

PROFESSIONAL DEVELOPMENT FALL 2009



August 4, 2009

Would you like to have your employees better skilled to meet current job demands?

Would you like your employees to acquire skills to help you gain the competitive edge?

Do your employees need workshops to meet licensing requirements?

How to Register

(Fairfield)

- Via Phone - Call the Academic Affairs Office at 453-5134
- In Person - Come to the Academic Affairs Office at 92 Western Avenue, Fairfield

(Augusta)

- Via Phone - Call the Buker Center Office at 622-5001
- In Person - Come to the Buker Center Office at 22 Armory Road, Augusta

PROFESSIONAL DEVELOPMENT WORKSHOPS AND COURSES

The Fall Semester at Kennebec Valley Community College will begin August 24, 2009 and will feature a wide variety of workshops and courses to choose from.

Registration for Professional Development classes will begin August 2nd and many workshops have limited space, so register early.

Classes and workshops will be offered, days evenings and weekends for your convenience.

For a detailed list of dates and times—visit our website at www.kvcc.me.edu and click on the link for Professional Development Course Offerings under the heading Course Offerings Schedule.

To request a course description contact Flora Stack at 622-5001 or email her at fstack@kvcc.me.edu.

CORPORATE TRAINING

If you are a business looking for quality training close to home—Kennebec Valley Community College has what you are looking for.

KVCC has a high reputation for teaching quality instruction using topic area experts.

Trainings will be customized to meet your specific needs and goals, and will be taught at a time and location which best serves the company.

If you are in need of improving the productivity of your company through trained and skilled employees—contact Dr. Bruce Davis, at 453-5116 for an appointment and to discuss your training needs.

Kennebec Valley Community College is an equal opportunity / affirmative action institution and employer. For more information, please call 453-5123

**Your Path
to Success**

PROFESSIONAL DEVELOPMENT WORKSHOPS AND COURSES

LICENSING /TRADES

Weatherization
Energy Auditing
Solar Thermal
Introduction to Photovoltaics
Welding
Commercial Driver Licensing (CDL)
Electrical Code Up-Date (on-line)
EMT—Basic
30 Hour OSHA—General Industry

HEALTH

Healthcare Provider CPR
Basic CPR / First Aid
Pediatric CPR / First Aid
Basic First Aid
Healthcare Provider CPR Recertification
HealthCare Provider CPR Trainer
Healthcare Provider CPR Trainer Recert.
Personal Fitness Trainer

*For more information or to register ~
Contact Flora Stack at 622-5001 or
via email at
fstack@kvcc.me.edu*

COMPUTER

Introduction and Intermediate Excel
Introduction and Intermediate Word
Introduction to Access
QuickBooks
Basic Transcription
Medical Transcription
E-Commerce
Instant WebSite
A+ Certification Preparation

CERTIFICATION PERSONAL ENRICHMENT

Paralegal (on-line)
Legal Secretary (on-line)
Notary Public
Professional Bartending



MHRT—I

Certified Residential Medications Assistant
(CRMA)
MANDT
Basic First Aid
Healthcare Provider CPR