



## Adult Basic Education

# Adult Basic Education and Literacy Programs

GED-NEDP- Workplace Skills  
English as a Second Language (ESL)  
Adult Literacy Skills



- Do you need your High School Diploma? Allegany College of Maryland offers GED preparation classes and facilitates the GED Test.
- Do you want to improve your English? We offer English as a Second Language (ESL), and Civics & Citizenship classes.
- The Adult Basic Education (ABE) program focuses on improving reading, language, and mathematics skills.
- Do you need to improve your skills to get a job or prepare for a promotion? We provide career pathways planning and education.

The Adult Education Program at Allegany College of Maryland is a grant-funded program through the Maryland Department of Labor and the U. S. Department of Education. The program provides educational services to Maryland residents who would like to earn the credential of a Maryland high school diploma by taking the GED test, or who may need a skills refresher for their jobs or continuing education.

**Students must be at least 18 years of age and not enrolled in public school!**

### Services offered include:

- Assessment of academic skill level
- Classes at all levels, from basic skills through secondary education
- Two programs to earn a Maryland High School Diploma
- English as a Second Language Instruction (ESL)
- Work readiness and employability skills-ACT® WorkKeys® curriculum
- ACT® National Career Readiness Certificate (NCRC®)
- College and Career Pathways
- Childcare available at our YMCA Family Support Center Site

**Call 301-784-5445 to register,  
visit [www.allegany.edu/abe](http://www.allegany.edu/abe)  
or scan the QR Code for information  
about our Intake and Orientation Sessions.**



*Adult Basic Education***ADULT BASIC EDUCATION COURSES**

Adult Basic Education (ABE) is currently offering in person and remote courses to allow adult learners a flexible way to engage in learning while maintaining safety and flexibility. Our courses will still provide the opportunity for contact with the instructor and classmates in virtual face-to-face formats coupled with digital and remote learning.

**Adult Basic Education (ABE)** – These basic skills courses are designed to develop the reading, writing, and math abilities for individuals to perform day-to-day tasks and build skills necessary for securing a non-traditional high school diploma and employment.

**English as a Second Language (ESL)** – This course provides instruction for English language learners in the basics of reading, writing, speaking and listening in English.

**Diploma Prep: General Education Development (GED) & External Diploma Program (NEDP)** – This course prepares students to take the official GED Test or to qualify for admission to the National External Diploma Program (NEDP).

**Workplace and Career Readiness Skills** – This course is designed to enable the student to learn the skills necessary to enter the workforce to improve employability and basic skills using the ACT Workforce Solutions Curriculum.

**ACT WorkKeys National Career Readiness Certificate (NCRC) Testing** – This course provides the foundational skills necessary for success in the workplace. Students will work through Workplace Documents, Graphic Literacy, and Applied Math courses. Students will have the ability to test and earn the NCRC.

**Family Literacy** – This course provides parents with real world reading, writing, math, and technology skills along with opportunities for career exploration to provide a strong literacy foundation for families.

**ABE Program Support Instruction** – Adult Basic Education offers instruction for eligible students to support transition into the college experience through the identification of career and education goals, developing post-secondary education learning skills and strategies, and building content knowledge.



***Offering flexible online options for learning!***

**For more information and to register, please call 301-784-5445  
or visit our website [www.allegany.edu/abe](http://www.allegany.edu/abe)**

## Adult Basic Education

**ACT<sup>®</sup> WorkKeys<sup>®</sup> Prep****Work Readiness: ACT Essential Skills**

While developing technical skills is crucial for on-the-job success, Essential Skills are the skills needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change.

The ACT Essential Skills curriculum addresses life and employability skills and tools. It's all part of our dedication to help develop a person holistically, not just technically. Essential Skills Courses help individuals achieve foundational career readiness, as well as the confidence needed to succeed in today's workforce.

Instructional modules provide instruction in employer identified core areas for developing critical thinking skills and foundational strategies to support and develop self-regulation skills.

- Working in Teams
- Interpersonal & Business Communication
- Work Discipline
- Problem Solving & Critical Thinking
- Customer Service
- Financial Awareness

Participants must score 70% on each modules assessment to receive a certificate of completion to build a portfolio of career readiness skills to share with employers.

To support career development and establish instructional relevance, each participant will work with WIOA core partners, Maryland Job Service and Western Maryland Consortium, to explore effective resume writing, leverage access to employment and training opportunities, and become familiar with the multiple partnerships and resources aligned with WIOA and the Western Maryland Workforce System.

On demand enrollment, call for start dates.

Instructor facilitated courses run for 15 weeks.

Cost of course: \$375

Maryland Senior Cost: \$370

**ACT WorkKeys Curriculum - a Proven Tool****Convenient**

The curriculum is easy to implement and can be accessed from any computer, tablet, or mobile device with a browser that supports HTML5. No apps to install. No plugins necessary. It's that simple.

**Personalized**

Each course has a pre-course placement screener to suggest an appropriate starting point for each learner to begin working within the lessons, with distinct, but linked modules.

**Effective**

Each course offers end-of-level quizzes to check for mastery of content at each level within the course.

**Interactive**

Each level module contains multiple topics, and most include opportunities for learners to practice skills via embedded, interactive components.

For more information, please call Lori Sadlier at 301-784-5047.

# Adult Basic Education

## ACT® WorkKeys® & National Career Readiness Certificate (NCRC®) Course

This course prepares the student to earn the National Career Readiness Certificate by achieving a Silver level on the WorkKeys® assessment. Students will complete a pre-test assessment to determine placement and assigned lessons in the three key content areas of Applied Math, Graphic Literacy, and Workplace Documents. The lessons are delivered via a personalized, mobile-based learning management system for a meaningful learning experience providing a customized study schedule and detailed instructional content.

Each student will be given the opportunity to complete the ACT® WorkKeys® Assessments to earn the ACT® National Career Readiness Certificate (NCRC®).

Additionally, each participant will work with WIOA core partners, Maryland Job Service and Western Maryland Consortium, to explore effective resume writing, leverage access to employment and training opportunities, and become familiar with the multiple partnerships and resources aligned with WIOA and the Western Maryland Workforce System.

On demand enrollment, call for start dates.

- Courses run for 15 weeks
- Cost of 15-week course: \$375
- Maryland Senior Cost: \$370
- WorkKeys® NCRC Assessment fee \$60



## Earners Can Showcase Their Accomplishment

After earning the WorkKeys NCRC, individuals can easily set up an online account at [myworkkeys.com](http://myworkkeys.com) that enables employers to verify their credentials quickly and conveniently. They'll also want to showcase their accomplishment by [accepting their digital badge from Credly](#), and including it on transcripts, resumes, social media, job boards, and more.



**Platinum WorkKeys NCRC** earners have scored a minimum level score of 6 on the ACT WorkKeys [Applied Math](#), [Graphic Literacy](#), and [Workplace Documents](#) Assessments.



**Gold WorkKeys NCRC** earners have scored a minimum level score of 5 on the ACT WorkKeys [Applied Math](#), [Graphic Literacy](#), and [Workplace Documents](#) Assessments.



**Silver WorkKeys NCRC** earners have scored a minimum level score of 4 on the ACT WorkKeys [Applied Math](#), [Graphic Literacy](#), and [Workplace Documents](#) Assessments.



**Bronze WorkKeys NCRC** earners have scored a minimum level score of 3 on the ACT WorkKeys [Applied Math](#), [Graphic Literacy](#), and [Workplace Documents](#) Assessments.

For more information, please call Lori Sadler at 301-784-5047.