

*Boothbay Region  
Adult & Community Education*

*236 Townsend Avenue  
Boothbay Harbor, Maine 04538  
phone: (207) 633-3224 Fax: (207) 633-7740  
Email: boothbayae@gwi.net*

**WINTER~SPRING  
2014**



**Classes begin the week of  
February 10**

**[www.boothbayae.org](http://www.boothbayae.org)**

## The Lincoln County College Connection

### TLC<sup>3</sup> College Transitions Program

Would you like to further your education? Let us connect you to your college dreams! Join other adults who need to brush up their academic skills, and learn about what is expected of you when you attend college. This program includes: (1) help with exploring your career potential; (2) assistance with college exploration, applications, and financial aid; (3) help with developing study skills and time management; (4) technology skills for college success; (5) math and language arts instruction; and (6) support from people just like you. (**FREE** for participants who commit to completing the program requirements)

#### Who is Eligible for TLC<sup>3</sup>?

Any adult who has a High School Diploma or GED (or has nearly completed) and would like to begin college within 12-18 months

Call Boothbay Region Adult Ed 622-3224 or email: boothayae@gwi.net

The **FREE** College Transitions Program at Wiscasset High School

Visit our website **CT4ME.org**

*College Transitions for ME*

### Essentials of College Planning for Adults

Are you 19 or older & planning to be the first in your family to attend college but don't know where to start? This class will help you learn more about colleges, what they have to offer, & how you can begin. Admission, financial aid, and college programs will be discussed. Please bring your **2012 Federal Tax return (even if estimated)** and W2's to complete the Free Application for Federal Student Aid (FAFSA). **FREE**

Call: MEOC at 1-800-281-3703 or  
Boothbay Region Adult Ed at 633-3224 for  
dates and locations



#### Cohort Schedule

**February 5 - May 29**

*What is a cohort?* All students enter the program at the same time and continue to work together through the semester-long program. **Wiscasset H.S.**

**Reading for Understanding & College Writing** Wed., 8:30am - 12:30pm “

**Career Exploration/College Planning**  
Thursdays, 8:30-10:15am Career Coach  
Melinda Gilman

**Math + Computers = College Success**  
Thursdays, 10:30am-12:30pm

Call 882-9710 for info & to register

### Reading & Writing Skills for College

This course is for any adult considering higher education or training. Reading comprehension skills will be reviewed, including summarizing, answering questions, generating questions, participating in discussions, and responding both verbally and in writing to what you have read. Learn to express your ideas in organized paragraphs and essays. You will be guided through the process of conducting research, writing drafts, and composing a college level term paper. **Free** for TLC students (other students call for class fee information)

**February 4 - May 27**

**5:30-8:30 p.m.**

**Damariscotta**

Call CLC Adult Education 563-2811.

### Algebra Skills For College & Workplace

This course is intended to provide the basic algebra skills required for success in college algebra. Topics to be covered include: real numbers and algebraic expressions, using formulas, solving linear equations and inequalities, Cartesian coordinates, graphs of linear equations, operations with polynomials, factoring of polynomials, and solving quadratic equations. Prior to enrollment you must take an Accuplacer test. **Free** for College Transitions Students (other students call for class fee information)

**January 23 - April 10**

**5:30-8:30 p.m.**

**Damariscotta**

Call CLC Adult Education 563-2811.

### Career Pathways Workshop

Are you wondering what to do next with fewer and fewer job openings in the area? We invite you to join us for a fun and informative series that will allow you to make plans for your future based on what is available that will suit your style and interests. Meets 4-6 sessions, topics include the following: Hot Jobs in the Local Market, Your Work Personality, Your Secret Job Code, Your Dream Job, Can You Afford Classes?, and Your Success Roadmap. Call to register: class will be scheduled when we have 5 or more participants. This workshop is **FREE** for College Transitions students. If you are not a CT student call for class fee. 6 sessions

**March 6 - April 10 (Thursdays)**

**5:30 - 7:00 p.m.**

**Boothbay Region High School**

Call Boothbay Region Adult Ed at 633-3224 for registration information

## Cooking & Gardening

### Cooking with Artisan Oils & Vinegars



*At Eventide Epicurian Specialties*

If you took Kim and Denise's popular class last year, or if you missed it, you'll want to join them to explore and taste some new oil and vinegar pairings. Learn about the various combinations and get suggestions about using them to make delicious, healthy meals. Experience flavors & aromas ranging from mild to robust. Sample some favorites, from easy appetizers to desserts and take home recipes you can re-create for family and friends. If you enjoy cooking & new experiences this class is for you!

**March 31**                      **6:30-8:00 pm**  
**Monday**                      **Fee: \$18.00**  
*\* includes tasting*

### Warming Soups & Savory Crackers



*Laura Francis*

*The Gallery*

Soup is a healthy, hearty and wholesome main course and the ultimate quick meal. You'll learn how to make a variety of hearty soups using seasonal produce. Let's get together to make a warm satisfying soup and bake some savory crackers and crusty croutons. These crackers are easy to make and addictive in their deliciousness. Just a handful of ingredients mixed together effortlessly, with nothing artificial. At this time of year, you can't have enough warm soup. Laura will be sharing several tasty & flavorful recipes to brighten winter suppers or lunches (and you'll love the leftovers because they just get better!).

**February 25**                      **6:00-8:30 pm**  
**Tuesday**                      **Fee: \$17.00 +**

*\$10.00 supply fee paid to Laura on class night*

### Gluten Free Baking

*Julie Bellefleur*  
*BRES (home sciences)*



Come to this two evening class and demystify gluten free baking. Learn basic recipes and what gluten-free flours work best. The 1st evening we'll explore various gluten-free grains and flours, making flour mixes, measuring techniques, and moisture ratios. Learn the adjustments needed when converting a wheat-flour based recipe to be gluten free. Snack on one of Julie's mini chocolate cupcakes while you learn. On the 2nd evening we'll bake some bread. Julie will share tips and recipes. If you have an allergy or an intolerance to gluten, you won't want to miss this class. Gluten free baking is easier than you think! Julie owns a gluten-free bakery in Wiscasset.

**March 17 & 24**                      **6:00-8:00 pm**  
**Mondays**                      **Fee: \$15.00 +**

*\$12 supply fee paid to instructor first night of class (includes a bag of Julie's pre-mixed flour to take home)*

### Fabulous Fish

*Bet Finocchario*  
*BRES (home sciences)*



Another entertaining and informative class with Bet who has been around the fishing industry her entire life & is well-known for the fresh fish she serves at Bet's Famous Fish Fry. Fish is rich in heart healthy omega-3 fatty acids. Impress your family and friends with delicious sole roll-ups stuffed with fresh crabmeat. Bet will talk about fish native to the Gulf of Maine including round & flat fish, how to tell if it's fresh and about buying, storing & cooking fish. As usual Bet will have a surprise for the class!

**March 11**                      **6:00-8:30 pm**  
**Tuesday**                      **Fee: \$15.00 +**

*\$8.00 supply fee paid to Bet at class*

### Explore the World of Cheese

*Kim Martin & Denise Demeter*

Join Kim and Denise at Eventide for a fun, informative evening to expand your knowledge and taste an assortment of cheeses. Three types of milk are used in cheesemaking: goat's, cow's, and sheep's milk - each having its own unique texture and taste. Flavors and taste vary from mild to medium, and strong. Learn about serving, buying, and storing. Learn to make a delicious cheese plate for your family or guests to enjoy at a special gathering this Spring or a party on the patio this Summer.

**March 26**                      **6:30-8:00 pm**  
**Wednesday**                      **Fee: \$23.00 \***  
*\*includes cheese tasting*



### Grow Your Own Organic Gardening

Are you concerned about the rising cost of food? Learn to grow your own vegetables in a sustainable manner, the basics of soil science, enriching your soil to produce healthy, high-yielding plants. Other topics are: the basics of compost, principles of crop rotation & incorporating green manures, manage nutrients in the garden, weed control strategies, insect pests and methods of natural insect control. All are welcome, first-timers to experienced gardeners. Instructor is certified by the Maine Organic Farmers & Gardeners Association.

**Wednesday, April 2 6:00-9:00 pm**  
**Registration Fee: \$5.00**  
**and \$5.00 to instructor on class night**  
**Please register by March 31**

**Be sure to sign up early - don't miss out on the class you want!**

## Practical Skills

### Job Seeker's Workshop

Shelley Taylor

BRHS

Could you use a boost in your job search? This one session workshop includes basic information on resumes, interviews and job search skills. We will review the strategies and the resources available to assist you in finding a job including use of the internet & networking to discover new job possibilities. How to your resume & tips for interviews will also be discussed. Create your own job search plan. *This workshop is presented by Women, Work & Community*

**March 27**                      **6:30-8:00 pm**  
**Thursday**                      **Free \***

*\* Please register by March 25*

### Dump That Debt!

Shelley Taylor

BRHS

When you are dealing with debt it can be overwhelming, however with some good advice you can get regain control and reduce your debt. In this workshop you will learn effective strategies for reducing and eliminating debt. Topics that will be covered include: assessing current debt load, the importance of building savings as part of debt reduction as well as the "rollover" method of reducing debt, and debt consolidation services. *Presented by Women, Work & Community*

**March 13**                      **6:30-8:30 pm**  
**Thursday**                      **Free \***

*\* Please register by March 11*

*Both workshop are facilitated by Shelley Taylor, Maine Centers for Women, Work & Community. Shelley teaches career & money management workshops in the greater Bath/Brunswick area. She has a M.S. in Adult Education & is a certified Money Management Volunteer. This state wide program providing free help & guidance in career building, starting a business & money management. Call the Bath office at (207) 386-1664 for more info.*

## General Interest

### Damariscove Island

*Four Centuries of Incredible History*

Chip Griffin

Room 209

Damariscove, one of Maine's earliest settlement sites, is owned and managed by the BRLT. The Abenakis and, later, European fishermen settled and fished there from 1622 to the late 20<sup>th</sup> century. Damariscove once was a bustling fishing center, one of the population centers in the Maine frontier, with at least 30 vessels & many residents. Later, it was a family-owned farming & fishing community. By the early 1900s the island was a year-round & seasonal fishermen, farmers, coast guardsmen, summer cottagers community & a school with 18 students. Join Chip, co-author of *Coming of Age on Damariscove Island*, & learn more about the pirates, ghosts, & remarkable history of this fascinating island. *His book and other handouts will be available at no charge.*

**April 15**                      **6:00-8:00 pm**  
**Tuesday**                      **Fee: \$10.00**



Find us .. Like us on  
**FACEBOOK!**  
get updates ~ class info  
~ and more!



We're always looking for new class ideas & people to teach classes. If you have a suggestion for a class, or want to teach a class...let us know!

We are especially interested in the following topics:

local history                      crafts & hobbies  
gardening                      practical skills

Call us - 633-3224 or you can email:  
boothbayae@gwi.net

### Medicinal Herbs Workshop



Kim Scheimreif

BRES

Medicine wheel gardens, or sacred hoops, as the native Americans call them, are symbolic of the never ending cycle of life - it has no beginning and no end. Join Kim who will share her knowledge of medicinal plants & herbs. She will talk about planting a medicine wheel garden, foraging native plants, making tinctures, and blending teas. Calendula can be used to make salves for skin ailments; dill for tea to help soothe stomach problems; and mint for a tea to aid in digestion. Blending teas for particular ailments will be discussed during the class, & participants will be able to make their own tea bags to bring home. *Kimberly Scheimreif wrote "Medicine in Your Backyard" published in Home Education magazine. She and her family homestead on their farm "Shepherds and Such" in Waldoboro.*

**March 19**                      **6:00-8:00 pm**  
**Wednesday**                      **Fee: \$14.00 +**

*\* \$5.00 supply fee to Kim on class night*

### Guitar for Beginners



Bob Dumais  
BRHS

Make some music! Learn to play the guitar. This hands-on beginner course is designed for people with little or no experience playing the guitar and will provide an introduction to TAB, chords, strumming, flatpicking styles in a way that is fun and enriching. We will focus on the fundamentals, timing, maintenance, improving your technique, keeping a steady strum, and strumming the chords to a few simple songs. Bring your own acoustic guitar, and flat pick. (6 sessions) *Class size is limited—sign up early*

**March 18 -April 3**                      **6:30-8:30 pm**  
**Tues & Thurs**                      **Fee: \$60.00**

## General Interest

### Tips to Control Clutter

*Harriet Vaughan*

*Room 209*

Are you feeling overwhelmed at the thought of dealing with all the things you've accumulated in your home or are you getting ready to down-size? Can't figure out where to start? De-cluttering and organizing becomes a manageable chore when you know how. A systematic plan might be just what you need to make decisions about what you can part with, and what you should keep. Whether it's important paperwork, treasured possessions, or family photos learn ways to approach the sometimes daunting task of downsizing a lifetime of belongings. Harriet Vaughan from Legacy Years will provide you with practical tips to make this chore less time consuming.

**April 17  
Thursday**

**5:30-7:00 pm  
Fee: \$14.00**

#### Remember

Most classes require a minimum number of students. The decision to cancel is usually made 48 hours prior to the class.  
Don't delay ... sign up early!

### Notary Public

*Sherry Tibbetts*

*Room 212*

An excellent course for anyone considering becoming a notary public or for a notary who has not had formal training. The primary duty of a notary public is to formally witness transactions involving paper documents. In Maine, notaries can also officiate at weddings. Discussion will include history, legislation, powers duties, qualifications & procedures of a notary public. A workbook will be provided as well as an application to file with the Secretary of State.

**March 6, 13 & 20  
Thursdays**

**6:00-7:30 pm  
Fee: \$45.00**

### I'm Turning 65 (Cutting Through the Red Tape)

*Cynthia Troxel*

*Room 210*

Are you turning 65 soon, and aren't sure how this Medicare thing works. Join Wanda for an informative workshop. She will provide answers to questions such as do I automatically qualify for Medicare or do I have to take some action? Will my Medicare insurance be enough or should I consider getting a Medicare supplement? How does it work; what are my options? Time will be allowed for your questions. *Cynthia Troxel is an Aging and Disabilities Resource Counselor with Spectrum Generations in Damariscotta*

**April 3  
Thursday**

**6:00-8:00 pm  
Fee: FREE \***



### The Ten Signs of Alzheimers

*Bill Kirkpatrick*

*Room 210*

The purpose of this workshop is to provide anyone interested in learning more about the early detection of Alzheimer's disease with a greater understanding of the difference between age-related memory loss and dementia and what to do if they have signs of Alzheimer's disease. We will discuss the 10 Warning Signs of Alzheimer's, why early detection is important, and how Alzheimer's is diagnosed. You will learn: How to tell the difference between Alzheimer's and typical aging; steps to take if you recognize a warning sign in yourself or someone you know; the process to receiving an Alzheimer's diagnosis

**March 25  
Tuesday**

**6:00-7:30 pm  
Fee: \$10.00**

**Be sure to sign up early - don't miss out on the class you want!**

### The "Yellow Brick" Roadshow



*Richard Plunkett Rm 104*

Do you have a family heirloom, cherished piece of old china, or a collectible? Are you curious about about your treasure and it's current value? Come to this antiques appraisal workshop to learn about your prized treasure. Even if you don't plan to sell you should protect your family heirloom or antiques with an estimate of it's value for insurance purposes. Bring no more than four small items, or a few photos of larger pieces to discover what they are worth, and perhaps a bit of their history. *Richard Plunkett is the owner of the "Wizard of Odds", & local antiques appraiser who has almost 50 years of experience in the field.*

**April 9  
Wednesday**

**6:00-8:00 pm  
Fee: \$12.00**

### Maine Driving Dynamics

*Maine Bureau of Highway Safety*

The Maine Driving Dynamics course is a driver improvement course that aims to improve a student's defensive driving awareness and abilities. This five hour course will include: discussion of collision avoidance techniques, safety issues, driver habits, attitudes, & the basic elements that constantly challenge drivers on Maine's highways. Our goal is to save lives, prevent injuries, and reduce vehicle-related crashes. If you complete the course you will receive a three-point credit on your license.

**Course fee: \$40.00**

**Wiscasset Adult Ed**

**May 17 (Saturday) 8:30am - 2:00 pm  
882-9710**

**Bath RSU 1 Adult Ed**

**March 18 & 20 5:30 - 8:00 pm  
443-8255**

*Call the Adult Ed program listed for more info and registration*

## Safety & Recreation

### Sailing Skills & Seamanship



**USCG Auxiliary Rm 104**

This course is designed for both experienced and novice sailboat operators. Topics include types of sailboats, equipment, how a boat sails, reading the wind, points of sailing, sail controls, running, close-hauled, reaching, & sail adjustments. Basic maneuvers of tacking & jibing are explained along with picking up a mooring, leaving and approaching a dock, and anchoring. Navigation aids and an intro to the rules of the nautical road are covered. Passing an optional exam at the end of the course leads to a certificate that can be used to show you have taken a boating safety course. The certificate is required to operate a boat in most states and Canada. (6 sessions)

**April 1-April 17** 6:00-8:00 pm  
**Tues-Thurs** Fee: \$70.00

### About Boating Safely



**USCGA Room 104**

About Boating Safely: This course is an introduction to boating. Topics covered include types of boats, trailering, required safety equipment, legal requirements, navigating waterways, safe operation, boating emergencies, and water sports. The course is approved by the National Association of State Boating Law Administrators. Successful completion of an optional exam at the end of the class leads to a certificate to show you have taken a boating course. The certificate is required to operate a boat in most states & Canada. Many insurance companies offer discounts on insurance if you have a certificate. (4 sessions)

**May 13-22** 6:30-8:30 pm  
**Mon-Wed** Fee: \$70.00

### Navigating Midcoast Maine

**USCG Auxiliary Rm 104**

An introduction to navigation using a chart of the Boothbay area. Make boating more enjoyable: 1) learn the basics about information found on nautical charts, 2) have your charts out where you can use them when enjoying Maine's mid-coast waters, and 3) learn about navigation aids (on the charts & on the water) so you can use them to cruise safely. Learn how to read a chart & become familiar with the coastal waters between Small Point and Pemaquid. Problem sets will help you plan cruises and understand the information found on charts (buoys, lights, water depth) to use them when cruising the area. True & magnetic headings, variation, lines of position, chart symbols, piloting, latitude and longitude, and dead reckoning are explained. Three Rivers chart (#13293) & a copy of a chapter on navigation principles are included. *A parallel ruler & dividers are needed & can be purchased separately.* (4 sessions)

**April 29- May 8** 6:00-8:00 pm  
**Tues-Thurs** Fee: \$75.00



### Maine Inland Fisheries & Wildlife

*Additional safety courses are being offered through Adult Ed programs in the following locations::*

Wiscasset Adult Ed - 882-9710

#### Crossbow Hunter Safety

April 8, 6:00-9:30 pm

#### Archery Hunter Safety

Apr 3, 6:00-9:00 & Apr 12 9am-4 pm

Richmond Adult Ed - 737-4348

#### Crossbow Hunter Safety

March 25, 5:30-9:00 pm

#### Archery Hunter Safety

Mar 10, 6-9 pm & Mar 23, 9am -4 pm

*Please call in advance to register*

### Hunter Safety Course

**Inland Fisheries Wildlife Rm 104**

Proper gun and rifle handling as well as procedure will be included in this certified course. Recommended for first time hunters (over 10 yrs of age) if they are going to be applying for a hunting license. A certificate will be issued upon satisfactory completion. *Note: This course is 3 mandatory classroom days combined home study.*

**March 27, April 9 & 16** 6:00-9:00 pm  
**Thurs, Wed & Wed** Fee: \$10.00

### Snowmobile Safety



**Inland Fisheries & Wildlife Room 104**

Safety, knowing how to handle these recreational machines, and understanding Maine laws governing their use, helps reduce the risk of injury and accident. State Law requires that operators under the age of 16 complete a safety course. Parents are held legally responsible for violators. Play it safe. Learn the right way to ride.

**February 2 & 4** 6:00-9:00 pm  
**Tues-Thurs** Fee: \$10.00

### Take an Online Course at Home!

Boothbay Region Adult Ed offers Ed2Go online courses you can take from your home or office at any time of the day or night. Courses run for six weeks & are informative, fun, highly interactive, and taught by expert instructors 300+ courses offered in a wide variety of topics: including computer, math, writing skills, test prep, web design, and much more. Online credit card payments are accepted.

**Visit our website [boothbayae.org](http://boothbayae.org) and click the online course button to find a course that interests you!**

## Healthy Living

### Lymph Health 101

*Improving Immune Function*

*Patti Corscaden*

*Rm 209*

Learn the basics of how your lymph system works. Did you know you have between 600-1000 lymph nodes in your body and that those lymph nodes have a very important and specific job to help keep you healthy? When the lymphatic flow increases, the body is better able to process & release trapped toxins and proteins creating improved immunity and health throughout the body. Come learn why the lymphatic system is important to your health & immunity

**February 27**  
**Thursday**

**6:00-8:00 pm**  
**Fee: \$15.00**

### The Ten Best Exercises for Osteoporosis

*Dianne Daniels*

*Rm 209*

We will discuss and perform exercises that target the three most vulnerable sites for an osteoporotic fracture: the wrist, the hip, and the spine. Also included are some of the best balance exercises to help you avoid a fall. You'll learn how to keep your spine strong and supple, and get effortless good posture. Please bring a mat, a towel, and a pair of 1 or 2 pound weights (if you have them) to class. Dianne Daniels, MA, is an exercise physiologist, and author of Exercises for Osteoporosis.

**April 10**  
**Thursday**

**6:00-7:30 pm**  
**Fee: \$15.00**

If you haven't completed your GED or know someone who began GED testing, but didn't finish ....

It's not too late. In Maine during 2014 those who want to complete testing can do so with the paper-based HiSET high school equivalency test. Scores will no longer carry forward in 2015.

Call Adult Ed (633-3224) for more info

## Crafts

### Beginning Crochet

*Pat Carmolli Rm 210*



Crocheting is a creative and relaxing hobby.. In this beginner class you'll learn basic crochet stitches such as chain, single & double crochet. We'll also cover yarn types, gauging, reading a simple pattern and finishing. You'll make a wearable scarf, simple wash cloth & hot plate mat for yourself or to give as a gift. Join us for this fun class **Please bring:** 2 skeins of worsted weight yarn at least 4 oz each 1 white & 1 dark color; 2 skeins of cotton yarn at least 2 oz ea colors your choice (brands are Sugar'n Cream or Peaches & Cream); size J crochet hook, scissors, tape or ruler.

**March 3-12**  
**Mon-Wed**

**5:30-7:30 pm**  
**Fee: \$30.00**



### Beading & Wire Wrapping



*Manon Lewis*

*BRHS art room*

Express your creativity by learning the fundamentals of working with beads & wire in this fun class. Manon will cover basic beading and wire working techniques that include bending, coiling, and twisting! Experiment with color, line, shape, and texture! There are no complicated patterns to follow, just a lot of creativity with support, guidance and instruction. Create "one of a kind" jewelry (bracelets, earrings, necklaces and pins!) and unique treasures for yourself and others. If you let your imagination run wild, you'll be able to embellish candles, wine goblets photo frames, & even a handbag!

**March 18 & 25**  
**Tuesdays**

**6:00-8:00 pm**  
**Fee: \$18.00 +**

*\$10.00 supply fee paid to Manon first night of class*

## Photography

### Get to Know Your Digital Camera

*Leisha MacDougall*  
*Room 209*



Learn to take great photos with your digital camera! This class will help you build an understanding of your camera's features. Bring your digital camera (w/ fresh batteries) and manual to this hands on class & learn to access different settings and functions. We'll discuss general camera basics, automatic settings, exposure modes, flash, and how to customize settings to get the pictures you want. So, get ready, set & let's go

**March 24 & 26**  
**Mon-Wed**

**6:00-8:00 pm**  
**Fee: \$28.00**

A great followup class to digital camera is **Working with Digital Photos on Your Computer...** learn to download, edit, save and share photos on your computer (*see the next page for full description of the class and dates*)

### Taking Great Digital Photos

*Leisha MacDougall*  
*Room 210*



If you are comfortable with using the settings and functions on your digital camera, or have taken Leisha's basic class, and want to learn more about improving the quality of your photos ... this class is for you! We will explore the implications of contrast, lighting, & shapes through discussion. Then experiment using what you've learned to take photos indoors, outdoors, or tell a photo story. Learn to see differently - work more creatively. Leisha will provide you with feedback and technical tips.

**April 14 & 16**  
**Mon & Wed**

**6:00-8:00 pm**  
**Fee: \$28.00**

## COMPUTER COURSES

### Working with Digital Photos on Your Computer

Melba Gunnison

Rm 204

You've been taking photos with your digital camera ... now what? Learn to download pictures from a digital camera onto your computer, resize & save them. Want to email them to friends and family? We'll show you how. Learn about organizing photos on your computer so they can be easily found & printing them. We will also take a quick look at services available on the internet Bring your digital camera, cable to hook up to the computer. A great follow up to using your digital camera classes.

April 1 & 3  
Tues & Thurs

6:00-8:00 pm  
Fee: \$28.00

### iPad: Getting Started

Lisa Smith  
BRHS Library



Did you recently get an iPad and don't know where to begin? This class is for iPad owners who would like to get more out of their devices. Learn about hardware, accessories, email, how to download & organize apps, explore the world of e-books, and share photos from your computer. Understand basic iPad apps including mail, Safari and Google maps. Lisa will share suggested free and low cost apps many users have found helpful & entertaining. There will be a Q&A to answer your specific questions as well as time allowed to share what others have found to be useful with their iPads. **Bring your iPad to class.** (5 sessions)

March 4-April 1  
Tuesdays

6:30-8:30 pm  
Fee: \$42.00

Are there computer courses you would like to see offered at Boothbay Region Adult Ed  
Call 633-3224 or email:  
boothbayae@gwi.net

### Microsoft Word Basics

Melba Gunnison

Rm 204

Learn the basics of MS Word 2010, the most-used word processing program for creating office and personal documents.. In this hands-on class you'll learn to create, name, save a document, set margins, tabs, change font styles and sizes, page layout, selecting, deleting and formatting text . We will explore a variety of functions including: utilizing tool/menu bars, manipulating text, and paragraph formatting. *(Prerequisite: Basic computer & keyboarding skills.)*

March 20-25 & 27  
Thurs-Tues-Thurs

6:00-8:00 pm  
Fee: \$36.00

Microsoft Office (Excel & Word) are valuable skills for employment. You'll receive a certificate upon completion of each of these courses.



### Troubleshooting Windows System 7 & 8

Bob Dumais

Rm 204

If you want to learn simple do-it-yourself troubleshooting techniques to fix common Windows operating systems (7 and 8) problems this class is for you! Begin by gaining a better understanding of your PC's components. Learn why your computer is running slow and how to speed it up, about viruses & how to avoid them. Troubleshoot conflicts, perform back-ups, updates, disk clean-ups, system restore, and other types of preventative maintenance that will increase your PC's performance.

March 24 & 26  
Mon-Wed

6:00-8:00 pm  
Fee: \$ 28.00

### Basic MS Excel

Melba Gunnison Rm 204



A hands-on introduction to Excel 2010, a powerful, industry-leading spread-sheet application. Learn the basics of worksheets, how to use tools and functions, set-up a worksheet, move around in it, create formulas, import and export information, make it look good, print it, and more. *Prerequisite: basic computer and keyboarding skills* (3 sessions)

Feb 25, 27, & Mar 4  
Tues, Thurs, Tues

6:00-8:00 pm  
Fee: \$36.00

### Advanced MS Excel

Melba Gunnison

Room 204

Explore building more complex spreadsheets and using advanced formulas; connect multiple pages; Sort, hide, & analyze data. Apply these practices to specific situations and problems; work with formulas & arithmetic functions; calculate dates times; pivot tables, charts shortcuts; audit spreadsheets for errors. An essential class if you use Excel in the workplace or are looking for a job. *Prerequisite: Basic Excel/ experience using Excel* (3 sessions)

March 11, 13 & 18  
Tues, Thur, Tues

6:00-8:00 pm  
Fee: \$36.00

### Computer Greeting Cards

Melba Gunnison

Room 204

Store bought greeting cards can be expensive. Come to this one evening class to learn how to make greeting cards for holidays, birthdays, or other special occasions with MS Word on your computer. Express your creativity customize, and personalize your cards with exactly the words and images you choose with clip art, photos, borders, and greetings.

April 2  
Wednesday

6:00-8:00 pm  
Fee: \$12.00



## MORE COMPUTER COURSES

### Android Tablets

**Bob Dumais**      **Rm 204**



Do you have an Android tablet & want to be more knowledgeable and proficient using it? These easy-to-use devices have multiple purposes and functions. This two session class will take you through the basic settings of the device. Learn how to connect to, and browse the internet. Setting up email, download, install or remove apps. We will also explore how to customize your tablet and keep it up to date. There will be time for questions. Bring your Android tablet to class (2 sessions)

**Feb 24 & 26**                      **6:00-8:00 pm**  
**Mon-Wed**                              **Fee: \$28.00**

### Managing Computer Files

**Melba Gunnison**                      **Rm 204**

Do you know where all your pictures and documents are on your PC? Do you have everything saved in the 'My Documents' folder? Can't find that file? Which files should you back up in case of a hard drive failure? This one evening workshop will help you understand shortcuts, the creation of folders, locating folders within the file structure, and how to save files to specific folders

**February 13**                      **6:00-8:00 pm**  
**Thursday**                              **Fee: \$14.00**


### Windows 8 - Notebooks, Laptops & Tablets

**Bob Dumais**                      **Rm 204**



Microsoft Windows 8 is an entirely new interface for today's computing. Take this class to become more familiar the many new features and changes in Windows 8, both small and large. These changes include a redesigned interface, online features, improved security, and much more. This four session class will take you through the essentials of getting around and using your computer or tablet with the Windows 8 operating system. Learn to use all of these new features with ease. Bring your computer to class. (4 sessions)

**March 3-12**                      **6:00-8:00 pm**  
**Mon-Wed**                              **Fee: \$40.00**



See page three to learn about  
 Connect ME and broadband internet  
 connectivity



We are looking for someone who can teach MAC computer courses-. Beginner, intermediate, and MAC troubleshooting. Call 633-3224 or email: boothbayae@gwi.net

### Cut Copy & Paste

**Bob Dumais**                      **Rm 204**

Did you know your keyboard and mouse aren't just for typing or for moving the cursor? The (control) "Ctrl" key has a multitude of uses and when struck with other letters is a convenient shortcut. Learn how to use the mouse and keyboard to manipulate text and graphics into files or folders. In this class we will explore the many ways to copy small or large amounts of data to your favorite word processing application, email program or where ever you want to move the data, & how to use this powerful basic computing skill.

**Feb 10 & 12**                      **6:00-8:00 pm**  
**Mon-Wed**                              **Fee: \$28.00**

### Mail Merge, Labels, & Envelopes



**Melba Gunnison**                      **Room 204**

If you haven't had the time or the patience to figure out how to use the merge function, make labels, or print an envelope, this one night workshop could save you hours of time in the future. Learn how to use mail merge when you need to send the same document to multiple people. You can personalize documents or letters and be able to print envelopes and labels quickly. *Prerequisite: computer and MS Word experience*

**March 6**                              **6:00-8:00 pm**  
**Thursday**                              **Fee: \$14.00**

### Google: Free and Powerful

**Bob Dumais**

**Room 204**

Come to this one-time workshop to explore the power of a Google Account. We discuss the benefits and drawbacks of having your information "in the cloud." Topics will include getting organized with Gmail, Drive, Docs and Calendar. We will touch on some tools included in a Google account such as getting directions (Maps) and making phone calls (Voice.) Platform: Google Accounts are available on most any device. This exploration is based on a computer, so feel free to bring a laptop. If you don't have a Google account please create one prior to coming to class.

**April 7 (Monday)**                      **6:00-8:00 pm**                      **Fee: \$14.00**

Adult Ed computer courses are taught using Windows 7 and Microsoft Office Pro 2010

Most computer courses are limited to 10 students

Early sign-up is recommended

Have questions or want more info  
 Call 633-3223 or email:  
 boothbayae@gwi.net

**My Money Works**

*presented by Women, Work & Community*

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, & set personal financial goals. At the end of class you will have a plan to achieve greater financial stability. A follow-up session is scheduled to provide additional networking & support. Successful completion of this class meets one of the requirements for the Family Development Account (FDA) matched savings program. This workshop is offered at **no charge** and is open to both women and men. (5 sessions) For more information, or to pre-register, please contact Shelley Taylor at 386-1664 or shelley.taylor@maine.edu.

**February 6 –March 6 (Thursdays) 6:00 – 8:00 pm**  
University College Bath/Brunswick, 9 Park St., Bath

**Additional Adult Education Opportunities**

Damariscotta .....	563-2811	Merrymeeting.....	729-7323
Wiscasset .....	882-9710	Richmond .....	737-4347
Bath.....	443-8255	Waldoboro.....	832-5205



**Teach a Class Adult Ed!**

*Do you have a hobby, interest, or skill you would like to share with others? We are looking for people to teach classes on topics such as:*

- Gardening**
- Photography**
- Arts & Crafts**
- Practical Skills**
- Local History**
- Computer**

**Give us a call at 633-3224**

**Ed2Go Online Learning**

*Take a course at home on your computer !*

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

All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer. Every course offered has quick and easy access to all your course materials--no matter what type of computer you use or what type of Internet connection you have. Some courses may require additional software or have other requirements that are NOT listed in this publication. Before registering go to our Online Instruction Center and read the complete course requirements for that course.

Registration is easy and convenient through Ed2Go's Online Instruction Center. Secure online payment is available through Ed2Go, or mail registration & payment to Boothbay Region Adult Ed. ( you can also drop your registration and payment off in the main office at Boothbay Region High School weekdays 8 am-3 pm)

**A sampling of the more than 300 courses available:**

**Test and Certification Prep**

SAT, GMAT, GRE, LSAT, A+, Net+

**Health**

Medical Terminology, Veterinary Assisting,

**Grant Writing and Fund Raising**

Grant Writing, Nonprofit Management

**Web Design and Programming**

HTML, XML, Dreamweaver, Flash, Java

**Personal Development**

Communication skills, Resume writing

**Start Your Own Business**

Start eBay Business, Write a Business Plan

**Business Administration**

Supervision, Ethics, Six Sigma, HR

**Career Development**

Assertiveness, Leadership,

**Entertainment Careers**

Screenwriting, Songwriting, Acting,

**Writing Courses**

Grammar, Poetry, Technical Writing



**www.boothbayae.org (click online courses) or ed2go.com/boothbayae**