

# Exam Review & Personal Improvement

## ACT Writing Review

Stephanie O Jones Certified Six Traits Writing Instructor, AP Certified

Writing under the pressure of time during a standardized exam can be intimidating at best. With this new course in our ACT Review series, you will learn how to rapidly analyze and confidently approach the essay writing process. Your instructor will cover prewriting, composing, editing and proofreading with an emphasis on the principles of effective writing. Through critiquing writing samples, you will collaborate and draft a position paper for peer review. You will also have independent practice following guided practice.

TEXTBOOK: Barron's Educational Series ACT (latest edition) Required at each class

10IER125AG, 1/11/2010 - 1/25/2010  
3 Sessions, M from 5:30 PM to 8:30 PM

10IER125BG, 3/8/2010 - 3/29/2010  
4 Sessions, M from 6:00 PM to 8:30 PM

1.0 CEU, \$55

## ACT Science Review

Maureen G. Seaman, M.Ed.

Through the exploration of several areas of science in this review, you will prepare to take the science portion of the ACT exam. This review class focuses on understanding analysis, generalization of scientific data, and the practice of time management while practicing the three types of science reasoning questions.

TEXTBOOK: Barron's Educational Series ACT (latest edition) Required at each class

10IER110AG, 1/19/2010 - 2/2/2010  
3 Sessions, Tu from 6:00 PM to 9:00 PM

10IER110BG, 3/9/2010 - 3/30/2010  
4 Sessions, Tu from 6:00 PM to 8:30 PM

1.0 CEU, \$55



## ACT Reading Review

Susan Hales, M.A.



This preparation program will cover material most likely found in the Reading section of the ACT. Students will practice specific strategies for speeding up test-taking time as well as skills for faster reading and answering questions about what they have read. Students will also learn to recognize generalizations, determine main ideas, make comparisons, understand cause-effect relationships, distinguish between various narrative voices, and trace the link between context and meaning. TEXTBOOK: How to Prepare for the ACT (latest edition Barron's Educational Series) Required

10IER115AG, 1/21/2010 - 2/4/2010  
3 Sessions, Th from 6:00 PM to 9:00 PM

10IER115BG, 3/11/2010 - 4/1/2010  
4 Sessions, Th from 6:00 PM to 8:30 PM

1.0 CEU, \$55

**NOTE: Absolutely no text messaging during all exam review classes...cell phones MUST be turned off upon entering classroom!**

**2010  
ACT TEST DATES**

**FEBRUARY 6, 2010  
APRIL 10, 2010  
JUNE 12, 2010  
OCTOBER 23, 2010  
DECEMBER 11, 2010**

**[www.actstudent.org](http://www.actstudent.org)**

## ACT Math Review

Patti O McKinley, M.S.

Enhance your understanding of basic material covered on the ACT Exam through this math review. The instructor will cover topics that include arithmetic, algebra, geometry, trigonometry and advanced high school mathematics. In addition, you will receive testing hints to assist you in preparing for this portion of the ACT. Two years of algebra and one year of geometry will be covered. In order for students taking the math section of the review to achieve maximum benefits from this review, it is recommended they have completed algebra and geometry courses. TEXTBOOK: Barron's Educational Series ACT (latest edition) Required at each class

10IER106AG, 1/16/2010 - 1/30/2010  
3 Sessions, Sa from 11:30 AM to 2:30 PM

10IER106BG, 03/6/2010 - 3/27/2010  
4 Sessions, Sa from 11:00 AM to 1:30 PM

1.0 CEU, \$55

## ACT English Review

Larry Perdue, M.A., National Board Certified Teacher

This preparation program will cover material most likely found in the English section of the ACT. While practicing with sample questions and learning test-taking strategies, you will become more skilled regarding the rules of English grammar, usage, style, and punctuation that are necessary to score well on the ACT English test. Reduce your test anxiety and enhance your test-taking skills through the frequent practice our exam review courses offer.

TEXTBOOK: Barron's Educational Series ACT (latest edition) Required at each class

10IER100AG, 1/16/2010 - 1/30/2010  
3 Sessions, Sa from 8:00 AM to 11:00 AM

10IER100BG, 3/6/2010 - 3/27/2010  
4 Sessions, Sa from 8:00 AM to 10:30 AM

1.0 CEU, \$55

# Exam Review & Personal Improvement

## GRE Preparation Program

Charlotte Matthews, Ph.D.  
Robert Bartholomew, M.A.

Instructors focus on reviewing academic material as well as test-taking skills and strategies in this preparation program for the Graduate Record Exam. Instructors will cover material most likely found in the math, verbal and analytical writing sections of the GRE. There is a \$70 non-refundable charge included in the registration fee to cover the cost of study materials. You will receive a GRE-CAT disc that exactly simulates the computer-based test, and can practice with the disc under exam conditions to become familiar with exam structure and format. In addition, you will benefit by enhanced performance on the computer-based test through this in-class review.

EXAM DATE: Computerized test may be taken at any time.

10IER300AG, 1/16/2010 - 2/6/2010

4 Sessions, Sa from 9:00 AM to 5:00 PM  
2.8 CEU, \$359

Verbal: January 16 and 23, 2010

Math: January 30 and February 6, 2010

## GMAT Preparation Program

Charlotte Matthews, Ph.D.  
Robert Bartholomew M.A.

Would you like to achieve the highest score possible on the Graduate Management Admissions Test (GMAT)? This GMAT Review (1) familiarizes you with the GMAT exam through typical exam questions and sections; (2) offers remedial assistance to students weak in specific academic areas; and (3) provides tips and techniques that will benefit all those who take the test. The review covers Problem Solving, Geometry and Data Sufficiency, Reading Comprehension and Writing, and Critical Reasoning. There is a \$70 non-refundable charge included in the registration fee to cover the cost of study materials.

NOTE: For a test center near you, visit [www.mba.com/mba](http://www.mba.com/mba). For more information about the test application, call (800) 717-4628.

NOTE: Computerized test may be taken at any time.

NOTE: All course materials included.

10IER400AG, 1/16/2010 - 2/6/2010

4 Sessions, Sa from 9:00 AM to 5:00 PM  
2.8 CEU, \$359

Math: January 16 and 23, 2010

Verbal: January 30 and February 6, 2010

## SPECIAL NOTICE

*Our review courses focus students on test preparation. Application to take the tests and costs associated with sitting for an exam are not included in the preparation program*

**GRE** general admission exam is offered via computer everyday at Prometric. The GRE paper/ pencil subject only exam is available through USA Testing Services, 251-460-7051 (No computer testing for GRE available at USA Testing Services.)

**LSAT** is offered via paper/pencil only through USA Testing Services (251) 460-7051. LSAT not offered at Prometric.

**GMAT** offered via computer testing only. The closest testing site is Pearson Professional Centers.

## LSAT Preparation Program

Jennifer Caldwell, Attorney

Are you intimidated by standardized tests, but would like to apply to law school? Through this 10-week course you will review the four problem-types on the Law School Admission Test: Logical reasoning, reading comprehension, analytical reasoning I and II and the writing sample. The final session of class will consist of a sample exam. Your instructor will give you a thorough exposure to the LSAT exam through sample questions and helpful exercises. With proven tips and techniques you will strengthen your command of specific subject areas and achieve your full LSAT potential.

*There is a \$70 non-refundable charge included in the registration fee to cover the cost of study materials.*

10IER500AG, 1/12/2010 - 2/4/2010

8 Sessions, Tu and Th from 6:00- 9:00 PM  
2.4 CEU, \$359

## Want to improve your typing skill?



Glance at our Typing Pal online class page 50.

## American Citizenship Test Prep: Online

This course will help you to study for and prepare to take the American citizenship test. This course contains seven critical aspects of information that you will need to know, including: rights and responsibilities of American citizens and aspects of eligibility to apply for citizenship, American History, American Government, American Holidays and Symbols, U.S. Constitution (Preamble and Articles), U.S. Constitution (Bill of Rights and Articles) and 100 Practice Questions. By the time you are done with this course, you should have a very good idea of what to expect on the U.S. citizenship exam, and you should be better prepared and more confident to make application for your American citizenship.

10ISAL411, \$25

# Exam Review & Personal Improvement



## Master Electrician's Competency Exam Review

Stewart Brooks, Master Electrician

Learn to pass the Master Electrician's Exam. In order to pass it, you will need to demonstrate extensive electrical skill plus have the knowledge about the 2008 National Electrical Code (NEC). Many professionals seem to fail this exam the first time because they don't know what to expect. A comprehensive review of the exam material including services, switchboards, grounding and bonding, overcurrent protection, feeder-circuits, and raceways will be covered. The recent revision of the renumbering of the NEC Article 220 will be discussed. You will learn how the Code has changed and discuss relevant business law, management, and licensing rules and regulations for Alabama. Participants will be familiar with the NEC, load calculations and business practices relevant to the Master Electrician's Competency Exam.

TEXTBOOKS: (1) The National Electrical Code by the National Fire Protection Association - 2008 edition (2) 2008 Calculations Exam Questions and Answers by Tom Henry (3) Contractors Guide to Business, Law and Management 2007 by NASCLA Publications, Inc. (4) Alabama Electrical Contractors Supplement to the Contractors Guide by Parov, Inc.

10IER715AG, 1/25/2010 - 3/15/2010  
8 Sessions, M from 6:00 PM to 9:30 PM  
2.8 CEU, \$169



REGISTER ON-LINE  
[www.usacontinuinged.com](http://www.usacontinuinged.com)  
or via FAX (251)431-6408  
24-hours a day, 7 days a week!

## Storming the Walls of the Publishing Industry

Evelyn Hope Neely, M.A.

Want to become motivated to write and stay motivated to write every day? You don't need to be mystified by the writing process. You can learn to clarify plot structure, characterization, composition and other elements. Hope Neely will teach you how to start, polish, complete or rewrite a short story, novel, or book-length nonfiction work. She will guide you in selecting literary agents, editors, publishers and markets. You'll learn how to present yourself effectively, receive tips on whom to contact and how to open doors, and you'll learn the do's and don'ts of submitting manuscripts. Find out how to make your manuscript saleable through submission strategies and manuscript mechanics. This course is for writers of all levels.

10IRW102AG, 1/21/2010 - 3/11/2010  
8 Sessions, Th from 6:00 PM to 8:00 PM  
1.6 CEU, \$79

*"Hope Neely made me want to finish my book. Her knowledge of the publishing industry and experience is obvious in every lecture!"*

-Susan House

## From Beans to Brew: Creating Characters: Online

Explore character development from birth to death. This course explores how to create believable and lifelike characters. Students will utilize hands-on techniques to explore their own lives and the lives of those around them for inspiration and details. Armed with these ideas, students will then create new characters or add stronger details to existing ones.

10ISAL209, 1.6 CEU, \$79

## Learn Grammar the Easy Way: Part I: Online

This online course is designed for people who want to get a better feel for grammar so that they can strengthen their writing skills. Many times before a person has met you face-to-face, they've met you through your words. Yes, your words are your "calling card" in a lot of situations. As such, it is important that they present you in the best light possible. Having a better understanding of grammar and how its pieces fit together can really help you. The course-work in part one focuses on the basics of grammar: parts of speech and sentence structure. These are the building blocks from which all written communication is constructed.

TEXTBOOK: "The Classic Guide to Better Writing" by Rudolph Flesch. (ISBN: 0062730487). It is available through amazon.com

10ISAL402-A, 2.0 CEU, \$69

## Learn Grammar the Easy Way: Part 2: Online

A continuation of "Learn Grammar the Easy Way", this online course concentrates on common errors in word usage. Misusing homonyms, pronouns, and words like effect and affect cause many sentence errors. Many times, people will select the wrong word. Also, errors in subject-verb agreement are common, too. People have trouble deciding when the verb should be plural or singular (were or was). As a result, their writing looks less than polished and their work appears less credible to the reader. In this course we'll take a look at common word selection and grammar problems. As you go through exercises and readings, the instructor is always available for tutoring through e-mail.

TEXTBOOK: "The Classic Guide to Better Writing" by Rudolph Flesch. (ISBN: 0062730487). It is available through amazon.com

10ISAL402-B, 2.0 CEU, \$69