

## BUSINESS / MARKETING TECHNOLOGY

### QUICKBOOKS FOR HOME & OFFICE

Wed 6-8 PM 9/13-10/11 Sessions: 5  
\$89 OOB HS 110 K Neely

QuickBooks is perfect for the home or small business owner. Review basic accounting principles, get organized, balance your checkbook, manage budgets, track expenses and inventory, and pay bills with ease. Stop wasting time managing your books and have more time for managing your home and business. Prerequisite: A computer basics course or equivalent experience, being comfortable using the keyboard and working in a PC-Windows environment.

### SELLING ON EBAY

Mon 6-8 PM 10/16-10/23 Sessions: 2  
\$35 OOB HS 111B C Method

Get the tips and tricks for selling your merchandise and getting the best ratings! Learn to list an item, set up a PayPal account, and get the ins and outs of packing and shipping. Gain an understanding of why it is important to research before listing, and about potential scams and pitfalls to avoid.

### ETSY 101 SELLING YOUR CRAFTS ONLINE

Mon 6-9 PM 9/25-10/2 Sessions: 2  
\$59 OOB HS 108 M Erikson

Set up a FREE Etsy store, learn basic terminology, branding strategies, set up a PayPal account, list items, decode the mystery of quality packing and shipping, and the basics in branding, picture taking, description writing, and pricing. Prerequisite: Basic computer, Internet and email skills.

### COMPUTER BASICS EMAIL & MS WORD

Mon 6-8 PM 10/16-11/13 Sessions: 5  
\$89 OOB HS 110 K Neely

Email, surf the Internet, download attachments, and attach documents. Write and edit in Microsoft Office using all the techniques to create the perfect document. Cut and paste images and text from the Internet and create your own web email account. This is a basic beginners class packed with great information. Students should have access to a computer outside of the classroom and be familiar with the keyboard and mouse.

MKT 17/18 - 3 Folds

### EASY, LOW COST WEBSITES

Wed 6-8 PM 9/13-10/11 Sessions: 5  
\$69 OOB HS 108 W Moriarty

Think having your own website is too expensive or hard to create? Did you know it costs less than \$15 a year and no tough coding is involved? Learn about all of the free resources and how to use them to own, maintain and update your website. Discover how to embed pictures, music, videos and social media. Create your own blog, wedding website, home business, or anything you can imagine!

### STARTING YOUR SMALL BUSINESS

Wed 5:30-8:30 PM 10/11 Sessions: 1  
\$29 OOB HS 111B P Carlino

Discuss the realities of startup funding, the bootstrapping process, creating your value proposition, identifying and reaching your target market. We will also describe available resources, and the important steps from research to planning. Learn the importance of a business plan and how to write one. Leave prepared to take that next big step.

## EXPLORATIONS

### HEARTSAVER® CPR & FIRST AID FOR ADULTS & CHILDREN

Wed 6-9 PM 10/4-10/11 Sessions: 2  
\$69 OOB HS 101 F Lee

### BECOMING A NOTARY PUBLIC

Wed 6-8 PM 11/1-11/8 Sessions: 2  
\$49 OOB HS 101 F Lee

### OUTBOARD MOTOR REPAIR

Tue 6-8 PM 9/12-10/31 Sessions: 8  
\$109 Inst Shop Saco M Luchetti

### CRIME SCENE INVESTIGATION REALITY VS TV

Thu 6-8:30 PM 10/19 Sessions: 1  
FREE Police Dept Saco Det Sgt C Huntress

### SMALL ENGINE & OUTBOARD MOTOR REPAIR

Thu 6-8 PM 9/14-11/2 Sessions: 8  
\$109 Inst Shop Saco M Luchetti

### OPERATION RIDE SHARE!

Mon 6-7:30 PM 9/25 Sessions: 1  
\$12 OOB HS Library L Cavanaugh



earning for Better Living

Old Orchard Beach/Saco  
Adult & Community  
Education

## PROFESSIONAL DEVELOPMENT

### Web Design



### Notary Public



Uber Driver

### Certified Registered Medication Aide

### Substitute Teacher



### Selling On eBay

### Phlebotomy



### Veterinarian Assistant

### Computer Basics

### Medical Transcription & Editing

FALL 2017

SEPT-DEC

[www.oobsaco.maineadulted.org](http://www.oobsaco.maineadulted.org)

207 934 7922



## CERTIFICATE PROGRAMS

### \*VETERINARY ASSISTANT

T/Th - 5:30-9 PM, Sat - 9 AM-4 PM 9/26-12/19  
Sessions: 26 \$1899 OOB HS/Saco LC 107/Rm 2 CCI  
Learn about the care of animals, recognize signs of illness and disease, interpersonal communication, interaction with clients and their animals & how to assist the veterinarian. Fee collection, banking, and accounts payable are emphasized to provide the skills to maintain an efficient front office. Enjoy learning through classroom lecture and hands on labs. Tuition includes textbooks. No class October 24th or November 23rd.

**Note:** This program does not include a national or state certification or a clinical rotation. Students receive a certificate of completion from OOB/Saco Adult Education upon successful completion of the course.

### \*PHLEBOTOMY TECHNICIAN

M/W - 5:30-9 PM, Sat - 9 AM-4:30 PM 10/2-12/6 Sessions: 22  
\$1799 OOB HS/Saco LC 210/Rm 2 M Sawtelle  
This program prepares professionals to collect blood specimens for the purpose of laboratory analysis. Cover all aspects related to blood collection and develop skills to perform venipunctures completely and safely. Classroom/lab work includes terminology, anatomy and physiology, blood collection procedures, specimen hands-on practice, and training in skills and techniques to perform puncture methods. Possible externship available (scrubs required). High School credential is not needed but is required to sit for NHA exam (additional \$115). Upon successful completion of the course students can immediately apply for a job (with/without externship) at hospitals, local blood labs and blood facilities, some OBGYN and doctors offices and urgent care facilities. Tuition includes textbooks. Course fee is nonrefundable. No class October 9th, 18th and November 22nd.  
**Required:** 1" or larger three-ring binder.



Please check our website  
or call 207 934 7922 for more information  
or to register!

[WWW.OOSACO.MAINEADULTED.ORG](http://WWW.OOSACO.MAINEADULTED.ORG)

### \*CERTIFIED RESIDENTIAL MEDICATION AID

Sat 8:30 AM-4:30 PM 10/14-11/11 Sessions: 5  
\$300 Saco LC, Rm 2 J Courtois, RN, DNS  
CRMA's are in high demand in this area! This course provides standardized training for professionals working in state-certified residential care homes. State of Maine regulations, standard residential facility policies and basic anatomy and physiology are covered. Discuss common medications, the many uses, common side effects, and client response to side effects. Learn safe administration procedures, practice taking vital signs, transcribing physician orders, and documenting procedures on the Medication Administration Record in accordance with Maine's regulations governing residential facilities. Students are required to complete a Clinical Medication Administration of three medication passes for three different residents with 100% accuracy. Full certification and medication pass awarded on successful completion with 40 hours attendance, no exceptions. Course fee is nonrefundable.

**Required:** The Pill Book (ISBN# 9780553593563), available at Walmart (approx. \$7) and 2-3" 3-ring binder.  
**Note:** Participants must be 18 or older to enter this program. No high school credential or background check required.  
\$100 fee, for medication pass, is payable to the instructor at the time of the test (to be scheduled between instructor and student).

### SUBSTITUTE TEACHER

M/TH 3:30-5 PM 9/18-10/23 Sessions: 10  
\$89 Saco Middle, C8 N Gallant  
Prepare to be a substitute teacher in OOB & Saco. Upon successful completion your employment will be guaranteed in the OOB/Saco districts at a higher rate of pay. Certificates awarded and course fee reimbursed upon successful completion of all program requirements. No reimbursements issued after 10/23/2017. No class October 9th.

**Required:** Valid email address, access to a computer, passing grade based on course expectations, including a strategies project. Completed fingerprinting and background checks (<http://www.maine.gov/doe/cert/fingerprinting/>) - an additional student expense of \$70. A completed Substitute Application Packet (<http://sacoschools.org/human-resource/>). All course requirements are due the last day of class.

**Note:** If you are already a certified teacher you do not need to take this course to receive the higher rate of pay.

\*Payment plans available for qualified applicants for some programs.

## CAREER NIGHT!

### FREE INFO SESSIONS

TUESDAY, SEPTEMBER 12TH, 2017  
OLD ORCHARD BEACH HIGH, RM 103

Register for our FREE Information Sessions, recommended for all students considering taking the above programs. Discuss prerequisites, materials needed, costs, and all requirements for program completion. Please bring your questions and concerns. Meet your fellow classmates, and get started on your new career path.

6-6:30 PM - **CERTIFIED RESIDENTIAL  
MEDICATION AIDE**

6:30-7 PM - **VETERINARY ASSISTANT**

7-7:30 PM - **PHLEBOTOMY TECHNICIAN**

7:30-8 PM - **MEDICAL TRANSCRIPTION  
& EDITING**

## ONLINE CERTIFICATE

### \*MEDICAL TRANSCRIPTION & EDITING

\$2995 - nonrefundable after 14 day trial period only \*\*

Approved by the Association for Healthcare Documentation Integrity (AHDl), the Medical Transcription Editor program focuses on the skills needed to work as a medical transcriptionist/medical transcription editor. Study medical terminology, anatomy, healthcare documentation, editing theory and technique, develop and practice typing and listening skills on hundreds of authentic dictations from a variety of specialties. In addition to one-on-one instructor support and personalized graduate support, enrollment includes ebooks, a transcription foot pedal, an AHDl membership, a subscription to an online reference library, and a voucher to take the RHDS exam. Participants will receive a laptop from Career Step upon payment in full of course fees. Participants must be 18 or older and have a High School credential.

\*\* Receive a **FREE laptop** from Career Step upon registering & payment in full of course fees with OOB/Saco Adult Education.

Refunds available during the 14 day online trial period only. Call (207) 934 7922 for more info!