

# OUR SERVICES

## HIGH SCHOOL CLASSES FOR ADULTS

We are an AB ED accredited private **High School for adults** (over 18 yrs. old). Most of our students are returning to obtain prerequisites to gain entrance to college or university, but some just want to complete their High School Diploma. We offer tutor-supported independent learning programs, focusing on meeting the AB ED HIGHSCHOOL curriculum objectives in a supportive learning environment. Diploma Exams can be challenged on site in January and June.

## ABE—ADULT BASIC EDUCATION (18—20 WEEKS)

The ABE Program builds on Basic Math and English skills which will prepare the learner for further training or the skills necessary to attain or maintain employment. Learners may also 'fast track' through grade nine basic concepts in ENGLISH, MATH & SCIENCE in order to prepare for entrance into High School courses.

## GED-GENERAL EDUCATION DIPLOMA (24 HOURS OF TUTORIALS)

Many employers accept the GED as equivalent to an AB ED High School Diploma. In this 12 session evening program, we provide an opportunity to learn the MATH, READING and WRITING, SCIENCE & SOC. ST. skills to challenge the GED Exam.

## ATP—ACADEMIC TRADES PREP. (18—20 WEEKS)

Adults wishing to enter a trade can gain the academic skills necessary to pass the **Apprenticeship Entrance Exam**. Learners may also enroll in High School credited courses (such as the new MATH 10-3, 20-3, 30-3, SCIENCE 10, and ENGLISH 10-2, 20-2) which will meet the updated entrance requirements for AB Apprenticeship and Industry Training.

## BCF—BUSINESS COMPUTER FOUNDATIONS (12—15 WEEKS)

Computers are used to upgrade office skills. Keyboarding, EXCEL, WORD. Learners may attain courses required toward Microsoft Office Certification as well as gain High School Credits.

## EDUCATION & CAREER PLANNING

The '*first step*' is to discuss the need or motivation to make a career change at this point in the person's life. We start the process to help identify an occupation or a program that reflects what the individual is good at -what inspires them to make life changing career decisions. Together we plan how to get the education and experience needed to move in that direction. We then gather the documentation (school transcripts, prior learning assessments, workplace training certificates etc.) to use as a basis for creating a 'Learning Plan' -describing the necessary prerequisite High School courses for entrance to college, university or employment based programs.

## ASSESSMENT

Adults returning to learning after several years, may require an evaluation of their reading comprehension, writing skills and/or Math basic skills. Recently, we have expanded our academic assessment services to include **Employability Skills Assessment** as well as **Workplace Literacy Assessment** for (EAL) newcomers to Alberta. We can also

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individualize Workplace reading, writing and math programs to fit the needs of both the employer and the employee.

## **NEW: COURSE CHALLENGE & FINAL EXAMS**

Course challenge is a provision that allows any senior high school student to challenge the outcomes of a course by participating in a formal assessment (examination) rather than taking the full course. Results of these challenge exams will be sent to AB ED and will appear on High School transcripts. NOTE: Course challenge in grade twelve courses requiring a diploma examination –will apply only to the school awarded mark component of the course, and therefore will NOT result in a final course mark until after the student successfully completes the diploma examination for that course.

## **INVIGILATION OF DISTANCE LEARNING EXAMS**

Invigilation services are provided for on-line and/or paper placement tests, mid-term and final Exams from technical institutions, colleges, universities and distance learning High Schools in Alberta as well as other provinces. As a part of the *Invigilation Network* in AB as well as other provinces, exams can be sent to our school and we will proctor or supervise exams on site. Proctoring for individuals can be scheduled during daytime hours [9:00 am—4:00 pm] Monday to Friday, September to June. After hours and week-end sessions are usually scheduled for groups, but can be arranged for individuals. Summer times and sessions are scheduled around staff availability. **Fees (effective Feb 5/18) are as follows: \$35.00 per Exam (weekdays 9:00 am—4:00 pm), or \$45.00 per Exam (after hours or Saturday/Sunday).** Please note: Registered First Step Adult Education Center students DO NOT pay Exam Fees.



***YES WE CAN... help adults to realize their dreams!***

***Drop in or phone for an appointment (403-782-5040)***