

# AUGUSTA FREE ADULT & COMMUNITY EDUCATION

*Spring 2020*

626-2470



*Scan to visit us at*  
[www.augusta.maineadulted.org](http://www.augusta.maineadulted.org)

**W**hat better way to ring in the new year than with a new educational experience? Whether you are looking to obtain a high school credential, prepare yourself for college or engage your brain in a new challenge, Augusta Adult and Community Education has something for you.

Planning for spring? Try our House and Garden Naturally class. Planning a move? Try Moving: How to Pick Purge and Pack. Looking for a new adventure? Try Maine Globetrotters and Explorers or Travel-Get Ready to Go! Thinking of photography as a new hobby? Why not try Landscapes, Seascapes, and Nature Photography. So many ways to keep yourself busy and engaged during these cold winter months.

Hope to see you soon!  
Monique Roy-Director  
Augusta Adult and Community Education

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At Augusta Adult and Community Education, our mission is to promote innovative and flexible learning opportunities through engaging courses and educational experiences.

For more information about our program, course offerings and services, please feel free to call (207) 626-2470.



## **For High-Speed, Broadband Internet Technical Assistance**

The Augusta Adult Education program is your ConnectME source 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](http://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

## Staff

Monique Roy, Director  
Tanya Ducharme, Counselor  
Rebecca Corcoran, College Transitions  
Counselor  
Helen Emery, Adult Ed Administrative  
Assistant and Coordinator  
Judith Howard, KLC Administrative  
Assistant and Coordinator  
Mae Libby, Adult Ed Day Secretary  
Heidi Lynch, Test Administrator

## General Office Hours

January 6 through June 19, 2020, our office will be open:

**Mondays** 8:30 a.m. – 5:30 p.m.  
**Tuesdays** 8:30 a.m. – 5:30 p.m.  
**Wednesdays** 8:30 a.m. – 5:30 p.m.  
**Thursdays** 8:30 a.m. – 5:30 p.m.

## Afternoon/Evening Hours

**Kennebec Learning Center**  
33 Union Street, Suite 2, Augusta  
*Melody Doody, Evening Secretary*  
(626-2470)  
**Monday through Thursday, 5:30-9:00 P.M.**

**Cony High School**  
60 Pierce Drive, Augusta  
*Jennie Baker, Evening Secretary*  
(626-2460)  
**Tuesday through Thursday, 6:00-9:00 P.M.**

**Capital Area Technical Center**  
*Deanna Coutts, Evening Staff*  
40 Pierce Drive, Augusta  
(626-2475)  
**Tuesday and Wednesday, 6:00-9:00 P.M.**

## School Holidays

Classes will not be held February 17-20,  
April 20-23, and May 25.

## Graduation

This year's graduation (for our high school diploma and high school equivalency graduates) will be held Friday, June 19, 2020 at 7:00 p.m. in the Cony High School Auditorium. A reception will be held in the cafeteria following the graduation program.

## Mission Statement

Augusta Adult and Community Education promotes innovative and flexible learning opportunities through educational classes and community-based partnerships to ensure each student's ability to succeed and develop skills needed for further education, job training, or employment opportunities.

## CASAS Assessments

Students enrolling in our high school diploma, HiSET, Aspirations, College Transition, Office Skills Certificate, or Post Secondary programs will need to complete the CASAS Educational Assessments. Please call our office at 626-2470 to set up an appointment.

## Snow Days

If Augusta schools are cancelled during the day, all adult education classes are automatically cancelled and the office is closed. *If Augusta schools are **delayed**, our **morning classes are cancelled**.* If day classes are held, but the weather changes, a notice of cancellation will be given on local radio stations, TV stations 6, 8, and 13, and at 626-2470 by 3:00 P.M.

## Handicap Accessibility

All activities offered by Augusta Adult and Community Education are held in accessible locations. Accommodations for individuals with disabilities are available upon request.

**NO Smoking Policy**  
**ALL SCHOOLS IN AUGUSTA ARE**  
**SMOKE-FREE ZONES.**

## Equal Opportunity

Augusta Adult & Community Education ensures equal employment, educational opportunities, and affirmative action regardless of race, gender, color, national origin, religion, marital status, age, sexual orientation, or disability in accordance with all state and federal laws.

## Please note

Food and drinks (except for water) are prohibited in the Cony classrooms and all computer labs.

## Changes

Published dates and times are subject to change. Registrants will be notified if changes occur.

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# Registration Information

## Online

You may register online by going to [www.augusta.maineadulted.org](http://www.augusta.maineadulted.org) and using the online payment option.

## By Mail

Mail-in registration begins January 6th. Please complete the registration form ***located on the inside back cover*** and mail it along with registration fee to:

Augusta Adult Education  
33 Union Street, Suite 2  
Augusta, ME 04330

Make checks payable to Augusta Adult Education. No receipt will be mailed unless requested. *You will not be notified unless difficulty is encountered.*

## By Phone

If you would like to register by phone, have your VISA, MASTERCARD, DISCOVER or DEBIT CARD ready and we will gladly take your registration.

## In Person

You may register in person beginning January 6th at 33 Union Street, Augusta. Hours are from 8:30 a.m. to 5:30 p.m. (*Note: Our Adult Education Enrichment classes are reserved for individuals 18 years of age and older who are not currently enrolled in high school.*)

## Cancellation Notices:

Augusta Adult and Community Education reserves the right to cancel any program which fails to meet minimum enrollment requirements, so please register early!

## Refund Policy:

Full refunds will be made if we cancel the class. If circumstances prevent you from attending classes, and you notify us **before the first class**, we will refund the full amount to you. You will receive a check in the mail.

Please allow 2-3 weeks for processing. Please note that if you do not cancel and you do not attend, you are still responsible for full payment. Requests for refunds after the first class meeting will be considered on an individual basis.

## Senior Discount:

If you are 60 years or older – take \$5.00 off any class with a registration fee of \$15.00 or more (except Maine Driving Dynamics).

## ***Please Note:***

***If your courses are to be billed to an agency or employer, an authorization must accompany your registration.***



# Programming *Kennebec Learning Center* At:

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We offer educational opportunities from college preparation to basic literacy skills. Our classrooms provide a warm and inviting educational environment with small classes and individual learning levels. Course fees are based on your program enrollment. Please call 626-2470 to schedule an appointment for a CASAS assessment and to meet with one of our counselors to complete your registration process.

## **COLLEGE TRANSITIONS (starts on page 27)**

We offer the academic entrance placement assessment (Accuplacer) once you have completed the CASAS. Those individuals enrolling in our College Transitions Program pay a textbook fee only.

## **HIGH SCHOOL COMPLETION (starts on page 23)**

Adults who want to earn their high school diploma have an option to enroll in day classes. Upon completion of the CASAS assessment, we will schedule a time for you to meet with our counselor to discuss your goals, learning styles, and develop a plan for your high school completion. We also offer HiSET preparation classes and testing for those who want to complete high school with a state-recognized high school completion certificate.

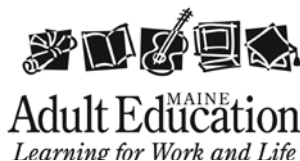
## **ENGLISH LANGUAGE LEARNERS (ELL) (starts on page 22)**

If English is not your first language or you want to improve your current speaking skills and knowledge, we offer classes from non-speaking to advanced.

## **ADULT BASIC EDUCATION (ABE) (starts on page 22)**

This program is for adults who want to develop their basic reading, writing, and math skills. Our program offers the opportunity to learn in a small, comfortable, and encouraging classroom setting. We offer English and math classes Tuesday and Thursday mornings.

*We believe in individual endeavor, team cooperation, and lifelong learning!*



# ARTS & CRAFTS

## ESSENTIAL OILS AND CBD 101

WILHELM, JOANNA

Maybe you've been hearing about essential oils, including CBD oil, and are curious, or maybe you just like finding ways to make gifts for others and to make things for your own use at home. Whether it's either, both, or neither but you like to have fun, we'll have a casual get-together that will be a good time and informative, too! Learn about essential oils, how they're made, and all the ways they can be used, from making our houses smell good to replacing health and beauty products as well as supporting our physical and emotional health. We'll even cover the use of essential oils with and around our pets, as they're part of the family, too! And, since CBD is an essential oil in its own right, we'll give you the skinny on that, too. You will have the opportunity to make a couple of goodies, along with the recipes to make more! These are easy to make and are great to use yourself and to give as gifts for teachers, friends, and family.

**THU/March 12, 2020, 6:00-8:00, 1 night,  
Cony, Self-supporting Fee: \$25**

## ESSENTIAL OILS ROLLERBALL MAKE AND TAKE

ALDERMAN, MARY

Come learn some basics about essential oils, how Essential Oils can improve your family's health and wellness! Make a Rollerball combining essential oils with a carrier oil for a specific purpose, such as stress, headache or muscle pain. *Material fee of \$10 per rollerball or 5 for \$40 to be paid to instructor.*

**THU/March 26, 2020, 6:30-8:30, 1 night,  
Cony, Self-supporting Fee: \$13 +  
Material Fee of \$10 per rollerball or 5  
for \$40 to be paid to instructor**

## HOUSE AND GARDEN NATURALLY

WILHELM, JOANNA

Spring is coming, and with it comes throwing open windows, clearing out the dust, and getting the gardens ready for another growing season. Whether wiping the dirt out of your home or wiping the dirt off your hands is your favorite, either way, we have natural solutions for keeping pests and critters out, for returning the sparkle, and for supporting your organic gardening. All are super simple, proven effective, and will have you breathing easy, literally and figuratively. We'll have a casual get-together that will be a fun time and informative, too! You will have the opportunity to make a couple goodies, along with the recipes to make more! These are easy to make -- one will freshen up your home and another will keep pests adhering to the "hospitality rules". There will be an extra surprise bonus plus some additional easy-peasy recipes!

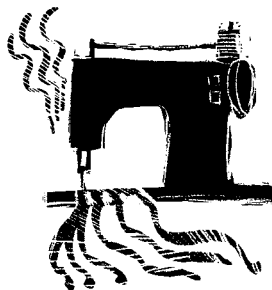
**TUE/April 7, 2020, 6:00-8:00, 1 night,  
Cony, Self-supporting Fee: \$25**

## SEWING SIMPLIFIED

WINCHELL, WYNNE

Learn the basics of sewing as you create a new spring outfit, accessory, baby/wedding present, or new items for your home. Time will be devoted to reading your patterns, cutting out fabric, sewing techniques, and learning to use a machine. Come enjoy an opportunity to express your creativity as you learn and share ideas with new friends.

**TUE/March 10, 2020, 6:00-9:00, 6 weeks,  
Kennebec Learning Center, Self-  
supporting Fee: \$70**





## SILVER JEWELRY MAKING

HARTWELL, PENNY

Learn a unique method of creating silver jewelry. We'll be using 99.9% pure silver (won't tarnish!) to create stunning earrings, pendants and rings. Molds will be found in every day items. Please be prepared to pay the instructor \$70 for supplies at the first class. **NOTE: Please register by March 25th. The instructor needs to order the materials two weeks in advance if enough students are registered.**

**WED/April 15, 2020, 6:00-9:00, 3 weeks, Cony, Self-supporting Fee: \$32 + \$70 Material Fee to be paid to instructor first night of class**

## SOAP MAKING WITH ESSENTIAL OILS

ALDERMAN, MARY

Come join us for this hands-on class and take home three beautiful and useful soaps made with essential oils! You will learn how to make scented soap out of multiple mediums such as goat's milk, shea butter, and oatmeal.

**THU/April 30, 2020, 6:30-8:30, 2 weeks, Cony, Self-supporting Fee: \$25 + \$20 Material Fee to be paid to instructor first night of class**

# GENERAL INTEREST

## ACTIVE PARENTING

BUCKHALTER, EMILY

Do you ever wonder if there is a better way to handle some of those daily parenting challenges? Find out with this video and discussion program for parents and care providers of children ages 5 and up. This program is designed to help raise responsible children by using effective discipline techniques and encouragement skills.

**TUE/March 10, 2020, 5:30-7:30, 6 weeks, Cony, Cost: Free**

## BEAUTIFUL YOU COLOR AND CLOTHING

SANBORN, CANDACE

Have you ever noticed when you are wearing certain colors people comment on your looks? Learn how to look healthier and more attractive by dressing for your eye, hair and skin coloring as well as for your face shape. Students will be draped in different shades of colors to demonstrate how choosing the right shades impacts their appearance. You will learn your face shape and receive overall tips on how to choose glasses, hairstyles and necklines that are the most flattering for your features. *Bring paper and pen to take notes!*

**THU/March 19, 2020, 6:00-9:00, 1 night, Cony, Self-supporting Fee: \$32**

## BEST STYLES FOR YOUR BODY TYPE

SANBORN, CANDACE

Do you have a lot of clothes in your closet but still feel like you have nothing to wear? Do you dislike shopping because you're not sure what looks good on you? In this interactive class, you'll determine your body type and face shape and learn tips for choosing the most flattering clothing styles and necklines for your features. *Bring your phone to take pictures and a pen and paper for notes!*

**THU/March 5, 2020, 6:00-8:30, 1 night, Cony, Self-supporting Fee: \$28**

## ELDER LAW - THE BASICS

NALE, ESQ., JOHN

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

**WED/May 13, 2020, 6:00-8:00, 1 night, Cony, Cost: Free**

**Visit us at [www.augusta.maineadulted.org](http://www.augusta.maineadulted.org)**

## GETTING TO KNOW YOUR DIGITAL CAMERA - LEVEL I

HARADEN, LEAH

This beginner level photography class is perfect for the absolute beginner looking to take better photos of family and friends or for those looking for a new hobby. Getting to know your camera and all its features and buttons is the first step. This is a great prep class for Level II

**WED/April 29, 2020, 6:00-8:30, 2 weeks, Cony, Self-supporting Fee: \$28**

## HOW TO MAKE NEEDHAMS

STOWE, DEBBIE

Students will learn how to make needhams from start to finish. Due to the time it takes for the center to set, the instructor will provide pre-made centers for students to dip and take home. We will make additional centers in class to take home and finish. *Students will need to bring a 9" x 13" pan, 2 pounds of confectioners sugar, 1 stick of butter, and 14 ounces of flaked coconut to make their centers. Potatoes and a recipe will be provided.*

**WED/March 4, 2020, 6:00-9:00, 1 night, Self-supporting Fee: \$12**

**WED/April 8, 2020, 6:00-9:00, 1 night, Cony, Self-supporting Fee: \$12**

## INTRODUCTION TO 18TH CENTURY COOKERY AT FORT WESTERN

OLD FORT WESTERN INTERPRETIVE STAFF

Interested in learning how to cook over an open hearth? Fort Western is the backdrop for this unique hands-on learning experience. You will learn how to set a fire, prepare and cook a meal at the hearth, and then come together to share the meal. *Please note: we will be using 18th century ingredients such as flour, sugar, nuts, dairy, and meat.* PARTICIPANTS MUST PRE-REGISTER AT OLD FORT WESTERN (207-626-2385), \$75 fee (includes all materials) to be paid to Old Fort Western. (**Payment, Registration, and Liability Waiver forms**

*must be submitted before Saturday, April 29, 2020.*) Limit 10 participants. **ATTENTION TEACHERS! A great way to earn CEUs!**

**SAT/May 2, 2020, 10:00-4:00, 1 day, Old Fort Western, Self-supporting Fee: \$5 +\$ 75 Material Fee to be paid to Old Fort Western**

## LANDSCAPES, SEASCAPES & NATURE PHOTOGRAPHY

HARADEN, LEAH

This beginner-intermediate creative photography class will focus on the essential tools and techniques for capturing the four-season beauty of the Maine outdoors and beyond. Lectures and slideshows will cover the selection of subjects and locations as well as composition, lighting, and equipment.

**WED/April 8, 2020, 6:00-8:30, 2 weeks, Cony, Self-supporting Fee: \$28**

## LIFE AS A FRENCH & INDIAN WAR SOLDIER

OLD FORT WESTERN INTERPRETIVE STAFF

Interested in learning what it was like to live at Fort Western during the French & Indian War (1754-1767)? Fort Western is the backdrop for this unique hands-on, learning experience. You will be introduced to the French & Indian War in Maine by walking through time in a tour of this 1754 fort. In the guard room you will be mustered into military service. In the barracks you learn what daily life was like for the soldier. In the camp kitchen you will start a fire with flint & steel and prepare and eat a meal with the rations provided for you. On the parade ground you will learn to march and drill with wooden muskets. In the blockhouse you will learn how to fire cannon. *Please Note: Rations may contain 18th century ingredients available at the time such as flour, sugar, nuts, dairy, and meat.* **Warning cannon fire is loud.** PARTICIPANTS MUST PRE-REGISTER AT OLD FORT WESTERN (207-626-2385)\$75 fee (includes material fee) to be paid to

Old Fort Western. For an additional \$25, there is an opportunity to fire a musket. (*Payment, Registration, and Liability Waiver forms must be submitted before Saturday, April 29, 2020.*) **ATTENTION TEACHERS!** A great way to earn CEUs!

**SAT/April 25, 2020, 10:00-4:00, 1 day, Old Fort Western, Self-supporting Fee: \$5 +\$ 75 Material Fee to be paid to Old Fort Western**

## **MAINE DRIVING DYNAMICS**

*BUREAU OF HIGHWAY SAFETY*

Maine's "Driving Dynamics Course" offers all drivers the opportunity to improve their defensive driving abilities. This five-hour course will include discussion of collision avoidance techniques, safety issues, driver habits and attitudes, and the basic elements that constantly challenge drivers on Maine's highways. A certified Maine Driving Dynamics instructor teaches the course. The course format engages active participation of students. Those completing the course will receive a three-point credit on their driving record. *When registering, please include your date of birth and drivers license number.* REGISTRATIONS MUST BE RECEIVED BY THE THURSDAY BEFORE THE CLASS STARTS.

**TUE/THU, February 11 & 13, 2020, 6:00-8:30, 2 nights, Technical Center, Self-supporting Fee: \$40 (up to age 65); \$25 (age 65+)**

**TUE/THU, May 12 & 14, 2020, 6:00-8:30, 2 nights, Technical Center, Self-supporting Fee: \$40 (up to age 65); \$25 (age 65+)**



## **MAINE GLOBETROTTERS AND EXPLORERS**

*RODRIGUES, MARYROSE  
CHICOINE, ALICE*

*"The world is a book and those who do not travel read only a page." Saint Augustine of Hippo*

Join us for an evening to hear about our journeys around the world and in our lovely state of Maine. We will take you down memory lane and give you a taste of what we have to offer such as globetrotting spectacular countries and our exciting Maine adventures including hiking, biking, kayaking, snowshoeing, museums, music fests, and theatre. Let's fill our books with experiences and memories! We would love to share our passion with you - join us!

**THU/February 27, 2020, 6:00-8:00, 1 night, Cony, Self-supporting Fee: \$10**

## **METAL DETECTING**

*HARWATH, PAUL*

This course will teach the fundamentals of metal detecting and the use of different types of metal detectors. You will learn proper recovery techniques with minimal soil disruption and the best way to extract your find without damage. We will cover the best places to search for treasures and how to interpret what your detector is telling you. Fun with exercise - you can't beat it!

**WED/March 25, 2020, 6:00-7:30, 8 weeks, Technical Center, Self-supporting Fee: \$49**

## **MIND MAPPING: INCREASE RETENTION AND CREATIVITY**

*MARKLEY, ISABELLE*

Mind Mapping uses color and images for note taking, thought organization, and brainstorming. Thoughts and ideas organized on one sheet of paper using images, color, and key words replace outlines and to do lists. Information presented visually is easier to remember and retain. *Bring colored pens or markers (at least 5 different colors).*

**WED/April 29, 2020, 6:30-8:30, 1 night, Cony, Self-supporting Fee: \$15**

## **MOVING: HOW TO PICK, PURGE, AND PACK**

*MARKLEY, ISABELLE*

Downsizing or moving - how to decide what gets tossed and what gets packed! These tips and strategies have been developed from 17 major (whole house with basement, attic, and garage) and minor (small apartment and dormitory room) moves. We will discuss organizing, scheduling, and resources-ideas tested and used with commercial moving haulers and do-it-yourself transportation.

**WED/April 15, 2020, 6:00-9:00, 1 night,  
Cony, Self-supporting Fee: \$20**

## **MY MONEY WORKS**

*DEMPSTER, JEAN*

This class can help you gain the skills and confidence you need to stretch your money, pay your bills, reduce debt, find money for savings, plan for retirement, and set personal financial goals. At the end of the class you will have a personal money management plan. *Register through Augusta Adult Education or call New Ventures Maine at 621-3434.*

**THU/April 30, 2020, 6:00-8:30, 5 weeks,  
Cony, Cost: Free**

## **PARANORMAL**

*LABBE, MICHAEL*

The objective of this course is to provide you with the skills necessary to perform a successful investigation into the paranormal world. Equipment demonstration will be provided throughout the course curriculum. Come join us and bring your questions and stories.

**TUE/January 28, 2020, 6:00-8:00,  
5 weeks, Cony, Self-supporting  
Fee: \$33**

## **PLANNING A SUCCESSFUL EVENT**

*ALDERMAN, MARY*

Make your special event one to remember! Various parties and events come into our lives - engagements, weddings, anniversaries, baby showers, bridal showers, and much more. We will talk about ways to make your day special

while reducing the stress and chaos that often surrounds these events. We will discuss budgets, venues, invitations, food, flower, music, and decorations. Join Mary Alderman, a wedding/event planner from Enchanted Events, as she gives you ways to look at making your event truly magical!

**THU/February 27, 2020, 6:00-9:00,  
1 night, Cony, Self-supporting Fee:  
\$18**

## **PRIMITIVE ARCHERY - AN INTRODUCTION**

*HARWATH, PAUL*

We will cover the making of a traditional longbow bow from common woods, both with and without the use of power tools. The use of power tools makes the task quicker but also makes it easier to cause a flaw that can cause breakage. The class will go over how to choose a piece of wood and what you will need to put your bow to use, such as a bow string and arrows. This class is designed to help you discern whether traditional archery is for you.

**THU/February 6, 2020, 6:00-7:30,  
8 weeks, Technical Center, Self-  
supporting Fee: \$49**

## **PRIMITIVE ARCHERY - ADVANCED**

*HARWATH, PAUL*

This class is a continuation of the Primitive Archery Introduction class. Instruction will include laminated bow design, the building of a bow vise for tillering, and advanced arrow, quiver, and shooting paraphernalia manufacturing.

**THU/February 6, 2020, 7:30-8:30,  
8 weeks, Technical Center, Self-  
supporting Fee: \$35**

## **SPIRITUAL TABLE TIPPING**

*KING, ALICE*

Spiritual Table Tipping is a means of communicating with your Spirit Guides, Guardian Angels, and loved ones who have passed on. It is a very powerful healing modality: physically, emotionally, and spiritually. At a Table Tipping Session you can learn what your

soul's plan is, areas that you are stuck and why, how to gain the most out of your relationships, how your deceased family member or pets are doing, and what they are doing on the other side for their own soul development. *Limit 9 students.*

**TUE/February 4, 2020, 6:00-9:00, 1 night, Cony, Self-supporting Fee: \$40**

**WED/April 15, 2020, 6:00-9:00, 1 night, Cony, Self-supporting Fee: \$40**

## **SPIRITUALLY CLEANSE AND CLEAR YOUR SPACE**

**SULLIVAN, JEANNIE**

In this fun and interactive class you will learn several techniques on how to clear and spiritually cleanse your personal spaces as well as your home. You will learn how to effectively use mantras, incense, sage, and tones to help you clear energy in and around you.

**TUE/March 17, 2020, 6:00-8:30, 1 night, Cony, Self-supporting Fee: \$18**

## **SQUARE DANCING BASICS**

**BROWN, BOB**

Come learn the very basics of a great recreational pastime in a short 8 lesson course. You'll learn the basics starting with dancer names and positions, including formations and arrangements and many of the different calls associated with the world of Square Dancing. It's easy, fun and it's a great physical activity. Get out of the house, off the couch, away from the screen (TV or computer) and meet new people! Your instructor will be Bob Brown who has been dancing over 25 years. *Course fee of \$30 to be paid to instructor the first night of class.*

**THU/March 5, 2020, 6:30-8:30, 8 weeks, Lincoln School, Self-supporting Fee: \$10 + \$30 Course Fee to be paid to instructor first night of class**

## **TRAVEL - GET READY TO GO!**

**MARKLEY, ISABELLE**

A trip never starts with the day of departure. It begins long before as an idea. Pre-departure preparation for solo or group travel can enhance the experience. Create your own traveler's

tool kit with ideas from Isabelle's world travel adventures, volunteer experiences, and research. Where do you want to go?

**WED/May 6, 2020, 6:30-8:30, 1 night, Cony, Self-supporting Fee: \$15**

## **VOLUNTEER HOSPICE TRAINING**

**SALTZER, KATLIN**

Do you want to make a difference in the lives of hospice patients facing the end-of-life and their families? Androscoggin Home Healthcare and Hospice, a non-profit organization, is looking for hospice volunteers to join the hospice team, providing companionship to patients and respite for family members. In the training you will learn about the history and philosophy of hospice, family dynamics, spirituality, communication, the adult disease process and other end-of-life issues. The training includes both classroom time and online training. *Volunteers are asked to make a 1 year commitment of 2-4 hours per week.* You can make a difference. Start today!

**THU/March 5, 2020, 6:00-9:00, 4 weeks, Cony, Cost: Free**

# **HEALTH & SAFETY**

## **AMERICA'S BOATING COURSE 3**

**JONES, CAPT. ED & PHYLLIS**

This course is designed to provide general information on Safe Boating, Piloting, and Navigation. The course is presented by America's Boating Club of the Kennebec River Area. The ABC-3 will include required safety equipment, regulations-state and federal, navigation aids, anchoring, adverse conditions, trailering, charts-digital & paper, and much more. Material fee of \$75 includes books and handouts. Certificates awarded upon successful completion of the course.

**WED/February 26, 2020, 6:00-8:00, 6 weeks, Cony, Self-supporting Fee: \$10 + \$75 Material Fee to be paid to instructor first night of class**

## **BASIC LIFE SUPPORT FOR HEALTH CARE PROVIDERS**

*MARTIN, KENNETH*

The Basic Life Support (BLS) for Healthcare Providers classroom course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED and relieve choking in a safe, timely and effective manner. This course is for healthcare professionals, direct care workers, day care providers, and those who need to know how to perform CPR, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings. The course is also for community members that are ready, willing and able to offer a hand during a crisis.

**WED/January 29, 2020, 5:00-9:00, 1 night, Cony, Self-supporting Fee: \$90**

## **FUN, FIT, AND FABULOUS!**

*HUTCHINS, DEIDRE*

Feeling tired, off balance, or having a difficult time getting up and down? This 45-minute fitness class is the answer to help you feel both emotionally and physically younger and stronger! Reenergize yourself in this welcoming, spacious, and uplifting environment. This class will enhance your overall wellbeing by improving brain function and helping you to regain youthful energy. Stretch, stabilize, and strengthen your way to the best version of you. Let us jump start your day with positive and inspirational energy; guaranteed to put a smile on your face. Class is held on Mondays and Wednesdays. Join us!

**MON/WED, January 27, 2020, 9:00-9:45, 5 weeks, A-Copi Tennis and Sports Center, Self-supporting Fee: \$87**



**Adult Education**<sup>MAINE</sup>  
*Learning for Work and Life*

## **HEARTSAVER CPR/AED FOR ADULTS, CHILDREN, AND INFANTS**

*MARTIN, KENNETH*

This course is for anyone with limited or no medical training who needs a course completion card in CPR and AED use to meet job, regulatory, or other requirements. A 2 year certification card will be issued after successful completion of the course. If you have contact with patients at your workplace, you need BLS for the Healthcare Provider, not this class.

**WED/March 25, 2020, 6:00-9:00, 1 night, Cony, Self-supporting Fee: \$90 (includes materials)**

**WED/May 20, 2020, 6:00-9:00, 1 night, Cony, Self-supporting Fee: \$90 (includes materials)**

## **POUND® FIT!**

*HENDERSON, CINDY*

Release your inner Rockstar and make noise in a full-body cardio jam session inspired by the infectious, energizing, sweat-dripping fun of playing the drums! Using Ripstix®, lightly weighted exercise drumsticks, you'll sweat, sculpt, and ROCK your body and mind. You won't just listen to music - you'll become the music in this exhilarating workout that combines cardio, conditioning, and strength training with yoga and Pilates-inspired movements. Designed for all fitness levels, any stage; POUND® provides the perfect atmosphere for letting loose, getting energized, toning up, and rockin' out! *Please wear comfortable clothing for exercise and bring a yoga mat.*

**THU/January 30, 2020, 4:00-5:00, 6 weeks, Technical Center, Self-supporting Fee: \$51**

**THU/March 26, 2020, 4:00-5:00, 6 weeks, Technical Center, Self-supporting Fee: \$51**

## **SAFETY IN A MODERN WORLD**

**WEBB, KEVIN**

**MARTIAL ARTS INSTITUTE**

Participants will learn some basic ways to handle everyday situations that have the potential to turn violent. It is not unrealistic to be in a situation where you have to control a scenario involving a family member or friend that has escalated. This course looks to bridge that gap and address what happens in a situation when reasonable force is needed. Conflict resolution skills will be taught in the form of de-escalation strategies, avoidance, restraining, and controlling techniques. *Adults 18 and over are welcome to attend.* No prior martial arts experience necessary

**WED/May 6, 2020, 6:15-7:15, 3 weeks, A-Copi Tennis and Sports Center, Self-supporting Fee: \$37**

## **SENIOR FUNCTIONAL FITNESS EXERCISE CLASS**

**UNITED FITNESS**

This class is designed for our senior community members of any physical level to help improve or maintain fitness and balance for everyday life activities. Our trainers will lead you in each class through a series of exercises and stretches involving basic calisthenics or light weights for resistance training. *All you need is suitable clothes and clean shoes for the classroom.*

**MON,WED/January 27, 2020, 11:00-12:00, 10 weeks, United Fitness, Self-supporting Fee: \$50 per person; \$80 for couples**

## **STRONG AND FIT**

**HUTCHINS, DEIDRE**

Do you want to take your fitness to the next level? This 45-minute heart pumping, non-stop workout is guaranteed to strengthen your core, increase your endurance, and improve your mental state. Engage in resistance training using dumbbells, bands, foam rollers, fit balls, medicine balls, kettle bells and more; in a spacious and welcoming environment. Plank, push-up, and squat your way to a

new and improved you. Increase your energy, challenge yourself, de-stress from work, and rise to the occasion in this high-energy atmosphere. This will be the best 45 minutes of your day. Class is Tuesday and Thursday. Join us!

**TUE/THU, January 28, 2020, 5:15-6:00, 5 weeks, A-Copi Tennis and Sports Center, Self-supporting Fee: \$87**

## **YIN/VIN**

**HUDSON, NICOLE**

Yin/Vin is the best of both worlds. In life, we need to be able to move with change and experience fluidity, as well as know when to be firm and stand our ground. Experience the luxury of slowing down as you begin class with a series of Yin shapes to create space and increase flexibility, followed by a gentle Vinyasa practice to build strength and stability. Come explore the balance of these two practices on your mat so that you may incorporate them into your life off the mat with grace and ease.

**THU/March 12, 2020, 6:00-7:00, 4 weeks, Technical Center, Self-supporting Fee: \$45**



## **YOGA FOUNDATIONS**

**HUDSON, NICOLE**

Yoga Foundations will offer students of all abilities and experience levels to return to the essentials. Through this workshop guided approach, you will learn to safely set up your body and the key elements of each shape to receive the full benefits from your practice.

**THU/February 6, 2020, 6:00-7:00, 4 weeks, Technical Center, Self-supporting Fee: \$45**



# Augusta Adult & Community Education Office Skills Certificate Program

Designed to meet employers' needs for 21st century workforce skills, our Office Certificate programs will benefit individuals preparing for an entry-level position as well as individuals who are seeking to upgrade their skill set. Incorporating critical thinking, collaboration, communication, and digital literacy in conjunction with competency in essential office software, our certificate classes will give you a competitive edge in today's labor market.

Our courses can be taken individually or as part of a full certificate program. All of our certificate programs provide career advising which includes resume and cover letter preparation as well as a professional portfolio.

Call to speak with our Career Advisor for more information.

## **Clerical Certificate**

This certificate provides individuals with the basic skills needed for entry level work in an office setting.

### **Courses include:**

Office Communications I  
Business Math  
Career Advising  
Introduction to Computers  
Keyboarding

## **Administrative Assistant Certificate**

This certificate moves beyond the basics in our clerical certificate for those who may already be working in or have worked in an office setting. An assessment will be given to those entering this program to make sure they meet the competencies in our Clerical Certificate program.

### **Courses include:**

Microsoft Word  
Microsoft Excel  
Accounting I  
Office Communications II  
Career Advising

# Augusta Adult & Community Education Office Skills Certificate Program

## Medical Administrative Assistant Certificate

### Courses include:

Medical Administrative Assistant I  
Introduction to Computers/Keyboarding  
Medical Terminology  
Microsoft Word  
Medical Administrative Assistant II  
Microsoft Excel  
Office Communications I  
Business Math  
Medical Administrative Assistant III

## NEW COURSES!

### **MEDICAL ADMINISTRATIVE ASSISTANT I**

In this course, students will learn the introductory concepts to becoming a Medical Administrative Assistant. Topics in this course will include; career and job essentials, the healthcare system and team, medical law and ethics and operations of the medical office. We will also consider the growing diversity of the communities we serve.

### **OFFICE COMMUNICATIONS I**

In this course, students will review the basics of writing concepts as well as verbal and interpersonal communications. Grammar, punctuation, different styles of writing used in the office settings including emails, formal letters and notes will all be addressed.



**Adult Education** MAINE  
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## A program of the Axiom Education & Training Center

The National Digital Equity Center through its Maine Digital Inclusion Initiative is committed to providing FREE Digital Literacy Course in all Maine counties.

Let us know what courses you are interested in taking! This helps us determine which courses to offer. We will be in touch with you once a course is scheduled.

An online version of this survey is available at:

<https://survey.digitalequitycenter.org>

Paper copies of the survey are available at Augusta Adult Education.

### AGING WELL WITH TECHNOLOGY WORKSHOP

Learn about the free computer classes that will be offered in your community to:

- \*Connect through basic technology
- \*Protect your digital presence
- \*Use technology for better health
- \*Get what you need online

**TUE/January 14, 2020, 11:30 am to 12:30 pm, 1 day, Kennebec Learning Center, Cost: Free**

### BACK TO BASICS - PART 1

If you are new to computers, or just want to update your skills, this is the course for you.

**TUE/January 21, 2020, 6:00 pm to 7:30 pm, 1 evening, Kennebec Learning Center, Cost: Free**

### BACK TO BASICS - PART 2

If you are new to computers, or just want to update your skills, this is the course for you.

**TUE/January 28, 2020, 6:00 pm to 7:30 pm, 1 evening, Kennebec Learning Center, Cost: Free**

### INTERNET SAFETY

Learn tips and strategies to keep you and your kids safe from hackers, predators, and cyberbullies.

**TUE/February 4, 2020, 6:00 pm to 9:00 pm, 1 evening, Kennebec Learning Center, Cost: Free**



### COURSES FOR CONSIDERATION (more information on survey)

Windows 7  
 Windows 10  
 Microsoft Outlook/Email  
 Microsoft PowerPoint  
 QuickBooks  
 Social Media  
 Gmail, Google Docs  
 Dropbox  
 WordPress  
 Library Digital Services

**Aging Well With Technology:**  
 Connecting through basic technology  
 Protecting your digital presence  
 Using technology for better health  
 Getting what you need online

# COMPUTER & OFFICE

## ACCOUNTING I - PART II

This is a continuation of the Accounting I - Part I class. We will continue with the text and working papers, covering chapters 13 through 24. Topics covered will include payroll, accounts receivable, processing, adjusting entries, trial balance preparation, financial statements, closing entries, acquiring capital, depreciation, accruals, and more.

*Prerequisite: Accounting I, Part I.* **This course may be used toward the Office Skills Certificate Program.**

## INTRODUCTION TO COMPUTERS

You will be introduced to the basic computer terminology, a computer operating system, and application software. This course will enable you to work independently on a personal computer with beginning skills in word processing, spreadsheet, and database applications. Typing skill is an advantage but not a requirement for this course. **This course may be used toward the Office Skills Certificate Program.**

## INTRODUCTION TO PROGRAMMING

This Introduction to Programming course is best suited for students with little or no prior programming experience. A basic familiarity with computers and mathematics (up to a high school algebra level) would be beneficial. Fundamental concepts of programming will be introduced including variables and data types, conditionals, loops, and functions. Students will be assisted in applying these concepts to solve small problems. This course will use the JavaScript programming language.

## MEDICAL ADMINISTRATIVE ASSISTANT I

In this course, students will learn the introductory concepts to becoming a Medical Administrative Assistant Topics in this course will include; career and job essentials, the healthcare system and team, medical law and ethics and operations of the medical office. We will also consider the growing diversity of the communities we serve. **This course may be used toward the Office Skills Certificate Program.**

## MICROSOFT WORD 2016

In this hands-on class, you will learn the fundamentals of Word 2016 to improve your productivity in word processing and desktop publishing. Some topics for this course include, but are not limited to: format, page setup, switch between multiple documents, bullets, automatic numbering, line spacing, headers & footers, breaks, tables, columns, inserting graphics, mail merge, macros, customizing toolbars, etc. *A base speed of 20 wpm and previous computer experience are necessary to be successful in this course.* **This course may be used toward the Office Skills Certificate Program.**

## OFFICE COMMUNICATIONS I

In this course, students will review the basics of writing concepts as well as verbal and interpersonal communications. Grammar, punctuation, different styles of writing used in the office settings including emails, formal letters and notes will all be addressed. **This course may be used toward the Office Skills Certificate Program.**



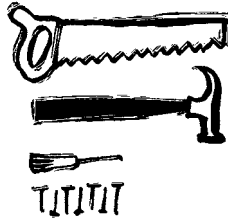
# TOOLS & TRADES

## WELDING BASICS

DOYON, MAURICE

This course is designed for those who have had no previous welding experience. Each class will include approximately 45 minutes of theory and safety training and 2 hours of hands-on experience. The principles of arc and oxy-fuel welding will be discussed.

**THU/January 30, 2020, 5:00-8:00, 10 weeks, Technical Center, Cost: \$30 (Residents); \$35 (Non-residents) + \$120 Lab and Supply Fee**



## CONSTRUCTION 101 WORKFORCE TRAINING

We are offering a low-cost or no-cost Construction Skills training! Learn construction math, blueprint reading, fall protection, reading specs and construction terms, introduction to hand and power tools, and more.

Earn a NHAB certification plus certifications in Construction OSHA 10, Rigging, and First Aid/CPR! Learn the WorkReady skills employers want: communication, problem-solving, interviewing, and more!

### ***Job Seekers gain:***

- \*Learn a Trade/Enhance Skills
- \*Earn valued certifications
- \*Improve employability skills
- \*Get job offers upon completion!
- \*No cost to eligible participants/  
low-cost to others

### ***Employers gain:***

- \*Access to Trained Applicants
- \*Assistance with cutting Training costs
- \*A Local Partnership to build the workforce you need
- \*Eager workers excited about the Trades Industry

**Student Applications being accepted now**

***Informational meeting for Training Applicants will be scheduled soon. Apply by calling Augusta Adult and Community Education at 626-2470.***

### ***Area partners include:***

Augusta Adult and Community Education  
Capital Area Workforce Training Partnership  
Western Maine Community Action  
Associated General Contractors of Maine  
G & E Roofing  
Maine Staffing Group

## Healthcare Skills Training

*Augusta Adult and Community Education has partnered with the Academy of Medical Professions to provide a variety of healthcare skills training courses.*

*Please contact our office at (207) 626-2470 to set up an appointment to take the CASAS assessments and meet with our career counselor.*

### Course offerings include:

#### **Certified Group Exercise & Personal Trainer**

Online course - open enrollment; 10 weeks each section (Group Exercise, Personal Trainer); Cost: \$1,500 per section.

#### **Clinical Medical Assistant**

TUE/THU, February 25, 2020; 5:30-8:30; 16 weeks; Academy of Medical Professions; Cost: \$3,000

#### **Dental Assistant**

MON/February 24, 2020; 6:00-8:00; 10 weeks; Academy of Medical Professions; Cost: \$2,400

#### **Medical Coding with CPC Certification**

Terminology/Anatomy: TUE, February 25, 2020; 6:00-8:00; 20 weeks  
Coding:THU/February 27, 2020; 5:30-8:00; 20 weeks; Total Cost: \$3,500 for both sections

#### **Medical Office Specialist with Billing Certification**

TUE/WED, February 26, 2020; 6:00-8:00; 16 weeks; Cost: \$3,000

#### **Medical Transcription Certificate Program**

Online course; 16 weeks; Cost: \$2,400

#### **Pharmacy Technician Certificate Program with PTCB National Certification**

Online course; 14 weeks; Cost: \$1,850

#### **Phlebotomy with CPT Certification**

TUE/THU, February 25, 2020; 5:30-9:00; 10 weeks; Cost: \$2,400

**All programs include the course materials and certification fees.**

**Payment plans are available – contact the Academy. For more information, please visit our website at [www.augusta.maineadulted.org](http://www.augusta.maineadulted.org) or [www.academyofmedicalprofessions.com](http://www.academyofmedicalprofessions.com)**

**Visit us at [www.augusta.maineadulted.org](http://www.augusta.maineadulted.org)**



## Interested in Training & Employment in the Information Technology Sector?

The TechHire grant is a statewide workforce program designed to recruit, assess, train and place **youth and young adults** with barriers to employment and who lack educational attainment, work experience or job skill level into Maine's Information Technology (IT) industry sector. The goal of TechHire is to assist participants with the skills training and job placement assistance needed to secure middle and high level employment in IT. TechHire provides individualized career navigation and planning services, assistance with identifying and completing training resulting in an industry recognized credential for a specific IT career path, and support with employment placement into IT through such services as internships, work experience, and on-the-job training. If you are a Maine youth seeking skills training and a job in IT, this program may be for you.

**The current participation requirements are:** Maine Resident between the ages of 17 and 29, out of secondary school (high school), work authorized in the United States, unemployed or underemployed. Have goals of participating in skills training linking to a credential for IT, and securing employment in IT.

**For more information or to begin the required pre-enrollment intake/assessment process:** Contact the Augusta Adult and Community Education office at **207-626-2470** and speak with **Tanya Ducharme** or contact the TechHire Navigator from Workforce Solutions, **Deb Bomaster**:[debra.bomaster@workforcesolutionsme.org](mailto:debra.bomaster@workforcesolutionsme.org) or via phone 207-210-4575

## LITERACY & LANGUAGES

### ADULT BASIC EDUCATION

This program is for adults who want to develop their basic reading, writing, and math skills. Our program offers the opportunity to learn in a small, comfortable, and encouraging classroom setting. Please call us at 626-2470 for more information.

### ENGLISH LANGUAGE ACQUISITION

We provide English language acquisition programming designed to help English language learners achieve competence in reading, writing, speaking, and

comprehension of the English language. Programming includes integrated English language and civics education which will enable adults who are English language learners to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States. Learners receive instruction in English and on the rights and responsibilities of citizenship and civic participation. These services may also include workforce training for employment in in-demand industries and occupations that lead to economic self-sufficiency. Please call us at 626-2470 for more information.



# HiSET® 2020

Augusta Adult and Community Education offers HiSET® testing *year-round* for people who want their high school credentials.

There are several steps to attaining a HiSET® certificate. First, you need to **call us at 626-2470** and set up an appointment with our counselor to take the CASAS and HiSET® pretest. Once you have completed the pretest, our trained staff will review the results with you. If you have attained scores exceeding the required average, we will set up a schedule for you to come in and take the HiSET® examination and plan your next step with our College Transition and Work Coach staff.

Should you discover you are not quite ready to take the HiSET®, we have HiSET® preparation classes available. All of this is at **NO COST** – except your time. **Testing accommodations are available for individuals with documented disabilities.**

## There are five sections to the HiSET® examination:

- **Writing** (consisting of 60 multiple choice questions and a written essay with a two-hour time limit)
- **Social Studies** (consisting of 60 multiple choice questions with a 70-minute time limit)
- **Science** (consisting of 60 multiple choice questions with an 80-minute time limit)
- **Reading** (consisting of 50 multiple choice questions with a 65-minute time limit)
- **Mathematics** (consisting of 55 multiple choice questions with a 90 minute time limit. You may use a calculator for the entire test.)

**Please note:** Due to State of Maine requirements, scoring is done off-site and may take two or more weeks for results.

## HISET ORIENTATION

This course covers interest inventories, learning styles, and personality preferences, self-evaluations of work abilities and skill toward career pathways.

## HISET MATH LAB

Based on pretest results, students will receive instruction in math in preparation for HiSET testing. One-on-one instruction will be provided when possible.

## HISET PREP

Based on pretest results, students will receive instruction in Language Arts-Writing, Social Studies, Science, Language Arts-Reading, and Mathematics in preparation for HiSET testing. One-on-one instruction will be provided when possible.

## HISET WRITING LAB

This class is designed to help students improve their writing skills for college or the HiSET. Learn to develop a main idea through explanation of supporting reasons, examples, and details. We will cover clear organization of ideas, including an introduction and conclusion, logical paragraphs and effective transitions; language use, including varied word choice, varied sentence constructions and appropriate voice; and clarity and correctness of writing conventions.



# HIGH SCHOOL COMPLETION

## AUGUSTA SCHOOL DEPARTMENT DIPLOMA

If you've always wanted to earn your high school diploma, Augusta Adult and Community Education can help you achieve your goal.

We will analyze your past educational experience and credits as well as your life and work experiences to create an individualized learning plan leading you right through to graduation. Contact us today to get started!



## HIGH SCHOOL COMPLETION

### CAREERS

#### ACADEMIC AND CAREER ADVISING

This course will prepare students for post secondary education and the workplace. It covers interest inventories, learning styles, and personality preferences, self-evaluations of work abilities and skill toward career pathways. Recognizing and overcoming barriers to college and the workplace will be discussed as well as development of appropriate attitudes, time management, organizational skills, conflict resolution, and work ethics. College placement testing, college tours, navigating a college campus or career site, interviewing skills and applications for college and work will be covered, along with resumes, and doing on-line applications. We will address the soft skills one needs to get and keep a job or stay in school.



Like us on Facebook!

[www.facebook.com/augustaadulted](http://www.facebook.com/augustaadulted)

### COMPUTERS

#### INTRODUCTION TO COMPUTERS

You will be introduced to the basic computer terminology, a computer operating system, and application software. This course will enable you to work independently on a personal computer with beginning skills in word processing, spreadsheet, and database applications. Typing skill is an advantage but not a requirement for this course. This course may be used toward the Office Skills Certificate Program.

### ENGLISH

#### CREATIVE WRITING

Students will compose their writing through fun exercises and activities to develop an understanding of the writing process. This process will provide the learner with opportunities to develop his or her critical thinking skills while demonstrating his or her ability to create a well-written piece of work at the end of the course. This work will display correct sentence structure, effective use of words, exhibit proper grammar and punctuation by using good editing techniques.

## **READING AND WRITING UNLEASHED**

This class focuses on emphasizing the integration of reading and writing to become a single process of understanding and expressing ideas. It highlights critical thinking and reinforces its relationship to these processes. Readings are presented and used as the basis for instruction, illustration, and practice. The writing demonstrates comprehension of the reading; therefore, the student learns both sets of competencies.

## **HISTORY & GOVERNMENT**

### **CIVICS**

This course introduces the concepts from the Maine Learning Results. Students will engage in hands-on projects and activities to see the effect of an active citizenry in the local, state, and federal community. Students will utilize educational tools to supplement their learning experience.

### **ECONOMIC FOUNDATIONS**

This course is designed to introduce students to basic economic principles and skills associated with Personal Economics, Microeconomics, Macroeconomics, and Global Economics. We will cover the basic skills (balancing a checkbook, maintaining good credit) you will need to get by in today's modern financial maze. We will explore what you need to know about credit and loans, insurance, taxes, how to pay for college and how to be an informed consumer when making a large purchase.

### **GLOBAL INSIGHTS**

Global Insights is a study of the earth and how we interact with it. Using the five themes of geography - location, place, human/environment interaction, movement, and region - students will examine and explore the environmental,

social, and cultural aspects of geography and how they relate to present day.

### **U. S. HISTORY**

This class will cover the history of our nation from the arrival of the Pilgrims at Plymouth Rock to the domestic and international issues that confront our nation today. This class is taught with a combination of the academic software Odyssey, textbook, and class discussions.

### **WORLD HISTORY**

This course is the study of major events and eras that have shaped today's world, beginning with ancient history and continuing to the 20th Century. Students learn how political, social, and economic systems have evolved.

## **MATH**

### **FOUNDATIONS OF MATH**

This course provides instruction in basic math computation. We will explore the place value system; the meaning of the four basic operations (addition, subtraction, multiplication, and division) and their application to whole numbers; the language of math and how to translate between mathematical language and English; basic geometric concepts; simple probability; measurement; and the meaning of fractions and decimals. This course will lay the foundation for future math courses.

### **INTRODUCTION TO PROBABILITY AND STATISTICS**

This course provides a good foundation in the areas of statistics and probability. Students will interpret categorical and quantitative data, make inferences and justify conclusions from sample surveys and experiments, and understand and apply the rules of probability to solve problems and evaluate outcomes, among other things. Many assessments will be project/data-based.

# SCIENCE



## **ENGINEERING- ENERGY- ENVIRONMENT**

The concepts in this course are types of energy, energy flow and conservation of energy. Students will increase their understanding of simple machines and apply these to create and optimize the performance of a device. Students will explore different methods used for electrical energy production.



## **PHYSICAL SCIENCE**

Learn the basics of Physical Science - the knowledge that underpins technology and engineering. We'll discuss Newton's laws, simple machines, projectiles and electricity - all topics with practical applications through direct experimentation to discover how things really work for yourself. This course is beneficial for anyone who might work in a technical career in the future, as well as those who would like to know how the physical world works. Students will perform a series of hands on investigations to discover the basic mechanics of motion, force, energy, gravity and electric circuits. Although equations will be introduced, the level of mathematics required will be very basic.

### **Maine Adult Education HUB 5 Regional Programs**

#### **Augusta Adult & Community Education**

*Monique Roy, Director*

33 Union Street, Suite 2

Augusta ME 04330

Telephone: (207) 626-2470

Website: [www.augusta.maineadulted.org](http://www.augusta.maineadulted.org)

#### **MSAD #11 Gardiner Area Adult & Community Education**

*Joshua Farr, Director*

40 West Hill Road

Gardiner ME 04345

Telephone: (207) 582-3774

Website: [www.msad11.maineadulted.org](http://www.msad11.maineadulted.org)

#### **RSU 38 Maranacook Adult and Community Education**

*Steve Vose, Director*

2250 Millard Harrison Drive

Readfield ME 04355

Telephone: (207) 685-4923, extension 1009

Website: [www.maranacook.maineadulted.org](http://www.maranacook.maineadulted.org)

#### **Mid-Maine Regional Adult and Community Education**

*Hannah Bard, Director*

1 Brooklyn Avenue

Waterville ME 04901

Telephone: (207) 873-5754

Website: [www.midmaine.maineadulted.org](http://www.midmaine.maineadulted.org)

#### **Winthrop/Monmouth Adult and Community Education**

*Joshua Farr, Director*

39 Highland Avenue

Winthrop ME 04364

Telephone: (207) 377-226

Website: [www.winthrop-monmouth.maineadulted.org](http://www.winthrop-monmouth.maineadulted.org)

## College Prep Courses!

# College Transitions Courses

The College Transitions Courses were developed in response to the need for college preparedness classes and is a bridge program leading to college. These classes are designed for high school graduates or high school equivalency certificate recipients who intend to apply to post-secondary institutions. College Transitions courses offered this semester are listed below. Registration is free. Students only pay for books and lab fees. **It's never too late to enroll!**

To become a College Transitions student, you must participate in four of the six activities listed below:

- Meet twice with your College Transitions coach
- Complete pre- and post-CASAS Educational Assessments
- Complete pre- and post-Accuplacer college placement assessments
- Enroll in at least one College Transitions Course
- Participate in one College Transitions workshop (Workshops to be announced)
- Participate in a College Transitions cohort group
- Tour at least one college campus

**For FREE CASAS Educational and Accuplacer College Placement Assessments, please call 626-2470 and make an appointment to meet with our counselor.**

## ACADEMIC AND CAREER ADVISING

This course will prepare students for post secondary education and the workplace. It covers interest inventories, learning styles, and personality preferences, self-evaluations of work abilities and skill toward career pathways. Recognizing and overcoming barriers to college and the workplace will be discussed as well as development of appropriate attitudes, time management, organizational skills, conflict resolution, and work ethics. College placement testing, college tours, navigating a college campus or career site, interviewing skills and applications for college and work will be covered, along with resumes, and doing on-line applications. We will address the soft skills one needs to get and keep a job or stay in school.

## NUMBER SKILLS FOR COLLEGE

This course is designed to prepare students for college-level math. We will build on previous understanding of operations with exponents and radicals, integers, and irrational numbers; order of operations; absolute value; variables

and coefficients; expressions, equations, and inequalities; graphing on the coordinate plane; linear relationships; conditional probability; combinations and permutations; and more complex geometric concepts.

## READING AND WRITING FOR COLLEGE

This course is a preparatory class for college-bound students who would like to increase their comprehension, vocabulary, and implement good reading practices. Techniques in reading will be modeled and practiced through STAR reading method, educational technology, and other tools as needed to prepare students to pass the college entrance Accuplacer assessment. This course includes conventions of standard English usage with their applications in writing sentences, paragraphs, and simple essays. Writing exercises will introduce students to the rigors and requirements of college writing.



## COLLEGE COURSE OFFERING



### MAINE ADULT EDUCATION COLLEGE TRANSITION STUDENT SUCCESS COURSE

This course is designed to help students prepare for admission to a college program. In this course, students will be introduced to a variety of topics including the college application process, financial aid, time management, goal setting, learning styles, campus resources, catalog policies, critical thinking, study skills, and how to complete a college level research paper. Those who successfully complete this course will obtain 3 college level credits that can be transferred into the University of Maine at Augusta as an elective or Kennebec Valley Community College as 1 college level credit. In addition, those who successfully complete this course may be eligible for scholarship funds to pay for their first course at a college of their choice.

### My Next Career Move offered Online by New Ventures Maine

*Take charge of your career and create an action plan to achieve success.*

Learn how your current skills connect to future careers. Identify high-growth job fields. Explore education and training options. Strengthen your resume for a targeted job search.

**Graduates of *My Next Career Move* are eligible to apply for the University of Maine at Augusta GEN Scholarship, to be used at any University of Maine System campus, any Maine Community College, or the University of New England**

April 8, 2020 to May 13, 2020: Contact Suzanne Senechal-Jandreau at 207-768-9635 or by e-mail at [senechal@maine.edu](mailto:senechal@maine.edu)



Maine College Transitions is perfect for those who want to further their education and already have a high school diploma or equivalency.

Hundreds of students have taken Maine College Transitions and gained entrance into trade schools, community colleges, and four-year colleges or universities.

If you have a dream and the desire, we have the tools that will help you get to your goal.

#### TAKE THE STEP

- ON-GOING SUPPORT
- SKILLS DEVELOPMENT
- FINANCIAL PLANNING
- COLLEGE & CAREER GUIDANCE
- COLLEGE ADMISSION



[MaineCollegeTransitions.org](http://MaineCollegeTransitions.org)



# COLLEGE TRANSITIONS COURSES

The following courses are offered through Mid-Maine Regional Adult Community Education in Waterville. Please contact them at (207) 873-5754 for more information.

## **Math Skills for College**

Instructor: John Gullotti

Thursdays 2:30 - 5:30pm

Runs: Every Thursday 1/23/20 - 5/14/20

Location: Waterville Sr. High Room 242

## **Writing Skills for College**

Instructor: Kim Waite (A KVCC English 101 instructor!)

Tuesdays 5:00 - 8:00pm

Runs: Every Tuesday 1/21/20 - 5/12/20

Location: Waterville Sr. High Room 106

## **Pre-Algebra Skills**

Instructor: Paula Raymond

Wednesdays 2:30 - 5:30pm

Runs: Every Wednesday 1/22/20 - 5/13/20

Location: Waterville Sr. High Room 033

## **College Success**

Instructor: Linda Davis

Independent Study - Rolling admission.

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The following courses are offered through RSU 38 Maranacook Adult and Community Education in Readfield. Please contact them at (207) 685-4923, extension 1009 for more information.

## **Math Skills for College**

Instructor: Scott Harmon

Tuesdays and Thursdays, 5:30-8:30 pm

Begins: week of January 27, 2020

Location: MCHS

## **English Skills and Writing Fundamentals**

Instructor: TBD

Mondays and Wednesdays, 5:30-8:30 pm

Begins: week of January 27, 2020

Location: MCHS



# Understanding the 2020 Census

**Your response in the 2020 Census is critical to help our communities and state.**

## What does the Census do?

- \*The Census determines how many House of Representatives each state elect to represent their state in Congress.
- \*The Census helps determine the amount of federal funding each community receives.
- \*The Census helps communities plan for community needs like new roads, schools, and emergency services.
- \*The Census helps businesses determine the best place to open their business.

## Who should complete the Census?

The census will count everyone living in the United States and is collected by household. Therefore, everyone living in all 50 states is required by law to be counted in the 2020 Census.

The census survey collects information by household – so parents will complete the census for any dependents living in their household.

## How can I complete the census survey?

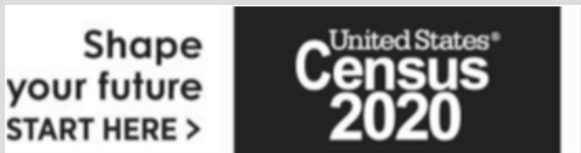
There are three options to participate in the census:

- \*Online
- \*By phone
- \*By mail

## I do not have a computer and Internet at home, but would like to do it online. Can I?

Augusta Adult and Community Education will have open computer lab hours for anyone to come in and participate in the census.

*Visit: [www.2020census.gov](http://www.2020census.gov) and [maineadulted.org](http://maineadulted.org) to learn more about the census.*



# Registration Request Form

(Please cut along dotted lines & mail to: Augusta Adult & Community Education, 33 Union Street, Suite 2, Augusta ME 04330)

Use this form to enroll in Augusta Adult & Community Education courses. You are enrolled as soon as we receive your completed registration form & fee. **You will not be notified unless difficulty is encountered.** *(Please print)*

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_  
Phone (work) \_\_\_\_\_ Phone (home) \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
How did you learn about our program? \_\_\_\_\_

Course Name	Night*	Fee

*\*Please indicate night, if offered more than one night.*

*For office use only*

Check if senior citizen discount   
Make your check payable to:  
Augusta Adult Education  
Total Enclosed: \$ \_\_\_\_\_

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Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_  
Phone (work) \_\_\_\_\_ Phone (home) \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
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Course Name	Night*	Fee

*\*Please indicate night, if offered more than one night.*

*For office use only*

Check if senior citizen discount   
Make your check payable to:  
Augusta Adult Education  
Total Enclosed: \$ \_\_\_\_\_

**Augusta Public Schools**  
**40 Pierce Drive, Suite 3**  
**Augusta, ME 04330**

Non-Profit Org.  
U.S. Postage  
**PAID**  
Permit No. 21  
Augusta, ME

**ECRWSS**  
**Postal Patron**

**Do you have a free evening?**

**– *New Courses for Spring!* –**

Active Parenting  
Best Styles for Your Body Type  
House and Garden Naturally  
How to Make Needhams  
Landscapes, Seascapes, & Nature Photography  
Maine Globetrotters and Explorers  
Mind Mapping: Increase Retention and Creativity  
Moving: How to Pick, Purge, and Pack  
Planning a Successful Event  
Pound® Fit!  
Senior Functional Fitness Exercise Class