

resource

INFORMATION

Alternative Learning Programs and Services:

Downtown Education Center	608/258-2440
South Madison Community Campus* . . .	608/255-0426
Truax Location	608/246-6262
Fort Atkinson Campus	920/568-7223
Portage Campus	608/745-3110
Reedsburg Campus	608/524-7800
Watertown Campus	920/206-8008
Other Locations	608/258-2440

Assessment, general	608/246-5220
Assessment, for high school completion programs.	608/258-2440
Orientation.	608/246-5220
Career Planning.	608/246-5220
Enrollment Center	608/246-6210
Advising and Career Resources	608/243-4271
Financial Aid.	608/246-6170
Counseling.	608/246-6076
Multicultural Services.	608/246-6059
Child Care	608/246-6766
Campus Tours	608/246-6239
General Information	608/246-6100

For toll free, call 1-800/322-6282 and enter the last four digits of any number above you wish to reach.

*Toll free is not available for the South Madison Community Campus.

Madison Area Technical College

Downtown Education Center
211 N. Carroll St. • Madison, WI 53703-2285
www.matcmadison.edu

Madison Area Technical College does not discriminate on the basis of race, color, ancestry, national origin, sex, sexual orientation, disability, age, religion, creed, marital status, or English fluency in admissions or participation. The Diversity Coordinator/Affirmative Action Officer can be contacted at (608) 243-4203.

The college reserves the right to make changes in the regulations and courses described in this publication without notice. (5M 06/05)

Alternative Learning

OFFERINGS

- Basic Education, Developmental and Remedial Instruction
- High School Completion
- HEP/Migrant Program
- English as a Second Language (ESL)
- Support Services
- Individualized Technical Studies Degree



Your Community's College

explore offerings in alternative learning

Do you or does someone you know...

- Wish to develop better reading, writing, math or science skills?
- Need help with current class work?
- Want to brush up on basic education before pursuing a college degree?
- Need to learn to speak English or improve English-speaking skills?
- Want to earn a high school diploma to get a better job?

*Then consider getting the help you need from
MATC's Alternative Learning Division!*

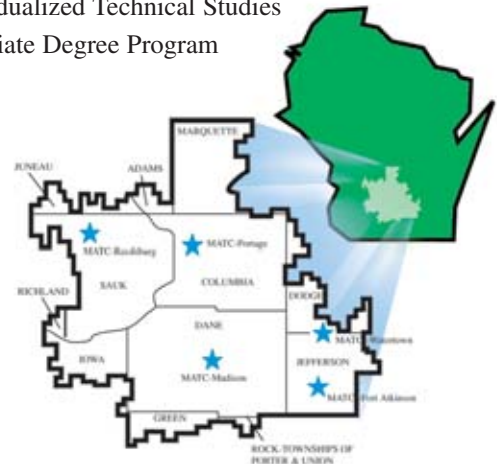
Learning opportunities

Don't let your past decide your future. If your basic education needs improvement, NOW is the time to do something about it. MATC's Alternative Learning staff is here to help.

We offer academic instruction, support services and other opportunities to individuals and families within the MATC District (see map below) so that they may acquire the skills and knowledge needed to participate fully in all aspects of society.

We serve students with a variety of learning needs by offering:

- Assessment of current skills and instructional needs
- Basic education
- Developmental and remedial instruction
- English as a Second Language instruction
- High school completion options
- Support services: peer tutoring, supplemental instruction, test taking accommodations, special needs instruction
- Other opportunities: High School Equivalency Program (HEP/Migrant), Workplace Education Program, Institutionalized Adults Program, Compulsory Education Program, National External Diploma Program
- Individualized Technical Studies Associate Degree Program



beginning steps

What should I do first?

1) Make an appointment. Meet with staff to identify your goals and determine the best class or service for you.

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2) Assess your skills. To help you meet your goals, Alternative Learning staff will assess your skills to help determine your current skill level in a particular area(s). This assessment will give you a starting point for coursework.

3) Find out when and where courses or services you need are offered. Classes are offered Monday through Friday during days and evenings with some classes on Saturdays. Learning Centers and/or classrooms are located at all MATC campuses — Downtown, Truax, Commercial Avenue, South Madison, Fort Atkinson, Portage, Reedsburg and Watertown, as well as at many outreach sites in the MATC District.

4) Register for courses. Alternative Learning staff can help you register for the courses or services you need to meet your goals.

Instruction is offered tuition-free. A nominal material fee and/or textbook may be required. Financial assistance is available for those in need of support.



basic education

Basic Education

Alternative Learning provides opportunities for individuals to review or improve their basic education in most academic subject areas. Individualized, small group, computer-assisted and/or online instruction is provided in learning centers, classrooms and over the Internet. Instructional materials are available onsite to help students achieve their academic goals. Semester-long and modular short courses are offered during the day, evenings and some Saturdays.

Instruction is provided from 0–12th grade levels in reading, writing, math, science and social studies. Students also can get help with study skills, basic computer literacy skills, job seeking skills and preparation for high school completion options.



Developmental and Remedial Instruction

Anyone enrolled in an MATC occupational program or a general studies class may receive individualized instructional support to improve the skills required to successfully complete class assignments. Individual or small group instruction is provided in campus-based learning centers and/or structured classes. Instruction is offered in the following areas: English grammar, spelling, composition skills, reading comprehension, math, basic science and social studies.

Students may enroll throughout the semester at specific registration dates and times. (See back of brochure for a list of locations.)



high school completion options

Instruction and services are available to help you complete your high school education. Students must attend an assessment session prior to starting a high school completion program. (See back of brochure for a list of locations.)

MATC offers

General Education Development Certificate (GED)

Instruction is provided for individuals preparing to take GED tests (English or Spanish). Instruction and practice tests are provided in five content areas that make up the GED exam: language arts–writing; science; social studies; language arts–reading and mathematics. The standardized GED tests are given on a regularly scheduled basis at sites throughout the MATC District.

High School Equivalency Diploma (HSED)

Individuals who wish to obtain an HSED must pass all the GED requirements and meet the requirements in health, civic literacy and employability skills.

Competency-Based High School Equivalency Diploma (PI 5.09)

Enrollment in this program is by teacher referral only. This HSED option is open to students with limited English proficiency and native English speakers who have a greater chance for success through a competency-based assessment format. Students must show certain skill levels and are evaluated on specific tasks.



Wisconsin Competency-Based High School Equivalency Diploma (WCBHSED)

This option consists of smaller, sequential sections of the content areas of the HSED, along with a life-skills component. Students complete their work in classes or learning centers.

External Diploma Program (EDP)

This program allows adults to demonstrate high school-level skills by applying the skills they have learned through life and/or work experiences. Students must demonstrate academic skills, including writing, speaking, computation, problem solving, reading and critical thinking by doing real-life tasks. Adults must also demonstrate an entry-level job skill or home management experience. Upon successful completion of the program, a high school diploma is awarded by a local high school district.

Also see Other Opportunities section for more options.

English as a Second Language

The English as a Second Language program and coursework offers opportunities for adults to acquire skills in:

- Communicating in day-to-day and work situations
- Academic reading, writing, e-literacy to prepare and succeed in an MATC program and/or certificate course

Classes are open to U.S. citizens, permanent residents and refugees. Learners range from beginning through advanced English language proficiency.

- Instruction is offered in structured courses, labs and learning centers.
- ESL Levels 1-8 are variously offered at different locations.
- An integrated skills approach is used for listening, speaking, reading, writing, vocabulary and grammar acquisition.
- Learners work individually, in pairs and in small groups.
- Advancement through the program is based on in-class performance, continuous and exit assessments, and instructor judgment.



support services

In addition to the academic programs sponsored by Alternative Learning, the following services are offered to students.

Peer Tutoring

Peer tutors provide individualized help to students experiencing difficulty with coursework. Peer tutors are generally fellow students who have demonstrated competency in specific subject areas. This service is subject to the availability of qualified peer tutors and funding. Currently, there is no fee for this service.



Supplemental Instruction

Academic assistance is provided using peer tutors in selected high risk courses. These regularly scheduled, out-of-class peer-facilitated sessions offer students an opportunity to discuss and process course information in a group study format.

Test Taking Accommodations

Students with a documented learning or physical disability and students with unique academic needs may make arrangements with staff to receive test taking accommodations. These accommodations may include, but are not limited to a quiet room, extra test time, adaptive desks and chairs, a scribe, a test reader and/or large print documents.

Special Needs Instruction

Students with a documented learning or physical disability that may inhibit their academic success can work with instructors and peer tutors to arrange basic skills instruction, test-taking accommodations and assistance in program areas.

associate degree

Individualized Technical Studies Degree

Two-year associate degree program • 64-72 credits

This associate degree program permits a qualified individual to plan a unique program of study to meet his/her own career goals. An occupational advisor from business/industry and an MATC advisor provide direction to identify the knowledge and skills required for success in achieving those goals. Existing MATC courses become components of the program. Courses include general education, mathematics and science, and specific technical core courses that may be selected from two or more traditional program areas. The standard 64-72 planned semester hours of study are required to earn the Associate of Applied Science Degree in Technical Studies. Admission to the program must be approved prior to the completion of the first 32 credit hours.

Program Intent/Rationale

This program involves a unique admissions process as well. An occupational advisor from business/industry must be involved and also be willing to serve as a program advisory committee member. With the help of both an occupational and MATC advisor, the student must develop a portfolio that identifies the individual's career goals and desired program outcomes. These outcomes serve as the basis for the development of the individualized program plan. The proposed program of study is then reviewed and must be approved by an ad hoc Individualized Technical Studies Degree Committee. These committees are composed of deans and faculty from related areas, as well as the assigned counselor for this program.



Program Objectives

The objectives of the Individualized Technical Studies Program are to provide flexibility to meet the educational needs of individuals with unique career goals and specific occupational outcomes, to serve the individual whose career goals cannot be achieved through enrollment in any single program currently available at MATC and to provide employers with a flexible program of study to meet the educational needs of their employees.

Technical Studies Core

A minimum of 40 credits of occupational-specific courses is required with a minimum of 20 of those credit hours focused in one instructional area. Courses must be selected to achieve the specific career outcomes identified by the student. There must be sufficient concentration of coursework in one or two student admissions process areas to ensure technical competence and employability.

For more information on requirements and admission to the program, please see the MATC Catalog or website (<http://matcmadison.edu>), or call 608/258-2440.

other opportunities

High School Equivalency Program (HEP/Migrant)

This program provides instruction and educational support services to eligible farm and agricultural workers living in southcentral Wisconsin. Successful participants earn a GED or HSED and also receive assistance with career and/or post-secondary counseling and placement.

Workplace Education Opportunities

MATC offers customized, onsite basic skills education for local employers. This training focuses on those academic skills needed for work, including: job-specific reading, writing, math, speaking and listening, problem solving, teamwork, English literacy and basic computer literacy.

Institutionalized Adult Program

Through collaborative efforts with county jail and state correctional administrative staff, this program provides onsite basic education and remedial instruction throughout the MATC district. Individual, small group and computer-assisted instruction are provided through MATC. When possible, information is provided to assist participants in transitioning to community educational programs.



Compulsory Education Program

Students between the ages of 16 and 18 who are at-risk of not graduating from high school may attend MATC instead of high school under a contractual agreement to complete either a high school diploma or obtain a High School Equivalency Diploma. Participation requires that the student, a parent, a representative from the local high school and MATC enter into a written agreement defining services provided to the student.

National External Diploma Program

In March 2000, MATC became the owner and national administrator of the National External Diploma Program (NEDP), a competency-based high school completion program currently operating in 10 states and the District of Columbia. As the national administrator of NEDP, MATC establishes and monitors program sites across the U.S., provides training and technical assistance, and maintains the reliability and validity of program instruments and processes.

getting started

How do I get started?

You may get more detailed information in a variety of ways:

- Contact the campus closest to you for information about Alternative Learning offerings:

Madison Campus:

Downtown Education Center 608/258-2440

Madison Truax Location 608/246-6262

South Madison Community Campus* 608/255-0426

Fort Atkinson Campus 920/568-7223

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- Visit us under Educational Offerings, Alternative Learning at <http://matcmadison.edu>.
- Obtain the college catalog from your local MATC Campus, at the public library or the MATC Website at <http://matcmadison.edu>.
- For general MATC information, call toll free 1-800/322-6282.

Instruction is offered tuition-free. A nominal material fee and/or textbook may be required. Financial assistance is available for those in need of support.

what students say...

“ESL classes at MATC helped me gain confidence speaking English and improved my language listening skills. The classes offered were very convenient. I could take classes during the day or night, when it was good for my schedule. The teachers were the key, being there for me step by step, always encouraging me.”

— Maria Thomasson, 2003 International Studies graduate, University of Wisconsin–Madison.

Maria learned English in her homeland, Ecuador, but needed to improve her skills after moving to the United States in 1995. She took four ESL classes and went on to earn a Liberal Arts Transfer associate degree from MATC before attending the University of Wisconsin–Madison.

“Employers can pick and chose these days, and if you don’t have a high school diploma, you’re not going to get a good job. When I was laid off, I decided to take the opportunity get my GED. It was one of the best things that ever happened to me. At first it was hard, but the teachers worked with me. Now I’m enrolled in the Supervisory Management Program, and I’m getting As in my marketing math class. I know now I have real opportunities I never had before.”

— Randy, 2004 GED graduate and current Supervisory Management Program student