

New Milford Adult Education

Fall 2022

**Adult High School and English as a Second Language
(ESL) Learning Opportunities**

A community of lifelong learners, responsible global citizens and
champions of our own success!



<https://www.newmilfordps.org/adulteducation>

**388 Danbury Road
New Milford, CT 06776
860-350-6647 x 1170
adulted@newmilfordps.org**

Due to the ever-evolving nature of COVID-19, New Milford Adult Education will continuously monitor the local landscape. Safety precautions are in place to ensure the health and safety of all our students and staff. We are excited to have in person learning for our mandated programs! Everyone entering the building may wear a face mask, covering both nose and mouth. See the New Milford Public School website for the latest district plan for details as per state and federal guidelines.

As of this printing COVID continues to be active and as we face the uncertainty of the aftermath of the fire we are once again, placing Enrichment programming on hiatus. We hope to be able to resume programs in the near future when conditions allow.

Eligibility for All Enrichment Programs

Enrichment classes are open to adults age 18 and over unless otherwise stated as in family programs. Residents of other districts are welcome with no additional out-of-district fee.

Eligibility for All Academic Programs

Students enrolling in these free classes must be residents of New Milford or Region 12, be at least 17 years of age, and do not have a United States high school diploma.

Statement of Nondiscrimination

New Milford Adult Education is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or Federal nondiscrimination laws.

Statement of Accommodation

All activities offered by New Milford are held in accessible locations. Accommodations for individuals with disability are available upon request.

Disabilities Contact Persons, Christine Martin and Elaine Donahue, 860-350-6647 X1170.

GED® Test Accommodation

Accommodations for the GED® test are available for qualified individuals with a disability. For more information, contact GED® Registrar Christine Martin, 860-350-6647 x 1170 or you may contact Sabrina Mancini at the CT State Dept. of Education at 860-807-2110. Sabrina.Mancini@ct.gov.

New Milford Adult Education is in compliance with Connecticut General Statute 10-73a, there is no fee for registration, books or materials to any adult enrolled in the Citizenship, ESOL or high school completion programs.

Room Assignments

Room locations will be posted inside the building entrance. Unless otherwise noted, classes are held at New Milford High School.

There are many reasons to pursue Adult and Continuing Education; whether to advance at work, gain employment, enjoy a personal interest, expand your horizons, satisfy a curiosity, meet new people with common interests, make your world a safer or healthier place or make your life easier or more interesting, New Milford Adult Education has many options for you!

Welcome to the New Milford Adult Education Fall brochure of classes and activities!

If you are planning to complete a high school education or strengthen your English language skills, these are free to all our residents. In addition, we offer a variety of enrichment and general interest classes for community members. Browse through the brochure and register to experience the power of lifelong learning.

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ADULT EDUCATION CLOSURES

9/5 - Labor Day
9/26 - Rosh Hashanah
10/5 - Yom Kippur
10/10 - Columbus Day
11/23 & 11/24 - Thanksgiving
12/26/ 22 - 1/ 2/ 23 - Holiday Break

OFFICE HOURS

Administrative:
Monday—Thursday; 2:00—8:30 p.m.
Friday by appointment

Guidance:
Tuesday and Thursday 4:00-8:30 p.m.

ADMINISTRATIVE STAFF

Christine Martin, Program Manager, GED Registrar
Joe Neff, Guidance Counselor & Career Specialist
Elaine Donahue, Secretary & Disability Contact

SCHOOL CANCELLATION POLICY



School Closures: Adult Education classes held at New Milford High School will not be held when schools are closed for vacations or holidays. These days can not be counted as a “business day” when needing to withdraw a registration or request a refund within the stated registration or refund policies. High school and ESL classes may be remote for teacher schedule conflicts, day school schedule conflicts or inclement weather.

Inclement Weather: If day school is closed or has an early closing due to inclement weather, there is no Adult Education enrichment that evening. High School and ESL may be remote. If inclement weather begins in the afternoon, please check school email or Remind. Closing information will also be posted on our Twitter page: @AdultEd_NM. Classes canceled are made up by adding classes to the end of the semester.



Whether you're looking for professional development or personal enrichment, these six-week online courses are the perfect way to learn a new skill or enhance your existing ones. You'll spend roughly two to four hours each week completing two engaging lessons in an enjoyable, interactive learning environment. Expert instructors develop and lead every course and you'll be able to interact with them and with fellow students in lively online discussion areas. New sessions start every month, so you can sign up anytime.

Please note that online classes are for enrichment only and do not fulfill high school requirements or college prerequisites.

Through our partnership with ED2Go we are able to offer more than 300 great online courses & classes. Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. No wonder many strong friendships have formed in our lively discussion areas.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussions, supplementary links, and more. You can complete any courses entirely from your home or office and at any time of the day or night.

www.ed2go.com/nmae

Course sessions begin on the third Wednesday of each month.

Visit the Online Instruction Center for more information.

Requirements: All courses require internet access, email, Adobe PDF plug-in and one of the following browsers: Mozilla Firefox, or Microsoft Internet Explorer (9.0 or above), Google Chrome or Safari.

Some courses may have additional requirements; those are noted in their description. **Unfortunately, no senior discount is available for online classes.** See catalog for cost of class.

Over 300 topics, including:

***ARTS AND DESIGN**

Photography // Web Design // Music Theory // Interior Design

***BUSINESS**

Computer skills // Start Your Own Business // Job Search Skills

***HOSPITALITY**

Event Coordinator // Catering

***HEALTH AND FITNESS**

Nutrition // Helping Elderly Parents // Medical Terminology

To get started:

Visit our Online Instruction Center: www.ed2go.com/nmae

Click the Courses link, choose the department and course title and select 'Enroll Now.' Follow enrollment instructions. Pay for your course, enter your email address and choose a password to enter the classroom. When your course starts, return to our online instruction Center and click the classroom link. To begin your studies, log in with your email address and enter your password.



FREE High School Completion Preparation
Orientation for new students 8/29,30,31,and Sept 1
(Must attend all 4 nights)
Fall semester starts 9/12/2022
Call to schedule an appointment: 860-350-6647 X1170

Students **MUST** be committed to attend class regularly, complete homework and classroom assignments, participate in classroom activities and provide their own transportation to all programs.

All students have access to a guidance counselor for career and college planning.

Individuals wishing to enroll in the High School Diploma or GED® Test Preparation programs must meet the following criteria:

*Must be 17 years of age or older

*Must be officially withdrawn from day school

*Must submit a copy of the official withdrawal form with parents signature (for students 17 years old)

Please bring an official transcript from all schools in which you were enrolled, as well as a copy of your withdrawal from day school.

Be prepared to take both a basic Math and English test and complete admission paperwork (approx. 60 minutes long) on the day you register.

CREDIT DIPLOMA GRADUATION REQUIREMENTS

A diploma candidate must accumulate 25 credits which include the following:

English 4 credits

Math 3.5 credits

Voc Art 1 credit

Science 3.5 credits

***Social Studies 3 credits**

****Electives 10 credits**

***Must include 1 credit of U.S. History; .5 credit of Civics.**

****Must include .25 credit of Orientation to Adult Education and .25 Portfolio.**

GED Preparation

(Available through distance learning, CT Virtual High School, for qualified students)

To enroll in the GED® Test Preparation program, an adult must:

*Achieve a score greater than or equal to a 236 on the CASAS GOALS Appraisal test

*Register with GED.com

*Understand they will be required to take and pass the GED Ready practice series of tests in order to sit for the GED

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Career Center for students!

Our goal is not only to prepare you for a job, but also to help you find a career! Our career specialist is available to assist students in the following areas:

Career Counseling

Guidance in career decisions and assessments available to insure the best educational path to success.

- Recommendations for Career Tech Diplomas and Industry Certifications to enhance employment skills.
- Resume building coaching to help you focus on your particular career choice.

Search for Jobs/Postsecondary Schools and trainings

- Career Center computers available to students for school search, job search, resume construction and on-line job applications.
- Job posting and announcement boards.
- Library and reference materials.



Enrollment for ESL classes is open, based on a first come, first served basis
Register at the Adult Education office, located in New Milford High School. Call 860-350-6647 x1170 for an appointment.

Students will take the placement test and register for classes.

ESL class registration Sept 13th 6:30-8:30
ESL class starts Sept 15th 6:45-8:45

ADVANTAGES TO LEARNING ENGLISH

Employment and Higher Wages – Bilingual workers are in high demand in today's job market. Learn English to increase your employability and provide a higher standard of living for your family.

Further Your Education – You can learn English and continue your education and career path at NMAE. Learning English, earning your high school diploma and taking classes in a career pathway does not have to be an unattainable dream! We can help you reach your goals by creating an educational plan and guide you on the pathway to college and career success.

ESL and Technology – Our ESL Program allows you to learn English through the use of technology. We can help you explore career and job opportunities in high demand.

Sense of Belonging – Learning English will allow you to expand your social network. You will be able to engage in conversations with your children, children's teachers, doctors, co-workers, and friends in the community.

Self-Pride – Learning English is an honorable choice! It takes desire and hard work; but once accomplished, your education and gained skills will create a pathway to your future.

The following classes and their material are offered FREE to the community.

ESL INTEGRATED SKILLS LEVEL 1

After successful completion of this course, students will be able to:

1. GRAMMAR – Identify the verb “be” in the simple present tense and recognize articles, adjectives, and nouns surrounding the verb “be” and identify other verbs, negatives, questions, and short answers in the simple present tense at the introductory level.
2. VOCABULARY – Match very simple definitions to basic vocabulary words from familiar themes (i.e. family, places, daily activities, colors, food, clothes, body parts, workplace).
3. LISTENING – Recognize main ideas and details from introductory level listening passages.
4. SPEAKING/PRONUNCIATION – Cite basic vocabulary words and sounds with correct intonation, construct basic yes/no questions, and state appropriate oral responses to simple questions.
5. READING/WRITING – Identify grammar and content from introductory level reading passages and construct simple sentences in writing using introductory level grammar and vocabulary.
6. WORKPLACE SKILLS- Understand the soft skills required to succeed in the workplace.

Tuesdays and Thursdays 6:45—8:45

ESL INTEGRATED SKILLS LEVEL 2

After successful completion of this course, students will be able to:

- 1.) GRAMMAR - Apply the present continuous, simple past, future and present perfect tenses, possession, direct and indirect objects, linking verbs, quantifiers, comparatives, superlatives, more advanced modals and conditionals and identify passive voice at the beginning-mid level.
- 2.) VOCABULARY - Define mid level vocabulary words from familiar themes (i.e. health, sports, technology, work) and memorize more complex themes (i.e. phrasal verbs, irregular verbs).
- 3.) LISTENING - Recognize main ideas and details from mid level listening passages.
- 4.) SPEAKING/PRONUNCIATION - Cite mid level content and function words and sounds with correct intonation and create short conversation appropriate for the beginning - mid level.
- 5.) READING/WRITING - Identify grammar and content from mid level reading passages and construct sentences in writing using beginning - mid level grammar and vocabulary.
- 6.) WORKPLACE SKILLS - Explore skills essential to specific career pathways.

Tuesdays and Thursdays 6:45—8:45

ESL ONLINE AND DISTANCE LEARNING



Do you want to learn English? Can't come to class? Join the Distance Learning Program at New Milford Adult Education! The program is designed for students who are unable to attend classes, and for current ESL students that would like more practice outside the classroom. Study on your own time and practice reading comprehension, listening comprehension, grammar and vocabulary. Students must complete homework assignments every week. Meet with an experienced ESL teacher to check your progress, take tests, and get new assignments. We offer online courses, video's and workbooks. Improve your English skills in grammar, writing, vocabulary, reading, speaking, and listening. Learn English at your own pace with study-at home materials for all ESL levels. Some in person meetings/attendance will be required!

We offer Distance Learning online courses for beginning to advanced ESL students. Courses include: U.S.A. Learns and Putting English to Work.. Online students must meet with teacher via google classroom for classroom discussions, to complete work, complete the units, and take tests.

USA Learns

- **The First English Course** is designed for ESL beginner-level adult learners. The video-based activities are sequenced into 20 units of instruction in thematic topics. Activities in each unit build upon previously presented content
- **The Second English Course** is designed for ESL intermediate-level adult learners. Organized into five topics, this course uses a different video story with an instructive plot and interesting characters.
- **The Practice English Course** offers readings based on real-life news stories. Each story contains reading, vocabulary development, comprehension questions, and a writing prompt.
- **USA Learns Citizenship** prepares immigrants for all aspects of the naturalization interview, including: the steps to becoming a U.S. citizen; the N-400 interview practice; civics, reading and writing practice; the naturalization interview and new citizenship.
- **Skills for the Nursing Assistant** course teaches the language and academic skills to help you successfully communicate with patients and co-workers on the job. This course is ideal for students with English skills that are High Intermediate and above. It will help you prepare for a career as a Certified Nursing Assistant or other jobs in the healthcare field.

Putting English to Work

Putting English to Work (1, 2 & 3) combines Vocational ESL with life skills training designed to help students excel in the workplace, at home, in their families and communities.

This series of DVD lessons and accompanying workbooks uses real-life situations to teach ESL. Participants can use this independent study program to practice listening, speaking, reading and writing English. Lessons are grouped into 20 units (4 lessons per unit), each focusing on a different life skill. The corresponding workbook provides a review section at the end of each unit.

The New Milford Board of Education provides public education for children in grades Pre-K to 12 who are residents of the town of New Milford, CT. As part of its education program, the New Milford Board of Education offers vocational education and training to eligible students. As is the case regarding all of the schools district's programs and activities, all vocational opportunities are offered without regard to race, color, national origin, sex, disability or any other basis prohibited by law. For questions or complaints regarding the district's policy of non-discrimination, please contact the Title IX section 504 Coordinator :

Section 504 Coordinator; Title IX Coordinator for Students:

Holly Hollander, Assistant Superintendent // New Milford Board of Education // 50 East Street, New Milford, CT 06776 // 860-354-3235

Title IX Coordinator for Staff:

Human Services // New Milford Board of Education // 50 East Street, New Milford, CT 06776 // 860-210-2200

Integrated Education and Training: Career/Technical Training options

Available for **free** through a partnership with EdAdvance for Qualifying ESL students

Food Handler

The Food Handler certificate program is part of the ServSafe series from the National Restaurant Association. Students must pass a 40-question exam that covers:

- Basic Food Safety
- Personal Hygiene
- Cross-Contamination & Allergens
- Time and Temperature
- Cleaning and Sanitation

Classes meet for 16 hours from 6:00-8:00 PM -Starts Tuesday Oct 25, ends Tues, Dec 6.

> Oct 25, Nov 1, 8,15, 22, 29, Dec 6, 13 (8 classes, 16 hours)

Customer Sales and Service

Customer Service and Sales credential developed by the National Retail Federation focuses on entry-level retail sales and service and ensures that students have the skills and knowledge required for entry-level frontline work in the retail industry. Units include:

- Welcome to Retail
- Know Before You Sell
- Selling and Service
- Performing Your Best
- Workplace Readiness

Classes meet for 40 hours Tuesdays &Thursdays , 6:30-8:30 PM Starts Tues, October 4 , ends December 15.

Classes: Oct 4, 6; Oct 11 13, Oct 18, 20, Oct 25, 27; Nov 1, 3; Nov 8, 10, Nov 15, 17, Nov 29, Dec 1; Dec 6, 8; Dec 13, 15 (20 classes, 2 hours each.)

Warehouse. Inventory. and Logistics

This certificate program developed by the National Retail Federation is for your students or employees who are interested in supply chains or working in warehouses, distribution or fulfillment centers. Topics include:

- How warehouses are designed and operated
- Practice calculating and explaining key performance metrics
- Safety measures
- Explore critical warehousing roles and how to succeed in those jobs.

Classes run for 5 weeks from 6:30-8:30 PM on Mondays for a total of 10 hours. Starts Thursday, Sept 22, ends Thursday, Oct 27.

Classes: Sept 22, 29, Oct 6, 13, 20 ; review and exam Oct 27