

Spring 2019  
*Course Catalog*  
Jan.-June

# Shopping for a New Career?



# WELCOME *Learners*

We are very excited to bring to you our Spring 2019 Brochure. We have a great variety of courses to offer. Some new, and many popular returning classes. Besides our fun Enrichment courses, we offer High School Diploma, HiSET (GED), CNA, CNA-Med, Family Literacy, Adult Basic Education, English as a Second Language, online computer classes, and Vocational courses.



January 16th  
4:00pm-6:00pm

Learning Center

189 Alfred Street, 2nd Floor  
Biddeford



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Did you know that if you are High School Graduate, received a High School Equivalency, or are a current High School student, you can attend classes during the day at the Regional Center of Technology (BRCOT)? BRCOT offers courses to high school students and adults serving the communities of Biddeford, Old Orchard Beach, RSU 21 and RSU 23.

#### Courses are:

- Architecture & Design
- Auto Collision Repair
- Auto Mechanics
- Building Construction
- Business & Financial Management
- Business & Information Technology
- Early Childhood Education
- Electrical Technology
- Engineering
- Health Assistant
- Intro to Medical Sciences
- Legal Studies
- Medical Assisting
- Precision Machining
- Welding & Metal Fabrication
- Plumbing

Classes begin again in September. Contact Paulette Bonneau, Director at 282-1501 for more information.

## Interested in a career in Information Technology?

TechHire Maine's focus is to recruit, assess, train, and place young adults and underserved individuals into Maine's IT industry. This program serves individuals who are out of secondary school; have an interest in information technology and computing; and lack the educational attainment, work experiences, and/or skill level to secure full-time employment in middle or high-skill tech-based jobs.

This grant funded program provides a host of services to train young adults (between the ages of 17 and 29) as well as career changers who are looking to transition into IT roles.\* Eligibility requirements do apply.

This \$4 million project (funded by a U.S. Dept. of Labor Employment and Training Administration grant) is an equal opportunity employer/program. Auxiliary aides and services are available upon request to individuals with disabilities.

For more information please contact: Coastal Counties Workforce area: Dylan Barnett, [dylan.barnett@workforcesolutionsme.org](mailto:dylan.barnett@workforcesolutionsme.org), 207-274-9131

\*For those over the age of 29, connect with your local career center to learn what training and employment services are available. <http://www.mainecareercenter.gov/>



## Excel Essentials - Level One



This three week course is for those new to spreadsheets, or those who currently work in Excel who would like to know the tips, tricks, and secrets of how to get the job done quickly and efficiently. We will create three different spreadsheets from the ground up, learning all of the basics of both building and editing spreadsheets. Charts and printing issues will also be addressed.

**Instructor:** Margie Genereux

Series I:		Series II:	
Date	Day	Date	Day
1/28-2/11	M	5/6-5/20	M
Time		Time	
5:30pm-7:30pm		5:30pm-7:30pm	
Learning Center/Room 24		Learning Center/Room 24	
\$57		\$57	

## Excel Essentials - Level Two



This four week course will offer a review of Level One on the first evening, then will move on to build on what was previously discussed. Students will learn how to build larger spreadsheets with absolute references, conditional formatting, pivot tables, flash fill, filtering, and more.

**Instructor:** Margie Genereux

Date	Day	Time
3/4-3/25	M	5:30pm-7:30pm
Learning Center/Room 24		
\$76		

## Mastering Computer Skills for the Workplace

Must-have skills to succeed in the workplace include the ability to create, edit and manage presentations in MS PowerPoint, documents in MS Word, email and calendars in MS Outlook, and spreadsheets in MS Excel. Microsoft Office Suite of applications is the most used software tool in the world. 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.



Betsy Flanagan

<b>Online:</b> 2/4-3/1	<b>Course:</b> \$195
4/1-4/26	\$195
6/3-6/28	\$195

## Microsoft Word Boot Camp



Join Margie for three weeks and learn all of the very best tips and tricks to harness Microsoft Word (and other word processing programs). Students will learn how to create many different types of documents, and will master copy/paste from a variety of sources. Templates, printing, special characters, columns, page borders, formatting, tables, embedding Excel, and much more will be covered.

**Instructor:** Margie Genereux

Date	Day	Time
4/1, 4/22, & 4/29	M	5:30pm-7:30pm
Learning Center/Room 24		
\$57		

## Managing Social Media Platforms Cert.

Different social networks have distinct characteristics, different features, and are used to develop a two-way communication and marketing strategy for your organization. Get a skill set for working and managing different social media platforms.



You will get a firm foundation in Twitter, LinkedIn, and Facebook platforms. Come away with both an understanding of these social networks and practical, how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write, and train others on social networks.

<b>Online:</b> 2/4-4/26	<b>Courses:</b> \$495
4/1-6/28	\$495
6/3-8/30	\$495

### Individual Classes:

#### Twitter

<b>Online:</b> 2/4-3/1	<b>Courses:</b> \$195
4/1-4/26	\$195
6/6-6/28	\$195

#### Facebook for Business

<b>Online:</b> 3/4-3/29	<b>Courses:</b> \$245
5/6-5/31	\$245
7/1-7/26	\$245

Nicole Siscaretti

#### LinkedIn for Business

<b>Online:</b> 4/1-4/26	<b>Courses:</b> \$195
6/3-6/26	\$195
8/5-8/30	\$195

Jennifer Selke





## Still Life Drawing for Beginners

Experience the exciting art of looking! When you draw, you learn to see things again for the first time. Line, light and shadow, space, and perspective all come together to create an image. In this class you will discover how each of those elements work to produce a great piece of art! We will also be trying out some different tools such as blending sticks and erasers and mediums such as pencil and charcoal.

**Supply list:** at least two Graphite Pencils - a 2B and 6B, and vine or willow charcoal. (Paper will be provided by the instructor.)

**Instructor:** Kyle Durkin

Date	Day	Time
3/19-4/9	T	6:00pm-8:00pm
Learning Center/Room 27 \$45		

## Still Life Drawing: The Next Page

This 4 week class will be a continuation and reinforcement of Still Life Drawing for Beginners. We will take on new subject matter and cover new concepts.

**Supply list:** at least two Graphite Pencils - a 2B and 6B, and vine or willow charcoal. (Paper will be provided by the instructor.)

**Instructor:** Kyle Durkin

Date	Day	Time
4/23-5/14	T	6:00pm-8:00pm
Learning Center/Room 18A \$45		



*"This was a great class. Learned a lot about working with charcoal & pencils. Teacher was very helpful."*

## The Book Inside You

Express your ideas into a book, novel, chapterbook, 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
4/25-5/30	Th	6:00pm-7:30pm
Learning Center/Room 27 \$90		

## The Book Inside You II



This advanced class is for writers that are looking to continue work on their manuscripts and stories to bring them along or complete them. Explorations will include how to write a query letter, find publishers, editors, illustrators also self-publishing options and contracts. Joining in with local collections of oral histories and national focus on cultural storytelling.

**Instructor:** Toni Truesdale

Date	Day	Time
4/24-5/29	W	6:00pm-7:30pm
Learning Center/Room 27 \$90		

## Zippy & More Bags

These bags can be used for cosmetics or a night out. They range from small to large. This class can be for any level of sewing. Also, learn how to place zippers. These bags make wonderful gifts. Please call 282-3883 for a supply list.

**Instructor:** Terri Laverriere

Date	Day	Time
5/4	Sat	9:00am-12:00pm
Learning Center/Room 28 \$19		



*Sample Zippy & More Bags.*

## Remembrance Bear

Are you looking to preserve a memory of a loved one through their clothing? In this remembrance class, you will make a memory bear to treasure from an item or more of your deceased loved ones' clothing as you share a special memory.

### Supply list:

- Your sewing machine or use one of the schools
- Sewing basket supplies
- An item or more of clothing.
- Polyfil to stuff bear
- Fusible T-shirt interfacing (May be purchased from the instructor for \$3.00)
- Bear eyes and nose. May be buttons or purchase (prior to class) packaged eyes and noses.



*Sample bear made from a shirt and a skirt*

**Skill level:** confident beginner

**Instructor:** Nancy O'Connell

### Series I:

Date	Day
2/2	Sat

### Time

9:00am-3:00pm

Learning Center/Room 28  
\$24

### Series II:

Date	Day
3/2	Sat

### Time

9:00am-3:00pm

Learning Center/Room 28  
\$24

## Neck Tie Ditty Bag



Are you looking for something unique and that can be used every day? How about creating a ditty bag or cosmetic bag out of your dad's, husband's, or grandfather's favorite neck tie. In this class you will make a ditty bag from one or more neckties that you bring to class along with contrasting fabric and two zippers.

**What to bring:**

- Your sewing machine or use one of the schools
- Sewing basket supplies
- 1 or more neck ties
- Contrasting fabric for lining and exterior
- 1-14" or longer zipper
- 1-7" zipper
- Matching thread

**Instructor:** Nancy O'Connell

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

Learning Center/Room 24

\$24

## Spring Table Runner



Looking for something to brighten your home for spring? Look no further. Nothing says spring more than cute bunnies, a chick, and a basket. In this class you will learn a little of a lot of different sewing techniques and embellishments. Applique, flying geese, a little ruler work quilting, color on fabric, and rhinestone embellishment.

**What to bring:**

- Your sewing machine or use one of the schools
- Sewing basket supplies
- One yard of your favorite spring time fabric for the front and flying geese (or look at the selection of fabric donated to the school)
- One yard of solid flannel
- One yard of back fabric
- Fabric scraps for the bunnies, chick and basket
- Matching thread

**Instructor:** Nancy O'Connell

Date	Day	Time
4/6	Sat	9:00am-3:00pm

Learning Center/Room 24  
\$24

## Re-purposed Sweater Mittens

Come create a toasty pair of adult sized mittens from a well-loved wool or wool blend sweater complete with a fleece liner. Bring along a washed sweater, 1/3 yard polar fleece, thread to match, pins, and fabric shears. If you have a portable sewing machine in good working order, please bring along. Extra sweaters and fleece will be available for a small fee.

**Instructor:** Martha Chessie

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

Learning Center/Room 27  
\$19



*Look at my mittens I made from an old sweater.*

## 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 and enjoy. Participants will gain the confidence to design and make container gardens on their own.

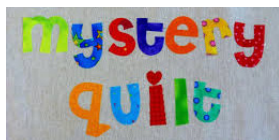
**Instructor:** Gail Roller

Date	Day	Time
5/16	Th	6:00pm-7:30pm

Learning Center/Room 23  
\$15 PLUS \$15 Mat. fee (due at registration)

## 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.



**Supply list:** your sewing skills, quilting supplies, scissors and your portable machine if able. (Some machines are available at the Learning Center.) Don't forget your lunch!!

**Instructor:** Terri Laverriere

Date	Day	Time
4/6	Sat	9:00am-2:00pm

Learning Center/Room 28  
\$29

## Taming the "To Do" List



Identify techniques that will help you organize your personal time. Suggestions offered include prioritizing, creating the "To Do" list, and how we underestimate time. Tips on how to stop procrastinating and being overwhelmed will also be discussed.

**Instructor:** Jill Braceland

Date	Day	Time
3/25	M	6:00pm-8:00pm

Learning Center/Room 28  
\$19

## Every Picture Tells a Story: Organizing Photographs



Learn techniques on how to work through that box of photographs we all have. Integrating the stories behind the pictures will also be explored. Please bring some of your photographs to get started.

**Instructor:** Jill Braceland

Date	Day	Time
1/22	T	6:00pm-8:00pm

Learning Center/Room 28  
\$19



## Bottle Vases



Bring along 2 glass jars, such as a mayonnaise jar, salsa, spaghetti sauce, or pickle jar, to make these two wonderful baskets just in time for Mother's 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
5/7	T	5:30pm-9:00pm

Learning Center/Room 23  
\$19 PLUS \$10 mat. fee (due at registration)



Terri Laverriere is a Biddeford High School graduate who continued her education through SMVTI. She has been teaching enrichment classes with Biddeford Adult Education since 1996. An avid quilter, Terri loves to share her passion with others.

## 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:

- Sewing machine basics, care and use
- Stitch basics and types
- Fabric and fiber types
- Marking and cutting fabric
- Understanding sewing pattern markings
- Sizing and fitting
- Beginners' Project: PJ pants
- Finishing stitches and pressing
- Picking out your next project

### Supply list:

- Sewing Machine (If unable to bring own machine please let us know, one can be supplied)

**Instructor:** Jena Eaton-Burke

### Series I:

Date	Day	Time
1/22-2/26	T	5:30pm-8:30pm
No class 2/19		
Learning Center/Room 27		
\$59		

### Series II:

Date	Day	Time
4/23-5/21	T	5:30pm-8:30pm
Learning Center/Room 27		
\$59		

### Series III:

Date	Day	Time
1/23-2/27	W	12:00pm-3:00pm
No class 2/20		
Learning Center/Room 27		
\$59		

### Series IV:

Date	Day	Time
4/25-5/23	Th	1:00pm-4:00pm
Learning Center/Room 27		
\$59		



*"I am so glad I took this class. It was well worth the time and money and Jena was great and very patient!"*



## Pepperell Mills the Melting Pot

Why Biddeford Saco?...All the way to Francis T. Spencer and his blanket. This series will cover the History of the Industrial Revolution in America and how it pertained to Biddeford.

### Topics:

- Labor for the new mills
- Mill girls
- Working in a weave room
- Child labor in the mills
- Immigrants- the expanding work force

**Instructors:** Dana Peck

Date	Day	Time
2/27-4/3	W	6:30pm-8:30pm
Learning Center/Room 24		
\$19		

## Strapped Berry Picker



Keep your hands free as you pick your berries with this cute basket complete with adjustable fabric strap.

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
4/23	T	5:30pm-9:00pm
Learning Center/Room 23		
\$19 PLUS \$16 mat. fee (due at registration)		





## Plastic Bag Wall Basket

**New!**

Capture your loose plastic bags in this wonderful solid based basket with a leather handle for hanging.

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
3/11	M	5:30pm-9:00pm

Learning Center/Room 23  
 \$19 PLUS \$18 mat. fee (due at registration)

## Beginner Acrylic Pour Painting Part I

With this exciting process, you never know what beautiful patterns will be created until the paint is poured. We'll cover what types of paint and additives work best to create beautiful abstract art. This class is appropriate for any artistic skill level, from beginner to pro, who wants to learn this technique. You will be transporting your wet paintings home in a container provided by the instructor, but you may want to have some plastic or cardboard in your car for the trip home.

**Instructor:** Tara Finlay

Date	Day	Time
2/11	M	6:00pm-9:00pm

Learning Center/Room 27  
 \$19 PLUS \$20 Mat. fee (due at registration)



All pictures are courtesy of Tara Finlay.

## Beginner Acrylic Pour Painting Part II

**New!**

In this sequel to Beginner Acrylic Pours, we will focus on "swipes" where paint is poured differently than in the beginner class, and then swiped using various implements to reveal layers of color. Popular swipe techniques such as Ocean Wave, Starburst, Paper Towel, and ball chain swipes will be discussed. Each student will be able to choose their own colors and the swipe technique that appeals to them. You must have taken Beginner Acrylic Pouring with Tara or be familiar with mixing and pouring acrylic paints to take this class.



**Prerequisite:** Beginner Acrylic Pour Painting

**Instructor:** Tara Finlay

Date	Day	Time
4/22	M	6:00pm-9:00pm

Learning Center/Room 27  
 \$19 PLUS \$20 Mat. fee (due at registration)

## Boho Dreamcatcher Wall Hanging

**New!**

This boho dreamcatcher wall hanging is fun and easy to make. The instructor will have beads, trims, ribbons, hoops, and some feathers but if you have specific colors you would like to work with, you should bring them. Yarn, ribbon, decorative trims will all work. For health reasons, please only bring store-bought feathers, not feathers from the wild. If you have a glue gun, please bring it. You can use a doily for your center if you have it- make sure you bring a hoop (like a wooden embroidery hoop) that will fit it.

**Instructor:** Tara Finlay

Date	Day	Time
2/28	Th	6:00pm-8:30pm

Learning Center/Room 28  
 \$19 PLUS \$10 Mat. fee  
 (due at registration)





## Branch Weaving

**New!**

In this gentle introduction to basic weaving, we'll be working with colorful yarns and Y-shaped branches. Please bring one sturdy Y-shaped branch approximately 1/2" or larger in diameter. The branch should be cut green (not dead, dry, brittle) and free of leaves. If you do not have access to branches, please let us know and the instructor will provide them. The instructor will also have lots of pretty yarn but you can bring any yarn you choose. Various styles and textures of yarn look good together in a weaving.



**Instructor:** Tara Finlay

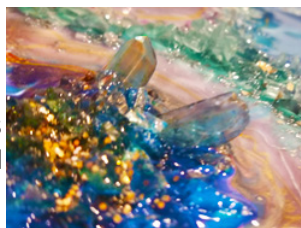
Date	Day	Time
5/4	Sat	11:00am-2:00pm

Learning Center/Room 23  
\$19 PLUS \$5 Mat. fee (due at registration)

## Geode Painting

**New!**

If you like bling, crystals, sparkle, and color, this class is for you. We'll make a work of art based on a geode or agate slice using real crystals, tinted resin and other embellishments. 18+ only due to working with the resin. If you are sensitive you may need to purchase a respirator mask. The area we will be working in is ventilated and the resin does not have a scent. If you have crystals you want to use, you can bring them. Small points work best or small tumbled semi-precious stones. Wear old clothes and bring an apron. First night: Design your geode painting, apply the crystals and tint the resin. The resin will cure before the next class. Second night: This is the night to fix any issues you may have had with the initial design, and to embellish the surface of your geode painting.



**Instructor:** Tara Finlay

Date	Day	Time
4/4	Th	6:00pm-9:00pm
4/11	Th	6:00pm-8:00pm

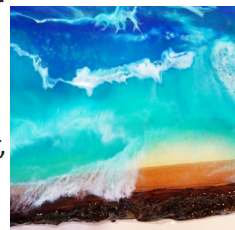
Learning Center/Room 23  
\$19 PLUS \$35 Mat. fee (due at registration)

**BAE**  
Enrichment  
Hobbies & Interests

## Live Edge Resin Ocean Painting

**New!**

Create a dramatic ocean/beach scene using 2 part epoxy resin and pigments on a piece of live edge wood in this class that is perfect for everyone from absolute beginners to experienced artists. No artistic experience is necessary. Resin is messy so wear old clothes and tie back your hair if necessary. If you have a heat gun or a hair dryer, and an extension cord, bring them. For the hair dryer, if you have the attachment that narrows the nozzle, bring that too. All other supplies are provided. If you have your own piece of live edge wood you want to use, it must be sanded smooth prior to class and be no larger than 12"x12". Pieces can be left to dry and picked up later, or you can elect to take the item home in a container provided.



**Instructor:** Tara Finlay

Date	Day	Time
3/2	Sat	11:00am-2:00pm

Learning Center/Room 23  
\$19 PLUS \$30 Mat. fee (due at registration)

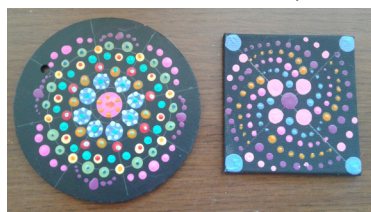
## Dot Mandalas

Dot Mandalas are little works of art made from, well, dots of paint! No artistic experience required. Dot Mandalas can be made on stones, on mugs, on canvases, and more. In class we'll learn the best tools and paints for dotting and then we'll practice dotting techniques before making a mini work of art to take home.

**Instructor:** Tara Finlay

Date	Day	Time
5/16	Th	6:30pm-8:30pm

Learning Center/Room 28  
\$19 PLUS \$5 Mat. fee (due at registration)



## Framed Mosaic Suncatcher

Back by popular demand! Create a stunning work of art to hang in your window using the many items provided such as sea glass, colored glass, shells, and more. In class we will prepare the frames and design and attach the items and hooks so you can hang the finished product. Then you will be given access to an online video to do the optional final step at home-encasing the items in a hard coating of resin.

**Instructor:** Tara Finlay

Date	Day	Time
6/1	Sat	11:00am-1:30pm

Learning Center/Room 23  
 \$19 PLUS \$30 Mat. fee  
 (due at registration)



## Apple/Fruit Tree Pruning

Fruit tree enthusiasts all know it has always been a tradition to prune your fruit trees on the warm spring day, we will show you that you can also prune in the fall. If you have a tree that has been neglected and want to reinvigorate it but are not sure how to properly prune your tree, then this class is for you. This class will cover how to prune a fruit tree, what to look for and then we will have a demonstration.

**Instructor:** Casey Elmer

Date	Day	Time
3/30	Sat	9:00am-12:00pm

TBA  
 \$19



## Resin Ink Frames



With this exciting process, you never know how it is going to turn out until the resin is cured and you can turn the frame over to see the striking results. Learn how to prepare frames, mix and pour 2-part epoxy resin, and then use a special technique to create designs in the resin with the inks. If you have ever seen a glass paper weight with colored glass ribbons inside, this technique is reminiscent of that. If you are sensitive you may need to purchase a respirator mask but the area we will be working in is well-ventilated and most people don't notice a scent. Students must be 18 years or older due to working with the resin. Students under 18 years old must be accompanied by a **paying** parent.

Students will leave their project to dry for 24 hours and will be able to pick up after March 6th.



**Instructor:** Tara Finlay

Date	Day	Time
3/4	M	6:00pm-9:00pm

Learning Center/Room 23  
 \$19 PLUS \$30 Mat. fee (due at registration)

## Looking at Your Woodlot Like a Garden

Do you have a woodlot and want to know how to make the most of it? Is your woodlot just the trees in your back yard that haven't done very much? Then Looking at Your Woodlot Like a Garden is for you! This class will be an open discussion of what makes your woodlot grow and thrive. We will be discussing the benefits of what your woodlot can do for you, animals and community. We will also touch upon management strategies of what you can do to improve your woodlot for birds, mammals, reptiles and for people. Wear appropriate clothing and bring crampons for better footing.

**Instructor:** Casey Elmer

Date	Day	Time
4/6	Sat	10:00am-2:00pm

TBA  
 \$19

In association with:



## Safety Awareness Theft Prevention

With the Holidays approaching many become concerned with personal safety and account security as they shop both locally and online. This presentation is intended to be an open discussion about what we see for local trends/threats and what you can do to build habits to enhance your safety/security and minimize your chances of becoming a victim.

**Instructor:** Street Crimes Sergeant Steve Gorton,  
Det. Bob Perkins

Date	Day	Time
3/19	T	6:00pm-9:00pm

Biddeford Police Department  
\$9

## Opiate Awareness

So much of what we hear in the news today is about the "opiate epidemic". This evening is intended to be an open discussion about what is happening locally, how we are responding to it as a community, what is available for resources and treatment options.

**Instructor:** Substance Use Liaison Maegan Lambert-Irish  
Street Crimes Sergeant Steve Gorton

Date	Day	Time
3/12	T	6:00pm-9:00pm

Biddeford Police Department  
\$9

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.

**BAE**  
Enrichment  
Hobbies & Interests

## Crime Scene/Evidence

Television shows and movies have many interested in crime scene processing techniques. Learn how we locally use some of the newest skills and techniques in Crime Scene and Evidence processing. Collect latent fingerprints, discover hidden footwear impressions, cast and collect 3-Dimensional tire treads, and see how tool-mark impressions are obtained.

Our Technicians will demonstrate and explain how these techniques are used to investigate a variety of crimes.

We encourage hands-on participation so come prepared to get involved!!

**Instructor:** Evidence Technician Matt Baldwin

Date	Day	Time
3/5	T	6:00pm-9:00pm

Biddeford Police Department  
\$9

## Teach with Us!!

### Share your Talents!

Did you have a special skill, talent or hobby that you would like to share? Then consider teaching a class with Biddeford Adult Education.

### We are currently looking for instructors for the following classes:

- Quickbooks
- Fitness, Dance and Mind/Body Formats
- Foreign languages
- High School Diploma classes (must be certified)
- Propose your own class!!

### Submit the following materials:

- Application for Contractual Services (non-academic courses)
- Application for Employment (academic courses)
- Course Proposal Form (all applicants)

All above listed forms can be found on our website





## Reiki I

Reiki is a safe and gentle hands-on healing technique that anyone can learn. Reiki is very simple yet powerful healing art that can be used for self-healing as well as loved ones and pets. Reiki is a sacred healing that nourishes, harmonizes, balances and empowers every aspect of life; physical, mental, emotional and spiritual. It's used to support the healing process for illness, induce relaxation, reduce stress and increase general wellness. During this class you will learn the history of Reiki, the principles of Reiki, a brief introduction to the seven major energy centers, hand positions and the benefits of Reiki. You will receive your attunements and end the day with your certificate and the ability to do Reiki on yourself and loved ones.

**Bring:** Bottle of water and bagged lunch

**Instructor:** Rachel Pelletier

Date	Day	Time
4/6	Sat	9:00am-4:00pm
Learning Center/Room 18A		
\$145		

## Reiki II

At this level you will learn the three sacred and ancient Reiki healing symbols, the definitions and practice drawing them. Receive your Reiki II level attunement, learn and practice distance Reiki and work with one another. Discuss building your Reiki practice and preparing sacred space for treatments. The class ends with your certificate and you are considered a practitioner and may practice Reiki on anyone. You must be certified in Reiki I to take this class.

**Bring:** Bottle of water and bagged lunch

**Instructor:** Rachel Pelletier

Date	Day	Time
5/4	Sat	9:00am-4:00pm
Learning Center/Room 18A		
\$175		



*"Really good class. I appreciate all the material and all that I have learned. A really good teacher! Thank you!"*



## Shed the Pounds with Hypnosis

If you know you "should" eat better, move more... etc., but struggle to stick to it, then this 3- Part Series Workshop is for you. Start learning to control how you eat, move more and feel better in this work shop. Each of the 3 modules will focus on a new topic and help you build momentum. No starving yourself. No boring meal plans. No deprivation, experience real change for real life that is sustainable.

By using hypnosis, we can talk to the part of the mind responsible for creating the habits in the first place. We can create new, more positive habits that support you and your weight loss goals without constant struggle. Hypnosis is safe, effective and enjoyable. Many people report feeling very relaxed and empowered.

**Instructor:** Marina Charron

### Series I:

Date	Day	Time
1/24, 2/7, & 2/21	Th	6:00pm-7:30pm
Learning Center/Room 18A		
\$59 PLUS \$10 mat. fee (payable to instructor)		

### Series II:

Date	Day	Time
3/7, 3/21, & 4/4	Th	6:00pm-7:30pm
Learning Center/Room 18A		
\$59 PLUS \$10 mat. fee (payable to instructor)		

### Series III:

Date	Day	Time
4/25, 5/9, 5/23	Th	6:00pm-7:30pm
Learning Center/Room 18A		
\$59 PLUS \$10 mat. fee (payable to instructor)		

**\*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.**

## Cardio Sculpt Fusion

Cardio Sculpt Fusion....Muscular endurance, strength training & aerobic conditioning. Whether a beginner or intermediate athlete, stronger muscles burn more calories! Each session is a full body workout which will include core exercises, and wrap up with active stretch. **Bring:** water bottle, hand weights and exercise mat.

**Instructor:** Paula Truman, Certified AAAI/ISMA, Personal Training, SilverSneakers, SPINNING certified

Date	Day	Time
1/22-3/12	T	6:30pm-7:30pm
Learning Center/Room 16 \$39		

## Therapeutic Spatter Paintings



This class is designed to help you relax and destress. I will provide the materials and supplies that are needed. The session will begin with individuals practicing free form spatter painting techniques. Once the paint is dry, I will then teach techniques on how to draw stems or trunks depending on the task of the class. Participants will be able to relax and lower stress levels while painting and will be able to take home their creations at the end of the course. Class one will be trees, class two will be flowers and class three will be the participant's choice.

Wear old clothes that you don't mind getting paint on.

**Instructor:** Olivia Whitaker

### Session I:

Date	Day	Time
1/5	Sat	10:00am-12:00pm
Biddeford High School/Room B006 (look for signs outside) Free (must call to register)		

### Session II:

Date	Day	Time
2/2	Sat	10:00am-12:00pm
Biddeford High School/Room B006 (look for signs outside) Free (must call to register)		

### Session III:

Date	Day	Time
3/2	Sat	10:00am-12:00pm
Biddeford High School/Room B006 (look for signs outside) Free (must call to register)		

## B&E Enrichment Personal Finance

### 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
5/9	Th	6:30pm-8:30pm
Learning Center/Room 18A \$9		

### Retirement 101: Your Source for Financial Education

This 6 week course is specifically tailored for those who are getting ready for or have recently transitioned to retirement. Besides reviewing the key features of bonds, stocks, mutual funds, and the importance of asset allocation, we will discuss retirement income strategies and making sure your retirement savings last. This will include creating a stream of income that you can use for expected and unexpected life events during retirement, including market risks and the impact of rising costs.



**Instructor:** Matt Simmons

Date	Day	Time
2/27-4/3	W	6:00pm-7:30pm
Learning Center/Room 28 \$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:** State of Maine

### Session I:

Date	Day
2/4 & 2/6	M & W
Time	
6:00pm-8:30pm	

Center of Tech./Rm T-107  
\$40 per person  
(65 years and older \$25)

### Session II:

Date	Day
4/8 & 4/10	M & W
Time	
6:00pm-8:30pm	

Learning Center/Rm TBA  
\$40 per person  
(65 years and older \$25)

## Spanish - Keep It Simple

Come to this **one** session class to see that learning Spanish can be easy when taught using a common-sense approach. When you leave, you'll know how to construct basic sentences, having the ability and confidence to carry on a conversation at the breakfast table. (So bring a friend.)

Two long-time Maine educators felt there was a need for a simpler program for those just starting out, or have already tried but became frustrated. Spanish-Keep It Simple is very user-friendly so makes it perfect for independent learners. Book/audio CD will be offered at an introductory rate of \$20 the night of class.

Choose only **one** date for your class.

**Instructor:** Patricia Mailman

Date	Day	Date	Day
1/28	M	1/31	Th
2/12	T	2/13	W
4/9	T	4/10	W
5/13	M	5/16	Th
Time		Time	
6:00pm-8:00pm		6:00pm-8:00pm	
Date	Day	Date	Day
3/16	Sat	3/16	Sat
Time		Time	
9:30am-11:30am		1:00pm-3:00pm	
Learning Center/Room 18A			
\$19 PLUS \$20 Book/Audio CD (payable to instructor)			

OR

## Crock Pot Boot Camp



We all have at least one crock pot/slow cooker - but do you use it all the time? How wonderful would it be to come home to a hot meal a night or two each week? Join Margie and learn how to make that slow cooker your best friend. Several slow cooker creations will be provided, as well as tips, tricks, and recipes.

**Instructor:** Margie Genereux

### Session I:

Date	Day
1/29	T

### Time

5:30pm-7:30pm

Learning Center/Room 23  
\$19 PLUS \$8 mat. fee (due at registration)

### Session II:

Date	Day
4/2	T

### Time

5:30pm-7:30pm

Learning Center/Room 23  
\$19 PLUS \$8 mat. fee (due at registration)



## Cheese Boards for Entertaining



Cheese boards are a simple, effective, and stunning way to impress your guests. Join Margie as we build and enjoy several variations of the cheese board. Tips, tricks, and resources will be provided.

**Instructor:** Margie Genereux

Date	Day	Time
5/21	T	5:30pm-7:30pm
Learning Center/Room 23		
\$19 PLUS \$8 mat. fee (due at registration)		

## Instant Pot: Secrets of a Busy Family



You have an Instant Pot collecting dust under the counter, and it's time to get a crash course in how to change your life! No need to bring your Instant Pot to class, but feel free if you'd like to do so. Margie will show you how to make several dishes, and will also provide tips, tricks, and resources.

**Instructor:** Margie Genereux

Session I:		Session II:	
Date	Day	Date	Day
1/22	T	3/26	T
Time		Time	
5:30pm-7:30pm		5:30pm-7:30pm	
Learning Center/Room 23		Learning Center/Room 23	
\$19 PLUS \$8 mat. fee (due at registration)		\$19 PLUS \$8 mat. fee (due at registration)	

## One-Pot Dinners for the Busiest of Families



Join Margie and learn how to make a delicious one-pot mac and cheese that will please any crowd. Simple recipes for many other meals will be provided.

**Instructor:** Margie Genereux

Session I:		Session II:	
Date	Day	Date	Day
2/5	T	4/9	T
Time		Time	
5:30pm-7:30pm		5:30pm-7:30pm	
Learning Center/Room 23		Learning Center/Room 23	
\$19 PLUS \$5 mat. fee (due at registration)		\$19 PLUS \$5 mat. fee (due at registration)	

## Cake Decorating



Beautiful cakes can be both simple and stunning. Join Margie for 1, 2, or all 3 classes and learn how to decorate cakes for any event. Focus will be on wedding cakes.

## Naked Wedding Cakes

Naked cakes are all the rage! Learn how to decorate cakes simply, using fresh flowers and greens and limited frosting. Tips, tricks, and resources provided.

**Instructor:** Margie Genereux

Session I:		Session II:	
Date	Day	Date	Day
2/26	T	4/30	T
Time		Time	
5:30pm-7:30pm		5:30pm-7:30pm	
Learning Center/Room 23		Learning Center/Room 23	
\$19 PLUS \$8 mat. fee (due at registration)		\$19 PLUS \$8 mat. fee (due at registration)	

## Basket Weave

Learn the simple yet highly effective art of basket weave. Students will decorate cupcakes using this method, and will be provided with tips, tricks, and resources.

**Instructor:** Margie Genereux

Date	Day	Time
3/5	T	5:30pm-7:30pm
Learning Center/Room 23		
\$19 PLUS \$8 mat. fee (due at registration)		

## Cakes with Edible Images

Students will learn the art of using edible images on cakes with stunning results. Tips, tricks, and resources on how and where to find/create edible images provided.

**Instructor:** Margie Genereux

Date	Day	Time
3/12	T	5:30pm-7:30pm
Learning Center/Room 23		
\$19 PLUS \$8 mat. fee (due at registration)		



## Savor Spring: 2019 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 is about inspiring, educating and motivating the region's gardeners. Whether for curb appeal, backyard, kitchen, indoor, rooftop or community gardens, this is where New England's green lovers go to discover new ideas while having fun with family and friends.

Colorful life-sized gardens and vibrant floral designs incorporate the newest design elements, examples of the popular and healthy food gardening trend, ideas for adopting sustainable gardening practices and air-cleansing indoor plants. Included will be small-space gardens, homesteading hobbies, edibles-as-ornamentals and family and pet-friendly spaces for outdoor relaxation and entertaining.



This year's Show theme is "The Beauty of Balance", which is a key factor in design decisions, plant and material choices, and in cultivating the right-size garden for our lives and budgets. We explore the harmony we create within our gardens, vases and living spaces.

### Sat 3/16 Please indicate your location of pickup and return

#### South Portland

##### Bus:

- leaves from Park & Ride at Exit 45 at 8:00am
- leaves the Seaport Trade Center at 3:00pm
- returns to Park & Ride at Exit 45 at approximately 5:30pm

#### Biddeford

##### Bus:

- leaves from Park & Ride at Exit 32 at 8:30am
- leaves the Seaport Trade Center at 3:00pm
- returns to Park & Ride at Exit 32 at approximately 5:00pm



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

\$57 per person and includes bus and entrance fee to the Flower Show **OR** Group of 4 or more \$52 per person

## GOING TO SEE MICKEY, MINNIE, GOOFE 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
2/7	Th	5:30pm-8:30pm	Learning Center Room 24	\$14 per person \$19 per couple



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

Session I:

Date	Day
3/2	Sat
Time	
8:00am-4:00pm	

Learning Center/Room 27  
\$65 PLUS \$19 Text fee

(please pick up book at the  
Adult Ed Office PRIOR to the class)

Text fee includes certificate will be emailed to you two weeks after the course

Session II:

Date	Day
5/4	Sat
Time	
8:00am-4:00pm	

Learning Center/Room 27  
\$65 PLUS \$19 Text fee

(please pick up book at the  
Adult Ed Office PRIOR to the class)

Text fee includes certificate will be emailed to you two weeks after the course



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 medical 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 Instructor.

**Instructor:** Diane Frechette, R.N., B.S.N., M.S., CNOR

Date	Day	Time
4/6	Sat	8:00am-12:00pm

Learning Center/Room 27  
\$45 PLUS \$19 Text fee  
(please pick up book at the  
Adult Ed Office PRIOR to the class)  
Text fee includes certificate will be  
emailed to you two weeks after the course







## Ukulele for Beginners

The ukulele has captured hearts and minds in Maine and around the world! Come join our beginners' class and share in the joy. The ukulele is versatile and easy to play (if you regularly practice!). You will learn essentials including basic chord positions, strumming techniques and picking styles. This class will give you the tools to play with groups or solo and you don't have to know how to read music. You must have a soprano, concert, or tenor size ukulele (no baritones, please) and an electronic tuner. Bring along a music stand if you have one. If you don't have a uke, let us know when you register and we'll provide information about how and where to buy one to fit your budget. Learn to play the ukulele. Stimulate your mind and light up your world!

**Instructor:** Duncan Perry

Date	Day	Time
3/4-3/25	M	6:00pm-7:30pm
Learning Center/Room 23 \$65		



## 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](http://justonceclasses.com)



**Instructor:** Don Pride

Date	Day	Time
3/18	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
4/8	M	6:30pm-9:00pm
Learning Center/Room 18A \$25 PLUS \$29 Textbook and Practice CD (payable to instructor)		



## 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 the CASAS Test, and pass a 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](http://www.biddeford.maineadulted.org)

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**Day Class:** **Instructor:** Kathy Bickford, R.N.

1/15-4/10	T W & F
(No Class 2/19, 2/20 & 2/22)	
class	8:00am-2:00pm
clinical	7:00am-2:00pm

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Learning Center/Room 25  
 \$30 Non-refundable background check  
 \$929 Course fee PLUS \$76 Text fee  
 PLUS \$100 Competency Test

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**Evening Class:** **Instructor:** Patti Feda, R.N.

1/17-5/2	M T & Th
(No Class 2/18, 2/19 & 2/21)	
(No Class 4/15, 4/16 & 4/18)	
class	4:00pm-9:00pm
clinical	4:00pm-9:00pm

---

Learning Center/Room 25  
 \$30 Non-refundable background check  
 \$929 Course fee PLUS \$76 Text fee  
 PLUS \$100 Competency Test

---

**Evening & Sat Class:** **Instructor:** Patti Feda, R.N.

1/19-5/23	
(No Class 2/30 & 2/23)	
(No Class 4/17 & 4/20)	
W	4:00pm-9:00pm
class Sat	8:30am-3:30pm
clinical Sat	7:00am-2:00pm

---

Learning Center/Room 25  
 \$30 Non-refundable background check  
 \$929 Course fee PLUS \$76 Text fee  
 PLUS \$100 Competency Test

## 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

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**Course:**

<b>Summer Class:</b>	<b>Instructor:</b> Kathy Bickford, R.N.
4/22-8/1	M & Th
	class 8:00am-1:30pm
	clinical 7:00am-1:00pm

---

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

Kathy is from Kennebunk and started her career as an CNA in 1973, became a Med Tech in 1977, an LPN in 1979, and an RN in 1990. Kathy and her family moved to Biddeford in 1984. She has been teaching CNA and CNA-Medication Assistant classes since 1991 and have graduated almost 2,000 students. She continues to work as an RN in Long Term Care/ Geriatrics. Kathy enjoys teaching and has now had three generations come through her classes!!

Many of her students have advanced their careers in nursing or other health care related fields and that is something she is very proud of!



Patti came to Biddeford Adult Education in 2004 as an interpreter. She started teaching CNA classes in 2005 and teaches part of her clinicals at SMHC.

## Welding, Basic (Tuesdays)

A skillful welder is an asset to any company! Join the class to learn basics or gain additional skills in the art of welding. Focus on TIG & MIG.

Topics covered:

- Materials used in welding process
- How to operate welding equipment
- Operation of welding equipment in the flat and horizontal positions
- Safety practices

Students should wear jeans, long sleeve shirts, steel toe boots and bring welding gloves, and safety glasses to class. It is recommended that students bring a welding helmet (auto darkening).

**Instructor:** Mike Lambert

Date	Day	Time
2/26-5/21	T	6:00pm-9:00pm
No class 4/16		

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

## BHP: Behavioral Health Professional Training

The State of Maine Department of Health and Human Services: Children's Behavioral Health Services (DHHS-CBHS) requires professionals working in children services be trained to meet the unique needs of the individual served. This training, in partnership with Woodfords Family Services Training & Resource Center, meets the State guidelines. High School Diploma or HiSET (GED) required.

The 42 hour course includes the following:

- Lecture, Discussions, Group exercises
- CPR/first aid/AED certification
- Training with bloodborne pathogens

**Instructor:** Lyn Dowler

Date	Day	Time
2/26-4/11	T & Th	9:00am-12:00pm

Learning Center/Room 27  
\$225

## 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
2/26-5/21	T	6:00pm-9:00pm
No class 4/16		

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

## Welding, Basic (Wed. & Thurs.)

A skillful welder is an asset to any company! Join the class to learn basics or gain additional skills in the art of welding. Focus on stick & MIG.

Topics covered:

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

Students should wear jeans, long sleeve shirts, steel toe boots and bring welding gloves, and safety glasses to class. It is recommended that students bring a welding helmet (auto darkening).

**Instructor:** Gordon Workman

Date	Day	Time
2/27-4/4	W & Th	5:30pm-8:30pm

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



## Paralegal Certificate Course - Online

### Paralegal I:

Introduction to Paralegal Studies provides the foundation for the study of paralegalism. During the seven week course, you will gain an understanding of the American legal system and learn how you can be of assistance in the exciting field of law. Coursework in Paralegal I is equivalent to 45 class hours of study.

### Paralegal II:

Advanced Paralegal Concepts takes over where part one leaves off. You will learn the advanced skills of legal research and writing, formal and informal advocacy, and appellate procedure. Coursework in Paralegal II is equivalent to 45 clock hours of study.

#### Session I:

Date	Cost
1/14-3/1	\$1,395

#### Session II:

Date	Cost
3/11-4/26	\$1,395

#### Session III:

Date	Cost
5/6-6/21	\$1,395

#### Session IV:

Date	Cost
7/1-8/16	\$1,395

## Advanced Paralegal Certificate Course - Online

Students are required to complete six Advanced Paralegal Course topics to receive a certificate. Each topic is offered in a seven-week online session. Students must successfully complete the Core Requirements before they take the Advanced Paralegal Course. Up to three Advanced Paralegal Course topics may be taken during a seven-week online session and Advanced Paralegal Course topics do not have to be taken in any particular order. They are as follows:

- Advanced Legal Research
- Alternative Dispute Resolution (Mediation)
- Bankruptcy Law
- Constitutional Law
- Criminal Procedure
- Estate Planning
- Immigration Law
- Real Property Law
- Water Law
- Business Law
- Criminal Law
- Education Law
- Family Law
- Intellectual Property
- Victim Advocacy

Cost	Cost per topic
\$2,100	\$350

## Legal Nurse Certificate Training Course - Online

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 curriculum of this course is designed to comply with the educational guidelines specified by the American Association of Legal Nurse Consultants. Successful graduates will be awarded a Certificate of Course Completion from the university through which they are registered.

#### Session I:

Date	Cost
1/14-3/1	\$895

#### Session II:

Date	Cost
3/11-4/26	\$895

#### Session III:

Date	Cost
5/6-6/21	\$895

#### Session IV:

Date	Cost
7/1-8/16	\$895

## Law School Preparation Course - Online

You've probably heard the horror stories about that grueling first year of law school. That's likely the main reason you signed up for this course! Rest assured that you've done the right thing. The best way to avoid the pitfalls of the first set of courses is to prepare yourself for the unique way you'll need to study in law school. And this course is designed to give you the tools you need to be ready for the first year of law school and beyond.

#### Session I:

Date	Cost
1/14-3/1	\$300

#### Session II:

Date	Cost
3/11-4/26	\$300

#### Session III:

Date	Cost
5/6-6/21	\$300

#### Session IV:

Date	Cost
7/1-8/16	\$300



THE CENTER FOR  
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Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self paced online Career Training Program. You can learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

### MANAGEMENT

#### **Certificate in Non Profit Administration**

**\$595**

Get the best training on revenue generation for nonprofits, and program evaluation for nonprofits, with our Certificate in NonProfit Administration.

**This Certificate requires the following 2 courses.**

#### **Revenue Generation for Non Profits**

Discover how to increase revenue from your current activities. Develop strategies for building new ones. Know how to effectively set prices or fees.

**\$495**

#### **Program Evaluation for Non Profits**

Enhance your understanding of program evaluation within the nonprofit context. Find out how to improve your evaluation planning, data collection, data analysis and data use. Special attention will be paid to the real-world challenges that organizations may face when conducting evaluation, including staff time, costs and reporting evaluation results to funders.

**\$245**

#### **Certificate in Project Management**

**\$495**

Project management is one of the fastest paths to promotion by increasing your network through greater exposure.

**This Certificate requires the following 3 courses.**

#### **Introduction to Project Management**

Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholder for quick resolution, including project cancellation.

**\$195**

#### **Project Management Processes**

Acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge (PMBOK) Guide.

**\$195**

#### **Project Management Processes**

The Project Management Professional community monitors through the five (5) Project Management Processes supported by the ten (10) Project Management Knowledge Areas.

**\$195**

### SOCIAL MEDIA FOR BUSINESS

#### **Social Media for Business Certificate**

**\$495**

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations.

**This Certificate requires the following 3 courses.**

#### **Intro to Social Media**

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.

**\$195**

#### **Marketing Using Social Media**

Develop a two-way communication and marketing strategy for your organization using social media.

**\$195**

#### **Integrating Social Media in Your Organization**

Get your company listed properly on local search engines so more customers can find you.

**\$195**

**Any Certificate course is available to take individually.**

#### **Managing Social Media Platforms Certificate**

**\$495**

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.

**This Certificate requires the following 3 courses.**

#### **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.

**\$195**

#### **Facebook for Business**

This is an advanced class and assumes you have started a Page on Facebook and have some basic knowledge of the platform.

**\$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.

**\$195**

**Visit our website for program details, and start dates.**  
**[www.biddeford.maineadulted.org](http://www.biddeford.maineadulted.org)**

## BUSINESS COMMUNICATIONS

**Certificate in Workplace Communication****\$595**

Good communication in the workplace is more important than ever. And critical to your career advancement and success.

**This Certificate requires the following 3 courses.**

**Conflict Management**

Discover a workable conflict management model, discuss case studies in conflict management, and then take away successful conflict management strategies to apply in your workplace. **\$245**

**Negotiation: Get What You Want**

Knowing strategies to clarify what you want and how to prioritize needs will ensure you get more of what's essential. **\$195**

**Using Personality Profiles for Better Work Performance**

Learn how to improve your communication with others, convey your ideas effectively, and improve your ability to understand what is important to those who don't share your same style. **\$295**

**Certificate in Customer Service****\$245**

Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization's success.

**This Certificate requires the following 2 courses.**

**Extraordinary Customer Service**

Discover how easy it is to tweak your customer service from the ordinary to the extraordinary. **\$145**

**Stress Management**

Stress isn't the enemy. It is our perceptions of stress that amp our anxiety and use up all our steam. 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! **\$145**

**Certificate in Presentation Media****\$495**

Whether your presentation is online or in-person, presentation media not only enhance your message, but often make your message successful.

**This Certificate requires the following 3 courses.**

**Infographics**

The course begins with a history of Infographics and the types of infographics used in Business, Education and Industry. Students will be exposed to Pinterest and other web-based sources of infographics. **\$195**

**Photoshop for Presentations**

You will gain both a foundational and advanced understanding of the popular software, and practice the most commonly used methods, such as managing text, working with layers, and image file properties. **\$195**

**Graphic Design for Visual Presentations**

Get the latest most advanced techniques on graphic design principles, including page layout, typography and basic design considerations. **\$295**

**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. **\$145**

## TECHNOLOGY SKILLS

**Certificate in Mastering Excel****\$495**

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

**This Certificate requires the following 3 courses.**

**Mastering Microsoft Excel**

Learn how an Excel worksheet is constructed, populated with content, and edited for delivery. **\$195**

**Intermediate Excel**

Create a unique style for yourself to improve your spreadsheet appearance to make the content easier to understand for your target audience. **\$195**

**Advanced Excel**

This course contains these tools that can help you prepare your worksheets accurately, examine your data for authentication, and then find those answers to your most difficult questions. **\$195**

**Graphic Design Software Essentials Cert.****\$545**

The Adobe software tools are the leading software for graphic design. Adobe Illustrator is the industry standard computer illustration software. Use Illustrator to draw shapes and design logos, flyers, posters, banners, business cards or any other vector graphics for print or web.

**This Certificate requires the following 3 courses.**

**Adobe Illustrator Essentials**

You will learn Adobe Illustrator fundamentals to set up a print document and use various tools to draw, type and color all kinds of shapes and illustrations. **\$225**

**Adobe Photoshop Essentials**

You'll learn all the basics of Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch and enhance existing images or create your own composite digital art work. **\$225**

**Cert. in Web Design****\$595**

Online users say a website's design is the number one criteria for deciding whether a company is credible or not, according to recent research. Understanding what it takes to produce effective web design is essential in today's market of highly saturated digital competition.

**This Certificate requires the following 3 courses.**

**Intro to Web Design**

Discover the basics of web design using HTML and CSS. The No prior knowledge of HTML or web design is required. **\$245**

**Intermediate Web Design**

Anyone wanting to find out how to create effective and dynamic websites/applications will want to take this course. **\$245**

**Advanced Web Design**

Responsive Web design enables Web designers and developers to build and maintain a single website to serve all kinds of devices sizes: smartphones, tablets, laptops and more. **\$245**

**Adobe InDesign Essentials**

InDesign allows you to create simple to complex multi-page documents such as brochures, flyers, books and magazines. This course is a comprehensive exploration of InDesign tools and capabilities to create professional documents. **\$225**

# Online Learning

*anytime, anywhere...*

*just a click away!*

Visit our website for program details, and start dates.

[www.biddeford.maineadulted.org](http://www.biddeford.maineadulted.org)



## 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
1/16-5/15	W	1:00pm-2:00pm

Learning Center/Room 18B

## 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
1/14-5/13	M	1:00pm-2:30pm

No class 10/8 & 11/12

Learning Center/Room 18B

## Family Story Hour

The family story hour will provide a welcoming and fun environment to listen to stories, participate in great themed 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
3/13 & 5/15	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

Date	Day	Time
1/24-3/14	Th	1:30pm-2:30pm

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

Date	Day	Time
1/28-5/13	M	10:00am-12:00pm

No class 10/8 & 11/12

Learning Center/Rooms 18A

**YOU MUST: Call 282-6511 to schedule your Intake/Registration/Placement Testing.**



## English Learners of Other Languages (ELL)

These classes provide a wide variety of educational options needed to learn English. Students can develop skills necessary to be able to train for new job skills, or transition to college-level courses. Our experienced instructors appreciate ethnic diversity, and cultivate multicultural exchanges in the classrooms. The tuition-free program invites students who may have never been to school, or who may have some high school level education or less. For more information, call (207) 282-6511.

**Instructor:** Sam Smithwick

Levels 1-6	1/2-6/27	M T W & Th	9:30am-11:45am
	No class 1/21		
	2/18-2/21, 4/15-4/18		

Levels 4-6	1/2-6/26	M & W	12:30pm-2:30pm
	No class 1/21, 2/18		
	2/20, 4/15, 4/17		

Learning Center/Room 27

**YOU MUST: Call 282-6511 to schedule your Intake/Registration/Placement Testing.**



## 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:** Sam Smithwick

Date	Day	Time
1/3-6/27	Th	12:30pm-2:30pm
No class 2/21, 4/18		

Learning Center/Room 26

## 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:** Sam Smithwick

Date	Day	Time
1/8-6/25	T	12:30pm-2:30pm
No class 2/19, 4/16		

Learning Center/Room 26

## 1, 2, 3, 4 Parents!

### For English Learners of Other Languages



This ELL class will provide the information, skills and support that parents need for their own health and well-being and for that of their children. 1, 2, 3, 4 Parents! will show you how to care for your child at different stages. This class is a video based, interactive learning experience. Each interactive session is reinforced by four elements: workbook, video, discussion and activities.

**Instructor:** Julie Berube

Date	Day	Time
1/24-3/14	Th	10:00am-12:00pm
No class 2/21		

Learning Center/Room 18A



**Best of Parenting**



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

#### Daytime:

9:30am-12:30pm

Tues Jan 8, Wed Jan 9, Thurs Jan 10  
Tues Jan 22, Wed Jan 23, Thurs Jan 24  
Tues Feb 5, Wed Feb 6, Thurs Feb 7  
Tues Feb 26, Wed Feb 27, Thurs Feb 28  
Tues Mar 5, Wed Mar 6, Thurs Mar 7  
Tues Mar 19, Wed Mar 20, Thurs Mar 21  
Tues Apr 2, Wed Apr 3, Thurs Apr 4  
Tues Apr 23, Wed Apr 24, Thurs Apr 25  
Tues Apr 30, Wed May 1, Thurs May 2  
Tues May 14, Wed May 15, Thurs May 16  
Tues May 28, Wed May 29, Thurs May 30  
Tues Jun 4, Wed Jun 5, Thurs Jun 6  
Tues Jun 18, Wed Jun 19, Thurs Jun 20

#### Evenings:

3:00pm-6:00pm

Mon Jan 7, Tues Jan 8, Wed May 9  
  
Mon Feb 4, Tues Feb 5, Wed Feb 6  
  
Mon Mar 4, Tues Mar 5, Wed Mar 6  
  
Mon Apr 1, Tues Apr 2, Wed Apr 3  
  
Mon Apr 29, Tues Apr 30, Wed May 1  
  
Tues Jun 4, Wed Jun 5, Thurs Jun 6



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: 3 Math credits, 4 English credits, 3 Social Science credits, 3 Science credits, 1 Fine Arts credit, and 10 Electives.



**YOU MUST: Call 282-6511 to schedule your 1/2 hour Intake/Registration.**  
**No registrations will be accepted after January 22nd.**

## English Course

### Journalism



Gain an understanding of the principles and practice of journalism: how to recognize good stories, gather facts through interviewing and research, craft and create news and feature articles that inform and engage readers.

**Instructor:** Sam Smithwick

Date	Day	Time
1/23-5/15	W	5:00pm-8:00pm
No class 2/20, 4/17		

Learning Center/Room 26



## Math Course

### Math Concepts



We will review operations with whole numbers, fractions and decimals. Understanding expressions, distributive property, Integers, equations, and percents will also be included in this class.

**Instructor:** Cindy Blais

Date	Day	Time
1/24-5/16	Th	9:00am-12:00pm
No class 2/21, 4/18		

Learning Center/Room 24



## Fine Arts

### 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
1/23-5/20	M & W	8:30am-10:00am
No class 2/18, 2/20, 4/15, 4/17		



Learning Center/Room 24

Registration begins January 7th  
 Classes begin January 22nd

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

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.

## CLASS: College Preparation for Adults

### **Biddeford Adult Education**

189 Alfred Street, Biddeford, ME 04005  
p: (207) 282-3883 f: (207) 286-9581  
adulted@biddefordschools.me  
www.biddeford.maineadulted.org

### **Marshwood Adult Education**

260 Dow Highway, Route 236  
South Berwick, ME 03908  
p: (207) 384-5703 f: (207) 384-5608  
lorraine.robida@rsu35.org  
www.marshwood.maineadulted.org

### **Noble Adult Education**

388 Somersworth Rd, 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**

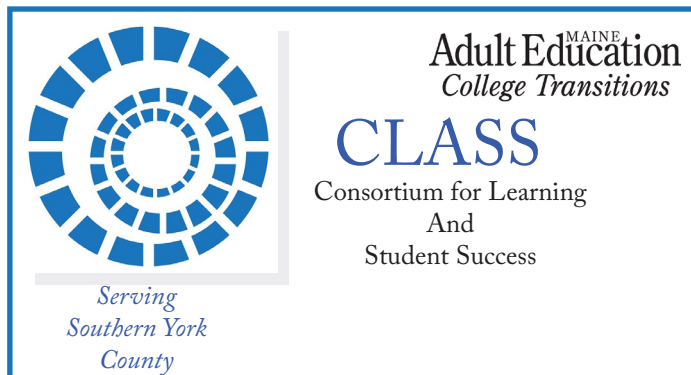
40 E. E. Cummings Blvd., OOB, ME 04064  
p: (207) 934-7922 f: (207) 934-3705  
adultedinfo@rsu23.org  
www.oobsaco.maineadulted.org

### **Wells-Ogunquit Adult Community Education**

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

### **York Adult Education**

1 Roberts Stevens Drive, Wells, ME 04090  
p: (207) 363-7922 f: (207) 363-0717  
lrobertson@yorkschoos.org  
www.york.maineadulted.org



#### **What can CLASS 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 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

# 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.biddefordschools.me](http://www.biddefordschools.me), 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, 189 Alfred Street 2nd Floor, Biddeford, ME 04005.

You may register as soon as you receive this Catalog

## 5 Easy Ways To Register



[www.biddeford.maineadulted.org](http://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 189 Alfred Street 2nd Floor, 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



Your Organization's Name		1001
PAY TO THE ORDER OF	DATE:	
	\$	
		DOLLARS
AUTHORIZED SIGNATURE(S)		



## 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

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  
NATHAN BEAN  
DOMINIC DESCHAMBAULT  
VASSIE FOWLER  
ANTHONY MICHAUD  
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  
PATT HAMEL  
MEGAN DOUVILLE  
*Night Supervisors*

MAGGIE BUTTERS  
*HiSET Examiner*

## BIDDEFORD SCHOOL DISTRICT DIRECTORY

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

Leadership Office  
18 Maplewood Ave.  
Phone: 282-8280 Fax: 284-7956

Biddeford Regional Center of Technology  
10 Maplewood Ave.  
Phone: 282-1501 Fax: 282-7986

Special Education Department  
18 Maplewood Ave.  
Phone: 282-8283 Fax: 284-7956

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

Business/Personnel Office  
18 Maplewood Ave.  
Phone: 282-8281 Fax: 284-7956

Biddeford Intermediate School  
335 Hill Street  
Phone: 282-5957 Fax: 282-8289

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

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

Food Service Department  
320 Hill Street  
Phone: 282-4134 Fax: 284-7199

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

Facilities Department  
205 Main Street  
Phone: 571-1602 Fax: 284-7996

Technology Department  
320 Hill Street  
Phone: 391-6899 Fax: 286-9225

"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](http://www.biddeford.maineadulted.org)

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

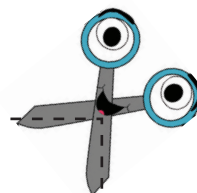
Biddeford Adult Education  
P.O. Box 624, Biddeford ME 04005

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

[www.biddeford.maineadulted.org](http://www.biddeford.maineadulted.org)

[adulted@biddefordschools.me](mailto:adulted@biddefordschools.me)

Please REPRODUCE as needed for additional forms.



NAME \_\_\_\_\_ BIRTH DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
ADDRESS \_\_\_\_\_ ☐ MALE ☐ FEMALE  
CITY \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE: \_\_\_\_\_ HOME/CELL  
E-MAIL \_\_\_\_\_ PHONE: \_\_\_\_\_ HOME/CELL

## COURSE INFORMATION

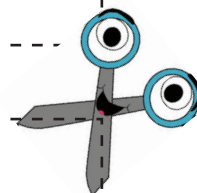
COURSE NAME	COURSE FEE	TEXT/ MATERIAL FEE

☐ CHECK ☐ CASH ☐ VISA ☐ MC ☐ AMERX ☐ DISCOVER TOTAL \_\_\_\_\_

Card No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Ex. Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Sec. Code \_\_\_\_\_

Name on card

Signature



NAME \_\_\_\_\_ BIRTH DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
ADDRESS \_\_\_\_\_ ☐ MALE ☐ FEMALE  
CITY \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE: \_\_\_\_\_ HOME/CELL  
E-MAIL \_\_\_\_\_ PHONE: \_\_\_\_\_ HOME/CELL

## COURSE INFORMATION

COURSE NAME	COURSE FEE	TEXT/ MATERIAL FEE

☐ CHECK ☐ CASH ☐ VISA ☐ MC ☐ AMERX ☐ DISCOVER TOTAL \_\_\_\_\_

Card No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Ex. Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Sec. Code \_\_\_\_\_

Name on card

Signature



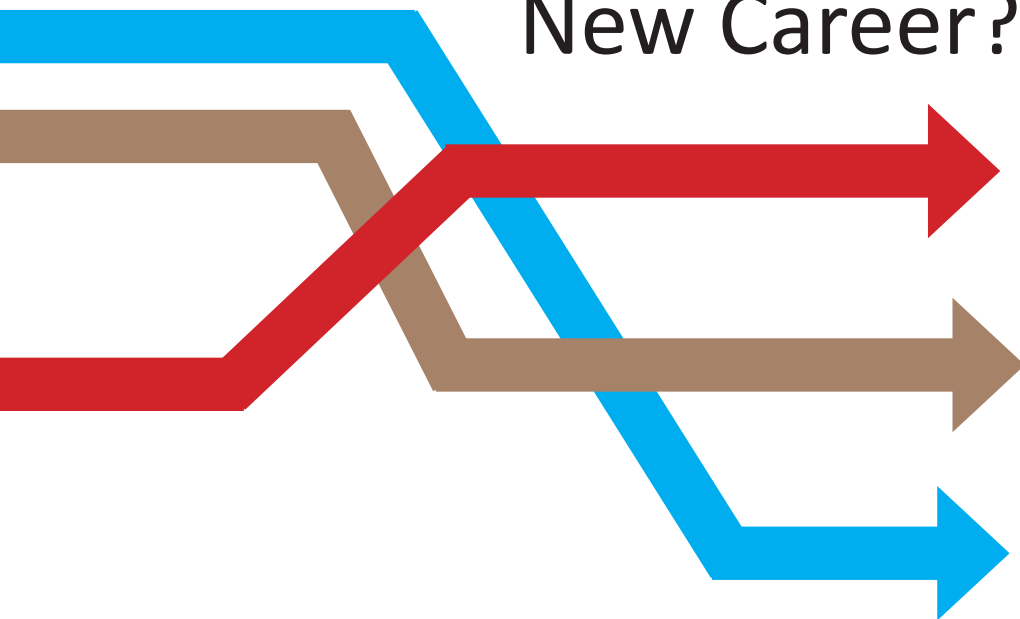
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**Phone 207-282-3883**  
**Fax 207-286-9581**

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**P.O. Box 624**  
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