



# Learning/ Services Catalogue

Effective: January 2011

Assistive Computer Technology Assessments  
Business Software Competency Testing  
Disabilities Compensatory Strategies  
English and Math Upgrading  
Essential Skills Upgrading  
Employment Services



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Check out our website to find out what courses/programs are being offered at the Tanys Quesnel Centre at 101 Cherryhill Blvd. ....12

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## **On-Site Learning**

**For Off-Site Learning please call ATN for more information**

**Many courses are individualized and the costing is varied.**

## **ATN Access Inc.**

### **Overview**

While ATN specializes in programs and services for persons with disabilities, the courses in this calendar are available to everyone.

### **Programs**

ATN provides a variety of packaged programs that offer computer-based learning in current business software, English and math upgrading, job search and/or life skills, for adults with disabilities. All program delivery is individualized to the learner.

### **Business Software and Educational Upgrading Courses**

ATN offers stand-alone courses as outlined in the Course Calendar. These courses are presented with a focus on the principles of adult and recognize the importance of self-paced, self-directed activities. Course descriptions give recommended completion hours. As we recognize the special needs of our clients, flexible schedules and completion times can be negotiated up to a maximum of 1.5 times the original recommended completion time. Courses not completed within the timeframe must be re-registered and course fees will apply.

### **Assistive Technology Assessments and Learning**

Whether a disability is temporary or a lifetime issue, the ATN computer lab is designed to assist physically, sensorial or disabled individuals in their use of computer technology. A variety of alternative keyboards, mice, voice recognition, text readers, and screen enhancement software are available for assessment and learning purposes.

Assistive Technology Assessments as well as custom-designed learning in assistive technology are the focus of this facility.

### **Custom-Designed Programs or Workshops**

ATN will design customized programs in business software applications, ergonomics, sensitivity awareness and/or assistive technology that will meet the specific needs of your clients, employees or staff. Call us to discuss your needs.

### **ATN Locations:**

#### **Skill Centre**

141 Dundas Street, Suite 504  
London, ON N6A 1G3  
519-433-7950

#### **Tanys Quesnel (TQ)**

Living Centre  
101 Cherryhill Blvd, Suite 113  
London, ON N6H 4S4  
519-432-7087

Some services are available in selected communities in the surrounding counties through our Outreach and/or Fee for Service Programs. Please call ATN for more information and details.

## ***Ergonomic and Assistive Solutions***

<b>Assistive Technology:</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code: ATA100</b> This service guides the user through an exploration of alternative computer input devices (hardware and/or software) in order to determine a “best fit” for using technology. This assessment includes an exploration of alternative keyboards, mice and software as well as arm rests, adjustable chairs and operating system accessibility options. It also encompasses what the individual is doing at work, in school or future plans.	<b>2 hrs</b>	<b>One-to-one assessment</b>
<b>Dragon Naturally Speaking™</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code: DNS101</b> Adults who suffer from repetitive strain injury (RSI) or carpal tunnel syndrome may still be able to function within a computer environment using voice recognition (VR) software. This comprehensive program takes the user from basic user interface operation to business software applications and the internet – all by voice.	<b>10 hrs</b>	<b>One-to-one training</b>
<b>Keyboarding for 1-Handed Typist</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code: KBD102</b> This specialized introduction to keyboarding course has been developed for individuals who are, or have become, one-handed typists. After an initial assessment to determine the proper strategy best suited to the individual participant, customized lessons, techniques and practice lessons are presented to facilitate proper touch-typing methods for more efficient computer use and to meet the prerequisites for subsequent computer courses.	<b>20 hrs</b>	<b>Facilitated Training</b>
<b>Keyboarding: Ergonomic DVORAK</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code: KBDD103</b> This introduction course to keyboarding uses the ergonomic alternative DVORAK keyboard layout developed in the 1930's by Dr. August Dvorak. The home row in this keyboard design contains 70% of all letters typed compared to only 31% on the regular QWERTY home row. Studies show that DVORAK typing a minimum 37% less finger travel than a QWERTY layout.	<b>20 hrs</b>	<b>Facilitated Training</b>
<b>Look! No Mouse: Keyboard Alternatives</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code: KBDS104</b> More and more, current research studies are finding evidence that computer mouse operations are contributing to repetitive strain injuries and may even be a greater contributing factor than actual keyboarding. These sessions will focus on keyboard substitutes for many mouse operations for the Windows operating system, Microsoft Office Suite products and the Internet.	<b>3 hrs</b>	<b>One-to-one training</b>

<b>Assistive Technology Hardware Learning</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code: ATT100x</b> Courses are offered as necessary for alternative keyboard, mouse programming and operation. Hours of learning recommended are dependent upon the specific hardware and individual circumstances.	<b>Variable</b>	<b>One-to-one training</b>
<b>Assistive Technology Software Learning</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code: ATT200x</b> Courses are offered in assistive technology software including screen readers (JAWS) and screen enhancement software (ZoomText).	<b>Variable</b>	<b>One-to-one training</b>

### ***Software Competency Testing***

<b>MS Office Competency Skills Pre-Test</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code: CST100</b> <b>Pre-Testing</b> is available for: MS Word 2000, 2002, 2003, 2007 MS Excel 2000, 2002, 2003, 2007 MS Access 2000, 2002, 2003, 2007 MS PowerPoint 2000, 2002, 2003, 2007 Avoid duplication! Determine Prior Learning First! This test will determine if a user is at Basic, Intermediate or Advanced levels in the specified software and it provides feedback in areas that require improvement. Learning can then be focused for a maximum benefit.	<b>1 Test</b> <b>4 Tests</b>	<b>Assessment</b> <b>Assessment</b>
<b>MS Office Competency Skills Post-Test</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code: CST200</b> <b>Post-Testing</b> is available for: MS Word 2000, 2002, 2003, 2007 MS Excel 2000, 2002, 2003, 2007 MS Access 2000, 2002, 2003, 2007 MS PowerPoint 2000, 2002, 2003, 2007 This test measures retained following instruction. The user competency level is identified: Basic, Intermediate or Advance.	<b>1 Test</b> <b>4 Tests</b>	<b>Assessment</b> <b>Assessment</b>

### ***Computer Keyboarding***

<b>Keyboarding: An Introduction</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code: KBD101</b> This keyboarding course combines instructor-led sessions and computer-based instruction. Participants are taught proper touch-typing to facilitate more efficient computer use and to meet the prerequisites for subsequent computer courses. Additional time in our computer lab (max. of 30 hours) is available.	<b>24 hrs</b>	<b>Facilitated Training</b>

<b>Keyboarding for 1-Handed Typists</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code: KBD102</b> This specialized introduction to keyboarding course has been developed for individuals who are, or have become, one-handed typists. After an initial assessment to determine the proper strategy best suited to the individual participant, customized lessons, techniques and practice lessons are presented to facilitate proper touch-typing methods for more efficient computer use and to meet the prerequisites for subsequent computer courses.	<b>20 hrs.</b>	<b>Facilitated Training</b>
<b>Keyboarding: Ergonomics DVORAK</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code: KBDD103</b> This introduction to keyboarding courses uses the ergonomic alternative DVORAK keyboard layout developed in the 1930's by Dr. August DVORAK. The home row in this keyboard design contains 70% of all letters typed compared to only 31% on the regular QWERTY home row. US studies have shown that DVORAK typing requires a minimum of 37% less finger travel than the QWERTY layout.	<b>20 hrs</b>	<b>Facilitated Training</b>

<b>Computers:</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Introduction to Computers Level 1: Beginners Guide</b> Code: ICC100 Parts of a computer, how to turn it on, peripheral devices, interacting with operating system.	<b>9 hrs</b> <b>Text</b>	<b>Facilitated Training</b>
<b>Introduction to Computers Level 2: Advanced Guide</b> Detailed information about the computer components and the functioning compatibility.	<b>9 hrs</b> <b>Text</b>	<b>Facilitated Training</b>
<b>Introduction to Windows Operating System</b> Code: ICW101 This course is designed for the novice. It is designed to give you some hands-on experience with computers and to prepare you for working in the Windows environment. Starting programs, creating shortcuts, using menus and quick menus, toolbars, dialog boxes, and parts of the window will be discussed.	<b>12 hrs</b> <b>Text</b>	<b>Facilitated Training</b>
<b>Introduction to Internet</b> Code: ICI102 This introduction Internet course focuses on basic navigation and searching skills to ensure you develop the skills necessary to surf the Web safely and effectively.	<b>6 hrs</b>	<b>Facilitated Training</b>

<p><b>Introduction to E-mail</b> Code: ICE103 This introduction course explores the world of Web-based E-mail. Learn how to sign-up for an E-mail account, send and receive messages, forward and reply to messages, and attach pictures, files, and more.</p>	<p><b>4 hrs</b></p>	<p><b>Facilitated Training</b></p>
<p><b>Introduction to Outlook (DNS compatible instructions as well)</b> Code: ICO101 How to send and receive mail, use basic features such as spell check and signatures. The DNS compatible instructions are included.</p>	<p><b>6 hrs</b></p>	<p><b>Facilitated Training</b></p>

### ***Computers: Word Processing***

<b>Microsoft Word – Level 1</b>	<b>Duration:</b>	<b>Cost:</b>
<p><b>Code: MSW101</b> The main objectives of this course are to introduce the user to the basic commands, functions and capabilities of Microsoft Word. It is designed for computer users who are new to word processing. Topics include: menus, toolbars, prompts and screens; Help and the Office Assistant; create, edit and print; save, open and close documents; change views; text formatting; move and copy text; tabs, margins; page numbering; lists; and Spelling and Grammar check.</p>	<p><b>18 hrs text</b></p>	<p><b>Facilitated Training</b></p>
<b>Microsoft Word – Level 2</b>	<b>Duration:</b>	<b>Cost:</b>
<p><b>Code: MSW102 (Prerequisite: MSW101)</b> This course will incorporate a brief review of Word Level 1 and then continue with the intermediate features of Word. Topics covered include: customization and shortcut keys; document templates; headers and footers; columns and tables; outlines; save documents as HTML pages; borders and shading; graphics; drawing tools and mail merge.</p>	<p><b>18 hrs. text</b></p>	<p><b>Facilitated Training</b></p>
<b>Microsoft Word – Level 3</b>	<b>Duration:</b>	<b>Cost:</b>
<p><b>Code: MSW103 (Prerequisite: MSW102)</b> This course presents the advanced features of Microsoft Word. Topics covered include: long documents, subdocuments and master documents; footnotes and endnotes; bookmarks and cross-reference text; index and table of contents; macros, printed and online forms; documents themes, backgrounds and styles; text boxes; watermarks; WordArt; link and embedded worksheets; sort; comments; and multiple versions.</p>	<p><b>18 hrs text</b></p>	<p><b>Facilitated Training</b></p>

## Computers: Spreadsheets

<b>Microsoft Excel – Level 1</b>	<b>Duration:</b>	<b>Cost:</b>
<p><b>Code: MSE101</b> (Prerequisite: Knowledge of the Windows operating system and math knowledge in basic arithmetic operations.)</p> <p>This course introduces the basic commands, functions, and capabilities of Microsoft Excel. It is designed for computer users who are new to spreadsheets. Topics covered include: enter, edit and format information in a worksheet; formulas and functions; fonts; borders; building templates; multiple views; printing; and charts. Practical applications may include payroll, budgeting and inventory control.</p>	<b>18 hrs text</b>	<b>Facilitated Training</b>
<b>Microsoft Excel – Level 2</b>	<b>Duration:</b>	<b>Cost:</b>
<p><b>Code: MSE102</b> (Prerequisite: MSE101)</p> <p>This course continues beyond Level 1. Beginning with a review of the basic operations, the topics for this course include: built-in and custom formats; cell size and alignment; conditional formatting; hiding rows and columns; options; named ranges; functions; Fill command and the AutoFill; data sorting, outlines and summarization; Internet integration; and customizing charts.</p>	<b>18 hrs text</b>	<b>Facilitated Training</b>
<b>Microsoft Excel – Level 3</b>	<b>Duration:</b>	<b>Cost:</b>
<p><b>Code: MSE103</b> (Prerequisite: MSE102)</p> <p>This course is a continuation of Excel Level 2 learning. Beginning with a review of Level 2, the course will take in more advanced topics including: linking workbooks; consolidating information; data maps; databases and database manipulation; PivotTables, Goal Seek, Scenarios and Solve; data tables; macros; data validation; comments; sharing or merging workbooks; audit tools; forms with controls; and importing and exporting data.</p>	<b>18 hrs text</b>	<b>Facilitated Training</b>

## Computers: Presentation Software

<b>Microsoft PowerPoint – Level 1</b>	<b>Duration:</b>	<b>Cost:</b>
<p><b>Code: MSPP101</b> (Prerequisite: Working knowledge of Windows/Operating System)</p> <p>PowerPoint is the presentation component of Microsoft Office, packed with a variety of tools designed to simplify the task of creating presentations. From automated kiosk displays to controlled electronic slides shows with flying text, PowerPoint presentations is a powerful marketing and education tool. The purpose of this course is to introduce the basics of an electronic presentations program. Topics include: objects and pictures; creating and editing a presentation; save; slide views; notes and handouts; rearranging slides; printing; the slide show; delivering presentations; and mobile presentations.</p>	<b>18 hrs text</b>	<b>Facilitated Training</b>

<b>Microsoft PowerPoint – Level 2</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code: MSPP102</b> (Prerequisite: MSPP101) The course examines the advanced features of Microsoft PowerPoint that will enhance presentation using multimedia effects and provide efficiencies for the user. Topics include: masters and templates; summary slides; customization; web page format; embedded fonts; clipart; pictures sound, video, objects and special animated effects; pausing slide shows; basic ActiveX controls; hyperlinks; macros; incorporating slides from other presentation; importing/exporting Microsoft Word outlines; Net Meeting options; electronically incorporating meeting feedback; and e-mailing presentations.	<b>18 hrs text</b>	<b>Facilitated Training</b>



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.....we accommodate your learning needs

## Computers: Databases

<b>Microsoft Access – Level 1</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code: MSA101</b> (Prerequisite: Working knowledge of Windows/Operating System) MS Access is a powerful relational database that is one of the most powerful and widely used database programs. Databases store information for later customization retrieval – customer information, product listings, supplier data, or travel destinations are just a few examples. This course includes: database definitions; data storage; database components; tables; queries; forms and reports; planning a database; importing data; backing up and restoring data; maintaining and restoring data; and maintaining and restoring databases.	<b>18 hrs text</b>	<b>Facilitated Training</b>
<b>Microsoft Access– Level 2</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code MSA102</b> (Prerequisite: MSA101) This course reviews Level 1 and presents advanced skills in designing databases. Topics covered include: link and transfer data between applications; advance field properties; multiple tables; transform filters to queries; Action Queries; calculated fields; bound and unbound controls; reports and forms; sub forms and sub reports; command buttons and macros; hyperlinks; security features; and analysis tools.	<b>18 hrs text</b>	<b>Facilitated Training</b>

## Computers: Accounting Software

<b>Simply Accounting – Level 1</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code: SAW101</b> (Prerequisite: Working knowledge of Windows/Operating System and a knowledge of bookkeeping/accounting basics) This course will introduce the basic knowledge for computer-based accounting. Topics covered include: creating data files and companies; setting up a company profile; chart accounts; account management; opening balances; balancing the General Ledger; backing up data files; General Journal transactions; recurring transactions; inventory accounts; accounts payable/receivable; payroll; printing reports; month-end procedures; and fiscal year-end procedures.	<b>18 hrs text</b>	<b>Facilitated Training</b>
<b>Simply Accounting – Level 2</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code: SAW102</b> (Prerequisite: SAW101) This course will continue and expand on topics covered in Level 1. Topics covered include: setting up a chart of accounts; account management; customizing settings; reconciliation; setting up payroll and inventory; payroll advances and pay cheque adjustments. As well, Receiver General; employee benefits; balance A/R in the General Ledger; prepayments, credit notes, inventory and non-inventory purchases; WCB; purchase orders; GST; clearing vendor accounts; inventory adjustments; calendar year end and fiscal year end; merging previous fiscal year data; and posting to previous year.	<b>18 hrs text</b>	<b>Facilitated Training</b>

## **Essential Skills (TOWES) and Literacy Testing**

### **Tanys Quesnel Centre**

*Check out the ATN website to find out what courses/programs are being offered at the Tanys Quesnel Centre at 101 Cherryhill Blvd.*

## **Specific Disabilities**

### **Adults Who Did Not Finish High School...**

Quite often this is a direct result of not having their specific needs and/or disabilities addressed. Sending these adults directly into a literacy-upgrading program may not effectively address their unique needs which may contribute to repeated lack of academic success. For your copy of "Indicators of Specific Disabilities" or for more information about SLD contact ATN.

<b>ATN's Disability Services Pre-Assessment</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code: ATNLDSRA</b> This pre-assessment will gather useful information through questionnaires and interviews to determine a person's challenges and his/her commitment to finding a solution for difficulties. (Referral to appropriate agency based on individual information.)	<b>Variable</b>	<b>Assessment</b>
<b>ATN's Disability Services Referral &amp; Assessment</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code: ATNLDSRA</b> (Pre-requisite: ATN's Disability Services Pre-Screening) Adults whose Specific Disability Services Pre-Screening results indicate the possible presence of a Specific Disability (SLD) can be referred to the Disability Assessment. This service provides funding for unemployed or underemployed adults to undergo a psychological assessment for the purpose of formal identification of SLDs. This service also funds an educational consult to determine the client's needs and to prescribe specific strategies to compensate for identified SLDs.	<b>Variable</b>	<b>Assessment</b>

## **Assistive Technology: Specific Disabilities**

<b>Kurzweil 3000</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code: KES101</b> Adults whose disability impacts their reading, from print or comprehension skills will benefit from this program. As well as reading scanned materials, Kurzweil has the capability to add notes to scanned text, highlight text and extract it as a summary, look up definitions and synonyms, and speak text as it is typed. This program can also read data from the web and certain other saved file formats.	<b>10 hrs</b>	<b>One-to-one training</b>
<b>Dragon Naturally Speaking™</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code: DNS101</b> Adults who suffer from repetitive strain injury (RSI) or carpal tunnel syndrome may still be able to function within a computer environment using voice recognition (VR) software. This comprehensive program takes the user from basic user interface operation to business software applications and the internet – all by voice.	<b>10 hrs</b>	<b>One-to-one training</b>
<b>Digital Recorder with Dragon Naturally Speaking</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code: DNSDR102</b> To obtain the maximum amount of benefit from the recorder and DNS it is important to have a recorder that meets the requirements needed. There are various brands of digital recorders that are recommend – list available at ATN. Adults whose disability or physical injury affects their writing capabilities may benefit from using a recorder to upload information into Dragon Naturally Speaking on the computer.	<b>3 hrs</b>	<b>One-to-one training</b>
<b>Idea Mapping using Inspiration</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code: INS101</b> Adults whose Specific Disability or other disability affects their organization skills may benefit from this technology. Inspiration assists in visually organizing information with the additional capability of extracting transformed outlines into a word processor or PowerPoint. Excellent for assisting in educational or employment organizational skills.	<b>6 hrs</b>	<b>Facilitated Training</b>
<b>Other Assistive Software/Hardware Programs</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Software:</b> Word Q, Text Read & Write, IntelliTools Classroom Suite, BoardMaker, ZoomText, Jaws, TalkingTyper  <b>Hardware:</b> Kensington Mouse, Cirque Pads, IntelliTools Keyboard, Big Keys Keyboard, ½ Qwerty Keyboard	<b>hourly</b>	<b>One-to-one training</b>

## English, Math, Pre-GED Preparation

### Why Study with Us?

Our expertise lies in the accommodation of learners with special needs. We offer individualized curriculum accommodating different styles, large text, Braille notes, screen readers, screen enhancement software, 1-handed keyboarding, specialized adaptations of computer equipment, and experienced staff.

Learners may access the following courses to upgrade their literacy and numeracy skills in preparation:

For employment

To prepare to write the GED

To pursue further education

The Structure: The Placement Test will evaluate the current literacy status of the participant. The English and Math Courses are divided into 3 Tracks to cover knowledge and skills equivalent to those presented at the junior elementary, senior elementary and secondary school levels. Learners who complete Track 1, 2 and 3 will be prepared to write the assessment tests to determine their readiness to write the GED.

<b>English, Math, Communications, GED Placement Test</b>	<b>Duration:</b>	<b>Cost:</b>
<p><b>Code: EMCPT100</b>                      The present status of the learner's skills in English, Math and Communications will be evaluated for proper placement in the EMC courses listed below or, for more general information purposes. Isolated testing in any one of the EMS areas, or combinations, can be performed to gain specific information regarding the literacy level of the learner.</p>	<b>3 hrs</b>	<b>Facilitated Training</b>
<b>English</b>	<b>Duration:</b>	<b>Cost:</b>
<p><b>Code: ET101</b>                      Prerequisite: Placement Testing EMCPT100                      Learners will work in English skills using computer-based instruction models as well as one-to-one instruction. Material covered in these lessons will include level-appropriate vocabulary, word usage, reading comprehension and spelling. Participant progress will be documented.</p>	<b>Individual Program</b>	<b>Facilitated Training</b>
<b>Math</b>	<b>Duration:</b>	<b>Cost:</b>
<p><b>Code: MT101</b>                      Prerequisite: Placement Testing EMCPT100                      Learners will work through math skills using computer-based instruction as well as one-to-one instruction. Material covered in these lessons will include level appropriate number concepts, arithmetic operations and measurement. Participant progress will be documented.</p>	<b>Individual Program</b>	<b>Facilitated Training</b>

<b>Communication</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code: CT101</b> Prerequisite: Placement Testing EMCPT100 Learners will work through using computer-based instruction as well as one-to-one instruction. Material covered in these lessons will include: level-appropriate parts of speech, sentence structure, keyboarding, word processing and language experience. Participant progress will be documented.	<b>Individual Program</b>	<b>Facilitated Training</b>

## ***Job Search and Resume Writing***

<b>Why Prepare to find Employment with Us?</b>		
ATN Access Inc. Employment Specialists are highly experienced in serving all individuals and those whose barriers/disabilities provide a challenge in entering or re-entering the workforce. The following courses are individualized one-to-one sessions for maximum benefit.		
<b>Resume Writing: Preparation to Final Product</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code: ATNRW101</b> Participants will learn to organize their personal information, explore different resume styles and how to create resumes targeted at specific employers or industries. Writing effective cover letters will also be included. Participants will create at least two resumes and one cover letter.		<b>One-to-one</b>
<b>Effective Job Search Strategies: Where Do I Begin?</b>	<b>Duration:</b>	<b>Cost:</b>
<b>Code: ATNJS101</b> Participants will learn to use the latest in job-search strategies utilizing both electronic and print format. Effective self-marketing and networking will be covered in detail.		<b>One-to-one</b>

## ***Other ATN Services***

<b>Braille</b>	<b>Duration</b>	<b>Cost:</b>
<b>Code: ATNBR101</b> ATN can produce single- or double-sided Braille documents from printed pages or electronic files. We also Braille business cards. Please contact us for pricing.		

<b>E-Lab</b>	<b>Duration</b>	<b>Cost:</b>
ATN offers various courses on-line. What a great way to learn at home! For more information go to <a href="http://www.atn.on.ca">http://www.atn.on.ca</a> to check out courses available.	<b>Variable</b>	<b>Facilitated Training</b>
<b>Academe-E Courses</b>		
Accessibility in the Workplace Excel and Word Courses Introduction to the Internet Accessibility Specialist Certificate in partnership with Fanshawe College	<b>Variable</b>	<b>On-line learning</b>

## ATN and You....



...Working Successfully Together for your Future



## Introductory Computer Program

This program is a general introduction to computers and word processing. It might also be useful to those who would like to enhance existing skills.

- ☞ A new program begins the first week of each month (no program offered in December)
- ☞ Maximum 10 students per program
- ☞ **4 weeks** of learning and 50 hours total course length
- ☞ **Monday – Friday from 9:00 a.m. – 11:30 a.m.**
- ☞ Excellent punctuality and attendance are expected from participants in this program
  
- ☞ **Learning includes:**
  - 1/2 hour of typing practice each day
  - Basic Windows instruction
  - Basic to intermediate word processing instruction (MSWord)
  - Introduction to, and review of, computer concepts and terminology
  - Introduction to the Internet
  - Introduction to MS PowerPoint and MS Excel if time permits
  
- ☞ **Tuition applies**, but subsidies may be available. Please call for more information.





# Skills for Employment

## Program start dates in February, June and October.

Depending on availability of space, participants may enter this program after the official start date.

**This program is designed to lead directly to job search. Employment (full or part-time) is the ultimate goal.**

This is usually an all-inclusive program and students are not permitted to opt out of any components. However, if proficiency in a particular area is demonstrated, the course content can be adjusted on an individual basis.

- o Maximum 10 students per program
- o 15 weeks in class
- o Clients enrolled will be eligible to participate in an unpaid work placement
- o Monday – Friday, 9:00 a.m. - 3:30 p.m., two 15-minute breaks, one 30-minute lunch period.  
\*In some cases it may be possible to modify this schedule for personal or medical reasons.
- o 30 hours of total instruction per week including: computers/keyboarding, mathematics, English, job search, life skills and computer lab time.
- o Individual study plans are created at the beginning of each program.
- o **Tuition applies**, but subsidies may be available. *Please call for more information.*

## Course Components

### *English \**

The English program includes: reading for information and comprehension, taking notes, following directions, alphabetizing text, conducting Internet research, organizing information, working in groups, presenting to a group, producing business letters and memos.

### *Mathematics \**

The math curriculum covers: basic arithmetic, decimals, fractions, percent, geometry, algebra, word problems, ratios/proportion, exponents, integers, order of operations, calculating interest, probability, statistics, graphing, and salary calculations & deductions.

### *Essential Skills \**

Reading Text, Writing, Document Use  
Numeracy, Oral Communications  
Working with Others, Computer Use  
Continuous , Thinking Skills



### ***Job Search Skills***

**Career Development:** The realities of the job market, self-assessment (values, interests, personality, skills, abilities), use of several assessment tools in each area, assessing career opportunities, career research and decision-making, job shadowing and information interviews.

**Job Search Skills:** Creating resumes (chronological, functional, combination), and how to customize cover and thank you letters. These are covered in co-operation with the Computer and English instructors. Networking your way to employment, self-marketing, researching the job market, organizations, careers, and finding the fit. Job interviews, including skill development through mock, video-taped and employer-facilitated interviews.

**Job Maintenance Skills:** Professionalism in the workplace, effective telephone skills, positive attitude, the importance of teamwork, understanding employer expectations, customer service - who your customers are and how to interact positively with them, effective problem-solving techniques in the workplace, preparing for placement: requirements, expectations, interviews and placement selection.

**Job Placement:** Participants are placed with an employer for two to ten weeks. Placements are full-or part-time and emphasize an appropriate match of skills, previous experience and employment goals. Those who are not hired through their placements are helped with job search for as long as they require assistance.

### ***Computers***

**Basic Computer:** Computer terminology, hardware, software and information storage devices

**Microsoft Windows:** File management, the desktop environment, use of integrated tools and accessories

**Microsoft Office:**

**MSWord** - Basic document creation and handling, editing, formatting, printing, working with tables, columns and mail merges

**MSEXcel** – Creating, editing, updating and printing spreadsheets, creating graphs and managing data

**MSAccess** – Database construction and organization, creating and editing records, working with tables, forms, reports and queries

**MSPowerPoint** - Developing slide presentations using text, graphics, and a variety of animation options

**Internet Explorer** - Functions of the program, conducting internet searches, web awareness and responsible use, web mail

**Other Software** - depending on time and need, any number of other programs could be taught

**Keyboarding** - Daily keyboarding practice to increase speed and enhance technique and accuracy

**Personal Life Management Skills:** The focus of this component of the program is to develop the group as a team and enhance interpersonal, problem solving, communication and presentation skills. Participants are involved in both formal and informal and personality style assessments. Each lesson requires members of the group to participate through discussion and role-plays. Components of the program include some or all of the following: problem solving, listening and feedback skills, identifying strengths, decision making, personal goal setting, time and money management, conflict resolution, dealing with difficult people, celebrating diversity, talking about your disability, managing leisure time, and stress management.

*\* Some of the English and math topics are covered in a group environment. However, individualized English and mathematics curricula is assigned based on the results of assessments administered at the beginning of the program. Participants identified as needing assistance with basic numeracy and/or literacy skills and/or Essential Skills work on a computer-based program. Working at their own pace, participants cover topics sequentially with each activity/assignment building on the previous one.*