1.1 The Office of Adult Education
Mission and Vision

Effective Date: November 1, 2010; July 1, 2012 tagline added

Revises Previous Effective Date: July 1, 2007; titles updated July 1, 2008

I. Policy:
The mission of the adult education programs is to enable adult learners in Georgia to acquire the necessary skills in reading, writing, computation, speaking, listening, and technology to compete successfully in today’s global workplace, strengthen family foundations, and exercise full citizenship.

II. Applicability:
This applies to all Adult Education offices and employees associated with the Technical College System of Georgia (TCSG).

III. Related Authority:
Public Law 105-220, 105th Congress, August 7, 1998, Workforce Investment Act (WIA) of 1998, Title II – Adult Education and Family Literacy Act (AEFLA) Section 203-12. The law in this document will be referred to as P.L. 105-220.


IV. Definitions:
Literacy per P.L. 105-220 means an individual’s ability to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function on the job, in the family of the individual, and in society.

For the purpose of the Georgia Law, literacy means a degree of proficiency in reading, writing, and other communication skills; in computation; and in reasoning that enables an individual to adapt to technological and other changes in society, compete in the job market, develop a sense of self-worth, and participate in the democratic process.

The Office of Adult Education (OAE) is a unit of the Technical College System of Georgia (TCSG).
V. Attachments: N/A

VI. Procedure:
The Office of Adult Education’s vision is a “Fully Literate Georgia” whose workers are exceptionally well prepared to compete in the global marketplace. Georgia’s citizens will have access to postsecondary education or the workforce by taking advantage of OAE’s seamless lifelong learning opportunities, career and life skill pathways, and ongoing collaborations with business and industry and community-based organizations which is creating a workforce for Georgia and a future for families.

The Office of Adult Education’s core values are:
- We believe that adults who desire to learn should have access to services;
- We provide responsive and accessible student-focused programs;
- We provide innovative and creative educational services;
- We strive for continuous improvement in all aspects of adult education;
- We seek to collaborate with other providers of adult education and other providers of support services for our students;
- We focus on academic transitions and adult career pathways;
- We are responsible and effective stewards of federal, state and local resources; and
- We support knowledgeable and dedicated educators by providing professional development for all faculty and staff.

VII. Records Retention: N/A