



Application  
Deadline  
Extended to  
Feb. 24th

## Adult Education Basics Program for CSEA Capital Region 4

*for CSEA-represented NYS employees*

### Course Topics & Dates:

- English for Speakers of Other Languages (ESOL)  
Wednesdays: March 28; April 4, 11, 18, 25; May 2, 9, 16, 23, 30; June 6, 13, 20 & 27, 2012
- General Educational Development (GED)  
Thursdays: March 29; April 5, 12, 19, 26; May 3, 10, 17, 24, 31; June 7, 14, 21 & 28, 2012
- Introduction to Math  
Tuesdays: March 27; April 3, 10, 17, 24; May 1, 8, 15, 22, 29; June 5, 12, 19 & 26, 2012
- Introduction to Writing  
Wednesdays: March 28; April 4, 11, 18, 25; May 2, 9, 16, 23, 30; June 6, 13, 20 & 27, 2012
- Reading, Writing, and Math: A Skills Refresher  
Fridays: March 30; April 6, 13, 20, 27; May 4, 11, 18, 25; June 1, 8, 15, 22 & 29, 2012

Each course will be held one day a week for 14 weeks. See reverse side for course descriptions.

Participants must receive their supervisor's approval to attend courses.  
Courses will be held from 9:00 a.m. to 4:30 p.m. at training locations in the Albany area  
(see application form for more details).

*For more information, contact:*

Ms. Gary Bartolina • NYS & CSEA Partnership for Education and Training  
Corporate Plaza East • 240 Washington Ave. Ext. • Albany, NY 12203  
Phone: 518-486-7814 • Fax: 518-486-1989  
bartolinag@nyscseapartnership.org



# Adult Education Basics Course Descriptions

## **English for Speakers of Other Languages (ESOL)**

This course is for employees whose first language is not English. It covers reading, writing, speaking, listening, and other methods of communication. Participants will develop a work-related vocabulary and distinguish different types of verbal and non-verbal communication used in the United States.

## **General Educational Development (GED)**

This course is for employees who need to improve their basic reading, writing, and math skills and enhance their knowledge and understanding of science and social studies. This general education immersion course can be used towards the GED exam and help prepare participants for college level courses.

## **Introduction to Math**

This course helps employees refresh their basic math skills and learn useful computation techniques. Participants will overcome their “math anxiety,” increase calculation speed, and perform basic math functions using decimals, fractions, and percents. Learning to solve problems using addition, subtraction, multiplication, and division will also be covered.

## **Introduction to Writing**

This course provides a basic review of English grammar and how to use it correctly in everyday writing. Participants will recognize and apply the basic rules of grammar and punctuation, distinguish between a sentence, a phrase, and a clause, and construct sentences and paragraphs that are clear and concise.

## **Reading, Writing, and Math: A Skills Refresher**

This course helps employees refresh their reading, writing, and math skills. Participants will practice reading to improve their understanding of written materials, recognize and apply the basic rules of grammar and punctuation, and perform basic math calculations using decimals, fractions, and percents.

