

- Program Description:** This multi-purpose program is ideal for individuals who are pursuing post secondary education or for those who require upgrading prior to returning to the workforce. Emphasis is placed on math, English, computer literacy, and education essentials.
- Program Objectives:** By the end of the program students will:
- Be able to demonstrate an understanding of a variety of mathematical operations
 - Be familiar with writing mechanics (capitalization, commas, spelling)
 - Be able to organize ideas to create effective written work
 - Possess strategies to read more effectively and comprehend written work
 - Use word processors, spreadsheets and databases at an introductory level
 - Be able to access information via the Internet and correspond via email
 - Be familiar with operating system software
 - Be able to demonstrate an understanding of computer components
 - Be equipped with strategies to improve productivity (study skills, note-taking skills, test preparation, report and essay writing)
- 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 assignments and tests.
- Duration:** Commonly a 12-week program; however content and duration can be modified to suit the needs of individual students. 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