



## BASIC SKILLS EDUCATION

The Basic Skills Program (BSP) includes Adult Basic Education (ABE), Adult High School (AHS), Compensatory Education Development (CED), English as a Second Language (ESL), General Educational Development (GED), Human Resources Development (HRD), Workforce Preparedness, and Basic Skills Student Services. Classes are divided into structured Basic Skills classes and open entry/exit classes. All classes are offered free-of-charge. There is a nominal charge for the official GED Test, and for the AHS and GED Graduation.

### Adult Basic Education (ABE)

Adult Basic Education (ABE) is a program of instruction designed for adults who lack competence in reading, writing, speaking, problem solving, or computation at a level necessary to function in society, on a job or in the family. ABE is a dynamic outreach program using a variety of traditional and non-traditional approaches to helping adults learn and succeed. Students have the opportunity to improve their academic skills, including skills that are needed for success upon entering the world of work.

### Adult High School Diploma (AHS)

The Adult High School Diploma Program is a course of study in which adult students can earn a high school diploma by completing required and elective courses. Students must be 18 or older, although students who are 16 or 17 may enroll under special circumstances. To earn an Adult High School Diploma, a student must satisfactorily complete a total of 22 specific course units (15 core courses and 7 electives). The student must also pass the North Carolina Competency Tests in Reading, Math, and Computer Skills Tests.

Each of the subjects listed below offers a concentrated study in accordance with the North Carolina Standard Course of Study. Following assessment and evaluation of student academic transcripts, students are informed as to the number of courses needed to complete requirements for their Adult High School Diploma.

Fayetteville Technical Community College issues the AHS Diploma in cooperation with the Cumberland County Board of Education. A graduation ceremony will be held once each year and a graduation fee of \$35.00 will be charged. (Fees subject to change.)

A qualified instructor who possesses at least a four-year degree teaches each course. The instructor uses modern classroom techniques, which include current textbooks, audiovisual aids, community resources, computer-assisted learning, and a variety of other teaching methods.

#### Core Courses

1. English I: Grammar	9. Earth Science or Chemistry
2. English II: World Literature	10. Physical Science
3. English III: American Literature	11. World History
4. English IV: British Literature	12. Economics, Law & Politics
5. Pre-Algebra, General Math III or Consumer Math	13. United States History
6. Algebra I	14. Health
7. Geometry of Algebra II	15. Computer Skills
8. Biology	

#### Elective Courses

1. Computer Applications I	9. Spanish I
2. Computer Applications II	10. Spanish II
3. Computer Skills	11. Study Skills
4. Criminal Justice	12. Sociology
5. Food and Nutrition	13. Workplace Readiness
6. Keyboarding	14. Workplace Internship I
7. Parenting	15. Workplace Internship II
8. Psychology	16. Math Refresher

### **Basic Skills Education Program (BSEP) Classes**

BSEP is a program on Ft. Bragg geared toward meeting the needs of military students. It is the commanders' primary on-duty education program. It is a teacher-facilitated program with computer programs for learning enhancement. The purposes of BSEP are to promote retention, increase re-enlistment options, and improve job performance. Since BSEP is a refresher course in English, mathematics, and reading, many soldiers take it to help raise their GT score on the Armed Forces Classification Test (AFCT).

### **Basic Skills Resource Center/Open Lab**

The Basic Skills Resource Center/Open Lab offers individualized instruction and study opportunities, including employment readiness and advancement training, in all areas of Basic Skills Education. Computer-assisted instruction, along with a variety of other materials, allows students to learn at their own pace to reach their goals.

### **Basic Skills Student Services**

Basic Skills Student Services provides assessment, orientation, placement, and counseling services to students enrolled in any of the programs of Basic Skills Education. Literacy Education Information System (LEIS)/Datatel data management and student records and registration are coordinated through Student Services, as are marketing programs and recruiting new students.

### **Compensatory Education (CED)**

Compensatory Education (CED) is designed to provide remedial academics to adults who have been diagnosed as being delayed learners and who can provide documentation of mental retardation. The program includes task-analyzed lessons in language arts, math, social sciences, consumer education, health, and community living skills.

### **Correctional Facility Classes**

In partnership with the Cumberland County Sheriff's Department, FTCC operates Basic Skills classes for inmates in the Cumberland County Detention Center (CCDC). Classes are offered thirty-five hours per week with two adult male classes, one juvenile male class, and one combined adult and juvenile female class. FTCC also offers classes in the Day Reporting Center for individuals who have been placed on probation or are on parole.

### **Distance Learning Classes**

Students who have internet access can register and take ABE, GED, or AHS classes offered through the Basic Skills Portal. The students must complete specific lessons each week and the instructor ensures that each student is satisfactorily completing any online exercises.

Basic Skills students can also participate in the ABE or GED or Correspondence program. Students in this area receive textbooks to work in at home. They have assignments that must be completed and mailed or delivered to the correspondence instructor within a specific time frame. The instructor checks the homework and provides feedback.

#### **English as a Second Language (ESL)**

English as a Second Language (ESL) classes are designed for adults who are not native English speakers. Because individual needs vary considerably, instruction in reading, writing, speaking, and listening is tailored to meet individual needs. Prospective students take the CASAS test and are placed into one of six distinct levels. Foundation work skills and survival skills are taught alongside the academic skills needed to succeed in the United States.

#### **Family Literacy Classes**

Adults who participate in family literacy often pursue educational and job-related goals, such as earning a high school diploma or GED, learning English, and gaining computer skills. They also have opportunities to learn how to create a learning environment at home, regardless of their current literacy level. Children receive age-appropriate instruction that prepares them for school and starts them on a path of lifelong learning. FTCC offers a Family Literacy class at Young Howard Elementary School.

#### **General Education Development (GED) Program**

General Education Development (GED) courses are designed for adults who have not received a high school diploma. Courses prepare students for the five tests in Language Arts Writing, Social Studies, Science, Language Arts Reading, and Mathematics. The GED Diploma is issued by the GED Testing Service (GEDTS) of the American Council on Education and by the North Carolina Community College System. The GED battery of tests is developed by GEDTS and the same tests are given in all fifty states. Students pay a one-time fee of \$7.50 to take the GED Test.

#### **Human Resources Development (HRD) Program**

Human Resources Development (HRD) programs train unemployed and under-employed persons by providing classes aimed at educating students in job seeking skills, job search techniques and job retention and advancement strategies. Each class addresses the six core components required by state mandates; assessment, positive self-concept, employability skills, communication skills, problem-solving skills and the awareness of the impact of information technology in the workplace.

#### **Workforce Basic Skills**

Workforce Basic Skills classes are the result of partnerships between FTCC and local businesses and industries in Cumberland County. Basic Skills, as well as specific job related employability skills, are taught to employees on the job site or at a FTCC location. Whether working toward a high school equivalency diploma or improvement in specific work skills, the result of the program is a more capable, confident, and efficient employee. The focus of this program is improving skills that will lead to enhanced competitiveness for business and industry. English as a second language is a growing supplement to this program.

#### **Workforce Preparedness Center**

The Workforce Preparedness Center, located in the Center for Continuing Education, is designated to serve adults who plan to re-enter the workforce, who want to prepare for and pass employment tests, or who want to improve their basic work skills. Students may work to improve their reading, business writing, mathematics, problem solving, and critical thinking skills, as well as learn to work as part of a team.

Free, self-paced computer-assisted instruction is available to students enrolled in the Workforce Preparedness Center.

#### **For more information:**

By E-mail

[heffneyc@faytechcc.edu](mailto:heffneyc@faytechcc.edu)

Phone: 678-8289/8481/8353

This page is maintained by Roger Britt: [brittr@faytechcc.edu](mailto:brittr@faytechcc.edu)

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