

*Register now for Fall 2013 classes*

**There are so many  
options to choose from...**



**...we are excited to tell  
you about them!**

**Gray and New Gloucester  
Adult & Community Education**

**207-657-9612**

Gray-New Gloucester High School • 10 Libby Hill Rd., Gray • [www.msad15.org](http://www.msad15.org)



**MAINE  
Adult Education**  
*Learning for Work and Life*

# Gray-New Gloucester Adult and Community Education

Ronald G. Brann, BS, MBA • Director • 657-9612  
GNG High School, 10 Libby Hill Road, Gray, Maine 04039  
www.msad15.org • rbrann@sad15.org

## From the Director's Desk - Fall 2013

Well it is hard to believe a whole year has gone by since I started as your Director. It has been a very exciting and rewarding year. During the year we have served over 300 residents in a variety of academic programs from CNA and GED students, to our varied enrichment programs. We are excited once again to announce our fall program that is full of many new classes and many programs that are free.

We are also happy to announce that we have moved to a new location in the high school that will allow us to better serve you and make us much easier to find. We now have our own exterior entrance, located right next to the gym entrance, on the same side of the school as the athletic field parking. For those not familiar with the school, once you turn onto Libby Hill Road (across from Hannaford) the High school will be on your right, enter the first driveway for the school, come to the side of the building and you will see our signs. We have an open house planned for Wednesday September 18 at 6 pm so please come by and visit.

We encourage folks that have not completed their GED to come see us ASAP in order to try to finish up before the end of 2013 when all the changes are taking place.

If you already have completed a high school credential, either through a traditional diploma or GED, whether you have been done for a week or a decade or more we have a great program to help you explore career options rather they involve college or not. We are here to help you figure it out. We are kind of like Guidance Counselors for adults and we want to help you decide what to do now! A new career, college... whatever it might be! We have a full offering of programs for career and college planning. So please give us a call to discuss how we can help you.

There also continues to be a wide variety of programs online and via distance learning that have varied start times, so I encourage you to contact us at anytime and explore your options. Many of these types of programs you can

do from the comfort of home. Our program will work with you closely, and on an individual basis, to help tailor a program to your personal needs, we are all about helping every individual that comes to us with their individual needs.

If at any time you have ideas or questions about classes you would like to see us offer or that you may be interested in teaching let us know. We are always looking for ways to get more involved with the community and local businesses to jointly plan and promote programs.

I encourage you to check out one of our classes this fall to see what its all about. Please register early, some classes do fill up and others get cancelled due to low enrollment. We try to hold off canceling until the last minute but often we have to decide a week in advance. Keep in mind also that just because it is not in this catalog does not mean it is not available, give us a call!

It has been a fun and exciting year. I look forward to continuing to be your resource for adult and community education. Please check out our web page often, be sure we have you on our email list and that we are friends on Facebook so that you get all the latest updates!

**Ron**

Ron Brann, Director of Adult and Community Education

### **SAD 15 Adult & Community Education / Advisory Council**

Please call any of our council members if you have suggestions for improving your program. If you wish to serve on the advisory council please call 657-9612.

**Louise Chaplin, New Gloucester**

**Sheila Giancola, New Gloucester**

**Mary Hadlock, Gray**

**Sandy MacDonald, Gray**

**Kerry Leone, Gray**

**Josie Mann, New Gloucester**

**Gary Harriman, School Board,  
New Gloucester**

## Fall 2013 Classes and Programs

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**All classes located at GNG High School unless otherwise noted**

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## Gray-New Gloucester Adult and Community Education Program Services

Call us at 657-9612. We want to help you achieve and succeed!

**[www.gray.maineadulted.org](http://www.gray.maineadulted.org)**

### **Business Training/Planning**

We help businesses set up customized training programs for employees.

### **Career Advising**

A career advisor is available to assist you with career planning, job skills assessment, and job search resources, or exploring the process of transitioning to college.

### **College Transition Options**

We can help you find the right program for you, fill out the paperwork and score higher on your Accuplacer.

### **English for Speakers of Other Languages**

Tutoring is available as well as preparation for the citizenship test.

Scholarships may be available

Limited funds for training/courses

### **Testing Services**

Accuplacer, Myers-Briggs, GED, Strong Interest Inventory, Choices, ParaPro

### **Learn to Read Program**

If someone you know would like to improve their reading, we will teach that person FREE with no embarrassment.

### **GED Program**

(High School Equivalency Diploma)

You can earn a GED by successfully completing a series of five tests. Day and evening hours are available. There is no cost for this program. Test accommodations are available.

### **High School Diploma**

Take classes and earn credits toward your high school diploma. Schedule an appointment with the director before classes start. Call 657-9612. Many classes available online.

### **Individual Tutoring**

Individual tutoring is private and free. If you know someone who needs assistance please call.

### **Tutors Needed**

If you are interested in becoming a volunteer tutor for GNG Adult Education, please call Ron Brann at 657-9612.

### **Employment Assistance:**

Please call the office at 657-9612. Help with resumes, online applications, job counseling.

### **Class Ideas - Want to teach?**

Please give us a call.

## College Prep Classes

# Healthcare

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## **Certified Nursing Assistant**

C.N.A. 180-hour Course

Always wanted to get into the medical field? Becoming a CNA is a great place to start. You must be at least 18 years of age and be a high school graduate or have received your GED. All applicants must have an acceptable Reading Test score and provide evidence of immunizations and ability to perform the physical work required of the position. Applicants must agree to a background check.

***Apply soon, slots fill quickly.***

Dates: Class starts Fri., Sept 20, 8:00-4:30

Cost: \$1,000, Payment plans available

Clinicals: Thurs starting in Oct

Location: GNGHS 149

Instructor: Nolan

***Information Night Sept. 4 at 6 p.m.***

## **Behavioral Health Professional Training & Certification**

This program is a Department of Health and Human Services-Children's Behavioral Health Services (DHHS-CBHS) training certification program. This 50-hour course is designed to give the student the competencies to work in the home setting, trauma, child pathology, treatment planning processes, principles of behavior, and family functioning. Students are expected to attend all classes and complete between 2-4 hours of assigned homework prior to the beginning of each class. CPR, First Aid and BBP training and certification is required in order to be eligible for BHP Certification.

Dates: Saturdays, 9/21-10/26, 10am-3pm.

Cost: \$189 plus \$20 for book

Location: Windham

## **Certified Residential Medication Aide**

This course is designed to teach Residential Care Workers to administer selected non-injectable medications in a Licensed Residential Care or Group Home setting. The course also provides the basic understanding needed to administer medications and to document accurately and safely. Please call to pre-register so that we have the required number of participants necessary to run the class.

Projected dates and times: TBD based on demand

Cost: \$300 including all materials and medication pass.

Instructor: Sharon Emerson, RN

**Info Night  
for Academy of Medical  
Professions classes.  
Wed Sept 11 at 6 p.m. at  
GNG High School**

## **Pre-Nursing Entrance Exam Preparation (PAX)**

Students accepted in some college Health Science Programs are required to earn a passing score on the National League for Nursing Pre-Admission Exam (PAX). Our class will prepare you to take and pass the exam so that you may enter into your RN program. The class will run one day per week with assignments to be completed prior to the next class. We will utilize the review guide published by the NLN which can be purchased at your college bookstore or through Amazon.

Date: Sept. 24

Choose your day and time: W, 11-12 or

T 9-10 or Thu 9-10

Location: GNGHS 149

6 weeks

Fee: \$49

Instructor: Stephanie Haskins

## **CPR/AED & First Aid**

We are offering two programs which follow the guidelines of the American Heart Association, and offer a new approach to CPR & First aid training. The programs provide a comprehensive curriculum designed to teach participants the skills needed to maintain the life of an accident victim until EMS personnel arrive, along with recognizing and caring for potentially life-threatening emergencies. Two year certificate in CPR/AED, and a three year certificate in first aid. These programs use a variety of teaching aids, including videos, lecture, and practical hands-on exercises. Completion cards will be issued upon successful completion of a course. You can take one or both courses, both is preferred.

Dates: 10/10 CPR/AED, 10/17 First Aid, TH, 6:00-9:00

Cost: \$70 for both, \$40 each

Location: GNGHS Library

Instructor: Anketell

## **PSS & MED-TECH**

Courses available based on demand. If you are interested in one of these programs please give us a call ASAP.

## Phlebotomy Technician

Our course is all-inclusive, and in-depth, you will be able to perform basic phlebotomy procedures, evaluate patients for ability to withstand venipuncture procedure, explain the venipuncture procedure, answer patient questions, perform basic point of care testing, such as blood glucose levels on patients, prepare blood, urine, and other body fluid specimens for testing according to established standards. Fee includes national certification, books, resume and job assistance. Payment plans available.

Dates: Starts 9/23, Mon/Wed, 5:30-9:00

Cost: \$2900

Location: GNGHS 149

Instructor: Academy of Medical Professionals

## Medical Terminology

Basic medical terminology course covering all aspects of the medical vocabulary and the language relating to medical records. Great prerequisite for those entering into the medical office, billers and coders, medical transcriptionists, CMAA and most other advanced medical training courses. 16 week class. Fee includes terminology book, online program access and registration.

Cost: \$200.00

Dates: Starts 9/24, Tues., 6:00-8:00

Instructor: Academy of Medical Professionals

## Pharmacy Technician

You will learn everything from the role of the technician in the pharmacy setting, to the basic sciences at the core of pharmacy practice, to preparing for the PTCB exam. Learn complete drug information including proper name, spelling and pronunciation, drug class, generic and trade name, route of administration, dosage and more of hundreds of drugs. Be able to identify pills on sight with pill photos, gain better understanding of how certain drugs work within the body with a concise review of relevant anatomy and physiology, stay up to date with cutting-edge pharmacy practice with the latest information on new drugs, regulations, HIPAA guidelines and safety procedures. You will be ready to pass PTCB national certification. Work one-on-one with an instructor. Web-based 16-week program. All materials included in fee including National Certification Exam fee. Payment plans available.

Dates: Class starts online anytime you are ready

Instructor: Academy of Medical Professionals

Cost \$1850

## Medical Office Assistant with CMAA

If you want to work in a medical front office, this course will teach you the practical real-world skills essential for success. This completely inclusive course consists of Medical Terminology, Medical Front Office Skills, EHR/EMR (Electronic Medical Records) for the Medical Office and the Administrative Medical Assistant. You will learn MedTrak electronic records system used in many medical offices. In addition, upon completion of all courses, you will sit for your CMAA (Certified Medical Administrative Assistant which includes electronic medical records) exam through the National Healthcareer Association. Payment plans available. 16 week web based program. All materials included in fee including National Certification Exam fee.

Dates: Starts Sept 24 and 25, 6:00-9:00, Tues and Wed

Cost: \$3,000

Instructor: Academy of Medical Professionals

## Medical Transcription Certificate

Strong typing, computer, and English grammar skills are essential. Medical terminology, formats, rules and regulations, jobs, calculation of pay, confidentiality, FTP, and tricks of the trade, all equipment, reference books, and course books are provided with the course fee. Classes are once a week for 16-weeks with a completion of 16 weeks to 6 month options. This is a State Certified Program and you will receive a Certificate of Completion and Letter of Recommendation upon graduation, resumes and how to obtain a job are covered in this program. Course includes medical terminology, Anatomy & physiology and transcription. Payment plans available.

Dates: Starts 9/24 6:00-8:00 Tues

Cost: \$2400

Instructor: Academy of Medical Professionals





## Medical Billing & Coding

Includes CPC certification

20 week, in-depth, State-Certified Certificate program in both medical billing/coding. Designed to teach all aspects of both medical billing and coding and provide you the skills you need to get into the job market in either field or both. This certificate program is taught by a Certified Medical Coder and includes Medical Terminology, Anatomy & Physiology, CPC exam, AAPC membership, 3 practice CPC tests and all books. Basic computer skills are required. Payment plans available.

Dates: Starts 9/24 and 9/26, Tues and Thurs, 5:30-8:30  
Cost: \$3500

Instructor: Academy of Medical Professionals

## Hospital Billing & Coding

Includes CPC-H certification

A comprehensive program for Hospital Billing and Coding providing national certification as a CPC-H that covers everything hospital billers need to know, from patient admission to accounts receivable management and HIPAA. It builds on your knowledge so that you can make a successful transition from the physician/outpatient environment to the hospital setting. This course covers the hospital regulatory setting, the structure and functions of hospital departments, patient accounts and data flow, the billing process, coding, claim forms, reimbursement, accounts receivable management, HIPAA requirements, and with updated electronic claim forms. You will have Hospital cases which allow you apply concepts to real-life scenarios. 10 week program. Payment plans available.

Dates: Starts 9/23, Mon, 5:30 – 8:30

Cost: \$1800

Instructor: Academy of Medical Professionals

## EKG Technician

This comprehensive 50 hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the American Society of Phlebotomy Technician (ASPT)– Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocar-

diography. Additionally, students will practice with equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

Cost: \$999 (Textbooks included)

Starts anytime you are ready

Location: Online

## ICD-10-PCS Online Training Modules

Get an overview of the history and format of the ICD-10-PCS coding and prove that you're ready for the new code set with this convenient online course. Five interactive modules give you an introduction to ICD-10-PCS and teach you how to translate your knowledge of ICD-9-CM to the new code set. Upon completion and passing of a final exam, print an American Academy of Professional Coders (AAPC)\* Certificate good for 2.0 continuing education units and American Health Information Management Association (AHIMA)\*\* Certificate provides 4 CEUs for AAPC or 5 CEUs for AHIMA. Prove to employers and colleagues that you are ICD-10-PCS-ready\*! Payment plans available. 4 weeks.

Dates: Starts 9/21, Sat, 9:00 – 12:00

Cost: \$600.00

Instructor: Academy of Medical Professionals

## Dental Assisting Program

The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This course covers the following key areas and topics – Administrative Aspects include: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Clinical Aspects include: introduction to oral anatomy; dental operator; dental equipment, introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program.

Cost: \$1,199 (Textbooks included)

Starts anytime you are ready

Location: Online

## Science Classes for Healthcare Workers

Do you need to complete science credits (with or without a lab) in Chemistry, Physics or Biology in order to get into a nursing, physical therapy or some other healthcare related program? We can help with our flexible, independent, online study programs. Give us a call to discuss. Costs as little as \$50 plus lab fees where applicable.

**Starts soon!**

### Human Biology with Lab

This lab based course is an introduction to general principals of biology through the student for the human body. Topics include basic anatomy and physiology, development and aging, genetics and inheritance, immunity and human diseases, evolution, ecology, and human impacts on the environment. This course is designed to meet the Biology pre-requisite of most colleges and prepares students to be successful in Anatomy and Physiology. 15 weeks.

Dates: Starts 9/3, Wed, 5:30-8:30

Cost: \$99

Call for details!



### Self Care for Caregivers

Are you among the 154,000 informal, unpaid family caregivers in Maine? If you regularly help an elder or disabled relative or neighbor with chores such as home or personal care, budgeting, transportation, or medical appointments the answer is yes. To keep our own health in balance we have to take time to

care for ourselves, too. This class explores creative ways to take care of yourself while caring for others. Jennie Louise Barnes has experience as a family caregiver and she has earned a Master of Social Work concentrating in Gerontology.

Date: Nov 5, 6:30-8:30

Cost: \$25

Location: GNGHS 149



## Outdoor Safety

### Snowmobile Safety

Participation in a snowmobile education course will teach how to properly operate and maintain a snowmobile. Laws, responsibilities and personal safety will also be covered. Passage of a final exam is required. You must attend every day of the class in order to receive your



certificate. Proper Operation and Safety (Riding Skill-Equipment-Maintenance, laws, Emergencies & Survival, Map & Compass, Self Help First Aid and Environmental/Landowner/Ethics. This Class is recommended for all persons operating a snowmobile within the State of Maine. Any Students under the age of 14 must have a parent or guardian over 21 years of age accompany them in class and students under 18 years of age must have written permission from parents or guardian to take the class. This class is accepted in all Northeastern States requiring a snowmobile safety class to ride.

Instructor: IFW Safety Division Staff

Dates: 12/17 and 12/19, 6-9pm

Students must attend all classes

Location: GNGHS Rm 149

Cost: \$5

### Map & Compass

This class is designed to teach you the basics of Map and Compass. Being comfortable at obtaining a bearing, a back Azimuth, reading a topo map and marking the compass to the map to plan a trip, work your way around in the woods, and comfortable getting back to your

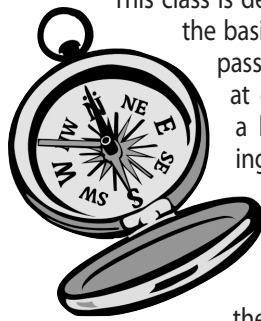
home or vehicle. Students are required to bring a base plate compass to class. We recommend a Brunton, Silva, Suunto, or similar compass. Please dress warm as we may go outside to work with the compass.

Instructor: Registered Maine Guide

Date: Sept 18, 6-9 p.m.

Fee: \$15

Location: GNGHS Rm 149



# Business and Office Skills

## Intro To Quickbooks

This course is designed for beginners. Topics to be covered include: Getting started, setting up Quickbooks, working with lists and bank accounts, entering sales and invoices, receiving payments and making deposits, entering and paying bills, analyzing financial data, tracking and paying sales tax and customizing forms.

Dates: 10/5, Sat, 9 - 3

Cost: \$49

Location: GNGHS 149

Instructor: Kirk Allen



## Web Design

Learn how to create web pages like a highly paid pro – with the unprecedented control that CSS enables. Using Cascading Style Sheets (CSS) to design the format and structure of your web pages can make your life as a web designer and web design maintainer much easier! CSS allows you to control the appearance of text, graphics and page layout for a single page or the entire site. If you decide later that you want to make a change to the design of the site you can change a few lines of CSS formatting and have the changes made without having to change the structure of the page. You will learn to apply color, font and spacing attributes to pages for both web and print layout. Students will need a text editor or web site design tool. There are free tools available. This class runs 16 hours over 7 lessons. Course comes with Certificate of Completion. Text Book Required.

Dates: Your choice of start dates - Sept 18, Oct 16 or Nov 13

Cost: \$79

Location: Online

## Employment/Employability Skills Training Certificate Program (ESCP)

We offer four certificate programs (Clerical, Office Assistant, Accounting Clerk, Medical Office) that provide training in the essential skills for any 21st century workplace. Whether you need Computer skills, Communication skills, Accounting skills, or skills related to the fast growing Medical field, we have something for

you. We also teach employability skills such as personal management, communication, dependability, attitude, decision making and organization. We will work closely with you on your strengths and weaknesses. We offer a wide array of career and college decision making programs. If you want to join one of these certificate programs, or have questions, please call the office to schedule an appointment

## Career Exploration & Readiness

We offer a 3 level certificate program.

The career exploration course starts with exploring your interests. You will explore your interests, talents, achievements, and goals. You will learn about career clusters and pathways. We will work to match your talents, interests and goals to career options. In the career readiness area you will work through 3 certificate levels learning and reviewing all the basics. These programs can start any time. Please call to schedule an appointment.

## Career advancement certificates:

**Certificate in Customer Service**

**eMarketing Essentials Certificate**

**Mobile Marketing Certificate**

**Social Media for Business Certificate**

**Supervisory & Leadership Certificate**

**Entrepreneur Boot camp**

**Facebook for Business**

**Google Analytics**

**Twitter for Business**

**Many more...Call to discuss options**

## Basic business classes:

**Business Basics**

**Basic Skills for the Real World**

**Job Skills for the Real World**

**Data Skills for Today**

**Workplace Writing**

**Communication Skills**

**Computer Applications**

**Computer Science**



# Microsoft Office Specialist Program

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The Microsoft Office Specialist (MOS) 2010 certification program helps you to prove that you're ready to move into the workplace. With MOS 2010 certification, the world will know that you have the skills needed to use the full features and functionality of Office 2010 applications—that you meet the performance requirements employers seek. The credential can be your advantage in a competitive environment: when recruiters choose a candidate with MOS 2010 certification, they know they're getting an Office 2010 superstar! Certification prepares you to succeed. Will you be ready to enter the workforce? Will you have practical computing skills to move ahead in the workplace? With MOS 2010 certification you can:

- Stand out in the recruitment process by demonstrating proven skills in globally accepted Microsoft Office applications;
- Prove yourself especially capable by completing assignments and projects with greater ease and efficiency than other employees;
- Develop a wide variety of skills—not only in using applications, but also for tasks such as managing budgets and preparing presentations.

**Courses may be taken on their own or as a part of the certification.**

## **Microsoft Word 2010 - Level I Introduction to MOS Certification**

Instructor: Shelli Pride / Monday, 9/9 - 10/7, 6:00 PM - 9:00 PM for 5 sessions / Location: Windham

Fee: \$39, plus \$20 book fee, and \$5 lab fee

**Microsoft Word 2010 - Level II Advanced.** Offered after completion of Level I

**Microsoft Word 2010 Certification Test Preparation.** Offered after completion of Level II

## **Microsoft Excel 2010 - Level I Introduction to MOS Certification**

Instructor: Shelli Pride, / Wednesday, 9/11 - 10/9, 6:00 PM - 9:00 PM for 6 sessions / Location: Windham, Fee: \$39 plus \$20 book fee and \$5 lab fee

**Microsoft Excel 2010 - Level II Advanced.** Offered after completion of Level I

**Microsoft Excel 2010 Certification Test Preparation.** Offered after completion of Level II.



## **iPad Introduction For Parents**

The Maine Learning Technology Initiative (MLTI) program organizes one-to-one computing for grades 7 - 12. Every fourth year, a "reset" happens to upgrade technology to current standards.

This year, MSAD 15 has chosen iPads as the standard for students. Come sign up for this community information session about how the iPads will be utilized to help students achieve learning standards and goals. We will also discuss the importance of digital citizenship.

Choice of dates: 9/24 (Tuesday) or 10/2 (Wednesday)  
6-7 PM GNGHS **FREE but pre-registration is required**

## Thinking about the Military

We offer an ASVAB study course. The ASVAB is a multiple-aptitude battery that measures developed abilities and helps predict future academic and occupational success in the military. It is administered annually to more than one million military applicants, high school, and post-secondary students. This course can start any time so please give us a call.

## Want to be a teacher?

Need to study for your PRAXIS II exam? We offer a study course in most subject areas. Praxis II® Subject Assessments measure knowledge of specific subjects that K-12 educators will teach, as well as general and subject-specific teaching skills and knowledge. Individuals entering the teaching profession take the Praxis II tests as part of the teacher licensing and certification process required by many states. Some professional associations and organizations require Praxis II tests as a criterion for professional licensing decisions. These can start anytime so please call to discuss.

## Want to be a substitute teacher in Gray/New Gloucester?

Give us a call to discuss what you need to do.

# Home-based Business

## Real Estate Career

Is a career in real estate for you? Come to this fun and informative workshop taught by local realtor Cathy Manchester and find out if a career in real estate sales is right for you. Students will participate in a DISC personality profile, which may help determine whether a career in sales might be an enjoyable career for them. Participants will learn how to get started on a real estate career path, the costs and licensing involved, and the pros and cons of being a real estate agent.

Date: Wed, Oct. 2, 6-8 p.m.

Location: GNGHS Library

**Free**



## Certified Professional Pet Sitter

Turn your passion for pets into a rewarding professional career—become a pet sitter. Do you have a passion for pets? Interested in a career change, a new business opportunity or a second source of income? Certified Professional Pet Sitters come from all walks of life—educators, business professionals, medical and veterinary industry support personnel—with a common desire to be their own bosses, work with companion animals and become pet sitters. PSI's Certification Program provides the most comprehensive educational program available in the pet-sitting industry. This quality curriculum produces the skill sets pet sitters need to provide the most responsible pet care. Sections include Pet Care, Companion Animal Health & Nutrition, Business & Office Procedures and Additional Pet-Care Services. Pet Sitters International Certification Program.

Dates: start anytime

Cost: \$380

## Basics of Selling On eBay

eBay has become one of the Internet's most popular shopping destinations. Whether you are looking for a unique item or you want to dabble and need to sell what is up in the attic or you want to join the 1.3 million people who use eBay as a primary source of income, this course may be just what you need! Covered topics include: Getting started on eBay; Setting up eBay and PayPal accounts; Security Issues & Identity Theft; The Basics of Buying and Selling - Including: determining product value; preparing your photos for eBay; creating your listing and completing the sale; receiving payment; and shipping your item. Lecture with discussion and demonstration so students can create their own eBay selling account and start selling when they go home. Prerequisites: Students need to be comfortable using a computer and possess basic computer and digital photography skills and be comfortable navigating the Internet. In week 4, students will bring to class a USB Flash Drive that contains the work that they have done at home over the last three weeks: edited digital photographs, written title and description; we will then review the listings and walk through the upload process. Students will then upload their own listings to eBay.

Date: Oct 8-29, Tuesday, 6:00-8:30

Cost: \$49 Materials Fee: \$25

Location: GNGHS 149

Instructor: E. Michael Mills



## Digital Photography for Selling Online, Including eBay & Craigslist

In this short, one-session class, you'll find how Digital Photographs can make your listings stand out and GREAT Photographs will separate you from the rest of the crowd. This is not a general digital photography class, but one focused for those who are selling on line and want to take their photography to the next step. We will cover what to look for in a digital camera, how to set up your photography area, lighting, white balance, getting the best quality of cell phone camera shots, importing your photos to your computer, editing your photos and optimizing them for eBay and Craigslist (there is a difference), and create a picture filing system that makes sense. What you should bring to class (if you have these items – all are optional): Digital Camera (with the Owner's Manual, if you have it), Tripod, Cable or Card Reader to import your photos to a computer, Flash Drive and Laptop Computer.

Date: Oct 1, Tues, 6:00-8:30

Cost: \$20

Location: GNGHS 149

Instructor: E. Michael Mills



## Getting Paid to Talk Class

Have you ever been told that you have a great voice? This exciting class will explore numerous aspects of voice over work for television, film, radio, audio books, documentaries and the Internet in your area. We will cover the basics, including how to prepare the all-important demo, how to be successful and earn great income in this exciting field. Students will have the opportunity to ask questions and to hear examples of demos recorded by professional voice actors. Class participants will even have a chance to record a commercial script under the direction of our Voicecoaches. com producer! This class is informative, lots of fun and a great first step for anyone interested in voice acting professionally. Space is limited, and registration closes one week prior to class, so register early.

Dates: 9/17, Wed, 6:30-9 p.m.

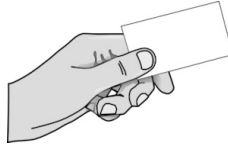
**Act fast, class starts soon!**

Cost: \$25

Location: GNGHS Library

## Starting your own Arts & Crafts Business

If you have an art or a craft and you dream about starting your own home-based or small business, this is the course for you! You'll learn how to start your own arts and crafts business from a professional artist. You'll discover how to find your niche within your chosen craft



and how to create your own unique business identity. You'll also see what makes marketing in the arts

and crafts business different from marketing in most other enterprises, and you'll find a sales approach that meshes with your personality and preserves your creative integrity. You'll get insider secrets too, learning how to find and get into the best craft shows, as well as design booths that really draw customers in. You'll also discover how to price your work effectively so you can set yourself up for success whether you're selling through craft shows, in galleries, online, or even in your own retail store.

Dates: You choose your start date -

Sept 18, Oct 16 or Nov 13

Cost: \$79

Location: Online

## Secrets of the Catering Business

Catering is a business that has become very popular, especially for those who love to cook and plan parties. From weddings to showers, to business parties, catering is a home-based business that gives the caterer an exciting and creative career. In this introductory course, you will learn how to put your cooking and party planning skills to work. Learn the fundamentals of the catering business, how to cook for large crowds, organize your kitchen, manage your time, and work with clients. The course focuses on cooking skills every caterer needs, with an introduction to the business side of catering. You'll also receive many unique and tested recipes that you can use to jump-start your business.



Dates: You choose your start date - Sept 18, Oct 16 or Nov 13

Cost: \$79

Location: Online

## Effective Business Plans

New Ventures™ is a twelve week course which covers in depth topics such as your customer, your competition, marketing, record keeping, taxes, legal aspects, financing your business and much more. At the end of the twelve weeks you will have completed a written business plan.

Orientation Session Thursday, September 5, 2013

9:00 a.m. – 12:00 p.m.

Thursdays, Sept. 12 – Dec. 5,

9 a.m. -3 p.m. (no class Nov. 28; snow date Dec. 12).

Follow-on classes: Jan. 16, Feb. 13, and March 13.

**Free**

## Job Skills & Career Planning

### Getting the Job!

Basic requirements for a successful job search include producing a good resume and a well-written cover letter, online job searching, and having a successful interview. This class is helpful if you have not written a resume before or need help with formatting or updating your current resume and cover letter. Interview workshop. Also discuss online job hunting, interviews, networking, completing applications, customer service and work ethic.

Dates: Oct - Nov, 4 weeks, Wed 10-12

Cost: \$39

Location: GNGHS 149



### Career Planning: Finding Your Place in Today's Job Market

Prepare for your next career or job with a plan that meets your needs. In this class you will review your skills, interests, and experiences and relate them to occupations; identify educational opportunities; research the local job market; and develop a step-by-step plan to achieve your goals. Whether you are unemployed, underemployed, or considering a career change, this class will help you achieve employment success for today and tomorrow. This class is for anyone with internet access who is looking for a class with flexible hours, where you will not have to attend a live class, and can work at your own pace within the scheduled weeks of the class. Participants will connect with the instructor and classmates in online discussion boards, conference calls and more.

Dates: Oct 14-Nov 22

Registration deadline: Sept. 27

**Free**

## Creating Your Future: Career Planning for the New Economy

Join this 24-hour class to examine your work values and interests, identify your transferable skills, and explore your earning potential. We will learn about local projected growth industries and identify the skills, education, and training needed to build your career. At the end of the class you will have a plan to achieve your career goals. Assistance with resume building and job seeking will also be provided. Two follow-up sessions are scheduled to provide ongoing networking and support.

Dates: Mon/Wed, Oct 16 – Nov 4, 9:00 – 1:00

Follow-on class: November 11 - 20

**Free**

## Marketing Yourself for New Employment

Learn the latest in developing a quality cover letter and resume. Create a portfolio to emphasize your transferable skills and experiences. Get updated in current trends in interviewing techniques and the art of networking.

Dates: Mon and Wed, Nov 11–20, 9:00 – 1:00

**Free**

## Mature Workers – Changes, Challenges and Opportunities in Today's Economy

The economy is changing! New careers and occupations are being created that will impact what people will do for work. Are you 50+ and interested in learning about the latest changes and reviewing your retirement strategies? This event will explore emerging trends and opportunities. Learn what community agencies and educational services are available to assist you in the next steps of your work search and more.

Dates: Friday, Nov 22, 9:00 – 1:00

**Free**

**BE PREPARED  
BE YOURSELF  
BE CONFIDENT**

## **Critical Thinking: Tools for Taking Charge of Your Life**

Strategic thinking creates opportunities in the work place, in dealing with relationships, in finances, and in all areas of life. Learn to think logically, present well-developed arguments, and see through invalid presentations. This course will help learners identify valid and invalid claims, sufficient and insufficient evidence, fact and opinion, generalizations, inferences, emotional arguments, propaganda, and more. Critical Thinking: Tools for Taking Charge of your Life is a blended class, meaning it will meet twice a week and the rest of the course is online throughout the week. This course meets the requirements for an English credit (or elective). No class 11/11, 11/25, 11/27.

Dates: Monday/Wednesday, 10/16 – 12/16, 1:00- 4:00

Book Fee: \$20

Cost: \$30

## **Vocational & Trades**

### **Precision Machining**

Introduction to Precision Machining Technology is an exciting new program designed to provide training and education to students pursuing entry-level and in demand local and regional Manual Machinist jobs. This program provides students with the basic knowledge and training sought by local machine shops. Training includes shop math (covering basic math, algebra, trig, geometry), blueprint reading for industry, the ToolingU.com curriculum alignment for NIMS Level I (Measurement, materials and safety I), WorkReady and a job shadow experience. At the conclusion of the training, students are eligible to test for the NIMS Level I Certification: Measurement, Materials and Safety.

Location: Classes are held at PATHS (196 Allen Avenue, Portland)

Days/times: Monday and Wednesday evenings from 5:30-8:30pm.

Dates: October 2, 2013-June 9, 2014

Cost: \$1,250.00 Includes Tuition (\$800), Books (\$200), Supplies (\$250). Funding is available for qualified students (program is approved for WIA funding). Payment plans are available.

**HOT  
NEW  
FIELD**

## **Welding - Basic Fluxcore Welding (FCAW) Training**

Training will be held at the New England School of Metalwork. Boots and long pants are mandatory. Welding helmets, jackets, gloves, safety glasses, and beanies are included in the cost of the program and will be distributed on the first class day. The program will consist of 48 hours of FCAW welding instruction as described in the following: The objective of this program is to give students the knowledge and skill required to consistently produce high quality welds using the FCAW process. Presentations include discussions on welding safety, GMAW theory and technique, shielding gases, and troubleshooting. Hands-on training is designed to improve the student's skills in welding.

Details:TBD

### **Train to work in Manufacturing**

ToolingU.com is the leading online training provider focused on the unique needs of manufacturers. With roots in manufacturing, ToolingU.com began by recognizing the industry's specific needs. They need the right people with the right knowledge. ToolingU.com has developed an extensive catalog of manufacturing-specific content and innovative learning tools to help manufacturers and students bolster their expertise and leverage their employees to successfully complete in today's economy. They train students through a range of carefully integrated online learning tools. Classes are delivered through a custom learning management system (LMS) which provides extensive tracking and reporting capabilities. Machining, Assembly, Welding and Fabrication, Maintenance, Foundational. Each subscription provides the student with 120 days of online classes. Please call to register and receive your passcode to begin your online training. \$170 per subscription.

**Through SMCC we offer  
CJUS-105 Intro to  
Criminal Justice  
and CMPT-101 SMCC Intro to  
Computer Applications**



# Online Academic & Career Classes

## Instructor-Led Courses • New sessions start every month

Whether you're looking for professional development or personal enrichment, our six-week online courses are the perfect way to learn a new skill or enhance your existing ones. Spend roughly two to four hours each week completing two engaging lessons in an enjoyable, interactive learning environment. Expert instructors develop and lead every course, and you will interact with them and fellow students in lively online discussion areas. New sessions start every month - **sign up anytime**. Upon completing a course with a passing score, you'll get an award of completion from your learning institution.

**[www.ed2go.com/gngadulthood](http://www.ed2go.com/gngadulthood)**  
**207-657-9612**

## A sample of online classes offered - many more online

### More great courses online

This is just a sample! Call us to get started at 657-9612. **Courses may be accepted for academic credit at area schools and colleges.**

Each class costs \$50.

- Anthropology
- Archeology: Detectives of the Past
- Art History and Appreciation
- Computer Applications & Technology
- Criminology: Inside the Criminal Mind
- Forensic Science I: Secrets of the Dead
- Gothic Literature: Monster Stories
- International Business
- Law & Order: Intro to Legal Studies
- Music Appreciation: Enjoyment of Listening
- Intro to Philosophy: The Big Picture
- Personal Psychology
- Real World Parenting
- Sociology
- Veterinary Science: Care of Animals
- World Religions: Exploring Diversity

**Also available many different math, science, English and social studies courses**

Each class costs \$79

Accounting and Finance  
Personal Finance and Investments  
Business & Business Communication  
Business Software  
Project Management  
Sales and Marketing  
Start Your Own Business  
Design and Composition  
Adobe Software  
Graphic Design  
Multimedia  
EMS and Firefighters  
Ethics, Law, and Compliance  
Publishing  
Criminal Law  
General Law  
LSAT Preparation  
Paralegal  
Children, Parents, and Family  
Test Prep  
Teaching and Education  
Classroom Computing  
Tools for Teachers  
Technology  
Certificate Prep  
Computer Programming  
Database Management  
Networking and Communications  
Security  
Web Technology



**Gray-New Gloucester  
Adult Education offers  
career counseling. Please  
call 657-9612 for more  
information.**

# Academic Enrichment

## American Sign Language

Class information coming soon. Call us at 657-9612 for more info.

## Academic Success Course

This class is designed to help you improve your study habits and enhance your prospects for academic success.

This course is offered online so it can begin anytime.  
Cost: \$50

## Algebra I

If you need an Algebra 1 course this class is for you.

Dates: Tuesday & Thursday, Oct. 15-Dec. 12, 4-7pm  
Cost: \$75

## American Culture

This course will be examining twentieth century U.S. History through the lens of the popular arts. There will be a decade by decade look at history from the turn of the century. Students will explore the evolution of American culture and the impact on the entire world. We will explore the development of artistic movements and inventions that have impacted our country in the century preceding modern days.

Dates: Sept 12 to Jan 2, Thurs, 12:00 – 3:00

Location: GNGHS 149

Cost: \$60

## American Literature - Hunger Games

Students will explore the trilogy by Suzanne Collins. This course will explore the direct content of the text while developing an awareness of current politics, civics and government. The students in this course will write essays and short answer responses related to the text and other related course content. Call the adult education office to register.

Date: Sept 11 - Dec 18, Wed, 5:30-8:30

Cost: \$60

## Critical Reading and Writing

This course helps students develop strategies to understand what is read, remember what is read, and read faster. Students will read various short materials and practice learning from what they have read. They will also learn to write clearly and accurately. The focus is on organizing writings into paragraphs and essays while developing skills in grammar, spelling, and punctuation. This course will assist diploma, GED preparation, and college transitions students meet the standards for their programs.

Date: Sept 10 – Dec 17, Tues, 9:00 - 12:00

Cost: \$60

## Chinese, German, Spanish, French, Japanese & Italian online

These dynamic courses make learning languages fun and surprisingly easy. You'll learn how to ask directions, book a room, order a meal, and much more-in the language of your choice! Phonetic spellings of each word and phrase make mastering pronunciation a breeze. Course audio even lets you hear and practice with a simple click of your mouse. This course will prepare you to speak the basics in a wide variety of settings and situations, and it promises to enrich your experiences while traveling.

Date: Varies, your choice of start dates and language.

Fee: \$50-\$100

Location: Online

**We can help you.**



GNG Adult and Community Education can help you achieve your goal of attending college, or help as you transition back into school.

We also offer Accuplacer testing.

## SAT Test-Preparation Class

**Available online - start anytime!**



# GRAY RECREATION DEPARTMENT

(grayrec.com)

Mailing address: 24 Main Street, Gray, ME 04039  
Henry Pennell Municipal Complex Phone: 657-2323 Fax: 657-2852

Director: Dean Bennett Assistant Director: Roger Dehetre  
Administrative Assistant: Deb Nickerson



Before school hours:

(7 am to 8:20)

After school hours:

(2 to 5:30)

Grades K to 6

## BOOT CAMP

Every Tues and Fri at  
GNGHS from 6 to 7 p.m.

Please refer to our web  
site for more informa-  
tion on these and other  
programs that we will be  
offering this fall.



## FALL YOUTH SOCCER

Back for another exciting  
season. There will be a  
few changes to the loca-  
tion of soccer so please go  
to our web page and refer  
to this important informa-  
tion. If you have any ques-  
tions feel free to call us at  
the above number.

## MEN'S FLAG FOOTBALL LEAGUE

SUNDAYS, STARTING IN  
SEPTEMBER AT THE  
NEW GLOUCESTER  
FAIRGROUND FIELDS.

FMI CALL:  
Roger Dehetre 657-6762.

# GRAY RECREATION DEPARTMENT

(grayrec.com)

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Director: Dean Bennett Assistant Director: Roger Dehetre  
Administrative Assistant: Deb Nickerson



## MEN'S PICK-UP BASKETBALL

Every Wednesday evening at Newbegin  
from 7 to 9 p.m.

Fee is \$2 payable at the door.

## MOUNTAIN BIKING CLINIC

Join avid mountain biker Gregory Jancaitis on Saturday,  
September 28 at GNG Middle School for a great  
hands on session and plenty of fun on the Libby Hill  
Trails. Ages 8-10 (9 a.m. to noon) and ages 11 to 13  
(9 a.m. to 2 p.m.) More information will be available soon.

## JR LACROSSE CLINICS

Is there any interest for a lacrosse program this fall for  
children ages 6 to 8? This program would piggyback the  
spring program we offered. See our website to pre-register.

### OTHER PROGRAMS:

**Buskido Karate  
Lessons**

**Mad Science Classes**

**Gymnastics &  
Cheertumbling**

**1 Pitch Adult Co-ed  
Softball Tournament**

Please refer to our web  
site for more informa-  
tion on these and other  
programs that we will be  
offering this fall.

# Home Repair

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## Renovation, Repair and Painting Certification

Get Certified by professionals for Lead Paint Removal. We offer EPA accredited training for both the 8-hour Initial RRP and the 4-hour RRP Review Training. Federal law requires contractors that disturb painted surfaces in homes, child care facilities and schools built before 1978 to be certified and follow specific work practices to prevent lead contamination. Federal Law also requires that individuals receive certain information before renovating more than 6 square feet of painted surfaces in a room for interior projects and more than 20 square feet of painted surfaces for exterior projects or window replacement or demolition in housing.

Details TBD-call if you are interested in knowing more



## Miniature Punch Needle

This is an old craft, which mimics the appearance of hooked rugs--but in miniature doll house size! The design is punched from the back using a specialized punch needle tool, creating a series of tiny loops on the front surface. Using my hand dyed wool yarns makes all the difference in antique appearance and quality. In this 4 hr. class, students will choose from among a variety of complete kits which include an original folk art design, all hand dyed and natural wool threads, and complete instructions. Preview kit designs at [www.jconnerhookedrugs.com](http://www.jconnerhookedrugs.com). BRING TO CLASS: small sharp embroidery scissors, a Cameo size Small Punch needle (or purchase from instructor) and 7" MORGAN brand locking embroidery hoop

Date: Saturday 10/26, 9 to 1

Cost: \$35

Materials Cost \$25-50

Location: GNGHS 149



## Early American Penny Rugs

One form of applied table rug that became very popular during the mid to late 19th century was the "penny rug", so called because of the small circular patches of wool used to create geometric and pictorial scenes. Each kit contains a unique selection of pre-washed and hand dyed wools, patterns and design suggestions, and even the embroidery needle and threads! Kit designs may be previewed on [www.jconnerhookedrugs.com](http://www.jconnerhookedrugs.com). The sequence and procedure of penny rug making will be demonstrated from start to finish. History, antique examples, and sources for purchasing more materials will be discussed. Anyone who enjoys rug hooking, rug braiding, or quilting would enjoy making penny rugs, although absolutely NO prior experience is needed!

Date: Saturday 11/16, 9 to 1

Cost: \$35

Materials Cost \$25-77

Location: GNGHS Rm 149



# Fine Arts & Crafts

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## Folk Art Rug Hooking

Have you ever admired the simple and whimsical designs of hand hooked rugs? Genuine hooked rugs use wool fabric strips, not yarn, and are rich with texture and color. Like all old fashioned crafts, rug hooking is low-tech, simple and lots of fun! Learn the sequence and procedure of rug hooking, from start to finish. Every step will be demonstrated. You will choose a unique hand drawn kit for your project, available directly from the instructor. Preview kit designs at [www.jconnerhookedrugs.com](http://www.jconnerhookedrugs.com). Your rug hooking kit will include everything needed: hook, instructions, design suggestions, binding, burlap, hoop and a selection of one-of-a-kind heirloom and hand dyed wools. If you have a favorite pair of sharp fabric scissors, please bring these to class.

Date: 9/21 Saturday, 9 to 1

Cost: \$35

Materials Cost \$34-60

Location: GNGHS 149



## Open Studio Watercolors

Join local artist, Diana Hertz one evening a week for instruction in using watercolors. Whether you are a beginner or have some art background Diana can assist you in accessing your creativity in a medium that will help you produce a piece that you can display with pride. Relax and enjoy. We encourage you to view Diana's work online at [www.dianahertz.com](http://www.dianahertz.com). A materials list is provided at the time of registration.

Dates: 7 weeks, 9/30, Mon, 3-4 p.m.

Location: GNGHS

Cost \$79

Instructor: Diana Hertz

## Collage & Mixed Media

Create collages from unique and interesting materials. Experiment with different papers, techniques and ideas to create spirited and innovative collages while learning about color, composition, texture, shape and execution.

Date: 8 weeks, Wed, 6-8 pm., 9/25

Location: GNGHS

Cost: \$99

Instructor: Suzi Tegelaar

## All Levels Bookmaking; Drawing & Painting Class

Spend each class using a different material to create a page in the book you will take with you to share with family & friends. Enjoy watercolors, ink, colored pencils, collage, graphite and your choice of mixed media. Two classes will be designed to putting your artwork together into one book and decorating your covers. Basic materials are included.

Date: 8 weeks, Tues, 6-8 p.m., 9/24

Location: GNGHS

Cost \$99

Instructor: Suzi Tegelaar

## Dance

### Ballroom Dancing – all levels

Have you always wanted to learn ballroom dancing but didn't have the time? We are offering convenient afternoon classes with instruction on Rumba, Swing, Waltz, Tango, and Fox Trot. Instruction will last 30-40 minutes to be followed by dancing for a total time of 1 1/2 hours. Each dance has a basic pattern of steps, to which other patterns may be added. Some

patterns may be used in different dances. A curriculum and music for practice outside of class will be provided.

Day: Tues, 9/10, 6-8 p.m., Join anytime.

Fee: \$20 per adult, \$10 per student

Location: GNGMS

Instructor: Wibby



## Music

### Just ONCE Piano for Busy People

Some music teachers may not want you to know this, but you don't need years of weekly lessons to learn piano. In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. While regular piano teachers teach note reading, piano professionals use chords. You can learn all the chords you'll need to play any song in this one session. Any song. Any style. Any key. If you can find middle C and know the meaning of *Every Good Boy Does Fine*, you already know enough to enroll in this workshop.

Date: 11/25, Monday, 6:30 - 9

Cost: \$25

\$29 fee for workbook and practice CD will be collected in class by instructor

Location: GNG HS Music Room

### Just ONCE Guitar for Busy People

Have you ever wanted to learn the guitar but simply find it difficult to find the time? In just a few hours you can learn enough about playing the guitar to give you years of musical enjoyment, and you won't have to take private lessons to do it. This crash course will teach you some basic chords and get you playing along with your favorite songs right away. Bring your acoustic guitar. Learn how chords work in a song, how to form the three main types of chords, how to tune your guitar, basic strumming patterns, how to play along with simple tunes.

Date: 10/21, Monday, 6:30-9 p.m.

Materials fee: \$29 for workbook and practice CD will be collected in class by instructor

Cost: \$25

Location: GNG HS Music

# Driving

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## Driver Education

In conjunction with The Driving School, driver education classes are being offered at Gray-New Gloucester High School. Classes take place on Mondays, Wednesdays, & Fridays. In order to participate, you **MUST** be 15 years old before the first class. Call 657-9612 to register. Please bring the following to class: Certified copy of birth certificate, Social Security Number, pen & paper.

All sessions are held on Mon-Wed-Fri from 2:30-5:30.

The next 3 sessions are as follows:

9/9 to 10/2, 10/7 to 11/1, 11/4 to 12/6

Cost: \$450

Location: GNGHS

## Maine Driving Dynamics

This course offers drivers the opportunity to improve their defensive driving abilities. The course includes discussion of collision avoidance techniques, safety issues and driver habits. A certified instructor teaches the course for the State of Maine.

Date: Sept. 28, Sat.

Time: 8:00 AM - 1:30 PM

Cost: \$40 / Seniors \$10

Instructor: Fred Thompson

Location: GNGHS Library



## AARP Driver Safety Course

The AARP Driver Safety Program is the nation's first and largest classroom refresher course designed for experienced and mature drivers aged 50 years and older. It helps drivers learn about defensive driving, new traffic laws and rules of the road and it helps older drivers learn how to adjust to age-related changes in vision, hearing and reaction time. Insurance companies in Maine give discounts to drivers 55 years of age and older for three years after completing this course. More information may be found at [www.home.earthlink.net/~drivesafe-me](http://www.home.earthlink.net/~drivesafe-me). Insurance companies in Maine give discounts to drivers 55 years of age and older for three years after completing this course.

Date: Sept. 24, Tues.

Time: 9 a.m. to 1:30 p.m.

Cost \$12 for AARP members, \$14 others

GNGHS Room 149

Instructor: John Hammon

# Health, Fitness & Wellness

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## Walking Program - iWalk

This program will inspire you to get up and get moving. Participants will wear a pedometer to track how many steps they take in a normal day, with that data, and a few other pieces of information, I will create you an iWalk program that will give you your steps/day requirement. Your program will be emailed to you. Keep wearing that pedometer, and follow your iWalk Program keeping track of your steps. Each week we will check in. Homework programs will advance as you do! I will give you tips and tricks, how and where to get your steps, as well as hook people up with walking buddies if you desire. Each participant will be required to wear a pedometer for the program. Pedometers range from \$5-\$100 and can be found at all sporting goods stores as well as Amazon.com .

Dates: First meeting Thursday September 5th 5:30-

Rolling admission, begin any time!

Cost: \$75 - pedometer required

Location: TL2 with Deanna



## A Healthy Weight

This 12-week program will help you to lose weight, have more energy and improve your health! This program run by a registered nurse and health coach, will go over eating for health, Cooking tips, meal suggestions with quick tips, and planning meals while guiding you through the process of making gradual sustainable lifestyle changes. There will be weekly weigh-ins, food journaling assessment, and weekly topics with discussion. Gain health, energy and a new outlook on life!

Cost: \$50

Date: Sat, Sept. 21, 8:30-12:30

Location: GNGHS Room 149



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

## Living Well With Diabetes

Being diagnosed with diabetes can be scary for some people. Taught by registered nurse and diabetes educator, this 4 hour class will give you the tools for taking control of your diabetes with flare and confidence. We will go over healthy eating, meal planning, blood glucose monitoring, preventing complications and problem solving. Please bring your blood glucose monitor if you have one. There will be 2 sessions.

Cost: \$69 per session

Time: 5:30-7 p.m.

Session 1: Sept 9, 16, 23, 30, Oct 7 and 21 (off for Columbus Day)

Session 2: Nov 4, 11, 18, 25, Dec 2, 9, 16

Location: GNGHS Room 149

## ZUMBA

Have a blast while you burn calories, tone up and improve your health! Join the party and ditch the workout. This is exercise in disguise as Dinah leads you through the workout with salsa, meringue, and cha-cha steps to hot Latin music. Wear light, comfortable workout gear and Join The Party. There are two 6 week sessions at \$35 each or join Zumba Extended for the 12 week cost of \$59. Please indicate which session you are signing up for on your registration form.

Pre-registration preferred

Session I: 9/9, 6 weeks

Session II: 10/21, 6 weeks

Day: Mondays, 6:30-7:30 p.m.

Cost: \$59

Location: GNG HS Café.

Instructor: Dinah Aldrich



## Adult Martial Arts

Train in adult martial arts one day a week for 8 weeks for \$91/month. No uniform necessary. Our adult program provides an avenue for people of all ages and fitness levels to get in shape, stay fit, lose weight, reduce stress and improve their overall quality of life. Our martial arts training is focused on success skill and character development with an emphasis on balance, health and self improvement.

Sept/Oct session

Nov/Dec session.

Day: Monday or Wednesday

Time: 7pm-7:45pm

Location: Classes held at the DHDMA training center in Gray Plaza.

Cost: \$90 for 8 classes

## Reiki I Certification

Students will receive a Reiki I Training Manual and will learn about the body's energy (chakras) centers, what Reiki is and its history. Learn how to heal yourself/others and pets. You will receive a certificate, be attuned to level I Reiki and have hands on practice. Reiki II will be offered next semester.

Date: Wed Oct 2, 9, 15th

Time: 6:30-8:30pm

Cost: \$50.00

Location: GNGHS

## Cardio Kickboxing

There is nothing like kicking and punching the bag to help relieve stress. This workout delivers calorie burning excitement and adds toning, strength and flexibility to the upper and lower body. No experience is necessary. Hand protection is required.

Day: Tuesday and Thursday

Time: 6pm-6:45

Cost: \$65 for 8 classes

Location: Classes held at the DHDMA training center in Gray Plaza.

## Yoga

Inhale...Exhale...Breathe... Vinyasa Yoga is a discipline utilizing postures and breathing techniques. This form of yoga offers a range of health benefits to those who practice it, as it encompasses all areas of mind, body and spirit.

Day: Tuesday and Thursday

Time: 7pm-8pm

Cost: \$120 for 10 classes

Location: Classes held at the DHDMA training center in Gray Plaza.

## Women's Only Self Defense

This is a one time class that is offered several times through the year. No experience necessary. Classes focus on Environmental awareness, situation awareness, hands on self defense and techniques.

Dates: Sept 27th, Oct 25th, Nov 29th. 7pm to 9pm.

Cost: \$35 per person

Classes held at the DHDMA training center in Gray Plaza.

**Golf Programs  
coming soon!**

## Weight Release

Why are you carrying excess weight? Is the weight serving a purpose? Does it provide protection, a buffer, a sponge to absorb negative feelings – or could it be a tool to punish yourself, a way to keep you in a rut and prevent you from trying new things? What is your connection to food? Let hypnosis help you break/release the old connections and build new connections that will lead to a thinner, healthier you. Bring a comfortable folding chair and/or a small pillow and mat if desired. Free CD to each participant.

Date: Tuesday, Oct 15, 6:30 – 8 pm

Instructor: Anita W. Findlen, CCH

Cost: \$29.00

Location: GNGHS

## Lose weight with Hypnosis!

This is a 6 week class using hypnosis to achieve weight loss. Using hypnosis for weight loss has been on shows like Oprah lately for one reason IT WORKS! Using hypnosis you can change your eating habits, control cravings, etc. Students will be taught self-hypnosis, how to make their own suggestions, & receive a reinforcement cd to take home. Students please wear comfortable clothes, and bring bottled water, pen & paper. You may bring a blanket or yoga mat.

Date: Thurs., Oct 3 to Nov 7,

6:30 – 8:30 pm

Instructor: Donna Shaw

Cost: \$75

Location: GNGHS

**Is there a class you  
would like us to offer?**

**Would you like to teach  
a class?**

**We'd like to hear from you.**

**Contact GNG Adult &  
Community Education at  
657-9612 or  
email [rbrann@sad15.org](mailto:rbrann@sad15.org).**

## Personal Finance

### Dave Ramsey's Financial Peace University

Financial Peace University is a personal money management class. The class will meet for two hours each week for 15 weeks. The first hour will present the video lesson taught by Dave Ramsey on DVD and the second hour consists of small group discussion. Lessons include topics on savings, cash flow planning, credit bureaus and collection practices, investments and planning for college.

Dates: Oct 9, Wed 6-8 p.m.

Location: GNGHS 149

Fee: \$199.00 – FPU Membership Kit included in Course Fee

Instructor: Cathy Manchester

### My Money Works

This 15-hour class can help you gain the skills and confidence you need to stretch your money, pay your bills, reduce debt, find money for savings, plan for retirement, and set personal financial goals. At the end of the class you will have a plan to achieve greater financial stability. A follow-up session is scheduled to provide additional networking and support. Successful completion of this class meets one of the requirements for the Family Development Account (FDA) matched savings program.

Dates: Mon and Wed, Sept. 16-25,

9 a.m. – 1 p.m.

Cost: Free

### Foundations of Investing

Discusses key features of bonds, stocks, mutual funds, asset allocation and the impact of inflation. For those who are new to investing or need a refresher.

Date: 12/3

Time: 6-7:30 pm

Instructor: Karen Fuller

Location: GNGHS Library

Cost: **Free**

### Entrepreneurial Equation Seminar

Gives ideas for putting banking, retirement and insurance tools to work to build and protect attendee's businesses. For small business owners.

Date: 9/24, 6-7:30 pm

Instructor: Karen Fuller

Location: GNGHS

Cost: **Free**

## Social Security Seminar

This presentation discusses how Social Security fits into your retirement income plan, when you should start taking benefits and tax considerations. For investors who are nearing retirement and haven't taken social security yet.

Date: 10/2, 6-7:30 pm

Instructor: Karen Fuller

Location: GNGHS

Cost: **Free**

## Roll it, Take it, Leave it, Move it!

Retirement Plan Options. Helps determine what to do with assets in employer-sponsored retirement plan. For working investors, job changers, workers facing a layoff and recent retirees.

Date: 11/6, 6-7:30 pm

Instructor: Karen Fuller

Location: GNGHS

Cost: **Free**

## Health Care Reform and Your Taxes

Beginning in 2014, most individuals living in the United States will be required to obtain health insurance. This class will discuss the pertinent issues on how the new healthcare initiative impacts your tax liability.

Date: 9/11, 6-7:30 pm

Location: GNGHS

H&R Block

Cost: **Free**

## Tax Planning for Starting a New Business

Are you considering or have you recently started a new business? This class will discuss how to be properly prepared to file your small business tax return including a review of the required record keeping and allowable deductions.

Date: 9/25, 6-7:30 pm

Location: GNGHS

Cost: **Free**

## 401K withdrawals and the tax consequences

Many people today are facing financial challenges and will make a withdrawal from their 401K as a quick solution. This class will discuss the tax liability for these early withdrawals and review the factors that should be considered before using this strategy.

Date: Oct. 9, 6-7:30 pm

Location: GNGHS

Cost: **Free**

## Are you ready to retire?

Make sure your transition into Retirement is Smooth and Fulfilling. Join us for an interactive workshop in which you will: Find out how well you're preparing for retirement; Hear the results of a national study; See how well other Americans are preparing and how you compare; Learn what you can do to get ready financially. In this interactive workshop, we'll talk about specific tasks you may need to help you successfully transition into retirement. These tasks are grouped into 5 main areas: Work; Leisure and activity; Relationships; Income and benefits; Contingency planning. Find out how you can prepare ahead of time to help achieve a successful transition into retirement, no matter when you retire even if it's earlier or later than expected. Presenters include, Kevin Lafreniere, Jim Force and Jim Breslin, Financial Service Representatives with a combined experience of over 100 years, in family, business and financial services.

Date: 9/24 or 10/2

Time: 6-8 p.m.

Location: GNGHS

Cost: **Free**

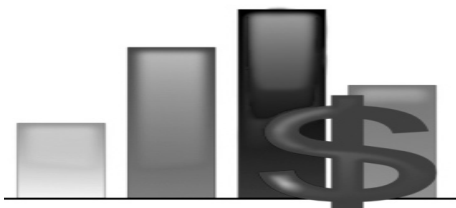
## Stock Trading 101

Learn how to trade stocks online! Do you want to trade stocks online but don't know where to start? Look no further; our ABC's of Stock Trading Course is the most comprehensive beginner's guide for anyone new to stock trading. Students will learn about stocks, the stock market, choosing a broker, opening an account, how to place trades and most importantly strategies used by top traders to pick stocks. This course does not offer any get rich quick strategies; as with all things in life to become successful you must put in the time and effort. What students do gain from this course is the confidence to trade with purpose utilizing fundamental or technical strategies that fit with their own individual trading style.

Date: Starts whenever you are ready

Cost: \$79

Location: Online





# General Interest

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## Medicare

Welcome to Medicare seminars and one-on-one health insurance counseling appointments throughout Cumberland and York Counties. Southern Maine Agency on Aging (SMAA). Along with these services, we are now providing training for individuals who would like to learn how to enroll themselves or a family member into a Medicare Prescription Drug plan. SMAA Medicare Volunteers will be available to assist the trainer in providing step-by-step instructions and answer questions. Open Enrollment for Medicare Prescription Drug plans and Medicare Advantage plans is from October 15th through December 7th. Let's be ready!

Dates: Tues, Oct 1, 6pm

Location: GNGHS

**Free**

## Quit Smoking with Hypnosis

Have you tried to stop smoking and haven't been able to? Maybe you have been thinking about it but think you can't? Hypnosis is a great way to kick the habit! Put your mind to work for you! Receive 2 sessions with a Certified Hypnotherapist and a reinforcement cd to take home!

Dates: Tues, Nov 12 & Thur. Nov 14th, 6:30-8:30 pm

Cost \$65.00

Location: GNGHS

## Computer Classes for Seniors

Learn to use your computer in this class with lots of personal attention. What would you like to learn how to do? We can help with computer basics, internet and email. You can improve your communications with family and friends, access healthcare tools, gain further education, save time and money with online bill pay, shopping and tax filing!

Dates: Oct-Nov, 4 weeks, 10 a.m. to 12 p.m.

Cost: \$5 per class

Location: GNGHS



## Now What?

It goes by many names: midlife transition, the empty nest – Baby Boomers in their 50s and 60s are often more youthful and energetic than their parents and grandparents at the same age. But due to life transitions or the changing economy, we also experience different opportunities for paid and volunteer employment than in our 30s and 40s. Whether re-inventing ourselves or fine tuning a long-term goal, let's explore together what comes next!

Date: Sept. 18, 6:30-8:30 p.m.

Location: GNGHS

Cost: \$25

## Time Banking

Is your spare time, "as good as money in the bank?" If not, it easily can be. Did you know you can exchange skills such as sewing, cooking, home repair, yard work, knitting, gardening in a way that complies with IRS regulations when conducted through a registered non-profit organization such as a time bank? Join us to learn how to stretch your budget while helping others.

Date: Dec. 3, 7:30 p.m.

Location: GNGHS

Cost: \$25

## Are You Curious About Cremation?

Get the facts about the cremation process and how to integrate cremation with meaningful end-of-life rituals. Let your personal, financial, and religious priorities and preferences guide you in making the choices that are right for you. Bring your questions and enjoy a very informative yet relaxed discussion about cremation – a topic which so many people are curious about!

Date: Wed 10/16, 6-7:30

Location: GNGHS

**Free**

## Intro to Hypnosis

Learn what hypnosis is, its health benefits and how it can help you. Experience a relaxation hypnosis session with a Certified Hypnotherapist.

Date: Thur, Sept 19th, 6:30-8:30pm

Cost: \$25.00

Location: GNGHS

## Green Funerals and Burials

Interest in earth-friendly choices is growing in many areas of our lives, including funerals and burials. What are green funerals and burials? How might an earth-friendly orientation influence the choices we make in caring for our dead? How do we discern the environmental impact of our choices? Please join us for an interesting discussion about green funerals and burials, how to go about planning and arranging for them, and options available right here in Maine.

Date: Tues 11/12 6-7:30

Location: GNGHS

Jane Mullen, Seminar Specialist, Dignity Memorial Funeral Homes

## Past Life Regression

Are you simply curious about the fascinating notion of past lives? Hypnosis offers the chance to reach a deep level of relaxation, enter the subconscious mind, and explore the possibility of one's past lives. It's an exciting journey within that could change your life by bringing the wisdom and understanding of other lifetimes into your current life. Anita has studied with nationally-renowned leaders in the field (Henry Bolduc, Brian Weiss, Michael Newton, Marjorie Reynolds and Alan Chips), has served as an adult education director for 16 years, and now retired, has her own successful hypnosis practice in Biddeford. Bring a pillow or a reclining beach or camp chair for added comfort.

Date: Tuesday, Oct 29, 6:30 – 8:30pm

Instructor: Anita W. Findlen, CCH

Cost: \$29.00 per person

## Navigating Divorce

Divorce brings confusion, grief, anger, fear, and a host of other emotions. Through this course, you'll gain the tools and insights you need to get through a divorce, maintain your emotion equilibrium, navigate legal and financial concerns, bolster your self-esteem, and strengthen your relationships with children, family, and friends. As you work your way through a combination of exercises, reflections, and real-world examples, you'll learn to steer through the rough sea of divorce and develop the skills and perspective to chart a new direction in your life.

Date: Online, starts when you are ready

Cost \$79

## Identity Theft Protection Wills, Living Wills and Health Care Power of Attorney

Free Hour of Information: My job is to take you from not knowing to knowing.

It's not a matter of IF it will happen it's just a matter of WHEN. Identity Theft is not only about your credit anymore. Come learn why our children's identity may be in danger. Why is our medical identity in danger? Learn how to help protect yourself, and your children. You will learn some great tips on how to spot the warning signs of an identity theft. When to give out your Social Security number? Even learn how to help protect our elderly parents from scams. Do you have an updated Will, Living Will or Health Care Power of Attorney? If you don't - the state will provide a plan for you – and it's probably NOT what you want. Take simple steps to make sure your final love letters to your family are done. You will be able to take home with you a new copy of your living will and health care power of attorney. Even grab a spare to take home for your spouse or significant other.

Date: TBD, please call the office for more information.

## Researching Your Family History Online

Uncover Stories, Records and Sources

Ever think about your 'Roots'? Does the thought of researching your family tree overwhelm you? Don't let it, it's easier than you think. I'll offer guidance for locating family information in digitized records, books, indexes and other online sources. Search from your home with many FREE internet sites. Join us and begin an exciting educational journey back in time. Plenty of time for questions.

TBD: please call the office for more info.

## DNA for the Genealogists

Have you heard about DNA testing for Genealogy? Would you like to know what it's all about? Join us for a night of learning more about the three tests genealogists can use to help compliment their research. How to do it, How much it costs, What can I expect from results?

TBD: please call the office for more info.

**Register online at**  
**[www.gray.maineadulted.org](http://www.gray.maineadulted.org)**

# Trips & Travel

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## The Sound of Music

The Portland Players

You've seen the film, and its songs are some of your "favorite things." You don't have to "climb every mountain" to enjoy a wonderful start to the holiday season with your child/ren or grandchild/ren. Just leave the driving to us and enjoy this timeless family musical together. Price includes round trip transportation to and from Portland. You'll agree, this is "something good!"

Date: Nov. 22, 6-11:15 p.m.

Meet at GNGHS

Cost: \$40

## Maine Foodie Tours

"All aboard the MFT 14-passenger motor coach for an afternoon in good TASTE!" This 2-hour narrated tour of 4 historic inns and resorts includes an entertaining tour guide, a variety of gourmet hors d'oeuvres and a cocktail sample, and disembarking to visit unique destinations. Course fee is all inclusive, with tour guide tips and round-trip transportation from high school parking lot to Dock Sq. in Kennebunkport, then boarding MFT coach.

Date: Oct. 19, 11:30 a.m. to 6:15 p.m.

Location: Meet at GNGHS

Cost: \$85

## Victoria Mansion Christmas Tour

Come enjoy "America's Premier Museum of Pre-Civil War Opulence" beautifully decorated for the season. The softly lighted rooms of the Morse-Libby House gleam for the Christmas season as Portland's own 19th-century Italianate gem welcomes self-guided tours from all over the U.S. Please note that no refreshments are included, but course price includes round-trip transportation to and from downtown Portland.

Date: Dec. 7, 10-1

Location: Meet at GNGHS

Cost: \$40

## First Friday Art Walk

Leave the driving to us and enjoy the fine and visual arts in downtown Portland on First Friday Art Walk. So many shops and galleries are within a compact area, and the State Theatre Building alone has more than 40 artists! The Portland Museum of Art offers free admission on First Fridays. Please note price includes round trip

transportation to and from Portland; while no meals are included, some shops and galleries provide complimentary hors d'oeuvres.

Date: Oct. 4, 5:15-8:15

Location: Meet at GNGHS

Cost: \$35

## Magic of Christmas Concert!

Robert Moody strikes up the biggest band in town for Maine's finest holiday extravaganza! Celebrate the traditions, story and spirit of the season- and experience the Magic for yourself!

Friday, December 13

Depart CTC at 1:15pm/ Return following the 2pm concert

Cost: \$32 (Includes ticket & transportation to Merrill Auditorium)

## Ma Rainey's Black Bottom

Blues diva Ma Rainey and her band have come to a Chicago studio to cut a record, but their artistic differences nearly stop the session before it starts. Full of unforgettable characters and the raw power of the blues, the 1920's installment of August Wilson's groundbreaking cycle of plays confronts issues of race, fame, and generational divides through the rhythms of the African-American south.

Thursday, October 17

Depart CTC at 1:15pm / Return after the show

Cost: \$32

## Vigil

In this dark comedy, a lifelong cynic hurries to the bedside of his dying aunt, only to find she keeps on living. As weeks turn into months, the pair develops a cautious understanding even as the nephew becomes ridiculously desperate for change. Peppered with wry humor, this off-beat fable of family and loneliness twists and turns to its surprising conclusion.

Date: Thursday, November 14

Location: Depart CTC at 1:15pm / Return after the show

Cost: \$32



Travel Light For Less

If you're tired of dragging several heavy bags on each trip, come learn how to pack with veteran world traveler, Susan Lieberman. What to take and how to pack it for travel abroad using one carry-on bag. Packing checklist for any trip. Susan will come with a bag packed for a three week trip, and unpack and repack the bag. Get the scoop on how and where to look for the best deals on transportation, accommodations, and attractions.  
Oct. 17, 6-9 p.m., GNGHS, \$20

Maine State Museum & Slates

Visit the acclaimed Maine State Museum in Augusta for a two hour tour which includes an hour of guided Museum Gallery Programs and an hour of self-guided time to peruse on your own. The museum is home to the most comprehensive collection of information and artifacts tracing the history of the Pine Tree State. After the museum, enjoy lunch (on your own) at the beloved Slates Restaurant and Bakery in Hal-  
lowell.  
Date: Thursday, September 26  
Location: Depart CTC at 9am/Return approx.3pm  
Cost: \$15 per person (does not include lunch fee)

Register early  
to avoid class  
cancellation!



Friend us for up to date info

Facebook

Gray-New Gloucester Adult & Community Education

**More Trips**

If you're interested in more information about these trips please call 657-9612 or email rbrann@sad15.org

**Biltmore Estate, Asheville, NC**

October 20-25  
\$489

**Paris**

May/June 2014  
12 days - \$3700

**Alaska**

August 2014  
14 days - \$3000

**British Isles-  
Ireland, England, Wales**

April/May 2014  
16 days - \$3000

**Flag Football League**



The Patriot Grandstand Club is excited to introduce an educational Flag Football League for K-12 students. The travel league will run on Saturdays with practices possibly starting late August with practices/games through the month of September. Please visit [pgc.sportssignup.com/](http://pgc.sportssignup.com/) for registration. We are still working out the details but we are planning on just playing and practicing on Saturdays. We are following NFL Flag rules and are working with Westbrook, Portland and Yarmouth as our travel league. We are planning on playing 5 vs 5 with 6 person rosters.

Area Adult Education Programs	
Gray-New Gloucester .....	657-9612
Windham/Raymond.....	892-1819
Westbrook.....	854-0826
Gorham.....	222-1095
Bonny Eagle .....	929-3840
Portland .....	775-0432
Cumberland-North Yarmouth.....	828-2208
Freeport.....	865-6171
Yarmouth.....	846-2406
Falmouth .....	781-5253
Crooked River .....	627-4291
Mechanic Falls.....	345-3217



## GED Preparation Classes

Get ready to earn your high school credential in a short period of time – you must be 18 years old or out of high school for one year.

Please call for appointment

Location: GNGHS Room 149

Instructors: Haskins and Morehouse

## Official GED Testing Site - The Time is Now!

The GED Tests are a series of five tests available for adults who have not completed their high school education

When you pass the GED tests in Reading, Social Studies, Science, Writing and Mathematics you will receive a Maine High School Equivalency Diploma and a transcript to be used as proof of high school completion and for entrance into college! For more information about earning your GED credential THIS year please call the Adult Education office at 657-9612.

We can help you reach your goals by designing an education plan that works for you. If you have a documented learning disability you can apply for Testing Accommodations

- Flexible and accommodating Testing times
- All classes are **FREE**
- GED preparation classes are individualized for you and are available day and evening hours

**Call 657-9612 for an appointment today and join the class of 2014.**

## \* GED Tests to Become More Difficult in 2014 \*

*Students will be faced with a more robust set of tests*

Starting in 2014, students seeking a General Education Development (GED) credential will be faced with a more robust set of tests compared to the current GED tests. The most striking change from the current GED tests is that the 2014 tests will be completely

**The Time Is Now!** computer-based, with students answering questions and writing their essay on a keyboard. GED tests will also be more rigorous and based on the Common Core, a national set of standards for students. A compelling reason for the change in tests includes a greater demand for higher skilled workers on the national level. With the direction of our domestic and global economy, students with a high school diploma or GED credential are required to hold higher academic skills that will prepare them for success in post-secondary, career training and the workforce.

**GNG Adult Education urges all students who have begun GED testing but have not finished to contact us .**

Students who have already started the process of earning a GED credential must finish before the new tests come out in 2014. If they do not finish, they will have to start the process over. New students are also always welcome. Students needing assistance in preparing to pass the tests can enroll in classes at GNG Adult Education. New GED math and English classes starting every month.

**For more information about the GED, contact Gray-New Gloucester Adult Education at 207-657-9612.**





# College and Career Transitions



Maine College Transition Programs are comprehensive programs of study leading to enrollment in a post secondary institution. It includes career planning, academic preparation, financial aid assistance, college planning and Accuplacer testing. In partnership with community colleges and the university system, we offer high-quality, cost-effective and accessible pathways to post-secondary education for adults, delivered through local adult education programs. Available M-W-F 9:30-11:30 or by appointment.

## College & Career Preparation

Schedule an appointment with our College Transitions Coordinator prior to enrollment. Please contact Glenda Waterman at [gwatman@SAD15.org](mailto:gwatman@SAD15.org) or call 657-9612

## AccuPlacer Testing

by appointment – please schedule with the CT Coordinator, call 657-9612 or email [gwatman@sad15.org](mailto:gwatman@sad15.org)

## SMCC Courses

FMI [www.smcc.me.edu](http://www.smcc.me.edu) or call 657-9612.



### We can help with:

- College Applications
- Testing
- Financial Aid
- Deciding what to study

We can tailor most programs to meet your needs and schedule.

Please call 657-9612 for more information.

On-line classes available, monitored by an instructor.

College and career counseling. College Prep courses.

**Your Adult Education program is here to serve you.**

## Career Counseling & Pathways

Career counseling is one of the free benefits available to College Transitions students in the Windham, Cumberland, and Gray areas who wish to explore or clarify their career goals. Eligible students are invited to take the Myers-Briggs Type Indicator (MBTI) and the Strong Interest Inventory on-line, and these results are entered into a portfolio. An interpretation session is scheduled with a career counselor who explains the results of these two instruments and personalizes them to each individual's situation. If there is a clear career direction identified, the discussion turns to how to obtain the training needed to achieve this goal. If there is still uncertainty regarding career goals, the discussion centers around getting more information about the careers being considered from various sources on-line, informational interviews, college open houses, etc.

**Call the Adult Education office at  
657-9612 for more information.**

# Adult Education Registration Form

Name \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

E-mail \_\_\_\_\_

Course \_\_\_\_\_ Fee \_\_\_\_\_

Course \_\_\_\_\_ Fee \_\_\_\_\_

CK \_\_\_\_\_ CC online \_\_\_\_\_ Total \_\_\_\_\_

**NOTE:** Do not send combined lab and course fee. Lab fees are payable directly to instructor at your first class or at Registration Night. Course fees must be paid with registration. Mail to GNG Adult & Community Education, 14 Shaker Road, Gray, ME 04039.

**FOR OFFICE USE ONLY:**

If you are beginning a High School Diploma program or GED program, you must meet with the director prior to starting classes. Call 657-9612 for information.

## How to register for classes:

**1**



### Online

[www.gray.maineadulted.org](http://www.gray.maineadulted.org)

**2**



### By Phone or Fax

Phone 657-9612  
24-hr Fax 657-7276

**3**



### In Person

GNG Adult & Community  
Education office at  
Gray-New Gloucester High School,

**4**



### By Mail:

Gray-New Gloucester  
Adult Education  
14 Shaker Road  
Gray, Maine 04039

**PayPal**



# Policies

**Please, no smoking allowed on school premises.**

**No School:** Adult Education will follow the Gray-New Gloucester school schedule. No programs will be held if SAD 15 public schools are cancelled due to storm conditions or during school vacations or other days schools are closed. Your instructor will schedule make-up time as needed.

**Confirmation:** Assume your class is running unless you hear from us. Individuals who mail in registrations may call the office at 657-9612 for verbal confirmation.

**Insufficient Enrollment:** Courses which fail to attract sufficient enrollment will be cancelled and registrants informed prior to the first night of class.

**Refunds:** 100% refund is available if the course is cancelled or the registrant withdraws prior to the first class. 50% of the fee is refunded if the participant withdraws prior to the second meeting. This does not apply to one-night classes.

**Books:** Required and recommended texts are usually available for purchase the first night of class. Books are only required for certain courses. Please contact the Adult Ed office at 657-9612 for details.

**Age Policy:** Minimum age for participants is 16 years unless otherwise noted in the course description or the Director grants special permission. Please call to discuss.

**Payment Plans:** In cases of documented hardship, payment plans can be arranged with the Director. Please call for details.

**Other:** Gray-New Gloucester Adult Education reserves the right to make changes in the starting and ending dates of courses when necessary and is not responsible for typographical errors. Please let the Adult Ed office know at the time of registration if there are any conditions or limitations of which we should be aware in order to accommodate your needs and ensure your safety. MSAD 15 is in compliance with ADA requirements. Any questions regarding ADA accommodations or requests should be directed to the Superintendent at 657-3335.



## for High-Speed, Broadband Internet Technical Assistance.

The MSAD 15 Adult Education Program is your **ConnectME** source for information on how you can use Maine's expanding high-speed, broadband internet connectivity to help you meet educational goals, enrich your life, obtain health information, access governmental services and enhance economic and community development. Contact our office and arrange a special presentation on the importance of high speed internet for your civic or social organization.



Look for this symbol in our catalog. It identifies courses and workshops where you'll learn about high-speed internet connectivity. This community education program is presented in cooperation with the Maine Department of Education and the ConnectME Authority.

Learn more at [www.maine.gov/connectme](http://www.maine.gov/connectme) and check the speed on your internet connection.



The MARTI project is funded by the American Recovery and Reinvestment Act  
State Broadband Infrastructure Program  
Award Number 23-50-M09062



**Gray-New Gloucester Adult  
& Community Education**

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## ECRWSS / Postal Customer

