

TECHNOLOGY

COMPUTER BASICS: EMAIL & MS WORD

Tue 6-8 PM 9/25-10/30 Sessions: 5
 \$89 J. Cassidy OOB HS

Email, surf the Internet, download and attach documents. Write and edit in Microsoft Office using all the techniques to create the perfect document and much more! Students should have access to a computer outside of the classroom and be familiar with the keyboard and mouse. No class 10/23.

QUICKBOOKS FOR HOME & OFFICE

Mon 6-8 PM 10/22-11/26 Sessions: 5
 \$89 K. Neely OOB HS

Review basic accounting principles, get organized, balance your checkbook, manage budgets, track expenses and inventory, pay bills with ease and have more time for managing your home and business. No class 11/12.

Prerequisite: Computer Basics course or equivalent experience, being comfortable using the keyboard and working in a PC-Windows environment.

QUICK & EASY WEB DESIGN

Thu 6-8 PM 9/27-10/25 Sessions: 5
 \$69 D. Chandler-Smith OOB HS

Navigate through owning, maintaining and updating your site using website builder software that is easy and fun to use. Embed pictures, music, videos, Facebook and other social media. Create a blog, a wedding website, home business or anything you can imagine without the high price of hiring someone.

BEYOND COMPUTER BASICS

Tue 6-8 PM 11/13-12/11 Sessions: 5
 \$89 J. Cassidy OOB HS

Explore the Windows Control Panel so you can manage your computer including program and device management, and user, security and system settings. Learn advanced file management: .zip files, backing up data and options such as alternate web browsers, add-ons and free software.

Required: Know how to use the mouse, keyboard, create/save files and have access to a computer outside of class. This is not an absolute beginners course.

MKT 17/18 - 3 Folds

EXCEL SPREADSHEET BASICS

Thu 6-8 PM 11/8-12/13 Sessions: 5
 \$89 D. Chandler-Smith OOB HS

Master the essentials of creating and modifying a spreadsheet including: text and number formatting, sorting and filtering data, basic formulas and charts. No class 11/22.

Prerequisite: Completion of a Computer Basics course, Microsoft Word or equivalent familiarity creating documents, formatting text, navigating menus/toolbars in software programs.

CAREER EXPLORATION

STARTING YOUR SMALL BUSINESS

Wed 5:30-8:30 PM 11/7 Sessions: 1
 \$29 P. Carlino OOB HS

Discuss the realities of startup funding, the bootstrapping process, creating your value proposition, identifying your target market and reaching that market. Discuss available resources and the necessary steps from research to planning. Discover why a business plan is so important and how to write one. Leave prepared to take that next big step.

ETSY 101

Wed 6-9 PM 9/26-10/3 Sessions: 2
 \$59 M. Erikson OOB HS

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

OUTBOARD MOTOR REPAIR

Section I:

Tue 6-8 PM 9/25-10/16 Sessions: 4
 \$75 M. Luchetti Saco Shop

Section II:

Thu 6-8 PM 9/27-10/18 Sessions: 4
 \$75 M. Luchetti Saco Shop

Get hands-on help with troubleshooting while working with the gear case, cooling, fuel and ignition systems. Bring your own 6-horsepower or less motor, diagnose the problem and repair it! Yearly maintenance will be covered. Some outboards available to repair. All tools supplied or bring your own. Tuition includes cleaning/maintenance materials.

Note: Replacements parts available for purchase at time of use.



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CERTIFICATE PROGRAMS

FREE Info Sessions

CRMA

Wed 6-7 PM 10/3 OOB HS

Phlebotomy Technician

Wed 6-7 PM 9/12 OOB HS

Get your questions answered and learn about these industries. Registration is required.

Medical Transcription & Editing

Online Info Session: <https://partner.careerstep.com/old-orchardbeach/videos>

Certified Residential Medication Aid*

Sat 8:30 AM-4:30 PM 10/13-11/10 Sessions: 5
\$300 J. Courtois, RN, DNS Saco LC

CRMAs are in high demand!

This course provides standardized training for professionals working in state-certified residential care homes. Please visit www.oobsaco.maineadulted.org for requirements, costs, more info and to register.

Phlebotomy Technician*

M/W 5:30-9 PM Sat 9 AM-3 PM 9/24-12/19
Sessions: 25 \$1799 OOB/Saco

This program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Learn aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Possible externship available. High School credential is not needed for the course but is required to sit for NHA exam (additional \$115). Tuition includes textbooks. Course fee is nonrefundable. No class 10/8, 10/17, 11/12 or 11/21. Please visit www.oobsaco.maineadulted.org for requirements, costs, more info and to register.

Substitute Teacher

M/TH 3:30-5 PM 10/1-11/5 Sessions: 10
\$89 L. Roy OOB HS

Prepare to be a substitute teacher in OOB & Saco. Successful completion of the course will guarantee a refund of the course fee and, once hired by either district, a higher rate of pay. No class 10/8.

Note: If you are already a certified teacher you do not need to take this course to receive the higher rate of pay. Please visit www.oobsaco.maineadulted.org for requirements, costs, more info and to register.

ONLINE

Medical Transcription & Editing*

\$2995

Approved by the Association for Healthcare Documentation Integrity (AHDI), the Medical Transcription Editor program focuses on teaching the skills needed to work as a medical transcriptionist and medical transcription editor. Study medical terminology, anatomy, healthcare documentation, editing theory and technique. Develop and practice typing and listening skills using 100s of authentic, employer-provided dictations from a variety of medical specialties. In addition to one-on-one instructor support and personalized graduate support, enrollment includes ebooks, a transcription foot pedal, an AHDI membership, a subscription to an online reference library and a voucher to take the RHDS exam. Receive a laptop from CareerStep upon payment in full of course fee. Participants must be 18 or older and have a High School credential. Call anytime within the semester to register.

LANGUAGE

Beginner American Sign Language

Thu 6-8 PM 10/11-12/6 Sessions: 8
\$149 S. Greenwood OOB HS

This interactive program will enable you to learn basic ASL vocabulary, facial expressions, the deaf culture and issues affecting the deaf. No class 11/22.

Required: *Signing Illustrated Expanded* by Mickey Flodin ISBN-13: 978-0399530418 or ISBN-10: 039953041X (approx. \$15, Amazon).

Introduction to the German Language

Thu 6-8 PM 10/11-12/6 Sessions: 8
\$129 G. Downs OOB HS

Learn pronunciation, vocabulary, verbs, the fundamentals of grammar, common questions and phrases that are helpful to know when traveling to a German-speaking country. No class 11/22.

Required: *Easy German Step-by-Step* by Ed Swick, ISBN 978-0071840477 (approx. \$14 on Amazon).



VISIT US!

*Payment plans available for qualified applicants.

PERSONAL FINANCE

WITH SHANNON LINDSTROM

Navigating Your Way to Money Management

Tue 6-7:30 PM 9/25 \$12
OOB HS

Start moving in the right direction with your finances. Learn how you can reach your financial destination with your mind and money in gear to accomplish your financial goals while avoiding costly detours, unnecessary u-turns and dangerous cliffs. Topics include budgeting, money management, and tips & tools to help keep you moving in the right direction.

Erase Debt & Become Financially Free!

Tue 6-7:30 PM 10/30 \$12
OOB HS

Take charge of your debt!

Reevaluate your lifestyle, establish new goals, understand the difference between good and bad debt and implement techniques to reduce your debt. Learn about different programs and services available to assist you. Discover how managing debt can improve your credit score.

Score More with Good Credit

Tue 6-7:30 PM 11/27 \$12
OOB HS

Learn about the components of a credit score. Get tips on maintaining and improving your score, as well as information on rebuilding your credit. Discuss the common credit mistakes to avoid that can lower your score.



Learning for Better Living

Please check our website

or call (207) 934-7922 to register
or for more information

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