



Academic Skills for Employment Academic Learning Center GED Preparation

Start Date: Open Entry. Please contact our front desk staff: (650) 330-6429

Location: JobTrain- 1200 O'Brien Drive, Menlo Park, CA 94025

Average Length of Training: Length of training varies according to student's initial skill level.

Days/Time:

ASE	Monday through Friday	8:30 to 11:30 a.m. and/or 12:15 to 3:15 p.m
GED	Monday through Friday	8:30 to 11:30 a.m. and/or 12:15 to 3:15 p.m
ASE/GED	Tuesday & Thursday	6:00 p.m. to 9:00 p.m.

Entry and Class Requirements: JobTrain orientation and academic skills assessment.
Reading: texts, workbook exercises.
Writing: expository and persuasive essays, argument construction and use of evidence
Thinking: problem solving, analysis and synthesis of factual material, application of skills to both tests and appropriate workplace requirements

Skills to Be Attained: Classes are designed to improve reading, writing, and math skills, in addition to introducing basic science and social studies. Students will complete coursework in preparation to meet minimum proficiencies required to pass General Education Development (GED) exam and/or the academic requirements of specific training programs.

Certification Track GED (General Education Development) Proficiency Exam
California High School Equivalency Exam

Accreditation: Fully accredited by the Western Association of Schools and Colleges (WASC)

La Prueba: Pre- GED test are available in Spanish
Pre- GED esta disponible en Espanol

Mission Statement: Job Train is committed to helping those who are in most need to Succeed. Our purpose is to improve the lives of people in our community through assessment, attitude and job skills training, and high potential career placement