



**SACOPEE VALLEY**  
**ADULT & COMMUNITY EDUCATION**



**Why walk when you can fly?  
Why fly when you can soar?**

WINTER 2018  
[www.sacopee.maineadulted.org](http://www.sacopee.maineadulted.org)

213 South Hiram Road, Hiram, ME 04041  
(207) 625-3092



# SACOPEE VALLEY ADULT & COMMUNITY ED

## GENERAL INFORMATION

The Sacopec Valley Adult & Community Education (SVACE) office and learning center is located at 213 South Hiram Road, Hiram in the portable behind the SVES playground. Instructional services (HiSET\*and Literacy), HiSET\* pretesting and testing, vocational counseling, and walk-in registration take place at this location. Other courses are held at satellite sites in the Sacopec area indicated at the end of each course description. Register early as courses often fill up quickly. Courses with insufficient enrollment may be canceled, so don't wait!

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## ADULT EDUCATION TEAM

### ADVISORY COMMITTEE

Carl Landry  
Sue Melanson  
Sylvia Pease  
Joseph Watson

### STAFF

Director: David Durkee  
ABE Coordinator: Renee Payeur  
Instructor: Renee Payeur  
HiSET Examiner: Cynthia Mason

## CULINARY

### COOKING MATTERS FOR ADULTS

Learn about healthy meal preparation and how to sensibly shop on a limited budget. With guidance from Hillary Wiggins, Nutritional Education Coordinator and traveling chef for SNAP-Ed in collaboration with Partners for Healthier Communities, partakers will prepare a nutritious meal each week and receive a free bag of groceries to make one of the featured recipes at home. A graduation certificate, recipe book, and other "goodies" will be provided upon completion of the program. **One person per household. Pre-registration is required in order to arrange for materials. (Ages 18+)**

Wed. March 7-April 11, 4-6 p.m. 6 Weeks  
Friends of Soldiers Memorial Library Building, Hancock Ave., Hiram  
Kate Goldberg  
Free

### IT'S THE SEASON FOR STIR FRY

"It's all in the timing" says Ryan Kendall, Chef at the Phat Boys Diner in Cornish. He wants to lead a cooking class on Stir Frying right at the diner, showing when to cook the rice or pasta, when to prep the veggies and meat, and when to flavor the dish with ginger, orange, thyme, and teriyaki. Ryan is a graduate of the SMCC Culinary Arts Program, but he got his best training early at the Buena Loco Restaurant in Falmouth and various restaurants in Florida. The final exam for this class is to dine on the resulting stir fry dish! Yummy! **(Ages 18+)**

Mon. Jan. 22, 4-6 p.m. 1 Meeting Storm Date Jan. 29  
Phat Boys Diner, 172 Main Street, Cornish  
Ryan Kendall  
\$8

### CUPCAKE DECORATING

With just a handful of candies, a can of frosting, and a zip-lock bag, you are on your way to jazzing up some ordinary cupcakes for Valentine's Day and other events. With the expert help from Missy and Tanya, you will learn "some tricks of the trade" of how to spread, swirl, edge, and mound the frosting, while creating some one-of-a-kind-designs that are both appealing and edible. All decorating items are included with the instruction. Sign up for this class ASAP! You don't want to miss it! **Materials fee: bring 6 cupcakes. (18+)**



Mon. Feb. 12, 6:30-7:30 p.m. 1 Meeting  
Location TBD  
Missy Cox & Tanya Eastman  
\$8

## HEALTH, WELLNESS, & FITNESS

### UNCOMMON APOTHECARY

Did you know that there is a Clinical Herbalist in our area? Lynnette Duguay-Cumberland, owner of Uncommon Apothecary, has successfully developed many herbal remedies that eliminate the symptoms of allergies, sleep loss, inflammation, digestive issues, sinus troubles, and more over the last eighteen years! "I love the kitchen!" she proclaims. Join Lynnette as she demonstrates how to make an herbal mixture that will relieve troubled sinuses and an anti-aging remedy to enhance facial skin care. **Materials fee of \$10 is payable to the instructor at class. Do not send materials fee with registration fee. (Ages 18+)**

Sat. March 10, 12-1:30 p.m. 1 Meeting

Uncommon Apothecary, 1451 Pequawket Trail, Hiram

Lynette Duguay-Cumberland

\$5

### UNDERSTANDING MEDICARE

We know this is no easy task! Join Robert Harvey of HealthMarkets Insurance Agency as he explains some of the "ins" and "outs" that include individual eligibility for Medicare benefits, the timeline to enroll for benefits without penalties, what original Medicare covers and doesn't cover, what additional plans are available that work in conjunction with Original Medicare, and even possible financial assistance options. Come with your questions and concerns! This is an educational session, not a solicitation. **(Ages 18+)**

Wed. March 21, 6:30-7:30 p.m. 1 Meeting

Bonney Memorial Library-Reading Room, Cornish

Robert Harvey

Free

### WELLNESS AND LAUNDRY CARE

Many of us have (or should have) concerns about the quality of our laundry detergent and the responsible use of household energy. MIND BODY SOUL HOLISTIC WELLNESS, the newest business on Maple Street in Cornish, is offering a very useful and unique class on these very topics! Owners Stephanie Vandegrift and Kelly Smith will demonstrate how to make Earth-friendly, inexpensive, organic, chemical-free, and aluminum-free laundry soap as well as clothes dryer balls made of natural fibers! Dryer balls are effective in reducing dryer time, preventing wrinkling and static, and adding a gentle, natural fragrance to your laundry. For more information on MIND BODY SOUL HOLISTIC WELLNESS services, check out their website at [info@maineholisticwellness.com](mailto:info@maineholisticwellness.com) or [mindbodysoulholisticwellness.com](http://mindbodysoulholisticwellness.com). **Materials fee of \$20 is payable to the instructor at class. Do not send materials fee with registration fee. (Ages 18+)**

Sat., Feb. 10, 1-3 pm. 1 Meeting

MIND BODY SOUL HOLISTIC WELLNESS, 31 Maple Street, Cornish

Stephanie Vandegrift & Kelly Smith

\$4

## HEALTH, WELLNESS, & FITNESS

### B.O.W. (Becoming an Outdoors-Woman) ARCHERY TRAINING

Thanks to the University of Maine 4-H Camp & Learning Center at beautiful Bryant Pond, there are outdoor winter and spring workshops just for women. By contacting B.O.W., ladies can enroll in a February workshop that includes archery, ice fishing, fly tying, and more! All equipment (including compound Matthew Genesis bows), lodging, meals, and instruction are included. Go to <https://extension.umaine.edu/bryantpond/adult-programs/becoming-an-outdoors-woman/> or call Brittany Humphrey, Outreach Coordinator, at (207) 216-0292 to learn more about scheduling and fees. You can also sign up for the B.O.W. email list at <https://public.govdelivery.com/accounts/MEDIFW/subscriber/new>. (Ages 18+)

### MENS BASKETBALL

Gym time is pretty rare during the winter months because of Sacopee Valley basketball schedules, but SVACE found time in the evening for 90 minutes of play. After the kids bedtime, the guys could just shoot hoops or do a pick-up game. Kindly save your court shoes for indoor use only. **(Ages 18 +)**

Thu. Feb. 1-Mar. 15, 8-9:30 p.m. 6 Meetings

SVES Gym

ACE Staff

Course fee: \$15

### MORE TAI CHI

Due to the high demand for more Tai Chi sessions, SVACE is continuing this series for both the winter and spring trimesters. Bob Mason, with his practicing style, is helping so many adults in the Sacopee Valley to feel stronger, breathe easier, and improve their balance. Bob describes Tai Chi as "meditation in motion". Didn't make the first session? Don't worry! Join now and experience for yourself the benefits of this class. **(Ages 18 +)**

Tue. Jan. 23-Mar. 20, 10-11:30 a.m. 8 Meetings

No meeting 2/20

Baldwin Community Center, 524 Pequawket Trail, West Baldwin

Bob Mason

\$20



## ARTS & CRAFTS

### CREATE YOUR OWN MIXED FLORAL ARRANGEMENT

Sacopec Valley is so lucky to have so many talented artisans like Lucy Ruggieri, former owner of Lucy' Nails and Salon. This time she will demonstrate how to create a mixed dried and fresh floral arrangement...and just in time for Valentine's Day! Lucy will provide everything you need to make the perfect centerpiece for you or a friend. Included are the dish, foam, candle, ribbon, and a beautiful assortment of dried and fresh flowers (even roses) to choose from. You can also bring some of your own favorite items. To check out Lucy's other talents, go to her website at [jewelryforthehair.com](http://jewelryforthehair.com). **Materials fee of \$8-10 is payable to the instructor at class. Do not send materials fee with registration fee. (Ages 18+)**

Sat. Feb. 3, 10 a.m. to noon 1 Meeting  
Bonney Memorial Library, Cornish  
Lucy Ruggieri  
\$7

### KNITTING WITH THE "KNOTTY KNITTERS"

The "Knotty Knitters" is a group of fiber enthusiasts with skill levels ranging from beginner to advanced. The members would like to invite new individuals to join. If you're a novice, instructional support can be arranged. If you're a pro, this is an opportunity to pass along your knowledge. This group meets year-round except for major holidays. **(Ages 18+)**

Thur. 12 noon - 2 p.m.  
Ongoing, register to join anytime!  
Soldiers Memorial Library, Dottie Shorey Community Room, Hiram  
Sue Moulton  
Free

### MAKE YOUR OWN INSULATED SHADE!

Hold in the heat, keep out the cold, and save money! Learn how to construct your own insulated shade in one day! Join Linda Heilig, who has been designing and constructing shades, custom curtains, and other window treatments for over 30 years. Basic sewing skills (using a sewing machine and sewing with a needle and thread) are the only requirements. Please bring sewing machine, scissors, and complete (inside and outside) measurements of a small window for which you like to make a shade. Bring appropriate yardage of a decorative fabric to serve as the interior face of the shade. Call Linda at 625-7517 for questions related to course content. **end separate check of \$35 payable to Linda Heilig for materials with your registration. This fee is due one week prior to class. (Ages 18+)**

Sat. Feb. 3, 9 a.m.-3 p.m. 1 Meeting  
Friends of Soldiers Memorial Library Building, Hancock Ave., Hiram  
Linda Heilig  
\$26

## LIFE SKILLS & GENERAL ENRICHMENT

### BASIC HOME REPAIR FOR WOMEN

Kim Ray of the Cornish True Value® Hardware Store is back for another exciting workshop in home repair. This time Kim will demonstrate how to properly hang a picture on a wall and how to repair the hole from hanging the picture on the wall. Apparently, there are some "dos and don'ts" to learn. All participants will be able to actually practice on site at the Hendrick House where repairs abound! **(Ages 18+)**

Sat., March 3, 12-1:30 pm. 1 Meeting  
The Hendrick House, 21 King Street,  
Cornish Village.  
Kim Ray  
\$5



### FROM BIN TO BALE: SIMPLE STEPS TO RECYCLING RIGHT

Ever wondered how much you need to rinse your cans or jars before placing them in your recycling bin? And how about those bottle caps: do they need to come off or is it better to keep them on? Join ecomaine Environmental Educator Katrina Venhuizen as she guides you through a virtual tour of ecomaine's single-sort recycling facility. Katrina will explain step by step how recyclables are sorted and why recycling properly can make such a difference in lowering both trash output and costs. Ecomaine is your local community-owned nonprofit waste management company providing comprehensive, long-term solid waste solutions in a safe, environmentally responsible, economically sound manner and raising public awareness of sustainable waste management strategies. **Check out ecomaine's RECYCLOPEDIA, a new web and mobile app designed to make it easier to answer all your recycling and waste-related questions.**

Wed. March 14, 4-6 p.m. 1 Meeting  
SVHS-Room 109  
Katrina Venhuizen  
\$4

**DO YOU HAVE A SPECIAL TALENT  
OR SKILL YOU WOULD LIKE TO  
SHARE? GIVE US A CALL!  
625-3092**

## LIFE SKILLS & GENERAL ENRICHMENT

### DYING TO KNOW

Modern funerals have changed, and there are many ways to honor your loved ones. Joseph L. Watson has over 30 years of experience in funeral services and is ready to answer your questions. What is direct cremation? What exactly is a "green burial"? And how does one set up a pre-mortuary trust? Get the answers to these questions and more! Recommended reading: "Grave Matters" by Mark Harris. **(Ages 18+)**

Session 1: Tue. March 13, 3-4 p.m.,  
Soldiers Memorial Library, Hiram  
OR

Session 2: Tue. March 27, 7-8 p.m.,  
Bonney Memorial Library, Cornish  
Joseph L. Watson. watsonfunerals@gmail.com  
\$4

### COSMOLOGY: Deciphering Our Universe, Part II



When, why, how did galaxies, stars, planets, people form? Back by popular demand, Tom Churchill will continue to clarify the wonders of our amazing Universe. In Part II, Tom will explain such topics as Death Stars, Time Barriers, Clusters and Superclusters, Star Cities, and more. His presentations are thorough, and the images are breath-taking. You needn't be scientific or mathematically inclined to be wowed by these stories. Bring a friend with you. Exciting! **(Ages 18+)**

Wed. Jan. 31-Mar. 14, 5:30-7:30 pm. 6 Meetings  
No meeting 2/21  
Riverside United Methodist Church, Porter  
Tom Churchill  
\$12

## LIFE SKILLS & GENERAL ENRICHMENT

### ENTREPRENEURSHIP

Have you recently launched a new business or have an idea for a new venture? Are you interested in learning about the many resources available to Maine entrepreneurs? Join Susan Ruhlin, Program Manager at the Maine Center for Entrepreneurial Development, to learn about some of the critical questions founders should ask themselves in the beginning and the many organizations across the state that can assist in launching a business successfully. **(Ages 18+)**

Thur. Feb. 1, 6:30-8 p.m. 1 Meeting  
Location TBA  
Susan Ruhlin  
\$10

### FACE THE BASICS

Announcing another new business in the Sacopee Valley area: Bustle & Grow, owned by Christina Forsyth, is a Maine marketing company that can help us learn how to enhance the uses of Facebook. Sometimes we can get confused and mistrusting of the Facebook page, but she will advise how to create your own personal profile, keep the personal information personal, view your news feed, use Facebook Messenger, and access Facebook on a mobile device. Come sit in and learn how to trust and enjoy Facebook again! Visit the <http://bustleandgrow.com> site to learn more about Christina's services. **(Ages 18+)**

Thur. March 1, 5-6 p.m. 1 Meeting  
Cornish UCC Church  
Christina Forsyth  
Free

### SCRABBLE WITH FRIENDS

"Scrabble Meet" is a group of word game enthusiasts who enjoy the camaraderie of others as much as, if not more than, the challenges of finding "just the right" word match for scoring points on this ever-popular board game. This very casual, low-competition group of adults is on the lookout for new players/friends. Won't you join? **(Ages 18+)**

Tue. 1-3 p.m.  
Ongoing, join anytime!  
Soldiers Memorial Library-Dottie Shorey Community Room, Hiram Village  
Sue Moulton  
Free

**IS THERE A CERTAIN CLASS YOU  
WOULD LIKE TO TAKE OR A  
SPECIFIC SKILL YOU WOULD LIKE  
TO LEARN?  
LET US KNOW!  
[www.sacopee.maineadulted.org](http://www.sacopee.maineadulted.org)  
625-3092**

## LIFE SKILLS & GENERAL ENRICHMENT

### CREATIVE WRITING WITH VALERIE EGAR

Have you always wanted to write but stopped yourself with, “Oh, I’m not creative!” Do you freeze after writing one or two sentences, saying, “I don’t know what to write!” In this class, we will explore free writing and other exercises to get your creative juices flowing. Whether your writing interest is poetry, fiction, or memoir, you will have fun finding and freeing your creative spark. This is a no pressure class. **Bring a pen or pencil, a notebook with UNLINED pages, and a willingness to have fun. (Ages 18+)**

Wed. Jan. 31-Feb. 7, 4-6 p.m. 2 Meetings  
Bonney Memorial Library, Cornish  
Valerie Eggar  
\$15

Valerie L. Eggar writes a weekly story for Jounal Tribune Sunday (Biddeford, ME). The stories can be found on her website, <http://www.Snickertales.com> and on her Snickertales Facebook page, which is followed by over 170,000 people all over the world. She lives in Cornish, Maine.

### THIRD THURSDAY BOOK DISCUSSION GROUP

Love to read? Wish you could share your thoughts about books with others? Then the “Third Thursday” Book Discussion Group wants you! This friendly group meets monthly, and discussions cover a wide range of genres – something for everyone! There is even a poetry month in February when participants share their favorite poems. January’s book is “Believing in Magic” by Cookie Johnson, wife of Earvin “Magic” Johnson. Books are available though the Soldiers Memorial Library via InterLibrary Loan. **(Ages 18+)**

Thu. Jan. 18, Feb. 15, and March 15, 11:30 a.m.-12:30 p.m.  
Meetings will continue in spring semester as well  
Soldiers Memorial Library-Dottie Shorey Community Room, Hiram Village  
Sue Moulton  
Free

### FINANCIAL LITERACY: KEEP IT SAFE

Become familiar with the laws and regulations that protect your rights as a consumer. Guard against identity theft and elder financial abuse. Be fiscally prepared when disaster strikes. Financial Safety is a must in today’s world! **(Ages 18+)**

Tue. March 20, 5:30-7 p.m. 1 Meeting  
Hiram Town Hall, 25 Allard Circle, South Hiram  
Walter Brink  
Free

## LIFE SKILLS & GENERAL ENRICHMENT

### HOSPITALITY AT THE PERKINS HOUSE

The Perkins House, aka historic Walter Perkins Mansion, circa 1870, is a stunningly renovated house located on Old School Street in Cornish. It now serves as a very prosperous bed and breakfast establishment owned and run by Gretchen and Keith Benggio. The Benggios will lead a tour of their unique home, share stories of previous owners, and explain how they created such a lovely ambient and successful business right here in the Sacopee Valley. **(Ages 18+)**

Sun. Feb. 4, 3-4 p.m. 1 Meeting  
Perkins Inn, 3 Old School Street  
Gretchen & Keith Benggio  
\$5

### POWDER PUFF CAR CARE

No, this class isn’t about women car racing. It’s about women who need to learn how to care for their cars during the winter months. Mandy Dugree, Store Manager of the Sanel Auto Parts shop in Cornish, is hosting a class on basic car maintenance and travel precautions. You will learn some tips on how to safely use jumper cables, how to size and replace windshield wipers, how to avoid emergencies while driving during our wonderful Maine winters, and much more. Have a particular problem for Mandy to address? Let us know when you register. **(Ages 18+)**

Sat. Jan. 27, 1-2:30 p.m. 1 Meeting  
Sanel Auto Parts, 200 Maple St., Cornish  
(Suite #4 at Call’s)  
Mandy Dugre  
\$10



### WOMEN’S EMPOWERMENT SEMINAR

“Empowered women empower women.” Come share your story and learn how to rediscover your intuition. Find confidence (and permission) to follow your heart and your gut feelings. This seminar will help prepare and strengthen you for the changes in life as you journey on your unique path.

Sat. Jan 20, 1-3 p.m. 1 Meeting  
MIND BODY SOUL HOLISTIC WELLNESS, Cornish  
Stephanie Vandegrift & Kelly Smith  
\$4

SACOPEE FAMILY READING CLUB



Join us for dinner, stories, and fun family activities!

This family literacy Thursday evenings from 5:30 – 7 p.m. at the Riverside United Methodist Church in Porter. This free club meets January 4 through May 17 (no meeting on 2/22 and 4/19). If you have questions regarding this program, please call Renee Payeur at 625-3092. Preregistration is required.



**KIDS FREE TO GROW**

offers parenting programs in a group setting to promote healthy, nurturing, and non-violent ways of parenting. **All meetings are free and led by Kids Free to Grow Staff.**

**1, 2, 3 MAGIC**

“1, 2, 3, Magic” offers parents and caregivers alike a simple and gentle but firm approach to managing the behavior of 2 to 12-year olds. Topics covered include positive child discipline, self-esteem, temper tantrums, managing difficult behavior, and (if needed) understanding ADHD.

Thu. March 8-22, 5:30-7 p.m. 3 Meetings

March 8 & 15: Class for parents at SVHS Library (children stay home these dates)

March 22: Completion ceremony and fun family night to include dinner and activities. Bring the ENTIRE family!

Nancy Harrison, KIDS FREE TO GROW

Free

**BEGINNING LITERACY SERVICES**

Designed to meet the needs of individuals wishing to develop their reading skills. Date and time for tutoring will be based upon individual needs.

**INTERMEDIATE LITERACY SERVICES**

Designed to meet the needs of lifelong learners wishing to improve and build upon their reading and or math skills. Date and time for tutoring will be based upon individual needs.

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)**

Beginning and Intermediate ESOL classes are available at the Adult Education Learning Center. Learn and practice verbal, written, and other communication skills. Increase English skills to help acquire higher learning, career, or other personal goals. If you know of someone who would benefit from this service, please assist them in contacting our office to set up an appointment. ESOL instruction is a free service.



**HELP** a friend, relative, or neighbor to access our services. If you know someone who may find reading to be a challenge, please encourage and assist them in contacting SVACE at (207) 625-3092.

**Help us to help others!**

Literacy instruction is a **free** service.

**HIGH SCHOOL EQUIVALENCY TEST (HiSET)**

**EVENING HiSET PREPARATION COURSE**

If you have always wanted to get your high school equivalency diploma but need a general overview refresher course, this is for you. Instruction will cover math, social studies, science, reading, and/or writing skills as needed in preparation for the HiSET.



Tuesdays, beginning 9/12, ongoing depending on learners' needs  
6-8 pm Adult Learning Center Renee Payeur FREE Ages 17+  
Join anytime during the semester!

**HIGH SCHOOL EQUIVALENCY TEST (HiSET) FREE DAYTIME PREPARATION COURSES**

If you need in-depth or refresher instruction in math, social studies, science, reading, and/or writing skills but need daytime hours, call us! We will set up small group instruction based on specific goals, needs, and schedules. Although learners will need to make some scheduling adjustments, we strive to provide the best fit possible!

**HIGH SCHOOL EQUIVALENCY TEST (HiSET) : FINAL EXAMS**

If pretesting shows that you are ready in any area to take the final exam, you can take it here! The exam has five parts: Reading, Social Studies, Science, Math, and Writing (which includes multiple choice and essay sections). FREE!

**SOUTHERN MAINE COMMUNITY COLLEGE (SMCC)**

M.S.A.D #55 serves as a distance learning satellite site for SMCC. The following Spring 2018 course will be held at Sacopee Valley High School:

**INTRODUCTION TO PSYCHOLOGY (PSYC 100 SV)**

This course is designed to provide a broad overview of the field of Psychology. Special attention will be given to helping the student become a better thinker by learning to take charge of ideas one has about psychology. The goal of this course is to think consciously, deliberately, and skillfully about human behavior. Topics such as physiological psychology, perception, learning, cognition, emotions, health psychology, psychological disorders, as well as others are included. Prerequisite(s): none; 3 credits.

Wed. Jan.16 - May 12, 2-4:45 p.m.  
Location: SVHS Library  
Instructor: SMCC Instructor  
Registration: visit [www.smcme.edu](http://www.smcme.edu)



**MAINE Adult Education College Transitions**

**COLLEGE TRANSITIONS PROGRAM**

Success in college requires commitment, financial resources, and no small amount of hard work. Lives already full of everyday responsibilities have to shift and balance to accommodate new ones. For all of the challenges, however, college is a worthwhile investment in terms of expanded job opportunities and earnings over a lifetime. The College Transitions Program is here to support you in that process. Whether you are interested in attending college or are currently enrolled but in need of support, we are here to assist you in achieving your goals. Call the Adult Learning Center at 625-3092 for more information and/or to schedule an appointment.

**COLLEGE TRANSITIONS SERVICES**

The following services are available free of charge: college and career counseling, support with the application process for admissions and financial aid, Accuplacer and other placement testing, and college preparation classes.

**COLLEGE TRANSITIONS PREPARATION COURSES**

Developmental courses in college reading, writing, technology, math and algebra are available to prepare students who need to brush up in these areas, as indicated by Accuplacer scores. Ongoing Placement and Instruction

Adult Learning Center Renee Payeur Free

**CAREER PATHWAYS SERVICES**

Looking for a new job, a better job, or even a new career? Let us help! Career Pathways services include the following: career counseling and guidance, job seeking skills, cover letter writing and resume design, self-paced keyboarding instruction, computer literacy skills, educational goal setting, vocational and career research, and career and college readiness assessments (World of Work Inventory, Accuplacer). Give us a call and let's get started!

To register for academic, literacy, college transitions, and career readiness services, please contact us at 625-3092 to schedule an appointment for intake, assessment,

**CLINICAL MEDICAL ASSISTANT**

Prepare for a rewarding career in health care. Assist physicians by performing functions related to the clinical responsibilities of a medical office.



Instruction includes preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Review important topics including phlebotomy, pharmacology, the proper use administration of medications, taking, and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. This program includes 140 hours of lecture, labs, and a clinical externship opportunity at a local healthcare provider. To be eligible for the externship, students must successfully complete the 140 hour program, submit to a thorough background check and drug test, and meet other requirements as determined by your training site. **Upon successful completion of this program, students are eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant national exam. (Ages 18+)**

Tue. and Thu., March 6-June 7, 6-9:30 p.m.

Sat. March 17-June 2, 9 a.m.-4:30 p.m.

No class on March 10 and 24, April 14 and 28; May 12 and 26;

Location TBA! Instructed by Certified CCI Instructor  
\$2,599 (includes all textbooks)

**SVACE SERVICE ANNOUNCEMENT**

The Sacopee Valley area has experienced more than one power outage in the recent past, and with the certainty of winter storms in the future, NOW is the time to be better prepared for the “next time”. Packing a “Grab & Go Bag” is a very important step in planning for any disaster, especially if you need to evacuate. The following list of recommended items was compiled by hundreds of interviewed disaster victims.



1. Basic Electronics: Extra phone charger; long-lasting LED flashlight; small hand-cracked radio with extra batteries; and an extra set of house and car keys.
2. Personal Needs: Travel-size version of each of your toiletry items; spare eyeglasses; small first aid kit; baby wipes; and whistle.
3. Shelter: Waterproof matches, candles, plastic sheeting, and multi-purpose tool with knife/can opener.
4. Entertainment: Paper, books, pencils, and/or games.
5. Clothing: Pack 3 days worth with many layers in mind, lightweight rain gear, and waterproof boots.
6. Meds: Three days worth; portable version of oxygen if necessary.
7. Cash: Include enough money for three days including small bills and rolls of quarters for vending machines.
8. Food and Drink: Bottled water; variety of granola or energy bars.
9. Paperwork: Fill zip lock waterproof bags with photocopies of birth certificate; driver’s license; power of attorney/will; Social Security/Medicare cards; marriage, adoption, and/or naturalization certificates; proof of address; insurance, medical, and immunization records; and info about credit/ATM cards.

The “Grab & Go Bag” could hang right by your door or be placed in your get-away car in case of an evacuation.

**ONLINE CERTIFICATE PROGRAMS!**

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 educational interactive learning tools, one-on-one instructor support by phone, email, and/or chat, and comprehensive graduate resources to help students transition from education to employment. For more information, visit <http://legacy.careerstep.com/sacopee>.

**COMPUTER TECHNICIAN**

Developed by a Computer Technology Industry Association (CompTIA) education partner, this online program is specifically designed to prepare students for the CompTIA A+ certification exams. Learn about hardware, operating systems, networking, security, and troubleshooting as well as 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 three months of full-time study. However, the online course format allows you to study on your own schedule, so your enrollment includes six months of program access in case you need extra time. (Ages 18+)

Online Course: Enroll Any Time!

Instruction provided by Career Step Certified Trainers

\$1995 Covers course tuition and all materials and supplies as outlined above

**MEDICAL TRANSCRIPTION AND 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 as 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 four months of full-time study. However, the online format allows you to study on your own schedule, so your enrollment includes twelve months of program access to ensure you’ll have the time you need to complete your training. (Ages 18+)

Online Course: Enroll Any Time!

Instruction provided by Career Step Certified Trainers

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