

FINAL GED TESTING REQUIREMENTS

- √ TABE Pre-Test (on the computer)
- √ Minimum 15 hours of Classroom Participation
- √ Calculator Video & Packet
- √ Written Sample Essay
- √ TABE Post-Test (in lowest subject area)
- √ GED Math Practice Test – min 480 score
- √ GED Language Arts, Writing Practice Test – min 480 score
- √ GED Reading Practice Test – min 480 score
- √ GED Social Studies Practice Test – min 480 score
- √ GED Science Practice Test – min 480 score
- √ Parental Permission for 16 or 17 year olds
- √ School Verification completed for students 18 and under
- √ GED Demographic Information complete
- √ Schedule final test & pay fees by Friday **BEFORE** test date
 - \$20 registration fee
 - \$15 per test
- √ Valid picture ID brought to testing appointment

CANCELLATIONS

A cancellation fee of \$10 will be charged on all courses plus the cost of any course materials.

COURSE FEES

Some course fees that are not listed are based on student need and financial assistance available. Scholarships are also available for some courses to those that qualify. Contact the course administrator for more information.



CORNERSTONES
CAREER LEARNING CENTER, INC

Mitchell Campus

SUMMER COURSE SCHEDULE 2008

ADULT EDUCATION/GED PREPARATION
BUSINESS & TECHNOLOGY TRAINING
SPECIFIC JOB SKILLS TRAINING

1315 NORTH MAIN, STE 102
MITCHELL SD 57301
605 995 8927

33 THIRD STREET SE, STE 202
HURON SD 57350
605 353 7175

WWW.CORNERSTONESCAREER.COM

... your work is our job

ADULT EDUCATION

The courses listed below will prepare you for GED Testing and improve basic skills for employment or continued education.

AE 206 More Than X,Y,Z

Do letters in math problems scare you? Do the words negative, square root and algebra make your heart stop? Then, this class is for you! Learn the tools to solve those complicated problems. Understand the language of math to help you succeed on the mathematics GED test and placement tests for technical and college entrance exams. *Mitchell CCLC Campus.*

July 7-24 10:00AM-Noon
Monday - Thursday

Orientation: July 7, 2008 - 10:00AM

August 12-September 16 6:00PM-8:00PM
Tuesday

Orientation: August 12, 2008 - 5:00PM

AE 216 Digest These Stories

Did your Grandma read *Reader's Digest*? Maybe you've seen it at the doctor's office. If the thought of picking up a novel intimidates you, then you can stomach this class! Short, interesting stories will focus on the strategies and skills needed to be a better reader. *Mitchell CCLC Campus.*

July 1-22 6:00PM-8:00PM
Tuesday

Orientation: July 1, 2008 - 5:00PM

August 11-28 10:00AM-Noon
Monday - Thursday

Orientation: August 11, 2008 - 10:00AM

AE 251 Shop 'Till You Drop

Shopping can be fun, but it can also be confusing. This course will heighten your consumer awareness when shopping for food, clothes, housing, cars, insurance, and post-secondary schools, while helping you to sharpen your basic math skills at the same time. *Mitchell CCLC Campus.*

September 15-October 23 10:30AM-Noon
Monday - Thursday

Orientation: September 8, 2008 - 10:00AM

GENERAL EDUCATION DEGREE

GED 111 Testing

Students must have completed the prerequisites for GED. Testers may take between one and five GED Final Exams during a testing day. Contact CCLC for more information about testing requirements. Tests dates are subject to change.

June 17 Mitchell
July 19 Huron
August 19 Mitchell
August 26 Huron
September 16 Mitchell

BUSINESS & TECHNOLOGY

PC 141 Documents, Tables, and Graphics

This course gives complete coverage of basic to intermediate **Microsoft Word** skills. In the twelve MS Word units, you will learn how to edit and format documents, work with tables, add graphics, merge documents, work with styles and templates, and customize MS Word. *Registration deadline is June 12th. Mitchell CCLC Campus. \$250*

June 16-July 3 10:00AM-11:30AM
Monday - Thursday

PC 151 Workbooks, Charts, and Formulas

This course will cover an introduction to intermediate skills using **Microsoft Excel**. In the twelve MS Excel units, you will learn how to plan and create workbooks, open existing workbooks, create formulas, add formatting attributes, and create charts. Additional skills coverage includes working with formulas and functions, managing workbooks and preparing them for the internet, automating worksheet tasks, and using lists. *Registration deadline is June 12th. Mitchell CCLC Campus. \$250*

June 16-July 3 1:00PM-2:30PM
Monday - Thursday

PC 181 Financials, Payroll, and Taxes

This course is a general overview of **Intuit Quickbooks**. This is the accounting program that is used by many area businesses. In the eight Quickbook units, you will learn how to track finances with one program. You'll have the ability to print checks, maintain company financial data, prepare payroll, and calculate taxes. *Registration deadline is July 3rd. Mitchell CLCC Campus. \$200*

July 7-17 10:00AM-11:30AM
Monday - Thursday

SKILLS TRAINING

BS 401 Business Training Program

The Business Training Program incorporates an innovative four-phase sixteen week training program that culminates with an internship. The curriculum offers a combination of technical training, soft skill development, and specific specialization skills. *Mitchell CCLC Campus. Contact CCLC for more information.*

Starting June 2nd 8:30AM-4:00PM
Starting September 8th 8:30AM-4:00PM
Monday-Thursday

BS 131 Commercial Driver License (CDL)

This course is designed to provide all of the information necessary to pass the written CDL test and obtain a CDL permit. The class will cover general knowledge, air brakes and combination vehicles. Tankers, doubles/triples, and HazMat endorsements are available. *Registration deadline is May 28th for June class and August 27th for September class. Mitchell CCLC Campus. \$125*

June 7 and 14 8:00AM-5:00PM
September 6 and 13 8:00AM-5:00PM
Saturday

COURSE ORIENTATIONS

Most courses include an orientation prior to course dates to prepare enrollees for upcoming course requirements or to allow enrollees to complete any pre-requisite assessment testing. Contact the course administrator.