

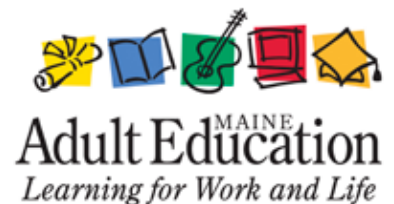
Spring 2016
Course Catalog
Jan. - June



Let us Help You Choose YOUR Path



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



WELCOME *Learners*



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

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

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

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

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

Paulette Bonneau
Director

Table of Contents

Career Advancement/Improvement

Healthcare Training.....	3-6
Certificate Program.....	7
Business & Skills Training	8-9
Tools & Trades.....	10
Computers & Technology.....	10-11
Workforce Training	12

Personal Enrichment

Music & Dance.....	13
Hobbies & Interests	14-16
In the Kitchen.....	17
Be Creative.....	17
Places To Go.....	18-20
Health & Safety Education	21
Personal Finance.....	22
Mind & Body Wellness.....	23-25
Enrich Yourself	25

Adult Literacy	26
English Learners of Other Languages	26
Early Childhood	27
Family Literacy	27
Adult/College Transitions.....	28
Academics	
ETS HiSET	29
High School Diploma.....	30-31
High School /Literacy Calendar.....	32
Registration Information.....	33
Student Information.....	33
Biddeford School Department Directory.....	34
Biddeford School District Directory.....	34
Registration Forms	35

Community Connection for High-Speed, Broadband Internet Technical Assistance

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

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



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

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



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	Location	Cost
1/26-5/17	T	5:00pm-9:00pm	Learning Center/Room 23	\$895 (includes textbook, background check, access to MyBradyLab, EMT Test Prep, clinical shirt) PLUS fee for National Exam



For course registration please visit:
www.unitedambulance.com

Personal Trainer National Certification

Whether a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. This challenging course is taught over a 6-week period



for better retention and hands on skill competency. The national exams are held on the 9th week. This course is formatted as a 62-hour program and is comprised of 16 hours of lecture, 16 hours of hands on practical training and a 30-hour internship that walks many graduates right into a job!! The course prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. CPR/AED and a 30-hour internship are required to receive the certificate. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. You will be prepared to work with clients and stand out in any gym as "the expert" in your field.



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

Orientation:

Date	Day
3/7	M

Time
 6:00pm-7:00pm
 Learning Center/Room 24
 Free

Lecture:

Date	Day
3/21-5/18	M & W

Time
 6:30pm-8:30pm
 Learning Center/Room 24
 \$695 PLUS \$95 Textbook

**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
4/9	Sat	8:00am-12:00pm

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



Heartsaver First Aid/CPR/AED Certification Course

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

Our Certified American Heart Instructors will teach:



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

Please bring water and a bag lunch.

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

Date	Day	Time
2/6	Sat	8:00am-4:00pm

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



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

Professional Medical Coding and Billing

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



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

Online: TBA

Course: \$3,395

Pharmacy Technician

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

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

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



Online: TBA

Course: \$1,995

Medical Transcription and Editing

The medical transcription industry includes:

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

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

Online: TBA

Course: \$2,995

Medical Billing

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

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



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

Online: TBA

Course: \$1,995

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: M T & Th **Instructor:** Patti Feda, R.N.
4:00pm-9:00pm

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

Day Class: M T & Th **Instructor:** Kathy Bickford, R.N.
8:00am-2:30pm

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

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

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

Certified Nursing Assistant MED

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

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

Instructor: Kathy Bickford

Course:

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

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

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

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



Managing Social Media Platforms Certificate

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

Online: **Series:** \$495

Twitter

Online: 2/1-2/26 **Course:** \$195
 4/4-4/29
 6/6-7/1

Facebook for Business

Online: 3/7-4/1 **Course:** \$245
 5/2-5/27
 7/5-7/29

LinkedIn for Business

Online: 4/4-4/29 **Course:** \$195
 6/6-7/1
 8/1-8/26

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: **Series:** \$245

Keys to Customer Service

Online: 2/1-2/26 **Course:** \$145
 4/4-/29
 6/6-7/1

Extraordinary Customer Service

Online: 3/7-4/1 **Course:** \$175
 5/2-5/27
 7/5-7/29

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: **Series:** \$495

Introduction to Social Media

Online: 2/1-2/26 **Course:** \$195
 4/4-4/29
 6/6-7/1

Marketing Using Social Media

Online: 3/7-4/1 **Course:** \$195
 5/2-5/27
 7/5-7/29

Integrating Social Media in Your Organization

Online: 4/4-4/29 **Course:** \$195
 6/6-7/1
 8/1-8/26

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: **Series:** \$495

Improving Email Promotions

Online: 2/1-2/26 **Course:** \$195
 4/4-/29
 6/6-7/1

Boosting Your Web Site Traffic

Online: 3/7-4/1 **Course:** \$195
 5/2-5/27
 7/5-7/29

Online Advertising

Online: 4/4-4/29 **Course:** \$195
 6/6-7/1
 8/1-8/26

For more detailed information about our Online courses, use the QR code to get you there!!



Combination Welding Certificate

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

You will learn:

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

Instructor: Matt Cote

Date	Day	Time
1/25-4/25	M & W	6:00pm-9:00pm
Center of Technology/T-4 \$675		

Interview Skills

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

Online: 2/1-2/26 4/4-4/29 6/6-7/1	Course: \$295
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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.

Session I:

Instructor	
Marc Boissonneault	
Date	Day
1/26-4/26	T
No class 2/16 & 4/19	

Time
6:00pm-9:00pm
Center of Tech./Rm T-4 \$125 Res/\$129 Non-res

Session II:

Instructor	
Gordon Workman	
Date	Day
1/28-4/14	Th

Time
5:30pm-8:30pm
Center of Tech./Rm T-4 \$125 Res/\$129 Non-res

Powerful Presentations & Effective Speaking Techniques

Nearly every job or business has an element of speaking, presentations, or sales. Master all three and accelerate your success.

Online: 2/1-2/26 4/4-4/29 6/6-7/1	Course: \$195
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Creative Problem Solving

In today's business environment, employers expect employees to have a solid set of interpersonal skills. Acquire the ability to solve problems quickly and effectively.

Online: 3/7-4/1 5/2-5/27 7/5-7/29	Course: \$195
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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
1/28-5/19	Th	5:30pm-8:30pm	Center of Technology/T-3	\$279 Res/\$285 Non-res PLUS \$76 Text fee PLUS 2014 NEC Code Book (not included in cost)
No class: 2/18 & 4/21				

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
1/26-4/26	T	6:00pm-9:00pm
No class: 2/16 & 4/19		
Center of Technology/T-1 \$125 Res/\$129 Non-res		

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
1/27-5/4	W	6:00pm-9:00pm
Center of Technology/T-2 \$145 Res/\$149 Non-res		



Auto Mechanics - The Backyard Pro

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

Instructor: Larry Fickett

Date	Day	Time
1/27-4/13	W	6:00pm-9:00pm

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



Mastering Computer Skills for the Workplace

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

Online: 2/1-2/26
4/4-4/29
6/6-7/1
Course: \$195



Small Engine Repair “Hands On”

Small gas engines serve us in many ways. They power lawn mowers, tillers, cultivators, trimmers, edgers, snow blowers, chain saws, pumps, generators, air compressors, and other useful home tools. They also power our fun: outboard boats, snowmobiles, motorcycles, all-terrain vehicles, ultralight aircraft, and other toys. To keep them operating efficiently regularly servicing your small engine will ultimately save you money and time. This is a hands on class where you will be working on your own small engine, and Steve Cloutier will be there to answer any questions or give you a helpful hint.

Instructor: Stephen Cloutier

Date	Day	Time
1/26-4/26	T	6:00pm-9:00pm

No class 2/16 & 4/19

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

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: 2/1-2/26
4/4-4/29
6/6-7/1
Course: \$195

Google +

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



Online: 4/4-4/29
6/6-7/1
8/1-8/26
Course: \$195

Mastering Microsoft Excel

A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world. Stay current with this class, as it is always up-to-date and will change as the features of Excel change over time. Examine the life of an Excel worksheet and workbook, from creation to presentation. Learn how an Excel worksheet is constructed, populated with content, and edited for delivery. Master the options that can take your Excel worksheet from plain, drab numbers to exciting and engaging multimedia. You will leave class with a set of skills that are in high demand and will be a deciding factor in your future success.



Online: 3/7-4/1
5/2-5/27 **Course:** \$195

Twitter

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



Online: 2/1-2/26
4/4-4/29
6/6-7/1 **Course:** \$195

Facebook for Business

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



Online: 3/7-4/1
5/2-5/27
7/5-7/29 **Course:** \$245

LinkedIn for Business

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



Online: 4/4-4/29
6/6-7/1
8/1-8/26 **Course:** \$195

Introduction to Social Media

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



Online: 2/1-2/26
4/4-4/29
6/6-7/1 **Course:** \$195

Marketing Using Social Media

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



Online: 3/7-4/1
5/2-5/27
7/5-7/29 **Course:** \$195

Integrating Social Media in Your Organization

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



Online: 4/4-4/29
6/6-7/1
8/1-8/26 **Course:** \$195



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



About The Center for Legal Studies

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

Financial Assistance

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

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



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

—Lisa Caine, Student, Mesquite, Texas



Beginner Swing Dance: Intro to Lindy Hop Crash Course

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

Instructor: Jennifer Kain

Date	Day	Time
2/6	Sat	10:00am-12:15pm

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



Beginner Swing Dance: 6-Count/East Coast Swing

In this progressive 4-week course, we'll cover the basics of 6-count swing dancing (East Coast Swing) so that you can get out on the dance floor confidently! Come alone or with a partner. We'll rotate in class so that you get to dance with everyone! Wear comfortable clothing and smooth-soled low shoes or sneakers that are not too "sticky" so you can easily turn on the floor. Come see what all the fun is about!

Instructor: Jennifer Kain

Date	Day	Time
2/25-3/17	Th	6:30pm-7:30pm

J.F.K. Kindergarten Center/Multi Purpose Room
\$40 per person

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
2/23-3/29	T	6:30pm-7:30pm

Learning Center/Room 16
\$80 per couple



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
2/29	M	6:30pm-9:00pm

Learning Center/Room 18A
\$25 PLUS
\$29 Textbook and Practice CD (payable to instructor)

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
4/30-5/21	Sat	2:00pm-4:00pm

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

Indoor Walking

We are moving the indoor walking from the High School over to our Learning Center. The great news is now you can walk 4 times a week. Sign in and out at the Adult Ed office and you will be on your way.

Instructor: You

Date	Day	Time
1/25-5/19	M, T, W, or Th	5:30pm-7:30pm

Meets: on your days within the 15 weeks

Learning Center
 \$10



Confetti Bowl



Let's brighten up the winter with this colorful 8" round solid bottomed bowl. This basket is a great size for bread or rolls! Bring along a mop size bucket, scissors, 12 spring type clothespins, pencil, jackknife, tape measure, and a spray bottle.

Instructor: Martha Chessie

Date	Day	Time
3/8	T	5:30pm-9:00pm

Learning Center/Room 23
 \$12 PLUS \$16 Mat. fee (payable to instructor)

Double Swing Handle Basket



With a woven base and two swing handles, this market type basket measures 14" long, 6" wide, and 6" high. Add color and carry your lunch in it the next day!

Bring along a mop size bucket, scissors, 12 spring type clothespins, pencil, jackknife, tape measure, and a spray bottle.

Instructor: Martha Chessie

Date	Day	Time
4/13	W	5:30pm-9:00pm

Learning Center/Room 23
 \$12 PLUS \$16 Mat. fee (payable to instructor)





Model Skiff Building Workshop



Build a quarter-scale model of the popular Echo Bay Dory Skiff designed by Clint Chase. If you have always wanted to build a boat, but had little time and space, then this is for you. The model is about 34"

long and built from a kit just like the full size boat and includes components for the rudder, centerboard, and sail. In just 6 weeks, you will build your own model, outfit it for a sail, and take it home ready for paint and varnish. The model is great for a beautiful display (a custom display stand will be included with the kit), as a pond boat for kids, or as a planter. Each model skiff may be built by an individual adult or by a team of up to three people working together. Kids, 10 years and older, are welcome to participate on a team with adult supervision. The workshop fee is per boat team. You take the boat home!

Please go to compassproject.org for supply list and/or more information.

Instructor: Clint Chase

Date	Day	Time
1/27-3/9 (No class 2/17)	W	6:00pm-8:30pm

BHS/Shop II
\$170 PLUS \$50 Mat. fee



Painting w/ Acrylics for Beginners & Intermediate Levels

This class 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. The first 20 minutes of each class will be spent reviewing paintings by established painters 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-lives in the classroom and learning how to paint what is in front of us or painting a scene from a photograph.

Materials needed:

- Box set of acrylic paints,
- Set of acrylic paintbrushes
- 1 canvas for each class
- Cup or jar for water
- Palette (either plastic or pad of palette paper)
- 1 plastic palette knife

Instructor: Erinn McCusker

Date	Day	Time
1/25-3/7 (No class 2/15)	M	6:00pm-9:00pm

Learning Center/Room 23
\$99





Furniture Painting with Chalk Paint - Level 1

Create beautiful professional-quality painted furniture for your home or for others using chalk paint, a new paint medium that is changing the DIY world of decorating. Bring a small portable piece of furniture to class that you want to give new life. You will leave with a beautifully painted addition for your home. Learn technique and process as well as discover your style options in furniture finishing. Individual coaching provided throughout the class.

Bring to Class:

- A small thoroughly cleaned piece of furniture (small table, wooden decorative piece, stool, or book shelf, please no chairs because of extra time needed to paint chairs.
- an apron
- small drop cloth
- SAMPLE 7-8 ounce jar (\$3) of matte or satin paint in your favorite color from Home Depot (Behr) or Lowes (Valspar).

The instructor will provide all Chalking Powders as well as brushes, applicators and tools, waxes, topcoats and glazes. Set-up and materials will be dispensed at 5:30 and instruction will begin at 6.

Instructor: Miki Earle, Creator and Owner of Royal Chalk

Date	Day	Time
3/2	W	5:30pm-9:00pm

Learning Center/Room 23
\$35 PLUS \$22 Mat. fee



Furniture Painting with Chalk Paint - Level 2

You have already painted with chalk paint and you LOVE it! Now experience other techniques of paint application and finishing to create even more unique beauty for your life. Texture Painting, Dry Brushing, Color Wash, Gilding Powders, 2-Color Distressing, Fabric Painting, Dark Waxing and Multi-Glazing are just a few of the topics we will cover.

Bring to Class:

- small thoroughly cleaned piece of furniture
- an apron
- small drop cloth
- 2 or 3 7-8 ounce SAMPLE jars of matte or satin paint of different colors from Home Depot (Behr) or Lowes (Valspar).

The instructor will provide all Chalking Powders, practice boards, brushes, applicators and tools, waxes, topcoats, gilding powders and glazes. Set-up and materials will be dispensed at 5:30 and instruction will begin at 6.

Instructor: Miki Earle, Creator and Owner of Royal Chalk

Date	Day	Time
3/16	W	5:30pm-9:00pm

Learning Center/Room 23
\$35 PLUS \$22 Mat. fee



Mystery Quilt In A Day

Bring your fabric stash and come spend a day with other quilters to have a day of creating a Mystery quilt. Bring your sewing skills, quilting supplies and your lunch.

Don't forget your scissors and your portable machine if able. (Some machines available at the Learning Center.)

Instructor: Terry Laverriere



Date	Day
3/12	Sat
Time	
9:00am-2:00pm	
Learning Center/Room 27	
\$29	



The Book Inside You

Express your ideas into a book, novel, chapbook, children's book or journal. Learn to organize, brainstorm, web ideas, outline, make a storyboard and insert illustrations. Start putting your ideas into a concrete form with words and images. There will be individualized attention to each person's project. Enjoy being creative, only you can tell your own story!

Instructor: Toni Truesdale

Date	Day	Time
1/30-3/5	Sat	10:00am-11:30am
Learning Center/Room 27		
\$90		

Super Saturday Cooking

Would you like an interesting and delicious Saturday afternoon? If so, you and your friends should sign up for the Saturday cooking classes. You'll meet great people, learn something new, have fun, and go home VERY satisfied with a full tummy...and you do NOT do dishes! See you there.

Instructor: Sue Schofield

Spicy Morocco - Super Saturday Cooking

Moroccans cook with the best spices in the world, and they do it in a tagine. Today, we'll do the same and see how this tool works. You'll go home happy and full, so sign up early.

Date	Day	Time
2/6	Sat	11:00am-2:00pm
Learning Center/Room 23		
\$27		

American South - Super Saturday Cooking

The taste sensations of the American South are rich, diverse, and very famous. So convince your friends to sign up with you and see what all the fuss is about. You'll talk about it all the way home. Yum!

Date	Day	Time
3/5	Sat	11:00am-2:00pm
Learning Center/Room 23		
\$27		



Dining at the White House - Super Saturday Cooking

Two Republicans and two Democrats share top billing today. Come see and eat what the White House chefs have cooked for the head honchos of our country. It's very delicious, and we may be able to end the meal with a slice of Eisenhower's pie.

Date	Day	Time
4/9	Sat	11:00am-2:00pm
Learning Center/Room 23		
\$27		

Mexico Bites Back - Super Saturday Cooking

If you like your food to bite you back, sign up for this class. We'll make an outstanding and complicated main dish and surround it with mouth-watering sides. Sign up early, arrive hungry, and go home VERY satisfied. You'll be glad you did.

Date	Day	Time
5/14	Sat	11:00am-2:00pm
Learning Center/Room 23		
\$27		

BAE
Enrichment
Places To Go

BOSTON FLOWER & GARDEN SHOW

Nurtured by Nature: 2016 at the Boston Flower & Garden Show

Travel by bus to Boston's Seaport World Trade Center for the Flower and Garden Show.

The Boston Flower & Garden Show will return to the Seaport World Trade Center in Boston on Wednesday, March 16 through Sunday, March 20, 2016 with the theme "Nurtured by Nature". The care we put into our gardens comes back to us a thousand-fold. Well-designed landscapes rejuvenate by offering places to connect with nature and each other. Floral arrangements, houseplants and containers enliven and refresh our living spaces. Homegrown food and the results of popular urban agriculture activities like beekeeping fill our tables with nutritious delights. Celebrate the bountiful benefits of the garden and learn how to keep yourself, and your garden, growing strong!

Sat 3/19 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 **OR**

Group of 4 or more \$47 per person

TIP

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

NO REFUNDS AFTER 3/5

For group of 4 or more, use Promo Code

FLOWER



GOING TO SEE MICKEY, MINNIE, GOOFP AND THE GANG



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

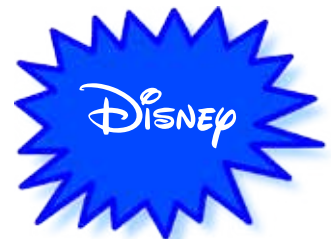


Instructor: David Murch

Date	Day	Time	Location	Cost
2/11	Th	5:30pm-8:30pm	Learning Center/Room 26	\$14 per person/\$19 per couple



Use Promo Code



for couple price





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.



\$52 per person
(includes ticket to House of Seven Gables and Salem Witch Museum)
OR Group of 4 or more
\$42 per person

Sat 4/30 8:30am-6:00pm (bus leaves Salem at 4:00pm)
Bus leaves from and returns to:
Park & Ride (across from Wal-Mart), Biddeford

For group of 4 or more, use Promo Code

TIP

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

NO REFUNDS AFTER 4/16

SALEM



HealthCare Provider CPR

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
4/9	Sat	8:00am-12:00pm

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

First Aid/CPR/AED

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
2/6	Sat	8:00am-4:00pm

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

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 competence in care-giving beyond the end of the course. Your instructor is an authority on dementia.

Online: 2/1-2/26
4/4-4/29
6/6-7/1

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 spouses/significant others, parent-child, 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: 2/1-2/26
4/4-4/29
6/6-7/1

Course: \$149

For more detailed information about our Online courses, use the QR code to get you there!!



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
5/3	T	6:00pm-8:00pm

Learning Center/Room 18A
\$9



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
2/6 & 2/13	Sat	9:00am-2:45pm

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

Money Money Money: Your Source for Financial Education

This 5 week course will cover the 10 Rules of the Road of investing, current market conditions and how it can affect you as an investor, how to translate your vision for retirement into tangible goals, ideas to help build a reasonable and sustainable strategy for managing income and expenses during retirement, and preparing for the unexpected by outlining a proactive strategy to protect your family’s financial situation.

Instructor: Matt Simmons

Date	Day	Time
1/27-3/2	W	6:00pm-7:30pm

Learning Center/Room 18A
\$15

Natural Solutions for Your Home and Family



Are you interested in natural solutions for your home and family's health? Join me as I share how using doTERRA essential oils can be an easy way to reduce your exposure to harmful chemicals while experiencing the natural benefits of using essential oils. This class will feature 45 minutes of teaching about the safety and uses of essential oils followed by making 5 different items to take home: hand sanitizer, sugar scrub, lavender linen spray, all-purpose spray, and an aromatherapy necklace. In addition, there will be light snacks featuring essential oils.

Instructor: Heather Fletcher

Session I:

Date	Day
3/16	W

Time

6:00pm-8:00pm

Learning Center/ Room 23
\$10 PLUS \$25 Mat. fee
(payable to instructor)

Session II:

Date	Day
4/12	T

Time

2:00pm-4:00pm

Learning Center/ Room 23
\$10 PLUS \$25 Mat. fee
(payable to instructor)

Reiki First Degree

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

Instructor: Brenda Paquette

Date	Day	Time
3/5	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
4/9	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
5/14	Sat	10:00am-4:00pm

Learning Center/Room 18A

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

Meditation 101

You will learn why meditation is so important to connecting with your inner self and with the Divine/God/Spirit and how it will help you to have a greater love & respect for you and your life. We will discuss the challenges/benefits of meditation and why we are here, the three progressive types of meditation (to help you explore deeper states of peace & connectedness); followed by a guided meditation and discussion. "Meditation brings wisdom; lack of meditation leaves ignorance." Buddha



Instructor: Brenda Paquette

Date	Day	Time
3/16	W	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
2/25	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
3/29	T	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
4/14	Th	6:30pm-8:30pm

Learning Center/Room 18A
\$42



Intro to Kickbox/Tai Chi Fusion

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

Instructor: Paula Truman

Date	Day	Time
1/26-2/23	T	6:00pm-7:00pm
No class 2/16		
J.F.K. Kindergarten Center/Multi Purpose Room		
\$29		

Strength, Tone, and Tighten

Stronger muscles burn more calories! This class combines cardiovascular movements, strength training and core focus. Each session is a full body workout which will wrap up with active stretching. Please bring hand weights, and exercise mat.

Instructor: Paula Truman

Date	Day	Time
3/15-4/12	T	6:00pm-7:00pm
J.F.K. Kindergarten Center/Multi Purpose Room		
\$29		



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:		Session II:	
Date	Day	Date	Day
2/2 & 2/4	T & Th	4/12 & 4/14	T & Th
Time		Time	
6:00pm-8:30pm		6:00pm-8:30pm	
Center of Tech./Rm T-107		Center of Tech./Rm T-107	
\$40 per person		\$40 per person	
(65 years and older \$10)		(65 years and older \$10)	

Zumba

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

Instructor: Stacy Layburn

Session I:		Session II:	
Date	Day	Date	Day
1/16-4/9	Sat	1/25-4/11	M
No class 2/20		No class 2/15	
Time		Time	
8:00am-9:00am		6:00pm-7:00pm	
J.F.K. Kindergarten Center/ Multi Purpose Room		J.F.K. Kindergarten Center/ Multi Purpose Room	
\$60 or \$7 drop in		\$60 or \$7 drop in	



ZUMBA®





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.

Instructors: Bo Parker
 Sr. Theresa Couture
 Dorrie Roedner

Date	Day	Time
1/25-5/19	M-Th	9:00am-12:00pm
No class 2/15-2/18 & 4/18-4/21		

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.

Instructors: Bo Parker
 Sr. Theresa Couture
 Dorrie Roedner

Date	Day	Time
1/25-5/19	M-Th	9:00am-12:00pm
No class 2/15-2/18 & 4/18-4/21		

Learning Center/Room 28



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



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
1/25-5/19	M-Th	12:30pm-2:30pm
No class 2/15-2/18 & 4/18-4/21		

Learning Center/Room 28



Bo Parker assists students in both ABE/ESOL classes.



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
1/13-6/15	W	1:00pm-2:00pm
No class 2/17 & 4/20		

Learning Center/Rooms 14 & 16

Creative Play Class II

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

Instructor: Julie Berube

Date	Day	Time
1/11-6/16	M & Th	1:00pm-2:30pm
No class 2/15, 2/18, 4/18 & 4/21		

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
2/10, 3/16, 4/13, 5/18	W	6:00pm-7:30pm

Learning Center/Room 23



Parent Talk (Active Parenting Now)

Do you have questions about parenting? Do you want to improve your parenting skills? Are you overwhelmed? If you answered yes to any of these questions, "Parent Talk" may be for you. Happy Families aren't born... They're made one day at a time. Through this video-based program, you will learn the skills that will help you develop cooperation, responsibility and self-esteem in your children, and encourage your children to be their very BEST! You'll also learn positive discipline techniques so you can avoid those all too familiar power struggles. You will be receiving an Active Parenting Certificate upon completion of this course.

Instructor: Julie Berube

Session I:		Session II:	
Date	Day	Date	Day
1/11-3/7	M	3/21-5/9	M
Time		Time	
10:00am-12:00pm		10:00am-12:00pm	
Learning Center/Room 18A		Learning Center/Room 18A	

Stress & Anger Management



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

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

Instructor: Julie Berube

Session I:		Session II:	
Date	Day	Date	Day
1/15-2/26	F	3/4-4/15	F
Time		Time	
10:30am-12:30pm		10:30am-12:30pm	
Learning Center/Room 18A		Learning Center/Room 18A	



SACO BAY COLLEGE TRANSITIONS: College Preparation for Adults

Saco Bay College Transitions

providing a spectrum of services supporting your college goals

Adult Education of the Kennebunk & Arundel

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

Biddeford Adult Education

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

Kittery Adult Education

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

Noble Adult Education

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

Old Orchard Beach/Saco Adult & Community Education

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

Wells-Ogunquit Adult Community Education

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

College Transitions English

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

Instructor: Dorrie Roedner

Date	Day	Time
1/26 - 5/19	T & Th	12:30pm-2:30pm

Learning Center/Room 27

What can Saco Bay College Transitions do for you?

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

Who joins the College Transitions program?

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

Why join the College Transitions program?

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

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

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



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

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

HiSET Math Class

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

Instructor: Sue Schofield

Date	Day	Time
1/26-5/19	T & Th	10:30am-12:00pm
No class 2/16 & 2/18 4/19 & 4/21		

Learning Center/Room 27

HiSET Prep Class

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

Instructor: Sue Schofield

Date	Day	Time
1/29-5/20	F	10:00am-12:00pm
No class 2/19 & 4/22		

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, and 12 Electives.

YOU MUST: Call 282-6511 to schedule your 1/2 hour Intake/Registration. No registrations will be accepted after January 25th.

English Courses

Basic English

Join this class for a review of grammar, writing, reading, and interpretation. If you need to pass the HiSET test, this class would be beneficial!

Instructor: Sue Schofield

Date	Day	Time
1/26-5/17	T	9:00am-12:00pm
No class 2/16 & 4/19		
Learning Center/Room 28		

World Literature

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

Instructor: Kim Loranger

Date	Day	Time
1/27-5/18	W	5:30pm-8:30pm
No class 2/17 & 4/20		
Learning Center/Room 28		

Fine Arts

Art Class

Description TBA.

Instructor: Sonya St. Pierre

Date	Day	Time
1/26-5/17	T	5:30pm-8:30pm
Learning Center/Rooms 24 & 27		

Social Science Course

Contemporary Issues

Are you interested in current events and controversial topics? Would you like to learn more about what is happening in our society? Do you like to express your opinions and discuss contemporary issues? If so, this may be the class for you. In each class, we will research all sides of an issue and discuss many of the topics that affect our lives and the decisions we make. A short written summary of your view on each topic will be required.

Instructor: Gail Roller

Date	Day	Time
1/25-3/17	M & Th	9:00am-12:00pm
No class 2/15 & 2/18		
Learning Center/Room 24		

Math

General Math

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

Instructor: Sue Schofield

Date	Day	Time
1/26-5/19	T & Th	9:00am-10:30am
No class 2/16 & 2/18 4/19 & 4/21		
Learning Center/Room 27		

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. 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. Videos, handouts, and a discussion of ethics makes this 15-week course, not only delicious, but an educational adventure. Sign up right away and bring your appetite.

Instructor: Sue Schofield

Date	Day	Time
1/27-5/18	W	9:00am-12:00pm

No class 2/17 & 4/20

Learning Center/Room 23

American Sign Language Level 1

You will be introduced to the fundamentals of ASL, including finger spelling, vocabulary, grammar rules and basic conversation skills. In addition, you will learn about various facets of Deaf culture. This course is designed to create beginning signers.



Instructor: Patti Feda

Date	Day	Time
1/27-5/20	W & F	9:00am-10:30am

No class 2/17 2/19
4/20 & 4/22

Learning Center/Room 27

Computer Applications (Microsoft Office Suite)

An introductory class designed to learn the basic computer applications widely used in the job market. Applications covered are from Microsoft Office Suite: MS Word, PowerPoint, and Excel. Create documents or start a resume, design a fun and informative slideshow presentation, and a simple spreadsheet to organize information! Basic computer literacy topics are also covered as needed.

Instructor: Luba McDonough

Date	Day	Time
1/25-5/16	M	5:00pm-8:00pm

No class 2/15 & 4/18

Learning Center/Room 26
(non-HSD Students Cost TBA)



Biology

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

Instructor: Vicki Salo

Date	Day	Time
1/28-5/19	Th	5:00pm-8:00pm

No class 2/18 & 4/21

Biddeford High School/Room A007

Chemistry

You have seen the Periodic Table before, but have you ever wondered why the elements are arranged the way they are? This course covers the fundamental concepts in chemistry and can prepare students for entry level chemistry classes in college. Topics will begin with the structure and history of the atom, building toward using the periodic table of elements to develop an understanding of elements and compounds. Matter as a whole will be the basis of developing an understanding of physical and chemical change. Activities include short labs, bonding elements, identifying chemical reactions, balancing equations, and a look at how chemicals play a role in our everyday lives.

Instructor: Victoria Salo

Date	Day	Time
1/26-5/17	T	5:00pm-8:00pm

No class 2/16 & 4/19

Biddeford High School/Room A007

Registration begins January 4th
Classes begin January 25th
High School Diploma classes: Six students is the required number to "make a class"

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
morning	Contemporary Issues 9:00-12:00 1/25-3/17 Parent Talk SI 10:00-12:00 1/11-3/7 Parent Talk SII 10:00-12:00 3/21-5/9	Basic English 9:00-12:00 1/25-5/16 General Math 9:00-10:30 1/26-5/19 HiSET Math 10:30-12:00 1/26-5/20	Are We What We Eat? 9:00-12:00 1/27-5/18 American Sign Language 9:00-10:30 1/27-5/20	Contemporary Issues 9:00-12:00 1/25-3/17 General Math 9:00-10:30 1/26-5/19 HiSET Math Class 10:30-12:00 1/26-5/19	American Sign Language 10:30-12:30 1/27-5/20 Stress & Anger Mgmt SI 10:30-12:30 1/15-2/26 Stress & Anger Mgmt SII 10:30-12:30 3/4-4/15 HiSET Prep 10:00-12:00 1/29-5/20
	<p>All High School Academic Courses are 45 hour courses.</p>				
afternoon	ABE Basic Math 9:00-12:00 1/25-5/19 ABE Basic English 9:00-12:00 1/25-5/19 ESOL 12:30-2:30 1/25-5/19 Creative Play II 1:00-2:30 1/11-6/16	ABE Basic Math 9:00-12:00 1/25-5/19 ABE Basic English 9:00-12:00 1/25-5/19 ESOL 12:30-2:30 1/25-5/19	ABE Basic Math 9:00-12:00 1/25-5/19 ABE Basic English 9:00-12:00 1/25-5/19 ESOL 12:30-2:30 1/25-5/19 Creative Play I 1:00-2:30 1/13-6/15	ABE Basic Math 9:00-12:00 1/25-5/19 ABE Basic English 9:00-12:00 1/25-5/19 ESOL 12:30-2:30 1/25-5/19 Creative Play II 1:00-2:30 1/11-6/16	<p>AGE POLICY Minimum age for Diploma students is 17 years.</p>
	Computer Applications 5:00-8:00 1/25-5/16	Art 5:30-8:30 1/26-5/20 Chemistry 5:00-8:00 1/26-5/17	World Literature 5:30-8:30 1/27-5/18	Biology 5:00-8:00 1/28-5/19	



All High School Diploma students who successfully complete their requirements are encouraged to participate in Biddeford Adult Education's Graduation Ceremony in June, 2016.

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.

You may register as soon as you receive this Catalog

Student Information

COURSE PAYMENTS AND FEES

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

REFUNDS AND CANCELLATIONS

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

NO REFUNDS ARE ISSUED IF YOU FAIL TO ATTEND CLASS.

NO SCHOOL/STORM CANCELLATIONS

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

NON-RESIDENTS

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

BOOK POLICY

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

5 Easy Ways To Register



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



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



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



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



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

Payment Methods we Accept



Class Locations:

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

Biddeford School Department Directory

ADMINISTRATION

ALAN CASAVANT
Mayor

JEREMY RAY
Superintendent

CHRIS INDORF
Assistant Superintendent

SCHOOL COMMITTEE

ALAN CASAVANT, CHAIR
DENNIS ANGLEA
CRYSTAL BLAIS
BRIANNA GILBERT
ANTHONY MICHAUD
HEATHER MILLS
KAREN RUEL
LISA VADNAIS

ADULT EDUCATION STAFF

PAULETTE BONNEAU
Director

SUSAN DE CESARE
*Community Adult
Education Leader*

ANNE BEAULIEU
PATT HAMEL
Administrative Assistants

NANCY OUELLETTE
Student Advisor

JULIE BERUBE
Family Literacy

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

MAGGIE BUTTERS
HiSET Examiner

BIDDEFORD SCHOOL DISTRICT DIRECTORY

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

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

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

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

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

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

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

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

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

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

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

282-3883

Visit our Website:

www.biddeford.maineadulted.org

FOR MAIL-IN, include debit/credit card information or check. Mail to:

Biddeford Adult Education
P.O. Box 624, Biddeford ME 04005

FAX to: 207-286-9581. You MUST include debit/credit card information.

www.biddeford.maineadulted.org

adulted@biddefordschooldepartment.org

Please REPRODUCE as needed for additional forms.

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

COURSE INFORMATION

COURSE NAME	COURSE FEE	TEXT/ MATERIAL FEE

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

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

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

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

COURSE INFORMATION

COURSE NAME	COURSE FEE	TEXT/ MATERIAL FEE

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 TOTAL _____
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 Expiration Date: _____
 Name on card: _____
 Signature: _____

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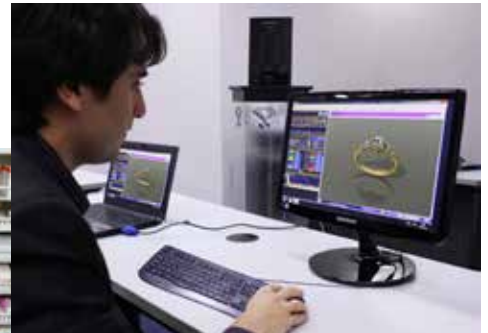
P.O. Box 624
64 West Street
Biddeford, ME 04005

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Local

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

www.biddeford.maineadulted.org

**No matter what you choose,
we are here to help YOU!!!**



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

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

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