



*Steps to Success*

*Resource Packet*

*Steps to Success  
Resource Packet*

Page	
2	Instructions for Completing Each Orientation Module
3	Activities Completion Chart
4	Student Follow-Up Plan
5	Northern Berkshire Adult Ed—Additional Offerings
6	Study Space and Computer Access
7	Program Contact Information
8	Weekly Planner



Northern Berkshire Adult Basic Education

Student Orientation—Steps to Success

---

## Instructions for Completing the Online Orientation

### To Get to the Student Orientation Web Page

1. Go to:  
<http://abeged.com>
2. Click on:  
“Workshops” button (lower left on the screen)
3. Click on:  
“Northern Berkshire Adult Basic Education: Student Orientation Modules”

### To Complete the Orientation Modules

1. Click on the “Introduction” link,
2. Click on the “Activity 1” link, open the document and do the activity.
3. Print your completed work and put it in your portfolio.

Steps to Success  
Successful Student Strategies  
Activities Completion Chart

---

<b>Activity</b>	<b>Date Completed</b>
<b>Overview</b> .....	_____
<b>Goals</b>	
Activity .....	_____
<b>Barriers and Supports</b>	
Activity .....	_____
<b>Successful Student Strategies</b>	
Activity .....	_____

## Student Follow-Up Plan

Date: \_\_\_\_\_ Student: \_\_\_\_\_

Follow-Up Counselor: **Carole Blair – Carole.Blair@mcla.edu – 664-6348**

<b>Classes</b>	Teacher:				
	Class:				
	Days:				

### *Orientation Labs*

**Tuesdays 2:00-3:30pm**

**Thursdays 3:30-5:00pm**

This follow-up plan will let us stay in touch with you during your first weeks of classes.

Please let us know how and when you would like us to contact you.

E-Mail Address	
Telephone #	<b>Best Time</b> to Telephone – Please <b>check</b> all that apply. ___ Morning      ___ Afternoon      ___ Evening
Contact Notes:	

# Northern Berkshire Adult Basic Education Program

## Additional Course Offerings

### ***GED Fast Track***

Fast Track GED includes an assessment that identifies individuals who, with targeted study, can pass the GED tests after 12 weeks of preparation. Fast Track students take a screening assessment that allows them to work on the knowledge and skills they lack, becoming ready to take the GED test within the twelve-week course period. All five areas of GED preparation are included. Workbooks, online learning modules, videos, and GED prep software are available.

Learners do not need to be enrolled in any other ABE class to be eligible.

### ***Technology***

Introduction to Basic Computer Skills is open to adult learners interested in building or improving technology skills. Students will learn the basics of using the Internet, Word Processing, Windows, and E-mail.

Learners must be enrolled in another ABE class to be eligible.

### ***NEW OFFERINGS***

***Next Steps*** class where students plan for education & training beyond the GED

***Workplace education and training program for 16-24 year old students*** who are interested in GED Preparation combined with 100 hours of paid internship in either:

- Retail
- Facilities/maintenance or
- Food Service

Certain qualifications apply but all interested students 16-24 years old should apply.

***Project Health Readiness Workshops*** for

- Students working in health care with interest in advancing (workshop hours are paid by your employer) or
- Students who are interested in pursuing a career in health care.

Public Libraries and MCLA Provide Access to  
Quiet Study Space and Computers

NOTE: The following information was accurate at the time it was written, but may change over time. For current information, use the telephone numbers provided in the chart to confirm days and hours of operation.

<p>Public Libraries and Computer Access</p>	<p>North Adams, 74 Church Street, 662-3133 Open Mon., Tues. &amp; Thurs. 9-8; Wed. &amp; Fri. 9-5; Sat. 9-1</p> <hr/> <p>Adams, 92 Park Street, 743-8345 Open Mon. &amp; Fri. 9-6, Tue. &amp; Thur. 12-8; Wed. 9-4; Sat. 9-12</p> <hr/> <p>Williamstown, 1095 Main Street, 458-5369 Open Mon., Tue., Thur., &amp; Fri. 10-5:30; Wed. 10-8; Sat. 10-4</p>
<p>MCLA Library</p>	<p>MCLA Freel Library, 662-5321 Open Mon. – Thurs. 8am-11pm; Fri. 8am-9pm Sat. 9am-3pm Sun. noon-11pm Call the library for holiday and school vacation hours.</p>

Northern Berkshire Adult Basic Education  
Program Contact Information

Name	Contact information	Supports
<b>Program Coordinator</b> Thelma Margulies	662-5310 t.margulies@mcla.edu	<ul style="list-style-type: none"> <li>• Schedule a meeting</li> <li>• Learn about community resources</li> <li>• Discuss any problems you are having in the program</li> </ul>
<b>Program Secretary</b> Donna Poulton	662-5314 d.poulton@mcla.edu	<ul style="list-style-type: none"> <li>• Schedule an appointment</li> <li>• Get program information</li> <li>• Leave a message for your teacher</li> </ul>
<b>New Student Orientation</b> Robert Bouquet	662-5386 r.bouquet@mcla.edu	<ul style="list-style-type: none"> <li>• Setting goals</li> <li>• Successful student strategies</li> </ul>
<b>New Student Counselor</b> Carole Blair	662-5314 Carole.Blair@mcla.edu	<ul style="list-style-type: none"> <li>• New student follow-up</li> <li>• Retention support</li> </ul>
<b>Program Web Site</b>	<a href="http://abeged.com">http://abeged.com</a>	<ul style="list-style-type: none"> <li>• Access Orientation Modules online, and resources to support your learning goals</li> </ul>
<b>Campus Security</b>	662-5000	<ul style="list-style-type: none"> <li>• Find out if classes are canceled</li> <li>• Get your student ID</li> </ul>

# Weekly Planner

- Enter your current activities and commitments below.
- Plan your study times in the remaining open blocks of time.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							