



Biddeford
Adult Education

Give Yourself a Raise...Education Pays

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Online Learning

anytime, anywhere...
just a click away!

ONLINE CAREER TRAINING PROGRAMS

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self paced online Career Training Program. You can learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

BUSINESS

Certificate in Office Operations **\$495**

Moving from you and your employees working harder to working smarter, the strategies and benchmarks of office operations increases the productivity of every person in your organization.

This Certificate requires the following 3 courses.

Cyber Security for Managers

Designed for non-technical managers, directors and others in the work place, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recover planning, Intrusion Detection/Prevention, basic security architecture, introductory forensics, and cyber terrorism.

5/7-6/1

\$195

Office Operations

Office operations refer to the administration and management of office business practices to support the highest level of efficiency and productivity within an organization.

4/2-4/27 OR 6/4-6/30

\$195

Embracing Sustainability in the Workplace

For anyone pursuing a career in a company or in government where there is an effort to build awareness and to gain a deeper understanding of the importance of environmental stewardship and overall social responsibility.

4/2-4/27 OR 6/4-6/30

\$195

Any Certificate course is available to take individually.

Mastering Computer Skills for the Workplace

Must-have skills to succeed in the workplace include the ability to create, edit and manage presentations in MS PowerPoint, documents in MS Word, email and calendars in MS Outlook, and spreadsheets in MS Excel. Microsoft Office Suite of applications is the most used software tool in the world. Stay current with this class, as it is always up-to-date and will change as the features of MS Office change over time. Master the most common uses so that you can work faster and more efficiently and can take your computer skills from plain and drab to exciting and engaging.

4/2-4/27 OR 6/4-6/30

\$195

CAREER SKILLS

Certificate in Mastering Excel **\$495** Entrepreneurial Finance Certificate **\$495**

A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets.

This Certificate requires the following 3 courses.

Mastering Microsoft Excel

Learn how an Excel worksheet is constructed, populated with content, and edited for delivery.

4/2-4/27 OR 6/4-6/30

\$195

Intermediate Excel

Create a unique style for yourself to improve your spreadsheet appearance to make the content easier to understand for your target audience.

5/7-6/1

\$195

Advanced Excel

This course contains these tools that can help you prepare your worksheets accurately, examine your data for authentication, and then find those answers to your most difficult questions.

4/2-4/27 OR 6/4-6/30

\$195

Find out where business start-up money comes from, and ways to get it.

This Certificate requires the following 3 courses.

Accounting & Finance for Non-Financial Managers

Get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making.

4/2-4/27 OR 6/4-6/30

\$195

Cash is King

Maximize cash flow, learn the importance of cash and find out your role in cash flow success.

5/7-6/1

\$195

Funding Your Business

Explore potential debt and equity sources of funds to help support and create a financially successful venture.

4/2-4/27 OR 6/4-6/30

\$195

Dealing with Difficult People in the Workplace

Gain skills to be an effective team member and leader in the workplace by taking control of the conversation, managing your reactions, and navigating problematic interactions with ease.

Visit our website for program details, start dates and cost.

www.biddeford.maineadulted.org

MANAGEMENT

Certificate in Project Management \$495

Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancellation.

This Certificate requires the following 3 courses.

Introduction to Project Mgmt

An overview of salaries, certification costs, education and experience requirements are provided.

4/2-4/27 OR 6/4-6/30 \$195

Project Management Project Processes

Acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge (PMBOK) Guide.

5/7-6/1 \$195

Project Management Knowledge Areas

The Project Management Professional community monitors projects through the five (5) Project Management Processes supported by the ten (10) Project Management Knowledge Areas.

4/2-4/27 OR 6/4-6/30 \$195

Management Certificate \$595

Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness.

This Certificate requires the following 3 courses.

Management Bootcamp

Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness through use of the DiSC personality profile (included).

4/2-4/27 OR 6/4-6/30 \$295

Collaborative Management

You will explore the principles of collaborative management and gain insight on how to expand your collaborative skills for success of your team or organization.

5/7-6/1 \$245

Managing Generations in the Workplace

Generations X and Y are significantly different than the Boomer generation. Each generation has different expectations and styles of work in the workplace.

4/2-4/27 OR 6/4-6/30 \$175

BUSINESS COMMUNICATIONS

Certificate in Workplace Communication \$595

Good communication in the workplace is more important than ever. And critical to your career advancement and success.

This Certificate requires the following 3 courses.

Conflict Management

Discover a workable conflict management model, discuss case studies in conflict management, and then take away successful conflict management strategies to apply in your workplace.

4/2-4/27 OR 6/4-6/30 \$245

Negotiation: Get What You Want

Knowing strategies to clarify what you want and how to prioritize

Certificate in Business Writing \$495

Whether you are writing a report, memo, letter or publicity notice, business writing has some defined characteristics for success. Enhance your career by improving this critical communication skill.

This Certificate requires the following 3 courses.

Effective Copywriting

Whether you are sending out a press release, communicating internally with a memo or promoting your own skills on LinkedIn, strong writing skills are the key to success.

5/7-6/1 \$195

Business Writing

Take away the key practices you need to develop and hone your

Certificate in Customer Service \$245

Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization's success.

This Certificate requires the following 2 courses.

Extraordinary Customer Service

Discover how easy it is to tweak your customer service from the ordinary to the extraordinary.

5/7-6/1 \$145

needs will ensure you get more of what's essential.

5/7-6/1 \$195

Using Personality Profiles for Better Work Performance

Learn how to improve your communication with others, convey your ideas effectively, and improve your ability to understand what is important to those who don't share your same style.

4/2-4/27 OR 6/4-6/30 \$245

Writing News and Press Releases

Acquire the skills good journalists have and learn how to craft a news story, press release or publicity notice that will get attention.

4/2-4/27 OR 6/4-6/30 \$195

Keys to Customer Service

Learning to build your customer service skills will have a powerful impact on your career success as well as success in other areas of your life.

4/2-4/27 OR 6/4-6/30 \$145

Customer Service Leadership

Discover the keys to lead customer service with your team. From selecting customer service oriented employees to developing the best processes, you'll find simple ways to increase your bottom line with outstanding customer service. By saving time and building lifelong customers you will develop lifelong customers.

5/7-6/1 \$195

Identity Theft

Identity theft continues to grow. Now more than 50 percent of identity theft occurs in the workplace. Learn to address both private and workplace concerns. You will receive information about the basic, common sense steps necessary to protect your identity and assets. Then develop comprehensive expertise in how to deter data theft, detect fraud, and minimize the impact of any damage inflicted.

5/7-6/1 \$195

PROFESSIONAL DEVELOPMENT

Presentation Skills Certificate \$495

You will learn how to effectively deliver a presentation to one person across the table, in front of a small group in a boardroom, from on-stage for a large audience, and host tele-seminars or webinars online.

This Certificate requires the following 3 courses.

Powerful Presentations & Effective Speaking Techniques

Learn everything from voice and speech basics like proper breathing, diction and enunciation, all the way to specific presentation templates and techniques that will allow you to deliver your presentations with ease and confidence.

4/2-4/27 OR 6/4-6/30 \$195

Presentation Skills

In this class, I will focus on two main topics: You and Them. With "You" we will look at how to identify and improve your presentation style - how do you use your body, your

face and your hands. With "Them" we will discuss how you identify different personality types that will be in your audiences and how to both respect their needs and give them not what they want, but what they need.

5/7-6/1 \$195

Effective Electronic Presentations

You'll find simple, key ideas that will maximize your presentation for all learning styles. These ideas you'll not find anywhere else.

4/2-4/27 OR 6/4-6/30 \$195

Any Certificate course is available to take individually.

Stress Management

Stress isn't the enemy. It is our perceptions of stress that amp our anxiety and use up all our steam. Reducing stress is as easy as understanding what stress is, understanding what stress is to you, and using that knowledge to restructure your thoughts. Turn stress into a stepping stone, not a stumbling block!

4/2-4/27 OR 6/4-6/30 \$145

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