Montgomery College, Workforce Development & Continuing Education

Noncredit Course Descriptions and Outcomes

Pre-Academic Skills and Extended Learning

- PTS: WD&CE Bridge to Academic and Career Success
- TST: CLEP, College Level Examination Program®
- WPS: Fast Track Math

WD&CE classes are offered year round at dozens of sites throughout Montgomery County, Maryland. This is a compilation of noncredit classes that are offered in the area of Pre-Academic Skills and Extended Learning. These classes offer opportunities for students to improve their academic skills and test scores to acceptable levels. In addition CLEP offers the opportunity to gain college credit for prior learning. Please check the individual subject area web pages for information about these programs as they may have special application and registration procedures.

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. Or you may visit the web page listed for each Program. New classes may be added to the schedule throughout the year.
PTS  WD&CE Bridge to Academic and Career Success

This program is designed for students who have a reading score of 35 to 52 points on the Accuplacer Reading Test, and provides intensive reading and writing instruction. Visit the link below for more information on this program.

http://cms.montgomerycollege.edu/wdce/ce/bridgeprogram.html

Life Skills / Career Planning

PTS 015

Pathways to Success is a special learning community program in the Office of Workforce Development and Continuing Education for new and returning students. Pathways to Success allows students to take two classes: Reading/Writing and Life Skills/Career Planning during a fifteen week session. These courses are designed to prepare students for future coursework and career exploration. In addition, learning community students will receive computer-assisted instruction, individual counseling and writing instruction assistance.

Course Outcomes:

1. Demonstrate an understanding of the career planning process by identifying and listing two campus and community resources.
2. Identify how goal management increases success by listing six short-term goals.
3. Demonstrate an understanding of the unique qualities of college life by listing four strategies that will help to make a successful transition to college.
4. Demonstrate a knowledge of occupational classification and information by researching and listing data on two occupations of interest.
5. Demonstrate a knowledge of internet job search skills by listing two or more job opportunities from an employment website.

Pathways to Success: Life Skills - Career Planning - Accelerated

PTS 012

Pathways to Success is a special learning community program in the Office of Workforce Development and Continuing Education for new and returning students. Pathways to Success allows students to take two classes. Reading/Writing and Life Skills/Career Planning Accelerated during a 5-6 week session. These courses are designed to prepare students for future coursework and career exploration. In addition, learning community students will receive computer-assisted instruction, individual counseling and writing instruction assistance.

Course Outcomes:

1. Demonstrate an understanding of the career planning process by identifying and listing two campus and community resources.
2. Identify three long-term goals.
3. Identify how goal management increases success by listing six short-term goals.
4. Demonstrate an understanding of the unique qualities of college life by listing four strategies that will help to make a successful transition to college.
5. Demonstrate knowledge of internet job search skills by listing two or more job opportunities from an employment website.
Pathways to Success: Reading

PTS 007

This basic reading course is intended for native speakers of English. Placement is based on college entrance exam scores. The emphasis is on improving basic abilities to read and understand text. This course will reinforce and improve reading skills, which will assist students with future course work, careers, and life.

Course Outcomes:

Read with enhanced skills for real life functions, academic advancement, and employment.

1. Determine reading purposes.
2. Select reading strategies appropriate to the reading purpose.
3. Monitor comprehension and adjust reading strategies.
4. Analyze information and reflect on its underlying meaning.

Pathways to Success: Reading Accelerated

PTS 010

This basic reading course is intended for native speakers of English. Placement is based on college entrance exam scores. The emphasis is on improving basic abilities to read and understand text. This course will reinforce and improve reading skills, which will assist students with future course work, careers, and life. This course is taught in an accelerated format.

Course Outcomes:

1. Read with enhanced skills for real life functions, academic advancement, and employment.
2. Determine reading purposes.
3. Select reading strategies appropriate to the reading purpose.
4. Monitor comprehension and adjust reading strategies.
5. Analyze information and reflect on its underlying meaning.

Pathways to Success: Writing Accelerated

PTS 011

This basic writing course is intended for native speakers of English. Placement is based on college entrance exam scores, high school record or interview. The emphasis is on improving basic abilities to write increasingly complex sentences and paragraphs. Course will reinforce and improve writing skills, which will assist students with future course work, careers, and life. This course is taught in an accelerated format.

Course Outcomes:

1. Write with enhanced skills for real life functions, academic advancement, and employment.
2. Determine the purpose and audience for communicating in writing.
3. Demonstrate the ability to use and punctuate complex sentences.
4. Make simple content changes based on review and feedback from others and edit for spelling, punctuation, capitalization, and usage.
Pathways to Success--Writing

PTS 014

This basic writing course is intended for native speakers of English. Placement is based on college entrance exam scores. The emphasis is on improving basic abilities to write increasingly complex sentences, and paragraphs. Course will reinforce and improve writing skills, which will assist students with future course work, careers, and life.

Course Outcomes:

1. Write with enhanced skills for real life functions, academic advancement, and employment.
2. Determine the purpose and audience for communicating in writing.
3. Demonstrate the ability to use and punctuate complex sentences.
4. Make simple content changes based on review and feedback from others and edit for spelling, punctuation, capitalization, and usage.
**TST  College-Level Examination Program® (CLEP)**

CLEP gives students the opportunity to receive college credit for what they already know by earning qualifying scores on any of the 33 exams that are offered. Visit the link below for more information on this program.

[http://cms.montgomerycollege.edu/priorlearning/clep.html](http://cms.montgomerycollege.edu/priorlearning/clep.html)

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**TEST ADMINISTRATION**

**TST 001**

Course description is not available.

**Course Outcomes:**

Outcomes are not available.
WPS  Fast Track Math

This is an intensive two-week review of pre-algebra and elementary algebra prior to the Assessment test. Visit the link below for more information on this program.

http://www2.montgomerycollege.edu/departments/wdce/ce/fasttrackmath.html

Advanced Fast Track Algebra

WPS 002

This course is designed for students needing a review of topics from elementary algebra and intermediate algebra; signed numbers, integer exponents, simple linear equations, polynomials, factoring, algebraic fractions, graphing, rational expressions, quadratic equations and word problems; and logarithmic functions. This course offers an intensive review. If successful, students could place directly into a college level math course.

**Course Outcomes:**

1. Place directly into a college level math course.
2. Show increased skills in elementary and intermediate algebra.

Pre-Algebra/Algebra--Fast Track

WPS 041

This course is designed for students needing a brief review of topics from Prealgebra and Algebra: fractions, decimals, percents, signed numbers, solving equations and inequalities, exponents, scientific notation, graphing, polynomials, rational expressions, quadratic equations and applications. This course offers an intensive review. At the conclusion of the course the opportunity is given to take or retake the placement test, the Accuplacer.

**Course Outcomes:**

Upon completion of this course students should be able to:

1. Improve placement score for entrance into college math courses.
2. Show increased skills in arithmetic and beginning algebra.