

# SPRING 2020 COURSES



## WORKFORCE & PROFESSIONAL DEVELOPMENT

at Central Maine Community College

1250 Turner Street • Auburn, ME • 04210  
(207) 755-5280 • [workforcedevelopment@cmcc.edu](mailto:workforcedevelopment@cmcc.edu)  
[www.cmcc.edu/professionaldevelopment](http://www.cmcc.edu/professionaldevelopment)

# REGISTRATION

Registration for professional development courses is open and ongoing. Early registration is encouraged to ensure enrollment as many courses fill quickly. Payment is due at the time of registration.

## Important Dates

Courses are not held on the following holidays:

- Jan. 1 New Year's Day
- Jan. 20 Martin Luther King Jr. Day
- Feb. 17 President's Day

## Enrollment Confirmation

When you enroll in a non-credit course online, in person, or by mail you will receive an enrollment confirmation by e-mail. We will notify you of any changes to the course. Note: If your enrollment confirmation doesn't arrive within two business days, call 207-755-5280 during office hours.

## Payments

### Online:

We accept Visa, MasterCard and Discover credit cards. Payment confirmation is sent to the e-mail provided.

### In Person:

We accept cash, checks made payable to CMCC, or credit cards. See above for credit card types accepted.

### Employer Payment:

If your registration is to be paid by an employer, we can bill your organization/company when a purchase order is received in advance.

## Cancellation/Refund Policy

If you cancel two or more business days prior to the course start date, a full refund will be issued. If you cancel with less than a two-day notice, or if you do not attend, you will be responsible for the entire payment without benefit or refund. Business days are defined as Monday through Friday, with the exception of published holidays.

## Your Registration Checklist

1. Go to [cmcc.edu/professionaldevelopment](http://cmcc.edu/professionaldevelopment)
2. Browse course offerings
3. Register and pay online
4. See you in class! If the class is online you will receive course login instructions by e-mail!

# WHERE TO FIND US

CENTRAL MAINE COMMUNITY COLLEGE  
1250 TURNER STREET  
AUBURN, ME 04210



No parking permit is needed. Parking at CMCC is free of charge.

## HOME INSPECTION

### Online Home Inspection Certificate

We have formed a strategic partnership with Carson Dunlop to offer a career home inspection training program. The comprehensive 10-course certificate program is available entirely online and courses may be taken in any order (except Heating I & II). Courses are ongoing and enrollment can be completed anytime. Upon registration the student will receive an email from Carson Dunlop with information and a promotion code to purchase the book.

Please allow 5–7 business days for delivery. Cost: \$475.00 per course (includes textbook/binder).

Courses offered:

- Structure
- Exterior
- Roofing
- Plumbing
- Electrical
- Insulation & Interior
- Heating I
- Heating II
- Air Conditioning & Heat Pumps
- Communication & Professional Practice



# GENERAL PUBLIC COURSES

## HEALTHCARE & MEDICAL

### **Introduction to Phlebotomy Techniques**

Students will learn both theory and practical skills in Phlebotomy; practical skills will cover how to perform both venipunctures via hypodermic needles and winged-infusion needle sets (butterflies) and capillary blood draws via fingerstick and heelstick methods, as well as procuring high-quality specimens for diagnostic testing.

Course Number: WPD - 409 - 21  
January 29 - April 15  
Wednesdays, 5:00–9:00pm  
Registration Deadline: January 22  
Cost: \$799.00

### **American Heart Association Basic Life Support for Healthcare Providers (BLS Certification)**

Instruction covers adult and pediatric CPR, use of the bag-valve mask,

airway obstruction, automated external defibrillation (with child AED update), stroke and cardiac arrest and other special resuscitation situations.

Course Number: WPD - 401 - 02  
February 7  
Friday, 8:00am–12:00pm  
Registration Deadline: January 30  
Cost: \$89.00

Course Number: WPD - 401 - 04  
April 24  
Friday, 8:00am–12:00pm  
Registration Deadline: April 17  
Cost: \$89.00

## BUSINESS & NON-PROFIT

### **Building Your Professional Brand**

This course is intended for individuals enter the workforce or anyone who wants to improve thier overall professional persona. It focuses on developing a professional persona while showcasing



the real you. Participants are guided through several exercises which look at how they project themselves out in the world both physically and professionally. Work product includes a self-assessment of current brand and an outline of their future brand based on personal and professional goals. Participants walk away with meaningful tools to begin executing on their goals that build their brand.

Course Number: WPD - 022 - 01  
February 13  
Thursday, 2:30pm–4:30pm  
Registration Deadline: February 6  
Cost: \$69.00

### **Supervising People: Essential Skills for Leaders**

No manager looks forward to approaching employees about job-performance problems, yet few tasks are more important. Supervising People-The Essential Skills for Leaders will help you and identify communication barriers, performance issues and difficult employees. Learn the skills you need to address the difficult issues and improve team productivity.

Course Number: WPD - 009 - 01  
March 6 - April 3  
Fridays, 8:30am–12:30pm  
Registration Deadline: February 27  
Cost: \$299.00

### **Collaboration**

Collaboration in the 21st century includes the capacity to work productively with different individuals and groups toward a common goal. Effective collaborators strengthen relationships by incorporating diverse perspectives, using active listening skills,



and focusing on solutions rather than problems.

Course Number: WDB - 001 - 01  
March 6 & 13  
Fridays, 12:00pm - 3:00pm  
Registration Deadline: March 27  
Cost: \$139.00

### **Introduction to Quickbooks**

Designed for small businesses, this course will introduce the student to features and accounting processes available in the Quickbooks software. After two sessions, students will be able to maneuver within the software program, understand how to do bank processing, create invoices, create billing documents, issue checks process payments and reconcile accounts. This course will also discuss reporting and walk through preparing basic accounting statements as they relate to financial needs and help for projections of growth.

Course Number: WPD - 051 - 01  
March 9 & 16  
Mondays, 8:00am–12:00pm  
Registration Deadline: March 2  
Cost: \$169.00

### **Individual Goal Setting**

This course is all about setting and achieving goals, whether they be professional, academic, or personal. This session will guide participants through the importance of setting intentions, writing specific objectives and setting a disciplined strategy for execution. It doesn't matter if the goal is to get to the next promotion, earn your master's degree, run a half marathon, or give up sugar; this discussion will teach students how to get serious about goals and achieving, even exceeding them.

Course Number: WPD - 023 - 01  
March 12

Thursday, 2:30pm–4:30pm  
Registration Deadline: March 5  
Cost: \$69.00

### **Present Your Best You**

Learn about the power of your personal image and how it impacts your career and life goals. Whether you're a recent graduate looking to make a splash in a new career, or you've been working for many years but looking for a promotion or to just kick things up a notch, this course will help you understand what your personal image is and how to convey authenticity, professionalism, and confidence. Discussion topics include dressing appropriately for your coloring, body type, and face shape; determine what colors make you more powerful; and understanding the role of body language, listening and voice tone when communicating with others.

Course Number: WPD - 029 - 01  
March 26  
Thursday, 1:00pm–4:00pm  
Registration Deadline: March 19  
Cost: \$89.00

### **Creative Problem Solving**

If you're looking to retire soon, then this course can help you benefit from a long-term perspective. Let us walk you through the multi-faceted social security payout options, making sure that you're getting the most out of your social security payments.



Course Number: WDB - 002 - 02  
March 27 & April 3  
Friday, 12:00pm–3:00pm  
Registration Deadline: March 20  
Cost: \$139.00

### **Fundraising & Grant Writing**

This 8-hour workshop is designed to

guide leaders in the non-profit arena a comprehensive look at sources of funds and giving motives so that the organization can take right action to define its markets and its publics. It will open with identifying fundamental steps to lay the groundwork for making a compelling case for support, based on marketing principles. It will continue through the planning process by defining ways to implement the fundraising program, stressing the critical role of stewardship of the governing board and focusing on strategies built for success.

Course Number: WPD - 030 - 01  
April 10, 17 & May 1  
Thursday, 8:30am–12:00pm  
Registration Deadline: April 3  
Cost: \$199.00

### **Presenting with Confidence**

This interactive course teaches you how to present to small and large groups with confidence. Participants will learn about structuring presentations for maximum impact and organizing materials to ensure the audience is engaged and informed. Participants will complete mini presentations during the course with the option of having the presentation recorded for future self-reflection.

Course Number: WPD - 024 - 01  
April 16  
Thursday, 2:30pm–4:30pm  
Registration Deadline: April 9  
Cost: \$69.00

### **Social Security Maximization**

If you're looking to retire soon, then this course can help you benefit from a long-term perspective. Let us walk you through the multi-faceted social security payout options, making sure that you're getting the most out of your social security payments.

Course Number: WPD - 043 - 21



December 12  
Thursday, 5:45pm–7:45pm  
Registration Deadline: December 5  
Cost: \$20.00

## COMPUTER & INFORMATION TECHNOLOGY



### CompTIA A+

Do you have an affinity for computers and tech? Curious about what goes on inside the machine? Or looking to jumpstart a rewarding career in the IT field? The ticket to admission with front row seating is the CompTIA A+ course; its wealth of resources aims to give you the confidence to pass the certification tests to add 'A+ Certified' to your resume.

Course Number: WPD - 510 - 01  
January 6 - February 19  
Monday/Wednesday, 10:00am–3:00pm  
Registration Deadline: December 30  
Cost: \$2,000.00

### MTA Database Admin Fundamentals

Do you work with or want to work with databases? Would you or coworkers benefit from understanding what is behind the scenes of the database world? If so, this course may be for you. We will gain knowledge of core database concepts, learn how to create database objects and manipulate data, understand data storage and explore how to administer a database. Exposure to database concepts is helpful to those who work with data in an IT world, or who want to enter the world of IT.

Course Number: WPD - 503 - 01  
February 21 - March 20  
Fridays, 9:00am–3:30pm  
Registration Deadline: February 14  
Cost: \$1,000.00

### MTA Windows Server Admin Fundamentals

Are you seeing job ads requiring some knowledge or experience with Microsoft Windows Server Technology, but have little or none? This introductory course provides a look at: server installation, server roles, Active Directory, server storage, performance management and

server maintenance. Suitable for those who need just the bare minimum, or for those wanting a solid foundation for further work with Microsoft Server. This program provides an appropriate entry point to a future career in technology and assumes some hands-on experience or training.

Course Number: WPD - 502 - 21  
March 30 - May 11  
Mondays, 9:00am - 3:30pm  
Registration Deadline: March 23  
Cost: \$1,000.00

### **MTA Python Programming**

Python is among the most cited languages in learning programming and job skills wanted for the past few years. In this course, you will learn skills for programming, including how to write, document and debug programs using the popular Python language.

Course Number: WPD - 504 - 01  
May 1 - June 12  
Fridays, 9:00am-3:30pm  
Registration Deadline: April 24  
Cost: \$1,000.00

## **TRADE & TECHNOLOGY**

### **High Pressure Boiler Operator**

Boiler operators control high-pressure boilers supplying steam to heat buildings and generate power for industrial purposes. Operators are employed in industrial and manufacturing plants, hospitals, universities, government offices and commercial institutions. Gain knowledge and techniques to operate a steam generating plant in a safe and efficient manner, and learn a practical approach to power plant operation. This course prepares you to sit for the State of Maine High Pressure Boiler Operator licensing exam.

Course Number: WPD - 601 - 21  
January 20 - April 13  
Mondays, 6:00pm-9:00pm  
Registration Deadline: January 13  
Cost: \$640.00

### **Bartending Basics**

A hands-on pouring lab designed to get you up to speed quickly with the proper training you will need to be a fast and efficient bartender. Learn how to handle an array of different bottles shapes and sizes and all of the bar tools you would find behind any given bar. Along with the fun and often competitive pouring labs, you'll also learn about mixes, garnishes, and recipes; glassware; tools of the trade and speed; steps of opening and closing a bar; handling difficult situations related to alcohol.

Course Number: WPD - 618 - 01  
February 13 - March 12  
Thursdays, 5:00pm-8:00pm  
Registration Deadline: February 6  
Cost: \$259.00

### **Advanced High Pressure Boiler Operator**

This higher level technical course is designed to prepare high pressure boiler operators, currently licensed in the state of Maine, for the 3rd or 2nd class stationary steam engineer exam. Instruction topics include boiler construction, steam and water fittings, water treatment, steam management and efficiency, and diagnosing systems.

Course Number: WPD - 504 - 01  
May 1 - June 12  
Fridays, 9:00am-3:30pm  
Registration Deadline: April 24  
Cost: \$600.00

### **Serv-Safe Manager's Certification**

This training program stresses the importance and use of sanitary practices



used in kitchen work, specifically proper storage and temperature control of perishable foods. Maine laws governing eating and lodging establishments are reviewed. Students who will have the opportunity to take the certification exam to receive certification from the National Restaurant Association Educational Foundation's ServSafe division.

Course Number: WPD - 619 - 01  
March 16 - 18  
Monday - Wednesday, 8:00am-4:30pm  
Registration Deadline: March 9  
Cost: \$200.00

VISIT OUR  
WEBSITE  
FOR MORE  
INFORMATION  
AND TO  
REGISTER/PAY  
ONLINE!

## DIGITAL BADGING

### What is a Digital Badge?

A digital badge is a unique and portable digital representation showing successful completion of a competency based skill. Showcasing earned badges via online platforms allows employers to understand the skills mastered in predetermined competencies. Metadata about coursework and assessments is embedded into the badge, and made available through a curriculum repository or via social media. **As individuals complete digital badges, they build an online portfolio, which can supplement a resume and show qualified skills to employers.**



**Learners benefit** by earning important credentials quicker than traditional professional development or academic programs. Candidates for positions with **industry partners** will have validated competencies rather than relying on a resume and employment application for proof. Refer to our course schedule for a list of classes that are currently scheduled where learners can earn a digital badge.

For a full list of digital badges available through the Center for Workforce and Professional Development, visit our website at [www.cmcc.edu/digital-badges](http://www.cmcc.edu/digital-badges)

# FREE TRAINING PROGRAMS

The Center for Workforce and Professional Development is proud to be part of the Maine Community College System, gaining access to funding that provides training for pre-hire and incumbent workers for industry partners at little to no cost. Additional information for any of the training programs below is available on our [website](#) and registration is open through [CMConnect](#). Here are some current programs offered through CWPD:

## **BLUEPRINT READING AND INSPECTION**

### **Funded through through the Maine Quality Center Grants**

This 40-hour precision machining focused training provides opportunities for employment with ABB, Grover Precision, or Harvey Performance Company.

Training Dates: Refresher scheduled between November 22 and December 20  
PMT Training scheduled on various dates January 6 through February 14

## **BEHAVIORAL HEALTH PROFESSIONAL**

### **Funded through through the Maine Quality Center Grants**

A multi-faceted training focused on training professionals for employment opportunities at Black Bear Support Services, providing support to children within our community. Training includes OSHA BloodBorne Pathogens certification, AHA HeartSaver/First Aid/AED certification, and BHP-focused training from a certified Behavioral Health Professional.

Training Dates: Cohort #1 - Fridays, November 22 - January 17  
Cohort #2 - Fridays, January 17 - March 13  
Cohort #3 - Fridays, March 27 - May 8

## **COMPTIA IT FUNDAMENTALS+ & MTA WINDOWS 10**

### **Funded through a grant from the Harold Alfond Foundation**

Designed to deliver a comprehensive series of training modules to clients enabling them to seamlessly start a career in IT as help desk workers, computer support specialists, or equivalents. Combining learning in the technical areas covered by the two IT certifications with real-world exercises and deliverables for job seekers.

Training Dates: Cohort #3 - Tuesdays/Thursdays, February 6 - April 14  
Cohort #4 - Tuesdays/Thursdays, April 21 - June 25

# WORKFORCE TRAINING

CMCC provides training consultation and customized workforce training solutions to help employers improve quality, productivity, and profitability by upgrading employee skills. Our services include:

## Consultation

Our training specialists meet with you to determine your training requirements and recommend solutions tailored to your organizations specific challenges.

## Custom Training Programs

In order to provide your business with a competitive advantage, we design training programs to enhance your employees' workplace skills using a network of trainers and training partners

## Training Grants

Business training specialists work with you to identify and apply for training grants such as those offered by the Maine Quality Centers.

## Experienced Training Staff

Our experienced trainers have the knowledge, certification, and facilitation expertise to engage your employees in focused learning experiences on a variety of topics, such as:

- Leadership & Supervision
- Team Building
- Communication Skills
- Customer Service
- Project Management
- Marketing and Sales
- Time Management
- Microsoft Office
- QuickBooks
- Trade-specific Training
- Precision Machining
- Electromechanical Technology

Contact Christopher Paradis to address your organization's workforce development and training needs.

Phone: (207) 755-5229 • Email: [cparadis@cmcc.edu](mailto:cparadis@cmcc.edu)

# EVENTS & FACILITY RENTALS

Located on beautiful Lake Auburn, CMCC is an ideal location to get away from the office for a day, yet remain productive. Whether it is an executive board meeting, a daylong workshop, or a celebratory gathering, choose one of our lecture halls, classrooms, conference rooms, or state-of-the-art computer labs as the setting for your next business gathering. Our accessible, on-site amenities will ensure your event is a success.



## CHECK OUT OUR NEW NCAA-SIZED ATHLETIC FIELDS!



Contact Alyson Daniels for more information on availability, room rates and additional amenities.  
Phone: (207) 755-5282 • E-mail: [adaniels@cmcc.edu](mailto:adaniels@cmcc.edu)



The Center for Workforce and Professional Development is a division of Central Maine Community College (CMCC), offers affordable customized training, continuing education and professional development programs that provide businesses and employees the skills needed to compete in today's ever-changing business environment. Our educational and training programs can be delivered at one of our campus locations, at your place of business or at a venue of your choosing.

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Central Maine Community College is an equal opportunity/affirmative action institution and employer. To learn more, contact Barbara Owen at [bowen@cmcc.edu](mailto:bowen@cmcc.edu) or visit [www.cmcc.edu](http://www.cmcc.edu).