



Northland

ADULT LEARNING CENTRE

Welcome to our Computing Classes!

We offer the most comprehensive range of free, employment focused 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. Instructors lead classes on 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".**
- **Students should be prepared to smile and have fun. While we encourage a "no stress" learning environment, we do offer stress and anger management for computing at no additional charge.**

A Modular Approach

- **Typical courses run in two week blocks and enable you to enter our program at virtually any time of the school year to achieve your goals.**
- **Our courses are also convenient for people receiving Employment Insurance since they never exceed the 10 hour per week and allow you to learn while continuing on your claim.**

Relevant and engaging 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...you will never be expected to follow a "canned, textbook lesson".**
- **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**

Level 1 – Basic Computing Courses

Are you ready to take our Basic Level 1 courses?

You should possess these minimum skills prior to taking these courses:

- **No experience related to computers is required whatsoever to take this course.**
- **Just bring a smile and a pen or pencil and be prepared to have fun**

Keyboarding

Do you wish you could type quicker?

The best way to improve any skill is by following a structured approach. 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.

Keyboarding practice is available Monday to Friday from 9:00 to 2:30 during the school year. This course is self-directed, but instructors are available to support you and help you set up a practice schedule that fits your lifestyle. The typing software also logs your progress and helps you set goals.

Windows 10

Length - 2 Weeks - 8 x 2.25 hour classes

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.

Topics Include:

Computing Fundamentals

- Mouse and keyboard basics
- How to type and print a simple document
- Logging onto networks
- Using and navigating programs
- Fundamentals of using Windows 7, 8, 10
- Fundamental tablet use

Basic Document Production

- Create a basic word processing document
- Format font size, style colour and alignment
- Add bullets and numbering
- Correct spelling and grammar errors
- Add images and print a document
- Save and reopen documents in a variety of locations

Getting Around the Internet

- Navigating and searching for Web pages
- Creating and managing bookmarks to enable you to get back to your favourite websites
- Find "How to Videos" and TV shows
- Navigate online maps and other images
- Find local news and phone numbers
- Buy and sell items locally on Kijiji or from other other online merchants
- Basic printing of web content
- Advanced print functions (adjust print settings to print selected parts of webpages)
- Use tabs to view multiple web pages more effectively



iPads and iPhones

Length - 2 Weeks - 8 x 2.25 hour classes

Have you purchased an iPad or iPhone and are frustrated because you don't know how to use it? Have you owned one of these devices for a while and still feel like you are not using it to its full potential? If you answered yes to either of these questions, this course is for you.

Topics Include:

Setting up and basic functions of your new tablet

- Basic tablet functions and finger gestures
- Customizing screens and other settings to make your tablet fit your needs

Using Apps and Connecting to the Internet

- Connecting to a WIFI hotspot and surfing the Internet
- Learn about "Apps" and use built in features like camera and calendar.
- Redeeming I-Tunes cards
- Finding, installing and using Apps such as phone book, music stations and video games

Book Reader - Music and E-communications

- Use your tablet as a Kindle, Kobo or iBooks E-Reader
- Searching for, previewing and downloading music on I-Tunes
- Use your computer to download CD's, Photos and Videos to your tablet
- Communicate using Skype, E-mail, Facetime and iMessenger

Android Tablets and Phones

Length - 2 Weeks - 8 x 2.25 hour classes

If you find yourself wishing you could get more out of your Android tablet or phone but are having trouble learning to use apps and other features on your own, this course is for you. It is also a great place to start for anyone who has little or no experience using these devices.

Topics Include:

Setting up and basic functions of your new tablet

- Basic tablet functions and finger gestures
- Customizing screens and other settings to make your tablet fit your needs

Using Apps and Connecting to the Internet

- Connecting to a WIFI hotspot and surfing the Internet
- Learn about "Apps" and use built in features like camera and calendar.
- Finding, installing and using Apps such as phone book, music stations and video games
- Redeeming Play Store cards

Book Reader - Music and E-communications

- Use your tablet as a Kindle, Kobo or library E-Reader
- Searching for, previewing and downloading music on I-Tunes
- Use your computer to download CD's, Photos and Videos to your tablet
- Communicate using Skype, E-mail and iMessenger



Level 2 – Basic Computing Courses

Are you ready to take our Basic Level 2 courses?

You should possess these minimum skills prior to taking these courses:

- **You should have a basic knowledge of using your tablet or computer to navigate the internet and conduct basic searches prior to taking this course. If you do not possess these skills, you may consider taking one of our Level 1 Basic Courses**

Google Everything

Length - 2 Weeks - 8 x 2.25 hour classes

Learn to go way beyond using Google as a simple search engine. This course will teach you to search better, use Maps more efficiently, translate text and back up your photos and files to cloud drives. You will also learn to turn your tablet or laptop into a free telephone (for calls in North America), use Gmail more efficiently, get organized with Calendar, create office documents online, rent movies, buy music and more!

Topics Include:

Expanded Search Skills

- Simple and advanced Google search tricks
- Advanced Navigation using Google Maps
- Language dictation and Translation

Organization and Communications

- Make free phone calls using Hangouts
- Make appointments using Google Calendar
- Basic and intermediate Gmail tips

Cloud Drives and Online Utilities

- Upload and organize files on Google Drive
- Automatically backup images Using Google Photos
- Share your images and videos stored in cloud drives
- Create documents using Docs, Sheets and Slides
- Distribute surveys and online invitations using Forms

Microsoft Online

Length - 2 Weeks - 8 x 2.25 hour classes

Have you ever wondered what features you can unlock with a Microsoft Account? Do you wish you knew how to use Skype to communicate with your friends and family? Would you like to learn to use cloud drives and free Internet utilities like Word, Excel and PowerPoint Online. Do you wish there was a better way to organize passwords, recipes and great ideas or do you just wish you could send Hotmail or Outlook emails more efficiently? This course is for you.

Topics Include:

Online Communications

- Use Outlook.com / Hotmail more efficiently
- Connect with people using Skype

Organization and Productivity

- Organize ideas, recipes, passwords etc using OneNote
- Keep track of appointments using Calendar

Cloud Drives and Online Utilities

- Upload files to the OneDrive cloud and share them with your friends
- Create Word, Excel and PowerPoint documents using these free online utilities



File Management

Length - 1 Week - 4 x 2.25 hour classes

Have you ever had trouble finding a file you recently created? Do you wish you knew how to transfer images and videos from your cell phone, digital camera or tablet to your computer? Do you have a collection of CD's that you want to transfer to your computer, tablet or phone or do you just wish you knew how to make folders to better organize your digital life? Take control of your files by taking this course.

Topics Include:

- Create files and learn how to open, move, rename and delete them
- Learn to navigate the drives, libraries and folders of your computer
- Make folders to organize your files
- Find "Lost" files and retrieve accidentally deleted files from the recycle bin
- Transfer images to and from cell phones, tablets and personal computers
- Download music from CD's and transfer them back to cell phones, tablets, MP3 players or mixed CD's
- Use "memory sticks" and learn to back up files to external hard drives
- Understand cloud drive basics



Level 3 - Intermediate Computing Courses

Are you ready to take our intermediate courses? You should possess these minimum skills prior to taking these courses:

- **These courses do not require a sophisticated knowledge of computers, but you should be aware of Windows basics such as opening programs, searching for information on the Internet and using a mouse and computer keyboard. If you do not possess these skills, you may be interested in taking one of our "Level 1 - Basic Courses".**

Microsoft Word

Length - 2 Weeks - 8 x 2.25 hour classes

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.

Topics Include:

- Basic formatting of text
- Adding and formatting images
- Adding superscripts, subscripts and special characters
- Line spacing, alignment, page size, margins and columns
- Creating tables and using tabs
- Finding and modifying templates for a wide variety of applications
- Using Text Boxes, Word Art, Drawing Objects and SmartArt
- Page numbers, headers and footers
- Copying and pasting information to and from the internet

Microsoft Excel

Length - 2 Weeks - 8 x 2.25 hour classes

Spreadsheets form the backbone of record keeping and data analysis in the computing world today. In this course, you will learn the key aspects of creating effective spreadsheets.

Topics Include:

- Opening & Using Spreadsheets
- Spreadsheet Terminology
- Creating & Formatting Spreadsheets
- Entering Formulas
- Charts and Graphs
- Comments, Drawing Objects & Pictures
- Sorting and filtering large amounts of Data
- Adding page numbers, headers, footers and preparing complex spreadsheets for printing
- Creating mail merge documents in conjunction with Microsoft word



PowerPoint and Making Movies

Length - 2 Weeks - 8 x 2.25 hour classes

Learn how to make exciting and dynamic digital slide shows and presentations using PowerPoint and Windows Movie Maker.

Topics Include:

- Tips on how to make effective presentations and how to present them to your audience
- Using design templates to enhance your content
- Adding images, text, WordArt, ClipArt and drawing objects to a presentation
- Copying and pasting charts and tables from Excel into PowerPoint Applying sounds, animations and page transitions to a presentation
- Printing out handouts for your audience

How to Create a Website

Length - 2 Weeks - 8 x 2.25 hour classes

If you find yourself.

Topics Include:

- Learn the basics of effective web page design and navigation
- Understand the “behind the scenes” fundamentals of how webpages work
- Explore various methods of developing web content
- Use Weebly.com to create and post a free website on the Internet
- Add special features such as slide shows, photo galleries, blogs, interactive surveys and audio content
- Discuss e-commerce and domain registration for commercial sites

Business Print Media

Length - 2 Weeks - 8 x 2.25 hour classes

Today’s digital landscape has made it easier and less expensive than ever to produce stunning printed creations. This course focuses on modern desktop publishing services and teaches you how to source out and produce a huge variety of printed media. Projects range from business cards, banners, and brochures to canvas prints, photo books and personalized corporate gifts such as pens, backpacks and fridge magnets.

Topics Include:

Online Desktop Publishing

- Conduct Web searches and compare various online desktop publishing suppliers such as Staples, VistaPrint, Walmart, Mixbook, Shutterfly etc.
- Create business cards, pamphlets, brochures, posters, calendars and books using these online services.
- Modify page backgrounds, layout, page colour and add text or images to online print creations.
- Prepare for final printing and search for discount coupons to save money

File Management and Image Editing

- Download pictures from your camera to your computer
- Create folders and use Windows Explorer to organize your images on your computer
- Make backup copies of your photos on external hard drives, thumb drives and CD’s/DVD’s
- Use Photo Gallery to view and manage images
- Use “Quick fix” functions to automatically repair images
- Use other functions such as: Brightness / Contrast, Levels, Hue / Saturation / Lightness to refine an image, make sepia tones, watermarks and other creative effects
- Rotate, straighten, crop and resize images
- Remove Red Eye and other blemishes



Sage 50 / Simply Accounting (Desktop Version)

Length - 2 Weeks - 8 x 2.25 hour classes

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.

Topics Include:

- System Settings
- Adapting the Chart of Accounts
- Linked Accounts
- Adding Vendors, Customers, Employees, Inventory Records and Projects
- Entering Historical Financial Data, Sales Data, Inventory Information
- Entering Payments, Purchases, and Inventory Sales
- Looking up Invoices and Adjustments
- Entering Credit Memos, Sales Receipts, Deposits, and Miscellaneous Transactions
- Paying Employees and Adjusting Paycheques
- Entering Inventory Adjustments
- Bank Reconciliation

QuickBooks (Online Version)

Length - 2 Weeks -8 x 2.25 hour classes

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.

Topics Include:

- System Settings
- Adapting the Chart of Accounts
- Linked Accounts
- Adding Vendors, Customers, Employees, Inventory Records and Projects
- Entering Historical Financial Data, Sales Data, Inventory Information
- Entering Payments, Purchases, and Inventory Sales
- Looking up Invoices and Adjustments
- Entering Credit Memos, Sales Receipts, Deposits, and Miscellaneous Transactions
- Paying Employees and Adjusting Paycheques
- Entering Inventory Adjustments
- Bank Reconciliation

