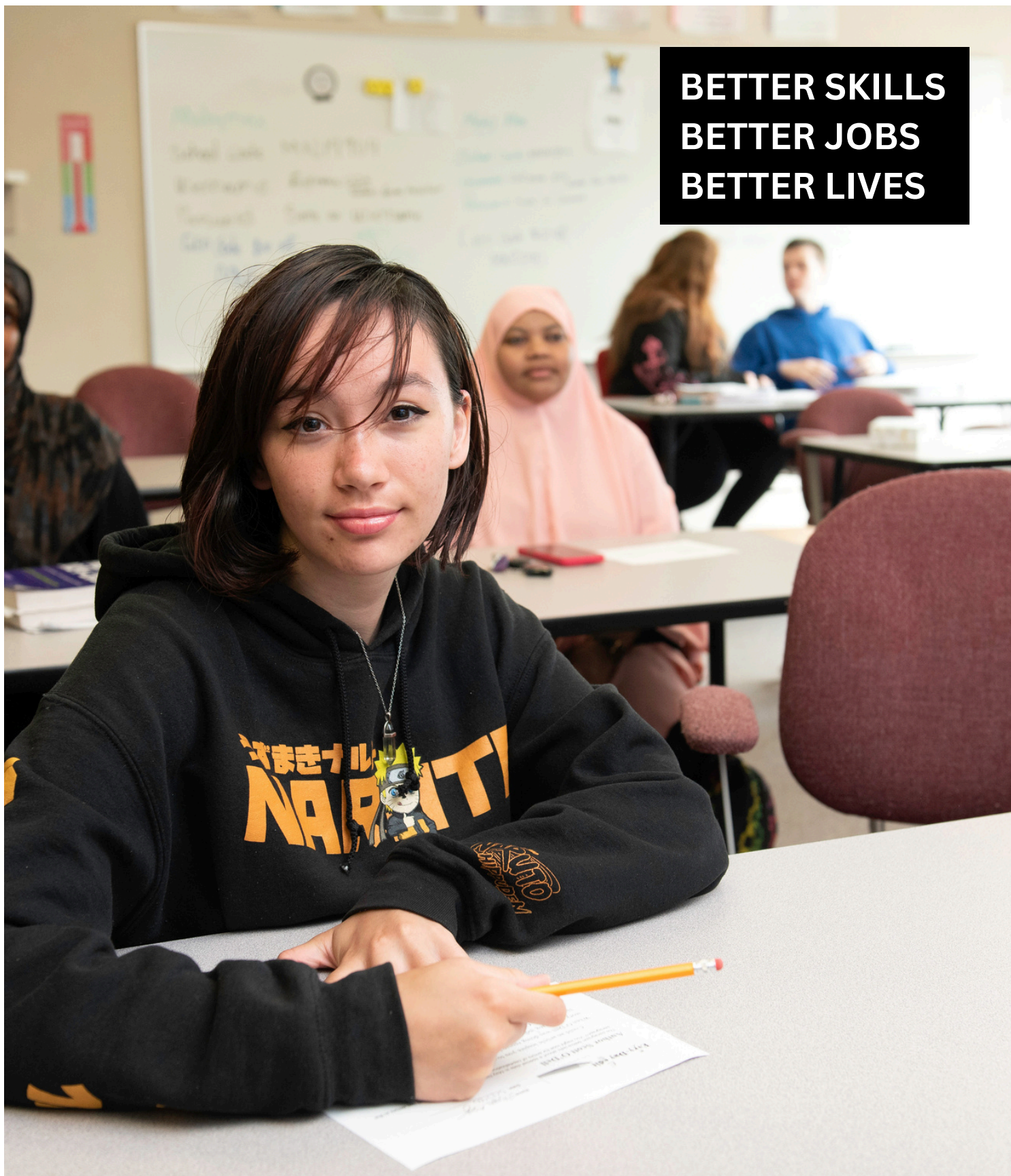




ADULT BASIC EDUCATION

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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ROCC Program Coordinator

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Get employed



Get a better job



Learn to speak, read & write English



Get a GED or Adult High School Diploma

HOW CAN ABE HELP YOU?

Are you ready for college or work? ABE will help you assess your skills and design a learning plan that will put you on the path to a better future!

We saved a space for you on our Vision Board. Just add your goals & dreams below!



Gain test-taking skills

Prepare for college



Gain skills to help your children succeed in school



Set & achieve educational goals

2.

PAGE 3



List your goals, dreams and visions here!

WHICH PATH WILL YOU TAKE? 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:

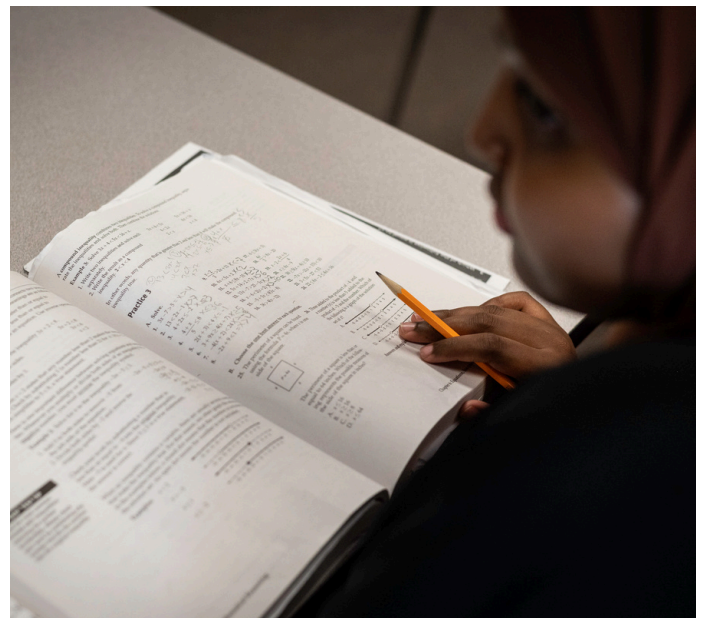
- Reasoning Through Language Arts (150 minutes long)
- Mathematical Reasoning (115 minutes long)
- Social Studies (70 minutes long)
- Science (90 minutes long)

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 OnVue Proctored exam online. To qualify for OnVue Proctored online testing, you must attain "green" (likely to pass) scores on the official GED Ready test within 60 days of testing. ABE will pay for the cost to take four GED Ready practice tests (1 per subject exam), and 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.



NEW

GET READY. GET SET. 4...3...2...1...ACCELERATE!

GED ACCELERATOR ONLINE PREP CLASSES

For too many students, the pursuit of a GED is daunting. They are worried it will take too long to study. They don't have adequate childcare to attend in-person GED prep classes. Their work schedules interfere with their class schedules. They don't live in a community with a local Adult Education classroom. Believe us, we have heard you, and we have created a class to address all of these pitfalls, called GED Accelerator!

These classes meet for one week per subject, with new classes starting each month. The classes are designed to move quickly and offer a brief review of content on each of the four GED subtest areas: *Math, Reasoning through Language Arts, Science and Social Studies*. Instruction is offered through a virtual classroom with specially trained subject matter expert teachers.

Classes meet Monday, Tuesday & Wednesday nights from 5:30 to 7:30 PM for instruction, and students who attend all three classes will take a free GED Ready practice test on Thursday evening in the subject of the week. A passing score qualifies a student to schedule and take that GED test as early as the following week!



**GED Accelerator
Online Prep Classes**

Prep for the GED online!

- 1 month
- 2 hours per class
- 3 classes per week
- 4 courses per month

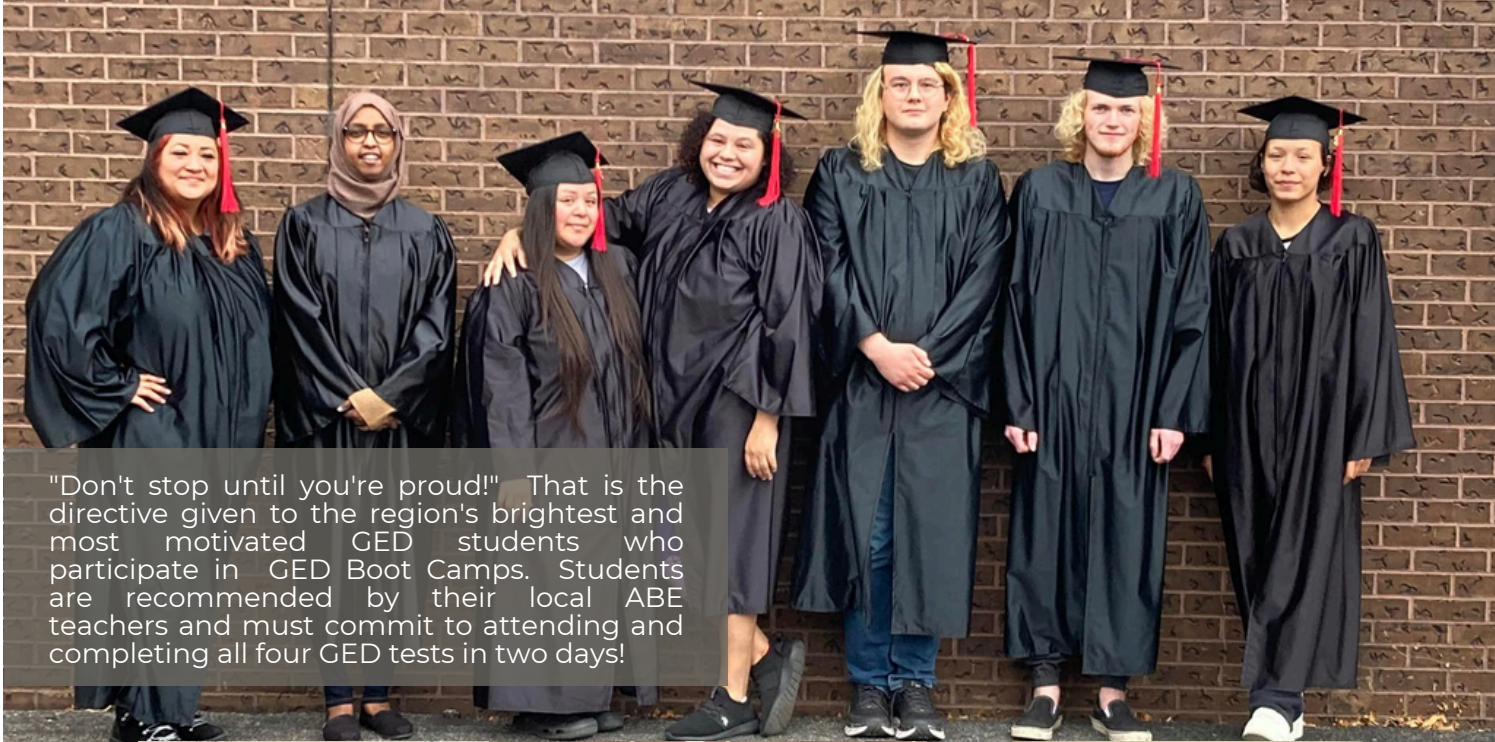
- ✓ Math
- ✓ Reasoning through Language Arts
- ✓ Science
- ✓ Social Studies

**Call to enroll!
218-681-0900 x 9**

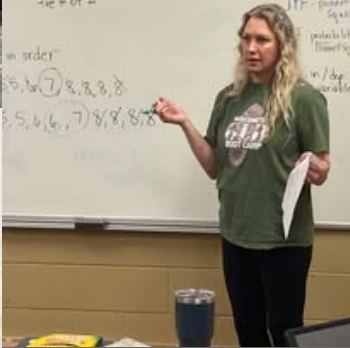
Northwest Service Cooperative
NWSC
Established 1977

GED' ER DONE! JOIN OUR GED BOOT CAMP

1 GOAL | 2 DAYS | 4 TESTS | 10 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!

PARK RAPIDS

Th & F, October 16 & 17, 2025
8 AM to 5 PM

LOCATION TBD

Th & F, Feb 19 & 20, 2026
8 AM to 5 PM

CROOKSTON

Th & F, June 11 & 12, 2026
8 AM to 5 PM

NORTHWEST SERVICE COOPERATIVE MOBILE GED TEST CENTER!

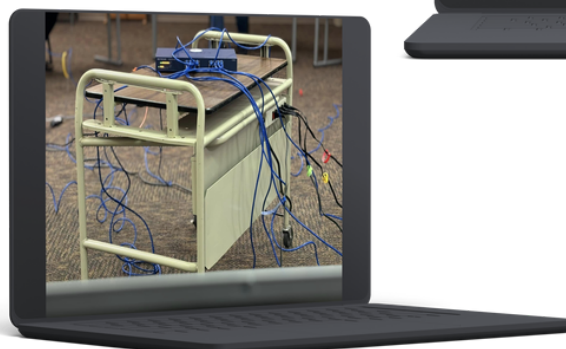
In 2024, the Northwest Service Cooperative opened a mobile GED test center to reach more GED learners in remote locations across the consortium. Prior to opening, the consortium was considered a “testing desert”, with no on-site GED test centers located anywhere within the 16,500 square mile service 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.
LISTENING. WRITING.

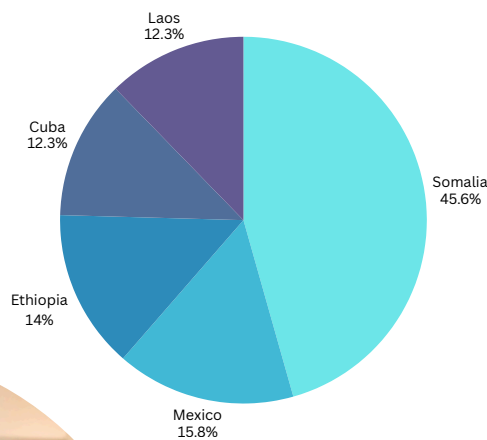
ENGLISH AS A SECOND LANGUAGE

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!

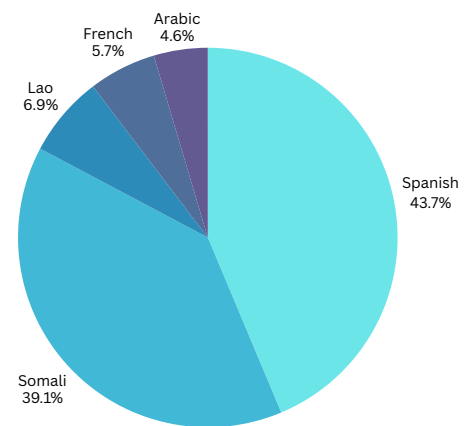
English as a Second Language (ESL) instruction is provided for immigrants and refugees who are learning English. ABE offers 6 levels of ESL classes to help students develop speaking, listening, reading, writing and grammar skills to communicate effectively in English within the community, including on 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!



Top 5 Countries of Origin for our
ESL students in 2024-25?



Top 5 Primary Languages of our
ESL students in 2024-25



DID YOU KNOW?

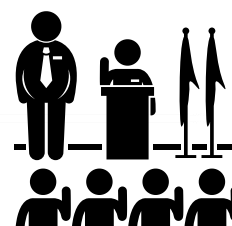
In the 2024-25 school year, we served
249 students, from 35 countries,
speaking 24 different languages!

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



East Grand Forks ABE Teacher Earns U.S. Citizenship!

John Bidogo, English as a Second Language instructor with East Grand Forks Adult Education, came to the United States in 2019 through the lottery visa system with his wife and children. Born in the Democratic Republic of Congo, John moved to Rwanda as a young man, where he attended the university, earning degrees in English and Literature. He participated in a summer linguistics training at the University of North Dakota (UND), after which he returned to Rwanda with a hope to one day make a life for his wife and growing family in the United States. Since emigrating to the US, John has completed a Master or Education in TESOL (Teaching English to Speakers of Other Languages) at UND. John is fluent in four languages, including English, French, Swahili, and Kinyarwanda. In May of 2025, John along with his wife and grown son, completed the process to gain their United States citizenship! Congratulations, John!



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.

2025-26 ROCC Courses



English for Healthcare Pathways

This course is designed to introduce students to the basic vocabulary and foundational concepts around healthcare careers, HIPAA, and body systems.



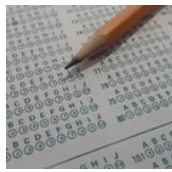
Professionalism for Healthcare Careers

This course focuses on the soft skills like good character, a strong work ethic, personal and professional traits, and the behaviors that are important for becoming an excellent employee in a healthcare pathway are the focus of this course.



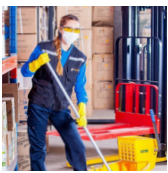
Pre-CNA (Certified Nursing Assistant)

This course will pre-teach many of the topics covered in the CNA class and the NATO knowledge test. Students will discover the various paths available to them in healthcare.



Prep for the Nursing Program Entrance Exam

This course is designed to help individuals who are going into the nursing field. The class will offer help in science, math, language arts, reading, and critical thinking skills in preparation to take the TEAS or HSRT Exam.



English for Environmental Services

This course is centered around common scenarios that involve custodians in various settings. Students learn and review important English vocabulary and phrases that custodians use in their day-to-day jobs.



English Vocabulary for MN Driver's Manual

This is the level 1 course in preparing for the written MN Driver's test. It is designed to introduce students to the basic vocabulary and foundational concepts needed to begin their study towards the written portion of the Minnesota Drivers Exam.



Knowledge & Content for Written Driver's Exam

This course focuses on the knowledge and requirements needed to pass the MN driver's license written exam including road knowledge, traffic laws, vehicle operation and signage.



Fast Paced Knowledge & Content for Written Driver's Exam

This course is 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. This course is best for students who only need a little boost to pass the written exam.



Math Foundations for Paraprofessionals

This course is designed to build the foundational math skills necessary to successfully participate in the Paraprofessional Training & Certification course. Course content focuses on number sense, operation sense, multiplication & division concepts.



Fast Paced Knowledge & Content for Written Driver's Exam

This course is designed to qualify paras to meet Title I requirements. 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.



<https://sites.google.com/nwservice.org/rocc/>

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:

 Essential Computer Skills	 Essential Software Skills	 Using Technology in Daily Life
 Phone Keyboard Basics & Logging In	 Microsoft Word	 Social Media
 Basic Computer Skills	 Microsoft Excel	 Information Literacy
 Internet Basics	 Microsoft PowerPoint	 Career Search Skills
 Using Email	 Google Docs	 Your Digital Footprint
UPDATED		 Supporting K-12 Distance Learning
 Windows 10		 Accessing Telehealth Appointments
 Windows 11		 Cybersecurity Basics
 Mac OS		NEW

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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CROOKSTON ABE

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EAST GRAND FORKS ABE

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GONVICK ABE

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NEVIS ABE

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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

Roseau Public Library
121 Center Street East
Roseau, MN 56751
Ph 763-453-0316



THIEF RIVER FALLS ABE

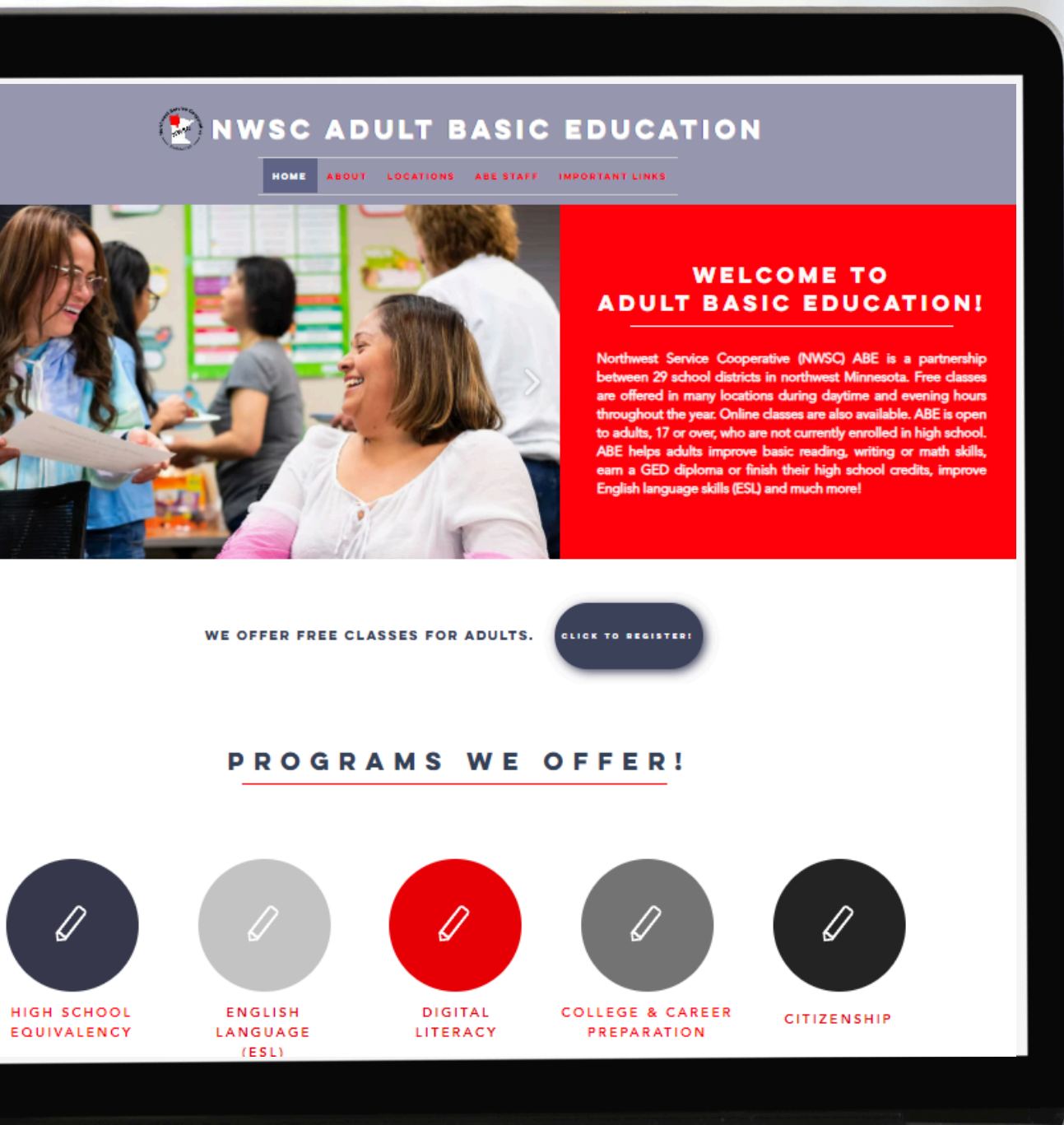
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Thief River Falls, MN 56701
Ph 218-683-8764



WARROAD ABE

104 Roberts Avenue NE
Warroad, MN 56763
Ph 763-453-0316

For more information, check out our new website!



http://

northwestabe.org