
A DIRECTORY OF ESSENTIAL SKILLS

LEARNING OPPORTUNITIES ACROSS ALBERTA



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Introduction

This Directory of “Essential Skills Learning Opportunities Across Alberta” was created (March 2015) so that AUPE members who wished to improve reading skills, writing skills, computer skills, math skills, critical thinking skills (problem-solving and decision making), and oral communication skills (speaking and listening) would have a one-stop reference to find the courses they want.

The Directory is organized into sections by AUPE Servicing Areas: the Peace River Servicing Area, Athabasca Servicing Area, Grande Prairie Servicing Area, Edmonton Servicing Area, Camrose Servicing Area, Red Deer Servicing Area, Calgary Servicing Area, Lethbridge Servicing Area and Medicine Hat Servicing Area.

Each Servicing Area section contains information about Essential Skills course offerings provided by Community Colleges, Community Agencies, Community Adult Learning Councils, and Public and Municipal Libraries.

Universities offering courses that might be considered Essential Skills courses, such as Computer Skills courses or English Language courses, have not been included in the Directory, as these courses typically require pre-requisites, sometimes require exams at course end, and are sometimes very specialized. They tend not to be general interest courses. For these reasons, NAIT and SAIT are also not included in the directory.

Community Colleges

The Directory contains Essential Skills course information from Alberta’s community colleges across Alberta, including Northern Lakes College, Keyano College, Portage College, Grande Prairie Regional College, Lakeland College, Norquest College, Red Deer College, Bow Valley College, Lethbridge College, and Medicine Hat College. All of the colleges were invited to review the list of courses and course descriptions that are included in this Directory to confirm that they are correct and complete.

It’s important to note that colleges’ courses that are listed on their websites or in course calendars do not always have enough enrollments to run, and so may not be available. It is also important to note that colleges’ courses often change with each semester: some courses are deleted, some new courses are added. A quick check of the colleges’ websites can confirm course offerings against what is listed in this January 2015 version.

Community Agencies

Community agencies’ Essential Skills offerings, which are primarily English Learning and Computer Skills classes, can be found in the Edmonton and Calgary Servicing Area sections of the Directory. These include, for example, course offerings by the Calgary Catholic Immigration Servicing Society and the Edmonton Mennonite Centre for Newcomers.

Community Adult Learning Councils

Community Adult Learning Councils are funded by the Government of Alberta to offer part-time non-credentialed learning opportunities that respond to their communities’ unique needs.

Essential Skills learning opportunities may include computer and technology courses, including how to use social media technology such as Skype; English as a Second Language courses; public speaking courses, money management courses, including home budgeting; and reading, writing and math one-to-one tutoring. Councils welcome course or workshop suggestions.

Because Councils are responsive to community needs, which are ever changing, course offerings may vary from time to time. Check websites for calendar and course listings. Course calendars are also distributed throughout communities in places like libraries and community recreation centres. Courses might also be promoted throughout an area via newsletters and posters.

There is a small fee for courses, although some Councils offer course fee subsidies or bursaries. Like colleges, Councils may have to cancel a course, workshop or class if the enrollment is not sufficient to cover costs. One-to-one reading, writing and math tutoring is free.

Public and Municipal Libraries

Alberta's public municipal libraries are committed to ensuring that Albertans have an equal right to access information regardless of economic, social or geographic circumstances. This means that library services are free, including learning services.

Libraries offer programming for both children and adults. Adult essential skills programs may include Conversational English for learners wanting to improve pronunciation and speaking skills. Basic computer skills courses, social media technology courses, writing workshops and book clubs may also be available. Because libraries are responsive to community learning interests, workshops and courses vary from time to time. Smaller libraries may not have the resources to offer programming.

Libraries advertise their learning opportunities in local community newspapers, posters around the community, on Facebook, and on their websites. Users of this Directory can click on the link to their community library to find out what essential skills and other learning opportunities are currently being provided.

Essential Skills Courses Offered Everywhere in Alberta

The final section in this Directory contains a list and description of Essential Skills courses and learning materials available to AUPE members on line across Alberta, regardless of their servicing area. Providers of these courses and learning materials include the Alberta Workforce Essential Skills Society, CBC Edmonton in partnership with the Government of Alberta, Alberta Jobs, Skills Training and Labour, and eCampusAlberta.

Peace River Servicing Area

PEACE RIVER SERVICING AREA ESSENTIAL SKILLS PROVIDERS: Northern Lakes College, Community Adult Learning Councils, Public and Municipal Libraries

Please note that the course descriptions have website links to more detailed course information. Move your mouse over the link, which is in blue font and underlined, and then press the Control (Ctrl) button on your keyboard and click on the title. This will bring you to the page with more detailed course information.

NORTHERN LAKES COLLEGE provides essential skills learning opportunities to these AUPE Peace River Servicing communities:

Atikameg, Driftpile, East Prairie, Faust, Fort Vermillion, Gift Lake, Grouard, High Level, High Prairie, La Crete, Loon Lake, Manning, McLellan, Peace River, Peerless Lake, Rainbow Lake, and Slave Lake.

In-class courses are not available in all communities, but the LIVE Online courses are available to all. On LIVE courses require computer and internet resources, which may be available in communities, at Northern Lakes College facilities, or at home.

Campus/Learning Centres:

Main Campuses: Slave Lake Campus, Grouard Campus

Learning Centres: Atikameg, Driftpile, Fort Vermillion, Gift Lake, High Level, High Prairie, LaCrete, McLennan, Peace River, Peerless Lake,

Essential Skills for Administrative Professionals Courses

Several of the courses are delivered face-to-face in a classroom in Grande Prairie and Slave Lake. Some of the courses are offered by LIVE Online, and are available to learners in all of the AUPE communities listed above. LIVE Online is a videoconferencing delivery servicing that allows learners to take courses conveniently in their home communities.

- [Clear & Concise Business Writing - LIVE Online](#)

Good business writing leads to good business decisions, which leads to good business. This course emphasizes business writing (letters, memos, emails, documents, web material) with the reader and readability in mind. In this six-hour LIVE online course you will focus on new formats, writing style, tone, clarity, conciseness and results while exploring new skills and time saving approaches.

- [Delivering Exceptional Customer Servicing - LIVE Online](#)

Customers today have high expectations. They are more demanding and less patient. Providing a positive, productive and proactive response is the key to exceptional customer service. Service skills always require updating, careful analysis, review and practice. This course examines the key to exceptional customer service by emphasizing the importance of first impressions, a positive service image and a customer-focused approach.

- [ES115 Communication - Getting the Message Across](#)

Effective communication is the cornerstone of great leadership. Technical expertise is not enough your success as a leader is dependent upon your interpersonal communication skills. This course will teach you how to send and receive clear messages that minimize confusion and emphasize understanding.

- [ES135 Resolving Conflict - Reaching Agreement at Work](#)

Any time people work together differences of opinion, approach and priorities are inevitable. As a supervisor, you often have to deal with the fallout. In this course you will learn to maximize the opportunities created by differing ideas while reducing the potential for destructive conflict that results in anger, withdrawal or damage to morale.

- [Minute Taking - LIVE Online](#)

This six-hour workshop is for people who are responsible for taking minutes in meetings. You will learn how to: coordinate meetings, take minutes at formal and informal meetings, edit the minutes without altering content, and present, distribute and maintain the minutes most effectively. Topics will include agenda preparation, minute taking styles and formats for different types of meetings, some basics on Rules of Order and motions, what to keep in, what to leave out and more.

- [Planning an Event or Small Project](#)

Many administrative professionals spend a good deal of time managing a variety of small projects and events in the workplace. Whether or not you are in charge of the planning committee, it is often up to you to keep the project well organized and on track. This two-day course will teach you what you need to know about your role in the planning process including creating a plan, executing, tracking progress and dealing with the “human challenges” that can accompany most projects and events.

- [Solution Focused Thinking](#)

A busy workplace is a system in constant change. Problem solving calls for critical thinking, risk management, trouble shooting and a focus on solutions that will work for the group as a whole. This two-day course provides skill development in all of these areas. The approach in this course is to take action rather than reaction; to see solutions over problems, to look for what’s next versus what’s past and to analyze rather than to be paralyzed.

- [Telephone Skills & Email Etiquette - LIVE Online](#)

Providing great servicing to customers can be challenging when working face to face, but dealing with someone who cannot see you present an even greater challenge. In this six-hour LIVE online course, learn everything you need to know to develop excellent telephone skills and proper business email etiquette in order to enhance customer servicing.

Need more information?

Call toll free 1-866-652-3456 or call direct at 780-849-8600.

To reach Continuing Education & Corporate Training you can use the toll free number or call direct at 780-849-8623

Essential Computer Skills Courses

Because these introductory courses are offered via LIVE Online, they are available in all of the AUPE communities listed above.

- [Computer Fundamentals Module 1: Introduction to Using the Internet, Facebook, Skype & More – LIVE Online](#)

Jump right in and join us in a two-hour session that will introduce you to the fun ways to connect to others in the digital age. A brief overview of the Internet will start the session and from there you will discover Facebook, Skype and other tools that will keep you in contact with virtually anyone, anywhere.

- [Computer Fundamentals Module 2: Understanding & Managing Computer Files and Memory – LIVE Online](#)

You will learn how to manage your computer files and the memory on your computer in this two-hour course. Topics will include: understanding the different types of memory on a computer, looking at the different types of storage & storage devices available, navigating on the desktop, creating folders and changing folders.

- [Computer Fundamentals Module 3: Networking & Protecting Your Data and Computer – LIVE Online](#)

You will learn what networks are and how to protect your data in this two-hour course. Topics will include: types of networks, connecting to networks, interacting with networks, regular maintenance of your data/ computer, backing-up data, understanding data security, understanding viruses and protecting your computer.

Introductory and Advanced courses using Word, Excel, and Power point are also available via LIVE Online.

Need more information?

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ed2go

Northern Lakes College can connect you to online ed2go courses. ed2go offers a wide range of highly interactive courses that you can take over the Internet. All courses are 6 weeks in length, and led by expert instructors. [Browse the catalog](#) to find the essential skills course that is right for you. Simply type in an essential skills key word into the “Search for courses” field: computers, writing, reading, math, communication, or decision making. A variety of courses under that topic will appear for you to browse.

Customized Essential Skills Training

Northern Lakes College also offers customized essential skills training to empower organizations and people. For more information, including contact information, visit <http://www.northernlakescollege.ca/content.aspx?id=12044>

COMMUNITY ADULT LEARNING COUNCILS

Community Adult Learning Councils are funded by the Government of Alberta to offer part-time non-credentialed learning opportunities that respond to their communities' unique needs.

Essential Skills learning opportunities may include computer and technology courses, including how to use social media technology such as Skype; English as a Second Language courses; public speaking courses, money management courses, including home budgeting; and reading, writing and math one-to-one tutoring. Councils welcome course or workshop suggestions.

Because Councils are responsive to community needs, which are ever changing, course offerings may vary from time to time. Check websites for calendar and course listings. Course calendars are also distributed throughout communities in places like libraries and community recreation centres. Courses might also be promoted throughout an area via newsletters and posters.

There is a small fee for courses, although some Councils offer course fee subsidies or bursaries. Councils may have to cancel a course, workshop or class if the enrollment is not sufficient to cover costs. One-to-one reading, writing and math tutoring is free.

Councils can be found in the Peace River Servicing Area communities, below.

Falher

Smoky River Community Adult Learning Council

11 Central Ave.
Falher, AB T0H 1M0
Telephone: 780-837-3013
Fax: 780-837-2453
E-mail: srcalp@telusplanet.net
Website Address: <http://www.smokyrivercalc.ca/>

* Also serves Town of McLennan

Fairview

Northwest Peace Community Adult Learning Council

Fairview, AB T0H 1L0
Telephone: 780-835-6618
Fax: 780-835-6789
E-mail: fairviewlearning@gmail.com

Grimshaw

Grimshaw/ Berwyn & District Community Adult Learning Society

5319 - 50 Street
Grimshaw, AB T0H 1W0
Telephone: 780-332-1110
Fax: 780-332-1152
E-mail: gbcals@telusplanet.net

High Level

Chinchaga Adult Learning Council

10901-93 street
Northern Lakes College
High Level, AB TOH 1Z0
Telephone: 780-926-5625
Fax: 780-926-3523
Email: chinchagaprograms@gmail.com

High Prairie

Prairie River Community Education Council

Northern Lakes College
High Prairie, AB TOG 1E0
Telephone: 780-523-4111 ext. 6610
Fax: 780-523-3303
E-mail: prcec@northernlakescollege.ca
Website Address: <http://www.prcec.net>

Manning

Manning Community Adult Learning and Literacy

112 2nd Avenue SW
Manning, AB TOH 2M0
Telephone: 780-836-2664
Fax: 780-836-4323
E-mail: learnlit@telus.net
Website Address: <http://www.mdfec.com>

Peace River

Peace River Community Adult Learning Council

9807-100 Street
Peace River, AB T8S 1S3
Telephone: 780-624-5695
Fax: 1-866-450-0702
E-mail: peacriverlearns@gmail.com

Slave Lake

Slave Lake Adult Education Committee

1201 Main Street SE
Slave Lake, AB TOG 2A3
Telephone: 780-849-8625
Fax: 780-849-8704
E-mail: plourdek@northernlakescollege.ca

PUBLIC MUNICIPAL LIBRARIES

Alberta's public municipal libraries are committed to ensuring that Albertans have an equal right to access information regardless of economic, social or geographic circumstances. This means that library services are free, including learning services.

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Fairview - Fairview Public Library www.fairviewlibrary.ab.ca

Falher - Bibliotheque Dentinger www.falherlibrary.ab.ca

Grimshaw - Grimshaw Municipal Library www.grimshawlibrary.ab.ca

High Level - High Level Municipal Library www.highlevellibrary.ab.ca

High Prairie - High Prairie Municipal Library www.highlevellibrary.ab.ca

Keg River - Keg River Community Library bhasenack@gmail.com (Librarian email)

Kinuosu - Kinuosu Municipal Library www.kinusolibrary.ab.ca

Manning - Manning Municipal Library www.manninglibrary.ab.ca

McLennan - McLennan Municipal Library www.mclennanlibrary.ab.ca

Peace River - Peace River Municipal Library www.prmlibrary.ab.ca

Rainbow Lake - Rainbow Lake Municipal Library www.rainbowlakelibrary.ab.ca

Red Earth Creek - Red Earth Public Library www.redearthlibrary.ab.ca

Slave Lake - Rotary Public Library www.slavelakelibrary.ab.ca

Worsley - Worsley & District Library Society www.worsleylibrary.ab.ca

Athabasca Servicing Area

ATHABASCA SERVICING AREA ESSENTIAL SKILLS PROVIDERS: Northern Lakes College, Keyano College, Portage College, NorQuest College, Community Adult Learning Councils, and Public Municipal Libraries

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NORTHERN LAKES COLLEGE provides essential skills learning opportunities to these AUPE Athabasca Servicing communities: Athabasca, Barrhead

Campuses/Learning Centres: Athabasca, Barrhead

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ed2go

Northern Lakes College can connect you to online ed2go courses. ed2go offers a wide range of highly interactive courses that you can take over the Internet. All courses are 6 weeks in length, and led by expert instructors.

[Browse the catalog](#) to find the essential skills course that is right for you. Simply type in an essential skills key word into the "Search for courses" field: computers, writing, reading, math, communication, or decision-making. A variety of courses under that topic will appear for you to browse.

Customized Essential Skills Training

Northern Lakes College also offers customized essential skills training to empower organizations and people. For more information, including contact information, visit <http://www.northernlakescollege.ca/content.aspx?id=12044>

PORTAGE COLLEGE provides online essential skill learning opportunities to all of the communities in the AUPE Athabasca Servicing region via ed2go.

Campuses/Learning Centres: Lac La Biche, Cold Lake, Bonnyville, St. Paul, Frog Lake, Saddle Lake, Whitefish Lake

ed2go

Portage College can connect you to online ed2go courses. ed2go offers a wide range of highly interactive courses that you can take over the Internet. All courses are 6 weeks in length, and led by expert instructors. Visit the ed2go website to find the essential skills course that is right for you <http://www.ed2go.com/portage/>. Simply type in an Essential Skills key word into the “Search for courses” field: computers, writing, reading, math, communication, or decision making. A variety of courses under that topic will appear for you to browse.

Customized Essential Skills Training

Portage College recognizes the importance of staying relevant in times of change and growth. We know that continuous learning provides employees with the skills and job satisfaction they need to excel in their jobs and feel a sense of job satisfaction. For more information, call 1-866-623-5551 and ask for the Continuing Education Department, Corporate and Custom Training.

KEYANO COLLEGE provides face-to-face Essential Skills learning opportunities in Fort McMurray, and online essential skills opportunities to all communities in the AUPE Athabasca Servicing Region via ed2go.

Campuses/Learning Centres: Fort McMurray, Fort Chipewyan, Fort McKay, Gregoire Lake, Conklin, Janvier

Essential Computer Skills Courses

- *Computer Fundamentals* - In this 21-hour evening course you will be introduced to Computing Fundamental (Recognizing Computers and Using Microsoft Windows), Key Applications (Common Elements, Using Microsoft Word, Excel, and PowerPoint 2010) and Living Online (getting connected and using the internet). Find out more: <http://www.keyano.ca/ContinuingEducation/ComputerTraining/ComputersTheBasics>
- *Microsoft Excel 2010 Core* - This course teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and edit professional-looking spreadsheets for a variety of purposes and situations. 2-day
- *Microsoft Excel 2010 Expert* - This course teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and edit professional-looking spreadsheets for a variety of purposes and situations. 2-day
- *Microsoft Word Core* - This course teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and format business documents such as letters, forms, and newsletters. 2-day
- *Microsoft Word Expert* - This course teaches how to use a variety of intermediate and advanced features to create and format business documents such as online forms, personalized mailings, or cites reference sources. Some topics will review core skill sets and are then discussed in more detail, exploring at a higher level different options that can be chosen or applied for that skill set. 2-day
- *Microsoft PowerPoint 2010* - This course teaches the information worker how to create and manage presentations using a variety of core and intermediate features. 2-day
- *Microsoft Project 2010* - Microsoft Project is a powerful project management tool that allows you to track the progress of your projects. Microsoft Project can help you to control your time, money, and resources as well as schedule and track every task related to a project. Project management involves planning, scheduling, controlling, and monitoring the work activities of a project to ensure that things are progressing according to schedule. You will use advanced functions to customize a project plan. Topics include using drawing tools, setting options, workgroup functions, Project Central, sharing data among programs, multi-project management, cost management, and tracking results, resources, and task management. 2-day
- *Microsoft Outlook 2010* - This course teaches students how Outlook is structured, and how to use the various modules to coordinate communications and collaborations with others. Modules covered in this courseware include Mail, Calendar, Contacts, Tasks, and Notes. Also included are some features commonly used for collaboration purposes such as creating distribution lists or groups, cleaning up your system, marking junk mail, and how to check the size of your Outlook data file. 2-day

- *Microsoft Access 2010* - This course teaches students how to design data tables, select appropriate data types and relate tables logically. Students will create and modify database objects including tables, forms, reports, queries and macros, and will apply intermediate skills to streamline data entry, ensure data integrity, automate tasks and analyze data. Students will use the Expression Builder to create expressions and insert identifiers as property settings, use advanced form controls to locate information and restrict data entry, and will set form properties that respond to events. 2-day

Find out more at <http://www.keyano.ca/ContinuingEducation/ComputerTraining/ScheduleFees>

English Language Skills Courses

All of Keyano College's English as an Additional Language (EAL) courses are designed to help build confidence and improve students' English language skills. All classes scheduled on Saturdays.

- *EAL Conversation 1* - This is a beginner conversation course that helps students to improve oral English skills and expand their understanding of Canadian culture. This is a theme-based course that is built on real-life situations. Each lesson typically features an introduction to new vocabulary, role plays, in class activities, and discussion about the daily theme. This course is designed for CLB levels 1-3.
- *EAL Conversation 2* is an intermediate level conversation course that helps students further develop their oral English skills and deepen their understanding of Canadian culture. Each lesson typically features an introduction to new vocabulary, role plays, in class activities, and discussion about the daily theme. Additionally, students will also participate in presentations and debates on a given topic. This course is designed for CLB levels 4-6.
- *EAL Pronunciation 1* - The focus of this course is on the basics of English pronunciation: sounds and intonation. In this beginner level pronunciation course, students will learn how different vowel, consonant and blended sounds are made in English. They will learn how to position their tongue and shape their lips to pronounce English clearly. The instructor will assess students' ability to help correctly pronounce English sounds that they may not have in their first language. This course is designed for CLB levels 1-3.
- *EAL Pronunciation 2* - The focus of this course is on all aspects of English pronunciation: sounds, stress, intonation and rhythm. Students will gain valuable pronunciation tools and strategies to improve spoken English. By the end of this course, students will be able to communicate more effectively in an English speaking environment by practicing intonation and rhythm patterns, word and sentence stress, and learning why it is important to pause and slow down when communicating to ensure accurate comprehension. This course is designed for CLB levels 4-6.
- *EAL Reading and Writing Development* - EAL Reading and Writing Skill Development is a facilitated learning drop-in course. This newly developed course has been created to meet the unique and busy lifestyle in Fort McMurray and will be offered with a flexible schedule including a weekday evening and a weekend morning at two locations: downtown at Keyano College and in Timberlea at Holy Trinity High School. In this self-guided course, students will work at their own level and pace through the NorthStar Reading and Writing program. This is a 20-hour course; however, students will have the opportunity to access up to 40 hours of class time with an instructor if they choose to attend classes at both locations. This course is designed for CLB levels 2-5.
- *EAL Skill Development Blocks* - EAL Skill Development Blocks are unique options that provide learners at all CLB levels with additional assistance and practice in any EAL skill area or preparation for English language exams such as CELPIP, IELTS and TOEFL. They can also be used as an alternative class option for those who are not able to attend our regular EAL programming. EAL Skill Development Blocks can be done in small groups up to 3 students or one-on-one with the instructor. The student(s) and the instructor meet at Keyano College to work on the requested specific language needs. Session times are flexible and are arranged between the student(s) and the instructor.

Find out more: <http://www.keyano.ca/ContinuingEducation/EnglishPrograms/EnglishasanAdditionalLanguage/CourseDescription> and <http://www.keyano.ca/ContinuingEducation/EnglishPrograms/EALScheduleFees>

Personal Financial Planning and Investing

This 21 hour evening course will provide you with the basic information for personal financial planning and investing. Whether you are just starting out or planning your retirement, this course will provide you the knowledge to achieve your financial goals sooner. Learning will take place in the form of discussions, assignments and emphasize the use of interactive learning materials to ensure greater knowledge retention. This course is a must for individuals and families that wish to increase their financial literacy. Find out more: <http://www.keyano.ca/ContinuingEducation/PersonalEnrichment/PersonalFinancialPlanningandInvesting/ScheduleFees>

ed2go

Keyano College can connect you to online ed2go courses. ed2go offers a wide range of highly interactive courses that you can take over the Internet. All courses are 6 weeks in length, and led by expert instructors. Find the essential skills course that is right for you by visiting this website <http://www.ed2go.com/kc/>. Simply type in an Essential Skills key word into the "Search for courses" field: computers, writing, reading, math, communication, or decision making. A variety of courses under that topic will appear for you to browse.

Customized Essential Skills Training

Keyano College can provide customized Essential Skills training that is designed specific to the needs of the company, union, organization or community group. It is normally delivered at a location that is convenient for the client and at a schedule that accommodates the client's needs. To find out more, email corporate@keyano.ca or call 780-792-5634 and your messages will be directed to a Business Development Officer.

NORQUEST COLLEGE provides essential skills learning opportunities to AUPE Athabasca Servicing area members at their Westlock campus. You can engage in these online classes from home or using Westlock campus facilities.

Business Writing

In this 1 hour per week, 21 week, online course, students will develop the writing skills they need to work effectively in the Canadian multicultural workplace. Students will learn the mechanics of writing and the unwritten cultural rules of business writing that will allow them to communicate effectively and appropriately in the Canadian workplace. Find out more: <http://www.norquest.ca/cal/current/course/xlan1501-business-writing.aspx>

Conversation Management

In this 1 hour per week, 30 week, online course, students will develop the intercultural communication skills they need to communicate effectively and appropriately in multicultural workplaces. Students will learn to use English and intercultural communication practices to communicate in culturally effective ways to achieve workplace goals. - See more at: <http://www.norquest.ca/cal/current/course/xlan1500-conversation-management.aspx#sthash.Ps7zHdCr.dpuf>

Effective Communication

In this 20 hour online course, you will learn a variety of workplace communications and develop written and verbal communication skills. You will practise critical thinking, produce error-free written assignments, and create effective oral presentations. Students will be expected to produce coherent writing using effective sentence and paragraph structure and accurate grammar, spelling, punctuation, and capitalization. - See more at: <http://www.norquest.ca/cal/current/course/XBUS1251-effective-communication.aspx#sthash.DJRu1xYd.dpuf>

Microsoft Word, Excel and Powerpoint

This course will teach you basic to intermediate functions in Microsoft Office 2013 Word, Excel, and PowerPoint. You will increase your proficiency in Word by learning to use features that enhance and simplify document creation. You will also learn Excel and its features to create worksheets with formulas and formatting for a variety of business applications. You will create PowerPoint presentations that are both professional and effective by incorporating graphics, text, and multimedia. - See more at: <http://www.norquest.ca/cal/current/course/XBUS1250-microsoft-word-excel-and-powerpoint.aspx#sthash.cjpYShYG.dpuf>

Customized Essential Skills Training

NorQuest College offers professional development courses for organizations of all sizes that need to increase productivity, enhance customer servicing, meet regulatory requirements or increase employee engagement and retention. Training can usually be delivered for up to 20 people at a time, on-site or at NorQuest's campuses, and the course material can be customized to include relevant workplace examples specific to your organization. Find out more: <http://www.norquest.ca/corporate-training.aspx>

COMMUNITY ADULT LEARNING COUNCILS

Community Adult Learning Councils are funded by the Government of Alberta to offer part-time non-credentialed learning opportunities that respond to their communities' unique needs.

Essential Skills learning opportunities may include computer and technology courses, including how to use social media technology such as Skype; English as a Second Language courses; public speaking courses, money management courses, including home budgeting; and reading, writing and math one-to-one tutoring. Councils welcome course or workshop suggestions.

Because Councils are responsive to community needs, which are ever-changing, course offerings may vary from time to time. Check websites for calendar and course listings. Course calendars are also distributed throughout communities in places like libraries and community recreation centres. Courses might also be promoted throughout an area via newsletters and posters.

There is a small fee for courses, although some Councils offer course fee subsidies or bursaries. Councils may have to cancel a course, workshop or class if the enrollment is not sufficient to cover costs. One-to-one reading, writing and math tutoring is free.

Councils can be found in the AUPE Athabasca Servicing Area communities, below.

Athabasca

Athabasca Adult Learning Connection

4510 - 48 Street
Athabasca, AB T9S 2A8
Telephone: 780-678-2285 Extension: x119
E-mail: dianne.schmidtke@asperview.org

Barrhead

Barrhead & District Adult Learning and Literacy

4925 - 50 Avenue
Barrhead, AB T7N 1P3
Telephone: 780-674-7535
E-mail: teena.pankonin@phrd.ab.ca
Website Address: <http://www.barrheadlearn.ca>

*Also serves Fort Assiniboine

Bonnyville

Bonnyville Community Learning Council

Room 207, Bonnyville Provincial Building, 4902 - 50 Avenue
Bonnyville, AB T9N 2J4
Telephone: 780-826-2150
E-mail: bonnyvillelearning@incentre.net
Website Address: <http://www.incentre.net/bonnyvillelearning>

Cold Lake

Cold Lake Community Learning Centre

206, 1301 - 8 Avenue
Cold Lake, AB T9M 1N2
Telephone: 780-639-3134
E-mail: coldlakeclcc@gmail.com
Website Address: <http://www.coldlakelearns.com>

Elk Point

Elk Point & District Further Education

5202 - 51 Street
Elk Point, AB T0A 1A0
Telephone: 780-724-4101
E-mail: f-e-c@telusplanet.net

Fort McMurray

Community Network Association

Keyano College (main campus)
8115 Franklin Ave.
Fort McMurray, AB T9H 2H7
Telephone: 780-792-5627
E-mail: community.network@keyano.ca

Lac La Biche

Community Learning for Adult Students Society (CLASS) Lac La Biche & District

9531 - 94 Avenue, Portage College
Lac La Biche, AB T0A 2C0
Telephone: 780-623-5544
E-mail: class@portagecollege.ca

Website Address: <http://www.classllb.ca>

Smoky Lake

Smoky Lake County Community Learning Council

4612 McDonald Drive
Smoky Lake, AB T0A 3C0
Telephone: 780-636-2024
E-mail: coordinator@slcountyclc.ca
Website Address: <http://www.slcountyclc.ca>

*Also serves Town of Vilna

St. Paul

St. Paul Community Learning Association

5205 - 50 Street
St. Paul, AB T0A 3A0
Telephone: 780-645-5223 Extension: x107
E-mail: spcla@mcsnet.ca
Website Address: <http://www.livingtolearn.ca>

Thorhild

Thorhild & District Community Adult Learning Council

801 - 1st Street
Thorhild, AB T0A 3J0
Telephone: 780-398-3741
E-mail: carolyn@thorhildcounty.com
Website Address: <http://www.thorhildcounty.com>

Westlock

Westlock & District Adult Learning Centre Society

2, 10007 - 100 Avenue
Westlock, AB T7P 2H5
Telephone: 780-349-5253
E-mail: coordinator@westlocklearn.com
Website Address: <http://www.westlocklearn.com>

PUBLIC MUNICIPAL LIBRARIES

Alberta's public municipal libraries are committed to ensuring that Albertans have an equal right to access information regardless of economic, social or geographic circumstances. This means that library services are free, including learning services.

Libraries offer programming for both children and adults. Adult essential skills programs may include Conversational English for learners wanting to improve pronunciation and speaking skills. Basic computer skills courses, social media technology courses, writing workshops and book clubs may also be available. Because libraries are responsive to community learning interests, workshops and courses vary from time to time. Smaller libraries may not have the resources to offer programming.

Libraries advertise their learning opportunities in local community newspapers, posters around the community, on Facebook, and on their websites. Just click on the link to your community library to learn what essential skills and other learning opportunities they are currently providing!

Athabasca - Alice B. Donahue Municipal Library <http://www.athabascalibrary.ab.ca/>

Barrhead - Barrhead Public Library <http://www.barrheadpubliclibrary.ca/>

Bonnyville - Bonnyville Municipal Library <http://www.bonnyvillelibrary.ab.ca/>

Boyle - Boyle Municipal Library <http://www.boylepublib.ab.ca/>

Calling Lake - Calling Lake Public Library <http://www.callinglakelibrary.ab.ca/>

Cold Lake - Cold Lake Public Library <http://www.library.coldlake.ab.ca/>

Elk Point - Elk Point Municipal Library <http://www.elkpointlibrary.ab.ca/>

Fort Assiniboine - Fort Assiniboine Public Library <http://www.fortassiniboinelibrary.ab.ca/>

Fort McMurray - Fort McMurray Public Library <http://fmpl.ca/>

Grande Centre - Cold Lake Public Library <http://www.library.coldlake.ab.ca/>

Lac La Biche - Stuart MacPherson Public Library <http://www.stuartmacphersonlibrary.ca/>

Mayerthorpe - Mayerthorpe Public Library <http://www.mayerthorpepubliclibrary.ab.ca/>

Radway - Radway & District Municipal Library <http://www.radwaylibrary.ab.ca/>

Smith - Smith Community Library <http://www.smithlibrary.ab.ca/>

Smoky Lake - Smoky Lake Municipal Library <http://www.smokylakelibrary.ab.ca/>

St. Paul - St. Paul Municipal Library <http://www.stpaullibrary.ab.ca/>

Swan Hills - Swan Hills Municipal Library <http://www.swanhillslibrary.ab.ca/>

Thorhild - Thorhild Library <http://www.thorhildlibrary.ab.ca/>

Vilna - Vilna Municipal Library <http://www.vilnapubliclibrary.ab.ca/>

Wabasca - Wabasca Public Library <http://www.wabascalibrary.ab.ca/>

Wandering River - Wandering River Public Library <http://www.wanderingriverlibrary.ab.ca/>

Westlock - Westlock Libraries <http://www.westlocklibrary.ca/>

Grande Prairie Servicing Area

GRANDE PRAIRIE SERVICING AREA ESSENTIAL SKILLS PROVIDERS: Grande Prairie Regional College, Northern Lakes College, Norquest College, Community Adult Learning Councils, Public and Municipal Libraries

Please note that the course descriptions have website links to more detailed course information. Move your mouse over the link, which is in blue font and underlined, and then press the Control (Ctrl) button on your keyboard and click on the title. This will bring you to the page with more detailed course information.

GRANDE PRAIRIE REGIONAL COLLEGE provides essential skills learning opportunities to residents of Grande Prairie.

Campuses/Learning Centres: Grande Prairie, Fairview, Edson, Hinton, Grande Cache, and Jasper

Essential Computer Skills Courses

- *Microsoft Windows 8* - Great class for beginners!
This class will help you become more comfortable using a personal computer and more specifically, the Windows 8.1 interface. This course will familiarize you with the basic capabilities of the operating system, learning how to create documents send email, browse the Internet, and share information between applications and with other users. Full day course offered twice throughout the semester in Grande Prairie. Find out more: <https://www.gprc.ab.ca/ce/courses/details.html?ID=WIN31&cat=98>
- *Outlook 2013 Level 1* - Learn to be more efficient with this powerful E-mail and scheduler program. Learn basic and advanced E-mail features, managing E-mail, using the calendar, working with contacts, tasks, and notes. This is a 2-day course offered regularly throughout the semester, in Grande Prairie. Find out more: <https://www.gprc.ab.ca/ce/courses/details.html?ID=OLK21&cat=98>
- *Excel 2013 Levels 1-3* - Level 1 will introduce you to the basic commands, functions, and capabilities of Excel 2013. Level 2 teaches how to calculate with advanced formulas; create and modify charts; analyze data using PivotTables and PivotCharts. Level 3 will teach you how to increase productivity using Excel 2013. Topics include macros, audit worksheets, analyze data, and structure workbooks with XML. All are 2-day courses offered in Grande Prairie. Find out more:
Level 1 <https://www.gprc.ab.ca/ce/courses/details.html?ID=SPS31&cat=126>
Level 2 <https://www.gprc.ab.ca/ce/courses/details.html?ID=SPS32&cat=98>
Level 3 <https://www.gprc.ab.ca/ce/courses/details.html?ID=SPS33&cat=98>
- *Word 2013 Levels 1 - 3* - Level 1 will show how to format text, set tabs, add borders and shading, create headers and footers, work with columns and format with styles. In Level 2 you will learn how to create tables, manipulate pictures, track revisions, work with chart objects and mail merge for letters, envelopes and labels. Level 3 is designed for persons who want to gain skills necessary to manage lengthy documents, collaborate with others, and secure documents. These are 2-day courses offered in Grande Prairie. Find out more:
Level 1 <https://www.gprc.ab.ca/ce/courses/details.html?ID=WRD31&cat=98>
Level 2 <https://www.gprc.ab.ca/ce/courses/details.html?ID=WRD32&cat=98>
Level 3 <https://www.gprc.ab.ca/ce/courses/details.html?ID=WRD33&cat=98>
- *Power Point Levels 1-2* - Level 1 will show you how to create slides, notes and handouts, work with text, insert graphics and tables, manipulate the slides, and use multimedia elements. In Level 2 you will learn advanced presentation concepts; such as working with objects, sharing presentations with others, linking and embedding objects, editing graphics, working with macros and creating flowcharts. These are 2-day courses offered in Grande Prairie. Find out more:
Level 1 <https://www.gprc.ab.ca/ce/courses/details.html?ID=PPT31&cat=98>
Level 2 <https://www.gprc.ab.ca/ce/courses/details.html?ID=PPT32&cat=98>

The college also offers specialized computer software courses, such as Adobe and Quickbooks, which may be of interest. The list of all computer courses can be found here <https://www.gprc.ab.ca/ce/courses/index.html?cat=98>

Customized Essential Skills Training

Grand Prairie Regional College also offers customized essential skills training to empower organizations and people. Contact **Continuing Education**, 780-539-2014, email ce@gprc.ab.ca or visit the webpage <https://www.gprc.ab.ca/ce/courses/index.html?cat=510>

NORTHERN LAKES COLLEGE provides essential skills learning opportunities to these AUPE Grande Prairie Servicing communities: Grande Prairie, Valleyview

Campus/Learning Centres: Grande Prairie, Valleyview

Essential Skills for Administrative Professionals Courses

Several of the courses are delivered face-to-face in a classroom in Grande Prairie. Check the links to courses to find out when each is offered. Some of the courses are offered by LIVE Online, and are available to learners in all of the AUPE communities listed above. LIVE Online is a videoconferencing delivery servicing that allows learners to take courses conveniently in their home communities.

- [Clear & Concise Business Writing - LIVE Online](#)

Good business writing leads to good business decisions, which leads to good business. This course emphasizes business writing (letters, memos, emails, documents, web material) with the reader and readability in mind. In this six-hour LIVE online course you will focus on new formats, writing style, tone, clarity, conciseness and results while exploring new skills and time saving approaches.

- [Delivering Exceptional Customer Servicing - LIVE Online](#)

Customers today have high expectations. They are more demanding and less patient. Providing a positive, productive and proactive response is the key to exceptional customer service. Service skills always require updating, careful analysis, review and practice. This course examines the key to exceptional customer service by emphasizing the importance of first impressions, a positive service image and a customer focused approach.

- [ES115 Communication - Getting the Message Across](#)

Effective communication is the cornerstone of great leadership. Technical expertise is not enough your success as a leader is dependent upon your interpersonal communication skills. This course will teach you how to send and receive clear messages that minimize confusion and emphasize understanding.

- [ES135 Resolving Conflict - Reaching Agreement at Work](#)

Any time people work together differences of opinion, approach and priorities are inevitable. As a supervisor, you often have to deal with the fallout. In this course you will learn to maximize the opportunities created by differing ideas while reducing the potential for destructive conflict that results in anger, withdrawal or damage to morale.

- [Minute Taking - LIVE Online](#)

This six-hour workshop is for people who are responsible for taking minutes in meetings. You will learn how to: Coordinate meetings, take minutes at formal and informal meetings, edit the minutes without altering content, present, distribute and maintain the minutes most effectively. Topics will include agenda preparation, minute taking styles and formats for different types of meetings, some basics on Rules of Order and motions, what to keep in, what to leave out and more.

- [Planning an Event or Small Project](#)

Many administrative professionals spend a good deal of time managing a variety of small projects and events in the workplace. Whether or not you are in charge of the planning committee, it is often up to you to keep the project well organized and on track. This two-day course will teach you what you need to know about your role in the planning process including creating a plan, executing, tracking progress and dealing with the “human challenges” that can accompany most projects and events.

- [Solution Focused Thinking](#)

A busy workplace is a system in constant change. Problem solving calls for critical thinking, risk management, trouble shooting and a focus on solutions that will work for the group as a whole. This two-day course provides skill development in all of these areas. The approach in this course is to take action rather than reaction; to see solutions over problems, to look for what’s next versus what’s past and to analyze rather than to be paralyzed.

- [Telephone Skills & Email Etiquette - LIVE Online](#)

Providing great service to customers can be challenging when working face to face, but dealing with someone who cannot see you present an even greater challenge. In this six-hour LIVE online course, learn everything you need to know to develop excellent telephone skills and proper business email etiquette in order to enhance customer service.

Need more information?

Call toll free 1-866-652-3456 or call direct at 780-849-8600.

To reach Continuing Education & Corporate Training you can use the toll free number or call direct at 780-849-8623

Essential Computer Skills Courses

Because these introductory courses are offered via LIVE Online, they are available in Valleyview as well as Grande Prairie.

- [Computer Fundamentals Module 1: Introduction to Using the Internet, Facebook, Skype & More – LIVE Online](#)

Jump right in and join us in a two-hour session that will introduce you to the fun ways to connect to others in the digital age. A brief overview of the Internet will start the session and from there you will discover Facebook, Skype and other tools that will keep you in contact with virtually anyone, anywhere.

- [Computer Fundamentals Module 2: Understanding & Managing Computer Files and Memory – LIVE Online](#)

You will learn how to manage your computer files and the memory on your computer in this two-hour course. Topics will include: understanding the different types of memory on a computer, looking at the different types of storage & storage devices available, navigating on the desktop, creating folders and changing folders.

- [Computer Fundamentals Module 3: Networking & Protecting Your Data and Computer – LIVE Online](#)

You will learn what networks are and how to protect your data in this two-hour course. Topics will include: types of networks, connecting to networks, interacting with networks, regular maintenance of your data/ computer, backing-up data, understanding data security, understanding viruses and protecting your computer. Introductory and Advanced courses using Word, Excel, and Power point are also available via LIVE Online.

Need more information?

Call toll free 1-866-652-3456 or call direct at 780-849-8600.

To reach Continuing Education & Corporate Training you can use the toll free number or call direct at 780-849-8623

Essential Skills for Supervisors courses

These 2-day, face-to-face courses are offered in Grande Prairie on a scheduled basis.

- [ES100 Managing Time - Scheduling People, Paper and Priorities](#)

Do you feel like you are drowning in a sea of never-ending demands on your time, continually trying to do more with less? Explore ways of working smarter so that you can proactively manage the people, paper and priorities that come your way. This course will teach you techniques to get control of your time and organize your workday so you can effectively supervise employees, minimize interruptions and still get your own work done!

- [ES105 Leadership - Giving Employees What They Need to Succeed](#)

As an effective leader you need to provide an atmosphere for success and excellence. Your employees rely on your ability to communicate the essential elements of your organizations vision, mission, and values. This course will help you identify your personal leadership style and how to use it effectively so that you can inspire your employees to focus on the big picture.

- [ES110 Effective Supervision - Directing, Coaching and Facilitating Employees](#)

Great supervisors know how to adapt their leadership style to match the needs of the employee, the situation and the desired results. This course will help you develop a toolkit of supervisory skills so you can use the most effective approach in any situation and bring out the best in your employees.

- [ES115 Communication - Getting the Message Across](#)
Effective communication is the cornerstone of great leadership. Technical expertise is not enough your success as a leader is dependent upon your interpersonal communication skills. This course will teach you how to send and receive clear messages that minimize confusion and emphasize understanding.
- [ES120 Working Together - Building Effective Relationships in Your Workplace](#)
Are you struggling to get everyone to work together to get the job done? Do you wonder how to get your team on board when change is required? This course will help you to get everyone rowing in the same direction. You will learn how to build and sustain good working relationships that create cooperation, interdependence and high morale among employees.
- [ES125 Performance Management - Optimizing Results](#)
This course will teach you how to monitor employee performance on an ongoing basis so that you can identify what employees are doing well and opportunities for coaching and problem-solving to help your employees achieve optimal performance.
- [ES130 Intervention - Managing Employees with Personal Problems](#)
Many employees will experience some form of personal trouble in their lives. Often these problems will show up in the workplace and affect job performance, productivity, team morale and safety. This course will teach you how to recognize troubled employees and direct them to the appropriate resources for help.
- [ES135 Resolving Conflict - Reaching Agreement at Work](#)
Any time people work together differences of opinion, approach and priorities are inevitable. As a supervisor, you often have to deal with the fallout. In this course you will learn to maximize the opportunities created by differing ideas while reducing the potential for destructive conflict that results in anger, withdrawal or damage to morale.
- [ES140 Staying Positive - Rewarding and Energizing Employees](#)
Do you want to create a work environment that sustains the high energy, motivation and morale that your employees brought to the job on their first day? Do you wonder how to deal with the employee who has a persistently negative attitude? In this course you will learn how to recognize and reward your employees and build a positive workplace that keeps employees happy and productive.

Need more information?

Call toll free 1-866-652-3456 or call direct at 780-849-8600.

To reach Continuing Education & Corporate Training you can use the toll free number or call direct at 780-849-8623

ed2go

Northern Lakes College can connect you to online ed2go courses. ed2go offers a wide range of highly interactive courses that you can take over the Internet. All courses are 6 weeks in length, and led by expert instructors. [Browse the catalog](#) to find the essential skills course that is right for you. Simply type in an essential skills key word into the "Search for courses" field: computers, writing, reading, math, communication, or decision making. A variety of courses under that topic will appear for you to browse.

Customized Essential Skills Training

Northern Lakes College also offers customized essential skills training to empower organizations and people. For more information, including contact information, visit <http://www.northernlakescollege.ca/content.aspx?id=12044>

NORQUEST COLLEGE provides online essential skills learning opportunities to AUPE Grande Prairie Servicing area members. You can engage in these online classes from home, or at the Whitecourt campus facilities.

Business Writing

In this 1 hour per week, 21 week, online course, students will develop the writing skills they need to work effectively in the Canadian multicultural workplace. Students will learn the mechanics of writing and the unwritten cultural rules of business writing that will allow them to communicate effectively and appropriately in the Canadian workplace. Find out more: <http://www.norquest.ca/cal/current/course/xlan1501-business-writing.aspx>

Conversation Management

In this 1 hour per week, 30 week, online course students will develop the intercultural communication skills they need to communicate effectively and appropriately in multicultural workplaces. Students will learn to use English and intercultural communication practices to communicate in culturally effective ways to achieve workplace goals. Find out more: <http://www.norquest.ca/cal/current/course/xlan1500-conversation-management.aspx#sthash.Ps7zHdCr.dpuf>

Effective Communication

In this 20 hour online course, you will learn a variety of workplace communications and develop written and verbal communication skills. You will practise critical thinking, produce error-free written assignments, and create effective oral presentations. Students will be expected to produce coherent writing using effective sentence and paragraph structure and accurate grammar, spelling, punctuation, and capitalization. Find out more: <http://www.norquest.ca/cal/current/course/XBUS1251-effective-communication.aspx#sthash.DJRu1xYd.dpuf>

Microsoft Word, Excel, and Powerpoint

This 30 hour, online course will teach you basic to intermediate functions in Microsoft Office 2013 Word, Excel, and PowerPoint. You will increase your proficiency in Word by learning to use features that enhance and simplify document creation. You will also learn Excel and its features to create worksheets with formulas and formatting for a variety of business applications. You will create PowerPoint presentations that are both professional and effective by incorporating graphics, text, and multimedia. Find out more: <http://www.norquest.ca/cal/current/course/XBUS1250-microsoft-word-excel-and-powerpoint.aspx#sthash.juqlccbi.dpuf>

Customized Essential Skills Training

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COMMUNITY ADULT LEARNING COUNCILS

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Essential Skills learning opportunities may include computer and technology courses, including how to use social media technology such as Skype; English as a Second Language courses; public speaking courses, money management courses, including home budgeting; and reading, writing and math one-to-one tutoring. Councils welcome course or workshop suggestions.

Because Councils are responsive to community needs, which are ever-changing, course offerings may vary from time to time. Check websites for calendar and course listings. Course calendars are also distributed throughout communities in places like libraries and community recreation centres. Courses might also be promoted throughout an area via newsletters and posters.

There is a small fee for courses, although some Councils offer course fee subsidies or bursaries. Councils may have to cancel a course, workshop or class if the enrollment is not sufficient to cover costs. One-to-one reading, writing and math tutoring is free.

Councils can be found in the AUPE Grand Prairie Servicing Area communities, below.

Beaverlodge

South Peace Rural Community Learning Association

400 - 10 Street

Beaverlodge, AB T0H 0C0

Telephone: 780-354-2656

E-mail: learning@sprcl.ca

Website Address: <http://www.sprcl.ca>

*Also serves communities of Hythe and Wembley

Edson

Edson and District Community Learning Society

201, 111 - 54 Street
Edson, AB T7E 1T2
Telephone: 780-723-6247
E-mail: edcls@gypsd.ca
Website Address: <http://www.edsonlearning.ca>

Fox Creek

Fox Creek Community Adult Learning

304A - 4 Avenue
Fox Creek, AB T0H 1P0
Telephone: 780-622-3758
E-mail: adulsted@foxcreekcrc.ca
Website Address: <http://www.foxcreek.ca>

Grande Cache

Grande Cache Adult Learning & Literacy

10450 Hoppe Avenue
Grande Cache, AB T0E 0Y0
Telephone: 780-827-2446 Extension: x230
E-mail: natasha.brown@grandecache.ca
Website Address: <http://www.grandecache.ca>

Grande Prairie

Grande Prairie Council for Lifelong Learning Society

Lions Learning Centre
Grande Prairie, AB T8V 6G5
Telephone: 780-539-6077
E-mail: lifelong@gppsd.ab.ca
Website Address: <http://www.gpccl.com>

* This Council has a Workplace Essential Skills Training (WEST) Coach who will come to your workplace to provide training in any of the 9 Essential Skills: Reading, Writing, Numeracy, Document use, Thinking skills, Working with others, Oral communication.

Hinton

Hinton Adult Learning Society

803 Switzer Drive
Hinton, AB T7V 1V1
Telephone: 780-865-1650
E-mail: hintonlearning@gypsd.ca
Website Address <http://www.hintonlearning.ca>

Jasper

Jasper Adult Learning Council

631 Patricia Street
Jasper, AB T0E 1E0
Telephone: 780-852-4418
E-mail: info@jaspercalc.ca
Website Address: <http://www.jaspercalc.ca>

Valleyview

Valleyview & District Further Education Council

5003 - 50 Street
Valleyview, AB T0H 3N0
Telephone: 780-524-4188
E-mail: mucenieke@northernlakescollege.ca

PUBLIC MUNICIPAL LIBRARIES

Alberta's public municipal libraries are committed to ensuring that Albertans have an equal right to access information regardless of economic, social or geographic circumstances. This means that library services are free, including learning services.

Libraries offer programming for both children and adults. Adult essential skills programs may include Conversational English for learners wanting to improve pronunciation and speaking skills. Basic computer skills courses, social media technology courses, writing workshops and book clubs may also be available. Because libraries are responsive to community learning interests, workshops and courses vary from time to time. Smaller libraries may not have the resources to offer programming.

Libraries advertise their learning opportunities in local community newspapers, posters around the community, on Facebook, and on their websites. Just click on the link to your community library to learn what essential skills and other learning opportunities they are currently providing!

Beaverlodge - Beaverlodge Public Library <http://www.beaverlodgelibrary.ab.ca/>

Edson - Edson & District Public Library <http://www.edsonlibrary.ca/>

Fox Creek - Fox Creek Municipal Library <http://www.foxcreeklibrary.ca/>

Grand Cache - Grand Cache Municipal Library <http://www.grandecachelibrary.ab.ca/>

Grande Prairie - Grande Prairie Public Library <http://www.gppl.ab.ca/>

Hinton - Hinton Municipal Library <http://www.hintonlibrary.org/>

Hythe - Hythe Municipal Library <http://www.hythelibrary.ab.ca/>

Jasper - Jasper Municipal Library <http://www.jasperlibrary.ab.ca/>

Rycroft - Rycroft Municipal Library <http://www.rycroftlibrary.ab.ca/>

Spirit River - Spirit River Municipal Library <http://www.spiritriverlibrary.ab.ca/>

Valleyview - Valleyview Municipal Library <http://www.valleyviewlibrary.ab.ca/>

Wembley - Wembley Public Library <http://www.wembleypubliclibrary.ab.ca/>

Whitecourt - Whitecourt & District Public Library <http://www.wembleypubliclibrary.ab.ca/>

Edmonton Servicing Area

EDMONTON SERVICING AREA ESSENTIAL SKILLS PROVIDERS: NorQuest College, University of Alberta Technology Training Centre, Edmonton Immigrant Services Association, Edmonton Mennonite Centre for Newcomers, Community Adult Learning Councils, and Public Municipal Libraries

Please note that the course descriptions have website links to more detailed course information. Move your mouse over the link, which is in blue font and underlined, and then press the Control (Ctrl) button on your keyboard and click on the title. This will bring you to the page with more detailed course information.

NORQUEST COLLEGE provides face-to-face essential skills learning opportunities to residents in Edmonton and Stony Plain. Other communities in the AUPE Edmonton Servicing area are served by NorQuest College's online offerings and supported by learning centres.

Campuses/Learning Centres: Edmonton (Downtown and Westmount), Stony Plain, Wetaskiwin, Drayton Valley, Westlock, and Whitecourt

Communicating in the Healthcare Environment (Stony Plain)

Strong communication skills are an important part of being a successful health care aide in a health-care environment that requires competent verbal, written, and electronic communication skills. This evenings and Saturdays course focuses on professional communication with other team members, clients, and client families; written communication including documentation in client records and report completion; and strategies for problem solving and handling conflict. Strategies for overcoming the challenges and barriers to communication between client and caregiver caused by disease and aging in the client will also be discussed. Find out more: <http://www.norquest.ca/cal/current/course/hlth2012-communication-in-the-health-care-environment.aspx#sthash.z3EAeNVd.dpuf>

Strategic Reading (Edmonton)

Improve your reading comprehension and speed. Learn strategies to improve your understanding of what you read and your ability to retain information. Find out more: <http://www.norquest.ca/cal/current/search?type=course&nl=27&submit=1&pg=3#sthash.W2Z6WDBu.dpuf>

English for Nursing, Medical Terminology (Online)

This course is a text-based course designed to assist students at a CLB5/6 level to learn the meaning, spelling, and pronunciation of medical vocabulary in English. Lay terms, including slang and idioms, and the anatomy, physiology, and pathology associated with each medical term are also explored. Find out more: <http://www.norquest.ca/cal/current/programs/english-language/#sthash.9XOBEjVT.dpuf>

Effective Workplace Communication

In today's global economy, effective written and oral communication skills are vital to success. Participants in this one-day workshop offered face-to-face at the Edmonton campus, will learn to construct logical, compelling and clearly-defined messages and presentations. Learn how to make your ideas stand out from the crowd. Find out more: <http://www.norquest.ca/cal/current/course/XBUS1950-effective-workplace-communication.aspx>

Effective Informal/Collaborative Meetings

This half-day workshop is appropriate for those who chair meetings, take minutes, and attend informal meetings at which notes/minutes are taken. The content of the workshop focuses on learning how to make informal meetings more effective. Find out more: <http://www.norquest.ca/cal/current/course/XBUS1290-effective-informal-collaborative-meetings.aspx>

A half-day workshop addressing use of Roberts Rules of Order and other features of formal meetings is also offered. Find out more: <http://www.norquest.ca/cal/current/course/XBUS1291-effective-formal-meetings.aspx>

Essential Computer Skills Courses

- *Introduction to Computers (Edmonton)* - If you are new to the computer world this one day, Saturday, course provides the foundation you need to feel comfortable using the computer for a variety of tasks at work or at home. This course will cover basic operating skills such as selecting items from a drop down menu or sub-menu, saving, retrieving and printing documents as well as how to use the internet and email. Find out more: <http://www.norquest.ca/cal/current/programs/computer-classes/#sthash.qKGWam0c.dpuf>
- *Keyboarding (Edmonton)* - Develop and enhance your keyboarding skills and technique while increasing speed and accuracy. Find out more: <http://www.norquest.ca/cal/current/programs/computer-classes/#sthash.lswJou9x.dpuf>
- *MS Office Excel Level 1 (Edmonton)* - Increase your productivity by learning to work with spreadsheets and how to use them as business planning tools. Competently design, organize, edit & format worksheets. Take advantage of common shortcuts and tips and create formulas (statistical, financial, logical and database) for a variety of business applications. Learn to customize toolbars, use drawing tools to add graphics and objects, and use headers and footers. This is 12 hour, 2-evenings, course. Find out more: <http://www.norquest.ca/cal/current/course/xbus1216-ms-office-excel-level-1.aspx#sthash.qQhmEnvx.dpuf>
- *Microsoft Office Word Level 1 (Edmonton)* - Learn to create, format and edit a variety of professional business documents. Increase your proficiency and competency by learning general word processing terms and concepts. Learn to use various features such as character, paragraph and page formatting, headers and footers, spell and grammar check, find and replace, and page numbering. This is 12 hour, 2-evenings, course. Find out more: <http://www.norquest.ca/cal/current/programs/computer-classes/#sthash.HI47rCaJ.dpuf>
- *Microsoft Word, Excel and Power Point (Online)* - This course will teach you basic to intermediate functions in Microsoft Office 2013 Word, Excel, and PowerPoint. You will increase your proficiency in Word by learning to use features that enhance and simplify document creation. You will also learn Excel and its features to create worksheets with formulas and formatting for a variety of business applications. You will create PowerPoint presentations that are both professional and effective by incorporating graphics, text, and multimedia. Find out more: <http://www.norquest.ca/cal/current/course/XBUS1250-microsoft-word-excel-and-powerpoint.aspx#sthash.gHefGMkl.dpuf>

Minute-Taking for Professionals

Minutes are a vital method of recording information and capturing thoughts and ideas. This course, offered at the Edmonton campus, will go over the basic elements of minute taking and help participants understand their role as a minute taker. You will learn how to listen to discussions objectively and take concise, accurate minutes as well as extract relevant information and present it in a useful format. You will also learn basic meeting preparation and logistics including how to prepare an agenda. Find out more: <http://www.norquest.ca/cal/current/programs/business/#sthash.0Hyn6Obt.dpuf>

Business Writing

In this online course, students will develop the writing skills they need to work effectively in the Canadian multicultural workplace. Students will learn the mechanics of writing and the unwritten cultural rules of business writing that will allow them to communicate effectively and appropriately in the Canadian workplace. This evening, online 21-hour course will develop business writing competencies for multicultural teams and organizations. Find out more: <http://www.norquest.ca/cal/current/course/xlan1501-business-writing.aspx#sthash.qROHQxeM.dpuf>

Effective Communication

Effective communication skills are essential to project success. In this online course, you will learn a variety of workplace communications and develop written and verbal communication skills. You will practise critical thinking, produce error-free written assignments, and create effective oral presentations. Students will be expected to produce coherent writing using effective sentence and paragraph structure and accurate grammar, spelling, punctuation, and capitalization. Find out more: <http://www.norquest.ca/cal/current/course/XBUS1251-effective-communication.aspx#sthash.WPFik8Ww.dpuf>

Conversation Management

Students will develop the intercultural communication skills they need to communicate effectively and appropriately in multicultural workplaces. Students will learn to use English and intercultural communication practices to communicate in culturally effective ways to achieve workplace goals. This online 30-hour course will help students identify situations in which cross-cultural differences are likely to occur and to communicate with others as they work in multicultural teams and organizations. Find out more: <http://www.norquest.ca/cal/current/course/xlan1500-conversation-management.aspx#sthash.uA1luUwi.dpuf>

There is also a face-to-face offering of this course at the downtown Edmonton campus. To find out more about this option, telephone the main college number at 780.644.6480

Open Studies courses

NorQuest College's open studies courses offered at the downtown Edmonton campus, are suitable for people who take classes for their own general interest or for their own personal/professional development. Some of these courses are considered Essential Skills courses because they have to do with computer, communication, math, writing, reading and critical thinking skill development. There are a wide variety of topics.

See a list of these courses at: <http://www.norquest.ca/cal/current/programs/open-studies/#sthash.qtJer99C.dpuf>

Customized Essential Skills Training

NorQuest College offers professional development courses for organizations of all sizes that need to increase productivity, enhance customer servicing, meet regulatory requirements or increase employee engagement and retention. Training can usually be delivered for up to 20 people at a time, on-site or at NorQuest's campuses, and the course material can be customized to include relevant workplace examples specific to your organization. Find out more: <http://www.norquest.ca/corporate-training.aspx>

UNIVERSITY OF ALBERTA TECHNOLOGY TRAINING CENTRE offers corporate training to clients in and around Edmonton. They offer Essential Computer Skills courses, software specific courses such as Dreamweaver and Photoshop, as well as technology courses customized to a specific business need. To find out more about the courses below, phone:(780) 492-1397, [Email: training@ualberta.ca](mailto:training@ualberta.ca), or visit their website <http://www.ttc.ualberta.ca/>

Essential Computer Skills Courses

- *iPad/iPhone Level 1* - This one-day course is designed to introduce you to the basic functionality of the iPad and/or iPhone. It will showcase the common features and functions to the user, as well as little-known settings and personal customizations. More advanced courses are also available.
- *Mac OS X* - This one-day course will provide a great introduction to Macs. Topics covered include navigating the interface and the basics of the operating system such as saving and finding files or setting personal preferences.
- *Windows 7, Windows 8* - These courses are designed for people who are new to Windows 7 or Windows 8. Upon completion of this course participants can expect to recognize the basic interface features of Windows 7 or 8 and how to use them, use the tools necessary to manage files and folders, customize the control panel and manage the start menu.
- *Office 2013 What's New* - This one-day course is designed for participants who are already proficient in Microsoft Office and who have recently upgraded to the Office 2013 suite. This course will cover the Ribbon-based interface as well as the Backstage, new features, and changes to Word, Excel, Outlook, and PowerPoint.
- *Microsoft Access Levels 1, 2 3* - The participants enrolled in the Level 1 course will learn to identify the components of a database, open a table find the information stored in it, create and customize table designs, enter and validate data. Levels 2 and 3 will take participants further into the intermediate and advanced features of Access. All are two-day courses.
- *Excel Essentials* - This one-day course is designed for new users who are required to produce basic spreadsheets. Participants will learn how to create, save, open and close files, enter data, as well as edit using the insert, delete, move and copy functions. This course presents simple formula creation concepts including the use of built-in functions. Additional, more advanced and function-specific Excel courses are also available.

- *Outlook Levels 1, 2* - Level 1 course will provide you with the skills you need to start sending and responding to emails, as well as maintaining your calendar, scheduling meetings, and creating and editing tasks and notes. The Level 2 course will build on topics and theories covered in Outlook Level 1. Both are one-day courses. Outlook Time Management and Outlook Writing Effective Emails are also available courses.
- *Gmail Levels 1, 2* - Level 1 is a hands-on, three-hour workshop that will provide you with the basics to get up and running with Gmail. You will learn Gmail's most important settings and how they function, all leading to you being able to use Gmail more efficiently. We will thoroughly cover the basics of composing, and replying to messages, as well as showing you how to manage your contacts and groups of contacts. We highlight features such as attaching files and viewing or downloading attachments. Level 2 will build on Level 1 functions.
- *PowerPoint Levels 1, 2* - This course is designed for new users who are creating electronic presentations. In this course, participants will explore the PowerPoint environment, create a presentation, add text and themes, format text on slides, add graphical objects and modify them and look at the preparation involved in delivering a presentation. Level 2 is designed for existing users who want to enhance their presentations. Both are one-day courses.
- *Word Essentials* - This one-day course is designed for new users of Word, and will provide you with the basic concepts required to produce simple business documents. Participants will learn to edit a document using paragraph alignment, moving, copying and replacing text as well as enhancing text appearance by using quick styles. Formatting features such as tab stops, indents, bullets, numbering and line spacing will also be introduced. Participants will also work with margins, page breaks, and headers and footers to enhance page layout in different views. Advanced, function specific Word courses, such as Word forms and Graphics, are also available.

EDMONTON IMMIGRANT SERVICINGS ASSOCIATION offers English Language Skills courses three terms a year: Fall, Winter and Spring, at various locations in Edmonton. All ESL courses incorporate one or more of the following subjects: Adult Basic Literacy, Health & Wellness, Community and Personal Support, Citizenship Education, Human & Legal Rights. Offered both mornings and afternoons. Find out more: <http://www.eisa-edmonton.org/servicings-and-programs/english-as-a-second-language-esl-class/>

EDMONTON MENNONITE CENTRE FOR NEWCOMERS offers English Language Skills courses to residents of Edmonton who are permanent residents, citizens, or refugees. EAL Classes are offered in different locations in Edmonton in cooperation with other organizations. Usually classes are twice a week for two hours each class. Find out more: <http://emcn.ab.ca/servicings/english-language-servicings/community-esl/>

COMMUNITY ADULT LEARNING COUNCILS

Community Adult Learning Councils are funded by the Government of Alberta to offer part-time non-credentialed learning opportunities that respond to their communities' unique needs.

Essential Skills learning opportunities may include computer and technology courses, including how to use social media technology such as Skype; English as a Second Language courses; public speaking courses, money management courses, including home budgeting; and reading, writing and math one-to-one tutoring. Councils welcome course or workshop suggestions.

Because Councils are responsive to community needs, which are ever-changing, course offerings may vary from time to time. Check websites for calendar and course listings. Course calendars are also distributed throughout communities in places like libraries and community recreation centres. Courses might also be promoted throughout an area via newsletters and posters.

There is a small fee for courses, although some Councils offer course fee subsidies or bursaries. Councils may have to cancel a course, workshop or class if the enrollment is not sufficient to cover costs. One-to-one reading, writing and math tutoring is free.

Councils can be found in the AUPE Edmonton Servicing Area communities, below.

Devon

Devon Community Adult Learning Council

1348 Oakland Crescent
Devon, AB T9G 2E5
Telephone: 780-987-2245
Fax: 780-987-2245
E-mail: ruthclarence@telus.net

Edmonton

Edmonton Community Adult Learning Association

Telephone: 780-415-5520
Fax: 780-447-3371
E-mail: ceo@ecala.org
Website Address: <http://www.ecala.org>

This Council does not deliver programs or courses. Instead, it provides funding to community groups and agencies to deliver programs and courses. These are current Essential Skills programs and program providers:

Centre for Family Literacy, 11642 St., Phone 780-421-7323

Offers language and financial literacy classes.

The Learning Centre, #218, 3210-118 Ave., Phone 780-429-0675

Offers reading, writing and math classes in both English and French .

Project Adult Literacy Society, #41, 9912 - 106 St., Phone 780-424-5514

Offers math, math test preparation, math in science, computer literacy and writing classes

Action for Healthy Communities Society, #101, 10554-110 St., Phone 780-944-4687 ext. 224

Offers basic computer skills classes, levels 1-3, and English for Speakers of Other Languages classes

Alberta Interscience Association, 9930-167 St., Phone 780-468-7157

Offers computer literacy and English as a Second Language classes

ASSIST Community Services Centre, 9649-105A Ave., Phone 780-429-3111 ext.325

Offers Canadian Workplace Etiquette

Canadian Innovative Learning Society, 3302-37 St., Phone 780-966-4201

Offers computers basics, Levels 1, 2, 3 classes

Chinese Cultural Promotion Society, #616, 7 Sir Winston Churchill Square, Phone 780-850-0273

Offers Adult Computer Literacy classes

Edmonton Viets Association, #102, 10534-109 St., Phone 780-424-8934

Offers Beginner Computer classes

Edmonton Immigration Services Association, #201, 10720-113 St., Phone 780-474-8445

Offers Adult Basic Literacy and English as Another Language classes

Edmonton Mennonite Centre, 11713-82 St., Phone 780-423-9505/424-7709

Offers several different English as Another Language classes

Edmonton Somali Community Centre, 12733-82 St., Phone 780-554-7023

Offers English as Another Language class

Mosaic Education Centre, #14, 13041-156 St., Phone 780-710-0003

Offers English as Another Language class

Russian Language and Culture Edmonton, #108, 17323-69 Ave., Phone 780-235-4018/481-4548

Offers English as an Additional Language class for adults

Canadian Arab Friendship Society, #18, 9228-144 Ave., Phone 780-473-7214/951-7139
Offers reading language proficiency, beginning English writing, English as a Second Language classes

Candora Society, 248 Abbotsfield 3210-118 Ave., Phone 474-5041
Offers English as an Another Language, beginner and advanced classes

Dickensfield Amity House, 9213-146 Ave., Phone 780-478-5022
Offers English as Another Language class

SAGE, 15 Sir Winston Churchill Square, Phone 780-701-9002
Offers English as Another Language class

United Cultures of Canada Association, #303, 9488-51 Ave., Phone 780-887-6067/756-3979
Offers English as Another Language class

Evansburg

Lobstick Community Learning Society Box 191

Grand Trunk High School
Telephone: 780-727-4077
Fax: 780-727-4070
E-mail: nancdins@gypsd.ca
Website Address: <http://www.lcls.ab.ca>

* Also serves community of Wildwood

Fort Saskatchewan

Community Adult Learning and Literacy Society Fort Saskatchewan and Strathcona County c/o Strathcona County

2001 Sherwood Drive
Telephone: 780-464-8441
Fax: 780-449-1220
E-mail: deanna.bullock@strathcona.ca
Website Address: <http://www.whatdidyoulearntoday.ca>

Morinville

Sturgeon Adult Learning Council

9613 - 100 Street
Telephone: 780-939-4321 ext. 206
Fax: 780-939-2893
E-mail: susanevans@shaw.ca
Website Address: <http://www.sturgeonadultlearning.ab.ca>

Sherwood Park

Community Adult Learning and Literacy Society Fort Saskatchewan and Strathcona County c/o Strathcona County

2001 Sherwood Drive
Telephone: 780-464-8441
Fax: 780-449-1220
E-mail: deanna.bullock@strathcona.ca
Website Address: <http://www.whatdidyoulearntoday.ca>

St. Albert

St. Albert & District Further Education Association 211,

86 McKenney Avenue
Telephone: 780-460-2207 or 780-460-2236
Fax: 780-418-2008
E-mail: exdirfurthered@shaw.ca
Website Address: <http://www.stalbertfurthered.com>

Stony Plain

Tri-Community Adult Learning Association

101, 3201 - 43 Avenue

Telephone: 780-963-7406 or 780-963-7439

Fax: 780-963-4169

E-mail: badams@tricala.ca

Website Address: <http://www.tricala.ca>

PUBLIC MUNICIPAL LIBRARIES

Alberta's public municipal libraries are committed to ensuring that Albertans have an equal right to access information regardless of economic, social or geographic circumstances. This means that library services are free, including learning services.

Libraries offer programming for both children and adults. Adult essential skills programs may include Conversational English for learners wanting to improve pronunciation and speaking skills. Basic computer skills courses, social media technology courses, writing workshops and book clubs may also be available. Because libraries are responsive to community learning interests, workshops and courses vary from time to time. Smaller libraries may not have the resources to offer programming.

Libraries advertise their learning opportunities in local community newspapers, posters around the community, on Facebook, and on their websites. Just click on the link to your community library to learn what essential skills and other learning opportunities they are currently providing!

Beaumont - Beaumont Library <http://www.beaumontlibrary.com/>

Devon - Devon Public Library <http://www.devonpubliclibrary.ca/>

Edmonton - Edmonton Public Library branches:

- Abbotsfield - Penny McKee Branch, <http://www.epl.ca/about-epl/branches-and-hours/abbotsfield-penny-mckee-branch> 3410 - 118 Avenue
- Calder Branch, <http://www.epl.ca/about-epl/branches-and-hours/calder-branch> 12522 - 132 Avenue
- Capilano Branch, <http://www.epl.ca/about-epl/branches-and-hours/capilano-branch>, 201 Capilano Mall, 5004 - 98 Avenue
- Castle Downs Branch, <http://www.epl.ca/about-epl/branches-and-hours/castle-downs-branch>, 106 Lakeside Landing, 15379 Castle Downs Rd
- Highlands Branch, <http://www.epl.ca/about-epl/branches-and-hours/highlands-branch>, 6710 - 118 Avenue
- Idylwyld Branch, <http://www.epl.ca/about-epl/branches-and-hours/idylwyld-branch>, 8310 88 Avenue
- Jasper Place Branch, <http://www.epl.ca/about-epl/branches-and-hours/jasper-place-branch>, 9010 - 156 Street
- Lois Hole Library Branch, <http://www.epl.ca/about-epl/branches-and-hours/lois-hole-library>, 17650 69 Avenue
- Londonderry Branch <http://www.epl.ca/about-epl/branches-and-hours/londonderry-branch>, 110 Londonderry Mall, 137 Avenue & 66 Street
- Meadows Branch, <http://www.epl.ca/about-epl/branches-and-hours/meadows-branch>, 2704 - 17 Street
- Millwoods Branch, <http://www.epl.ca/about-epl/branches-and-hours/mill-woods-branch>, 601 Mill Woods Town Centre, 2331 - 66 Street
- Riverbend Branch, <http://www.epl.ca/about-epl/branches-and-hours/riverbend-branch>, 460 Riverbend Square, Rabbit Hill Road & Terwillegar Drive
- Sprucewood Branch, <http://www.epl.ca/about-epl/branches-and-hours/sprucewood-branch>, 11555 - 95 Street
- Stanley A. Milner Library Branch, <http://www.epl.ca/about-epl/branches-and-hours/stanley-a-milner-library>, 7 Sir Winston Churchill Square

- Strathcona Branch, <http://www.epl.ca/about-epl/branches-and-hours/strathcona-branch>, 8331 - 104 Street
- Whitemud Crossing Branch, <http://www.epl.ca/about-epl/branches-and-hours/whitemud-crossing-branch>, 145 Whitemud Crossing Shopping Centre, 4211 - 106 Street
- Woodcroft Branch, <http://www.epl.ca/about-epl/branches-and-hours/woodcroft-branch>, 13420 - 114 Avenue

Evansburg - Evansburg Public Library <http://www.evansburglibrary.ab.ca/>

Fort Saskatchewan - Fort Saskatchewan Public Library <http://www.fspl.ca/>

Gibbons - Gibbons Municipal Library <http://www.gibbonslibrary.ab.ca/>

Leduc - Leduc Public Library <http://www.leduclibrary.ca/>

Morinville - Morinville Community Library <http://www.morinvillelibrary.ca/>

Onoway - Onoway Public Library <http://www.morinvillelibrary.ca/>

Redwater - Redwater Public Library <http://www.redwaterlibrary.ab.ca/>

Sherwood Park - Strathcona County Library <http://www.sclibrary.ab.ca/>

Spruce Grove - Spruce Grove Public Library <http://www.sgpl.ca/>

St. Albert - St. Alberta Public Library <http://www.sapl.ab.ca/>

Stony Plain - Stony Plain Public Library <http://www.stonyplainlibrary.org/>

Thorsby - Thorsby Municipal Library <http://www.stonyplainlibrary.org/>

Wildwood - Wildwood Public Library <http://www.wildwoodlibrary.ab.ca/>

Camrose Servicing Area

CAMROSE SERVICING AREA ESSENTIAL SKILLS PROVIDERS: Lakeland College, Norquest College, Community Adult Learning Councils, and Public Municipal Libraries

Please note that the course descriptions have website links to more detailed course information. Move your mouse over the link, which is in blue font and underlined, and then press the Control (Ctrl) button on your keyboard and click on the title. This will bring you to the page with more detailed course information.

LAKELAND COLLEGE can connect you to online Essential Skills ed2go courses. ed2go offers a wide range of highly interactive courses that you can take over the Internet. All courses are 6 weeks in length, and led by expert instructors. Visit the ed2go website to find the essential skills course that is right for you. <http://www.ed2go.com/lakeland/> Visit the College's two campuses to find out more.

Campuses/Learning Centres: Vermillion, Lloydminster

NORQUEST COLLEGE provides online Essential Skills learning opportunities to AUPE Camrose Servicing area members. You can engage in these online classes from home or at the Wetaskiwin campus.

Business Writing

Students will develop the writing skills they need to work effectively in the Canadian multicultural workplace. Students will learn the mechanics of writing and the unwritten cultural rules of business writing that will allow them to communicate effectively and appropriately in the Canadian workplace. This evening, online 21-hour course will develop business writing competencies for multicultural teams and organizations. Find out more: <http://www.norquest.ca/cal/current/course/xlan1501-business-writing.aspx#sthash.qROHQxeM.dpuf>

Conversation Management

Students will develop the intercultural communication skills they need to communicate effectively and appropriately in multicultural workplaces. Students will learn to use English and intercultural communication practices to communicate in culturally effective ways to achieve workplace goals. This online 30-hour course will help students identify situations in which cross-cultural differences are likely to occur and to communicate with others as they work in multicultural teams and organizations. Find out more: <http://www.norquest.ca/cal/current/course/xlan1500-conversation-management.aspx#sthash.uA1luUwi.dpuf>

Effective Communication

Effective communication skills are essential to workplace success. You will learn a variety of workplace communications and develop written and verbal communication skills. You will practise critical thinking, produce error-free written assignments, and create effective oral presentations. Students will be expected to produce coherent writing using effective sentence and paragraph structure and accurate grammar, spelling, punctuation, and capitalization. Find out more: <http://www.norquest.ca/cal/current/course/XBUS1251-effective-communication.aspx#sthash.WPFik8Ww.dpuf>

Microsoft Office 2013 Word, Excel, and PowerPoint

These courses will teach you basic to intermediate functions in Microsoft Office 2013 Word, Excel, and PowerPoint. You will increase your proficiency in Word by learning to use features that enhance and simplify document creation. You will also learn Excel and its features to create worksheets with formulas and formatting for a variety of business applications. You will create PowerPoint presentations that are both professional and effective by incorporating graphics, text, and multimedia. Find out more: <http://www.norquest.ca/cal/current/course/XBUS1250-microsoft-word-excel-and-powerpoint.aspx#sthash.gHefGMkl.dpuf>

Customized Essential Skills Training

NorQuest College offers professional development courses for organizations of all sizes that need to increase productivity, enhance customer servicing, meet regulatory requirements or increase employee engagement and retention. Training can usually be delivered for up to 20 people at a time, on-site or at NorQuest's campuses, and the course material can be customized to include relevant workplace examples specific to your organization. Find out more: <http://www.norquest.ca/corporate-training.aspx>

COMMUNITY ADULT LEARNING COUNCILS

Community Adult Learning Councils are funded by the Government of Alberta to offer part-time non-credentialed learning opportunities that respond to their communities' unique needs.

Essential Skills learning opportunities may include computer and technology courses, including how to use social media technology such as Skype; English as a Second Language courses; public speaking courses, money management courses, including home budgeting; and reading, writing and math one-to-one tutoring. Councils welcome course or workshop suggestions.

Because Councils are responsive to community needs, which are ever-changing, course offerings may vary from time to time. Check websites for calendar and course listings. Course calendars are also distributed throughout communities in places like libraries and community recreation centres. Courses might also be promoted throughout an area via newsletters and posters.

There is a small fee for courses, although some Councils offer course fee subsidies or bursaries. Councils may have to cancel a course, workshop or class if the enrollment is not sufficient to cover costs. One-to-one reading, writing and math tutoring is free.

Councils can be found in the AUPE Camrose Servicing Area communities, below.

Bashaw

Bashaw Adult Learning Council

4909- 50 St.
Bashaw, AB T0B 0H0
Telephone: 780-372-3648
Fax: 780-372-3951
E-mail: northey.jackie@gmail.com

Camrose

Camrose & Area Adult Learning Council

2nd. Floor, 4707-56 Street
Camrose, AB T4V 1P7
Telephone: 780-672-8754
Fax: 780-672-7621
E-mail: calc@camroselearning.com
Website Address: <http://www.camroselearning.com>

Consort

Neutral Hills Community Adult Learning Society

5231-50th St.
Consort, AB T0C 1B0
Telephone: 403-577-3011
Fax: 403-577-3876
E-mail: nhcalsexdir@netago.ca
Website Address: <http://www.nhlearning.ca/>

Coronation

Paintearth Community Adult Learning Council

4909 Royal Street (Basement)
Coronation, AB T0C 1C0
Telephone: 1-888-578-3817
Fax: 403-578-2866
E-mail: info@paintearthlearning.ca
Website Address: <http://www.paintearthlearning.ca/>

*Also serves community of Castor

Killam

Flagstaff Community Adult Learning Society

5005-50th Street
Killam, AB T0B 2L0
Telephone: 780-385-3712
Fax: 780-385-3528
E-mail: director@fcal.net
Website Address: <http://www.fcal.net>

*Also serves communities of Forestburg, Galahad, Hardisty and Sedgewick

Lamont

Lamont County Community Adult Learning Council

Lamont County Administration Building, 5303 - 50 Avenue
Lamont, AB T0B 2R0
Telephone: 780-895-2874
Fax: 780-895-7404
E-mail: adultlearning@lamontcounty.ca
Website Address: <http://lamontcounty.ca/community/CALC>

Lloydminster

Lloydminster Learning Council Association

4419 - 52 Avenue
Lloydminster, AB S9V 1K6
Telephone: 780-875-5763
Fax: 780-875-5793
E-mail: loydcncl@telusplanet.net
Website Address: <http://www.lloydlearningcouncil.org>

Provost

Eastpark Educational Opportunities Council

5419 - 44 St.
Provost, AB T0B 3S0
Telephone: 780-753-2822
Fax: 780-753-2181
E-mail: programs@provostlearning.ca
Website Address: <http://www.provost.ca/eeoc>

Ryley

Beaver County Community Adult Learning Council

5120-50 st.
Ryley, AB T0B 4A0
Telephone: 780-663-3730
Fax: 780-663-3602
E-mail: calc@beaver.ab.ca
Website Address: <http://www.beaver.ab.ca/departments/adult-learning>

Stettler

Stettler & District Community Adult Learning Council

4720-50 Street
Stettler, AB T0C 2L0
Telephone: 403-742-2280
Fax: 403-742-1391
E-mail: stcalc@telus.net
Website Address: <http://www.stettlerlearning.com>

Two Hills

Two Hills County Adult Learning Council

4818 - 50 Avenue
Two Hills, AB T0B 4K0
Telephone: 780-657-3358 or 780-208-3754
Fax: 780-657-3504
E-mail: dtupechka@thcounty.ab.ca

Vegreville

VegMin Learning Society

4923 - 50 Street
Vegreville, AB T9C 1R4
Telephone: 780-632-7920
Fax: 780-632-3224
E-mail: vegmin@vegmin.com
Website Address: <http://www.vegmin.com> or <http://www.aroundvegreville.com/vegminsociety>

Vermillion

Vermilion River Community Learning for Adult Students Society

5008 - 49 Avenue
Vermillion, AB T9X 2B3
Telephone: 780-853-2000
E-mail: chandra.blair@classab.ca
Website Address: <http://www.classab.ca>

Wainwright

Wainwright & District Council for Adult Lifelong Learning

26, 810 - 14 Avenue
Wainwright, AB T9W 1R2
Telephone: 780-842-3455
E-mail: info@callw.org
Website Address: <http://www.callw.org>

Wetaskiwin

Community Learning Council for Wetaskiwin & Area

County of Wetaskiwin Office, 2 km West of City of Wetaskiwin on Hwy. #13,
Across from Reynolds-Alberta Museum
Wetaskiwin, AB T9A 2G5
Telephone: 780-361-6241
Fax: 780-352-3486
E-mail: info@clcwetaskiwin.ca
Website Address: <http://www.clcwetaskiwin.ca>

PUBLIC MUNICIPAL LIBRARIES

Alberta's public municipal libraries are committed to ensuring that Albertans have an equal right to access information regardless of economic, social or geographic circumstances. This means that library services are free, including learning services.

Libraries offer programming for both children and adults. Adult essential skills programs may include Conversational English for learners wanting to improve pronunciation and speaking skills. Basic computer skills courses, social media technology courses, writing workshops and book clubs may also be available. Because libraries are responsive to community learning interests, workshops and courses vary from time to time. Smaller libraries may not have the resources to offer programming.

Libraries advertise their learning opportunities in local community newspapers, posters around the community, on Facebook, and on their websites. Just click on the link to your community library to learn what essential skills and other learning opportunities they are currently providing!

Bashaw - Bashaw Municipal Library <http://bashawlibrary.prl.ab.ca/>

Bruderheim - Metro Kalyn Community Library <http://www.bruderheimpl.ab.ca/>

Camrose - Camrose Public Library <http://cpl.prl.ab.ca/>

Castor - Castor Municipal Library <http://castorlibrary.prl.ab.ca/>

Consort - Consort Municipal Library <http://coronationlib.prl.ab.ca/>

Coronation - Coronation Memorial Library <http://coronationlib.prl.ab.ca/>

Daysland - Daysland Public Library <http://dayslandlibrary.prl.ab.ca/>

Forestburg - Forestburg Public Library <http://forestburglibrary.prl.ab.ca/>

Galahad - Galahad Public Library <http://galahadpublic.prl.ab.ca/>

Hardisty - Hardisty Public Library <http://hardistylib.prl.ab.ca/>

Killam - Killam Public Library <http://killamlibrary.prl.ab.ca/>

Kitscoty - Kitscoty Public Library <http://www.kitscotypubliclibrary.ab.ca/>

Lamont - Lamont Public Library http://www.lamont.ca/places/Lamont-Public-Library_8523

Lloydminster - Lloydminster Public Library <http://www.lloydminster.lib.sk.ca/>

Mannville - Mannville Centennial Library <http://www.mannvillelibrary.ab.ca/>

Mundare - Mundare Municipal Public Library <http://www.mundarelibrary.ab.ca/>

Myrnam - Myrnam Community Library <http://www.myrnamlibrary.ab.ca/>

Ponoka - Ponoka Jubilee Library <http://ponokalibrary.prl.ab.ca/>

Provost - Provost Municipal Library <http://provostlibrary.prl.ab.ca/>

Ryley - Mcpherson Municipal Library <http://www.mcphersonlibrary.ab.ca/>

Sedgewick - Sedgewick & District Municipal Library <http://sedgpublib.prl.ab.ca/>

Stettler - Stettler Public Library <http://spl.prl.ab.ca/>

Tofield - Tofield Municipal Library <http://www.tofieldlibrary.ca/>

Two Hills - Alice Melnyk Public Library <http://www.twohillslibrary.ab.ca/>

Vegreville - Vegreville Centennial Library <http://www.vegrevillelibrary.ab.ca/>

Viking - Viking Municipal Library <http://www.vikinglibrary.ab.ca/>

Wainright - Wainright Public Library <http://www.wainwrightlibrary.ab.ca/>

Wetaskiwin - Wetaskiwin Public Library <http://www.wetaskiwinpubliclibrary.ab.ca/>

Red Deer Servicing Area

RED DEER SERVICING AREA ESSENTIAL SKILLS PROVIDERS: Red Deer College, Olds College, NorQuest College, Community Adult Learning Councils, Red Deer Community Agencies, and Public Municipal Libraries

Please note that the course descriptions have website links to more detailed course information. Move your mouse over the link, which is in blue font and underlined, and then press the Control (Ctrl) button on your keyboard and click on the title. This will bring you to the page with more detailed course information.

RED DEER COLLEGE provides face-to-face Essential Skills learning opportunities to residents of Red Deer, and online Essential Skills learning opportunities to other communities in the Red Deer AUPE Servicing Area.

American Sign Language Level 1

American Sign Language (ASL) is a complete, complex language that employs signs made by moving the hands combined with facial expressions and postures of the body. The first level of this ASL evening course teaches you basic receptive and expressive ASL skills that can be applied in the workplace or social settings. Learn the critical skills and tools for conversing in American Sign Language. Find out more: <https://rdc.ab.ca/continuing-education/course/ELAN/6005>

American Sign Language Level 2

Students will further build on skills learned in American Sign Language Level 1.

Business Writing

Plain language is an approach to writing that puts readers' needs first. This one-day course will show you how to use plain language principles and techniques to create clear and straightforward emails, letters, memos and reports. You will learn how to step into your readers' shoes, structure writing according to its purpose, and use headings and layout that encourage your readers to pay attention. Find out more: <https://rdc.ab.ca/continuing-education/course/EMAN/1013>

Communicate with Confidence

Your interpersonal communication skills can spell the difference between success and failure. Communication is not just about how you talk and listen, it's about making connections with people, customers, co-workers and friends. This workshop will provide you with the knowledge and skills to communicate clearly, confidently and help minimize communication breakdowns. Find out more: <https://rdc.ab.ca/continuing-education/course/EMAN/1102>

Essential Computer Skills Courses

- *ACCESS 2013* - Microsoft Access is the world's premier database software. Use it to store all kinds of information from a simple list of contacts or expenses to an inventory catalog with tens of thousands of products. Find out more: <https://rdc.ab.ca/continuing-education/course/ECOM/3111>
- *Computer Applications for Business* - This comprehensive evening course will provide students with a valuable measure of technical proficiency and expertise in Microsoft Windows, Word, and Excel industry standard productivity software of businesses the world over. Find out more: <https://rdc.ab.ca/continuing-education/course/PBKC/101>
- *Microsoft Excel 2013 Essentials* - It's easy to learn this powerful spreadsheet application. You can use Excel to create lists, budgets, inventory tracking, calculations of future profits and losses, even the office hockey pool! In this one-day workshop, you will learn to format and customize spreadsheets, enter and manipulate data, create formulas using your data and produce charts. Find out more: <https://rdc.ab.ca/continuing-education/course/ECOM/3110>
- *Microsoft Outlook Essentials* - Looking for an intro course on desktop information management? Using Outlook you will learn how to send email, manage your calendar and contacts, deal with tasks and files, track activities and share information with Microsoft Office programs. Find out more about this one-day course: <https://rdc.ab.ca/continuing-education/course/ECOM/3147>

- *Microsoft Office Essentials* - Increase your skills with the three most sought after productivity applications: Word, Excel and PowerPoint. This course is available both as a daytime course or an evening course. Find out more: <https://rdc.ab.ca/continuing-education/course/ECOM/3104>
- *Microsoft 8 Windows Essentials* - Welcome to the Microsoft Windows 8 Essentials workshop. With an eye towards increasing mobility, Windows 8 was designed for PCs, as well as tablets and smart phones. This course will help you navigate a completely new type of operating system. Increase your productivity by learning the best ways to customize, organize and manage your computer and its contents. Find out more: <https://rdc.ab.ca/continuing-education/course/ECOM/3130>
- *Microsoft Word 2013 Essentials* - Take the first step towards producing professional quality documents quickly and easily! Familiarize yourself with the Word interface and its powerful features such as the ribbon, toolbars, status bar, backstage view, commands, keyboard shortcuts, and the Quick Access Toolbar to format text, paragraphs and pages. Learn to create beautiful cover sheets, use styles and themes and more! Take your documents from bland to brilliant. Find out more: <https://rdc.ab.ca/continuing-education/course/ECOM/3109>
- *Microsoft Excel 2010 ONLINE Anytime* - Turn unorganized data into useful information and quickly make spreadsheets your friends. RDC's Online Anytime training allows individuals of any technical level learn exactly what they need to know at their own pace. The course starts with Excel fundamentals and then moves on to advanced topics like functions, PivotTables, and macros. This comprehensive course covers materials from RDC's Excel 2010 Level 1, 2 and 3. Find out more: <https://rdc.ab.ca/continuing-education/course/ECOM/3303>
- *Microsoft Outlook ONLINE Anytime* - Starting with the fundamentals and moving on to more advanced topics, this online course allows individuals of any technical level learn exactly what they need to know at their own pace. Find out more: <https://rdc.ab.ca/continuing-education/course/ECOM/3310>
- *Microsoft Word ONLINE Anytime* - Turn boring documents into must-read material with powerful formatting, charts and tables. RDC's Microsoft Word Online Anytime course allows individuals of any technical level learn exactly what they need to know at their own pace. The course begins with Word fundamentals and then moves on to more advanced topics like styles, charts, and mail merge. Find out more: <https://rdc.ab.ca/continuing-education/course/ECOM/3300>
- *Microsoft Power Point ONLINE Anytime* - Not getting your message across? Maybe it's those canned presentations you've been using for years. With RDC's Microsoft PowerPoint Online Anytime course, you will learn how to create and deliver dynamic, professional - looking presentations. Find out more: <http://rdc.ab.ca/continuing-education/course/ECOM/3308>

Conflict and Confrontation

Learn and practice how to approach emotional situations calmly and to turn conflict avoidance into conflict resolution. This one-day seminar provides the opportunity to practice skills and strategies for positive conflict mediation. You will explore basic types of conflict and conflict styles, and practice active listening, conflict mediation, and more. Find out more: <https://rdc.ab.ca/continuing-education/course/EIOS/2048>

Conflict Management

Every now and then we will run into conflict. It is how you react to this conflict that will determine the positive or negative outcome. The purpose of this one-day course is to provide you with an effective and proven strategy to deal with workplace conflict situations. Using a four-step model, this one day workshop gives you the ability to see conflicts as an opportunity for growth, collaboration and innovation. In this course you will learn hands-on how to embrace conflict and use its energy for relationship building and problem solving. Find out more: <https://rdc.ab.ca/continuing-education/course/EMAN/1016>

Conflict Resolution/Supervisor

Conflict is a part of every supervisor's job. In this one-day course, you will learn a six-step process that can be used to modify and resolve conflict of any size. You will learn crucial conflict resolution skills, including dealing with anger. The goal is to turn negative, destructive conflict into positive productive discussion. Find out more: <https://rdc.ab.ca/continuing-education/course/CMFS/1005>

Creative Problem-Solving

This one-day Creative Problem Solving workshop will give you an overview of the entire creative problem solving process, as well as key problem solving tools that can be used every day. Skills such as brainstorming, information gathering, analyzing data, and identifying resources will be covered throughout the workshop. Find out more:

<https://rdc.ab.ca/continuing-education/course/EMAN/1106>

Dealing With Difficult People

Everyone, whether personally or professionally, has come into contact with someone who is difficult to deal with. No matter what you do, the situation never seems to improve. This one-day course will help you develop strategies that are practical and specific to the difficult people in your life. Learn proven techniques that will make a difference in your life and theirs. Find out more: <https://rdc.ab.ca/continuing-education/course/EMAN/1134>

Deliver Constructive Criticism

Delivering Constructive Criticism is one of the most challenging things for anyone. Through this one-day workshop, participants will gain valuable knowledge and skills that will assist them with this challenging task. Find out more:

<https://rdc.ab.ca/continuing-education/course/EMAN/1001>

Effective Communication Skills

This course focuses on building your oral communication skills. In a supervisory role, effective communication skills are essential. You need to be able to listen and understand what others are saying, provide feedback, and ensure that the messages you are sending are the ones that are received. You will learn techniques that help to ensure open, honest and productive conversations. Find out more: <https://rdc.ab.ca/continuing-education/course/CMFS/1003>

Emotional Intelligence

Many people are surprised to learn that Emotional Intelligence (E.I.) is more important to achieving family and work success than intellectual ability. The good news is that we can enhance and improve our E.I. Learn what E.I. is, what it means to you, and how it can help you build successful relationships. This course will improve your physical and emotional health, communication, business performance, leadership, teamwork skills and more! Find out more:

<https://rdc.ab.ca/continuing-education/course/EMAN/1107>

Taking Great Meeting Minutes

This full-day workshop is for people who are responsible for taking meeting minutes in a business or for an organization. You will learn how to: work with the Meeting Chair, prepare the agenda, compose various minute formats, decide what to include and not include, use a template, edit and proofread, obtain approvals and sign offs, and distribute the properly completed minutes. Find out more: <https://rdc.ab.ca/continuing-education/course/EMAN/1191>

Telephone and Email Etiquette

This workshop will develop the skills of staff who deal with clients over the phone, particularly in a 'first contact' situation. Specific topics include: setting up the work area, effective greetings, telephone voice and appropriate language, understanding requests, taking a message, dealing with difficult/irate callers, and many other important topics.

Effective and professional usage of communication through electronic mail will also be addressed in this workshop. Participants will learn basics in the proper use of email in business. You'll learn topics such as how to correctly format your email messages, correct grammar and punctuation use, and the "Do's and Don'ts" about email. Find out more: <https://rdc.ab.ca/continuing-education/course/EMAN/1058>

Understand Yourself and Others

Want to better understand why it is easy to work with some people and difficult to work with others? Reduce or eliminate problems and frustrations by understanding your own, your co-workers' and your customers' personality preferences. In this one day workshop you will complete the True Colors profile instrument, an internationally accepted personality assessment tool. Increase you and your team's effectiveness by identifying different personalities and tapping into the power of each. Find out more: <https://rdc.ab.ca/continuing-education/course/EMAN/1110>

Writing Policies and Procedures

A well written Policy and Procedures Manual can create the systems your business or organization needs to reduce conflict and errors, and improve productivity in the workplace. Create an effective and useful manual that fits the needs of your workplace by learning how to structure the document, what to include or exclude, and the various “Do’s and Don’ts” to consider. During this two-day workshop, participants will work on a draft Manual for their workplace. Find out more: <https://rdc.ab.ca/continuing-education/course/EMAN/1184>

Customized Essential Skills Training

Red Deer College’s School of Continuing Education has a robust and recognized reputation for developing customized training programs for businesses, communities, and special interest groups. For more information, contact Manager – Business Development| School of Continuing Education, Red Deer College, 100 College Blvd., 403.342.3550.

OLDS COLLEGE can connect AUPE members in the Red Deer Servicing area to online ed2go courses. ed2go offers a wide range of highly interactive courses that you can take over the Internet. All courses are 6 weeks in length, and led by expert instructors. Click here to browse the catalog <http://www.ed2go.com/oldscce/> to find the essential skills course that is right for you. Simply type in an essential skills key word into the “Search for courses” field: computers, writing, reading, math, communication, or decision making. A variety of courses under that topic will appear for you to browse.

NORQUEST COLLEGE provides essential skills learning opportunities to AUPE Red Deer Servicing area residents at their Drayton Valley campus. You can engage in these online classes from home or using Drayton Valley campus facilities.

Business Writing

In this 1 hour per week, 21 week, online course, students will develop the writing skills they need to work effectively in the Canadian multicultural workplace. Students will learn the mechanics of writing and the unwritten cultural rules of business writing that will allow them to communicate effectively and appropriately in the Canadian workplace. Find out more: <http://www.norquest.ca/cal/current/course/xlan1501-business-writing.aspx>

Conversation Management

In this 1 hour per week, 30 week, online course, students will develop the intercultural communication skills they need to communicate effectively and appropriately in multicultural workplaces. Students will learn to use English and intercultural communication practices to communicate in culturally effective ways to achieve workplace goals. Find out more: <http://www.norquest.ca/cal/current/course/xlan1500-conversation-management.aspx#sthash.Ps7zHdCr.dpuf>

Effective Communication

In this 20 hour online course, you will learn a variety of workplace communications and develop written and verbal communication skills. You will practise critical thinking, produce error-free written assignments, and create effective oral presentations. Students will be expected to produce coherent writing using effective sentence and paragraph structure and accurate grammar, spelling, punctuation, and capitalization. Find out more: <http://www.norquest.ca/cal/current/course/XBUS1251-effective-communication.aspx#sthash.DJRu1xYd.dpuf>

Microsoft Word, Excel and Powerpoint

This course will teach you basic to intermediate functions in Microsoft Office 2013 Word, Excel, and PowerPoint. You will increase your proficiency in Word by learning to use features that enhance and simplify document creation. You will also learn Excel and its features to create worksheets with formulas and formatting for a variety of business applications. You will create PowerPoint presentations that are both professional and effective by incorporating graphics, text, and multimedia. Find out more: <http://www.norquest.ca/cal/current/course/XBUS1250-microsoft-word-excel-and-powerpoint.aspx#sthash.cjpYShYG.dpuf>

Customized Essential Skills Training

NorQuest College offers professional development courses for organizations of all sizes that need to increase productivity, enhance customer servicing, meet regulatory requirements or increase employee engagement and retention. Training can usually be delivered for up to 20 people at a time, on-site or at NorQuest's campuses, and the course material can be customized to include relevant workplace examples specific to your organization. Find out more: <http://www.norquest.ca/corporate-training.aspx>

COMMUNITY ADULT LEARNING COUNCILS

Community Adult Learning Councils are funded by the Government of Alberta to offer part-time non-credentialed learning opportunities that respond to their communities' unique needs.

Essential Skills learning opportunities may include computer and technology courses, including how to use social media technology such as Skype; English as a Second Language courses; public speaking courses, money management courses, including home budgeting; and reading, writing and math one-to-one tutoring. Councils welcome course or workshop suggestions.

Because Councils are responsive to community needs, which are ever-changing, course offerings may vary from time to time. Check websites for calendar and course listings. Course calendars are also distributed throughout communities in places like libraries and community recreation centres. Courses might also be promoted throughout an area via newsletters and posters.

There is a small fee for courses, although some Councils offer course fee subsidies or bursaries. Councils may have to cancel a course, workshop or class if the enrollment is not sufficient to cover costs. One-to-one reading, writing and math tutoring is free.

Councils can be found in the AUPE Red Deer Servicing Area communities, below.

Drayton Valley

Drayton Valley Community Learning Centre Box 6321

5056 - 50 Avenue
Drayton Valley, AB T7A 1R8
Telephone: 780-542-3373
Fax: 780-542-4334
E-mail: info@dvcommunitylearning.ca
Website Address: <http://www.dvcommunitylearning.ca>

Drumheller

Drumheller and District Further Education Council

250 Centre Street
Drumheller, AB T0J 0Y0
Telephone: 403-823-3669
Fax: 403-823-7302
E-mail: ddfec@oldscollege.ca
Website Address: <http://www.drumfurthered.com>

Hanna

Hanna & District Association for Lifelong Learning

401 Centre Street
Hanna, AB T0J 1P0
Telephone: 403-854-2099
Fax: 1-866-990-8975
E-mail: doray.veno@hannalearning.com
Website Address: <http://www.hannalearning.com>

Innisfail

Henday Association for Lifelong Learning

2, 4407 - 49 Street
Innisfail, AB T4G 1P3
Telephone: 403-227-2866
Fax: 403-227-3579
E-mail: donnaarnold@hendaylearning.com
Website Address: <http://www.hendaylearning.com>

*Also serves communities of Bowden and Elnora

Lacombe

County of Lacombe Lifelong Learning Association

5005 - 49 Street
Lacombe, AB T4L 1X3
Telephone: 403-782-7955
Fax: 403-782-9382
E-mail: c1lla@rttinc.com
Website Address: <http://www.c1lla.com>

*Also serves communities of Blackfalds, Bentley, and Eckville

Olds

Mountain View Communities Adult Learning Society

4500 - 50 Street
Olds College LRC
Olds, AB T4H 1R6
Telephone: 403-507-7750
E-mail: mshier@oldscollege.ca

Red Deer

Life Long Learning Council of Red Deer

4728 Ross Street
Red Deer, AB T4N 1X2
Telephone: 403-343-1322
Fax: 403-343-1324
E-mail: lifelonglearningrd@cirsonline.ca
Website Address: <http://www.learningrd.ca>

This Council does not deliver programs or courses. Instead, it provides funding to community groups and agencies to deliver programs and courses. These are Essential Skills program and course providers:

Central Alberta Immigrant Women's Association, #120 4818 50th Ave., Phone 403-341-3553

Offers beginner, intermediate and advanced computer basic skills, including Microsoft Office Word, Excel and Power Point, and email functions

Golden Circle, 4620-47A Avenue, Phone 403- 343-6074

Offers Levels 1-4 basic computer skills for seniors

Red Deer Public Schools Community Programs, 4204-58 St., Phone 403-342-1059

Offers online ed2go courses that include computer courses, writing courses, reading courses, communication courses, critical thinking courses, and math courses. Courses are 6 weeks long, and learners learn at their own pace.

PUBLIC MUNICIPAL LIBRARIES

Alberta's public municipal libraries are committed to ensuring that Albertans have an equal right to access information regardless of economic, social or geographic circumstances. This means that library services are free, including learning services.

Libraries offer programming for both children and adults. Adult essential skills programs may include Conversational English for learners wanting to improve pronunciation and speaking skills. Basic computer skills courses, social media technology courses, writing workshops and book clubs may also be available. Because libraries are responsive to community learning interests, workshops and courses vary from time to time. Smaller libraries may not have the resources to offer programming.

Libraries advertise their learning opportunities in local community newspapers, posters around the community, on Facebook, and on their websites. Just click on the link to your community library to learn what essential skills and other learning opportunities they are currently providing!

Bentley - Bentley Municipal Library <http://bentleylibrary.prl.ab.ca/>

Blackfalds - Blackfalds Public Library <http://www.blackfaldslibrary.ca/>

Bowden - Bowden Public Library <http://bowdenlibrary.prl.ab.ca/>

Breton - Breton Municipal Library <http://www.bretonlibrary.ab.ca/>

Caroline - Caroline Municipal Library <http://carolinelibrary.prl.ab.ca/>

Drayton Valley - Drayton Valley Municipal Library <http://www.draytonvalleylibrary.ca/>

Drumheller - Drumheller Public Library <http://www.drumhellerlibrary.ca/>

Eckville - Eckville Municipal Library <http://eckvillelibrary.prl.ab.ca/>

Elnora - Elnora Public Library <http://elnoralibrary.prl.ab.ca/>

Hanna - Hanna Municipal Library <http://www.hannalibrary.ca/>

Innisfail - Innisfail Public Library <http://ipl.prl.ab.ca/>

Lacombe - Mary C. Moore Public Library <http://lacombelibrary.org/>

Linden - Linden Municipal Library <http://www.lindenlibrary.ca/>

Nordegg - Nordegg Public Library <http://nordegglibrary.prl.ab.ca/>

Olds - Olds Municipal Library <http://oml.prl.ab.ca/>

Pigeon Lake - Pigeon Lake Public Library <http://www.pigeonlakepubliclibrary.ab.ca/>

Red Deer - Red Deer Public Library <https://www.rdpl.org/>

Rimbey - Rimbey Municipal Library <http://rimbeylibrary.prl.ab.ca/>

Rocky Mountain House - Rocky Mountain House Public Library <http://rmhlibrary.prl.ab.ca/>

Sundre - Sundre Municipal Library <http://sundre.prl.ab.ca/>

Sylvan Lake - Sylvan Lake Municipal Library <http://sylvanlibrary.prl.ab.ca/>

Three Hills - Three Hills Public Library <http://www.3hillslibrary.com/>

Trochu - Trochu Municipal Library <http://www.trochulibrary.ca/>

Winfield - Winfield Community Library <http://www.winfieldlibrary.ab.ca/>

Youngstown - Youngstown Municipal Library <http://www.youngstownlibrary.ca/>

Calgary Servicing Area

CALGARY SERVICING AREA ESSENTIAL SKILLS PROVIDERS: Bow Valley College, Calgary Catholic Immigration Society, Calgary Immigrant Educational, Community Adult Learning Councils, and Public Municipal Libraries

Please note that the course descriptions have website links to more detailed course information. Move your mouse over the link, which is in blue font and underlined, and then press the Control (Ctrl) button on your keyboard and click on the title. This will bring you to the page with more detailed course information.

BOW VALLEY COLLEGE provides face-to-face and online Essential Skills learning opportunities to residents of Calgary and surrounding communities with the AUPE Calgary Servicing area.

Campuses/Learning Centres: Calgary, Airdrie, Banff, Canmore, Cochrane, High River, Okotoks, and Strathmore/Chestermere.

Essential Computer Skills Courses

- *Computer Basics (Online)* - Get comfortable with computers and the basic features of Microsoft Windows, Microsoft Word, and the internet. Find out how to open and close windows properly, use online help, and navigate with Windows Explorer. You'll also get an introduction to creating, designing, formatting, and editing documents, as well as surfing the internet. This course is designed for those with little or no computer experience. Consists of 18 hours of study within 4 months. Online offerings are available to all Bow Valley College Campus Communities. Face-to-face classroom instruction is available at the Calgary Campus. Find out more: <https://coned.bowvalleycollege.ca/course/comp124>
- *Keyboarding - Beginner and Skill Builder* - This course is designed for learners who are brand new to keyboarding, as well as learners who have basic skills but wish to increase their words per minute to a more functional level. Learn proper hand positioning and posture. Develop your skills and track speed and accuracy. The objective is to help you achieve up to 25 words per minute. This 15 hour course is offered at the Calgary Downtown campus. Find out more: <https://coned.bowvalleycollege.ca/course/con0050>
- *Microsoft Word 2010 - Introduction* - This course guides you through the effective use of toolbars, file maintenance, moving and copying data, manipulating fonts, font styles and attributes, working with borders and shading, adjusting margins and spacing, setting tabs and indents, and using headers and footers. Learn to use the AutoCorrect and AutoText features and finish documents by using the spellcheck, Thesaurus, and grammar features. Consists of 18 hours of study within 4 months. Online offerings are available to all Bow Valley College Campus Communities. Face-to-face classroom instruction is available at the available at Calgary Campus. Find out more: <https://coned.bowvalleycollege.ca/course/comp113> Microsoft Office Intermediate and Advanced are also available face-to-face and online. Find out more: <https://coned.bowvalleycollege.ca/course/comp114> and <https://coned.bowvalleycollege.ca/course/comp115>
- *Microsoft Excel 2010 - Introduction* - Learn how to create and print worksheets, manipulate and protect worksheet data, work with formulas and functions, format worksheets, and create and edit charts. Consists of 18 hours of study within 4 months. Online offerings are available to all Bow Valley College Campus Communities. Face-to-face classroom instruction is available at Calgary, Banff, and Canmore Campuses. Find out more: <https://coned.bowvalleycollege.ca/course/comp116> Microsoft Excel Intermediate and Advanced are also available face-to-face and online. Find out more: <https://coned.bowvalleycollege.ca/course/comp117> and <https://coned.bowvalleycollege.ca/course/comp118>
- *Microsoft Power Point 2010 (Online)* - Use templates, drawing tools, text boxes, and clip art to create professional-looking electronic and print presentations. PowerPoint enables you to organize a collection of images and text into a presentation and place it on slides, overheads or printed pages. Consists of 18 hours of study within 4 months. Online offerings are available to all Bow Valley College Campus Communities. Find out more: <https://coned.bowvalleycollege.ca/course/comp119>

- *Microsoft Access 2010 - Introduction (Online)* - Microsoft Access is a powerful relational database management system used for sorting, organizing and reporting various types of information. Access enables you to manipulate your data in a number of ways in the user-friendly Windows environment. It is an excellent tool for both new and experienced database users. Learn how to set up functional databases, design attractive data-entry forms, and produce meaningful reports. Consists of 18 hours of study within 4 months. Online offerings are available to all Bow Valley College Campus Communities. Find out more: <https://coned.bowvalleycollege.ca/course/comp120>
- *Microsoft Outlook 2010 (Online)* - Learn how to use the powerful communication and organizational capabilities of Microsoft Outlook. Upon completion of this course, you will be able to use basic and advanced email features, the calendar, the contacts, and the task list Consists of 18 hours of study within 4 months. Online offerings are available to all Bow Valley College Campus Communities. Find out more: <https://coned.bowvalleycollege.ca/course/comp123>

English Language Skills Courses

- *Lifeline to Literacy* - Lifeline to Literacy is an evening program that meets the needs of adult students who are seeking to improve their emerging literacy skills. The program is for those whose reading, writing, and math skills are below the grade seven level. It is a non-credit program for adults who are unable to access other academic programs because the literacy level of the course is too high, learning pace is too fast, or courses are too expensive. Find out more: <http://www.bowvalleycollege.ca/programs-and-courses/academic-upgrading/literacy-numeracy-and-essential-skills/literacy.html>
- *Writing Professionally* - Improve your ability to write English confidently and appropriately in the workplace. This course is intended for advanced English language learners whose skills allow for employability, but who still feel that their language skills do not allow them to function to the best of their abilities at work. This 40-hour evening course is offered face-to-face at the downtown Calgary campus. Find out more: <https://coned.bowvalleycollege.ca/course/esl0058>
- *Intermediate Vocabulary Development* - In this intermediate level course you will build your vocabulary through targeted and extensive reading, focusing on the first 2000 most commonly used words in English. Vocabulary learning strategies and activities include: aspects of word knowledge, vocabulary journals, expanding rehearsal, vocabulary games. This 40-hour evening course is offered face-to-face at the downtown Calgary campus. Find out more: <https://coned.bowvalleycollege.ca/course/esl0102>
- *Speaking professionally* - In this advanced level ELL course, you will focus on the following areas of language as they relate to the workplace: presentations, meetings, networking, small talk, idioms, cultural differences. This 40-hour evening course is offered face-to-face at the downtown Calgary campus. Find out more: <https://coned.bowvalleycollege.ca/course/eslp040>
- *Grammar Intermediate* - Learn where you are making grammatical mistakes and apply the rules of grammar to communicate effectively. It is recommended you complete the intermediate level before registering for the advanced level. There is an assessment during the first class. In the intermediate level, you will learn: simple tenses, adjectives, spelling rules, parts of speech. This 40-hour evening course is offered face-to-face at the downtown Calgary campus. Find out more: <https://coned.bowvalleycollege.ca/course/eslp050>
- *Reading and Writing Intermediate* - This intermediate level ELL course will develop and improve your writing and reading skills. In this course, you will: build on your vocabulary each lesson through interactive activities, discover strategies for better reading, understand the basics of writing good sentences, compose different types of paragraphs, keep a weekly journal. This 40-hour evening course is offered face-to-face at the downtown Calgary campus. Find out more: <https://coned.bowvalleycollege.ca/course/eslp060>

Conflict Management

In this online Conflict Management course, you will learn crucial conflict management skills, including dealing with anger and using the Agreement Frame. Dealing with conflict is important for every organization no matter what the size. If it is left unchecked or not resolved it can lead to lost production, absences, attrition, and even lawsuits. Online offerings are available to all Bow Valley College Campus Communities. Find out more: <https://coned.bowvalleycollege.ca/course/con0301>

Ethical Business Fundamental

This online course focuses on managerial ethics within the workplace, along with employer/employee rights and responsibilities. You will learn how to identify and prevent unethical behaviour, conduct an internal ethics audit, and develop ethical safeguards. Online offerings are available to all Bow Valley College Campus Communities. Find out more: <https://coned.bowvalleycollege.ca/course/con0308>

Business Etiquette

This online course examines the basics: consideration of others, appropriate dress/appearance, the workplace versus social situations, business meetings, proper introductions and 'the handshake', conversation skills/small talk, cultural differences affecting international business opportunities, dealing with interruptions, and proper business email and telephone etiquette. Find out more: <https://coned.bowvalleycollege.ca/course/con0309>

Effective Business Writing

This online course will provide you with a refresher on basic writing concepts (such as spelling, grammar, and punctuation), and an overview of the most common business documents. Strong writing skills will increase your value in the business world. Find out more: <https://coned.bowvalleycollege.ca/course/con0310>

Personal Productivity

In this online course, you will learn how to establish routines, set goals, create an efficient environment, and use time-honoured planning and organizational tools to maximize your personal productivity. Find out more: <https://coned.bowvalleycollege.ca/course/con0311>

Time Management Strategies

This online course teaches how to gain control of your time through organization, prioritizing, and delegation. It will provide you with the tools you need to be an effective time manager and allow you to overcome issues of time mismanagement, such as procrastination. Find out more: <https://coned.bowvalleycollege.ca/course/con0312>

Introduction to Performance Management

This online course demonstrates how to measure and enhance the performance of individuals and groups and align performance with the organization's strategic objectives through various methodologies. You will learn how to develop a more skilled workforce through effective talent and attention management and how to become more efficient and proficient with delegating, managing time, setting goals and expectations and providing feedback. Find out more: <https://coned.bowvalleycollege.ca/course/con0290>

Change Management

This online course will give any leader skills to implement changes more smoothly and to have those changes better accepted. This course will also give all participants an understanding of how change is implemented and some skills for managing their reactions to change. Find out more: <https://coned.bowvalleycollege.ca/course/con0313>

Advanced Performance Management

Performance Management is the key to keeping an organization and employee aligned, which improves performance and productivity. Performance Management helps the organization and employee have a streamlined relationship, which improves communication and interactions between the two groups. This online advanced level of Performance Management will help close any gaps that exist in an employee's skill-set, making them a more valuable employee through feedback and coaching. Find out more: <https://coned.bowvalleycollege.ca/course/con0314>

Critical and Productive Strategies

We live in a knowledge-based society: the more critically you think, the more productive you will become, and the better your knowledge will be. This online course provides you with the skills to analyze and evaluate information so that you are able to obtain the greatest amount of knowledge from it. It provides the best chance to make the correct decision, increases productivity and minimizes damages if a mistake does occur. Find out more: <https://coned.bowvalleycollege.ca/course/con0315>

Workplace Complexities

With the world becoming more mobile and complex, diversity has taken on a new importance in the workplace. In this online course, you will be able to use strategies for removing barriers and stereotypes, and understand harassment and violent scenarios; this course will encourage diversity in the workplace and even through their community. You will be instructed to use skills such as active listening to receive messages in a diverse and dynamic environment, employ effective questioning and mitigating techniques, and communicate with strength. Find out more: <https://coned.bowvalleycollege.ca/course/con0316>

Building High Performance Teams

For most managers, teamwork is a part of everyday life. At work, we are expected to be a functional part of a performing team. Having a strong team will benefit any organization and will lead to great success. This online course will encourage participants to explore the different aspects of a team, as well as ways that they can become a top-notch team performer. Participants will be taught the details and concepts of what makes up a team, and what factors into being a successful team and team member. Find out more: <https://coned.bowvalleycollege.ca/course/con0317>

Essential Supervisor Skills

Learn the skills you need to be an efficient supervisor and enhance your value in the marketplace, increase your chances of a promotion or simply make your job easier. Study from your home or office at your convenience. The supervisory skills learned in this homestudy course are applicable to any work environment. Find out more: <https://coned.bowvalleycollege.ca/course/admn107>

Basic Business Communication

This homestudy course focuses on the essentials of communicating effectively in a business environment concentrating on real-world learning activities. Topics include the writing process in business, oral communication, report development, records management, and the technology appropriate to the planning and facilitation of everyday business communication. The mechanics of language such as word usage, sentence structure, spelling, and grammar are reviewed within the context of each topic. Find out more: <https://coned.bowvalleycollege.ca/course/comm100>

Basic Administration Skills

This homestudy course provides you with the skills most commonly used by administrative assistants in a small business environment. Learn proper telephone and reception procedures and etiquette, time- and office-management skills, business communications, and office machine operations and procedures. Find out more: <https://coned.bowvalleycollege.ca/course/admn100>

Bow Valley College rural campuses in Airdrie, Canmore, Cochrane, Strathmore, High River, and Okotoks provide learner support and learning facilities, including computer labs. Contact the campus for more information about local course offerings and learner support.

<p>Airdrie Provincial Courthouse #121, 104 - 1st Ave. NW 403-355-1910 http://bowvalleycollege.ca/airdrie.html</p>	<p>Canmore Provincial Building 800 Railway Ave. 403-678-3125 http://bowvalleycollege.ca/bow-corridor</p>	<p>Chestermere/Strathmore Town of Strathmore 85 Lakeside Blvd. 403-462-2550 http://bowvalleycollege.ca/strathmore-and-chestermere.html</p>
<p>Cochrane 209-2 Ave. W. 403-851-2969 http://bowvalleycollege.ca/cochrane.html</p>	<p>High River 2nd Floor, 710 Centre St. SE 403-441-2399 http://bowvalleycollege.ca/okotoks-and-high-river.html</p>	<p>Okotoks 11 Elizabeth St. 402-441-2399 http://bowvalleycollege.ca/okotoks-and-high-river.html</p>

Customized Essential Skills Training

Bow Valley College also offers customized Essential Skills contract training. To have an essential skills program developed and delivered to your organization's specifications and needs, contact:

Kaesy Russnak
WES Officer
Center for Excellence in Immigrant and
Intercultural Advancement
+1-403-410-3404 Office
+1-403-542-1911 Mobile
Email: krussnak@bowvalleycollege.ca

CALGARY CATHOLIC IMMIGRATION SOCIETY

Essential Computer Skills Courses

- *Microsoft Outlook 2010* - In this 12-hour evening and Saturdays class you will learn how to use e-mail, scheduling and contact management including the automation of common email requirements. You will learn common tasks consisting of: organizing e-mail, assigning appointments to a calendar (recurring and multiple person scheduling), and organizing contacts into distribution lists. Find out more: http://www.ccis-calgary.ab.ca/index.php?option=com_content&view=article&id=270%3Ams-outlook-2010&catid=12%3Acomputer-training-program&Itemid=47
- *Introduction to Computers* - Learn how to identify the different parts of the computer such as, a mouse, keyboard, hard drive - CPU (Central Processing Unit) and monitor, etc. and understand its various functions. Offered evenings and Saturdays. Find out more: http://www.ccis-calgary.ab.ca/index.php?option=com_content&view=article&id=126&Itemid=138
- *Introduction to Windows 7 and Internet/Email* - Learn basic computer operations, internet use, and how to send and receive emails. Offered evenings and Saturdays. Find out more: http://www.ccis-calgary.ab.ca/index.php?option=com_content&view=article&id=55&Itemid=65
- *Microsoft Word 2010 Foundations* - Learn how to create documents, save documents, using spelling and grammar checks, bulleted lists, and more. Offered evenings and Saturdays. Find out more: http://www.ccis-calgary.ab.ca/index.php?option=com_content&view=article&id=56&Itemid=66
- *Microsoft Excel 2010 Foundations* - This introduction to Excel will teach you how to create and use spreadsheets, use Excel toolbar functions, how to sort data, and more. Offered evenings and Saturdays. Find out more: http://www.ccis-calgary.ab.ca/index.php?option=com_content&view=article&id=57&Itemid=67
- *Microsoft Access 2010 Foundations* - Learn how to create a database, create and link tables, make queries, understand and create forms and reports. Offered evenings and Saturdays. Find out more: http://www.ccis-calgary.ab.ca/index.php?option=com_content&view=article&id=58&Itemid=68
- *Microsoft Office Advanced* - Learn how to use the advanced MS Office applications in a business environment. Also, this course prepares you for the MS Office User Specialist (MOUS) exam. Offered evenings and Saturdays. Find out more: http://www.ccis-calgary.ab.ca/index.php?option=com_content&view=article&id=59&Itemid=69
- *Microsoft Publisher 2010* - Learn how to create business and personal documents such as Newsletters, Letterheads, Brochures, Flyers, Business Cards, Certificates, Banners, Internet Web Pages. Offered evenings and Saturdays. Find out more: http://www.ccis-calgary.ab.ca/index.php?option=com_content&view=article&id=60&Itemid=70
- *Microsoft Power Point 2010* - Learn how to create impressive presentations with audio and graphics. Learn how to prepare and deliver presentations. Offered evenings and Saturdays. Find out more: http://www.ccis-calgary.ab.ca/index.php?option=com_content&view=article&id=61&Itemid=71
- *Keyboarding* - Students enhance their keyboarding skills through the use of specialized skill and speed building techniques to increase accuracy and speed. Offered evenings and Saturdays. Find out more: http://www.ccis-calgary.ab.ca/index.php?option=com_content&view=article&id=128&Itemid=136

English Language Skills Courses

- *Corporate ESL* - On-site English language courses, workshops, and advisory services are offered as a fee for service in order to provide the corporate community with the language tools necessary to create effective working teams. The general areas of focus include: English Communication, Business Communication, Canadian Business Culture, Cultural Diversity, and Workforce Recruitment and Placement. Find out more: http://www.ccis-calgary.ab.ca/index.php?option=com_content&view=article&id=136&Itemid=146

CALGARY IMMIGRANT EDUCATION SOCIETY

Essential Computer Skills

- *Essential Computer Skills Course* - The Essential Computer Skills (Basic Computer) Program is suitable for students with limited to no experience with computers. This 30-hour training program introduces students to the basic components of a computer including both hardware and software. Offers days and evenings. Find out more: <http://www.immigrant-education.ca/index.php/2013-02-20-22-41-38/essential-computer-skills-course.html>
- *Advanced Computer* - The Advanced Computer Training course will allow students to improve their computer skills in advanced Microsoft Excel, Word, Power Point. Offered weekdays and Saturdays. Find out more: <http://www.immigrant-education.ca/index.php/2013-02-20-22-41-38/advanced-computer.html>
- *Computer skills for Employment* - Suitable for those who want to enhance their Microsoft Office knowledge, which consists of more advanced functions of these applications and allowing participants to further improve their computer skills. Offered evenings. Find out more: <http://www.immigrant-education.ca/index.php/2013-02-20-22-41-38/computer-skills-for-employment.html>

English Language Skills Courses

- *Drop-in ESL Program* - The Drop-In ESL program helps adult immigrants improve their overall English proficiency levels. Three different levels of classes are offered: pre-basic, basic, and intermediate/advanced. This program is ideal for those who have to fit classes around family needs or work schedules. Offered afternoons and evenings. Find out more: <http://www.immigrant-education.ca/index.php/2013-02-20-22-38-41/esl-drop-in-program.html>
- *Literacy & Basic English* - This free program is designed specifically for adult immigrants who have extremely low to non-literacy English language skills to build stronger literacy skills that would allow them to further enroll in other ESL programs. Offered part time and full-time. Find out more: <http://www.immigrant-education.ca/index.php/2013-02-20-22-38-41/literacy-basic-english.html>

COMMUNITY ADULT LEARNING COUNCILS

Community Adult Learning Councils are funded by the Government of Alberta to offer part-time non-credentialed learning opportunities that respond to their communities' unique needs.

Essential Skills learning opportunities may include computer and technology courses, including how to use social media technology such as Skype; English as a Second Language courses; public speaking courses, money management courses, including home budgeting; and reading, writing and math one-to-one tutoring. Councils welcome course or workshop suggestions.

Because Councils are responsive to community needs, which are ever-changing, course offerings may vary from time to time. Check websites for calendar and course listings. Course calendars are also distributed throughout communities in places like libraries and community recreation centres. Courses might also be promoted throughout an area via newsletters and posters.

There is a small fee for courses, although some Councils offer course fee subsidies or bursaries. Councils may have to cancel a course, workshop or class if the enrollment is not sufficient to cover costs. One-to-one reading, writing and math tutoring is free.

Councils can be found in the AUPE Calgary Servicing Area communities, below.

Airdrie

Rocky View Schools Community Learning

2651 Chinook Winds Dr.

Airdrie, AB, T4B 0B4

Telephone: 403-945-4114

Fax: 403-945-4001

E-mail: communitylearning@rockyview.ab.ca

Website Address: <http://www.communitylearning.rockyview.ab.ca>

*Also serves communities of Cochrane and Chestermere

Calgary

Calgary Learns

#108, 1330 – 15 Avenue SW

Calgary, Alberta T3C 3N6

Telephone: 403-266-6444

Fax: 403-266-6449

Email: info@calgarylearns.com

Website: <http://www.calgarylearns.com/>

This Council does not deliver programs or courses. Instead, it provides funding to community groups and agencies to deliver programs and courses. These are current Essential Skills programs and program providers:

Canmore

Bow Valley Learning Council

Canmore, AB T1W 2T8

Telephone: 403-762-8114

Fax: 1-888-516-7607

E-mail: info@bowvalleylearning.ca

Website Address: <http://www.bowvalleylearning.ca>

*Also serves Banff and other residents of the Bow Valley corridor

Didsbury

Mountain View Communities Adult Learning Society

1601, 15 Avenue

Didsbury, AB TOM 0W0

Telephone: 403-518-7020

Email: mvcals@mvcals.org

Website Address: <http://mvcals.org/>

*Also serves communities of Carstairs, Olds, and Sundre

Okotoks

Foothills Continuing Education Council

Foothills Composite High School/Alberta High School of Fine Arts

Room 242 (upper level),

229 Woodhaven Drive

Okotoks, AB T1S 1B2

Telephone: 403-938-6116 ext 14246

Fax: 403-938-7365

E-mail: d.payne@foothillscontinuinged.org

Website Address: <http://www.foothillscontinuinged.org>

*Also serves communities of Black Diamond and High River

Strathmore

Wheatland Further Education Society

55 Hillview Road
Strathmore, AB T1P 1T8
Telephone: 403-934-5785
Fax: 403-901-1785
E-mail: wfes@telus.net
Website Address: <http://www.wfes.ca>

Vulcan

Vulcan County Adult Learning Council

County Building
Vulcan, AB T0L 2B0
Telephone: 403-485-3109
Fax: 403-485-1979
E-mail: vcalearn@telus.net
Website Address: <http://www.vulcanadultlearning.ca>

PUBLIC MUNICIPAL LIBRARIES

Alberta's public municipal libraries are committed to ensuring that Albertans have an equal right to access information regardless of economic, social or geographic circumstances. This means that library services are free, including learning services.

Libraries offer programming for both children and adults. Adult essential skills programs may include Conversational English for learners wanting to improve pronunciation and speaking skills. Basic computer skills courses, social media technology courses, writing workshops and book clubs may also be available. Because libraries are responsive to community learning interests, workshops and courses vary from time to time. Smaller libraries may not have the resources to offer programming.

Libraries advertise their learning opportunities in local community newspapers, posters around the community, on Facebook, and on their websites. Just click on the link to your community library to learn what essential skills and other learning opportunities they are currently providing!

Airdrie- Airdrie Public Library <http://www.airdriepubliclibrary.ca/>

Banff - Banff Public Library <http://www.banfflibrary.ab.ca/>

Black Diamond - Sheep River Public Library <http://www.sheepriverlibrary.ca/>

Calgary - Calgary Public Library - For programming information, visit the Calgary Public Library main website <http://calgarypubliclibrary.com/> Calgary Public Library branches can be found at these locations:

- The Central Library <http://calgarypubliclibrary.com/locations/central>
- Alexander Calhoun Library <http://calgarypubliclibrary.com/locations/alexander-calhoun>
- Bowness Library <http://calgarypubliclibrary.com/locations/bowness>
- Country Hills Library <http://calgarypubliclibrary.com/locations/country-hills>
- Crowfoot Library <http://calgarypubliclibrary.com/locations/crowfoot>
- Fish Creek Library <http://calgarypubliclibrary.com/locations/fish-creek>
- Forest Lawn Library <http://calgarypubliclibrary.com/locations/forest-lawn>
- Glenmore Square Library <http://calgarypubliclibrary.com/locations/glenmore-square>
- Louise Riley Library <http://calgarypubliclibrary.com/locations/louise-riley>
- Memorial Park Library <http://calgarypubliclibrary.com/locations/memorial-park>
- Nose Hill Library <http://calgarypubliclibrary.com/locations/nose-hill>

- Saddletowne Library <http://calgarypubliclibrary.com/locations/saddletowne>
- Shaganappi Library <http://calgarypubliclibrary.com/locations/shaganappi>
- Shawnessy Library <http://calgarypubliclibrary.com/locations/shawnessy>
- Signal Hill Library <http://calgarypubliclibrary.com/locations/signal-hill>
- Southwood Library <http://calgarypubliclibrary.com/locations/southwood>
- Thorn-Hill Library <http://calgarypubliclibrary.com/locations/thorn-hill>
- Village Square Library <http://calgarypubliclibrary.com/locations/village-square>

Canmore - Canmore Public Library <http://www.canmorelibrary.ab.ca/>

Carmongay - Carmongay & District Municipal Library <http://www.carmangaylibrary.ca/>

Carstairs - Carstairs Public Library <http://carstairspublic.prl.ab.ca/>

Chestemere - Chestemere Public Library <http://www.chestemerepubliclibrary.com/>

Claresholm - Claresholm Public Library <http://www.claresholmlibrary.ca/>

Cochrane - Nan Boothby Memorial Library <http://www.cochranepubliclibrary.ca/>

Crossfield - Crossfield Library <http://www.crossfieldlibrary.ca/>

Didsbury - Didsbury Municipal Library <http://dml.prl.ab.ca/>

High River - High River Library <http://www.highriverlibrary.ca/>

Nanton - Thelma Fanning Memorial Library <http://www.nantonlibrary.ca/>

Okotoks - Okotoks Public Library <http://www.okotokslibrary.ca/>

Stratmore - Strathmore Municipal Library <http://www.strathmorelibrary.ca/>

Vulcan - Vulcan Municipal Library <http://www.strathmorelibrary.ca/>

Lethbridge Servicing Area

LETHBRIDGE SERVICING AREA ESSENTIAL SKILLS PROVIDERS: Lethbridge Community College, Community Adult Learning Councils, and Public Municipal Libraries

Please note that the course descriptions have website links to more detailed course information. Move your mouse over the link, which is in blue font and underlined, and then press the Control (Ctrl) button on your keyboard and click on the title. This will bring you to the page with more detailed course information.

LETHBRIDGE COMMUNITY COLLEGE provides essential skills learning opportunities to residents of Lethbridge and the surrounding area.

Campuses/Learning Centres: Lethbridge (Main Campus), Claesholm, Crowsnest Pass, Vulcan County

Essential Computer Skills

- *Word 2010 Levels 1, 2, 3* - In these two evening, 6-hour, courses you will learn the beginner, intermediate and advanced word processing skills. Offered at Lethbridge campus. Find out more: Level 1 <http://www.lethbridgecollege.ca/conted-courses/1958>, Level 2 <http://www.lethbridgecollege.ca/conted-courses/1959>, Level 3 <http://www.lethbridgecollege.ca/conted-courses/1960>
- *Excel 2010 Levels 1, 2, 3* - In these two evening, 6-hour, courses you will learn the beginner, intermediate and advanced spreadsheet and database skills. Offered at Lethbridge campus. Find out more: Level 1 <http://www.lethbridgecollege.ca/conted-courses/1952>, Level 2 <http://www.lethbridgecollege.ca/conted-courses/1953>, Level 3 <http://www.lethbridgecollege.ca/conted-courses/1954>
- *Power Point 2010* - Learn to use this popular presentation program to build your own slide shows. Participants will see how easy it is to put words, pictures, charts, tables, objects, sounds as well as using multimedia in creating interactive presentations. Offered 3 evenings, 9 hours at the Lethbridge campus. Find out more: <http://www.lethbridgecollege.ca/conted-courses/1956>
- *Outlook 2010* - This course provides an introduction to using Outlook, for e-mail, contact management, calendar events and tasks. Outlook has many features that can be utilized as a personal information manager. Offered two evenings, 3 hours, at the Lethbridge campus. Find out more: <http://www.lethbridgecollege.ca/conted-courses/1949>

The college also offers specialized software courses, such as Visio 2010 and Access 2010. Find out more: http://www.lethbridgecollege.ca/search/content?filters=type%3Ace_course%20tid%3A242

Dealing with Difficult People

This 2-evening, 6 hour, workshop addresses a variety of topics including listening, work behavior styles, problem solving, describing and defining difficult people, why people are difficult, critical communications, case studies, and action planning. Find out more: <http://www.lethbridgecollege.ca/conted-courses/1918>

Business Writing Essentials

Writing is not everyone's strong point, but it is still a basic requirement in many jobs. This 2-evening, 6 hour, workshop focuses on key processes and strategies for preparing effective business documents. Building on models of communication, participants will explore how decisions about structure, layout, style, and mechanics can achieve positive results with readers. Find out more: <http://www.lethbridgecollege.ca/conted-courses/1943>

Minute Taking Made Easy

In this 2-evening, 6 hour, course participants will learn the skills needed to be an effective minute-taker: how to effectively prepare for a meeting, create concise and objective summaries, and transform notes into an accurate account of the meeting. Find out more: <http://www.lethbridgecollege.ca/conted-courses/1945>

Trades Math Refresher

This evening, 24-hour, Trades Math Refresher will cover whole numbers, decimals, fractions, proportions, percents, measurement, area, volume, perimeter, order of operations, Pythagorean theorem and solving equations and simplifying expressions. Find out more: <http://www.lethbridgecollege.ca/conted-courses/252955>

ed2go

Lethbridge Community College can connect you to online ed2go courses. ed2go offers a wide range of highly interactive courses that you can take over the Internet. All courses are 6 weeks in length, and led by expert instructors. Browse the catalog at <http://www.ed2go.com/lethbridge/> to find the Essential Skills course that is right for you! Simply type in an essential skills key word into the “Search for courses” field: computers, writing, reading, math, communication, or decision making. A variety of courses under that topic will appear for you to browse.

Customized Essential Skills Training

Lethbridge Community College can provide practical, customized and innovative Essential Skills Training. Explore the options and find out more: <http://www.lethbridgecollege.ca/conted/business-training-development>, or call 403-320-3288.

COMMUNITY ADULT LEARNING COUNCILS

Community Adult Learning Councils are funded by the Government of Alberta to offer part-time non-credentialed learning opportunities that respond to their communities’ unique needs.

Essential Skills learning opportunities may include computer and technology courses, including how to use social media technology such as Skype; English as a Second Language courses; public speaking courses, money management courses, including home budgeting; and reading, writing and math one-to-one tutoring. Councils welcome course or workshop suggestions.

Because Councils are responsive to community needs, which are ever-changing, course offerings may vary from time to time. Check websites for calendar and course listings. Course calendars are also distributed throughout communities in places like libraries and community recreation centres. Courses might also be promoted throughout an area via newsletters and posters.

There is a small fee for courses, although some Councils offer course fee subsidies or bursaries. Councils may have to cancel a course, workshop or class if the enrollment is not sufficient to cover costs. One-to-one reading, writing and math tutoring is free.

Councils can be found in the AUPE Lethbridge Servicing Area communities, below.

Blairmore

Crowsnest Pass Adult Education Association

10507 - 20 Avenue
Blairmore, AB T0K 0E0
Telephone: 403-562-2853
Fax: 403-562-8045
E-mail: cnpadulted@gmail.com
Website Address: <http://www.crowsnsteducation.ca>

Cardston

Cardston & District Community Adult Learning Council

Awaiting address
Cardston, AB T0K 0K0
Telephone: 403-653-4991
Fax: 403-653-4641
E-mail: kathy.richards@westwind.ab.ca
Website Address: <http://www.westwind.ab.ca>

Coaldale

County of Lethbridge Community Learning Council

1712 - 20 Avenue
Coaldale, AB T1M 1N1
Telephone: 403-345-6009
Fax: 403-345-3285
E-mail: clcl2@telus.net
Website Address: <http://www.communityclasses.ca>

Also serves town of Picture Butte

Fort McLeod

Willow Creek Community Adult Learning Society

521 - 26 Street
Fort Macleod, AB T0L 0Z0
Telephone: 403-553-4106
Fax: 403-398-1447
E-mail: ulearn@telus.net
Website Address: <http://www.willowcreeklearning.ca>

Lethbridge

Lethbridge Lifelong Learning Association

506, 740 - 4 Avenue South
Lethbridge, AB T1J 0N9
Telephone: 403-524-3868
Fax: 403-524-3868, press *51
E-mail: lla@lethbridgecollege.ab.ca
Website Address: <http://www.lethbridgelearns.org>

Pincher Creek

Pincher Creek Community Adult Learning Council

St. Michael's School, 864 Christie Ave.
Pincher Creek, AB T0K 1W0
Telephone: 403-627-4478
Fax: 403-627-5065
E-mail: pinchercreekcac@gmail.com
Website Address: <http://pincherlearn.ca/>

Public Municipal Libraries

Alberta's public municipal libraries are committed to ensuring that Albertans have an equal right to access information regardless of economic, social or geographic circumstances. This means that library services are free, including learning services.

Libraries offer programming for both children and adults. Adult essential skills programs may include Conversational English for learners wanting to improve pronunciation and speaking skills. Basic computer skills courses, social media technology courses, writing workshops and book clubs may also be available. Because libraries are responsive to community learning interests, workshops and courses vary from time to time. Smaller libraries may not have the resources to offer programming.

Libraries advertise their learning opportunities in local community newspapers, posters around the community, on Facebook, and on their websites. Just click on the link to your community library to learn what essential skills and other learning opportunities they are currently providing!

Blairmore - Crowsnest Community Library <http://www.crowsnestpasslibrary.ca/>

Cardston - Jim and Mary Kearl Library of Cardston <http://www.cardstonlibrary.ca/>

Coaldale - Coaldale Public Library <http://www.coaldalelibrary.ca/>

Fort Macleod - RCMP Centennial Library <http://www.fortmacleodlibrary.ca/>

Granum - Granum Public Library <http://www.granumpubliclibrary.ca/>

Lethbridge - Lethbridge Public Library <http://www.lethlib.ca/>

Magrath - Magrath Public Library <http://www.magrathlibrary.ca/>

Picture Butte - Picture Butte Municipal Library <http://www.picturebuttelibrary.ca/>

Pincher Creek - Pincher Creek & District Municipal Library <http://www.pinchercreeklibrary.ca/>

Raymond - Raymond Public Library <http://www.raymondlibrary.ca/>

Medicine Hat Servicing Area

MEDICINE HAT SERVICING AREA ESSENTIAL SKILLS PROVIDERS: Medicine Hat College, Community Adult Learning Councils, and Public Municipal Libraries

Please note that the course descriptions have website links to more detailed course information. Move your mouse over the link, which is in blue font and underlined, and then press the Control (Ctrl) button on your keyboard and click on the title. This will bring you to the page with more detailed course information.

Medicine Hat College provides essential skills learning opportunities to residents of Medicine Hat and area.

Campuses/Learning Centres: Medicine Hat, Brooks

Essential Computer Skills

- *The Basics of Personal Computers* - The very basic computer skills are introduced in this class. You will learn to turn the computer on, control the mouse, recognize the parts of the screen and their functions, run basic Windows programs, and set up and maintain user accounts and parental controls. Find out more:
Medicine Hat campus <https://cstudies.mhc.ab.ca/Forms/Course.aspx?Id=3798>
Brooks campus <https://cstudies.mhc.ab.ca/Forms/Course.aspx?Id=3915>
- *Introduction to Microsoft Office Applications for the PC* - This course covers the basics of Microsoft Word, Excel and PowerPoint so that each student can decide which program will work for them. You will recognize the purpose of the applications, the look of each program, and create basic documents. Find out more:
Medicine Hat Campus <https://cstudies.mhc.ab.ca/Forms/Course.aspx?Id=3800>
Brooks campus <https://cstudies.mhc.ab.ca/Forms/Course.aspx?Id=3915>
- *Explore Email and the Internet* - The days of sending letters and reading reference books are drawing to a close. Today you can send a message or research a topic instantly on-line. This hands-on class will give you the confidence and skills to send and receive e-mails and "surf the net." You will learn by doing and be surprised at how easy it is to join the digital world. Find out more:
Medicine Hat campus only <https://cstudies.mhc.ab.ca/Forms/Course.aspx?Id=3843>
- *Take Charge of Your Files and Photos* - Organize all of your files, whether they are data, photos, videos or music. Organize your files into file folders, upload pictures from your digital camera, save the files attached to e-mails, and copy or move files to portable storage devices like CDs or flash drives. Students are encouraged to bring cameras or flash drives. Find out more:
Medicine Hat campus <https://cstudies.mhc.ab.ca/Forms/Course.aspx?Id=3801>
Brooks campus <https://cstudies.mhc.ab.ca/Forms/Course.aspx?Id=3918>
- *Click Ahead: Computer Skills Training for Today's Workforce* - This program has been designed to provide participants with the skills that are commonly listed in Medicine Hat and area job postings. Many employers are looking for employees that possess the following skills: keyboarding, computer skills concentrating on Microsoft Word and Excel, and the ability to use the internet and email. Find out more:
Medicine Hat campus only <https://cstudies.mhc.ab.ca/Forms/Course.aspx?Id=3797>
- *Setup and Security of a Home Network* - Explore a broad range of topics related to how you connect to the internet from your home, how your home network functions, how to set up your home network, and what you can do to keep your home network secure all explained in an easy-to-understand way. Find out more:
Medicine Hat campus only <https://cstudies.mhc.ab.ca/Forms/Course.aspx?Id=3802>
- *Basics of Mac Computers* - Get the most from your Mac! If you are new to Apple Computers, or if you are a PC user who has just switched to the Mac, this course will help you develop skills that will allow you to begin to tap into the full power of your Mac. You will receive a \$15 iTunes card so you can download apps. Find out more:
Medicine Hat campus <https://cstudies.mhc.ab.ca/Forms/Course.aspx?Id=3807>
Brooks campus <https://cstudies.mhc.ab.ca/Forms/Course.aspx?Id=3876>

- *Introduction to Your iPad - Getting Started* - Do you want to take advantage of the world of apps for your iPad but don't know how? Bring your iTunes username and password to class if you have it, otherwise we'll show you how to set up a new account. You will learn how to configure your iPad so it works for you. You will receive a \$15 iTunes card, so you can learn how to download apps and music for your iPad right away. Find out more:
Medicine Hat campus only <https://cstudies.mhc.ab.ca/Forms/Course.aspx?id=3808>
- *Microsoft Outlook: Calendars, Contacts & Meetings* - Are you using Microsoft Outlook to its full extent? Create appointments from e-mails, schedule and reschedule meetings and invite attendees. Share calendars with the people you work with, so you can check availability or even make appointments for each other. Keep track of task progress, send reminders, or assign a task to someone else. Save hours of searching for addresses and information using Contacts. Find out more:
Medicine Hat campus <https://cstudies.mhc.ab.ca/Forms/Course.aspx?id=3811>
Brooks campus <https://cstudies.mhc.ab.ca/Forms/Course.aspx?id=3928>
- *Microsoft Word 2013, Levels 1A, 1B, 2, & 3* - These courses provide introductory, intermediate and advanced Microsoft Word skill development. Find out more:
Medicine Hat campus: <https://cstudies.mhc.ab.ca/Forms/Courses.aspx?CampusId=1&CalendarId=27&ProgramTypes=COM> Click on the Microsoft Word level link that interests you.
Brooks campus <https://cstudies.mhc.ab.ca/Forms/Courses.aspx?CampusId=2&CalendarId=28&ProgramTypes=COM> Click on the Microsoft Word level link that interests you. Note: Microsoft Word Level 3 not offered at Brooks campus.
- *Microsoft Excel 2013 Levels 1A, 1B, 2, & 3* - These courses provide introductory, intermediate and advanced Microsoft Excel skill development. Find out more:
Medicine Hat campus <https://cstudies.mhc.ab.ca/Forms/Courses.aspx?CampusId=1&CalendarId=27&ProgramTypes=COM> Click on the Microsoft Excel level link that interests you.
Brooks campus <https://cstudies.mhc.ab.ca/Forms/Courses.aspx?CampusId=2&CalendarId=28&ProgramTypes=COM> Click on the Microsoft Word level link that interests you. Note: Microsoft Excel Level 3 not offered at Brooks campus.
- *Building Dynamic Power Point Presentations* - Create dynamic PowerPoint presentations for business or personal purposes. Build and edit presentations with text, graphics and tables. Add sound and animation. Prepare and deliver presentations. Find out more:
Medicine Hat campus <https://cstudies.mhc.ab.ca/Forms/Course.aspx?id=3829>
Brooks campus <https://cstudies.mhc.ab.ca/Forms/Course.aspx?id=3929>

Medicine Hat College also offers courses in specialized software, such as Microsoft Access and Microsoft Publisher, as well as Social Media courses. To see all computer courses offered at Medicine Hat campus, visit <https://cstudies.mhc.ab.ca/Forms/Courses.aspx?CampusId=1&CalendarId=27&ProgramTypes=COM>; to see all Brooks campus computer courses, visit <https://cstudies.mhc.ab.ca/Forms/Courses.aspx?CampusId=2&CalendarId=28&ProgramTypes=COM>

ed2go

Medicine Hat College can connect you to online ed2go courses. ed2go offers a wide range of highly interactive courses that you can take over the Internet. All courses are 6 weeks in length, and led by expert instructors. Browse the catalog at <http://www.ed2go.com/mhc/> to find the Essential Skills course that is right for you! Simply type in an essential skills key word into the "Search for courses" field: computers, writing, reading, math, communication, or decision making. A variety of courses under that topic will appear for you to browse.

Customized Essential Skills Training

Medicine Hat College can provide practical, customized and innovative Essential Skills Training. Explore the options and find out more: <https://www.mhc.ab.ca/ContinuingStudies/ContractTraining.aspx> or call 403.529.3849.

COMMUNITY ADULT LEARNING COUNCILS

Community Adult Learning Councils are funded by the Government of Alberta to offer part-time non-credentialed learning opportunities that respond to their communities' unique needs.

Essential Skills learning opportunities may include computer and technology courses, including how to use social media technology such as Skype; English as a Second Language courses; public speaking courses, money management courses, including home budgeting; and reading, writing and math one-to-one tutoring. Councils welcome course or workshop suggestions.

Because Councils are responsive to community needs, which are ever-changing, course offerings may vary from time to time. Check websites for calendar and course listings. Course calendars are also distributed throughout communities in places like libraries and community recreation centres. Courses might also be promoted throughout an area via newsletters and posters.

There is a small fee for courses, although some Councils offer course fee subsidies or bursaries. Councils may have to cancel a course, workshop or class if the enrollment is not sufficient to cover costs. One-to-one reading, writing and math tutoring is free.

Councils can be found in the AUPE Medicine Hat Servicing Area communities, below.

Bassano

Newell Further Education Council

433 - 2 Avenue
Bassano, AB T0J 0B0
Telephone: 403-641-3444
Fax: 403-641-3442
E-mail: furthered@telus.net
Website Address: <http://www.newellfurthered.ca>

Brooks

Society of Brooks Community Adult Learning Council

107 - 1 Street West
Brooks, AB T1R 1B2
Telephone: 403-362-5372
Fax: 403-793-8249
E-mail: bcalc@telusplanet.net

Foremost

Forty Mile Community Adult Learning Association

303 Main St.
Foremost, AB T0K 0X0
Telephone: 403-867-3973
Fax: 403-867-2242
E-mail: edcala@40milecala.ca
Website Address: <http://www.40milecala.ca>

*Also serves town of Bow Island

Hanna

Hanna & District Association for Lifelong Learning

401 Centre Street
Hanna, AB T0J 1P0
Telephone: 403-854-2099
Fax: 1-866-990-8975
E-mail: doray.veno@hannalearning.com
Website Address: <http://www.hannalearning.com>

Medicine Hat

L.E.A.R.N. (Lifelong Education and Resource Network) Medicine Hat & District Further Education Council

299 College Drive SE
Medicine Hat, AB T1A 3Y6
Telephone: 403-504-3513
Fax: 403-504-3680
E-mail: darelis@mhc.ab.ca
Website Address: <http://www.learn-council.ca>

Oyen

Big Country Community Adult Learning Association

113 2 Avenue W
Oyen, AB T0J 2J0
Telephone: 403-664-2060
Fax: 403-664-2905
E-mail: bccalc@telusplanet.net
Website Address: <http://www.bigcountrylearning.com>

Taber

Taber and District Community Adult Learning Association

Provincial Building, 5011 - 49 Avenue
Taber, AB T1G 1V9
Telephone: 403-223-1169
Fax: 403-223-3412
E-mail: executivedirector@taberadultlearning.com
Website Address: <http://www.taberadultlearning.com>

Public Municipal Libraries

Alberta's public municipal libraries are committed to ensuring that Albertans have an equal right to access information regardless of economic, social or geographic circumstances. This means that library services are free, including learning services.

Libraries offer programming for both children and adults. Adult essential skills programs may include Conversational English for learners wanting to improve pronunciation and speaking skills. Basic computer skills courses, social media technology courses, writing workshops and book clubs may also be available. Because libraries are responsive to community learning interests, workshops and courses vary from time to time. Smaller libraries may not have the resources to offer programming.

Libraries advertise their learning opportunities in local community newspapers, posters around the community, on Facebook, and on their websites. Just click on the link to your community library to learn what essential skills and other learning opportunities they are currently providing!

Bassano - Bassano Memorial Library <http://bassano.shortgrass.ca/>

Brooks - Brooks Public Library <http://brooks.shortgrass.ca/>

Bow Island - Bow Island Municipal Library <http://bowisland.shortgrass.ca/>

Coutts - Coutts Municipal Library <http://www.couttslibrary.ca/>

Foremost - Foremost Municipal Library <http://foremost.shortgrass.ca/>

Hanna - Hanna Municipal Library <http://www.hannalibrary.ca/>

Medicine Hat - Medicine Hat Public Library <http://mhpl.shortgrass.ca/>

Milk River - Milk River Municipal Library <http://www.milkriverlibrary.ca/>

Oyen - Oyen Municipal Library <http://www.oyenlibrary.ca/>

Taber - Taber Public Library <http://www.taberlibrary.ca/>

Vauxhall - Vauxhall Public Library <http://www.vauxhalllibrary.ca/>

Youngstown - Youngstown Municipal Library <http://www.youngstownlibrary.ca/>

Essential Skills Programming available to all AUPE members across Alberta

ESSENTIAL SKILLS PROVIDERS: Alberta Workforce Essential Skills Society, CBC Edmonton, Alberta Jobs, Skills, Training and Labour, eCampusAlberta

Alberta Workforce Essential Skills Society provides Essential Skills workshops, by request.

Plain Language: Finding the Write Words

Use plain language principles to write and design better workplace documents and correspondence. Find out how to organize and communicate content in emails, documents, memos, posters, training materials, new employee orientation packs, and company policies and procedures. Plain language principles save time and reduce costs. They help organizations communicate and document information more effectively. This workshop is designed for leaders and those who write and design workplace documents. For more information, [contact AWES](#).

Document Use

Reading documents is a skill. Whether it is a basic hazard assessment or a complex blueprint, there is a better way to do it. Identify the keys to understanding a document quickly using the text, information design and organization. Learn to work with lists, entry forms, graphs and charts, and picture/mimetic documents. Enhance your reading skills and strategies for working with documents. This workshop is designed for frontline leaders and workers. For more information, [contact AWES](#).

Thinking Hats for the Workplace

All skills first require strong thinking skills. The workshop equips leaders, apprentices and labourers to use a broad range of tools in problem solving, decision-making, critical thinking, job-task planning, significant use of memory, and finding information (such as electronically accessing needed information). For more information, [contact AWES](#).

AWES also offers customized Essential Skills workshops, and workshops to assist lead hands/supervisors in leadership of diverse teams. Find out more: <http://www.awes.ca/servicings/workplace-training/>

CBC Edmonton provides free, online English Language Learning materials in a project called Learning English with CBC. These free English lessons use stories and interviews to help you learn about your city, community and workplace. They might also give a sense of the province's culture and economy.

Learning English with CBC has two types of free English lessons:

Weekly newscasts

Each week new lessons will be added and each newscast is focused on three current news stories. These lessons are developed for students who have reached Canadian Language Benchmark (CLB) 4. These news stories are read at a slower pace. Each lesson has an audio and video.

Monthly stories

Each month a new lesson will be added and each monthly story is focused on living and working in Alberta. These lessons are longer and are suitable for students who have reached Canadian Language Benchmark (CLB) 6+. These monthly stories use audios from CBC programming.

This is a joint project with CBC Edmonton and the Government of Alberta.

Find out more: <http://www.cbc.ca/edmonton/learning-english/>

Alberta Jobs, Skills Training and Labour has a number of online resources to help Canadians improve their English language skills. These resources are part of a project called “Break the wall. Improve your English.”

One set of resources relate to employment, with topics such as the hidden job market, mentoring, and networking. The other set of resources has to do with home and family, on topics such as volunteering, caring for elderly family members, and leisure and recreation pursuits. Find out more <http://work.alberta.ca/immigration/english-language-training.html>

eCampusAlberta is a postsecondary learning portal to more than 900 online courses and 70 programs offered by 26 Alberta post-secondary institutions, including provincially approved certificates, diplomas and applied degrees. Although eCampusAlberta not provide direct Essential Skills programming, many of the courses and programs incidentally develop essential skills. Find out more: <http://www.ecampusalberta.ca/>

