Training courses have been developed by Continuing Education and Workforce Development (CEWD) designed for staff working in the continuing education area at CSM. Below are brief descriptions for each course. The courses will be offered cyclically at appropriate times to coincide with the continuing education schedule development processes.

**MCCACET Roadshow - Continuing Education State Funding Information [IMT-1109]** (2 hours)

MCCACET (Maryland Community College Association for Continuing Education and Training) Roadshow, will provide an overview of the basics of continuing education. Participants will leave with a general understanding of state funding, the CC-10, FTE, and instructional hours. This is a must see presentation for those who are new to continuing education and a great refresher for the more seasoned professional.

**The Electronic CC-10 Process: How to Enter a CC-10 [IMT-1110]** (2.5 hours)

CSM is leading the way as the first community college in the state to upload our CC-10s to MHEC directly from our ERP system (Colleague)! You will learn how to enter your CC-10 information into Colleague and learn the paperless electronic approval system. This class is designed specifically for continuing education professionals responsible for creating or approving CC-10s.

**Note:** Students must complete the prerequisite courses, prior to registering for this course: 1) Required – IMT-1005 Introduction to Colleague, and Required - IMT-1109 MCCACET Roadshow - Continuing Education State Funding Information, 2) Recommended - HRD-1012 FERPA Training.

For more Technical Training information, visit: http://info.csmd.edu/Training/technical

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