



## ENGLISH AS A SECOND LANGUAGE

Adults enter 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. Classes meet Monday through Thursday.

## 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 adults:

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

## TRANSITIONAL PREP PROGRAM

The Transitional Prep Program is a college readiness program that helps adults age 18 or older, who have a high school diploma or GED and who are not currently enrolled in college (credit) classes prepare for college academics, culture and life. Adults must be employable in the U.S. A major aspect of the preparation includes helping students pass the college entrance exam **before** they begin their credit classes (classes that count toward a college degree).

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



TRINITY VALLEY COMMUNITY COLLEGE  
100 Cardinal Drive  
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# LEARNING NEVER ENDS

## ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE ENGLISH LITERACY AND CIVICS

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Education department at **903-675-6398** or  
email **AdultEd@tvcc.edu**.



TRINITY VALLEY  
COMMUNITY COLLEGE  
ADULT EDUCATION

## Purpose:

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

## Program Policies and Expectations

### Adult Education, English as a Second Language/English Literacy and Civics

Enrollment is open, based on first come, first served. Adults who enroll in an Adult Ed program agree to do their best to reach their goals.

There is no monetary charge for these courses. However, once enrolled, adults are committed to the class schedule. Class attendance is *mandatory*.

**Anyone age 18 or older who is not currently enrolled in school or regular college (credit) classes is eligible.**

## Adult Education, ESL/EL Civics

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

### Intake (Orientation) Process

Any adult wishing to enter the program 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 is mandatory and includes the following:

#### \*First Session

3-Hour Intake/Baseline Testing

#### \*Second Session

3-Hour Program Policies and Expectations

#### \*Third Session

3-Hour Learn to Learn Workshop

#### \*Fourth Session

3-Hour Goal Setting/Advisement Workshop

Orientation sessions are scheduled monthly. Adults attend 3 hours each session Monday, Tuesday, Wednesday and Thursday for a total of 12 hours.

Daytime and evening orientations vary depending on the site. Adults **MUST SUCCESSFULLY COMPLETE** orientation.

## 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.

### Class Schedule

Students attend classes four days a week, Monday through Thursday, three hours each day for a total of 12 hours weekly. Daytime and evening classes vary depending on availability.

