

Maine School Administrative District #49
Albion | Benton | Clinton | Fairfield

Winter/Spring 2016

Lawrence Adult Education

Never stop learning!



Adult Education ^{MAINE}
Learning for Work and Life

Call 207.453.4200 ext. 3114
www.lawrenceadulted.org
adulted@msad49.org

Welcome to Lawrence Adult Education!

A Message from the Director:

“Education is the most powerful weapon which you can use to change the world.” --Nelson Mandela.

What does that quote mean to each of you? As I reflect on Mandela’s quote, given the recent terrorist attacks, it gives me pause as to how important my education has been to me. I wasn’t a top student in high school, I really didn’t like high school, but dropping out was not an option.

I had a goal. I wanted to go to college - the first in my family. As I entered college, my father (now 84) began his college career. He worked shift work, leaving work at 7am and driving to UMF for his chemistry class at 9am. When I arrived on campus, I would bring him coffee.

I admired how hard my father was working to advance his career. I was so proud of my father when he graduated in 1976, and he was proud of me when I graduated a few years later. His education helped him be promoted. He retired from the paper mill in his early 60s. My father was the pioneer in the family and knew the importance of an education. Many in the family have now followed his lead.

Without an education, it is hard to secure a job with a livable wage, advance in a job, and break out of the poverty cycle. In addition, education provides us have the capability to handle the challenges our changing world is facing.

Most of us have experienced families or individuals who have not taken education seriously. Education seeks to equip members of society with knowledge, skills and attitudes or values that make us better and useful citizens. Please enjoy our course offerings.

Deb Bomaster, Director



Welcome!

Adult Education Staff

Deb Bomaster, Director
Alverta Dyar, Instructor
Allison Benfatta Burns, Instructor
Mary Lucia, Counselor
Linda Davis, Counselor
Val Landry, College Transitions Coordinator
Kathy Cote, Administrative Secretary
Gen Pinnette, Evening Secretary
Carly Champine, Evening Secretary
and many caring, creative instructors

Administration

Dr. Dean Baker, Superintendent of Schools
Nora Murray, Assistant Superintendent

School Board Members

Danielle Boutin, Fairfield
Jenny Boyden, Clinton
Neal Caverly, Clinton
Janice Chesley, Clinton
Katrina Dumont, Albion
Harry Fitzpatrick, Benton
Steve Grenier, Albion
Stewart Kinley, Fairfield
Ron Liberty, Benton
Terry Michaud, Fairfield
Jeffrey Neubauer, Fairfield
Shelley Rudnicki, Fairfield
Sherry Tompkins, Fairfield



Academic Calendar

January 25, 2016 - Semester Begins
February 15, 2016 - President’s Day - Office Closed
February 15-19, 2016 - Winter Break - No School
March 10-11, 2016 - Parent/Teacher Conf. LJHS, LHS, Annex
April 18, 2016 - Patriot’s Day - Office Closed
April 18-22, 2016 - Spring Break - No School
May 30, 2016 - Memorial Day - Office Closed
June 8, 2016 - Adult Education Graduation

Directions

From I-95:
Take exit 132, Turn east on Route 139 (Western Avenue),
Proceed .5 miles and turn right on to School Street

From Waterville:
Take College Avenue from Waterville to Fairfield, Go
straight at traffic light on Main Street, Fairfield
Turn left onto Western Avenue, Proceed .4 miles and
turn left onto School Street

From Skowhegan:
Take Route 201 into Fairfield, Turn right onto Western
Avenue (Route 139), Proceed .4 miles and turn left onto
School Street

Office Hours

Evening Hours Begin January 19, 2016
9:00 a.m. to 9:30 p.m. Monday through Thursday
9:00 a.m. to 4:00 p.m. Friday

Mission Statement

It is the mission of Lawrence Adult Education to provide accessible and affordable lifelong learning opportunities for adults in RSU/MSAD #49. The primary focus of these learning opportunities is to help adults acquire basic literacy and numeracy skills, complete a high school credential, access higher education, develop vocational skills, and enrich their personal lives.

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MAINE Adult Education

Learning for Work and Life

Course Locations

ADULT ED = Lawrence Adult Education
 ANNEX = Lawrence Jr./Sr. High School Annex
 CLINTON ELEMENTARY SCHOOL
 LHS = Lawrence High School
 LJHS = Lawrence Junior High School
 SCTC = Skowhegan Career and Technical Center

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HIGH SCHOOL COMPLETION



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. Adults may earn additional credits through evening classes or computer assisted learning (Odysseyware). All courses taken for diploma credit are free (**book or lab fees may apply**). Call us to schedule an intake appointment and find out how you can become a high school graduate!

American Studies

The story of the United States is told not only in history books, but also in plays, novels, biographies, music and films. Learn to separate historical truth from poetic license as you examine the history of our nation from colonial times to the roaring twenties. (1 English credit)

Monday from 6:00 PM to 9:00 PM, 1/25/2016 to 5/16/2016 (15 sessions) with Tonya Joler, LHS, room 11, Free for Diploma Students

U.S. History II

Study the defining moments of the mid-19th, 20th and early 21st centuries starting with The Civil War and ending with the Wars in Iraq and Afghanistan. U.S. History 2 will also focus on academic skills readying the student for critical thinking in the college setting. We analyze data to form conclusions about important historical events. (1 U.S. History credit)

Tuesday from 5:00 PM to 8:00 PM, 1/26/2016 to 5/17/2016 (15 sessions) with Dan Genness, LJHS, room 108, Free for Diploma Students

Open Lab/Odysseyware

Odysseyware is a computerized learning program that offers students the opportunity to earn credits toward their high school diploma in English, math, science, social studies and electives. Odysseyware enables students to work at their own pace with the assistance of an instructor who is available in the adult education computer lab during established times. In addition, students may use this web-based program to prepare for college level courses and the HiSET exam. All Odysseyware classes require a minimum of twelve hours of on-site instruction; however, these courses may be worked on from home or another location that has access to the Internet. Students may earn a maximum of three credits through Odysseyware.

Monday from 5:00 PM to 8:00 PM, 1/25/2016 to 5/16/2016 (15 sessions) with Allison Benfatta Burns, Adult Ed, room ALC 1 & Computer Lab, Free for Diploma Students

Science in the Media

Investigate the science behind the headlines. Why is everyone talking about global warming? Could an asteroid destroy the Earth? Will advances in medicine let us all live to be over 100? Through newspapers, magazines, videos and television, explore the world of environmental, earth, and biological sciences and earth history. (1 Science credit)

Monday from 5:00 PM to 8:00 PM, 1/25/2016 to 5/16/2016 (15 sessions) with Alverta Dyar, Adult Ed, room ALC 2, Free for Diploma Students

Life 101

This fun, informative course will give you the opportunity to acquire skills for a successful transition into the world of work, post-secondary education, or living on your own. Topics will include personal financial literacy, career exploration, job-hunting skills, budgeting, credit scores, resume writing, mock interviews, job shadowing, college research, college applications, scholarship applications, ethics and life-long decisions. All projects will be completed on the computer using Microsoft Word, Microsoft Publisher, and Microsoft Excel. (1/2 Elective credit)

Thursday from 9:00 AM to 12:00 PM, 3/10/2016 to 5/19/2016 with Linda Davis, Adult Ed, Computer Lab, \$5 lab fee

"I think this is a great program and it was very helpful. Everyone is very nice and willing to help. They also know what they are teaching about."



Also available:

College Prep Physics with Lab
Human Biology with Lab

See page 7.



ADULT LITERACY

Basic Reading

Basic reading skills include language, concentration, visual processing skills, auditory processing skills, memory and reasoning. In this class the focus will be on alphabets, vocabulary, comprehension, and fluency using authentic materials such as newspapers, maps, charts, medicine bottles, doctor's instructions, driver manuals, label reading, job notices, applications and cooking instructions.

Tuesday from 9:00 AM to 10:30 AM, 1/26/2016 to 5/17/2016 (15 sessions) with Michael Trombley, Adult Ed, room Computer Lab, Free



HIGH SCHOOL COMPLETION



If you are at least 18 and left school without a diploma, the HiSET® tests might be the way for you to earn a high school credential. Accepted by many colleges and employers, the HiSET tests allow you to demonstrate your knowledge in five subject areas. Learn about HiSET® preparation classes and testing requirements, take a practice test, and get ready to move forward with your education.



The ETS High School Equivalency Test (HiSET) has replaced the GED as Maine’s High School Equivalency Assessment. The HiSET consists of the following five subtests: Language Arts Reading, Language Arts Writing, Science, Social Studies, Mathematics. A passing score on each subject test is a scaled score of 8 out of 20, but learners must achieve a total scaled score of 45 to successfully achieve their high school equivalency diploma. Learners that achieve a scaled score of 15 or higher on each subject test are designated as College and Career Ready.

“The adult ed building makes me feel comfortable, the teachers focus on helping you achieve your goals. If you have any questions, they will do anything to give you the correct answer. They’re helpful!”

- Choose from computer-based testing and receive your unofficial scores immediately (excluding the essay), or choose the paper-based tests and receive your official test scores in approximately 10 days.
- As has always been the case in Maine, there is no registration cost for Maine residents to prepare for and take the HiSET. Small book fees do apply.
- Local adult education programs provide HiSET testing, preparation materials, pre-tests, and instruction.
- Registration for the HiSET program is available Wednesday evenings from 5:00 PM - 8:00 PM by appointment by calling 453-4200, ext. 3114 or emailing adulted@msad49.org.
- HiSET Testing is available by appointment.
- HiSET Preparation classes to help reach the goal of obtaining your high school equivalency diploma.
- *If a student has difficulty paying for book fees, please contact the director, Deb Bomaster.

Class	Description	Day	Time	Dates	Location	Instructor	Fee
Basic Math	Learn addition, subtraction, multiplication tables and division, whole numbers, estimating, beginning word problems, and patterns.	Tuesday & Thursday	9:00 AM to 11:30 AM	3/8-5/26	Classroom 2	Alverta Dyar	\$10 book fee*
Intermediate Math	Learn fractions, decimals, integers, rational numbers, exponents and squares, order of operations, percents, ration and proportions, word problems, geometry, perimeter, circumference, area and volume, one-step formula equations	Tuesday & Thursday	1:00 PM to 3:30 PM	3/8-5/26	Classroom 2	Alverta Dyar	\$10 book fee*
HiSET Prep	In this class you will build on your knowledge to be successful on the high school equivalency tests: Reading, Writing, Math, Science, Social Studies.	Tuesday & Thursday	9:00 AM to 11:30 AM	3/8-5/26	Classroom 1	Allison Benfatta Burns	\$10 book fee*
Writing	Provides writing assistance focusing on the writing process, grammar and editing to be successful on the HiSET Language Arts Writing test.	Tuesday & Thursday	1:00 PM to 3:30 PM	3/8-5/26	Classroom 1	Allison Benfatta Burns	\$10 book fee*



COLLEGE TRANSITIONS



GET READY FOR COLLEGE WITH MAINE ADULT EDUCATION COLLEGE TRANSITIONS!

These grant funded, no cost classes prepare you to pass the Accuplacer college placement test!*

Eligible for scholarships upon successful completion of program.

Save your financial aid - take advantage of your local adult education program!

These classes are equivalent to college developmental classes!

*Most classes require a \$10 book or lab fee.



What is the Maine Adult Education College Transitions Program?

Maine College Transition Programs are comprehensive programs of study leading to enrollment in a post secondary institution. MCT includes career planning, academic preparation, financial aid assistance, college planning and Accuplacer testing. In partnership with community colleges and the university system. Local adult education programs offer high-quality, cost-effective and accessible pathways to post-secondary education for adults.

How do I enroll?

Schedule an intake meeting with Director, Deb Bomaster, at Lawrence Adult Education, call 453-4200, ext. 3114.

Who is eligible to enroll?

- Adults who graduated from high school, an adult education program, or high school equivalency program
- Adults who need academic preparation for college and did not reach Accuplacer cut scores
- Adults who need assistance in the college application process

Why should I enroll?

- Registration fee waivers for adult education classes (book, lab, or materials fees apply)
- Access to tours, workshops, and college planning events
- One-on-one student counseling
- Study skills support services

What are the requirements?

- Meet with a counselor or adult education director and provide demographic information
- Enroll in one or more college transitions classes
- Take the Accuplacer placement test prior to classes starting and at the end of the class(es)
- Attend all classes
- Allow follow-up data to be collected on you as you transition into college
- Participate in college planning and financial aid workshops
- Tour a college campus

**How did the instructor use
technology to increase
student learning?**

**"By using different learning methods
I have never seen before."**



MAINE
Adult Education
College Transitions

*The Accuplacer computerized assessment measures your current level of knowledge and skills in reading, writing, arithmetic and algebra. Receive your scores immediately. Once you identify your academic strengths and needs, you can get the help you need to improve.



Number Skills for College (MAT025)

This course is designed for students whose arithmetic Accuplacer score is between 35 and 54 indicating a need to improve mathematical skills. The course will cover basic math, whole numbers, fractions, decimals and percents, order of operations, rational numbers, ratios and proportions. Reduce your math anxiety in the hands-on, fun approach of this class. (This course is equivalent to the course offered at community colleges and universities.)

DAYS - Monday; Wednesday from 1:00 PM to 3:30 PM, 3/7/2016 to 5/25/2016 (11 weeks) with Allison Benfatta Burns, Adult Ed, room ALC 1, \$10 book fee

EVES - Monday from 5:00 PM to 8:00 PM, 1/25/2016 to 5/16/2016 (15 sessions) with Roland Garbe, Annex, room C-5, \$10 book fee

Algebra Skills for College (MAT031)

This course is designed for students who have a solid base in math but little or no experience in algebra. Students should have an Accuplacer score in arithmetic above 55 and an algebra score between 50 and 75 indicating a need to improve skills for college level algebra. The course will cover word problems, using formulas, solving linear equations, algebraic expressions, factoring of polynomials, and solving quadratic equations. (This course is equivalent to the course offered at community colleges and universities.)

Monday; Wednesday from 9:00 AM to 11:30 AM, 3/7/2016 to 5/25/2016 (11 weeks) with Alverta Dyar, Adult Ed, room ALC 2, \$10 book fee

Reading Skills for College (ENG030)

This course is a college-level reading course designed to help students improve their reading comprehension and ability to do critical analysis. Students will develop advanced vocabulary skills and improve reading speed and comprehension in assignments involving lengthy and difficult college-level texts and scholarly articles.

Wednesday from 5:00 PM to 8:30 PM, 3/9/2016 to 5/18/2016 (10 sessions) with Tonya Joler, LHS, room 11, \$10 book fee

Writing Skills for College (ENG031)

This course is designed for students whose writing Accuplacer score is 55-73 indicating a need for further instruction prior to taking college level writing. This course will provide instruction in grammar, sentence structure, conventions of Standard English, and essay writing. (This course is equivalent to the course offered at community colleges or universities.)

Monday; Wednesday from 9:00 AM to 11:30 AM, 3/7/2016 to 5/25/2016 (11 session) with Allison Benfatta Burns, Adult Ed, room ALC 1, \$10 book fee

College Transitions Student Success (COL1XX)

This course, designed with University of Maine at Augusta, will assist students to develop the skills necessary to be successful in college. Experience college expectations and routines, such as choosing classes, participating in online class exercises, and a variety of expert speakers. Explore topics such as college applications, FAFSA & financial aid, scholarships, loans and grants, writing papers and citing sources, study skills, time management, and more in a safe, non-judgmental atmosphere. All students will have completed the application process to their chosen school and all financial aid documentation needed for enrollment by the end of the course. Upon successful completion, students may be eligible for college credits and/or scholarship opportunities. (3 UMA credits)

Tuesday from 2:30-5:00 PM, 1/19/2016 to 5/10/2016 (15 sessions) with Linda Davis, Waterville Senior High School

College Prerequisites

College Prep Physics with Lab

Sir Isaac Newton observed an apple falling from a tree and came up with basic principles of motion that are still studied today. In addition to motion, physics covers mechanics, electricity, heat, light and sound. These topics provide a solid foundation for many technical occupations. This class is designed to meet the prerequisite for more colleges. Students must have basic algebra prior to taking physics.

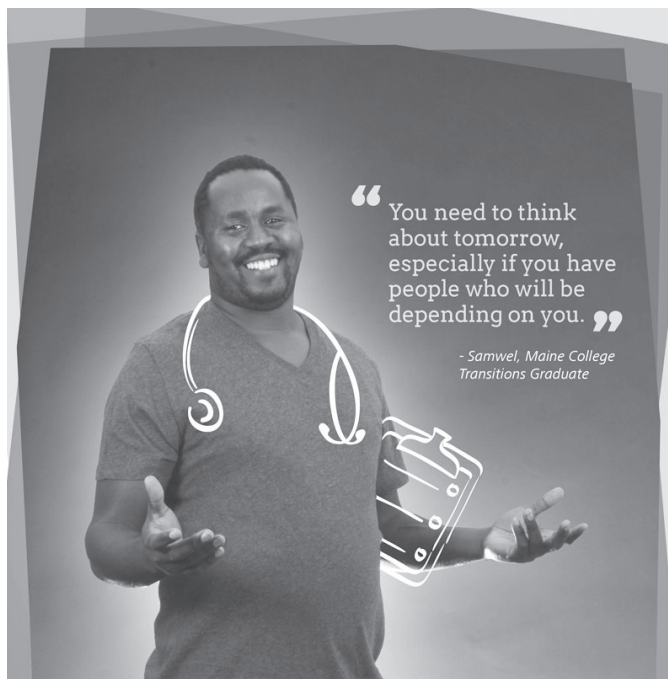
Wednesday from 1:00 PM to 4:00 PM, 1/27/2016 to 5/18/2016 (15 sessions) with Alverta Dyar, Adult Ed & LHS, room ALC 2 & B-1, \$119 (includes \$10 book deposit)



Human Biology with Lab

This lab-based course is an introduction to the general principles of biology through the study of the human body. Topics include basics of anatomy and physiology, development and aging, genetics and inheritance, immunity and human diseases, evolution, ecology, and human impacts on the environment. This course is designed to meet the Biology Pre-requisite of most colleges and prepare students to be successful in Anatomy and Physiology.

Wednesday from 5:00 PM to 8:00 PM, 1/27/2016 to 5/18/2016 (15 sessions) with Alverta Dyar, LHS, room B-3, \$119 (includes \$10 book deposit)



“ You need to think about tomorrow, especially if you have people who will be depending on you. ”

- Samwel, Maine College Transitions Graduate



Career Crossroads: How to Navigate What's Next

Are you stimulated at work? Do you love what you do or are you complaining and dissatisfied? You know you need to change jobs, but how will you find the time? Take care of your life! Uncover your talents, strengths, and values and discover how they can help you find a job that is right for you. The class includes a personal assessment tool to help you understand yourself and others, and develop a practical approach to success. Limit 8



Wednesday from 1:00 PM to 3:30 PM, 1/27/2016 (1 session) with Linda Davis, Adult Ed, Computer Lab, \$5

Transition Planning: The High School Years

During this workshop participants will explore ways to prepare for their child's future and learn how to involve their child in transition planning. What needs to be included and who needs to attend the Transition IEP to prepare your student for further education, work and independent living will be discussed. There will be time for Q & A.



Tuesday from 6:00 PM to 8:00 PM, 3/15/2016 (1 session) with Ann Long, Adult Ed, room 1, Free (Preregistration is required)

Write a Powerful Resume'

One of the most important and intimidating steps in the job search process is writing a solid resume that gets the attention you want and need. Unfortunately, many job seekers get overwhelmed before they even get started. The result is poorly-written resumes that are built on top of templates that don't do the job seeker any good. Today, resumes must appeal to potential employers while also being optimized for the electronic age. Whether you are handing a resume over in person or are emailing an electronic copy to be added to an online database, the words you use and the formatting you choose will make a big difference in whether or not you get that interview. This course teaches you not just what a resume should look like, but what it should say. It walks you step-by-step through the creation of the most common sections found on resumes in today's job market. In addition to helping you determine what information should be included, it also goes a step further to help you realize what pitfalls to avoid when creating this powerful, job-searching tool. Limit 8



Wednesday from 3:00 PM to 5:00 PM, 2/3/2016 to 2/10/2016 (2 sessions) with Linda Davis, Adult Ed, room Computer Lab, \$19



Certified Nursing Assistant

Do you enjoy helping others? Are you looking for a career with many rewards? If so, then this might be the career change for you. After 90 hours of classroom theory and 90 hours of clinical and laboratory work, hands-on at a local long-term care facilities, and final exam, you will be State of Maine certified. Requirements: Proof of age (at least 16); Proof of high school graduation or equivalency; completed application form; successful completion of a reading entrance exam and completed interview. Classes and Clinic will be held at Mount Saint Joseph in Waterville.



Space is limited.

Please contact the MSAD 54 Adult Education Office, Skowhegan (474-7553) for an application.

- Application available Monday, January 11, 2016.
- **MUST BE COMPLETED and RETURNED** by Monday February 1, 2016
- Mandatory Orientation will be Wednesday, February 10, 2016

Tuesday/Wednesday/Thursday from 3:00 PM to 9:00 PM, 2/23/2016 to 4/28/2016 with Diane Sinclair and Tammy Thayer, Mount Saint Joseph in Waterville, \$1,000 (\$300 deposit or proof of third-party payment required with your application. *Full payment is due prior to first class.)



Career Planning and Advising

Confused about your career options? Should you go to college or find a job? What courses would help you move ahead in the workplace? We can help. We offer one on one career advising in the adult education office, an online career planning course through Women, Work and Community, and college transitions courses, tours, and advising through the Maine College Transitions program. Give us a call today!

**Mary Lucia and Linda Davis, Career Pathway Advisors
453-4200, ext. 3120**



CAREER PATHWAYS



Notary Public

Interested in becoming a Notary? This course will prepare you to apply to become a Notary or to use your current Commission wisely and lawfully. You will learn about everything from the history of Notaries, to eligibility, powers and duties, procedures, troubleshooting, record keeping, documents, content and recommissioning. Fee includes workbook.

Deadline to register: February 3, 2016

Tuesday; Wednesday from 6:00 PM to 8:00 PM, 2/9/2016 to 2/10/2016 (1 session) with Lisa Blanchette via Tandberg from Sanford Adult Education, Adult Ed, room ALC 2, \$35



CDL/Bus Driver Training

Learn to drive a school bus and earn a Class B Commercial Drivers License with a school bus endorsement. This course uses competency-based curriculum from the Professional Truck Driving Institute of America (PTDIA) and meets the United States Department of Transportation (DOT) voluntary standards. Successful completion of this course includes 42 hours of classroom instruction, 20 hours of range driving, and 10 hours of road driving. Range and road instruction will only feature school buses with automatic transmissions. This course prepares candidates to pass the State of Maine Class B/Bus Driver Licensing tests.

Instruction: Classroom instruction is scheduled for Tuesday and Thursday evenings from 5 to 8 pm. Range and road time will be scheduled on Saturdays and Sundays. Two make-up classes are built into the session beyond the 42 hours mandated by the State. Absences beyond two sessions must be made up at the student's expense. Missing road and range time on the weekend without prior approval of the instructor may result in dismissal from the class.

Qualifications: (1) Students age 21 or older are eligible for a Class B License with school bus endorsement; (2) Applicants must hold a valid Maine driver's license and have a good driving record with no OUI's within the past 10 years. Your driving record will be checked; (3) Proof of good health. A physical exam form is required to be completed by your doctor prior to class start; (4) Vision correctable by lenses of at least 20/40. A vision screening will be provided at the first class; (5) Flexibility to schedule driving instruction on Saturdays and Sundays on the range/road.

Registration: To register, please contact the MSAD 54 Adult Education office in Skowhegan, 474-7553 and request an application package. All application requirements must be met and a complete application package on file with the adult education office prior to the first scheduled class.

Payment: Full payment or approval of third party payment must be received prior to the first night of class.

Tuesday; Thursday from 5:00 PM to 8:00 PM, 3/22/2016 to 5/26/2016 (9 weeks) with Duane Marquis, Skowhegan Adult Education, \$800

Certificate in Non Profit Administration - Online

Program Courses:

- **Program Evaluation for Nonprofits**
- **Revenue Generation for Nonprofit**

Non-profits today need to be run like a business in many respects. You have competition, a need to generate income and a surplus, and staff need to be even more productive. Get the best training on revenue generation for nonprofits, and program evaluation for nonprofits, with our Certificate in NonProfit Administration. You will come away with the latest best information from instructors who train people in nonprofits.

\$595 USD for both courses and certificate; Fred Bayley, Myia Welsh, instructors.

Individual Courses:

Revenue Generation for Nonprofits

Build revenue streams for your non-profit organization. They are essential not only to keep your doors open but also to expand your services. Discover how to increase revenue from your current activities. Develop strategies for building new ones. Know how to effectively set prices or fees. Understand the 20% that generates 80% of your revenue. These are basic concepts that will yield greater results. After taking this course you will have the knowledge to improve your revenue generation and generate a better surplus.

Two-month course, Fred Bayley, instructor; \$495

Program Evaluation for Nonprofits

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. By the close of the course, you will have a complete program logic model and evaluation plan ready for implementation.

One-month course, Myia Welsh, MSW, instructor; \$245

For more information on this and other courses and certificate programs offered by YouGotClass go to:

www.yougotclass.org/catalog.cfm/Lawrence.

For more information on our online classes, see page 21.



MAINE
Adult Education
Learning for Work and Life



WorkReady

Have you got three weeks to invest in yourself? If you have been looking for employment, the WorkReady program will teach you the essential skills that employers want. WorkReady is an intensive, three-week, no cost program that will help you develop a personal employment plan. In addition to job research skills, the program focuses on teamwork, communication skills, computer skills, and appropriate workplace behavior.

Endorsed by local businesses, the WorkReady credential will set you apart from the typical job seeker. Applicants must meet eligibility requirements to be accepted into the program. Please contact your nearest adult education program for details and an appointment. Space is limited.

Please contact Mid-Maine Regional Adult Community Education (873-5754), Lawrence Adult Education (453-4200 x3114), or MSAD 54 Adult and Community Education, Skowhegan (474-7553) for an application appointment or to attend an information session.



MSAD 54 Adult & Community Education, Skowhegan

February 8 - February 26, 2016

Orientation, February 4, 2016

Lawrence Adult Education, Fairfield

May 2 - May 20, 2016

Orientation, April 28, 2016

The WorkReady Credential Program training is made possible by the following partners: Mid-Maine Regional Adult Community Education, Lawrence Adult Education, MSAD 54 Adult and Community Education, United Way of Mid-Maine, KVCAP, Waterville Public Library, Mid-Maine Chamber of Commerce, Central Western Maine Workforce Investment Board





PERSONAL ENRICHMENT



We are pleased to offer a wide variety of personal enrichment classes to the community. These classes are provided as a service to the community and of the school district and are supported by fees. No state funds are used towards these classes. **In addition to the class fees, a \$5 registration fee has been added to all classes to cover facility use in the district.**

Technology

Digital Literacy is Necessary for Today's Jobs

Digital literacy encompasses computer hardware, software (particularly those used most frequently by businesses), the Internet, cell phones, and other digital devices.

The ability to locate, organize, understand, evaluate, and analyze information using digital technology involves a working knowledge of current high-technology, and an understanding of how it can be used.

High-speed Internet access and online skills are not only necessary for seeking, applying for, and getting today's jobs, but also to take advantage of the growing educational, civic, and health care advances spurred by broadband. For example, an increasing amount of activities – such as taking college classes, monitoring chronic medical conditions, renewing your driver's license, tracking your child's school assignments – are now commonly conducted online.

Whether you are new to computing or have some experience, Digital Literacy will help you develop a fundamental understanding of computers. The courses help you learn the essential skills to begin computing with confidence, be more productive at home and at work, stay safe online, use technology to complement your lifestyle, and consider careers where you can put your skills to work.



Introduction to Computers

No skills needed! This class is intended for those who have very limited or no knowledge of computers. Participants will gain a basic knowledge of hardware and software, Intro to Windows, files & folders, and tool-bars. Create, edit and save a document, explore the Internet/Web pages and email. Participants will review basic skills such as: how to use a mouse, build typing skills, computer vocabulary, making personal adjustments, working with files, folders and short-cuts, and using security features. There will be hands-on exercises to reinforce skills. Class size is limited.

Tuesday from 6:00 PM to 7:30 PM, 1/26/2016 to 3/22/2016 (8 sessions) with Doug Giles, Adult Ed, Computer Lab, \$39

Computer Classes for the Savvy 60s Crowd

Whether a complete beginner or looking to brush up on existing skills, our computer classes for the over 60s crowd may well be what you are looking for. The classes are informative and fun, with hands-on, slower-paced activities. Discover what your personal computer can do, and develop or enhance your computer skills to stay current in today's world or job market. Delivered in a welcoming and supporting environment, the classes will take you through the basics of using the computer. There is no strict agenda so you are free to learn and progress at your own speed with the guidance of our instructor. During the 6 weeks, you will build a good working knowledge of computer basics, using email, surfing the internet, social media and Microsoft Word and Publisher. Use of iPads will also be covered. Limit 6

Wednesday from 1:00 PM to 3:00 PM, 3/2/2016 to 4/6/2016 (5 sessions) with Linda Davis, Adult Ed, Computer Lab, \$39



Microsoft Excel 2013 Intro

This powerful spreadsheet program lets you organize data, complete calculations, graph data, and develop professional looking reports. This comprehensive course will take you step-by-step from the basics of Excel to using the more advanced functions. The course text will be a handy reference guide as you put the power of Excel to work in your business or office.

Thursday from 6:00 PM to 8:00 PM, 1/28/2016 to 3/24/2016 (8 sessions) with Doug Giles, Adult Ed, Computer Lab, \$89 (inc. book)

Microsoft Word 2013 Intro

Discover why Word is the most popular word processing program in the world. You can use this program to create and print professional looking documents. Save time and money by creating your own resumes, cover letters, invitations, brochures, and letterhead. Navigate through the menus and toolbars of Word to get the results you want. Prerequisite: Intro to Computers or prior computer experience.

Thursday from 6:00 PM to 8:00 PM, 4/7/2016 to 6/2/2016 (8 sessions) with Doug Giles, Adult Ed, Computer Lab, \$89 (inc. book)

Introduction to QuickBooks 2015

QuickBooks 2015 is an accounting software program created by Intuit for small businesses and self-employed professionals. It can be used for almost all financial business purposes. You can use it for entering receipts, tracking expenses, invoicing, payment tracking, tax tracking, purchase orders, and even to prepare reports and statements regarding your finances. QuickBooks is your business' solution when it comes to bookkeeping and accounting.

Wednesday from 6:00 PM to 8:00 PM, 4/6/2016 to 5/18/2016 (6 sessions) with Linda Davis, Adult Ed, Computer Lab, \$49





Arts & Crafts

Perpetual Birthday Calendar - Paper Crafting



Join in the fun of creating this perpetual birthday calendar using rubber stamps, inks and embellishments. Your kit contains the materials you need to decorate each month the way you want. The kit includes a giftable Kraft box, printed calendar sheets, chipboard, die-cut banners, accents, ribbon, sequins, glitter and an adhesive. Instructor will provide the stamps, inks and instruction needed to complete your calendar. This makes a perfect gift for you or someone else to enjoy. This calendar can be used year after year to remember those special birthdays. A materials fee of \$23 will cover all supplies will be payable to the instructor the first night of class.

Tuesday from 6:00 PM to 8:30 PM, 3/1/2016 to 3/22/2016 (3 sessions) with Andrea Brennan, Annex, room C-10, \$39



Guitar for Beginners

Have you ever wanted to learn to play guitar? Here's your chance. In this introductory class you will cover description, open chords, and basic music theory. Reading music is not required or taught in this class. Please bring the following to class: Acoustic guitar in playable condition, one flat pick, note paper, and pen, plus an electronic tuner and a capo. Access to computer and email is required.

Wednesday from 6:00 PM to 8:00 PM, 1/27/2016 to 5/25/2016 (15 sessions) with Richard Wine, Annex, room C-1, \$90

Guitar for the Self-Taught (But Stuck) Player



This course is for the frustrated, self-taught guitar player who is need of further instruction to advance to the next level of playing. Scales, chord theory, melody development, harmony, and many other relevant topics will be covered. Bring your acoustic or electric guitar, a flat pick, and note paper and a pen to class, plus an electronic tuner and a capo. Access to computer and email is required.

Thursday from 6:00 PM to 8:00 PM, 1/28/2016 to 5/26/2016 (15 sessions) with Richard Wine, Annex, room C-1, \$90

Embroidery for Beginners

With a few basic stitches and some colorful floss you can personalize fabrics to create treasured gifts. With materials provided you will learn to do the lazy daisy, french knot, satin and running stitches. Please bring a small pair of scissors, tracing paper and a hoop (optional) to class. A \$5 materials fee will be payable to the instructor (includes materials for all classes and a book).

Thursday from 6:00 PM to 8:30 PM, 2/4/2016 to 3/3/2016 (4 sessions) with Melissa Carter, Annex, room C-4, \$39

Jewelry Making for Beginners

Looking for the perfect piece of jewelry to complement an outfit? Now with readily available supplies you can design your own custom jewelry. Learn basic techniques of beading and wire wrapping to create different pieces, including earrings, bracelet, ring, necklace, wrapped pendant, and pin. Receive an equipment list for basic tools upon registration. A one time \$15 supply fee will be payable to the instructor for pre-made kits.

Tuesday from 6:00 PM to 8:30 PM, 2/2/2016 to 3/8/2016 (5 sessions) with Melissa Carter, Annex, room C-4, \$48

Jewelry Mixed Bag

Learn more of the basic techniques of beading, stringing, and wire wrapping, plus an introduction to bead weaving. A \$20 material fee will be payable to the instructor on the first night of class for all class materials.

Tuesday from 6:00 PM to 8:30 PM, 3/29/2016 to 5/3/2016 (5 sessions) with Melissa Carter, Annex, room C-4, \$48

Stained Glass

Modern or traditional - stained glass art has patterns for every taste. From choosing an appropriate project to finishing details, this class will take you step by step through the process of creating your own stained glass work of art. Purchase your own consumable supplies and glass but use our space and equipment (grinders, cutters, etc.) under the guidance of a trained glass artist. More advanced students may bring their own projects to work on. Receive a supply list upon registration.

A \$10 lab fee will be payable to the instructor the first night of class.

Thursday from 6:00 PM to 9:00 PM, 1/28/2016 to 4/14/2016 (10 sessions) with Wanda Shorty, LHS, room 41, \$89

DISCOUNTS AVAILABLE

Frequent Learner Discount

Save \$5 on one class registration of \$25 or more if you took a class with us last semester.

Senior and Veteran Discount

Seniors 65+ and Veterans take 10% off your course registration fee of \$25 or more. (Discount not available on bus trips.)

Call or email for your promo code if registering online.



PERSONAL ENRICHMENT



Health & Wellness



Beacon Hospice End of Life Volunteer Doula Training

Be the person who makes a difference to a neighbor and their family as they face end of life issues: become a Beacon Hospice Volunteer. This free 21 hour, 7 week training will prepare you to support patients and their families. Led by the volunteer coordinator, our team of registered nurse case managers, licensed clinical social workers, clergy and bereavement specialists will provide the informational tools you will need to provide compassionate support for our patients and their families. You will learn the history and philosophy of hospice, medical issues at the end of life including pain and symptom management, communication, family dynamics, grief, loss and spiritual care. Once you complete the course, you decide how best to serve the hospice community. Hospice volunteer work is not about a patient's demise, it is about their LIVING!

Wednesday from 6:00 PM to 9:00 PM, 2/24/2016 to 4/6/2016 (6 sessions) with Kelly Herlihy, Annex, room C-10, Free (Preregistration is required)

Reiki I Certification

Reiki helps create deep relaxation that promotes health and healing by bringing the body back into balance. Upon completion of this class you will be a certified Reiki I practitioner. Attendance at all four classes is expected. A \$5 fee will be payable to the instructor for a comprehensive manual and certificate.

Thursday from 6:00 PM to 8:30 PM, 3/10/2016 to 3/31/2016 (3 sessions) with Gail Smith, RN-BC, Annex, room C-13, \$59

Why was my class cancelled?



Classes are cancelled a few days before the start date if there are not enough enrollments to run the class. REGISTER EARLY to help keep classes running!

Line Dancing

Line dance steps may look complicated, but they're really easy to master. You'll be strutting your stuff in no time at all. Exercise your body & mind by dancing to lively, upbeat music. Line Dancing is a fun way to dance socially without a dance partner. Join us for a fun night out. Wear comfortable shoes that slide.

Thursday from 6:00 PM to 7:30 PM, 1/28/2016 to 4/14/2016 (10 sessions) with Carol Booker, Clinton Elementary, room Gym, \$55

Volleyball for Fun

Come have fun and play volleyball in this 10-week program. You will be introduced to the basic fundamentals of volleyball. Instruction and practice of the fundamentals of the game will include serving, passing, setting, spiking, and the basic defensive and offensive strategies. Emphasis is placed on the rules and etiquette of the game. Guaranteed to be fun and full of laughter, exercise and camaraderie.

Tuesday* from 6:00 PM to 8:00 PM, 1/27/2016 to 4/5/2016 (10 sessions) with Lisa Nadeau, LJHS Gym, \$35

***Please note:** Class will meet on Wednesdays for the first three weeks of class at the Fairfield Community Center (January 27, February 3 & 10). All other classes will meet on Tuesdays at LJHS Gym Feb. 23 - April 5.

Change Your Thoughts: Heal Your Body

Positive and difficult happenings in your life can effect you down to your cellular level. Identify and explore the emotional challenges that have impacted your health. Learn how your body physically responds to your emotions and techniques to overcome and eliminate difficult cellular memories so you can be happier and healthier. **Bring paper and a pen/pencil to class.**

Wednesday from 6:00 PM to 8:30 PM, 4/13/2016 to 4/13/2016 (1 session) with Linda Hargesheimer, Annex, room C-6, \$19



Introduction to Numerology

Numerology is an ancient theory about the use of numbers to reveal the recurring patterns in your life. Explore a deeper understanding of yourself and others by using your birth date and full given name. Calculate your Life Lesson number, when your Major Life Change will occur, how other people see you, who you are, what you are supposed to do in this life, and which issues to focus on. Discover how numerology influences your personality, potential career options, life influences, and your compatibility with others and possible life partners. An informational CD is included in the fee. The book 'Numerology and the Divine Triangle' by Faith Javane and Dusty Bunker is recommended.

Wednesday from 6:00 PM to 8:30 PM, 4/27/2016 to 4/27/2016 (1 session) with Linda Hargesheimer, Annex, room C-6, \$19



Special Interest



Beginner Beekeeping

Join Somerset Beekeepers' President, Samantha Burns, as she covers the basics of beekeeping. Learn about bees, equipment, and the gear needed to get started, how to establish new hives, pests and diseases of honeybees, seasonal management of beehives in Maine, and of course, honey production.



Thursday from 6:00 PM to 8:00 PM, 2/25/2016 to 3/24/2016 (4 sessions) with Samantha Burns, Annex, room C-10, \$30

Vermiculture - Worm Composting

Find out about composting small amounts of kitchen waste with the aid of red worms. Learn the simple steps involved in building a worm bin and maintaining its health until you have a bin full of nutrient dense compost for your house plants or garden seedlings. This is a great opportunity for kids to observe how worms break down materials that typically are thrown in the trash.



Tuesday from 6:00 PM to 7:30 PM, 4/5/2016 to 4/5/2016 (1 session) with Kathy Hopkins, Adult Ed, room ALC 2, \$9

Grow Your Own Organic Garden

Grow Your Own Organic Garden! An introduction to the basics of organic gardening, presented by the Maine Organic Farmers & Gardeners Association (MOFGA).

Interested in learning how to grow your own vegetables in a sustainable manner? Join us for an evening-long workshop on how to grow your own garden organically. We'll talk about the basics of soil science and how to enrich your soil to produce healthy, high-yielding plants. The course will also cover the fundamentals of making and using compost, the principles of crop rotation and how to incorporate green manures to manage nutrients in the garden. Other topics will include how to tell the difference between cultivated plants and weeds, basic weed control strategies and cultural methods for dealing with pests. The instructor will be an experienced farmer or gardener from your region. We will even send you home with free seeds! All are welcome, from first-timers to experienced gardeners who want to experiment with new techniques.



Wednesday from 6:00 PM to 9:00 PM, 4/6/2016 to 4/6/2016 (1 session) with Anna Mueller, Annex, room C-4, \$12

Beginning Writer's Workshop - Online

If you've always wanted to write but have no idea where to start, this course will demystify the process for you. You'll get a taste of the writing life, improve your writing skills, and develop new ways to stretch your creative muscles. This exciting, hands-on course for the creative writing novice is filled with challenging exercises, expert advice, and plenty of direct support and encouragement. As you work your way through the lessons, you'll develop your own short, creative fiction or nonfiction piece. Our emphasis in this course is on developing your skills through practice, so you'll spend more time writing than reading. You'll master important concepts by completing enjoyable writing exercises and assignments, and you'll discover a variety of strategies and techniques the pros use to develop characters, create a compelling point of view, build interest through dialogue, and add meaning to your stories.



6 weeks/24 hours

For more information on our online classes, see page 21.



Secrets of Better Photography - Online

Master your digital camera and learn the secrets behind outstanding photos! Whether you have a digital SLR, a point-and-shoot camera, or something in between, you'll learn how to use it the way you want to in this hands-on course! You also have the opportunity to have your lesson assignments critiqued by our knowledgeable teaching team of professional photographers. You'll see how to choose the best photographic equipment for you and how to compose images with style. Exposure topics like aperture, shutter speed, metering, and ISO settings will all make sense as we break them down into simple concepts. If you want to work with manual exposure on your digital SLR, we cover that, too! We'll also explore natural and artificial lighting, freezing or blurring motion, portraiture, children's photography, pet photography, photojournalism, and digital editing options. With each lesson, you'll have an assignment to apply the lesson topic using your own camera and, if you wish, your teaching team and your classmates will comment on your assignment images in a safe, constructive and positive environment. After six short weeks, you'll see the difference in your photographer's eye and your photos! Secrets of Better Photography is also an excellent class to prepare you for the more advanced class, Travel Photography for the Digital Photographer.



6 weeks/24 hours

For more information on our online classes, see page 21.



Special Interest



Driver Education

A driver's education course teaches prospective drivers about road rules, regulations, and road awareness. If you're a new teen driver, the Maine Department of the Secretary of State (SOS) Bureau of Motor Vehicles (BMV) requires you successfully complete a Driver's Ed course as part of the graduated driver license (GDL) program. Your Driver's Ed course will cover topics including:

- Maine road signs and traffic laws.
- How to be a safe and responsible driver, including safety for motorcyclists, bicyclists, and pedestrians.
- The effects of alcohol and drugs on your driving ability and the consequences of drug/alcohol violations.
- Safe driving techniques.
- Positive driving attitudes and behaviors.

NOTES: Birth Certificate, Social Security Number, and parent signature on application must be provided. Parent should plan to attend part of first session. Maximum Enrollment: 14 students

Students must be at least 15 years old by the first class meeting.

FEBRUARY SESSION: Monday, Tuesday, Wednesday from 2:30 PM to 5:30 PM and Thursday from 2:30 PM to 3:30 PM, 2/8/2016 to 2/25/2016 (12 sessions), Instructor TBA, Annex, room C-8, \$475
Note: Class will meet during February break. M, T, W from 11am-2pm and Th from 11am-12pm at the Lawrence Adult Education office.
Deadline to Register: January 25, 2016

MAY SESSION: Monday, Tuesday, Wednesday from 2:30 PM to 5:30 PM and Thursday from 2:30 PM to 3:30 PM, 5/2/2016 to 5/19/2016 (12 sessions), Instructor TBA, Annex, room C-8, \$475
Deadline to Register: April 18, 2016

JULY SESSION: Tuesday, Wednesday, Thursday from 11:00 AM to 2:00 PM AND Friday from 11:00 AM to 12:00 PM, 7/5/2016 to 7/22/2016 (12 sessions), Instructor TBA, Annex, room C-8, \$475
Deadline to Register: June 20, 2016

Discounts Available: PROMO CODE: DREDDISC
\$25 off for student of active military member.
\$25 off per student if more than one student per household enrolled.

Payment plan is available - \$250 upon registration with balance due prior to final exam. PROMO CODE: DRIVER. Balance will be billed.

Maine Driving Dynamics

The Maine Driving Dynamics course is a driver improvement course that is aimed to improve a student's defensive driving awareness and abilities. This five-hour course includes discussion of collision avoidance techniques, safety issues, driver habits and attitudes, and the basic elements that constantly challenge drivers on Maine's highways. Our goal is to save lives, prevent injuries, and reduce vehicle-related crashes. A student who completes the course will receive a three-point credit on their driving record.

Tuesday; Thursday from 6:00 PM to 8:30 PM, 3/15/2016 to 3/17/2016 (1 week/2 sessions) with Anita Altmaier, Annex, room C-5, \$40 (\$10 seniors 65 and over – call for Promo Code if registering online)

Handling Medical Emergencies - Online

What would you do if a member of your family suffered a medical emergency? You could certainly call for trained emergency medical responders, but what would you do while you're waiting for them to arrive? Every second counts during a medical emergency. Recognizing the early signs and symptoms of common medical conditions and providing appropriate treatment can mean a better outcome for the patient. Early recognition and intervention can greatly reduce the seriousness of the illness, which means a shorter hospital stay and lower medical costs. It's also very satisfying to know how to help someone in a time of need. This course will identify common medical emergencies affecting children and adults, help you recognize signs and symptoms, and teach you how to render appropriate emergency care. For adults, you will learn how to recognize and manage chest pain, heart attack, stroke, diabetic problems, seizures, breathing difficulty, burns, and allergic reactions. For children, you will also learn about poisoning, fever, childhood illnesses, injuries from accidents, and the signs of abuse. Course Revised September 2015



6 weeks/24 hours

For more information on our online classes, see page 21.

Genealogy Basics - Online

Tracing your family's history is a fascinating journey. Who will you discover? Genealogy Basics will help you understand the genealogy research process and the way we interpret the information we find. This course guides you through the search process for family names using several subscription-based Web sites, which you can access while you're enrolled in the class. Along the way, you'll learn through hands-on examples that help you dig deeper into your family's past. You'll develop a strategy to accomplish your objectives, evaluate the results, and share that information with others. You'll discover, in simple terms, where to look, who to contact, and how to make your family history come alive. Was it truth or goof? Where's the proof? Find out why close counts not only in horseshoes, but also in hunting your heritage.



6 weeks/24 hours

For more information on our online classes, see page 21.



Like us on Facebook

www.facebook.com/lawrence.adulteducation



Special Interest

Debt: Are You in the Safe or Danger Zone?



Credit can be a blessing and a burden. Using credit wisely helps you build a strong credit history and secure loans and mortgages. However, credit use can lead you into trouble with poor credit scores and debt. Learn how to calculate if you are in the SAFE ZONE or DANGER ZONE for debt. Do you know your credit score? It's a short number with big power and impact on the interest rates for any money you borrow. This workshop will explain the many options for borrowing money, and more importantly help you decide if you SHOULD borrow.

Debra Kantor works in Youth Development in the areas of financial education and entrepreneurship.

Monday from 6:00 PM to 7:30 PM, 1/25/2016 (1 session) with Debra Kantor, Annex, room C-13, Free (Preregistration is required)

Making Friends with the IEP



Join Ann Long of the Maine Parent Federation as she discusses the IEP (Individual Education Plan) process - IEP teams, meetings, time frames, notices, and evaluations. As a mom of a son with disabilities, she has a strong interest in helping families know their rights and be good advocates. There will be plenty of time for questions and answers.

Tuesday from 6:00 PM to 8:00 PM, 3/22/2016 (1 session) with Ann Long, Adult Ed, room 1, Free (Preregistration is required)



Students with ASD for Parents

For parents of children who have been diagnosed with ASD (Autism Spectrum Disorder)—a neurological disorder on the autism spectrum. Find out how to work effectively with your child, to create the most positive learning environment in and outside of school for your child. Then take away strategies for working effectively with your child's teachers. The course is geared for parents and teachers, but it is also relevant for anyone else interested in understanding this important issue.

One month course, Julie Coates, instructor.
For more information on our online classes, see page 21.



Legal and Financial Planning for Alzheimer's Disease



For families and individuals who are dealing with Alzheimer's disease or a related dementia. Legal and Financial Planning for Alzheimer's Disease is a workshop presented by the Alzheimer's Association, for anyone who would like to know more about what legal and financial issues to consider and how to put plans in place. This program will cover information for families and individuals dealing with Alzheimer's disease or a related dementia. Topics covered will include: Making legal plans that fit your needs; Legal documents you'll need and what they mean for all of you; How to find legal and financial assistance; Practical strategies for making a long-term plan of care; Tax deductions and credits; Government programs that can help pay for care. Preregistration is required.

Thursday from 3:00 PM to 5:00 PM, 1/28/2016 (1 session) with Peter Baker, Adult Ed, room ALC 2, Free (Preregistration is required)

Dementia for Family Caregivers - Online

Designed for family caregivers dealing with Alzheimer's disease, Vascular dementia, Lewy-Body Dementia or other conditions which cause significant memory problems. In addition to basic information about dementia, this 4-week course will cover essential elements to address throughout the illness, common health complications, and tips from professional care providers who deliver person-centered care. Use of materials and internet will facilitate learning and maximize competence in care-giving beyond the end of the course. Your instructor is an authority on dementia.

One month online course; Pamela K. Atwood, MA, CDP, QDCP, CLL, instructor
For more information on our online classes, see page 21.



REGISTER ONLINE!

It's quick, easy and secure!
Plus, you'll receive an email confirmation.

www.lawrenceadulted.org



PERSONAL ENRICHMENT



Special Interest

Where in the World Travel Series



United Kingdom

Join Marcia Cook, Adult Education Director at Winthrop Adult Ed as she shares her recent trip to the UK. Sit back and live vicariously as you enjoy stories and photos of England, Scotland, Ireland and Wales where she visited castles, the famed Buckingham Palace, century old churches, as well as the majestic countryside. She will include many European venues such as a visit to a Tartan Mill, Waterford Crystal and Guinness Beer.

Wednesday from 6:00 PM to 7:30 PM, 2/24/2016 (1 session) with Marcia Cook, Adult Ed, room 2, \$5 (Preregistration is required)

Cuba

Join Deb Bomaster, Adult Education Director at Lawrence Adult Ed as she shares the highlights of her recent trip to Cuba. Cuba, is a large Caribbean island nation under communist rule, is known for its white-sand beaches, rolling mountains, cigars and rum. Its colorful capital, Havana, features well-preserved Spanish colonial architecture within its 16th-century core, Old Havana, loomed over by the pre-revolutionary Capitolio. Salsa emanates from the city's dance clubs and cabaret shows are performed at the famed Tropicana. Cuba has been closed to Americans for 50 years, come see Havana before development occurs.

Tuesday from 4:00 PM to 5:30 PM, 3/22/2016 to 3/22/2016 (1 session) with Deb Bomaster, Adult Ed, room 2, \$5 (Preregistration is required)

Barcelona, Florence, and Venice

Join and Diann Bailey, Director of MSAD 11 Adult Education, and learn why these three vibrant European cities are destinations that visitors return to again and again. Learn about the culture (Italians have a lengthy lunch break), the architecture (discover the origins of Gawdy), the food (can you say ribollita), the history (what is a doge, anyway), the art (David is a can't miss) and discover why there's a photograph around every corner. There will be tips and travel resources and some European goodies! Don't miss the fun.

Thursday from 6:00 PM to 7:30 PM, 3/24/2016 to 3/24/2016 (1 session) with Diann Bailey, Adult Ed, room 1, \$5 (Preregistration is required)

The Fairfield Historical Society Presents...

The Life of Commodore Eugene E. Wing, 1883-1944



This 45 minute program reviews the unique and action packed life of one of America's truly unsung patriotic heroes. Fairfield resident Gene Wing's exploits in international banking, mining, sailing and navigation, secret intelligence gathering in Asia for the U.S. and then as a leader in the Visayan Guerrilla (Philippines) Movement spanning the period from WWI through WWII were a vital service to his country in times of extreme danger. This is a story of a Fairfield native who truly gave his life for his nation---It is a story all Fairfield residents should know and be proud of.

Tuesday from 4:00 PM to 5:00 PM, 3/29/2016 (1 session) with Doug Cutchin, Adult Ed, room 1, Free (Preregistration is required)

Fairfield History - The Golden Years 1845-1920



This 1 1/2 hour program includes a very brief summary of Fairfield's "lead up" years, 1770-1844, to her Golden Years. The 1845-1920 period covers Fairfield's transition from a typical and prosperous New England farming community to a world class small compact industrial center. Fairfield was the most prominent furniture making center in the U.S. for better than thirty years. The program includes 140 historical period pictures in power point form. The program includes information about E.J. Lawrence, Amos Gerald, Martin Keyes and the Newhall, Nye, Hume, Kendall, Connor and Totman families and their contributions to the making of Fairfield's truly Golden Years.

Tuesday from 4:00 PM to 5:30 PM, 3/15/2016 (1 session) with Doug Cutchin, Adult Ed, room 1, Free (Preregistration is required)



Travel Writing - Online

In this course you'll learn how to develop the skills of a travel writer. You'll learn how to translate what is seen, heard, tasted, touched, smelled and felt (intuitively and physically) into publishable articles and books. You'll understand the writing styles and methods needed to sell material in today's competitive market (including the how-to's of technical aspects of lead paragraphs, descriptive passages and the uses of interviews, quotes and facts). By the end of the course, you'll have the ability to write for the travel market. So pack your sense adventure, organize your determination and put your keyboard in a comfortable position. If you have a desire to write and yearn to travel, you're a perfect candidate to become a travel writer. Let's get going. Topics include popular styles and types of travel writing that are the friendliest to new writers. Other topics of the workshop include how to write query letters, how to produce articles, essays and books, trends in types of articles and books, grammar and writing skills refreshers, and marketing information.



6 weeks/24 hours

For more information on our online classes, see page 21.



PERSONAL ENRICHMENT



On the Road Again

THE MUSEUM OF SCIENCE TRIP AND GRAPES AND GRAINS are hosted by Lawrence Adult Education.

To register visit: www.lawrenceadulted.org or call 453-4200, ext. 3114.

Museum of Science

We will ride in comfort to the Museum of Science in Boston to explore more than 700 interactive, hands-on permanent exhibits, ranging in topic from human biology to the latest technology. You can choose to spend your entire day at the museum or half the day and explore Quincy Market/Faneuil Hall in the afternoon.

Your registration fee covers the bus transportation and admission to the Museum. Add-on venues (Mugar Omni Theater, Charles Hayden Planetarium, 4-D Theater, and Butterfly Garden) are also available. They are \$6 each for adults, \$5.50 for seniors, \$5 for children and may be purchased on your own upon arrival at the museum.

Saturday, April 30, 2016

Deadline to register: April 16, 2016 (No refunds will be made after this date.)

Fee: \$68 adults, \$66 seniors (60+) and \$65 for children (3-11)

Leave Fairfield, Lawrence Jr. High parking lot at 6:45am
Leave Park and Ride Gardiner at 7:20am
Return Gardiner 9:00pm | Fairfield 9:35pm

Please indicate age and pick up location when registering.

Grapes and Grains

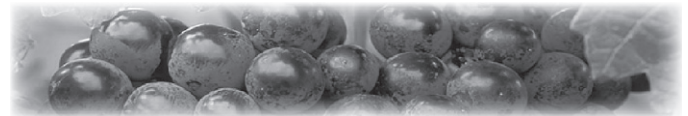
Back by popular demand - with a twist on our most popular event. Join us as we escort you in comfort to sample the finest wines, spirits and brews in Maine. Our journey will take us to Tree Spirits in Oakland to taste their specialty wines and spirits such as Apple Picnic Wine, Maple Demi-Sec and Pear Brandy. We will arrive in Portland in time to have lunch and shopping on your own in the Old Port. After lunch, will have a virtual tour of the Shipyard Brewery and sample their famous brews.

Saturday, May 21, 2016

Deadline to register – April 30, 2016 (No refunds will be made after this date.)

Fee: \$49 (Fee covers bus transportation and two souvenir glasses. Lunch is on your own.)

Leave Fairfield, Lawrence Jr. High parking lot at 9:30am
Leave Gardiner, Park and Ride at 9:00am
Return Fairfield approximately 6:00pm | Gardiner at 5:15pm



THE BOSTON FLOWER AND GARDEN SHOW is hosted by Mid-Maine Adult Community Education. To register visit: www.midmaine.maineadulted.org or call 873-5754.

Boston Flower and Garden Show

Leave behind the gray days of winter and enter the garden oasis that is the 2016 Boston Flower and Garden Show. Join us for a trip to Boston's biggest horticultural happening at the Seaport World Trade Center. The show, which features show gardens, demonstrations, displays and merchandise, will provide the tools and inspiration to kick off the gardening season in style! This year's theme is Nurtured by Nature and will feature exciting new techniques, products and plants being embraced by today's adventurous and environmentally-concerned gardeners. Enjoy lunch within the Show or outside at the various restaurants surrounding the Trade Center. Travel in the comfort of a Cyr Bus Line motor coach and arrive in Boston in time to spend a full day among the greenery and blossoms.

After a "stretch-your-legs" break in Kennebunk we should arrive at the Trade Center at around 11:30. At 4:30, the bus will depart from the Trade Center and stop at Quincy Market for dinner and light shopping. We will depart Quincy Market at 6:00 p.m. for Maine and after a "pit-stop" in Gardiner, we should return to Waterville by approx. 9:30 p.m. For the complete schedule of events go to: www.BostonFlowerShow.com.
Limit 52.

Saturday, March 16, 7:30 a.m.- 9:30 p.m.

Deadline to register: March 11, 2016 (No refunds will be made after this date with the exception of a weather cancellation receive a full refund.)

Leave Waterville, Elm Plaza parking lot at 7:30am
Leave Gardiner Service Plaza at 8:00am
Return Gardiner 9:00pm | Waterville 9:30pm

Fee: \$59 Fee includes transportation and entrance fee; you are expected to pay for your own meals.



PERSONAL ENRICHMENT



On the Road Again

**THE SOUND OF MUSIC IN BOSTON and the CANADIAN TULIP FESTIVAL
are hosted by Gardiner/MSAD 11 Adult Education.
To register visit: www.msad11.maineadulted.org or call 582-3774.**

The Sound of Music in Boston

Reviewers have called it “a show that restores one’s faith in human nature” and “an irresistible score that’s always in tune”. Don’t miss this chance to see one of the most loved musicals of all time at Boston’s beautiful Opera House. This brand new production of The Sound of Music celebrates the 50th anniversary of the film version, which continues to be the most successful movie musical in history. The spirited, romantic and beloved musical story of Maria and the Von Trapp Family will once again thrill audiences with its award-winning best score, including “My Favorite Things,” “Do-Re-Mi,” “Climb Ev’ry Mountain,” “Edelweiss” and the title song. We’ll arrive in the theater district in plenty of time for lunch on your own prior to the matinee performance. There are lots of dining choices in the area and if you choose a quick bite there will be time to explore some of the interesting shops, as well. After the show we’ll visit the historic seaport village of Newburyport, Mass for dinner at Not Your Average Joes. Please note that cost of dinner is not included in the trip price. Registration fee includes motorcoach transportation and show ticket (orchestra seating). All meals are on your own.

Saturday, April 9, 2016

Deadline to register - February 26, 2016 (No refunds will be made after this date.)

Fee: \$189.00 per person

Leave Waterville (Elm Plaza) at 7:00am
Leave Gardiner (I-95 Park & Ride) at 7:45am
Return Waterville 9:45pm | Gardiner 9:00 pm



Canadian Tulip Festival

Nothing says springtime like tulips! Ottawa boasts millions of them each year when they host the annual Canadian Tulip Festival - the largest tulip festival in the world! The tulips, originally a gift from the Netherlands in 1945, have become an important symbol of international friendship and a celebration of spring. Our group will leave early on Thursday May 12 heading towards the province of Quebec and Sucrerie de la Montagne. Designated an official Québec Heritage site, this sugar shack transports its visitors back in time, providing them with a momentary glimpse of life as it truly was for Québec and Canadian pioneers. We’ll enjoy a horse drawn carriage ride, a traditional sugaring-off meal, musical entertainment and a tour of the property. Arriving in the capital city of Ottawa by early evening, our overnight accommodations are at the award winning Hilton Lac-Leamy. Guests will enjoy the restaurants and entertainment at the adjacent Casino Lac-Leamy as well as the hotel’s pool and other amenities. Friday will be a full day of touring Canada’s capital city. Activities include a fully narrated motor coach tour of the city, a visit to the Royal Canadian Mounted Police Stables, touring the various tulip venues, exploring Ottawa’s famous Byward Market, a tour of Parliament and the Peace Tower. Dinner is included tonight at Tucker’s Marketplace, an award winning buffet restaurant located in downtown Ottawa. On Saturday morning we plan to visit the remarkable Canadian Museum of History where an impressive array of exhibits are included in our tour. We’ll also visit historic Rideau Hall and the Royal Canadian Mint. Leaving Ottawa by mid afternoon will put us in Montreal in time for dinner. Our accommodations are at the downtown Hotel Omni Mount Royal. On Sunday morning we’ll have a guided tour of the St. Joseph Oratory. Visited by two million pilgrims and visitors every year, the basilica and gardens are one of Montreal’s must-see destinations. We’ll plan a stop at one of the city’s open air markets before heading home. En route we’ll stop for lunch in Newport, Vermont at the delicious Eastside restaurant. Registration fee includes motor coach transportation, three nights accommodations, three breakfasts, Thursday lunch, Friday dinner, guided city/tulip tour, and attraction tickets. All other meals are on your own.

A passport is required for this trip.

Thursday – Sunday, May 12 – May 15, 2016

Deadline to register - April 8, 2016 (No refunds will be made after that date.)

Fee: \$649.00 per person based on double occupancy

Leave Waterville (Elm Plaza) 6:00am
Leave Gardiner (Hannaford) 6:45am
Return Waterville 8:45 pm | Gardiner 8:00 pm





DISTANCE EDUCATION



University College - ITV

University College offers statewide access to courses and degrees from the University of Maine campuses. Courses are available online and through interactive television (ITV) at sites statewide including Lawrence Adult Education. For more information or to register call 1-800-868-7000 or visit the University's website at <http://learn.maine.edu>.

What are ITV courses?

ITV courses are broadcast live by faculty from University of Maine System campuses to University College centers and sites across Maine. Students view the class on TV monitors and interact with the instructor and with other students using a toll-free classroom telephone. Many ITV courses include streaming video, allowing students to view lectures online. Most ITV classes also require students to participate online through Black-Board or other online instructional programs.



Spring 2016 ITV Courses Available at the Fairfield Site - Semester begins January 19, 2016.

Course	CRN	Title	Day	Time	Campus
BUA 100	61664	Introduction to Business	F	9:00am-11:45am	UMA
BUA 215	62251	Principles of Banking	Tu	7:00pm-9:45pm	UMA
BUA 230	61976	Business Law	W	4:00pm-6:45pm	UMA
BUA 252	62048	Business Ethics	M	7:00pm-9:45pm	UMA
BUA 303	62174	Management Information System	Th	7:00pm-9:45pm	UMA
BUA 345	62214	Cost Management I	W	7:00pm-9:45pm	UMA
BUA 362	62282	Labor Mgt Relations	Tu	4:00pm-6:45pm	UMA
BUA 448	62363	Auditing, Assur & Consult Serv	Th	7:00pm-9:45pm	UMA
BUA 459	62446	Sem in Strategy and Pol Plng	W	7:00pm-9:45pm	UMA
CIS 303	62134	Management Information Systems	Th	7:00pm-9:45pm	UMA
COM 102	60428	Interpersonal Communications	W	4:00pm-6:45pm	UMA
ENG 101	62611	College Writing	F	1:00pm-3:45pm	UMA
ENG 317W	62686	Professional Writing	F	9:00am-11:45am	UMA
HTY 104	62724	U.S. History II	Tu	7:00pm-9:45pm	UMA
HUS 215	60550	Intro Therapeutic Activities	M	7:00pm-9:45pm	UMA
HUS 222	63365	Psychosocial Rehabilitation	M	4:00pm-6:45pm	UMA
HUS 263	64728	Family Interactions	W	4:00pm-6:45pm	UMA
HUS 305	64781	Group Process	Tu	4:00pm-6:45pm	UMA
HUS 330	63250	Interviewing and Counseling	Th	4:00pm-6:45pm	UMA
HUS 331	64840	Sub Abuse Counsel Spec Pop	Th	7:00pm-9:45pm	UMA
HUS 345	62911	Prob & Interven in Childhood	Th	4:00pm-6:45pm	UMA
HUS 349	60709	Supervision in Health & Human	F	1:00pm-3:45pm	UMA
MAT 9	61492	Foundations of Mathematics	F	1:00pm-3:45pm	UMA
MAT 112	60982	College Algebra	M	4:00pm-5:15pm	UMA
MAT 261	61143	Applied Linear Algebra	M	5:30pm-6:45pm	UMA
PHI 252	62089	Business Ethics	M	7:00pm-9:45pm	UMA
POS 101	61222	American Government	M	4:00pm-6:45pm	UMA
POS 362	62323	Labor Mgt Relations	Tu	4:00pm-6:45pm	UMA
PSY 100	61346	Intro to Psychology	Tu	7:00pm-9:45pm	UMA
PSY 308	61388	Human Development	Tu	4:00pm-6:45pm	UMA
PSY 345	62955	Prob & Interven in Childhood	Th	4:00pm-6:45pm	UMA

**DID YOU
KNOW**



**That if you take an ONLINE CLASS or DELAY VIEW A CLASS through the University System that you may be able to take your exams in Fairfield?
Call 1-800-868-7000 to find out how!**



DISTANCE EDUCATION



On-line Learning at Ed2Go

These instructor-facilitated online courses are fun, convenient, and highly interactive. All courses run for six weeks (with a two-week grace period at the end). Courses are project oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. Complete any of these courses entirely from your home or office and at any time of the day or night. We offer a wide range of highly interactive courses that you can take entirely over the Internet. All of our courses are led by expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you.



Some of the top rated on-line ed2go courses:

- Accounting Fundamentals
- Keyboarding
- Basic Anatomy and Physiology (UMA will accept this as 1 credit toward prior learning assessment.)
- Medical Terminology (UMA will accept this as 2 credits toward prior learning assessment.)
- Speed Spanish
- A to Z Grant Writing
- Beginning Writer's Workshop
- Introduction to QuickBooks 2013
- Solving Classroom Discipline Problems
- Secrets of Better Photography

1. Start by visiting our on-line instruction center:

www.ed2go.com/sad49

2. Search for a course or view the catalog to browse through the courses available.
3. Click on the Enroll Now button and follow the prompts to register and pay for your course and set up your e-mail and password for access to your on-line classroom.
4. When your course begins, return to our on-line instruction center and click on the My Classroom link to sign in to your on-line classroom.

All courses require Internet access, e-mail and web browser such as Internet Explorer. Some courses may have additional requirements. Please visit our On-Line Instruction Center for more information.

Fees: Most courses start at \$99 - Classes begin every six weeks.

Upcoming start dates: Aug. 12, Sept. 16, Oct. 14, Nov. 11, Dec. 9

On-line Learning at UGotClass

UGotClass online certificates and courses are provided by the Learning Resources Network (LERN), the largest continuing education association in the world, serving more than 1,000 colleges, universities and schools. A nonprofit education organization, LERN works with education institutions to serve the needs of communities all over the country. Our online courses are taught by leading practitioners and teachers, with audio presentations from the teacher and interaction with other participants and the teacher. We offer certificates, CEUs, ILUs, and some courses even have optional graduate credit. Courses focus on "Skills for the 21st Century" ©.



Some Certificate Programs Include:

- Entrepreneurship Certificate
- Certificate in Customer Service
- Certificate in Self Publishing and eBooks
- Business Coaching Certificate
- Certificate in Presentation Media
- Certificate in Blended Instruction

Some Courses Offered Include:

- Substitute Teacher Preparation
- Effective Copywriting
- Dementia for Family Caregivers
- Google Analytics
- A Parent's Guide to the IEP

1. Start by visiting our on-line instruction center:

www.yougotclass.org/catalog.cfm/Lawrence

2. Select the course or certificate program to enroll in.
3. Click on a 'cart' to purchase the course.
4. Select the date you want for the course and click 'check out'.

All courses require Internet access, e-mail and web browser such as Internet Explorer. Some courses may have additional requirements.

Fees: Check website for pricing information.

Courses are offered at a variety of times and last approximately four weeks.

How do I register for classes?

Register for most of our classes online, by phone, by mail or in person. We accept cash, checks, Visa, MasterCard, and Discover. **Diploma, HiSET and College Transitions registrations require an intake appointment.** Call 453-4200 ext 3114.



Online: Online registration is available for non-academic courses at our website: www.lawrenceadulted.org.
Convenience fee applies: \$1 for classes under \$50 / \$2 for classes \$50 and over.
To avoid convenience fee, register via phone/fax/mail/email/walk-in.

Phone/Fax: Register by phone or fax with your Visa, MasterCard or Discover. If registering by fax, please be sure to give all information requested on the registration form.

Mail: Send registration form and payment (cash/check/credit card/money order) to:
Lawrence Adult Education
4 School Street, Fairfield, Maine 04937



Walk-in: Register by stopping by our office during regular business hours and drop off your registration form and payment.

Who can take adult education classes?

Any adult 17 years or older can take adult education classes, even if you don't live in the district! Exceptions at the discretion of the director of adult education.

What else should I know about my registration?

Registration confirmations are not sent out. If you do not hear from us, assume that your registration has been processed and accepted. You will be notified if the course is full or cancelled. Please feel free to contact us to confirm.

FEES

Registration fees are noted in each course description. Unless otherwise noted, the fee includes any necessary textbooks and/or materials. Some courses require participants to provide additional materials and/or equipment and some classes will require a supply or materials fee paid directly to the instructor and will be noted in the course description.

Book fees are included in the registration fee for the course. Borrowed books have a deposit of \$20 and the books must be returned at the end of the semester in reasonable condition in order to receive a refund. If a state agency is paying for your classes and there are deposits involved, we will bill the agency for the registration fee of the course and not the refundable book deposit. The student will be responsible for the deposit.

DISCOUNTS (Call 453-4200, ext. 3114 for Promo Codes if registering online.) Cannot be Combined.

- Frequent Learner Discount: If you took a course with us last semester (Fall 2015), deduct \$5 from one course registration fee of at least \$25 this semester. Limit 1 discount per semester.
- Senior (65+) and Veteran Discount: 10% off course registration fee of \$25 or more (excluding bus trips). If registering online, please call for promo code.

REFUND POLICY

A refund is available if:

- A class is cancelled for any reason or full.
- You withdraw from class 7 days prior to the start date of the class.
- Refund requests made after a class has begun will be considered on an individual basis at the discretion of the director (minus a \$5 processing fee).
- On-line registration refunds will be credited back to the card used in the transaction. All other refunds may take up to four weeks to process.

CANCELLATIONS

- If a course has too few enrollments, we will cancel at least two business days before the start date (unless otherwise noted).
- If an instructor has to cancel a class meeting, students will be notified as soon as possible and a makeup class will be scheduled by the instructor.
- If RSU/MSAD #49 day schools are closed because of the weather, adult education classes are automatically cancelled. If day schools are open, but bad weather develops during the day, the decision to cancel will be made by 3pm and announced on local media stations and posted on our website at www.lawrenceadulted.org.

REGISTRATION FORM

Full Name: _____

Mailing Address: _____

Town/State/Zip: _____

Phone #(s): _____

Email Address: _____

Year of Birth: _____

Register for the following class(es):

_____ Fee: _____

_____ Fee: _____

_____ Fee: _____

Less Discount*: _____

**See "Discounts" section, page 22.*

Total Fee: _____

Payment Type

Cash
 Check or Money Order: # _____
 Third Party
 Credit Card (Visa, MasterCard, Discover)

Checks payable to: Lawrence Adult Education
Send registration and payment to:
Lawrence Adult Education
4 School Street, Fairfield, Maine 04937

Third Party Information:

Agency: _____

Caseworker: _____

Credit Card Information:

Credit Card Number

Expiration Date

CVV Code

Cardholder Signature

REGISTRATION FORM

Full Name: _____



Mailing Address: _____

Town/State/Zip: _____

Phone #(s): _____

Email Address: _____

Year of Birth: _____

Register for the following class(es):

_____ Fee: _____

_____ Fee: _____

_____ Fee: _____

Less Discount*: _____

**See "Discounts" section, page 22.*

Total Fee: _____

Payment Type

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Agency: _____

Caseworker: _____

Credit Card Information:

Credit Card Number

Expiration Date

CVV Code

Cardholder Signature

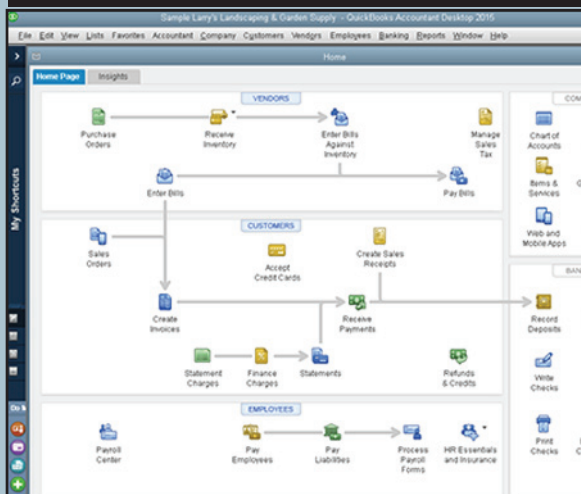
POSTAL CUSTOMER

207.453-4200, ext 3114

LAWRENCE ADULT EDUCATION

www.lawrenceadulted.org

Introduction to QuickBooks 2015



QuickBooks 2015 is an accounting software program created by Intuit for small businesses and self-employed professionals. It can be used for almost all financial business purposes. You can use it for entering receipts, tracking expenses, invoicing, payment tracking, tax tracking, purchase orders, and even to prepare reports and statements regarding your finances. QuickBooks is your business' solution when it comes to bookkeeping and accounting.

See Page 11

Perpetual Birthday Calendar - Paper Crafting



Join in the fun of creating this perpetual birthday calendar using rubber stamps, inks and embellishments. Your kit contains the materials you need to decorate each month the way you want. The kit includes a giftable Kraft box, printed calendar sheets, chipboard, die-cut banners, accents, ribbon, sequins, glitter and an adhesive. Instructor will provide the stamps, inks and instruction needed to complete your calendar. This makes a perfect gift for you or someone else to enjoy. This calendar can be used year after year to remember those special birthdays.

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