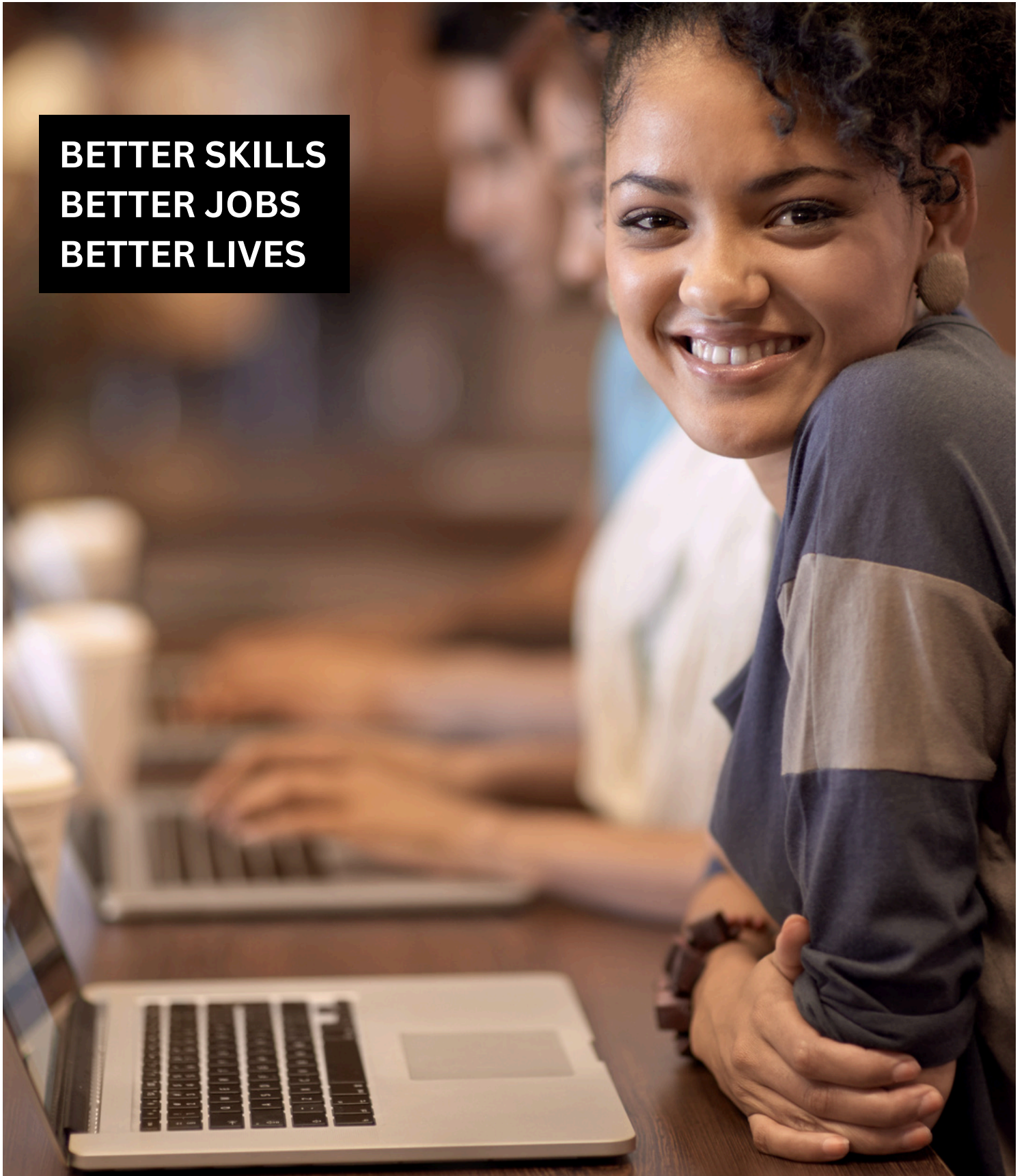




ADULT BASIC EDUCATION

COURSE CATALOG

**BETTER SKILLS
BETTER JOBS
BETTER LIVES**



WELCOME TO ADULT BASIC EDUCATION!

Adult Basic Education (ABE) is a FREE state-wide system that helps adults who are working towards a high school credential, learning English, improving basic skills such as reading and math, or preparing for post-secondary education or employment. We are ready to help you make a positive change in your life!

ELIGIBILITY



You must be age 17 or older and no longer enrolled in high school to enroll in Adult Basic Education.

You must also meet one or both of the following:

- lack a secondary (high school) credential, and/or
- function below the 12th grade level in any of the basic academic areas, including reading, math, and the ability to read, write and understand English

CONTACT US



Northwest Service Cooperative ABE
114 First Street West
Thief River Falls, MN 56701



218-681-0900 x 9 or 763-453-0322



aeducation@nwservice.org



www.northwestabe.org

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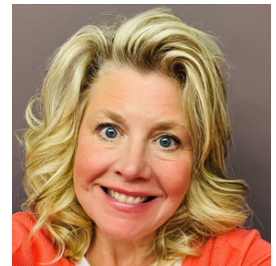
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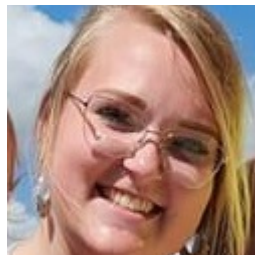
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TO BE ANNOUNCED

ABE Instructor

Erskine (WinEMac) ABE

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Email:



ARE YOU READY FOR COLLEGE OR WORK?



ABE helps students:

- **Get employed**
- **Get a better job**
- **Learn to speak, read, write in English**
- **Work toward high school equivalency (GED or Adult High School Diploma)**
- **Achieve test-taking skills**
- **Prepare for college**
- **Gain skills to help your children succeed in school**
- **Gain self-esteem and confidence and achieve personal educational goals**



BRUSH UP YOUR BASIC SKILLS !

Basic skills classes (also sometimes called "brush-up") are for students who need elementary or secondary level basic skills including math and reading. Sometimes basic skills students have a particular life goal that is not strictly academic, such as developing math skills to manage personal banking, or brushing up on writing to be able to fill out reports on the job. Other times basic skills classes are a pre-requisite for individuals who hope to go on to earn a secondary (high school) credential, but whose skills in one or more areas are too low for GED or Adult Diploma classes.

ABE offers six levels of basic skills instruction for students in the areas of Reading and Math.

Accuplacer Prep, Resume Writing, Interviewing for a Job, and bridge programming classes that prepare you for work in a specific industry or career are just several of the ways ABE can help you prepare for success in college or the workforce. ABE can assess your skills and design a learning plan that will put you on the path to success.

THE CHOICE IS YOURS! ADULT DIPLOMA? OR GED?

If you were finished with high school before you graduated, you're not alone. Adult Basic Education can help you get a high school diploma or GED! Take classes online or at a local classroom. We offer flexible, high quality and interactive learning opportunities through small group instruction, self-study, and computer based learning.



MN STANDARD ADULT DIPLOMA

Minnesota's new state adult high school diploma is a standard competency-based diploma that is issued by the state department of education for adults who complete an approved ABE program. Adult diploma students may successfully complete each competency through one of the following ways:

- **Prior Experience-Based Competency Verification** (K-12, postsecondary or other experiences)
- **Test-Verified Knowledge** (approved standardized assessment for high schools, secondary credentials, ABE programs and/or postsecondary entrance exams)
- **ABE Course Demonstration** (classes that combine academic, college and career content, like special adult diploma classes, GED preparation, etc...)
- **Applied and Experiential Learning** (through an approved project, like the National External Diploma Program)

The Standard Adult Diploma has:

- Five Domains: 1. English Language Arts, 2. Mathematics, 3. Science, 4. Social Studies, and 5. Employability, Career Awareness and Digital Literacy
- Each domain has four Areas;
- Each area has Competencies (1-17 competencies per area); and
- Competencies are based on Content Standards.

An adult can be eligible for this diploma program if they do not have a diploma, are not participating in K-12 services, are age 19 and older, and are eligible for ABE program services

2014 GED®

The 2014 GED® test is designed to measure the skills and knowledge equivalent to a high school course of study and supports an adult's successful transition to careers or college. The GED® test has four content areas and takes roughly seven and a half hours to complete. You can complete one test at a time. The sub-tests consist of:

- Reasoning Through Language Arts (50 minutes long)
- Mathematical Reasoning (115 minutes long)
- Social Studies (70 minutes long)
- Science (90 minutes long)

Minnesota GED Requirements

The minimum age in Minnesota to qualify for GED testing is 19, however, students aged 17 and 18 may qualify if they meet additional strict criteria. Underage test-takers need to be, for example, officially withdrawn from high school and submit an Age Waiver Form. You don't need to be a Minnesota resident to take the test. You are not required to first take the GED Ready® practice test unless you take the exam online.

Minnesota GED Cost

The Minnesota GED exam costs \$144 for the entire battery or \$36 per individual sub-exam if you sit for the exam at an official Minnesota GED test center or if you take the exam online. To qualify for online testing, you must attain "green" (likely to pass) scores on the official GED Ready test. ABE will pay for the cost to take four GED Ready tests (1 per subject exam at \$6.99 each) so that will save you an additional \$28! For a limited time, first-time test-takers in Minnesota can take the GED test for free using the code **MNHSEFREE**. Applicants must have a current Minnesota address or take the four subtests at a Minnesota testing site while living in a border town.



JUMP ON THE FAST TRACK TO YOUR GED!

FAST TRACK ONLINE GED PREP

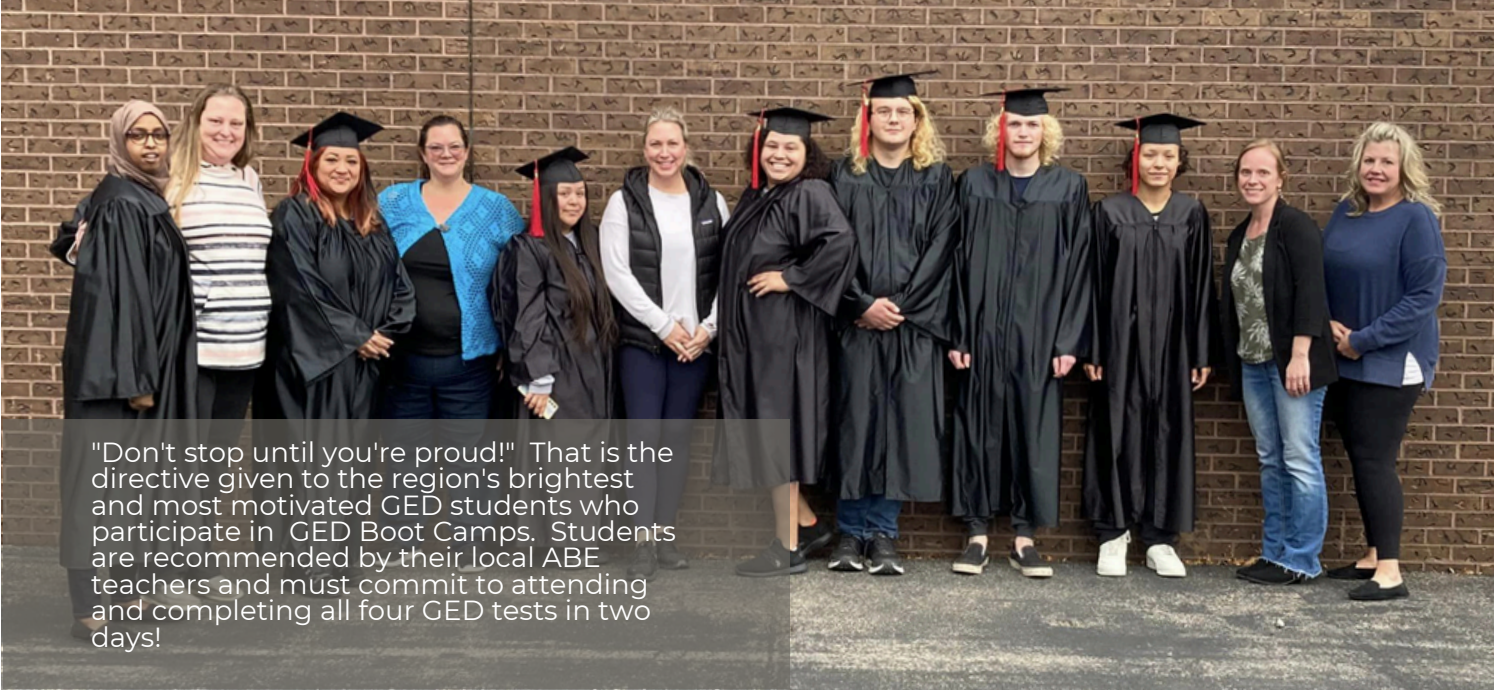
Fast Track GED Online courses blend the flexibility of an e-learning environment led by the expertise of top-rated, trained GED instructors. Our free online GED Prep classes are offered twice a year for each of the four GED sub-test areas: *Social Studies, Science, Mathematics and Reasoning through Language Arts*. Log on from the comfort of your home and join our team of GED instructors and content specialists virtually, twice a week for two hours a night, to prepare to take your GED. This is a great option for adults who don’t have access to local in-person GED prep classes or who have barriers to attendance, such as child-care, transportation, and work schedules.

2024-2025 Fast Track GED Schedule			
Aug 19- Oct 11, 2024	Oct 21 - Dec 13, 2023	Feb 26 - Apr 18, 2024	Apr 29 - June 21, 2024
Reasoning through Language Arts Mon & Wed 5:30 to 7:30 PM	Social Studies Mon & Wed 5:30 to 7:30 PM	Social Studies Mon & Wed 5:30 to 7:30 PM	Reasoning through Language Arts Mon & Wed 5:30 to 7:30 PM
Mathematics Tue & Thur 5:30 to 7:30 PM	Science Tue & Thur 5:30 to 7:30 PM	Science Tue & Thur 5:30 to 7:30 PM	Mathematics Tue & Thur 5:30 to 7:30 PM

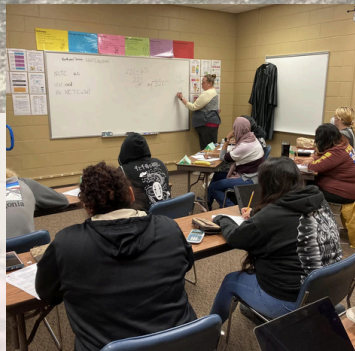


GED' ER DONE! JOIN OUR GED BOOT CAMP

1 GOAL | 2 DAYS | 4 TESTS | 9 SEATS



"Don't stop until you're proud!" That is the directive given to the region's brightest and most motivated GED students who participate in GED Boot Camps. Students are recommended by their local ABE teachers and must commit to attending and completing all four GED tests in two days!



Each morning, students participate in intensive review sessions with a GED instructor who specializes in that topic. Following review, students head over to the test center to take that GED subtest while it's fresh in their minds!



Students and staff enjoy lunch together after the morning review session and take some time to catch their breath before heading to the afternoon review session and test,



We are excited that the Northwest Service Cooperative now has a mobile GED test center to provide immediate, on-site GED testing for GED Boot Camp participants!

Student evaluation: "You can really feel the love and care of the instructors for you to succeed!"

Contact your local ABE program for more information or to register for and upcoming GED Boot Camp!

EAST GRAND FORKS
Th & F, October 17 & 18, 2024
8 AM to 5 PM

BEMIDJI/PARK RAPIDS
Th & F, Feb 15 & 16, 2025
8 AM to 5 PM

THIEF RIVER FALLS
Th & F, June 12 & 13, 2025
8 AM to 5 PM



INTRODUCING OUR NEW MOBILE GED TEST CENTER!

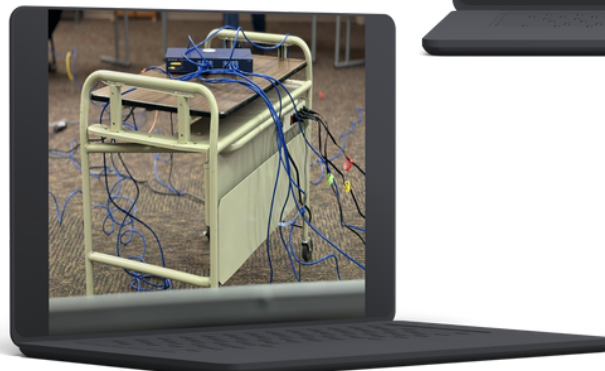
In 2024, the Northwest Service Cooperative opened a mobile GED test center to reach more GED learners in remote locations across the consortium. Prior to opening, the consortium was considered a “testing desert”, with no on-site GED test centers located anywhere within the 16,500 square mile service area. Adult learners had few options available for GED testing and transportation to a center offering on-site testing was a real barrier.

The NWSC Mobile Test Center is a set of ten testing computers and the necessary equipment to allow learners to take their GED test in remote locations. The test center can be accessed most weekdays at the agency office for learners who are willing and able to travel, and can be transported to various communities and ABE classrooms throughout the consortium at the request of the local ABE instructor.

Some of the benefits of the mobile test center include:

- GED test may be delivered offline
- Can be customized to test up to 10 learners at one time
- Test administrators can register students directly and immediately before testing, as needed
- Offer flexibility in scheduling hours
- Provide testers access to a hand held computer and an erasable note sheet along with support documents that are allowed when testing

GED testing through the NWSC Mobile Test Center is available to ABE-enrolled learners only. For more information, contact the GED Examiner at 218-681-0900 x 9 or your local ABE instructor.



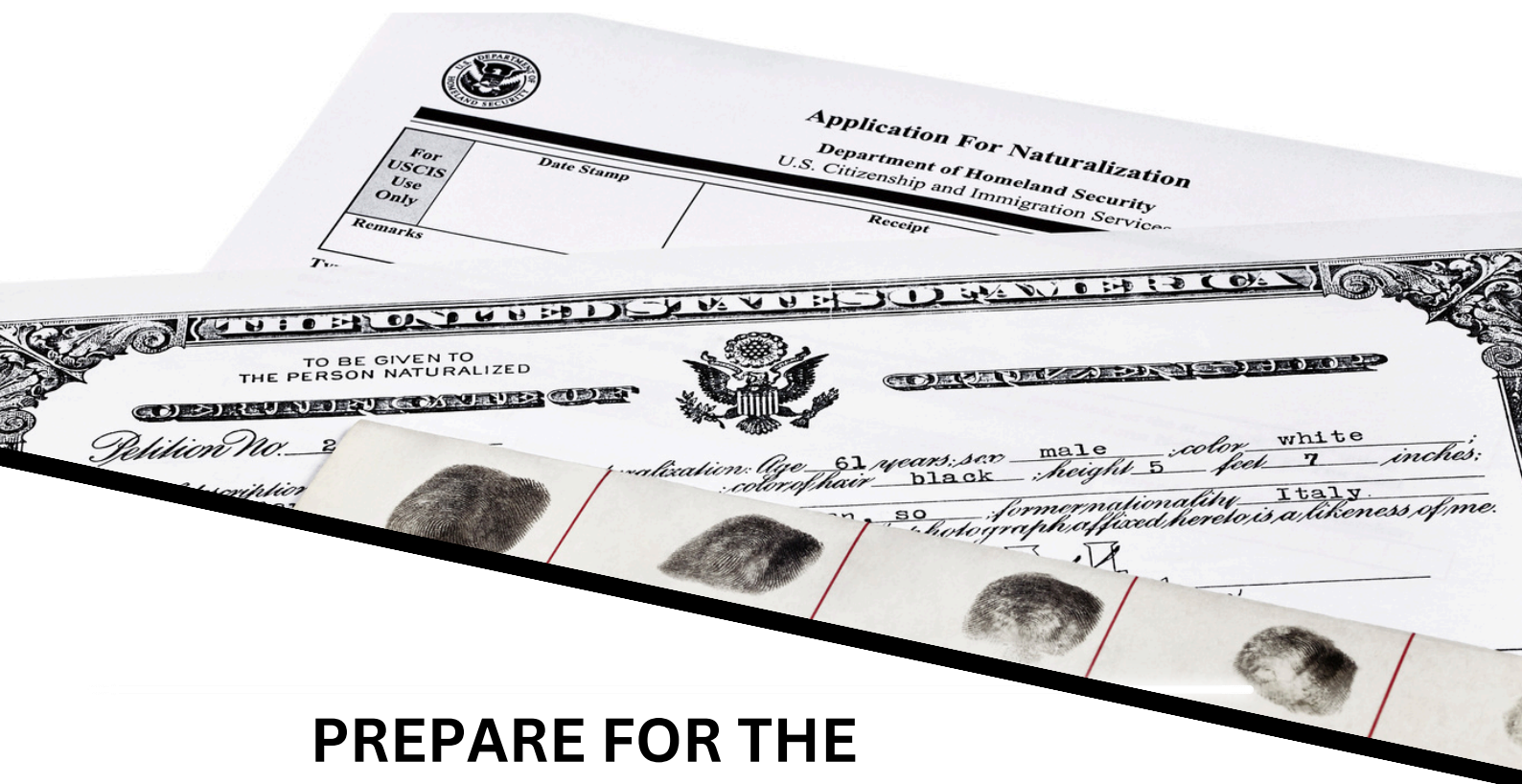


READING, SPEAKING, WRITING & LISTENING DO YOU SPEAK ENGLISH?

*We teach our students English and get a free tour of another country, all without the jet lag!
Adult Basic Education works with students from dozens of countries speaking multiple
languages. We can help you!*

English as a Second Language (ESL) instruction is provided for immigrants and refugees who are learning English. ABE offers 6 levels of ESL classes to help students develop speaking, listening, reading, writing and grammar skills to communicate effectively in English within the community, including on the job, at their children's school, in the doctor's office, in community meetings or neighborhood gatherings, on public transportation and anywhere else that English is needed!

Level 1: Beginning Literacy ESL	Level 2: Low Beginning ESL	Level 3: High Beginning ESL	Level 4: Low Intermediate ESL	Level 5: High Intermediate ESL	Level 6: Advanced ESL
This course is ideal for students who have little or no English speaking ability. Instruction focuses on oral communication skills of listening and speaking.	This course is for students who can function in a very limited way in situations related to immediate need. Instruction focuses on letters, numbers and basic sight words.	In this course, students practice reading everyday English used in the community, such as newspapers, mail and doctor's instructions. Students will practice writing basic English sentences and paragraphs.	In this course, students will build their vocabulary, read and interpret simple directions, schedules, signs, maps and menus. They will learn to fill out forms requiring basic personal information and write short, simple notes and messages.	Students at this level can satisfy most survival needs and social demands. Instruction in this course focuses on new phrases, reading and interpreting authentic materials like newspapers and diagrams, and filling out medical forms and job applications.	This course is designed for students who have some advanced English language skills. Students will practice communication skills in everyday situations and build a larger vocabulary through listening, speaking, reading, writing and grammar activities.
CASAS STEPS Reading Score Range: 0-183 CASAS STEPS Listening Score Range: 0-181	CASAS STEPS Reading Score Range: 184-196 CASAS STEPS Listening Score Range: 182-191	CASAS STEPS Reading Score Range: 197-206 CASAS STEPS Listening Score Range: 192-201	CASAS STEPS Reading Score Range: 207-216 CASAS STEPS Listening Score Range: 202-211	CASAS STEPS Reading Score Range: 217-227 CASAS STEPS Listening Score Range: 212-221	CASAS STEPS Reading Score Range: 228-238 CASAS STEPS Listening Score Range: 222-231

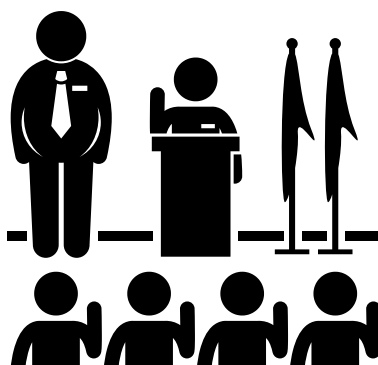


PREPARE FOR THE US CITIZENSHIP EXAM

Citizenship classes teach about the rights and responsibilities of U.S. citizenship prepare permanent residents for the naturalization process and exam. To participate in Adult Basic Education citizenship classes, students must be co-enrolled in ESL or other ABE classes.

If you have been a legal, permanent resident of the U.S. for five years, or been married to a U.S. citizen for three years, you can apply to become a naturalized US citizen! By becoming a U.S. citizen you will be able to vote and participate fully in our American democracy. If you become a citizen before your children turn 18, they also become citizens. In order to successfully prepare for and pass the exam, Adult Basic Education can help you practice a wide variety of skills, including:

- Conversational English
- Interview skills to answer 100 civics questions
- Reading and writing basic English sentences
- Understanding the N-400 Application for Citizenship
- Classes to help study American history and government
- Referrals to Legal Services for private help in legal matters regarding citizenship





SERVSAFE® FOOD PROTECTION MANAGER CERTIFICATE

Short Term Training. Long Term Credential.

Any institution in Minnesota that serves food to the public is required to have someone on staff who holds a Minnesota Certified Food Protection Manager (CFPM) certificate. According to the MN Department of Health, this certifies that the holder has the knowledge, skills and abilities to:

- Identify hazards in the daily operation of the food establishment.
- Develop or implement policies, procedures or standards to prevent food-borne illness.
- Coordinate employee food safety training, direct food preparation activities and take corrective action as needed, to protect the health of the consumer.
- Complete in-house self-inspections of daily operations to ensure that food safety policies and procedures are followed.

To attain this certificate, one must participate in an approved CFPM training course for initial and renewal certification. ServSafe® Food Protection Manager is a curriculum and exam developed by the National Restaurant Association that is accepted as evidence for the CFPM credential in Minnesota. Northwest Service Cooperative ABE is the first ABE consortium in the state of Minnesota to train and credential ABE instructors to offer ServSafe in local classrooms. Our goal is to increase opportunities for ABE enrolled adult learners to attain a credential that gives them an advantage in the job market, all for the low cost of a \$38 exam fee!

ServSafe
National Restaurant Association



**Food Manager
Certification**
ON-SITE TRAINING

ROCC ONLINE CLASSES

Since 2021, four ABE programs in the northwest corner of Minnesota and two in the northeast corner have partnered to offer a variety of career-oriented online classes available to all ABE enrolled learners in the region. Most courses are offered twice a year, once in the fall and again the following spring. Participants must be enrolled in an Adult Basic Education program and work with their local teacher to get enrolled. See the list of courses available for the 24-25 school year!

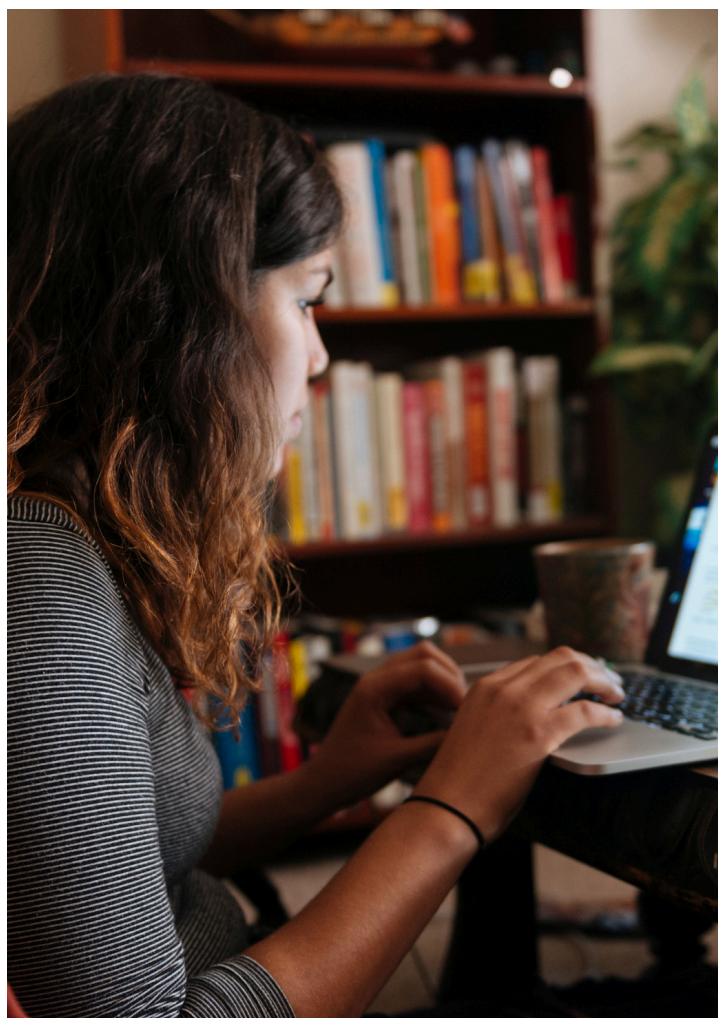
<p>Developing a Future Pathway</p> <p><i>Course introduces students to the Minnesota Career information System. Students will learn to use the occupations data-base, take and interpret at least three career assessment tools, use those results to research specific careers, set a career goal, and make plans for achieving that goal. Students will also learn the steps of a professional resume and develop a resume.</i></p>	<p>English Vocabulary for MN Driver's Manual</p> <p><i>This 10 week course focuses on the basic vocabulary and knowledge that is needed to help English language learners begin studying for the Minnesota Driver's license written exam. This is our level one course in preparing for the MN Drivers Written Exam. After completing this course, students are ready to take the level 2 course, Knowledge & Content for Written Driver's Exam.</i></p>	<p>Knowledge & Content for Written Driver's Exam</p> <p><i>This level 2 course focuses on the knowledge and requirements needed to pass the MN driver's license written exam. The content is based on the MN Driver's Manual and includes road knowledge, traffic laws, vehicle operation and signage. This is our level 2 course in preparing for the MN driver's written exam. Students who have taken the level one course, English Vocabulary for MN Driver's Manual, should take this next in preparation for the permit test.</i></p>
<p>Fast Paced Knowledge & Content for Written Driver's Exam</p> <p><i>A shorter and faster moving version of the course that focuses on the knowledge and requirements needed to pass the MN driver's license written exam. For students who only need a little boost to pass the written exam and whose English is at a high level. This is our level 3 course in preparing for the MN driver's written test.</i></p>	<p>English for Healthcare Pathways</p> <p><i>This course is designed to introduce students to the basic vocabulary and foundational concepts around healthcare careers, HIPAA, and body systems.</i></p>	<p>English for Hospitality Careers</p> <p><i>Course is designed to help non-native English speakers become more proficient in English skills on the job in the hospitality career field. It is a bridge course preparing students to successfully pass certification exams.</i></p>
<p>Paraprofessional Training & Certification</p> <p><i>Prepare for a career in K-12 education as a Paraprofessional, a credentialed education professional who works under the direction of a certified teacher to provide instructional, behavioral and academic support to students. Designed to qualify paras and meet Title I requirements, eligible students will enroll in ParaEducator Online and work synchronously with a professional instructor through the first thirteen lessons. Proctored certification testing provided upon completion of the course.</i></p>	<p>Pre- CNA Course (Certified Nursing Assistant)</p> <p><i>Course will preteach many of the topics covered in the CNA class and the NATO knowledge test (skills will not be covered). Students will discover the various paths available to them in healthcare and how to move forward on those paths.</i></p>	<p>Professionalism for Healthcare Careers</p> <p><i>This course will explore the professional skills needed for success in a healthcare career pathway. The primary focus will be identifying optimal personal characteristics, qualities, teamwork, communication skills, personal management, and diversity in the workplace, as well as navigating getting ahead within the healthcare field.</i></p>
<p>TEAS Exam Prep</p> <p><i>Course is designed to help individuals who are going into the nursing field. The Test of Essential Academic Skills (TEAS) exam is an aptitude test given to nursing school applicants (RN and LPN) prior to admittance into a nursing program. Class will offer help in science, math, language arts and reading skills in preparation to take the TEAS Exam. Free TEAS Practice Test (\$65 value) for those who complete 40 or more hours of the course.</i></p>	<p>Writing a College Research Paper</p> <p><i>In this class we will learn how to form a research question, find credible research sources, complete a rigorous research process, and organize the information for presentation in an essay. This is an important process for success in college-level classes in all subject areas.</i></p>	

LEARN FROM HOME!

When you enroll in Adult Basic Education, you not only have access to in-person and online classes, but also to a variety of free Distance Learning platforms that you can access outside of class from the comfort of your home computer, or using an iPad checked out from your local ABE classroom lab. Distance Learning courses increase your access to high quality instructional content and are supported by the Distance Learning Coordinator who is available to answer questions and help as needed.

Request an account from an ABE teacher on a platform listed below!

- **Burlington English:** ESL prep including: Careers, Civics, General English, Grammar and Reading
- **CommonLit:** ESL and ABE/GED prep including: Grammar, Reading, Vocabulary, and Writing
- **EdReady:** ABE/GED prep including: Grammar, Math, and Reading
- **GED Ready:** GED prep including: Math, RLA, Science, and Social Studies
- **IXL:** ABE/GED prep including: Grammar, Math, Reading, Science, Social Studies, and Vocabulary; School Code: @nwminnesota
- **Khan Academy:** ESL and ABE/GED prep including: Computing, Grammar, Life Skills, Math, Reading, Science, Social Studies, and Test Prep
- **Moby Max:** ESL and ABE prep including: Early Reading, Grammar, Math, Phonics, Reading, Science, Social Studies, Vocabulary, and Writing; School Code: MN14975
- **Quill:** ESL and ABE/GED prep including: Grammar and Writing
- **ReadTheory:** ESL and ABE/GED prep including: Reading and Writing
- **ReadingHorizons:** ESL and ABE prep including: Phonics, Pronunciation, Reading, and Vocabulary; Site Login: Northwest
- **Townsend Press:** ESL and ABE/GED prep including: Grammar, Reading, Vocabulary, and Writing
- **USA Learns:** ESL and Citizenship prep including: Citizenship, Grammar, Life Skills, Pronunciation, Reading, Speaking & Listening, Vocabulary, and Writing

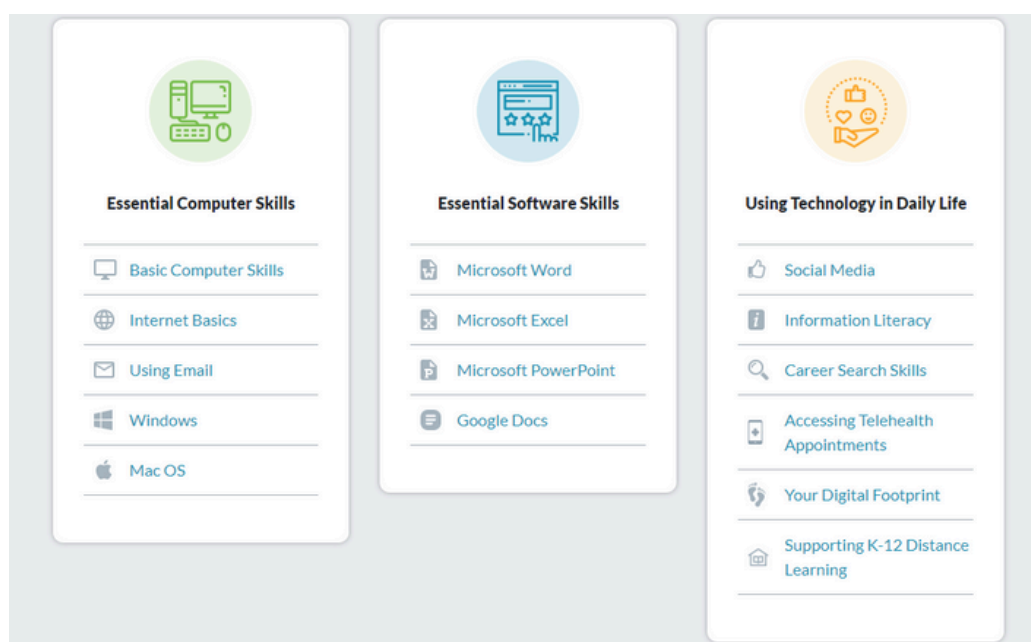


DIGITAL LITERACY SKILLS CERTIFICATES



Northstar Digital Literacy is a program developed by Literacy Minnesota that gives adult learners the opportunity to improve and demonstrate their digital literacy skills. Northstar Digital Literacy defines basic skills needed to perform tasks on computers and online. Online, self-guided modules assess the ability of individuals to perform tasks based on these skills. Northstar allows end users to freely take the assessments from anywhere via their homepage, however, individuals can also go to an approved Northstar location (including our ABE classrooms) to obtain the Northstar Digital Literacy Certificate when they pass the assessments. Certificates provide an important credential for employment, as even entry-level jobs increasingly require basic computer skills. Certificates also certify end user ability to complete computer skills needed in higher education, and demonstrate their ability to use social media and online information thoughtfully. If individuals do not pass, personalized assessment results provide a roadmap to relevant instruction, allowing them to retake the assessment once they have mastered the necessary skills. Northstar also includes learning resources to support adult learners to master the standards outlined. Learning resources include classroom curriculum that can be used in person or remotely, and Northstar Online Learning, which provides self-directed instruction and practice for individuals.

Northstar offers lessons on:



Our ABE students get access to Northstar's Digital Literacy Resources in every classroom!



IS THERE AN ABE CLASSROOM NEAR YOU?

Northwest Service Cooperative serves adult literacy needs for twenty-nine school districts in northwest Minnesota! You can search for an ABE program near you by visiting the Minnesota Literacy Council's [Adult Literacy Hotline](http://www.mnliteracy.org/hotline) (www.mnliteracy.org/hotline) or by calling 1-800-222-1990, or texting 612-424-1211.



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BEMIDJI ABE

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Ph 218-333-6670



CLEARBROOK ABE

Clear Waters Life Center
266 2nd Avenue SW
Clearbrook, MN 56634
Ph 763-453-0317



CROOKSTON ABE

Crookston CareerForce - Suite 5
2015 Sahlstrom Drive
Crookston, MN 56716
Ph 763-453-0320



EAST GRAND FORKS ABE

NCTC Office Room 520
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East Grand Forks, MN 56721
Ph 218-793-2380



GONVICK ABE

Clear Waters Life Center
226 Elm Street
Gonvick, MN 56644
Ph 763-453-0317



NEVIS ABE

Nevis Community Educ Room
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Nevis, MN 56467
Ph 218-689-5973



PARK RAPIDS ABE

Park Rapids High School Room 708
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Park Rapids, MN 56470
Ph 218-689-5973



ROSEAU ABE

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Roseau, MN 56751
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THIEF RIVER FALLS ABE

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Ph 218-683-8764



WARROAD ABE

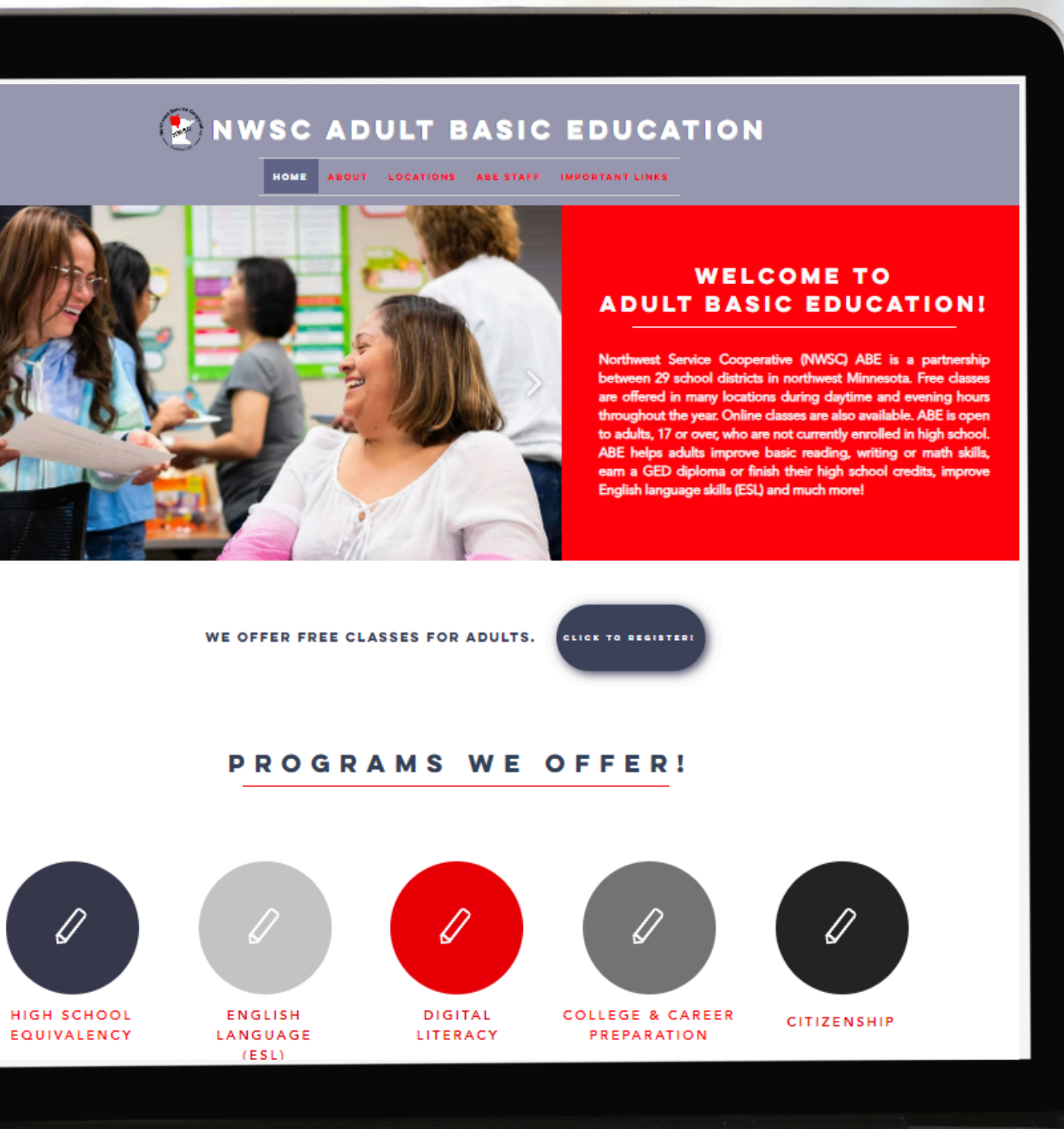
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WINEMAC ABE

WinEMac High School Library
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Ph 763-453-0320

For more information, check out our new website!



<http://northwestabe.org>