

# Mesa Public Schools Adult Education

(Fall 2007)

For more than 40 years, Mesa Public Schools has provided free educational services to adults through one of the largest adult education programs in the state. The adult education program is expanding its core programs and services to encourage enrollment in Adult Basic Education and GED (high school diploma) courses. We have also extended our auxiliary programs to adults not directly seeking a high school diploma. All courses are offered at no cost to the student.

The core course offerings are English language development, scholastic achievement and citizenship. The auxiliary programs include computer keyboarding, basic computer operations and transition counseling for academic advancement.

At the beginning of each registration cycle (August and January) students are given a placement assessment that allows the faculty to place the student at the best possible level for their existing skills and knowledge. Students are tested periodically to measure advancement, and may be placed in different classes to enhance their learning experience.

This is not a tutorial program. It features direct classroom instruction. Students at the higher levels may be given homework, and all students are encouraged to participate in educational field trips, many of which include activities for the entire family. The average class size is 20 students. A student who is making adequate progress can be expected to complete each course within two years, although many students complete a level in one year.

## **CORE COURSES**

### **English Language:**

These courses are for non-native English speakers. There are six levels of English: Pre-lit (no English skills) through Level 5. Graduates of the Level 5 English class are good English speakers, and are able to read and write English at the 6<sup>th</sup> grade level.

### **Adult Basic Education (ABE)**

Adult Basic Education provides educational advancement to students who may have adequate English conversational skills, but who have limited reading and writing ability. There are two levels of ABE classes. Transitional ABE is for students who wish to develop stronger reading and written communication skills. Students enrolling in this course must have 3rd grade or higher reading skills. Normally, after one year, these students will move into the ABE class. The ABE class is directed at further improvement of communication skills, both written and oral; civics; and fundamentals of math, social studies, and science. Students enrolling in this class must have at least 8th grade reading skills.

## **GED**

This course prepares students for the GED or high school diploma equivalency examination. This one-year course includes math through fundamentals of algebra, civics, essay writing, science and social studies. Students must have reading skills at least at the 9<sup>th</sup> grade level to enroll. Students are periodically tested using official GED practice exams to determine if they are ready to take the GED test. When the students achieve a high enough score on the practice examinations, they are encouraged to begin taking the GED test. Upon passing the GED test, students are awarded a high school equivalency certificate.

## **Citizenship**

This course prepares students to take the citizenship examination. While students are enhancing their communication skills, they are learning civics, United States government, United States history and constitutional principles. Students may be enrolled in another course offered through the program at the same time. Students should have English language abilities of at least Level 3, although this requirement may be waived by the teacher.

## **AUXILIARY SERVICES**

### **Keyboarding**

The program encourages all students to enroll in a keyboarding/typing program. This program is self-guided and self-taught through the facilities of the Adult Education Computer Laboratory. Instructors are available to assist and encourage.

### **Computer Skills**

All students who are enrolled in a core course participate in a computer lab at least three hours a month to learn basic computer operations with Word, Publisher, and Excel; letter writing; and computer based research. Students are taught computer ethics and etiquette. Students are also encouraged to use online study guides and programs. Several afternoons a week, the computer lab is open to the general public, and instructors are available to facilitate.

### **Retention Services**

Students who are falling behind in class or who have dropped out may be referred to or consult with the retention specialist. Many times, students have left because of personal circumstances and are embarrassed to return, or they have grown discouraged because they have set unrealistic goals. The retention specialist assists students in remaining in class and achieving their educational goals.

### **Transition Services**

Students who have completed the GED and non-students who have high school diplomas may consult with Transition Services about further educational programs such as community colleges, scholarships and occupational plans.

## REGISTRATION AND ENROLLMENT

Primary registration takes place in August and January. There is a secondary registration to fill any vacancies that may have arisen in classes in September and February. All registration takes place at the offices of the Adult Education program, 546 North Stapley Drive, in Mesa.

**Because of the large number of prospective students, and the amount of time necessary for assessments, anyone interested in enrolling in the program should call (480) 472-7259 after August 6 to make a registration appointment.**

At registration, all students will be required to show that they are United States citizens, or that they are legally present in the United States.

Special registration requirements apply to students between the ages of 16 and 18, or students who are still enrolled in high school. For more information on these special requirements, call Sandra Edwards at (480) 472-7254.

All adult education programs are open to adults regardless of race, ethnicity, national origin, religion, gender, or disability. Accommodations will be made for students in compliance with the Americans With Disabilities Act.

For fall, 2007, registration will occur on the following days:

ABE and GED	August 11 and 18 (both days required)
ABE and GED	August 22 and 25 (both days required)
English	August 13, 16 and 21
Citizenship	All registration days

## CLASS LOCATIONS AND HOURS

Classes are conducted in 17 sites throughout Mesa Public Schools. Every effort will be made to accommodate students' desires for classroom locations, and to place students in classrooms close to home or place of employment. The computer laboratory is located at 546 North Stapley Drive, Mesa. Some schools have their own computer labs, and classes will be taught on-site.

Classes are scheduled on weekday mornings (usually 9 a.m. to noon), weekday evenings (usually 6 to 9 p.m.), and Saturday mornings. The computer lab is open from 9 a.m. to 9 p.m. weekdays.

## MORE INFORMATION

Thank you for your interest in the Mesa Public Schools Adult Education Program. For more information, please call (480) 472-7250.