



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

Course Locations
Hyannis • Plymouth • Falmouth
West Barnstable • Orleans

Visit www.capecod.edu/ccpe for location details.

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

Class Calendar

September - December 2017

Visit www.capecod.edu/CCPE for course descriptions.

Call 508-375-5013
Register TODAY!

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

September

Social Media Manager 9/6, 9/14, 9/21 & 9/28; 9am-1pm Hyannis	WIT119-64 4 sessions \$179
Safety Savvy Kids & Grown Ups Sat. 9/9; 9:30am-12:30pm West Barnstable	WPG190-67 1 session \$57
Intro to Graphic Design & Digital Media Cert. Mon. 9/11 - 12/11; 6pm-9pm Hyannis	WIT098-67 12 sessions \$359
Intro to Photoshop Mon. 9/11 - 10/2; 6pm-9pm Hyannis	WIT006-67 4 sessions \$169
MS Excel for the Workplace - Part 1 Wed. 9/13 - 10/4; 6-8pm Hyannis	WIT034-64 4 sessions \$119
Intro to Computers 2: Beyond the Basics Wed. 9/13 - 10/4; 10am - 12pm Hyannis	WIT080-67 4 sessions \$79
Drinking Water Treatment Wed. 9/13 - 12/13; 5:30pm-9pm West Barnstable	WET082-67 12 sessions \$829
40-Hour Real Estate Saesperson Tues./Thurs. 9/14-9/28; 9am - 5pm Hyannis	WRE038-62 5 sessions \$499
Intro to Graphic Design & Digital Media Cert. Thurs. 9/14 - 12/14; 6pm-9pm Plymouth	WIT098-74 12 sessions \$359
Intro to Photoshop Thurs. 9/14 - 10/5; 6pm - 9pm Plymouth	WIT006-74 4 sessions \$169
Facebook and Instagram Tues. 9/19; 6pm - 9pm Plymouth	WIT090-74 1 session \$39
Web Design Using WordPress I Fri. 9/22 - 9/29; 9am - 3pm Plymouth	WIT099-74 2 sessions \$169
Successful Small Business Management - SCORE Tues. 9/26 - 11/7; 7pm - 9pm West Barnstable	WGB075-67 6 sessions \$95
Understand Your Customer Tues. 9/26 - 10/3; 2pm - 4pm Falmouth	WPG201-67 2 sessions \$49
Effective Business Wrting Thurs. 9/28 - 12/14; 6pm - 9pm Hyannis	WGB077-69 3 sessions \$79
Personal Fitness Trainer Sat. 9/30 - 11/18; 9am - 4pm West Barnstable	WHF002-67 6 sessions \$699

Management/Supervision Essentials Skills for Managers

Includes interactive discussions, activities and
case studies for managers and supervisors.

Essential Skills for Managers Certificate 9/6, 9/14, 9/21 & 9/28; 2 - 5pm Hyannis	WPG147-64 4 sessions \$249
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Visit www.capecod.edu/CCPE
for course information
and updates.

October

40-Hour Real Estate Salesperson Tues./Thurs. 10/3 - 11/09; 5:30pm - 9:30pm West Barnstable	WRE038-66 10 sessions \$499
Facebook and Instagram Wed. 10/4; 5:30 - 8:30pm West Barnstable	WIT090-67 1 session \$39
Online Advertising: Google AdWords Thurs. 10/5 - 10/12; 2pm - 4pm Plymouth	WIT163-74 2 sessions \$79
Web Design Using WordPress I Fri. 10/6 - 10/13; 9am - 3pm Hyannis	WIT099-67 2 sessions \$169
CPR/AED and First Aid Sat. 10/7; 9am - 1pm West Barnstable	WHN035-67 1 session \$67
40-Hour Real Estate Broker's License Tues./Thurs. 10/10 - 10/24; 9am - 5pm Hyannis	WRE037-62 5 sessions \$499
Personal Branding Wed. 10/11 - 10/25; 2pm - 4pm Hyannis	WPG219-67 3 sessions \$49
8 Steps to New Product Success Wed. 10/11; 10am - 12pm Plymouth	WPG126-74 1 session \$49
Ways to Grow Your Contact List Wed. 10/11; 1:30 - 3:30pm Plymouth	WIT074-67 1 session \$59
OSHA 8-Hour Hazwopper Refresher Fri. 10/13; 8:30am - 5pm Hyannis	WET010-67 1 session \$159
Unrestricted Construction Supervisor's Exam Prep. Mon. 10/16 - 11/20; 6pm - 9pm West Barnstable	WPG078-64 6 sessions \$349

November

Creating Social Media Marketing w/Canva! Wed. 11/1; 5:30pm - 8:30pm Hyannis	WIT164-67 1 session \$39
OSHA 10-Hour for Construction Safety Thurs./Fri. 11/1-11/2 Hyannis	WET061-67 2 sessions \$179
Online Advertising Using Facebook Ads Thurs. 11/2 - 11/9; 6pm-8pm Hyannis	WIT165-67 2 sessions \$79
Mindfulness Meditation Thurs. 11/2 - 11/30; 6pm - 7:30pm West Barnstable	WPG144-67 4 sessions \$59
Web Design Using WordPress II Fri. 11/3 - 11/17; 9am - 3pm Hyannis	WIT095-67 2 sessions \$169
40-Hour Real Estate Salesperson Tues./Thurs. 11/7 - 11/21; 9am - 5pm Hyannis	WRE038-64 5 sessions \$499
Branding Strategies for Small Business Tues. 11/7 - 11/21; 2pm - 4pm Plymouth	WPG153-74 3 sessions \$49
Automate Your Email Marketing Wed. 11/8; 1:30pm - 3:30pm Plymouth	WIT166-74 1 session \$59
ServSafe Recertification Mon. 11/13; 4:30pm - 8:30pm Hyannis	WGB042-67 1 session \$95

Intro to Adobe Illustrator Mon. 10/16 - 11/06; 6pm - 9pm Hyannis	WIT061-67 4 sessions \$169
Linkedin and Twitter Tues. 10/17; 6pm - 9pm Plymouth	WIT091-74 1 session \$39
Proposal Development Wed. 10/18; 8:30am - 5:30pm Hyannis	WPG217-67 1 session \$149
Intro to Adobe Illustrator Thurs. 10/19 - 11/09; 6pm - 9pm Plymouth	WIT061-74 4 sessions \$169
MS Office Suite for the Workplace Fri. 10/20 - 10/27; 9:30am - 2pm Hyannis	WIT128-67 2 sessions \$119
Blog Like a Boss Fri. 10/20; 9am - 3pm Plymouth	WIT132-74 1 session \$129
MS Excel for the Workplace - Part 1 Tues. 10/24 - 11/7; 6pm - 9pm Plymouth	WIT034-74 2 sessions \$99
MS Excel for the Workplace - Part 2 Wed. 10/25 - 11/15; 6pm - 8pm Hyannis	WIT033-64 4 sessions \$119
Digital Storytelling: Video Marketing Wed. 10/25; 6pm - 9pm Hyannis	WIT167-67 1 session \$39
QuickBooks for the Workplace Fri. 10/27; 9am - 2:30pm West Barnstable	WIT007-62 1 session \$199
Creating Social Media Marketing w/Canva! Tues. 10/31; 8:30am - 11:30am Plymouth	WIT164-74 1 session \$39

Project Management Program

3-Day Intensive Project Management Program Tues./Wed./Thurs. 12/5-12/7, 8:30am-5pm Hyannis	WPG218-67 3 sessions \$499
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This course begins with the foundations of the Project Management Process, expands to in-depth coverage of the 10 management disciplines, and reviews the PMP® certification process.

Serving and Communicating w/Your Community for Healthcare Professionals Wed. 11/8; 9am - 5pm Hyannis	WHN119-67 1 session \$99
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Time & Priority Management for Healthcare Professionals Tues. 11/14; 9am - 3pm West Barnstable	WGB119-67 1 session \$79
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Intro to InDesign Thurs. 11/16 - 12/14; 6pm - 9pm Plymouth	WIT084-74 4 sessions \$169
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Intro to InDesign Mon. 11/20 - 12/11; 6pm - 9pm Hyannis	WIT084-67 4 sessions \$169
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MS Excel for the Workplace - Part 2 Tues. 11/28 - 12/5; 6pm - 9pm Plymouth	WIT033-74 2 sessions \$99
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Linkedin and Twitter Wed. 11/29; 5:30pm - 8:30pm Hyannis	WIT091-65 1 session \$39
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MS Access for the Workplace Wed. 11/29 - 12/6; 6pm - 9pm West Barnstable	WIT032-67 2 sessions \$99
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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

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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.

Orleans | Nantucket

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

Falmouth | Hyannis | Plymouth | Orleans | Nantucket

Start the Eligibility Process
and View Schedule:
www.capecod.edu/softskills

Certified Fiber Optics Technician

Fiber Optics - CFOT Mon - Wed. 12/11 - 12/13; 8am - 5pm West Barnstable	WPG041-66 3 sessions \$700
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Fiber Optics - CFOS/T Thur.-Fri. 12/14 - 12/15; 8am - 5pm West Barnstable	WPG042-66 2 sessions \$675
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Fiber Optics - CFOS/S Sat.-Sun. 12/16 - 12/17; 9am - 5pm West Barnstable	WPG043-66 2 sessions \$675
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December

Blog Like a Boss Fri. 12/1; 9am - 3pm Hyannis	WIT132-67 1 sessions \$129
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Mastering the Art of Self-Hypnosis Tues. 12/5; 1pm - 3pm Hyannis	WED198-67 1 session \$39
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Project Management Program (3 Day) Tues/Wed/Thr 12/5-12/7; 8:30am-5pm West Barnstable	WPG218-67 3 sessions \$549
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Turn "Opens" & "Clicks" Into Sales Wed. 12/6; 1:30pm - 3:30pm Plymouth	WIT168-74 1 session \$59
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QuickBooks for the Workplace Fri. 12/15; 9am - 2:30pm West Barnstable	WIT007-64 1 session \$199
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