

HIGH SCHOOL DIPLOMA PREPARATION

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



- Program Description:** In preparation for post secondary education or preparation for the workforce, the high school diploma is a powerful tool. This tutoring and remediation program is ideal for individuals who require a high school diploma and have difficulty completing the courses independently. For those individuals who would not normally be successful with coursework structured by Independent Learning Centre or the local school board, CSE Consulting offers valuable assistance.
- Program Objectives:** By the end of the program students will have completed the necessary courses (at least 4 maturity credits) to satisfy the requirements for a high school diploma. In addition they will be able to:
- Apply strategies to read more effectively and comprehend written work
 - Use word processors, spreadsheets and databases at an introductory level
 - Access information via the Internet and correspond via email
 - Navigate operating system software
 - Demonstrate an understanding of computer components
 - Apply strategies to improve productivity (study skills, note-taking skills, test preparation)
- Program Delivery:** This course is delivered through distance education and is supplemented with one-to-one instruction with practical applications, written and computerized assignments.
- Evaluation:** Completed units will be mailed or faxed to the Independent Learning Centre (ILC) for evaluation. Final exams will be written at a local testing centre. At CSE Consulting individuals will also be evaluated on participation, attitude and outcomes of in-class assignments and tests.
- Duration:** Commonly a 48-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