



Portland Adult Education Course Catalog Winter 2022



Welcome home.

Register now for our Winter Semester!

www.portlandadulthood.org

Visit us online for full class descriptions and registration



**PORTLAND
ADULT
EDUCATION**



academics | enrichment | workforce

A Letter from Our Assistant Director

Dear Portland Community,

The COVID pandemic continues, and some days I feel utterly exhausted and depleted. I know I'm not alone. Yet every day I love coming to PAE, and I'm incredibly proud of what we've accomplished and inspired by the dedication of our staff and students. In September, we welcomed students in our **Academics** Program back into our building and launched a new educational model that includes both remote and in-person learning opportunities. In-person students and teachers adjusted to mask wearing, social distancing, and symptom screening, while remote students honed their digital skills and navigated Google Classroom on personal or school-issued devices. Our **Workforce** Training Department developed new programs in partnership with local employers, while **Enrichment** programs offered interactive virtual experiences such as Abstract Oil Painting over Zoom. Together we've created a school that's stronger, more dynamic and responsive to our community. We hope you'll join us in the new year!



Sincerely, Elizabeth Love, Assistant Director, Portland Adult Education

Register Now!

Registration for Enrichment and Workforce opens December 13.

Registration for Academics opens December 20.

REGISTER ONLINE: Scan the QR code or visit www.portlandadulthood.org to register and find full descriptions of the courses in the catalog.

BY PHONE: Call **(207) 874-8155** and please have your credit card information handy when you call.

BY MAIL: Complete the **registration form on page 23** and include your credit card information or a check (payable to PAE) and mail to:

Portland Adult Education
14 Locust Street
Portland, ME 04101

IN PERSON: Come in to the school to register. Please check the website for updated hours.

FEES: The registration fees listed reflect pricing for Portland residents (in bold) and non-residents: **Resident**/Non-Resident **\$15**/\$25. All course, lab, and material fees must be paid when you register. A \$10 fee will be added to all agency invoices.

BOOKS: Books should be purchased at 14 Locust Street unless otherwise specified. We do not provide book refunds.

Registration confirmations are sent via email only.

CLASS LOCATIONS are listed on the back cover of the catalog.

Additional information and school policies can be found at portlandadulthood.org.



Enrich your life through learning a new skill, trade, or language, either virtually or in-person.

Enrichment



Business & Personal Finance	4
Fine Arts & Photography	4
Fitness & Dance	5
Home & Life Skills	6
Languages	7
Wellness	8

Earn your high school diploma, prepare for college, or learn English to prepare for the world.

Academics



Academics Programs	9
ESOL	9
Math	10
New Student Testing	11
Language Arts	12
College Transitions Program	14

Prepare for a new job, re-enter the business world, or integrate your knowledge from another country.

Workforce



Business Courses	16
Healthcare	18
Additional Workforce Courses	20
Maine Adult Education Association	21
New Mainers Resource Center	22

We may add new classes to the schedule, so check the website for new listings.

Course and book fees will be fully refunded if a class is canceled. A \$10 fee is withheld if you drop a course at least one business day before the first class. A 50% refund will be issued if you drop after the first class, but before the second class. No refunds are issued for one session classes or after the second class.

Other Information

Friends of Portland Adult Education.....	23
Registration Form	23
Locations	Back Cover

COVID-19

For the latest COVID-19 updates, visit portlandschools.org/covid-19

PAE Enrichment Program

Enrichment courses provide a mindful approach to improve overall personal wellness. People who take our courses holistically enrich their lives through learning a new skill, trade, or language; meeting new people; and having a positive counterpoint to the everyday demands of life. Our online and in person programs offer affordable experiences and create new opportunities for Greater Portland residents to learn. **Registration for Enrichment classes opens December 13.**



Business & Personal Finance

Preparing Your Estate Plan

Participants will learn what to consider in creating a will, benefits of trusts in estate planning, how to help reduce taxes on estates, and how insurance can help protect your family.

Instructor	Location	Day/Time	Dates	Fee
Marta Haydym	TBD	TH 6:00PM-8:00PM	2/10	\$10/\$10

Fine Arts & Photography

Abstract Landscape Painting

Students will use a variety of different landscape images and mindfulness techniques as inspiration for finding their own unique style of abstract painting.

Instructor	Location	Day/Time	Dates	Fee
Chris Reed	Remote	TU 6:00PM-8:00PM	3/1-4/5	\$72/\$82

Abstract Oil Painting

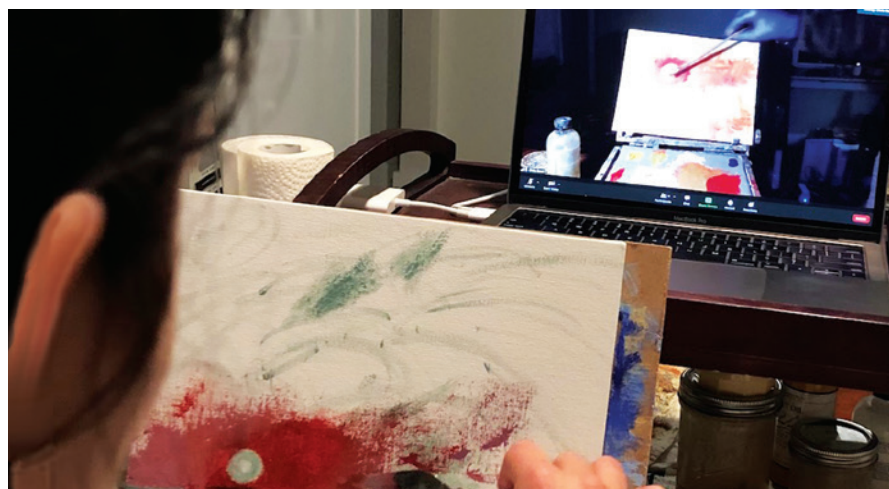
Students will use images as inspiration for finding their own style of abstract painting. Mindfulness techniques are used to overcome obstacles to paint in a free and expressive way.

Instructor	Location	Day/Time	Dates	Fee
Chris Reed	Remote	TU 6:00PM-8:00PM	1/11-2/15	\$72/\$82

Drawing Ocean Waves

Students will develop a better understanding of ocean waves along Maine's coastline through the practice of graphite and charcoal drawings from photos.

Instructor	Location	Day/Time	Dates	Fee
Chris Reed	Remote	WE 6:00PM-8:00PM	1/12-2/16	\$72/\$82



Mindful Landscape Oil Painting

Students will learn basic skills through the use of landscape photos. Each class will begin with a meditative exercise for minimizing inhibitions associated with the creative process.

Instructor	Location	Day/Time	Dates	Fee
Chris Reed	Remote	TH 6:00PM-8:00PM	1/13-2/17	\$72/\$82

Mindful Still Life Painting

Students will learn basic skills through the use of still life photos. Each class will begin with a meditative exercise for minimizing inhibitions associated with the creative process.

Instructor	Location	Day/Time	Dates	Fee
Christopher Reed	Remote	TH 6:00PM-8:00PM	3/3-4/14	\$72/\$82

Stand-Up Comedy

Ever thought of becoming a comedian? Professional comedian/writer Ian Stuart is teaching a class on stand-up. Write a five minute routine to be performed at a graduation show.

Instructor	Location	Day/Time	Dates	Fee
Ian Stuart	DHS Room 226	TU 6:00PM-8:00PM	2/15-3/1	\$72/\$82

Still-Life Drawing

Students will develop a better understanding of still life drawing through the practice of graphite and charcoal drawings from photos.

Instructor	Location	Day/Time	Dates	Fee
Chris Reed	Remote	WE 6:00PM-8:00PM	3/2-4/6	\$72/\$82

Fitness & Dance

Fit for the Future

Participants will enjoy an effective whole body interval workout targeting muscular strength, cardiovascular stamina, core stability, flexibility, balance, and coordination.**

Instructor	Location	Day/Time	Dates	Fee
Emma Holder	LMS Cafeteria	TU 5:00PM-6:00PM	1/11-4/12	\$6/\$6

On the Ball

45 minutes of core and strength using a stability ball. You'll work on balance, front and back abdominal muscles, cardiac stamina, and strength. Contact via emmaholder.com**

Instructor	Location	Day/Time	Dates	Fee
Emma Holder	Remote	TH 5:00PM-5:45PM	1/13-4/14	\$6/\$6

Winter Intervals Fitness

This class offers three essential fitness components: cardio, strength training, and stretching to release tension. Interval training is essential for calorie burning and weight loss.**

Instructor	Location	Day/Time	Dates	Fee
Jessica Lockhart	OAS Gym	TU/TH 5:45PM-6:45PM	1/11-3/31	\$4/\$4

Cuban Salsa: Beginners

Students will learn the basics of the Salsa footwork and some simple, fun moves that will get you out on the dance floor. Students will be introduced to the famous Salsa Rueda.

Instructor	Location	Day/Time	Dates	Fee
Anna Golendukhina	LMS Cafeteria	MO 6:45PM-7:45PM	1/10-2/28	\$80/\$90

Global Dance Party

For 45 minutes, participants will bust stress, boost energy, and burn calories while using traditional and unique moves to fabulous music. Improvisation encouraged.**

Instructor	Location	Day/Time	Dates	Fee
Emma Holder	LMS Cafeteria	MO/WE 5:00PM-6:00PM	1/10-4/13	\$6/\$6

**Classes are priced per session and are paid to the instructor in the class.

Visit portlandadulthood.org to view full descriptions and register!

Home & Life Skills

Beautiful You and Color

In this fun interactive class, you'll be draped in a variety of colors to learn about warmer and cooler tones to determine what types of colors look best on you.

Instructor	Location	Day/Time	Dates	Fee
Candace Sanborn	PATHS Room 125	WE 5:30PM-8:30PM	2/9	\$25/\$35

Best Hairstyles, Glasses, Necklines, and Jewelry for Your Face Shape

You'll learn your face shape and tips for enhancing your appearance by working with your facial features. Learn hairstyle and other do's and don'ts that harmonize with your features.

Instructor	Location	Day/Time	Dates	Fee
Candace Sanborn	PATHS Room 125	WE 5:30PM-8:30PM	3/16	\$30/\$40

Makeup Techniques for Your Features

Learn easy makeup tips that give you an enhanced, natural appearance! We'll identify your face, eye, and lip shapes then we'll teach you application techniques for your features.

Instructor	Location	Day/Time	Dates	Fee
Candace Sanborn	PATHS Room 125	WE 5:30PM-8:30PM	4/6	\$25/\$35

Ferment This! Kimchi

Kimchi can be a relatively calm sauerkraut-like ferment, or it can be as spicy as you wish! We'll build on this Korean ferment to create your own signature kimchi variation.

Instructor	Location	Day/Time	Dates	Fee
Emma Holder	Remote	TH 7:00PM-8:00PM	2/17	\$20/\$30

Ferment This! Kombucha

Kombucha is simply sweetened black or green tea with a culture added to it, and we can make both a primary ferment and a secondary one with your favorite fruit juice.

Instructor	Location	Day/Time	Dates	Fee
Emma Holder	Remote	TH 7:00PM-8:00PM	2/10	\$20/\$30

Ferment This! Sauerkraut

Would you like to use local delicious cabbage to make ferments that last for months? Or do you already make your own ferments but want to learn more about microorganisms?

Instructor	Location	Day/Time	Dates	Fee
Emma Holder	Remote	TH 7:00PM-8:00PM	2/3	\$20/\$30

Ferment This! Wild Card!

You can ferment almost anything—lets get a bit crazy. A basic recipe for fermenting cruciferous veggies will be presented. Pick your own ingredients and make your signature ferments.

Instructor	Location	Day/Time	Dates	Fee
Emma Holder	Remote	TH 7:00PM-8:00PM	2/24	\$20/\$30



Have a Class You Want to Teach?

WE WANT YOU!

Share your unique talents and passion with the Portland Community.

To share your ideas and learn more, please contact us at adulthood@portlandschools.org or call (207) 874-8155.

Invasive Bittersweet Baskets

Learn to weave a bittersweet basket. We'll employ several different weaving techniques in order to create a strong, beautiful basket for foraging, or use in the kitchen or garden.

Instructor	Location	Day/Time	Dates	Fee
Zack Rouda	TBD	WE 5:00PM-9:00PM	2/9	\$45/\$55

Matchless Firestarting

Learn how to make a complete bow-drill firestarting kit using a few pieces of wood and a length of leather cord or string. Every participant will make a bow drill kit to take home.

Instructor	Location	Day/Time	Dates	Fee
Zack Rouda	TBD	WE 6:00PM-8:00PM	4/20	\$35/\$45

Pine Needle Baskets

Learn the basics of coiled basketry and to identify, regeneratively gather and harvest, and weave with pine needles. Every participant will make a basket to take home.

Instructor	Location	Day/Time	Dates	Fee
Zack Rouda	TBD	WE 6:00PM-8:00PM	3/16	\$35/\$45

Languages

French 1

This introductory French language course provides students with an opportunity to develop their French skills. **Required:** purchase *Mais Ouil*, by Thompson and Phillips

Instructor	Location	Day/Time	Dates	Fee
Alain Nkulu	DHS Room 202	TU/TH 6:00PM-8:00PM	1/24-3/10	\$139/\$149

Italian 1

Explore conversational approaches to the basics of Italian. Learn about the country and the culture at the same time! **Required:** purchase *Italian Made Simple*, by Cristina Mazzoni

Instructor	Location	Day/Time	Dates	Fee
Giovina Ferrente	DHS Room 220	WE 6:00PM-8:00PM	1/12-4/6	\$139/\$149

Italian 2: Continuing

This class is a continuation of Italian 1. Increase your vocabulary and learn to speak more fluidly while broadening your awareness of the language, art, and culture of Italy.

Instructor	Location	Day/Time	Dates	Fee
Giovina Ferrente	DHS Room 220	TU 6:00PM-8:00PM	1/11-4/5	\$139/\$149

Italian: Conversational

Come to this class and really test your ability to speak Italian. You must have taken Italian classes prior to enrolling. Immerse yourself in the Italian culture with a motivated group.

Instructor	Location	Day/Time	Dates	Fee
Giovina Ferrente	DHS Room 220	MO 6:00PM-8:00PM	1/24-4/4	\$120/\$130

Visit portlandadulthood.org to view full descriptions and register!

Languages *(continued)*

Spanish 1

This course emphasizes pronunciation, basic conversational skills, plus language and culture.

Required: purchase *Practical Spanish Grammar, A Self-Teaching Guide*, by Marcial Prado

Instructor	Location	Day/Time	Dates	Fee
Daissy Foss	Remote	TU 6:00PM-7:30PM	1/11-3/29	\$112/\$122

Spanish 2

Continue Spanish language development with pronunciation, conversation, and vocabulary.

Required: purchase *Practical Spanish Grammar, A Self-Teaching Guide*, by Marcial Prado

Instructor	Location	Day/Time	Dates	Fee
Daissy Foss	Remote	TU 7:35PM-9:05PM	1/11-3/29	\$112/\$122

Spanish 3

This class focuses on basic Spanish conversational skills, vocabulary, and grammar.

Required: purchase *Practical Spanish Grammar, A Self-Teaching Guide*, by Marcial Prado

Instructor	Location	Day/Time	Dates	Fee
Daissy Foss	Remote	WE 6:00PM-7:30PM	1/12-3/30	\$112/\$122

Spanish 4

Continue Spanish development by working on pronunciation, conversation, and vocabulary.

Required: purchase *Practical Spanish Grammar, A Self-Teaching Guide*, by Marcial Prado

Instructor	Location	Day/Time	Dates	Fee
Daissy Foss	Remote	WE 7:35PM-9:05PM	1/12-3/30	\$112/\$122

Wellness

Partner Massage

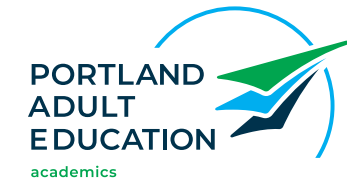
Massage is one of the best preventative body maintenance practices ever. You'll learn easy massage techniques to boost circulation, relaxation, and decrease stress. **Price is per couple.**

Instructor	Location	Day/Time	Dates	Fee
Emma Holder	Remote	SA 11:00AM-12:30PM	2/12	\$50/\$50



PAE Academics

Sharpening math skills, preparing for college, learning English: PAE's academic programs help students reach their specific goals at the most appropriate skill level.



Our **Language Arts and Math** programs focus on improving reading, writing, and math skills as students work toward a High School Diploma, HiSET, or college readiness. **ESOL classes** at a variety of levels help students to improve their English for better jobs, higher academic achievement, or to more fully participate in the community.

PAE Academics: ESOL

English for Speakers of Other Languages (ESOL)

We offer approximately **45 English classes** for students learning or improving their English.

- » Morning, afternoon, and evening sessions available
- » **Levels Literacy** (low beginner) **through Level 5** (advanced)
- » After Level 5, students may enroll in English Language Arts classes
- » Most courses meet twice a week (Monday/Wednesday or Tuesday/Thursday) for 2 hours
- » Some courses are remote, and some in-person

New students and those returning after a year or more need a new student intake.

Call PAE now for an appointment: (207) 874-8155.

Registration opens on December 20.

ESOL Classes

Citizenship for Beginner & Intermediate

Book Fee: \$20.00

Instructor	Location	Day/Time	Dates	Fee
Mary Bloom / Moey Burchenal	Remote	TU/TH 9:00AM-11:00AM	1/11-4/7	\$0/\$0

Pronunciation Prerequisite: ESOL Level 4+

Book Fee: \$30.00

Instructor	Location	Day/Time	Dates	Fee
Jeanie Lundbom	PAE Room 11	M/W 12:00PM-2:00PM	1/10-4/6	\$0/\$0

ESOL Workforce Intensive Prerequisite: ESOL Level 3

Instructor	Location	Day/Time	Dates	Fee
Moira Taylor	Remote	MO-TH 9:00AM-11:00AM	1/10-4/7	\$0/\$0

Visit portlandadulthood.org to view full descriptions and register!

PAE Academics: Math

PAE math students learn to be flexible with numbers and often appreciate the change from the rigid, take-it-or-leave-it methods they first learned. Students are free to make mistakes, explore, and choose the method that works best for them.

Math

Whole Numbers

This course will help students become comfortable solving problems with whole numbers, and strengthen a student's number sense. **Book Fee: \$20**

Instructor	Location	Day/Time	Dates	Fee
Maryann Kurdyla	PAE Room 5	TU/TH 12:00PM-2:00PM	1/11-4/7	\$0/\$0

Fractions

This course will help students understand common fractions, decimals, and percents so they can actually use them within their day-to-day life. **Book Fee: \$20**

Instructor	Location	Day/Time	Dates	Fee
Maryann Kurdyla	PAE Room 5	TU/TH 9:00AM-11:00AM	1/11-4/7	\$0/\$0

Decimals

This course will help students understand decimal numbers and how they relate to fractions and percents. Basic operations will be covered. **Book Fee: \$20**

Instructor	Location	Day/Time	Dates	Fee
Diane Kaneza	PAE Room 5	MO/WE 6:00PM-8:00PM	1/10-4/6	\$0/\$0

Ratios and Measurement

This course will develop ratio and proportional thinking and reinforce fraction and percent skills. Students will explore measurement in both customary and metric Units. **Book Fee: \$20**

Instructor	Location	Day/Time	Dates	Fee
Sue Robins	PAE Room 5	MO/WE 12:00PM-2:00PM	1/10-4/6	\$30/\$40

New Student Testing for Language Arts or Math

To sign up for any of our Academic courses (Language Arts, Math, Science, or History/Social Studies), **you will need either a teacher recommendation OR an interview and placement test with a teacher.**

Call (207) 874-8155 to make an appointment for new student testing. The appointment will take about 2 hours.

- » Please be prepared to **register and pay** for your course immediately following the appointment.
- » If you have **ACCUPLACER scores**, please bring them to the appointment with you.

We want to place you in the right course...

Call now for an appointment to find out your level!

Algebra A

Algebra A introduces students to algebraic problem solving including integer operations, exponent properties, solving linear equations, and inequalities. **Book Fee: \$20**

Instructor	Location	Day/Time	Dates	Fee
Kevin Woodhouse	Remote	TU/TH 9:00AM-11:00AM	1/11-4/7	\$30/\$40
TBD	PAE Room 5	TU/TH 6:00PM-8:00PM	1/11-4/7	\$30/\$40

Algebra B

This course continues building from Algebra A and includes topics such as quadratic equations, systems of equations and probability. **Book Fee: \$20**

Instructor	Location	Day/Time	Dates	Fee
Nada Ibrahim	Remote	TU/TH 12:00PM-2:00PM	1/11-4/7	\$30/\$40

Geometry

This course explores shapes, angles, and graphing linear equations. Students will use a variety of tools to understand perimeter, area, volume, and the coordinate grid. **Book Fee: \$20**

Instructor	Location	Day/Time	Dates	Fee
Nada Ibrahim	Remote	TU/TH 6:00PM-8:00PM	1/11-4/7	\$30/\$40
Kevin Woodhouse	Remote	MO/WE 9:00AM-11:00AM	1/10-4/6	\$30/\$40



“I encourage other people to join PAE in order to reach their academic goals.”

- PAE Student



Visit portlandadulted.org to view full descriptions and register!

PAE Academics: Language Arts

Why take English Language Arts courses at PAE?

- » Advance your reading and writing skills
- » Earn credits toward your High School Diploma or build skills for the HiSET test
- » Prepare for college or career through our College Transitions Program (and avoid paying for remedial courses at college that don't give college credit)
- » Get help applying for scholarships



Registration Information

- » **Registration begins December 20.**
- » If you are a new student or have been away from PAE for over a year, call now to make an Intake appointment!

English Language Arts Levels at PAE for High School Diploma and College Prep

- 100** Required for completion of the High School Diploma program
- 200** Continued college preparation
- 300** College-ready in English language skills

Level: ESOL 5+

Readings in Environmental Science Credit: Science or English

Learn basic science knowledge while working to improve your vocabulary and reading skills.

Instructor	Location	Day/Time	Dates	Fee
Carolyn Lancia	PAE Room 10	TU 12:00PM-2:00PM	1/11-4/5	\$0/\$0
Carolyn Lancia	Remote	TU 6:00PM-8:00PM	1/11-4/5	\$0/\$0

Readings in Social Studies Credit: Social Studies or English

Read and discuss articles in the themes of Avoiding Misinformation on the Internet; The Benefits and Costs of Globalization; and Human Rights.

Instructor	Location	Day/Time	Dates	Fee
Lauren Jordy	PAE Room 3	MO 9:00AM-11:00AM	1/10-4/4	\$0/\$0

Level: 100

Reading and Writing Narrative Text Credit: English

Improve your reading and academic vocabulary by reading the book *The Boy Who Harnessed the Wind*. In partnership with the Maine Humanities Council.

Instructor	Location	Day/Time	Dates	Fee
Christina Correnti	PAE Room 3	TU 9:00AM-11:00AM	1/11-4/5	\$0/\$0
Asata Radcliffe	Remote	WE 12:00PM-2:00PM	1/12-4/6	\$0/\$0
Alison Perkins	Remote	WE 6:00PM-8:00PM	1/12-4/6	\$0/\$0

Writing and Grammar Intensive Credit: English

Work on improving your writing and academic vocabulary. Students will learn how to structure sentences, paragraphs, and essays, plus advanced ESOL grammar topics. **Book Fee: \$30**

Instructor	Location	Day/Time	Dates	Fee
Conni Daigle	PAE Room 3	WE 12:00PM-2:00PM	1/12-4/6	\$30/\$40

Biology Credit: Science

Learn many aspects of science, such as atomic theory, scientific method, Newton's Laws, cells, and ecosystems.

Instructor	Location	Day/Time	Dates	Fee
Carolyn Lancia	Remote	TH 12:00PM-2:00PM	1/13-4/7	\$30/\$40

U.S. History Credit: History

Investigate a few key periods in U.S. History and think deeply about whether and how the U.S. has lived up to its ideals of liberty, equality, rights, democracy, and opportunity.

Instructor	Location	Day/Time	Dates	Fee
Heather Moore Wood	Remote	MO 12:00PM-2:00PM	1/10-4/4	\$30/\$40
Ben Bradford	PAE Room 3	WE 9:00AM-11:00AM	1/12-4/6	\$30/\$40

"I would recommend people, especially immigrants, who need to have a place in this country, to go and learn at PAE.

There are patient, amazing and comprehensive teachers and staff."

- PAE Student

Do you want to...

- » **Earn your High School Diploma or pass the high school equivalency HiSET Test?**
- » **Improve your reading and writing skills for college or a job?**
- » **Have the flexibility to take PAE classes or study using digital tools?**

Language Arts and math classes can help you improve your skills so you can reach these goals! Our **digital learning programs** can help you study at your own pace and schedule.

Call (207) 874-8155 to make an appointment with our High School Diploma advisor today!



Earn your **Maine High School Equivalency Diploma** at Portland Adult Education.

Call for an appointment!

Visit portlandadulted.org to view full descriptions and register!

Level: 200

Reading and Writing Narrative Text Credit: English

Read the memoir *The Boy Who Harnessed the Wind*; we'll discuss its themes and write a literary analysis essay. In partnership with the Maine Humanities Council.

Instructor	Location	Day/Time	Dates	Fee
Leslie Hunt	PAE Room 3	TH 9:00AM-11:00AM	1/13-4/7	\$30/\$40
Briana Bizier	Remote	WE 6:00PM-8:00PM	1/12-4/6	\$30/\$40

Level: 300

Intro to College Writing Credit: English

Create focused, well-developed essays so that you will be ready for college. You'll also learn how to write a strong application for a scholarship.

Instructor	Location	Day/Time	Dates	Fee
Briana Bizier	Remote	TH 6:00PM-8:00PM	1/13-4/7	\$30/\$40



College Transitions Program

We can help you achieve your goal of **succeeding in college!**

Develop a plan with an advisor to prepare for college.

To be eligible for the program, **you must have a high school diploma or high school equivalency.**

The College Transitions Program Includes:

- » Classes to improve **essential academic skills**
- » **Skills assessment** and testing
- » Academic and **career advising**

For more info or to schedule an appointment with an advisor,

Call (207) 874-8155 or email: hansoa@portlandschools.org

The Future Starts Here

Do you lack a High School Diploma?

Are you ready to take the first step toward expanding your opportunities for college or a better career?

Portland Adult Education can help you on your journey to earning your high school equivalency credential by passing the *HiSET*® exam. Receiving this credential may help open doors that have been closed to you previously.

Contact Erin Krivicky today at (207) 874-8155 or email krivie@portlandschools.org to get started!

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Learn more about the HiSET exam at hiset.ets.org.

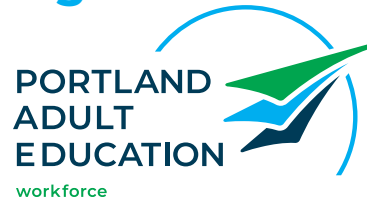
Measuring the Power of Learning.®

“My fellow students are inspiring: no matter the obstacles they might have faced and are perhaps still encountering, they show up, they do the work and they help each other.”

- PAE Student

PAE Workforce Training

These are courses designed for individuals preparing for a new job, re-entering the business world, upgrading skills, transitioning from another country, or seeking a promotion.



Business Courses

Accounting 1: Intro to Accounting

Accounting 1 teaches the planning, analyzing, and interpreting of transactions that occur in a small for-profit single-owner business. **Book Fee: \$45**

Instructor	Location	Day/Time	Dates	Fee
Deb Seigars	Remote	TU/TH 8:30AM-10:30AM	1/11-2/17	\$116 /\$126

Accounting 2

This course introduces more complex accounting procedures and completes the accounting cycle with a focus on larger publicly-owned merchandising businesses.

Instructor	Location	Day/Time	Dates	Fee
Deb Seigars	Remote	TU/TH 8:30AM-10:30AM	3/3-4/14	\$136 /\$146

Accounting 3

This course teaches students about the use of special journals, uncollectible accounts receivables, plant assets and depreciation, inventory, notes and interest, and more.

Instructor	Location	Day/Time	Dates	Fee
Deb Seigars	Remote	TU/TH 11:00AM-1:00PM	1/11-2/17	\$136 /\$146

Bookkeeping Certificate

Combination of 13 classes to develop skills needed in today's bookkeeping world. This self-paced program has morning, afternoon, and evening classes available.

Instructor	Location	Day/Time	Dates	Fee
Multiple	Remote/In-Person	M-F	1/10-SELF	Variable

ELL Basic Computer

Designed for ESOL level 4 students and up, this course teaches keyboarding, basic computer vocabulary, how to use internet and email, and how to create files.

Instructor	Location	Day/Time	Dates	Fee
Trace Salter	Remote	TU/TH 12:00PM-2:00PM	1/11-2/17	\$116 /\$126
TBD	TBD	MO/WE 6:00PM-8:00PM	3/2-4/13	\$116 /\$126
Trace Salter	Remote	MO/WE 12:30PM-2:30PM	3/2-4/13	\$116 /\$126

ELL Work Readiness: Job Search and English for the Workplace

This intensive course, designed for immigrants with intermediate English language skills, will teach skills for landing a first job in the U.S. See the website for more detail.

Instructor	Location	Day/Time	Dates	Fee
Jean Pierre Akayezu	PAE Room 8	MO-TH 9:00AM-2:00PM	1/24-3/31	N/A

Google for the Office

Introduction to using Gmail, Google Drive, and Google Calendar in the office setting, fundamental concepts for communication, organization, and productivity.

Instructor	Location	Day/Time	Dates	Fee
Chris Malmberg	Remote	MO 6:00PM-8:00PM	3/7-4/11	\$116 /\$126

Job Hunting Skills

This course presents a realistic understanding of the job search process and an overview of the most effective tools. Other topics include resumes, cover letters, and interviewing tips.

Instructor	Location	Day/Time	Dates	Fee
Kathleen Hiscock	PAE Room 8	FR 9:00AM-11:00AM	1/14-4/15	\$85 /\$95

Keyboarding

Develop techniques and skills that are conducive to building keyboarding speed with a high level of accuracy, including the number keypad.

Instructor	Location	Day/Time	Dates	Fee
Trace Salter	Remote	MO/WE 12:30PM-2:30PM	1/10-2/16	\$116 /\$126
Vince Beaulieu	PAE Room 9	TU/TH 6:00PM-8:00PM	1/11-3/1	\$116 /\$126
Trace Salter	TBD	TU/TH 12:30PM-2:30PM	3/3-4/12	\$116 /\$126

Microsoft Excel I

Students will learn how to create, edit, and manage spreadsheets plus analyze data quickly and easily with confidence.

Instructor	Location	Day/Time	Dates	Fee
Corinne Dellatorre	Remote	TU/TH 12:00PM-2:00PM	1/11-2/17	\$116 /\$126
Corinne Dellatorre	Remote	MO/WE 9:00AM-11:00AM	3/2-4/11	\$116 /\$126

Microsoft Excel 2016, Intermediate Level Workshop

In four sessions, students will use Excel to learn to build pivot tables, use database features, manage multiple worksheets, create pick lists, and protect formulas.

Instructor	Location	Day/Time	Dates	Fee
Corinne Dellatorre	Remote	TU 5:00PM-7:00PM	1/11-2/1	\$58 /\$68

Microsoft Office 2016, Introduction

Students will become familiar with Word, Excel, and PowerPoint, sending and receiving attachments through email and challenges to practice what you've learned.

Instructor	Location	Day/Time	Dates	Fee
Corinne Dellatorre	Remote	TU/TH 2:30PM-4:30PM	1/11-2/17	\$116 /\$126
Corinne Dellatorre	Remote	MO/WE 12:00PM-2:00PM	3/2-4/11	\$116 /\$126

Microsoft PowerPoint

This class provides students with hands-on experience with the program, and time to practice PowerPoint skills. The class utilizes participant feedback to enhance student learning.

Instructor	Location	Day/Time	Dates	Fee
Corinne Dellatorre	Remote	FR 8:30AM-10:30AM	3/4-3/25	\$59 /\$69

Microsoft Word

Students begin by learning to create, edit, save, and print documents; apply formatting, styles, and themes; learn to create numbered and bulleted lists; and much more.

Instructor	Location	Day/Time	Dates	Fee
TBD	TBD	MO/WE 2:30PM-4:30PM	3/2-4/11	\$116 /\$126

Office Clerk Certificate

Combination of 13 classes to develop skills needed for an Office Assistant or Secretarial position. This self-paced program has morning, afternoon, and evening classes available.

Instructor	Location	Day/Time	Dates	Fee
Multiple	Remote/In-Person	M-F	1/10-SELF	Variable

QuickBooks

Areas covered include setting up an accounting system, accounts receivable and payable, reconciliation, adjusting journal entries, and financial statement generation.

Instructor	Location	Day/Time	Dates	Fee
Deb Seigars	Remote	MO/WE 5:30PM-7:30PM	1/10-2/28	\$116 /\$126

“The Excel training was excellent! The staff was thrilled and want more advanced training.”

- South Portland Housing Authority

Visit portlandadulted.org to view full descriptions and register!

Business Courses *(continued)*

QuickBooks Advanced

This course covers such functions as inventory, payroll, customizing forms and reports, and fiscal-end preparation. **Required: Accounting, QuickBooks 1.**

Instructor	Location	Day/Time	Dates	Fee
Deb Seigars	Remote	MO/WE 5:30PM-7:30PM	3/2-4/11	\$116/\$126

Workplace Communication

Skills covered include listening, oral communication that involves speaking assertively, positively, and clearly, and handling difficult situations in the workplace.

Instructor	Location	Day/Time	Dates	Fee
Diane Atwood	Remote	TU/TH 12:30PM-2:30PM	1/11-2/17	\$116/\$126
Linda Roberts	PAE Room TBD	WE 6:00PM-8:00PM	1/12-4/6	\$116/\$126

Writing for the Workplace

Gain the skills and confidence to write effectively in today's workplace. Students will learn how to compose and format clear business letters, memos, and emails. **Book Fee: \$74**

Instructor	Location	Day/Time	Dates	Fee
Conni Daigle	PAE Room TBD	TU/TH 12:00PM-2:00PM	3/3-4/12	\$116/\$126
Briana Bizier	Remote	MO 6:00PM-8:00PM	1/10-4/4	\$116/\$126

“PAE is a place that guides and helps adult students to receive a good education and professional training.”

- PAE Student

Healthcare

Certified Nursing Assistant (CNA)

PAE works with multiple partners to offer CNA courses. Some partners include: Maine Medical Center, First Atlantic Healthcare, and Barron Center.

Instructor	Location	Day/Time	Dates	Fee
Multiple	Remote/In-Person	Variable	Variable	**

Certified Nursing Assistant (CNA) for English Language Learners

Certification course to become a CNA for English Language Learners. Course includes Medical Terminology class, English and academic support.

Instructor	Location	Day/Time	Dates	Fee
Virginie Akimana	TBD	M-F 8:30AM-12:30PM	1/19-6/1	\$875/\$875

Electronic Health Records

This course will cover core competencies of organizational and technical support of medical computer software records used in a healthcare facility. **Book Fee: \$108**

Instructor	Location	Day/Time	Dates	Fee
Ken Rosati	Remote	TU/TH 6:00PM-8:00PM	1/11-2/17	\$116/\$126
Ken Rosati	Remote	TU/TH 9:00AM-11:00AM	3/3-4/12	\$116/\$126

Medical Coding

Using specialized computer software, students will learn medical coding skills needed to complete all required documentation according to national coding standards. **Book Fee: \$140**

Instructor	Location	Day/Time	Dates	Fee
TBD	Hybrid	M/W/F 11:30AM-1:30PM	3/2-4/11	\$193/\$203

**Please contact the office to apply and for tuition and scholarship information.

Medical Terminology

Students will learn how medical terms are analyzed and built, how to pronounce and spell terms, how to apply medical terms, and common diseases of each bodily system. **Book Fee: \$50**

Instructor	Location	Day/Time	Dates	Fee
Ken Rosati	Remote	MO/WE 9:00AM-11:00AM	1/10-2/28	\$116/\$126
Ken Rosati	Remote	MO/WE 6:00PM-8:00PM	1/10-2/28	\$116/\$126

Nursing and Radiography (TEAS) Prep for Reading and Grammar

This course focuses on the reading and grammar component of the Assessment Testing Institute® (ATI) TEAS® exam, an entrance requirement for most health professional programs.

Instructor	Location	Day/Time	Dates	Fee
Vanessa Sylvester	Remote	TU/TH 6:00PM-8:00PM	1/11-3/10	**

TOEFL & Licensing Exams Support for Foreign-Trained Health Professionals

This course includes technical medical English and provides customized support to prepare foreign-trained healthcare professionals for licensure in Maine or for further graduate studies.

Instructor	Location	Day/Time	Dates	Fee
Vanessa Sylvester	Remote	MO/WE 4:00PM-6:00PM	1/24-4/8	**

PAE is Looking for Instructors!

Are you interested in sharing your expertise with eager students?

Please contact us at adulted@portlandschools.org

“When you study at PAE, you feel the confidence to talk, read, listen, and write in English.”

- PAE Student



Visit portlandadulted.org to view full descriptions and register!

Additional Workforce Courses

Education Academy: Practicum

The practicum is a 12-week, 96-hour placement in a local school, giving students the opportunity to experience real-life teaching methods. Please contact Sally Sutton, 874-8155.

Instructor	Location	Day/Time	Dates	Fee
Trace Salter Jean Pierre Akayezu	Remote	Variable	1/10-4/8	\$235/\$245

Education Academy: Teaching that Promotes Student Learning

Participants will identify and use teaching theories, methods, and tips that promote student engagement, inclusivity, and outcomes-based learning. Please contact Sally Sutton, 874-8155.

Instructor	Location	Day/Time	Dates	Fee
Variable	Variable	Variable	1/10-4/5	\$225/\$235

Teller Training for Foreign-Trained Banking and Finance Professionals

This 12-week program, co-taught by employers from local banks and credit unions, prepares participants with the knowledge and skills required to be successful in the position of Teller.

Instructor	Location	Day/Time	Dates	Fee
Multiple	PAE/Remote	M-F 9:00AM-11:30AM	1/10-4/8	\$2,475

“PAE has helped me a lot since came to the US. I improved my English, I grabbed my high-school diploma...I am still building a professional career with PAE’s support.”

- PAE Student



Join the Healthcare Field!

Complete your first step toward becoming a:

- » **Certified Nursing Assistant**
- » **Medical Assistant**
- » **Patient Service Representative**
- » **...and more!**

Our advising team can also help you:

- » **Start a career in healthcare**
- » **Advance in your career if you are a health professional trained in your home country**
- » **Receive support for obtaining your licensing and studying for entrance exams**

Review our course offerings on pages 18 and 19, or **call us at (207) 874-8155** for more info.



“The teachers are so committed and the students are so motivated to learn. It is an amazing environment for learning.”

- PAE Staff Member

Maine Adult Education Association

Additional adult educational opportunities are available by visiting the Maine Adult Education website at:

maineadulted.org



New Mainers Resource Center



The New Mainers Resource Center is designed to help new Mainers enter the U.S. workforce.

The New Mainers Resource Center (NMRC) is a Portland Adult Education program serving immigrants, refugees, and employers in the Greater Portland area. We work with foreign-trained professionals who have a bachelor's degree or above from their home country.

Services include:

- » **Career guidance** and case management
- » Development and implementation of **individualized professional career or educational plans**
- » Assistance with the credential review process and **Maine licensing requirements**
- » Employer connections and **professional networking**
- » **Job search skills**
- » **Workforce training** classes and workshops
- » Coordination with other service, training and educational programs
- » Help locating **training programs and resources**
- » **Online computer tutorials**

NMRC provides assistance with credential evaluations and professional licensing.

Learn more at nmrcmaine.org or contact:

Sally Sutton, Program Coordinator
suttos@portlandschools.org | (207) 874-8155

Register Now!

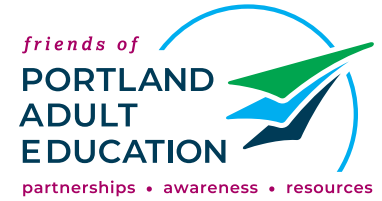
To learn more, **scan the QR code** for full class descriptions and register!



Friends of Portland Adult Education

The mission of Friends of Portland Adult Education

(FPAE) is to **find innovative ways to help adult learners reach their educational and employment goals.** We are extremely grateful to the individuals, corporations, private foundations, volunteers, and partners that have made these projects possible:



- » **Improved student intake process** to reduce the waiting list
- » Established a **Tuition Assistance Program**
- » Supported highly skilled immigrants to **prepare for their careers in Maine**
- » Secured funding for **technology upgrades for teachers and classrooms**
- » Supported **The Street Academy's work with homeless youth**

Friends of Portland Adult Education is a 501(c)(3) organization that supports the efforts of Portland Adult Education.

To donate, please visit our website at www.friendsofpae.org or contact Rob Wood by email at friendsofpae@gmail.com.

Registration Form

Mail or fax completed registration form to:

Portland Adult Education
 14 Locust Street, Portland, ME 04101
 Phone: (207) 874-8155 Fax: (207) 773-0151

STUDENT INFORMATION

Name: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Other Phone: _____ Birth Date: _____

Email Address: _____ Male Female Non-Binary

COURSE INFORMATION

Course Name	Date/Time	Fee

PAYMENT METHOD

Check (payable to PAE) MasterCard Visa

Card #: _____ Expiration Date: _____

Cardholder Signature: _____

TOTAL: _____



Locations

Classes will be offered in-person, remote, or both. **Use the map below** to find the in-person location of your class.

- A.** Portland Adult Education (**PAE**)
Cathedral School, 14 Locust St.
- B.** Deering High School (**DHS**)
370 Stevens Avenue
- C.** Lincoln Middle School (**LMS**)
522 Stevens Avenue
- D.** Ocean Avenue School (**OAS**)
150 Ocean Avenue
- E.** Portland Arts & Tech High School (**PATHS**)
196 Allen Avenue



Find full class descriptions and more information about PAE by scanning the QR code or visiting www.portlandadulthood.org

Portland Adult Education

A Division of Portland Public Schools
14 Locust Street
Portland, ME 04101