



**MONTGOMERY COLLEGE, MARYLAND
ADULT ESOL & LITERACY-GED PROGRAM**



**Come to an
orientation**

January 31, 2012
OR
February 1, 2012
Arrive at
6:00 pm

Westfield So. Office Bldg.
11002 Veirs Mill Road
3rd Floor, Suite 306
Wheaton, MD 20902

Classes meet
Monday-Thursday
6:00-9:00 pm
Montgomery College
Takoma Park/Silver Spring
Campus

For more information

Phone:
240-567-8838
E-mail:
Glenn.Knapp@Montgomerycollege.edu

- Are you an ESOL student?
- Are you looking for a new job or career?
- Do you want to learn or improve your English and develop career skills?
- Do you have a high school diploma?
- Are you interested in career opportunities in the office or administrative fields?

Then we have just the class for you!

**Technology for Office Professionals
(TOP)**

Learn:

- * To work with Windows
- * MS Office
- * Keyboarding
- * Internet and e-mail skills
- * English (ESOL)
- * Workplace skills
- * Business Writing and Reading

