

Microsoft Word Level 1 -2010

Discover the basics of creating great Word documents including: Enter and edit text; Create, save, and edit Word files; Format your text; Spelling and grammar checks. Add clarity and improve the appearance of your documents: Set, use and modify tabs; Align paragraphs and adjusting spacing; Add bullets or numbers to your text; Use page numbers, headers and footers; Adjust margins, orientation and page layout. This is a nine hour course.

Location:	Tilley School	Instructor:	Janessa Connor	Cost:	\$95
Date:	Tuesdays, Nov. 1, 8, 15th	Time:	6 – 9 pm	Includes Manual	

Microsoft Word Level 2 -2010:

Give your documents a professional appeal and deliver information in fast and exciting ways. Add the following features to your Word documents: Pictures, illustrations or diagrams, tables and columns; mail merges; styles; Quick parts and Themes. Past completion of Word Level 1 recommended or equivalent experience. This is a nine hour course.

Location:	Tilley School	Instructor:	Janessa Connor	Cost:	\$95
Date:	Tuesdays, Nov. 22, 29, & Dec. 6th	Time:	6 – 9 pm	Includes Manual	

Home Budget 101

Is there often too much month left at the end of the money? Finances can be stressful and even cause you to lose sleep. This course gives you the opportunity to learn how you can improve your spending, make a budget, and even save for a trip, or something else you've been dreaming about. You will also learn how to build good credit, what a credit score is, and ways to make your money go further. This is a six hour course.

Location:	Tilley School	Instructor:	Jackie Peterson	Cost:	\$65
Date:	Thursdays, Oct. 20 & 27th	Time:	6-9 pm.	Min:	6

Emergency First Aid & CPR

This First Aid program includes simple First Aid & CPR techniques taught in an interactive environment for individuals who want an overview of First Aid & CPR for the workplace or home. The course covers skills needed to recognize, prevent, and respond to cardiovascular emergencies for adults, CPR Level C, AED, and other topics such as choking, airway and breathing emergencies, and prevention of disease transmission. After completion you receive a certificate valid for three years. **Please bring a lunch.**

Location:	Tilley Curling Club	Instructor:	Shelley Zibell	Cost:	\$115
Date:	Saturday, Sept. 24th	Time:	9 a.m. – 4 p.m.	Min:	6

Standard First Aid

This course is spread out over two consecutive days and includes CPR Level C skills and certification. Comprehensive First Aid & CPR techniques for those who need training for work requirements, or who want more knowledge to respond to emergencies in the workplace or home. The course covers a variety of topics from basic, such as cardiovascular and breathing emergencies, CPR Level C, transmission, to in-depth AED, prevention of disease topics such as: sudden medical conditions and injuries to the head and spine. After completion you receive a certificate valid for three years. **Please bring a lunch.**

Location:	Tilley Curling Club	Instructor:	Shelley Zibell	Cost:	\$155
Date:	Saturday & Sunday, Sept. 24 & 25th	Time:	9 a.m. – 4 p.m.	Min:	6

Little Explorer's Rhyme Time!

Interact, engage, enjoy! Parents and children from newborn to age five are welcome to attend while learning through the adventures of stories, singing, games and crafts. 10 one hour sessions.

Location:	Tilley Library	Instructor:	Jody McAllister	Cost:	FREE
Date:	Tuesdays Sept. 20th – Nov. 22nd	Time:	9:30-10:30 am	Min:	6

Bedtime Stories

Bedtime stories are a great way to spend a little extra quality time together. Your child will be delighted to arrive in his/her pajamas and settle in for story time while being at arm's length of you. 10 one hour sessions.

Location:	Tilley Library	Instructor:	Jody McAllister	Cost:	FREE
Date:	Wednesdays, Sept. 21nd – Nov. 23rd	Time:	6:30-7 pm	Min:	6