

Adult Education Basics Regional Program

CSEA Capital Region 4 - Spring 2018

English for Speakers of Other Languages

(SLMS Class Code: P_AEB_R4_4329)

Tuesdays: March 6, 13, 20, 27; April 3, 17, 24; May 1, 8, 15, 22, 29; June 5 & 12, 2018

CSEA WORK Institute • 1 Lear Jet Lane • Latham, NY 12110

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

Reading Comprehension

(SLMS Class Code: P_AEB_R4_4330)

Wednesdays: March 7, 14, 21, 28; April 4, 25; May 2, 9, 16, 23, 30; June 6 & 13, 2018

NYS DOCCS Training Academy • 1134 New Scotland Road • Albany, NY 12208

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_R4_4331)

Thursdays: March 8, 15, 22, 29; April 5, 26; May 3, 10, 17, 24, 31; June 7 & 14, 2018

NYS DOCCS Training Academy • 1134 New Scotland Road • Albany, NY 12208

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_R4_4366)

Fridays: March 9, 16, 23, 30; April 6, 27; May 4, 11, 18, 25; June 1, 8 & 15, 2018

Capital District DDSO • 500 Balltown Road • Schenectady, NY 12304

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.

Each course will be held from 9:00 a.m. to 4:30 p.m. All participants must attend a one-day *Learning for a Lifetime* orientation and skills assessment on February 21 or February 22, 2018.

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, 2018**



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 Capital Region 4 – Spring 2018
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		
I agree to grant the above employee the release time, without charge to leave credits, to attend the entire 13- or 14-week course.		
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.		
Supervisor's Name and Job Title (Print or Type)		Supervisor's Signature
Supervisor's Email	Supervisor's Phone Number	Date
All courses will be held one day per week for 13 weeks (except for the English for Speakers of Other Languages course which is 14 weeks in duration) from 9:00 a.m. to 4:30 p.m. All participants must attend a one-day <i>Learning for a Lifetime</i> orientation and skills assessment on February 21 or February 22, 2018.		
COURSE TITLES	COURSE DATES (Participants must commit to attend <u>all</u> 13 or 14 classes)	
<input type="checkbox"/> English for Speakers of Other Languages	Tuesdays: March 6, 13, 20, 27; April 3, 17, 24; May 1, 8, 15, 22, 29; June 5 & 12, 2018	
<input type="checkbox"/> Reading Comprehension	Wednesdays: March 7, 14, 21, 28; April 4, 25; May 2, 9, 16, 23, 30; June 6 & 13, 2018	
<input type="checkbox"/> Essentials of Writing	Thursdays: March 8, 15, 22, 29; April 5, 26; May 3, 10, 17, 24, 31; June 7 & 14, 2018	
<input type="checkbox"/> Enhance Your Skills: Reading, Writing, and Math Basics	Fridays: March 9, 16, 23, 30; April 6, 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>		