



# Dover Adult Learning Center

Learning. About You.

**DALC is Still Here  
For You!**

**We Are Offering Courses**

- Online
- In Person and Safely Distanced
- Hybrid



**DOVER** - McConnell Community Center | [doveradultlearning.org](http://doveradultlearning.org) | 603-742-1030  
**ROCHESTER** - First Church Congregational | [doveradultlearning.org](http://doveradultlearning.org) | 603-335-6200

**FALL 2020 CATALOG**

# Our Mission

## DOVER ADULT LEARNING CENTER OF STRAFFORD COUNTY

helps all adults learn and enhance their skills and improve their lives through education, job preparation, high school completion, and enrichment classes. We help our students become more effective lifelong learners, family members, workers, and citizens.

Carin D'Abrosca | Photography by Carin.



### Welcome Back! It's a New World and DALC has a New Look!

The phrase "Back to School" has a new meaning this year. The global pandemic has changed the way we work, learn and play. DALC has a new look, logo and tagline. It's still the DALC you know and love,

and we are still here to help you on your educational journey! However, we might more accurately say, "Forward Ahead"!

The bridge in our new logo symbolizes progress, stability, and connection. We build bridges to overcome obstacles and take us to new places. Bridges connect previously isolated places and allow people to come together. The image of the bridge is a powerful symbol of hope.

DALC is a place where people connect and come together, find opportunity and hope, and a pathway to economic self-sufficiency. I can't imagine a better image or more appropriate time to introduce the bridge as part of our new logo. Now more than ever, we need ways to connect and be engaged in community.

Our goal is to make that opportunity accessible to everyone in our community who wants to learn, so we've introduced new formats for classes, with online, in person and hybrid options (look for the symbols). We've adapted our classrooms to promote safe distancing and adopted the now standard protocols of screening, frequent sanitation and mask wearing that ensure the least risk of infection.

For those of us unable or not ready to be inside and face to face, we have an abundant inventory of online options to choose from. See page 10 for samples from the Ed2Go catalog. And on pages 5 and 6, we've highlighted some online adult high school options.

ESL and academic classes will have virtual alternatives, so no student will be left out, and we've increased our HiSET testing schedule to ensure that there are ample opportunities to test in a safe space.

As always, our counselors and teachers are here to help you find the right educational and career path that fits your needs. Make an appointment if you want to talk over some ideas. We just ask that you call ahead, so we can keep everyone safe.

I wish you great adventures in lifelong learning!

Deanna Strand, *Executive Director*

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### *In Memorium*

**Debbie Tasker**

1943-2020

Director of  
Dover Adult Learning Center  
1975-2000



**LEARNING. ABOUT YOU.**



## Integrated Education and Training

### Academic skills and job preparation for high demand occupations

Times and Dates TBD  
Tuition: \$125/Dover: \$115  
Free to eligible participants  
Placement test required

#### ***Bridge to Hospitality Management- Customer Service***

This introduction to management focuses on customer service, primarily in the restaurant industry. You will practice hands on skills while learning how to create a management plan. If you have worked in the food service industry and want to move up in your career, or would like to improve your English while learning job skills, this class can be a step towards higher education, or a career. The class can be taken as part of a program for management certification.

#### ***Essential Math for Building Trades***

Learn or review basic math skills related to the construction and technical trades and how they apply to the workplace. Covers multiple systems of measurement, decimals, fractions, and basic geometry.

#### ***Communication for Health Careers***

Have you trained as a nurse in another country? Are you curious about a career in health? You'll learn English language skills while exploring various job and training opportunities and promising career pathways.

#### ***Exploring Coding & IT Careers***

Ever wonder how apps and websites are made? You'll explore algorithms, coding structures, web pages and apps with HTML, CSS, and JavaScript. Hear from developers and educators in the industry and learn about career opportunities. (See page 8 for times and dates)

## Career Exploration

Find a **career** that fits your skills, aptitudes and interests. Identify **skills** you need for training, college or a career. Learn about **high demand occupations** in our community such as: **Information Technology, Healthcare, Construction, Hospitality & Advanced Manufacturing.**

### Skills for Work and Training

- ACCUPLACER Test Preparation and On-Site Testing
- Math, Reading & Writing Refresher Courses (pg. 4)
- High School Completion (pg. 6)
- English for Speakers of Other Languages (pg. 7)
- Workplace Preparation

### Digital Literacy

- Computer Skills and Software Training (pg. 8)

### College/Training Search and Application

- Connect to Training Programs and Community Resources
- Trade School & Apprenticeship Navigation
- Job Search, Resume and Cover Letter Writing
- Financial Aid & Scholarship Assistance

### Prerequisite Classes for College Degrees

- Algebra, Biology and Chemistry for Health Careers (pg. 6)

## Workforce Training

### Customized training for your employees at your location or ours.

- Computer Skills – MS Office
- Occupational English Language Training
- Math Skills for Trades
- Business Writing

Call (603) 742-1030 for a quote to meet your training needs.

Eligible for NH Job Training Funds—up to 50% of cost



### ServSafe® Food Protection Manager Certification

Essential food safety practices to earn ServSafe Food Protection Manager Certification accredited by ANSI.

\$145 Tuition/\$135 NHRLA members

Register at [www.nhlra.com/servsafe.html](http://www.nhlra.com/servsafe.html)

### OSHA 10-Hour Outreach Construction

OSHA safety standards specific to the construction industry.

Earn a 10-Hour OSHA Outreach card.

\$260 Tuition/\$175 for ABC Members.

To register, email [Jennifer@abcnhvt.org](mailto:Jennifer@abcnhvt.org)

Check the website for up-to-date course info!

# Academic & Employability Skills

Many classes at multiple times and in a variety of formats are available, in-person, online and a combination of both. Call the office at (603) 742-1030 to make an appointment to take a placement test and discuss your options.

*Classes are offered at no charge to eligible learners through grants from the NH Bureau of Adult Education. Placement test may be required.*

## Academics

Essential skills for high school completion, college readiness, employment, career advancement or training.

## Math

Improve math confidence, computational skills, and number sense, including whole numbers, decimals, fractions, percents, proportions, problem solving and basic geometry. Develop pre-algebra, algebra, geometry and problem solving skills, and practice test questions for the HiSET and the computer skills ACCUPLACER test.

## Reading

Enjoy book discussions and improve essential reading skills. Develop comprehension, vocabulary and grammar skills. Read fiction and non-fiction. Explore topics in social studies and science. Gain critical thinking skills, including interpreting, analyzing and synthesizing information from many sources.

## Writing

Write stronger sentences and paragraphs to better communicate ideas and information. Learn a variety of forms, including a persuasive essay and writing from sources. Test question practice included.

## Soft Skills

Identified by employers as critical skills for success in the workplace, these skills are incorporated into all classes:

- Critical Thinking
- Team Work
- Communication
- Technology Use

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

Check the website for up-to-date course info!



## LOCATIONS

**Dover | (603) 742-1030**

McConnell Center | 61 Locust Street

**Rochester | (603) 335-6200**

First Church Congregational | 63 South Main Street

*Please call for a placement and registration appointment. No walk-ins will be allowed.*

## CHILD CARE

- Limited childcare may be available by reservation.
- Provided in Dover only.
- \$5 per week. Financial assistance available.
- Pre-registration is required.



# 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 (ESL), 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. Call to request or become a tutor.

## SATELLITE SERVICES

**Free** classes and educational services may be provided at locations throughout Strafford County. If your agency is interested in offering adult education, please call. If you are living in transitional housing or a shelter or regularly attend appointments at a community location, adult education may be available. **Call or ask a counselor. Bridget Barker, Volunteer and Tutor Coordinator (603) 742-1030 or [b.barker@doveradulthoodlearning.org](mailto:b.barker@doveradulthoodlearning.org).**

## Two ways to finish high school\*

### *High School Equivalency or Adult High School Diploma? Which is better for you?*

**Pass a test and receive a high school equivalency certificate from the State of NH (see below for more information)**

1. Make an appointment with a counselor.
2. Take free diagnostic tests.
3. Enroll in classes, study online or work with a tutor, if needed.
4. When ready, take practice tests to qualify for official exams.
5. Register for official HiSET exams with a government issued photo ID and current test fee (\$25/per subtest). Scholarships are available.

**Complete the credits you need to earn the Dover Adult High School Diploma (See page 6 for more info)**

1. Request a transcript from your last high school.
2. Make an appointment with a counselor for free credit assessment.
3. Make a plan for completing your remaining credits. Classes, online courses and competency based options are available.
4. You may be eligible for experience and work credits if you have been out of school for a while.
5. Register for credit classes you need. Some scholarship funds are available.

*\*If under 18, contact your high school for permission to enroll.*

## The Future Starts Here

Earn your high school equivalency.



Expanding Opportunities.  
Changing Lives.  
**The HiSET® Exam.**

The *HiSET*® exam, created by ETS is the state-approved test New Hampshire uses to measure high school equivalency.

- Free preparation classes are available in Dover and Rochester (See page 4 for details)
- Both computer-based and paper-based tests are offered
- You must pass a free practice test before you can register and schedule
- Let us know if you wish to take the HiSET exam in Spanish when you register
- A limited amount of scholarship money is available for students who can demonstrate economic hardship
- Other accommodations can be made, if you qualify, such as more time, larger print or audio. These services must be requested from ETS prior to registering

*The HiSET® program offers a variety of free and low-cost resources to help familiarize you with both the exam questions and the computer-delivered testing experience.*

*The resources include a study companion (a guide with tips and strategies on how to prepare for the HiSET® exam), practice tests and sample questions. **Online at <https://hiset.ets.org/prepare/overview>.***

ETS, the ETS Logo and HiSET are registered trademarks of Educational Testing Service (ETS) in the United States and other countries.




# Adult High School Diploma & Courses for entering a college degree program or job


**Registration & scholarship deadline for AHS classes is September 8, 2020**


Many classes at multiple times and in a variety of formats are available, in-person, online and a combination of both.  
Call the office at (603) 742-1030 to make an appointment to take a placement test and discuss your options.  
Scholarships are available for adult ADP students.


Check the  
website for  
up-to-date  
course info!

**LEGEND**

**In Person** 

**Online** 

**Hybrid** 

**Asynchronous** 


images: Flaticon.com

## Algebra I\*

Algebra 1 offers 100% alignment to the Common Core State Standards for Mathematics. The specific standard alignment for each lesson is visible to both educators and students. The emphasis is on focused exploration of topics to make concepts more digestible for students. Practice questions are included with each lesson, including technology-enhanced items and explanations to assist students in their understanding of the concepts. Features to

support student mastery include worksheets for practice and guided notes to help students record key takeaways as they move through the tutorial.


*1 adult high school diploma math credit*

 **Online, self-guided course**  
**Tuition: \$60**

## Biology\*

Introduction to Biology is a life science class 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**  
**Monday, Sept. 14-Dec. 21 | 6:00-9:00 p.m.**  
**(No class Oct. 12, make-up date: Tuesday, Oct. 13) | In Person and Online**  
**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.

*Prerequisite: Algebra I - 1 adult high school diploma science credit*


 **David Tong**  
**Wednesday, Sept. 9-Dec. 23 (No class Nov. 11, make-up date: Thurs. Nov. 12)**  
**6:00-9:00 p.m. | Online**  
**Tuition: \$250 (ADP \$140)**  
**Dover: \$225 (ADP \$115)**

\*Fulfills Great Bay Community College requirement for high school credit in this subject area for nursing and other health occupation programs.

## Economics

*Economics* is a social science that examines how goods and services are created, consumed, and exchanged. This course covers basic economic problems such as scarcity, choice, and effective use of resources. It also covers topics on a larger scale such as market structures and international trade. It particularly focuses on the US economy and analyzes the role of the government and the Federal Reserve System.


*0.5 adult high school diploma science credit*

 **Online, self-guided course**  
**Tuition: \$30**

## Humanities

*Race and the Making of the United States*: this class investigates the earliest court decisions and legislative statutes that formed the foundation of both American jurisprudence and culture. Beginning in the early 1600s and ranging as far forward as we have time for, we'll read primary and secondary sources that illuminate the decisions made by the people in positions of authority and articulate how those decisions helped to cement white supremacy as the primary driver of legal precedent. Recorded mini-lessons in how to successfully read history, assessing the credibility/bias of sources, and writing about history will be provided, as well as real-time, online discussions of the topics and how the past connects to our experiences today.


*1 adult high school diploma U.S. history, social studies elective credit or English credit*

 **Sherry Frost | Online | October 6 through Dec. 10 on T/Th**  
**Tuition: \$250 (ADP \$140) Dover: \$225 (ADP \$115)**

## US History

*US History* is the study of the events, people, and culture of the United States over time. In US History A, you will learn about the process of historical inquiry, review the events and principles behind the founding of the United States, and then apply historical inquiry to analyze societal issues, trends, and events from the Civil War through the Great Depression. You'll explore timelines to gain an understanding of how events link to each other, and you'll analyze historical documents for a firsthand sense of how events unfolded. You'll also gather evidence from relevant documents and historical texts in order to develop credible explanations of events in US history. You'll then use that evidence to evaluate change and continuity over time by writing essays and creating presentations about broad periods of historical development.

*1 adult high school diploma U.S. history credit*

 **Online, self-guided course**  
**Tuition: \$60**

## ALTERNATIVE CREDIT OPTIONS

Adults seeking to earn the Dover Adult High School Diploma may be eligible to earn credit through alternative options, such as:

- Work experience
- Home management
- Military experience
- Community service
- Career exploration

Speak with your counselor to see what options are available to you.

# English for Speakers of Other Languages

## ESL CLASSES



Learn vocabulary, grammar and conversation skills to improve your English reading, writing, listening, and speaking or prepare and apply for US citizenship.

- Many classes, day and evening
- Multiple levels, beginner to advanced
- In-person, online, hybrid and independent learning available
- Most classes are free

Call the office at (603) 742-1030 to make an appointment for a placement test, to discuss your options, and register.

In-person classes are held in the McConnell Center, next to the Dover Public Library. **Pre-registration is required.**

### Conversation Group



#### Beginners Level I & II

**New students welcome anytime**

**Fridays | 10:00 a.m.-12:00 p.m.**

Come and practice your English speaking skills.

You will practice:

- Pronunciation
- Vocabulary
- Conversation
- Listening

*The above ESL classes are offered at no charge to eligible learners through grants from the NH Bureau of Adult Education. Placement test required.*

### ESL Civics Reading & Discussion Group\*



#### Level III and Level IV

**New students welcome anytime.**

**Fridays, 10:00 a.m.-12:00 p.m.**

Some reading and a lot of discussion. Practice pronunciation, work on your grammar, learn new words and share ideas. Each week discover 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

### US Citizenship\*



**Wednesdays, 1:00-2:00 p.m. or 6:00-7:00 p.m.**

**Pre-registration is required.**

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 ESL 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.

*\*Free to eligible students, \$125 for others (you may be asked to take a test to determine eligibility)*

## ADVANCED ESL CLASSES

### Building a Strong Vocabulary for Academic Preparation

First, we'll practice pronunciation by reading two short selections on topics from science and US history. Then we'll do multiple exercises related to vocabulary from the reading. This will include word forms, words with multiple meanings, and the roots/prefixes/suffixes that are used to make various English words. There will also be sample test questions and testing tips. It would be helpful if you had a second device with an online dictionary.

**Please order this text before the first class meeting.**

*Building a Strong Vocabulary for Academic Preparation*

ISBN #978-1-56420-899-6 Available for \$12 at:

[www.newreaderspress.com/building-a-strong-vocabulary-for-academic-preparation](http://www.newreaderspress.com/building-a-strong-vocabulary-for-academic-preparation)



**Bill Badgley | Ten Tuesdays, Sept. 29, Oct. 6, 13, 20, 27, Nov. 3, 10, 17 and Dec. 1, 8 | 12:30-2:00 p.m.**

**Online Class | Tuition: \$15 | Dover: \$10**

### Real Court Cases to Discuss and Resolve

You be the judge and jury. Pronunciation practice as we read about real US court cases. Learn law-related vocabulary. Discuss with classmates and decide what you think is a fair decision of the case. Then see if your decision matches what actually happened in the court. If you've taken the class before, don't worry! We'll be reading about new and different cases.



**Bill Badgley | Ten Mondays, Sept. 28, Oct. 5, 19, 26, Nov. 2, 9, 16, 23, 30 and Dec. 7 | 6:30-8:00 p.m.**

**Online Class | Tuition: \$15 | Dover: \$10**



### American Sign Language on Ed2Go:

**All classes are online.**

#### Discover Sign Language

<https://www.ed2go.com/dalcsc/online-courses/learn-sign-language/>

**Instructor-Led (6 Weeks) \$100 Self-paced (3 months) \$115**

#### Discover Sign Language II

<https://www.ed2go.com/dalcsc/online-courses/discover-sign-language-2/>

**Instructor-Led (6 Weeks) \$115 Self-paced (3 months) \$115**

#### Discover Sign Language Series

<https://www.ed2go.com/dalcsc/online-courses/discover-sign-language-series/>

**Instructor-led course; Start Dates: Sept. 16, Oct. 14, Nov. 11  
\$199 for 48 Course Hours**

# Computer Classes



*For beginner & intermediate level students*

## Beginning Computer Literacy

In this course, you will learn the basics of operating a computer system, including computer hardware and software, operating systems, managing files and folders, using 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, working with the cloud, and basic word processing skills. You may sign up for one of the in-person orientations or an online orientation by appointment. Bring your laptop if you have one.



**Tiffany Brand**

Tuesdays, 12:30-2:00 p.m. | Sept. 29-Dec. 15

Online with one in-person orientation | Monday, September 21 or

Tuesday, Sept. 22 | 12:30 p.m. or 1:30 p.m.

Tuition: \$100 | Dover: \$90

## Intermediate Computer Literacy

The focus of this course is to continue learning computer skills useful in the job market and in academic settings. The course will cover using spreadsheets for financial and data management, presentation software for creating slide presentations, and completing projects by combining word processing documents, spreadsheets, and presentations. Students should have completed Beginning Computer Literacy or have equivalent basic computer experience. You may sign up for one of the in-person orientations or an online orientation by appointment. Bring your laptop if you have one.



**Tiffany Brand**

Wedn., 12:30-2:30 p.m., Sept. 30-Dec. 16

Online with one in-person orientation | Wednesday Sept. 30 or

Thursday Oct. 1 at 12:30 p.m. or 1:30 p.m.

Tuition: \$100 | Dover: \$90

## Exploring Coding & IT Careers

Ever wonder how apps and websites are made? You'll explore algorithms, coding structures, and web pages & apps with HTML, CSS, and JavaScript. Hear from developers and educators in the industry and learn about career opportunities. To make sure your computer and accounts are set up for class, attend the online orientation.



**Tiffany Brand**

Thursdays, 6:30-8:30 p.m., October 1-November 19.

Online with online orientation on September 24 at 6:00 p.m.

Tuition: \$125 | Dover: \$115



## EXCEL CLASSES

Nancy Little | All Classes Online

Tuition: \$50

### Intro to the Excel Environment

Create a basic worksheet, shortcuts, and using templates to save time.

Tuesday, September 22, 5:30-7:30 p.m.

Repeat Class: Thursday, Sep. 24, 5:30-7:30 p.m.

### EXCEL Formulas\*

Insert commonly used functions, edit & copy functions easily & correctly, Learn about absolute vs relative references, and edit & format worksheet data.

Tuesday, September 29, 5:30-7:30 p.m.

Repeat Class: Thursday, Oct. 1, 5:30-7:30 p.m.

### Work with Different Views\*

Shortcuts for managing large Excel databases, sorting & filtering data, easy subtotals and outlines, Excel tables to manage & summarize data

Thursday, October 8, 5:30-7:30 p.m.

### Manipulate & Calculate Large Amounts of Data\*

Sort, filter, and outline data for easy analysis, learn the benefits of Excel tables & fields, create, modify & format Excel tables.

Tuesday, October 13, 5:30-7:30 p.m.

### Manipulate Multiple Worksheets\*

Modify several sheets at once, move, copy and export sheets, calculate data across sheets, total data in various worksheets by using column and row labels.

Thursday, October 15, 5:30-7:30 p.m.

### Summarize Large Amounts of Data\*

Create and manage pivot tables, insert & manage various Excel charts.

Thursday, October 22, 5:30-7:30 p.m.

### Logical and Lookup Functions\*

Using IF, IFS, IF(AND), SUMIF, VLOOKUP and HLOOKUP and more.

Tuesday, October 27, 5:30-7:30 p.m.

### Data Management\*

Conditional formatting basics, setting common Excel options, manage text exported from your ERP.

Thursday, October 29, 5:30-7:30 p.m.

### Preparing for Data Entry and Sharing\*

Creating drop-down lists for users, display and protect formula cells, customize file properties.

Thursday, November 5, 5:30-7:30 p.m.

*\*Prerequisite Class 1: Excel Intro or equivalent experience. Familiar with absolute vs. relative cell references.*



# Health & Wellness

## Meditation



**Cindy Simon**  
Monday's October 19-November 9  
6:30-7:30 p.m.  
Online | Tuition: \$55 | Dover: \$50

Learn to be present in each moment better. Practice calming breathing techniques & relaxing guided imagery.

## Natural Remedies for Coping with Anxiety and Depression



**Cindy Simon**  
Thursday, Nov. 12 | 6:00-7:30 p.m.  
Online | Tuition: \$50 | Dover: \$45

Learn how foods, essential oils, meditation, acupressure, teas, plants/herbs and more reduce feelings of fear, resentment, and grief.

## Dream Interpretation



**Cindy Simon**  
Thursday, October 1  
6:00-7:30 p.m.  
Online | Tuition: \$50 | Dover: \$45

Learn how to make sense of your dreams, what they mean for you and how to receive wisdom and intuitive guidance from your dreams.

## Nutrition Basics



**Mariah MacDowell**  
Wednesdays, Oct. 7-21  
Online | Tuition: \$60 | Dover: \$55

This three-week nutrition basics class begins with an introduction to macronutrients—what they are, what they do and how the body utilizes them. We will also cover balancing and finding consistency in your diet and education on various popular diet fads. Learn how to read nutrition labels and overcome your challenges when it comes to nutrition.

## Falun Gong: Introduction



**Marcus Gale**  
Thursday, Oct. 1 | 6:30 p.m.  
Online | Tuition: \$15 | Dover: \$10

An ancient, traditional Chinese practice of “self-cultivation”—a way to improve mental and physical wellness through five easy-to-learn exercises, meditation, and the elevation of one’s mind. This introductory demo class will provide a brief overview of the system, plus a demonstration of the exercises.

<https://www.youtube.com/watch?v=aJ-A6xY47jc>

## Weekday Wake-Up With Mimi



**Mary Schwoerer**  
Tuesdays/Thursdays, Oct. 11-29  
8:00-8:30 a.m.  
Online | Tuition: \$40 | Dover: \$35

Prioritize your time, energy & ultimately your health by establishing a morning routine. According to the American Psychological Association, “creating & following a morning routine will lower stress, depression & anxiety levels.” Class format includes conscious breathing, meditation & energy exercises.

## The Energy of Food



**Mary Schwoerer**  
Saturdays, November 14-28  
9:00-10:30 a.m.  
Online | Tuition: \$58 | Dover: \$53

What if holding on to extra weight has NOTHING to do with food or exercise? This class examines the relationship between Sympathetic Dominance and the Body/Mind connection. Interested in balancing & raising your vibration? Join me for a delicious perspective on food & our nervous system.

## The Diamond Technique



**Mary Schwoerer**  
Tuesday, Sept. 29 | 6:30-8:00 p.m.  
Online | Tuition: \$30 | Dover: \$25

Come and learn a quick, EASY-to-follow energy protocol that supports & maintains the health of our Immune System. The Diamond Technique is an excellent self-care tool.

## Ready, Set, Write

**Kate Johnston**  
Online | Tuition: \$60



This one-on-one personalized writing workshop is designed to help you get specific feedback on your writing. Held on Zoom, each session will be spent discussing your weekly submissions and addressing any specific concerns and questions you have about your individual project or the writing craft itself. All genres and levels are embraced. Writers will need a work in progress or a figment of a story idea. Student must have access to Zoom.

*Workshop is four sessions, thirty minutes each. Dates and times are flexible. One you sign up, Kate will contact you to select from a variety of class time availability.*

*Kate Johnston is a published author, writing coach, and book editor. You can learn more about her at her website: [www.katejohnstonauthor.com](http://www.katejohnstonauthor.com). Feel free to contact her with any questions at [kate@katejohnstonauthor.com](mailto:kate@katejohnstonauthor.com)*

## Essential Oils Made Easy



**Colleen Fahy**  
Sept. 2, Oct. 7 and Nov. 12  
Online | Tuition: \$30 | Dover: \$25

It's incredible how many things you can solve with essential oils! In this class you will learn; three cool things about essential oils, three ways to use essential oils, among some other tips.



## CPR Certification



**Coastal CPR & First Aid, LLC**  
Thursday, November 5  
5:30-9:00 p.m. | Tuition: \$70 | Dover: \$65  
McCormell Center, Cafeteria-Door #2

*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 latest 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.

## First Aid Certification



**Coastal CPR & First Aid, LLC**  
Thursday, October 22  
5:30-8:30 p.m. | Tuition: \$45  
McCormell Center Cafeteria-Door #2

*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 latest 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.



## Fundamentals of Garden Design



**Amanda Kelly**  
September 22-October 13  
Tuesdays 9:00-11:00 a.m.

Online | Tuition: \$110 | Dover: \$105

We will explore the basic tenets of garden design, including site analysis, planting styles, texture, form, color and seasonality. Learn recommended plants for our area and their care. Students will create their own design using online resources with access to expert advice as desired.

## Home Buyers Seminar



**Carolyn Dupont, Realtor, Seacoast Luxe Properties/Keller Williams Coastal Realty**

Monday, September, 28  
6:00-8:00 p.m.

Online | Tuition: \$15 | Dover: \$10

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.

## Fly Fishing from A-Z



**John McKernan**  
Thursdays Oct. 1-Nov.5  
6:00-8:00 p.m.

Online | Tuition: \$120 | Dover: \$115

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.

## Introduction to the Harmonica



**Mike & Bev Rogers**  
Wednesday, Oct. 17 | 6:00-8:00 p.m.  
Online | Tuition: \$35 | Dover: \$30

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

## Step into Sewing



**Christine Ecker**  
The Sewing Tree, LLC  
66 Third Street, Studio 201

Dover, NH 03820

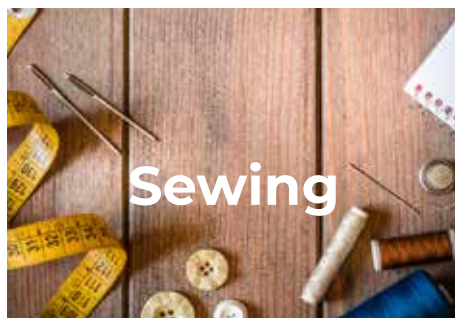
Limit 4 students

Sat., Sept. 19 & 26 | 8:00 a.m.-12:00 p.m.

Mondays, Sept. 21-Oct. 12 | 6:00-8:00 p.m.

Thurs., Sept. 17-Oct. 8 | 8:00-10:00 a.m.

Tuition: \$175 | Dover: \$170



## WORK & LIFE

### Entrepreneurship 101



**Amanda Kelly**  
September 22-October 13  
Tuesdays, 2:30- 4:00 p.m.

Online | Tuition: \$85 | Dover: \$80

Taught in an incubator style to help kick start your idea. Learn from someone currently in operation and discover how to scale an idea from gig work to career change. Students will work through a business plan from start to finish and learn the basics of how to set up and operate their own small business. All are welcome! Bring an idea you've been kicking around or work through the steps with a hypothetical situation.

### Tips on Selling Your Home



**Carolyn Dupont, Realtor,**  
Seacoast Luxe Properties/Keller Williams Coastal Realty

Monday, Sept. 21 | 6:00-8:00 p.m.

Online | Tuition: \$15 | Dover: \$10

Ready to downsize? Do you want to sell your house? Let us show you what works! 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.



**Hundreds more classes available online**

[www.ed2go.com/dalcsc](http://www.ed2go.com/dalcsc)

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In our catalog, you will find a wide range of interactive courses that you can take entirely over the Internet. Some are led by instructors and some are self-paced. Online courses are affordable, fun, fast, and convenient. With hundreds to choose from, you are sure to find the one for you! Classes start as low as \$29.95!\*

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<https://www.ed2go.com/dalcsc/>

### Course Categories & Number of Courses Available:

- Art & Design (60)
- Business (161)
- Computer Applications (125)
- Computer Science (67)
- Construction & Trades (2)
- Health & Fitness (118)
- Hospitality (6)
- Information Technology (19)
- Language (28)
- Legal (16)
- Math & Science (13)
- Teacher Professional Development (70)
- Test Prep (71)
- Writing (48)

\*Pricing varies by course or program



# Registration and Policies

## Get Started Today!

**Registration will begin Monday, August 31, 2020.**

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:

By Appointment only.

Call ahead: (603) 742-1030

FAX: (603) 743-4262

EMAIL: [dalc@doveradultlearning.org](mailto:dalc@doveradultlearning.org)



## Three convenient ways to register:

- 1** Online at [www.doveradultlearning.org](http://www.doveradultlearning.org). Pay through PayPal or with credit card.
- 2** In person at Dover Adult Learning Center, 61 Locust Street, Room 205, Dover.
- 3** By phone using your VISA, MasterCard, Discover, or American Express. Call (603) 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:

- Courses cancelled by DALC will be refunded in full.
- Cancellation notice must be received **3 business days** before start of class in order to receive a refund.
- Once classes have begun, there are no refunds.
- No cash refunds will be issued. Refunds will be made by check or to the credit card used at the time of registration.



## 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 (603) 742-1030 for details.

*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.*

*If you would like to receive this catalog in the mail, please send your contact information to [dalc@doveradultlearning.org](mailto:dalc@doveradultlearning.org)*

## 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 Bridget Barker, Program Coordinator,  
at 742-1030 to register or email  
[b.barker@doveradultlearning.org](mailto:b.barker@doveradultlearning.org)





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## What would you like from your education?



- Job Training
- A High School Diploma
- High School Equivalency (HiSET)
- Academic Courses Needed to Enter a College Program
- English Language (ESL) or American Sign Language
- Computer Literacy
- Advanced Computer Skills
- Enrichment Courses (Art, Music, Crafts, Hobbies, Work & Life)

**ALL CLASSES AND SERVICES ARE FREE OR LOW COST**