Maryland residents who successfully complete MVA authorized written and skills tests qualify for the Maryland Class M license. Online Motorcycle Safety Foundation course completion also required prior to range (online code will be emailed one week before class).

Total: \$325 — Senior Total: \$219

MST-201-M	Th 6–9pm SaSu 7:30am–12:30pm Staff Instructor	Mar 27 Mar 29–30	CPB 232 PARK EU
MST-201-J	Th 6–9pm SaSu 7:30am–12:30pm Staff Instructor	Apr 10 Apr 12–13	CPB 232 PARK EU

**Basic Rider 2-LW**

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

Total: \$325 — Senior Total: \$219

MST-102-M	Th 6–9pm Sa 7:30am–4:30pm Staff Instructor	Mar 20 Mar 22	CPB 232 PARK EU
MST-102-J	Th 6–9pm Sa 7:30am–4:30pm Staff Instructor	Apr 3 Apr 5	CPB 232 PARK EU

**DRIVER EDUCATION**

**DRIVER EDUCATION**

**Driver Education**



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

Total: \$350

DRV-001-W	Sa 9am–12:15pm K. Lamb	Jan 25–Mar 29 ONLINE
DRV-001-G	MW 6–9:15pm K. Lamb	Jan 27–Feb 26 CPB 210
DRV-001-M	MW 6–9:15pm E. Ferris	Mar 17–Apr 16 CPB 210

**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-G	TuTh 5:30–8:45pm C. Quintanilla Sosa	Jan 21–Feb 19 VM 6
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# PERSONAL ENRICHMENT

## ART, MUSIC & PHOTOGRAPHY

### Painting I LLI

This foundational course introduces students to materials and techniques, as well as formal and expressive considerations, in relation to representational painting. Emphasis is placed on color theory, pictorial space, and composition. Studies include still life and the human figure. Water-based paints are used. Students will produce a portfolio of paintings. ~ Cross-listed with Credit

Total: \$319 — Senior Total: \$132

ANE-567-G	TuTh 5–6:50pm <i>S. Swacina</i>	Jan 13–May 6 <i>KEP</i>
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### Painting II LLI

Painting II is an advanced painting class that further develops the foundational skills and techniques learned in Painting I. Students will explore the composition of oil painting and create works that emphasize representational painting, including landscapes, figures, portraits, and still life. An introduction to the work of various artists and techniques that contribute to contemporary expression in the medium will supplement student learning to further enhance lessons throughout the course. Students will develop a portfolio of work for final review. ~ Cross-listed with Credit

Total: \$319 — Senior Total: \$132

ANE-568-G	TuTh 5–6:50pm <i>S. Swacina</i>	Jan 13–May 6 <i>KEP</i>
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### NEW! Photoshop for Artists: Digital Art LLI

Dive into the world of digital art with this comprehensive course, perfect for both traditional and digital artists looking to expand their skills. Whether you're a beginner or seeking to enhance your expertise, this class will guide you through the essentials of creating stunning digital artwork using Adobe Photoshop. Students will receive an introduction to Painter and Sketchbook. Adobe Creative Cloud membership is recommended.

Total: \$189 — Senior Total: \$80

DSA-020-G	TuTh 6:30–8:30pm <i>A. Pandit</i>	Jan 28–Feb 27 <i>ATC 201</i>
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### NEW! Theatrical Makeup Techniques LLI

Explore the transformative world of theatrical makeup in this introductory makeup design course for aspiring makeup artists, theater enthusiasts, and performers. This class will cover the essential techniques and creative processes involved in applying makeup for stage performances. Students will learn how to use makeup to enhance character portrayal through aging and prosthetic makeup appliances. ~ Cross-listed with credit

Total: \$399 — Senior Total: \$202

ANE-575-G	W 6–8pm <i>J. Edwards</i>	Jan 13–May 6 <i>KEP</i>
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### Giftable Cards - Valentine's Day

How would you like to have drop-dead gorgeous cards on hand for special events? Imagine the pride of having made the cards yourself. With this class, you'll complete several cards plus take home new skills, patterns, and even some supplies.

Total: \$25

DSA-017-G	Tu 10am–12pm <i>K. Barylski</i>	Jan 28 <i>CPB 230</i>
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## INTRODUCTION TO STAINED GLASS

Learn the art of assembling colored glass pieces into eye- and sun-catching works of art. Learn to cut, grind, and solder glass pieces to bring life to your home.

Total: \$239 — Senior Total: \$139

ANE-572-M	M 6:30-8:30pm <i>S.Schaefer</i>	Mar 3- 24 <i>ATC-105</i>
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## Learn the Heritage Craft of Chair Caning

LLI

Restore and repair your rocking chairs, footstools, and dining room chairs to their original splendor. Create your woven seat on a small stool or work on an existing project to learn 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.

Total: \$95 — Senior Total: \$59

SEN-090-G	Th 12–2:30pm <i>G. Lum</i>	Jan 9–Feb 27 <i>VM 6</i>
SEN-090-H	M 6–8:30pm <i>G. Lum</i>	Jan 27–Mar 17 <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 Bèla 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 will learn to play by ear, without music, or tablatures.

Total: \$89

BLU-013-J	M 5:45–6:45pm <i>F. Maietta</i>	Apr 7–Jun 2 <i>KEP</i>
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## 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? 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 - advanced beginner to intermediate. 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-J	M 7–9pm <i>F. Maietta</i>	Apr 7–Jun 2 <i>KEP</i>
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## Music Exploration: Choral Singing Ensemble

LLI

Are you looking to further your joy of singing? Choral Ensemble is for you! Explore singing various types of choral music while learning vocabulary and elements of rhythm and pitch relevant to the singing of the choral literature. ~ Cross listed with credit.

Total: \$269 — Senior Total: \$118

MSC-005-G	TuTh 11:30am–12:45pm <i>S. Kerr</i>	Jan 13–May 6 <i>KEP 204</i>
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## Music Exploration: Contemporary Music Ensemble

LLI

Do you have the desire to expand on your playing knowledge of electronic instruments? Join others as you form a group consisting of electronic instruments, or traditional instruments modified using electronic means, for the purpose of performing musical literature specifically arranged for those instruments. You will further your ensemble musicianship, stylistic and interpretation skills through contributing to a live performance and/or a recorded production. Open to all musicians with reasonable playing skills. - Cross listed with credit

Total: \$269 — Senior Total: \$118

MSC-002-G	TuTh 1–2:15pm <i>D. Webber</i>	Jan 13–May 6 <i>KEP</i>
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## SAVE THE DATE!

## HCC SUMMER YOUTH PROGRAMS VIP EVENT @ HCC

**FEBRUARY 1, 2025\* | 10 A.M. – 12 P.M.**

- Early Registration
- Meet the Teachers
- Fun Activities

*More details coming to your inbox soon.*

*\* Inclement weather date February 8, 2025  
Also, excludes scholarship and application camps for early registration*

## Music Exploration: Guitar Ensemble LLI

Guitar Ensemble provides you the opportunity to practice and perform music for guitar in small and large group formats, as well as in solo settings. The ensemble's repertoire will primarily focus on works composed in the classical tradition, including works from the renaissance through the modern period, with additional repertoire being supplemented from the jazz and popular worlds. You should be familiar with reading and performing standard music notation, as all music will be written in standard music notation - not tablature. ~ Cross listed with credit

Total: \$269 — Senior Total: \$118

MSC-003-G	W 9–10:30am <i>D. Webber</i>	Jan 13–May 6 <i>KEP</i>
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## Music Exploration: Jazz Band Ensemble LLI

Are you intrigued by the cool notes of jazz music with complex harmony and music improvisation? Do you have the desire to dust off your instrument and get back to playing sweet sounds? Join others as you form an instrumental group which specializes in the performance of jazz and other twentieth-century popular music idioms. Performances may include college and community functions. Open to everyone experienced in playing jazz band instruments. ~ Cross listed with credit

Total: \$269 — Senior Total: \$118

MSC-004-G	W 6:30–8:30pm <i>Staff Instructor</i>	Jan 13–May 6 <i>KEP</i>
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## Music Exploration: Wind Ensemble LLI

Are you looking to explore the world of music again? Have you played before and are ready to play again? Now is your chance to explore the world of Wind music. Join others as you form an instrumental group which specializes in the performance of Wind Ensemble repertoire, including both symphonic band and chamber literature. Students will further their ensemble musicianship, performance and stylistic interpretation skills. Open to everyone with access to a wind instrument and reasonable playing skills. ~ Cross listed with credit.

Total: \$269 — Senior Total: \$118

MSC-001-G	TuTh 4:30–6:30pm <i>N. Lease</i>	Jan 13–May 6 <i>KEP</i>
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## NEW! Creating High Dynamic Range Photographs LLI

This class will explore techniques for producing high-quality images through High Dynamic Range (HDR) photography. Learn how to capture multiple exposures of the same scene and use HDR software to blend these images, creating photos with rich details in shadows and highlights. The course will cover the principles of digital imaging, practical camera settings for HDR capture, and step-by-step guidance on using popular HDR processing software to achieve stunning photographic results. Whether you're a hobbyist or a professional, this class will enhance your ability to create visually striking images with your digital camera. Students should have a digital camera (DSLR).

Total: \$89 — Senior Total: \$40

ANE-573-M	MW 6–8pm <i>R. Bender</i>	Mar 3–12 <i>ATC 201</i>
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## Photoshop for Hobbyists and Marketing Professionals LLI

Are you looking to enhance your digital photos? Are you looking to upskill or reskill yourself as a marketing professional? Photoshop for Hobbyists and Marketing Professionals provides the skills needed to enhance your photos or offer you the skills to be a contender in the ever-changing world of business marketing. This six-week course will introduce you to editing images, from minor edits to overall enhancements, preparing images for online use, and creating simple art projects for marketing materials.

Total: \$119 — Senior Total: \$52

ANE-560-M	Th 6–8pm <i>A. Guessford</i>	Mar 6–Apr 10 <i>KEP 210</i>
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## CULINARY

## The Art of Mixology LLI

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 classroom activities.

Total: \$379 — Senior Total: \$195

PRC-029-G	Th 5–8pm <i>C. Passwaters</i>	Jan 30–Mar 6 <i>CPB 214</i>
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### Mixology: The Legal Responsibilities **LLI**

This comprehensive course is designed for aspiring bartenders and hospitality professionals who wish to master the art of mixology while understanding the legal responsibilities associated with bartending in Maryland. Students will learn the basics of bar set-up, proper glassware, measuring tools, and recipes for mixed drinks with faux alcohol as well as being prepared to take the TIPS exam. Students must be 18 years of age to enroll and participate in classroom activities.

Total: \$289 — Senior Total: \$159

CLN-112-M	Tu 5:30–8:30pm W. Hall	Mar 18–Apr 22 CPB 214
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### DANCE & RECREATION

### Ballroom Dance - Swing/Foxtrot **LLI**

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

Total: \$111 — Senior Total: \$55

FIT-014-J	M 5:45–6:45pm J. Schein	Apr 7–May 5 KEP 101
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### Intermediate Ballroom Dance: Swing and Foxtrot **LLI**

Professionally certified dance instructor Jody Schein will help students build on their previous Ballroom Swing and Foxtrot dance experience in this intermediate class. Students can expect to improve musicality, lead and follow, and technique using a variety of dance styles. This class is suitable for anyone who has taken Jody’s beginner classes at HCC or has previous experience with social/ballroom dancing. No partner is necessary as there will be ample opportunities to rotate partners during class.

Total: \$111 — Senior Total: \$49

DRC-016-J	M 7–8pm J. Schein	Apr 7–May 5 KEP 101
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### Tango and Cha Cha **LLI**

Join professionally certified Dance Vision International Dance Association (DVIDA) instructor Jody Schein for two great ballroom dances: the flirty Cha Cha and the passionate Tango. No partner is needed, and no prior experience is necessary. Bring comfortable shoes (no flip-flops or sharp/pointed heels).

Total: \$99 — Senior Total: \$55

DRC-010-G	M 5:45–6:45pm J. Schein	Jan 27–Feb 24 KEP 101
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### Intermediate Tango and Cha Cha **LLI**

Are you ready to take your dance moves to the next level? Join professionally certified Dance Vision International Dance Association (DVIDA) instructor Jody Schein for an intermediate-level class that will advance your understanding of the popular ballroom dances Tango and Cha Cha and leave you moving faster and more confidently around the dance floor.

Total: \$111 — Senior Total: \$49

DRC-015-G	M 7–8pm J. Schein	Jan 27–Feb 24 KEP 101
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### Fly Fishing

This course is designed to introduce lifetime fitness and an activity that the participant should be able to enjoy for the rest of their lives. Fishing fundamentals, skills, rules, strategies, safety, sportsmanship, and etiquette will be emphasized. No prior experience or equipment is needed before the first class.

Total: \$97

DRC-013-M	Sa 9am–12pm W. Ruland	Mar 22–29	CPB 211
	Sa 9am–12pm W. Ruland	Apr 12	CPB 211

## INSTANT ENROLLMENT

This new online registration system makes registering easy. With user-friendly navigation for mobile platforms, WSCE registration is at your fingertips!



SCAN THIS QR CODE  
OR VISIT THE WEBSITE

[hagerstowncc.edu/WSCEregistration](http://hagerstowncc.edu/WSCEregistration)

**GENEALOGY, FAMILY CARE & YOUTH**

**NEW! Building Strong Relationship Bonds: Effective Communication with Youth** 

Building Strong Bonds: Effective Communication Strategies with Teens and Children is a course designed for parents, educators, and caregivers who aim to enhance their communication skills with young individuals. Through hands-on learning and activities, you'll gain practical techniques for building trust and understanding, managing conflicts, learning to navigate the complexities of modern communication with the younger generation, and fostering an environment where children and teens feel heard and valued.

Total: \$89 — Senior Total: \$40

FAM-005-H	M 6–7:30pm <i>Staff Instructor</i>	Feb 3–Mar 10 <i>CPB 214</i>
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**NEW! Journaling Through Grief**  

Embrace healing through writing. Navigate diverse grief types, express emotions via journaling, and explore both written and pictorial forms of cathartic expression. Join us to transform pain into growth and find solace in this safe space.

Total: \$99 — Senior Total: \$74

ANE-574-H	Tu 11am–1pm <i>Staff Instructor</i>	Feb 4–Mar 18 <i>ONLINE</i>
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**NEW! Dementia 101**  

Dementia 101 provides a foundational understanding of dementia, a condition affecting millions worldwide. This course will define dementia and differentiate it from normal aging processes. We will investigate the difference between reversible and irreversible forms of dementia and examine the risk factors. We will explore the various types of dementia, distinguishing between reversible and irreversible forms, and identify key risk factors. The course will cover the symptoms associated with different types of dementia and outline the diagnostic process. Additionally, students will gain insights into current research and advancements in the field. By the end of this course, participants will have a basic understanding of dementia, equipping them with the knowledge to support individuals affected by this condition.

Total: \$69 — Senior Total: \$35

FAM-006-M	Tu 6–7:30pm <i>Staff Instructor</i>	Mar 4–18 <i>ONLINE</i>
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**SAT Prep SERIES**

Earn your best SAT score! Strengthen your vocabulary, grammar, critical reading, and composition skills for the SAT reading, writing, and language sections. Brush up on algebra I and II, geometry, and trigonometry with practice problems, all while gaining the test-taking tools and confidence you need to earn your best SAT score possible!

Total: \$299 *Take Series = SAVE!*

COP-005-H	MW 4:30–8:30pm <i>Staff Instructor</i>	Feb 3–26 <i>CPB 124</i>
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**SAT Prep Verbal**

Boost your SAT verbal score! Learn test-taking strategies and strengthen your reading comprehension, grammatical concept understanding, and essay writing skills to build your confidence as a test-taker. The Princeton Review book and writing materials will be provided. Need help with the math portion too? Take the SAT Prep Series to earn your best overall SAT score.

Total: \$159

COP-006-V	MW 4:30–6:30pm <i>Staff Instructor</i>	Feb 3–26 <i>CPB 124</i>
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**SAT Prep Math**

Boost your SAT Math score! Learn test-taking strategies and strengthen your algebra I and II, geometry, and trigonometry skills to build your confidence as a test-taker. The Princeton Review book and writing materials are provided; please bring your graphing calculator to class. Need help with the verbal portion too? Take the SAT Prep Series to earn your best overall SAT score.

Total: \$159

COP-007-M	MW 6:30–8:30pm <i>Staff Instructor</i>	Feb 3–26 <i>CPB 124</i>
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 = **Workforce Training Program**

Designed to provide students with specialized training for employment in high-demand career fields.

 = **Scholarship Available**

 = **Online / Hybrid / Remote**

*See page 50 for more information.*

## Tracing Your Family Roots - Introduction To Genealogy LLI

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 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 Main Campus or virtually via Zoom.

Total: \$79 — Senior Total: \$55

SEN-377-G	F 9:30am–12pm <i>C. Miller-Schultz</i>	Jan 31–Feb 21 <i>CPB 171</i>
SEN-377-N	M 6–8:30pm <i>C. Miller-Schultz</i>	Feb 3–24 <i>CPB 171</i>
SEN-377-J	F 9:30am–12pm <i>C. Miller-Schultz</i>	Apr 11–May 2 <i>CPB 171</i>
SEN-377-N	M 6–8:30pm <i>C. Miller-Schultz</i>	Apr 14–May 5 <i>CPB 171</i>

## Genealogy Plus LLI

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 Main Campus or virtually via Zoom.

Total: \$79 — Senior Total: \$55

SEN-097-G	F 1:30–4pm <i>C. Miller-Schultz</i>	Jan 31–Feb 21 <i>CPB 171</i>
SEN-097-J	F 1:30–4pm <i>C. Miller-Schultz</i>	Apr 11–May 2 <i>CPB 171</i>

## HISTORY, CULTURE & RELIGION

### NEW! Iconic Colonial Legend: Benjamin Franklin and His World LLI

Dive into Benjamin Franklin's multifaceted life, from colonial beginnings to Founding Father. Examine his early years, inventions, innovations, diplomacy, and enduring impact on America's foundation and future in this comprehensive course. This course is offered in conjunction with CCBC.

Total: \$73 — Senior Total: \$56

HCR-110-G	Th 10–11:30am <i>Staff Instructor</i>	Jan 9–30 <i>ONLINE</i>
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### NEW! Rogers' Rangers LLI

Rogers' Rangers, commanded by Robert Rogers, is one of the principal ancestors of today's US Army Rangers. The 2017 Ranger Handbook contains a modified version of Robert Rogers' Rules of Warfare, written in 1757 at Fort Edwards, NY. Delve deep into military history, learning about Robert Rogers' rules and other significant events, including (1) Ranger's background in 17th and 18th century America. (2) The creation of Rogers' Rangers during the French & Indian War in 1755-1756. (3) Organization and operations of Rogers' Rangers, 1755-1761. (4) Robert Rogers and a detachment of rangers in Pennsylvania in 1761 (5) Robert Rogers' personal and military activities, from Pontiac's War in 1763 through the American Revolution.

Total: \$119 — Senior Total: \$52

HCR-111-H	Tu 9am–12pm <i>R. Swartz</i>	Feb 4–18 <i>VM 4</i>
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### NEW! Historical American History LLI

Explore pivotal moments in American history through this course, which delves into significant historical dates and events and their lasting effects. Analyze key events, figures, and their legacies to understand the United States' past and its influence on the present. This course is offered in conjunction with CCBC.

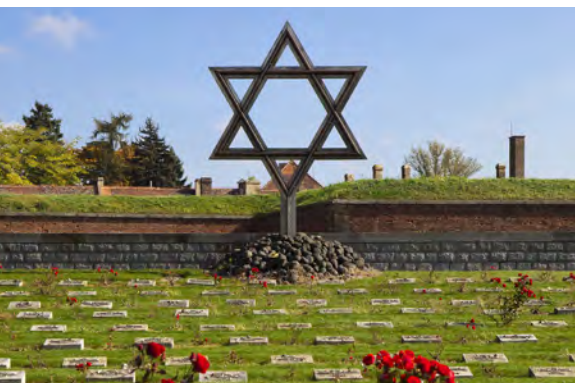
Total: \$74 — Senior Total: \$57

HCR-109-H	Th 11:30am–12:30pm <i>Staff Instructor</i>	Feb 6–Mar 20 <i>ONLINE</i>
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## THE HOLOCAUST: ITS HISTORY, LEGACY, AND MEMORIALIZATION

**NEW!**

Explore one of history's darkest periods by examining the roots of anti-Semitism, Nazi propaganda, concentration camps, and the Holocaust's lasting impact on international law and policy.

Total: \$119 — Senior Total: \$52

HCR-113-M	M 6–8pm	Mar 3–Apr 7
	J. Unkefer	CPB 213

## NEW! The Holocaust: Its History, Legacy, and Memorialization

**LLI**

Explore one of the most harrowing periods of modern history with The Holocaust: Its History, Legacy, and Memorialization. Learn about the roots and rise of anti-Semitism in Europe and the United States, the powerful machinery of Nazi propaganda and policy, the grim reality of concentration camps, and the lasting impact on international law and foreign policy. Through engaging lectures, critical discussions, and primary source analysis, students will gain a profound understanding of the Holocaust's historical significance and its enduring legacy.

Total: \$119 — Senior Total: \$52

HCR-113-M	M 6–8pm	Mar 3–Apr 7
	J. Unkefer	CPB 213

## NEW! The American Revolution: The 1777 Saratoga Campaign and Its Implications

**LLI**

The Battle of Saratoga was one of the three turning points in the American Revolution. Learn about the diverse components and the significant implications for Great Britain and the United States. You will Evaluate the British strategic plans for 1777 and inherent problems during the conflict, the western front: Indians, loyalists, and Benedict Arnold, Burgoyne's advance from Canada: Ticonderoga, Hubbardton, and Bennington, and the three battles of Saratoga and Arnold's roles in each significant implications of this 1777 military campaign.

Total: \$119 — Senior Total: \$52

HCR-112-M	Tu 9am–12pm	Mar 4–25
	R. Swartz	BTC 149

## 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

DIS-638-G	ONLINE: <i>At your own pace</i>	Jan 1–Mar 31
DIS-638-J	ONLINE: <i>At your own pace</i>	Apr 1–Jun 30

## HOLISTIC HEALTH

### Reiki for Beginners

**LLI**

Reiki is a technique for stress reduction and relaxation that can help support natural wellness and healthy living. Reiki is translated as “Universal Life Energy” that is present in all living things. In this class, you will learn about the 7 chakras, or energy centers within the body, and how Reiki, along with other holistic techniques such as meditation, breathwork, crystals and aromatherapy, can help keep you feeling well-balanced. Each class will include chakra specific Reiki. Participants are asked to bring a yoga mat.

Total: \$119 — Senior Total: \$52

MBP-155-G	W 5:30–7pm	Jan 22–Feb 26
	N. Ellison	CPB 211

## Reiki II

LLI

Reiki is a stress reduction and relaxation technique that can help support natural wellness and healthy living. Reiki is translated as “Universal Life Energy” that is present in all living things. In this class, you will build upon the skills learned in Reiki for Beginners Level I and learn about the advanced chakra system and how Reiki, along with other holistic techniques such as meditation, breathwork, crystals, and aromatherapy, can help keep you feeling well-balanced. Each class will include chakra-specific Reiki. Participants are asked to bring a yoga mat.

Total: \$119 — Senior Total: \$52

MBP-159-M	W 5:30–7pm <i>N. Ellison</i>	Mar 12–Apr 2 <i>CPB 211</i>
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## Simply Fit

LLI

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-G	TuTh 9:30–10:30am <i>S. Rodgers</i>	Jan 14–Feb 20 <i>HSA HALL</i>
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FIT-005-M	TuTh 9:30–10:30am <i>S. Rodgers</i>	Mar 4–Apr 10 <i>HSA HALL</i>
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## HOME & GARDEN

### NEW! Beeconomics

Get ready to make “cents” of beekeeping through a cost-benefit analysis of class that will have you adding, subtracting, and giving you a behind-the-scenes look at the cost of beekeeping. You will evaluate a year with bees and the expenses that are associated with them to help you decide if you should take the plunge and make the investment or just purchase honey. Recommended book: Honey Bee Biology and Beekeeping by Larry Connor and Dewey Caron, but it is not required.

Total: \$35

DIS-799-G	Tu 6–8pm <i>J. Klapac</i>	Jan 21 <i>CPB 210</i>
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## HOMESTEADING COURSES @ HCC

Discover sustainable living with HCC's homesteading courses! Whether you're into beekeeping or raising chickens, you'll learn about hive and flock care, housing, nutrition, and income opportunities.

### COURSE LIST

- **NEW! – Beeconomics**
- **Beginning Beekeeping**
- **Advanced Beekeeping**
- **NEW! – Chicken-ology**

See individual courses for details.

### Beginning Beekeeping

LLI

Do you have the desire to savor the sweet, natural taste of honey? Beginning Beekeeping will help you learn the basics. Explore the world of beekeeping, from equipment to the rules and regulations that “swarm” around starting and managing a colony, honey production and processing, and floral sources for healthy bees with John Klapac, USDA Breeder and Propagator. \* There is potential for a field trip.

Total: \$149 — Senior Total: \$76

DIS-796-G	Tu 6–8pm <i>J. Klapac</i>	Jan 28–Mar 4 <i>CPB 211</i>
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### Advanced Beekeeping

LLI

Are you ready to learn more about beekeeping? Or are you looking to turn your hobby into a part-time or full-time business? Learn what it takes to keep your bees happy and producing while you develop the business basics to convert your hobby into a potential revenue-generating side hustle.

Total: \$189 — Senior Total: \$98

DIS-798-M	Tu 6–8pm <i>J. Klapac</i>	Mar 18–Apr 22 <i>CPB 211</i>
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## NEW! Chicken-ology LLI

Welcome to Chicken-ology! Designed with both beginners and experienced poultry enthusiasts in mind, this course guides you through the fascinating world of chickens. Learn about the various breeds and identification to housing, nutrition, care, and even generating income from your flock.

Total: \$139 — Senior Total: \$60

HGN-020-G	W 6:30–8:30pm	Jan 22–Mar 26
	<i>Staff Instructor</i>	<i>CPB 214</i>

## Beginning Birding LLI

Have you been wanting to join the birding craze but don't know how or where to start? This class will equip you with the knowledge and resources to embark on this wonderful hobby, all in time for the spring bird migration! You'll be ready to stalk some warblers, enjoy the tapping woodpeckers, and admire our raptors.

Total: \$69 — Senior Total: \$35

HGN-016-J	Tu 10am–12pm	Apr 8–22
	<i>K. Barylski</i>	<i>CPB 232</i>

## LANGUAGE & WRITING

### Foundations of French LLI

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 will build a solid foundation for conversational French through a visual and immersive technique.

Total: \$188 — Senior Total: \$80

LAN-257-G	TuTh 6–7:30pm	Jan 28–Feb 27
	<i>R. Bender</i>	<i>CPB 213</i>

### Continuing French LLI

Expand on your journey of mastering the French language. Examine French grammar, comprehension, verb conjugations, and cultural influences to expand on conversational French understanding. Prerequisites: For those who have taken Foundations of French or previously studied the French language and would like to refresh their memories and continue the learning process.

Total: \$188 — Senior Total: \$80

LAN-260-M	TuTh 6–7:30pm	Mar 11–Apr 10
	<i>R. Bender</i>	<i>CPB 213</i>

## NEW! Self-Publishing Success: From Manuscript to Marketable Cover LLI

Unlock the secrets to successful self-publishing! Whether you're just starting out or looking to refine your skills, join us for the tips and tricks of the trade. You will have the essential knowledge and tools to publish your book on Amazon. You will also learn to great a book cover that demands attention in the marketplace.

Total: \$99 — Senior Total: \$44

ANE-576-G	Th 1:30–3:30pm	Jan 16–Feb 6
	<i>L. Proulx</i>	<i>CPB 214</i>

## Fiction Writing Workshop LLI

So you've always dreamed of writing a novel? Or have you already published a few pieces and you're looking to take your writing further? In this hands-on workshop, you'll learn all the elements of great fiction: from character, motivation, and conflict to structure, setting, and scene-writing. Practice your hand at crafting dialogue, writing gorgeous sentences, showing instead of telling, and revising your work to commercial writing standards. We'll also discuss the business of writing with a step-by-step guide to getting published. This course will be held virtually through Zoom.

Total: \$99 — Senior Total: \$45

ANE-384-H	Sa 9–11:30am	Feb 15–Mar 15
	<i>J. Castillo</i>	<i>ONLINE</i>

# INSTANT ENROLLMENT

This new online registration system makes registering easy. With user-friendly navigation for mobile platforms, WSCE registration is at your fingertips!



SCAN THIS QR CODE  
OR VISIT THE WEBSITE

[hagerstowncc.edu/WSCEregistration](https://hagerstowncc.edu/WSCEregistration)

**NEW! The Writer’s Journey: How to Get Started and Stay Motivated** **LLI**

Are you an aspiring writer with big dreams but unsure how to begin? The Writer’s Journey: How to Get Started and Stay Motivated is a hands-on, three-week course designed to help you take your first steps into the writing world. Whether you’ve always wanted to write but felt overwhelmed, or you’ve struggled with staying motivated, this course will give you the guidance, encouragement, and tools to get your words on the page. We’ll cover how to find your voice, build your story, and maintain momentum, leaving you inspired and ready to embark on your creative journey.

Total: \$89 — Senior Total: \$40

ANE-578-H	Th 5:30–7:30pm	Feb 20–Mar 6
	<i>L. Proulx</i>	<i>CPB 212</i>

**NEW! Introduction to Podcasting** **LLI**

Discover the exciting world of podcasting in this introductory course designed for aspiring podcasters of all backgrounds. Whether you have a story to tell, expertise to share, or simply a passion for audio content, this course will equip you with the skills and knowledge to create your own podcast from scratch.

Total: \$189 — Senior Total: \$80

DSA-019-M	TuTh 6:30–8:30pm	Mar 11–Apr 10
	<i>A. Pandit</i>	<i>ATC 201</i>

**NEW! Find Your Audience: How to Market and Sell Your Book** **LLI**

Marketing your book doesn’t have to break the bank! Discover practical, cost-effective strategies to find your ideal readers and build a loyal audience. Whether you’re just starting out or have a few books under your belt, this hands-on course will guide you through the essential steps to market your book using free tools and resources. Say goodbye to high-priced marketing gimmicks and learn how to promote your book with authenticity, creativity, and confidence.

Total: \$89 — Senior Total: \$40

ANE-577-M	Th 5:30–7:30pm	Mar 20–Apr 3
	<i>L. Proulx</i>	<i>CPB 214</i>

**Unknown to Bestseller** **LLI**

The “Unknown to Bestseller” course, taught by Lisa Proulx, an international and award-winning author, is designed to equip aspiring authors with the knowledge and skills needed to navigate the challenging journey from being an unknown writer to becoming a bestselling author. Through a series of practical lessons and discussions, students will learn the critical steps involved in publishing, marketing, and promoting their books. This course will cover topics such as pre-publishing preparations, social media marketing, writer’s conferences, handling negative reviews, book signings, supporting fellow authors, and entering book award contests.

Total: \$139 — Senior Total: \$60

ANE-558-J	Th 6–8pm	Apr 10–May 15
	<i>L. Proulx</i>	<i>CPB 212</i>

**PERSONAL FINANCE**

**Alphabet Soup and Donut Holes - Welcome to Medicare!**

Whether you will be turning 65 soon or entitled to Medicare due to disability, this class will provide you a solid introduction. With this class, you’ll untangle the parts and be able to tell supplements from advantages.

Total: \$25

MON-043-H	Tu 10am–12pm	Feb 18
	<i>K. Barylski</i>	<i>CPB 232</i>



**MARK YOUR CALENDARS!**

Registration for HCC’s College for Kids and Discovery Academy opens February 12, 2025.

Secure your spot in educational and career-exploration camps for children and teens! Receive an early bird discount by registering before March 31.

Learn more at [hagerstowncc.edu/youth-programming](http://hagerstowncc.edu/youth-programming).

## Introduction to Social Security Benefits

**LLI**

Social Security retirement benefits have almost everyone confused. 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: \$49 — Senior Total: \$35

MON-033-H	Tu 6:30–8:30pm	Feb 4–11
	<i>K. Barylski</i>	<i>CPB 230</i>

## Introduction to Wills

Don't leave your loved ones in a bind after you pass; help and protect them by having an up-to-date will. This two-hour workshop will give you 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-G	Tu 10am–12pm	Jan 21
	<i>K. Barylski</i>	<i>CPB 230</i>

## Investment Strategies Through Options

**LLI**

Options are a little-known method of stock market investment. Find out what options are and how they work during ever-changing market conditions. This class will point out the differences between stock purchase and the powerful reasons to consider options trading. We'll demonstrate the method of building a continuous stream of weekly income through options by paper trading (mock trading) the concepts that are discussed. This interactive class will increase your awareness of stock market opportunities that you may have been missing.

Total: \$125 — Senior Total: \$75

MON-034-M	MW 1:30–3:30pm	Mar 31–Apr 9
	<i>R. Bender</i>	<i>CPB 211</i>

## TRAVEL

### 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. Departure is from Main Campus.

Total: \$99

SEN-144-M	Tu 7am–5:30pm	Mar 25
	<i>C. Miller-Schultz</i>	

### Washington, D.C., Escape

Join your friends as you travel to Washington, D.C., 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 historical museums on the Mall or shopping. Departure is from the Main Campus.

Total: \$99

SEN-196-M	Tu 7am–5:30pm	Mar 25
	<i>Staff Instructor</i>	

 = **Workforce Training Program**

Designed to provide students with specialized training for employment in high-demand career fields.

 = **Scholarship Available**

 = **Online / Hybrid / Remote**

See page 50 for more information.



# Credit Career Programs

In addition to the Workforce Solutions and Continuing Education courses shown in this booklet, HCC also offers credit programs and courses that are applied toward an associate degree or certificate. Listed below are the credit career programs. Those listed on the next page are specifically designed for transfer to a four-year university.

Accounting and Business  
Administration of Justice  
Advanced Manufacturing (ADM)  
ADM: Electronics Technician  
ADM: Industrial Technology  
Alternative Energy Technology (AET)  
AET: Solar Energy Installation and Service  
Child Care Professional  
Commercial Vehicle Transportation  
Specialist (CVT) (Class A)  
CVT: Transportation Administration  
CVT: Transportation Management  
Computer Tomography Imaging  
Cybersecurity (CYB)  
CYB: Cyber and Network Security  
Dental Assisting  
Dental Hygiene  
Digital Instrumentation and  
Process Control  
Early Childhood and Primary Grades  
Education  
Electrical Engineering Technology  
Fitness Training  
Graphic Design Technology (GDT)  
GDT: Computer Graphic Artist  
GDT: Graphic Production Specialist  
Health Information Management (HIM)  
HIM: Electronic Health Records

Human Services  
Human Services Technician  
Industrial Technology (INT)  
INT: Welding and Fabrication  
Information Systems Technology (IST)  
IST: Computer Support Specialist  
IST: Digital Forensics  
IST: Interactive Design and  
Game Development  
IST: Network Administration  
Magnetic Resonance Imaging  
Mammography  
Management  
Management: Marketing  
Mechanical Engineering Technology (MET)  
MET: Computer-Aided Design  
Nursing  
Paralegal Studies  
Practical Nursing  
Radiography  
Substance Abuse Counseling  
Technical Studies  
Unmanned Aerial Systems  
(drone technology)  
Web and Multimedia Technology (WEB)  
WEB: Web Site Development  
WEB: Web/Multimedia Development



# Credit Transfer Programs

Administration of Justice

Arts and Sciences

Biology

Business Administration

Chemistry

Community Health

Computer Science

Cybersecurity

Dance

Early Childhood Education/

Early Childhood Special Education

Education

Elementary/Special Education

Engineering Science

English

Environmental Studies

Exercise Science and Health

Foreign Language

General Studies

Graphic Design

History

Human Services

Mathematics

Music

Paralegal Studies

Physics

Political Science

Pre-Pharmacy

Psychology

Secondary Education, English

Sociology

Theater

Visual Arts

For more information,  
visit [www.hagerstowncc.edu/bestfuture](http://www.hagerstowncc.edu/bestfuture)



Join the  
HCC Alumni Association on a Bus Trip to the 2025

# Philadelphia Flower Show



## Themed: Gardens of Tomorrow

“You are invited in to explore the future through the eyes of visionary designers, expert gardeners, and passionate green enthusiasts as they merge nature’s brilliance with human ingenuity.”

**Monday, March 3, 2025, 7:45 a.m.**

**Cost: \$110 per person**

Includes: Motor coach transportation to the Flower Show & back,  
one admission ticket to the Show, & bus snacks.

The bus arrives at the HCC Parking Lot “O” at 7:45 a.m. and departs for Philadelphia at exactly 8:00 a.m. Arrive at the Pennsylvania Convention Center at approximately 11:45 a.m. and spend five hours enjoying the floral exhibits, lectures, vendors, and sights that will thrill you. Plan to visit the Reading Terminal Market for lunch on your own. Board the bus to head back to HCC at 4:45 p.m. and return to the HCC campus at approximately 8:30 p.m.

**✂ ✂ ✂ ✂ CUT HERE AND RETURN WITH YOUR CHECK FOR TICKETS ✂ ✂ ✂ ✂**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

I WANT # OF TICKETS \_\_\_\_\_ AT \$110.00 Each = \_\_\_\_\_ TOTAL ENCLOSED.

Make Checks Payable to: **The HCC Alumni Association**

Remit Payment to: **The HCC Alumni Association Office, 11400 Robinwood Drive, Hagerstown, MD 21742,**

Tickets are limited to 50, and are non-refundable, but are transferable. For more info call: 240-500-2346.



Also join us for the  
**Hagerstown Community College  
Alumni Association's**  
*Twenty-Ninth Annual*  
*Flower & Garden Show*

Themed: "Spring is Sweet!"

March 15 & 16, 2025

Saturday, 9:00 a.m.-5:00 p.m. & Sunday, 10:00 a.m.-4:00 p.m.

Athletic, Recreation and Community Center

Admission \$5 for Adults, Children under 12 free

**Featuring:**

- |  |                          |
|--|--------------------------|
| ✿ Floral & Garden Exhibitors & Vendors | ✿ Beautiful Show Gardens |
| ✿ Gardening Seminars & Demonstrations  | ✿ Live Radio Remotes     |
| ✿ "Gift Card" Raffles                  | ✿ Free Parking           |
| ✿ Children's Gardening Activities      | ✿ Delightful Garden Café |

For information call: 240-500-2346 or at: <http://www.hagerstowncc.edu/alumni-friends>

Sponsored by the HCC Alumni Association and benefits HCC and our students

**Additional Information:**

More than 150 vendors will take part in the show, named as one of the area's premier events. This year's Show theme is "Spring is Sweet!" Show participants include experts in nurseries, lawn and garden equipment, pottery and statuary, landscaping, tree services, stone products, spas, outdoor furniture, flowers, wild bird products, and natural gourmet gifts from the garden.

Seminars and demonstrations on a variety of gardening topics will be held continuously throughout both days of the event.

Lunch and snacks will be available for purchase at the Garden Café.

Free parking and garden-themed children's activities will be available.

# HOW TO USE INSTANT ENROLLMENT

1

Scan this QR code to get started.



2

Search for your course(s) by entering the course number, keywords, or other criteria.



3

Click "Select" on your desired course, and then click "Add Section". Repeat this step until you have added all of your courses.



4

Click "next" in the top right corner, enter your information, and click "Submit".



5

Enter your payment information and click "Pay Now".



6

You will receive an email confirming your registration and payment. See you in class!







# SCHOLARSHIPS AVAILABLE!

Are you considering an HCC workforce development program, but could use funding support before committing? The HCC Foundation has scholarships available for you!

Scholarship dollars are available for a variety of workforce development programs on a first come, first served basis throughout the spring and summer terms. Applications are accepted on a rolling basis.



## APPLY TODAY!

Contact the HCC College Advancement office at 240-500-2348 or [colletheadvancement@hagerstowncc.edu](mailto:colletheadvancement@hagerstowncc.edu) for more information.

# Directions to The D.M. Bowman Workforce Training Center

**The D.M. Bowman Workforce Training Center is located at 562 Northern Avenue, Hagerstown, Maryland. Directions to the center are as follows:**

From the North:

Take I-81 South toward Hagerstown and take exit 9 onto Maugans Avenue. In .8 miles, turn right onto Pennsylvania Avenue. In 1 mile, turn left onto Northern Avenue. The center is on the left.

From the South:

Take US-40 toward Hagerstown. Turn right onto Eastern Blvd N. In 3.1 miles, the center is on the left.

From the East:

Take MD 64 and turn right onto Eastern Blvd N. In 2.2 miles, the center is on the left.

From the West:

Take I-81 North toward Hagerstown and take exit 9 onto Maugans Avenue. In .6 miles, turn right onto Pennsylvania Avenue. In 1 mile, turn left onto Northern Avenue. The center is on the left.

## CLASS ICONS

### **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 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

### **Online / Hybrid / Remote**

- **ONLINE:** At Your Own Pace  
Delivered entirely online without specific meeting times. Completed at the student's own pace. Students must meet all deadlines outlined in the class details.
- **REMOTE = Virtual Sessions**  
Classes meet online, with specific meeting days and times for real-time virtual sessions.
- **HYBRID = Online & In-Person**  
Classes meet both online and in-person. See individual class details for specifics.

### **Lifelong Learning Institute**

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

## Class Location Codes

ASA	Administration and Student Affairs Building
ATC	Advanced Technology Center
ARCC	Athletic, Recreation and Community Center
CPB	Career Programs Building
ETTC	Energy and Trades Training Center
KEP	Kepler Center
LSC	Learning Support Center
STEM	Science, Technology, Engineering, and Math Building
VM	Valley Mall Center
HSA	Hagerstown Seventh-Day Adventist Church Hall

# CAMPUS MAP

## 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.



## Opportunity & Accessibility

The College's Cultural Diversity Plan defines diversity as the recognition, appreciation and understanding of individual, group, and cultural similarities and differences that include, but are not limited to age, abilities and disabilities, ethnicity, language, gender, race, nationality, religion, socio-economic status, veteran status and sexual orientation. This plan is available through the following link on the College website: [www.hagerstowncc.edu/diversity](http://www.hagerstowncc.edu/diversity). In addition, the College prohibits discrimination and harassment based on the protected categories of: race, religion, color, age (over 40), sex, national origin, sexual orientation, disability, veteran's status, marital status, gender identity, gender expression, genetic information and retaliation and will act swiftly and thoroughly to investigate all complaints and take appropriate 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.

## Non-Credit Course Disclaimer

Course and class 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.

Workforce Solutions and Continuing Education 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.

## Tuition and Fees

Any Maryland resident 60 years of age or older 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 Workforce Solutions and 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. Payment 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 about tuition assistance for individuals with disabilities, please call 240-500-2273.

## 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.

## Admissions

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

## 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.

## Course Cancellations

Each Workforce Solutions and Continuing Education 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. In these events, students will be notified via phone and/or email

## Refund Policy

- **Course Cancellations:** 100% refund will be issued for any course the College cancels.
- **Before 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 Course Begins:** Refunds are not awarded after a course has started.

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

## 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 Students will receive a text message from the EverBridge system with information about delayed openings or closings.

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

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

**Non-Credit/Credit Shared Courses**

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

**Certificate/CEU Information**

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

**Code of Student Conduct**

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

**Smoking Policy**

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

**HOW TO REGISTER**

**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 Hagerstown Community College, Continuing Education Registration.

Questions? E-mail us at [online@hagerstowncc.edu](mailto:online@hagerstowncc.edu).

**Choose YOUR Option:**

- **ONLINE**  
via **Instant Enrollment:**  
[hagerstowncc.edu/WSCEregistration](http://hagerstowncc.edu/WSCEregistration)

Registering online in easy  
Follow the online tutorials.  
Visit the website (above)  
or scan the QR code.



- **IN-PERSON**

**Main Campus:**

HCC Registration Office  
Administration and Student Affairs Building  
11400 Robinwood Drive  
Hagerstown, MD 21742

- Monday – Friday: 8:30 a.m. – 4:30 p.m.

**Satellite Location:**

14301 Valley Mall Road, Suite 455  
Hagerstown, MD 21740

- Monday – Thursday: 8:30 a.m. – 7 p.m.
- Friday: 8:30 a.m. – 4:30 p.m.
- Saturday: selected hours

**COMING SOON IN 2025**

D.M. Bowman Family Workforce Training Center  
562 Northern Avenue  
Hagerstown, MD 21742

- **BY PHONE: 240-500-2236**

Registrations may be accepted  
by phone when paying with a credit card.



**Register Early!** Class registrations will be accepted through the first day of class — if space is still available. However, classes fill up, and we encourage you to sign up early!

New classes are constantly being added! Check the website: [www.hagerstowncc.edu/wsce](http://www.hagerstowncc.edu/wsce)

**REGISTRATION FORM**



11400 Robinwood Drive • Hagerstown, Maryland 21742-6514  
240-500-2236 • Fax: 301-582-4001 • [register@hagerstowncc.edu](mailto:register@hagerstowncc.edu)



**Workforce Solutions & 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.

\* Fields are required for registration

Student ID \_\_\_\_\_ (if known)

Mr.  Ms.  Mrs.  Other \_\_\_\_\_

\* Last Name \_\_\_\_\_ \* First \_\_\_\_\_ MI \_\_\_\_\_ Maiden/Former \_\_\_\_\_

\* Home Address \_\_\_\_\_

\* City \_\_\_\_\_ \* State \_\_\_\_\_ \* Zip Code \_\_\_\_\_ County \_\_\_\_\_

Phone: \* Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

\* E-mail Address \_\_\_\_\_

\* Birthdate \_\_\_\_\_ (mo/day/yr)

Senior Citizen \_\_\_\_\_ (60 and over)  Yes  No

\* Program of Interest \_\_\_\_\_

Social Security# \_\_\_\_\_

\* For Credit Card Use Only:

Card Holder's Name \_\_\_\_\_

Account No. \_\_\_\_\_

Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

Billing Address for Card \_\_\_\_\_

Course#	Course Title	Begin Date	Total
Total Fee			

The Refund Policy is published in the current issue of the HCC Continuing Education Non-Credit Schedule. **Your signature signifies that you agree to the refund policy. I certify that the information on this form is correct.**

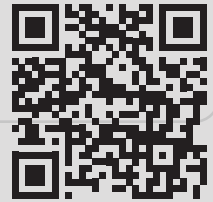
\* Signature \_\_\_\_\_ \* Date \_\_\_\_\_

# INSTANT ENROLLMENT

This new online registration system makes registering easy.

With user-friendly navigation for mobile, WSCE registration is at your fingertips!

ONLINE REGISTRATION



Visit the website or scan the QR code:

[hagerstowncc.edu/WSCEregistration](http://hagerstowncc.edu/WSCEregistration)

## W S C E SCHOLARSHIPS AVAILABLE!



### Scholarships may cover 100% of the cost of these programs:

- Breaking Barriers, Leading Boldly\*
- Cannabis Technician\*
- Certified Medical Assistant
- Certified Nursing Assistant
- Child Care\*
- CDL B
- Construction Equipment Operator
- Diesel Technician
- Principles of Entrepreneurship\*
- Forklift Operator
- Individual Tax Preparer\*
- Nurse Refresher\*
- Non-profit Management\*
- Management Bootcamp\*
- Office Associate\*
- Pet Grooming\*
- Personal Trainer\*
- Phlebotomy
- Project Management\*
- Real Estate\*
- Veterinary Assistant\*
- Welding
- Women at the Forefront\*

*\*Subject to Maryland residency or completion of Maryland graduation requirements (MHEC funded)*



Contact us for additional information:

Call 240-500-2236 or visit [hagerstowncc.edu/funding](http://hagerstowncc.edu/funding)



Find your class today! [www.hagerstowncc.edu/wsce](http://www.hagerstowncc.edu/wsce)



Workforce Solutions & Continuing Education  
Hagerstown Community College  
11400 Robinwood Drive  
Hagerstown, MD 21742-6514

NON-PROFIT ORG.  
U.S. POSTAGE  
PAID  
HAGERSTOWN, MD  
PERMIT NO. 510



# SUMMER YOUTH PROGRAMS VIP EVENT

FEBRUARY 1, 2025\* 10 AM – 12 PM

HCC Career Programs Building

- Early Registration
- Meet the Teachers
- Fun Activities

\*Feb. 8 in case of inclement weather



[HAGERSTOWNCC.EDU/YOUTH-PROGRAMMING](https://www.hagerstowncc.edu/youth-programming)