



COMPUTER PROGRAMS

* Please bring a jump drive or memory stick if you wish to save the files you create in the computer classes!

Introduction to Computers

Have you wondered what's inside your computer and how it works, and where all your files are? In the 2 nights of this course we'll look inside a computer, learn what all those crazy computer words really mean, and learn how to get around Windows 7 and earlier versions.
Sept. 30 & Oct. 2, 7:00 - 9:00 pm
\$60/person

Introduction to the Internet

This is a general introduction to the Internet for new users. We will learn how to explore the web using efficient search techniques, how to bookmark your favorite sites, and have fun while you 'surf' the web.
Oct. 16, 7:00 - 9:00 pm
\$35/person

Email Basics

In this one evening class we will learn all about sending and receiving e-mails to a single person or a group of people. Learn how to reply to one person or a group, how to send to a group without disclosing everyone's e-mail address, and more.
Oct. 30, 7:00 - 9:00 pm
\$35/person

Introduction to QuickBooks

If you are a small business owner that has outgrown the Excel spreadsheet, or if you are wanting to build your employment skills, you might want to consider QuickBooks. QuickBooks is the most popular small business accounting software in the world. This 6 hour course will teach you how to set up a chart of accounts, create invoices and receipts, reconcile your bank statements and so much more.
Oct. 18 & 19, 9:00 am - 3:00 pm
\$200/person

QuickBooks Refresher

This QuickBooks refresher will explore all the reporting options in this powerful accounting software. Experience using QuickBooks Software is a pre-requisite to this course.
Oct. 25, 9:00 am - 12:00 pm
\$60/person

MICROSOFT PROGRAMS

Introduction to MS Word

Learn how to create, save and print documents as well as how to embellish your documents with fancy text, pictures, and other formatting. This class is the basis for all the other MS Office Classes. Must have a GOOD working knowledge of Windows before taking this course.
Nov. 4, 7:00 - 9:00 pm
\$45/person

Creating Incredible Documents Using MS Word

This class will teach advanced document formatting. Topics include Page Borders, Heading Styles, Bullets, Numbering, Cover Pages, Watermarks, Headers & Footers, and Table of Contents.
Nov. 6, 7:00 - 9:00 pm
\$45/person

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

Introduction to MS Excel

Learn how to use Microsoft's spreadsheet program to create a phone list and an accounting chart to track your expenses. You should have a GOOD working knowledge of Windows and be comfortable with MS Word before taking this course.
Nov. 18, 7:00 - 9:00 pm
\$45/person

MS Excel Level 2

This one evening class will teach advanced document formatting. Topics include Page Borders, Heading Styles, Bullets, Numbering, Cover Pages, Watermarks, Headers & Footers, and Table of Contents.
Nov. 20, 7:00 - 9:00pm
\$45/person

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 information.

EAT. LEARN. BELONG. Cultural Collective Kitchen

Come celebrate who we are as people and as a community. Join us every second Friday to share food and language while cooking. We will introduce the English language and share culture in a warm and friendly environment. You will learn food safety, food buying, food storage, and so much more. Come build connections and understanding and increase your language skills while you cook!
9:00am - 12:00pm every second Friday starting September 13th at Family Connection Centre.
To register, please call us at (780) 591-3355 or go to www.tricala.ca
A partnership between TriCALA and NCSA.

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!

Every Wednesday 1:00pm - 2:30pm
Starting September 11, 2019
Border Paving Athletic Centre,
Zender Ford Room
FREE, drop-in

For more information:
Call Sahara at
(780) 591-3355



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.

All courses will be held at TriCALA unless otherwise specified.
Pre-registration and payment is required: visit www.tricala.ca
Course subsidy may be available:
Please contact our office for more info.

Tech Help

Wednesdays from 11:00am - 12:30pm

iPad Tech Help

First Wednesdays of every month,
11:00am - 12:30pm

Appointment required. Please call
(780) 591-3355.

ADULT LITERACY



For assistance with basic reading, writing, spelling, and numeracy.
Please call our office:
(780) 591-3355



PARTNERED PROGRAMS

Pre-register for these sessions at (780) 591-3355

Collaborative Communications for Adults

Day 1: Conflict and Conflict Styles
Day 2: Listening Skills (Listening to Understand)

Day 3: Speaking Skills (Assertive Communication)

Oct. 2/16/30, 6:30 - 8:30pm

\$85/person

To register please call (780) 963-8583

Personal Directives and Power of Attorney

A personal directive and enduring power of attorney are legal documents you should write in case something medically disabling happens and you cannot make your own personal or financial decisions in the future.

Representatives from the Office of the Public Guardian and Trustee will present information and answer questions.

Oct. 10, 6:30 - 8:30 p.m.

FREE, Stony Plain FCSS

Rural Routes Intercultural Communications Level 1

Participants will build a solid foundation of intercultural knowledge, skills, and awareness by learning a practical approach to effective communication in intercultural spaces. The focus is on gaining familiarity with all stages of the Reflective Intercultural Learning Cycle, as well as acquiring an introductory knowledge of the make sense categories, and a general framework for informed action. In this course, participants will pay particular attention to self-awareness.

Tuesdays, Oct. 15 - Nov. 26

9:30 - 11:30am, \$10/person

Stony Plain FCSS

Mental Health First Aid

Build skills in recognizing and effectively responding to an emerging mental health problem or crisis. MHFA Basic is intended for adults interacting with adults (18 yrs and older).

Participants who take this course are well prepared to interact confidently about mental health with their family, friends, communities, and workplaces.

Oct. 23 & 24, 8:30am - 4:00pm

\$150/person (includes manual)

Stony Plain FCSS

To register please call (780) 963-8583

Being an Executor: Attorney or Agent

What are the roles and responsibilities for each of the designations? If you are asked to act in any of these capacities do you know what is expected of you?

Do you know where to get help if you need it? A legal representative will present information and answer questions.

Nov. 7, 6:30 - 8:30pm

FREE, Stony Plain FCSS

Financial Benefits for Older Adults

Come and hear updates on information regarding financial benefits for seniors. Representatives from Alberta Seniors and Service Canada will present information and answer questions on provincial and federal financial programs for seniors.

Oct. 29, 1:00 - 4:00pm

FREE

Stony Plain Seniors Drop In Centre

To register please call (780) 963-4707

Brought to you in partnership between TriCALA and Stony Plain FCSS.

GED Preparations Foundations

NorQuest College has partnered with TriCALA to offer a 12-week GED Prep course. Students focus on developing and improving their writing, reading, science, social studies, and math skills.

Each course is approximately 45 hours of instructor-led activities. In addition, 30 hours of tutor support are available to you for free.

Dates & Times TBD

Please call TriCALA: (780) 591-3355

for more information

A partnership between TriCALA and NorQuest College

Estate Planning and Wills

The presenter will discuss the purpose of writing a will, what is involved in making a will and what some of the common mistakes are. A legal representative will present information and answer questions on estate planning and wills.

Oct. 24, 6:30 - 8:30 p.m.

FREE, Border Paving Athletic Centre

A partnership between TriCALA and Spruce Grove FCSS

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