



Operated by Hinton Adult Learning Society

### General Programs

#### GED Test Preparation

May 1<sup>st</sup> - July 12<sup>th</sup>

Tuesday, Wednesday, Thursday

1:00pm-3:00pm

Gain the skills you need to be successful in writing your GED Test! This class includes: 54 hours of classroom instruction, all books, materials, calculators, and test writing fees. After-class tutoring is also available by appointment. Spaces are limited so enrol early to secure a spot. \$450

#### Bookkeeping Boot Camp

Mondays, May 28<sup>th</sup> - June 25<sup>th</sup>

7:00pm - 10:00pm

In this bookkeeping boot camp, we will teach you the basics of bookkeeping. Learn accounting responsibilities, types of transactions, basics of financial statements, and how to prepare your files for year end. \$350.00

#### Introduction to Sage50

Saturday & Sunday, May 26<sup>th</sup> & 27<sup>th</sup>

8:30am - 4:30pm

Join instructor Jessica Hersey in this two-day introductory course on Sage50 (formerly known as Simply Accounting). This course will introduce the key principles and methods to inventory & services, payroll, accounts payable and receivable, period end procedure and reporting. \$325

#### Books and Cooks

Thursday, May 31<sup>st</sup>

6:00pm - 8:00pm

Join Hinton's newest book club where we pair a great book with delicious & Authentic Food from the country it's set in. This month's book is "Life of Pi" and we will be featuring traditional Indian cuisine!

**Free** - limited space so call to reserve your spot!

#### Cooking Class

Thursday, May 24<sup>th</sup>

6:00pm - 8:00pm

This month's cooking class featured meal will be "Curry Chicken" Ninderjit will be teaching us the true Indian way of making Curried Chicken! Space is limited so register early \$45

### Family Programs

#### H.E.L.P Families – Parent / Caregiver

##### Support Group

Mondays, Jan. 8<sup>th</sup>- May 28<sup>th</sup>

11:00am - 1:00pm

Increase Literacy Skills in the Home

Healthy Parent and Child Activities

Guest Speakers

Parenting Tips and Discussions

Children are welcome **FREE**



#### Magic Carpet Ride

February 9<sup>th</sup> – June 1<sup>st</sup>

Every Friday 10am-12pm

This is a free class for children ages 2-6 and their families. There will be activities, crafts, books, and more. Spend time learning and playing with your kids! Registration is required through HELP, but it will be held at the Hinton Library! **FREE**



### Computers

#### Keyboarding

Tuesdays

May 8, 22 & 29

11:00am- 12:00pm

Improve your typing/keyboarding skills! As a computer becomes more & more a part of our everyday life, these skills are essential. You will learn how to position your hands over the keyboard, correct posture and how to type without looking at your keys! Laptops are provided. \$25.00



#### Scared Stiff Computer Basics

Wednesdays

May 9, 23 & 30

11:00am - 12:00pm

Are you scared to turn on a computer? Work with our computer coach to help you learn the basic skills. Book your one on one class with Stephanie. \$40

#### Class 7 Learners Exam Prep

May 8, 10, 15, 17, and 23

1:00pm - 3:00pm

This class will prepare you to write the written exam portion of your learners licence (Class 7). The 'Drivers Guide' is written in clear, easy to understand language. \$50

### Ongoing Courses

#### Food Safe

This is an ongoing course that you do online. Call to register and book a spot on one of our computers. Your test must be done in house. This course allows you to gain knowledge about food safety, and prepare you for the certificate exam. This is a government recognized certification course. \$75

#### Pro-Serve

This is an ongoing online course. Call to book a spot. This course will help liquor industry workers learn how to sell and serve liquor responsibly, no matter where they work. The information in Pro-Serve provides workers with training required for the social responsibilities related to serving or selling liquor. \$30

#### Boaters Exam

Monday - Friday

8:30am - 3:30pm

Book your appointment for your Pleasure Craft Operations Card. Let our staff help you get started with your online course. No minimum age. Once successfully completed, your card is good for life. Take advantage of our low cost of \$55

You can register at:

[www.hintonlearning.ca](http://www.hintonlearning.ca)

or stop by our office at 110E Brewster Drive



**Do you have a suggestion for a course or workshop? Call Beverley and she will try and have it programmed!**

Follow us on Facebook:



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[www.facebook.com/hintonemploymentandlearningplace/](https://www.facebook.com/hintonemploymentandlearningplace/)



# Courses & Services

## *Volunteer Opportunities*

Are you interested in volunteering to help Hinton's Homeless Citizens? We have many different opportunities for volunteers. **Call Candace at 780-865-1686 for more information.**

Are you interested in becoming a volunteer tutor for English Language Learners? You will meet some fantastic people, get the chance to learn about another culture, and help improve someone's life! Training is provided! **Contact our ELL Coordinator Haley for more information. 780-865-1686**



## HELP Resource Room

Our HELP Resource Room is now complete! Do you have barriers to stable housing, or do you know someone who struggles with homelessness? Our Resource Room offers showers, laundry facilities, mailbox, safe document box, telephone, computer use, individual support, housing options, assistance with forms, share shop coupons, a quiet place to relax and a bite to eat.



## Sharpen your Skills!

- Do you struggle with:
- Reading and Writing?**
- Computer Use?**
- Understanding Forms?**
- Math Skills?**
- Communication?**
- Working with Others?**



We can **HELP** you improve your skills in these areas. Call Stephanie at 780-865-1686 for more information.



## Job Seekers Meeting

Join our Employment Advisors for our weekly Job Seekers Club! You will learn different techniques for job searching, learn about different job opportunities in our community, and network with other job seekers.

**Every Tuesday, noon – 1pm  
Delicious Lunch Provided!**



## English Language Learning

Tuesday – Friday

**Beginner/Basic ELL Class**

9:00am - 10:30am

**Intermediate ELL Class**

10:30am – noon

EVERYONE IS WELCOME at every session!

It's great to review the basics at any time and help other learners and then it's great for beginners to challenge themselves and stay for the intermediate class! You will improve your skills in reading, writing, speaking and listening.



## Intensive Pronunciations Class

Thursday, May 17<sup>th</sup>

5:00pm – 7:00pm

Learn strategies to help improve your skills in: difficult pronunciation, speed of speech, articulation, idioms and more. Please join us in a positive and welcoming classroom where the goal isn't to lose your accent but to help you be understood and increase your confidence. FREE



**Our office will be closed on May 4<sup>th</sup> for training and on May 21<sup>st</sup> for Victoria Day.**

## Employment Services

Are you currently unemployed or working less than 20 hours a week? Our Employment Advisors are here to help you with your job seeking needs! We will help you get ready to find meaningful employment.

- Resume & cover letter development**
- Interview skills, practice and tips**
- Job Search assistance**
- Career Planning**
- Connecting with employers**
- Marketing yourself**
- Find effective references**
- Job matching**
- Weekly Job Seekers Club**

Call to set up an appointment, or stop by and see Mandy or Candace. 780-865-1686 or cell: 780-223-7097

## Workplace Training Program

Are you currently unemployed and lacking the skills you need to be successful in your job search? Or, are you an employer looking for a worker? Are you worried they may not have the skills required to be successful in their job? Our Workplace Training Program may be what you need!

- Job Matching with an employer**
- On-the-job training**
- Supplementary Training as required**
- Wage Subsidy**
- Able to work a minimum of 30hours/week**
- Part-Time considered for a person with disabilities**

Gain the experience and skills you require to maintain meaningful employment! Call to set up an appointment, or stop by and see Mandy or Candace. 780-865-1686 or cell: 780-223-7097

The Province of Alberta is working in partnership with the Government of Canada to provide employment support programs and services. Les gouvernements de l'Alberta et du Canada travaillent en partenariat et financent conjointement des programmes et des services d'aide à l'emploi

