

Continuing Education and Workforce Development

The college provides a wide variety of programs, courses, and services to meet the needs of our community and students of all ages. CSM continuously updates workforce development offerings to meet the current and future needs of our students for workforce preparation, skills enhancement, and career advancement. Businesses, nonprofit organizations, and government agencies are provided with state-of-the-art training customized to their individual management and production methods. CSM also provides extensive services for entrepreneurs and small businesses. Children, teenagers, active adults, and seniors can enrich their futures through personal enrichment learning in CSM's Kids' College, Teen College, Personal Enrichment, and the Adult PLUS programs.

Short-Term Training

Continuing education helps you achieve your short-term training goals. Develop skills to immediately apply to the job, document your job readiness by earning a Continuing Education Certificate, prepare to pass national and professional certification exams, prepare to obtain a professional license, or enjoy personal enrichment courses.

Courses are offered during the day, in the evening, and on weekends for the convenience of students and local employers. Choose from instructor-led courses, online training, or self-paced labs. Most classes are listed on our web site at www.csmd.edu and in the continuing education schedule of classes which is distributed three times a year in the fall, spring, and summer. Courses are offered in the following areas:

- Adult PLUS
- Automotive/Small Engine Repair
- Business and Personal Finance (including Small Business Development)
- Computers
- Construction
- Driver Training
- Kids' College
- Education and Child Care
- Nursing, Health Care, and Massage Therapy
- Personal Enrichment (including such areas as art, dance, history, home and garden, languages, music, student success, veterinary assistant training)
- Security and Legal Studies
- Teen College
- Wellness and Fitness

Courses are offered on a first-come, first-served basis, and students are encouraged to register early.

Continuing Education Units (CEUs) are awarded when appropriate and documented on a continuing education record. The CEU record serves as documentation that a student has completed the course or continuing education certificate and has met the competencies for which the course or certificate was designed.

Continuing Education Certificates

Earn a continuing education certificate by taking short sequences of courses designed to help you develop specific job-related skills. The certificates are recognized by many employers and can give you the competitive edge you need to land a job. Certificates are offered in the following areas:

- Basic Office Skills
- Building Maintenance Technician
- Commercial Truck Driver Training
- Computer Repair Technician
- Construction Management
- Dental Assistant
- Drafter Assistant
- Electrical Assistant
- Home Improvement Contractor
- HVAC Technician
- Home Inspector
- Landscape Foreman
- Management
- Nursing Assistant
- Oracle Entry-Level Programmer
- Programming for the Web
- Project Management
- Small Engine Repair Technician
- Supervision
- Veterinary Assistant
- Web Page Developer Assistant
- Welding Helper

CSM's training programs are often certified by nationally recognized providers such as Microsoft, Oracle, the Project Management Institute, the American Management Institute, and more.

National IT Certification Exam Preparation

CSM offers national certification exam preparation courses for information technology professionals as an added credential to change or advance their careers. National certification exam preparatory courses currently include:

- CompTIA A+ certification
- Microsoft Certified Systems Administrator (MCSA) 2003
- Microsoft Certified Systems Administrator-Security (MCSA-Security) 2003
- Microsoft Certified Systems Engineer (MCSE) 2003
- Microsoft Certified Systems Engineer-Security (MCSE-Security) 2003
- Microsoft Office Specialist (MOS)
- CompTIA Network+ Certification
- CompTIA Security+ Certification
- CompTIA Server+ Certification

Professional Licensing Preparation, Certification, and Recertification

CSM offers a variety of short-term training programs to prepare you to obtain your professional license or certification and/or to recertify for your license. Professional license, certification, and recertification preparation programs include:

- American Heart Association Heartsaver CPR
- American Heart Association Basic Life Support for Healthcare Providers
- American Red Cross Adult/Child/Infant CPR and Basic First Aid
- American Red Cross CPR for Professional Rescuers
- American Welding Society Certification
- Automotive Service Excellence
- Certified Bookkeeper
- Certified Group Fitness Instructor
- Certified Medicine Aide
- Certified Nursing Assistant
- Certified Personal Trainer
- CFC Certification (refrigerant handling)
- Class A Commercial Driver's License
- Class B Commercial Driver's License
- Electrician Master or Journeyman License
- Geriatric Nursing Assistant
- Home Improvement License
- Home Inspection
- HVAC Journeyman and Master License
- Lifeguard Training
- Praxis I Academic Skills Assessments for beginning teachers
- Project Management Professional
- Stationary Engineer License
- Swimming Pool/Spa Operations and Maintenance
- Water Safety Instructor

For more information, contact the Information Center at 301-934-7766 or check out our Web site: www.csmd.edu.

Customized Training for Employers

Fundamental to an organization's success is the ability to acquire and maintain a highly skilled workforce. The Corporate and Community Training Institute (CCTI) develops customized training tailored to meet your specific business performance needs and deliver it at a time and place convenient to you. CCTI's diverse training programs meet the needs of employees, business owners, and executives. CCTI training programs include specialty areas such as:

- Management Development and Supervision
- Leadership Development
- Project Management
- Human Resources
- Information Technology
- Business Writing and Presentation Skills
- Office Technology
- Industrial Training (Construction Management, HVAC, Electrical)

Our instructors have extensive instructional and senior-level experience. This real-life experience, combined with our interactive and hands-on approach, provides your staff with practical, job-specific skills needed to immediately enhance your productivity. For information, call 301-934-7835 or visit www.ccti.csmd.edu.

Environmental Training and Assistance

The Maryland Center for Environmental Training (MCET), is a statewide center for training and technical assistance in water, wastewater, energy, hazmat and environmental programs for local governments and private industry. MCET's customized assistance for communities and private business focuses on improved regulatory compliance and pollution prevention. Additionally, MCET is positioning itself as an expert in homeland security for the water and wastewater field, providing conferences and training designed to help small wastewater and water treatment plants comply with the requirements of the Bio-Terrorism Act of 2002. For information, call 301-934-7500, or visit www.mcet.org.

Industrial and Construction Trades Training

Specialized industrial and construction trades courses provide training opportunities for industries which may not require a college degree but do demand a high level of proficiency. These courses are available in a number of occupational areas including electricity, welding, heating/ventilation and air conditioning, automotive technology, construction management, and locksmithing.

Transportation Technology

For over 12 years, the college has offered the 320-hour commercial truck driver training program. This program, certified by the Professional Truck Driving Institute, can be completed in as short a time period as eight weeks. Through classroom and truck-side training, students gain knowledge in space management, shifting, backing, basic control, vehicle inspection, trip planning, logging hours, accident reporting, and handling hazardous materials. Students successfully completing the training are highly employable in the local and long-distance trucking industry.

Office Technology Self-Paced Courses

Many office technology and software application courses are delivered via self-paced modules that allow students to work at their own pace under the guidance of a faculty member. Students are required to attend the orientation session, generally on the La Plata Campus, and may choose to complete class assignments in a college lab or from home or any other appropriately equipped site. There is no fixed attendance schedule. Faculty assistance is available during scheduled hours.

Over 25 courses are currently available in this format including: keyboarding, Excel, Access, PowerPoint, word processing, and medical or legal Transcription. In many cases, coursework prepares students to become certified as a Microsoft Office Specialist (MOS). MOS testing is available in the college's Testing Center.

Allied Health Training

Advances in technology, longer life expectancies, and changes in the healthcare system have created an increasing need for healthcare training. Allied health courses provide opportunities for individuals seeking entry-level jobs as medical assistants, certified nurse aides, geriatric nursing assistants, home health aides, phlebotomy technicians, and dental assistants.

The college also offers a growing number of continuing education courses for health professionals. For course information, consult the current continuing education schedule of classes or contact the Nursing and Health Technology Department at 301-934-7563 or 301-934-7541.

