

# Programming Calendar

## ADULT TUTORING PROGRAM

Reading, writing, spelling and math, up to grade 9 level 12-week sessions; offered September – July  
A variety of day and evening classes are offered, and class schedules vary by community. Please call for details and schedule.

### Everyday Reading & Writing

An introductory program focusing on the basics of reading and writing for personal needs.

### Workplace Communications 1

An introductory program focusing on the basics of reading and writing for employment purposes.

### Workplace Communications 2

Improve communication skills on the job. Content may include letters, emails, reports, grammar and spelling skills.

### Reading Comprehension & Writing Skills (Academic) 1

Improve reading and writing skills to prepare to return to school or training.

### Reading Comprehension & Writing Skills (Academic) 2

Improve reading and test taking skills. Upgrade writing skills including grammar and spelling.

### Math Basics

Prepare for workplace/academic math requirements.

## SHERIDAN ACE PROGRAM GED TEST PREPARATION

Continuous Intake; offered September – June

English, Math, Biology, Chemistry

### Milton

Tuesdays 6 - 9 pm: Math & Science

Wednesdays 6 - 9 pm: English

### Georgetown

Tuesdays 6 - 9 pm: Math & Science

Thursdays 6 - 9 pm: English

### English for College/GED Test Preparation

Earn grade 12 equivalent college level English and/or prepare to write the GED\* test.

### Math for College/GED Test Preparation

Earn grade 12 equivalent college level math and/or prepare to write the GED\* test.

### Biology for College

Earn grade 11 equivalent college level biology.

### Chemistry for College

Earn grade 12 equivalent college level chemistry.

Upon successful completion of each Sheridan ACE course, students will receive an official Letter of Standing from the Sheridan College Registrar's office indicating their final mark. This is the official document students will submit when they apply to Ontario College or Apprenticeship programs.

\*General Education Development (GED) is a testing program for high school equivalency.

## COMPUTER SKILLS FOR WORK PROGRAM

Our Computer Skills for Work Program offers small group (4-6 students), instructor-led classes. Students attend once per week for a 6 or 8-week session.

Sessions are offered in the Fall/Winter/Spring

### Georgetown (daytime)

Tuesdays: 9 am - 12 pm

### Georgetown (evening)

Wednesdays: 6 - 9 pm

### Milton (daytime)

Tuesdays: 9 am - 12 pm

### Milton (evening)

Wednesdays: 6 - 9 pm

### Acton (evening)

Wednesdays: 6 - 9 pm

*Schedule may be subject to change*

### Computer Skills for Work 1 (8 weeks)

Introduction to Windows, Microsoft Word, file management, Internet & email basics for the workplace.

### Computer Skills for Work 2 (8 weeks)

Microsoft Excel, file management review, introduction to the Cloud.

