

WELCOME learners

Biddeford Adult Education is excited about the coming semester 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

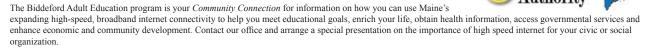
Registration begins January 5th Classes begin January 26th

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

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Community Connection for High-Speed, Broadband Internet Technical Assistance



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



ConnectME

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: 2/2-2/27 OR **Course:** \$195

4/6-5/1 OR 6/1-6/26

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: 2/2-2/27 OR **Course:** \$195

4/6-5/1 OR 6/1/-6/26

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: 3/2-3/27 OR **Course:** \$245

5/1-5/29

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: 4/6-5/1 OR **Course:** \$195

6/1/-6/26

Accounting and Finance for Non Financial Managers

The financial concepts and accounting processes are used in most businesses. This course will provide practical techniques that will increase your effectiveness and career. Get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making.

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

4/6-5/1 OR 6/1-6/26



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: 2/2-5/1 OR **Series:** \$495

4/6-6/26 OR 6/1-8/28

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: 2/2-2/27 OR **Course:** \$195

4/6-5/1 OR 6/1-6/26

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: 3/2-3/27 OR **Course:** \$195

5/4-5/29 OR 7/6-7/31

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: 4/6-5/1 OR **Course:** \$195

6/1-6/26 OR 8/4-8/28



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: 2/2-5/1 OR **Series:** \$245

4/6-5/29

Keys to Customer Service

Learning to build your customer service skills will have a powerful impact on your career success as well as success in other areas of your life. You will become skilled at being an exceptional service provider.

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

4/6-5/1

Extraordinary Customer Service

Customer service separates you from your competition. Extraordinary customer service comes from focusing on the few essential elements that yield big results. Discover how easy it is to tweak your customer service from the ordinary to the extraordinary.

Online: 3/2-3/27 OR **Course:** \$195

5/4-5/29

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.

4/6-5/1 OR 6/1-6/26

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: 2/2-5/1 OR **Series:** \$495

4/6-6/26

Improving Email Promotions

Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Learn how to improve your email promotion and responses with tracking and testing.

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

4/6-5/1

Boosting Your Web Site Traffic

Learn how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your web site copy to increase your visitors and results.

Online: 3/2-3/27 OR **Course:** \$195

5/4-5/29

Online Advertising

Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach.

Online: 4/6-5/1 OR **Course:** \$195

6/1-6/26

Stress Management



Stress isn't the enemy. It is our perceptions of stress that amp our anxiety and use up all our steam. Events happen every day. How we interpret those events can set the

stage for how we feel and how we react to others. Reducing stress is as easy as understanding what stress is, understanding what stress is to you, and using that knowledge to restructure your thoughts. Turn stress into a stepping stone, not a stumbling block!

Online: 4/6-5/1 OR **Course:** \$145

6/1-6/26

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 road
- Gas Metal Arc Welding (MIG Welding) in three positions, using .035 diameter E-705S filler metal.

Instructor: Matt Cote

Date	Day	Time
2/2-5/11	M & W	6:00pm-9:00pm
No class 2/16, 2/18,	4/20 & 4/22	

Center of Technology/T-4 \$675

"I will be looking for a job after this."

"I'd do it again." B. Baynes

"Matt did a great job teaching."

Basic CNC Certification

Students who complete this course will receive a certification which will reflect the skill level in:

- Safety & Orientation
- Measurement
- Cutting Tools
- Drilling & Tapping
- CNC Operation
- Layout & Blueprint Reading

The certificate is an excellent piece of documentation to present to a perspective employer. Prerequisite: Machining Basics.

Instructor: John Boissonnault

Date	Day	Time
1/28-5/20	W	6:00pm-9:00pm
No class 2/18 & 4/22		

Center of Technology/T-2 \$145 Res/\$149 Non-res



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
1/27-4/28	Т	6:00pm-9:00pm
No class 2/17 & 4/21		

Center of Technology/T-4 \$115 Res/\$119 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	
1/27-5/5	Т	6:00pm-9:00pm	
No class 2/17 &4/21			

Center of Technology/T-1 \$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
1/27-5/19	T	5:30pm-8:30pm	Center of Technology/T-3	\$279 Res/\$285 Non-res PLUS
No class 2/18 & 4/22				\$76 Text fee
			PLUS 2014 NEC	Code Book (not included in cost)

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: George Cromwell

Date	Day	Time	
1/26-5/18	M	6:00pm-9:00pm	
No class 2/15 & 4/18			

Learning Center/Room 27 \$189 Res/\$195 Non-res PLUS \$115 Textbook



Desktop Publishing 101: Basics of Adobe InDesign



Are you still creating posters and flyers in Microsoft Word? This workshop is designed for you! Learn the basics of the Creative Cloud version of Adobe InDesign.

Participants will have time to get familiar with the new interface by designing a flyer/poster.

Prerequisite: Basic knowledge of Adobe Creative Suite and Mac computer aptitude necessary.

BRING: Thumbdrive (2GB+) or external hard-drive to save work or access to personal Cloud storage (required) and note-taking materials.

Instructor: Edwige Charlot

Date	Day	Time
2/3 & 2/10	Т	5:30pm-8:30pm

Engine, 265 Main St. #103, Biddeford

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Registration begins January 5th Classes begin January 26th

New classes may be added throughout the semester.

Please check our website for up-to-date listings.

Auto Body

This is a hands on class where you will be working on your own vehicle, and Victor Garnet will be there to answer **DEMAND!** 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: Victor Garnet

Date	Day	Time
1/27-4/28	Т	6:00pm-9:00pm
No class 2/17 & 4/21		

Center of Technology/T-6 \$115 Res/\$119 Non-res PLUS \$15 Shop fee

Small Engine Repair "Hands On"



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

fun: outboard boats, snowmobiles, motorcycles, allterrain 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
1/29-4/30	Th	6:00pm-9:00pm
No class 2/19, 4/23		

Biddeford High School/Shop II \$115 Res/\$119 Non-res PLUS \$15 Shop fee





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
1/28-4/29	W	6:00pm-9:00pm
No class 2/18 & 4/22		

Center of Technology/T-7 \$115 Res/\$119 Non-res \$15 Shop fee

Introduction to Small Engine Repair



Small engines used in lawn mowers, garden tractors, chain saws, and other such machines. There are a number of parts and systems that you must know about in order

to understand how a small engine works. We will look at:

- Two-Stroke Engines and Four-Stroke Engines
- **Basic Engine Components**
- The four stages of engine operation
- The parts of a small gasoline engine and learn how these parts contribute to overall engine operation

Instructor: Stephen Cloutier

Date	Day	Time
1/29-4/30	Th	6:00-9:00pm
No class 2/19 & 4/23		

Biddeford High School/Shop II \$115 Res/\$119 Non-res \$15 Shop fee





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
1/27-5/19	Tues	5:00pm-9:00pm
No class 2/17 & 4/21		

Learning Center/Room 23 \$895 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 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.

Orientation Session:

Date	Day	Time
2/28	Sat	10:00am-11:00am
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J.F.K. Kindergarten Center/Conf. Rm **FREE**

Lecture:

Date	Day	Time
3/14-5/16	Sat	9:00am-11:00am

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

Training:

Date	Day	Time
3/14-5/16	Sat	12:00pm-2:00pm

YMCA/ 3 Pomerleau St. Biddeford

{www.witseducation.com}

\$695 PLUS Textbook is required and not included in course fees. Call to order and start reading immediately 888-330-9487

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:	Insti	uctor: Patti Feda, R.N.
1/26-4/27	M T & Th	4:00pm-9:00pm
No class 2/16, 2/17 8	§ 2/20	

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

Day Class:	Instructo	or: Kathy Bickford, R.N.
1/26-4/9	M T & Th	8:00am-2:30pm
No class 2/16, 2/17 & 2	2/20	

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

Evening & Sat Cl	ass:	Instructor: Patti Feda, R.N.
1/28-5/23	W	4:00-9:00pm Lrng Ctr/Rm 25
	Sat	8:30am-3:30pm Lrng Ctr/Rm 25
No class 2/18, 2/2	1, 4/22	& 4/25

\$30 Non-refundable background check \$925 Course fee PLUS \$76 Text fee





Use the QR code to download an application.



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
TBA	W & F	8:00am-1:30pm
TBA	T & Th	4:00pm-9:00pm

Learning Center/Room 25 \$30 Non-refundable background check \$885 Course fee PLUS \$138 Text fee \$142

Attn Health Care Providers HealthCare Provider Basic Life Support (American Heart Association)

See page 26 for description.

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

 Date
 Day
 Time

 4/11
 Sat
 8:00am-12:00pm

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

Attn Childcare Providers and Educators American Heart Association Heartsaver First Aid CPR/AED/Certification Course

See page 26 for description.

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

Date	Day	Time
2/7	Sat	8:00am-4:00pm

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



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 in Medical Coding and Billing or Medical Transcription and Editing

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: \$2,995

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.

In Career Step's medical transcriptionist program you'll learn:

- Typing skills
- Medical terminology
- Grammar and punctuation
- Anatomy and pharmacology
- Medical record types and formats
- Productivity tips

After establishing a solid knowledge foundation, you'll move to the "practicum" section. In the practicum, you'll develop your transcription and editing skills by practicing on hundreds of authentic doctor dictations and patient records. This hands-on experience will prepare you to transition to the workforce.

Online: TBA Course: \$2,995

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: 3/2-3/27 OR **Course:** \$195

5/4-5/29

Instagram Pinterest and Facebook: Marketing on Image Driven Platforms

People love interacting with pictures on social media!



They are the most popular and engaging posts on Facebook. Stay current with the latest new sites and changes in trends. Then learn how to identify what images

work for your business goals. Discover new sources for photos and images and learn how to quickly and easily edit them to suit your marketing objectives. Learn what different social sites are best image sharing and how to maximize each site for a specific business goal. You will leave class with a new set of tools and a road map to supercharge your marketing campaign.

Online: TBA Course: \$195



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

Course: \$195

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: 2/2-2/27 OR

4/6-5/1 OR 6/1-6/26







Paralegal Certificate Course®

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. Students will be trained to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of law in which paralegals are in most demand.

Online: 1/12-2/27 OR

3/9-4/24 OR Books & Westlaw

5/4-6/19

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. These topics are:

- Advanced Legal Research
- Victim Advocacy
- · Constitutional Law and Civil Liberties
- Criminal Law
- Bankruptcy Law

- Family Law
- Mediation and Other Forms of ADR
- Estate Planning
- Business Law and Practices
- Water Law

Immigration Law

Course: \$1,289 PLUS

- Education Law
- Driminal Procedure
- Intellectual Property
- Real Property Law

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.

Online: 1/12-2/27 OR

3/9-4/24 OR 5/4-6/19 **Course:** \$1,800 PLUS

Books & Westlaw

(\$300 each)

Legal Nurse Consultant Training Course

This exciting program prepares Registered Nurses and Physician's Assistants for a career in the legal field as legal nurse consultants. Building on the medical education and clinical experience of RNs and PAs, this course provides the RN and PA with fundamental skills necessary to advise law firms, health care providers, insurance companies and governmental agencies regarding medically related issues and to appear in court as expert witnesses. The course presents 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, wrongful death, criminal law, and workers' compensation. Any RN or PA interested in entering the legal field can benefit from the education provided by this course.

Online: 1/12-2/27 OR **Course:** \$895 PLUS Books

3/9-4/24 OR 5/4-6/19





Legal Secretary Certificate Course

This intensive program is designed for both beginning and experienced secretaries who are interested in improving their skills and working more efficiently within the law office. Students will study such topics as: legal terminology; legal process; jurisdiction and venue; ethics; written communications including letters, pleadings, discovery, notices and motions; filing procedures, billing and accounting; time management; records management; overview of commonly used word and data processing programs; legal research; memoranda preparation, and citation format.

Online: 1/12-2/27 OR **Course:** \$645 PLUS Books

3/9-4/24 OR 5/4-6/19

Alternative Dispute Resolution (Mediation) Certificate Course

ADR (Alternative Dispute Resolution) is geared to all professionals who are focused on "interest-based bargaining." 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. Participants will learn negotiation skills and how to select the most cost-effective and least intrusive ADR method to achieve the most positive result for both parties. Students will understand the processes and methods of ADR techniques; learn the proper application and limits of ADR techniques; appreciate the ethical considerations involved in ADR; and develop a basic ability to apply ADR methods. This course takes the mystery out of settlement processes and focuses on reaching reasonable solutions. Specific attention will be given to Mediation, Arbitration, Summary Jury Trials, Mini-Trials and Moderated Settlement Conferences. Successful graduates of this non-credit course will be awarded a Certificate of Completion.

Online: 1/12-2/27 OR **Course:** \$645 PLUS Books

3/9-4/24 OR 5/4-6/19

Victim Advocacy Certificate Course

Participants will be prepared to work in victim advocacy arenas, such as domestic violence shelters, crisis centers, crisis hotlines, and with state and county governments to assist crime victims in progressing through the criminal justice system and toward successful recovery. Course topics include legal terminology, legal process, legislation regarding victims' rights, jurisdiction and venue, ethics, effects of victimization on the victim, victim advocate skills, guardianships and crisis intervention. It also covers counseling skills for victims of assault, battery, robbery, domestic violence, sexual assault, child abuse, murder and homicide.

Online: 1/12-2/27 OR **Course:** \$645 PLUS Books

3/9-4/24 OR 5/4-6/19



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
4/25-5/16	Sat	2:00pm-4:00pm

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

Container Garden

Brighten an entryway or add a splash of color to your deck with an ever blooming pot of flowers. Container gardens are an easy way to add color, and bring beauty into your life. Learn the basics of design and care; and plant your own mini-garden to take home to enjoy. Participants will gain the confidence to design and make container gardens on their own. The cost of the class includes the potting medium and a variety of easy-care plants from which to select. If you have a favorite 18 inch pot, please bring it – plastic pots will be available for those who don't bring their own. Instructor: Gail Roller

Date	Day	Time
5/14	Th	6:00pm-8:30pm

Learning Center/Room 23 \$12 + \$15 Mat. fee



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
4/1	W	5:30pm-8:30pm

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

Learning to Sew Stitch by Stitch

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

Dates	Day	Time
2/25, 3/11,	W	5:30pm-8:30pm
4/8, 5/13		

Learning Center/Room 27

\$36



Open Sewing

This class is on your own. You can work on any one of your many projects. Terry will be available to answer questions on 2/25, 3/11, 4/8 and 5/13. Drop in on any Wednesday for \$12. Bring scissors and your portable machine if able.

Instructor: Various

Dates	Day	Time
2/25-5/13	W	5:30pm-8:30pm

Learning Center/Room 27

\$59

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
4/8	W	5:30pm-8:30pm

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
3/4	W	5:30pm-8:30pm

Learning Center/Room 23 \$12 PLUS \$16 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
2/26-3/26	Th	6:00pm-9:00pm

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

Wrought Iron Handled Oval Twill Basket

You will surely want to add this basket to your collection. It is a bit more challenging – you will weave from a solid oval base and complete by adding a lovely iron handle. Bring along a mop size bucket, scissors, 12 spring type clothespins, pencil, jackknife, tape measure, and a spray bottle.

Instructor: Martha Chessie



Learning Center/Room 23 \$12 PLUS \$18 mat. fee (payable to instructor)

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



Creative Photography



This course is a "hands on" approach to understand the basic concepts of digital photography and how to use your digital camera as a creative tool. All levels of photographers are welcome. Topics including but not limited to:

- Getting to know your digital camera and basic photographic concepts
- Exploring the basic elements of lighting, composition and exposure
- Field trip photographic shoot with hands on instruction
- Photo critique and basic digital editing

Instructor: Bruce Grover

Date	Day	Time
1/29-2/26	Th	6:00pm-9:00pm
No class 2/19		

Learning Center/Room 26 \$59



Seashore Trolley Museum Docent (Tour Guide) Training

If you love people and history, becoming a volunteer museum docent is a rewarding experience! Seashore Trolley Museum is the world's oldest and largest electric railway museum, with a collection that includes streetcars, rapid transit cars, buses and more. This is a ten-session training program for new volunteer guides. The 10th session each student who has decided to become Docents will schedule a time to give a tour, with an instructor present, who will provide feedback.

Instructor: Various from Seashore Trolley Museum

Date	Day	Time
3/26-5/28	Th	4:00pm-5:00pm
No class 4/23		

March 26-April 9 at J.F. Kennedy Kindergarten Center April 16-May 28 at Seashore Trolley Museum, 195 Log Cabin Road, Kennebunkport \$55 per person (includes mat. and a 2015 Individual Membership at Seashore Trolley Museum)



Do It Yourself!!

We have a great facility known as "The Learning Center". One of our biggest assets is our kitchen. This semester we are going to offer open classes. Whatever it is that you wanted to do we can lend you

a hand. We will offer a special project each week which you can participate in or you can bring in your own projects and just use our space. **Bring your own project cost \$12/session.**

Wednesdays, 5:30pm-8:30pm

Feb 4 Feb 25	Stamp for Fun, pg 24 Learn to Sew, pg 14	April 1	Recycled Sweater Mittens, pg 14 Open Sewing, pg 15
	Open Sewing, pg 15	April 8	Zippy Strippy Bag, pg 15
March 4	Williamsburg Basket, pg 15		Learn to Sew, pg 14
	Open Sewing, pg 15		Open Sewing, pg 15
March 11	Learn to Sew, pg 14	April 15	Open Sewing, pg 15
	Open Sewing, pg 15	April 29	Open Sewing, pg 15
March 18	Intro to Your Cricut, pg 24	May 6	Wrought Iron Twill Basket pg, 15
	Open Sewing, pg 15		Open Sewing, pg 15
March 25	Baking Extravaganza, pg 17	May 13	Learn to Sew, pg 14
	Open Sewing, pg 15		Open Sewing, pg 15

Super Saturday Cooking

Newl

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

"Broke Night" - Low Cost Healthy Meals - Feb. 7 Wild Rice & Barley Salad, Apple Slaw, Smoked Sardine Brandade

Spring Ahead - March 7

Texas Red Chili, Chilled Cabbage Rolls, Hoppin John

Vegan Excellence - April 11

Fettucine w/ Mushrooms & Nuts, Black Bean Salad w/ lime-cumin dressing, Vegan Mac & Cheese

Summer is Coming: Let's Shape Up! - May 2

Dressed Mjeddrah, Irregular Salad, Finger-Lickin' Shrimp

Lookin' Good!! - May 30

Joy's Chicken & Cornbread, Swiss Chard Cakes, Funnell Cake

Day	Time
Sat	11:00am-2:00pm
Location	Cost/Session
Learning Center/Room 23	\$12 PLUS \$15 mat. fee



Baking Extravaganza



This is a fun class for those of you who like to make, bake, and eat cupcakes. Each student will be making a different dozen cupcakes and we will be sharing them at the end. You will leave class with a full

belly, a dozen cupcakes and their recipes.

Instructor: Sue De Cesare

Date	Day	Time
3/25	W	5:30pm-8:30pm

Learning Center/Room 23 \$12 PLUS \$7 mat. fee

Registration begins January 5th Classes begin January 26th

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



GETTING TO KNOW SALEM IN THE SPRING

Welcome back to Salem. Now is the time to get to know a little more about Salem. We will be touring the House of Seven Gables, then off to the Salem Witch Museum. Lunch will be on your own. You can spend the afternoon at your leisure. For those who wish to have a psychic medium, clairvoyant, palm reader or Tarot therapist session, this is your opportunity.

House of Seven Gables

The House of the Seven Gables has an 18th century granite sea wall, and two seaside Colonial Revival Gardens. The museum houses more than 2,000 artifacts and objects, more than 40 framed works, 500 photographs and glass plate negatives, and more than 50 volumes in a rare book library. When we arrive at The House of the Seven Gables guides will greet us for an unforgettable historical experience. The House of the Seven Gables, also known as the Turner-Ingersoll Mansion was built in 1668, and is the oldest surviving 17th century wooden mansion in New England. The House of the Seven Gables inspired author Nathaniel Hawthorne to write his legendary novel of the same name. The home where Hawthorne was born was moved to The House of the Seven Gables and now lies just feet away from the mysterious mansion. When you step into the Nathaniel Hawthorne House (c.1750), you will learn about the life of the famous author.



Salem Witch Museum

Then off to the Salem
Witch Museum where
we will follow the history
of witches, witchcraft
and witch hunts through
a presentation of the
events of the Salem Witch
Trials of 1692. Witches Evolving Perceptions is a
provocative exhibit which
presents the ancient
pagan wise woman,
the stereotypical witch,
modern witchcraft and the
phenomenon of witch hunts.



\$46 per person
(includes ticket to House of
Seven Gables and
Salem Witch Museum)
OR Family of 4 or more \$150
(Must be Immediate Family)

Sat 4/25 8:00am-6:00pm (bus leaves Salem at 4:00pm)
Bus leaves from and returns to:
Park & Ride (across from Wal-Mart),
Biddeford

NO REFUNDS AFTER 4/17 Suggested driver gratuity \$3/person will be collected on the bus.



Season of Enchantment! 2015 at the Boston Flower & Garden Show Travel by bus to Boston's Seaport World Trade Center for the Flower and Garden Show.

"Season of Enchantment" - Our gardens are places of magical metamorphosis. They're the stage on which Mother Nature reveals her most wow-worthy wonders; where a talented designer can cast a spell over a dull patch transforming it into a colorful and lively oasis. And it's where a little soil mixed with a few tiny seeds can conjure a breathtaking bounty for our vases and plates. Join us for this celebration of the mystical joys of the spring landscape.

Sat 3/14 8:00am-5:00pm (bus leaves Flower Show at 3:00pm)
Bus leaves from and returns to:
Park & Ride (across from Wal-Mart), Biddeford

Bus Tickets \$57 per person and includes bus and entrance fee to the Flower Show.

NO REFUNDS AFTER 3/6





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



GOING TO MEET MICKED

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? Join us and get personal insight on all things Disney World including theme parks, water parks, resort options, dining options, dining plans, ticket options, 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. Get some insights 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.

tor: David Murch Date	Day	Time	Location
2/5	Th	5:30pm-8:30pm	Learning Center/Room 27 per person/\$19 per couple
(0)	419	0	World

Where dreams come true

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
4/28	Т	6:00pm-7:30pm

Learning Center/Room 18A

\$9



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

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
2/25-4/1	W	6:00pm-7:30pm



Learning Center/Room 28 \$35



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
3/21 & 3/28	Sat	9:00am-2:00pm

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



A Women's Guide to Money Matters

Women often have very different money needs then men. They frequently earn less and live longer. This course will help women of all ages understand and take charge of their financial future. We will cover key strategies of investing, identifying and setting financial goals, planning for and living in retirement.

Instructor: Matt Simmons, Edward Jones Financial Advisor

Date	Day	Time
1/28-2/25	W	6:00pm-7:00pm
No class 2/18		

Learning Center/Room 18A

\$15



American Sign Language

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
1/27-5/7	T & Th	6:30pm-8:30pm
No class 2/17, 2/19, 4/21 & 4/23		

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

PLUS \$75 Textbook



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

Session I:		Se	ssion II:	
Date	Day		Date	Day
2/3 & 2/5	T & Th	4/1	4 & 4/16	T & TI
Т	ime		Tim	e
6:00pm-8:30pm			6:00pm-8	3:30pm

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

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

Day T & Th

Let's Go Ice Skaking!



Session I:

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

Day	Date	Day	
Sun	1/26-3/9	M	
Time		ie	
1:00pm-1:55pm		6:00pm-6:50pm	
Biddeford Arena		ford Arena	
14 Pomerleau St.		14 Pomerleau St.	
\$137 PLUS \$20 US Figure Skating registration fee			
	Sun ime n-1:55pm ddeford Arena Pomerleau St.	Sun 1/26-3/9 Time Time n-1:55pm 6:00pm-6 ddeford Arena Bidde Pomerleau St. 14 Poi	

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

Session II:



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
4/6	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
Dute	Duy	
4/27	N/I	6:30pm-9:00pm
4/2/	IVI	0.30piii-3.00piii

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
3/3-4/7	Т	6:30pm-7:30pm

Learning Center/Room 16 \$40 per person



Registration begins January 5th Classes begin January 26th

New classes may be added throughout the semester.

Please check our website for

up-to-date listings.



Introduction to Your Cricut



Cricuts are fun to use if you scrapbook, craft, or create.
Whether you just got one, are thinking

of getting one, or have wanted to learn more about them this

class is for you. We will be covering the Cricut from top to bottom. If you have one please bring it along with your mat, a cartridge, and some cardstock. If you do not have one, we have a few that you can use for a small charge.

Instructor: Marilee Fakory

Date	Day	Time	
3/18	W	5:30pm-8:30pm	

Learning Center/Room 23 \$12 PLUS \$5 mat. fee

Stamp For Fun



From beginners to pros - this will be a fun creative class. We will start



by covering (reviewing) inks,

different types of stamps, and embossing. Then the best part just practice, practice,...Perfect!

Instructor: Marilee Fakory

Date	Day	Time	
2/4	W	5:30pm-8:30pm	

Learning Center/Room 23 \$12 PLUS \$5 mat. fee

Gifts From Your Art



Create unique one-of-a-kind greeting cards from your watercolor paintings. You will be making 4 cards each class. No previous knowledge of drawing/watercolor painting

necessary because the Instructor will provide drawing/watercolor painting tutorial.

Instructor: Pris Verrier

Date	Day	Time	
2/24-4/14	Т	12:30pm-2:30pm	



Learning Center/Room 23 \$45 PLUS \$15 mat. fee (payable to instructor)

Teaching Others

Would You Like to Teach?

Biddeford Adult Education is always looking for new teachers and class ideas! If you have a special skill, interest, or hobby, you might qualify to become a Biddeford Adult Education instructor or guest lecturer. Please call Sue De Cesare at (207) 282-3883 to sign up for one of the two sessions. Bring your ideas and expertise in your area and enthusiasm for sharing.

Session I:		Session II:	
Date	Day	Date	Day
5/6 & 5/13	W	5/15 & 5/22	F
Tin	ne	Time	!
6:00pm-	7:30pm	9:00am-10	:30am
J.F.K. Kindergaı	ten Center/	J.F.K. Kindergarten (Center/
Confe	rence Room	Conference	Room
	Free		Free



Painting With Acrylics -Not Just for Beginners

We will cover the basic concepts of color theory, how to mix colors, how to use acrylic mediums to create different effects and proceed to learning different styles of painting (impressionism, cubism, expressionism, realism,



Spring 2013 Student's painting

fauvism, abstract, and atonalism), and how to master the techniques of each style. The first 30 minutes of each class will be spent reviewing paintings by the Masters and explaining the different techniques. The remaining 2 1/2 hours will be spent painting. We will begin by copying the works of others in the first few weeks and then proceed to setting up still life's in the classroom and learning how to paint what is in front of us.

Supply list will be provided at the first class. Instructor: Erinn McCusker

Date	Day	Time
14/20-AG6	1	6:00pm-9:00pm
No class 2/196		

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 Frappier

Date	Day	Time
2/2-3/2	M	6:00pm-8:00pm
No class 2/16		

Learning Center/Room 18A \$45



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



Spring 2013 Student's painting

create a wide range of effects, from crisp lines and moody shadows to soft edges and feathery textures. **Instructor:** Justine Frappier

Date	Day	Time
3/9-3/30	M	6:00pm-8:00pm

Learning Center/Room 18A

\$45

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.

Materials needed:

- Set of oil brushes
- Set of oil paints
- 10 canvasses
- Linseed oil
- Turpenoid
- Baby oil Brush cleaner

Paper towels

Palette Paper

3 jars or glass cups (one for turpentine, one for turpentine and linseed oil mixture, and one for brush cleaner)

Instructor: Erinn McCusker

Date	Day	Time
1129-4769	Th	6:00pm-9:00pm
No class 2439		

Learning Center/Room 23

\$165



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
4/11	Sat	8:00am-12:00pm

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



Attn Childcare Providers and Educators American Heart Association 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

Date	Day	Time
2/7	Sat	8:00am-4:00pm

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

"I really enjoyed taking the course, and the instructors were fantastic!"

"Very willing to help us succeed."

"In enjoyed the class very much. I only wished I had taken the other class that included also first-aide. But both instructor Diane Frechette and Kate Stickney were excellent. Thank you!"

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
1/27-5/21	T & Th	5:30pm-7:30pm
No walking: 2/17, 2/2	19. 4/21 & 4/23	

Biddeford High School/Stair 4 \$5 one time fee



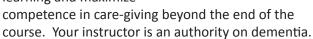
Dementia for Family Caregivers



Designed for family caregivers dealing with Alzheimer's disease, Vascular dementia, Lewy-Body Dementia or other conditions which cause significant memory problems.

In addition to basic information about dementia, this 4-week course will cover essential elements to address throughout the illness, common health complications,

and tips from professional care providers who deliver person-centered care. Use of materials and internet will facilitate learning and maximize*



Online: 2/2-2/27 OR

4/6-5/1 OR 6/1-6/26

Course: \$149



Success and Aging Parents



Know more about taking care of your loved one. Geared towards family and friends of an elderly person, including **DEMAND!** spouses/significant others, parentchild, elder-other relative, friends, even long-distance caregivers. You will get

essential information that caregivers or care partners need to know as you care for an older adult. Learn how to prepare for changes in personal relationships when taking on caregiving roles. Improve your understanding of resources and the long-term care services and supports available. Come away with a developed confidence in techniques in assisting others with variety of needs. This course will also be useful for health program students and emerging professionals.

Online: 2/2-2/27 OR **Course:** \$149

> 4/6-5/1 OR 6/1-6/26

Online Course Information

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
- 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.



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 masure, 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
2/26	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
2/5	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. Instructor: Brenda Paquette

"Excellent class, would highly recommend it."

Date	Day	Time
3/12	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
3/24	Т	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 **DEMAND!** 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
2/7	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
3/7	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
4/11	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
1/26-5/21	M-Th	9:00am-12:00pm
No class 2/16-2/19		
4/20-4/23		

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
1/26-5/21	M-Th	9:00am-12:00pm
No class 2/16-2/19		
4/20-4/23		

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
1/26-5/21	M-Th	12:30pm-2:30pm
No class 2/16-2/19		
4/20-4/23		

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
1/14-6/3	W	1:00pm-2:00pm
No class 2/18 & 4/22		

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
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Date	Day	Time
1/12-6/4	M & Th	1:00pm-2:30pm
No class 2/16, 2/19		
4/20 & 4/23		

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
2/11, 3/18,	W	6:00pm-7:30pm
4/15, 5/20		

Learning Center/Room 23



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

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Session I:		Session II:	
Date	Day	Date	Day
1/26-3/16	M	4/6-5/18	M
No clas	s 2/16	No class	4/20
Т	ime	Tim	ie
10:00an	n-12:00pm	10:00am-1	12:00pm
Learning Co	enter/Rm 18A	Learning Cent	er/Rm 18A

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. 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! Learning to manage stress is a way of taking control of your life. It is also a way of staying healthy and happy. Discussions will also include: anger management, time management, health issues and much more.

Instructor: Julie Berube

Date	Day	Time
1/30-5/22	F	9:00am-12:00pm
No class 2/20, 4/24		

Learning Center/Room 23



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

Do you need to brush up on basic grammar? Would a review of the rules for using capital letters and puctuation 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
1/27-5/21	T & Th	12:30pm-2:30pm

Learning Center/Room 27

Saco Bay College Transitions

providing a spectrum of services supporting your college goals

Adult Education of the Kennebunks & 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



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 refresherl 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
1/27-5/21	T & Th	10:30am-12:00pm
No class 2/17, 2/20,	1/21 & 4/23	

Learning Center/Room 27

HiSET English 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
1/30-5/22	F	10:00am-12:00pm
No class 2/20 & 4/24		

Learning Center/Room 27



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	
1/28-5/20	W	5:30pm-8:30pm	
No class 2/18 & 4/22			

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
1/27-5/19	Т	9:00am-12:00pm
No class 2/18 & 4/22		

Learning Center/Room 27

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.



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
1/26-5/18	M	9:00am-12:00pm
No class 2/16 & 4/20		

Learning Center/Room 24

History Course

The Presidents and Their Place in History

Discover how fun history class can be when it combines different disciplines. Through the study of Presidents, we will see how they 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
1/26-3/9	M & Th	5:30pm-8:30pm
No class 2/16, 2/19		
4/20 & 4/22		

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.

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
1/28-5/20	W	9:00am-12:00pm
No class 2/18 & 4/22		

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. 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! Learning to manage stress is a way of taking control of your life. It is also a way of staying healthy and happy. Discussions will also include: anger management, time management, health issues and much more.

Instructor: Julie Berube

Date	Day	Time
1/30-5/22	F	9:00am-12:00pm
No class 2/20, 4/24		

Learning Center/Room 23



Principles and Elements of Art I

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	
1/27-5/19	Т	9:00am-12:00pm	
No class 2/17 & 4/21			

Learning Center/Room 23

Principles and Elements of Art II

Our goal in this course is to expand on the elements of art learned in Part I. You will learn more ways to express yourself throw drawing, painting and sculpture.

Instructor: Erinn McCusker

Date	Day	Time
1/2/895/29 No class ₂ /1884/232	₩	9:00am-12:00pm
•		

Learning Center/Room 23

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: Victoria Salo

Date	Day	Time	
1/27-5/19	Т	5:15pm-8:15pm	
No class 2/17 & 4/21			

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	
1/29-5/21	Th	5:15pm-8:15pm	
No class 2/19 & 4/23			

Biddeford High School/Room A007



	MONDAY	Tuesday	Wednesday	Thursday	FRIDAY
	Intro English Grammar & Lit. 9:00-12:00 1/26-5/18	Principles and Elements of Art I 9:00-10:30 1/27-5/19	Are We What We Eat? 9:00-12:00 1/28-5/20	Principles and Elements of Art II 9:00-12:00 1/29-5/21	Survival Tips 9:00-12:00 1/30-5/22
<u> 6</u> u	Parent Talk SI 10:00-12:00 1/26-3/16	Everyday Writing 9:00-12:00 1/27-5/19	U.S. History 9:00-12:00 1/28-5/20		
mornin	Parent Talk SII 10:00-12:00 4/6-5/25			1	1
E	ABE Basic Math 9:00-12:00 1/26-5/21	ABE Basic Math 9:00-12:00 1/26-5/21	ABE Basic Math 9:00-12:00 1/26-5/21	- /0 / - /0 -	All High School Diploma
	ABE Basic English 9:00-12:00 1/26-5/21	ABE Basic English 9:00-12:00 1/26-5/21	ABE Basic English 9:00-12:00 1/26-5/21	9:00-12:00 1/26-5/21	students who successfully complete their
_	ESOL 12:30-2:30 1/26-5/21	ESOL 12:30-2:30 1/26-5/21	ESOL 12:30-2:30 1/26-5/21	12:30-2:30	requirements are encouraged to barticipate in
ernoo	Creative Play II 1:00-2:30 1/12-6/4		Creative Play I 1:00-2:30 1/14-6/3	1:00-2:30	Biddeford Adult Education's Graduation
afte			Principles and Elements of Art II 1:00-4:00 1/28-5/20		Ceremony in June, 2015.
	The Presidents & Their Place in History 5:30-8:30 1/26-3/9		Exploring Literature and Creative Writing 5:30-8:30 1/28-5/20	The Presidents & Their Place in Histor 5:30-8:30 1/26-3/9	УУ
vening	All High School	Biology 5:15-8:15 1/27-5/19		General Science 5:15-8:15 1/29-5/21	AGE POLICY
e V	Academic Courses are	l	1	ı	Minimum age for
	45 hour				Diploma students is
	courses.				17 years.

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.

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. Nonpayment 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.

You may register as soon as you receive this Catalog

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

John F. Kennedy School 64 West Street Biddeford, ME 04005 207-282-4134

Biddeford Middle School
 25 Tiger Drive
 Biddeford, ME 04005
 207-282-6400

Regional Center of Technology (COT) 10 Maplewood Ave. Biddeford, ME 04005 207-282-1501

J. Richard Martin Community Center (Learning Center) 189 Alfred Street Biddeford, ME 04005 207-282-6511

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 Julie Berube

Director Family Literacy

SUSAN DE CESARE

Community Adult

Education Leader

ANNE BEAULIEU
PATT HAMEL

Vight Supervisors

Administrative Assistants

Nancy Ouellette Maggie Butters Student Advisor HiSET Examiner

BIDDEFORD SCHOOL DISTRICT DIRECTORY

Biddeford High School John F. Kennedy School, 20 Maplewood Ave. Kindergarten Center Phone: 282-1596 Fax: 282-8284 64 West Street

Phone: 282-4134 Fax: 284-7199

Biddeford Regional

Center of Technology Facilities Department

10 Maplewood Ave. 205 Main Street

Phone: 282-1501 Fax: 286-9581 Phone: 571-1602 Fax: 284-7956

Biddeford Middle School Transportation Department 25 Tiger Drive 371 Hill Street

Phone: 282-6400 Fax: 282-6040 Phone: 282-0909 Fax: 282-0101

Biddeford Intermediate School Food Service Department 335 Hill Street 64 West Street

Phone: 282-5957 Fax: 286-9225 Phone: 282-4134 Fax: 284-7199

Biddeford Primary School Leadership Office 320 Hill Street 18 Maplewood Ave.

Phone: 282-8285 Fax: 286-9225 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			NAME			
BIRTH DATE ///	MALE FEI	FEMALE I	BIRTH DATE / /		MALE FE	Female
Address			ADDRESS			
CITY	ZIP				ZIP	
HOME PHONE: CELL	CELL PHONE:		HOME PHONE:	CELL	CELL PHONE:	
E-MAIL			E-MAIL			
COURSE INFORMATION	NTION		COURSE	COURSE INFORMATION	IION	
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Name on card:			Name on card:			
Signature:			Signature:			
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Phone (207) 282-3883 Fax (207) 286-9581

www.biddeford.maineadulted.org

Yard Sale

Saturday, April 4 9:00am-2:00pm

J.F. Kennedy Kindergarten Center 64 West Street, Biddeford

Proceeds to pay for museum fees in Salem MA for BAE Students.

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
g Biddeford, ME 04005
207-282-6511