

Your Opportunity is Knocking



Biddeford
Adult Education

Fall 2015
Course Catalog
Sept. - Dec.

Give Yourself a Raise...
Education Pays

**Open
the door
to a new
YOU!**



www.biddeford.maineadulted.org
207-282-3883

WELCOME *Learners*



Welcome to another year of dreaming about what you can achieve! Don't just dream, you can make it happen through Biddeford Adult Education! We continue to grow to meet the diverse needs of our adult learning community. We are offering a broad

range of programs for all our community members-job readiness skills, career pathway training, maintaining and upgrading professional skills and professional licensure requirements, family enrichment, high school diploma completion and lifelong learning opportunities for pleasure or profit.

Thinking about college? We offer college transition courses to prepare you for a successful college experience. We now can offer you more options in collaboration through our Saco Bay College Transition Consortium. Do you want to complete your high school diploma? We offer you two pathways. You can take classes through the high school diploma program or you can prepare and take the HiSet Exam in all five academic areas. We can help you then pursue vocational training or begin your college experience.

Do you have a bucket list? Come and have fun in our enrichment classes. Explore the myriad of offerings from bus trips to cooking, small engine repair, drawing and painting, money management or making handcrafts.

Whatever you decide to do, know that BAE will do whatever it takes to support your academic and personal success. BAE is proud to be one of the leading adult skill training centers in our area and we look forward to you joining our learning community.

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



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
9/22-12/8	T	6:00pm-9:00pm

Center of Technology/T-4
\$125 Res/\$129 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

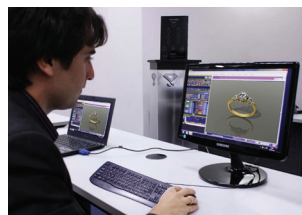
Date	Day	Time
9/14-12/14	M & W	6:00pm-9:00pm

No class 10/12 & 11/11

Center of Technology/T-4
\$675

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
9/22-12/8	T	6:00pm-9:00pm

Center of Technology/T-1
\$125 Res/\$129 Non-res

Machining Basics

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
9/23-12/16	W	6:00pm-9:00pm

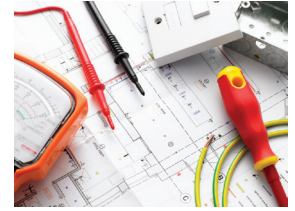
No class 11/11

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



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	Location	Cost
9/10-12/17	Th	5:30pm-8:30pm	Center of Technology/T-3	\$279 Res/\$285 Non-res PLUS \$76 Text fee PLUS 2014 NEC Code Book (not included in cost)

Mastering Computer Skills for the Workplace

Must-have skills to succeed in the workplace include the ability to create, edit and manage presentations in MS PowerPoint, documents in MS Word, email and calendars in MS Outlook, and spreadsheets in MS Excel.



Microsoft Office Suite of applications is the most used software tool in the world. Stay current with this class, as it is always up-to-date and will change as the features of MS Office change over time. Master the most common uses so that you can work faster and more efficiently and can take your computer skills from plain and drab to exciting and engaging. You will leave class with a set of skills that are a workplace requirement in today's fast paced ever-changing environment and will enable your future career success.

Online: 9/8-10/2

Course: \$195

Instagram for Business

Instagram is a marketing gold mine. Discover ways to have your audience generate excellent content for you. Build your community while doing it. Learn how to make hashtags work for you, how to make and keep your followers happy and how a small input can cause exponential growth.

Online: 9/8-10/2

Course: \$195

Interview Skills

Acquire new skills in job interviewing. You should attend if you want to improve your chances for being hired for a position, as well as if you are a leader who wants to improve the results of your hiring practices. A recent study by The Society of Human Resource Management (SHRM) found that up to 75% of employee performance issues can be directly identified during the interview process. This class will help you identify the "red flags" during the interview process so that you can avoid all the expenses and problems associated with a bad hire.



Online: 9/8-10/2

Course: \$295

Getting Things Done

Research has proven that when people have the opportunity to do what they do best every day, the effect on the individual, team, and organizational performance is powerful. A strengths-based management approach incorporates the latest research on engagement and workplace performance from the Gallup organization. Using the Clifton StrengthsFinder, you will learn how to be more successful by using the unique strengths and contributions of each team member to get more done at work and increase productivity. Fee includes a Top 5 Strengths access code to take the Clifton StrengthsFinder™.

Online: 9/8-10/2

Course: \$245

Google +

Discover the best ways to use this popular and emerging social media platform to raise your online profile, and connect with current and potential new contacts. You'll learn the advantages of using Google+, how it can help your organization to engage existing users, and grow your base and techniques for using the platform to create relationships.



Online: 11/2-11/27

Course: \$195

Mastering Microsoft Excel



A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet

tool in the world. Stay current with this class, as it is always up-to-date and will change as the features of Excel change over time. Examine the life of an Excel worksheet and workbook, from creation to presentation. Learn how an Excel worksheet is constructed, populated with content, and edited for delivery. Master the options that can take your Excel worksheet from plain, drab numbers to exciting and engaging multimedia. You will leave class with a set of skills that are in high demand and will be a deciding factor in your future success.

Online: 10/5-10/30

Course: \$195

Career Preparation

This Career Preparation class is designed for people who are wanting to clarify their career options within a specific field or explore possibilities for a career change. The goal of the class is to help participants learn more about careers that match their interests and become more confident about career planning and strategic career moves. During this class you will work on identifying skills, envisioning an "ideal career", learn skills in network and research; understand and develop a resume and cover letter. At the end of this course, you will have a final resume and cover letter.

Online: 10/5-10/30

Course: \$195



Substitute Teaching Training

Candidates must:

- Begin the fingerprinting process immediately: www.informe.org/cgi-bin/doi/fingerprint.pl
FMI: <http://maine.gov/education/cert/faq.htm#6>
- Be at least 22 years old
- Have a high school diploma and 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

Instructor: Rob Petit

Date	Day	Time
9/9-10/7	M & W	6:00pm-9:00pm

Biddeford Middle School/A-028
\$95 PLUS Fingerprinting



Social Media for Business Certificate

For businesses, nonprofits, government, and other organizations. You will discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization.

Online: 9/8-11/27 **Series:** \$495

Introduction to Social Media

Online: 9/8-10/2 **Course:** \$195

Marketing Using Social Media

Online: 10/5-10/30 **Course:** \$195

Integrating Social Media in Your Organization

Online: 11/2-11/27 **Course:** \$195

eMarketing Essentials Certificate

Learn the fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising.

Online: 9/8-11/27 **Series:** \$495

Improving Email Promotions

Online: 9/8-10/2 **Course:** \$195

Boosting Your Web Site Traffic

Online: 10/5-10/30 **Course:** \$195

Online Advertising

Online: 11/2-11/27 **Course:** \$195

Certificate in Customer Service

With the increase of technology, human interaction with customers becomes all the more important. Good customer service is now one of the central factors in organizational success.

Online: 9/8-10/30 **Series:** \$245

Keys to Customer Service

Online: 9/8-10/2 **Course:** \$145

Extraordinary Customer Service

Online: 10/5-10/30 **Course:** \$145

Managing Social Media Platforms Certificate

For businesses, nonprofits, government, and other Get a skill set for working and managing different social media platforms. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing.

Online: 9/8-11/27 **Series:** \$495

Twitter

Online: 9/8-10/2 **Course:** \$195

Facebook for Business

Online: 10/5-10/30 **Course:** \$245

LinkedIn for Business

Online: 11/2-11/27 **Course:** \$195

Online Course Information

Online Course Descriptions can be found on our website at www.biddeford.coursestorm.com.

Most online courses are available for 30 days. The course is entirely self-paced. You do not need to download special software or wait for future lessons. Within that 30 day session you can access and work on any course 24 hours a day and work as little or as much as you like --whatever suits you best. You can even skip a few days. To budget your time, plan on an average of 5 hours per week of online instruction. This includes reading the course materials and following suggested links.

After you register, you will be given a web address to go to get into your online classroom. You will have a password and use your email address and password to gain access.

For each Unit, you will:

- Access the online readings
- Listen to the audio presentation for the Unit and view the slides
- Take a self-quiz to see how much you have learned
- Engage in written online discussion with your instructor and other participants
- For best learning, you should make one or more comments at 2-3 different times each day.

The content (readings, audio lectures, slides) and self quizzes are accessible for the entire course, so you can work ahead, or go back and review again, at your convenience.

Auto Body

This is a hands on class where you will be working on your own vehicle, and Viktor will be there to answer any questions or give you a helpful hint. Shop space is limited to 8 vehicles with no storage. Each student will be responsible for purchasing the supplies needed for their own project.



Instructor: Viktor Garnik

Date	Day	Time
9/22-12/8	T	6:00pm-9:00pm

Center of Technology/T-6
\$125 Res/\$129 Non-res



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
9/23-12/16	W	6:00pm-9:00pm
No class 11/11		

Center of Technology/T-7
\$125 Res/\$129 Non-res



Small Engine Repair "Hands On"

Small gas engines serve us in many ways. They power lawn mowers, tillers, cultivators, trimmers, edgers, snow blowers, chain saws, pumps, generators, air compressors, and other useful home tools. They also power

our fun: outboard boats, snowmobiles, motorcycles, all-terrain vehicles, ultralight aircraft, and other toys. To keep them operating efficiently regularly servicing your small engine will ultimately save you money and time. This is a hands on class where you will be working on your own small engine, and Steve Cloutier will be there to answer any questions or give you a helpful hint.



Instructor: Stephen Cloutier

Date	Day	Time
9/24-12/17	Th	6:00pm-9:00pm
No class 11/26		

Center of Technology/T-7
\$125 Res/\$129 Non-res PLUS

Woodworking



Join this class and learn how to use hand tools and power equipment in a well organized wood shop. Choose a simple project to complete during the semester. Safety practices are stressed. Students need

to bring: wood for project, wood glue, tape measure, pencils, paper, hardware, paint, stain and/or finish.

Instructor: Jim Conwell

Date	Day	Time
9/22-12/8	T	6:00pm-9:00pm

Center of Technology/T-5
\$125 Res/\$129 Non-res PLUS



EMT Emergency Medical Technician

This is a Maine State approved EMT Course. This course prepares students for the entrance level to work on an ambulance. This is a fast paced course, utilizing an online platform to enhance learning and classroom activities.

The majority of your course work will be required to be done on-line, on your own computer. There will be,



face to face, in class sessions with your instructor to learn the practical skills needed to be an EMT. Students can expect to spend a minimum of 25 hours each week on the course doing the required reading and assignments.

A minimum of 20 clinical hours are required. Additional clinical time may be required to complete the clinical objectives. All students will be required to provide immunization documentation prior to clinical.

Once you have successfully complete this course, you will be eligible to sit for the National Registry EMT (NREMT) exam.

NREMT Practical testing fees are included in price of this course. Written testing fees and Maine licensing fees are NOT included.

Date	Day	Time
9/1-12/15	T	5:00pm-9:00pm

Learning Center/Room 23
\$895 (includes texbook, background check, access to MyBradyLab, EMT Test prep, clinical shirt) PLUS fee for National Exam

**For course registration please visit:
www.unitedambulance.com**

Personal Trainer National Certification

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 6-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.



Orientation Session:

Date	Day	Time
10/3	Sat	10:00am-11:00am

J.F.K. Kindergarten Center/Conf. Rm
FREE

Lecture:

Date	Day	Time
10/17-11/21	Sat	9:00am-4:00pm

J.F.K. Kindergarten Center/Conf. Rm
\$695 PLUS
\$95 Textbook PLUS \$80 CPR Training

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:** Patti Feda, R.N.
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.
M T & Th 8:00am-2:30pm

Learning Center/Room 25
\$30 Non-refundable background check
\$925 Course fee PLUS \$76 Text fee

Evening & Sat Class: **Instructor:** Patti Feda, R.N.
W 4:00-9:00pm
Sat 8:30am-3:30pm

Learning Center/Room 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:

Day Class: **Instructor:** Kathy Bickford, R.N.
W & F 8:00am-1:30pm

Learning Center/Room 25
\$30 Non-refundable background check
\$885 Course fee PLUS \$138 Text fee

Evening Class: **Instructor:** Kathy Bickford, R.N.
T & Th 4:00pm-9:00pm

Learning Center/Room 25
\$30 Non-refundable background check
\$885 Course fee PLUS \$138 Text fee



Get the Career-Focused Education You Need to Succeed! Biddeford Adult Education has partnered with Career Step to help students train for a rewarding new career. Tuition Assistance available, visit www.careerstep.com for more information. Call 1-877-225-7151 to register and mention **Biddeford Adult Education**.

Professional Medical Coding and Billing

As a medical coding and billing professional, you will review patient medical records and assign codes to diagnoses and procedures performed so the facility can bill insurance and other third-party payers (such as Medicare or Medicaid) as well as the patient. Most of these professionals work on-site for hospitals, clinics, physicians, and a variety of other healthcare facilities.



Coders use 3 different code sets: CPT, HCPCS, and ICD-9. The medical billing and coding training program is designed to be completed in 4 months of full-time study. However, the online format allows you to study on your own schedule and your own pace, so your enrollment includes 12 months of program access in case you need extra time.

Online: TBA

Course: \$3,395

Pharmacy Technician

Pharmacy technicians are crucial to keeping a pharmacy running smoothly. As a pharmacy tech, you'll have duties and responsibilities such as:

- Accurately and efficiently preparing prescription orders
- Verifying prescription information and dosage
- Entering patient and order information into the pharmacy system
- Processing and submitting insurance claims
- Providing quality customer service to patients and other healthcare providers

Most pharmacy technicians work in retail settings, such as neighborhood pharmacies or grocery stores. There are also positions in hospitals, clinics and outpatient centers, assisted living facilities, nursing homes, mail-order pharmacies, tele-pharmacies, and nuclear pharmacies



Online: TBA

Course: \$1,995

Medical Transcription and Editing

The medical transcription industry includes:

- Medical transcriptionists type up written reports of the audio files doctors record after they interact with patients. These written reports are then included in the patient's medical record.
- Medical transcription editors are specialized medical transcriptionists who correct and edit written reports created by speech recognition software, which automatically translates the doctor's dictation into text.

Most of these professionals work from home, although there are a few who work on-site for hospitals or clinics. With Career Step training, you can gain the skills you need to work from home in either of these roles, making you more flexible when you're looking for a job.

Online: TBA

Course: \$2,995

Medical Billing

As a medical billing specialist, you will take the data provided by the medical coders and use it to compile and submit claims to insurance companies and then subsequently bill patients. Day-to-day responsibilities vary from location to location, but often include:

- Using coded data to produce and submit claims to insurance companies
- Working directly with the insurance company, healthcare provider, and patient to get a claim processed and paid
- Reviewing and appealing unpaid and denied claims
- Verifying patients' insurance coverage
- Answering patients' billing questions
- Handling collections on unpaid accounts
- Managing the facility's Accounts Receivable reports



Medical billing specialists work in almost every type of healthcare facility, including hospitals, doctors' offices, skilled nursing facilities, and home health agencies, among others. You may also be able to find positions in insurance companies and specialized medical billing outsource companies.

Online: TBA

Course: \$1,995

Mastering Microsoft Excel

Examine the life of an Excel worksheet and workbook, from creation to presentation. Learn how an Excel worksheet is constructed, populated with content, and edited for delivery. Master the options that can take your Excel worksheet from plain, drab numbers to exciting and engaging multimedia. You will leave class with a set of skills that are in high demand and will be a deciding factor in your future success.

Online: 10/5-10/30

Course: \$195

Google +

Discover the best ways to use this popular and emerging social media platform to raise your online profile, and connect with current and potential new contacts. You'll learn the advantages of using Google+, how it can help your organization to engage existing users, and grow your base and techniques for using the platform to create relationships.

Online: 11/2-11/27

Course: \$195

Instagram for Business

Instagram is a marketing gold mine. Discover ways to have your audience generate excellent content for you. Build your community while doing it. Learn how to make hashtags work for you, how to make and keep your followers happy and how a small input can cause exponential growth.

Online: 9/8-10/2

Course: \$195

Mastering Computer Skills for the Workplace

Microsoft Office Suite of applications is the most used software tool in the world. Stay current with this class, as it is always up-to-date and will change as the features of MS Office change over time. Master the most common uses so that you can work faster and more efficiently and can take your computer skills from plain and drab to exciting and engaging.

Online: 9/8-10/2

Course: \$195

Twitter

Learn the best way to take advantage of the unique opportunities Twitter offers – and discover the best ways to create relationships and network with your key constituents.

Online: 9/8-10/2

Course: \$195

Facebook for Business

Discover new tools and proven techniques to increase business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas.

Online: 10/5-10/30

Course: \$245

LinkedIn for Business

Learn how to set up your personal profile so that it gets noticed by others. Discover how LinkedIn can be used to generate leads, recruit new employees, and find new jobs. This class will cover all the intricacies of LinkedIn to help you create, customize, and optimize your presence on LinkedIn.

Online: 11/2-11/27

Course: \$195

Introduction to Social Media

Learn what social media are and their role in your business and personal life. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients.

Online: 9/8-10/2

Course: \$195

Marketing Using Social Media

Develop a two-way communication and marketing strategy for your organization using social media. You will be guided in exploring major social media, including Twitter, LinkedIn, and blogging. Learn quick, easy ways to use Twitter, blogs and LinkedIn to engage your customers or clients and keep them interested in your organization or business.

Online: 10/5-10/30

Course: \$195

Integrating Social Media in Your Organization

Take away a practical strategy and techniques for implementing a social strategy for your organization or business. Learn how to create your own private social network using the Ning platform. See how Google Docs and Calendars work and how to use online video to further your business goals.

Online: 11/2-11/27

Course: \$195



Course Name	Cost
Alternative Dispute Resolution Certificate Course	\$645 plus book(s)
Advanced Legal Research & Writing Certificate Course	\$729 plus book(s)
Advanced Paralegal Certificate Course	\$1,800
Employment Law	\$729 plus book(s)
Graduate Management Admissions Test Preparation Course	\$300
Graduate Record Examination Preparation Course	\$300
Intellectual Property Law for Engineers	\$645 plus book(s)
Law School Admissions Test Preparation Course	\$300
Law School Preparation Course	\$300
Legal Investigation Certificate Course	\$645 plus book(s)
Legal Nurse Consultant Training Course	\$895 plus book(s)
Paralegal Certificate Course	\$1,289 plus book(s)
Software Essentials for the Law Office	\$729 plus book(s)
Victim Advocacy Certificate Course	\$645 plus book(s)



About The Center for Legal Studies

The Center for Legal Studies teaches common laws and legal training that are used in many common law countries around the world. It doesn't matter where you are located. CLS courses are available in several formats to meet the needs of any schedule and any location!

Financial Assistance

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

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

"I think I can speak for most mothers in that it is very difficult to attend school at night when you have the responsibility of children and a job. This course offered weekend days for a six-week period was very conducive to my situation."

—Lisa Caine, Student, Mesquite, Texas



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
10/5	M	6:30pm-9:00pm

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
10/19	M	6:30pm-9:00pm

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
9/22-10/27	T	6:30pm-7:30pm

Learning Center/Room 16
\$40 per person

Beginner Swing Dance



Swing is a fun and energetic partner dance that developed from the swing jazz of the 1920s-1940s. In this crash course, we'll cover the basics of 6-count swing (also known as "East Coast Swing") so that you can get out on the dance floor confidently! Come alone or with a partner. We'll rotate in class so that you get to dance with everyone! Wear comfortable clothing and smooth-soled low shoes or sneakers that are not too "sticky" so you can easily turn on the floor. Bring water and get ready to have fun!

Instructor: Jennifer Kain

Date	Day	Time
11/7	Sat	10:00am-12:15pm

J.F.K. Kindergarten Center/Multi Purpose Room
\$20 per person



Firearms Hunter Education



This excellent hunter safety course is a 12-hour in-the-classroom AND home-study course offered by York County Fish & Game Association in conjunction with the Maine Department of Inland Fisheries and Wildlife. This course covers the proper handling of firearms, hunter responsibilities, landowner relations, ethics, map and compass reading, first aid, and survival. You must attend all class time and pass the test in order to get your certificate. Students 16 and under require parent or guardian, under 18 requires parent/guardian



signature. Please bring a notebook and pen or pencil. Estimated home study time is 4-8 hours working at your own pace.

Instructor: Brian Pelletier

Session I:

Date	Day	Time
9/11 & 9/19	F & Sat	6:00pm-9:00pm 8:00am-5:00pm

York County Fish & Game Club,
Route 35, Lyman
\$5 (due at 1st class)

Session II (WOMEN ONLY):

Date	Day	Time
9/25 & 10/3	F & Sat	6:00pm-9:00pm 8:00am-5:00pm

York County Fish & Game Club,
Route 35, Lyman
\$5 (due at 1st class)

Session III:

Date	Day	Time
10/16 & 10/24	F & Sat	6:00pm-9:00pm 8:00am-5:00pm

York County Fish & Game Club,
Route 35, Lyman
\$5 (due at 1st class)

To register: Call Brian @ 632-5218

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
10/10-10/31	Sat	2:00pm-4:00pm

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



mitten 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
12/2	W	5:30pm-8:30pm

Learning Center/Room 23
\$12 PLUS \$3 for pattern

Other supplies prices vary (payable to instructor)

Cabin Girl Basket

Come and join us in creating the solid round base basket with a wooden divider.



Add color to this one and enjoy its beauty.

This basket can hold remotes, keys, mail or carry your salt, pepper, and condiments. Bring along a bucket, scissors, 12 spring type clothespins, pencil, jackknife, tape measure, and a spray bottle.

Instructor: Martha Chessie

Date	Day	Time
11/4	W	5:30pm-9:00pm

Learning Center/Room 23
\$12 PLUS \$18 Mat. fee

Balsam Fir Kissing Ball Workshop

Join us for a fun filled class! Create a gift, bring the fragrance of Christmas into your home and keep Maine green this Christmas. Using materials provided, you will make a



beautiful, 16" full arrangement of Maine balsam decorated with red ribbons. Your kissing ball is designed to be hung in an archway or outdoors. It will remain fresh throughout the holidays and beyond. After the holidays, recycle the balsam in a fragrant sachet.

Materials provided: Freshly picked Maine Balsam Fir from our local woodlot, red ribbon, kissing ball form. Additional supplies available.

Bring to class: Gloves and small hand pruners.

Instructor: Our instructors are experienced wreath makers, crafters and educators. Presented by Woodlot Management & Products, a family owned and operated tree farm.

Date	Day	Time
11/23	M	6:30pm-9:00pm

Center of Technology/Room T-102
\$15 PLUS \$11 Mat. fee (payable to instructor)

Furniture Painting with Chalk Paint

New! Learn the latest DIY rage – Chalk Painting. Turn worn and outdated furniture into beautiful additions for your home.

Which style is your favorite; shabby chic, vintage, modern, cottage...? You will learn through demonstration and practice how to prep and paint your project as well as finish with wax or liquid sealer. Warning: Proven to be addictive!



Instructor: Miki Earle, Creator and Owner of Royal Chalk

Date	Day	Time
9/30	W	6:00pm-9:00pm

Learning Center/Room 23
\$20 PLUS \$10 Mat. fee

He's Making A List and Checking It Twice



He's making a List and checking it twice... why not make it easier for Santa by making



your own Shopping List Holder and Post It Note Holder. A great way of getting organized for your holidays, or a great last minute gift. You'll learn how to make beautiful List Holders and also a cute holder for those 3x3 Post It Notes that are always great to have on hand.

Instructor: Marilee Fakory

Date	Day	Time
11/18	W	5:30pm-8:30pm

Marilee's Studio
100 Heath Road, Saco
\$12 PLUS \$10 Mat. fee



Ghoulish Candy Wrappers

Make your Trick-or-Treat candy stand out from the

rest. Learn how to make several different versions of candy holders to pass out to friends, family and co-workers. They'll have a "ghoulish" time eating these yummy treats.



Instructor: Marilee Fakory

Date	Day	Time
10/21	W	5:30pm-8:30pm

Marilee's Studio
100 Heath Road, Saco
\$12 PLUS \$10 Mat. fee

"Very much enjoyed the instructor and will look at other classes."

Outdoor Photography

This course is a hands-on approach to understanding the basic elements of outdoor photography. Most of the classes will be outside on location. Composition, lighting and exposure pertaining to scenic foliage and wildlife will be at the forefront of each lesson. This class is open to all ages. A working understanding of F stops, Shutter speed and ISO as it pertains to your camera is required. Any type of digital camera is allowed.



Instructor: Bruce Grover

Date	Day	Time
9/16-10/7	W	6:30pm-8:30pm
Learning Center/Room 26 \$75		

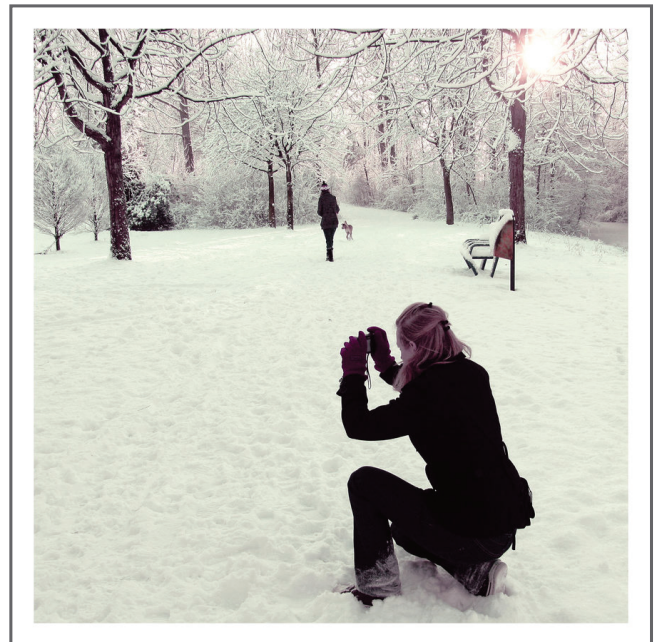


Introduction to Digital Photography

New! Do you have a nice DSLR camera sitting around collecting dust? Are you frustrated that your photos are blurry and dark? Do you want to learn how to take the best possible pictures that you can? If you answered yes to any of these, than this class is for you! I will teach you the basics of photography and get that nice camera of yours out of program mode and into manual mode for the beautiful photos that you strive for. (DSLR – Camera with removable lens). Bring camera and manual with you to class.

Instructor: Tiffany Richardson, owner of A Touch of Eden Photography

Date	Day	Time
9/23-10/14	W	6:30pm-7:30pm
Learning Center/Room 24 \$100 PLUS \$5 Mat. fee		





Super Saturday Cooking

Spend a Saturday exploring your love of food and cooking. Bring a friend or come meet new ones! No matter what your culinary interest, there's a fun and enriching Saturday Cooking class for you.

Instructor: Sue Schofield

Session I: Thailand

Our Thai recipes have crisp, clean tastes, succulent sauces, and the meal ends with Kai Wan, an unusual dessert. You will have an opportunity to use kitchen tools that you may not have used before. Bring your friends! You will all go home VERY satisfied.

Date	Day	Time
9/19	Sat	11:00am-2:00pm
Learning Center/Room 23 \$12 PLUS \$15 Mat. fee		

Session II: Russia

The country of Russia, including its satellites and Mongolia, occupy a large portion of the planet, yet its food is still mysterious to folks in the U.S. We will experience a thoroughly Russian meal that will enlighten you and satisfy your taste buds. We will end the meal with the tsai of Genghis Khan. Bring your curiosity and your friends, so you can talk about it all the way home!

Date	Day	Time
10/10	Sat	11:00am-2:00pm
Learning Center/Room 23 \$12 PLUS \$15 Mat. fee		

Session III: Caribbean Cooking

The Caribbean is full of glorious islands, each with food as different as their names. Our visit includes food from the Caymans, Puerto Rico, Jamaica, and Haiti, with a Cuban dessert called "Matrimony." Bring some pals and a strong appetite. It's tropical; you won't be sorry!

Date	Day	Time
11/21	Sat	11:00am-2:00pm
Learning Center/Room 23 \$12 PLUS \$15 Mat. fee		

Maine Food Frenzy Cooking Club



We will offer 3 hands-on classes. Sign up for one, two or all three & bring a friend! We will be making seasonal favorites you will delight your family and friends with

for years to come. We'll be tasting everything we cook at the end of class. (Sign up for all THREE & get a FREE Maine Food Frenzy Apron!)

Instructor: MJ Crace, Self Taught Personal Chef

Session I: Chipotle Style Salad Bowl with all the Fixins

Chicken with our own homemade seasoning, fresh tomato salsa, guacamole, cilantro lime brown rice, black beans, fresh tortilla chips.

Date	Day	Time
9/17	Th	6:30pm-8:30pm
Learning Center/Room 23 \$30 PLUS \$10 Mat. fee		

Session II: Elegant Entertaining Done Easy

Roasted garlic squash shooters, charcuterie board, caprese on a stick, 7 layer vegetarian greek dip w/ pita chips.

Date	Day	Time
10/8	Th	6:30pm-8:30pm
Learning Center/Room 23 \$30 PLUS \$10 Mat. fee		

Session III: Better than Take-Out Pizza

Traditional pizza (everyone makes their own small pizza), homemade pizza sauce; Greek pizza (one for whole class to sample), homemade pesto sauce.

Date	Day	Time
10/29	Th	6:30pm-8:30pm
Learning Center/Room 23 \$30 PLUS \$10 Mat. fee		

Registration begins August 3rd
Classes begin August 31st

New classes may be added throughout the semester. Please check our website for up-to-date listings.

BAE

Enrichment

Places To Go

GOING TO SEE MICKEY, MINNIE, GOOFP AND THE GANG

Are you planning a Walt Disney World vacation? Looking for someone to break down your options, guide you through this daunting process, and help you get the most out of your vacation and budget? If so, join us and get personal insight on all things Disney World!! This includes theme parks, water parks, ticket options, resort options, dining options, dining plans, seasonal events, tours, dinner shows, unique experiences, and even MagicBands. We'll also discuss the pros and cons of using a travel agency vs. booking the vacation yourself, staying on Disney property vs. off-site, and relying on Disney transportation vs. renting a vehicle. See how to factor in seasonal park crowd levels, average monthly temperatures, and rainy days into your plans. Gain some insight on how to think through your budget as we look at potential expenses and consider ways to save money in various areas of your vacation.

BACK BY
POPULAR
DEMAND!

Instructor: David Murch

Date	Day	Time
10/15	Th	5:30pm-8:30pm

Learning Center/Room 27
\$14 per person/\$19 per couple



goahead
tours

2nd Annual European Trip June 27, 2016 - July 5, 2016

9-Day Tour Includes

- Round-trip airfare with a major airline and airport transfers
- The services of your bilingual Tour Director
- A licensed local city guide in Venice, Florence and Rome
- 7 nights accommodations in handpicked hotels, including baggage handling
- Buffet breakfast daily; 3 three-course dinners, including wine or beer
- Private deluxe motor coach
- Personal audio headset and entrance fees to select sites

Guided Sightseeing:
Day 3: Venice
Day 4: Florence
Day 6: Rome



Approximate cost \$3,500 per person.
Reserve now with \$300 before the trip fills. Balance due April, 2016.

For more information, please call
282-3883



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

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.

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

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

**OCT 24TH
8:30AM-11:00PM**



Bus leaves from and returns to:

Park & Ride (across from Wal-Mart), Biddeford
Bus Tickets \$35 per person **OR** Group of 4 or more
\$25 per person



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

**NO REFUNDS
AFTER 10/14**



The National Shrine of Our Lady Of La Salette Attleboro, Massachusetts

**BACK BY
 POPULAR
 DEMAND!**

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. 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. 12th 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 \$47 per person **OR**

Group of 4 or more \$35 per person

**NO REFUNDS
 AFTER 12/2**

TIP

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




 BACK BY
 POPULAR
 DEMAND!

Annual Christmas Craft Fair in Boston

The spectacular 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 10/28

Sat Nov. 7th 8:00am-6:00pm
 (bus leaves Boston at 4:00pm)

Bus leaves from and returns to:

Park & Ride (across from Wal-Mart), Biddeford
 Bus Tickets \$49 per person (includes ticket to Fair)

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





Shop 'Til You Drop Wrentham Outlets



AÉROPOSTALE

dressbarn

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.

chico's



Vera Bradley

TALBOTS



Sat Nov. 14th 8:00am-6:00pm
(bus leaves Wrentham at 4:00pm)
Bus leaves from and returns to:
Park & Ride (across from Wal-Mart),
Biddeford
Bus Tickets \$35 per person **OR**
Group of 4 or more \$25 per person

NO REFUNDS AFTER 11/4



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

Let's Go Ice Skating!

Fun and rewarding ice skating classes for those new to the ice as well as those looking to enhance their skills! Learn at your own pace. Classes follow the US Figure Skating curriculum promoting physical fitness and basic skating skills. You will leave the class with new skills, badges and new friends! Dress warmly and wear gloves. Bring your own skates or rentals available at the rink. Helmets recommended for first time skaters.



Instructor: Diane Simpson

Session I:

Dates	Day	Time	Cost
9/18-11/6	F	6:00pm-7:00pm	\$137 PLUS \$20

Session III:

Dates	Day	Time	Cost
11/13-12/18	F	6:00pm-7:00pm	\$103 PLUS \$20

Session II:

Dates	Day	Time	Cost
9/19-11/7	Sat	1:00pm-2:00pm	\$137 PLUS \$20

Session IV:

Dates	Day	Time	Cost
11/14-12/19	Sat	1:00pm-2:00pm	\$103 PLUS \$20

Location: Biddeford Arena, 14 Pomerleau Rd, Biddeford

To register, contact Diane at icecoachdiane@gmail.com or 508-944-6756

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
11/3 & 11/5	T & Th	6:00pm-8:30pm

Center of Tech./Room T-101
\$40 per person
(65 years and older \$10)

Vineyard Road Trip!

New! Autumn and Harvest time brings new flavors of food and beautiful cool weather wines. Join us at Bow Street Market in Freeport for the "Fall Wine Forum". We will discuss pairings of wines, taste some cheeses, and sample some new wines for the season!

Instructor: Paula Truman, Bow Street Market's Wine & Spirits Director

Date	Day	Time
10/1	Th	3:30pm-5:00pm

Bow Street Market
79 Bow Street, Freeport
\$12 PLUS \$7 supplies





Buying Your First Home



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-down payment 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
9/26 & 10/3	Sat	9:00am-2:45pm

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



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 Frappier

Date	Day	Time
10/19-11/9	M	6:00pm-8:00pm

Learning Center/Room 23
\$45

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

Date	Day	Time
10/22	Th	6:00pm-7:30pm

Learning Center/Room 18A
\$9

Rules of the Road: Your Source for Financial Education



Back to Basics

For many years, we have been helping individuals invest for financial security. In that time, we’ve met more than a few investors looking for the secret to overnight success in the stock market. As far as we’ve been able to tell, if there is such a secret, it’s been very well kept. While their individual strategies may differ according to their personal needs, the successful investors we have known seem to follow the same set of guidelines. We call them the “Rules of the Road.” In this 5 week course we will talk about the 10 principles for sound investing, discuss market conditions, planning for retirement and making your money last, as well as preparing for the unexpected.

Instructor: Matt Simmons, Edward Jones Financial Advisor

Date	Day	Time
9/23-10/11	W	6:00pm-7:30pm

Learning Center/Room 18A
\$29



Attn Health Care Providers
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
9/19	Sat	8:00am-12:00pm

J.F.K. Kindergarten Center/Conference 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
10/10	Sat	11/21	Sat

Time	Time
8:00am-4:00pm	8:00am-4:00pm

J.F.K. Kindergarten Center/Conference Room
 \$65 PLUS \$15 Text fee (please pick up book at the Adult Ed Office PRIOR to the class)



Cize Live

CIZE LIVE breaks down the dance routines, step-by-step, so that anyone can dance! The program is created by Shaun T, world famous choreographer and fitness trainer. It is so fun it doesn't feel like a workout, but will burn serious calories like one. This program is a BeachBody program based on sound fitness principles.



Instructor: Judith Stark, Certified and Licensed

Date	Day	Time
9/23-10/28	W	6:00pm-7:00pm

J.F.K. Kindergarten Center/Multi Purpose Room
\$55



Zumba

Zumba is pretty much the most awesome workout ever. Dance to great music, with great people, and burn a ton of calories without even realizing it.



Instructor: Stacy Layburn

Session I:

Date	Day
9/19-12/12	Sat

Time
8:00am-9:00am
J.F.K. Kindergarten Center/
Multi Purpose Room
\$60 or \$7 drop in

Session II:

Date	Day
9/21-12/14	M

Time
6:00pm-7:00pm
J.F.K. Kindergarten Center/
Multi Purpose Room
\$60 or \$7 drop in



ZUMBA®

Intro to Kickbox/Tai Chi Fusion



This introductory class is a fun way to lose weight & get strong. A blend of martial arts and meditation. We will focus on core training exercises with upper & lower body movements together with balance and breathing techniques. Wear loose fitting workout clothes, bring water, and a friend!

Instructor: Paula Truman

Date	Day	Time
9/22-10/13	T	6:00pm-7:00pm

J.F.K. Kindergarten Center/Multi Purpose Room
\$29



12 Benefits of moving your body (www.mydiet.com)

1. Beautiful Skin
2. Boost immunity
3. Flexibility
4. Endorphins
5. Decrease stress
6. Faster reflexes
7. Tone your body
8. Increased metabolism
9. It's addictive
10. It goes by quickly
11. It's Social
12. Amazing results

BAE

Enrichment

Mind & Body Wellness

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
10/29	Th	6:30pm-8:30pm

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
9/24	Th	6:30pm-8:30pm

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.

"Excellent class, would highly recommend it."

Instructor: Brenda Paquette

Date	Day	Time
11/5	Th	6:30pm-8:30pm

Learning Center/Room 18A
\$42



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
11/19	Th	6:30pm-8:30pm

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
10/3	Sat	10:00am-4:00pm

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
11/7	Sat	10:00am-4:00pm

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
12/12	Sat	10:00am-4:00pm

Learning Center/Room 18A
\$195 PLUS \$5 material fee (payable to instructor)





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
8/31-12/10	M-Th	9:00am-12:00pm
No class 10/12, 11/11 & 11/26		

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.

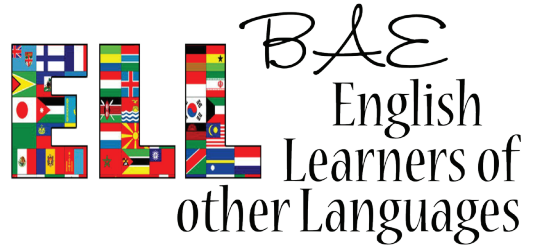
Instructor: Bo Parker

Date	Day	Time
8/31-12/10	M-Th	9:00am-12:00pm
No class 10/12, 11/11 & 11/26		

Learning Center/Room 28



Sr. Theresa works one on one with a student in our ABE/ESOL class.



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
8/31-12/10	M-Th	12:30pm-2:30pm
No class 10/12, 11/11 & 11/26		

Learning Center/Room 28



Bo Parker assists students in either ABE or ESOL.



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
9/16-12/16	W	1:00pm-2:00pm
No class 11/11		

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
9/14-12/17	M & Th	1:00pm-2:30pm
No class 10/12 & 11/26		

Learning Center/Rooms 14 & 16

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	Day	Time
9/16, 10/21, 11/18, 12/16	W	6:00pm-7:30pm

Learning Center/Room 23



Parent Talk (Active Parenting Now)

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. Happy Families aren't born... They're made one day at a time. Through this video-based program, you will learn the skills that will help you develop cooperation, responsibility and self-esteem in your children, and encourage your children to be their very BEST! You'll also learn positive discipline techniques so you can avoid those all too familiar power struggles. You will be receiving an Active Parenting Certificate upon completion of this course.

Instructor: Julie Berube

Session I:		Session II:	
Date	Day	Date	Day
9/14-11/2	M	11/9-12/21	M
Time		Time	
10:00am-12:00pm		10:00am-12:00pm	
Learning Center/Room 18A		Learning Center/Room 18A	

Stress & Anger Management



Information is Power. Life can be overwhelming these days with school, work, and family. Stress is a fact of life; we need to learn how to manage it. We will learn how to take advantage of the positive and reduce the negative effects of stress!

Anger is one of the most misunderstood over-used human emotions. In this class we will learn how to recognize anger by identifying our anger triggers. We will learn about the three components of anger; the Emotional State, the Expression, and the Understanding. This class will increase your knowledge about how anger affects you. You will learn new ways to cope with anger and set goals to manage anger more effectively. Learning how to manage stress and anger is a way of taking control of your life. It is also a way of staying healthy and happy.

Instructor: Julie Berube

Session I:		Session II:	
Date	Day	Date	Day
9/18-10/23	F	11/6-12/18	F
Time		Time	
10:00am-12:00pm		10:00am-12:00pm	
Learning Center/Room 18A		Learning Center/Room 18A	



SACO BAY COLLEGE TRANSITIONS: College Preparation for Adults

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

Kittery Adult Education

12 Williams Ave., Kittery, ME 03904
 p: (207) 439-5896 f: (207) 439-3789
 cfurbish@kitteryschools.com
 www.kittery.maineadulted.org

Noble Adult Education

388 Somersworth Road
 North Berwick, ME 03906
 p: (207) 676-3223 f: (207) 676-2160
 brenda.gagne@msad60.org
 www.noble.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

College Transitions English

Do you need to brush up on basic grammar? Would a review of the rules for using capital letters and punctuation be helpful? Would you like to build a stronger vocabulary? All of these things can make you a better writer. Whether your future goals include college, a job promotion, or helping your children with schoolwork, good writing skills are critical. This class moves at a slow pace with attention given to individual needs. Come lay the groundwork for becoming a better writer!

Instructor: Dorrie Roedner

Date	Day	Time
9/1-12/10	T & Th	12:30pm-2:30pm

Learning Center/Room 27

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

The HiSET (High School Equivalency Test) is an assessment of skills and knowledge comparable to those of a high school graduate. It is not to be considered a substitute for completing high school and earning a diploma. It is an alternative for those who, for a variety of reasons, are unable to finish high school. HiSET has replaced GED in the state of Maine as the assessment tool used to award the High School Equivalency Diploma.

The HiSET test is a series of five tests covering writing, science, math, literature and the arts, and social studies. These tests require the test taker to apply reading, math, language, and critical thinking skills. Tests are taken one at a time, and can be taken in any order. Passing the HiSET test series allows student to earn their High School Equivalency Diploma (HSED).



You must be at least 18 years of age. Intake/Orientation/Pre-Test sessions are available both morning and late afternoon (**3 days are required**). Students may enroll at any time during the semester. There is no fee for this program. Students are required to take the CASAS reading and math assessments and the official HiSET practice tests prior to HiSET testing.

- 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

HiSET Math Class

This class provides refresher instruction in Math to prepare learners to obtain their high school credential. This is a drop-in class that you will schedule after you've taken the pre-test. Review, refresh, re-take and you will be prepared for the HiSET test.

Instructor: Sue Schofield

Date	Day	Time
9/1-12/10	T & Th	10:30am-12:00pm
Learning Center/Room 27		

HiSET Prep Class

After attending our Intake/Orientation/Pre-Test session you find that you need a refresher before taking the Official Test, this class is for you. This is a drop-in class that you will schedule after you've taken the pre-test. Review, refresh, re-take and you will be prepared for the HiSET test.

Instructor: Sue Schofield

Date	Day	Time
9/4-12/18	F	10:00am-12:00pm
No class 11/27		

Learning Center/Room 27



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

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.

Prerequisite: a willingness to write, share and improve

Instructor: Gail Roller

Date	Day	Time
9/1-12/8	T	9:00am-12:00pm

Learning Center/Room 24

Social Studies Course

History on the Road

From Maine to Alaska, you will travel the United States exploring where history took place. You'll see how people and places shaped history. Discover how fun history can be when you travel the road.

Instructor: Kim Doody

Date	Day	Time
9/2-12/16	W	5:30pm-8:30pm

No class 11/11

Learning Center/Room 24

World Literature

We will study various genres of literature by authors worldwide. Analytical skills will be used when understanding and interpreting essays, short stories, novels and poetry. Both classic and contemporary works will be explored.

Instructor: Kim Loranger

Date	Day	Time
9/2-12/16	W	5:30pm-8:30pm

No class 11/11

Learning Center/Room 28

History Course

US History from WWII to Present Times

Discover how fun history class can be when it combines different disciplines. Starting with WWII, you will be exploring history from the 1940's to present times. Explore the development and use of technology and impact on history and the U.S. Society.

Instructor: Kim Doody

Date	Day	Time
9/1-12/8	T	5:30pm-8:30pm

Learning Center/Room 24

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.

Elective

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
9/2-12/16	W	9:00am-12:00pm
No class 11/11		

Learning Center/Room 23



General Math

You will review the 4 basic math operations: addition, subtraction, multiplication, and division. We will work with whole numbers, fractions, decimals, and percents. An emphasis will be placed on activities that involve problem solving. We will also review algebra and geometry.

Instructor: Sue Schofield

Date	Day	Time
9/1-12/17	T & Th	9:00am-10:30pm
No class 11/26		

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. There will be plenty of hands-on activities along with experiments. Create a cell model while studying cell parts, extract DNA and learn to decipher the genetic code in molecular biology, and see how traits are passed down while studying heredity. The course grade will consist of quizzes, tests, lab experiments, and class participation.

Instructor: Vicki Salo

Date	Day	Time
9/1-12/8	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. Perform experiments with chemical reactions, extract DNA from fruit in biology, and analyze your fingerprints in forensics. All content is covered through hands-on activities and driven by student interest.

Instructor: Victoria Salo

Date	Day	Time
9/3-12/17	Th	5:15pm-8:15pm
No class 11/26		

Biddeford High School/Room A007

Registration begins August 3rd
Classes begin August 31st

High School Diploma classes:
Six students is the required
number to “make a class”

Biddeford Adult Ed offers Childcare

Childcare is available to our day students at the Learning Center. Child(ren) must be at least two years of age and potty trained. Parent(s) must be in the building while the child is in daycare.

For more information,
please contact either Nancy
or
Lisa at 282-6511.

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.

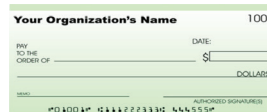


Complete the registration form and mail it along with your payment to: Biddeford Adult Education P.O. Box 624 Biddeford, ME 04005



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. K. 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. K. 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
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 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

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

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64 West Street
Biddeford, ME 04005

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Local

Phone (207) 282-3883
Fax (207) 286-9581

www.biddeford.maineadulted.org



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, November 28th
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.**

Main Office
P.O. Box 624
Biddeford, ME 04005
207-282-3883

adulted@biddefordschooldepartment.org
www.biddeford.maineadulted.org

Learning Center
189 Alfred Street 2nd Floor
Biddeford, ME 04005
207-282-6511