

September - December 2018



**County of
Lethbridge
Community
Learning
Council**

Phone: 403-345-6009

www.communityclasses.ca

**Box 1207, 2014 - 18 Street
(Located in the Coaldale Public Library)
Coaldale, AB T1M 1N1**

**Open: Monday - Thursday
9:00 am - 3:00 pm**



County of Lethbridge Community Learning Council



@countyclasses

A non-profit organization funded by



Learn English

Enjelsch Leare Aprende inglés

Shaughnessy: English Language Learning

Learn English reading, writing, speaking and listening skills.

Free childcare offered for children 18 months - 5 years.

Dates: Mondays and Wednesdays
October 10 - December 12
No class November 12
Time: 9:00 am - 12:00 pm
Where: Shaughnessy Community Centre
133 - 3 Street, North end of Shaughnessy
Fee: \$40

Coaldale: Adult Literacy, Mornings

This class introduces basic reading and writing.
It is a perfect fit for adults who are returning to learning.

Free childcare offered for children 18 months - 5 years.

Dates: 8 Wednesday mornings, October 10 - November 28
Time: 9:30 - 11:30 am
Where: Coaldale Public Library, McCain Gallery
2014 - 18 Street, Coaldale
Fee: \$25

Coaldale: Adult Literacy, Evenings

This class introduces basic reading, writing and computer skills.
It is a perfect fit for adults who are returning to learning.

Dates: 8 Thursday evenings, October 18 - December 6
Time: 6:00 - 8:00 pm
Where: Coaldale Library, McCain Gallery, 2014 - 18 Street, Coaldale
Fee: \$25

Driver's License Prep for English Language Learners

To help adult English language learners prepare to write the Alberta Learner's License knowledge test.

Dates: 6 Monday evenings, October 22 - December 3, 2018
No class November 12
Time: 6:00 - 8:00 pm
Where: Barons School
Progress Avenue and Brainard Street, Barons, AB
Fee: \$25
Register by: Monday, October 15

To register 403-345-6009 or communityclasses.ca

Pre GED Preparation

This course is designed to prepare students for the GED exam. It will use the GED format and will focus on: grammar, writing skills, reading skills, vocabulary building and test-taking strategies. It will focus on the four areas in the GED exam: English, Math, Science and Social Studies in order to familiarize students in the requirements of the GED test.

Dates: Mondays and Wednesdays
October 10 - December 12
No class November 12
Time: 12:30 - 2:30 pm
Where: Shaughnessy Community Centre
133 - 3 Street, Shaughnessy
Fee: \$25

Standard First Aid - CPR C & AED

This two-day course covers all the skills in Emergency First Aid plus first aid for other injuries and illnesses including head and spinal injuries, fractures of the upper and lower limbs. This course includes Level C CPR training and certification and AED training and certification.

Dates: 2 Saturdays, October 27 and November 3
Time: 9:00 am - 5:30 pm
Where: Coaldale Public Library, McCain Gallery
2014 - 18 Street, Coaldale
Fee: \$175
Register by: October 18
Minimum 7 and maximum 15 students



St. John Ambulance

iPad Basics for Seniors

In this basic iPad class we will go through powering on and off, focusing on general settings, joining networks and downloading apps. Bring any questions you might have about your iPad, or if you're unsure about purchasing one come try one out! *Please bring your iPad if you have one or CLCLC can provide one if you would like to try one out.

Date: Monday, October 22
Time: 12:30 - 2:30 pm
Where: Coaldale Public Library, McCain Gallery, 2014 - 18 Street
Fee: \$15
Register by: Monday, October 15

Social Media 101 for Seniors

Come get social with us! This class will help answer your questions regarding Facebook, Instagram and Pinterest.

Date: Wednesday, November 21
Time: 12:30 - 2:30 pm
Where: Coaldale Public Library, McCain Gallery, 2014 - 18 Street
Fee: \$15
Register by: Wednesday, November 14

To register 403-345-6009 or communityclasses.ca

Get Comfortable with Computers

It is strongly encouraged to bring your own device. Word is preferred, but Open Office will also be supported. We will not be installing software as part of this class.

Introduction to Computers

October 23

Areas that will be covered include: what is a computer (identifying all the parts and components), care and maintenance of a computer, introduction to Operating Systems, introduction to the Internet, basic searching techniques, introduction to email and other popular web services.

Introduction to Microsoft Word

October 30

Areas that will be covered include: basic file creation, saving, renaming, printing, deleting, and opening existing files, font alignment, sizes, and enhancements, page settings (orientation, margins, line spacing), headers, footers, references, and how to generate table of contents, how to access and use online templates and keyboard shortcuts.

Internet Browsing and Usage

November 6

Areas that will be covered include: what is the Internet, browser types, including pros and cons of each, elements of a browser (different parts of the screen), different search engines, basic Internet safety, and how to search Google (various tips and tricks)

File and Image Management

November 13

Areas that will be covered include: how to organize and sort files in a windows environment, keyboard shortcuts, metadata and its uses, searching and locating information, how to get images off devices (cameras, phones, tablets, etc), different connector types and how they are used and online storage and backups.

Introduction To Excel

November 27

An introductory class into the world of spreadsheets and Microsoft Excel. Skill sets that will be developed include:

- How to enter data on a single sheet
- Creating multiple sheets in a workbook
- Sorting data
- Navigation within a spreadsheet program
- Performing basic calculations
- Introduction to charts and graphs
- Basic keyboard shortcuts
- Formatting and printing techniques

Come prepared to take notes and ask questions as there is a lot of information to cover.

Time: 6:00 - 8:30 pm

Where: Coaldale Public Library, McCain Gallery, 2014 - 18 Street

Fee: \$15 per class

Register by: one week prior to course start date

To register 403-345-6009 or communityclasses.ca

Safe Food Handling Certificate

This fast paced, one day course prepares participants for the exam and certification required by Section 31 of Alberta's Food Regulation. Participants will learn about food safety topics including microbes, foodborne illness, food preparation and storage, and cleaning and sanitizing. Participants complete a 50 question multiple choice exam at the end of the course, and if successful, will receive a certificate and be added to the provincial registry. This course provides the same certificate as the 2 Day Food Safety Alberta Certification course. A good understanding of written and spoken English is recommended.

Date: Monday, November 19
Time: 9:00 am - 5:30 pm
Where: Coaldale Public Library, 2014 - 18 Street, Coaldale
Fee: \$90
Register by: Tuesday, November 13
Minimum: 10 and maximum 18 students



What Every Babysitter Should Know

This course is intended for youths **11 - 17 years of age** who want to look after infants and young children. Participants will learn basic skills which will prepare them to deal with emergency situations plus general principles of caring for infants and young children. Students will receive a manual and a certificate.

Please bring a bagged lunch, pen & paper

Time 9:00 am - 4:00 pm

Fee: \$60

Minimum 7 and maximum of 12 students per class



St. John Ambulance

Coaldale

Date: Saturday, October 20
Where: Coaldale Public Library, 2014 - 18 Street, Coaldale
Register by: Thursday, October 11

Coalhurst

Date: Saturday, October 27
Where: Coalhurst Community Centre, 527 - 50 Avenue, Coalhurst
Register by: Thursday, October 18

Picture Butte

Date: Saturday, November 3
Where: Picture Butte Library, 120 - 4 Street North, Picture Butte
Register by: Thursday, October 25

STAY TUNED!

FOR INFORMATION ON RHYME TIME IN PICTURE BUTTE

CHECK OUR WEBSITE: COMMUNITYCLASSES.CA



County of Lethbridge Community Learning Council



@countyclasses

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FREE TUTOR PROGRAM

This is a program for adults in the county who wish to improve their literacy essential skills (reading, writing, basic numeracy, communication skills etc.) In this program, weekly tutoring with a trained literacy volunteer is provided for basic literacy learners and for English Language Learners. Tutoring is provided in a confidential setting and at **no charge** to the learner.

COMPUTER TUTOR

Book a time to get your basic computer questions answered in **Coaldale, Shaughnessy and Coalhurst!**
Please call the CLCLC office at (403) 345-6009

COST: NO CHARGE

PLEASE
CALL TO
REGISTER

In **Picture Butte** please call the Library at (403) 732-4141

Dates: Wednesdays

Time: 10:00 am - 12:00 pm or by appointment

Where: Picture Butte Library, 120 - 4 Street North

LEARNER SUPPORT SERVICES

Online learning

A flexible, accessible and personalized way to access Lethbridge College's programs and courses.



lethbridgecollege.ca/online-learning

The County of Lethbridge Community Learning Council can connect you with:

- Information on post-secondary programs and other learning opportunities
- Assistance with post-secondary forms and applications
- Job searches and assistance with applications
- Resume writing assistance

FINANCIAL ASSISTANCE

The Adult Learning Council strives to reduce barriers to learners in our community. Fees can be reduced for those who require financial assistance to pay the full registration fee for our programs. Please talk to us as funding is available.

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