Adult Education

English Language Learning

A Window of Opportunity for Lifelong Learning!

Spring 2020 Schedule

Serving residents of Prince William County, City of Manassas, and City of Manassas Park.

Adult Education, Prince William County Public Schools
P.O. Box 389, Manassas, Virginia 20108
Phone: 703.791.7357, Email: adulted@pwcs.edu
Website: http://adulted.pwcs.edu
English Language Learning (ELL)

English Language Learning (ELL) classes are for individuals 18 years of age and older who have a native language other than English. Classes offer various levels and specializations designed to meet the needs of the learner.

Classes are also offered for ELL students that want to participate in civic leadership, government, community service, and learn how to become active members of their community.

Individuals currently enrolled in classes will also receive access to the online classroom to help improve basic reading, writing, speaking, and life skills. Information about how to access the online classroom will be provided at the time of class registration.

Citizenship Preparation

Would you like to obtain your U.S. citizenship? Our Citizenship class is designed to help you learn about U.S. government, U.S. history, U.S. geography, the naturalization process, the interview process, and passing the naturalization test. The course will help you with your English literacy and language skills while studying the naturalization process.

For information on the Citizenship Preparation program, contact the Adult Education Community Liaison at diazsani@pwcs.edu or call 571.316.9757.

Career Readiness Instruction

The Career Readiness class will help individuals to understand their own career interests and skills needed to self-assess, plan, prepare, and enter a career that is personally and financially fulfilling. Instructional topics include résumé writing, online job search, online job applications, interviewing techniques, American business culture, and the job ready candidate.

For information on the Career Readiness program, contact Adult Education at adulted@pwcs.edu or call 703.791.7357.
English for Business, Work, and Community Involvement

Would you like to read, write, and speak more effectively in English for business purposes, at your workplace, and in your community? This class will help English language learners communicate effectively in different job environments, prepare and interview for a job, and engage in community activities.

Class Schedule
***Registration is required prior to class.*** *(For registration information, please see page 5.)*

<table>
<thead>
<tr>
<th>Class Session Dates: February 4 to April 2, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location</strong></td>
</tr>
<tr>
<td>Stonewall Jackson High School</td>
</tr>
<tr>
<td>8820 Rixlew Lane</td>
</tr>
<tr>
<td>Manassas, VA 20109</td>
</tr>
<tr>
<td><strong>Day</strong></td>
</tr>
<tr>
<td>T &amp; Th</td>
</tr>
<tr>
<td><strong>Time</strong></td>
</tr>
<tr>
<td>6 – 9 p.m.</td>
</tr>
<tr>
<td><strong>Cost</strong></td>
</tr>
<tr>
<td>$100</td>
</tr>
</tbody>
</table>

Digital Literacy Instruction

Would you like to successfully study for and pass your Retail Customer Service or Microsoft Office Specialist certification? Our Digital Literacy class can help you build the foundation you need now to take our Microsoft Office Specialist or Retail Customer Service class and obtain an industry credential.

Topics covered in our Digital Literacy class include: Basic computer skills; World Wide Web; Computer Operating systems (Windows); Using Email; Microsoft Office essentials; Social Media; and Information Literacy. For more information, speak with one of our enrollment counselors.

Class Schedule
***Registration is required prior to class.*** *(For registration information, please see page 5.)*

<table>
<thead>
<tr>
<th>Class Session Dates: February 4 to April 2, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location</strong></td>
</tr>
<tr>
<td>Stonewall Jackson High School</td>
</tr>
<tr>
<td>8820 Rixlew Lane</td>
</tr>
<tr>
<td>Manassas, VA 20109</td>
</tr>
<tr>
<td><strong>Day</strong></td>
</tr>
<tr>
<td>T &amp; Th</td>
</tr>
<tr>
<td><strong>Time</strong></td>
</tr>
<tr>
<td>6 – 9 p.m.</td>
</tr>
<tr>
<td><strong>Cost</strong></td>
</tr>
<tr>
<td>$100</td>
</tr>
</tbody>
</table>
Integrated Education and Training (IET)

Would you like to learn English and prepare for a job in administration or in the retail and business industry? The Microsoft Office Specialist (MOS) Certification and Retail Industry Credential courses are designed to help you achieve this goal.

The fee for the MOS or the Retail Industry Certification course includes the certification exam. Additional fees for course materials and supplies may also be required. For more information on the IET program, please email the Adult Education ELL Lead at mensahe1@pwcs.edu or call 703.791.8387.

Class Schedule

***Registration is required prior to class.*** *(For registration information, please see page 5.)*

Microsoft Office Specialist (MOS) Certification Course

This course prepares individuals to become certified as an MOS Specialist in Word by learning how to use Word 2016 to create, edit, proof, and format documents, tables, and lists. At the end of the course, individuals will take the MOS Certification exam.

**Class Session Dates: March 9 to May 7, 2020**

<table>
<thead>
<tr>
<th>Location</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freedom High School&lt;br&gt;15201 Neabsco Mills Road&lt;br&gt;Woodbridge, VA 22191</td>
<td>M, T, W, &amp; Th</td>
<td>6 – 9 p.m.</td>
<td>$250</td>
</tr>
</tbody>
</table>

Retail Industry Credential Course

This course prepares individuals for the Retail Industry Customer Service Certification. Individuals will focus on learning English related to the retail industry and study workforce skills to prepare for retail industry work. At the end of the course, individuals will take the Retail Industry Customer Service exam and meet with an Employment Transition Coach.

**Class Session Dates: January 28 to April 2, 2020**

<table>
<thead>
<tr>
<th>Location</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gar-Field High School&lt;br&gt;14000 Smoketown Road&lt;br&gt;Woodbridge, VA 22192</td>
<td>T, W, &amp; Th</td>
<td>6 – 9 p.m.</td>
<td>$250</td>
</tr>
</tbody>
</table>
**English Language Learning Classes**

Our English language acquisition classes are designed for students to acquire life skills that will help them function in their communities and at workplaces. Topics such as personal information, school, friends and family, health, time, work, shopping, community, daily living, and leisure are used for students to improve their speaking, listening, reading and writing of English language. There are six (6) levels in which students may enroll to learn English: Beginning Literacy, Low Beginning, High Beginning, Low Intermediate, High Intermediate, and Advanced.

**Class Schedule**

***Registration is required prior to class.*** *(For registration information, please see page 5.)*

<table>
<thead>
<tr>
<th>Location</th>
<th>Type</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gar-Field High School 14000 Smoketown Road Woodbridge, VA 22192</td>
<td>Literacy, Low Beginning, High Beginning, Intermediate, or Advanced</td>
<td>T, W, &amp; Th</td>
<td>6 – 9 p.m.</td>
<td>$170</td>
</tr>
<tr>
<td>Grace Baptist Church 14242 Spriggs Road Woodbridge, VA 22193</td>
<td>Literacy, Beginning, Intermediate, or Advanced</td>
<td>T, W, &amp; Th</td>
<td>9 a.m. – noon</td>
<td>$170</td>
</tr>
<tr>
<td>Manassas Park High School 8200 Euclid Avenue Manassas Park, VA 20111</td>
<td>Multilevel</td>
<td>T, W, &amp; Th</td>
<td>6 – 9 p.m.</td>
<td>$170</td>
</tr>
<tr>
<td>Pat White Center at Ben Lomond 10501 Copeland Dr. Manassas, VA 20109</td>
<td>Multilevel</td>
<td>T, W, &amp; Th</td>
<td>12:30 – 3:30 p.m.</td>
<td>$170</td>
</tr>
<tr>
<td>Stonewall Jackson High School 8820 Rixlew Lane Manassas, VA 20109</td>
<td>Multilevel</td>
<td>T, W, &amp; Th</td>
<td>6 – 9 p.m.</td>
<td>$170</td>
</tr>
<tr>
<td>Stonewall Middle School 10100 Lomond Dr. Manassas, VA 20109</td>
<td>Literacy, Beginning, Intermediate, or Advanced</td>
<td>T, W, &amp; Th</td>
<td>6 – 9 p.m.</td>
<td>$170</td>
</tr>
<tr>
<td>Virginia Career Works, Woodbridge 13370 Minnieville Road Woodbridge, VA 22192</td>
<td>Intermediate and Advanced</td>
<td>T, W, &amp; Th</td>
<td>9 a.m. – noon</td>
<td>$170</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
<th>Type</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freedom High School 15201 Neabsco Mills Road Woodbridge, VA 22191</td>
<td>Literacy, Beginning, Intermediate, High Intermediate, or Advanced</td>
<td>M, T, W, &amp; Th</td>
<td>6 – 9 p.m.</td>
<td>$170</td>
</tr>
<tr>
<td>Osbourn High School 1977 Eagle Way Manassas, VA 20110</td>
<td>Literacy, Beginning, or Intermediate and Advanced</td>
<td>M, T, W, &amp; Th</td>
<td>6 – 9 p.m.</td>
<td>$170</td>
</tr>
</tbody>
</table>
Class Registration

Individuals may register at any of the sites listed below. Non-refundable tuition fees are due at the time of registration and are payable by cash, cashier’s check, money order, or debit/credit card (VISA or MasterCard). Additional fees for course materials and supplies may be required. Allow two hours for the registration process.

All offerings are contingent on funding and sufficient enrollment. Children are not permitted in class.

Registration for Classes Beginning On or After January 28, 2020

**Doors are open from 5:30 to 7:30 p.m.**

**Gar-Field High School**
Monday, January 13, 2020
Tuesday, January 21, 2020
*Inclement weather date: Wednesday, January 22, 2020*

**Stonewall Middle School**
Tuesday, January 14, 2020
Thursday, January 23, 2020
*Inclement weather date: Wednesday, January 15, 2020*

**Manassas Park High School**
Thursday, January 16, 2020

**Doors are open from 11 a.m. to 1 p.m.**

**Pat White Center at Ben Lomond**
Wednesday, January 15, 2020

**VA Career Works Center, Woodbridge**
Friday, January 17, 2020

Registration for Classes Beginning On or After March 9, 2020

**Doors are open from 5:30 to 7:30 p.m.**

**Freedom High School**
Tuesday, February 25, 2020
Tuesday, March 3, 2020
*Inclement weather date: Thursday, March 5, 2020*

**Osbourn High School**
Wednesday, February 26, 2020
Wednesday, March 4, 2020

Class Cancellations

Classes will not be held on the following days.

February 17, 2020 – President’s Day
March 30, 2020 – Teacher Workday

April 6-10, 2020 – Spring Break
April 13, 2020 – Teacher Workday

Please check with your instructor regarding other scheduled cancellations for your specific class. Anytime Prince William County, City of Manassas, or City of Manassas Park Schools are closed, there will be no adult education classes in that school district. If there is inclement weather, listen to your local radio or TV station, visit the website at www.pwcs.edu, or call 703.791.2776.
School Board
Babur B. Lateef, M.D.
Chairman At-Large

Mr. Justin David Wilk
Vice Chairman
Potomac District

Mr. William J. Deutsch
Coles District

Mr. Gil Trenum
Brentsville District

Mrs. Alyson A. Satterwhite
Gainesville District

Ms. Diane L. Raulston
Neabsco District

Mrs. Lillie G. Jessie
Occoquan District

Ms. Loree Y. Williams
Woodbridge District

Superintendent of Schools
Dr. Steven L. Walts

Superintendent’s Staff
Mr. Keith A. Imon
Deputy Superintendent

Mr. William G. Bixby
Associate Superintendent for Middle Schools

Mr. Al Ciarochi
Associate Superintendent for Support Services

Mr. R. Todd Erickson
Associate Superintendent for Central Elementary Schools

Mrs. Rita Everett Goss
Associate Superintendent for Student and Professional Learning

Mr. Matthew Guilfoyle
Associate Superintendent for Communications and Technology Services

Mrs. Jarceylnn M. Hart
Associate Superintendent for Western Elementary Schools

Mrs. Denise M. Huebner
Associate Superintendent for Special Education and Student Services

Mr. Michael A. Mulgrew
Associate Superintendent for High Schools

Mr. Nathaniel Provencio
Associate Superintendent for Eastern Elementary Schools

Mr. John M. Wallingford
Associate Superintendent for Finance and Risk Management

Mrs. Amy A. White
Associate Superintendent for Human Resources

P.O. BOX 389, MANASSAS, VA 20108, 703.791.7200, WWW.PWCS.EDU

Prince William County Public Schools does not discriminate in employment or in its educational programs, services, and activities on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, disability, genetic information, or any other basis prohibited by law.