



**NORTHLAND ADULT  
LEARNING CENTRE**

# Computer Training 2020-2021

Call 705.945.7109 for more information

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**We offer the most comprehensive range of free computer training courses in the Algoma District today. Our program features:**

## A small, friendly learning environment

- Our class sizes are small with no more than 15 students at a time.
- Instructor led classes include the use of large projection screens at the front of the classroom. You will always be supported when you learn and we strive to give you a “Stress free Learning Environment”.
- Self-paced classes allow you to enter our program at virtually any time of the school year and achieve your personal goals.
- Scheduling is convenient for people receiving Employment Insurance. Classes never exceed 10 hours per week and allow you to learn while continuing your claim.

## Relevant, engaging and personalized content

- Our courses are based on situations you are likely to encounter in the real world. We combine the best resources with meaningful activities from a variety of sources.
  - Students enrolled in our computing courses get a free license for Microsoft Office 365 (including current versions of Word, Excel, PowerPoint, Publisher and Access) that is valid for the entire school year. You can use this licence on up to 5 PC's or Apple computers
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## Fundamental Computer Skills

Taught in a traditional, instructor guided group setting. No computer experience is required...just bring a smile and a pen or pencil and be prepared to have fun!

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### Tech Corner – One on one support for your personal questions

- **Monday and Wednesday afternoons 12:00-2:30**  
*Please note that one-on-one sessions may be suspended due to COVID-19 restrictions*

Book one on one or small group tutoring with a teacher to address your unique personal needs. Get the most out of your cell phone or tablet, learn to use modern computing tools and be more productive online. Install and customize apps, use cloud drives, send emails and videoconference efficiently. Organize your digital world, manage files, rent movies, download songs and be proficient and safe when using all of your online accounts.

### Windows 10

- **March – 22 – April 1** – Mornings 9:00-11:30 (2 Weeks Mon, Tues, Wed, Thur)

This is a great course for people who have little or no experience using modern computers. It is also a good choice for individuals who have some skills with computers in the past, but are frustrated with Windows 10.

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# Intermediate Courses

Taught in a traditional computer lab with a teacher leading students through the curriculum. These courses start with a general review of the basics, but expand into more advanced topics fairly quickly. While you do not require a high level of computer competence to take these courses, there are a few basic skills you should know beforehand. If you are unsure about your abilities, please call and we will help you identify and learn anything needed to get the most out of these courses.

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## Word

- **April 6 – 23** – Mornings 9:00-11:30 (2 Weeks Tues,Wed, Thur, Fri)

*Note: there will be no classes scheduled during the March break (March 15 – 19)*

Microsoft Word is the most powerful and common word processor in use today. This course will teach you the skills you need to use this program effectively. Classroom projects focus on the production of business documents, but the abilities you learn can be applied to a wide variety of other applications.

## Excel

- **February 9 – 19** – Mornings 9:00-11:30 (2 Weeks Tues,Wed, Thur, Fri)
- **April 26 – May 6** – Mornings 9:00-11:30 (2 Weeks Mon, Tues,Wed, Thur)

Spreadsheets form the backbone of record keeping and data analysis in the computing world today. In this course, you will learn key fundamental skills related to creating and formatting spreadsheets before progressing to more complex calculations, data management and graphing.

## PowerPoint

- **May 11 - 21** – Mornings 9:00-11:30 (2 Weeks Tues,Wed, Thur, Fri)

Gain the skills needed to create, edit and present professional looking presentations using text, tables, diagrams, charts and pictures as well as providing presentations tips.

## QuickBooks

- **February 23 – March 5** – Mornings 9:00-11:30 (2 Weeks –Tues, Wed, Thur, Fri)
- **May 25 – June 4** – Mornings 9:00-11:30 (2 Weeks Tues,Wed, Thur, Fri)

QuickBooks is a common accounting program found in small and medium sized businesses. This course teaches the use of QuickBooks (Online version) and will give you the fundamental tools you will need to apply for and succeed at employment that requires its use.

## Sage 50

- **March 9 - 19** – Mornings 9:00-11:30 (2 Weeks –Tues, Wed, Thur, Fri)
- **June 8 - 18** – Mornings 9:00-11:30 (2 Weeks Tues,Wed, Thur, Fri)

Sage 50 / Simply Accounting is a common accounting program used by large businesses. This course teaches the use of Sage 50 (Desktop version) and will give you the fundamental tools you will need to apply for and succeed at employment that requires its use.

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# Self-paced and Individualized Classes

Use systematic, online curriculum to learn at your own pace. Instructors are always available to answer questions and help when you need it. While you do not require a high level of computer competence to take these courses, there are a few basic skills you should know beforehand. If you are unsure about your abilities, please call and we will help you identify and learn anything needed to get the most out of these courses.

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## Self Paced Day Classes - Microsoft Word, Excel and PowerPoint

- Tuesday and Thursday afternoons 12:00-2:30

### Flexible Learning Environment

- Work at your own pace and master the essential computing skills needed to be effective using Microsoft Word, Excel and PowerPoint
- Start with an assessment to identify what you already know
- Work with your instructor to set goals and timelines
- Use various software tools and get the support you need from skilled teachers as you progress through your lessons.
- Can be combined with night classes to maximize flexibility.
- Online delivery lets you choose whether you work from home or at school

### Three ways to get certified

- Level 1: Be recognized for your participation. Attend a specified number of classes to achieve an ADSB participant certificate (no testing required)
- Level 2: Pass the Northstar Digital Literacy exam and become recognized across North America for functional workplace skills using Word, Excel or PowerPoint
- Level 3: Pass the comprehensive "Microsoft Office Specialist" exam and be recognized worldwide for your high levels of office proficiency

## Keyboarding – Learn to be fast

- Open enrolment Monday – Friday 9:00-2:30

Northland offers a variety of typing tutorials that help you improve your keyboarding speed and accuracy. Lessons range from fundamental skills for beginners to advanced practice for people who need to reach higher benchmarks for employment testing. We also have fun typing games that keep you entertained and on track.

## Custom Group Lessons

- Call to discuss scheduling and program options

Are you part of a group or business that could benefit from gaining computer skills? Do you wish you could get training that addressed your specific needs. Call Northland to discuss customized classes for groups of 5 or more. We will create and deliver a learning plan that meets all of your group's personal or professional training needs.