Lawrence Adult Education
Call 207.453.4200 ext. 3114
www.lawrenceadulted.org
adulted@msad49.org

Fall 2020

Working toward a brighter future!
Welcome to Lawrence Adult Education!

Message from the Staff:

Welcome to Lawrence Adult Education!

It has been quite a year for everyone, including here at Lawrence Adult Education. Not only did the Covid-19 Pandemic bring things to a screeching halt, we also lost our beloved director, Pat Hughes, to cancer in March.

We have been adjusting to online instruction and finding our way to helping our students achieve their goals.

We are happy to report that a new adult education director will be with us soon and start moving forward.

We hope that you will be patient with us during this transitional time. Our fall semester does not look the same as in previous years, but hopefully we will get back to as close to normal as we can soon!

Stay safe and well and we hope to see you soon!
The Lawrence Adult Education Staff

Contact Information
207-453-4200, ext. 3114
207-453-4225, fax
207-613-7049 TEXT ONLY
adulted@msad49.org

Adult Education Staff
Director TBA
Allison Burns & Alverta Dyar, Instructors
Linda Davis, Career Pathways Advisor
Kathy Cote, Administrative Assistant
Gen Pinnette & Laurie Brann, Evening Secretaries

Administration
Robertta Hersom, Superintendent of Schools
Patricia Watts, Assistant Superintendent

School Board Members
Danielle Boutin, Fairfield
Jenny Boyden, Clinton
Neal Caverly, Clinton
Rae Davis-Folsom, Fairfield
Katrina Dumont, Albion
Roy White, Benton
Rachel Hachey, Fairfield
Heather Hussey, Fairfield
Stewart Kinley, Fairfield
Kara Kugelmeyer, Albion
Beth Lambert, Fairfield
Tim Flood, Clinton
Sarah Williams, Benton

Fall 2020 Academic Calendar

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<td>October 7 &amp; 8</td>
<td>Parent/Teacher Conferences at Lawrence High School &amp; Jr. High School. No adult ed classes at LHS, LJHS, or the Annex. Classes at Adult Ed Building WILL RUN as scheduled.</td>
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<tr>
<td>October 12</td>
<td>Indigenous People’s Day- No School</td>
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<td>November 11</td>
<td>Veteran’s Day- No School</td>
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<td>November 25-27</td>
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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

Lawrence Adult Education 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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Don't just find a job...Start a Career!

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ed2go

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Classes are approved for the GI Bill™ benefits.

Course Locations
ADULT ED = Lawrence Adult Education
ANNEX = Lawrence Jr./Sr. High School Annex
CLINTON = Clinton Elementary School
LHS = Lawrence High School
LIHS = Lawrence Junior High School
MP = Multipurpose Room
Blue Wave Dance Studio, 33 E Concourse Waterville

Lawrence Adult Education complies with all aspects of the Americans with Disabilities Act. Any individual needing special accommodations or assistance to attend any classes should contact the adult education office at least ten days in advance of the start of the class.
Welcome to the “New Normal”!
Adapting to Covid-19 Restrictions and Alternatives in Educational Delivery

Things are looking a lot different at adult education this fall. We have scheduled regular classes; however, due to the uncertainty of the school district’s requirements on live, in-person classes, instruction and learning may strictly be online. Unfortunately, at print time for this brochure, we are still uncertain.

If we are unable to provide in-person instruction, all student support will be done via online meeting software (Zoom, etc.). And as restrictions ease, we will allow for one-on-one student support by appointment.

For our academic students (high school diploma, HiSET, college transitions), please know what we will have additional equipment available (laptops, etc.) to borrow if needed. If online instruction is required, students will need a working email address and voicemail set up on their phones. Note: Unfortunately, this equipment is not available to personal enrichment students.

As for our personal enrichment classes- there are a limited number this semester. Some instructors have provided an option for online delivery in lieu of in-person class if needed. Please note that you must provide your own technology for these classes.

Thank you for working with us and your patience as we test these waters!

**HIGH SCHOOL COMPLETION**

Adults (17 and older) can earn a high school diploma through the adult education program. Previously earned credits and some life experience can count toward your credit total. Adults may earn additional credits through evening classes or distance learning opportunities such as Odysseyware. All courses taken for diploma credit are at no cost to you. Call us to schedule an intake appointment and find out how you can become a high school graduate!

**Effective Writing**
Build your writing skills for college and jobs by learning grammar, writing process, and editing skills in different types of writing.

Monday from 6:00pm to 9:00pm  
September 14- December 21, 2020 (15 sessions)  
Instructor: Tonya Joler  
Location: LHS, Room 11*  
Fee: No Cost for Diploma Students

* May be held online using Google Classroom if needed.

**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.

Wednesday from 5:00pm to 8:00pm  
September 9 - December 16, 2020 (15 sessions)  
Instructor: Alverta Dyar  
Location: Online  
Fee: No Cost for Diploma Students

**Odysseyware Open Lab**
If daytime classes don’t fit your schedule, this evening lab is available to study with the instructor or take advantage of the Odysseyware option. Odysseyware is a computerized learning program that offers you the opportunity to earn credits toward your high school diploma, prep for the HiSET exam, or brush up for the ACCUPLACER. Work at your own pace with the assistance of an instructor who is available in the classroom during established times or work from home or any location with the Internet. An on-site orientation is required. Maximum of three HS credits through Odysseyware.

Monday from 5:00pm to 8:00pm  
September 14 - December 21, 2020 (13 sessions)  
Instructor: Allison Burns  
Location: Adult Ed, Room 1 & Computer Lab*  
Fee: No Cost for Academic Students

* Support may be done online and via phone if needed.
If you are at least 17 and left school without a diploma, the HiSET® might be the way for you to earn a high school credential. Accepted by 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 life.

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.

- Testing is computer-based. (Paper-based testing is only available with accommodations through ETS.)
- There is no fee for Maine residents to prepare for and take the HiSET.
- We provide HiSET testing, preparation materials, pre-tests, and instruction.
- Registration for the HiSET program is available Wednesday evenings from 5:00-8:00pm by appointment. Additional times available by appointment also. Call 453-4200, ext. 3114 or email: adulted@msad49.org.
- HiSET testing is available by appointment on scheduled Thursdays and Fridays*. Additional times available by appointment on a case by case basis. *Subject to change.

HiSET Prep
Build on your knowledge in Reading, Writing, Science, Social Studies, or Math to be successful on the HiSET (High School Equivalency Test). This class has open enrollment and students can enter at any time during the semester.

MORNING:
Tuesday; Thursday from 9:00am to 11:00am
September 8 - December 17, 2020
Instructor: Allison Burns
Location: Adult Ed, Room 1*
Fee: No Cost for Diploma Students

AFTERNOON:
Tuesday; Thursday from 1:00pm to 3:00pm
September 8 - December 17, 2020
Instructor: Allison Burns
Location: Adult Ed, Room 1*
Fee: No Cost for Diploma Students

* May be done online with instructor support via phone or online meeting platform if needed.

Open Math Lab
Come to open math lab to learn the math concepts needed to pass the HiSET mathematics exam or to increase Accuplacer arithmetic and elementary algebra scores for college. This class has open enrollment and students can enter at any time during the semester.

MORNING:
Tuesday; Thursday from 9:00am to 11:00am
September 8 - December 17, 2020
Instructor: Alverta Dyar
Location: Online
$10 book fee if used (No Cost for Diploma Students)

AFTERNOON:
Monday; Tuesday; Thursday from 1:00pm to 3:00pm
September 14 - December 17, 2020
Instructor: Alverta Dyar
Location: Online
Fee: $10 book fee if used (No Cost for Diploma Students)
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. This hybrid class is mostly online and meets on site at the scheduled time listed for lab, assessment, and instruction.

Wednesday from 3:00pm to 4:00pm
September 9 - December 16, 2020
Instructor: Alverta Dyar
Location: Online
Fee: $129

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 prerequisite of most colleges and prepare students to be successful in Anatomy and Physiology.

Monday from 5:00pm to 8:00pm
September 14 - December 14, 2020
Instructor: Alverta Dyar
Location: Online
Fee: $129

College Prep Chemistry with Lab
This introduction to the basic concepts of chemistry includes the periodic table, nature of chemical bonds, and properties of matter. This class is designed to meet the prerequisite for most colleges. It is strongly recommended that students be proficient in algebra prior to taking this course. This hybrid class is mostly online and meets on site at the scheduled time listed for lab, assessment, and instruction.

Wednesday from 2:00pm to 3:00pm
September 9 - December 16, 2020
Instructor: Alverta Dyar
Location: Online
Fee: $129

Medical Terminology 350
Medical Terminology 350 is designed to be the fastest and most effective method to teach the most commonly used Greek and Latin elements of medical terminology. This course works in conjunction with the natural learning process of the brain by converting abstract medical elements into images of real and familiar objects that makes it incredibly easy to learn and remember program content. On completion of the course, you will be able to identify the structure of medical terminology: recognize word roots, prefixes, suffixes, and combining forms, understand that the meaning of most complex medical terms is derived by analysis of simpler components or word parts; acquire a solid foundation of 350 Latin and Greek word parts or elements that will lead to understanding/interpreting more than 11,000 complex medical terms; and complete a final test and achieve a percentage score of 90% or better with completion certificate.

Tuesday; Thursday from 6:30pm to 8:30pm
October 20 - November 19, 2020 (10 sessions / 5 weeks)
Instructor: Kandy Siahaya
Location: Adult Ed, Room 2
Fee: $180

College and Career Planning and Advising
Confused about your college and 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, online career assessments, Maine College and Career Access classes, and college tours. Give us a call today!

Linda Davis, Career Pathway Advisor 453-4200, ext. 3120
Number Skills for College
This course is designed for students whose arithmetic ACCUPLACER score is under 230 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.)

Monday; Wednesday from 1:00pm to 3:00pm
September 9- December 16, 2020
Instructor:  Allison Burns
Location:  Adult Ed, Room 1*
Fee:  $10 book fee

Algebra Skills for College
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 230 and a QRAS Accuplacer score below 230 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 9:00am to 11:00am
September 9- December 16, 2020
Instructor:  Alverta Dyar
Location:  Online
Fee:  $10 book fee

Writing Skills for College
This course is designed for students whose writing ACCUPLACER score is 225 or less 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 9:00am to 11:00am
September 9- December 16, 2020
Instructor:  Allison Burns
Location:  Adult Ed, Room 1*
Fee:  $10 book fee

* Please note that these classes may be held online if needed.

Student Success
This course, designed with University of Maine at Augusta and Kennebec Valley Community College, will assist students to develop the skills necessary to be successful in college. The class will cover topics such as college applications, FAFSA and financial aid, study skills, time management, and more in a safe, non-judgmental atmosphere. The class will be offered in three modules. Students may take one or all three modules. If all three modules are completed successfully students may be eligible for college credits and/or scholarship opportunities.

Instructor:  Linda Davis
Location:  Adult Ed, Computer Lab*
Fee:  No Cost for Academic Students

Module 1: Preparing Yourself For College:
• Time Management
• Learning Style
• Career Exploration
• Money Management
• Stress Management

Thursday from 9:00am to 12:00pm, September 3 - October 1 (5)

Module 2: Preparing Applications and Financial Aid Forms:
• Selecting a College
• Financial Aid Information
• College Applications
• Choosing Classes
• College Tours

Thursday from 9:00am to 12:00pm, October 8 - November 5 (5)

Module 3: Preparing for Success - How to Study
• Selecting Textbook
• Note Taking Hints
• Presentation Guidelines
• Acceptable Citations
• Exam Techniques

Thursday from 9:00am to 12:00pm, November 12 - December 17 (5)

* Please note that these classes may be held online if needed.
Don’t just find a job...Start a Career!

Learn Online With Over 100 Programs!

Lawrence Adult Education
ONLINE CAREER TRAINING PROGRAMS

Online Career Training Programs can start you on a path to an in-demand profession. You can begin these programs at any time and learn at your own pace. Upon successful completion of all coursework, you will receive a Certificate of Completion.

PROGRAMS ARE AVAILABLE IN THE FOLLOWING AREAS:

- Healthcare and Fitness
- Business and Professional
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Service Industry
- Skilled Trades and Industrial
- Sustainable Energy and Going Green
- Career Online High School

1-on-1 Instructor assistance from expert instructors
Externship opportunities available for many programs
Flexible Schedule study anytime, anywhere Complete in 9-6 Months!

Affordable Payment plans available
Books Included All materials are included in cost
Certification Most programs lead to industry certifications

https://careertraining.ed2go.com/sad49/ (207)453-4200, ext.3114 adu陀ed@ms.ad49.org

REQUIREMENTS: must have Internet access, e-mail, Netscape Navigator or Microsoft Internet Explorer, and word processing software such as Microsoft Word. Some courses may have additional requirements.
THESE ONLINE CAREER TRAINING CERTIFICATION PROGRAMS MAY BE AVAILABLE AT NO COST TO QUALIFYING STUDENTS* THROUGH MAINE CAREERCENTER. IF YOU ARE UNEMPLOYED OR UNDER-EMPLOYED, CALL US FOR DETAILS TODAY! 453-4200, EXT. 3114.

CBCS Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included) $2,695 (GES149)
This nationally recognized program combines the Administrative Medical Specialist program with training in medical billing and coding and medical terminology to give you a competitive edge in the healthcare field. 500 hours - 12 months
National Certifications: Included, NHA’s CBCS, CMAA

CBCS Medical Billing and Coding (Voucher Included) $2,195 (GES124)
This nationally recognized program combines the Medical Billing and Coding program with 60 HRS of medical terminology training to give you a competitive edge in the healthcare field. 340 hours - 12 months
National Certifications: Included, NHA’s CBCS

Clinical Dental Assistant $1,995 (GED121)
The Clinical Dental Assistant Online Training Program will provide you with the skills you need to become a dental assistant. After you’ve completed this program, you’ll be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination. 240 hours - 6 months, National Certifications: Yes, portions of DANB

CPC Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included) $3,195 (GES148)
This Administrative Medical Specialist program with training in medical billing and coding will give you a competitive edge in the healthcare field. 500 hours - 12 months, National Certifications: Included, CPC (AAPC), CMAA (NHA)

CPC Medical Billing and Coding (Voucher Included) $2,695 (GES145)
CPC Medical Billing and Coding is an ideal program for students new to a medical career. If you’re seeking entry into the healthcare industry, this comprehensive program will provide you with all of the information you need to earn a certification in medical billing and coding. 340 hours - 12 months, National Certifications: Included, CPC (AAPC)

CompTIA™ A+ Certification Training (Voucher Included) $1,995 (GES328)
CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and ed2gos online program makes training convenient and interactive. 290 hours - 6 months, National Certifications: CompTIA A+

CompTIA™ Certification Training: A+, Network+, Security+ (Vouchers Included) $3,995 (GES327)
CompTIA Certification Training: A+, Network+, Security+ provides a comprehensive foundation for IT professionals, incorporating CompTIA A+, CompTIA Network+, and CompTIA Security+ specific training, and prepares you for the corresponding industry exams that are desirable for IT professionals. 480 hours - 12 months National Certifications: CompTIA A+, CompTIA Network+, CompTIA Security+

HVAC/R Certified Technician (Voucher Included) $3,795 (GES793)
The HVAC&R Certified Technician program is a comprehensive online training that encompasses heating, ventilation, air conditioning, and refrigeration. 265 hours - 60 days, module | 12 months, National Certifications: HVAC

NASM Certified Personal Trainer and Exam Preparation (Voucher Included) $1,295 (GES146)
This online program will help you pass the NASM exam and earn your NASM Certified Personal Trainer certification, one of the most respected certifications in the fitness industry. 80 hours - 6 months, National Certifications: NASM

Paralegal (Voucher Included) $2,195 (GES270)
In this program you will prepare you to become a legal secretary or paralegal and to take the Certified Paralegal certification exam. 300 hours - 12 months National Certifications: Certified Paralegal

Pharmacy Technician (Voucher Included) $2,495 (GES117)
Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online program. 400 hours - 12 months, National Certifications: PTCB exam

*Qualifying Participant through CareerCenter = unemployed or underemployed, must have high school diploma or equivalent, must pass the CASAS reading and math assessment with a score of 220 or over, and must complete the Maine Joblink.

For more information on these and other career programs, please visit: https://careertraining.ed2go.com/sad49
COMPLETE YOUR COURSES ANYTIME ANYWHERE!

Our fundamentals online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Instructor-Facilitated  6-week format  Flexible Pace  Affordable  Student Friendly  Effective

Lawrence Adult Education

For more information or to enroll:

(207) 453-4200

www.ed2go.com/sad49
Welcome

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

Most courses run for six weeks (with a ten-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

Start Dates:
New course sessions begin each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

www.ed2go.com/sad49

POPULAR ONLINE COURSES

- Accounting Fundamentals
  Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

- Introduction to SQL
  Gain a solid working knowledge of the most powerful and widely used database programming language.

- Project Management Fundamentals
  Gain the skills you’ll need to succeed in the fast-growing field of project management.

- Speed Spanish
  Learn shortcuts to help you engage in conversational Spanish, as you build your language skills and develop fluency.

- Grammar Refresher
  Whatever your goal, a grasp of English grammar is important if you want to improve your speaking and writing skills.

- Beginning Writer's Workshop
  Get a taste of the writer’s life and improve your writing skills in this introduction to writing creatively.

- Effective Business Writing
  Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

- A to Z Grant Writing
  Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

- Introduction to Microsoft Excel
  Become proficient in using Microsoft Excel and discover how to create worksheets, workbooks, charts, and graphs quickly and efficiently.

- Computer Skills for the Workplace
  Gain a working knowledge of the computer skills you’ll need to succeed in today’s job market.

- Intermediate Microsoft Excel
  Take your Microsoft Excel skills to the next level as you master charts, graphs, PivotTables, Slicers, Sparklines, AutoFilter, macros, and other advanced Excel functions.

- Creating WordPress Websites
  Discover how to easily create blogs and websites with WordPress, the world’s most popular Web publisher.

- Human Anatomy and Physiology
  Learn the basic characteristics of the four main types of tissues, the general and special senses, cellular metabolism, body chemistry, and significant events in the life span, from fertilization through old age.

- SAT/ACT Prep Course
  Master the reading, writing, English, and science questions on the ACT and new SAT.

- Explore a Career in Medical Coding
  Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

- Medical Terminology: A Word Association Approach
  Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Visit our website for more courses and view start dates for the courses that interest you!

www.ed2go.com/sad49
ONLINE SHORT COURSES

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Designing Effective Websites
Discover Digital Photography
Drawing for the Absolute Beginner
How to Get Started in Game Development
Intermediate Dreamweaver CS6
Intermediate InDesign CC
Intermediate Photoshop CC
Intermediate Photoshop CS5
Intermediate Photoshop CS6
Intermediate WordPress Websites
Introduction to Digital Scrapbooking
Introduction to Dreamweaver CS6
Introduction to Guitar
Introduction to Illustrator CS6
Introduction to InDesign CC
Introduction to InDesign CS6
Introduction to Interior Design
Introduction to Lightroom 5
Introduction to Lightroom CC
Introduction to Photoshop CC
Introduction to Photoshop CS5
Introduction to Photoshop CS6
Mastering Your Digital SLR Camera
Music Made Easy
Photographing Nature with Your Digital Camera
Photographing People With Your Digital Camera
Photoshop CC for the Digital Photographer
Photoshop CC for the Digital Photographer II
Photoshop Elements 12 for the Digital Photographer
Photoshop Elements 12 for the Digital Photographer II
Photoshop Elements 13 for the Digital Photographer
Photoshop Elements 13 for the Digital Photographer II
Secrets of Better Photography
Travel Photography for the Digital Photographer

Adobe Online Course Value Suite

Each course within the Value Suite will introduce you to the features and functionality of Adobe’s latest creative software.

Introduction to InDesign CS6
Learn how to use Adobe InDesign CS6 to design professional-quality letterheads, brochures, eBooks, and more.

Introduction to Illustrator CS6
Learn to design and draw vector art, work with shape gradients, and manipulate color images.

Introduction to Photoshop CS6
Learn how to use Photoshop CS6 to edit photos and create original images.

Enroll Today and Save!  www.ed2go.com/sad49

For more information or to enroll:  www.ed2go.com/sad49

Instructor-Facilitated  6-week format  Flexible Pace  Affordable  Student Friendly  Effective

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ONLINE SHORT COURSES

BUSINESS

A to Z Grant Writing
A to Z Grant Writing II -Beyond the Basics
Accounting Fundamentals
Accounting Fundamentals II
Achieving Success with Difficult People
Achieving Top Search Engine Positions
Administrative Assistant Applications
Administrative Assistant Fundamentals
Advanced Grant Proposal Writing
Becoming a Grant Writing Consultant
Building Teams That Work
Business and Marketing Writing
Business Finance for Non-Finance Personnel
Computer Skills for the Workplace
Creating a Successful Business Plan
Distribution and Logistics Management
Effective Business Writing
Effective Selling
Fundamentals of Supervision and Management
Fundamentals of Supervision and Management II
Get Assertive!
Get Grants!
Growing Plants for Fun and Profit
High Performance Organization
High Speed Project Management
Individual Excellence
Interpersonal Communication
Introduction to Business Analysis
Introduction to Google Analytics
Introduction to Nonprofit Management
Introduction to Stock Options
Keys to Effective Communication
Keys to Successful Money Management Leadership
Learn to Buy and Sell on eBay
Listen to Your Heart, and Success Will Follow
Managing Customer Service
Marketing Your Business on the Internet
Marketing Your Nonprofit
Mastering Public Speaking
Mastery of Business Fundamentals
Nonprofit Fundraising Essentials
Personal Finance
Professional Sales Skills
Project Management Applications
Project Management Fundamentals
Project Management Fundamentals II
Purchasing Fundamentals
Pursuing Professional Development
Real Estate Investing
Resume Writing Workshop
Six Sigma: Total Quality Applications
Skills for Making Great Decisions
Small Business Marketing on a Shoestring
Start and Operate Your Own Home-Based Business
Start Your Own Arts and Crafts Business
Start Your Own Edible Garden
Start Your Own Gift Basket Business
Start Your Own Online Business
Start Your Own Small Business
Starting a Consulting Practice
Starting a Nonprofit
Stocks, Bonds, and Investing: Oh, My!
Supply Chain Management Fundamentals
Talent and Performance Management
The Analysis and Valuation of Stocks
Total Quality Fundamentals
Twelve Steps to a Successful Job Search
Understanding the Human Resources Function
Using Social Media in Business
Where Does All My Money Go?
Writing Effective Grant Proposals
Advanced Microsoft Excel 2007
Advanced Microsoft Excel 2010
PMP Certification Prep 1
PMP Certification Prep 2
High Speed Project Management
Leadership
Project Management Fundamentals
Project Management Applications
Visit our website to learn more!

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Instructor-Facilitated       6-week format       Flexible Pace       Affordable       Student Friendly       Effective

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ONLINE SHORT COURSES

COMPUTER APPLICATIONS

Advanced Microsoft Excel 2013
Advanced Microsoft Excel 2016
Intermediate Microsoft Access 2010
Intermediate Microsoft Access 2013
Intermediate Microsoft Access 2016
Intermediate Microsoft Excel 2007
Intermediate Microsoft Excel 2010
Intermediate Microsoft Excel 2013
Intermediate Microsoft Excel 2016
Intermediate Microsoft Word 2007
Intermediate Microsoft Word 2010
Intermediate Microsoft Word 2013
Intermediate Microsoft Word 2016
Intermediate Oracle
Intermediate QuickBooks 2013
Intermediate QuickBooks 2014
Intermediate QuickBooks 2015
Intermediate QuickBooks 2016
Intermediate QuickBooks 2017
Introduction to Adobe Acrobat X
Introduction to Crystal Reports
Introduction to Microsoft Access 2010
Introduction to Microsoft Access 2013
Introduction to Microsoft Access 2016
Introduction to Microsoft Excel 2007
Introduction to Microsoft Excel 2010
Introduction to Microsoft Excel 2013
Introduction to Microsoft Excel 2016
Introduction to Microsoft Outlook 2010
Introduction to Microsoft Outlook 2013
Introduction to Microsoft PowerPoint 2010
Introduction to Microsoft PowerPoint 2013
Introduction to Microsoft PowerPoint 2016
Introduction to Microsoft Project 2010
Introduction to Microsoft Project 2013
Introduction to Microsoft Project 2016
Introduction to Microsoft Publisher 2010
Introduction to Microsoft Publisher 2013
Introduction to Microsoft Word 2007
Introduction to Microsoft Word 2010
Introduction to Microsoft Word 2013
Introduction to Microsoft Word 2016
Introduction to Oracle
Introduction to PC Troubleshooting
Introduction to QuickBooks 2013
Introduction to QuickBooks 2014
Introduction to QuickBooks 2015
Introduction to QuickBooks 2016
Introduction to QuickBooks 2017
Introduction to QuickBooks Online
Introduction to Windows 10
Introduction to Windows 8
Keyboarding
Microsoft Excel - Pivot Tables
Performing Payroll in QuickBooks 2013
Performing Payroll in QuickBooks 2014
Performing Payroll in QuickBooks 2015
QuickBooks 2013 for Contractors
QuickBooks 2015 for Contractors
QuickBooks for Contractors 2014
What's New in Microsoft Office 2013

Learn Microsoft Office in Six Weeks From Home!

Intro to Microsoft Word 2016
Learn to use the basic features of Word 2016 (now available through Office 365) to type, edit, format, spell check, and print professional-looking documents, letters, and reports.

Intro to Microsoft Excel 2016
Learn to use basic, intermediate, and advanced features of Microsoft Excel.

Intro to Microsoft PowerPoint 2016
Learn how to use Microsoft PowerPoint 2016 (now available through Office 365) to create professional-looking presentations using slide and layout masters that make global changes in a snap.

Intro to Microsoft Access 2016
Learn to build, edit, and maintain a database in Microsoft Access 2016, complete with tables, reports, forms, macros, and queries to give you fast access to all your important information.

Intro to Microsoft Outlook 2016
Learn how to organize, edit, manage, and report data using Microsoft Access 2016.

Intro to Windows 10
Learn to use this powerful new operating system, including how to customize your desktop, manage files and folders, and navigate the Web with the new Microsoft Edge browser.

Visit our Website to find more courses!

Keyboarding
Learn how to touch-type or improve your existing typing skills using Keyboarding Pro 5.

There’s Still Time to Enroll: www.ed2go.com/sad49

Instructor-Facilitated 6-week format Flexible Pace Affordable Student Friendly Effective

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Lawrence Adult Education

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ONLINE SHORT COURSES

Bloggign and Podcasting for Beginners

Learn how to create your very own blog and add a podcast too using the tools that you already have available on your computer.

There’s Still Time to Enroll
www.ed2go.com/sad49

Computer Programming

Advanced CSS3 and HTML5
Advanced Web Pages
Blogging and Podcasting for Beginners
Creating Mobile Apps with HTML5
Creating Web Pages
Intermediate C# Programming
Intermediate CSS3 and HTML5
Intermediate Java Programming
Intermediate PHP and MySQL
Intermediate SQL
Intermediate Visual Basic
Introduction to ASP.NET
Introduction to C# Programming
Introduction to C++ Programming
Introduction to CSS3 and HTML5
Introduction to Database Development
Introduction to Java Programming
Introduction to JavaScript
Introduction to PHP and MySQL
Introduction to Programming
Introduction to Python 2.5 Programming
Introduction to Python 3 Programming
Introduction to SQL
Introduction to Visual Basic
Introduction to XML
Mac, iPhone, and iPad Programming
Responsive Web Design

Construction and Trades

Manufacturing Applications
Manufacturing Fundamentals

Web Design Value Suite

This series of courses take you through the art of building web pages to coding in JavaScript, CSS3 and HTML5. You’ll learn to plan content and structure including formatting text, building links, adding color, including graphics and tables, and developing areas of interactivity.

Creating Web Pages

If you’ve always wanted to learn how to create your own website, this course is for you! Create and post your very own Web site on the Internet using HTML in this extensive, hands-on, six week workshop. Learn about the capabilities of the web and the fundamentals of web design.

Introduction to CSS3 and HTML5
In this course, you will learn how to create state-of-the-art websites using modern CSS3 and HTML5 techniques! Take your existing HTML skills to the next level and start building sites like the pros.

Introduction to JavaScript
This programming language lets you add interactivity to your pages by creating features such as buttons, picture carousels, and collapsible panels to your Web pages. The course begins with the basics of JavaScript code and then moves on to more advanced topics.

24/7 Access • All classes start new every month • Certificate of completion • 6-week format • Average 24 work hours • Discussion boards • Mobile accessible

Enroll or view all our online courses at: www.ed2go.com/sad49

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ONLINE SHORT COURSES

HEALTH AND FITNESS

Become a Physical Therapy Aide
Become a Veterinary Assistant
Become a Veterinary Assistant II: Canine Reproduction
Become a Veterinary Assistant III: Practical Skills
Become an Optical Assistant
Certificate in Brain Health
Certificate in Complementary and Integrative Health
Certificate in End of Life Care
Certificate in Energy Medicine
Certificate in Food, Nutrition, and Health
Certificate in Gerontology
Certificate in Global Healing Systems
Certificate in Healing Environments for Body, Mind, and Spirit
Certificate in Healthy Aging
Certificate in Holistic and Integrative Health
Certificate in Holistic and Integrative Health: Foundations 1
Certificate in Holistic and Integrative Health: Foundations 2
Certificate in Holistic and Integrative Health: Foundations 3
Certificate in Infectious Diseases and Infection Control
Certificate in Integrative Mental Health
Certificate in Legal and Ethical Issues in Healthcare
Certificate in Meditation
Certificate in Mindfulness
Certificate in Music Therapy and Sound Healing
Certificate in Nutrition, Chronic Disease, and Health Promotion
Certificate in Pain Assessment and Management
Certificate in Perinatal Issues
Certificate in Spirituality, Health, and Healing
Certificate in Starting Your Own Business in Health and Healing
Certificate in Stress Management

Certificate in Violence Prevention and Awareness
Certificate in Women's Health Issues
Explore a Career as a Pharmacy Technician
Explore a Career as an Administrative Medical Assistant
Explore a Career in Medical Coding
Explore a Career in Medical Transcription
Explore a Career in Medical Writing
Explore a Career in Nursing
Genealogy Basics
Handling Medical Emergencies
Happy and Healthy Pregnancy
Helping Elderly Parents
HIPAA Compliance
Introduction to Natural Health and Healing
Lose Weight and Keep It Off
Luscious, Low-Fat, Lightning-Quick Meals
Marriage and Relationships: Keys to Success
Medical Math
Medical Terminology II: A Focus on Human Disease
Medical Terminology: A Word Association Approach
Spanish for Medical Professionals
Spanish for Medical Professionals II

If you're considering a career in healthcare, this group of online courses will introduce you to three different opportunities within the industry.

Explore a Career in Medical Coding
Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

Explore a Career as an Administrative Medical Assistant
Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office—from appointment scheduling and chart creation to medical billing and coding.

Explore a Career in Medical Transcription
Learn how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist.

Enroll Today and Save! www.ed2go.com/sad49

For more information or to enroll: www.ed2go.com/sad49

Instructor-Facilitated  6-week format  Flexible Pace  Affordable  Student Friendly  Effective

207.453.4200, ext. 3114 | www.lawrenceadulted.org
HOSPITALITY
Secrets of the Caterer
Start a Pet Sitting Business
Wow, What a Great Event!

INFORMATION TECHNOLOGY
Advanced PC Security
CompTIA Security+ Certification Prep 1
CompTIA Security+ Certification Prep 2
Intermediate Networking
Introduction to Networking
Introduction to PC Security
Understanding the Cloud
Wireless Networking

LANGUAGE
Beginning Conversational French
Content-Based Instruction for Language Learners
Conversational Japanese
Discover Sign Language
Easy English 1
Easy English 2
Easy English 3
Get Funny!
Grammar for ESL
Instant Italian
Making the Most of Learner Dictionaries (American Edition)
Making the Most of Learner Dictionaries (British Edition)
Spanish for Law Enforcement
Spanish for Medical Professionals
Spanish in the Classroom
Speed Spanish
Speed Spanish II
Speed Spanish III

LEGAL
Employment Law Fundamentals
Explore a Career as a Paralegal
Introduction to Criminal Law
Legal Nurse Consulting
Real Estate Law
Workers’ Compensation

MATH AND SCIENCE
Human Anatomy and Physiology
Human Anatomy and Physiology II
Introduction to Algebra
Introduction to Biology
Introduction to Chemistry
Introduction to Statistics
Math Refresher

ONLINE SHORT COURSES
Instructor-Facilitated         6-week format         Flexible Pace         Affordable         Student Friendly         Effective

Improve your understanding of data and learn how to develop graphs and charts so you can use this information to make better decisions.

For more information or to enroll: www.ed2go.com/sad49

adulted@msad49.org | 207.453.4225, fax
Suites and Series Bundles

These bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area.

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners and offer new.

**SUITE BUNDLES**

- Accounting with Excel Suite
- Administrative Assistant Suite
- Adobe Value Suite
- Aging and Health Bundle
- Animal Lover Suite
- Basic Computer Skills Suite
- Computer Networking Suite
- Creative Writing Value Suite
- Digital Marketing Suite
- Easy English Bundle
- Entrepreneurship Suite
- Event Planning Suite
- Explore a Career in Healthcare Suite
- Financial Analyst Suite
- Global Health and Healing Bundle
- Grant Writing Suite
- Health and Well-Being Bundle
- Health Care Entrepreneurship Bundle
- Healthy Living Suite
- Healthy Relationships Suite
- Leadership Suite
- Medical Office Basics Suite
- Microsoft Office 2016 Value Suite
- Mind-Body Therapies Bundle
- New Career Suite
- New Manager Suite
- Nonprofit Management and Grant Writing Suite
- Nonprofit Suite
- Nutrition and Health Bundle
- Pain Management and End of Life Bundle
- Photography Suite
- Presentation Skills Suite
- Project Management Suite
- Reading Strategies Suite
- Real Estate Suite
- Sales Training Suite
- Self-Improvement Suite
- Small Business Suite
- Soft Skills Suite
- Stock Trading Suite
- Supply Chain Suite
- Web Design Value Suite
- Women’s Health Bundle
- Workplace Law Essentials Value Suite
- Writing and Editing Value Suite

**SERIES BUNDLES**

- A to Z Grant Writing Series
- Accounting Fundamentals Series
- C# Programming Series
- Creating WordPress Websites Series
- Educator’s Fundamentals Series
- Grammar Refresher Series
- GRE Prep Series
- HTML and CSS Series
- Human Physiology Series
- Java Programming Series
- Medical Spanish Series
- Medical Terminology Series
- Microsoft Access 2016 Series
- Microsoft Excel 2016 Series
- Microsoft Word 2016 Series
- Oracle Series
- PHP and MySQL Series
- Project Management Fundamentals Series
- Project Management Professional (PMP) Prep Series
- QuickBooks 2016 Series
- QuickBooks 2017 Series
- SAT/ACT Prep Series
- Speed Spanish Series
- SQL Series
- Supervision and Management Series
- Teaching ESL Series
- Veterinary Assistant Series
- Visual Basic Series

For more information or to enroll: [www.ed2go.com/sad49](http://www.ed2go.com/sad49)
We are pleased to offer a variety of personal enrichment classes to the community. These classes are provided as a service to the community and the school district and are supported by fees. No state funds are used toward 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.

**Yoga Flow**
This is an all levels yoga class working upon the foundations of yoga in a flowing format. Participants will learn yoga poses in a sequence while understanding and utilizing correct body posture and alignment. Different breath techniques will also be introduced. Please bring your yoga mat. Yoga blocks are helpful if you have them. No class 10/7, 11/11, & 11/25.

Wednesday from 4:00pm to 5:00pm
September 9 - December 16, 2020 (12 sessions)
Instructor: Laurie Lefebvre
Location: LHS, Room MP 2*
Fee: $56 Self-supporting fee

**Oshana Energy Work Method**
The Oshana Energy Work Method (OEWM), developed by Dave Oshana, is a powerful energy work, health care system designed to tone, detoxify, and strengthen the body’s muscles and internal organs. The simple physical movements remove stress from the body, mind, and emotions. Immediate health benefits are received. OEWM uses a series of physical moves, postures, self massage, relaxation, and breathing techniques which support, strengthen, and correct the body’s functions. Each technique raises the student’s energy and awareness levels. Students will be required to do some movement. This class is suitable for all ages. Please bring a towel, blanket, or mat to class.

Wednesday from 5:30pm to 6:30pm
October 14 - November 4, 2020 (4 sessions)
Instructor: Laurie Lefebvre
Location: LHS, Room MP 2*
Fee: $19 Self-supporting fee

* These courses may be held online via Zoom if needed.

**Yoga Flow**
This is an all levels yoga class working upon the foundations of yoga in a flowing format. Participants will learn yoga poses in a sequence while understanding and utilizing correct body posture and alignment. Different breath techniques will also be introduced. Please bring your yoga mat. Yoga blocks are helpful if you have them. No class 10/7, 11/11, & 11/25.

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Location: LHS, Room MP 2*
Fee: $19 Self-supporting fee

* These courses may be held online via Zoom if needed.

**Elder Law: The Basics**
This free, two-hour class will include discussion regarding retirement planning, advance directives, guardianships and conservatorships, second marriage family planning, long-term care and estate planning. Attorney Nale will be available after class to answer any questions.

Wednesday from 6:00pm to 8:00pm
October 28, 2020 (1 session)
Instructor: John Nale
Location: Annex, Room C-13*
Fee: No Cost

* This course may be held online via Zoom if needed.

**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 6:00pm to 8:30pm
December 15 - December 17, 2020 (2 sessions)
Instructor: BHS Staff
Location: Annex, Room C-5
Fee: $40 ($25 senior citizens) Self-sustaining fee

**Medicare 101**
Medicare is not one size fits all. New to Medicare? This session will review a wide variety of information to help you navigate the waters. We will review how to obtain Medicare, when you are eligible and many other important topics including supplemental insurance to compliment original Medicare. If you are currently enrolled in Medicare come get a refresher on the basics and better understand the choices available to you and when you can make changes. There are many different products and carriers available as well as various enrollment periods which give you the opportunity to change your policy if appropriate. Anyone with questions about Medicare will find this class helpful.

Instructor: Courtney Cowan (license #PRR252278) offers insurance products through Northeast Planning Associates, Inc., a licensed insurance agency.

**SESSION 1**
Tuesday, October 6, 2020 from 6:00pm to 7:30pm (1 session)
Instructor: Courtney Cowan
Location: Annex, Room C-10
Fee: No Cost

**SESSION 2**
Wednesday, October 28, 2020 from 6:00pm to 7:30pm (1 session)
Instructor: Courtney Cowan
Location: Annex, Room C-10
Fee: No Cost

**SESSION 3**
Monday, November 16, 2020 from 6:00m to 7:30pm (1 session)
Instructor: Courtney Cowan
Location: Annex, Room C-10
Fee: No Cost
Photography I (Introduction)
What is the rule of thirds? Why are my images boring? Why does my friend take the same picture as I do and her picture looks better? Bring your camera to class and learn how to make a great image rather than simply take a photograph. We will focus on what constitutes a great image and how to think about composition, lighting and subject matter.
Monday from 6:00pm to 8:30pm
November 15, 2020 (1 session)
Instructor: Arend Thibodeau
Location: Adult Ed, Computer Lab
Fee: $12 Self-supporting fee

Photography II (Technical Photography)
In this workshop we will explore aperture, shutter speed and ISO and understand why they are so crucial in creating stunning images. Manual settings on a camera can unleash a new and exciting world of creativity and can help you in creating memorable art and unique photographic statements. Learn how to take photography to a new level and leave behind the program or auto mode on your camera!
Monday from 6:00pm to 8:30pm
November 23, 2020 (1 session)
Instructor: Arend Thibodeau
Location: Adult Ed, Computer Lab
Fee: $12 Self-supporting fee

Portraiture & Lighting
Explore the different aspects of portrait work both in the studio and in the field. We’ll also explore the fundamentals of photographic lighting. Must have a DSLR camera and knowledge of manual camera settings.
Monday from 6:00pm to 8:30pm
November 30, 2020 (1 session)
Instructor: Arend Thibodeau
Location: Adult Ed, Computer Lab
Fee: $12 Self-supporting fee

Write Your Novel/Write Your Memoirs
Do you have a novel in you just waiting to break free? Ever thought of writing your memoirs? This course can teach you how to do both! The class will act as a writing circle, exchanging ideas, getting critiqued, and learning what works and what doesn’t. Did Stephen King start out this way?
Rod Labbe has a Master’s in Creating Writing from the University of Maine and has been a published writer since 1984. Over 30 years of experience has given him a unique insight into the art of writing a novel…and he’s currently writing his memoirs.
Tuesday from 6:30pm to 8:00pm
September 8 - November 10, 2020 (10 sessions)
Instructor: Rod Labbe
Location: Adult Ed, Room 2
Fee: $49 Self-supporting fee

Microsoft Word
Discover the basics of Microsoft Word. Learn how to cut, copy, paste, as well as become familiar with fonts, formatting text, bullets, page layouts, mailings, views, headers and footers, tables, text boxes, pictures, and more! Create letterheads, business letters, and reports. Please bring a flash drive to class.
Wednesday from 2:30pm to 5:30pm
September 22 - November 10, 2020 (6 sessions)
Instructor: Linda Davis
Location: Adult Ed, Computer Lab*
Fee: $69 Self-supporting fee

Microsoft Excel
Learn the basics of Microsoft Excel including setting up, designing, and completing a spreadsheet. You will become familiar with fonts, formatting cells, numbers, and spreadsheets as well as formulas, charts, sorting, filtering, hiding columns/rows, split freeze panes, and much more. Please bring a flash drive to class.
Wednesday from 2:30pm to 5:30pm
October 21 - December 9, 2020 (6 sessions)
Instructor: Linda Davis
Location: Adult Ed, Room Computer Lab*
Fee: $69 Self-supporting fee

*These classes may be held online if needed.

Become a Freelance Writer & Be Published
Have you ever wanted to write an article for a magazine, newspaper, or website and actually get paid for it? Learn the ins and outs of the freelance game. All you need is the desire, the dedication, and a little talent. It’s the know-how that will get you where you want to go! Freelance writing is fun, and think of the immense satisfaction you’ll feel when your masterpiece is published!
Rod Labbe, Waterville native, has a Master’s in Creating Writing from the University of Maine. Two months before graduating, he sent out his first short story and interview as a freelancer, and lo and behold, they were purchased and ran in national magazines! Rod had his start and he hasn’t stopped since. “Freelancing is fun, and I take great satisfaction in teaching others how to succeed in this crazy business!”
Monday from 6:30pm to 8:00pm
September 14 - November 23, 2020 (10 sessions)
Instructor: Rod Labbe
Location: Adult Ed, Room 2
Fee: $49 Self-supporting fee

Learn to Buy and Sell on eBay
Learn how to buy and sell, watch for the pitfalls, leave feedback, and best of all- make money! Who needs lawn sales when you have the international world of eBay? It’s fun, easy, and profitable.
Rod Labbe became an ‘eBayer’ in 1998 and has been an active Buyer and Seller since. His expertise will help you navigate the waters of eBay without going under.
Thursday from 6:30pm to 8:00pm
September 10 - November 12, 2020 (10 sessions)
Instructor: Rod Labbe
Location: Adult Ed, Room 2
Fee: $49 Self-supporting fee

Microsoft Excel (Technical Photography)
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September 14 - November 23, 2020 (10 sessions)
Instructor: Rod Labbe
Location: Adult Ed, Room 2
Fee: $49 Self-supporting fee
University of Maine System - ITV

The University of Maine System 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 BlackBoard or other online instructional programs.

Fall 2020 ITV Courses Available at the Fairfield Site - Semester Begins September 8, 2020.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat. Nbr</th>
<th>Class #</th>
<th>Course Title</th>
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<td>42248</td>
<td>Transition to College Math</td>
<td>F 1:00pm-3:45pm</td>
<td>Fairfield</td>
</tr>
<tr>
<td>MAT 111</td>
<td>42272</td>
<td>42272</td>
<td>Algebra II</td>
<td>F 1:00pm-3:45pm</td>
<td>Fairfield</td>
</tr>
<tr>
<td>MAT 115</td>
<td>42342</td>
<td>42342</td>
<td>Elementary Statistics I</td>
<td>Tu 4:00pm-6:45pm</td>
<td>Fairfield</td>
</tr>
<tr>
<td>MAT 115</td>
<td>50961</td>
<td>50961</td>
<td>Elementary Statistics I</td>
<td>W 4:00pm-6:45pm</td>
<td>Fairfield</td>
</tr>
<tr>
<td>MAT 125</td>
<td>42389</td>
<td>42389</td>
<td>Calculus I</td>
<td>Th 4:00pm-6:45pm</td>
<td>Fairfield</td>
</tr>
<tr>
<td>MAT 130</td>
<td>42413</td>
<td>42413</td>
<td>Math for Elementary Teachers I</td>
<td>M 5:30pm-6:45pm</td>
<td>Fairfield</td>
</tr>
<tr>
<td>MAT 280</td>
<td>42437</td>
<td>42437</td>
<td>Discrete Math Structures</td>
<td>M 4:00pm-6:45pm</td>
<td>Fairfield</td>
</tr>
<tr>
<td>POS 362</td>
<td>41854</td>
<td>41854</td>
<td>Labor Mgt Relations</td>
<td>Tu 4:00pm-6:45pm</td>
<td>Fairfield</td>
</tr>
<tr>
<td>POS 365</td>
<td>41902</td>
<td>41902</td>
<td>Organizational Behavior</td>
<td>Th 4:00pm-6:45pm</td>
<td>Fairfield</td>
</tr>
</tbody>
</table>

DID YOU KNOW? 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!
How do I register for classes?

Register for personal enrichment classes online, by phone, by mail or in person. We accept cash, checks, credit and debit cards. 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 fees apply for credit/debit card purchases.

**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.

Phone: 207-453-4200, ext. 3114
Fax: 207-453-4225

**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 (cash, check, credit or debit card).

Who can take adult education classes?

Anyone 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 emailed when registration is done online. If you register by mail or fax, 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. High school completion and college transitions class may be taken by anyone not in those programs. Applicable book and/or lab fees will apply.

DISCOUNTS (Call 453-4200, ext. 3114 for Promo Codes if registering online.) Cannot be combined. Does not apply to the online e2go courses or programs.

- Frequent Learner Discount: If you took a course with us last semester (Fall 2019) 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 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*: _________
Total Fee: _________

*See “Discounts” section, page 22.

Payment Type

___ Cash
___ Check or Money Order: #____________________
___ Third Party
___ Credit/Debit Card  Rec#

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

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
ADULT EDUCATION IS AN ECONOMIC IMPERATIVE FOR INDIVIDUALS AND THE NATION.

A robust adult education system is an economic imperative for the economic prosperity of individuals and the nation. The U.S. is falling behind other countries and cannot compete economically without improving the skills of its workforce. High school graduates and dropouts will find themselves largely left behind in the coming decade as employer demand for workers with postsecondary credentials continues to surge. As well, basic digital skills—commonly taught in adult education programs—is the second fastest growing category of skills in demand by employers.\textsuperscript{xiii}

Full-time workers with a high school diploma earn almost $10,000 more per year than those without a diploma. If they have some college, but no degree, their median earnings are $13,000 higher at $35,000, which increases to $40,000 for people with an Associate’s degree.\textsuperscript{xiv}

Adults without a high school diploma are almost twice as likely to be unemployed\textsuperscript{xv} and more than three times as likely to live in poverty as adults with some college.\textsuperscript{xvi}

By 2020, 65\% of all U.S. jobs will require education or training beyond high school, yet, 38\% of the U.S. workforce—59 million out of 166 million adults—has only a high school education or less.


\textsuperscript{xiv} Carnevale, A., Strohl, J. and N. Ridley. (2017). Good jobs that pay without a BA. Center on Education and the Workforce, Georgetown University.


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Why was my class cancelled?

*Personal Enrichment classes are self-supporting - meaning the fees charged are based on a minimum number of enrollments. These classes are cancelled a few days before the start date if there are not enough enrollments to pay our instructors. REGISTER EARLY to help keep classes running!*