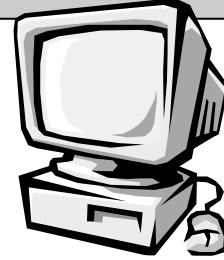


**Lincoln County
Business Education Partnership**

*A comprehensive listing of workshops and classes
for businesses and employees in Lincoln County*

For more information call 207.882.7552 ext. 172

**Registration is required for all classes and workshops listed.
Please call the appropriate provider to register or for more information.
Computer class prices range from \$10-\$50.**



COMPUTERS

You can take any of these classes... just choose the ones that fits your busy schedule and call the provider (listed at the bottom of the next page) to register.

	DATE	DAY	TIME	Provider/Location
Just Starting Out...				
Windows for the Very Beginner	1/29-2/12	W	6-8:30pm	Damariscotta
Windows for Beginners	2/24-3/10	W	6-8:30pm	Damariscotta
Intro to Windows	2/27-4/31	Th	6:30-9:30pm	Wiscasset
Windows, Beginner	3/4-3/11	T	6-9pm	Bath
Intro to Computers	3/5-4/30	W	3-5pm	Wiscasset
Managing Your Files	3/19	W	6-8:30pm	Damariscotta
File Management I	3/20	Th	6-8pm	Boothbay
Introduction to Personal Computers	3/24-4/9	M/W	5-7pm	Boothbay
Windows, Intermediate	3/25-4/1	T	6-9pm	Bath
Windows Tips	4/7-4/16	M/W	5-7pm	Boothbay
File Management II	TBA			Boothbay
WORD PROCESSING w/Microsoft Office				
Word/Excel	2/26-4/30	W	6:30-9:30pm	Wiscasset
Word Novice	3/3-3/5	M/W	6-9pm	Bath
Word Int.	3/10-3/12	M/W	6-9pm	Bath
Word - Level 1	3/24-4/7	M	6-8pm	Damariscotta
Intermediate Word	4/8-4/15	T/Th	6-8pm	Boothbay
SPREADSHEETS w/Microsoft Office				
MOUS cert. EXCEL	1/22-3/12	W	2:30-4:30pm	Bath
Introduction to Excel	2/25-3/6	T/Th	6-8pm	Boothbay
Excel Level 1	3/15	S	8:30am-4pm	Damariscotta
Excel-Novice	3/17-3/19	M/W	6-9pm	Bath
Excel-Intermediate	3/24-3/26	M/W	6-9pm	Bath
Intermediate Excel	3/25-4/3	T/Th	5-7pm	Boothbay
Excel Level 2	4/5	S	8:30am-4pm	Damariscotta

COMPUTERS continued...

	DATE	DAY	TIME	Provider/ Location
DATABASES w/Microsoft Office				
Access I	4/1-4/3	T/Th	6-8:30pm	Bath
Access II	4/8-4/10	T/Th	6-8:30pm	Bath
Access III	4/15-4/17	T/Th	6-8:30pm	Bath
Access Level 1	5/3	S	8:30am-4pm	Damariscotta
COMPUTER MAINTENANCE				
Basic Trouble Shooting	2/4	T	6-8:30pm	Bath
Advanced trouble shooting	2/25	T	6-8:30pm	Bath
How Computers Work	3/11-3/25	T	7-9pm	Boothbay
Advanced PC	4/28-5/7	M/W	5-7pm	Boothbay
WEB DESIGN				
Intro to Web Page Design	2/5-3/5	W	6-8:30pm	Damariscotta
Intro. to Macromedia Flash	2/26-3/26	W	6-7:30pm	Bath
Web Page Creation	3/3-4/7	M	6-9pm	Bath
Dreamweaver	4/2-5/7	W	6-8pm	Bath
INTERNET/EMAIL				
Job Searches on the Internet	2/24-3/3	M/W	7-9pm	Boothbay
Internet and Email	3/5	W	5:30-8:30pm	Damariscotta
Buy and Sell on Ebay	3/6-4/10	T & Th	6:30-9:30pm	Wiscasset
Promoting Your Business Online	3/10-3/31	M	6:30-8:30pm	Wiscasset
Internet and Email	4/8-4/15	T	6-9pm	Bath
Advanced Internet	3/24-4/2	M/W	7-9pm	Boothbay
PUBLISHING/DESIGN/PRESENTATIONS				
Adobe Photoshop	1/15-2/12	W	6-8pm	Bath
Digital Photo Editing	2/6-3/20	Th	6/8pm	Damariscotta
Designing Publications	3/4-4/15	T	6:30-9:30pm	Wiscasset
Creating Digital Art	3/6-4/10	Th	6:30-9:30pm	Wiscasset
MS Office-PowerPoint	3/31	M	6-9pm	Bath
Microsoft Publisher	4/28-5/12	M	6-8:30pm	Damariscotta

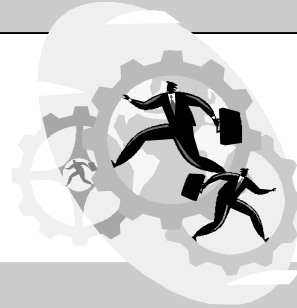
KEY - See page 6 for contact information.

Bath:	Bath Adult Education - 443-8255
Boothbay:	Boothbay Region Adult & Community Education - 633-3224
Damariscotta:	Union #74 Adult Education - 563-2811
Wiscasset:	Wiscasset Community Education - 882-9710

**Registration is required for all classes and workshops listed.
Please call the appropriate provider to register or for more information.
Business class prices range from \$15-\$55**

BUSINESS CLASSES

IMPROVE your business know-how in the office, on the manufacturing floor, or on your next sales call.



SMALL BUSINESS WORKSHOPS

	DATE	DAY	TIME	Provider/Location
Minor Compliance Regulations	2/6	Th	6-9pm	Maine SBDC/Wiscasset
Getting Customers to Come to YOU	3/19	W	6-9pm	Maine SBDC/Wiscasset
Start Your Own Business	4/24	Th	6-9pm	Maine SBDC/Wiscasset

PROFESSIONAL DEVELOPMENT

Effective Communication	2/13	Th	1-4pm	CMTC/Wiscasset
Leverage Sales	2/27	Th	1-4pm	CMTC/Wiscasset
Coaching for Improved Performance	3/6	Th	1-4pm	CMTC/Wiscasset
What's My Type? Myers Briggs	3/11-3/25	T	6-8pm	Damariscotta
Dealing with Conflicts	3/13	Th	1-4pm	CMTC/Wiscasset
Preparing for Change	3/20	Th	1-4pm	CMTC/Wiscasset

MISCELLANEOUS

Notary Public	3/5	S	9-2pm	Boothbay
B.A.S.I.C.	5/15	Th	5-9pm	Boothbay

KEY - See page 6 for contact information.

Boothbay: Boothbay Region Adult & Community Education - **633-3224**

CMTC: Central Maine Technical College - **755-5256**
(CMTC workshops are located in Wiscasset)

Damariscotta: Union #74 Adult Education - **563-2811**

Maine SBDC: Maine Small Business Development Center at CEI - **882-4340**

ADULT EDUCATION / CAREER PLANNING

	DATE	DAY	TIME	Provider/Location
G.E.D Prep and Testing	1/13-5/14	M/W	6:00-8:00pm	Bath
G.E.D Prep and Testing	1/14-5/22	T/Th	6-8pm	Damariscotta
G.E.D Prep and Testing	2/25-5/14	M/W	6:30-8:30pm	Wiscasset
G.E.D Prep and Testing	1/14-5/22	T/Th	6:00-8:30pm	Boothbay

ENGLISH

College Prep English	1/15-5/7	W	6-9pm	Bath
English/Writing	2/24-5/14	M/W	6:30-8:30pm	Wiscasset

MATH

College Prep Math	1/13-5/12	M	9-11am	Bath
College Prep Algebra	1/13-4/14	M/W	6:30-8:30pm	Bath
Algebra I	2/25-5/15	T/Th	6:30-8:30pm	Wiscasset
Algebra I	TBA			Boothbay

SCIENCE

College Prep Chemistry	1/13-3/24	M/W	6-8:30pm	Bath
Chemistry w/Lab	1/15-5/9	W	6-9pm	Damariscotta
Chemistry w/Lab	2/25-5/15	T/Th	6:30-8:30pm	Wiscasset

ACCOUNTING

Accounting	2/24-4/16	M/W	7-9pm	Bath
Beg. Quickbooks	2/27-3/20	Th	7-8:30pm	Bath
Beg. Quickbooks	4/3-5/1	Th	7-8:30pm	Bath

MEDICAL/NURSING

Certified Nursing Asst.	1/14-4/8	T/Th	8:30-2:30pm	Bath
Medical Terminology	1/14-4/1	T	6-9pm	Bath

KEY - See page 6 for contact information.

Bath:	Bath Adult Education - 443-8255
Boothbay:	Boothbay Region Adult & Community Education - 633-3224
Damariscotta:	Union #74 Adult Education - 563-2811
Wiscasset:	Wiscasset Community Education - 882-9710

**You can register online for any of these classes.
Simply go to the website underlined below for details.
Online class prices range from \$45-\$245**



ONLINE CLASSES

These short classes and workshops are available any place at any time.

Simply go to the corresponding website for more information.

Central Maine Technical College ONLINE Classes

Professional online classes from expert sources including:

- American Management Association
- Project Management Institute
- Institute of Applied Management & Law
- Web Authoring

<http://thecoursegate.net/cmtc/>

Bath Adult Education ONLINE Classes

Hundreds of classes to choose from including classes on:

- Internet
- Computers
- Writing
- Small Business
- Test Preparation
- Design and new media certificates

www.ed2go.com/bathed2go

Boothbay Region Adult & Community Education ONLINE Classes

Classes for individuals on a variety of subjects including:

- Personal Enrichment
- Computers
- Health Care
- Business Courses

www.ed2go.com/brae/courses.html

Contact us today for more information!

Lincoln County Business Education Partners

**Boothbay Region Adult &
Community Education**

236 Townsend Avenue
Boothbay Harbor, Maine 04538
(207) 633-3224
brae@clinic.net
www.braeonline.org

Bath Adult Education

826 High Street
Bath, ME 04530
(207) 443-8255
pbessey@bathpublicschools.com

**Central Maine
Technical College**

1250 Turner Street
Auburn, ME 04210
(workshops are located in Wiscasset)
(207) 755-5256
mlefebvre@cmtc.net
www.cmtc.net/training

**Lincoln County Economic
Development Office**

35 Water Street
Wiscasset, Maine 04578
(207) 882-7552 ext:172
pjh@ceimaine.org
www.lincolncountymaine.org

**Maine Small Business
Development Center at CEI**

36 Water Street
Wiscasset, Maine 04578
(207) 882-4340
tar@ceimaine.org
www.mainesbdc.org

**Union #74 Adult Education
(Damariscotta Region)**

Pine Grove Plaza
Damariscotta, Maine 04543
(207) 563-2811
aded74@midcoast.com

**Wiscasset Community
Education**

Route 27
Wiscasset, Maine 04578
(207) 882-9710
wcumming@wiscasset.k12.me.us

**Women's Business Center
at CEI**

36 Water Street
Wiscasset, Maine 04578
(207) 882-4340
tar@ceimaine.org
www.mainesbdc.org

Lincoln County Economic Development Office

PO Box 268
Wiscasset, ME 04578-0268
207.882.7552
pjh@ceimaine.org

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**Take Your Business
to the Next Level**

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Career Planning Page 4
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Business Education Partnership**
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