

We Can Help You With a Variety of Needs



English Language
Learners pg 20



HiSET (High School Equivalency Test)

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Family Literacy
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Heartsaver First Aid/CPR/
AED Certification

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Certified Nursing Assistant
(C.N.A.)

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WELCOME Lifelong Learners

ADULTED@BIDDEFORDSCHOOLS.ME



Dear Community Members,

As the season changes and the new year fast approaches, we are happy to offer a new array of academic, enrichment, and vocational classes to our students. Develop a hobby or skill and start the new year with new pathways of learning! Whether you choose academic or enrichment programming, our staff is ready to assist you with your learning goals. Let us help you on your lifelong learning journey! You can find us on Facebook or visit our website at www.biddeford.maineadulted.org to browse and sign up for classes at your convenience. If you prefer to register for classes by mail or in-person, that is still an option as well. If you have questions or ideas you would like to share, please don't hesitate to call 207-282-3883 or email adulted@biddefordschools.me.

Dave Durkee, Director



Dave has worked in adult education since 1996. He started out as a volunteer at a program in Southern Vermont, and quickly developed a passion for the mission and work of adult education. Dave moved to Maine in 2001 and has continued to work in adult education as a teacher, assistant director, and director of OOB/Saco Adult Education for 22 years. "I'm very proud to join Biddeford Adult Education as its new director, and look forward to continuing the important work of adult education. In my free time I love skiing, hiking, camping, and spending lots of time with my three amazing kids."

Holidays and Office Hours

Office Hours:	Mon-Thurs 8:00am-4:00pm Fri 8:00am-3:30pm
Martin Luther King, Jr.	Mon, Jan 15 th Office Closed
Classes Begin:	Tues, Jan 16 th
Presidents' Day:	Mon, Feb 19 th Office Closed No Classes
School Vacation:	Tues, Feb 20 th -Fri, Feb 23 rd No Classes Office is Open
Patriot's Day:	Mon, April 15 th Office Closed No Classes
School Vacation:	Tues, Apr 16 th -Fri, Apr 19 th No Classes Office is Open
Classes End:	Fri, May 17 th
Memorial Day:	Mon, May 27 th Office Closed
BAE Graduation:	Wed, June 5 th

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Paranormal Investigation for Families*Paranormal Five*

Paranormal Five is a family who loves to investigate together. The building is extremely interesting with spirits that love to chat and let you know they are here. We will be doing a quick class and overview, then breaking up into 2 groups. You will have an hour investigating upstairs and an hour investigating downstairs using the equipment in our tool box. Then we will meet again as a group and share what you experienced. We cannot guarantee paranormal activity but any experience that you may have during the investigation is a real experience.

Sat, Mar 30 5:00pm-10:00pm
Learning Center
\$90 per family - Family is considered 2 adults and biological siblings 8 years and older.

Paranormal Investigation Fundraiser*Paranormal Five*

Paranormal Five is hosting a fundraiser for Biddeford Adult Education. Come and investigate with Maine paranormal investigators. See how paranormal investigating is done in real life versus what you see on TV. You will be able to see equipment and be able to see a different side to the J. Richard Martin Community Center. The building is extremely interesting with spirits that love to chat and let you know they are there. We cannot guarantee paranormal activity but any experience that you may have during the investigation is a real experience. Students need to be 18 or older.

Sat, Apr 13 6:00pm-11:00pm
Learning Center \$49

Wicked Haunted . . . The Way Life Should Be*Paranormal Five*

Paranormal Five brings you on a haunted trip around Maine. We will go over history and haunts from some Maine locations and even share some paranormal evidence that has been caught from these locations.

Tues, Feb 13 6:00pm-8:00pm
Learning Center/Room 27 \$29

The Maine Death with Dignity Act*Valerie Lovelace*

There is still a lot of misunderstanding and misinformation about Maine's compassionate end-of-life care option. Many providers and patients in Maine are still not familiar with Maine's Death with Dignity Act. In effect since September 2019, the law permits physicians to practice medical aid-in-dying under specific circumstances. Know the facts and, if qualified, the right to access medical aid in dying if they choose. Join this class to get fact-based information and all the details you need to know about Maine's law, how to have the conversation with your physician, and how to qualify for the law or support your loved one who may be qualifying. Students need to be 18 or older.

Materials needed: Note-taking material, but not necessary.

Tues, Feb 27 6:30pm-8:00pm
On-line \$9

A Guide to a Good End*Kimberly Mann & Kim Crabill*

Everyone hopes their experience at end of life will be smooth sailing, pain-free and surrounded by peace and love. At Hospice of Southern Maine, our team of experts will come around you and your loved ones to support you through what is likely one of the most difficult times for everyone, end of life. Together in this 4-part series, we will explore the support offered by hospice, learn strategies to having tough conversations with family and loved ones, explore the many faces of grief from our bereavement team and learn practical steps you can take to prepare for end of life with advance care planning guidance and tools. Please join us as we work together to help reduce anxiety and stress around end-of-life topics through education and planning. Students need to be 18 or older.

Mon, Jan 22, Feb 12, Mar 11 & Apr 8 10:00am-11:00am
Learning Center/Room 23 \$9

Acrylic Painting for Beginners Part 1

Kyle Durkin

Learn how to use paint and color! You will learn how to mix paints as well as how to build up an image, step by step! Create your own original pieces in this class.

Materials needed: Please bring a variety of paintbrushes of at least a few different sizes and the following paint - 1 tube of crimson or primary red, 1 tube of primary yellow, 1 tube of ultramarine or primary blue, & 1 tube of white. "Basics" paint made by Liquitex is suggested. It can be purchased at Michaels Arts and Crafts stores. (Paper/Canvas will be provided by the instructor.)

Wed, Mar 6-Mar 27

6:00pm-8:30pm

Learning Center/Room 23

\$49

Acrylic Painting for Beginners Part 2

Kyle Durkin

This is a class for people who have taken my first Acrylic Painting for Beginners class or for people who have some acrylic painting experience. You will need to know how to use acrylic paint and how to mix color already to join this class. We will work on more tutorials and expand your skills. Join us and create more exciting paintings to take home!

Materials needed: Box set of acrylic paints (at least red, blue, yellow & white); set of acrylic/synthetic paintbrushes (a variety of brush sizes, flats and rounds)

Wed, Apr 24-May 15

6:00pm-8:30pm

Learning Center/Room 23

\$49

Still Life Drawing for Beginners

Kyle Durkin

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 different mediums such as pencil and charcoal.

Materials needed: At least two Graphite Pencils- a 2B & 6B, and vine or willow charcoal. (Paper will be provided by the instructor.)

Wed, Jan 24-Feb 14

6:00pm-8:00pm

Learning Center/Room 28

\$49



Personalized Gift Wrap

Sara Ottomano

In this workshop, make your own personalized wrapping and tissue paper! We'll use drawing tools to add color, pattern, and textures to recycled papers. Enjoy an evening of experimentation and fun as you make gift wrapping supplies for any occasion. All materials are provided. Students need to be 18 or older.

Tues, Mar 5
Learning Center/Room 23

6:00pm-7:30pm
\$25

New



Snail Mail

Sara Ottomano

For those that love to send and receive mail, this workshop is for you! We'll make envelopes by hand and create stationary to match. It will be an evening of slowing down and taking the time to make postal art for friends and loved ones. While all materials will be provided, if you have a pair of scissors, please bring them. Students need to be 18 or older.

Tues, Mar 12
Learning Center/Room 23

6:00pm-7:30pm
\$25

New

Paste Papers

Sara Ottomano

In this workshop, we'll explore the centuries-old technique of making beautiful patterned papers. This technique is an approachable way to make your own textured papers, using only homemade paste mixed with paint, tools sourced from around the home, and paper. You'll walk away with several paste papers to use in future collage, bookmaking, card-making, or scrapbooking projects. Please dress for potentially messy materials. Students need to be 18 or older.

Tues, Mar 19
Learning Center/Room 23

6:00pm-7:30pm
\$25

New



Bookmaking: Japanese Stab Binding

Sara Ottomano

Join us for an evening of making your own handmade book! Using a technique called Japanese stab binding, we'll hand sew at least one book that can be used as your own sketchbook, notebook, or gift to give away. No bookmaking experience necessary, all materials will be provided. Students need to be 18 or older.

Tues, Mar 26
Learning Center/Room 23

6:00pm-7:30pm
\$25

New

The Narcissists Among Us

Donna Accettullo, M.Ed.

Narcissists are everywhere! They may be our friends, family members, romantic partners, or co-workers. They will undermine your confidence, and wreak havoc on your health, career, friendships or finances. In this course, we will examine the 7 types of narcissists, their patterns of behavior, and the tactics they use. We will also look at the characteristics of the people they target,



and the signs and symptoms of narcissistic abuse. This course will arm you with the information you need to spot narcissists quickly and avoid them, or strategies to cope with them in situations where you can't. Students need to be 18 or older.

Please check for an email (could be in your Spam folder) from

the instructor with the Zoom link in the days before the class.

Tues, Jan 30
Online via Zoom

6:00pm-8:00pm
\$35

Every Picture Tells a Story

Jill Braceland

Learn techniques on how to work through that box of photographs we all have. Integrating the stories behind the pictures will also be explored. Please bring some of your photographs to get started. Students need to be 18 or older.

Tue, Jan 30
Learning Center/Room 27

10:00am-12:00pm
\$19



Driving Dynamics

State of Maine

The Maine Driving Dynamics course is a driver improvement course that is designed to improve a student's defensive driving awareness. 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 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.



Mon & Wed, Apr 1 & 3
Learning Center/Room 27

6:00pm-8:30pm
\$70

Downsizing?

Jill Braceland

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.

Tues, Apr 2
Learning Center/Room 27

10:00am-12:00pm
\$19



Taming the "To Do" List

Jill Braceland

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.

Tues, Feb 13
Learning Center/Room 27

10:00am-12:00pm
\$19

7 Secrets to Mindful Organization

Roz Applebaum

How to Plan, Prioritize & Take Action to Save Time, Energy, & Resources

1. Prioritize – What's Most Important & When? Sorting through Brain Clutter
2. Effective List Making – Tackling the Endless "To Do" Projects & Tasks
3. Conscious Calendaring – Paper & Digital Rules
4. Organizing Your Physical & Digital Spaces – One Step at a Time
5. Overcoming Procrastination & Perfectionism (the Overwhelmed Brain)
6. Become a Better Person in Relationships Using Basic Organizational Tools
7. Planning Strategies to Live in Peace & Joy – Minimizing Stress & Chaos

Class will be a combination of lecture and interactive workgroups. Students need to be 18 or older.

Choose Your Session:

Session I: Tues, Jan 23
Session II: Tues, Apr 23

All Sessions:
Learning Center/Room 28 6:30pm-8:00pm
\$45

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

My Dying "To Do" List

Jill Braceland

Do you know how much paperwork is involved in organizing your estate? This quick overview deals with matters involving family, finances, furniture, and funeral. You will leave with a list of resources. This is an informational seminar only. Students need to be 18 or older.

Tues, Mar 12
Learning Center/Room 27

10:00am-12:00pm
\$19 PLUS

Mat. fee \$5 due at registration



Interactive Guided Journaling

Anne Sirois

Get a bird's eye view and a worm's eye view of your career, business, relationships, philanthropy, finances, self-care, etc., to experience more joy, less stress in your daily life, in packed, highly interactive guided journaling courses. No writing experience necessary.

Session I:

Notice and Refocus Your Efforts
Towards More Joy

Wed, Jan 10-31

Session II:

Planting Spontaneity with Order
in Your Life

Wed, Feb 7-28

Session III:

Sifting Through Overwhelm

Wed, April 3-24

Session IV:

Balancing Your Self with Care

Wed, May 1-22

Session V:

Living Your Strongest and Greatest Life

Wed, Jun 5-26

All Sessions:

6:30pm-8:30pm

Online via Zoom
\$45

How to Crochet - Making a Single Crochet

Rachel Gauthier

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 H or I hook and a skein of yarn (just plain yarn works best).

Wed, Feb 28 & Mar 6
Learning Center/Room 28

5:30pm-7:30pm
\$29

The Next Project In How To Crochet

Rachel Gauthier

After taking Rachel's first class offering you will now learn how to make a single or double crochet scarf. Please bring a H or I hook and a skein of yarn. (Just a plain yarn works best)

Wed, Mar 13 & Mar 20
Learning Center/Room 28

5:30pm-7:30pm
\$29

Clean Your Machine

Jena Eaton-Burke

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.

Wed, Feb 7
Learning Center/Room 27

6:00pm-8:00pm
\$25



Learning to Sew - Stitch by Stitch

Jena Eaton-Burke

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

Wed, Apr 24-May 22
Learning Center/Room 27

6:00pm-8:00pm
\$59

Start Your Backyard Flock

Marina Charron

Raising ducks and chickens is fun for the whole family! Learn the basics of raising birds from predator protection, food safety, bird health and where to start. Meet Gladys and Sophie Chicken! Students need to be 18 or older.

Sat, Apr 13
Learning Center/Room 23

9:00am-10:30am
\$39



Intro to Knitting Part 1

BJ Melick

New

In part 1 of the 2 part series, students will learn:

- how to hold the knitting needles
- about yarn
- how to care for different types of yard

This class progresses you through all the knitting basics:

- casting on
- the knit stitch
- the purl stitch
- binding off
- combinations of both stitches
- pattern reading

There will be “homework” for this class. A plan for an end of class project will be talked about and agreed on within the first 2 weeks to give you ample time to gather your materials.

Materials needed: pair of knitting needles in size 7 or 8 and a skein of light-colored Red heart Super Saver yarn. (the yarn can be purchased at Walmart or Michaels)

Tues, Mar 5-Apr 2
Learning Center/Room 27

6:00pm-9:00pm
\$59



Intro to Knitting Part 2

BJ Melick

New

This will be the second class in a 2 part series. This class is for anyone with basic knowledge of casting on, knit stitch, purl stitch, and binding off. We will explore and learn some stitches that are a bit more complicated than the basics, as well as more in-depth pattern reading, lace knitting, chart work, and common mistake fixes. By the end of this class you will have the skill set to start, and finish most knitting projects. End of class projects will be discussed and decided on during the first few classes to give you ample time to gather materials.

Materials needed: pair of knitting needles in size 7 or 8 and a skein of light-colored Red heart Super Saver yarn. (the yarn can be purchased at Walmart or Michaels)

Prerequisites: basic knowledge of casting on, knit stitch, purl stitch and binding off.

Tues, Apr 23-May 21
Learning Center/Room 27

6:00pm-9:00pm
\$59

Walking Tour of Greenwood Cemetery

Ron Romano

New

Greenwood Cemetery is a hidden gem! Established in the mid-1800s when other “garden” cemeteries arose, Greenwood offers a wide variety of gravestone materials, monument forms, symbolism, and epitaphs from the nineteenth century. Cemetery historian Ron Romano will share the best that Greenwood has to offer, pausing to visit the graves of some who were lost at sea, taken down by disease, died by suicide, and even murder. The stroll along the winding pathways of this pleasant burial space will take about 90 minutes. Two identical tours will run the same day, at noon and again at 2 PM.

Choose Your Session:

Session I: Sat, May 25
Session II: Sat, May 25

12:00pm-1:30pm
2:00pm-3:30pm

Greenwood Cemetery, 434 Elm Street, Biddeford

\$15

The A, B, C and Ds of Medicare

Barbara Hopkins

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.

Wed, Mar 27

Learning Center/Room 28

6:30pm-8:30pm

\$19



Trusts - Are They Right for You?

Kathryn Bedell, Esq.

Learn how revocable trusts can help avoid probate and protect your privacy, and how irrevocable trusts can protect your assets from nursing home or Maine Care (Medicaid) liens. Discussion will include other strategies to safeguard assets from life events such as business failure or divorce of adult children. It is recommended that students take the basic estate planning class first. Students need to be 18 or older.

Instructor: Kathryn Bedell, Esq. Kathryn is a lawyer in York, Maine and has been practicing for 31 years. Her practice focuses on estate planning, asset preservation, and probate matters.

Wed, May 22

Learning Center/Room 28

6:30pm-8:30pm

\$29

Estate Planning

Kathryn Bedell, Esq.

Overview of basic estate planning, including Wills, Powers of Attorney, Health Care Directives. Students need to be 18 or older.

Instructor: Kathryn Bedell, Esq. Kathryn is a lawyer in York, Maine and has been practicing for 31 years. Her practice focuses on estate planning, asset preservation, and probate matters.

Wed, Apr 10

Learning Center/Room 28

6:30pm-8:30pm

\$29

Nice Girls Finish Rich! A Financial Literacy Seminar for Women

Donna Accettullo, M.Ed.

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. Students need to be 18 or older.

Please check for an email (could be in your Spam folder) from the instructor with the Zoom link in the days before the class.

Tues, Jan 23

Online via Zoom

6:00pm-8:00pm

\$35



Dance Cardio & Fitness

Madison Gadbois

New



A fun, Upbeat and exciting dance class hosted in a follow along setting. We will run this class almost like a Zumba class but focused more on the dance aspect. No experience required, very easy to learn moves!

Wed, Feb 28-Apr 10
Learning Center/Room 27

6:00pm-7:00pm
\$49 OR
\$9 drop in fee

Ukulele for Beginners

Duncan Perry

Learn to play the ukulele! It has never been more popular and you don't even have to know how to read music! On the uke you can knock out folk music, rock, blues, jazz, pop, country, tunes old and new -- even classical music. Duncan Perry, who has taught more than 700 students of all ages, will introduce you to essential chords and playing techniques using commonly known songs. Oh, and there are lots of laughs along the way. And, learning to play an instrument is good for your brain!

You will need a playable ukulele and an electronic tuner or a tuner app. And when folks hear you play this happy instrument, well, they just have to smile! If you don't own a ukulele, please contact us for information. What are you waiting for? Grab a uke and get ready for a musical adventure, then spread the joy!

Please check for an email (could be in your Spam folder) from the instructor with the Zoom link in the days before the class.

Choose Your Session:

Session I:	Wed, Jan 31-Feb 21
Session II:	Tues, Feb 27-Mar 19
Session III:	Wed, Mar 27-Apr 17
Session IV:	Tues, Apr 23-May 14

All Sessions:
6:00pm-7:30pm

Online via Zoom
\$85



Duncan Perry. A multi-instrumentalist has been playing ukulele for 14 years and has so far taught ukulele to over 700 adults up and down the coast of Southern Maine. He regularly performs in the greater Portland area at benefits, elder care venues, in senior programs, and in schools and libraries. In addition to offering adult instruction through various adult education programs, he works with children in several communities.

Online classes are perfect for the lifelong learner. Higher learning is an ongoing process in our modern lives, but it doesn't need to be expensive, stressful, or time-consuming. Designed with your busy lifestyle in mind, online courses offer flexibility of scheduling and ease of communication with your instructors and classmates. These courses are eligible for CEUs*.

Below is a small listing of classes offered. Check our website out at www.biddeford.maineadulted.org for more online courses.

BUSINESS		DATA SCIENCE	
Bookkeeping Certificate	\$495	Certificate in Mastering Excel	\$495
Understanding Debits and Credits	\$195	Mastering Microsoft Excel	\$195
Feb 5-Mar 1 or Apr 1-26		Feb 5-Mar 1 or Apr 1-26	
General Ledger and Month End Procedures	\$195	Intermediate Excel	\$195
Mar 4-29 or May 6-31		Mar 4-29 or May 6-31	
Closing Procedures and Financial Statements	\$195	Advanced Excel	\$195
Apr 1-26 or Jun 3-28		Apr 1-26 or Jun 3-28	
The Basics of Bookkeeping	\$195	Certificate in Data Analysis	\$495
Mar 4-29		Introduction to Data Analysis	\$195
		Feb 5-Mar 1 or Apr 1-26	
Certificate in Quickbooks	\$395	Intermediate Data Analysis	\$195
QuickBooks Level 1	\$195	Mar 4-29 or May 6-31	
Feb 5-Mar 1 or Apr 1-26		Advanced Data Analysis	\$195
QuickBooks Level 2	\$195	Apr 2-26 or Jun 3-28	
Mar 4-29 or May 6-31			
Certificate in Accounting and Finance for Non Financial Managers	\$495	BUSINESS COMMUNICATION	
Accounting and Finance for Non Financial Managers	\$195	Certificate in Customer Service	\$245
Feb 5-Mar 1 or Apr 1-26		Keys to Customer Service	\$145
Cash is King	\$195	Feb 5-Mar 1 or Apr 1-26	
Mar 4-29 or May 6-31		Extraordinary Customer Service	\$145
Financial Analysis and Planning for Non Financial Managers	\$195	Mar 4-29 or May 6-31	
Apr 1-26 or Jun 3-28			
		Certificate in Workplace Communication	\$595
SOCIAL MEDIA FOR BUSINESS		Conflict Management	\$245
Social Media for Business Certificate	\$495	Feb 5-Mar 1 or Apr 1-26	
Introduction to Social Media	\$195	Negotiation Get What You Want	\$195
Feb 5-Mar 1 or Apr 1-26		Mar 4-29 or May 6-31	
Marketing Using Social Media	\$195	Using Personality Profiles for Better Work Performance	\$295
Mar 4-29 or May 6-31		Apr 1-26 or Jun 3-28	
Integrating Social Media in Your Organization	\$195		
Apr 1-26 or Jun 3-28			

*CEUs can be requested by anyone who needs additional documentation showing they completed the course, beyond the Certificate of Completion issued by UGotClass when the course is completed.

NEW MEDIA MARKETING**Digital Marketing Certificate \$495**

Improving Email Promotions		\$195
Feb 5-Mar 1	or	Apr 1-26
Boosting Your Web Site Traffic		\$195
Mar 4-29	or	May 6-31
Online Advertising		\$195
Apr 1-26	or	Jun 3-28

Certificate in Marketing \$495

Advanced Marketing Concepts		\$195
Feb 5-Mar 1	or	Apr 1-26
Writing Marketing Copy		\$195
Mar 4-29	or	May 6-31
Integrated Marketing Best Practices		\$195
Apr 1-26	or	Jun 3-28

MANAGEMENT**Certificate in Project Management \$495**

Introduction to Project Management		\$195
Feb 5-Mar 1	or	Apr 1-26
Project Management Processes		\$195
Mar 4-29	or	May 6-31
Project Management Knowledge Areas		\$195
Apr 1-26	or	Jun 3-28

Management Certificate \$595

Management Boot Camp		\$295
Feb 5-Mar 1	or	Apr 1-26
Collaborative Management		\$245
Mar 4-29	or	May 6-31
Managing Generations in the Workplace		\$175
Apr 1-26	or	Jun 3-28

Certified Remote Work Manager \$495

Remote Working and Communicating		\$245
Feb 5-Mar 1	or	Apr 1-26
Managing Remote Workers		\$245
Mar 4-29	or	May 6-31
Remote Work Manager Practicum		\$245
Apr 1-26	or	Jun 3-28

TECHNOLOGY SKILLS**Graphic Design Software Essentials Certificate \$545**

Adobe Illustrator Essentials		\$225
Feb 5-Mar 1	or	Apr 1-26
Adobe Photoshop Essentials		\$225
Mar 4-29	or	May 6-31
Adobe Indesign Essentials		\$225
Apr 1-26	or	Jun 3-28

Certificate in Mastering Computer Skills for the Workplace \$495

Mastering Microsoft Excel		\$195
Feb 5-Mar 1	or	Apr 1-26
Mastering Microsoft Word		\$195
Mar 4-29	or	May 6-31
Mastering Microsoft PowerPoint		\$195
Apr 1-26	or	Jun 3-28

WordPress Certificate \$495

Feb 5-Apr 26	or	Apr 1-June 28
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Certificate in Web Design \$595

Introduction to Web Design		\$245
Feb 5-Mar 1	or	Apr 1-26
Intermediate Web Design		\$245
Mar 4-29	or	May 6-31
Advanced Web Design		\$245
Apr 1-26	or	Jun 3-28

Coding Certificate \$595

Introduction to Coding		\$195
Feb 5-Mar 1	or	Apr 1-26
HTML Fundamentals		\$245
Mar 4-29	or	May 6-31
CSS Fundamentals		\$245
Apr 1-26	or	Jun 3-28

TRAINING AND EDUCATION**Certificate in Online Teaching \$495**

Advanced Teaching Online		\$195
Feb 5-Mar 1	or	Apr 1-26
Designing Online Instruction		\$195
Mar 4-29	or	May 6-31
Fostering Online Discussion		\$145
Apr 1-26	or	Jun 3-28

Reiki Circle

Jennifer Moreau, Reiki II Practitioner

Reiki is a Japanese technique for stress reduction and relaxation that promotes healing. It connects you to universal energy and opens pathways in your body. A Reiki circle is a more relaxed way of learning about Reiki and how it might benefit you. If you are already familiar, it's a great chance to come together, support each other and enjoy that positive energy! Students need to be 18 or older.

Tues, May 14

Learning Center/Room 28

6:00pm-8:00pm

\$19

Hypnotic Relaxation - Inner Peace & Healing

Marina Charron

Take some Me Time with hypnotic relaxation. Allow your mind to rest, refresh and heal from every day stresses. Let the waves of relaxation wash away the cares of the day and bring about feelings of inner peace and healing. (Pillows or yoga mats welcomed!) Students need to be 18 or older.

Tues, Feb 6

Learning Center/Room 28

6:00pm-7:30pm

\$39

Quit Smoking For Good

Marina Charron

It's time. You're ready. Say good bye to cigarettes and hello to a healthier, happier You. Change how you think and feel about smoking with hypnosis. It's easy, comfortable and it works! Students need to be 18 or older.

Tues, Mar 5

Learning Center/Room 28

6:00pm-7:30pm

\$49



Rage Reiki I

Jennifer Moreau, Reiki II Practitioner

An intro to Reiki, these are the first few steps in the process of gaining inner peace. Enter the classroom static filled and roughed up from our fast-paced lives. Leave feeling calm, peaceful and with new coping skills to help maintain this newly found peace. Grounding, slowing down with intention and Reiki will be practiced. Students need to be 18 or older.

Choose Your Session:

Session I:

Tues, Feb 13

Session II:

Tues, Mar 19

All Sessions:

Learning Center/Room 28

6:00pm-8:00pm

\$29



Rage Reiki II

Jennifer Moreau, Reiki II Practitioner

Participants re-enter the energy classroom to vent and review what was learned in the first class. We then re-establish the energy connection, intent, flushing and blocking. We will finish with slowing down with intention and more Reiki! Students need to be 18 or older.

Prerequisite: Must have taken Rage Reiki I

Tues, Apr 9

Learning Center/Room 28

6:00pm-8:00pm

\$29

Become a **CNA**

Call Sue to set up CASAS testing

Classes held Mon and Wed from 8:30am-2:30pm at
Biddeford Adult Ed, Learning Center
Clinical held Mon and Wed from 7:00am-1:30pm at
various locations

Orientation Feb 14 9:00am

Classes begin Feb 26

Students need to be 18 or older.

Margy Gambell, R.N.



Scan QR Code for Application

Basic Welding

Adam Wilder

A skillful welder is an asset to any company and welding skills can help you with tasks such as vehicle restoration, sculpture, and repairs around the house. Join the class to learn basics skills in the art of welding where you will focus on stick and MIG welding. Students need to be 18 or older.

Topics covered:

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

Students must wear pants, long sleeve shirt, steel toe boots and bring welding helmet, welding jacket, welding gloves, and safety glasses to class. More information will be available at the first class. Students need to be 18 or older.

Wed, Jan 17-Apr 10 (No class Feb 21)
Center of Technology/T-4

5:30pm-8:30pm
\$229

HealthCare Provider Basic Life Support (American Heart Association)

Diane Frechette, R.N., B.S.N., M.S., CNOR

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.

Sat, Feb 10 8:00am-12:00pm
Learning Center/Room 27 \$49 PLUS \$15 Text fee
(please pick up book at the
Adult Ed Office PRIOR to the class)
Certificate will be emailed to
you up to four weeks after the course

Please check your email (could be your Spam folder) for your certificate.



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

Heartsaver First Aid/CPR/AED Certification Course

Diane Frechette, R.N., B.S.N., M.S., CNOR

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 Heartsaver 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.

Sat, Apr 13 8:00am-2:00pm
Learning Center/Room 27 \$69 PLUS \$15 Text fee
(please pick up book at the
Adult Ed Office PRIOR to the class)
Certificate will be emailed to
you up to four weeks after the course

Please check your email (could be your Spam folder) for your certificate.



Adult Basic Education English (ABE)

Samantha Fournier

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.

Mon

2:00pm-3:30pm

Jan 15-May 13

Learning Center/Room 27



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. If you need to improve math skills for the HiSET test or to be better prepared for college or career training, this is a great option.

TBA

Jan 15-May 13

Learning Center/Room 24

YOU MUST: Call 282-3883 to schedule your Intake/Registration/Placement Testing.

Join our team & help us

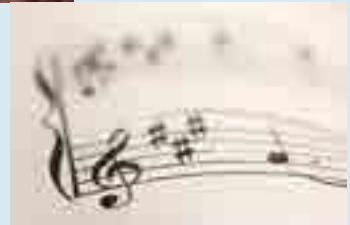
GROW!

We are looking for:

Sewing
Cooking
Gardening
Fitness
Dance
Music
Arts & Crafts
Computer

Instructors

Call 282-3883 for more information.





Creative Play Class

Julie Berube

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!

Wed, Jan 10-June 12
No class Feb 21, Apr 17
Learning Center/Room 14

1:00pm-2:30pm



Family Story Hour

Julie Berube

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.

Wed, Mar 20 & May 15
Learning Center/Room 14

6:00pm-7:30pm

Parent Talk (Active Parenting Now)

Julie Berube

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.

Thurs, Jan 25-Mar 14

10:00am-12:00pm

No class Feb 22, Apr 18

Learning Center/Room 28

Stress & Anger Management

Julie Berube

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.

Mon, Jan 22-May 13

10:00am-12:00pm

No class Feb 19, Apr 15

Learning Center/Room 28



Enroll your child for free monthly books!



Inspires your child's love of reading with Dolly Parton's Imagination Library



FREE BOOKS FOR KIDS!

If you have a child from 0-5 years old,
register them today for free
monthly books.

How It Works:

- Enroll your child online at www.biddefordready.org/imagination
- In 6-8 weeks, your child will receive their first book in the mail, 'The Little Engine That Could'.
- Books arrive in the mail monthly until your child's 5th birthday.

Easy to Enroll!



Scan this code to enroll your
child in Dolly Parton's
Imagination Library. It's easy!



FREE ELL CLASSES

Sam Smithwick

Learning Center/Room 26 and Online

ELL Level B 9:00am-10:00am
Mon, Tues, Wed, Thurs Jan 8-June 20

ELL Level C/D 10:00am-11:00am
Mon, Tues, Wed, Thurs Jan 8-June 20

ELL Level A 11:00am-12:00pm
Mon, Tues, Wed, Thurs Jan 8-June 20

ELL Level A/B 12:30pm-1:30pm
Mon, Tues, Wed, Thurs Jan 8-June 20

ELL Level A 1:30pm-2:30pm
Mon, Tues Jan 8-June 18

Burlington English
ELL Level A-D (Remote Only) 1:30pm-2:30pm
Thurs Jan 11-June 20

Deb Duca

Learning Center/Room 24

EnGEN IT 9:00am-12:00pm
Mon Jan 8-June 17

NorthStar Digital Literacy 9:00am-12:00pm
Mon Jan 8-June 17

EnGEN Hospitality 9:00am-12:00pm
Tues Jan 9-Apr 30

EnGEN CDL 12:30pm-2:30pm
Tues Jan 9-June 18

EnGEN HealthCare 10:00am-12:00pm OR
12:30pm-2:30pm
Wed Jan 10-June 19

EnGEN Open Lab 9:00am-12:00pm
Thurs Jan 11-June 20

EnGEN General Studies 12:30pm-2:00pm
Thurs Jan 11-June 20

Do you want to improve your English?

Do you know someone that needs to improve their English?

No Classes:
Feb 19-Feb 22
Apr 15-Apr 18
May 27

To register, contact:

Erika Quinter
equinter@biddefordschools.me
207-282-3883

Samantha Fournier

Learning Center/Room 24 or 28 and Online

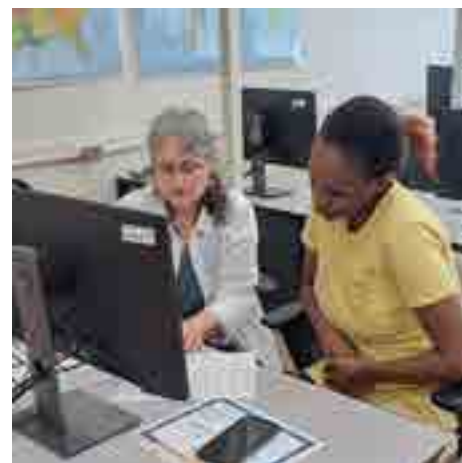
ELL Level A Eve 5:00pm-6:00pm
Tues, Wed, Jan 9-May 15

ELL Level A Day 10:00am-11:30am
Mon, Thurs, Jan 8-June 20

ELL Level B Eve 6:00pm-7:00pm
Tues, Wed, Jan 9-May 15

ELL Level B Day 1:00pm-2:00pm
Mon, Thurs, Jan 8-June 20

ELL Level C/D Eve 7:00pm-8:00pm
Tues, Wed, Jan 9-May 15



HiSET



The HiSET exam is a five-part test that is used to issue a high school equivalency credential. The exam allows you to show you have the same academic knowledge and skills as a high school graduate. Taking the exam can help you do lots of different things, like:

- Further your education
- Help you advance in your career
- Join the military
- Meet federal education requirements

Passing scores show you can perform at a level consistent with high school equivalency. Information from the exam also helps to identify areas in which you are career and college ready, as well as areas in which additional preparation may be needed.

Call Anne and schedule for your Orientation. There is no charge for your HiSET if you have a valid Maine ID.



High School Diploma



Are you an adult without your high school diploma? Now is the time to start looking into getting a diploma. Biddeford Adult Education can provide you with a better education and an improved standard of living within this society. At any point in your adult life, you can continue the high school education that you may have missed.

If you, or someone you know is interested in earning their High School Diploma, contact Erika our Student Advisor. Schedule your appointment with Erika and discuss what you need for credits.

Current graduation requires 24 credits: 4 English credits, 3 Math credits, 3 Science credits, 3 Social Science credit, 1 U.S. History credit, 1.5 Physical Education credit, 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.

Still need a few credits to earn your high school diploma? Courseware is a self-paced credit recovery program you can do entirely online. There are a variety of core and elective classes offered to choose from. From English, Science, Math and History to general electives and career and technical education- there is something that suits your needs and gets you on track to graduate!

- Please bring a MAINE Government issued picture identification.
- There is NO FEE for High School Diploma or the HiSET® Testing with a Maine ID.
- NO CHILDREN ALLOWED
- There is a lot of paper work, so please bring your patience.





www.biddeford.maineadulted.org - the fastest, easiest way to register!

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

Biddeford School Department Directory

ADMINISTRATION

MARTIN GROHMAN
Mayor

JEREMY RAY
Superintendent

CHRIS INDORF
Director of Operations

SCHOOL COMMITTEE

MARTIN GROHMAN, CHAIR
MEAGAN DESJARDINS

RANDY FORCIER

REBECCA HENRY

MICHELE LANDRY

JOHN MCCURRY, JR.

MARIE POTVIN

LISA VADNAIS

ADULT EDUCATION STAFF

DAVE DURKEE
Director

SUSAN DE CESARE
*Community Adult
Education Leader*

ANNE BEAULIEU
PATT HAMEL
Administrative Assistants

ERIKA QUINTER
Student Advisor

SAM SMITHWICK
ELL/ABE Coordinator

SAMANTHA FOURNIER
*Curriculum Coordinator
ELL Instructor*

DEB DUCA
ELL Instructor

MAGGIE BUTTERS
HiSET Examiner

JULIE BERUBE
Family Literacy

What you need to know

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 less processing fee. **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.

NO SCHOOL/STORM CANCELLATIONS



- If day school is closed, we are closed.
- If day school is delayed, and there is **NO** parking ban, we still begin our classes on time.
- If day school is delayed, and there is **IS** a parking ban, we will have **NO** classes.
- If the Learning Center building is closed, we will have **NO** classes (even if day school is open).
- If the storm gets worse during the day, we will decide by 2pm for our evening classes. Check the TV channels, our website, Facebook for notifications.
- You can check the adult education office answering machine at 282-3883 for updated information.

SPRING 2024 REGISTRATION FORM

Name: _____ DOB: ____/____/____

Address: _____ ☐ Male ☐ Female

City: _____ State: _____ Zip: _____ Phone: _____

eMail: _____

COURSE NAME	DATE	COURSE FEE	MAT FEE
CREDIT CARD PAYMENT <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMERX <input type="checkbox"/> DISCOVER		TOTAL:	

Card Number _____ - _____ - _____

Expiration ____/____ CVV _____

Signature _____

Mail completed form with payment to:
 Biddeford Adult Education
 P.O. Box 624
 Biddeford, ME 04005

Please make checks payable to Biddeford Adult Ed
 There will be a \$25 fee for any returned check

SPRING 2024 REGISTRATION FORM

Name: _____ DOB: ____/____/____

Address: _____ ☐ Male ☐ Female

City: _____ State: _____ Zip: _____ Phone: _____

eMail: _____

COURSE NAME	DATE	COURSE FEE	MAT FEE
CREDIT CARD PAYMENT <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMERX <input type="checkbox"/> DISCOVER		TOTAL:	

Card Number _____ - _____ - _____

Expiration ____/____ CVV _____

Signature _____

Mail completed form with payment to:
 Biddeford Adult Education
 P.O. Box 624
 Biddeford, ME 04005

Please make checks payable to Biddeford Adult Ed
 There will be a \$25 fee for any returned check



P.O. Box 624
Biddeford, ME 04005

Phone (207) 282-3883

Fax (207) 286-9581

www.biddeford.maineadulted.org

Bus Driver CDL Class B Permit Prep

Bus drivers are in high demand in Maine! This course will help prepare you to take the CDL Class B permit exams. Participants will use the Maine Bureau of Motor Vehicles handbook, and there will be a specific focus on requirements for bus drivers. After successfully completing the course and passing the exams, students have the opportunity to work for Biddeford Public School as a bus driver trainee.

Prerequisites: Current Class C license, CASAS assessment score of 238 or higher. Please call Anne at 207-282-3883 to schedule your CASAS test.

CASAS Testing:

Sat, Feb 17

9:00am

Course Schedule:

Sat, Mar 9

9:00am-4:00pm

Learning Center/Rm 27

\$99



Location
189 Alfred Street 2nd Floor
Biddeford, ME 04005

adulted@biddefordschools.me
www.biddeford.maineadulted.org
Phone 207-282-3883
Fax 207-286-9581

Mailing Address
P.O. Box 624
Biddeford, ME 04005