Drayton Valley & District
COMMUNITY LEARNING
Association

LEARN.   FEEL GOOD.   REPEAT

YOUR LOCAL COMMUNITY ADULT LEARNING COUNCIL

(780)542-3373

WWW.DVCOMMUNITYLEARNING.CA

We are located in the CETC Building
South Side Drayton Valley

contact us

in person

#113, 5400 – 22 Avenue
Drayton Valley, AB
Clean Energy Technology Centre

email/web

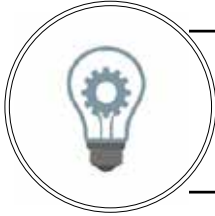info@dvcommunitylearning.ca
www.dvcommunitylearning.ca

social media

Facebook.com/dvcommunitylearning
Twitter: @DVCommLearning
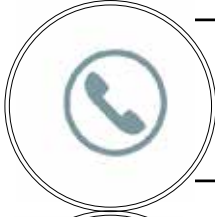Instagram: dv_community_learning

Office Hours: Sept - June, Mon - Thurs, 9am - 3pm

Our Team

Nicole Sharman,
Executive Director
director@dvcommunitylearning.ca

Nicole has been with our organization for just over 5 years now. Her background includes computer programming, web design, database development and Office Administration. She has a passion for helping people and enjoys reading, creative arts, music and computers.

Kristine Schatz,
Administrative Assistant
info@dvcommunitylearning.ca

Kristine has been with our team since Nov 2017. Her background is in Office Administration, Customer Service and Small Business Administration and Marketing. Her friendly attitude brings warmth and a welcoming atmosphere to our office.

Kathy LaBonte,
Computer and Career Skills Coordinator
ccs@dvcommunitylearning.ca

Kathy has been with us since Feb 2015. Her background is in Career and Academic Advising. Her new role in Computer and Career Skills allows her to assist adults in using digital technology, finding their career path and fine tune their resumes for job search.
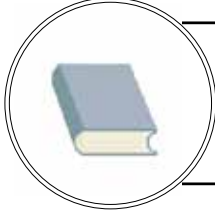
Brenda MacKinnon,
Adult Literacy Coordinator
adultliteracy@dvcommunitylearning.ca

Brenda is the newest member of our office, joining the team in Sept 2018. Her background is in Adult Education at the University level. She is new to our community, but enjoys helping adults with literacy skills, English as a Second Language and creating connections in the community.

OUR MISSION:
Our mission is to promote, develop and enhance literacy skills in the Drayton Valley and Brazeau County area by providing resources and access to adult lifelong learning opportunities.

Board of Directors 2018/2019

We are governed by a Volunteer Board of Directors, who set the vision for the organization and ensure that we are meeting our goals. Thank you to the following dedicated community members for serving on our Board!

Benita Harrison	Chairperson
Lorraine Balen	Vice Chairperson
Jackie Cheema	Secretary
Melinda Buttrey	Treasurer
Carmina Thomson	Diector of Community Engagement
Carol James	Director of Policy Review
vacant	Director of Fund Development
Leah Sanderson	Director of Board Development
vacant	Director

If you have an interest in literacy and would like to help your community, why not ask us for a Board Membership Application?

Adult Literacy & Numeracy Coaching

HOW WE CAN HELP

Our goal is to help adults who struggle with reading, writing and math to become more confident and skilled and able to function more effectively in today's world.

REFERRAL FROM COMMUNITY PARTNER OR ADULT CONTACTS US

We recognize that some adults may not have had the opportunity to learn effectively and in their own way. There may be a lack of confidence, and perhaps other barriers to learning. We offer a welcoming, safe place to learn, no matter who you are or what your goals.
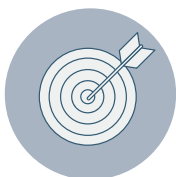
ASSESSMENT AND GOAL SETTING

The most important part of any learning is to find out where to start. This can be scary for some, but rest assured, our consultations are completely personal and confidential.

WE MATCH ADULTS WITH SKILLED LEARNING COACHES

We can help with reading, writing, or help with math. There are many reasons why an adult would want to increase their skills. Maybe you'd like to be able to help your child with homework or fill out forms and read the newspaper. Perhaps it's to increase your skills for work. If we can't help, we'll refer you to someone you can.

LONG LASTING BENEFITS

The benefits of working on these skills reach far beyond English or Math. There are happiness, confidence and health benefits that are realized for an engaged and motivated Learner.

ADULT FEELS GOOD ABOUT LEARNING, AND PURSUES FURTHER OPTIONS

Our goal is to help all adults realize their potential for learning. Even if you think you're not a learner, we would like the opportunity to change your mind and your life! There are so many reasons for lifelong learning. Give us a call today!

Please call 780-542-3373 for an assessment today.
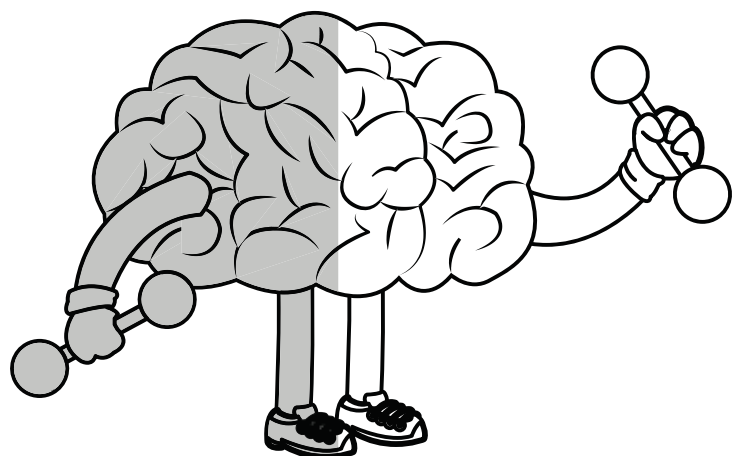
SKILLS REFRESHER FOR ADULTS

Is it time to give your brain a tune-up? Trying to help your child with homework or brushing up on skills for a new job?

Everything needs a tune up now and then... even your math and language skills. If the only math you've done recently involved cutting pizza in equal slices or paying for parking, you might find it hard to recall math concepts and how to solve math problems. We'll refresh your brain with essential math and English skills, so you can help your kids or get that new job!

noun? verb?

The Province of Alberta is working in partnership with the Government of Canada to provide employment support programs and services.

ACADEMIC EXPRESS
ADULT EDUCATION AND TRAINING

Drayton Valley & District
COMMUNITY LEARNING
Association

Canada

Alberta

To Register:
780-542-3373
#113, 5400-22nd Ave
info@dvcommunitylearning.ca

GED PREPARATION

8 WEEK UPGRADING PROGRAM
30 HOURS OF TUTOR SUPPORT INCLUDED
MONTHLY START DATES
$150 PLUS FEES

English Language Learning

Do you need help with:

General or specialized English?

Canadian culture or the Citizenship exam?

English language for money management?

Workplace language?

Your educational goals?

Driver's license exam?

Filling out various forms?

LEARN ENGLISH

FACE TO FACE CLASSES AND
INDEPENDENT LEARNING OPTIONS

CALL US OR STOP BY FOR HELP FINDING
A PROGRAM TO FIT YOUR NEEDS

We will help you! Call us at 780.542.3373
or email adultliteracy@dvcommunitylearning.ca

Our English Language programs are designed to help learners who are new to the English Language, or who want to improve their level of proficiency. We can provide one-on-one and small group tutoring to help you meet your individual ESL needs.

Our classes encourage learners to develop new skills in all areas of the English language: reading, writing, listening, and speaking. Covering topics that relate to everyday living, students will gain new confidence in their language skills at home, at school, or in the workplace.

Current offerings:

ESL Coaching/Tutoring
ESL Language Classes
ESL Conversation

Levels: Beginner, Intermediate, and Advanced

Dates and locations to be announced.

Program Cost:

Consultations – FREE

Classes / Coaching: Costs Varies – Inquire

You can meet with our Adult Literacy Coordinator to determine which program suits you best. Our coordinator will discuss the date and times of the programs available.

*We may be able to reduce fees for learners who demonstrate financial barriers.

We assess and place learners in appropriate learning opportunities with trained English language learning coaches.

Basic Computer & Digital Literacy Programs

Do you need help to use a computer or basic technology? Our computer lab is now available for those who need help or for you to practice computer skills.

We focus on building each person's confidence and comfort in using computers and digital technology, our services target those basic skills. Through one-on-one tutoring or small group workshops, we ensure that each person receives the level of assistance they need to master their new skills.

Our computer lab has some computers and iPads available for you to practice your skills. Once we identify your goals, we can provide you with practice exercises and resources to help you. You will have access to internet, and we can help you set up an email or social media account. You can drop in and use our computers to practice (please call ahead for best service and to confirm availability - not available during New Futures week or during some workshops).

Most of the basic skills for computers are best learned one-on-one, as everyone's needs and skills are individual. Workshops may be announced from time to time, but these services are always available.

Mavis Beacon - Typing Skills

Mavis Beacon is the premiere typing tutorial software to improve typing efficiency and speed. Increase your typing speed with lots of practice and help with this proven software.

Computers and Technology

Basic Computers - Class

Knowing the parts of a computer
Mouse and Keyboard Skills
Cutting, Copying and Pasting Text
Programs and Software - Opening and Closing
File management - Opening, Saving, Closing, Copying, Pasting, Deleting
Internet Browsers and Email
Social media (facebook, instagram, twitter)

Basic Computers Level 1 – Mondays 9am - noon: Feb. 4, 11, 25 (no class on Family Day - Feb 18)
Basic Computers Level 2 – Mondays 9am - noon: March 4, 11, 18
Basic Computers Level 1 – Mondays 9am - noon: April 1, 8, 15
Basic Computers Level 2 – Mondays 9am - noon: April 29, May 6, 13

$35 / session. Held at the CETC in South Drayton Valley.
Each class is 2 hours of instruction, and 1 hour of practice with instructor guidance.
Max 6 participants. Phone to register early to guarantee your spot! Coffee and snack provided.

Basic Computer Tutoring Cost

Consultations - FREE
One-on-One Basic Tutoring: $25/hr
Lab Access for Independent Practice: FREE

We do one-on-one computer tutoring for specific goals, or if you are not comfortable in a class setting. If cost is an issue for any of these basic programs, please talk to us about possible subsidy.

iPads for Seniors - Class (Breton/DV)

Knowing the parts of an iPad
Installing, Uninstalling, Opening and Closing Apps
Taking Photos and Sharing
Internet Browsers, Social media and Email

These lessons are appropriate for anyone who wants to learn more about their iPad and how to use it for basic needs. Perfect for seniors! We work with you to help you get comfortable using this popular technology. If you don't have an iPad, but want to see if it's something you are interested in learning, you can use one of ours to practice!

We are currently taking names for interest in an iPad class in Breton and Drayton Valley. Please call us to put your name on the list, and we can contact you with details on when the class will be held in your community!

Career Skill Development & Employability Services

We help adults identify career options and help develop transferable skills to enable them to find their desired career path. We offer workshops and classes in Employability Skills and other training that will assist in becoming career-ready. Our organization understands the difficulties people face in finding suitable work due to lack of experience, skills and opportunities and offer support to unemployed and underemployed adults.

Some of the services that we provide include:

Career Consultation and Skills Assessment

Resume and Cover Letter check

Employability workshops and skills development classes

One-on-One mentoring in areas including resume and cover letter critiques, Linkedin and social media job search, mock interviews, networking strategies, and career and education planning

Computer workstations, printers and Wi-Fi access for job search and resume development

Referral to education and training providers

Program Cost

Consultations:
Resume and Cover Letter check: FREE!
One-on-One Mentoring: (appointment needed)
Lab Access for Independent Job Search / Resume Development:

We hold free monthly resume and cover letter workshops in the Clean Energy Technology Centre for all adults who are looking to build these skills. This workshop focuses on creating a Career Action Plan for job search and/or career planning. For more info, please see details about the New Futures program on the next page.

It's always best to attend a workshop before making a one-on-one appointment with our Computer and Career Skills Coordinator for a resume and cover letter check, but this service is offered in a drop-in, first come format during regular office hours on most days of the month that we are open (not offered during New Futures week). Call ahead for the best service and information on scheduling.

The intent of this Career Skill Development service is to support independence and enable adults to perform job searches and applications with minimal to no assistance.

New Futures

Resume, Cover Letter, Job Search Help!

Interactive Topics:

- Career action plan
- Current job market
- Impact of job loss and grief
- Overview of job search process
- Managing change after job loss
- Social connectivity and networking
- Resume and cover letter development
- Career transitions and career planning
- Interviewing-skills and informal interviews
- Social media, marketing and internet job search skills

FREE!
Registration Required, Limited Spaces

2019 Session Start Dates:

January 14, 2019	April 1, 2019
February 4, 2019	May 6, 2019
March 11, 2019	June 10, 2019

Workshop Details: Monday - Friday 9am -4pm.
Registration with SIN # is required.

Canada

Alberta

Drayton Valley & District
COMMUNITY LEARNING
Association

To Register:
In Person: 5400 – 22nd Ave
(In CETC Building)
By Phone: 780.542.3373

Accounting Software

Sage (Simply Accounting) 2017 - Level 1 & 2

Level 1: Teaches you how to perform daily accounting tasks in the General Ledger, Accounts Receivable, Accounts Payable, and Payroll. This course is intended for someone who will be primarily doing data entry.

Level 2: Introduces some of the more advanced functions and capabilities of Sage Accounting. It is designed for computer users who are already familiar with accounting with work experience in the basic operations of Sage Premium Accounting and/or have completed Level 1.

$199 plus $50 manual (each level)
Level 1: April 8 - 29, 2019
Level 2: May 6 - 27, 2019
Monday/Wednesday evenings - 6 - 9pm

Quickbooks 2017 - Level 1 & 2

Level 1 - Intuit's QuickBooks focuses on accounting fundamentals and teaches core concepts needed for typical daily business transactions. Practical hands-on exercises are used to provide the student with a valuable skill set that can be applied to everyday life. They include: setting up a company, entering transactions to the general ledger, generating reports and processing receivables and payables.

Level 2 - A continuation of basic features for daily accounting tasks using QuickBooks and will introduce some of the more advanced functions and capabilities of QuickBooks. Students will look at how to create company files, and deal with more advanced tasks for receivables, payables, inventory and payroll. Additional pre-requisites: Quickbooks Level 1.

$199 plus $50 manual (each level)
Level 1: February 4 - 25, 2019
Level 2: March 4 - 20, 2019
Monday / Wednesday evenings - 6 - 9pm

For independent Quickbooks training, please ask us about an alternate online option.

Other Computer Training

Everything you wanted to know about Google!
Calendar, Gmail, Drive, Docs, Sheets, Forms, Slides + Sites

Three fun, interactive days of learning how these Google apps work. Become more productive, share files and folders, coordinate calendars and events, create forms + much more! This is suitable for anyone wanting to know more about how these popular google products work, for both personal and professional use. Training provided by the University of Alberta Technology Training Centre. 18 hrs of training, for those needing it for work purposes.

$329
April 8, 9, & 10, 2019
Monday, Tuesday & Wednesday. 9am - 4pm

414 GIFTS WRAPPED.
2244 DOLLARS RAISED.
136 VOLUNTEER HOURS.

SPECIAL THANKS TO:

-VERMILION ENERGY-
-COUTTS & ASSOCIATES-
-CETC-
-NORQUEST COLLEGE-
-JOCELYN'S INDEPENDENT GROCERS-
-ALL OF OUR VOLUNTEERS!-

FOR THEIR HELP WITH MAKING THIS YEARS' FUNDRAISER A SUCCESS!

Thank You Drayton Valley!

GIFT WRAPPING FUNDRAISER
DECEMBER 2018

ALL PROCEEDS ARE GOING TO FUND FREE LITERACY PROGRAMS
FOR ADULTS IN OUR COMMUNITY.
LOOK FOR OUR EVENT AGAIN NEXT YEAR!

Microsoft Office Software

Microsoft Word - Level 1, 2 & 3

Level 1 - Participants learn to use Word and its various screens, toolbars and menus, by practicing document creation, editing, formatting, printing and various time-saving techniques.

Level 2 - Customizing your Word environment, such as toolbars, AutoCorrect and AutoText, numbering formats, creating styles and working with tables and columns. Pre-requisite – Word Level 1

Level 3 - Topics covered will include: customizing Word options, mail merge, labels and envelopes, advanced headers and footers, templates and forms. Pre-requisite Word Level 2.

Level 1: February 4, 2019.
Level 2: February 25, 2019
Level 3: March 18, 2019
Mondays. 9am - 4pm
$125 per level. Manual included

Microsoft Excel - Level 1, 2 & 3

Level 1 - Participants will learn to identify the elements of the Excel workspace, enter and edit data, enter formulas and functions, save, open and create workbooks, manipulate cell ranges, format sheet appearances, print, and manipulate the display of workbooks.

Level 2 - Participants will learn advanced workbook features, including range names, working with multiple sheets, linking data, and 3-D referencing. Participants will learn how to create more advanced functions and macros and customize the toolbar. Pre-requisite - Excel Level 1

Level 3 - Participants will learn advanced functions such as COUNT, COUNTIF, SUMIF. You will also be introduced to pivot tables, cell protection, freezing panes, worksheet protection, and much more. Pre-requisite- Excel level 2

Level 1: February 5, 2019.
Level 2: February 26, 2019
Level 3: March 19, 2019
Mondays. 9am - 4pm
$125 per level. Manual included

Microsoft Powerpoint

Participants will learn: Powerpoint basics, creating and editing a presentation, additional formatting techniques, getting ready to print, drawing and objects.

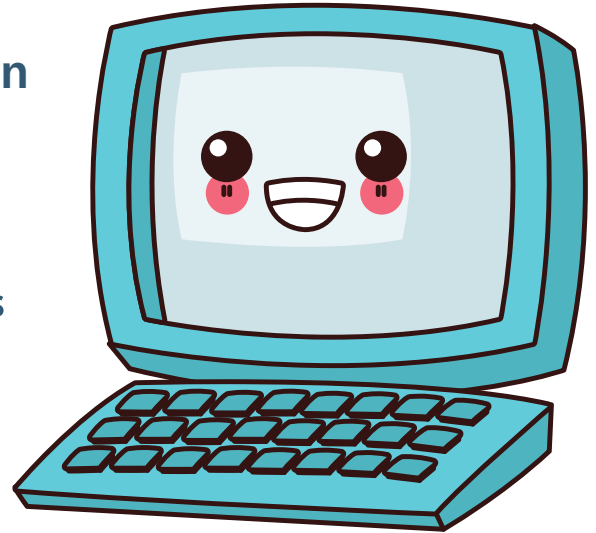March 20, 2019.
Wednesdays. 9am - 4pm
$125. Manual included

JASPERACTIVE
MICROSOFT OFFICE TRAINING

New!

$149 - 1 year of All-You-Can-Learn Training

Word, Excel, Outlook, Powerpoint, Access

Print certificates to show employers exactly what your skills are!

Work your way up to Microsoft Office User Specialist Certification

INTERACTIVE, PRESCRIBED LEARNING PATH!

A BENCHMARK TEST DETERMINES WHAT SKILLS YOU ALREADY HAVE, YOU ONLY WORK ON THE SKILLS YOU NEED TO COMPLETE THE LEVELS

GET CERTIFICATION READY: BEGINNER - ADVANCED LEVELS

1 FULL YEAR OF LEARNING AVAILABLE FOR $149

WORK ON OUR LAB COMPUTERS OR YOUR OWN COMPUTER AT HOME (MICROSOFT OFFICE 2013 / 2016 REQUIRED)

Microsoft Office is one of the top 5 skills requested by potential employers!

Can't wait for Face to Face Training?

ed2go

Instructor-Led Online Classes!

ed2go.com/norquest

Hundreds of Professional development and personal enrichment classes in different categories:

- Accounting and Finance
- Business
- College Readiness
- Computer Applications
- Design and Composition

- Healthcare and Medical
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education

- Technology
- Writing and Publishing

- Sessions start monthly
- Convenient six-week format
- Interactive learning environment
- Instructors lead each course
- Award of completion with passing score

Classes start as low as $125!

NOW OFFERING...

MICROSOFT OFFICE CERTIFICATION

94% of office environments utilize at least one Microsoft Office application on a daily basis. Employers want to know that a new employee can walk into the office on day 1 and use the software proficiently.

All things being equal, if an employer is looking at 2 resumes side-by-side and one has a certification from Microsoft and the other doesn't... guess who's getting the job?

ASK US FOR DETAILS ON PREPARING AND TAKING YOUR
MICROSOFT OFFICE CERTIFICATION EXAM WITH US