



### COMPUTER PROGRAMS

All courses will be held at TriCALA unless otherwise specified.

#### Tech Talk

This course will help you gain a better understanding of technology: words and terms, how to use various devices, and how technology can help you in your daily life. We will look at how to use your device and its features, how to access the internet to find information you need, how to send and receive emails, and how to include attachments in your email. If you have a device, you are welcome to bring it to the classes, but if you do not have a device, we have laptops and a limited number tablets available for use during the classes. **Tuesdays, Oct 6 - Nov 24, 6:30 - 8:30pm \$130/person**

#### Tech Help

**Wednesdays from 10:00 - 11:30am**  
Appointment required. Please call (780) 591-3355.

### COVID-19 POLICY

#### What We Ask of You:

- Masks are required to be worn at all times within our building and during all in-person programs.
- Please maintain 2M distance from others at all times.

#### What We Are Doing to Keep This Office Safe For You:

- Frequently touched surfaces are wiped down at least twice a day.
- Shared equipment is wiped down between every user.
- Sanitizer will be available for use throughout the office.



New address below: ↓

115, 4302 33 Street,  
Stony Plain, AB T7Z 2A9

### MICROSOFT OFFICE

#### All in One! MS Word and Excel

Do you need to know Microsoft Word and Excel to get the job you want? Join us for this course and get comfortable with both MS Word and MS Excel.

You will learn the basic features of MS Word including:

- Entering and editing text
- Creating, saving, and editing Word files
- Adding and editing pictures and clip art
- Page Borders
- Cover Pages
- Watermarks
- Headers & Footers
- Table of Contents
- Word Art

You will also learn how to use Microsoft's spreadsheet program, MS Excel to:

- Create, save, and edit spreadsheet files
  - Enter and edit information
  - Create basic formulas
  - Insert columns and rows
  - Format your spreadsheet
  - Calculate discounts and GST
  - Use the IF and Count functions
  - Sort the information in your spreadsheet
  - Insert additional worksheets
- Must have a GOOD working knowledge of Windows before taking this course.

Sept. 25, 9:00 am - 4:00 pm

OR

Oct. 23, 9:00 am - 4:00 pm

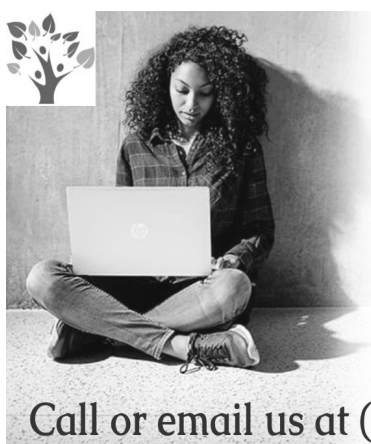
\$120/person (bring lunch)



### ADULT LITERACY

Did you know that TriCALA provides tutoring? Do you or someone you know need better literacy skills to do essential reading, writing, and numeracy tasks at work? Contact us to find out what we can do for you:  
Sahara Guay (780) 591-3355, [squay@tricala.ca](mailto:squay@tricala.ca)

### OTHER PROGRAMS



#### TriCALA Connects Program

In partnership with Silent River Kung Fu Connecting Beyond Project

#### Do you want to:

- Access information online
- Apply for aids or services
- Keep connected to loved ones

**TriCALA is lending out laptops so you can stay connected.**

(Lending period: 2 weeks, first come, first served)

Call or email us at (780) 591-3355 • [squay@tricala.ca](mailto:squay@tricala.ca)

#### GED Preparation

The GED Preparation Program provides the skills to challenge the GED Exam. Instruction is given in basic math, reading skills, and writing skills. The GED is recognized by employers and can serve as a prerequisite to further training.

Dates are TBD: Please check [www.tricala.ca](http://www.tricala.ca) for updates on this class.

#### ZOOM 101 Training Video

Gain the confidence to join and participate in ZOOM remote conference meetings. This is not a class, however if you would like to learn more about ZOOM, please contact us and we will send you the link to the ZOOM 101 Training Video.

(780) 591-3355 or [squay@tricala.ca](mailto:squay@tricala.ca)

### LANGUAGE PROGRAMS

#### Learn English

Newcomers to Alberta who want to learn English are welcome in this interactive English class. Study English to improve your speaking, listening and conversation skills.

Please call for start date and location.  
(780) 591-3355

#### ESL Conversation Circle

If you are new to Canada and would like to meet new people while practicing your English language skills, this is the group for you!

FREE, drop-in

Start date and location to be determined.

For more information:  
Call (780) 591-3355



#### Beginner Spanish

Instructor: Jamie Poudrier

Come out of this period of isolation with a new skill! This course includes vocabulary for everyday objects and it introduces grammar such as verbs, nouns and subject pronouns. Students can learn to read and write as well as to listen and understand basic Spanish.

Thursdays: Oct. 22 - Dec. 10

7:00- 9:00 pm

\$180/person (textbook included)



# Oops!

We cancelled it because we didn't know you wanted it. Sometimes great courses with great instructors get cancelled when too many people wait until the last minute to register. Our courses are cost recovery and we need a minimum number of students enrolled in order for a course to run. **REGISTRATION DEADLINE IS 7 DAYS BEFORE THE COURSE STARTS.**

All courses will be held at TriCALA unless otherwise specified.

Pre-registration and payment is required: visit [www.tricala.ca](http://www.tricala.ca)

Course subsidy may be available: Please contact our office for more info.



## PARTNERED PROGRAMS

All sessions are provided virtually using ZOOM

### Psychological First Aid

#### General

September 2, 9:00 - 11:00 am

September 22, 1:00 - 3:00 pm

#### Child, Youth & Family

\*For individuals working with children, youth, families

September 3, 1:00 - 3:00 pm or

September 23, 9:00 - 11:00 am

FREE

ZOOM link to be provided

Register: (780) 963-8583

### Understanding Strong Emotions

Wednesdays, Sept 16, 23, 30 +

Oct 14, 21, 28, 6:30-8:30pm

ZOOM link to be provided

Cost: \$65 (subsidy available if required)

Register: (780) 963-8583

### Fraud Updates

Oct. 1, 2:30 PM

ZOOM link to be provided

FREE

Register: TriCALA, (780) 591-3355

### Gain Momentum with your Money Series

Thursdays in October,

12:00 - 1:00pm

Oct. 1 - Assets

Oct. 8 - Banking

Oct. 15 - Budgeting

Oct. 22 - Consumerism

Oct. 29 - Credit

FREE

ZOOM link to be provided

Register: TriCALA, (780) 591-3355

### Let's Talk Dementia

Oct. 21, 12:00 - 1:00 pm

FREE

ZOOM link to be provided

Register: TriCALA, (780) 591-3355

### Assertive Communication

Oct. 26, 6:30 - 8:30pm

ZOOM link to be provided

Cost: \$24/person

Register: (780) 963-8583

### COUPLES Collaborative Communications

Mondays: Nov. 2-16, 6:30-8:30 pm

ZOOM link to be provided

Cost: \$85/couple

Register: (780) 963-8583

### Supporting Friends and Family Through Domestic Violence

Nov. 12, 12:00 - 1:00pm

ZOOM link to be provided

FREE

Register: (780) 963-8583

### Personal Directives and Power of Attorney

Nov. 17, 6:30 - 8:30 p.m.

ZOOM link to be provided

FREE

Register: (780) 963-8583

### SeniorConnect - Importance of Storytelling

Nov. 18, 12:00 - 1:00pm

ZOOM link to be provided

FREE

Register: (780) 963-8583

### Estate Planning and Wills

Date and Location: TBD

(check [www.tricala.ca](http://www.tricala.ca) for updates)

# See yourself here

In finding ways forward these past months, NorQuest College continues to be a difference maker and remains committed to providing a range of educational opportunities that meet our learners' needs, including:

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Community Support Worker

Health Care Aide

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