

## GED Practice Test

Testing dates are TBA each semester and are free of charge for any student enrolled in the AE program. It is given on a Saturday from 9:00 a.m. to 4:00 p.m.

## English As A Second Language

English as a Second Language students are entered into these courses to learn communication skills that will aid them in functioning in the American culture and workforce. Focus is placed on workforce readiness, vocabulary building, writing, reading and civics instruction. These classes are four days a week, four hours each.

## Distance Learning For Adult Education

This program is designed to allow you to work with your own schedule and at your own pace. This program is for students:

- (1) Who are working with local workforce centers in our service delivery area
- (2) to accelerate their learning progress at a speed beyond what is facilitated with classroom participation
- (3) who have transportation issues, disability issues, etc. that could prevent them from attending training in a classroom setting
- (4) who live and/or work long distances from accessible classes

**DISCLAIMER:** TVCC AE Program reserves the right to amend, modify and/or revise any provisions deemed necessary without prior notice.

TVCC is an affirmative action/ equal opportunity institution



Trinity Valley Community College  
100 Cardinal Drive  
Athens, Texas 75751



TRINITY VALLEY COMMUNITY COLLEGE

## Adult Education

### ESL

### EL Civics

100 Cardinal Drive  
Athens, Texas 75751

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## Mission Statement

The Adult Education Program is intended to assist students in acquiring the basic academic skills to prepare them for examinations such as the THEA, GED, or ASVAB, and brush up on basic academic skills needed for the workplace. Acknowledging that individuals learn at different rates, all students are expected to do their best to complete the courses in the shortest possible time.

## Program Policies and Expectations

### Adult Education, ESL/EL Civics

Enrollment is open, based on first come first served. Student attendance is *mandatory*. Students must understand that by enrolling in the program they are agreeing to do their best to reach their goals.

There is no monetary charge for these courses. The cost for students is time and commitment to the program.



## Adult Education, ESL/EL Civics

Trinity Valley Community College operates an Adult Education and ESL/EL Civics program on its main campus in Athens, Texas. Our service delivery area includes the following counties: Anderson, Henderson, Kaufman, Van Zandt and Rains Counties. Class sites vary depending on community interest and support.

### Intake Process

Any student wishing to enter the intake process must call the Adult Education Office at (903)-675-6398 to place his/her name on the appropriate waiting list for the site in which he/she would like to attend class. Orientation classes include the following:

**\*1st. Session 3-Hour Intake/Baseline Testing**

**\*2nd. Session 3-Hour Program Expectations**

**\*3rd. Session 3-Hour Learn to Learn Workshop**

**\*4th. Session 3-Hour Goal Setting/Advisement Workshop**

All students entering the program are **REQUIRED** to attend 12 hours of orientation. Orientations are scheduled monthly. Students attend 3 hours each day Monday, Tuesday, Wednesday and Thursday for a total of 12 hours before being eligible to enter class. On the Athens campus, an orientation class is offered from 9:00 a.m. until 12 noon. Evening orientation is held in Athens, Palestine, Kaufman, Mabank, Terrell and on Wills Point High School sites from 6:00 p.m. until 9:00 p.m. A student **MUST SUCCESSFULLY COMPLETE ALL 12 HOURS** in order to be enrolled into the regular class.

## Course Descriptions

### GED Preparation

This course will help students gain proficiency in math operations such as: addition, subtraction, multiplication, division, fractions, applying formulas, measuring, equations, and geometry for selected occupational interests.

This course also emphasizes improvement in reading skills for the workplace as well as comprehension of business and industry documents relevant to the professional and academic development of the student. This course will enable students to read and understand materials on tests that will permit transition into skills programs or higher education.

Students will gain proficiency in writing letters, memos, materials request, documents of explanation, directions and other appropriate writing assignments for selected occupational interests. This course will enable students to pass tests that will permit transition into skills programs or higher education.

### Course Length

**ALL COURSES are a minimum of 64 hours in length. Students will attend classes four days a week for four hours each day/night for 4 weeks. THIS IS MANDATORY for being a student in the Adult Education Program.**

