

# *Oxford Hills / Nezinscot*

## *Adult & Community Education*

*“The cure for boredom is curiosity. There is no cure for curiosity.” ~ Dorothy Parker*



## *2024 Spring Catalog*

256 Main Street South Paris, ME 04281

207-743-8842

[SAD17.MAINEADULTED.ORG](http://SAD17.MAINEADULTED.ORG)



# 2024 Spring Course Catalog

Welcome to Oxford Hills/Nezinscot Adult Education and thank you for your support and encouragement to all of our students, teachers and staff as we continue to chart our course through flowing waters and shifting horizons within our lives and around the world.

To the Adult Ed Teachers and Staff: Tina, Heidi, Aimee, Jeanna, Connie, Marcia, Jerry, Brett, Kevin, Eli, Kathleen, Kate, Becky, Chris, Paula, Dorene, Donna, Merle, Sarah, Steve and Charissa, your patience, exuberance, and faith keeps us all moving onward and upward toward our personal and educational goals. To the many Adult Ed Students: your persistence, resistance and resilience has shown us what true human strength and guts can really accomplish. You are our educational champions!

Special thanks to our two wonderful volunteers – Art and Anne who are working with a few of our students!

To the guests, friends and families: You provide tremendous support and encouragement to each and every student. Thank you!

We hope that you will take some time to peruse our catalog of great classes and sign up for the ones that pique your curiosity.

Thank you for simply being you – a student, a teacher or staff member of Oxford Hills/Nezinscot Adult Education. See you soon!



**256 Main Street, South Paris, ME 04281**  
*Contact Us: 207-743-8842 • [adulthood@msad17.org](mailto:adulthood@msad17.org)*

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## **SCHOOL YEAR OFFICE HOURS**

Monday - Thursday, 8:30 AM - 8:30 PM  
Fridays, 8:30 AM - 1:30 PM

## **OFFICE HOURS**

Tuesday - Thursday 9:00 AM - 3:00 PM  
Monday & Friday by appointment

## **PROGRAM CALENDAR**

*Office Closed and No Classes on the  
Following Dates:*

September 4, *Labor Day*  
October 9, *Indigenous People's Day*  
November 10, *Veterans' Day*  
November 22-24, *Thanksgiving*  
December 21-January 1, *Winter Vacation*  
January 1, *New Year's Day*  
January 15, *Martin Luther King, Jr. Day*  
February 19, *President's Day*  
February 20-23, *February Vacation*  
April 15, *Patriots' Day*  
April 16-19, *April Vacation*  
May 27, *Memorial Day*  
June 19, *Juneteenth*  
July 4, *Independence Day*

*Like Us On  
Facebook!*

*Oxford Hills / Nezinscot  
Adult & Community Education*

*Visit our Website at:  
[sad17.maineadulted.org](http://sad17.maineadulted.org)*

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# Our Staff

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## **Oxford Hills Location:**

Oxford Hills Comprehensive High School  
256 Main Street, South Paris

## **Nezinscot Location:**

Buckfield Jr/Sr High School  
160 Morrill Street, Buckfield

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### **Administrative Staff:**

**Tina Christophersen**, ext 1535  
Director of Adult &  
Community Education

**Heidi Durgin**, ext. 1545  
Academic Student Advisor/College  
Transitions Coordinator

**Aimee Edmunds**, ext. 1541  
Workforce & Career Advisor/  
Coordinator

**Jeanna Packard**, ext. 1538  
Secretary

**Connie Staples**, ext. 1539  
Secretary

### **Academic Teachers:**

**Kathleen Beauchesne**

**Elijah Merrill**

**Kate Molloy**

### **Workforce Instructors:**

**Marcia Campbell, RN**

**Kevin Farnum**

**Tim Johnson**

**Charissa Kerr**

**Brett Larson**

**DeAna Morton**

**Jerry Verrill**

### **Adult Literacy Volunteers & Tutor Training**

Find out how rewarding it is to make a difference for an adult learner. You may work individually with a student on math, literacy, or other basic skills, or assist a teacher in an academic lab. Make a difference in someone's life! Help them learn to read or finish their high school diploma.

You can even help someone improve their English language skills.

***FREE***

Judy Green - OHCHS

***Please contact us at 207-743-8842 for more information.***

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# About Our Program

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Our program offers a wide range of classes and programs in the basic education and ESOL, high school completion, *HiSET*® High School Equivalency Test, college transitions (college preparation), workforce training, and enrichment areas.

Many programs can be customized for business and industry to meet specific goals. Classes are offered throughout the day, evening, and year-round.



About Our Program

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## High School Completion/HiSET® /College Advising

Heidi Durgin, our Academic Student Advisor and College Transitions Coordinator, is available to help you complete your high school diploma or obtain your high school equivalency credential by passing the *HiSET*® exam.

Are you looking to attend college? We can help, by offering Accuplacer testing and college advising to put you on the path to success. Need help finding financial aid for

college? We can provide assistance completing the FAFSA application, finding and applying for scholarships, and applying to the college or trade school to put you on the path to higher education and better employment.

*Contact Heidi Durgin at  
207-743-8842 ext. 1545  
to schedule a meeting.*

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## Workforce & Career Advising

Our staff at Oxford Hills / Nezin-scot Adult Education will assist you with enrolling in one of our many workforce training programs and can advise you on which college, technical school, or vocational training will best match your skills and potential career field. Are you looking for a new job but need assistance writing a cover letter, put-

ting together a resume, or guidance on how to prepare for an interview? We can guide you through everything you need to be successful in your next job interview.

*Contact  
Aimee Edmunds  
207-743-8842, ext. 1541  
to schedule a meeting.*

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# Services & Program Offerings

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## Workforce Training & Certification

As a community partner, we strive to meet the many needs of today's workforce and the challenges they and their employers face. Our program currently offers many in-person certifications including Class A & B Commercial Driver's License and School Bus training, Certified Nursing Assistant & Certified Clinical Medical Assistant certifications, and Reiki certification.

We offer a wide-range of in-person and online computer courses. These courses can be taken to gain a certificate credential or broken out into individual courses to reinforce or improve your knowledge.

Our workforce program is growing and developing new trainings to meet the needs of local businesses and industry. If your business has training needs, please contact our office at 207-743-8842 to discuss what we can do for you.

## Finance & Assistance

Sometimes financial obstacles prevent us from advancing in life. Let us help you and break through these barriers by finding grants and scholarships to pay for your training. Scholarship assistance may be available to eligible students in need of child care services during class times.

Recently, private entities and government initiatives have poured large sums of easy to access money into workforce training. This money is available to OUR LOCAL BUSINESSES to train your staff for new skills.

Contact our office at 207-743-8842 to find out more information.





**OHNAE  
&  
OHTS  
CDL A&B**

## **COMMERCIAL DRIVERS LICENSE TRAINING**



**DRIVE YOUR CAREER  
FORWARD**

**Take your career to the next level and earn your CDL Class A or B truck license. This training program will assist students in acquiring the skills that can lead to a successful career in the trucking industry or take their current career forward. Our staff is experienced, well-trained, and BMV licensed to teach the required classroom, range and over the road instruction needed to obtain a CDL license.**

### **Class Dates & Times:**

**Starting: February 2024**

Oxford Hills Comprehensive High School

Preadmission required. Call us at

207-743-8842 for more information.

### **Cost:**

**\$5,700**

Class training fee includes: tuition, books, two FMCSA drug screening fees (pre-admission & post permit), FMCSA physical, use of truck, fuel as well as one attempt at the permit and license tests.

### **Enrollment Requirements:**

- Valid Driver's License
- Pre-arranged Financing (assistance available)
- Complete Adult Ed Intake Application
- Pass DOT Physical & Drug Screen
- Ability to Attend all Scheduled Classes

**CONTACT US  
TO ENROLL**

**(207) 743-8842  
adulted@msad17.org**



# Career, Technical & Workforce

## Certified Nursing Assistant (CNA)

This is a Maine State Certified course and exceeds the 130 hours required by the State of Maine.

Requirements include a math and reading test, interview session, proof of physical within the last year, immunization records, and the willingness to dedicate your time to a 12-week training commitment.

The Certified Nursing Assistant (CNA) program is a 130-hour program, consisting of 70 hours of classroom time, 20 hours of lab time, and 40 hours of clinical work. Students who complete this course will be able to sit for the Maine CNA competency test. Training includes CPR Certification & First Aid training. Call 207-743-8842 for enrollment information.

*\$2,050 - 12 weeks*

*Mar 4 - May 22 at OHCHS*

*Classes: Mon & Wed, 4:00 - 7:00pm*

*Clinical: Thurs. 3:30 - 8:30pm*

*-Marcia Campbell, RN-*

## Certified Clinical Medical Assistant (CCMA)

Medical Assistants are responsible for many medical office tasks including administrative, technical, and scientific duties. CCMA's must possess strong social and ethical skills. Job duties include cleaning and dressing wounds, taking blood samples, administering medications, taking vitals, preparing and administering EKGs. They are responsible for obtaining a patient's history, providing patient education, and assisting physicians during examinations and procedures. Training includes CPR Certification & First Aid training. Call 207-743-8842 for enrollment information.

*\$2,850 - 12 Weeks*

*Classes start Spring 2024*

*Clinicals scheduled at the conclusion of lecture/lab instruction.*

*-DeAna Morton-*

### *Are you a Veteran of the Armed Forces or in the Reserves?*

*Did you have a parent who served in the military?*

*You may qualify for education & training benefits.*

*Call the VA Toll-Free hotline at: 1-888-442-4551 or visit: [www.gibill.va.gov](http://www.gibill.va.gov)*



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# Career, Technical & Workforce

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## **CDL Bus Driver Training**

This CDL (Class B) class prepares students to meet the Maine BMV Class B school bus driving requirements and consists of 42 hours of classroom instruction to prepare students for the State written and skills exam, and 30 hours of driving instruction to prepare students for the state road test. Please call 207-743-8842 for program details.

\$1,850

Class begins in early spring. Call for details.

Classes: Mon & Wed, 5:30-7:30 PM

*-Kevin Farnum-*

## **CDL Instructor Train The Trainer**

This is approved by the State of Maine Bureau of Motor Vehicles as an introductory course in commercial motor vehicle driver education instruction for a Class A commercial motor vehicle driver education instructor license. Specifically, this course has been developed to provide instructor training for potential CDL instructors.

\$2,500

Class begins early spring. Call for details.

*-Jerry Verrill-*

## **CDL Class A or Class B Truck Driver Training**

This Commercial Driver's License training program will assist students in acquiring the skills that can lead to a successful career in the trucking industry. Our staff is experienced, well-trained and licensed and our education includes classroom, range, and road instruction. Each student leaves prepared with the knowledge and the professional skills to start a new and exciting career in transportation. This is an in-demand training program with an extensive application process which includes a formal adult education intake, drug screen, physical, and background check.

\$5,700

Class begins Feb 12 at OHCHS

Classes: Mon-Wed, 3:00 - 7:00 PM

*-Brett Larson-*

*-Jerry Verrill-*

# Career, Technical & Workforce - Online

OHNAE in partnership with:



## Administrative Assistant Fundamentals

Rapid growth in the health, legal services, data processing, management, public relations, and other industries has created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of: managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You will become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine. This course and its follow-up (Administrative Assistant Applications) may help you prepare for the internationally-recognized Certified Administrative Professional® (CAP®) exam offered by the International Association of Administrative Professionals® (IAAP®). **Note: This course is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals® (IAAP®)**

\$129 - 6 Weeks / 24 Course Hrs

Open Enrollment (start anytime)

Self-Paced. Study on your own schedule. To register visit:

[ed2go.com/ohadulted](http://ed2go.com/ohadulted)

## Certified Administrative Professional

To be a successful administrative professional, you must possess the skills to handle a wide variety of workplace tasks and scenarios. The Certified Administrative Professional (CAP) course serves two purposes. First, it prepares you to take the CAP exam offered by the International Association of Administrative Professionals (IAAP). Second, it provides you with a broad selection of essential skills and knowledge to effectively work as an administrative assistant in fields including educational technology, government, and medicine. In this course, you will learn the basics of workplace administration, as well as how to begin and grow a successful career as an administrative professional. The course covers the intricacies of organizational communication, office and records management, and human resource fundamentals, among other topics. You will also learn to effectively write for business, produce documents, and utilize information technology. You will gain event and project management skills, which include virtual meeting coordination. As technology develops, this skill has become increasingly useful. Each course module concludes with a quiz, helping you to effectively track your progress and test your skills. This course includes a voucher which covers the fee for the exam.

\$1,795 - 6 Months / 90 Course Hrs

Open Enrollment (start anytime)

Self-Paced. Study on your own schedule. To register visit:

[CareerTraining.ed2go.com/ohadulted](http://CareerTraining.ed2go.com/ohadulted)

# Career, Technical & Workforce - Online

## CompTIA A+ Certification Training

This course will prepare you for CompTIA A+ Certification. You can earn this certification after you pass the following two exams. The CompTIA A+ Certification Exam 220-1001 covers mobile devices, networking technology, hardware, visualization and cloud computing, and network troubleshooting. The CompTIA A+ Certification Exam 220-1002 covers installing and configuring operating systems, expanded security, software troubleshooting, and operational procedures. CompTIA A+ Certification is vendor neutral and internationally recognized, giving you a competitive advantage no matter what country you are working in and what hardware you are working with. This course offers enrollment with or without vouchers. The vouchers are prepaid access to sit for the certifying CompTIA A+ Certification exams (CompTIA 220-1001 and 220-1002) upon completion of the course and eligibility.

\$1,995 with certification exam voucher

\$1,650 w/o certification exam voucher

*6 Months / 290 Course Hrs*

Open Enrollment (start anytime)

Self-Paced. Study on your own schedule. To register, visit:

**[CareerTraining.ed2go.com/ohadulted](http://CareerTraining.ed2go.com/ohadulted)**

## Computer Hacking Forensics Investigator (CHFI) (Voucher Included)

Digital forensics is vital to cybersecurity. This online course will prepare you for the EC-Council's Computer Hacking Forensic Investigator (CHFI) Certification exam, a credential that validates your understanding of digital forensic tools and how they are used in the cybersecurity industry. Digital forensics has a key place on every cybersecurity team. Without it, most organizations' security leadership will fail to see its full potential. This course takes a detailed, methodological approach to computer forensic and evidence analysis. You will gain a critical skill set for the identification of an intruder's footprints and gathering necessary evidence for prosecution. The course also includes a voucher with your enrollment, that covers the certifying exam fee upon eligibility. Scheduling and testing will be available through a remote proctor function.

\$2,895 - 6 Months / 100 Course Hrs

Open Enrollment (start anytime)

Self-Paced. Study on your own schedule. To register, visit:

**[CareerTraining.ed2go.com/ohadulted](http://CareerTraining.ed2go.com/ohadulted)**

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# Career, Technical & Workforce - Online

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## **Freight Broker/ Agent Training**

The Freight Broker / Agent Training course provides you with the comprehensive training needed for building a successful freight brokerage or freight brokerage agency. This freight broker training course is designed to educate the student about the foundational aspects of brokering shipments. From learning the laws and terminology, setting up your business, learning about valuable tools and software, contracts and forms, how to find shippers and do ratings, and much more, it will provide you with the knowledge, insight, and direction to help you stand out in this growing industry. You will learn the differences between a broker and an agent, their various duties and responsibilities, and the laws and legal requirements for both. You will also learn how to develop important qualities and skills such as how to set your goals and market yourself, set up and organize your office, record keeping and back-office procedures, and how to choose brokerage and operating software. By course completion, you will understand the steps of setting up carrier and shipper packets and contracts, marketing and advertising avenues, rate quotes, how to interact with shippers and carriers to keep lines of communication open, and valuable negotiation skills.

*\$1,895 - 6 Months / 100 Course Hrs*

Open Enrollment (start anytime)

Self-Paced. Study on your own schedule. To register, visit:

**[careertraining.ed2go.com/ohadulted](http://careertraining.ed2go.com/ohadulted)**

## **Start a Pet Sitting Business**

If you're an animal lover, find out how you can start your own pet sitting business to translate your passion into a profitable career! In this course, you will master the essentials of running a cat and dog sitting business. You'll begin with pet care, including nutrition, exercise, first aid, and the identification of common diseases. You will learn the basics of first aid and find out how to administer pills, liquid medications, and injections to an uncooperative cat or dog. You will discover how to handle home visits and impress your potential clients. You'll also explore sticky situations that can in addition, you will dive into finances and explore start-up costs, accounting, fee setting, business plans, and low-cost marketing. You will discover how to obtain required insurance, hire employees as your business expands, and entice financial institutions to loan you money. Then, you will look at opportunities for expanding your pet sitting services. Is a dog-walking service right for you? Can you train puppies? Do you want to look after other animals, including horses? By the end of this course, you will have all the knowledge you need to become a professional pet sitter. In addition, you will discover how your pet sitting business can grow to continually challenge and satisfy you.

**\$129**

Classes begin every month.

To register, visit:

**[Ed2go.com/ohadulted](http://Ed2go.com/ohadulted)**

# Career, Technical & Workforce - Online

## Video Game Design & Development

Video game design and development is challenging, but the rewards are worth it. With this unparalleled comprehensive training course, you'll master skills that open doors to the growing video game industry. By the end of the course, you will have designed and created your own video game for the PC, and will stand ready to join a team working on projects with larger scope, or pursue independent development. Using a comprehensive and analytical approach to game development, this course offers you the opportunity to learn how to effectively implement technical game ideas, assuming no prior training or experience. The curriculum is divided into four major areas of study: Programming languages, mathematic skills, game asset creation, and modern real-time game engines. It will conclude with an independent study phase which you will design, document, and create your own game using all of the programming and game art skills you learned in the core modules. This course is entirely online and is completed at your own pace.

**\$2,145 - 12 Months / 500 Course Hrs**

**Open Enrollment (start anytime)**

**Self-Paced. Study on your own schedule. To register, visit:  
[careertraining.ed2go.com/ohadulted](http://careertraining.ed2go.com/ohadulted)**

***Workforce certificate courses require an intake process with skills testing. Contact our office to schedule your intake.***

## Get free skills training for your employees!

**Workforce Development Compact**  
Harold Alford Center for the Advancement of Maine's Workforce in conjunction with: *Maine Community College System & Oxford Hills / Nezinscot Adult Education*

**\$600 per employee through 12/31/23  
Call Tina at OHNAE for more info:  
207-743-8842**

# Academy of Medical Professions



## Workforce Ready Certifications!

- Courses offered via distance learning (Web-ex).
- Payment plans available - Contact the Academy.
- All classes are open enrollment so register anytime!

Visit Oxford Hills / Nezinscot Adult Education's  
website for full course details.  
**sad17.maineadulted.com**



## CALL TO REGISTER!

Phone: 207-721-0714 • Toll Free: 866-516-8274 • Fax: 207-449-1242  
Email: [info@academyofmedicalprofessions.com](mailto:info@academyofmedicalprofessions.com)

### Synchronous & Asynchronous Programs!

**\*Clinical Medical Assisting and Phlebotomy are live-only due to in-person skills labs**

**\*Labs may not be available in all locations\***

Our Programs are all-inclusive: books, reference books, national certifications, practice exams and online resources, live instructors, and student support for self-paced students are included in tuition. Payment plans available; WIOA/ voucher approved (Goodwill, MyCAA, Maine Department of Labor, EMDC/HOPE, etc.).

### Clinical Medical Assisting

An all-inclusive 16-week program that includes in-person skills labs and live via Zoom class meetings that prepare you to pass the National Certification. Upon completion of the program, you will sit for your CCMA (Certified Clinical Medical Assistant) national certification exam through NHA. \$3,500 includes national certification, 6 practice exams, online study guide materials, books, resume assistance, and all other associated fees. Externships may be available in your area. Payment plans are available. Live Classes meet TU/TH 5:30-8:30 PM.

\$3,500

3/5/24, 6/18/24



# Academy of Medical Professions

## Dental Assisting

12-week Certificate program in Dental Assisting for one of the most high-demand careers. This program is designed to teach all aspects of dental assisting and provide you with the skills you need to work in this field and pass a national certificate exam. This program is taught by a Dentist and includes an opportunity for internships. We now offer an option for Lab days, please ask for more details! Includes all books, exam preparation materials and fees for the DANB RHS® certificate program. Upon passing the DANB RHS®, you will receive a certificate of knowledge based on competency for that component from DANB. Payment plans available.

\$3,200

2/5/24, 6/10/24

Live Classes Monday 6-8 PM OR  
Online Anytime, Self-Paced

## Medical Coding

20-week, in-depth medical coding for CPC certification through AAPC. This program is designed to teach all aspects of medical coding, provide you with the skills needed to become nationally certified and get into the job market as a Certified Professional Coder. This certificate program includes Medical Terminology, Anatomy & Physiology, CPC-A exam, AAPC membership, 3 practice CPC tests and all books. Basic computer skills are required. Payment plans available.

\$3,950

\$5,150 with Practicode (6–10-week online program) will remove the apprenticeship designation from CPC credential

3/14/24

Live Classes meet Thursdays,  
5:30-8:30 PM OR Online Anytime,  
Self-Paced

## Medical Office Specialist - Administrative Medical Assistant

16-week certification course: This course provides practical real-world skills essential for success in the healthcare field and meets entirely online. This all-inclusive course consists of Medical Terminology, Medical Front Office Skills, Electronic Medical Records Boot Camp, and Medical Billing. In addition, upon completion of all courses, you will sit for your CMAA (Certified Medical Administrative Assistant) Certification exam through the National Healthcareer Association (NHA). Includes national certification, all books, fees, and resume and job assistance. Payment plans available.

\$3,200

3/6/24

Live Classes meet Wednesdays 5:30-7:30 PM OR Online Anytime, Self-Paced

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# Academy of Medical Professions

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## Medical Transcription

Medical transcription is a desired field for most people trying to work at home. Strong typing, computer, and English grammar skills are essential. Medical terminology, formats, rules and regulations, jobs, calculation of pay, confidentiality, and tricks of the trade, all equipment, reference books, and course books are provided with the course fee. Classes are online for 16 weeks with a completion of 16 weeks to 6-month options. This is a State Certified Program, and you will receive a Certificate of Completion and Letter of Recommendation upon graduation, resumes and how to obtain a job are covered in this program. Program includes medical terminology, Anatomy & Physiology, and transcription. Includes everything for the course and the field. Required: typing skills above 60 WPM, Microsoft Word proficient.

\$3,200

Online Anytime, Self-Paced

## Phlebotomy

Become Nationally Certified in 10 weeks as a Phlebotomy Technician. Our course is all-inclusive and prepares you for national certification with live classes via Zoom and in-person skills labs. You will be able to perform basic phlebotomy procedures, evaluate patients for ability to withstand venipuncture procedure, explain the procedure and answer patient questions, perform basic point of care testing, such as blood glucose levels on patients, prepare blood, urine, and other body fluid specimens for testing according to established standards. Includes Certified Phlebotomy Technician (CPT) national certification through NHA, books, resume and job assistance. Payment plans available.

\$3,200

3/5/24, 6/18/24

Live Classes meet TU/TH 5:30-8:30 PM.

## Pharmacy Technician

All Inclusive 14-week program with two options: entirely online, or our new live via Zoom class that meets weekly. Pharmacy Technician is one of the fastest growing jobs in health care today. In this course, you will learn everything from the role of the technician in the pharmacy setting, to the basic sciences at the core of pharmacy practice, to preparing for the PTCB exam. You will learn complete drug information that includes proper name, spelling and pronunciation, drug class, generic and trade name, route of administration, dosage and more of hundreds of drugs. You will be able to identify pills on sight with pill photos, gain a better understanding of how certain drugs work within the body with a concise review of relevant anatomy and physiology, and stay up to date with cutting-edge pharmacy practice with the latest information on new drugs, regulations, HIPAA guidelines and safety procedures. All materials included including PTCB National Certification (CPhT) Exam fee. Payment plans available.

\$2,850

New blended live via Zoom dates: 1/25/24, 5/30/24

Live Classes Meet Thursdays, 7-9 PM OR Online Anytime, Self-Paced

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# Academics (*HiSET*® & Diploma)

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*Pre-registration for classes is necessary.*  
**Call 207-743-8842 for more information.**

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## **Academic Lab/ Reading Lab**

The Academic Lab is an opportunity for a student working on their diploma to meet with an instructor and continue academic progress toward subject-specific credit.

*-Kate Molloy-*

## **Advanced Numeracy & Pre-Algebra**

This class continues where Basic Numeracy leaves off. You will review fractions, decimals and percentages, then on to ratios and proportions, and finish with Pre-Algebra.

*-Kathleen Beauchesne-*

## **Algebra**

This course will review exponential and radical expressions. Then, students will explore and master functions, linear equations, systems, polynomials and quadratic equations. Students must have a knowledge of advanced numeracy to be successful in this class.

*-Kathleen Beauchesne-*

## **Astronomy**

Students will study objects and matter outside the Earth's atmosphere including their physical and chemical properties, and will utilize the district's access to the observatory.

*-Elijah Merrill-*

## **Basic & Advanced Numeracy**

Basic and Advanced Numeracy will help to improve your basic arithmetic skills. You will work in a small class on addition and subtraction up through fractions, decimals and calculating percentages. Building on these math functions, you will move on to ratios and proportions, and finish with Pre-Algebra.

*-Kathleen Beauchesne-*

## **Biology/Health Sciences**

This course will help you build a basic knowledge of human biology and its connection to human health. The focus is upon human anatomy and physiology, common health concerns, nutrition, and their effects upon your overall health.

*-Kate Molloy-*

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# Academics (*HiSET*® & Diploma)

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*Pre-registration for classes is necessary.*  
**Call 207-743-8842 for more information.**

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## **Civics**

Students will study the rights and duties of citizenship.

*-Elijah Merrill-*

## **College Transitions Success**

An introduction to the college environment and an opportunity to strengthen the academic skills necessary for success at the community college level.

*-Kate Molloy-*

## **Computer Literacy Basics**

This required class covers the basic computer competencies necessary for academic credit.

*-Kate Molloy-*

## **Current Events**

In this class students will digest news stories using various methods, such as news-mapping, graphing, summarizing, and editorializing, with the goal of making the news more relevant to students. News happens!

*-Elijah Merrill-*

## **Elements**

### **& Principals of Art**

This elective class will provide students with an opportunity to appreciate works of famous artists through the lens of Art Elements and Art Principles. Students will also represent these art concepts through independent projects.

*-Kathleen Beauchesne-*

## **English Composition I & II**

Students work on two longer pieces of writing over the course of the semester. This course is individualized to meet the specific needs and interests of the student.

*-Kate Molloy-*

## **Financial Literacy**

Students will learn the skills needed to make smart money management decisions for real life.

*-Kate Molloy-*

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# Academics (*HiSET*® & Diploma)

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*Pre-registration for classes is necessary.*  
Call 207-743-8842 for more information.

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## **Fine Arts for Academic Credit**

Students will discuss and complete a fine arts project with guidance from the instructor.

*-Kathleen Beauchesne-*

## **Geometry**

Study the relationships among angles, polygons and 3D solids. You will practice these objectives through various lessons, skill practice and applications.

*-Kathleen Beauchesne-*

## **U.S. History I & II**

The social, political and economic development of the United States from the Civil War Period through the mid 1900s is covered.

*-Elijah Merrill-*

## **Lifetime Pursuits**

This elective class will provide multiple opportunities for students to engage in an active lifestyle. Let's go for a long walk, or take a short hike up to a scenic overlook. One class may be a bike ride. In another class we may try hitting golf balls! Students will receive diploma credit while trying out activities that they may love for their lifetime.

*-Kathleen Beauchesne-*

## **Math Diploma Lab**

This course will help students improve their basic arithmetic skills. Students will work in a small class setting on addition and subtraction, multiplication, and division of whole numbers. Students will then study fractions, decimals, and percentages.

*-Kathleen Beauchesne-*

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# Academics (*HiSET*® & Diploma)

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*Pre-registration for classes is necessary.*

**Call 207-743-8842 for more information.**

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## **Music History**

Music is in every known culture, past and present, varying widely between times and places. The emotions and ideas that music expresses, the situations in which music is played and listened to, and the attitudes toward music is played and composers all vary between regions and periods. Specific periods will be discussed based on student interest.

*-Elijah Merrill-*

## **Reading Lab**

The primary goal of this course is to spark a love of reading within students. As a class, we will explore books of different genres and authors, styles and lengths until each student finds the one that interests them. The secondary goal is to introduce students to book discussion and light analysis.

*-Elijah Merrill-*

*-Kate Molloy-*

## **Science with Lab**

Topics covered during this class will be determined based on individual student need for academic credit.

*-Elijah Merrill-*

*-Kate Molloy-*

## **Woodshop for Academic Credit**

Woodshop isn't just a shop in which things are made from wood. Materials + effort = the stuff self-esteem is made from. Let's discover your potential.

*-Elijah Merrill-*

## **World History**

Location, place, human-environment interaction, movement and region (the 5 themes of Geography) are applied to the study of the creation of the earliest human civilizations (The River Valley civilizations).

*-Elijah Merrill-*



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# Academics (*HiSET*® & Diploma)

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**HiSET**

powered by 



## **Do You Lack A High School Diploma?**

Are you ready to take the first step toward expanding your opportunities for college or a better career?

We can help you on your journey to earning your high school equivalency credential by passing the HiSET® exam. Receiving this credential may help open doors that have been closed to you previously. Contact us today at 207-743-8842 to get started!

Academics, HiSET & Diploma

## **HiSET® Test Prep Labs**

Get ready to earn your High School Equivalency Diploma (the HiSET®) by taking this prep course. Topics are specific to the HiSET® tests.

Our teachers:

*-Kathleen Beauchesne-*

*-Kate Malloy-*

*-Elijah Merrill-*

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# Enrichment & Special Interest

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## Computer Basics

This course is for students who would like to learn the basics of personal computers. Whether you are brand new to computers or tired of being lost and confused, you will be shown the basics of using your home computer. Learn about the desktop, using folders, copy and paste, browsing the internet, using email, mouse buttons, keyboard functions, the start menu, and viruses.

*\$60 - 4 Weeks*

*Class: Apr 3 – May 1*

*Wed, 6:00 - 7:30 PM*

*Steve Catanese - OHCHS*

## Cybersecurity Introduction

Course is online through a partnership with ed2go.com. This self-paced course is designed to help you increase your knowledge of cybersecurity and technology fundamentals to fill knowledge gaps in your current role or pursue an entry-level career in this in-demand field. We answer questions around what cybersecurity is, what an operating system does and the most common types, cloud computing, and many other topics related to cybersecurity foundations. You will have the opportunity to develop your foundational cybersecurity skills through hands-on demonstrations as you follow along with the instructor videos, learn time-saving tips to increase your efficiency, and establish best practices.

*\$129 Class begin every month*

*To register, visit*

***Ed2go.com/ohadulted***

## Artificial Intelligence & Machine Learning Suite

Course is online through a partnership with ed2go.com. This course bundle will provide you with a foundation of practical knowledge on artificial intelligence (AI) and machine learning. You will begin with the science behind AI computer systems, which can perform tasks that typically require human intelligence, and AI ethics, applications, and more. Then you will move on to a more thorough look at machine learning, the problem it is trying to solve, and specific techniques and applications used in supervised, unsupervised, and semi-supervised learning.

*\$230 Class begin every month*

*To register, visit*

***Ed2go.com/ohadulted***

## Beginning Beekeeping

This beginning course will cover the basics needed to begin the exciting hobby of beekeeping. Participants will be shown how to assemble hive equipment, use a smoker and veil, acquire bees and install them in a hive, inspect and manage a hive throughout the seasons, and produce honey.

*\$75 - 6 Weeks*

*Class: Feb 26 – April 1,*

*Mon, 6:00 - 8:00 PM*

*Paula & Chris Easton - OHCHS*

# Enrichment & Special Interest

## Knitting-Intermediate Socks or Mittens

Do you love the cozy warm feel of hand knit socks or a pair of mittens? Ever want to knit your own but just need a bit of guidance? You'll need to know the basic knit and purl stitches. Bring a set of size 2 double ended needles and 2 ply (fine)wool or acrylic yarn for the socks. For mittens bring a set of size 3 double ended needles and 4 ply (sport wt.) wool or acrylic yarn. Patterns will be provided.

\$30 - 4 weeks

Wed, March 6-March 27

6:00 – 7:30 PM

*Instructor, Donna Marshall*

## Managing Your Woodlot – A Beginner's Course

This 6-week long program for Woodlot owners includes Tree identification, deeds and boundaries, timber harvesting, wildlife management, forestry taxes, forestry regulations, and working with a consulting forester. The instructor is Merle Ring, retired Maine Forest Service District Forester with 42 years of experience.

\$80

Class: March 7-April 11,

Thurs, 6:00 - 8:00 PM

Merle Ring - OHCHS

## Driving Dynamics, Maine

This course covers collision-avoidance techniques and safety tips to help you become a better driver. These techniques will be discussed through lectures, videos, and classroom participation. Those completing the course will receive a three-point credit on their license record.

\$70 - 2 Days

Class: Wed, March 7  
& Mon, March 25

6:00 - 8:30 PM

## Changing Jobs: Finding Work That Fits

Are you considering a job change? This online class for women will help you identify work options and benefits that align with your interests, skills, and values. In three 60-minute class sessions, you will:

- Explore current local and statewide work and training opportunities
- Practice negotiating for better benefits and pay
- Connect with other women who are building confidence and exploring more rewarding careers

Being offered online, free of charge on Thursdays, Feb. 29, March 7 & 14, from 6:00 - 7:00 PM

Facilitator: Chris Morin of  
NewVenturesMaine.org

# One & Done



## Camp Craft Basics

Learn from a Maine guide how to prepare for any outdoor adventure. This includes trip planning, wilderness survival and map and compass.

\$50 - Wed, Tues 14, 5:00-8:00 PM

*Kevin Frost - OHCHS*

## Card Making - Stamp a Stack I & II

Students will create five different assorted sentiment cards with materials ready for you to stamp and assemble. Work your way through each station at your own pace, creating two of each for a total of 10 cards with envelopes.

\$35/Session - 1 Week

Session I: Mar 27, Session II: May 8

Wed, 5:30 - 8:30 PM

*Rebecca Kostovick - OHCHS*

## CPR Certification

The CPR class includes adult, child and infant CPR and AED use, adult, child and infant choking, and how and when to call emergency services. The course cost includes use of the manikins, video, certified instructor, practical components, and a certificate of completion. The video portion has been shortened, and the practical time has been increased to ensure everyone has enough time to gain confidence in their skills. This class is taught to the standards established by American Heart Association. The workbook is not included with this class. If you would like a workbook, please indicate on your registration form. Cost is \$10 for the book, paid to instructor.

\$60 - 1 Week

Session I: Mar 20, Session II: May 14

5:30 - 8:30 PM

*Charissa Kerr - OHCHS*

## Cupcake Creations

Learn basic skills that can be used to make lots of edible memories for you and your family. The icing will be provided by the instructor. You will need to bring at least 15 cupcakes as well as a simple decorator kit (Walmart-around \$10).

\$45 - 1 Week

Class: Tue, Mar 26, 6:00 - 8:30 PM

*Dorene Vail - OHCHS*



**SCAN ME!**

**To Register  
Online**

# One & Done

## First Aid Training

The First Aid class includes: medical emergencies, bleeding that you can see, bleeding you cannot see, treating for shock, and how and when to call emergency services. The course cost includes a blend of PowerPoint and video, instructor and practical components, and a certificate of completion. This class is taught to the standards established by American Heart Association. The workbook is not included with this class. If you would like a workbook, please indicate on your registration form. Cost is \$10 for the book.

*\$40 - 1 Week*

*Class: April 9*

*Tues, 5:30 - 7:30 PM*

*Charissa Kerr - OHCHS*

## Instant Piano

In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. Learn to play piano the way professionals do using chords with this quick lecture/hands-on demonstration. Since this course includes an online book and with video lessons, you will be able to continue your practice and study on your own. An optional, periodic online question and answer session is also included in addition to a recording of the class.

*\$59 - 1 Week*

*Class: April 15*

*Mon, 6:30 - 9:30 PM*

*Craig Coffman - ONLINE*

## Instant Guitar

Have you ever wanted to learn the guitar but simply find it difficult to find the time. In just a few hours you can learn enough about playing the guitar to give you years of musical enjoyment and you won't have to take private lessons to do it. This crash course will teach you some basic chords and get you playing along with your favorite songs right away. This class includes an online book and follow up video lessons to help you continue your practices and study on your own. An optional, periodic online question and answer session is also included in addition to a recording of the class.

*\$59 - 1 Week*

*Class: April 16*

*Tues, 6:30 - 9:00 PM*

*Craig Coffman - ONLINE*

## Invest For Success

You work hard for your money. Is your money working for you? Are you confident in your current investment strategy? Join us to learn about the power of compound interest, managing risk, and strategically investing to reach your goals.

*Free - 1 Week*

*Session: March 12*

*Tues, 6:00 - 7:30 PM*

*Sarah Blondin - OHCHS*

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# One & Done

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## Investing at Retirement

Nearing or entering retirement? Join us to learn the power of having a customized strategy to make the most of your benefits and assets, identify considerable risks, and plan for a comfortable, financially secure retirement.

*1 Week*

Tue, May 21, 6:00-7:30 PM

*Sarah Blondin - OHCHS*

## Money, How it Works

Are you living paycheck to paycheck? Struggling with debt? Looking for a better way? Come learn the power of having a customized strategy, how to overcome common financial obstacles, eliminate debt and avoid costly mistakes many investors unintentionally make.

*Free - 1 Week*

Session: Apr 23

Tue., 6:00 - 7:30 PM

*Sarah Blondin - OHCHS*

## Social Security

Do you wish you had a better understanding regarding your social security benefits? Do you want to make sure you're getting the most out of your benefits? Join us to learn how!

*1 Week*

Wed, April 10, 6:00-7:30 PM

*Sarah Blondin - OHCHS*

## Substitute Teacher Training I & II

Substitute teaching is a way to help your community while earning extra money. This workshop provides information about school expectations, teachers' lesson plans, and positive behavior intervention and supports (PBIS). Persons who complete this course successfully may be enrolled as substitute teachers for SAD 17. (College degree preferred but not required.)

Register for only 1 session.

*Free - 1 Week*

Session I: Feb 27

Session II: April 9

Tues, 4:00 - 6:00 PM

at District Central Office

## Are You Having Trouble Controlling the Way You Eat?

Do you struffle with food obsession, overeating, undereating or bulimia? There is a Solution, Free Information Session online and by phone.

Tuesday May 21, 2024

6:30 - 8:00 PM

For Phone and Online Access

Information call Sharon

207-250-7373 or email

[fa.newcastle.maine@gmail.com](mailto:fa.newcastle.maine@gmail.com)



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# Community Partners

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## **Area Adult Education Programs**

**Auburn Adult &  
Community Education**  
207-333-6661

**Lewiston Adult Education**  
207-795-4141

**Lisbon Adult &  
Community Education**  
207-353-6711

**MSAD 44 (Bethel)  
Telstar Adult &  
Community Education**  
207-824-2136

**MSAD 52 (Turner)  
Adult & Community Education**  
207-225-1010

**Oak Hill Adult &  
Community Education**  
207-375-6605

**Region 9 (Mexico)  
Adult Education**  
207-364-2012

**RSU 16 Adult Education  
(Poland-Mechanic Falls-Minot)**  
207-345-3217

**Sacopee Valley Adult &  
Community Education**  
207-625-3092

**Oxford Hills Technical School**  
207-743-7756

## **Other Community Partners**

**Central Maine  
Community College**  
207-755-5100

**Concentra Occupational  
Health - Oxford**  
207-743-7399

**Maine Veterans' Home  
South Paris**  
207-743-6300

**Market Square Health  
Care Center**  
207-743-7086

**New Ventures Maine**  
207-753-6531

**Oxford County Jail**  
207-743-9554

**Oxford Hills  
Chamber of Commerce**  
207-743-2281

**Oxford Hills / Nezinscot  
Adult Education Site at  
Buckfield Jr/Sr High School**  
207-336-2151

**Spurwink Behavioral Health**  
207-871-1200 & 207-699-9408

**Stephens Memorial Hospital**  
207-743-5933

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# Community Resources

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## **Public Libraries**

*Call for current hours and program listings.*

### **BOLSTERS MILLS**

Village Library  
466 Bolsters Mills Rd, Harrison 04040  
207-583-6421

### **BUCKFIELD**

Zadoc Long Free Library  
5 Turner St, Buckfield 04220  
207-336-2171

### **HARRISON**

Harrison Village Library  
4 Front St, Harrison 04040  
207-583-2970

### **NORWAY**

Norway Memorial Library  
258 Main St, Norway 04268  
207-743-5309

### **OXFORD**

Freeland Holmes Library  
109 Pleasant St, Oxford 04270  
207-539-4016

### **PARIS**

Hamlin Memorial Library  
16 Hannibal Hamlin Dr, Paris 04271  
207-743-2980

### **SOUTH PARIS**

Paris Public Library  
37 Market Sq, South Paris 04281  
207-743-6994

### **WATERFORD**

Waterford Library  
663 Waterford Rd, Waterford 04088  
207-583-2050

### **WEST PARIS**

West Paris Public Library  
226 Main St, West Paris 04289  
207-674-2004

## **Agencies**

### **CANCER RESOURCE CENTER OF WESTERN MAINE**

59 Winter St, Norway 04268  
207-890-7063

### **DEPARTMENT OF HEALTH & HUMAN SERVICES**

243 Main St. #6, South Paris 04281  
207-744-1200

### **FEDCAP**

1570 Main St, Oxford 04270  
844-469-5790

### **HEALTHY OXFORD HILLS**

20 Paris St, Norway 04268  
207-739-6222

### **MARKET SQUARE HEALTH CARE CENTER**

3 Market Square, South Paris 04281  
207-743-7086

### **MAINE VETERANS SERVICES**

35 Westminster St, Lewiston 04240  
207-753-9106

### **MAINE BEHAVIORIAL HEALTHCARE**

193 Main Street, Suite 14, Norway, 04268  
207-294-7096

### **SEXUAL ASSAULT PREVENTION**

### **& RESPONSE SERVICES**

66 Paris St, Norway 04268  
207-743-9777

Helpline: 800-871-7741

### **TRI-COUNTY MENTAL HEALTH SERVICES**

143 Pottle Rd, Oxford 04270  
207-743-7911

### **UNIVERSITY OF MAINE EXTENSION SERVICE**

9 Olson Rd, South Paris 04281  
207-743-6329

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# Community Resources

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## *Small Business Resources*

### **ANDROSCOGGIN BANK**

170 Main St, South Paris 04281  
207-743-2545

### **CENTRAL MAINE**

#### **COMMUNITY COLLEGE**

1250 Turner St., Auburn 04210  
207-755-5100

### **COMMUNITY CONCEPTS**

17 Market Sq, South Paris 04281  
207-743-7716

### **CONCENTRA**

**OCCUPATIONAL HEALTH** 1570 Main  
St, Ste 3, Oxford 04270  
207-743-7399

### **DIRIGO FEDERAL**

#### **CREDIT UNION**

172 Pine St, South Paris 04281  
207-743-5410

### **GOODWILL WORKFORCE SERVICES**

190 Lancaster St, Portland 04101  
207-775-5891

### **KEY BANK**

369 Main St, Norway 04268  
207-743-6331

### **MAINE SMALL BUSINESS DEVELOPMENT**

55 Exeter St., Portland 04101  
207-780-4420

### **MAINE SAVINGS FEDERAL CRED- IT UNION**

912 Main St., N. Vassalboro 04962  
207-862-6500

### **NEW VENTURES MAINE**

175 Main St., South Portland 04106  
800-799-5025

### **NORWAY SAVINGS BANK**

7 High St., South Paris 04281  
207-743-9771

### **OXFORD FEDERAL CREDIT UNION**

54 Fair St., Norway 04268  
207-743-2638

### **OXFORD HILLS CHAMBER OF COMMERCE**

4 Western Ave., South Paris 04281  
207-743-2281

### **SCORE**

#### **(SBA LOAN ASSISTANCE)**

Auburn - 207-782-3708  
Western Maine (Rumford) - 207-592-5322  
Augusta - 207-622-8274  
Portland - 207-772-1147

### **TD BANK**

1586 Main St, Oxford 04270  
207-743-8131

### **UNITED STATES SMALL BUSINESS ADMINISTRATION MAINE**

68 Seawall St #512, Augusta 04330  
207-622-8551

### **WORKFORCE DEVELOPMENT COMPACT**

Harold Alfond Center for the  
Advancement of Maine's Workforce  
*Call Oxford Hills/Nezinscot Adult  
Education for information*  
207-743-8842

# Registrations, Fees, & Information

## REGISTRATIONS

- Anyone 17 years and older is eligible to attend Oxford Hills/Nezinscot Adult Education. Additional requirements apply to students seeking their Diploma or HS Equivalency.

- Register early because courses fill quickly. (*Courses with insufficient advance enrollment will be canceled.*)

- Register by mail or online anytime before a class begins. Our office is open for walk-in registrations.

- Fees may be paid online by credit card only. A processing fee is charged for each course registration made by credit card. This fee is non-refundable.

- Payment must accompany registration. We do not send out written confirmation on registrations you mail to us. Your canceled check is your receipt.

- Fees are listed in each description and must be paid with registration. "Materials Fees" are listed for materials that an instructor needs you to have for their class; these fees are paid

directly to the instructor unless otherwise noted in the description.

- All courses have a registration fee unless otherwise noted.

- The Oxford Hills / Nezinscot Adult Education program reserves the right to alter courses scheduled and listed in this catalog to meet program needs and requirements. Proper notice will be given to registered students.

## REFUND POLICY

- Refunds are given with 24 hour notice prior to first night of class. No refund is given after the first night of class.

- Registration fee: We will contact you if a course is canceled or already full and issue a full refund. Refunds take 2 - 3 weeks to process and are mailed to students.

## WEATHER CANCELLATIONS

- Adult Education classes are canceled if the MSAD #17 School District cancels school due to inclement weather.

- To find out about cancellations listen to WOXO (92.7 FM), call the Adult Education office at 207-743-8842, check out our website:

[sad17.maineadulted.org](http://sad17.maineadulted.org)  
or visit our Facebook page.

## DISABILITY ACCESS STATEMENT

- Oxford Hills / Nezinscot Adult Education does not discriminate on the basis of race, gender, ethnicity, religion, national origin, age, sexual orientation, or disability. To request disability accommodations, call our office 207-743-8842.



**SCAN ME!**

*Scan the QR Code with your phone's camera to visit our website and register for classes!*

## How to Register for Classes!

### Website:

[sad17.maineadulted.org](http://sad17.maineadulted.org)

### Phone or Fax:

Tel. 207.743.8842

Fax. 207.743.5326

### In Person or by Mail:

Oxford Hills Comprehensive

High School

Adult Education Office

256 Main Street

South Paris, ME 04281

Mon - Thur,

8:30 AM - 8:30 PM

Fri, 8:30 AM - 1:30 PM

## Oxford Hills / Nezinscot Adult Education Registration Form

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Town: \_\_\_\_\_

State & Zip: \_\_\_\_\_

Phone/Cell: \_\_\_\_\_

Course Name:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Credit Card

Visa / Mastercard / Discover

Card No: \_\_\_\_\_ Exp: \_\_\_\_\_ 3 Digits: \_\_\_\_\_

# **Oxford Hills / Nezinscot Adult Education**

**256 Main Street**

**South Paris, Maine 04281**



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