



Adult Education Basics
Fall 2023

Enhance Your Skills: Reading, Writing, and Math Basics

CSEA Capital Region 4

Requirement: Full day in-person commitment for each class 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.

Refresh your reading, writing, and math skills. You'll discover ways to create, develop, and revise your writing based on personal experiences, observations, and reactions to a variety of reading selections. This course provides a review of foundational math functions such as addition, subtraction, multiplication, and division and offers opportunities to practice working with various number forms.

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

- Read and discuss various written works
- Practice writing using various styles, sentence types, and paragraph structures
- Gain knowledge about basic math principles and processes

Course Details

NYS & CSEA Partnership - Albany

Tuesdays | 9 a.m.-4:30 p.m.

September 19, 26; October 3, 10, 17, 24, 31; November 7, 14, 21, 28; December 5, 12, 2023

SLMS Class Code: P_OE_R4_5698

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



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 (Print)

Supervisor's Signature

Supervisor's Email

Supervisor's Phone Number

Date

COURSE INFORMATION

COURSE TITLES

COURSE DATES (Participants must commit to attend all classes)

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