



Portland Adult Education Course Catalog Winter 2023



Welcome home.

Register now for our Winter Semester!

www.portlandadulthood.org

Visit us online for full class descriptions and registration



A Letter from Our Director

Welcome to the winter lineup of classes at Portland Adult Education! Leafing through the fantastically diverse offerings makes me think of the bustling hallways, the curious learners, and engaged teachers who fill our building.

Online classes have allowed us to reach more people, but going online is not always easy. Recognizing that, we have re-opened our **Learning Lab** with a focus on digital literacy. If you already feel comfortable going online for your fitness, fermentation, accounting, or any other remote class, you will find many classes in this catalog that can accommodate your busy schedule or desire to stay inside.

If you want to increase your comfort level with computers, come visit our Learning Lab or consider one of our **workforce classes**. We at PAE are passionate about sharing our ideas and skills and learning from each other.

Miyabi “Abbie” Yamamoto

Executive Director, Portland Adult Education



Register Now!

Registration for Enrichment and Workforce opens December 12.

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

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

BY MAIL: Complete the **registration form on page 27** and include your credit card information or a check (payable to PAE) and mail to:

Portland Adult Education
14 Locust Street
Portland, ME 04101

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

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

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

Registration confirmations are sent via email only.

CLASS LOCATIONS are listed on the back cover of the catalog. Classes do not meet during school vacations and holidays unless otherwise noted during the first class..



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

Enrichment



Fine Arts & Photography	4
Fitness & Dance	6
Home & Life Skills	8
Factory 3.....	10
Languages	12

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

Academics



Academics Programs	13
ESOL	13
Math	14
New Student Testing	14
Language Arts	16
College Transitions Program	16

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

Workforce



Business Courses	19
Healthcare	22
Additional Workforce Courses	23
New Mainers Resource Center	26

We may add new classes to the schedule, so check the website for new listings. Additional information and school policies can be found at portlandadulted.org

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

Other Information

Maine Adult Education Association	18
Friends of Portland Adult Education.....	27
Registration Form	27
Locations	Back Cover

COVID-19

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

PAE Enrichment Program

Enrichment courses provide a mindful approach to improve overall personal wellness. People who take our courses holistically enrich their lives through learning a new skill, trade, or language; meeting new people; and having a positive counterpoint to the everyday demands of life. Our online and in person programs offer affordable experiences and create new opportunities for Greater Portland residents to learn. **Registration for Enrichment classes opens December 12.**



Fine Arts & Photography

Abstract Pastel Painting

Students will learn the basic skills of abstract pastel painting, including the layering and blending of colors while developing composition and value. Mindfulness exercises will accentuate the creative process and allow the inner artist to unfold naturally without judgment and fear.

Instructor	Location	Day/Time	Dates	Fee
Chris Reed	Remote	SA 10:30AM-12:30PM	2/4-2/18	\$49/\$59

Intro to Drawing

The principles of composition and value are emphasized using various Maine landscape photos as well as still life photos. Students will explore techniques for developing their own style. Meditative exercises will help minimize inhibitions and fears associated with the creative process.

Instructor	Location	Day/Time	Dates	Fee
Chris Reed	Remote	WE 6:00PM-8:00PM	1/18-3/1	\$72/\$82
Chris Reed	Remote	WE 6:00PM-8:00PM	3/8-4/12	\$72/\$82

Situational Watercolor Illustration

Begin or further your practice of line and wash style art. You will learn practical lessons on materials, composition, perspective, and color theory.

Instructor	Location	Day/Time	Dates	Fee
Kyle Randall	PATHS Room 370	WE 6:00PM-8:00PM	1/18-2/8	\$49/\$59

Photography for Beginners

This course will teach you how to take great photographs with an adjustable 35mm or digital camera (Note: "point-and-shoot" cameras are not covered). Includes topics like composition, shutter speeds, F-stops, depth of field, lenses, etc. Bring camera and instruction booklet.

Instructor	Location	Day/Time	Dates	Fee
Brian Peterson	DHS Room 216	TH 6:00PM-8:00PM	1/12-2/16	\$69/\$79

Stand-Up Comedy

Looking for funny people! Have you ever thought of becoming a comedian? Professional comedian/writer Ian Stuart will be teaching a class on stand up at PAE. Each student will be given the tools to write a five minute routine to be performed at a graduation show in Portland.

Instructor	Location	Day/Time	Dates	Fee
Ian Stuart	DHS Room 226	TU 6:00PM-8:00PM	1/17-2/28	\$72/\$82

Ukulele for Beginners

Join the ukulele revolution! Here's your chance to find out how to play this wonderfully versatile, go-anywhere instrument in our no-stress program for beginners. Bring a ukulele, your sense of humor, some passion for music and curiosity about playing.

Instructor	Location	Day/Time	Dates	Fee
Duncan Perry	Remote	WE 6:00PM-7:30PM	1/4-1/25	\$79/\$89
Duncan Perry	Remote	TU 6:00PM-7:30PM	1/31-2/21	\$79/\$89
Duncan Perry	Remote	WE 6:00PM-7:30PM	2/1-3/22	\$79/\$89
Duncan Perry	Remote	TU 6:00PM-7:30PM	3/7-3/28	\$79/\$89

Violin for Beginners

This class will give you the fundamentals of posture, rhythm, bowing, and left hand facility. From fiddle to classical, this class will lay a solid foundation from which to start your musical journey. Information will be provided for purchase or rental of a violin.

Instructor	Location	Day/Time	Dates	Fee
Ed Davis	PATHS Room 140	TU 5:30PM-7:00PM	1/17-2/7	\$129/\$139
Ed Davis	PATHS Room 140	TU 5:30PM-7:00PM	3/21-4/11	\$129/\$139

Beginner Violin PLUS

In this Beginner Violin PLUS class, we'll be learning more advanced techniques. Students will need a violin, shoulder rest, and clip-on tuner to participate. For helpful advice choosing an affordable, quality instrument, or to reserve a loaner violin (\$30), please contact the instructor at ed@stringschool.me. (No class 2/21). **Required:** Beginner Violin course or 2-3 months of lessons.

Instructor	Location	Day/Time	Dates	Fee
Ed Davis	PATHS Room 140	TU 5:30PM-7:00PM	2/14-3/14	\$129/\$139



Fitness & Dance

Core and More

Efficient and complete 30 minute core, strength and balance workout in your home! No travel, and your evening plans remain intact. Options ranging from stable (chair) to less stable and more core muscle-recruiting (stability ball). All levels welcome at any time. You'll need an exercise ball, a chair and a yoga mat or another soft non-slip surface. Zoom class link found here: emmaholder.com/core-and-more **

Instructor	Location	Day/Time	Dates	Fee
Emma Holder	Remote	TH 5:00PM-5:30PM	1/12-4/13	\$6/\$6

Fit for the Future

A healthspan-boosting whole-body workout for strength, cardio, balance and flexibility. All levels! Register at the class. Please bring a mat, sneakers and water (vax card required) \$6 drop in or \$50 for a 10-class card can be used for all Emma's M/T/W/Th classes emmaholder.com/fitness **

Instructor	Location	Day/Time	Dates	Fee
Emma Holder	LMS Cafeteria	TU 5:00PM-6:00PM	1/10-4/11	\$6/\$6

Winter Intervals Fitness

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. The instructor will contact students with Zoom link and payment information.**

Instructor	Location	Day/Time	Dates	Fee
Jessica Lockhart	OAS Gym	T/TH 6:00PM-7:00PM	1/17-4/13	\$4/\$4

Fitness & Dance *(continued)*

Gently Yoga

This gentle yoga class will consist of basic yoga postures, healthy alignment cues, some breath work, and relaxation/meditation. Participants should have a yoga mat or towel and wear loose-fitting clothes. Also helpful are two yoga blocks, a yoga strap, and a folded blanket.

Instructor	Location	Day/Time	Dates	Fee
Wendy McLoon	PATHS Room 310	T 6:30PM-7:45PM	1/10-4/11	\$120 /\$130

(Breath-Taking) Build Energy and Endurance at Any Age

You can literally breathe new life into your body. Every cell in your body is dependent on oxygen to create energy. This class will train you and your respiratory system to be more efficient at delivering blood, oxygen, glucose, and nutrients to those cells.

Instructor	Location	Day/Time	Dates	Fee
Carole Freeman	Remote	TU 10:00AM-1:00PM	2/7-2/28	\$79 /\$89

(Breath-Taking) Manage Stress and Build Resilience

People who suffer with chronic anxiety may have breathing pattern disorders. This seminar allows you to take time assimilating the information, practice breathing, understand your own stress response, personalize the information, and techniques.

Instructor	Location	Day/Time	Dates	Fee
Carole Freeman	Remote	TU 10:00AM-12:00PM	1/17-1/31	\$59 /\$69

Breath-Taking at Night

In this class you will learn how to fall asleep faster, stay asleep longer, stop snoring, and wake up feeling rested. Lack of restful sleep leads to daily fatigue and low energy. Learn how to get a good night's rest to help your daily function.

Instructor	Location	Day/Time	Dates	Fee
Carole Freeman	PATHS Room 111	TU 5:00PM-8:00PM	3/21	\$29 /\$39

Partner Massage Upper Body Focus

Zoom from your room! 60 minutes for you and a partner to bring some relaxation to shoulders, neck, upper back, jaw, hands and forearms. Massage is one of the best preventative body maintenance practices 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 better. You'll need a partner, a yoga mat and some sturdy pillows. Zoom link provided upon registration. Price is per couple.

Instructor	Location	Day/Time	Dates	Fee
Emma Holder	Remote	SA 10:00AM-11:00AM	2/11	\$35 /\$45

Partner Massage Lower Body Focus

Zoom from your room! 60 minutes for you and a partner to bring some relaxation and range of motion to feet, calves, knees and hips. Massage is one of the best preventative body maintenance practices 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 better. You'll need a partner, a yoga mat and some sturdy pillows. Zoom link provided upon registration. Price is per couple.

Instructor	Location	Day/Time	Dates	Fee
Emma Holder	Remote	SA 10:00AM-11:00AM	2/11	\$35 /\$45

Tennis Ball Self Massage

Using the humble tennis ball, we'll dig into our own calves, hip rotators, forearms, shoulders, lower back and neck. Your tennis ball is about to become your new best friend! Participants will receive a link to a recording of the class following the session. You'll need a yoga mat, a pillow, two tennis balls and a longish sock. Zoom link provided upon registration.

Instructor	Location	Day/Time	Dates	Fee
Emma Holder	Remote	SU 10:00AM-11:00AM	2/12	\$20 /\$30

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

Cuban Salsa: Level 1

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. Partner is recommended.

Instructor	Location	Day/Time	Dates	Fee
Anna Golendukhina	LMS Cafeteria	TH 6:30PM-7:30PM	1/12-2/16	\$80 /\$90
Anna Golendukhina	LMS Cafeteria	WE 6:30PM-7:30PM	3/1-3/29	\$70 /\$80

Global Dance Party

45 minutes of dance fitness to fantastic global music followed by 15 minutes of core strengthening. All levels! Register at the class. Please bring a mat, sneakers and water (vax card required) \$6 drop in or \$50 for a 10 class card can be used for all Emma's M/T/W/Th classes emmaholder.com/fitness **

Instructor	Location	Day/Time	Dates	Fee
Emma Holder	LMS Cafeteria	M/W 5:00PM-6:00PM	1/9-4/12	\$6 /\$6

Contemporary Line Dancing

Line Dancing is accessible to everyone, fun for all, and no partner is needed. This class will not be strictly country line dancing as a wide range of music will be used. Students who have done jazz and ballroom dancing will enjoy this form of dance too. We will begin with the simplest line dances and add more complex patterns.

Instructor	Location	Day/Time	Dates	Fee
Joyce Bailey	OAS Gym	W 7:00PM-8:30PM	1/11-3/8	\$72 /\$82

Home & Life Skills

Achieve your Ideal Weight with Hypnosis

Your subconscious mind knows all the reasons, messages, and experiences that caused you to become overweight. It can also help you disconnect the impact of those reasons and replace them with new, positive thoughts, feelings and perceptions that become the "new you" through repetition.

Instructor	Location	Day/Time	Dates	Fee
Hugh Sadlier	Remote	TU 6:00PM-8:00PM	2/7-2/14	\$35 /\$45

Boost Your Confidence with 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	Location	Day/Time	Dates	Fee
Hugh Sadlier	Remote	TU 6:00PM-8:00PM	1/17-1/24	\$35 /\$45

Past Life Regression Through Hypnosis

Do you think or feel you might have experienced a past life? Are you curious about trying to connect with one? Hypnosis can open the door to life before this life.

Instructor	Location	Day/Time	Dates	Fee
Hugh Sadlier	Remote	TU 6:00PM-8:00PM	3/7-3/14	\$35 /\$45

Trade: New Year's Resolutions for Hypnosis

Optimize New Year's Resolutions with Hypnosis. Out with the old using only your conscious mind to make resolutions, and in with the new, using your subconscious mind to achieve your new goal.

Instructor	Location	Day/Time	Dates	Fee
Hugh Sadlier	Remote	TU 6:00PM-8:00PM	11/29-12/6	\$35 /\$45

Is My House Haunted?

Approximately 95% of paranormal occurrences have a scientific explanation. Let's have fun exploring those causes.

Instructor	Location	Day/Time	Dates	Fee
Walter Selens	PATHS Room 125	MO 6:30PM-8:30PM	1/23	\$29 /\$34

Home & Life Skills *(continued)*

What is ESP?

This class will focus on looking into facts, fiction, and misconceptions of our sensory awareness. Wear comfortable clothing.

Instructor	Location	Day/Time	Dates	Fee
Walter Selens	PATHS Room 125	MO 6:30PM-8:30PM	1/30	\$29/\$34

Intro to Parapsychology 1

This class will be an in depth study of parapsychology that will include psychic awareness, cryptids, and what makes a house appear haunted. You will then delve into the origins of religious spirituality.

Instructor	Location	Day/Time	Dates	Fee
Walter Selens	PATHS Room 125	MO 6:30PM-8:30PM	2/13-3/27	\$72/\$82

Best Clothing and Makeup Colors for Your Coloring

Learn what colors look good on you! In this fun class, you'll be draped in a variety of colors to learn about warmer and cooler tones to determine what types of colors look best on you. You'll also receive recommendations for eye shadows, blush and lipsticks for your coloring!

Instructor	Location	Day/Time	Dates	Fee
Candace Sanborn	PATHS Room 125	TU 5:30PM-8:00PM	1/24	\$25/\$35



Best Hairstyles, Glasses, and Necklines for Your Face Shape

Learn what looks good for your face shape! Learn your face shape and tips for enhancing your appearance by working with your facial features. We'll teach you hairstyle dos and don'ts plus glasses and necklines that harmonize with your features. You'll get to choose one of those things that you want the instructor to provide you with specific guidance.

Instructor	Location	Day/Time	Dates	Fee
Candace Sanborn	PATHS Room 125	TU 5:30PM-8:00PM	3/21t	\$25/\$35

Ferment This! Kombucha

Make your own kombucha - easy, economical and delicious. Primary (plain) and secondary (flavored) fermentation techniques will be demonstrated. Zoom link, materials list and scoby provided by instructor upon registration. FMI: emmaholder.com/fermentation

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

Ferment This! Fermented Pickles

What's the difference between refrigerator pickles and lactofermented ones? Flavor and probiotics! Also tannins, time, and a lot of culinary satisfaction. We'll try some different pickle recipes - you'll be sure to discover your favorite combinations. Zoom link and materials list provided by instructor upon registration. FMI: emmaholder.com/fermentation

Instructor	Location	Day/Time	Dates	Fee
Emma Holder	Remote	TH 7:00PM-8:00PM	2/9	\$20/\$30

Ferment This! Twofer: Sauerkraut + Wild Card Veggie Ferment

Lacto-ferment cabbage and other local veggies resulting in delicious and safe home-made ferments. You'll learn basic techniques to create a culture with any vegetable (and a bit of microbiology). Zoom link and materials list provided by instructor upon registration.

FMI: emmaholder.com/fermentation

Instructor	Location	Day/Time	Dates	Fee
Emma Holder	Remote	TH 7:00PM-8:00PM	2/16	\$20 /\$30



Fly Tying

Learn which types of flies work best in Maine and how to make them. The instructor will contact you with instructions on how to purchase a supply kit.

Instructor	Location	Day/Time	Dates	Fee
Jonathan Pierce	PATHS Room 400	TU 6:00PM-8:00PM	1/17-3/28	\$119 /\$129

Factory 3

Build a Windsor Stool

Build an elegant Windsor Stool, a great first step toward making fine furniture. Some lathe-turning experience is helpful.

Instructor	Location	Day/Time	Dates	Fee
Ric Day	Factory 3	TU 6:00PM-9:00PM	2/7-2/28	\$420 /\$430

Intro to 3D Printing

Learn the Basics of 3D printing, and exciting, rapidly-advancing technology used to make an almost unlimited variety of objects with increasingly affordable printers.

Instructor	Location	Day/Time	Dates	Fee
Tomas Amadeo	Factory 3	SA 10:00AM-1:00PM	1/7	\$75 /\$85
Tomas Amadeo	Factory 3	SA 10:00AM-1:00PM	2/4	\$75 /\$85
Tomas Amadeo	Factory 3	SA 10:00AM-1:00PM	3/4	\$75 /\$85
Tomas Amadeo	Factory 3	SA 10:00AM-1:00PM	4/1	\$75 /\$85

Intro to Garment Sewing

Learn Seams, finishes and Techniques used for sewing woven (non-stretch clothes).

Instructor	Location	Day/Time	Dates	Fee
Emily Heath	Factory 3	SA 3:00PM-7:00PM	1/28	\$95 /\$105
Emily Heath	Factory 3	SA 3:00PM-7:00PM	2/25	\$95 /\$105
Emily Heath	Factory 3	SA 3:00PM-7:00PM	3/25	\$95 /\$105

Factory 3 *(continued)*

Intro to Quilting

Learn the steps of making a small quilt from start to finish. Emphasis on completion, not perfection.

Instructor	Location	Day/Time	Dates	Fee
Travis Clough	Factory 3	TH 6:00PM-8:00PM	3/2-3/23	\$175 /\$185

Intro to Sewing

Learn the basics of cutting fabric, using a sewing machine, and the stitches available on most machines.

Instructor	Location	Day/Time	Dates	Fee
Factory 3 Staff	Factory 3	SA 3:00PM-7:00PM	2/11	\$95 /\$105
Factory 3 Staff	Factory 3	SA 10:00AM-2:00PM	3/4	\$95 /\$105
Factory 3 Staff	Factory 3	SA 10:00AM-2:00PM	3/25	\$95 /\$105
Factory 3 Staff	Factory 3	SA 10:00AM-2:00PM	4/1	\$95 /\$105
Factory 3 Staff	Factory 3	SA 3:00PM-7:00PM	4/15	\$95 /\$105

Intro to Weaving

Explore handweaving, using fibers provided, on a loom that has been dressed (ready for weaving), to make a woven sampler of different patterns.

Instructor	Location	Day/Time	Dates	Fee
Margaret B. Russell	Factory 3	SA 10:00AM-2:00PM	2/25	\$110 /\$120
Margaret B. Russell	Factory 3	SA 10:00AM-2:00PM	4/8	\$110 /\$120

Sewing Workshop: Fabric Upcycling

Learn upcycling, or creative re-use of scrap fabrics, including fabric selection, deconstruction of garments, and sewing a finished project.

Instructor	Location	Day/Time	Dates	Fee
Stacy Owen	Factory 3	SA 10:00AM-5:00PM	2/18	\$120 /\$130

Intro to Woodshop

Gain hands on experience with woodshop machines, turning a raw piece of lumber in to a cutting board. Beginners welcome.

Instructor	Location	Day/Time	Dates	Fee
Factory 3 Staff	Factory 3	SA 10:00AM-2:00PM	1/7	\$100 /\$110
Factory 3 Staff	Factory 3	SA 10:00AM-2:00PM	1/21	\$100 /\$110
Factory 3 Staff	Factory 3	SA 10:00AM-2:00PM	2/4	\$100 /\$110
Factory 3 Staff	Factory 3	SA 10:00AM-2:00PM	2/18	\$100 /\$110
Factory 3 Staff	Factory 3	SA 10:00AM-2:00PM	3/4	\$100 /\$110
Factory 3 Staff	Factory 3	SA 10:00AM-2:00PM	3/18	\$100 /\$110
Factory 3 Staff	Factory 3	SA 10:00AM-2:00PM	4/1	\$100 /\$110
Factory 3 Staff	Factory 3	SA 10:00AM-2:00PM	4/15	\$100 /\$110

Intro to Wood Router

Learn correct setup, selection of bits, fences and jigs, and use both in a router table and as a handheld tool.

Instructor	Location	Day/Time	Dates	Fee
Ric Day	Factory 3	TH 6:00PM-9:00PM	1/19	\$75 /\$85
Ric Day	Factory 3	TH 6:00PM-9:00PM	2/16	\$75 /\$85

Wood Spindle Turning on a Lathe

In a three day workshop over three weeks, you will learn the basics of lathe turning to make spindles.

Instructor	Location	Day/Time	Dates	Fee
Ric Dayt	Factory 3	SA 10:00AM-5:00PM	1/10-1/24	\$240 /\$250

Intro to Welding

Learn the basics of MIG welding in a safe, encouraging environment. Open to all levels, including beginners.

Instructor	Location	Day/Time	Dates	Fee
Factory 3 Staff	Factory 3	SA 10:00AM-1:30PM	1/14	\$100/\$110
Factory 3 Staff	Factory 3	WE 5:30PM-9:00PM	1/18	\$100/\$110
Factory 3 Staff	Factory 3	SA 10:00AM-1:30PM	2/11	\$100/\$110
Factory 3 Staff	Factory 3	WE 5:30PM-9:00PM	2/15	\$100/\$110
Factory 3 Staff	Factory 3	SA 10:00AM-1:30PM	3/11	\$100/\$110
Factory 3 Staff	Factory 3	WE 5:30PM-9:00PM	3/15	\$100/\$110
Factory 3 Staff	Factory 3	SA 10:00AM-1:30PM	4/8	\$100/\$110
Factory 3 Staff	Factory 3	WE 5:30PM-9:00PM	4/12	\$100/\$110



Welding 2

Take your welding skills to the next level in this 4-hour workshop. Suitable for students who have taken Intro to Welding, or who have previous welding experience.

Instructor	Location	Day/Time	Dates	Fee
Jo Remillard	Factory 3	SA 3:00PM-7:00P	1/14	\$100/\$110
Jo Remillard	Factory 3	SA 3:00PM-7:00P	4/8	\$100/\$110

Languages

Italian 1

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.

Required: purchase *Italian Made Simple*, by Cristina Mazzoni

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

Italian 2: Continuing

This class is a continuation of the Italian 1 class. Increase your vocabulary and learn to speak more fluidly. Recommended prerequisite: at least one semester of Italian.

Instructor	Location	Day/Time	Dates	Fee
Giovina Ferrante	DHS Room 220	TU 6:00PM-8:00PM	1/10-4/4	\$139/\$149

Languages *(continued)*

Italian: Conversational

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

Instructor	Location	Day/Time	Dates	Fee
Giovina Ferrante	DHS Room 220	MO 6:00PM-8:00PM	1/23-4/3	\$139/\$149

Spanish 1

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

Instructor	Location	Day/Time	Dates	Fee
Daissy Foss	DHS Room 216	TU 6:00PM-7:30PM	1/10-4/4	\$112/\$122

Spanish 2

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

Instructor	Location	Day/Time	Dates	Fee
Daissy Foss	DHS Room 216	TU 7:35-9:05PM	1/10-4/4	\$112/\$122

Spanish 3

This class helps students continue with their Spanish language development, focusing on basic conversational skills, vocabulary, and grammar. **Required:** *Practical Spanish Grammar, A Self-Teaching Guide*, by Marcial Prado

Instructor	Location	Day/Time	Dates	Fee
Daissy Foss	DHS Room 216	WE 6:00PM-7:30PM	1/11-4/5	\$112/\$122

Spanish 4

Building off Spanish 3, students will increase their Spanish grammar and advanced conversational skills. **Required:** *Practical Spanish Grammar, A Self-Teaching Guide*, by Marcial Prado

Instructor	Location	Day/Time	Dates	Fee
Daissy Foss	DHS Room 216	WE 7:35-9:05PM	1/11-4/5	\$112/\$122

Have a Class You Want to Teach?

WE WANT YOU!

Share your unique talents and passion
with the Portland Community.

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

PAE Academics

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



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

PAE Academics: ESOL

English for Speakers of Other Languages (ESOL)

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

- » Morning, afternoon, and evening sessions available
- » **Levels Beginning through Level 5** (advanced)
- » After Level 5, students may enroll in English Language Arts classes
- » Most courses meet twice a week (Monday/Wednesday or Tuesday/Thursday) for 2.5 hours
- » Some courses are remote, and some in-person

New students and those returning after a year or more need a new student intake. Call PAE now for an appointment: (207) 874-8155.

Registration opens on December 19.

ESOL Classes

Citizenship for Beginner & Intermediate

Book Fee: \$20.00

Instructor	Location	Day/Time	Dates	Fee
Mary Bloom / Moey Burchenal	Remote	TU/TH 9:00AM-11:30AM	1/10-4/6	\$0/\$0

Pronunciation Prerequisite: ESOL Level 4+

Book Fee: \$30.00

Instructor	Location	Day/Time	Dates	Fee
Ellen Mugar	PAE Room 3	M/W 12:00PM-2:30PM	1/9-4/5	\$0/\$0



PAE Academics: Math

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

Math

Whole Numbers

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

Instructor	Location	Day/Time	Dates	Fee
Carol Hager	PAE Room 5	TU/TH 9:00AM-11:30AM	1/10-4/6	\$0/\$0

Fractions

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

Instructor	Location	Day/Time	Dates	Fee
Carol Hager	PAE Room 5	MO/WE 9:00AM-11:30AM	1/9-4/5	\$0/\$0

Decimals

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

Instructor	Location	Day/Time	Dates	Fee
Maryann Kurdyla	PAE Room 4	TU/TH 9:00AM-11:30AM	1/10-4/6	\$0/\$0
Diane Kaneza	PAE Room 4	TU/TH 6:00PM-8:30PM	1/10-4/6	\$0/\$0

Ratios and Measurement

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

Instructor	Location	Day/Time	Dates	Fee
Edward Laboke	PAE Room 5	TU/TH 12:00PM-2:30PM	1/10-4/6	\$30/\$40

New Student Testing for Language Arts or Math

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

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

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

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

Call now for an appointment to find out your level!

Algebra A

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

Instructor	Location	Day/Time	Dates	Fee
Kevin Woodhouse	PAE Room 4	MO/WE 9:00AM-11:30AM	1/9-4/5	\$30/\$40
Edward Laboke	PAE Room 5	MO/WE 6:00PM-8:30PM	1/9-4/5	\$30/\$40

Geometry

This course is taught in two parts. Shapes, angles, area, volume, and perimeter are taught in the first half of the class. Coordinate geometry: including, plotting equations, slope, parallel and perpendicular lines in the second part. **Book Fee: \$20**

Instructor	Location	Day/Time	Dates	Fee
Solomon Nkhalamba	PAE Room 5	TU/TH 6:00PM-8:30PM	1/10-4/6	\$30/\$40

Algebra B

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

Instructor	Location	Day/Time	Dates	Fee
Kevin Woodhouse	PAE Room 5	MO/WE 12:00PM-2:30PM	1/9-4/5	\$30/\$40

Biology

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

Instructor	Location	Day/Time	Dates	Fee
Carolyn Lancia	PAE Room 3/Remote	TU/TH 12:00PM-2:30PM	1/12-4/6	\$30/\$40



Do you lack a High School Diploma?

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

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

**Contact us today at (207) 874-8155
or email adulted@portlandschools.org to get started!**

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



Measuring the Power of Learning.®

PAE Academics: Language Arts

- » Advance your reading and writing skills
- » Get help applying for scholarships
- » Earn credits toward your High School Diploma or build skills for the HiSET test
- » Prepare for college or career through our College Transitions Program (and avoid paying for remedial courses at college that don't give college credit)
- » Courses require the use of Google Classroom and independent online work outside of class time.



Registration Information

- » **Registration begins December 19.**
- » If you are a new student or have been away from PAE for over a year, call now to make an Intake appointment!

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

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

Level: ESOL 5+

Readings in Science Credit: Science or English

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

Instructor	Location	Day/Time	Dates	Fee
Carolyn Lancia	PAE Room 3/Remote	TU 12:00PM-2:30PM	1/10-4/4	\$0/\$0
Carolyn Lancia	Remote	TU 6:00PM-8:30PM	1/10-4/4	\$0/\$0

Readings in Social Studies Credit: English or Social Studies

Read and discuss articles in the themes of Avoiding Misinformation on the Internet; The Benefits and Costs of Globalization; and Rights and Justice. Students will do weekly reading, writing, and revising of their work.

Instructor	Location	Day/Time	Dates	Fee
Lauren Jordy	Remote	MO 6:00PM-8:30PM	1/9-4/3	\$0/\$0

College Transitions Program

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

Develop a plan with an advisor to prepare for college.

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

The College Transitions Program Includes:

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

For more info or to schedule an appointment with an advisor, **call (207) 842-4611** or email: hansoa@portlandschools.org

Level: 100

Reading and Writing Narrative Text Credit: English

Read a book, build your academic vocabulary, and improve your ability to respond in speaking and in writing! We will read, discuss, and write about the book *Esperanza Rising*. **Book Fee: \$6**

Instructor	Location	Day/Time	Dates	Fee
Christina Correnti	PAE Room 3/Remote	TU 9:00AM-11:30AM	1/10-4/4	\$30/\$40
Alison Perkins	Remote	WE 9:00AM-11:30AM	1/11-4/5	\$30/\$40
Heidi Grant	PAE Room 3/Remote	WE 6:00PM-8:30PM	1/11-4/5	\$30/\$40

U.S. History Credit: History

Investigate a few key periods in U.S. History and improve your ability to read and write about advanced academic texts. Think deeply about whether and how the U.S. has lived up to its ideals of liberty, equality, rights, democracy, and opportunity.

Instructor	Location	Day/Time	Dates	Fee
Heather Moore Wood	Remote	M/W 12:00PM-2:30PM	1/9-4/5	\$30/\$40

Level: 200

Reading and Writing Narrative Text Credit: English

Read the book *The Other Wes Moore*; we'll discuss its themes, read non-fiction texts to accompany it, and write a literary analysis essay. **Book Fee: \$14**

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

Do you want to...

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

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

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



HIGH SCHOOL EQUIVALENCY TESTING

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

Call for an appointment!

Level: 300

Intro to College Writing Credit: English

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

Instructor	Location	Day/Time	Dates	Fee
Briana Bizier	Remote	TH 6:00PM-8:30PM	1/12-4/6	\$30/\$40

Level: CASAS 230+

HiSET Study Lab

Students meet weekly for instruction on HiSET test preparation (the high school equivalency exam). Students focus on their individual study needs for the HiSET subject tests in reading, writing, mathematics, science, and social studies. Attendance is optional. Students who attend four sessions get priority test scheduling. Minimum CASAS score of 230 required.

Instructor	Location	Day/Time	Dates	Fee
TBD	PAE Room TBD	TU 2:45PM-4:15PM	1/10-4/4	\$0/\$0



Maine Adult Education Association

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



PAE Workforce Training

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



Business Courses

Basic Computer

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	Location	Day/Time	Dates	Fee
Vince Beaulieu	PAE Room 10	M/W 6:00PM-8:30PM	1/9-2/15	\$116 /\$126
Trace Salter	PAE Room 10	TU/TH 12:00PM-2:30PM	2/28-4/6	\$116 /\$126

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	Location	Day/Time	Dates	Fee
Trace Salter	Remote	TU/TH 12:00PM-2:30PM	1/10-2/16	\$116 /\$126
Vince Beaulieu	PAE Room 9	M/W 6:00PM-8:30PM	2/27-4/5	\$116 /\$126

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	Location	Day/Time	Dates	Fee
Virginie Akimana	Remote	TU/TH 3:00PM-5:30PM	2/28-4/6	\$116 /\$126

English and Job Preparation Class

This intensive 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. Students will refine their customer service skills. They will also learn financial literacy and money management skills from ProsperityME teachers. Area employers are actively engaged in the program, meeting with the class to share information about their companies, providing mock phone and video interview practice as well as hiring students. Graduates of the program receive one-on-one job search support from their teachers and job developers from participating service agencies. Students who complete the course will have job search support, advising and case management services on an ongoing basis after the class ends.

Instructor	Location	Day/Time	Dates	Fee
Jean Pierre Akayezu	PAE Room TBD	M-FR 12:00PM-2:30PM	1/23-3/24	

Microsoft Office Suite 1

This class is intended for the person who has had little practice using Microsoft Products. We will create and edit letters and documents using Word. We will create and edit basic spreadsheets like budget and payroll using Excel. We will be using Microsoft Teams as our remote platform. We will learn to navigate screens between local and online options as well as Windows File explorer to save and retrieve our work.

Instructor	Location	Day/Time	Dates	Fee
TBD	PAE Room 8	M/W 9:00AM-11:30AM	1/9-2/15	\$116 /\$126
TBD	PAE Room 10	M/W 12:00PM-2:30PM	2/27-4/5	\$116 /\$126
Vince Beaulieu	PAE Room 10	TU/TH 6:00PM-8:30PM	2/28-4/6	\$116 /\$126

Microsoft Office Suite 2

This class is intended for the person who has prior experience using Microsoft Office products. We will cover work related skills; building tables, mail merge and graphics using Word. We will create a slide show using PowerPoint that will include graphics, transition and animations. Additionally, we will explore MS Outlook and Outlook calendar. This will be taught using Microsoft Teams as the remote platform.

Instructor	Location	Day/Time	Dates	Fee
Vince Beaulieu	PAE Room 10	TU/TH 6:00PM-8:30PM	1/10-2/16	\$116 /\$126
TBD	Remote	TU/TH 3:00PM-5:30PM	2/28-4/6	\$116 /\$126

Microsoft 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	Location	Day/Time	Dates	Fee
TBD	Remote	M/W 6:00PM-8:30PM	1/9-2/15	\$116 /\$126

Accounting 1: Intro to Accounting

As an introductory course, Intro to Accounting teaches the planning, analyzing and interpreting of transactions that occur in a small for-profit single-owner business. These transactions are processed and recorded through an entire accounting cycle with the ultimate objective of preparing financial statements that summarize the results of operations for that business. Basic accounting principles are taught with emphasis on accuracy and business ethics. **Book Fee: \$45**

Instructor	Location	Day/Time	Dates	Fee
Deb Seigars	Remote	M/W 5:30PM-8:00PM	1/9-2/15	\$116 /\$126

Accounting 2

Building off of Accounting 1, this course introduces other accounting processes and concepts for completing the accounting cycle. Worksheets are introduced that assist in the recording of year-end adjustments, closing the company's books for a reporting period, calculating federal income taxes and the final preparation of financial statements. Other topics include accounting for a company's payroll, payroll taxes and reports, distributing dividends for a merchandising business, interpreting a company's results of operations through various financial analysis methodologies, internal and external auditing procedures and career options in the accounting field.

Instructor	Location	Day/Time	Dates	Fee
Deb Seigars	Remote	M/W 5:30PM-8:00PM	2/27-4/5	\$116 /\$126

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. We will use the same textbook as in Accounting 1 and 2.

Instructor	Location	Day/Time	Dates	Fee
Deb Seigars	Remote	TU/TH 8:30AM-11:00AM	1/10-2/16	\$116 /\$126

Bookkeeping Certificate

Combination of 14 classes to develop skills needed in today's bookkeeping world.

Instructor	Location	Day/Time	Dates	Fee
Multiple	Remote/In-Person	Various	Self-Paced	Variable

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 journal entries, and financial statement generation.

Instructor	Location	Day/Time	Dates	Fee
Deb Seigars	Remote	FR 8:30AM-11:00AM	1/13-4/7	\$116 /\$126

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. Students will have an additional meeting a week with the teacher.

Instructor	Location	Day/Time	Dates	Fee
Deb Seigars	Remote	TH 5:30PM-8:00PM	1/12-4/6	\$116 /\$126

Career Planning and Advancement

Are you trying to map out your future career or bring your existing career to the next level? Our Career Planning and Advancement class will expose you to various career pathways and focus on topics like marketing yourself, networking, and career exploration, all while assembling your updated job tool kit. Meeting with employers, job shadowing and mock interviews will also be part of this self-motivating course.

Instructor	Location	Day/Time	Dates	Fee
TBD	PAE Room 8	FR 9:00AM-11:30AM	1/18-4/7	\$116 /\$126



Office Clerk Certificate

Combination of 13 classes to develop skills needed for an Office Assistant or Secretarial position.

Instructor	Location	Day/Time	Dates	Fee
Multiple	PAE/Remote	Various	Self-Paced	**

Writing for the Workplace

Gain the skills and confidence to write effectively in today's workplace. Using a series of writing exercises, you will learn how to compose clear business letters, memos, and emails and format them correctly. Brush up on punctuation, sentence structure, and basic grammar rules to give your documents a final polish. Prerequisites: a basic computer course or familiarity with computers. PAE certificate and academic students should discuss this course with their advisor before registering. **Book Fee: \$15**

Instructor	Location	Day/Time	Dates	Fee
Briana Bizier	Remote	TU/TH 12:00PM-2:30PM	1/10-3/16	\$116 /\$126
Briana Bizier	Remote	M/W 6:00PM-8:30PM	2/27-4/5	\$116 /\$126

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

- PAE Student

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

Visit portlandadulted.org to view full descriptions and register!

Healthcare

Bridge to Healthcare Careers (Hybrid)

10-week program for students with interest in healthcare careers who need additional assistance building reading comprehension, test taking skills, digital literacy, and work readiness.

Instructor	Location	Day/Time	Dates	Fee
Multiple	Hybrid	M-F 8:30AM-11:30AM	9/26-12/16	**

Certified Nursing Assistant (CNA)

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

Instructor	Location	Day/Time	Dates	Fee
Variable	PAE/Remote		Variable	**

CNA for Multilingual Learners Program

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

Instructor	Location	Day/Time	Dates	Fee
Multiple	PAE Room 10	M-F 9:00AM-1:00PM	Variable	\$875

Medical Assistant Pre-Apprenticeship

This 10-week program focuses on English reading comprehension, test taking skills, medical terminology, and basic math skills to help people prepare for entering a Medical Assistant Certification program. After successful completion of the pre-apprenticeship, students can apply for the Northern Light Medical Assistant Apprenticeship where they are paid to work while learning and gaining experience.

Instructor	Location	Day/Time	Dates	Fee
Multiple	PAE Room TBD	TBD		**

Electronic Health Records

This course will cover core competencies of organizational and technical support of medical computer software records used in a healthcare facility. Topics to include: medical record content and format; techniques for filing, maintenance and acquisition of health information; processes of collecting, computing, analyzing, interpreting and presenting data related to health care services all done with EHR computer software. **Book Fee: \$108**

Instructor	Location	Day/Time	Dates	Fee
Joanna Clymer	Remote	TU/TH 12:00PM-2:30PM	2/28-4/6	\$116/\$126

Medical Terminology

Students will 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. **Book Fee: \$50**

Instructor	Location	Day/Time	Dates	Fee
Joanna Clymer	PAE Room 9	TU/TH 9:00AM-11:30AM	1/10-2/16	\$116/\$126
Aimee Biba	PAE Room 10	W/TH/FR 9:00-11:30AM	3/1-3/31	\$116/\$126

“I would like to thank my teacher for changing the way I see the world..”

- PAE Student

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

Health Office Patient Services Certificate

The Healthcare Office and Patient Service Certificate (HOPS) certificate is a combination of 11 classes that provides the foundational knowledge to become a Patient Service Representative as well as other medical office positions. The updated program will include an expedited pathway to be a Medical Office Apprentice at either Northern Light Mercy Hospital or MaineHealth after successfully completing 50% of the program. The Apprentices will work and earn money while continuing to finish their certificate at PAE.

Instructor	Location	Day/Time	Dates	Fee
Multiple	PAE/Remote	VARIOUS	Self-Paced	**

TOEFL/Duolingo & Licensing Exam Support for Foreign-Trained Professionals

This online English course includes technical medical English and provides customized support to prepare foreign-trained healthcare professionals for licensure in Maine or for further graduate studies in a health field. It will include academic reading, writing, listening and speaking skills with a focus on medical and health sciences to provide students with the foundation in vocabulary and medical English on which they can build their preparation for more specific exams including TOEFL and specific professional licensing exams such as USMLE, FPGEE, NAPLEX, NCLEX, and others.

Instructor	Location	Day/Time	Dates	Fee
Vanessa Sylvester	Remote	Self-Paced	1/9-6/27	**



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

- PAE Student

Additional Workforce Courses

Education Academy: Practicum

The practicum is a 12 week, 48-hour placement in a local school. It gives students the opportunity to see and experience real life teaching methods and approaches. Students will reflect on their experience through journaling and discussion with other practicum students. Students must be accepted into the Education Academy Certificate Program and enrolled in another Ed Academy course to do a practicum. Prior approval is required. For information or an application packet contact: Sally Sutton, 874-8155 or suttos@portlandschools.org.

Instructor	Location	Day/Time	Dates	Fee
Taika Brand	Remote	WE 6:00PM-8:30PM	1/11-4/5	\$235/\$245

Education Academy: Teaching Students with Exceptionalities

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 including those with moderate to severe learning and behavioral disabilities and the legal issues associated with these disabilities, and English Language Learners. 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, suttos@portlandschools.org

Instructor	Location	Day/Time	Dates	Fee
Jeanne Malia	Remote	TU/TH 6:00PM-8:30PM	1/10-4/6	\$225/\$235

Hannaford Retail Leadership Internship

A partnership between Hannaford and Portland Adult Education, this internship provides an opportunity for foreign born professionals to gain experience in retail leadership. This is a 40 hour/ week paid opportunity which will include on-site training in several departments at Hannaford along with job shadowing and mentoring with store managers. The class will be in-person at PAE and include leadership and digital skills.

Instructor	Location	Day/Time	Dates	Fee
TBD	PAE Room TBD	COMING IN MARCH		

Renewable Energy Program

This program is a partnership between PAE, Portland Arts and Technology High School (PATHS), and ReVision Energy. It is designed for non-native English speakers who are interested in the green energy field including solar energy and heat pump installation. The program will place students on a pathway to an electrical apprenticeship at ReVision Energy or to launch an independent heat pump business. We will be holding informational sessions this winter with ReVision Energy to educate potential students on the program as well as the Renewable Energy career pathway. The program will begin in March.

Instructor	Location	Day/Time	Dates	Fee
TBD	PATHS Room TBD	COMING IN MARCH		

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, a nationally recognized credential, from the American Bankers Association and the Center for Financial Training & Education Alliance. 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, and Job Search Strategies. Successful students will have the opportunity to meet directly with employers for mock interviews and other networking opportunities.

Instructor	Location	Day/Time	Dates	Fee
Multiple	PAE Room 8	M-F 12:00PM-2:30PM	1/9-4/14	\$2,457

Join the Healthcare Field!

Complete your first step toward becoming a:

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

Our advising team can also help you:

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

Review our course offerings on pages 22 & 23, or
call us at (207) 874-8155 for more info.



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

- PAE Student

Workforce

PAE is Looking for Instructors!

Are you interested in sharing your expertise with eager students?

Please contact us at adulted@portlandschools.org

New Mainers Resource Center



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

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

Services include:

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

NMRC provides assistance with credential evaluations and professional licensing.

Learn more at nmrcmaine.org or contact:

Sally Sutton, Program Coordinator

suttos@portlandschools.org | (207) 874-8155

Register Now!

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



Friends of Portland Adult Education

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



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

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

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

Registration Form



Mail or fax completed registration form to:

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

STUDENT INFORMATION

Name: _____

Address: _____ City: _____ Zip: _____

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

Email Address: _____ ☐ Male ☐ Female ☐ Non-Binary

COURSE INFORMATION

Course Name	Date/Time	Fee

PAYMENT METHOD

TOTAL: _____

☐ Check (payable to PAE) ☐ MasterCard ☐ Visa

Card #: _____ Expiration Date: _____

Cardholder Signature: _____

Locations

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

A. Portland Adult Education (**PAE**)
Cathedral School, 14 Locust St.

B. Deering High School (**DHS**)
370 Stevens Avenue

C. Lincoln Middle School (**LMS**)
522 Stevens Avenue

D. Ocean Avenue School (**OAS**)
150 Ocean Avenue

E. Portland Arts & Technology
High School (**PATHS**)
196 Allen Avenue

F. Factory 3
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