

GENERAL EDUCATIONAL DEVELOPMENT (GED) PREPARATION

Head Office:
P.O. Box 858, 51 King Street East
Brockville, Ontario – K6V 5W1
(613) 342-2312 Fax (613) 342-2875



- Program Description:** This program is ideal for individuals who require certification equivalent to a high school diploma or require certification to qualify for employment.
- Program Objectives:** To be successful in passing the GED certification exam students must demonstrate proficiency in the following:
- Proofreading and editing text
 - Essay writing
 - Comprehending and analyzing non-fiction, prose, poetry and drama
 - Understanding and using information related to social studies
 - Understanding and interpreting science information presented as text or graphics
 - Using formulas to calculate mathematical operations
 - Applying mathematical operations to real world situations
- At the end of training students will also be able to:
- Use word processors, spreadsheets and databases at an introductory level
 - Access information via the Internet and correspond via email
 - Demonstrate an understanding of operating system software and computer components
 - Apply strategies to improve productivity (study skills, note-taking skills, test preparation)
- Program Delivery:** This course is delivered through one-to-one instruction with practical applications, written and computerized assignments.
- Evaluation:** Individuals will be evaluated on participation, attitude, attendance, and outcomes of in-class assignments and tests. At the completion of training students will write the 7-hour GED exam at a local testing centre. Successful GED candidates earn the Ontario High School Equivalency Certificate.
- Duration:** Commonly a 44-week program; however depending on an individual's commitment, motivation, ability, aptitude, and literacy levels, time lines may be adjusted to reflect individual progress. Program schedule consists of 4-hour sessions, 5 days per week.
- Start Date:** Continuous intake throughout the calendar year.
- Registration:** To register or inquire about program fees, please call:
Brockville 613-342-2312

Value-Added Programs:

1. To increase an individual's success in preparing for a real-world environment CSE Consulting offers an **8-week Work Experience** program. This program offers the opportunity to demonstrate newly learned skills, expand the employment network and acquire on-the-job experience.
2. To assist individuals with searching for and securing employment CSE offers a **Creative Job Search Techniques** program. It consists of 12 Sessions over the course of 4 weeks and includes resume and cover letter development, skill identification, interview tips and techniques for career changers, active job searching and effective follow-up.

Other CSE Programs:

*Customer Service & Retail Sales
Computer Upgrading*

*Accounting Clerk
Office Assistant*

*Inventory/Parts Counter Clerk
GED & High School Diploma Assistance*

Specializing in Individualized Adult Instruction - CSE Consulting