



# Change your Life!

## Career Changing Certificate Programs at Sanford Community Adult Education

### Business Training Certificates


with our partner



Sessions beginning  
**Week of March 4**  
**Week April 4**  
**Week of June 3**

- Accounting & Finance
  - Bookkeeping
  - Customer Service
  - Digital Marketing
    - Google Tools
    - Graphic Design
  - Managing Social Media
    - MS Excel
- Non-Profit Administration
  - Presentation Media
- Productivity & Time Management
  - Sales
    - Social Media for Business
    - Web Design
- Workplace Communication

[www.SanfordLearns.org](http://www.SanfordLearns.org)




### Legal Career Certificates

with our partner  
**Center for Legal Studies**

Sessions beginning  
**Week of March 4 and**  
**Week of May 6**

- Paralegal
- Personal Injury for Paralegals
  - Legal Investigation
  - Victim Advocacy
- Alternative Dispute Resolution (Mediation)
  - Advanced Legal Research & Writing
  - Employment Law
  - Legal Secretary
  - Law School Prep
- Software Essentials for the Law Office



### Medical Career Certificates

with our partner  
**Academy of Medical Professions**

Sessions beginning  
**Week of February 25 and**  
**Week of June 24**

- Dental Assisting
- Clinical Medical Assistant
- Medical Office Specialist with Billing
  - Medical Transcription
    - Medical Coding
  - Pharmacy Technician
- Group Exercise Trainer
  - Personal Trainer

