

LAWRENCE ADULT EDUCATION

A smiling woman with blonde hair, wearing a white short-sleeved top, is in a kitchen. She is using a knife to slice a tomato on a wooden cutting board. There are other vegetables like cherry tomatoes and bell peppers on the board. The background shows a kitchen with white cabinets and a window.

RSU/MISAD 49
Albion, Benton, Clinton, Fairfield

Winter/Spring 2012 Course Catalog

Register online at www.lawrenceadulted.org

Welcome to Lawrence Adult Education!

Four School Street
Fairfield, Maine 04937
(207) 453-4200 ext 3114
(207) 453-4225 fax
www.lawrenceadulted.org



Adult Education Staff

Patricia Theriault, Director
Alverta Dyar, Teacher/PLATO Coordinator
Estelle Quimby, Teacher/GED
Mary Lucia, Career Counselor
Val Landry, KV Academy Coordinator
Kathy Cote, Administrative Secretary
Darlene Wallace, Evening Secretary
Sue Dutil, Evening Secretary
and many caring, creative instructors

Administration

Dr. Dean Baker, Superintendent of Schools

School Board Members

Neal Caverly, Clinton
Harry Fitzpatrick, Benton
Lisa Irving, Fairfield
Stewart Kinley, Fairfield
Kara Kugelmeyer, Albion
Karen Kusiak, Fairfield
Clayton McLaughlin, Benton
Matthew Petrie, Fairfield
Ryan Robinson, Clinton
Shelley Rudnicki, Fairfield
Marie Strout, Clinton
Sherry Thompkins, Fairfield
Elizabeth Ward, Albion

Office Hours

Evening Hours Begin January 9, 2012

9:00 a.m. to 9:30 p.m. Monday through Thursday
9:00 a.m. to 4:00 p.m. Friday

Community Connection for High-Speed, Broadband Internet Technical Assistance.

The Lawrence Adult Education program is your Community Connection for information on how you can use Maine's expanding high-speed, broadband internet connectivity to help you meet educational goals, enrich your life, obtain health information, access governmental services and enhance economic and community development. Contact our office and arrange a special presentation on the importance of high speed internet for your civic or social organization.



Look for this symbol in our catalog. It identifies courses and workshops where you'll learn about high-speed internet connectivity. This community education program is presented in cooperation with the Maine Department of Education and the ConnectME Authority. Learn more at www.maine.gov/connectme and check the speed on your internet connection.

The MARTI project is funded by the American Recovery and Reinvestment Act

State Broadband Infrastructure Program
Award Number 23-50-M09062



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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Course Location Abbreviation Key

ADULT ED = Lawrence Adult Education
 ANNEX = Lawrence Jr./Sr. High School Annex
 LHS = Lawrence High School
 LJHS = Lawrence Junior High School
 WATC = Williamson Arts & Technology Center



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PERSONAL ENRICHMENT



Join our community of lifelong learners! Start a new hobby or get in touch with your creative side.

Chinese Language and Culture

NEW!

China - beautiful, mysterious, ancient. Come discover the language and culture shared by over a billion people in China. In this introductory course, you will look at the Chinese language, its basic grammar and structure, its tone system, and the character system of writing. Learn to count in Chinese and use simple phrases like a native. Explore aspects of the rich 6000-year-old culture including holidays, gestures, what's polite and what isn't, art, literature and, of course, Chinese food. You can even learn how to eat with chopsticks if you'd like!

Tuesday from 6:00-7:30 p.m. starting January 24, 2012 for 10 sessions with David Theriault at the ANNEX, Room C-4, \$59 (includes book)

David Theriault lived, worked and studied in Taiwan and has been a student of the Chinese language and culture for 25 years.

American Sign Language

American Sign Language or ASL is the language by which hearing impaired people communicate. Learn the basics of this beautiful language of the eyes. Special emphasis will be placed on signing for emergencies for those whose work may bring them into contact with the hearing impaired.



Monday from 6:30-8:30 p.m. starting February 27, 2012 for 10 sessions with Michelle Whiting at the ANNEX, Room C-4, \$59

Michelle Whiting lives in both the deaf and hearing world; she is an educator and a poet.

Speak Up!

NEW!

Conquer your fear of public speaking. Learn the techniques and tips that will help you gain confidence in your ability to speak in front of a group or in a job interview. Activities will focus on improving your body language and delivery as you practice in a variety of public speaking situations from simple introductions to toasts to presentations.

Wednesday from 6:00-8:00 p.m. starting February 29, 2012 for 6 sessions with Diana Cochran at the ANNEX, Room C-5, \$29

Diana Cochran is a past member of Toastmasters.

Alzheimer's Association of Maine presents...

NEW!

Tuesdays from 6:00-8:00 p.m. with William Kirkpatrick, LICSW, of the Alzheimer's Association Maine Chapter at the ANNEX, Room C-5, \$10 each

Know the 10 Signs: Early Detection Matters

Always forgetting where you left your keys? Age-related memory loss is different from Alzheimer's. If you have concerns about yourself or a family member, this workshop will help you recognize the 10 warning signs of Alzheimer's as well as address the fears and myths associated with the disease. This overview of Alzheimer's disease includes video footage of real people who are living with the early stages of dementia. Learn about the benefits of early detection.

Tuesday, February 7, 2012 from 6:00-8:00 p.m.

Living with Alzheimer's

The diagnosis of Alzheimer's disease is life-changing and leads to many questions. What will this mean for me and my family? How do I plan for the future? Where can I get the help I need? Join us for this program where you will hear from others who have been where you are. We will discuss what you need to know, what you need to plan, and what you can do as you navigate this chapter of your life.

Tuesday, March 6, 2012 from 6:00-8:00 p.m.

Driving: When is it Time to Give Up the Keys?

One of the most difficult things to give up is driving and people in the early stages of Alzheimer's may not understand how the disease affects their judgment. If you have concerns about a family member, this workshop will provide tools to help you deal with the situation. Learn to recognize the signs that it's time to give up the keys. Discuss strategies including a driving agreement that will help your family member transition from being a driver to being a passenger.

Tuesday, April 3, 2012 from 6:00-8:00 p.m.



PERSONAL ENRICHMENT

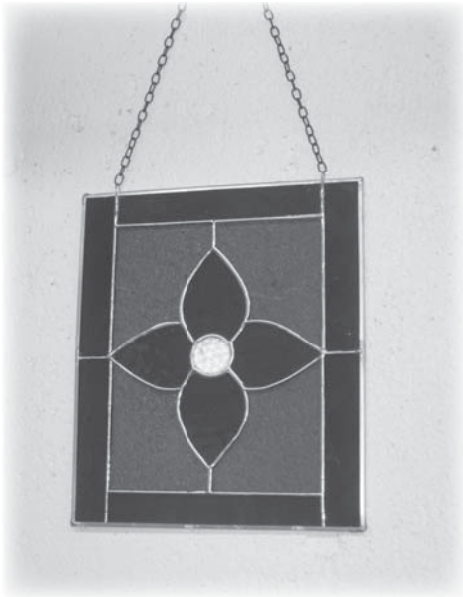


Stained Glass Panel NEW!

Create a beautiful 8 1/4" stained glass panel while you learn the basic steps to any stained glass project: cutting, grinding, fitting, foiling, soldering, framing and finishing. You choose the panel and glass to use and we supply the use of our tools and consumable supplies. This beginner's project is a great way to get started in this hobby. Receive a supply list upon registration (expect to spend approximately \$25 on the glass; discount available at Glass Express). Limit: 10 students

Wednesday from 6:00-9:00 p.m. starting February 29, 2012 for 4 sessions with Wanda Shorty at WATC Art Room 41, \$39

Wanda Shorty uses glass to create jewelry, mosaics and traditional stained glass items.



Dreamcatcher NEW!

Dreamcatchers, in native American lore, were talismans meant to ward off bad dreams. Today, people of all cultures appreciate the beauty of these handcrafted items. Create your own dreamcatcher of feathers and beads as you learn about their meaning and history. All materials supplied. Limit: 15 students

Wednesday from 6:00-8:30 p.m. starting January 25, 2012 for 1 session with Kristen Buckner at LHS, Art Room 41, \$10

Kristen Buckner is a local artist who has participated in the Waterville In-Town Arts Festival for the past several years.



Classic Cooking at Home NEW!

Still frequenting the drive thru on the way home because you don't have time to prepare a meal? Learn the techniques and secrets that chefs use to prepare full course meals in limited amounts of time. Each class will be centered on cooking meals for four to six people. Don't just watch Top Chefs on television, become one! Limit: 12 students

Wednesday from 6:00-9:00 p.m. starting January 25, 2012 for 6 sessions with Michael Truland at LJHS, Room 101, \$69

Michael Truland is a classically trained chef.

Circular Knitting NEW!

You won't believe how easy it is to use circular knitting needles to make socks or mittens. Also known as Magic Loop Knitting, the circular knitting needle replaces four needle knitting. It's faster than traditional knitting (make two socks at once!) and you are much less likely to drop stitches. If you know the basic knit and purl stitches, you can easily convert to this new approach. Supply list sent upon registration. Limit: 15 students

Tuesday from 6:00-9:00 p.m. starting March 6, 2012 for 3 sessions with Brenda Pelletier at the ANNEX, Room C-13, \$19

Brenda Pelletier is a skilled quilter and knitter.

*Are you a FREQUENT LEARNER?
If you took a course with us last semester
(Fall 2011)
take \$5 off the registration fee of one course
valued at \$25 or more.
Limit one discount per semester.*



PERSONAL ENRICHMENT



Grow Your Own Organic Garden

Interested in learning how to grow your own vegetables in a sustainable manner? Join us for an evening long workshop on how to grow your own garden. Learn about the basics of soil science and how to enrich your soil to produce healthy, high-yielding plants. The course will also cover the basics of making and using compost, the principles of crop rotation and how to incorporate green manures and manage nutrients in the garden. Other topics will include basic weed control strategies and methods of natural insect control. Presented by the Maine Organic Farmers & Gardeners Association (MOFGA).

Wednesday from 6:00-9:00 p.m. starting April 4, 2012 for 1 session with staff from MOFGA at the ANNEX, Room C-13, \$10 (includes materials)



Preserving the Harvest: Hands-On Food Preservation

Berry season is just around the corner! This hands-on food preservation workshop will teach you the basic steps for canning and freezing. Participants will receive a food preservation packet and learn recommended methods for preserving foods, the latest and safest recipes, and about equipment to insure safety and proper sealing of jars. Limit: 12 students

Wednesday from 6:00-9:00 p.m. starting April 25, 2012 for 1 session with Kathy Kahler at LJHS, Room 100, \$15

Kathy Kahler is a volunteer in the Master Food Preserver program for UMaine Cooperative Extension.

The Boston Flower and Garden Show

Leave behind the gray days of winter and enter the garden oasis that is the 2012 Boston Flower and Garden Show. Join us for a trip to Boston's biggest horticultural happening at the Seaport World Trade Center. The show, which features show gardens, demonstrations, displays and merchandise, will provide the tools and inspiration to kick off the gardening season in style! This year's theme is First Impressions; exhibits and programming will focus on ideas for creating the initial wow factor that welcomes visitors to outdoor spaces. Travel in the comfort of a Cyr Bus Line motorcoach, leaving Fairfield at 7 a.m. and arriving in Boston in time to spend a full day among the greenery and blossoms. End your day with a visit to the food colonnade at Quincy Market (so many choices!) and arrive back home between 9 and 10 p.m. Limit: 26

Saturday, March 17, 2012
7:00 a.m.-9:00 p.m.
\$59

*Bus departs from in front of LHS Annex

Please note: Bus fills quickly- register early.
No refunds after March 9
(Exception: in the event of a weather cancellation, you will receive a full refund)

Fee includes transportation and entrance fee.
You are expected to pay for your own meals.





PERSONAL ENRICHMENT



Les Miserables ~ Dream the Dream

Join us for the 25th anniversary production of the legendary musical Les Miserables! With glorious new staging and dazzling re-imaged scenery inspired by the paintings of Victor Hugo, this production is breaking box office records wherever it goes. Based on Victor Hugo's classic novel, Les Miserables is an epic and uplifting story about the survival of the human spirit. The magnificent score includes the classic songs "I Dreamed a Dream," "On My Own," "Do You Hear the People Sing?" and many more.

Travel in the comfort of a Cyr Bus Line Motor coach, leaving Fairfield at 6:15 a.m., stopping briefly in Kennebunk, and arriving at Quincy Market around 10 a.m. in time for some shopping and lunch on your own. Attend the 2 p.m. matinee (orchestra seats) at the Boston Opera House and head back to Maine at 5:00 p.m. Arrive home at approximately 9:00 p.m. Limit: 25

Saturday, March 31, 2012

6:15 a.m.-9:00 p.m.

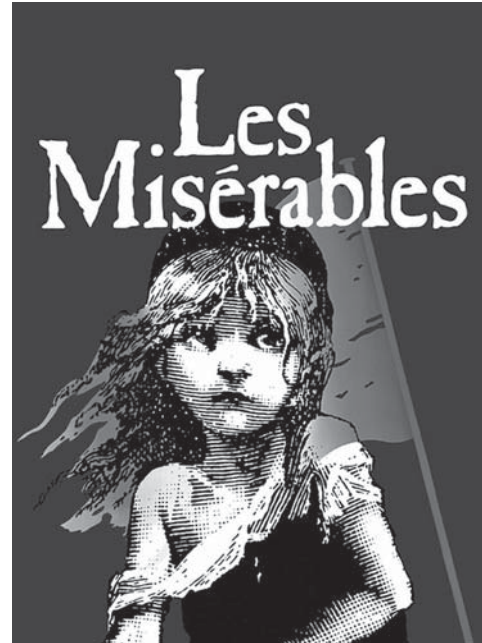
\$150



Deadline to register: March 2, 2012
NO REFUNDS AFTER THIS DATE.

Fee includes transportation and show ticket.
You are expected to pay for your own meals.

In the event of a storm cancellation by Cyr Bus Lines the cost of the theater ticket (\$106) is not refundable. The balance of the cost will be refunded.



Disney's Beauty and the Beast

Experience the romance and enchantment of Disney's smash hit musical Beauty and the Beast in Boston. This eye-popping spectacle of a classic love story is filled with charming characters, lavish sets and costumes, and dazzling production numbers like "Be Our Guest." Your day will include mezzanine tickets for the matinee performance at the Boston Opera House as well as time to browse and eat lunch at Quincy Market. Travel in the comfort of a Cyr Bus Line Motor Coach, leaving Fairfield at 7:00 a.m. and arriving in Boston in time for lunch. Attend the matinee performance at 2:00 p.m. and then return to Maine with a brief stop at the Kennebunk rest area on the way home. Treat a special young person in your life to this unforgettable performance. (Must be six years old or older.) Limit: 24

Saturday, June 2, 2012

7:00 a.m.-9:00 p.m.

\$150



Deadline to register: April 27, 2012
NO REFUNDS AFTER THIS DATE.

Fee includes transportation and show ticket.
You are expected to pay for your own meals.





PERSONAL ENRICHMENT



Swing Dance

Don't sit out the next dance when the band starts playing at a wedding or social event - get up and swing! Swing dance is an easy-to-learn dance form with roots in jitterbug and jive. Have fun as you learn the basic steps and positions. Wear comfortable shoes; avoid heels and slides. (Please note: this dance is done with partners but singles are welcome to attend.) Sign up for Dance Mad Louie's free newsletter and receive information on dances in the area where you can practice your new skills.

Monday from 6:00-7:00 p.m. starting January 23, 2012 for 8 sessions with Louis Moniz, Jr. at WATC Lecture Room 1, \$39 per person or \$59 per couple

Louis Moniz, Jr. teaches dancing in Central Maine under the name Dance Mad Louie.

Line Dancing

Line dance steps look complicated, but they're really easy to master. You'll be strutting your stuff in no time at all. Join us for a fun night out. Wear comfortable shoes that slide!

Thursday from 6:00-7:30 p.m. starting March 1, 2012 for 10 sessions with Carol Booker at CLINTON ELEMENTARY SCHOOL Gym, \$39

Carol Booker is a line dancing enthusiast who makes her classes fun.

Zumba Fitness

It's a dance party! It's a great workout! It's Zumba! This exercise program using a blend of Latin rhythms promotes cardiovascular fitness, core strength and total body toning. Join us for an hour of hip-shaking, shoulder-shimmying fun. Please wear comfortable exercise clothes and clean exercise shoes.

Wednesday from 6:00-7:00 p.m. starting February 1, 2012 for 10 sessions with Melody Rich at WATC, Lecture Room 1, \$59

Melody Rich is a trained Zumba instructor.

Hula Hooping for Fitness

Be a kid again! Learn to hula hoop and put fun back into your fitness routine. Hula hooping improves posture, balance and stability; exercises abdominal and lower back muscles; and burns calories as you trim your waist, hips and thighs. With a custom made weighted hoop (provided for class use or available for purchase), anyone can learn to hula hoop. The course will cover waist hooping, hand hooping, basic tricks, and building a short routine. (Please note that the Albion class is open to children ages 10 and up participating with a parent.) Albion Limit: 20 students, Fairfield Limit: 10 students

ALBION:

Monday from 6:00-7:00 p.m. starting January 30, 2012 for 6 sessions with Melissa Higgins at Albion Elementary Gym, \$29

FAIRFIELD:

Monday from 6:00-7:00 p.m. starting April 2, 2012 for 6 sessions with Melissa Higgins at WATC Lecture Room 1, \$29

Melissa Higgins is hooked on hoops and makes her own exercise hoops.



Yoga 1

Yoga is a lifelong learning practice that increases mental focus and physical flexibility. Go beyond the basics and deepen your yoga practice. Learn more advanced yoga postures (asanas), refine alignment and explore breathing techniques. This class is appropriate for students with some prior yoga experience. Limit: 15 students

Tuesday from 6:30-8:00 p.m. starting February 28, 2012 for 10 sessions with Laura Meader at WATC Lecture Room 2, \$59

Laura Meader is a certified yoga instructor.



PERSONAL ENRICHMENT



Home Repair for Beginners NEW!

Many home repairs can be done quickly and economically with a basic tool kit, a little knowledge, and a can-do attitude. Learn how to fix some of the most common problems that occur around the home: a leaky faucet or a toilet that runs; a broken window or screen; holes in the drywall; a broken tile or damaged shingle. The repair list will be modified to cover the needs of the class. Receive information on how to assemble the basic tools necessary for the majority of small home repairs. Limit: 12 students

Wednesday from 6-9 p.m. starting January 25, 2012 for 8 sessions with Marshall King at LJHS Woodshop Rm 101, \$59

Marshall King has built several houses and runs his own home handyman business.



How Money Works NEW!

There are no secrets to financial success but there are some basic principles of money management that can help you achieve financial security. In times of financial uncertainty, it's more important than ever to have a game plan for your money. Learn how to avoid the eight most common mistakes people make with their money. If you have income and some life experience, this workshop can be your first step on the road to reaching your long-term goals.

SESSION 1:

Tuesday from 6:00-8:00 p.m. starting February 28, 2012 for 1 session with F. Ernest Stallworth at the ANNEX, Room C-13, \$10 (includes resource guide)

SESSION 2:

Tuesday from 6:00-8:00 p.m. starting April 3, 2012 for 1 session with F. Ernest Stallworth at the ANNEX, Room C-13, \$10 (includes resource guide)

F. Ernest Stallworth is an investment advisor with Primerica.

Don't Get Stiffed: Funeral Alternatives NEW!

A do-it-yourself funeral is not only legal, it could save you thousands of dollars. Some people have environmental concerns about traditional burial practices. Learn about the wide variety of burial options including home funerals, green cemeteries, natural burial, advance directives, scattering ashes, coffin alternatives (including plans for building your own) and the paperwork necessary to carry out these options. Receive a copy of the FTC publication *Funerals: A Consumers Manual* which explains consumer rights and funeral director responsibilities.

Wednesday from 6:30-8:30 p.m. starting February 29, 2012 for 1 session with Chuck Lakin at the ANNEX, Room C-13, \$10

Chuck Lakin is a woodworker and a home funeral educator.

Money Management Workshops NEW!

Thursdays from 6:00-8:00 p.m. with Jean Dempster, Regional Manager for Women, Work and Community at the ANNEX, Room C-4, Free - But you must pre-register.

Budgeting Basics

Start the year off right by creating a household budget that works for you! Explore tools and tips for personal money management. Learn to track your expenses, build a budget, and set financial goals. Create a plan to help you through each month and save for the future.

Thursday, January 26, 2012 from 6:00-8:00 p.m.

Clean Up Your Credit

Do you have credit issues but don't know where to begin? Discuss credit scores and credit reports and provide tools for reducing debt and improving your credit.

Thursday, February 2, 2012 from 6:00-8:00 p.m.

Retirement Planning at Any Age

Do you wonder how you will be able to afford to retire? Whether or not you have started saving for retirement, this workshop can help you take the next step, or even the first step. Learn the alphabet of terms such as 401(k), IRA, and Roth IRA. Get information about tax benefits and matching money when you save for retirement. This is an introductory workshop.

Thursday, February 9, 2012 from 6:00-8:00 p.m.



TECHNOLOGY



The ability to use a computer to communicate and manage information is an important skill. Whether you're a beginner or advanced user, become computer savvy at home, work or school.

Intro to Computers with Keyboarding



Whether for educational, business or personal use, computer skills are a necessity in today's world. Learn basic computer terminology, practice using the keyboard and mouse, and create and save documents in the Windows VISTA environment. Become proficient at touch typing so that you can input information into the computer without looking at the keys. This practical, hands-on course will show you many ways to put technology to work for you.

Tuesday from 6:00-8:00 p.m. starting January 24, 2012 for 12 sessions with Tina Davis at LHS, Room 10, \$49 (includes book)

Tina Davis teaches business education at Lawrence High School.



Seniors Intro to Computers

From start to shutdown, learn basic computer skills in a relaxed setting. Move at your own pace as you become comfortable with the keyboard and using a mouse. Become familiar with computer terminology and purchase options. No computer experience is necessary but you must be over 55 to take advantage of this class for seniors. Limit: 9 students



Tuesday from 3:00-4:30 p.m. starting January 24, 2012 for 10 sessions with Alverta Dyar at the ADULT ED Computer Lab, \$25

PowerPoint 2010



PowerPoint has revolutionized the slide show of the last century. With a few clicks of the mouse, you can develop professional presentations with color, sound, and movement for your meetings, classes, or any situation where you need to speak in public. If a picture is worth a thousand words, then your next presentation will wow your audience.

Monday from 6:00-8:30 p.m. starting January 23, 2012 for 6 sessions with C. Doug Giles at the ADULT ED Computer Lab, \$49 (includes book)

Doug Giles has a degree in Computer Information Systems.

Seniors Technology Workshop

Cameras, cell phones, Kindles, netbooks- keeping up with technological changes is always a challenge. Explore a variety of computer applications and communication tools that use technology in a workshop setting. Learn how to protect your computer and your identity while using the computer to bank, shop, and communicate. Specific topics will be determined by the class participants. Prerequisite: Seniors Intro or computer experience. Limit: 9 students



Tuesday from 1:00-2:30 p.m. starting January 24, 2012 for 10 sessions with Alverta Dyar at the ADULT ED Computer Lab, \$25

Alverta Dyar's senior students enjoy her low key approach to technology.



*Are you a FREQUENT LEARNER?
If you took a course with us last semester
(Fall 2011)
take \$5 off the registration fee of one course
valued at \$25 or more.
Limit one discount per semester.*



TECHNOLOGY



Microsoft Excel 2010 Basics

Master the second most utilized software program in the world - Excel. This powerful spreadsheet program lets you organize data, complete calculations, graph data, and develop professional looking reports. This comprehensive course will take you step-by-step from the basics of Excel to using the more advanced functions. The course text will be a handy reference guide as you put the power of Excel to work in your business or office. Limit: 9 students



Wednesday from 6:00-8:30 p.m. starting January 25, 2012 for 8 sessions with C. Doug Giles at the ADULT ED Computer Lab, \$79 (includes book)

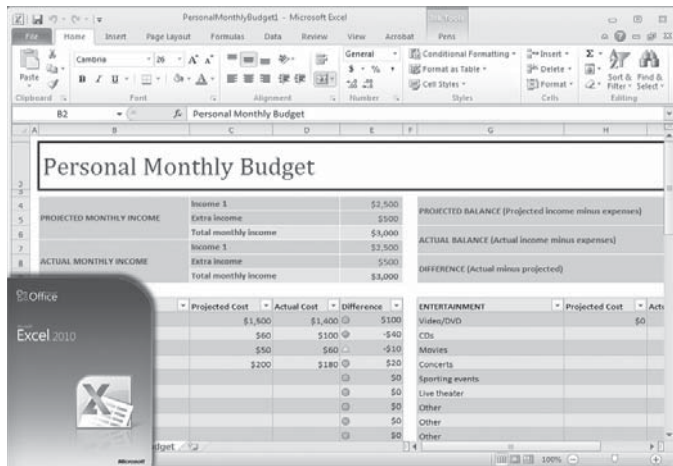
Doug Giles has a degree in Computer Information Systems.

Basics of Selling on eBay

eBay has become one of the Internet's most popular shopping destinations. Whether you want to sell what's up in the attic or you want to join over 1 million people who use eBay as a primary source of income, this course is just what you need to get started. Topics include setting up eBay and PayPal accounts; security issues and identity theft; determining product value; creating a listing including photos; completing the sale and shipping. If you have basic computer skills and are comfortable navigating the Internet, this class will give you the basics to start selling.

Monday from 6:00-8:30 p.m. starting April 2, 2012 for 3 sessions with E. Michael Mills at the ANNEX, Room C-5, \$39 (includes materials)

E. Michael Mills is an authorized eBay trainer.



Building Your Business on eBay



Take your eBay sales to the next level and become an eBay Power Seller or even a Top Rated Seller. This fast paced class is jammed with lots of information on starting a business, finding merchandise, developing a business strategy, creating great listings, increasing efficiency and automating processes, marketing, and lots more. Prerequisite: Students need to have already completed at least five sales on eBay and be comfortable using the computer. Limit: 9 students

Monday from 6:00-8:30 p.m. starting April 30, 2012 for 3 sessions with E. Michael Mills at the ADULT ED Computer Lab, \$49 (includes book)

Microsoft Excel 2010 Advanced

Get ready to unleash the power of Excel as you progress through more advanced projects. Enhance your tables and charts, apply "what if" analysis, and automate worksheet tasks. If you have taken the introductory Excel course or if you are a current Excel user who wants to perform more advanced functions, this course will take you to the next level. Limit: 9 students



Wednesday from 6:00-8:30 p.m. starting March 28, 2012 for 8 sessions with C. Doug Giles at the ADULT ED Computer Lab, \$79 (includes book)





CAREER PATHWAYS



Medical Terminology



If you are planning a career in health sciences or in a medical office setting, this course will help you decipher the specialized language of medicine. While memorizing thousands of words may seem impossible, the task becomes much easier if you learn the basic rules of building and analyzing medical words and terms associated with the body and its systems. By the end of the course you will be able to define, interpret and pronounce a wide range of medical terms by breaking them down into their parts.

Monday from 6:00-9:00 p.m. starting January 23, 2012 for 15 sessions with Erin Taylor at the ANNEX, Room C-3, \$89 (includes book)

Erin Taylor is a Latin teacher at Lawrence High School.

Medical Coding Introduction



If you are interested in working in a medical office setting, this course will give you a foundation in the medical coding system. Learn how to navigate through the three main manuals used in billing and coding. An understanding of medical terminology is desirable. Limit: 10 students

Wednesday from 6:00-9:00 p.m. starting January 25, 2012 for 15 sessions with Jayne Hart at the ANNEX, Room C-3, \$89 (includes book)

Jayne Hart retired after many years in a medical office and enjoys sharing her experience with newcomers to the field.



Have you got three weeks to invest in yourself? If you have been looking for employment, the WorkReady program will teach you the essential skills that employers want. WorkReady is an intensive three week, no cost program that will help you develop a personal employment plan. In addition to job search skills, the program focuses on team work, communication skills, computer skills, and appropriate workplace behavior. Endorsed by local businesses, the WorkReady Credential will set you apart from the typical job seeker. **Applicants must meet eligibility requirements to be accepted into the program.** Please contact your nearest adult education program for details and an appointment. Space is limited.

WorkReady in Fairfield: March 19 - April 6, 2012 - Classes run days and will be held in the Adult Learning Center

Mandatory Orientation: Thursday, March 15, 2012 at 9:00 a.m. (Snow Date: March 16)

WorkReady Information Session: Wednesday, March 7, 2012, 10:30 a.m., KVCOG Offices, 17 Main Street, Fairfield (across from Huhtamaki)

Learn what WorkReady can do for you. Join us for an information session and hear what employers, trainers and past participants how WorkReady can give you an edge in today's competitive job market. You'll have an opportunity to ask questions, take the eligibility tests and decide if you are ready to make the commitment to this intensive program.

Applications for the WorkReady program are accepted at:

- Lawrence Adult Education, 453-4200, ext. 3114
- Mid-Maine Regional Adult Community Education, 873-5754
- MSAD 54 (Skowhegan) Adult and Community Education, 474-7553



The WorkReady Credential training is made possible by the following partners:

Central/Western Maine Workforce Investment Board * Mid-Maine Regional Adult Community Education * Lawrence Adult Education * MSAD #54 Adult and Community Education * Mid-Maine Chamber of Commerce * Central Maine Growth Council * United Way of Mid-Maine * KVCAP

CAREER PATHWAYS



CDL/Bus Driver Training

Completion of this course will provide you with the classroom work and hands-on driving experience necessary to pass the State of Maine Class B/Bus Driver Licensing tests.

ALL APPLICANTS MUST:

1. Be at least 21 years old
2. Have a good driving record
3. Provide proof of good health

Two make up days are built into the schedule. Absences beyond 2 sessions must be made up at the student's expense. **Call 453-4200, ext. 3114 for an application packet** including a registration application (send in with payment) and a physical exam form (to be completed by your doctor and returned to the adult education office by the first night of class). The forms are also available online at: www.lawrenceadulted.org. Click on the FAQ's tab and click the CDL Registration Information under item #1. Student driving records will be obtained from the State. Limit: 12 students



Tuesday and Thursday from 6:00-9:00 p.m. starting January 24, 2012 for 16 sessions with Ron Fox and Rosie Carlow at the ANNEX, Room C-3, \$450

Must be available Saturdays for driving.

Ron Fox and Rosie Carlow are licensed driver instructors and drive bus for area school districts.

How to be a Notary Public

The primary duty of a notary public is to formally witness transactions involving paper documents. In Maine, notaries can also officiate at weddings. This class will help you prepare to be commissioned as a notary public. Learn the history of the office, its powers and duties, eligibility, procedures, and record-keeping. Leave the course with all the testing and paperwork completed and ready to submit to the State.

Wednesday from 6:00-8:00 p.m. starting February 1, 2012 for 2 sessions with Carroll Paradis at the ANNEX, Room C-13, \$15

Carroll Paradis uses his years of experience as a notary to bring real life examples into his classes.

Marketing Your Business Online

Open up your business to more customers using online marketing. Develop a plan for marketing your venture online, one that is consistent with your overall marketing plan and that reflects a professional image. Discuss topics such as domain registration, search engine optimization, e-commerce processes, social networks and mobile web. Learn about options that will help you customize the plan to your particular situation. This course is suitable for both beginners and experienced web users.

Tuesday from 6:00-8:30 p.m. starting March 13, 2012 for 2 sessions with Ed Noyes at the ANNEX, Room C-5, \$35

Ed Noyes is a consultant in web development and online marketing.



Office Skills Certificate Program Mid-Maine Regional Adult Community Education

Are you intimidated by computers? Do you need a refresher on how to write a business letter? We can help! Mid-Maine Regional Adult Community Education is now offering an Office Skills Certificate Program so you can upgrade your skills, prepare for an entry-level office position, or get ready to re-enter the workforce. Classes will be held in the evening, so this program is ideal for those who want to brush up on their skills without putting the rest of their life "on hold." Contact us for more information today!

Call Mid-Maine Regional Adult Community Education at 873-5754 for an appointment with the Office Skills Coordinator and/or visit our website at <http://midmaine.maineadulted.org/>.



HIGH SCHOOL DIPLOMA



Adults (17 and older) can earn a high school diploma through the adult education program. Previously earned credits as well as life experience will count toward your credit total. Adults may earn additional credits through evening classes or computer assisted learning (PLATO). All courses taken for diploma credit are free. Call the adult education office to schedule an intake appointment and find out how you can become a high school graduate!

Earth Science

This hands-on study of the earth will focus on the topology and geography of Maine. From theories of the formation of the earth and planets to modern concerns about the effects of waste dumps on the land, students will explore the geologic time scale, fossils, Maine rocks and minerals, mining history, and land formations.

Wednesday from 2:00-5:00 p.m. starting January 25, 2012 for 15 sessions with Alverta Dyar at ADULT ED, ALC 2, No Fee for Diploma Students

Alverta Dyar teaches science in the context of work and life.

Modern U.S. History

From the end of the second world war to the election of the first African-American president, the last sixty years has seen enormous change in the United States. Some of the roots of those changes date back to the civil war, while the current financial crisis reminds others of the twenties and thirties. Examine the people, events and cultural movements that shaped our country in modern times.

Monday from 2:30-5:30 p.m. starting January 30, 2012 for 15 sessions with Judy Mosher at the ANNEX, Room C-10, No Fee for Diploma Students

Judy Mosher is a teacher at Lawrence High School.

Effective Writing

You can improve your writing ability. You will have opportunities to write, proofread, and edit your writing. Practice various forms of writing, especially essay development. Grammar and usage will be integrated into all classes.

Monday from 6:00-9:00 p.m. starting January 30, 2012 for 15 sessions with Tonya Joler at LHS, Room 22, No Fee for Diploma Students

Tonya Joler teaches English at Lawrence High School.



Number Skills for College

You can be successful in math! Overcome your fraction phobia, get decisive about decimals, and become proficient in percents. Real life applications will provide lots of opportunities to practice your math skills and prepare you for algebra.

Wednesday from 5:30-8:30 p.m. starting January 25, 2012 for 15 sessions with Bethanie Grenier at the ANNEX, Room C-1, Free for Diploma students

Bethanie Grenier teaches math at Lawrence High School.



Winter/Spring 2012 Course Offerings



GED®



If you are at least 18 and left school without a diploma, the GED tests might be the way for you to earn a high school credential. Widely accepted by many colleges and employers, the GED tests allow you to demonstrate your knowledge in five subject areas. Learn about GED preparation classes and testing requirements, take a practice test, and get ready to move forward with your education. Call 453-4200, ext. 3114 for your orientation appointment: Mondays from 1-4pm and Wednesdays from 5:30-8:30pm. Other times available by appointment.

**Classes begin the week of January 9th.
All GED classes and testing are free.**

| Day | Class | Time |
|-----------|----------|----------------------|
| Monday | MATH | 6:30-8:30 p.m. |
| Tuesday | MATH | 1:00-3:30 p.m. |
| Tuesday | ENGLISH | 5:30-8:30 p.m. |
| Wednesday | MATH | 9:00 a.m.-12:00 p.m. |
| Wednesday | ENGLISH | 2:00-5:00 p.m. |
| Thursday | OPEN LAB | 1:00-3:30 p.m. |



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Testing accommodations are available for individuals with documented disabilities.



ADULT BASIC EDUCATION



Our Adult Learning Center offers instruction for adults who want to improve their skills in reading, writing, and math. Let us put together a program to help you achieve your educational goals. For information, call 453-4200, ext. 3114.

Basic Math

Learn to apply basic math skills in everyday situations such as dealing with money, time, cooking and shopping.

Monday/Wednesday from 9:00-10:30 a.m. starting January 18, 2012 with Alverta Dyar at ADULT ED, Computer Lab, Free

Pre-GED Math

Master the basic computation skills that are necessary to be successful in GED math preparation classes.

MORNING:

Monday/Wednesday from 10:30 a.m.-12:00 p.m. starting January 18, 2012 with Alverta Dyar at ADULT ED, Computer Lab, Free

Alverta Dyar has helped many students overcome their fear of math.

AFTERNOON:

Monday from 4:30-6:30 p.m. starting January 9, 2012 with Estelle Quimby at ADULT ED, ALC 1, Free

Basic Reading

If you know someone who has difficulty with reading, someone who perhaps cannot even read this page, please give us a call. We will be pleased to set up a free, confidential meeting.

Tuesday/Thursday from 9:00-10:30 a.m. starting January 10, 2012 with Estelle Quimby at ADULT ED, ALC 1, Free

Pre-GED Reading

Reading skills in a variety of subjects are very important to be successful on the GED tests. Learn strategies to improve your comprehension, to broaden your vocabulary and to increase your reading rate.

Tuesday/Thursday from 10:30 a.m.-12:00 p.m. starting January 10, 2012 with Estelle Quimby at ADULT ED, ALC 1, Free

Estelle Quimby works with readers of all levels.



COLLEGE TRANSITIONS



The purpose of KV Academy is to help adults prepare for and transition to college. If you are an adult education graduate or if you are an adult who needs academic preparation for college, KV Academy offers a variety of classes and services. As a KV Academy student, you will be eligible for adult education fee waivers, access to tours, workshops and other college planning events, college counseling services, and college application fee waivers.



KV Academy

To enroll in KV Academy:

Call to schedule an appointment:

Lawrence Adult Education, 453-4200, x3114 or
Val Landry at KVCC, 453-5101

Take the Accuplacer placement test and post test
at the end of the program.

Provide information on your college plans.

Allow follow-up data to be collected as you
transition to college.

*The Accuplacer computerized assessment measures your current level of knowledge and skills in reading, writing, arithmetic and algebra. Receive your scores immediately. Once you identify your academic strengths and needs, you can get the help you need to improve. Call 453-4200, ext. 3114 to schedule a testing session.

Essentials of College Planning

Learn the basic steps for successful college enrollment. Discuss college and trade school options in our region, entrance requirements, readiness and transitional issues of adult students, admissions procedures and financial aid. Review a typical admissions application, request admissions materials and financial aid information from prospective colleges. Please note: You need to bring the following items to the workshop - high school/GED and college transcripts, financial information (most recent 1040 tax forms and W-2s from 2011 and other income documentation such as TANF, Social Security, disability, child support and unemployment income).

SESSION 1:

Thursday, February 16, 2012 from 5:30-8:30 p.m. with Joanne Richards at the ADULT ED Computer Lab, Free

SESSION 2:

Monday, February 27, 2012 from 1:00-4:00 p.m. with Joanne Richards at ADULT ED, ALC 2, Free

Joanne Richards is a counselor for the Maine Educational Opportunity Center.



COLLEGE TRANSITIONS



Study Skills for College

Adult students face unique challenges when they return to school. You can develop effective study habits essential for a successful transition to college. Increase your awareness of the college culture, review application and financial aid requirements, and visit a college campus. Participate in career planning activities that will link your educational experience to your career goals. This course is strongly recommended for KV Academy students.



SESSION 1:

Wednesday from 5:30-7:30 p.m. starting January 25, 2012 for 6 sessions with Kelly McAvoy-Dorr at the ANNEX, Room C-4, Free for KV Academy Students

SESSION 2:

Wednesday from 5:30-7:30 p.m. starting March 21, 2012 for 6 sessions with Kelly McAvoy-Dorr at the ANNEX, Room C-4, Free for KV Academy Students

Kelly McAvoy-Dorr enjoys working with non-traditional students.

Computer Essentials with Online Learning (CPT 018)

Technology is an essential tool for today's college student. This unique class will introduce you to the basic operation of a personal computer while at the same time teach you how to navigate the online environment. Topics include vocabulary, disk management, data entry, data storage, and types of memory. During the course you will use Windows, the Microsoft Office Suite and several classroom management systems. Forty percent of the course will be in-class instruction while the remaining portion will be online using Blackboard. Computer lab time will also be provided for those who do not have a personal computer. Priority will be given to KV Academy students. 2 KVCC credits.



Thursday from 1:00-3:30 p.m. starting January 26, 2012 for 8 sessions with Val Landry at the ADULT ED Computer Lab, Free for KV Academy Students

Val Landry is coordinator of the college transitions program KV Academy.



MAINE Adult Education College Transitions

KVCC Tour

Join us for an evening tour of the KVCC campus. Meet with admissions personnel and learn about the programs and requirements of our local community college. If you think you don't have the time, money or smarts for college, this close up look will dispel some of the myths and introduce you to the reality of college for adults.

Thursday, March 29, 2012 from 5:30-7:30 p.m. with Val Landry, Meeting at Cater Hall, KVCC, Free

Val Landry is coordinator of the college transitions program KV Academy.





COLLEGE TRANSITIONS



Number Skills for College

Math skills a little rusty? Improve your scores on the math placement test (Accuplacer) and prepare yourself for algebra or college level math. Review whole number operations, master fractions, decimals and percents, and explore pre-algebra. Reduce your math anxiety with this hands-on approach and gain essential math skills.

DAYS:

Monday from 1:00-4:00 p.m. starting January 23, 2012 for 15 sessions with Alverta Dyar at ADULT ED, ALC 2, Free for KV Academy Students

EVES:

Wednesday from 5:30-8:30 p.m. starting January 25, 2012 for 15 sessions with Bethanie Grenier at the ANNEX, Room C-1, Free for KV Academy students

Bethanie Grenier teaches math at Lawrence High School.



Algebra Skills for College

Acquire the solid foundation in algebra that you will need to be successful in college level math. Topics covered include real numbers and algebraic expressions, using formulas, solving linear equations and inequalities, operations and factoring of polynomials and solving quadratic equations. This introductory course meets the algebra prerequisite for KVCC.

Monday from 5:30-8:30 p.m. starting January 23, 2012 for 15 sessions with Karen Kelley at the ANNEX, Room C-6, \$89 (free for KV Academy students)

Karen Kelley also teaches math at the college level.

Writing Skills for College

Develop the grammar and writing skills you need to be successful in college level English courses. Apply the conventions of standard English in writing sentences, paragraphs, and simple essays.

DAYS:

Monday from 9:00 a.m.-12:00 p.m. starting January 23, 2012 for 15 sessions with Estelle Quimby at ADULT ED, ALC 1, Free for KV Academy Students

Estelle Quimby teaches literacy at all levels.

EVES:

Tuesday from 5:30-8:30 p.m. starting January 24, 2012 for 15 sessions with Jane Beecher at ADULT ED, ALC 2, Free for KV Academy Students

Jane Beecher divides her time between teaching English at the college level and raising alpacas.

PLATO

The PLATO learning software can help students at all levels improve their basics skills, prepare for standardized tests like the Accuplacer or GED, or earn credits toward a diploma. Students proceed at their own pace in a structured lab setting with teacher assistance always available.

DAYS:

Tuesday/Thursday from 9:00 a.m.-12:00 p.m. starting January 17, 2012 with Alverta Dyar at the ADULT ED Computer Lab, Free for KV Academy Students

EVES:

Tuesday from 5:30-8:30 p.m. starting January 24, 2012 with Alverta Dyar at the ADULT ED Computer Lab, Free for KV Academy Students





COLLEGE TRANSITIONS



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 and this course meets the prerequisite requirement for KVCC. Students must have basic algebra prior to taking physics.

Monday from 5:30-8:30 p.m. starting January 23, 2012 for 15 sessions with Alverta Dyar at LHS, Room B-1, \$89 (includes book deposit)

College Prep Biology with Lab

Study both plant and animal life and the interactions that take place between them. Also, considerable emphasis will be placed on the human body and the internal systems that make it up. This course meets the biology prerequisite for KVCC.

Wednesday from 5:30-8:30 p.m. starting January 25, 2012 for 15 sessions with Alverta Dyar at LHS, Room B-3, \$89 (includes book deposit)

This is your **EDUCATION.**
Do with it

what you will. Learning is lifewide
and progress We all have special **talents.**

is **lifelong.** Everyone is **extraordinary.**

Forge your path **College** is cool
and **create** reality.

The **future** is **yours.** **but SUCCESS**
isn't defined

Whether you're in college or not,
hacking your education begins now. **by the letters**

To **create tomorrow** if you're breathing,
you are living,
and if you're living
you are learning. **after your name.**

you have to **start today.** The initiative, passion, and hustle

You learn them **in the real world** required to change the world
at the college of hard knocks that life offers. **aren't taught in school.**

DISTANCE EDUCATION



On-line Learning at Ed2Go

These instructor-facilitated online courses are fun, convenient, and highly interactive. All courses run for six weeks (with a two-week grace period at the end). Courses are project oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. Complete any of these courses entirely from your home or office and at any time of the day or night.

1. To get started visit our on-line Instruction Center at www.ed2go.com/sad49
2. Click the Courses link. Once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail address and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our On-Line Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail address and password you selected during enrollment.

Classes start: Jan 18, Feb 15, Mar 21, Apr 18, May 15, June 20, July 18

Requirements: All courses require Internet access, e-mail, Netscape Navigator or Microsoft Internet Explorer. Some courses may have additional requirements. Please visit our On-Line Instruction Center for more information.

Fees: Most courses start at \$89



Learn More

Just a few of the top rated courses:

- Accounting Fundamental
- Creating Web Pages
- QuickBooks 2011
- Speed Spanish
- A to Z Grantwriting
- Project Management Fundamentals
- Photoshop Elements
- Beginning Writer's Workshop
- Explore a Career as an Administrative Medical Assistant
- Secrets of Better Photography

HUNDREDS OF COURSES AVAILABLE AT
www.ed2go.com/sad49

University College

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

Spring 2012 ITV Courses Available at the Fairfield Site - Semester begins January 9.

| Course Number | Course Name | Day | Time | Instructor |
|-----------------|---|-----------|----------|-------------------|
| ARH 106 - UMA | History of Art & Architecture 2 | Monday | 4-6:45pm | Stoddard |
| BUA 217 - UMA | Commercial Lending | Thursday | 7-9:45pm | Leach |
| BUA 420 - UMA | International Business | Tuesday | 7-9:45pm | Staff |
| BUA 448 - UMA | Auditing, Assurance, & Consulting Services | Thursday | 4-6:45pm | Theriault-Perkins |
| BUA 459 - UMA | Seminar in Strategy & Policy Planning | Thursday | 7-9:45pm | McAlee |
| BUA/POS 362-UMA | Labor-Management Relations | Wednesday | 4-6:45pm | McGuire |
| COM 102 - UMA | Interpersonal Communications | Wednesday | 7-9:45pm | Pare-Peters |
| ECO 202 - UMA | Microeconomics | Wednesday | 4-6:45pm | Norton |
| ENG 101 - UMA | College Writing | Thursday | 4-6:45pm | Schneider |
| GOV 410 - UMFK | Comparative Government | Thursday | 7-9:45pm | John Martin |
| HTY 104 - UMA | United States History 2 | Tuesday | 7-9:45pm | Wigderson |
| HTY 106 - UMA | World Civilizations II From 1500 to Present | Wednesday | 7-9:45pm | Elizabeth Hazard |
| HUS 232 - UMA | Crisis Counseling | Wednesday | 4-6:45pm | Adams |
| HUS 305 - UMA | Group Process | Tuesday | 4-6:45pm | Jakab |
| HUS 330 - UMA | Interviewing and Counseling | Monday | 7-9:45pm | McCue-Herlihy |
| HUS 354 - UMA | Behavioral Health Professional (BHP) | Wednesday | 7-9:45pm | Kinsella |
| JUS 103 - UMA | Foundations of Criminal Justice | Tuesday | 4-6:45pm | Lumb |
| JUS 488 - UMA | Seminar and Capstone Experience | Tuesday | 7-9:45pm | Lumb |
| MAT 115 - UMA | Elementary Statistics I | Monday | 4-6:45pm | Bisulca |
| NAS 102 - UM | Intro to Wabanaki Culture, History... | Wednesday | 4-6:45pm | John Mitchell |
| PHI 201 - UMM | Ethics | Wednesday | 7-9:45pm | Thomas Halkett |
| POS 101 - UMA | American Government | Monday | 4-6:45pm | Butler |
| POS 320 - UMFK | Environmental Policy | Tuesday | 7-9:45pm | John Martin |
| PSY 100 - UMA | Introduction to Psychology | Thursday | 7-9:45pm | O'Brien |
| PSY 308 - UMA | Human Development | Tuesday | 4-6:45pm | Ellis |

Winter/Spring 2012 Course Offerings

DIRECTIONS & CALENDAR

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

Winter/Spring Academic Calendar

January 23

Winter/Spring semester begins

February 20-24

Winter Break - No Classes

March 15

LHS Parent/Teacher Conferences - No Classes at LHS/
LJHS/Annex - Classes at Adult Ed WILL Run

April 16-20

Spring Break - No Classes

May 17

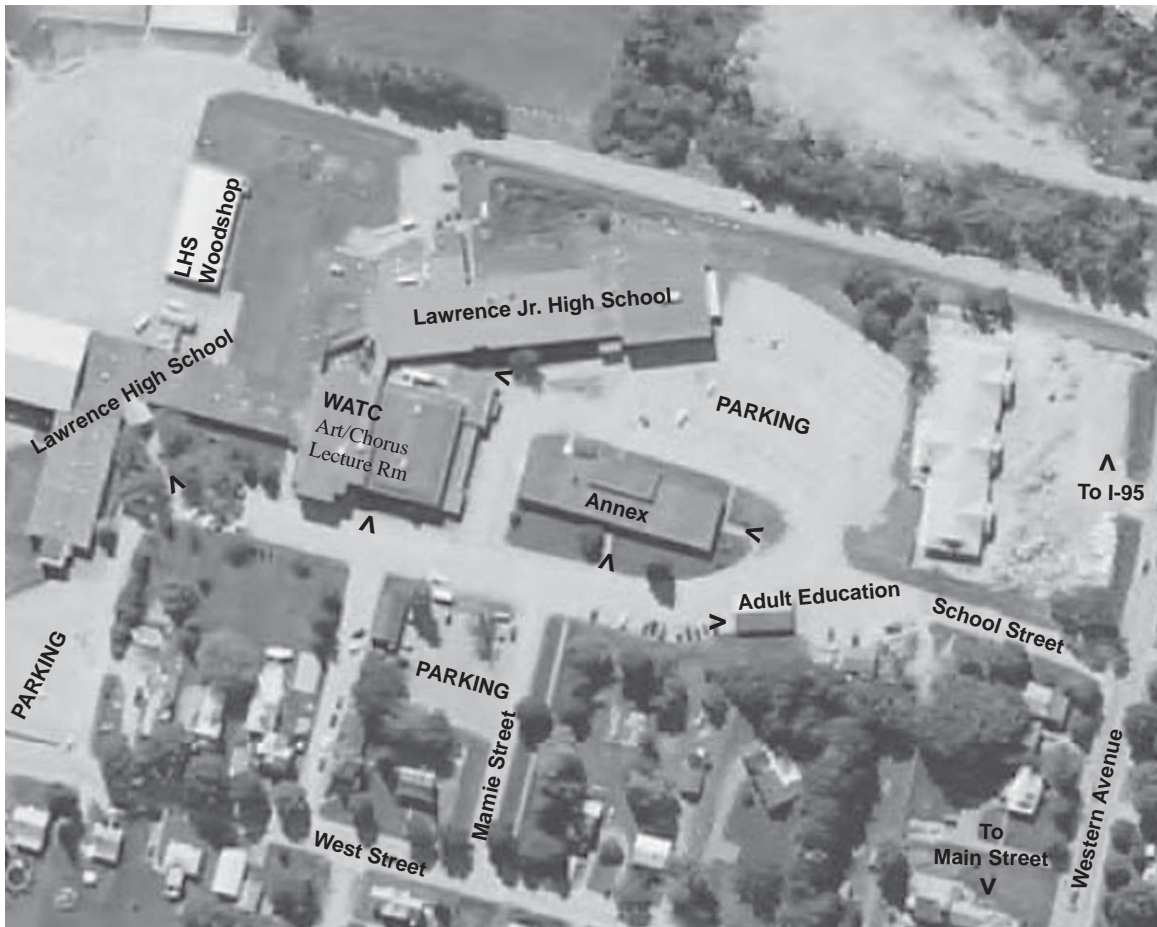
Last Day of Classes

May 21-24

Make-up Week

June 13

Adult Education Graduation



REGISTRATION INFORMATION

How do I register for classes?

You may register for most of our classes by mail, in person, by phone or fax and online. We accept cash, checks, Visa and Master Card. Academic registration requires an intake appointment. Call for more information.

1. By Mail: Send registration form and payment to:
Lawrence Adult Education
4 School Street, Fairfield, Maine 04937



2. In Person: Register by stopping by our office during regular business hours and drop off your registration form and payment.
3. By Phone: 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.
4. Online: We are pleased to continue offering secure online registration at our web site:
www.lawrenceadulted.org.

What else should I know about my registration?

We do not send course registration confirmations out. If you do not hear from us, assume that your registration has been processed and accepted. We will notify you if the course is full or cancelled.

Registration Fees

Individual 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. A list of items will be provided upon registration or at your first class meeting. Most supply lists can also be found on our web site.

Book Fees

The cost of books (borrowed or purchased) are normally included in the registration fee for the course. Borrowed books have a deposit of \$10 to \$20 and the books must be returned at the end of the semester in reasonable condition in order to receive a refund. Please note that if a state agency is paying for your classes and there are book deposits involved, we will only bill the agency for the registration fee for the course and not the refundable book deposit. The student will be responsible for the deposit. Workbook fees will be included in agency billing.

Frequent Learner Discount

If you took a course with us last semester (Fall 2011), you may deduct \$5 from one course registration fee of at least \$25 this semester. Limit: 1 discount per semester.

Refund Policy

If we cancel a class for any reason, we will issue a full refund to you. If circumstances prevent you from attending classes and you notify us before the first class, we will refund the full amount of your registration fee. If you attend the first class and discover that the class is not what you anticipated, notify us before the second class and we will refund your registration fee minus a \$5 processing fee. No refunds will be given for one session classes if you do not notify us prior to the start of class. Refunds take up to four weeks to process.

Weather Cancellations

If RSU #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 3 pm and announced on local media stations and posted on our website under News & Events at www.lawrenceadulted.org.



Winter/Spring 2012 Course Offerings

REGISTRATION FORM

Date _____

First & Last Name _____

Mailing Address _____

Town/State/Zip _____

Telephone # (H) _____ (W) _____ (C) _____

E-mail Address _____

COURSE(S) YOU ARE REGISTERING FOR:

FEE:

_____ \$ _____

_____ \$ _____

_____ \$ _____

IF YOU QUALIFY FOR THE FREQUENT LEARNER DISCOUNT SUBTRACT \$5.

TOTAL:

\$ _____

Payment Type:

Cash

Receipt # _____

Check or Money Order # _____

Visa/MC/Discover (please complete information below)

Auth # _____

Credit Card Number

Expiration Date

Cardholder Signature

REGISTRATION FORM

Date _____

First & Last Name _____

Mailing Address _____

Town/State/Zip _____

Telephone # (H) _____ (W) _____ (C) _____

E-mail Address _____

COURSE(S) YOU ARE REGISTERING FOR:

FEE:

_____ \$ _____

_____ \$ _____

_____ \$ _____

IF YOU QUALIFY FOR THE FREQUENT LEARNER DISCOUNT SUBTRACT \$5.

TOTAL:

\$ _____

Payment Type:

Cash

Receipt # _____

Check or Money Order # _____

Visa/MC/Discover (please complete information below)

Auth # _____

Credit Card Number

Expiration Date

Cardholder Signature

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LAWRENCE ADULT EDUCATION

www.lawrenceadulted.org

We're cooking up something new this semester...

- *Alzheimer's Association Workshops*
- *Beauty and the Beast in Boston*
- *Build Your Own Business on eBay*
- *Circular Knitting*
- *Chinese Language and Culture*
- *Classic Cooking at Home*
- *College Prep Physics*
- *Don't Get Stuffed-Funeral Alternatives*
- *Dreamcatcher*
- *Home Repair for Beginners*
- *How Money Works*
- *Les Miserables in Boston*
- *Marketing Your Business Online*
- *Medical Coding Introduction*
- *Medical Terminology*
- *Money Management Workshops*
- *PowerPoint 2010*
- *Speak Up*
- *Stained Glass Panel*
- *Yoga 1*

