NORTHWEST SERVICE COOPERATIVE
114 FIRST STREET WEST, THIEF RIVER FALLS MN 56701

ADULT BASIC EDUCATION

COURSE CATALOG



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

TABLE OF CONTENTS

Eligibility & Contact Information .....page 1
Meet Our Staff .....page 2
ABE Vision Board .....page 3
Enrollment Information ..... page 4
High School Equivalency.....page 5
Pre GED Math Online .....page 6
GED Math Online .....page 7
GED Online (Sc, SS and RLA).....page 8
Mobile GED Testing.....page 9
Free GED Offer!..... page 10
English Language ..... page 11
US Citizenship Exam .....page 12
ROCC Online Couses.....page 13/14
Distance Learning Courses..... page 15
iPad Incentive!.....page 16
ServSafe Certificate .....page 17
Digital Literacy Skills ..... page 18
Website..... page 19



MEET OUR STAFF



KIRSTEN FUGLSETH
ABE Program Coordinator
P: 218-681-0900 x 9
C: 763-453-0322
Email: kfuglseth@nwservice.org



ALICE HOFSTAD
ABE Technology Coordinator
P: 763-453-0321
Email: ahofstad@nwservice.org



CHRYSTI NIELSEN
ABE Advisor & Intake Specialist
P: 218-793-2380
Email: cnielsen@nwservice.org



ERYN KILLOUGH
ABE Instructor
East Grand Forks ABE
P: 218-793-2380
Email: ekillough@nwservice.org



KELLY ENTZEL
ABE Instructor
East Grand Forks ABE
P: 218-793-2380
Email: kentzel@nwservice.org



TRACI PEDERSON
ABE Instructor
Warroad & Roseau ABE
P: 763-453-0316
Email: tpederson@nwservice.org



JOANN STUTE
ABE Instructor
Park Rapids & Nevis ABE
P: 218-689-5973
Email: jstute@nwservice.org



JACKIE DEER
ABE Instructor
Bemdiji ABE
P: 218-333-6670
Email: jdeer@nwservice.org



DANA LOUW
ABE Instructor
Crookston ABE
P: 763-453-0320
Email: dlouw@nwservice.org



SARAH DYRUD
ABE Instructor
Thief River Falls ABE
P: 218-683-8764
Email: sdyrud@nwservice.org



KATHY CLAUSSEN
ABE Instructor
Clearbrook ABE
P: (218) 319-9246
Email: kclaussen@nwservice.org



CASEY HATLEVOLL
Online ABE Instuctor
ROCC Program Coordinator
P: (218) 284-3456
Email: chatlevoll@nwservice.org



Get employed



ure st
Get a better job



Learn to speak, read & write English

HOW CAN ABE HELP YOU?

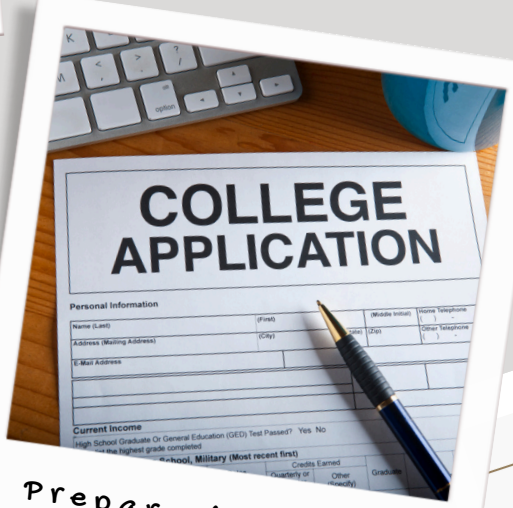
Are you ready for college or work? ABE will help you assess your skills and design a learning plan that will put you on the path to a better future! We saved a space for you on our Vision Board. Just add your goals & dreams below!



Get a GED or Adult High School Diploma



Gain test-taking skills



Prepare for college



Gain skills to help your children succeed in school



List your goals, dreams and visions here!



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 (www.mnliteracy.org/hotline) or by calling 1-800-222-1990, or texting 612-424-1211.

BEMIDJI ABE

NTC Room 220
905 Grant Avenue SE
Bemidji, MN 56601
Ph 218-333-6670

CLEARBROOK ABE

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

CROOKSTON ABE

Crookston High School
402 Fisher Avenue
Crookston, MN 56716
Ph 763-453-0320

EAST GRAND FORKS ABE

NCTC Office Room 520
2022 Central Avenue NW
East Grand Forks, MN 56721
Ph 218-793-2380

NEVIS ABE

Nevis Community Educ Room
315 3rd Avenue
Nevis, MN 56467
Ph 218-689-5973

PARK RAPIDS ABE

Park Rapids High School Room 708
401 Huntsinger Avenue
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

NCTC Room 115
1101 Highway One East
Thief River Falls, MN 56701
Ph 218-683-8764

WARROAD ABE

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

WHICH PATH WILL YOU TAKE?

ADULT DIPLOMA OR GED?

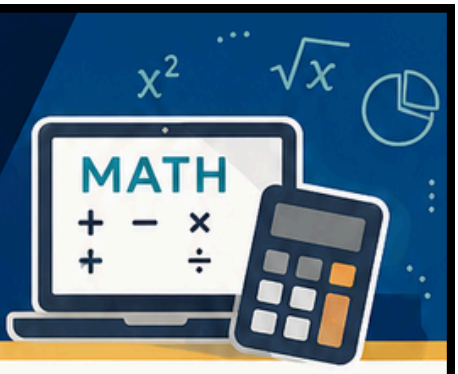
If you were finished with high school before you graduated, you're not alone. Adult Basic Education can help you get a high school diploma or GED! Take classes virtually or in person at a local classroom. We offer flexible, high quality and interactive learning opportunities through small group instruction,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

MN STANDARD ADULT DIPLOMA		2014 GED
Minnesota's state adult high school diploma is a standard competency-based diploma that is issued by the Department of Education for adults who complete an approved ABE program.	Purpose	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
Students must demonstrate competency through any combination of the following ways: • High school credits • Test-verified knowledge (including GED, Accuplacer and others) • Adult Educatoin instruction • Applied and experiencial learning • Other prior experiences, credits or skills	Requirements	The GED has four content or subject areas that much be completed through computer-based testing. You can complete one subject at a time or all at once.
No minimum score required. Students must meet each competency area.	Passing Score	Minimum passing score is 145 on each subject test.
Competency-based. Students can progress at their own pace.	Format	Timed test. Each subject has a set time limit.
Free to Minnesota residents.	Cost	Cost is $36 per subject. Codes may be available to reduce the cost of each test.
Assessed continuously through coursework, tests, projects, and real-life applications.	Assessments	Assessed at the end of study through standardized testing taken at an official test center, in person or online.
5 Subject Areas: • English Language Arts • Mathematics • Science • Social Studies • Employability and Career Awareness	Subjects	4 Subject Areas: • Reasoning through Language Arts • Mathematical Reasoning • Social Studies • Science

BOTH PATHS LEAD TO OPPORTUNITY!

A high school credential can help you pursue college, training, and better job opportunities. Our dedicated instructors are here to support you every step of the way. Call us today to learn more about classes and enrollment options.

PRE-GED MATH
ONLINE CLASS



PRE-GED TRACK:

Target Student ABE Level:
level 3-mid level 4

- TABE scale score: **496-558**
- CASAS scale score: **204-220**

QUANTITATIVE REASONING (8 WEEKS)

- **Multiplication:** multiples, factors, squares, square roots
- **Integers:** operations, number line, absolute value
- **Ratios:** fractions/decimals/ percents/unit rate
- **Ordering** and operations with rational numbers

SCHEDULE:

FALL SESSION:
October 8th–December 3rd
(no class week of November 26th)

Google Meet on
Thursdays, 1–3pm

SPRING SESSION:
February 3rd–March 24th

Google Meet on
Wednesdays, 5:30–7:30pm

8-WEEK TOPIC OVERVIEW

1	Integers, The Number Line, & Absolute Value
2	Factors & Multiples
3	Squares & Square Roots
4	Defining Ratios
5	Equivalent Ratios & Unit Rates
6	Making Comparisons with Ratios
7	Connecting Ratios, Fractions, Decimals, Percents
8	Problem Solving with Ratios

GOOGLE MEET CHECK INS:

30 min — **ROUTINE/OPENING ACTIVITY:** math reading routine; low-floor high ceiling to explore a concept deeply; calculator exploration

60 min — **TOPIC POSTED ON GOOGLE SITE**

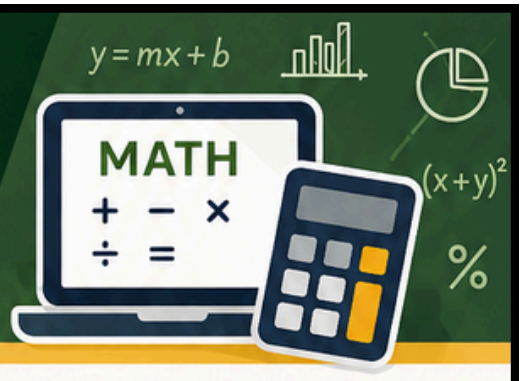
30 min — **WRAP UP:** calculator practice, HSE test practice question, etc.

NEXT STEPS BEFORE GED TRACK

POST TEST | REGISTRATION

You've got the math. We've got the plan. Let's get you GED ready!

GED MATH ONLINE CLASS



GED TRACK:

Target Student ABE Level: mid level 4–level 5

- TABE scale score: 559–656
- CASAS scale score: 221–235

ALGEBRAIC REASONING (8 WEEKS)

- **Expressions**–order of operations
- **Equations:** true statements, balance, like terms, creating, etc.
- **Inequalities**
- **Algebra** as a tool in geometry contexts
- **Algebra** in linear functions
- Working with probability and statistics

SCHEDULE:

FALL SESSION:

October 7th–December 2nd
(No class week of November 25th)

Google Meet on Wednesdays, 5:30–7:30pm

SPRING SESSION:

February 4th–March 25th

Google Meet on Thursdays, 1–3pm

8-WEEK TOPIC OVERVIEW

1	Equality & Equations
2	Expressions & Order of Operations
3	Evaluating Expressions & Balancing Equations
4	Variables & Like Terms
5	Simplifying & Solving
6	Working with Geometry Formulas
7	Working with Linear Functions
8	Topics in Statistics

GOOGLE MEET CHECK INS:

30 min — **ROUTINE/OPENING ACTIVITY:** math reading routine; low-floor high ceiling to explore a concept deeply; calculator exploration

60 min — **TOPIC POSTED ON GOOGLE SITE**

30 min — **WRAP UP:** calculator practice, HSE test practice question, etc.

NEXT STEP → POST TEST → GED READY → FOLLOW UP WITH OFFICIAL TESTING

You've got the math. We've got the plan. Let's get you GED ready!

GED ONLINE PREP

FOR SCIENCE, SOCIAL STUDIES & REASONING THROUGH LANGUAGE ARTS



GED TRACK:

Target Student ABE Level:
mid level 4–level 5

- TABE scale score: 559–656
- CASAS scale score: 221–235

PREP FOR SUCCESS IN THREE KEY AREAS

REASONING THROUGH LANGUAGE ARTS (RLA)
Strengthen reading comprehension, grammar, and argument analysis skills.

SOCIAL STUDIES
Build knowledge of civics, U.S. history, economics, and geography.

SCIENCE
Explore life science, physical science, and earth science concepts.

SCHEDULE:

FALL SESSION:
October 6–November 24

Google Meet on
Tuesdays, 5:30–7:30pm

SPRING SESSION:
February 2–March 23

Google Meet on
Tuesdays, 1–3pm

8-WEEK TOPIC OVERVIEW

REASONING THROUGH LANGUAGE ARTS (RLA)

- **Reading Comprehension:** Finding main ideas, details, and conclusions in non-fiction and literary texts.
- **Grammar and Language:** Fixing errors in capitalization, punctuation, and sentence structure.
- **Argument Analysis:** Evaluating the claims and evidence used by an author to support a point.

SOCIAL STUDIES

- **Civics and Government:** Studying the branches of the U.S. government, historical documents, and the voting process.
- **U.S. History:** Reviewing major eras from early colonization through the Cold War and modern civil rights.
- **Economics and Geography:** Understanding basic market systems, consumer economics, and human-environment interactions.

SCIENCE

- **Life Science:** Learning cell structures, human body systems, genetics, and ecosystems.
- **Physical and Earth Science:** Reviewing basic chemistry (atoms and molecules), physics (forces and energy), and Earth systems (weather and plate tectonics).

GOOGLE MEET CHECK INS:

30 min — ROUTINE/OPENING ACTIVITY

60 min — TOPIC POSTED ON GOOGLE SITE

30 min — WRAP UP

NEXT STEPS

POST TEST | GED READY | FOLLOW UP WITH OFFICIAL TESTING

You've got the plan. We've got the support. You've got this!



The NWSC Mobile Test Center is a set of ten testing computers and the necessary equipment that allows 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.

Northwest Service Cooperative
NWSC
Established 1977

Limited Time Offer!

★ INVESTING IN YOUR FUTURE! ★

Northwest Service Cooperative is funding up to

200 GED TEST VOUCHERS FOR STUDENTS WHO QUALIFY!

LEARNING BUILDS STRONGER FAMILIES AND STRONGER COMMUNITIES

At Northwest Service Cooperative, we believe in the power of learning. That's why we're investing in you—helping you take the next step toward your future at no cost to you!



EARN YOUR GED FOR FREE!*

FOR QUALIFIED STUDENTS

EARN A FREE GED TEST VOUCHER AFTER COMPLETING 12 HOURS OF DISTANCE LEARNING!

- Flexible online learning
- Work at your own pace
- Support from caring instructors
- No cost GED testing for qualified students

WHY IT MATTERS

- Better job opportunities
- Higher earning potential
- Stronger families
- A brighter future

Your Future. Your Goals. We're Here to Help!

TAKE THE NEXT STEP!

- Visit **www.northwestabe.org** to learn more
- See your teacher for more details
- We're here to support you every step of the way!

INVEST IN YOURSELF. INSPIRE YOUR FAMILY. STRENGTHEN OUR COMMUNITY.

Learning Changes Lives!

*Eligibility requirements apply. Contact us for details.

READING. SPEAKING.
LISTENING. WRITING.

ENGLISH AS A SECOND LANGUAGE

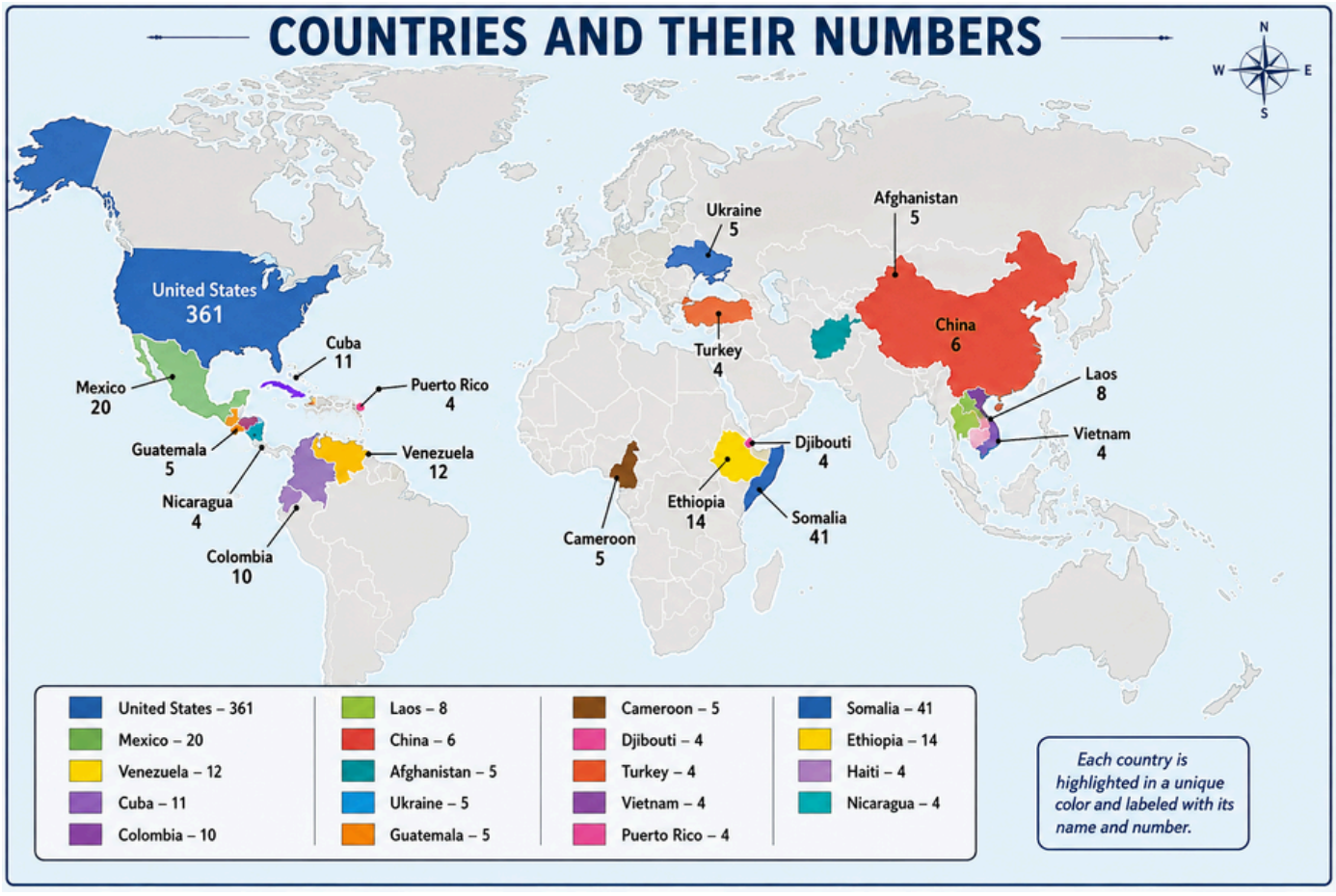


We teach our students English and get a free tour of another country, all without the jet lag! Adult Basic Education works with students from dozens of countries speaking multiple languages. We can help you!

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!

Did You Know?

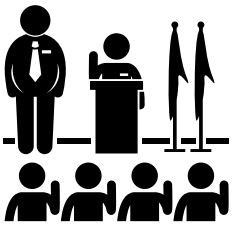
In the 2025-26 school year, we served 586 students, from 56 countries, speaking 24 different languages!
See the map below to learn where the students came from.



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 128 civics questions
  - Must correctly answer 12 of 20 (***new as of 10/20/2025***)
- 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



ROCC ONLINE CLASSES

ABE programs in the northern Minnesota partner 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.

ROCC

REGIONAL ONLINE CAREER COLLABORATIVE

A COLLABORATION OF ADULT EDUCATION CONSORTIA IN NORTHERN MN

2026-2027



Free career-focused online courses in the areas of education, healthcare, driving, and more!



CLASSES

- English Vocabulary for MN Driver's Manual
- Knowledge & Content for Written Driver's Exam
- Preparation for Personal Care Assistant (PCA)/CFSS Worker Certification Prep
- Pre-CNA
- Preparation for the Nursing Entrance Exam
- Paraprofessional Training & Certification
- Career Planning
- English for Custodians & Maintenance Workers
- English for Hospitality Careers

More Information

Scan QR code for our website!

SCAN ME

2026-2027 SCHEDULE

English Vocabulary for MN Driver's Manual
- Monday & Friday, 1:00-2:30pm
- Fall: 09/14/2026-11/20/2026 (no class 10/12)
- Spring: 01/25/2027-04/02/2027 (no class 02/15 & 03/26)

Knowledge & Content for Written Driver's Exam
- Asynchronous
- Course opens 10/05/2026

Personal Care Assistant (PCA)/CFSS Worker Certification Prep
- Tuesday & Thursday, 2:00-4:30pm
- Fall: 10/20/2026-12/17/2026 (no class 11/24 and 11/26)
- Spring: 01/26/2027-03/18/2027

Pre-CNA
- Tuesday, Wednesday, Thursday, 12:30-2:30pm
- Fall: 09/24/2026-10/22/2026 (no class 10/15/2026)

Preparation for the Nursing Entrance Exam
- Monday & Thursday, 6:00-8:00pm
- Fall: 10/05/2026 - 11/19/2026
- Spring: 02/01/2027 - 03/18/2027

Paraprofessional Training & Certification
- Tuesday & Thursday, 5:30-7:30pm
- Fall: 10/06/2026 - 11/19/2026
- Winter: 01/12/2027 - 02/25/2027
- Spring: 04/06/2027 - 05/20/2027

Career Planning
- Tuesday & Thursday, 6:00-8:00pm
- Fall: 10/20/2026-12/01/2026 (no class 11/26/2026)
- Spring: 03/02/2027-04/08/2027

English for Custodians & Maintenance Workers
- Tuesday & Thursday, 6:00-8:00pm
- Spring: 03/30/2027 - 05/20/2027

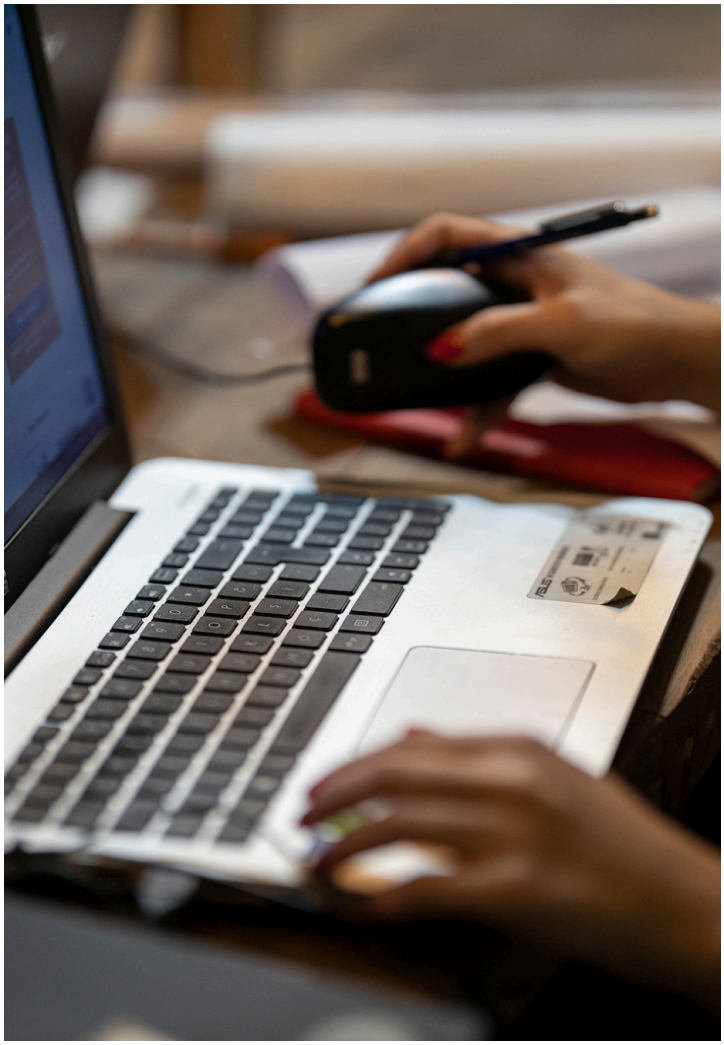
English for Hospitality Services
- Tuesday & Thursday, 6:00-8:00pm
- Winter: 01/05/2027 - 02/11/2027

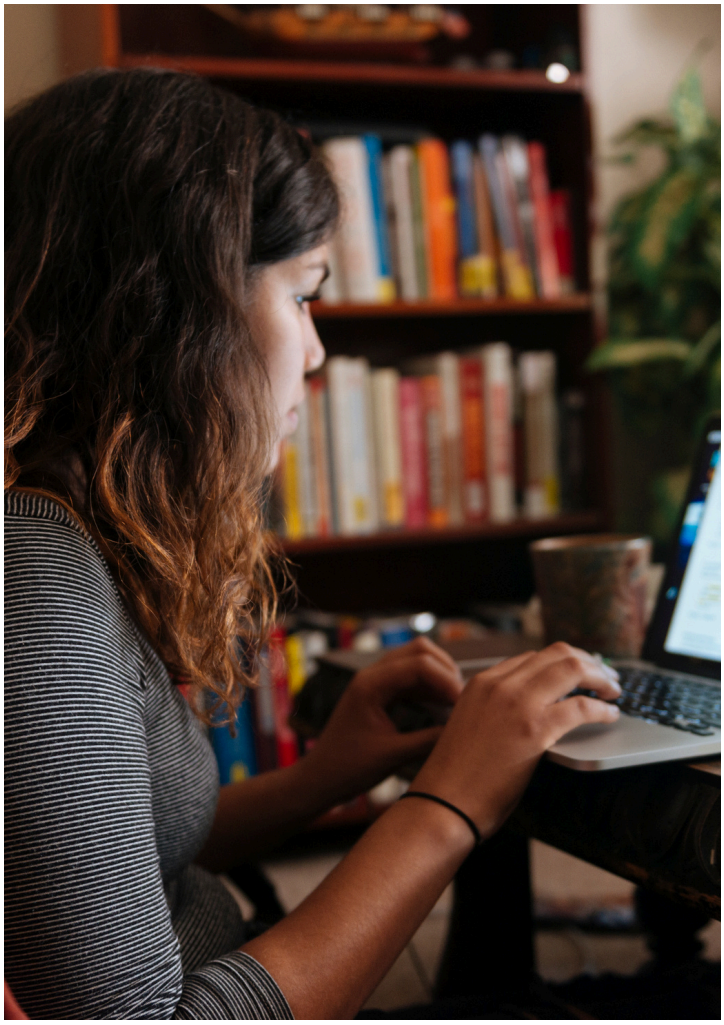
LEARN FROM HOME!

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 one of the platforms listed below!

- **Burlington English**: ESL prep including: Careers, Civics, General English, Grammar and Reading
- **CommonLi**t: ESL and ABE/GED prep including: Grammar, Reading, Vocabulary, and Writing
- **Edmentum/Apex:** ABE/GED prep including: Grammar, Math, Reading and Career Focused Courses
- **Ellii:** ESL lessons, flashcards, courses and tasks spanning grammar, vocabulary, reading and daily communication
- **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
- **ReadWorks:** ESL and ABE/GED prep to support reading comprehension and vocabulary development
- **SoftSkills**: ABE/ADP/GED career readiness and training to teach interpersonal and workplace traits
- **USA Learns**: ESL and Citizenship prep including: Citizenship, Grammar, Life Skills, Pronunciation, Reading, Speaking & Listening, Vocabulary, and Writing





LIMITED TIME OFFER!

WIN AN iPad

MONTHLY IPAD DRAWING!



8th gen iPad 32 GB with case, charger not included

- **Monthly drawings**
  - Start earning entries in September, with the first drawing in October
- **12 distance learning hours = 1 entry**
- **More hours = More entries**
- **Hours/entries reset each month**
- **Eligible Platforms**
  - Burlington English, CommonLit, Ellii, IXL, KhanAcademy, MobyMax, NSOL, Quill, ReadTheory, ReadWorks, SoftSkills, USALearns

763-453-0322 **QUESTIONS?** northwestabe.org

Northwest Service Cooperative NWSC Established 1971



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

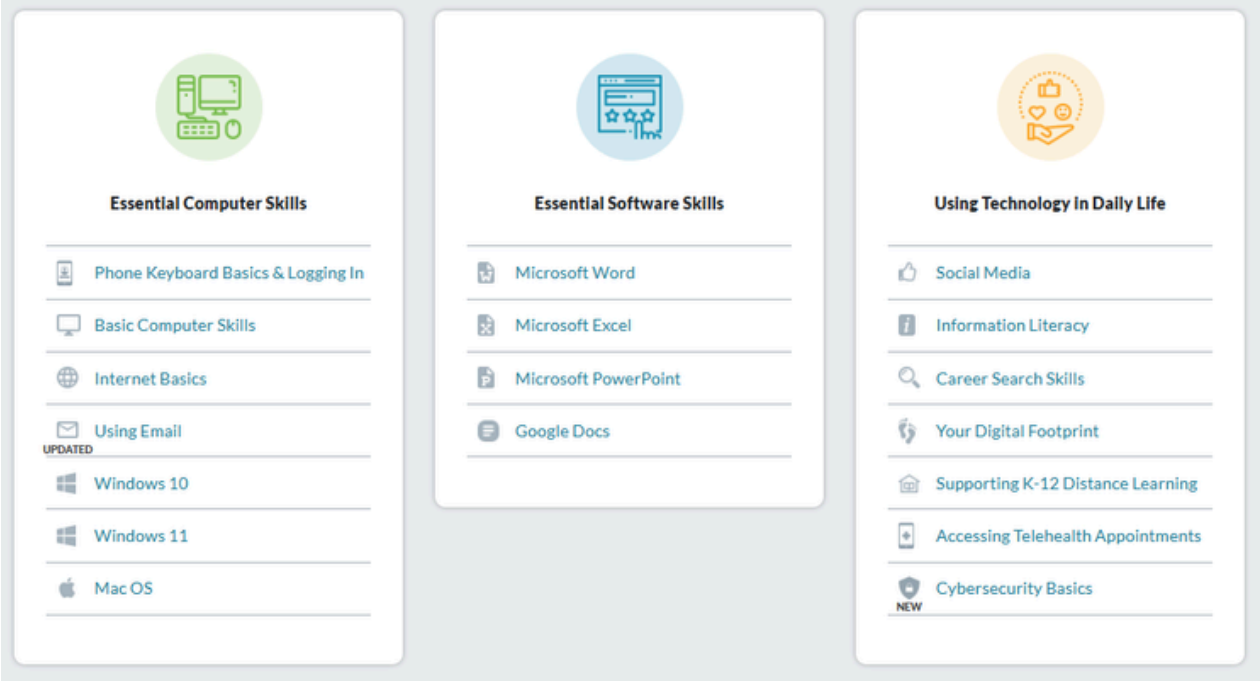
Food Manager Certification

ON-SITE TRAINING

DIGITAL LITERACY SKILLS CERTIFICATES

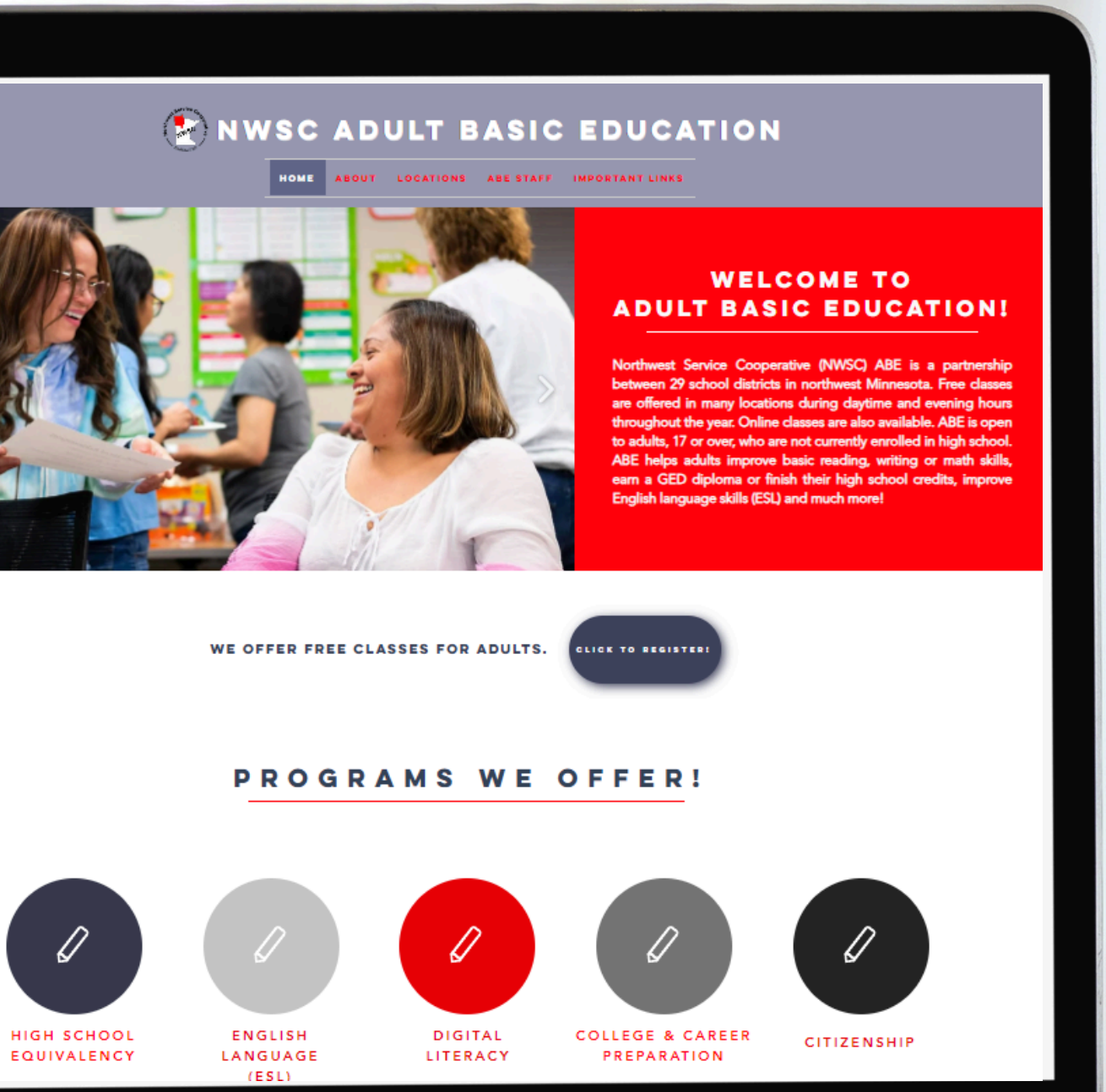
Northstar Digital Literacy is a program developed by Literacy Minnesota that gives adult learners the opportunity to improve and demonstrate their digital literacy skills. Northstar Digital Literacy defines the basic skills needed to perform tasks on computers and online. Online, self-guided modules 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!

For more information, check out our website!



http:// northwestabe.org