



# GED to Job Ready Program



## Curriculum

This 22 week innovative training program offers students the opportunity to receive an industry recognized credential while working on the academic coursework of the GED. This provides an opportunity to graduate with two successful completions as well as jump start into a high priority occupation.

Students will work on GED coursework and Microsoft Office Excel, Accounting Principles and QuickBooks.

In addition, students will also receive job readiness training that includes Resume writing, Cover Letter, Job Search assistance and Interviewing Skills.

## Tuition

- \$5,000.00
- 20 Hours Per Week
- 22 Weeks

## Schedule

- Monday-Thursday 8am-2:30pm
- Monday-Thursday 2:30pm-8:00pm
- (Schedule is subject to change)

## Text

- Contemporary's Complete GED(for high school equivalency examination)-McGraw Hill
- Microsoft Office Excel Introductory-Shelley Cashman Series
- Microsoft Office Intermediaye-Shelley Cashman Series
- College Accounting Chapters 1-6 Heintz Parry
- QuickBooks Pro-Level 1 Labyrinth Learning

## Course Schedule

- Weeks 1-8: GED prep and testing
- Weeks 9-14: Microsoft Office Introductory and Intermediate Excel concepts
- Weeks 15-20: College Accounting and QuickBooks
- Weeks 21-22: Resume, cover letters, job searching and interview skills