



The Center for  
**Corporate and  
Professional Education**  
at Cape Cod Community College

**Course Locations**

Hyannis • Plymouth • Falmouth  
West Barnstable • Wareham

Visit [www.capecod.edu/ccape](http://www.capecod.edu/ccape) for location details.

The Center for Corporate and Professional Education  
at Cape Cod Community College

# Class Calendar

January - May 2018

Visit [www.capecod.edu/CCAPE](http://www.capecod.edu/CCAPE)  
for course descriptions and updates.

Call 508-375-5013  
Register TODAY!

Courses listings are subject  
to change. Please check online for  
the most up-to-date information.

## January

<b>Social Media Trends for 2018</b> Wed. 1/10; 5-7pm Hyannis	<b>WIT109-65</b> 1 session \$29
<b>Successful Small Business Management</b> Tues. 1/16 - 2/20; 7 - 9pm West Barnstable	<b>WGB075-65</b> 6 sessions \$95
<b>40-Hour Real Estate Salesperson</b> Tues./Thurs. 1/16 - 1/30; 9am - 5pm Hyannis	<b>WRE038-65</b> 5 sessions \$499
<b>MS Access</b> Wed. 1/17 - 1/24; 6 - 9pm Hyannis	<b>WIT032-65</b> 2 sessions \$99
<b>Social Media Trends for 2018</b> Wed. 1/17; 6 - 8pm Plymouth	<b>WIT109-77</b> 1 session \$29
<b>Nutrition: Getting Back on Track</b> Mon. 1/22 - 2/5; 6 - 7:30pm Hyannis	<b>WHN120-65</b> 3 sessions \$69
<b>Test of English as a Foreign Language</b> Mon./Wed. 1/22 - 3/21; 4 - 6:30pm Hyannis	<b>WPG256-65</b> 16 sessions \$459
<b>MS Excel for the Workplace - Part One</b> Wed. 1/31 - 2/21; 6 - 8pm Hyannis	<b>WIT034-65</b> 4 sessions \$119

## February

<b>40-Hour Real Estate Broker's License</b> Tues./Thurs. 2/6 - 2/20; 9am - 5pm Hyannis	<b>WRE037-67</b> 5 sessions \$499
<b>Personal Fitness Trainer Certification</b> Sat. 2/10 - 3/24; 9am - 4pm West Barnstable	<b>WHF002-65</b> 6 sessions \$699
<b>Graphic Design Fundamentals using Adobe CC</b> Thurs. 2/15 - 5/17; 6 - 9pm Plymouth	<b>WIT098-75</b> 12 sessions \$359
<b>Adobe Photoshop CC Fundamentals</b> Thurs. 2/15 - 3/8; 6 - 9pm Plymouth	<b>WIT006-75</b> 4 sessions \$169
<b>Facebook &amp; Instagram</b> Wed. 2/21 - 2/28; 6 - 8:30pm Hyannis	<b>WIT090-65</b> 2 sessions \$59
<b>Blogging Bootcamp</b> Fri. 2/23; 9am - 3pm Hyannis	<b>WIT132-65</b> 1 session \$129
<b>Graphic Design Fundamentals using Adobe CC</b> Mon. 2/26 - 6/4; 6 - 9pm Hyannis	<b>WIT098-65</b> 12 sessions \$359
<b>Adobe Photoshop CC Fundamentals</b> Mon. 2/26 - 3/19; 6 - 9pm Hyannis	<b>WIT006-65</b> 4 sessions \$169
<b>Drinking Water Distribution</b> Wed. 2/28 - 5/16; 5:30 - 9pm West Barnstable	<b>WET083-65</b> 12 sessions \$827

## March

<b>Digital Storytelling: Video Marketing</b> Thurs. 3/1; 6 - 9pm Hyannis	<b>WIT167-65</b> 1 session \$39
<b>Adult CPR/AED and First Aid Certification</b> Fri. 3/2; 5 - 9pm West Barnstable	<b>WHN035-65</b> 1 session \$67
<b>Unrestricted Construction Supervisor's Exam Prep.</b> Mon. 3/5 - 4/9; 6 - 9pm West Barnstable	<b>WPG078-65</b> 6 sessions \$349
<b>40-Hour Real Estate Salesperson</b> Tues./Thurs. 3/6 - 4/10; 5:30 - 9:30pm West Barnstable	<b>WRE038-62</b> 10 sessions \$499
<b>MS Excel for the Workplace - Part 2</b> Wed. 3/7 - 3/28; 6 - 8pm Hyannis	<b>WIT033-65</b> 4 sessions \$119
<b>Recovery Coach Academy</b> Mon.-Fri. 3/12 - 16; 8:30am - 5pm Hyannis	<b>WHN126-65</b> 5 sessions \$850

<b>Quickbooks for the Workplace</b> Fri. 3/16; 9am - 2:30pm West Barnstable	<b>WIT007-65</b> 1 session \$199
<b>Facebook &amp; Instagram</b> Tues. 3/20 - 3/27; 6 - 8:30pm Plymouth	<b>WIT090-77</b> 2 sessions \$59
<b>LinkedIn &amp; Twitter</b> Wed. 3/21 - 3/28; 6 - 8:30pm Hyannis	<b>WIT091-65</b> 2 sessions \$59
<b>WordPress Clinic</b> Thurs. 3/22; 9 - 11am Hyannis	<b>WIT178-65</b> 1 session \$39
<b>Adobe Illustrator CC Fundamentals</b> Thurs. 3/22 - 4/12; 6 - 9pm Plymouth	<b>WIT061-75</b> 4 sessions \$169
<b>OSHA 8-Hour Hazwopper Refresher</b> Fri. 3/23; 8:30am - 5pm Hyannis	<b>WET010-65</b> 1 session \$159
<b>Nutrition: Is Gluten Free for Me?</b> Mon. 3/26 - 4/9; 6 - 7:30pm Hyannis	<b>WHN134-65</b> 3 sessions \$69

## Business and Professional Excellence Program

*No Cost for Eligible Employers!*

Businesses of all sizes are welcome to  
participate. Seating is limited.  
Advanced registration required.  
Call 508-375-5010 for more information.

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**Communication and Conflict Management with  
DISC Profile Analysis** 21 Training Hours  
\$500 or FREE to eligible employers.

Plymouth | Hyannis | Falmouth | Nantucket | Wareham

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**Building Effective Working Relationships  
with Teams:** Strategies for Results-Oriented  
Communication Across Cultures and Generations  
24 Training Hours  
\$300 or FREE to eligible employers.

Falmouth | Hyannis | Nantucket

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**Managing Priorities and Time to Boost  
Productivity** 8 Training Hours  
\$200 or FREE to eligible employers.

Wareham | Plymouth

Start the Eligibility Process  
and View Schedule:  
[www.capecod.edu/excellence](http://www.capecod.edu/excellence)

## Professional Management Academy

*Group Rate Available for Employers*

**Employer Group Rate Package** \$549  
*Group rate available to all companies, non-profits, and  
municipalities. Call us for specific group rate details.  
Some exclusions apply.*

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**New and Emerging Manager** **WGB035-65**  
Fri. 2/2; 8:30am - 3pm  
Hyannis 1 session  
\$199

**Managing Across Generations** **WPG167-65**  
Fri. 3/2; 8:30am - 3pm  
Hyannis 1 session  
\$199

**Human Resource Essentials** **WPG164-65**  
Fri. 3/30; 8:30am - 3pm  
Hyannis 1 session  
\$199

**Retaining Engaged Employees** **WGB013-65**  
Fri. 4/27; 8:30am - 3pm  
Hyannis 1 session  
\$199

**Leadership Communication** **WPG221-65**  
Fri. 5/18; 8:30am - 3pm  
Hyannis 1 session  
\$199

## April

<b>Adobe Illustrator CC Fundamentals</b> Mon. 4/2 - 4/30; 6 - 9pm Hyannis	<b>WIT061-65</b> 4 sessions \$169
<b>Computer Essentials</b> Tues. 4/3 - 4/24; 10am - 12pm Hyannis	<b>WIT080-65</b> 4 sessions \$79
<b>Provide Extraordinary Customer Service</b> Wed. 4/4; 8:30am - 3pm Hyannis	<b>WGB019-65</b> 1 session \$179
<b>OSHA 10-Hour for Construction Safety</b> Thurs. 4/5 & Fri. 4/6 Hyannis	<b>WET061-65</b> 2 sessions \$179
<b>Building a Social Media Strategy</b> Thurs. 4/5; 9:30am - 3:30pm Plymouth	<b>WIT119-77</b> 1 session \$99
<b>Sales Training: One-Day Intensive</b> Fri. 4/6; 8:30am - 3pm Plymouth	<b>WPG254-65</b> 1 session \$349

<b>ServSafe</b> Mon. 4/9 & 4/23; 4:30 - 8:30pm Hyannis	<b>WGB040-67</b> 2 sessions \$195
<b>40-Hour Real Estate Salesperson</b> Tues./Thurs. 4/17 - 5/1; 9am - 5pm Hyannis	<b>WRE038-69</b> 5 sessions \$499
<b>ServSafe Re-Certification</b> Mon. 4/23; 4:30 - 8:30pm Hyannis	<b>WGB042-65</b> 1 session \$95
<b>LinkedIn &amp; Twitter</b> Tues. 4/24 - 5/1; 6 - 8:30pm Plymouth	<b>WIT091-77</b> 2 sessions \$59
<b>Designing Visual Content with Canva!</b> Wed. 4/25; 6 - 9pm Hyannis	<b>WIT164-65</b> 1 session \$39
<b>MS Project</b> Wed. 4/25 - 5/2; 9am - 3:30pm Hyannis	<b>WIT179-65</b> 2 sessions \$359
<b>Adobe InDesign CC Fundamentals</b> Thurs. 4/26 - 5/17; 6 - 9pm Plymouth	<b>WIT084-75</b> 4 sessions \$169

## May

<b>Adobe InDesign CC Fundamentals</b> Mon. 5/7 - 6/4; 6 - 9pm Hyannis	<b>WIT084-65</b> 4 sessions \$169
<b>40-Hour Real Estate Broker's License</b> Tues./Thurs. 5/8 - 5/22; 9am - 5pm Hyannis	<b>WRE037-69</b> 5 sessions \$499
<b>WordPress Clinic</b> Wed. 5/9; 1 - 3pm Hyannis	<b>WIT178-67</b> 1 session \$39
<b>Digital Storytelling Part 2: Building a Better Story</b> Wed. 5/9; 6 - 9pm Hyannis	<b>WIT180-65</b> 1 session \$39

## Non-Profit Programs

<b>Grant Writing Certificate Series</b> Wed. 2/14 - 3/7; 3 - 6pm Hyannis	<b>WPG127-65</b> 4 sessions \$179
<b>Making a Bigger Impact Marketing Your Non-Profit</b> Fri. 3/9; 8:30am - 3pm Hyannis	<b>WPG153-65</b> 1 session \$69
<b>Capital Campaigns for Nonprofits</b> Wed. 4/11; 8:30am - 3pm Hyannis	<b>WPG132-65</b> 1 session