

Fall 2014

Course Catalog

Sept. - Dec.

**SEE THINGS IN
A NEW WAY**

Students from
"Ready? Set . . . Draw!"
class - see pg 23 FMI



Biddeford
Adult Education

Give Yourself a Raise...Education Pays

www.biddeford.maineadulted.org

207-282-3883



MAINE
Adult Education
Learning for Work and Life

WELCOME *Learners*

Biddeford Adult Education is excited about the coming year and our course offerings. Whether you are seeking to complete your high school diploma, college transition, professional training, upgrading skills or life and family enrichment, we know BAE can meet your need. We can also design and create classes or training to meet organizational training needs. Our mission is to provide high quality, lifelong learning and cultural opportunities that empower the individual and family to enhance their quality of life. Adult Education courses are great choices because they are local, affordable, and are designed to fit within *your* schedule. Take the next step and invest in yourself! Please browse our brochure and website to access the many course offerings available to you. We look forward to you joining our learning community and be a BAE member committed to lifelong long learning and life enrichment.

Paulette Bonneau

Director

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Community Connection for High-Speed, Broadband Internet Technical Assistance

The Biddeford Adult Education program is your *Community Connection* for information on how you can use Maine's expanding high-speed, broadband internet connectivity to help you meet educational goals, enrich your life, obtain health information, access governmental services and enhance economic and community development. Contact our office and arrange a special presentation on the importance of high speed internet for your civic or social organization.

Look for this symbol in our catalog. It identifies courses and workshops where you'll learn about high-speed internet connectivity. This community education program is presented in cooperation with the Maine Department of Education and the ConnectME Authority.



Learn more at www.maine.gov/connectme and check the speed on your internet connection.

The MARTI project is funded by the American Recovery and Reinvestment Act
State Broadband Infrastructure Program
Award Number 23-50-M09062



Substitute Teaching Training

Candidates for must:

- Begin the fingerprinting process immediately:
www.informe.org/cgi-bin/doe/fingerprint.pl
FMI: http://maine.gov/education/cert/faq.htm#6
- Be at least 22 years old
- Have a high school diploma but preferably 2 or more years of college
- Have no criminal record
- Complete requirements by the course deadline



At the completion of the course you will:

- Know how to read a planbook and lesson plans
- Know and understand some effective discipline techniques
- Tour the Biddeford Schools and meet staff
- Understand subbing in Special Education and Ed Tech positions
- Complete between 6 and 9 hours of classroom observations
- Have a bag of tricks for use in any situation
- Prepare a reading lesson adaptable to many grades
- Know how to be a substitute for Biddeford Schools

Everything will be explained thoroughly in the first HOUR of the program.

Instructors: Barbara Adrience and Paulette Bonneau

Date	Day	Time	Meets
9/15-10/20	M & W	5:30pm-8:30pm	10x

J.F.K. Kindergarten Center/
Conference Room
\$95 PLUS Fingerprinting

Machining Basics

New! The first part of this course will be instruction on how to properly use hand tools, precision measuring equipment, drills, lathes and mills. The second part is hands-on with advanced practices relating to lathes, mills, and drills. Self projects are encouraged. This class is a prerequisite for Basic CNC Certification.

Instructor: John Boissonnault

Date	Day	Time	Meets
9/24-12/17	W	6:00pm-9:00pm	12x

No class 11/26

Center of Technology/T-2
\$125 Res/\$129 Non-res

Computer Aided Drafting (CAD)

Learn the fundamentals of computer-aided drafting using AutoCAD. Learn how to draft at an entry level using the AutoCAD program to draw technical drawings in the architectural, mechanical, land development, or engineering field. The course material will be presented in a series of brief hands-on demonstrations which will teach you the basics of AutoCAD and will be tailored to each student depending on individual interests. The student will be provided weekly exercises in class and work individually or in groups on a final drawing assignment at the end of the course. A working knowledge of personal computers is mandatory in order to take this class.

Instructor: Chris Michaud

Date	Day	Time	Meets
9/16-12/16	T	6:00pm-9:00pm	13x

No class 11/11

Center of Technology/T-1
\$135 Res/\$139 Non-res



Day school offering at Biddeford Regional Center of Technology (BRCOT)

There is space for limited number of adult learners in the first year of the Precision Machining program. You will learn Machining skills that are used every day in the workplace: how to use a metal lathe, a milling machine, and a surface grinder. You'll also learn how to read and utilize mechanical drawings (blueprints), how to measure with calipers and other precision tools. Class is held every afternoon (M-F) from 11:20 to 1:50. The cost is \$200 per semester, payable in installments. FMI- Please call BRCOT 282-1501.

National Electrical Code 2014

The National Electrical Code is the basis for electrician installations. This class will cover NEC requirements exclusively with no time allotted for labs or theory. Conductor sizing, wiring methods, residential calculations as well as motor, transformer, commercial/ industrial wiring requirements, and special occupancy wiring methods will be examined. This class will be presented in PowerPoint format accompanying the text "Illustrated Guide to the National Electrical Code". Emphasis will be placed on the thorough understanding of the layout of the NEC and its efficient use. This course meets the licensing requirements of the Electrician Examining Board in the State of Maine.

Instructor: Bill Gervais

Date	Day	Time	Meets
9/4-12/18	Th	5:30pm-8:30pm	15x
No class 11/27			

Center of Technology/Room T-3
\$279 Res/\$285 Non-res PLUS \$76 Text fee
PLUS 2014 NEC Code Book (not included in cost)

Seeking Electrical Helpers



The Biddeford Regional Center of Technology (BRCOT), in cooperation with Biddeford Adult Education (BAE), is offering an Electrical training program intended to meet the skill and education requirements to be an electrician.

This training program consists of 4 levels using the nationally recognized NCCER Electrical Curriculum. Certificates for each level and a final completion certificate will be issued as well as transcripts through the NCCER national registry.

Instructor: Bill Gervais

Date	Day	Time	Meets
TBA	M & W	5:30pm-8:00pm	15x

Center of Technology/Room T-3
Level I: \$760 PLUS cost of Text
Levels II, III, and IV immediately follow.
This is a 3 1/2 year commitment.

Welding, Basic

A skillful welder is an asset to any company! Join the class to learn basics or gain additional skills in the art of welding. Topics covered:

- Materials used in welding process
- How to operate welding equipment
- Operation of welding equipment in the flat and horizontal positions
- Safety practices
- Focus on stick welding
- Intro to TIG & MIG welding

Students should wear jeans, long sleeve shirts, steel toe boots and bring welding gloves, and safety glasses to class.

Instructor: Marc Boissonneault

Date	Day	Time	Meets
9/16-12/9	T	6:00pm-9:00pm	12x
No class 11/11			
			Center of Technology/T-4 \$115 Res/\$119 Non-res

Combination Welding Certificate



Learn the essential skills and knowledge required to become a combination welder. You will receive instruction in all position welding in the areas of stick welding, MIG welding and TIG welding. Earn a certification at the end of this 75 hour course that demonstrates your welding skills. Prerequisite for course is completing our Welding, Basic Course.

You will learn:

- Shielded Metal Arc Welding (Stick Welding) in three positions, using a 1/8th diameter E-7018 electrode. The welding positions include flat, horizontal and vertical.
- Operating an Oxyacetylene Torch
- Operating a 7" and 4 1/2" grinder
- Gas Tungsten Arc Welding (TIG Welding) in three positions, using a 1/16" diameter E70S filler rod
- Gas Metal Arc Welding (MIG Welding) in three positions, using .035 diameter E-705S filler metal.

Instructor: Matt Cote

Date	Day	Time	Meets
9/15-12/10	M & W	6:00pm-9:00pm	25x
No class 10/13			

Center of Technology/T-4
\$675

Career Planning: Find Your Place in Today’s Job Market (Online Class)

Prepare for your next career or job with a plan that’s right for you. In this class you will review your skills, interests, and experiences and relate them to occupations; identify educational opportunities; research the local job market; and develop a step-by-step plan to achieve your goals. Whether you are unemployed, underemployed, or considering a career change, this class will help you achieve employment success for today and tomorrow.

This online class is for anyone with internet access who is looking for a class with flexible hours, where you will not have to attend a live class, and can work at your own pace within the scheduled weeks of the class. Participants will connect with the instructor and classmates in online discussion boards, conference calls and more.

Fall class

Registration deadline – September 17
The class will run from October 8 – November 12



This class is offered by Women, Work, and Community. To register or for more information contact Cathy Collins at 753-6622 or catherine.e.collins@maine.edu

Auto Mechanics - The Backyard Pro

This is a “hands on” course. Much of the course will be geared toward the needs of the participant and his/her specific vehicle. It is an excellent opportunity for a person to learn basics of maintaining and servicing his/her own vehicle. You need to provide a vehicle to work on and there is NO storage at the school.

Instructor: Larry Fickett

Date	Day	Time	Meets
9/17-12/10	W	6:00pm-9:00pm	12x

Center of Technology/T-7
\$115 Res/\$119 Non-res

Auto Body

Gain basic skills that can be the beginning of a new career or that will add to and enrich your current personal knowledge. Students each provide a vehicle to work on. ou need to provide a vehicle to work on and there is NO storage at the school.

Instructor: Eric Wales

Date	Day	Time	Meets
9/16-12/9	T	6:00pm-9:00pm	12x

Center of Technology/T-6
\$115 Res/\$119 Non-res

Small Engine Repair

At the time of this brochure’s printing Biddeford Adult Education has not found a small engine repair instructor. If we cannot find one by the time this course starts, we think we would just like to offer a space and some tools for you to work on your small engine. If you are interested in teaching please contact Sue De Cesare.

Instructor: TBA

Date	Day	Time	Meets
9/25-12/11	Th	6:00-9:00pm	12x
No class 11/26			

Biddeford High School/Shop II
\$101 Res/\$105 Non-res



Accounting I

Basic accounting skills are necessary in nearly every clerical position. Accounting I teaches skills in the areas of accounts receivable and payable, filing systems for source documents, recording information from documents and journals, reconciling bank statements, and other skills relating to cash records. Prerequisite: CASAS Math score of 245 or higher. PLEASE PICK UP TEXT BEFORE THE FIRST CLASS.

Instructor: Shelli Pride

Date	Day	Time	Meets
9/18-12/18	Th	9:00am-12:00pm	13x
Learning Center/Room 26 \$189 Res/\$195 Non-res PLUS \$115 Textbook			

Accounting III

In Accounting III, you'll explore such topics as special journals, uncollectible accounts receivable, plant assets depreciation, notes and interests, accrued revenue and expenses, and various financial reports for corporations.

Instructor: Shelli Pride

Date	Day	Time	Meets
9/16-12/16	T	1:00pm-4:00pm	13x
Learning Center/Room 26 \$189 Res/\$195 Non-res PLUS \$115 Textbook			

Office Skills/Employment Readiness

This course is designed to emphasize skills necessary to be work ready. There will be a variety of areas covered from workplace safety to customer service. You will learn how to effectively search and apply for a job; to create a resume and cover letter; prepare for and complete a job interview.

Instructor: Shelli Pride

Date	Day	Time	Meets
9/15-12/15	M	9:00am-12:00pm	13x
Learning Center/Room 26 \$189 Res/\$195 Non-res PLUS \$37 Textbook			

Keyboarding I

You will develop a technique of keyboarding that is conducive to building speed with a high level of accuracy. Correct techniques, proper posture, and how to avoid repetitive motion problems will be demonstrated.

Instructor: Shelli Pride

Date	Day	Time	Meets
9/15-12/15	M	1:00pm-3:00pm	13x
Learning Center/Room 26 \$145 Res/\$149 Non-res			

Keyboarding II

This course is designed to assist you in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Upon completion, you should be able to demonstrate proficiency and an acceptable rate of speed and accuracy.

Instructor: Shelli Pride

Date	Day	Time	Meets
9/15-12/15	M	1:00pm-3:00pm	13x
Learning Center/Room 26 \$145 Res/\$149 Non-res			

WordProcessing/Keyboarding



The student will develop specific word processing skills – from basic concepts to specialized tasks, including editing, formatting, navigation with the keyboard and mouse operations, file management, and utilities.

Instructor: Shelli Pride

Date	Day	Time	Meets
9/16-12/16	T	9:00am-12:00pm	13x
Learning Center/Room 26 \$189 Res/\$195 Non-res PLUS \$15 Lab			

MS Word 2010



This course emphasizes an understanding of MS Word elements. Businesses use this software to provide documents from letters to newsletters. In this course, the student will learn how to create and enhance Word documents using all the features of MS Word.

Instructor: Shelli Pride

Date	Day	Time	Meets
9/16-12/16	T	6:00pm-9:00pm	13x
Learning Center/Room 26 \$189 Res/\$195 Non-res PLUS \$25 Textbook			

Certified Nursing Assistant

This is a Maine State Approved Certified Nursing Assistant training course. There are 180 course hours which prepare students to become C.N.A. certified (90 classroom hours, 20 lab hours, and 70 clinical hours). Routine tasks required for personal nursing care will be taught.

Applicants must attend an informational orientation, apply, and be screened for acceptance in accordance with local and Maine State regulations, confirm academic skills through CASAS Test, and pass criminal background check.

Please call Sue at 282-3883 to receive an application or you may also download the application at our website www.biddeford.maineadulted.org

Evening Class:	Instructor: Kathy Bickford, R.N. Patti Feda, R.N.		
9/15-12/30	M T & Th	4:00pm-9:00pm	
Learning Center/Room 25 \$30 Non-refundable background check \$925 Course fee PLUS \$76 Text fee			

Day Class:	Instructor: Kathy Bickford, R.N.		
10/20-1/22	M T & Th	8:00am-2:00pm	
Learning Center/Room 25 \$30 Non-refundable background check \$925 Course fee PLUS \$76 Text fee			

Evening & Sat Class:	Instructor: Patti Feda, R.N.		
9/20-3/25	W	4:00-9:00pm	Lrng Ctr/Rm 25
	Sat	8:30am-3:30pm	Lrng Ctr/Rm 25
\$30 Non-refundable background check \$925 Course fee PLUS \$76 Text fee			

Certified Nursing Assistant MED

Medications course follows standardized curriculum approved by the Maine State Board of Nursing. The purpose of this course is to teach experienced certified nurses assistants to administer selected noninjectable medications to patients who are 4 years of age and older. This standardized medication course will provide the basis of understanding needed for the certified nursing assistant (CNA) to administer medications accurately and safely.

Please call Sue at 282-3883 to receive your application and schedule your CASAS Testing.

Instructor: Kathy Bickford

Course:			
Date	Day	Time	Meets
TBA	W & F	8:00am-1:30pm	23x
Learning Center/Room 25 \$30 Non-refundable background check \$885 Course fee PLUS \$138 Text fee			

Medical Terminology

Discover the various categories of medical terms needed by those preparing to enter medical or fitness careers in doctors' offices, hospitals, laboratories, clinics, etc. This course is a prerequisite to enrollment into certificate courses such as Medical Transcription, Medical Assistant, and Medical Coding/Billing. Interested in applying for this course? Attend an orientation session where you'll complete an application and be academically screened with a multiple choice skills survey. **Prerequisites for the course:** CASAS Reading score of 236 or higher.

Instructor: K.C. McAuliffe

Orientation/CASAS Testing:			
Date	Day	Time	Meets
9/9	T	6:00pm-9:00pm	1x
Learning Center/Room 24			

Course:			
Date	Day	Time	Meets
9/16-12/16	T & Th	6:00pm-8:00pm	25x
NO CLASS 11/11 & 11/27			
Learning Center/Room 27 \$245 PLUS \$76 Text fee			



Use the QR code to download an application.



“Educational Excellence For Fitness Professionals”

Personal Trainer National Certification



According to the latest fitness industry salary guide, Personal Trainers are earning on average of \$34 an hour. Employers like 24 Hour Fitness, LA Fitness and Gold’s Gyms are just a few of the thousands of club employers that seek out our graduates each semester. Whether a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. This challenging course is taught over a 8-week period for better retention and hands on skill competency. The national exams are held on the 9th week. This course is formatted as a 62-hour program and is comprised of 16 hours of lecture, 16 hours of hands on practical training and a 30-hour internship that walks many graduates right into a job!! The course prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. CPR/AED and a 30-hour internship are required to receive the certificate. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. You will be prepared to work with clients and stand out in any gym as “the expert” in your field.

W.I.T.S. is an approved CEU provider for the Board of Certification for Athletic Trainers (BOC), the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), Veterans Training and Education, and the International Association of Continuing Education and Training (IACET). The American Council on Education has recommended 3 undergraduate academic credits for this course.

Date	Day	Time	Time
9/27-11/22	Sat	9:00am-11:00am Lecture	12:00pm-2:00pm Training
		J.F.K. Kindergarten Center/ Conference Room	YMCA 3 Pomerleau St., Biddeford \$695





THE CENTER FOR
LEGAL STUDIES



Legal Nurse Consultant Training Course



This program provides medical professionals the opportunity to train for a career in the legal field as legal nurse consultants. Building on your medical education and possible clinical experience, this course prepares participants to advise law firms, health care providers, insurance companies, and governmental agencies regarding medically related issues and to testify in court as expert witnesses.

The course teaches legal concepts related to the health care industry, as well as the role a legal nurse consultant might play in litigation areas such as medical malpractice, toxic torts, products liability, personal injury, wrongful death, criminal law, and workers' compensation.

Any RN or other medical professional interested in entering the legal field can benefit from the education provided by this course. The course is also open to anyone interested in the field of forensic testimony and medical-legal issues, and participants with a RN background and 2000 hours of recent legal nurse consulting experience may be eligible to take the Legal Nurse Consultant Certified (LNCC) exam after graduation. LNCC is a discretionary exam separate from this training course that experienced registered nurses graduating from this class may decide to sit for. LNCC test eligibility requirements are discussed during this training course; however, graduates of this course need not take the LNCC in order to practice as legal nurse consultants.

The curriculum of this course is designed to comply with the educational guidelines specified by the American Association of Legal Nurse Consultants (AALNC). Students will receive 42 hours of instruction and will be required to prepare assignments and pass weekly quizzes. Successful graduates will be awarded a Certificate of Completion from Biddeford Adult Education and a certificate of contact hours from The Center for Legal Studies.

Instructors

The program is coordinated by our educational partner, The Center for Legal Studies, one of America's most respected legal education training centers, offering legal education programs nationally since 1980. CLS courses are currently offered by hundreds of universities and colleges across the U.S.

This course will be taught by respected legal professionals selected by The Center for Legal Studies.

Course Tuition:

\$849 (excludes textbook)

Legal Nurse Consulting Principles & Practices, 3rd edition (2-volume set), edited by Ann M. Peterson and Lynda Kopishke is available from The Center for Legal Studies Bookstore. **Please call 1-800-522-7737 to order this textbook and obtain exact pricing and shipping options.**

OnLine

Session I:	Session II:
Date	Date
8/25-10/10	10/20-12/5





Paralegal Certificate Course[®]



This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. Training includes instruction on how to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of the law in which paralegals are most in demand. The Paralegal Certificate Course[®] offers instruction on how to work as a full-time or part-time paralegal, or how to open your own freelance business. There are no prerequisites other than a high school diploma (or GED), but students must be prepared to complete a significant amount of homework each week. This program can help students increase their office's efficiency, productivity, and billable hours as well as learn new marketable job skills.

This course is available in Live Lecture, Online, DVD, and Text-Only formats.

Successful graduates will be awarded a Certificate of Completion from Biddeford Adult Education. To receive a Certificate, students must pass numerous quizzes and successfully complete several legal document writing assignments.

OnLine	Session I:	Session II:
	Date	Date
	8/25-10/10	10/20-12/5

Course Tuition:

\$1,189 (excludes textbook)

The online course is completed in **two consecutive seven-week sessions** and both sessions must be successfully completed in order to receive a Certificate. Students may begin their course with any online session offered.

Advanced Paralegal Certificate Course



The Advanced Paralegal Certificate Course picks up where the Paralegal Certificate Course[®] left off. These substantive law classes provide students with more in-depth coverage of specific topics of law. Each topic is completed in one 7-week online session, and students can take up to 3 topics per session. Students may take as many or as few topics as they choose, however, a certificate is only issued when 6 topics are completed.

OnLine	Session I:	Session II:
	Date	Date
	8/25-10/10	10/20-12/5

There are no certificates issued for individual Advanced topics. Students who successfully complete six Advanced topics will receive a Certificate of Completion from Biddeford Adult Education. Prerequisite: The Paralegal Certificate Course[®], or at least 1 year of legal experience.

Course Tuition:

\$1,650 (excludes textbooks)

Legal Secretary Certificate Course



This program is designed for both beginning and experienced secretaries who are interested in improving their skills and working more efficiently within the law office. This course will provide those interested in a career change with new, marketable job skills and help those already working as legal secretaries to increase efficiency and productivity in their offices. Those who successfully complete this non-credit program will be awarded a Certificate of Completion from Biddeford Adult Education.

OnLine	Session I:	Session II:
	Date	Date
	8/25-10/10	10/20-12/5

There are no certificates issued for individual Advanced topics. Students who successfully complete six Advanced topics will receive a Certificate of Completion from Biddeford Adult Education. Prerequisite: The Paralegal Certificate Course[®], or at least 1 year of legal experience.

Course Tuition:

\$575 (\$615 for DVD) (excludes textbooks)



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Victim Advocacy Certificate Course



This seven week online program is designed to train and qualify students to provide assistance to crime victims, both inside and outside of the courtroom.

Participants will be prepared to work with state and county governments as advocates for crime victims, assisting them in progressing through the criminal justice system and toward successful recovery. There are no prerequisites, but students must be prepared to complete some homework. This non-credit program will award successful graduates a Certificate of Completion from Biddeford Adult Education.

OnLine	Session I:	Session II:
	<u>Date</u>	<u>Date</u>
	8/25-10/10	10/20-12/5

There are no certificates issued for individual Advanced topics. Students who successfully complete six Advanced topics will receive a Certificate of Completion from Biddeford Adult Education. Prerequisite: The Paralegal Certificate Course®, or at least 1 year of legal experience.

Course Tuition:
\$575 (\$615 for DVD)

Alternative Dispute Resolution Certificate Course



This seven week online course is designed to train and qualify students to develop or participate in conflict mediation processes.

Participants will review the growth and application of settlement options in the United States. The course focuses on both traditional and non-traditional dispute resolution options. Specific attention will be given to Mediation, Arbitration, Summary Jury Trials, Mini-Trials and Moderated Settlement Conferences. ADR (Alternative Dispute Resolution) is geared to all professionals who are focused on “interest-based bargaining.” This course takes the mystery out of settlement processes and focuses on reaching reasonable solutions. Successful graduates of this noncredit course will be awarded a Certificate of Completion from Biddeford Adult Education. Participants will be expected to complete reading and homework assignments and will choose or be assigned project reports that deal with ADR topics. Independent project development is encouraged. Final projects will be presented for critique to The Center for Legal Studies as a prerequisite of course completion.

OnLine	Session I:	Session II:
	<u>Date</u>	<u>Date</u>
	8/25-10/10	10/20-12/5

Course Tuition:
\$575 (\$615 for DVD) (excludes textbooks)

Financial Assistance

There are some funding options that may be available for continuing education courses. To learn more visit www.legalstudies.com/financialaid or call 1-800-522-7737.

Please note that your local bank or county workforce office may also offer educational grants or loans.

Textbooks: The required texts for the Paralegal Certificate Course® are available from The Center for Legal Studies Bookstore. Students should order these textbooks at least one week prior to the first session of class to help ensure receipt before class begins. Please call 1-800-522-7737 to order textbooks and obtain exact shipping charges.



Computer Literacy Part I

Computer Literacy students will learn the touch method of typing. In addition, students will become familiar with MS Word as well as learn computer basics, internet and email. Speed goal is 20 wpm for general students and 30 wpm for Clerical students.

Instructor: Shelli Pride

Date	Day	Time	Meets
9/17-10/29	W	9:00am-12:00pm	7x

Learning Center/Room 26
\$115 Res/\$119 Non-res

Computer Literacy Part II

This course is a continuation of Computer Literacy Part I. Student will continue to improve their typing skills. In addition, students will become familiar with MS Excel.

Instructor: Shelli Pride

Date	Day	Time	Meets
11/5-12/17	W	9:00am-12:00pm	7x

Learning Center/Room 26
\$115 Res/\$119 Non-res

Poster Design Basics



Learn basic how to small and large format poster design. In this two session class we will explore Adobe InDesign and Adobe Illustrator to make their poster. First session will broken up into a lecture and

how-to and second will be designing. You are invited to bring your own images and content if you have a specific project in mind. Anyone can participate! Class size is limited to 6.

Prerequisites: Computer aptitude necessary

Supply List: Thumbdrive (8GB+) or external hard-drive (REQUIRED) to save work, pen and paper for note-taking

Instructor: Edwige Charlot

Date	Day	Time	Meets
9/24 & 10/1	W	6:00pm-9:00pm	2x

Engine, 265 Main Street, Biddeford
\$60

Digital Imaging Basics



This introductory course will introduce participants to basic digital imaging and image management. Participants will learn how to manipulate and enhance their images. The second session will be

a work session with a brief best practices lecture for maintaining their digital assets. Class size is limited to 6.

Prerequisites: Computer aptitude necessary

Supply List: Thumbdrive (8GB+) or external hard-drive (REQUIRED) to save work, pen and paper for note-taking

Instructor: Edwige Charlot

Date	Day	Time	Meets
10/15 & 10/22	W	6:00pm-9:00pm	2x

Engine, 265 Main Street, Biddeford
\$60

WordProcessing/ Keyboarding

See pg 6 for description.

Instructor: Shelli Pride

Date	Day	Time	Meets
9/16-12/16	T	9:00am-12:00pm	13x

Learning Center/Room 26
\$189 Res/\$195 Non-res PLUS \$15 Lab

Keyboarding I

See pg 6 for description.

Instructor: Shelli Pride

Date	Day	Time	Meets
9/15-12/15	M	1:00pm-3:00pm	13x

Learning Center/Room 26
\$145 Res/\$149 Non-res

Keyboarding II

See pg 6 for description.

Instructor: Shelli Pride

Date	Day	Time	Meets
9/15-12/15	M	1:00pm-3:00pm	13x

Learning Center/Room 26
\$145 Res/\$149 Non-res

Just ONCE Guitar for Busy People

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. Bring your acoustic guitar.



Class limited to 15 students. For ages 13+. For more information go to justonceclasses.com

Instructor: Don Pride

Date	Day	Time	Meets
10/8	W	6:30pm-9:00pm	1x

Learning Center/Room 18A
\$25 PLUS

\$29 Textbook and Practice DVD (payable to instructor)

Just ONCE Piano for Busy People

Some music teachers may not want you to know this, but you don't need years of weekly lessons to learn piano. In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. How do we do it? While regular piano teachers teach note reading, piano professionals use chords. And you can learn all the chords you'll need to play any song in this one session. Any song. Any style. Any key. If you can find middle C and know the meaning of Every Good Boy Does Fine, you already know enough to enroll in this workshop.



Instructor: Don Pride

Date	Day	Time	Meets
10/22	W	6:30pm-9:00pm	1x

Learning Center/Room 18A
\$25 PLUS

\$29 Textbook and Practice CD (payable to instructor)



May I Have This Dance

This course is designed for couples to begin learning the art of dancing. Practice together the basic steps of Swing, Waltz, Foxtrot, and the Latin Dances and look great on the dance floor. Amaze your family and friends at weddings and parties! Dancing is great exercise as well as great fun.



Instructor: Dennis Gosselin

Date	Day	Time	Meets
9/23-10/28	T	6:30pm-7:30pm	6x

Learning Center/Room 16
\$40 per person



Dinners Done with The Pampered Chef A 10 Freezer Meal Workshop

New! Are you too busy to cook? Are you tired of hearing "What's for dinner?" and you have no idea? If you said "yes" come join Debby Romprey for any or all of the Pampered Chef Freezer Meal Workshops. At least two weeks prior to your workshop date, you will need to go on-line to register (www.pamperedchef.biz/debbyromprey) and pay the registration fee (\$65-75 PER date) and choose your menu. Once that is done Debby will send you the grocery list of items you will need to purchase and bring with you to the workshop. Your grocery items should cost around \$100. On the workshop day, you will come with your groceries, freezer bags, and a cooler to bring your meals home. Average meal provides 4-6 servings and is around \$3.00 per serving.

Instructor: Debby Romprey

Dates 9/23, 10/14, 10/28, 11/18, 11/25, 12/2 and/or 12/16

Day	Time	Meets
T	6:30pm-9:00pm	1x

Learning Center/Room 23
\$65-\$75 per session PLUS Groceries

BAE

Enrichment

Hobbies and Interests

Intro to Archery



This course is open to all levels of experience and ages 12 and over. The first class will be on safety and types of equipment. The next three classes will be shooting and improving technique. We will have bows for those who do not, as well

as arrows and wrist bands.

Instructor: Thomas Lacascia

Date	Day	Time	Meets
10/4-10/25	Sat	2:00pm-4:00pm	4x

York County Fish & Game Club,
Route 35, Lyman
\$25

Recycled Sweater Mittens

It's going to get cold out! Come create a pair of toasty mittens from a well loved wool or cotton sweater, lined with polar fleece. Bring a favorite sweater, fleece, fabric scissors, straight pins, and your portable sewing machine. Sewing machine knowledge needed! Material fee will vary depending on your need for the following, sweater, fleece, thread, and pattern.

Instructor: Martha Chessie

Date	Day	Time	Meets
11/15	Sat	10:00am-1:00pm	1x

Learning Center/Room 23
\$12 PLUS \$3 for pattern
Other supplies prices vary (payable to instructor)



Learning to Sew Stitch by Stich

Have you been too afraid to learn how to sew? Starting to sew is simple if you go stitch by stitch. Learning how to sew is a "hands on" and "learning by doing" experience. It does take practice to build up skill in order to do all the stitches correctly, but that's the great part about learning with your new best friend the seam ripper. After you do a few of the projects, you will feel that you can do anything with sewing! We will cover:

- How to set up a sewing machine
- How to thread a sewing machine
- How to stitch
- Before you cut your fabric
- Marking and cutting fabric
- Understanding sewing pattern markings
- Picking an easy project for beginners
- Completing your sewing project
- Pressing your sewing project
- How to shape a corner

Instructor: Terry Laverriere

Date	Day	Time	Meets
10/1-10/29	W	6:00pm-9:00pm	5x

Learning Center/Room 27
\$59

Open Sewing

YOU MUST REGISTER WITH ADULT ED BEFORE GOING TO THIS CLASS. This class is on your own. You can work on any one of your many projects. Terry will be available to answer questions. Drop in on any Wednesday for \$12. Bring scissors and your portable machine if able.

Instructor: Terry Laverriere

Date	Day	Time	Meets
11/5-12/10	W	6:00pm-9:00pm	5x

No class 11/26

Learning Center/Room 27
\$12 per session OR
\$59 if paid in advance for all 5 sessions



Zippy Strippy Bag



These strippy bags can be used for cosmetics or a night out. They range from small to large. This class can be for any level of stitcher. Also, learn how to place zippers. This bag would be a wonderful gift. **Please bring** scissors and portable sewing machine. Teacher has pattern and supply list. Call 229-0984.

Instructor: Terry Laverriere

Date	Day	Time	Meets
11/8	Sat	10:00am-2:00pm	1x
Learning Center/Room 23			\$12

Williamsburg Basket



This wide mouthed basket has woven color and would hold your blankets beside the couch! **Please bring** scissors, spring type clothes pins, tape measure, pencil, jack knife, spray bottle, mob size bucket.

Instructor: Martha Chessie

Date	Day	Time	Meets
11/1	Sat	10:00am-2:00pm	1x
Learning Center/Room 23			\$12 PLUS \$16 Mat. fee (payable to instructor)

Mystery Quilt in a Day

Come and enjoy this mystery quilt with fellow quilters and complete it in a day. Have fun with others and seeing the different colors and combinations. Basic sewing skills needed. Some cutting to be done at home or can be done in class.



Materials: after you register the instructor will call you for the supply list.

Bring scissors and your portable machine if able.

(Some machines available at the Learning Center)

Instructor: Terry Laverriere

Date	Day	Time	Meets
11/15	Sat	9:00am-3:00pm	1x
Learning Center/Room 27			\$59

Knitting Class I

If you have always wanted to learn to knit or if you have that unfinished project hiding in the back of the closet, come to this class. Get started with the basics and take the mystery out of terms like “psso” or a “three needle bind off”. The first class is an introduction to discuss the projects you want to work on, the supplies you’ll need, and a time to get to know each other better. This would be a perfect time to begin a Christmas project!

Instructor: Shelli Pride

Date	Day	Time	Meets
9/18-10/9	Th	1:00pm-4:00pm	4x
Learning Center/Room 23			\$45

Knitting Class II

If you always wanted to learn how to “turn the heel” or stuck on a technique, like short rows or cables or if you have that unfinished project hiding in the back of the closet; come to this class. The first class is an introduction to discuss the projects you want to work on, the supplies you’ll need, and a time to get to know each other better. This would be a great time to begin a Christmas project, i.e. Christmas Stockings.

Instructor: Shelli Pride


Date	Day	Time	Meets
10/16-11/6	Th	1:00pm-4:00pm	4x
Learning Center/Room 23			\$45

Knitting Class III

Are you in over your head with a tricky pattern? Want to understand the math behind the knitting? Do you have that unfinished project hiding in the back of the closet? Come to this class. The first class is an introduction to discuss the projects you want to work on, the supplies you’ll need, and a time to get to know each other better. This would be a great time to think about making Christmas presents!

Instructor: Shelli Pride

Date	Day	Time	Meets
11/13-12/4	Th	1:00pm-4:00pm	4x
Learning Center/Room 23			\$45

BAE

Enrichment
 Hobbies and Interests

Balsam Fir Christmas Wreath

Join us for a fun filled class! Create a gift, continue a Maine tradition and keep Maine Green this Christmas. Make a beautiful fresh @ 24" balsam fir Christmas wreath. Beginners become instant wreath makers with easy clamp rings. Your wreath will remain fresh throughout the holidays and beyond. After the holidays, recycle the ring and use the balsam in a fragrant sachet.



Materials provided: Freshly harvested Maine Balsam Fir, Red Ribbon, Easy Clamp Ring. Additional supplies available.

Bring to class: Gloves and small hand pruners.

Presented by Woodlot Management & Products, a family owned and operated tree farm.

Instructor: Lorraine Lindstedt

Date	Day	Time	Meets
11/13	Th	7:00pm-9:00pm	1x

Center of Technology/T-102
 \$12 + \$9 Mat. fee (payable to instructor)

Beginning Working with Leather

This class will include instruction on the use of leather crafting tools, transferring carving patterns, carving leather designs, stamping on leather, coloring leather, hand sewing leather, lacing leather, finishing edges, setting hardware for leather projects etc. Tools will be available to use during class or for purchase from instructor. Beginning leather working classes are designed for those with no prior experience.

Instructor: Mike Harris, Desert Moon Leather

Date	Day	Time	Meets
10/2-10/30	Th	6:00pm-9:00pm	5x

Desert Moon Leather, 156 Main Street, Biddeford
 Across from Bangor Savings
 \$59

Sleigh Bells

You will be making a strand of brass jingle bells attached to a leather strap, with a 2 1/2" ring to easily fit over any standard sized door knob. You will have the option of making a 3 or 5 bell strand. The bells are etched with the typical New England "Fleur" pattern, popular in the 19th century. These bells are sure to bring back memories of a simpler time.

Instructor: Mike Harris, Desert Moon Leather

Session I:		Session II:	
Date	Day	Date	Day
11/15	Sat	12/6	Sat
Time		Time	
11:00am-1:00pm		11:00am-1:00pm	
Desert Moon Leather 156 Main Street, Biddeford Across from Bangor Savings \$12 PLUS \$25 Mat. fee 3 bell strand OR \$35 Mat. fee 5 bell strand (payable to instructor)		Desert Moon Leather 156 Main Street, Biddeford Across from Bangor Savings \$12 PLUS \$25 Mat. fee 3 bell strand OR \$35 Mat. fee 5 bell strand (payable to instructor)	





Driving Dynamics

The Maine Driving Dynamics Course offers all drivers the opportunity to improve their defensive driving abilities. This five-hour course will include discussion of collision avoidance techniques, safety issues, driver habits and attitudes, and the basic elements that constantly challenge drivers on Maine's highways. A certified Maine Driving Dynamics instructor teaches the course, and the course format engages students with lectures, videos, and class discussion/participation. Those completing the course will receive a three-point credit on their driving record. Course can be taken for credit only once every 365 days. (If not on time, you will not get credit for class.) **PARTICIPANTS MUST BRING DRIVER'S LICENSE TO CLASS. CLASS HAS A MINIMUM OF 12 PEOPLE AND IS LIMITED TO 25 PEOPLE.**



Instructor: Todd Richard, State of Maine

Date	Day	Time	Meets
11/4 & 11/6	T & Th	6:00pm-8:30pm	2x

Center of Technology/Room T-101
\$40 - 65 years and older \$10

American Sign Language

New! This is a beginning course in American Sign Language (ASL). The course will include extensive learning in Expressive and Receptive use of ASL through the use of instructor lead activities. Class participation and video observation will allow students to gain a basic ability to use and understand ASL. Additionally, this course will discuss Deaf Culture and the history of Deaf culture for a brief glimpse into this diverse minority culture.

Instructor: David Pielick

Date	Day	Time	Meets
9/16-12/18	T & Th	6:30pm-8:30pm	26x

No class 11/11 and 11/27

Learning Center/Room 28
\$189 Res/\$195 Non-res
PLUS \$70 Textbook

Thank you for Growling! - Talking Dog Seminar



Our furry friends are trying to communicate with us all the time. Often times their signals are misinterpreted, ignored or unseen leading to miscommunication between the two species. Miscommunication can have consequences such as dog bites, uncontrollable barking, dog fights, chewing, and house soiling which can leave owners frustrated. Many times these situations can be improved. Come learn more about what your dog is trying to tell you. We will cover miscommunication with children as well and how to keep kids safe around dogs.



Instructor: Jessica Robichaud, CPDT-KA

Session I:		Session II:	
Date	Day	Date	Day
9/25	Th	10/6	M
Time		Time	
6:00pm-7:00pm		6:00pm-7:00pm	
J.F.K. Kindergarten Center/ Conference Room \$5		J.F.K. Kindergarten Center/ Conference Room \$5	

Meet my Friend and Teacher: The Horse



You will learn Life from the horses' view, how to move a horse's body, and how a horse is a teacher. There is also the appreciative grooming, nutritional requirements, and how to design a safe stable environment. So let's go and meet my Friend and Teacher: The Horse. Please wear boots.

Instructor: Cynthia Hodak

Date	Day	Time	Meets
9/24-10/29	W	6:30pm-7:30pm	6x

Al Dube Quarter Horses
716 South Street, Biddeford
\$45



**Back by
popular Demand!**

**COME JOIN BIDDEFORD ADULT ED FOR
HAUNTED HAPPENINGS
SALEM, MA AT NIGHT!**

**OCT 25TH
8:30AM-11:00PM**

**If you have ever wanted to go to Salem, MA around
Halloween, here is your chance!!**

**Arriving in Salem at 10:30am you are on your own with
numerous things to do and places to visit.**

**If you don't want to
walk, Salem offers a
trolley shuttle.**

- **Historic Presentations**
- **Haunted Walks and Tours**
- **Haunted Houses and Museums**
- **Psychic and Magical Events**
- **Eats and Treats**

Bus leaves from and returns to:
Park & Ride (across from Wal-Mart), Biddeford
Bus Tickets \$30 per person **OR** Family of 4 or
more \$100 (Must be Immediate Family)



**Suggested driver
gratuity \$3/person
will be collected
on the bus.**

**NO REFUNDS
AFTER 10/15**



The Ghoulog - Mercer Home

Red Alert: Security Breach. Escaped Inmates. Lockdown.

From: Warden's Office, Mercer Home for the Criminally Insane

Subject: Three inmates, whereabouts unknown



All community residents and facility visitors be advised: 3 Mercer Home residents have escaped detention in maximum security East Wing, where the most violent criminals are held. These individuals may have released other inmates as well. They are convicted psychopathic murderers, possibly armed. Mercer Home is in lockdown. Extreme fear is advised.



THE MERCER HOME - Enter the 8th season of the Ghoulog at Cranmore. The approximate 60 minute haunt features over 15,000 square feet of indoor space through a series of dark rooms, scary mazes and unknown places, plus an outdoor element which leads the unsuspecting through the dark woods with all of the scares and screams you've come to expect. Will you be able to make it out of the Mercer Home unharmed?

For ages 10 and up.

Fri Oct. 17th 3:00pm-11:00pm
 Bus leaves from and returns to:
 Park & Ride (across from Wal-Mart), Biddeford
 Bus Tickets \$62 per person (includes ticket into the Mercer Home)

NO REFUNDS AFTER 10/7



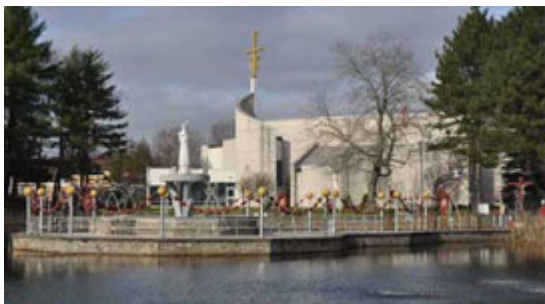
In 1942 the La Salette Missionaries bought the Attleboro, Massachusetts property as a major seminary and in 1952 the construction of the Shrine was announced. The Feast of the Immaculate Conception, December 8, 1953, marked the official opening of the Shrine of Our Lady of La Salette in Attleboro.

La Salette Shrine is known for their Christmas Festival of Lights, which has grown over the years into a spectacular display during the Christmas Season. It has been a Christmas tradition for thousands of families for well over half a century!

There is much to do and see at La Salette Shrine. Shop the Gift Shop, visit the International Display of Nativity Creches, walk the shrine and then get ready for the sun to set and the lights to go on a 5:00 pm. What a piece of magic!

We will arrive at the National Shrine of Our Lady of La Salette at 2:00 pm. Illumination will take place at 5:00 pm. Dinner will be available to purchase in the cafeteria.

Sat Dec. 13th 11:00am-10:30pm
 (bus leaves La Salette at 7:30pm)
 Bus leaves from and returns to:
 Park & Ride (across from Wal-Mart), Biddeford
 Bus Tickets \$45 per person
adulted@biddefordschooldepartment.org
www.biddeford.maineadulted.org



**NO REFUNDS
 AFTER 12/3**

TIP
 Suggested driver
 gratuity \$3/person
 will be collected on
 the bus.



8th Annual Christmas Craft Fair in Boston

The spectacular 27th annual Christmas Festival returns to Boston's Seaport World Trade Center. It is a magnificent show that offers everything a holiday shopper needs all under one roof...gifts, decorations, delicious foods, jewelry, clothing, leather goods, quilts, pottery, folk art, and so much more - the perfect solution for all your holiday shopping. The original handcrafted products for sale at the show are infused with the artists' spirit and vision, yet crafted to be useful in everyday life. In addition to the wonderful holiday shopping and sampling of delicious foods, another popular attraction is the show's Gingerbread House Competition featuring the magnificent creations of local restaurants and hotels.

NO REFUNDS AFTER 9/29



Suggested driver gratuity \$3/person will be collected on the bus.

Sat Nov. 8th 8:30am-6:00pm
(bus leaves Boston at 4:00pm)
Bus leaves from and returns to:
Park & Ride (across from Wal-Mart), Biddeford
Bus Tickets \$47 per person (includes ticket to Fair)
adulted@biddefordschooldepartment.org
www.biddeford.maineadulted.org

7th Annual Christmas Craft Fair

Are you a crafter? Would you like to join us for our Craft Fair? Tables are \$20.00, we provide the table and a white table cloth, you provide your product.

Not a crafter but enjoy other peoples work? Mark your calendar to see such a wide variety of products and get your holiday shopping done.

Date: Saturday, December 6th
Time: 9:00am-2:00pm
Location: J.F.K. Kindergarten Center
64 West Street
Biddeford

Call Sue or Anne at 282-3883 for more information.



Back by popular Demand!

You will be dropped off at Wrentham Outlets to spend the day at the 170 stores. The bus will be available to bring your bags to throughout the day. Break for lunch at Friendly's, Ruby Tuesday, or the food court. Shop for designer fashions and sportswear, children's clothes, shoes, fine leather and luggage, accessories and jewelry, housewares and home furnishing, gifts and specialty items.

Sat Nov. 15th 8:00am-6:00pm
 Bus leaves from and returns to:
 Park & Ride (across from Wal-Mart), Biddeford
 Bus Tickets \$30 per person

NO REFUNDS AFTER 11/5

TIP
 Suggested driver gratuity \$3/person will be collected on the bus.



New! York's Wild Kingdom

Fall is such a great time to visit a zoo. Enlist the magic and excitement of nature by spending a crisp autumn afternoon with your family strolling through York's Wild Kingdom. There are a hundred species of wild animals from around the world and a Butterfly Kingdom that has a lush and beautiful 5500 sq foot exhibit. There are also live interactions with duck feeding, petting zoo, and deer encounters. It's a perfect fall activity for a family or for a group of friends.

Sat Sept. 20th 12:30pm-5:30pm
 Bus leaves from and returns to:
 JFK Kindergarten Parking Lot, Biddeford
 Bus Tickets \$15 per person
 (includes entrance to zoo)

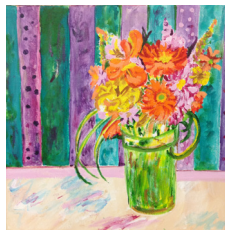
NO REFUNDS AFTER 9/10



TIP
 Suggested driver gratuity \$3/person will be collected on the bus.

Painting With Acrylics

We will cover the basic concepts of color theory, how to mix colors, how to use acrylic mediums to create different effects. The first 30 minutes of each class will be spent reviewing paintings by the Masters and explaining the different art movements. The remaining time will be spent working on a painting.



Spring 2013 Student's painting

Instructor: Erinn McCusker

Date	Day	Time	Meets
9/22-11/24	M	6:00pm-9:00pm	9x
Learning Center/Room 23 \$165			

Ready? Set . . . Draw!

All it takes is a piece of paper and a pencil to make a great drawing. Enjoy learning techniques such as contour, perspective, value shading, and composition. Then move on to observational drawing using line, gesture, shape, value and texture to record and interpret reality. Each student will create works of art that will build up their skills and their confidence.

Instructor: Justine Bald

Date	Day	Time	Meets
9/22-10/20	M	6:00pm-8:00pm	4x
No class 10/13			
Learning Center/Room 18A \$45			

Sculptural Ceramics

Learn how to work with and manipulate clay to make beautiful works of art. Learn the techniques of slab work, coil work, free form and paddle. After learning the basics you will then be encouraged to go in a direction of your own inspiration.



Instructor: Justine Bald

Date	Day	Time	Meets
9/25-11/20	Th	6:00pm-9:00pm	9x
Biddeford Intermediate School/Art Room \$115 PLUS \$10 for glaze PLUS \$25 clay fee (due at time of registration)			

Drawing with Pastels

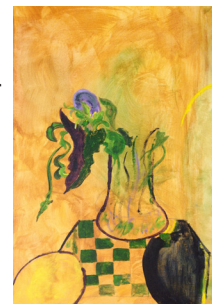
Have you ever wanted to do some drawing in pastel, but you have never known what to buy or where to start? Well fear no more . . . Learn more about pastel drawing here. Pastels are very forgiving, simple to use, with no drying time. The colors created by pastel painting are brilliant, and a variety of pastel painting techniques can create a wide range of effects, from crisp lines and moody shadows to soft edges and feathery textures.

Instructor: Justine Bald

Date	Day	Time	Meets
11/3-11/24	M	6:00pm-8:00pm	4x
Learning Center/Room 18A \$45			

Oil Paintings for Beginners

Learn to paint with oils! This class will start with the basics of mixing colors, how to set up your palette for easy mixing, basic color theory, how to block in a painting from start to finish, and learn from the techniques used by the masters. We will explore the techniques of Impressionism, Cubism, Abstract Expressionism, Tonalism and Fauvism. We will spend the first two weeks copying paintings of other painters and then move on to creating your own originals by interpreting photographs of landscapes and still lifes.



Spring 2013 Student's painting

Materials needed:

- Set of oil brushes
- Set of oil paints
- 10 canvasses
- Turpenoid
- Linseed oil
- 3 jars or glass cups (one for turpentine, one for turpentine and linseed oil mixture, and one for brush cleaner)
- Paper towels
- Palette Paper
- Baby oil
- Brush cleaner

Instructor: Erinn McCusker

Date	Day	Time	Meets
9/25-11/20	Th	6:00pm-9:00pm	9x
Learning Center/Room 23 \$165			

BAE



Enrichment

Health & Safety Education

Indoor Walking thru Adult Ed

Are you looking for a dry, safe, well-lit place to walk? Join Adult Education's partner, CHCC, for an overview to walking for better health. A required orientation will kick off the program, providing information on techniques, proper stretching, goal setting, and the "rules of the road/hallways." Indoor shoes required.

Instructor: Meg Nadeau, M. Ed.

Date	Day	Time
9/23-12/18	T & Th	6:00pm-8:30pm
No walking: 11/11 & 11/27		
Biddeford High School/Stair 4 \$5 one time fee		

HealthCare Provider Basic Life Support (American Heart Association)

This 2 year certification course is designed for healthcare professionals and other personnel who need to know how to perform CPR and other basic cardiovascular life support skills in a wide variety of in- and out- of hospital settings. This audience includes nurses, physicians, EMS professionals, students in a healthcare program at a university/college, allied health professionals (physical therapists, occupational therapist, athletic trainers, etc.), and others who may need training in basic life support skills. Taught by American Heart Association Certified Instructors.

Instructor: Diane Frechette, R.N., B.S.N., M.S., CNOR and Katelyn Strickley

Date	Day	Time	Meets
9/20	Sat	8:00am-1:00pm	1x

J.F. Kennedy Kindergarten Center/Multi Purpose Room
\$45 PLUS \$15 Text fee (please pick up book at the Adult Ed Office **PRIOR** to the class)

Heartsaver First Aid CPR/AED/ Certification Course

This course is designed for parents, grandparents, laypersons, childcare providers, educators, camp counselors, health/fitness trainers, hospitality workers, security, school personnel and more. Students will receive a Heart saver First Aid CPR AED Course Completion Card upon successful completion.

Our Certified American Heart Instructors will teach:

- Adult CPR and AED use
- Environmental emergencies actions for bites and stings, and temperature related and poison emergencies
- First Aid Basics including scene safety, finding the problem, calling for help and more
- Injury emergencies including bleeding, wounds, broken bones, sprains and more
- Medical emergencies including actions for choking, breathing problems, allergic reaction, shock and more
- Child CPR and AED
- Infant CPR
- Adult, child and infant choking

Please bring water and a bag lunch.

Instructor: Diane Frechette, R.N., B.S.N., M.S., CNOR and Katelyn Strickley

Session I:		Session II:	
Date	Day	Date	Day
10/18	Sat	11/22	Sat
Time		Time	
8:00am-4:00pm		8:00am-4:00pm	
J.F.K. Kindergarten Center/ Multi Purpose Room \$65 PLUS \$15 Text fee (please pick up book at the Adult Ed Office PRIOR to the class)		J.F.K. Kindergarten Center/ Multi Purpose Room \$65 PLUS \$15 Text fee (please pick up book at the Adult Ed Office PRIOR to the class)	



Yoga on Horseback



Classes will feature a blend of a one hour traditional Vinyasa Yoga class followed by thirty minutes of equine assisted postures and postures on horseback. During the

first hour our mats will be set up down the barn aisle surrounded by the horses. They will interact with students in a number of ways as they themselves reach a relaxed and balanced state supported by our company. The equine assisted portion of the class will include some education around equine behavior, poses during which the horse is used for stability and focus as well as mounted postures. No horse and or yoga experience is necessary, classes will be catered to all abilities, injuries and conditions.

Enjoy an experience that will nourish body, mind, and soul. The horse has many lessons to teach us, serving as a reflection of our intent. Please contact instructor with any questions or concerns. Students will need



a mat, comfortable clothing, closed toe shoes and a water bottle for class. See www.unbridledyoga.com for more information.

Instructor: Meghan Pearson

Date	Day	Time	Meets
10/19-11/9	Sun	11:00am-12:30pm	4x

Al Dube Quarter Horses
716 South Street, Biddeford

\$100 per person, if only using the mat class \$60 per person

Touch Base Spirit Readings

Spirit Communication is for the purpose of sharing love. Experience the moving and uplifting messages of Love, Hope & Faith from loved ones who passed. Medium, Leslie Dutton, will use her wisdom and compassion to work with the spirit guides who travel with you to provide messages to you, the sitter.

Instructor: Leslie Dutton, Magick Bridges at Thunder Ridge Farm

Date	Day	Time	Meets
10/4	Sat	11:00am-4:00pm	1x

Learning Center/Room 23
\$15 for 15 minute reading
MUST call to schedule your appointment

Meditation 101

Meditation is the practice of quieting the mind to connect with the Divine, with the purpose of attaining Divine Grace. Once we attain Grace in measure, it makes the crooked places straight in our lives. We begin to live by inner Grace, bringing into our lives such tangible results as satisfying relationships, abundant supply, successful business activity and creative endeavors. You will experience a relaxing & healing guided meditation, with time to discuss your experience.



"Meditation brings wisdom: lack of meditation leaves ignorance." Buddha

Instructor: Brenda Paquette

Date	Day	Time	Meets
10/7	T	6:30pm-8:30pm	1x

Learning Center/Room 18A
\$42

What are Angels and How to Communicate with Them

This class will explain what Angels are, how to ask for the Angel's help, and why their presence on this planet is so important at this time. You will discover your divine communication style through learning about the four major clairs of communication with the Angels; Clairvoyance, Clairaudience, Clairsentience and Claircognizance. You will then learn the difference between true guidance and false guidance; this will allow the Angels and their love to guide you on your spiritual path.

Instructor: Brenda Paquette

Date	Day	Time	Meets
10/16	Th	6:30pm-8:30pm	1x

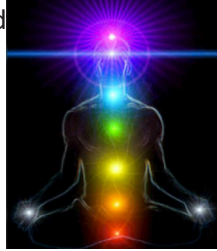
Learning Center/Room 18A
\$42





Introduction to Spiritual Energies

This class will help you to understand what Spiritual energies are and how they can positively or negatively impact your life. You'll learn the basics of what your aura and chakras are, how they are affected by our thoughts and feelings. This class will also help to strengthen your connection to the Divine, learn how to change your thought processes, and to achieve the joyful life you were meant to live. This will assist you to move forward on your path.



Instructor: Brenda Paquette

Date	Day	Time	Meets
9/25	Th	6:30pm-8:30pm	1x

Learning Center/Room 18A
\$42

Spirit Gathering - Who's in this Building?



Come Spend a Night with Spirit that are within the walls of this building and hear their Messages. Leslie Dutton is a nationally known psychic medium, and among the best and recognized as a Tested and Verified Psychic on the Best American Psychic Directory. The gathering will begin in the Rotary Room and we will travel throughout this 126 year old building. This will fill up fast!

Instructor: Leslie Dutton, Magick Bridges at Thunder Ridge Farm

Date	Day	Time	Meets
10/3	F	6:00pm-9:00pm	1x

Learning Center/Room 18A
\$25



Who Goes There? Ghost Hunting

We'll start off our first meeting by sharing our accounts of real life paranormal experiences. Next, we will go over the proper use of specific ghost hunting equipment and you will have the opportunity to practice the techniques you've learned while on an investigation of the building. During our 2nd class we will continue trying to capture evps, orbs or manifestations of spirits. If you have a K2 meter, digital camera, or digital voice recorder you will probably want to bring them along for the hunt. Please wear comfortable shoes and bring a flashlight. Maximum of 8 people - and this class fills up fast!!

Instructor: Donna Vankovich-Powers

Date	Day	Time	Meets
9/19-9/26	F	7:30pm-10:00pm	2x

Learning Center/Room 18A
\$40



Freedom through Forgiveness

In this class you will learn to change your perception of the concept of forgiveness and how valuable a tool it is to help us to navigate the perceived painful challenges we experience in our lives. The importance of forgiveness not only towards others but also for yourself. Join us for a meaningful evening of understanding the power of forgiveness. How to deal with pain and how Karma plays a role in our experiences. You will experience a guided meditation on forgiveness, so bring within your heart one person or yourself you would like to forgive, to free yourself and feel the deep healing take place. "The weak can never forgive. Forgiveness is the attribute of the strong" Mahatma Gandhi.

Instructor: Brenda Paquette

Date	Day	Time	Meets
10/21	T	6:30pm-8:30pm	1x

Learning Center/Room 18A
\$42



Reiki First Degree

Reiki is a laying-on of hands healing technique thought to be thousands of years old. It is a very simple yet powerful healing art that can be used on yourself as well as others, and can easily be learned by everyone.

Reiki is a sacred healing force that nourishes, harmonizes, balances and empowers every aspect of life; physical, mental, emotional and spiritual. It's used to support the healing process of almost any illness, induce relaxation, reduce stress and increase general wellness. During the class you will learn the history of Reiki, the ideals and principles of Reiki, the different levels of Reiki and the benefits of Reiki. You will learn about the clearing and protecting yourself, and practice doing Reiki on yourself or others after you receive your attunement. The class will end with a guided meditation and your certificate. Once you received your attunement you are able to do Reiki on yourself or loved ones. **Introduction to Spiritual Energies is recommended before this class. Please bring water and a bag lunch.**

Instructor: Brenda Paquette

Date	Day	Time	Meets
10/4	Sat	10:00am-4:00pm	1x

Learning Center/Room 18A

\$93 PLUS \$5 material fee (payable to instructor)

Reiki Second Degree

At this level we will learn the seven major chakras, the three Reiki healing symbols, and the definitions and practice drawing them. Receive your Reiki II level attunement, practice long distance healing, protecting and clearing yourself, preparing a space to practice Reiki, building your Reiki practice. The class ends with a guided meditation and your certificate. Once you receive your Reiki level II attunement you are considered a practitioner and practice Reiki on anyone.

You must be certified in Reiki I to take this class.

Please bring water and a bag lunch.

Instructor: Brenda Paquette

Date	Day	Time	Meets
11/1	Sat	10:00am-4:00pm	1x

Learning Center/Room 18A

\$145 PLUS \$5 material fee (payable to instructor)

Reiki Third Degree

At this level the student will learn what being a Reiki Master means. Understanding the 12 Chakras, learning to work with Reiki Guides and Healing Angels, understanding what a healing crisis is, and learning the attunement process. Receive the Master Symbols and practice drawing them. Receive the Master level attunement. Practice giving Reiki attunements and Reiki on each other, also more helpful advice on how to build your own practice. The class ends with a guided meditation. You will receive your Reiki Master certificate at the end of class. **At this level you must be certified in Reiki I & II. Please bring water and a bag lunch.**

Instructor: Brenda Paquette

Date	Day	Time	Meets
12/6	Sat	10:00am-4:00pm	1x

Learning Center/Room 18A

\$195 PLUS \$5 material fee (payable to instructor)



Creating a Happy Life



Are you interested in learning skills so you might lead a happier life? In this class, we will discuss simple techniques to notice goodness and help it grow. We will discuss positive thinking, self care and the

benefits of play for healthy mind and body. This class will expand on "Hardwiring Happiness" by Rick Hanson and introduce many other resources for continued study.

Instructor: MaryLee Bennison

Date	Day	Time	Meets
9/22	M	5:30pm-7:00pm	1x

Learning Center/Room 28

\$15

B&E
Enrichment
 Personal Finance

Buying Your First Home

New!

Tired of renting? Not sure if homeownership is right for you, or how to take the first steps? This Maine hoMEworks class covers the entire process of buying a home – making the decision, credit score basics, budgeting for homeownership, getting pre-approved for a mortgage, working with a realtor, property inspections, insurance, the closing process, energy efficiency, building equity and avoiding predatory lenders. The class will also provide an overview of no and low-downpayment mortgage programs that are available to Maine residents, veterans and others. All students will have the opportunity to receive free, individualized pre-purchase counseling upon completion of the class. **Please bring water and a bag lunch.**

Instructor: Lee Sullivan

Date	Day	Time	Meets
11/1 & 11/8	Sat	8:30am-2:15pm	2x

J.F. Kennedy Kindergarten Center/Conference Room
 \$30 per individual, \$50 per couple



1040 EZ

New!

This session is designed to teach basic tax preparation skills and give basic information on handling personal taxes. From understanding W-4s, payroll taxes, to your W-2, then onto completing a 1040EZ.

The class is taught the old fashion way, with pencils and tax booklets and not on the computer. If you want to take charge and control your finances this class is for you.

Instructor: George Cromwell

Date	Day	Time	Meets
11/10 & 11/12	M & W	6:30pm-8:00pm	2x

Learning Center/Room 28
 \$25

1040A



This session is designed to go beyond the basic tax preparation skills. There will be lots of discussion on filing status and exemptions. Prerequisite is 1040 EZ. This is a great class if you are interested in working as a tax preparer.

Instructor: George Cromwell

Date	Day	Time	Meets
11/17 & 11/19	M & W	6:30pm-8:00pm	2x

Learning Center/Room 28
 \$25

The A, B, C and Ds of Medicare



Does the A, B, C and D “Alphabet Soup” of Medicare feel overwhelming? Medicare, begun in 1965, is the US health plan available to qualified people aged 65 and older, as well as some disabled people below age 65. This overview reviews the way Medicare covers inpatient, outpatient and prescription drug costs, explains enrollment periods and reviews the types of products designed to partner with Medicare, including supplement plans, Medicare Advantage plans and prescription drug plans. This seminar will be informative for current beneficiaries, people beginning Medicare, and the adult, children, or loved ones of Medicare beneficiaries.

Instructor: Barbara Hopkins

Session I:

Date	Day
9/30	T

Time

6:00pm-7:30pm

Learning Center/Room 18A
 \$9

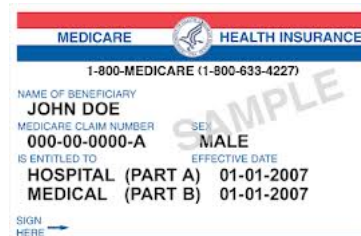
Session II:

Date	Day
10/7	T

Time

9:00am-10:30am

Learning Center/Room 18A
 \$9





Retirement by Design



Thinking about retirement can bring to mind some questions: What will I do when I retire? Am I saving enough? Will I even be able to retire? This class will teach you investment strategies you can use now to help design the retirement you want tomorrow. Topics covered in class will include:

- Basic features of bonds, stocks and mutual funds, and the importance of asset allocation.
- Determine how much money you may need during retirement.
- Investment strategies to help design the retirement you want.
- Steps to take to prepare for health care costs to ensure retirement savings stay healthy.
- Develop a proactive strategy for protection and preparing for the unexpected.
- Manage income and expenses during retirement, plan for inflation and market volatility.

Instructor: Matt Simmons, Edward Jones Financial Advisor

Date	Day	Time	Meets
9/17-10/22	W	6:00pm-7:00pm	6x
Learning Center/Room 23			\$15

The Money Class

The 6-week study group will follow Suze Orman’s book *The Money Class** as a guide and text, addressing the following topics:

- The New American Dream
- Family, Home, Career
- Retirement Planning: Ages 20-40
- Retirement Planning: Ages 40-60
- Stand in Your Truth
- Living in Retirement

Class Limit is 8

*The book is available at Biddeford Adult Education.

Prerequisite: Read pages 3-10 before 1st class.

Instructor: Richard Butler

Date	Day	Time	Meets
9/24-10/29	W	6:00pm-7:30pm	6x
Learning Center/Room 28			\$35



Simplifying the Process of Downsizing and Liquidating an Estate



Dissolving or downsizing a loved one’s estate or even a few precious items can be a daunting and stressful experience; one, unfortunately, many of us find ourselves in the position to do – like it or not. This interactive session is specifically designed to help you uncomplicate the process of downsizing and/or liquidating an estate. Useful tools, strategies and resources are provided to help get you started. We will provide a prospective of and understanding for the emotional side of “letting go” of material objects/personal belongings while discussing the difference between a particular item’s “value” versus “what it is really worth.” In addition, the advantages and disadvantages of a variety of methods for dissolving or downsizing an estate will be discussed.

Instructor: Sandy Gnidziejko and Ellen Heath

Little River Antiques & Estate Sales LLC
antiquesandstatesalesme.com

Session I:

Date	Day
9/25	Th
Time	
10:00am-11:30am	
J.F.K. Kindergarten Center/ Conference Room	
\$25	

Session II:

Date	Day
10/2	Th
Time	
6:00pm-7:30pm	
J.F.K. Kindergarten Center/ Conference Room	
\$25	

Thinking of selling your home?



Don't wait too long.

Opportunities may be changing.



Adult Basic Education Math (ABE)

Receive supplemental practice along with alternate explanations in order to understand a variety of mathematical topics at a deeper level. Work independently or with peers to complete assigned tasks and improve skills.

Instructor: Bo Parker

Date	Day	Time	Cost
9/15-12/18	M-Th	9:00am-12:00pm	Free

Learning Center/Room 28

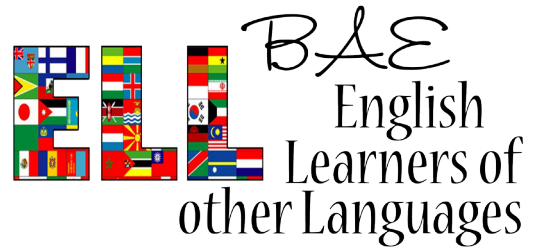
Adult Basic Education English (ABE)

Whether pursuing a diploma or just “brushing up” on English related skills, this class has something for you. Practice your reading comprehension skills and enhance your writing. Review the parts of speech or prepare for college entrance exams. This course provides individualized and small group instruction in grammar, reading, and spelling. You can learn without embarrassment.

Instructor: Bo Parker

Date	Day	Time	Cost
9/15-12/18	M-Th	9:00am-12:00pm	Free

Learning Center/Room 28



This class prepares non-native English learners with the skills to communicate in English, to improve job skills and to further their academic studies. Receive the educational skills necessary to help your children in school. Become a more employable, productive, and responsible citizen. Study for the US citizenship test.

Instructor: Bo Parker

Date	Day	Time	Cost
9/15-12/18	M-Th	12:30pm-2:30pm	Free

Learning Center/Room 28



Creative Play Class I

Parents with children ages 0-3 are invited to join this exciting and active class. We have created an environment in which children and parents can experience new literacy rich activities together through books, music, games, puppet play, and child directed play. Our goal is to provide a space and forum for parents and children to spend time playing and learning together. We invite new participants every week. Come play, learn, and explore with us!

Instructor: Julie Berube

Date	Day	Time	Cost
9/17-12/17	W	1:00pm-2:00pm	Free

Learning Center/Rooms 14 & 16

Creative Play Class II

For parents with children ages 3-5, this program will have more of an academic feel. Parents and children will explore the alphabet together. This class will be filled with lots of art projects, painting, cooking, music, and really great books. Our goal is to provide a space and forum for parents and children to have a great time together and develop a love for lifelong learning. We invite new participants every week. Come play, learn, and explore with us!

Instructor: Julie Berube

Date	Day	Time	Cost
9/15-12/18	M & Th	1:00pm-2:30pm	Free

Learning Center/Rooms 14 & 16

Parent Talk (1, 2, 3, 4 Parent!)

Do you have questions about parenting? Do you want to improve your parenting skills? Are you overwhelmed? If you answered yes to any of these questions, Parent Talk may be for you. Through this program you will learn skills that will help you develop cooperation, responsibility and self-esteem in your children. You'll also learn positive discipline techniques so you can avoid those all too familiar power struggles.

Instructor: Julie Berube

Date	Day	Time	Cost
9/15-12/15	M	10:00am-12:00pm	Free

Learning Center/Room 18A



Early Childhood

Monthly Family Story Hour

The monthly story hour will provide a welcoming and fun environment to listen to stories, participate in great theme activities with your children, and have a snack together. Family story hour is a wonderful opportunity for parents and children to spend time together (PACT). Come and introduce your child/children to really great books and a love of reading. Special guest readers and surprise hosts are scheduled throughout the year.

Instructor: Julie Berube

Dates		
9/17, 10/15, 11/19, 12/17		
Day	Time	Cost
W	6:00pm-7:30pm	Free

Learning Center/Room 23



Survival Tips for Today's Family

We will be discussing survival tips for today's family. Life can be overwhelming these days with school, work, and family. We all could use survival tips on how to balance it all. Discussions will include: lives as a single parent, positive parenting, time management, stress management, health issues, and much more.

Instructor: Julie Berube

Date	Day	Time	Cost
9/19-12/19	F	9:00am-12:00pm	Free

Learning Center/Room 23



BAE High School Academics

Adults (17 and older) can earn a high school diploma through the adult education program. Previously earned credits as well as life experience will count toward your credit total. All courses taken for diploma credit are free.

Current graduation requires 24 credits: 2 Math credits, 4 English credits, 1 Social Studies credit, 1 US History credit, 2 Science credits, 1 Fine Arts credit, 1 Computer credit, and 12 Electives.

**YOU MUST: Call 282-6511 to schedule your 1/2 hour Intake/Registration.
No registrations will be accepted after September 17th.**

English Courses

Exploring Literature and Creative Writing

Authors and their literary works will be studied and compared. Creative writing techniques will be developed to examine and critique this literature. Students should have excellent basic writing English skills.

Instructor: Kim Loranger

Date	Day	Time
9/17-12/17	W	5:30pm-8:30pm

Learning Center/Room 24

Everyday Writing

From journaling, to composing letters, resumes, essays, summaries, creative stories and poetry, "Creative Writing" is a class designed to help students improve composition skills. Students will be expected to write, share and revise their work. Mini-lessons, guided practice, and individualized teacher assistance will help students to learn new skills and improve writing.

Instructor: Gail Roller

Date	Day	Time
9/16-12/16	T	9:00am-12:00pm

Learning Center/Room 27

Introduction to English Grammar & Reading Comprehension

This course will focus on the basic mechanics of grammar such as sentence structure, vocabulary, paragraph development, and word usage. It will also explore reading material including short stories and short novels and their comprehension.

Instructor: Kim Loranger

Date	Day	Time
9/15-12/15	M	9:00am-12:00pm

Learning Center/Room 24

Basic Communication Skills

You will learn essential English language skills to help communicate effectively in a range of contexts. By reviewing grammar, punctuation, capitalization, spelling, formatting, vocabulary, proofreading, and writing skills, you will become familiar with the techniques of English.

Instructor: Jenny Stevenson

Date	Day	Time
9/18-12/18	W	9:00am-12:00pm

Learning Center/Room 27

Science Courses

Biology

This class will fulfill the requirements of a high school biology class. The curriculum includes topics in ecology, cell biology, genetics and heredity among others.

Instructor: Victoria Salo

Date	Day	Time
9/16-12/16	T	5:15pm-8:15pm

Biddeford High School/Room A007

General Science

General Science curriculum will consist of mini-units pertaining to chemistry, forensics, and biology.

Instructor: Victoria Salo

Date	Day	Time
9/18-12/18	Th	5:15pm-8:15pm

Biddeford High School/Room A007

High School Academics Course Fees: \$47 Res./\$49 Non-res. unless otherwise noted. Biddeford Adult Education High School Diploma students do not pay a course fee but are responsible for any Material, Lab, and Text fees. Non-res. High School Supplement students ARE responsible for a \$25 supplement fee per semester.

Electives

Are We What We Eat?

This class will explore the expression, “We are what we eat.” We’ll find out if it’s true by learning about nutrition, portion control, and healthy cooking, but the best part is the yummy eating. Furthermore, we’ll begin with American dishes, then explore the rest of the world. This 15-week class is a delicious adventure, so sign up right away and bring your appetite.

Instructor: Sue Schofield

Date	Day	Time
9/17-12/17	W	9:00am-12:00pm

Learning Center/Room 23

Survival Tips for Today’s Family

See page 31 for description.

Instructor: Julie Berube

Date	Day	Time
9/19-12/19	F	9:00am-12:00pm

Learning Center/Room 23

History Courses

US History

Discover how fun history class can be when it combines different disciplines. Through the study of geography, we will see how it shaped the history of the United States. From Maine to Alaska the students will travel the U.S. exploring where history took place.

Instructor: Kim Doody

Date	Day	Time
9/15-10/27	M & Th	5:30pm-8:30pm

Learning Center/Room 24

Intro to Government

This class will look at the US government and how it has shaped history.

Instructor: Kim Doody

Date	Day	Time
11/3-12/18	M & Th	5:30pm-8:30pm

Learning Center/Room 24



High School Academics Fine Arts Courses

Principles and Elements of Art

Our goal in this course is to learn about the Principles of Art while becoming comfortable with the possibility of seeing ourselves as artists. The first half of the semester you will concentrate on various drawing techniques and tools, plus learn about the Elements of Art. The second half of the semester you will explore multi-media and painting. The Principles of Art will be addressed throughout, and you will learn how to offer positive feedback through helpful critique.

Instructor: Erinn McCusker

Date	Day	Time
9/16-12/16	T & Th	9:00am-10:30am

Learning Center/Room 23

Creative Bookmaking


You will learn different types of storytelling from ancient to modern (poetry, current-day song lyrics, Native American cave drawings, etc.). You will use paint, markers, pastels and cut paper to create short stories with words. You will also learn how to make book covers and bindings.

Instructor: Erinn McCusker

Date	Day	Time
9/16-12/16	T & Th	10:30am-12:00pm

Learning Center/Room 23

High School Academics Course Fees: \$47 Res./\$49 Non-res. unless otherwise noted. Biddeford Adult Education High School Diploma students do not pay a course fee but are responsible for any Material, Lab, and Text fees. Non-res. High School Supplement students ARE responsible for a \$25 supplement fee per semester.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
morning	Intro English Grammar & Lit. 9:00-12:00 9/15-12/15 Parent Talk 10:00-12:00 9/15-12/15 ABE Basic Math 9:00-12:00 9/15-12/19 ABE Basic English 9:00-12:00 9/15-12/19	Principles and Elements of Art 9:00-10:30 9/16-12/18 Creative Bookmaking 10:30-12:00 9/16-12/18 General Math 9:00-10:30 9/16-12/18 HiSET Math 10:30-12:00 9/16-12/18 Everyday Writing 9:00-12:00 9/16-12/16 ABE Basic Math 9:00-12:00 9/15-12/19 ABE Basic English 9:00-12:00 9/15-12/19	Basic Communication Skills 9:00-12:00 9/17-12/17 Are We What We Eat? 9:00-12:00 9/17-12/17 ABE Basic Math 9:00-12:00 9/15-12/19 ABE Basic English 9:00-12:00 9/15-12/19	Principles and Elements of Art 9:00-10:30 9/16-12/18 Creative Bookmaking 10:30-12:00 9/16-12/18 General Math 9:00-10:30 9/16-12/18 HiSET Math 10:30-12:00 9/16-12/18 ABE Basic Math 9:00-12:00 9/15-12/19 ABE Basic English 9:00-12:00 9/15-12/19	Survival Tips 9:00-12:00 9/19-12/19  <i>All High School Diploma students who successfully complete their requirements are encouraged to participate in Biddeford Adult Education's Graduation Ceremony in June, 2015.</i>
	afternoon	ESOL 12:30-2:30 9/15-12/19 Creative Play II 1:00-2:30 9/15-12/18	ESOL 12:30-2:30 9/15-12/19	ESOL 12:30-2:30 9/15-12/19 Creative Play I 1:00-2:30 9/17-12/17	ESOL 12:30-2:30 9/15-12/19 Creative Play II 1:00-2:30 9/15-12/18
Intro to US History 5:30-8:30 9/15-10/27 Intro to US Government 5:30-8:30 11/3-12/18		Biology 5:15-8:15 9/16-12/16 All High School Academic Courses are 45 hour courses	Exploring Literature and Creative Writing 5:30-8:30 9/17-12/17 HiSET Prep Class 5:30-8:30 9/17-12/17	Intro to US History 5:30-8:30 9/15-10/27 Intro to US Government 5:30-8:30 11/3-12/18 General Science 5:15-8:15 9/18-12/18	AGE POLICY Minimum age for Diploma students is 17 years.

Beginning January, 2014, the HiSET® (High School Equivalency Test) replaced the GED as Maine's High School Equivalency Diploma. We began administering the paper version of the HiSET® in January and will transition to HiSET®'s computer-based version as it becomes available.

Because HiSET®'s subject tests are the same as the GED, Maine will be able to apply the passing scores of GED subject tests to the HiSET®. This means that unlike much of the country, Maine learners did not fall off the "GED testing cliff" at the end of 2013 as previously thought. Students may have started by taking the GED in 2013, but you will be able to finish by taking the remaining subject tests with the HiSET® until December 2014.

As has always been the case in Maine, there is NO COST for Maine residents to prepare for and take the HiSET®. Local adult education programs provide HiSET® testing, preparation materials, pre-tests, and instruction - all at no cost to the learner.

Schedule to attend our FREE HiSET® Orientation/CASAS Testing session to find out if you can pass the official HiSET® tests.

SEPTEMBER 2014

S	MON	TUE	WED	THU	FRI	S
	1	2 Intake/ Pre-Tests 4:00pm	3 Pre-Tests 4:00 pm Intake/ Pre-Tests 9:30am	4 CASAS 4:00 pm Pre-Tests 9:30am	5 CASAS 9:30am	6
7	8 Official Testing 9:30am 4:30pm	9 Official Testing 9:30am 4:30pm	10 Official Testing 9:30am 4:30pm	11 Official Testing 9:30am 4:30pm	12 Official Testing 9:30am	13
14	15 Official Testing 9:30am 4:30pm	16 Official Testing 9:30am 4:30pm	17 Official Testing 9:30am 4:30pm	18 Official Testing 9:30am 4:30pm	19 Official Testing 9:30am	20
21	22 Intake/ Pre-Tests 4:00pm	23 Pre-Tests 4:00pm	24 CASAS 4:00 pm Intake/ Pre-Tests 9:30am	25 Pre-Tests 9:30am	26 CASAS 9:30am	27
28	29 Official Testing 9:30am 4:30pm	30 Official Testing 9:30am 4:30pm				

OCTOBER 2014

S	MON	TUE	WED	THU	FRI	S
			1 Official Testing 9:30am 4:30pm	2 Official Testing 9:30am 4:30pm	3 CASAS 9:30am	4
5	6 Intake/ Pre-Tests 4:00pm	7 Pre-Tests 4:00pm	8 CASAS 4:00 pm Intake/ Pre-Tests 9:30am	8 Pre-Tests 9:30am	10 CASAS 9:30am	11
12	13	14	15	16	17	18
19	20 Official Testing 9:30am 4:30pm	21 Official Testing 9:30am 4:30pm	22 Official Testing 9:30am 4:30pm	23 Official Testing 9:30am 4:30pm	24 Official Testing 9:30am	25
26	27 Official Testing 9:30am 4:30pm	28 Official Testing 9:30am 4:30pm	29 Official Testing 9:30am 4:30pm	30 Official Testing 9:30am 4:30pm	31 CASAS 9:30am	

NOVEMBER 2014

S	MON	TUE	WED	THU	FRI	S
						1
2	3 Intake/ Pre-Tests 4:00pm	4 Pre-Tests 4:00pm	5 CASAS 4:00 pm Intake/ Pre-Tests 9:30am	6 Pre-Tests 9:30am	7 CASAS 9:30am	8
9	10 Official Testing 9:30am 4:30pm	11	12 Official Testing 9:30am 4:30pm	13 Official Testing 9:30am 4:30pm	14 Official Testing 9:30am	15
16	17 Official Testing 9:30am 4:30pm	18 Official Testing 9:30am 4:30pm	19 Official Testing 9:30am 4:30pm	20 Official Testing 9:30am 4:30pm	21 Official Testing 9:30am	22
23 30	24 Intake/ Pre-Tests 9:30am	25 Pre-Tests 9:30am	26 CASAS 9:30am	27	28	29

DECEMBER 2014

S	MON	TUE	WED	THU	FRI	S
	1 Official Testing 9:30am 4:30pm	2 Official Testing 9:30am 4:30pm	3 Official Testing 9:30am 4:30pm	4 Official Testing 9:30am 4:30pm	5 Official Testing 9:30am	6
7	8 Official Testing 9:30am 4:30pm	9 Official Testing 9:30am 4:30pm	10 Official Testing 9:30am 4:30pm	11 Official Testing 9:30am 4:30pm	12 Official Testing 9:30am	13
14	15 Intake/ Pre-Tests 4:00pm	16 Pre-Tests 4:00pm	17 CASAS 4:00 pm Intake/ Pre-Tests 9:30am	18 Pre-Tests 9:30am	19 CASAS 9:30am	20
21	22	23	24	25	26	27
28	29	30	31			

indicates the Adult Ed Office is closed

- Please bring a MAINE Government issued picture identification to Orientation
- There is NO FEE for the HiSET® Testing with a Maine ID. If you do not have a Maine ID, there will be a \$50 fee PER test.
- NO CHILDREN ALLOWED at any session
- There is a lot of paper work, so please bring your patience

SACO BAY COLLEGE TRANSITIONS: College Preparation for Adults

What can Saco Bay College Transitions do for you?

- Offer classes and workshops specific for college-level work including college & career advising, math, writing, Accuplacer testing, and college survival skills
- Online eLearning and video conferencing
- Provide adults with the skills to persist and succeed in college
- Create an individualized learning plan and conquer the college application and financial aid process

Who joins the College Transitions program?

- Current high school diploma and HiSET students who want to go to college
- Anyone who wants to get a better job or start a new career
- Adults who have tried college in the past
- Current college students needing to improve in writing, reading, or math
- Student who do not want to pay the high cost cost of college level classes

Why join the College Transitions program?

- Gain the confidence and skills to succeed in college
- Participate in classes appropriate for your skill level to prepare for college level courses
- Improve your score on the Accuplacer college placement exam
- Most classes are free

College Transitions English

Are you unsure of English grammar? Do you need to build up your writing skills before applying to college? Would you like more practice creating powerful sentences and paragraphs? This class is for you! We will focus on the basic building blocks of writing so you can feel confident about your work and ready for the next step on your educational journey.

Instructor: Dorrie Roedner

Date	Day	Time	Meets
9/16-12/18	T & Th	12:30pm-2:30pm	25x

Learning Center/Room 18A

Saco Bay College Transitions

providing a spectrum of services
supporting your college goals

Adult Education of the Kennebunk & Arundel

89 Fletcher St., Kennebunk, ME 04043
p: (207) 985-1116 f: (207) 985-6732
adulted@rsu21.net
www.kennebunk.maineadulted.org

Biddeford Adult Education

64 West St., Biddeford, ME 04005
p: (207) 282-3883 f: (207) 286-9581
adulted@biddefordschooldepartment.org
www.biddeford.maineadulted.org

Old Orchard Beach/Saco

Adult & Community Education

40 E. E. Cummings Blvd., OOB, ME 04064
p: (207) 934-7922 f: (207) 934-3705
adultedinfo@rsu23.org
www.oobsaco.maineadulted.org

Wells-Ogunquit Adult Community Education

200 Sanford Rd., Wells, ME 04090
p: (207) 646-4565 f: (207) 646-4596
adulted@wocsd.org
www.wells-ogunquit.maineadulted.org

You may register as soon as you receive this Catalog

Student Information

COURSE PAYMENTS AND FEES

Course fees and book/material fees are payable in full at time of registration. Payment ensures a place for you in the class. Non-payment will not guarantee your placement. Payment is made by cash, check, money order, or credit card (Visa or MasterCard) at time of registration. Make checks payable to Biddeford Adult Education. Please Note - there is a \$25.00 charge for all checks returned due to insufficient funds. Please do not mail cash! **Please do not send us material fees that are payable to the instructor.** We recommend checking with us prior to purchasing class materials to make sure the class has sufficient enrollment. Confirmation of Credit Card payments will be mailed to you. Payments of Checks and Cash will not be confirmed by mail.

REFUNDS AND CANCELLATIONS

Classes cancelled by Biddeford Adult Education will receive a full refund. Courses that were paid for with a credit card can only be credited back to the same card. Refund checks for check or cash payments may take up to three (3) weeks to process. Student-initiated refunds will be given if requested at least three (3) business days prior to the first class. **After that time, no refunds will be given.**

NO REFUNDS ARE ISSUED IF YOU FAIL TO ATTEND CLASS.

NO SCHOOL/STORM CANCELLATIONS
Adult Education will follow the Biddeford schedule. No programs will be held if Biddeford Schools' are cancelled due to storm conditions or during school vacations. Cancellations due to late developing severe weather conditions will be announced on local television and www.biddefordschooldepartment.org, as well as on the adult education office answering machine 282-3883 after 3:00 p.m. Your instructor will schedule make-up time as needed.

NON-RESIDENTS

Residents from other communities are welcome to enroll in any of our programs. Non-residents pay the Non-Res. fee.

BOOK POLICY

Most books required for courses at Biddeford Adult Education may be purchased at the Biddeford Adult Education Bookstore. **Books must be paid for and picked up before class begins.** The Bookstore is located at the Main Office, 64 West Street., Biddeford, ME 04005.

5 Easy Ways To Register



www.biddeford.maineadulted.org - the fastest, easiest way to register! Register yourself (and your family & friends) for fun and vocational classes. A confirmation e-mail is sent automatically upon registration.



Please have your debit/credit card ready when you call. If paying by check, please note, we cannot guarantee your spot in a class until we receive payment. Phone: 282-3883



Walk-in to our main office located at 64 West Street, Biddeford. Please call 282-3883 for directions.

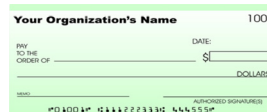


Complete the registration form and mail it along with your payment to:
Biddeford Adult Education
P.O. Box 624
Biddeford, ME 04005



If paying by debit/credit card, fill out the registration form located in this catalog and fax to 207-286-9581. We accept VISA and MasterCard.

Payment Methods we Accept



Class Locations:

- | | |
|---|---|
| Biddeford High School (BHS)
20 Maplewood Ave.
Biddeford, ME 04005
207-282-1596 | Regional Center of Technology (COT)
10 Maplewood Ave.
Biddeford, ME 04005
207-282-1501 |
| John F. Kennedy School
64 West Street
Biddeford, ME 04005
207-282-4134 | J. Richard Martin Community Center
(Learning Center)
189 Alfred Street
Biddeford, ME 04005
207-282-6511 |
| Biddeford Middle School
25 Tiger Drive
Biddeford, ME 04005
207-282-6400 | |

Biddeford School Department Directory

ADMINISTRATION

ALAN CASAVANT
Mayor

JEREMY RAY
Superintendent

CHRIS INDORF
Assistant Superintendent

SCHOOL COMMITTEE

ALAN CASAVANT, CHAIR
DENNIS ANGLEA
TAMMY FLEURENT
ANTHONY MICHAUD
HEATHER MILLS
BIL MORIARTY
LAURIE JO READY
LISA VADNAIS

ADULT EDUCATION STAFF

PAULETTE BONNEAU
Director

SUSAN DE CESARE
*Community Adult
Education Leader*

ANNE BEAULIEU
PATT HAMEL
Administrative Assistants

NANCY OUELLETTE
Student Advisor

JULIE BERUBE
Family Literacy

JULIE BERUBE
STEVE FORAN
TED FRANCOEUR
PATT HAMEL
LISA MARTEL
Night Supervisors

MAGGIE BUTTERS
HiSET Examiner

BIDDEFORD SCHOOL DISTRICT DIRECTORY

Biddeford High School
20 Maplewood Ave.
Phone: 282-1596 Fax: 282-8284

Biddeford Regional
Center of Technology
10 Maplewood Ave.
Phone: 282-1501 Fax: 286-9581

Biddeford Middle School
25 Tiger Drive
Phone: 282-6400 Fax: 282-6040

Biddeford Intermediate School
335 Hill Street
Phone: 282-5957 Fax: 286-9225

Biddeford Primary School
320 Hill Street
Phone: 282-8285 Fax: 286-9225

John F. Kennedy School,
Kindergarten Center
64 West Street
Phone: 282-4134 Fax: 284-7199

Facilities Department
205 Main Street
Phone: 571-1602 Fax: 284-7956

Transportation Department
371 Hill Street
Phone: 282-0909 Fax: 282-0101

Food Service Department
64 West Street
Phone: 282-4134 Fax: 284-7199

Leadership Office
18 Maplewood Ave.
Phone: 282-8283 Fax: 282-8424

“It is never too late to register as long as
there is room in a class.”

282-3883

Visit our Website:

www.biddeford.maineadulted.org

FOR MAIL-IN, include debit/credit card information or check. Mail to: Biddeford Adult Education
 P.O. Box 624, Biddeford ME 04005
 FAX to: 207-286-9581. You MUST include debit/credit card information.
 www.biddeford.maineadulted.org adulted@biddefordschooldepartment.org
 Please REPRODUCE as needed for additional forms.

NAME _____
 BIRTH DATE ____/____/____ MALE FEMALE
 ADDRESS _____
 CITY _____ ZIP _____
 HOME PHONE: _____ CELL PHONE: _____
 E-MAIL _____

COURSE INFORMATION

COURSE NAME	COURSE FEE	TEXT/ MATERIAL FEE

CHECK CASH VISA MC
 Card No: _____
 Expiration Date: _____
 Name on card: _____
 Signature: _____

***STUDENT-INITIATED REFUNDS**
 will be given if requested at
 least three working days before
 the day of the first class. After
 that time, no refunds can be
 given. No refunds are issued if
 you fail to attend class.

Every effort has been made to make this publication
 accurate as of the publication date; however, all
 policies, procedures, course fees and curriculum are
 subject to change at any time by appropriate action
 of instructors or administrators of Biddeford Adult
 Education. This publication is not intended to be
 a contract, explicit or implied, and Adult Education
 reserves the right to make changes regarding the
 information contained herein.

NAME _____
 BIRTH DATE ____/____/____ MALE FEMALE
 ADDRESS _____
 CITY _____ ZIP _____
 HOME PHONE: _____ CELL PHONE: _____
 E-MAIL _____

COURSE INFORMATION

COURSE NAME	COURSE FEE	TEXT/ MATERIAL FEE

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Biddeford
Adult Education

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Biddeford, ME 04005

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- Certified Nursing Assistant, pg 7
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- Legal Nurse Training Course, pg 9
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Try one of our new Fun classes:

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- 1040 EZ, pg 28
- American Sign Language, pg 17
- Buying Your First Home, pg 28
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- Poster Design Basics, pg 12
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