



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. 17 & 19, 7:00 - 9:00 pm
\$60.00/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. 3, 7:00 - 9:00 pm
\$35.00/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. 10, 7:00 - 9:00 pm
\$35.00/person

Using Google Documents and Calendar

Google Docs is the free word processing software that comes with a Google account. It's designed to be easy to use, but like any program, there's always more to learn. Come join instructor Laurie Haggart and discover how to make your documents more engaging using Google Docs!

Oct. 29, 7:00 - 9:00 pm
\$45.00/person

Introduction to iPads & iPhones

You've got this great new iPad, now what?? Join us to learn how to use and have fun with your new iPad. We will look at how to setup your device, what Gestures are and how to use them, how to customize your screen, set a passcode, use the camera, and manage the battery. Bring your iPad with the current iOS installed.

Nov. 19, 7:00 - 9:00 pm
\$35.00/person

All courses will be held at
TriCALA unless otherwise
specified

Pre-registration and payment is required. Course subsidy is available. Please contact our office for more info.

MICROSOFT PROGRAMS

Introduction to MS Word

If you have taken Introduction to Computers or have a working knowledge of Windows and want to learn more, then this one evening course is for you. 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.

Oct. 8, 7:00 - 9:00 pm
\$45.00/person

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.

Oct. 15, 7:00 - 9:00 pm
\$45.00/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

MS Publisher

If you have taken Introduction to Computers and Microsoft Word or have a working knowledge of Windows and MS Word and want to learn to create fun and exciting print publications, then MS Publisher is the class for you. Come to this course and learn to use Microsoft Publisher to create, save, and print great publications such as newsletters and posters that include pictures, photos, and fun borders.

Nov. 5, 7:00 - 9:00 pm
\$45/person

Intro to MS PowerPoint

Do you need to create a presentation for work? Have you been asked to create a picture show for a wedding or memorial? You will learn to use Microsoft's presentation tool, PowerPoint, to create exciting visual presentations. Come and learn how to:

- Create, save, display, and print great visual presentations
- Add character enhancements and formatting to your slides
- Insert, edit, and enhance pictures and clipart
- Insert music and sounds
- Add transitions and transition sounds between slides
- Setup presentations that run automatically

You should have a GOOD working knowledge of Windows and be comfortable with MS Word before taking this course.

Nov. 12, 7:00 - 9:00 pm
\$45/person

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.

Oct. 19, 10:00 am - 3:00 pm (bring lunch)
\$60/person

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 Thursday 11:00am - 12:30pm
Spruce Grove Public Library Room B
FREE, drop-in

For free Childcare: please call by
Wednesday each week at 1:00 pm



For more information
about the
Conversation Circle
call Catherine at 780-
591-3355

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.

September start date TBA
Please call for information.

Beginner Spanish

Instructor: Laina Balser

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.

8 weeks: Thursdays: Oct. 11 - Dec. 6
7:00 - 9:00 pm

\$150.00/person (plus cost of textbook)

GENERAL INTEREST

Journaling Through Grief

Grief journaling after loss has therapeutic value. The task of reconstructing your personal self-narrative assists the process. A grief journal can provide you with a venue for expression without fear of being judged, as well as record your experiences that can reveal re-occurring patterns and dramatic growth. Grief journaling is not about writing perfectly, its about freeing the writer within.

Every second Monday Oct. 1 - Dec. 10
(6 sessions)

6:30 - 8:00 pm

\$45/person

Instructor: Lynn Gale, Windsong Writing and Wellness

Location: TBA

Pay by card!

Back in March, we launched a new payment system. No longer do you have to drive to our office to pay by cash or cheque! Now, you have the option to pay online or over the phone using your credit card or Interact Visa debit card. This was an important step forward for us and our students as we strive to make our services as accessible as possible.

To register, please visit our
website www.tricala.ca
or call (780) 591-3355



PARTNERED PROGRAMS

Pre-register for these FREE sessions at (780) 962-7618

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.

Monday, Oct. 22

6:30 - 8:30 p.m.

Border Paving Athletic Centre

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.

Wednesday, Nov. 14

6:30 - 8:30 p.m.

Border Paving Athletic Centre

Personal Directives and Power of Attorney: Information Session

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.

Thursday, Oct. 18

6:30 - 8:30 p.m.

Border Paving Athletic Centre

Be the CEO of your Money: Setting up a Spending Plan

Imagine if every person in the Tri-Municipal region had a sustainable livelihood and contributed to his or her community. A sustainable livelihood is comprised of skills, assets, and activities for a meaningful life. In this interactive course, you will learn how to create a sustainable livelihood that can cope with and recover from stresses and shocks of the world around us. Build an understanding on how your needs and wants influence your spending habits, and learn how to identify and track expenses. Become the CEO of your money!

Tuesday, Oct. 23

6-9 p.m.

Keephills Library

Includes light snack and refreshments
A partnership between Tri-CALA, Keephills Public Library, Stony Plain FCSS and Spruce Grove 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.

Monday, Nov. 19

9:30a.m. - 12p.m.

Stony Plain FCSS

**RURAL WOMEN'S
CONFERENCE**
FEB 6, 2019



**BE YOUR OWN
SUPERHERO**

Tickets on sale Nov. 1

Adventures in Aging Conference

Thursday October 4, 2018
Holy Trinity Catholic Church Hall
200 Boundary Road - Spruce Grove
ADVANCED TICKETS ONLY!
Doors open at 8:30 am



\$25.00
Incl. Lunch

For more info call
Stony Plain FCSS
780-963-8583

Tickets Available at:
Stony Plain FCSS
#107, 4613 52 Ave.
Spruce Grove FCSS
505 Queen Street
Parkland County Centre
53109A HWY 779
OFFICE HOURS 9 am to 4 pm
Closed during lunch

NORQUEST
COLLEGE

Learning that's
**GREAT FOR
BUSINESS**

With practical, work-ready skills gained in NorQuest's Administrative Professional program and her passion for helping others, Doreen is making an immediate impact for her employer.

Read her story at norquest.ca/Doreen

Apply today
780.644.6000