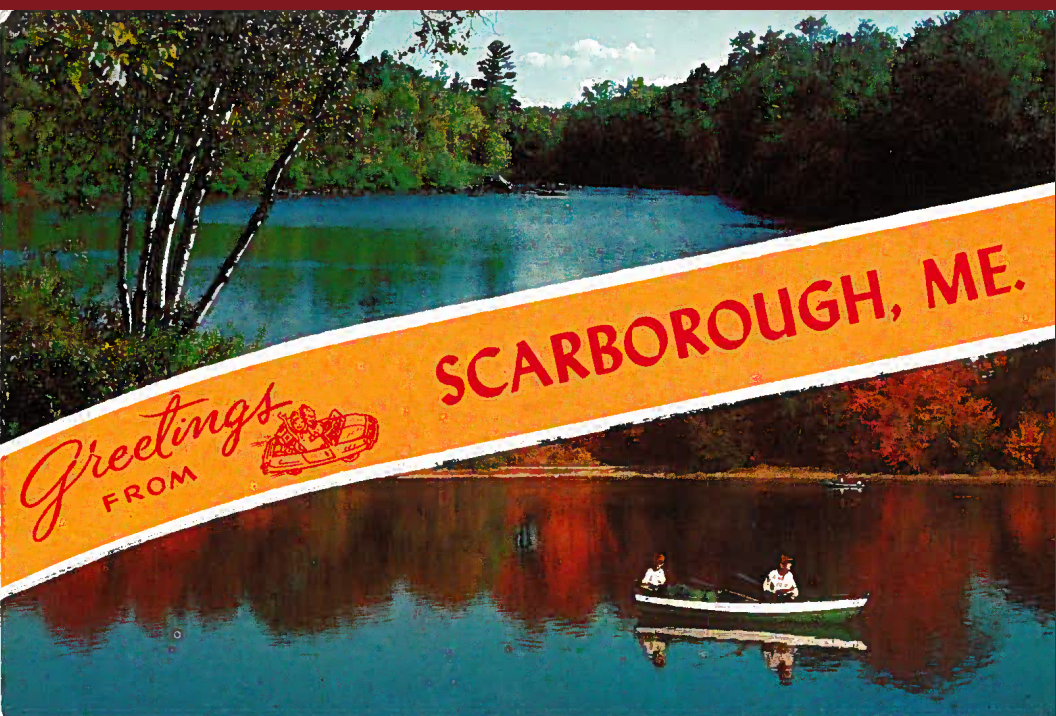




Scarborough Adult Learning Center

Fall 2021 Course Offerings



Explore learning with us!

scarborough.maineadulted.org
adulted@scarboroughschools.org

207-730-5040

2 Welcome

FALL 2021

From the Adult Education Program Staff

Welcome to our Fall semester.

We are pleased to offer you a variety of general interest, academic, and healthcare training classes and hope you will find a program or class that interests you and fits your schedule.



Our delivery methods for classes this session include a return to onsite classes at Scarborough High School. We look forward to seeing you in person! In addition, we will continue to provide opportunities to engage in Zoom classes and asynchronous learning. Please refer to the Scarborough Public Schools website for up to date CDC guidance and COVID protocols when coming into our school buildings.

We invite your suggestions for new course ideas to serve the learning needs of our community and welcome your input. Please consider sharing your passion, skill, and knowledge by teaching a course for Scarborough Adult Learning Center.

Sincerely,

Marianne Doyle, Director and Catherine Glynn, Program Assistant

Inside:

Enrichment.....	3
English Language Learners	13
Academic.....	14
Medical Careers	15
Online/Professional Development ..	18
Program Information	22
Registration Form.....	23



Scarborough Adult Learning Center
Scarborough High School, Room A100
11 Municipal Dr., Scarborough, ME 04074

scarborough.maineadulted.org
adulted@scarboroughschools.org
Phone: 207-730-5040
Adult Ed Director: 207-730-5045
Fax: 207-730-5007

CORE OFFICE HOURS:

Tuesday, Wednesday and Thursday
12-8 pm
Closed school vacations, holidays, and
most snow days

Printed on post-recycled newsprint

BOOMERTECH ADVENTURES

Each online course is completed at your own time and speed with the materials we provide: a PDF booklet with class information, instructions for using the class, and instructional videos and PDF articles on class content. Boomer Tech instructors Ed Brazee, Jill Spencer, and Chris Toy are available via email and online chat for personalized support. Students are recommended to plan 1-2 hours a week on each class for 4 weeks. Tech requirements: A strong internet connection (or access to one); Mac computer, iPad, or iPhone to access videos and articles. Courses are based on iOS devices: iPad, iPhone, or Mac computers.

Introduction to Zoom Basics

Zoom has earned its place in our work and lifestyles. Here is a great way to learn everything you need to know about the Zoom Video Conferencing Platform. The course videos demonstrate examples of using Zoom on different devices-smartphones, tablets, and computers. Course content includes: Muting audio and video, using chat, screen sharing and more. This course is appropriate for Zoom beginners as well as more advanced users who want to learn more.

Cost: \$19

Session 1: September 27

Session 2: October 25

Session 3: November 22

Session 4: December 20



Hidden Gems Lurking on Your iPhone & iPad

Did you know that your iPhone tracks your movements? The keyboard has hidden keys? You can write and draw on your photographs? Our iPhones & iPads have many timesaving features that allow you to be creative and efficient. These “hidden gems” will show you have to learn the advanced features of your iPhone and iPad.

Cost: \$35

Session 1: September 27

Session 2: October 25

Session 3: November 22

Session 4: December 20

BOOMERTECH ADVENTURES



Cooking With BoomerTech Adventures Online

Your BoomerTech Adventure guides Chris, Jill, and Ed share their love of cooking and with a wide assortment of tasty recipes. Learn how to prepare stir fries using traditional Chinese flavorings. Make fresh pasta and sweet potato gnocchi! Learn to make your own pita pockets, flat breads, and tortillas. We haven't forgotten dessert—who can resist a rich chocolate brownie torte or luscious apple pie.

Cost: \$35

Session 1: September 27

Session 2: October 25

Session 3: November 22

Session 4: December 20



Fantastic Photo Finishes: Organize & Edit Images With Your iPhone/iPad Photos App

Most of us take hundreds of photos that languish on our iPhone or iPad, or in the Cloud. Learn how to edit and organize your photos! The Photos app, ready-made slideshows, and use of albums will also be covered.

Cost: \$35

Session 1: September 27

Session 2: October 25

Session 3: November 22

Session 4: December 20

Explore with the Scarborough Adult Learning Center

Earn your high school credential - pg. 14

Ready to take the next step on your healthcare career ladder?

Become a Certified Nursing Assistant or

Personal Support Staff Person - pg. 16

Learn new job skills, all online, with MindEdge - pg. 17



Meditating on Nature's Wisdom

The natural world has so much to teach us about daily living when we practice mindfulness and stillness. From plant and animal life to the natural landscape, nature offers lessons that can enhance our emotional and physical wellbeing. No meditation experience is necessary for these two powerful evenings of centering and meditation. There is so much to discover when we let our minds and bodies sit in stillness.

Instructor: Martin Gagnon, Certified Meditation and Mindfulness Instructor
Thursdays-2 weeks, September 23 & 30.
7-8 pm

Cost: \$30



Discovering Your Spirit Animal

Spirit animals teach us about ourselves. They are thought to exemplify the traits and strengths that we should be honoring in our lives at a certain point in time. In the Indigenous tradition, spirit animals are a form of spiritual guide that can present themselves to us in whatever way we are willing to see them. You may find that you have one main power animal, or you could feel close to many animal spirit guides. Learn how to discover your animal spirit guide in this new class with Marty from Mellow Mainer Meditation.

Instructor: Martin Gagnon
Thursday, October 7. 7-8 pm
Cost: \$15



Numerology

Numerology is the ancient practice of using numbers to interpret a person's character or to divine the future. The theory behind numerology is based on the Pythagorean idea that all things can be expressed in numerical terms because they are ultimately reducible to numbers. Using a method analogous to that of the Greek and Hebrew alphabets (in which each letter also represented a number), modern numerology attaches a series of digits to an inquirer's name and date of birth and from these purports to divine the person's true nature and prospects. Learn about the fascinating history of numerology and how to create your own numerology chart in this fun, hands on class!

Instructor: Martin Gagnon
Thursday, October 14. 7-8 pm
Cost: \$15

Yoga Discovery

Have you ever wondered where Yoga came

from, or how and why it works? Learn about the ancient origins and history of Yoga, along with a physical exploration of different styles of yoga. Much of the conversation will center around Patanjali's Yoga Sutras, which remain the foundation for classic yoga as we know it today. Students will receive handouts to take home. Wear comfortable clothes, and bring a yoga mat, as we will practice yoga for about half the class. Suitable for all experience levels.

Instructor: Andrea Gleason, RYT 500, E-RYT200 & YACEP, and Master Reiki Practitioner at Scarborough Yoga.
Tuesdays-4 weeks. October 5 through 26.
4:30-5:30 pm
Cost: \$59



6 Enrichment/Cooking and Nutrition

Implementing an Anti-Inflammatory Nutrition Plan

Inflammation is at the root of many health conditions: heart disease, diabetes, arthritis, and even some cancers. Learn the hallmarks of inflammation and how you can tame its effects, improve your health, and possibly reverse disease. Discover 14 steps you can take to fight inflammation, along with helpful recommended foods and supplements.

Instructor: Stephanie Walsh, Master Nutrition Therapist at The Wholistic Health Approach.

Thursday, December 9, 5:30-7 pm

Cost: \$19

Healthy Gut, Healthy Mind!

Back by Popular Demand!

Learn about what is going on in your gut, and how your food and mood are affecting your gut health. Weight gain, joint pain, allergies, thyroid problems and more can relate directly to the health of your gut. This 4 part series builds your knowledge of the digestive tract and helps you to optimize your gut health.

Week 1: The Whats of the Guts: anatomy of the digestive tract and the microbiome.

Week 2: Eat Your Greens and Gasoline: discover the hidden toxins in our food supply, and why gut health is can protect you from these.

Week 3: Fatigue, Fogginess, Fear, & Food: gut health is key to brain health! Learn about the gut-brain connection and what foods and supplements can support health.

Week 4: Don't Worry, I've Gut This!: Learn key lifestyle steps to support your digestive tract, improve your gut health, and live a happier and healthier life!

Instructor: Stephanie Walsh, Master Nutrition Therapist at The Wholistic Health Approach

Tuesdays-4 weeks, Oct 26 -Nov 16

5:30-7 pm

Cost: \$59



Preserving the Harvest: A Hands-on Food Preservation Workshop

Ever wonder how to preserve all those great garden vegetables? This hands-on food preservation workshop teaches the basic steps for canning and freezing. Participants will receive a "Preserving the Harvest" food preservation packet, and will learn recommended methods for safely preserving food, including equipment and processes. You will take home a jar of preserved goods made in class! Please bring a potholder with you to the workshop.

Instructor: Kate McCarty, Food Systems Professional. University of Maine Cooperative Extension.

Tuesday, September 28. 6-8 pm

Cost: \$25

Heart Healthy Nutrition

Zoom Join Scarborough Hannaford Dietitian, Hillary Pride RDN, LD, NASM-CPT, to learn how to fill your cart to protect your heart. We'll take a close look at foods that can help improve your blood pressure, cholesterol, and overall health.

This class will include a demonstration of an easy to put together, heart healthy, delicious recipe.

Instructor: Hillary Pride

Thursday, Nov. 4.

6:30-7:30 pm

FREE





Best Hairstyles, Glasses & Necklines for Your Face Shape

Learn what looks good for your face shape! In this interactive class, you'll identify your face shape then learn the most flattering hairstyles, glasses, and necklines for your features. Experiment with different necklines to find which ones look best on you.

Instructor: Candace Sanborn,
www.radiantimage.me

Tuesday, November 23. 5:30-8 pm

Cost: \$30

Just Write:

An Introduction to Journal Writing

Your journal is a place where you can be exactly who you are. Explore various techniques used in journal writing. Start your own writing process or discover new ways to expand your current journal writing.

Instructor: Jill Braceland of Managing Change

Tuesday, October 5. 6-8 pm

Cost: \$19

Leave a Legacy:

A Memoirs Journal

This class is designed for anyone who wants to record precious memories and family stories to pass onto future generations. This seminar outlines and gives structure to our histories/herstories! Make sure you leave the most important legacy of all-your memories.

Instructor: Jill Braceland of Managing Change

Tuesday, October 12. 6-8 PM

Cost: \$19



Makeup Techniques for Your Features

Do you avoid wearing makeup because you don't like looking "made up"? Come learn easy makeup tips that give you an enhanced, natural appearance! Together with the instructor and classmates, you will identify your face, eye, and lip shapes then learn easy application techniques for your features. Students will need to bring their own makeup to apply during class, along with a small mirror.

Tues, Dec 7. 5:30-8 pm

Cost: \$30.



Why Not Take a Class With Someone You Care About?

Learning together is an opportunity to reconnect, deepen your relationship, and discover something new about your partner or friend and yourself!

8 Enrichment / Music and Arts



Beginner Guitar

A popular class! Absolute beginners and those with a little experience will learn the chords, skills, and techniques needed for a strong foundation for starting their guitar-playing journey. Learn how to strum simple tunes and how to make the most of your practice time. Acoustic guitar and picks required, and an electronic tuner and capo are highly recommended.

Instructor: Ian Weidner. Ian has played the guitar for over 25 years, and he currently teaches individual and group lessons. He has taught at Scarborough Adult Education for eight years.

4 Wednesdays. Starts November 10. 6:30-8 pm
Cost: \$60

Beyond Beginner Guitar

Ready to take it to the next level? Further develop your guitar playing skills and improve your understanding of the guitar fret board. We'll also play blues progressions and rhythms, touch on simple music theory, and begin to improvise and express each student's creativity. Acoustic guitar, capo, and pick required, and an electronic tuner is highly recommended.

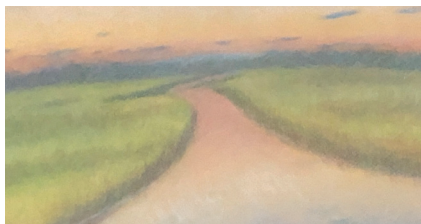
Instructor: Ian Weidner, see bio above.

4 Wednesdays, Nov. 17 (no class Nov. 24) through December 15
6:30-8 pm
Cost: \$60

Pastel Painting

Zoom Students will learn the basic skills of pastel painting, including the layering and blending of colors along with developing composition and value. Still life and landscape photos will be used as references. Mindfulness exercises will accentuate the creative process and allow the inner artist to unfold naturally without judgment or fear. Suitable for beginners as well as those with previous experience. A supply list will be provided when the class is determined to run.

Instructor: Christopher Reed, BA in Visual Arts, Bowdoin College. Painter, exhibitor, and art teacher. www.christopherreed.com
Session 1: Tuesdays-6 weeks. September 21 through October 26. 12:30-2:30 pm
Session 2: Tuesdays-6 weeks. November 2 through December 14. 12:30-2:30 pm
No class November 23
Cost: \$79



Experimental Mixed Media

Zoom This class will provide the opportunity to experiment with a range of different mediums, including watercolor pencils, ink, pastels, charcoal and graphite, all while utilizing various techniques. There will be an emphasis on challenging yourself to explore unfamiliar territory while opening the door to your own unique way of working representationally and/or abstractly. A supply list will be provided when the class is determined to run.

Instructor: Christopher Reed (see bio above)

Session 1: 6 Thursdays-September 23 through 28. 12:30-2:30 pm
Session 2: 6 Thursdays, Nov. 4- Dec. 16 (no class Nov. 11 & 25) 12:30-2:30 pm
Cost: \$79



Sea Glass Window Workshop

Make a sea glass window! You will have sea glass, shells, stones, sand, and driftwood to make a wood-framed 8x10 art piece. Create your own design or use one of the provided templates. You will complete your seaside design in the workshop and will be given a kit and directions to complete and “cure” your piece at home.

Instructor: Lisa Young,
coastalcraftworkshop.com

Session 1: Tuesday, September 28.

5:30-7:30 pm

Session 2: Tuesday, December 14.

5:30-7:30 pm

Cost: \$49 includes materials



Floating Embroidery photo

Create a magical “floating” piece of embroidery! Learn to use basic embroidery stitches on tulle cloth in a 6 inch round embroidery hoop. Make a lovely piece for your home or to give as a gift!

Instructor: Sarah deGrandis, BFA.

Instagram: sjanecraft

Thursday, October 21. 6-8 pm



Modern Punch Needle

Make a modern and fun piece of wall art for your home using the traditional craft of punch needle rug hooking! Learn the basics and tools of punch needle, as well as tips and tricks, ideas on how to finish your piece, and the confidence to start new projects on your own. Choose from a cute cat, floral, mod drop, color block bloom, or modern abstract design. Cost includes materials kit with hoop, punch needle, cloth, yarn, and tip sheet.

Instructor: Sarah deGrandis, BFA.

Instagram: sjanecraft

Tuesday, November 16. 6-8 pm

Cost: \$45 includes materials



**Homemade Decorative
Crafts Make Wonderful
Holiday Gifts!**

**Sign up for a course now:
www.scarborough.maineadulted.org**

Barre Bootcamp

Zoom This low impact workout produces a big burn! Barre combines elements of strength training, Pilates/Yoga, and dance. Small movements and many repetitions tone muscles that you didn't even know you had! Join Instructor Jenna Chase to look and feel your best.

Session 1: Tuesdays, Sept 7-Oct 26

6:15-7 AM

Cost: \$39

Session 2: Tuesdays, Nov 2-Dec 14

6:15-7 AM No class 11/23

Cost: \$29

Equipment needed for class: a chair or countertop to hold onto, light handweights, versa loop, gliding disks for hardwood/smooth floors (or use socks or facecloths), and bender ball (or equivalent).

Cardio, Core & More

Zoom Come sweat with us as you boost your strength and endurance in this total body workout! Using hand weights or household objects will challenge different muscle groups and bring out those feel-good endorphins!

Instructor: Jenna Chase

Session 1: Wednesdays, Sept 8-Oct 27,

6:15-7 PM

Cost: \$39

Session 2: Wednesdays, Nov 3-Dec 15,

6:15-7 PM No class 11/24

Cost: \$29

Equipment needed for class: Hand weights



Sunrise over Scarborough Marsh

Sunrise Circuit

Zoom Start the morning with some movement! This circuit-style class is great for all fitness levels, and works your entire body. All exercises have a modification and progression for tailored results. Get your heart pumping, increase your strength, and work on your core during this 45 minute class.

Session 1: Instructor: Jenna Chase

Session 1: Fridays, Sept 10-Oct 29,

6:15-7 AM

Cost: \$39

Session 2: Fridays, Nov 5-Dec 17

6:15-7 AM No class 11/26

Cost: \$29

Equipment needed for class: Hand weights



Register early and tell your friends about our classes and programs.

Many classes have a minimum required number of participants in order to run, so enroll early and encourage a friend to join you. Mail the registration form at the end of this catalog, or secure your spot online at scarborough.maineadulted.org.

Take One or Both Courses in time for Hallowe'en!



Early Gravestone Symbols & Meanings

Southern Maine's colonial cemeteries are rich with folk art. Beautifully hand-carved gravestones are readily found throughout our region. But what do the gravestone symbols - rising suns, skulls with wings, and pointing fingers - really mean? In this heavily-illustrated presentation, local cemetery historian and author Ron Romano explains the symbolism that can be found in your cemetery walks.

Instructor: Ron Romano,
Cemetery Historian

Wednesday, October 20. 6:30-8 pm

Cost: \$15



Back to the Graveyard

As a follow-up the "Early Gravestone Symbols & Meanings" course, cemetery Ron Romano returns with another highly-illustrated presentation. We'll discuss the difference between a graveyard and a cemetery as we explore the history of burial spaces, meet some of Maine's gravestone makers from the 1800s (with their preferred designs), discuss the evolution and types of materials used for marking graves. We will also look at some interesting epitaphs found on local stones that help tell the stories of those memorialized.

Instructor: Ron Romano, Cemetery Historian
& Author

Wednesday, October 27. 6:30-8 pm

Cost: \$15



A Walk Through Maine's Salt Marshes: Their Ecology and Conservation Zoom

Salt marshes are increasingly recognized as highly valuable places that cushion Maine's coast from the open ocean, sponging up carbon and providing feeding grounds for wildlife. Join us an illustrated "walk" through Maine's salt marshes with a special focus on our state's largest salt marsh, the Scarborough Marsh—its history and ecology. Join in a discussion of conservation and restoration techniques that could allow salt marshes to persist in our environment into the future.

Instructor: Grace Glynn MS,
Wetlands Ecologist

Wednesday, November 3. 6-8 pm

Cost: \$19

Winter Birds:

Their Identification and Feeding

Learn to identify the birds you may find in your yard this winter, as well as how you can help them through our Maine winters with food and water. We will study a variety of birds, including ducks and birds of prey, noting any population shifts. Examples of appropriate feed and feeders will be present for you to review, as well as resource books. Handouts to take home will be provided. Join us for a fun and informative evening!

Instructor: Linda Woodard, Director of
Scarborough Marsh Audubon Center

Thursday, November 18. 6-8 pm

Cost: \$19

Teach With Us!

Do you have a passion, skill, or talent to share?
Our community has requested new classes
in the following areas:

Geology
Seaside Ecology
Foreign Languages
Local History
Sewing and Crafts
Growing Herbs & Gardening

What would you like to learn?

English Language Learner & Academic Instructors
and Volunteer Tutors Needed!

Please contact Catherine Glynn, Enrichment Coordinator
cglynn@scarboroughschools.org
207-730-5040





English Language Learners

Take the classes that fit YOUR schedule at NO COST to you.

Intermediate/Advanced ELL

Zoom. This fun class will help you improve your reading, writing, listening, and speaking skills. Students will need access to a mobile device or computer to attend weekly Zoom class meetings. Outside of the weekly classroom meetings, you will be practicing pronunciation with a language learning program that is individualized to meet your learning needs and goals. Students should have CASAS reading/listening scores of 220 and above.

Instructor: Jennifer Goodine

Days: Mon.

Dates: 9/20-12/20

Time: 6-8 pm

Conversational English

This class will focus on using English in specific settings, focusing on the function or use of the English language for those who have achieved proficiency in ELL classes. You will put your previous coursework to use and interact with other students and guest speakers. This is your chance to use and improve your English language skills! Students pay for required textbook.

Instructor: Mary Klement

Day: Weds, 10/13-11/17 Time: 4-6 pm

Beginner ELL

Are you interested in improving your English skills? Learning English can help you communicate with your child's school, expand your job prospects, and increase your ability to read and speak English. This class will teach basic communication, life skills, and literacy. Contact the office at 730-5040 to arrange CASAS Reading assessment.

Instructor: Rebecca Cote

Day: Weds, 9/22-2/22

Time: 6-8 pm at Southgate, Route 1, Scarborough

Additional Group Zoom meeting:

Day and time TBD

Individualized ELL Tutoring is available by appointment with volunteer tutors.

Cumberland County Regional Hub

Cumberland County Regional Hub Programs partner to offer the following at one or more Adult Education locations:

*College Success Seminar
Math for College
Reading and Writing for College
Career Counseling*



IMPORTANT INFORMATION for Academic Students

Please note that all students who are taking academic classes must register with Adult Education and schedule an Intake Session. Academic students are required to complete an intake to gather important information to assist you to reach your goals. Students are required to the CASAS reading and math assessments as a first step to enrollment in a program of studies. Our funding is dependent upon having correct information in our files and the purpose of intake is to gather as much pertinent information as we can about your educational goals so that we can assist you in reaching those goals. All HiSET students, English Language Learners, CNA, PSS and CRMA students must arrange an intake session. Please call 730-5040 anytime to schedule your intake, or for assistance.

You must meet for an Intake Session before starting a diploma program. All Official Tests are administered in Scarborough by appointment only. Call Director Marianne Doyle at 730-5045.

Were you only a few credits away from earning your high school diploma?

One pathway to completion is to have your high school transcript evaluated to determine if high school credit program of studies is feasible for you.

If you did not earn your high school diploma, taking the HiSET (High School Equivalency Test) earns you an equivalent diploma. You **MUST** be at least 17 years of age and no longer enrolled in high school. There are five sections to the computer-based test: Math, Reading, Writing, Social Studies and Science, and we can help you prepare and successfully pass all five tests. Students are given pre-tests to determine whether or not you are ready to take the actual Official Tests or may need some preparation work. Please bring a MAINE government issued picture identification and social security card to your intake appointment. There is no fee for HiSET testing with a Maine ID. Students must complete official HiSET practice tests prior to HiSET testing.

HiSET Preparation Classes

Online: Students will be given access to HiSET Academy, an online learning platform to prepare you for individual HiSET tests.

Learning Lab for Reading, Writing and Basic Math

Available one night a week for students who prefer in person instruction and want a skills refresher before jumping into official testing.

Instructor: Catherine Glynn

Day: Thurs, Time: 4-6 pm, Starts 9/23

Math II

We will focus on algebra, geometry, data analysis and probability to prepare you for the HiSET math official exam.

Instructor: Christopher Hayworth

Day: Tues, Time: 4-6pm, Starts 9/21



ACADEMY
of MEDICAL PROFESSIONS

Academy of Medical Professions

Get **NATIONALLY CERTIFIED** in portable, high demand jobs through the Academy of Medical Professions. Contact them directly for more information or to register:

www.academyofmedicalprofessions.com, 207-721-0714 or 866-516-8274. **Payment plans available.**

Medical Coding with CPC Certification

This 20 week, in-depth medical coding for CPC certification teaches all aspects of medical coding. Course is taught by a Certified Medical Coder and includes medical terminology, Anatomy and Physiology, CPC exam, AAPC membership, 3 practice CPC tests, and all books. Basic computer skills required.

20 weeks, 88 hours

Thursdays starting October 14, 5:30-8 PM
Cost: \$3750

Clinical Medical Assistant

This 16 week all-inclusive course prepares you for a variety of medical office tasks from administrative to technical and scientific duties. Our program provides a combination of traditional and online teaching, as well as practicals readying you to pass a national exam.

16 weeks, Tuesdays and Thursdays
starting October 12, 5:30-8:30 PM
Cost: \$3200

Phlebotomy with CPT Certification

This 10 week, in-depth class teaches venipuncture and basic point of care testing. The course fee includes national certification, books, resume, and job placement assistance.

10 weeks, Tuesdays & Thursdays
starting October 12, 5:30-9 PM
Cost: \$2500

Medical Office Specialist

This 16 week certification course provides practical, real-world skills for success in the Healthcare field. The course covers medical terminology, medical front office skills, electronic medical records, and medical billing. You will

sit for your CMAA certification exam through the National Healthcare Association. The course fee includes national certification, books, and fees.

16 weeks, Wednesdays starting Oct 13, 6-8 PM
Cost: \$3200

Pharmacy Technician Certificate Program with PTCB National Certification

Work one-on-one with a Pharmacy Technician online to prepare for one of the fastest growing jobs in healthcare today. Learn complete drug information, HIPAA guidelines, and safety procedures. PTCB national certification is included in the class fee.

14 weeks online, asynchronous at your own time.
Cost: \$2050

Medical Transcription Certificate Program

Medical transcription is a popular field for people who like to work from home. This 16 week course includes terminology, formats, and all rules and regulations. This is a state certified program-a certificate of completion and letter of recommendation are provided upon completion of the course.

16 weeks online, asynchronous at your own time-up to 6 months to complete.
Cost: \$2650

Dental Assistant

This is a 10 week certification course, taught by a dentist, that teaches all aspects of dental assisting and gives you the tools necessary to pass a national certification exam. This program includes an opportunity for internships

10 weeks, Mondays, starting October 18, 6-8 PM
Cost: \$2500



Scarborough Adult Learning Center Partners with area healthcare facilities to provide comprehensive, hands-on instruction for healthcare career certifications. Please know that each healthcare facility will provide specific Covid-19 safety and vaccine protocols that students will be required to follow to ensure their own health, and the health of patients. Please call our Adult Education office at 207-730-5040 for an application, and to schedule an interview. The application process includes a CASAS (Comprehensive Adult Assessment System) reading test.

Certified Nursing Assistant (CNA)

Students enrolled in this certificate program complete 180 hours of classroom, laboratory, and clinical experience, which meet all state licensing requirements. Upon successful completion of the course and passage of the State Competency Exam, the student will be eligible to enter the healthcare field under the direction of a licensed nurse. Classroom instruction will be delivered via Zoom. Students will need a tablet or computer for classroom meetings. Laboratory and clinical instruc-

tion will be face to face onsite at Scarborough High School, Piper Shores in Scarborough, and The Cedar's in Portland. Students must be 18 years of age, have a high school equivalency or diploma and have a CASAS reading score of 238 or above. ***Call 730-5040 for an application.***

Instructor: Brenda Faust, RN

Cost: \$1,100

Starts: 9/20.

Classes held Mon/Thurs 3-7pm
and Sat 8am to 12pm

For more information and applications call Director Marianne Doyle at 730-5040 or email mdoyle@scarboroughschools.org

Personal Support Specialist (PSS)

This 60 hour course prepares participants to work in home health care or residential settings. Personal care, communication skills, observing, reporting and documentation are taught. How to provide care safely and deal with emergencies, consumer rights, aging and illness are additional topics covered in the class. This course will be held at Comfort Keepers in Scarborough with an onsite clinical at a local facility. This is a grant funded course provided by Maine Department of Education to Cumberland County Adult Education programs. English Language Learners enrolling should have CASAS Reading scores at Level 5. Please contact our office at 730-5040 for an application.

Instructor: Margaret Gambell, RN

Dates: 10/2-10/28 Days: Tues/Weds/Thurs 5-8 pm and Sat 9-3 pm

Cost: FREE

Certified Residential Medication Assistant (CRMA)

This 40 hour CRMA course includes classroom, with clinical available after successful completion of classroom. All students must complete clinical, either with our instructor or arranged through your facility. Successful students will be certified to administer oral medications to residents in state-licensed assisted living facilities. Certification is valid for two years. Call 730-5040 for application. This class will be held onsite at Westbrook Community Center

Instructor: Christine Cook, RN

Dates 9/30-10/15 Days: Thursday/Friday 3:30-7:30 pm and Sat 10-4 pm

Cost: \$350 & \$100 medication pass



**For more information and applications call Director Marianne Doyle
at 730-5040 or email mdoyle@scarboroughschools.org**



MINEDGE LEARNING

Professional Development Classes / Virtual Learning

Whether you are looking to expand your skill set, earn professional credits, or learn something new, our online professional development courses and certificates pair perfectly with a busy schedule. Courses are self-paced and online, accessible from anywhere and available on mobile.

**For a full listing of available classes visit
catalog.minedge.com/scarborough or
hover your phone camera over this QR code.**



Certificate in Diversity and Inclusion

IACET CEUs: 1.2 (Contact Hrs: 12 hrs)

HRCI Credits: 12 (Type: General: 12)

Access Time: 270 days

Cost: \$239

Developed in accordance with the International Organization for Standardization's guidance on diversity and inclusion for organizations (ISO 30415:2021), the Certificate in Diversity and Inclusion in HR Management provides a foundation for creating a workplace where all employees are respected and appreciated as valuable members of the organization, are able to participate in work-related opportunities, can follow ca-



reer paths that use their skills and knowledge to the fullest, and receive fair compensation. Courses explain how diverse and inclusive workplaces are more productive, innovative, creative, and profitable, and that fostering an inclusive culture produces higher employee engagement, satisfaction, and retention rates. The certificate explores the responsibilities of leaders, the workforce, and other stakeholders in recognizing diversity, working and communicating inclusively, reducing unconscious biases, acting accountably, and assessing diversity and inclusion initiatives using qualitative and quantitative methods.

Certificate in Computer Skills for the Office

PMI PDUs: 6

Leadership PDUs: 1.75

Technical PM PDUs: 4.25

IACET CEUs: 1.8 (Contact Hrs: 18 hrs)

SHRM PDCs: 18

98%

Access Time: 365 days

Cost: \$299

Bring your Office skills to a whole new level by diving into a suite set of powerful courses. Excel with Excel, and move from the basics to an advanced level. Employ all of your newly-learned tips and tricks to unlock new dimensions from your data. Expand your presentation prowess, with courses that deliver on the functional basics of the PowerPoint application while boosting your visual design skill-set. Watch well-crafted video tutorials while reinforcing your learning with built-in knowledge checks, interactive exercises, and interactive games. Upon successful completion of this certificate program, you can download and print a Certificate of Completion And with this special pricing, you'll get the Excel Basics course free and a cumulative discount of 38%, versus buying each course separately.

Certificate in Agile Project Management

PMI PDUs: 29

Leadership PDUs: 11.5

Strategic & Business Management PDUs: 7

Technical PM PDUs: 10.5

IACET CEUs: 2.9 (Contact Hrs: 32 hrs) ACE Credits: 2

Access Time: 365 days

Cost: \$695

This online course introduces learners to Agile methods of project management. Beginning with an introduction to the core philosophy of Agile and the basic structure of an Agile project, the following modules address specific challenges that may be encountered by teams using Agile, best practices for integrating Agile methods into Waterfall environments, and the principles of Scrum, one of several specialized Agile methods. The self-paced course offers

an assortment of interactive exercises, videos, selected readings, case studies, and self-assessments that engage students and provide opportunities to practice their project management skills in an Agile context.

Topics covered in the course:

- Introduction to Agile
- Principles of Scrum
- Challenges for Agile Teams
- Integrating Agile into a Waterfall Environment

Certificate in Small Business Management

PMI PDUs: 22

Leadership PDUs: 9.75

Strategic & Business

Management PDUs: 7.25

Technical PM PDUs: 5I

ACET CEUs: 3 (Contact Hrs: 30 hrs)

HRCI Credits: 30

(Type: Specified-Strategic Business: 21

General: 9)

SHRM PDCs: 30

Access Time: 365 days

Cost: \$499

Owning or managing a small business has a lot of benefits. Small business owners may have the freedom to control their schedules, be able to focus on work that they find fulfilling, and find opportunities to positively impact their communities. But in addition to benefits like these, small business management brings with it some unique challenges. Owners of small businesses often play many roles and must have a wide body of knowledge. In a single day, a small business owner may be required to do any number of varied tasks, like approve a project plan budget, train a new employee, and develop a marketing campaign. This certificate will provide students with a fundamental understanding of the most critical areas in small business management.





Certificate in Entrepreneurship

IACET CEUs: 2.5 (Contact Hrs: 25 hrs)

HRCI Credits: 25

(Type: Specified-Strategic Business: 15,
General: 10)

SHRM PDCs: 25

Access Time: 365 days

Cost: \$599

This online certificate program introduces key issues in entrepreneurship for those looking to start a business on their own. What does it take to build and grow a business from scratch? What personal characteristics are shared by successful entrepreneurs? What types of resources are available to budding entrepreneurs, and where can you find them? Learners who complete this program will have the answers to those questions and others that are essential to the success of their businesses.

Certificate in Cybersecurity

PMI PDUs: 40

Leadership PDUs: 5

Strategic & Business Management PDUs: 11.5

Technical PM PDUs: 23.5

IACET CEUs: 4 (Contact Hours: 40 hours)

HRCI Credits: 40 (Type: Specified - Strategic
Business: 40)

SHRM PDCs: 35

Access Time: 365 days

Cost: \$499

Cybersecurity, also known as Information Security, is the protection of data and personally identifiable information from malicious attacks, theft, and destruction. Failures of cybersecurity policies, both in large corporations and governmental agencies, have earned significant visibility and negative publicity in recent months and years. As the amount of data being stored continues to increase, and as hackers become more sophisticated, the need for cybersecurity is greater than ever.

Certificate in

Human Resource Management

PMI PDUs: 6

Leadership PDUs: 1.75

Strategic & Business Management PDUs: 3

Technical PM PDUs: 1.251

ACET CEUs: 2.1 (Contact Hours: 21 hours)

HRCI Credits: 21 (Type: General: 18,

Specified - Strategic Business: 3)

SHRM PDCs: 19.5

Access Time: 365 days

Cost: \$399

An effective human resource management strategy is a valuable asset to any company, but those running small businesses often cannot justify designating a full-time HR professional to manage employee relations, compensation, policy-making, performance management, and employee appraisals. This suite of courses will teach you the basics of managing the benefits and policies that support an effective staff. What does an employer need to know about anti-discrimination regulations? What are the key aspects of pay policies? How can employers avoid the traps of the employee selection process? In this suite of courses, you will discover the answers to these and other important questions. Each 3 to 5 hour, self-paced course offers an assortment of interactive exercises, videos, selected readings, case studies, and self-assessments that will engage you and structure your learning about human resource management. Upon successful completion, you can download a printable certificate of completion for this online course suite. This certificate has no textbooks or prerequisites.





HR Hot Topics Bundle

PMI PDUs:3

Leadership PDUs: 2.5

Strategic & Business Management PDUs: 1.5

Technical PM PDUs: 0.5I

ACET CEUs: 1.5 (Contact Hours: 15 hours)

HRCI Credits: 15

(Type: General: 13.5, Specified - Strategic Business: 1.5)

SHRM PDCs: 15

Access Time: 365 days

Cost: \$259

To keep pace with changing business environments, new technologies, and current employee needs, human resources professionals must have a thorough understanding of the topics and issues shaping today's workplace. This series of courses addresses a range of key issues, "hot topics," and trends, including in-demand benefits, flexible work arrangements, and inclusive workplaces. Creating a safe, collaborative workplace where employees feel welcome and supported requires human resources professionals to face some difficult issues and challenges. In this bundle of courses, you'll learn about current issues your employees may be facing and best practices for promoting employee well-being. With a deeper understanding of potential issues that may arise, you'll be better equipped to provide guidance, policies, and resources to help employees thrive.

Excel Tips and Tricks

Estimated length: 3 hours

Access time: 90 days

.3 CEUs

Cost: \$79

This course features 25 of the most popular Excel tip and tricks for both novice and advanced Excel users. In this course, you will learn time-saving techniques to boost efficiency, increase productivity and workflow, and improve and advance your skills.

**For a full listing of
available classes visit
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22 Program Information

Visit Us Online

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Questions?

Email: adulted@scarboroughschools.org

Contact Us

Catherine Glynn, Program Assistant

Phone: 207-730-5040

cglynn@scarboroughschools.org

Mailing Address

Scarborough Adult Learning Center
Scarborough High School, Room A100
11 Municipal Drive
Scarborough, ME 04074

Office Hours

Tuesday-Thursday 12-8 pm

Closed school vacations, holidays, and most snow days

Payment Options

Online at scarborough.maineadulted.org or by mail. Check or money orders payable to "Scarborough Adult Learning Center." Payment must be made at the time of registration, thank you.

Insufficient Enrollment or Cancellations

Courses that do not attract the required minimum number of students are cancelled. On rare occasion, a course is cancelled or re-scheduled for other essential reasons. In either circumstance, students are notified and refunded 100%.

Refunds:

MindEdge registrations are directly with MindEdge online at catalog.mindedge.com/scarborough. MindEdge refunds are not given to students after 5 days of access and/or completing 10% of any course.

Scarborough Adult Learning Center:

100% refund if we cancel a course or if a student withdraws 7 days before the first class.
75% tuition refund if Adult Education office is notified of student withdrawal before second class.

School Closing Policy

If Scarborough schools are closed the Scarborough Adult Learning Center is closed.

Find Your Class Location at Scarborough High

Courses are held at Scarborough High School unless otherwise indicated. Welcome signs are posted the high school entrance, and they will guide you to your assigned classroom. Restrooms are available in the school lobby.

Thank You

The Scarborough Adult Learning Center extends a big Thank You to all of our instructors for facilitating the pursuit of lifelong learning within our community! Special thanks go out to Scarborough Public Schools and the Town of Scarborough including Central Office, Administrative, Support, and Custodial staff for their support of the community's Adult Education program.



Scarborough Adult Learning Center Registration Form

**Mail completed
registration form to:**
Scarborough Adult Learning Center
11 Municipal Drive
Scarborough, ME 04074
207-730-5040

Name _____

Address _____ City _____ Zip _____

Home Phone _____ Other Phone _____

Email Address _____

COURSE NAME	DATE	FEE
1.		
2.		
3.		
Total Fee: \$ _____		
See payment options on page 22 or make check payable to Scarborough Adult Learning Center.		



The Maine Adult Education Association is a nonprofit organization representing adult education programs, professionals and volunteers in Maine since 1965. It is a professional organization that advocates for adult education locally, statewide, and nationally and supports its members in order to meet the educational needs of Maine's adults.



Scarborough Public Schools
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Next class starts September 20! See page 16.

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