

Adult Education Basics Program

Statewide Spring 2021 - Online Courses

**Your Success is
Our Success.**

**Application Deadline:
January 15, 2021**

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



Math Refresher 1

SLMS Class Code: P_AEB_R7_5222 • Tuesdays & Thursdays

(Three-hour commitment each day from course participants and supervisors)

February 23, 25; March 2, 4, 9, 11, 16, 18, 23, 25, 30 & April 1, 2021 *

Instructor led online course: 9:30 a.m. - 11:00 a.m.

Online group discussion: 11:00 a.m. - 12:30 p.m.

This course is a refresher of fundamental math topics such as whole numbers, fractions, algebraic expressions, and word problems. Participants will also examine small data sets for mean, median, and mode, and interpret simple graphs.



Effective Reading Skills 1

SLMS Class Code: P_AEB_R7_5223 • Tuesdays & Thursdays

(Three-hour commitment each day from course participants and supervisors)

April 20, 22, 27, 29; May 3, 5, 10, 12, 17, 19, 24 & 26, 2021*

Instructor led online course: 9:30 a.m. - 11:00 a.m.

Online group discussion: 11:00 a.m. - 12:30 p.m.

Participants will explore techniques such as skimming, scanning, learning the roots of words, and asking meaningful questions to better understand chosen passages.

NOTE: *There will be a mandatory two-hour Pre & Post TABE (Test for Adult Basic Education) skill assessment scheduled with each student by appointment the weeks of February 8th (Math Refresher 1) and April 12th (Effective Reading Skills 1).

The instructor will hold office hours every Wednesday while classes are in session for those students who require extra help or have any concerns. It is the responsibility of the students to make appointments for this confidential assistance on their own time.

For more information, contact:

Ms. Gary Bartolina Campbell • (518) 486-7814 • gary.campbell@nyscseapartnership.org

EMPLOYEE APPLICATION FORM

Please print or type

Employee Name (Please print clearly):

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")

NYS EMPLID: N _____

Local Government, School Districts, State Authorities, or Private Sector CSEA-represented Employees: Please provide your CSEA ID (the CSEA ID is 10 characters long and can be found on your CSEA membership ID card)

CSEA ID: _____

Job Title: _____ **Agency:** _____

Email Address (work): _____ **Email Address (personal):** _____

Negotiating Unit for NYS Government Employees (circle one): 02/ASU 03/OSU 04/ISU 47/DMNA

– OR –

CSEA-represented Employees in Local Government, School Districts, State Authorities, or Private Sector (circle NS):

NS = Non-state CSEA-represented

Best Phone Number to Reach You: () **Can we text this number? Yes No**

Please note: If you are attending classes on your official pass day, you are not required to obtain your supervisor's approval.

Classes are held on my official pass day. Therefore, no supervisory approval is required.

Reasonable Accommodation: Yes, I require a reasonable accommodation to participate in this course. Please contact me for further information.

SUPERVISOR'S APPROVAL

I agree to grant the above employee the release time, without charge to leave credits, to attend the entire 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)	Supervisor's Signature	
Supervisor's Email	Supervisor's Phone Number	Date

NOTE: Make up dates have been scheduled for April 6 and May 31, 2021 (if needed). You will be advised by email of any changes on the schedule listed below.

COURSE INFORMATION

COURSE TITLES	COURSE DATES (Participants must commit to attend all classes)
<input type="checkbox"/> PRE-TABE (Test for Adult Basic Education Skills; 2 hours)	To be scheduled by appointment with students the week of of February 8th (Math Refresher 1) or April 12th (Effective Reading Skills 1), 2021
<input type="checkbox"/> POST-TABE (Test for Adult Basic Education Skills; 2 hours)	To be scheduled by appointment with students the week of April 5th (Math Refresher 1) or June 6th (Effective Reading Skills 1), 2021
<input type="checkbox"/> Introduction to Canvas Webinar (2 hours) <input type="checkbox"/> Canvas Review Webinar (1 hour)	January 27, 2021 from 10:00 a.m. to 12:00 p.m. February 17, 2021 from 10:00 a.m. to 11:00 a.m.
<input type="checkbox"/> Math Refresher 1 (12 days, 3 hours per day)	February 23, 25; March 2, 4, 9, 11, 16, 18, 23, 25, 30 & April 1, 2021 (Tuesdays & Thursdays)
<input type="checkbox"/> Effective Reading Skills 1 (12 days, 3 hours per day)	April 20, 22, 27, 29; May 3, 5, 10, 12, 17, 19, 24 & 26, 2021 (Tuesdays & Thursdays)

PLEASE FAX APPLICATION TO (518) 473-0056 OR EMAIL TO: learning@nyscseapartnership.org