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CLINICAL MEDICAL ASSISTANT I & II
DENTAL ASSISTANT TRAINING
ELECTRONIC HEALTH RECORDS
HEALTH ED TODAY - ONLINE TRAINING
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MEDICAL TRANSCRIPTION EDITOR - ONLINE TRAINING
NURSING ASSISTANT TRAINING
PERSONAL FITNESS TRAINER
PHARMACY TECHNICIAN CERTIFICATION EXAM PREP
AND MORE

Call (410) 827-5850 for more information.

www.chesapeake.edu
### Contents

**Chesapeake College**

**CONTINUING EDUCATION**

& **WORKFORCE TRAINING**

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**Advance your career with our business & leadership courses.**

---

**Gain valuable skills to enhance your quality of life.**

---

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Chesapeake College at 50

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**ADULT EDUCATION**

- GED Testing Preparation
  - National External Diploma Program
- English as a Second Language

**BUSINESS**

- Entrepreneurship/Self Employment
- Leadership & Supervision

**CHILD CARE**

**COMPUTER TRAINING**

- Accounting & Finance
- Basics
- Databases
- Microsoft Office
- Photoshop
- BYTES - Express Training

**CULINARY/HOTEL/RESTAURANT**

**HEALTHCARE**

- Certified Nursing Assistant
- CPR
- Dental Assistant
- Pharmacy Tech
- Natural Healing
- Office Skills
- Online Training

**LIFESTYLE & LEISURE**

- Arts & Crafts
- Fitness & Wellness
- History & Culture
- Language
- Personal Enrichment
- Photography
- Safety
- Travel
- Writing

**OCCUPATIONAL TRAINING**

- Building & Construction
- Electrician's Training
- Home Improvement
- HVAC
- Cosmetology
- Esthetician
- Nail Tech
- Pool Operator
- Real Estate
- Transportation
- Vet Assist
- Welding
- Wellness & Fitness
- Workplace Training

**ONLINE COURSES**

- Online Occupational Classes
- Business/Accounting
- Entrepreneurship
- Marketing
- Non-Profit/Grant Writing
- Office Skills
- Teacher Training
- Online Test Prep

**LIFELONG LEARNING**

- Institute for Adult Learning
- Senior Center Offerings

**TEST PREPARATION**

- Online Test Prep

**YOUTH PROGRAMS**

**REGISTRATION**

**TUITION & FEES**

**STAFF DIRECTORY**

**INDEX**

---

(410) 827-5850 • www.chesapeake.edu/continuing_ed
WHAT’S NEW?

Ballroom Dancing .................................... 31
Cosmetology ............................................ 42
Interior Design ........................................ 34
Leadership Institute ................................. 9
Maryland Boating Certification ............... 36
Maryland Law and Firearms ..................... 36
Publish & Sell Your Own E-Books ............. 38
Real Estate .............................................. 45
Smartphone Photography Advanced .......... 35
Travel Photography .................................. 35
Youth Courses ......................................... 65

*Be sure to check each subject section for additional new courses.

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CONTINUING EDUCATION
& WORKFORCE TRAINING

Affordable … Engaging … Interactive … Convenient

From computer technology to professional and personal development to healthcare and small business – learning options for virtually all your continuing education needs. For more information call 410-827-5850 or visit www.chesapeake.edu/ce

Save time & enroll online! 📚

It’s convenient, quick and easy.
Go to www.chesapeake.edu/continuing_ed/register.
Register as a “Noncredit/Continuing Education” student. Classes with a 9 in the section information are eligible for online registration. (Example: CEI 100 9A.)

For more information, call 410-827-5850, 8:30 a.m. - 4:30 p.m.
Students with any financial obligations with Chesapeake College are not eligible for online registration.

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• DAY & NIGHT CLASSES available
• Job placement assistance available
• Earn $40 - $70k or more annually
• Approved for V.A. benefits

If you have the Post 911 or Montgomery GI BILL give us a call. For more information call Bob Faiella at 410-827-5807 or Joyce Warrington at 410-822-5400, ext. 2360

(410) 827-5850 • www.chesapeake.edu/continuing_ed
Become a Cosmetologist or Nail Technician!

Chesapeake College
Continuing Education & Workforce Training

Nail Technician & Cosmetology
Chesapeake College

Interested in becoming a Cosmetologist or Nail Technician? Come to our information sessions at Chesapeake College!

Information sessions:
Cambridge Center location:
Sept 7th
6:00 pm

Wye Mills location:
Sept 14th
Economic Development Center,
Room 27
6:00 pm

For program information visit: www.chesapeake.edu or contact:
Anne White: amslater@chesapeake.edu or (410) 827-5810
ADULT BASIC SKILLS

GED®/HIGH SCHOOL DIPLOMA & ESL
INTERESTED IN LEARNING MORE ABOUT ANY OF OUR PROGRAMS?
Contact us. We offer community based and customized programs on our campus or at your location.

Elaine Wilson – ewilson@chesapeake.edu, 410-827-5835
Program Director

Brenda Horrocks – bhorrocks@chesapeake.edu, 410-827-5929
Registration & Assessment Coordinator
(Speaks Spanish (Habla Espanol))

Danielle Thomas – dthomas@chesapeake.edu, 410-829-6043
GED® Classes Registration

Anne White – amslater@chesapeake.edu, 410-827-5810
National External Diploma Program

Jason Mullen – jmullen@chesapeake.edu, 410-443-4002
Instructional Coordinator

Karen Luceti – kluceti@chesapeake.edu, 410-443-1163
ESL Information & Registration
(Speaks Spanish (Habla Espanol))

Denise Kline – dkline@chesapeake.edu, 410-443-5928
ESL Instructional Specialist

Rita Mielke – rmielke@chesapeake.edu, 410-200-1714
Workplace Classes, Business & Community Outreach

www.chesapeake.edu/GED
www.chesapeake.edu/ESL

OFFERINGS
• Develop your basic math and reading skills
• Online GED® Test Preparation classes
• GED® preparation classes at all levels
• Improve your English language skills
• GED Ready® Practice Test
• Workplace Education Programs
• NEDP – Self-paced H.S. diploma preparation
• Many offerings are free

How Do I Register?
Registration is required to participate in our programs.
Weekly registrations are held in:
Cambridge Centreville Chestertown Marydel
Denton Easton Federalsburg
ESL Registrations are also held at most class locations before the start of class.

For a complete calendar of all registration locations and dates, go to www.chesapeake.edu/GED or www.chesapeake.edu/ESL, or call our voice line at 410-822-5400 x 2408 (GED) or 410-822-5400 x 2409 (ESL).

DO YOU HAVE A CHILD 0-3 YEARS OF AGE?
DO YOU NEED A HIGH SCHOOL DIPLOMA?
DO YOU WANT TO IMPROVE YOUR ENGLISH SKILLS?

We partner with Child Development Programs in Caroline, Dorchester, Kent, Queen Anne’s and Talbot counties to offer child care during some of our classes.
For more information, contact Danielle Thomas at 410-829-6043 or dthomas@chesapeake.edu, or attend any registration session.
ADULT BASIC SKILLS

HIGH SCHOOL DIPLOMA

GED® Test Option
The GED® Test is a good choice for you if you prefer studying in a classroom setting and taking standardized tests to earn your diploma. The GED® Test is challenging for most individuals. Preparation classes are recommended to learn and review the skills needed to be successful. Some classes are as short as 4 weeks.

National External Diploma Program (NEDP)
The NEDP is a high school diploma option for adults who have significant life experience and can demonstrate academic competencies and life skills. You can review basic skills in our classrooms and transfer to NEDP when you meet the required skill levels, or begin your preparation in NEDP.

Participants work one-on-one with an assessor to develop an on-line portfolio that demonstrates their achievement of the required skills.

NEDP is a good choice for adults who pass the qualifying pretest and prefer a more confidential and flexible learning environment. You must be comfortable working independently without a classroom or teacher.

Cost is $150, payable when accepted into the program. A limited number of scholarships are available. Contact Janet Hilty at 410-708-6611 for scholarship information.

When you successfully complete NEDP you earn a Maryland High School Diploma.

GED® Testing
You can take the GED® Test at the Chesapeake College Learning Resource Center, Wye Mills campus or locations throughout the State of Maryland. For Chesapeake College Testing Center hours go to. [http://info.chesapeake.edu/lrc/testing](http://info.chesapeake.edu/lrc/testing)

You must register for the GED® Test at [www.ged.com](http://www.ged.com) and schedule your test in advance.

There are four parts to the GED® Test. We recommend that you schedule no more than 2 tests per day.

The fee for each section is $11.25, payable when you register for the test at [www.ged.com](http://www.ged.com).

When you pass all four parts, you earn a Maryland High School Diploma.

GED® is a registered trademark of the American Council of Education (ACE) and administered exclusively by GED Testing Service LLC under license. This material is not endorsed by ACE or GED Testing Service. Program funded through a grant from the DLLR.

ENGLISH AS A SECOND LANGUAGE

Inglés como Segundo Idioma
Este programa ofrece múltiples niveles de clases de inglés. Las clases se llevan a cabo en localidades de su área. Usted asiste a clases dos veces por semana. Para más información llame 410-443-1163.

Learning Options
Our classes are provided at all learning levels, at no cost, and meet in local communities. Some locations provide child care while you are in class. For more information call 410-443-1163.

Program funded through grants from the DLLR and MHEC.
BUSINESS/ENTREPRENEURSHIP & SELF-EMPLOYMENT

The Maryland Small Business Development Center (MDSBDC) network is a partnership between the U.S. Small Business Admin. and the University of Maryland, College Park. This partnership links private enterprise, government, higher education and local economic development organizations to provide management training and technical assistance to Maryland’s small businesses. Small Business Development Center consultants work with you to produce practical solutions to business problems such as business plan development, management skills, cash flow, and marketing. In an effort to serve the Eastern Shore small business community, the Small Business Development Center, Chesapeake College, and Salisbury University co-sponsor the following seminars:

READY, SET, GO!
Are you someone who thinks you have a great business idea, but aren't sure if you are ready to start your own business? Our free course shows you what you need to know in order to decide whether business ownership is right for you. $5 material fee. To register, please contact Brooke Berezowski at baberezowski@salisbury.edu.

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<tr>
<th>Days</th>
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<th>Sessions</th>
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<th>Location/Room</th>
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<td>Cambridge/TBD</td>
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SMART START YOUR BUSINESS
If you are starting a small business, this is the course for you. In this small group session you will learn the basics of what it takes to start a business. Setting goals, developing a business plan and other topics will be discussed in an informal group environment. Business plan guide and resource information will be provided. Class limited to 20 students. $49 course fee.

<table>
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<td>6 – 8:30 pm</td>
<td>Cambridge/TBD</td>
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This cooperative agreement is partially funded by the U.S. Small Business Administration, the State of Maryland and Chesapeake College. SBA's funding is not an endorsement of any products, opinions or services. SBA funded programs are extended to the public on a non-discriminatory basis. This material is based on work supported by the U.S. Small Business Administration. Any opinions, findings, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA. Special provisions for the handicapped will be available if requested in advance by calling 1-888-852-6712. For general information, call: 410-827-5850.
LEADERSHIP INSTITUTE
The Leadership Institute is designed to help managers unlock their leadership potential. The program provides training for new and experienced supervisors and managers. Many times a supervisor’s success may be measured by how well you manage people. Does your team perform well? Does your team miss deadlines? Does your company have a high turnover, workplace conflict, or absenteeism? Your success comes when you can effectively solve these tough people problems and achieve the positive results that are expected of you. The Leadership Institute includes specific management instruction and is designed to focus on the many aspects of effective supervision and management. This training provides employees with the skills and knowledge needed to perform more effectively in the workplace. Tuition: In-county $75, Out-of-county $80, Out-of-State $85. All students pay $750 course fee. (T)

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<th>Course/Section</th>
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<th>Sessions</th>
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<td>CEX 100 9A</td>
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<td>10/12 – 11/16/16</td>
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<td>8:30 am – 4:30 pm</td>
<td>WYE Mills/TBD</td>
<td>Rob Levit</td>
</tr>
</tbody>
</table>

See the online course offerings section to find other business classes including:
- Accounting Fundamentals
- Learn to Buy & Sell on Ebay
- Grammar Refresher
- Starting a Pet Sitting Business
- Arts and Crafts as a Business
- Secrets to Career Success
- Resume Writing

“This course was ideal for our supervisors who are eager to grow both personally and professionally. Instructor Rob Levit customized the program to meet our specific needs and we will all benefit from the lessons learned.”

Vicki Petro,
Director of Human Resources,
Easton Utilities.
CHILDBCARE

All child care courses are offered in partnership with the Chesapeake Child Care Resource Center and the Chesapeake College Division of Continuing Education and Workforce Training.

Chesapeake Child Care Resource Center Services provide comprehensive child care training services including certification courses, on-site training, training sessions that meet MSDE's child care licensing requirements, and technical assistance (mentoring) on child-focused issues. For more information, go to www.cccrc.org.

Project Right Steps is a free program to assist parents and child care providers who are dealing with children ages birth through six who have “challenging behaviors”.

Child Care Career and Professional Development Fund provides scholarship funds for qualified child care providers who are seeking their Associate Degree in Early Childhood Education. CCCRC provides a counselor who can assist providers who are approved for this scholarship fund.

Chesapeake HELPS! is a free information and referral line that assists callers in finding needed local services. Information is provided through a toll-free telephone hotline: 1-888-722-4577 or through the Web at www.chesapeakehelps.org.

The Resource Center is located on the Chesapeake College campus in the Early Childhood Development Building.

Resource Center Hours: 8:30 am to 5 pm. For more information, please call:

Peg Anawalt  
Executive Director  
410-822-5400, ext. 2357

Donna Berger  
Early Childhood Program Coordinator  
410-822-5400, ext. 2339

Deanna Tobin  
Training and Technical Assistance, Specialist  
410-822-5400, ext. 2353

Lesley Fallon  
Career and Professional Development Fund, Counselor  
410-822-5400, ext. 2358

Denise Taylor-Turner  
Project Right Steps, Coordinator  
410-822-5400, ext. 2321

Chris Perkins  
Chesapeake HELPS!, Coordinator  
410-822-5400, ext. 2325

In a continuing effort to meet the goal of quality, developmentally appropriate child care, every training course conducted through Chesapeake Child Care Resource Center will include discussion about inclusive care and focus on meeting the needs of individual children served in early care settings.

EMERGENCY PREPAREDNESS FOR CHILD CARE

This course is funded through the Project Security Blanket Grant from the Maryland State Department of Education. For more details, go to: www.projectsecurityblanket.org. New providers can use this to satisfy both the Emergency Preparedness and the Professionalism training component required during their first year of registration. This training is designed for child care center staff, family child care providers, and informal providers. Successful completion requires completion of a written emergency plan for center room program, family child care program or informal program. Training will build upon basic child care licensing requirements and addresses additional areas of concern that are now in the forefront of emergency preparedness planning. Core of Knowledge: Health, Safety, and Nutrition/Professionalism. Level-Beginning.

Class limited to 25 students. All students pay $15 course fee (this course is not subject to the $5 college registration fee).

<table>
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<th>Sessions</th>
<th>Time</th>
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<td>CEU 773 9A</td>
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<td>1</td>
<td>9 am – 4:15 pm</td>
<td>WYE Mills/HPAC-141</td>
<td>Deanna Tobin</td>
</tr>
</tbody>
</table>
**CHILD CARE**

**MEDICATION ADMINISTRATION TRAINING**
This course is designed to meet the training requirement for all child care providers who provide medication to children enrolled in their child care program. The course teaches child care providers to safely administer medications, properly store them and accurately complete record-keeping. Students enrolled in the course must pass a five-question math and five-question reading test at the beginning of the class. Participants must also pass a 20 question test at the end of the course to receive a certificate. NOTE: Course was developed by the Maryland State Department of Education. Core of Knowledge: Health, Safety, and Nutrition. **All students pay $60 course fee.**

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<td>CEU 838 9C</td>
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<td>9 am – 4:15 pm</td>
<td>WYE Mills/ HPAC-131</td>
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<tr>
<td>CEU 838 9D</td>
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<td>9 am – 4:15 pm</td>
<td>WYE Mills/ HPAC-131</td>
<td>Melanie Conway</td>
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**CHILD CARE I: GROWTH AND DEVELOPMENT**
This course is designed to cover the growth and development of children from birth through adolescence. Topics include: social, emotional, physical, and intellectual development and an introduction to the child care profession. NOTE: Students must take Child Care I and Child Care II to meet the Office of Child Care (OCC) Child Care Preschool Teacher certification requirement. Core of Knowledge: Child Development-Beginning. Perfect attendance is required. CEU’s awarded. Class limited to 20 students. **Tuition: In-county $40, Out-of-county $45, Out-of-State $50. All students pay $175 course fee. (T)**

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<th>Course/Section</th>
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<td>6 - 9:15 pm</td>
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<td>STAFF</td>
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</table>

**SCHOOL-AGE CHILD CARE**
This course is a study of appropriate curriculum activities for school-age child care providers and will assist students in developing skills in classroom management, communication and building self-esteem. This course meets the 45-hour education requirement set up by the Office of Child Care for certification as a school-age child care teacher. Core of Knowledge: COMBO. Level-Beginning. Perfect attendance required. CEU’s awarded. Class limited to 20 students. **Tuition: In-county $40, Out-of-county $45, Out-of-State $50. All students pay $175 course fee. (T)**

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<th>Course/Section</th>
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<th>Location/Room</th>
<th>Instructor:</th>
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**INCLUDING ALL CHILDREN & THE ADA**
This course provides essential information that every child care and education professional needs to know about the requirements of the Americans with Disabilities Act (ADA). Go beyond the definition of ADA to learn inclusionary best practices, strategies and resources for implementing an early childhood or school age environment that is inclusive to all children and families. MSDE Core of Knowledge: SN 3 hrs. **All students pay $20 course fee.**

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<th>Course/Section</th>
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<td>1</td>
<td>9 am – 12:15 pm</td>
<td>WYE Mills/H-101</td>
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</table>

**PLAYGROUND SAFETY**
Become more prepared to plan for a fun and safe playground, and learn the role of the child care provider in supervising and implementing safety procedures, from age appropriate and accessible playground equipment to appropriate supervision, and safety checks. MSDE Core of Knowledge: HSN 3 hrs. **All students pay $20 course fee.**

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<tr>
<th>Course/Section</th>
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CHILD CARE

SAVE THE DATE!
EARLY CARE PROFESSIONAL DAY
MARCH 4, 2017
8:30 AM - 4:00 PM

If you need help locating community services, CHESAPEAKE HELPS! is the call to make. Call TOLL FREE 1-866-722-HLPS, or visit www.chesapeakehelps.org to see the wide variety and complete descriptions of service categories available.

We will direct you to the appropriate agency to assist you with services and programs offered in Queen Anne's County.

In partnership with Chesapeake Child Care Resource Center, Chesapeake College & Community Partnerships for Children and Families.

TAKING LEARNING OUTSIDE
Look beyond the slide and climber to the many ways outdoor learning environments and play spaces can be used to support child development and learning. Topics include activity planning, environmental design, and selection of materials and equipment. MSDE Core of Knowledge: Cur 3 hrs. All students pay $20 course fee.

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<td>6-9:15 pm</td>
<td>WYE Mills/EDC-27</td>
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CULTURAL COMPETENCE AND AWARENESS
Increase your awareness and ability to work effectively with the diverse families in our community, by identifying and developing strategies that will promote cultural competency. Apply anti-bias, diversity and inclusion practices, promote child self-concept and esteem, and plan multicultural activities. MSDE Core of Knowledge: Com 3 hrs. All students pay $20 course fee.

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THE CHILD CARE PROVIDER AS A PROFESSIONAL
Examine the components of professionalism that promote a successful work environment and relationships, including ethical codes of conduct, federal, state and local organizations that support professional development in child care and education. MSDE Core of Knowledge: Pro 3 hrs. All students pay $20 course fee.

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INTRODUCTION TO THE ENVIRONMENTAL RATING SCALES
Maryland has identified the ERS environmental rating scales as a quality improvement tool for child care programs participating in MD EXCELS. Learn how the ERS can be used to evaluate the child care environment, identify strengths and areas needing improvement, and increase your program’s quality. MSDE Core of Knowledge: Pro 3 hrs. All students pay $20 course fee.

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ONLINE CHILD CARE COURSES:
• There are no face-to-face meetings.
• Students must provide an email address when they register.
• Once you have registered, you must email dtobin@chesapeake.edu for further instructions.
• The weekend before the first class date, students receive an email with log in information.
• All students are expected to log in as of the first class date.
• Most courses have a required textbook. Books can be purchased online from www.howardccbooks.com

General guidelines for online classes: You will need access to a computer, the internet and Email to take these courses; sufficient computer skills are required, including using a word processing program to write and save your work on your computer. Provide your email address with your registration so we can send you log in instructions. For additional questions, contact dtobin@chesapeake.edu.

FAMILY CHILD CARE PRE-SERVICE ONLINE
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: 4 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 work to receive a certificate. Course materials are provided in the online course. All students pay $235 course fee.

CEU 664 9NA: 9/6-12/15/16
CEU 664 9NB: 1/3-3/24/17

PRESCHOOL CURRICULUM & ACTIVITIES 45 HRS. ONLINE
Become prepared for a position in a child care center or preschool. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of training for child care teachers and directors working with preschoolers. Basic concepts of curriculum planning and implementation for children three to five years old are introduced. Topics include: teaching strategies, environment design, and implementation of best practices in early childhood education. This course and Child Growth & Development 45 hours are required to complete the 90-hour child care certification. You must successfully complete all course work to receive a course certificate. All students pay $250 course fee.

CEU 606 9NA: 9/14-10/26/16
CEU 606 9NB: 1/11-2/22/17

COMMUNICATION SKILLS FOR CHILD CARE PROFESSIONALS 9 HRS. ONLINE
This course introduces basic concepts of developing strong communication skills when working in a child care center. Topics include: speaking, writing, interpersonal communication strategies, and critical reading techniques, with a focus on communication with parents and co-workers, and communication issues within a typical child care day. Course materials provided in the online course. All students pay $95 course fee.

CEU 612 9NA: 11/7-11/21/16
CEU 612 9NB: 3/17-3/31/17

SCHOOL AGE CHILD CARE CURRICULUM 45 HRS. ONLINE
Gain the skills necessary to work in school-age child care programs. Topics include curriculum planning, age-appropriate materials and methods for children ages 6-13. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of child care training for teachers, directors and coordinators working with school-age children. You must successfully complete all course assignments to receive a course certificate. Purchase textbook prior to class. All students pay $250 course fee. (T)

CEU 607 9NA: 9/19-10/31/16
CEU 607 9NB: 1/20-3/10/17

CHILD GROWTH AND DEVELOPMENT 45 HRS. ONLINE
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 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 assignments to receive a course certificate. Purchase textbook prior to class. All students pay $250 course fee and a $5 college registration fee. (T)

CEU 611 9NA: 10/21-12/9/16
CEU 611 9NB: 1/6-2/24/17
CHILD CARE ADMINISTRATION ONLINE
This course prepares prospective directors to administer and manage a child care center. Topics include state requirements and compliance standards for physical facilities, licensing, insurance, and staffing child care programs. Other topics include recordkeeping, budget and bookkeeping, personnel selection, training and managing staff, food services, equipment, materials, and community involvement. This certification course satisfies the MSDE requirement for 45 hours of administrative training for child care center directors. You must successfully complete class assignments to receive a course certificate. Purchase textbook prior to class. All students pay $250 course fee. (T)

CEU 609 9NA: 10/27-12/8/16
CEU 609 9NB: 2/6-3/30/17

INFANT AND TODDLER CARE 45 HRS. ONLINE
Gain the skills necessary to work with infants and build communication skills to use with parents, co-workers and the public. Topics include growth and development, curriculum planning, goal setting, selection of age-appropriate materials, and methods for infants and toddlers birth to age 3. This certification course satisfies the MSDE requirement of 45 hours of infant-toddler curriculum training for child care teachers, directors, and family providers working with infants and toddlers. You must successfully complete class assignments to receive a certificate. Textbook is included and will be provided as a download in the online course. All students pay $250 course fee.

CEU 610 9NA: 9/28-11/9/16
CEU 610 9NB: 1/11-2/22/17

3 HOUR ONLINE CHILD CARE COURSES
These classes are designed to help you get your program aligned with Maryland EXCELS as well as to help you reach higher Maryland Child Care Credential levels. These courses are identified by MSDE in the Staff Credential (proposed) modifications for levels 2, 3 and 4, but would benefit all providers. All students pay $40 course fee.

Please note the following about these courses:
• You can complete online courses at your own pace, with instructor guidance; each one takes approximately three hours to complete (completion times may vary).
• You may register for and begin a class anytime between 9/6-12/15/16.
• Once you have registered, you must email dtobin@chesapeake.edu to request login instructions and a schedule of optional in-class support sessions.
• You will need access to a computer, the internet and email to take an online course.

INCLUDING ALL CHILDREN & THE ADA
This course provides essential information that every child care and education professional needs to know about the requirements of the Americans with Disabilities Act (ADA). Go beyond the definition of ADA to learn inclusionary best practices, strategies and resources for implementing an early childhood or school age environment that is inclusive to all children and families. MSDE Core of Knowledge: SN 3 hrs.

CEU 634 9NA Online

RESOURCES THAT GUIDE DAILY PLANNING
This course is designed to provide child care and early childhood education professionals with an explanation of key concepts of curriculum planning and implementation, including frameworks, standards, guidelines, planning tools and state-approved curriculum resources aimed to promote quality programming and enhanced learning. MSDE Core of Knowledge: Cur 3 hrs.

CEU 631 9NA Online

NUTRITION & ACTIVE LEARNING
The nutritional and physical needs of today's children are examined, and child care professionals gain skills to promote a healthy lifestyle and overall wellness throughout childhood. Topics include strategies to inform families about nutritional food items, and developing physical and large motor activities and games. MSDE Core of Knowledge: HSN 3 hrs.

CEU 635 9NA Online
SUPPORTING CHILDREN WITH DISABILITIES
More than ever, children with special needs are growing and learning in child care, and educators need strategies to enable all children with disabilities, delays or special needs to gain knowledge, skills and enthusiasm for learning. Learn the child care professional’s role in supporting IEP/IFSPs, how to select materials, adapt instruction and provide a motivational environment for all. MSDE Core of Knowledge: SN 3 hrs.

CEU 632 9NA Online

CONFLICT RESOLUTION STRATEGIES
Take effective steps to develop professional and positive relationships with staff, children, families and the community through the practice of conflict resolution strategies. Examine typical situations that may lead to conflict, how to address conflict in a professional manner and promote resolution. MSDE Core of Knowledge: Pro 3 hrs.

CEU 622 9NA Online

FAMILY AND COMMUNITY PARTNERSHIPS
Learn how to access the many helpful resources that are available right in our community that can benefit children and families, and how to be an advocate for parents and children with ongoing needs related to health, education and referral services. MSDE Core of Knowledge: Com 3 hrs.

CEU 621 9NA Online

Note: Due to the nature of grant funding, courses not listed in this schedule may be offered by the Chesapeake Child Care Resource Center. For more information, call 410-822-5400, ext. 2357

YOUTH COURSES

FOR MORE INFORMATION, CONTACT:
Anne White
amslater@chesapeake.edu or 410-827-5810

Nancy Barbieri
nbarbieri@chesapeake.edu or 410-822-5400 ext. 2300

All classes have an additional $5 registration fee. Course information and registration Forms are available online at: www.chesapeake.edu/continuing_ed/youth.asp

FALL 2016/SPRING 2017
COURSES MAY INCLUDE:

• STEM courses • Safesitter course • LEGO Robotics
• Game Design • Web Design • Digital Photography

Your time. Your place.
Chesapeake College at 50
FREE USB DRIVE WITH EVERY COMPUTER COURSE!*  
Register for any computer course and receive a USB portable flash drive at your class. Use it to store, transport, and back up your important documents and pictures. Register Today! * Only while supplies last.

Earn a CE Certificate
Chesapeake College’s Division of Continuing Education and Workforce Training will award a Continuing Education Certificate in Basic Computer Skills to each student upon the successful completion of five computer courses.* This award is designed to recognize the student’s achievement in the use of computers and basic office software skills. Upon receipt of this certificate, a student should be capable and comfortable in applying for an entry-level business/office position.

*To qualify for the Continuing Education Basic Computer Skills Certificate each student must successfully complete the Basic Computer Competencies course, or PC Essentials, and Basic or Level I Word, Basic or Level I Excel, Basic or Level I Access and Basic or Level I PowerPoint.

Computer Course Level Key
Select the appropriate level of computer course to meet your needs. Each course is rated using a symbol to indicate the level of experience you should have prior to registering. To get the most out of your course, register for the course level that is right for you.

Little or no experience.
Limited keyboarding/computer experience or completion of a course.
Some familiarity with software or Windows or key boarding and completion of a course.
Keyboarding, specific software and Windows knowledge or completion of a course.

ACCOUNTING & FINANCE

QUICKBOOKS
This course is designed to introduce this easy-to-use, complete accounting system for small businesses which provides key business features such as checks, invoices, and forms on screen. You fill in the information and QuickBooks Pro does the accounting for you. A brief introduction to advanced features of the program will be discussed. Students should be familiar with PC operations. 

Tuition: In-county $55, Out-of-county $60, Out-of-State $65. All students pay $115 lab fee.

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ADVANCED QUICKBOOKS
This course is recommended for students who have completed a basic QuickBooks course or have some practical experience using QuickBooks. Topics will include a review of advanced QuickBooks features for managing accounts payable, accounts receivable, payroll and banking.

Tuition: In-county $55, Out-of-county $60, Out-of-State $65. All students pay $115 lab fee.

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**COMPUTER TRAINING**

**BASICS**

**PC ESSENTIALS**
This is an introductory course for students with little or no prior computer experience in using a PC, utilizing the latest version of the PC operating system, and in using the Internet as a resource. Students will be exposed to operating system functions, including, copying and manipulating files, and creating folders and directory structures. Students will be introduced to the structure and use of the Internet, electronic mail (e-mail), browsing and searching the Internet, and issues of “netiquette”. Students will learn elementary hardware and software operations and basic computer terminology. Considerable hands-on experience will be provided. **Tuition: In-county $55, Out-of-county $60, Out-of-State $65. All students pay $115 lab fee.**

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**DATABASES**

**ACCESS BASICS**
This course provides students with basic knowledge of the Microsoft Access database management system and applications. Students will learn to use graphics, querying and connective capabilities for data navigation, and to produce forms and reports. Students must have a working knowledge of Microsoft Windows before enrolling in this class. **Tuition: In-county $55, Out-of-county $60, Out-of-State $65. All students pay $115 lab fee.**

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**MICROSOFT OFFICE**

**EXCEL FOR WINDOWS**
Learn the basics of creating a spreadsheet using MS Excel. Produce professional quality spreadsheets, using labels, values, formulas, functions, and graphics. Students must have completed an introductory level class that includes using the Windows operating system or have equivalent experience before taking this course. **Tuition: In-county $55, Out-of-county $60, Out-of-State $65. All students pay $115 lab fee.**

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INTERMEDIATE EXCEL
This course is designed for those who have had experience using Microsoft Excel. Topics include: advanced formulas, custom views, sorting and filtering data, and integration with MS Word. **Tuition: In-county $55, Out-of-county $60, Out-of-State $65. All students pay $115 lab fee.**

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POWERPOINT
This course is designed to provide students with the basic skills necessary to create presentations using Microsoft PowerPoint. Students should have a working knowledge of a PC and an understanding of the Windows operating system. **Tuition: In-county $15, Out-of-county $20, Out-of-State $25. All students pay $84 lab fee.**

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WORD FOR WINDOWS
Create professional looking documents using MS Word. Students will learn skills including formatting, editing, justification, spacing, page layout and the use of fonts. Multi-tasking techniques to work with multiple documents will also be covered. An introduction to the Windows operating system will be included. Keyboarding experience is helpful. **Tuition: In-county $50, Out-of-county $55, Out-of-State $60. All students pay $110 lab fee.**

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<thead>
<tr>
<th>Course/Section</th>
<th>Days</th>
<th>Dates</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor:</th>
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<tbody>
<tr>
<td>CEI 141 9A</td>
<td>M, W</td>
<td>9/12 – 9/21/16</td>
<td>4</td>
<td>6 – 9 pm</td>
<td>WYE Mills/EDC-26</td>
<td>STAFF</td>
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<tr>
<td>CEI 141 9B</td>
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<td>9/13 – 9/22/16</td>
<td>4</td>
<td>9 am – Noon</td>
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<tr>
<td>CEI 141 9C</td>
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<td>4</td>
<td>6 – 9 pm</td>
<td>WYE Mills/EDC-26</td>
<td>STAFF</td>
</tr>
</tbody>
</table>

INTERMEDIATE WORD
Students enrolling in this course should have an understanding of the basic concepts of PC use as well as a working knowledge of the Windows operating system and MS Word. Topics include working with tables, graphs, templates, columns, and workplace customization using MS Word. **Tuition: In-county $50, Out-of-county $55, Out-of-State $60. All students pay $110 lab fee.**

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<thead>
<tr>
<th>Course/Section</th>
<th>Days</th>
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<td>9/27 – 10/6/16</td>
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<td>9 am – Noon</td>
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<tr>
<td>CEI 101 9D</td>
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<td>WYE Mills/EDC-26</td>
<td>STAFF</td>
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</table>
PHOTOSHOP

WORKING WITH DIGITAL IMAGES I
This course is an introduction to digital photography basics. Topics covered include the transfer of captured images to a computer. Also, the following post-production techniques are covered using Adobe Photoshop: selecting appropriate resolutions for different image and output types, resizing and cropping image areas, selecting image areas using the Lasso, Marquee, and Magic Wand tools, use of photo album development tools to create, name, and transform digital images into photo album collections for printing or online distribution. Class limited to 14 students.
Tuition: In-county $55, Out-of-county $60, Out-of-State $65. All students pay $115 lab fee.

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<th>Course/Section</th>
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<td>2/7 – 2/14/17</td>
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<td>WYE Mills/EDC-26</td>
<td>Kevin Snelling</td>
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</table>

WORKING WITH DIGITAL IMAGES II
This course begins with a review of Adobe Photoshop navigation and is designed for individuals wanting to make more extensive use of Adobe Photoshop for advanced amateur or professional purposes. Topics include: creating and transforming multiple image layers using the New Layer Via Cut and New Layer Via Copy commands, copying and blending layers between images, selecting colors using the Swatches palette, Color Picker, and Eyedropper tools and then the use of the painting tools to create artwork or retouch photographs, adding and formatting text within an image, applying layer effects and filters to create special effects including lighting effects and textures, modifying the brightness, contrast, color balance, hue, and saturation of images, saving images in other file formats. Class limited to 14 students. Tuition: In-county $55, Out-of-county $60, Out-of-State $65. All students pay $115 lab fee.

<table>
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<tr>
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<td>WYE Mills/EDC-26</td>
<td>Kevin Snelling</td>
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Bytes Express Version (One-Day) Computer Training
All Level I Word, Excel, and Quick Books Classes marked with an * are GUARANTEED TO RUN*
• BYTES courses are held on the Wye Mills campus, 9 am to 4 pm.
• Hands-on computer use and significant opportunity for questions and group interaction.
• Course fee $99, handouts included. No additional Out-of-county or Out-of-State fees.

BYTES courses have no specific pre-requisites, however it is important to understand that the courses will be more productive for students who have some basic computer abilities such as being able to:
• start the computer and open programs (applications)
• control a mouse to navigate (point, click and drag)
• use a keyboard to enter text and numbers – a certain typing speed is not required
• If your employer will be paying for your course, please fill out and sign a Sponsorship Billing Form.

To obtain a printable Sponsorship Billing Form go to http://www.chesapeake.edu/continuing_ed/SponsorshipBillingFormCE.pdf or call 410-827-5810. The form is also located at the back of this Schedule. You may also request a form from the College’s Business Office by calling 410-822-5400, ext. 2244. *Excluding school closing due to severe weather conditions.

ACCESS - LEVEL I
Access is a program within the Microsoft Office Suite. The course is an introduction to this high-powered relational database program capable of manipulating large quantities of data. The course is directed toward Access database developers who will be planning, using and expanding into the relational database options of this program. Topics covered include: Upper-end database terminology, analysis of data and how it is used, leading to the initial plan of a database, use of datasheet and design views.
ACCESS - LEVEL II
Students enrolled in this course should be proficient in all tasks explained in Access Level I. This course introduces the potential database developer to the relational functions of the Access program which involves setting relationships between tables, setting criteria within the program to preserve the integrity of data, creating sub-datasheets, advanced formatting of columns including setting masks and validation rules for entering data in a field. Other encoding techniques to be addressed include: self-joins, inner joins, outer joins, calculated fields in a query, adding modifying and deleting.

EXCEL - LEVEL I  *
This section is guaranteed to run…
Excel is a spreadsheet program. Learn to move around an Excel worksheet, understand labels, values, and formulas, fields, text and number formatting within cells and columns, move and copy data, insert and delete ranges, create and copy formulas, create, format, and print charts based on worksheet data. Topics also covered include: Spreadsheet development with automatic calculations, the terminology and technical needs.

EXCEL - LEVEL II
This accelerated course is for the student who has had previous experience as described in the Level I description. Several topics covered in Excel Level I will be reviewed. Excel has many formatting options and features. Topics covered include: Managing large worksheets, inserting, deleting and renaming worksheets, managing linked worksheets, summarizing data with the Consolidate command, customizing tool bars, menus, default settings, advanced chart formatting, using borders, shading, and built-in and customized formats, and merge cells. Sorting and filtering data features will be demonstrated as well as the Auditing feature, which traces errors, precedent and dependent cells. The use of templates, creating customized templates and learning to protect your worksheets from changes will also be covered.

EXCEL - LEVEL III
This is an advanced course, which includes the more complex features of the Excel program. In order to determine your skill level, please review the descriptions in Excel Level I and II. A very brief review will be given on some of the topics in Level I and II, before introducing the student to the detailed worksheet customization features, such as assigning descriptive labels to cells, using logical and financial functions to calculate based on conditions, using Lookup functions, using data tables to view the effects of multiple input values on a formula, create and assign automatic calculation and validation criteria to data cells, use data forms, create and use PivotTables to analyze and compare data, import and export data from external databases. Learn to perform what-if analysis, record and run macros to automate reoccurring tasks.
POWERPOINT - LEVEL I
Students will learn to create a graphics oriented presentation for projection to an audience. This could be for purposes of instruction or promotion of a topic through graphic slides created with PowerPoint. Students will also explore formatting toolbars, learn how to use design templates, text enhancement techniques and various methods of importing and applying graphics and sound enhancements.

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<th>Course/Section</th>
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<th>Sessions</th>
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<td>WYE Mills/EDC-26</td>
<td>George Sellers</td>
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QUICKBOOKS- LEVEL I * This section is guaranteed to run…
QuickBooks instruction will focus on setting up accounts for home and/or office, to familiarize the student with data entry process to setup vendors in association with the chart of accounts, customer and vendor records, invoices, accounts receivable and to develop custom reports to fit your specific needs. A brief introduction to advanced features of the program will be discussed. This course will provide the student with the technical knowledge to begin adding structure, checks and balances, and accelerated data entry techniques to your bookkeeping system.

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<th>Course/Section</th>
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<tr>
<td>CEI 274 9E</td>
<td>T</td>
<td>2/14/17</td>
<td>1</td>
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<tr>
<td>CEI 274 9F</td>
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<td>3/22/17</td>
<td>1</td>
<td>9 am – 4 pm</td>
<td>WYE Mills/EDC-26</td>
<td>George Sellers</td>
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</table>

QUICKBOOKS- LEVEL II
This course is recommended for people who have completed a basic QuickBooks course, or have had some practical experience using QuickBooks. Attention will be given to QuickBooks features for managing accounts payable, accounts receivable, inventory, payroll and banking.

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<th>Course/Section</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Time</th>
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<td>CEI 230 9D</td>
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<tr>
<td>CEI 230 9E</td>
<td>T</td>
<td>2/21/17</td>
<td>1</td>
<td>9 am – 4 pm</td>
<td>Rock Hall</td>
<td>George Sellers</td>
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</tbody>
</table>

WORD- LEVEL I * This section is guaranteed to run…
This course is an introduction to MS Word, a powerful word processing program. Gain familiarity with the Main Menu Bar and the Commands in the cascading menus. Learn to navigate the Word processing environment, create, format, edit, save, cut and paste text, and preview and print documents. How to create tables, make headers and footers, adjust page layout, use editing tools and send documents via e-mail will also be covered.

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<tr>
<td>CEI 062 9A</td>
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<tr>
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<td>9 am – 4 pm</td>
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<tr>
<td>CEI 062 9C</td>
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<td>WYE Mills/EDC-26</td>
<td>George Sellers</td>
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<td>CEI 062 9D</td>
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<td>9 am – 4 pm</td>
<td>WYE Mills/EDC-26</td>
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<td>1</td>
<td>9 am – 4 pm</td>
<td>Rock Hall</td>
<td>George Sellers</td>
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</tbody>
</table>

WORD- LEVEL II
There will only be a brief review of Level I. If you are considering entering this course without taking Level I, please review the description in Word Level I to verify your skill level is appropriate for this class. Word Level II includes: Advanced formatting of columns and tables, applying graphics elements to tables, importing data from Excel into Word with a brief introduction to formula entry for automatic calculations, applying styles to documents, inserting graphics, files, WordArt, symbols, and watermarks, using and creating templates, and using advanced options like printing labels and envelopes.

<table>
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<th>Day</th>
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<td>CEI 063 9D</td>
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<td>9 am – 4 pm</td>
<td>WYE Mills/EDC-26</td>
<td>George Sellers</td>
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</tbody>
</table>
CULINARY/HOTEL/RESTAURANT

EVENT PLANNING 101
Learn how to create and coordinate successful special events. Discover expert strategies, tips, tools, techniques, and procedures to avoid costly planning errors. Students must create an online account in order to access classroom. ed2go.com/chesapeake For information about additional sections of this course, contact etroutman-wallace@chesapeake.edu. Course fee $110.

<table>
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<th>Dates</th>
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<th>Instructor</th>
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<td>CEG 176 9NG</td>
<td>1/18 – 2/24/17</td>
<td>OL – EDG</td>
<td>Cynthia Grzelak</td>
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INTRODUCTION TO HOSPITALITY MANAGEMENT
This course is designed to provide a basic understanding of the lodging and food service industry by tracing the industry's growth and development, reviewing the organization of hotel, food, and beverage operations, and by focusing on industry opportunities and future trends. (Also offered as HRM 101 on the credit schedule.) Tuition: In-county - $360, Course fee: $130; Tuition: Out-of-county - $564, Course fee: $145; Tuition: Out-of-State - $795, Course fee: $145. (T)

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<th>Course/Section</th>
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INTRODUCTION TO PRINCIPLES OF TOURISM
This course is designed as an introduction to the travel and tourism industry. Each major component of the industry will be examined in detail to provide the student with a useful overview of the industry and its many career opportunities. (Also offered as HRM 102 on the credit schedule.) Tuition: In-county - $360, Course fee: $130; Tuition: Out-of-county - $564, Course fee: $145; Tuition: Out-of-State - $795, Course fee: $145. (T)

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<th>Instructor</th>
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</table>
Future allied health/medical program students are strongly encouraged to attend a Health Careers Orientation session to learn specific information regarding course requirements, tuition and the required processes/information required for registration.

Students interested in enrolling in the Administrative Medical Assistant, Clinical Medical Assistant, Medical Coding Professional, Pharmacy Technician, Nursing Assistant, Dental Assistant, or Personal Fitness Trainer courses are required to attend an orientation session. All sessions are held on the Wye Mills campus and are free. No advance registration is necessary. For more information call 410-822-5400, ext. 5850 or email CEHealthcare@chesapeake.edu.

Orientation Schedule through June 2017*

<table>
<thead>
<tr>
<th>Date</th>
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* Additional sections of the Health Careers Orientation will be offered after the June 2017 dates

For the most current information on our offerings go to: http://www.chesapeake.edu/continuing_ed/alliedhealth

NURSING ASSISTANT

Train to become a Certified Nursing Assistant and learn the foundational skills necessary to provide compassionate and competent patient care. This training program prepares students to work in the healthcare industry utilizing professional standards of conduct. The course meets the requirements and is approved by the Maryland Board of Nursing to be eligible for CNA certification in MD and meets the state registry exam requirements to prepare students for the Geriatric Nursing Assistant (GNA) test. Class size is limited to eight students. Daytime and evening classes are scheduled throughout the year in Wye Mills and Cambridge. Course requirements: A favorable criminal background check, drug screening, updated immunizations, perfect attendance, and CPR for healthcare providers. Student must attend a Health Careers Orientation and Career Planning for CNA/GNA prior to the training. For more information, email nmiller@chesapeake.edu. Tuition: In-county $100, Out-of-county $105, Out-of-State $110. All students pay $1,375 course fee.

Health Careers Orientation calendar can be found at: www.chesapeake.edu/continuing_ed/alliedhealth
HEALTHCARE

CAREER PLANNING FOR CNA/GNAs
Prepare for your career as a nursing assistant during this pre-requisite course. Learn what to expect during the training program and gain a deeper understanding of the nursing assistant’s role in the healthcare industry. Students will complete the necessary documents for the Maryland Board of Nursing and applications for drug testing and a criminal background check. For more information, email nmiller@chesapeake.edu. Tuition: In-county $10, Out-of-county $15, Out-of-State $20. All students pay $175 course fee.

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Days</th>
<th>Dates</th>
<th>Sessions</th>
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<th>Location/Room</th>
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<td>CEI 165 9G</td>
<td>F</td>
<td>10/7/16</td>
<td>1</td>
<td>1 – 5 pm</td>
<td>WYE Mills/EDC-26</td>
<td>STAFF</td>
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<tr>
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<td>T</td>
<td>10/25/16</td>
<td>1</td>
<td>5 – 9 pm</td>
<td>Cambridge/201-B</td>
<td>STAFF</td>
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<tr>
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<td>1</td>
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<td>T</td>
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<td>1</td>
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</tr>
<tr>
<td>CEI 165 9K</td>
<td>F</td>
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<tr>
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<td>T</td>
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<tr>
<td>CEI 165 9O</td>
<td>F</td>
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<tr>
<td>CEI 165 9S</td>
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<td>1</td>
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<td>WYE Mills/EDC-26</td>
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<td>CEI 165 9T</td>
<td>T</td>
<td>4/25/17</td>
<td>1</td>
<td>5 – 9 pm</td>
<td>Cambridge/201-B</td>
<td>STAFF</td>
</tr>
</tbody>
</table>

CERTIFIED MEDICINE AIDE
Students with at least one year of experience as a Geriatric Nursing Assistant (GNA) and currently employed in a long-term healthcare facility recognized by the State of Maryland can earn the Certified Medicine Aide (CMA) designation. Students learn safe preparation and administration of medications. This course complies with Maryland’s Department of Health and Mental Hygiene guidelines. Class limited to eight students. For more information on the application process, email: nmiller@chesapeake.edu. Tuition: In-county $50, Out-of-county $55, Out-of-State $60. All students pay $335 course fee.

<table>
<thead>
<tr>
<th>Course/Section</th>
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<th>Location/Room</th>
<th>Instructor:</th>
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<tr>
<td>CEI 269 B</td>
<td>F, Sat, Sun 10/21-12/4/16</td>
<td>12</td>
<td>F – 5 – 9 pm Sat &amp; Sun - 9 am - 3 pm</td>
<td>WYE Mills/HPAC &amp; EOD</td>
<td>Elaine Reed, RN</td>
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<tr>
<td>CEI 269 A</td>
<td>F, Sat, Sun 3/3-4/23/17</td>
<td>12</td>
<td>F – 5 – 9 pm Sat &amp; Sun - 9 am - 3 pm</td>
<td>WYE Mills/HPAC &amp; EOD</td>
<td>Elaine Reed, RN</td>
</tr>
</tbody>
</table>

MEDICINE AIDE RECERTIFICATION
This course is designed to provide certified medicine aides with the recertification training required by the Maryland Department of Health and Mental Hygiene. Students must verify that they have practiced in a licensed nursing home under their current license for at least 100 hours in the two years immediately preceding admission to the recertification class. When registering, students must bring a copy of their current Medicine Aide Certificate. Class is limited to 27 students. Tuition: In-county $25, Out-of-county $30, Out-of-State $35. All students pay $90 course fee.

<table>
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<th>Course/Section</th>
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<th>Sessions</th>
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<td>CEI 283 D</td>
<td>T, W, Th 10/4 – 10/6/16</td>
<td>3</td>
<td>6:15 – 9 pm</td>
<td>WYE Mills/HPAC &amp; EOD</td>
<td>Elaine Reed, RN</td>
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<tr>
<td>CEI 283 A</td>
<td>T, W, Th 1/10 – 1/12/17</td>
<td>3</td>
<td>6:15 – 9 pm</td>
<td>WYE Mills/HPAC &amp; EOD</td>
<td>Elaine Reed, RN</td>
</tr>
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</table>
HEALTHCARE

CPR

BLS CPR HEALTHCARE PROVIDER COURSE
This course teaches healthcare professionals to recognize several life threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely manner. The course is intended for certified or non-certified, licensed or non-licensed healthcare professionals. Skill testing and written exam are required for completion of this course. The course is taught according to the guidelines of the American Heart Association. Class limited to 15 students. Tuition and Course fee: In-county $95, Out-of-County $100, Out-of-State $105. For more information about this course, contact etrouman-wallace@chesapeake.edu or kspignolo@chesapeake.edu.

<table>
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<th>Course/Section</th>
<th>Day</th>
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<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor</th>
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<tbody>
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<td>CEX 711 9NC</td>
<td>Sat</td>
<td>9/17/16</td>
<td>1</td>
<td>9 am – 1:30 pm</td>
<td>WYE Mills/HPAC</td>
<td>Ryan Killough</td>
</tr>
<tr>
<td>CEX 711 9ND</td>
<td>Sat</td>
<td>10/1/16</td>
<td>1</td>
<td>9 am – 1:30 pm</td>
<td>WYE Mills/HPAC</td>
<td>Ryan Killough</td>
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<tr>
<td>CEX 711 9NE</td>
<td>Sat</td>
<td>11/12/16</td>
<td>1</td>
<td>9 am – 1:30 pm</td>
<td>WYE Mills/HPAC</td>
<td>Ryan Killough</td>
</tr>
</tbody>
</table>

DENTAL

DENTAL ASSISTING PROGRAM
The Dental Assisting Program consists of four courses: Basic Dental Assisting, Oral Radiography Techniques, Oral Radiography–Clinical, and Dental Assisting Internship which includes 75 hours in the classroom, 12 hours at a clinical site, and a 45 hour internship. Students need to register for all four courses to complete the program. Successful completion of this program allows graduates to take either the DANB Radiation Health and Safety Exam or the Maryland State Board of Dental Examiners Intraoral Radiology Exam administered by DANB. Passing the exam will give the holder the required license needed to be employed as a Dental Radiation Technologist. Certificates of completion will be awarded upon successful completion of Basic Dental Assisting, Oral Radiography Theory, Oral Radiography–Clinical, and Dental Assisting Internship. Prerequisites to enter program: Completed application to the program, a high school diploma or G.E.D. and a minimum score of 75 on the College’s Reading Comprehension placement test. Applications and placement test forms are available by emailing nmiller@chesapeake.edu, or 410-822-5400, ext.2710, or by attending a free orientation for health careers. The orientation calendar can be found at www.chesapeake.edu/continuing_ed/alliedhealth. Tuition: In-county $100, Out-of-county $105, Out-of-State $110 plus all students pay $1575 course fee, plus textbook.

BASIC DENTAL ASSISTING
This 45-hour course focuses on mouth anatomy and teeth surfaces, infection control procedures in a dental office, documenting medical histories, chairside assisting, passing instruments, suctioning, and recognizing and mixing cements, alginates and other dental materials.

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Time</th>
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<th>Instructor</th>
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<tr>
<td>CEX 292 B</td>
<td>Sat</td>
<td>3/4 – 5/6/17 No class 3/18</td>
<td>9</td>
<td>8:30 am – 2 pm</td>
<td>WYE Mills/HPAC</td>
<td>Roseanne Morgan, CDA</td>
</tr>
<tr>
<td>CEX 292 C</td>
<td>Sat</td>
<td>8/19-10/21/17 No class 10/7</td>
<td>9</td>
<td>8:30 am – 2 pm</td>
<td>WYE Mills/HPAC-229/225</td>
<td>Roseanne Morgan, CDA</td>
</tr>
</tbody>
</table>

ORAL RADIOGRAPHY TECHNIQUES
This 30-hour course is approved by the Maryland State Board of Dental Examiners and is intended to enhance students’ skills to be able to assist with x-rays by preparing them for the Maryland State Board Radiation Health and Safety Examination. Topics include the history of dental radiography, the properties and production of x-rays, the biological effects of ionizing radiation, radiation safety and x-ray protection.

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor</th>
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<td>CEI 645 A</td>
<td>Sat</td>
<td>10/29 – 12/3/16 No class 11/26</td>
<td>5</td>
<td>8 am – 2 pm</td>
<td>WYE Mills/HPAC-229/225</td>
<td>Jean Carlson, DDS</td>
</tr>
<tr>
<td>CEI 645 B</td>
<td>Sat</td>
<td>5/13-6/10/17</td>
<td>5</td>
<td>8 am – 2 pm</td>
<td>WYE Mills/HPAC-229/225</td>
<td>Jean Carlson, DDS</td>
</tr>
<tr>
<td>CEI 645 C</td>
<td>Sat</td>
<td>10/28-12/2/17</td>
<td>5</td>
<td>8 am – 2 pm</td>
<td>WYE Mills/HPAC-229/225</td>
<td>Jean Carlson, DDS</td>
</tr>
</tbody>
</table>
HEALTHCARE

ORAL RADIOGRAPHY - CLINICAL
This 12-hour course provides hands-on training and an opportunity to practice taking radiographs under the supervision of their dentist instructor. Times are coordinated with the students by their dentist instructor so that radiographs and bitewings are completed during the time frame of the Oral Radiography Techniques class.

<table>
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<th>Course/Section</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
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<tbody>
<tr>
<td>CEI 700 A</td>
<td>F</td>
<td>11/11-11/18/16</td>
<td>2</td>
<td>9 am – 3:30 pm</td>
<td>Carlson Dental Office - Cambridge</td>
<td>Jean Carlson, DDS</td>
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<tr>
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<td></td>
<td>No class 11/25</td>
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<tr>
<td>CEI 700 B</td>
<td>F</td>
<td>6/2-6/9/17</td>
<td>2</td>
<td>9 am – 3:30 pm</td>
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<td>Jean Carlson, DDS</td>
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<tr>
<td>CEI 700 C</td>
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<td>11/10-11/17/17</td>
<td>2</td>
<td>9 am – 3:30 pm</td>
<td>Carlson Dental Office - Cambridge</td>
<td>Jean Carlson, DDS</td>
</tr>
</tbody>
</table>

BLS HEALTHCARE PROVIDER COURSE
Dental Assisting students are required to have the American Heart Association BLS Healthcare Provider CPR certification before their Internship. A copy of this certification must be provided to the Oral Radiography Techniques instructor prior to the Internship orientation date. This course teaches healthcare professionals to recognize several life threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely manner. The course is intended for certified or non-certified, licensed or non-licensed healthcare professionals. Skill testing and written exam are required for completion of this course. The course is taught according to the guidelines of the American Heart Association.

<table>
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<th>Sessions</th>
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<td>CEX 711 BB</td>
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<td>6/3/17</td>
<td>1</td>
<td>3 – 8 pm</td>
<td>WYE Mills/HPAC 143</td>
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<td>CEX 711 CC</td>
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<td>11/4/17</td>
<td>1</td>
<td>3 – 8 pm</td>
<td>WYE Mills/HPAC 143</td>
<td>STAFF</td>
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</table>

DENTAL ASSISTANT INTERNSHIP
This 45-hour internship provides Dental Assistant students who have successfully completed the Basic Dental Assisting and Oral Radiography classes with the opportunity for further valuable experience in one of Choptank Community Health System's Dental Clinics – Cambridge, Federalsburg, St. Michaels or Goldsboro offices. Prerequisites required for Internship.

<table>
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<td>1/10, 1/16-1/20/17</td>
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<td>1/10 - 8 am – 2:30 pm</td>
<td>TBD</td>
<td>Jean Carlson, DDS</td>
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<td>1/16-1/20 - 8 am - 4:30 pm</td>
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<td>Jean Carlson, DDS</td>
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<td></td>
<td></td>
<td>1/23-1/27 - 8 am - 4:30 pm</td>
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<td>CEI 654 C</td>
<td>T, M-F</td>
<td>7/11, 7/17-7/21/17</td>
<td>6</td>
<td>7/11 - 8 am – 2:30 pm</td>
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<td>7/17-7/21-8 am – 4:30 pm</td>
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<td>7/24-7/28-8 am – 4:30 pm</td>
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</table>

GENERAL CHAIRSIDE EXPANDED FUNCTIONS
This course is preferred for dental assistants who are employed in a dental office who desire to prepare for the EFDA (Expanded Functions Dental Assistant) Exam. The student must have a working knowledge of basic oral anatomy, dental terminology and basic infection control. Radiation certification is preferred but also not mandatory. Textbook, workbook and dental instruments guide book are the same as used in Chesapeake College's Basic Dental Assistant course. **Tuition: In-county $55, Out-of-county $60, Out-of-State $65. All students pay $640 course fee. (T)**

<table>
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<td>8:30 am – 2 pm</td>
<td>WYE Mills/HPAC 225</td>
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<td>11/12-12/3/16</td>
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<tr>
<td>CEX 644 B plus Labs</td>
<td>Sat</td>
<td>10/28-12/2/17</td>
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<td>WYE Mills/HPAC 229</td>
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<td>No class 11/25</td>
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<td>8:30 am – 2 pm</td>
<td>WYE Mills/HPAC 225</td>
<td>Roseanna Morgan, CDA</td>
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<td>No lab 11/25</td>
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</table>
PHARMACY TECHNICIAN

PHARMACY TECHNICIAN 
CERTIFICATION (EXAM PREPARATION)
This comprehensive 50-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board’s PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other healthcare settings working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement. Textbooks and course completion certificate are included in the cost of the course. **Course fee $1,499 until 12/31/16. Effective January 1, 2017 new course fee will be $1,599.** For more information contact etrouman-wallace@chesapeake.edu or kspignolo@chesapeake.edu.

Pre-requisites: 18 years of age and high school completion or G.E.D. Students must attend a Health Career Orientation Session. Prior to registering for the program, students must successfully complete the Chesapeake College placement exam for reading comprehension and arithmetic with a proficiency score of 45 for each. In addition, students must successfully complete the online Medical Terminology course (CEI 541) prior to registration. For more information or to register, go to: [www.ed2go.com/chesapeake](http://www.ed2go.com/chesapeake). Financial assistance may be available through the Deferred Payment Plan. For more information, go to [https://www.chesapeake.edu/ecashier/](https://www.chesapeake.edu/ecashier/).

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<thead>
<tr>
<th>Course/Section</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor</th>
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<td>T, Th</td>
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<td>15</td>
<td>6 – 9:30 pm</td>
<td>WYE Mills/HPAC 133</td>
<td>Kim Finelli</td>
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<tr>
<td>CEI 400 B</td>
<td>T, Th</td>
<td>3/7 – 4/27/17 No class 3/14</td>
<td>15</td>
<td>6 – 9:30 pm</td>
<td>WYE Mills/TBD</td>
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NATURAL HEALING

INTRODUCTION TO NATURAL HEALTH AND HEALING
Evaluate your current lifestyle and observe how your behaviors can affect your health. Learn about the power of naturopathy, proper breathing techniques, hydrotherapy, diet, and biorhythms. Explore the power of vitamins, antioxidants, massage techniques, osteopathy, chiropractic, T’ai Chi, reflexology, yoga, FengShui, and much more. By the end of this course, you’ll have begun taking charge of your own health and healing! For information about additional sections of this course go to [ed2go.com/chesapeake](http://ed2go.com/chesapeake), or contact etrouman-wallace@chesapeake.edu. **Course fee $110.**

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Dates</th>
<th>Location/Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CES 112 9NB</td>
<td>8/17 – 9/23/16</td>
<td>OL – EDG</td>
<td>Theresa Snyder</td>
</tr>
<tr>
<td>CES 112 9NC</td>
<td>9/14 – 10/21/16</td>
<td>OL – EDG</td>
<td>Theresa Snyder</td>
</tr>
<tr>
<td>CES 112 9ND</td>
<td>10/12 – 11/18/16</td>
<td>OL – EDG</td>
<td>Theresa Snyder</td>
</tr>
<tr>
<td>CES 112 9NG</td>
<td>1/18 – 2/24/17</td>
<td>OL – EDG</td>
<td>Theresa Snyder</td>
</tr>
</tbody>
</table>

GIVE THE GIFT THAT LASTS FOREVER... EDUCATION!

Why not give a gift certificate for a Continuing Education class? With over 100 classes to choose from, there is something for everyone! For more info, call 410-827-5850. View a complete list of classes at [www.chesapeake.edu](http://www.chesapeake.edu)
HEALTHCARE

HEALTHCARE/OFFICE SKILLS

ADMINISTRATIVE MEDICAL ASSISTANT
This program is intended to train students to help manage medical offices as well as to work as an administrative assistant in dental offices, and as health unit secretaries in hospitals. This 96-hour training program combines theory and practical instruction over 32 sessions, plus two optional review sessions to help students prepare for their CMAA National Certification exam. Course instruction includes telephone skills and use of computer programs, appointment scheduling, medical record handling, filing, billing, insurance coding, transcription and general office etiquette. Textbooks, CMAA National Certification exam fee, BLS Healthcare Provider CPR and course completion certificate are included in the cost of the course. **Course fee $2,399 until 12/31/16. Effective January 1, 2017 new course fee will be $2,499.** For more information contact etroutman-wallace@chesapeake.edu or kspignolo@chesapeake.edu.

Prerequisites: 18 years of age and high school completion or G.E.D. Students must attend a Health Career Orientation Session (see the following page for the orientation schedule). Prior to registering for the program, students must successfully complete the Chesapeake College placement exam for reading comprehension and arithmetic with a proficiency score of 45 for each. In addition, students must successfully complete the online Medical Terminology course (course number: CEI 541) prior to registration. For more information or to register go to: www.ed2go.com/chesapeake. Financial assistance may be available through the Deferred Payment Plan. For more information, go to: https://www.chesapeake.edu/ecashier/.

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEI 853 A*</td>
<td>T, Th</td>
<td>10/18/16 - 2/21/17</td>
<td>32</td>
<td>5:30 – 8:45 pm</td>
<td>WYE Mills/HUM-107</td>
<td>Callahan/Greene</td>
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<tr>
<td>BLS Healthcare Provider CPR CEX 911 AMA1*</td>
<td>Sat</td>
<td>10/29/16</td>
<td>1</td>
<td>9 - 1:30 pm</td>
<td>WYE Mills/HPAC133</td>
<td>Mike Campbell</td>
</tr>
</tbody>
</table>

*These 2 classes must be registered for at the same time!  
** No class 11/24, 12/20, 12/22, 12/27, 12/29

Fall 2016

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor:</th>
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<tr>
<td>CEI 853 B*</td>
<td>T, Th</td>
<td>2/28/17 - 6/20/17**</td>
<td>32</td>
<td>5:30 – 8:45 pm</td>
<td>WYE Mills/TBD</td>
<td>Callahan/Greene</td>
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<tr>
<td>BLS Healthcare Provider CPR CEX 911 AMA2*</td>
<td>Sat</td>
<td>3/18/17</td>
<td>1</td>
<td>9 – 1:30 pm</td>
<td>WYE Mills/TBD</td>
<td>STAFF</td>
</tr>
</tbody>
</table>

*These 2 classes must be registered for at the same time!  
** No class 3/14/17

Spring 2017

CLINICAL MEDICAL ASSISTANT PROGRAM
Clinical Medical Assistants work in a doctor’s office or clinic. This program is intended to train students in the necessary procedures to care for patients, perform simple lab tests and administer medications. This course is 140 hours of classroom instruction, including electrocardiography (EKG) and an introduction to phlebotomy. Textbooks, consumable supplies, CCMA National Certification exam fee, BLS Healthcare Provider CPR and course completion certificate are included in the cost of the course. **Course fee $2,699 until December 31, 2016. Effective January 1, 2017 new course fee will be $2,799.** For more information contact etroutman-wallace@chesapeake.edu or kspignolo@chesapeake.edu.

Prerequisites: 18 years of age and high school completion or G.E.D. Students must attend a Health Career Orientation Session (see the following page for the orientation schedule). Prior to registering for the program, students must successfully complete the Chesapeake College placement exam for reading comprehension and arithmetic with a proficiency score of 45 for each. In addition, students must successfully complete the online Medical Terminology course (CEI 541) and online Human Anatomy & Physiology course (CEG 287) prior to registration. For more information, or to register, go to: www.ed2go.com/chesapeake.

Students must register for Clinical Medical Assistant programs I and II and BLS Healthcare Provider CPR training.

Financial assistance may be available through the Deferred Payment Plan. For more information, go to the website at: https://www.chesapeake.edu/ecashier/.
**Fall 2016**

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Clinical Medical Assistant I</strong></td>
<td>M, W</td>
<td>10/3 - 11/30/16</td>
<td>20</td>
<td>M, W - 6 – 9:30 pm Sat – 9 am – 4:30 pm</td>
<td>WYE Mills/ HPAC 133</td>
<td>Ryan Killough</td>
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<tr>
<td><strong>Clinical Medical Assistant II</strong></td>
<td>M, W</td>
<td>12/5/16-2/15/17</td>
<td>20</td>
<td>M, W - 6 – 9:30 pm Sat – 9 am – 4:30 pm</td>
<td>WYE Mills/ TBD</td>
<td>Ryan Killough</td>
</tr>
<tr>
<td><strong>BLS Healthcare Provider CPR</strong></td>
<td>Sat</td>
<td>10/15/16</td>
<td>1</td>
<td>9 - 1:30 pm</td>
<td>WYE Mills/ HPAC 133</td>
<td>STAFF</td>
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</tbody>
</table>

*These 3 classes must be registered for at the same time!  
**No class 11/23, 12/19, 12/21, 12/26, 12/28/16 & 1/16/17

**Spring 2017**

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor:</th>
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<tr>
<td><strong>Clinical Medical Assistant I</strong></td>
<td>M, W</td>
<td>2/20 - 4/19/17</td>
<td>17</td>
<td>M, W - 6 – 9:30 pm Sat – 9 am – 4:30 pm</td>
<td>WYE Mills/ HPAC 133</td>
<td>Ryan Killough</td>
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<tr>
<td><strong>Clinical Medical Assistant II</strong></td>
<td>M, W</td>
<td>4/24/17 - 6/21/17</td>
<td>17</td>
<td>M, W - 6 – 9:30 pm Sat – 9 am – 4:30 pm</td>
<td>WYE Mills/ TBD</td>
<td>Ryan Killough</td>
</tr>
<tr>
<td><strong>BLS Healthcare Provider CPR</strong></td>
<td>Sat</td>
<td>3/11/17</td>
<td>1</td>
<td>9 - 1:30 pm</td>
<td>WYE Mills/TBD</td>
<td>STAFF</td>
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</tbody>
</table>

*These 3 classes must be registered for at the same time!  
**No class 3/13, 5/29/2017

**MEDICAL CODING PROFESSIONAL**

Medical coding professionals keep records, calculate patient charges, review files and determine codes for physician procedures and diagnosis - using ICD-10 and CPT-4 coding protocols - for third party billing purposes. This course is 80 hours of classroom instruction, including medical terminology, and CPT and ICD-10 guidelines and management. Students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H - Apprentice); the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams. Textbooks and course completion certificate are included in the cost of the course. **Course fee $2,699 until December 31, 2016. Effective January 1, 2017 new course fee will be $2,799.** For more information contact etrouman-wallace@chesapeake.edu or kspignolo@chesapeake.edu.

Prerequisites: 18 years of age and high school completion or G.E.D. Students must attend a Health Career Orientation Session (see the following orientation schedule). Prior to registering for the program, students must successfully complete the Chesapeake College placement exam for reading comprehension and arithmetic with a proficiency score of 45 for each. In addition, students must successfully complete the online Human Anatomy & Physiology course (CEG 287) prior to registration. For more information, or to register, go to: www.ed2go.com/chesapeake.

Financial assistance may be available through the Deferred Payment Plan. For more information, go to the website at: https://www.chesapeake.edu/ecashier/.

<table>
<thead>
<tr>
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<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor:</th>
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<tr>
<td><strong>CEI 591 A</strong></td>
<td>M, Th</td>
<td>10/3/16 - 1/5/17*</td>
<td>23</td>
<td>6 – 9:30 pm</td>
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<td>Gantzhorn</td>
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<tr>
<td><strong>CEI 591 B</strong></td>
<td>M, Th</td>
<td>2/6 – 4/27/17*</td>
<td>23</td>
<td>6 – 9:30 pm</td>
<td>WYE Mills/TBA</td>
<td>Gantzhorn</td>
</tr>
</tbody>
</table>

*No class 11/24, 12/19, 12/22, 12/26, 12/29  
*No class 2/6, 4/27/17  
*No class 3/13
HEALTHCARE

ONLINE TRAINING IN THE HEALTHCARE FIELD
Chesapeake College offers six different online allied health training programs. A new section of each course begins on the 1st of each month. Students have online access to the training material for a period of 6 months. To obtain exact registration and section information, it is suggested that students contact Ellen Troutman-Wallace to assist with registration: Etroutman-wallace@chesapeake.edu or kspignolo@chesapeake.edu 410-827-3410. For more course details and specific dates about the programs below, go to: www.healthedtoday.com/chesapeake. Financial assistance may be available through the Deferred Payment Plan. For more information, go to: https://www.chesapeake.edu/ecashier/.

CLINICAL MEDICAL ASSISTANT – CEI 260
These courses include all textbooks. Course fee $2,599.

EKG TECHNICIAN – CEI 300
These courses include all textbooks. Course fee $1,399.

PHARMACY TECHNICIAN – CEI 055
These courses include all textbooks. Course fee $1,399.

MEDICAL ADMINISTRATIVE ASSISTANT – CEI 056
These courses include all textbooks. Course fee $1,399.

DIALYSIS TECHNICIAN – CEI 059
These courses include all textbooks. Course fee $1,399.

MEDICAL BILLING AND CODING – CEI 086
This course includes all textbooks. Course fee $1,799.

CONTINUING EDUCATION CERTIFICATE PROGRAMS

The Division of Continuing Education & Workforce Training offers certificate programs in a number of career fields.

For a complete list of offerings or for more information, please contact the Continuing Education Office at 410-827-5850 for more information.

Your time. Your place. Chesapeake College at 50

- Accounting and Bookkeeping
  - Bookkeeper
  - Payroll Professional
- Animal Care
  - Veterinary Assistant Training
- Aquatics
  - Pool Operator
- Nail Technician
- Boating
  - Professional Captain
- Building Trades
  - Home Inspection
  - Home Improvement Contractors
  - HVAC Electrician
- Business
  - Administrative Professional
  - Administrative Professional with Microsoft Office 2007
  - Business Coaching
  - Legal Secretary
  - Mobile Marketing Professional
  - Project Management
  - Social Media for Business
- Child Care
  - Child Care Teacher
  - Child Care Aide
  - Family Child Care Provider
- Computer Technology
  - Advanced Microsoft Certified Technology Specialist
  - Cisco CCNA Certification Training
  - Comp TIA Certification Training
  - Forensic Computer Examiner
  - Help Desk Analyst
  - Six Sigma Green Belt & Black Belt
- Cosmetology
- Environmental Education
  - Green Building Certificate
  - Senior Sustainability Professional
- Health Care/Fitness
  - Administrative Medical Assistant
  - Certified Nursing Assistant (CNA)
  - Dental Assistant
  - Electronic Health Record Training
  - National Pharmaceutical Representative
  - Personal Fitness Trainer
  - Pharmacy Technician
- Hotel Culinary Arts and Tourism
  - Bartender Certification
  - Travel Agent
- Real Estate
- Truck Driving
  - Commercial Driver’s License Class A
  - Commercial Driver’s License Class B
  - School Bus Driver
LIFESTYLE & LEISURE

ARTS & CRAFTS

BEGINNING WARM GLASS
Learn the basic processes involved in fusing and slumping glass. Essential characteristics of glass will be discussed, as well as general kiln firing information. Students will have a hands on experience in creating a bowl, dish or jewelry item or other simple object. This experience is intended to give basic information and experience in kiln formed glass work and will equip students to progress toward more complex projects. Material fees are included in the course fee. **Course fee is $175.**

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Days</th>
<th>Dates</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>CES 118 9A</td>
<td>W</td>
<td>10/5 – 10/19/16</td>
<td>3</td>
<td>6 – 9 pm</td>
<td>Easton/ Le Hatchery</td>
<td>Paul Winters</td>
</tr>
</tbody>
</table>

HOLIDAY PROJECTS FUSED GLASS
This class is for those who have a little experience in fused glass and have taken the Beginning Warm Glass class. Students will be able to use the newly acquired skill to create a gift or decorative item for the holidays. Material fees are included in the course fee. **Course fee is $175.**

<table>
<thead>
<tr>
<th>Course/Section</th>
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<th>Location/Room</th>
<th>Instructor</th>
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<tr>
<td>CES 119 9A</td>
<td>W</td>
<td>11/2 – 11/16/16</td>
<td>3</td>
<td>6 – 9 pm</td>
<td>Easton/ Le Hatchery</td>
<td>Paul Winters</td>
</tr>
</tbody>
</table>

FITNESS & WELLNESS

BALLROOM DANCING - NEW AMOUNT OF SESSIONS!
Come join the fun, get fit and learn or improve skills for the Swing, Waltz, Foxtrot, and Cha-cha. Improve muscle tone, memory, and social self-confidence. Partner not required. Wear non-rubber soled shoes. **Course fee is $60.**

<table>
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<th>Days</th>
<th>Dates</th>
<th>Sessions</th>
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<td>CES 042 9A</td>
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<td>6</td>
<td>6:15 – 7:15 pm</td>
<td>WYE Mills/HPAC103</td>
<td>STAFF</td>
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HISTORY & CULTURE

GENEALOGY 101
Tracing your family’s history is a fascinating journey. Who will you discover? Learn the basics of where to look, who to contact, and how to make your family history come alive. For information about additional sections of this course go to [ed2go.com/chesapeake.edu](http://ed2go.com/chesapeake.edu) or contact etroutman-wallace@chesapeake.edu. **Course fee $110.**

<table>
<thead>
<tr>
<th>Course/Section</th>
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<th>Location/Room</th>
<th>Instructor</th>
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<td>8/17 – 9/23/16</td>
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<tr>
<td>CEG 089 9NC</td>
<td>9/14 – 10/21/16</td>
<td>OL – EDG</td>
<td>Bob Moyer</td>
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<td>CEG 089 9ND</td>
<td>10/12 – 11/18/16</td>
<td>OL – EDG</td>
<td>Bob Moyer</td>
</tr>
<tr>
<td>CEG 089 9NG</td>
<td>1/18 – 2/24/17</td>
<td>OL – EDG</td>
<td>Bob Moyer</td>
</tr>
</tbody>
</table>

FUNDAMENTALS OF MUSIC
If you enjoy music and would like to know more about what makes it work, this is the course for you. You’ll gain a complete understanding of rhythm, melody, and harmony, and you’ll be able to recognize pitches on the musical staff and on the keyboard. You’ll also be able to build intervals, major scales, and chords. By the time you complete this comprehensive and full-featured course, you’ll be able to read, write, and even play simple music pieces on a keyboard. For information about additional sections of this course go [ed2go.com/chesapeake.edu](http://ed2go.com/chesapeake.edu) or, contact etroutman-wallace@chesapeake.edu. **Course fee $110**
LIFESTYLE & LEISURE

LANGUAGES

AMERICAN SIGN LANGUAGE FOR BEGINNERS
This course is the first of a three part series designed for the individual who wishes to communicate with Deaf and Hard of Hearing individuals using American Sign Language. The course will focus on the manual alphabet, finger-spelling and numbers and vocabulary acquisition. Tuition: In-county $35, Out-of-county $40, Out-of-State $45. Course fee $160.

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor</th>
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<tr>
<td>CEI 537 9A</td>
<td>W</td>
<td>9/21 – 11/2/16</td>
<td>7</td>
<td>6:30 – 8:30 pm</td>
<td>WYE Mills/HEC-117</td>
<td>Janese Middleton</td>
</tr>
</tbody>
</table>

AMERICAN SIGN LANGUAGE I
This course is designed as a continuation of American Sign Language for Beginners. This course will focus on continuing to build vocabulary acquisition, learning the importance of facial expressions and role shifting, and gaining an understanding of Deafness and Deaf Culture. Tuition: In-county $35, Out-of-county $40, Out-of-State $45. Course fee $160.

<table>
<thead>
<tr>
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<th>Day</th>
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<th>Time</th>
<th>Location/Room</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>CEI 538 9A</td>
<td>W</td>
<td>11/9/16 – 1/11/17*</td>
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<td>6:30 – 8:30 pm</td>
<td>WYE Mills/HEC-117</td>
<td>Janese Middleton</td>
</tr>
</tbody>
</table>

* No class 11/23, 12/21 & 12/28/16

CONVERSATIONAL AMERICAN SIGN LANGUAGE
This course is designed as a continuation of American Sign Language I. It will allow students to become fluent and comfortable when conversing in American Sign Language through skills such as giving basic directions and explaining objects and events. Students will continue to build vocabulary acquisition and proper grammar skills. Tuition: In-county $35, Out-of-county $40, Out-of-State $45. Course fee $160.

<table>
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<tr>
<th>Course/Section</th>
<th>Day</th>
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<th>Time</th>
<th>Location/Room</th>
<th>Instructor</th>
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<tr>
<td>CEI 539 9A</td>
<td>W</td>
<td>1/18 – 3/1/17</td>
<td>7</td>
<td>6:30 – 8:30 pm</td>
<td>WYE Mills/HEC-117</td>
<td>Janese Middleton</td>
</tr>
</tbody>
</table>

SPANISH CONTINUING EDUCATION CERTIFICATE
Do you want to be able to speak Spanish with your employees, the families of your students, your patients, your clients, your coworkers, and when traveling to Spanish-speaking countries? After the completion of the Basic Spanish Program, students will understand the fundamentals of Spanish grammar in the present tense, which is essential to speaking the language. The conversational section will allow the students to apply the principles they have learned via situational conversations. Earn a continuing education certificate from Chesapeake College upon the successful completion of the Basic Spanish Program (Basic Spanish I, Basic Spanish II and Basic Spanish Conversational).

BASIC SPANISH I
Develop basic vocabulary and grammar concepts. Starting from the first class, students will learn to write their own sentences, the rules of pronunciation, present tenses, and the most important Spanish verbs. At the end of this class, students will be able to use, read, write, and speak basic Spanish sentences. Textbook and workbook will be provided. Tuition: In-county $5, Out-of-county $10, Out-of-state $15. Course fee $169.

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<thead>
<tr>
<th>Course/Section</th>
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<th>Time</th>
<th>Location/Room</th>
<th>Instructor</th>
</tr>
</thead>
</table>

BASIC SPANISH II
Continue to develop basic grammar concepts and apply them during conversations. You will review the key concepts learned in Basic Spanish I, add possessive adjectives, interrogatory words, irregular verbs and more. Upon completion of this class, students will be able to engage in a simple Spanish conversation using basic dialogue skills. Textbook and workbook will be provided. Tuition: In-county $5, Out-of-county $10, Out-of-state $15. Course fee $169.

<table>
<thead>
<tr>
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<th>Location/Room</th>
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<tr>
<td>CEX 116 9A</td>
<td>W</td>
<td>1/4 - 2/22/17</td>
<td>8</td>
<td>6:15 – 9:15 pm</td>
<td>WYE Mills/TBD</td>
<td>Lois Thomas</td>
</tr>
</tbody>
</table>

(410) 827-5850 • www.chesapeake.edu/continuing_ed
BASIC SPANISH CONVERSATIONAL
Apply what you have learned during your 16-weeks of Basic Spanish classes! This class will reinforce basic concepts in a conversational setting. We will introduce situational approaches including how to order food, reserve a hotel room, purchase airplane tickets and more. This course is a great refresher for intermediate students who want to practice their Spanish-speaking skills. Tuition: In-county $5, Out-of-county $10, Out-of-state $15. Course fee $99.

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<tr>
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<th>Day</th>
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<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor</th>
</tr>
</thead>
</table>

FOUNDATIONS OF ITALIAN
Explore the basic language skills to enhance the Italian travel experience. Students will learn words and phrases and correct pronunciation so they can effectively conduct dialogue employing the elements of Italian learned through oral drills, vocabulary, and grammar. Students will need to purchase “Italian Made Simple” (ISBN-13: 9780767915397). The instructor is a native speaker born and raised in Vicenza, Italy. Tuition: In-county $5, Out-of-county $10, Out-of-state $15. Course fee $129.

<table>
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<tr>
<th>Course/Section</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
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<th>Location/Room</th>
<th>Instructor</th>
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<tr>
<td>CEI 540 9A</td>
<td>T</td>
<td>9/13 – 11/8/16</td>
<td>9</td>
<td>6 – 8 pm</td>
<td>WYE Mills/TBD</td>
<td>Nelli Rocco</td>
</tr>
</tbody>
</table>

PERSONAL ENRICHMENT
GETTING PAID TO TALK
Ever been told you have a great voice? From audio books and cartoons to documentaries, commercials, and more, this class will introduce you to the growing field of voice over. Today, the range of voices hired has grown dramatically from the days of announcers. Learn what the pros look for, how to prepare, and where to find work in your area! We’ll discuss industry pros and cons and play samples from working voice professionals. In addition, you’ll have an opportunity to record a short professional script under the direction of our teacher. This class is a great first step for anyone interested in the voice over field. For more information please visit: http://www.voicecoaches.com/gptt. Course fee $50.

<table>
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<tr>
<th>Course/Section</th>
<th>Day</th>
<th>Date</th>
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<th>Time</th>
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<tr>
<td>CES 317 9A</td>
<td>W</td>
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<td>1</td>
<td>6:30 – 9 pm</td>
<td>WYE Mills/TBA</td>
<td>Voice Coaches Producer</td>
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</tbody>
</table>

HOW TO GET STARTED IN GAME DEVELOPMENT
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 learn the fundamentals of game development and get an overview of game genres, platforms, and audiences. Students learn tools and techniques to help you make better design decisions and achieve greater efficiencies as you develop your own games. You’ll learn why many games fail and how to ensure your games are positioned for success. By the end of the course, you’ll have the experience and confidence to start developing your own game. For information about additional sections of this course go to ed2go.com/chesapeake, contact etrouman-wallace@chesapeake.edu. Course fee $110.

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<tr>
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<th>Dates</th>
<th>Location/Room</th>
<th>Instructor</th>
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<tr>
<td>CEG 131 9NC</td>
<td>9/14/ -10/21/16</td>
<td>OL – EDG</td>
<td>Dr. Edward Lavieri</td>
</tr>
<tr>
<td>CEG 131 9ND</td>
<td>10/12 – 11/18/16</td>
<td>OL – EDG</td>
<td>Dr. Edward Lavieri</td>
</tr>
<tr>
<td>CEG 131 9NG</td>
<td>1/18 - 2/24/17</td>
<td>OL – EDG</td>
<td>Dr. Edward Lavieri</td>
</tr>
</tbody>
</table>
LIFESTYLE & LEISURE

INTERIOR DESIGN
This course will 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. You'll delve into color theory, industry trends, spatial arrangements, floor plans, traditional and modern interior design ideas, and other basics. For information about additional sections of this course go ed2go.com/chesapeake.edu, or contact etrouman-wallace@chesapeake.edu. Course fee $110.

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<tr>
<th>Course/Section</th>
<th>Dates</th>
<th>Location/Room</th>
<th>Instructor:</th>
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<tr>
<td>CEG 129 9NB</td>
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<td>OL – EDG</td>
<td>Sarah Smallwood</td>
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<tr>
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<td>OL – EDG</td>
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<td>OL – EDG</td>
<td>Sarah Smallwood</td>
</tr>
<tr>
<td>CEG 129 9NG</td>
<td>1/18 – 2/24/17</td>
<td>OL – EDG</td>
<td>Sarah Smallwood</td>
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</tbody>
</table>

PHOTOGRAPHY

DIGITAL PHOTOGRAPHY I
Students will learn the basics of operating a digital camera and the fundamentals of taking good photos. This class is appropriate for beginners and intermediate skill levels. Students will learn how to shoot using cameras off of automatic mode. We will cover aperture priority, shutter priority and manual modes, exposure, menu choices, file formats, depth of field, color balance and histograms. Students will work on shooting assignments outside of the class and we will do compositional critiques at each subsequent class. Beginner and Intermediate digital camera users are both welcomed. You will need a digital camera and it's manual. **Tuition: In-county $29, Out-of-county $34, Out-of-state $39. Course fee $119.**

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<tr>
<th>Course/Section</th>
<th>Days</th>
<th>Dates</th>
<th>Sessions</th>
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<td>6 - 8 pm</td>
<td>WYE Mills/EDC-27</td>
<td>Robert Miller</td>
</tr>
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</table>

DIGITAL PHOTOGRAPHY II
This course is designed for students who feel they already have a basic understanding of their camera and would like to go beyond the basics. Students are expected to know how to set aperture and shutter speed on their cameras. The class will begin with a basic review of camera operation, photo tips for travel, close-up and landscape photography as well demonstrations of photo shop to enhance images on the computer. You will need a digital camera with full manual control and it's manual. **Tuition: In-county $29, Out-of-county $34, Out-of-state $39. Course fee $119.**

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<th>Course/Section</th>
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<th>Dates</th>
<th>Sessions</th>
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<th>Location/Room</th>
<th>Instructor:</th>
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<td>5</td>
<td>6 - 8 pm</td>
<td>WYE Mills/EDC-27</td>
<td>Robert Miller</td>
</tr>
</tbody>
</table>

SMARTPHONE PHOTOGRAPHY (Basics)
Smartphones have cameras that rival many DLSRs turning everyone into amateur photographers! The advantage of your smartphone camera is that it is always with you allowing you to grab shots in the moment! This hands-on course not only explores how to take better pictures with your smartphone, but also what to do with them! You’ll learn how to navigate your camera’s settings, how and where to store your images, how to edit your images, and how to share them with family and friends. So, grab your smartphone and let’s have some phun (photography + fun). **Course fee $99.**

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<th>Course/Section</th>
<th>Days</th>
<th>Dates</th>
<th>Sessions</th>
<th>Time</th>
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<td>4</td>
<td>6:30 – 9 pm</td>
<td>WYE Mills/AUD-01</td>
<td>Jamie Gunsallus</td>
</tr>
</tbody>
</table>
SMARTPHONE PHOTOGRAPHY (Advanced)
Now that you know the basics in smartphone photography learn how to take action shots, shoot night photographs and use apps to create special effects. Learn advanced editing on a smartphone and the cool things you can do with your images. Learn how to keep you images safe and the gadgets and gizmos for your phone. **Course fee $99.**

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<th>Course/Section</th>
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<th>Dates</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor</th>
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<td>10/17 - 11/7/16</td>
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<td>6:30 – 9 pm</td>
<td>WYE Mills/AUD-01</td>
<td>Jamie Gunsallus</td>
</tr>
</tbody>
</table>

I’VE TAKEN THE PICTURES, NOW WHAT?
Don’t just upload your images to computer files; learn how to edit them to create an “art gallery”, print on canvas, glass, metal and acrylic, in addition to framed pictures under glass. Use these ideas to preserve your precious memories. Students will also learn how to create unique photo gift items including personalized memory books, calendars and more! **Course fee $99.**

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<th>Course/Section</th>
<th>Days</th>
<th>Dates</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor</th>
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<td>CES 226 9A</td>
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<td>10/4 - 10/25/16</td>
<td>4</td>
<td>6 – 8:30 pm</td>
<td>WYE Mills/Comp Lab</td>
<td>Debbie Scott</td>
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TRAVEL PHOTOGRAPHY
Learn how to best capture your unforgettable travel and vacation photos. There are a lot of things to consider when taking photos in museums and churches or shooting through windows. Discover when and how to use various lenses and specialized equipment plus essential tips on subject selection, composition and exposure control that will lead to these keepsake photos. **Course fee $99.**

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<th>Course/Section</th>
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<th>Dates</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor</th>
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<tr>
<td>CES 224 9A</td>
<td>T</td>
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<td>4</td>
<td>6 – 8:30 pm</td>
<td>WYE Mills/TBD</td>
<td>Debbie Scott</td>
</tr>
</tbody>
</table>

It’s Here!
Chesapeake College’s Agriculture Program.
Be there at the start this fall!

Developed by the Center for Leadership in Environmental Education in cooperation with many local partners, the program offers two tracks to prepare you for the exciting growing fields of farm ownership, management & servicing.

**Introduction to Agriculture**
(AGR 101 Section 201, Thursdays, 6:30-9:15 Wye Mills Campus)
Class starts August 25th

For program info. contact:
nfioellino@chesapeake.edu

Your time. Your place. Chesapeake College at 50
BOATING SKILLS AND SEAMANSHIP
The U. S. Coast Guard Auxiliary’s Boating Skills and Seamanship course designed for both the experienced and the novice boater. The course, now in its 14th edition published in 2013, consists for 8 core required two hour lessons plus five elective lessons, providing up-to-date knowledge for handling boats in all conditions. Course Fee $75.

MARYLAND LAW AND FIREARMS
This course will be two parts; first session will cover the new Handgun Qualification Law which requires residents to complete a 4 – Hour course to receive certification which allows the person to purchase a firearm in Maryland. The second session will involve the law in Maryland and other States concerning the use of deadly force with a firearm in cases of self-defense. Students may also elect to join a live-fire handgun session with the Instructor at a certified gun range in Queen Anne’s County following completion of the course. Course will be taught by a State Police certified Firearms Instructor and will provide the student with the required certification. Students must be 21 years of age. Course Fee $85.

TRAVEL/TRIPS
Discover Switzerland, Austria & Bavaria
Departing Wednesday, April 19, 2017
Register by 10/16/16 for these discounted prices, after this date availability is based on first come first serve.
Highlights…..Bern, Chateau de Chillon, Montreux, GoldenPass Panoramic Train, Gstaad, Lucerne, Innsbruck, Austrian Alps, Salzburg, Mirabel Gardens, St. Peter’s Restaurant, Bavaria, Oberammergau, Tyrolean Folklore Show
Flight & Hotels: 10 days, 12 meals: 8 Breakfasts, 4 Dinners, sedan service & airport transfers,
Double $3799, Single $4099, Triple $3769
https://gateway.gocollette.com/Gateway/Trip/721878

Magical Rhine and Moselle
Departing Wednesday, August 31, 2017
Register by 9/20/16 for these discounted prices, after this date availability is based on first come first serve.
Highlights…..Basel, Strasbourg, Speyer, Mannheim, Rudesheim, Siegfried’s mechanical Music Museum, Koblenz, Moselle River, Cochem, Wine Tasting, Cologne, Amsterdam
Flight & Hotels: 10 days, 22 meals: 8 Breakfasts, 6 Lunches, 4 Dinners, sedan service & airport transfers,
Lower Outside Double Rate $4499, Middle Outside Double Rate $5199, Upper Outside Double Rate $5499, Suite Double Rate $7799
https://gateway.gocollette.com/Gateway/Trip/734951

If there are other destinations or dates you are interested in please call for more information. We can meet your individual trip or guided travel needs. You must pre-register for these trips. For more information and registration paperwork, call Anne White at 410-827-5810 or email amslater@chesapeake.edu. We also offer local excursions through the Institute for Adult Learning for Members and non-members.

Join us for a special presentation on 9/15/16 at 6:30 pm in the Economic Development Center, Room 27. Please RSVP to Anne White at 410-827-5810.
Dacia Nurse
Liberal Arts A.A.
Dental Assistant Certificate

My place to
explore dual programs

Dacia turned to Chesapeake to begin her college journey. Looking to explore career options, she discovered a passion for biology. Now, this student leader is earning her A.A. degree and dental assistant’s certificate to fulfill her dream to be an orthodontist.

Your time. Your place.
Chesapeake College at 50
www.chesapeake.edu
INTRODUCTION TO INTERNET WRITING MARKETS
Discover the thousands of lucrative publishing opportunities on the Internet. Learn how to sell e-zine articles, write for Web-zines and online magazines, create a blog, sell manuscripts to an e-publisher, and self-publish your own work as an e-book or a traditional book using Print-On-Demand (POD) publishing. For information about additional sections of this course go to ed2go.com/Chesapeake.edu or, contact etroutman-wallace@chesapeake.edu. Course fee $110.

<table>
<thead>
<tr>
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<th>Dates</th>
<th>Location/Room</th>
<th>Instructor</th>
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<td>CEG 030 9NB</td>
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<td>Linda Aksomitis</td>
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<tr>
<td>CEG 030 9NC</td>
<td>9/14 - 10/21/16</td>
<td>OL – EDG</td>
<td>Linda Aksomitis</td>
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<tr>
<td>CEG 030 9ND</td>
<td>10/12 – 11/18/16</td>
<td>OL – EDG</td>
<td>Linda Aksomitis</td>
</tr>
<tr>
<td>CEG 030 9NG</td>
<td>1/18 - 2/24/17</td>
<td>OL – EDG</td>
<td>Linda Aksomitis</td>
</tr>
</tbody>
</table>

PUBLISH AND SELL YOUR E-BOOKS
Whether you're a first-timer or have already put out an e-book or two, this course puts you inside the publishing industry, sharing the tricks of the trade used by traditional publishers to make sure their books are in the best position to be found by readers. You’ll learn how to target your reading audience, select bookstores, get your book distributed around the world, and even have your book added to your local library's virtual shelves. By the end of this course, you can have your publishing dreams come true by selling an e-book. For information about additional sections of this course go to ed2go.com/chesapeake.edu or, contact etroutman-wallace@chesapeake.edu. Course fee $110.

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<td>8/17 – 9/23/16</td>
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<td>CEG 103 9NC</td>
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<td>1/18 – 2/24/17</td>
<td>OL – EDG</td>
<td>Linda Aksomitis</td>
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TRAVEL WRITING
Travel the world and capture your experiences as a paid travel writer. Learn how to translate what is seen, heard, tasted, touched, and smelled into publishable articles and books. Discover the writing styles and methods used to sell material in today's competitive market. For information about additional sections of this course go to ed2go.com/chesapeake.edu or, contact etroutman-wallace@chesapeake.edu. Course fee $110.

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<th>Instructor</th>
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<td>OL – EDG</td>
<td>Eva Shaw</td>
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<tr>
<td>CEB 128 9NC</td>
<td>9/14 – 10/21/16</td>
<td>OL – EDG</td>
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<td>CEB 128 9ND</td>
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<td>OL – EDG</td>
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<tr>
<td>CEB 128 9NG</td>
<td>1/18 – 2/24/17</td>
<td>OL – EDG</td>
<td>Eva Shaw</td>
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</table>

WRITING FOR CHILDREN
Transform your book idea into a finished product that could potentially land in the hands of an editor or agent. Explore the changing world of children's literature and understand the various formats, whether it's early readers, picture books, chapter books, middle grade or young adult novels. For information about additional sections of this course go to ed2go.com/chesapeake.edu or, contact etroutman-wallace@chesapeake.edu. Course fee $110.

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<td>OL – EDG</td>
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<td>CEG 243 9NC</td>
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<td>1/18 – 2/24/17</td>
<td>OL – EDG</td>
<td>Carol Smalley</td>
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Chesapeake College CONTINUING EDUCATION & WORKFORCE TRAINING

OCCUPATIONAL TRAINING

Chesapeake College Continuing Education programs are non-credit certificates designed to help students achieve short-term training goals, develop immediate job skills or prepare for licensure exams. These courses are open to persons age 16 or older unless otherwise stated in the course description. Students may enroll in continuing education courses without being admitted to the College. Training is available in the following areas:

- Administrative Assistant
- Building Trades
  - ABC – Apprenticeship Training
  - Electrician
  - Home Inspection Licensure Prep
  - Home Improvement Contractors Licensure Prep
  - HVAC Technician
  - National Electrical Code
- Child Care
- Cosmetology
- Esthetician
- Event Planning
- Healthcare:
  - Assisted-Living Provider Training
  - Dental Assisting
  - EKG Technician (Online)
- Medical Administrative Assistant
- Medical Coding Professional
- Natural Healing (Online)
- Nursing Assistant
- Pharmacy Technician
- Hospitality
  - Bartender
  - Event Planning (Online)
  - Safe Food Handling
  - Tips Training
- Nail Technician
- Personal Fitness Trainer
- Pool Operator
- Real Estate
- Teacher Training (Online)
- Transportation
  - Boating (Captains License)
  - School Bus Driver Training (Class “B”)
  - Truck Driver Training (Class “A”)
- Veterinary Assistant Training
- Welding
- Workplace Safety

BUILDING/CONSTRUCTION TRADES

GREEN TRAINING
LEED GREEN ASSOCIATE EXAM PREPARATION

Acquire the fundamental concepts of green building. Prepare yourself to take the Green Associate exam and earn the LEED Green Associate credential from the Green Building Certification Institute. The course is intended for design, construction and real estate professionals, building owners, or anyone who wants to develop their knowledge in this area. You will examine case studies of LEED certified building projects, concepts of integrated design, third-party verification and the LEED administration process. For information about additional sections of this course, contact etroutman-wallace@chesapeake.edu. More info is available at: http://www.yougotclass.org/catalog-complete.cfm/Chesapeake Course fee $695.

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<tr>
<th>Course/Section</th>
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<td>CEI 524 9NC</td>
<td>9/6 – 10/28/16 OL – LRN</td>
<td>Kelly Gearheart</td>
<td></td>
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LICENSURE PREP FOR HOME IMPROVEMENT CONTRACTORS
This course is designed for those who would like to sit for the Maryland Home Improvement Contractor or Subcontractor licensing exam. Instruction will focus on the terms and concepts relative to the home improvement contractor's licensing exam. Class limited to 20 students. Tuition: In-county $75, Out-of-county $80, Out-of-State $85. All students pay $155 course fee. (Text book required)

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<td>8</td>
<td>6 - 9 pm</td>
<td>WYE Mills/TBD</td>
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<td>CEO 325 9C</td>
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<td>8</td>
<td>6 – 9 pm</td>
<td>WYE Mills/TBD</td>
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ELECTRICIAN’S TRAINING

ELECTRICIANS CORE TRAINING, PART II
This important module needed by all entry level electricians, as well as any other building trade student parallels’ the core training used for all ABC registered apprentices. Topics include, Construction Drawings, Basic Rigging and Material Handling, as well as Basic Employability Skills and Communications. It is recommended that students have successfully completed Core, Part I. Tuition: In-county $75, Out-of-county $80, Out-of-State $85. All students pay $450 course fee. (T)

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<td>10/31 – 12/14/16</td>
<td>13</td>
<td>6 - 9 pm</td>
<td>WYE Mills/MTC 102B/107</td>
<td>Willie Webb</td>
</tr>
</tbody>
</table>
OCCUPATIONAL TRAINING

ELECTRICIANS BASIC TRAINING, PART I
This important training module needed by all entry level electricians, as well as any other building trade student parallels the core training used for all ABC registered apprentices. Topics include, construction site safety, electrical concepts, circuits, circuit calculations, National Electrical Code, how to select and size boxes, and conduit cutting, bending and reaming. It is recommended that students have successfully completed Core, Part II. Tuition: In-county $100, Out-of-county $105, Out-of-State $110. All students pay $610 course fee. (Textbook included)

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<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor</th>
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<td>M,W</td>
<td>1/9 - 3/15/17</td>
<td>18</td>
<td>6 – 9:00 pm</td>
<td>WYE Mills/MTC 102B/107</td>
<td>Willie Headley, Sr.</td>
</tr>
</tbody>
</table>

ELECTRICIANS BASIC TRAINING, PART II
This important second training module in the series needed by all entry level electricians, as well as any other building trade student parallels the core training used for all ABC registered apprentices. Topics include, types and applications of raceways, wireways and ducts, proper wiring techniques, types and uses of construction drawings, residential wiring, and electrical test equipment. It is recommended that students have successfully completed Basic Training, Part I. Tuition: In-county $100, Out-of-county $105, Out-of-State $110. All students pay $495 course fee. (T)

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Days</th>
<th>Dates</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor</th>
</tr>
</thead>
</table>

ATTENTION ALL LICENSED ELECTRICIANS - DO YOU NEED TO RENEW YOUR LICENSE?
These courses will provide 5 hours needed for renewal. *A current NEC Code book is required - please call Bob Faella at 410-827-5807, or Joyce Warrington 410-822-5400, ext. 2360 for additional information

NATIONAL ELECTRICAL CODE - LOW VOLTAGE
Designed for licensed master or contractor electricians, technicians, engineers and inspectors responsible for the installation, maintenance, troubleshooting and repair of low voltage systems. Topics include: security/fire alarm systems, lighting, fiber optics, communications and grounding. Completion of session provides 5 Continuing Education hours toward license renewal. All students pay $95.00 course fee (T)

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Days</th>
<th>Dates</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEI 152 9A</td>
<td>Sat</td>
<td>9/24/16</td>
<td>1</td>
<td>8 - 1:30 pm</td>
<td>WYE Mills/MTC 102</td>
<td>Joseph Headley, Sr.</td>
</tr>
<tr>
<td>CEI 152 9B</td>
<td>Sat</td>
<td>4/15/17</td>
<td>1</td>
<td>8 - 1:30 pm</td>
<td>WYE Mills/MTC 102</td>
<td>Joseph Headley, Sr.</td>
</tr>
</tbody>
</table>

NATIONAL ELECTRICAL CODE - GROUNDING & BONDING
Designed for licensed master or contractor electricians, technicians, engineers and inspectors responsible for the installation, maintenance, troubleshooting and repair of grounding systems. Topics include: safety hazards of grounding systems, equipment for lightening suppression, grounding and bonding systems, troubleshooting techniques, and connecting grounded and bonded systems. Completion of session provides 5 Continuing Education hours toward license renewal. All students pay $95.00 course fee (T)

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Days</th>
<th>Dates</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>CEI 151 9A</td>
<td>Sat</td>
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<tr>
<td>CEI 151 9B</td>
<td>Sat</td>
<td>5/6/17</td>
<td>1</td>
<td>8 - 1:30 pm</td>
<td>Wye Mills/MTC 102</td>
<td>Joseph Headley, Sr.</td>
</tr>
</tbody>
</table>

HOME IMPROVEMENT

LICENSURE PREP FOR HOME IMPROVEMENT CONTRACTORS
This course is designed for those who would like to sit for the Maryland Home Improvement Contractor or Subcontractor licensing exam. Instruction will focus on the terms and concepts relative to the home improvement contractor’s licensing exam. Class limited to 20 students. Tuition: In-county $75, Out-of-county $80, Out-of-State $85. All students pay $155 course fee. (Text book required)

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Days</th>
<th>Dates</th>
<th>Sessions</th>
<th>Time</th>
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<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>CEO 325 9B</td>
<td>W</td>
<td>9/21 – 11/9/16</td>
<td>8</td>
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<td>WYE Mills/TBD</td>
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<td>CEO 325 9C</td>
<td>W</td>
<td>3/22 – 5/10/17</td>
<td>8</td>
<td>6 – 9 pm</td>
<td>WYE Mills/TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>
HVAC-R

Prepare for an industry recognized HVAC Certificate from the N. American Technician Excellence (NATE) organization and EPA Refrigerant Recovery Universal Certification

Some of the topics covered include:
- Refrigeration Fundamentals
- Service Basics
- HVAC Electrical Circuitry
- Control Circuit Troubleshooting
- HVAC Installation and Service
- Commercial Refrigeration Systems
- Air Quality and Distribution

Successful completion of the program prepares the student for the NATE Core plus Heat Pump and EPA Refrigerant Recovery Tests. For additional information, contact Bob Faiella at 410-827-5807.

INTRODUCTION TO HVAC-R

This course will explain the basic concepts of the refrigeration cycle and the 4 basic components of a refrigeration system. Topics include the 3 types of heat transfer, the 3 states of matter, the difference between sensible heat and latent heat, and the relationship between temperature, pressure, and volume. The course will also cover the different types of expansion devices, and where they are used, how to connect and use pressure gauges and thermometers, and how to calculate superheat and subcooling to measure efficiency. Tuition: In-county $100, Out-of-county $105, Out-of-State $110. All students pay $495 course fee. (T)

### Course/Section Details

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<tr>
<th>Course/Section</th>
<th>Days</th>
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<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor:</th>
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<tr>
<td>CEI 708 9A</td>
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<td>9/19 – 11/21/16</td>
<td>18</td>
<td>6 – 9:30 pm</td>
<td>Colonel Richardson H.S. (Federalsburg)</td>
<td>Bob Phillips</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No class 10/26</td>
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</tbody>
</table>

BASIC ELECTRICITY and AUTOMATIC CONTROLS

Develop an understanding of how electricity works; learn how it is controlled and measured, and how we use it to control a HVAC/R system. Topics include a study of heating and cooling systems, wiring diagrams, symbols, and test meters and equipment including fundamentals of controls, as well as how to test, repair, and replace them. Also A/C and D/C theory, magnetism, motors, Ohms law and how to calculate loads, and test voltage, amperage, resistance, and other electrical values. Tuition: In-county $80, Out-of-county $85, Out-of-State $90. All students pay $495 course fee. (T)

### Course/Section Details

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<tr>
<th>Course/Section</th>
<th>Days</th>
<th>Dates</th>
<th>Sessions</th>
<th>Time</th>
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<th>Instructor:</th>
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<td>1/9 – 3/6/17</td>
<td>15</td>
<td>6 – 9:30 pm</td>
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<td>Bob Phillips</td>
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<td></td>
<td>No class 1/16, 2/20</td>
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</tbody>
</table>

HVAC-R SERVICE PRINCIPLES & SHOP PRACTICES

This course will cover training on tools and instruments for working with, and testing refrigeration systems. Topics include: manifold gauge sets, saturation charts, temperature readings, preventive maintenance, customer relations, and basic install practices as well as copper piping practices including brazing, and flaring. Plastic piping practices, and thermostat and line voltage wiring. Successful students should be able to perform routine maintenance on a heat pump, and replace an indoor or outdoor unit on their own. Tuition: In-county $80, Out-of-county $85, Out-of-State $90. All students pay $495 course fee. (T)

### Course/Section Details

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<th>Course/Section</th>
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<th>Time</th>
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<td></td>
<td>No class 4/17</td>
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EPA SECTION 608 CERTIFICATION PREP & EXAM

This course is designed for experienced persons in the field of heating, ventilation, air conditioning and refrigeration, and is approved by the EPA to certify technicians in accordance with Section 608 of the Clean Air Act. Sessions will consist of focused questions, and test on types I, II, and III certification and the core, and other specific information dealing with the content of the EPA exams. The third session will include the exam. (Text included) Tuition: In-county $60, Out-of-county $65, Out-of-State $70. All students pay $245 course fee. (T)

### Course/Section Details

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<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor:</th>
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<tbody>
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<td>CEI 709 9A</td>
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<td>5/6 – 5/20/17</td>
<td>3</td>
<td>8:30 – 4:30 pm</td>
<td>WYE Mills/MTC 102 B</td>
<td>Bob Phillips</td>
</tr>
</tbody>
</table>
COSMETOLOGY TRAINING
COSMETOLOGY CERTIFICATION (EXAM PREPARATION)
This course approved by Maryland State Department of Education will prepare students with the necessary skills and education to qualify to take the required examination to become a Certified Cosmetologist. Students will learn techniques and skills in the combined areas of the beauty profession which include, but are not limited to: safety, sanitation, and disinfection, professional conduct, hair, skin and nail anatomy, shampooing, conditioning, and scalp care, Hairstyling, haircutting, coloring, chemical services, skin conditioning, and scalp care, Hairstyling, skin and nail anatomy, shampooing, disinfection, professional conduct, hair, care & make-up, nails as well as business practices and communication skills and Maryland laws and regulations. Students must have a High School diploma or equivalent. Upon successful completion of the program, students are eligible to take the state Cosmetology License examination. Students will need to register for all 15 courses and complete the 1500 hours for theory and practical content. Tuition and course fees are paid when student signs up for CEI 855 9A. Students will receive a Cosmetology kit for the course. Students will need to purchase the Milady Cosmetology text and workbook ISBN: 978- 1-2857-6941-7.

For more information, contact Anne White at amslater@chesapeake.edu or 410-827-5810. Tuition: In-county $500, Out-of-county $515, Out-of-State $530. Course fee $14,500.

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Days</th>
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<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor:</th>
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<td>10/10 - 11/5/16</td>
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<td>Dorchester Technology Center</td>
<td>Michelle Collins/Melody Prairie</td>
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<tr>
<td>CEI 856 9A</td>
<td>M, T, W</td>
<td>11/9 – 12/10/16</td>
<td>20</td>
<td>M, 5 – 9 pm T, 5:30 – 9:30 pm, W &amp; Th 5 – 9:30 pm Sat, 9am- 5:30 pm</td>
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<td>Michelle Collins/Melody Prairie</td>
</tr>
<tr>
<td>CEI 857 9A</td>
<td>M, T, W</td>
<td>12/14 – 1/23/17</td>
<td>20</td>
<td>M, 5 – 9 pm T, 5:30 – 9:30 pm, W &amp; Th 5 – 9:30 pm Sat, 9am- 5:30 pm</td>
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<td>Michelle Collins/Melody Prairie</td>
</tr>
<tr>
<td>CEI 858 9A</td>
<td>M, T, W</td>
<td>1/26 – 2/23/17</td>
<td>20</td>
<td>M, 5 – 9 pm T, 5:30 – 9:30 pm, W &amp; Th 5 – 9:30 pm Sat, 9am- 5:30 pm</td>
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<td>Michelle Collins/Melody Prairie</td>
</tr>
<tr>
<td>CEI 859 9A</td>
<td>M, T, W</td>
<td>2/27 - 3/28/17</td>
<td>20</td>
<td>M, 5 – 9 pm T, 5:30 – 9:30 pm, W &amp; Th 5 – 9:30 pm Sat, 9am- 5:30 pm</td>
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<td>Michelle Collins/Melody Prairie</td>
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<tr>
<td>CEI 860 9A</td>
<td>M, T, W</td>
<td>4/1 - 5/3/17</td>
<td>20</td>
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<td>Dorchester Technology Center</td>
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<tr>
<td>CEI 861 9A</td>
<td>M, T, W</td>
<td>5/8 - 6/7/17</td>
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<td>Michelle Collins/Melody Prairie</td>
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<tr>
<td>CEI 862 9A</td>
<td>M, T, W</td>
<td>6/10 - 7/11/17</td>
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<tr>
<td>CEI 863 9A</td>
<td>M, T, W</td>
<td>7/15 - 8/10/17</td>
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<td>M, 5 – 9 pm T, 5:30 – 9:30 pm, W &amp; Th 5 – 9:30 pm Sat, 9am- 5:30 pm</td>
<td>Dorchester Technology Center</td>
<td>Michelle Collins/Melody Prairie</td>
</tr>
<tr>
<td>CEI 864 9A</td>
<td>M, T, W</td>
<td>8/14 - 9/13/17</td>
<td>20</td>
<td>M, 5 – 9 pm T, 5:30 – 9:30 pm, W &amp; Th 5 – 9:30 pm Sat, 9am- 5:30 pm</td>
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<td>M, 5 – 9 pm T, 5:30 – 9:30 pm, W &amp; Th 5 – 9:30 pm Sat, 9am- 5:30 pm</td>
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<td>Dorchester Technology Center</td>
<td>Michelle Collins/Melody Prairie</td>
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</tbody>
</table>
ESTHETICIAN TRAINING

ESTHETICIAN CERTIFICATION (EXAM PREPARATION)
This class in partnership with Chesapeake College and the Chesapeake School of Esthetics will provide the skills and knowledge needed to help students prepare for the Esthetician Certification Exam and become a licensed professional esthetician. Students will be taught to provide treatments to the face and body that cleanse and beautify the skin, including facials, full-body treatments, hair removal, makeup application and head and neck massages. This is a series of six courses and will require over 600 classroom and lab hours. Course fee $9,800, for the series. Additional costs for the textbook, basic materials and supplies for at home practice. For more information, contact Anne White at amslater@chesapeake.edu or 410-827-5810.

SKIN CARE HISTORY, ETHICS AND IMAGE
Skin Care History, Ethics and Image review the history of skin care and cosmetics. Define how professional image and ethics affect the skin care industry. Practice setting up work areas and client treatments while learning basic facial and treatment protocol.

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Days</th>
<th>Dates</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor:</th>
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<tr>
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<td>M, T, Th &amp; F</td>
<td>1/5-1/24/17</td>
<td>12</td>
<td>10 am – 4:30 pm</td>
<td>Chesapeake School of Esthetics</td>
<td>Betty Wilder</td>
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</table>

SKIN CARE BACTERIOLOGY, SANITATION & DISEASES
Learn bacteriology, sanitation and disinfection while determining how they relate to skin conditions. Practice basic facials in a laboratory setting. Explore European facial massage.

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Days</th>
<th>Dates</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor:</th>
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<td>CEI 576 XOB</td>
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<td>1/26-2/14/17</td>
<td>12</td>
<td>10 am – 4:30 pm</td>
<td>Chesapeake School of Esthetics</td>
<td>Betty Wilder</td>
</tr>
</tbody>
</table>

COSMETIC CHEMISTRY & NUTRITION FOR SKIN CARE
Cosmetic Chemistry and Nutrition for Skin Care analyze common ingredients in skin products while learning cosmetic chemistry. Learn advanced European facial massage and how nutrition affects skin health. Practice basic facials and treatments in a laboratory setting.

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Days</th>
<th>Dates</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor:</th>
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<td>CEI 577 XOB</td>
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<td>2/16-3/7/17</td>
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<td>Chesapeake School of Esthetics</td>
<td>Betty Wilder</td>
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SKIN ANALYSIS AND TREATMENTS FOR ESTHETICS
Skin Analysis and Treatments for Esthetics examine advanced skin analysis techniques and customized skin care treatments. Explore electrical usage in facial treatments. Practice full facials and treatments on volunteer clients.

<table>
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<tr>
<th>Course/Section</th>
<th>Days</th>
<th>Dates</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor:</th>
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<td>CEI 578 XOB</td>
<td>M, T, Th &amp; F</td>
<td>3/9-3/28/17</td>
<td>12</td>
<td>10 am – 4:30 pm</td>
<td>Chesapeake School of Esthetics</td>
<td>Betty Wilder</td>
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ADVANCED TOPICS IN ESTHETICS
Explore advanced esthetic topics including current trends. Learn professional makeup application and hair removal techniques. Practice electrical usage in a facial treatment and perform facial treatments on volunteer clients.

<table>
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<tr>
<th>Course/Section</th>
<th>Days</th>
<th>Dates</th>
<th>Sessions</th>
<th>Time</th>
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<td>M, T, Th &amp; F</td>
<td>3/30-4/18/17</td>
<td>12</td>
<td>10 am – 4:30 pm</td>
<td>Chesapeake School of Esthetics</td>
<td>Betty Wilder</td>
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</tbody>
</table>

ESTHETICS THEORY AND APPLICATIONS
Practice makeup application, advanced facial treatments and face and body waxing on volunteer clients.

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Days</th>
<th>Dates</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor:</th>
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<td>CEI 580 XOB</td>
<td>M, T, Th &amp; F</td>
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<td>12</td>
<td>10 am – 4:30 pm</td>
<td>Chesapeake School of Esthetics</td>
<td>Betty Wilder</td>
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</tbody>
</table>
NAIL TECHNICIAN PROGRAM
Chesapeake College's Nail Technician program prepares students to apply for the required examination to become a licensed Nail Technician. The 250 hours of instruction include theory, demonstration, and practical application. Upon completion of the course, students will be provided with application information for the State Licensing Exam. The student is responsible for paying for the exam.

This course is designed for the adult student wishing to become a professional, licensed Nail Technician. The training consists of three continuing education courses that total 250 hours of instruction. Students must attend ALL classes. Students must be 18 years or older to register. Students will receive schedule on first day of class.

The total cost of the program is $2,500. The program is divided into 3 classes, which are included in the program cost. Program fee also includes a Nail Technician kit valued at over $300. Students keep this kit for their personal and professional use. A textbook and workbook are required and are not included in the above fees.

For more information, contact Anne White at 410-827-5810 or amslater@chesapeake.edu.

NAIL TECHNICIAN I

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Days</th>
<th>Dates</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor:</th>
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<td>CEI 088 9A</td>
<td>T, Th</td>
<td>10/11/16 – 2/2/17</td>
<td>29</td>
<td>6 – 9:30 pm</td>
<td>Dorchester Technology Center</td>
<td>Michelle Renee Collins</td>
</tr>
<tr>
<td>CEI 088 9B</td>
<td>M, W</td>
<td>10/12/16 – 2/8/17**</td>
<td>29</td>
<td>6 – 9:30 pm</td>
<td>WYE Mills/TBD</td>
<td>Melanie Prairie</td>
</tr>
</tbody>
</table>

*No class – 11/24, 12/20 – 12/29/16
**No class - 11/23, 12/19 - 12/28/16 & 1/16/17

NAIL TECHNICIAN II
This course is the second in a series of three courses taken to prepare students to apply for the state required examination to become a licensed nail technician. Students will learn manicure and pedicure techniques, electric filing, and how to apply nail tips and wraps. Anatomy and physiology of the hand and nails is reviewed. Safety protocols will be discussed and emphasized.

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Days</th>
<th>Dates</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
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<tr>
<td>CEI 089 9A</td>
<td>T, Th</td>
<td>2/14 - 5/30/17*</td>
<td>29</td>
<td>6 – 9:30 pm</td>
<td>Dorchester Technology Center</td>
<td>Michelle Renee Collins</td>
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<tr>
<td>CEI 089 9B</td>
<td>M, W</td>
<td>2/20 – 6/7/17**</td>
<td>29</td>
<td>6 – 9:30 pm</td>
<td>WYE Mills/TBD</td>
<td>Melanie Prairie</td>
</tr>
</tbody>
</table>

* No class 3/14, 3/16/17
**No class 3/13, 3/15, 5/29/17

NAIL TECHNICIAN III
This course is the final course of the three taken to prepare students to apply for the state required examination to become a licensed nail technician. Students will learn state laws and regulations, explore career opportunities, and discuss salon management.

<table>
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<tr>
<th>Course/Section</th>
<th>Days</th>
<th>Dates</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
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<tr>
<td>CEI 090 9A</td>
<td>T, Th</td>
<td>6/8 – 8/8/17*</td>
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<td>CEI 090 9B</td>
<td>M, W</td>
<td>6/14 – 8/16/17**</td>
<td>17</td>
<td>6 – 9 pm</td>
<td>WYE Mills/TBD</td>
<td>Melanie Prairie</td>
</tr>
</tbody>
</table>

*No class 7/4/17
**No class 7/3/17

Chesapeake College Continuing Education will be offering a Cosmetology Program in Fall 2016. Please call Anne White 410-822-5810 for more details.
POOL OPERATOR

POOL OPERATOR CERTIFICATION
This course offers instruction for the completion of the Maryland Pool Operators license. Upon completion, students will become certified and eligible for a State Pool and Spa Operator's license. The course includes: the role of the operator, legal aspects of operating a pool/spa facility, water chemistry, sanitation, and safety, maintenance of plant equipment, spa operations and hot water chemistry. Participants must be at least 16 years of age. Certification is good for three years. Perfect attendance is mandatory. Call 410-822-5400, ext. 2360 for additional information and upcoming sessions.

POOL OPERATOR RECERTIFICATION
This course is designed for swimming pool owners, operators, lifeguards, and managers who need their certification renewed. Instruction will focus on updating the procedures for operating a swimming facility as required by both the State of Maryland and county agencies for operators of public swimming facilities. Topics include water testing, filtration, circulation, operation and maintenance of equipment, disinfections, and safety. Proof of current or previous (within 60 days) certification is required as well as a photo ID on first day of course. Perfect attendance is mandatory. Call 410-822-5400, ext. 2360 for additional information and upcoming sessions.

REAL ESTATE

REAL ESTATE APPRAISER
PRE-LICENSING/CERTIFICATION AND CONTINUING EDUCATION
Chesapeake College partners with the Maryland Association of Appraisers to offer Qualifying Education (QE), Continuing Education (CE) and Real-tor and Appraiser Continuing Education courses. For more information, contact: http://www.mdapraisers.org

9/14/16 - W, 9 am - 12 pm (3 hr)
Water, Water Everywhere- Appraising Waterfront Properties is Complex and Challenging
Instructor: George Lutz

9/14/16 - W, 1 am - 4 pm (3 hr)
The Effect of Police Power: How Recent Laws and Regulations are Impacting Value
Instructor: George Lutz

10/11/16 - T, 9 am - 4 pm (6 hr)
Preservation Easements and Valuation
Instructor: Amiee O'Neil

10/28/16 - W, 9am – 4pm (6 hr)
Simplifying Cap Rates, Discount Rates, and Ratios Utilizing the HP-12C
Instructor: Terry Burke

For course details, go to: http://www.mdapraisers.org

REAL ESTATE PRINCIPLES AND PRACTICES
This course is designed for persons who want to enter the real estate profession. Instruction will focus on the necessary real estate subjects to comply with the 60 clock hour educational requirement, as established by the Maryland Real Estate Commission. Mandatory attendance and a passing grade of 75% are required to successfully complete this course. Class is limited to 25 students. Students need to purchase books: Modern Real Estate Practice & Law, 19th Edition by Galaty & Allaway and MD Real Estate Practice & Law, 14th Edition by Donald A. White. Books will be available for purchase the 1st day of class for $55. Tuition: In-county $100, Out-of-county $105, Out-of-State $110. Course fee $250.

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Days</th>
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<th>Time</th>
<th>Location/Room</th>
<th>Instructor:</th>
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<tr>
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<td>9/20 – 12/1/16</td>
<td>21</td>
<td>6:30 – 9:30 pm</td>
<td>WYE Mills/HEC-117</td>
<td>Patty Weller</td>
</tr>
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* No class 11/24
PROFESSIONAL CAPTAIN’S SCHOOL
(CG approved captain’s course)
This course is designed to get the mariner to the level as required by the U.S. Coast Guard to become a professional captain. This is a complete “hands-on” course with a certificate which is proof of competency for the Coast Guard “6 pak” license. All required subjects are covered, including rules of the road, navigation, GPS, LORAN, firefighting, boat handling, marine communications, aids to navigation, and marine publications. The OUPV license allows a mariner to take up to six passengers on a vessel up to 100 tons and 65 feet. Certification training is completed on the final day of class. Course fee includes an original Study Guide, materials, charts, use of plotting gear and the test. The class will be taught by a professional captain who is also a local waterman and charter boat captain. Call 410-822-5400, ext. 2360 for additional information and upcoming sessions.

INTERESTED IN A CAREER AS BUS OR TRUCK DRIVER?
Register NOW! We are now VA approved.

If you have the Post 911 or Montgomery GI BILL give us a call. Bob Faiella at 410-827-5807 or Joyce Warrington at 410-822-5400, ext. 2360
• Get your CDL in as little as 6 weeks
• You can earn $40,000 to $70,000 or more annually
• Job placement assistance available
• Financial assistance available to qualified students
• Day and night classes available
• Approved by Department of Veterans Affairs for eligible individuals

VETERINARY ASSISTANT TRAINING I
This course is designed to provide an introduction to the field of veterinary medicine and the outpatient systems and exam room procedures for veterinary assistants and people starting entry-level careers in veterinary hospitals. Topics include: overview of the field of veterinary science, office procedures and client relations, cell make-up and exam room procedures. Student are required to purchase the Elsevier’s Veterinary Textbook and Workbook by Margi Sirois, not available at college bookstore. Clinical shirt and clinical book are included. Tuition: In-county $165, Out-of-county $170, Out-of-State $175. Course fee $185.

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<th>Days</th>
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<th>Time</th>
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<td>7</td>
<td>6 – 9:15 pm</td>
<td>WYE Mills/AUD-01</td>
<td>TBA</td>
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</table>
**OCCUPATIONAL TRAINING**

**VETERINARY ASSISTANT TRAINING II**
This course is designed to provide an overview of laboratory procedures, drug therapy, and radiology procedures. Topics include: types of laboratory tests, microscope, drugs and radiology. **Tuition:** In-county $115, Out-of-county $120, Out-of-State $125. Course fee $135.

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<th>Time</th>
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<tr>
<td>CEI 446 9A</td>
<td>W</td>
<td>11/9 – 12/14/16</td>
<td>5</td>
<td>6 – 9:15 pm</td>
<td>WYE Mills/AUD-01</td>
<td>TBA</td>
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</table>

**VETERINARY ASSISTANT TRAINING III**
This course is designed to provide information on in-patient care and treatment and clinical procedures. Topics include: IV catheterization, patient restraint, medications, nutrition, physical therapy, nail trims, bathing, enemas, and urine samples. **Tuition:** In-county $135, Out-of-county $140, Out-of-State $145. Course fee $130.

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<th>Time</th>
<th>Location/Room</th>
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<td>6 – 9:15 pm</td>
<td>WYE Mills/AUD-01</td>
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</table>

**VETERINARY ASSISTANT TRAINING IV**
This course is designed to provide an overview of surgical preparation, regulations and emergency room procedures. Topics include: surgical materials, operating room conduct and asepsis, surgery log, post-surgical clean-up, emergency room protocols and equipment. **Tuition:** In-county $135, Out-of-county $140, Out-of-State $145. Course fee $160.

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<th>Location/Room</th>
<th>Instructor:</th>
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<tbody>
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<td>CEI 446 9A</td>
<td>W</td>
<td>2/15 – 3/22/17</td>
<td>6</td>
<td>6 – 9:15 pm</td>
<td>WYE Mills/AUD-01</td>
<td>TBA</td>
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</table>

**WELDING**

**BASIC ARC WELDING**
This course provides an introduction to arc welding and basic burning practices. The course includes a survey of resources, procedures, and safety. The student will be assigned to a welding station, become familiar with the operation of the equipment, and complete a number of welds until proficient. (Also offered as WEL 100 on the credit schedule.) **Tuition:** In-county $360, Course fee: $318; Tuition: Out-of-county $564, Course fee: $333; Tuition: Out-of-State $795, Course fee: $333. (T)

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<tr>
<th>Course/Section</th>
<th>Days</th>
<th>Dates</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor:</th>
</tr>
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<td>CEI 446 9A</td>
<td>Mon</td>
<td>8/22 – 12/5/16</td>
<td>15</td>
<td>6 - 9:35 pm</td>
<td>WYE Mills/MTC 104</td>
<td>Bruce Dempsey</td>
</tr>
<tr>
<td>CEI 446 9B</td>
<td>Sat</td>
<td>8/27 – 12/10/16</td>
<td>15</td>
<td>9 – 12:35 pm</td>
<td>WYE Mills/MTC 104</td>
<td>Mike Lyons</td>
</tr>
<tr>
<td>CEI 446 9C</td>
<td>Mon</td>
<td>1/23 – 5/8/17</td>
<td>15</td>
<td>6 - 9:35 pm</td>
<td>WYE Mills/MTC 104</td>
<td>Bruce Dempsey</td>
</tr>
<tr>
<td>CEI 446 9D</td>
<td>Sat</td>
<td>1/28 – 5/13/17</td>
<td>15</td>
<td>9 - 12:35 pm</td>
<td>WYE Mills/MTC 104</td>
<td>Mike Lyons</td>
</tr>
</tbody>
</table>

**INTERMEDIATE WELDING**
This course was designed to further introduce students to the art and science of welding. Vertical and overhead welding with various filler metal will be stressed, using the shielded metal arc welding process. Instruction will include welding small parts, vertical and overhead welding, and safety procedures, and MIG and TIG procedures will be introduced. (Also offered as WEL 110 on the credit schedule.) Prerequisite: CEI 446 or WEL 100. **Tuition:** In-county $360, Course fee: $318; Tuition: Out-of-county $564, Course fee: $333; Tuition: Out-of-State $795, Course fee: $333. (T)

<table>
<thead>
<tr>
<th>Course/Section</th>
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<th>Dates</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor:</th>
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<tbody>
<tr>
<td>CEI 447 9A</td>
<td>Tue</td>
<td>8/23 – 11/29/16</td>
<td>15</td>
<td>6 - 9:35 pm</td>
<td>WYE Mills/MTC 104</td>
<td>David Barnes</td>
</tr>
<tr>
<td>CEI 447 9B</td>
<td>Tue</td>
<td>1/24 – 5/9/17</td>
<td>15</td>
<td>6 - 9:35 pm</td>
<td>WYE Mills/MTC 104</td>
<td>David Barnes</td>
</tr>
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</table>
WELLNESS & FITNESS

PERSONAL FITNESS TRAINER
Chesapeake College offers fitness training programs in partnership with the World Instructor Training Schools (W.I.T.S.), one of the only certifying bodies in the country which provides comprehensive practical training and internship components. W.I.T.S. is an approved provider of continuing education by the American Occupational Therapy Association, The National Certification Board for Therapeutic Massage and Bodywork, as well as IACET. The course is approved for 3 undergraduate academic credits by the American Council on Education. The course is a 62 hour program and is comprised of 16 hours lecture, 16 hours practical training and a 30-hour independent internship. The National Exam is held on the last session. Topics include: biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. Textbook is required and is not included in the course fee. Call 1/888-330-9487 or go to www.witseducation.com to order textbook, Fitness Professional's Handbook 6th edition, and begin reading prior to class. Class size is limited. For more information, email: mleach@chesapeake.edu or call 410-827-3410.

Tuition: In-county $360, Course fee: $333; Tuition: Out-of-county $564, Course fee: $333; Tuition: Out-of-State $795, Course fee: $333. (T)

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<tr>
<th>Course/Section</th>
<th>Days</th>
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<th>Sessions</th>
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<th>Location/Room</th>
<th>Instructor:</th>
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<tr>
<td>CEI 448 9A</td>
<td>Wed</td>
<td>8/24 – 12/7/16</td>
<td>15</td>
<td>6 - 9:35 pm</td>
<td>WYE Mills/MTC 104</td>
<td>Bruce Dempsey</td>
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<tr>
<td>CEI 448 9B</td>
<td>Wed</td>
<td>1/25 – 5/10/17</td>
<td>15</td>
<td>6 - 9:35 pm</td>
<td>WYE Mills/MTC 104</td>
<td>Bruce Dempsey</td>
</tr>
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</table>

PIPE WELDING I
This course provides the opportunity to apply skills to, welding of pipe using the shielded metal arc welding process (SMAW). This course will cover safety inspections, pipe welding nomenclature, pipe layout and preparation, equipment setup, and electrode selection. Emphasis on welding carbon steel schedule 40 pipe joints in a variety of positions including horizontal and rotated welds (1G), horizontal fixed (2G), vertical welds on 45 degree angle pipe (6G). (Also offered as WEL 200 on the credit schedule.) Prerequisite: CEI 448 or WEL 120. Tuition: In-county $360, Course fee: $318; Tuition: Out-of-county $564, Course fee: $333; Tuition: Out-of-State $795, Course fee: $333. (T)

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<th>Course/Section</th>
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<th>Dates</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
<th>Instructor:</th>
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<tbody>
<tr>
<td>CEI 217 9A</td>
<td>Thur</td>
<td>8/25 – 12/8/16</td>
<td>15</td>
<td>6 - 9:35 pm</td>
<td>WYE Mills/MTC 104</td>
<td>STAFF</td>
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PIPE WELDING II
An advanced course involving welding of carbon steel pipe using the shielded metal-arc welding (SMAW) process in the 1G, 2G, 5G, and 6G positions. Topics include electrode selection, equipment setup, and safe shop practices. This course provides students with knowledge and skills to prepare for American Welding Society (AWS) pipe welding certification using 4" to 6" diameter schedule 40 and 80 pipe in the 6G (45 degree) fixed position. (Also offered as WEL 210 on the credit schedule.) Prerequisite: CEI 217 or WEL 200. Tuition: In-county $360, Course fee: $318; Tuition: Out-of-county $564, Course fee: $333; Tuition: Out-of-State $795, Course fee: $333. (T)

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<th>Course/Section</th>
<th>Days</th>
<th>Dates</th>
<th>Sessions</th>
<th>Time</th>
<th>Location/Room</th>
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<td>CEI 218 9A</td>
<td>Thur</td>
<td>1/26 – 5/11/17</td>
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<td>6 - 9:35 pm</td>
<td>WYE Mills/MTC 104</td>
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</table>

*Registration deadline 9/14/17
HYBRID FITNESS TRAINER COURSES
These courses offered in partnership with the World Instructor Training School are a combination of online and face-to-face lecture and practical training and testing. Once you have registered, you must email mleach@chesapeake.edu to connect with your online training source. All courses provide W.I.T.S. CEC's as well as I.A.C.E.T. CEUs. Most courses have a required textbook and can be purchased by calling 1-888-330-9487.

OLDER ADULT SPECIALIST CERTIFICATION
Get the training and education you need to serve the fastest growing fitness population. This 38 hour course includes 9 hours of ONLINE lecture, 9 hours of ONLINE practical training preparation, a LIVE 3 day practical training & testing. This unique specialist certification provides you with the specific knowledge and practical skills you’ll need for working with older adult clientele. Learn what common ailments and physical conditions are germane to this special population and how to design age appropriate, fun and functional exercise programs. A 20-hour internship is required and a valid CPR/AED card must be presented to get the certification issued. Textbook title: SrFit 2nd Edition. This course provides 44 W.I.T.S. CEC's/ 4.4 IACET CEU's. **Course fee $599.**

<table>
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<th>Course/Section</th>
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<td>10/1/16 – 3/31/17</td>
<td>Online &amp; TBD</td>
<td>STAFF</td>
</tr>
<tr>
<td>CEX 382 9B</td>
<td>2/18 - 4/29/17</td>
<td>Online &amp; TBD</td>
<td>STAFF</td>
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</table>

Interested in a career as an Electrician?
Successful completion of the CORE Training can be used for advanced standing in a registered ABC Apprenticeship Program.
For more information or help registering call Bob Failla at 410-827-5807 or bfailla@chesapeake.edu or call Joyce Warrington at 410-822-5400, ext. 2360 or e-mail jswarrington@chesapeake.edu

REGISTER NOW!

Your time. Your place. Chesapeake College at 50
www.chesapeake.edu

(410) 827-5850 • www.chesapeake.edu/continuing_ed
## OCCUPATIONAL TRAINING

### GROUP EXERCISE CERTIFICATION
This is an updated, self-paced, 9-module hybrid certification course. It includes online lecture videos, practical lab demonstrations and participation in a 4-day hands-on practical lab. The Lectures cover the essentials and most recently published information regarding group exercise history, music, choreography, safety techniques, as well as basic applied science specifically relating to group exercise cardiovascular, muscular, and flexibility health. The Practical Labs encompass skill development for functional training, sports conditioning, circuit, boot camp, dance, step, kickboxing, hill, aqua, indoor cycling, and equipment-based class techniques. The written and practical exams are included in this course at the 4-day practical lab weekend. A 30-hour internship is required and a valid CPR/AED card must be presented to get the certification issued. Textbook required, call 1-888-330-9487 to order. This course provides 62 W.I.T.S. CEC’s / 6.2 IACET CEU’s. **Course fee $599.**

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<tr>
<th>Course/Section</th>
<th>Dates</th>
<th>Location/Room</th>
<th>Instructor</th>
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<td>10/1/16 – 3/31/17</td>
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<td>2/18 - 4/29/17</td>
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### ONLINE FITNESS TRAINER COURSES
These online courses are offered in partnership with the World Instructor Training School. Once you have registered, you must email mleach@chesapeake.edu to connect with your online training source. All courses provide W.I.T.S. CEC’s as well as I.A.C.E.T. CEUs. Most courses have a required textbook and can be purchased by calling 1-888-330-9487.

### LIFESTYLE FITNESS COACHING CERTIFICATION
The most successful fitness professionals know that their clients’ success depends on making significant lifestyle and behavior change. It’s not enough to create an exercise program, you must also develop a relationship based on trust, understanding, and respect, in which you are able to communicate, motivate, and support your client towards reaching their goals. This class will help you develop the skills to do just that, to be more effective as a personal trainer, and most importantly, to help your clients achieve their fitness and lifestyle goals. This interactive course includes 9 hours of instruction including 2 hours testing; and will teach you the skills of successful coaching and allow you to practice and build confidence in your coaching relationships. Textbook Title: Lifestyle Wellness Coaching, 2nd Edition. 11 W.I.T.S. CEC’s / 1.1 IACET CEU’s. **Course fee $399.**

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<th>Dates</th>
<th>Location/Room</th>
<th>Instructor</th>
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<td>2/18 - 4/29/17</td>
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### SETTING PRICES FOR PROFITABILITY
How do you determine what to charge for your services? Price yourself too high and you may lose clients; too low and some may think you aren’t qualified. While setting prices may seem like a straightforward concept, there are actually many different factors to consider, and these decisions can make or break your business. This course will help you formulate your pricing strategy and determine what you will charge for your products and services. Textbook Title: 101 Ways to Improve Your Personal Trainer Business. 2 W.I.T.S. CEC’s / .2 IACET CEU’s. **Course fee $59.95.**

<table>
<thead>
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<th>Dates</th>
<th>Location/Room</th>
<th>Instructor</th>
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<td>CES 091 9B</td>
<td>2/18 - 4/29/17</td>
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### PROMOTION AND SALES BASICS
Do you struggle with finding the most effective and affordable way to promote your business and reach your target market? Are you uncomfortable with sales? This course is designed to help you determine how to promote and sell your products and services. You will learn about different ways to promote and advertise your business and come up with an effective strategy to help you achieve your business goals. Textbook Title: 101 Ways to Improve Your Personal Trainer Business. 2 W.I.T.S. CEC’s / .2 IACET CEU’s. **Course fee $59.95.**

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<td>CES 092 9B</td>
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DEVELOPING YOUR BUSINESS STRATEGY
All successful businesses start with a clear focus and plan. This course is designed to help you develop your business strategy and focus. You will have the opportunity to develop your mission, establish short and long term goals, and perform a SWOT analysis to help you assess your strengths, weaknesses, opportunities, and threats. Textbook Title: 101 Ways to Improve Your Personal Trainer Business. 2 W.I.T.S. CEC's/.2 IACET CEU's. Course fee $59.95.

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DEVELOPING RELATIONSHIPS: THE KEY TO SUCCESS
“Fitness” is a “people business”. Successful fitness professionals create positive relationships and build productive networks. In this course you will learn how to identify and develop the relationships that will be key to your business success. Topics covered include; community relations, networking, and providing the highest level of service to build loyalty and retain clients. Textbook Title: 101 Ways to Improve Your Personal Trainer Business. 2 W.I.T.S. CEC's/.2 IACET CEU's. Course fee $59.95.

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DEVELOPING YOUR MARKETING STRATEGY
Many believe that “marketing” is simply how you advertise your business. Marketing is much more comprehensive and incorporates everything from your business name, logo, pricing strategy, and location. This course will help guide you in the development of your marketing strategy as well as provide insight into successful promotions. Textbook Title: Scientific Advertising for the Fitness Professional. 2 W.I.T.S. CEC's/.2 IACET CEU's. Course fee $59.95.

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FINANCE AND BUDGETS: WHAT EVERY FITNESS PROFESSIONAL SHOULD KNOW!
While many pursue a career in fitness because they love to work out and help others, there is no getting around the fact that attention must be paid to finances. The most successful fitness professionals know as much about finance and budgeting as they do about the human body and exercise. This course introduces you to basic financial tools you will need to keep your business in the black. Strategies for budgeting, controlling expenses, building revenue and buying and selling a business will all be examined. 2 W.I.T.S. CEC's/.2 IACET CEU's. Course fee $59.95.

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INSIDER SECRETS OF ADVERTISING AND MARKETING FOR FITNESS PROFESSIONALS
Maximize your advertising dollars and ensure your business success by learning the essentials of “scientific advertising” with author Tony Avilez. In this course you will learn the foundational concepts of advertising and how to apply them to your fitness business. Topics include: advertising basics, salesmanship, mail order and print advertising, creating headlines, developing an effective marketing strategy and making yourself and your business stand out above the rest. Exercises will help you apply the lessons learned to your own business and assist you in attracting clients and generating income. Run a test campaign of your advertising and marketing strategy. Textbook title: Scientific Advertising for the Fitness Professional. 6 W.I.T.S. CEC's/.6 IACET CEU's. Course fee $110.00.

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OCCUPATIONAL TRAINING

BUSINESS SUCCESS FOR FITNESS PROFESSIONAL
Learn how to go from being a great personal trainer to a successful business person! This online interactive video-enhanced workshop will provide you with the knowledge and tools needed to increase your customer base and make more money. Specific topics include: Developing your business strategy, establishing your line of products and services, setting prices, promoting and selling your business and developing and maintaining relationships that are key to your success. Textbook title: 101 Ways to Improve Your Personal Trainer Business. 6 W.I.T.S. CEC’s/.6 IACET CEU’s. Course fee $110.00.

NUTRITION CONCEPTS
As a fitness professional, you should have a foundational knowledge of nutrition and nutritional concepts. This new, updated course introduces you to current nutrition information and practical consumer-oriented knowledge. You will become familiar with the principles of diet planning, government standards, and food labeling and the biological functions and food sources of each nutrient. Textbook Title: Supplemental: Contemporary Nutrition, A Functional Approach, 3rd Edition. 6 W.I.T.S. CEC’s/.6 IACET CEU’s. Course fee $110.00.

WORKPLACE TRAINING

WATER/WASTEWATER MANAGEMENT
The following courses are offered in cooperation with the Maryland Center for Environmental Training (MCET). MCET is celebrating over 24 years of providing comprehensive training and technical assistance for environmental compliance and occupational safety and health. Courses are offered that specialize in water/wastewater operator certification to meet state professional certification requirements. MCET offers comprehensive occupational, safety, and health training for the public and the private sector. Topics include: Water and Wastewater Operations, Worker Health and Safety, Pollution Prevention, Water and Energy Conservation, and Computer Training. A variety of classes will be held throughout the year. For more information about the class schedule and offerings, please contact Leanne Allen at 410-827-5851 or visit the MCET Website for the 2016 course info at www.mcet.org.

*All classes will be held on the Wye Mills campus from 8 am to 4 pm.

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<tr>
<th>Dates</th>
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<th>Days</th>
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<td>9/29/16</td>
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<td>8 am – 4 pm</td>
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<tr>
<td>10/7/16</td>
<td>MICROBIOLOGY IN WASTEWATER TREATMENT</td>
<td>F</td>
<td>8 am – 4 pm</td>
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<tr>
<td>10/26 – 10/27/16</td>
<td>WATER OPERATIONS, MONITORING AND PROCESS CONTROL</td>
<td>W &amp; Th</td>
<td>8 am – 4 pm</td>
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<tr>
<td>11/8/16</td>
<td>TEAMS, TEAMWORK, AND TEAM BUILDING</td>
<td>T</td>
<td>8 am – 4 pm</td>
<td>WYE Mills/TBD</td>
<td>STAFF</td>
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<tr>
<td>12/7/16</td>
<td>21ST CENTURY PRINCIPLES OF W/WW CHLORINATION &amp; DE-CHLORINATION</td>
<td>W</td>
<td>8 am – 4 pm</td>
<td>WYE Mills/TBD</td>
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<tr>
<td>12/13/16</td>
<td>BASIC ELECTRICITY II</td>
<td>T</td>
<td>8 am – 4 pm</td>
<td>WYE Mills/TBD</td>
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<tr>
<td>12/15/16</td>
<td>SAFE DRINKING WATER ACT – FEDERAL REGULATION</td>
<td>Th</td>
<td>8 am – 4 pm</td>
<td>WYE Mills/TBD</td>
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OSHA 510 - BASIC COURSE FOR CONSTRUCTION
According to the Bureau of Labor Statistics, construction work continues to incur the most fatalities of any industry in the private sector, as it has for the past five years. Students in this training session will learn the 29 CFR 1926 standards, as well as the construction safety and health principles to help prevent injuries and fatalities. Topics include: an introduction to OSHA, inspections, citations and penalties, recordkeeping, safety programs, personal protective equipment and scaffolds.

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LIFT TRUCK TRAIN-THE-TRAINER
This training will instruct students on how to meet OSHA’s new Powered Industrial Truck Standard using the National Safety Council’s Coaching the Lift Truck Operator training program. Training will include exercises to evaluate actual “hands-on” performance by your operators, and raise your training program to a new standard of excellence. Topics covered include: skills and techniques required for the safe operation and maintenance of powered industrial trucks and educating non-operators on how to work safely around powered industrial trucks.

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</table>

OSHA 511 BASIC COURSE FOR GENERAL INDUSTRY
For students wanting to learn the 29 CFR 1910 standards, this course is a must. Learn crucial OSHA policies procedures, and standards, as well as general industry safety and health principles as they related to real world situations. Topics covered include: introduction to OSHA, OSHA Act, Inspections, citations and penalties, recordkeeping, electrical safety, exit routes, emergency action plans, personal protective equipment and hazard communications.

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<th>Days</th>
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FIRST AID, CPR & AED INSTRUCTOR TRAINING
This training will give the student the knowledge and experience to become a competent instructor for CPR/AED and first aid certification. A combination of hands-on and visual and auditory teaching techniques are reviewed with students. Different teaching methods are required to maximize student retention.

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<th>Days</th>
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<th>Sessions</th>
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<td>8 am – 4 pm</td>
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OSHA 500 TRAINER COURSE FOR CONSTRUCTION
This class is designed for personnel interested in developing safety and health programs in the construction industry. Special emphasis is placed upon those areas in construction that are the most hazardous, using OSHA standards as a guide.

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OSHA 501 – TRAINER COURSE IN OCCUPATIONAL SAFETY AND HEALTH STANDARDS FOR GENERAL INDUSTRY
This course is designed for individuals interested in teaching the 10 and 30-hour general industry safety and health Outreach training program to their employees and other interested groups. Using the OSHA General Industry Standards as a guide, special emphasis is placed on those topics required in the 10- and 30-hour programs as well as those which are most hazardous. Students are briefed on effective instructional approaches and use of visual aids and handouts. This course allows the student to become a trainer in the OSHA Outreach Training Program, to conduct both 10- and 30-hour General Industry Outreach classes, and to issue cards to participants after verifying course completion. Students who wish to participate as authorized trainers in the OSHA Outreach Training Program must prepare a presentation on an assigned OSHA General Industry Outreach Training Program topic individually or as part of a group and successfully pass a written exam at the end of the course.

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ONLINE OCCUPATIONAL CLASSES

Chesapeake College offers online occupational training programs designed to provide the skills necessary to acquire professional-level positions for many in-demand occupations. Our programs are designed by a team of professionals from each respective field, who work to provide the most effective Web-based learning experience available today. Instructors/mentors are actively involved in your online learning experience.

Categories include:
- Business and Professional
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial
- Sustainable Energy and Going Green
- Health Care and Fitness
- Accounting and Finance
- Languages
- Writing and Publishing
- Teaching and Education

For detailed course outlines including demonstrations and to register, go to: www.careertraining.ed2go.com/chesapeake or http://www.you-gotclass.org/catalog-complete.cfm/Chesapeake. For more information, call Ellen Troutman-Wallace at 410-827-3410 or e-mail etrouman-wallace@chesapeake.edu. All instruction and questions about the coursework will be handled through an online instructor or through chat rooms. Chesapeake College computer instructors are not available for questions.

Be sure to read about other occupational training programs that are listed with the subject area of training.

BUSINESS/ACCOUNTING

ACCOUNTING PROFESSIONAL CONTINUING EDUCATION CERTIFICATE

Earn a continuing education certificate by successfully completing the following two courses:

ACCOUNTING FUNDAMENTALS I

Learn the basics of double-entry bookkeeping while examining 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. For information about additional sections of this course go to ed2go.com/chesapeake.edu or, contact etrouman-wallace@chesapeake.edu. $110 course fee.

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ONLINE COURSES

ACCOUNTING FUNDAMENTALS II
Build on the skills you gained in Accounting Fundamentals I (or other introductory course). Explore such 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. For additional sections of this course and for more information go to ed2go.com/chesapeake.edu or contact etroutman-wallace@chesapeake.edu. Course fee $110.

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ACCOUNTING FUNDAMENTALS SERIES
This course bundles Accounting Fundamentals I and Accounting Fundamentals II together in one course at a discounted price. For additional sections of this course and for more information go to ed2go.com/chesapeake.edu or contact etroutman-wallace@chesapeake.edu. Course fee $174.

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BUSINESS/ENTREPRENEURSHIP

LEARN TO BUY AND SELL ON eBay
If you’ve ever dreamed of working from home or just earning extra income by buying and selling goods online, this course is for you. Learn how to create titles that get noticed, how to draft advertising copy that sells items quickly and for top dollar, and how to create and upload photos of the items you are selling. Learn how to safely conduct financial transactions, how to accept credit card payments, and how to pack and ship any item hassle-free. If you’re a buyer, you’ll learn how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete effectively against other bidders. For information about additional sections of this course go to ed3go.com/chesapeake.edu or contact etroutman-wallace@chesapeake.edu. Course fee $110.

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ED2GO ONLINE COURSES – POINT, CLICK & GO!
Chesapeake College offers an exciting array of noncredit online courses. There are hundreds of classes offered each month to choose from! You will have access to your classroom 24 hours a day, seven days a week from any computer with Internet connection. Aren’t sure if online learning is for you? Try a class for up to seven days before you pay!

How do I get started? Use these two easy steps:
1. Visit our Online Instruction Center www.ed2go.com/chesapeake. Find the course you want to take and ENROLL in the course. (You are not officially registered for the course until the college receives a Chesapeake College registration form and payment.)
2. REGISTER/PAY - Submit a “Chesapeake College Continuing Education registration form” with payment by fax, mail or in person.

How do I enter the classroom? When your course starts return to our Online Instruction Center (www.ed2go.com/chesapeake) and click the classroom link.

What type of classes are offered? Ed2go offers a wide range of topics from Accounting, Certification Prep, Computer Skills, Database Management, Graphic Design, Health Care, Personal & Career Development, Teaching, Accounting, Languages, Photography, Personal Enrichment, Test Prep and more! Most of the classes are six weeks in length and offer two lessons a week for a total of 12 classes. If you aren’t sure if online learning is for you, try the class for up to seven days before you pay. Be sure to visit www.ed2go.com/chesapeake to see the complete list of classes.

Who do I contact if I have questions? Ellen Troutman-Wallace 410-827-5410, etroutman-wallace@chesapeake.edu or Karen Spignolo, kspignolo@chesapeake.edu

Class start dates: 8/17, 9/14, 10/12, 11/9, 12/14/2016, 1/18/17, 2/15/17, 3/15/17.

(410) 827-5850 • www.chesapeake.edu/continuing_ed
ONLINE COURSES

STARTING A PET SITTING BUSINESS
Find out how you can start your own pet sitting business. Learn the essentials of running your own business including animal care, home visit etiquette, and client relations. You'll explore start-up costs, accounting, fee-setting, business plans, low-cost marketing, and the many opportunities for expanding your pet sitting services. For information about additional sections of this course go to ed2go.com/chesapeake.edu or, contact etroutman-wallace@chesapeake.edu. Course fee $110.

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<td>1/18 - 2/24/17</td>
<td>OL – EDG</td>
<td>Jeff Grognet</td>
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ARTS AND CRAFTS AS A BUSINESS
Learn how to turn your arts and crafts hobby into a business. Find your market niche, create a unique sales approach, and discover insider secrets on finding and getting into the best craft shows! For information about additional sections of this course go to ed2go.com/chesapeake.edu or, contact etroutman-wallace@chesapeake.edu. Course fee $110.

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<td>1/18 - 2/24/17</td>
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<td>Terri King</td>
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LEADERSHIP AND SUPERVISORY CERTIFICATE
Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers. Learn effective delegation, performance management, and how to write performance reviews. Discuss the specifics of the supervisor’s role and responsibilities, and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately. Chesapeake College and LERN will award a certificate of completion to students who successfully complete the two-month-long courses. For information about additional sections of this course, contact etroutman-wallace@chesapeake.edu or http://www.yougotclass.org/catalog-complete.cfm/Chesapeake. Certificate program - $395.

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BUSINESS/MARKETING

eMARKETING ESSENTIALS CERTIFICATE
Chesapeake College and LERN will award a certificate of completion to students who successfully complete the three one-month long courses. The three classes include: Improving Email Promotions; Boosting your Website Traffic, and Online Advertising. For information about additional sections of this course, contact etroutman-wallace@chesapeake.edu or http://www.yougotclass.org/catalog-complete.cfm/Chesapeake. Courses can also be taken independently Certificate program - $495

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<td>CEI 518 9NC</td>
<td>9/6 – 12/2/16</td>
<td>OL – LRN</td>
<td>Dan Belhassen &amp; Susan Hurrell</td>
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Learn a fundamental introduction to eMarketing, including improving email promotions, analyzing your web site traffic, search engine optimization, and how to successfully employ online advertising. All types of organizations will benefit from this course. No eMarketing experience or expertise is necessary.
ONLINE COURSES

IMPROVING EMAIL PROMOTIONS
Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Analyze your email response rates, benchmarks for open rates and click-through rates. Learn how to improve your email promotion and responses with tracking and testing. Additional sections of this course are available contact etroutman-wallace@chesapeake.edu or http://www.yougotclass.org/catalog-complete.cfm/Chesapeake for more information. Course fee $195.

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BOOSTING YOUR WEBSITE TRAFFIC
Acquire the basic skills to boost your Website traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your Website copy to increase visitors and results. Additional sections of this course are available, contact etroutman-wallace@chesapeake.edu, or http://www.yougotclass.org/catalog-complete.cfm/Chesapeake for more information. Course fee $195.

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ONLINE ADVERTISING
Discover the tools to make online advertising work for you and your organization! Learn how pay-per-click advertising with Google AdWords works and how to test low budget AdWord campaigns. Learn to target local audiences for maximum results. Discover Facebook advertising and determine your ideal market demographics. For information about additional sections of this course, contact etroutman-wallace@chesapeake.edu or http://www.yougotclass.org/catalog-complete.cfm/Chesapeake. Course fee $195.

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<td>Susan Hurrell</td>
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MOBILE MARKETING CERTIFICATE
Chesapeake College and LERN will award a certificate of completion to students who successfully complete the three one-month courses. The three classes include: Mobile Marketing, Creating Cell Phone Apps for Your Business and Advanced Mobile Marketing. For information about additional sections of these courses, contact etroutman-wallace@chesapeake.edu or http://www.yougotclass.org/catalog-complete.cfm/Chesapeake. Courses can be taken independently. Certificate program - $595.

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MOBILE MARKETING
More than half of U.S. consumers who have made purchases on their Smartphone, have done so in response to a mobile marketing message. The way consumers are interacting with brands and connecting to the world is changing because of mobiles. Find out about location-based marketing, mobile payments, QR codes, applications, and mobile coupons. Learn how mobile marketing can increase your capabilities to retain current customers and gain new ones. Course fee $195.

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<td>Heather Dimitt</td>
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CREATING CELL PHONE APPS FOR YOUR BUSINESS (Non-technical course)
Cell phone apps are the latest way smart organizations across the globe are reaching their customers. In this four-week course, non-technical users can learn to build, deploy and market Smartphone applications across Android, iPhone and Blackberry platforms. This course is ideal for business owners and executives who want to understand how Smartphone applications can be inexpensively built, and also for technical users who want to understand how to quickly deploy Smartphone applications. Course fee $245.

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<td>OL – LRN</td>
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</table>
ONLINE COURSES

ADVANCED MOBILE MARKETING
Get the knowledge you need to implement a mobile marketing plan for your organization. Find out about proximity marketing, mobile marketing metrics, and developing a mobile marketing campaign. Learn how to promote your app on the Web, build a landing page for your app, and advanced tracking techniques of your application usage. Take home a blueprint for creating guidelines and standards for your mobile marketing effort, and how to measure its success. For information about additional sections of this course, contact etroutman-wallace@chesapeake.edu or http://www.yougotclass.org/catalog-complete.cfm/Chesapeake. Course fee $245.

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<td>11/7 - 12/2/16</td>
<td>OL – LRN</td>
<td>Simon Salt</td>
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FACEBOOK FOR BUSINESS: Advanced Skills for Businesses and Organizations
Find out what goes on behind the scenes on Facebook pages and how to increase the chances that your message is seen and acted upon. Discover new tools and proven techniques to increase business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. This is an advanced class and assumes you have started a page on Facebook and have some basic knowledge of the platform. For information about additional sections of this course, contact etroutman-wallace@chesapeake.edu or http://www.yougotclass.org/catalog-complete.cfm/Chesapeake. Course fee $245.

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<td>Jennifer Selke</td>
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GOOGLE ANALYTICS
If you are not reviewing your website statistics, you are missing several key opportunities to profit from your Website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use Website analytics using the world-standard Google Analytics, a free online tool. You’ll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors. For information about additional sections of this course, contact etroutman-wallace@chesapeake.edu or http://www.yougotclass.org/catalog-complete.cfm/Chesapeake. Course fee $195.

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<td>9/6 – 9/30/16</td>
<td>OL – LRN</td>
<td>Dan Belhassen</td>
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TWITTER
Twitter is a hot social media platform these days. Learn ways to take advantage of the unique opportunities Twitter offers. Discover the best ways to create relationships and network with your key constituents. You will learn the best and easiest - techniques for successful interactions in the “Twitter verse”. For information about additional sections of this course, contact etroutman-wallace@chesapeake.edu or http://www.yougotclass.org/catalog-complete.cfm/Chesapeake. Course fee $195.

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<td>OL – LRN</td>
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SOCIAL MEDIA FOR BUSINESS CERTIFICATE
Chesapeake College and LERN will award a certificate of completion to students who successfully complete the three, month-long courses which include: Introduction to Social Media, Marketing Using Social Media, and Integrating Social Media in Your Organization. For information about additional sections of this course, contact etroutman-wallace@chesapeake.edu or http://www.yougotclass.org/catalog-complete.cfm/Chesapeake. These courses are not available to be taken independently. Certificate program - $495.

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<td>9/6 – 12/2/16</td>
<td>OL – LRN</td>
<td>Jennifer Selke</td>
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Get in on this exciting and growing way to communicate, market and serve your customers and clients. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication, how these social networks work and how you can use them to promote your organization. Create a plan to integrate social networks into your communication and marketing.
http://www.yougotclass.org/catalog-complete.cfm/Chesapeake
ONLINE COURSES

INTRODUCTION TO SOCIAL MEDIA
Learn what social networks are and their role in your business and personal life. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients.

MARKETING USING SOCIAL MEDIA
Develop a two-way communication and marketing strategy for your organization using social networks. Explore major social networks, including Twitter, LinkedIn, and blogging. Learn quick, easy ways to use Twitter, blogs and LinkedIn to engage your customers or clients and keep them interested in your organization or business.

INTEGRATING SOCIAL MEDIA IN YOUR ORGANIZATION
Take away practical strategies and techniques for implementing social networks for your organization or business. Learn how to create your own private social network using Ning, work socially using Google Docs and calendars, and move your Website to an interactive Web 2.0 site. Choose which social network tools are right for your situation. Find out what you can be doing and what you should be doing.

BUSINESS/NON PROFIT GRANT WRITING

A TO Z GRANT WRITING
Raise money for your organization by discovering how and where to look for a potential funder. Learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package. This course is a must for anyone new to writing grants or for those who are looking for a fresh approach. For information about additional sections of this course go to ed2go.com/Chesapeake.edu or contact etroutman-wallace@chesapeake.edu. Course fee $110.

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<td>1/18/17 – 2/24/17</td>
<td>OL – EDG</td>
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BUSINESS/OFFICE SKILLS

ADMINISTRATIVE ASSISTANT FUNDAMENTALS
Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. Master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. For information about additional sections of this course go to ed2go.com/Chesapeake.edu or contact etroutman-wallace@chesapeake.edu. Course fee $110.

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<td>Becky and Tony Swaim</td>
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</table>
ONLINE COURSES

ADMINISTRATIVE ASSISTANT APPLICATIONS
Gain the skills and knowledge you’ll need to prepare for the Certified Administrative Professional (CAP®) exam and begin a rewarding career as an administrative assistant. Learn the fundamentals of business operations, accounting/finance, organizational management, and human resources. Learn how to recruit, evaluate, and train team members. For information about additional sections of this course go to ed2go.com/Chesapeake.edu or contact etroutman-wallace@chesapeake.edu. Course fee $110.

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EVENT PLANNING 101
Learn how to create and coordinate successful special events. Discover expert strategies, tips, tools, techniques, and procedures to avoid costly planning errors. Students must create an online account in order to access classroom. For information about additional sections of this course go to ed2go.com/Chesapeake.edu or, contact etroutman-wallace@chesapeake.edu. Course fee $110.

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GRAMMAR REFRESHER
Gain confidence in your ability to produce grammatically correct writing. Whether you’re a student or professional, a published or beginning writer, this course will help you navigate and master the linguistic twists and turns inherent in English grammar. For information about additional sections of this course go to ed2go.com/chesapeake.edu or contact etroutman-wallace@chesapeake.edu. Course fee $110.

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RESUME WRITING
Create an effective resume or improve the one you already have. Transform your re–sume into a powerful tool that will get you interviews. This workshop will lead you through a self-assessment series so you will have extensive knowledge about the product you are marketing YOU! Learn different resume formats and the advantages and disadvantages of each. Write an employment objective that shows potential employers that you have direction. Make the most of your work experience. Know what to reveal in a resume, and what to keep to yourself. Learn to overcome gaps in work history and age discrimination. Discover how to use references to your advantage. This course includes the use of online resumes and Internet Resume Secrets. This course is invaluable for anyone who wants to create their own resume, or learn how to write resumes and cover letters for profit. For information about additional sections of this course go to ed2go.com/Chesapeake.edu or contact etroutman-wallace@chesapeake.edu. Course fee $110.

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<td>Stephanie Donaldson</td>
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SECRETS OF CAREER SUCCESS
Develop career-enhancing skills in a single course that covers twelve popular one-day seminar topics, including goal setting, time management, and personal organization. You’ll learn how to improve your creative abilities, gain confidence with financial matters, and how to minimize conflict in your life. Develop a fulfilling career plan and improve relationships with co-workers, friends, and family. For more information about additional sections of this course go to ed2go.com/Chesapeake.edu or contact etroutman-wallace@chesapeake.edu. Course fee $110.

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TEACHER TRAINING
TEACHER TRAINING COURSES AVAILABLE THROUGH ED2GO:

An Introduction to Teaching ESL/EFL
- Creating a Classroom Web Site
- Creating K-12 Learning Materials
- Differentiated Instruction in the Classroom
- Differentiating K-12 Assessments
- Empowering Students with Disabilities
- Guide to Reading and Writing for Student Achievement
- Guided Reading: Differentiated Classroom
- Guiding Kids on the Internet
- Integrating Technology in the Classroom
- Praxis I & Praxis II
- Response to Intervention: Reading Strategies
- Solving Classroom Discipline Problems (1 and 2)
- Spanish in the Classroom
- Survival Kit for New Teachers
- Teaching Science: Grade 4-6
- Teaching Smarter with SMART Boards
- Teaching Students with ADHD
- Teaching Students with Autism: Strategies for Success
- Teaching Writing: Grades 4-6
- The Classroom Computer
- The Creative Classroom
- Using Internet in the Classroom

Classes start monthly! Complete course descriptions are available at www.ed2go.com/chesapeake. Course fee $110.

For questions and registration information, contact Ellen Troutman-Wallace at etroutman-wallace@chesapeake.edu, or 410-827-3410.

CERTIFICATE IN ONLINE TEACHING
For those new to teaching online, or those already teaching online. Get the best instruction from the foremost authorities in online learning. Thousands of people have taken this fundamental yet advanced training in teaching online. From building an online course to improving an online course, from fostering online discussion to encouraging student interaction, from traditional assessment to online tests, the program will give you both the fundamentals of teaching online, as well as the most advanced tips and techniques in the business. Your instructors are authors, speakers and consultants in online learning and teaching.

Chesapeake College and LERN will award a certificate of completion to students who successfully complete the three-month long courses. For information about additional sections of this course, contact etroutman-wallace@chesapeake.edu. Courses cost - $195 if taken individually or $495 for all three courses to earn the Certificate in Online Teaching. www.yougotclass.org/catalog-complete.cfm/Chesapeake

OPTIONAL: Become a Certified Online Instructor (COI). Three one-week courses; take the courses in any order you choose. Certified Online Instructor (COI) requires the registrant to take a 50-question exam. The registrant will have their students evaluate one of their online courses, and the Chair of the LERN Faculty Advisory Board will critique one of the registrant’s online courses. $495 for all three courses, including books.

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<td>9/6 - 12/2/16</td>
<td>OL – LRN</td>
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ONLINE COURSES

ADVANCED TEACHING ONLINE
In the 21st century, half of all learning will be online and the opportunities for teaching are tremendous! Discover how to plan, develop and teach an online course. Take home a 10-step model for developing your online course and learn how to create online audio lectures. Find out how self quizzes enhance learning. Learn to use animation, create drop-and-drop exercises, and construct dynamite Welcome Pages. Engage in online discussions with other teachers. **Course fee $195. Textbooks are included.**

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DEVELOPING HYBRID COURSES
Learn about the online instructional environment, envisioning your online course, developing a web course, phases of design and development, design guidelines, assessment and evaluation. Discover the principles behind the adoption of technology innovation and the nature of the online learning environment. Gain important tips for planning your online course, identifying resources and design guidelines. Discuss the phases of design and development and models, motivating student to student interaction, and managing interaction. **Course fee $195. Textbooks are included.**

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<th>Course/Section</th>
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<td>10/2 – 10/28/16</td>
<td>OL – LRN</td>
<td>Dr. Rita-Marie Conrad</td>
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THE FLIPPED CLASSROOM
Being engaged with your online learners throughout the course is one of the biggest weaknesses of online teachers. It is also one of the three biggest ways to take your online course to the next level, making it a superior learning experience for your learners. Come experience how to do it from the creator of the concept “continual engagement” in teaching. Discover how to build student success through your interaction, how to give online learners feedback, communicating with them about everything from subject matter to delicate issues to grading. **Course fee $145. Textbooks are included.**

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<td>11/7 – 12/2/16</td>
<td>OL – LRN</td>
<td>William Graves</td>
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ED2GO ONLINE COURSES – POINT, CLICK & GO!
Chesapeake College offers an exciting array of noncredit online courses. There are hundreds of classes offered each month to choose from! You will have access to your classroom 24 hours a day, seven days a week from any computer with Internet connection. Aren’t sure if online learning is for you? Try a class for up to seven days before you pay!

**How do I get started? Use these two easy steps:**
1. Visit our Online Instruction Center [www.ed2go.com/chesapeake](http://www.ed2go.com/chesapeake). Find the course you want to take and ENROLL in the course. (You are not officially registered for the course until the college receives a Chesapeake College registration form and payment.)
2. REGISTER/PAY - Submit a “Chesapeake College Continuing Education registration form” with payment by fax, mail or in person.

**How do I enter the classroom?** When your course starts return to our Online Instruction Center ([www.ed2go.com/chesapeake](http://www.ed2go.com/chesapeake)) and click the classroom link.

**What types of classes are offered?** Ed2go offers a wide range of topics from Accounting, Certification Prep, Computer Skills, Database Management, Graphic Design, Health Care, Personal & Career Development, Teaching, Accounting, Languages, Photography, Personal Enrichment, Test Prep and more! Most of the classes are six weeks in length and offer two lessons a week for a total of 12 classes. If you aren’t sure if online learning is for you, try the class for up to seven days before you pay. Be sure to visit [www.ed2go.com/chesapeake](http://www.ed2go.com/chesapeake) to see the complete list of classes.

**Who do I contact if I have questions?** Ellen Troutman-Wallace 410-827-3410, etroutman-wallace@chesapeake.edu or Karen Spignolo, kspignolo@chesapeake.edu

**Class start dates:** 8/17, 9/14, 10/12, 11/9, 12/14 /2016, 1/18/17, 2/15/17, 3/15/17.
FALL 2016 OFFERINGS

Arts
The Woman Was An Artist 20th to the 21st Centuries
Oil Painting
Zentangle “Tangling in the Round”
Memoir Writing
Cello History and Mechanics
Films Noir
Magic of Mozart

Culinary
Peruvian Cuisine
Italian Meals for 4
Canadian Cuisine

Foreign Language/Literature
Contemporary Fiction
The Neapolitan Novels of Elena Ferrante

Health and Fitness
Tap Dancing for Adults
Line Dancing
Tai Chi for Balance
Beginner Tennis
Intermediate Tennis

History/Current Events
Current Events
Touchstones: Exploring Our Perspectives
Women in the Bible: A 21st Century Perspective
Geologic Evolution of Oceanic Islands
America’s Unknown Wars

Other
Analysis and discussion of Harry Potter “The Goblet of Fire”
Personal Political Identity
The Memory Clinic
Day Trippin’ with IAL
Herb & Spice Workshop

For more information about course offerings, contact Anne White at 410-827-5810 or e-mail to amslater@chesapeake.edu or visit www.chesapeake.edu/continuing-education/ial.

Established in 2001, the Institute for Adult Learning (IAL) at Chesapeake College is a membership organization open to all individuals 50 years of age or older. The IAL features a program of classes, Lunch and Learn/Brown Bag lectures, and special events such as day trips to museums, or other attractions within a reasonable driving distance. The Institute offers lifelong learning to older adults at a reduced cost.

Membership: The IAL is membership based program. Students that join the program are entitled to take as many IAL classes as they choose for the semester, space permitting. We offer a Fall semester and Spring Semester. Membership include’s unlimited participation in all IAL courses, reduced prices for all IAL tours, day trips to nearby cities and social activities.

Membership - $75

How to Register: The IAL brochure contains complete information about the course and member/registration forms. To obtain a brochure call 410-827-5810 or e-mail IAL@chesapeake.edu

Location: Classes are held on the Wye Mills Campus of Chesapeake College located at the intersection of Routes 50 and 213. Courses may be moved off-campus as space permits.

Opportunities: Members are encouraged to offer new course ideas, serve as instructors and join committees (membership, curriculum, special events, and publicity). Expand your horizons through active participation in Institute affairs, develop new friendships and become part of a growing organization. Lunch and Learn/Brown Bag lectures are held immediately following the Current Events course each semester. You may use the college cafeteria and either buy lunch or bring your own.

A complete list of courses with descriptions will be in the IAL brochure that will be mailed out to interested parties each fall and spring. To have your name added to the list, please call 410-827-5810, or e-mail IAL@chesapeake.edu. The IAL plans to offer group tours to...
CHESAPEAKE COLLEGE'S DIVISION OF CONTINUING EDUCATION AND WORKFORCE TRAINING

LIFELONG LEARNING

SENIOR CENTER OFFERINGS & LOCATIONS

Chesapeake College’s Division of Continuing Education and Workforce Training now offers classes specifically designed for seniors throughout the five-county area. The classes meet at senior centers and other sites and offer a variety of subjects. Classes are open to persons over 60 years of age who reside in Caroline, Dorchester, Kent, Queen Anne’s, or Talbot counties. Classes are held during the day and are between one and two hours in duration. Most classes meet once or twice a week and last between 10 to 16 weeks.

The following is a partial list of classes to be offered:

- Basic Drawing Techniques
- Computer Basics
- Craft Design and Production
- Design and Production of Art Objects
- Fundamentals of Art
- Fundamentals of Music
- Healthy Living for Older Adults
- Healthy Living for Older Adults/Enhanced Fitness
- Intermediate Computer Skills
- Internet Basics for Seniors
- Ipad Basics
- Current Events
- Digital Photography
- Art Therapy

Students may register for classes at the sites listed below, or call the activity planner at the site. Not all classes are offered at every site; some counties have restrictions limiting who may attend at certain sites.

Amy Lynn Ferris Center
200 Schauber Rd., Chestertown
410-778-2564

Caroline Senior Center
403 S. 7th St., Suite 127, Denton
410-479-2535

Centreville Senior Center
104 Powell St., Centreville
410-758-0848

Federalsburg Senior Center
118 North Main St., Federalsburg
410-754-9754

Grasonville Senior Center
Rt. 18, Grasonville
410-827-6010

Percy Thomas Center
891 Love Point Rd, Stevensville
410-604-3801

Sudlersville Senior Center
605 Foxtown Rd., Sudlersville
410-778-5444

Talbot Senior Center
400 Brookletts Ave., Easton
410-822-2869
TEST PREPARATION & COLLEGE READINESS

SAT & ACT Prep classes are offered in the spring and fall each year, dates will vary.

REVISED COMPREHENSIVE SAT PREP CLASS (NEW INSTRUCTOR)
This course is designed to cover the Math, Reading and Writing sections of the SAT. Students will receive valuable test-taking strategies to help improve their score. Upon completion of the course students should be able to: organize thoughts for a timed essay, interpret selected reading passages, use diverse vocabulary, and complete math problems with accuracy. Students will need a graphing calculator, folder and pencils. Course fee $185.

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<tr>
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ONLINE TEST PREP CLASSES
- PREPARING TO ENTER GRADUATE OR LAW SCHOOL?
- NEED TO PASS THE SAT OR GED EXAM?
Increase your chances of earning that passing score by taking an online test preparation course. Most of the classes are six weeks in length and offer two lessons a week for a total of 12 classes. If you are unsure if online learning is for you, try the class for up to seven days before you pay. Be sure to visit www.ed2go.com/chesapeake to see the complete list of classes. To enroll in these courses or for more information, visit our online class section on page 72 for easy enrollment steps.

YOUTH COURSES

FOR MORE INFORMATION, CONTACT:
Anne White
amslater@chesapeake.edu or 410-827-5810

Nancy Barbieri
nbarbieri@chesapeake.edu or 410-822-5400 ext. 2300

All classes have an additional $5 registration fee.
Course information and registration Forms are available online at:
www.chesapeake.edu/continuing_ed/youth.asp

FALL 2016/SPRING 2017
COURSES MAY INCLUDE:
- STEM courses
- Safesitter course
- LEGO Robotics
- Game Design
- Web Design
- Digital Photography

Your time. Your place.
Chesapeake College at 50

(410) 827-5850 • www.chesapeake.edu/continuing_ed
REGISTRATION

FOUR OPTIONS TO REGISTER

#1 ONLINE
Register and pay online. Visit www.chesapeake.edu/continuing_ed/register. You will be registering as a “Noncredit/Continuing Education” student. Classes with a 9 in the section information are eligible for online registration. Example: CEI 100 9A. If you experience any problems, call 410-827-5850, 8:30 a.m. - 4:30 p.m. Students with any financial obligations with Chesapeake College are not eligible for online registration.

#2 IN PERSON
You may register in person on the Wye Mills Campus, at the Center for Allied Health, Memorial Hospital at Easton, or at the Cambridge Center.

#3 BY MAIL
Fill out the registration form completely. The form can be found at the back of this Schedule or on the College Website. Sign and date the completed form. Payment, along with purchase order, or signed Sponsorship Billing Authorization form must accompany registration form. Mail-in registrations must be received at least one week prior to course start date.

#4 BY FAX
Use a credit card for payment and include credit card type, number, expiration date, and owner’s signature on the registration form. MasterCard, Visa, Discover or American Express accepted. The fax number is 410-827-5852.

Payment is due at the time of registration, by cash, check, credit card (VISA, MasterCard, Discover or American Express) or debit card is required for online registration. There is a $5 registration fee in addition to any tuition or course fees associated with each course.

REGISTRATION HOURS AND LOCATIONS
Wye Mills Campus: Open daily registration, Monday through Thursday, 8 am to 5:30 pm, Friday, 8 am to 4:30 pm.
Summer Hours: Monday - Thursday, 8 am - 5:30 pm. Closed Fridays, May 27 - August 12
Cambridge Center: For more information, call 410-820-6058 or 410-228-5754.
Center for Allied Health: For more information, call 410-827-5917.

REGISTERING FOR ONLINE COURSES
Go to: www.chesapeake.edu/continuing_ed/ce_online.asp for a complete list of course offerings. These courses are presented asynchronously through the Web. This delivery mode provides students with the convenience of taking courses anytime, anywhere via their personal computer. Each course will have an online orientation, communication with an instructor, and activities. It is necessary for students to have a personal computer, email, and Internet access to receive the courses. Students can find out more about the online courses and begin the registration process online through Chesapeake College’s Division of Continuing Education and Workforce Training Website at: www.chesapeake.edu/continuing_ed/ce_online.asp. For more information, go to the Chesapeake College website at www.chesapeake.edu. The Website contains complete and current course schedules with descriptions and registration forms, for your convenience.

DEFERRED PAYMENT PLAN
A deferred payment plan is now available to noncredit students for noncredit courses with a minimum course length of two months. To participate, go to https://www.chesapeake.edu/ecashier/, follow the link to “Nelnet Business Solutions” and select the continuing education plan option. Students must complete the payment plan process before the first day of class. For more information, contact the Business Office at 410-822-5400, 410-758-1537, or 410-228-4360, ext. 2218 or e-mail to BusinessOffice-WMC@chesapeake.edu.

GENERAL INFORMATION
Most non-credit courses are designed for persons 16 years of age or older. Registrations not meeting this requirement will not be accepted UNLESS the course description clearly states that it is for the younger audience. For more information, call the Division of Continuing Education and Workforce Training at 410-822-5400, 410-758-1537, 410-228-4360, ext. 5850, or call the Cambridge Center at 410-228-5754, 410-820-6058.

TTY Device for the hearing and speech disabled located at the LRC Circulation Desk.
TUITION & FEES

TUITION
Course tuition is determined by the legal residence of the student, with residents of Caroline, Dorchester, Kent, Queen Anne's and Talbot counties paying in-county tuition. Please note the tuition for In-county, Out-of-county, and Out-of-State is designated within each course description that applies. All students, including seniors, pay the same tuition and fees for CES, AFC and FTW courses.

SPONSORED BILLING
Employer Billed Tuition and Fees: Advanced payments by company check are welcomed at the time of registration. The College can also bill an employer. Please provide the College at the time of registration, a purchase order or completed Sponsorship Billing Authorization form (the form can be found at the back of this Schedule or request a form from the Business Office by calling 410-822-5400, ext. 2217). Also see the College’s Website to obtain a form. Include the employee's name, Social Security number or student identification number, course number and title, and total amount of tuition, fees, and books (if applicable). Also include billing address and signature of person authorizing payment. Students will not be confirmed in their classes until the College receives the above information. The refund/withdrawal policy will apply.

FEES
All students, including senior citizens, must pay course fees, which may differ from course to course. Additionally, there is a $5 registration fee applied to every registration transaction.

SENIOR CITIZENS TUITION WAIVER
Seniors registering for continuing education courses, except those designated as CES, AFC or FTW will have TUITION waived. Proof of age required.

DISABILITY TUITION WAIVER
As a result of legislation (Maryland H.B. 53), effective July 1, 2012, tuition waivers for students with disabilities are applicable for noncredit, continuing education courses.

NATIONAL GUARD MEMBERS
If you are a member of the Maryland National Guard, you may be eligible for a 50 percent tuition discount on any Chesapeake College non-credit course, with the exception of courses designated CES, AFC or FTW in the course number. All National Guard members must pay related course fees and any book expenses. To qualify for this discount, members must present a State Tuition Waiver Letter from their Unit Commander upon registration on a semester basis.

REFUNDS
Tuition and course fee refunds of 100 percent will be made prior to the day of the first class. No tuition or fee refunds will be given after that date unless the College cancels the course. Those courses that are co-listed with credit courses follow the credit course refund policy.

CANCELLATIONS
The College reserves the right to cancel in advance any non-credit course for which minimum enrollment has not been met. There is a 100 percent refund of all tuition and course fees on courses cancelled by the College.

CREDIT AND NON CREDIT COURSES
As part of our mission to serve the citizens of the five-county Upper Shore area, Chesapeake College is offering several co-listed courses. These are classes, which are listed as both continuing education (non-credit) and as credit classes. Continuing education students will sit in the same classroom as credit students and have the same learning experience. Call 410-827-5850, for more information.

COLLEGE HOLIDAYS
Holiday closings for College:
Labor Day: 9/5/16
Thanksgiving Break: 11/23 – 11/27
Winter Break : 12/19 – 1/1/17
Martin Luther King Day: 1/16/17
BOOKSTORE

THE COLLEGE BOOKSTORE, located on the Wye Mills campus and at the Cambridge Center, sells textbooks and study and classroom aids for credit and non-credit courses. The Bookstore also sells personal supplies, snacks, class rings, and quality clothing including shirts, jackets, and shorts. Bookstore hours are set to accommodate peak registration times and both daytime and evening classes. Mail order services are provided via telephone.

For more information, call 410-822-5400, 410-758-1537, 410-228-4360, ext. 2304, or call 410-827-6874. Information can also be accessed through the Bookstore website at www.chesapeake.bncollege.com and also via the Chesapeake College homepage (Bookstore is located at the bottom left of the homepage, under ‘Chesapeake Websites’). The Bookstore e-mail address is bookstore@chesapeake.edu.

KEY TO CLASS LOCATIONS
CAMB - Cambridge Center
416-418 Race St., Cambridge

CCC – Chesapeake Culinary Center
512 Franklin St, Denton

CDO - Carlson Denton Office
609 Locust St., Cambridge

CSE - Chesapeake School of Esthetics
1507 Ritchie Hwy, Suite 105, Arnold

DOR – Dorchester County School of Technology
2465 Cambridge Bypass, Cambridge

EOD – Envoy of Denton
420 Colonial Drive, Denton

HEC - Higher Education Center
Wye Mills Campus

HPAC - Health Professions & Athletic Center
Wye Mills Campus

LRC - Learning Resource Center
Wye Mills Campus

MTC - Manufacturing Tech Center
Wye Mills Campus

PAC - Todd Performing Arts Center
Wye Mills Campus

TDR - Town Dock Restaurant
125 Mulberry Street, St. Michael’s, MD

WYE - Wye Mills Campus

KEY TO ABBREVIATIONS AND DEFINITIONS
M = Monday; T = Tuesday; W = Wednesday; Th = Thursday; F = Friday; Sat = Saturday; Sun = Sunday

STAFF - When used under instructor indicates name of instructor was not available prior to publication of schedule.

TBD - Indicates information to be announced at a later date.
Accounting and Business
Ellen Troutman-Wallace .......... 410-827-3410

Adult Education
Elaine Wilson ......................... 410-827-5835

Boating Certification
Bob Faiella ......................... 410-827-5807

Building Trades
Bob Faiella ......................... 410-827-5807

Chesapeake Child Care Resource Ctr
Peg Anawalt ..................... 410-822-5400, ext. 2357

CHESAPEAKE HELPS ....1-866-722-HLPS

Child Care Training Programs
Deanna Tobin ............. 410-822-5400, ext. 2353

Computer Training
Anne White ...................... 410-827-5810

Cosmetology
Anne White ...................... 410-827-5810

C.P.R./First Aid
Ellen Troutman-Wallace .......... 410-827-3410

Culinary/Bartending
Bob Faiella ....................... 410-827-5807

Customized Training
Leanne Allen .................. 410-827-5851

Employability Skills Training
Leanne Allen ................. 410-827-5851

English as a Second Language
Elaine Wilson ..................... 410-827-5835

Entrepreneurship
SBDC .................................. 410-827-5304

Fitness
Marci Leach ............... 410-822-5400, ext 2704

GED
Elaine Wilson ..................... 410-827-5835

History
Anne White ...................... 410-827-5810

Industrial Technology
Bob Faiella ....................... 410-827-5807

Languages
Anne White ...................... 410-827-5810

Leadership
Leanne Allen .................... 410-827-5851

Medical
Marci Leach ............... 410-822-5400, ext. 2704
Ellen Troutman-Wallace .......... 410-827-3410

Nail Technician
Anne White ...................... 410-827-5810

Occupational Training
Leanne Allen .................... 410-827-5851

Online Education
Ellen Troutman-Wallace .......... 410-827-3410

OSHA Training
Leanne Allen .................... 410-827-5851

Personal Enrichment
Anne White ...................... 410-827-5810

Photography
Anne White ...................... 410-827-5810

Pool Certification
Bob Faiella ....................... 410-827-5807

Real Estate
Ellen Troutman-Wallace .......... 410-827-3410
Anne White ...................... 410-827-5807

Lifelong Learning Senior Programs - 50 Plus
Anne White ...................... 410-827-5810

Small Business & Technology Development Center
Rich Loeffler ..................... 410-827-5304

Students with Disabilities
Judy Gordon ...................... 410-827-5805

Test Preparation
Anne White ...................... 410-827-5810
Ellen Troutman-Wallace .......... 410-827-3410

Truck Driving/Bus/CDL Training
Bob Faiella ....................... 410-827-5807

Veterinary Assistant
Anne White ...................... 410-827-5810

Welding
Bob Faiella ....................... 410-827-5807

Workplace Safety
Leanne Allen .................. 410-827-5851

Workplace ESL & GED® Test Preparation
Rita Mielke ...................... 410-200-1714

For general information, please call (410) 827-5850
## INDEX

**A**  
Abbreviations and Definitions 68  
Access 17, 19  
Accounting Fundamentals 54  
Accounting & Finance (comp. based) 16  
ACT Test Prep 65  
Administrative Assistant Fundamentals 59-60  
Administrative Medical Assistant 28  
Adult Basic Education 6  
Adult External High School Diploma Program 7  
American Sign Language 32  
Appraiser Pre-licensing/Certification and Continuing Education 45  
Arts and Crafts 31  
Arts and Crafts as a Business 56  
A to Z Grant Writing 59  

**B**  
Beginning Warm Glass 31  
Ballroom Dancing 31  
Boating, Skills and Seamanship 36  
Bookstore 68  
Building Trades 39  
Bus Driver Training 46  
Business (Online) 55-61  
Business Skills 8  
Bytes Express Version (One-Day) Computer Training 19-21  

**C**  
Campus Map 67  
Cancellations 67  
Captains School, Professional 46  
Career Planning for CNA/GNAs 24  
Cell Phone Apps for Your Business 57  
Certified Medicine Aide 24  
Chesapeake HELPS 12  
Child Care 10-15  
Childcare (Online) 13-15  
Child Care Resource Center 11  
Class Locations 68  
Clinical Medical Assistant 28-30  
Coast Guard Licensing (6 pak) Training 46  
College Holidays 67  
Computer Courses 16-21  
Computer Skills Certificate 16  
Continuing Education & Workforce Training Certificate Programs 30  
Cosmetology 42  
CPR 25  
Culinary/Hotel/Restaurant 22  
Deferred Payment Plan 66  
Dental Assisting Program 25-26  
Dialysis Technician 30  
Digital Photography 19, 34  
Disability Tuition Waiver 67  

**E**  
eBay, Learn to Buy and Sell on 55  
eBooks, Publish and Sell Your 38  
EKG Technician 30  
Electricians Core Training 39-40  
Email Promotions 57  
eMarketing Essentials 56  
English As A Second Language (ESL) 6, 7  
Entrepreneurship; Self-Employment & Small Business 8  
Esthetician 43  
Event Planning 22, 60  
Excel for Windows 17, 18, 20  
Facebook for Business 58  
Fees 67  
Firearms, MD Laws 36  
First Aid, CPR Instructor Training 53  
Fitness & Wellness 31  
Fitness Trainer, Personal 48-52  
Fused Glass, Holiday Projects 31  

**F**  
Game Development, How to Get Started 33  
GED Test Preparation 6, 7  
Genealogy 101 31  
General Information 66  
Getting Paid to Talk 33  
Google Analytics 58  
Grammar Refresher 60  
Grant Writing 59  
Green Training 39  

**G**  
Healthcare 23-30  
Healthcare Careers Orientation  
  Sessions 23  
Healthcare Online Training 30  
History & Culture 31  
Holidays, College 67  
Home Improvement 40  
Hospitality Management 22  
HVAC -R 41  

**H**  
Institute for Adult Learning 63  
Interior Design 34  
Internet Writing Markets 38  
Italian, Foundations of 33  

**I**  
Key to Abbreviations and Definitions 68  
Key to Class Locations 68  

**L**  
Languages 32-33  
Leadership & Supervision 9, 56  
Leed Green Associate Exam Preparation 39  
Licensure Prep for Home Improvement Contractors 39  
Lifelong Learning 63  
Lifestyle & Leisure 31-38  
Lift Truck Train-the-Trainer 53  
Locations 61  

**M**  
Map of Campus 56-59  
Maryland National External Diploma Program (NEDP) 7  
Maryland Law and Firearms 36  
Maryland Small Business Development Center 8  
Medical Administrative Assistant 30  
Medical Billing and Coding 30  
Medical Coding Professional 29  
Medicine Aide/Recertification 24  
Microsoft Office Training 17-18  
Mobile Marketing 57, 58  
Music, Fundamentals of 31  

**N**  
Nail Technician 44  
National Guard-Tuition Information 67  
Natural Health and Healing 27  
Nursing Assistant 23  

**O**  
Occupational Training 39-53  
Online Advertising 57  
Online Child Care Courses 13-15  
Online Courses 54-62  
Online Healthcare Training 30  
Online Occupational Courses 54-62  
Online Teaching 61-62  
OSHA/Workplace Safety Courses 53-54  

**P**  
Payment Plan 66, 74  
Personal Enrichment 33  
Personal Fitness Trainer 48-52  
Pet Sitting Business, Starting A 56  
Pharmacy Technician 27, 30  
Photography, Digital 34-35  
Photoshop 19  
Pool Operator 45  
PowerPoint 18, 21  
Professional Captains School 46  
Publish and Sell Your eBooks 38  

(410) 827-5850 • www.chesapeake.edu/continuing_ed
# INDEX

## Q
- Quickbooks .................................................... 16,21

## R
- Real Estate Principles & Practices....... 45
- Real Estate Appraiser ................................. 45
- Refunds ........................................................... 67
- Registration Fee ........................................... 66
- Registration Information .......................... 66
- Resume Writing ............................................ 60

## S
- Safety ............................................................... 36
- Safesitter Training ........................................ 65
- SAT Prep .......................................................... 65
- Secrets of Career Success ......................... 61
- Seniors ............................................................. 63
- Senior Center Offerings/Locations...... 64
- Senior Citizens Tuition Waiver ............. 67
- Sign Language ............................................. 32
- Small Business
  - Development Center ............................. 8
  - Smartphone Photography ....................... 34-35
  - Smart Start Your Business ................. 8
  - Social Media for Business ................. 58
  - Spanish .................................................... 32-33
  - Sponsored Billing .................................. 67,73
  - Staff Directory ....................................... 69
  - Start Your Own Business -
    - Ready Set Go.................................. 8
  - Starting A Pet Sitting Business ........... 56
  - Supervisory and
    - Leadership Certificate ...................... 9,56

## T
- Table of Contents ........................................ 3
- Teacher Training ........................................... 61-62
- Teaching Online ........................................... 61
- Test Preparation & College Readiness .. 65
- Tourism ...................................................... 22
- Transportation ............................................ 46
- Travel Photography .................................... 35
- Travel/Trips ................................................ 36
- Travel Writing ............................................ 38
- Truck and Bus Driver Training ............... 46
- Tuition and Fees ........................................ 67
- Twitter ......................................................... 58

## U

## V
- Veterinary Assistant
  - Training, I, II, III, IV .................................. 46-47

## W
- Water/Wastewater Management ........... 52
- Wellness & Fitness ................................. 48-52
- Word for Windows ....................................... 18,21
- Workplace Safety/OSHA courses ........... 52-53

- Writing ............................................................. 38

- Y
  - Youth Programs ........................................... 65

- Z
Chesapeake College
Division of Continuing Education and Workforce Training - 410-827-5850
Open Enrollment Registration Form
(All information must be completed to process registration.)

Name: (Print) __________________________

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
</table>

Home Address: __________________________

<table>
<thead>
<tr>
<th>Street</th>
<th>P.O. Box</th>
</tr>
</thead>
</table>

City or Town __________________________

<table>
<thead>
<tr>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

Home Phone #: __________________________

Work Phone #: __________________________

Cell Phone #: __________________________

E-mail Address: __________________________

*Social Security #: __________________________

*Date of Birth: (month/day/year) __________________________

(Date of Birth is required by the College to ensure the integrity of student records and to meet federal government reporting requirements.) **Online Registration is now available for non-credit students. A student’s Date of Birth AND Social Security number will have to be on file to be able to Register online. Include both your Date of Birth and Social Security number on this registration form to be able to take advantage of ONLINE Registration in the future.

Have you previously been a student at Chesapeake College (credit or non credit): ☐ Yes ☐ No

Senior Citizen: (60 or older) ☐ Yes ☐ No

Gender: ☐ Male ☐ Female

Ethnicity: Part 1: Hispanic or Latino origin ☐ Yes (HIS) ☐ No (NHIS).

Part 2: If you are not Hispanic or Latino, please select one or more of the following:

Race: ☐ American Indian or Alaska Native (AN) ☐ Asian (AS) ☐ Black or African American (BL) ☐ Native Hawaiian or other Pacific Islander (HP) ☐ White (WH)

I certify that I am a legal resident of __________________________ County, MD.

Student’s Signature __________________________

Date __________________________

Method of Payment:

☐ Check ☐ Credit Card ☐ Money Order ☐ Purchase Order

☐ Sponsorship Billing ☐ Deferred Payment Plan

In order to process this registration, payment must accompany the completed registration form. If payment is made by credit card or debit card, information may be faxed to: 410-827-5852.

MAKE CHECKS PAYABLE TO CHESAPEAKE COLLEGE (Do Not Mail Cash!)

Charge my tuition to: (Check One) ☐ VISA ☐ Master Card ☐ American Express ☐ Discover Card

Card Number: __________________________

Expiration Date: __________________________

*Note: CID# is the last three digits in the signature box on the back of your credit card.

Cardholder’s Name: __________________________

Authorized Cardholder’s Signature: __________________________

NO WRITTEN CONFIRMATION OF REGISTRATION WILL BE MAILED. You should attend your selected class at the time listed in the schedule of classes. For more information, call the Division of Continuing Education at 410-827-5850.

COMPLETE COURSE INFORMATION BELOW:

<table>
<thead>
<tr>
<th>Dept./Number Section</th>
<th>Title &amp; Start Date</th>
<th>Tuition</th>
<th>Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

$5 Reg. fee per course __________________________

Total Amount Due __________________________

Note: Caroline, Dorchester, Kent, Queen Anne’s and Talbot county residents are in Chesapeake College’s service area.

Refer to the schedule of classes for appropriate fees. Senior Citizens must pay CES, AFC and FTW, tuition and fees.

Mail registration form with payment to: Chesapeake College, Business Office, P.O. Box 8, Wye Mills, MD 21679.

An E.O. Institution Tobacco-free Campus.

02/16
Chesapeake College
Sponsorship Billing Authorization Form
Business Office, P.O. Box 8, Wye Mills, MD 21679

Please deliver this form at the time of registration, or fax to the Business Office at 410-827-5852, prior to registering.

We authorize Chesapeake College to bill our company for the below listed student and the appropriate charges for the □ fall □ winter □ spring □ summer term, year □□□□. We will assume responsibility for (check appropriate box) □ tuition and fees OR □ tuition, fees, and books.

_________________________ ___________________________
Student name Student Social Security Number

Course Titles and Section Numbers:

_________________________

_________________________

_________________________

Please send the bill to the following name and address:

_________________________ ___________________________
Company Name Authorized Individual (Please Print Name)

Mailing Address:

City or Town County State Zip

Phone: __________________________ Federal ID #: __________________________

_________________________ ___________________________
Signature of Authorized Individual (Required) Date

If this bill remains unpaid at the end of the semester, the charges will revert back to the student’s account and he/she will be held accountable. The student will not receive grades or transcripts and will not be allowed to register until the account is paid in full.

Please note: Students may apply for and/or receive Financial Aid from other sources. Under the Federal Right to Privacy Act, Chesapeake College cannot disclose any student information without the written consent (on a separate form) of the student.

_________________________ ___________________________
Student Signature (Required) Date

An E.O. Institution. Tobacco-free campus.
Continuing Education Payment Plans

Payment Methods
• Automatic bank payment (ACH)
• Credit card/debit card

Cost to Participate
• $25 enrollment fee per semester
• $2 enrollment fee for an immediate full payment
• $30 returned payment fee if a payment is returned

Simple Steps to Enroll
Register for classes to obtain Student ID and Semester Balance
• Go to www.chesapeake.edu/ecashier
• Select: eCashier link
• Select the appropriate CE Plan

Before you click the Submit button, please read carefully through the Final Review and Terms & Conditions. An immediate email will be sent to confirm the registration (if email is provided). Emails are strongly encouraged so we may contact you with any updates or changes.

Payment Plans MUST be established within 24 hours of Registration to remain in the class.

<table>
<thead>
<tr>
<th>Minimum Balance Required</th>
<th>Required down payment</th>
<th>Number of payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>$495.00</td>
<td>50%</td>
<td>1</td>
</tr>
<tr>
<td>$800.00</td>
<td>40%</td>
<td>2</td>
</tr>
<tr>
<td>$1350.00</td>
<td>25%</td>
<td>3</td>
</tr>
</tbody>
</table>

NOTE: All down and full payments are processed immediately! Payments are processed on the 5th of each month and will continue until the balance is paid in full. Certificates and certifications will NOT be issued until the balance is paid in full. Holds will be placed on accounts if automatic monthly payment attempts are not successful.

Balance Adjustments: Please do not assume your balance will automatically be adjusted or plans will be deactivated if a course dropped. Please contact the Chesapeake College Business Office at 410.822.5400, ext. 2244 to report any changes.

https://www.nbspayments.com/signin/4KBM5

In order to update the payment method, login to your NelNet account or call 1.800.609.8056. Please have either your Student ID or NelNet agreement number available for the representative.
Phone Directory

Academic Support Services .......... 410-827-5854
Admissions ................................. 410-827-2287
Athletics ...................................... 410-827-5750
Bookstore .................................... 410-827-6874
Box Office TPAC ............................ 410-827-5867
Business Office ............................ 410-827-2244
Career Services ............................ 410-827-5804
Child Care Resource Center ..410-822-5400 ext. 2353
Continuing Education ................. 410-827-5850
Disability Services ....................... 410-827-5805
Financial Aid .................. 410-827-2252
Human Resources ......................... 410-827-5821
Library/Learning Resource Center 410-827-5860
Registration (Credit Classes)...... 410-827-5876
Registration (Non-Credit Classes) 410-827-5850
Small Business Development Center .................
410-827-5304 or toll free 888-852-6712
Student Services .................. 410-827-5829
Testing Center ......................... 410-827-2344
Todd Performing Arts Center ....... 410-827-5868
Transcripts/Grades .............. 410-827-2249
Truck Driving Program ............. 410-827-2360
Upper Shore (WIB) Workforce Investment Board
410-827-2270

On the cover: Dental Assistant Program graduate Dacia Nurse, Veterinary Assistant Training graduate Katie Hartle, and Certified Nursing Assistant student Jason Unruh.
ONE PER FAMILY BOXHOLDER
RURAL ROUTE OR CURRENT OCCUPANT

SIX SHORT WEEKS
ONE GREAT CAREER!

GET YOUR CDL
IN AS LITTLE
AS 6 WEEKS

YOU CAN EARN
$40 - $70K OR
MORE ANNUALLY

JOB PLACEMENT
ASSISTANCE
AVAILABLE

FINANCIAL
ASSISTANCE MAY
BE AVAILABLE

DAY & NIGHT
CLASSES
AVAILABLE

APPROVED
FOR V.A.
BENEFITS

If you have the Post 911 or Montgomery GI BILL give us a call. For more information call
Bob Faiella at 410-827-5807 or Joyce Warrington at 410-822-5400, ext. 2360

Connect with us online.
Register today - classes will fill fast!