



Adult Education Basics Regional Program

CSEA Metropolitan Region 2 - Spring 2018

Reading Comprehension

(SLMS Class Code: P_AEB_R2_4342)

Tuesdays: March 13, 20; April 3, 10, 17, 24; May 1, 8, 15, 22, 29; June 5 & 12, 2018

This course helps employees enhance their ability to comprehend and interpret written materials, gain an overview of text before reading, and utilize their prior knowledge to improve their understanding of written text.

Essentials of Writing

(SLMS Class Code: P_AEB_R2_4343)

Wednesdays: March 14, 21; April 4, 11, 18, 25; May 2, 9, 16, 23, 30; June 6 & 13, 2018

This course introduces employees to the steps of creating, developing, and revising their writing based on personal experiences, observations, and reactions to a variety of reading selections.

Enhance Your Skills: Reading, Writing, and Math Basics

(SLMS Class Code: P_AEB_R2_4344)

Thursdays: March 15, 22; April 5, 12, 19, 26; May 3, 10, 17, 24, 31; June 7 & 14, 2018

This course helps employees refresh their reading, writing, and math skills. Participants will practice reading, recognize the basic rules of grammar and punctuation, and perform basic math functions.

English for Speakers of Other Languages

(SLMS Class Code: P_AEB_R2_4346)

Fridays: March 16, 23, 30; April 6, 13, 20, 27; May 4, 11, 18, 25; June 1, 8 & 15, 2018

This course covers reading, writing, speaking, listening, and other methods of communication for employees whose first language is not English.

APPLICATION DEADLINE: February 14, 2017

- ✓ Each course will be held one day per week for 13 or 14 weeks from 9:00 a.m. to 4:30 p.m. at the Consortium for Worker Education, 83 Maiden Lane, New York, NY 10038 which is conveniently located near the Fulton Center which serves passengers of the 2, 3, 4, 5, A, C, J, and Z lines.
- ✓ All participants must attend a one-day *Learning for a Lifetime* orientation and skills assessment on February 27 or February 28, 2017.

For more information, contact: Ms. Gary Bartolina Campbell • (518) 486-7814 • gary.campbell@nyscseapartnership.org

Enroll through SLMS or by using the application form on the reverse side.

Completed application forms must be returned to the Partnership by **February 14, 2017**



Corporate Plaza East – Suite 502
240 Washington Avenue Ext.
Albany, New York 12203
www.nyscseapartnership.org
Phone: (800) 253-4332
Fax: (518) 486-1989

**Adult Education Basics Regional Program
CSEA Metropolitan Region 2 – Spring 2017**

Employee Application Form

| | | |
|---|---|------------------------|
| Employee Name (Please print clearly): | | |
| <p>New York State Government Employees, please provide your employee identification number (NYS EMPLID is 9 characters long, begins with "N," and can be found on your paystub, located to the left of "Pay Rate")</p> <p>NYS EMPLID: N _____</p> <p>CSEA-represented Employees in Local Government, School Districts, State Authorities, or Private Sector, please provide your CSEA ID (CSEA ID is 10 characters long and can be found on your CSEA membership ID card)</p> <p>CSEA ID: _____</p> | | |
| Job Title: | Agency/Facility: | |
| Email Address (work): | Email Address (home): | |
| <p>Negotiating Unit for NYS Government Employees (circle one): 02/ASU 03/OSU 04/ISU 47/DMNA</p> <p align="center">– OR –</p> <p>CSEA-represented Employees in Local Government, School Districts, State Authorities, or Private Sector (circle NS): NS = Non-state CSEA-represented</p> | | |
| Daytime Phone: () _____ | | |
| <p>Please note: If you are attending classes on your official pass day, you are not required to obtain your supervisor's approval.</p> <p><input type="checkbox"/> Classes are held on my official pass day. Therefore, no supervisory approval is required.</p> <p>Reasonable Accommodation: <input type="checkbox"/> Yes, I require a reasonable accommodation to participate in this course. Please contact me for further information.</p> | | |
| SUPERVISOR'S APPROVAL | | |
| <p>I agree to grant the above employee the release time, without charge to leave credits, to attend the entire 13-week course.</p> <p>NOTE: All Adult Education Basics courses are held in a multi-skill level classroom environment. It may benefit participants to take a course more than once or take additional courses. The Partnership will notify participants when they test out of a course.</p> | | |
| Supervisor's Name and Job Title (Print or Type) | | Supervisor's Signature |
| Supervisor's Email | Supervisor's Phone Number | Date |
| <p>All courses below will be held one day per week for 13 or 14 weeks. Courses will be held from 9:00 a.m. to 4:30 p.m. at the Consortium for Worker Education, 83 Maiden Lane, New York, NY 10038. All participants must attend a one-day <i>Learning for a Lifetime</i> orientation and skills assessment on February 27 or February 28, 2018.</p> | | |
| COURSE TITLES | COURSE DATES (Participants must commit to attend <u>all</u> 13 or 14 classes) | |
| <input type="checkbox"/> Reading Foundation Skills | Tuesdays: March 13, 20; April 3, 10, 17, 24; May 1, 8, 15, 22, 29; June 5 & 12, 2018 | |
| <input type="checkbox"/> Essentials of Writing | Wednesdays: March 14, 21; April 4, 11, 18, 25; May 2, 9, 16, 23, 30; June 6 & 13, 2018 | |
| <input type="checkbox"/> Enhance Your Skills: Reading, Writing, and Math Basics | Thursdays: March 15, 22; April 5, 12, 19, 26; May 3, 10, 17, 24, 31; June 7 & 14, 2018 | |
| <input type="checkbox"/> English for Speakers of Other Languages | Fridays: March 16, 23, 30; April 6, 13, 20, 27; May 4, 11, 18, 25; June 1, 8 & 15, 2018 | |
| <p>Please fax application to (518) 486-1989 or mail to: NYS & CSEA Partnership • Corporate Plaza East – Suite 502 • 240 Washington Ave. Ext. • Albany, NY 12203</p> | | |