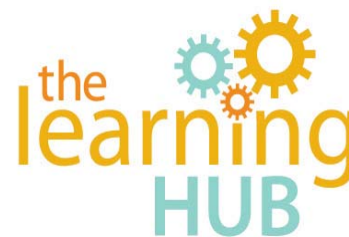


# SPRING 2011 SHORT COURSES

519-482-1700 x 206

[info.learninghub@gmail.com](mailto:info.learninghub@gmail.com)

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



**March 21 – April 29**

## **Apprenticeship Math (LBS Level 2+)**

This course is designed for learners preparing to go into the trades. It will focus on basic math skills using fractions, decimals and percents and will include real workplace examples. If you're interested in this career pathway and need to strengthen your math skills, this course is for you! Note: Learners should be able to add, subtract, multiply and divide whole numbers before taking this course.

**March 21 – April 29**

**May 9 – June 17**

## **Becoming a Better Speller (LBS Level 2+)**

Teachers, employers, friends and others often put a lot of emphasis on correct spelling. It is the first impression many people get of you, whether it is spelling in a letter, an e-mail, or a resume. To become a better speller, and to feel secure about trying new words, it is very helpful to learn different spelling strategies. This five-week course will cover many spelling rules such as the use of syllables, basic spelling patterns, memorizing, the meaning of words, root words, and prefixes and suffixes. Note: This is not a 'learn to spell' course. This is a course for learners who want to improve their spelling skills. Learners will need to be able to spell at an LBS level 2 or higher to take this course.

**March 21 – April 29**

**May 9 – June 17**

## **Goal Setting - Discovering Your Goals (LBS Level 2+)**

I'm not sure what I want to do with my life, but I want it to be great! Sound familiar? Then this goal-setting course is for you. You will ponder your dreams, consider your values and talents, and examine your needs, commitments, and challenges. Then you'll have the chance to set a goal and form a plan of action to pursue that goal. This course is full of useful tips on making choices, researching options, and weathering the ups and downs of your journey. Discovering your goals is a giant step towards reaching your potential in life and work.

**March 21 – April 29**

**May 9 – June 17**

## **Learning to Communicate by Understanding Internet and e-Mail (LBS Level 2+)**

Learn the basics when using the Internet and e-mail. Discover how to search the world wide web to access information on local weather and news. You will be introduced to commonly used terms, the difference between a web browser and a search engine, how to use the favorites tool and some tips when printing information from the Internet. You will practise basic e-mail use and learn how others may interpret your e-mail messages. This course will take your basic Internet use and e-mail skills to the next level!

**March 21 – April 29**

**May 9 – June 17**

## **Learning to Communicate using MS Excel (LBS Level 2+)**

Learners should have a basic familiarity with computer, and an understanding of Microsoft Word 2007. This five module course will cover the basic functions of Microsoft Excel. Learn how to navigate through the program and create, save, edit, format and print basic documents. Access to MS Excel 2007 is required.

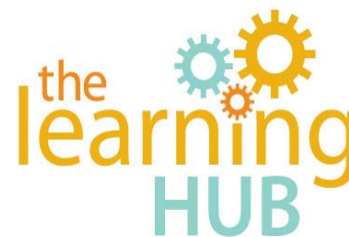
***Learners are required to complete an intake assessment before the start date of their course.***

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May 9 – June 17

## **Learning to Communicate using MS Word (LBS Level 2+)**

This five week online course will cover the basic functions of Microsoft Word 2007. Learn how to navigate through the program and create, save, edit, format and print basic documents. You will perform activities using alignment, and indenting. Learn to insert headers and footers into documents. You will create bulleted list, numbered list and tables within your Word document. Students must have a basic familiarity with the computer. Access to MS Word 2007 software is required.

March 21 – April 29

## **Reading to Understand the Ontario Driver's G1 Knowledge Test (LBS Level 3)**

The first step to becoming a licensed driver in Ontario is passing the Written (Knowledge) Test. Do you have the reading skills necessary to do well on the test? This course will help you prepare for the kinds of questions that may be on the test. You will examine how to read the questions clearly in order to answer them correctly. Learn how to identify traffic signs and interpret diagrams. Area covered: Seatbelts, traffic signs, speed limits, meeting a school bus, the Demerit Point System, passing other vehicles and rules of the road. Try out the driver's practice tests!, etc.

May 9 – June 17

## **Maintaining Healthy Self-Esteem On and Off the Job (Part 1) (LBS Level 2+)**

Healthy self-esteem is something that we work on over our lifetime. This five-week online course will help you to develop methods for increasing your self-esteem and maintaining it through times of stress. Participation in online activities and discussions will help you to practise new life skills. This course is interesting and informative, and you will come away with useful tips for success in life and work. \*\*Part 1 of 2\*\*

March 21 – April 29

## **Maintaining Healthy Self-Esteem On and Off the Job (Part 2) (LBS Level 2+)**

This course is the second part of a two-part course on self-esteem. The first part of the course introduced you to self-esteem basics, and the second part of the course is directed at issues you might face and how to keep your self-esteem boat afloat. You'll find Part 2 loaded with tips on keeping your self-esteem intact while navigating the sometimes rough waters of the workplace! Yes, it's a wilderness out there: this course is designed to show you ways to increase your resiliency both on and off the job. \*\*Part 2 of 2\*\*

May 9 – June 17

## **On the Job Report Writing (LBS Level 3+)**

This course will help you learn how to write reports for the workplace. You will learn to gather the information you need and put information in a report format so that your readers can find the information they require easily. This course will cover the steps to follow in writing a report and understanding why people write them. You will also learn what parts you need to include in a report from beginning to end. Information gathering, editing, and proofreading steps will be explained. Your online instructor will guide you through the report writing process and illustrate what a finished report looks like.

***Learners are required to complete an intake assessment before the start date of their course.***