

**NYS  
& CSEA**  
**Partnership**  
*for Education and Training*



Giving you the power to understand,  
communicate, and achieve

# Adult Education Basics

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# Adult Education Basics

The Adult Education Basics (AEB) Program is designed to help CSEA-represented New York State employees improve their current knowledge, develop new skills to improve work performance, cultivate confidence, and enhance life skills. This Program is available through AEB Regional Programs, the *Skills for Success* catalog, and through Worksite Training Requests.

Participants receive a pre-assessment of their basic reading, writing, language, and math skills as part of a required workshop called *Learning for a Lifetime*. Based on the results of the assessment, they are placed into a 13-day AEB course.

**NOTE:** All AEB 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 the program.

## Eligibility

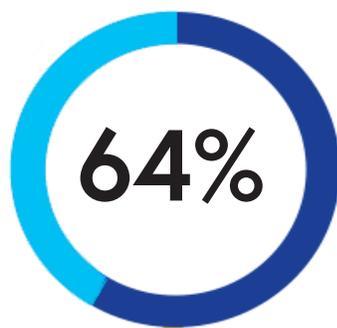
CSEA-represented NYS employees in the Administrative Services, Operational Services, Institutional Services, or Division of Military and Naval Affairs bargaining units are eligible. Employees in other negotiating units may be considered on a space available basis. To participate in the program, employees must obtain supervisory approval and be granted release time to attend the full program without charge to leave credits. Employees attending classes on their official pass day are not required to obtain supervisory approval. Participants will receive a confirmation email two weeks before classes start.

## Time Frames

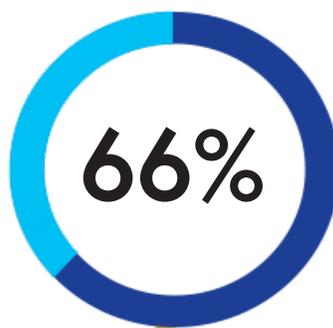
AEB Regional Programs are held during the fall/winter (September through December) and spring (March through June) semesters. AEB Courses are also offered through the *Skills for Success* catalog. Worksite training requests are scheduled at the agency's convenience.

## Program Outcomes

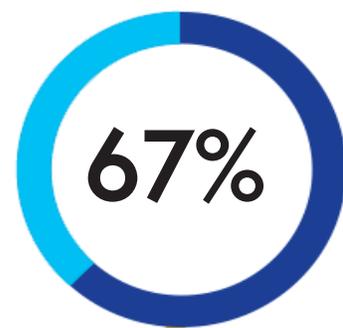
Since 2011, 82% of participants in AEB programs increased their reading, math, and writing skills by one grade level in only 13 weeks! Thirty-one percent of participants increased their skills by two or more grades within the same period. The following outcomes were reported by supervisors:



overall improvement  
in their employees'  
job performance



improvement in  
employee morale



increase in employees'  
reading comprehension



### Certificates and Post-Test Scores

Participants who successfully complete the program are awarded a certificate of achievement, in addition to their post-assessment scores.



### Cost

AEB courses are available at no cost to employees or agencies. Employee reimbursement for travel, meals, and parking expenses is at the discretion of their agency.



### For more information contact

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Email: gary.campbell@nyscseapartnership.org

## What's In It For You?

| CSEA-represented NYS Employees  | NYS Agencies and Facilities  |
|---|--|
| <ul style="list-style-type: none"> <li>• Improve verbal and written communications</li> <li>• Perform current job better</li> <li>• Advance educational skills</li> <li>• Enhance quality of work life</li> <li>• Acquire new and useful knowledge</li> <li>• Build self-esteem and confidence</li> <li>• Set goals for the future</li> </ul> | <ul style="list-style-type: none"> <li>• Develop a more articulate and skilled workforce</li> <li>• Link training to organizational effectiveness</li> <li>• Improve staff performance</li> <li>• Increase employee motivation</li> <li>• Help employees better understand job duties and tasks</li> </ul> |

## What CSEA Leaders, Supervisors, and Employees Are Saying About the AEB Program



"The Adult Education courses – math, reading, writing, focus on pronunciation, and many other Partnership courses have helped me in my growth as an employee at the State Insurance Fund and as a union activist. I would encourage other employees to take advantage of these learning opportunities available to them through the Partnership."

**Delphine Moultrie, CSEA Local President, Statewide CSEA Secretary & Region 2 Education Committee Chair**



"The Adult Education Basics Program is a great benefit to our CSEA members because it helps them enhance their basic reading, writing, and math skills. Employees that have taken AEB courses have shown not only improvement in their daily tasks, but also in their confidence and performance."

**Wilfredo Hernandez, Spanish Language Supervisor, NYS Department of Taxation and Finance**



"Having received my college degree, I would have never thought I would have needed to 'brush up' on my reading comprehension skills but I DID -- and the class and Ms. Regina were helpful and a confidence booster! Thank you Ms. Gary at the Partnership!"

**Alyce Arniotes, Participant, NYS Department of Corrections and Community Supervision**

# 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.

## Enhance Your Skills: Reading, Writing, and Math Basics



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 various styles of writing, and perform basic math calculations using decimals, fractions, and percents.

## Essentials of Writing



This course introduces participants to the processes of creating, developing, and revising their writing based on personal experiences, observations, and reactions to a variety of reading selections. Participants share and revise their writing with assistance from their peers as well as the instructor.

## Fundamental Math Skills



This course helps employees develop fundamental problem-solving skills through the study of basic math functions. Participants will practice this by working on decimals, fractions, and percents.

## Reading Comprehension



This course helps employees increase their ability to comprehend and interpret a variety of written materials. Participants will discover ways to increase their vocabulary, speed, comprehension, and reading retention levels.

## Test Assessing Secondary Completion (TASC) Preparation



This course prepares participants to take the "new" high school equivalency test. Participants will take a series of practice tests to assess their knowledge in reading, writing, mathematics, science, and social studies, while learning tips for reducing anxiety on the day of their TASC test.

### Workforce Development Competencies Key Index



Communication and Interpersonal Relations



Critical Thinking and Problem Solving



Professionalism and Self- Management



Reading and Locating Information