



Increase Your Marketability

For More Information

Visit our Website at: www.csmd.edu, or call: 301-934-2251, 301-870-3008, or 301-484-8131 and ask for the appropriate extension.

- The Admissions Office, ext. 7530, for information about registration.
- The Financial Assistance Department, ext. 7531, to find out how to apply for financial assistance.



La Plata Campus
8730 Mitchell Road, P.O. Box 910
La Plata, MD 20646-0910

Nondiscrimination Policy
 The college maintains a policy of equal opportunity for all persons. No person shall be subjected to discrimination under any program or activity of the college on the grounds of gender, sexual preference, race, age, religion, disability, marital status, or national origin. Neither shall any person be retaliated against for alleging any such discrimination. This policy of nondiscrimination and non-retaliation pertains to all college policies including employment, admissions, financial aid, and other benefits, including the use of any facility or equipment and all practices relating to the treatment of students or others. Charges of discrimination, harassment, or retaliation must be made in writing to the college president or the diversity officer. Diversity Officer Mary Boyd coordinates the college's program of nondiscrimination on the basis of sex, race, or age. Learning Assistance Coordinator avaa Daniels-Bacchus manages the college's program of non-discrimination on the basis of disability. Individuals with disabilities who require special accommodations in order to participate in the college's instructional programs should notify the learning specialist at least one month before the class begins. Requests made after this deadline will be considered on an individual basis and addressed when possible.

1 course credit month

*College of Southern Maryland
Office Technology Self-Paced Courses*



Open the door to your future and obtain the technological skills you need. With convenience, flexibility, simplicity, and affordability, we're ready to work with you.



- Classes begin every month and are at least 30 calendar days in length.
- Knowledgeable professionals are available on campus at specific hours to guide you in your progress.
- Beginning, intermediate, and advanced courses are available.
- Attendance is required at the initial orientation session and at the final exam, held at CSM's La Plata Campus.
- Credits or Continuing Education Units (CEUs) can be quickly and easily earned.
- Increase your earning power and knowledge base with a wide selection of courses.
- Prepare yourself to take the Microsoft Office Specialist certification exam.



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|---|---|
| <input type="checkbox"/> Keyboarding | <input type="checkbox"/> PC Basics |
| <input type="checkbox"/> Information and Records Management | <input type="checkbox"/> Word Processing* |
| <input type="checkbox"/> Office Management | <input type="checkbox"/> Excel |
| <input type="checkbox"/> Windows | <input type="checkbox"/> Powerpoint |
| <input type="checkbox"/> Medical and Legal Transcription* | <input type="checkbox"/> Access |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Communication Skills |
| | <input type="checkbox"/> Document processing* |

*Two-credit courses

For more information on the guided self-paced program and courses in office technology, please call Marge Coppola, 301-934-7845, 301-870-2309 or 301-475-6707, ext. 7845. e-mail: margec@csmd.edu

Individuals interested in learning more about these courses are encouraged to call.

Website: www.csmd.edu

