PORTLAND
ADULT EDUCATION

FALL 2019 COURSE CATALOG

REGISTER NOW
CLASSES FILL UP FAST!

portlandadulted.org
A LETTER FROM OUR EXECUTIVE DIRECTOR

Dear Community Members,

On June 27th another school year at Portland Adult Education came to an end. After nearly 3 years at PAE, I continue to be impressed by the staff and students who are part of the PAE family. We celebrated the 53 students who attained high school diplomas and 48 students who passed the HiSET test (formerly GED). Several students told their personal stories and many received awards and scholarships to continue their education. All of our students come to us with a desire to learn and to improve their lives, whether it is by learning to read, learning to lead a healthier lifestyle, or getting new or improved skills to get a job or a better job. I encourage you to become a member of the PAE family.

Whether you want to learn a second or third language, improve your English, earn your high school diploma, prepare for college, or train for a new career, Portland Adult Education is here for you. As we prepare for a new school year, our doors are open and we invite you to come visit, meet our students, take a class, and see firsthand the power of adult learning.

Sincerely,

Anita M. St. Onge, Executive Director

FRIENDS OF PORTLAND ADULT EDUCATION

Friends of Portland Adult Education’s (FPAE) mission 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

Goals to support Portland Adult Education’s strategic initiatives include:
- Outreach to Portland area businesses
- Writing grant proposals and securing funding
- Increase communication

To make a donation, please visit our website at www.friendsofpae.org or contact Rob Wood by email at friendsofpae@gmail.com.
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REGISTER ONLINE  Tel (207) 874-8155  Fax (207) 773-0151  14 Locust Street, Portland, ME 04101
portlandadulted.org  adulted@portlandschools.org
AFTER THE PAYCHECK STOPS: RETIREMENT INCOME PRIMER
This class is designed for people who are thinking about retiring or have retired recently. Students will learn ideas to help build a reasonable and sustainable strategy for managing income and expenses during retirement, utilizing the framework of Plan for the Expected, Prepare for the Unexpected and Position the Portfolio for Both.
Instructor: Seth Cheikin
Deering H. S., Room 227
1 Session Course fee $13

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QUICKBOOKS ONLINE - BECOME A CERTIFIED PROADVISOR
Students will learn the key features of Quickbooks Online and prepare for the Quickbooks Online Certification exam to become a Certified Quickbooks ProAdvisor. The exam is optional and will be taken during the final class session. The course will use QuickBooks training modules.
Prerequisite: Students will need access to the internet outside of class.
Instructor: Stacy Ayotte
PAE-Cathedral
9 Sessions Course fee $85/95

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EXCEL 2016, INTERMEDIATE LEVEL WORKSHOP
Looking to improve your Excel skills? In four sessions, students will learn to build pivot tables, use database features, manage multiple worksheets, create pick lists and protect formulas. If you have a basic understanding of Excel and want to become more efficient, then this class is for you!
Instructor: Corinne Dellatorre
PAE-Cathedral
4 Sessions Course fee $50/60

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RETIREMENT BY DESIGN
This class will illustrate how you can translate your vision for retirement into tangible goals. Whether you are 10 or 40 years from retirement, you’ll learn investment strategies to help design the retirement you want. We’ll also discuss how you can add flexibility to your strategy to help you handle unexpected events and how you can keep your strategy on track.
Instructor: Seth Cheikin
Deering H. S., Room 322
1 Session Course fee $13

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FIRST-TIME HOMEBUYER SEMINAR
Is it time to stop paying rent and buy your first home? Let us help you put a plan in place. Interest rates are still historically low and there are great lender programs available. Learn the steps to home ownership: including information about interest rates and prices, low and no down payment lending programs, how much money you’ll need and much more. Even if you believe that you are currently in no position to buy a home, this class will provide you with the steps to homeownership.
Instructor: Sue Durst
Deering H. S., Room 227
1 Session Course fee $13

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3D INK EXPLOSION
We'll use prepared frames and mix 2-part resin to create fantastic abstract works of art using special inks. No art experience necessary. $40 Materials Fee payable to the instructor the day of class. You will be taking your pieces home in a container provided by the instructor. The containers must be level on the trip home so prepare accordingly.
Instructor: Tara Finlay
PATHS, Room 370
1 Session  Course fee $20/30

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ACRYLIC POUR - DIPS
Learn a new recipe and a new way to use pour paint to create art. You will be making four mini canvases or four tiles that can be finished at home to be made into coasters. There is a $35 materials fee payable to the instructor the day of the class. You will be taking your pieces home in a container provided by the instructor.
Instructor: Tara Finlay
PATHS, Room 370
1 Session  Course fee $20/30

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ACRYLIC POUR - DUTCH METHOD
This acrylic pouring method has an interesting twist. Learn the special recipe for mixing paint to do the popular Dutch pour. If you’ve tried this method at home with your blow dryer, learn how to do it without the blow dryer. We’ll use a deep cradled canvas to display our abstract painting which often looks like an abstract flower. All materials included for $40 payable to instructor the night of class. No experience necessary. Appropriate for absolute beginners to professional artists who want to learn fluid painting methods.
Instructor: Tara Finlay
PATHS, Room 370
1 Session  Course fee $20/30

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ACRYLIC POUR PAINTING
Learn this trendy painting method to make abstract art. This is the first in a series of three classes dedicated to learning the many forms of this art. We’ll focus on types of paint and mediums and three forms of pouring will be demonstrated. Students will make one 8x10 canvas. You will be transporting your painting home in a container provided by the instructor. A $30 materials fee is payable to the instructor the day of the class.
Instructor: Tara Finlay
PATHS, Room 370
1 Session  Course fee $20/30

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ACTING FOR NON-ACTORS
Have you ever wanted to step on to the stage and try acting. Come experience a fun, low pressure, acting opportunity. Students will learn the basics of memorizing lines and finish with the ability to perform your own monologue solo. Students will grow through exercises and games geared to getting you out of your shell and onto the stage.
Instructor: Benny May
PATHS, Room 125
8 Sessions  Course fee $90/100

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ADOBE PHOTOSHOP FOR BEGINNERS
A hands-on introduction to the world’s most popular photo-editing program. Learn basic skills for retouching, cropping, resizing and compositing images. Also covered are how to export to popular formats for web and print, understanding image resolution and more.
Instructor: Matt Thayer
PAE-Cathedral
6 Sessions  Course fee $95/105

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"Teacher was very patient and non-judgmental."
- PAE Student

REGISTER ONLINE @ portlandadulted.org  p. 2
COMEDY WRITING CLASS
Does everybody tell you that you are funny? In this course, students will focus on the techniques and science of comedic writing. Taught by a professional comedian, you will learn how to write one-liner jokes, how to write comedic stories and how to write monologues. This course is for people interested in Stand Up Comedy, Late-Night writing and anyone interested in including comedy in their writing.
Instructor: Ian Stuart
Deering H. S., Room 226
6 Sessions  Course fee $72/82

CONTAINER GARDEN
Students will choose from a variety of mini potted plants and succulents to create a charming container garden for a centerpiece or gift. Basic plant care skills and design techniques will be covered. Please bring $20 payable to instructor for materials.
Instructor: Stefanie Scala
PATHS, Room Greenhouse
1 Session  Course fee $20/25

CREATIVE NONFICTION: WRITING YOUR STORY
The novelist Ann Patchett wrote, “In the right hands, a memoir is the flecks of gold panned out of a great, muddy river....” This course in creative nonfiction will give you the opportunity to pan your “muddy river” for its gold flecks of story. Each week will feature a prompt to direct your writing, and we will focus on elements of craft and style important to creative nonfiction. Whether you have never put pen to paper or have journals full of material, this course will suit any student interested in turning her or his life’s events into narrative.
Instructor: Rebecca Redlon
Deering H. S., Room 203
8 Sessions  Course fee $79/89

FLORAL DESIGN CLASS: TABLE CENTERPIECE
This class will go over the basics of floral processing and handling, vessel prep techniques, and centerpiece design. Introductory design elements will be covered: shape, texture and color. We will discuss the floral industry, seasonality, and the history of floristry. Students will create a table arrangement for a party, event, or gift to take home. Please bring $20 payable to instructor for materials.
Instructor: Stefanie Scala
PATHS, Room Greenhouse
1 Session  Course fee $20/25

GUITAR: BASIC
Designed for students with no prior guitar experience, this course covers the basic fundamentals of learning the instrument. Course topics include common chords, tuning, and how to keep a steady strum pattern. Requirements: A guitar and electronic tuner.
Instructor: Mike Duffy
PATHS, Room 140
6 Sessions  Course fee $50/60

GUITAR: CONTINUING
Building off of Guitar: Basic, this course helps students to progress along their guitar-playing path. Students will review and practice what they have previously learned, using that information to learn additional chords and songs. Prerequisite: Completion of Guitar: Basic or instructor permission. Requirements: A guitar and electronic tuner.
Instructor: Mike Duffy
PATHS, Room 140
6 Sessions  Course fee $50/60

NEW CLASS!

p. 3
**HOLIDAY WREATH**
Students will learn how to create and decorate a holiday wreath with winter greens, berries, ornaments, and ribbons. Basic design elements and history of holiday wreaths will be discussed. Please bring $20 payable to instructor for materials.

**Instructor:** Stefanie Scala  
**PATHS, Room Greenhouse**  
1 Session  Course fee $20/25

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**INTUITIVE WRITING**
Rather than focus on writing as an end product, this course is about the enjoyment of writing as a process. Students will be encouraged to trust their own unique intuitive approach, writing from a weekly prompt and receiving supportive feedback. All genres - fiction, autobiography, poetry, plays, as well as unnamed forms - are welcome. Open to writers of any level of experience.

**Instructor:** Chrystal Wing Reiche, Music Room  
8 Sessions  Course fee $80/90

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**INVASIVE BITTERSWEET BASKETRY**
Round-leafed bittersweet is a creeping, invasive vine that is largely considered a bane on wild land. We can use traditional techniques to tend bittersweet in the wild: harvesting for baskets while suppressing future growth. Learn to make a strong, beautiful basket of invasive round-leafed bittersweet! Students will learn identification, responsible collection, and creation; including the basics of stake-and-strand twining.

**Instructor:** Zachary Rouda  
**PATHS, Room 400**  
1 Session  Course fee $35/45

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**MINDFUL DRAWING**
Students will be introduced to the basic techniques of still life, landscape, and portrait drawing, primarily from photos. The principles of line, composition, and value will be emphasized utilizing a variety of different materials. Meditative exercises will be used to minimize inhibitions and fears associated with the creative process. A supply list will be provided when class is determined to run.

**Instructor:** Christopher Reed  
**PATHS, Room 370**  
6 Sessions  Course fee $94/104

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**MINDFUL LANDSCAPE DRAWING**
Students will be introduced to the basic techniques of landscape drawing from photos. The principles of line, composition, and value will be emphasized, utilizing a variety of different materials. Meditative exercises will be used to minimize inhibitions and fears associated with the creative process. A supply list will be provided when class is determined to run.

**Instructor:** Christopher Reed  
**PATHS, Room 370**  
6 Sessions  Course fee $90/100

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**MINDFUL LANDSCAPE OIL PAINTING**
This class is open to beginners as well as those looking to build upon prior experience in landscape oil painting. The basic skills of mixing colors, applying paint, developing composition and value will be acquired through the use of landscape photos. Each class will begin with a meditative exercise for minimizing inhibitions and fears associated with the creative process. A supply list will be provided once the class is determined to run.

**Instructor:** Christopher Reed  
**PATHS, Room 370**  
6 Sessions  Course fee $94/104

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MINDFUL OIL PAINTING
This class will provide the basic skills and techniques needed for oil painting. Through the use of still life setups and landscape photographs, students will gain a better understanding of mixing colors, paint application, composition, and value. Meditative exercises will be used to minimize inhibitions and fears associated with the creative process. A supply list will be provided when class is determined to run.
Instructor: Christopher Reed
PATHS, Room 370
6 Sessions Course fee $90/100

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MODERN PUNCH NEEDLE
Students will make a modern, fun piece of wall art for your home using the traditional craft of punch needle rug hooking. You will learn the basics and tools of punch needle, as well as tips, tricks, and ideas on how to finish your piece. Students will leave this class with the confidence to start a new project on their own.
Instructor: Sarah deGrandis
PATHS, Room 125
1 Session Course fee $22/27

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PHOTOGRAPHY FOR BEGINNERS
This introductory course teaches students how to take great photographs with an adjustable 35mm with removable lenses. (Note: “Point-and-shoot” or digital cameras not covered.) Course begins with the basics, covering such topics as composition, shutter speeds, F-stops, depth of field, lenses, and more. Requirements: Camera and instruction book.
Instructor: Brian Peterson
Deering H. S., Room 209
6 Sessions Course fee $65/75

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PIECE NEEDLE BASKETS
White pine, Maine’s state flower, and Red pine, are ubiquitous throughout the state and provide a vital pool of resources for human and non-human Mainers alike. Pine needles are beautiful, and strong! They can be coiled and sewn together to make lovely usable baskets and/or adorably tiny ones. Students will learn to identify, regeneratively gather and harvest, properly store and process, and weave with pine needles. You will learn the basics of coiled basketry, which is a global, ancient human skill, and create a wonderful pine-needle basket. Every participant will make a basket to take home.
Instructor: Zachary Rouda
PATHS, Room 400
1 Session Course fee $35/45

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PLAITED BIRCH BARK BASKETS
The bark of the paper birch tree may be used to make strong and beautiful baskets, hats, sheaths, buckets, and more. Learn to identify, gather, process and weave with this remarkable, strong, natural material. We’ll practice diagonal plaiting to make a small basket for the kitchen or garden. Fee includes all required tools, materials and tuition.
Instructor: Zachary Rouda
PATHS, Room 400
1 Session Course fee $35/45

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QUILTING: CONFIDENT BEGINNERS
Students will learn a quilting technique that is used in many quilt patterns. You will be creating blocks to be used in a small project. Fabrics, color selection, value choices, and print scale will be discussed in the introductory class. Students will need a sewing machine in good working order.
NOTE: The first class (10/18) will be a one hour introduction, 7:00-8:00pm
Instructor: Karen Eggert
PAE-Riverton
5 Sessions Course fee $67/77

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NEW CLASS!
SEA GLASS WINDOW WORKSHOP
Students will use shells, star fish, urchins, sand dollars, stones, glass, driftwood, coral, sand and other goodies to make a 8”x10” wood framed art piece. Create your own design or use one of the provided templates.
Instructor: Lisa Young
PATHS, Room 125
1 Session  Course fee $35/45

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SOL-FA CHORUS
Join us in the fun of singing with a chorus, learning to read music as you go. The only requirement is that you can carry a tune. Bring your passion for music and singing as you and the group work together to become a finely tuned chorus.
Instructor: Sally Trice
PATHS, Room 141
8 Sessions  Course fee $86/96

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SOUND MEDITATION
Calm your mind and release pain, anxiety and stuck emotions. Restore harmony to your whole being as Andrea’s angelic voice, with crystal singing bowls, transports you into a deeply relaxed state. Chakra clearing practice, drumming, bells, chimes, and more will be included. Many find this meditation relaxing, rejuvatinating, and even transporting to a place of peace that is hard to access otherwise.
Instructor: Andrea Wenger
PATHS, Room 141
1 Session  Course fee $25/35

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SPRUCE UP YOUR UKULELE PLAYING
Is your ukulele playing getting rusty? Not enough time to keep up with it? Here’s your chance to refresh your knowledge and re-energize your playing. You might even step up your skill level a notch! Using his song-based approach, Duncan Perry, our popular instructor, will review the basics, help you work out kinks, and time permitting, add a new technique or two to your ukulele tool box. To enroll in this session, you should be able to make smooth chord transitions, while strumming in the Key of C, and have a serviceable soprano, concert, or tenor size instrument. So, get ukecited again, ignite your playing and sign up for this class.
Instructor: Duncan Perry
Reiche, Music Room
2 Sessions  Course fee $37/47

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THE HEALING POWER OF SOUND AND SONG
Sound and music provide a healing bridge to access well being and deeper layers of yourself. Students will explore ways sound has been used for healing since ancient times, and how modern science is rediscovering the benefits. You will experience first hand the effects of drumming, rattle, bells, crystal singing bows, vocal toning and more on your body, mind and emotions.
Instructor: Andrea Wenger
PATHS, Room 141
1 Session  Course fee $25/35

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UKULELE FOR BEGINNERS
The ukulele is a versatile, go anywhere instrument that is easy to play (with practice of course). Students will have a ball learning to play familiar songs using common chords, along with basic strumming and picking techniques. You don’t need to know how to read music. You do have to have a ukulele (no baritones please) and a clip on electronic tuner or tuner app.
Instructor: Duncan Perry
Reiche, Music Room
4 Sessions  Course fee $75/85

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NEW CLASS!
NEW CLASS!
**BALLROOM DANCING FOR COUPLES, WEDDING PARTY MIX**

This class introduces couples to basic ballroom dance skills that will help them enjoy a night out, or prepare them for special events such as weddings, anniversaries, or social gatherings. The class also helps boost a student’s confidence by teaching them to look great while dancing to styles such as waltz, foxtrot, cha-cha, rumba, and merengue. Requirement: A dancing partner. Class payment is per person.

**Instructor:** Patty Medina

**Ocean Ave School, Gym**

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**WATERCOLOR FOR BEGINNERS**

The objectives of this class are to develop, at an introductory level, abilities in watercolor painting. Students will acquire an understanding of tools and terms in this medium. Students will experiment with dry, damp and wet surfaces to explore some of the possibilities and outcomes through the use of these basic washes. You will also investigate glazing, layering, and a variety of application techniques. Each class will focus on a different aspect of visual perception. Materials list will be provided.

**Instructor:** Pauline Cook

**PATHS, Room 370**

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**FITNESS & DANCE**

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**VOICE-OVERS...NOW IS YOUR TIME**

In what could be one of the most enlightening 2 hours you’ve ever spent, this class will show you how you could actually begin using your speaking voice for commercials, films, videos and more! Most people go about it the wrong way. In this class, you will learn about a unique, outside the box way to cash in on one of the most lucrative full or part-time careers out there! This is a business that you can handle on your own terms, on your own turf, in your own time, and with practically no overhead! And NOW is the best time to make this happen as new companies are looking for new voices like never before. This exciting and fun class could be the game changer you’ve been looking for! For 35-plus years, Rich Henkels’ distinctive sound and enthusiasm has become familiar in TV, radio, web-based, corporate, and industrial voice-over projects as well as live presentations. An Emmy Award winner, Rich knows the industry from both sides of the camera and microphone.

**Instructor:** Dan Levine

**PATHS, Room 125**

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**CUBAN SALSA BEGINNERS**

In this class, students will learn the basics of the Salsa footwork and some simple, fun moves that will get you out on the dance floor. You will learn how to connect with any partner, and build confidence dancing to different styles and tempos of music. Students will be introduced to the famous Salsa Rueda. No dance partner needed.

**Instructor:** Anna Golendukhina

**Lincoln Middle School, Cafeteria**

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“I will definitely take another PAE class because I like the feeling of community here at PAE and learning.”

- PAE Student
EVIDENCE BASED TAIJI & QIGONG
This program is the product of Dr. Yang Yang’s extensive training with grandmas ters of the Chen style and his research studying the mechanisms and benefits of Taijiquan and Qigong practice. The program focus is “the most important aspects of tra ditional training that will yield the greatest measured benefit in the shortest amount of time” and consists of essential static and dynamic qigong exercises & seven forms that are challenging yet adaptable to suit all levels. Curriculum serves as a comprehensive program for beginners and a solid foundation for further study in any style taiji. Instructors are certified by Dr. Yang Yang Jason Ames.
Instructor: Jason Ames
Maine Center for Taijiquan & Qigong
10 Sessions Course fee $100/110

FALL FORCE, INTERVAL TRAINING
This interval training class offers three essential fitness components: cardio, strength training, and stretching to release tension. Participants will engage in interval training, essential for calorie burning and weight loss. Students will engage in multiple actions for short bursts. Students must register and pay the instructor at the first class, but anyone can drop in or start the class anytime throughout the session. No discounts applicable. Requirement: A mat or towel.
Instructor: Jessica Lockhart
Ocean Ave School, gym
Course fee $4/class ($35 for 10 class card)

FIT FOR THE FUTURE
Participants will enjoy an effective whole body interval workout targeting muscular strength, cardiovascular stamina, core stability, flexibility, balance and coordination. Regain, maintain and improve fitness levels to be free to enjoy life and travel experiences, prevent injuries and maximize health span. Accessible and challenging for all levels and ages, beginner through athlete. Bring sneakers, mat and a water bottle. $6 drop in or $50 for 10 class card can be used for all Emma’s M/T/W classes.
Instructor: Emma Holder
Lincoln Middle School, Cafeteria

GLOBAL DANCE PARTY
This dance fitness class includes music of Salsa, Swing, Merengue, Tango, Cha Cha, Reggaeton, Bellydance, African and more. For 45 minutes, participants will bust stress, boost energy and burn calories while using traditional and unique moves to fabulous music. Improvisation encouraged. This course also includes 15 minutes of core work to support your back, your dance, and your life. Bring a mat, sneakers and water bottle. $6 drop in or $50 for 10 class card can be used for all Emma’s M/T/W classes.
Instructor: Emma Holder
Lincoln Middle School, Cafeteria

HATHA YOGA
As a system of physical and mental self-awareness, hatha yoga helps students to reduce stress and increase flexibility in a noncompetitive way. Students will learn basic yoga stretches that help to correct body alignment, improve posture, increase awareness of breathing patterns, and help to integrate the mind with the body. Students will also be introduced to meditation. The course is designed for all levels, and especially friendly for beginners. Great for toning the body and relaxing. Requirements: A towel, thick blanket or mat, and loose, comfortable clothing.
Instructor: Joan Grady
PATHS, Room 310
10 Sessions Course fee $95/105

HOOP DANCE FITNESS: BODY AND FLOW
This community building and self-enrichment course will teach students how to comfortably move and groove with the timeless child’s toy, a hula hoop, adding a fun and lighthearted element to your fitness routine. You will practice flexibility, hooping around your waist and other parts of your body, introductory hoop dance tricks, and sequencing. No prior experience with a hula hoop is required. Please purchase Hula Hoop before class begins at www.canyonhoops.com (click shop tab then exercise and fitness) ($40 with shipping, it usually takes a week to ship).
Instructor: Kayla Rae
Ocean Ave School, gym
11 Sessions Course fee $90/100
MODERN DANCE FOR BEGINNERS
This co-ed adult movement class will bring out a student's creative side. The class encourages students to move, bend, flow, and stretch, all while progressing to a rhythm. No experience necessary. Students should come to class with an open mind and a willingness to move barefoot in a new way. (Register and pay at first class, and drop-ins welcome anytime during session.)
Instructor: Jessica Lockhart
PATHS, Room 310
Course fee $5

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TAP DANCE: BEGINNER
This course is for beginner tap dancers or experienced tappers who want to brush up on the basics. Students will learn technique and steps slowly, working their way up to short combinations each week. Students should bring tap shoes if they have them or smooth-soled shoes if they don’t. $12 drop in fee.
Instructor: Jennifer Kain
PAE-Cathedral
3389.1 - 4 Sessions Course fee $42/52
3389.2 - 5 Sessions Course fee $52/62

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HOME & LIFE SKILLS

COMPUTERS FOR SENIORS
Designed for inexperienced students, this introductory class provides participants with the basics of computers, including email and Internet usage. Course also covers Facebook and Skype, and provides plenty of time for students to practice. No computer experience necessary. By the end, students will be able to upload photos to Facebook or create an album.
Instructor: Deb Seigars
PAE-Cathedral
8 Sessions Course fee $61/71

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EXPANDING YOUR SOCIAL CIRCLE
Do you find it harder to make friends as you get older? This workshop, taught by someone who relocated every few years for 26 years, will help both extroverts and introverts reframe how you think about connecting with strangers and provide you with a variety of strategies to widen your group of friends. Particularly useful for people who are going through a transition such as retirement; becoming a caregiver for an elderly parent in a different city; becoming an empty nester; divorce; or significant lifestyle changes.
Instructor: Angie Bryan
PAE-Cathedral
1 Session Course fee $21/26

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HOW TO EAT ACORNS
Acorns, or oak nuts, have remained a vital food source for animals, including humans, around the world, for hundreds of thousands of years. Why have we in our modern culture forgotten how to honor this awesome gift? Students will learn to identify, harvest, process, store, and use acorns in the kitchen. Delicious snacks will be available for sampling.
Instructor: Zachary Rouda
PATHS, Room 400
1 Session Course fee $35/45

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KNIFE AND TOOL SHARPENING
Learn how to sharpen knives, axes, pruners, scissors, and other blade tools. Bring your own dull tools that need to be touched up, or come to practice sharpening some of our tools. We’ll cover the basic theory behind sharpening edge tools, and practice using a variety of sharpening stones. Sharpening stones available for purchase: $30
Instructor: Zachary Rouda
PATHS, Room 400
1 Session Course fee $30/40

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LAND NAVIGATION BASICS
Learn the basics of land navigation using map, compass, and GPS. Use these three tools together in an integrated approach to finding your way over land. Learn a variety of techniques to plot your precise location on a topographic map, then use your compass to navigate a desired course. The course will close with a field session allowing you to apply the techniques covered in class. The date of the field session will be decided by the class. Necessary materials will be provided but bring your own base plate compass if you wish.
Instructor: Ron Welton
PATHS, Room 125
6 Sessions Course fee $60/70

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PREPARING FOR RETIREMENT: NOT THE FINANCIAL STUFF
Many courses deal with how to prepare financially for retirement, but a successful retirement requires much more than money. This workshop covers elements such as how to reframe your identity, major issues to consider, and concrete steps to take before the big day. Most useful for individuals who expect to retire within the next five years, although recent retirees who have been struggling to adjust are also welcome.
Instructor: Angie Bryan
PAE-Cathedral
1 Session Course fee $21/26

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TALK SAVES LIVES
This course is presented by American Foundation for Suicide Prevention. Have you or a loved one been affected by suicide? Participants will learn how to support a loved one who is struggling. This class offers support using scientific research information for individuals at risk.
Instructor: Matthew Francis
PATHS, Room 141
1 Session Course fee $22/27

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LANGUAGES

FRENCH 1
Open to all students, this introductory French language course provides students with an opportunity to develop their French conversation and comprehension skills. Requirements: Purchase Mais Oui!, by Thompson and Phillips, ISBN: 978-0-547-05220-5.
Instructor: Alain Nkulu
Deering H. S., Room 202
12 Sessions Course fee $144/155

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FRENCH 1.5
This continuing French language class is open to students with one year of high school French or students who have completed French 1 with PAE. Requirements: Purchase Mais Oui!, by Thompson and Phillips, ISBN: 978-0-547-05220-5
Instructor: Alain Nkulu
Deering H. S., Room 202
12 Sessions Course fee $112/122

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FRENCH 2
This course continues a student’s French language education, focusing on grammar. Prerequisite: Completion of French 1.5. Requirements: Purchase Mais Oui!, by Thompson and Phillips, ISBN: 978-0-547-05220-5
Instructor: Alain Nkulu
Deering H. S., Room 202
12 Sessions Course fee $112/122

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GERMAN 2
German 2 provides much practice opportunity for the beginner of German who has basic knowledge and skill. The course helps to acquire the language skills that will engage the student in real conversations and allow the student to read and understand everyday spoken and written authentic German. It is recommended that students are familiar with basic German grammar and vocabulary; however, the course is considered beginner level and open to all who want to brush up on their German or want to learn just enough German to be comfortable on a trip to a German speaking country.

Instructor: Oliver Kinzer
Deering H. S., Room 212
12 Sessions  Course fee $125/135

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ITALIAN 1: BEGINNING
Ciao! Interested in learning what scholars call "the most romantic language"? Explore conversational approaches to the basics of Italian. Learn about the country and the culture at the same time! This class is for people who have had no previous experience with Italian. Please buy a copy of Italian Made Simple, ISBN: 0-7679-1539-9.

Instructors: Giovina DP Ferrante, Michele Fornaro
Deering H. S.
0910.1 - 10 Sessions  Course fee $95/105
0910.2 - 12 Sessions  Course fee $129/139

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ITALIAN 2: CONTINUING
This class is a continuation of the Italian 1 class. Increase your vocabulary and learn to speak more fluently while broadening your awareness of the language, art, and culture of Italy. Recommended prerequisite: at least one semester of Italian.

Instructors: Giovina DP Ferrante, Michele Fornaro
Deering H. S.
0911.1 - 10 Sessions  Course fee $95/105
0911.2 - 12 Sessions  Course fee $129/139

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

Instructor: Giovina DP Ferrante
Deering H. S., Room 220
12 Sessions  Course fee $129/139

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RUSSIAN 1: BEGINNING
Russian isn’t as hard as you think it is! Students will explore the unique characters and sounds of the Russian alphabet, understand basic grammar, and learn essential vocabulary and phrases for beginning Russian or travel.

Instructor: Anna Golendukhina
Deering H. S., Room 202
10 Sessions  Course fee $90/100

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RUSSIAN 3
Students will continue their development and dive deeper in to the language. This course is appropriate for those who have taken a previous Russian language course or Russian 2 with PAE.

Instructor: Anna Golendukhina
Deering H. S., Room 202
10 Sessions  Course fee $94/104

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SPANISH 1: BEGINNING
As an introduction to the Spanish language, this course emphasizes pronunciation and basic conversational skills. Students will explore the language and culture, while also engaging in basic Spanish discussions. Requirement: Purchase Practical Spanish Grammar, A Self-Teaching Guide by Marcial Prado, ISBN: 0-471-13446-5.

Instructor: Daissy Foss
Deering H. S., Room 216
12 Sessions  Course fee $112/122

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SPANISH 2: CONTINUING
Students will continue their Spanish language development by working on pronunciation, conversational abilities, and vocabulary skills. This course is also appropriate for students who have had a semester of Spanish but need to refresh their skills. Requirement: Purchase Practical Spanish Grammar, A Self-Teaching Guide by Marcial Prado, ISBN: 0-471-13446-5.
Instructor: Daissy Foss
Deering H. S., Room 216
12 Sessions  Course fee $112/122

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SPANISH 3: INTERMEDIATE
Instructor: Daissy Foss
Deering H. S., Room 216
12 Sessions  Course fee $112/122

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SPANISH 4: CONTINUING INTERMEDIATE
Instructor: Daissy Foss
Deering H. S., Room 216
12 Sessions  Course fee $112/122

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TRAVEL

CAPE COD AND MARTHA’S VINEYARD
Enjoy 5 days and 4 nights in beautiful Cape Cod and Martha’s Vineyard. We will visit lovely and artistic Martha’s Vineyard along with guided tours of the historic seaside towns of Hyannis, Sandwich and the “Outer Cape”. The JFK Museum, the Sandwich Glass Museum and the Eastham Windmill are a must see. Our spacious, video and restroom equipped Motorcoach will take us to the picturesque Massachusetts coast. Four breakfasts and 4 dinners are included. Sept. 30 – October 4, 2019. - Bus departs from Augusta @ 8 am and makes one stop in So. Portland. Price - $499 double occupancy plus a $75 deposit upon booking Travel Insurance available for $35 per person. Fees are for double occupancy. Single and Triple are available upon request. Registration for this trip is done through the company, NOT PAE. To register please go to www.DiamondTours.com or call 1-800-336-5711. Call Ollie at 767-0712 with questions.
Instructor: Ollie LaChapelle

NIAGARA FALLS AND TORONTO BUS TOUR
Niagara Falls and Toronto Bus Tour. Enjoy 5 days and 4 nights in the Niagara Falls area. This trip includes guided tours of Niagara Falls & Toronto, a Journey to The Falls on a “Hornblower Niagara Cruise”, gaming at Fallsview Casino, a visit to Niagara-on-the-Lake & Queen Victoria Park and a visit to Casa Loma: Canada’s most magnificent castle. Our spacious, video and restroom equipped Motorcoach will take us to an en route hotel the first night of our trip then take us to Niagara Falls. Six breakfasts and 4 dinners are included. September 20 – 26, 2020 – Bus departs from Augusta @ 8 am and makes one stop in So. Portland. Price - $669 double occupancy plus a $75 deposit upon booking; final payment due July 13, 2020 Travel insurance available for $59 per person. Fees are for double occupancy. Single and Triple are available upon request. Registration for this trip is done through the company, NOT PAE. To register please go to www.DiamondTours.com or call 1-800-336-5711. Call Ollie at 767-0712 with questions.
Instructor: Ollie LaChapelle

REGISTER ONLINE @ portlandadulted.org
## WELLNESS

### DE-STRESS WITH HYPNOSIS
Hypnosis can help you release your habitual reaction to stress and replace it with a positive, relaxed response. Learn how to enter self-hypnosis whenever you desire and use it to reinforce a comfortable, confident, satisfying way of handling stress. Repetition of that response causes it to become the new, permanent habit in your subconscious mind.

**Instructor:** Hugh Sadlier  
**PATHS, Room 160**  
**1 Session  Course fee $23/28**

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### EXPANDING LYME HORIZONS WITH HYPNOSIS
Based on the research and practice of Deitrich Klinghardt, MD, PhD, this class helps people disconnect the impact of traumatic experiences in their lives and releases their body’s hold of Lyme spirochetes at a deep, cellular level. It is especially helpful in dealing with chronic Lyme disease.

**Instructor:** Hugh Sadlier  
**PATHS, Room 160**  
**1 Session  Course fee $23/28**

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### FALUN GONG: INTRODUCTION
Falun Gong is an ancient, traditional Chinese practice of “self cultivation”. Students will learn ways to improve mental and physical wellness through five easy-to-learn exercises, meditation, and the elevation of one’s mind. The practice is based on the universal values of truthfulness, compassion, and tolerance. This introductory class will provide a brief overview of the system, plus a demonstration of the exercises.

**Instructor:** Marcus Gale  
**PATHS, Room 160**  
**1 Session  Course fee $10**

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### HEALTHY HOLIDAY APPETIZERS
Looking for new and healthy recipes to add to your holiday table? Join registered dietitian nutritionist Hillary Pride for a fun evening of hands-on recipe prep and taste testing! Learn new ways to use classic ingredients for easy, delicious and good for you additions to your celebration appetizer menu. A $10 supply fee is paid to instructor at the time of the class.

**Instructor:** Hillary Pride  
**PATHS, Room 111**  
**1 Session  Course fee $24/34**

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INCREASE YOUR CONFIDENCE WITH HYPNOSIS

Is your confidence lower than you would like it to be? The answers to increased self-confidence are within your subconscious mind and can be accessed through hypnosis. Transform yourself from being reactive to proactive by releasing the causes of your reduced confidence and replacing them with new, positive, confident feelings and actions.

Instructor: Hugh Sadlier
PATHS, Room 160
1 Session Course fee $23/28

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RELIEVE CHRONIC PAIN WITH HYPNOSIS

Hypnosis can help you discover and disconnect the causes of chronic pain. By releasing the influence of what contributed to chronic pain, you can lessen its impact on you.

Instructor: Hugh Sadlier
PATHS, Room 160
1 Session Course fee $23/28

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LOOK BETTER AND SAVE MONEY

Look radiant by dressing for your skin, hair and eye coloring and face shape. Class one involves color and face shape analysis of each person. Class two, students will receive their personalized palette of 40 colors to consider while shopping and will learn how to wear them. Plus, students will learn what style glasses are best, hair styles and necklines for their face shape.

Instructor: Candace Sanborn
Deering H. S., Room 226
2 Sessions Course fee $54/64

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THE RESILIENCE TOOLKIT

The Resilience Toolkit is a set of 7 mindfulness and movement exercises created to alleviate the effects of stress and calm the nervous system, to boost stress recovery and increase personal capacity to respond to life’s challenges with greater ease. Students should wear comfortable clothing such as stretchy exercise attire to all classes. No shorts, skirts, or jeans. Please bring a yoga mat for floor exercises. A small pillow or blanket is optional. Exercises will be done wearing socks or bare feet. All exercises can be modified for comfort and accessibility.

Instructor: Susan Benjaminsen
PATHS, Room 160
3 Sessions Course fee $35/45

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NEW CLASS!
NEW STUDENT TESTING FOR LANGUAGE ARTS OR MATH

If you would like 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 874-8155 to make an appointment for new student testing. NOTE: 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!
If you are an adult with a high school credential who wants to succeed in college, we can help you to achieve that goal. With the support of an advisor, you will develop a plan to improve your academic skills and prepare for community college or university.

The College Transitions Program Includes:
- Skills assessment and testing
- Academic, financial aid, and career advising
- Classes to improve essential academic skills

To be eligible for the program, you must have a high school diploma or high school equivalency. You must also qualify to enroll in either Algebra or College Writing Workshop.

**Schedule an appointment with the College Transitions advisor by calling 874-8155.**

Photo by Molly Haley
DO YOU WANT TO...

- Earn your High School Diploma or pass the new HiSET Test?
- Improve your reading and writing skills for college or a job?
- Practice reading and writing skills in English?

Language Arts classes can help you improve your reading and writing skills so you can reach these goals! These classes are open to native English speakers as well as students who have completed our ESOL levels.

### Language Arts Level 100 Courses

#### ACADEMIC READING/Writing 100
This two-credit, two-semester course will build academic reading, writing, and vocabulary skills in three genres: information, argument, and narrative text. A great course for High School Diploma or HiSET candidates and college preparation.  
**Instructor:** Alison Perkins  
**PAE-Cathedral**  
**Course:** FREE

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#### WRITING AND GRAMMAR INTENSIVE
This course is for students who want to improve their writing and want to learn some advanced ESOL grammar in order to do so. Through regular writing assignments, students learn passive voice verbs, gerunds and infinitives, articles, and correct ways to join sentences.  
**Instructor:** Conni Daigle  
**PAE-Cathedral**  
**Course fee:** $20/30

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#### U.S. HISTORY
Students will learn in depth about a few significant times in the history of the United States, including the writing of the Constitution and the Civil War. Students will also study map skills and government while practicing the reading and writing skills needed to earn an adult high school diploma.  
**Instructor:** David Millard  
**PAE-Cathedral**  
**Course fee:** $35/45

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Language Arts Level 200 Courses

ACADEMIC READING/WRITING 200
This two-credit, two-semester course will build advanced academic reading, writing, and vocabulary skills in three genres: information, argument, and narrative text. A great course for High School Diploma or HiSET candidates and college preparation.
Instructors: Benjamin Bradford, Leslie Hunt
PAE-Cathedral
Course FREE

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GENERAL SCIENCE
What are atoms? What causes earthquakes? How does DNA work? General Science will provide an overview of the main principles of science. We will read, conduct experiments, and create projects. This course is a good preparation for the HiSET Science test or for biology or chemistry courses.
Instructor: Carolyn Lancia
PAE-Cathedral
Course $20/30

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Language Arts Level 300 Courses

ACCUPLACER PREPARATION (READING AND GRAMMAR)
This class will help you to improve your performance on the Sentence Skills and Reading Comprehension sections of the ACCUPLACER test, which is required by SMCC. We will learn reading strategies and grammar related to advanced sentence structure.
Instructor: John Wensman
PAE-Cathedral
Course FREE

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COLLEGE WRITING WORKSHOP
This top-level English course helps students to create focused, well-developed essays and a research paper so that they will be ready for college. Prerequisite: Basic computer skills, Reading/Writing 200, and a teacher recommendation.
Instructor: Briana Bizier
PAE-Cathedral
Fees: Course $30/40; Book $10

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Language Arts Multi-Level Courses

PUBLIC SPEAKING
This course is designed to help students to improve their oral presentation skills. Students will participate in listening and speaking activities to promote oral vocabulary, fluency, clear pronunciation, and listening comprehension. Prerequisite: ESOL 5 or Level 100 courses.
Instructor: Elizabeth McMahon
PAE-Cathedral
Course FREE

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READING/Writing IN SOCIAL STUDIES
Students will read, summarize, and analyze news articles in writing and discussion. This is a “hybrid” course; some of the work will be done in class, and some will be completed outside of class time, using Google Drive. Prerequisite: ESOL Level 5 or 100 level or higher; basic computer skills; and computer and Internet access.
Instructor: Heather Moore Wood
PAE-Cathedral
Course $35/45

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ARE YOU CONSIDERING A MATH CLASS?

OUR MATH CLASSES WILL HELP YOU...

- Achieve your High School Diploma
- Prepare for the HiSET
- Improve your math skills for college
- Prepare for the ACCUPLACER
- Help your kids do their homework

New students need to come in for an interview and new student testing so we can determine the right level of math class for you. See page 13. No mail-in registrations are accepted for math classes.

SEQUENCE OF CLASSES

1) Math Basics
2) Math Essentials
3) Math Concepts
4) Algebra A
5) Algebra B

“THIS SCHOOL HELPS GIVE ME CONFIDENCE ABOUT MY ACADEMIC MATH.”

- PAE Student
HIGH SCHOOL EQUIVALENCY TESTING

Earn your Maine High School Equivalency Diploma at Portland Adult Education. You may be eligible to take the HiSET® exam if you are at least 18-years old and did not earn a high school credential.

Equivalency testing is done by appointment at PAE-Cathedral.

Call today! 874-8155

MATH BASICS
Math Basics will help students become comfortable solving problems with whole numbers, and strengthen a student’s number sense.
Instructor: David Millard
PAE-Cathedral
Course FREE; Book $20

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MATH ESSENTIALS: FRACTIONS
This course will help students understand common fractions, decimals and percents so they can actually use them within their day-to-day life. Fraction equivalences as well as math operations with fractions will be covered.
Instructors: David Millard, TBA
PAE-Cathedral
Fees: Course $20/30; Book $30

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MATH ESSENTIALS: DECIMALS
This course will help students understand decimal numbers and how they relate to fractions and percents. Math operations with decimals will be covered.
Instructor: Maryann Kurdyla
PAE-Cathedral
Course FREE; Book $20

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MATH CONCEPTS: RATIOS & DATA
This course will develop ratio and proportional thinking in addition to reinforcing fraction and percent skills. Students will explore the meanings revealed by data sets, tables and graphs.
Instructor: Jill Gorneau
PAE-Cathedral
Fees: Course $20/30; Book $30

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MATH CONCEPTS: GEOMETRY
This course explores shapes and angles as well as the Pythagorean Theorem. Students will use a variety of tools to understand perimeter, area, volume and surface area.
Instructor: Kevin Woodhouse
PAE-Cathedral
Fees: Course $20/30; Book $30

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ALGEBRA A
Algebra A introduces students to functions, integer operations, and solving linear equations.
Instructor: Kevin Woodhouse
PAE-Cathedral
Fees: Course $40/50; Book $85

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ALGEBRA B
This course covers topics such as graphing and writing linear equations, exponent properties and probability. The textbook is the same book used in Algebra A.
Instructor: Jill Gorneau
PAE-Cathedral
Fees: Course $40/50; Book $85

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MATH REVIEW FOR THE PRAXIS EXAM
See Page 30 for information.

REGISTER ONLINE @ portlandadulted.org
ESOL

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES
Six levels of English classes are offered. Beginning levels focus on basic communication, life skills and literacy. Intermediate levels continue to focus on reading, writing, work and life skills. Advanced levels focus on reading, writing and grammar in academic context to prepare students for employment and continuing education.

Students must take a placement test to ensure proper placement in the classes. Appointments are offered throughout the school year. Call 874-8155 to make an intake appointment.

ESOL Beginning Literacy
ESOL 1 Low Beginning
ESOL 2 High Beginning
ESOL 3 Low Intermediate
ESOL 4 High Intermediate
ESOL 5 Advanced

Classes are offered mornings, afternoons and evenings, 2 or 3 days per week.

CITIZENSHIP, BEGINNING LEVEL
This course will prepare students to take the U.S. citizenship exam. Topics include U.S. history and government, and reading and writing vocabulary needed to pass the exam. The class is designed for students ESOL 3 and below and who have been in this country for 4 years or longer.
Instructor: Moey Burchenal
PAE-Cathedral
Course FREE; Book $20

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PRONUNCIATION
In this class, students improve pronunciation and learn how to speak with a clearer American accent. The teacher uses fun exercises to help students learn how to be understood while conversing in English.
Instructor: Liana Wolk
PAE-Cathedral
Course FREE

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<td>3:00-5:00 PM</td>
<td>9/17-12/10</td>
</tr>
</tbody>
</table>

ARE YOU AN ESOL INSTRUCTOR?
We are often looking for hourly instructors, especially for the evening sessions. Send your resume to adulted@portlandschools.org.

ELL BASIC COMPUTER (ESOL LEVEL 3)
Designed for ESOL level 3 students and up, this course teaches keyboarding, basic computer vocabulary, how to use Internet and email, and how to create files.
Instructor: Trace Salter
PAE-Cathedral
12 Sessions  Course FREE

<table>
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ELL BASIC COMPUTER (ESOL LEVEL 4)
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: Trace Salter
PAE-Cathedral
12 Sessions  Course FREE

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MONEY MANAGEMENT
For students looking to learn about financial literacy, this class covers the basics of developing a budget, creating a savings plan, setting financial goals, and repairing poor credit. The class is designed to help recently arrived immigrants and refugees.
Instructor: Clement Yombe
PAE-Cathedral
Course FREE

<table>
<thead>
<tr>
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</table>

p. 21  PAE FALL 2019 COURSE CATALOG
LEARN ENGLISH USING DIGITAL TOOLS
Staff and volunteers are here to:
Support English Language Learners from levels Literacy through Language Arts
Guide students through step by step language programs designed to support listening, reading and writing skills
Learn basic digital literacy
Assist with job search, resume writing and email communications

ELL Lab Coordinator: Sara Staples
Email: stapls@portlandschools.org

STUDY FOR THE HISSET AND ACCUPLACER EXAMS IN A COMPUTER LAB SETTING
In the Learning Lab, we offer:
Digital tools to prepare academically
Peer mentoring
1-on-1 help
Study groups
Evening hours
Connection to resources in the community
A listening ear and guidance

HiSET & ACCUPLACER Lab Coordinator:
Erin Krivicki
Email: krivie@portlandschools.org

The Learning Lab enables students to learn at their own pace. We serve students of many different languages at various learning levels. Daytime and evening hours available during the week.

Visit us in the Learning Lab (on the first floor - near the main office - Rm. 2) to learn more.

SAVINGS TO BUILD WEALTH
For students looking to learn about saving money, this class covers the reasons that saving money is so important, including security and safety and trying to plan ahead for major expenses. The class is designed to help recently arrived immigrants and refugees.

Instructor: Clement Yombe
PAE-Cathedral
Course FREE

<table>
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<th>Course</th>
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</table>
Are you looking for training for your employees?

Do you see a course you would like offered at your business?

Do you need help recruiting new employees?

**WE’RE HERE TO HELP!**

**BENEFIT YOUR BUSINESS WITH...**

- Individual consultation to assess your business needs
- Customized content and delivery
- Cost-effective, competitively priced programs
- Flexible scheduling: days/evenings/weekends on-site or at PAE
- Professional and local instructors with business expertise
- Connections to graduates to fill open positions
- Volunteer opportunities for your employees
We customize courses and workshops to fit the needs of your business.

POTENTIAL TOPICS

• INTERCULTURAL COMMUNICATIONS
• QUICKBOOKS
• MEDICAL TERMINOLOGY
• WRITING IN THE WORKPLACE
• ELECTRONIC HEALTH RECORDS
• MICROSOFT OFFICE SUITE
• CNA
• KEYBOARDING
• WORKPLACE COMMUNICATION

CORPORATE CLIENTS INCLUDE

United States Postal Service
Maine Medical Center
MEMIC
Goodwill Industries
South Portland Housing Authority
Genesis Healthcare
Intermed

“The Excel training was excellent! The staff was thrilled and want more advanced training.”
- South Portland Housing Authority

Call or email us today to schedule an appointment to discuss your business needs!
adulted@portlandschools.org  207-874-8155

REGISTER ONLINE @ portlandadulted.org  p. 24
CAREER PATHWAYS / TECHNOLOGY & OFFICE SKILLS

ACCOUNTING 1
As an introductory course, Accounting I provides students with skills related to cash records, accounts receivable and payable, filing system for source documents, record information from source documents, and bank statement reconciliation. 
Instructors: Deb Seigars, Richard Small
PAE-Cathedral
14 Sessions  Fees: Course $136/146; Book $45

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<td>Tu/Th</td>
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<td>9/10-10/24</td>
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</table>

ACCOUNTING 2
Building off of Accounting 1, this course covers the basics of a double entry accounting system. Topics include assets, liabilities, owner’s equity, debits and credits, journal entries, ledger accounts, posting, balancing accounts, preparing a trial balance, and preparing payroll. Prerequisite: Accounting 1.
Instructors: Deb Seigars, Richard Small
PAE-Cathedral
14 Sessions  Course fee $136/146;

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<td>Tu/Th</td>
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<td>10/29-12/17</td>
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ACCOUNTING 3
Building from Accounting 2, this course teaches students about the use of special journals, uncollectible accounts receivables, plant assets and depreciation, inventory, notes and interest, accrued revenue and expenses, distribution of dividends, preparing worksheets, financial statements, and end of fiscal period entries for a corporation. Same textbook used from Accounting 1 and 2. Prerequisite: Accounting 2 and a basic computer course (or familiarity with computers).
Instructor: Deb Seigars
PAE-Cathedral
14 Sessions  Course fee $136/146

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ADOBE PHOTOSHOP FOR BEGINNERS
A hands-on introduction to the world’s most popular photo-editing program. Learn basic skills for retouching, cropping, resizing and compositing images. Also covered are how to export to popular formats for web and print, understanding image resolution and more.
Instructor: Matt Thayer
PAE-Cathedral
6 Sessions  Course fee $95/105

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COMPUTERS FOR SENIORS
Designed for inexperienced students, this introductory class provides participants with the basics of computers, including email and Internet usage. Course also covers Facebook and Skype, and provides plenty of time for students to practice. No computer experience necessary. By the end, students will be able to upload photos to Facebook or create an album.
Instructor: Deb Seigars
PAE-Cathedral
8 Sessions  Course fee $61/71

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ELECTRONIC HEALTH RECORDS
This hands-on course covers the core competencies of organizational and technical support for medical computer software records, the type used in a healthcare facility. Course topics include medical record content and format, techniques for filing, maintenance and acquisition of health information, and processes of collecting, computing, analyzing, interpreting, and presenting data related to healthcare services, all of which is done with EHR computer software. Prerequisites: Basic computer skills and knowledge of medical terminology.
Instructor: Catherine Eliot
PAE-Cathedral
12 Sessions  Fees: Course $116/126; Book $108

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ESOL 5 MICROSOFT OFFICE EXCEL INTRODUCTION
An Introductory Microsoft Office course designed for students in ESOL Level 5
Instructor: Corinne Dellatorre
PAE-Cathedral
12 Sessions Course fee $100/110

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EXCEL I
Excel is a necessary skill to have in the work place. Students will learn how to create, edit and manage spreadsheets. Then, increase your efficiency by learning how to organize, display and calculate your data into useful information using sorts, filter, and charting. Use Excel’s most powerful features to analyze data quickly and easily with confidence.
Instructor: Corinne Dellatorre
PAE-Cathedral
12 Sessions Course fee $116/126

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<td>0860.3</td>
<td>M/W</td>
<td>8:30-11:15 AM</td>
<td>10/30-12/16</td>
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EXCEL 2
For students experienced with Excel, this class builds upon prior knowledge and skills. Areas of focus include VLOOKUP, pivot tables, and using drop-down lists to make data entry easier. Prerequisite: MS Excel, or comparable Excel experience.
Instructor: Corinne Dellatorre
PAE-Cathedral
4 Sessions Course fee $58/68

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EXCEL 2016, INTERMEDIATE LEVEL WORKSHOP
Looking to improve your Excel skills? In four sessions, students will learn to build pivot tables, use database features, manage multiple worksheets, create pick lists and protect formulas. If you have a basic understanding of Excel and want to become more efficient, then this class is for you!
Instructor: Corinne Dellatorre
PAE-Cathedral
4 Sessions Course fee $50/60

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GOOGLE FOR THE OFFICE
Introduction to using Gmail, Google Drive and Google Calendar in the office setting. The course is focused on fundamental concepts for communication, organization, and productivity.
Instructor: Chris Malmberg
PAE-Cathedral
4 Sessions Course fee $75/85

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KEYBOARDING
Students in this class will develop techniques and skills that are conducive to building keyboarding speed with a high level of accuracy, including the number keypad. Students will also learn correct techniques of hand placement, proper posture, and ways to avoid repetitive motion problems. Beginning students will learn the keyboard and should be able to type 20 to 30 words per minute (WPM) by course end. Students that already know the keyboard will practice timings and progress to 45 WPM.
Instructor: Trace Salter, Vince Beaulieu
PAE-Cathedral
12 Sessions Course fee $116/126

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MEDICAL CODING
Using specialized computer software, students will learn the medical coding skills needed for completing all required documentation according to national coding standards. This involves understanding patient charts and converting the applicable information into a series of alphanumeric codes known as ICD-10-CM or CPT codes. The course also teaches students how to interpret and correct coding errors. Prerequisite: Computer basics and a completed course (or working knowledge of) medical terminology.
Instructor: Catherine Eliot
PAE-Cathedral
20 Sessions Fees: Course $193/203; Book $140

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</table>
Are you interested in sharing your expertise with eager students?

PAE IS LOOKING FOR INSTRUCTORS!

Please contact us at adulted@portlandschools.org

MEDICAL TERMINOLOGY
In this course, students learn how medical terms are analyzed and built, how to pronounce and spell terms, how to apply medical terms as they relate to basic anatomy and physiology, and common diseases of each bodily system. No prior knowledge of biology required.

Instructor: Catherine Eliot
PAE-Cathedral
14 Sessions Fees: Course $135/145; Book $50

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MICROSOFT OFFICE 2016, INTRODUCTION
This course is for you whether you’re completely new to Microsoft Office or are just looking to refresh your skills for a potential job. Basic computer terminology is covered. Students will become familiar with Word, Excel and PowerPoint, sending and receiving attachments through email and challenges to practice what you’ve learned.

Instructor: Corinne Dellatorre
PAE-Cathedral
12 Sessions Course fee $116/126

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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. Students are encouraged to bring a flash drive to save their presentation and files provided by the instructor. Prerequisites: Experience with Windows.

Instructor: Corinne Dellatorre
PAE-Cathedral
4 Sessions Course fee $59/69

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QUICKBOOKS
This course uses QuickBooks accounting software in an office environment. Areas covered include setting up an accounting system, accounts receivable and payable, reconciliation, adjusting entries, and financial statement generation. Prerequisites: Basic computer and accounting skills. (For PAE Accounting Certificate students, Microsoft Office and Accounting I must be taken first.) Requirements: Bring a flash drive to class.

Instructor: Richard Small
PAE-Cathedral
12 Sessions Course fee $116/126

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The Office Skills program is designed for anyone preparing for entry-level jobs, re-entering the business world, upgrading skills or seeking a promotion. Specific information about each course can be found in this brochure. Students with previous office skills may receive credit for up to three (3) courses.
Contact Geneva Meserve at 874-8155 to officially enroll in the program.

CORE COURSES
- Keyboarding 1 (30 wpm)
- Microsoft Office, Introduction to
- Word
- Excel
- PowerPoint
- Google for the Office
- Accounting 1
- Writing for the Workplace
- Workplace Communication
- Job Hunting Skills

OFFICE ASSISTANT CERTIFICATE
Includes all Core Courses PLUS:
- Accounting 2
- Keyboarding 2 (45 wpm)
- QuickBooks

ACCOUNTING CLERK CERTIFICATE
Includes all Core Courses PLUS:
- Accounting 2
- QuickBooks
- Advanced QuickBooks

MEDICAL OFFICE CERTIFICATE
Includes all Core Courses PLUS:
- Keyboarding 2 (45 wpm)
- Medical Terminology
- Medical Coding
- Electronic Health Records

Are you interested in a career in Information Technology?

TechHire is a program designed to recruit, assess, train and place young adults into Maine’s IT industry in positions like computer support specialist, software, and health informatics. Completed training will result in credentials recognized by the IT industry. This grant funded program provides a host of services to train young adults (between the ages of 17 and 29) as well as career changers who are looking to transition into IT roles.* Eligibility requirements do apply.

This 4 million dollar project is fully funded by a U.S. Department of Labor Employment and Training Administration grant awarded to Coastal Counties Workforce, Inc. This program/activity is an equal opportunity employer/program. Auxiliary aides and services are available upon request to individuals with disabilities.

For more information please contact: Dylan Barnett, dylan.barnett@workforcesolutionsme.org, 207-274-9131

*For those over the age of 29, connect with your local career center to learn what training and employment services are available. http://www.mainecareercenter.gov/
Limited scholarship money is available for eligible and low-income students. Scholarships are sponsored by the Friends of PAE.

For more information contact: Geneva Meserve at 874-8155 or meserg@portlandschools.org

**QUICKBOOKS ADVANCED**

Designed for students experienced with QuickBooks, this course covers such functions as inventory, payroll, customizing forms and reports, and fiscal end preparation. Students will build upon their QuickBooks knowledge. Requirement: Bring a flash drive to the daytime class.

*Instructor: Richard Small*  
PAE-Cathedral  
12 Sessions  Course fee $116/126

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**QUICKBOOKS ONLINE - BECOME A CERTIFIED PROADVISOR**

Students will learn the key features of QuickBooks Online and prepare for the QuickBooks Online Certification exam to become a Certified QuickBooks ProAdvisor. The exam is optional and will be taken during the final class session. The course will use QuickBooks training modules.  
Prerequisite: Students will need access to the internet outside of class.  
*Instructor: Stacy Ayotte*  
PAE-Cathedral  
9 Sessions  Course fee $85/95

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**WORD 2016**

This course introduces students to basic Word function, including document creation and editing, formatting, text enhancements, layout features, proofing, printing, page appearance, file management, using the Help function, and templates. The course also covers formatting components such as tables, lists, graphics, headers, footers, and other paragraph elements. Prerequisite: Basic computer understanding, or strong familiarity with computers.  
*Instructor: Karen Morton*  
PAE-Cathedral  
12 Sessions  Course fee $116/126

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**WORKPLACE COMMUNICATION**

For students seeking more effective means of communication, this course covers such topics as effective listening, assertive speaking, and clear, positive pronunciation. The course also focuses on handling difficult situations with conflict resolution skills. Other practiced skills include customer service communication, team-based communication, and oral presentations.  
*Instructor: Diane Atwood*  
PAE-Cathedral  
12 Sessions  Course fee $116/126

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</table>

**WRITING FOR THE WORKPLACE**

This course uses a series of exercises to teach students how to become better writers. Exercises include composing letters, memos, and emails. Course also covers punctuation, sentence structure, and basic grammar rules to give documents a final polish. Prerequisite: Basic familiarity with computers. (PAE certificate and academic students should discuss this course with advisor before registering.)  
*Instructor: Briana Bizier*  
PAE-Cathedral  
18 Sessions  Fees: Course $146/156; Book $74

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“Even though I was familiar with Word, I needed a full refresher for the newer version.”  
- PAE Student
OCCUPATIONAL TRAINING

AUTOCAD 1
This course introduces the student to the basics of drawing using CAD (computer aided drafting). This class will cover drawing commands, editing drawings, line types, use of layers, dimensioning, applying text and plotting of drawings. The class will also introduce architectural and mechanical drawing.
Prerequisites: basic computer skills
Instructor: Peter Morton
PAE-Cathedral
12 Sessions  Course fee $116/126

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AUTOCAD ARCHITECTURE
This class will introduce students to architecture drawing utilizing Computer Aided Design (CAD). Students will learn about architectural design and basic framing techniques, building codes and construction practices. Students will create various types of 2D drawings used in developing a set of residential house plans. Prerequisite: AUTO-CAD 1 or other CAD experience
Instructor: Peter Morton
PAE-Cathedral
12 Sessions  Course fee $116/126

<table>
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<th>Dates</th>
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<td>10/30-12/16</td>
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CNA
Portland Adult Education partners with several healthcare employers to offer State of Maine approved CNA courses throughout the year. Tuition includes texts, materials and fees. Admission process includes the completion of an application packet, completion of CASAS test (a reading assessment) with appropriate score, and an interview. Candidates must be at least 18 years of age and have a high school diploma or equivalency. Contact the office at 874-8155 to sign up for one of the intake sessions below which includes taking the CASAS test.

<table>
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<th>Date</th>
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<tbody>
<tr>
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<tr>
<td>September 4</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>September 10</td>
<td>11:00 AM and 1:00 PM</td>
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CLASSROOM MANAGEMENT
For those who want to be an Education Technician or pursue teaching. Course content covers classroom behavior management and methods for creating a safe learning environment through case study analysis, writing, discussion and role plays. Students will learn about how Education Technicians work with teachers. This course is part of the Education Academy Certificate Program. Prior approval is required. For information or an application packet, contact Sally Sutton: 874-8155 or suttos@portlandschools.org
Instructor: Diane Atwood
PAE-Cathedral

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EDUCATION IN THE U.S.
This course covers: the role of government in education in US school systems, laws that make public school free and accessible to all, the role of parents, special education, discipline, best practices and the different roles of Education Technicians. Lessons will include guest speakers, presentations, discussions and writing. This course is part of the Education Academy Certificate program. Prior approval is required. For information or an application packet, contact: Sally Sutton, 874-8155 or suttos@portlandschools.org
Instructors: Diane Atwood, Karen Morton
PAE-Cathedral

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<td>9/23-12/11</td>
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MATH REVIEW FOR THE PRAXIS EXAM
This course will help teaching certification candidates review for the math portion of the Praxis Core Academic Skills for Educators exam. Students will take practice tests and review topics from the exam including basic algebra, geometry, statistics and graphing. Interested students must have an interview with a math instructor at Portland Adult Education before registering. Call 874-8155 for an appointment.
Instructor: Kevin Woodhouse
Deering H. S., Room 223
Fees: Course $175; Book TBA

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REGISTER ONLINE @ portlandadulted.org  p. 30
NEW MAINERS RESOURCE CENTER

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

SKILLED PROFESSIONALS PROGRAM
This program works with foreign-trained professionals who have a bachelor’s degree or above from their home country.

SERVICES INCLUDE:
• English courses related to specific professions
• Employer and professional networking/support groups
• Job search skills
• Career guidance and case management
• Online computer tutorials
• Assistance with the credential review process and Maine licensing requirements
• Coordination with other service providers
• Classes and workshops including: job skills training, pronunciation, public speaking, English for Health Professionals, and business writing for speakers of other languages and more!

For more information about the Skilled Professionals Program, or to set up an intake appointment, please contact Sally Sutton, Program Coordinator, at suttos@portlandschools.org or 874-8155.

JOB CLASS A
This intensive 130-hour course is designed for immigrants with low to intermediate English language skills that are searching for their first job in the US. Students in ESOL levels 3 and 4 will learn how to search for a job, and expand their English skills through contextualized English for the workplace with a focus on U.S. Workplace culture and learn financial literacy skills. Area employers are actively engaged in the program, visiting the classroom to share information about their companies, providing mock interview practice as well as hiring students. Graduates of the program receive a certificate detailing their competency achieved for twelve employability skill standards and their attendance hours. They also receive one-on-one job search support from their teachers and job developers from participating service agencies.

JOB CLASS B PLUS CREDENTIAL EVALUATION
A 70-hour 8-week course designed for ESOL 5 and above new Americans. Students learn to apply their professional, transferable skills to the US workforce. Students will work on their English through an emphasis on writing etiquette for the workplace and will also work on their financial literacy skills. Students will prepare a professional portfolio including a resume, cover letter, etc. Area employers will be brought into the class. Students will also use the computer lab to focus on job search skills. Students will receive advising and case management services and for those students who may need it, translations and evaluations of college transcripts.

Intake sessions for Job Class A and Job Class B will be in early September. Call 874-8155 for more information.

p. 31 PAE FALL 2019 COURSE CATALOG
NMRC PROVIDES ASSISTANCE WITH CREDENTIAL EVALUATIONS AND PROFESSIONAL LICENSING
An evaluation or equivalency is the process by which a person’s college transcripts and diploma are reviewed to determine if they are equal to a US degree. Determining why and when an evaluation needs to be done, how it gets done and who should do it can be complicated. To get a better understanding of the Credential Evaluation or Equivalency process go to the NMRC website to review the following document: *Equivalencies – Credential Evaluations – When are they Needed? Questions to Ask Yourself*. The New Mainers Resource Center can provide advice and assistance to people as they go through this process. Contact the PAE office at 874-8155 and ask for: Sally Sutton, NMRC Program Coordinator to set up an appointment.

NMRC OFFERS GUIDES ON PROFESSIONAL LICENSING
As a way to help foreign trained professionals understand the licensing process for their profession, NMRC has produced a series of licensing guides to help them better understand the licensing process for their profession. The professions include: CPA (Certified Public Accountant), engineer, nurse, doctor, lawyer and teacher.

These guides provide detailed information about the different steps in the process, costs, resources, educational programs and alternative careers. The New Mainers Resource Center can provide advice and guidance about the licensing requirements for these and other professions. Maine’s licensing boards are a great resource for getting answers to specific questions about the process for the professions they regulate. For more information about the professional licensing guides or assistance with understanding the licensing process for your profession, contact: Sally Sutton, Program Coordinator at 207-874-8155 or suttos@portlandschools.org. Below are links to the licensing guides which can be found on the NMRC website at: www.nmrcmaine.org

NMRC Accounting Licensure Guide Maine
NMRC Engineering Licensure Guide Maine
NMRC Lawyer Licensure Guide Maine
NMRC Maine Nursing Licensure Guide
NMRC Physician Licensure Guide Maine
NMRC Teaching Certification Guide Maine

EDUCATION ACADEMY CERTIFICATE PROGRAM
NMRC is offering the Education Academy Certificate Program to prepare people for a career in teaching who don’t have formal training as a teacher from the US. The Education Academy will combine coursework with real experience in a local public school to provide the competencies people need to be successful in a school setting. Students will work to improve their English language skills and have access to advising, assessments and support to be employed as an Educational Technician 3, or substitute teacher and, if qualified, work toward Maine teacher certification. This program is part of the Portland Public Schools Teach Portland initiative to build and diversify its educator workforce. Certificate courses will include: An Overview of the US Education System, Teaching that Promotes Student Learning, Classroom Management, Teaching Exceptional Students and a Practicum Experience in a local school.

Students must be approved to be accepted into the Education Academy. Eligibility requirements include:

- Target Population – Foreign trained teachers or those interested in the teaching profession who have been trained in another field
- English skills equivalent to Language Arts 100 and above
- Work authorization and income requirements may be required for some types of scholarship assistance
- Access to college transcripts and diplomas
- 18 years and older

For questions regarding the Education Academy Certificate Program or to pick up an application packet, contact Sally Sutton suttos@portlandschools.org or Bridget Kahn, kahnbi@portlandschools.org or go to the NMRC website at: www.nmrcmaine.org
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ENRICH YOUR LIFE!
JOIN THOUSANDS OF COMMUNITY MEMBERS AT PAE

PAE OFFICE HOURS

**HOURS**
Monday - Thursday .................. 8:00 am-7:00 pm
Friday........................................... 8:00 am-12:00 pm

**EXCEPTIONS (Monday through Thursday)**
July 1 - August 30 ...................... 8:00 am-3:30 pm
December 23 - January 2........... 8:00 am-3:30 pm

**CLOSED**
September 2, October 14, November 11, 28-29, December 24-25, 31.

Office hours are subject to change. Please check [www.portlandadulted.org](http://www.portlandadulted.org) for up-to-date information.

REGISTRATION & POLICIES

YOU CAN REGISTER:

**ONLINE** – portlandadulted.org

**BY FAX** – Save time! Complete the registration form on the next page and fax it to 773-0151. Include credit card number and expiration date.

**BY PHONE** – Call 874-8155 and please have your credit card number and expiration date handy when you phone.

**BY MAIL** – Mail check (payable to PAE) or credit card number and completed registration form to Portland Adult Education at 14 Locust Street, Portland, ME 04101. If a course is full when your registration is received, your name will be placed on a waiting list and your money will be refunded.

**IN PERSON** – You can register at 14 Locust Street.

- Registration confirmations are sent via email only.
- All course, lab and material fees must be paid at the time of registration.
- Book fees must be paid before class begins.

**FEES** – The prices listed after the description reflect the registration fee for Portland residents and non-residents. Ex: Resident/Non-resident $15/25. Other fees: Pay all course, lab and material fees to PAE when you register. A $10 fee will be added to all agency invoices.

**AGE LIMIT** – 18 years of age or older and out of school.

**TEXTBOOKS** – Books should be purchased at 14 Locust Street unless otherwise specified. We do not provide book refunds.
INSUFFICIENT ENROLLMENT
Please be aware that courses which fail to attract sufficient enrollment may be canceled three working days prior to the first day of class.

REFUND/TRANSFER POLICIES
Registration fees: Course and book fees will be refunded in full 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 the course before the second class. No refunds after the second class, for one session classes or transfers once a class has started. Refunds take approximately 3-4 weeks to process.

NO SCHOOL POLICY
No programs will be held if Portland Public Schools are canceled or on vacation. When PPS delays the opening of school, PAE classes will begin at 10:00 AM. Listen to your local radio or TV station for cancellations. When classes are canceled due to inclement weather or illness, it may not be possible to schedule makeups. There will be no classes September 2, October 14, November 11, 28-29, December 24-25, and 31. Portland Adult Education reserves the right to make changes in starting or ending dates.

PORTLAND ADULT EDUCATION

REGISTRATION FORM
STUDENT INFORMATION
Name:__________________________________________________________________________
Address:________________________________City:_________________________Zip:________
Home Phone:__________________Other Phone:_________________Birth Date:_____________
Email Address:_______________________________________________ Male        Female

COURSE INFORMATION

<table>
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<th>COURSE CODE</th>
<th>COURSE NAME</th>
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PAYMENT METHOD
☐ Check (Payable to PAE) ☐ Mastercard ☐ Visa
Card #:_________________________Expiration Date:____________
Amount:$_________________Signature of Cardholder:____________
Portland Adult Education
A Division of Portland Public Schools
14 Locust St., Portland, ME 04101

Visit us at portlandadulted.org

COURSE LOCATIONS

PRIMARY LOCATION
• PAE Cathedral - 14 Locust St.

ENRICHMENT CLASS LOCATIONS
• Deering High School (DHS) - 370 Stevens Ave.
• Ocean Avenue School - 150 Ocean Ave.
• PATHS - 196 Allen Ave.
• Reiche Community School - 166 Brackett St.
• Riverton School - 1600 Forest Ave.

Visit us at portlandadulted.org