Montgomery College, Workforce Development & Continuing Education

Noncredit Course Descriptions and Outcomes

English Language Skills

English Language Education and Vocational Skills
- ACE: ESOL for Healthcare
- ELC: ESOL for Computer Literacy
- ESA: ESOL Advanced and ESOL for Career Advancement
- ESO: ESOL for Careers
- CVC: ESOL Civics
- CIV: ESOL Civics
- MIB: Maryland Integrated Education and Skills Training MIBEST

GED® Test Preparation Program
- ABE: Adult Basic Education
- EPG: ESOL for GED Test Preparation
- PGD: Pre-GED Test Preparation
- GED: GED Test Preparation

Refugee Training Program
- REF: Refugee Center

Citizenship Program
- CZP: Citizenship Preparation Program

TESOL, Teacher Training Program for ESOL Teachers
- TED: TESOL Teacher Training

English as a Second Language/ American Pre-Academic and Professional ESL
- ESL: English as a Second Language (ESL)

WD&CE classes are offered year round on Montgomery College campuses and at dozens of sites throughout Montgomery County, Maryland. This is a compilation of noncredit classes that are offered in the area of English Language Skills. Classes vary from very Basic English and Life Skills to intermediate English Language Skills levels. Adult ESOL (English for Speakers of Other Languages) offers the most basic classes. ESL (American Pre-Academic and Professional ESL) offers more intermediate level English Language Skills as well as some advanced classes for professionals.

Included in this listing are the Refugee Program, Citizenship Program, worksite English languages courses, and TESOL Teacher Training. Many of these classes require students to take an assessment test prior to enrollment. Please visit the program web pages for more information.

Not all of these classes are offered each term. Please check the Course Schedule for information about current class schedules: [http://www.montgomerycollege.edu/wdce/courseschedule](http://www.montgomerycollege.edu/wdce/courseschedule). Or you may visit the web page listed for each program. New classes may be added to the schedule throughout the year.
### ABE Adult Basic Education

These classes help adult learners get the basic skills they need to be productive workers, family members, and citizens. Emphasis is placed on basic skills such as reading, writing, math, English language competency, and problem-solving. Visit the link below for more information on this program.

[http://www2.montgomerycollege.edu/departments/wdce/aelg/index.htm](http://www2.montgomerycollege.edu/departments/wdce/aelg/index.htm)

### ABE Math

**ABE 002**

The goal of the Adult Basic Education math program is to prepare adult learners to function effectively in the workplace, family, and community where there is a need for number concepts and application of mathematic operations. To meet this goal, learners should demonstrate improvements in skill levels involving whole numbers and money. They should be comfortable with basic operations: adding, subtracting, multiplying, and dividing, and be able to apply their skills to real life situations.

**Course Outcomes:**

1. Recognize numerals.
2. Read and write numbers correctly.
3. Demonstrate understanding of one-to-one correspondence as it relates to counting and number concepts.
4. Demonstrate understanding of basic math vocabulary, such as add, subtract, more

### ABE Math Intensive

**ABE 004**

This continuing education course is designed for adult learners and provides skills necessary to transition into PreGED-level preparation classes. Topics include: basic skills of math (addition, subtraction, multiplication and division); using a calculator; estimating answers; whole numbers; money; and numbers in real life situations.

**Course Outcomes:**

1. Demonstrate basic whole number mathematical skills such as: place value; adding and carrying; subtraction and borrowing; multiplying by 10, 100, and 1000; division with remainders and finding the average value.
2. Demonstrate the ability to solve whole number math problems involving: changing units of measurement; pricing purchases; figuring sales tax; and understanding paycheck stubs.
3. Complete basic mathematical functions when problems are written horizontally and/or vertically.
Montgomery College, Workforce Development & Continuing Education
Noncredit Course Descriptions and Outcomes
English Language Skills

ABE Mathematics

ABE 005
This course is designed to develop and improve the basic skills of mathematics using the four basic math operations (addition, subtraction, multiplication, and division). Students receive step-by-step instruction and practice with practical everyday home and workplace math problems. Strategies and instruction highlight using a calculator, estimating answers, and solving problems with mental math short cuts. Students are prepared to transition into PreGED-level preparation classes.

Course Outcomes:

1. Demonstrate basic whole number mathematical skills such as place value; adding and carrying; subtracting and borrowing; multiplying by 10, 100, and 1000; division with remainders; and finding the average value.
2. Solve whole number math problems involving changing units of measurement, pricing purchases, figuring sales tax, and understanding paycheck stubs.
3. Complete basic mathematical functions when problems are written horizontally and/or vertically.
4. Determine the appropriate situations for the application of each mathematical operation to solve daily living, work-based, and theoretical mathematical problems.

ABE Reading

ABE 006
This continuing education course is designed for adult learners seeking to develop and improve the basic skills of reading and provides skills necessary for them to transition into Adult Secondary Education and GED test preparation classes. Topics include: Vocabulary; Reading and recalling information; reading using graphic information; reading for constructing meaning and extended meaning.

Course Outcomes:

1. Use context clues to decode vocabulary words
2. Recognize synonyms and antonyms
3. Utilize information presented graphically to gain information
4. Determine the main idea, compare and contrast ideas, draw conclusions, and summarize and paraphrase information from written material.
ABE Reading

ABE 001

This continuing education course is designed for adult learners seeking to develop and improve the basic skills of reading and provides the skills necessary for them to transition into other Adult Basic Education, Adult Secondary Education or GED® test preparation classes. Topics include: vocabulary; reading and recalling information; reading using graphic information; reading for constructing meaning and extended meaning.

Course Outcomes:

1. Use content clues and language structures to analyze words for pronunciation and meaning.
2. Use background knowledge and supporting details from text to verify the accuracy of literal and evaluative information presented in reading selections.
3. Utilize a variety of vocabulary words in content areas of instruction and information presented graphically.
4. Write a complete sentence.
5. Identify the main idea or essential message from a text and identify supporting information.

ABE Reading Intensive

ABE 003

This continuing education course is designed for adult learners seeking to develop and improve the basic skills of reading and provides the skills necessary for them to transition into Adult Secondary Education and GED test preparation classes. Topics include: vocabulary; reading and recalling information; reading using graphic information; reading for constructing meaning and extended meaning.

Course Outcomes:

1. Use content clues and language structures to analyze words for pronunciation.
2. Use background knowledge and supporting details from text to verify the accuracy of literal and evaluative information presented in reading selections.
3. Utilize a variety of vocabulary words in content areas of instruction and information presented graphically to gain information.
4. Identify the main idea or essential message from a text and identify supporting information.
5. Compare and contrast ideas, draw conclusions and summarize and paraphrase information from written material.
### ACE ESOL for Healthcare

Adult ESOL (English for Speakers of Other Languages) Program provides basic English language and life skills instruction to county residents whose native language is not English. Visit the link below for more information on this program.

[http://www2.montgomerycollege.edu/departments/wdce/aelg/index.htm](http://www2.montgomerycollege.edu/departments/wdce/aelg/index.htm)

### Accelerating Connections to Employment (ACE) BLS - Basic Life Support

**ACE 003**

This continuing education course is designed for students with low language and/or basic skills and provides instruction on CPR. Topics include: how to determine if a patient has had a cardiac arrest as well as how to properly care in emergency situations.

**Course Outcomes:**

1. Identify an emergency situation.
2. Assess a patient.
3. Demonstrate how to take precautions during cardiac and breathing emergencies.
4. Demonstrate how to care for conscious and unconscious choking individuals.
5. Demonstrate how to give breaths and compressions during CPR.

### Accelerating Connections to Employment (ACE) Certified Nursing Assistant (CAN) Clinical

**ACE 001**

This continuing education course is designed for students with low language and/or basic skills and provides instruction on clinical Certified Nursing Assistant and Geriatric Nursing Assistant topics. Topics include: basic nursing skills including vital signs and assuring patient safety. Certified nursing assistant students will work under the license of a registered nurse. After successfully completing clinical training students take the state exam for Geriatric Nursing Assistant (GNA) licensure.

**Course Outcomes:**

1. Demonstrate the ability to function in a healthcare environment utilizing professional standards of conduct.
2. Perform individualized care to meet the needs of the client.
3. Demonstrate the ability to assist clients with activities of daily living.
4. Provide an environment that promotes safety and well-being for clients, caregivers and others.
Accelerating Connections to Employment (ACE) Certified Nursing Assistant Classroom (CAN)

ACE 004

This continuing education course is designed for students with low language and/or basic skills and provides instruction on Certified Nursing Assistant and Geriatric Nursing Assistant topics. Topics include: basic nursing skills such as taking vital signs, assuring patient safety, and caring for patients with Alzheimer's disease and related disorders.

Course Outcomes:

1. Demonstrate and identify the certified nurse assistant's role in relation to the healthcare workplace, especially in relation to the performance of delegated nursing functions.
2. Demonstrate the use of infection control techniques and basic methods of obtaining specimens.
3. Demonstrate knowledge of how to position, transfer and assist clients with ambulation as well as performing range of motion exercises.
4. Demonstrate basic care of indwelling and external urinary catheters and colostomy care.
5. Demonstrate knowledge of how to obtain, record and report vital signs, height, weight and intake and output.

Accelerating Connections to Employment (ACE) ESOL and Basic Skills for Certified Nursing Assistants (CNAs)

ACE 005

This continuing education course is designed for students with low language and/or basic skills and provides instruction on ESOL and basic skill relevant to becoming a Certified Nursing Assistant/Geriatric Nursing Assistant. Topics to include: language skills, workplace skills and basic skills.

Course Outcomes:

1. Demonstrate knowledge of language skills necessary to earn CNA/GNA licensure.
2. Demonstrate effectiveness in oral & written communication skills for the workplace.
3. Demonstrate effectiveness in listening and reading skills for the workplace.
4. Demonstrate effectiveness in math skills for the workplace.

Accelerating Connections to Employment (ACE) ESOL and Basic Skills for Certified Nursing Assistants (CNAs) II

ACE 002

This continuing education course is designed for students with low language and/or basic skills and provides instruction on ESOL and basic skill training relevant to becoming a Certified Nursing Assistant. Topics to include: language skills, basic skills, and workplace skills.

Course Outcomes:

1. Demonstrate the ability to effectively engage in a job interview.
2. Identify and demonstrate effective skills and practices in accomplishing goals and acquiring language skills necessary to earn CNA/GNA license.
3. Demonstrate the ability to use technology for learning and to search for and apply for a job.
4. Demonstrate effectiveness in oral and written communication skills for the workplace.
5. Demonstrate effectiveness in listening and and reading and math skills for the workplace.
Accelerating Connections to Employment (ACE) ESOL Basic Skills for Healthcare

ACE 006

This continuing education course is designed for students with low language and/or basic skills and provides instruction on computer, vocabulary, and oral communication topics. Topics include; oral communication, keyboarding and medical terminology.

Course Outcomes:

1. Describe the U.S. Healthcare system, including healthcare careers, specialties, departments, job duties and effective work related practices.

2. Explain main ideas and supporting details from work-related materials in oral and writing contexts.

3. Examine legal and ethical issues in the healthcare field.


5. Use vocabulary related to body systems, healthcare, safety and workplace.

ACE ESOL for Healthcare Pre-Course II

ACE 007

This continuing education course is designed for students with low language and/or basic skills and seeking employment in the Healthcare field and provides instruction on computer, vocabulary and oral communication topics. Topics include: oral communication; keyboarding; and medical terminology.

Course Outcomes:

1. Describe the US Health care system, including health care careers, specialties, departments, job duties and effective work-related practices.

2. Explain main ideas and supporting details from work-related materials in oral and writing contexts.

3. Examine legal and ethical issues in the health care field.


5. Use vocabulary related to body sytems, health care, safety and workplace..
CIV  ESOL Civics
Focus on the rights and responsibilities of citizenship, naturalization procedure, civic participation, U.S. History and Government to help students acquire the skills and knowledge needed to become active, informed parents, workers, and community members. Visit the link below for more information on this program.

http://www2.montgomerycollege.edu/departments/wdce/aelg/index.htm

ESOL: Civics Beginning II
CIV 002
This course is designed to provide skills in speaking, listening, and basic civic skills to those with limited background in English. This course stresses the acquisition of basic functional language and civics skills to meet the immediate communication and needs of the student.

Course Outcomes:
1. Discuss health and sicknesses, and follow directions from doctors.
2. Demonstrate an understanding of how to follow driving and walking directions and pedestrian safety rules.
3. Identify and talk about clothes, including sizes a

ESOL: Civics Intermediate II
CIV 004
This course is designed to help students discuss, both orally and in simple written paragraphs, many subjects with a certain degree of accuracy as well as fluency, particularly topics related to civic participation. Students will also learn to access community resources.

Course Outcomes:
1. Use appropriate language in both informal and formal situations.
2. Complete forms for employment, housing, social services and education with limited assistance.
3. Demonstrate ability to understand, follow directions to support
CVC  ESOL Civics
Focus on the rights and responsibilities of citizenship, naturalization procedure, civic participation, U.S. History and Government to help students acquire the skills and knowledge needed to become active, informed parents, workers, and community members. Visit the link below for more information on this program.
http://www2.montgomerycollege.edu/departments/wdce/aelg/index.htm

ESOL: Civics Beginning I
CVC 001
This course is designed to provide skills in speaking, listening, and basic civic skills to those with limited background in English. This course stresses the acquisition of basic functional language and civic skills to meet the immediate communication and needs of the students and to enable them to participate more fully in the community.

Course Outcomes:
1. Answer and give personal information in forms and applications.
2. Ask for, follow and give directions.
3. Demonstrate an understanding of basic medical instructions.
4. Report emergencies
5. Demonstrate an understanding of, talk about, count,

ESOL: Civics Beginning II
CVC 002
This course is designed to provide skills in speaking, listening, and basic civic skills to those with limited background in English. This course stresses the acquisition of basic functional language and civics skills to meet the immediate communication and needs of the students.

Course Outcomes:
1. Talk about health and sicknesses, and follow directions from doctors.
2. Understand and follow driving or walking directions and pedestrian safety rules.
3. Identify and talk about clothes, including sizes and types of clothing.
4. Describe prob

ESOL: Civics Intermediate I
CVC 003
This course is designed to help students discuss, both orally and in simple written paragraphs, many subjects with a certain degree of accuracy as well as fluency, particularly topics related to civic participation. Students will also learn to access community resources.

Course Outcomes:
1. Participate in routine social conversations in familiar contexts (e.g. shopping, employment, schools).
2. Follow on-the-job instructions.
3. Read and understand main idea in authentic materials (e.g. newspapers, magazines, brochures).
4. Complet
### ESOL: CIVICS INTERMEDIATE II  
**CVC 004**

This course is designed to help students discuss, both orally and in simple written paragraphs, many subjects with a certain degree of accuracy as well as fluency, particularly topics related to civic participation. Students will also learn to access community resources.

**Course Outcomes:**
1. Use appropriate language in both informal and formal situations.
2. Skim for main idea and scan for detail in authentic materials (e.g. newspapers and brochures).
3. Guess the meaning of unfamiliar words.
4. Complete forms for employment, housing.

### ESOL: Civics Beginning  
**CVC 006**

This course is designed to improve the four English skills: reading, writing, speaking, and listening. In addition, it will provide basic civic skills to those with limited background in English. This course stresses the acquisition of basic functional language and civics skills to meet the immediate communication needs of the students.

**Course Outcomes:**
1. Provide information orally and understand responses in basic social situations, such as at the doctor's office, the bank, or the post office.
2. Interpret and complete beginning-level applications (e.g. for community agencies).
3. Communicate using the simple past, present, and future.
4. Describe symbols of the United States including the flag, currency, and the White House.
5. Identify community services such as the fire department and the library.

### ESOL: Civics Intermediate  
**CVC 005**

This course is designed to help students discuss, both orally and in simple written paragraphs, many subjects with a certain degree of accuracy as well as fluency, particularly topics related to civic participation. Students will be able to comprehend a variety of types of discourse, as well. Students will also learn to access community resources.

**Course Outcomes:**
1. Utilize and recognize appropriate language in both informal and formal situations.
2. Perform the skills of skimming for main idea and scanning for detail in authentic materials (e.g. newspapers and brochures).
3. Complete forms for employment, housing, social services, and education with limited assistance.
4. Explain the significance of major events in U.S. history (e.g., American Revolution, Civil War) and important national documents (e.g., Emancipation Proclamation, Constitution).
5. Articulate the rights and responsibilities of U.S. residents and citizens.
Montgomery College, Workforce Development & Continuing Education
Noncredit Course Descriptions and Outcomes
English Language Skills

CZP Citizenship Preparation Program

Are you a legal permanent resident? Are you interested in applying for citizenship? Do you need help preparing for the U.S. Citizenship test and interview? Montgomery College may be able to help. Visit the link below for more information on this program.

http://www2.montgomerycollege.edu/departments/wdce/aelg/citizenship.html

CITIZENSHIP FOR YOU! LEVEL 1

CZP 001

This course is designed to assist students who wish to begin studying for the naturalization exams and interviews. They will be able to understand typical questions about their naturalization applications, and answer those questions clearly. Topics include talking about personal information, family matters, trips abroad, and American history and government. Students will also complete Enhanced Integration Tasks which will require them to become involved in their community and a more integrated community member.

Course Outcomes:

1. Use English verb tenses correctly in an interview situation (past, present, future)
2. Answer simple questions about personal and family information
3. Correctly answer 50 questions about US history and government
4. Follow instructions given at interview, such as print, write, raise your right hand
5. Understand written communications from USCIS regarding naturalization appointments.

Citizenship for You! Level II

CZP 002

This course is designed to assist students who wish to continue to refine their communication ability in order to pass naturalization exams and interview. They will be able to understand native and non-native English speakers and to express themselves simply and clearly. Topics include talking about complex family matters, name changes, trips abroad, explaining possible problems (driving citations, DWIs, etc.) and American history and government, demonstrating good moral character, and demonstrating attachment to the United States. Students will also complete Enhanced Integration Tasks which will require them to become involved in their community and a more integrated community member.

Course Outcomes:

1. Use English verb tenses correctly in an interview situation (present perfect)
2. Correctly answer 100 questions about US history and government
3. Follow instructions given at interview, such as sign, initial, verify
4. Track naturalization appointments via telephone and the Internet
5. Repeat the Oath of Allegiance to the US and explain what it means
Citizenship Preparation Program: Level 1

CZP 003

This continuing education course is designed to assist beginning ESOL students who wish to begin studying for the naturalization exams and interviews. They will be able to understand typical questions about their naturalization applications, and answer those questions clearly. Topics include: talking about personal information, family matters, trips abroad, and American history and government.

Course Outcomes:

1. Use English verb tenses correctly in an interview situation (past, present, future).
2. Answer simple questions about personal and family information.
3. Correctly answer 50 questions about U.S. history and government.
4. Follow instructions given at interview, such as print, write, raise your right hand.

Citizenship Preparation Program: Level II

CZP 004

This continuing education course is designed to assist students who wish to continue to refine their communication ability in order to pass the United States Government naturalization exam and interview. They will be able to express themselves simply and clearly. Topics include: talking about complex family matters; name changes; trips abroad; explaining possible problems (driving citations, DWIs, etc.); and American history and government; demonstrating good moral character; and demonstrating attachment to the United States.

Course Outcomes:

1. Use English verb tenses correctly in an interview situation (present perfect).
2. Correctly answer 100 questions about U.S. history and government.
3. Follow instructions given at interview, such as sign, initial, verify.
4. Track naturalization appointments via telephone and the Internet.
5. Repeat the Oath of Allegiance to the U.S. and explain what it means.

Citizenship Preparation Program: Level 1 (40 hrs)

CZP 005

This continuing education course is designed to assist beginning ESOL students who wish to begin studying for the naturalization exams and interviews. Topics include: talking about personal information; family matters; trips abroad; and American history and government.

Course Outcomes:

1. Use English verb tenses correctly in an interview situation (past, present, future).
2. Demonstrate the ability to answer simple questions about personal and family information.
3. Demonstrate the ability to correctly answer 50 questions about U.S. history and government.
4. Practice following instructions given at interview, such as print, write, raise your right hand.
5. Apply understanding of written communications from U.S.C.I.S. regarding naturalization appointments.
ESOL for GED® Test Preparation

This continuing education course is designed for Adult ESOL learners seeking to transition to GED® Test Preparation courses. Topics include: instruction on vocabulary, reading, writing and English grammar within the context of the GED Test skills area; preparing students to transition into PreGED® or GED® level preparation classes.

Course Outcomes:

1. Produce clear and coherent informational or explanatory text in which development, organization and style are appropriate to tasks, purpose and audience.
2. Determine a theme or central idea or informational text and how it is conveyed through particular detail.
3. Identify overall structure of two or more texts (e.g. compare/contrast, cause and effect, problem/solution).
4. Determine or clarify the meaning of unknown and multiple-meaning words and phrases by using context clues, analyzing meaningful word parts, and consulting general and specialized reference materials as appropriate.
5. Interpret content presented in diverse media and formats (e.g. visual, quantitative, text), in order to address questions and solve problems.
ELC  ESOL Computer Literacy

Adult ESOL (English for Speakers of Other Languages) Program provides basic English language and life skills instruction to county residents whose native language is not English. Visit the link below for more information on this program.

http://www2.montgomerycollege.edu/departments/wdce/aelg/index.htm

Basic Computer Literacy and Email skills for Adult ESOL Learners

ELC 001

This continuing education course is designed to provide basic computer skills for the adult ESOL population. Topics include basic internet navigation, email skills, basic keyboarding skills, and accessing computer programs such as MS Word and MS Excel.

Course Outcomes:

1. Identify parts and components of the computer.
2. Locate and place documents and files in folders.
3. Practice internet security.
4. Compose and send a simple email.
5. Demonstrate an improvement of keyboarding skills and type 10 words per minute.
ESA  ESOL Advanced and ESOL for Career Advancement

Adult ESOL Advanced is designed to expand vocabulary and develop fluency in English. It is also designed to develop communication skills, vocabulary, and workplace skills for those who are interested in pursuing various careers. Visit the link below for more information on this program.

http://www2.montgomerycollege.edu/departments/wdce/aelg/index.htm

ESOL for Customer Service: Advanced Level

ESA 006

This course is designed to equip advanced students with the communication skills necessary to obtain a customer service or retail position and function successfully in that context. Topics include retail conversational needs, politeness strategies, advanced grammar, clear pronunciation, the language of money, and workplace appropriate behavior and practices.

Course Outcomes:

1. Use vocabulary and skills needed to apply for customer service/retail job.
2. Communicate on the telephone with customers who have general inquiries and complaints.
3. Ask open-ended questions and make suggestions and recommendations.
4. Express opinions and make suggestions in a workplace context.
5. Write and read checks, check registers, and cash register balance sheets.

ESOL for Health Care Advanced

ESA 005

This course is designed to expand the vocabulary and develop fluency of English language learners who are interested in pursuing careers in further educational opportunities in health care. The goal is a more sophisticated use of the language, rather than simply a manipulation of it.

Course Outcomes:

1. Describe the US Health care system, including health care careers, specialties, departments, job duties and effective work-related practices.
2. List basics of insurance and examine legal and ethical issues in the health care field.

ESOL for the Building Trades - Advanced

ESA 004

This course is designed to expand the vocabulary and develop fluency of English language learners who are interested in pursuing careers and further educational opportunities in the building trades. The goal is a more sophisticated use of the language, rather than simply a manipulation of it.

Course Outcomes:

1. Demonstrate an understanding or knowledge of employment, including filling applications, interviewing, following and giving multi-step instruction.
2. Report problems on the job and ask for assistance.
3. Communicate appropriately
ESOL: Advanced I

ESA 001

This course is designed to expand the vocabulary and develop fluency of foreign-born adults through the use of complex sentence structure in oral and written English. The goal is a more sophisticated use of the language, rather than simply a manipulation of it.

Course Outcomes:
1. Give short planned presentations.
2. Talk about employment, including filling applications, interviewing, following and giving instructions, reading job-related materials, and communicating on the job.
3. Demonstrate an understanding of medical in

ESOL: Advanced Intensive

ESA 003

This course is designed to expand the vocabulary and develop fluency of foreign-born adults through the use of complex sentence structure in oral and written English. The goal is a more sophisticated use of the language, rather than simply a manipulation of it. Topics include: laws in the U.S., insurance forms, and American traditions.

Course Outcomes:
1. Demonstrate an ability to give short planned presentations.
2. Demonstrate an ability to talk about employment, including filling applications, interviewing, following and giving instructions, reading job-related materials, and communicating on the job.
3. Demonstrate an understanding of medical information, follow medical instructions, and complete medical forms.
4. Demonstrate an ability to understand and communicate with English speaking people from different backgrounds
5. Identify main ideas and supporting details from newspapers, magazines or other familiar reading materials.
ESL / American Pre-Academic and Professional ESL

English as a Second Language. Courses include reading, speaking, listening, grammar, pronunciation and vocabulary for beginning to advanced adult English language learners. Visit the link below for more information on this program.

http://cms.montgomerycollege.edu/wdce/englishlanguageskills.html

Communication Skills for English Language Learners 1

ESL 187

This course is for beginning ESL learners. In this course, students will practice communicating in English around their daily life and needs. They will improve their speaking, listening, pronunciation, vocabulary and reading skills. They will learn strategies to help them communicate and learn English more effectively.

Course Outcomes:
1. Initiate, maintain and close simple conversations in English about themselves, others and their daily life.
2. Use conversation strategies to show interest and maintain a conversation, seek clarification and compensate for lack of vocabulary.
3. 

Communication Skills for English Language Learners 2

ESL 188

This course is for high beginning English language learners. In this course, students will increase their speaking ability, listening comprehension and vocabulary as they practice communicating in English around their daily life and needs. They will improve their pronunciation and reading skills as well.

Course Outcomes:
1. Carry out successfully a variety of uncomplicated, basic, communicative tasks and social interactions.
2. Ask and answer questions and participate in simple conversations about self, family members, daily needs, personal history and leisure activities.

Communication Skills for English Language Learners 3

ESL 190

This course is for low intermediate English language learners. In this course, student will practice communication strategies helpful to initiate and maintain conversations with native speakers. They will practice using various choices of words and intonation to better express their intended meaning. They will discuss past and current events of importance to their lives and their society.

Course Outcomes:
1. Initiate, sustain and close a conversation using a variety of communication strategies appropriate to the situation.
2. Use circumlocution to compensate for vocabulary limitations.
3. Use connected discourse for simple narration and descriptions i
Communication Skills for English Language Learners 4

ESL 191

In this course, students will improve their speaking, listening, and pronunciation in order to communicate more effectively in English. They will practice using English to solve problems and learn to select appropriate vocabulary and intonation to better communicate their intended message. Students will discuss past and current events in their lives and their societies. Students will also practice reading and writing skills.

Course Outcomes:
1. Carry out successfully common communicative tasks with complications.
2. Use circumlocution to compensate for vocabulary limitations.
3. Recognize the use of direct and more subtle speech.
4. Distinguish between facts and opinions and understand

Communication Skills for English Language Learners 5

ESL 192

This course is for high intermediate English language learners. In this course, students will practice discussions in which they share and support their ideas and opinions about more abstract topics such as current events. Students will practice using stress and intonation to better communicate. They will practice dealing with unexpected or stressful situations in English. They will also practice communicating with idiomatic language.

Course Outcomes:
1. Communicate successfully in English in unfamiliar situations with a complication.
2. Use common idiomatic expressions.
3. Give a short extemporaneous talk.
4. Give an opinion with ample support.
5. Provide a counter argument in a debate.
6.

Conversation Workshop

ESL 202

This course is for high-beginning and beginning English language learners. In this course, students will improve their abilities to speak and understand English. Students will also improve their pronunciation and increase their vocabulary as they practice communicating in English around their daily life and needs.

Course Outcomes:
1. Demonstrate the ability to carry out successfully a variety of uncomplicated, basic, communicative tasks and social interactions.
2. Practice asking and answering questions and participate in simple conversations about self, family members,
Discussing Issues in Depth

ESL 175

In this course, students will read, analyze, discuss, and debate the social, political, and cultural issues America is talking about. They will also develop vocabulary, oral skills, and critical thinking abilities.

Course Outcomes:
1. Express and support their opinions about current socio-cultural topics in English.
2. Express agreement and disagreement with the opinions of others, offering support.
3. Use conversation strategies to politely disagree and interrupt.
4. Demonstrate

ESL for Healthcare 1

ESL 197

This course is intended for intermediate level English language learners who wish to enter the health care field in the United States. Using contextualized health care materials, coursework will focus on the oral and reading skills needed to prepare students for further study in the health care field.

Course Outcomes:
1. Show improved pronunciation and speaking fluency in English.
2. Demonstrate greater understanding of written material in the healthcare field.
3. Use reading strategies to aid comprehension of healthcare texts.
4. Show increased understanding of

High-Beginning Writing

ESL 189

This is an introductory writing course for English language learners who already have the ability to write simple sentences. Students use the writing process and various writing strategies to produce paragraphs, stories, and letters. Students practice editing and revising their writing. This course is particularly helpful for those students preparing to take the AAEPT/LOEP test.

Course Outcomes:
1. Name the basic components of the writing process: pre-writing, drafting, editing.
2. Express their ideas using simple sentence structure and simple paragraphs.
3. Write messages to give specific information such as notes, post-cards, letters and e
Individualized Computer Laboratory
ESL 057
Study English in the computer laboratory at your own time and pace, concentrating on lessons that you choose. Students who enroll in formal English as a Second Language (ESL) courses may use the lab without registering and paying for this course.

Course Outcomes:
Outcomes are not available.

Intermediate Writing
ESL 184
In this course, students produce preacademic writing such as basic personal essays, personal and business letters, stories, and movie reviews. The course emphasizes paragraph writing. Students also review basic grammar and punctuation. This course is particularly helpful for those students preparing to take the AAEPT/LOEP Test.

Course Outcomes:
1. Produce well developed unified paragraphs.
2. Use various pre-writing strategies.
3. Revise their writing.
4. Give peer feedback.
5. Use idea markers with increased accuracy.
6. Select appropriate vocabulary and organization for different ki

Pronunciation for Advanced Beginning and Intermediate Students
ESL 103
Students learn the basic sound patterns of English and how to recognize and produce those sounds. Students also learn to better understand spoken English and to be better understood when speaking English.

Course Outcomes:
Outcomes are not available.

Reading and Writing 1
ESL 165
This course will help beginning students with some basic knowledge of English and vocabulary learn basic grammatical structures of English, write simple sentences and paragraphs and read short simple texts. Students will also practice speaking and listening

Course Outcomes:
Upon completing this course, students will be able to:
1. Recognize and produce subject and object pronouns and use them appropriately
2. Recognize and produce the simple present and past tense forms of the verb "be" and use them appropriately.
3. Form
Reading and Writing 2
ESL 166

This course is for high-beginning students who have already studied English and know some basic English vocabulary and grammar. Students improve grammar knowledge, read a book and newspapers, and write paragraphs. This course is particularly helpful for those students preparing to take the AAEPT/LOEP test.

**Course Outcomes:**

Upon completing this course, students will be able to:
1. Recognize the different parts of speech.
2. Write a simple paragraph using appropriate sentence boundaries.
3. Recognize and produce the appropriate form of the simple present, present progressi

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Reading and Writing 3
ESL 168

This course is for low-intermediate English language learners who have already studied English in school. In this course, students review the basic English verb tenses and practice writing well-developed paragraphs. Students learn to use various reading strategies to help them understand reading texts. This course is particularly helpful for those students preparing to take the AAEPT/LOEP test.

**Course Outcomes:**

Upon completion of this course students will be able to:
1. Use with accuracy the simple present, present progressive and simple past with basic accuracy.
2. Write a well developed descriptive or narrative paragraph.
3. Edit their writing for appropria

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Reading and Writing 4
ESL 176

This course is for intermediate English language learners who want to improve their reading and writing skills. Students will read, discuss, and then respond to readings in writing. Students will develop and practice many of the skills needed for academic study in the United States. This course is particularly helpful for those students preparing to take the AAEPT/LOEP test.

**Course Outcomes:**

Upon completion of this course students will be able to:
1. Use basic English verb tenses correctly.
2. Use comparatives and superlatives of adjectives and adverbs.
3. Demonstrate an understanding of the main ideas of a text, supporting details and cle
TOEFL Preparation

ESL 194

This continuing education course is designed for advanced English language learners, and prepares these students for the TOEFL iBT, the internet-based exam, which measures the English proficiency of non native speakers of English. Topics include: practice TOEFL tests; format of the TOEFL iBT; and test-taking strategies designed for the TOEFL.

Course Outcomes:

1. Use a computer to successfully complete sample TOEFL iBT tests in "test" mode.
2. Use the textbook and online tools to improve test taking abilities in the four skill areas.
3. Complete the integrated--skills tasks that combine reading and listening with speaking or writing.
4. Identify the types of questions in the reading, listening, speaking and writing parts of the TOEFL iBT.
5. Use the test-taking strategies for the reading, listening, speaking and writing sections of the TOEFL iBT.

Writing for Professionals

ESL 207

This course is designed as an advanced level course for non-native speakers, Students will learn how to clearly communicate their ideas in writing for the workplace. They will practice writing memos, letters, and e-mails.

Course Outcomes:

1. Write an interoffice memo.
2. Write a formal business letter.
3. Use appropriate tone and language to communicate using e-mail for work.
4. Use general business and workplace vocabulary and jargon.
5. Write short work-related reports.
ESOL for Careers

Adult ESOL (English for Speakers of Other Languages) Program provides basic English language and life skills instruction to county residents whose native language is not English. For more information visit the link below:

http://www2.montgomerycollege.edu/departments/wdce/aelg/index.htm

ESOL FOR BUILDING TRADES

ESO 014

This course is designed to expand the vocabulary and develop fluency of English language learners who are interested in pursuing careers and further educational opportunities in the building trades. The goal is a more sophisticated use of the language, rather than simply a manipulation of it.

Course Outcomes:

1. Discuss employment, including completing applications, describing skills, and interviewing.
2. Report problems on the job and ask for assistance.
3. Use measurement in workplace projects.
4. Demonstrate ability to discuss expectations with employers.

ESOL for Health Care Jobs--Intermediate

ESO 013

This course is designed to expand the vocabulary and develop fluency of English language learners who are interested in pursuing careers and further educational opportunities in health care. The goal is a more sophisticated use of the language, rather than simply a manipulation of it.

Course Outcomes:

1. Describe training and education requirements for health care careers in oral and written contexts.
2. Identify cultural, legal, and ethical issues in the health care field.
3. Recognize acceptable personal and professional behaviours and qualities in the health care field.
4. Identify simple directions and instructions related to safety procedures.
5. Use vocabulary related to body systems, health care, safety, and workplace; chart and record info.
ESOL: Beginning I

ESO 002

This course is designed to provide skills in speaking and listening to those with limited background in English. This course stresses the acquisition of basic functional language skills to meet the immediate communication needs of the students. Topics include: personal data, housing needs, use of community resources, and food categorization. Placement is determined through standardized assessment.

Course Outcomes:
1. Use polite expressions in English.
2. Answer and give personal information in forms and applications.
3. Talk about the weather.
4. Talk about health and illnesses.
5. Ask for, follow and give directions.
6. Talk about clothing and clothing

ESOL: Beginning I - Intensive

ESO 007

This course is designed to provide skills in speaking and listening to those with limited background in English. This course stresses the acquisition of basic functional language skills to meet the immediate communication needs of the students. Topics include: personal data, housing needs, use of community resources, and food categorization. Placement is determined through standardized assessment.

Course Outcomes:
1. Use polite expressions in English.
2. Answer and give personal information in forms and applications.
3. Demonstrate an ability to understand and talk about the weather.
4. Talk about health and illnesses.
5. Ask for, follow and give directions

ESOL: Beginning II

ESO 003

This course is designed to provide skills in speaking and listening to those with limited background in English. This course stresses the acquisition of basic functional language skills to meet the immediate communication needs of the students. Topics include: personal data, housing needs, use of community resources, and food categorization. Placement is determined through standardized assessment.

Course Outcomes:
1. Demonstrate an ability to understand and talk about the weather.
2. Talk about health and sicknesses, and follow directions from doctors.
3. Demonstrate an ability to understand and follow driving or walking directions.
4. Identify and talk about
ESOL: Beginning II - Intensive
ESO 009

This course is designed to provide skills in speaking and listening to those with limited background in English. This course stresses the acquisition of basic functional language skills to meet the immediate communication needs of the students. Topics include: personal data, housing needs, use of community resources, and food categorization. Placement is determined through standardized assessment.

Course Outcomes:
1. Demonstrate an ability to understand and talk about the weather.
2. Talk about health and sicknesses, and follow directions from doctors.
3. Demonstrate an ability to understand and follow driving or walking directions.
4. Identify and talk about

ESOL: Intermediate I
ESO 004

This course is designed to assist students who wish to continue to gain intermediate-level communicative ability in order to function in practical areas necessary for survival. They will be able to understand native speakers and express themselves simply and clearly.

Course Outcomes:
1. Participate in routine social conversations in familiar contexts (e.g. shopping, employment, schools).
2. Follow on-the-job instructions.
3. Talk about personal, food, and health needs.
4. Communicate on the telephone, taking and giving telephone

ESOL: Intermediate I - INTENSIVE
ESO 008

This course is designed to assist students who wish to continue to gain simple communications ability in order to function in practical areas necessary for survival. They will be able to understand native speakers and express themselves simply and clearly.

Course Outcomes:
1. Communicate on the telephone, taking and giving telephone messages.
2. Write and address personal notes and e-mails.
3. Use basic buttons and addresses to access websites.
4. Demonstrate an understanding of how to complete
ESOL: Literacy

ESO 001

This course is designed to provide skills in speaking and listening to those who function minimally, if at all, in English, and who may not be literate in any language. This course stresses the acquisition of elementary functional language and literacy skills to meet the immediate communication needs of the students.

Course Outcomes:

1. Say, read and write the English alphabet.
2. Recognize and print name, address and telephone number in English.
3. Identify and count money.
4. Read dates and analog/digital clock times.
5. Say the days of the week and the months of the year.

ESOL: Literacy Intensive

ESO 006

This course is designed to provide skills in speaking and listening to those who function minimally, if at all, in English, and who may not be literate in any language. This course stresses the acquisition of elementary functional language and literacy skills to meet the immediate communication needs of the students.

Course Outcomes:

1. Say, read and write the English alphabet.
2. Recognize and print name, address and telephone number in English.
3. Identify and count money.
4. Read dates and analog/digital clock times.
5. Say the days of the week and the months of the year.

ESOL: Intermediate II

ESO 005

This course is designed to help students discuss, both orally and in simple written paragraphs, many subjects with a certain degree of accuracy as well as fluency. From this transitional level, students may move into advanced ESL classes.

Course Outcomes:

1. Use appropriate language in both informal and formal situations.
2. Skim for main idea and scan for detail in authentic materials (e.g. newspapers and brochures).
3. Guess the meaning of unfamiliar words.
4. Apply for a job, and communicate with
**English Language Skills**

**GED Test Prep**

GED® Test Preparation Classes for Montgomery County Adults who need to get their High School Diploma. Visit the link below for more information on this program.

[http://www2.montgomerycollege.edu/departments/wdce/aeg/index.htm](http://www2.montgomerycollege.edu/departments/wdce/aeg/index.htm)

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**GED English**

**GED 001**

The goal of this course is to prepare adult learners to pass the Maryland State Test of General Educational Development. In addition, learners must also acquire the life skills they need to function effectively in the workplace, family, and community.

**Course Outcomes:**

1. Compare and contrast different types of reading materials (fiction, non fiction poetry, and drama).
2. Analyze different types of creative writing (narrative, descriptive).
3. Write organized and grammatically correct paragraphs on specific topics.

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**GED English Intensive**

**GED 003**

The goal of this course is to prepare adult learners to pass the Maryland State Test of General Educational Development. In addition, learners must also acquire the life skills they need to function effectively in the workplace, family, and community.

**Course Outcomes:**

1. Compare and contrast different types of reading materials (fiction, non fiction poetry, and drama).
2. Analyze different types of creative writing (narrative, descriptive).
3. Analyze workplace writing (resumes, letters, reports).
4. Write organized and grammatically correct paragraphs on specific topics.

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**GED Math**

**GED 002**

The goal of this course is to prepare adult learners to pass the Maryland State Test of General Educational Development. In addition, learners must also acquire the life skills they need to function effectively in the workplace, family, and community.

**Course Outcomes:**

1. Correctly solve word problems using concepts from algebra and geometry.
2. Analyze maps and graphs for specific information.
3. Interpret weights and measures in order to compute perimeter, area, height, weight and volume using fractions and decimals.
GED Math Intensive

GED 004

The goal of this course is to prepare adult learners to pass the Maryland State Test of General Educational Development. In addition, learners must also acquire the life skills they need to function effectively in the workplace, family, and community.

Course Outcomes:
1. Review decimals, fractions, ratios and percents.
2. Correctly solve word problems using concepts from algebra and geometry.
3. Analyze maps and graphs for specific information.
4. Compare prices and compute discounts to determine best buys.

GED Mathematics

GED 017

This course is designed to develop the foundation skills of mathematical procedures and concepts and the ability to use the skills to solve problems and apply them to real life situations. Students are provided with ongoing instruction and practice on the use of number operations and number sense; algebra, functions, and patterns; and geometry. All mathematical procedures and concepts are taught and practiced with and without the use of a variety of mathematical tools (the GED calculator, formulas pages, graphic representations, and alternative answer grids) which is essential for success on the Maryland State Test of General Educational Development (GED).

Course Outcomes:
1. Demonstrate basic mathematical skills such as place value, estimation, measurement, and basic facts calculation with and without a calculator.
2. Apply the use of basic algebraic and geometric formulas to solve mathematical problems.
3. Determine the appropriate situations for the application of mathematical skills to solve daily living, work-based, and theoretical mathematics problems.
4. Demonstrate readiness for the Math section of the GED.

GED Practice Test

GED 011

This course is designed to assist students who are preparing to take the official GED Test. Instruction will be given on how to answer mathematical and verbal questions. A practice diagnostic test will be administered. Individualized counseling will be provided for each student to discuss test results and to address educational needs or higher education options.

Course Outcomes:
1. Demonstrate accurate completion of the GED test answer form.
2. Demonstrate proper use of the calculator.
3. Demonstrate an understanding of recommended next educational steps.
GED Reading

GED 016

This course is designed to develop and refine secondary level reading and test taking skills of adult learners to the level that is essential for success on the Maryland State Test of General Educational Development (GED). Instructional units are organized by literary genre including nonfiction, fiction, drama, and poetry. Excerpts from works of nonfiction, fiction, poetry, and drama are used to develop competencies in comprehension, application, analysis, synthesis, and the evaluation of concepts.

Course Outcomes:

1. Demonstrate the ability to understand and utilize the information contained in the 4 basic genres of literature (nonfiction, fiction, poetry, and drama).
2. Apply the conventions of 4 basic genres of literature to determine themes, apply background knowledge, determine the writer’s purpose, identify details, and synthesize ideas.
3. Demonstrate readiness for the reading section of the GED test

GED Writing

GED 019

This course is designed to develop and refine secondary level writing and test taking skills of adult learners to the level that is essential for success on the Maryland State Test of General Educational Development (GED). Instructional units are organized around the key writing skills tested by the GED. Students learn to use the foundation skills that comprise the writing process (defining a writing assignment; developing and organizing ideas; and drafting, revising, and editing) to improve their own writing and to edit the writing of others. Students are instructed and provided with ongoing practice on applying the conventions of Edited American English (EAE) including but not limited to sentence structure, punctuation, parts of speech, and the mechanics of the organization of writing.

Course Outcomes:

1. Demonstrate the ability to independently produce essays by writing, dividing, and combining paragraphs; identifying and creating topic sentences; and identifying and removing irrelevant information.
2. Apply the conventions of EAE so identify and correct sentence fragments, construction shifts, incorrect usage of the parts of speech, and punctuation.
3. Identify samples of the various types of writing (essay, personal, business, descriptive, narrative, expository, persuasive, workplace, and explanatory) and state the appropriate situations for the application of each.
4. Interpret, utilize, and convey graphic-based information across academic content areas.
5. Demonstrate readiness for the writing section of the GED.
Adult ESOL (English for Speakers of Other Languages) Program provides basic English language and life skills instruction to county residents whose native language is not English. Visit the link below for more information on this program.

[http://www2.montgomerycollege.edu/departments/wdce/aelg/index.htm](http://www2.montgomerycollege.edu/departments/wdce/aelg/index.htm)

**Certificate for Apartment Maintenance (CAMT) - MI-BEST**

**MIB 006**

This course is designed to teach students how to become certified Apartment Maintenance Technicians. Topics include performing diagnostic tests with an electrical multimeter; repairing damaged wall sections; performing plumbing repairs such as faucets, garbage disposal, and toilet float/valve replacement; replacing a defective thermocouple on a gas water heater; and performing electrical repairs on switches, receptacles, luminaires, heating elements, and electrical appliances.

**Course Outcomes:**

1. Perform diagnostic tests with an electrical multimeter.
2. Repair damaged wall sections.
3. Perform plumbing repairs such as faucet, garbage disposal, and toilet float/valve replacement.
4. Replace a defective thermocouple on a gas water heater.
5. Perform electrical repairs on switches, receptacles, luminaires, heating elements, and electrical appliances.

**Certified Nursing Assistant Classroom (CAN) MI-BEST**

**MIB 004**

This is the clinical component to complete the Certified Nursing Assistant Program. Students will be supervised in a clinical facility on basic nursing skills including vital signs assuring patient safety. Certified Nursing assistant students will be under the license of an RN.

**Course Outcomes:**

1. Demonstrate the ability to function in a healthcare environment utilizing professional standards of conduct.
2. Provide individualized care to meet the needs of the client.
3. Evaluate and assist clients with activities of daily living.
4. Provide an environment that promotes safety and well-being for clients, caregivers and others.

**CFC Certification for Apartment Maintenance Technicians MI-BEST**

**MIB 007**

This course is designed to teach apartment maintenance technicians how to recover CFCs. Topics include: environmental issues associated with CFCs, different types of refrigerants, and safely handling refrigerants and associated equipment.

**Course Outcomes:**

1. Identify environmental issues associated with CFCs.
2. Identify different types of refrigerants.
3. Safely handle refrigerants and associated equipment.
ESOL and Basic Skills for Certificate for Apartment Maintenance (CAMT)-MI-BEST

MIB 005

This course offers training for students in the Adult ESOL & Literacy - GED Program and for anyone requiring high intermediate to low advanced English language, basic, cultural, and behavioral skills relevant to becoming a Certified Apartment Maintenance Technician and obtaining employment in the apartment maintenance industry.

Course Outcomes:

1. Effectively engage in a job interview.
2. Use knowledge of wages, benefits, employee rights, and concepts of employee organizations in career exploration.
3. Use knowledge of professional standards in the apartment maintenance industry and concepts and materials related to job performance and training to increase employability.
4. Demonstrate effective oral & written communication skills for the workplace.
5. Demonstrate effectiveness in listening, reading and math skills for the workplace.
Montgomery College, Workforce Development & Continuing Education
Noncredit Course Descriptions and Outcomes

English Language Skills

PGC Pre-GED Skills

GED® Test Preparation Classes for Montgomery County Adults who need to get their High School Diploma. Visit the link below for more information on this program.

http://www2.montgomerycollege.edu/departments/wdce/aelg/index.htm

Pre-GED Contract Class

PGC 004

This continuing education course is designed for adult learners to pass the Maryland State test of General Education Development (GED). Topics include: reading skills; writing skills; social studies skills; science and math.

Course Outcomes:

1. Understand and interpret different types of reading material.
2. Interpret maps and graphs.
3. Write, organize and grammatically correct paragraphs on specific subjects.
4. Use ratios, proportions and percentages.
5. Identify and understand the laws and government of the United States.

Pre-GED English

PGC 001

The goal of the Pre-Ged program is to further the aim of adult learners to pass the Maryland State Test of General Educational Development. In meeting this goal, learners must master skills in the following five areas: reading, science, social studies, mathematics, and writing. In addition, learners must acquire life skills aimed at helping them function effectively in the workplace, family, and community.

Course Outcomes:

1. Understand different types of reading materials (fiction, non fiction poetry, and drama).
2. Understand different types of creative writing (narrative, descriptive, expository).
3. Interpret maps and graphs.
4. Identify func

Pre-GED Math

PGC 002

The goal of this Pre-GED program is to further the aim of adult learners to pass the Maryland State Test for General Educational Development. In meeting this goal, learners must master skills in the following five areas: reading, science, social studies, mathematics, and writing. In addition, learners must acquire an array of life skills aimed at helping them function effectively in the workplace, family and community.

Course Outcomes:

1. Interpret maps and graphs.
2. Compare prices and compute discounts to determine best buys.
3. Interpret weights and measures in order to compute perimeter, area, height, weight and volume.
4. Understand the procedures and fo
**PGD Pre-GED Skills**

**GED® Test Preparation Classes for Montgomery County Adults who need to get their High School Diploma.**

Visit the link below for more information on this program.

[http://www2.montgomerycollege.edu/departments/wdce/aelg/index.htm](http://www2.montgomerycollege.edu/departments/wdce/aelg/index.htm)

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### Pre-GED English

**PGD 001**

The goal of the Pre-GED program is to prepare adult learners to pass the Maryland State Test of General Educational Development. To meet this goal, learners must master skills in the following five areas: reading, science, social studies, mathematics, and writing. In addition, learners will acquire life skills to function more effectively in the workplace, family, and community.

**Course Outcomes:**

1. Demonstrate an ability to understand different types of reading materials (fiction, nonfiction poetry, and drama).
2. Use correct grammar and punctuation.
3. Use appropriate workplace writing (resumes, letters, reports).
4. Identify functions o

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### Pre-GED English Intensive

**PGD 003**

The goal of the Pre-GED program is to prepare adult learners to pass the Maryland State Test of General Educational Development. To meet this goal, learners must master skills in the following five areas: reading, science, social studies, mathematics, and writing. In addition, learners will acquire life skills to function more effectively in the workplace, family, and community.

**Course Outcomes:**

1. Demonstrate an ability to understand different types of reading materials (fiction, nonfiction poetry, and drama).
2. Use correct grammar and punctuation.
3. Demonstrate an ability to understand different types of creative writing.
4. Use appro

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### Pre-GED English Intensive

**PGD 005**

The goal of the Pre-GED program is to further the aim of adult learners to pass the Maryland State Test of General Educational Development. In meeting this goal, learners must master skills in the following areas: reading, science, social studies, mathematics, and writing. In addition, learners must acquire life skills aimed at helping them function effectively in the workplace, family, and community.

**Course Outcomes:**

1. Demonstrate an understanding of the different types of reading materials (fiction, nonfiction, poetry, and drama).
2. Use correct grammar and punctuation.
3. Write organized and grammatically correct paragraphs on specific topics.
Pre-GED Math
PGD 002

The goal of this course is to prepare adult learners to pass the Maryland State Test of General Educational Development. In addition, learners must also acquire the life skills they need to function effectively in the workplace, family, and community.

Course Outcomes:
1. Correctly solve word problems using concepts from algebra and geometry.
2. Analyze maps and graphs for specific information.
3. Interpret weights and measures in order to compute perimeter, area, height, weight and volume using fractions and decimals.

Pre-GED Math Intensive
PGD 004

The goal of the Pre-GED program is to prepare adult learners to pass the Maryland State Test of General Educational Development. To meet this goal, learners must master skills in the following five areas: reading, science, social studies, mathematics, and writing. In addition, learners will acquire life skills to function more effectively in the workplace, family, and community.

Course Outcomes:
1. Add, subtract, multiply and divide fractions.
2. Interpret maps and graphs.
3. Compare prices and compute discounts to determine best buys.
4. Interpret weights and measures in order to compute perimeter, area, height, weight and volume.
5. D

Pre-GED Mathematics
PGD 007

This course is designed to develop the foundation skills of mathematical procedures and concepts and the ability to use the skills to solve problems and apply them to real-life situations. Students are provided with ongoing instruction and practice of all mathematical procedures and concepts with and without the use of a variety of mathematical tools (the GED calculator, formula pages, graphic representations, and alternative answer grids) which is essential for transitioning to the material presented in GED-level preparation classes and on the Maryland State Test of General Education al Development (GED).

Course Outcomes:
1. Demonstrate basic mathematical skills such as place value, estimation, measurement, and basic facts calculation with and without a calculator.
2. Apply the use of basic algebraic and geometric formulas to solve mathematical problems.
3. Determine the appropriate situations for the application of each mathematical skill to solve daily living, work-based, and theoretical mathematical problems.
4. Apply academic knowledge and skills in new situations or contexts.
5. Analyze information by breaking it into smaller parts and identifying the relationships among those parts.
Pre-GED Reading
PGD 011

This course is designed to elevate the foundation of reading skills on fluency, comprehension, speed, and stamina of adult learners to the level that is essential for transitioning to the material presented in GED-level preparation classes and on the Maryland State Test of General Education Development (GED). Instructional units are organized by literary genre including nonfiction, fiction, drama, and poetry.

Course Outcomes:

1. Demonstrate the ability to apply basic reading strategies such as previewing, visualizing, checking for their own comprehension, and summarizing.
2. Apply the conventions of the 4 basic genres of literature (fiction, nonfiction poetry, and drama) to determine themes, apply background knowledge, determine the writer’s purpose, identify details, and synthesize ideas.
3. Apply academic knowledge and skills in new situations or contexts.
4. Demonstrate the ability to synthesize information by pulling together multiple pieces of information to create new ideas.
5. Demonstrate readiness for GED-level preparation classes.

Pre-GED Science
PGD 008

This course is designed to elevate the foundation of scientific concepts and the ability to apply critical thinking skills to science texts and graphics, while focusing on the accumulation of knowledge and basic scientific literacy of adult learners to the level that is essential for transitioning to the material presented in GED-level preparation classes and on the Maryland State Test of General Educational Development (GED). Instructional units cover life science, physical science, and earth and space. The instructional design of this class relies on the repeated application and utilization of critical thinking skills for effective interaction with and interpretation of graphic-based materials (maps, charts, graphs, diagrams, and tables).

Course Outcomes:

1. Demonstrate the ability to explain and provide examples of basic scientific principles such as genetic inheritance, the building blocks of life, and the operation and purpose of various body systems.
2. Explain the basic conventions of physics as they apply to machines, momentum, electricity, sound waves, and light and lasers.
3. Provide and explain everyday home and workplace examples of basic chemistry principles (changes in matter, mixtures and solutions, combustion, momentum, and electricity).
4. Utilize graphic presentations to gain, explain, and display scientific concepts for all four of the scientific disciplines.
5. Demonstrate readiness for GED-level preparation classes.
Pre-GED Social Studies

PGD 010

This course is designed to elevate the foundation of social studies concepts, principles, and issues, as well as the ability to apply critical thinking skills to social studies texts and graphics, while focusing on the accumulation of knowledge and skills basic to social studies and literacy of adult learners to the level that is essential for transitioning to the GED-level preparation material and classes and on the Maryland State Test of General Education Development (GED). The instructional design of this class relies on the repeated application and utilization of critical thinking skills for effective interaction with and interpretation of graphic-based materials (maps, charts, graphs, political cartoons, photographs, posters, diagrams, and tables).

Course Outcomes:

1. Demonstrate the ability to explain and provide examples of basic principles of U.S. history such as the establishment of the colonies, the American Revolution, the U.S. Civil War, World War II, and the Cold and Vietnam wars.
2. Explain the phases of world history including: the Ancient World; the time of enlightenment; the rise of nations, democracy and independence; and global interdependence.
3. Explain the frameworks of free enterprise, money management, supply and demand, the global economy, and the changing nature of work.
4. Display an understanding of the geography and the peoples of the United States; the various regions of the world; and local, national, regional, international, and worldwide climatic and environmental issues.
5. Demonstrate readiness for GED-level preparation classes.

Pre-GED Writing

PGD 009

This class is designed to develop the foundation skills that comprise the writing process, including defining a writing assignment; developing and organizing ideas; and drafting, revising, and editing. Students are instructed and provided with ongoing practice in the conventions of Edited American English (EAE) including but not limited to sentence structure, punctuation parts of speech and the mechanics of the organization of writing that is essential for transitioning to the material presented in FED-level preparation classes and on the Maryland State Test of General Education Development GED).

Course Outcomes:

1. Demonstrate basic writing skills such as creating a paragraph based on a GED style prompt, dividing and combining paragraphs, identifying and creating topic sentences, and identifying and removing irrelevant information.
2. Apply the conventions of EAE to identify and correct sentence fragments, construction shifts, and incorrect usage of the parts of speech and punctuation.
3. Demonstrate readiness for GED-level preparation classes
4. Discriminate between examples of the various types of writing (essay, personal, business, descriptive, narrative, expository, persuasive, workplace, and explanatory) and the appropriate situations for the application of each type.
The Refugee Training Program provides local refugees and asylees culturally sensitive English language instruction and assessment to facilitate their successful integration and participation into the community. Visit the link below for more information on American Life Skills for English Language Learners: Advanced Level

**REF 055**

This continuing education course will teach lifeskills to advanced level English Language learners. Topics include: students will learn key strategies, phrases, and questions so they can successfully complete day-to-day tasks

**Course Outcomes:**

1. Navigate public transportation.
2. Describe symptoms to a healthcare professional.
3. Navigate educational opportunities.
4. Discuss child's schooling with educational professional (if applicable).
5. Set up and maintain a checking and saving account.

American Life Skills for English Language Learners: High Beginning

**REF 052**

This continuing education course will teach lifeskills to high beginning level English Language learners. Topics include: key vocabulary words, phrases, and questions so they can successfully complete day-to-day tasks

**Course Outcomes:**

1. Identify and frequent American Institutions: eg, bank, doctors office, school.
2. Write a personal check.
3. Navigate public transportation.
4. Explain basic symptoms to a healthcare professional.

American Life Skills for English Language Learners: High Intermediate

**REF 054**

This continuing education course will teach lifeskills to high intermediate level English Language learners. Topics include: Students will learn key strategies, phrases, and questions so they can successfully complete day-to-day tasks

**Course Outcomes:**

1. Navigate public transportation.
2. Explain ailments to a healthcare professional.
3. Set up and maintain a checking account.
4. Enroll children in public school (if applicable).
American Life Skills for English Language Learners: Literacy Level

REF 049

This continuing education course will teach lifeskills to Literacy Level English Language learners. Topics include: key vocabulary words, phrases, and questions so they can successfully complete day-to-day tasks

Course Outcomes:
1. Identify denominations of U.S. currency.
2. Navigate public transportation.

American Life Skills for English Language Learners: Low Beginning

REF 051

This continuing education course will teach lifeskills to low beginning level English Language learners. Topics include: key vocabulary words, phrases, and questions so they can successfully complete day-to-day tasks

Course Outcomes:
1. Identify and use denominations of U.S. currency.
2. Navigate public transportation.
3. Identify U.S. institutions eg, a bank, hospital.

American Life Skills for English Language Learners: Low Intermediate

REF 053

This continuing education course will teach lifeskills to low intermediate level English Language learners. Topics include: key strategies, phrases, and questions so they can successfully complete day-to-day tasks

Course Outcomes:
1. Navigate public transportation.
2. Explain ailments to a healthcare professional.
3. Set up and maintain a checking account.

American Workplace Skills for English Language Learners - Advanced level

REF 069

This continuing education course is designed to provide advanced level English Language Learners with knowledge and tools they need to succeed in the American workplace. Topics include workplace communication skills, interview skills, vocational expectations and resume writing

Course Outcomes:
1. Communicate in a workplace environment.
2. Create a professional resume.
3. Conduct a job search on the computer and apply for a job.
4. Apply appropriate vocational training in a workplace environment.
American Workplace Skills for English Language Learners - High Intermediate

REF 068

This continuing education course is designed to provide high Intermediate level English Language Learners with knowledge and tools they need to succeed in the American workplace. Topics include workplace communication skills, interview skills, vocational expectations and resume writing.

Course Outcomes:

1. Create a professional resume.
2. Describe and demonstrate appropriate workplace behavior.
3. Complete a job search on the computer.
4. Communicate in a workplace environment.

American Workplace Skills for English Language Learners - High Beginning

REF 065

This continuing education course is designed to provide high beginning level English Language Learners with knowledge and tools they need to succeed in the American workplace. Topics include workplace communication skills, interview skills, vocational expectations and resume writing.

Course Outcomes:

1. Describe appropriate workplace behaviors.
2. Demonstrate knowledge of vocational expectations.
3. Create a basic resume.
4. Communicate in the workplace.

American Workplace Skills for English Language Learners - Low Intermediate

REF 066

This continuing education course is designed to provide low Intermediate level English Language Learners with knowledge and tools they need to succeed in the American workplace. Topics include workplace communication skills, interview skills, vocational expectations and resume writing.

Course Outcomes:

1. Use the computer to complete a job search.
2. Create a basic resume.
3. Communicate in English, in a workplace environment.
4. Define appropriate workplace expectations.
Basic CPR/AED for Healthcare Workers

REF 036

This course is designed for health care and child care providers who need more English support. Students will learn skills for CPR, airway management for victims of all ages using the American Heart Association guidelines. Effective use of an AED will also be taught. Students will be able to use and master the vocabulary of Basic Life Support.

Course Outcomes:

1. Identify and name BLS equipment and explain how it works.
2. Recognize the signs of a heart attack or stroke.
3. Demonstrate how to call for help.
4. Perform skills for clearing an obstructed airway for a conscious and unconscious victim.

Basic Life Support for Healthcare Providers

REF 020

This course is designed for health care and child care providers who need more English support. Students will learn skills for CPR, airway management for victims of all ages using the American Heart Association 2005 guidelines. Effective use of an AED will also be taught. Students will be able to use and master the vocabulary of Basic Life Support.

Course Outcomes:

1. Identify and name BLS equipment and explain how it is used.
2. Recognize the warning signs of a heart attack or stroke.
3. Demonstrate how to call for help.
4. Demonstrate an understanding of how to activate the EMS system

Certified Nursing Assistant - Classroom

REF 011

Course description is not available.

Course Outcomes:

Outcomes are not available.

Certified Nursing Assistant - Lab

REF 012

Course description is not available.

Course Outcomes:

Outcomes are not available.
## Communication Skills for English Language Learners

**REF 072**

This Continuing Education course is designed to provide conversational English Language skills to English Language Learners. Topics will include recognizing and understanding basic grammatical structures; responding to social cues in conversation; composing notes and messages on familiar situations; and understanding conventions of oral English communication.

**Course Outcomes:**
- Recognize and understand basic grammatical structures of the English language.
- Respond to social cues in conversation.
- Compose notes and messages on familiar situations.
- Understand conventions of oral English communication.

## Computer Lab for English Language Learners

**REF 070**

This continuing education course is designed to provide English Language Learners with exposure to technology and digital literacy skills. Topics include: using the computer to access information pertaining to employment, education, health or social services; improving English language skills through digital technology and creating a simple resume and cover letter.

**Course Outcomes:**
1. Demonstrate an improvement in their digital literacy and keyboarding skills.
2. Use the internet to search for pertinent information related to employment, education or health.
3. Demonstrate an improvement in their English language skills through reading and typing exercises.
4. Create a simple resume and cover letter.

## Customer Service for English Language Learners: High Beginning

**REF 045**

This continuing education course is designed to equip high beginning English language learners with the communication skills necessary to obtain a customer service or retail position and function successfully in that context. Topics include: retail conversational needs, politeness strategies, intermediate grammar, clear pronunciation, the language of money, and workplace appropriate behavior and practices.

**Course Outcomes:**
1. Use vocabulary and skills needed to apply for customer service/retail job.
2. Communicate on the telephone with customers who have general inquiries and complaints.
3. Describe products.
4. Talk about money in its different forms: cash, change, credit and check.
5. Write and read checks, check registers, and cash register balance sheets.
### Customer Service for English Language Learners: High Intermediate

**REF 047**

This continuing education course is designed to equip high intermediate English Language Learners with the communication skills necessary to obtain a customer service or retail position and function successfully in that context. Topics include: retail conversational needs, politeness strategies, advanced grammar, clear pronunciation, the language of money, and workplace appropriate behavior and practices.

**Course Outcomes:**

1. Communicate on the telephone with customers who have general inquires and complaints.
2. Ask open-ended questions and make suggestions and recommendations.
3. Express opinions and make suggestions in a workplace context.
4. Communicate effective with customers who have complaints or returns.
5. Write and read checks, check registers, and cash register balance sheets.

### Customer Service for English Language Learners: Literacy

**REF 043**

This continuing education course is designed to equip literacy level English Language students with the communication skills necessary to obtain a customer service or retail position and function successfully in that context. Topics include: basic conversational needs, politeness strategies, the language of money, and workplace appropriate behavior and practices.

**Course Outcomes:**

1. Identify all denominations of U.S. currency.
2. Use vocabulary needed to apply for customer service/retail job.
3. Talk about money in its different forms: cash, change, credit and check.
4. Identify 3 common functions of a Customer Service position.

### Customer Service for English Language Learners: Low Beginning

**REF 044**

This continuing education course is designed to equip low beginning level English Language Learners with the communication skills necessary to obtain a customer service or retail position and function successfully in that context. Topics include: retail conversational needs, politeness strategies, basic grammar, clear pronunciation, the language of money, and workplace appropriate behavior and practices.

**Course Outcomes:**

1. Use vocabulary and skills needed to apply for customer service/retail job.
2. Describe products.
3. Write and read checks, check registers, and cash register balance sheets.
4. Talk about money in its different forms: cash, change, credit and check.
Customer Service for English Language Learners: Low Intermediate

REF 046

This continuing education course is designed to equip low intermediate level English Language Learner with the skills necessary to obtain a customer service or retail position and function successfully in that context. Topics include: retail conversational needs, politeness strategies, intermediate grammar, clear pronunciation, the language of money, and workplace appropriate behavior and practices.

Course Outcomes:

1. Use vocabulary and skills needed to apply for customer service/retail job.
2. Communicate on the telephone with customers who have general inquires and complaints.
3. Express opinions and make suggestions in a workplace context.
4. Communicate effectively with customers who have complaints or returns.
5. Write and read checks, check registers, and cash register balance sheets.

Customer Service Skills for English Language Learners: Advanced Level

REF 048

This continuing education course is designed to equip Advanced Level English Language Learners with the communication skills necessary to obtain a customer service or retail position and function successfully in that context. Topics include: retail conversational needs, politeness strategies, advanced grammar, clear pronunciation, the language of money, and workplace appropriate behavior and practices.

Course Outcomes:

1. Communicate with customers who have general or specific inquires.
2. Ask open-ended questions and make suggestions and recommendations.
3. Express opinions and make suggestions in a workplace context.
4. Communicate effectively with customers who have complaints or returns.
5. Produce cash register balance sheets and check registers.

Digital Literacy for English Language Learners

REF 057

This course is designed to provide digital literacy training for English Language Learners. Topics include: Internet and email; Microsoft Word; Excel.

Course Outcomes:

1. Demonstrate the ability to use the Internet.
2. Demonstrate knowledge of using Email.
3. Use Microsoft Word.
4. Demonstrate the basics of Excel including simple formatting.
### Digital Literacy for English Language Learners - Intermediate High

**REF 061**

This course is designed to provide digital literacy training for English Language Learners. Topics include: Use email for communication; Use internet for job applications and searches; Microsoft Word.

**Course Outcomes:**
1. Effectively use the Internet for job searches and job applications.
2. Effectively use the computer to access information.
3. Effectively use Microsoft Word.
4. Effectively use email as a means to communicate with peers, teachers, and potential employers.

### Digital Literacy Skills for English Language Learners - Beginning Low

**REF 062**

This course is designed to provide digital literacy training for English Language Learners. Topics include: basic computer skills and World Wide Web.

**Course Outcomes:**
1. Turn on and log onto a computer.
2. Type simple words into a Word document and web browser.
3. Identify icons and open programs.
4. Access the Internet and type a web address.

### Digital Literacy Skills for English Language Learners - Intermediate Low

**REF 059**

This course is designed to provide digital literacy training for English Language Learners. Topics include: attaching files to emails; working with files in Microsoft Word; sending and receiving emails; apply for jobs online.

**Course Outcomes:**
1. Search for an apply for jobs online.
2. Send a brief email.
3. Create and save files in Microsoft Word.
4. Attach a file to an email.
## Digital Literacy Skills for English Language Learners (Beginning-High)

**REF 058**

This course is designed to provide digital literacy training for English Language Learners. Topics include: searching for jobs on the internet; typing brief documents using Word; using search engines; and sending an email.

**Course Outcomes:**

1. Use the Internet to search for jobs.
2. Type sentences into a search engine and a word document.
3. Send a brief email.

## Digital Literacy Skills for English Language Learners (Beginning-Literacy)

**REF 056**

This course is designed to provide digital literacy training for English Language Learners. Topics include basic computer skills and World Wide Web.

**Course Outcomes:**

1. Turn on and log on to a computer.
2. Identify letters on the keyboard.
3. Type simple words.
4. Use a mouse correctly.
5. Identify icons on the desktop.

## Digital Literacy Skills for English Language Learners (Beginning-Low)

**REF 050**

This course is designed to provide digital literacy training for English Language Learners. Topics include basic computer skills and World Wide Web.

**Course Outcomes:**

1. Identify letters on the keyboard.
2. Use a mouse correctly.
3. Identify icons on the desktop.
4. Access the Internet and type a web address.
5. Identify browser toolbar buttons and demonstrate the ability to use them.
ESL For the American Workplace  2A
REF 023
This course is designed to provide skills in speaking and listening to those with limited background in English. This course stresses the acquisition of basic functional language skills to meet the immediate communication needs of the students. Topics include: personal data, housing needs, use of community resources, and food categorization. Work topics include looking for a job, and dealing with a basic job interview. Placement is determined through standardized assessment.

Course Outcomes:

1. Use polite expressions in English
2. Provide answers of personal information in forms and applications
3. Discuss health and illnesses
4. Articulate questions about, follow and give directions
5. Demonstrate an understanding of and follow driving or walking directions.

ESL For the American Workplace  2B
REF 024
This course is designed to provide skills in speaking and listening to those with limited background in English. This course stresses the acquisition of basic functional language skills to meet the immediate communication needs of the students. Topics include: personal data, housing needs, use of community resources, and food categorization. Work topics include looking for a job, dealing with customers, and dealing with simple workplace problems. Placement is determined through standardized assessment.

Course Outcomes:

1. Demonstrate an understanding of and follow driving or walking directions.
2. Discuss housing and utilities.
3. Demonstrate an understanding of prescription labels
4. Demonstrate an understanding of numbers and read prices, si

ESL For the American Workplace  3A
REF 025
This course is designed to assist students who wish to continue to gain intermediate-level communicative ability in order to function in practical areas necessary for survival. They will be able to understand native speakers and express themselves simply and clearly. Work topics include interview readiness, customer service, and dealing with simple workplace problems.

Course Outcomes:

1. Communicate in routine social conversations in familiar contexts (e.g. shopping, employment, schools).
3. Discuss personal, food, and health needs.
4. Communicate on the telephone, taking
ESL for the American Workplace 1A
REF 021

This course is designed to provide skills in speaking and listening to those who function minimally, if at all, in English, and who may not be literate in any language. This course stresses the acquisition of elementary function language and literacy skills to meet the immediate communication needs of the students.

Course Outcomes:
1. Read and write the English alphabet.
2. Recognize and print name, address and telephone number in English.
3. Identify and count money.
4. Identify and count up to 100.
5. Identify and read names and relationships.

ESL for the American Workplace 1B
REF 022

This course is designed to provide skills in speaking and listening to those who function minimally, if at all, in English, and who may not be literate in any language. This course stresses the acquisition of elementary functional language and literacy skills to meet the immediate communication needs of the students.

Course Outcomes:
1. Say, read and write the English alphabet.
2. Recognize and print name, address and telephone number in English.
3. Identify and count money.
4. Recite the days of the week and the months of the year.
5. Identify, read and write the English alphabet.

ESL For the American Workplace 3B
REF 026

This course is designed to help students discuss, both orally and in simple written paragraphs, many subjects with a certain degree of accuracy as well as fluency. Work topics include networking for job search, interview techniques, customer service, and working with teams to solve simple workplace problems.

Course Outcomes:
1. Use appropriate language in both informal and formal situations.
2. Locate main idea and scan for detail in authentic materials (e.g. newspapers and brochures).
3. Determine the meaning of unfamiliar words.
4. Increase discus
ESL For the American Workplace 4A
REF 027
This course is designed to expand the vocabulary and develop fluency of foreign-born adults through the use of complex sentence structure in oral and written English. The goal is a more sophisticated use of the language, rather than simply a manipulation of it. Work topics include using the computer for job searches, having credentials evaluated, communicating on the job, and using teamwork to solve workplace problems.

Course Outcomes:
1. Discuss employment, including filling out applications, interviewing, following and giving instructions, reading job-related materials, and communicating on the job.
2. Demonstrate an understanding of medical information, follow medical

ESL For the American Workplace 4B
REF 028
This course is designed to expand the vocabulary and develop fluency of foreign-born adults through the use of complex sentence structure in oral and written English. The goal is a more sophisticated use of the language, rather than simply a manipulation of it. Work topics include using the computer for job searches, having credentials evaluated, communicating on the job, and using teamwork to solve workplace problems.

Course Outcomes:
1. Discuss employment, including filling out applications, interviewing, following and giving instructions, reading job-related materials, and communicating on the job.
2. Demonstrate an understanding of medical information, follow medical

ESOL for Customer Service
REF 042
This continuing education course is designed for low intermediate to high intermediate English as a second language students and provides instruction on communication in English. Topics include: communication skills necessary for Customer Service; retail conversations; politeness strategies; advanced grammar; clear pronunciation; money; workplace behavior.

Course Outcomes:
1. Demonstrate vocabulary skills needed for Customer Service job.
2. Communicate on the telephone with customers who have general inquiries and complaints.
3. Write and read checks, check registers and cash register balance sheets.
4. Communicate effectively with customers who have complaints and returns.
5. Express opinions and make suggestions in a workplace context.
ESOL for Food Service Careers

REF 041

This continuing education course is designed for intermediate level ESL students and provides vocabulary and concepts necessary to work in a food service job. Topics include: vocabulary of the jobs (foods, methods of preparation, serving and customer service), safety and cleanliness, and customer service.

Course Outcomes:

1. Identify vocabulary items dealing with foods, cooking methods, customer service, fast food establishments and traditional restaurants.
2. Demonstrate an understanding of safety and cleanliness in the food service workplace.
3. Demonstrate an understanding of OSHA requirements for the food service industry.
4. Discuss and role-play workplace negotiations, such as changing shifts, reporting absences, reporting food contamination, etc.
5. Discuss workplace appropriate dress and appearance.

ESOL for Hotel Careers

REF 040

This continuing education course is designed for intermediate level ESL students and provides vocabulary and concepts necessary for working in various entry-level positions in the hotel industry. Topics include: vocabulary of the jobs (Materials, equipment, locations, procedures) safety and cleanliness, and customer service.

Course Outcomes:

1. Identify vocabulary items dealing with hotels, motels and the jobs they offer.
2. Demonstrate an understanding of safety and security in the workplace.
3. Discuss and role-play workplace negotiations, such as working double shifts, scheduling absences, and reporting problems.
4. Demonstrate and role-play handling customer complaints.
5. Demonstrate and role-play taking reservations in person and on the phone and ask questions when something is not understood.
## Food Service and Hospitality for English Language Learners

**REF 064**

This continuing education course is designed to equip English Language Learners with the vocabulary and concepts necessary for understanding and working in various entry-level positions in the hospitality and food industry. Topics include the vocabulary of the jobs (materials, equipment, locations procedures) on safety and cleanliness, and on customer service. Students will demonstrate knowledge through discussion and role play.

**Course Outcomes:**

1. Identify vocabulary items dealing with the food and hospitality industry, and the jobs they offer.
2. Demonstrate understanding of safety and security in the workplace.
3. Demonstrate appropriate customer service techniques.
4. Discuss and role play workplace negotiations.
5. Demonstrate understanding of job positions and the requirements.

## Food Service on the Job Training for English Language Learners

**REF 071**

This continuing education course will provide English Language Learners with On-The-Job training through collaboration with Montgomery College Café. Topics include responding to customer needs in a food service environment; reading and interpreting detailed instructions, announcements, and other important information necessary for successful interaction in the workplace; interpreting conventional workplace symbols and visuals and use them to organize and represent information; demonstrating appropriate detail to food safety and hygiene.

**Course Outcomes:**

1. Demonstrate the ability to respond appropriately to customers and co-workers in a food service environment.
2. Demonstrate the ability to read and interpret detail instructions, announcements, and other important information necessary for successful interaction in the workplace.
3. Interpret conventional workplace symbols and visuals and use them to organize and represent information.
4. Demonstrate appropriate detail to food safety and hygiene.
5. Reflect on and evaluate work performance.
Healthcare Skills for English Language Learners - Intermediate

REF 067

This continuing education course is designed to expand the vocabulary and develop fluency of English language learners who are interested in pursuing careers and further educational opportunities in health care. Topics include: recognizing acceptable personal and professional behavior and qualities in the health care field; vocabulary related to body systems, healthcare, health and safety; chart and record health information (i.e. blood pressure, height, weight, etc) and identify cultural, legal and ethical issues in the healthcare field.

Course Outcomes:
1. Identify cultural, legal and ethical issues in the health care field.
2. Recognize acceptable personal and professional behaviors and qualities when working in the health care field.
3. Use vocabulary related to body systems, health care, safety and workplace.
4. Demonstrate ability to chart and record information related to health issues (e.g. blood pressure, height, weight, etc).
5. Identify simple directions and instructions related to safety procedures.

Introduction to MS Windows and the Internet

REF 013

This course is designed to provide basic computer skills for the Windows platform. It includes basic internet navigation and email skills.

Course Outcomes:
1. Use the mouse/cursor to point, click, drag, scroll and highlight.
2. Complete the open and close function of Windows and frequently used software applications.
3. Use menus for basic functions.
4. Locate and place document

Introduction to MS Word I

REF 014

This course is designed to teach introductory MS Word skills to students with basic knowledge of accessing computer programs and with basic keyboarding skills.

Course Outcomes:
1. Create, open, close, save and print a document.
2. Use the spell checker, grammar checker and thesaurus.
3. Use and select, cut, copy and paste functions.
4. Identify menu items and corresponding icons.
5. Use tabs.
### Online Career and College Readiness Skills for English Language Learners

**REF 073**

This continuing education course provides training for high intermediate level English language learners, who wish to transition from an ESL program to college or the workplace. Topics will include American cultural and behavioral skills, and English language.

**Course Outcomes:**
- Improve English language skills
- Enhance problem solving and critical thinking skills
- Set up and perform work-related mathematical calculations and apply mathematical reasoning to work-related problems
- Apply information from written workplace documents to solve problems
- Use a computer for accessing information and learning, becoming a self-directed, autonomous learner and setting and accomplishing individual goals

### Workstyles

**REF 034**

This course is designed to provide a pre-employment competency-based training for newcomers to the American workplace. Work topics include using the internet for job searches, communicating on the job, and using teamwork to solve workplace problems.

**Course Outcomes:**
1. Complete an application for a job, and construct a resume.
2. Write an appropriate cover letter.
3. Research for jobs using the internet and apply online.
4. Practice active listening techniques.
5. Demonstrate an u
Assessment and Evaluation in the Classroom

TED 002

This course is designed to prepare students to become teachers to use appropriate assessments and evaluations in English for Speakers of Other Languages (ESOL/ESL) classrooms. An investigation of traditional and contemporary techniques, methods and approaches of assessment and evaluation of English as a Second Language (ESL) learners will be provided through readings, lectures, guided discussions, demonstrations, classroom observations, presentations, reflections and assignments.

Course Outcomes:

1. Demonstrate an understanding of essential theories of formal and informal assessments and evaluation as they relate to English language teaching and learning.
2. Explain essential research on assessments and evaluation as it relates to En

Beyond the text book: Activities and games that work in the Adult ESOL classroom

TED 011

This continuing education course will explore the incorporation of cooperative, interactive, and kinesthetic learning activities in the adult ESOL classroom. Topics include brainstorming, identifying, and discussing activities and games appropriate for the adult ESOL classroom.

Course Outcomes:

1. Explain adult learning theory as it applies to incorporating cooperative, interactive, and kinesthetic learning.
2. Contrast the benefits of traditional book learning with interactive activities.
3. Identify and discuss activities and games they have used in the past to support language learning.
4. Prepare activities and games to use in future classroom settings.

Connecting to Real Life/Realia in the Classroom

TED 013

This continuing education course is for teaching professionals to explore deductively and inductively how to teach communicatively using Realia connected to a textbook in an adult ESOL classroom. Topics include: utilizing newspapers, job advertisements, prescription labels, and identifying authentic materials appropriate for the adult ESOL classroom.

Course Outcomes:

1. Define authentic material.
2. Utilize an inductive method for incorporating realia (review, analyze and adapt chapter to fit needs of learners while incorporating realia).
3. Utilize a deductive method of incorporating realia into the classroom and connected to class objectives.
4. Articulate why classes should not be textbook driven & should be more connected to learners everyday lives.
Grammar and Linguistic Rules for an Integrated Approach to Adult ESOL

TED 005

The goal of this 40 hour course is to prepare students to become teachers of English for Speakers of other Languages (ESOL/ESL). An investigation of traditional and contemporary techniques, methods and approaches of teaching English as a Second Language (ESL) will be provided through readings, lectures, guided discussions, demonstrations, classroom observations, presentation, reflections and the preparation of a lesson plan.

Course Outcomes:

1. Explain components of English grammar and linguistics and how they relate to teaching and learning.
2. Define grammar rules and linguistic practices with relation to tenses, morphology, phonetics, phonology, semantics and pragmatics.
3. Design a basic lesson with a warm-up, presentation, group and individual practice, and evaluation.
4. Design a basic grammar lesson that focuses on a communicative, integrated approach to ESOL instruction.
5. Explain a range of techniques and activities appropriate for the English language classroom.

Introduction to Essentials of Adult Learning Theory

TED 014

This continuing education course will introduce teaching professionals the main characteristics of an adult learner, providing them with hands-on experience and tools to better serve the needs of the adult learner. Topics include: andragogy vs pedagogy; exploring prior knowledge; and the teacher as facilitator.

Course Outcomes:

1. Identify characteristics of an adult learner.
2. Describe and discuss characteristics of an adult learner in relation to their own learning.
3. Identify how characteristics of adult learners impact lesson planning.
4. Identify and implement four elements of learning for student success.

Methods of Teaching English to Speakers of Other Languages

TED 001

This course is designed to prepare students to become teachers of English for Speakers of Other Languages (ESOL/ESL). An investigation of traditional and contemporary techniques, methods and approaches of teaching English as a Second Language (ESL) will be provided through readings, lectures, guided discussions, demonstrations, classroom observations, presentations, reflections and the preparation of a lesson plan.

Course Outcomes:

1. Explain essential theories of current English language teaching and learning.
2. Define the communicative approach to language teaching and explain its relationship to previous teaching.
3. State how his/her own teaching relates to...
More than just a Computer: Using technology in the Adult ESOL classroom

TED 012

This continuing education course is for ESOL teachers and will explore a variety of techniques that incorporate technology into the adult ESOL classroom to enhance instruction and support student learning. Topics include: podcasts; iTunes; CD players; websites; and webinars.

Course Outcomes:

1. Demonstrate and incorporate how technology can be used in the Adult ESOL classroom.
2. Describe and identify different forms of technology appropriate for the Adult ESOL classroom.
3. Enhance Adult ESOL instruction through the use of technology.

Teaching American Pronunciation to Adult ESOL Learners

TED 010

In this 12 hour workshop, participants will discover (or rediscover) the basic rules of spoken English and be able to apply them to their own teaching situations. Participants will try out a variety of discovery-based and multisensory activities and techniques and activities and learn to adapt them for their students. They will explore ways to integrate pronunciation into everyday lessons they already teach using the resources they have available to them. Topics will include the key role of stress and rhythm in spoken English, through groups and pausing, intonation, reduced sounds, and segmentals.

Course Outcomes:

1. Identify and apply basic rules of English to teaching situations.
2. Participate in a variety of discovery-based and multisensory activities and techniques.
3. Practice integrating pronunciation into everyday lessons.

Teaching Reading Skills to ESOL Learners

TED 004

This course is designed to prepare students to become teachers to teach reading skills in English for Speakers of Other Languages (ESOL/ESL) classrooms. An investigation of traditional and contemporary techniques, methods and approaches of teaching reading to English as a Second Language (ESL) learners will be provided through readings, lectures, guided discussions, demonstrations, classroom observations, presentations, reflections and assignments.

Course Outcomes:

1. Explain essential theories of reading as they relate to English language teaching and learning.
2. Explain essential research on reading as it relates to English language teaching and learning.
3. Explain the importance of key conc
Understanding Second Language Acquisition
TED 003
This course is designed to prepare students to become teachers of English for Speakers of Other Languages. Students will critically explore, reflect upon, engage in and examine second language acquisition based on research and theory related to teaching and learning.

Course Outcomes:
1. Demonstrate an understanding of and give an overview of current research on how language is learned, particularly with respect to how adults learn.
2. Explain how children and adults learn language differently.
3. Explain the role