

Dover

ADULT LEARNING CENTER

Strafford County

Course Catalog Fall 2016

Transforming Lives Through Education Since 1972



Whether you're looking to finish high school, improve your job skills, learn English or enjoy a personal enrichment class, DALC has the classes and support you need.

61 Locust Street
Dover, NH 03820

www.doveradultlearning.org
dalc@dalc-online.org
603-742-1030

REGISTRATION AND POLICIES:

Registration will begin Monday, August 22. Registrations will be accepted through the first day of class or until the class is full. Payment must be received in full at time of registration.

Office hours:

Monday & Wednesday 8:00 a.m.—5:00 p.m.

Tuesday & Thursday 8:00 a.m.—8:00 p.m.

and Fridays 8:00 a.m.—4:00 p.m.

FAX: 603-743-4262 EMAIL: dalc@dalc-online.org

Three convenient ways to register:

- ♦ Online at www.doveradultlearning.org. Pay through PayPal.
- ♦ In person at Dover Adult Learning Center, 61 Locust St., Room 205, Dover.
- ♦ By phone using your VISA, MasterCard, Discover or American Express. Call 742-1030 during office hours.

Tuition: We accept cash, money orders, personal checks or credit cards (VISA, MasterCard, Discover or American Express). Please do not send cash through the mail. Tuition must be paid in full at time of registration.

Please note: Course times and dates are subject to change. Dover Adult Learning Center reserves the right to cancel a course due to low enrollment or substitute for a listed teacher.

CLASS CANCELLATION POLICY:

If your class is cancelled because of insufficient enrollment, you will be notified by phone or mail, and your full payment will be refunded. A student who withdraws from class before the end of the registration period may receive a full refund of tuition and lab fees upon request. Tuition and lab fees are NOT refundable after the class has started, with the following exception: In the case of a class that meets 4 or more sessions, a student who withdraws between the end of the registration period and the start of the second class may receive a 75% refund of tuition paid. Decisions concerning refunds may be appealed to the Director, Adult Learning Center of Strafford County, 61 Locust St, Dover, NH 03820.

TUTOR ORIENTATION:

This orientation is for anyone interested in volunteering to help adults who want to improve their basic skills in reading, writing, math, and speaking English.

**Call Debbie Liskow, Program Coordinator,
at 742-1030 to register.**

Wednesday, October 19, 2016

6:00-8:00 p.m.

McConnell Center

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Dover Adult Learning Center of Strafford County is an affirmative action, equal opportunity agency that does not discriminate in its education programs or policies, activities, scholarship programs or employment practices on the basis of race, color, national and ethnic origin, marital or veteran status, religious affiliation, age, sex, non-job related medical condition or handicap, non-merit factor, or any other legally protected status.

Adult Career Pathways

Services and Classes to help adult students develop a career path and/or successfully transition to college.

If you want to advance in your job or make a career change, and have rusty academic skills or lack confidence, our Career Pathways Coordinator may be able to help you.

Career Exploration

- ♦ Find a career path that is the best fit for you
- ♦ Identify the skills you need to be successful
- ♦ Information on area training programs, like welding, CNC & ATAC (advanced manufacturing)
- ♦ Interviewing and resume writing classes (p. 14)

Help with College Search and Application

- ♦ Build a stronger bridge to college success
 - ♦ Financial Aid Information

Academic Skillbuilding for your next step

- ♦ ACCUPLACER testing and preparation
- ♦ Math, Reading & Writing refresher courses (pg. 4)

College Prerequisite Classes

- ♦ Algebra, Biology and Chemistry for Health Occupations (pg. 5)
- ♦ College Developmental Class Equivalents: Math 070 & 080 (p. 5)
- ♦ Computer skills and Software training (p. 9)

For more information or to make an appointment, call Pam Shore, Career Pathways Coordinator, 742-1030



Online Career Training Programs: In partnership with **ed2go**, DALC offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. Programs available in these career fields and many more!

Certified Mediator & Arbitrator

Veterinary Assistant

Mobil Web Developer

Human Resources Professional

Administrative Professional

Residential Interior Designer

Certified Wedding Planner

Travel Agent Training

Carpentry

Management for IT Professionals

Solar Power Professional

Clinical Dental Assistant

<http://careertraining.ed2go.com/dalsc>

ACADEMIC COURSES

Classes and services offered at no charge to eligible learners through grant funding from the NH Bureau of Adult Education.
For placement in any of these classes, call the Adult Learning Center in Dover at 742-1030 or in Rochester at 335-6200 to make an appointment.

MATH I

Improve your math confidence, computational skills, and number sense. Topics include whole numbers, decimals, fractions, percent, proportions, problem solving and basic geometry.

MATH II

Focus on math skills including pre-algebra, algebra, geometry and problem solving. Includes practice with test questions for the HiSET (High School Equivalency) and Accuplacer (College Placement test).

READING & WRITING I

Covers reading comprehension, vocabulary development, grammar, writing sentences and paragraphs to better incorporate these skills into communicating ideas and information. Fiction and non-fiction will be included.

READING & WRITING II

Gain critical thinking skills, including interpreting, analyzing and synthesizing information from many sources. Explore topics in social studies and science through academic texts. Work on forms of writing including a persuasive essay. Test question practice included. Must be able to write a grammatically correct paragraph to enter.

ACADEMIC SKILLBUILDER I

Improve math confidence and reading skills. Work on computation and number sense, develop your vocabulary and grammar skills. Learn to write stronger sentences and paragraphs.

ACADEMIC SKILLBUILDER II

Develop high level reading skills and high school equivalency math skills. Work on pre-algebra, algebra, geometry, problem solving and test question practice. Explore topics in social studies and science through academic text; write a persuasive essay. Must be able to write a grammatically correct paragraph to enter.

INTEGRATED SKILLBUILDER

Covers all subjects at multiple levels. Tailored to the individual needs of the students in class.

READING FUNDAMENTALS

New and emerging readers enjoy book discussions while developing essential reading skills.

COMPUTER LITERACY

Gain knowledge and comfort with basic computing skills like keyboarding, email and word processing. Free for those enrolled in above classes.

TIMES AND LOCATIONS

Not all classes offered at all locations or times.

Dover

McConnell Center
61 Locust Street

Mornings: Monday – Thursday
9:00 a.m. to 12:00 Noon

Afternoons: Tuesday– Thursday
12:15 p.m. to 2:15 p.m.

Evenings: Tuesday & Thursday
6:00 p.m. to 8:30 p.m.

Rochester

First Church Congregational
63 South Main Street

Days: Monday - Thursday
9:00 a.m. to 12:00 Noon

Afternoons: Monday & Wednesday
12:15 to 2:15 p.m.

Evenings: Tuesday & Thursday
6:00 p.m. to 8:30 p.m.

Farmington

Farmington High School
40 Thayer Drive
Evenings: Tuesday & Thursday
6:30 to 8:30 p.m.

CHILDCARE is available for students in classes in Dover, Monday 9:00 a.m.-12:00 Noon and Tuesday-Thursday, 9:00 a.m. – 2:30 p.m. for a fee of \$10 per month. Financial assistance is available; see the counselor for eligibility. Pre-registration is required for anyone requesting childcare.

ADULT TUTORIAL PROGRAM

The Strafford County Adult Tutorial Program provides *free* one-to-one tutoring in basic skills for anyone 18 and over in Strafford County. If classes are not for you and you want help with reading, math, writing, high school equivalency prep, or English for Speakers of Other Languages (ESOL), a tutor may be right for you. A tutor will meet with you once a week at a time and place convenient for you both.

**To be matched with a tutor OR
To become a tutor:
Call Debbie Liskow
at 742-1030**

Two ways to finish high school:

1. Pass a test and receive a high school equivalency certificate from the State of NH (see page 15 for more info).
2. Complete the credits you need to earn the Dover Adult High School Diploma.

How to Get Started

High School Equivalency or Adult High School Diploma? Which is better for you? Read the information below; then call 742-1030 to meet with one of our counselors.

Steps to High School Equivalency*

1. Call 742-1030 to make an appointment with a counselor.
2. Take free diagnostic testing to see if your skills need improvement.
3. Enroll in classes, if needed. Classes are free with rolling admission throughout the year.
4. When your skill levels are high enough, take practice tests to qualify for official exams.
5. When you are ready, register for official HiSET exams. Must have photo ID and pay current test fee of \$95.

Steps to Adult High School Diploma*

1. Get a copy of your high school transcript from your last high school.
2. Call 742-1030 for an appointment with a diploma counselor.
3. Meet with counselor for free credit assessment. You may be eligible for experience and work credits if you've been out of school for awhile.
4. Make a plan for completing your remaining credits.
5. Register for credit classes you need (listed on Page 5). Some scholarship funds are available to help with tuition thanks to the Rotary of Dover.

*If you are **16 or 17 years old**, you must contact your high school to obtain permission to enroll.

ADULT HIGH SCHOOL DIPLOMA

Registration & scholarship deadline for AHS classes is Friday, September 9

ALGEBRA I

This course includes investigation of real numbers, algebraic expressions, patterns, exponents, graphing, inequalities and functions, building mathematic models and predicting real-world problems. Good basic math background recommended. Placement test may be required. Please call the office for more information.

Equivalent content to Math 080 at GBCC.

1 adult high school diploma math credit

STEPHANIE DEMATTEO

Mondays, September 12-December 19

No class October 10, instead will meet on Wednesday, October 12

6:00-9:00 p.m. Dover High

Tuition: \$250 (ADP \$140)

Dover: \$225 (ADP \$115)

BIOLOGY

Introduction to Biology is a life science that focuses on the structure and function of living things and the world around us. Through a variety of activities, each student will participate in scientific investigation and inquiry. Following New Hampshire State Life Science Standards, the course is structured around five units including organization of living things, the genetic code, evolution, ecology and human systems.

1 adult high school diploma science credit

MARGO MARTIN

Tuesdays, September 13-December 20

6:00-9:00 p.m. Dover High

Tuition: \$250 (ADP \$140)

Dover: \$225 (ADP \$115)

CHEMISTRY

College prep chemistry class covers inorganic, organic and biochemistry. Course content includes problem sets and laboratory exercises for each area. Algebra I recommended, but not required.

1 adult high school diploma science credit

DAVID TONG

Tuesdays, September 13-December 20

6:00-9:00 p.m. Dover High

Tuition: \$250 (ADP \$140)

Dover: \$225 (ADP \$115)

ECONOMICS

Study production, distribution, consumption, and political effects for real-life family, state and national applications.

1/2 adult high school diploma social studies credit

ERIC SALMONSEN

Mondays, September 26-November 21

No class October 10, instead will meet on Wednesday, October 12

6:00-8:30 p.m. Dover High

Tuition: \$115 (ADP \$75)

Dover: \$105 (ADP \$60)

EXPLORING ENGLISH

This English class will cover all of the basics and more! You will explore what it means to be a reader and a writer by studying many of the traditional genres usually found in an English class. You will read and write about fiction, non-fiction, drama and poetry. You will create poetry, analyze literature, discuss your discoveries as readers and writers. Students will have weekly reading and writing assignments to be completed outside of class time.

1 adult high school diploma English credit.

JENNIFER PARSONT

Mondays, September 12-December 19

No class October 10, instead will meet on Wednesday, October 12

6:00-9:00 p.m. Dover High

Tuition: \$250 (ADP \$140)

Dover: \$225 (ADP \$115)



THE RISE OF AMERICA, THE SUPERPOWER

Throughout this course you will be discovering the events shaping America from the development of the colonies to the current day condition as the world's single superpower. By examining the trials and triumphs, you will begin to understand the basis of the American culture. The evolution of our current government system will bring to life the documents our society stands upon. You will witness the birth of a nation and its growth into a major player on the world's stage, its dominance and respect afforded to it worldwide, while at the same time you will witness the dark side of American history, the one of oppression and greed, helping you to completely understand the country and the people of America.

1 adult diploma high school social studies credit in U.S. History or Civics

KAREN VAN DYKE

Tuesdays, September 13-December 20

6:00-9:00 p.m. Dover High

Tuition: \$250 (ADP \$140)

Dover: \$225 (ADP \$115)

ATTENDANCE

Adult high school classes follow a college model of 45 hours per one credit class, significantly fewer than required in a traditional high school program.

Therefore, attendance at every class meeting is mandatory. Students should expect to spend at least one hour of home study for every hour spent in class. **Individual teachers may have additional expectations for attendance and participation.**

While attendance is mandatory, it is understood that illness and emergencies may arise. Therefore, excused absence may be allowed in extreme circumstances. Examples of excused absences include death of a family member and serious personal illness or injury. An unexcused absence may result in immediate dismissal from the course.

Class attendance and participation are important in all adult high school classes; attendance and participation will constitute a percentage of the final grade for each student. Many classroom activities, including skills practice, laboratory work, group discussion, and possibly tests and quizzes, cannot be made up; any absence from class, including late arrival and any excused absence, will result in a lower grade and possibly failure.

A student who is absent must assume all responsibility for finding out about and completing missed work. Teachers are not expected to accept any makeup work that is turned in more than one week after the student's absence.

English for Speakers of Other Languages ESOL CLASSES

Programs offered at no charge to eligible learners through grants from the
NH BUREAU OF ADULT EDUCATION.

In Adult ESOL classes, adults learn basic vocabulary through speaking, reading and writing practice. Before students can attend classes, they must call the office at 742-1030 to make an appointment with the counselor for testing and registration. Classes are held at the Adult Learning Center at 61 Locust Street in Dover next to the Dover Public Library, unless otherwise indicated. Pre-registration is required for anyone requesting childcare.

MONDAY & WEDNESDAY 9:00 a.m.–12:00 p.m. Dover

Level 1-Basic Beginner
Level 2-High Beginner
Level 3-Intermediate

TUESDAY & THURSDAY 9:00 a.m.–12:00 p.m. Dover

Level 2– High Beginner
Level 4– Advanced

TUESDAY & THURSDAY Evenings 6:30–8:30 p.m. Dover

Level 1-Basic Beginner
Level 2-High Beginner
Level 3-Intermediate

TUESDAY & THURSDAY 10:00 a.m.–12:00 p.m. 63 South Main Street Rochester

Multi-Level

ESOL CIVICS Reading/ Discussion Group **For Higher Level III and Level IV** Fridays Beginning October 7 New students welcomed anytime 10:00 a.m.—12:00 p.m.

We will be doing some reading and a lot of discussion. Practice pronunciation, work on your grammar, learn some new words and share your ideas. Each week we will look at some aspect of living in America:

- American culture and society and both the joys and challenges of life in the US
- Events and famous people in US history
- US law in day -to -day life
- Community resources
- Issues in current events and politics
- Geography facts and skills

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Citizenship

Learn about US government, history and the responsibilities and opportunities of democratic life. Curriculum based on US citizenship application and test questions. Appropriate for intermediate or advanced ESOL students. Work on English skills and vocabulary through focused readings, class discussion and small group activities. Includes film on what makes a successful citizenship interview and a live, simulated interview. Pre-registration is required.

Wednesdays
October 5—December 14
12:30 -2:30 p.m.
or
6:30 -8:30 p.m.

Conversation Class **Beginners Level I & II** Fridays Beginning October 7 New students welcomed anytime 10:00 a.m.—12:00 p.m.

Come and practice your English speaking skills. You will practice:

- Pronunciation
- Vocabulary
- Conversation
- Listening

PRONUNCIATION **7 Week Mini-course**

For students Level 2 and above who want to improve their pronunciation. While most ESOL classes include some pronunciation, this is a course dedicated to speaking English more clearly so others can understand.

Tuesdays & Thursdays
October 4—November 17
12:30—2:00 p.m.

ARTS, CRAFTS & HOBBIES



Hundreds more classes available online www.ed2go.com/dalcsc



INTRODUCTION TO BEEKEEPING

In this one session, you will receive an overview of keeping bees with brief presentations about the time commitment and financial considerations involved with this hobby. EAS-certified Master Beekeeper Brian Pride will review the equipment necessary to establish your own hive and options for placement of hives at various locations. Seasonal management of hives, pests and diseases, and products of the hive will be discussed. This is an interactive program with time allotted for demonstrations, questions and answers.

Brian Pride

Monday, November 28

6:30 – 8:30 p.m. McConnell Center

Tuition: \$20 Dover: \$15

COUNTED CROSS STITCH CLASS

Enter the colorful and wonderful world of counted cross stitch. Learn the history, the tools of the trade, different techniques and 5 different stitches. Create home-made projects for yourself or for gifts. Students will finish a small project to take home. All materials included. Bring small snipping scissors to classes. Participants will be given practice homework.

Pam Sawyer

Mondays, October 17 & October 24

6:00—8:00 p.m. Dover High

Tuition: \$35 Dover: \$30



New!

DRIED WREATH WORKSHOP

Come make a beautiful, fragrant dried wreath using herbs and dried flowers gathered here at Greenleaf Farms as well as some decorative silks. You will create a beautiful fall wreath in this workshop.

Deborah Sousane

Saturday, October 8

10:00 a.m.-12:00 Noon

Greenleaf Farms, Dover NH

Tuition: \$50 Dover: \$45

FLY FISHING FROM A-Z

This introductory course offers instruction on fly fishing fundamentals such as rod set-up, gear and equipment options, casting theory and drills, knot tying, fish ecology and aquatic insects, fish identification, safety, ethical fishing practices and lots more. From A to Z, you'll soon be on the water catching fish! All equipment provided; however, if you have your own, feel free to bring it. This 6-week course includes classes and 2 field trips.

John McKernan

Thursdays, October 27-December 22

6:00—8:00 p.m. Dover High

Tuition: \$120 Dover: \$115

GENEALOGY ON THE WEB-TRACING FAMILY HISTORY (BEGINNERS AND ADVANCED)

For beginners, learn step-by-step classroom and computer website instruction to easily search and find your relative, on various free websites and learn the basic techniques that will save you hours of frustration as well as how to record on pedigree charts, family group sheets and other essential forms. For advanced learners, continue with step-by-step instruction and specialized search techniques using various websites and learn how to use genealogy look-ups and message boards, and how to organize your research and create your own family trees to share with others.

Ellen Gray

Mondays, October 31—December 12

No class November 21

6:00 p.m.—8:00 p.m.

McConnell Center

Tuition: \$100 Dover: \$95



HIKING 101~ INTRODUCTION TO HIKING

Hiking is one of the most accessible and fun outdoor activities around. If you can walk, you can hike. Learn about the basic gear, skills and techniques that can make hiking more enjoyable. Topics include: HikeSafe, Leave No Trace, Ten Essentials for a safe and pleasant hike, food and drink for the trail, how to avoid dehydration, wildlife and tips to avoid getting lost and what to do when you are.

Kristin Ebbeson

Wednesday, October 12

6:30 – 8:30 p.m. McConnell Center

Tuition: \$20 Dover: \$15

HOLIDAY FLORAL DESIGN

Enjoy the holidays and relax while making your own festive floral decorations.

In the first class, you'll create your own wreath and in the second class a boxwood Christmas tree. In the final class, cheerful candles and fragrant evergreens will be the foundation for a design, incorporating other mixed greens and holiday regalia. You'll also learn how to add fresh flowers to pieces and how to keep your arrangements fresh throughout the holiday season. Bring pruning shears or sturdy scissors.

Deborah Sousane

Fridays, December 2—December 16

6:00 p.m.—8:30 p.m.

McConnell Center

Tuition: \$140 Dover: \$130



LEARN TO BUY AND SELL ON eBAY

In this online course learn how to create titles that get noticed, how to craft advertising copy that sells items quickly and for top dollar, and how to create and upload photos of the items you are selling. You'll also learn how to safely conduct financial transactions, how to accept credit card payments and how to pack and ship any item hassle free. If you're a buyer, you'll learn how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete effectively against other bidders.

Register at www.ed2go.com/dalcsc

Tuition: \$99

New! MIXED MEDIA PAINTING WITH PHOTOGRAPHS @ ART STREAM STUDIOS

Bring a personal touch to your mixed media paintings with this class. Beginners will create beautiful paintings and advanced painters will find something new with these methods. Bring four or five photos of your own to be copied (the original is not harmed) and learn three simple, repeatable methods of transferring them into a mixed media painting! Absolutely beginners encouraged and all materials are included! Students will go home with a finished painting and a repeatable skill to use over and over again!

Susan Schwake

Saturday, October 22

11:00 a.m.-2:00 p.m. Bring a bag

lunch; held at Art Stream Studios

Tuition: \$90 Dover: \$85

ARTS, CRAFTS & HOBBIES



PAINT SUNFLOWERS STEP-BY-STEP

Do you have a desire to explore yourself through painting? You will learn step by step how to utilize expressionist painting techniques to create these sunny yellow sunflowers.

Even if you've tried painting before this is easy to accomplish and provides the opportunity to express your creativity. Workshop includes all materials to make on 9 x 12 inch painting.

Art Night Out

Monday, December 5

6:00 – 8:00 p.m. McConnell Center

Tuition: \$35 Dover: \$30

PENCIL DRAWING FOR BEGINNERS

This course is geared for the person who thinks he/she cannot draw. You will learn to use your eyes and hands together to draw just about anything. You will be amazed at how easy it will be to draw whatever you want. You will also be adding pencil shading to your pictures to make them look realistic. There will be some homework each week for practice. All supplies will be provided.

Virginia Hallowell

Wednesdays, October 5-November 9

6:00 – 8:00 p.m. Dover High

Tuition: \$85 Dover: \$80



PRESSURE CANNING

Have you always wanted to gain knowledge about food preservation? Come join us and

learn about Pressure Canning, the method used to preserve fruits, vegetables, meats, poultry, fish, and other food items. You will also learn its safety, its history and canning tools/utensils. Students will take home a jar of carrots. All materials included. All long hair must be secured. Please bring a hand towel to class.

Pam Sawyer & Kate Nickerson

Monday, October 3

6:30 – 8:30 p.m. Dover High

Tuition: \$35 Dover: \$30

RESIN EARRINGS

Create high quality jewelry using beautiful, patterned paper and resin. Begin by designing a small collage in an attractive silver bezel, adding ice resin over the top of the decorative papers to create a jewel-like finish. This process is magical-you can even customize your earrings with small laser copies of your own photos or other memorabilia. NOTE: If using your own images, ONLY laser copies will work in these collages. Workshop fee includes all materials needed to make one pair of earrings.

Art Night Out

Monday, November 21

6:00 – 8:00 p.m. McConnell Center

Tuition: \$35 Dover: \$30



RESIN PENDANT

Create high quality jewelry using beautiful patterned paper and resin. Begin by designing a small collage in an attractive silver bezel, adding ice resin over the top of the decorative papers to create a jewel-like finish. This process is magical-you can even customize your pendant with small laser copies of your own photos or other memorabilia. NOTE: If using your own images, ONLY laser copies will work in these collages. Sizes of pendants vary from 1.5 cm x 4 cm to 2.5 cm x 2.5 cm. Workshop fee includes all materials needed to make one pendant.

Art Night Out

Monday, October 3

6:00 – 8:00 p.m. McConnell Center

Tuition: \$35 Dover: \$30



SOAP MAKING

Discover the fine art of making fragrant, all natural, vegetable-based soaps in this hands-on workshop. Learn tips, techniques and recipes for making soothing soaps for healthy skin.

Deborah Sousane

Saturday, November 5

10:00 a.m.—1:00 p.m.

Greenleaf Farms, Dover NH

Tuition: \$60 Dover: \$55



START YOUR OWN ARTS AND CRAFTS BUSINESS

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.

Register at www.ed2go.com/dalcsc

Tuition: \$99

STONE CHARM BRACELET

Our custom charm bracelet is perfect for



personalizing with stones and beads. Using pre-drilled stones, you will learn wire-wrapping techniques to add components and decorative embellishments to this adjustable bracelet (sterling silver

over brass). Workshop includes all materials to make one silver bracelet.

Art Night Out

Monday, October 24

6:00 – 8:00 p.m. McConnell Center

Tuition: \$55 Dover: \$50

WATER BATH CANNING CLASS

Have you always wanted to gain knowledge about food preservation? Come join us and learn about the process using lower temperature for acidic foods i.e. tomatoes and fruits, safety, its history and canning tools/utensils. Students will take home a jar of blueberry jam. All materials included. All long hair must be secured. Please bring a hand towel to class.

Pam Sawyer & Kate Nickerson

Monday, September 26

6:30 – 8:15 p.m. Dover High

Tuition: \$35 Dover: \$30

WATERCOLOR FLORALS FOR BEGINNERS @ ART STREAM STUDIOS

Learn the joy of transparent watercolor without the frustration! Playful methods combined with repeatable skills will guide you into making your own painting. All the materials are included and a list of where to get them is also included. Each student will learn color mixing, how to form petals and leaves and creating a final composition in a painting.

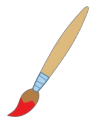
Susan Schwake

Saturday, October 8

11:00 a.m.-2:00 p.m. bring a bag

lunch, held at Art Stream Studios

Tuition: \$90 Dover: \$85



Hundreds more classes available online www.ed2go.com/



COMPUTER CLASSES

All Computer Classes are held at
The McConnell Center ~
Computer Lab

For beginner & intermediate level students.



Hundreds more classes available online

www.ed2go.com/dalcsc

BEGINNING COMPUTER LITERACY

In this course you will learn the basics of operating a computer system including computer hardware and software; using a keyboard and mouse; basics of using the Windows operating system; how to manage files and folders in Windows; understanding the Internet and the World Wide Web; how to access, search for, and evaluate information on the Internet; how to read, send and manage e-mail; how to create basic word processing documents in Microsoft Word; how to use a computer to assist in a job search and computer-based testing skills. This is the first of two computer literacy courses which will also assist in preparation to take the Computer Skills Placement Accuplacer test.

Tiffany Brand

Mondays, September 26-December 12

**5:00 p.m.-7:00 p.m. OR
Wednesdays, September 28-December 7**

12:30-2:30 p.m.

Tuition: \$100 Dover: \$90

EXCEL BASICS 1A-MICROSOFT 2010

Prerequisites: basic keyboard and mouse skills. This workshop will cover ribbon commands, keyboard shortcuts, simple formatting, navigating and formulas. Companion class to Excel Basics 1B.

Nancy Little

Friday, October 7 or December 2

1:00 p.m.-4:00 p.m.

Tuition: \$60 Dover: \$55



EXCEL BASICS 1B-MICROSOFT 2010

Prerequisites: Excel Basic 1A or equivalent experience.

This workshop will cover managing multiple worksheets, creating headers and footers and printing reports.

Nancy Little

Friday, October 14 or December 9

1:00 p.m.-4:00 p.m.

Tuition: \$60 Dover: \$55

FREE OPEN COMPUTER LAB

**Tuesday, Wednesday, Thursday
10:00 a.m. – 12:00 p.m.**

**Tuesdays
5:30 – 7:30 p.m.**



iPAD/iPHONE FOR NOVICES

This is an iPad/iPhone class for the very beginner. Learn how to get around an iPad/iPhone, download and run apps, browse and search the internet, and communicate with friends and family using email, FaceTime and phone calls. Bring your own iPad or iPhone, we do have iPads for use if you don't have one.

Tiffany Brand

Tuesdays, September 20-October 25

12:30 p.m.-2:00 p.m.

Tuition: \$95 Dover: \$85

INTERMEDIATE COMPUTER LITERACY

The focus of this class is to continue learning computer skills useful in the job market and in academic settings. The course will cover Microsoft Excel spreadsheets for financial and data management, Microsoft PowerPoint presentations and also some Microsoft Office suite page layout/publication skills. Students should have completed beginning computer literacy or have equivalent basic computer experience. This is the second of two computer literacy courses which prepare students to take the Computer Skills Placement Accuplacer test.

Tiffany Brand

Thursdays

September 29-December 8

12:30-2:30 p.m.

Tuition: \$100 Dover: \$90

KEYBOARDING

The focus of this class is to enable students to quickly improve their touch typing skills. You will learn proper finger placement, memorize letters, basic punctuation keys and use drills from online keyboarding software to type paper copy into a word processor.

Tiffany Brand

Tuesdays, November 1-December 13

1:00 p.m.-2:00 p.m.

Tuition: \$50 Dover: \$45

POWERPOINT-3 HOUR TOUR

Prerequisites: Basic keyboard and mouse skills. In this workshop you will create and design slides, insert text and pictures, set up and run a simple slide show.

Nancy Little

Friday, November 4

1:00 p.m.-4:00 p.m.

Tuition: \$60 Dover: \$55

QUICKBOOK BASICS FOR BEGINNERS

Learn how to setup QuickBooks from the beginning.

Chart of Account, Customers (creating invoices, coding, paying invoices, printing checks), Vendors (entering invoices, coding, paying invoices, printing checks), Reconciling Accounts (checking, savings, credit cards) Reports (Profit & Loss, Sales by item list, A/R, A/P aging), plus basic bookkeeping skills.

Monica Bozeman

Thursdays or Saturdays each month

Two 2-Hour Sessions

Call the office for available dates & times

Tuition: \$90

Dover: \$85



MICROSOFT WINDOWS

In this workshop you will learn to create, arrange and find files and folders. Utilize the free tools that come with the Windows Operating System. *No prerequisites.*

Nancy Little

Friday, November 18 or December 16

1:00 p.m.-4:00 p.m.

Tuition: \$60 Dover: \$55



COOKING CLASSES

with

Michael Pentasuglia of

Michael's Gourmet Food Services, LLC

at

Dover High School 6:00-9:00 p.m.

Tuition \$65 Dover \$60

A NIGHT IN ITALY

Come join us for a night in Italy! The menu will feature an antipasti (appetizer), a zuppa (soup), and secondi (entree) and dessert. Explore the fabulous tastes and suggested wine pairings for a romantic evening, or feed the family Italian style!

Friday, October 7

A NIGHT IN FRANCE

Prepare to explore some of the finer cuisines of the French culinary world! Region specific foods allow us to embrace some of the finer aspects of the culinary capital of the world. We'll feature an appetizer, entry and dessert from three different regions and the wines that would go with them.

Friday, November 4

A NIGHT IN MEXICO

Viva Mexico! You will be transported to our southern neighbors to taste how some of the authentic foods are made and enjoyed by the Mexican people. Three main dishes will be made using food products and flavors exclusive to the culture. Be prepared to learn all about their favorite drink—Tequila!

Friday, December 2



CHRISTMAS COOKIES

Come and make a variety of old classics and new creations including gluten free cookies. You will bring home a tin that I will provide filled with cookies, new recipes and the holiday spirit!

Maria Induisi-Richardson
@ Spring Hill Restaurant

Monday, December 5
6:00-9:00 p.m.

Tuition: \$50 Dover: \$45



GREAT ONLINE COURSES -

300+ CLASSES

INSTRUCTOR FACILITATED

*Learn from
the comfort of home!*

Our instructor-facilitated online courses are informative, fun, convenient and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. No wonder many strong friendships have formed in our lively discussion areas. All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussions, supplementary links, and more. You can complete any courses entirely from your home or office and at any time of the day or night.

Courses Start as Low as: \$99.00

Visit www.ed2go.com/dalcsc
for orientation, course requirements, reviews, instructor bios, and more.



DIGITAL PHOTOGRAPHY

With Allan Wood

Tuition: \$35 Dover resident: \$30



BEGINNER PHOTO CLASS ON LOCATION AT GREAT BAY NATIONAL WILDLIFE REFUGE

This beginner class is for those who want to start to take their cameras off the "Auto settings" and explore some creative camera tools and learn to see in composing images. Your camera should either be an advanced point and shoot that has settings or a dial displaying a non-green "A" or "Av" setting, or one that uses interchangeable lenses (DSLR). We'll hike around Great Bay National Wildlife Refuge (about a mile). Here we will also be learning to use selective focus called "Depth of Field" to either blur out backgrounds or to make everything sharp in an image. We're also going to create images involving compositional elements in the use of color, or absence of color, angle of view, rule of thirds, leading lines, 50/50, framing, etc. Wear sneakers or something with good tread. There are bathroom facilities available at the parking lot. *Bring bug repellent and long sleeves.*
**Meeting on site. As you go into Pease Tradeport from Route 165 (Spaulding Turnpike), take a right at the end and follow a few miles to the parking lot. I'll have on a leather jacket and white cap.*

Saturday, October 1
(rain date Sunday, October 2)
8:30 a.m.—11:00 a.m.

DSLR CAMERA-ON LOCATION! VAUGHN WOODS STATE PARK

Diving Deeper: Using Special Settings, White balance, and Pop Up Flash

This course is for those who have the "big cameras" with interchangeable lenses. We will cover special settings and components of your camera involving white balance, ISO settings, histograms (digital fingerprint), exposure compensation, using the manual setting for great effects, and using your pop up flash to fill in shadows outdoors and using it to help with basic portraiture. We will also review a little about using your aperture for effects involving range of sharpness (depth of field). We'll meet promptly at 8:30 AM at the Vaughn Woods parking lot. Wear sneakers or something with good tread, and be wary there may not be any bathroom facilities available.

**Meeting on site at the Vaughn Woods parking lot in South Berwick. I'll have on a leather jacket with white hat.*

Saturday, October 15
(rain date Sunday, October 16)
8:30 a.m.—11:00 a.m.

IT'S PHOTOSHOP FROM YOUR LAPTOP!

Welcome to Photoshop for your digital darkroom! If you have Photoshop on your laptop, bring it in, and we'll get into the nuts and bolts of this great program. We get into the basics of image enhancement, toning, special effects, converting color images to dramatic B&W, and basic retouching. Must have Photoshop installed on your computer, **NOT** Lightroom or Photoshop Elements. All images for lessons are supplied by the instructor. Bring a flash drive to bring images home to practice afterwards.

Allan Wood
Saturday, October 22
9:00 a.m.—11:00 a.m.
McConnell Center
Tuition: \$35 Dover: \$30

IT'S PHOTOSHOP FROM YOUR LAPTOP! PART 2

This class goes beyond some of the basics and dives into using more tools and techniques in more advanced retouching techniques, use of RAW, creating HDRs, layering techniques and masking, and portrait retouching if time allows. Must have Photoshop installed on your computer, **NOT** Lightroom or Photoshop Elements. All images for lessons are supplied by the instructor. Bring a flash drive to bring images home to practice afterwards.

Allan Wood
Saturday, November 12
9:00 a.m.—11:00 a.m.
McConnell Center
Tuition: \$35 Dover: \$30

DIGITAL PHOTO ORGANIZATION AND PRINTING

Digital cameras, smartphones, tablets...there are many ways to take digital photos, but what do you do with them all? In this class, you will learn how to use your computer to organize your digital photos and create printable photo projects. Participants should be comfortable working on Windows computers and a web browser. Bring to class:

- 1) Your digital photos: on your digital camera or smartphone with its USB transfer cable, on camera memory cards, on CD/DVDs, or on an external hard drive or flash drive.
- 2) A USB flash drive or external hard drive-this is where you will organize your own photos.
- 3) A laptop computer (if you wish to use your own computer) or you can use one of our laptops.

Tiffany Brand
Fridays, September 16-September 30
10:00 a.m.-12:00 Noon McConnell Center
Tuition: \$55 Dover: \$50

HEALTH WELLNESS & SAFETY

BOATING CERTIFICATION

Register at Dept. of Safety
 1-888-254-2125
 Pre-registration required. Limited to 25.
 All sessions held at Dover High School
Upcoming Classes 6:00 – 9:30 p.m.
Tuesday & Thursday
 September 20 & September 22 or
 October 18 & October 20 or
 November 15 & November 17

CPR CERTIFICATION

LEARN A LIFESAVING SKILL! You will learn adult, child and infant CPR, how to use an AED and what to do if someone is choking in this American Heart Association Heartsaver CPR/AED course that has been updated for the new 2015 Guidelines. Participants who successfully complete the course will earn their Heartsaver CPR/AED certification card which is valid for 2 years. This course involves hands-on skills practice. Participants will be sitting, standing and kneeling to learn the lifesaving skills of CPR.

Coastal CPR & First Aid, LLC
Thursday, October 13 or
Monday, November 14
Nya Studios/Dover Point Office Park
6:00-9:00 p.m. Tuition: \$50



FIRST AID CERTIFICATION

WOULD YOU KNOW WHAT TO DO? This American Heart Association Heartsaver First Aid course will teach participants how to recognize and help victims of medical and environmental emergencies and what to do if someone is injured. Subjects covered include, but are not limited to, allergic reactions, heart attack, stroke, seizures, breathing problems, diabetes, bleeding, bites and stings, heat and cold emergencies, head, neck and spinal injuries and more. This course has been updated for the new 2016 Guidelines. Participants who successfully complete the course will earn their Heartsaver First Aid certification card which is valid for 2 years. This course includes limited hands-on skills practice.

Coastal CPR & First Aid, LLC
Wednesday, November 16
McConnell Center Cafeteria
6:00-9:00 p.m. Tuition: \$45

HEALTH WELLNESS & SAFETY

New! ADJUSTING YOUR MOOD WITH ESSENTIAL OILS

Essential oils have been used historically to adjust mood. Come learn how easy it is to incorporate this simple tool into your healthy lifestyle. Go home with 4 roller bottle blends including ones for confidence, clarity, happiness and releasing worry.

Kimberly Cole

Wednesday, October 12
Dover High School 6:30-8:30 p.m.
Tuition: \$35 Dover Resident: \$30



New! CLEANING WITH ESSENTIAL OILS

Clean and green your home by eliminating toxic chemicals and replacing them with safe and effective alternatives. Get started right away by making a foaming hand wash, an all-purpose cleaner, air freshener and a bathroom scrub.

Kimberly Cole

Wednesday, November 16
Dover High School 6:30-8:30 p.m.
Tuition: \$35 Dover Resident: \$30

MEDITATION FOR ANYONE

Learn how to relax your body. Begin an exciting journey of self-discovery and awaken the energy within. *Wear loose comfortable clothing and bring a pillow to sit on.*

Larry Holman

Wednesdays, November 9-December 7
6:30-7:30 p.m. McConnell Center
Tuition: \$65 Dover: \$60

INTRODUCTION TO FALUN GONG

Falun Gong is an advanced chi-gong (energy) practice originating in ancient China. It promotes energy flow in the body through five easy to learn exercises. Practiced in over 70 countries worldwide, Falun Gong may improve quality of life by producing increased physical energy and mental clarity. This introductory class will provide a brief overview of the practice, plus a demonstration of the exercises.

Instructor: Marcus Gale

Monday, November 14
6:30-8:30 p.m. Dover High
Registration Fee: \$5

PERSONAL SELF-DEFENSE

Defending ourselves is something that we hope we never have to do. However, it is something we should all know how to do. Learn how to prepare yourself mentally and ~ if necessary ~ to react physically. *Wear comfortable clothing.*

Larry Holman

Wednesdays, October 12-October 26
6:30-8:30 p.m. McConnell Center
Tuition: \$40 Dover: \$35

REIKI FOR BEGINNERS

Reiki is one of the simplest, most powerful healing techniques for pain, mental and emotional difficulties, stress, anxiety, phobias or hormone imbalances. Class balances lecture and hands-on.

Level 1 certification upon completion.

Erica Rock

Thursdays, September 29-October 13
6:30-9:00 p.m. Dover High
Tuition: \$150 Dover: \$140



YOGA-ALL LEVELS WELCOME!

Come and join in this vinyasa flow style yoga class. Clear instruction is given beginning with breathing techniques, warm-up, and then flow through many yoga postures. The class is geared so that students of varying abilities will feel both successful and challenged. Moderations will be offered for those who are new to the practice. Experienced students will be encouraged to explore advanced variations to enhance familiar postures. Participants work to their own ability and comfort level. Please wear comfortable clothes and bring a yoga mat if you have one. For students new to the practice and for those who have been off their mats for a while, there will be a half hour workshop prior to the first class.

Susan Chadbourne

Lake Inspired Yoga
Mondays, October 17-November 21
5:30-6:30 p.m. McConnell Center
Tuition: \$95 Dover: \$90

LANGUAGES

ADVANCED ESOL: SELECTED GRAMMAR TOPICS AND READING

Short readings with examples of the grammar topic, followed by a review of the rules and further practice.

Bill Badgley

McConnell Center

Wednesdays, October 5-November 9
12:30 p.m.-2:30 p.m. OR
Wednesdays October 26-December 7
6:30-8:30 p.m.

Tuition: \$50 Dover: \$50

ESOL

ADVANCED ESOL: READING SHORT STORIES

We will read a variety of high school level North American short fictions, work on your pronunciation, learn new words, and discuss ideas from the readings. Short, related grammar lesson if time permits.

Bill Badgley

McConnell Center

Wednesdays, November 30-January 18
(No classes during Christmas Holiday)
12:30 p.m.-2:30 p.m.
Tuition: \$50 Dover: \$50



INTERMEDIATE SIGN LANGUAGE

This course emphasizes the learning basic person-to-person conversational signing skills as a second language, including use and comprehension of ASL vocabulary, syntax, and finger spelling. Students are expected to learn over 1,500 vocabulary items, presented in semantic groupings such as numbers, people and occupations, emotions and feelings, mental actions, food, etc. Students will gain experience in both formulating and sending messages and understanding the signed message of others in class.

Prerequisites-ASL I

Cathy Minch

Dover High

Tuesdays, September 27-November 15
5:00 p.m.-7:00 p.m.
Tuition: \$125 Dover: \$115



GUITAR FOR BEGINNERS

This class is designed for beginners ranging from people who have never held a guitar before to those who can play just a few chords. In this class, students will learn proper strumming technique, basic chords, sight reading, simple folk songs, and beginning theory. With a few students per class we will learn certain chords and songs together but will also have opportunity to learn individually depending on your interest and experience. If some already know how to play and would like an intermediate level teaching, that can be arranged in the same class. Bring your own guitar with strings. Method book and guitar picks are included in tuition.

John Webb

Tuesdays, September 27-November 15
6:00 p.m.-8:00 p.m. Dover High
Tuition: \$185 Dover: \$180



HARMONICA WORKSHOP

Learn to play a song and master some basic techniques. Harmonica included.

Mike & Bev Rogers

Tuesday, October 18
6:30-8:30 p.m. Dover High
Tuition: \$30 Dover: \$25



New! UNITED IN SONG: Community Singing Workshop

Think you can sing? Think you can't sing? It doesn't matter! Join together with singers of all levels to discover how fun and rewarding it is to sing with a group, even if you have never sung in any form before. We will explore vocal music from many genres and cultural traditions, as well as exercises for finding and freeing your natural singing voice. All levels of singing ability are welcome! The class may be repeated, as songs will likely change from one session to another.

Alexandra Krauth

Saturdays, October 1-October 29
10:00 a.m.-12:00 p.m. McConnell Center
Tuition: \$70 Dover: \$65

WRITING CLASSES

For those who write at home, at work, in school or for publication

Work and Life



A TO Z GRANT WRITING

This online course is invigorating and informative and will equip you with the skills and tools you need to enter the exciting field of grant writing! You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You'll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign, and how to put together a complete proposal package.

Register at www.ed2go.com/dalcsc
Tuition: \$99

EFFECTIVE BUSINESS WRITING

Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don't let small gaps in your business writing skills prevent you from reaching your full potential! It doesn't matter if you're a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this online course to help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

Register at www.ed2go.com/dalcsc
Tuition: \$99

LET THE STORIES BEGIN! PUTTING YOUR WRITER SELF INTO ACTION.



This workshop will inspire you to seize your writer identity and kick your writing dream into action. A professional writing coach and published author, Kate shows students how to accept and hook into those

random thoughts, ideas, images, and transform them into characters, worlds, events—*stories*. Kate will guide you on how to begin and stick with a serious writing project, no matter how busy your life is, as well as offer valuable feedback on your work at the end of the course. Bring writing utensils, notebook and laptop to class if you have one.

Kate Johnston
Mondays, October 17-November 21
7:00-8:00 p.m. Dover High
Tuition: \$175 Dover: \$170

TRAVEL WRITING

In this online course, you'll learn how to develop the skills of a travel writer. You'll learn how to translate what is seen, heard, tasted, touched, smelled and felt (intuitively and physically) into publishable articles and books. You'll understand the writing styles and methods needed to sell material in today's competitive market (including the how-to's of technical aspects, quotes and facts). By the end of the course, you'll have the ability to write for the travel market. So pack your sense of adventure, organize your determination and put your keyboard in a comfortable position!

Register at www.ed2go.com/dalcsc
Tuition: \$99

WRITING FOR CHILDREN

Join author and writing mentor Steve Alcorn in this online course to discover what you need to know to write for children. If you're a beginning writer, this course will help you transform your book idea into a finished product that could potentially land in the hands of an editor or agent. And if you're already a successful writer, this course will help you explore new opportunities and markets for your work. You'll explore the changing world of children's literature and understand the various formats, including picture books, chapter books and middle grade or young adult novels. You'll receive valuable tips about creating your manuscript and even practice writing a query letter to submit to a publisher. By the end of the course you'll have all the tools and resources you'll need to begin navigating the world of children's publishing and to continue growing as a writer for children.

Register at www.ed2go.com/dalcsc
Tuition: \$99

Gift Certificates Available!

Need a gift for a special occasion or that hard-to-buy-for friend or relative? Give a gift certificate for a specific class or workshop or for any amount you choose.

Call 742-1030 for details.



BECOME A HOSPICE VOLUNTEER

Wentworth Homecare and Hospice

Every year millions of Americans die from heart disease, cancer, etc., and every year roughly 400,000 hospice volunteers help make a difference in their lives. Wouldn't you like to be one of the people who make a difference? Hospice volunteers provide varied support for patients and their families, including reading, watching TV, playing cards, doing errands, light housekeeping, etc. Most volunteers donate 1-4 hours of their time per week. This comprehensive training course will cover the hospice philosophy, grief and loss, bereavement issues associated with the end of life, effective listening skills and much more. This course is not recommended for anyone who has experienced the death of a loved one within the last 12 months.

Instructor: Elaine Bonnell
Mondays, October 3-November 7
5:00—7:00 p.m. McConnell Center
Registration Fee: \$10

COMMON ESTATE PLANNING MISTAKES

Attorney Fred Foreman and Financial Services Representative Heidi Hebert team up to discuss the common areas of concern when drafting or revisiting an estate plan. Their team approach offers the expertise in both the legal and financial aspect of this important process. If you've never done an estate plan, this will show you what a good and thorough one should look like. If you've done an estate plan a long time ago, this will show you what laws have changed. If you've done an estate plan recently, this will be a good double check to make sure it was done correctly.

Heidi Hebert/Garrison City Financial, LLC
Attorney Fred Foreman
Wednesday, November 16
6:30 p.m.—7:45 p.m. McConnell Center
Registration Fee: \$10

DON'T RETIRE, RENEW!

This course will help you have the retirement that's right for you: fun, relaxing, meaningful, busy or something completely different. You'll learn how to structure your time and the rest of your life in this new state, so that retirement will be everything you always hoped it would be. This is not your grandparents' retirement, but one in which you get to utilize all your interests, abilities, energies and zest for life!

Amy Pollard, M.S.
Wednesday, November 16
6:00—8:00 p.m. McConnell Center
Tuition: \$25 Dover: \$20



Hundreds more classes available online www.ed2go.com/dalcsc

Work and Life

Hundreds more classes available online www.ed2go.com/dalcsc



HOME BUYERS SEMINAR

Learn and understand the process of buying a home including: renting vs. buying, how much can you afford, what kind of home is right for you, navigating the lending process, home inspections, title (contract to closing) and home insurance.

Carolyn Dupont, Realtor, Keller Williams
Jaime Lynch, Atlas-Heritage Title
Carrie DiGeorge, Kennebunk Savings Bank
David Whitney, Prudential Home Insurance

Monday, October 17 **McConnell Center**
6:00-8:00 p.m.
Registration Fee: \$10.00



HOW TO WRITE YOUR RESUME

Whether you have never written a resume or just need to update one you already have, this course will teach you the best ways to present your experience, skills and career goals. In this challenging em-

ployment market, your resume and cover letter must reflect your objective, experience and skills in ways that will best ensure that you will be contacted for an interview and ultimately get the job. A variety of resume formats and cover letters will be presented and discussed.

Amy Pollard, M.S.
Wednesday, October 26
6:00-8:00 p.m. **McConnell Center**
Tuition: \$25 **Dover: \$20**



INTRODUCTION TO INTERIOR DESIGN

Are you a creative person with an eye for design? If so, this online course will show you how to transform plain living spaces into beautiful and functional rooms. Interior design takes training as well as talent, and these lessons will give you the know-how you need to design a room from floor to ceiling. You'll delve into color theory, industry trends, spatial arrangements, floor plans, traditional and modern interior design ideas, and other basics. As you master design skills step-by-step, you'll complete your first project: a fully developed room design complete with spatial layout, lighting, and finish selections. Your new knowledge and hands on practice will give you the confidence you need to start creating beautiful residential interiors for yourself and others.

Register at www.ed2go.com/dalcsc
Tuition: \$99

JOB INTERVIEWING SKILLS

Interviewing for a job can be a stressful experience. It's your opportunity to sell yourself and get the job, but most people are uncertain as to the do's and don'ts of a successful interview and often leave the interview without a clue as to whether they performed well nor not. Amy Pollard, an HR Recruiter with over 25 years of experience, will give you a behind the scenes look at the interviewing process from the time you step in through the interview itself as well as the follow-up. You'll learn what to say, what not to say, and how to handle those difficult questions to ensure that you ace the interview and get the job offer!

Amy Pollard, M.S.
Wednesday, November 2
6:00-8:00 p.m. **McConnell Center**
Tuition: \$25 **Dover: \$20**



EXPLORE A CAREER IN MEDICAL CODING

In this online course, you'll make your first step toward a lucrative career as a medical coder! In this course, you'll learn how to find medical codes for any disease, condition, treatment, or surgical procedure. We'll discuss how medical coding works in the real world, and then we'll go over the different types of codes you'll need to understand to describe every aspect of a patient's visit and report that information to an insurance company. From there, you'll be ready to begin putting it all into practice. By the end of this course, you'll know how to find your way through both the CPT manual and the ICD-10-CM manual, and you'll be well on your way to becoming a medical coder.

Register at www.ed2go.com/dalcsc
Tuition: \$99



RESTAURANT OPERATIONS 101

Restaurant workers, UP-GRADE YOUR PAY AND SKILL SETS! Would you like to know what your managers know? In this class, restaurant or food service team members and supervisors will get the knowledge it takes years of experience to achieve in the restaurant business. This program is designed to empower employees in a classroom setting to understand how a restaurant or food service operational flow is planned and implemented and how the financial aspects affect the bottom line. Employees then utilize this knowledge to identify and solve guest problems, identify and solve production and cost inefficiencies, and increase revenue opportunities by learning advanced Sales and Service techniques. Empower yourself to become confident in moving up the managerial chain and asking for more pay by increasing your knowledge and skill sets to a management level. A class overview can be found at www.mgfsilc.com/UpcomingClasses/CourseDescription.

Michael Pentasuglia
Saturday, October 15 or November 12
9:00 a.m.-3:00 p.m. **McConnell Center**
Tuition: \$95 **Dover: \$95**



TIME MATTERS: A WOMEN'S RETIREMENT OUTLOOK

Even today, women still encounter more economic obstacles than men in the pursuit of financial security, particularly in seeking a comfortable retirement lifestyle. So if you are a woman, regardless of your marital status, you should be aware of the challenges and take steps to overcome them. This course will present issues that women should consider as they develop a financial plan for retirement (whether already retired or preparing for retirement).

Heidi Hebert
Garrison City Financial, LLC
Saturday, November 5
10:00 a.m.-12:00 Noon **McConnell Center**
Registration Fee: \$10

TIPS ON SELLING YOUR HOME

Ready to downsize? Do you want to sell your house? Let us show you what works! Amy Parker of Parker House Designs will reveal the importance of staging when selling and Carolyn Dupont, realtor with Keller Williams Coastal Realty, will explain the process step-by-step. With shared resources, making the important decision is easier than you think.

Carolyn Dupont, Realtor, Keller Williams
Monday, October 3
6:00-8:00 p.m. **McConnell Center**
Registration Fee: \$10.00

URGENT VS. IMPORTANT: HOW TO KEEP YOUR VISION INSIGHT AND GROW YOUR BUSINESS YOUR WAY

Do you know what you should be doing to grow your business but find yourself getting caught up in urgent tasks instead of doing the important ones? Would you love to be on track and growing your business without putting your health, sanity, or family on the back burner? In this workshop discover the "Big Why" reason for growing your business, identify your ideal "HOT" clients vs your "NOT" clients, clarify the boundaries your business need to thrive, create self-care habit that feeds your body, mind, spirit and learn three key time management tips to help you avoid urgent distractions and accomplish the activities that will support your vision.

Beth Frede
Saturday, October 15 or November 5
9:00 a.m.-11:00 p.m. **McConnell Center**
Tuition: \$30 **Dover: \$25**



WOW, WHAT A GREAT EVENT!

This online course covers learning about themes, venues, menus, entertainment, décor, and much, much more. You will develop skills, find resources, and gain confidence to plan any event. You'll discover proven tips, tools, techniques, and procedures that will make event planning easier for you. You'll gain access to event industry information compiled by and for event industry professionals. You will be pointed in the right direction to meet other event and meeting planners and to join a professional association or industry group.

Register at www.ed2go.com/dalcsc
Tuition: \$99



What is the HiSET? The ETS High School Equivalency Test (HiSET) certifies a candidate's attainment of academic knowledge and skills equivalent to those of a high school graduate. It replaced the GED in NH.

How much does the HiSET cost?

The full battery of tests costs \$95. When you pay for the full battery, you are allowed to re-take each subtest test a total of two times and each retest costs \$15. From the time you pay for your test, you have one year to pass each subtest. Subtests may be scheduled over multiple testing sessions.

FULL PAYMENT IS REQUIRED WHEN YOU SCHEDULE. WE ACCEPT CASH, CHECKS, VISA, MASTERCARD, DISCOVER OR AMERICAN EXPRESS.

Is scholarship money available?

A limited amount of scholarship money is available for students who can demonstrate economic hardship. The scholarship application is available at the DALC office. A maximum of \$35 may be awarded.

If I am under the age of 18, can I take the HiSET?

If you are 16-years-old or older, you may take the HiSET with approval of your parents, guidance counselor and district superintendent. Test takers under the age of 18 interested in taking the HiSET should talk to their high school guidance counselor.

Is a Spanish HiSET offered?

Yes. When you schedule your test, you must notify the testing center you wish to take the HiSET in Spanish.

Do I need to pass a practice test to register and schedule?

Yes. You may schedule an appointment by calling the office at 742-1030. Practice tests are *free*.

How do I prepare?

FREE preparation classes are available in Dover, Rochester and Farmington. Please call Dover to register for classes in Dover, and call Rochester to register for classes in Rochester, Farmington.

FREE preparation materials are available online including a tutorial video and practice tests at <http://hiset.ets.org/prepare/overview>.

FREE academic skills classes (pg. 4) are available to help you prepare.

Are computer- or paper-based testing options available?

Both computer-based and paper-based tests are offered in Dover. Computer-based tests are offered once a month on a Saturday and paper-based tests are offered once a month. Paper-based tests only are offered in Rochester once a month.

How do I register for the HiSET?

First create an online HiSET account at: [www.http://hiset.ets.org/test_takers/](http://hiset.ets.org/test_takers/)

You will need an email address for this step. If you do not have an email address, we can help you set one up.

How do I schedule an exam?

After you create your online HiSET account, visit our office during regular office hours to schedule and pay for your exam.

Where do I test?

Computer-based tests are offered in Dover. Paper-based tests are offered in Dover and Rochester.

Do you still have unanswered questions? Call, stop by or visit our website.

McConnell Center
61 Locust St., Dover
603-742-1030

8-5 M & W, 8-8 T & Th, 8-4 F

First Church Congregational
63 So. Main St., Rochester
603-335-6200

9-12 M-Th, 6-8:30 T&Th

www.doveradultlearning.org

Dover
Adult Learning Center
of Strafford County
DOVER: McConnell Community Center
61 Locust Street, Dover 03820
(603) 742-1030
ROCHESTER: First Church Congregational
63 South Main Street, Rochester 03867
(603) 335-6200
Email: dalc@dalc-online.org
Website: www.doveradultlearning.org

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MISSION STATEMENT

Dover Adult Learning Center of Strafford County helps adults in the Strafford County area enhance their life-coping skills and improve their lives through basic education, job training, high school completion, and enrichment classes. We help our students become more effective lifelong learners, family members, workers, and citizens.

FALL 2016 CLASSES

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WHAT CAN YOU DO AT DALC?

- *Learn English*
- *Finish High School*
- *Build Academic Skills for College and Career*
 - *Be Matched With a Volunteer Tutor*
 - *Sharpen Your Computer Skills*
 - *Study for the US Citizenship Test*
 - *Take a Class for Fun or Enjoyment*
 - *Train Your Employees*

ALL CLASSES AND SERVICES ARE FREE OR LOW COST