

WINTER/SPRING 2020 WORKPLACE ENGLISH CLASS SCHEDULE

Register on PDO starting on December 1, 2019! <https://pdo.mcpsmd.org/>

*These courses are designed for MCPS limited-English staff members who wish to improve their English!
These classes are NOT for native English speakers.*

1. Workplace English 2B for Supporting Services (Course # 53315)

Open to staff that have passed the Level 2A Workplace English class as well as limited-English paraeducators and secretarial staff.

Location: Center for Technology Innovation (CTI), 15 W. Gude Drive, Room #336

Time: Saturdays, 9:15am-12:15pm (15 classes)

Dates: 1/25/20 – 6/6/20 (No class on 2/15, 4/4, 4/11, 5/16, and 5/23/20.) Weather make-up date: 6/13/20

2. Workplace English 3B for Supporting Services (Course # 53883)

Open to staff who have passed the Level 3A Workplace English class as well as limited-English paraeducators and secretarial staff.

Location: Center for Technology Innovation (CTI), 15 W. Gude Drive, Room #320D

Time: Saturdays, 9:15am-12:15pm (15 classes)

Dates: 1/25/20 – 6/6/20 (No class on 2/15, 4/4, 4/11, 5/16 and 5/23/20.) Weather make-up date: 6/13/20

3. Workplace English Writing for Promotion A (Course # 54102)

Open to staff that have passed the Level 3B Workplace English class as well as limited-English paraeducators and secretarial staff.

Location: Center for Technology Innovation (CTI), 15 W. Gude Drive, Room #339

Time: Saturdays, 9:15am-12:15pm (5 classes)

Dates: 1/25/20 – 2/29/19 (No class on 2/15/20.) Weather make-up date is 3/7/20.

4. Workplace English Writing for Promotion B (Course # 64410)

Open to staff that have passed the Level 3B Workplace English class as well as limited-English paraeducators and secretarial staff.

Location: Center for Technology Innovation (CTI), 15 W. Gude Drive, Room #339

Time: Saturdays, 9:15am-12:15pm (5 classes)

Dates: 3/14/20 – 4/25/20 (No class on 4/4/20 and 4/11/20.)

5. Workplace English Writing for Promotion C (Course # 64411)

Open to staff that have passed the Level 3B Workplace English class as well as limited-English paraeducators and secretarial staff.

Location: Center for Technology Innovation (CTI), 15 W. Gude Drive, Room #339

Time: Saturdays, 9:15am-12:15pm (5 classes)

Dates: 5/2/20 – 6/13/20 (No class on 5/16/20 and 5/23/20.)

6. Workplace English Conversation Circle A, B, C & D Combined (Course # 87624)

Open to any non-native English-speaking supporting services staff.

Location: Center for Technology Innovation (CTI), 15 W. Gude Drive, Room #320C

Time: Saturdays, 9:00am-12:00pm (15 classes)

Dates: 1/25/20 – 6/6/20 (No class on 2/15, 4/4, 4/11, 5/16, and 5/23/20.) Weather make-up date: 6/13/20

7. Workplace English: Communicating Effectively With Students (Course # 84927)

Open to staff that have passed the Level 3B Workplace English class as well as limited-English paraeducators and secretarial staff.

Location: Division of Food & Nutrition Services (DFNS) Training Room,
8401 Turkey Thicket Drive,
Gaithersburg, MD 20879

Time: Tuesdays, 2:30pm – 5:30pm (5 classes)

Dates: 1/28/20 – 2/25/20 – Weather make-up dates: 3/3/20 and 3/10/20.