SPECIALIZED TRAINING FOR THE SUSTAINABLE CAREERS OF TOMORROW.

The newly-built Center for Trades and Energy Training (CTET) at the Regional Hughesville Campus allows the College of Southern Maryland to provide specialized trainings in career fields that have sustainable growth potential.

Gain hands-on, job-specific skills and earn the certifications needed to secure in-demand jobs in competitive trades industries.

CURRENT OFFERINGS:
- Carpenter Helper and Technician
- Certified Structural Welder
- Electrical Helper and Technician
- Heating, Ventilation, and Air Conditioning (HVAC) Helper and Technician
- Home Improvement Contractor
- Home Inspector
- Plumber Helper and Technician

For more information, see Career Development, call Continuing Education at 301-539-4760 or 1-800-933-9177, ext. 4760, or visit www.csmd.edu/CareerDevelopment/Trades.

You can also send an e-mail to conedops@csmd.edu.

See inside for additional workforce courses in: Business, Construction Trades, Healthcare, Information technology, Transportation, and more.

This schedule also includes courses for personal enrichment, kids and teen college, and wellness, fitness, and aquatics classes.
The Center for Trades and Energy Training at the Regional Hughesville Campus will provide residents direct access to specialized training for tomorrow’s workforce.

**SKILLED TRADE JOBS IN SOUTHERN MARYLAND IN 2016***

- **3,256** Total Jobs in 2016
- **3,848** Projected Jobs in 2025
- **$45,656** Average Annual Earnings

*This data includes only welders, HVAC, plumbers, carpenters, electricians, and maintenance repair workers.

**MOST IN-DEMAND SKILLED TRADES JOBS (2016 HIRES)**

- 87 WELDERS
- 381 HVAC
- 464 PLUMBERS
- 692 CARPENTERS
- 784 ELECTRICIANS
- 848 MAINTENANCE AND REPAIR WORKERS

*Data Source: Economic Modeling Specialists, International*
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## Center for Trades and Energy Training

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- Small Business Development Center (SBDC)
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### Registration/General Information

### Adult Education Classes

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## Contact/Information

### Three Easy Ways to Register!

- **REGISTER ONLINE**
  - 301-539-4760
  - or 1-800-933-9177, ext. 4760

- **REGISTER ON CAMPUS**

- **REGISTER BY MAIL**

See the General and Registration pages on page 84 for details.
ANIMAL INTERESTS

Personal Enrichment

Basic Dog Obedience
Imagine your furry BFF (best furry friend) and you sharing a class and bonding. Now imagine discovering a way of interacting together that increases good behavior and connection. You don’t have to imagine any longer. Join us for Basic Dog Obedience and bond, create a connection, and have your dog learn good canine manners! Topics that will be covered include understanding your dog, effective communication, training equipment, canine physiological information, and cutting edge training techniques. Also learn good manner commands and how to use them in everyday situations. Instructor has over 20 years of experience as a law enforcement K-9 handler and is currently a member of Association of Pet Dog Trainers, Southern Maryland Association of Professional Pet Sitters, United States Police Canine Association, and National Police Bloodhound Association. Class fee includes all written material and food rewards for your dog. Proof of vaccines must be presented at start of class (Rabies, Distemper and Bordetella). Dogs must have collar and/or harness and standard leash during class. Waiver form will need to be signed the first day of class. Class is held off campus at Bone-A-Fied Friends Forever Pet Service in Brandywine MD.

PEP-9290  tuition: $10 / fees: $150
141437  Tu 2:15PM - 3:15PM
        Apr 22 - Jun 3  BFFF

Pet CPR & First Aid
Earn your Red Cross Pet CPR and First Aid Certification. Learn and practice pet CPR, bandaging/splinting your pet, the proper treatment of poisoning, burns, trauma, orthopedic injuries, and so much more. All materials to include reference book, test and CPR certification are included in the cost of the class. Class will be held at Bone-A-Fied Friends Forever Pet Services (www.mybffpetservices.com) 4611 Willkerson Rd. Brandywine Maryland 20613.

PEP-9490  tuition: $10 / fees: $109
140066  Su 1:30PM - 5PM
        Mar 12  BFFF
141440  Su 1:30PM - 5PM
        May 7  BFFF

Backyard Chicken Keeping
Have you thought about keeping chickens in your backyard, but weren’t really sure where to start? Want to know more about the best breeds to keep for egg production on limited acreage? Well then join us for Backyard Chicken Keeping and discover all the joys and benefits raising chickens can bring! Learn how to get started, about different breeds, proper care and housing, raising baby chicks, what to look for in a coop, managing common health issues and best of all—the thrill of bringing fresh eggs to your table each day! Instructor has years of personal experience and is an enthusiastic and knowledgeable healthy-chicken farmer!

PEP-9540  tuition: $10 / fees: $39
141522  Sa 9AM - 1PM
        May 6  PFA122–PRIN
141520  Sa 9AM - 1PM
        Apr 8  CS101–LAPL
141518  Sa 9AM - 1PM
        Mar 18  B116–LEON
Pet Parenting
Are you considering a new pet for your family? Not sure what would be your best option? Then join us for Pet Parenting Workshop and explore the joys and challenges of having a pet. Discover the perfect pet for your lifestyle and personality, create pet responsibility charts, get your home ready for all the members of your family as well as explore some of the myths that surround pets. Discuss basic pet care for different types of pets, learn some training tips and all about veterinarian care. Only adults need to register and you may bring children over the age of 5 for free as this is designed to instill the idea that pet guardianship is a family affair! Class is taught by an educator from the Charles County Humane Society. Each family will receive one free training lesson and a $10 certificate toward an adoption from the Charles County Humane Society as well.

AAA-7330 tuition: $10 / fees: $39
141574 Sa 9AM – 1PM
Apr 29 CS117-LAPL

Fun With Fabric - Batik Non-Traditional
Fun with fabric requires no artistic training and is open to all ages. This technique is very easy to do and completely non-toxic. Class will be 3 sessions consisting of a non-traditional batik method using glue instead of wax. Produce at least one tote bag in addition to several small fabric pieces. Explore the simple and exciting process of batik painting to create a rewarding piece art all your own. All supplies are included in the cost of the class.

HGC-7580 tuition: $10 / fees: $69
141509 Sa 10AM – 12PM
Mar 18 – Apr 8 CE103-LAPL

Spring Basketry
Information about basket uses and forms, materials, and methods will be discussed. Techniques will be demonstrated and you will develop your skills through experiential learning. Three baskets will be completed. Session I Project: Easter Basket with Wooden Eggs (approximately 8” in diameter). Start this round basket on a wooden base, and weave up a few rows. Add life-sized dyed wooden eggs that are woven right into the basket! Top with a wooden handle. Session II Project: Smoked Square Tote Basket with Overlays (approximately 9” X 9” X 9” high). This terrific storage basket is just the right size. Smoked brown reed is used for weavers and overlays, creating a plaid pattern. Leather bushel handles make it easy to carry. Session III Project: Plaited Basket with a Maple Rim (about 6” in diameter X 8” high). Learn to weave on the diagonal for a sturdy basket with an attractive design. A wide maple rim tops it off. All materials are included in the price of the class. Please bring a bag lunch to each class.

AAA-7280 tuition: $10 / fees: $159
140127 Su 10AM – 3:30PM
Mar 26 MCAC
140127 Su 10AM – 3:30PM
Apr 23 MCAC
140127 Su 10AM – 3:30PM
May 21 MCAC

Sip and Paint
Enjoy a relaxing night out creating a masterpiece of your own while chatting with friends and sipping on a glass of red or white. In this laid back class the instructor will lead you step by step on how to complete a beautiful, yet beginner friendly seasonal painting. You will be provided will all materials needed - including the wine! There is no experience necessary, so grab a friend, an old T-shirt and join us for a fun night out. Must be 21 years of age or older.

AAA-7460 tuition: $10 / fees: $49
141581 F 6:30PM – 8:30PM
Mar 31 CE119-LAPL
141582 Th 6:30PM – 8:30PM
Jun 1 CE119-LAPL

Mommy & Me Jewelry Making
In this class you and your little one will work together to make attractive and age appropriate jewelry for the both of you. All materials included in the cost of the class. Child must be supervised by an adult at all times. Limited seating to provide more personal instruction. Adult registers and child comes for free. Child must be 8+ years of age or older.

AAA-7470 tuition: $10 / fees: $69
141586 Sa 10AM – 12PM
May 20 PFA104-PRIN
141584 Sa 10AM – 12PM
Apr 29 CS101-LAPL
141585 Sa 10AM – 12PM
Apr 8 B207-LEON
ARTS AND CRAFTS

Seasonal Wreath Making
Need a little something to spruce up your front door this season? Wreaths are always so inviting. You will be instructed step by step on how to make a beautiful seasonal wreath. Keep for yourself or give as a gift! All supplies are included in the cost of the class. No experience is needed. Join us for Seasonal Wreath Making and discover a talent you didn’t know you had!

AAA-7480 tuition: $10 / fees: $59
141590 Th 6:30PM – 8:30PM Mar 16 PFA209–PRIN
141587 Th 6:30PM – 8:30PM Mar 30 CE119–LAPL
141588 Th 6:30PM – 8:30PM Apr 6 B315–LEON

Felted Bag
Join us for this twist on a knitting class and make your own felted bag. This wonderful carry all bag is great for everyday use or on a vacation. It uses a 100 percent wool yarn to knit this bag and can be embellished to make it a complete one of a kind bag. Use simple needle felting techniques to use on your bag but beading embroidery would also be an amazing addition. Cast on, knit stitch, bind off. Learn how to use circular needles, I cord bind off, and I cord handles. Also learn how to felt in your washing machine. Basic knitting knowledge is required to take the course. Supplies needed for first day of class are yarn needle, crochet hook, tape measure, scissors, 100 percent wool yarn either bulky or worsted weight yarn, size 11 or 13 depending on yarn selection.

AAA-7490 tuition: $10 / fees: $69
141508 Th 6:30PM – 8:30PM Apr 20 – May 11 CS101–LAPL

NEW Introduction to Pottery - Hand Building
Designed for people who have an interest in working with clay, Introduction to Pottery will give you an experience in making functional pottery. Finished glazed pottery pieces will be the end result of your efforts! Materials are included in the cost of the class. Materials include up to 25lbs of clay, glazes, use of tools and equipment and kiln firing. Class size is limited to provide individual attention so register early.

AAA-7550 tuition: $10 / fees: $249
141537 W 6PM – 9PM Mar 8 – Apr 19 MWCL

NEW Wheel Thrown Pottery
Designed for people who have an interest in working with clay, Wheel Thrown Pottery will give you an experience in making functional pottery using a potter’s wheel. Students with experience will refine skills and focus on specific forms. Produce glazed pottery pieces as the end result of your efforts! Materials are included in the cost of the class. Materials include up to 25lbs of clay, glazes, use of tools and equipment and kiln firing. Class size is limited to provide individual attention so register early.

AAA-7560 tuition: $10 / fees: $249
141540 W 6PM – 9PM Apr 26 – May 31 MWCL

NEW Journal Making
Explore the process of making a book by hand by creating a unique pamphlet stitched booklet. You will be painting, stamping, sponging, and glittering canvas for your one of a kind cover. As the journals dry, make a three hole practice booklet using precut paper and a decorative cover. Then cut your canvas and paper to make a booklet just for you. Booklets will be finished with eyelets, a closure and a special charm. Give as a gift or keep for yourself! All materials included in the cost of the class. Please bring a bag lunch to class.

AAA-7600 tuition: $10 / fees: $49
141451 Sa 9AM – 2:30PM Mar 18 PFA124–PRIN
141454 Sa 9AM – 2:30PM Apr 8 CE119–LAPL
141456 Sa 9AM – 2:30PM May 20 B207–LEON

NEW Batik
Learn one of the oldest resist dyeing techniques while creating your own piece of fine art! Batik is an ancient wax-resist art form used to produce layers of color through wax application on fabric, hand painting and then tub-dying. No experience is needed for this fun, unique and relaxing art form—just bring your creativity and love of color! Class is held at Yellow Door Art Studios located at 22795 Washington Street. All materials are provided and included in the cost of the class.

AAA-7640 tuition: $10 / fees: $190
141507 W 6PM – 8PM Apr 19 – May 24 YDAS
**NEW** World of Watercolor Painting
Do you see the world filled with color? Then World of Watercolor painting is the class for you! Learn how to move the paint around, fill canvas, layer color, mask a shape, and create beautiful images of flowers, wildlife, landscapes and more! Class is held at Yellow Door Art Studios located at 22795 Washington Street. All materials are provided and included in the cost of the class.

**AAA-7650** tuition: $10 / fees: $190

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**NEW** Figure Drawing
Interested in drawing the human form? For centuries artists have employed the figure as a way of learning how to draw and see. Knowing how to draw the figure is an essential skill in making narrative art. Gesture drawing, portraiture, and basic anatomy are covered in the class. Improve your skills quickly by drawing directly from the model. Class is held at Yellow Door Art Studios located at 22795 Washington Street. All materials are provided and included in the cost of the class.

**AAA-7660** tuition: $10 / fees: $190

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<th>M 6PM – 8PM Apr 17 – May 23</th>
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**Painting Class: Acrylic Fundamentals**
Acrylics are popular because they are vibrant and dry quickly. Work from still life, interior space and people or animals, to develop a basic understanding of painting three-dimensional space and form. Basic compositional elements will be discussed and reviewed. The uses of shape, value and color will be emphasized. You will need to purchase class supplies which will be emailed PRIOR to class start date. This course is designed for beginning and intermediate students.

**PEP-9080** tuition: $10 / fees: $149

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<td>141516</td>
<td>Tu Th 6:30PM – 8:30PM Mar 28 – Apr 20</td>
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**Beginning Drawing**
Develop your drawing skills and advance the development of your observation skills in this beginner drawing class. You will learn a variety of techniques for expressing form and light using graphite pencils. You will work from nature, found objects, models, and your imagination. Assignments will include self-portraits, sketches of familiar objects, and architectural forms. Simple tricks to achieve the representation of proper perspective will be taught. Peer and instructor critiques are included. A supply list will need to be purchased by the student and will be provided the first night of class.

**PEP-9190** tuition: $10 / fees: $149

| 141597 | M 5:30PM – 7:30PM Mar 27 – May 15 | PFA104–PRIN |
| 141515 | Tu Th 6:30PM – 8:30PM May 9 – Jun 6 | FA173–LAPL |

**Intro to Watercolor Painting**
If you have always wanted to try watercolor painting or to refresh your skills, then this is your chance. Learn about the medium techniques, varying styles and theories of painting. Subject matter will include landscapes, portraits and still life. Explore the basics of watercolor through observing demonstrations on a variety of skills and concepts. After each class demonstration, you will have the opportunity to work on your own paintings. Students will need to purchase class supplies. A supply list will be emailed 1 week PRIOR to class start date. Space is limited so register early.

**PEP-9410** tuition: $10 / fees: $59

| 141514 | Sa 9AM – 12PM Mar 11 – Mar 18 | PFA104–PRIN |
| 141517 | Sa 9AM – 12PM Jun 3 – Jun 10 | FA173–LAPL |
How to Apply Faux Lashes
Learn how to apply your own faux lashes for everyday or just when you are in the mood for a different look. Instructor will demonstrate self-application on how to apply band/strip eyelashes. Come and see how a set of lashes can take your look to the next level and not make you look foolish. Recommendations for certain eye lash types will be discusses as well as a list of recommended lashes for you. Bring your table top mirror as you will apply your own lashes. This course is taught by a local spa owner and international beauty educator.

PEP-9740 tuition: $10 / fees: $55

140833 Sa 2PM - 5PM Mar 11 CS100–LAPL

NEW 7 Easy Steps to Clean Your Closet
Was one of your new year's resolutions to tackle your closet, clear out the clutter and finally get organized but you are just not sure how to get started? Then join us for 7 Easy Steps to Clean Your Closet and learn tips from a local personal stylist/wardrobe consultant. Local stylist Robbie Loker will help you to purge unflattering items from your closet, show you how to help others with the cast-offs and create new outfits from your existing wardrobe. There is nothing better than a clean closet!

AAA-7670 tuition: $10 / fees: $9

142038 Sa 11AM – 12:30PM Mar 11 CE118–LAPL

NEW Transition Your Wardrobe for Spring and Warmer Weather
Got the winter blues with your clothes or an itch to ditch the winter wardrobe? Maybe you are not sure how to dress when the daffodils are blooming and yet the forecast is for snow? Join local stylist/wardrobe consultant Robbie Loker and learn 4 easy ways to incorporate a touch of spring in your winter outfits for the warmer weather that's sure to come. Attendees are encouraged to wear or bring an outfit that they would like “transitioned.”

AAA-7680 tuition: $10 / fees: $9

142039 Sa 11AM – 12:30PM Apr 8 CE120–LAPL

Italian Wines and Appetizers
Save the date for this amazing culinary opportunity! Learn how to prepare the best Italian appetizers and pair them with the appropriate choice of Italian wine. White or red, secco or amabile? Learn more about the region, story and taste of famous Italian wines, while listening to Verdi's Traviata. “Libiamo ne’ lieti calici”. Must be 21 years of age to register.

PEP-9270 tuition: $10 / fees: $69

141553 Th 6PM – 9PM Mar 30 CKAB

Basic Computer Skills for Seniors
Attention all AARP members, retired workers, baby-boomers, and/or career changers! Finally, a class designed to help you become computer literate in a non-threatening environment at an economical price. Learn how to use a desktop computer system, sign on and off the computer, and identify the use of basic computer software such as MS Office suite. Create, edit and save MS Word documents, browse web sites, and create, send, and receive e-mail messages.

PEP-7770 tuition: $10 / fees: $49

142471 Tu 9AM – 5PM Apr 18 PFA117–PRIN
141559 Sa 9AM – 4:30PM Apr 8 3030B–WALD
Intermediate Computer Skills for Seniors
Take your basic computer skills to the next level. Enroll and build upon the foundation of the basic skills you already have. Identify and use more advance techniques in MS Word; create, rename and delete files in My Documents; sign up for Facebook; find friends and upload photos; understand twitter and blogging; and learn web safety techniques to make your desktop computer system secure. Specifically designed for seniors with limited knowledge who desire to learn more advanced computer skills and techniques.

PEP-8510 tuition: $10 / fees: $49
142474 Tu 9AM - 5PM
   Apr 25
140112 Th 9AM - 5PM
   Mar 9
140118 Sa 9AM - 12:45PM
Mar 11 – Mar 18
141560 Sa 9AM - 4:30PM
   Apr 22

iPad Basics
Learn how to use the iPad and its various features. Unlock the full potential of this device with this informational packed course. Not only will you learn how to set up and use the basic functions of the iPad, you will also discover how to do easily operate the touchscreen, surf the web and download ebooks. Gain the knowledge you need to properly care for your iPad as well. Please bring your iPad to class.

AAA-7530 tuition: $10 / fees: $35
142580 Sa 9AM - 1PM
   Apr 8
141561 Sa 9AM - 1PM
   May 6

iPad - Beyond the Basics
Take your iPad skills to the next level. In this advanced course, you will gain the knowledge you need to use the Facetime option that allows you to connect with your friends and family. Additionally, you will learn how to manage your photo files and create albums in iPhoto. You will also explore the iCloud, learn how to manage maps, and use the intuitive Siri. iTunes will also be discussed. Please bring your iPad to class.

AAA-7540 tuition: $10 / fees: $59
142581 Sa 9AM – 12PM
   Apr 22 – Apr 29
   PFA117–PRIN
141562 Sa 9AM – 12PM
   Jun 3 – Jun 10
   1030F–WALD

Blogging for Beginners
Blogging for Beginners is for anyone who is interested in learning the nuts and bolts of blogging. Learn the technical aspect, how to produce content, how to promote your blog on social media and how to partner with brands to develop sponsored content. From picking a domain name to developing relationships with brands and everything in between, this course will walk you through the process of launching a successful blog.

AAA-7290 tuition: $10 / fees: $59
141566 Sa 9AM – 3:30PM
   Jun 3
   PFA118–PRIN
141563 Tu Th 6:30PM - 9:30PM
Mar 28 – Mar 30
   ST164–LAPL
COOKING

AMERICAN

Farm to Table
Our Southern Maryland region has an abundance of fresh, locally grown products that come together to produce delicious gourmet meals! Learn to create a healthy, vibrant and flavorful menu with 100 percent locally sourced ingredients, even the salt. Apply basic culinary skills to prepare an amazing meal using only what is in season and available in the tidewater region. Start off with mixed baby greens, strawberries, Brandywine Farms goat cheese and Loveville honey with shallot vinaigrette. One of the following main entrées will be served based on availability - roasted rock fish, free range chicken or softshell crabs, crispy in buckwheat with herbed aioli sauce. Sides such as roasted corn and sweet pepper succotash, warm new potato salad with Bowens Farms bacon will also be served. End the meal with a berry tart with honey sweetened pastry cream and local fruit. Enroll today and create healthy, seasonal dishes with local products under the direction of Chef Karl Hille from the Calvert County Public Schools Career and Technology Academy. Bring your appetite!

AAA-7320	 tuition: $10 / fees: $59
142561	 Th 6PM – 8:30PM
May 25	 CCTA

Knife Skills
Learn how to literally have the sharpest knives in your drawer with this interactive knife skills class. In just 2 1/2 short hours you will learn the uses and techniques specific to the chef’s knife, serrated knife, paring knife and slicer. Using a variety of vegetables, cuts will include dice, brunoise, rondelle, paysanne, batonnet, julienne, and tourné. Come hungry because no knife class would be complete without making a delicious meal as we slice, chop, and dice our way to excellent knife skills. Make suprímes with citrus and flute mushrooms, then create a soup, stir-fry, and pasta primavera with the bounty. This is a hands on cooking class.

PEP-9150	 tuition: $10 / fees: $59
142560	 Th 6PM – 8:30PM
May 4	 CCTA

Raw and Vegan Food Training for Beginner
Learn through hands-on practice and recipe demos the introduction to the raw food diet and experiment the health benefits. Step by step, walk through the raw/vegan food kitchen essentials so you can create inspired dishes that will thrill your taste buds! Learn the basics in this small group setting in an outgoing and fun atmosphere with a lot of useful information and great tips. Embrace the basics of the raw food lifestyle and leave this class inspired and motivated! Course cost includes shopping list, raw/vegan food education, recipes and food samples.

PEP-9420	 tuition: $10 / fees: $59
140135	 Sa 11AM – 2PM
Mar 11	 CE119—LAPL

NEW BBQ Bootcamp - Ribs and Chicken
BBQ smoking and grilling have become one of the fastest growing hobbies for both men and women. Whether you want to impress family and friends or grab the top prize at local BBQ contes, then this class is for you! In BBQ Bootcamp - Ribs and Chicken, learn to make baby back ribs from start to finish (hands-on), pork spare ribs and chicken. Learn from professional smoker, Brian Israel, all about the different types of grills and smokers, BBQ techniques, types of wood, fuel and common mistakes people make while grilling and smoking. Come hungry and leave satisfied! This is a demonstration cooking class with student participation. Seating is limited so register early.

PEP-9820	 tuition: $10 / fees: $59
142040	 Sa 10AM – 2PM
Mar 18	 WHPS
### NEW BBQ Bootcamp - Turkey & Whole Chickens

BBQ smoking and grilling have become one of the fastest growing hobbies for both men and women. Whether you want to impress family and friends or grab the top prize at local BBQ contest, then this class is for you! Professional smoker Brian Israel, will teach you how to smoke incredible beef brisket and pork butt. Topics will include different cuts of meat preparation, cooking techniques, finishing techniques and much more. Come hungry and leave satisfied! This is a demonstration cooking class with student participation. Seating is limited so register early.

**PEP-9850**
- **tuition:** $10
- **fees:** $59
- **WHPS**
- **142043**
  - **Sa**
  - **10AM – 2PM**
  - **May 20**

### NEW BBQ Bootcamp - Tenderloin, Beef & Pork

BBQ smoking and grilling have become one of the fastest growing hobbies for both men and women. Whether you want to impress family and friends or grab the top prize at local BBQ contest then this class if for you! Learn from professional smoker Brian Israel, smoking and grilling techniques for pork tenderloin and beef tenderloin (also known as fillet mignon). Topics that will be covered are tenderloin preparation, cooking temperatures, marinating and glazes, butter flying and tying methods, and tips for grilling pre-prepared pork tenderloin. Come hungry and leave satisfied! This is a demonstration cooking class with student participation. Seating is limited so register early.

**PEP-9840**
- **tuition:** $10
- **fees:** $59
- **WHPS**
- **142042**
  - **Sa**
  - **10AM – 2PM**
  - **Apr 29**

### NEW BBQ Bootcamp - Brisket & Butts

BBQ smoking and grilling have become one of the fastest growing hobbies for both men and women. Whether you want to impress family and friends or grab the top prize at local BBQ contest then this class if for you! Professional smoker Brian Israel, will teach you how to smoke incredible beef brisket and pork butt. Topics will include different cuts of meat preparation, cooking techniques, finishing techniques and much more. Come hungry and leave satisfied! This is a demonstration cooking class with student participation. Seating is limited so register early.

**PEP-9830**
- **tuition:** $10
- **fees:** $59
- **WHPS**
- **142041**
  - **Sa**
  - **10AM – 2PM**
  - **Apr 8**

### CAKE DECORATING

#### Gum Paste and Fondant

Take your cake decorating skills to a whole new level with Gum Paste and Fondant icing. You will create beautiful flowers and borders by hand. If you liked playing with modeling clay in your younger days, you'll love working with gum paste and fondant. Learn to cover your cake and cake boards in fondant. Decorate with bows, mums, carnations, calla lilies, rosebuds, roses, and daisies, all hand formed with gum paste. You will also learn how to make an eyelet, ruffle or embellished rope border to complete your cake design. Please bring one package of white ready-to-use rolled fondant, one package of ready-to-use gum paste, reusable cloth wipes, a work surface (roll and cut mat, cookie sheet, or smooth piece of plastic) to roll out icing, rolling pin, gel colors, and your practice board to the first session. A basic fondant book and kit are included in the cost of the class. Basic cake decorating experience is required.

**HGC-7130**
- **tuition:** $10
- **fees:** $129
- **WHPS**
- **141528**
  - **Th**
  - **6:30PM – 8:30PM**
  - **Apr 6 – Apr 27**
- **CE119–LAPL**

- **141532**
  - **W**
  - **6:30PM – 8:30PM**
  - **Apr 5 – Apr 26**
  - **PFB202–PRIN**
**COOKING**

**Personal Enrichment**

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**Cupcake Decorating**

Learn the basics of decorating cupcakes. Make that swirl top of icing like you see on most cupcakes today and learn some fun ways to decorate them. Master the following techniques: drop flower, rosette, star, pull out star, dots and zigzags. Improve your skills and join us for a few hours of cupcake decorating fun! Must bring one dozen, baked, unfrosted cupcakes to the class. Frosting and 12 piece cupcake decorating kit is included in the cost of the class.

**PEP-8940**  
tuition: $10  /  fees: $39  
141533  
Sa 9AM – 12PM  
Apr 29  
PFA104–PRIN  
141529  
Sa 9AM – 12PM  
May 6  
CE119–LAPL

**NEW Creative Cake Pop Making**

Cake pops are a wonderful trend made famous by Bakerella from America, who is the queen of turning cake pops into works of art. Join us for Creative Cake Pop Making, and delve in to the delicious world of cake pops. Cake pops of pieces of cake on a stick, dipped in chocolate or candy melts to make a scrumptious bite sized piece of dessert. You can customize them by topping them with other ingredients such as coconut, hazelnut or sprinkles. Whether you are looking to spruce up a party or start your own cake pop business, this is the class for you. Students will need to bring 1 baked cake and a small (1 tablespoon) cookie scooper to class. All other class materials will be provided and are included in the cost of the class.

**HGC-7610**  
tuition: $10  /  fees: $49  
141482  
Sa 10AM – 1PM  
Apr 8  
PFA104–PRIN  
141479  
Sa 10AM – 1PM  
Mar 18  
CE119–LAPL  
141483  
Sa 10AM – 1PM  
May 20  
CE119–LAPL  
141485  
Sa 10AM – 1PM  
Jun 3  
B207–LEON

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**INTERNATIONAL**

**Girls Night Out-The French Connection**

Ladies, grab your friends for a one of a kind night out. You do not need a reason to celebrate other than the joy of friendship itself. If you are looking for a fun and effective way to bond with friends or meet new ones, and learn new cooking skills, then Girls Night Out: The French Connection is for you! Join Personal Chef Lettie as she shows you that French Cuisine is all about layering flavors, mastering basic techniques, and savoring each and every bite. Start off with Red pepper rouille and shrimp toasts. Next, dive into braised French onion chicken with gorgonzola with a ragout of fingerling potatoes, wild mushrooms with bacon and haricots vert with mustard tarragon vinaigrette. End the night with profiteroles with dark chocolate and raspberry coulis. Don't forget about the specialty cocktail, “The French 75”. Is your mouth watering yet? Then don't miss this international night of food, fun and friendship. This is a demonstration cooking class and you must be 21 years or older to register. Chef Lettie Goodridge specializes in French food and is a graduate of L’Academie de Cuisine of Greater Washington DC.

**AAA-7450**  
tuition: $10  /  fees: $69  
142045  
Th 4PM – 8:30PM  
Apr 6  
CKAB

**NEW Beyond Basics - Raw and Vegan Cooking**

Who says delicious Italian food has to have carbs? Not in the kind of pasta you will learn in this class! Learn how to make raw crackers, raw cheese, raw hummus, spaghetti with luscious sauces and more. This class is for the one who already knows the simple raw recipes and wants to learn more complex recipes. Class is hands on so get ready to explore Italian cooking in a healthier RAW way without the carbs and guilt free!

**AAA-7620**  
tuition: $10  /  fees: $59  
141525  
Sa 11AM – 2PM  
Apr 29  
CE118–LAPL

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Information: 301-539-4760  |  Register online: www.csmd.edu/go/register
Meet the Pollo
If you have gone to our Pizza School or Meet the Pasta class, then we have the sequel for you. MEET THE POLLO! Chicken recipes are a classic in every Italian kitchen. Join us to prepare and taste Pollo al Limone, Pollo alla Piazzaola, Pollo alla Cacciatora and more. Let’s cook together! No experience necessary. This is a hands on cooking class taught by a native Italian cooking instructor.

PEP-8990 tuition: $10 / fees: $59
141552 Th  6PM – 9PM
Mar 16 CKAB

Couples Night Out - Italian Style
Grab your sweetie and join us for a night of love, laughter and a lot of food! Our native Italian instructor (Ms. Baldasarri) will guide you as you explore the food of love “Italian Style”. Enjoy a full Italian menu including appetizer, main dish, dessert and don’t forget the wine! Learn to speak the language of love, one bite at a time! This is a demonstration cooking class. Space is limited and this class fills fast so register early. Must be at least 21 years old to register. This class is per person so both partners must register.

PEP-9140 tuition: $10 / fees: $59
141554 Th  6PM – 9PM
May 11 CKAB

Girls Night Out - Taking It Thai
Ladies, grab your friends for a one of a kind night out. You do not need a reason to celebrate other than the joy of friendship itself. If you are looking for a fun and effective way to bond with friends or meet new ones, and learn new cooking skills, then Girls Night Out Taking it Thai is for you. Travel to Thailand with an inventive menu that is light and oh-so-flavorful. Start off with curry caramelized tenderloin beef and fried vegetables. Next dive into a crisp green salad with ginger dressing that is better than your favorite Asian steak house. Cozy up to the stove with a spicy peanut Thai chicken served in a pineapple with a side of rice with vegetables. Menu will be complimented with different Thai beers. Top the night off with a surprising Thai dessert and authentic Thai coffee. Don’t miss this international night of food, fun and friendship. This is a demonstration cooking class. Must be 21 years old to register.

PEP-9700 tuition: $10 / fees: $59
141555 Th  6PM – 9PM
Apr 27 CKAB

An Evening in Paris With the Classics
French cuisine appeals to cooks everywhere. It is all about layering flavors, mastering basic techniques, and savoring each and every bite! Learn the art of French cooking and join Personal Chef Lettie as she de-mystifies some of the true French classics. Menu includes Parmesan gougeres and classic French Onion Soup for starters. Entrée is beef Bourguignon and gratin dauphinoise. End the evening with an apple tart tatin with vanilla whipped Cream. Viva La France! This is a hands-on cooking class and students will be working in groups to prepare the dishes. Chef Lettie Goodridge specializes in French food and is a graduate of L’Academie de Cuisine of Greater Washington DC.

PEP-9790 tuition: $10 / fees: $59
142044 Th  6PM – 8:30PM
May 18 NPHS

Driver Education Classroom/Behind the Wheel
The Motor Vehicle Administration (MVA) requires this course for those wishing to obtain a Maryland Driver’s License. Maryland law requires thirty hours of classroom instruction and six hours of driving. Classroom instruction includes orientation, discussion of space management, basic maneuvering, reducing risk and personal factors influencing operator performance and collision avoidance. In addition, six hours of individual student driving will be scheduled at the orientation and will be offered in four 1 1/2 hour sessions. The MVA requires that the student attend an orientation accompanied by a parent, guardian or mentor. The orientation will be 3 hours long and will acquaint students with the school’s requirements and components of Maryland’s Graduated Driver Licensing Laws. Students must be 16 years old and have a learners permit to attend the classes.

Prerequisite: The first class meeting date listed is a mandatory orientation that must be attended with a parent or guardian. You must bring your learners permit with you to orientation. The second set of dates are the dates for the classroom portion of this class. In addition to the dates and times listed, there is an additional six hours of driving time (four 1.5 hour sessions) that will be scheduled during the orientation. Student must be age 16 and have a learner’s permit by the first date of class (orientation).

TRA-9000 tuition: $125 / fees: $234
141555 Th  6PM – 9PM
Apr 27 CKAB
Reminder: In addition to the orientation and classroom hours listed below, six hours of individual student driving time will be scheduled at the orientation.

141453 **ORIENTATION**  
Tu 6PM – 9PM  
Mar 28  
PFA119–PRIN  
CLASSROOM HOURS  
M Tu W Th 6PM – 9PM  
Apr 3 – Apr 24  
PFA233–PRIN

141476 **ORIENTATION**  
W 6PM – 9PM  
Mar 29  
PFA119–PRIN  
CLASSROOM HOURS  
M Tu W Th 2:45PM – 5:45PM  
Apr 3 – Apr 24  
CAHS

141480 **ORIENTATION**  
Th 6PM – 9PM  
Mar 30  
PFA119–PRIN  
CLASSROOM HOURS  
M Tu W Th 2:30PM – 5:30PM  
Apr 3 – Apr 24  
NOHS

141486 **ORIENTATION**  
Tu 6PM – 9PM  
Apr 25  
PFA119–PRIN  
CLASSROOM HOURS  
M Tu W Th 6PM – 9PM  
May 1 – May 16  
PFA233–PRIN

141491 **ORIENTATION**  
W 6PM – 9PM  
Apr 26  
PFA119–PRIN  
CLASSROOM HOURS  
M Tu W Th 2:30PM – 5:30PM  
May 1 – May 16  
HUHS

141492 **ORIENTATION**  
Th 6PM – 9PM  
Apr 27  
PFA119–PRIN  
CLASSROOM HOURS  
M Tu W Th 2:30PM – 5:30PM  
May 1 – May 16  
PXHS

141493 **ORIENTATION**  
M 6PM – 9PM  
May 22  
PFA119–PRIN  
CLASSROOM HOURS  
M Tu W Th 6PM – 9PM  
May 25 – Jun 14  
PFA233–PRIN

141495 **ORIENTATION**  
Tu 6PM – 9PM  
May 23  
PFA119–PRIN  
CLASSROOM HOURS  
M Tu W Th 2:45PM – 5:45PM  
May 25 – Jun 14  
CAHS

141499 **ORIENTATION**  
W 6PM – 9PM  
May 24  
PFA119–PRIN  
CLASSROOM HOURS  
M Tu W Th 2:30PM – 5:30PM  
May 25 – Jun 14  
NOHS

(Charles County)

Reminder: In addition to the orientation and classroom hours listed below, six hours of individual student driving time will be scheduled at the orientation.

139805 **ORIENTATION**  
Tu 6PM – 9PM  
Mar 28  
BI113–LAPL  
CLASSROOM HOURS  
M Tu W Th 6PM – 9PM  
Apr 3 – Apr 26  
CS116–LAPL

139807 **ORIENTATION**  
W 6PM – 9PM  
Mar 29  
BI113–LAPL  
CLASSROOM HOURS  
M Tu W Th 3PM – 6PM  
Apr 3 – Apr 26  
NPHS

139808 **ORIENTATION**  
Th 6PM – 9PM  
Mar 30  
BI113–LAPL  
CLASSROOM HOURS  
M Tu W Th 2:30PM – 5:30PM  
Apr 3 – Apr 26  
MDHS

141420 **ORIENTATION**  
Tu 6PM – 9PM  
May 2  
BI113–LAPL  
CLASSROOM HOURS  
M Tu W Th 6PM – 9PM  
May 8 – May 25  
CS116–LAPL

141424 **ORIENTATION**  
W 6PM – 9PM  
May 3  
BI113–LAPL  
CLASSROOM HOURS  
M Tu W Th 2:30PM – 5:30PM  
May 8 – May 25  
LPHS

141428 **ORIENTATION**  
Th 6PM – 9PM  
May 4  
BI113–LAPL  
CLASSROOM HOURS  
M Tu W Th 2:30PM – 5:30PM  
May 8 – May 25  
LKHS

141431 **ORIENTATION**  
Tu 6PM – 9PM  
May 30  
BI113–LAPL  
CLASSROOM HOURS  
M Tu W Th 6PM – 9PM  
May 31 – Jun 15  
CS116–LAPL

(Note: Locations key on next page)
ST. MARY’S COUNTY

Reminder: In addition to the orientation and classroom hours listed below, six hours of individual student driving time will be scheduled at the orientation.

**Driver Improvement Program**

The Driver Improvement Program (DIP) is required by Maryland law for individuals who have a suspended or revoked driver’s license. DIP may also be required for certain violations cited under the provisional license. Individual’s participation in the Driver Improvement Program is through referrals by courts or an administrative law judge. Prerequisite: You must bring your MVA requirement letter and photo I.D. with you to class and you must be on time.

**TRA-9400 tuition: $50 / fees: $25**

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<th>Date</th>
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<tr>
<td>Mar 29</td>
<td>W 6PM – 9PM</td>
<td>A206-LEON</td>
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<td>Mar 30</td>
<td>Th 6PM – 9PM</td>
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<td>Apr 3 – Apr 18</td>
<td>W 6PM – 9PM</td>
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**National Safety Council Certified Defensive Driving Program**

The National Safety Council Defensive Driving Program is an interactive instructor-led program that provides drivers with knowledge and safe driving techniques to prevent collisions and violations. The program focuses on collision prevention through hazard recognition and the application of collision-avoidance techniques. In addition, the course addresses common driving violations that result in collisions and how to change driving habits to eliminate moving violations. The emphasis is on identifying and choosing safe and legal behind-the-wheel behaviors and actions.

**TRA-9700 tuition: $86 / fees: $63**

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<td>Mar 11</td>
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<td>May 6</td>
<td>Sa 8AM – 3PM</td>
<td>CS116-LAPL</td>
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**LOCATIONS KEY**

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<td>NOHS</td>
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<td>NPHS</td>
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<td>Thomas Stone High School</td>
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<td>WLHS</td>
<td>Westlake High School</td>
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Rain Barrel Ready
Collecting rainwater in a barrel can save you money during the dry seasons and reduce demand on your well or save on your water bill. With a roof of 1,000 square feet, an inch of rain can generate 600 gallons of water! Save water and money, provide plants the water they love, and protect the Chesapeake Bay all while you learn about the importance of the watershed and your role in keeping it healthy! Through hands on lessons and demonstrations, you will come to understand the responsibility every community member has to maintain the local watershed. Leave with the knowledge and the tools to begin to make a difference. Each student will leave with a completed rain barrel, ready to install on their property and decorated to accentuate their home landscape, the knowledge on how to install and maintain their rain barrel, directions to utilize the SMART Tool (Storm Management and Restoration Tracker) as well as directions on applying for tax credit for the rain barrels. All materials are included in the cost of the class.

AAA-7160 tuition: $10 / fees: $99
142524 Tu Th 6:30PM - 8:30PM May 16 – Jun 8 B115-LEON

Charles County by George
George Washington, American Revolutionary War Hero and our First President, had so many connections with both on campus classroom sessions and visits to locations connected to Mr. Washington. Planned visits include the homes of his friends and associates, and properties once owned by Mr. Washington himself. Instructor is a living history interpreter for the Friends of Chapman State Park.

AAA-7580 tuition: $10 / fees: $159
141576 Th 6PM - 8PM Mar 30 - May 11 CE115-LAPL

Sewing II
Learn by doing in this hands-on sewing class. You will learn how to read a pattern, pattern layout, cutting a pattern, and sewing simple garments. You will work with other students on the same project to master sewing techniques together. A supply list will be sent to you prior to the first class. Please bring your sewing machine. This class is designed for students who have successfully completed Beginning Sewing (HGC 5090) and/or who have sewing skills beyond “basic sewing.”

HGC-7150 tuition: $10 / fees: $139
140120 Sa 9AM - 12PM Apr 1 – Apr 29 CS100-LAPL
NEW  Waxing and Waning - an Introduction to Old Time Lunar Gardening
Our moons gravitational pull affects everything on Earth, from the ocean tides, to the germination of the tiniest seed. “Lunar Gardening” is the ancient agricultural practice of following the moons phases/position in the constellations for maximum production and general success in growing and harvesting crops. Join us to discover the science behind how the moon regulates not only our gardens, but every day activities as well. Even if you don’t have a green thumb, there are lunar phases for things as when to cut your hair, when to go on vacation, good days for cleaning your house, etc. Learn to calculate the best days for just about any job as we delve into the secret relationship between our wonderful Earth and our Moon.

HGC-7600 tuition: $10 / fees: $19
141523 Sa 10AM – 12PM
May 13 B116-LEON

NEW  Starting & Maintaining an Edible Garden
If you want to grow your own food without the use of harmful pesticides, then this introductory gardening class is for you. Learn from an experienced Master Gardener how to amend the soil by composting, to read the back of seed packets, start our own vegetable plants from seeds, and how to use lady bugs and praying mantis eggs in the garden to help you grow organically. In addition, learn how to use vegetables harvested from the garden to prepare a simple dish. Each student will leave with a garden package, consisting of vegetable and/or plant seeds, starting trays, planting instructions, potting mix, and recipes to help them start their own organic edible garden. All materials are included in the cost of the course.

HGC-7620 tuition: $10 / fees: $59
142472 Tu 9AM – 5PM
May 20 PFA117–PRIN
142577 Sa 10AM – 1:30PM
Apr 29 CE115–LAPL

American Sign Language II
Designed specifically for adults and families, enroll and learn the predominant language of most deaf North Americans in American Sign Language II. Appreciate and respect that sign language is a living, unique and wholly naturally-occurring language, and the people who are deaf are part of a community with their own set of cultural traditions and values. Learn the detailed directions, identifying others by physical features, using classifiers, occupations, personality traits and daily routines. Must have taken PEP-8480 American Sign Language I in order to register for this class.

PEP-9010 tuition: $10 / fees: $159
140105 Tu Th 6:30PM – 8:30PM
Mar 28 – Apr 20 CE108–LAPL
140107 M W 6:30PM – 8:30PM
Mar 27 – Apr 19 B315–LEON

American Sign Language III
Designed specifically for adults and families, ASL level III focuses on intensive vocabulary building, ASL sentence construction and telling short stories for conversations in ASL. Continue to increase ASL vocabulary, grammatical structures, and in-depth cultural awareness. You will be provided the opportunity to develop and use stories and language activities in both receptive and expressive modes. Special focus is on increasing sign clarity, fluency, and nonmanual behavior. Deaf culture is included in class discussions. Students must have taken PEP-8480 American Sign Language I and PEP-9010 American Sign Language II or special permission from program coordinator in order to take this class.

PEP-9550 tuition: $10 / fees: $159
141556 Tu Th 6:30PM – 8:30PM
May 2 – May 30 CE118–LAPL
141557 M W 6:30PM – 8:30PM
May 1 – May 24 B214–LEON
LIFE SKILLS

Simple Spanish
Master the basics with simple conversational techniques by learning Spanish phrases, words, and expressions useful for basic conversation and travel. Explore Spanish heritage, customs, art, and more. You will be introduced to basic conversational Spanish and learn to converse on everyday topics such as daily activities, travel, weather, and shopping. Study the Hispanic and Latino cultures of the world, including their geography, politics, economics, history, traditions, food, and religion, and examine the impact of these cultures on that of the United States.

PEP-9620 tuition: $10 / fees: $159
142452 W 6PM – 8PM Mar 29 – May 17 PFA237-PRIN
141526 Tu 6:30PM – 8:30PM Mar 28 – May 16 CE105-LAPL

Simple Italian: Language and Culture
Are you planning a trip to Italy or other Italian-speaking country? Do you want to know more about your Italian roots? Then join us for this beginner level course to introduce you to the use and understanding of basic Italian sentences and of Italian culture. At the end of the course you will be able to plan your trip, ask for information, order food at restaurants, and negotiate prices while shopping at local stores. No boring syntax lessons, here we learn modern use of Italian, while exploring the beauty of the Peninsula, its traditions, food and art. Buon divertimento! Course is taught by a native Italian language teacher.

PEP-8780 tuition: $10 / fees: $139
141547 W 6:30PM – 9:30PM Mar 29 – Apr 26 CE120-LAPL

LIFE SKILLS

Be a Virtual Assistant
Interested in starting your own virtual business? Virtual assistants work from home by offering administrative support services to small businesses and non-profit organizations through Internet and fax communication. Virtual assistants can earn $25 - $50 per hour performing tasks such as word processing, database management, desktop publishing, and e-mail services. You will be taught how to establish and successfully grow a virtual assistant business including how to locate customers, set fees, and develop client contracts.

PEP-7620 tuition: $10 / fees: $29
141527 Sa 9AM – 12:30PM Apr 15 CE118-LAPL

An Introduction to Voiceovers
Are people always telling you that you have a great voice? Do you often find yourself listening to your favorite audio book, commercial, or cartoon character and thinking, “I could do that?” This fun and empowering 90 minute introductory workshop covers the different types of voiceovers and what tools are needed in order to find success in the industry. You will be coached as you perform a real voiceover script and be recorded so that you can receive a professional voiceover evaluation later. After class you will have the knowledge necessary to help you decide if this is something you’d like to pursue. Class is taught by a professional voice actor from the Voice Acting Training Company, Voices for All and is offered online only. You can use Skype, iChat, or even use your phone to complete this course. Your instructor will contact you personally to schedule your instructional time once you have registered.

PEP-5980 tuition: $10 / fees: $49
141487 Apr 1 – Apr 30 OFF SITE
141488 May 1 – May 31 OFF SITE
141489 Jun 1 – Jun 30 OFF SITE

Information: 301-539-4760 | Register online: www.csmd.edu/go/register
MUSIC, THEATER AND DANCE

Pro Tools
“Pro Tools” is the main software you will find in the majority of professional music and film facilities as well as in countless home studios. Cover basic Pro Tools principles and learn everything you need to complete a basic Pro Tools project from initial set up to final mix down. You will focus on Pro Tools software and cover a multitude of functions and features. Whether your project involves recording live instruments, using MIDI instrumentation, or audio editing, this course will give you the basic skills to succeed! This course is conducted at Night Sky Studios in Waldorf, MD.

PEP-8880 tuition: $10 / fees: $79
141463 Tu 7:30PM – 8:30PM Apr 18 – May 23 PFB102–PRIN
141473 Su 4PM – 5PM Apr 23 – Jun 4 PE120C–LAPL
141468 Th 7PM – 8PM Apr 20 – May 25 D113–LEON

Group Piano for Adults I
Join a group of your peers to learn basic elements of music, sight-reading, note reading and harmony skills. Class is held in a piano room - so no need to bring a keyboard. At the end of class, you will be able to entertain yourself by playing simple musical pieces you will enjoy. Piano book is included in the cost of the class.

PEP-5380 tuition: $10 / fees: $89
141442 Sa 9AM – 10:30AM Apr 22 – Jun 3 FA143B–LAPL

Group Piano - Beginner Part 2
If you are comfortable with the very basics of piano and ready to advance to the next level, this class is for you! We will cover advanced flats, sharps, greater expression of playing through phrasing, and deciphering tempo markings, and establish a firm knowledge of basic chords.

PEP-5890 tuition: $10 / fees: $89
141443 Sa 9AM – 10:30AM Jun 10 – Jul 15 FA143–LAPL

Ballroom Dancing
Do something fun for yourself! Exercise, meet new friends, and dance! These are only some of the reasons you should enroll in our ballroom dance class. Learn basic ballroom dances like the Waltz, Foxtrot, Rumba, and Tango. Several variations for each dance as well as lead/follow technique will be covered. All levels welcome. No previous dance experience required. No partner required. Please wear something comfortable and easy to move in. Dress shoes or any shoes with suede, or leather bottoms should be worn. Sneakers not recommended as they inhibit proper foot movement.

PEP-5250 tuition: $10 / fees: $79
141463 Tu 7:30PM – 8:30PM Apr 18 – May 23 PFB102–PRIN
141473 Su 4PM – 5PM Apr 23 – Jun 4 PE120C–LAPL
141468 Th 7PM – 8PM Apr 20 – May 25 D113–LEON

Latin Dancing
From energetic and passionate, to subtle and sensual, learn different Latin dances such as Rumba, Cha Cha and swing to use in any social setting such as weddings, cruises, or dance parties. The focus will be on footwork, timing, rhythm of the music and partner connection. All levels welcome. No previous dance experience required. No partner required. Please wear something comfortable and easy to move in. Dress shoes or any shoes with suede, or leather bottoms should be worn. Sneakers not recommended as they inhibit proper foot movement.

PEP-6740 tuition: $10 / fees: $79
141466 Tu 8:30PM – 9:30PM Apr 18 – May 23 PFB102–PRIN
141475 Su 5PM – 6PM Apr 23 – Jun 4 PE120C–LAPL
141470 Th 8PM – 9PM Apr 20 – May 25 D113–LEON
Swing Dance
Learn the basics of partnering technique as well as the basic step of East Coast Swing and a few minor turns. This swing dance class is a progressive class and each night builds on the other. All levels are encourage to join. No partner necessary. Dance Attire: Please wear something comfortable and easy to move around in. Shoes should be suede, leather bottoms or dress shoes.

PEP-8570 tuition: $10 / fees: $79

Reiki Level 1
Reiki is a universal life force energy that is healing, gentle, restful, and rejuvenating on the physical, mental, emotional, and spiritual levels. The history, principles, story, and healing benefits of Reiki will be explored along with the seven major chakras. Reiki Level 1 hand positions for self-healing, healing others, and group healings will be demonstrated and practiced in class. This workshop includes all class materials. Please bring a journal, pen, bag lunch, and wear comfortable clothing.

PEP-6810 tuition: $10 / fees: $159

Basic Acoustic Guitar
For the true beginner! Learn how to tune your guitar, properly hold and play, how to hold a pick, and how to play a chromatic scale. The rudiments of reading music, basic note reading and symbol recognition, lead guitar picking, beginning chords and strumming will also be addressed. This class is for everyone who has an acoustic guitar in the closet that they have always wanted to learn how to play but did not know where to start. The class will culminate with playing a simple song using G major, C major, and D major chords.

AAA-6220 tuition: $10 / fees: $89

Holistic Nutrition for Women
The female body goes through many stages. Nutrition plays a vital role in what those stages look like in the process. Learn how to feed the mind, body, and spirit for optimum health using essential oils, herbs, and food as medicine. The chakra system will also be discussed and you will learn which nutrients and food combinations are most effective for PMS, menopause, depression and more.

NHH-5260 tuition: $10 / fees: $92

Heal Yourself Using Energy Medicine
Tap into your body's natural healing energy systems and quickly and easily get your energy moving. Learn how to get your body balanced - free from phobias and fears, traumatic memories, and addictions, and learn how to promote physical healing and enhance your self image. Energy medicine is a complement to medicine and a 'natural' for pain relief, stress, chaos, anxiety, depression, abuse, tiredness, insomnia, focus, fibromyalgia, thinking and learning, immune systems, vitality, cravings, weight loss, and more. For the full one day class, bring a bag lunch.

AAA-6190 tuition: $10 / fees: $69
NATURAL HEALTH AND HEALING

Herbs for Home Health Care

Herbs have played a major part in medicine for thousands of years. Join us for Herbs for Home Health Care and you will be introduced to the exciting world of herbs! Topics include covering 12 basic herbs to learn about their uses, methods of use, how to prepare the herbs and amounts and timeframe for usage. This is an organized, cohesive method for learning about herbs and will give you an important tool in the development of your herbal knowledge base. As part of the class, there will be hands-on work in preparation of herbal remedies. Materials included in the cost of the class.

NHH-5400 tuition: $10 / fees: $109
142523 Tu 6:30PM – 8:30PM
Mar 28 – Apr 18 B314–LEON

Eiriu Eolas - Breath of Life

Come and learn how you can instantly reduce stress and rejuvenate your health and wellbeing using a simple to learn breathing technique called Eiriu Eolas. Eiriu Eolas is a modern revival of an ancient breathing and meditation technique that can help remove the barriers that stand between you and more peace, happiness and wellness. It is an easy to learn, healing and detoxing technique, which is the key that will help you change your life in a real and immediate way, resulting in physical and emotional pain relief. Once you have mastered the method, you can use it anywhere, anytime you want, to put yourself at ease and just breathe.

NHH-5410 tuition: $10 / fees: $69
142582 W 6PM – 9PM
Mar 15 – Apr 11 PFA117–PRIN

Introduction to Guided Meditation and Chakra Balancing

Join us for an introduction to Guided Meditation and Chakra Balancing. Discover what meditation is, learn how it helps both mental and physical well-being, and develop the skill so you can practice at home. Meditation reduces anxiety, builds self-confidence, increases serotonin levels, enhances energy, reduces stress and tension, creates a state of deep relaxation and general feeling of wellbeing while you increase concentration and strengthen your mind. We will also touch on what and where your chakras are and how to determine if energy is flowing freely throughout your body. Bring a mat, pillow or cushion, and prepare for wonderful experience!

NHH-5360 tuition: $10 / fees: $19
141524 Sa 10AM – 12PM
Jun 3 PFA122–PRIN
140131 Sa 10AM – 12PM
Mar 11 CS117–LAPL
141521 Sa 10AM – 12PM
Apr 29 FA139–LAPL
141519 Sa 10AM – 12PM
Apr 1 B115–LEON

Fasting, Juicing, and Detoxing

Sometimes the secret to vibrant health is in your blender, and cleansing the body of toxins is essential for the body to maintain function. Through these inner cleansing techniques, you will learn the proper ways to fast, juice, and detoxify the mind, body, and spirit. Learn what foods have the richest nutrients from Vitamin A to zinc, and various cleanses to benefit the colon, liver, gall bladder, kidneys and more. Beyond the body, discover what a heavy toll emotional, mental, and spiritual unrest can take on the body (and sometimes even encourage disease) and learn unique, effective methods for cleansing the body of such toxicity. You will feel better, more energized, and improve your immune system.

NHH-5270 tuition: $10 / fees: $89
141530 Sa 9AM – 1PM
Apr 29 1030F–WALD
Intro to Essential Oils & How to Use Them
Uplifting, protective, calming, and regenerating therapeutic oils are a unique gift from the natural world. Often referred to as “nature’s living energy” or the very essence of a plant, these oils are aromatic liquids derived from shrubs, flowers, trees, roots, bushes, and seeds. Research shows that when used aromatically, applied topically, or taken internally, therapeutic oils can calm, energize, balance, purify, and rejuvenate the mind and body. Calming, stimulating, and soothing, oils bring balance to all systems of the body. Register and learn the history, chemistry, uses of, and how to select oils that are right for you and your health. For Saturday and Sunday classes, please bring a bag lunch.

PEP-6880 tuition: $10 / fees: $59
140123 Sa 9AM – 1PM Apr 1 PFA109–PRIN

Personal Finance Basics
This activity-based class will serve as a foundation for making more informed financial decisions for you and your family. You will be provided with a financial road map for personal financial decision as well as bring common sense to some of the more intimidating subjects such as balancing your budget, planning for retirement, and preparing for life’s unexpected turns. Leave ready to engage your own financial goals with comfort and confidence. All materials are included in the cost of the class.

AAA-7420 tuition: $10 / fees: $89
141578 Th 6PM – 9PM Apr 20 – May 4 PFA209–PRIN
141577 Tu 6PM – 9PM Mar 28 – Apr 11 CE118–LAPL

Stock Analysis: BetterInvesting Part I
Stock Analysis BetterInvesting Method will introduce you to a method of selecting companies for investment using the BetterInvesting Stock Selection Guide (SSG) form for analysis. Topics include: investment terminology, sources of investment information, as well as understanding and interpreting financial information. Learn about growth portfolio management, diversification, and stock selection criteria to help make informed decisions regarding your investments. A SSG analysis on a well known company is completed in the class. Ability to solve basic math equations using a calculator is necessary. BetterInvesting is a trademark of the National Association of Investors Corporation (NAIC).

PEP-8680 tuition: $10 / fees: $49
140122 Sa 9AM – 2PM Mar 11 PFA109–PRIN

Taking a Second Look At Reverse Mortgages
Why are financial planners, CPAs, estate attorneys, realtors, baby boomers and their parents looking at the new reverse mortgage? Join us for this informational course all about reverse mortgages to see if this is an option for you. Learn the difference between a reverse mortgage and the more traditional forward mortgage; the basics of a reverse mortgage; reverse mortgage expenses, fees and closing costs; tax benefits and treatments; annuity issues; and how a reverse mortgage can impact estate planning in a positive way. Class is taught by a mortgage professional.

PEP-9450 tuition: $10 / fees: $25
141545 Sa 9AM – 12:30PM May 13 PFA206–PRIN
141543 Sa 9AM – 12:30PM Mar 18 CS101–LAPL
141544 Sa 9AM – 12:30PM Apr 15 B116–LEON
Personal Enrichment

RECREATIONAL ACTIVITIES AND PAST TIMES

Photography Basics - Lighting
Learn the fundamentals of lighting as it relates to photography. Investigate the use of natural lighting, small flash and studio lighting. Begin by exploring natural light and how to leverage it in your photography. Look at small flashes and learn how these can be used both on and off camera effectively. Explore light modifiers and learn how to shape and modify light to improve photographs. Finally look into what is needed to set up a simple home studio and learn about studio lighting. Textbook required.

PEP-9480 tuition: $10 / fees: $230

141580 W 6PM – 8PM
Mar 29 – Jun 14 PFB201–PRIN

Making Cyanotype Prints
Have you ever wanted to learn to print on fabric or try an alternative to your traditional photography course? Then this is the class you have been waiting for! Learn how to print on cyanotype fabric to make beautiful images. No photographic experience is necessary and is a fun and easy project for any age. Learn multiple ways to get an image onto fabric and how to manipulate fabric to change colors while producing beautiful pieces of art work. Best of all the fabric will remain soft and pliable to make into various projects such as a quilt or wall hangings. Students will receive a specific supply list they will need to purchase via email one week prior to the class starting.

HGC-7570 tuition: $10 / fees: $79

141490 Tu 6:30PM – 8:30PM
May 16 ST108–LAPL
W 6:30PM – 8:30PM
May 17 ST108–LAPL
Sa 10AM – 2PM
May 20 ST108–LAPL

Mobile Phone Photography
It has been said that the best camera is the one you have with you. Today, more than ever, the camera that people happen to have with them is the one used to make phone calls too - your mobile phone! Mobile phone photography has grown into an art form, not just a quick way to take snapshots. The quality of photos you can get from today’s smartphones rivals that on many point and shoot cameras. Join us as we discuss the advantages and disadvantages of mobile phones as cameras and how mobile phones are changing camera technology. Investigate different types of apps as well as improving your mobile phone photography abilities. Please bring your mobile phone to class.

PEP-8930 tuition: $10 / fees: $49

141564 Sa 9AM – 3:30PM
Apr 1 CE118–LAPL

Plan Parties Like a Professional
Are you looking to plan a party, but not quite sure how to get started? Learn how to plan the perfect fun-filled party from A-Z just like the professionals. This hands-on course will include everything from developing a budget, managing a time-line, coming up with catchy themes, games, a menu and more! You will learn how to create memorable events with fun for all ages.

PEP-6820 tuition: $10 / fees: $59

141535 Sa 9AM – 4PM
May 13 PFA201–PRIN
141536 Sa 9AM – 4PM
Jun 10 CE103–LAPL
141534 Sa 9AM – 4PM
Apr 22 B116–LEON

CSM Personal Enrichment | Spring 2017 | www.csmd.edu
WELLNESS, FITNESS AND AQUATICS

Introduction to Fly Fishing
Have you ever seen a Fly Fishing Angler on a mountain stream or local lake, enjoying the peace and quiet of the great outdoors and thought to yourself, someday I want to learn how to fish like that? Well now is the perfect time to learn! During the Introduction to Fly Fishing Course, learn everything you need to know to start catching fish on a fly-rod. Learn how to select a fly-rod, rig it properly, knot tying, and casting your fly rod. Examine the proper technique for catching and releasing trout and bass from experienced licensed guides at an affordable cost. Classes will be taught on-campus. You may bring your own fly-rod or borrow one from the guides. Class book and handouts are included in the cost of the class.

PEP-9400 tuition: $10 / fees: $85

WFA-8120 tuition: $22 / fees: $54

NEW Adobe Lightroom Cc Basics
Adobe Lightroom is a tool designed for photographers to organize, develop, print, and share on the web your digital images. This 5 day course provides you with a general introduction on how to use Lightroom. Hands-on activities include importing images, categorizing, organizing, enhancing, and editing, creating HDR and Panoramic images tutorials, and distributing your creations. Class will be held in our new state-of-the-art Mac lab with Adobe Creative Cloud installed. Other applications we will use include Lightroom Mobile and Adobe Photoshop.

PEP-9810 tuition: $10 / fees: $119

WELLNESS, FITNESS AND AQUATICS

WELLNESS, FITNESS AND AQUATICS

AQUATICS-ADULTS

Aquatic Exercise
This course is designed to promote cardiovascular fitness, endurance, flexibility, and muscle strength and tone through the use of various deep and shallow water conditioning techniques. The buoyancy provided by the water allows the participant maximum exercise potential with a minimum risk of injury. Participants in this course must complete a short health questionnaire and a Statement of Informed Consent prior to the start of class.

NEW Adobe Lightroom Cc Basics
Adobe Lightroom is a tool designed for photographers to organize, develop, print, and share on the web your digital images. This 5 day course provides you with a general introduction on how to use Lightroom. Hands-on activities include importing images, categorizing, organizing, enhancing, and editing, creating HDR and Panoramic images tutorials, and distributing your creations. Class will be held in our new state-of-the-art Mac lab with Adobe Creative Cloud installed. Other applications we will use include Lightroom Mobile and Adobe Photoshop.

Information: 301-539-4760 | Register online: www.csmd.edu/go/register
WELLNESS, FITNESS AND AQUATICS

Aqua Boost
Have a boost in our fast-paced exercise class. Ideal for anyone who wants a vigorous workout first thing in the morning or afternoon. The class consists of a variety of cardiovascular exercises designed to improve endurance and strengthen the heart. It includes concentrated segments for abdominals, as well as barbell work for muscle toning. Participants in this course must complete a short health questionnaire and a Statement of Informed Consent prior to the start of class.

WFA-8190  tuition: $22 / fees: $60

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Adult Beginning Swimming
Learn the basic swimming strokes and water safety skills. Participants in this course must complete a short health questionnaire and a Statement of Informed Consent prior to the start of class.

WFA-8200  tuition: $32 / fees: $83

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<td>Apr 15 – May 20</td>
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Adult Intermediate Swimming
Perfect your basic swimming skills and learn advanced strokes, underwater swimming, and lap swimming skills. Participants in this course must complete a short health questionnaire and a Statement of Informed Consent prior to the start of class.

WFA-8210  tuition: $32 / fees: $83

<table>
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</table>
WELLNESS, FITNESS AND AQUATICS

Personal Enrichment

Aqua Zumba
Keep the Zumba fitness workout party going in the pool. Typical land-based Zumba dance steps, such as cha-cha, merengue, salsa, reggaeton and mambo are more exaggerated and slower in the water. The integration of these movements mixed with the philosophy of traditional aqua fitness disciplines blend together into a safe, challenging, water-based workout that is cardio-conditioning, muscle strengthening, and most of all, exhilarating beyond belief. Certified instructors will lead you through this fun, low-impact exercise class using Latin-inspired music to get you moving.

WFA-8240 tuition: $15 / fees: $120

141667 F 6PM – 7PM Apr 7 – Jun 23 PE119–LAPL
141946 Sa 9AM – 10AM Apr 8 – Jul 1 D106C–LEON
141947 M 8:15AM – 9:15AM Apr 17 – Jul 10 D106C–LEON

Ai Chi
Ai Chi is a total body relaxation and strengthening technique used for aquatic type therapy. This aquatic exercise is performed standing in shoulder-depth water using a combination of deep breathing and slow, broad movements of the arms, legs, and torso. Enjoy the water in a flowing yet powerful progression. Increase your oxygen and caloric consumption through correct form of positioning in the water. This exercise is ideal for improving range of motion mobility.

WFA-8250 tuition: $15 / fees: $97

141948 Tu 8:30AM – 9:30AM Apr 4 – Jun 20 D106D–LEON
142596 Th 8:30AM – 9:30AM Apr 6 – Jun 22 D106D–LEON

Aquatic Reconditioning II
Designed specifically for those who have completed Aquatic Reconditioning and Strengthening and are ready for a challenging aquatic exercise program to further build on the skills already mastered. A variety of appropriate aquatic exercise equipment will be utilized to further advance range of motion, flexibility, as well as muscular strength and endurance. Upper and lower body range of range of motion, core, and cardiovascular exercises will be performed in a pool. A physician’s written consent is requested to participate in class activities.

Prerequisite: WFA-8190, Aquatic Reconditioning and Strengthening

WFA-8290 tuition: $48 / fees: $72

141885 F 11AM – 12PM Apr 7 – Jun 23 D106D–LEON
141886 M W 11AM – 12PM Apr 10 – May 17 D106D–LEON
141887 M W 11AM – 12PM May 22 – Jul 3 D106D–LEON

Senior Aquatic Wellness
For senior adults and those who are medically referred, this course teaches the positive impact of exercise in the water on arthritis, cardiovascular function, and overall fitness and health. The class consists of health education in the form of lecture, discussion, question and answer, and handouts in these topic areas: cardiovascular health, joint fitness, muscle tone, balance, and the physiological and cognitive benefits of exercise. The students participate in guided aquatic exercise during the class. Instructors demonstrate and explain the health benefits of each type of aquatic activity prior to introducing it in class. A significant portion of the class is devoted to lecture-based instruction. Participants in this course must complete a short health questionnaire and a Statement of Informed Consent prior to the start of class.

WFA-9730 tuition: $75 / fees: $45

141671 M F 1PM – 2PM May 1 – Jun 19 PE119–LAPL
141672 Tu Th 9AM – 10AM May 2 – Jun 20 PE119–LAPL
141889 Tu Th 1PM – 2PM Apr 20 – Jun 6 D106D–LEON

VIDEO SPOTLIGHT
See a video of Aquatic Exercise at www.csmd.edu/CommunityEducation.
Arthritis Foundation Aquatic Program
The Arthritis Foundation Aquatic Program provides instruction for individuals who suffer from arthritis including methods and treatments to increase strength and flexibility. Exercises include range of motion and muscle strengthening exercises with optional equipment. Topics include how to use water resistance to improve health and well being, improve muscular strength, flexibility and balance. The program follows the Arthritis Foundation Aquatic Program guidelines. Participants do not need to know how to swim in order to participate.

WFA-9740  tuition: $22 / fees: $60

141891  M W F  1PM – 2PM
Mar 15 – Apr 21  D106D-LEON
141894  M W F  2PM – 3PM
Mar 15 – Apr 21  D106D-LEON
141896  M W F  1PM – 2PM
Apr 24 – May 24  D106D-LEON
141898  M W F  2PM – 3PM
Apr 24 – May 24  D106D-LEON

Aquatic Certification Courses

Swimming Pool/Spa Operations and Maintenance
This course is designed for operators of public and private swimming pools and spas to meet the requirements of the health department for pool operators. Textbook required. Participants in this course must complete a short health questionnaire and a Statement of Informed Consent prior to the start of class.

WFA-5800  tuition: $15 / fees: $165

141739  M Tu W  5PM – 9PM
May 15 – May 17  PE120B–LAPL
F  5PM – 8PM
May 19  PE120B–LAPL
141956  M Tu W Th  5PM – 8:45PM
Mar 27 – Mar 30  D106C-LEON

American Red Cross Lifeguard Training
American Red Cross Lifeguarding is ideal for those wishing to work at community pools. You’ll learn professionalism, patron and facility surveillance, distressed swimmer recognition, equipment-based rescues, and more. Through videos, group discussion and hands-on practice, you’ll learn land and water rescue skills, First Aid and CPR for the professional rescuers, how to recognize and care for possible head, neck or back injuries and the value of behaving in a professional manner.

Prerequisite: must be age 15 years of age on or before last day of class; All students must pass a swim test as set by the American Red Cross.

WFA-8850  tuition: $55 / fees: $140

141736  M Tu W Th F  5PM – 9PM
May 8 – May 12  PE120B–LAPL
Sa Su  9AM – 3PM
May 13 – May 14  PE120B–LAPL
141737  M Tu W Th F  5PM – 9PM
Jun 5 – Jun 9  PE120B–LAPL
Sa Su  9AM – 3PM
Jun 10 – Jun 11  PE120B–LAPL
141957  M Tu W Th F  5PM – 8:30PM
Mar 13 – Mar 17  D106C-LEON
Sa Su  9:45AM – 5PM
Mar 18 – Mar 19  TBA–LEON
141958  M Tu W Th F  4PM – 8:45PM
Apr 10 – Apr 14  D106C-LEON
Sa  8:45AM – 5PM
Apr 15  TBA–LEON
141959  Sa Su  9:45AM – 5PM
May 20 – May 21  D106C–LEON
M Tu W Th F  5PM – 8:30PM
May 22 – May 26  D106C–LEON
American Red Cross Lifeguard Review
Renew your Lifeguard, First Aid and CPR/AED for the Professional Rescuer certifications! All students must possess current American Red Cross certificates in Lifeguard and CPR/AED for the Professional Rescuer.
Prerequisite: must be age 15 years of age on or before last day of class; must swim continuously for 100 yards of front crawl with rhythmic breathing and propellant kick, 100 yards of the breaststroke using pull-kick-glide sequence, 100 yards of either front crawl or breaststroke in any combination; swim 20 yards of front crawl or breaststroke; and surface dive seven to ten feet, retrieve a ten-pound object, return to starting point holding the object in both hands (face remains above water), and exit the water without using ladder or steps, all within one minute, 40 seconds.

WFA-8880 tuition: $25 / fees: $84
141738 M Tu W Th F 5PM – 9PM May 22 – May 26 PE120B–LAPL
141955 M Tu W Th F 5PM – 9PM May 22 – May 26 D106C–LEON

American Red Cross Swimming for Infants/Tots
Parents, come be with your 6 month to 3 year-old tots and help them to learn to be safe around water. Infants and toddlers will develop a comfort level in and around the water as well as a readiness for learning to swim. Pool and water safety will be discussed and practiced in a fun, upbeat atmosphere.
Prerequisite: Must be six months to three years old and parents are required to accompany their child in the water.

WFA-8170 tuition: $32 / fees: $23
141699 Sa 11:30AM – 12PM Apr 22 – Jun 3 PE119–LAPL
141899 Sa 10AM – 10:30AM Apr 15 – May 20 D106D–LEON
141900 Sa 10:45AM – 11:15AM Apr 15 – May 20 D106D–LEON
141901 Sa 11:30AM – 12PM Apr 15 – May 20 D106D–LEON
142598 Tu 9:30AM – 10AM Apr 18 – May 23 D106D–LEON
142597 Th 9:30AM – 10AM Apr 20 – May 25 D106D–LEON

Preschool Aquatics - Water Exploration
(American Red Cross Level 1)
The objective of this course is to help preschool age students feel comfortable in the water. In Level I, elementary aquatic skills are taught with an emphasis on water safety; blowing bubbles, front/ back floating and kicking are among the skills introduced in Level I. At this level, all of the skills are practiced with support. Participants in this course must complete a short health questionnaire and a Statement of Informed Consent prior to the start of class.
Prerequisite: Must be three to five years of age; and should be able to swim with support of an instructor. If a student fails to meet all prerequisites, he or she may be withdrawn from class. Should you require more guidance on what level is appropriate, please call the aquatic office.

WFA-8110 tuition: $32 / fees: $33
141676 Th 6PM – 6:40PM Apr 20 – Jun 1 PE119–LAPL
141687 Sa 10AM – 10:40AM Apr 22 – Jun 3 PE119–LAPL
141902 Sa 10AM – 10:40AM Apr 15 – May 20 D106C–LEON
141903 Sa 10:45AM – 11:25AM Apr 15 – May 20 D106C–LEON
141904 Sa 12:15PM – 12:55PM Apr 15 – May 20 D106C–LEON
141910 Tu 5PM – 5:40PM Apr 18 – May 23 D106C–LEON

NOTE: Registration for ALL of the above courses will begin April 3, 2017.

VIDEO SPOTLIGHT
See a video of Swimming for Tots at www.csmd.edu/CommunityEducation.
Preschool Aquatics- Primary Skills  
(American Red Cross Level 2)

The objective of this course is to give preschool age students success with fundamental skills such as floating and basic locomotion. In Level 2, students build on the skills learned in Level 1 with an emphasis on safety; students learn to float without support and recover to a vertical position. At this level, many skills are still practiced with support. Participants in this course must complete a short health questionnaire and a statement of informed consent prior to the start of class.

Prerequisite: Must be three to five years of age; and students should be able to submerge mouth and blow bubbles for at least three seconds; Students must enter the water independently using a ladder, steps, or side, and travel at least five yards with support, and glide on front with support for at least two body lengths. If a student fails to meet all prerequisites, he or she may be withdrawn from class. Should you require more guidance on what level is appropriate, please call the aquatic office.

**WFA-8230** tuition: $32 / fees: $33

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<td>141688</td>
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**Preschool Aquatics- Stroke Readiness  
(American Red Cross Level 3)**

The objective of this course is to give preschool age students success with swimming independently. Level 3 builds on skills learned in Level 2 by providing guided practice; students are encouraged to improve coordination of simultaneous and alternating arm and leg actions. In this level, skills are taught with an emphasis on safety and diving is introduced. Participants in this course must complete a short health questionnaire and a Statement of Informed Consent prior to the start of class.

Prerequisite: WFA-8230, Preschool Aquatics- Primary Skills (American Red Cross Level 2); must be three to five years of age; and students should be able to swim without support, glide on front and back for at least two body lengths, roll from front to back and float (without support) for five seconds, and swim using combined arm and leg actions on front for three body lengths. If a student fails to meet all prerequisites, he or she may be withdrawn from class. Should you require more guidance on what level is appropriate, please call the aquatic office.

**WFA-8130** tuition: $32 / fees: $33

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**Water Exploration  
(American Red Cross Level 1)**

The objective of this course is to help school age students feel comfortable in the water. In Level 1, Elementary Aquatic Skills are taught with an emphasis on Water Safety; blowing bubbles, front/ back floating and kicking are among the skills introduced in Level 1. At this level, all of the skills are practiced with support. Participants in this course must complete a short health questionnaire and a Statement of Informed Consent prior to the start of class.

Prerequisite: Must be at least six years of age; Students should be able to swim with the support of an instructor (with no parent/guardian in the pool). If a student fails to meet all prerequisites, he or she may be withdrawn from class. Should you require more guidance on what level is appropriate, please call the aquatic office.

**WFA-8010** tuition: $32 / fees: $33

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NOTE: Registration for ALL of the above courses will begin April 3, 2017.
Primary Skills  
(American Red Cross Level 2)

The objective of this course is to give school age students success with fundamental skills such as floating and basic locomotion. In Level 2, students build on the skills learned in Level 1 with an emphasis on safety; students learn to float without support and recover to a vertical position. At this level, many skills are still practiced with support. Participants in this course must complete a short health questionnaire and a Statement of Informed Consent prior to the start of class.

Prerequisite: WFA-8010, Water Exploration (American Red Cross Level 1); must be at least six years of age; students should be able to submerge mouth and blow bubbles for at least three seconds, enter the water independently using a ladder, steps, or side, and must travel at least five yards with support, and glide on front with support for at least two body lengths. 1) a student fails to meet all prerequisites, he or she may be withdrawn from class. Should you require more guidance on what level is appropriate, please call the aquatic office.

WFA-8020 tuition: $32 / fees: $33

Stroke Readiness  
(American Red Cross Level 3)

The objective of this course is to give school age students success with swimming independently. Level 3 builds on skills learned in Level 2 by providing guided practice; Students are encouraged to improve coordination of simultaneous and alternating arm and leg actions. In this level, skills are taught with an emphasis on safety and diving is introduced. Participants in this course must complete a short health questionnaire and a Statement of Informed Consent prior to the start of class.

Prerequisite: WFA-8020, Primary Skills (American Red Cross Level 2); must be at least six years of age; students should be able to swim without support, glide on front and back for at least two body lengths, roll from front to back and float (without support) for five seconds, and swim using combined arm and leg actions on front for three body lengths. If a student fails to meet all prerequisites, he or she may be withdrawn from class. Should you require more guidance on what level is appropriate, please call the aquatic office.

WFA-8030 tuition: $32 / fees: $33

WELLNESS, FITNESS AND AQUATICS  
Personal Enrichment
Stroke Improvement  
(American Red Cross Level 4)  
The objective of this course is to help school age children develop confidence in the skills learned and improve other Aquatic skills. In Level 4, students increase their endurance by swimming familiar strokes (front/back crawl, elementary back stroke) at greater distances than Level 3. Breast stroke, side stroke and the basics of turning are also introduced. Participants in this course must complete a short health questionnaire and a Statement of Informed Consent prior to the start of class.  
Prerequisite: WFA-8030, Stroke Readiness (American Red Cross Level 3); must be at least six years of age; students must show the ability to tread water for 30 seconds, swim/float/crawl and do the elementary backstroke for 15 yards, perform rotary breathing (ten times), do a head-first entry into deep water, and have the ability to float on front and back for 30 seconds. If a student fails to meet all prerequisites, he or she may be withdrawn from class. Should you require more guidance on what level is appropriate, please call the aquatic office.

WFA-8040  
tuition: $32 / fees: $33

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NOTE: Registration for ALL of the above courses will begin April 3, 2017.

Stroke Refinement  
(American Red Cross Level 5)  
The objective of this course is to provide further coordination and refinement of strokes. Butterfly open turns and feet first surface dives are introduced. Participants learn to perform the front and back crawl for increased distances and front/back crawl flip turns are introduced. Participants in this course must complete a short health questionnaire and a Statement of Informed Consent prior to the start of class.  
Prerequisite: WFA-8040, Stroke Improvement (American Red Cross Level 4); must be at least six years of age; must show the ability to swim underwater (three to five body lengths), swim 25 yards of front crawl, 15 yards of butterfly and breaststroke, do a head-first entry into deep water, and swim back stroke and front crawl open turn. If a student fails to meet all prerequisites, he or she may be withdrawn from class. Should you require more guidance on what level is appropriate, please call the aquatic office.

WFA-8050  
tuition: $32 / fees: $33

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NOTE: Registration for ALL of the above courses will begin April 3, 2017.

Swimming & Skill Proficiency  
(American Red Cross Level 6)  
The objective of this course is to refine strokes so participants can swim with ease, efficiency, power and smoothness over greater distances. Students develop considerable endurance by the end of the course. Participants in this course must complete a short health questionnaire and a Statement of Informed Consent prior to the start of class.  
Prerequisite: WFA-8050, Stroke Refinement (American Red Cross Level 5); must be at least six years of age and must show successful completion of Level 5; plus show ability to swim 50 yards of elementary backstroke and front crawl using flip turns, tread water for five minutes, swim 25 yards of the breaststroke, butter, and back stroke, and shall for 30 seconds. If a student fails to meet all prerequisites, he or she may be withdrawn from class. Should you require more guidance on what level is appropriate, please call the aquatic office.

WFA-8060  
tuition: $32 / fees: $33

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NOTE: Registration for ALL of the above courses will begin April 3, 2017.
**WELLNESS, FITNESS AND AQUATICS**

**Personal Enrichment**

**Beginner Swim Clinic for Competitive Swimming**

Beginning swim clinic is for youth 18 and under who desire to gain experience in the competitive side of swimming and to maintain skills for the summer swim season. Practice includes hands on training and development aimed at increasing proficiency of all 4 competitive strokes, as well as starts and turns. Placement is at the discretion of the instructor and a skills test prior to enrollment is required.

Prerequisite: Students must have completed Red Cross Swim level 6 or demonstrate stroke skills equivalent to this level. Students must be able to swim 25 yards Freestyle, 25 yards Backstroke, and be familiar with the Butterfly and Breaststroke. If a student fails to meet all prerequisites, he or she may be withdrawn from class. Please call the aquatic office to schedule a skills test with the instructor prior to registering if you are a new registrant.

**WFA-8310** tuition: $10 / fees: $133

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**Intermediate Swim Clinic for Competitive Swimming**

Intermediate swim clinic is for youth 18 and under who desire to continue gaining experience in the competitive side of swimming and to maintain skills for the summer swim season. The goal is to continue to refine strokes and turns while increasing strength and endurance. Increased yardage, practice intensity, and dry land training are also part of this group.

Prerequisite: Swim 25 yards of Freestyle, Backstroke, Butterfly, and Breaststroke. If a student fails to meet all prerequisites, he or she may be withdrawn from class. Please call the aquatic office to schedule a skills test with the instructor prior to registering if you are a new registrant.

**WFA-8320** tuition: $10 / fees: $146

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**Advanced Swim Clinic for Competitive Swimming**

Advanced swim clinic is for youth 18 and under who desire to continue gaining experience in the competitive side of swimming and to maintain skills for both summer swim and high school swim seasons. Advanced swimmers have a strong understanding of all strokes and techniques. Main focus is on strength and endurance training and perfecting strokes. Increased yardage, practice intensity, and dry land training are also part of this group.

Prerequisite: Swim 25 yards of Freestyle, Backstroke, and Breaststroke. Instructor Approval. If a student fails to meet all prerequisites, he or she may be withdrawn from class. Should you require more guidance on what level is appropriate, please call the aquatic office.

**WFA-8330** tuition: $10 / fees: $183

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Information: 301-539-4760 | Register online: www.csmd.edu/go/register
FITNESS INSTRUCTORS, LIFEGUARDS, AND WATER SAFETY INSTRUCTORS (WSI) NEEDED!

We are actively accepting applications for Group Fitness Instructors and Personal Trainers:

- TAI CHI
- SPINNING
- BARRE
- CIRCUIT
- BOOT CAMP
- ZUMBA
- YOGA
- PILATES
- KICKBOXING
- STRENGTH TRAINING
- FUNCTIONAL CONDITIONING
- AQUATIC EXERCISE
- LIFEGUARDS
- WATER SAFETY INSTRUCTORS
- SPORTS PERFORMANCE TRAINING

Opportunities are available for the La Plata, Leonardtown and Prince Frederick campus locations. Apply today at:

https://csmd.silkroad.com/epostings

APPLICATION POOL FOR PART-TIME TEMPORARY FACULTY

https://csmd.silkroad.com/epostings

CSM accepts resumes for part-time temporary faculty for all areas at all times. There may or may not be a hiring need at this time in your area of interest. When applying for part-time faculty, you are submitting your resume to an applicant pool. Hiring managers will access the applicant pool when there is a hiring need. You may follow up on your application by calling:

Leonardtown Campus: 240-725-5371
La Plata Campus: 301-539-4740
Prince Frederick Campus: 301-539-4740

Opportunities are available for the La Plata, Leonardtown and Prince Frederick campus locations. Apply today at:

https://csmd.silkroad.com/epostings
PERSONALIZED SERVICES

- Personal Training
- Fitness Assessments
- Small Group Fitness
- One-on-One Yoga
- Reiki
- Private Swim Lessons

Reach your wellness goals today! The Wellness, Fitness, and Aquatics Department is now offering personalized wellness services! We will provide each client with education, guidance, and motivation, to safely improve your health and wellness!

Call for more information:

Sherrise Debaugh, Leonardtown Campus 240-725-5300, ext. 5574  
Aaron Smith, LaPlata Campus 301-934-7551  
Melvina Frazier, Prince Frederick Campus 443-550-6000, ext. 6450

*Private swim lessons at La Plata and Leonardtown campuses only.

FITNESS AND AQUATICS PUNCH PASS

10 Punch Pass - $49  20 Punch Pass - $89

Punch passes allow the purchaser to buy access for a specified number of visits, rather than a specified time period. Punch passes are not transferable, replaceable, refundable, or renewable and expire within one year of purchase. Passes include use of pool (during open and lap swim hours) at the La Plata and Leonardtown campuses and/or fitness centers at the La Plata, Leonardtown, and Prince Frederick campuses. Punch passes are available to anyone meeting the requirements below and require in-person registration at any CSM express counter/business office location. Customers present receipt of payment to the Wellness Center staff to receive punch passes.

Requirements:

- Students must be in good health and not have health-related issues which might prohibit them from physical exercise. Please call 301-539-4760 for additional information.
- All students/participants between the ages of 12 and 15 years old must be accompanied by a parent or legal guardian for access to the fitness centers.
- All students/participants under the age of 16 must be accompanied by a parent or legal guardian for access to the pools. Special considerations may be made on a case-by-case basis. Contact the Aquatics coordinators at 301-934-7706 for the La Plata Campus pool, and 240-725-5377 for the Leonardtown Campus pool.

Forms may be found at www.csmd.edu/go/fit.
Fit Over 40
Have you noticed that you don’t have the energy or strength that you used to? According to ACSM, adults lose a half of a pound of lean muscle tissue each decade after the age 25; this progressive muscle loss is advanced by inactivity and yo-yo dieting, resulting in decreased energy, metabolism and strength. Using functional conditioning and a combination of muscular and cardiovascular training, a Certified Fitness Professional will motivate and challenge you with exercises to suit your experience and fitness level.

WFA-6000 tuition: $22 / fees: $54

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Strength and Functional Conditioning (level I)
Advancing age and inactivity result in reduced balance, flexibility and physical endurance, due to the loss of lean muscle tissue. Scientific research proves that progressive resistance training can safely and effectively reverse this trend for all populations. Under the guidance and supervision of a Certified Fitness Professional, you will utilize strength and balance equipment to train your body in dynamic functional movements, increasing physical capacity and decreasing age-related risk factors. This course is perfect for senior participants!

WFA-6010 tuition: $15 / fees: $59

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Strength and Functional Conditioning (level II)
Are you looking to progress your current exercise program under the guidance and supervision of a Certified Fitness Professional? The Level II Strength & Functional Training course allows for more individualization of your fitness program and more independence in the weight room. Continue to improve balance and physical capacity with more advanced exercises and specialized functional equipment. This course is perfect for the senior population!

WFA-6020 tuition: $15 / fees: $59

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A.B.C. - Amazing Ball Class
Have a ball with this core conditioning class! Balance training on a stability ball works the trunk in almost every exercise performed. Explore a variety of appropriate stability and strength exercises to increase core strength and balance. A Certified Fitness Professional will guide you through a series of exercises designed to improve posture and create overall awareness of body movement. Exercises are progressed safely and are appropriate for all fitness levels.

WFA-6060 tuition: $22 / fees: $54

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5K: Training Program for Beginning Runners
People who have never run before, not run in a long time, or are fairly new to running, will benefit from this course. Get ready to run your first 5k. We take a very gradual training approach to increasing distance to keep you running injury free. Stretching, hydration, and proper nutrition are key to staying healthy and will be discussed. This class will also incorporate the benefits and techniques of aqua jogging and may consist of some class sessions in the pool with an aquatics jogging belt.

WFA-6150 tuition: $22 / fees: $54

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</tr>
</tbody>
</table>
Nordic Walking

Research shows that cross-country skiing is one of the most effective total body workouts available. Use the principles of this amazing exercise year round with our newest fitness class. Take your current walks to a whole new level using Nordic walking poles on a variety of terrain. Trekking is an excellent cross-training opportunity and the perfect complement to all fitness plans. Whether you bike, swim, run, or currently live a sedentary lifestyle, this class is for you! Benefits include; reduced stress on the knees and hips and ankles, and increased stability while walking. Enjoy the outdoors, meet new people, burn more calories than regular walking and have fun!

WFA-6180 tuition: $22 / fees: $54

Metabolic Muscular Training

Take your workout program to the next level with the latest trend in science-based exercise. Combat the effects of age and inactivity under the guidance of your Certified Fitness Professional. Train your metabolism to burn fat as fuel, results that last long after your workout is over! Combine with your cardio training program for maximal results!

WFA-7010 tuition: $22 / fees: $54

Spinning™

Some group fitness classes can leave you feeling frustrated trying to follow complicated choreography. There are no complicated moves in Spinning™. You will be guided, challenged and encouraged by a certified Spinning™ instructor in an atmosphere that will help you focus on your workout, form, spinning rate, breathing and your personal visualization! You will find that you will work more efficiently, effectively and safely using heart rate training zones! Regardless of your fitness level, you will experience a great workout.

WFA-7040 tuition: $22 / fees: $54

Zumba

Dance your way into fitness with this Latin inspired dance style class which combines high energy moves and dance combinations. You will be guided through a series of dance steps such as salsa, merengue, and reggae while incorporating exercises such as squats, knee lifts, and bicep curls. You'll have so much fun doing Zumba you won't even realize you're working out!

WFA-7050 tuition: $22 / fees: $54
Cardio Kickboxing

Kick and punch your way into fitness! During this powerful high intensity workout participants will utilize kicking, boxing, aerobic movements and martial-art type actions for a challenging total body conditioning experience. Learn proper techniques for kicking, punching and various self-defense moves from a Certified Fitness Professional. Don’t miss out on this exciting workout!

WFA-7060 tuition: $22 / fees: $54

141609 Th 7PM – 8PM Mar 30 – Jun 1 PFB102–PRIN
141776 Th 7PM – 8PM Mar 30 – Jun 8 PE120C–LAPL
141773 M 12PM – 1PM Apr 3 – Jun 12 PE120C–LAPL
141623 Tu Th 6:30PM – 7:30PM Mar 21 – Apr 27 D113–LEON
141625 Tu Th 6:30PM – 7:30PM May 2 – Jun 1 D113–LEON
141629 Tu Th 6:30PM – 7:30PM Jun 6 – Jul 11 D113–LEON

Total Body Power Pump

Variety is the name of the game in this strength training class! A Certified Fitness Professional will lead participants to motivating music while sculpting and strengthening your total body. Increase muscle strength using the latest fitness equipment and techniques. This class is designed to assist participants reaching their personal training goals. Total Body Power Pump is the perfect compliment to a cardiovascular workout!

WFA-7070 tuition: $22 / fees: $54

141794 Sa 9AM – 10AM Mar 18 – Jun 3 PE120C–LAPL

Super Circuit

Circuit training is an effective, time-efficient way to improve your cardiovascular and muscle endurance. By performing intervals of aerobic and anaerobic training, you will move quickly from station to station to perform different exercises. This is the perfect class for anyone who is short on time yet wants to develop all-around fitness. Variety is the name of the game in this challenging workout!

WFA-7080 tuition: $22 / fees: $54

141610 M W 10AM – 11AM Mar 27 – Apr 26 PFB102–PRIN
141611 M W 10AM – 11AM Mar 27 – Apr 26 PFB102–PRIN
141613 M W 10AM – 11AM May 1 – Jun 5 PFB102–PRIN
141778 W 7PM – 8PM Mar 15 – May 24 PE120C–LAPL

Boot Camp Inferno

Get out from in front of the DVD player and discover true ‘maximum interval training’ as you are coached by a live Certified Fitness Professional! No matter what your experience or fitness level, this results-based workout will crank it up a notch by combining cardiovascular, strength, and balance training. Everyone is welcome and encouraged to step outside their box to participate in this fun, challenging, and motivating group!

WFA-7090 tuition: $22 / fees: $54

141618 M W 9AM – 10AM Mar 27 – Apr 26 PFB102–PRIN
141615 Sa 8AM – 9AM Apr 1 – Jun 10 PFB102–PRIN
141602 M W 9AM – 10AM May 1 – Jun 5 PFB102–PRIN

All Sports Performance Training

Performance, speed, agility and power training helps all athletes reach their genetic potential. Through safe and grounded programing using the latest research, participants will be coached by nationally certified personal trainers to improve their athletic skills and abilities. All trainers are experts in the field of sports performance and enhancement, speed and agility, strength and conditioning, pre and post rehabilitation sports training, and ACL prevention techniques. Postural and muscular imbalance assessments will be
conducted as well as pre and post program testing. Programs will be designed for all athletes in any sport including football, basketball, lacrosse, soccer, baseball, softball, hockey, field hockey and more. Emphasis will be placed on drills to maximize overall athletic ability and performance while working to reduce the risks of injury. Athletes will initially concentrate on improving joint stability, flexibility and core development so they can safely and effectively improve speed, agility, and quickness (SAQ) to reach overall sport specific goals. Conditioning programs will include footwork, lateral agility, endurance, and power will ultimately be the main focus.

**WFA-7140** tuition: $15 / fees: $74

<table>
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<tr>
<td>141781</td>
<td>Su 2PM – 3PM</td>
<td>PE120C–LAPL</td>
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**MEMBERSHIP PROGRAMS**

**Plus Fifty Encore Individual Fitness and Aquatics Membership**

The Plus Fifty Encore Individual Fitness and Aquatics Membership allows participants ages 50 years of age and better to use the fitness center at either LaPlata, Leonardtown or Prince Frederick, and the pool at LaPlata or Leonardtown campus. Members have access to open hours in the fitness center and pool, a free equipment orientation, and wellness programs when offered. Pool access includes use of the pool during scheduled open lap swim times. Membership is valid only at the campus for which it is purchased. This membership does not include GroupEx Passport classes.

**PFE-5500** tuition: $10 / fees: $89

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<td>May 1 – Jul 31</td>
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<tr>
<td>141645</td>
<td>Jun 1 – Aug 31</td>
<td>D117–LEON</td>
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</table>

**Prince Frederick Individual Fitness Ctr Membership**

The individual fitness center membership allows an individual to participate in fitness center activities including, but not limited to: strength training, cardiovascular exercise, and flexibility training. Membership is exclusive to the Prince Frederick campus. Initial membership includes three complimentary passes to group fitness classes offered at that time, an equipment orientation, and access to free monthly wellness programs. Participants in this course must complete a short health history questionnaire and a Statement of Informed Consent prior to participation.

**WFA-5500** tuition: $10 / fees: $79

<table>
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<th>Location</th>
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<tr>
<td>142571</td>
<td>Jun 1 – Aug 31</td>
<td>PFB101–PRIN</td>
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</table>

**GroupEx Passport**

Remove roadblocks to your fitness goals with GroupEx Passport. Overcome scheduling conflicts and boredom as you reap the benefits of cross-training and improve over all fitness. Combine vigorous sport-specific training with relaxing mind-body and energizing dance formats to create an exercise program all your own. The GroupEx Passport allows access to all classes on the GroupEx Passport schedule. A GroupEx Passport is valid only for the campus at which it is purchased. More information can be found at www.csmd.edu/passport.

**WFA-5730** tuition: $19 / fees: $99

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<tr>
<td>141648</td>
<td>Jun 1 – Aug 31</td>
<td>D117–LEON</td>
</tr>
</tbody>
</table>
WELLNESS, FITNESS AND AQUATICS

Sign Up For
GroupEx Passport!

Get fit now!

Our Passport program offers you an unlimited combination of land, mind/body, and aquatic classes, all for one great price.

Register for WFA-5730 and check out our most up to date schedule at:

www.csmd.edu/passport
# Personal Enrichment

## GroupEx Passport Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 AM - 12:00 PM</td>
<td>Yoga 8-9am/ PE 120C</td>
<td>Spinning 6-9am/ PE 120C</td>
<td>Pilates 9-9am/ PE 120C</td>
</tr>
<tr>
<td></td>
<td>Acquatic Ex 8-9am/ PE Pool</td>
<td>Cardio Interval 8-10am/ PE 120C</td>
<td>Aquatic Ex 8-9am/ PE Pool</td>
</tr>
<tr>
<td></td>
<td>Tai Chi 9-10am</td>
<td>Plates 10-11am/ PE 120C</td>
<td>Yoga 9-10am/ PE 120C</td>
</tr>
<tr>
<td></td>
<td>Zumba 10-11am/ PE Lobby</td>
<td>Acquatic Ex 10-11am/ PE Pool</td>
<td>Relaxation 10-11am/ PE 120C</td>
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<tr>
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<td>Acquatic Ex 11am-12pm/ PE Pool</td>
<td>Fill Over 11am-12pm/ PE 120C</td>
<td>Aquatic Ex 11am-12pm/ PE Pool</td>
</tr>
<tr>
<td>12:00 PM - 6:00 PM</td>
<td>Kickboxing 12-1pm/ PE 120C</td>
<td>Yoga 12-1pm/ PE 120C</td>
<td>Taekwondo for Fitness 12-1pm/ PE 120C</td>
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<tr>
<td></td>
<td>Tai Chi 4-5pm/ PE 120C</td>
<td>Plates 4-5pm/ PE 120C</td>
<td>Tai Chi 4-5pm/ PE 120C</td>
</tr>
<tr>
<td></td>
<td>Spinning 5-6pm/ PE 120C</td>
<td>Zumba 5-6pm/ PE 120C</td>
<td>A Yo 5-6pm/ PE 120C</td>
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<tr>
<td></td>
<td>Yoga 6-7pm/ PE 120C</td>
<td>Aqua Boost 5-6pm/ PE Pool</td>
<td>Yoga 6-7pm/ PE 120C</td>
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<tr>
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<td>5K Training 6-7pm/ PE Lobby</td>
<td>Power Pump 6-7pm/ PE 120C</td>
<td>5K Training 6-7pm/ PE Lobby</td>
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<tr>
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<td>Sports Conditioning 7-8pm/ PE Pool</td>
<td>Yoga Level II 7-8pm/ PE 120C</td>
<td>HIIT 7-8pm/ PE 120C</td>
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<tr>
<td>Thursday</td>
<td>Yoga 8-9am/ PE 120C</td>
<td>Spinning 8-9am/ PE Pool</td>
<td>Power Pump 8-9am/ PE 120C</td>
</tr>
<tr>
<td>6:00 AM - 12:00 PM</td>
<td>Metabolism Music Train 9-10am/ PE 120C</td>
<td>30 Pilates/30 Yoga 8-9am/ PE 120C</td>
<td>Tai Chi 10-11am/ PE 120C</td>
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<tr>
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<td>Plates 10-11am/ PE 120C</td>
<td>Aqua Boost 9-10am/ PE Pool</td>
<td>Aqua Boost 9-10am/ PE Pool</td>
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<tr>
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<td>Acquatic Ex 10-11am/ PE Pool</td>
<td>Plates 10-11am/ PE 120C</td>
<td>Pilates 10-11am/ PE 120C</td>
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<tr>
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<td>Fit Over 11am-12pm/ PE 120C</td>
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<tr>
<td>12:00 PM - 6:00 PM</td>
<td>Yoga 12-1pm/ PE 120C</td>
<td>Amazing Ball 12-1pm/ PE 120C</td>
<td>Yoga 5-6pm/ PE 120C</td>
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<tr>
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<td>Spinning 12-1pm/ PE 120C</td>
<td>Plates 4-5pm/ PE 120C</td>
<td>Power Pump 6-7pm/ PE 120C</td>
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<td>Aqua Boost 5-6pm/ PE Pool</td>
<td>Sports Conditioning 6-7pm/ PE 120C</td>
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<tr>
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<td>Zumba 5-6pm/ PE 120C</td>
<td>5K Training 6-7pm/ PE Lobby</td>
<td>Aqua Zumba 7-8pm/ PE Pool</td>
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<tr>
<td></td>
<td>Kickboxing 7-8pm/ PE 120C</td>
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</table>

Note:
Any college or holiday closures will be available at each campus location.

Classes are subject to change. Please visit www.csmd.edu/go/fit for the most recent schedule.
Individual Quarterly Membership

The Individual Quarterly Membership includes:
- access to the fitness center and pool, a free equipment orientation, wellness programs when offered, and all GroupEX passport classes.
- Membership is valid for La Plata, Leonardtown, and Prince Frederick. Pool access (La Plata and Leonardtown only) includes use of the pool during scheduled open/lap swim times.

Prerequisite: Must be at least 16 years old to purchase membership.

**WFA-5740 tuition: $29 / fees: $103**

<table>
<thead>
<tr>
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</tr>
<tr>
<td>141651</td>
<td>Jun 1 – Aug 31</td>
<td>D117–LEON</td>
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Add on Individual Membership Ctr and Aquatic Membership

If you have purchased an Individual Quarterly Membership (WFA-5740), Add-On Individual Memberships are available for additional members of your family living at the same residence. This Add-On Membership allows all the same advantages of the Individual Quarterly Membership at a reduced price. The Add-On Membership includes: access to the fitness center and pool, a free equipment orientation, wellness programs when offered, and all GroupEX passport classes. Membership is valid for La Plata, Leonardtown, and Prince Frederick, and must be purchased for the same timeframe as the Individual Quarterly Membership. Pool access (La Plata and Leonardtown only) includes use of the pool during scheduled open/lap swim times. Add-On Members under the age of 16 must be accompanied by parent/legal guardian when using the facility. Add-On Members under the age of 12 are permitted to use the Pool only (no cost for children 2 and under), and must be accompanied by parent/legal guardian.

Prerequisite: Proof of residency is required to be eligible for the Add-On Membership. You may bring proof of residency (driver’s license, recent report card, school ID, utility bill, or other similar document) to the campus business office and register in person. If you are a returning student with a login for myCSMD, you may also register online after emailing proof of residency for the additional family member to conedops@csmd.edu and receiving a response with granted permission.

**WFA-5750 tuition: $20 / fees: $40**

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<td>141654</td>
<td>Jun 1 – Aug 31</td>
<td>D117–LEON</td>
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</table>
**WELLNESS**

**Self Defense Training for Women**
The Rape Aggression Defense System or R.A.D. is an international self-defense organization. It is a program that teaches realistic self-defense tactics and techniques for women. This training system is specifically designed for women who are willing to consider as a viable option, defense, in situations where their life is in jeopardy. The program starts with a personal safety discussion, which includes information focusing on awareness and risk reduction. Topics include safety in the home, the car, and while traveling. The majority of the time is spent practicing physical, self-defense techniques for all types of confrontations using different levels of force. Participation is strongly encouraged. You can work at your own pace. Prior experience is not necessary. This course is taught by a nationally certified R.A.D. instructor, and each student is provided with a workbook/reference manual that outlines the entire program for reference and continued personal growth.

**WFA-6190**  
tuition: $15  
fees: $84

| 141808 |  
| Sa | 1PM – 5PM |
| Apr 8 – Apr 15 |
| TBA – LAPL |

**Pilates (Level I)**
Join the power of Pilates and learn why so many swear by this total body toning system. Regardless of your current level of fitness, the Pilates method will serve to both condition your body and prevent injury. With the use of mat work, you will look to your body to create resistance - an amazing way to connect with and strengthen your core. This class challenges your stamina, flexibility and strength, as you flow through the exercises and deepen your body awareness with each movement.

**WFA-6200**  
tuition: $22  
fees: $54

| 141785 |  
| W | 5PM – 6PM |
| Mar 15 – May 24 |
| PE120C–LAPL |

| 141787 |  
| F | 10AM – 11AM |
| Mar 17 – May 26 |
| PE120C–LAPL |

| 141784 |  
| Tu Th | 10AM – 11AM |
| Apr 18 – May 23 |
| PE120C–LAPL |

**Pilates (Level II)**
Ready for more Pilates? After developing baseline strength and appropriate form in Pilates I, you are prepared to advance to more complex exercises with Pilates II. Learn how to modify your current exercise program and add basic equipment to appropriately challenge your more conditioned muscles.

Prerequisite: WFA-6200

**WFA-6210**  
tuition: $22  
fees: $54

| 141786 |  
| W | 8AM – 9AM |
| Mar 15 – May 26 |
| PE120C–LAPL |

**Hatha Yoga (Level I)**
Yoga is a holistic modality for the mind, body and spirit. Allow your Certified Instructor to act as your guide, introducing you to basic yoga postures, relaxation techniques, and deep breathing practices. These soothing benefits are achieved through a reduced blood pressure, improved flexibility and increased muscle tone.

**WFA-6220**  
tuition: $22  
fees: $54

| 141624 |  
| W | 12PM – 1PM |
| Mar 29 – May 31 |
| PFB102–PRIN |

| 141630 |  
| Sa | 9AM – 10AM |
| Apr 1 – Jun 10 |
| PFB102–PRIN |

| 141620 |  
| M | 12PM – 1PM |
| Apr 3 – Jun 12 |
| PFB102–PRIN |

| 141788 |  
| Tu | 12PM – 1PM |
| Mar 14 – May 23 |
| PE120C–LAPL |

| 141790 |  
| W | 9AM – 10AM |
| Mar 15 – May 26 |
| PE120C–LAPL |

| 141789 |  
| F | 5PM – 6PM |
| Mar 17 – May 26 |
| PE120C–LAPL |

| 141793 |  
| Sa | 10AM – 11AM |
| Mar 18 – Jun 3 |
| PE120C–LAPL |

| 141791 |  
| M Th | 8AM – 9AM |
| Mar 30 – May 1 |
| PE120C–LAPL |

| 141792 |  
| M Th | 8AM – 9AM |
| May 4 – Jun 12 |
| PE120C–LAPL |

| 141626 |  
| Sa | 9:15AM – 10:15AM |
| Apr 22 – Jul 1 |
| D114–LEON |
Hatha Yoga (Level II)
After gaining a foundation in yoga technique and basic postures, you are prepared to advance your workout to the next level. Modify your current postures and add new, intermediate-level, poses to progress your strength and flexibility. Then calm and rejuvenate your mind and body with a continuation of relaxation and deep breathing techniques learned in Hatha Yoga I.
Prerequisite: WFA-6220

**WFA-6230** tuition: $22 / fees: $54

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<th>Dates</th>
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<td>Tu</td>
<td>7PM</td>
<td>Mar 28 – May 30</td>
<td>PE120C–LAPL</td>
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Tai Chi (Level I)
Are you looking for a way to reduce stress and improve your fitness? Tai Chi provides all of the cardiovascular, muscular, and flexibility benefits of traditional exercise formats, without the impact on joints and stress on the heart. During this moving meditation, your Certified Instructor will guide you through gentle martial arts movements, using serene music and deep breathing techniques. You will leave class feeling fit and energized!

**WFA-6240** tuition: $22 / fees: $54

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<th>Time</th>
<th>Dates</th>
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<td>Mar 28 – May 30</td>
<td>D114–LEON</td>
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<td>141633</td>
<td>Tu</td>
<td>3PM</td>
<td>Jun 6 – Aug 15</td>
<td>D114–LEON</td>
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Tai Chi (Level II)
Take your Tai Chi program to the next Level as you progress through more challenging poses and transitions. Build on the series of movements learned in Tai Chi I, developing a mind-body connection and improved strength and balance through slow, conscious movement of the muscles and joints.

Prerequisite: WFA-6240

**WFA-6250** tuition: $22 / fees: $54

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<tr>
<td>141635</td>
<td>Tu</td>
<td>4PM</td>
<td>Jun 6 – Aug 15</td>
<td>D114–LEON</td>
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**WRITERS' WORLD**

**NEW Creating Comics 101**
Comics and graphic novels are an increasingly popular way to tell a story. Join us for Creating Comics and delve into the fundamentals of the comic book medium. Learn about panel to panel transitions, the relationship between the images and text, and the particulars of page layouts. This course is designed for beginning and intermediate visual artists, whether or not you have tried your hand at comics before or are simply interested in investigating how comics work. Students will need to buy the following materials for class: helix geometry set, comic book art drawing set and a comic book art board.

**AAA-7570** tuition: $10 / fees: $62

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<td>141458</td>
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<td>9AM</td>
<td>Apr 1 – Apr 8</td>
<td>CS117–LAPL</td>
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**NEW Write Your Story**
Join local author, speaker and national instructor Dwayne Ross as he invites you to learn how to write your own story and then turn that story into a creative novel, e-book, presentation, live webinar and more. Learn exactly what to do with the story once you have it written. Mr. Ross, will take you on a journey of discovery and how your story can make a difference in the lives of others. Take what you love or what has caused you pain and turn it into a profitable product. No writing experience necessary. Even if you don’t like to write you will learn that you can still write your story.

**AAA-7610** tuition: $10 / fees: $139

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<tr>
<td>141565</td>
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<td>Apr 29 – May 20</td>
<td>ST160–LAPL</td>
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42 CSM Personal Enrichment  | Spring 2017  | www.csmd.edu
KIDS’ COLLEGE (7 TO 10) / RISING TEENS “TWEENS” (9 TO 13)

Kids’ and Teen College

KIDS’ COLLEGE (7 TO 10)

COMPUTERS, GAMING AND VIDEO GAMING

Keyboarding for Kids
Learn the art of touch typing at the keyboard and develop the skills needed to complete schoolwork assignments. Participants will be introduced to the alphabetic keyboard and proper keyboarding techniques.
Prerequisite: Ages 7-10
AAY-8300 tuition: $28 / fees: $111
141404 Sa 9AM – 12PM Apr 22 - May 20  PFA109–PRIN

COOKING, CAKES AND DESSERTS

Family Cooking Dessert Style
Learn the basics in this course by creating and enjoying desserts and other sweet treats. With kids helping in the kitchen, cooking becomes an activity to create family bonds. Learn everything from what supplies are needed to get started and have a basic understanding of kitchen safety and how to make food such as cookies, custards, pies, or even desserts that do not require baking. *Register your child and the adult participates for free.
Prerequisite: Ages 7 - 10
KTC-5900 tuition: $18 / fees: $71
141399 Sa 1PM – 4PM May 13  CE119–LAPL

RISING TEENS “TWEENS” (9 TO 13)

Chinese Silk Painting
Learn the method of silk painting from China which has over 2,000 years of art history. Working with colored pigment and silk cloth learn how to incorporating birds, insects and flowers into delicate and intricate designs on hoops and scarves made from silk. Transferring your own sketch to the silk hoop or scarf using pencil, and explore the methods to complete the chosen project. Then the fun begins! Using a water color medium paint your own drawing on the silk. In the end you walk away with a beautiful painting in the style of Chinese art!
Prerequisite: Ages 9 - 13
KTC-6410 tuition: $10 / fees: $39
141397 Sa 9AM – 1PM Mar 18  B207–LEON

Art of Batik
Spend time together by learning the wonderful Batik method of art. Using this wonderful method which has been used for centuries used in the West, by painting with melted wax. Complete your own sketch using Persian imagery and learn the process of transferring that image to cloth. While discovering the methods and techniques in the Batik art form you will progress through the steps and have a project that will delight your eyes and make you smile! Register your child and bring an adult for free. *All children must be accompanied by an adult.
Prerequisite: Ages 9 - 13
KTC-6500 tuition: $14 / fees: $55
141396 Sa 9AM – 1PM Apr 1  B207–LEON
SPORTS AND ALL DAY CAMPS

Tennis Basic Skills Clinic I
Instruction regarding the basic skills for boys and girls will be covered in this three session clinic. Emphasis of instruction will be in the following areas: serve, volley, backhand, forehand, beginning strategies, scoring and court etiquette. Please dress appropriately for the weather, bring water and tennis racket.
Prerequisite: Ages 8-15
AAY-9620 tuition: $14 / fees: $58
141390 Sa 1PM - 4PM Apr 1 – Apr 15 WPGC
141391 Sa 1PM - 4PM Apr 29 – May 13 WPGC

TEENS’ COLLEGE (11 TO 14)

ARTS AND ACTIVITIES

Advanced Photography
Ready to take your photography skills to the next level? This course is for more advanced photographers who want to learn about lighting techniques, editing and building a photography portfolio that displays skills and interests. Practice traditional and current photography techniques in areas of portrait, fashion, landscape genres. *Bring a digital SLR camera and a USB drive to class.
Prerequisite: Ages 11-14
KTC-6300 tuition: $25 / fees: $114
141394 Sa 10AM – 1PM Apr 22 – May 20 PFA123–PRIN
141393 Sa 10AM – 1PM Apr 22 – May 20 ST158–LAPL

COMPUTERS, GAMING AND VIDEO GAMING

Keyboarding for Teens
Study the art of touch typing at the keyboard and develop the skills needed to complete schoolwork assignments. Learn the alphabetic keyboard and proper keyboarding techniques.
Prerequisite: Ages 11-14
AAY-8700 tuition: $28 / fees: $114
141405 Sa 9AM – 12PM Apr 22 – May 20 TBA–LEON

COOKING, CAKES AND DESSERTS

Home Economics in a Flash - Teens
The basic skills once taught in Home Economics class could be considered a lost art these days. Enroll for this week and learn the basics in a fast paced setting that allows you to be more independent and helpful. You will learn how to perform simple tasks such as sewing on a button, hemming a pair of pants and even ironing a shirt. Prepare a weekly menu and grocery list while inventorying the items already on hand in the kitchen cabinets. Bake brownies, cookies and more from scratch and taste test them compared to the store brand. Investigate ways to help out at home with chores, budgeting and even making dinner plans. This class will provide exposure to enrichment activities in the areas of following directions, reading, household skills, budgeting, research and comprehension. *Sharp objects may be used in class.
Prerequisite: Ages 11-14
KTC-5330 tuition: $41 / fees: $108
141406 Sa 9AM – 12:30PM Apr 1 – Apr 29 CE119–LAPL
Are you looking for a meaningful career but lack the necessary skills? Enroll now in one of our non-credit Career Development Training programs for hands-on, job-specific skills. Training is flexible. CSM offers daytime, evening, and weekend classes. These programs prepare you for a satisfying and successful career. Upon completion of a program, you are ready to impress employers with the skills they require for immediate hire. Our Career Services office will assist you when you start looking for work with building a résumé and developing solid interview skills. CSM is your partner to success. Take advantage of our strong relationship with area employers and our online Job Connections employment database.

### BUSINESS
- Administrative Assistant
- Bookkeeper
- Individual Tax Preparer

### CONSTRUCTION / TRADES
- Carpenter Helper and Technician
- Certified Structural Welder
- Electrical Helper and Technician
- Heating, Ventilation, and Air Conditioning (HVAC) Helper and Technician
- Home Improvement Contractor
- Home Inspector
- Plumber Helper and Technician

### HEALTHCARE
- Certified Clinical Medical Assistant
- Certified Medical Administrative Assistant
- Certified Nursing Assistant/Geriatric
- Nursing Assistant (CNA/GNA)
- Dental Assistant
- Electrocardiogram Technician
- Phlebotomy Technician

### REAL ESTATE
- Real Estate Agent

### TRANSPORTATION
- Commercial Truck Driver: Class A
- Commercial Truck Driver: Class B (with Passenger/School Bus Endorsement)

### INFORMATION TECHNOLOGY
- Certified Ethical Hacker (CEH)
- Certified Information Systems Security Professional (CISSP)
- Cisco CCNA, ICND 1 and 2
- CompTIA A+
- CompTIA Network+
- CompTIA Security+

### LEGAL
- Legal Secretary
- Paralegal

### VETERINARIAN ASSISTANT
- Veterinary Assistant

### HOSPITALITY
- Bartender
- Food Services Manager
- Meeting/Event Planner
- Wedding Coordinator

Additional Career Training provides many licensed or certified professionals and college graduates with the Continuing Education Units (CEUs), Continuing Professional Education units (CPEs), or Professional Development Units (PDUs) to maintain their licenses or continue their work. Also included are mandatory updates, renewals, and certificates mandated by the state to perform essential work. Various courses and certificates can also result in a new credential or advanced skills. Better credentials and skills create an advantage in today’s competitive job market, whether you are looking for a better job or promotion. Career training can include skill development courses, continuing education certificates, or courses to achieve a new national certification or license. For a certification and license listing, please call 301-539-4760. For Financial Assistance information, please see the general and registration pages at the back of the schedule.
BUSINESS

NEW Administrative Office Procedures and Technology
Discover the characteristics employers are looking for in an administrative professional and the skills required to meet the challenges in today's business environment. Become familiar with current technologies and advanced practices and procedures in office management. Topics include telephone/email etiquette, technology usage, file management and record keeping, minute/note taking, travel coordination, proofreading, meeting/event planning, and networking strategies. An overview of job information resources and interviewing skills will also be covered.

141505  Tu Th  6PM – 9:10PM
Apr 18 – Apr 25  A302-LEON

COMMUNICATIONS AND MARKETING

Spanish for the Workplace
The ability to communicate in Spanish in a simple yet effective way is a valuable skill in today's workplace environment. This course will provide students with the skills and confidence to verbally communicate with the Spanish-speaking population in their workplace. Students will learn easy phonetic pronunciations for basic terms and expressions to enhance their conversational skills. No prior Spanish experience is necessary. Textbook required.

139768  M W  6PM – 9:10PM
Mar 13 – Apr 3  CS100–LAPL

NEW Presentation Skills
A great presenter has two notable qualities: appropriate skills and personal confidence. Confidence comes from knowing what you want to say and being comfortable with your communication skills. Master the skills that will make you a better speaker and presenter.

141637  M W  6PM – 9:10PM
Apr 10 – Apr 24  BU111–LAPL

QuickBooks for Bookkeepers
This hands-on course is for entry level bookkeepers who want to learn the most popular small business accounting software. QuickBooks will enable you to set-up an accounting system, pay bills, produce invoices, keep track of payments received as well as supporting financial information for creating budgets, time tracking, revenue and expense tracking. Textbook and USB flash drive required.

141603  Tu Th  6PM – 9:10PM
Apr 25 – May 11  BI102–LAPL
HUMAN RESOURCES

SHRM Essentials of Human Resource Management

This program is a must for anyone managing people. Knowledge of the essentials can keep you and your company out of trouble, make you a better manager, improve workplace morale, help with performance management, and protect your company from needless litigation. Essentials of Human Resource Management is an exciting and informative introductory course with a broad overview of the human resource function. The course is designed for entry-level HR professionals, those exploring HR as a career field, and team leaders with supervisory accountability. It is also appropriate for HR professionals, such as staffing specialists, whose experience has been in a single function area. Core concepts include: Essentials of Human Resource Management, Employment Law in Your Workplace, Effective Recruitment and Selection Techniques, Basics of Compensation, Orienting and Training Your Employees, and Ensuring Quality Performance. Textbook included.

**BUS-6670** tuition: $326 / fees: $786

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<td>BUS-6670</td>
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<td>6PM – 9:10PM</td>
<td>Mar 27 – May 3</td>
<td>PFA118–PRIN</td>
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SHRM Learning System for SHRM-CP and SHRM-SCP Exam Preparation

Establish yourself as a globally-recognized human resource expert by earning the new standard in HR certification: SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP). These certifications demonstrate your HR knowledge and how you apply it in a variety of situations. This course is designed for HR professionals seeking certification exam preparation or desiring to update their knowledge. Individuals interested in developing their expertise in preparation for an HR career will also benefit. Course materials cover the entire SHRM Body of Competency and Knowledge (SHRM BoCK) involving eight key behavioral competencies (Leadership & Navigation, Business Acumen, Ethical Practice, Relationship Management, Consultation, Critical Evaluation, Global & Cultural Effectiveness and Communication) and one technical competency covering four HR knowledge domains (People, Organization, Workplace and Strategy). Textbook included.

**BUS-6640** tuition: $135 / fees: $324

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<td>May 22 – Jun 7</td>
<td>PFB222–PRIN</td>
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MANAGEMENT AND PROFESSIONAL DEVELOPMENT

NEW Basics of Supervision

This course is for new supervisors, anyone interested in a supervisory position, as well as those who are team leads or part-time supervisors without a great deal of authority. It is designed to help overcome many of the supervisory problems encountered as a workplace leader. Topics to be covered include the transition to supervisor, responsibilities, behaviors and attitudes, goal setting, short- and long-range planning, active listening techniques, communication skills, giving feedback and instructions, managing conflict and challenging situations, and developing relationships.

**BUS-5500** tuition: $108 / fees: $61

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<td>BUS-5500</td>
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<td>Mar 27 – Apr 10</td>
<td>ST227–LAPL</td>
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NEW Business Ethics

What exactly makes a decision ethical? The problem with ethics is that what may seem morally right (or ethical) to one person may seem appalling to another. This course will not provide easy ways to solve every ethical decision you will ever have to make. Learn how to define your ethical framework to make solving those ethical dilemmas easier. Explore tools that you can use when you are faced with an ethical decision. Identify techniques you can use so you do not get caught in an ethical quandary. Examine case studies so that you can practice making decisions in a safe environment.

**BUS-5510** tuition: $43 / fees: $26

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<td>BUS-5510</td>
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<td>6PM – 9:10PM</td>
<td>Mar 27 – Mar 29</td>
<td>BU111–LAPL</td>
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NEW  Time Management

Time is money, the saying goes, and lots of it gets lost in disorganization and disruption. We also deal with a constant barrage of technology, people, and tasks that can contribute to that disorganization. Many people find that they flit from one task to another, trying to get everything done. Learn how to make the most of your time by getting a grip on your workflow and office space, using your planner effectively, and delegating some of your work to other people.

BUS-5650  tuition: $43 / fees: $26
141636  M W  6PM – 9:10PM  Apr 3 – Apr 5  BU111–LAPL

NEW  Influential Leadership

Do you struggle to get your ideas heard or have trouble influencing others? Leadership is not based on a job or position title. Anyone can become a leader. Learn how being an influential leader can create success for you both professionally and personally. Enhance your leadership skills, design your professional and personal leadership strategy, and learn the essential steps for you to lead at your optimal level of influence.

BUS-5660  tuition: $259 / fees: $140
141639  M W  6PM – 9:10PM  Jun 5 – Jul 19  BU111–LAPL

PROJECT MANAGEMENT

Project Management (PMP) Exam Prep

This course is designed for experienced project management professionals who want to validate their knowledge, experience and skills. Students will prepare to take the PMI Project Management Professional (PMP) credential exam. The course is a comprehensive review of the five performance domains (initiating, planning, executing, monitoring and controlling, and closing) and the ten project management knowledge areas (integration, scope, time, cost, quality, human resource, communications, risk, procurement, and stakeholder management) as presented in the Project Management Body of Knowledge (PMBOK® Guide). Textbooks required.

Prerequisite: Students must submit an application and receive approval from PMI before you can take the PMP exam. Before applying for the exam, you must meet the following prerequisites: Have a secondary degree (high school diploma or the global equivalent) AND at least 7,500 hours of project experience OR a four-year degree AND at least 4,500 hours of project experience. Both prerequisites also require that you have 35 hours of project management education by the time you sit for the exam. Taking this course meets the project management education requirement. Please visit PMI's website for additional information (http://www.pmi.org/certification/project-management-professional-pmp.aspx).

BUS-9550  tuition: $631 / fees: $384
141698  Tu  6PM – 9:10PM  Mar 28 – May 4  C201–LEON
141698  Tu Th  6PM – 9:10PM  Mar 28 – Apr 20  PFA118–PRIN

COMPUTER AND INFORMATION TECHNOLOGY

COMPUTER BASICS

Computer Basics for the Office Professional

Anyone who is new to computers, re-entering the workforce, or needs a refresher on their basic computer skills should start with this course. Build a solid foundation that will enable you to take advantage of the technology being used in offices today. You will learn basic computer concepts in hardware, software, and networking, Windows skills for controlling programs and managing files, Internet skills for using web browsers, search providers, and online communication, cloud storage and file sharing online, and email basics. Textbook required.

ITS-7410  tuition: $194 / fees: $111
141708  Tu Th  6PM – 9:10PM  Mar 28 – Apr 20  PFA118–PRIN
COMPUTER AND INFORMATION TECHNOLOGY

Career Development

**IT SUPPORT**

**CompTIA IT Fundamentals**
CompTIA IT Fundamentals is designed for individuals who are considering a career in information technology (IT) or for those who work in an allied field that requires a broad understanding of IT. This course will help you learn more about the world of IT and provide the necessary entry-level skills to become a systems support professional. The skill and knowledge areas covered include core hardware components, peripherals and connectors, operating systems, common software applications and management best practices, networking technologies and wireless routers, mobile devices, security threats and best practices, workstation configuration, computer support and backups, and environmental and safety concepts. Upon successful completion of this course, students will be prepared to sit for the CompTIA IT Fundamentals certification exam. Earning this certification can be a stepping stone to more advanced certifications such as CompTIA A+, and, with specialized experience, CompTIA Network+ and Security+. Textbook required.

**ITS-7710**  
\[tuition: $225 / fees: $304\]

141710  
Sa 9AM – 4:30PM  
Mar 11 – Apr 22  
PFB118–PRIN

**A+ IT Technician Certification Prep**
Be an A+ certified computer technician! A+ certification is an industry recognized credential that certifies the competency of entry-level PC service specialists in the computer industry. Certification candidates in this course will have the unique opportunity to practice and study for the certification exams from a single, integrated source. Familiarity of operating systems up to Windows 7 required. ITS-7710 or equivalent education/work experience required. This course will help students prepare for the CompTIA A+ certification. Textbook required.

Prerequisite: ITS-7700, Computer Repair Technician; ITS-7710, CompTIA IT Fundamentals; or ITS-7280 and ITS-7290, Maintenance/Repair & Upgrading PCs I & II

**ITS-8080**  
\[tuition: $324 / fees: $351\]

141712  
Sa 9AM – 2:50PM  
May 6 – Jul 8  
PFB118–PRIN

141711  
M W 6PM – 9:10PM  
Mar 27 – May 17  
C214–LEON

**NETWORKING**

**VA CompTIA Network+**
Increase your knowledge and understanding of networking concepts and acquire the required skills to prepare for a career in network support or administration. This course will help students prepare for the CompTIA Network+ certification. Textbook required.

Prerequisite: Nine months of networking experience and A+ certification recommended.

**ITS-7900**  
\[tuition: $312 / fees: $398\]

141714  
M W 6PM – 9:10PM  
Apr 10 – Apr 26  
CE213–LAPL

Sa 9AM – 4:20PM  
Apr 15 – Apr 29  
CE213–LAPL

**CONTINUING EDUCATION CERTIFICATE**

**Network Administrator**

Program Prerequisite: CompTIA A+ certification or equivalent industry experience

**ITS-7900**  
CompTIA Network+
ITS-7910 CompTIA Security+
ITS-7860 Cisco CCNA, ICND 1
ITS-7870 Cisco CCNA, ICND 2

Information: 301-539-4760  |  Register online: www.csmd.edu/go/register
VA Cisco CCNA, ICND 1
Students interested in entering the networking field will learn the CCNA foundational topics. Learn the skills and knowledge necessary to install, operate, and troubleshoot a small branch office Enterprise network, including configuring a switch, a router, and connecting to a WAN and implementing network security. Students should be able to complete configuration and implementation of a small branch office network under supervision. This course will help students prepare for ICND 1 Exam for the CCENT certification. Textbook required.
Prerequisite: Basic computer literacy, PC operating system navigation skills, Internet usage skills, and basic networking skills including IP addressing knowledge
ITS-7860 tuition: $500 / fees: $701
141715 M W 6PM – 9:10PM Mar 13 – Apr 5 C201–LEON
Sa 8AM – 4:20PM Mar 18 – Apr 8 C201–LEON

VA Cisco CCNA, ICND 2
This course is designed for students who want to enter the networking field and have completed Cisco CCNA, ICND 1. This second part of the Interconnecting Cisco Networking Devices (CCNA) course provides the skills and knowledge necessary to install, operate, and troubleshoot a small to medium-size branch office Enterprise network, including configuring several switches and routers, connecting to a WAN and implementing network security. This course will help students prepare for the ICND2 Exam for the CCNA certification. Textbook required.
Prerequisite: Previous course completion
ITS-7870 tuition: $500 / fees: $701
141716 M W 6PM – 9:10PM Apr 24 – May 10 C201–LEON
Sa 8AM – 4:20PM Apr 29 – May 13 C201–LEON

OFFICE TECHNOLOGY

Microsoft Word Level 1
This course is designed to enhance word processing skills. This hands-on course gets started with the basic Word commands, and moves right into editing documents, formatting text, from simple paragraphs to the entire document. It also provides instruction on creating and formatting tables with calculations. Textbook and USB flash drive required.
Prerequisite: Strong keyboarding skills and experience using Windows version 7 or above is required.
OFC-5760 tuition: $86 / fees: $89
141594 Tu Th 6PM – 9:10PM May 2 – May 11 PFA118–PRIN

Microsoft Word Level 2
This course is designed to increase proficiency in word processing by providing instruction on illustrating documents using graphics, merging documents to create multiple page documents, incorporating styles using the style feature, using templates, and creating web pages. Textbook and USB flash drive required.
Prerequisite: Microsoft Word Level 1 experience
OFC-5770 tuition: $86 / fees: $89
141600 Tu Th 6PM – 9:10PM May 23 – Jun 1 PFA118–PRIN

Microsoft Excel Level 1
This course will cover fundamental Excel Skills. Topics include creating and editing worksheets, developing formulas and formatting values into worksheets/spreadsheets. Textbook and USB flash drive required.
Prerequisite: Strong keyboarding skills and experience using Windows version 7 or above is required.
OFC-5800 tuition: $86 / fees: $89
141506 Tu Th 6PM – 9:10PM Mar 28 – Apr 6 A301–LEON
Microsoft Excel Level 2
This course is the second in a series of three designed for creating worksheets/spreadsheets. It provides instruction on enhancing worksheets/spreadsheets, customizing the Quick Access Toolbar, automating worksheets, formatting borders, shadows and contrasting using Live Preview, creating formulas and using AutoSum. Textbook and USB flash drive required.
Prerequisite: Microsoft Excel Level 1 experience
OFC-5810 tuition: $86 / fees: $89
141507  Tu Th  6PM – 9:10PM
Apr 18 – Apr 27  A301-LEON

Microsoft Excel Comprehensive
This course is a comprehensive approach to learning Microsoft Excel and covers the introductory, intermediate and advanced skill levels of this application. This course will benefit administrative professionals seeking to enhance their skills and others who are interested in learning all three levels of Microsoft Excel in one course. Topics covered include creating, saving and editing workbooks, using templates, building formulas, and using cell references and ranges, using functions, formatting cells, importing, sorting and filtering data, using macros, building charts and using analysis tools, and inserting and formatting graphics. This course will also help prepare students for the Microsoft Office Specialist (MOS) certification exam in Excel. An e-textbook is provided as part of the course. Students have the option to purchase a paperback textbook. A USB flash drive is required to save your coursework.
Prerequisite: Basic keyboarding skills and experience using Windows 7 or above.
OFC-5610 tuition: $292 / fees: $177
141579  M W  6PM – 9:10PM
Apr 24 – Jun 5  A301-LEON

Microsoft PowerPoint Level 1
This course will cover fundamental PowerPoint skills in preparing slideshow presentations. It provides instruction on how to use the new Ribbon interface to customize and add animation to your presentations. Other topics include designing and developing diagrams and organizational charts. Textbook and USB flash drive required.
Prerequisite: Strong keyboarding skills and experience using Windows version 7 or above is required.
OFC-5740 tuition: $86 / fees: $89
141583  Tu Th  6PM – 9:10PM
May 9 – May 23  A301-LEON

Microsoft Access Level 1
This introductory course explores database management. It provides instruction on designing, developing and editing tables, datasheets; editing a database using the table and form views, modifying the basic design structure, creating queries, and generating basic reports and forms. Other topics include database terminology and relational databases. Textbook and USB flash drive required.
Prerequisite: Strong keyboarding skills and experience using Windows version 7 or above is required.
OFC-5780 tuition: $86 / fees: $89
141589  Tu Th  6PM – 9:10PM
May 30 – Jun 8  A301-LEON

NEW Introduction to iPad/iPhone for Business
Use your iOS device more efficiently for business on the go. Learn how to properly setup and manage email accounts, calendars, and contacts. Take control of your device's security with the proper settings and understand and explore file sharing and syncing. Discover useful productivity apps and accessories. Use your iOS device to its fullest potential.
Prerequisite: Students are required to bring their own iPad, iPhone or both to class.
ITS-6730 tuition: $54 / fees: $31
141729  Tu Th  6PM – 9:10PM
Apr 18 – Apr 20  CE216–LAPL
SECURITY

**CompTIA Security+**

CompTIA Security+ is for you if your job responsibilities include securing network services, network devices, and network traffic. Prepare for the CompTIA Security+ Certification examination by building on your knowledge and professional experience with computer hardware, operating systems, and networks. Topics include communication security, infrastructure security, cryptography, authentication, access control, external attack, and operational and organizational security. Successful students have networking and administrative skills in Windows-based Transmission Control Protocol/Internet Protocol (TCP/IP) networks and familiarity with other operating systems. This course will help students prepare for the CompTIA Security+ certification. Textbook required.

Prerequisite: Two years of technical networking experience with an emphasis on security and Network+ certification recommended.

**Certified Ethical Hacker (CEH) Exam Prep**

IT professionals will master an ethical hacking methodology that can be used in a penetration testing or ethical hacking situations. Learn 18 of the most current security domains any ethical hacker will ever want to know when planning to strengthen the information security posture of an organization. Over 270 attack technologies commonly used by hackers will be covered. This course prepares you to take the EC-Council Certified Ethical Hacker exam 312-50. It uses the official EC-Council curriculum and is taught by a certified EC-Council instructor in a dedicated cyber lab. Textbooks and exam voucher are included.

Prerequisite: Students should have one to two years of IT security experience, a strong working knowledge of TCP/IP, a working knowledge of Linux and strong Windows skills. CompTIA Network+ and Security+ certifications are strongly recommended. Students should take the CEH Skills Assessment prior to registering for this course: http://www.eccouncil.org/Training/ceh-assessment.

**Certified Information Systems Security Professional (CISSP) Exam Prep**

The Certified Information Systems Security Professional (CISSP) exam prep course is designed for information security professionals with five or more years of direct full-time security work experience (or four years with a four-year college degree). This experience must be in two or more of the eight domains of the CISSP Common Body of Knowledge (CBK). If you do not have the experience, you can become an Associate of (ISC)² by successfully passing the CISSP exam. You will have six years to earn your experience to become a CISSP. This certification exam prep course will cover the eight domains in the CBK: Security and Risk Management, Asset Security, Security Engineering, Communication and Network Security, Identity and Access Management, Security Assessment and Testing, Security Operations, and Software Development Security. Upon successful completion of this course, students will be ready to sit for the CISSP certification exam. Textbooks are included.
Security Assessment and Testing (Designing, Performing, and Analyzing Security Testing)

Risk assessment is a critical task to ensure an organization understands the risks it assumes when protecting the confidentiality, availability and integrity of its information systems. The NIST approach to risk assessment is, in the United States, the de-facto standard for risk assessment, as it directly affects the US federal government, and by extension, all organizations which process protected health information covered by the Health Insurance Privacy and Portability Act (HIPAA).

Prerequisite: Students should hold the Certified Information Systems Security Professional (CISSP) certification. For students who successfully complete this course, the college will submit 4 Group A Continuing Professional Education (CPE) credits to (ISC)² for approval.

ITS-6970  tuition: $40 / fees: $49
141722  Mar 27 – Apr 7  Online: myCSMD

Security Operations (Foundational Concepts, Investigations, Incident Management, and Disaster Recovery)

A review of the circumstances associated with many recent breaches suggest the compromises have a great deal in common. Threat actors, vulnerabilities, poor organizational risk assessment and inappropriate monitoring are all common themes. These case studies allow the common themes to be examined and assessed for their impact on the compromises. From this information, students can draw conclusions about how these issues are addressed inside their organizations.

Prerequisite: Students should hold the Certified Information Systems Security Professional (CISSP) certification. For students who successfully complete this course, the college will submit 4 Group A Continuing Professional Education (CPE) credits to (ISC)² for approval.

ITS-6980  tuition: $40 / fees: $49
141724  Apr 10 – Apr 21  Online: myCSMD

Software Development Security (Understanding, Applying, and Enforcing Software Security)

Many organizations successfully implement testing practices to ensure software performs the essential business functions for which it was designed. However, many organizations are less successful at developing testing strategies and processes designed to deliberately compromise software. Successful testing both improves the level of confidence that software is free from vulnerabilities, either intentionally designed into the software or accidentally inserted at any time during its life cycle, and that the software functions in the intended manner.

Prerequisite: Students should hold the Certified Information Systems Security Professional (CISSP) certification. For students who successfully complete this course, the college will submit 4 Group A Continuing Professional Education (CPE) credits to (ISC)² for approval.

ITS-6990  tuition: $40 / fees: $49
141725  Apr 24 – May 5  Online: myCSMD
BUILDING MAINTENANCE

NEW Building Maintenance Technician Part 1
All buildings need maintenance. From caring for the floors to minor repairs and equipment maintenance, the facility worker is expected to keep the building functioning and the occupants safe and comfortable. This training will focus on locks and key systems, the care of floors, and other surfaces. Job safety will be stressed in all facets of this training and the trainees will discuss the proper time to call in a professional to examine or repair these systems. Proper use of basic tools will be discussed. The operation, maintenance, and adjustment of basic lock mechanisms will be demonstrated. Key control, master key systems, panic bars, and other accessories for building security will be discussed. Trainees will discuss the tasks involved in daily, routine maintenance of floors and above-the-floor surfaces. Step-by-step methods to use in caring for various floors and floor coverings will be demonstrated. The cleaning of walls, windows, furniture, and other surfaces that require maintenance in commercial buildings will also be demonstrated.

TEC-8310 tuition: $333 / fees: $389
141865 M W 6PM – 9PM
Mar 27 – May 15 REGI

NEW Project Supervision I, Part 1
A successful construction project requires diligent supervision. In this course, trainees review the history, trends, and economic conditions affecting the construction industry, as well analyze the functions of management, company policies and procedures, evaluation of supervisor performance, successful leadership, effective communication, on-the-job training, performance appraisals, managerial decision making and problem solving, implementation of future actions, safety, costs associated with accidents, accident investigation, and quality control.

Prerequisite: TEC-9300, Construction Trades Core Skills

TEC-8380 tuition: $333 / fees: $259
141876 Tu Th 6PM – 9PM
Mar 28 – May 16 REGI

CARPENTRY

CONTINUING EDUCATION CERTIFICATE

Carpentry Helper

TEC-5900 Carpentry I, Part 1
TEC-5910 Carpentry I, Part 2
Required before entering certificate: TEC-9300 Construction Trades Core Skills

Carpentry I, Part 1
Do you possess the following characteristics: professionalism, honesty, loyalty, willingness to learn and communicate, and a positive attitude? These are the characteristics of a successful carpenter. In this four-level curriculum, students are introduced to the construction trade; building materials, fasteners, and adhesives; hand and power tools; construction drawings, specifications, and layout. Textbook required.

Prerequisite: TEC-9300, Construction Trades Core Skills

TEC-5900 tuition: $432 / fees: $538
141879 M W F 8AM – 2PM
Jun 19 – Jul 21 REGI

Carpentry I, Part 2
Did you know that different building framing systems are used for construction in different parts of the country? Economic conditions, availability of building materials, and climate contribute to the reasons for different framing and roofing systems. In Part 2 of this NCCER curriculum, you will explore floor and wall systems, ceiling joist and roof framing; building envelope systems; and stair layout. Students will demonstrate their ability to layout and frame walls, floors, and rafters. Textbook Required.

Prerequisite: TEC-5910, Carpentry I, Part 1

TEC-5910 tuition: $432 / fees: $538
141852 M W F 8AM – 2PM
Apr 3 – May 5 REGI
ELECTRICAL

CONTINUING EDUCATION CERTIFICATE

Electrical Helper

TEC-7860 Electrical I, Part 1
TEC-7870 Electrical I, Part 2

Required before entering certificate:
TEC-9300 Construction Trades Core Skills-General

$ VA Electricity I, Part 1

Students will be introduced to electrical theories including Ohm’s Law as applied to DC series circuits, and Kirchhoff’s Voltage and Current Laws. Other topics include OSHA mandated safety rules and regulations of electricians and an introduction to National Electric Code (NEC). Through lecture and hands-on experience, students will learn conduit bending and installations; the safe installation of hardware used by electricians to mount and support various electrical components; how to properly install raceways, boxes and fittings; and the proper wiring techniques for the installation of conductors. There will be an emphasis on the appropriate NEC requirements in each lab exercise. Textbook required.

Prerequisite: TEC-9300, Construction Trades Core Skills

TEC-7860 tuition: $440 / fees: $405

141888 M W F 8AM – 2PM
Jun 19 – Jul 21 REGI

$ VA Electricity I, Part 2

A continuation of Electricity I, this course includes using electrical test equipment and an introduction to electrical blueprints and electrical wiring. The wiring module of the course includes commercial, industrial, and residential wiring. There will be an emphasis on the appropriate NEC requirements in each lab exercise. Textbook required.

Prerequisite: TEC-7860, Electricity I, Part 1

TEC-7870 tuition: $440 / fees: $405

141853 M W F 8AM – 2PM
Apr 3 – May 5 REGI

Master Electrician Exam Prep

The state of Maryland requires a Master Electrician license in order to provide electrical services. Electricians who have the requisite experience and are planning to attempt the Electrician exam will find this course most beneficial. Electrical calculations such as may be encountered on the job site and the exam will be a focal point of the training. Electrical trade terminology and regulations will also be discussed. The responsibilities of the Master Electrician and the duties of the “Authority Having Jurisdiction” will be covered in detail. Students will be expected to bring a current copy of the National Electric Code to each class session. Textbook required.

TEC-8120 tuition: $444 / fees: $276

141875 M W F 6PM – 9PM
Mar 27 – May 10 REGI

NEC Code Refresher

The National Electric Code is a regionally adopted standard for the safe installation of electrical wiring and equipment in the United States. If you work with electricity, you need to extend your knowledge of this code and some of the recent changes that have been introduced. In this course, students will review the most widely used sections of the NEC and discover how to apply them in situations that are encountered on the job. Emphasis will be placed on sections of the code that have undergone recent revisions, such as article 250 on grounding and bonding, and the new Article 406 that deals with receptacles, cord connectors, and attachment plugs. Items such as the new requirements for flash protection marking, panic hardware in Article 110, and new safety rules for motor disconnect locations in Article 430 will be discussed. This 10-hour class will also satisfy the requirement for 10 hours of electrical continuing education for those counties that are requiring it for license renewal. Students will be expected to bring a current copy of the NEC or the NEC Handbook to class.

TEC-9840 tuition: $41 / fees: $134

139883 Sa 8AM – 2PM
Mar 11 – Mar 18 REGI

141833 Sa 8AM – 2PM
Apr 8 – Apr 15 REGI

141832 Tu Th 6PM – 8PM
Apr 13 – Apr 27 REGI

141834 Sa 8AM – 2PM
May 13 – May 20 REGI
GENERAL CONSTRUCTION

CONSTRUCTION TRADES Core Skills

Imagine the pride of looking at a finished building and knowing that you helped build it. The construction trades can be a rewarding, fulfilling career that will continue to be in demand. Whether your goal is to be a carpenter, HVAC technician, electrician, plumber, or welder, there are certain skills that are common to all of the trades. In this course you will explore those skills. The students will discuss basic construction site safety, including the use of personal protective equipment (PPE), OSHA policies, and the causes of accidents. The use of construction math will be reviewed. Hands-on instruction in the proper and safe use of hand and power tools will be given along with an introduction to construction drawings (blueprints). Basic employability and communication issues will also be discussed, such as critical thinking, problem solving skills, self-presentation, sexual harassment, stress, and substance abuse. Textbook required.

TEC-9300 tuition: $411 / fees: $339

141858 M W F  8AM – 2PM  Apr 3 – May 5  REGI
141377 Tu Th  6PM – 9PM  Apr 13 – Jul 13  REGI
141378 M W  6PM – 9PM  Apr 17 – Jul 12  REGI
141857 M W F  8AM – 2PM  May 8 – Jun 12  REGI

Successful Construction Contracting

Are you considering starting your own business? The number one factor in starting any construction business is risk, ranging from overhead, estimating and expenses, to bidding, and project management skills. In this course, you will gain the training and knowledge to successfully run a construction business. Topics include: operating capital, job cost records, payroll, computer programs, marketing, competitive bidding, design/build, cost planning, figuring overhead and profit, construction contracts, labor and materials, subcontractors and suppliers, and working with clients and building inspectors. Construction industry experience strongly recommended. Textbook required.

TEC-5100 tuition: $444 / fees: $276

141878 Tu Th  6PM – 9PM  Mar 28 – Jun 6  REGI

NEW  Project Management I, Part 1

In part one of this course, trainees analyze the characteristics of a project manager, basic functions of and ethical approaches to project management, and common construction delivery systems. Project managers recognize the need for and the manager’s role in an effective job site safety and loss prevention program. Trainees will identify potential areas for loss and evaluate risks, methods of risk control, and understand OSHA’s Focused Inspection Program. Other topics include workforce expectations, stakeholder identification, effective communication, human relations, leadership, mentoring and coaching, behavioral interview techniques, problem-solving techniques, negotiation, dispute resolution, insurance requirements, and change order processes.

TEC-8400 tuition: $426 / fees: $273

141877 M W  6PM – 9PM  Mar 27 – Jun 5  REGI

NEW  Commercial Heating and Air Conditioning

Trainees in this course will be introduced to commercial hydronic and airside systems and basic maintenance of these systems. Topics include basic properties of water, water pressure and water movement through piping systems, various types and components of commercial hot-water heating and chilled-water cooling systems, and examinations of system functions. Trainees will learn about air distribution systems divided into comfort heating and cooling zones, system types, air terminals, and air source equipment and accessories. Basic maintenance tasks, such as lubrication and belt installation, as well as maintenance inspections of gas furnaces and common cooling/heat pump systems are also discussed.

TEC-8420 tuition: $333 / fees: $389

141870 M W  6PM – 9PM  Mar 27 – May 15  REGI
NEW  Fundamentals of Crew Leadership
The construction industry relies on leadership to execute successful construction projects. In this course, trainees will examine the modern construction industry, business organizations, team building, gender and minority issues, communication, motivation, problem solving, decision making, safety, and project control. Other topics include training, language barriers, employee harassment, substance abuse, leadership styles, employee motivators, successful team building, safety programs and training sessions, accident investigations, estimating and budgeting, scheduling, and production and productivity.

TEC-8430  tuition: $119 / fees: $117
141871  Tu Th 6PM – 9:15PM
Mar 28 – Apr 11  REGI

CONSTRUCTION TRADES Career Development

**NEW** HVAC I, Part 2
This course is a continuation of HVAC I, Part 1. Topics in this part of the course include: basic electricity, an introduction to heating systems; and an introduction to cooling systems. There will be an emphasis on safety in each lab exercise. Textbook required.
Prerequisite: TEC-7960, HVAC I, Part 1

TEC-7970  tuition: $440 / fees: $405
141854  M W F 8AM – 2PM
Apr 3 – May 5  REGI

**NEW** CFC Certification Prep
This certification is mandatory for anyone working with CFC (chlorofluorocarbons) refrigerant. Participants will review the requirements of the Environmental Protection Agency (EPA) in 40 CFR Part 82 - Protection of Stratospheric Ozone. Information for certification according to EPA regulations as a Type I, II, and III (Universal) Refrigeration Technician will be covered. At the conclusion of the lecture, students will take the CFC Exam. Textbook provided.

TEC-5380  tuition: $88 / fees: $117
141869  Sa 8AM – 12:30PM
May 6 – May 20  REGI

HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

CONTINUING EDUCATION CERTIFICATE
Heating, Ventilation, and Air Conditioning (HVAC) Helper

TEC-7960 HVAC I, Part 1
TEC-7970 HVAC I, Part 2

Required before entering certificate:
TEC-9300 Construction Trades Core Skills-General

$  VA  HVAC I, Part 1
HVAC I introduces the student to the basic principles of heating, ventilating, and air conditioning. Topics in this part of the course include: trade mathematics; tools of the HVAC trade; copper and plastic piping practices; soldering and brazing; and ferrous metal piping practices. There will be an emphasis on safety in each lab exercise. Textbook required.
Prerequisite: TEC-9300, Construction Trades Core Skills

TEC-7960  tuition: $440 / fees: $405
141895  M W F 8AM – 2PM
Jun 19 – Jul 21  REGI

$  VA  HVAC I, Part 2
HVAC I, Part 2
This course is a continuation of HVAC I, Part 1. Topics in this part of the course include: basic electricity, an introduction to heating systems; and an introduction to cooling systems. There will be an emphasis on safety in each lab exercise. Textbook required.
Prerequisite: TEC-7960, HVAC I, Part 1

TEC-7970  tuition: $440 / fees: $405
141854  M W F 8AM – 2PM
Apr 3 – May 5  REGI

NEW  HVAC Control Systems Troubleshooting
HVAC service technicians diagnose control system problems using multi-meters and/or wiring diagrams. Exercises also include troubleshooting control systems when no tools or diagrams are available. Textbook required.
Prerequisite: TEC-7990, HVAC II, Part 2

TEC-8060  tuition: $270 / fees: $135
141872  Sa 8AM – 3PM
Apr 1 – Apr 29  REGI
HVAC Installation Fundamentals
Quality HVAC installation is an investment that will enhance comfort while saving money over the life of a system. Upon successful completion of this course, the student should be able to perform techniques and procedures to install new systems, retrofit systems, and do an initial start-up and check-out of an air conditioner or heat pump. Electrical basics for the supply of an HVAC system will be reviewed, and the proper use of hand tools common to the HVAC trade will be discussed. The proper sizing of refrigerant lines will be demonstrated, and the optimum location of equipment will be illustrated. Textbook required.

TEC-9710  tuition: $148 /  fees: $200

141874  Sa  8AM – 2PM
        May 6 – Jun 3

HOME IMPROVEMENT

Maryland Home Improvement License Exam Prep
Home improvement contractors attending the exam prep training will become familiar with the information needed to prepare for the Maryland Home Improvement License Exam. Topics include Home Improvement Law, the Door-to-Door Sales Act, and business and employee law. Textbook is required.

TEC-7560  tuition: $111 /  fees: $69

141835  Tu Th  6PM – 9PM
        Mar 28 – Apr 11

141836  Tu Th  6PM – 9PM
        May 2 – May 16

HOME INSPECTION

$ Home Inspection Training
This course meets the requirements for home inspection pre-licensure for the State of Maryland as a provision of law under the Business Occupational and Professions Article, Annotated Code of Maryland, ‘ 16-3A-03(1). The home inspection profession has grown rapidly over the last several years. More homebuyers use home inspectors to evaluate the condition of their prospective purchases. This course covers the basics of home inspection as required to be a licensed home inspector in the State of Maryland. These topics include the following systems: structural, exterior, interior, roofing, plumbing, electrical, air conditioning, insulation and ventilation, fireplace and solid burning systems, and heating. Students must also pass a test given by DLLR in addition to successfully completing this class before applying for their license. Textbook required.

TEC-5670  tuition: $599 /  fees: $326

141379  Sa  8AM – 5PM
        Apr 1 – Jun 10

141376  M W  6PM – 9PM
        Apr 24 – Jul 26

PLUMBING

CONTINUING EDUCATION CERTIFICATE

Plumbing Helper

TEC-9860 Plumbing I, Part 1
TEC-9870 Plumbing I, Part 2

Required before entering certificate:
TEC-9300 Construction Trades Core Skills- General
CONSTRUCTION TRADES

Plumbing I, Part 1
The average person uses an estimated 100 gallons of water per day. In a consumer society, our needs will grow exponentially with population growth, and plumbers will be in demand. Students in this four-level plumbing course will be introduced to the plumbing trade; learn plumbing safety and proper use of the tools of the trade; gain an introduction to plumbing math and plumbing drawings; learn how to properly measure, cut, join, and support plastic pipe and fittings. Lab exercises emphasize proper safety equipment and procedures. Textbook required.
Prerequisite: TEC-9300, Construction Trades Core Skills

TEC-9860  tuition: $440 / fees: $405
141892  M W F  8AM – 2PM
Jun 19 – Jul 21
REGI

Plumbing I, Part 2
The ancient Romans invented the aqueduct, a man-made system of conveying water for personal and public use. In this modern-day course, Plumbing I, Part 2, students will learn how to properly size, cut, join, install, and test copper tubing and fittings; explore material properties, joining, and testing of cast-iron pipe, valves, and fittings; perform proper techniques of measuring, cutting, threading, joining, and hanging steel pipe and fittings; discover the proper application of code-approved fixtures and materials, drain, waste, and vent systems, and gain an introduction to water distribution systems. Lab exercises emphasize proper safety equipment and procedures. Textbook required.
Prerequisite: TEC-9860, Plumbing I, Part 1

TEC-9870  tuition: $440 / fees: $405
141855  M W F  8AM – 2PM
Apr 3 – May 5
REGI

WELDING

CONTINUING EDUCATION CERTIFICATE
Certified Structural Welder

TEC-5810 Fundamentals of Welding Certified Training
TEC-5820 Intermediate Stick Welding Certified Training
TEC-5850 Advanced Shielded Metal Arc Welding – Pipe

CONTINUING EDUCATION CERTIFICATE
Certified MIG Welder

TEC-5810 Fundamentals of Welding Certified Training
TEC-5830 Intermediate MIG Welding Certified Training
TEC-5860 Advanced Gas Tungsten (MIG) Arc Welding – Pipe

CONTINUING EDUCATION CERTIFICATE
Certified TIG Welder

TEC-5810 Fundamentals of Welding Certified Training
TEC-5840 Intermediate TIG Welding Certified Training
TEC-5870 Advanced Gas Tungsten (TIG) Arc Welding – Pipe
**Fundamentals of Welding Certified Training**

Learn about oxyfuel gas tungsten arc, gas metal arc, and shielded metal arc welding processes. Topics include welding safety, cutting operations, operating oxyfuel and cutting equipment, basic welding symbols and codes, common alloy metallurgy, welding inspection methods, and groove and fillet welds on carbon steel. Textbook required.

Prerequisite: TEC-9300, Construction Trades Core Skills

**TEC-5810**  
tuition: $185 / fees: $574

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**Intermediate MIG Welding Certified Training**

Learn Gas Metal Arc MIG Process and Flux-Core Welding. Topics include proper adjustment of equipment and making fillet and groove welds in all positions on carbon steel utilizing the MIG welding process. Textbook required.

Prerequisite: TEC-5810, Fundamentals of Welding Certified Training

**TEC-5830**  
tuition: $185 / fees: $574

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**Intermediate Stick Welding Certified Training**

Discover Shielded Metal Arc Stick Process welding. Topics include safety inspection of equipment and accessories, preparation of materials, and welding of fillet and groove welds in carbon steel using E7018 electrodes in all positions. Textbook required.

Prerequisite: TEC-5810, Fundamentals of Welding Certified Training

**TEC-5820**  
tuition: $185 / fees: $574

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**Intermediate TIG Welding Certified Training**

Learn Gas Tungsten Arc TIG process welding. Topics include proper set up of welding equipment and demonstrating flat, vertical, and horizontal fillet and groove welds on carbon, stainless steel, and aluminum. Textbook required.

Prerequisite: TEC-5810, Fundamentals of Welding Certified Training

**TEC-5840**  
tuition: $185 / fees: $574

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**Advanced Shielded Metal Arc Welding - Pipe**

Learn advanced methods in pipe Shielded Metal Arc process welding. Topics include tacks and feather edging, filler metal angles and manipulations for open root pipe welding, safety inspection processes of equipment and accessories, and pad welds in 2G, 5G, and 6G positions with E6010 and E7018.

Prerequisite: TEC-5820, Intermediate Stick Welding Certified Training

**TEC-5850**  
tuition: $185 / fees: $574

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Advanced Gas Metal (MIG) Arc Welding - Pipe
Learn advanced methods in the Gas Metal Arc (MIG) welding process on pipe. Topics include proper tacks and feather edging, filler metal angles, and manipulations for open root pipe welding and solid wire short circuit transfer GMAW down bead root with flux cored wire hot and fill passes upward progression.
Prerequisite: TEC-5830, Intermediate MIG Welding Certified Training

TEC-5860  tuition: $185 / fees: $574
141380  Tu Th  6PM – 9PM
May 4 – Jun 27  REGI
141846  Tu Th Sa  8AM – 2PM
May 16 – Jun 8  REGI

Advanced Gas Tungsten (TIG) Arc Welding Pipe
Discover advanced methods in the Gas Tungsten Arc (TIG) welding process on pipe. Topics include proper tacks and feather edging, filler metal angles, and manipulations for open root pipe welding, solid wire short manual feed GTA welding root, hot and fill passes.
Prerequisite: TEC-5840, Intermediate TIG Welding Certified Training

TEC-5870  tuition: $185 / fees: $574
141382  Tu Th  6PM – 9PM
May 4 – Jun 27  REGI
141848  Tu Th Sa  8AM – 2PM
May 16 – Jun 8  REGI
EARLY CHILDHOOD PROFESSIONAL DEVELOPMENT

ADA Compliance & Breast Feeding Support
This course is designed to provide child care and education professionals with information, strategies, and resources for developing and implementing an early childhood education environment that is inclusive to all children and families. Including an overview of the state regulation, guidelines, and resources to support the practice of breastfeeding and provide related resources for families within a child care program.
Topics include: Requirement of Americans with Disabilities Act (ADA); inclusionary practices based on national standards and best practices; benefits of breast feeding, normalizing breastfeeding, breastfeeding friendly child care policy, environment and practices, and supportive local, state, and national information and resources.
Prerequisite: 16 years or older
ECE-6070 tuition: $8 / fees: $31
141387 Sa 9AM – 12:30PM Apr 1 TBA–LEON

PRE-SERVICE FAMILY CHILD CARE TRAINING MODULES

Family Child Care Pre-Service
This class satisfies state training requirements for Family Child Care applicants and new providers to start and operate a home-based child care business. Includes a total of 24 clock-hours of training in each of the state approved Core of Knowledge areas: Child Development, Curriculum, Health, Safety & Nutrition, Special Needs, Professionalism, and Community. You must successfully complete all course requirements to receive a certificate.
Prerequisite: Ages 16+
ECE-6060 tuition: $42 / fees: $168
141385 Sa 8AM – 5PM Apr 22 – May 6 PFA209–PRIN
141386 Sa 8AM – 5PM Jun 3 – Jun 17 ST160–LAPL

FITNESS AND WELLNESS

Group Fitness Fundamentals
This course prepares the fitness enthusiast for the American Council on Exercise (ACE) Group Fitness Instructor certification examination. Content knowledge and practical experience will be provided to individuals who have the desire to teach safe and effective group fitness exercise classes. A variety of group fitness classes will be introduced such as step, yoga, circuit training, kickboxing, water exercise, cycling, and use of resistance equipment. Lectures will consist of basic anatomy, physiology and kinesiology, class development and organization (working with music, developing & breaking down combinations, transitions between movements, and cueing), and the role of the group fitness professional.
WFA-5010 tuition: $350 / fees: $94
141746 W 5PM – 9:30PM Mar 22 – May 31 ST109–LAPL
HEALTHCARE

HEALTHCARE

ALLIED HEALTH

CONTINUING EDUCATION CERTIFICATE

Certified Clinical Medical Assistant

HTH-5330 Introduction to Clinical Medical Assisting
HTH-5340 Basic Procedures for Medical Assisting
HTH-5350 Advanced Procedures for Medical Assisting
HTH-6620 American Heart Association Basic Life Support for Healthcare Professionals

CONTINUING EDUCATION CERTIFICATE

Electrocardiogram Technician

HTH-5000 Introduction to Healthcare
HTH-5120 ECG Tech Training
HTH-5130 ECG Analysis
HTH-5770 ECG Practicum
HTH-6620 American Heart Association Basic Life Support for Healthcare Professionals

CONTINUING EDUCATION CERTIFICATE

Phlebotomy Technician

HTH-5000 Introduction to Healthcare
HTH-7210 Phlebotomy Technician
HTH-7250 Phlebotomy Technician Practicum
HTH-6620 American Heart Association Basic Life Support for Healthcare Professionals

Introduction to Healthcare

Are you looking for a career in healthcare? Obtain the tools to develop the personal, professional and workplace skills necessary to succeed in today’s healthcare industry. Learn the healthcare system, it’s structure, laws, ethics, economics and patient care skills. You have the opportunity to learn and practice hands on patient care skills in our health education laboratories. The course ends with an overview of the most in demand healthcare career fields. Textbook required. Important note: Content is presented in the classroom, health laboratory and online settings. You will be required to meet in the classroom on the days shown and work in the online classroom for additional hours.

HTH-5000 tuition: $339 / fees: $210

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Section Code</th>
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<tbody>
<tr>
<td>141756</td>
<td>Tu Th</td>
<td>6PM – 9:30PM</td>
<td>Apr 4 – Apr 27</td>
<td>PFB201-PRIN</td>
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<td>141750</td>
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<td>Apr 3 – Apr 26</td>
<td>CE203-LAPL</td>
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<td>141755</td>
<td>Sa</td>
<td>9AM – 3:30PM</td>
<td>Apr 8 – Apr 29</td>
<td>B213-LEON</td>
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</table>

ECG Skills for Pre-Hospital Providers

Students will learn basic knowledge and skills needed to perform electrocardiograms (ECG’s); including operating an ECG machine, preparing the patient for placement of the leads and documentation of the ECG tracings. The course is designed to expand the abilities and skills of the pre-hospital provider. Maryland EMTs, CRTs and Paramedics completing this course will earn up to 15 hours of continuing education and/or refresher credits towards re-certification.

EMS-5120 tuition: $99 / fees: $51

<table>
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<th>Course Code</th>
<th>Days</th>
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<td>141760</td>
<td>Tu Th</td>
<td>5PM – 9:15PM</td>
<td>May 2 – May 11</td>
<td>PFA239-PRIN</td>
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</table>
ECG Analysis for Pre-Hospital Providers

Learn the basic knowledge and techniques necessary to interpret common cardiac arrhythmias, such as sinus, atrial, junctional and ventricular dysrhythmias. Participants will develop skills in reading and analyzing electrocardiogram (ECG) tracings. Maryland CRT's, EMT's and Paramedics completing this course will earn up 15 hours of refresher or continuing education credits towards recertification. Textbook required.

**EMS-5130**
- Tu Th 5PM – 9:15PM
- May 16 – May 25
- PFA239–PRIN
- EMS-5130 tuition: $99 / fees: $70

### ECG Technician Training

Students will learn basic knowledge and skills to take electrocardiograms (ECG), including operating an ECG machine, preparing the patient, placing the leads, and recording the tracings. This course is designed to expand the abilities of multi-skilled workers in hospitals, nursing homes, and healthcare facilities. Textbook required.

**Prerequisite:** HTH-5000 Introduction to Healthcare; Student must also register for HTH-5120 and HTH-5770 when registering for this class; High school diploma or equivalent required for certification exam; Background check, drug screen and medical and administrative documentation must be done prior to HTH-5770.

**HTH-5120**
- Tu Th 5PM – 9:15PM
- May 2 – May 11
- PFA239–PRIN
- HTH-5120 tuition: $99 / fees: $70

### ECG Analysis

Learn the basic knowledge to interpret common cardiac arrhythmias, including sinus, atrial, junctional, and ventricular dysrhythmias. Participants will develop skills in reading and analyzing electrocardiogram (ECG) tracings. Textbook required.

**Prerequisite:** HTH-5120 ECG Technician Training; Student must also register for HTH-5120 and HTH-5770 when registering for this class; High school diploma or equivalent required for certification exam; Background check, drug screen and medical and administrative documentation must be done prior to HTH-5770.

**HTH-5130**
- Tu Th 5PM – 9:15PM
- May 16 – May 25
- PFA239–PRIN
- HTH-5130 tuition: $99 / fees: $70

### ECG Technician Practicum

During this practicum, students demonstrate application of comprehensive knowledge and skills of ECG technicians in a health care facility or clinic after completing the technician and analysis courses. Course culminates in sitting for national certification. Clinical hours will be scheduled during daytime work hours in conjunction with a local healthcare facility.

**Prerequisite:** HTH-5120 ECG Technician Training; HTH-5130 ECG Analysis; Student must also register for HTH-5120 and HTH-5130 when registering for this class; High school diploma or equivalent required for certification exam; Background check, drug screen and medical and administrative documentation must be done prior to HTH-5770. An active American Heart Association Basic Life Support for Health Care Providers card is required prior to the start of this course.

**HTH-5770**
- Tu Th 5PM – 9:15PM
- May 16 – May 25
- PFA239–PRIN
- HTH-5770 tuition: $163 / fees: $342

### Phlebotomy Technician

Enter the field of Phlebotomy. Learn about collection, preparation, and transportation of blood samples using aseptic techniques and procedures. Gain an understanding of patient safety, basic anatomy, infection control, patient preparation, and ethical considerations associated with venipuncture. With this course you will develop in-depth knowledge about working as a phlebotomist in a hospital, doctor's office, laboratory, and in both inpatient and outpatient settings. Textbook required.

**Prerequisite:** HTH-5000, Introduction to Healthcare; Student must also register for HTH-7250 when registering for this class; High school diploma or equivalent required for certification exam; Background check, drug screen and medical and administrative documentation must be done prior to HTH-7250.

**HTH-7210**
- Tu Th 5PM – 8:30PM
- Mar 27 – May 10
- PFA223–PRIN
- HTH-7210 tuition: $327 / fees: $423
HEALTHCARE

Phlebotomy Technician Practicum
Get hands-on, practical experience in the Phlebotomy field. Learn more about collection, preparation, and transportation of blood samples by observing in the workplace. An opportunity to continue practicing your skills, this course is designed to get you started on your way towards certification as a phlebotomy technician. Course culminates in sitting for national certification. The phlebotomy practicum is scheduled as 90 hours completed in two week increments during daytime work hours. Health Data forms, social media contract, and an online background investigation are required. These forms can be found on the Workforce Development Healthcare web page. www.csmd.edu/programs-courses/non-credit/career-development/healthcare/phlebotomy-technician
Prerequisite: HTH-7210 Phlebotomy Technician; Student must also register for HTH-7210 when registering for this class; High school diploma or equivalent required for certification exam; Background check, drug screen and medical and administrative documentation must be done prior to HTH-7250. An active American Heart Association Basic Life Support for Health Care Providers card is required prior to the start of this course.
HTH-7250 tuition: $377 / fees: $472
139966 May 15 – Jun 23 OFF SITE

Introduction to Clinical Medical Assisting
Have you ever been in your doctor's office and watched the staff while thinking you would like to do that job? Start your journey to become a Clinical Medical Assistant here. This course will teach you about human anatomy and physiology, medical terminology, medical law and ethics, patient education, and more. This course, in conjunction with Basic Procedures for Clinical Medical Assisting and Advanced Procedures for Clinical Medical Assisting will prepare students to enter the workforce as a Certified Clinical Medical Assistant. Textbook required.
Prerequisite: Students must successfully complete the Work Keys Assessment given in the CSM Testing Center with a minimum score of 4 on all three tests. Please note this course has a 100% attendance requirement.
HTH-5330 tuition: $405 / fees: $534
141810 Tu Th 5PM – 10:30PM
May 2 – May 25 CE204 – LAPL
Sa 9AM – 2:30PM
May 6 – May 27 CE204 – LAPL

Basic Procedures for Medical Assisting
Do you know how to prepare a patient for a basic office examination by the doctor? How about scheduling patients for office appointments? This course will present the fundamental concepts and skills needed to become a Clinical Medical Assistant. You will role-play with other students in a simulated medical office. Skills included are administrative office functions, communication, medical records, billing, coding and insurance, patient assessment, vital signs and much more. Class must be taken with HTH-5330. Textbook required.
Prerequisite: HTH-5330, Introduction to Clinical Medical Assisting
HTH-5340 tuition: $405 / fees: $594
141811 Tu Th 5PM – 10:30PM
May 30 – Jul 11 CE204 – LAPL
Sa 9AM – 2:30PM
Jun 3 – Jul 8 CE204 – LAPL

Advanced Procedures for Clinical Medical Assisting
Is that a good vein for me to draw blood from? Complete your training as a clinical medical assistant. You will learn hands on skills necessary in a physician office. Highlights of this course include assisting with office exams and procedures, pharmacology, basic wound care, phlebotomy, specimen processing, CLIA waived testing, and EKG. Must take HTH-5330 and HTH-5340. Textbook required.
Prerequisite: HTH-5340, Basic Procedures for Medical Assisting
HTH-5350 tuition: $466 / fees: $679
141812 Tu Th 5PM – 10:30PM
Jul 13 – Aug 22 CE204 – LAPL
Sa 9AM – 2:30PM
Jul 15 – Aug 19 CE204 – LAPL
American Heart Association Heartsaver First Aid

The American Heart Association (AHA) Heartsaver First Aid Course teaches how to manage illness and injuries in the first few minutes until professional help arrives. Course content includes general principles, medical emergencies and injury emergencies. Adult, infant, and child CPR will be taught. This course is designed by the American Heart Association for those who have a duty to respond to a first aid or cardiac emergency because of job responsibilities or regulatory requirements. Includes AED training. Textbook required.

HTH-6510  tuition: $68 / fees: $38

AHA HCP Skills Demonstration

Learn CPR online at home; demonstrate your skills at the college. Health care providers and professionals whose jobs require CPR as a condition of employment are encouraged to use this time saving method of becoming certified in AHA CPR for HCP. A successful demonstration of skills will earn an AHA card that is current for 2 years.

Prerequisite: Certificate of Completion in “HeartCode” BLS 15-1400 can be completed at www.onlineaha.org.

HTH-6610  tuition: $40 / fees: $25

American Heart Association Basic Life Support for Healthcare Providers

Healthcare providers and professionals whose jobs require CPR as a condition of employment are encouraged to attend. Relief of foreign body airway obstruction, rescue breathing, CPR for victims of all ages, and the use of the bag valve mask and automated external defibrillator (AED) will be practiced. The signs of stroke, heart attack, and the prevention of SIDS and childhood injuries will be discussed. Participants successfully completing a written exam and a skills demonstration will earn an AHA card that is current for two years. Textbook required.

HTH-6620  tuition: $68 / fees: $38
HEALTHCARE

DENTAL

CONTINUING EDUCATION CERTIFICATE

Dental Assistant

HTH-8300 Dental Assistant Training
HTH-8310 Dental Assisting Internship

Oral Radiography

Dental assistants will be trained to prepare patients, safely obtain radiographic dental images, and process and mount films. Stress is placed on infection control and safety. Skills will be refined in the dental office where the student is employed. Topics include anatomical landmarks, types of radiographic surveys, radiographic techniques, biologic effects, and types of radiographic and film composition and processing. This course prepares students to take the Dental Assisting National Board Dental Radiation Health and Safety Certification Exam. Applicants must be 18 years of age, currently employed with a dentist willing to supervise clinical experience, have three months work experience in a dental office, and possess a high school diploma or GED. Textbook required.

HTH-8300 tuition: $873 / fees: $2,126
141847 Tu Th 5:15PM – 9:45PM
Apr 25 – Jul 11

Dental Assistant Training

Participants are taught how to assist the dentist with procedures and provide patient care. Preparing the patient for treatment and providing patient education are described. Topics include dental terminology, disease transmission, disinfection and sterilization; dental anatomy, dental records and charting, instrumentation, impressions and castings; radiation health and safety; insurance and billing; front desk responsibilities. This course also provides x-ray training that qualifies you to sit for the Dental Assisting National Board (DANB) Radiation Health and Safety Examination. Must be 18 years of age or older and in good health. Textbook required.

HTH-8300 tuition: $873 / fees: $2,126
141847 Tu Th 5:15PM – 9:45PM
Apr 25 – Jul 11

Dental Assisting Internship

This 40 hour internship provides students who have completed the Dental Assisting course, with valuable hands-on experience in a dental practice working under the supervision of a dentist. Students will work alongside dental providers in local dental offices, using concepts and skills acquired during their initial classroom training, such as universal precautions, infection control measures, effective communication skills, and preparing patients and instruments for dental exams. Working as part of the dental provider / staff team, students will gain first-hand experience in the professional, legal and ethical requirements of the dental office setting.

Prerequisite: Student must have successfully completed HTH 8300, Dental Assistant Training, in a prior semester or be currently enrolled in HTH 8300 and have instructor approval to take this course.

HTH-8310 tuition: $195 / fees: $240
141849 Jul 17 – Sep 1

Information: 301-539-4760 | Register online: www.csmd.edu/go/register
HEALTHCARE OFFICE SUPPORT

NEW $ Introduction to Billing and Coding
Have you ever questioned the charges on a medical bill? Learn how fees and charges are determined by starting your career in Medical Billing and Coding. Through this course you will begin building your knowledge base in medical terminology; anatomy and physiology; medical law and ethics; electronic medical records and health insurances in order to properly code and bill medical claims.
Prerequisite: Students must successfully complete the WorkKeys Assessment given in the CSM Testing Center with a minimum score of 4 on all three tests.

HTH-6850 tuition: $285 / fees: $388
141866 Mar 13 – Apr 15 Online: myCSMD

NEW $ Basic Billing and Coding
Have you ever examined an explanation of benefits and not understand the numbers? Continuing on your path to medical coding and billing, this course is designed to expand your knowledge with electronic medical records and health insurances. Instruction of ICD-10 coding is introduced to enable you to convert medical terms and conditions into billable numbers. Textbook required.
Prerequisite: HTH-6850, Introduction to Coding and Billing.

HTH-6860 tuition: $310 / fees: $645
141867 Apr 17 – May 13 Online: myCSMD

NEW $ Advanced Billing and Coding
Complete your journey in medical billing and coding by developing skills and knowledge to file medical claims for reimbursement. The tools needed to differentiate between primary and secondary insurance plans to comparing and contrasting “clean” and “dirty” claims are learned throughout this course. You will also be taught the theory behind reconciling payments to accounts and follow-up actions to records as needed. Students will take the NHA Certified Billing and Coding Specialist certification exam at the successful completion of this program. Textbook required.
Prerequisite: HTH-6850, Introduction to Coding and Billing; HTH-6860, Basic Billing and Coding. Students must have a high school diploma or equivalent and be 18 years of age or older to take certification exam.

HTH-6870 tuition: $335 / fees: $675
141868 May 15 – Jun 10 Online: myCSMD

ICD-10 CM Update
Learn how ICD-10 is changing the way medical coding is done. This course covers the ICD-10-CM coding system, how it is structured and set up and how to use the system. This course will also cover why the ICD-10 system changeover was made, the differences in ICD-10 CM versus ICD-9 Volumes 1 & 2. Also included is an anatomy refresher due to the increased knowledge required to code in ICD-10-PCS This course will also cover the coding guideline changes for ICD-9 to ICD-10-CM and there will be hands on real world examples of coding with the new ICD-10-CM system.

HTH-9520 tuition: $69 / fees: $50
141850 Sa 9AM – 1:30PM
May 13 – May 20 B213-LEON
ICD-10 PCS Update
Learn how ICD-10 is changing the way medical coding is done. This course covers the ICD-10-PCS coding system, how it is structured and set up and how to use the system. This is a brand new coding system for procedures performed at acute care hospitals and hospital inpatient use as of October 1, 2015. This course will also cover why the ICD-10-PCS system changeover was made, the differences in ICD-10-PCS versus ICD-9 Volume 3. This course will also cover an anatomy refresher due to the increased knowledge required to code in ICD-10-PCS. There will be hands on real world examples of coding with the new ICD-10-PCS system.

HTH-9530  tuition: $69 / fees: $50
140003  Sa  9AM – 1:30PM
Apr 1 – Apr 8  CE115 – LAPL

NURSING
Medicine Aide Update Course
This course is designed to provide current medicine aides in long-term care facilities with the content necessary to meet Maryland state continuing education requirements. Students must bring a letter of “good standing,” signed by their Director of Nursing to the class and on facility letterhead. Students with specific questions or concerns regarding licensure/certification should contact Lori Proctor, MBA HCM, RN, Healthcare Director at lproctor2@csmd.edu or by calling 301-934-7644.
Prerequisite: Expiration date of CMA certification must fall within 90 days of the start date of the update course. Students must bring a letter of “good standing,” signed by their Director of Nursing to the class and on facility letterhead. Students with specific questions or concerns regarding licensure/certification should contact Lori Proctor, MBA HCM, RN, Healthcare Director at lproctor2@csmd.edu or by calling 301-934-7644.

HTH-5580  tuition: $59 / fees: $60
139996  Sa  8AM – 4:30PM
Apr 1  B314 – LEON
Certified Nursing Assistant (CNA)/Geriatric Nursing Assistant (GNA)

CNA/GNA/Testing/Registration/Orientation/Class Schedule

1. Students must be at least 18 years of age at the time of registration.
2. All students must take the Work Keys Assessments available at all three campus testing centers. Students must contact the Testing Center to schedule an appointment at the La Plata, Leonardtown, or Prince Frederick campus. Students must meet minimum scores of 4-4-4. There is no waiver available. This test costs $30. Instructions can be found at:
   http://www.csmd.edu/programs-courses/non-credit/career-development/healthcare/cna-gna
3. Students are required to complete a background check and upload health screening information using Castlebranch. Here is the website to complete this requirement:
   https://csmd.castlebranch.com/CZ63
   The student cost is $103. More information on this process will be provided at the MANDATORY orientation session. Failure to complete this process could result in loss of clinical spot.
4. Attendance at the orientation session, the first scheduled date of the class, is MANDATORY.
5. Students should expect to incur an additional $200-$300 in out-of-pocket expenses related to textbooks, uniforms, and Maryland Board of Nursing requirements.
6. This program has a 100% attendance requirement.
7. Students with specific questions or concerns regarding criminal background checks, criminal history checks, health screening forms, and licensure/certification should contact Lori Proctor, MBA-HCM, RN, Healthcare Director, at lproctor2@csmd.edu or by calling 301-934-7644.

$ Nursing Assistant: Fundamentals

Acquire the knowledge and skills necessary to work as a Certified Nursing Assistant or Geriatric Nursing Assistant performing delegated nursing tasks. This course, when accompanied with Nursing Assistant: Practice, meets eligibility requirements to become a Certified Nursing Assistant through the Maryland Board of Nursing and to take the Geriatric Nursing Assistant competency exam. Textbook required. Prerequisite: Students must successfully complete the Work Keys Assessment given in the CSM Testing Center with a minimum score of 4 on all three tests. There is a mandatory orientation session; students will receive information regarding additional course requirements (i.e. background checks and health screening data) during this orientation session. Please note this course has a 100% attendance requirement. Specific questions regarding background investigations, fingerprinting, licensure and criminal history should be directed to Lori Proctor, MBA-HCM BSN RN at 301-934-7644 or lproctor2@csmd.edu.

HTH-6270 tuition: $549 / fees: $526

$ Nursing Assistant: Practice

Registrants demonstrate application of comprehensive knowledge and skills of the nursing assistant in a clinical setting. This course, accompanied by Nursing Assistant Fundamentals, meets eligibility requirements to become a Certified Nursing Assistant through the Maryland Board of Nursing. In addition, students will take the National Nurse Aide Assessment Program exam to obtain registry as a Geriatric Nursing Assistant. Students will complete a review of GNA skills in preparation for the NNAAP exam. Exam fee is included in the cost of the course. Textbook required. Prerequisite: Before clinical experiences at area medical institutions, students may be required to provide proof of current health insurance and/or a negative drug screen, and will be required to have a criminal background check at their own expense.

HTH-6290 tuition: $375 / fees: $495

Please Note:
For schedule information, please see the charts on the next page.
Leonardtown Campus

<table>
<thead>
<tr>
<th>Orientation</th>
<th>HTH 6270 Certified Nursing Assistant Fundamentals</th>
<th>HTH 6290 Certified Nursing Assistant Practice</th>
<th>GNA Prep Days</th>
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<tr>
<td>M 5PM-8PM</td>
<td>B213 LEON</td>
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<tr>
<td>M 5PM-8PM</td>
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La Plata Campus

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<tr>
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<th>HTH 6270 Certified Nursing Assistant Fundamentals</th>
<th>HTH 6290 Certified Nursing Assistant Practice</th>
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HOSPITALITY

BARTENDER

Business of Bartending
 Designed from the bartender, the customer, and the manager’s point of view, this course will prepare you to work as a bartender in all types of establishments, while learning the business side of the beverage industry. Learn to be a great salesperson, a customer service expert, and an honest and valuable employee. The lessons taught are extremely beneficial to managers, wait staff, and the novice bartenders. The Business of Bartending will leave you with a thorough understanding of how the bar business works, the ethics of serving cocktails, and a common sense approach to bartending. Though liquor is not used in class, you will be taught some of the most popular recipes and given the tools to practice making drinks at home! Other covered topics include glassware, tools, pouring the perfect shot using a no-count method, bar terms, wine and champagne service, high-volume sales techniques, laws, responsible beverage service, resumes and the job interview. In addition to class lectures, tests, and activities, you will be given online and practice assignments. Upon successful completion of the course, you will receive a certificate in the Business of Bartending as well as a TIPS (Training for Intervention) certification card. All materials are included in the cost of the course.

HSP-6000 tuition: $10 / fees: $289

CONTINUING EDUCATION CERTIFICATE

MEETING AND EVENT PLANNER

Meeting/Event Planner

HSP-5220 Meeting Planning Basics
HSP-5250 Site Selection and Contract Negotiation
HSP-5230 Food and Beverage Planning
HSP-5240 Event Marketing and Promotion

Food and Beverage Planning
 Learn formulas for order pricing, tips on menu planning, and how to plan for special menus and theme parties. Get the “how-to’s” on catering off-site events, effective communication with catering staff, reading contracts and confirmations and on-site coordination guidelines. This is one of four classes offered for CSM certification for Meeting and Event Planner.

HSP-5230 tuition: $10 / fees: $89

140070 Tu 6PM – 9PM
Mar 28
Mar 29 – Apr 11 Online: myCSMD

Event Marketing and Promotion
 Effective marketing and promotion is essential and critical to your event’s success. Learn several marketing tools and techniques and how to use them to your organization’s advantage. Get practical strategies and hands-on experience in creating an action plan for before, during and after your event. This is one of four classes offered for CSM certification for Meeting and Event Planner.

HSP-5240 tuition: $10 / fees: $89

140660 Apr 18 – May 1
Tu 6PM – 9PM
May 2 Online: myCSMD

CSM Career Development | Spring 2017 | www.csmd.edu
HOSPITALITY Career Development

RESTAURANT MANAGEMENT

CONTINUING EDUCATION CERTIFICATE

Food Services Manager

HSP-5010 ServSafe™
HSP-6080 Hospitality and Restaurant Management
HSP-6090 Human Resources Management and Supervision
HSP-6100 Controlling Food Costs
HSP-6110 Customer Service
HSP-6120 Inventory and Purchasing

NEW Inventory and Purchasing

Be introduced to the basics of inventory and purchasing. Learn quality standards in purchasing, the procurement process, and supplier selection. Inventory control will also be discussed. This is one class in a series that will give you your Certified Food Professional ManageFirst Certificate. Textbook is included in the cost of the class. This is a Web hybrid class and students will meet every other week in the classroom as well as complete online assignments. *Must be employed for 800 hours in hospitality service to receive the ManageFirst certificate. http://managefirst.restaurant.org/.

HSP-6120 tuition: $10 / fees: $249

140058

Tu 6PM – 9PM
Apr 4

Tu 6PM – 9PM
Apr 18

Tu 6PM – 9PM
May 2

Tu 6PM – 9PM
May 16

Tu 6PM – 9PM
May 30

CE115–LAPL

WEDDING PLANNER

CONTINUING EDUCATION CERTIFICATE

Wedding Coordinator

HSP-6030 Introduction to Wedding Planning
HSP-6040 Wedding Coordinator
HSP-6050 Creative Wedding Envisioning
HSP-6060 The Wedding Day

The Wedding Day

The big day has arrived to effectively coordinate and execute the wedding day plan. Learn how to develop an accurate production schedule, build the event based on a mock wedding scenario, assess needs for religious ceremonies, work with other wedding professionals, meet the wedding guests, execute wedding day plan, and be prepared for the day’s challenges. A 30 min. lunch break will be taken. Please bring a bag lunch.

Prerequisite: Must have taken HSP 6030, HSP 6040 and HSP 6050

HSP-6060 tuition: $10 / fees: $99

140055 Sa 9AM – 4:30PM
Mar 18

CS117–LAPL
Law firms rely on trained secretaries and assistants to handle day-to-day operations such as preparing legal correspondence, summonses, motions, and subpoenas. This intensive program is for both beginning and experienced secretaries. The legal process and the nature of the practice of law, ethics, and specific legal terminology will be covered. As well as the intricacies of the law office, including office procedure manuals, billing techniques, and overall management techniques of the law. Students will also be introduced to the basics of legal research and proper citation format.


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<thead>
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<th>Tuition</th>
<th>Fees</th>
<th>Start Date</th>
<th>End Date</th>
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<tr>
<td>BUS-8160</td>
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<td>$967</td>
<td>$322</td>
<td>May 1</td>
<td>Aug 11</td>
<td>Online: CLS</td>
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### Paralegal

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. Students will be trained to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of law in which paralegals are in most demand. Please see [http://www.legalstudies.com/](http://www.legalstudies.com/) for textbook and course information.

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### Legal Secretary

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<td>$484</td>
<td>$161</td>
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### Fundraising

**Fundraising Fundamentals**

This course is designed for a nonprofit staff member with little to no background knowledge in fundraising for the nonprofit organization. This course will introduce the basics of fundraising, the importance of planning and communication, and its significance in the mission of the nonprofit. This course will include such topics as: introduction to fundraising, and steps in building an effective fundraising program.

<table>
<thead>
<tr>
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<th>Fees</th>
<th>Start Date</th>
<th>Time</th>
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<tr>
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<td>Apr 6</td>
<td>9AM – 12:30PM</td>
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**NONPROFIT**

**NONPROFIT INSTITUTE**

[at the COLLEGE OF SOUTHERN MARYLAND](http://www.nonprofitstudies.com/)
MANAGEMENT

Managing in Today’s Changing World
How can a nonprofit organization adjust its thinking and strategies to keep up and rapid change brought about by advances in technology and shifting economic and demographic patterns? This course asks you to identify the pressures or strains your organization is feeling in connection with changes in the external environment. You will be forced to think about how it is dealing with them (or not). The instructor will summarize the categories that emerge and facilitate discussion of other kinds of responses to accommodate unavoidable change. The course will cover approaches to reconfiguring strategic planning, management operations, use of technology, and fundraising to maximize the organization's health, even its survival.

NPI-6960 tuition: $10 / fees: $30
141367 Tu 9AM – 12:30PM
Mar 14 BI214–LAPL

MARKETING

Strategic Overview of Social Media Platforms
Is your organization utilizing social media to its full potential? This course is a strategic overview of using Facebook, Twitter, Linked-In, YouTube, e-newsletters, blogging, websites and the cell phone for outreach and connection with constituents, volunteers, and current and prospective funders.

NPI-6610 tuition: $10 / fees: $30
140157 Th 9AM – 12:30PM
Mar 9 BI214–LAPL

STRATEGIC PLANNING

New Perspectives on Strategic Planning
These days it is the rare nonprofit organization that ignores strategic planning. However, on closer scrutiny what passes for “strategic” can often prove to be a misnomer, and as a result the so-called strategic plan fails to serve as the engine for progress that was hoped for. This course focuses on the importance of avoiding using the term strategic as a buzz word and instead incorporating its true meaning into every aspect of organizational life. It will challenge you to take a rigorous approach to defining the foremost priority or priorities fundamental to effective strategic planning for your organization. In the second session, you will take measure of the impact of rapid social change on the planning effort and come up with ways to work around such change or, better, to take advantage of it. You will be encouraged to share key points of an existing strategic plan. Board members, presidents, and executive directors will find this course a meaningful learning experience.

NPI-6930 tuition: $10 / fees: $30
141369 Tu 9AM – 12:30PM
May 9 C205–LEON
Social Media for Real Estate Professionals
This course for real estate professionals will primarily focus on the highly visual social media tools Facebook, Pinterest, and Instagram to help real estate professionals build a following based on your beliefs, values, and areas served. In today's competitive market of real estate you have to stand out in more ways than one. Socially connecting with someone that wants you to be their advocate is a very personal decision. At the completion of this course, you will be able to utilize these tools immediately to increase your listings and sales. Prerequisite: Students should be licensed real estate salespersons.

Commercial and Income Producing Real Estate Brokerage
This course of instruction is designed for licensed residential real estate salespersons who want to transition into commercial sales or real estate investment opportunities. This course will provide 60 clock hours of classroom instruction on the attributes of income and investment properties and thoroughly delve into the specialized key provisions of identification, acquisition, disposition, operation and marketing income producing properties in accordance with the fiduciary responsibilities pursuant to the Code of Maryland Regulations. Textbook required. Prerequisite: Must be 18 years of age.

The Small Business Development Center offers low-cost training and resources as well as confidential, no-cost counseling to new ventures and existing businesses.

For more information, visit: WWW.SBDCHELP.COM

Start Right for Success
If you are thinking about starting a business, attend this course for a summary of the business information you need right now. Evaluate your business concept and determine the market potential of your products/services. Gain an understanding of your potential customers. Identify the best type of business organization to fit your idea. Determine your record keeping needs and learn how to create a financial plan. Begin
working on the concepts for a business plan. Prepare yourself to effectively use the SBDCs confidential one-on-one counseling to your best advantage.

**SBC-5000**
- **tuition:** $13
- **fees:** $42

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<td>Apr 26</td>
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**Financing Your Small Business**

Whether you are starting a new business or expanding a successful existing business, it is essential to know the financial sources that are available to you. Evaluate sources of business financing to determine which would best serve your needs. Prepare for the process of securing business financing; identify the lenders considerations in granting credit. Discuss federal, state and local loan/loan guarantee programs. Prepare yourself to work with an SBDC counselor to finalize your business plan and loan application.

**SBC-5020**
- **tuition:** $13
- **fees:** $42

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**Building a Successful Business Plan**

This program is essential both for the start-up business owner and for the entrepreneur who is preparing to expand a successful business. Seminar leaders will discuss strategic planning, marketing, administration, personnel, finance, and accounting. You will learn to develop an effective business plan to manage your business; to create a marketing action plan that will help you to achieve your sales goals; to prepare financial projections; and to use financial information to make better and more informed decisions. The business plan is the single most important factor in a lender’s decision-making process. Make sure your business plan will generate the financing you need and provide the strategies to ensure you will be successful. Five-hour class.

**SBC-6260**
- **tuition:** $13
- **fees:** $70

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<td>Jun 14 – Jun 21</td>
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**Legal and Records Management Issues**

Examine the legal challenges each business faces and develop the basis for making informed business decisions to ensure compliance. Consider the various forms of business organization and determine which one is best for your business. Know your rights and liabilities under the law and how to limit your liability exposure. Make sure business records meet IRS, state, and other requirements. Understand basic financial statements, profit and loss statements, balance sheets, and other accounting documents and terminology. Develop a tax reduction strategy to support profit development. Know the payment schedules for payroll and sales tax and other applicable business taxes. An attorney will cover the legal issues and answer specific questions. A CPA will present the tax and accounting information and answer specific questions. 5 hours of class instruction.

**SBC-6500**
- **tuition:** $13
- **fees:** $67

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<td>5PM – 7:30PM</td>
<td>Jun 6 – Jun 13</td>
<td>CE120–LAPL</td>
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Marketing Your Business on the Internet
In this practical, hands-on course, an e-commerce expert will show you how search engine optimization (SEO) works and how to track your site’s performance using Web analytics. You will understand how to use online advertising, email marketing, and social media (including blogs) to drive business to your Web site. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

SBC-9010  tuition: $62 / fees: $77
140014  Mar 15 – Apr 21  Online: Ed2go

Small Business Marketing on a Shoestring
Build your own customized marketing plan step-by-step, discover how to attract your target audiences, entice customers to buy your product or service, and keep buyers coming back for more. Master cost-effective strategies including strategic partnerships, local marketing, search engine optimization, social networking, e-mail marketing, lead generation, and niche marketing, success. Get tips on evaluating your tactics, tracking your results, and fine-tuning your approach so it gets better every year. Best of all, the small business marketing strategies you will learn will fit into any budget—and some are even free! Please visit http://www.ed2go.com/csm/ for registration information for this online class.

SBC-9020  tuition: $62 / fees: $77
140019  Mar 15 – Apr 21  Online: Ed2go

QuickBooks
Discover how this user-friendly software program can make small business recordkeeping fast and easy. Alternating lecture and hands-on computer exercises will provide an overview of the many features of QuickBooks. Find out how its applications can streamline business processes. Learn how to create a new company and to work with customer transactions, vendor transactions, and bank accounts, as well as generating basic financial reports and customizing invoices.

SBC-6370  tuition: $13 / fees: $112
141409  F 9AM – 3PM  May 5  PFA118–PRIN
141415  Sa 9AM – 3PM  Apr 8  BI102–LAPL
141427  F 9AM – 3PM  Jun 9  TBA–LEON

QuickBooks Intermediate and Advanced
Designed to enhance and enrich the knowledge of current QuickBooks users. Topics include working with inventory, creating estimates, using “classes,” job costing, time tracking, and creating budgets. This hands-on interactive course offers the opportunity to present specific questions and scenarios in order to address your individual QuickBooks needs, as well as the opportunity to interact with peers encountering similar situations.

SBC-7320  tuition: $13 / fees: $112
139938  F 9AM – 3PM  Mar 10  PFA118–PRIN
141421  Sa 9AM – 3PM  Jun 10  BI102–LAPL

Advertising & Promotion
All businesses are faced with a multitude of choices when it comes to advertising, but which is right for you? This class covers an analysis of media, developing an advertising plan, planning an advertising budget, controlling production costs, and developing methods to measure the effectiveness of your advertising. Participants will be able to effectively design, place and evaluate advertising. It is sure to save you money! Five-hour class.

SBC-5470  tuition: $13 / fees: $70
141418  Tu 5:30PM – 8PM  May 2 – May 9  CE120–LAPL
TRANSPORTATION

Record Management for the Small Business
Learn how to start and maintain a balanced set of books that will sustain an IRS audit and provide you with a profit/loss statement each month. Get detailed discussion of forms of business organization and ask questions to determine which one is right for you. Other topics include: financial statements, loan packages, profit development, cash flow, tax reduction strategies, and payroll taxes. Come to the second part of this class with your questions and examples for review and resolutions, and join the group discussion to learn more about emerging business trends. Five-hour class.

SBC-6020  tuition: $13 / fees: $70
141412  Th  5:30PM – 8PM
Jun 1 – Jun 8  PFA237–PRIN

Effective Sales Strategies
Learn how to locate and qualify your clients/customers. Discover the one question you need to ask in qualifying a prospect. Develop an effective sales strategy that responds to your customer’s needs more efficiently. Learn to communicate more effectively with potential customers. Find out when to stop and move on to the next prospect. The course includes practical application of learned principles through role playing exercises. Attend the second session for a critique of your sales techniques and to learn more about emerging business issues. Five-hour class.

SBC-6040  tuition: $13 / fees: $70
141408  Th  5:30PM – 8PM
Apr 27 – May 4  PFA124–PRIN

Human Resources Skills for Managers
Discover the essential skills for effective management of your human resources responsibilities. Find out how to improve interviewing techniques to hire employees with the skills to do the job and how to keep good employees. Identify the legal issues in hiring and dismissing employees and how to avoid violations. Prepare to implement management practices that will increase the value of your management team and offer employees the opportunity to expand the scope of their skills and abilities. Six-hour class.

SBC-6340  tuition: $13 / fees: $112
141425  W  5PM – 8PM
May 17 – May 24  TBA–LEON

Retail Success Strategies
Find solutions to most of the challenges and problems involved in opening and successfully operating a retail business. Discover how vendors can be a valuable asset to your business. Take the mystery out of financial information and learn to interpret reports ranging from the income statement and inventory records to calculating the margins. Hiring, training, and motivating employees are essential skills for retail business owners. Don’t miss this opportunity to learn the secrets of hiring the best employees and how to motivate and compensate them effectively. Take advantage of this unique opportunity to learn how to drive sales from the floor to increase and expand your retail business. Five-hour class.

SBC-6460  tuition: $13 / fees: $70
141407  Th  5:30PM – 8PM
Apr 13 – Apr 20  PFA124–PRIN

TRANSPORTATION

CLASS A

CONTINUING EDUCATION CERTIFICATE

Commercial Truck Driver: Class A

TRA-7100  CDL Prep / Introduction
TRA-7200  Safe Vehicle Operation
TRA-7300  Basic Vehicle Skills
TRA-7400  Advanced Skills and Road Development

See information on next page for details.

VIDEO SPOTLIGHT

See a video of Truck Driver Training at: www.youtube.com/user/CSMDTube.
TRANSPORTATION

Class A - Truck Driver Class A Training Continuing Education Certificate (28 CEUs)

Earn this certificate by taking the following courses:
TRA-7100, TRA-7200, TRA-7300, TRA-7400
COST: $3,860  (TUITION: $1,176  FEES: $2,684)

The Truck Driver Training (Class A) program (28 CEUs) at the College of Southern Maryland is designed to provide skilled drivers for the transportation companies in the Southern Maryland area and beyond. We provide quality training with an emphasis on safety, using good equipment, and a small faculty/student ratio. To date, over 1,500 students have graduated from the program. Over eighty percent of those graduates are successfully employed within the transportation industry.

This program includes both classroom instruction and practical experience behind the wheel, on a private training range, and on public streets and highways. Students learn driver courtesy, safety, vehicle inspections (pre and post), basic control, shifting, backing, docking, coupling and uncoupling, trip planning, logging to meet DOT compliance, HAZMAT, and accident reporting. Students completing all program requirements will be prepared to take the Class A Commercial Driver’s License skills exam.

Class A . . . any vehicle with a semi-trailer with two or more axles. This group also includes any combination of vehicle with a gross vehicle weight rating greater than 26,000 pounds, providing that the gross vehicle weight rating of the towed vehicle is in excess of 10,000 pounds.

CSM CENTER FOR TRANSPORTATION TRAINING, RADIO STATION ROAD - LA PLATA

STUDENT QUALIFICATIONS
Each student MUST:
• be at least 21 years of age
• have a Department of Transportation (DOT) physical and drug screening
• possess a valid Maryland or Virginia Driver’s License
• provide a copy of your driving record
• have no more than three points on your driving record
• have NO points for drug or alcohol violations
• have reliable transportation to and from class

For registration information for course schedule and class availability, visit CSM’s web site at: www.csmd.edu/go/cdl.

NOTE: Scheduling is tentative. Confirm two weeks before orientation.

Orientation Dates/Locations Offering/Days Time
April 19 May 15 - June 29 Weekdays 6:30 a.m. - 5 p.m.
3 - 5 p.m. CTRA-100 M - Th
CS-100

Step One:
Each student must submit a current copy of his/her driver’s record from the Motor Vehicle Administration and a pre-registration application.

Step Two:
Each student must attend an orientation prior to the first class.

Step Three:
Each student must pass a Department of Transportation (DOT) physical and drug screening.

To receive an information packet, contact Mary Beth McCollum at 301-934-7870 or Eric McCollum at 301-934-7791, or e-mail cdl@csmd.edu.
TRANSPORTATION

Class B

Class B Passenger / School Bus Endorsement Training (16 CEUs)

Earn this certificate by taking TRA 7510 and TRA 7520
Cost: $1,838

CSM CENTER FOR TRANSPORTATION TRAINING, RADIO STATION ROAD - LA PLATA

This program consists of two courses designed to give the student the required knowledge to earn a Class B commercial driver’s license with passenger / school bus endorsement. The program introduces the student to the Federal Motor Carrier Safety Regulations and industry standards required for operating commercial straight trucks and buses. The student is introduced to the required areas of study to obtain a commercial class B learners permit for trucks and buses: General knowledge and air brakes including the passenger and school bus endorsement. Training includes: railroad and safety belt training, skid control and recovery, winter driving, defensive driving certification, log books, hours of service regulations, map reading, trip planning, accident procedures, road rage, construction zones and work safety. Range / off road training will be conducted at CSM’s Center for Transportation training. Range training includes: putting the vehicle in motion, backing, off-set alley, parallel parking and vehicle inspection. On road driver training consists of beginning practices in city, rural and multi-lane driving. Training concludes with students having three attempts to pass the CDL Class B passenger / school bus MVA exam.

STUDENT QUALIFICATIONS
Each Student MUST:
• be at least 18 years of age
• have a valid Maryland or Virginia Driver’s License
• have a Department of Transportation (DOT) physical and drug screening
• provide a copy of your driving record
• have no more than three points on your driving record
• have NO points for drug or alcohol violations
• have reliable transportation to and from class
• submit a Drug Screen completed prior to the start of class
• attend an orientation prior to the first class

<table>
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<td>April 27 - May 11, 2017</td>
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<td>3 - 5 p.m.</td>
<td>M - Th 7 a.m. - 5 p.m.</td>
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<td>CTRA-100</td>
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</table>

To receive an information packet, contact Mary Beth McCollum at 301-934-7870 (marybethm@csmd.edu) or Eric McCollum at 301-934-7791 (ericm@csmd.edu)
Class B Passenger / School Bus Endorsement Upgrade (4 CEUs)

Earn this certificate by taking TRA 7530
Cost: $500

CSM CENTER FOR TRANSPORTATION TRAINING, RADIO STATION ROAD - LA PLATA

As a currently licensed operator of commercial trucks, this course will give the student the required knowledge to earn/add the passenger/school bus endorsement to their current commercial driver’s license. Training includes: vehicle inspections on school buses, operating a vehicle with passengers, refreshing skills in backing, off-set alley, and parallel parking and vehicle inspections for school buses. On road driver training consists of city, rural and multi-lane driving. Training concludes with students having three attempts to pass the CDL passenger/school bus MVA exam.

STUDENT QUALIFICATIONS
Each Student MUST:
• have a CDL Learner’s Permit with passenger endorsement and school bus endorsement before starting the class (must obtain at least two weeks prior to first day of class)
• have a valid Maryland or Virginia Commercial Driver’s License
• have a valid DOT card
• submit a Drug Screen completed prior to the start of class

Each participant should meet with program coordinator at least two weeks prior to the start of program for orientation.

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<td>TRA-7530 - 141413</td>
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To receive an information packet, contact Mary Beth McCollum at 301-934-7870 (marybethm@csmd.edu) or Eric McCollum at 301-934-7791 (ericm@csmd.edu)
Veterinary Assistant IV Surgery, Anesthesia, and Emergency Care

Students will become familiar with the most common elective and non-elective surgical procedures as well as universal precautions and anesthetic procedures. Topics will include familiarity of a surgical suite, how to assist with the management of emergency situations, identification and triage of the most common medical emergencies, and preparing both patient and doctor for procedures. This non-credit course is the fifth in a series of five classes offered for a CSM Continuing Education Veterinary Assistant certificate. Course consists of 27 classroom hours and 14 lab hours. Must be 18 years of age to register for the Veterinary Assistant Series. Classroom hours will be on Thursday nights at the designated campus that you registered for. Lab hours will be at La Plata Campus on Tuesday nights with specific weeks and time TBD. Lab supplies and materials are included in the cost of the class.

Prerequisite: Must have taken SCI-7120 Vet Assistant III

SCI-7130  tuition: $10 / fees: $449

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</table>
Ed2Go Online Courses

LEARN ONLINE, WHENEVER AND WHEREVER IT’S CONVENIENT FOR YOU!

CSM’s ed2go courses can help develop a new skill, advance your career, or expand upon a talent, all from the comfort and convenience of your home or office. To get started, all you need is Internet access, an e-mail account, and a web browser. For a list of course offerings, visit www.ed2go.com/csm and select “Courses” to view full course descriptions.

The six-week courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. A Demo Course is available at www.ed2go.com/csm.

GET STARTED TODAY!

HOW TO REGISTER:

1. Visit the Online Instruction Center: www.ed2go.com/csm.
2. Click the Courses link, choose the department and course title you are interested in and pre-register by selecting the “Add to Cart” button. Once you have added all your desired courses to your cart, continue to checkout.
3. If you have taken an Ed2Go class with us before, choose returning student and log in. If not, select new student and set up a username and password to grant you access to the Classroom and review a basic class orientation. Complete your Checkout.
4. You will receive a confirmation email with a link to our registration information.
5. Register and pay for your class. You must complete and submit the College of Southern Maryland registration along with your payment before the start date of your class. Registrations received after the start date cannot be processed until the next starting date.

GET STARTED TODAY!

CLASS ARE OFFERED IN:

Accounting and Finance
Business
College Readiness
Computer Applications
Design and Composition
Language and Arts
Personal Development
Teaching and Education
Technology
Writing and Publishing
And more!
CAMPUS

La Plata Campus
8730 Mitchell Road
P.O. Box 910
La Plata, MD 20646-0910
301-934-2251, 301-870-3008
FAX: 301-934-7694

Leonardtown Campus
22950 Hollywood Road
Leonardtown, MD 20650-4700
240-725-5300
FAX: 240-725-5400

Prince Frederick Campus
115 J. W. Williams Road
Prince Frederick, MD 20678
443-550-6000
FAX: 443-550-6100

Regional Hughesville Campus
Hughesville, MD
(under construction - full address TBD)

OTHER TRAINING SITES

Waldorf Center
for Higher Education
3261 Old Washington Road, Suite 1020
Waldorf, MD 20602-3223
301-632-2900
FAX: 301-632-2940

Center for Trades
and Energy Training
17 Irongate Drive
Waldorf, MD 20602
(Mail should be sent to the La Plata Campus.
CSM’s new facility is under construction at
the new Regional Hughesville Campus.)
301-539-4730
FAX: 301-374-2158

Center for Transportation Training
5825 Radio Station Road
La Plata, MD 20646
(Note: mail should be sent
to the La Plata Campus)
301-392-5493
FAX: 301-392-0462

TDD
The college’s TDD (telecommunications device for the deaf) is located in the Student Success Center in the Learning Resource Center on the La Plata Campus, and can be reached by calling 301-934-1188. The number of the Maryland relay service is 800-735-2258.

ONLINE INFORMATION

www.csmd.edu
e-mail address: conedops@csmd.edu

EMERGENCY/WEATHER CLOSING HOTLINE
301-369-1999 or 1-800-650-4023

BOARD OF TRUSTEES

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Samuel C. Jones
Michael L. Middleton
Dr. John W. Roache
Jay Webster
Please see www.csmd.edu/programs-courses/non-credit/locations for the exact addresses and for more information.
Costs
Costs are listed with each course description. Full payment of tuition and fees or third-party payment documentation must accompany the completed registration form(s). Students are individually responsible for payment of tuition, fees, and all other charges. Please note that financially delinquent accounts may be referred to an outside collection agency. If this occurs, the individual or company will be responsible for all attorney and collection agency fees imposed.

Additional Tuition and Fees
- Legal residents of Maryland residing outside of the tri-county area $5 more per course
- Out-of-state residents $10 more per course
- Continuing Education Certificate no cost
- Replacement of Continuing Education Certificate no cost
- Check returned NSF (not refundable) $25

The college reserves the right to adjust tuition and fees.

Free Tuition for Senior Citizens
If you are a Maryland resident, 60 years of age or older, you need not pay the course tuition for most courses, if the course has sufficient enrollment to be conducted. However, you are still responsible for all other related costs.

Employees of Maryland Business and Industry Tuition Rate
CSM offers a cost-saving agreement that allows employers located and doing business in Calvert, Charles, and St. Mary’s counties to be charged lower, in-county tuition rates for their employees who do not live in Calvert, Charles, and St. Mary’s counties. Employers not located in Calvert, Charles, or St. Mary’s counties, but within the state of Maryland, may be charged a lower, in-state tuition rate for their employees who live outside the state of Maryland. To be eligible, employers must pay the tuition for their employees taking CSM credit or continuing education courses. Employers must sign the Business In-County Tuition Rate Agreement and submit it with the employee registration form. For details, call 301-934-7712 or 240-725-5300, ext. 7712.

Proof of Residency
To be eligible for in-county or in-state rates, please sign a statement on the Continuing Education Registration form certifying that you’ve lived at your current address for at least three consecutive months. Adjustments of tuition will not be made once the class starts, even if you move. If you have questions or wish to review your residency status, contact the Admission’s Office at 301-934-7765.

Payment
- Tuition and fees are due on the day that you register.
- You may pay online by American Express, Visa, MasterCard, or Discover using Online Services.
- You may pay in person by American Express, Visa, MasterCard, Discover, personal check, money order, or cash.
- If your employer is paying tuition, bring written authorization from the employer.
- The college reserves the right to adjust tuition and fees.
- If making a payment only, please remit payment to: BURSAR’S OFFICE, CSM, PO BOX 2928, LA PLATA, MD 20646-2928

Adding Into Closed Classes
Occasionally, seats will become available in a class that has been closed. You can monitor seat openings through the college’s web site. If a seat becomes available, you can add the class through Online Services or in person at one of our campus locations. Payment is required at the time of registration.

Course Cancellation
The college reserves the right to cancel any course due to low enrollment or unforeseen circumstances. However, every attempt will be made to prevent undue hardships on students. Students enrolled in courses cancelled by the college will receive full refund of tuition and fees. Please call the Bursar’s office at 301-934-7712 or 240-725-5300, ext. 7712 or e-mail bursarsoffice@csmd.edu for refund inquires or requests.

Course Changes
Changes to course information and room assignments occur on a regular basis. For the most current information, check out the college’s web site at www.csmd.edu.

Schedule Changes/Withdrawals
You may change a class using Online Services, or in person at any of our campus locations. Withdrawals can be made at anytime during the course using Online Services or at any college location.
**Refunds**

**REFUND POLICY:**

Students officially withdrawing from a credit or continuing education course during the published refund period are eligible for a refund. Students withdrawing after the normal refund period will not receive a refund.

In extreme circumstances, when the student is forced to withdraw after the normal refund period, the college will consider granting a partial refund of tuition and fees. To be eligible for consideration, the student must meet the criteria described in the Involuntary Withdrawal Policy and must submit a written request and any and all documentation to the Division of Student and Instructional Support Services at http://csmd.edu/StudentServices/StudentAppeals.html.

**PROCEDURE:**

A student officially withdrawing by the last college business day prior to the start of a class is eligible for a 100 percent refund of tuition and applicable fees (see the schedule to determine those fees which are refundable). In addition,

- **for courses which last 14 weeks or longer:**
  - 100% refund prior to the first day of class
  - 100% refund during the first week (the 7 calendar day period following the first day of class)
  - 50% refund during the second week (the next 7 calendar day period)
  - 0% refund after the second week

- **for courses which last 6 to 13 weeks:**
  - 100% refund prior to the first day of class
  - 100% refund during the first two days following the start of class (does not include the first day of class)
  - 75% refund during the remainder of the first week (the next 5 calendar day period)
  - 50% refund during the second week (the next 7 calendar day period)
  - 0% refund after the second week

- **for courses which last 15 days to 5 weeks:**
  - 100% refund prior to the first day of class
  - 100% refund during the first two days following the start of class (does not include the first day of class)
  - 0% refund after the first two days

- **for courses which last 14 days or fewer:**
  - 100% refund prior to the first day of class
  - 0% refund on the first day of class or later

**CEU/Attendance Policy**

The Continuing Education Unit (CEU) is a nationally recognized method for recording participation in a continuing education (credit-free) program that does not carry credit toward a degree but does meet established criteria for increasing knowledge and competencies. One CEU is awarded for each 10 contact hours to those students who complete a minimum of 80 percent of an organized credit-free course.

**CEU AWARD CRITERIA**

Students wishing to earn CEUs must:

- Demonstrate completion of all course objectives, skills, or assignments listed on the course outline.
- Satisfy course attendance requirements.

**ATTENDANCE REQUIREMENTS**

Attend a minimum of 80% of the course sessions (more stringent criteria may be applied to the definition of “successful completion” of any or all of the courses at the discretion of CSM or its clients). Attendance will be taken for every class as part of the college’s recordkeeping system and to meet the criteria for awarding CEUs.

**CEU RECORD**

Continuing education students can acquire a continuing education record that will list the continuing education units completed, beginning with the 2004 spring semester. Students may obtain a continuing education record one of several ways:

1. Records can be obtained by using Online Services.
2. Students may visit the campus and request their record. Students may wait and pick up their record at the Information Center in the Administration Building (AD) during normal business hours (M-Th, 8:30 a.m. to 7 p.m., and F, 9 a.m. to 4:30 p.m.).
3. Students may also request their record by mail or fax. Please send a request to the Registrar’s Office and include the following (or fill out the transcript request form):
   - Name (and any former names used)
   - Current mailing address
   - A contact phone number in case of questions
   - Student ID (if known) or last 4 digits of social security number
   - Birthdate (MMDDYYYY)
   - Last semester attended
   - Number of transcripts requested
   - The address(es) to send the record(s)
   - Your signature
Fax the request to 301-934-7698.

Or mail the request to:
REGISTRAR’S OFFICE (REG)
ATTN: CONTINUING EDUCATION
TRANSCRIPT
COLLEGE OF SOUTHERN MARYLAND
PO BOX 910
LA PLATA, MD 20646-0910

AWARDS INCLUDE:

CMP  Completed the course, met required competencies and earned CEUs
ATT  Attended the course, no CEUs awarded
WD   Withdrawal
CIP   Course in Progress
INA   Incomplete for Non-Attendance
I     Incomplete

An appeal process has been established for students who wish to appeal their continuing education unit awards.

Admissions Policy
Continuing Education courses are open to persons age 16 or older unless stated in the course description. Students may enroll in continuing education courses without being admitted to the college unless your financial assistance requires it. In all cases, the college reserves the right to make final decisions on admission or eligibility for enrollment in continuing education courses.

Student Code of Conduct
A community of higher learning can make its maximum contribution only if high standards of integrity, courtesy, and accomplishment are maintained by every member of the college. Responsibility for achieving this goal falls upon students, faculty, and administration alike.

The college reserves the right to discipline any student for any behavior, on college premises or in connection with college-sponsored activities, which is judged as detrimental to the aim and objectives of the college. The individual student is responsible for understanding specific regulations set forth in the Student Code of Conduct appearing in the Student Handbook.

Academic Probation
Continuing Education students can be placed on probation for non-attendance. This will only apply in situations where students are receiving financial aid.

Credit for Prior Learning
The College of Southern Maryland has partnered with the Calvert County, Charles County and St. Mary’s County school systems to recognize the achievements of students who have taken specialized technical training in some high schools. If you have completed course work in one of the high schools, you can progress to the next level course for similar non-credit CSM career training programs.

The college recognizes that students may bring with them a variety of learning gained through work and life experience, participation in non-collegiate courses and training activities and self-directed study. Students may possibly receive credit for learning from service schools and other non-collegiate sponsored instruction if applicable. For more information, visit www.csmd.edu/programs-courses/non-credit/articulations.

Attention Veterans - 15% Discount on Tuition For Individual Fitness and Pool Memberships
CSM now offers a 15% discount of tuition for individual fitness and pool memberships for Veterans. Eligible classes are WFA-5740 and PFE-5500. Veterans who wish to receive a 15% discount of tuition should complete a Continuing Education registration form for an eligible class and present the registration and proof of VA status in person at any campus location. A military identification card, DD214 or a Healthcare card issued by the Federal Health System are accepted as proof of VA Status. Students only need to show proof of VA status once. All future membership registrations will automatically apply the discount.

Note: Veterans can obtain a Healthcare card issued by the Federal Health System at the Charlotte Hall Veterans Home – Outpatient Clinic. 29449 Charlotte Hall Road, Charlotte Hall, MD 20622, 301-884-8171.
Services for Students with Disabilities
The College of Southern Maryland is committed to making individuals with disabilities full participants in its programs, services, and activities, in compliance with Title II of the Americans with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973, and all other pertinent laws.

Individuals are responsible for making timely requests for accommodations to meet their particular needs. Requests for accommodations/services must be made at least four weeks before the date that the services/accommodations will be needed. Requests made less than four weeks in advance will be addressed in the order in which they were received. Individuals can access services by filling out the Support Services/Accommodations form and/or contacting the office at one of our college campuses.

A request for services/accommodations is voluntary. To schedule an appointment or for additional information, call or visit:

La Plata Campus:
301-934-7614 or 301-870-3008, ext. 7614
Learning Resource Center (LR), Room 123

Leonardtown Campus:
240-725-5300

Prince Frederick Campus:
443-550-6000

TDD:
301-934-1188

Maryland Relay:
1-800-735-2258

An individual requesting services/accommodations based on a disability may be required to provide appropriate documentation, prepared by a qualified professional.

Financial Assistance
Financial assistance is available through the CSM Foundation for all eligible students enrolled in selected career development training courses which are indicated with the money bag graphic. A limited amount of financial assistance is available on a first-come, first-served basis to those who meet certain criteria. Scholarships provide up to 50% of the cost of the course (books are not included). Scholarships are based on funding availability.

How to Apply
1. Go to: www.csmd.edu/costs-aid/non-credit-costs-aid to locate instructions.
2. You will be notified about your scholarship award status via e-mail.
3. Scholarship recipients must register in person and make the remaining payment for the course. Any scholarship not used by the expiration date will be returned to the scholarship fund.

Note: Students should go to www.csmd.edu/costs-aid/non-credit-costs-aid for details on financial assistance or the CSM Tuition Payment Plan (FACTS).

CSM Tuition Payment Plan (FACTS)
CSM offers a convenient payment plan for total charges greater than $500, except for Kids’ and Teen College, which remains at $300. The payment plan allows you to spread payments over a longer period of time. There is a small one-time set-up fee. Contact the CSM Bursar’s Office at 301-934-7712 or e-mail paymentplan@csmd.edu for more information.

VA Veterans Benefits
If you are eligible to receive Veterans benefits through yourself, your parents, or spouse, the following Continuing Education programs have been approved for VA benefits:

- Certified Structural Welder
- Commercial Truck Driver: Class A
- Electrical Helper
- Plumber Helper
- HVAC Helper
- Network Administrator

For more information about VA benefits: www.csmd.edu/veterans.
Payment Plan

CSM Tuition Payment Plan

To help you meet your educational expenses, the College of Southern Maryland is proud to offer FACTS as a convenient payment budget plan. This is not a loan program. You have no debt, there are no interest or finance charges assessed, and there is no credit check. The cost to budget your interest-free monthly payment plan is a $50 per semester nonrefundable enrollment fee. You may budget your tuition and fees in the following ways:

1. Enroll in classes with total charges of $500** or greater; $300** or greater for Kids’ and Teen College.

**Please note, however, that the minimum amount is subject to change.

2. Enroll in the CSM Payment Plan and select one of the following ways to make payment.

A. Automatic Bank Payment (ACH)—ACH payments are those payments you have authorized FACTS to process directly with your financial institution. It is simply a bank-to-bank transfer of funds that you have preapproved for your expenses at the College of Southern Maryland. Payments may be made from either your checking or savings account. Payments are processed on the 20th of each month and will continue until the balance is paid in full.

B. Credit Card Option (MasterCard/Visa)—Paying with your credit card gives you the option of taking advantage of any bonus programs that may be offered by your credit card company. Your monthly payment will be automatically charged to the credit card you designate. Payments will be charged on the 20th of each month until the balance is paid in full.

Important: Your account balance will not be automatically adjusted if financial aid is received or a class is dropped or added. You should review your agreement balance and e-mail paymentplan@csmd.edu to authorize the change in writing.

FACTS Program Enrollment Deadlines

<table>
<thead>
<tr>
<th>SPRING 2017 - $50 Enrollment Fee</th>
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<tr>
<td>Deadline</td>
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<td>for Paper Agreement</td>
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<td>Jan 20</td>
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<td>Feb 17</td>
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<td>Mar 15</td>
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Minimum of $500 in registration charges required to enroll. Enrollment fee: $50

Budget Worksheet

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<tr>
<th>Total Amount of Tuition/Fees</th>
<th>$ ____________</th>
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<tr>
<td>Less - (Scholarships/Grants/Financial Aid/ Tuition Assistance) enter approved amount</td>
<td>$ ____________</td>
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<tr>
<td>TOTAL DUE</td>
<td>$ ____________</td>
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<tr>
<td>Less - Down Payment Required (20%, 25%, or 40%; see enrollment deadlines)</td>
<td>$ ____________</td>
</tr>
<tr>
<td>Total Amount to Budget through FACTS - (amount due College of Southern Maryland)</td>
<td>$ ____________</td>
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<tr>
<td>Number of Monthly Payments - (see enrollment deadlines)</td>
<td>$ ____________</td>
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<tr>
<td>Monthly Payment Amount - (amount to budget through FACTS divided by number of payments)</td>
<td>$ ____________</td>
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## Change in Class Schedule Form

### ADD

<table>
<thead>
<tr>
<th>DEPT.</th>
<th>COURSE #</th>
<th>SECTION</th>
<th>BEGIN DATE</th>
<th>COURSE TUITION</th>
<th>RESIDENCY FEE*</th>
<th>COURSE FEE</th>
<th>TOTAL</th>
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*Residency Fee:* Charles, Calvert, and St. Mary’s counties— as listed, other Maryland residents—add $5.00; out-of-state residents—add $10.00 under residency fee.

### DROP

<table>
<thead>
<tr>
<th>DEPT.</th>
<th>COURSE #</th>
<th>SECTION</th>
<th>BEGIN DATE</th>
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**Note of Explanation**

**ADD:** Students must complete this form for any course registration that follows their initial semester enrollment. Students may add a course(s) one week prior to the first class meeting within the semester period.

**DROP:** Students wishing to drop a course and receive a refund must notify the Registrar’s Office on this form. Please see complete details on the refund policy.

*Providing a social security number in connection with continuing education course is voluntary, unless enrollment is pursuant to the Workforce Investment Act or as otherwise required by law.

---

**Make checks payable to:**

CSM and mail with form to:

COLLEGE OF SOUTHERN MARYLAND CONTINUING EDUCATION (REG)

PO BOX 910

LA PLATA MD 20646-0910

---

**For Student Use**

**REASON FOR THE DROP:**

---

**STUDENT SIGNATURE**

---

**APPROVED BY**

---
Three Easy Ways to Register

Register Online
- Visit Online Services at www.csmd.edu/go/register
- Online registration is available from 7 a.m. to 1 a.m. daily.

Register on campus
- Complete a registration form found in the back of this schedule or download the applicable PDF found at www.csmd.edu/go/register.
- Bring the registration form to the campus location near you:
  - La Plata Campus - Administration Building (AD), Lobby
    Monday - Thursday, 8:30 a.m. - 7 p.m.; Friday, 9 a.m. - 4:30 p.m.
  - Leonardtown Campus - Building C, Room 105
    Monday - Thursday, 9 a.m. - 7 p.m.; Friday, 9 a.m. - 4:30 p.m.
  - Prince Frederick Campus - Flagship Building, Room 101
    Monday-Thursday, 9 a.m. - 7 p.m.; Friday, 9 a.m. - 4:30 p.m.
  - Waldorf Center for Higher Education - Suite 1020
    Monday-Thursday, 9 a.m. - 7 p.m.; Friday, 9 a.m. - 4:30 p.m.

PLEASE NOTE: On Fridays only, from Friday, May 27, through Friday, July 29, the administrative offices will close at 1:30 pm.

Register by mail
- Complete a registration form found in the back of this schedule or download the applicable PDF found at www.csmd.edu/go/register.
- Mail form to:
  College of Southern Maryland
  Continuing Education (REG)
  PO Box 910
  La Plata MD 20646-0910
- Forms must be received at least one week prior to the start date of the course.
- Full payment must be included or provide tuition assistance paperwork.
- Please Note: If you are registering for a Wellness, Fitness, and Aquatics class, you must also include a Statement of Informed Consent and Par-Q Form with your registration form. If you answer yes to any questions on the PAR-Q form, then you will also need to have your physician complete the Healthcare Provider Form. All forms are available at www.csmd.edu/Go/Register.

Important College Closure Information

The college will be closed as follows:

January 16
Martin Luther King, Jr. Day Holiday
January 19
PE Building closed for Winter Graduation
March 21 at 5 p.m. through March 27
Spring Break
May 27-29
Memorial Day Holiday
Additional Important Information

Student ID Information

Getting Your Student ID Card
Continuing education students are eligible to get a student ID if they are currently registered for a CSM class. Student ID cards can be obtained at any campus library by presenting a photo ID, such as a driver’s license. Students without a photo ID can present other forms of acceptable identification. For more information call 301-934-7626.

Finding Your Student ID Number
Your CSM Student ID can be found in the following locations:
- Student ID Card
- Registration Statement - located in the upper left corner
- CSM Bill

If you are unable to locate your Student ID number, please present a photo ID at any campus location to obtain your Student ID number. Please note that we are unable to provide Student ID numbers over the phone.

Instructors Needed!

Do You Want to Give Back to the Community?
Have You Ever Considered Teaching?

CSM is looking for the best and brightest in their fields to share their knowledge with others. CSM is actively seeking applications for instructors in the areas of:

- Business
- Computer and Information Technology
- Construction Trades
- Drivers Education
- Healthcare
- Transportation
- Personal Enrichment
- Wellness, Fitness, and Aquatics

Apply today at: www.csmd.edu/employment.

Buying Books
You may use cash, check, or credit card (MasterCard, Visa, American Express and Discover), and you will find a wide range of college accessories available. Call 301-934-7570.

Note: Sometimes books for continuing education classes are not available in the College Store until three days prior to the start of class. It is recommended that you contact the College Store to be sure that your book is available before attempting to purchase your book in person.

Hours:

<table>
<thead>
<tr>
<th>Location</th>
<th>Weekdays</th>
<th>Saturday</th>
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<tbody>
<tr>
<td>LA PLATA</td>
<td>Monday-Thursday</td>
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<td>9:30 a.m. - 7:30 p.m.</td>
<td>9:30 a.m. - 12 p.m.</td>
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<td>Friday</td>
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<td>9:30 a.m. - 4:30 p.m.</td>
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<tr>
<td>PRINCE FREDERICK</td>
<td>Monday-Thursday</td>
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<td>11 a.m. - 7 p.m.</td>
<td>11 a.m. - 5 p.m.</td>
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<td>Friday</td>
<td>11 a.m. - 2 p.m.</td>
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<td>LEONARDTOWN</td>
<td>Monday-Thursday</td>
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<td>11 a.m. - 7 p.m.</td>
<td>11 a.m. - 5 p.m.</td>
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<td>Friday</td>
<td>11 a.m. - 2 p.m.</td>
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</table>
Mail this form with a check or money order made payable to CSM to: COLLEGE OF SOUTHERN MARYLAND, CONT ED (REG), PO BOX 910, LA PLATA, MD 20646-0910. CHECK OR MONEY ORDER MUST ACCOMPANY THIS REGISTRATION. You may also register in person or through the college’s online services.

**STUDENT’S SOCIAL SECURITY NUMBER** or **STUDENT ID #**

(“Providing a social security number in connection with a continuing education course is voluntary, unless enrollment is pursuant to the Workforce Investment Act or as otherwise required by law.”)

<table>
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<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MIDDLE INITIAL</th>
<th>DATE OF BIRTH (month/day/year)(required)</th>
<th>FORMER NAME</th>
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**HOME ADDRESS**

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<th>CITY</th>
<th>COUNTY</th>
<th>STATE</th>
<th>ZIP CODE</th>
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**DAY TELEPHONE (area code) number**

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<th>EXC.</th>
<th>EVENING TELEPHONE (area code) number</th>
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**EMERGENCY CONTACT PERSON**

**EMERGENCY TELEPHONE (area code) number**

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<tr>
<th>E-MAIL ADDRESS</th>
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**HAVE YOU EVER BEEN FOUND GUILTY OF A FELONY?**

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<thead>
<tr>
<th>YES, I HAVE BEEN CONVICTED OF A FELONY</th>
<th>NO, I HAVE NOT BEEN CONVICTED OF A FELONY</th>
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**HAS THE ABOVE INFORMATION CHANGED SINCE THE LAST TIME YOU REGISTERED FOR CLASSES?**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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The College of Southern Maryland collects information on our students’ birth date, gender, ethnicity and citizenship which is used for reporting purposes only in compliance with the Maryland Higher Education Commission and U.S. Department of Education.

**GENDER:**

<table>
<thead>
<tr>
<th>MALE</th>
<th>FEMALE</th>
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**ARE YOU OF HISPANIC OR LATINO ORIGIN?**

<table>
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<tr>
<th>YES</th>
<th>NO</th>
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**WHAT IS YOUR RACE? SELECT ONE OR MORE.**

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<tr>
<th>WHITE</th>
<th>BLACK OR AFRICAN AMERICAN</th>
<th>AMERICAN INDIAN OR ALASKAN NATIVE</th>
<th>NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER</th>
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**RESIDENCY:**

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<tr>
<th>CALVERT COUNTY</th>
<th>CHARLES COUNTY</th>
<th>ST. MARY’S COUNTY</th>
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<tbody>
<tr>
<td>OTHER MD COUNTY</td>
<td>OUT OF STATE</td>
<td></td>
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</tbody>
</table>

**ARE YOU A U.S. CITIZEN?**

<table>
<thead>
<tr>
<th>YES, I AM A U.S. CITIZEN/U.S. NATIONAL</th>
<th>NO, BUT I AM AN ELIGIBLE NONCITIZEN</th>
<th>NO, I AM NOT A U.S. CITIZEN NOR AN ELIGIBLE NONCITIZEN</th>
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**IMMIGRATION VISA TYPE**

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<th>ALIEN REGISTRATION NUMBER</th>
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**THE INFORMATION I HAVE PROVIDED ABOVE IS ACCURATE. I UNDERSTAND THAT I AM FINANCIALLY RESPONSIBLE FOR ALL CHARGES THAT I INCUR AT CSM AND THAT THE STUDENT CODE OF CONDUCT (AVAILABLE FROM THE STUDENT LIFE DEPARTMENT) APPLIES TO ALL CSM STUDENTS. I WILL FOLLOW ALL OF THE COLLEGE’S POLICIES AND PROCEDURES. WHEN REGISTERING FOR WFS OR YOUTH COURSES, I UNDERSTAND THAT (OR MY PARENT OR GUARDIAN IF I AM LESS THAN 18 YEARS OLD) WILL BE REQUIRED TO SIGN A STATEMENT OF INFORMED CONSENT, ASSUMPTION OF RISK AND RELEASE FORM, AND/OR A MEDICAL RELEASE PRIOR TO PARTICIPATION. I ALSO UNDERSTAND THAT, IN THE EVENT OF AN EMERGENCY, THE COLLEGE WILL CONTACT EMERGENCY SERVICES TO ARRANGE TRANSPORT FOR ME (OR MY CHILD) TO A NEARBY HEALTH-CARE FACILITY.**

**SIGNATURE OF APPLICANT**

**SIGNATURE OF PARENT OR GUARDIAN**

**DATE (month/day/year)**

**DATE (month/day/year)**

**IF APPLICANT IS UNDER 18 YEARS OF AGE**

**PAYMENT MUST ACCOMPANY THIS REGISTRATION!**

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<th>SUBJECT</th>
<th>COURSE NO.</th>
<th>SECTION NO.</th>
<th>COURSE TITLE</th>
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<th>COURSE TUTION</th>
<th>RESIDENCY FEE*</th>
<th>COURSE FEE</th>
<th>TOTAL</th>
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**RESIDENCY FEE:** Maryland residents living outside of Charles, Calvert, and St. Mary’s counties—add $5.00 under residency fee, out-of-state residents—add $10.00 under residency fee.

**Statement for prospective students:** The College of Southern Maryland makes several federally required reports and statistics available for prospective students. The Campus Public Safety Report contains college policies regarding a variety of safety and security issues and includes crime statistics for the college. This report is available at ready.csmd.edu. The college also maintains a report addressing participation rates by students in intercollegiate athletics, coaching staffs, and certain expenses associated with intercollegiate athletic teams. Both reports may also be obtained by contacting the Registrar’s Office, located in the AD Building on the La Plata Campus and at 301-934-7588.

**NONDISCRIMINATION POLICY**

The College of Southern Maryland does not discriminate on the basis of race, color, national origin, gender, disability, age, sexual orientation, religion, or marital status in its programs or activities. The academic support/ADA coordinator, Disability Support Services—La Plata Campus, Learning Resource Center (LR Building), Room 123, 301-934-7614—has been designated to handle inquiries regarding discrimination on the basis of disabilities. The associate vice president, Institutional Equity and Diversity—La Plata Campus, Campus Center (CC Building), Room 208A, 301-934-7618—has been designated to handle inquiries regarding discrimination.

**ADA STATEMENT**

Individuals with disabilities who require special accommodations in order to participate in the college’s instructional programs should notify the academic support/ADA coordinator at 301-934-7614 at least six weeks before the class begins. Requests made after this deadline will be considered on an individual basis and addressed whenever possible.
LEARNING FOR A LIFETIME OF SUCCESS.

The College of Southern Maryland (CSM) strives to meet the diverse needs of students and the community by providing accessible, accredited, affordable, and quality learning opportunities for intellectual development, career enhancement, and personal growth. Our GED and ESL programs allow students to improve their skills so they can be more successful in college, at work, and in the community.

**ADULT BASIC EDUCATION (ABE)** is a high school equivalency program for adult learners which offers individualized and small group instruction in reading, writing, and math.

**GED PREPARATION** classes prepare you to pass the exam for the GED diploma, the equivalent to a credential for high school completion.

**ENGLISH AS A SECOND LANGUAGE** training for students, whose native language is not English, to build and improve their English speaking and writing skills. These free to low cost classes are available at the Leonardtown and Prince Frederick Campuses. Daytime and evening classes are available.

For more information, call Continuing Education at **301-539-4760 or 1-800-933-9177, ext. 4760**, visit **www.csmd.edu/adulted**, or e-mail adulted@csmd.edu.

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**COLLEGE CLOSURE INFORMATION**

- January 16 closed for Martin Luther King, Jr. Day Holiday
- January 19 PE Building closed for Winter Graduation
- College closes at 5 p.m. on March 21 for Spring Break
- College closed from March 22- 27 for Spring Break
- College closed May 27-29 for Memorial Day Holiday
**ESL ORIENTATIONS**

**LEXINGTON PARK LIBRARY**
Longfellow Room  
9 - 11:30 a.m.  
January 25  
March 1  
March 29

**GREAT MILLS HIGH SCHOOL, GREAT MILLS, MD**
Media Center  
6 - 8:30 p.m.  
January 25  
March 1  
March 29

**CSM PRINCE FREDERICK CAMPUS**
Call the Prince Frederick Campus to schedule.

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**GED ORIENTATIONS**

**CSM LEONARDTOWN CAMPUS**
Building B, Room 214  
9 a.m. – 12:30 p.m.  
January 20  
February 24  
March 24

**CSM PRINCE FREDERICK CAMPUS**
Flagship Building, Room 216  
9 a.m. – 12 p.m.  
January 7  
March 4

**APPEAL ELEMENTARY SCHOOL, LUSBY, MD**
Media Center  
5:30 - 8:30 p.m.  
January 23  
March 27

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**GED READY ASSESSMENTS**

**CSM LEONARDTOWN CAMPUS**
Building A, Room 203  
9 - 11:30 a.m.  
January 13 and 27  
February 10 and 24  
March 10  
April 7 and 21  
May 12 and 26  
June 9 and 23

**CSM PRINCE FREDERICK CAMPUS**
Call the Prince Frederick Campus to schedule.

**GREAT MILLS HIGH SCHOOL, GREAT MILLS, MD**
Media Center  
Starts at 6 p.m.  
January 17-18*  
February 21-22*  
March 20-21*  
* Students must attend both evenings.
THE NEXT STEP TO FUTURE OPPORTUNITIES.
TAKE AN ESL OR GED COURSE TODAY!

SEE INSIDE FOR MORE DETAILS.