REGISTER NOW

CLASSES FILL UP FAST!

portlandadulted.org

Photos by Molly Haley
A LETTER FROM THE EXECUTIVE DIRECTOR

STUDENT VOICE AND LEADERSHIP

On November, 2018, students at PAE elected their 1st representative to the Portland Board of Education. Axels Samuntu has represented PAE over the past year, serving on the Finance Committee and providing a voice for PAE students. He reported on PAE activities and voiced our concerns on the budget and policies being considered by the Board. This fall, PAE again engaged in a process to select our next representative to the Board of Education. On December 2, 2019, Yangala Magalie Mangasa (Magalie) will be sworn in as PAE’s student representative. She is excited to serve in this capacity and we are looking forward to another productive year, expanding our relationship with the Board and the Portland community. In order to increase student voice and leadership within PAE, we established a student leadership working group. With funding from Friends of Portland Adult Education, we established a Student Leadership Development Program, a new leadership skill-building program for Portland Adult Education students who want to become leaders within PAE and ultimately within the Portland community. The program will provide students access to classes, workshops, and professionals focused on strengthening the following leadership skills in students: public speaking, debate, communication, and professionalism/professional growth. Students involved in the Student Leadership Development Program will serve as advocates and communicators within and outside of the school as well as have access to opportunities to network and grow professionally. FPAE has authorized funds to hire a student intern and a faculty advisor. Briana Bizier, a teacher at PAE, has agreed to become the faculty advisor and we have just hired Harry Luvusi to serve as the student intern. On another front, I recently attended an art exhibit of Chris Reed’s watercolor class students that was part of First Friday Art Walk. We hope to continue to showcase PAE’s students in many different ways. I look forward to working with many of you in the future.

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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Tel (207) 874-8155  
Fax (207) 773-0151  
14 Locust Street, Portland, ME 04101

portlandadulted.org  
adulted@portlandschools.org
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 homeownership: 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

Course  Days  Time  Dates
1896  Tu  6:00-8:00 PM  3/31

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

Course  Days  Time  Dates
3222  W  6:30-8:30 PM  1/15

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

Course  Days  Time  Dates
3426  M  6:30-9:00 PM  1/13-3/16

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

Course  Days  Time  Dates
3412  Th  6:00-8:00 PM  1/30-3/12

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

Course  Days  Time  Dates
3509  Tu  6:00-8:00 PM  1/14-3/10

"Teacher was very patient and non-judgmental."
- PAE Student
DARNING AND MENDING
Hand-sewing, mending and darning clothing are ancient human hand skills. Humans have used animal skins, tendons, sinew, furs and hairs, and various plant fibers to make needles, threads and fabrics, which can be sewn into pants, shirts, hats, gloves, bags, pouches, and more. Patches can be made to be beautiful as well as functional. Needles and thread can be made from naturally-harvested organic material; sewing comprehension with industrial supplies remains invaluable in the modern world. Bring your holey socks and busted sweaters to fix them if you wish, or bring nothing but your curiosity! Registration fee includes all required tools, and materials.
Instructor: Zachary Rouda
PATHS, Room 400
1 Session  Course fee $35/45

EVENT DESIGN WITH FLOWERS WORKSHOP
A two-day workshop centering around event design. The first day will cover wearable floral creations such as corsages, boutonnieres, and hair pieces. The second day will focus on decor with a centerpiece arrangement.
Instructor: Stefanie Scala
PATHS, Room Greenhouse
2 Sessions  Course fee $59/69

FLOWER CROWN WORKSHOP
Flower crowns have been used in ceremonies to usher in the spring since antiquity. They are increasingly popular for weddings, festivals, and celebrations. This class will teach the mechanics of making a flower crown, and each student will leave with their own creation to take home.
Instructor: Stefanie Scala
PATHS, Room Greenhouse
1 Session  Course fee $39/49

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

REGISTER ONLINE @ portlandadulted.org
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, Room Music Room
8 Sessions  Course fee $80/90

Course Days Time Dates
3233 Tu 6:00-8:00 PM 1/14-3/10

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

Course Days Time Dates
3487 W 6:00-9:00 PM 1/22

MAKE A LEATHER WALLET
Humans have been using animal skins to create versatile fabric for hundreds of thousands of years. Study a basic overview of the intensive process required to turn animal skins into leather, and learn several techniques required to sew with leather. We’ll use a mix of brain-tanned deerskin buckskins and commercially-tanned leather to craft wallets, pouches or change purses. Registration fee includes all required tools and materials.
Instructor: Zachary Rouda PATHS, Room 400
1 Session  Course fee $35/45

Course Days Time Dates
3508 W 6:00-9:00 PM 3/11

MINDFUL ABSTRACT LANDSCAPE PAINTING
This class will incorporate mindfulness-based techniques with an expressive approach to landscape oil painting. Exercises will emphasize various mark making and painting effects in an abstract way while providing an understanding of the basic principles of color theory and composition. The objective of the class will be to gradually overcome natural inhibitions, perfectionism, in order to fully express yourself at an intuitive level. No experience is required, just a willingness to tap into unchartered territory to discover your creative potential. A supply kit is available with a student discount at The Art Mart in Portland.
Instructor: Christopher Reed PATHS, Room 370
6 Sessions  Course fee $94/104

Course Days Time Dates
3475 W 6:00-8:30 PM 1/8-2/12

MINDFUL EXPERIMENTAL DRAWING
This class will provide the opportunity to create drawings by experimenting with new techniques using a variety of different mediums. The emphasis will be to challenge yourself in exploring unfamiliar territory while opening the door to your own unique way of drawing. Group collaboration and critiques will greatly complement the artistic process. A supply kit is available with a student discount at The Art Mart in Portland.
Instructor: Christopher Reed PATHS, Room 370
6 Sessions  Course fee $94/104

Course Days Time Dates
3472 M 6:00-8:30 PM 1/6-2/24

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

Course Days Time Dates
3507 M 6:00-8:30 PM 3/2-4/6
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 kit is available with a student discount at The Art Mart in Portland.
**Instructor:** Christopher Reed  
**PATHS, Room 370**  
6 Sessions  | Course fee $94/104
---|---
Course | Days | Time | Dates |
3471 | W | 6:00-8:30 PM | 2/26-4/1

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
---|---
Course | Days | Time | Dates |
3503 | Tu | 6:00-9:00 PM | 3/10

MOVEMENT THEATER IMPROVISATION
Add some fun and frivolity to your life! Who doesn’t need more of that lately?! This class uses simple improvisation exercises to challenge the imagination and free up your inner critic. Basically the sillier the better! We will do a simple physical warm up, followed by group and paired improv exercises. No experience is necessary. Bring a water bottle.
**Instructor:** Beth Gorski  
**PATHS, Room 310**  
8 Sessions  | Course fee $50/60
---|---
Course | Days | Time | Dates |
3524 | Tu | 5:30-6:30 PM | 1/14-3/10

PEP UP YOUR UKULELE PLAYING
So, you have been playing the ukulele for a while! Does your strumming need a little boost? Are you having trouble with one or another chord? We’ll work on sharpening your skills and adding a nuisance or two to your playing while working on a fun song or two and having some laughs. The session won’t Bb. So, come on over to Duncan’s Ukulele Clinic.
**Instructor:** Duncan Perry  
**Reiche, Music Room**  
1 Session  | Course fee $27/37
---|---
Course | Days | Time | Dates |
3523 | W | 6:00-7:30 PM | 2/5

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
---|---
Course | Days | Time | Dates |
1069 | Th | 7:00-9:00 PM | 1/9-2/13

PINE 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
---|---
Course | Days | Time | Dates |
3424 | W | 6:00-9:00 PM | 2/5
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, rejuvenating, and even transporting to a place of peace that is hard to access otherwise.
Instructor: Andrea Wenger
PATHS, Room 140
1 Session Course fee $25/35

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 140
1 Session Course fee $25/35

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

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
5 Sessions Course fee $65/75
FITNESS & DANCE

BALLROOM DANCING FOR COUPLES
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
6 Sessions  Course fee $66/76

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CUBAN SALSA CONTINUING
Students will learn more moves and steps, and learn the famous Rueda de Casino in depth. Students will continue working on connections with partner and building confidence dancing to different styles and tempos of music. Students will feel very confident on the dance floor after this fun class. No dance partner needed but is recommended.

Instructor: Anna Golendukhina
Lincoln Middle School, Cafeteria
6 Sessions  Course fee $68/78

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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
Course fee $6 class

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BRAZILIAN DANCE: SAMBA AND BOSSA NOVA
Have fun learning two dances from Brazil! Bossa Nova and Samba share some similar elements and dance steps making them easy to learn, yet are done to distinctly different music. A partner is needed for this class. Partner enrollment is separate.

Instructor: Joyce Bailey
Ocean Ave School, Gym
6 Sessions  Course fee $66/76

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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
6 Sessions  Course fee $68/78

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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, your 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
Course fee $6 class

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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
10 Sessions  Course fee $5/class

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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, Room 11
7 Sessions  Course fee $72/82

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WEST COAST SWING DANCE
West Coast Swing is one of the coolest social dances in captivity! Distinctly different from East Coast Swing, it is danced to soulful Blues music. A partner is needed for this class. Partner enrollment is separate.
Instructor: Joyce Bailey
Ocean Ave School, Gym
6 Sessions  Course fee $66/76

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WINTER 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)

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**FERMENT THIS! KEFIR (MILK)**
Perhaps the simplest fermented milk beverage to make, but less well-known, Kefir has an interesting history. This “drinkable yogurt” has a very interesting culture arranged in strainable retrievable grains. More marvelous microbiology to go along with the fermentation to cultivate and activate the mind. Instructor Emma Holder (Masters in Micro/Immuno, McGill ’93) Info and materials sheet provided upon registration.

**Instructor: Emma Holder**
**PATHS, Room 111**
**1 Session Course fee $25/$35**

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**FERMENT THIS! KIMCHI**
Kimchi can be a relatively calm sauerkraut-like ferment of cruciferous (and friends) vegetables, or it can be wild gingery-garlicky and as spicy as you wish! We’ll build on this Korean ferment to create your own signature kimchi variation. We’ll keep talking about the microbiology of fermentation and what’s really happening down there. Instructor Emma Holder (Masters in Micro/Immuno, McGill ’93) Info and materials sheet provided upon registration.

**Instructor: Emma Holder**
**PATHS, Room 111**
**1 Session Course fee $25/$35**

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**FERMENT THIS! KOMBUCHA**
You could buy a $4 bottle of kombucha, or you could make your own for pennies. It’s 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 (yum! Blueberry kombucha!) We’ll discuss it’s fascinating history, how to make a decaf version, the right glassware and what the heck is a SCOBY? (It’s provided). We’ll continue to expand on the microbiology of fermentation and what’s really happening down there. Instructor Emma Holder (Masters in Micro/Immuno, McGill ’93) Info and materials sheet provided upon registration.

**Instructor: Emma Holder**
**PATHS, Room 111**
**1 Session Course fee $25/$35**

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**FERMENT THIS! YOGURT**
Yogurt is likely the most familiar household ferment available, but commercial varieties are full of thickeners and sugar and one is never quite sure how probiotic it really is. When you make your own yogurt, you can be assured of live active cultures at very high levels which can really help keep your microbiome happy. And the flavor is so much better - once you start making your own yogurt, you may never go back. All fermentations, but especially yogurt may have a positive role to play in revitalizing the microbiome and it’s issues. Instructor Emma Holder (Masters in Micro/Immuno, McGill ’93) Info and materials sheet provided upon registration.

**Instructor: Emma Holder**
**PATHS, Room 111**
**1 Session Course fee $25/$35**

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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
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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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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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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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., Room 227
10 Sessions  Course fee $95/105
Deering H. S., Room 220
12 Sessions  Course fee $129/139

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<td>1/8-4/1</td>
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"I liked the small class with lots of teacher attention."
- PAE Student
ITALIAN 2: CONTINUING
This class is a continuation of the Italian 1 class. Increase your vocabulary and learn to speak more fluidly 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
0911.1 - Deering H. S., Room 227
10 Sessions  Course fee $95/105
0911.2 - Deering H. S., Room 220
12 Sessions  Course fee $129/139

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

RUSSIAN 2
Students will continue their development in the Russian language by working on pronunciation, conversational abilities, and vocabulary skills. This course is appropriate for those who have taken a previous Russian language course.
Instructor: Anna Golendukhina
Deering H. S., Room 202
10 Sessions  Course fee $90/100
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

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

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

SPANISH 4: CONTINUING INTERMEDIATE
Instructor: Daissy Foss
Deering H. S., Room 216
12 Sessions Course fee $112/122
**ACHIEVE IDEAL WEIGHT WITH HYPNOSIS**

Hypnosis can help you on your journey to healthy eating and living and achieving your ideal weight. You will release the influence of experiences and messages that caused the weight gain and replace it with positive outcomes. The repetition of the new you becomes your reality. Look forward to hypnosis in each class. Bring a cushion or mat.

**Instructor:** Hugh Sadlier  
**PATHS, Room 111**  
1 Session  
Course fee $25/30

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**BANISH YOUR SUGAR DEMONS WITH HYPNOSIS**

Hypnosis can help you get to the root cause of your sugar cravings. Discover the underlying mental and emotional connections that are not available to your conscious mind. Release the old connections and replace them with new, comfortable, confident, in-control ones.

**Instructor:** Hugh Sadlier  
**PATHS, Room 160**  
1 Session  
Course fee $22/26

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**CREATING A BALANCED LIFE**

Infuse joy and mindfulness into your busy life and learn ways to balance your life and body from inside out. With a health focused approach, we will discuss toxins in our food and lives to understand how it’s affecting our overall health. Topics will include social life, hobbies, home environment, clean eating, digestion and mindset.

**Instructor:** Melissa Rivera  
**PATHS, Room 160**  
5 Sessions  
Course fee $50/60

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**ELIMINATE FEAR THROUGH HYPNOSIS**

Discover the roots of your fears in hypnosis. Release whatever had caused your fears to take hold and free yourself completely from them. By creating new, positive thoughts, feelings and perceptions, you can enjoy being the new, transformed you.

**Instructor:** Hugh Sadlier  
**PATHS, Room 111**  
1 Session  
Course fee $25/30

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**ELIMINATE NEGATIVITY THROUGH HYPNOTHERAPY**

If you tend to be negative, critical or condescending to yourself or others, you can partner with your subconscious mind to transcend all that, release and rise above the negatives, replace them with positives – and enjoy the results.

**Instructor:** Hugh Sadlier  
**PATHS, Room 111**  
1 Session  
Course fee $25/30

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**PARTNER MASSAGE FOR EVERYBODY**

Massage is the best preventative body maintenance ever, shown to improve sleep, immunity, flexibility and recovery time from injuries. You’ll learn easy massage techniques to boost circulation, relaxation and decrease stress and blood pressure, plus it’s a nice way to make someone feel good. Bring computer shoulders, athletic knees, pesky lower backs, a partner, a yoga mat and a couple of sturdy pillows.

**Instructor:** Emma Holder  
**PATHS, Room 160**  
1 Session  
Course fee $50/60  
*$50 pre-registered enrollment fee is per couple.  
*$60 drop-in day-of-course, payable to instructor.

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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.**
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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<td>6:00-8:30 PM</td>
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**Writing and Grammar Intensive**
This course is for students who want to improve their writing. Through regular writing assignments, students will learn advanced ESOL grammar topics and how to structure sentences, paragraphs, and essays.

**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:** Heather Moore Wood  
**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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**BIOLOGY**
This course teaches the fundamental principles and concepts involved in the structure and function of living organisms. The course is great for students planning on attending college. Prerequisite: Reading/Writing 200.

**Instructor:** Carolyn Lancia
**PAE-Cathedral**

**Course fee $30/40**

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### Language Arts Level 300 Courses

**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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**READINGS IN SCIENCE**
Students will develop their reading skills while learning the concepts and vocabulary of basic scientific areas. We will practice the skills needed to pass the HiSET test or to earn an adult high school diploma. Prerequisite: ESOL 5, or 100-level courses.

**Instructor:** Carolyn Lancia
**PAE-Cathedral**

**Fees:** Course $20/30; Book $20

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Photo by Molly Haley
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

READINGS IN SOCIAL STUDIES
Students will learn about social studies concepts and vocabulary in the areas of geography, government, economics, and history. We will practice the reading skills needed for passing the HiSET test or earning an adult high school diploma. Prerequisite: ESOL 5, or Reading/Writing 100 or higher.

Instructor: David Millard
PAE-Cathedral
Fees: Course $20/30; Book $20

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Photo by Molly Haley
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: Kevin Woodhouse
PAE-Cathedral
Course FREE; Book $20

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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.

Instructors: David Millard, Maryann Kurredya
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 equivalencies as well as math operations with fractions will be covered.

Instructor: David Millard
PAE-Cathedral
Course FREE; Book $20.00

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MATH ESSENTIALS: 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.

Instructors: Jill Gorneau, Kevin Woodhouse
PAE-Cathedral
Fees: Course $20/30; Book $20

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MATH ESSENTIALS: 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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<th>Time</th>
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</tbody>
</table>

ALGEBRA A
Algebra A introduces students to functions, integer operations, and solving linear equations.

Instructor: PAE Staff
PAE-Cathedral
Fees: Course $40/50; Book $85

<table>
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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: Kevin Woodhouse
PAE-Cathedral
Fees: Course $40/50; Book $85

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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. Citizenship will not be offered until the spring term. Check the PAE spring catalog for dates and times.
Instructors: Moey Burchenal, Mary Bloom
PAE-Cathedral
Course FREE; Book $20

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: Virginie Akimana
PAE-Cathedral
12 Sessions Course FREE

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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

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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>1/14-4/9</td>
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</table>
“The instructor was always supportive of all class members at all points during the course”

-PAE Student

THE LEARNING LAB AT PAE

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 HISET 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:
Marina Chakmakchi
Email: chakmm@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 de-
signed to help recently arrived immigrants
and refugees.
Instructor: Clement Yombe
PAE-Cathedral
Course FREE

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<td>TBD</td>
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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
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>
<td>5:45-8:30 PM</td>
<td>1/7-2/27</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>
<td>5:45-8:30 PM</td>
<td>3/3-4/16</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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</table>

ADOBE PHOTOSHOP 2
This course builds on knowledge and techniques covered in Adobe Photoshop for Beginners. Learn more advanced skills and approaches for editing, retouching and compositing images. Topics include filters, optimizing images for web, advanced selection tools and techniques, layer styles and adjustment layers. Classroom instruction will be accompanied by hands-on projects to help students put what they learn into practice right away. Students should either complete Adobe Photoshop for Beginners or possess a basic skill level of proficiency in the program.
Instructor: Matt Thayer
PAE-Cathedral
7 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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<tr>
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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
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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<td>3/3-4/9</td>
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</table>

EXCEL 1
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>3/2-4/8</td>
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</table>

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
12 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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<td>M</td>
<td>6:00-8:30 PM</td>
<td>3/2-3/23</td>
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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.
Instructors: Trace Salter, Vince Beaulieu
PAE-Cathedral
4 Sessions  Course fee $116/126

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<td>M/W</td>
<td>12:00-2:45 PM</td>
<td>3/2-4/8</td>
</tr>
</tbody>
</table>
Are you interested in sharing your expertise with eager students?

PAE IS LOOKING FOR INSTRUCTORS!

Please contact us at adulted@portlandschools.org

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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MICROSOFT OFFICE 206, INTRODUCTION TO
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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<td>Tu/Th</td>
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<td>3/3-4/9</td>
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</table>

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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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. Prerequisite: Experience with Windows.

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

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</table>
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

OFFICE ASSISTANT CERTIFICATE
Includes all Core Courses PLUS:
- Accounting 2

ACCOUNTING CLERK CERTIFICATE
Includes all Core Courses PLUS:
- Accounting 2
- Accounting 3

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

- Google for the Office
- Accounting 1
- Writing for the Workplace
- Workplace Communication
- Job Hunting Skills

- Keyboarding 2 (45 wpm)
- QuickBooks

- QuickBooks
- Advanced QuickBooks

- Medical Coding
- Electronic Health Records
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
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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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 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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<td>1/8-3/11</td>
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WORD 2016
Students begin by learning to create, edit, save, and print documents. They use Word commands to apply formatting, styles, and themes and learn to create numbered and bulleted lists and tables. Students create specialized documents with multiple columns, graphics, and borders and learn to create reports with cover pages, table of contents, headers, footers, page numbers, footnotes, and bibliographies. Students become more efficient with MS Word as they create form letters, print labels and envelopes, and learn to use templates and the Mail Merge feature.
Instructor: Karen Morton
PAE-Cathedral
12 Sessions  Course fee $116/126

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<td>0855.1</td>
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<td>1/7-2/13</td>
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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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“Even though I was familiar with Word, I needed a full refresher for the newer version.”
- PAE Student
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

Course Days Time Dates
0805.1 Tu/Th 12:00-2:45 PM 1/7-3/12

OCCUPATIONAL TRAINING

AUTOCAD 1
This course introduces the student to the basics of drawing using CAD (computer aided drafting). The 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

Course Days Time Dates
0712 Tu/Th 6:00-8:30 PM 1/7-2/13

CNA (CERTIFIED NURSING ASSISTANT)
This State of Maine approved CNA course includes classroom, lab and clinical experiences. 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 an intake session and to take the CASAS test. More information is available at www.portlandadulted.org

EDUCATING ALL STUDENTS: EXCEPTIONALITIES AND ENGLISH LANGUAGE LEARNERS
In today’s inclusive classrooms, teachers must help all students learn. Teachers must understand the cognitive, social, and physical needs of their students and design curriculum, instruction and assessment that take into account these needs. To do so, teachers must be familiar with the characteristics of diverse learners with moderate to severe learning and behavioral disabilities and the legal issues associated with these disabilities. This course is part of the Education Academy Certificate Program. It meets MDOE teacher certification course requirements for teaching exceptional students. Prior approval is required. For information or an application packet contact: Sally Sutton, 874-8155 or suttos@portlandschools.org
Instructor: Jeanne Malia
PAE-Cathedral
23 Sessions Fees: Course $322/332; Book $25

Course Days Time Dates
ed03 M/W 6:00-8:00 PM 1/13-4/8

NEW CLASS!
ENGLISH READING AND WRITING REVIEW FOR THE PRAXIS EXAM

This course will help teaching certification candidates review and prepare for the Praxis Core Reading and Writing Tests. Students will work on their essay writing; understanding, analyzing and evaluating different texts; and test taking skills. Students will be expected to complete homework assignments between classes. Target audience is Language Arts Level 200/300 or a US bachelor degree. Prior approval for the course is required. Contact the PAE office for information 874-8155.

Instructor: John Wensman
Deering High School
23 Sessions  Course fee $284/294

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TEACHING THAT PROMOTES STUDENT LEARNING

In this class, students will identify and use teaching theories, methods, and tips that promote student engagement, inclusively and outcomes-based learning. Students will apply some of the latest practices to promote student learning, such as differentiated learning, social-emotional learning, project-based learning, and backwards design. Students will understand the process and practice of lesson planning and identify specific ways they can support learning objectives as Educational Technicians. 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: Shannon Lindsay
PAE-Cathedral
24 Sessions  Course fee $322/332

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TELLER TRAINING

This 12 week program is designed for foreign trained professionals with a background in the banking and finance industry. It consists of five individual courses which will prepare participants with the knowledge and skills required to be successful in the position of Teller. Graduates will earn the Today’s Teller Certificate from the American Banking Association and the Center for Financial Training & Education Alliance, a nationally recognized credential. The Today’s Teller curriculum will be co-taught by employers from local banks and credit unions including, Bank of America, Gorham Savings Bank, Bangor Savings, cPort Credit Union, and Infinity Credit Union. Students will also participate in courses covering Customer Service for Banking, Basic Math, Basic Computer, and Job Search Strategies. Successful students will have the opportunity to meet directly with employers for mock interviews and other networking opportunities. Funding may be available to those who qualify.' For more information and application instructions, contact Bridget Kahn, kahnb@portlandschools.org.

Instructors: PAE/staff
PAE-Cathedral
Course fee to be determined.

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<td>1/6-4/3</td>
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Are you interested in a career in Information Technology? (Contact Geneva Meserve at meserg@portlandschools.org or 874-8155 for information on TechHire.)

What Is the TechHire Grant?

Available through the U.S. Department of Labor’s Employment & Training Administration H1-B Grants Program, the TechHire Maine partnership grant will be used to help expand and enhance education and job training for Maine residents seeking to work in the information technology (IT) industry. The TechHire Maine program focus is to recruit, assess, train and place young adult and underserved individuals into Maine’s IT industry.

A Strong Referral would be someone who is:

- Unemployed or Underemployed Maine Resident
- 17-29 Years of Age & Out of Secondary School
- Authorized to work in the United States
- Seeking employment in an IT-related occupation but lack education, work experience and/or skills to secure full-time employment in this field

Services Available Under TechHire:

Each TechHire participant will:

- Enroll in a training path to earn at least one industry recognized credential.
- Complete industry-based assessments in order to assess current skill level, and training readiness.
- Receive intensive, wrap-around services for support in obtaining well-paying, middle- and high-skilled occupations in Maine’s Information Technology industry.

Training Programs Under TechHire:

Through the development of an individual service strategy, each participant will be supported to complete training and employment goals in one of two paths:

Path One: This path is for individuals with very limited, or no, previous professional IT job experience or postsecondary education in a specific IT area.

Path Two: This path is intended for individuals with previous postsecondary education in computer science or technology at the college level - but holding no degree, those previously certified in IT but who need additional skills training, or those with extensive job experience in the field but needing additional credentialing in order to obtain or become reemployed in IT.
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 150-hour course is designed for immigrants with intermediate English language skills (levels 3 & 4) that are searching for their first job in the US. Students will learn how to search for a job, and expand their English skills through contextualized English for the workplace 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.

For questions and to schedule an intake date, email Bridget Kahn, kahnb@portlandschools.org.

JOB CLASS B PLUS CREDENTIAL EVALUATION
A 60-hour 8-week course designed for new American job seekers who are in ESOL 5 and above. Students learn to apply their professional, transferable skills to the US workforce. Students will work on their English through an emphasis on networking skills 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.

Contact Kathleen Hiscock, hiscok@portlandschools.org for questions and information about intake dates.
CREDENTIAL EVALUATIONS AND PROFESSIONAL LICENSING

Credential Evaluations – A credential evaluation or equivalency is a process to determine if a person’s foreign college transcripts and diploma are equal to a US degree. Knowing why and when an evaluation needs to be done and how to do it can be complicated. The New Mainers Resource Center can provide advice and assistance to help with this process.

Professional Licensing - Some professions, like nurses, engineers, or teachers require a license or certification to work in that profession. The licensing process can be very hard for people to meet. NMRC can help people through the licensing process for their profession. It has also developed some guides for several professions: lawyers, doctors, nurses, teachers, engineers and CPAs. These guides, as well as informational material about credential evaluations are available on the NMRC website: www.nmrcmaine.org

If you need help contact the PAE office at 874-8155 and ask for: Sally Sutton, NMRC Program Coordinator to set up an appointment.

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 combines 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.

For questions regarding the Education Academy Certificate Program or any of the course offerings contact Sally Sutton suttos@portlandschools.org or Bridget Kahn, kahnb@portlandschools.org or go to the NMRC website at: www.nmrcmaine.org

TELLER TRAINING CERTIFICATE PROGRAM

This 12 week program is designed for foreign trained professionals with a background in the banking and finance industry. It consists of five individual courses which will prepare participants with the knowledge and skills required to be successful in the position of Teller. Graduates will earn the Today’s Teller Certificate from the American Banking Association and the Center for Financial Training & Education Alliance, a nationally recognized credential. The Today’s Teller curriculum will be co-taught by employers from local banks and credit unions including, Bank of America, Gorham Savings Bank, Bangor Savings, ePort Credit Union, and Infinity Credit Union. Students will also participate in courses covering Customer Service for Banking, Basic Math, Basic Computer, and Job Search Strategies. Successful students will have the opportunity to meet directly with employers for mock interviews and other networking opportunities.

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PAE OFFICE HOURS

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

EXCEPTIONS (Monday through Thursday)
December 16 - January 2 .......... Office staffing will be reduced during this time.
( Check www.portlandadulted.org for hours.)
February 18-20.......................... 8:00 am-3:30 pm

CLOSED
December 24-25, 31, January 1, 20, February 17

Office hours are subject to change. Please check 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 January 20 and February 17-21. 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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PAYMENT METHOD
☐ Check (Payable to PAE)  ☐ Mastercard  ☐ Visa
Card #:_____________________________________Expiration Date:____________
Amount:$_______________Signature of Cardholder:___________________________________
PORTLAND ADULT EDUCATION

Course Locations

- Deering High School (DHSS) – 370 Stevens Ave.
- Lincoln Middle School – 522 Stevens Ave.
- Ocean Avenue School – 150 Ocean Ave.
- Reiche Community School – 166 Brackett St.
- Riverton School – 1600 Forest Ave.
- PATHS – 196 Allen Ave.
- Portland Adult Education – 14 Locust St.
- Portland Catholic – 14 Locust St.

Enrichment Class Locations

- Cathedral – 14 Locust St.