



Literacy Council of South Temiskaming

Newsletter

January/February 2010



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All services are free!

The Literacy Council of South Temiskaming is a non-profit organization that provides free literacy upgrading for adults. If you want to learn, please contact our office at (705) 672-4232.

**"Education is not preparation for life;
education is life itself" John Dewey**

Learning Opportunities

All courses run for six weeks at no cost.

Microsoft Word 2007

Learn the basics of this program in six weeks. Microsoft completely redesigned this latest version of Office from the ground up. No more menus! No more toolbars! This new version will make you more productive and help get better results. You will learn to:

- Create and edit documents
- Format text and paragraphs
- Format documents
- Create and format tables
- Illustrate documents with graphics

January 20 - February 25
Wednesday and Friday 10:00 A.M. - 12:00 A.M.

Basic Word 2007 and the Internet

This six week course will teach you basic Word 2007 skills and introduce you to the internet. You will learn to:

- Find and navigate a web page
- Send a web page as an e-mail
- Manage favourites
- Use the search box
- Create and edit a Word document

January 19 - February 24
Tuesday and Thursday 10:00 A.M. - 12:00 A.M.

Employment Preparation

Explore the soft skills that affect your job prospects in this six week course.

Topics include:

- The Benefits of Working
- Goal-Setting - Career Planning
- The Interview
- Getting the Job

January 18 - February 24
Monday and Wednesday 1:00 P.M. - 3:00 P.M.

The Critical Consumer

Learn budgeting skills you need to become a critical consumer.

Topics include:

- Advertising
- Cutting Expenses
- Shopping Wisely
- Protecting Your Money

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