

Lawrence Adult Education

A close-up photograph of a woman and a man looking at a document together. The woman, on the left, has blonde hair and is wearing a white sweater. She is smiling and looking down at the document. The man, on the right, is partially visible, wearing a dark shirt, and is also smiling. They appear to be in a classroom or office setting. The background is blurred.

FALL 2021

 **Maine Adult Education**
EDUCATE • EMPOWER • ENRICH

working toward a brighter future...



WELCOME!

ADULT ED STAFF

Adam Sikora
Director

Kathy Cote
Administrative Assistant

Allison Burns
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Linda Davis
Career Pathways Advisor

Gen Pinnette
Evening Secretary

Laurie Brann
Evening Secretary

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4 School Street
Fairfield ME 04937

OFFICE HOURS

Monday through Thursday
9:00 a.m. - 9:00 p.m.

Friday
9:00 a.m. - 4:30 p.m.

Saturday & Sunday Closed



DIRECTOR'S MESSAGE

As we begin the 2021/2022 school year, I am happy to lead Lawrence Adult Education into a healthy and exciting year. With a long year of restrictions behind us, we look forward to filling our classrooms with eager and smiling students. If you have found yourself putting off your education over the past year, please come in and see us. Let us help you accomplish your goals and achieve success.

Do you already have a high school diploma or HiSET? Great! We still have something for you. We offer something for everyone. Check out our brochure for enrichment classes, workforce classes, college readiness classes and much more. We would love to help you write a resume or apply for college. If you are not sure if we can help you, give us a call.

Our number one goal here at Lawrence Adult Education is to serve the community and help enrich lives. We encourage you to call us today or stop in so that we can help you begin your journey towards your next adventure.

DIRECTIONS

From I-95: Take exit 132 and turn east on Route 139 (Western Avenue). Proceed a half mile and turn right on to School Street.

From Waterville: Take College Avenue from Waterville to Main Street in Fairfield. Go straight at the traffic light and turn left onto Western Avenue (by Circle K). Proceed .4 miles and turn left on to School Street.

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

We are the small gray building on the left as you drive on to School Street. Entrance and parking are on the opposite side of the building that you face as you drive in.



Like us on Facebook
www.facebook.com/lawrence.adult.education

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September 2021							September 6	Labor Day	
Sa	Mo	Tu	We	Th	Fr	Sa			
			1	2	3	4		September 7	Fall Semester Begins
5	6	7	8	9	10	11			
12	13	14	15	16	17	18			
19	20	21	22	23	24	25			
26	27	28	29	30					
October 2021							October	Lawrence PT Conferences	
Sa	Mo	Tu	We	Th	Fr	Sa	No Classes at LHS, LHS, Annex	Classes at Adult Ed Building Run	
					1	2			
3	4	5	6	7	8	9			
10	11	12	13	14	15	16		October 11	Indigenous People's Day
17	18	19	20	21	22	23		No School	
24	25	26	27	28	29	30			
31									
November 2021							November 11	Veteran's Day	
Sa	Mo	Tu	We	Th	Fr	Sa	No School		
	1	2	3	4	5	6			
7	8	9	10	11	12	13		November 24-26	Thanksgiving Break
14	15	16	17	18	19	20		No School	
21	22	23	24	25	26	27			
28	29	30							
December 2021							December 16	End of Semester	
Sa	Mo	Tu	We	Th	Fr	Sa			
			1	2	3	4			
5	6	7	8	9	10	11			
12	13	14	15	16	17	18			
19	20	21	22	23	24	25			
26	27	28	29	30	31				



HIGH SCHOOL DIPLOMA

You can earn your high school diploma with Lawrence Adult Education! If you are at least 16 years old and no longer enrolled in high school, you can earn the missing credits you need to graduate. Previously earned credits and life experience credits can count toward your credit total. Credits can be earned in live classes and distance learning options. All diploma classes are at no cost to you! Call us to schedule an appointment and find out how you can become a high school graduate!



EFFECTIVE WRITING

with Tonya Joler

Learn grammar and writing skills that will help you write in a college or work setting. 1 English credit
Tonya Joler has been teaching for over 20 years, most of them at Lawrence High School and Lawrence Adult Education.

Monday from 5:30 PM to 9:00 PM
9/13/2021 to 12/13/2021, 13 sessions
at LHS, Rm 11, No cost for diploma students

U.S. HISTORY I: 1492-1880

with Isaac Thomas

This course is an introduction to the major developments in U.S. History from 1492 to 1880. If you are working toward your high school diploma or HiSET, preparing for college, or simply want to join in an informed discussion of the past - this course is for you! We pay special attention to what historians call "social history": recognizing and recording how common people like ourselves struggled for freedom, equality, and democracy. Also covered will be big ideas from across the arts and sciences that help us to think about the past, present, and future in new ways. 1 U.S. History or social studies credit

Tuesday from 3:00 PM to 6:00 PM
9/7/2021 to 12/14/2021, 15 sessions
at the Annex, Rm C-13, No cost for diploma students

KEYBOARDING BASICS

with Linda Davis

Keyboarding is an essential skill for school and work. Learn to progress past pecking at the keys. Participants will memorize the order of the keys and practice typing for speed and accuracy. This course stresses typing without looking at the keyboard as well as proper posture. 1/3 elective credit

Wednesday from 2:30 PM to 5:30 PM
9/8/2021 to 9/22/2021, 3 sessions
at Adult Ed, Computer Lab, \$27 self-supporting fee (No cost for diploma students)

WORD PROCESSING APPLICATIONS

with Linda Davis

Discover the basics of Microsoft Word and Google Docs. Participants will learn how to cut, copy, paste, as well as become familiar with fonts, formatting text, bullets, text boxes, pictures, and more! Create letterhead, business letters, and reports. Please bring a flash drive to class to save your work. 1/4 elective credit

Wednesday from 2:30 PM to 5:30 PM
9/29/2021 to 10/27/2021, 5 sessions
at Adult Ed, Computer Lab, \$69 self-supporting fee (No cost for diploma students)

SPREADSHEET APPLICATIONS

with Linda Davis

Learn the basics of Microsoft Excel and Google Sheets, including setting up, designing, and completing a spreadsheet. You'll become familiar with fonts, formatting cells, numbers, and spreadsheets as well as formulas, charts, sorting, filtering, hiding columns and rows, split freeze panes, and much more. Please bring a flash drive to class to save your work! 1/4 elective credit

Wednesday from 2:30 PM to 5:30 PM
11/3/2021 to 12/1/2021, 5 sessions
at Adult Ed, Computer Lab, \$69 self-supporting fee
(No cost for diploma students)

MICROSOFT POWERPOINT AND PUBLISHER

with Linda Davis

Learn how to make presentations with Microsoft PowerPoint. Discover how to use different fonts, use the cut, paste, and copy features to create slide shows. Learn how to import files from MS Word or MS Excel, and the internet to enhance presentations. Microsoft Publisher is designed to create your own newsletters, calendars, and cards - only to name a few of the ways to use this program. Please bring a flash drive to class. 1/8 elective credit

Wednesday from 2:30 PM to 5:30 PM
12/8/2021 to 12/15/2021, 2 sessions
at Adult Ed, Computer Lab, \$17 self-supporting fee (No cost for diploma students)

HiSET® (HIGH SCHOOL EQUIVALENCY TEST)

If you are at least 17 years old 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: Reading, Writing, Social Studies, Science, and Math. Call us today to learn about HiSET preparation and testing requirements and get ready to achieve your goal of obtaining a high school credential.



ETS HiSET

HiSET PREP

with Allison Burns

Build on your knowledge in Reading, Writing, Science, Social Studies, and 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. When in-person learning isn't an option, the following remote learning options are available:

Odysseyware is an online program that has many courses available to brush up on any subject.

HiSET Academy is a user-friendly, online program designed strictly to focus on any skills that may be lacking for each of the HiSET exam topics.

AM (Mornings)

Tuesday and Thursday from 9:00 AM to 11:00 AM
9/7/2021 to 12/16/2021, 28 sessions
at Adult Ed, Rm 1, No cost

PM (Afternoons)

Tue and Thursday from 1:00 PM to 3:00 PM
9/7/2021 to 12/16/2021, 28 sessions
at Adult Ed, Rm 1, No cost



HiSET FACTS

- HiSET testing and preparation classes are free
- Testing is Computer-Based (paper-based testing is only available with accommodations through ETS)
- Score at least 8 out of 20 on each of the five subtests and at least a 2 out of 6 on the essay
- Achieve a total scaled score on all five subtests of at least 45 out of 100
- A score of 15+ on each subtest will take the place of the Accuplacer placement test at all Maine Community Colleges
- The HiSET pass score is based on a national study of high school juniors and seniors and indicates that 60 percent of graduating high school seniors could not pass the HiSET exam

STUDENT SUPPORT CENTER

with Allison Burns

If daytime classes don't fit your schedule, this evening lab is available to study with the instructor on your HiSET, diploma, or college transitions program. You may work on your Odysseyware or HiSET Academy program, get one-on-one academic support.

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.

HiSET Academy is a computerized program designed to target the specific concepts targeted in each of the HiSET exam topics, and proven to be very successful in helping our students meet these goals.

Monday from 5:00 PM to 7:30 PM
9/13/2021 to 12/13/2021, 13 sessions
at Adult Ed, Rm 1, No cost for academic students

MAINE COLLEGE & CAREER ACCESS

MCCA is a comprehensive academic and advising program leading to enrollment in post-high school education or training that results in a credential of value and high-quality employment. Participants in MCCA will acquire the skills and knowledge to pursue their learning and employment goals. This program provides high-quality, cost effective, and accessible pathways to success. Support services, counseling, and mentoring are provided to help adults transition to college and earn degrees.



READING SKILLS FOR COLLEGE

with Danielle Gauthier

This course will introduce and provide practice with reading comprehension skills necessary for college level reading. It will also serve to accelerate students' vocabulary acquisition and to provide strategies and extended practice for taking the Accuplacer test.

Danielle is a literacy coach and former classroom teacher who's been working in education for over 17 years. She received her bachelor's in elementary ed. in 2004, her master's in literacy curriculum, dev., and instruction in 2008, and her literacy coach cert. in 2018. She's currently employed as a literacy coach in RSU 4.

Wednesday from 6:00 PM to 8:00 PM
9/8/2021 to 12/15/2021, 14 sessions
Online, \$10 book fee

WRITING SKILLS FOR COLLEGE

with Allison Burns

This course is designed for students whose writing Accuplacer score is 249 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 is equivalent to the remedial courses offered at local colleges to aid in passing the writing portion of the Accuplacer.

Monday and Wednesday from 9:00 AM to 11:00 AM
9/8/2021 to 12/15/2021, 28 sessions
at Adult Ed, Rm 1, \$10 book fee

NUMBER SKILLS FOR COLLEGE

with Allison Burns

This course is designed for students whose arithmetic Accuplacer score is under 230 indicating a need to improve math skills. It will cover basic math, whole numbers, fractions, decimals and percents, order of operations, rational numbers, ratios and proportions. Reduce your math anxiety and boost your confidence in math. This is equivalent to the remedial courses offered at local colleges to aid in passing the arithmetic portion of the Accuplacer.

Monday and Wednesday from 1:00 PM to 3:00 PM
9/8/2021 to 12/15/2021, 28 sessions
at Adult Ed, Rm 1, \$10 book fee

SUCCESS IN COLLEGE

with Linda Davis

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.

Module 1: Preparing Yourself For College: Topics are Time Management, Learning Style, Career Exploration, Money Management, Stress Management 9/9/2021 to 10/7/2021, 5 sessions

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

10/14/2021 to 11/18/2021, 5 sessions

Module 3: Preparing for Success - How to Study: Topics are Selecting Textbooks, Note Taking Hints, Presentation Guidelines, Acceptable Citations, Exam Techniques

12/2/2021 to 12/16/2021, 3 sessions

Thursday from 9:00 AM to 12:00 PM
at Adult Ed, Computer Lab, No cost

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, online career assessments, Maine College and Career Access courses, and college tours.

Give us a call today!

Linda Davis, Career Pathways Advisor
453-4200, ext. 3120

**BUNDLE AND SAVE!
SIGN UP FOR ALL FOUR
BELOW FOR ONLY \$129!
SAVE \$53!**

KEYBOARDING BASICS

with Linda Davis

Keyboarding is an essential skill for school and work. Learn to progress past pecking at the keys. Participants will memorize the order of the keys and practice typing for speed and accuracy. This course stresses typing without looking at the keyboard as well as proper posture. 1/3 elective credit

Wednesday from 2:30 PM to 5:30 PM
9/8/2021 to 9/22/2021, 3 sessions
at Adult Ed, Computer Lab, \$27 self-supporting fee (No cost for diploma students)

WORD PROCESSING APPLICATIONS

with Linda Davis

Discover the basics of Microsoft Word and Google Docs. Participants will learn how to cut, copy, paste, as well as become familiar with fonts, formatting text, bullets, text boxes, pictures, and more! Create letterhead, business letters, and reports. Please bring a flash drive to class to save your work. 1/4 elective credit

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at Adult Ed, Computer Lab, \$69 self-supporting fee (No cost for diploma students)

SPREADSHEET APPLICATIONS

with Linda Davis

Learn the basics of Microsoft Excel and Google Sheets, including setting up, designing, and completing a spreadsheet. You'll become familiar with fonts, formatting cells, numbers, and spreadsheets as well as formulas, charts, sorting, filtering, hiding columns and rows, split freeze panes, and much more. Please bring a flash drive to class to save your work! 1/4 elective credit

Wednesday from 2:30 PM to 5:30 PM
11/3/2021 to 12/1/2021, 5 sessions
at Adult Ed, Computer Lab, \$69 self-supporting fee (No cost for diploma students)

MICROSOFT POWERPOINT AND PUBLISHER

with Linda Davis

Learn how to make presentations with Microsoft PowerPoint. Discover how to use different fonts, use the cut, paste, and copy features to create slide shows. Learn how to import files from MS Word or MS Excel, and the internet to enhance presentations. Microsoft Publisher is designed to create your own newsletters, calendars, and cards - only to name a few of the many ways to use this program. Please bring a flash drive to class. 1/8 elective credit

Wednesday from 2:30 PM to 5:30 PM
12/8/2021 to 12/15/2021, 2 sessions
at Adult Ed, Comp Lab, \$17 self-supporting fee (No cost for diploma students)

8 STEPS TO CAREER SUCCESS

with Linda Davis and Adam Sikora

Have you often wondered why some people are more successful in their career search than others? Are you unsure of your career path or wonder what careers best fit your strengths and interests? This course will assess your skills, interests and work style and assist you in finding a rewarding career path. Create a career plan, resume and cover letter that is targeted for a particular job. You will cover interviewing skills, focusing on interview preparation and the process and learn to formulate answers to difficult interview questions. The Maine JobLink and Indeed.com career search sites will be introduced. The final step to this course will be mock interviews. Each attendee will select a job, write a cover letter, resume, and be interviewed for that job. This is a hybrid class and participants will be required to complete assignments online in addition to class work.

Wed from 12:00 PM to 2:30 PM
9/8/2021 to 12/22/2021, 15 sessions
at Adult Ed, Computer Lab, No Cost

21st Century Workforce Initiative
Paid Work Experience Program for
Youth 16-24 No Longer Attending the K-12 System

Do you want help looking for a job or exploring a career? If you're a Central Maine youth between the ages of 16 and 24 and you meet one of these criteria, you may qualify for the **21st Century Workforce Initiative** experience!

- Are you unemployed or underemployed and seeking employment experience?
- Are you still working on obtaining your HiSET diploma or getting ready to go to college?
- Are you parenting?
- Are you homeless?

The **21st Century Workforce Initiative** is a 7-week, paid work experience program being offered through **Eastern Maine Development Corporation** in partnership with Lawrence and Skowhegan Adult Education programs.

Successful candidates will work 20 hours per week with a local employer at \$12.15 per hour, while taking part in a no-cost individualized work readiness class.

Applications for the Fall 2021 will be accepted beginning August 1, 2021. Participants must complete required testing and screening.

Information Day:

Wednesday, September 8, 2021
10:00 a.m. at Lawrence Adult Ed, OR
3:00 p.m. at Skowhegan Adult Ed
May attend live or via Zoom



Class/Work Experience:

October 4 - November 19, 2021
Work readiness class will be online via Zoom
Work experience sites and schedules TBA

For more information or to request an application, contact either adult education program:

Lawrence Adult Education - 453-4200, 3114
4 School Street, Fairfield

RSU #54 Adult Education - 474-7553
61 Academy Circle, Skowhegan



The funding for this program is provided through Eastern Maine Development Corporation and the Workforce Investment and Opportunity Act.

CAREER TRAINING PROGRAMS

These online career training certification programs may be available at no cost to qualifying students* through Maine CareerCenters. If you are unemployed or under-employed check with your local CareerCenter to see if you qualify. 1-888-457-8883
 *Qualifying participant = unemployed or under-employed, must have a high school diploma or equivalent, must pass the CASAS reading and math assessment with a minimum score of 220 and must complete the Maine JobLink.



**For more information on these and other career programs, visit:
<https://careertraining.ed2go.com/sad49>**

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 complete edge in the healthcare field. 340 hours, 12 months (National Certifications Included: NHA's CBCS)

Clinical Dental Assistant \$1,995 (GES121)

This 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)

This is an ideal program for students new to a medical career. If you're seeking entry into the healthcare industry, this 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 Certification Included: CPC (AAPC))

CompTIA™ A+ Certification Training (Voucher Included) \$1,995 (GES328)

This 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 ed2go's online program makes training convenient and interactive. 290 hours, 6 months (National Certifications: CompTIA A+)

Comp TIA™ Certification Training: A+, Network+, Security+ (Vouchers Included) \$3995 (GES327)

This program provides a comprehensive foundation for IT professionals. The specific training prepares you for the corresponding industry exams that are desirable for IT professionals. 480 hours, 12 months (National Certifications: Comp TIA A+. CompTIA Network+, CompTIA Security+)

HVAC/R Certified Technician (Voucher Included) \$2,895 (GES793)

If you have more than a year of HVAC/R experience, this course will prepare you for the next step—certification. HVAC/R technicians are in demand, but certified technicians can earn more and have better career opportunities. 162 hours, 12 months (National Certification: HVAC)

NASM Certified Personal Training 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: NCCA accredited NASM CPT Personal Trainer Exam)

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)



PERSONAL ENRICHMENT

We are pleased to offer a variety of personal enrichment courses to the community. These courses are provided as a service to the community and the school district and are supported by fees. No state funds are used toward these courses. Through partnerships with local agencies, some courses or workshops are provided at no cost. If you have an idea for a course and would like to share your talents with the community, give us a call! We're always looking for new programming!



YOGA FLOW

with Laurie Lefebvre

In this all-level, all ages and body types yoga class, work on yoga postures in a flow format including breath work. Learn yoga poses in a sequence while understanding and utilizing correct body posture and alignment. Modifications given when needed. Please bring your yoga mat and blocks if you have them. No class September 22.

Wednesday from 4:00 PM to 5:00 PM
9/8/2021 to 11/10/2021, 9 sessions, Min.5 / Max. 12
at the Annex, Rm C-13, \$60 self-supporting fee

OSHANA ENERGY WORK METHOD

with Laurie Lefebvre

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. With a series of physical moves, postures, self massage, relaxation, and breathing techniques, support, strengthen, and correct your body's functions. Each technique raises the student's energy and awareness levels. Participants will be required to do some movement. This class is suitable for all ages. Please bring a towel, blanket, or mat to class. No class September 22.

Wednesday from 5:30 PM to 6:30 PM
9/8/2021 to 10/6/2021, 4 sessions, Min.5 / Max. 12
at the Annex, Rm C-13, \$22 self-supporting fee

REIKI LEVEL ONE

with Laurie Lefebvre

Learn Reiki from the Japanese tradition which expands and increases life force energy that is universal and moves through the body when you learn to become a clear channel. We will open up our energy chakras via breath work, guided meditation practices, hands-on practice, and through attunements given by the instructor. Learn how to heal your own pain, physical and emotional, on multiple layers.

Wednesday from 5:30 PM to 7:00 PM
10/13/2021 to 11/3/2021, 4 sessions, Min.5 / Max. 12
at the Annex, Rm C-13, \$30 self-supporting fee

BoomerTECH Adventures (BTA)

Self-Paced, Virtual Enrichment Courses

Each course contains multiple videos which are self-paced. Complete your course in your own time and at your own speed. Upon registration you will receive a PDF course booklet with information about your class, instructions, course content (videos and articles accessible from direct links in the PDF file). Participants will be able to reach the instructors via email, phone, and Zoom. Register anytime!

How long does each course take? For most of the courses, 4 weeks at 1-2 hours each week is recommended.

What technology is required? A strong internet connection (or access to one) and a Mac computer, iPad, or iPhone to access videos and articles. The Zoom courses are not iOS or Mac dependent.

How much does it cost? \$35 self-supporting fee

COOKING WITH BOOMERTECH ADVENTURES

In this course, BoomerTECH Adventures guides Chris, Jill, and Ed share their love of cooking and enjoyment for lots of different types of foods. Learn how to prepare several tasty stir fries using traditional Chinese flavorings, make fresh pasta, turn leftover sweet potato into gnocchi, stir up a great fried rice, and give ramen soup a delicious upgrade. Discover an easy way to make your own pita pockets, flat breads, and tortillas. Plus, see a way to combine the benefits of cooking on cast iron with your love of grilling. We haven't forgotten dessert! Who can resist a delectable chocolate brownie torte or apple pie?

INTRODUCTION TO IPHONE BASICS

It is safe to say that the vast majority of iPhone users rarely use more than a fraction of the features available to them. Learn to use your iPhone to the best possible advantage. Here are some of the critical features we'll cover: Apple ID and password; structure of the iPhone (buttons and how they work); best apps to have and how to get them; how to text, phone, FaceTime, and email; how to use the Control Center; mastering Settings; updating operating systems; using key apps; understanding the apps that come with your iPhone and more.

INTRODUCTION TO ZOOM BASICS

Using Zoom more than ever? Here is a great way to learn everything you need to know about the Zoom Video Conferencing platform. The course videos demonstrate examples of using Zoom on different devices - smartphones, tablets, and computers. Course content includes: Muting audio and video; using chat; screen sharing; recording; troubleshooting; scheduling meetings; break-out rooms; and more. This course is appropriate for Zoom beginners as well as those who have used Zoom and want to learn more.

MEDICARE 101

with Courtney Cowan

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 complement 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. Min. 5 / Max. 20

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

SESSION 1

Wednesday from 5:30 PM to 7:00 PM

9/15/2021, 1 session

at the Annex, Rm C-6, \$0 self-supporting fee

SESSION 2

Tuesday from 5:30 PM to 7:00 PM

10/19/2021, 1 session

at the Annex, Rm C-6, No cost

SESSION 3

Thursday from 5:30 PM to 7:00 PM

11/18/2021, 1 session

at the Annex, Rm C-6, No cost

SESSION 4

Monday from 5:30 PM to 7:00 PM

12/13/2021, 1 session

at the Annex, Rm C-6, No cost

ELDER LAW: THE BASICS

with John Nale, Esq.

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 John Nale will be available after class to answer any questions as well.

This class is scheduled on-site at Lawrence Adult Education; however if the need arises due to Covid-19, it will be available via Zoom online.

Wednesday from 6:00 PM to 8:00 PM

10/13/2021, 1 session, Min. 5 / Max. 20

at the Annex, Rm C-10, No cost

NURTURING FATHER CLASS

with Anne Osolinski, LSW

Tailored to meet the needs and learning styles of any male parenting a child, this class focuses on and explains the roots of fathering, nurturing children and self, positive discipline methods, managing anger and resolving conflict, teamwork with partner, balancing work and fathering, and much more.

Tuesday from 3:00 PM to 4:00 PM

9/21/2021 to 12/14/2021, 13 sessions, Min. 5 / Max. 15

at the Annex, Rm C-10, No cost

MAINE DRIVING DYNAMICS

with Chantel Plummer

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 and Thursday from 6:00 PM to 8:30 PM

12/14/2021 to 12/16/2021, 2 sessions

at the Annex, Rm C-10, \$40 self-supporting fee (\$25 seniors 65+)

DAY TRIP TO HISTORIC SALEM, MASSACHUSETTS

with Kathy Cote



Take a ride in the comfort of a Cyr Bus motor coach and spend a day in a place where 375 years of American heritage comes alive – America's Bewitching Seaport, Salem Massachusetts, founded in 1626. It is now most famous for its Witch Trials of 1692, and its author, Nathaniel Hawthorne. It is also full of colonial architecture, world-class museums, shopping, and restaurants. Whether you are interested in art, pirates, witches, or history, you can easily spend more than a day here!

A great way to get around Salem is on the Salem Trolley. If available, the Salem Trolley provides visitors with a narrated one-hour tour and all day shuttle service through beautiful and historic Salem. You'll be entertained with factual history and interesting tidbits about Salem. Feel free to get off and on at any of the 14 stops throughout the day and view Salem at your leisure, using our trolley as a convenient shuttle service. Find out about fees and more at <http://saletrolley.com/>.

As an added treat, we're offering an **October Afternoon Stroll** with Salem Food Tours. This option is available at \$42 per person (in addition to the cost of the trip). This wickedly delicious outing includes fresh New England Clam Chowder (or vegetarian soup) a spice tasting, fresh local breads, a cheese and wine tasting, and a chocolate/sweet tasting (vegan options available). This popular, stream-lined food tour gives a great overview of Salem's history, and information on our modern, thriving culinary scene. When we're done you'll know where to eat, shop, visit, etc. For more information, visit www.salem-foodtours.com.

Make sure to wear comfortable shoes for walking, a water bottle, lightweight tote for any purchases (some stops on the Afternoon Stroll offer discounts to their guests). Please be prepared with a mask in case there are places that still require it. There is room on the bus to store any purchases too! Visit www.salem.org to help plan your day or view the visitors guide at www.salemweb.com/guide/tosee.php/.

Fee includes bus transportation only (and the October Afternoon Stroll if selected – limit 20). Food and admission fees are on your own. Min. 30 / Max. 54

Saturday, October 16, 2021

Bus departs Fairfield at 7:00 a.m. from the Lawrence Jr. High School parking lot

The bus will depart Salem at 5:00 p.m. and return to Fairfield before the witching hour!

Fee: \$74 / With Afternoon Stroll: \$ 116 (\$74+\$42)

Deadline to register without Afternoon Stroll is October 8th.
Deadline to register WITH Afternoon Stroll is October 1st.

PHOTOGRAPHY I: INTRODUCTION TO PHOTOGRAPHY

with Arend Thibodeau

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. We will compare and contrast work by contemporary artists in order to understand how to develop our own unique statements as photographers.

Arend Thibodeau is a published, professional photographer with more than 25 years of experience.

SESSION 1

Monday from 6:00 PM to 8:30 PM

10/4/2021 to 10/4/2021, 1 session, Min. 5 / Max. 15

at the Annex, Rm C-13, \$16 self-supporting fee

SESSION 2

Monday from 6:00 PM to 8:30 PM

11/29/2021 to 11/29/2021, 1 session, Min. 5 / Max. 15

at the Annex, Rm C-13, \$16 self-supporting fee

PHOTOGRAPHY II: TECHNICAL PHOTOGRAPHY

with Arend Thibodeau

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.

SESSION 1

Monday from 6:00 PM to 8:30 PM

10/18/2021 to 10/18/2021, 1 session, Min. 5 / Max. 15

at the Annex, Rm C-13, \$16 self-supporting fee

SESSION 2

Monday from 6:00 PM to 8:30 PM

12/6/2021 to 12/6/2021, 1 session, Min. 5 / Max. 15

at the Annex, Rm C-13, \$16 self-supporting fee

PORTRAITURE AND LIGHTING

with Arend Thibodeau

You will need to bring a DSLR with a flash (on camera is fine) to class for this exciting workshop in portraiture. We will explore studio lighting, and the various methods of setting up and thinking about lighting scenarios. There will be strobes and flash units available and the class will fully participate in making their own portraits. Enter the exciting world of portraiture and learn to take your own family portraits, senior pictures, or even capture images of your beloved family pet.

SESSION 1

Monday from 6:00 PM to 8:30 PM

10/25/2021 to 10/25/2021, 1 session, Min. 5 / Max. 15

at the Annex, Rm C-13, \$16 self-supporting fee

SESSION 2

Monday from 6:00 PM to 8:30 PM

12/13/2021 to 12/13/2021, 1 session, Min. 5 / Max. 15

at the Annex, Rm C-13, \$16 self-supporting fee

WRITE AND GET PUBLISHED!

with Rod Labbe

Do you have a novel in you just waiting to break free? Ever thought of writing your memoirs or submitting articles to a newspaper or magazine? Learn how to do that and more! This class will act as a writing circle - exchanging ideas, getting critiqued, and learning what works and what doesn't.

Rod Labbe has a Master's degree in Creative 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. And yes, if you have the determination, you too will be published before the course is done!

Tuesday from 6:00 PM to 8:00 PM

9/7/2021 to 11/9/2021, 10 sessions, Min. 5 / Max. 10

at Adult Ed, Rm 1, \$81 self-supporting fee

STAINED GLASS

with Wanda Shorty

This beginner stained glass class will take you step by step through the process of creating your own stained glass work of art. Purchase your own consumable supplies and glass but use our space and equipment (grinders, cutters, etc.) under the guidance of a trained glass artist. No materials needed the first night of class. When you decide on a project, plan to spend up to approximately \$50 for glass and consumable supplies. More advanced students may bring their own projects to work on.

Thursday from 6:00 PM to 9:00 PM

9/9/2021 to 10/7/2021, 5 sessions, Min. 5 / Max. 10

at LHS, Rm 41, \$81 self-supporting fee

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Protect your assets and discover how best to achieve all your financial goals. **LC** **ST**

Using the Internet in the Classroom

Discover how you can use the Internet to make teaching easier for you and more relevant to your students. **LC**

Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation. **LC**

Creating a Classroom Website

Learn how to create a classroom website and how having one can make you a more effective and dynamic teacher. **LC**

Individual Excellence

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. **LC** **ST**

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web. **LC** **ST**

Creating WordPress Websites

Learn how to create websites with WordPress, the world's most popular website building platform. **LC** **ST**

Interpersonal Communication

Become aware of the conscious and unconscious codes of meaning people send when communicating with others. **LC** **ST**

Homeschool With Success

Discover how to homeschool your children in a way that ensures they get what they need both academically and socially. **LC**

Integrating Technology in the Classroom

In this professional development course for teachers, you will learn about technology integration in the classroom and gain the skills needed to use tools like apps, assistive technology, and blogs effectively. **LC** **ST**

Building Teams That Work

What are the secrets to managing successful teams in the workplace? Explore communication techniques and problem-solving skills that will help you get your team on track in no time. **LC** **ST**

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. **LC** **ST**

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UNIVERSITY OF MAINE AUGUSTA - ITV

Lawrence Adult Education is a Community Site for the University of Maine Augusta and offers access to courses and degrees without traveling to Augusta. Courses are available online and through interactive television (ITV). ITV courses are live broadcasts by faculty from the University. Students take exams here, turn in assignments, and use computers. For more information call 1-800-868-7000 or visit <http://learn.maine.edu> or <https://www.uma.edu/>



COURSES AVAILABLE AT THE FAIRFIELD SITE AT LAWRENCE ADULT EDUCATION FOR FALL 2021 STARTING AUGUST 30, 2021:

<u>SbjCat.</u>	<u>Nbr</u>	<u>Class #</u>	<u>Course Title</u>	<u>Days & Times</u>	<u>Inst.</u>
BUA 215	2484		Principles of Banking	W 7:00pm-8:15pm	UMA
BUA 230	2516		Business Law	W 4:00pm-6:45pm	UMA
BUA 362	2734		Labor Mgt Relations	Tu 4:00pm-6:45pm	UMA
BUA 365	2621		Organizational Behavior	Th 4:00pm-6:45pm	UMA
BUA 369	2689		Marketing	M 7:00pm-8:15pm	UMA
COM 102	2881		Interpersonal Communication	Th 7:00pm-8:15pm	UMA
EDU 352	9950		Interv for Families w/Children	W 4:00pm-6:45pm	UMA
EDU 363	3343		Young Children w/Spec Needs	M 4:00pm-6:45pm	UMA
HTY 105	2974		World Civ I, Prehist to 1500	Th 4:00pm-6:45pm	UMA
HUS 229	10978		Models of Addiction	M 7:00pm-8:15pm	UMA
HUS 305	3133		Group Process	Th 7:00pm-8:15pm	UMA
HUS 352	3269		Interv for Families w/Children	W 4:00pm-6:45pm	UMA
HUS 354	3369		Behavioral Health Professional	Tu 7:00pm-8:15pm	UMA
HUS 376	3392		Mental Health and Corrections	Tu 4:00pm-6:45pm	UMA
MAT 9	3554		Foundations of Mathematics	F 9:00am-11:45am	UMA
MAT 15	3577		Transition to College Math	F 1:00pm-3:45pm	UMA
MAT 111	3601		Algebra II	F 1:00pm-3:45pm	UMA
MAT 115	3697		Elementary Statistics I	Tu 4:00pm-6:45pm	UMA
MAT 125	3744		Calculus I	Th 4:00pm-6:45pm	UMA
MAT 130	3768		Math for Elementary Teachers I	M 5:30pm-6:45pm	UMA
MAT 280	3792		Discrete Math Structures	M 4:00pm-6:45pm	UMA
POS 362	2757		Labor Mgt Relations	Tu 4:00pm-6:45pm	UMA
POS 365	2666		Organizational Behavior	Th 4:00pm-6:45pm	UMA
PSY 100	3320		Intro to Psychology	Tu 7:00pm-8:15pm	UMA
PSY 229	11001		Models of Addiction	M 7:00pm-8:15pm	UMA

REGISTRATION INFORMATION



Register online: www.lawrenceadulted.org



Register by phone: 207.453.4200 ext. 3114



Register by fax: 207.453.4225



Register by mail: Lawrence Adult Education, 4 School Street, Fairfield, ME 04937

Register in person: Stop by the office during regular business hours.

REGISTRATION FOR ACADEMIC STUDENTS

All registrations for high school completion, HiSET, and College Transitions students must be done in person. Please call to set up an appointment for your Intake. This includes data collection, assessment testing, and class placement.

PAYMENT TYPES

We accept all major credit/debit cards, cash, check and money orders.

CONFIRMATION OF REGISTRATION

All online registrations will receive an email confirmation and receipt. To receive a receipt for mailed in registrations, please indicate that on the registration form.

FEES

Registration Fees: These are noted in each course description and includes materials required for the class unless otherwise noted. Some personal enrichment courses may require the purchase of other materials or fee to be paid directly to the instructor. This will all be noted in the course description. There are no fees for high school completion or HiSET students and no testing fees.

Facilities Use Fees: The school district charges \$5 per student enrolled in personal enrichment courses that are held in district buildings other than the adult education building. This fee is included in your registration fee.

Online/Credit Card Fees: When registering for courses on our website, please note that there is a fee of \$1.99 plus credit card fees of 2.9% plus 30 cents. Other credit card payments are 2.6% plus 10 cents.

Fees associated with online registrations are non-refundable.

DISCOUNTS (Call and ask for Promo Code to use at checkout online!)

Frequent Learner Discount: If you took a course with us during the previous semester (January - June 2021) you can take \$5 off your registration fee of \$25 or more.

Senior (65+) and Veteran Discount: If you are senior citizen or a veteran you can take 10% off your registration fee of \$25 or more. Please indicate upon registration that you would like to take the discount.

REFUND POLICY

If a course is full, cancelled, or if you withdraw prior to the start date, you will receive a refund (less credit card and online fees). Credit card payments will be credited back to the card used. All others will be issued by check and may take up to four weeks to process.

CANCELLATIONS

Complete Cancellation: Courses may be cancelled if there are too few enrollments. Students will be notified at least 24 hours prior to the start date.

Class Meeting Cancellation: If an instructor has to cancel a class session, students will be notified and a make-up class will be scheduled.

Weather Cancellation: If MSAD #49 school are closed due to weather then adult education courses are automatically cancelled. If inclement weather develops during the day a decision will be made by 3:00 p.m. and announced in local media and on our webpage. Again, a make-up class will be scheduled.

MAIL-IN REGISTRATION FORM

1ST REGISTRANT FULL NAME: _____

MAILING ADDRESS: _____

TOWN/STATE/ZIP CODE: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

4 DIGIT YEAR OF BIRTH: _____

COURSE TITLE: _____ FEE: _____

COURSE TITLE: _____ FEE: _____

~~~~~

2ND REGISTRANT FULL NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TOWN/STATE/ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

4 DIGIT YEAR OF BIRTH: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_ FEE: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_ FEE: \_\_\_\_\_

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**PAYMENT TYPE:**

CASH

CHECK OR MO (CH# \_\_\_\_\_)

CREDIT/DEBIT CARD

**DISCOUNT:** \_\_\_\_\_  
*If applicable*

**TOTAL FEE:** \_\_\_\_\_

PLEASE SEND ME A RECEIPT/CONFIRMATION.

|                  |
|------------------|
| Office Use:      |
| Receipt #: _____ |

CARD#: \_\_\_\_\_

EXP DATE: \_\_\_\_\_ 3DIG SEC CODE: \_\_\_\_\_

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