**CAD I**

CAD is a computer-aided design program that is used by a lot of professionals such as architects, interior designers, builders, plumbers, etc.  If you are one of these professionals that would like to learn this program, this class is for you.  This is an onsite, hands-on class that will introduce you to SketchUp.  During this course, you will learn to navigate the system and use the tools provided to create designs and shapes.  Pre-requisites: basic digital literacy skills and google.

10/24/23 - 12/12/23 Tuesday 5:30-7:30pm

Location: 6 Colonial Way, Machias – WCACE Office

Free Tuition

**CAD II**

This class is a continuation of CAD I.  In this course you will perfect the skills that you learned in CAD I as well as to be introduced to some of the more advanced features.  By the end of the course, you will complete a project of your choosing.  Pre-requisite:  CAD 1

1/9/24 - 3/5/23 Tuesday 5:30 - 7:30pm

Location: 6 Colonial Way, Machias ----WCACE Office

Free Tuition

**CompTIA A**+

CompTIA A+ is an entry-level certification for PC computer service technicians. In this course, you will learn about setting up desktop and laptop computers and working with internal components of the computer.  You will also learn networking skills such as switch room interconnects, IP addressing and wireless interfacing of routers, switches and peripheral devices.  We will discuss printer installation including drivers and configurations.  These are just a few of the types of things that you will learn in this class.  There are many aspects of this program that you will learn that will be useful to develop your skills in the IT field. At the completion of this course, you will be able to test out of the lab-based certification and prepare you to take the CompTIA A+ national certification exam.  Classes will meet live via zoom on Monday and Wednesday with a recorded lecture on Fridays.

11/6/23 - 3/13/24 Monday/Wednesday 5:30 - 7:30pm

Free Tuition

**CCMA – Clinically Certified Medical Assistant**

Do you want to prepare for an exciting, challenging and rewarding career in healthcare? We train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instructions includes preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including medical terminology, Anatomy & Physiology, electronic health records, medical billing and coding, phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper EKG lead placements, professional workplace behavior, ethics and the legal aspects of healthcare. This program is offered as part of our Adult Education Workforce grants. Enrollment is an application process. Accepted students will work with Adult Education and partner programs to provide this course free of charge. Classes will be hybrid (onsite and online) with onsite labs at multiple locations. Upon successful completion of our program, students will be legible to take a national certification exam, and have an opportunity for job shadowing/externship. Interested students may request an application at [classes@aetc.us](mailto:classes@aetc.us)

Class starts September 7th

Monday, Wednesday, Thursday 5:30-9pm

Labs start October 30th

Free Tuition