



# COURSE BOOKLET

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# GENERAL INFORMATION ABOUT FOREIGN LANGUAGE COURSES

**Teenage & Adult classes run continuously and have no set length. After approximately 8 weeks, the student will be given a short assessment to be able to continue to the next level. The cost is \$12.50 per hour.**

**All Children's classes last 8 weeks, 1 hour courses for \$10.00 a class, for a total of \$80.00**

**Although teens and adults are grouped together in the following description, there are separate classes for the groups. The difference between the classes is the pacing of the class, and some of the class activities are altered for the specific age group and interests.**

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## ARABIC COURSES

### **Arabic for Teens & Adults I**

An Introductory course of basic Arabic for students with no background in Arabic. The purpose of this course is for students to speak, read, and write the Arabic alphabet at a basic level. The curriculum for entry-level Arabic in communicative skills covers the introduction to pronunciation, alphabet, fundamentals of Arabic grammar, and vocabulary. This course is the foundation for the following course, which will focus on daily exchanges.

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### **Arabic for Teens & Adults II**

Continuation of the Introductory course of basic Arabic for students with no background in Arabic. The purpose of this course is for students to speak, read, and write Arabic at a basic level. The curriculum covers pronunciation, fundamentals of Arabic grammar, and vocabulary in depth. Topics include greetings, family affairs, numbers, and daily exchanges.

#### *Course Objectives:*

Carry out simple conversations in Arabic on a limited range of daily-life topics.  
Demonstrate basic understanding of grammar rules in reading and writing.

*More classes will be offered as demand for Arabic classes rises.*

## FRENCH COURSES

### **French for Children I**

This class was developed for children with no previous background or little background in reading, writing and speaking French. These are all areas that will be practiced as a class, with partners and individually. The class will begin with the Alphabet for pronunciation and will progress from that to multiple topics including:

- Greetings
- Numbers(0-30)
- Colors
- Adjectives
- Time
- Family
- Verbs
- Culture about the French Language
- Some culture about France

By the end of the course each student should be able to introduce themselves and others in French. They will also be able to create a basic sentence describing a person or an object.

The class will incorporate partner and class activities from puzzles, short videos, music clips, index card games, etc., as a form of learning grammar and vocabulary.

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### **French for Children II**

The course is for students with a general background of French. The child should already know the Basic Introduction, Greetings, & Goodbye Phrases, along with the Alphabet. The class will begin with a general review of Level I topics listed above. The class will then continue with the following topics:

- Classroom Vocabulary
- Numbers(above 30 to 50)
- Creating Schedules
- Adjectives
- Sentences become more complex
- Some culture about Quebec

By the end of the course each student should be able to discuss their daily schedule and meetings in detail. as to what they have to do at a certain time or on a certain day of the week. Also, their sentence structure will have become more complex than "I am American", for instance.

The class will utilize partner and class activities from puzzles, short videos, music clips, index card games, etc., as a form of learning grammar and vocabulary.

The class will utilize partner and class activities from puzzles, short videos, music clips, index card games, etc., as a form of learning grammar and vocabulary.

## FRENCH COURSES (cont.)

### **French for Teens and Adults I**

This course was created for students with no previous knowledge of French.

Reading, writing, and speaking will be practiced as a class, with partners and individually. The class will begin with the pronunciation and will progress from that to multiple topics, some of which can be chosen by the student, including:

- Greetings
- Basic expressions
- Verbs
- Numbers 0-30
- Time
- Creating basic sentences
- Some culture of the language, and the countries that speak the language

By the end of the course each student should be able to introduce themselves and others, as well as create a basic sentence describing a person or an object.

This class includes conversations and short written assignments, music clips, videos, poems, short newspaper articles, and images.

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### **French for Teens & Adults II**

The students should have a general background in French. The class will begin with a general review of the above topics listed under Level I and then continue from that point to include topics such as:

- Classroom vocabulary
- Numbers(above 30 to 100)
- More adjectives
- Days of the week
- Months
- Weather
- Verbs
- Shapes
- Colors

By the end of the course each student should be able to discuss their daily schedule in detail in French. And should be able to label and describe the physical look of an object in French.

This class will include conversations and short written assignments, music clips, videos, poems, short newspaper articles, and images.

## ITALIAN COURSES

### **Italian for Children I**

This class was developed for students with no previous background or minimum background in reading, writing and speaking. The class will begin with the alphabet for pronunciation and will progress to include the following:

- Greetings
- Numbers(0-30)
- Colors
- Adjectives
- Time
- Family
- Verbs
- Culture about the Italian culture
- Some culture about Italy

By the end of the course each student should be able to introduce themselves and others in Italy as well as create a basic sentence describing a person or an object.

The class activities are puzzles, short videos, music clips, index card games, etc., as a form of learning grammar and vocabulary.

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### **Italian for Children II**

The course is for students with a general background of the language. The students should possess previous knowledge of basic introductions, greetings, and the alphabet. The class begins with a general review of Level I topics listed above. The class will then continue with the following topics:

- Classroom vocabulary
- Numbers(above 30 to 100)
- Creating schedules
- Some irregular verbs
- Adjectives
- Sentences become more complex
- Some culture about Italian speaking countries

By the end of the course each student should be able to discuss their daily schedule. Also, their sentences structure will have become more complex than "I am American" for instance.

The class activities are puzzles, short videos, music clips, index card games, etc., as a form of learning grammar and vocabulary.

## ITALIAN COURSES (cont.)

### **Italian for Teens and Adults I**

This course was created for students with no previous knowledge of Italian.

Reading, writing, and speaking will be practiced as a class, with partners and individually. The class will begin with the pronunciation and will progress from that to multiple topics, some of which can be chosen by the student, including:

- Greetings
- Basic expressions
- Verbs
- Numbers 0-30
- Time
- Creating basic sentences
- Some culture of the language, and the countries that speak the language

By the end of the course each student should be able to introduce themselves and others, as well as create a basic sentence describing a person or an object.

This class includes conversations and short written assignments, music clips, videos, poems, short newspaper articles, and images.

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### **Italian for Teens & Adults II**

The students should have a general background in Italian. The class will begin with a general review of the above topics listed under Level I and then continue from that point to include topics such as:

- Classroom vocabulary
- Numbers(above 30 to 100)
- More adjectives
- Days of the week
- Months
- Weather
- Verbs
- Shapes
- Colors

By the end of the course each student should be able to discuss their daily schedule in detail in Italian. And should be able to label and describe the physical look of an object in Italian.

This class will include conversations and short written assignments, music clips, videos, poems, short newspaper articles, and images.

*More classes will be offered as demand for Italian classes rises.*

## MANDARIN COURSES

### **Mandarin for Teens & Adults I**

An Introductory course of basic Chinese for students with no background in Chinese. The purpose of this course is for students to speak, read, and write the Chinese alphabet at a basic level. The curriculum for entry-level Chinese in communicative skills covers the introduction to pronunciation, alphabet, fundamentals of Chinese grammar, and vocabulary. This course is the foundation for the following course, which will focus on daily exchanges.

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### **Mandarin for Teens & Adults II**

Continuation of the Introductory course of basic Chinese for students with no background in Chinese. The purpose of this course is for students to speak, read, and write Chinese at a basic level. The curriculum covers pronunciation, fundamentals of Chinese grammar, and vocabulary in depth. Topics include greetings, family affairs, numbers, and daily exchanges.

Course Objectives:

Carry out simple conversations in Chinese on a limited range of daily-life topics.  
Demonstrate basic understanding of grammar rules in reading and writing.

*More classes will be offered as demand for Mandarin classes rises.*

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## PORTUGUESE COURSES

### **Portuguese for Children I**

This class was developed for students with no previous background or minimum background in reading, writing and speaking. The class will begin with the alphabet for pronunciation and will progress to include the following:

- Greetings
- Numbers(0-30)
- Colors
- Adjectives
- Time
- Family
- Verbs
- Culture about the Portuguese Language
- Some culture about Portugal

By the end of the course each student should be able to introduce themselves and others in Portuguese as well as create a basic sentence describing a person or an object.

## PORTUGUESE COURSES (cont.)

### **Portuguese for Children II**

The course is for students with a general background of the language. The students should possess previous knowledge of basic introductions, greetings, and the alphabet. The class begins with a general review of Level I topics listed above. The class will then continue with the following topics:

- Classroom vocabulary
- Numbers(above 30 to 100)
- Creating schedules
- Some irregular verbs
- Adjectives
- Sentences become more complex
- Some culture about Brazil

By the end of the course each student should be able to discuss their daily schedule. Also, their sentences structure will have become more complex than "I am American" for instance.

The class activities are puzzles, short videos, music clips, index card games, etc., as a form of learning grammar and vocabulary.

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### **Portuguese for Children III**

The students should have a solid background in Portuguese, and be able to create basic complete sentences. The class will begin with a general review of the above topics listed under Levels I & II and then continue from that point to include topics such as:

- Body parts
- Numbers(above 100)
- Clothing
- Irregular verbs
- Directions
- Commands
- Some culture of Cape Verde

By the end of the course each student should be able to describe their clothing, and be able to name the body parts and explain any ailments that they might have in complete Portuguese sentences. The students will also be able to ask and give directions to a location.

The class activities are puzzles, short videos, music clips, index card games, etc., as a form of learning grammar and vocabulary.

## PORTUGUESE COURSES (cont.)

### **Portuguese for Children IV**

The students must be able to create sentences at an intermediate level. The class will begin with a general review of the above topics listed under Level I to Level III and then continue from that point to include topics such as:

- Food
- Animals
- Irregular Verbs
- Some culture of class picked Portuguese speaking country

Since this is considered the intermediate level, the students will focus more on reading small passages and writing more complex sentences.

By the end of the course each student should be able to order food at a restaurant. They will also be able to formulate complex sentences at the intermediate level. Lastly, they should be able to read small basic excerpts.

The class activities are puzzles, short videos, music clips, index card games, etc., as a form of learning grammar and vocabulary.

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### **Portuguese for Children V**

The class is tailored to address the students' specific weaknesses and the topics the students would like to learn. Another option for the student is to join the Portuguese for Adults III to continue their studies, dependent of maturity level and the completion of an entrance exam to continue their studies.

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### **Portuguese Conversation I**

The students will build basic conversational vocabulary with the goal of carrying a basic conversation in portuguese, in an informal setting as well as a work setting. This was designed for students with no previous knowledge of portuguese. This class will include conversations with music clips, videos, poems, short newspaper articles, and images.

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### **Portuguese Conversation II**

This class is designed for students that are able to hold a basic conversation in portuguese, and want to brush-up on their conversational skills while continuing to expand their vocabulary. This class will include conversations with music clips, videos, poems, short newspaper articles, and images.

## PORTUGUESE COURSES (cont.)

### **Portuguese for Children II**

The course is for students with a general background of the language. The students should possess previous knowledge of basic introductions, greetings, and the alphabet. The class begins with a general review of Level I topics listed above. The class will then continue with the following topics:

- Classroom vocabulary
- Numbers(above 30 to 100)
- Creating schedules
- Some irregular verbs
- Adjectives
- Sentences become more complex
- Some culture about Brazil

By the end of the course each student should be able to discuss their daily schedule. Also, their sentences structure will have become more complex than "I am American" for instance.

The class activities are puzzles, short videos, music clips, index card games, etc., as a form of learning grammar and vocabulary.

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### **Portuguese for Children III**

The students should have a solid background in Portuguese, and be able to create basic complete sentences. The class will begin with a general review of the above topics listed under Levels I & II and then continue from that point to include topics such as:

- Body parts
- Numbers(above 100)
- Clothing
- Irregular verbs
- Directions
- Commands
- Some culture of Cape Verde

By the end of the course each student should be able to describe their clothing, and be able to name the body parts and explain any ailments that they might have in complete Portuguese sentences. The students will also be able to ask and give directions to a location.

The class activities are puzzles, short videos, music clips, index card games, etc., as a form of learning grammar and vocabulary.

## PORTUGUESE COURSES (cont.)

### **Portuguese for Children IV**

The students must be able to create sentences at an intermediate level. The class will begin with a general review of the above topics listed under Level I to Level III and then continue from that point to include topics such as:

- Food
- Animals
- Irregular Verbs
- Some culture of class picked Portuguese speaking country

Since this is considered the intermediate level, the students will focus more on reading small passages and writing more complex sentences.

By the end of the course each student should be able to order food at a restaurant. They will also be able to formulate complex sentences at the intermediate level. Lastly, they should be able to read small basic excerpts.

The class activities are puzzles, short videos, music clips, index card games, etc., as a form of learning grammar and vocabulary.

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### **Portuguese for Children V**

The class is tailored to address the students' specific weaknesses and the topics the students would like to learn.

Another option for the student is to join the Portuguese for Adults III to continue their studies, dependent of maturity level and the completion of an entrance exam to continue their studies.

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### **Portuguese Conversation I**

The adults students will build basic conversational vocabulary with the goal of carrying a basic conversation in portuguese, in an informal setting as well as a work setting. This was designed for students with no previous knowledge of portuguese. This class will include conversations with music clips, videos, poems, short newspaper articles, and images.

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### **Portuguese Conversation II**

This class is designed for adult students that are able to hold a basic conversation in portuguese, and want to brush-up on their conversational skills while continuing to expand their vocabulary. This class will include conversations with music clips, videos, poems, short newspaper articles, and images.

## PORTUGUESE COURSES (cont.)

### **Portuguese for Teens and Adults I**

This course was created for students with no previous knowledge of Portuguese.

Reading, writing, and speaking will be practiced as a class, with partners and individually. The class will begin with the pronunciation and will progress from that to multiple topics, some of which can be chosen by the student, including:

- Greetings
- Basic expressions
- Verbs
- Numbers 0-30
- Time
- Creating basic sentences
- Some culture of the language, and the countries that speak the language

By the end of the course each student should be able to introduce themselves and others, as well as create a basic sentence describing a person or an object.

This class includes conversations and short written assignments, music clips, videos, poems, short newspaper articles, and images.

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### **Portuguese for Teens & Adults II**

The students should have a general background in Portuguese. The class will begin with a general review of the above topics listed under Level I and then continue from that point to include topics such as:

- Classroom vocabulary
- Numbers(above 30 to 100)
- More adjectives
- Days of the week
- Months
- Weather
- Verbs
- Shapes
- Colors

By the end of the course each student should be able to discuss their daily schedule in detail in Portuguese. And should be able to label and describe the physical look of an object in Portuguese.

This class will include conversations and short written assignments, music clips, videos, poems, short newspaper articles, and images.

## PORTUGUESE COURSES (cont.)

### **Portuguese for Teens & Adults III**

This course is designed for students with a solid background in Portuguese, including creating basic complete sentences. The class will begin with a general review of the above topics listed under Levels I & II and then continue from that point to include topics such as:

- Numbers(above 100)
- Directions
- Commands
- Introduce Past Tense (Preterite Tense)

By the end of the course each student should be able to ask and give directions to a location. The student should be able to begin to express themselves in the Preterite Tense (Past Completed).

This class will include conversations and short written assignments, music clips, videos, poems, short newspaper articles, and images.

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### **Portuguese for Teens & Adults IV**

This course is designed for students with a solid background in the language, including creating basic complete sentences. The class will begin with a general review of the above topics listed under Level I through Level III and then continue from that point to include topics such as:

- Food and Restaurants
- Continue Past Tense (Preterite Tense)
- Introduce Past Tense (Imperfect Tense)

Since this is considered the intermediate level, the students will focus more on reading small passages and writing more complex sentences.

By the end of the course each student should be able to order food at a restaurant. They will also be able to formulate complex sentences at the intermediate level, in the present and past tense. Lastly, they should be able to read small basic excerpts in the language.

This class includes conversations and longer written assignments, music clips, videos, poems, short newspaper articles, and images.

## SPANISH COURSES

### **Spanish for Children I**

This class was developed for students with no previous background or minimum background in reading, writing and speaking. The class will begin with the alphabet for pronunciation and will progress to include the following:

- Greetings
- Numbers(0-30)
- Colors
- Adjectives
- Time
- Family
- Verbs
- Culture about the Spanish Language
- Some culture about Spain

By the end of the course each student should be able to introduce themselves and others in Spanish as well as create a basic sentence describing a person or an object.

The class activities are puzzles, short videos, music clips, index card games, etc., as a form of learning grammar and vocabulary.

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### **Spanish for Children II**

The course is for students with a general background of the language. The students should possess previous knowledge of basic introductions, greetings, and the alphabet. The class begins with a general review of Level I topics listed above. The class will then continue with the following topics:

- Classroom vocabulary
- Numbers(above 30 to 100)
- Creating schedules
- Some irregular verbs
- Adjectives
- Sentences become more complex
- Some culture about Mexico

By the end of the course each student should be able to discuss their daily schedule. Also, their sentences structure will have become more complex than “I am American” for instance.

The class activities are puzzles, short videos, music clips, index card games, etc., as a form of learning grammar and vocabulary.

## SPANISH COURSES (cont.)

### **Spanish for Children III**

The students should have a solid background in Spanish, and be able to create basic complete sentences. The class will begin with a general review of the above topics listed under Levels I & II and then continue from that point to include topics such as:

- Body parts
- Numbers(above 100)
- Clothing
- Irregular verbs
- Directions
- Commands
- Culture of Argentina

By the end of the course each student should be able to describe their clothing, and be able to name the body parts and explain any ailments that they might have in complete Spanish sentences. The students will also be able to ask and give directions to a location.

The class activities are puzzles, short videos, music clips, index card games, etc., as a form of learning grammar and vocabulary.

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### **Spanish for Children IV**

The students must be able to create sentences at an intermediate level. The class will begin with a general review of the above topics listed under Level I to Level III and then continue from that point to include topics such as:

- Food
- Animals
- Irregular Verbs
- Culture of a class picked Spanish
- Speaking country

Since this is considered the intermediate level, the students will focus more on reading small passages and writing more complex sentences.

By the end of the course each student should be able to order food at a restaurant. They will also be able to formulate complex sentences at the intermediate level. Lastly, they should be able to read small basic excerpts.

The class activities are puzzles, short videos, music clips, index card games, etc., as a form of learning grammar and vocabulary.

## SPANISH COURSES (cont.)

### **Spanish for Children V**

The class is tailored to address the students' specific weaknesses and the topics the students would like to learn.

Another option for the student is to join the Spanish for Adults III to continue their studies, dependent of maturity level and the completion of an entrance exam to continue their studies.

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### **Spanish for Teens and Adults I**

This course was created for students with no previous knowledge of Spanish.

Reading, writing, and speaking will be practiced as a class, with partners and individually. The class will begin with the pronunciation and will progress from that to multiple topics, some of which can be chosen by the student, including:

- Greetings
- Basic expressions
- Verbs
- Numbers 0-30
- Time
- Creating basic sentences
- Some culture of the language, and the countries that speak the language

By the end of the course each student should be able to introduce themselves and others, as well as create a basic sentence describing a person or an object.

This class includes conversations and short written assignments, music clips, videos, poems, short newspaper articles, and images.

### **Spanish for Teens & Adults II**

The students should have a general background in Spanish. The class will begin with a general review of the above topics listed under Level I and then continue from that point to include topics such as:

- Classroom vocabulary
- Numbers(above 30 to 100)
- More adjectives
- Days of the week
- Months
- Weather
- Verbs
- Shapes
- Colors

By the end of the course each student should be able to discuss their daily schedule in detail in Spanish. And should be able to label and describe the physical look of an object in Spanish.

## SPANISH COURSES (cont.)

### **Spanish for Teens & Adults III**

This course is designed for students with a solid background in Spanish, including creating basic complete sentences. The class will begin with a general review of the above topics listed under Levels I & II and then continue from that point to include topics such as:

- Numbers(above 100)
- Directions
- Commands
- Introduce Past Tense (Preterite Tense)

By the end of the course each student should be able to ask and give directions to a location. The student should be able to begin to express themselves in the Preterite Tense (Past Completed).

This class will include conversations and short written assignments, music clips, videos, poems, short newspaper articles, and images.

### **Spanish for Teens & Adults IV**

This course is designed for students with a solid background in the language, including creating basic complete sentences. The class will begin with a general review of the above topics listed under Level I through Level III and then continue from that point to include topics such as:

- Food and Restaurants
- Continue Past Tense (Preterite Tense)
- Introduce Past Tense (Imperfect Tense)

Since this is considered the intermediate level, the students will focus more on reading small passages and writing more complex sentences.

By the end of the course each student should be able to order food at a restaurant. They will also be able to formulate complex sentences at the intermediate level, in the present and past tense. Lastly, they should be able to read small basic excerpts in the language.

This class includes conversations and longer written assignments, music clips, videos, poems, short newspaper articles, and images.

### **Spanish for Teens & Adults V**

The class will be tailored to the students' specific weaknesses and topics that the student would like to learn in Spanish.

This class will include conversations and long written assignments, regarding TV episodes in Spanish, Spanish films, and Portuguese books.

## College Winter Intersession Conversation

This program is designed for college students who are foreign language majors, but it is open to anyone with a foreign language background. It will be held in January, during college Winter Break. It is geared to maintain the language skills that the college student already has in Portuguese or Spanish. It is a way for the student to remain within the school mode during their month long break, without any written work or homework.

The students' sole expectation is to speak as much as possible in the language. The student will also be allowed to present possible speaking topics. Individual feedback is given to every student to assist in identifying strengths and weaknesses and to improve his/her language skills.

The course is held in 1.5 hour increments for three days, during two weeks. A total of 9 hours of either Portuguese or Spanish conversation. The students can further their studies in these languages with an evening class or summer class, which starts up every 8 weeks.

Tuition: \$100.00 for 9 hours

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## Languages for Travelers

- Arabic
- French
- Italian
- Mandarin
- Portuguese
- Spanish

This program is designed to develop students' oral skills, in one of the above languages chosen. The students will build basic conversational vocabulary, with the goal of being able to comfortably communicate in the language chosen in the country that he/she will be traveling to. To assure safe and easy travels for every traveler. The topics that will be the focus of the class are:

- Greetings & Introductions(formal & informal)
- Airport dialogue
- Hotel dialogue
- Restaurant dialogue
- How to ask for directions.
- Emergency dialogue
- Shopping dialogue
- Miscellaneous phrases

Each student will have an opportunity to ask the teacher for any specific topics to be discussed in class for the last day. In case something he/she wants to learn has not been covered.

## Culture for Travelers

- Arabic
- French
- Italian
- Mandarin
- Portuguese
- Spanish

This program is designed to develop students' comprehension and appreciation for the culture of the countries that speak one of the above languages that the student has chosen. The goal is to avoid cultural blunders when traveling overseas, as well as avoid culture shock. To assure safe and easy travels for every traveler.

Some of the topics that will be the focus of the class are:

- The proper ways to greet a person, both formally and informally.
- Proper restaurant etiquette.
- Proper body language
- Introduce some basic history and cultural elements of the country
- Monetary etiquette
- should you tip at a restaurant & how much should you tip
- at open markets - do you haggle or notetc.
- Recommendations to must-see places and basic background to these places
- Recommendations to restaurants

Each student will have an opportunity to ask the teacher for any specific topics to be discussed in class for the last day. In case a specific area he/she wants to learn has not been covered.

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## WORKSHOPS

Do you want to take a class, but don't have the time to commit to a set schedule?

This is your opportunity to take a class that lasts only 1 day.

Every 3rd Saturday of the month we will be offering a 4 1/2 hour workshop on a variety of topics, with two 15 minute breaks.

Coffee and snacks will be provided.

The cost of each workshop is \$250.00

You must register for the workshop by the Friday of the second week of the month.

Please check this site page for updates on the topic for the next workshop. Topics will vary from TESOL to Foreign Languages.

# THE ESOL & TOEFL CENTER

## ESOL COURSES

### **Intensive ESOL Program**

*Description of Intensive ESOL Program:* This program is designed to develop students' English oral and written skills. As part of the program, students will study the sound system of English. Students will engage in-group discussion, presentations and pair work. Individual feedback is given to every student to assist in identifying strengths and weaknesses and to improve his/her English skills.

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### **Basic ESOL Program**

*Description of Basic ESOL Program:* This program is designed to develop students' English oral and written skills. As part of the program, students will study the sound system of English. Students will engage in-group discussion, presentations and pair work. Individual feedback is given to every student to assist in identifying strengths and weaknesses and to improve his/her English skills.

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### **Intermediate ESOL Program**

*Description of Intermediate ESOL Program:* This program is designed to develop students' English oral and written skills. As part of the program, students will study the sound system of English. Students will engage in-group discussion, presentations and pair work. Individual feedback is given to every student to assist in identifying strengths and weaknesses and to improve his/her English skills.

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### **Advanced ESOL Program**

*Description of Advanced ESOL Program:* This program is designed to develop students' English oral and written skills. As part of the program, students will study the sound system of English. Students will engage in-group discussion, presentations and pair work. Individual feedback is given to every student to assist in identifying strengths and weaknesses and to improve his/her English skills.

## CERTIFICATES

### **Administrative Assistant**

The Administrative Assistant Certificate at Hemingway Language Institute is a 26 Week Program which will include the the following skills.

- Management of Records
- Office Procedures
- Microsoft Office
- Administrative Transcription
- Office Management Basics
- Internship
- Business Entrepreneurs
- Speech Skills
- Word Processing Application
- Composition Skills

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### **General Educational Development (GED)**

The General Educational Development Tests (GED Tests) can give you the opportunity to earn a high school equivalency diploma. This credential is recognized as a key to employment opportunities, advancement, further education, and financial rewards. Our intensive program focuses on teaching the five subjects of the GED and prepare students to successfully pass the GED Test.

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### **Basic Computer Skills**

This class will focus on delivering training in five core areas:

- 4 hours of Microsoft Outlook
- 4 hours of Microsoft Word
- 4 hours of Microsoft Excel
- 3 hours of Internet Explorer

Optional components are:

- PowerPoint
- InfoPath

The student will have the opportunity to acquire the basic skills needed to operate a computer. Three to four hours will be spent in each area adding up to 20 hours of instruction. The course is designed for business and individual training, and can be customized to meet the client's objectives. Application projects will vary to meet the needs of the class. This course is not equivalent to individual courses about Internet Explorer, Microsoft Word, Microsoft Outlook, Microsoft Excel, PowerPoint, or InfoPath.

General Objectives: Use basic skills to operate Microsoft Word, Excel, and Outlook. Use basic skills to operate Internet Explorer. Use basic skills to operate Spreadsheets.