

CERTIFICATE PROGRAMS

NEW AHA BASIC LIFE SUPPORT FOR THE HEALTHCARE PROVIDER

The BLS instructor-led course teaches both single-rescuer and basic life support skills for application in both pre-hospital and in-facility environments, with a focus on High-Quality CPR and team dynamics. Cards are good for two years after successful completion of the course and in-class written exam. Tuition includes card processing fees.

Sat	9 AM-1:30 PM	5/27	Sessions: 1
\$59	Saco LC	Rm 1	F. Lee

NEW MAINE CERTIFIED SUSTAINABLE LANDSCAPE PROFESSIONAL CERTIFICATE PREP

Prepare to take and pass the Maine Certified Sustainable Landscape Professionals (MCSL) exam covering standards used to measure the effectiveness of a landscape professional in the state of Maine. The goal is to provide landscape and nursery knowledge to Maine professionals in the horticulture and landscape industry. Cover business practices including customer relations, on the job safety, bidding and estimating; botany and basic soil science, designing landscapes and hardscapes, water quality, conservation, water features, composting, pruning, lawn care and more! Exam, taken through the State of Maine, an additional \$75, and requires a High School credential. No class April 17th, or 19th, 22nd. Tuition includes study guide. **Note:** Please bring a notebook, pen and 1" or larger three ring binder.

Required: Employed in the nursery/landscape industry for four or more years, graduate of a 2 or 4 year horticulture program or related field and have a minimum of two years employment in the nursery/landscape industry and a member of the Maine Landscape & Nursery Association (MELNA).

T/Th 6-8 PM	Sat 9 AM-12 PM	
4/11-5/11	Sessions: 11	\$249
OOB HS, 109	Saco LC, Rm 1	R. Moody

REGISTER ON LINE

WWW.OOBSACO.MAINEADULTED.ORG

OR CALL (207) 934-7922

FREE Info Sessions

Maine Certified Sustainable Landscape Professional

Certificate Prep Program

Tue 6-7 PM 3/28 OOB HS, 111B

Phlebotomy Technician

Mon 6-7 PM 3/13 OOB HS, 101

Your instructors will be there to answer all your questions about the industry and these certificate programs. Registration is required.

Participants must be 18 or older, a High School credential is not needed for these courses but is required to sit for the MCSL & Phlebotomy NHA exams.

NEW PHLEBOTOMY TECHNICIAN

This in demand 90-hour course prepares students to collect blood specimens for the purpose of laboratory analysis. All aspects related to blood collection and developing comprehensive skills to perform venipunctures completely and safely are taught. Class and 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 for the course 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. No class April 17th, 19th and May 29th.

Note: Please bring a 1" or larger three-ring binder.

M/W 5:30-9 PM	Sat 9 AM-3 PM	
4/3-6/21	Sessions: 24	\$1799
OOB HS, 201	Saco LC, Rm 2	CCI

Please check our website

for more information on class content, requirements & materials, or to register!

WWW.OOBSACO.MAINEADULTED.ORG



Old Orchard Beach/Saco
**Adult & Community
Education**

**GET YOUR
SKILLS ON!**

**PHLEBOTOMY • COMPUTER TECH
WEBSITES • PHOTOSHOP • BUSINESS**



**MEDICAL TRANSCRIPTION • VIDEO
MARKETING • LANDSCAPER • NOTARY**



**SPRING 2017
APRIL-JUNE**



www.oobsaco.maineadulted.org

207 934 7922

ONLINE CERTIFICATES



FREE Laptop?
Study At My Own Pace?
YES!

Career Step is an online school, offering career-focused education designed to help students quickly enter the workforce. We are committed to providing the best education with interactive learning tools; one-on-one instructor support by phone, email, and chat; and comprehensive graduate resources to help students transition from education to employment.

NEW COMPUTER TECHNICIAN

Developed by a Computer Technology Industry Association (CompTIA) education partner, this program is specifically designed to prepare students for the CompTIA A+ certification exams. Learn about hardware, operating systems, networking, security, and troubleshooting and more specialized topics such as mobile devices, laptops, and printers. In addition to one-on-one support from experienced instructors throughout the course and access to personalized support after graduation, students receive ebooks, two quick-reference exam study guides, a computer repair toolkit, a power supply tester, a USB drive, and two vouchers to cover the cost of the CompTIA A+ certification exam. This program is designed to be completed in 3 months of full-time study. However, the online course format allows you to study on your own schedule, so your enrollment includes 6 months of program access in case you need extra time.

Fee: \$1995 Career Step Online

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. Call (207) 934 7922 for more info!

NEW MEDICAL TRANSCRIPTION & EDITING

Approved by the Association for Healthcare Documentation Integrity (AHDI), the online Medical Transcription and Editing program focuses on teaching the skills needed to work as a medical transcriptionist and medical transcription editor. Students study medical terminology, anatomy, healthcare documentation, and editing theory and technique and they develop and practice their typing and listening skills on hundreds of authentic, employer-provided 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 AHDI membership, a subscription to an online reference library, and a voucher to take the RHDS exam. This program is designed to be completed in 4 months of full-time study. However, the online format allows you to study on your own schedule, so your enrollment includes 12 months of program access to ensure you'll have the time you need to complete your training.

Fee: \$2995 Career Step Online

BUSINESS & MARKETING

NEW VIDEO & CONTENT MARKETING

Tue	6-8 PM	4/25-5/2	Sessions: 2
\$35	OOB HS	110	M. Pastor

SELLING ON eBAY - NAVIGATE LIKE A PRO!

Tue	6-8 PM	4/25-5/2	Sessions: 2
\$29	OOB HS	204	C. Methot

STARTING YOUR SMALL BUSINESS

Tue	6-8:30 PM	5/16	Sessions: 1
\$9	OOB HS	110	R. Hebert

NEW VIDEO MARKETING ON FACEBOOK

Thu	6-8 PM	4/27-5/4	Sessions: 2
\$35	OOB HS	110	M. Pastor

NEW MEDIA PRODUCTION MADE EASY

Thu	6-7:30 PM	6/1-6/22	Sessions: 4
\$49	OOB HS	204	B. Moriarty

BECOMING A NOTARY PUBLIC

Mon	6-8 PM	6/5-6/12	Sessions: 2
\$49	OOB HS	110	F. Lee

OUTBOARD MOTOR REPAIR

\$109	INST Shop, Saco	M. Luchetti	
Section I:	Tue 6-8 PM	4/25-6/13	Sessions: 8
Section II:	Thu 6-8 PM	4/27-6/15	Sessions: 8

TECHNOLOGY

BEYOND COMPUTER BASICS

Wed	6-8 PM	5/31-6/28	Sessions: 5
\$89	OOB HS	110	K. Neely

BUILD WEBSITES FOR LESS

Thu	6-8 PM	4/27-5/25	Sessions: 5
\$65	OOB HS	204	B. Moriarty

ADOBE PHOTOSHOP BASICS

Wed	6:15-8:15 PM	5/3-6/7	Sessions: 6
\$99	OOB HS	108	M. Topa

QUICKBOOKS FOR HOME & OFFICE

Mon	6-8 PM	4/24-5/22	Sessions: 5
\$79	OOB HS	110	K. Neely

NEW COMPUTERS FOR SENIORS

Wed	6-8 PM	4/26-5/24	Sessions: 5
\$89	OOB HS	110	K. Neely

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