



SKILLS FOR SUCCESS
Spring 2025

English for Speakers of Other Languages 1



CSEA Capital Region 4

Requirement: One day per week for six weeks. Attendance is required all days with your supervisor's approval.

This course is free and open to CSEA-represented NYS employees. Other CSEA-represented employees may enroll as space permits.

In this class, you will practice reading, writing, speaking, and listening in the English language with a focus on your role as an employee, community member, family member, and citizen. You should have a basic understanding of the English language. The first class includes a mandatory skills evaluation.

By the end of the class, you will be able to:

- Define and apply new vocabulary words.
- Identify and use community resources necessary for daily living.
- Communicate basic needs at work and in the community.
- Complete basic forms; interpret maps, schedules, simple charts, and graphs.

Course Details

Harriman State Office Campus - Albany

1220 Washington Ave., Bldg. 5, Albany, NY 12226

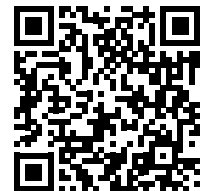
Wednesdays | 9:00 a.m. - 4:30 p.m.

February 26; March 5, 12, 19, 26 & April 2, 2025

Alternate snow date: April 9, 2025

SLMS Class Code: P_OE_R4_6063

Enroll through the Statewide Learning Management System (SLMS) or use our application form.



For more information, contact:

Sara LaFountain-Bagrow • (518) 473-0053 • learning@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 (check one): 02/ASU 03/OSU 04/ISU 47/DMNA
– OR –

CSEA-represented Employees in Local Government, School Districts, State Authorities, or Private Sector (check 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

Supervisor's Signature

Supervisor's Email

Supervisor's Phone Number

Date

COURSE INFORMATION

COURSE TITLES

COURSE DATES (Participants must commit to attend all classes)

**English for Speakers
of Other Languages 1**

Each class is 7.5 hours.

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TWO WAYS TO ENROLL:

1. Enroll through the [Statewide Learning Management System \(SLMS\)](#) OR
2. Enroll with this application. Fax: (518) 473-0056 OR Email: learning@nyscseapartnership.org