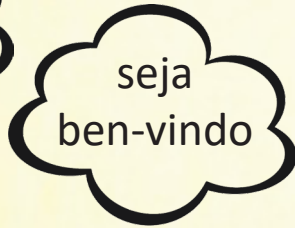


Biddeford

Adult Education

Give Yourself a Raise...Education Pays

Spring 2020



Adult Education
MAINE
Learning for Work and Life

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

WELCOME *Learners*

Biddeford Adult Education supports adults in gaining skills and credentials for employment, citizenship and enrichment, and family and community leadership. In addition to offering classes to attain one’s high school diploma, we also provide workforce training, career advising, and English for Speakers of other languages. Offerings also include contextualized classes that prepare adults for jobs and career pathways. We are committed to provide adults the opportunity to gain skills and credentials they need for upward mobility in college and career.



I hope that each of you in receipt of our catalog will find at least one program that interests you and fits in your schedule. If you would like to see a particular offering in the future, please contact us and we will do our best to make it happen!

Paulette Borneau
Director

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On the cover:

Sherry Goo, China; Angelica Rodriguez, Mexico, Hilda del Carmen Zambrauo Maiquez, Venezuela, Andre Massanga, Angola



Recycled Sweater Mittens

pg 5



Certified Nursing Assistant (CNA) pg 18



Academics

pg 26 & 27



English Language Learners

pg 28



Biddeford Adult Ed has partnered with Biddeford Saco OOB Transit to provide bus transportation at no cost to eligible students.



**Shape your future
START HERE >**

**United States®
Census
2020**

The U.S. Constitution requires that every ten years we count everyone living in the United States. The census provides important information:

- The census is used to decide how many representatives are elected to congress.
- The census is used to figure out government funding like grants and other support programs.
- The census helps communities plan for resident needs including new roads, schools, and emergency services.
- The census helps new businesses figure out the need and provide services to consumers.

Please be sure to enter your census data. For more information, visit www.2020census.gov.

For help with the census, visit maineadulted.org

< TECH // HIRE > MAINE

INTRODUCING TECHHIRE MAINE

We'll help you make the leap from wishing to working.

- Have you always enjoyed solving problems?
- Ever thought about working in software or IT?
- Are you looking for an internship in IT?
- Are you ready to change your career direction for the better?



If you answer "Yes" to these questions, you may be a good candidate for TechHire Maine. For more information please contact: Coastal Counties Workforce area: Dylan Barnett, dylan.barnett@workforcesolutionsme.org, 207-274-9131.



Did you know that if you are a 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 | • Business & Information Technology | • Intro to Medical Sciences |
| • Auto Collision Repair | • Electrical Technology | • Legal Studies |
| • Auto Mechanics | • Emergency Medical Services | • Medical Assisting |
| • Building Construction | • Engineering | • Plumbing |
| • Business Studies | • Health Assistant | • Precision Machining |
| | | • Teaching & Education |
| | | • Welding & Metal Fabrication |

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

Downsizing?

This seminar is designed to offer organizing strategies to start your downsizing efforts. Establish your project priorities, learn what supplies you might need, and set realistic time constraints. Leave with an action plan. Students need to be 18 or older.

Instructor: Jill Braceland

Date	Day	Time
1/16	Th	10:00am-12:00pm
Learning Center/Room 27 \$19		

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. Students need to be 18 or older.

Instructor: Jill Braceland

Date	Day	Time
2/10	M	6:00pm-8:00pm
Learning Center/Room 28 \$19		

Collage Glass Charm

Make your own meaningful mini-collages using paper, text, photos and other ephemera. Collage techniques include color washing, glazing, and applying pigment powders. After completing your two-sided collage, you will place it between glass and finish with a unique, solderless metal frame to achieve a polished look. This technique can be used to create ornaments or embellishments for jewelry design. NOTE: If using



your own images, ONLY laser copies will work in these collages. Size of charm is 1" x 3". Workshop fee includes all materials needed to make one two-sided ornament/charm.

Instructor: Art Night Out Instructor

Date	Day	Time
3/31	T	6:00pm-8:00pm
Learning Center/Room 23 \$19 PLUS \$20 Mat. fee (due at registration)		

Painted Pinecones Glassware

NEW

Make your occasions or the everyday more special with personalized glassware. Learn easy one stroke painting techniques to make a pinecone motif with enamel paint specially designed for painting glass. Workshop fee includes all materials to make a set of 2 stemless wine glasses.



Instructor: Art Night Out Instructor

Date	Day	Time
1/21	T	6:00pm-8:00pm
Learning Center/Room 27 \$19 PLUS \$20 Mat. fee (due at registration)		

Riveted Luggage Tags and Purse Charms

Come release stress with Art Night Out. In this class, we will hammer, rivet and personalize leather pieces to create one

NEW



of a kind charms or tags for your purse or luggage. Let's have fun and get creative with leather. Makes 4 leather tags.

Instructor: Art Night Out Instructor

Date	Day	Time
4/14	T	6:00pm-8:00pm
Learning Center/Room 23 \$19 PLUS \$20 Mat. fee (due at registration)		

Sea Glass Wine Charms

NEW

Make a gift for your favorite wine drinker or keep it for yourself. All supplies and instruction are provided for you to create beautiful brass wine charms. You will learn techniques for wire-wrapping sea glass, forging brass wire and adding a charm. Workshop fee includes all materials to make a set of 4 wine glass charms.

Instructor: Art Night Out Instructor

Date	Day	Time
3/24	T	6:00pm-8:00pm
Learning Center/Room 28 \$19 PLUS \$20 Mat. fee (due at registration)		

Easter Basket

NEW

Easter is coming so come make this colorful basket using a “D” handle and fill it up for your loved ones!!!



Supply list: a mop size bucket, sturdy scissors, 12 spring type clothespins, pencil, jackknife, tape measure, and a spray bottle.

Instructor: Martha Chessie

Date	Day	Time
3/24	T	5:30pm-9:00pm

Learning Center/Room 23
\$19 PLUS \$16 Mat. fee (due at registration)

Front Door Wall Pouch Basket

NEW

Everyone loves to see a welcoming door!! This basket measures 12” wide by 14” high, complete with a leather handle to hang. Change your arrangements with the seasons.



Supply list: a mop size bucket, sturdy scissors, 12 spring type clothespins, pencil, jackknife, tape measure, and a spray bottle.

Instructor: Martha Chessie

Date	Day	Time
4/6	M	5:30pm-9:00pm

Learning Center/Room 23
\$19 PLUS \$15 Mat. fee (due at registration)

Re-purposed Sweater Mittens

There is plenty of cold left out there so 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, pair of fabric scissors and pair of paper scissors. 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. Students need to be 18 or older.

Instructor: Martha Chessie

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

Learning Center/Room 27
\$19



Pine Needle Basket

Pine needles are beautiful, and strong! They can be coiled and sewn together to make jewelry, hats, lovely usable baskets and/or adorably tiny ones. Learn to identify, regeneratively gather, store, process, and



weave with pine needles. We will cover the basics of coiled basketry, which is a global, ancient human skill, and create a wonderful pine-needle basket. Every participant will make a basket to take home.

Instructor: Zach Rouda, Rewild Maine

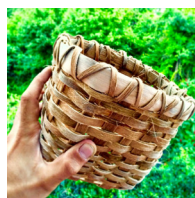
Date	Day	Time
4/30	Th	5:30pm-8:30pm

Learning Center/Room 23
\$35 (includes all required tools, materials and tuition)

Brown Ash Berry Basket

NEW

Ash trees, like oaks, elms, chestnuts, and more, are ring-porous: the spring growth or “earlywood” (the area between the true growth rings of the tree) is full of pores. This unique characteristic allows for the rings of these trees to be separated individually, along the length of the log, so they maintain their full integrity and strength. This makes them ideal for weaving into baskets. Using a knife, growth rings may be further split and shaved into splints for weaving. Learn to process brown ash logs



into splints for weaving, and weave a brown ash berry basket. We’ll be stripping, shaving and splitting strips into splints, and weaving. These strong baskets will, if properly cared for, last a lifetime or more.

Instructor: Zach Rouda, Rewild Maine

Date	Day	Time
5/28	Th	5:30pm-9:00pm

Learning Center/Room 23
\$50 (includes all required tools, materials and tuition)

Painting Step by Step

Sunflowers

NEW

Do you have a desire to explore yourself through painting? You will learn step by step how to utilize expressionist painting techniques to create these sunny yellow sunflowers. Even if you've never tried painting before this is easy to accomplish and provides the opportunity to express your creativity. Workshop includes all materials to make one 11 x 14 inch painting.



Instructor: Art Night Out Instructor

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

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

Portland Head Light

NEW

The Portland Head Light is one of the most photographed lighthouses, with good reason—it's such a stunning vista. Even if you've never tried painting before, we show you the steps to paint this iconic landmark. Express your creativity in a fun and relaxed atmosphere. Workshop includes all materials to make one 11x14 inch painting.



Instructor: Art Night Out Instructor

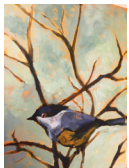
Date	Day	Time
3/11	W	6:00pm-8:00pm

Learning Center/Room 23
\$19 PLUS \$20 Mat. fee (due at registration)

A Bird

NEW

Painting birds can be as enjoyable as watching them. Go on a color adventure, starting with bold colors and paint your way to harmony as you layer colors and land back with your bird. Workshop includes materials to make one 11x14 inch painting.



Instructor: Art Night Out Instructor

Date	Day	Time
4/1	W	6:00pm-8:00pm

Learning Center/Room 23
\$19 PLUS \$20 Mat. fee (due at registration)

Meadow and Barn

NEW

Barns invoke memories and have a special place in our heart. Learn how to paint one while exploring color and value. Even if you've never tried painting before this is easy to accomplish and provides the opportunity to express your creativity. Workshop includes all materials to make one 11 x 14 inch painting.



Instructor: Art Night Out Instructor

Date	Day	Time
4/8	W	6:00pm-8:00pm

Learning Center/Room 23
\$19 PLUS \$20 Mat. fee (due at registration)

Clouds

NEW

Whether stormy, or soft and fluffy, clouds are always an interesting subject to paint. Join us for a relaxing evening out as you learn step-by-step how to show the mood of clouds. Workshop includes materials to make one 11x14 inch painting.



Instructor: Art Night Out Instructor

Date	Day	Time
3/4	W	6:00pm-8:00pm

Learning Center/Room 23
\$19 PLUS \$20 Mat. fee (due at registration)

Chalk Painting 101

NEW

In this basic course, you will learn 5 techniques of chalk painting, including paint layering, paint washing, clear wax, dark wax and glazing. These techniques are done on wood, glass or metal. Gain the confidence to paint furniture, kitchen cabinets or lamps in your own home. Paints are no VOC (volatile organic compounds), odorless and contain no solvents. No stripping, sanding or priming is necessary to transform your project into something new. All instruction, paints, brushes, finishes, moldings, glass and other supplies are included. Wear clothes suitable for painting.

Instructor: Darlene Mitchell

Date	Day	Time
1/23	Th	5:30pm-8:00pm

Learning Center/Room 23
\$75

Jewelry



Drilled Sea Glass Necklace & Key Chain

Learn the secrets to drilling glass, stones and shells. Add colorful beads and spirals using our easy wire-wrapped loop techniques to create your own unique jewelry. Use our collection of sea glass, beach stones and shells, or bring your own favorites. Workshop fee includes all materials to make one pendant and one key chain.



Instructor: Art Night Out Instructor

Date	Day	Time	Location	Cost
2/12	W	6:00pm-8:00pm	Learning Center/Room 27	\$19 PLUS \$20 Mat. fee (due at registration)

Basic Beaded Earrings

Love gorgeous beaded jewelry, but not sure how to make your own? Let us show you the basic tools and techniques needed to make attractive earrings in just minutes. Choose from our large selection of high quality materials; silver ear wires and head pins, faceted Czech crystal in all colors and sizes, and seed beads in our own color way mixes. Learn basic wire wrapping techniques as well as



advanced techniques such as working with chain and clusters. Workshop fee includes all materials needed to make two pairs of earrings.

Instructor: Art Night Out Instructor

Date	Day	Time
2/25	T	6:00pm-8:00pm

Learning Center/Room 23
\$19 PLUS \$20 Mat. fee (due at registration)

Euro-Leather Bracelet

Make an ultra-hip Euro Leather bracelet with a huge selection in colors, textures, finishes and clasps. Learn how to incorporate different color meanings and symbolism into your bracelet for a personalized piece of stunning jewelry. Workshop fee includes all materials needed to make one basic bracelet with one charm.



Instructor: Art Night Out Instructor

Date	Day	Time
4/7	T	6:00pm-8:00pm

Learning Center/Room 23
\$19 PLUS \$20 Mat. fee (due at registration)

Natural Brass Embossed Jewelry

Create interesting embossed jewelry that gets noticed! Using the Vintaj metal texturizing system, you will impress patterns on pre-painted natural brass shapes and reveal interesting contrast with sanding blocks and sand paper. You will then experiment with metal patina inks, allowing you to add gorgeous, layered color. Finally, you will combine your textured metal with chain and beads to create whimsical, modern jewelry. Workshop fee includes all materials needed to make one embossed pendant with brass chain.



Instructor: Art Night Out Instructor

Date	Day	Time
3/18	W	6:00pm-8:00pm

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

Crochet Wire Jewlry

Learn to use crochet stitches in a new way! Using wire and high quality glass beads you'll learn how to construct a necklace or bracelet simply by crocheting. No prior experience is necessary. Choose from our variety of colorful beads to accent your stunning jewelry and give it a unique look. Give your piece a finishing touch with a beautiful gold or silver plated clasp. Workshop fee includes all materials to make one necklace or bracelet.



Instructor: Art Night Out Instructor

Date	Day	Time
3/3	T	6:00pm-8:00pm

Learning Center/Room 23
\$19 PLUS \$20 Mat. fee (due at registration)



Woven Willow Hearts

Learn to weave with willows: they are such a joy to weave with! Willows have ancient, global cross-cultural significance; they are strong and respond positively to coppicing and pollarding, two pruning techniques used in land management.

We'll cover identification, regenerative gathering, storage and processing, and several basic techniques required to make a lovely woven heart for Valentine's Day.



Instructor: Zack Rouda, Rewild Maine

Date	Day	Time
2/8	Sat	12:30pm-4:00pm

Learning Center/Room 27
\$45

Wild Edibles Walking Tour

Identifying wild plants is an ancient, invaluable human skill. Plants provide food, medicine, useful materials for tools, supplies and more. Indeed, humans around the world have cultivated healthy relationships with wild plants, and all non-humans, for hundreds of thousands of years outside the realm of industrial civilization. Join us for an urban walking tour of wild edible plants. We'll identify as many as we can. We'll walk a lovely loop around the neighborhood. You may want to bring a notepad, camera, or a basket to collect samples.

Instructor: Zack Rouda, Rewild Maine

Date	Day	Time
6/4	Th	5:00pm-7:00pm

Learning Center/Room 23
\$25

Art & Beauty - Applied Art History

Study important works of art across cultures. Critique and discuss design as well as aesthetic elements as a group then work on your own work interpreting the piece in wet or dry mediums.

Instructor: Toni Truesdale

Date	Day	Time
4/30-6/4	Th	6:00pm-7:30pm

Learning Center/Room 28
\$90

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 - 2B and 6B, and vine or willow charcoal. (Paper will be provided by the instructor.)

Instructor: Kyle Durkin

Date	Day	Time
3/17-4/7	T	6:00pm-8:00pm

Learning Center/Room 27
\$45

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
4/29-6/3	W	6:00pm-7:30pm

Learning Center/Room 28
\$90

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
5/21	Th	6:00pm-7:30pm

Learning Center/Room 23
\$19 PLUS \$15 Mat. fee (due at registration)

Be Brilliant at Excel



Is it time you learned how to use Microsoft Excel? Maybe you need to use spreadsheets for your business, to advance your career or you keep seeing Excel as a requirement in job listings. No matter why you want or need to learn Excel, this class will walk you through the basics from creating your first spreadsheet, populating it with data and then presenting that data in graphs, charts and so much more. This class is judgement-free so even if you have never seen Excel, we will get you up and running in no time. Students need to be 18 or older.

Instructor: Andrew Schmid

Date	Day	Time
4/30-5/21	Th	6:00pm-9:00pm
Learning Center/Room 24 \$99		

Introduction to Data



Maybe you have heard the term “Big Data” and have wondered what that actually means? This class cuts through all the hype and confusion to present what data really is and how you can use it to advance your career. Topics include data cleaning, data modeling and data analytics. No prior knowledge of computer programming or data modeling is required. Tools discussed will be Excel, SQL and Tableau.

Instructor: Andrew Schmid

Date	Day	Time
1/27	M	6:00pm-9:00pm
Learning Center/Room 24 \$29		

Come Teach with Biddeford Adult Education
 Biddeford Adult Education is seeking instructors interested in sharing their skills and knowledge with a Community dedicated to learning and fun. Please email your class description and resume to: Sue De Cesare, Community Adult Education Leader, at sdecesare@biddefordschools.me



Technology Open Lab



Did you have a piece of technology that you are unsure about to use? A laptop? Tablet? Smartphone? Want to know how to use it? It's OK to ask for help... that's what this class is all about! Bring your device to class, or use one of our desktops, to learn crucial skills on how to make your technology work for you. Whether you want to just learn the basics or become a power user on your device, we will get you to where you want to be.

Instructor: Andrew Schmid

Session I:		Session II:	
Date	Day	Date	Day
1/23-2/13	Th	3/5-3/26	Th
Time		Time	
6:00pm-9:00pm		6:00pm-9:00pm	
Learning Center/Room 24 \$79		Learning Center/Room 24 \$79	



BAE Enrichment In The Kitchen

Making Sauerkraut and Kimchi

Fermented foods are an excellent source of vitamins and may promote a healthy gut biome. We can use the same basic principles to ferment many different foods to create a variety of products. Learn how to make sauerkraut and kimchi! We'll use knives and other kitchen tools to cut up the vegetables, and follow a few time-tested and honed recipes to craft these delicious and healthy fermented foods. Everyone makes one pint of sauerkraut and one pint of kimchi to take home.

NEW

Instructor: Zack Rouda, Rewild Maine

Date	Day	Time
3/19	Th	5:30pm-8:30pm

Learning Center/Room 23
\$45



Baked Ziti

Say hello to lasagna's easier to make but just as tasty cousin: baked ziti. In this class, we'll start by preparing some sausage so our baked ziti has the right base of flavors and heartiness. Next, we will be cooking the pasta to just the right level. Finally, we'll add cheese and sauce to prepare the dish for its journey to the oven. At the end of the class we will have one tasty meal awaiting us to share.

NEW

Instructor: Andrew Schmid

Date	Day	Time
2/8	Sat	10:00am-1:00pm

Learning Center/Room 23
\$19 PLUS \$12 Mat. fee (due at registration)



Pork Loin Supper

Nothing beats a tasty, juicy pork loin! Especially when it's been dry-rubbed to perfection to pack in flavor and keep the juices in. Combined with some green sides (green beans, onions and asparagus), this is one easy to follow and even

NEW



easier to duplicate meal to prepare for yourself at home. At the end of the class, we can all share a pork loin meal together.

Instructor: Andrew Schmid

Date	Day	Time
3/14	Sat	10:00am-1:00pm

Learning Center/Room 23
\$19 PLUS \$12 Mat. fee (due at registration)

Mastering Tomato Sauce

What makes a great tomato sauce? Well it has to have the right balance of salt, sweet, and savory flavors. Next, add tomatoes, herbs, vegetables and perhaps the most important ingredient of all: time. Now you are on your way to mastering a great tomato sauce to be used on anything you want. This class will walk you through each and every step and offer options to customize your future sauces. We will prepare some spaghetti at the end of the class to have a meal and there will be plenty of sauce to bring home for leftovers.

NEW

Instructor: Andrew Schmid

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

Learning Center/Room 23
\$19 PLUS \$12 Mat. fee (due at registration)

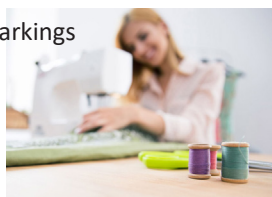


Learning to Sew Stitch by Stitch

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

Session I:

Date	Day	Time
3/12-4/9	Th	1:00pm-4:00pm
Learning Center/Room 27 \$59		

Session II:

Date	Day	Time
4/28-5/26	T	5:30pm-8:30pm
Learning Center/Room 27 \$59		

Clean Your Machine

Is your sewing machine not running well? When was the last time you oiled it? This class in a one night class on cleaning your machine and trouble shooting. Please bring all the tools that you have to go with the machine.

Instructor: Jena Eaton-Burke

Date	Day	Time
2/11	T	5:30pm-8:30pm
Learning Center/Room 27 \$19		



How to Crochet - Making a Single Crochet NEW

The single crochet (abbreviated as sc) is the most basic crochet stitch for making fabric. All the other stitches are variations on this one. So even if you’ve never held a hook before or don’t know a slip knot from a single crochet, this class will help you pick up basic techniques and tips. Soon enough you’ll be ready to crochet in rows, which is all you need to make a scarf. Please bring a G hook.

Instructor: Rachel Gauthier

Date	Day	Time
3/9-3/16	M	5:30pm-8:30pm
Learning Center/Room 24 \$29		

The Next Project in How to Crochet NEW

After taking Rachel’s first class offering you will now learn how to make a single crochet dish cloth and then learn how to crochet a double crochet dishcloth. Please bring a G hook.

Instructor: Rachel Gauthier

Date	Day	Time
3/23-3/30	M	5:30pm-8:30pm
Learning Center/Room 24 \$29		

Beginning Photography NEW

No matter what kind of camera you use or what your subject matter is – the key to taking better pictures often lies in composition. In this course we will learn to see more dynamically in order to create striking and memorable images. No experience necessary. Some small digital cameras will be available if needed.

Instructor: Rebecca Cote

Date	Day	Time
2/4-2/11	T	6:00pm-8:00pm
Learning Center/Room 24 \$29		





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
3/14	Sat	8:00am-12:00pm

Learning Center/Room 28
\$45 PLUS \$19 Text fee (please pick up book at the Adult Ed Office PRIOR to the class)
Text fee includes a certificate that will be emailed to you two weeks after the course



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 Instructor 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
2/8	Sat

Time
8:00am-4:00pm

Learning Center/Room 28
\$65 PLUS \$19 Text fee

Session II:

Date	Day
4/11	Sat

Time
8:00am-4:00pm

Learning Center/Room 28
\$65 PLUS \$19 Text fee

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

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





Just ONCE Guitar for Busy People

Have you ever wanted to learn the guitar but simply find it difficult to find the time? In just a few hours you can learn enough about playing the guitar to give you years of musical enjoyment, and you won't have to take private lessons to do it. This crash course will teach you some basic chords and get you playing along with your favorite songs right away. Bring your acoustic guitar. Class limited to 15 students. For ages 13+. For more information go to justonceclasses.com.



Instructor: Don Pride

Date	Day	Time
3/4	W	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. Students need to be 18 or older.

Instructor: Don Pride

Date	Day	Time
4/1	W	6:30pm-9:00pm

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



Spruce up Your Ukulele Playing

Is your ukulele playing getting rusty? Not enough time to keep up with it? Here's your chance to refresh your knowledge and re-energize your playing. You might even step up your skill level a notch! Using his song-based approach, Duncan Perry, our popular instructor, will review the basics, help you work out kinks, and time permitting, add a new technique or two to your ukulele tool box. To enroll in this session, you should be able to make smooth chord transitions, while strumming in the Key of C, and have a serviceable soprano, concert, or tenor size instrument. So, get ukecited again, ignite your playing and sign up for this class. Students need to be 18 or older.

MUST have taken Ukulele for Beginners with Duncan before.

Instructor: Duncan Perry

Date	Day	Time
4/9-4/16	Th	6:00pm-7:30pm

Learning Center/Room 23
\$45

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! Students need to be 18 or older.

Instructor: Duncan Perry

Date	Day	Time
1/21-2/11	T	6:00pm-7:30pm

Learning Center/Room 23
\$75



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. Students need to be 18 or older.

Bring: Bottle of water and bagged lunch

Instructor: Rachel Pelletier

Date	Day	Time
4/11	Sat	9:00am-4:00pm
Learning Center/Room 18A \$145		

Reiki II

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 can practice Reiki on anyone. You must be certified in Reiki I to take this class. Students need to be 18 or older.

Bring: Bottle of water and bagged lunch

Instructor: Rachel Pelletier

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



S.O.S. . . . Strong on Strength

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. Good sweat, good health, good fun! Students need to be 18 or older.

Bring: water bottle, hand weights and exercise mat.

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

Session I:		Session II:	
Date	Day	Date	Day
2/4-3/17	T	3/31-5/12	T
		No class 4/21	
Time		Time	
6:30pm-7:30pm		6:30pm-7:30pm	
Learning Center/Room 16 \$39		Learning Center/Room 16 \$39	

What is EFT?

Tap your way to better health and more joy with an introduction to the Emotional Freedom Technique. Learn to use EFT to create better health, reduce stress & pain, and to bring more balance, peace, and joy into your life. Experience the power of this simple tool in class and leave with the info you need to start using it! Students need to be 18 or older.

Instructor: Leah Wentworth

Date	Day	Time
2/10	M	6:00pm-7:30pm
Learning Center/Room 27 \$19		

Train Your Brain for Wealth and Success

Attract wealth and abundance by opening your mind and your energy to be attuned to attracting greater wealth and success. Shift your love-hate relationship about money to one of respect. Train your mind to see more opportunities for success and begin to feel prosperous in ways beyond money.



Instructor: Marina Charron, CH

Session I:		Session II:	
Date	Day	Date	Day
2/12	W	3/19	Th
Time		Time	
5:30pm-7:00pm		6:00pm-7:30pm	
Learning Center/Room 27 \$29		Learning Center/Room 27 \$29	

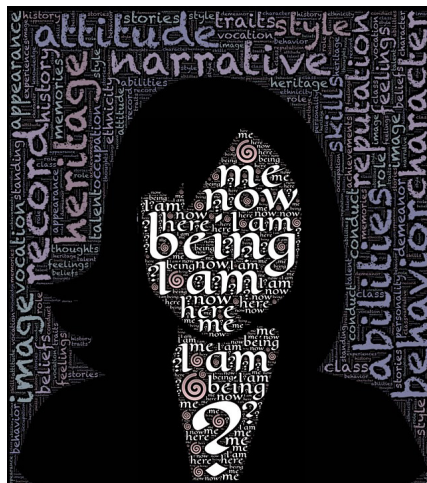
Mastermind Self-Hypnosis Workshop

Getting the life you desire, starts with mastering your thoughts. In this interactive workshop you can learn how to use self-hypnosis to change your habits, sleep better, get the body you want, relax quickly and gain motivation. Learn how hypnosis works and how to enter the state of hypnosis to create lasting change. Learn how to craft effective suggestions using powerful language. Start tapping into your own resources today! Your reality is shaped by our actions. Learn the same techniques taught to my private clients in this workshop. By using hypnosis, we can talk to the part of the mind responsible for creating our habits, patterns, and beliefs in the first place. We can create new, more positive habits and tap into empowerment. Hypnosis is safe, effective and enjoyable. Many people report feeling very relaxed and empowered.

Instructor: Marina Charron, CH

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

Learning Center/Room 27
\$67 PLUS \$10 mat. fee (payable to instructor)



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. Students need to be 18 or older.

Instructor: Barbara Hopkins

Date	Day	Time
3/19	Th	6:00pm-8:30pm

Learning Center/Room 18A
\$9



Nice Girls Finish Rich! A Financial Literacy Seminar for Women

If you think money management is too complex, too boring or takes too much time, this course will change your mind! In this seminar designed especially for women, I will share the lessons learned on my own journey from cash-strapped single mom to worry-free early retirement. Anyone can follow this plan! In this entertaining course, I will demystify everything from budgeting to investing, 401k's and Social Security, and everything in between. We will also look at apps and websites that can help. At the end of this course you will have the tools and information you need to create a more secure today and more abundant tomorrow.

Instructor: Donna Accettullo, M.Ed.

Date	Day	Time
3/3	T	6:00pm-8:00pm

Learning Center/Room 24
\$35

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. Students need to be 18 or older.

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

Session I:

Date	Day
2/26-4/1	W
Time	
6:30pm-8:30pm	
Location	
Learning Center/Rm 24 \$19	

Session II:

Date	Day
3/3-4/7	T
Time	
1:00pm-4:00pm	
Location	
Learning Center/Room 27 \$19	

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
4/4	Sat	10:00am-2:00pm
Location		
Kennebunkport Conservation Trust 57 Gravelly Brook Road, Kennebunkport \$19		

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.) Students need to be 18 or older.

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

Session I:

Date	Day
2/27	Th
Time	
6:00pm-8:30pm	
Location	
Learning Center/Rm 27 \$19	

Session II:

Date	Day
3/25	W
Time	
6:00pm-8:30pm	
Location	
Learning Center/Room 27 \$19	

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
3/28	Sat	9:00am-12:00pm
Location		
243 South Street, Biddeford \$19		





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	Time
2/3 & 2/5	M & W	6:00pm-8:30pm
Learning Center/Rm 27 \$40 per person (65 years and older \$25)		

Session II:

Date	Day	Time
4/6 & 4/8	M & W	6:00pm-8:30pm
Learning Center/Rm 27 \$40 per person (65 years and older \$25)		

MAKERSPACE



Make almost anything! Community members are encouraged to come to the COT Makerspace to make, create and develop ideas of their own. The staff at the Makerspace can get you started with a project you have always wanted to do or find fun and constructive ways to create. Learn to make, practice your craft, discover new things and ways to make or use the space to make projects with your parents, children, grandparents or friends. Email Rebecca- Makerspace@biddefordschools.me for questions.

Instructor: Rebecca Cote

Session I:

Date	Day	Time
1/8-6/24	W	6:00pm-8:00pm
No class 2/19 & 4/22		
Center of Technology/Rm T-1		

Session II:

Date	Day	Time
1/5-6/28	Sun*	1:00pm-5:00pm
Center of Technology/Rm T-1		

Cost:

Sliding scale fee- includes the space to make and generate ideas, design assistance, basic tools for making; glue guns, cutting knives and scissors, cutting mats, cardboard for prototypes, various types of paper for drawing plans and working out ideas. Other materials can be available as needed depending on supply and demand. \$10/session for use of the 3D printer or laser cutter.

Sun* - 1/12, 1/26, 2/9, 2/23, 3/8, 3/22, 4/5, 4/19, 5/3, 5/17, 5/31, 6/14 and 6/28

BAE Enrichment Places To Go

How to Plan a Disney World Vacation

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. Students need to be 18 or older.

Instructor: David Murch

Date	Day	Time	Location	Cost
4/2	Th	5:30pm-8:30pm	Learning Center Room 24	\$14 per person \$19 per couple

BAE CAREER Advancement Improvement Certificate Program

Paralegal Certificate Course - Online

Part I - This course will provide you with comprehensive knowledge of the American judicial system. It will also teach you practical skills including how to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law, and assist in preparing cases for courtroom litigation.

Part 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
1/13-4/24	\$1,595 PLUS Text fee \$511

Session II:

Date	Cost
5/4-8/14	\$1,595 PLUS Text fee \$511

Advanced Paralegal Certificate Course - Online

Part I - This course will prepare you for your first year of law school. You will create substantive law outlines that you will use for class discussion, exams and the bar exam. Prioritize and organize your life during law school and set yourself up for success.

Session I:

Date	Cost
1/13-2/28	\$300 PLUS Text fee \$80

Session II:

Date	Cost
3/9-4/24	\$300 PLUS Text fee \$80

Legal Investigation Certificate

You will become qualified to assist attorneys, paralegals, insurance companies and private businesses, as well as state and federal government agencies in the process of civil and criminal investigation. Included subject areas are: arson investigation, product liability investigation, personal injury and traffic accident forensics, employment accidents, and more.

Session I:

Date	Cost
1/13-2/28	\$995 PLUS Text fee \$80

Session II:

Date	Cost
3/9-4/24	\$995 PLUS Text fee \$80



THE CENTER FOR
LEGAL STUDIES

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. Students need to be 18 or older.

Instructor: Chris Michaud

Date	Day	Time
1/21-4/14	T	6:00pm-9:00pm
No class 2/18		

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

Substitute Teaching Training

Substitute teaching can be a challenging, yet highly rewarding job. Although it takes a lot of enthusiasm and hard work, you can build a set of skills that will help you become an expert substitute teacher. If you're looking for job flexibility, days full of fun and variety, and enjoy investing in students—then substitute teaching may be for you!

You should plan on investing several hours in preparing to become a substitute teacher. School districts will often require trainings, orientation sessions, and tests to ensure that prospective substitute teachers are ready for the classroom. Although each district may have specific requirements, we will walk you through the most common requirements for substitute teachers. Students need to be 18 or older.

Successful passing of a fingerprinting and background check through the Maine Department of Education is mandatory prior to working in a school system.

Instructor: Paulette Bonneau

Date	Day	Time
1/27-2/10	M	5:30pm-7:00pm

Center of Technology/
Conference Room
\$95 PLUS Fingerprinting

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). Students need to be 18 or older.

Instructor: Mike Lambert

Date	Day	Time
1/21-4/14	T	6:00pm-9:00pm
No class 2/18		

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

Welding, Basic (Wednesdays)

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). Students need to be 18 or older.

Instructor: Gordon Workman

Date	Day	Time
1/22-4/15	W	5:30pm-8:30pm
No class 2/19		

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

Certified Nursing Assistant (CNA)



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.

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

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 nursing 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.

Prerequisites: Reading score 244, worked as a CNA for 2080 hours.

Instructor: Kathy Bickford, R.N.

4/7-6/30	T & Th class clinical	8:00am-1:00pm 7:00am-2:00pm
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Learning Center/Room 25
 \$30 Non-refundable background check
 \$885 Course fee PLUS \$142 Text fee

Certified Nursing Assistant

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.

Prerequisites: Reading score 239

Instructor: Kathy Bickford, R.N.

1/8	CASAS	W	1:00pm
1/15-4/29	class	W	4:00pm-9:00pm
	class	Sat	8:30am-3:30pm
	clinical	W	4:00pm-9:15pm
	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 (CNA-Med)



Medical Terminology



You will explore the root words, suffixes and prefixes of the vocabulary used in medical offices, hospitals and other health settings. Students review the nervous, skeletal, cardiovascular, muscle and other major systems of the human body, and you will discuss terms related to physiology, anatomy and pathological conditions. Students learn to spell, define and pronounce common medical terms.

Types of careers you can have after this course:

- Financial Counselor
- Patient Service Representative
- Patient Registration

Prerequisites: Reading score 239

Instructor: Tammy Shapleigh

Date	Day	Time
1/25-3/28	Sat	9:00am-1:00pm

Learning Center/Room 24
\$245 PLUS \$89 text

Medical Terminology



This course is a prerequisite to enrollment into certificate courses such as Medical Transcription, Medical Assistant, and Medical Billing and Coding. Interested in applying for this course? Attend the orientation session where you'll complete an application and be academically screened with a multiple choice skills survey.

Billing and Coding

Types of careers you can have after this course:

- Medical Administrative Assistant
- Pre-Certification Professional
- Financial Counselors
- Patient Registration
- Nursing, Medical Assistants, other Medical Professional



Billing and Coding

In this course you will learn all the necessary guidelines for diagnostic and procedural coding from medical reports for services provided in healthcare settings for the following IDC-10, CPT and HCPCS classifications: anesthesia, general surgery, integumentary system, musculoskeletal system, respiratory system and cardiovascular system.

You'll learn important medical billing and coding skills, including:

- HIPAA & Legal Aspects
- Principles of Health Information
- Medical Terminology
- Medical Billing
- Medical Coding
- Professional Development for Allied Health

Prerequisites: Medical Terminology

Instructor: Tammy Shapleigh

Date	Day	Time
4/11-10/17	Sat	9:00am-1:00pm

Learning Center/Room 24
\$645 PLUS \$580 text

Online Learning

*anytime, anywhere...
just a click away!*



ONLINE CAREER TRAINING PROGRAMS

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.

Certificate in Customer Service \$245

Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success.

Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization's success. You will also take away some extraordinary customer service techniques you won't find anywhere else.

COURSE SCHEDULE

Extraordinary Customer Service

3/2-3/27 or 5/4-5/29 \$145

Keys to Customer Service

2/3-2/28 or 4/6-5/1 \$145

Workplace Conflict Solutions Certificate \$495

In today's business environment, employers expect employees to have a solid set of interpersonal skills. The ability to solve problems quickly and effectively is a critical interpersonal skill well worth developing. First, find out how to deal with difficult personalities and broach challenging subjects in the workplace. Gain skills to be an effective team member and leader in the workplace by taking control of the conversation, managing your reactions, and navigating problematic interactions with ease. 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. Finally, find out how to recognize how stress affects you. Develop skills and learn ways in which we can avoid stress and to not let stressors become stress!

COURSE SCHEDULE

Dealing with Difficult People in the Workplace

3/2-3/27 or 5/4-5/29 \$245

Conflict Management

2/3-2/28 or 4/6-5/1 \$245

Stress Management in the Workplace

4/6-5/1 or 6/1-6/26 \$145

Online Learning

anytime, anywhere...

just a click away!

Visit our website for program details, and start dates.
www.biddeford.maineadulted.org

Certificate in Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills.

\$495

NEW

COURSE SCHEDULE

Introduction to Data Analysis

2/3-2/28 or 4/6-5/1 \$195

Intermediate Data Analysis

3/2-3/27 or 5/4-5/29 \$195

Advanced Data Analysis

4/6-5/1 or 6/1-6/26 \$195

Certificate in Project Management

\$495

In today's business environment, there is a need for good project management. Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancellation.

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

Learn the ten Project management Knowledge Areas and their support role and relationships to the five Project Management Processes.

COURSE SCHEDULE

Introduction to Project Management

2/3-2/28 or 4/6-5/1 \$195

Project Management Processes

3/2-3/27 or 5/4-5/29 \$195

Project Management Knowledge Area

4/6-5/1 or 6/1-6/26 \$195

Cyber Security for Managers

\$195

NEW

Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. Finally, you can get up to date on Cyber Security basics and fundamentals. Designed for non-technical managers, directors and others in the work place, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recover planning, Intrusion Detection/Prevention, basic security architecture, introductory forensics, and cyber terrorism. At the end of this course, you will have the knowledge needed to practice safer computing and safeguard your business and work information.

COURSE SCHEDULE

3/2-3/27 or 5/4-5/29

Certificate in Data Analysis

\$495

NEW

Come get a 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. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions.

COURSE SCHEDULE

Improving Email Promotions

2/3-2/28 or 4/6-5/1 \$195

Boosting Your Website Traffic

3/2-3/27 or 5/4-5/29 \$195

Online Advertising

4/6-5/1 or 6/1-6/26 \$195

Visit our website for program details, and start dates.
www.biddeford.maineadulted.org



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	Location
2/6-3/19	Th	10:00am-12:00pm	Learning Center/Room 18A
No class 2/29			



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. Students need to be 18 or older.

Instructor: Julie Berube

Date	Day	Time	Location
1/27-5/18	M	10:00am-12:00pm	Learning Center/Room 18A
No class 1/20, 2/17 & 4/20			

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	Location
2/12 & 4/15	W	6:00pm-7:30pm	Learning Center/Room 23



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	Location
1/8-6/17	W	1:00pm-2:00pm	Learning Center/Room 14
No class 2/19 & 4/22			



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, 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	Location
1/6-6/15	M	1:00pm-2:30pm	Learning Center/Room 14
No class 1/20, 2/17, 4/20 & 5/25			

Biddeford Adult Education's Family Literacy program was lucky enough to receive 2 Barbara Bush First Teachers Family Literacy grants back to back. In 2003, Biddeford Adult Education sought funding to expand their existing Family Literacy program with its primary partner, Biddeford Head Start of York County, to maintain the current level of collaborative programming with its other partners, and to expand the program by providing additional educational opportunities year round. First Teachers are in all 5 head start sites. Cooperative work between Head Start and First Teachers allows for successful targeting and addressing of family needs. First Teachers' partnerships continue with WIC, McArthur Library, Kids Free to Grow, York County Extension, and the Biddeford/Saco Rotary.





The Future Starts Here

Expanding Opportunities. Changing Lives. The *HiSET*® Exam.

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 17 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.

Daytime:

9:30am-12:30pm

Tues Jan 7, Wed Jan 8, Thurs Jan 9

Tues Jan 14, Wed Jan 15, Thurs Jan 16

Tues Jan 28, Wed Jan 29, Thurs Jan 30

Tues Feb 11, Wed Feb 12, Thurs Feb 13

Tues Feb 25, Wed Feb 26, Thurs Feb 27

Tues Mar 10, Wed Mar 11, Thurs Mar 12

Tues Mar 24, Wed Mar 25, Thurs Mar 26

Tues Apr 7, Wed Apr 8, Thurs Apr 9

Tues Apr 28, Wed Apr 29, Thurs Apr 30

Tues May 12, Wed May 13, Thurs May 14

Tues May 26, Wed May 27, Thurs May 28

- 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

Evenings:

3:00pm-6:00pm

Tues Jan 14, Wed Jan 15, Thurs Jan 16

Mon Feb 24, Tues Feb 25, Wed Feb 26

Mon Mar 23, Tues Mar 24, Wed Mar 25

Mon Apr 27, Tues Apr 28, Wed Apr 29

Tues May 26, Wed May 27, Thurs May 28



5 Easy Steps to earn your High School Diploma:

- ✓ Get a copy of your transcript
- ✓ Call to schedule your Intake/Registration time
- ✓ Complete reading and math assessments
- ✓ Attend classes and complete all requirements
- ✓ Once you have earned 24 credits – attend graduation

Science Course

Biology

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

Instructor: Victoria Salo

Date	Day	Time
1/21-5/12	T	5:00pm-8:00pm
No class 2/18 & 4/21		

Biddeford High School/Room A007

Elective Course

Computer (Digital) Literacy



Digital literacy is an important skill in any industry. What is Digital Literacy? Digital Literacy is the ability to use information and communication technologies to find, evaluate, create, and communicate information. Learn to use the Google Applied Digital Literacy program to communicate via internet, research and evaluate information, and develop the computer skills necessary to function in the modern workforce.

Instructor: Tara Finlay

Date	Day	Time
1/27-5/18	M	9:00am-12:00pm
No class 2/17 & 4/20		

Learning Center/Room 24

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

English Course

Short Story

This course will provide an introduction to the development of the short story. We will discuss plot structure, character development, and point of view. Students will also begin writing their own short stories.

Instructor: Sam Smithwick

Date	Day	Time
1/22-5/13	W	5:00pm-8:00pm
No class 2/19 & 4/22		

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
1/23-5/14	Th	9:00am-12:00pm
No class 2/20 & 4/23		

Learning Center/Room 24

Current graduation requires 24 credits: 4 English credits, 2 Math credits, 2 Science credits, 1 Social Science credits, 1 U.S. History, 1 Computer Literacy, 1 Fine Arts credit, and 12 Electives. 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**.



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 1/6-5/14 M T W & Th 9:30am-11:45am
No class 1/20, 2/17-2/20, 4/20-4/23

Learning Center/Room 26



Hoa Deschambault

Raad Al-Saadoun



Heyder Hammoodi



Ghaith Kareem



Levels 4-6 1/6-5/14 M T W & Th 12:30pm-2:30pm
No class 1/20, 2/17-2/20, 4/20-4/23

Learning Center/Room 26



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
1/7-5/14	T & Th	12:30pm-2:30pm
No class 2/18, 2/20, 4/21 & 4/23		

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
1/7-5/14	T & Th	12:30pm-2:30pm
No class 2/18, 2/20, 4/21 & 4/23		

Learning Center/Room 26

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, 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 - 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

MEMO: _____ AUTHORIZED SIGNATURE(S) _____

01001 4444222333 444555*



Class Locations:

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

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

Biddeford School Department Directory

ADMINISTRATION

ALAN CASAVANT
Mayor

JEREMY RAY
Superintendent

CHRIS INDORF
Assistant Superintendent

SCHOOL COMMITTEE

ALAN CASAVANT, CHAIR
NATHAN BEAN
DOMINIC DESCHAMBAULT
RANDY FORCIER
AMY GROHMAN
REBECCA HENRY
KAREN RUEL
LISA VADNAIS

ADULT EDUCATION STAFF

PAULETTE BONNEAU <i>Director</i>	JULIE BERUBE <i>Family Literacy</i>
SUSAN DE CESARE <i>Community Adult Education Leader</i>	JULIE BERUBE PATT HAMEL ANGELA SEARLES <i>Night Supervisors</i>
ANNE BEAULIEU PATT HAMEL <i>Administrative Assistants</i>	MAGGIE BUTTERS <i>HiSET Examiner</i>
NANCY OUELLETTE <i>Student Advisor</i>	

BIDDEFORD SCHOOL DISTRICT DIRECTORY

<p style="text-align: center;">Biddeford High School 20 Maplewood Ave. Phone: 282-1596 Fax: 282-8284</p> <p style="text-align: center;">Biddeford Regional Center of Technology 10 Maplewood Ave. Phone: 282-1501 Fax: 282-7986</p> <p style="text-align: center;">Biddeford Middle School 25 Tiger Drive Phone: 282-6400 Fax: 282-6040</p> <p style="text-align: center;">Biddeford Intermediate School 335 Hill Street Phone: 282-5957 Fax: 282-8289</p> <p style="text-align: center;">Biddeford Primary School 320 Hill Street Phone: 282-8285 Fax: 286-9225</p> <p style="text-align: center;">J.F.K. Memorial School, Kindergarten Center 64 West Street Phone: 282-4134 Fax: 284-7199</p>	<p style="text-align: center;">Leadership Office 18 Maplewood Ave. Phone: 282-8280 Fax: 284-7956</p> <p style="text-align: center;">Special Education Department 18 Maplewood Ave. Phone: 282-8283 Fax: 284-7956</p> <p style="text-align: center;">Business/Personnel Office 18 Maplewood Ave. Phone: 282-8281 Fax: 284-7956</p> <p style="text-align: center;">Transportation Department 371 Hill Street Phone: 282-0909 Fax: 282-0101</p> <p style="text-align: center;">Food Service Department 320 Hill Street Phone: 391-6899 Fax: 284-9225</p> <p style="text-align: center;">Facilities Department 205 Main Street Phone: 571-1602 Fax: 284-7996</p> <p style="text-align: center;">Technology Department 20 Maplewood Avenue Phone: 391-6886 Fax: 282-8284</p>
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“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:

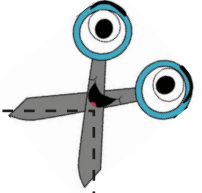
Biddeford Adult Education
P.O. Box 624, Biddeford ME 04005

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

www.biddeford.maineadulted.org

adulted@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 _____

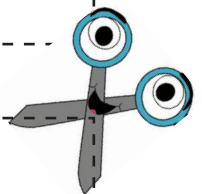
COURSE INFORMATION

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



P.O. Box 624
Biddeford, ME 04005

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www.biddeford.maineadulted.org



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189 Alfred Street 2nd Floor
Biddeford, ME 04005

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Phone 207-282-3883
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