

New Milford Adult Education

Fall 2024

Adult High School

English as a Second Language (ESL)

Community 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**



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.

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 a disability are available upon request.

Disabilities Contact Persons, Christine Martin and Amanda Scriber, 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.

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 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. Community classes are available for a small fee. Browse through the brochure and register to experience the power of lifelong learning.

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ADULT EDUCATION CLOSURES

September 2, 2024 - Labor Day
October 3, 2024- Rosh Hashanah
October 14, 2024- Columbus Day
November 11, 2024-Veteran's Day
November 26-28, 2024 - Thanksgiving Break
December 23, 2024 -Jan 1 2025 Christmas Break

OFFICE HOURS

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

Guidance:
Monday through Thursday 5:00-8:30 p.m.

ADMINISTRATIVE STAFF

Christine Martin, Program Director, GED Registrar
Sakina Gordon, Guidance Counselor & Career Specialist
Amanda Scriber, 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.



FREE High School Completion Preparation
Call to schedule an appointment: 860-350-6647 X1170

Classes start August 12th

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

GED® is a registered trademark of the American Council on Education (ACE) and administered exclusively by GED® Testing Service LLC under license. This material is not endorsed or approved by ACE GED® Testing Service.

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 navigator 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 online 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.

Walk in registration September 10, 11 and 12th 6-8 pm

Students will take the placement test and register for classes.

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 1/2

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



Burlington English

Burlington English is a Web based English speech recognition program. Students will improve their pronunciation, increase their vocabulary, learn grammar, and practice their listening, speaking, reading, and writing skills. Students looking to improve their skills for the workplace will also find useful preparation material. Students can learn and practice English wherever they can log onto a computer. All levels will be using this in class and can continue the learning at home at their own pace

Students **MUST** be a current New Milford Adult Education student officially enrolled and attending a class in person.

ESL INTEGRATED SKILLS LEVEL 3/4

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



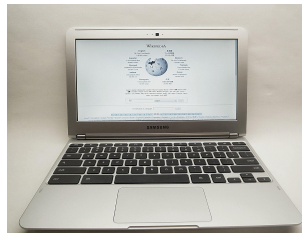
American Culture/Citizenship

This free class is designed to help you prepare to become a citizen and fulfill all of the immigration and Naturalization Service (INS) requirements. Learn about the culture, history and government of the United States as well as how to apply for the exam. Discuss the rights, responsibilities and privileges of citizenship. Typical exam questions will be practiced which will help you prepare to pass the written and oral citizenship test for naturalized citizenship. Students are also welcome to join if they are interested in learning more about U.S. history, government, and geography, and would like to practice their English speaking and writing skills.

Our citizenship class is offered to students at the high-beginner to intermediate levels.

Mondays from 6:00-7:30

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

Community classes

These classes are online and available 24/7

Interview Skills \$25.00 online class 5 hours

Provide your students with the knowledge and skills necessary to be successful in going through the interview process and obtaining employment, as well as provide them the opportunity to practice interview techniques at an early age. Through this training, students will learn about seeking and securing employment, workplace ethics, and success in the workplace.

Communication Skills \$10.00 online class 2 hours

Communication is the process of exchanging information, feelings, ideas, etc. between people. It involves the verbal language used as well as non-verbal messages. There are many benefits of effective communication including building trust, removing barriers, providing clarity, increasing productivity, and strengthening teamwork. These things lead to successful outcomes for you and for others. Learning to be an effective communicator is an important goal you can set for yourself and completing this course will help you achieve it!

Time Management (Individual) \$5.00 online class 1 hour

This course provides a solid foundation in the skills, tools, and strategies employees, interns, or students should possess to manage varying tasks and calendars effectively and efficiently. By placing these skills in a context of personal, social, and professional goals or priorities this course aims to build the resources, confidence, and direction necessary to take control of your time and increase your productivity through the development of a time management plan.

Time is constant, but the way we interact with it isn't. Purposefully engaging in the choices we make about our time is the mindset behind time management. In this course, students will learn about the skills and behaviors of time management, see some of the many benefits time management can offer, and start to reflect on ways to better manage their time.

Cybersecurity Essentials for Work \$15.00 online class 3 hours

This course provides a solid foundation of essential cybersecurity knowledge employees, interns, or students should possess in order to make them an informed and engaged digital citizen poised to protect an organization's electronic data and digital infrastructure from common cybersecurity threats.

Written Communication (Individual) \$5.00 online class 1 hour

The ability to write communications that are accurate and easily understood is a vital skill in the workplace. If you can't communicate your ideas to others, you will hinder your professional growth. In this course, we'll review specific areas that you can focus on to improve the correctness and clarity of your writing. We'll review common errors and tips and tricks to help improve your writing. This will enable you to create communications that allow the reader to focus on the message you are communicating.

We will also look at how best to create specific artifacts such as emails, business letters, and meeting communications. Additionally, we'll review communication etiquette, as well as best practices in the use of instant messenger software

Personal Financial Management (Individual) \$5.00 online class 1 hour

Financial literacy is a fundamental life skill. Developing and growing this skill means not only assuring day-to-day financial stability, but also laying the groundwork that will set students up for future success by having adequate emergency funds, in building solid credit, and planning for future expenses.

Teamwork (Individual) \$10.00 online class 2 hours

This course covers strategies and techniques that will help you become a more effective and valued team member. Working on a team means that you have to be able to successfully communicate and collaborate with others. As a result, learning constructive ways to acknowledge differences and show respect is critical. Also, central to healthy communication is the ability to handle conflict. Though you may not be a team lead, you can still make an important contribution by being a strong team member and modeling leadership characteristics. This course will teach you the fundamental skills necessary to be a strong team player and contribute to the overall success of your team.

Critical Thinking (Individual) \$15.00 online class 3 hours

Critical thinking is a fundamental skill for effectively making decisions, problem solving, and accessing creative solutions. The strategic approach that is critical thinking unlocks opportunities for personal and professional growth while encouraging a path of lifelong learning. We can consider critical thinking as an umbrella term for a collection of skills and qualities that allow one to approach a decision or problem in a strategic and logical way.



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.

Who May Enroll:

Classes are open to adults age 18 and over unless otherwise stated. Class fees must be paid in full prior to the start of any class. Registrations after a class has begun still require full registration fee. Residents of other districts are welcome with no additional out-of-district fee.

Register Early.

Please register at least 2 weeks prior to the start date of class to avoid course cancellation. If there are not enough registrations by the week before the class, the course may be cancelled.

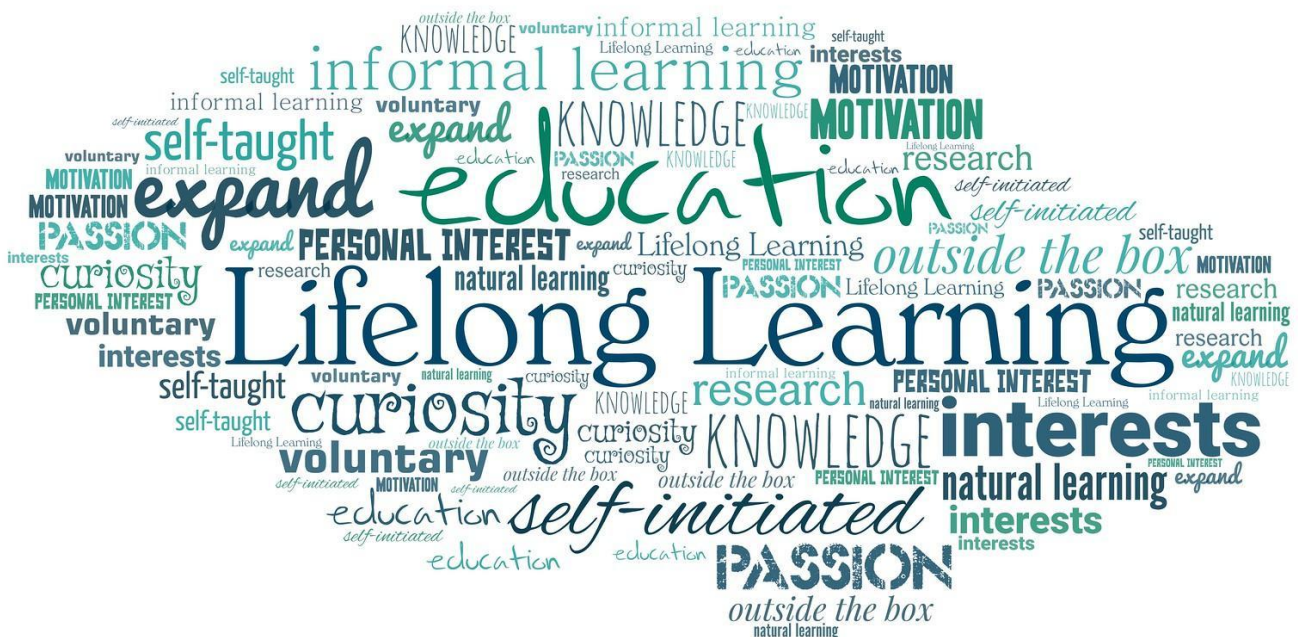
Mail – In registrations

They can be made by filling out our registration form completely, inclusive of your signature, indicating that you have read and agreed to our policies. Payment is only available by check (made payable to New Milford Adult Education) and can be sent to New Milford Adult Education, 388 Danbury Road, New Milford, CT 06776.

Walk-in registrations

They can only be accepted during New Milford Adult Education business office hours Monday through Thursday from 3:00pm to 8:30pm. Our office is located in the main office section of New Milford High School. Fully completed registration forms, inclusive of your signature, indicating that you have read and understood our policies, must accompany payment.

Gift Certificates: Gift certificates are available upon request.



**New Milford Adult Education
Fall 2024 Community registration form**

Name		
Email address		
Address		
City:	State:	Zip:
Course Title	Cost	Total enclosed
<p>I have read, understood and agree to all the New Milford Adult Education Policies noted throughout catalog</p>		
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="display: flex; justify-content: space-between;"> *SIGNATURE *DATE </div>		
<p>Enrollment Confirmations will be sent by email when registering for classes when an email address is provided. Confirmations can be mailed by U.S.P.S. when requested with a self-addressed, stamped envelope.</p>		