

# Programming Calendar

## ADULT TUTORING PROGRAM

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: ACADEMIC UPGRADING

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: English

Wednesdays 6 - 9 pm: Math & Science

### 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.

Sheridan ACE courses are recognized as an OSSD (grade 12) equivalent by Ontario's community colleges and by the Apprenticeship Branch.

\***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 - 8:30 pm

### Milton (daytime)

Tuesdays: 9 am - 12 pm

### Milton (evening)

Wednesdays: 6 - 8:30 pm

### Acton (evening)

Wednesdays: 6 - 8:30 pm

*Schedule may be subject to change*

### Computer Skills for Work 1

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

### Computer Skills for Work 2

Intermediate Word (tables, bullet points), Excel basics, workplace email.

