A LETTER FROM THE VICE PRESIDENT

It’s almost fall and the perfect time to start on the path to grow personally and professionally is Now! Now is the best time to start something new in your life, something new in your career, something new that feeds your mind and heart. We are excited to feature programs that offer our community more opportunities for personal and professional growth. College of Southern Maryland provides a range of courses and programs for individuals to upgrade their job skills, pursue a new career, start a small business, or explore personal enrichment activities.

CSM is committed to providing quality educational experiences. Whether online, hybrid, or face-to-face, our courses are engaging, interactive, and taught by faculty with years of practical experience and the latest certifications in their field. Above all, our mission is to educate and empower our students. We work to provide the residents of Southern Maryland with offerings that will improve their quality of life, continually expanding our offerings to provide accelerated course options that lead to certifications and high-growth workforce opportunities.

I want to remind you of how much fun learning can be. Find a hobby. Rekindle the curiosity you once had for art, travel, or cooking. Explore a different culture or gain new skills to challenge yourself and reinvent your future. Dust off that business idea and take a business or financing class. Make new friends and find fulfillment. When you are ready to start, we are here. Did you know that we can help you plan an experience for you and your friends or family? Looking for something for five or more people to do? Tell us about your interests. Whether it’s an outing, a wellness retreat, hiking, photography, history, cooking, literature, or basic skills development, we are here and can put together an experience just for you.

Lastly, I want to recognize our Start of the Quarter, Dr. Anthony “Tony” Warrick, for his outstanding service to CSM and the community. Tony has been recognized by his peers for his efforts in going above and beyond to support our youth programs and in launching our homeschool programming efforts. Please join me in congratulating Tony.

Ellen Flowers-Fields  
Vice President  
Division of Continuing Education and Workforce Development
EXPERIENCE HISTORY, ART, AND CULTURE

www.csmd.edu/CommunityEducation

CSM Community Education offers endless opportunities to explore more—of your community, your world, and yourself.

Discover the connections among Black history, art, and culture in African American History Through Film, TV, and Music (AAA-8820) and National Museum of African American History and Culture Tour (AAA-8830).

Refine your signature style and love your curls in Natural Hair Care (PEP-5080).

Experience the magic of the holidays on our Sight and Sound Miracle of Christmas Travel Trip (AAA-5110).

Get ready for your Italian adventure with Trip Planning to Italy (AAA-5150) and Conversational Italian (PEP-8810).

Bring global flavor home with Discover Indian Cuisine (PEP-9770). Discover the natural beauty of Southern Maryland in Leisure Kayaking: Paddle Through Nature (WFA-5400) and Wildlife Photography (AAA-8930).

Whether you’re looking to the horizon or close to home, there’s always something new to learn, do, and explore at the College of Southern Maryland. Experience more with CSM Community Education.

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CWD STAFF HIGHLIGHT

Dr. Anthony “Tony” Warwick received the Star of the Quarter recognition for his leadership and vision in the creation of home school programming for Kids’ & Teen College at CSM.

The success of this effort is due to his excellent attention to detail and gifted ability to cultivate relationships. His efforts have upheld the college’s mission to enhance the lives of our citizens and strengthen the economic vitality of a diverse and changing region.

For more information about Home school programming visit:
www.csmd.edu/Homeschool

CAREER DEVELOPMENT
ADVANCE. COMPETE. THRIVE.

Grow professionally and acquire the knowledge and skills to advance in your career with workforce training certificate programs. For certifications, career advancement, and workforce development programs visit:

www.csmd.edu/CareerDevelopment.
Health and Safety Information

Ensuring a safe and positive learning environment is our highest priority. Some of the information contained in this schedule—such as schedules, available classes, and in-person and virtual options—may change in response to public health conditions. For the most up-to-date information on CSM’s Continuing Education offerings, please visit www.csmd.edu/ContinuingEducation.

For more information on health and safety guidelines, please visit our public safety page at www.csmd.edu/Ready.

FOR MORE INFORMATION:

CALL
301-934-2251

VISIT
www.csmd.edu/ContinuingEducation

EMAIL
askme@csmd.edu

COLLEGE CLOSURE DATES:

SEPTEMBER 2-4
Closed for Labor Day Holiday

NOVEMBER 22-26
Closed for Thanksgiving Holiday

DECEMBER 23 - JANUARY 1
Closed for Winter Break

USER GUIDE:

Scan QR codes to find the dates and times of current classes (more information on the next page).
### AUGUST

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New! To find dates and times of current class offerings, visit our website or scan the QR code in each section.
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### TECHNOLOGY AND FINANCE

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### TRAVEL, HISTORY, AND CULTURE

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### OCTOBER

### ANIMAL INTERESTS

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### ART, MUSIC, AND PHOTOGRAPHY

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### DRIVER EDUCATION

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**Summer 2024 European Trip Information Sessions**

Join CSM and Babcia and YiaYia Travel The World to prepare for an upcoming European travel trip! Free virtual workshops will walk you through trip details, travel skills, and answer any questions you may have.

Sign up for a free virtual workshop today!

- **Nov. 9 - 6 p.m.**
- **Dec. 12 - 6 p.m.**

[csmd.edu/traveltrip](csmd.edu/traveltrip)
### Schedule at a Glance

#### Fall 2023

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#### Food and Drink

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#### Home and Garden

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#### Languages and Writing

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#### Travel, History, and Culture

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#### November

#### Art, Music, and Photography

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## FALL 2023

### SCHEDULE AT A GLANCE

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MAKERSPACE
at the CSM Velocity Center

This collaborative community workspace is equipped with a variety of maker equipment including 3D PRINTERS/SCANNER, LASER CUTTER, AND OTHER DIGITAL FABRICATION AND ENGINEERING, AND PRODUCT DESIGN EQUIPMENT.

Hours subject to change visit website for current information. Membership is FREE for CSM students and employees.

For more information visit www.csmd.edu/Makerspace.
4465 Indian Head Hwy, Indian Head, MD 20640
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Can’t find what you are looking for?
CSM’s Personal Enrichment staff or Kids’ & Teen College can create the perfect experience for what you need.

Private Experience:
Whether it be for a small or large group of friends, employees, or family, let us help you put together an amazing and memorable event.

Visit www.csmd.edu/group for more information.

Youth Private Experience:
Whether it be a small group of friends or a large club, our experienced coordinators can create the perfect experience.

Visit www.csmd.edu/youthgroup for more information.
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Prepare for a new career or take your current career to the next level with Workforce Training at the College of Southern Maryland.

Develop the skills and expertise you need to land well-paying positions that offer flexibility, stability, and advancement opportunities with CSM’s workforce training certificate programs. Earn industry-standard certifications and professional licenses and get to work faster, in less time than traditional degree programs.

Transform your job into a career, starting today, with CSM Workforce Training programs.
CSM WORKFORCE TRAINING OFFERINGS

ALLIED CAREERS
• Meeting and Event Planner
• Interior Decorating and Design
• Restaurant Management
• ServSafe™

BUSINESS
• Administrative Assistant
• Bookkeeper
• Office Technology Prep
• Paralegal
• Project Management Prep
• Real Estate Agent

CONSTRUCTION TRADES
• Electrical Helper
• Electrical Technician
• Home Improvement Contractor Prep
• Home Inspector
• HVAC Helper
• HVAC Technician
• Pre-Apprenticeship
• Small Engine Repair
• Welder

COMPUTERS AND INFORMATION TECHNOLOGY
• IT Support Technician
• Network Administrator
• Cybersecurity

HEALTHCARE
• Certified Clinical Medical Assistant (CCMA)
• Certified Medical Administrative Assistant (CMAA)
• Certified Nursing Assistant/Geriatric Nursing Assistant (CNA/GNA)
• CPR and First Aid
• Nurse Refresher
• Dental Assistant
• Patient Care Technician (PCT)
• Phlebotomy Technician
• Veterinary Assistant

TRANSPORTATION
• CDL Truck Driver, Class A
• CDL Truck Driver, Class B with Passenger/School Bus Endorsement
• Driver Education Instructor

DIANE REID,
SMALL ENGINE REPAIR

“I am beyond thrilled that I am able to do this type of work—the College of Southern Maryland helped me realize a hidden dream.”
BUSINESS

From day-to-day operations to extraordinary projects, every organization relies on capable, responsive professionals to run smoothly. Develop the skillset and professional expertise you need for a rewarding career in a variety of fields and sectors with CSM’s Business workforce training programs.

Prepare for in-demand and indispensable roles like administrative support, bookkeeping, paralegal, project management, real estate, and more.

Equip yourself with the necessary skills and knowledge with industry-standard certifications and licenses including Maryland Real Estate License, Project Management Professional, and more.

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Talented, forward-thinking IT professionals keep the world’s information infrastructure running, growing, and secure. Put your passion for technology to work with Information Technology workforce training programs.

Learn by doing in CSM’s hands-on hardware and software troubleshooting labs and prepare for careers in IT support and network administration.

Earn industry-standard IT credentials such as CompTIA A+, IT Fundamentals+, Network+, and Security+.
CONSTRUCTION TRADES

It’s the things we take for granted that can disrupt our lives the most when they stop working. The wits, tools, and practical know-how of skilled tradespeople keep our world running—and fix it when it breaks.

Tradespeople keep our lights on, our buildings comfortable, our towns growing, and our homes safe… And there’s a shortage of them.

Train for rewarding, in-demand careers making things happen with your hands at CSM’s Center for Trades and Energy Training, and learn by doing in our fully equipped labs.

Careers in the skilled trades offer great wages and reliable employment, working in a variety of environments as you diagnose, troubleshoot, and resolve complex issues with your technical knowledge and expertise.

ALLEN SALLEY
PRE-APPRENTICESHIP

“I acquired key construction knowledge and earned essential certification cards within the industry. In addition to classroom time, I was given the opportunity to learn hands on utility skills from SMECO.”
HEALTHCARE

Medical assistants and support professionals make healthcare possible and help ensure a positive patient experience. There’s a great and growing demand for assistants and support personnel in healthcare, including some of the nation’s fastest-growing careers.

Train for in-demand roles providing patients with exemplary, comprehensive care from teeth to toes, with healthcare certifications from the Maryland Board of Nursing, National Healthcareer Association, and others. Learn in real-world healthcare settings and medical offices and gain practical, on-the-job experience.

CAREER ADVANCEMENT

Build on your knowledge and skills and specialize in administrative management, health information, laboratory science, medical coding, nursing, and other exciting careers, with pathways to your associate degree and beyond.

TRANSPORTATION

Roads and highways are the arteries of this country, and trucks are its lifeblood. More than 70% of freight nationally is moved by truck, making trucking the number one way of moving things from place to place.

Train for a well-paying career in transportation at CSM in a matter of weeks. The Center for Transportation Training has its own MVA-certified testing course and examiners, as well as a state-of-the-art simulator that allows students to experience a wide variety of environmental and weather conditions at any time of the year.

Qualified commercial operators are sorely needed: Local, regional, and national employers regularly recruit CSM students directly out of the program.
GET STARTED TODAY!

There’s no application to fill out to enroll in workforce training at CSM. Simply choose the program that fits your career goals and register online.

View the complete catalog of available programs and classes at www.csmd.edu/Workforce.

FINANCIAL AID

CSM offers a wide variety of scholarship and financial aid opportunities to help you keep your education affordable.

CALL
301-934-2251

EMAIL
askme@csmd.edu

VISIT
www.csmd.edu/Workforce

MIKI STEIGER,
PHLEBOTOMY TECHNICIAN

“Now that I have completed my phlebotomy program, I’m planning to look for a job as a phlebotomist and to continue preparing for other, more advanced medical certifications.”
EXPERIENCE MORE WITH CSM PERSONAL ENRICHMENT

CSM Personal Enrichment offers experiential learning opportunities that empower you to continue learning, growing, and experiencing your own personal journey to self-discovery.

Discover new passions, skills, and talents. Explore your interests, your surroundings, and your potential. Make connections, relationships, and memories.

Consider joining our CSM community of lifelong learners, and register today!
LEARNING FOR LIFE

EMOTIONAL
Have a strong sense of self and find meaning in life events and new experiences. Learn to live a life that reflects your values and beliefs.

PHYSICAL
Take care of your body for optimal health and well being. Create the healthy lifestyle you want to help you achieve your goals.

INTELLECTUAL
Be open to new ideas and to learn to think critically. Seek out new challenges and opportunities. Keep the learning process going and maintain a growth mindset.

SOCIAL
Form new connections with individuals who share your interests and passions. Discover new ways to relate and communicate with those around you. Connect to a positive social network.

CREATIVE
Express yourself and let your imagination fly free. Discover your creative outlet, hone your talents, or bring your artistic vision to life.

FINANCIAL
Live within your means and make plans for the future. Learn to manage your finances for the short and long term.
LEARNING
FOR A LIFETIME OF SUCCESS

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 GENERAL EDUCATION DEVELOPMENT (GED®) and ENGLISH AS A SECOND LANGUAGE (ESL) programs allow students to improve their skills so they can be more successful in college, at work, and in the community.

Several ESL Orientations, GED® Orientations, and GED® Ready Assessments are available.
For dates and times, visit: www.csmd.edu/AdultEd

ADULT BASIC EDUCATION (ABE) is a basic academic skills program for adult learners which offers individualized and small group instruction in reading, writing, and math.

GED® PREPARATION classes prepare you to pass the official GED® exam in order to earn a Maryland High School Diploma.

ESL COURSES 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 to Calvert, Charles, and St. Mary’s County residents. Daytime and evening classes are available. Completion of these courses could lead to workforce training.

The NATIONAL EXTERNAL DIPLOMA PROGRAM (NEDP) is a nationally recognized web-based high school diploma option for adults 18 and older.

For more information, call Continuing Education at 301-934-7770
Visit www.csmd.edu/AdultEd, or email adulted@csmd.edu.
PERSONAL ENRICHMENT

Learn a new skill or hobby, or polish old ones with CSM’s experience-based classes and activities. You are sure to find what you need with courses in art, photography, history, language, cooking, dance, wellness, and more!

ANIMAL INTERESTS

To find the most current class offerings in this category, visit our website or scan this QR code.

ANIMAL HEALTH

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 Wilkerson Rd., Brandywine, Maryland 20613.

PEP-9490 tuition: $10 / fees: $110

DOG TRAINING

Introduction to Scent Work
Join owner of Bone-A-Fied Friends Forever Pet Services (BFF) Christina McCauley as she shares from her 30 years of experience training scent detection dogs. Learn to apply what your dog loves to do and turn it into fun enrichment activities. The course is a replay of a videoconference with newly added video clips that help illustrate trainer McCauley’s points. She is also available to review your videos and answer questions. Instructor is an AKC Scent Work Trial Judge and a NASCW Nose Work Trial Judge. Equipment needed for class: leash, collar, treats or a reward toy. This self-paced class consists of three modules plus bonus videos. Link to class will be sent out one day prior to start date of class.

AAA-8450 tuition: $10 / fees: $28

1826 October Online
ANIMAL INTERESTS

HIGHLIGHTS

Tisa Clark and Jamie Smith have completed the Association of University Educators and The American Council on Education (ACUE) Certificate in Effective College Instruction.

By completing this Certification, they have demonstrated their commitment to student success and equity and are now equipped with evidence-based teaching practices shown to improve student engagement, increase persistence, and close equity gaps. To become ACUE Certified, they each completed a 25-module course that required them to learn about and implement new evidence-based teaching practices in their courses, reflect on their implementation, and refine their practice.

ACUE’s courses address over 200 evidence-based teaching practices, covering how to design an effective course, establish a productive learning environment, use active learning techniques, promote higher order thinking, and utilize assessments to inform instruction and promote learning. Numerous independently validated impact studies show that students learn more and that equity gaps close when courses are led by ACUE Certified faculty. We are proud of the accomplishments of our instructors in working to advance inclusive educational teaching practices.

Novice Dog Tricks
Learn some fun tricks with your dog along with trainer guidance and feedback. Novice Dog Tricks is a great way to entertain your busy dog. You and your dog will learn simple to complex tricks that almost any dog can achieve. You can also receive various titles throughout this fun sport. Equipment needed for class: leash, collar or harness, treats, and a treat pouch or pocket to keep the treats, a hula hoop, a bell, and skateboard. This self-paced class is seven modules. Link to class will be sent out one day prior to start date of class.

AAA-8490 tuition: $10 / fees: $115

Basic Dog Obedience
Imagine your furry BFF 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 Professional 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 Services in Brandywine, Maryland.

PEP-9280 tuition: $10 / fees: $150

Canine Agility
Take your dog’s conditioning to a new level! You and your dog will work together as a team to master a series of outdoor agility obstacles and, in doing so, build a unique bond. Expose your dog to new things making him/her more confident, all while you get your exercise as well! Instructor has over 20 years of experience as a law enforcement K-9 handler. All materials are included in the cost of the class to include use of equipment for all obstacles 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 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 Services in Brandywine, Maryland.

PEP-9290 tuition: $10 / fees: $150

Intro to Treibball
This class is intended to help you get started learning the game of Treibball, an urban herding sport, played with your dog. A Bone-A-Fied Friends Forever Pet Services (BFF) trainer will break down the foundations you need and show you how to set yourself up for success. This is a beginner-level workshop and can provide you several weeks’ worth of drills and practice with your dog. Trainer will be available to answer any questions you may have while the course is open. Equipment needed for class: leash, collar, treats or a reward toy, a place marker, a standard water bottle, a hard ball, and a soft ball. This self-paced class includes nine modules plus bonus videos. Link to class will be sent out one day prior to start date of class.

AAA-8460 tuition: $10 / fees: $35

Puppy Kindergarten
Training your puppy can be quite a journey. Learn how to potty train, give proper exposure, health, socialization, and nutrition for your puppy. Other topics include the focus command, loose leash walk, left theory, sit, down, and a recall. Your trainer from Bone-A-Fied Friends Forever Pet Services (BFF) will be there with you along the way to answer questions and help ensure you are fully understanding the teaching tools provided. Equipment needed for class: leash, collar or harness, treats, and a treat pouch or pocket to keep the treats. This self-paced class is 15 modules plus bonus videos. Link to class will be sent out one day prior to start date of class.

AAA-8470 tuition: $10 / fees: $115

Canine Agility
Take your dog’s conditioning to a new level! You and your dog will work together as a team to master a series of outdoor agility obstacles and, in doing so, build a unique bond. Expose your dog to new things making him/her more confident, all while you get your exercise as well! Instructor has over 20 years of experience as a law enforcement K-9 handler. All materials are included in the cost of the class to include use of equipment for all obstacles 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 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 Services in Brandywine, Maryland.

PEP-9280 tuition: $10 / fees: $150

Canine Agility
Take your dog’s conditioning to a new level! You and your dog will work together as a team to master a series of outdoor agility obstacles and, in doing so, build a unique bond. Expose your dog to new things making him/her more confident, all while you get your exercise as well! Instructor has over 20 years of experience as a law enforcement K-9 handler. All materials are included in the cost of the class to include use of equipment for all obstacles 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 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 Services in Brandywine, Maryland.

PEP-9290 tuition: $10 / fees: $150
ART

Ceramics Studio
Ceramics Studio is designed for students who have taken the introduction, intermediate, and advanced levels of ceramics and want to continue their studio work. Students will pursue their own ceramics projects, including glazing and firing their work. Although the majority of work will be self-directed, continuing education students will meet with the instructor at least once per week during class time, and will contribute to and benefit from the community atmosphere of the ceramics studio. Students will have access to the studio during open studio hours as well. ART-2200, ART-2210 and ART-2220 must be taken prior to enrolling in this course.

AAA-7710  tuition: $30 / fees: $230
1748  September  LAPL
1750  September  LAPL
1755  September  LAPL

Watercolor Journal Sketching
Whether you are traveling, enjoying a coffee break, or waiting until your child returns from school, keep a record of your days with a watercolor sketch journal. In this class, you will learn how to create a simple journal, one that will hold your precious memories. Together, we will learn that the more that we sketch the easier it will be to capture a glimpse of everyday life. In each session, we will have brief art talks and watercolor sessions to encourage growth in sketching techniques. The material list needed to be purchased by the student is as follows: a handy size sketchbook (6 X 8 to 7 X 9) traveler’s watercolor set, extra watercolor brushes, a pencil w/eraser, smear resistant black pen, and soft tissues. Please bring these materials with you to the first class. No need to have art experience, all levels are welcome!

AAA-8110  tuition: $40 / fees: $130
2055  October  PRIN

Beginning Basketry
Give basket weaving a try! Experience the basics of splint basket weaving and create an heirloom to treasure by making a tissue basket with clothespin legs. Information about basket uses and forms, materials, and methods will be discussed. Techniques will be demonstrated and students will develop skills through experiential learning. Skill level is for a beginner with reasonable manual dexterity. Written instructions will be available to complement the class. Course cost includes the cost of the materials.

AAA-8670  tuition: $15 / fees: $55
1845  September  LAPL

NEW Holiday Basketry
Pass the rolls with a merry jingle this season by creating a jingle bell basket. Weave a 6-8 round basket bottom, weave up the side, and create a special saw-tooth border. This basket features small red jingle bells woven onto the sides, surrounded by green woven curls, to create a festive and useful decoration. Skill level is for beginner/intermediate with reasonable manual dexterity and written instructions will be available to complement the class. All materials are included in the cost of the class.

AAA-8680  tuition: $20 / fees: $65
1846  November  LAPL

Fall Market Basket
Fall is in the air! Create a standard market basket, great for gathering the last of the harvest. Basket measures 8 inches wide by 14 inches long, with a 14 inch high wooden handle. Learn to weave a base around a handle, weave up the sides and add a decorative strip of randing weave. Finish off the basket with a sturdy rim. There will be a choice of fall colors for the decorative strip. Skill level is for beginner/intermediate with reasonable manual dexterity and written instructions will be available to complement the class. All materials are included in the cost of the class.

AAA-8740  tuition: $15 / fees: $55
1844  October  LAPL

The Art of Color Pencil Drawing
Gain a whole new perspective on the way you color with easy to pick up colored pencil drawing and coloring techniques. One of the beauties of working with colored pencils is that there is so little hassle involved in using them. They give such an easy, consistent, and satisfying product. Join instructor Meenu Vikram as she walks you through how to improve your drawing skills, specifically with colored pencils. Learn blending styles, color layering effects, and pencil strokes for rendering realistic images. Amaze yourself when you learn the easy techniques to make a simple coloring page a work of art. Students will need to purchase art paper - thick and white, HB pencil, eraser, and a watercolor pencil pack of 36 colors.

AAA-8780  tuition: $15 / fees: $65
1832  October  Virtual: Zoom
Holiday Cards in Watercolor
Create unique watercolor greeting cards and make cherished gifts from the heart! Enjoy learning traditional and fun watercolor techniques as you are guided in a step-by-step process using a variety of simple techniques that will give you satisfying results. No experience is required. Please have the items listed ready before the class: Paper - the better the paper, the better your painting experience. Arches Watercolor Pad with the black and green cover - be sure it is not Block - any size you choose - Optional if the pad is not available - one sheet (or more) of Arches Paper: 140#, 22x30, cold press. Paint - transparent watercolor paint set - any brand. Brushes - one round pointed #10 synthetic watercolor brush, one sheep hair 2 Hake flat brush and one small flat synthetic brush, max 1/2.

**PEP-5120** tuition: $10 / fees: $40

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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 one week prior to class start date.

**PEP-9410** tuition: $20 / fees: $60

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MUSIC

Basic Acoustic Guitar
For the true beginner! This class is for anyone 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. You will learn how to tune, pick, properly hold and play your guitar. Basic music, note, and chord reading as well as picking and strumming will be addressed. The class will culminate with playing a simple song using chords. Each student must provide his/her own acoustic guitar and bring it to class. Book will be provided and is included in the cost of the class.

**AAA-6220** tuition: $20 / fees: $95

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Chamber Choir
As a combined course, both credit and continuing education students will study, prepare, and perform advanced and complex choral literature selected from a variety of periods. This course is combined with credit course MUS-1070.

**AAA-8220** tuition: $15 / fees: $75

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Virtual Music Lessons
CSM is offering virtual private music lessons in piano, guitar, percussion, and/or voice lessons or coaching for students of all ages levels. Weekly one-on-one instruction will be taught through either Skype, FaceTime, or Zoom (your choice) by our expert, background checked instructors. Course includes six 30-minute private lessons. You must have the instrument of choice at home in order to take the lessons. Once registered for class, you will be contacted to schedule your meeting with your instructor. Times and dates for lessons are then to be determined by student and instructor. Book will be recommended by instructor as well as where to purchase it.

**AAA-8380** tuition: $30 / fees: $120

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NEW Art of Jamming
Welcome pianists, guitarists, vocalists, and other instrumentalists that would like to meet new friends and play basic music together. The Art Of Jamming is newly designed for the intermediate musician and provides a unique opportunity to learn alongside others with similar interests. Special emphasis is given to jamming (improvising) with other players who possess variations in both talent and style. Styles with simpler structures such as three-chord blues are used to start and to build from. Instruction can involve both acoustic and electric instruments. Students are required to bring their own instrument to class. Music will also need to be purchased by the student. An email will be sent prior to the class starting with the information needed to purchase.

**AAA-8920** tuition: $20 / fees: $105

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Group Piano
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 - 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: $20 / fees: $95

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Group Piano II
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, deciphering tempo markings, and establish a firm knowledge of basic chords.

**PEP-5890** tuition: $20 / fees: $95

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### Chorale
As a combined course, both credit and continuing education students study, prepare, and perform fine choral music under the direction of a professional conductor. Students will participate in several public concerts at the end of each semester. This course is combined with credit course MUS-1040.

**PEP-5480**  
**tuition:** $15  /  fees: $75  
**1795** September  
LAPL

### Basic Live Sound Operation
Learn the operation of a basic live sound PA system in this course. Topics covered will include mixing console operation, PA design and system setup, equalization, amplifiers, crossovers, loudspeaker design, microphone techniques, and monitoring. This course is ideal for sound crews from nightclubs, churches, and reception halls. This class is conducted at Night Sky Studios in Waldorf, Maryland.

**PEP-5000**  
**tuition:** $30  /  fees: $130  
**1840** October  
NITE

### Introduction to Basic Studio Recording
Come and be introduced to basic recording equipment and procedures in a studio recording setting. This class will prepare you to advance in the field and will include pertinent instruction on the essential elements for a studio, which include consoles or mixers, recorders, and monitors. You will also learn how to identify which microphones to use and how to place them, as well as a basic mix after recording. This class is held at Night Sky Studios in Waldorf, Maryland.

**PEP-6840**  
**tuition:** $30  /  fees: $130  
**1841** October  
NITE

### 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, Maryland.

**PEP-8880**  
**tuition:** $30  /  fees: $130  
**1842** November  
NITE

### PHOTOGRAPHY

#### Taking Better Photographs
Taking captivating and creative photographs can be a challenge but is not impossible. Learn about basic techniques for photographers to follow to assist in the photography process. Class will focus on camera basics, including equipment and settings. Additionally, you will dive into composition, focusing, and editing to create eye-catching visuals, and how to enhance the overall photography experience.

**AAA-8750**  
**tuition:** $15  /  fees: $90  
**2224** November  
Virtual: Zoom

#### NEW  Wildlife Photography
Learn from an expert, the elements that make exceptional wildlife photographs. Instructor Dean Newman will show you how to attract and approach wildlife to obtain an acceptable image size for displaying your art. Techniques for improving wildlife positioning, image placement, and digital exposure specific to wildlife will also be covered. This course is aimed at intermediate-level photographers and above. To attend this course, students must be comfortable operating their cameras in aperture and shutter-speed priority modes and, even more desirable, manually. Students should understand the interplay between shutter speed, aperture, and ISO in making an exposure. Prior to the class, students will need to find an image in any media source (newspaper, magazine, online, etc.) that they believe to be a great wildlife photo. Students will then email that to the instructor prior to the class starting. Email address will be provided to you before class starts.

**AAA-8930**  
**tuition:** $15  /  fees: $70  
**1887** September  
LEON

#### Basics of Digital Photography
Taking captivating and creative photographs can be a challenge but is not impossible. Learn about basic techniques for photographers to follow to assist in the photography process. Class will focus on camera basics, including equipment and settings. Additionally, you will dive into composition, focusing, and editing to create eye-catching visuals, and how to enhance the overall photography experience.

**PEP-9680**  
**tuition:** $40  /  fees: $170  
**2234** October  
Virtual: Zoom

### PHOTOGRAPHY

#### Taking Better Photographs
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**AAA-8930**  
**tuition:** $15  /  fees: $70  
**1887** September  
LEON

#### Basics of Digital Photography
Taking captivating and creative photographs can be a challenge but is not impossible. Learn about basic techniques for photographers to follow to assist in the photography process. Class will focus on camera basics, including equipment and settings. Additionally, you will dive into composition, focusing, and editing to create eye-catching visuals, and how to enhance the overall photography experience.

**PEP-9680**  
**tuition:** $40  /  fees: $170  
**2234** October  
Virtual: Zoom
DRIVER EDUCATION

Driver Education Classroom - 30 Hours
The Motor Vehicle Administration (MVA) requires this course for those wishing to obtain a Maryland Driver’s License. Maryland law requires 30 hours of classroom instruction. Classroom instruction includes orientation, discussion of space management, basic maneuvering, reducing risk, and personal factors influencing operator performance, and collision avoidance. The MVA requires that the student attend an orientation accompanied by a parent, guardian, or mentor. The orientation will be three hours long and will acquaint students with the school’s requirements and components of Maryland’s Graduated Driver Licensing Laws. You must be 15 years of age to take this class. A learner’s permit is not required as there will be no behind-the-wheel instruction in this class.

Note: MVA requires that a VIDEO camera is on your computer to show you are in attendance for the full three hours of the class. Must be 15 years of age before first day (orientation) to take class. Parent/guardian or mentor is recommended to attend orientation with the student if under 18.

TRA-9250 tuition: $125 / fees: $70

| 1641 | September | Virtual: Zoom |
| 1648 | September | Virtual: Zoom |
| 1642 | October   | Virtual: Zoom |
| 1650 | October   | Virtual: Zoom |
| 1644 | October   | Virtual: Zoom |
| 1651 | October   | Virtual: Zoom |
| 1646 | November  | Virtual: Zoom |
| 1652 | November  | Virtual: Zoom |

Driver Education Lab - 6 hours BTW
This course is offered in cooperation with the Motor Vehicle Administration and is intended for persons wishing to complete their behind-the-wheel instructional requirements for becoming a licensed Maryland driver. Students will practice various aspects of safety while operating an automobile with a certified driver education instructor.

TRA-9200 tuition: $125 / fees: $70

| 1649 | August     | LAPL |
| 1664 | August     | LEON |
| 1665 | September  | LEON |
| 1654 | September  | LAPL |
| 1657 | September  | LAPL |
| 1666 | September  | LEON |
| 1659 | October    | LAPL |
| 1670 | October    | LEON |
| 1660 | October    | LAPL |
| 1667 | October    | LEON |
| 1661 | November   | LAPL |
| 1671 | November   | LEON |
| 1672 | November   | LEON |
| 1662 | November   | LAPL |
| 1663 | December   | LAPL |
| 1673 | December   | LEON |

DRIVER IMPROVEMENT

Alive At 25 Behavior Modification
Motor vehicle crashes are the number one cause of death for young adults ages 16-24. Out of 60,000 Colorado students who completed the Alive at 25 program, the program reduced deaths from crashes by 97%! Alive at 25 is a highly interactive, behavior modification program delivered by law enforcement. Through interaction and role-playing, students are persuaded to take responsibility for their actions, adopt safe practices, focus on healthy decision making, and form their own conclusions about the consequences of risky driving behaviors. Alcohol, distractions, peer pressure, speed factors, and more are discussed.

Note: All students must have the Alive at 25 (NSC Driver Safety Training) Course Guide (4th Edition) to participate. It was either handed to you by a Teen Court, or Juvenile Services Caseworker, mailed to address on file, or arrangements are being made to pick up at one of our CSM Campuses. If you do not have it by 4 PM on the Friday before the start of class, contact jmadams6@csmd.edu by email immediately to work out options. Do not wait until the day of the class to email. You will be required to prove that you have the course guide the night of the class.

TRA-9500 tuition: $0 / fees: $55

| 1640 | August | Virtual: Zoom |
| 1643 | September | Virtual: Zoom |
| 1700 | September | Virtual: Zoom |
| 1645 | October | Virtual: Zoom |
| 1695 | October | Virtual: Zoom |
| 1696 | November | Virtual: Zoom |
| 1697 | November | Virtual: Zoom |
| 1698 | December | Virtual: Zoom |
| 1699 | December | Virtual: Zoom |
Basic Rider Course (BRC)

This 17-hour course is approved by the Maryland Motor Vehicle Administration (MVA) for obtaining the Class M license. It is designed for the beginning rider who has little to no riding experience. The course includes classroom and riding instruction. Course materials and use of a 250cc training motorcycle is included in the cost of tuition. During the seven hours of classroom time, participants discuss topics that include responsible riding, selecting proper riding gear, basic riding skills, defensive riding strategies, and how to handle a variety of riding situations. Participants receive approximately 10 hours of riding and practice clutch-throttle control, stopping, turning, shifting, and basic crash avoidance skills. Throughout the course, Rider Coaches evaluate and critique each rider’s performance. The student will be required to pass both a knowledge test and operator skill evaluation. The successful course participant will receive, at the end of the course, a MD MVA completion certificate and card.

TRA-8000  tuition: $85  /  fees: $254

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Basic Rider Course 2-LICENSE Waiver (brc2-Lw)

Formerly the Alternate Basic Rider Course (ABRC), this updated course is for riders with current street riding experience and who are seeking to get their motorcycle license. This eight-hour course includes three hours of formal classroom and five hours of riding exercises. It also includes two hours of independent study done at home via an online eCourse prior to class. Once enrolled, the eCourse code, instructions, and link are provided via email at no additional charge. Ask yourself two questions before enrolling in TRA-8150 1) Do you own a motorcycle? 2) Have you ridden on the street within the last year? If you answered yes to both questions, then this is likely the right course for you. A learner’s permit is not required for course participation. But if you have a learner’s permit and ride your motorcycle, introduce your accompanying rider to one of our rider coaches. If you don’t have a learner’s permit, you will have to transport your motorcycle and the rider coaches will direct offloading. CSM is not responsible for any violation obtained by an individual who fails to operate their vehicle in accordance with Maryland law. You must pass a written and riding skill test in order to earn your license.

TRA-8150  tuition: $38  /  fees: $257

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Driving Growth in Southern Maryland

Commercial drivers keep Southern Maryland moving. Train for rewarding, in-demand careers in school transportation, public transit, passenger vehicles, freight, and delivery.

Get started at
www.csmd.edu/CareerDevelopment
**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.

**Note:** 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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**FOOD AND DRINK**

To find the most current class offerings in this category, visit our website or scan this QR code.

**CAKE DECORATING**

**NEW Holiday Cookie Decorating**

In this two-hour holiday themed class, learn the basics of decorating cookies with royal icing along with several design techniques. Instructor Adams, aka the cookie lady, will provide you with 8 undecorated sugar cookies, royal icing in multiple colors, and all the tools needed to design beautiful cookies that will impress the whole family. This is a beginner friendly class so no experience necessary.

**AAA-5040** tuition: $10 / fees: $60

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**Cake Decorating Basics**

Learn all the fundamentals you need to create any special occasion cake, from whimsical to beautiful in just four, two-hour classes. Use the techniques you learn during class to design and decorate your cake (wedding cakes are excluded) to take home. You will learn when and how to use different consistencies of butter cream icing, transferring patterns, shell borders, star fill techniques, drop flowers, rosettes, pompom flowers, and more along with how to arrange your design. A basic kit and book are included in the cost of the class. An additional list of tools and supplies will be provided by the instructor during the first class.

**Note:** Butter cream frosting will need to be prepared for the 1st night of class. Recipe will be emailed 3 days prior to the start date of class.

**HGC-7110** tuition: $30 / fees: $110

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**Flowers and Figurines**

Take your cake decorating skills to a whole new level with gum paste and fondant icing. If you liked playing with modeling clay in your younger days, then this is the class for you. Learn to cover your cake and cake boards in fondant. Decorate with different types of flowers and figurines 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. We recommend students have taken the basic cake decorating class or have basic cake decorating skills prior to registering for this class. 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 fondant kit and book are included in the cost of the class.

**HGC-7120** tuition: $20 / fees: $70

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In addition to our Continuing Education and Personal Enrichment courses, explore CSM’s degree programs and credit classes by visiting our website at [www.csmd.edu/Academics](http://www.csmd.edu/Academics)
Cupcakes and Cocktails
Cupcakes and cocktails combine the art of decorating cupcakes with a festive Christmas sangria for an entertaining evening of creativity. Enjoy sipping on your cocktail while decorating cupcakes with piped borders, roses, shells, and other designs using several different pastry tubes perfect for the season. Cocktails and a 12-piece cupcake decorating kit are included in the cost of the class. Frosting recipe will be emailed prior to the class. Students must bring one dozen, baked, unfrosted cupcakes and frosting to the class. Frosting recipe will be emailed prior to class. A 12-piece cupcake decorating kit is included in the cost of the class. PEP-8940 tuition: $10 / fees: $40

Virtual Cupcake Decorating - Holiday Edition
Learn how to make beautiful holiday-themed cupcakes - virtually! Practice several hand-piping techniques to add a variety of eye-catching holiday-themed designs to your cupcakes. Holiday theme will depend on the month of the year this class is offered. Improve your skills and join us for a few hours of cupcake decorating fun all from home. Students must have one dozen, baked, unfrosted cupcakes ready for the class. Cupcake decorating kit is also required for class and can be ordered Online at Amazon - Wilton Cupcake Decorating Icing Tips 12-piece kit. Frosting recipe will be emailed one day before class. Class will be held via Zoom and link to the class will be emailed the day before with instructions on how to join. PEP-5160 tuition: $15 / fees: $80

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! Students must bring one dozen, baked, unfrosted cupcakes and frosting to the class. Frosting recipe will be emailed prior to class. A 12-piece cupcake decorating kit is included in the cost of the class. PEP-8940 tuition: $10 / fees: $40

INTERNATIONAL

NEW Oktoberfest
Wilkommen zum Oktoberfest! Come and explore the cuisine of Germany and its various cities, as well as the cuisine that can be found during the biggest celebration of all - Oktoberfest. The beer, the pretzels, the sausage, the music, what more could you want? Take a tour around Germany in this demonstration cooking class and experience the wonderful flavors that Germany has to offer. Pair German beer with your food to make it all come together! Must be 21 years old or older to register for this class. PEP-5100 tuition: $15 / fees: $80

NEW Essentials of Tuscan Cooking
The simple yet refined flavors of Tuscan cooking are world famous, and with good reason. Whether the product of one of Florence’s great restaurants or the simple dishes from a country kitchen, the integrity of Tuscan cooking has won applause for centuries. Learn some of the secrets of this venerable cuisine as you make and enjoy crostini with roasted eggplant, pappa al pomodoro (soup), bistecca alla Fiorentina, (steak), cipolline agrodolce with a Tuscan salad, and almond biscotti dipped in sweet wine. This is a demonstration cooking class with student participation. Must be at least 21 years of age or older to register. PEP-5160 tuition: $15 / fees: $80

NEW Perfecting Pasta
Fresh pasta is not only delicious, but incredibly easy to make. Discover how this dough is the base for endless pasta variations and shapes. Join Chef Baldassari as she teaches you in the art of Cucina Italiana. Prepare together as a group fresh pastas as well as sauces to compliment. Wine will also be served. No experience necessary. Buon Appetito! This is a demonstration cooking course. Must be 21 years or older to register. PEP-8800 tuition: $15 / fees: $80
Traditional Italian Christmas
Christmas is by far the most important holiday of the year in Italy with festivities lasting from December 24th through January 6th. Join chef Baldassari for a Traditional Italian Christmas and experience the splendid food and drink of this special time of year. Menu includes cocktail della casa, Sgabei (pasta fritta), Involtini d’asparagi e pancetta (asparagus and pancetta), Branzino al cartoccio (sea bass) and Gnocci de patate (potato pasta). There will also be an assortment of Italian desserts. This is a demonstration cooking class. Must be 21 years or older to register.

PEP-9640 tuition: $15 / fees: $80
1820 December SMKB
1821 December SMKB

NEW Discover Indian Cuisine
Uncover the secrets of mouthwatering Indian cuisine. Join instructor Menuu Vikram as you explore what makes Indian food so unique. Raised in India, Vikram learned to cook from her mother, grandmothers, and aunts. Your culinary experience will include Bread Pakoda (fried savory bread fritters), Mango Lassi (cool non-alcoholic drink), Aloo Paratha with Dahi (Stuffed flat bread with yogurt, and Kheer (rice pudding). This is a demonstration cooking class with student participation.

PEP-9770 tuition: $15 / fees: $65
1831 September SMKB

NEW Taste of Sicily
People who visit Sicily know how beautiful this island is and how unique and tasty the Sicilian way of cooking is. Join Chef Baldassari as she walks you through, step-by-step, how to prepare the best authentic Sicilian foods. Menu will consist of Bruschetta con Caponata di melanzane (eggplant bruschetta), Maccheroni alla Norma con ricotta (Sicilian pasta dish), Pane e Panelle (chickpea fritters), and Limoncello Sicilian granita for dessert. Wine will also be served. This is a demonstration cooking class with student participation. Must be 21 years or older to register.

PEP-9800 tuition: $15 / fees: $80
1804 September LAPL

Italian Sauce Making
There are many different ways to make an Italian tomato sauce and depending on whom you ask - and where their family originally came from - you will find many different family recipes. Join Chef Baldassari for Italian Sauce Making and create and enjoy delicious Italian tomato sauce that has been passed down through her family for generations. The sauce is so versatile that it can be used for all your recipes, from appetizers to pasta, meat or seafood, and main courses. Wine will also be served. This is a demonstration cooking class with student participation. Must be 21 years old to register.

PEP-9950 tuition: $15 / fees: $80
1817 August SMKB
WINE, BEER, AND COCKTAILS

Craft Cocktails- Virtual Holiday Themed Mixology
Are you hosting family and friends for the Holidays? What better to do then show off your skills this holiday season for friends and family near and far with holiday inspired cocktails. Join mixologist Brooke Fritz this month in our holiday mixology class and craft and sip three cocktails using fresh seasonal ingredients - Christmas Cosmo, Smoke Rosemary Martini, and a Gingerbread Old Fashioned. No experience necessary. We will provide a list ahead of time to include alcohol options along with a variety of price point options as well to make shopping a breeze. Fritz will go through each recipe and feature some engaging cocktail related trivia throughout the session. Must be 21 years old or older to register.

AAA-8640 tuition: $10 / fees: $65
2060 December Virtual: Zoom

Craft Cocktails - Prohibition
Leaves are falling, cooler weather is coming so get toasty and warm with cocktail mixing this fall season - Bourbon style! Because liquor was illegal during prohibition, speakeasies had to get creative with their cocktail mixing and in this in person one of a kind class, we bring the creativity to you! Join mixologist Brooke Fritz in a hands-on mixology experience to craft and sip on three cocktails using fresh seasonal ingredients.

Recipes such as Maple Bourbon Old Fashioned, Apple Butter Old Fashioned, and a Pear Bourbon Sour will be prepared along with a light fair. No experience necessary. All alcohol, mixers and food will be provided and is included in the cost of the class. Fritz will go through each recipe and feature some engaging cocktail related trivia throughout the night. Must be 21 to register for class.

AAA-8650 tuition: $10 / fees: $65
2059 November SMKB

NEW Craft Cocktails- Thanksgiving Inspired
Turkey is prepped and pies are done. Pair these fall inspired cocktails with your Thanksgiving meal and keep everyone in good cheer! Join mixologist Brooke Fritz in a hands-on Thanksgiving mixology experience and craft and sip three new cocktails using fresh seasonal ingredients - Fig Sage Martini (vodka based), Fall Harvest, and a Pear Martini. No experience necessary. All alcohol, mixers, and a light fare will be provided and is included in the cost of the class. Fritz will go through each recipe and feature some engaging cocktail related trivia throughout the night. Must be 21 to register for class.

AAA-8940 tuition: $10 / fees: $65
2093 October SMKB

HOME AND GARDEN

HOME

NEW Introduction to Upcycling Furniture
Are you looking for a DIY project but not sure how to start? This introductory class to upcycling furniture will open your creativity to endless possibilities. You will be introduced to choosing the ideal refinishing pieces and where you can acquire affordable and beautiful vintage furniture. You will also gain introductory skills on making minor repairs, cleaning the furniture, using safety equipment and basic preparation steps. No supplies needed just your enthusiasm about bringing new life to old things!

HGC-5000 tuition: $10 / fees: $25
1813 September LAPL
1816 November LAPL

Beginning Sewing
For those who have little to no sewing experience, this class is for you! Learn how to properly operate a sewing machine and choose appropriate fabrics and notions for class projects. Learn the basics of sewing like reading a pattern, pattern layout and cutting, and sewing simple seams. Work on the selected class project together in order to master sewing techniques together. You will need to purchase your supplies for each project. A supply list will be sent prior to the first class and provided prior to each subsequent project, if applicable. Your own sewing machine is required.

HGC-5090 tuition: $40 / fees: $160
1829 September LAPL

Sewing Essentials - Terms and Measurements
Sewing Essentials will give you the building blocks of sewing and inspire you to follow your creativity. Gain a better understanding of sewing terminology, how to read a pattern, and the importance of body measurements as they relate to sewing patterns. Master zippers, buttonholes, and matching plaids. Basic sewing skills are needed in order to take this class and your own sewing machine is required. You will need to purchase your supplies for each project and a list will be given to you by your instructor in the first class session.

HGC-5110 tuition: $15 / fees: $70
1830 October LAPL

GARDEN

NEW Sip and Plant
Let your creative juices flow. Sip on a succulent desert themed mocktail while getting your hands dirty creating your personal zen succulent garden. Indoor succulent gardens are relaxing to create and easy to care for. All materials are included in the cost of the class.

HGC-5150 tuition: $10 / fees: $55
2240 August LAPL
HOME

Introduction to Interior Decorating and Design
The Interior Decorating and Design program is specifically created to offer a detailed overview of interior decorating and design in a short time frame. The instructor will use both Online learning as well as regular classroom sessions to provide students with the necessary skills to compete successfully for an entry-level position in the interior decorating and design job market. The Interior Decorating and Design program will provide the maximum benefit to students interested in decorating or in enhancing their existing skills. Topics that will be covered include history of interior design, evolution of design styles, working with colors and the principles used in color palettes, and understanding floor plans and furniture placement. A manual will be provided to all students and is included in the cost of the class. Additional class materials are required and must be purchased by the student. A material list of all design tools will be given out on the first day of class and the cost is approximately $50. Student will use these materials for all interior decorating and design courses in the series.

HGC-8000 tuition: $65 / fees: $195
1884 August PRIN

Interior Decorating and Design II
The Interior Decorating and Design program is specifically created to offer a detailed overview of interior decorating and design in a short time frame. This is the second class in the Interior Design and Decorating Program. Instructor will use both Online learning as well as regular classroom sessions to provide students with the necessary skills to compete successfully for an entry-level position in the interior decorating and design job market. The Interior Decorating and Design program will provide the maximum benefit to students interested in decorating or in enhancing their existing skills. Topics that will be covered include using textiles, how to determine design styles, and obtaining trade procurement. A student manual will be provided to all students. Note: Student must first take HGC-8010 Interior Decorating and Design I.

HGC-8010 tuition: $65 / fees: $195
1885 September PRIN

Application of Interior Decorating and Design
The Interior Decorating and Design program is specifically created to offer a detailed overview of interior decorating and design in a short time frame. Instructor will use both online learning as well as regular classroom sessions to provide students with the necessary skills to compete successfully for an entry-level position in the interior decorating and design job market. The Interior Decorating and Design program will provide the maximum benefit to students interested in decorating or in enhancing their existing skills. Topics that will be covered include the basics of accessorizing, the many uses of lighting and preparing impactful client presentations. Students will be participating in hands-on practicum working on interior design projects outside of class. A schedule for practicum assignments will be discussed during class.

Note: Must take HGC-8010 Interior Decorating and Design II

HGC-8020 tuition: $65 / fees: $195
1886 October PRIN

Thanksgiving Centerpiece
Create the most popular floral design, the centerpiece. Brighten your holiday table with an updated traditional arrangement of long-lasting fall flowers and dried accents. Students will need to bring pruners to class. Vase and all floral supplies will be provided by CSM.

HGC-8100 tuition: $10 / fees: $55
2236 November LEON

Holiday Wreath Making
Impress your family and friends with a holiday wreath you make yourself! Use an artificial base and decorate using mixed evergreens, flowers, dried pods and cones, berries, and other holiday trim. Learn how to make florist bows as well. Students will need to bring pruners to class. Wreath and all floral decorations to create your project will be provided by CSM.

HGC-8110 tuition: $15 / fees: $70
2237 December LEON

NEW Bag Making for Beginners
Bag Making for Beginners is the perfect starting place to learn fundamental handbag construction and design for someone who plans to start handbag making as a hobby and even eventually for profit. During this class, you will be guided through making a simple handbag and will have the opportunity to choose from several basic designs, color choices, and embellishments. You will learn about fabrics, needles, sewing feet, and proper interfacing to use for bag making. Master zip closure and various pocket techniques as well as how to apply hardware to handbags. Students must have basic sewing machine skills and bring their own sewing machine, machine feet, and needles to class. All other supplies are provided and included in the cost of the class.

HGC-8120 tuition: $15 / fees: $170
1810 October LAPL
LANGUAGES AND WRITING

To find the most current class offerings in this category, visit our website or scan this QR code.

LANGUAGES

Conversational French
If you have always been fascinated by people who speak another language and want to pursue it as a hobby, or you simply need to brush up on your spoken French, then this is the class for you! Conversational French is designed to help everyone from the ab initio stage - those who have never learned French before - to those wanting to brush up in preparation for an upcoming trip. You’ll learn practical, common phrases that will make your trip to the many French-speaking regions of the world more pleasant. Let CSM help you to achieve your goals and open up new avenues and experiences for years to come!

AAA-8070  tuition: $40  /  fees: $135  
1890  October  LAPL

Simple German
If you plan to travel to Germany or are just curious about the people and their country, then an understanding of the German language and customs is a must. This class will cover important information about transportation, costs and currency, important contacts and telephone numbers in emergencies, and accommodations. You will also learn about the various regions, travel itineraries, and a few must see destinations. Food and cuisine by region will also be discussed, including how to order food, shop for basic groceries, how to ask directions, and using public restrooms. Information about plugs and converters for electronics and phone service will also be shared. A brief examination of the geography, politics, economics, history, traditions, and religion will also be covered.

PEP-5140  tuition: $40  /  fees: $135  
2069  September  Virtual: Zoom

American Sign Language
American Sign Language is designed to develop the skills and knowledge needed to communicate in American Sign Language (ASL). This course emphasizes the learning of basic person-to-person (through the air) conversational signing skills in ASL, including use and comprehension of ASL vocabulary and fingerspelling driven with mini-dialogues. Become acquainted with deaf culture, learn bicultural appropriate behaviors, and receive a brief overview of the history of deafness in America. Textbook required and will be used for all three ASL classes. Master ASL! Level I.

PEP-5300  tuition: $40  /  fees: $160  
1776  September  LEON

American Sign Language Part II
American Sign Language Part II is designed to develop the skills and knowledge needed to communicate in American Sign Language (ASL). Emphasis will be placed on enhancing familiarity through dialogues and mini-narratives using an immersion approach to language learning. Cultural awareness in the deaf community will also be discussed. Students need to have taken American Sign Language to take this part II class. Textbook required and will be used for all three ASL classes. Master ASL! Level I.

PEP-5310  tuition: $40  /  fees: $160  
1778  October  LEON

American Sign Language Part III
American Sign Language Part III is a continuation of Part I and II. Emphasis will be placed on understanding and acquiring conversational proficiency in ASL using an immersion approach. Special focus will be on increasing sign clarity and non-manual behavior. Social, cultural, linguistic, political and economic patterns affecting deaf people in the U.S. will also be covered. By the end of part III, you will be able to comprehend and respond with increasing accuracy. American Sign Language I and II are required in order to take part III. Textbook required and will be used for all 3 ASL classes. Master ASL! Level I.

PEP-5320  tuition: $40  /  fees: $160  
1780  November  Virtual: Zoom

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: $40  /  fees: $135  
1805  September  LAPL
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.
Note: Textbook is included in the cost of the class and will be provided the 1st session.
PEP-9620 tuition: $40 / fees: $135
1807 September LAPL

Simple Spanish III
Simple Spanish III concentrates on grammatical rules and concepts to acquire Spanish naturally. It includes a review of the elements of Simple Spanish I and II, where grammatical basics were learned, such as articles, adjectives, the verbs Ser and Estar, Hay, interrogative words, and conjugated verbs. Students will then move on to other components of the Spanish language, such as the indirect and direct objects, reflexive verbs, and the present subjunctive. In addition, students will practice reading comprehension, new vocabulary, and a specific emphasis on pronunciation practices. Simple Spanish III class provides students with sufficient knowledge to communicate using regular Spanish.
PEP-9720 tuition: $40 / fees: $135
1809 November LAPL

WRITING

How to Publish Your Book
Everyone has a story to tell! Join us for How to Publish Your Book and learn successful tips and tactics to help yourself become a published author. Whether this is your first book, or you have a series of novels, your success in the writing game will be determined by the number of credible publishers attached to you and your work. How to Publish Your Book, taught by a published author, will help you gain that credibility. Discover powerful shortcuts, tips, and ways to put you ahead in the game. Topics that will be covered are the publishing process, marketing and promotion stages, and finally the book selling process. If you are ready to become a writer and author, this step-by-step course will give you all the tools you need to get published, again and again.
AAA-8200 tuition: $20 / fees: $80
2235 October Virtual: Zoom

NEW Conversational Italian

From the culture that brings us phenomenal food, wine, fashion, and art, comes this expressively rich language. Conversational Italian is a continuation of Simple Italian (PEP-8780) but it is open to anyone with a basic understanding of the Italian language. You will easily pick up fundamental conversation skills and learn to express yourself comfortably in Italian. Learn practical, everyday words so you can read, hear, and practice dialogues based on typical situations that you're likely to encounter if you plan to vacation in Italy.
PEP-8810 tuition: $40 / fees: $135
1823 November LAPL

English As a Second Language

English as a Second Language is intended for non-native speakers who have basic, functional language skills and need to improve their ability to understand, speak, read, and write English. Throughout the course, students will practice listening and speaking, focusing on correctness and on conventions of American conversational patterns. Read and discuss publications intended for general audiences in order to improve reading comprehension and expand vocabulary. Students will also write short papers of various types in order to increase your command of standard written English. All texts and class materials provided in the cost of the class.
Note: Class sessions will be 50% in person on the Leonardtown campus and 50% via Zoom.
PPEP-9650 tuition: $50 / fees: $210
1806 September LEON
1808 September Virtual: Zoom

Simple Spanish II
This course is a continuation of Simple Spanish. It focuses on basic reading, writing, listening, and speaking. A deeper understanding of the verb to be ser/estar will be covered. In addition, verbs learned in the previous class will be conjugated in past and future tense, then used to create phrases. We will incorporate new vocabulary words such as colors, everyday objects, professions, transportation, house furniture, and more. Students will learn oral communication using correct Spanish grammar, vocabulary, and pronunciation presented in class.
PPEP-9710 tuition: $40 / fees: $135
1808 October LAPL

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: $40 / fees: $135
1807 September LAPL

How to Publish Your Book
Everyone has a story to tell! Join us for How to Publish Your Book and learn successful tips and tactics to help yourself become a published author. Whether this is your first book, or you have a series of novels, your success in the writing game will be determined by the number of credible publishers attached to you and your work. How to Publish Your Book, taught by a published author, will help you gain that credibility. Discover powerful shortcuts, tips, and ways to put you ahead in the game. Topics that will be covered are the publishing process, marketing and promotion stages, and finally the book selling process. If you are ready to become a writer and author, this step-by-step course will give you all the tools you need to get published, again and again.
AAA-8200 tuition: $20 / fees: $80
2235 October Virtual: Zoom

RECREATION AND WELLNESS

DANCE

Dance Ensemble
As a combined course, both credit and continuing education students study and perform a variety of dance repertoires in many dance styles, ranging from classical to modern in concert and public performances. This course is combined with credit course DAN-1010.
AAA-8210 tuition: $15 / fees: $75
1793 September LAPL

To find the most current class offerings in this category, visit our website or scan this QR code.
Ballet I
Students are introduced to the basic concepts and techniques of ballet and movement. This course helps to develop self-confidence, posture, and body awareness. This course is combined with credit course DAN-1050.
PEP-5040 tuition: $15 / fees: $75

Hand Dancing
Learn hand-dancing by using the 7-step approach. This beginner class will show you the basic steps, proper technique for spinning/turning, hand dance etiquette, and correct footwork. Male students will learn the proper techniques to correctly lead his partner. It’s important to remember that this is a beginner class, and you will be limited to learning basic skills. Please wear something comfortable and easy to move around in. Shoes should be suede, leather bottoms, or dress shoes.
PEP-7890 tuition: $20 / fees: $100

Hand Dancing, Level II
Continue to build on dance moves from the basic hand dance class, and expand your skills to include multiple footprint dance steps. You will learn double turns, wrap moves, expanded lead and follow indications, and execution. An improved walking technique when moving around the dance floor will also be covered. Please wear something comfortable and easy to move around in. Shoes should be suede, leather bottoms, or dress shoes.
PEP-8240 tuition: $20 / fees: $100

HAIR AND BEAUTY

NEW Natural Hair Care
Natural, highly textured, or curly hair is absolutely beautiful! Come learn the right techniques to moisturize, define curls, and create your own signature styles in this hands-on class. Learn how to be the curl master of your household for yourself or someone you care for. For hands-on practice, we will work with realistic natural hair mannequins, as well as our own hair, as we try proven techniques that make care and styling at home a breeze. This is a group course with some room for one-on-one interaction with the instructor. All materials are included in the cost of the class.
PEP-5980 tuition: $10 / fees: $50

Introduction to Voiceovers
Wow, you have a great voice! How many times have you heard that? Or maybe you listen to your favorite audio books, commercials, or cartoon characters and think, I could do that! Explore the voiceover industry with your instructor, a professional, working voice actor from Voices For All. Discover current trends in the industry and how they make it easy and affordable for just about anyone to get involved. You’ll learn about different types of voiceovers and the tools you’ll need to find success. Your instructor will take notes as you read a real script in this one-on-one video chat setting, and offer some coaching to improve your delivery. You’ll receive a professional voiceover evaluation later. This class is a one-time, 90-minute, introductory class. Learn more at http://www.voicesforall.com. You owe it to yourself to finally explore the possibilities of this fun and rewarding field! Students must have internet access and video chatting capabilities using a method such as: Skype (for PC/Mac users) or iChat/FaceTime (for Mac Users) to complete this one-session, 90-minute course. Your instructor will contact you once you have registered for the month you are interested in taking this one-session course.
PEP-6940 tuition: $15 / fees: $65

RECREATION

An Introduction to Fly Fishing
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. 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. Classes will be taught on-campus and will meet outside.
PEP-9400 tuition: $15 / fees: $65

Leisure Kayaking: Paddle Through Nature
If you’re new to kayaking and looking for a great, low-key outdoor excursion, this class is perfect for you! Enjoy a relaxing time exploring one of Maryland’s healthiest waterways, Mattawoman Creek. A professional guide will provide friendly instruction on use of the kayak and how to paddle with proper technique as they prepare you for a calm water journey. This calming experience will allow you to enjoy nature from a unique vantage point. Join us to discover a new appreciation for the natural beauty along our waterways! All equipment is provided. Class will be held at Atlantic Kayak Company - Mattingly Park, Indian Head, Maryland.
Note: Class cannot be dropped 1 week prior to the class starting.
WFA-8400 tuition: $10 / fees: $65

Leisure Kayaking: Paddle through History
If you are looking for a longer kayaking experience and are interested in the rich history surrounding our waterways, join us for this relaxing outdoor excursion along Mallows Bay. A professional guide will provide friendly instruction on use of the kayak and how to paddle with proper technique as they prepare you for a calm water journey. Explore one of the nation’s national marine sanctuaries that boasts a collection of historic shipwrecks dating back to the Civil War, as well as archaeological artifacts nearly 12,000 years old. This is a unique and memorable paddling experience that you will surely enjoy! All equipment is provided. Class is being taught by Atlantic Kayaking company. Students will meet at the boat ramp at Mallows Bay Park, 1440 Wilson Landing Road, Nanjemy, Maryland.
Note: Class cannot be dropped 1 week prior to the class starting.
WFA-5410 tuition: $10 / fees: $75
1754 October AKYK

WELLNESS

Essential Communication Skills
Have you ever wondered why it seems so difficult to talk with some people and so easy to talk with others? Can you recall an occasion where you met someone for the first time and immediately liked that person? Something about the individual made you feel comfortable. A major goal of this course is to help you understand the impact that your communication skills have on other people. You will also explore how improving these skills can make it easier for you to get along with others in the workplace and in life. Textbook included.
BUS-5280 tuition: $75 / fees: $114
1868 September Online

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. Textbook included.
BUS-5650 tuition: $25 / fees: $50
1877 December Online

Emotional Intelligence and Mindset
This course focuses on defining a set of competencies demonstrating the ability one has to recognize his or her behaviors, moods, and impulses, and to manage them best according to the situation. This course will give you the tools you need to be emotionally intelligent in your workplace. An employee with high emotional intelligence can manage his or her own impulses, communicate with others effectively, manage change well, solve problems, and use humor to build rapport in tense situations. Student manual included.
BUS-6240 tuition: $43 / fees: $106
1869 September Virtual: Zoom

TRAINING AND CERTIFICATIONS

Personal Training Fundamentals
This course provides theoretical knowledge and practical skills in preparation for a national certification exam in personal training. Topics include guidelines for instructing safe, effective, and purposeful exercise, essentials of the client-trainer relationship, conducting health and fitness assessments, and designing and implementing appropriate exercise programming.
WFA-5340 tuition: $240 / fees: $250
2226 November Online HS236

Critical Thinking and Innovative Solutions
This course will teach participants how to become a more logical thinker and then practice finding innovative solutions to problems. Participants will be tasked with identifying options, researching possible solutions, utilizing non-linear thinking, and evaluating information when given a problem.
BUS-6250 tuition: $43 / fees: $106
1870 October Virtual: Zoom

Forest Bathing
In Japan, they practice something called forest bathing, or shinrin-yoku. Shinrin in Japanese means forest, and yoku means bath. So shinrin-yoku means bathing in the forest atmosphere, or taking in nature through our senses. Simply put - forest bathing is retreating to nature to slow down and become immersed in the natural environment. Benefits may include stress reduction, mood enhancement, increased energy and better sleep, decreased inflammation, lower blood pressure, and even decreased risk of heart attack. Take the time to unwind and connect with nature to improve your health. Please wear comfortable shoes and clothes as this class will be held outside.
NHH-5010 tuition: $10 / fees: $20
2062 October LAPL

Introduction to Guided Meditation and Chakra Balancing
Meditation reduces anxiety, increases serotonin levels, enhances energy and reduces stress and tension. Discover what meditation is, learn how it helps both mental and physical well-being, and develop the skill so you can practice at home. Create a state of deep relaxation and general feeling of wellbeing all while increasing concentration and strengthen your mind. Bring a mat, pillow, or cushion, and prepare for wonderful experience!
NHH-5360 tuition: $10 / fees: $20
2061 September LAPL
2063 November LAPL

Kombucha
Join the wonderful world of fermented tea, better known as Kombucha. Learn how to craft your own probiotic brew at home. Travel step-by-step through the brewing process and discuss the do’s and don’ts of handling the scoby. Essential oils will be used to infuse different flavor profiles to your kombucha tasting. Every student will go home with a fermentation vessel, scoby, and starter. All materials are included in the cost of the class.
NHH-5510 tuition: $10 / fees: $55
2239 August LAPL
2241 November LAPL
**Food as Medicine - Healing Spices**
Examine 10 different herbs and spices highlighting their medicinal properties and amazing tastes. Learn new recipes and creative ways to incorporate healing herbs and spices into your everyday life. Create a personalized medicinal spice blend to add to your culinary cabinet.

NHH-5520  tuition: $10  /  fees: $25

**Mind-Body Skills Experience - Breathing and Movement**
Did you know relaxing is a skill that can be learned? Learn how by using scientifically proven tools and techniques. Mind-body techniques focus on the interactions between the mind and body and the powerful ways you can take control of your own health. You will focus on yourself and also learn from others while becoming aware of the importance of breathing and movement. Experience using your breath and movement to create relaxation and release stress and leave with a basic understanding of mind-body medicine.

WFA-5910  tuition: $10  /  fees: $25

**Mind-Body Skills Experience - Mindful Eating and Nutritional Wellness**
Eating mindfully helps us to create a healthy relationship with food. Learn how to choose foods that are both pleasing and nourishing to your body. You will become fully aware of the foods you buy, prepare, serve, and consume.

WFA-5930  tuition: $10  /  fees: $25

**Mind-Body Skills Experience - Guided Imagery**
One of the most powerful and very simple self-awareness tools is guided imagery. Our bodies react the same whether we are actually experiencing something or just imagining something. Learn to use your imagination to create the state of mind you want. Change how you are feeling by changing your focus. Reap the health benefits of promoting relaxation which can lower blood pressure and reduce stress.

WFA-5940  tuition: $10  /  fees: $25

**Mind-Body Skills Experience - Autogenics and Biofeedback**
Using breathing techniques, specific spoken words, and meditation, autogenics can help you reduce stress and achieve a sense of relaxation for your mind and body. Experience autogenics and biofeedback and gain a better understanding of when and how to use it for your personal wellness.

WFA-5950  tuition: $10  /  fees: $25

**Introduction to Tai Chi and Qigong**
Explore two ancient Chinese exercise systems that complement each other and promote physical health and well-being. Tai Chi’s slow, flowing movements develop balance and body awareness. While Qigong is a more stationary tai chi that promotes overall health and well-being; both emphasis proper body alignment, breath and conscious movement that reduce stress and improve overall fitness. Learn the 18 form, Shibashi Qigong form, and be introduced to both Sun and Yang tai chi forms.

WFA-5460  tuition: $15  /  fees: $80

**Tai Chi Sun Style**
Sun style tai chi is a modern martial art form practiced for health and fitness. Sun tai chi combines balanced physical movement with mental awareness and softness. Sun style is a more upright form characterized by the agile stepping of advance step and retreat step. Sun tai chi’s slow graceful movements are the foundation of such popular programs as: Tai Chi for Arthritis, Fall Prevention, Diabetes and Stress Reduction. Class includes: Sun 30 form, Sun 42 form, Sun 73 Competition form and the Traditional Sun 98 form. Before registering for this class, it is recommended that students have previous Sun style Tai Chi experience or have taken WFA-5460 Introduction to Tai Chi and Qigong.

WFA-6240  tuition: $15  /  fees: $80

**Tai Chi Yang Style**
Yang style tai chi forms are the most popular form of tai chi in the world. They are characterized by larger movements focusing on conscious shifting of weight from on leg to the other. Yang form is more challenging than Sun, as it requires particular awareness of body alignment, especially the knee’s. Yang forms fluid movements are like a long flowing river offering the same peaceful contemplation. Yang tai chi follows the Cheng Man Ching(CMC) style, including; CMC 20 form, CMC 37 form, CMC 60, traditional 108 and 52 Sword form. Class will also include the Yang 16 form, Beijing 24 form and Fu Zhongwen’s long and sword forms. Students must have experience with Yang style Tai Chi in order to register.

WFA-6250  tuition: $15  /  fees: $80
FINANCE

Retirement Planning
Are you looking to retire in the next five years? If so, learn retirement planning steps, strategies, and techniques to use when preparing to retire from federal, state, local, or private organizations. This course is an introductory course designed for anyone who is considering retirement within the next two to five years. Specific topics will include health and life insurance expenses and coverage, estate planning, Social Security benefits, future Medicare enrollment, estimate of retirement income, financial planning, how to seek out a financial advisor, creating a retirement budget, and how to live on that budget.

AAA-7840 tuition: $10  /  fees: $40

Introduction to Cryptocurrency
Would you like to learn about the world of cryptocurrency? Are you curious about this merger of finance and technology? Join Instructor Antionette Lyles as she walks you through the basics of cryptocurrency (crypto) and blockchain technology. Learn about why and how crypto will change the way we buy and sell with the use of digital money. This course will also show you how the technology behind crypto has the potential to revolutionize the way we live our lives in other ways.

AAA-8850 tuition: $10  /  fees: $25

Stock Analysis: the BetterInvestingTM Method
Stock Analysis: BetterInvestingTM will introduce you to a method of selecting companies for investment using the BetterInvestingTM Stock Selection Guide (SSG) form of 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 investments. SSG analyses for several companies within one industry will be done using the BetterInvestingTM Stock Comparison Guide (SCG). Short-term access to trial version of the SSG Core software will be provided to students for use after class.
Long-term use of the online software requires membership in BetterInvestingTM. BetterInvestingTM is a trademark of the National Association of Investors (NAIC).

AAA-8000 tuition: $10  /  fees: $60

Cryptocurrency Investing
Wondering if you should invest in cryptocurrency for your retirement? If so, this class is the class for you. No matter what your age, whether you are 20 or 60 years old, it is never too late to invest. Let Instructor Antionette Lyles teach you about cryptocurrency and discuss the various investment strategies you can use for your retirement.

AAA-8860 tuition: $15  /  fees: $70

Financial Psychology
Do you want to change the way you handle money or better understand other people’s behavior? Our spending habits can cause conflicts in relationships. There’s a relationship between your values, emotions, and personal finances. Develop an understanding of how your financial psychology relates to achieving your financial and lifestyle goals. Explore these concepts by looking in-depth at how your personalities, goals, dreams, and emotions can affect your attitudes toward money. Both book and student workbook are included in the cost of the class.

AAA-8870 tuition: $10  /  fees: $50

WORKFORCE TRAINING:

BUSINESS
Put yourself on the path to success with business workforce training at CSM. From essential administrative skills to advanced training in bookkeeping, human resources, and project management, prepare for a thriving business career.

www.csmd.edu/CareerDevelopment
### Budgeting
Learn through interactive discussions and activities that are designed to help you with real-life budgets and expenses. Designed to help you develop an understanding about positive budgeting, savings, and spending habits, you will learn basic money management. Through practical scenarios, learn to identify your money management style, and create monthly budgets and savings plans. Gain a full understanding of the difference between things like wants and needs, the total cost of purchases to include vehicles and renting a property, and even how to read a rental agreement. Both book and student workbook are included in the cost of the class.

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### Entrepreneurship
Gain the knowledge needed about the benefits of starting a business and how to identify types of businesses at which you would be successful. Develop the skills relevant to starting a business now. Use budgeting, entrepreneurial, and marketing skills to create a mock business enterprise. Topics include having an entrepreneurial mindset, internet-based businesses, how to start your own internet business, calculated risks, writing a business plan, market analysis, and creating a social enterprise. Both book and student workbook are included in the cost of the class.

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### TECHNOLOGY

#### Beginner Computer Skills
Whether you are new to computers or just want to brush up on your computer skills, then this is the class for you. Increase your proficiency using Windows-based computers with techniques and shortcuts. Build your confidence and get control of your computer by managing, organizing, and searching for your files and folders. Learn the benefits of different internet browsers and search engines, including safe and efficient internet use. Manage your email folders and attachments and get a glimpse of popular social media sites including Facebook and Twitter. Receive hands-on experience in MS Windows, Word, Excel, PowerPoint, and other programs.

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#### Intermediate Computer Skills
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 advanced techniques in MS Word, Excel, PowerPoint, and other programs. Sign up for Facebook, find friends, and upload pictures. Understand Twitter in more detail and discuss blogging. Learn web safety techniques to keep your computer system secure. This course is specifically designed for those with limited computer knowledge who desire to learn more advanced computer skills and techniques.

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#### Computer Basics
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.

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#### Microsoft Excel Certification Exam Prep
Are you an administrative professional looking to earn your certification in Microsoft Excel? Prepare for the Microsoft Office Specialist (MOS) certification exam through this comprehensive approach covering the introductory, intermediate, and advanced skill levels of this application. Topics covered include creating, saving and editing workbooks, using templates, building formulas, 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. Textbook required.

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#### Microsoft Word Certification Exam Prep
Are you an administrative professional looking to earn your certification in Microsoft Word? Prepare for the Microsoft Office Specialist (MOS) certification exam through this comprehensive approach covering the introductory, intermediate, and advanced skill levels of this application. Topics covered include creating, formatting, and editing documents, setting page layouts, creating, formatting, and managing tables, inserting graphics, managing styles and templates, creating and executing mail merges, recording macros and monitoring macro security, protecting and sharing documents, and customizing Word to match your preferences. Textbook required.

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#### 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 nonprofit organizations through online communication. Virtual assistants can earn $25 - $50 per hour performing tasks such as word processing, database management, desktop publishing, and email 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.

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TRAVEL, HISTORY, AND CULTURE

African American History Through Film, TV, and Music
From the beginning, African American films have been used to challenge stereotypes of race, tell great stories, and even create laughs. There have been various eras within Black film history that focused on social and political movements as well. Join CSM Instructor Tim Fenner as we examine African American history through the lens of film, television, and music from the 1900s to the present. Discuss different films and TV shows, and how these films and shows, along with the directors and actors, help to chronicle historical events as well as present interpretations of African American life.

Experience Black film, television, and music from the early pioneers to a new current direction.

AAA-8820  tuition: $20 / fees: $105

National Museum of African American History and Culture Tour
The National Museum of African American History and Culture is the only national museum devoted exclusively to the documentation of African American life, history, and culture. Spend a day with CSM Instructor Tim Fenner and explore African American history through interactive exhibitions. CSM will arrange access to the museum and transportation will be provided on a fully equipped motor coach with restroom facility. Lunch will be available for purchase at the Museum’s restaurant - Sweet Home Café (entrée costs are between $8 - $18). Instructor Fenner will end the day with a group discussion on what it means to be an American and share how American values like resiliency, optimism, and spirituality are reflected in African American history and culture. A CSM program manager will email students approximately one week prior to class with specific location to board the bus on the La Plata Campus.

AAA-8830  tuition: $20 / fees: $120

At Home with History in Southern Maryland
Be at home with and bring history to life when you learn about and visit some of Southern Maryland’s historic homes. Discover the history of who built and lived in these homes and the contributions made to Southern Maryland, the state of Maryland and our country, by its inhabitants. Instructor Mike Callahan is a living history interpreter for Friends of Chapman State Park. Many of the homes that will be visited are privately owned and are not normally open to the public to see. Be advised that there may be a nominal entry fee for a few of the homes. First night of class will be on campus and the rest of the classes will be home visits.

AAA-7700  tuition: $20 / fees: $120

Ghost Hunting
The study of paranormal activity has a long and interesting history. Learn the basics of ghost-hunting and paranormal investigations from an experienced hunter. Discuss the theories behind different types of hauntings, learn the equipment used, the theories behind its usage, as well as techniques and protocols. Develop your own investigation plan and learn techniques for reviewing evidence. This class includes a visit to a reportedly haunted location, giving you a chance to execute your investigation plan.

Happy Hunting!

PEP-5990  tuition: $20 / fees: $90

Instructor HIGHLIGHT

Originally from Akron, Ohio, Tim Fenner is the coordinator of CSM’s Men of Excellence Mentoring Program, where he works to empower and support young men of color as they achieve their academic and professional goals. A former film critic for the African American newspaper “The Reporter,” he infuses his career as an educator with his passion for African American art and culture, including previous experience teaching a K-12 summer film course and organizing a Blaxploitation film festival. In his desire to continue this journey, he is teaching African American History through Film, TV, and Music as well as leading a tour to the National Museum of African American History and Culture for CSM Community Education.

www.csmd.edu/menofexcellence
### NEW  Sight and Sound - Miracle of Christmas Travel Trip

Join CSM as we travel to Sight and Sound in Lancaster, PA (https://www.sight-sound.com/) to experience an amazing holiday live production - Miracle of Christmas. You will travel back in time to Bethlehem as the original Christmas story unfolds all around you. Journey alongside Mary and Joseph, a flock of surprised shepherds, and three wisemen along with their camels! There may be no room at the inn, but God has a lowly stable prepared as the angels announce the coming of the Messiah. Transportation provided on a fully equipped motor coach with restroom facility. Registration includes motor coach transportation, gratuities, and tickets to Sight and Sound. Concessions available at Sight and Sound to purchase if desired. Bus will stop for dinner after the performance for participants to purchase a meal as well before we travel back to campus. Bus will pick up participants at the La Plata Campus in parking lot 2. Registration closes 30 days prior to the trip date in order to secure tickets. Refunds will not be available after 30 days prior to the trip date.

**AAA-5110**  
**tuition:** $20  /  **fees:** $215

### NEW  Trip Planning to Italy

Italy is one of the most fabulous destinations in the world and ranks high on most travelers’ must-see lists. However, planning a trip to Italy can be a daunting process especially when there’s so much to do. When is the best time to visit, where do you stay, what should you see, and how much should you budget? In this in-depth planning class, join instructor Simonetta Baldassari as she walks you through, step-by-step from A to Z, how to plan your entire trip. Create your own personal itinerary and even make reservations. Visit Italy the right way and experience a little la dolce vita, the sweet life. Italy here we come!

**AAA-5150**  
**tuition:** $10  /  **fees:** $55

### NEW  European Travel Planning Skills

Explore the art of planning an immersive European holiday! Highlights include making an itinerary to meet your travel needs, go over travel documents, research once in a lifetime travel experiences, and more. Each session will contribute to enhancing your travel experience. By the end of the class, you will have the needed information to book your one of a kind trip confidently.

**PEP-9810**  
**tuition:** $10  /  **fees:** $55
KIDS’ COLLEGE (7 TO 10)

To find the most current class offerings in this category, visit our website or scan this QR code.

COOKING AND BAKING

Santa’s Workshop
Deck the Halls of Santa’s workshop with a full day of creating goodies and crafts while your parents complete their holiday shopping. Spend the day at the North Pole creating culinary delights such as decorated sugar cookies, home-made candies and so much more. No need to pack a lunch as scratch-made pizzas will also be made! All food and materials are included in the cost of the class. Not recommended for students with food allergies.

KTC-6220 tuition: $15  /  fees: $60

2086 December LAPL

YOUNG ADULT
(14 TO 17)

To find the most current class offerings in this category, visit our website or scan this QR code.

PERSONAL DEVELOPMENT

Virtual SAT/ACT Prep
This class will teach students how to attack the SAT/ACT and win! Prepare for the math and the critical reading portions of the SAT/ACT as well as the science portion of the ACT. It is intended to strengthen test-taking skills by focusing on familiarization with SAT/ACT-type questions, developing test-taking strategies, managing test panic, and increasing confidence and speed. A review of test content includes basic math, algebra, geometry, data analysis, statistics, and probability as well as reading comprehension, grammar, and science. Students will need to purchase the newest edition of The Official SAT Study Guide by the College Board (book cost is less than $20). Course will be taught using the Zoom platform.

KTC-5000 tuition: $27  /  fees: $108

2073 September Virtual: Zoom
HOMESCHOOL AT CSM

10 WEEKS of IN-PERSON CLASSES | For Ages 5 to 14

Homeschool parents, enrich your student’s education with the College of Southern Maryland. Encourage your young learner’s curiosity and broaden their knowledge with on-campus homeschool classes taught by CSM faculty and industry professionals.

• Learn from CSM professors and instructors on a college campus.
  • Hands-on, fun, and affordable!

www.csmd.edu/Homeschool
“This program is the perfect combination of the co-op mindset and a little more classroom structure to give my kids an opportunity to walk down the halls, raise their hands, wait their turn, and work with other children in labs. CSM is perfect for that, and I can pick and choose the education elements that I want to add to their yearly plan. It’s kind of a buffet of classes taught by professors and professionals with degrees with access to lab equipment and materials.”

Twelve-year-old Turner shares, “The CSM homeschool program is good because it’s a lot of hands-on stuff. You’re always doing something. In the robotics class we are always building stuff, in the arts class we are always painting stuff. It’s just great, I really like it.”

Maggie Mudd, photographer and homeschool mom to Turner and Ian, ages 12 and 8.
"If you are considering enrollment in CSM’s Kids’ & Teen College Homeschool, stop considering and sign up now! The time slots fill up fast! So, that creates urgency. But it is such an awesome program! Everyone involved understands the needs and goals of a family dedicated to homeschooling."

Desair Shaw, homeschool mom to Zoey and Josh, ages 8 and 6.

www.csmd.edu/Homeschool
REGISTRATION/GENERAL INFORMATION

CAMPUSES

LA PLATA CAMPUS (LAPL)
8730 Mitchell Road
P.O. Box 910
La Plata, MD 20646-0910
301-934-2251, 301-870-3008
FAX: 301-934-7694

LEONARDTOWN CAMPUS (LEON)
22950 Hollywood Road
Leonardtown, MD 20650-4700
240-725-5300
FAX: 240-725-5400

PRINCE FREDERICK CAMPUS (PRIN)
115 J. W. Williams Road
Prince Frederick, MD 20678
443-550-6000
FAX: 443-550-6100

REGIONAL HUGHESVILLE CAMPUS (REGI)
6105 Foster Place
Hughesville, MD 20637

ADDITIONAL TRAINING LOCATIONS

CENTER FOR TRADES AND ENERGY TRAINING (CTET)
Located at the Regional Hughesville Campus (Note: Mail should be sent to the La Plata Campus.)
301-539-4730
FAX: 301-374-2158

CENTER FOR TRANSPORTATION TRAINING (CTRA)
5825 Radio Station Road
La Plata, MD 20646
(Note: Mail should be sent to the La Plata Campus.)
301-934-7870

VELOCITY CENTER AT INDIAN HEAD (INHD)
4465 Indian Head Highway
Indian Head, MD 20640

TTY
The college’s TTY (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
email address: askme@csmd.edu

EMERGENCY/WEATHER CLOSING HOTLINE

301-369-1999 or 1-800-650-4023

2023-2024 BOARD OF TRUSTEES

Shawn B. Coates, Chair
Sonja M. Cox, Vice Chair
Yolanda Wilson, Ed.D., Secretary and Treasurer
Kenneth W. Abell
Cathy Allen

Pamela Cousins
Jose M. Gonzalez
Christy Lombardi ’05
Cordelia S. Postell
Jay W. Webster
CSM BUILDINGS AND LOCATIONS

A  LEON Building A
B  LEON Building B
BI LAPL Center for Business and Industry
BU LAPL Business Building
C  LEON Building C
CE LAPL Community Education Building
CNET CSM Center for Nuclear Energy Training, Prince Frederick
CS LAPL College Services Building
CTET REGI Center for Trades and Energy Training
CTRA CSM Center for Transportation Training, La Plata
D  LEON Building D
DCYD LEON Campus Building D Outside Courtyard
FA LAPL Fine Arts Center
INDH Velocity Center at Indian Head
LAPL La Plata Campus
LEON Leonardtown Campus
LR LAPL Learning Resource Center
PFA PRIN John E. Harms Academic Center, Building A
PFB PRIN Building B
PRIN Prince Frederick Campus
REGI Regional Hughesville Campus
ST LAPL Francis P. Chiaramonte, M.D. Center for Science and Technology
ARC American Red Cross Training Center, La Plata
BFFF Bone-A-Fied Friends Forever Pet Services, Brandywine
CAHS Calvert High School, Prince Frederick
CANC Calvert County Nursing Center, Prince Frederick
CCDO Calvert County Dental Office, Solomons
CCNC Sagepoint Senior Living Services, La Plata
CHVH Charlotte Hall Veterans Home, Charlotte Hall
CHFR Crazy Horse Fishing Rods, Port Republic
DBFA DBF Media Studio, La Plata
DENO Dental One Associates, LLC
HUHS Huntingtown High School, Huntingtown
LKHS Lackey High School, Indian Head
LPHS La Plata High School, La Plata
MDHS McDonough High School, Pomfret
NITE Night Sky Studios, Waldorf
NOHS Northern High School, Owings
NOMS Northern Middle School, Owings
NPHS North Point High School, Waldorf
NRR No Room Required
ONLINE Online Section
PXHS Patuxent High School, Lusby
SCHS St. Charles High School, Waldorf
SMDN St. Mary’s Dental, Mechanicsville
SMKB Southern Maryland Kitchen, Bath, Floors & Design, California
SMNC St. Mary’s Nursing Center, Leonardtown
SMO Southern Maryland Oil, La Plata
SNC Solomons Nursing Center, Solomons
TBA To Be Announced
TOC Three Oaks Center, Lexington Park
TSHS Thomas Stone High School, Waldorf
TWDO Tidewater Dental Office, Lexington Park
WLHS Westlake High School, Waldorf

AREA LOCATIONS

AKYK Atlantic Kayaking, Indian Head
**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.

If you need financial assistance to help pay for the cost of your eligible workforce development courses, information on how to apply is available on csmd.edu/CEAID.

**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
- Returned items (ACH online payments, credit card charge backs, and returned checks): $25
- The college reserves the right to adjust tuition and fees.

**Payment**

- Tuition and fees are due on the day that you register.
- You may pay online by American Express,
- Visa, MasterCard, or Discover or e-check using Online Services.
- If your employer is paying tuition, bring written authorization from the employer, or email approved tuition assistance paperwork to tap@csmd.edu. For further information please go to www.csmd.edu/apply-register/third-party-or-employer-paid/
- The college reserves the right to adjust tuition and fees.
- If making a payment only, please remit payment to:
  
  STUDENT ACCOUNT SERVICES, CSM, PO BOX 910, LA PLATA, MD 20646-2928

**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 fees.

**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.

**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 website. 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 canceled by the college will receive full refund of tuition and fees. Please call Student Account Services at 301-934-7712 or 240-725-5300, ext. 7712 or email studentaccounts@csmd.edu for refund inquiries or requests. For more information on CSM’s operational status, visit www.csmd.edu/Ready/.

**Course Changes**

Changes to course information and room assignments occur on a regular basis. For the most current information, check out the college’s website at www.csmd.edu.
REGISTRATION/GENERAL INFORMATION

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% 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. Some regulated training programs require 100% attendance.

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 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.

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 public 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 knowledge with them 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.

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.

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.
Schedule Changes/Withdrawals

For more information on CSM’s operational status, visit www.csmd.edu/Ready. Withdrawals can be made at any time during the course using Online Services or at any college location. Please check the refund policy for further details as the refund policy has a shorter time period than the withdrawal policy.

Refunds

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 Emergency Withdrawal and Tuition Refund Policy and must submit a written request, with supporting documentation.

The policy and procedures for submitting an appeal can be found at www.csmd.edu/about/policies/involuntary-withdrawal-policy.html.

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, contact the Call Center at 301-934-2251 or email askme@csmd.edu.

Financial Assistance

Financial assistance is available through the CSM Foundation for all eligible students enrolled in selected WORKFORCE TRAINING courses. A limited amount of financial assistance is available on a first-come, first-served basis to those who meet certain criteria. Scholarships do not include the cost of books or outside expenses. Scholarships are based on funding availability.

How to Apply

1. Go to: www.csmd.edu/CEAid and click on Learn More About the Scholarship Finder for instructions on how to apply.

2. CSM has a new registration system for continuing education classes as of January 2023. Once you have completed your scholarship application, please be sure you can log in to www.csmd.edu/ce by creating a profile if you do not have one or confirming your log in if you do. Note: This log in is NOT the same log in you use for myCSMD. You may use the forgot my username and password functions to assist you with logging in.

3. You will be notified about your scholarship application status via email in approximately 10-15 business days. If you were offered a scholarship and have completed the acceptance process, the funds will be directly applied to your profile in www.csmd.edu/ce. You may log in, register for the class and pay any remaining balance you may have.

Note: Students should go to www.csmd.edu/CEAid for details on financial assistance.

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 Clinical Medical Assistant
- Certified Nursing Assistant/Geriatric Nursing Assistant (CNA/GNA)
- Commercial Truck Driver: Class A
- Electrical Helper
- HVAC Helper
- Network Administrator
- Real Estate Sales License Certification (VR&E only)

For more information about VA benefits, visit: www.csmd.edu/Veterans

Buying Books

Textbooks and course materials are available for purchase online only, through the CSM College Store website at www.csmcollegestore.com.

Campus pickup is free and available at La Plata, Leonardtown, and Prince Frederick Campuses. Shipping is also available for textbooks and course materials for a flat fee of $9.99.

Note: Sometimes books for Continuing Education classes are not available in the College Store until three days prior to the start of class. Contact the College Store at 301-934-7570 to check on availability.

Please visit www.csmcollegestore.com for hours of operation.
## CSM Continuing Education Registration Form

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.*

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<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MIDDLE INITIAL</th>
<th>DATE OF BIRTH (month/day/year)</th>
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| FORMER NAME |

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<td>CITY</td>
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| DAY TELEPHONE (area code) number | EXT. | EVENING TELEPHONE (area code) number | EXT. |

| EMERGENCY CONTACT PERSON | EMERGENCY TELEPHONE (area code) number |

| EMAIL ADDRESS |

### Has the above information changed since the last time you registered for classes?  
☐ YES  ☐ NO

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:

- ☐ MALE  
- ☐ FEMALE

### Are you of Hispanic or Latino origin?

- ☐ YES  
- ☐ NO

### What is your race? Select one or more.

- ☐ WHITE  
- ☐ BLACK OR AFRICAN AMERICAN  
- ☐ AMERICAN INDIAN OR ALASKAN NATIVE  
- ☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER  
- ☐ ASIAN

### Residence:

- ☐ CALVERT COUNTY  
- ☐ CHARLES COUNTY  
- ☐ ST. MARY'S COUNTY  
- ☐ OTHER MD COUNTY  
- ☐ OUT OF STATE

### Are you a U.S. citizen?

- ☐ YES, I AM A U.S. CITIZEN/U.S. NATIONAL  
- ☐ NO, BUT I AM AN ELIGIBLE NONCITIZEN  
- ☐ NO, I AM NOT A U.S. CITIZEN NOR AN ELIGIBLE NONCITIZEN

### Type  

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### Immigration Visa Type  

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### Do you give permission to be photographed, interviewed or videotaped during class?  
☐ YES  ☐ NO

### Continuing Education Certificate Program (if applicable):

________________________________________________________________________

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 I (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 an immunization status form prior to my (or my child) participation in the activity. Based upon the results of health status questionnaires, a medical release may be required 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**

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**Signature of Parent or Guardian**

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### Payment Must Accompany this Registration!

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<tr>
<th>SUBJECT</th>
<th>COURSE NO.</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.*

By coming onto a CSM campus, I indicate that I have read, understood, and will comply with the health and safety rules and requirements outlined at ready.csmd.edu. I assume the inherent risk of exposure and possible infection related to novel coronavirus (COVID-19) by coming to campus.

**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 campus policies regarding a variety of safety and security issues and indicates 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 coaches. By coming to campus, I understand that the college will collect and report to the Maryland Higher Education Commission the educational attainment status of degrees and certificates awarded by the college.

**Non-Discrimination Policy:** The College of Southern Maryland does not discriminate on the basis of sex, color, national origin, gender, disability, age, sexual orientation, religion, or marital status in its programs or activities. The Title IX Office, located in the AD Building on the La Plata Campus and at 301-934-7565, coordinates the processing of complaints of discrimination. The office may be contacted by telephone at 301-934-7565 or by email at dss@csmd.edu. Students who do not request accommodations at least six weeks in advance will receive services in a timely manner, after the scheduled students are processed.

**ADA Statement:** Individuals with disabilities who require accommodations in order to participate in the College’s programs should notify the Disability Support Services office at 301-539-4720 or disability@csmd.edu at least six weeks before the start of the program. Students who do not request accommodations at least six weeks in advance will receive services in a timely manner, after the scheduled students are processed.
### Add

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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

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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 a continuing education course is voluntary, unless enrollment is pursuant to the Workforce Investment Act or as otherwise required by law.
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:

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- Business
- Computer and Information Technology
- Construction Trades
- Cybersecurity
- Driver Education
- Healthcare
- Hospitality
- Personal Enrichment
- Wellness and Fitness

APPLY TODAY
www.csmd.edu/WFDEmployment

CSM is currently accepting applications for instructors to teach various courses for our Kids’ & Teen College.

For more information, visit www.csmd.edu/KidsCollege
3 EASY WAYS TO REGISTER

ONLINE

Register Online
Visit Online Services at www.csmd.edu/Go/Register.

ON CAMPUS

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 it to a campus location:
- La Plata Campus, Administration (Building AD), Lobby
- Leonardtown Campus, Building C, Lobby
- Prince Frederick Campus, John E. Harms Academic Center (Building A), Room 101

REGISTER BY MAIL

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.

www.csmd.edu/Go/Register