



WESTLOCK LITERACY & LEARNING

Fall 2020 Programs

FOUNDATIONAL LEARNING

ENGLISH LANGUAGE LEARNING

This English course is open to people of all skill levels. We will focus on listening, reading, speaking, and writing skills. Come learn English, with a focus on Canadian Citizenship preparation.

Please call our office at 780 349 5253 and leave your name on an interest list for this class. Once sufficient interest is shown we will book a class based on learner and instructor availability.

ADULT TUTORING

One-on-one tutoring and coaching available:

- Reading/Writing
- Math
- Computer/Phone/Tablet
- GED Prep
- On-line course support/Time Management
- Budgeting
- Resume writing/interview skills

Date: Monday to Friday
Time: Booking by appointment
Location: Literacy & Learning Centre, Classroom #6
Fee: \$10.00 per drop-in – subsidies available

IMPROVE YOUR SKILLS SO YOU CAN HELP YOUR CHILD WITH THEIR SCHOOL WORK!

Call the Westlock Literacy & Learning Centre at 780 349 5253 for more information on tutoring to suit your needs.

FAMILY LITERACY

MOTHER GOOSE

The adult-child Mother Goose program is a group experience for parents and their babies and young children. The program introduces adults and children to the pleasure and power of using rhymes, songs, and stories together.

Date: Mondays, September 21 – November 30

Time: 10:00 – 10:30 a.m.

Location: Online - Join our Facebook Group “Westlock Mother Goose Program” to register

COMPUTER/TECHNOLOGY

MICROSOFT OFFICE (Word)

(12 Hours)

In this Introduction to Microsoft Word, you will learn the basics in order to move smoothly through the task of creating professional looking documents. The features and powerful tools in Word can make your work easy, and even fun. In this course, you will learn how to use Word to create and edit simple documents, and how to insert tables and graphics.

Please call our office at 780 349 5253 and leave your name on an interest list for this class. Once sufficient interest is show we will book a class based on learner and instructor availability.

MICROSOFT OFFICE (Excel)

(12 Hours)

Come discover how easy it is to unlock the versatility and power of Microsoft Excel. Sessions cover the fundamentals of spreadsheets using examples for budgeting, estimating, and invoicing. Learn how to use graphs and time saving tricks to make numbers easy!

Please call our office at 780 349 5253 and leave your name on an interest list for this class. Once sufficient interest is show we will book a class based on learner and instructor availability.

INTRODUCTION TO THE IPAD/PHONE

(10 hours)

In this Five evening interactive setting we will explore your iPad and iPhone. Further learn and explore different features that make up the phone. Small class sizes to meet the needs of the learner! Bring your Apple device!

Please call our office at 780 349 5253 and leave your name on an interest list for this class. Once sufficient interest is show we will book a class based on learner and instructor availability.

MICROSOFT PUBLISHER

(6 hours)

Looking to create powerful posters, brochures, and publications? Microsoft Publisher is the tool you need! This 6 hour course is designed to get you started in creating beautiful print documents for work or for play!

Please call our office at 780 349 5253 and leave your name on an interest list for this class. Once sufficient interest is show we will book a class based on learner and instructor availability.

SAFETY

GROUND DISTURBANCE–Global Level II (Level I is not required as a pre-requisite)

The Focus on this course is damage prevention. Course content includes ground disturbance and the law – a review of applicable legislation, giving notice before ground disturbance – where to look, who to call, crossing agreements, locating and marking methods and responsibilities, limitations, and so on. After successful completion of this course a Certificate from Global Training Centre will be issued.

Please call our office at 780 349 5253 and leave your name on an interest list for this class. Once sufficient interest is show we will book a class based on learner and instructor availability.

CONFINED SPACE – Entry Level 1

This course will guide you through all aspects of working in a confined space, entry and exit, to safe work and rescue procedures. After completion of this course you will be issued a certificate of completion.

After completion of this course you should be able to understand:

- What is a confined space
- How to safely enter a confined space
- Worker and employer responsibilities
- Hazard recognition and prevention
- Safety work and rescue procedures
- Key points on Confined Spaces:
 - A confined space is defined as an enclosed area with limited means of entry and exit
 - Anyone working in a confined space is required by law to be Confined Spaces Trained
 - All employers are required to show diligence when training employees

Please call our office at 780 349 5253 and leave your name on an interest list for this class. Once sufficient interest is show we will book a class based on learner and instructor availability.

AIR BRAKES

You will learn basic air brake theory, system operations, and routine maintenance, as required by the Alberta Transportation Safety Branch. This is for anyone interested in a Class 1, pulling an Air Brake equipped trailer or using an air brakes vehicle. Due to changes in regulation, class sizes are limited to six people per class, with the expectation that the final exam is written at the registry office.

Date: Saturday, to be determined
Time: 8:00 a.m. – 8:00 p.m.
Location: Literacy & Learning Centre, Classroom #4
Fee: \$385.00

H2S ALIVE

This one day course is intended for all workers who may be exposed to environments where hydrogen sulfide is present. The course covers the physical properties and health hazards of H2S, how to protect oneself and basic rescue techniques. A certificate valid for three years will be issued upon successful completion of a written exam and demonstration of the required skills.

Date: Saturday, November 14
Time: 8:30 a.m. – 4:30 p.m.
Location: Literacy & Learning Centre, Classroom #4
Fee: \$165.00

- Other dates available upon demand.

CANADIAN FIREARMS SAFETY

The Canadian Firearms Safety Course (CFSC) was developed in partnership with provinces and territories, national organizations with an ongoing interest in firearms safety, as well as many firearms and hunter education course instructors from across Canada. This course was developed to meet the mandatory requirements of section 7 of the Firearms Act. The legislation stipulates that individuals wishing to acquire non-restricted firearms must take the CFSC and pass the test OR challenge and pass the CFSC test without taking the course. Individuals wishing to acquire restricted firearms must take the CFSC and the Canadian Restricted Firearms Safety Course (CRFSC) and pass the tests OR challenge and pass the tests without taking either course.

Topics covered in the FCSC include:

- the evolution of firearms, major parts, types and actions
- basic firearms safety practices
- ammunition
- operating firearm actions
- safety handling and carry procedures
- firing techniques and procedures
- care of non-restricted firearms
- responsibilities of the firearm's owner/users
- safety storage, display, transportation and handling on non-restricted firearms

Bring a lunch, identification, and your address. This is the course you need to purchase firearms and/or ammunition.

Date: Saturday, October 24 or November 21
Time: 9:00 a.m. – 5:00 p.m.
Location: Literacy & Learning Centre, Classroom #4
Fee: \$130.00

HUNTER EDUCATION

Wanting to go hunting this fall? As a fire time hunter you must take the Provincial requirements for all fire time hunters in Alberta – The Hunter Education Certification Program. To successfully achieve your certification you must pass with a mark of 80 percent or more on the final exam.

Topics to be covered in this course will include:

- Role of the hunter
- Hunter ethics
- Wildlife management and conservation
- Wildlife identification
- Clothing and equipment
- Firearms
- Bow hunting
- Survival
- Field techniques
- First and hypothermia
- Legal responsibilities

Date: Saturday & Sunday, October 3 & 4 or October 17 & 18
Time: 9:00 a.m. – 5:00 p.m.
Location: Literacy & Learning Centre, Classroom #4
Fee: \$110.00

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

You can purchase your workbook and exam from the Westlock Literacy & Learning Centre. Upon completion and successful achievement, you will receive your 3-year certificate.

Package: \$45.00

TRANSPORTATION OF DANGEROUS GOOD (TDG)

You can purchase your workbook and exam from the Westlock Literacy & Learning Centre. Upon completion and successful achievement, you will receive your 3-year certificate.

Package: \$45.00

RED CROSS STANDARD FIRST AID & C.P.R.

This two day course provides comprehensive First Aid & C.P.R. techniques for those wanting more knowledge to respond to emergencies in the home or workplace. We will cover basic first aid, C.P.R. Level C, prevention of disease transmission, and injuries to the head and spine.

Date: October 20 & 21
November 5 & 6
November 23 & 24
December 7 & 8
Time: 9:00 a.m. – 5:00 p.m.
Location: Literacy & Learning Centre, Classroom #4
Fee: \$160.00

RED CROSS STANDARD FIRST AID RECERTIFICATION

Must hold a valid Red Cross Standard First Aid Certificate to recertify.

Date: October 30
 December 17
Time: 8:00 a.m. – 8:00 p.m.
Location: Literacy & Learning Centre, Classroom #4
Fee: \$100.00

RED CROSS STANDARD FIRST AID - BLENDED

(8 hours online prior to class done by individuals on own – then one 8 hour day of practical skills, assessment and exam)

Each blended learning course is divided into two components. Participants must first complete the self-paced online component, which includes the written knowledge evaluations then successfully complete an Instructor-led classroom component (skills practice and evaluation session) in order to achieve certification. Participants complete the classroom component with six weeks of completing the online component. If a participant does not attend a classroom session within this timeframe, they are required to purchase a second PIN and retake the online component before being admitted in the classroom!

Date: September 30
 December 17
Time: 9:00 a.m. – 5:00 p.m.
Location: Literacy & Learning Centre, Classroom #4
Fee: \$130.00

GENERAL INTEREST

ANGER MANAGEMENT

- How anger affect bodies, minds and behavior
- To understand the anger response
- To understand how anger affects others
- To identify anger patters
- How to break these patterns
- How to replace these patters with a model or assertive anger
- Effective and healthy ways of expressing anger
- Relaxation techniques
- How to handle criticism
- To set up a step by step plan to meet anger control goals
- To handle challenges in dealing with others

Date: Saturday, October 31 or December 5
Time: 10:00 a.m. – 4:00 p.m.
Location: Literacy & Learning Centre, Classroom #4
Fee: \$100.00

BASIC ACCOUNTING CONCEPTS

You will learn the basic rules for creating financial reports for a business. A balance sheet will be prepared listing assets, liabilities, and the owner's equity. This course is mandatory for those wishing to take the Simply Accounting Course.

Please call our office at 780 349 5253 and leave your name on an interest list for this class. Once sufficient interest is shown we will book a class based on learner and instructor availability.

SAGE SIMPLY ACCOUNTING

You will learn the following functions of Simply Accounting: chart of accounts, setting up a new database, purchases and sales, payroll and banking, GST and payroll tax remittance and financial reports.

Pre-requisite: Basic Accounting Concepts

Please call our office at 780 349 5253 and leave your name on an interest list for this class. Once sufficient interest is shown we will book a class based on learner and instructor availability.

SURVIVAL SPANISH

Join us for a fun-filled evening of learning how to say basic Spanish words. You will learn greetings, how to ask for directions, how to ask for the cost of items, how to order food and ask for specific accommodations. This is also a perfect opportunity for beginner Spanish speakers to practice their conversation skills.

Please call our office at 780 349 5253 and leave your name on an interest list for this class. Once sufficient interest is shown we will book a class based on learner and instructor availability.

AMERICAN SIGN LANGUAGE

The American Sign Language Course is designed for you to develop your receptive and expressive skills.

In this class you will learn:

- Deaf Culture
- Getting to Know You
- Exchanging Personal Information
- Discussing Living Situations
- Colors/Numbers
- Writing- grammar, spelling and vocabulary
- Conversation – speaking, pronunciation and listening

Please call our office at 780 349 5253 and leave your name on an interest list for this class. Once sufficient interest is shown we will book a class based on learner and instructor availability.