

**Lewiston-Porter**

# *Community Education*

# 2020

*September - December*

***Registration is now open!  
Welcoming ALL Communities.***



Aiming Higher

# Welcome

## BOARD OF EDUCATION

### A MESSAGE FROM THE SUPERINTENDENT

Dear Friends:

Well, these are certainly unprecedented times. I am so happy and proud that we are able to continue to offer to our community a Community Education Program, albeit 100% virtual. When we reestablished our Community Education Program after a decade-long absence, we did not imagine how widely popular these programs would be. Thousands of community members have embraced our program and have participated in hundreds of different classes and programs up until the start of the Winter/Spring program. Then of course COVID-19 hit and all of us were forced to a new reality and new normal in terms of our daily lives. I had thought that Community Education would not be possible this year. I had our Director Anita Muzzi reach out to instructors and happily, many were interested in developing online programs. This Community Education Fall 2020 brochure will offer almost 40 on-line classes and courses for our community to participate in. We hope to develop more as the school year progresses. Even amidst this strange new reality of COVID-19, my pledge to you is to grow and develop this great program. We will continue to look for new and interesting courses and programs to offer so that all of us at Lewiston-Porter can - Aim Higher!



As we look to expand, we will always be looking for individuals that wish to teach a hobby or talent. Maybe that's you! If you have that passion for teaching and a topic that you feel might spark the interest of others, let us know. We will work with you to help you devise a course that will meet the needs of those that show interest. Enjoy!

Paul Casseri  
Superintendent of Schools



The Lewiston-Porter community is strong and resilient. We have adapted to the many changes the pandemic has brought, and found new ways to connect and learn. As our world has slowed down and kept us close to home, we may suddenly have time and opportunity we had not had in recent years.

We returned the Community Education Program last year because we believed strongly in both lifelong learning and connecting our community to our schools. We recognize that the need for learning and connection could not be more important than it is now, and are dedicated to continuing the program.

Community Education will continue in the Fall offering online classes only, using easy to use formats. The move to a 100% virtual format will allow us to continue to provide engaging learning opportunities to the whole community, while we comply with new protocols surrounding both nightly cleaning/disinfecting and public use of our facilities to keep everyone safe and well.

We encourage you to explore all that the Community Ed program has to offer, and take advantage of any and all opportunities that spark your interest. Use the gift of extra time to explore new interests, rekindle old hobbies and passions, and connect with new friends. Stay strong, Lewiston-Porter, and never stop learning!

Warmest Regards,

Jodee Riordan  
President, Lewiston-Porter Board of Education

### 2020-2021 LEWISTON-PORTER BOARD OF EDUCATION

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Community Education Coordinator - Anita Muzzi, amuzzi@lew-port.com

Community Education Office Phone Number - (716) 286-7265

# WE ARE GOING ONLINE, AND WE CAN'T WAIT!

We are not letting COVID-19 stop our Fall/Winter 2020 Community Education session. Our instructors put together a variety of fun informative classes that you can take from the comfort of your own home! Continued lifelong learning is what our souls crave, so reward yourself by learning something new this season!

All you need is a computer, laptop, smart phone, and email to join in the fun! If you have never participated in an online meeting or class, we are here to help! Please contact our Community Education office at 286-7265 and we will help you through the super easy process!

**Once you register for a class, your instructor will email you the link to your session within 48 hours of the start day/time.**

**Registration has begun! Reserve your spot today!**

## Online Certifications & Test Prep

### 4-Hour ACT Boot Camp

Get a jump start on your ACT test preparation! The ACT test is held in equal esteem as the SAT test by most colleges and universities. This comprehensive review course introduces students to the ACT test and includes: test taking strategies, testing information, study materials and a free simulated ACT test. For a simulated test schedule and information visit: [www.allprotutoring.com](http://www.allprotutoring.com). 2020 ACT test dates are: Oct. 24th and Dec. 12th.

*Monday and Wednesday 10/19 and 10/21*

*6:00 p.m. - 8:00 p.m.*

*\$77 per person*

### 9-Hour SAT Test Preparation Course

Are you ready for the SAT test? This nine-hour course offers an in-depth study of the SAT test. Course includes: classroom instruction, test taking strategies, testing information, online workbook/study materials and a free simulated SAT test. (2020 SAT test dates are: 10/3, 11/7 and 12/5)

*Monday/Wednesday/Monday/Wednesday*

*10/26, 10/28, 11/2 and 11/4*

*6:30 p.m. - 8:45 p.m.*

*\$144 per person*

### Notary Public Training Course



Is your job requiring you to become a notary public? Are you afraid of failing the exam? Or are you seeking to self-enhance? We will help you gain the confidence and knowledge you need to pass the exam with ease. Stand out among the competition, add a new credential to your resume and be an asset to your company by enhancing your credentials! All companies need to have documents notarized. The objective of a notary public training course is designed to educate individuals with the legal terminology, concepts, and clauses contained in the framework of the New York State notary booklet. Your course fee includes access to a supplemental study guide, notary fact sheet, practical exam, sample form, notary public application, New York State exam schedule and booklet and access to Notary Public Central's unlimited customer support. Sign up now for this valuable training course. Commissioned Notaries are welcome to attend.

*Tuesday 10/6*

*6:00 p.m. - 9:00 p.m.*

*\$86 per person*

### 4-Hour SAT Boot Camp

Get a jumpstart on your SAT test preparation! This comprehensive course introduces students to the SAT test with emphasis on test-taking strategies, testing information, how to best prepare for the SAT test and practice questions in each subject. Course includes online workbook/study materials and a free simulated SAT test. (2020 SAT dates are 10/3, 11/7 and 12/5)

*Monday and Wednesday 9/28 & 9/30*

*6:00 p.m. - 8:00 p.m.*

*\$77 per person*

### 9-Hour ACT Test Preparation Course

Did you know that the ACT test is held in equal esteem as the SAT test by most colleges and universities? This 9-hour review course offers an in-depth study of the ACT test. Includes test taking strategies, testing information, study materials including the new writing format and free simulated ACT test. Test dates are 10/24 and 12/12. Four sessions.

*Monday 11/30, Wednesday 12/2*

*Monday 12/7 and Wednesday 12/9*

*6:30 p.m. - 8:45 p.m.*

*\$144 per person*

### Writing the College Application Essay

Do you want to submit a college application essay that will really hit home with the admission office at the college of your choice? Learn all the fundamentals of a winning essay as well as proven strategies. You will begin to write the college application essay during the class and leave with the confidence and knowledge to complete the process on your own.

*Wednesday 10/7*

*6:00 p.m. - 8:30 p.m.*

*\$65 per person*



More Certifications & Test Prep

Register online at [www.lew-port.coursestorm.com](http://www.lew-port.coursestorm.com)





# Online Certifications & Test Prep

## Reiki Certification Classes

Become a certified Reiki healer. During these in-depth sessions, you will delve deeply into the ancient Japanese art of hands-on energy healing. Learn to channel and direct Universal Life Force Energy to help reduce stress, increase vitality, and correct physical, mental, and emotional imbalances. Each course level provides training, course materials, attunement, and hands-on experience of advanced techniques useful for healing yourself, family, and friends or for establishing your own Reiki practice. Come experience the life transforming power of Reiki.

Students aged 14 and up are welcome to register for this class when a parent or guardian is also registered and attends the same class.

### Reiki Level I Certification 1 session

Saturday 9/26  
11:00 am - 5:00 pm  
\$149 per person

### Reiki Level II Certification 1 session

Saturday 9/17  
11:00 am - 5:00 pm  
\$175 per person

### Advanced Reiki Training 1 session

Saturday 11/14  
11:00 a.m. - 5:00 p.m.  
\$139 per person

### Long-Distance Reiki 1 session

Saturday 11/21  
11:00 a.m. - 5:00 p.m.  
\$139 per person

### Reiki Level III Master & Teacher Certification 1 session

Saturday 12/12  
11:00 a.m. - 5:00 p.m.  
\$199 per person

**Once you register for a class, your instructor will email you the link to your session within 48 hours of the start day/time.**

# Online Exercise

## Chair Yoga

What is chair yoga? Simply yoga, using a chair! Join us for a 60-minute yoga class where we practice both seated and standing postures, using the support and stability of a chair. Chair yoga is a safe and effective way to practice yoga. We will increase flexibility, coordination, balance, promoting circulation and bringing ease to the mind and body. Connect breath to movement as we bring ease to the nervous system. No experience necessary. Great for the beginner to advanced student.

Tuesdays 10/6 - 11/24  
10:00 a.m. - 11:00 a.m.  
\$59 per person



## Yoga - Gentle Flow

If you are looking to de-stress and unwind from life's everyday challenges, then join us for this eight (8) session, gentle yoga flow class. In a typical yoga flow, we will practice both seated (on the floor) and standing poses. We bring movement into the body linking breath to movement and movement to the breath, to keep us in the present moment. This type of class promotes healing, both mentally and physically. We slow things down and connect mind and body. Each class is followed by a guided relaxation. No prior experience is necessary for this class. However, some poses are practiced on the floor. A yoga mat is suggested.

Students aged 10 and up are welcome to register for this class when a parent or guardian is also registered and takes the same class.

Thursdays 10/8 - 12/3 No class 11/26  
7:00 p.m. - 8:00 p.m.  
\$59 per person

# Online Financial Topics

## Investing

Join The Financial Guys as they break down the basics of investing. They will explain the three phases of your investing life: Hire, Retire and Expire. Learn how your planning for each affects your future goals and retirement. Pre-registration for this event is required and seating is limited. Please register early to ensure your spot.

Wednesday 10/21  
6:00 p.m. - 7:00 p.m.  
Free - Prior Registration is required. Mail in or call 286-7265 for registration.

## Estate Planning 101 - The Four Corners

You have heard them on the radio and seen them on local television, the Financial Guys will be sponsoring a free workshop in October! Join their wealth management attorney who will be discussing what he refers to as the four corners of an estate plan: will, health care proxy, living will, power of attorney and the importance of each. Pre-registration for this event is required and seating is limited. Please register early to ensure your spot.

Thursday 10/29

6:00 p.m. - 7:30 p.m.

Free - Prior registration is required. Mail in or call 286-7265 for registration.

## Estate Planning 102 - Trusts & Life Estates

Join us in an evening with one of WNY's top Estate Attorneys from the comfort of your own home. He will discuss and explain the basics of trusts and under what circumstances they may or may not be appropriate. We will also discuss how to protect your home from the five-year Medicaid/Nursing Home look back period with a deed transfer and retained life estate. It will be an interactive seminar with plenty of questions and answers.

Thursday 11/19

6:00 p.m. - 7:30 p.m.

Free - Prior registration is required. Mail in or call 286-7265 for registration.

## Medicare 101 - Understanding Your Options

Medicare is confusing! What are parts A, B, C and D? When do I have to enroll? What will I pay? What is a Medicare Advantage Plan? What is a Medicare Supplement Plan? What about late enrollment penalties, Extra Help, Epic or Medicare Savings Programs? What kind of plans might work best for me? See how this education will help you understand how the Medicare program works we will provide a general overview of the variety of Medicare Insurance products that are available to beneficiaries.

Tuesday 9/22 or Tuesday 10/13

9:30 a.m. - 11 a.m.

Thursday 11/5

7:00 p.m. - 8:30 p.m.

Free - Prior registration is required. Mail in or call 286-7265 for registration.



## Social Security Optimization

Whether you are single, married, widowed or divorced, The Financial Guys, certified social security claiming strategists, will inform you about the many facets of this powerful benefit and empower you to make a decision that's right for you. Make sure you are fully informed when making your claim for your retirement income.

Wednesday 9/30 and Wednesday 11/4  
6:00 p.m. - 7:00 p.m.

Free - Prior registration is required. Mail in or call 286-7265 for registration.

## The New IRA (SECURE Act) Regulations

An evening packed with information you will need to know about the IRA SECURE act. Learn what changes have been made and how it will affect you. A few topics we will touch on are: New age limitations for making contributions, and for starting RMD's, the new beneficiary and stretch rules, the exceptions, etc., when and how frequently do RMD's need to be made, i.e. annually, monthly, how to coordinate RMD's between multiple accounts, be IRS compliant and how to implement a new tax-efficient strategy for your distributions. In addition, learn how to use your IRA-RMD's to make the same or even larger charitable donations, not have them included in your income, pay less tax and have more money in your wallet! This is a win for you and for your congregation, favorite charities, not for profits, alma mater, etc. A must know! We will also cover the 401k, 403b and 457 plan guidelines.

Monday 10/14

6:30 p.m. - 7:30 p.m.

Free - Prior registration is required. Mail in or call 286-7265 for registration.

## Top Financial Concerns for Retirees

You have worked hard to provide for your family and to accumulate a nest egg. Now your nest egg must work hard to provide you an income. You do not want to be full of life and out of money! You need a properly structured distribution plan. This poses significant challenges, because of the market's volatility and the sequence of return risk, while you are taking withdrawals and not adding to it. What you need is a reliable income stream so you can enjoy retirement. You cannot receive a guaranteed income from a non-guaranteed account. A personal pension plan can provide this income. Learn how to set up a diversified plan that provides security that may help you reach your goal and allow you to do more of the things you enjoy.

Monday 9/30

10:00 a.m. - 11:00 a.m. or 6:30 p.m. - 7:30 p.m.

Free - Prior registration is required. Mail in or call 286-7265 for registration.

# Online Health & Wellness

## Essential Oils - DIY's

Join us in these informative hands-on classes making products with essential oils, from scratch! You will learn firsthand the healing properties of these oils and how they can help in your everyday health.



Students age 14 and up are welcome to register for these classes when a parent/guardian is also registered in the same class.

### DIY The Ultimate Salve with Essential Oils and Beeswax

Wednesday 9/23

6:30 p.m. - 7:30 p.m.

\$17 per person, includes a kit that will be mailed to your home.

### Essential Oils for Hormone Balance with DIY Lip Balm

Learn about essential oils that balance hormones, while making a lip balm.

Wednesday 10/7

6:30 p.m. - 7:30 p.m.

\$17 per person, includes a kit that will be mailed to your home.

### Allergy & Cold Relief with DIY Vapor Rub

No matter what causes you to cough and sneeze, the essential oils in this vapor rub can help. You won't want to miss having this product in your medicine cabinet!

Wednesday 10/21

6:30 p.m. - 7:30 p.m.

\$17 per person, includes a kit that will be mailed to your home.

### Essential Oils for Focus & Attention with DIY Play Dough

Children of all ages love Play Dough. Our recipe, with essential oils, will support focus and attention in your child.

Wednesday 11/4

6:30 p.m. - 7:30 p.m.

\$17 per person, includes a kit that will be mailed to your home.

### Essential Oils for Pain & Neuropathy with Sympathy of Cells Protocol Demonstration

Learn safe and practical application of oils using *Sympathy of Cells* protocol to bring harmony physically, emotionally, and spiritually within the body. Sympathy of the Cells is a collection of massage protocols to create harmony physically, emotionally, and spiritually within the body.

Wednesday 11/18

6:30 p.m. - 7:30 p.m.

\$17 per person, includes a kit that will be mailed to your home.

### Healthy Hair & Skin with DIY Dry Shampoo and Make-up Remover

Great hair and glowing skin start on the inside and can become even more beautiful with essential oils. Dry shampoo is a must have for busy mornings. In addition, having a non-toxic make-up remover is an end of the day essential.

Wednesday 12/2

6:30 p.m. - 7:30 p.m.

\$17 per person, includes a kit that will be mailed to your home.

## Meditation for Relaxation and Personal Healing

Do you suffer from stress, anxiety or sleeplessness -- or even high blood-pressure or hypertension? Does your mind never stop going? Meditation can help! Meditation is a simple, easy to learn practice that involves focusing your thoughts and your breathing to help you relax into the present moment. Studies show that regular meditation can help promote increased mental clarity and emotional balance, reduce the physical effects of stress, and create a greater sense of well-being. In this interactive course, you will learn the empowering concepts and techniques for successful personal meditation and will find support in crafting your own meditation regimen. Come experience for yourself the abundance of inner peace, personal health and spiritual connection that come from meditation. 5 sessions:

Tuesdays, 9/ 22 - 10/ 20

7:00 p.m. - 9:00 p.m.

\$99 per person



More Health & Wellness 

# Online Health & Wellness

## Psychic Development and Mediumship

Think you're not psychic? Think again! Each one of us is born with an innate sensitivity to the world of energy within and around us. By learning how to pay attention to and trust the subtle impressions we all get, we can gain amazingly accurate insights into the questions of our lives and the lives of others. During this five-week course, you will build confidence in your natural abilities through engaging, skill-building exercises and will practice exchanging healing and empowering messages with your classmates. Come experience the freedom and fun of opening to your inner gifts as you grow in your spiritual connection. 5 sessions.

Wednesdays  
9/23 - 10/21  
7:00 p.m. - 9:00 p.m.  
\$99 per person

## Healing with Energy

Harness your power to heal—Naturally! Whether you're looking for a quick and easy remedy for headaches, wanting to increase your vitality or seeking healing for a chronic condition, this class has something for you. In this engaging, hands-on course, you will work with healing tools and techniques from a variety of practices such as acupressure, auric-field healing, toning, chi gong and long-distance healing. Topics include the power of intent, using your intuition and mastering the mind/body/spirit connection. This course is ideal for healing professionals wishing to expand their tools as well as for individuals who want to open to powerfully experience their healing potential. 5 sessions.

Thursdays 9/24 - 10/22  
7:00 p.m. - 9:00 p.m.  
\$99 per person

**Once you register for a class, your instructor will email you the link to your session within 48 hours of the start day/time.**

## Emotional Release for Inner Peace

Inner peace is impossible to maintain while we still hold on to the very feelings and beliefs that keep us from being peaceful to begin with. Trapped negative emotions like fear, anger and sorrow can disrupt the flow of vital energy in our bodies and actually sabotage our inner peace. In this single evening course, you will learn simple yet effective techniques for getting in touch with, understanding, accepting and releasing the emotions that keep us from ourselves. Nobody wants to suffer. Come learn to rest in the peaceful state of loving acceptance that is our true nature. 1 session.

Monday 9/21  
6:30 p.m. - 9:00 p.m.  
\$29 per person

# Online Learning & Leisure

## Angels and Spirit Guides

Have you ever wondered about angels? What



are they really? Can anyone call upon them? Will they help anyone with any problem? How can someone connect with them? All these questions and more will be addressed in this non-religious, three-hour class. The instructor has been speaking and receiving answers from angels for decades. He will help you to know your angels, archangels and spirit guides better so that you may work more closely with them and experience their love and joy. All your questions about these beings, as well as any related subject matter will be answered. Come join us!

Students aged 14 and up are welcome to register for this class when a parent or guardian is also registered in attends the same class.

Tuesday 10/15  
7:00 p.m. - 10:00 p.m.  
\$27 per person

## Beginner Beekeeping



We are bringing in the "King Bee" of WNY honey producers for this second-to-none, comprehensive beginners' class on beekeeping. This class is designed in a series of weekly workshop topics that cover a wide range of information to get you started on your new hobby. This series is for people who range from just starting out, to those who have had bees for years and are looking for more information on topics like the cycle of annual hive death. We will cover choosing equipment, where to get bees, how to locate a place for your hives, bee biology, nectar plants, feeding, supering, swarming, fall management, winter prep, basic disease and pest ID and management, and hive products. In the spring, there will be an optional open hive session, with hands-on experience.

Students aged 14 and up are welcome to register for this class when a parent or guardian is also registered and attends the same class.

Required Textbook (Available on Amazon)  
The Beekeepers Handbook by Sammataro and Alphonse.

Mondays 10/12 - 11/9  
6:00p.m. - 8:30 p.m.  
\$75 per person

## German for Beginners

Want to broaden your horizons? What better way than learning a new language! We are offering a complete German beginner's course, 10 sessions of two hours each. This class will concentrate on reading/talking, German alphabet, numbers, days of the week and months. You will also learn travel needs with an emphasis on correct pronunciation in every-day situations. The course material is all internet based, so a home computer would considerably enhance your success.

Tuesdays 9/22 - 11/24  
6:00 p.m. - 8:00 p.m.  
\$65 per person



## "The Call of Paradise" - A Spiritual Journey to Hawaii



Have you ever dreamed of traveling to Hawaii? Sun-kissed beaches. Firey volcanoes. Lu'au feasts. The gracious beauty of a hula dancer. Hawaii is all these things and more! Come spend an evening luxuriating in the aloha of the islands as we look more deeply into the history, culture, and spirituality of this remarkable part of America. Through fascinating pictures and stories, we will explore the rich heritage and traditions that make Hawai'i one of the most beautiful, healing, and life-giving places on Earth. This year our journey will take us to the beautiful islands of Oah'u and the Big Island of Hawai'i. In the midst of tropical landscapes, we'll visit the solemn memorials of Pearl Harbor and tour Iolani Palace—the only royal palace in America. We will also journey to majestic Hawaii Volcanoes National Park to witness the creation of new land and life. In addition, we will get to meet with native kahuna shamans, experience spiritual ceremony at sacred sites, and visit the birthplace of Reiki Healing in America. For those who are interested, there will be an opportunity after the presentation to discuss the details of our 10-day spiritual tour to Hawaii this coming February. So, come join us for an evening of inspiration and let the magic of Hawaii "call you home" to Paradise! For more information visit <http://yourtreeoflife.wordpress.com>

Monday 10/5  
6:30 p.m. - 9:00 p.m.  
\$10 per person

### Who Am I? Who Are You?

A unique opportunity for a parent, teenager, or young adult to take together (age 14 and up). This class is designed to help increase self-awareness and the understanding of each other. As parents, all we hope for is to assist our children in becoming their very best, based on their strengths. In our five sessions, each can walk away with an increased sense of self and sense of direction, both personally and for the teens, a career pathway.

Tuesday 9/22 - 10/20  
6:00 p.m. - 7:00 p.m.  
\$77 per person

# Online Music

## Guitar - Beginner Level 1 for Adults

If you have always wanted to play guitar now's the time because it's never too late to learn something new! Learn basic songs, how to read music and play cords. This class is geared for the beginner, ages 16 and up. All are encouraged to attend this comprehensive 12-week class for self-enrichment. NO classical or bass guitars. If you are using an electric guitar having a small amp would be helpful. If you are left-handed, please be advised you will be taught in right-handed position only. In addition, a \$20 book fee is due to the instructor. You will be contacted for more information after registration.

Tuesdays 9/28 - 12/15  
6:15 p.m. - 7:00p.m.  
\$171 per person



## Guitar - Level 2 Intermediate

Rock, Pop, Country, and Blues styles will fill the air in this intermediate 10-week guitar course. You will learn advanced cord progression, scales, and styles of playing your guitar like Eric Clapton, Wes Montgomery, George Benson, B.B. King and Carlos Santana and Stevie Ray Vaughan! We will focus on keys, major and minor, and learn how to write your own song. This class is a must for all guitar players! NO classical or bass guitars. If you are using an electric guitar, have a small amp with you. If you are left-handed, please be advised you will be taught in right-handed position only. In addition, a \$10 book fee is due to the instructor. You will be contacted for more information after registration.

Prerequisite is a beginner guitar class.  
Tuesdays 9/28 - 12/15  
7:15 p.m. - 8:00 p.m.  
\$171 per person



## Online Singing Lessons for Everyone

Learning to sing over the internet is FUN and EASY! Come bring greater enjoyment and satisfaction to your singing by building the basics of breath support, tonal focus and musicianship. Whether you are a beginner or an experienced musician, this class will help you to get to the next level of your art. Just bring your enthusiasm and a piece of music you love to sing! Classes are open to all ages! Lessons are 30 minutes of private instruction. Online singing lessons can be conducted using a computer of smartphone via Skype and most other live chat platforms.

Students 12 and up are welcome to register for this class when a parent or guardian is registered and attends the same class.

\$85 for 5 lessons

5-week session-flexible scheduling between  
9/21 and-12/11  
Mail-in registration only.



## Self-Growth and the Art of Singing

Join us for an evening with a professional singer and voice teacher as he shares with you the wonderful life lessons he has learned through the study of singing. Through lecture and examples, you will explore with him the profound relationship between breath, body, voice, and personal growth. Highlights include: "Singing with Your Own Voice," "Getting Out of the Way," and "Letting Go of Judgments". This engaging one evening course is perfect for singers, artists, and anyone wishing to create more freedom and joy in their life. NO SINGING REQUIRED! Come learn what good singing can teach you about good living!

Monday 12/7  
6:30 p.m. - 9:00 p.m.  
\$29 per person



# Registration is Now Open for Online Community Education!

View the Registration Form on Page 11  
or visit [www.lew-port.coursestorm.com](http://www.lew-port.coursestorm.com)

**For more information call (716) 286-7265**

**Don't live in the Lewiston-Porter Central School District? No problem!  
We welcome you to register for any class!**

# Online Technology

Now's your chance to learn a variety of computer and smartphone classes, right from the comfort of your home! Free yourself from having to ask your children or grandchildren for help!



## Getting Familiar with Video Calling: ZOOM, Google Meet and others

Get more comfortable using Zoom so you can sign up for many online classes or communicate with friends and family!

*Monday 9/21*

*12:30 p.m. - 1:30 p.m.*

*\$7 per person*

## Understanding Your Device

Whether you use a computer, tablet or smartphone already or are just venturing out, this is the place to begin. You will learn about: Accounts and passwords and the cloud (where your data is stored), the device itself, hardware, gestures used to control touchscreens and the home screen. You will also learn where to find your apps, the notifications shade, quick access settings (settings you need to get to quickly) and all settings (a place to find all the settings for the device you are using).



*Tuesday 9/29*

*12:30 p.m. - 1:30 p.m.*

*\$11 per person*

**Once you register for a class, your instructor will email you the link to your session within 48 hours of the start day/time.**

## Essential Smartphone Skills 1 - Using Apps Together

This lesson on texting a selfie and using contacts will teach these Smartphone lessons: basic keyboarding, basic forms, basic saving/downloading, intermediate forms, basic camera, intermediate keyboarding, basic photos/folder/Cloud and demonstrate how apps work together to make your life easier.

*Tuesday 10/6*

*12:30 p.m. - 1:30 p.m.*

*\$16 per person*

## Essential Smartphone Skills 2 - Using Your Personal Assistant

You will never miss an event or forget anything by telling your "assistant" to remind you. You will also learn when and how it reminds you, of anything. You will learn some cool tips and tricks about how to keep yourself organized and not forget important dates and events.

*Tuesday 10/13*

*12:30 p.m. - 1:30 p.m.*

*\$16 per person*

## Your Google Account

It's more than just an email account! Get more familiar with the information your Google account keeps for you. Additionally, by taking the class, you will also learn some great email tips.

*Tuesday 12/15*

*12:30 p.m. - 1:30 p.m.*

*\$16 per person*



# Online Technology

## Essential Computer Skills 1 - Using Windows

Getting familiar with Windows is essential in order to take advantage of all the wonderful, useful and helpful things for which you use your computer. This class is specific to Windows 10 PC's, however, Mac users will also benefit from this computer basics class.

*Tuesday 10/20*

*12:30 p.m. - 1:30 p.m.*

*\$16 per person*

## Essential Computer Skills 2 - Copy & Paste

There's always something over here that you also need over there! -knowing how to quickly copy & paste is THE essential computer skill for all users. This class will give you tips to help newbies and veteran users.

*Tuesday 10/27*

*12:30 p.m. - 1:30 p.m.*

*\$16 per person*



## Essential Computer Skills 3 - Using the Internet

The Internet is our resource for, if not all, almost everything. We'll talk about browsers, search result lists, copying, downloading and the Cloud.

*Tuesday 11/3*

*12:30 p.m. - 1:30 p.m.*

*\$16 per person*



## Essential Computer Skills 4 - File & Folder Management

This class will show you how to access and manage all those files, pictures, downloads and saves. In addition, learn finding, opening, renaming, moving, copying, deleting, organizing and sharing files and folders is essential to today's computer user.

*Tuesday 11/10*

*12:30 p.m. - 1:30 p.m.*

*\$16 per person*

## Essential Microsoft Office Skills 1

With more work being done from home, learning to use Microsoft's Office products efficiently may be essential to you. Word, Excel and PowerPoint are the most common. Or, maybe you decided to write a book or your memoirs since you are staying at home. This Office basics class includes the Office Window, ribbons and tools, filing, printing and sharing.

*Tuesday 11/17*

*12:30 p.m. - 1:30 p.m.*

*\$22 per person*

## Essential Microsoft Office Skills 2 - Excel Tips & Tricks

Excel is so useful for tracking anything. Learn tips and tricks to improve your Excel experience. In this lesson you will create, sort and filter a name list.

*Tuesday 11/24*

*12:30 p.m. - 1:30 p.m.*

*\$22 per person*

## Essential Microsoft Office Skills 3 - Word Tips & Tricks

Word is the ultimate word-processing tool. It's not only for resumes and letters, but for envelopes, labels, name tags, signs, certificates, and so many documents. I'll give you many tips and tricks for using Word as we create a mail merge letters.

*Tuesday 12/1*

*12:30 p.m. - 1:30 p.m.*

*\$22 per person*

## Essential Microsoft Office Skills 4 - PowerPoint Photo Album

Learn a fun way to show off your pictures by creating an animated PowerPoint photo album which you can share in many ways!

*Tuesday 12/8*

*12:30 p.m. - 1:30 p.m.*

*\$22 per person*

# Community Education Policies

## ENROLLMENT

Class registration is on a first-come basis. We welcome anyone 18 years of age or older (exemptions are given from some instructors and listed in the class description.) to enroll in our Community Education Program. The enrollment deadline is one week prior to the start of class. Our program is open to the entire community; we encourage residents of other districts to enroll in our classes.

All our classes are online. You are responsible for providing an email where the class link will be sent. Please enter this information on the registration form. Instructors will provide each student a link to their class within 24 hours of the class.

Free classes require prior registration by calling 286-7265.

**By Mail:** Mail your completed form, including payment (check or money order), made payable to: Lewiston-Porter Central School District. Mail to: Lewiston-Porter Community Education Dept., 4061 Creek Road, Youngstown NY 14174. Please be aware there is a \$25 fee for returned checks.

**In Person:** 9 a.m. - 3 p.m. Monday - Friday, when school is in session, at the Lewiston-Porter Administrative Office, 4061 Creek Rd., Youngstown, NY 14174. Registration is on-going and accepted all semester.

**Online:** Registration is available for our classes at [www.lew-port.coursestorm.com](http://www.lew-port.coursestorm.com). Our third-party processing company will assess a \$1.99 non-refundable fee to each class registration.

## REFUND POLICY

Requests for refunds must be made in person or in writing and received no later than five (5) school business days prior to the start of class. Weekends and days that the school is closed are not considered business days. Make requests to the Lewiston-Porter CSD Community Education Dept., 4061 Creek Road, Youngstown, NY 14174. There will be a \$7 processing fee applied to all refunds by the district. Please note that refund checks are issued twice a month by our business office. In addition, if you registered online and paid by credit card through our third-party provider, a \$1.99 fee per class will be assessed by them and deducted from your total amount due.

Classes are held based on a minimum enrollment of students registered for a class. As such, NO REFUNDS will be issued past the deadlines stated above. We regret that no exceptions can be made to this policy due to life events, computer malfunctions, illness (including COVID 19 illness and quarantines), personal or business conflicts that would cause you to cancel.

You are responsible for providing a legible, working email address for your class link to be sent. (located on our registration form and online registration site). You are also responsible to contact us if there are any changes to this information 72 hours prior to the class session. There will be no refunds for failure to provide us accurate information.

## CANCELLATIONS

If the minimum enrollment is not met for a class to be held, you will be notified by phone or email within three business days of the class start date. You will be refunded for any class cancellations in full.

## INSTRUCTIONAL STAFF

Our instructors are here to share with you a skill, talent, or expertise that they possess. The opinions shared by the instructors are not necessarily the opinions of the Lewiston-Porter Central School District. Instructors are not required to be certified teachers, although they many possess certifications in their own fields of expertise.

## ONLINE POLICY

Lewiston-Porter is committed to providing the best educational online opportunities to our community.

Students should be mindful about activities that could potentially be heard/seen during the use of video conferencing. When not interacting with the class, students should mute their microphone to avoid background noise disrupting the class.

You may join meetings without sharing your video/audio. You may join just to listen and can toggle the audio or video on and off when you need to participate if you so choose.

You are not permitted to take photos, screenshots, or screen recordings of any kind during the class unless the instructor gives permission to do so.

Depending on the device that you are using, you may need to download the free Zoom Cloud meeting app and/or the Google Meet app. Your instructor will send you a link via email to invite you to the class within 48 hours of the start time.

**LEWISTON-PORTER COMMUNITY EDUCATION  
FALL 2020 REGISTRATION FORM**

# Registration

**Please Print**

First Name:	Last Name:	
Street Address:		
City:	State:	Zip:
Student Email:	Contact Phone:	

**\*\* Please fill out a separate form for students who are attending a class with an adult/guardian, where applicable. Please submit forms together.**

**By Mail: Please Mail your check or money order to: Lewiston-Porter CSD Community Education Dept., 4061 Creek Rd., Youngstown, NY 14174  
Online: Visit [www.lew-port.coursetorm.com](http://www.lew-port.coursetorm.com) to register online. \*Please note that service fees apply.**

Online Course Name	Date Course Begins	Class Fee	Total
1.		\$	\$
2.		\$	\$
3.		\$	\$
4.		\$	\$
5.		\$	\$
Please include your payment made payable to: <b>Lewiston-Porter CSD</b>			<b>Total Due</b> \$

I have read and will abide by the policies of the Lewiston-Porter CSD Community Education Program. I fully understand the policies, procedures and deadlines outlined on page 10. I also acknowledge that I am 18 years old or more.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**WAIVER AND RELEASE OF ALL CLAIMS**

This agreement is between \_\_\_\_\_ and the Lewiston-Porter Central School District (including the Lewiston-Porter Central School District Community Education Program, its Community Education Coordinator, its Community Education instructors, and other related members, agents, authorized guests, and affiliated organizations.)

The participant will be participating in the following Community Education activities and/or classes: \_\_\_\_\_

I hereby state that \_\_\_\_\_ does not have any ailments or physical condition that would prevent or inhibit me/him/her from fully participating in the specified activities and/or classes. I understand that there is a risk of injury inherent in the foregoing community education classes and/or activities. I hereby accept and assume all risks inherent in the specified Community Education classes and/or activities. I undertake this activity at my own risk. I voluntarily assume full responsibility for any losses, property damage, or personal injuries sustained in the specified activities and/or classes. I further agree to hold harmless and indemnify the Lewiston-Porter Central School District from any and all claims, demands, actions and costs that might arise out of participation in the specified activities and/or classes.

In consideration for the opportunity to participate in the Lewiston-Porter Central School District Community Education Program, to the maximum extent permitted by law, I hereby release the Lewiston-Porter Central School District, its Board of Education members (in their official and unofficial capacities), its employees, and its volunteers from any and all liability, claims, costs, expenses, attorney fees, demands, actions, and causes of action, whatsoever, arising out of or related to any losses, damages, or injuries (including death) that may be sustained during participation in the Lewiston-Porter Central School District Community Education Program or while on the premises of where the classes and/or activities are conducted.

I further agree that the Lewiston-porter Central School District will not be liable to me for any damages, losses, personal injury or property damage, caused by or resulting from any cause whatsoever, including but not limited to the negligence of the Lewiston-Porter Central School District, the Lewiston Porter Central School District Community Education Program, its Community Education Coordinator, its Community Education instructors, or other related members, agents, authorized guests, or affiliated organizations.

Printed Name of Participant \_\_\_\_\_

Signature \_\_\_\_\_

(If participant is under the age of 18 years, parents/guardian's signature name)

Address \_\_\_\_\_

PhoneNumber \_\_\_\_\_ Date \_\_\_\_\_





Lewiston Porter CSD  
4061 Creek Road  
Youngstown, NY 14174  
(716) 754-8281

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## **Are you a hobbyist, instructor or expert in your field?**

The Lewiston-Porter Community Education Department is currently recruiting instructors for our Spring 2021 Program. Please call Anita Muzzi at 286-7299 ext. 8237 or email [amuzzi@lew-port.com](mailto:amuzzi@lew-port.com) for information on becoming part of our exciting team!