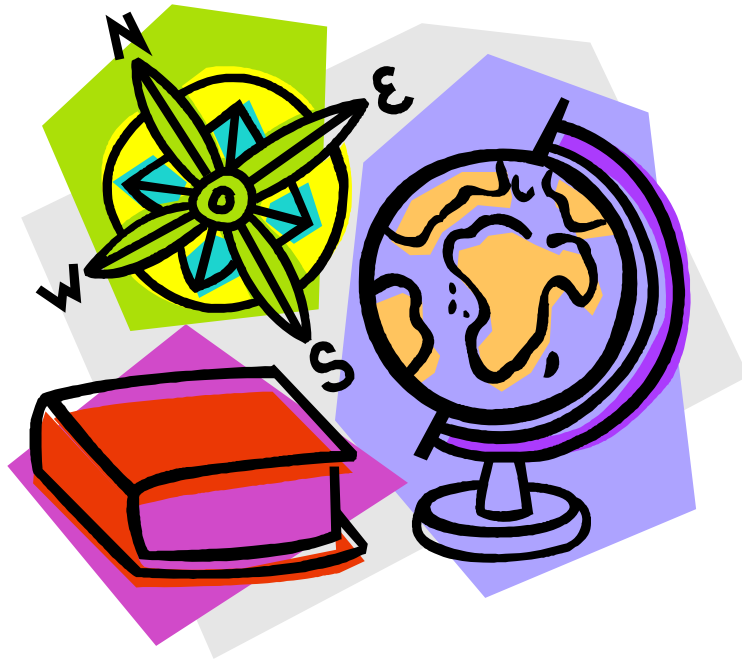


Continuing Education Placement Options

Connecting Students to Learning Experiences for the Future



INTRODUCTION

Students who score below 53 on the reading portion of the Accuplacer exam receive a “Continuing Education Placement” message on their test reports. This placement offers students two major educational choices: basic educational skills, or workplace skills. Courses and programs for these options are presented in this manual with descriptions, eligibility requirements, important information, and contact names.

Basic educational skills courses and programs are intended to provide instruction in reading, writing, and other adult educational areas that will benefit the student in preparing for possible further education.

Workplace skills courses and programs are intended to prepare students with training to enter the workforce in a specific field.

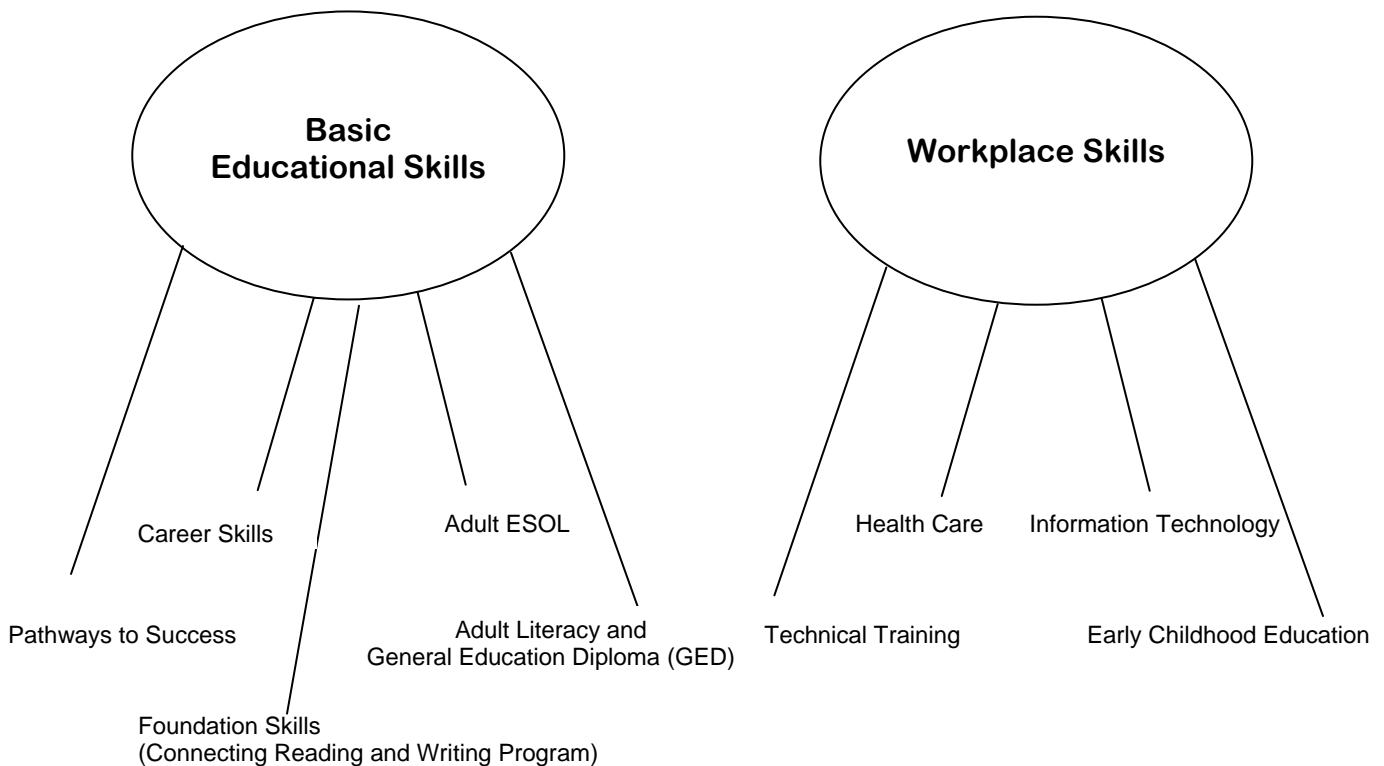


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**FEEDBACK ABOUT THIS DOCUMENT?
SUGGESTIONS FOR IMPROVEMENT?**

Send your comments to:

Dr. Stephen D. Cain, Instructional Dean

Community Education and Extended Learning Services

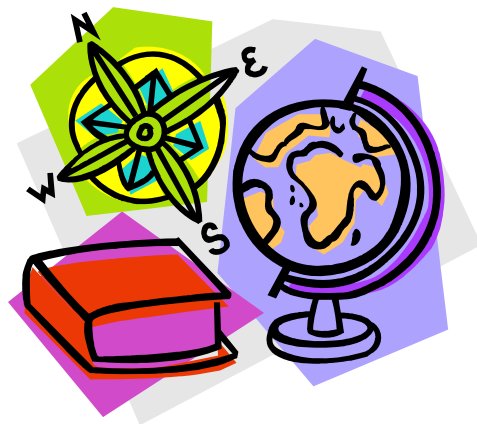
Mailing address: 51 Mannakee Street, 444 GBTC, Rockville, MD 20850

Office location: College Business Training Center, 12 S. Summit Ave., 4th Floor, Gaithersburg, MD 20877

Stephen.Cain@montgomerycollege.edu

Updated Spring 2008

**BASIC EDUCATIONAL SKILLS OPTIONS
AT MONTGOMERY COLLEGE**



Pathways to Success

Description: Pathways to Success is a unique learning community designed for students who apply to Montgomery College and need additional preparation in reading in order to qualify for credit courses. Pathways is a noncredit program consisting of an intense reading instruction course (PTS 007), a writing instruction course (PTS 008), and a life skills and career planning course (PTS 009). All three courses are taken concurrently over 14 weeks in the semester. Classes are held during the fall and spring.

Eligibility: Students who score in the range of 35-52 on the Accuplacer reading test.

Important Information: Students must meet with a Continuing Education Pathways counselor before registering for class. Students should enroll in the Pathways courses before the beginning of the semester. After the end of the first week of class, no new students will be accepted. In the first week of class, students will complete a diagnostic reading assessment and writing sample. The results will be used to develop appropriate course instruction. Pathways students residing in Montgomery County are eligible for a special College grant to defray tuition costs, if they have submitted a Free Application for Federal Student Aid (FAFSA) form and have been determined eligible for aid. The Pathways program should be taken only one time. Repeating the program is allowed only with permission. (Note: Students repeating the program are not eligible for the special College grant if they received it during their first attempt.)

Contact Information: For advising and registration information, contact Professor Margo Woodward-Barnett, Coordinator of Counseling, at 240-567-7916 or by e-mail at Margo.Woodward@montgomerycollege.edu.

For Current Class Schedule: See Montgomery College's Workforce Development & Continuing Education schedule of classes or visit www.montgomerycollege.edu/wdce. A customer service representative at 240-567-5188 can also provide assistance on schedule matters.

Career Skills

Description: Individual continuing education courses available for additional preparation in communication, reading, and writing for students seeking to build career and work skills. Courses range from 24 to 36 hours in length and include Job Skills Enhancement: Oral Communication (WPS 035), Job Skills Enhancement: Reading I (WPS 022), and Job Skills Enhancement: Writing I (WPS 024).

Eligibility: Open to any individual, including students who score below 53 on the Accuplacer reading test.

Important Information: Students can enroll in these courses at their own discretion. For long-term career planning, a meeting with an academic counselor is recommended, but not necessary for enrollment in the course.

Contact Information: Ms. Harriet Lebowitz, Program Director, at 240-567-2595 or by e-mail at Harriet.Lebowitz@montgomerycollege.edu.

For Current Class Schedule: See Montgomery College's Workforce Development & Continuing Education schedule of classes or visit www.montgomerycollege.edu/wdce. A customer service representative at 240-567-5188 can also provide assistance on schedule matters.

Foundation Skills: Connecting Reading and Writing

Description: Individual continuing education courses available for additional preparation in reading and vocabulary and/or reading and writing for students seeking to improve their skills. Each course is 37.5 hours in length and usually meets 25 sessions. The two course options are:

- SPP 119–Reading and Vocabulary Building II. Students study reading comprehension and vocabulary building skills, including identifying the main idea, following a sequence of events, and recognizing supporting details.
- SPP 139–Effective Writing II. This course’s objectives include writing descriptive and narrative paragraphs, using punctuation correctly, and composing demonstration speeches.

Eligibility: Students who score in the range of 35-52 on the Accuplacer reading test.

Important information: Students can enroll in these courses at their convenience. A meeting or discussion with a counselor is recommended, but not necessary. Both courses are offered fall and spring semesters at the Rockville and Takoma Park/Silver Spring Campuses.

Contact information: For course information, contact Karla Nabors, Program Director, at 240-567-1660 or by e-mail at Karla.Nabors@montgomerycollege.edu.

For current class schedules: See Montgomery College’s Workforce Development & Continuing Education schedule of classes or visit www.montgomerycollege.edu/wdce. A customer service representative at 240-567-5188 can also provide assistance on schedule matters.

Adult ESOL

Description: The Adult ESOL program offers adult education classes in basic ESOL literacy, as well as classes for English for Speakers of Other Languages (ESOL), and ESOL and Civics.

Eligibility: Intended for individuals who desire additional preparation in the English language. Open to any individual, including students who score below 53 on the Accuplacer reading test.

Important Information: Students can enroll in these courses at their convenience. A meeting or discussion with a counselor is recommended, but not necessary.

Contact Information: For more information about ESOL classes, visit www.montgomerycollege.edu/wdce/aelg/ and follow the “ESOL” link. To speak with a program representative, call 301-962-8950.

For Current Class Schedule: See Montgomery College’s Workforce Development & Continuing Education class schedule or visit www.montgomerycollege.edu/wdce/aelg/ and follow the “ESOL” link to class schedule options. A customer service representative at 240-567-5188 can also provide assistance on schedule matters.

Adult Literacy and General Education Diploma (GED)

Description: Adult literacy and the General Education Diploma (GED) program offer adult basic education, pre-GED, GED-English, GED-math, computer literacy, and an Adult Basic Education study lab.

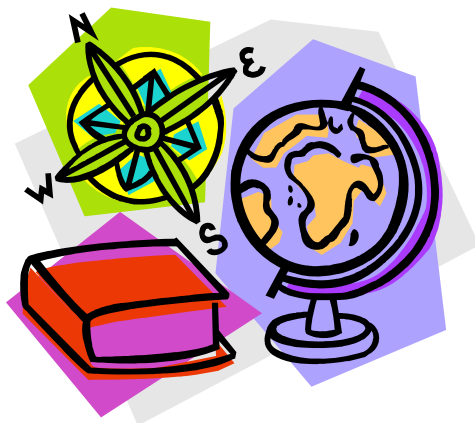
Eligibility: Intended for individuals who have not graduated from high school, but desire to earn a GED. Open to any individual, including students who score below 53 on the Accuplacer reading test.

Important Information: Adult basic education and pre-GED classes are free classes offered for adults to improve basic reading and math skills. Classes are located throughout Montgomery County in various public schools. Students can enroll in these courses at their convenience. A meeting or discussion with a counselor is recommended, but not necessary.

Contact Information: For more information about GED classes, visit www.montgomerycollege.edu/wdce/aelg/ and follow the “GED” link. To speak with a program representative, call 301-962-8950.

For Current Class Schedule: See Montgomery College’s Workforce Development & Continuing Education class schedule or visit www.montgomerycollege.edu/wdce/aelg/ and follow the “GED” link to class schedule options. A customer service representative at 240-567-5188 can also provide assistance on schedule matters.

**WORKPLACE SKILLS OPTIONS
AT MONTGOMERY COLLEGE**



Technical Training

Description: Individual courses or sequences of courses are available in the Gudelsky Institute for Technical Education, including automotive technology, building and construction technology, computer publishing and printing management. In addition, workforce technologies include a variety of technical training subjects such as welding, machining, locksmithing, stationary engineering, and truck driving training.

Eligibility: Open to any individual, including students who score below 53 on the Accuplacer reading test.

Important Information: Programs also includes apprenticeship opportunities for students meeting certain requirements.

Contact Information: For automotive technology, contact Mr. Albert Ennulat, Program Director, at 240-567-7683 or by e-mail at Albert.Ennulat@montgomerycollege.edu. For building and construction technology, contact Mr. John Phillips, Program Director, at 240-567-7942 or by e-mail at John.Phillips@montgomerycollege.edu. For computer publishing and printing management, contact Mr. Fred Howell, Program Director, at 240-567-7530 or by e-mail at Frederick.Howell@montgomerycollege.edu. For workforce technologies, contact Mr. Eric Jeffers, Program Director, at 240-567-7902 or by e-mail at Eric.Jeffers@montgomerycollege.edu.

For Current Class Schedule: See Montgomery College's Workforce Development & Continuing Education schedule of classes or visit www.montgomerycollege.edu/wdce. A customer service representative at 240-567-5188 can also provide assistance on schedule matters.

Health Care: Nursing Assistant

Description: Learn basic nursing skills including taking vital signs, assuring patient safety, and caring for patients with Alzheimer's disease and related disorders. This course meets the new Maryland Board of Nursing requirements and consists of both classroom (AHT 028, 88 hours) and clinical experience (AHT 029, 50 hours).

Eligibility: Open to any individual, including students who score below 53 on the Accuplacer reading test. To enroll, call 240-567-5188. There is a reading test for all Nursing Assistant programs, which is given at orientation before the start of class. Check the course listing for the date of orientation. Some of the facilities require drug testing and background checks.

Important Information: There is a payment plan option available for this course. For registration information, please call 240-567-5188.

All clinical sites require that the student have proof of a negative TB test or chest x-ray. This expense is paid by the student and can be obtained at the Health Department or at a private doctor's office. CPR for the Healthcare Provider is required and is offered by the college for \$50 for CNA students. In addition, before clinical, students will need to purchase a uniform (approximately \$70). On the last day of clinical, students will need to have a money order for \$20 and a passport picture for the Certified Nursing Assistant (CNA) application, to the Maryland Board of Nursing. With this license, a student may work in assisted living facility or a hospital. Those wishing to be employed in a long term care facility will need to fill out a Geriatric Nursing Assistant (GNA) application for an additional \$95, complete a written test and skill performance. There is no additional course work to become a GNA.

Contact Information: Ms. Judy Carver, Program Director, at 240-567-5513 or by e-mail at Judy.Carver@montgomerycollege.edu.

For Current Class Schedule: See Montgomery College's Workforce Development & Continuing Education schedule of classes or visit www.montgomerycollege.edu/wdce. Classes are held in various locations throughout the County, including Gaithersburg, Montgomery Village, Rockville, and Takoma Park. A customer service representative at 240-567-5188 can also provide assistance on schedule matters.

Information Technology

Individual Courses

Description: Individual computer courses and programs in topics such as computer software, computer-aided design, desktop publishing, and Microsoft applications.

Eligibility: Open to any individual, including students who score below 53 on the Accuplacer reading test.

Important Information: Individual courses are offered at all campuses and at off-campus sites in Gaithersburg and in Wheaton. Some courses are also available online.

Contact Information: Ms. Mary Ann Behme at 240-567-5510 or by e-mail at MaryAnn.Behme@montgomerycollege.edu.

For Current Class Schedule: See Montgomery College's Workforce Development & Continuing Education schedule of classes or visit www.montgomerycollege.edu/wdce. A customer service representative at 240-567-5188 can also provide assistance on schedule matters.

Computer Repair Program

Description: Learn how to install, set up, configure, and use computers in 16 weeks in three sequential courses (TTG 027, TTG 028, and TTG 029) and start preparing for more advanced computer certifications.

Eligibility: Open to any individual, including students who score below 53 on the Accuplacer reading test.

Important Information: The program also offers student support services to refine job searches, resumes, and interviewing skills.

Contact Information: Mr. Jeff Horrocks at 240-567-7968 or by e-mail at Jeff.Horrocks@montgomerycollege.edu.

For Current Class Schedule: See Montgomery College's Workforce Development & Continuing Education schedule of classes or visit www.montgomerycollege.edu/wdce. A customer service representative at 240-567-5188 can also provide assistance on schedule matters.

Early Childhood Education

Description: WD&CE Early Childhood Education classes are designed to meet licensing requirements for the six core curriculum areas defined by Maryland State Department of Health and Human Services for child care center-based staff and family child care home providers. Major emphasis is placed on providing relevant and practical sessions, which promote professional development for teachers and caregivers of young children. The training program stresses the “high quality” aspect of education for young children and those responsible for teaching them. Child growth and development classes include topics that nurture positive child growth and development in the social, emotional, cognitive and physical domains of learning. Courses are designed to enhance knowledge in the areas of health, safety and nutritional concerns specific to young children and their families. Our philosophy embraces a strength-based teaching and learning model, offering a positive and interactive approach to training experiences.

Eligibility: Open to any individual, including students who score below 53 on the Accuplacer reading test.

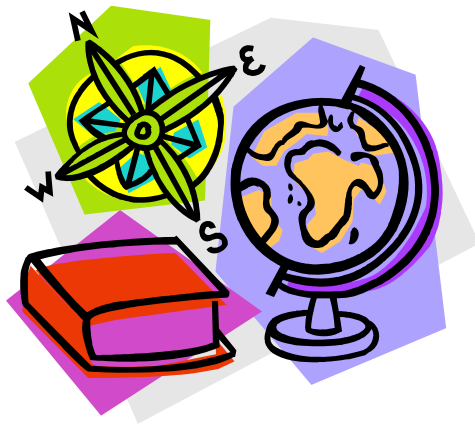
Important Information: These Early Childhood Education courses are approved and accepted by (a) the Maryland State Department of Human Resources Child Care Center and Family Day Care for staff training requirements, (b) the Council for Professional Recognition’s 120 Clock-hour training requirements for candidate’s National Child Development Associate Credential (CDA) application, and (c) the Council for Professional Recognition for the 4.5 CEU requirement for CDA credential renewal process.

Contact Information: For information, contact Dr. Betty McLeod, Program Director, at 240-567-2596 or by e-mail at Betty.McLeod@montgomerycollege.edu, or Ms. Tracy Singleton, Senior Program Assistant, at 240-567-2599 or by e-mail at Tracy.Singleton@montgomerycollege.edu.

For Current Class Schedule: See Montgomery College’s Workforce Development & Continuing Education schedule of classes or visit www.montgomerycollege.edu/wdce. A customer service representative at 240-567-5188 can also provide assistance on schedule matters.

MORE OPTIONS AT MONTGOMERY COLLEGE

The following programs are offered for adults with developmental disabilities.



Graduate Transition Program

Description: The Graduate Transition Program (GTP) is a two-year certificate program designed for students with developmental disabilities that want to pursue post-secondary education. GTP offers a custom-tailored learning community enabling students to transition to greater independent living through functional education, vocational, and life skills. This noncredit program focuses on student basic academic skills and enhancing potential success as productive citizens in our community.

Eligibility: Adults with developmental disabilities, who have (a) exited from high school, (b) a minimum reading level of second grade, and (c) basic conversational skills. Students must not exhibit significant disruptive behaviors. GTP does not include a behavioral management component.

Important Information: The program is offered on the Rockville campus only.

Contact Information: Ms. Karla Nabors, Program Director, at 240-567-1660 or by e-mail at Karla.Nabors@montgomerycollege.edu.

For Current Class Schedule: See Montgomery College's Workforce Development & Continuing Education schedule of classes or visit www.montgomerycollege.edu/wdce. A customer service representative at 240-567-5188 can also provide assistance on schedule matters.

The Challenge Program

Description: The Challenge Program is a collection of open enrollment courses designed to help adults with developmental disabilities function more independently in the home, at work, and in the community. Course topics include computers, reading, vocabulary-building, arts, math, arts, theater and more.

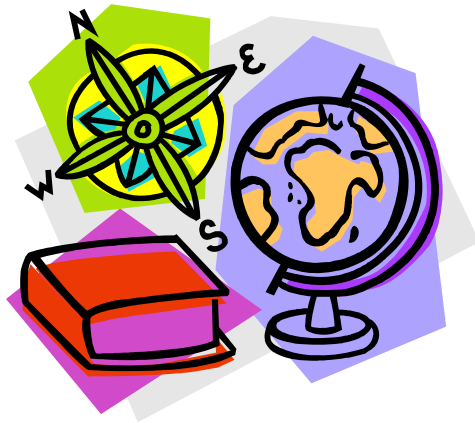
Eligibility: Adults with developmental disabilities. (Individuals who are 16 years old and over are eligible to enroll.)

Important Information: These courses are offered on the Rockville Campus and on the Takoma Park/Silver Spring Campus.

Contact Information: Ms. Karla Nabors, Program Director, at 240-567-1660 or by e-mail at Karla.Nabors@montgomerycollege.edu.

For Current Class Schedule: See Montgomery College's Workforce Development & Continuing Education schedule of classes or visit www.montgomerycollege.edu/wdce. A customer service representative at 240-567-5188 can also provide assistance on schedule matters.

OPTIONS IN THE COMMUNITY



Conservation Corps

Description: Montgomery County Conservation Corps, affiliated with Americorps, is a program designed to improve employability of out-of-school and unemployed youth. The program provides corps members with career skills in conservation, carpentry, wood working, and landscaping, as well as life skills training and leadership development. Corps members participate in academic development that includes General Education Diploma (GED) preparation. Members completing 1,800 hours receive a “Passport to Success,” a Conservation Corps diploma, as well as \$4,800 in Americorps educational awards to further their educational or career interests.

Eligibility: Unemployed youth between the ages of 17 and 24.

Important Information: Corps members receive an hourly wage and may be eligible for educational grants after a trial period. See more information at www.montgomerycountymd.gov/hhstmpl.asp?url=/content/hhs/cyf/mccc/index.asp.

Contact Information: Call 301-929-5554 to speak with Mr. Jeff Griffiths, or e-mail jeff.griffiths@montgomerycountymd.gov.

Educational Opportunity Center

Description: The Montgomery College-Educational Opportunity Center (MC-EOC) offers educational guidance services to individuals who dream of enrolling in college to earn a degree or certificate. The program specializes in walking clients through the financial aid and scholarship application processes as well as determining how to find a program of study. Other services related to college enrollment include: academic advising, career counseling, practice General Education Diploma (GED) testing, and advisement on how to earn a GED or high school equivalency.

Eligibility: Resident of Montgomery County and a desire to enroll in college.

Important Information: The center is located in the Westfield South Office Building at 11002 Veirs Mill Road, Suite 210, Wheaton, Maryland 20902. See more information at <http://www.montgomerycollege.edu/admissions/mceoc/>. Services are free for eligible clients.

Contact Information: For more information or an appointment, contact the main number at 240-567-8784.

Maryland Works One-Stop Career Centers

Description: A career resource center which links jobs, career planning and enhancement, and business services. This career center provides job and career services including employment information, community resource information, career building and computer workshops, and on-site employer recruitment. Other services include individual assessment, goal setting, resume preparation, and skills enhancement.

Eligibility: All Montgomery County residents. For more information, visit www.montgomeryworks.com.

Important Information: There are two One-Stop Service Centers. They are located at: (a) Suite 100 of the Wheaton Plaza South office building, 11002 Veirs Mill Road, Wheaton, MD 20902; and (b) the upper level of Lakeforest Mall (near Hechts), 701 Russell Avenue, Gaithersburg, MD 20877.

Contact Information: To reach the Wheaton office, call 301-946-1806. To reach the Gaithersburg office, call 301-519-8253.

Division of Rehabilitation Services (DORS)

Description: DORS promotes the employment, economic self-sufficiency and independence of individuals with disabilities, mental or physical impairments that limit employability.

Eligibility: Open to members of the community.

Important Information: The DORS office is located at the Westfield South office building, Suite 408, 11002 Veirs Mill Road, Wheaton, MD 20902. Evaluation and placement services are free. There is a sliding scale for some services.

Contact Information: Call 301-949-3750 to speak with a DORS counselor or e-mail wheaton@dors.state.md.us.

The Lab School of Washington, D.C.

Description: The Lab School offers a night school for adults with learning disabilities. The classes are both literacy and vocationally focused.

Eligibility: Adults with learning disabilities.

Important Information: Open to members of the community. The Lab School is located at 4759 Reservoir Road NW, Washington, D.C. 20007. See more information at <http://www.labschool.org> (select “Adult Night School.”)

Contact Information: The Night School office can be reached at 202-944-2215 or by e-mail at nightsschool@labschool.org.

Literacy Council of Montgomery County

Description: The Literacy Council of Montgomery County (LCMC) is a private nonprofit organization dedicated to helping adults in Montgomery County learn to speak, read, write, and understand English. The LCMC offers courses in job skills enhancement reading and job skills enhancement writing.

Eligibility: Adults living or working in Montgomery County who desire functional levels of reading, writing, and speaking English in order to improve their quality of life and their ability to participate in the community.

Important Information: Located at 21 Maryland Avenue, Suite 320, Rockville, MD 20850. See more information at www.literacycouncilmcmd.org.

Contact Information: Call 301-610-0030 or e-mail info@literacycouncilmcmd.org.