Inspire Life-Long Learning with Early Childhood Education

See inside for courses in:
- Business
- Construction and Trades
- Healthcare
- IT and Cybersecurity
- Transportation
- and more ...

www.csmd.edu/ContinuingEducation
THE early years in a child’s life build the foundation needed for success later in school and life. This period is a critically important window of opportunity where profound developments in reasoning, language acquisition, and problem solving occur.”

- U.S. Department of Education

CSM offers State of Maryland required training for people planning to work in a child care center, start their own center, or have a home-based day care business. To work in a child care center, you are required to complete the following:

• ECE-6020 Child Growth and Development 45 Hours
• ECE-6030 Preschool Curriculum and Activities 45 Hours (to work with ages 2-5 years old)
• ECE-6040 School Age Child Care Curriculum 45 Hours (to work with ages 5-12 years old)
• ECE-6050 Infant and Toddler Care 45 Hours (to work with infant and toddler ages)

To operate a Family Child Care Center, requirements must be met before licensure can be issued. The Family Child Care Pre-Service course provides learning in child development, program curriculum, child health and safety, professionalism, and the care of children with disabilities. This class is being offered on Saturdays to make it more convenient for the students who want to attend.

• ECE-6060 Family Child Care Pre-Service 24 Hours

For more information, see the Early Childhood section of this schedule, call Workforce Development at 301-539-4760 or 1-800-933-9177, ext. 4760, or visit www.csmd.edu/programs-courses/non-credit/career-development. You can also send an e-mail to conedops@csmd.edu.

“I love seeing the kids go home excited over the things they learned that day. I know I am doing something right when both the kids and the parents keep coming back. The Early Childhood courses through CSM have helped me adjust to the changing needs and attitudes of the children in my classroom.”

Albert (Ron) Swann
Child Care Teacher - School Age
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Contact/Information
  301-539-4760 or 1-800-933-9177, ext. 4760

Three Easy Ways to Register!

REGISTER ONLINE

REGISTER ON CAMPUS

REGISTER BY MAIL

See the General and Registration pages on page 103 for details.

IMPORTANT NOTICE: The College of Southern Maryland has recently updated its website. If you experience any issues with inaccurate links to web pages, please contact conedops@csmd.edu
NEW!

Adult Education Classes
available in St. Mary’s County

CSM Now Offers ABE, GED, and ESL Adult Education Classes

The College of Southern Maryland is now providing the following low/no cost instruction to St. Mary’s County residents:

• Adult Basic Education (ABE)
• GED Preparation
• English as a Second Language (ESL)

These classes, which meet two times per week at various locations throughout St. Mary’s County, are small, and learning is individualized to meet the needs of each student.

By attending a free orientation session on the Leonardtown Campus, you’ll have the opportunity to:

• receive more information about the classes
• speak privately with an advisor about your educational needs and goals
• sign up for the classes

For more information, contact:

Frazer Nelson
Intake/Assessment Specialist
Adult and Community Education
adulted@csmd.edu
240-725-5473
ANIMAL INTERESTS

Start a Pet Sitting Business
If you're an animal lover, find out how to translate your passion into a profitable career! You will master the essentials of starting a pet sitting business. Begin with dog and cat care, including nutrition, exercise, first aid, and identification of common diseases. Find out how to handle home visits and impress potential clients. In addition, you will delve into the finances and explore start-up costs. By the end of the course, you will have all the knowledge you need to be a successful pet sitter. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

PEP-8090 tuition: $62 / fees: $77
131431 Mar 16 – Apr 22 Online: Ed2go
133251 Jun 15 – Jul 22 Online: Ed2go

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

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 and is currently a member of Association of Pet Dog Trainers, Southern Maryland Association of Professional Pet Sitters, United States Police Canine Association, and National Police Bloodhound Association. 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 or harness and standard leash during class. Waiver form will need to be signed the first day of class.

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: $109
132728 Su 1:30PM – 5PM Apr 10 BFFF
Backyard Chicken Keeping
Have you thought about keeping chickens in your backyard, but weren’t really sure where to start? Want to know more about the best breeds to keep for egg production on limited acreage? Well then join us for Backyard Chicken Keeping and discover all the joys and benefits raising chickens can bring! Learn how to get started, about different breeds, proper care and housing, raising baby chicks, what to look for in a coop, managing common health issues and best of all—the thrill of bringing fresh eggs to your table each day! Instructor has years of personal experience and is an enthusiastic and knowledgeable healthy-chicken farmer!

PEP-9540 tuition: $10 / fees: $39
132732 Sa 9AM – 1PM May 7 PFA124–PRIN
132731 Sa 9AM – 1PM Apr 9 CE108–LAPL
132730 Sa 9AM – 1PM Mar 19 B-315–LEON

Introduction to Digital Scrapbooking
Learn to use digital editing techniques to show off your photos and memorabilia in Introduction to Digital Scrapbooking! Using Photoshop Elements, learn how to make the most of your scrapbooking talents and artistic ideas when you combine traditional and digital scrapbooking. Starting with simple projects, quickly master how to build pages, use artistic journaling, and produce sophisticated illusions. Photoshop Elements lets you build your own clip art, create frames, and develop multi-layer pages with an endless array of layouts and designs. See how to draw and create your own art, build collages and scrapbooks to share and work with both color and black and white. If you need to restore or age images - the tools are all available for you. Join us and take your scrapbooking to a new level! Please visit http://www.ed2go.com/csm/ for registration information for this online class.

AAA-5610 tuition: $62 / fees: $77
131376 Mar 16 – Apr 22 Online: Ed2go

NEW Spring Basketry
Information about basket uses and forms, materials, and methods will be discussed. Techniques will be demonstrated and you will develop your skills through experiential learning. Three baskets will be completed. Session I: Toilet Paper Tower Basket with a Wooden Lid (approximately 6 in diameter). Start this round basket on a wooden base, and weave up straight using an improvised mold. Choose the height for the number of rolls you want to store. Fit to a wooden lid. Some choice of dyed accent rows will be available. Session II: Large Bakery Basket (approximately 14 X 20 X 4 high). Weave a large flat basket with a low round handle to carry and store all kinds of baked goods. Session III: Pin Striped Basket (approximately 5 X 8 X 8 high). Start with a wooden base and weave continuously with reed and cord to create a pin-striped effect. Add shaker tape fabric handles to carry it. All materials are included in the price of the class. Please bring a bag lunch to each class.

AAA-7280 tuition: $10 / fees: $159
132643 Su 10AM – 3:30PM Mar 13 MCAC
132643 Su 10AM – 3:30PM Apr 17 MCAC
132643 Su 10AM – 3:30PM May 15 MCAC

NEW Coffee and Canvas
Coffee & Canvas is a fun and creative day out making your own acrylic floor cloth on canvas, enjoying freshly brewed coffee and making new friends. Floor cloths are one of the earliest forms of floor coverings, whether they are simple or intricate, they are art for the floor. You will be provided with a 22 by 33 primed canvas. During class you will miter the corners for a finished hem, use acrylic paints to stamp, paint or sponge your design onto the canvas. No experience needed, you can paint a simple design or something more in depth. All materials, including the coffee, are included in the cost of the class. Class size is limited for more one on one attention. Bring a bag lunch.

AAA-7310 tuition: $10 / fees: $79
133955 Sa 9AM – 3:30PM May 7 – Jun 11 PFA104–PRIN
133958 Sa 9AM – 3:30PM May 7 CE217–LAPL
133960 Sa 9AM – 3:30PM Apr 9 B207–LEON

ARTS AND CRAFTS
BEAUTY

Personal Enrichment

Painting Class: Acrylic Fundamentals

Acrylics are popular because they are vibrant and dry quickly. Work from still life, interior space and people or animals, to develop a basic understanding of painting three-dimensional space and form. Basic compositional elements will be discussed and reviewed. The uses of shape, value and color will be emphasized. You will need to purchase class supplies which will be emailed PRIOR to class start date. This course is designed for beginning and intermediate students.

PEP-9080 tuition: $10 / fees: $139
132805 M W 7:15PM - 9:15PM
Apr 25 – May 18  FA173–LAPL

Intro to Watercolor Painting

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

PEP-9410 tuition: $10 / fees: $59
129614 Sa 9AM – 12PM  Mar 12 – Mar 19  PFA104–PRIN
132803 Sa 9AM – 12PM  Apr 9 – Apr 16  FA173–LAPL

Begining Drawing

Develop your drawing skills and advance the development of your observation skills in this beginner drawing class. You will learn a variety of techniques for expressing form, light, and color using graphite pencil and colored pencil. You will work from nature, found objects, models, and your imagination. Assignments will include self-portraits, sketches of familiar objects, and architectural forms. Simple tricks to achieve the representation of proper perspective will be taught. Peer and instructor critiques are included. A supply list will need to be purchased by the student and will be provided the first night of class.

PEP-9190 tuition: $10 / fees: $139
132804 Tu Th 6:30PM – 8:30PM  May 24 – Jun 16  PFA104–PRIN

Introduction to Pottery

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

PEP-9330 tuition: $10 / fees: $199
132287 W 6PM – 9PM  Mar 9 – Mar 30  MWCL
132724 W 6PM – 9PM  Apr 13 – May 4  MWCL

Foundations and Concealers

Want to learn how to create a smooth, even tone, and natural look with foundation? Need to disguise those raccoon eyes? Then join Joy A. Johnson international educator, makeup and nail stylist for a live demonstration on foundations and concealers. Have all the proper tools explained so even a makeup novice can leave this class feeling confident. Please bring your makeup bag so the instructor can look over your products and tools and advise you on what to keep and what to remove.

PEP-9030 tuition: $10 / fees: $55
132720 W 6PM – 9PM  Mar 30  PFA233–PRIN

Information: 301-539-4760 | Register online: www.csmd.edu/go/register
Enved Eyes
Want to learn how to create a natural look, or the infamous smokey eye? How about how to groom and shape your brows? Then join Joy A. Johnson, international educator, makeup and nail stylist for a live demonstration on how to apply and choose the right eye shadow, eye primer, eye liner and eye cream. Last but not least, learn the proper tools needed to accomplish a flawless application. Please bring your makeup bag so the instructor can look over your products and tools and advise you on what to keep and what to remove.

PEP-9020 tuition: $10 / fees: $55
132719 W 6PM – 9PM
Apr 13 PFB201–PRIN

How to Apply Your Own Lashes
Want to have fun flirty lashes everyday and apply them yourself? Then join Joy A. Johnson, International Ardell Lash Educator, makeup and nail stylist for a live demonstration and self application on how to apply band/strip eye lashes. Come and see how a set of lashes can take your look to the next level and NOT make you look foolish. Recommendations for certain eye lash types will be discussed as well as a list of recommended lashes for you. Be sure to bring a table top mirror as you will apply your own lashes after a tutorial on proper tools needed to accomplish a flawless application. Please bring your makeup bag so the instructor can look over your products and tools and advise you on what to keep and what to remove.

PEP-9040 tuition: $10 / fees: $55
131467 Sa 2PM – 5PM
Mar 12 CS101–LAPL

Craft Beer 101
It’s a great time to be a craft beer drinker! Join us for this hands-on experience where you will learn how to discern aromas and flavors and enjoy the wide variety of craft beers that are available right here in our own backyard. Hosted by Mully’s Brewery - Southern Maryland’s first and finest production brewery - learn about the history of beer, beer pairings and of course, sample local craft beers such as Marc Six Blonde, Patuxent Pale Ale and Shucker Stout to name a few. Must be 21 years of age to register for this class.

PEP-9570 tuition: $10 / fees: $39
132734 F 6:30PM – 8:30PM
Apr 15 PFA122–PRIN
132735 F 6:30PM – 8:30PM
May 20 CS100–LAPL

Wonderful World of Wine Tasting
Dust off your corkscrew and discover the wonderful world of wine! Taste your way through local wine from our very own Perigeeaux Vineyard and Winery in Calvert County. Learn basics on growing grapes, basic wine making techniques, tasting techniques, food and wine pairing and proper wine service and storage. You’ll also discover how to describe the characteristics of wines and find out how to pick the best bottle for your next occasion. You’ll leave this class with a new appreciation for wine and thirst to learn more! Must be at least 21 years of age to register.

PEP-9660 tuition: $10 / fees: $49
133947 Th 6:30PM – 8:30PM
May 5 CE115–LAPL
**COMPUTERS**

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

- **PEP-7770** tuition: $10 / fees: $49  
- **132698** Tu 9AM - 5PM  
- **Mar 15** A203-LEON

**Intermediate Computer Skills for Seniors**  
Take your basic computer skills to the next level. Enroll and build upon the foundation of the basic skills you already have. Identify and use more advance techniques in MS Word; create, rename and delete files in My Documents; sign up for Facebook; find friends and upload photos; understand twitter and blogging; and learn web safety techniques to make your desktop computer system secure. Specifically designed for seniors with limited knowledge who desire to learn more advanced computer skills and techniques.

- **PEP-8510** tuition: $10 / fees: $49  
- **132700** Th 9AM - 5PM  
- **Mar 17** A203-LEON  
- **129600** Sa 9AM - 12:45PM  
- **Mar 12 – Mar 19** 3030B-WALD  
- **132709** Sa 9AM - 12:45PM  
- **Apr 2 – Apr 9** 3030B-WALD

**Jump Start Your Career With LinkedIn**  
Did you know that 93% of all job opportunities aren't made public? Did you know that most people get their jobs through their “connections”? If you’ve been frustrated in your career or job search, LinkedIn is the solution you’re looking for. Whether you already have an account and you haven’t taken advantage of it yet, or you’re just beginning to think about signing up, this course will give you the knowledge you need to succeed with LinkedIn. Gain hands-on experience with this powerful tool as you build your own career network. Learn how to create a profile that shows your professional achievements off to their best advantage, and gain techniques for deepening and expanding your business contacts. Learn about LinkedIn groups—a great way to find others who share your interests and background, and who may be major players in your industry. Also learn how to incorporate LinkedIn into your overall job search and career development strategy, including traditional methods such as calling, letter writing, email etiquette, in-person interviewing, as well as some of the newer media, including text etiquette and social media do’s and don’ts. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration for this online class.

- **AAA-7190** tuition: $65 / fees: $77  
- **131388** Mar 16 – Apr 22  
- **133219** Jun 15 – Jul 22  
- **Online: Ed2go

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

- **AAA-7290** tuition: $10 / fees: $59  
- **132645** Tu Th 6:30PM - 8:30PM  
- **Mar 15 – Mar 22**  
- **PFA118–PRIN  
- **132647** Tu 6PM - 9PM  
- **Apr 5 – Apr 12**  
- **BU201–LAPL

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

Meet the Pollo
If you have gone to our Pizza School or Meet the Pasta class, then we have the sequel for you. MEET THE POLLO! Chicken recipes are a classic in every Italian kitchen. Join us to prepare and taste Pollo al Limone, Pollo alla Pizzaiola, Pollo alla Cacciatora and more. Let’s cook together! No experience necessary. This is a hands on cooking class taught by a native Italian cooking instructor.

PEP-8990 tuition: $10 / fees: $59
129605 Th 6PM – 9PM
Mar 3 NPHS

Italian Desserts
Join us and learn how to make the best selection of traditional Italian desserts - incredible items like Tiramisu, Torta alle pere and Torta Margherita. Also, dazzle your friends and family by learning how to prepare a delicious Italian dessert in 10 minutes! No experience necessary. This is a demonstration cooking class with student participation taught by a native Italian cooking instructor. Please bring plastic containers to take home extra food.

PEP-8980 tuition: $10 / fees: $59
132799 Sa 12PM – 3PM
Apr 30 NPHS

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

HGC-7130 tuition: $10 / fees: $129
132658 Tu 6:30PM – 8:30PM
Apr 5 – Apr 26 PFB203–PRIN
132657 Th 6:30PM – 8:30PM
Mar 31 – Apr 21 CE119–LAPL

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

PEP-8940 tuition: $10 / fees: $39
132717 Sa 9AM – 12 PM
Apr 30 NPHS

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

AAA-7320 tuition: $10 / fees: $59
133957 Th 6PM – 8:30 PM
Jun 2 CCTA
COOKING

Secrets to Turkish Cooking
Under the guidance of your host Sukruye, (other-
wise known in the Southern Maryland area as the
Turkish Lady) you will immerse yourself in the
Turkish life and discover the delights of this exotic
country. Suitable for all levels from complete
beginners to experienced foodies, you will concen-
trate on the traditional cuisine of Turkey using its
exotic array of spices and flavorings along with
fresh ingredients, including lean meats and
vegetables. The Turkish Lady is a passionate and
enthusiastic cook who loves nothing better than
teaching others her traditional local dishes such as
fire roasted pepper salad, lamb shish kabob, su
boregi, and Turkish kolte to name just a few. So if
you are looking for a meal out of the ordinary, then
join us for the Secrets to Turkish Cooking! This is a
hands on cooking class. Please bring plastic
containers to take home left over food.

PEP-9110  tuition: $10 / fees: $59
132721  Th  6PM – 9PM
   May 12  NPHS

Ragú and Beyond
Pasta entrees are the quintessential recipes of
Italian cooking but sauces... they are fundamental!
Learn how to sauté a perfect Italian pasta with a
few secret tricks and prepare different types of
sauces from Ragú di Carne, Ragú di Funghi, and
Pesto to name a few. No experience necessary. This
is a hands on cooking class taught by a native
Italian cooking instructor.

PEP-9250  tuition: $10 / fees: $59
129613  Th  6PM – 9PM
   Mar 10  NPHS

Intergenerational Pizza School
Stop in for some bonding time with your child and
learn how to make true Italian pizza to top it off!
This is a great father/daughter, mother/son oppor-
tunity or any other combination, including grand-
parents as well. Exposure to cooking together is
important because it promotes family and quality
time at home. Learn through step-by-step hands
on experience on how to mix, knead and roll out
the dough. A variety of pizzas will be made using
fresh Italian ingredients. What a wonderful way to
spend quality time together with that special
young person in your life and really - who doesn't
like a good pizza! This is a hands on cooking class
taught by a native Italian instructor. One adult per
child is required to register and attend. Child is free
but must be at least 5 years of age to attend. Please
bring a plastic container to bring home extra pizza.

PEP-9380  tuition: $10 / fees: $69
132798  Sa  12PM – 3PM
   Apr 16  NPHS

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

PEP-9420  tuition: $10 / fees: $59
129616  Sa  11AM – 2PM
   Mar 5  NPHS

The Whole Hog
Join us at our newest location at Eatwell Farms in
La Plata with well-renown Chef Michael Bonk
Chef de Cuisine from The Pig restaurant in DC.
Start the night off with a tour of the farm along
with fresh “nibbles” found right on site in the
Eatwell garden pickled and spiced. Move on to the
fastest focaccia ever, fresh bacon, heirloom tomato,
purple basil mayo and greens foraged from the
farm. For the main course...get to know the whole
pig in ways you never knew existed like pork belly
stuffed with sausage, charred kale and strawberry
jam. We will be using fresh pork from Hancock
farm right here in Charles County. Finish the night
and cleanse your palate with homemade tomato
gelato with whipped ricotta and honey right from
the hives at Eatwell - it doesn't get any fresher than
this! Exact menu items are subject to availability.
Wine will also be served. Register early as seating
is limited. This is a demonstration cooking class
and you must be 21 years of age to register.

PEP-9600  tuition: $10 / fees: $79
132736  Th  6:39PM – 9:30PM
   Mar 31  EWNF
132737  Th  6:30PM – 9:30PM
   Jun 9  EWNF
Pickling- Perfectly Preserved
When it comes to the delicious world of pickling, dill cucumbers are just the tip of the iceberg. Pickling- Perfectly Preserved offers hands-on participation and the chance to pickle whatever is in season. The class will cover process and ingredient selection for pickling and canning. Use vegetables such as cucumbers, cabbage, carrots, peppers or mix veggies with herbs and spices. Take home the items you pickled.

**PEP-9610**  tuition: $10 / fees: $39
132739 Sa 12PM – 2PM NPHS

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

**PEP-9720**  tuition: $10 / fees: $59
132741 Th 6PM – 8:30PM Apr 21 CCTA

NEW Southern Sweets
Plated, restaurant-style desserts represent the pinnacle of the pastry craft. These creations need not be out of reach for the home cook. In this class, you will prepare and assemble Maryland's state cake, The Smith Island Cake, (a sky-high concoction averaging between eight and twelve layers of contrasting yellow cake and rich, fudgy icing), as well as peanut butter pie and chocolate Éclairs/cream puffs. Join Chef Alessia ODell for Southern Sweets and you are surely in for a treat! This a beginner demonstration baking class with student participation held at the Career and Technology Academy in Calvert County. Please bring a container to take home your creations. Class size is limited so be sure to register early.

**PEP-9720**  tuition: $10 / fees: $59
132741 Th 6PM – 8:30PM Apr 21 CCTA

NEW Pasta, Pasta
Join us for all things Italian! Learn to make basic pasta dough along with different variations. Prepare pasta such as lasagna and ravioli, and other famous pastas and sauces. View a commercial pasta extruder in action. This is a hands on beginner level cooking course held at the Career and Technology Academy in Calvert County. Please bring plastic containers to bring home extra food.

**PEP-9710**  tuition: $10 / fees: $59
132744 Th 6PM – 8:30PM Mar 31 CCTA

NEW Driver Education Classroom/Behind the Wheel
The Motor Vehicle Administration (MVA) requires this course for those wishing to obtain a Maryland Driver's License. Maryland law requires thirty hours of classroom instruction and six hours of driving. Classroom instruction includes orientation, discussion of space management, basic maneuvering, reducing risk and personal factors influencing operator performance and collision avoidance. In addition, six hours of individual student driving will be scheduled at the orientation and will be offered in four 1 1/2 hour sessions. The MVA requires that the student attend an orientation accompanied by a parent, guardian or mentor. The orientation will be 3 hours long and will acquaint students with the school's requirements and components of Maryland's Graduated Driver Licensing Laws. Students must be 16 years old and have a learners permit to attend the classes. Prerequisite: The first class meeting date listed is a mandatory orientation that must be attended with a parent or guardian. You must bring your learners permit with you to orientation. The second set of dates are the dates for the classroom portion of this class. In addition to the dates and times listed, there is an additional six hours of driving time (four 1.5 hour sessions) that will be scheduled during the orientation. Student must be age 16 and have a learner's permit by the first date of class (orientation).

**TRA-9000**  tuition: $125 / fees: $224
CALVERT COUNTY

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

129845  Tu  6PM – 9PM
         Mar 1  PFA119–PRIN
         M Tu W Th  6PM – 9PM
         Mar 4 – Mar 28  PFA233–PRIN

129846  W  6PM – 9PM
         Mar 2  PFA119–PRIN
         M Tu W Th F  2:30PM – 5:30PM
         Mar 4 – Mar 17  HUHS

129847  Th  6PM – 9PM
         Mar 3  PFA119–PRIN
         M Tu W Th F  2:30PM – 5:30PM
         Mar 4 – Mar 17  PXHS

132623  Tu  6PM – 9PM
         Mar 29  PFA119–PRIN
         M Tu Th  6PM – 9PM
         Apr 4 – Apr 25  PFA233–PRIN

132624  W  6PM – 9PM
         Mar 30  PFA119–PRIN
         M Tu Th  2:30PM – 5:30PM
         Apr 4 – Apr 25  CAHS

132625  Th  6PM – 9PM
         Mar 31  PFA119–PRIN
         M Tu Th  2:30PM – 5:30PM
         Apr 4 – Apr 25  NOHS

132626  Tu  6PM – 9PM
         Apr 26  PFA119–PRIN
         M Tu W Th  6PM – 9PM
         May 2 – May 16  PFA233–PRIN
         F  6PM – 9PM
         May 6  PFA233–PRIN

132627  W  6PM – 9PM
         Apr 27  PFA119–PRIN
         M Tu W Th  2:30PM – 5:30PM
         May 2 – May 16  HUHS
         F  2:30PM – 5:30PM
         May 6  HUHS

132628  Th  6PM – 9PM
         Apr 28  PFA119–PRIN
         M Tu W Th  2:30PM – 5:30PM
         May 2 – May 16  PXHS
         F  2:30PM – 5:30PM
         May 6  PXHS

132629  Tu  6PM – 9PM
         May 17  PFA119–PRIN
         M Tu W Th  6PM – 9PM
         May 23 – Jun 7  PFA233–PRIN
         F  6PM – 9PM
         Jun 3  PFA233–PRIN

132631  W  6PM – 9PM
         May 18  PFA119–PRIN
         F  2:45PM – 5:45PM
         May 20 – Jun 3  CAHS
         M Tu W Th  2:45PM – 5:45PM
         May 23 – Jun 7  CAHS

132632  Th  6PM – 9PM
         May 19  PFA119–PRIN
         F  2:30PM – 5:30PM
         May 20 – Jun 3  NOHS
         M Tu W Th  2:30PM – 5:30PM
         May 23 – Jun 7  NOHS

LOCATIONS KEY

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Information: 301-539-4760 | Register online: www.csmd.edu/go/register
CHARLES COUNTY

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

129854  Tu  6PM – 9PM  Mar 1  BI113–LAPL
        M Tu W Th  6PM – 9PM  Mar 7 – Mar 28  CS116–LAPL

129855  W  6PM – 9PM  Mar 2  BI113–LAPL
        M Tu W Th  2:30PM – 5:30PM  Mar 7 – Mar 15  LKHS
        M Tu W Th  2:30PM – 5:30PM  Mar 17 – Mar 22  LKHS
        F  2:30PM – 5:30PM  Mar 18  LKHS

129857  Th  6PM – 9PM  Mar 3  BI113–LAPL
        M Tu W Th  2:30PM – 5:30PM  Mar 7 – Mar 15  SCHS
        M Tu W Th  2:30PM – 5:30PM  Mar 17 – Mar 22  SCHS
        F  2:30PM – 5:30PM  Mar 18  SCHS

132611  Tu  6PM – 9PM  Mar 29  BI113–LAPL
        M Tu Th  6PM – 9PM  Apr 4 – Apr 25  CS116–LAPL
        W  6PM – 9PM  Apr 6  CS116–LAPL

132612  W  6PM – 9PM  Mar 30  BI113–LAPL
        M Tu Th  3PM – 6PM  Apr 4 – Apr 25  NPHS
        W  3PM – 6PM  Apr 6  NPHS

132613  Th  6PM – 9PM  Mar 31  BI113–LAPL
        M Tu Th  2:30PM – 5:30PM  Apr 4 – Apr 25  MDHS
        W  2:30PM – 5:30PM  Apr 6  MDHS

132615  Tu  6PM – 9PM  Apr 26  BI113–LAPL
        M Tu W Th  2:30PM – 5:30PM  May 2 – May 17  LPHS

ST. MARY'S COUNTY

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

129836  W  6PM – 9PM  Mar 2  A206–LEON
        M Tu W Th  6PM – 9PM  Mar 7 – Mar 28  B115–LEON

132619  Tu  6PM – 9PM  Mar 29  A206–LEON
        M Tu Th  6PM – 9PM  Apr 4 – Apr 25  B115–LEON

132620  W  6PM – 9PM  Mar 30  A206–LEON
        M Tu Th  6PM – 9PM  Apr 4 – Apr 25  B115–LEON

132621  W  6PM – 9PM  Apr 27  A206–LEON
        M Tu W Th  6PM – 9PM  May 2 – May 17  B115–LEON

132622  W  6PM – 9PM  May 18  A206–LEON
        M Tu W Th  6PM – 9PM  May 23 – Jun 9  B115–LEON
HISTORY-CURRENT EVENTS

Driver Improvement Program

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

TRA-9400 tuition: $50 / fees: $25
129860 Sa 9AM – 4PM Mar 19 CS116–LAPL
132608 Sa 9AM – 4PM Apr 30 CS116–LAPL
132610 Sa 9AM – 4PM May 21 CS116–LAPL

The Basics of Genealogy

Maybe you are new to genealogy or you just need a refresher on how to create your family tree. Whatever the reason, The Basics of Genealogy will help you build a strong foundation to seriously get started. Learn what is available online, what repositories have information that can help answer your genealogical questions and start building your family tree! Class will be held in a computer lab to assist in researching information.

AAA-7160 tuition: $10 / fees: $79
132640 Tu Th 7PM – 9PM Mar 29 – Apr 7 A308–LEON

HOME AND GARDEN

Introduction to Interior Design

Are you a creative person with an eye for design? Join us as we show you how to transform plain living spaces into beautiful and functional rooms. Interior design takes training as well as talent, and these lessons will give you the know-how you need to design a room from floor to ceiling. Delve into color theory, industry trends, spatial arrangements, floor plans, traditional and modern interior design ideas, and other basics. In addition, explore a range of careers in interior design and get insider tips for entering this exciting field. Because interior design is constantly evolving, learn about some of the latest trends affecting the industry. Investigate green sustainable design, and find out how to modify your designs for people with special needs. Master design skills step-by-step and complete your first project: a fully developed room design complete with spatial layout, lighting, and finish selections. New knowledge and hands-on practice will give you the confidence you need to start creating beautiful residential interiors for yourself and others. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

AAA-5840 tuition: $62 / fees: $77
133212 Jun 15 – Jul 22 Online: Ed2go

NEW Seeding - Indoor Greenhouse

Learn to set up your own indoor greenhouse for starting seedlings for your home garden. Look at how to time your plantings, different options for seed starting containers and mediums as well as how to make and use grow lights in your home. All of these tips will get you on your way to a head start for a successful vegetable garden. Course will be taught by EatWell Natural Farms very own farmer. EatWell Natural farm is a 13 acre farm in La Plata, MD owned and operated by EatWell DC. EatWell grows a wide variety of seasonal vegetables and fruits without using chemical fertilizers or pesticides. They work with nature to improve the soil using crop rotation, cover crops, compost and mulch. Materials included in the cost of the class.

AAA-7240 tuition: $10 / fees: $49
132642 Sa 9AM – 1PM Apr 16 EWNF
Personal Enrichment

HOME AND GARDEN

Grow Your Own Organic Mushrooms
Start with a tour of EatWell Natural Farm and a discussion about local sustainable agriculture. EatWell Natural farm is a 13 acre farm in La Plata, MD owned and operated by EatWell DC. EatWell grows a wide variety of seasonal vegetables and fruits without using chemical fertilizers or pesticides. They work with nature to improve the soil using crop rotation, cover crops, compost and mulch. Learn about Shiitake mushroom production and inoculate logs that will go into production later in the year. Leave class not only with this new knowledge but also take home your own mushroom log and instructions on how to care for it in order to produce delicious Shiitake mushroom for yourself and family.

HGC-7350 tuition: $10 / fees: $39
133148 Sa 9AM – 1PM Mar 19 EWNF

NEW Simple Home Decorating
Having a fabulously decorated home does not have to be challenging or break the bank. Join us for Simple Home Decorating and learn how to decorate your using your current accessories as well as new accessories from any retail store. Learn design principles that interior designers use to decorate model and client homes. You will use design sheets and learn proper placement of your accessories using the design principles taught in class. Class is taught by a professional interior designer. A drawing will be done for one student to win a one on one opportunity with the designer to go out on a project design site to see first-hand all the principles learned in class.

HGC-7560 tuition: $10 / fees: $89
132648 Th 6PM – 9PM Apr 7 CS101–LAPL
Sa 9AM – 4PM Apr 9 CS101–LAPL
132649 Th 6PM – 9PM Jun 9 CS101–LAPL
Sa 9AM – 4PM Jun 11 CS101–LAPL

Sewing - Getting the Perfect Fit
Attention all sewers! Tired of clothes that don’t fit? Learn how to take proper body measurements and compare them to the pattern sizes to begin the process of making a perfectly fitted garment. Make a mock garment, also called a muslin, before cutting the fashion fabric. All alterations will be made to the muslin which will become your pattern to make your final garment. Basic sewing skills will NOT be taught in this class. You will need to bring the following materials to the first class: sewing machine, 2 pairs of scissors, straight pins and cushions, tape measure, tracing wheel (softedge), tracing paper, marking pencils, 6 inch seam gauge, 6 inch seam ripper, hand sewing needles, thread, muslin fabric or white sheet from thrift store.

PEP-8890 tuition: $10 / fees: $159
132716 Sa 9AM – 12 PM Apr 2 – May 7 CS100–LAPL

LANGUAGES AND LITERATURE

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

Prerequisite: Must have taken PEP 8480 or have previous ASL experience.

PEP-9010 tuition: $10 / fees: $159
129606 Tu Th 6:30PM – 8:30PM Mar 8 – Apr 7 CE103–LAPL
American Sign Language III
Designed specifically for adults and families, ASL level III focuses on intensive vocabulary building, ASL sentence construction and telling short stories for conversations in ASL. Continue to increase ASL vocabulary, grammatical structures, and in-depth cultural awareness. You will be provided the opportunity to develop and use stories and language activities in both receptive and expressive modes. Special focus is on increasing sign clarity, fluency, and nonmanual behavior. Deaf culture is included in class discussions. Students must have taken PEP 8480 American Sign Language I and PEP 9000 American Sign Language II or special permission from program coordinator in order to take this class.

Prerequisite: Student must take PEP 8480 ASL and PEP 9000 ASL II

PEP-9550 tuition: $10 / fees: $159
132733 Tu Th 6PM - 8PM
Apr 19 - May 12 CE103–LAPL

Intermediate Italian I
This course is a continuation of Simple Italian (PEP 8780) but it is open to anyone with a basic understanding of the Italian language. Created to give a balanced mix between cultural notions, multimedia presentations, written practice and conversations, interaction will include hands-on activities with comics, movies, books and games. Course is taught by a native Italian language teacher.

PEP-9000 tuition: $10 / fees: $239
132795 M W 6:30PM - 9PM
Apr 4 - May 11 CE103–LAPL

Writing for ESL
Has your academic or career progress been slowed by the challenges of writing in English? Many ESL learners have excellent education, training, and skills from their native countries. However, their dreams of success elude them in English-speaking countries because they cannot write effectively in their new language. This course will show you what English readers expect and how your writing can achieve your goals. Please visit http://www.ed2go.com/csm/ for registration information on this online class.

AAA-6310 tuition: $62 / fees: $77
131380 Mar 16 - Apr 22 Online: Ed2go
133214 Jun 15 - Jul 22 Online: Ed2go

Speed Spanish
Imagine yourself speaking, reading and writing Spanish pronto. Now you can with Speed Spanish! You’ll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you’ll be able to go into any Spanish speaking situation and converse in Spanish! ¡Qui Bueno! Please visit http://www.ed2go.com/csm/ for registration information for this online class.

AAA-6290 tuition: $62 / fees: $77
131379 Mar 16 - Apr 22 Online: Ed2go
133213 Jun 15 - Jul 22 Online: Ed2go

Speed Spanish II
Have you ever seen a non-native speaking Spanish fluently? Were you impressed? Would you like to become more conversational and more comfortable in Spanish-speaking situations? Well now you can. See words, hear them pronounced properly, and be granted plenty of opportunities to practice your pronunciation. Learn several clever recipes that you can use to glue the words together into sentences. See an immediate improvement in your Spanish fluency from the very first lesson. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

AAA-5810 tuition: $62 / fees: $77
133211 Jun 15 - Jul 22 Online: Ed2go

Speed Spanish III
Master your ability to speak, understand, and read Spanish by taking speed Spanish III. Learn the final six recipes that will serve as templates to help you create any Spanish sentence you want. Guided practice will include lots of new vocabulary, pronunciation, and speed drills, as well as an in-depth study of Spanish parts of speech to help you speak and understand Spanish in a snap and use Spanish spontaneously so that you’ll never be at a loss for words! Please visit http://www.ed2go.com/csm/ for registration information for this online class.

AAA-5820 tuition: $62 / fees: $77
131377 Mar 16 - Apr 22 Online: Ed2go
Easy English 1
Learn basic English fast! Fun activities and games will help you master the English skills you need for real-life situations including shopping, job hunting, handling medical emergencies, and finding a place to live. You will build grammar and vocabulary skills step-by-step. Improve your listening skills through audio and video activities. By the time you’re done, you will have the skills you need to speak basic English with confidence in any setting. Please visit http://www.ed2go.com/csm/ for registration information for this online class.
AAA-7120 tuition: $62 / fees: $77
133218 Jun 16 – Jul 22 Online: Ed2go

Easy English 3
Take your English skills to the next level and master the English you will need to interview for jobs, buy a home, and take care of your own health. Develop strategies for reading comprehension and improve your listening skills through audio and video activities. With each lesson, you will become more fluent, more confident, and more prepared to speak English at home, at school, or on the job. Please visit http://www.ed2go.com/csm/ for registration information for this online class.
AAA-7140 tuition: $62 / fees: $77
133185 Mar 16 – Apr 22 Online: Ed2go

Conversational Japanese
Whether you want to learn conversational Japanese for travel or just for fun, you'll find that this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. Guided by your native Japanese instructor, you'll learn useful conversational phrases and vocabulary words, while getting a tour of some fascinating spots in Japan. You'll come away with cultural knowledge only an insider has. By the end of this course, you won't only have basic conversational skills that will enable you to travel around the country easily, but you'll have discovered the heart of Japan! Please visit http://www.ed2go.com/csm/ for registration information for this online class.
AAA-6330 tuition: $62 / fees: $77
133182 Mar 16 – Apr 22 Online: Ed2go
133216 Jun 15 – Jul 22 Online: Ed2go

Beginning Conversational French
Discover how easy it can be to learn common words and phrases for both leisure and business. This course makes pronunciation simple, with phonetic spellings for every word and phrase you need to learn. The course even includes audio, so you'll be able to hear and practice the language with little more than the click of your mouse! You'll also learn cultural tips in each lesson that will make you more comfortable in a foreign setting. After finishing this course, you'll be prepared to speak French in a wide variety of settings and situations. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.
AAA-5010 tuition: $62 / fees: $77
133025 Apr 13 – May 20 Online: Ed2go
133204 Jun 15 – Jul 22 Online: Ed2go
LIFE SKILLS

Merrill Ream Speed Reading
Are you struggling to keep up with a flood of e-mail, articles, reports, books, and other printed material? Save yourself oodles of time by learning to read faster and with better comprehension from acclaimed speed reading expert Dr. Merrill Ream. This course is a complete speed reading experience. Topics are presented in a logical progression with plenty of time to help you master the skills and techniques you will need for lasting proficiency as a speed reader. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

AAA-5160 tuition: $62 / fees: $77
131375 Mar 16 – Apr 22 Online: Ed2go
133206 Jun 15 – Jul 22 Online: Ed2go

Understanding Adolescents
To know your kids is to love them. In this course, an experienced social worker will help you gain a deep understanding and appreciation of your adolescent’s development and behavior. You will uncover the secrets of the adolescent mind and gain valuable information on how they think, how they feel, how their identities develop, and what steps you can take to ensure that you are well prepared to meet the needs of the teens in your life. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

AAA-5250 tuition: $62 / fees: $77
133210 Jun 15 – Jul 22 Online: Ed2go

Assisting Aging Parents
Are your parents in their golden years? Learning how to help parents or other loved ones through their transition can prepare us for our own. This compassionate and comprehensive class will give you the tools, techniques, and insights for this passage. You’ll learn to handle most of the challenges you will face while coming to appreciate and cherish the privilege of the journey. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

AAA-6320 tuition: $62 / fees: $77
131381 Mar 16 – Apr 22 Online: Ed2go
133215 Jun 15 – Jul 22 Online: Ed2go

NEW Don’t Retire - Rewire
If you are nearing or entering your next chapter of life - retirement - then this is the class for you. In our parents days, it was time to go home, sit around and watch life pass you by. Today’s baby boomers are grabbing hold of life, finding those dreams deferred, choosing to live happier, healthier and more fulfilling lives. But first one has to get through the stages of loss when retirement occurs. It is good to know them when they occur or understand the stage one is in, in order to pass through successfully without getting stuck. The psychology of retiring is important information to have so one can begin to REWIRE, and live joyously rather than just retire.

AAA-7270 tuition: $10 / fees: $110
132801 Sa 9AM – 4PM
May 14 – May 21 ST164–LAPL

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

PEP-5980 tuition: $10 / fees: $49
129592 Mar 1 – Mar 31 OFF SITE–LAPL
132674 May 1 – May 31 OFF SITE–LAPL
132675 Jun 1 – Jun 30 OFF SITE–LAPL
Personal Enrichment

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

**PEP-7620**  
**tuition:** $10 / **fees:** $29  
**132697**  
**Sa**  
9AM – 12:30PM  
**Apr 16**  
CE108–LAPL

Get Assertive!
Are you tired of being intimidated and treated badly by others? Learn specific techniques to become more assertive in all parts of your life. Discover how people manipulate you and how you submit to being a victim. Understand the difference between passive, aggressive, and assertive behaviors, and see how inner dialogues keep people acting in passive ways. Explore ways to change your inner dialogue, such as using affirmations and visualization, creating new labels for yourself and others, and keeping a journal. Get the assertiveness training you need in order to be more confident and powerful with family members, friends, bosses, co-workers, professionals, service people, and even total strangers. It’s your turn to speak up!

**PEP-8520**  
**tuition:** $62 / **fees:** $69  
**133254**  
**Jun 15 – Jul 22**  
Online: Ed2go

**MUSIC, THEATER AND DANCE**

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, Md.

**PEP-6840**  
**tuition:** $10 / **fees:** $139  
**132714**  
**M Tu W Th**  
6PM – 9PM  
**Mar 14 – Mar 17**  
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, MD.

**PEP-8880**  
**tuition:** $10 / **fees:** $139  
**132684**  
**M Tu W Th**  
6PM – 9PM  
**Mar 14 – Mar 17**  
NITE

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

**PEP-5380**  
**tuition:** $62 / **fees:** $69  
**133270**  
**Sa**  
9AM – 10:30AM  
**Apr 2 – May 7**  
FA143B–LAPL
MUSIC, THEATER AND DANCE

**Personal Enrichment**

**Group Piano - Beginner Part 2**
If you are comfortable with the very basics of piano and ready to advance to the next level, this class is for you! We will cover advanced flats, sharps, greater expression of playing through phrasing, and deciphering tempo markings, and establish a firm knowledge of basic chords. 
Prerequisite: Must take PEP 5380 (Group Piano for Adults I) or have prior instructor approval.

**PEP-6740**
tuition: $10 / fees: $79

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<td>132678</td>
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<td>5PM – 6PM</td>
<td>PE120C-LAPL</td>
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<tr>
<td>132677</td>
<td>Th</td>
<td>7:45PM – 8:45PM</td>
<td>D113-LEON</td>
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**Suede, or leather bottoms should be worn. Sneakers not recommended as they inhibit proper foot movement.**

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

**PEP-5890**
tuition: $10 / fees: $79

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<td>132670</td>
<td>Th</td>
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**Swing Dance**
Learn the basics of partnering technique as well as the basic step of East Coast Swing and a few minor turns. This swing dance class is a progressive class and each night builds on the other. All levels are encouraged to join. No partner necessary. Dance Attire: Please wear something comfortable and easy to move around. Shoes should be suede, leather bottoms or dress shoes.

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

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<td>D113-LEON</td>
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**Music Made Easy**
If you enjoy music and would like to know more about what makes it work, this is the course for you. You will gain a complete understanding of rhythm, melody, and harmony, and you will be able to recognize pitches on the musical staff and on the keyboard. You will also be able to build intervals, major scales, and chords. By the time you complete this comprehensive and full-featured course, you will be able to read, write, and even play simple musical pieces on a keyboard. This course is geared towards those who have no musical background, those who play but do not read music, or anyone who is interested in understanding the fundamentals of music. Requirements: a computer equipped with speakers and headphones. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

**AAA-5170**
tuition: $62 / fees: $77

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<td>133207</td>
<td>Jun 15 – Jul 22</td>
<td>Online: Ed2go</td>
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Basic Acoustic Guitar
For the true beginner! Learn how to tune your guitar, properly hold and play, how to hold a pick, and how to play a chromatic scale. The rudiments of reading music, basic note reading and symbol recognition, lead guitar picking, beginning chords and strumming will also be addressed. This class is for everyone who has an acoustic guitar in the closet that they have always wanted to learn how to play but did not know where to start. The class will culminate with playing a simple song using G major, C major, and D major chords.

AAA-6220 tuition: $10 / fees: $89
132639 F 6:30PM – 8PM
132638 Sa 11AM – 12:30PM

Introduction to Guitar
Learn to play guitar, and become the musician you’ve always wanted to be! In these fun and informative lessons, build basic guitar skills step-by-step with the help of hands-on exercises, audio and video recordings, and detailed illustrations. Get to know all the parts of your guitar, from frets to strings, and learn how to tune your instrument. Explore the fundamentals of music notation and find out how to produce clear, beautiful notes and chords. Discover how to control your rhythm, tempo, and volume, and how to express yourself artistically. The guitar skills you’ll master in this course will allow you to play any style of music, from hard rock to country and western. Whether you’re a beginner or an intermediate student, take your musical talent to the next level. By the time you’re finished, you’ll be well on your way to becoming a skilled guitar player. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

PEP-7530 tuition: $62 / fees: $77
133250 Jun 15 – Jul 22 Online: Ed2go

NATURAL HEALTH AND HEALING

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

AAA-6190 tuition: $10 / fees: $65
132637 Sa 9AM – 5PM

Introduction to Natural Health And Healing
Would you like to learn more about natural health but don’t know where to start? If so, then this is the course for you! Discuss the various stages of health and illness and discover that true health means wholeness of the mind, body, and spirit. Start a personal health journal to evaluate your current lifestyle and observe how one’s behaviors can affect one’s health. Explore naturopathy, which seeks ways for the body to heal itself. Learn about proper breathing techniques that enhance health, as well as the value of hydrotherapy, diet, biorhythms, and fasting. Examine using the power of the mind for healing the body—discussing brain function tests, visualization, and relaxation therapies. Delve into vitamins, minerals, antioxidants, free radicals, and the basic requirements that constitute a healthy diet and develop menus that improve health. Look at herbal healing, aromatherapy, body therapies, massage techniques, osteopathy, chiropractic, T’ai Chi, reflexology, yoga, Feng Shui, therapeutic touch, natural remedies for common emergencies, and much more. Take charge of your own health and healing! Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration for this online class.

AAA-7180 tuition: $65 / fees: $77
131387 Mar 16 – Apr 22 Online: Ed2go
NATURAL HEALTH AND HEALING
Personal Enrichment

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

NHH-5260 tuition: $10 / fees: $92
133945 Sa 9AM – 1PM
Apr 9 CE118–LAPL

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

NHH-5270 tuition: $10 / fees: $89
133946 Sa 9AM – 1PM
Apr 23 CE119–LAPL

Chopsticks Acupressure
Chopsticks acupressure is easy to master and extremely effective, despite its simplicity. Chopsticks acupressure is the ultimate self-treatment technique for a variety of common ailments. Meridians, acu-points, and chopstick stimulation techniques for strengthening or sedating will be discussed and practiced.

NHH-5320 tuition: $10 / fees: $72
132667 Sa 9AM – 5PM
Apr 16 CS117–LAPL

Advanced Techniques for Energy Medicine
The use of the pendulum, dowsing rods or muscle checking can demonstrate the power, effectiveness, and success of an energy healing, and can indicate whether more healing is required. The correct use of these tools is necessary in order to perform energy healing without draining or exhausting your own energy. They are also used for determining the root cause of a condition, and its origination at the physical, mental, emotional or spiritual level. All materials are included in the cost of the class.

NHH-5330 tuition: $10 / fees: $84
132668 Sa 9AM – 5PM
Apr 30 PFA122–PRIN

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

NHH-5360 tuition: $10 / fees: $19
129586 Sa 10AM – 12PM
Mar 12 CS117–LAPL
NEW  Self-Hypnosis - Venture Inward
Learn the basics for self-suggestion and to establish positive thinking and self-talk. These techniques lay the groundwork for healthy changes in both the mind and body. Topics such as conscious vs subconscious mind, creating a routine, building a safe place, identifying and creating affirmations, practical application time and induction for relaxation and establishing affirmations will be covered. Each class will include self-induction exercises and will end with a hypnotic relaxation induction done by the instructor. This course is not intended to train participants to perform hypnosis on other people.

NHH-5370  tuition: $10 / fees: $29
133930  Sa  9AM - 12PM  May 14  PFA209–PRIN
133926  Sa  9AM - 12PM  Mar 12  ST111–LAPL
133934  Sa  9AM - 12PM  Apr 23  B313–LEON

NEW  What’s Eating You - Weight Loss With Hypnosis
Investigate and identify your relationships and emotional ties with food, your unhealthy food choices, your past associations with food, and how your mind might be rewarded to new eating behaviors though hypnosis. Topics will include conscious versus subconscious mind, food for fuel not for comfort, and the food chemistry of the body and brain. Each class will end with an actual hypnosis induction led by the instructor for relaxation. This course is not intended to treat participants for weight loss however the induction provides benefits.

NHH-5380  tuition: $10 / fees: $89
133931  Tu Th  6:30PM – 8:30PM  Apr 26 – May 5  PFA122–PRIN
133927  Tu Th  6:30PM – 8:30PM  Mar 17 – Mar 31  CE120–LAPL
133935  Tu Th  6:30PM – 8:30PM  Apr 5 – Apr 14  B313–LEON

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

PEP-6810  tuition: $10 / fees: $159
132680  Sa  9AM – 5PM  Apr 2  B315–LEON

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

PEP-6880  tuition: $10 / fees: $59
132685  Sa  9AM – 4PM  May 7  PFA204–PRIN

Reiki Level II
Prepare to use Reiki energy and learn how to apply it to others. Discover the keys to using and passing on this healing system. Information and the uses of the three second degree symbols will be discussed and practiced in class, along with hand positions, scanning the body, chakra balancing, and a guided meditation. Reiki Level II attunement will be given to each individual along with a Certificate of Completion from the college. Wear comfortable clothes, and bring your massage table if you have one. Please bring a bag lunch.

Prerequisite: Student must take PEP 6810 Reiki Level I

PEP-6890  tuition: $10 / fees: $149
132686  Sa  9AM – 5PM  May 14  B315–LEON
PERSONAL FINANCE

Basics of Long-Term Care
Most of us consider and cover the risk of dying too soon, but what about the risk of living a long life? People are living longer and rapid advances in treating illnesses makes living longer inevitable. Enroll and get a clear understanding of the purpose, risks, features, and options involved in long-term health care. Learn how to make decisions about planning for the risk of living a long life and the impact it has on family retirement plans.

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

Stock Analysis: Betterinvesting Part II
Build on the concepts covered in Part I by completing SSG analyses on two additional companies in the same industry as the one covered in Part I. The three company analyses are compared using the BetterInvesting Stock Comparison Guide form. Automated ways of performing the Stock Selection Guide will also be demonstrated. BetterInvesting is a trademark of the National Association of Investors Corporation (NAIC). Ability to solve basic math equations using a calculator is necessary. Must have taken Stock Analysis: BetterInvesting Part I (PEP 8680).

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

Travel Photography for the Digital Photographer
Join us and discover this fascinating world through a photographer's eye. Address the special needs and techniques digital photographers need to capture scenes from around the world and bring them home. Focus on specific tips for digital photographers, and how to use both traditional techniques as well as those unique to digital equipment. Look at subjects such as wildlife on land and at sea, and how to get the best shots of animals in captivity as well as those in the wild. Discuss ways to blend in with nature for this popular area of photography and the best kind of equipment for specialized shooting. Gather tips on taking shots for professional use and those to treasure from a family vacation. Discuss the situations that require model and property releases, and those that don’t. Address environmental issues that affect equipment (both hot and cold) and learn practical solutions to the problem. Learn more about traveling with digital equipment and what to take and what to leave behind as you venture into the wilderness, onto a cruise ship, up in a helicopter, or over an international border. Expand your knowledge of techniques for shooting digitally and working with the images after you get back. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration for this online class.

AAA-7170 tuition: $62 / fees: $77

NEW Gadget Photography
Do you have one or more smart devices and struggle on how to take a good picture of yourself (selfie) or how to take pictures of others? Join us for Gadget Photography and take the mystery out of a great picture! You will also learn how to find photos in your gadget and send them via text or email as well as post on social media sites like Facebook. Gadgets that will be covered are smart phones, tablets and other handheld devices. Please bring your digital devices to class.

AAA-7250 tuition: $10 / fees: $29

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

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

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

PEP-6820 tuition: $10 / fees: $59
RECREATIONAL ACTIVITIES AND PAST TIMES

Personal Enrichment

Kayak 101
Taught on the calm waters of local waterways, learn basic instruction in life jacket fitting, clothing, gear, personal equipment, safety, rescue, weather, judgment, trips, boat fitting, types of kayaks, car racks, paddles and water comfort, and boat maneuvering all in just four lessons! You will also learn several paddle strokes and participate in a guided tour. Dress to get wet! Hosted by the Greenwell Foundation in Hollywood MD and/or Up-the-Creek Rentals, in Indian Head MD, and taught by ACA certified instructors in Kayak/Canoe instruction. Must be 16 years old to register.

PEP-7120 tuition: $10 / fees: $169
132687 M W 6PM – 8PM  GWSP
132688 M W 6PM – 8PM  GWSP

Learning to Make the Most of Your Digital Camera
Most digital cameras have common features that owners do not fully know how to use to their best advantage. Higher-end digital cameras have features that never existed on film cameras. Even reading the instruction manual can be confusing. Learn techniques of photography for landscapes, buildings, people and combinations of each. Expose yourself to techniques utilized in photo editing on your computer. Learn advanced techniques such as “stitching” photos together and combining photos with various exposures to improve high-contrast situations that make photographing difficult. You can begin to think of yourself as a skilled amateur or even a (semi) professional photographer. Place your photos on your web site and enter photo contests. You can even have your own show at your local museum. Please bring your camera, owner’s manual, any lenses or flash units, and any other camera paraphernalia. Join us and learn to make the most of your digital camera!

PEP-8870 tuition: $10 / fees: $109
133959 Tu Th 6:30PM – 8:30PM  B215-LEON

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

PEP-9400 tuition: $10 / fees: $85
132800 Sa 9AM – 4PM  Apr 16  CS101-LAPL

NEW Adobe Lightroom Cc Basics for Photographers
Adobe Lightroom is a tool designed for photographers to organize, develop, print, and share on the web your digital images. This 4 day course provides you with a general introduction on how to use Lightroom. Hands-on activities include importing images, categorizing, organizing, enhancing, and editing, creating HDR and Panoramic images tutorials, and distributing your creations. Class will be held in our new state-of-the-art Mac lab with Adobe Creative Cloud installed. Other applications we will use include Lightroom Mobile and Adobe Photoshop.

PEP-9690 tuition: $10 / fees: $99
129618 W 6PM – 8:30PM  Mar 30 – Apr 20  CE216-LAPL

Information: 301-539-4760 | Register online: www.csmd.edu/go/register
GED Preparation
If you’re comfortable reading a high school textbook, doing basic math operations like fractions and decimals without a calculator, and writing a short letter in English, you’re ready to get started! This course will help you analyze your strengths and weaknesses so you can focus your studying on the areas that you need most. You’ll get the basics of what you need to know to succeed on the five GED test modules: Reasoning Through Language Arts, Social Studies, Science, Writing and Mathematical Reasoning. After completion of this course, you should be well-equipped to take and pass the GED test! Important: Some GED Testing Centers require proof that you have passed a GED test preparation course or the official practice tests before you can take the official GED tests. Before enrolling in this course, please check with the official GED Testing Center where you intend to take your tests to make sure that this course will meet their requirements. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

**AAA-6350**
- **tuition:** $62 / **fees:** $77
- **131384** Mar 16 – Apr 22 Online: Ed2go

**GED Preparation Part 1**
So, you’ve decided you’re going to college. Now you just need to take the entrance exams! Prepare yourself to take the verbal questions on both the ACT and SAT. SAT/ACT Preparation Part 1 will prepare you for the reading, English, and science sections of the ACT and the critical reading and writing sections of the SAT. You’ll refresh your knowledge of verbal topics and learn techniques that can help you relieve test-taking anxiety. Textbook required. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

**PEP-8110**
- **tuition:** $62 / **fees:** $87
- **133905** Apr 13 – May 20 Online: Ed2go
- **133907** May 18 – Jun 24 Online: Ed2go
- **133908** Jun 15 – Jul 22 Online: Ed2go

**SAT/ACT Preparation Part 2**
Prepare to fly through the math questions on both the ACT and the SAT. Refresh your knowledge of math subjects and learn techniques to help you move through the tests more quickly. You will review arithmetic, algebra, geometry, trigonometry, and statistics as well as the Student Response questions on the SAT. Practice techniques and approaches using similar exam questions and fully explain and interpret the correct and incorrect answers. Taking both courses in this two-part series will prepare you for questions on each test using test-taking techniques pioneered by Scott Hatch in 1980 and taught to thousands of college-bound students around the world. Textbook required. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

**PEP-8120**
- **tuition:** $62 / **fees:** $87
- **133914** Mar 16 – Apr 22 Online: Ed2go
- **133915** Apr 13 – May 20 Online: Ed2go
- **133916** May 18 – Jun 24 Online: Ed2go
- **133917** Jun 15 – Jul 22 Online: Ed2go

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**STUDENT SUCCESS**

**GED Preparation**

**Prepare for the GED Math Test**

Master the skills required to pass the Mathematical Reasoning module in the GED test series. You’ll start off with a review of math basics and begin building the foundation you’ll need to solve the types of math problems commonly found on the test. In the process, you’ll develop hands-on experience with percentages, proportions, statistics, algebra, geometry, and more. Each lesson gives you a chance to apply your knowledge by practicing with the same kind of questions you may find on the GED test. By the time you finish this course, you’ll be much more comfortable with your math skills, and you’ll know how, when, and why to use each math concept you learn. Important: Some GED Testing Centers require proof that you have passed a GED test preparation course or the official practice tests before you can take the official GED tests. Before enrolling in this course, please check with the official GED Testing Center where you intend to take your tests to make sure that this course will meet their requirements. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

**AAA-6340**
- **tuition:** $62 / **fees:** $77

131383 Mar 16 – Apr 22 Online: Ed2go
133217 Jun 15 – Jul 22 Online: Ed2go
STUDENT SUCCESS

**Placement Test Review**

In this course students will have the opportunity to strengthen their skills in reading, writing, and mathematics prior to taking or re-taking the college placement tests. The course is an interactive, self-paced, computer delivered instructional program. Some students may be eligible to take this class free of charge. For more information contact the Student Success Center at 301-934-7657.

**STU-7050**

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**SAT Tutorial**

Study for the SAT exam using Plato, an interactive online program. Study anywhere with internet accessibility and work at your own pace. Test out of everything you know which allows you to study only what you need to know. Math content includes pre-algebra, elementary algebra, intermediate algebra, coordinate geometry, plane geometry, and trigonometry. Reading content covers building reading skills, reading strategies, and practice reading for literature, social sciences, and science. Learn writing tips for supporting arguments, strong introductions and conclusions, effective writing, transitional devices, writing for tests, and writing precisely. Brush up on punctuation, clauses, phrases, capitalization, subject and verb agreement, pronoun use, adjectives, and adverbs. The unit on science covers biology, chemistry, physical science, earth science and reading science questions including charting and graphing. This course is computer delivered and is NOT INSTRUCTOR LED. A textbook is not required. College of Southern Maryland students who plan to petition for the Nursing Program should call the Nursing Programs Outreach Advisor prior to registering for this course (301-934-7631). For more information contact the Student Success Center at 301-934-7657.

**STU-7120**

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**ACT Tutorial**

Study for the ACT using Plato, an interactive online program. Study anywhere with internet accessibility and work at your own pace. Test out of everything you know which allows you to study only what you need to know. Math content includes pre-algebra, elementary algebra, intermediate algebra, coordinate geometry, plane geometry, and trigonometry. Reading content covers building reading skills, reading strategies, and practice reading for literature, social sciences, and science. Learn writing tips for supporting arguments, strong introductions and conclusions, effective writing, transitional devices, writing for tests, and writing precisely. Brush up on punctuation, clauses, phrases, capitalization, subject and verb agreement, pronoun use, adjectives, and adverbs. The unit on science covers biology, chemistry, physical science, earth science and reading science questions including charting and graphing. This course is computer delivered and is NOT INSTRUCTOR LED. A textbook is not required. College of Southern Maryland students who plan to petition for the Nursing Program should call the Nursing Programs Outreach Advisor prior to registering for this course (301-934-7631). For more information contact the Student Success Center at 301-934-7657.

**STU-7130**

<table>
<thead>
<tr>
<th>Course</th>
<th>Tuition</th>
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<td>Jun 1 - Jun 30</td>
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</table>
WELLNESS, FITNESS AND AQUATICS

AQUATICS-ADULTS

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

WFA-8120 tuition: $22 / fees: $54
132962 Tu Th 7:15PM – 8:15PM
Apr 19 – Jun 2 D106C-LEON

Aquatic Reconditioning and Strengthening
Physicians and physical therapists often recommend aquatic exercise to their patients as a part of a comprehensive rehabilitation program. This class is designed for individuals with disabilities including hip or knee replacements, chronic low back pain, disc problems, broken limbs, arthritis or surgery. The goal of the class is to improve range of motion, flexibility and muscular strength, and endurance through a moderate exercise program. Upper- and lower body range of motion and resistance exercises will be performed in a pool. A physician’s written consent is required to participate in class activities.

Prerequisite: Physician’s written approval
WFA-8190 tuition: $22 / fees: $60
132870 M W 9AM – 10AM
Apr 4 – May 11 PE119-LAPL
132871 F 10AM – 11AM
Apr 8 – Jun 24 PE119-LAPL
132897 M W 9AM – 10AM
May 16 – Jun 27 PE119-LAPL
132963 M W 10AM – 11AM
Apr 4 – May 11 D106D-LEON
132965 W F 9AM – 10AM
Apr 6 – May 13 D106D-LEON
132967 F 10AM – 11AM
Apr 8 – Jun 24 D106D-LEON
132964 M W 10AM – 11AM
May 16 – Jun 27 D106D-LEON
132966 W F 9AM – 10AM
May 18 – Jun 24 D106D-LEON

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

Prerequisite: Must be 15 years of age or older
WFA-8200 tuition: $32 / fees: $55
132893 Tu 6PM – 7PM
Apr 12 – May 17 PE119-LAPL
132892 Sa 9AM – 10AM
Apr 16 – May 21 PE119-LAPL
132976 M 7PM – 8PM
Apr 4 – May 9 D106C-LEON
132974 Sa 9AM – 10AM
Apr 9 – May 14 D106C-LEON

VIDEO SPOTLIGHT
See a video of Aquatic Exercise at www.csmd.edu/CommunityEducation.
## Adult Intermediate Swimming
Perfect your basic swimming skills and learn advanced strokes, underwater swimming, and lap swimming skills. Participants in this course must complete a short health questionnaire and a Statement of Informed Consent prior to the start of class.
**Prerequisite:** Must be 15 years of age or older

<table>
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<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
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<td>Sa</td>
<td>9AM – 10AM</td>
<td>Apr 9 – May 14</td>
<td>D106C-LEON</td>
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**Tuition:** $32  /  fees: $55

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

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<tr>
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**Tuition:** $15  /  fees: $97

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

**Prerequisite:** WFA-890

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<td>11AM – 12PM</td>
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<td>D106D-LEON</td>
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**Tuition:** $48  /  fees: $72

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

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**Tuition:** $75  /  fees: $45
Arthritis Foundation Aquatic Program

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

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

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<td>2PM – 3PM</td>
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AQUATICS-CERTIFICATION COURSES

American Red Cross Lifeguard Training

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

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

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

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AQUATICS- YOUTH

American Red Cross Swimming for Infants/Tots

Parents, come be with your 6 month to 3 year-old tots and help them to learn to be safe around water. Infants and toddlers will develop a comfort level in and around the water as well as a readiness for learning to swim. Pool and water safety will be discussed and practiced in a fun, upbeat atmosphere.

Prerequisite: Must be six months to three years old and parents are required to accompany their child in the water.

WFA-8170 tuition: $32 / fees: $23

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<td>133081</td>
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VIDEO SPOTLIGHT

See a video of Swimming for Tots at www.csmd.edu/CommunityEducation.
WELLNESS, FITNESS AND AQUATICS

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

WFA-8110 tuition: $32 / fees: $33
132875 Th 6PM – 6:40PM Apr 14 – May 19 PE119-LAPL
132876 Sa 10AM – 10:40AM Apr 16 – May 21 PE119-LAPL
132923 Tu 5PM – 5:40PM Apr 12 – May 17 D106C-LEON
132919 Sa 10AM – 10:40AM Apr 16 – May 21 D106C-LEON
132920 Sa 10:45AM – 11:25AM Apr 16 – May 21 D106C-LEON
132921 Sa 11:30AM – 12:10PM Apr 16 – May 21 D106C-LEON
132922 Sa 12:15PM – 12:55PM Apr 16 – May 21 D106C-LEON

Preschool Aquatics- Primary Skills (American Red Cross Level 2)
The objective of this course is to give preschool age students success with fundamental skills such as floating and basic locomotion. In Level 2, students build on the skills learned in Level 1 with an emphasis on safety; students learn to float without support and recover to a vertical position. At this level, many skills are still practiced with support. Participants in this course must complete a short health questionnaire and a statement of informed consent prior to the start of class.
Prerequisite: Must be three to five years of age; and students should be able to submerge mouth and blow bubbles for at least three seconds; Students must enter the water independently using a ladder, steps, or side, and travel at least five yards with support, and glide on front with support for at least two body lengths. If a student fails to meet all prerequisites, he or she may be withdrawn from class. Should you require more guidance on what level is appropriate, please call the aquatic office.

WFA-8230 tuition: $32 / fees: $33
132879 Th 6PM – 6:40PM Apr 14 – May 19 PE119-LAPL
132896 Sa 10:45AM – 11:25AM Apr 16 – May 21 PE119-LAPL
132929 Tu 6:30PM – 7:10PM Apr 12 – May 17 D106C-LEON
132930 Sa 10AM – 10:40AM Apr 16 – May 21 D106C-LEON
132931 Sa 10:45AM – 11:25AM Apr 16 – May 21 D106C-LEON
132932 Sa 12:15PM – 12:55PM Apr 16 – May 21 D106C-LEON

Preschool Aquatics- Stroke Readiness (American Red Cross Level 3)
The objective of this course is to give preschool age students success with swimming independently. Level 3 builds on skills learned in Level 2 by providing guided practice; students are encouraged to improve coordination of simultaneous and alternating arm and leg actions. In this level, skills are taught with an emphasis on safety and diving is introduced. Participants in this course must complete a short health questionnaire and a Statement of Informed Consent prior to the start of class.
Prerequisite: WFA-8230; must be three to five years of age; and students should be able to swim without support, glide on front and back for at least two body lengths, roll from front to back and float (without support) for five seconds, and swim using combined arm and leg actions on front for three body lengths. If a student fails to meet all prerequisites, he or she may be withdrawn from class. Should you require more guidance on what level is appropriate, please call the aquatic office.

WFA-8130 tuition: $32 / fees: $33
132877 Th 6PM – 6:40PM Apr 14 – May 19 PE119-LAPL
132878 Sa 10AM – 10:40AM Apr 16 – May 21 PE119-LAPL
132924 Tu 5:45PM – 6:25PM Apr 12 – May 17 D106C-LEON
132925 Th 6:30PM – 7:10PM Apr 14 – May 19 D106C-LEON
132926 Sa 10AM – 10:40AM Apr 16 – May 21 D106C-LEON
132927 Sa 11:30AM – 12:10PM Apr 16 – May 21 D106C-LEON
132928 Sa 12:15PM – 12:55PM Apr 16 – May 21 D106C-LEON

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

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WELLNESS, FITNESS AND AQUATICS

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

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

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

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

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

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

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

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

WFA-8030  tuition: $32  /  fees: $33
WELLNESS, FITNESS AND AQUATICS

Personal Enrichment

Stroke Improvement
(American Red Cross Level 4)
The objective of this course is help school age children develop confidence in the skills learned and improve other Aquatic skills. In Level 4, students increase their endurance by swimming familiar strokes (front/back crawl, elementary back stroke) at greater distances than Level 3. Breast stroke, side stroke and the basics of turning are also introduced. Participants in this course must complete a short health questionnaire and a Statement of Informed Consent prior to the start of class. 

Prerequisite: WFA-8030; must be at least six years of age; students must show the ability to swim underwater (three to five body lengths), swim 25 yards of front crawl, 15 yards of butterfly and breaststroke, do a head-first entry into deep water, and swim back stroke and front crawl open turn. If a student fails to meet all prerequisites, he or she may be withdrawn from class. Should you require more guidance on what level is appropriate, please call the aquatic office.

WFA-8040 tuition: $32 / fees: $33
132887 Th 7:30PM - 8:10PM Apr 14 - May 19 PE119-LAPL
132886 Sa 10:45AM - 11:25AM Apr 16 - May 21 PE119-LAPL
132944 Tu 5:45PM - 6:25PM Apr 12 - May 17 D106C-LEON
132945 Th 5PM - 5:40PM Apr 14 - May 19 D106C-LEON
132946 Sa 10:45AM - 11:25AM Apr 16 - May 21 D106C-LEON
132948 Sa 11:30AM - 12:10PM Apr 16 - May 21 D106C-LEON
132947 Sa 12:15PM - 12:55PM Apr 16 - May 21 D106C-LEON

Stroke Refinement
(American Red Cross Level 5)
The objective of this course is to provide further coordination and refinement of strokes. Butterfly open turns and feet first surface dives are introduced. Participants learn to perform the front and back crawl for increased distances and front/back crawl flip turns are introduced. Participants in this course must complete a short health questionnaire and a Statement of Informed Consent prior to the start of class. 

Prerequisite: WFA-8040; must be at least six years of age and must show the ability to swim underwater (three to five body lengths), swim 25 yards of front crawl, 15 yards of butterfly and breaststroke, do a head-first entry into deep water, and swim back stroke and front crawl open turn. If a student fails to meet all prerequisites, he or she may be withdrawn from class. Should you require more guidance on what level is appropriate, please call the aquatic office.

WFA-8050 tuition: $32 / fees: $33
132888 Th 7:30PM - 8:10PM Apr 14 - May 19 PE119-LAPL
132889 Sa 11:30AM - 12:10PM Apr 16 - May 21 PE119-LAPL
132949 Tu 6:30PM - 7:10PM Apr 12 - May 17 D106C-LEON
132950 Sa 11:30AM - 12:10PM Apr 16 - May 21 D106C-LEON
132951 Th 6:30PM - 7:10PM Apr 14 - May 19 D106C-LEON
132952 Sa 11:30AM - 12:10PM Apr 16 - May 21 D106C-LEON

Swimming & Skill Proficiency
(American Red Cross Level 6)
The objective of this course is to refine strokes so participants can swim with ease, efficiency, power and smoothness over greater distances. Students develop considerable endurance by the end of the course. Participants in this course must complete a short health questionnaire and a Statement of Informed Consent prior to the start of class. 

Prerequisite: WFA-8050; must be at least six years of age and must show successful completion of Level 5; plus show ability to swim 50 yards of elementary backstroke and front crawl using flip turns, tread water for five minutes, swim 25 yards of the breaststroke, butter, and back stroke, and skull for 30 seconds. If a student fails to meet all prerequisites, he or she may be withdrawn from class. Should you require more guidance on what level is appropriate, please call the aquatic office.

WFA-8060 tuition: $32 / fees: $33
132953 Th 7:30PM - 8:10PM Apr 14 - May 19 PE119-LAPL
132954 Sa 11:30AM - 12:10PM Apr 16 - May 21 PE119-LAPL
132955 Th 6:30PM - 7:10PM Apr 14 - May 19 D106C-LEON
132956 Sa 11:30AM - 12:10PM Apr 16 - May 21 D106C-LEON
Beginner Swim Clinic for Competitive Swimming

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

Prerequisite: Students must be able to swim 25 yardsfreestyle, 25 yards backstroke and 25 yards butterfly. If a student fails to meet all prerequisites, he or she may be withdrawn from class.

Should you require more guidance on what level is appropriate, please call the aquatic office.

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

129465 Sa 1PM – 3PM
Mar 5 – Apr 30 D106C–LEON

132953 Sa 1PM – 3PM
Mar 5 – Apr 30 D106C–LEON

132954 Sa 1PM – 3PM
May 7 – Jul 9 D106C–LEON

Intermediate Swim Clinic for Competitive Swimming

Intermediate swim clinic is for youth 18 and under who desire to continue gaining experience in the competitive side of swimming and to maintain skills for the summer swim season. Practices are a gentle progression from the previous group. The goal is to continue to refine strokes and turns while increasing strength and endurance. Increased practice time and attention to detail are hallmarks of this group.

Prerequisite: Swim 25 yards of Freestyle, Backstroke, and Breast stroke. Evaluation by Instructor. If a student fails to meet all prerequisites, he or she may be withdrawn from class.

Should you require more guidance on what level is appropriate, please call the aquatic office.

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

129473 Tu Th 5:45PM – 7:15PM
Mar 1 – Apr 29 D106C–LEON

132960 M W F 5PM – 6:30PM
Apr 25 – Jun 17 D106C–LEON

132959 Tu Th 5:45PM – 7:15PM
Apr 28 – Jun 16 D106C–LEON

Advanced Swim Clinic for Competitive Swimming

Advanced swim clinic is for youth 18 and under who desire to continue gaining experience in the competitive side of swimming and to maintain skills for both summer swim and high school swim seasons. Advanced swimmers have a strong understanding of all stokes and techniques. Main focus is on strength and endurance training and perfecting strokes.

Prerequisite: Swim 25 yards of Freestyle, Backstroke and Breast Stroke. Instructor Approval. If a student fails to meet all prerequisites, he or she may be withdrawn from class.

Should you require more guidance on what level is appropriate, please call the aquatic office.

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

129449 M W F 6PM – 8PM
Mar 2 – Apr 29 D106C–LEON

132961 M W F 6PM – 8PM
May 2 – Jun 23 D106C–LEON

132959 Tu Th 4PM – 6PM
Apr 29 – Jun 17 D106C–LEON
WELLNESS, FITNESS AND AQUATICS

FITNESS

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

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

- Sherri Debaugh, Leonardtown Campus
  240-725-5300, ext 5574
- Justine Clarke, LaPlata Campus
  301-934-7551
- Melvina Frazier, Prince Frederick Campus
  443-550-6000, ext. 6450

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

FITNESS AND AQUATICS PUNCH PASS

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

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

Requirements:
· Students must be in good health and not have health-related issues which might prohibit them from physical exercise. Please call 301-539-4760 for additional information.
· Students must be 14 years or older to access fitness centers.
· All students/participants under the age of 16 must be accompanied by a parent or legal guardian for full access to our facilities.

Forms may be found at www.csmd.edu/go/fit.

WELLNESS, FITNESS AND AQUATICS

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Information: 301-539-4760  |  Register online: www.csmd.edu/go/register  35
## Personal Enrichment

### WELLNESS, FITNESS AND AQUATICS

### GROUPEx Passport Schedule

**Spring 2016 - La Plata**

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MORNING</strong></td>
<td>Boo Camp 8:45–7:45 am PE 120C&lt;br&gt;Spinning 8:00am PE 120C&lt;br&gt;Aquatic Ex 9:00am PE Pool&lt;br&gt;Yoga 9:15am PE 120C&lt;br&gt;Step Circuit 9:15am&lt;br&gt;Nordic Walking 10-11 am PE Lobby&lt;br&gt;Aquatic Ex 11am-12pm PE Pool</td>
<td>Boo Camp 8:45–7:45 am PE 120C&lt;br&gt;Spinning 8:00am PE 120C&lt;br&gt;Cardio Interval 9-10am PE 120C&lt;br&gt;Aquatic Ex 10-11am PE Pool&lt;br&gt;Fit Over 40 11am-12 pm PE 120C</td>
<td>Boo Camp 8:45–7:45 am PE 120C&lt;br&gt;Spinning 8:00am PE 120C</td>
</tr>
<tr>
<td><strong>AFTERNOON/EVENING</strong></td>
<td>Tai Chi 4-5pm PE 120C&lt;br&gt;Spinning 5-6pm PE 120C&lt;br&gt;Yoga 6-7pm PE 120C&lt;br&gt;5K Training 6-7pm PE Lobby&lt;br&gt;Sports Conditioning 7-8pm PE Pool</td>
<td>Yoga 10-11pm PE 120C&lt;br&gt;Plates 1-2 pm PE120C&lt;br&gt;Yoga 4-5pm PE 120C&lt;br&gt;Zumba 5-6pm PE 120C&lt;br&gt;Aqua Boost 5-6pm PE Pool&lt;br&gt;Power Pump 6-7pm PE 120C</td>
<td>Fit Over 40 10-11pm PE Pool&lt;br&gt;Sports Conditioning 1-2pm PE Pool&lt;br&gt;Tai Chi 4-5pm PE 120C&lt;br&gt;Pilates 5-6pm PE 120C&lt;br&gt;Yoga 6-7pm PE 120C&lt;br&gt;Aquatic Ex 7-8pm PE Pool</td>
</tr>
<tr>
<td><strong>THURSDAY</strong></td>
<td>Yoga 6-7pm PE 120C&lt;br&gt;Metabolic Musc. Train 9-10am PE 120C&lt;br&gt;Aquatic Ex 9-10am PE Pool&lt;br&gt;Fit Over 40 11am-12 pm PE 120C</td>
<td>Aquatic Ex 8-9am PE Pool&lt;br&gt;38 Pilates/36 Yoga 9-10am PE 120C&lt;br&gt;Tai Chi 9-10am PE 120C&lt;br&gt;Aqua Boost 9-10am PE Pool&lt;br&gt;Plates 10-11am PE 120C</td>
<td>Spinning 8:30am PE 120C&lt;br&gt;Power Pump 9-10am PE 120C&lt;br&gt;Yoga 10-11am PE 120C</td>
</tr>
<tr>
<td><strong>SATURDAY</strong></td>
<td>Spinning 12-1pm PE 120C&lt;br&gt;Plates 12-1pm PE 120C&lt;br&gt;Aqua Boost 12-1pm PE Pool&lt;br&gt;5K Training 6-7pm PE Lobby&lt;br&gt;Kickboxing 7-8pm PE 120C</td>
<td>Amazing Ball 12-1pm PE 120C&lt;br&gt;Yoga 5-6pm PE 120C&lt;br&gt;Sports Conditioning 6-7pm PE Pool&lt;br&gt;Aqua Zumba 7-8 pm PE Pool</td>
<td>NOTE: Spinning classes have limited space. First Come, First Serve! There will be no classes on May 28-30 for Memorial Day</td>
</tr>
</tbody>
</table>

**APRIL 1 TO JUNE 30 - WFA 5730 - 132857**

Classes are subject to change. Please visit www.csmd.edu/community/education/wfa/index.html for the most updated schedule.
# Wellness, Fitness and Aquatics

## Personal Enrichment

### Spring 2016 - Leonardtown

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<tbody>
<tr>
<td><strong>Morning</strong></td>
<td><strong>Morning</strong></td>
<td><strong>Morning</strong></td>
</tr>
<tr>
<td>Aqua Zumba</td>
<td>8:30-9:30am</td>
<td>Compo Pool</td>
</tr>
<tr>
<td>Mixed Yoga</td>
<td>9:30-10:30am</td>
<td>Comp Pool</td>
</tr>
<tr>
<td>Aquatic Ex</td>
<td>10:30-11:30am</td>
<td>Comp Pool</td>
</tr>
<tr>
<td>Zumba</td>
<td>10:15-11:15am</td>
<td>D113</td>
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<tr>
<td><strong>Afternoon/Evening</strong></td>
<td><strong>Afternoon/Evening</strong></td>
<td><strong>Afternoon/Evening</strong></td>
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<tr>
<td>Zumba</td>
<td>4:15-5:15pm</td>
<td>D113</td>
</tr>
<tr>
<td>30 Min Express</td>
<td>4:45-5:15pm</td>
<td>D113</td>
</tr>
<tr>
<td>Mixed Yoga</td>
<td>5:30-6:30pm</td>
<td>D113</td>
</tr>
<tr>
<td><em>Spinning</em></td>
<td>5:30-6:30pm</td>
<td>D113</td>
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<tr>
<td>HITT</td>
<td>6:45-7:45pm</td>
<td>D114</td>
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<tr>
<td>PiYo</td>
<td>7:30pm</td>
<td>D114</td>
</tr>
<tr>
<td>Tai Chi</td>
<td>Level II</td>
<td>3:45-4:45pm</td>
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<tr>
<td>Amazing Ball</td>
<td>5:15-6:15pm</td>
<td>D113</td>
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<tr>
<td>Kickboxing</td>
<td>6:30-7:30pm</td>
<td>D113</td>
</tr>
<tr>
<td>Yoga</td>
<td>Level 1</td>
<td>7:30-8:30pm</td>
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<tr>
<td>AI Chi</td>
<td>6:45-7:45pm</td>
<td>Comp Pool</td>
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<tr>
<td><strong>Thursday</strong></td>
<td><strong>Friday</strong></td>
<td><strong>Saturday</strong></td>
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<tr>
<td>Rise and Shine Yoga</td>
<td>8:30-8:30am</td>
<td>D114</td>
</tr>
<tr>
<td><em>Spinning</em></td>
<td>9:20-9:40am</td>
<td>D113</td>
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<tr>
<td>Pilates</td>
<td>10:15-11:15am</td>
<td>D114</td>
</tr>
<tr>
<td>Aquatic Ex</td>
<td>11:15-12pm</td>
<td>D114</td>
</tr>
<tr>
<td><strong>Afternoon/Evening</strong></td>
<td><strong>Afternoon/Evening</strong></td>
<td><strong>Afternoon/Evening</strong></td>
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<tr>
<td>Amazing Ball</td>
<td>5:15-6:15pm</td>
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<tr>
<td>Kickboxing</td>
<td>6:30-7:30pm</td>
<td>D113</td>
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<tr>
<td>AI Chi</td>
<td>6:45-7:15pm</td>
<td>Comp Pool</td>
</tr>
</tbody>
</table>

**Note:**

Spinning classes have limited space. First Come, First Serve!

There will be no classes on May 28-30 for Memorial Day.

### April 1 to June 30 - WFA 5730 - 132990

Classes are subject to change. Please visit [www.csmd.edu/communityEducation/WFR/index.html](http://www.csmd.edu/communityEducation/WFR/index.html) for the most updated schedule.
WELLNESS, FITNESS AND AQUATICS

GroupEX Passport

Remove roadblocks to your fitness goals with GroupEX Passport. Overcome scheduling conflicts and boredom as you reap the benefits of cross-training and improve over all fitness. Combine vigorous sport-specific training with relaxing mind-body and energizing dance formats to create an exercise program all your own. The GroupEX Passport allows access to all classes on the GroupEX Passport schedule. Included classes are marked throughout the fitness section of this schedule. More information can be found at www.csmd.edu/passport.

WFA-5730 tuition: $15 / fees: $129
132857 Apr 1 – Jun 30 PE120C–LAPL
132990 Apr 1 – Jun 30 D113–LEON

Strength & Functional Conditioning
(level I)

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

WFA-6010 tuition: $15 / fees: $59
129348 Tu Th 10AM – 11AM Mar 3 – Apr 28 PFB102–PRIN
133006 Tu Th 11AM – 12PM May 3 – Jun 28 PFB100–PRIN
129552 Tu Th 10AM – 11AM Mar 3 – Apr 28 PE102–LAPL
132815 Tu Th 10AM – 11AM Apr 28 – Jun 23 PE102–LAPL
132986 Tu 10AM – 11AM Apr 26 – Aug 9 D117–LEON

Fit Over 40

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

WFA-6000 tuition: $22 / fees: $54
133020 W 12PM – 1PM Mar 16 – May 25 PFB100–PRIN
133021 W 12PM – 1PM Jun 1 – Aug 3 PFB100–PRIN
132821 W 12PM – 1PM Apr 6 – Jun 8 PE120C–LAPL

Strength and Functional Conditioning
(level II)

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

WFA-6020 tuition: $15 / fees: $59
129350 Tu Th 11AM – 12PM Mar 3 – Apr 28 PFB102–PRIN
133007 Tu Th 10AM – 11AM May 3 – Jun 28 PFB100–PRIN
129550 Tu Th 10AM – 11AM Mar 3 – Apr 28 PE102–LAPL
132854 Tu Th 10AM – 11AM Apr 28 – Jun 23 PE100–LAPL
132994 Tu 10AM – 11AM Apr 26 – Aug 9 D117–LEON
Abs and Low Back

Inactivity, weak core muscles, and tight hip flexors are believed to be major contributors to low back pain. This class focuses on form and technique and involves building strength for core stability muscles of the abs and low back. Safe and effective exercises, without crunches, and stretching techniques will be presented by a Certified Fitness Professional to strengthen your abdominal muscles and strengthen your back.

WFA-6080 tuition: $22 / fees: $54

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Start Date - End Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>133008</td>
<td>Tu</td>
<td>6PM - 7PM</td>
<td>Mar 15 – May 17</td>
<td>PFB102-PRIN</td>
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<tr>
<td>133009</td>
<td>Tu</td>
<td>6PM - 7PM</td>
<td>May 24 – Jul 26</td>
<td>PFB102-PRIN</td>
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</table>

5K: Training Program for Beginning Runners

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

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

<table>
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<th>Course Code</th>
<th>Days</th>
<th>Time</th>
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<th>Location</th>
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<td>133014</td>
<td>Sa</td>
<td>10AM - 11AM</td>
<td>Mar 19 – Jun 11</td>
<td>PFB100-PRIN</td>
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<tr>
<td>133013</td>
<td>M</td>
<td>6PM - 7PM</td>
<td>Mar 21 – May 23</td>
<td>PFB100-PRIN</td>
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<tr>
<td>132816</td>
<td>M</td>
<td>6PM - 7PM</td>
<td>Apr 4 – Jun 13</td>
<td>PE100-LAPL</td>
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<tr>
<td>132817</td>
<td>Th</td>
<td>6PM - 7PM</td>
<td>Apr 7 – Jun 16</td>
<td>PE100-LAPL</td>
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<tr>
<td>132888</td>
<td>Th</td>
<td>6PM - 7PM</td>
<td>Apr 7 – Jun 16</td>
<td>D117-LEON</td>
</tr>
</tbody>
</table>

Nordic Walking

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Start Date - End Date</th>
<th>Location</th>
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<tr>
<td>132869</td>
<td>W</td>
<td>6PM – 7PM</td>
<td>Apr 6 – May 25</td>
<td>PE100-LAPL</td>
</tr>
</tbody>
</table>

Cardio Interval Training

Do you feel like you’ve hit a plateau? Not getting the same challenge from your workout? Maximize your calorie-burning potential with interval group training! Under the guidance of a Certified Fitness Professional, you will alternate between high and low-intensity exercises, benefiting from active recovery sets. Pair this class with MetabolicMuscular Training to jumpstart your results in just 12 classes.

WFA-7000 tuition: $22 / fees: $54

<table>
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<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Start Date - End Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>132861</td>
<td>Tu</td>
<td>9AM – 10AM</td>
<td>Apr 5 – Jun 7</td>
<td>PE120C-LAPL</td>
</tr>
</tbody>
</table>

Metabolic Muscular Training

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
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<tr>
<td>132849</td>
<td>Th</td>
<td>9AM – 10AM</td>
<td>Apr 7 – Jun 16</td>
<td>PE120C-LAPL</td>
</tr>
</tbody>
</table>
Spinning™

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

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

<table>
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<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
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<td>M</td>
<td>5PM - 6PM</td>
<td>Apr 4 - Jun 13</td>
<td>PE120C-LAPL</td>
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<tr>
<td>132863</td>
<td>Tu</td>
<td>8AM - 9AM</td>
<td>Apr 5 - Jun 7</td>
<td>PE120C-LAPL</td>
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<td>132866</td>
<td>Th</td>
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<td>Apr 7 - Jun 16</td>
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<td>132864</td>
<td>Th</td>
<td>12PM - 1PM</td>
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<td>132992</td>
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<td>Mar 16 - Apr 20</td>
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<td>132993</td>
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<td>5:30PM - 6:30PM</td>
<td>Apr 25 - May 25</td>
<td>D113-LEON</td>
<td></td>
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</table>

Zumba

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

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

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<th>Course Code</th>
<th>Days</th>
<th>Time</th>
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<td>Jun 1 - Aug 3</td>
<td>PFB102-PRIN</td>
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<tr>
<td>133313</td>
<td>Tu</td>
<td>5PM - 6PM</td>
<td>May 5 - Jun 7</td>
<td>PE120C-LAPL</td>
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</table>

Cardio Kickboxing

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

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

<table>
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<tr>
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<td>Mar 31 - Jun 9</td>
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<td>133855</td>
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<tr>
<td>133820</td>
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<td>7PM - 8PM</td>
<td>Apr 7 - Jun 16</td>
<td>PE120C-LAPL</td>
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</table>

Super Circuit

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

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

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<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Start Date</th>
<th>End Date</th>
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<td>Mar 16 - May 25</td>
<td>PFB102-PRIN</td>
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<td>133016</td>
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<td>May 30 - Aug 15</td>
<td>PFB102-PRIN</td>
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WELLNESS, FITNESS AND AQUATICS

Personal Enrichment

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

WFA-7090  tuition: $22  /  fees: $54
133018  Sa  8AM – 9AM  PFB102-PRIN
  Mar 19 – Jun 11
133019  Sa  8AM – 9AM  PFB102-PRIN
  Jun 18 – Aug 28
132818  M  6:45AM – 7:45AM  PE120C-LAPL
  Apr 4 – Jun 13
132819  W  6:45AM – 7:45AM  PE120C-LAPL
  Apr 6 – Jun 8

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

WFA-7140  tuition: $15  /  fees: $74
132867  Sa  11AM – 12PM  PE120C-LAPL
  Apr 2 – Jun 4
132868  Su  1PM – 2PM  PE120C-LAPL
  Apr 3 – May 28

MEMBERSHIP PROGRAMS

Plus Fifty Encore Individual Fitness and Aquatics Membership
The Plus Fifty Encore Individual Fitness and Aquatics Membership allows participants ages 50 years of age and better to use the fitness center at either La Plata, Leonardtown or Prince Frederick, and the pool at La Plata or Leonardtown campus. Members have access to open hours in the fitness center and pool, a free equipment orientation, and wellness programs when offered. Pool access includes use of the pool during scheduled open/lap swim times. Membership is valid only at the campus for which it is purchased.
Prerequisite: Must be at least 50 years old to register.

PFE-5500  tuition: $10  /  fees: $89
133002  Jun 1 – Aug 31  PFB101-PRIN
133316  Jun 1 – Aug 31  OFF SITE-LAPL
132991  Jun 1 – Aug 31  D117-LEON

Information: 301-539-4760  |  Register online: www.csmd.edu/go/register
Annual Individual Membership
The Annual Individual membership allows participation in fitness center, aquatic center and Group Ex Passport activities. Annual individual membership allows members, ages 16 and older (14 years of age in the fitness center only if accompanied by a parent or legal guardian), access to open hours in the fitness center and pool, a free equipment orientation, monthly wellness programs, all Group Ex Passport classes and three complimentary passes. Pool access includes use of the pool during scheduled open swim times. Membership is valid at all three CSM campus locations, La Plata, Leonardtown and Prince Frederick.

WFA-5900 tuition: $35 / fees: $414
129557 Mar 1 – Feb 28 PE102–LAPL
132809 Apr 1 – Mar 31 PE100–LAPL
132810 May 1 – Apr 30 PE100–LAPL
132811 Jun 1 – May 31 PE100–LAPL
129368 Mar 1 – Feb 28 D117–LEON
132978 Apr 1 – Mar 31 D117–LEON
132979 May 1 – Apr 30 D117–LEON
132980 Jun 1 – May 31 D117–LEON

Annual Family Membership
The Annual Family Membership allows families up to 6 people (immediate family, grandparents, grandchildren, and step children, or any family member residing within the same household) participation in fitness center, aquatic center and Group Ex passport activities. Proof of relationship or residency may be required. Members, ages 16 and older (14 years of age in the fitness center only if accompanied by a parent or legal guardian), have access to open hours in the fitness center and pool, a free equipment orientation, monthly wellness programs, all Group Ex Passport classes and a complimentary pass to bring a guest (one per family). Pool access includes use of the pool during scheduled open swim times. Membership is valid at all three CSM campus locations, La Plata, Leonardtown and Prince Frederick.

WFA-6200 tuition: $22 / fees: $54
132822 Tu 1PM – 2PM PE120C–LAPL
132850 W 8AM – 9AM PE120C–LAPL
132851 Th 1PM – 2PM PE120C–LAPL
132858 F 10AM – 11AM PE120C–LAPL
132999 Tu 10AM – 11AM D114–LEON

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

WFA-5910 tuition: $46 / fees: $543
129345 Mar 1 – Feb 28 PFB100B–PRIN
133003 Apr 1 – Mar 31 PFB101–PRIN
133004 May 1 – Apr 30 PFB101–PRIN
133005 Jun 1 – May 31 PFB101–PRIN
129556 Mar 1 – Feb 28 PE102–LAPL
132812 Apr 1 – Mar 31 PE100–LAPL
132813 May 1 – Apr 30 PE100–LAPL
132814 Jun 1 – May 31 PE100–LAPL
129369 Mar 1 – Feb 28 D117–LEON
132981 Apr 1 – Mar 31 D117–LEON
132983 May 1 – Apr 30 D117–LEON
132985 Jun 1 – May 31 D117–LEON

WELLNESS PILATES
WRITERS’ WORLD

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

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<tr>
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Tai Chi (Level I)
Are you looking for a way to reduce stress and improve your fitness? Tai Chi provides all of the cardiovascular, muscular, and flexibility benefits of traditional exercise formats, without the impact on joints and stress on the heart. During this moving meditation, your Certified Instructor will guide you through gentle martial arts movements, using serene music and deep breathing techniques. You will leave class feeling lit and energized!

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Tai Chi (Level II)
Take your Tai Chi program to the next Level as you progress through more challenging poses and transitions. Build on the series of movements learned in Tai Chi I, developing a mind-body connection and improved strength and balance through slow, conscious movement of the muscles and joints.

Prerequisite: WFA-6240

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<td>Mar 22 – May 24</td>
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PiYo™
Are you new to mind-body exercise? PiYo™ offers the cardiovascular, strength and flexibility benefits of traditional Pilates and Yoga formats, with a new twist! Sculpt lean, flexible muscles with classic poses as you relax and clear your mind. Your Certified Instructor will guide you through exercise transitions and progressions, adding soft music to create a soothing ambiance for this toning workout.

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WRITERS’ WORLD

Beginner’s Guide to Getting Published
Your success in the writing game will be determined by the amount of credibility publishers attach to you and your work. This course, taught by a published author, will help you gain that credibility. You’ll discover powerful shortcuts most other writers still haven’t learned after many years of trying to get published. If you really want to be a writer, this step-by-step course will give you all the tools you need to get published again and again. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

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Register online: www.csmd.edu/go/register
**Fundamentals of Technical Writing**
Learn the skills you need to succeed in the well-paying field of technical writing. You will discover the secrets of successful technical writers, including technical writing conventions, interviewing skills, documentation management, publishing and formatting techniques, and how to get your first job as a technical writer. Please http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

**The Keys to Effective Editing**
Ask any published writer and you will hear that a good editor is not just helpful, but essential. If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction. If you are already working as an editor, you will not only brush up on your skills, but will also learn about recent advances in your chosen profession. If you are a writer, you will learn essential self-editing tools to give your manuscripts the professional look that publishers like to see. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

**Grammar Refresher**
Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing. Whether you are a student or professional, a published or beginner writer, this course will help you navigate and master the linguistic twists and turns inherent in English grammar. Grammar is fun if you know the rules. A patient instructor will support you throughout the course, and plenty of interactive exercises will give you ample opportunity to put into practice everything you learn. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

**Introduction to Journaling**
This insightful course will help you discover an exciting new way to express yourself and enhance your creativity. You will learn to use powerful journaling techniques to develop a deeper and more spiritual understanding of yourself and explore your thoughts, feelings, beliefs, and values. You will discover how to use journaling to ease the stress of unwanted change, improve your physical and emotional health, and achieve a greater level of professional success. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

**Writing for Children**
Join a published children's author and discover how you can touch the hearts of children by creating books for them. In this highly interactive, hands-on course, you'll take pen to paper and begin work on your first fiction or nonfiction manuscript. In the process, you'll explore the changing world of children's literature and understand the various formats—from baby's first books to novels for young adults. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

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**EWWW Writers' World**
Kids’ and Teen College

KIDS’ & TEEN COLLEGE

Coming in Summer 2016 . . .
30th Anniversary!

Celebrate 30 years of summer fun and learning!

CSM is busy planning a fabulous summer for your children. We will be publishing our Summer 2016 Schedule soon!

Keep watching www.csmd.edu/kidscollege for updates!

Information: 301-539-4760 | Register online: www.csmd.edu/go/register
Kids’ and Teen College

Expand Your Horizons

Kids’ and Teen College at the College of Southern Maryland (CSM) continues with its tradition of offering comprehensive, enrichment programs for children ages five to 17 years old.

CAMPUS LOCATIONS

La Plata Campus (LAPL)
8730 Mitchell Road, PO Box 910
La Plata, MD 20646-0910
301-934-2251 or 301-870-3008

Leonardtown Campus (LEON)
22950 Hollywood Road
Leonardtown, MD 20650-4700
240-725-5300

Prince Frederick Campus (PRIN)
115 J.W. Williams Road
Prince Frederick, MD 20678
443-550-6000

CONTACT INFORMATION

Kids’ and Teen College:
Jenn Hamilton, EdS, CPP
Course Manager
kidscollege@csmd.edu

John Terlesky, CPP
Program Coordinator
kidscollege@csmd.edu

For more information:
301-539-4760 or
1-800-933-9177, ext. 4760
kidscollege@csmd.edu

For more information, visit www.csmd.edu/kidscollege.
SPORTS AND ALL-DAY CAMPS

Tennis Basic Skills Clinic I
Instruction regarding the basic skills for boys and girls will be covered in this three session clinic. Emphasis of instruction will be in the following areas: serve, volley, backhand, forehand, beginning strategies, scoring and court etiquette. Please dress appropriately for the weather; bring water and tennis racket.

Prerequisite: Ages 8-15

AY-9620 tuition: $14 / fees: $58

129666 Sa 1PM - 4PM
   Mar 5 – Mar 19  WPGC

132843 Sa 1PM - 4PM
   Apr 2 – Apr 16  WPGC

TEEN COLLEGE (11 TO 14)

ARTS AND ACTIVITIES

Zentangle Foundations
We invite you to explore the meditative art form known as Zentangle. This foundational workshop introduces what has been described as yoga for the mind. You are invited to explore, create and play as you rekindle your creativity, develop greater hand-eye coordination, improve your capacity to perceive with an artist’s eye and quiet your mind. Discover the joy of all possibility as you touch the quiet center of your being, connecting your inner and outer world. This simple practice is your invitation to be inspired as you practice focused awareness by being YOU!

Prerequisite: Ages 9-14

KTC-6150 tuition: $10 / fees: $49

129665 M W 6:30PM - 8PM
   Mar 14 – Mar 16  B214–LEON

MUSIC, THEATER AND DANCE

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

Prerequisite: Ages 9-14

KTC-5480 tuition: $10 / fees: $69

132839 Sa 3PM - 4:30PM
   Apr 2 – May 7  FA141–LAPL
Piano 1 - Youth
Join a group of your peers to learn basic elements of music, sight-reading, note reading and harmony skills. Class is held in a piano room - so no need to bring a keyboard. At the end of class, you will be able to entertain yourself and others by playing simple musical pieces. Piano book is included in the cost of the class.
Prerequisite: Ages 9–14
KTC-5490 tuition: $10 / fees: $89
132838 Sa 1PM – 2:30PM
April 16 – May 21 FA143B–LAPL

SCIENCE AND MATH: STEM AND STEAM

Geocaching Family Style
Treasures are not only for the pirates and mermaids, they are for the landlubbers alike. Discover how to participate in high-tech treasure hunting as a family. Find hidden containers called “geocaches” together. Caches can be in containers as large as a toaster or as small as the head of a nail. They can also be “virtual”, which means you are looking for information instead of a container. Discover how GPS (global positioning system) technology works using coordinates (longitude and latitude); then find hidden “treasure” almost anywhere. Through a series of “hands-on” activities and using a GPS device. Search for hidden treasure on campus and make sure to bring your trinkets to leave for someone else. Register your child and bring an adult free. All children must be accompanied by an adult. Bring a packed lunch for child and adult.
Prerequisite: Ages 5–14
KTC-8000 tuition: $22 / fees: $52
132841 Sa 9AM – 4PM
April 30 CS17–LAPL
132840 Sa 9AM – 4PM
May 7 CS17–LAPL
132842 Sa 9AM – 4PM
June 4 CS17–LAPL
Are you looking for a meaningful career but lack the necessary skills? Enroll now in one of our non-credit CAREER DEVELOPMENT TRAINING PROGRAMS for hands-on, job-specific skills. Training is flexible. CSM offers daytime, evening, and weekend classes.

These programs prepare you for a satisfying and successful career. Upon completion of a program, you are ready to impress employers with the skills they require for immediate hire. Our Career Services office will assist you when you start looking for work with building a résumé and developing solid interview skills. CSM is your partner to success. Take advantage of our strong relationship with area employers and our online Job Connections employment database.

### BUSINESS
- Entry-Level Administrative Assistant
- Entry-Level Bookkeeper

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

### HEALTHCARE
- Certified Clinical Medical Assistant
- Certified Medical Administrative Assistant
- Certified Nursing Assistant/Geriatric
- Dental Assistant
- Electrocardiogram Technician
- Phlebotomy Technician

### HOSPITALITY
- Meeting/Event Planner
- Wedding Coordinator

### INFORMATION TECHNOLOGY
- Certified Computer Repair Technician

### LEGAL
- Legal Secretary
- Paralegal

### REAL ESTATE
- Real Estate Agent
- Real Estate Appraiser

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

### VETERINARIAN
- Veterinary Assistant

### ADDITIONAL CAREER TRAINING

Additional CAREER TRAINING provides many licensed or certified professionals and college graduates with the Continuing Education Units (CEUs), Continuing Professional Education units (CPEs), or Professional Development Units (PDUs) to maintain their licenses or continue their work. Also included are mandatory updates, renewals, and certificates mandated by the state to perform essential work.

Various courses and certificates can also result in a new credential or advanced skills. Better credentials and skills create an advantage in today’s competitive job market, whether you are looking for a better job or promotion. Career training can include skill development courses, continuing education certificates, or courses to achieve a new national certification or license. For a certification and license listing, please call 301-539-4760.

For Financial Assistance information, please see the general and registration pages at the back of the schedule.
Small Engine Repair II
A continuation of Small Engine Repair, this course emphasizes hands-on labs during which students repair and replace engine parts and components. Engine overhaul and engine tune-up are demonstrated. Textbook required.
Prerequisite: AUT-7000
AUT-7010 tuition: $113 / fees: $103  
129512 Th 5:30PM – 8:30PM  
Mar 3 – Apr 28  
NPHS

Basic Motorcycle Mechanics
The complexity of motorcycles, as with all motorized vehicles, has increased dramatically in recent years. In the past, many motorcycle mechanics have been self-trained, but recent technology increases have created the need for formally trained motorcycle technicians. This course will serve as a first step in obtaining that formal training. It will also provide the information that a motorcycle owner needs to properly maintain their own machinery. Job opportunities in the motorcycle industry, measurement systems, internal combustion engine theory, and riding safety will be discussed. The basic, “pre-flight” checks that should be performed will be demonstrated and a routine maintenance schedule will be presented. Basic tune-up service will be discussed and the various systems on modern motorcycles will be explained. Textbook required.
AUT-5200 tuition: $75 / fees: $70  
132758 Sa 8AM – 12:30PM  
Apr 2 – Apr 23  
CTET

Microsoft Word Level 1
This course is designed to enhance word processing skills. This hands-on course gets started with the basic Word commands, and moves right into editing documents, formatting text; from simple paragraphs to the entire document. It also provides instruction on creating and formatting tables with calculations. Textbook and USB flash drive required. Prerequisite: Strong keyboarding skills and experience using Windows version 7 or above required.
OFC-5760 tuition: $86 / fees: $89  
132583 Tu Th 6PM – 9:10PM  
Apr 5 – Apr 14  
PFA118-PRIN

Microsoft Excel Level 1
This course will cover fundamental Excel Skills. Topics include creating and editing worksheets, developing formulas and formatting values into worksheets/spreadsheets. Textbook and USB flash drive required. Prerequisite: Strong keyboarding skills and experience using Windows version 7 or above required.
OFC-5800 tuition: $86 / fees: $89  
132584 Tu Th 6PM – 9:10PM  
Apr 26 – May 5  
PFA117-PRIN
Career Development

Microsoft PowerPoint Level 1
This course will cover fundamental PowerPoint skills in preparing slideshow presentations. It provides instruction on how to use the new Ribbon interface to customize and add animation to your presentations. Other topics include designing and developing diagrams and organizational charts. Textbook and USB flash drive required. Prerequisite: Strong keyboarding skills and experience using Windows version 7 or above required.

OFC-5740  tuition: $86 / fees: $89
132585  Tu Th 6PM – 9:10PM
May 17 – May 26  PFA110–PRIN

Microsoft Access Level 1
This introductory course explores database management. It provides instruction on designing, developing and editing tables, datasheets; editing a database using the table and form views, modifying the basic design structure, creating queries, and generating basic reports and forms. Other topics include database terminology and relational databases. Textbook and USB flash drive required. Prerequisite: Strong keyboarding skills and experience using Windows version 7 or above required.

OFC-5780  tuition: $86 / fees: $89
129624  Tu Th 6PM – 9:10PM
Mar 15 – Mar 31  BU204–LAPL

Applied Office Skills
Learn tips and techniques to enhance your office skills. Review basic skills required for a general office setting such as filing, record keeping, telephone and e-mail etiquette as well as organizational skills. This course is one in a series of five courses designed to prepare learners for an entry-level administrative assistant position. Textbook required.

OFC-6290  tuition: $50 / fees: $70
132588  Sa 8:30AM – 1PM
Jun 18  PFA117–PRIN
132587  Sa 8:30AM – 1PM
Apr 2  ST108–LAPL

Certified Administrative Professional (CAP) Exam Prep
Are you an administrative professional looking to advance your career to the next level? Improve your professional qualifications? Open new doors in the job market? Potentially earn a higher salary or receive a promotion or a bonus? Prepare to take the Certified Administrative Professional (CAP) certification exam and increase your aptitude in eight key content areas: communication, organization and planning, information distribution, records management, physical and information resources, document production, financial functions, and human resources. You will also become familiar with current technologies and advanced practices and procedures that are essential in business today.

Prerequisite: Students must submit an application and receive approval from IAAP before you can take the CAP exam. Before applying for the exam, you must have administrative experience that has been earned in the past 10 years, and of that, twelve consecutive months of experience must have been with the same employer in the past 5 years. College education may be used to meet the required experience if the degree is in a business-related field. Please visit IAAP’s website for additional information (http://www.iaap-hq.org/certification).

BUS-5160  tuition: $304 / fees: $221
132590  Tu Th 6PM – 9:10PM
May 24 – Jul 7  B314–LEON

Administrative Assistant Fundamentals
This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You’ll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine. This course and its follow up (Administrative Assistant Applications) will help you prepare for the internationally recognized Certified Professional Secretary (CPS) and the Certified Administrative Professional (CAP) exam offered by the International Association of Administrative Professionals (IAAP). Please visit http://www.ed2go.com/csm for registration information for this online class.

BUS-5370  tuition: $62 / fees: $69
131392  Mar 16 – Apr 22  Online: Ed2go
128390  Apr 13 – May 20  Online: Ed2go
133154  May 18 – Jun 24  Online: Ed2go
133222  Jun 15 – Jul 22  Online: Ed2go

Information: 301-539-4760 | Register online: www.csmd.edu/go/register
Career Development

Administrative Assistant Applications
Discover how economics, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Determine how economic forecasting and the world economy affect an enterprise; understand the basics of accounting including the general ledger, the accounting equation, key accounting terms, and the types of accounting; and learn how balance sheets, income statements, cash flow management, and financial controls help keep your organization moving in a positive direction. This course will help you prepare for the internationally-recognized Certified Professional Secretary (CPS) and the Certified Administrative Professional (CAP) exam offered by the International Association of Administrative Professionals (IAAP). Please visit http://www.ed2go.com/csm/ for registration information for this online class.

BUS-5380 tuition: $62 / fees: $69
133031 Apr 13 – May 20 Online: Ed2go
133155 May 18 – Jun 24 Online: Ed2go

BOOKKEEPING AND ACCOUNTING

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

BUS-9810 tuition: $122 / fees: $67
132607 Tu Th 6PM – 9:10PM Apr 19 – May 5 BU204–LAPL

Accounting Fundamentals
Demand for accounting professionals currently exceeds supply. If you’re interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You’ll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

BUS-5340 tuition: $62 / fees: $69
131391 Mar 16 – Apr 22 Online: Ed2go
133152 May 18 – Jun 24 Online: Ed2go
133221 Jun 15 – Jul 22 Online: Ed2go

Accounting Fundamentals II
In Accounting Fundamentals II, you’ll explore topics as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations. If you’re interested in increasing your financial awareness and accountability while also gaining a marketable skill, this is the course for you. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

BUS-5350 tuition: $62 / fees: $69
133029 Apr 13 – May 20 Online: Ed2go
133153 May 18 – Jun 24 Online: Ed2go

Introduction to Quickbooks 2013
Would you like to quickly and efficiently gain control over the financial aspects of your small business? Learn how easy it is to use QuickBooks to meet the accounting needs of your small to mid-sized business. Whether you are new to QuickBooks or have already used earlier versions of this accounting software program, this course will help you to take control of your financial accounting needs. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

BUS-7130 tuition: $62 / fees: $69
131399 Mar 16 – Apr 22 Online: Ed2go
**BUSINESS**

**Intermediate Quickbooks 2013**
Many experienced QuickBooks users often struggle when applying certain business situations to QuickBooks. Whether you are a small business owner, bookkeeper, or accountant needing a QuickBooks refresher, after taking this course, you’ll feel more confident and secure in accounting for your business. Go beyond the basic introductory concepts and you’ll learn how to utilize many of the more advanced features and applications. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

**BUS-7140**  
**tuition:** $62  /  **fees:** $69  
**133036**  
**Apr 13 – May 20**  
**Online: Ed2go**

**BUSINESS MARKETING AND WRITING**

**A to Z Grant Writing**
A to Z Grant Writing is an invigorating and informative course specially created for executive directors, organizers, board members, community volunteers, development officers, and individuals who want to learn a ‘bird’s eye’ view of the grant writing process. Discover how to research and develop mutually beneficial relationships with potential funding sources, organize a grant writing campaign and keep track of all funding sources, requests and donations, prepare complete proposal packages, and dissolve crisis management and submit one hundred proposals a year in ten hours a week. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

**BUS-5330**  
**tuition:** $62  /  **fees:** $69  
**131390**  
**Mar 16 – Apr 22**  
**Online: Ed2go**  
**133151**  
**May 18 – Jun 24**  
**Online: Ed2go**

**Writing Effective Grant Proposal**
If your job or volunteer work requires you to prepare grant proposals then you know there is a lot to learn. To receive funding from corporations or foundations requires careful research, meticulous preparation, and graceful writing. If you learn how to avoid the errors that lead to the rejection of your proposal, you will be better prepared to help the causes you most admire. This course will walk you through all of the essential steps—including an important discussion of what you must do when the grant arrives! Please visit http://www.ed2go.com/csm/ for registration information for this online class.

**BUS-6790**  
**tuition:** $62  /  **fees:** $69  
**131398**  
**Mar 16 – Apr 22**  
**Online: Ed2go**

**Introduction to Internet Writing Markets**
Discover the thousands of lucrative publishing opportunities that await you on the Internet if you understand Internet marketing! Want to write e-zine articles that sell? Create a blog? Put online advertising to work making money for you? Learn how to do it all! You will find out about Internet writing markets, current marketing research, Internet trends, and the future of the Web. There is a niche for every writer on the Internet, and not only will this course help you find yours, but it will also help you learn to query and submit your writing electronically, understand electronic submission guidelines and online contracts, and much more. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

**BUS-8020**  
**tuition:** $62  /  **fees:** $69  
**131400**  
**Mar 16 – Apr 22**  
**Online: Ed2go**  
**133162**  
**May 18 – Jun 24**  
**Online: Ed2go**

**Business and Marketing Writing**
This fun, introductory course will teach you to write or identify copy that achieves business and marketing goals. Improve your work, your knowledge, your company’s image, and your chances of getting hired, promoted or applauded! Designed for writers, marketers and anyone interested in these exciting fields. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

**BUS-8220**  
**tuition:** $62  /  **fees:** $69  
**131401**  
**Mar 16 – Apr 22**  
**Online: Ed2go**  
**133163**  
**May 18 – Jun 24**  
**Online: Ed2go**
Nonprofit Fundraising Essentials

Take your first step toward a rewarding career in fundraising for nonprofit organizations! First, you’ll identify the skills you’ll need to become a successful fundraiser. Next, you’ll discover where the best corporate and foundation fundraising jobs are and how to apply for them. After that, you’ll delve into different types of fundraising activities, exploring everything from annual and special funds to corporate and foundation relations, major gifts, and planned giving. And finally, you’ll see how fundraising software can make your efforts far more effective. By the end of the course, you’ll have a wealth of new ideas for fundraising and you’ll be well on your way to success in this exciting career field. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

**BUS-8420**
tuition: $62 / fees: $69

**133164**
May 18 – Jun 24
Online: Ed2go

HUMAN RESOURCES

SHRM Essentials of Human Resource Management

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

**BUS-6640**
tuition: $205 / fees: $206

**132693**
Tu Th 6PM – 9:10PM
May 3 – May 17
C201-LEON

SHRM Learning System for SHRM-CP and SHRM-SCP Exam Preparation

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

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

**129634**
M W 6PM – 9:10PM
Mar 7 – Apr 20
C201-LEON
BUSINESS

MANAGEMENT AND PROFESSIONAL DEVELOPMENT

PMP Certification Prep 1
Learn how to prepare for Project Management Institute's prestigious PMP certification exam. Master the first six chapters of A Guide to the Project Management Body of Knowledge (PMBOK Guide), the most essential resource for the PMP certification exam. Learn all about the nine Project Management Knowledge Areas, five Process Groups, and 39 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you’ll encounter on the PMP exam. Use proven learning techniques to help you absorb key terminology, concepts, and formulas. Please visit www.pmi.org to review requirements for taking the PMP Certification test before signing up for this class. Textbook required. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

BUS-5780 tuition: $82 / fees: $89
131394 Mar 16 – Apr 22 Online: Ed2go
133156 May 18 – Jun 24 Online: Ed2go
133223 Jun 15 – Jul 22 Online: Ed2go

PMP Certification Prep 2
Prepare to take—and pass—the Project Management Institute's PMP certification exam. Master chapters seven through twelve of A Guide to the Project Management Body of Knowledge (PMBOK Guide), the most essential resource for the PMP certification exam. In this, the second part of our two-part certification preparation series, you will learn the most challenging sections of the PMBOK Guide, including relationships between inputs, tools and techniques, and outputs. You’ll also gain a strong understanding of such topics as earned value management, risk management, simulation, sensitivity analysis, and make-or-buy analysis. In addition to learning about the PMBOK Guide, you’ll gain insight into PMI’s code of professional responsibility and discover powerful techniques you can use to continue preparing for the PMP exam after this course is over. Textbook required. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

BUS-5790 tuition: $82 / fees: $89
131395 Mar 16 – Apr 22 Online: Ed2go
133033 Apr 13 – May 20 Online: Ed2go
133157 May 18 – Jun 24 Online: Ed2go

Building Teams That Work
Teams are becoming a staple in today’s workplace; understanding the components of a successful team and the stages of its development will ensure positive results. Master the skills needed to effectively manage projects, make decisions, and solve problems in a team setting. Plus, learn the pitfalls of unhealthy group interaction and minimize any of its effects on your team. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

BUS-5040 tuition: $62 / fees: $69
133027 Apr 13 – May 20 Online: Ed2go

Introduction to Business Analysis
Give yourself an employment advantage by developing analytical skills that are consistently in high demand. This course will teach you powerful quantitative methods that will have you making better, more informed, and more effective business decisions. The days of making critical business decisions by instinct or coin toss are long gone. If you are planning a career in business, you cannot afford to miss this course! Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

BUS-5070 tuition: $62 / fees: $69
133220 Jun 15 – Jul 22 Online: Ed2go

Leadership
Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don’t hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

BUS-5120 tuition: $62 / fees: $69
133028 Apr 13 – May 20 Online: Ed2go
Achieving Success With Difficult People
Do you know people whose behavior makes completing even the simplest tasks difficult? Would you like to learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors or family members? Join this class and get helpful information for understanding yourself, solving people problems, and improving your relationships and personal and professional productivity. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

BUS-5130 tuition: $62 / fees: $69
133150 May 18 – Jun 24 Online: Ed2go

Keys to Effective Communication
If you often find yourself at a loss for words or lack confidence in your communication abilities, you’ll appreciate this course. With the help of a patient instructor and a supportive community of your fellow students, you’ll work step-by-step through the process of becoming a great conversationalist. You’ll learn to use communication to build rapport and create environments of trust, warmth, and respect. Become more confident, create a great first impression, get along well with others, and create more and better personal and professional relationships. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

BUS-5250 tuition: $62 / fees: $69
131389 Mar 16 – Apr 22 Online: Ed2go

Fundamentals of Supervision and Management
If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will learn the skills required to delegate responsibility and motivate your employees. A large part of a manager’s job involves getting things done through other people, and this course will help you understand how to influence and direct other people’s performance. Finally, you will learn how to solve problems and resolve conflicts so you can accomplish your job more effectively. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

BUS-5480 tuition: $62 / fees: $69
131393 Mar 16 – Apr 22 Online: Ed2go

Fundamentals of Supervision and Management II
What does a supervisor or a manager need to know? Have you ever felt technically prepared for a supervisor’s role, yet felt defeated by all of the people issues that seem to arise? You are not alone; many people feel the same way. Learn how to be a more effective manager or supervisor and master the basics of communication. Assess your own personality, as well as the personalities of your co-workers and boss, and develop a plan of action to improve both your interpersonal skills and your work relationships. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

BUS-5550 tuition: $62 / fees: $69
133032 Apr 13 – May 20 Online: Ed2go

Project Management Fundamentals
Learn the essentials of project management. You’ll become an indispensable member of your project team by discovering and mastering the critical concepts you need to plan, implement, control and close any type of project. You will learn about project politics and ethics, project measurements, and project closure. Develop all fourteen sections of a project plan, become comfortable with the project management body of knowledge, and develop a variety of powerful techniques to generate project ideas. Please visit http://www.ed2go.com/csm/ for registration information prior to registration.

BUS-5830 tuition: $62 / fees: $69
131396 Mar 16 – Apr 22 Online: Ed2go
128708 Apr 13 – May 20 Online: Ed2go
133158 May 18 – Jun 24 Online: Ed2go
133224 Jun 15 – Jul 22 Online: Ed2go

Project Management Applications
Raise the probability of project success by mastering tricks of the trade: Earned Value Performance Measurement, Gantt Charts, Network Scheduling, Work Breakdown Structure, and Cost-Volume Analysis. Become proficient at recruiting project team members and empowering them to succeed. Understand the stages of team development, and gain skills in developing and motivating team leaders. Learn how to understand and relate to an organizational culture and the differing characteristics of its work groups. And gain valuable
experience with project planning, control and data analysis tools. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

**BUS-5840**
tuition: $62  /  fees: $69

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**Effective Business Writing**
Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Here’s how to fill in those gaps in your business writing skills so you can reach your full potential. You may be a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you’ll know the secret to developing powerful written documents, including e-mail, that immediately draw readers in and motivate them to do what you want. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

**BUS-8240**
tuition: $62  /  fees: $69

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**Introduction to Microsoft Project 2010**
Discover how to effectively plan, implement, and control projects using Microsoft Project 2010, the world’s most popular project management software. You’ll learn how to use Microsoft Project to think through and organize your project’s details, plan a schedule, sequence tasks, produce a baseline, assign resources and costs, track your progress, identify and analyze variances, and revise your project plan. By the end of the course, you’ll be able to produce a project plan that impresses your audience and empowers you to achieve your business goals. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

**ITS-9560**
tuition: $62  /  fees: $69

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**A+ IT Technician Certification Prep**
Be an A+ certified computer technician! A+ certification is an industry recognized credential that certifies the competency of entry-level PC service specialists in the computer industry. Certification candidates in this course will have the unique opportunity to practice and study for the certification exams from a single, integrated source. Familiarity of operating systems up to Windows 7 required. ITS 7700 or equivalent education/work experience required. This course will help students prepare for the CompTIA A+ certification. Textbook required.

Prerequisite: ITS-7700

**ITS-8080**
tuition: $324  /  fees: $351

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Career Development

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

Prerequisite: ITS-8080

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

Prerequisite: ITS-7900

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VA Cisco CCNA, ICND 1
Students interested in entering the networking field will learn the CCNA foundational topics. Learn the skills and knowledge necessary to install, operate, and troubleshoot a small branch office Enterprise network, including configuring a switch, a router, and connecting to a WAN and implementing network security. Students should be able to complete configuration and implementation of a small branch office network under supervision. This course will help students prepare for ICND 1 Exam for the CCENT certification.

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VA Cisco CCNA, ICND 2
This course is designed for students who want to enter the networking field and have completed Cisco CCNA, ICND 1. This second part of the Interconnecting Cisco Networking Devices (CCNA) course provides the skills and knowledge necessary to install, operate, and troubleshoot a small to medium-size branch office Enterprise network, including configuring several switches and routers, connecting to a WAN and implementing network security. This course will help students prepare for the ICND2 Exam for the CCNA certification.

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CompTIA Network+ Certification Preparation
This course will teach you everything you need to know to take and pass the challenging CompTIA Network+ certification exam and become an excellent network technician. You’ll learn about topologies, the OSI Seven-Layer model, protocol suites, modern network operating systems, network hardware, cabling standards, remote connectivity, Internet connections, network troubleshooting, and more. This course will prepare you for the 2009 exam objectives (N10-005}
and JK0-016). CompTIA Network+ certification also counts as one of the elective exams for the Microsoft Certified Systems Administrator (MCSA) certification. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

### ITS-9230
- **tuition:** $87 / **fees:** $98
- **131424** Mar 16 – Apr 22 Online: Ed2go
- **133054** Apr 13 – May 20 Online: Ed2go
- **133190** May 18 – Jun 24 Online: Ed2go
- **133243** Jun 15 – Jul 22 Online: Ed2go

### CompTIA Security+ Certification Preparation
The U.S. Department of Labor forecasts that computer security and related computer-support specialties will be among the fastest-growing occupations through 2012. CompTIA’s Security+ certificate is widely regarded as the entry-level certificate for gaining access to this well-paying, in-demand field. In this six-week course, you’ll learn everything you need to know to achieve your Security+ credential. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

### ITS-8550
- **tuition:** $87 / **fees:** $98
- **131421** Mar 16 – Apr 22 Online: Ed2go
- **133051** Apr 13 – May 20 Online: Ed2go
- **133186** May 18 – Jun 24 Online: Ed2go

### CompTIA Security+ Certification Prep 2
This is the second of two courses which reviews the key terminology and concepts needed to ace the exam. Recognize the importance of data security by studying data loss prevention systems, data encryption applications and devices, and considerations for off-site and remote data storage. All of the content is geared toward helping you prepare to pass the SY0-401 exam, so you can leave the test center with your Security+ passing score in hand. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

### ITS-8570
- **tuition:** $87 / **fees:** $98
- **131422** Mar 16 – Apr 22 Online: Ed2go
- **133052** Apr 13 – May 20 Online: Ed2go
- **133187** May 18 – Jun 24 Online: Ed2go

### NEW Certified Ethical Hacker (CEH) Exam Prep
IT professionals will master an ethical hacking methodology that can be used in a penetration testing or ethical hacking situations. Learn 18 of the most current security domains any ethical hacker will ever want to know when planning to strengthen the information security posture of an organization. Over 270 attack technologies commonly used by hackers will be covered. This course prepares you to take the EC-Council Certified Ethical Hacker exam 312-30. It uses the official EC-Council curriculum and is taught by a certified EC-Council instructor in a dedicated cyber lab. Textbooks and exam voucher are included.

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

### ITS-9820
- **tuition:** $995 / **fees:** $1,500
- **133937** Tu Th 6:15PM – 9:30PM Apr 5 – Apr 28 B308–LEON
- **133937** Sa 8:30AM – 12:45PM Apr 9 – Apr 23 B308–LEON

Information: 301-539-4760 | Register online: www.csmd.edu/go/register
Introduction to Networking
Businesses, schools, and other organizations are becoming increasingly reliant on computer networks, which explains why workers with networking skills are in high demand. If you'd like to learn the fundamentals of computer networking in terms you can easily understand, this course is for you. Learn why networks have become so important, how software and hardware makes networking possible, and how networks function. This course will give you the foundation you need to begin training for CCNA Certification or employment in a computer networking career. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

ITS-6460 tuition: $62 / fees: $69
131414 Mar 16 – Apr 22 Online: Ed2go
133174 May 18 – Jun 24 Online: Ed2go
133233 Jun 15 – Jul 22 Online: Ed2go

Intermediate Networking
Learn real-world applications for the concepts you learned in Introduction to Networking. You’ll gain a full understanding of almost every aspect of networking technology, including hot topics such as virtual private networks, security, and Internet connectivity. Completion of this course and its prerequisite should serve as a springboard for a career in computer networking or training for CCNA Certification. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

ITS-9940 tuition: $62 / fees: $69
133058 Apr 13 – May 20 Online: Ed2go
133200 May 18 – Jun 24 Online: Ed2go

Advanced PC Security
When is hacking legal? When you use it to secure your own network. This new method of hacking, called ethical hacking or white hat hacking, uses common and readily available hacking tools and techniques to audit your network so you can locate and close security holes. Whether you’re running a small home network or you’re an enterprise network administrator, this course will teach you how to better protect your system against those who wish to gain unauthorized access. Sooner or later, you know that somebody is going to try and break into your network. Why not learn how hackers think so you can harden your defenses against them? Please visit http://www.ed2go.com/csm/ for registration information for this online class.

ITS-8540 tuition: $62 / fees: $69
133050 Apr 13 – May 20 Online: Ed2go
133185 May 18 – Jun 24 Online: Ed2go
this course will fully prepare you to build websites using state-of-the-art techniques. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

**Career Development**

**Introduction to Creating Wordpress Web Sites**
Want to build an attractive, sophisticated blog or Web site without having to learn any special coding? WordPress is the answer! WordPress is one of the world’s most popular Web design tools because it is free, easy to use, and produces professional results. In these lessons, you will get hands-on experience with this powerful tool as you create your own combination WordPress blog and Web site. For WordPress beginners, there is no easier way to learn the ropes. By the end of the course, you will know how to use WordPress confidently to launch and maintain your own blog or interactive Web site. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

**Creating Web Pages**
Learn how to design, create, and post your very own site on the Internet’s World Wide Web. Discover low-cost marketing techniques and search engine strategies. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

**Designing Effective Web Sites**
This course will teach you powerful graphic design techniques that will help you build web sites that are attractive and highly effective. You’ll learn what attracts visitors to a site, and how you can create the most satisfying experience for those visitors. You’ll learn to use typography, aesthetics, color, graphics, and page layout to create the most compelling user interface possible, and you’ll understand how users read on the web and the characteristics of effective web writing. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

**Introduction to Adobe Acrobat X**
If you spend a lot of time creating, editing and using PDF files then you know that bringing together content is just the beginning. Introduction to Adobe Acrobat X will help you to work with many features, such as backgrounds, bookmarks, and modified page sizes to help unify your documents. You will see how to protect your work using password security, and dig into the metadata within your PDF file. You will discover how to add more to your documents as you learn about bookmarks and links for navigation. You will even master some JavaScript. In each lesson, you will work with an important Acrobat X Pro feature or process using source files (available for both Mac and Windows) provided with the course. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

**Introduction to Illustrator Cs6**
Whether you’re just getting started with Illustrator or looking to refresh your Illustrator skills Adobe Illustrator CS6 can give you the power to design, draw, and color images quickly and easily. From drawing objects with the shape tools to mastering the all-important Pen tool to working with shape gradients, you will gain the techniques you need to produce stunning vector graphics. You will learn to apply and work with color, create shading effects and painterly brushstrokes, and add special effects such as 3D to your drawings that will set your work apart. You can also easily move designs back and forth between Photoshop and Illustrator to take advantage of the strengths of both programs. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

**Information:** 301-539-4760  |  Register online: www.csmd.edu/go/register
Introduction to Adobe Edge Animate

For years, creating animated and interactive content on the Web has required learning complex tools and managing proprietary plug-ins. With Adobe Edge Animate, that has changed. Using this tool, designers can create engaging content and graphics quickly and easily, relying on widely-accepted Web standards and requiring a minimal amount of code. Explore the basics of this tool, including an introduction to the interface, the basics of animation, and how to create graphics and add interactivity. You will also master more advanced concepts, such as how to integrate Edge Animate with other tools in the Adobe Creative Suite to publish your content to the Web. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

ITS-5930 tuition: $62 fees: $69
131411 Mar 16 – Apr 22 Online: Ed2go

Introduction to Lightroom 4

Do you have a lot of images to manage? Adobe Photoshop Lightroom 4 is a fantastic tool for any digital photographer who needs to edit and sort images quickly. Whether you’re a busy parent shooting lots of pictures or a professional photographer with many clients, Lightroom 4 will help you get the results you want in a lot less time. See how Lightroom 4 can help you prepare, edit, and organize your photos quickly and effectively. Using Lightroom 4’s non-destructive editing, you will be able to control how you edit your images and make additional alterations later. Apply changes to multiple images while developing an efficient image processing workflow. You will also see how to organize, tag, and make collections with Lightroom’s powerful organization tools and create customized slideshows and presentations. Use Lightroom 4 as a companion to Photoshop, Photoshop Elements, or other digital photo editors, and you can export or print your work in exactly the size or format you need. So put some polish on your photos, save time, impress clients, and stay organized as you unlock the mysteries of Adobe Photoshop Lightroom 4. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

ITS-5950 tuition: $62 fees: $69
131412 Mar 16 – Apr 22 Online: Ed2go

How to Get Started in Game Development

Are you thinking about starting a career in the game development industry? Whether you want to start your own indie game project in your basement or work with a small creative team or for a large game development studio, this course will prepare you to start developing your own games. You will start by learning the fundamentals of game development and get an overview of game genres, platforms, and audiences. Next, you will learn tools and techniques to help you make better design decisions and achieve greater efficiencies as you develop your own games. You will start by learning the fundamentals of game development and get an overview of game genres, platforms, and audiences. Next, you will learn tools and techniques to help you make better design decisions and achieve greater efficiencies as you develop your own games. Finally, we’ll go behind the scenes of the game design industry to see how it started and where it’s headed. You will learn about the various roles in game development and how to pursue a career in the industry. When you complete the course, you will be ready to start developing games right away! Please visit http://www.ed2go.com/csm/ for registration information for this online class.

ITS-5940 tuition: $62 fees: $69
133043 Apr 13 – May 20 Online: Ed2go

Intermediate C# Programming

Build upon your current knowledge of programming logic by writing Graphical User Interface applications in the C# programming language. Learn how to write applications with menus, toolbars, and files, and find out how to interact with databases and write SQL queries. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

ITS-7530 tuition: $62 fees: $69
133235 Jun 15 – Jul 22 Online: Ed2go

Introduction to Photoshop CS6

If you are a photographer or a graphic artist, or you just want to alter your old family photos, you need to learn Photoshop. This hands-on, project-oriented course is filled with easy-to-follow, detailed step-by-step instructions that teach you about editing photos and creating basic paintings. Discover how to improve photographs by removing flaws, correcting for poor exposure, or adding new elements using the newest techniques.
Photoshop CS6 can offer. And, best of all, you need no prior artistic ability or Photoshop experience to take this course. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

**Intermediate Photoshop CS6**

Extend your Photoshop knowledge and learn how to enhance graphics by using layers, layer masks, and other advanced photo-editing features. In this course, you will learn non-destructive editing techniques that let you easily re-edit and change projects long after they were originally created. You will see how to use Smart Objects, so that even if you crop or resize an image, you will be able to get it back to its original size months afterwards. Whether you are a photographer who wants to use Photoshop to edit photos, a scrapbooker, or an artist, this course will teach you the building blocks you need to unleash your creativity. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

**OFFICE TECHNOLOGY**

**Introduction to Microsoft Word 2010**

Learn how to create and modify documents in Word 2010, the world’s most popular word-processing program. With the help of step-by-step instructions and hands-on activities, you’ll quickly master every basic feature of Word and be able to use this program confidently at home or on the job. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

**Introduction to Microsoft Excel 2010**

In this online course, you’ll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You’ll learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, designing custom charts, creating three-dimensional workbooks, building links, working with templates, and creating macros and custom toolbar buttons. By the time you’re done, you’ll be using Excel like a professional. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

**Introduction to Microsoft Outlook 2010**

Are you overwhelmed by emails, meetings, and to-do lists? Harness the power of Microsoft Outlook 2010, and instantly enhance your efficiency and productivity. Learn how to manage the flood of emails, creating folders and archives so you can always find what you need. Discover how to keep track of contacts and use Outlook’s Calendar and Alert features. Find out how to customize Outlook and how to automate your work with rules. In just a few weeks, you will be a skilled and confident user of this time-saving tool and you’ll never have to worry about missing a meeting, losing an email, or forgetting an important task again! Please visit http://www.ed2go.com/csm/ for registration information for this online class.
Introduction to Microsoft PowerPoint 2010
Take your PowerPoint presentations from average to sensational! In these lessons, you will learn how to use Microsoft PowerPoint 2010 to create impressive slide presentations that include text, objects, SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks. In addition, you will discover how to create a PowerPoint photo album with your digital pictures. You will also master PowerPoint Web App, an online version of PowerPoint, and learn how to save your presentations as PDF files and videos. Whether you are a beginner or an experienced user, this course will teach you how to turn simple slides into an exciting presentation that will grab and hold the attention of your audience from start to finish.

**ITS-9580**
tuition: $62 / fees: $69

- 131429 Mar 16 – Apr 22 Online: Ed2go
- 133195 May 18 – Jun 24 Online: Ed2go
- 133247 Jun 15 – Jul 22 Online: Ed2go

Intermediate Microsoft Word 2010
Microsoft Word 2010 is a powerful and popular program, yet most people use only a fraction of its features. In this course, you’ll learn Microsoft Word’s more advanced features, which can make writing easier, faster, and more fun. You’ll discover how to create an index, make a list of figures, build a table of contents, do desktop publishing, perform a mail merge, and use timesaving shortcuts. By the end of the course, you’ll know how to use Word both to save lots of time and to set your creativity free! Please visit http://www.ed2go.com/csm/ for registration information for this online class.

**ITS-9840**
tuition: $62 / fees: $69

- 133055 Apr 13 – May 20 Online: Ed2go
- 133197 May 18 – Jun 24 Online: Ed2go
- 133249 Jun 15 – Jul 22 Online: Ed2go

Intermediate Microsoft Excel 2010
Take your Excel skills to the next level! In these hands-on lessons, you’ll master charting, PivotTables, Slicers, Sparklines, and other advanced features of Microsoft Excel 2010. You’ll learn how to harness the power of Excel’s data analysis and filtering tools and see how easy it is to create macros that eliminate repetitive tasks. You’ll also set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and Excel’s other time-saving functions to your repertoire. So get ready for six fun, action-packed weeks that will make you an Excel expert! Please visit http://www.ed2go.com/csm/ for registration information for this online class.

**ITS-9850**
tuition: $62 / fees: $69

- 133056 Apr 13 – May 20 Online: Ed2go
- 133198 May 18 – Jun 24 Online: Ed2go

Intermediate Microsoft Access 2010
Enhance your knowledge of Microsoft Access databases to the next level. Master importing and exporting data, write powerful queries, customize your database interface, build reports, deploy your database in a multi-user environment, and much more! Please visit http://www.ed2go.com/csm/ for registration information for this online class.

**ITS-9860**
tuition: $62 / fees: $69

- 133057 Apr 13 – May 20 Online: Ed2go
- 133199 May 18 – Jun 24 Online: Ed2go

Introduction to Microsoft Access 2010
Take control over your data! Whether you are a novice or an experienced database user, these hands-on lessons will show you how to harness the full power of Microsoft Access 2010. You will learn to build and customize tables, and you will discover how to use forms to simplify data entry, create reports, and design queries. By the time you have finished this course, you will know how to construct an effective database for any information you need to store, document, and manage at home or on the job. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

**ITS-9590**
tuition: $62 / fees: $69

- 131430 Mar 16 – Apr 22 Online: Ed2go
- 133196 May 18 – Jun 24 Online: Ed2go
- 133248 Jun 15 – Jul 22 Online: Ed2go
COMPUTER AND INFORMATION TECHNOLOGY

Career Development

PROGRAMMING LANGUAGES

Introduction to Database Development
A number of powerful tools are available to help you build databases and database applications. However, if you do not apply a systematic, structured approach to the use of those tools, you will probably produce systems that fail to meet user needs. Many projects bog down or are never completed for lack of a disciplined approach to development. This course will guide you step-by-step through all the phases of a system development project to guarantee that the resulting product will not only work as it was designed to work, but also that the design truly responds to user needs. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

ITS-5410 tuition: $62 / fees: $69
131407 Mar 16 – Apr 22 Online: Ed2go
133167 May 18 – Jun 24 Online: Ed2go
133228 Jun 15 – Jul 22 Online: Ed2go

Introduction to SQL
Learn the key concepts of Structured Query Language (SQL) and gain a solid working knowledge of this powerful and universal database programming language. You will learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

ITS-5430 tuition: $62 / fees: $69
131408 Mar 16 – Apr 22 Online: Ed2go
133168 May 18 – Jun 24 Online: Ed2go
133229 Jun 15 – Jul 22 Online: Ed2go

Intermediate SQL
Expand your knowledge of Structured Query Language (SQL). Learn techniques that will enable you to write powerful queries that perform complicated searches and sorts on your data. You will explore how to write and implement complex queries on multiple tables simultaneously, and discover advanced filtering, update, and insertion techniques. Find out how to create queries that accept input from users and queries that perform complicated searches on strings and dates. By the end of this course, you will be able to use a wide range of advanced SQL techniques with confidence. Your new skills with databases will enhance your competitiveness in the technical fields of software development and database administration. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

ITS-5450 tuition: $62 / fees: $69
133040 Apr 13 – May 20 Online: Ed2go
133169 May 18 – Jun 24 Online: Ed2go

Introduction to Oracle
Learn how to use the Oracle database management system to plan, organize, and manage your data. This course will introduce you to the Structured Query Language (SQL), Oracle’s SQL*Plus, and other valuable tools used to develop, manage, and reference an Oracle database. You will learn how to create an Oracle database, build various database objects for the database, and write simple SQL statements that access the data from the database. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

ITS-5440 tuition: $62 / fees: $69
131409 Apr 13 – May 20 Online: Ed2go
133170 May 18 – Jun 24 Online: Ed2go
133320 Jun 15 – Jul 22 Online: Ed2go

Intermediate Oracle
PL/SQL is Oracle’s procedural language extension to Structured Query Language (SQL). This course will give you the skills you need to write powerful and flexible programs using that language. You will learn the building blocks and core features of PL/SQL, and begin building fully functional PL/SQL programs with procedures, packages, debugging routines, database structures, triggers, and cursor processing. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

ITS-5460 tuition: $62 / fees: $69
133041 Apr 13 – May 20 Online: Ed2go
133171 May 18 – Jun 24 Online: Ed2go
Introduction to C++ Programming
Learn how to program in C++, even if you have no prior programming experience! Create programs for Microsoft Windows using Microsoft Visual C++ 2005 Express Edition. Learn Object-Oriented techniques, how to create windows and forms, and how to program in a step-by-step nature. This course is ideal whether you’re an enthusiast, a business person hoping to advance your career, or someone who already knows how to program but wants to move ahead to C++ and Object Oriented Programming. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

ITS-7510 tuition: $62 / fees: $69
133046 Apr 13 – May 20 Online: Ed2go
133176 May 18 – Jun 24 Online: Ed2go
133234 Jun 15 – Jul 22 Online: Ed2go

Introduction to C# Programming
Learn the fundamentals of computer programming with C#, the in-demand and incredibly useful programming language that incorporates the best features of Visual Basic, C++, and Java. You’ll begin with an exploration of input/output operations, decision making, looping, and object oriented programming principles. Then, you’ll gain hands-on experience using sequential data files, and you’ll build your very own Graphical User Interface (GUI) application. Learn to program the right way: by using a state-of-the-art language to build impressive and professional-looking applications on your schedule and on your very own computer. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

ITS-7520 tuition: $62 / fees: $69
131415 Mar 16 – Apr 22 Online: Ed2go
133177 May 18 – Jun 24 Online: Ed2go

Introduction to Java Programming
If you want to learn computer programming but don’t have any prior experience, you’ll enjoy a tour of Java, one of the most widely used computer languages in the world. Start with the basics of program design and go on to write your own programs and integrate input and output, calculations, decision making, and loops. Build your knowledge and confidence with easy-to-understand examples and plenty of skill building exercises. So whether you just want to try it out to see if you like it or plan on doing more with Java, this is a great place to start! Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

ITS-7540 tuition: $62 / fees: $69
131416 Mar 16 – Apr 22 Online: Ed2go
133178 May 18 – Jun 24 Online: Ed2go
133236 Jun 15 – Jul 22 Online: Ed2go

Intermediate Java Programming
Deepen your understanding of the Java programming language, and start writing programs that are more sophisticated and professional. You’ll learn about reading and writing data files, organizing information with multiple classes in Java’s class hierarchy, and creating GUI applications using tools like windows, menus, buttons, text boxes, check boxes, scrolling, and more. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

ITS-7550 tuition: $62 / fees: $69
133047 Apr 13 – May 20 Online: Ed2go
133179 May 18 – Jun 24 Online: Ed2go

Introduction to PHP and MySQL
Learn how to create an interactive web site, allowing visitors to post and retrieve information provided by you or your site’s visitors. You’ll see how to use the PHP programming language to generate dynamic web sites that automatically change as your data changes. You’ll also learn how to use the popular MySQL database server with PHP to store and retrieve data over the web. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

ITS-7560 tuition: $62 / fees: $69
131417 Mar 16 – Apr 22 Online: Ed2go
133180 May 18 – Jun 24 Online: Ed2go
133237 Jun 15 – Jul 22 Online: Ed2go
**Intermediate PHP and MySQL**

If you want to create an interactive online store complete with an online catalog of products, allowing customers to browse the catalog to select items, place them in a shopping cart, and complete an order, this class is for you! You'll see how to use the popular MySQL database server to store product information (including images) and track customer orders. You'll also learn how to use the PHP programming language to display product images in your online store, allow customers to shop online using a shopping cart in their browser, and provide an administrative section to manage the store. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

**ITS-7570**  
tuition: $62  /  fees: $69

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**Introduction to Ajax Programming**

Transform the way your Web applications look and feel! Learn Ajax programming, and you'll provide your Web site visitors with a significantly enriched experience. Even better, by learning how to create Ajax applications, you'll develop a highly marketable set of skills that are currently in high demand. Throughout this course, we'll discuss each of the technologies that comprise Ajax: HTML, JavaScript, the Document Object Model, cascading style sheets (CSS), the XMLHttpRequest object, extensible markup language (XML), and PHP scripting. By the end of the course, you'll be creating your own Ajax applications. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

**ITS-7590**  
tuition: $62  /  fees: $69

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**Introduction to ASP.NET**

Learn how to create exciting, interactive, and professional Web sites with ASP.NET. In this hands-on course, you'll begin by adding the power of interactive controls to your Web pages, and you'll discover how you can use style sheets to give every Web page you create the same clean and consistent look and feel. You'll find out how to connect to a database and put the information it contains on public display. Then, you'll develop a true community-based Web site that allows users to register, log in, create and update profiles, and post messages to a forum. You'll also explore the issue of Web security, and learn some simple things you can do to secure your site against some common attacks. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

**ITS-7580**  
tuition: $62  /  fees: $69

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**Introduction to Python 2.5 Programming**

Create basic programming structures like decisions and loops using Python Programming Language. You'll then move on to more advanced topics such as object-oriented programming with classes and exceptions, and later unique Python data structures such as tuples and dictionaries. You'll even learn how to create Python programs with graphical elements that range from simple circles and squares to graphical user interface objects like buttons and labels. Whether you're interested in writing simple scripts, full programs, or graphical user interfaces in Python, this course will give you the foundation you need. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

**ITS-7600**  
tuition: $62  /  fees: $69

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CONSTRUCTION TRADES

PLEASE NOTE:
The following classes are highly recommended for persons taking classes in any of the Construction Trades areas of study:

- HTH-6510 - American Heart Association Heartsaver First Aid
- OSH-8800 - OSHA 10-Hour Construction

Carpentry

CONTINUING EDUCATION CERTIFICATE

Carpentry Helper

TEC-6010 Carpentry Level One, Part 1
TEC-6020 Carpentry Level One, Part 2

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

CONTINUING EDUCATION CERTIFICATE

Electrical Helper

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

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

Continuing Education Certificate

Carpentry Level One Part I

Year one, part one of the four-year curriculum covers construction drawings and power tools. Students will demonstrate their ability to layout and frame walls, floors, and rafters.

Prerequisite: TEC-9300

TEC-6010 tuition: $432 / fees: $538

132772 Tu Th 6PM – 9PM Apr 14 – Jul 12

Electrical

Continuing Education Certificate

Electricity I, Part 1

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

Prerequisite: six months on-the-job experience or TEC-9300

TEC-7860 tuition: $354 / fees: $321

132774 M W F 9AM – 2:30PM Apr 18 – May 20
132778 M W 6PM – 9PM Apr 25 – Jul 25
CONSTRUCTION TRADES

Career Development

$ Electricity I, Part 2
A continuation of Electricity I, this course includes using electrical test equipment and an introduction to electrical blueprints and electrical wiring. The wiring module of the course includes commercial, industrial, and residential wiring. There will be an emphasis on the appropriate NEC requirements in each lab exercise. Textbook required.

Prerequisite: TEC-7860

TEC-7870 tuition: $354 / fees: $321
132775 M W F 9AM – 2:30PM
May 25 – Jun 29 CTET

$ Electricity II, Part 1
Electricity II builds on the concepts learned in Electricity I. Topics in this course include: alternating current; motors theory and application; grounding; mechanical, hydraulic and electrical conduit benders; selections and sizing outlet boxes, pull boxes and junction boxes; and introduction to cable installation. There will be an emphasis on the appropriate NEC requirements in each lab exercise. Textbook required.

Prerequisite: TEC-7870

TEC-7880 tuition: $354 / fees: $321
132779 M W 6PM – 9PM
Apr 25 – Jul 25 CTET

$ Electricity III, Part 1
Electricity III builds on the concepts learned in Electricity II. Topics in this course include: load calculations-branch circuits; conductor selection and calculations; overcurrent protection; raceway, box, and fitting fill requirements; wiring devices; distribution equipment; and distribution systems. There will be an emphasis on the appropriate NEC requirements in each lab exercise. Textbook required.

Prerequisite: TEC-7880

TEC-7920 tuition: $354 / fees: $321
132780 Tu Th 6PM – 9PM
Apr 14 – Jul 7 CTET

$ Electricity IV, Part 1
Electricity IV builds on skills learned in Electricity III. Topics in this course include: load calculations-feeder and services; practical applications of lighting; standby and emergency systems; basic electronic theory; fire alarm systems and specialty transformers. There will be an emphasis on the appropriate NEC requirements in each lab exercise. Textbook required.

Prerequisite: TEC-7930

TEC-7940 tuition: $354 / fees: $321
132781 Tu Th 6PM – 9PM
Apr 14 – Jul 7 CTET

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

TEC-8120 tuition: $298 / fees: $242
132787 M W 6PM – 9PM
Mar 28 – Jun 6 CTET
CONSTRUCTION TRADES

GENERAL CONSTRUCTION

$ VA Construction Trades Core Skills

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

TEC-9300  tuition: $355   fees: $326
132770  M W F 9AM – 2:30PM
       Mar 7 – Apr 13  CTET
132771  Tu Th 6PM – 9PM
       Apr 26 – Jul 21  CTET

Introduction to Construction Project Management

Students involved in the construction process will be given an introduction to construction documents and the principles of project management. There will be a brief review of blueprint reading, during which students in all trades will learn how to interpret basic blueprints and generate beginning-level drawings. Emphasis is placed on the ability to manage projects and read instructions on the job which are conveyed by blueprints. Other topics include: the general contractor's and subcontractor's roles in project management; project compliance with plans, specifications, and quality control; and the role of warranties and operating manuals pertaining to the management of construction projects. Textbook required.

TEC-8510  tuition: $118   fees: $111
132788  Tu Th 5:30PM – 8:15PM
       Mar 29 – Apr 28  CTET

HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

CONTINUING EDUCATION CERTIFICATE

Heating, Ventilation, and Air Conditioning (HVAC) Helper

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

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

$ VA HVAC-I, Part 1

HVAC I introduces the student to the basic principles of heating, ventilating and air conditioning. Topics in this part of the course include: trade mathematics; tools of the HVAC trade; copper and plastic piping practices; soldering and brazing; and ferrous metal piping practices. There will be an emphasis on safety in each lab exercise. Textbook required.

Prerequisite: six months on-the-job experience or TEC-9300

TEC-7960  tuition: $354   fees: $321
132776  M W F 9AM – 2:30PM
       Apr 18 – May 20  CTET
132782  M W 6PM – 9PM
       Apr 25 – Jul 25  CTET

$ VA HVAC-I, Part 2

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

Prerequisite: TEC-7980

TEC-7970  tuition: $354   fees: $321
132777  M W F 9AM – 2:30PM
       May 25 – Jun 29  CTET
133991  Tu Th S 9AM – 2:30PM
       Mar 15 – Apr 21  CTET
HVAC-II, Part 1
HVAC II builds on the skills learned in HVAC I. Topics in this part of the course include: air properties and distribution; chimneys, vents and flues; introduction to mechanical maintenance; alternating current; basics of electronics; electric furnaces; HVAC Controls; accessories and optional equipment; and metering devices. There will be an emphasis on safety in each lab exercise. Textbook required.

Prerequisite: TEC-7970

TEC-7980 tuition: $354 / fees: $321
132783 M W 6PM – 9PM
Apr 25 – Jul 25

HVAC-III, Part 1
HVAC III builds on the concepts learned in HVAC II. Topics in this course include: preventive maintenance; troubleshooting accessories; introduction to electrical troubleshooting; troubleshooting electronic controls; and troubleshooting heating systems including gas heating systems, electric heating systems, oil heating systems and heat pumps. There will be an emphasis on safety in each lab exercise. Textbook required.

Prerequisite: TEC-7990

TEC-8210 tuition: $354 / fees: $321
132784 Tu Th 6PM – 9PM
Apr 14 – Jul 7

HVAC-IV, Part 1
HVAC IV builds on the skills learned in HVAC III. Topics in this course include: advanced blueprint reading; indoor air quality; energy conservation equipment; energy management systems; and water treatment. There will be an emphasis on safety in each lab exercise. The student must attend 80% of the classes held to earn the CEUs for this course. Textbook required.

Prerequisite: TEC-8220

TEC-8230 tuition: $354 / fees: $321
132785 Tu Th 6PM – 9PM
Apr 14 – Jul 7

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

TEC-6350 tuition: $33 / fees: $117
132786 Sa 8AM – 12:30PM
Jun 4 – Jun 11

HVAC Journeyman Exam Preparation
The state of Maryland requires a Journeyman License in order to install heating, ventilation, air-conditioning, and refrigeration services. This course provides those with the requisite experience the information that is needed to successfully pass the Maryland HVAC Journeyman examination. The operation and theory of refrigeration systems will be reviewed along with the electrical fundamentals that need to be understood by those in the HVAC trade. The characteristics of the different refrigerants that are available will be explained and recovery/recycling techniques will be reviewed. Methods of determining heating and cooling loads will be explained along with tips and techniques for successfully studying for and passing examinations. Textbook required.

TEC-9400 tuition: $283 / fees: $257
132789 Sa 8AM – 4:30PM
Apr 2 – Jun 4

Information: 301-539-4760 | Register online: www.csmd.edu/go/register
HOME IMPROVEMENT

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

TEC-7560 tuition: $71 / fees: $68
132773 Sa 8AM – 1:30PM
Apr 23 – May 7 CTET

HOME INSPECTION

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

TEC-5670 tuition: $382 / fees: $347
132760 M W 6PM – 9PM
Mar 28 – Jun 29 CTET
132759 Sa 8AM – 3:45PM
Apr 23 – Jul 30 CTET

PLUMBING

NEW $ Plumbing Level One Part II
This course continues instruction from Plumbing Level One Part I. During this course students will receive instruction about and will participate in laboratory exercises by installing sinks, lavatories, faucets, bathtubs, showers, toilets, urinals, bidets, fountains and water coolers. Textbook required.
Prerequisite: TEC-9860 Plumbing Level One Part I

TEC-9870 tuition: $539 / fees: $158
132761 M W 6PM – 9PM
Apr 13 – Jul 13 CTET

WELDING

CONTINUING EDUCATION CERTIFICATE

Certified Structural Welder

TEC-5810 Fundamentals of Welding Certified Training
TEC-5820 Intermediate Stick Welding Certified Training

VIDEO SPOTLIGHT
See a video of Welding at www.csmd.edu/WorkforceDevelopment.
CONSTRUCTION TRADES

Career Development

CONTINUING EDUCATION CERTIFICATE

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

CONTINUING EDUCATION CERTIFICATE

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

Intermediate Stick Welding Certified Training
Discover Shielded Metal Arc Stick Process welding. Topics include safety inspection of equipment and accessories, preparation of materials, and welding of fillet and groove welds in carbon steel using E7018 electrodes in all positions. Textbook required.
Prerequisite: TEC-5810

TEC-5820 tuition: $185 / fees: $574
132764 M W F 9AM – 2:30PM
Apr 18 – May 6 CTET

Intermediate MIG Welding Certified Training
Learn Gas Metal Arc MIG process welding. Topics include proper adjustment of equipment and making fillet and groove welds in all positions on carbon steel utilizing the MIG welding process. Textbook required.
Prerequisite: TEC-5810

TEC-5830 tuition: $185 / fees: $574
132763 M W F 9AM – 2:30PM
Apr 18 – May 6 CTET

Intermediate TIG Welding Certified Training
Learn Gas Tungsten Arc TIG process welding. Topics include proper set up of welding equipment and demonstrating flat, vertical, and horizontal fillet and groove welds on carbon, stainless steel, and aluminum. Textbook required.
Prerequisite: TEC-5810

TEC-5840 tuition: $185 / fees: $574
132765 M W F 9AM – 2:30PM
Apr 18 – May 6 CTET

Advanced Shielded Metal Arc Welding - Pipe
Learn advanced methods in pipe Shielded Metal Arc process welding. Topics include tacks and feather edging, filler metal angles and manipulations for open root pipe welding, safety inspection processes of equipment and accessories, and pad welds in 2G, 5G, and 6G positions with E6010 and E7018.
Prerequisite: TEC-5820

TEC-5850 tuition: $185 / fees: $574
132766 M W F 9AM – 2:30PM
May 9 – May 27 CTET
Advanced Gas Metal (MIG) Arc Welding - Pipe
Learn advanced methods in the Gas Metal Arc (MIG) welding process on pipe. Topics include proper tacks and feather edging, filler metal angles, and manipulations for open root pipe welding and solid wire short circuit transfer GMAW down bead root with flux cored wire hot and fill passes upward progression.
Prerequisite: TEC-5830
TEC-5860 tuition: $185 / fees: $574
132767 M W F 9AM – 2:30PM
May 9 – May 27
CTET

Advanced Gas Tungsten (TIG) Arc Welding Pipe
Discover advanced methods in the Gas Tungsten Arc (TIG) welding process on pipe. Topics include proper tacks and feather edging, filler metal angles, and manipulations for open root pipe welding, solid wire short manual feed GTAW root, hot and fill passes.
Prerequisite: TEC-5840
TEC-5870 tuition: $185 / fees: $574
132768 M W F 9AM – 2:30PM
May 9 – May 27
CTET

Differentiated Instruction in the Classroom
This course is designed for individuals pursuing professional development training in education and provides instruction on creating environments that meet the needs of diverse classroom populations. Topics include the philosophy of Differentiated Instruction (DI) limitations of traditional classrooms, including strategies and materials, integration across subject content and learning profiles. Please visit http://www.ed2go.com/csm/ for registration information for this online class.
ECE-5470 tuition: $62 / fees: $69
131403 Mar 16 – Apr 22 Online: Ed2go
133038 Apr 13 – May 20 Online: Ed2go

Teaching Preschool: a Year of Inspiring Lessons
In this course, students will become equipped with a solid lesson plan template and lots of interchangeable activities from which to choose when planning for preschool. Included are circle discussions, art, literacy, fine and large motor skills, science, and music activities that students can take into the classroom right away. Please visit http://www.ed2go.com/csm/ for registration information for this online class.
ECE-5480 tuition: $62 / fees: $69
131404 Mar 16 – Apr 22 Online: Ed2go
133039 Apr 13 – May 20 Online: Ed2go
132833 Jun 15 – Jul 22 Online: Ed2go

Communication Skills for Child Care Professionals
Receive an introduction to the basic concepts of developing strong communication skills when working in a child care center. Topics include: speaking, writing, interpersonal communication strategies, and critical techniques, with a focus on communication with parents and co-workers, and communication issues within a typical child care day.
ECE-8210 tuition: $16 / fees: $62
132984 Tu Th 6:30PM – 9:30PM
Apr 5 – Apr 12 CE115–LAPL
Early Childhood Program Admin II
Designed specifically for individuals pursuing professional development in the child care field, and provides instruction on developing a center-wide improvement plan based on the Program Administration Scale. Topics include managing change, the Program Administration Scale instrument, recognizing areas for improvement and developing improvement plans. Registration for this course is restricted to Daycare Center Directors and Assistant Directors. Textbook will be provided.

ECE-8890 tuition: $10 / fees: $16
132989 Th F 9AM – 4PM
Apr 28 – Apr 29 CE217-LAPL

PRE-SERVICE CENTER CHILD CARE TRAINING MODULES

NEW Child Growth and Development 45 Hours
This certification course satisfies the child development half of the MSDE requirement of 90 hours for child care teachers and directors. Gain a broad overview of major concepts, theories and research related to the social, emotional, cognitive, and physical development of the child from birth through age 12. This course and a 45-hour course in age-appropriate curriculum (preschool, infant-toddler, or school-age) are required to complete the 90-hour certification for child care. You must successfully complete all course requirements to receive a certificate. Aligns with MD Staff Credential (proposed) levels 2-4. *You must purchase a textbook prior to the first class.
Prerequisite: Age 16 and over

ECE-6020 tuition: $75 / fees: $308
132826 Tu 6:30PM – 9:30PM
Mar 15 – Jun 21 B1009-LAPL
133967 Tu 6:30PM – 9:30PM
Mar 15 – Jun 21 PFA108-PRIN
133997 Tu 6:30PM – 9:30PM
Mar 15 – Jun 21 A208-LEON

NEW Preschool Curriculum and Activities 45 Hours
Become prepared for a position in a child care center or preschool. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of training for child care teachers and directors working with preschoolers. Basic concepts of curriculum planning and implementation for children three to five years old are introduced. Topics include: teaching strategies, environment design, and implementation of the best practices in early childhood education. You must successfully complete all course requirements to receive a certificate. *You must purchase a textbook prior to the first class.
Prerequisite: Age 16 and over

ECE-6050 tuition: $75 / fees: $308
133080 M W 6:30PM – 9:30PM
Mar 16 – May 9 CE118-LAPL
PRE-SERVICE FAMILY CHILD CARE
TRAINING MODULES

**NEW** Family Child Care Pre-Service
This class satisfies state training requirements for Family Child Care applicants and new providers to start and operate a home-based child care business. Includes a total of 24 clock-hours of training in each of the state approved Core of Knowledge areas: Child Development, Curriculum, Health, Safety & Nutrition, Special Needs, Professionalism, and Community. You must successfully complete all course requirements to receive a certificate.

*Prerequisite: Age 16 and over*

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<td>132987</td>
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**Spanish in the Classroom**
Designed for individuals pursuing professional development training in education and provides instruction on how to bridge the language gap with Spanish speaking students in the classroom. Topics include greetings, Spanish vocabulary and classroom specific phrases. Core of Knowledge: Community Please visit [http://www.ed2go.com/csm/](http://www.ed2go.com/csm/) for registration information for this online class.

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**Differentiating K-12 Assessments**
Specifically designed for professionals in the education or child care career field and will provide instruction on the different assessments needed to help every student succeed; no matter what grade they are teaching. This course will give you the tools needed to gather assessment data quickly and easily. Topics include exploring strategies to perform pre-assessments, formative (ongoing) assessments, and summative assessments; discover how to identify and share learning goals, gather assessment information, adjust instruction, and provide feedback to students. Core of Knowledge: Special Needs. Please visit [http://www.ed2go.com/csm/](http://www.ed2go.com/csm/) for registration information for this online class.

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<td>132835</td>
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**Guided Reading: Differentiated Classroom**
This continuing education course is designed for professionals in the education career field and provides instruction on differentiated instruction and guided reading strategies to build literacy success. Topics include how students process tests, assessment techniques, flexible grouping and reading comprehension. Core of Knowledge: Curriculum. Please visit [http://www.ed2go.com/csm/](http://www.ed2go.com/csm/) for registration information for this online class.

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**Integrating Technology in the Classroom**
This continuing education course is designed for professionals in the teaching field and provides instruction on integrating the use of technology in the classroom. Topics include integrating technology into planning and curriculum, using multimedia, e-mail and the Internet in the classroom. Core of Knowledge: Curriculum. Please visit [http://www.ed2go.com/csm/](http://www.ed2go.com/csm/) for registration information for this online class.

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ENVIRONMENTAL SAFETY AND HEALTH

Excavation Safety
OSHA states excavation and trenching are among the most hazardous construction operations. They define an excavation as any man-made cut, cavity, trench, or depression in the earth’s surface formed by earth removal. Participants will be introduced to the requirements of the OSHA Excavation Standard, 29 CFR 1926 (Subpart P). Subjects covered will be the causes of trench failure, soil classification, trench protection systems, hazardous atmospheres and conditions, inspection techniques, and competent person responsibilities. This course will provide the basic training requirements for competent persons. Additional instruction will be given on: tests used to classify soil types in the field; the different methods of cave-in protection; selecting proper shoring methods using the provided OSHA tables; and the methodology used to minimize these and other hazards.

OSH-8830  tuition: $13  /  fees: $101
129639  Tu  8AM – 4PM  Mar 15  TC001–LAPL

National Safety Council First Aid, CPR, and AED
This National Safety Council First Aid, CPR, and AED course is designed to provide participants with critical skills and knowledge to respond to and manage an emergency situation that can save a life. Course topics include: assessing the scene of an emergency; establishing the condition of a victim, infection control; and the latest guidelines for CPR and emergency cardiac care. Participants will work with a manikin to practice one-rescuer CPR and rescue breathing, use of an AED, and techniques for managing choking. Participants will also be introduced to first aid basics, including the treatment of medical emergencies and injuries and other techniques that they may need until emergency medical services arrive. Upon successful completion, participants will receive a National Safety Council First Aid CPR, and AED course completion card, valid for two years. Includes cost of books and materials.

OSH-9130  tuition: $10  /  fees: $102
132956  Tu  8AM – 4PM  Jun 7  TC001–LAPL

Confined Space Entry - 1 Day
This course is designed to provide a review of the confined space entry procedures as outlined in OSHA 29 CFR part 1910. Topics covered will include entry into a confined space, hazard identification, equipment requirements, and rescue procedures.

PAT-9810  tuition: $13  /  fees: $101
132955  Tu  8AM – 4PM  Apr 19  TC001–LAPL
HEALTHCARE

ALLIED HEALTH

CONTINUING EDUCATION CERTIFICATE

Certified Clinical Medical Assistant
HTH-5330 Introduction to Clinical Medical Assisting
HTH-5340 Basic Procedures for Medical Assisting
HTH-5350 Advanced Procedures for Medical Assisting
HTH-6650 American Heart Association Basic Life Support for Healthcare Professionals

CONTINUING EDUCATION CERTIFICATE

Electrocardiogram Technician
HTH-5000 Introduction to Healthcare
HTH-5120 ECG Tech Training
HTH-5130 ECG Analysis
HTH-5770 ECG Practicum
HTH-6650 American Heart Association Basic Life Support for Healthcare Professionals

CONTINUING EDUCATION CERTIFICATE

Phlebotomy Technician
HTH-5000 Introduction to Healthcare
HTH-7210 Phlebotomy Technician
HTH-7250 Phlebotomy Technician Practicum
HTH-6650 American Heart Association Basic Life Support for Healthcare Professionals

Introduction to Healthcare

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

HTH-5000 tuition: $339 / fees: $120

133107 Sa 9AM – 3:30PM
Apr 2 – Apr 23 PFA239–PRIN

133105 M W 6PM – 9:30PM
Mar 28 – Apr 20 CE204–LAPL

133106 Tu Th 6PM – 9:30PM
Mar 29 – Apr 21 B213–LEON

ECG Skills for Pre-Hospital Providers

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

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

133108 M W 5PM – 9:15PM
May 2 – May 11 CE204–LAPL
ECG Analysis for Pre-Hospital Providers
Learn the basic knowledge and techniques necessary to interpret common cardiac arrhythmias, such as sinus, atrial, junctional and ventricular dysrhythmias. Participants will develop skills in reading and analyzing electrocardiograms (ECG) tracings. Maryland CRT’s, EMT’s and Paramedics completing this course will earn up 15 hours of refresher or continuing education credits towards recertification. Textbook required.

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

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

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</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Tuition</th>
<th>Fees</th>
<th>Dates</th>
<th>Times</th>
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<tr>
<td>HTH-7210</td>
<td>$284</td>
<td>$375</td>
<td>May 2 – Jun 16</td>
<td>6PM – 9:30PM</td>
<td>PFA239–PRIN</td>
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**Phlebotomy Technician Practicum**
Get hands-on, practical experience in the Phlebotomy field. Learn more about collection, preparation, and transportation of blood samples by observing in the workplace. An opportunity to continue practicing your skills, this course is designed to get you started on your way towards certification as a phlebotomy technician. Course culminates in sitting for national certification. The phlebotomy practicum is scheduled as 90 hours completed in two week increments during daytime work hours. Health Data forms, social media contract, and an online background investigation are required. These forms can be found on the Workforce Development Healthcare web page. http://www.csmd.edu/programs-courses/non-credit/career-development/healthcare/phlebotomy-technician

Prerequisite: (1) Current American Heart Association Basic Life Support for Health Care Providers Card (2) Must take HTH-7210 Phlebotomy Technician Course during the same semester.

HTH-7250 tuition: $284 / fees: $442
133116 M W F 8AM – 2:30PM
Apr 25 – May 16 CE208–LAPL

**Basic Procedures for Medical Assisting**
Do you know how to prepare a patient for a basic office examination by the doctor? How about scheduling patients for office appointments? This course will present the fundamental concepts and skills needed to become a Clinical Medical Assistant. You will role-play with other students in a simulated medical office. Skills included are administrative office functions, communication, medical records, billing, coding and insurance, patient assessment, vital signs and much more. Class must be taken with HTH-5330. Textbook required.

Prerequisite: HTH-5330

HTH-5340 tuition: $405 / fees: $573
133116 M W F 8AM – 2:30PM
May 18 – Jun 22 CE204–LAPL

**Advanced Procedures for Clinical Medical Assisting**
Is that a good vein for me to draw blood from? Complete your training as a clinical medical assistant. You will learn hands on skills necessary in a physician office. Highlights of this course include assisting with office exams and procedures, pharmacology, basic wound care, phlebotomy, specimen processing, CLIA waived testing, and EKG. Must take HTH-5330 and HTH-5340. Textbook required.

Prerequisite: Take HTH-5330 and HTH-5340

HTH-5350 tuition: $405 / fees: $651
133117 M W F 8AM – 2:30PM
Jun 24 – Jul 29 CE204–LAPL

**Introduction to Clinical Medical Assisting**
Have you ever been in your doctor’s office and watched the staff while thinking you would like to do that job? Start your journey to become a Clinical Medical Assistant here. This course will teach you about human anatomy and physiology, medical terminology, medical law and ethics, patient education, and more. This course, in conjunction with Basic Procedures for Clinical Medical Assisting and Advanced Procedures for Clinical Medical Assisting will prepare students to enter the workforce as a Certified Clinical Medical Assistant. Textbook required.

Prerequisite: Students must successfully complete the Work Keys Assessment given in the CSM Testing Center with a minimum score of 4 on all three tests. Please note this course has a 100% attendance requirement.

HTH-5330 tuition: $405 / fees: $534
133115 M W F 8AM – 2:30PM
Apr 25 – May 16 CE208–LAPL
HEALTHCARE

**NEW Medical Office Administration 1**

Do you have what it takes? Medical administrative assistants are the first contact point for patients in medical offices. This course prepares students for the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) exam with in-depth coverage of essential administrative competencies to include training, knowledge and skills in: professional and career responsibilities, interpersonal communications, records management, and written communication. Textbook required.

Prerequisite: HTH-5000, and students must successfully complete the Work Keys Assessment given in the CSM Testing Center with a minimum score of 4 on all three tests.

**HTH-5440**

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<tr>
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</table>

**NEW Medical Office Administration 2**

Gain the knowledge to interpret health insurance, medical coding and billing, and more! This course prepares student for the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) exam with in-depth coverage of essential administrative competencies to include training, knowledge and skills in: financial administration, managing the medical office, employment and careers as an Administrative Medical Assistant, and preparation for the CMAA exam. Textbook required.

Prerequisite: HTH-5440

**HTH-5450**

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**CPR AND FIRST AID**

**American Heart Association Heartsaver First Aid**

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

**HTH-6510**

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<tr>
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</table>
AHA HCP Skills Demonstration

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

Prerequisite: Certificate of completion in BLS for Healthcare Providers Online part 1 completed at www.onlineaha.org.

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

<table>
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American Heart Association Basic Life Support for Healthcare Providers

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

Textbook required.

HTH-6650 tuition: $68 / fees: $38

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<td>133128</td>
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DENTAL

CONTINUING EDUCATION CERTIFICATE

Dental Assistant

Dental Assistant Training
Dental Assisting Internship

HTH-8300 tuition: $235 / fees: $176

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<th>Course Code</th>
<th>Days</th>
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</table>

Oral Radiography

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

HTH-7380 tuition: $235 / fees: $176

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<th>Location</th>
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<td>W</td>
<td>4:30PM–9:30PM</td>
<td>B213–LEON</td>
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</table>
HEALTHCARE Career Development

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

HTH-8300 tuition: $873 / fees: $2,126
133138 Tu Th 5:15PM - 9:45PM CCDO
133136 Tu Th 5:15PM - 9:45PM DENO

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

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

HTH-8310 tuition: $170 / fees: $125
133139 Aug 8 - Sep 16 OFF SITE
133137 Jul 18 - Aug 26 OFF SITE

NURSING

Medicine Aide Update Course
This course is designed to provide current medicine aides in long-term care facilities with the content necessary to meet Maryland state continuing education requirements.

Prerequisite: Expiration date of CMA certification must fall within 90 days of the start date of the update course.

HTH-5580 tuition: $51 / fees: $34
133140 Sa 8AM - 4:30PM May 21 PFA233-PRIN

Nurse Refresher Course
This refresher course for inactive RNs and LPNs is approved by the Maryland Board of Nursing for re-entry into active nursing practice. Content focuses on current nursing practice and the evolving role of nurses within a changing healthcare delivery system. Dimensions covered will include: 1) clinical processes — patient care competencies to meet patients’ emerging psychosocial needs within a variety of healthcare settings; 2) effective communication skills — incorporating patient and family involvement in care decisions; 3) leadership — establishing effective team relationships and appropriate delegation and supervision of nursing interventions; 4) continuous improvement — ongoing evaluation of care given; and 3) critical thinking — disciplined process of skillfully conceptualizing, applying, analyzing, and synthesizing information in a variety of ways and using it as a guide to action lab skills course and a supervised clinical experience must be completed within one year to meet the Maryland Board of Nursing requirements. Textbook required. Web-based section; see www.csmd.edu for details.

NUR-5030 tuition: $469 / fees: $432
133141 Apr 4 – Jun 4 Online: myCSMD
Nurse Refresher Lab Skills
Are you a nurse heading back into the workforce? Need to update your clinical skills? This Maryland Board of Nursing approved course is an opportunity to practice your clinical skills before you re-enter the workforce. Gain confidence! Practice your skills in advance! Review the following skills: injections, peripheral intravenous insertion (IV), wound care, tracheostomy care, indwelling catheters, and nasogastric insertion.

Prerequisite: You must complete all of the required documentation for Nurse Refresher located on http://www.csmd.edu/WorkforceDevelopment/Healthcare.html and submit to request permission to register for this class. Once you have been granted petition you must register for this class and NUR-5050 at the same time. Students must possess an inactive MD nursing license and current CPR certification. Students must have completed NUR 5030 or an equivalent Nurse Refresher Theory course, you must submit documentation of completion with request for registration. Specific questions regarding licensure, health documents, and background investigations should be directed to Lori Proctor, MBA-HCM, BSN, RN, at 301-934-7644 or lproctor2@csmd.edu.

NUR-5040 tuition: $65 / fees: $134
133142  F  3PM – 9:30PM CE204-LAPL
       Sa  9AM – 3:30PM CE203-LAPL
       Jun 10
       Jun 11

Nurse Refresher Clinical Practicum
Obtain the clinical hours for inactive RNs and LPNs necessary to complete a Maryland Board of Nursing approved course for licensure. Nurses work with a registered nurse preceptor to update their organizational abilities and decision-making and technical skills while caring for clients in a variety of healthcare settings. These supervised clinical experiences allow nurses to gain self-confidence while managing patient care and demonstrating accountability for their own practice. The Nurse Refresher Course, NUR 5030, must be completed within the year immediately preceding NUR-5050.

Prerequisite: NUR-5030. You must complete all of the required documentation for Nurse Refresher located on http://www.csmd.edu/WorkforceDevelopment/Healthcare.html and submit to request permission to register for this class. Once you have been granted petition you must register for this class and NUR-5040 at the same time.

NUR-5050 tuition: $415 / fees: $267
133143  Jun 20 – Jul 22 OFF SITE–PRIN
Certified Nursing Assistant (CNA)/Geriatric Nursing Assistant (GNA)

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

1. Students must be at least 18 years of age at time of registration.
2. All students must take the Work-Keys Assessments available at all three campus testing centers. Students must meet minimum scores of 3-3-3. There is no waiver available. This test costs $25. Instructions can be found at:

   www.csmd.edu/programs-courses/non-credit/career-development/healthcare/cna-gna

3. Students are required to complete a background check and upload health screening information using Certified Background, here is the website to complete this requirement:

   http://csmd.certifiedbackground.com

   The student cost is $95. More information on this process will be provided at the MANDATORY orientation session. Failure to complete this process could result in loss of clinical spot.
4. Attendance at the orientation session, the first scheduled date of the class, is MANDATORY.
5. Students should expect to incur an additional $200-$300 in out of pocket expenses related to textbooks, uniforms, and Maryland Board of Nursing requirements.
6. This program has a 100% attendance requirement.
7. Students with specific questions or concerns regarding criminal background checks, criminal history checks, health screening forms; licensure/certification should contact Lori Proctor, RN, Healthcare Program Director at lproctor2@csmd.edu or by calling 301-934-7644.

Nursing Assistant: Fundamentals

Acquire the knowledge and skills necessary to work as a Certified Nursing Assistant or Geriatric Nursing Assistant performing delegated nursing tasks. This course, when accompanied with Nursing Assistant: Practice, meets eligibility requirements to become a Certified Nursing Assistant through the Maryland Board of Nursing and to take the Geriatric Nursing Assistant competency exam. Textbook required.

Prerequisite: Students must successfully complete the Work Keys Assessment given in the CSM testing Center with a minimum score of 3 on all three tests. There is a mandatory orientation session; students will receive information regarding additional course requirements (i.e. background checks and health screening data) during this orientation session. Please note this course has a 100% attendance requirement. Specific questions regarding background investigations, fingerprinting, licensure and criminal history should be directed to Lori Proctor, MBA-HCM, BSN, RN, at 301-934-7644 or lproctor2@csmd.edu.

HTH-6270 tuition: $549 / fees: $355

Nursing Assistant: Practice

Registrants demonstrate application of comprehensive knowledge and skills of the nursing assistant in a clinical setting. This course, accompanied by Nursing Assistant Fundamentals, meets eligibility requirements to become a Certified Nursing Assistant through application to the Maryland Board of Nursing. In addition, students will take the National Nurse Aide Assessment Program exam to obtain registry as a Geriatric Nursing Assistant. Students will complete a review of GNA skills in preparation for the NNAAP exam. Exam fee is included in the cost of the course. Textbook required.

Prerequisite: Before clinical experiences at area medical institutions, students may be required to provide proof of current health insurance and/or a negative drug screen, and will be required to have a criminal background check at their own expense.

HTH-6290 tuition: $375 / fees: $395

Please Note:
For schedule information, please see the charts on the next two pages.
### Orientation

<table>
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### HTH 6270 Certified Nursing Assistant Fundamentals

<table>
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### GNA Prep Days

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# Career Development

## Leonardtown Campus

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<tr>
<th>Orientation</th>
<th>HTH 6270 Certified Nursing Assistant Fundamentals</th>
<th>HTH 6290 Certified Nursing Assistant Practice</th>
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## Prince Frederick Campus

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HOSPITALITY

BARTENDING

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

HSP-6000 tuition: $10 / fees: $319

132664 Sa 9AM – 4:30PM May 7 – May 14 PFA122–PRIN
132665 Sa 9AM – 4:30PM Mar 12 – Mar 19 ST114–LAPL
132666 Sa 9AM – 4:30PM Apr 9 – Apr 16 B115–LEON

MEETING AND EVENT PLANNER

CONTINUING EDUCATION CERTIFICATE

Meeting/Event Planner

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

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

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

129577 Tu 6PM – 9PM Mar 29 – Apr 12 TBA

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

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

129578 TBA – TBA Apr 19 – May 2 Online: myCSMD
Tu 6PM – 9PM May 3 CS117–LAPL
**HOSPITALITY**

**Career Development**

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**RESTAURANT MANAGEMENT**

**ServSafe**
ServSafe food safety training program is one of the industry’s strongest educational tools administered by the National Restaurant Association Educational Foundation (NRAEF). You will learn the latest updates in the science of food safety, and best practices used in the industry, including but not limited to food safety inside out, the challenges of sanitation, the flow of food through the operation, and sanitary facilities and pest management. The course textbook and test are included in the cost of the course.

**HSP-5010**
- **tuition:** $10 / **fees:** $159
- **132663**
- **Sa 9AM – 1PM**
- **Apr 2 – Apr 23**

**WEDDING PLANNING**

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**Creative Wedding Envisioning**
Enroll and engage your creative side in designing your event and enhancing your clients’ vision. Develop a realistic wedding budget, select the right venue for your bride’s event, coordinate food and beverage needs, advise on attire for the entire bridal party, and floral and décor design elements. A 30-min. lunch break will be taken. Please bring a bag lunch.

*Prerequisite: Must Have Taken HSP 6030 and HSP 6040*

**HSP-6050**
- **tuition:** $10 / **fees:** $99
- **129582**
- **Sa 9AM – 4:30PM**
- **Mar 5**
- **CS117-LAPL**

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

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

**HSP-6060**
- **tuition:** $10 / **fees:** $99
- **129583**
- **Sa 9AM – 4:30PM**
- **Mar 19**
- **CS117-LAPL**

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**CONTINUING EDUCATION CERTIFICATE**

**Wedding Coordinator**

- HSP-6030 Introduction to Wedding Planning
- HSP-6040 Wedding Coordinator
- HSP-6050 Creative Wedding Envisioning
- HSP-6060 The Wedding Day
Law firms rely on trained secretaries and assistants to handle day-to-day operations such as preparing legal correspondence, summonses, motions, and subpoenas. This intensive program is for both beginning and experienced secretaries. The legal process and the nature of the practice of law, ethics, and specific legal terminology will be covered. As well as the intricacies of the law office, including office procedure manuals, billing techniques, and overall management techniques of the law. Students will also be introduced to the basics of legal research and proper citation format. Please see http://www.legalstudies.com/ for textbook and additional information.

**BUS-8160**
tuition: $484 / fees: $161

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<th>End Date</th>
<th>Mode</th>
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<tr>
<td>129640</td>
<td>Mar 7 – Apr 22</td>
<td>Online: CLS</td>
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</tr>
<tr>
<td>132702</td>
<td>May 2 – Jun 17</td>
<td>Online: CLS</td>
<td></td>
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</table>

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

**BUS-8150**
tuition: $967 / fees: $322

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<td>132694</td>
<td>Mar 7 – Jun 17</td>
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<tr>
<td>132699</td>
<td>May 2 – Aug 12</td>
<td>Online: CLS</td>
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An effective system for handling and keeping track of the organization’s finances is a necessity. In this course, participants will learn the basic components of such a system and discuss the ways in which it facilitates budget planning and monitoring and also protects against possible misuse of funds. Financial reports and statements will be covered in detail. Additionally, the annual budgeting process is vital to a successful nonprofit organization, but writing a budget can be a daunting task. Participants will learn the elements of the annual budget, the process of gathering relevant information, the budget’s relationship to strategic planning, the essential involvement of the board in understanding and approving the budget, and mid-course budget revisions.

**NPI-6570**
tuition: $10 / fees: $30

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<td>131336</td>
<td>W</td>
<td>Apr 6</td>
<td>Oct 19</td>
<td>B1214–LAPL</td>
</tr>
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</table>
Maximizing Meeting Productivity
Meetings are an inevitable part of organizational life and fulfill a variety of functions and needs. Given the amount of time spent on them, it can be surprising how little thought goes into determining how productive they actually are or for that matter how enjoyable. This course starts with an overview to explain why people tend to regard meetings, if not negatively, at least with an air of toleration. Participants will share their own views, help identify the problems that get in the way of good meetings, and discuss how such problems can be eliminated. Role-playing exercises will help demonstrate common meeting dynamics. Meeting planning and execution are covered, with particular attention to board meetings, where the organization’s crucial decisions are forged. The role of the chairperson (Facilitator? Traffic cop? Commander?) is examined along with the respective uses of basic parliamentary procedure and the consensus approach in democratic decision making. The importance of an accurate meeting record is stressed.

NPI-6830 tuition: $10 / fees: $15
131337 W 9AM – 12:15PM Mar 30 C205–LEON

Sizing Up and Using Social Impact Tools
This course is presented in two parts and is most useful for novice or prospective users of today’s social media. The first section focuses on the rapid development and role of social media as they apply to the nonprofit realm. It goes on to provide an overview of the array of social media tools available these days, Facebook, Twitter, LinkedIn, etc., followed by a clear description of the purpose and uses of each one, as well as the pros and cons to be considered when making them part of the organization’s daily life. Analysis of the impact on budget, person power, and time is included. Participants will be asked to project the extent to which use of social media, individually and collectively, has a strong potential to enhance their organization’s public outreach, fundraising, and membership and volunteer recruitment efforts. The importance of integrating social media tools with e-newsletters, websites, and online fundraising campaigns is also covered. The second section provides practice opportunities in a computer lab setting, allowing participants to become familiar with the styles and “rules” that apply for each medium and to learn how to sign up as appropriate.

NPI-6920 tuition: $10 / fees: $30
132602 W 8:30AM – 12:15PM May 11 BI214–LAPL
132601 W 8:30AM – 12:15PM Apr 20 C205–LEON

Building an Exceptional Board
The board of directors bears responsibility for the nonprofit organization’s health and in fact its very survival. As the legal governing body, it needs to establish plans and policies that keep the organization focused on its mission and that assure financial stability and sound management. This course covers the basic elements involved in achieving and sustaining a board that does all this effectively and so stands out for its exceptional performance. Students are asked to trace the relationship between levels of board performance and the organization’s development potential. The course will also address the process of sustaining teamwork, defining the board’s job with respect to fundraising, and incorporating strategic thinking into decision making. The course will concentrate on the principles of leadership and how understanding and embracing them empowers a board to act with a consistent eye to the future. Part of the discussion will include measures to sustain board exceptionalism through careful planning for turnover and succession. Students will be encouraged to share their experiences and/or expectations as board members.

NPI-6850 tuition: $10 / fees: $15
131335 W 9AM – 3PM Mar 30 BI214–LAPL

Information: 301-539-4760 | Register online: www.csmd.edu/go/register
A Brass Tacks Approach for Your Fundraising Program

By student request, this course presents a sequel to the 2014 class on Your All-Around Healthy Fundraising Program, which provided a comprehensive overview of the range of fundraising categories common to the world of charitable organizations. It will provide a review of those categories and move on to analyze the advantages and disadvantages of each, including annual giving, major gifts, special events, online giving, grant seeking, and planned giving. The information will help clarify which ones are appropriate for your organization at this point in its development or that deserve to be considered for eventual use, and will also reveal ways in which to strengthen existing fundraising approaches. The instructor will emphasize practical strategies for managing a fundraising program with limited resources and for promoting the board’s commitment to an aspirational yet realistic fundraising plan. The use of ongoing evaluation as an indispensable tool for program improvement and planning will be spelled out. Appropriate for all persons involved in fundraising.

NPI-6940 tuition: $10 / fees: $30
131330 W 9AM – 4:15PM
Mar 2 BI214–LAPL

NEW Marketing Matters

A robust marketing program broadcasts the nonprofit organization’s mission, programs, and achievements to an ever-broadening audience. It enhances the organization’s sense of pride in itself and builds trust with the community at large, and it is crucial to building the fundraising effort and recruiting volunteers. The question is: What are the indispensable elements in such a program? This course examines them. A basic one is the board’s understanding of the purpose and benefits of marketing and its willingness to integrate this activity into overall planning. Another important element concerns deciding the dimensions of the marketing effort—a task that requires awareness of the type and range of marketing strategies, the way they work, and how they fit together. Such strategies include news media contact, use of the organization’s website and publications (online or in print), use of social media in all its guises, and in-person presentations. In the first section, this two-part course provides a comprehensive overview of marketing approaches and strategies. In the second, the focus will be on the key to telling the organization’s story for best effect. Students are encouraged to bring to the class samples of their particular organization’s story as exemplified in current information brochure, website text, grant application statement, or online approaches.

NPI-6980 tuition: $10 / fees: $30
131334 W 9AM – 3PM
Mar 16 BI214–LAPL
131333 W 9AM – 3PM
Mar 9 C205–LEON

REAL ESTATE

INVESTING

Real Estate Investing

Stock Market got you down? Nothing saved for retirement? Want to invest in real estate but have no money and no idea where to start? This course will teach you the essentials of investing in real estate, including how to find and analyze great deals, where to go (and not go) for financing, and how to negotiate. We’ll cover in depth the ins and outs of lease options, foreclosures, quick flips, rehabs, mobile homes, and more. By emphasizing systems and service, this course will have you doing more with less effort, while serving the needs of your buyers and sellers. Please visit http://www.ed2go.com/csm/ for registration information for this online class.

BUS-5860 tuition: $62 / fees: $69
131397 Mar 16 – Apr 22 Online: Ed2go
133160 May 18 – Jun 24 Online: Ed2go
133225 Jun 15 – Jul 22 Online: Ed2go
REAL ESTATE AGENT

CONTINUING EDUCATION CERTIFICATE

Real Estate Agent

BUS-9580 Real Estate Principles and Practices for Salesperson License

Real Estate Principles and Practices for Salesperson License

This intensive course meets Maryland state requirements for prelicensing education prior to taking the state license exam for real estate salespersons. All topics relevant to the industry and the state exam will be covered in detail. The Maryland Real Estate Commission requires all students to attend all hours of each commission-approved course. Textbook required. Upon successful completion of the course, the candidate may sit for the Maryland Real Estate Salesperson Licensing Exam. The college does not administer the licensure examination for salespersons or brokers. Upon successful completion, your eligibility for the exam will be submitted electronically to Psychological Systems, Inc. (PSI). Eligible students will receive an e-mail confirmation from PSI with instructions on how to pay and schedule the examination. Examinations will be offered each regular business day at test centers. For more information, call PSI at 1-800-733-9267 or visit their website at https://candidate.psiexams.com. You may also contact the Maryland Real Estate Commission in Baltimore at 1-410-230-6230 or visit their website at www.dllr.state.md.us.

Prerequisite: Must be 18 years of age.

BUS-9580 tuition: $399 / fees: $221

132708 M W 6:15PM – 9:15PM
Mar 28 – May 16 B215–LEON
Sa 9AM – 12PM Apr 2 – May 7 B215–LEON

Commercial and Income Producing Real Estate Brokerage

This course of instruction is designed for licensed residential real estate salespersons who want to transition into commercial sales or real estate investment opportunities. This course will provide 60 clock hours of classroom instruction on the attributes of income and investment properties and thoroughly delve into the specialized key provisions of identification, acquisition, disposition, operation and marketing income producing properties in accordance with the fiduciary responsibilities pursuant to the Code of Maryland Regulations.

Prerequisite: Must be 18 years of age.

BUS-9610 tuition: $429 / fees: $310

132708 Tu Th 6PM – 9:30PM
Mar 8 – May 12 CE108–LAPL
Start Right for Success

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

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

132911 Tu 5PM – 7PM
May 24 PFA118–PRIN

132899 Tu 5PM – 7PM
Apr 5 CE120–LAPL

132914 Tu 5PM – 7PM
Jun 14 CE120–LAPL

132902 Tu 5PM – 7PM
Apr 19 C201–LEON

Financing Your Small Business

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

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

132900 Th 5PM – 7PM
Apr 7 PFA122–PRIN

132906 Tu 5PM – 7PM
May 10 CE120–LAPL
Building a Successful Business Plan
This program is essential both for the start-up business owner and for the entrepreneur who is preparing to expand a successful business. Seminar leaders will discuss strategic planning, marketing, administration, personnel, finance, and accounting. You will learn to develop an effective business plan to manage your business; to create a marketing action plan that will help you to achieve your sales goals; to prepare financial projections; and to use financial information to make better and more informed decisions. The business plan is the single most important factor in a lender’s decision-making process. Make sure your business plan will generate the financing you need and provide the strategies to ensure you will be successful.

SBC-6260 tuition: $13 / fees: $70
132908 Th 9AM – 11:30AM May 12 – May 19 PFA122–PRIN
132903 Th 5PM – 7:30PM Apr 21 – Apr 28 CE120–LAPL

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

SBC-6500 tuition: $13 / fees: $67
132905 W 5PM – 7PM May 4 CE120–LAPL

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

SBC-9010 tuition: $13 / fees: $64
133060 Apr 13 – May 20 Online: Ed2go
133202 May 18 – Jun 24 Online: Ed2go

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

SBC-9020 tuition: $13 / fees: $64
133061 Apr 13 – May 20 Online: Ed2go
133203 May 18 – Jun 24 Online: Ed2go
133256 Jun 15 – Jul 22 Online: Ed2go
QuickBooks
Discover how this user-friendly software program can make small business recordkeeping fast and easy. Alternating lecture and hands-on computer exercises will provide an overview of the many features of QuickBooks. Find out how its applications can streamline business processes. Learn how to create a new company and to work with customer transactions, vendor transactions, and bank accounts, as well as generating basic financial reports and customizing invoices.

**SBC-6370**
tuition: $13 / fees: $112
132910  F  9AM – 3PM  
May 20  BI102–LAPL

132912  F  9AM – 3PM  
Jun 3  C201–LEON

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

**SBC-7320**
tuition: $13 / fees: $112
134378  F  9AM – 3PM  
Jun 10  BI102–LAPL

Obtaining Federal Government SBIR/STTR Grants
Start and/or expand your technology business using federal government Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) grants. Get a clear understanding of the SBIR/STTR Programs; get the tools for deciding whether or not your firm should pursue SBIR/STTR; learn how to successfully participate in SBIR/STTR; learn about the many outside/third party resources available to help SBIR/STTR bidders.

**SBC-5490**
tuition: $13 / fees: $65
132907  Th  8:30AM – 12:30PM  
May 12  CE105–LAPL

TEACHER EDUCATION

Praxis Core Preparation
Are you a prospective teacher who needs to pass the Praxis I exam? If so, this is the course for you! You will develop all the skills you need as we review and prepare for everything the test includes. You will improve your reading, writing, and math skills so that you’ll be ready to pass all three parts of the Praxis I. You will learn useful test-taking strategies and get plenty of practice test questions. You will even have the opportunity to take full-length practice tests. Please visit http://www.ed2go.com/csm/ for class requirements and registration information prior to registration.

**TED-5170**
tuition: $62 / fees: $87
131434  Mar 16 – Apr 22  Online: Ed2go
133257  Jun 15 – Jul 22  Online: Ed2go

Introduction to Teaching ESL/EFL
Would you like to increase your effectiveness as an English language teacher? Would you like to go beyond the well-known methods that often leave teachers frustrated with their one-size-fits-all approach? Explore what it means to be a teacher, how to understand who your students are and the needs they have, and how to choose the most appropriate materials and activities for your classroom. Learn how you can choose and fine-tune the principles that exactly fit your teaching situation. Rethink the traditional native vs. non-native speaker distinction, see why teaching English is so different from teaching other subjects, and explore innovative approaches like Communicative Language Teaching and the lexical approach. Gain new insights and ideas for teaching vocabulary, grammar, listening, speaking, reading, and writing. Discover what some of your options are in designing fair and accurate tests. Learn how to keep learning and growing throughout your teaching career. Join us on this journey of becoming a more reflective and effective English language teacher! Students who successfully complete this course will receive a TESOL Certificate of Completion. Please visit http://www.ed2go.com/csm/ for registration information for this class.

**TED-5230**
tuition: $62 / fees: $87
133258  Jun 15 – Jul 22  Online: Ed2go
TEACHER EDUCATION

Career Development

Teaching ESL/EFL Vocabulary
Do you sometimes wonder if the vocabulary your textbook is teaching is really what your ESL students need to learn? Well, you’re not alone. Many teachers long to have a more precise and effective way of helping their students learn English vocabulary. Discover what the different types of vocabulary are, as well as how to accurately assess what your students already know and what they need to learn. Explore the most powerful way of teaching vocabulary as you teach ESL across the four strands. These four strands include meaning-focused input (listening and reading), meaning-focused output (speaking and writing), language-focused (deliberate) learning, and fluency development. In addition, find ways to evaluate how successful your vocabulary activities are, see how to teach vocabulary with content-based instruction, and explore how to monitor your students’ learning. By the end of this course, understand what makes a well-balanced vocabulary course and how to design one of your own! Students who successfully complete this course receive a TESOL Certificate of Completion. Please visit http://www.ed2go.com/csm/ for registration information for this class.

TED-5240 tuition: $62 / fees: $87
133259 Jun 15 – Jul 22 Online: Ed2go

Teaching ESL/EFL Grammar
Come to see English grammar as a three-dimensional process that’s useful in bringing coherence, cohesion, and texture to writing and speech. Begin by considering seven definitions of grammar that we’ll draw on throughout the course. Discuss the differences between patterns and rules, and why second-language learners benefit from our instruction on both. Learn why students need to understand the three dimensions of grammar form, meaning, and use and how seeing grammar as a dynamic and changing system helps students overcome many of their grammar challenges. Discover why teaching grammar in a way that makes it personally meaningful to your students brings the best results. Learn to contrast rote or mechanical practice with meaningful practice. Discuss guidelines for creating activities and adapting your textbook exercises to get students working on the unique learning challenge presented by each different grammatical structure. Discuss what specific errors students make can indicate, and how that can help you pinpoint the unique challenges your students face. This will help you to develop meaningful practice activities to help the students meet those challenges. Finally, discuss ways that you can give valuable feedback to your students. Get ready to discover how to teach grammar in a way that’s both effective and enjoyable for your students! Students who successfully complete this course receive a TESOL Certificate of Completion. Please visit http://www.ed2go.com/csm/ for registration information for this class.

TED-5260 tuition: $62 / fees: $87
131435 Mar 16 – Apr 22 Online: Ed2go
Practical Ideas for the Adult ESL/EFL Classroom

Learn ESL teaching strategies that will set your adult ESL/EFL students up for success! Discover ways to teach ESL that create a meaningful and positive learning environment for your students. Get to know what motivates students and how you can tailor your ESL teaching methods to their needs. Look at the key role that planning plays, because when your students know what to expect, they’ll respond positively and you’ll teach with more confidence. Gather a wealth of principles for how to choose truly effective activities for such skills as listening, speaking, reading, writing, grammar, and pronunciation. Pick up practical ways to incorporate both traditional and alternative forms of assessment into your classroom teaching. Finally, spend some time talking about how you can become a more reflective teacher and continue to grow both professionally and personally. Students who successfully complete this course receive a TESOL Certificate of Completion. Please visit http://www.ed2go.com/csm/ for registration information for this class.

TED-5270 tuition: $62 / fees: $87
131436 Mar 16 – Apr 22 Online: Ed2go

TRANSPORTATION CLASS A

CONTINUING EDUCATION CERTIFICATE

TRA-7100 CDL Prep / Introduction
TRA-7200 Safe Vehicle Operation
TRA-7300 Basic Vehicle Skills
TRA-7400 Advanced Skills and Road Development
See information on next page for details.

VIDEO SPOTLIGHT

See a video of Truck Driver Training at www.csmd.edu/WorkforceDevelopment.
Class A - Truck Driver Class A Training Continuing Education Certificate (28 CEUs)

Earn this certificate by taking the following courses:
TRA-7100, TRA-7200, TRA-7300, TRA-7400
COST: $3,816   (TUITION: $1,176   FEES: $2,640)

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

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

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

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

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

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

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

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<th>Dates/Locations</th>
<th>Offering/Days</th>
<th>Time</th>
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<tbody>
<tr>
<td>April 20</td>
<td>May 16 - June 30</td>
<td>Weekdays</td>
<td>6:30 a.m. - 5 p.m.</td>
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<tr>
<td>3 - 5 p.m.</td>
<td>CTRA-100</td>
<td>M - Th</td>
<td>7 a.m. - 5 p.m.</td>
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</tbody>
</table>

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

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

**Earn this certificate by taking TRA 7510 and TRA 7520**

**Cost:** $1,838

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

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

**STUDENT QUALIFICATIONS**

Each Student MUST:

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

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<th>Dates/ Times/ Locations</th>
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<tbody>
<tr>
<td>June 22 3 - 5 p.m.</td>
<td>July 5 - July 30 M - Th 7 a.m. - 5 p.m. CTRA-100</td>
</tr>
</tbody>
</table>

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

Earn this certificate by taking TRA 7530
Cost: $500

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

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

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

SCHEDULE OF COURSES

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

<table>
<thead>
<tr>
<th>Dates</th>
<th>Offering/Days</th>
<th>Time</th>
<th>Registration Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1 - April 22 CTRA-100</td>
<td>Fridays</td>
<td>7 a.m. - 5 p.m.</td>
<td>TRA-7530 - 125831</td>
</tr>
<tr>
<td>May 13 - June 3 CTRA-100</td>
<td>Fridays</td>
<td>7 a.m. - 5 p.m.</td>
<td>TRA-7530 - 132605</td>
</tr>
</tbody>
</table>

To receive an information packet, contact Mary Beth McCollum at 301-934-7870 (marybethm@csmd.edu) or Eric McCollum at 301-934-7791 (ericm@csmd.edu)
### VETERINARIAN

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI-7090</td>
<td>Veterinary Assistant Preparation</td>
</tr>
<tr>
<td>SCI-7100</td>
<td>Veterinary Assistant I: Client Relations and Exam Room Procedures</td>
</tr>
<tr>
<td>SCI-7110</td>
<td>Veterinary Assistant II: Diagnostic and Pharmacy</td>
</tr>
<tr>
<td>SCI-7120</td>
<td>Veterinary Assistant III: Patient Care and Nursing</td>
</tr>
<tr>
<td>SCI-7130</td>
<td>Veterinary Assistant IV: Surgery, Anesthesia and Emergency Care</td>
</tr>
</tbody>
</table>

### CONTINUING EDUCATION CERTIFICATE

#### Veterinary Assistant

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI-6190</td>
<td>tuition: $10 / fees: $59</td>
</tr>
<tr>
<td>132747</td>
<td>Sa 9AM – 12PM Jun 4 – Jun 11</td>
</tr>
</tbody>
</table>

#### NEW $ Veterinary Assistant IV Surgery, Anesthesia, and Emergency Care

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

**Prerequisite:** Must have taken SCI-7090 Vet Assistant Prep course Must have taken SCI-7100 Vet Assistant I Must have taken SCI-7110 Vet Assistant II Must have taken SCI-7120 Vet Assistant III

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI-7130</td>
<td>tuition: $10 / fees: $419</td>
</tr>
<tr>
<td>129628</td>
<td>Th 6:30PM – 9:30PM Mar 31 – May 26</td>
</tr>
<tr>
<td>129626</td>
<td>Th 6:30PM – 9:30PM Mar 31 – May 26</td>
</tr>
<tr>
<td>129627</td>
<td>Th 6:30PM – 9:30PM Mar 31 – May 26</td>
</tr>
</tbody>
</table>

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**Wild Life Encounters**

Ever wonder what to do with the injured bird you’ve seen in your neighborhood or the baby squirrel that has fallen from its nest after a storm? You will learn regulations regarding wildlife in Maryland and what to do to help before the veterinarian or wildlife rehabilitator can be reached. This seminar will also include first aid basics for more common species encountered and how to recognize situations where no human intervention is needed. Common wildlife myths will be dispelled. In addition, learn how you can become a wildlife rehabilitator. An overview of activities, requirements, resources, time, costs and other factors for persons interested in obtaining license for wildlife rehabilitation will be included.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI-6190</td>
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</tr>
<tr>
<td>132747</td>
<td>Sa 9AM – 12PM Jun 4 – Jun 11</td>
</tr>
</tbody>
</table>
Ed2Go Online Courses

ONLINE LEARNING ANYTIME, ANYWHERE ... JUST A CLICK AWAY!

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

Most courses run for six weeks (with a ten-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

START DATES

New course sessions begin each month.

REQUIREMENTS

All courses require Internet access, e-mail, and the Microsoft Internet Explorer or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

HOW TO GET STARTED

1. Visit our Online Instruction Center at: www.ed2go.com/csm
2. Click the Courses link, choose the course title you are interested in and select the Enroll Now button. Follow the instructions to set up your access to the course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. Visit www.csmd.edu/go/register or use the link sent to you via email to register and pay for your class.
4. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Learn Microsoft Office 2010 in Six Weeks from the Comfort of Home

Intro to Microsoft Word 2010
Intro to Microsoft Excel 2010
Intro to Microsoft PowerPoint 2010
Intro to Microsoft Access 2010
Intro to Microsoft Outlook 2010

Visit our Online Instruction Center to find more courses.

www.csmd.edu/training/online
## Campus and Training Site Information

### CAMPUSES

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>La Plata Campus</td>
<td>8730 Mitchell Road, P.O. Box 910, La Plata, MD 20646-0910</td>
<td>301-934-2251, 301-870-3008</td>
<td>301-934-7694</td>
</tr>
<tr>
<td>Leonardtown Campus</td>
<td>22950 Hollywood Road, Leonardtown, MD 20650-4700</td>
<td>240-725-5300</td>
<td>240-725-5400</td>
</tr>
<tr>
<td>Prince Frederick Campus</td>
<td>115 J. W. Williams Road, Prince Frederick, MD 20678</td>
<td>443-550-6000</td>
<td>443-550-6100</td>
</tr>
<tr>
<td>Regional Hughesville Campus</td>
<td>Hughesville, MD (under construction - full address TBD)</td>
<td></td>
<td></td>
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</tbody>
</table>

### OTHER TRAINING SITES

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waldorf Center for Higher Education</td>
<td>3261 Old Washington Road, Suite 1020, Waldorf, MD 20602-3223</td>
<td>301-632-2900</td>
<td>301-632-2940</td>
</tr>
<tr>
<td>Center for Trades and Energy Training</td>
<td>17 Irongate Drive, Waldorf, MD 20602 (Note: mail should be sent to the La Plata Campus)</td>
<td>301-539-4730</td>
<td>301-374-2158</td>
</tr>
<tr>
<td>Center for Transportation Training</td>
<td>5825 Radio Station Road, La Plata, MD 20646 (Note: mail should be sent to the La Plata Campus)</td>
<td>301-392-5493</td>
<td>301-392-0462</td>
</tr>
</tbody>
</table>

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### ONLINE INFORMATION

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

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### EMERGENCY/WEATHER CLOSING HOTLINE

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

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### BOARD OF TRUSTEES

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dorothea Holt Smith, Chair</td>
<td>Chair</td>
</tr>
<tr>
<td>Theodore Harwood II, Vice Chair</td>
<td></td>
</tr>
<tr>
<td>Dr. Bradley M. Gottfried, Secretary-Treasurer</td>
<td></td>
</tr>
<tr>
<td>Lois E. DiNatale</td>
<td></td>
</tr>
<tr>
<td>Samuel C. Jones</td>
<td></td>
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<tr>
<td>Mary Maddox Krug</td>
<td></td>
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<tr>
<td>Michael L. Middleton</td>
<td></td>
</tr>
<tr>
<td>Dr. John W. Roache</td>
<td></td>
</tr>
<tr>
<td>Dr. Janice T. Walthour</td>
<td></td>
</tr>
</tbody>
</table>

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

CSM BUILDINGS AND LOCATIONS
A  LEON Building A
B  LEON Building B
BI  LAPL Center for Business and Industry
BU  LAPL Business Classroom 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  CSM Center for Trades and Energy Training, Waldorf
CTRA  CSM Center for Transportation Training, La Plata
FA  LAPL Fine Arts Center
HT  LAPL James C. Mitchell Center for Health Technology
LAPL  La Plata Campus
LEON  Leonardtown Campus
LR  LAPL Learning Resource Center
PE  LAPL Physical Education Center
PRIN  Prince Frederick Campus
ST  LAPL Francis P. Chiaaramonte, M.D. Center for Science and Technology
TC  LAPL Maryland Center for Environmental Training
WALD  Waldorf Center for Higher Education, Waldorf

AREA LOCATIONS
ARC  American Red Cross Training Center, La Plata
BFFF  Bone-A-Fied Friends Forever Pet Service, Brandywine
CAHS  Calvert High School, Prince Frederick
CANC  Calvert County Nursing Center
CCAT  Calvert Career and Technology Academy
CCDO  Calvert County Dental Office
CCNC  Charles County Nursing and Rehabilitation Center
CHVH  Charlotte Hall Veterans' Home, Charlotte Hall
CKAB  Custom Kitchens and Baths, La Plata
DBFA  DBF Media Studio
DEN0  Dental One Associates, LLC
EWNF  EatWell Natural Farms
FHGC  Fun Haven Golf Course
GGGS  Gracie's Guys and Gals Dance Studio
GWSP  Greenwell State Park, Hollywood
HUHS  Huntingtown High School, Huntingtown
KAMP  Kamp-A-Kom-Plish, Nanjemy
LKHS  Lackey High School, Indian Head
LPHS  La Plata High School, La Plata
MCAC  Mattawoman Creek Arts Center
MHHS  McDonough High School, Pomfret
MWCL  Made With Clay, Huntingtown
NITE  Night Sky Studios, Waldorf
NOHS  Northern High School, Owings
NOMS  Northern Middle School, Owings
NPBS  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
SMNC  St. Mary's Nursing Center
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
WLHS  Westlake High School, Waldorf
WPSC  White Plains Golf Course, White Plains

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

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

The college reserves the right to adjust tuition and fees.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CEU/Attendance Policy

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

CEU AWARD CRITERIA
Students wishing to earn CEUs must:
• Demonstrate completion of all course objectives, skills, or assignments listed on the course outline.
• Satisfy course attendance requirements.

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

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

1. Records can be obtained by using Online Services.
2. Students may visit the campus and request their record. Students may wait and pick up their record at the Information Center in the Administration Building (AD) during normal business hours (M-Th, 8:30 a.m. to 7 p.m., and F, 9 a.m. to 4:30 p.m.).
3. Students may also request their record by mail or fax. Please send a request to the Registrar’s Office and include the following (or fill out the transcript request form):

- Name (and any former names used)
- Current mailing address
- A contact phone number in case of questions
- Student ID (if known) or last 4 digits of social security number
- Birthdate (MMDDYYYY)
- Last semester attended
- Number of transcripts requested
- The address(es) to send the record(s)
- Your signature
Fax the request to 301-934-7698.

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

AWARDS INCLUDE:

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

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

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

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

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

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

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

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

Attention Veterans - 15% Discount on Individual Fitness and Pool Memberships
CSM now offers a 15% discount of tuition for individual fitness and pool memberships for Veterans. Eligible classes are WFA-5900 and PFE-5500. Veterans who wish to receive a 15% discount of tuition should complete a Continuing Education registration form for an eligible class and present the registration and proof of VA status in person at any campus location. A military identification card, DD214 or a Healthcare card issued by the Federal Health System are accepted as proof of VA Status. Students only need to show proof of VA status once. All future membership registrations will automatically apply the discount.

Note: Veterans can obtain a Healthcare card issued by the Federal Health System at the Charlotte Hall Veterans Home–Outpatient Clinic. 29449 Charlotte Hall Road, Charlotte Hall, MD 20622, 301-884-8171.
Services for Students with Disabilities

The College of Southern Maryland is committed to making individuals with disabilities full participants in its programs, services, and activities, in compliance with Title II of the Americans with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973, and all other pertinent laws.

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

Financial Assistance

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

How to Apply

1. Complete and submit a tuition assistance application. Go to: www.csmd.edu/costs-aid/non-credit-costs-aid to locate the application and instructions.
2. You will be notified about your scholarship award status via e-mail. If no e-mail address is provided, a letter will be mailed to your home address.
3. Scholarship recipients must register and make the remaining payment for the course. Any scholarship not used by the expiration date will be returned to the scholarship fund.

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

CSM Tuition Payment Plan (FACTS)

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

VA Veterans Benefits

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

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

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

CSM Tuition Payment Plan

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

1. Enroll in classes with total charges of $500** or greater; $300** or greater for Kids’ and Teen College. **Please note, however, that the minimum amount is subject to change.

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

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

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

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

FACTS Program Enrollment Deadlines

<table>
<thead>
<tr>
<th>SPRING 2016 - $50 Enrollment Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for Paper Agreement</td>
</tr>
<tr>
<td>Jan. 22</td>
</tr>
<tr>
<td>Feb. 19</td>
</tr>
<tr>
<td>Mar. 17</td>
</tr>
</tbody>
</table>

Budget Worksheet

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

**ADD**

<table>
<thead>
<tr>
<th>DEPT.</th>
<th>COURSE #</th>
<th>SECTION</th>
<th>BEGIN DATE</th>
<th>COURSE TUITION</th>
<th>RESIDENCY FEE*</th>
<th>COURSE FEE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

*Residency Fee:* Charles, Calvert, and St. Mary’s counties—as listed, other Maryland residents add $5.00; out-of-state residents add $10.00 under residency fee.

**DROP**

<table>
<thead>
<tr>
<th>DEPT.</th>
<th>COURSE #</th>
<th>SECTION</th>
<th>BEGIN DATE</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**TOTAL**

**Make checks payable to:**

CSM and mail with form to:

COLLEGE OF SOUTHERN MARYLAND
CONTINUING EDUCATION (REG)
PO BOX 910
LA PLATA MD 20646-0910

**For Student Use**

**REASON FOR THE DROP:**

---

**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.

---

**STUDENT SIGNATURE**

**DATE**

**APPROVED BY**

**DATE**
Three Easy Ways to Register

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

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

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

Important College Closure Information

The college will be closed as follows:
- January 18, 2016 for Martin Luther King, Jr. Day
- beginning at 5 p.m. on March 22, 2016 through March 27, 2016 for Spring Break
- May 28 - 30 for the Memorial Day holiday
Student ID Information

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

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

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

Instructors Needed!

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

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

- Business
- Computer and Information Technology
- Construction Trades
- Drivers Education
- Healthcare
- Transportation
- Personal Enrichment
- Wellness, Fitness, and Aquatics

Apply today at: www.csmd.edu/employment.

Buying Books
You may use cash, check, or credit card (MasterCard, Visa, American Express and Discover), and you will find a wide range of college accessories available. Call 301-934-7570.

Note: Sometimes books for continuing education classes are not available in the College Store until three days prior to the start of class. It is recommended that you contact the College Store to be sure that your book is available before attempting to purchase your book in person.

Hours:

<table>
<thead>
<tr>
<th></th>
<th>LA PLATA</th>
<th>PRINCE FREDERICK</th>
<th>LEONARDTOWN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>9:30 a.m. - 7:30 p.m.</td>
<td>Monday-Thursday</td>
<td>11 a.m. - 7 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>9:30 a.m. - 4:30 p.m.</td>
<td>Friday</td>
<td>11 a.m. - 2 p.m.</td>
</tr>
</tbody>
</table>
Mail this form with a check or money order made payable to CSM to: COLLEGE OF SOUTHERN MARYLAND, CONT ED (REG), PO BOX 910, LA PLATA, MD 20646-0910. CHECK OR MONEY ORDER MUST ACCOMPANY THIS REGISTRATION. You may also register in person or through the college’s online services.

<table>
<thead>
<tr>
<th>STUDENT’S SOCIAL SECURITY NUMBER*</th>
<th>or STUDENT ID #</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MIDDLE INITIAL</th>
<th>DATE OF BIRTH (month/day/year) (required)</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>FORMER NAME</th>
<th>HOME ADDRESS</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>CITY</th>
<th>COUNTY</th>
<th>STATE</th>
<th>ZIP CODE</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>DAY TELEPHONE ((area code) number)</th>
<th>EXT.</th>
<th>EVENING TELEPHONE ((area code) number)</th>
<th>EXT.</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>EMERGENCY CONTACT PERSON</th>
<th>EMERGENCY TELEPHONE ((area code) number)</th>
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<tr>
<th>E-MAIL ADDRESS</th>
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<tr>
<th>HAVE YOU EVER BEEN FOUND GUILTY OF A FELONY?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>HAS THE ABOVE INFORMATION CHANGED SINCE THE LAST TIME YOU REGISTERED FOR CLASSES?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>GENDER:</th>
<th>MALE</th>
<th>FEMALE</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>ARE YOU OF HISPANIC OR LATINO ORIGIN?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>WHAT IS YOUR RACE? SELECT ONE OR MORE.</th>
<th>WHITE</th>
<th>BLACK OR AFRICAN AMERICAN</th>
<th>AMERICAN INDIAN OR ALASKAN NATIVE</th>
<th>NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>RESIDENCY:</th>
<th>CALVERT COUNTY</th>
<th>OTHER MD COUNTY</th>
<th>CHARLES COUNTY</th>
<th>OUT OF STATE</th>
<th>ST. MARY’S COUNTY</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ARE YOU A U.S. CITIZEN?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>RESIDENCE OF A U.S. CITIZEN OR NONCITIZEN</th>
<th>U.S. CITIZEN</th>
<th>U.S. NATIONAL</th>
<th>ELIGIBLE NONCITIZEN</th>
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<tr>
<th>IMMIGRATION VISA TYPE</th>
<th>ALIEN REGISTRATION NUMBER</th>
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<tr>
<th>IMmigration VISA NUMBER</th>
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<tr>
<th>CONTINUING EDUCATION CERTIFICATE OR PROGRAM (IF APPLICABLE):</th>
</tr>
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</table>

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 WPS or youth courses, I understand that: (i) (my parent or guardian if I am less than 18 years old) will be required to sign a Statement of Informed Consent, Assumption of Risk and Release Form, and/or a medical release prior to my participation in the activity. Based upon the results of the health status questionnaire, 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.

<table>
<thead>
<tr>
<th>SIGNATURE OF APPLICANT</th>
<th>DATE (month/day/year)</th>
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<table>
<thead>
<tr>
<th>SIGNATURE OF PARENT OR GUARDIAN</th>
<th>DATE (month/day/year) (IF APPLICANT IS UNDER 18 YEARS OF AGE)</th>
</tr>
</thead>
</table>

**PAYMENT MUST ACCOMPANY THIS REGISTRATION!**

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>COURSE NO.</th>
<th>SECTION NO.</th>
<th>COURSE TITLE</th>
<th>BEGIN DATE</th>
<th>COURSE TUTION</th>
<th>RESIDENCY FEE*</th>
<th>COURSE FEE</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

*RESIDENCY FEE: Maryland residents living outside of Charles, Calvert, and St. Mary’s counties—add $5.00 under residency fee, out-of-state residents—add $10.00 under residency fee.

Statement for prospective students: The College of Southern Maryland makes several federally required reports and statistics available for prospective students. The Campus Public Safety Report contains college policies regarding a variety of safety and security issues and includes crime statistics for the college. This report is available at ready.csmd.edu. The college also maintains a report addressing participation rates by students in intercollegiate athletics, coaching staffs, and certain expenses associated with intercollegiate athletic teams. Both reports may also be obtained by contacting the Registrar’s Office, located in the AD Building on the La Plata Campus and at 301-934-7588.

**NONDISCRIMINATION POLICY**

The College of Southern Maryland does not discriminate on the basis of race, color, national origin, gender, disability, age, sexual orientation, religion, or marital status in its programs or activities. The academic support/AADA coordinator, Disability Support Services—La Plata Campus, Learning Resource Center (LR Building), Room 123, 301-934-7614—has been designated to handle inquiries regarding discrimination on the basis of disabilities. The associate vice president, Institutional Equity and Diversity—La Plata Campus, Campus Center (CC Building), Room 205A, 301-934-7614—has been designated to handle inquiries regarding discrimination.

**ADA STATEMENT**

Individuals with disabilities who require special accommodations in order to participate in the college’s instructional programs should notify the academic support/AADA coordinator at 301-934-7614 at least six weeks before the class begins. Requests made after this deadline will be considered on an individual basis and addressed whenever possible.
Mail this form with a check made payable to CSM. PAYMENT MUST ACCOMPANY THIS REGISTRATION. MAIL TO: COLLEGE OF SOUTHERN MARYLAND, CONTINUING EDUCATION (REG) PO BOX 910, LA PLATA MD 20646-0910

<table>
<thead>
<tr>
<th>STUDENT’S SOCIAL SECURITY NUMBER* or STUDENT ID #</th>
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<tbody>
<tr>
<td>(*Providing a social security number in connection with a continuing education course is voluntary.)</td>
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<tr>
<th>CHILD’S LAST NAME</th>
<th>CHILD’S FIRST NAME</th>
<th>CHILD’S MIDDLE INITIAL</th>
<th>CHILD’S DATE OF BIRTH (month/day/year) (required)</th>
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<tr>
<th>HOME ADDRESS</th>
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<tr>
<td>CITY</td>
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<tbody>
<tr>
<td>WHAT IS YOUR RACE? SELECT ONE OR MORE.</td>
<td>WHITE</td>
<td>BLACK OR AFRICAN AMERICAN</td>
</tr>
<tr>
<td>RESIDENCY:</td>
<td>CALVERT COUNTY</td>
<td>CHARLES COUNTY</td>
</tr>
<tr>
<td>ARE YOU A U.S. CITIZEN?</td>
<td>YES, I AM A U.S. CITIZEN/U.S. NATIONAL</td>
<td>NO, BUT I AM AN ELIGIBLE NONCITIZEN</td>
</tr>
</tbody>
</table>

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/or a health status questionnaire prior to my (or my child’s) participation in the activity. Based upon the results of the health status questionnaire, 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.

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<tr>
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Nondiscrimination Policy
The College of Southern Maryland does not discriminate on the basis of race, color, national origin, gender, disability, age, sexual orientation, religion, or marital status in its programs or activities. The academic support/ADA coordinator, Disability Support Services—La Plata Campus, Learning Resource Center (LR Building), Room 123, 301-934-7614—has been designated to handle inquiries regarding discrimination on the basis of disabilities. The associate vice president, Institutional Equity and Diversity—La Plata Campus, Campus Center (CC Building), Room 208A, 301-934-7658—has been designated to handle all other discrimination inquiries.

ADA Statement
Individuals with disabilities who require special accommodations in order to participate in the college’s instructional programs should notify the academic support/ADA coordinator at 301-934-7614 at least one month before the class begins. Requests made after this deadline will be considered on an individual basis and addressed whenever possible.

Please use this section to enter course information.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>COURSE NO.</th>
<th>SECTION NO.</th>
<th>COURSE TITLE</th>
<th>BEGIN DATE</th>
<th>TUITION</th>
<th>RESIDENCY FEE*</th>
<th>COURSE FEE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAY</td>
<td>8000</td>
<td>42123</td>
<td>SAMPLE</td>
<td>7/5/13</td>
<td></td>
<td></td>
<td>$XX</td>
<td></td>
</tr>
</tbody>
</table>

*RESIDENCY FEE: Maryland residents living outside of Charles, Calvert, and St. Mary’s counties—add $5 to course fee listed, out-of-state residents—add $10 to course fee listed.
SCHOOL INFORMATION

I authorize the release of ____________________’s grade level to the College of Southern Maryland. This information is needed to verify past or current enrollment in honors, gifted and talented, advanced placement, accelerated courses, or above-grade-level courses. This information will be submitted to the Maryland Higher Education Commission along with other enrollment data.

School Currently Attending: ____________________  Current Grade Level: ___________

PHOTOGRAPHY AUTHORIZATION

My child has my permission to be photographed, interviewed, or videotaped while attending Kids’ College and/or Teen College classes. □ Yes  □ No
1. I understand that disruptive or inappropriate behavior will not be tolerated and may result in dismissal without refund.

2. I will not have my child arrive on campus earlier than 10 minutes prior to the start of class unless accompanied at all times by a parent or legal guardian. THERE IS NO SUPERVISION FOR YOUR CHILD PRIOR TO THIS TIME; PARENTS ACCEPT FULL RESPONSIBILITY FOR THEIR CHILD’S BEHAVIOR AND SAFETY.

3. Students must be signed out promptly after their classes at the designated drop-off area. If you are more than 15 minutes late, a $30 late fee per child will be charged for emergency drop-in care until 6 p.m.; after that, it will be an additional $1 per minute. CSM reserves the right to request your child be removed from class, if parents are persistently late for pickup. If we ask you not to bring your child back, you will not receive a refund.

I have read and completed the above information and permit my child to attend Kids’ or Teen College at the College of Southern Maryland.
I have registered for Summer Kids’ or Teen College classes sponsored by the College of Southern Maryland.

I understand that participation in this activity/course involves inherent risks of injury, and that the nature of the risks may vary depending upon the type of activity, instructor, and my own physical condition and conduct. I also understand that it is not possible to specifically list each and every individual risk, but that most courses and activities may involve risks associated with strenuous exercise, as well as risks from the usage of equipment or participation in group activities. I acknowledge that I will either ask for or have been given any information that I need to determine the general risks associated with this course/activity.

I understand that I will complete a written self-evaluation of my health status to help determine whether I must seek a physician’s permission before participating in this course/activity, but that it is ultimately my responsibility to determine whether I can safely participate in this course/activity. I understand and agree that if the college determines, based upon the results of the initial evaluation, that a medical clearance is necessary, that I will not be allowed to participate in any physical activities that are part of this course/activity until I have consulted with my physician and obtained written permission.

I understand that certain precautions may be advised for the particular course/activity. I agree to follow those precautions and to conform to all rules and policies of the department, the instructor, and any other sponsor of this course/activity. However, I recognize that these precautions will not eliminate the risks inherent in this course/activity.

I voluntarily assume all risks of loss, damage, illness, or injury which I may sustain while participating in this course/activity, including travel and usage of or any equipment or facilities. I will make no claim against and release, waive, discharge, hold harmless and indemnify, on behalf of myself, my personal representative and my heirs, the College of Southern Maryland and its officers, agents, and employees for any and all claims and causes of action for any injury or loss, or for damages, costs, expenses, or compensation that may occur during or result from my participation in this course/activity, whether arising through the negligence, omission, default, or other action of any person or event associated with this course or event, including fellow participants.

I agree that all disputes, controversies, and claims that may arise between myself, my personal representative or my heirs and the College of Southern Maryland or its officers, agents and employees relating to or arising out of this Statement of Informed Consent, Assumption of Risk, and Release (including but not limited to disputes, controversies, and claims related to or arising out of the activity set forth above) will solely be resolved by final and binding arbitration administered by the American Arbitration Association. Except as may be required by law, neither a party nor an arbitrator may disclose the existence, content or results of any arbitration hereunder without the prior written consent of both parties. Judgment on an award rendered by an arbitrator may be entered in any court having jurisdiction thereof. My agreement to final and binding arbitration shall in no way be construed to limit any other provision of this Statement of Informed Consent, Assumption of Risk, and Release.

I have read and understand the above information. I give my permission for my child to participate in this course/activity and grant the same informed consent, assumption of risk, and release on behalf of myself, my child, and the child’s family.
The College of Southern Maryland (CSM) recently launched a new fully re-imagined and re-designed website. This process began with input from our students about how to provide you with information in a more streamlined, responsive manner.

NEW FEATURES:
• Navigation based on your intent or goal
• Responsive design based on how you are viewing the information (smartphone, computer, or tablet)
• Ability to search in a variety of ways

IMPORTANT NOTICE:
If you experience any issues with inaccurate links to web pages, please contact conedops@csmd.edu.

The new website does NOT affect how you register. So, register today at: www.csmd.edu/go/register.

New Website!
Visit CSMD.edu today!
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- Latin Dancing PEP 6740
- Ballroom Dancing PEP-5250
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- Hand Dancing Intermediate PEP-8240
- Swing Dance PEP-8570

For more information, see the Music, Theater, and Dance section of this schedule, call Continuing Education at 301-539-4760 or 1-800-933-9177, ext. 4760, or visit www.csmd.edu/programs-courses/non-credit/personal-enrichment. You can also send an e-mail to conedops@csmd.edu.

College Closure Information
The Physical Education Center (PE Building) on the La Plata Campus will be closed on January 21, 2016 for Graduation events.

The college will also be closed:
- January 18, 2016 for the Martin Luther King, Jr. holiday
- beginning at 5 p.m. on March 22, 2016 through March 27, 2016 for Spring Break

Sign up for the Personal Enrichment monthly newsletter for updates on new classes! Go to www.csmd.edu/ContinuingEducation to sign up.

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Just Dance!
See inside cover for more information.