



Spring Brochure
Jan.-May 2019



We Will Help You Start a New Career
New class see pg 6



South Portland Adult Education
www.southportland.maineadulted.org
adulted@spsd.org
(207) 767-3266 ext. 3834



Adult Education^{MAINE}
Learning for Work and Life

Welcome

The South Portland Adult Education program hopes to reach a wide range of students this year. We offer many classes for our students, including academic classes, professional and career development classes, day trips, fun enrichment classes, and English Language Learner classes. We are open for business for folks who reside in South Portland as well as residents of other towns and cities.

We hope to see you participate with us as we offer a dynamic program for all!

The Staff at South Portland Adult Education

Academics.....	3, 4
Workforce Training.....	5-7
Enrich Yourself	8, 9
World Languages.....	9
English Language Learners.....	10, 11
Online Courses	12, 13
Registration Information.....	14
Registration Form.....	15
College Transitions	16

Mission Statement

South Portland Adult Education supports the achievement of students' individual goals through the attainment of skills that allow them to meet their educational goals in a safe and supportive environment.



The HiSET® has replaced the GED as Maine's High School Equivalency Assessment. The HiSET® consists of five subjects:

- Language Arts Reading
- Language Arts Writing
- Science
- Social Studies
- Mathematics

We offer classes to help you prepare for the HiSET® on Tuesday and Thursday evenings. As has always been the case in Maine, there is NO COST for Maine residents to prepare for and take the HiSET®.

- You didn't earn your High School Diploma
- You are at least 17 years old
- You are an interested student
- South Portland High School Room 130
- FREE - pre-testing, classes (if needed), and official testing
- Open enrollment. Call David at 767-3266 ext. 3834 to schedule





HiSET/Accuplacer Prep Class



If you did not earn your high school diploma, the HiSET (High School Equivalency Test) is a test you can take to earn the equivalency of the diploma. The five sections are Math, Writing, Reading, Science and Social Studies. This course helps students prepare to pass the HiSET exam. Students will be given pre-tests to determine if they need to take the HiSET prep class or if they can start the official testing immediately. This class also offers Accuplacer Preparation as part of our College Transitions Program. If you need to boost your Accuplacer score in order to gain admittance to a college such as SMCC, join this free class today.

Tues. & Thurs.	Jan. 15-May 9	5:30 p.m.–7:45 p.m.
Joe Moore	(no class Feb. 19, 21, April 16 & 18)	So. Portland High School

Math Lab/Accuplacer Math Lab



Students who take this class will strengthen their Math skills to put themselves in a position to pass the Math portion of the HiSET and/or the Accuplacer exam (for SMCC) or to get ready for college level Math. Students work independently as well as in a small group. We are proud to say that our success rate for this class is extremely high. Most students who enter the class with some math deficiencies end up earning their high school credential or improving their Accuplacer scores. This class offers Accuplacer Preparation as part of our College Transitions Program. If you need to boost your Accuplacer score in order to gain admittance to a college such as SMCC, join this class today.

Tues. & Thurs.	Jan. 15-May 9	5:30 p.m.–7:45 p.m.
Barry Lewis	(no class Feb. 19, 21, April 16 & 18)	So. Portland High School

CDL-B Driver Preparation Class

NEW!

FREE

This class will prepare students to pass the written and driving portions of the Commercial Driver's License . test as well as prepare them for their School Bus Driver endorsement. There are many open jobs in the bus and truck driving fields in Maine. Especially needed are school bus drivers, who earn between \$17-\$22 per hour. This class will help you follow that pathway. The class will be capped at 12 students and will give preference to people who are currently unemployed or underemployed. For eligible students, there may be benefits such as child care during class sessions, transportation to and from class, eye exams and glasses, the required Physical Exam and State required criminal history record check, driver license fees, etc.

There will also be some classroom time outside of the scheduled times for support as well as some individually scheduled practice driving times.

Prospective students must attend **ONE** of the two sessions to complete enrollment paperwork and take a reading test. Please call to register.

Enrollment Session I

Tues, March 12
5:30 p.m.
South Portland High School
Room 130

Enrollment Session II

Tues, March 19
5:30 p.m.
South Portland High School
Room 130

Students who cannot attend either Enrollment Session must contact the Adult Education Office at (207) 767-3266 ext. 3834 or brenneda@spsdme.org to set up an individual intake session.

Class Schedule

Mon, Tues, Wed, Thurs April 22-April 25 6:00 p.m.-8:00 p.m.
Free

South Portland School Transportation Dept.
1142 Highland Ave., South Portland



Phlebotomy Technician



The phlebotomist is a vital member of the clinical laboratory team who obtains a patient's blood specimens by venipuncture and micro collection for testing purposes. Phlebotomists are employed across the healthcare system.

Classroom and lab work includes medical terminology, blood collection, procedures, specimen hands-on practice, and training in skills and techniques to perform puncture methods. Learners must produce documentation of a recent medical physical examination conducted and signed by a physician, and the following vaccinations: Hepatitis B, MMR, Tetanus, Varicella, and TB. Class size is limited.

Students are responsible for purchasing book for class- "Phlebotomy Essentials 6th Edition" by Ruth McCall and Cathee Tankersley.

Thursdays	Feb 28-May 2	9:00 a.m.-1:30 p.m.
Christopher Connor	(no class April 18)	\$495 PLUS textbooks

TO REGISTER, PLEASE CONTACT:

Crooked River School
1437 Poland Spring Road
Casco, ME 04015
Phone: (207) 627-4291

<https://lakeregion-fryeburg.coursetorm.com/course/phlebotomy-technician2>



Today's Teller



Have you ever thought of banking as a career? Do you think you don't have the skills necessary? Successfully complete all components of this 6-week course and you'll learn about the banking basics required, the workplace math skills necessary for success, tips on interviewing skills and preparing your resume. You'll also receive a Today's Teller certificate from the American Banking Association, a designation that is recognized nationally by banks and other financial companies.

Taught by professionals in our local banking industry, you'll learn what you need to gain an advantage in the employment process by earning a certificate from the American Banking Association, a real advantage in the job seeking process. The workplace math skills will be in an online format and supported by our adult education academic instructors. Mock interviews will be held on-site at Norway Savings and TD Bank.

Information and orientation session: February 6, 2019, 10:00 AM

Please call now for more information and to be placed on the waitlist for this class. We can refer you to outside sources that might be able to offer financial assistance.

Wednesdays	Feb 27-April 3	9:00 a.m.-1:00 p.m.
Staff Managers from		\$75
Norway Savings and TD Bank		

TO REGISTER, PLEASE CONTACT:

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1437 Poland Spring Road
Casco, ME 04015
Phone: (207) 627-4291

<https://lakeregion-fryeburg.coursestorm.com/course/phlebotomy-technician2>



Flash Fiction Workshop – The Extended Version

Flash fiction is a story made up of 1000 words or less.

Spend 10 thrilling weeks learning the methods, patterns, and characteristics professional storytellers use to create classic tales of fiction. You'll learn how to write captivating stories that you'll be proud of – even if you've never written a story before. This class is both an educational and super-fun literary experience.

In this class you will:

- Learn how to begin a story
- Learn plot, characterization, setting, dialogue, and much more
- Learn how to write electrifying fiction
- Learn the different forms of fiction and the seven basic plots
- Learn how to communicate your ideas and feelings through stories
- Learn how to read a story from a professional point of view
- Learn how to create remarkable stories in the brevity of 1000 words or less

Come share your talent and ideas. Create stories like you've never imagined. Join us - call now!

Thursdays	Feb 14-May 2	6:30 p.m.-8:30 p.m.
Gerard Bianco	(no class Feb 21 & April 18)	\$85
	So. Portland High School	



Driving Dynamics

The Maine Driving Dynamics Course

offers all drivers the opportunity to improve their defensive driving abilities. This five-hour course will include discussion of collision avoidance techniques, safety issues, driver habits and attitudes, and the basic elements that constantly challenge drivers on Maine's highways. A certified Maine Driving Dynamics instructor teaches the course, and the course format engages students with lectures, videos, and class discussion/participation. Those completing the course will receive a three-point credit on their driving record. Course can be taken for credit only once every 365 days. (If not on time, you will not get credit for class.) PARTICIPANTS MUST BRING DRIVER'S LICENSE TO CLASS. CLASS HAS A MINIMUM OF 12 PEOPLE AND IS LIMITED TO 25 PEOPLE.

Tues. & Thurs.	April 30 & May 2	5:30 p.m.-8:00 p.m.
	\$40 ages 18-64	So. Portland High School
	\$25 ages 65-over	

Travel Spanish

Hola. Spanish is one of the world's most popular languages. This class is for students who may have plans to eventually travel to a Spanish-speaking country. The instructor makes the class fun, interesting and informative.

Tuesdays	Feb. 26-April 9	6:30 p.m.-8:30 p.m.
Liz Rodas	\$69	So. Portland High School





Savor Spring: 2019 at the Boston Flower & Garden Show

Travel by bus to Boston’s Seaport World Trade Center for the Flower and Garden Show.

The Boston Flower & Garden Show is about inspiring, educating and motivating the region’s gardeners. Whether for curb appeal, backyard, kitchen, indoor, rooftop or community gardens, this is where New England’s green lovers go to discover new ideas while having fun with family and friends.

Colorful life-sized gardens and vibrant floral designs incorporate the newest design elements, examples of the popular and healthy food gardening trend, ideas for adopting sustainable gardening practices and air-cleansing indoor plants. Included will be small-space gardens, homesteading hobbies, edibles-as-ornamentals and family and pet-friendly spaces for outdoor relaxation and entertaining.

This year’s Show theme is “The Beauty of Balance”, which is a key factor in design decisions, plant and material choices, and in cultivating the right-size garden for our lives and budgets. We explore the harmony we create within our gardens, vases and living spaces.

Sat 3/16 **\$57 per person**

Please indicate your location of pickup and return

South Portland

Bus:

- leaves from Park & Ride at Exit 45 at 8:00am
- leaves the Seaport Trade Center at 3:00pm
- returns to Park & Ride at Exit 45 at approximately 5:30pm

Biddeford

Bus:

- leaves from Park & Ride at Exit 32 at 8:30am
- leaves the Seaport Trade Center at 3:00pm
- returns to Park & Ride at Exit 32 at approximately 5:00pm

NO REFUNDS AFTER 3/7



Suggested driver gratuity \$3/person will be collected on the bus.

English Language Learners (ELL) Classes Levels: Beginner and Advanced

Learn and improve your English. Students will be placed in classes based on their current English level.



Beginner ELL (Levels 1, 2 & 3)

Tues. & Thurs.	Jan. 15-May 9	6:00 p.m.-8:15 p.m.
Tim Sturtevant	FREE	So. Portland High School

Advanced ELL (Levels 4, 5 & 6)

Tues. & Thurs.	Jan. 15-May 9	6:00 p.m.-8:15 p.m.
Jennifer Goodine	FREE	So. Portland High School

Beginner ELL Daytime Class (Levels 1 & 2)

Tues. & Thurs.	Jan. 15-May 9	12:00 p.m.-1:30 p.m.
Marcia Salem	FREE	Brickhill Community Room 80 Brickhill Ave. So. Port.

Advanced ELL Daytime Class (Levels 3, 4 5 & 6)

Tues. & Thurs.	Jan. 15-May 9	1:30 p.m.-3:00 p.m.
Marcia Salem	FREE	Brickhill Community Room 80 Brickhill Ave. So. Port.

(no classes Feb. 19, 21, April 16 & 18)



English Languages of Other Languages (ELL)

Certificate in Microsoft Excel - Online

A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world.

Feb 5 - April 27 \$495

Mastering Microsoft Excel - Online

Feb 5 - March 2 \$195

Intermediate Excel - Online

March 5 - March 30 \$195

Advance Excel - Online

April 2 - April 27 \$195

Certificate in Customer Service - Online

Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success.

Feb 5 - March 30 \$245

Keys to Customer Service - Online

Feb 5 - March 2 \$145

Extraordinary Customer Service - Online

March 5 - March 30 \$145

Certificate in Workplace Communication - Online

Good communication in the workplace is more important than ever and critical to your career advancement and success. Come get a comprehensive and intensive preparation with skills and techniques you can put to use on Monday morning. Take back a workable conflict management model, along with successful and practical conflict management strategies. Then work with a pro to learn how to improve your negotiation skills for a win-win outcome, including helping others to get what they want, so you get what you want. Finally, find out more about yourself and others using personality profiles for better work performance. You will be learning from some of our more popular instructors, and taking away new how-to skills that work.

Feb 5 - April 27 \$595

Conflict Management - Online

Feb 5 - March 2 \$245

Negotiation: Get What You Want - Online

March 5 - March 30 \$195

Using Personality Profiles for Better Work Performance - Online

April 2 - April 27 \$245

Certificate in Google Tools - Online

Increase your online savvy and ability to position yourself and your organization for greater success. Experience the interaction and big take-aways from studying with top notch professionals. Your instructors not only work with these tools every day, but speak at national conferences and train others. Your teachers have tips you have not discovered yet.

Feb 5 - April 27 \$495

Google Analytics - Online

Feb 5 - March 2 \$195

Google Apps for Business - Online

March 5 - March 30 \$195

Google + - Online

April 2 - April 27 \$195

Inbound Marketing Certificate - Online

Inbound marketing is a way to help potential customers find you through organic search. It is a process of using your website in a way that attracts visitors naturally through search engines, the blogosphere, and social media.

Feb 5 - April 27 \$495

Introduction to Inbound Marketing - Online

Feb 5 - March 2 \$195

Content Marketing - Online

March 5 - March 30 \$195

Advanced Inbound Marketing - Online

April 2 - April 27 \$195

Managing Social Media Platforms Certificate - Online

Different social networks have distinct characteristics, different features, and are used to develop a two-way communication and marketing strategy for your organization. Get a skill set for working and managing different social media platforms. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing.

Feb 5 - April 27 \$495

Twitter - Online

Feb 5 - March 2 \$195

Facebook for Business - Online

March 5 - March 30 \$245

LinkedIn - Online

April 2 - April 27 \$195

You may register as soon as you receive this Catalog

Registration Information

5 Easy Ways To Register

1 www.southportland.maineadulted.org is the **QUICKEST** way to register. You are now able to register you, your family and your friends online.



2 You may call and register over the phone at (207) 767-3266 ext. 3834.



3 Walk into our Adult Education office Room 130 during regular hours (Tuesdays and Thursdays, 5:00 p.m-7:30 p.m. between January 15 and May 9, 2019. We are located at 637 Highland Ave., South Portland, ME. Please call (207) 767-3266 ext. 3834 for directions.



4 Complete the registration form and mail it along with your payment to:
South Portland Adult Education
637 Highland Ave.
South Portland, ME 04106



5 You may send all information required on the registration form to adulted@spsd.org



Student Information

COURSE PAYMENTS AND FEES

Course fees and book/material fees are payable in full at time of registration. Payment ensures a place for you in the class. Non-payment will not guarantee your placement. Payment is made by cash, check, or money order. Make checks payable to South Portland Adult Education. Please Note - there is a \$25.00 charge for all checks returned due to insufficient funds. Please do not mail cash!

REFUNDS AND CANCELLATIONS

Classes cancelled by South Portland Adult Education will receive a full refund. Student-initiated refunds will be given if requested at least three (3) business days prior to the first class.

After that time, no refunds will be given.

NO REFUNDS ARE ISSUED IF YOU FAIL TO ATTEND CLASS.

NO SCHOOL/STORM CANCELLATIONS

Adult Education will follow the South Portland Schools schedule. No programs will be held if South Portland Schools are cancelled due to storm conditions or during school vacations. Cancellations due to late developing severe weather conditions will be announced on local television and

www.southportland.maineadulted.org after 3:00 p.m. Your instructor will schedule make-up time as needed.

BOOK POLICY

If there is a book that is required for any of our courses at South Portland Adult Education, they may be purchased at the South Portland Adult Education Office.

ADULT EDUCATION STAFF

KEN KUNIN
Director

DAVID BRENNER
Coordinator

ANNE BEAULIEU
Administrative Assistant

ADMINISTRATION

CLAUDE MORGAN
Mayor

KEN KUNIN
Superintendent

KATHRYN GERMANI
Assistant Superintendent

SCHOOL BOARD

MARY HOUSE
HEATHER JOHNSON
JENNIFER KIRK
RICHARD MATTHEWS
MATTHEW PERKINS
NICOLE PETIT
ELYSE TIPTON

Registration Form



NAME _____

BIRTH DATE ____/____/____

MALE

FEMALE

ADDRESS _____

CITY _____ ZIP _____

HOME PHONE: _____ CELL PHONE: _____

E-MAIL _____

COURSE INFORMATION

COURSE NAME	COURSE FEE

CHECK

CASH

TOTAL

VISA

MC

Exp: _____ CVV: _____

Card No: _____

Name on Card: _____

Signature: _____

Every effort has been made to make this publication accurate as of the publication date; however, all policies, procedures, course fees and curriculum are subject to change at any time by appropriate action of instructors or administrators of South Portland Adult Education. This publication is not intended to be a contract, explicit or implied, and Adult Education reserves the right to make changes regarding the information contained herein.

***STUDENT-INITIATED REFUNDS** will be given if requested at least three working days before the day of the first class. After that time, no refunds can be given. No refunds are issued if you fail to attend class.

Mail to: South Portland Adult Education
637 Highland Ave. South Portland, ME 04106

www.southportland.maineadulted.org
email: adulted@spsd.org
(207) 767-3266 ext. 3834

Please **REPRODUCE** as needed for additional forms.



South Portland Adult Education wants to help you reach your dream of attending college. Even if you start slowly with just one class or two, please contact our College Transitions Counselor - David Morrill.

David will help you with the application process, college essay, financial aid, available scholarships and college search. He will meet with you and talk about your interest of study, and if you do not yet have one, David will help you identify an interest.

Please contact David Morrill by phone call or text message at (207) 553-3811 or email him at morrilda@spsdme.org

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