

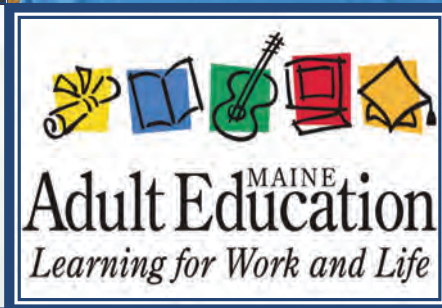
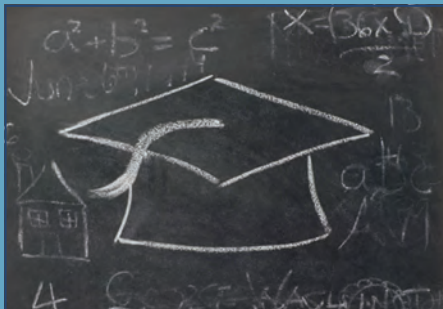


Regional School Unit 13
Adult & Community Education
www.rsu13.maineadulted.org
207.354.0758

January-July, 2012 Course Offerings

**Taking a class as on-the-job training?
 Trouble driving after dark?
 Difficulty finding evening childcare?**

Check Out Our DAYTIME CLASS OPTIONS!



Midcoast School of Technology
Adult Education
 Pages 17-26

RSU 13 Adult Education

McLain Building, 2nd Floor
28 Lincoln Street
Rockland, ME 04841

Oceanside High School West
47 Valley Street
Thomaston, ME 04861

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Mid-Coast School of Technology Course Listings on Pages 17-26



RSU 13 Adult Education and Midcoast School of Technology Adult Education programs are 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.

EMPLOYMENT SKILLS CERTIFICATION PROGRAM

Four Certifications Designed to Prepare You for the Current Job Market!

Build your skills from the ground up, or use your prior experience to test out of classes.

You could earn your certification in as little as 1 to 3 semesters!

General Career Skills Certificate

For those interested in improving basic skills for employment.

Prerequisite: High School completion and CASAS Reading score of 236

Courses Required:

- Computer for the Beginner
- Keyboarding (20 wpm)
- Computer Applications I
- Writing in the Workplace
- Business Ethics
- Customer Service
- Job Hunting



Office Support Certificate

For those interested in gaining entry-level office work or preparing for the next two certificates.

Prerequisite: General Career Skills Certificate

Courses Required:

- Keyboarding (30 wpm)
- Computer Applications II
- Microsoft Word I
- Microsoft Excel I
- Accounting: Beginning



Administrative Assistant Certificate

An advanced certificate for those interested in moving up from an entry-level clerical position to positions with more responsibility.

Prerequisite: Office Support Certificate

Courses Required:

- Keyboarding (50 wpm)
- Microsoft Word II
- Microsoft Excel II
- Accounting: Intermediate
- Independent Job Shadow

Accounting Assistant Certificate

An advanced certificate for those interested in office support

Prerequisite: Office Support Certificate and CASAS Math score of 245

Courses Required:

- Microsoft Excel II
- Accounting: Intermediate
- Accounting: Advanced
- Quickbooks I
- Quickbooks II
- Independent Job Shadow

FREE ORIENTATION SESSION Tuesday, January 24th, 10:00am-12:00pm

Call 354-0758 for more information and to register for orientation.

Academics

College Transitions

RSU 13 College Transitions Program has graduated nearly 200 adults over the past ten years. We have helped students—just like you—who needed guidance prior to beginning college.

Class	Location	Dates	Time	Fee	Payable to
College Transitions Language Arts	University College Rockland Room 405	Wednesday 2.29-5.9	5:30-8:30pm	Text Book Fee \$25.49	RSU 13 Adult Education
Prepare for college work with the Language Arts portion of our College Transitions Program. Students will develop reading comprehension and essay writing skills through focused reading. Students prepare for the Accuplacer and college study, and are required to purchase, "Rules for Writers" text at a cost of \$25.49. <i>Instructor: Rebecca Albright</i>					
College Transitions Mathematics	University College Rockland Room 405	Wednesday 2.27-5.7	5:30-8:30pm	Text Book Fee \$12.24	RSU 13 Adult Education
Review all the math you'll need to know before starting college. This class will cover basic arithmetic and pre-algebra concepts and computations. There is plenty of time for one-on-one work with your instructor, and students work at their own pace. Students are required to purchase "Practical Math Success in 20 Minutes a Day" at a cost of \$12.24. <i>Instructor: Rebecca Albright</i>					
One-on-One Tutoring	McLain Building	Mon-Thurs	9am-7pm	Text Book Fees Apply	RSU 13 Adult Education
Study with knowledgeable tutors in the Midcoast Adult Learning Center at McLain School. Enroll any time Monday-Thursday, 9am-7pm when Learning Center is Open. Call 594-5154 to schedule appointment. <i>Instructor: Beth A. Gifford</i>					

GED Tutoring & Testing

Class	Location	Dates	Time	Fee	Payable to
GED Program	McLain Building	Mon & Thurs	9am-7pm	FREE	FREE
One-on-one GED tutoring and testing in our Adult Learning Center with knowledgeable, experienced tutors & teachers. Testing accommodations are available for individuals with documented disabilities. Open enrollment. Call 594-5154 to schedule an appointment. <i>Instructor: Beth A. Gifford</i>					
GED Program	Waldoboro Library	Wed & Fri	10am-1pm	FREE	FREE
One-on-one GED tutoring at Waldoboro Public Library with knowledgeable, experienced tutors. Testing accommodations are available for individuals with documented disabilities. Open enrollment. Call 594-5154 to schedule an appointment.					

High School Diploma Courses

***H.S. Diploma or GED Students =FREE**

Class	Location	Dates	Time	Fee	Payable to
Biology with Lab	TGS Science Lab	T & TH 2/28-4/26	4-7pm	\$75*	RSU 13 Adult Education
Students will learn and build upon the basic fundamentals of biology. Topics covered will include cell structure, cell organelles, cell division, classification, genetics, and evolution. The course will be taught in a relaxed atmosphere, with a variety of assessments. Learners will have plenty of opportunities to be active and engaged! No class April break week.					
English	OHS-W Thomaston	M & W 3/5-5/14	6-8:30pm	\$75*	RSU 13 Adult Education
This course will focus on literature and writing. Students will be expected to journal, and write a critical essay. Mechanics and grammar will be taught in the context of assigned readings. No class April break week.					
Social Studies	TBD	T & TH 2/28-4/26	4-7pm	\$75*	RSU 13 Adult Education
This diverse course will examine five very important topics of Social Studies that impact our daily lives: Geography; U.S. History; Economics; Political Science, and Civics. Presented in a light but challenging atmosphere, you will learn skills needed to be an informed and involved citizen of the United States and the world. No class April break week.					

SCIENCE BY THE SEA!

SUMMER 2012

1 Week High School Credit Prerequisite Courses



CHEMISTRY w/ LAB CAMP

- ∞ Supportive, experienced instructor
- ∞ Group study sessions
- ∞ Fun lab experiments

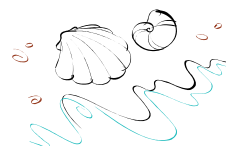
July 9~14, 2012

9:00am - 5:30pm

48 hours / 1 H.S. Credit

Course Fee: TBD

Location: University College at Rockland



BIOLOGY w/ LAB CAMP

- ∞ Environmental field studies
- ∞ Focus on health and nutrition
- ∞ Study outside if weather permits!

July 16~21, 2012

9:00am - 5:30pm

48 hours / 1 H.S. Credit

Course Fee: TBD




Location: University College at Rockland



Literacy Programs

Class	Location	Dates	Time	Fee	Payable to
Adult Literacy	McLain Learning Center 2nd Floor	Mon-Thurs ongoing	9am-7pm	FREE	FREE
Meet one-on-one, or in a small group with a tutor in a safe, amenable environment to learn or strengthen literacy basics. Health literacy and technology literacy included. <i>Instructor: Beth A. Gifford & Volunteers</i>					
Adult Literacy	Waldoboro Public Library	Wed & Fri ongoing	10am-1pm	FREE	FREE
Meet one-on-one, or in a small group with a tutor at the Waldoboro Public Library to learn or strengthen literacy basics.					
Literacy Volunteers of Mid-Coast Maine Tutor Training	McLain Learning Center 2nd Floor	Saturday 1.14	9am-5pm	FREE	FREE
LVCM is a non-profit that strives to assist the adults in the mid-coast area to improve their reading, writing and related literacy skills. Training itself is FREE but we do ask for a donation of \$35 to help defray the materials costs. Please call us at 594.5154 to register and receive an information packet. <i>Instructor: Beth A. Gifford</i>					
Know & Grow Family Literacy Children's Learning Center	Rockland Public Library	Mon-Thurs ongoing	9am-12pm	FREE	FREE
Volunteers are needed to help with our newly-opened Children's Learning Center. <i>Know & Grow</i> , at the Rockland Public Library Mon-Thurs, 9:00am - 12:00pm, is part of the Maine Family Literacy Project. Children ages 0 - 8 enjoy literacy-based activities while their parents attend the Mid-Coast Adult Learning Center to complete their GED or diploma credential. Please call 594.5154 if you would like to help or if you'd like additional information.					


Business & Skills Training

General Skills					
Class	Location	Dates	Time	Fee	Payable to
Accounting: Intermediate	McLain Computer Lab 2nd floor	Wednesday 4.4-6.27	12-2:30pm	\$150+ \$15 text book	RSU 13 Adult Education
For individuals who have prior accounting knowledge or have completed Beginning Accounting. Topics include review of the accounting cycle; the merchandising company; inventory accounting and cost of goods sold; pricing; controlling cash and accounts receivable; payroll accounting; fixed assets/depreciation, and financial statement analysis. Weekly home-work assignments. Certificate granted upon completion. <i>Instructor: Mike Leonard</i>					
Accounting: Advanced	McLain Computer Lab 2nd floor	Fall 2012	TBD	\$150+ \$15 text book	RSU 13 Adult Education
The third and final course to master the detailed art of accounting/bookkeeping. Intermediate Accounting or proficient knowledge of the subject are prerequisites. Certificate granted upon completion. <i>Instructor: Mike Leonard</i>					
Business Ethics	McLain Computer Lab 2nd floor	Tues & Thurs 4.24-5.10	12:30-2pm*	\$65	RSU 13 Adult Education
Personal and corporate accountability is a big issue in the business world today. Students will discuss acceptable practices, workplace conduct, ethical decision making, use of social media, and individual and organizational ethical behavior. Certificate granted upon completion. <i>Instructor: Cathy VanDyke</i>					
Customer Service	McLain Computer Lab 2nd floor	Tues & Thurs 2.28-3.15	12:30-2pm*	\$65	RSU 13 Adult Education
This course will provide students with the skills needed to increase customer service effectiveness and decrease stress in the business setting. We will cover customer contact skills and management skills, internal and external customer satisfaction and conflict resolution. Certificate granted upon completion. <i>Instructor: Cathy VanDyke</i>					
Writing in the Workplace	McLain Computer Lab 2nd floor	Tues & Thurs 3.27-4.12	12:30-2pm*	\$65	RSU 13 Adult Education
This class is designed to help students develop skills with planning, composing and revising various forms of employment-related writing. We will use Microsoft Word to compose memos, letters, resumes, proposals. Pre-requisite: Computer Applications I or instructor permission. Certificate granted upon completion. <i>Instructor: Cathy VanDyke</i>					
Independent Job Shadow	Independent Work	Schedule w/ Instructor	Flexible	\$30	RSU 13 Adult Education
This is an outside assignment, not a specific course. During the last month of their program, each advanced ESCP student (those earning the Administrative Assistant or Accounting Assistant certificates) will identify a business that will allow them to observe an employee doing their job for 6 hours. There are specific forms to complete before and after the shadow experience available from the ESCP coordinator. Certificate granted upon completion. <i>Instructor: Cathy VanDyke</i>					
Computers & Technology			*Additional Staffed Lab Hours Available		
Class	Location	Dates	Time	Fee	Payable to
 Computer Applications I	McLain Computer Lab 2nd floor	Tues & Thurs 2.28-3.15	10-11:30am*	\$65	RSU 13 Adult Education
Be introduced to Microsoft Word and the world of word processing. Create documents, use formatting features, save/save as, and create files and folders. Certificate granted upon completion. <i>Instructor: Cathy VanDyke</i>					
 Computer Applications II	McLain Computer Lab 2nd floor	Tues & Thurs 5.15-5.31	12:30-2pm*	\$65	RSU 13 Adult Education
Build on Computer Applications I and learn other Microsoft Office programs: Outlook, Publisher, PowerPoint, and Access. Certificate granted upon completion. <i>Instructor: Cathy VanDyke</i>					
 Computer Tutoring One-on-One	McLain Computer Lab 2nd Floor	By appointment	Flexible	\$30/hour	RSU 13 Adult Education
Work at your own pace with the instructor to get the specific help you need. Computer topics are limited to those covered in our array of courses. Bring your laptop or use a desktop provided in the McLain School Computer Lab. Call for more info or to schedule an appointment. <i>Instructor: Cathy Vandyke</i>					

Business & Skills Training

Computers & Technology Continued *Additional Staffed Lab Hours Available

Class	Location	Dates	Time	Fee	Payable to
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 Computers for Beginners	McLain Computer Lab 2nd floor	T, W, Th 2/7-2/16	10am-12pm	\$50	RSU 13 Adult Education
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Learn the basics, and stop feeling intimidated by computers! Build knowledge, comfort and skills regarding hardware, software, files, folders, operating systems, left click, right click, cut & paste, email, Internet and more! Certificate granted upon completion. *Instructor: Cathy VanDyke*

Keyboarding	McLain Computer Lab 2nd floor	T W TH 2.7-2.16	12:30- 2:30pm	\$65	RSU 13 Adult Education
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Get up to speed! Efficient computer use requires solid keyboarding skills. Learn the basics of keyboarding or improve your accuracy and speed. After February 16th, those interested in keyboarding can take advantage of our open computer lab hours. Certificate granted upon completion. *Instructor: Cathy VanDyke*

Microsoft Excel I, 2010	McLain Computer Lab 2nd floor	Tuesday 3.27-5.8	10-11:30am*	\$65	RSU 13 Adult Education
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Organize your information with spreadsheets. Build spreadsheets from the ground up, learning all the basics of creating and editing spreadsheets as well as making charts and graphs. Certificate granted upon completion. *No Class on 4/17. Instructor: Cathy VanDyke*

Microsoft Excel II, 2010	McLain Computer Lab 2nd floor	Thursday 5.17-6.21	2-4pm	\$65	RSU 13 Adult Education
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Build complex spreadsheets by creating advanced formulas, connecting multiple pages, and using the "what-if" analysis function. Essential for anyone using Excel in the workplace. Basic Excel knowledge is required. Certificate granted upon completion. *Instructor: Vanessa Richards*

Microsoft Word I, 2010	McLain Computer Lab 2nd floor	Thursday 3.29-5.10	10-11:30am*	\$65	RSU 13 Adult Education
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Microsoft Word is the most common word processing program on the market. Word has loads of features that can make your work more efficient and faster. Learn how to create a flyer, work with graphics, create letterheads and letters, use bullets and indents. Certificate granted upon completion. *No class on 4/19. Instructor: Cathy VanDyke*

Microsoft Word II, 2010	McLain Computer Lab 2nd floor	Thursday 5.17-6.21	10-11:30am*	\$65	RSU 13 Adult Education
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Go deeper into the world of Microsoft Word: mail merge, bibliographies, headers and footers, newsletters with columns, pictures. Certificate granted upon completion. *Instructor: Cathy VanDyke*

*Computer Lab Hours	McLain Computer Lab 2nd floor	Flexible Schedule	TBD	Included in applicable fees	n/a
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Typical computer skill courses run for six traditional live classes and 2 lab hours scheduled separately. Lab hours allow time for independent projects designed to apply the concepts learned in class. Lab hours can be completed in the McLain School computer lab during open lab hours or during lab hours staffed by our computer instructors. A complete lab schedule will be given at the start of each class. *Instructor: Cathy VanDyke*



Summer Computer Courses at McLain



Computers for Beginners	McLain Computer Lab 2nd floor	7.11-7.15	TBD	\$50	RSU 13 Adult Education
Computer Applications I	McLain Computer Lab 2nd floor	7.18-7.22	TBD	\$65	RSU 13 Adult Education
Microsoft Word 2010 I	McLain Computer Lab 2nd floor	7.18-7.22	TBD	\$65	RSU 13 Adult Education

World Travel

Destination	Dates	Approximate Cost	Deposit	Payable to
British Isles: England, Wales & Ireland	April 23-May 6 2012	\$3100 double occupancy	\$1200 Deposit non-refundable after 2.1.12	RSU 13 Adult Education
Join us for two weeks of jolly good fun in the merry old United Kingdom! Start in the Republic of Ireland: accommodations in the quaint village of Howth, day trips to Dublin, Newgrange (the "Stonehenge of Ireland"), and several ancient Celtic and prehistoric sites. England: the medieval walled city of Chester, remote Cornwall (The Lizard Peninsula, Penzance, and the awe-inspiring Pagan May Day Festival in Padstow), the historic city of Bath and surrounds (Stonehenge, Avebury, Cotswold villages, Roman Bath Spas). Northern Wales: lamb-spotting walks and train rides into Snowdonia National Park, medieval castles and pastoral scenery galore! Travel via public transportation (including ferry, bus, and train) and stay in affordable accommodations. Approx. cost of the trip per person (includes airfare, ground transportation, and accommodation-double) is \$3100. A \$900 deposit is required with registration; non-refundable after 2.1.2012.				
Alaska	July 30-August 14 2012	\$2900 double occupancy	\$900 Deposit non-refundable after 3.6.12	RSU 13 Adult Education
Explore the Last Frontier! Experience the true magic of the most spectacular, unspoiled areas of this amazing wilderness. We'll travel around by train, ferry, and our own private van. You don't have to be an athletic outdoorsman to get the most out of this adventure; people of any age and ability level are encouraged to join us! Destinations and optional day excursions may include: Denali National Park and Wildlife Safari (often seen are grizzly bear, moose, caribou, etc), Mt. McKinley , train ride from Talkeetna to Denali N.P., road trip to Valdez, visit to Childs Glacier, sea kayaking, charter fishing, getting to know the locals, and a visit to Kenai Peninsula . Accommodations include cabins, lodges, and motels. This 14-day tour (includes airfare, ground transportation, and accommodation-double) is approximately \$2,900. A \$900 down payment will hold your seat; non-refundable after 3.6.12. <i>Leader: Vanessa Richards</i>				
Long Weekend in London	October 5-9 2012	\$1800 double occupancy	\$600 Deposit non-refundable after 6.1.12	RSU 13 Adult Education
Relax on a Thames River cruise. Shop at Harrods. Explore fresh air markets in Trafalgar Square. Congregate in Piccadilly Circus. Create your own walking tour to visit Westminster Abbey; Windsor Castle; Churchill War Rooms; Tower of London; Royal Albert Hall; Buckingham Palace; St. Paul's cathedral, and a plethora of famous museums. The London Pass and Travel package (included) provides you with free access to over 55 attractions, saving you hundreds of pounds. On top of that, there are many restaurants and shops where pass holders are entitled to exclusive discounts. For more information, go to: http://www.londonpass.com/london-tourist-map/index.php . Chaperones will help you plan your destinations, whether you want to sightsee on foot throughout London, or travel to Bath or Stonehenge for day excursions. Price: Approximately \$1,800 includes: Airfare, London Pass and Travel, lodging (double occupancy) in hotel with private bathroom, departure fees. Does not include meals, travel insurance, luggage fee, souvenirs, sightseeing fees, transportation to/from Boston, or fees for obtaining a passport. Info session: 3.24.12, 10-11:30am at McLain School.				
Germany & Austria Christmas Markets	Nov 25-Dec 3 2012	\$2500 double occupancy	\$800 Deposit non-refundable after 7.15.12	RSU 13 Adult Education
Experience an Old World Christmas in Germany's Christmas Markets. "Christkindlmarkets" date back hundreds of years and still transform the town squares into a magical wonderland of the edible and decorative symbols of the season. Join carolers at a giant lighted tree in front of the town hall. Savor traditional delicacies of Lebkuchen: (gingerbread), grilled sausages, roasted almonds or chestnuts, and Gluhwein. Take home gifts of handcrafted ornaments, tinsel angels, and carved wooden nutcrackers. Begin in Munich, home of the Oktoberfest and Hofbrauhaus, and venture on a daytrip to Neuschwanstein, King Ludwig's II fairytale castle. See how the Austrians celebrate the season with travel to Salzburg, birthplace of Mozart, the Christmas carol "Silent Night" and the location of "Sound of Music". In Nurnberg, find the oldest Christmas Market, dating back to 1628. Experience spectacular vistas, quaint villages, and German Gemuetlichkeit (warm hospitality). Enjoy plenty of time to explore on your own. Travel by train, bus, and tram. Accommodations are in quaint B&B's or in deluxe hostels. Approximate cost per person is \$2,500 and includes airfare, ground transportation, accommodations, and daily breakfast. Info session: 4.29.12, 3-5pm at Penobscot School. Trip Leader: Renate Tower				
Québec City	May 11-13 2012	\$295 double occupancy	Payment in full due 4.5.12	RSU 12 (Wiscasset) Adult Education
Québec city has a uniquely European flavor, with its narrow, winding streets and extensive array of boutiques, museums and attractions. This adventure includes round-trip transportation with meals in transit; deluxe accommodations for two nights; educational information, and plenty of fun! Payment in full is due April 5, 2012. To register call (207) 882-9710.				

Travel the world with us...



ALASKA

July 30-August 14, 2012



BRITISH ISLES

April 23-May 6, 2012



LONDON

October 5-9, 2012



GERMANY & AUSTRIA

November 25-December 3, 2012

Our duties:

- Coordinate all the logistics of the travel itinerary: where, when, how
- Help make you comfortable traveling in a foreign land
- Advise/coordinate wonderful day excursions and adventures from our base locations
- Assist you in finding the perfect restaurants, stores, etc.
- Help you to get the most out of your budget!

Your duty:

- Relax and have the trip-of-a-lifetime!



Join us for the journey of a lifetime !
 Check Out Page 8 or Call 354-0758 for More Travel Information & Trip Details

For Your Health

Health & Fitness					
Class	Location	Dates	Time	Fee	Payable to
Inside Walking Program	Rockland District Middle School Gym	M W F 1.2-4.27	6-7am	FREE	FREE
Looking for a safe, warm place to walk? RDMS offers space at no charge. The gym entrance is open from 6:00-6:15am on Mondays, Wednesdays, and Fridays when school is in session. Closed during vacation weeks (2/20/12 thru 2/24/12) and (4/16/12 through 4/20/12). For more information email Martha Majunka, mmajunka@rsu13.org or call 596.2018					
Introduction to Hooping	Lincoln Street Center Gym	Monday 3.5-5.21	4:30-5:30pm	\$50/session or \$12/class	Maria Randolph
Join the fun, fitness and creativity of hoop dance. We'll learn to move creatively with the hoop while sculpting our core and relieving stress. Come see why hooping is the perfect mind/body movement combination. <i>Instructor: Maria Randolph</i>					
Couch to 5K	Sphere Fitness 328 Main St, Rockland	Wed & Sat 1.18-3.14	W 6:45-8pm Sat 9-10am	\$55	Janet Littlefield
Need help to get off the sidelines and start the New Year off right? Take gentle step to meet your walking or running goals. All fitness levels welcomed! Course includes physical training, stretching and classroom discussion on nutrition, diet and determination. From couch to participant, compete in and complete the Almalfi Lucky Leprechaun 5K on St. Patrick's Day! <i>Instructor: Paul Cooper & Friends</i>					
Beginner Clogging Session 1	Lincoln Street Center Gym	Thursday 3.1-4.5	5:30-6:30pm	\$35 + materials \$12	Kara Cushman
Beginner Clogging Session 2	Lincoln Street Center Gym	Thursday 4.26-5.31	5:30-6:30pm	\$35 + materials \$12	Kara Cushman
Clogging, a folk dance originating from the Appalachian Mountains, is most known for its percussive rhythm and foot-stomping beat. Today, it's often blended with Irish step, jazz, tap, and hip-hop dances. No dance experience is required! Wear comfortable clothing & sneakers! Join us for some toe-tapping, foot-stomping fun! <i>Instructor: Kara Cushman</i>					
Yoga Mornings	Lincoln Street Center Yoga Studio	Wednesday 1.4-2.8	9-10:15am	\$10/class First Class FREE	Jessica Shepard
Start your morning with energizing Hatha yoga. This class connects movement with breath within a Vinyasa flow that will stimulate and elevate your Prana, giving you more energy for your day! All levels welcome at any time during sessions. Bring your yoga mat and comfortable clothes. <i>Instructor: Jessica Shepard</i>					
Yoga Afternoons for Teachers Session 1	Laura Libby Music/Art Room	Wednesday 1.4-2.15	3:45-5pm	\$98/session or \$15 drop in	Leslie Ballin
Yoga Afternoons for Teachers Session 2	Laura Libby Music/Art Room	Wednesday 2.29-4.4	3:45-5pm	\$84/session or \$15 drop in	Leslie Ballin
Yoga Afternoons for Teachers Session 3	Laura Libby Music/Art Room	Wednesday 4.25-6.6	3:45-5pm	\$98/session or \$15 drop in	Leslie Ballin
Register for a session or drop in for a class. All levels welcome at any class, anytime. Classes focus on sensible, safe yoga sequences that gently open the body, allowing the breath and mind to follow. Plenty of time will be devoted to relaxation and restorative poses. <i>Instructor: Leslie Ballin</i>					
Tennis for Beginners	Midcoast Recreational Center	Monday 1.24-3.13	7-8pm	\$80	MRC
Tennis for Beginners	Midcoast Recreational Center	Monday 3.27-5.15	7-8pm	\$80	MRC
Beginning tennis class for brand-new or just-starting again students. By the end of the session you will be learning to play matches. You don't have to be really fit, coordinated or athletic to learn tennis. We have racquets you can borrow. Wear non-marking shoes and comfortable clothes & be prepared to move around and laugh. <i>Instructor: Deb Merchant</i>					
Tennis Advanced Beginners	Midcoast Recreational Center	Friday 1.27-3.16	8-9am	\$80	MRC
Tennis Advanced Beginners	Midcoast Recreational Center	Friday 3.30-5.18	8-9am	\$80	MRC
Brush up on the basics and hone your skills in this advanced beginner class. <i>Instructor: Deb Merchant</i>					

Health & Fitness

ZUMBA Session 1	Lincoln Street Center Gym	Monday 1.23-3.19	5:30-6:30pm	8 classes/\$55 or \$8 ea	Nicki Dunbar
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Zumba is a festival of Latin and international rhythms inspired by dance styles from around the world. It's an exhilarating, effective, easy-to-follow, dance fitness party. It's heart-pumping, but it's also just plain FUN! All fitness levels welcome. No dance experience required! Left feet welcome! Wear a supportive pair of sneakers (the less tread, the better), and bring a bottle of water. Don't forget your smile! (No class on 2/20) *Instructor: Nicki Dunbar*

ZUMBA Session 2A and 2B	Lincoln Street Center Gym	M/W 3.26-5.16	5:30-6:30pm	8 classes/\$55 or 16/\$100	Nicki Dunbar
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Enjoy the same fun Zumba experience for another session. Drop-ins welcome at \$8/class. Join both Mondays and Wednesdays and SAVE \$10! *Instructor: Nicki Dunbar*

Personal Enrichment

Digital Arts

Class	Location	Dates	Time	Fee	Payable to
Novice to Ninja: Website	Oceanside High School East (Rockland)	Thursday 4.26-6.7	4-6pm	\$80	RSU 13 Adult Education

Dream of building your online marketing presence? Want a personal website? Students will use free and licensed software to focus on the concepts and skills behind web publication and production. No matter what software you want to use, you'll be in control—not the computer! *Instructor: Lizzie Dickerson*

Photoshop for All	Oceanside High School East (Rockland)	Thursday 3.1-4.12	4-6pm	\$80	RSU 13 Adult Education
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Interested in fine photography? Or optimizing an image so that it loads fast on a website? We'll take the red out of your eyes and get the smile back on your face using Photoshop! Create layered art and graphic effects; gradients; logos; icons. Edit and improve portraits using the go-to editing tool for today's digital world. *Instructor: Lizzie Dickerson*

Digital Illustration	McLain-2nd floor	Monday 3.5-4.9	6-7:30pm	\$65	Mary Blaxland
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Become an illustrator! Use the Wacom Tablet to draw, paint and manipulate images in free paint tool "Sai". This class is for students wanting to learn creative illustration, digital painting, photo manipulation or basic photo editing. Beginners welcome! *Instructor: Mary Blaxland*

Staying Connected with Your Teen

Want effective ways to relate to your teenager? Join this self-study program to develop the tools you need to communicate successfully with your teen as they transition into adulthood.

Designed for parents of 12-17 year olds.

For more information call Youthlinks at 594-2221.



Creative Economy Initiative & Community Education

~Together...We Create the Future~







What is Creative Economy?

RSU 13 Adult and Community Education helps independent artists, consultants, and micro-enterprises by providing physical space, administrative coordination, advertising and innovative partner networking. Local artisans offering courses under the Creative Economy are working professionals in their trade. These artistic professionals determine all facets of their courses including class time, course fee, number of hours, location, and more.

The course fee is paid directly to the artisan or business owner, NOT RSU 13

Personal Enrichment

Arts & Craftsmanship

Class	Location	Dates	Time	Fee	Payable to
Bookbinding: Hardcover Journals	Thomaston Grammar School-Art Room	Monday 3.19 & 3.26	6-9pm	Per class \$25 + materials \$10	RSU 13 Adult Education
<p>Make your own 78-page, 5 3/4" x 9" hardcover journal using decorative papers or your marbled paper from the Marbling class. Decorative cover paper is glued around a precut matt board body, and the inner pages are stacked. Sew holes in the folds and assemble with thread. Students go home with instructions and creative ideas for making hardcover journals. Sign up for one or both classes! <i>Instructor: Cynthia McGuirl</i></p>					
Drawing Basics	McLain Building 2nd Floor	Thursday 3.8-4.12	9-11am	\$60 materials \$10	RSU 13 Adult Education
<p>All levels welcome to join in and try your hand at drawing! Perception is the key element in drawing success. We'll explore perception, line, shape, positive & negative space, and more. Draw better than ever, and with confidence! No experience necessary. Supply list given out at first class. <i>Instructor: Cindy Gregory</i></p>					
Drawing II	McLain Building 2nd Floor	Thursday 4.26-5.31	9-11am	\$60 materials \$10	RSU 13 Adult Education
<p>Designed for students working at the intermediate level, we will explore shading and perspective with a good understanding of light. Create several finished drawings suitable for framing, including a still life and a human model. <i>Instructor: Cindy Gregory</i></p>					
Marbling Paper	Thomaston Grammar School-Art Room	Monday 3.7 & 3.12	6-9pm	Per class \$25 + materials \$10	RSU 13 Adult Education
<p>Float nontoxic paints on thickened water, then use rakes and combs to create marbled papers. Watercolor and printmaking papers can be utilized in the bookbinding class, or for a project of your own! Students will make up to a dozen 8 1/2" x 11" papers in each class. Sign up for one or both classes! <i>Instructor: Cynthia McGuirl</i></p>					
Painting for Beginners (Oil, Watercolor, Acrylic)	Oceanside East (Rockland)	Wednesday 1.18-3.14	6-8pm	\$80=8 weeks \$40=4 weeks	Jill Marie Langdon
<p>This class will teach students how to create their own masterpieces. The first four classes focus on techniques, and the last four on putting it all together. Begin with a color wheel project, a values lesson, and exploring individual expression with the materials. A supply list will be given at the time of registration. <i>No class on February 22.</i> Contact Instructor: Jill Langdon directly to register or to learn about payment options, 354-0652.</p>					
Puppet Making	McLain 2nd Floor	T & TH 5.15-6.7	9-11am	\$65 materials \$15	RSU 13 Adult Education
<p>Learn to fashion a hand puppet from everyday items. Create a fully costumed puppet with working mouth. Discover the technique of soft sculpting for features and limbs. No experience necessary. Have great fun while creating a unique gift! <i>Instructor: Cindy Gregory</i></p>					
T-Shirt Design	Rockland Middle School	Thursday 3.10-3.31	6:30- 8:30pm	\$55 + materials \$15	RSU 13 Adult Education
<p>Make your own printed T-shirt! Get an intro to the DIY-style silk-screening process and explore other techniques used in making and manipulating T-shirts with image transfers, bleach writing, and re-shaping. Design techniques will also work on fabric bags and to make cute baby onesies and kid T-shirts—making it a great skill to learn for gift giving! No experience necessary—come play and leave with great results! <i>Instructor: Sarah Rogers</i></p>					

Personal Enrichment

Arts & Craftsmanship & General Enrichment

Class	Location	Dates	Time	Fee	Payable to
Woodworking: Beginner's Joinery	Lincoln Street Center Woodshop Room 10B	Tuesday 1.17-3.6	5-9pm	\$120 + materials \$40	Hugh Lane
Beginner's Joinery Session 2	Lincoln Street Center Woodshop Room 10B	Tuesday 3.21-5.9	5-9pm	\$120 + materials \$40	Hugh Lane
Explore basic traditional woodworking using classic hand tools. Learn 'no-glue' methods of joining objects in wood. Entry level class teaches basic understanding of woodworking tools, measuring math, and shop procedure. Bring your own tools and/or borrow what you need. <i>Instructor: Hugh Lane</i>					
Visit www.rsu13.maineadulted.org for more woodworking classes by Hugh Lane. Coming Spring 2012...Beginner's Joinery and Classic Furniture Making 2, Tools in the Attic, and "Timberframe" Table.					
Car Care Basics	McLain-Computer Lab 2nd floor	T & TH 3.8-3.29	5:30-7pm	\$35 + materials \$5	Nick Gregory
Ever been frustrated at the mechanic's due to lack of knowledge about your car? Save time & money by knowing the "how to" basic skills for: changing your tires, oil, air filter, lights, and belts. Learn why your car works the way it does...or doesn't. Then, take Car Care Part II in April for a more hands-on approach. <i>Instructor: Nick Gregory</i>					
Car Care Part II	McLain-Computer Lab 2nd floor	T & TH 4.5-5.3	5:30-7pm	\$40 + materials \$5	Nick Gregory
This class will focus on hands-on Basic Car Care. Subjects include changing your car tires, inspecting brakes, replacing belts and wipers, replacement of bulbs, oil changes and lubrications. Learn what tools to carry in your car. This class will provide maintenance knowledge, and confidence when seeking professional assistance. <i>Instructor: Nick Gregory</i>					
Conservation Landscaping	McLain Building	Thursday 3.29-4.12	6-8pm	\$36/session or \$15/class	K-LSWCD
This series by Knox-Lincoln Soil & Water Conservation District aides homeowners, especially those with waterfront properties, in maintaining the landscape for both property value and water quality. <i>Instructors: Rebecca Jacobs & Hildy Ellis</i>					
Essential German 1	McLain 2nd floor	Tuesday 3.6-4.10	5:15-6:45pm	\$45	RSU 13 Adult Education
Essential German 2	McLain 2nd floor	Tuesday 5.1-6.5	5:15-6:45pm	\$45	RSU 13 Adult Education
Explore the basics of the German language and culture in a hands-on setting. Ideal for beginners, refreshers and travelers, we'll study social settings, grocery shopping, going out, etc., with a little grammar sprinkled in. Build your vocabulary and confidence through practice! <i>Instructor: Renate Tower</i>					
Couponing 101	McLain-Computer Lab 2nd floor	Mon 2.27 Thursday 3.22	6:30-8:30pm	\$10/class	Craig Thill
Save money at grocery & drugstores and change the way you shop. Take advantage of all the ways coupons can work for you and your family. Come to one or both classes! <i>Instructor: Craig Thill</i>					
Genealogy 101 Finding Your Roots	Oceanside West Thomaston	Tuesday 4.24-5.29	6-8:30pm	\$50	RSU 13 Adult Education
Discover where to look for family records, and how to use those records. We'll search census books; birth, marriage, death certificates; cemetery deaths, and vital records. Your instructor is a member of the New England Historical Genealogy Society and Ancestry.com. She has extensive knowledge of local lineages. <i>Instructor: Marie Sprague</i>					
Puppy Training	Lincoln Street Center Gym	Tuesday 3.20-5.8	5:30-6:30pm	\$100	Joyce Grotton
Learn how to build focus in your puppy and use that to learn the basics of good manners: loose leash walking, sit, down, stay and recall. We will also have play time for the puppies to develop canine socialization. The first week will be owners without puppies. Maximum age of puppies at start of class is 5 months. No class 4.17. <i>Instructor: Joyce Grotton</i>					
Maine Driving Dynamics	McLain Building 2nd Floor	Saturday 3.24	8:30am-2pm	\$40 65 & older \$10	RSU 13 Adult Education
This Maine Bureau of Highway Safety course offers all drivers the opportunity to improve their defensive driving abilities. Those completing this two-day course will receive a three-point credit on their driving record.					

Personal Enrichment

General Enrichment

Class	Location	Dates	Time	Fee	Payable to
Discover the Writer Within	Oceanside West (Thomaston)	Tuesday 4.3-5.22	6-8pm	\$45	Rick O'Malley

Do you like to write independently but would enjoy being part of a positive, creative group of like-minded people? This course offers the chance to work on a personal piece while being exposed to the different types and styles of creative writing. Whether choosing to work on the opening chapter to the great novel, a short story, essay, or reflections, students will have the opportunity to display their talents. No Class on 4/17. *Instructor: Rick O'Malley*

Winter Writer's Workshop	TBD	Wednesday 2.29-3.21	6-7:30pm	\$35	RSU 13 Adult Education
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Take your novel to the next level in this inspiring, energizing workshop. Bring pages to share and get support, critique and instruction. Great for post-NaNoWriMo! All levels welcome. *Instructor: Sherry Abaldo*

Socrates Café	TBD	Thursday 3.29-5.3	6-7:30pm	\$35/session or \$8 drop in	RSU 13 Adult Education
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Memory. Time. Justice. Value. Knowledge. Love. This is philosophy in the streets. Come discuss the Big Ideas, and learn more about living the examined life. Based on the work of Christopher Phillips. *Discussion Facilitator: Sherry Abaldo*

Accidental Entrepreneurship Part 1: Speaking the Language of Business	TBD	Thursday 1.12-3.1	5-7pm	\$125	Pat O'Toole
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This first in the series of two courses is for the small business owner/manager (or wannabe) without a formal business or finance background. **Visit www.rsu13.maineadulted.org for complete course description for this and Accidental Entrepreneurship, Part 2, Playing & Winning the Game of Business** *Instructor: Pat O'Toole*

Navigate and Sail	the Apprenticeshop 643 Main St, Rockland	M & W 4.16-5.2	6-8pm and 5-8pm	\$300 + materials \$50*	RSU 13 Adult Education
Navigate and Sail	the Apprenticeshop	M & W 4.16-5.2	6-8pm and 5-8pm	\$300 + materials \$50*	RSU 13 Adult Education



Explore sailing & navigation, safety & related nautical knowledge. Then, put your new skills into practice while rigging, sailing, and navigating a 25-foot keelboat on Rockland Harbor. *Instructor: Robert White*

*Materials Fee: Bring a divider, parallel ruler & Rockland Harbor nautical chart number #13307. Or, purchase navigational tools on first day of class for \$50.



Sail Into History 1	the Apprenticeshop	Friday 4.27-5.4	3-5pm	\$80	RSU 13 Adult Education
Sail Into History 2	the Apprenticeshop	T & TH 5.22-5.24	3-5pm	\$80	RSU 13 Adult Education
Sail Into History 3	the Apprenticeshop	Wednesday 5.30-6.6	3-5pm	\$80	RSU 13 Adult Education

Learn to sail while exploring Maine's rich maritime heritage!

Topics include lighthouses, fishing, boatbuilding, and lime rock industry. Historic photos, written accounts, and local artifacts help students interpret the past while learning to rig, steer, and maneuver a sailboat throughout Rockland Harbor. *Instructor: KC Heyniger*



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Lincoln Street



Center for Arts and Education



The Arts for Everyone!

Ronald Frontin Art Classes

ongoing, Wed and Fri 5-8pm,
new students welcome first Friday of each
month at 4:30. \$160 per 8 sessions
(flexible attendance) Please register

Life Drawing

ongoing, new day -Tuesdays 6-8:30pm
\$120 for 12 sessions or \$15 drop-in.

Thursday Open Pottery Studio

ongoing 6-8pm, \$10

Slip Casting and Mold Making, plaster mold made to enhance ceramic practice

Tuesdays 5:30-7:30, \$75 per 6 sessions,
plus \$10 materials Please register

Many more courses and events are happening daily at Lincoln Street!

YOGA • PERFORMANCES • EXHIBITIONS

For more information- www.lincolnstreetcenter.org • info@lincolnstreetcenter.org

Welcome to the Mid-Coast School of Technology Adult Education catalog!

Our program specializes in state and nationally recognized certifications, credentials that can lead to career advancement and employment.



Commercial Truck Driver Licensing
CNA, CRMA and PSS Licensing
Information Technology Certifications
Microsoft Office 2010 Specialist Certification (Excel or Word)
ServSafe Certification
USCG Deck Credentials
USCG Engineering Credentials (QMED)

Call us at **596-7752** with questions.

Visit us at midcoastadulthood.maineadulted.org to register online.

Commercial Truck Driving

Class A CDL

This 150-hour course meets the Maine State BMV and the Professional Truck Driving Institute of America curriculum and standards. Tuition includes permit fee, drug testing, instructional materials, training, and two attempts to pass the road test. Participants must submit an application, \$800 deposit, current driving record, physical and hold a valid driver's license. The course takes approximately 10 weeks to complete. The first three weeks are daily classroom activities, the remainder consists of numerous 2-3 hour driving appointments.

Starts: 1/23
Starts: 4/2

Times: TBD
Times: TBD

Fee: \$3,475
Fee: \$3,475

Class B CDL (Truck / School Bus)

This 72-hour course includes classroom instruction, range instruction, and behind the wheel training. Tuition includes permit fee, drug testing, instructional materials, and two attempts to pass the road test. Participants must submit an application, a \$600 deposit, current driving record, physical and hold a valid driver's license. The course takes approximately 6 weeks to complete. The first two weeks are daily classroom activities, the remainder consists of numerous 2-3 hour driving appointments.

Starts: 4/2
Starts: 6/18

Truck Licensing
School Bus Licensing

Fee: \$2,275
Fee: \$2,275

Roman Majunka has patiently trained new CDL drivers for over 10 years, using his extensive experience in the trucking industry and as a driving instructor to ensure student success.



Computer and Office

Adobe InDesign		4 weeks
Students in this hands-on course will learn the basics of graphic design using Adobe Creative Suite 5.5. Instruction will concentrate on InDesign with a focus on effectively combining text and images for print. This course is designed for students who already have good computer skills. Peter Koons		
Starts: 3/5	M/W	5:30-7:30 p.m. Fee: \$95
Starts: 5/7	M/W	5:30-7:30 p.m. Fee: \$95
Adobe PhotoShop - Introduction		4 weeks
This course is designed for the average computer user who would like to learn basic tools for editing digital images. Importing, cropping, scaling, resolution, balancing, manipulation, enhancement and optimizing for output will all be taught in this hands-on course. These tools and techniques apply generally to all photo editing software applications. Peter Koons		
Starts: 1/23	M/W	5:30-7:30 p.m. Fee: \$95
Starts: 4/2	M/W	5:30-7:30 p.m. Fee: \$95
Adobe Creative Suite 5.5 - NEW Features		1 week
This class is designed for professionals already using earlier versions of Adobe Creative Suite. This demonstration will showcase the new features of version 5.5. Brandon Koons		
Starts: 1/28	Sat	9:00-3:00 p.m. Fee: \$35
Website Design - Part I		6 weeks
First half of a fast paced course teaching how to set up, manage, and upload a web site. Students will learn HTML code, the computer language behind the display, and formatting tools such as style sheets. This is the foundational course for using Dreamweaver's more advanced tools in Part II. Prerequisites: familiarity with copy, cut and paste commands, creating and saving files and folders, and basic computer navigation. Maria Irrera		
Starts: 3/6	Tu	5:00-7:30 p.m. Fee: \$65
Website Design - Part II		6 weeks
Students will start with a basic web site and add more advanced structural features and additional content such as embedded video and photo galleries. The goal of this course is to give students the tools and confidence they need to create their own web site or update an existing one. Prerequisite: Website Design Part I Maria Irrera		
Starts: 4/24	Tu	5:00-7:30 p.m. Fee: \$65



Quickbooks Pro 2012 - Part I		6 weeks
Learn to navigate one of the most widely used accounting software applications for small businesses. Quickbooks is an enormous aid in paying bills, invoicing, tracking expenses, paying sales tax and creating reports to better manage your small business or company. Dorothy Prescott		
Starts: 1/17	T	6:00 - 8:00 p.m. Fee: \$65
Starts: 1/23	M	6:00 - 8:00 p.m. Fee: \$65
Quickbooks Pro 2012 - Part II		6 weeks
An introduction to basic accounting principles needed to run a business. Included is the use of financial reports to analyze business performance and make strategic decisions. Through hands-on instruction, students will learn the use of Quickbooks in providing meaningful information. Prerequisite: prior Quickbooks use. Dorothy Prescott		
Starts: 3/20	T	6:00 - 8:00 p.m. Fee: \$55

Computer and Office

Computer Technology Certifications



CompTIA - Strata IT Fundamentals

10 weeks

This 50 hour course covers computer hardware basics, compatibility issues, software installation, security risks and prevention, and more. It is designed for beginning (or intermediate) PC users and is valuable for home use or as a first step toward an IT profession. The optional exam (\$75 cost) is available to students desiring certification.

Harold DeLoe

Starts: 1/23 M/W 6:30-9:00 p.m.

Fee: \$370 (includes text)

Windows Operating Systems Fundamentals

6.5 weeks

This stand alone certification teaches OS configurations, managing devices, applications, files and folders, and maintenance - all in the Windows 7 environment. It is designed for students new to technology and positions them for entry level jobs or advanced training as a Microsoft Technology Associate. (MTA exam 98-349) **Prerequisite:** Strata IT Fundamentals.

Paul Strout

Starts: 4/2 M/W 5:00-8:00 p.m.

Fee: \$325 (includes exam)

Windows Networking Fundamentals

6.5 weeks

This stand alone certification teaches network infrastructures, hardware, protocols and service, as pertains to the Windows 7 environment. It is designed for students who have taken the OS Fundamentals training and wish to take more advanced training toward Microsoft Technology Associate certification. (MTA exam 98-366) **Prerequisite:** Strata IT Fundamentals.

Lee Fox

Starts: 5/16 M/W 6:00-8:00 p.m.

Fee: \$325 (includes exam)

Keyboarding

4 weeks

Keyboarding skills are increasingly important for employment today. Work at your own pace to develop keyboarding speed and accuracy. Computer novices are welcome. MS Word 2010 Basics provides four weeks of additional training, great for office jobs!

Teresa Johnson

Starts: 1/17 Tu 5:30 - 8:30 p.m.

Fee: \$45

Starts: 3/22 Th 5:30 - 8:30 p.m.

Fee: \$45



MS Word 2010 Basics

4 weeks

Develop your MS Word skills beyond typing and formatting text. This class teaches to MOS Basic objectives which include skills such as creating headers/footers, columns and page numbers, and other formatting skills. Prior experience with MS Word required.

Teresa Johnson

Starts: 2/14 Tu 5:30 - 8:30 p.m.

Fee: \$45

Starts: 4/26 Th 5:30 - 8:30 p.m.

Fee: \$45

MS Excel 2010 Basics

6 weeks

Widely used in college and work place settings, knowledge of Excel will enhance employment possibilities. This class teaches to MOS Basic standards, which include basic setup and use of spreadsheets, editing and formatting of cells and the use of basic formulas. This course is appropriate for new users or Excel 2003 users wishing to learn this new version.

Dorothy Prescott

Starts: 1/18 W 6:00 - 8:00 p.m.

Fee: \$65



Computer and Office

Medical Office Training Program

Clerical work in the healthcare field continues to be an employment opportunity in the region. This pair of courses provide skills necessary for entry level employment in a healthcare office. Basic computer skills are pre-requisites for this program. Keyboarding class is recommended for anyone typing less than 35 words per minute and may be taken at the same time.

Keyboarding 4 weeks

Starts: 1/17 T 5:30 - 8:30 p.m. Fee: \$45

Medical Office Computer Simulation 12 weeks

Learn the necessary data entry skills for employment in a hospital or doctor's office. Students will receive hands-on training using Medisoft, an actual medical software application. Computer lab on Wednesday evenings is provided for homework and practice. Teresa Johnson

Starts: 1/23 M 5:30-8:30 p.m. Fee: \$175

Intro to Medical Terminology 12 weeks

This introductory course is designed to increase student knowledge of basic anatomy, physiology and related medical terminology. This knowledge is a valuable asset when pursuing employment in the healthcare field or preparing for a future college class. Although not a college level course, students will use a comparable textbook for this class. Barbara Randall

Starts: 1/26 Th 5:30-8:00 p.m. Fee: \$125

MOS 2010 Certification - Excel and Word



Use your current proficiency in MS Excel or MS Word to earn a nationally recognized certification that demonstrates professional competency to employers. The course work will provide a quick review of basic features and proceed to intermediate and advanced aspects. Because these are fast paced courses, registrants should already be using some of the more advanced features of the program in which they will be tested. For example, in Excel this means familiarity with formulas, pivot tables, and advanced formatting. For Word, students should already be able to insert graphics, insert and edit tables, and format page layouts. **Students need to have MS Office loaded on a home computer for practicing.** Price includes use of textbooks and MOS exam.

MOS Certification - Excel 2010 8 weeks
Starts: 3/7 W 5:30-8:30 p.m. Fee: \$205

MOS Certification - Word 2010 8 weeks
Starts: 1/19 Th 5:30-8:30 p.m. Fee: \$205
Starts: 3/20 T 5:30-8:30 p.m. Fee: \$205



MCST is a Regional Test Center

Saturday Testing

Dates: 1/28, 2/11, 3/3, 4/7, 5/12

Please pre-register
two weeks ahead

Exams offered:

CompTIA Strata IT Fundamentals
Microsoft Office Specialist
Microsoft Technology Associate

Food Service Training

Hostess/Server Training

4 weeks

Being a waiter or waitress in a restaurant can be fun and financially rewarding – if you know how to do it well. This class teaches the basics of how to work with customers and staff, take orders, work a POS (computer) system, carry plates and deliver food, and, most importantly, how to make your customers happy! We will also talk about upselling (to increase your check) and alcohol laws/service and wine service.

Nancy Wood

Starts: 3/13 Tu 6:00 - 8:00 p.m.

Fee: \$40

ServSafe Certification

2 weeks

This is the full national certification course for employees in the food-service industry and meets State of Maine DHHS standards for Certified Food Protection Manager. Regulations now require at least one CFPM on staff for each shift. Students passing the exam with a score of 80% or better receive certification valid for five years.

Carol Pelletier

Starts: 5/15 Tu 4:00 - 8:00 p.m.

Fee: \$150 (includes text & exam)

Health Care Licensing

Certified Nursing Assistant (CNA)

9 weeks

Students enrolled in this program will complete 200 hours of classroom, laboratory, and clinical experience, which meet all state licensing requirements. Upon successful completion of the course and passage of the State Competency Exam, the student will be eligible to enter the healthcare field as a Certified Nursing Assistant under the direction of a licensed nurse. Class size is limited so applying early is advised. Prerequisite: high school diploma or G.E.D.

Marian Rector, RN

Starts: 4/2 M-W 8:00 - 4:00 p.m.

Fee: \$935

CNA - Med Tech

10 weeks

Admission in this course is restricted to persons who have completed the equivalent of 1+ years of full time CNA employment (2040 hours) during their career. Applications are necessary for admission to the course slated to begin on January 27, 2012. Call 596-7752 for details or application.

Certified Residential Medication Assistant

6 weeks

Upon completion of this 40 hour course and successful completion of a clinical component, students will be certified to administer oral medications to residents in state-licensed assisted living facilities. Students receive certification from DHHS Office of Elder Services that is valid for two years.

Anne Maria Richards, RN

Starts: 2/16 Th 8:00 - 4:00 p.m.

Fee: \$300

Starts: 3/29 Th 8:00 - 4:00 p.m.

Fee: \$300

Starts: 4/27 F 8:00 - 4:00 p.m.

Fee: \$300

(Clinical component is an additional \$125 cost if done with the MCST instructor)

CRMA Recertification

1 week

This is the 8 hour recertification exam for the CRMA. It no longer includes review time so students should study on their own to ensure successful relicensing. All recerts are 8:00-5:00 pm with a cost of \$85.

Dates: 2/8, 3/14, 4/18, 5/9, 6/4





Health Care Licensing

CPR and First Aid for Community & Work

1 day

Classes will teach basic CPR skills, automated external defibrillator use and foreign body airway obstructions management. The First Aid session teaches how to provide assessment and interventions with minimal medical equipment until more qualified medical personnel arrive. Successful students will be issued an ASHI certification card.

Lindsey Pinkham

Starts: 2/11 Sa 8:30-3:00 p.m.
Starts: 4/14 Sa 8:30-3:00 p.m.

Fee: \$125
Fee: \$125

Personal Support Specialist (PSS)

8 weeks

This program is approved by the DHHS Office of Elder Services and prepares participants to work in home health care or residential settings. Personal care, communication skills, reporting and documentation, dealing with emergencies, and aging and illness are among the topics taught. Upon successful completion of the course, skill components, and written exam participants will receive state certification.

Anne Maria Richards, RN

Starts: 2/3 Fri 8:00 - 4:00 p.m.

Fee: \$375

Kennebec Valley Community College



Kennebec Valley Community College and MCST Adult Education are partnering to provide the following college credit courses free of charge. (Students are responsible for purchasing their texts)

PSY 101 Introduction to Psychology

15 weeks 3 credits

Starts: 1/23 Mon 5:30-8:30 p.m.

Elliot Benjamin

ENG 101 College Composition

15 weeks 3 credits

Starts: 1/24 Tu 5:30-8:30 p.m.

Audrey Ennamorti

**Call 596-7752 or 453-5127 to register.
Course details available at www.kvcc.me.edu**

Maritime Licensing - USCG Approved

Able Seaman Certification

5 days

The student who successfully completes this 40 hour Able Seaman course will satisfy the examination requirements for Able Seaman. Course covers Deck Safety, Rules of the Road, Survival Craft and Knot Tying. (Course includes a Saturday.)

Starts: 1/18 W-M 8:30-4:00 p.m.
Starts: 3/7 W-M 8:30-4:00 p.m.

Cost: \$875
Cost: \$875

100 Ton Master / Mate Certification

2 weeks

The student who successfully completes this 90 hour course is eligible for original issuance, renewal, or re-issuance of a license as Master of Steam or Motor Vessels of Not More Than 100 Gross Tons. The three modules are Rules, General Subjects, and Navigation.

Starts: 1/16 M-Sat 8:30-4:00 p.m.
Starts: 3/5 M-Sat 8:30-4:00 p.m.

Cost: \$1,180
Cost: \$1,180

(The combined ABS/100 Ton program is offered at the reduced cost of \$1,380)

Maritime Licensing - USCG Approved

200 Ton Master/Mate Upgrade

4 days

Students must have their 100 Ton Master/Mate certification to register for this licensing upgrade.

Starts: 2/13 M-Th 8:30-4:00 p.m.

Cost \$545

Basic Safety Training (STCW)

5 days

Applicants who complete this 40 hour course will meet USCG requirements for Personal Survival Techniques, Personal Safety and Responsibility, Basic Firefighting and First Aid/CPR. Modules may be taken separately as needed. Proficiency in Survival Craft (PSC Restricted) is an additional \$200 cost.

Starts: 1/9 M-F 8:00-4:00 p.m.

Cost \$1,125

Starts: 3/19 M-F 8:00-4:00 p.m.

Cost \$1,125

Starts: 4/23 M-F 8:00-4:00 p.m.

Cost \$1,125

Launch Tender/Limited Master

Two days

This is a wonderful license to start your career or maintain it. Participants as young as 17 can get an Operators license. while 18 and older will be licensed at Master level. Operators can only carry 6 passengers regardless of vessel rating, while the Master can carry the full number. In busy harbors this can be great summer income and is also an excellent way to build sea time for future licensing.

Starts: 2/21 T-W 8:30 - 4:30 p.m.

Cost \$275

Medical Care Provider

5 days

This class increases student ability to deal with medical emergencies when they occur and to manage the patient and the injury while getting to more definitive care. Students successfully completing this course will satisfy the Medical First Aid training requirements of section A-VI/4 and Table A-VI/4-1 of the STCW Code and 46 CFR 12. 13-1.

Starts: 2/6 M-F 8:30-4:00 p.m.

Cost: \$780

Starts: 3/26 M-F 8:30-4:00 p.m.

Cost: \$780

Marine Engineering (USCG QMED Training)

3 weeks

This USCG approved course presents in depth study of steam, diesel and gas power systems used on seagoing vessels. Training also includes auxiliaries such as generators, pumps, and refrigeration and an introduction to the practical skills of machining and welding. Students who pass the onsite testing will be eligible to receive the QMED fireman/oiler/water tender endorsements necessary for entry level engine room employment. A TWIC card must be obtained prior to course start. Hugh Curran

Starts: 1/30 M-Sa 8:30-4:00 p.m.

Cost: \$3,250

Radar Observer (Unlimited and Inland)

5 days

USCG Radar certification is required for all upper level licenses and towing vessels. In addition, most company's will require a radar endorsement for employment. Mariners generally find this course challenging and well worth the effort. Students need to come prepared to do speed, distance and time calculation, with or without a calculator. Recertification is also available-please inquire.

Starts: 4/9 M-F 8:30-4:00 p.m.

Cost: \$650





Shop and Hobby

Blacksmithing Basics

3 weeks

Learn basic forging techniques and methods using the time honored tools of fire, hammer and anvil: drawing out, piercing, banding, hardening and tempering. Students will be supplied with metal stock usable to create plant hangers, door pulls and ornamental objects. Students may work from their own designs as time allows.

Jeffrey Jelenfy

Starts: 1/18 M/W 6:00-9:00 p.m.
Starts: 4/23 M/W 6:00-9:00 p.m.

Fee: \$95
Fee: \$95

NEW!

Vegetable Gardening on a Budget

8 weeks

This course explains how a family with a garden plot and minimal investment can reduce their food costs and improve their nutrition. Garden layout, basic tools, soil preparation, starting plants from seed, composting, and keeping plants healthy are discussed. Course fee of \$75 can be brought to the first class as a donation to Maine Harvest for Hunger to support food pantries.

Starts: 2/8 W 5:30-8:00 p.m.

Fee: \$75 donation

Jim Doyle is a certified University of Maine Cooperative Extension Master Gardener and donates his harvest to Maine Harvest for Hunger.

Small Engines Basics

6 weeks

Learn the basics of repair and maintenance of two and four stroke gas-powered machines. Emphasis will be on yard and landscaping equipment such as hedge trimmers, leaf blowers and mowers.

Glenn Wooster

Starts: 3/1 Th 5:30-8:00 p.m.

Fee: \$75

Upholstery for Beginners

7 weeks

This course is for small upholstery projects like chair seats and backs, and ottomans. Learning the basic skills will allow you to tackle larger projects later on at home. Students provide their own fabric and a few tools (tack hammer, pliers and screwdriver). The first night is informational, but bring a photo of your project for review.

Karen Rackliff

Starts: 4/24 Tu 6:00-8:30 p.m.

Fee: \$75

Lead Safety Training

This one-day course is designed for contractors and workers doing renovation, repair and painting work in pre-1978 housing. This course meets the training requirements of the federal EPA rule enacted Apr. 22, 2010. Instruction is provided by Maine Labor Group on Health.

Saturday: 3/3 or 4/28 8:00-4:30 p.m.

Fee: \$85

Welding and Machining

Precision Machine Tool

5 weeks

This course is suitable for students with or without prior machine shop experience. The course covers shop safety, theory, and hands-on operation of basic machines (lathe, milling machine, drill press). Students manufacture parts from prints, learn the correct speeds and feeds for the cutting tools, and other basic skills needed in a machine shop.

John Brimson

Starts: 1/30 M/W 5:00-8:00 p.m.

Fee: \$175 + \$50 supply fee

CNC Machining

8 weeks

This course provides an introduction to CNC (Computer Numerical Control) manufacturing. Basic CNC mill operations and manual programming techniques will be taught, including machine functions, tooling set-up and reading machine language. First night of class is held at MCST and the rest of classes will be at Lie-Nielsen Toolworks.

Ben Scott

Starts: 3/19 M 5:30-8:30 p.m.

Fee: \$140 + \$50 supply fee

Stick (SMAW) Welding

7.5 weeks

This course provides the solid foundation in welding skills required for a career in welding. The course includes basic shop safety and oxygen/acetylene usage. Students will learn and practice the techniques of striking an arc and running a variety of welds. Some training in MIG welding is also included.

Jeff Jelenfy

Starts: 2/13 M/W 6:00-9:00 p.m.

Fee: \$225 + \$95 supply fee

MIG (GMAW) Welding

7.5 weeks

MIG is currently the most common industrial welding process, preferred for its versatility and speed. Class topics include welding safety, electrode classification, power sources, and basic troubleshooting. Students will spend most of class time learning the proper technique for flat and out of position welding using bare wire. Recommended for students with prior welding experience.

Andy Remillard

Starts: 1/24 T/Th 4:30 - 7:30 p.m.

Fee: \$225 + \$125 supply fee

TIG (GTAW) Welding

7.5 weeks

GTAW is most commonly used to weld thin sections of stainless steel and light metals. Students will spend the majority of class time learning the proper technique for flat and out of position welding using carbon and stainless steel and aluminum filler materials. Prerequisite: Welding proficiency or recommendation from a welding instructor or employer.

Andy Remillard

Starts: 3/27 T/Th 4:30 - 7:30 p.m.

Fee: \$225 + \$125 supply fee

Students provide their own safety glasses, welding gloves and steel-toed footwear for all welding classes.

Veteran Approved Courses

Many of our programs are approved by the Maine State Approving Agency for Veterans Education Programs for the use of GI Bill benefits.

Please call the school for details.



RSU 13 ADULT & COMMUNITY EDUCATION REGISTRATIONS

Register by phone, mail, or PayPal. Upon receipt of the registration and payment, you are enrolled unless you hear from us otherwise. **NO CONFIRMATIONS WILL BE SENT.**

Insufficient Enrollment: Some classes may be cancelled due to lack of enrollment. If the class is cancelled, you will be notified by phone and receive a full refund.

Refunds: Your course cost will be refunded, less a \$5 processing fee, if you withdraw one week prior to the first class. If you withdraw prior to the second class, you will be refunded 50% of the cost. Some classes and trips have special registration deadlines. No refund will be given after those specified deadlines.

Discounts (excludes travel and materials fees):

*Senior: 55+ receive a 20% discount

*RSU 13 employee: receive 10% discount

Creative Economy Class Registration: Cash, check or money order payments only are accepted for Creative Economy classes. **Please make check or money order payable to the instructor of the Creative Economy course.**

Storm cancellations: listed on Channel 8 news and RSU 13 Adult Education website.

REGISTRATION FORM

Name _____ Home Phone _____

Address _____ Other Phone _____

Town _____ Zip _____ Email _____

<p>Payment Options</p> <p>_____ Check (<i>Refer to "Payable To" section in listing</i>)</p> <p>_____ Cash or Money Order</p> <p>_____ Paypal (<i>n/a for Creative Economy Courses</i>)</p>

<p>Return with payment to:</p> <p>RSU 13 Adult Education 47 Valley Street Thomaston, ME 04861 Phone: 354-0758 http://rsu13.maineadulted.org</p>

Course	Date	Location	Fee

Total: \$ _____

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