



ADULT EDUCATION BASICS Spring 2024



Math Refresher 1

Online Course

Requirement: Participants must commit to attend all classes.

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

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

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

- Perform basic math calculations with whole numbers and fractions.
- Round values to simplify mental calculations and estimate a value.
- Use the order of operations to solve word problems and algebraic expressions.
- Calculate the mean, median, and mode of a small dataset.
- Interpret bar graphs and pie charts.

Students can request extra help by appointment.

Course Details

Each online class is three hours.

Tuesdays & Thursdays | 9:30 a.m. - 12:30 p.m.

March 5, 7, 12, 14, 19, 21, 26, 28; April 2, 4, 9 & 11, 2024

An optional orientation will be held the week prior to the start of class to explain the online learning platform, Canvas.

SLMS Code: P_AEB_R9_5830

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)

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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