

Writing Program (Multi-course program)

Target Audience: Presently available to SEIU Local 721 employees

Duration: 6 Courses, 24 Hours each (8 Days @ 3 Hours/Day)

Description: Designed to aid in developing or refreshing writing skills. The program consists of six courses that are divided into two series: *Basic Writing* and *Business Writing*. Employees take a placement test and are placed in an initial class in either the *Basic* or *Business Writing* series based on their level of writing proficiency.

Basic Writing Courses

Reviews basic grammatical concepts, paragraph construction, short compositions, and effective introductions/conclusions.

Basic Writing I – Covers basic grammatical concepts, introduction to the writing of paragraphs and the topic sentence.

Basic Writing II – Learn how to write paragraphs having coherence and continuity, and how to solve problems of form, organization, variety and creativity in the writing of the paragraph.

Basic Writing III – Covers short composition, including title and thesis statement, organizing and developing discussion paragraphs, and writing an effective introduction and conclusion.

Business Writing Courses

Builds upon the fundamentals covered in the Basic Writing courses and focuses on applying sound writing principles in the work environment. Subject matter is drawn from work assignments and past writing challenges.

Business Writing I – Reviews basic English grammar and usage, and then introduces the particular importance and problems of business writing. Participants practice the three stages of writing, the use of transitions, sentence variety, and non-sexist language.

Business Writing II – Covers effective writing of business procedures, business letters, memos, proposals and grants.

Business Writing III – Focuses on effective business report-writing, email-writing and business presentations.

Math Program (Multi-course program)

Target Audience: Presently available to SEIU Local 721 employees

Duration: 2 Courses, 30 Hours each (10 Days @ 3 Hours/Day)

Description: Designed to aid in developing or refreshing basic math skills. Employees take a placement test and are placed in an initial class based on their mathematics proficiency.

Mathematics 1 – Reviews the four basic arithmetical operations (addition, subtraction, multiplication, and division) and then covers approximation, order of operations, fractions, decimals and ratios and percentages. Also teaches techniques for time management, strategies for successful test-taking, and approaches to overcoming math anxiety.

Mathematics 2 – Includes Probability and Averages, Graphs and Charts, Introduction to Geometry, Negative Numbers and Introduction to Algebra.