

## GED/Adult Basic Education



Do you want to earn your GED? We offer classes to help you gain the skills you need to pass the GED test.

### GED CLASS HOURS

#### 204 Breckinridge Hall

Tuesday & Thursday: 1 - 3 p.m.

#### 222 Peterson Service Building

Wednesday & Friday: 10 a.m. - noon

#### 308B Commons Complex

Wednesday & Friday: 1 p.m. - 3 p.m.

For details, contact  
Susan Dworkin  
at (859) 257-7863.

With UK's NEW GED Rewards Program, employees who earn their GED get \$1,500 when they pass the GED test!

## English as Second Language (ESL)

If you want to improve your English-speaking skills, our English as a Second Language (ESL) class may be right for you. Improve your speaking, reading and listening skills. Classes vary by level and are ongoing. For details, call Sandra Berger at (859) 257-7345 or e-mail [sberg2@uky.edu](mailto:sberg2@uky.edu).

### ESL CLASS HOURS

#### 204 Breckinridge Hall

Tuesday & Thursday: 9 - 11 a.m.

Wednesday: 1 - 3 p.m.

#### Hospital Learning Center, H31G

Tuesday: 2:30 - 4:00 p.m.

Thursday: 12:30 - 2:30 p.m.

Contact Employee Learning Services Today!

## Introduction to the Personal Computer



### Meet the Personal Computer (MPC)

If you have never used a computer but want to learn how, take MPC. You will learn how a computer works and how to use Microsoft Word, Excel - plus, how to "surf" the Internet.

### Keyboarding

Type better and faster! Our keyboarding lab uses software and coaching to help you build speed and skill.

### MPC and KEYBOARDING LAB HOURS

#### 204 Breckinridge Hall

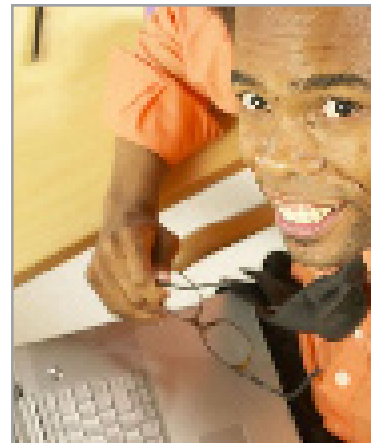
Monday & Wednesday: 8:30 - 11 a.m.

Tuesday & Thursday: 3 - 5 p.m.

Friday: 9 - 11 a.m.

#### Hospital Learning Center, H31A

Wednesday: 2:30 - 4:30 p.m.



## NEW! Staff Laptop Loan Program

We are pleased to offer a computer loan program for University of Kentucky employees actively engaged in academic studies or professional certification programs. For details, visit us online at <http://hr.uky.edu/TandD>.

Call (859) 257-7911 or visit us online at <http://hr.uky.edu/TandD/abe/php>

Consider a life-changing volunteer opportunity.



Employee Learning Services needs you. We are seeking volunteers for two life-changing volunteer opportunities:

- Tutoring fellow UK employees in reading and writing.
- Tutoring fellow UK employees in speaking English as a Second Language. Tutors and learners usually meet twice a week at a time convenient to both.

Join us - you'll do a world of good for a deserving fellow employee. What's more, the life you change could well be your own! Tutors complete a training program through Operation Read and are certified by ProLiteracy of America. Call (859) 257-7863 for more information.

#### Our Staff

Bill Verble  
Assistant Manager,  
Training & Development  
(859) 257-7812  
bill.verble@uky.edu

Susan Dworkin  
GED Instructor/Tutor Coordinator  
(859) 257-7863  
susan.dworkin@uky.edu

Sandy Berger  
ESL Instructor  
(859) 257-7345  
sberg2@uky.edu

Alesia Miller  
Computer Instructor  
(859) 257-7911  
alesia.miller@uky.edu



## Employee Learning Services

- ▶ GED/Adult Education
- ▶ Introduction to the Personal Computer
- ▶ English as a Second Language
- ▶ Typing/Computer Keyboarding
- ▶ Laptop Loan Program

**UK**  
UNIVERSITY  
OF KENTUCKY  
Human Resources  
Training and Development

Call (859) 257-7911 for a more information!

Employee Learning Services • 203 Breckinridge Hall

Phone: (859) 257-7911 • Online: <http://hr.uky.edu/TandD>