

## What is the MAALL?

The MAALL is a 10 laptop mobile learning lab equipped with educational and employment related software training programs. It can be set up easily at your location for a scheduled date and specific length of time. This program provides individuals 16+ with the opportunity to improve their literacy and essential skills for employment and higher education.

### Literacy and Essential Skills Upgrading

This integrated computer based literacy and essential skills upgrading program assists with clients to improve their reading, writing, numeracy and critical thinking skills. It contains pre & post tests which monitor progress and evaluate skills.

### Employment Soft Skills Training

Positive Thinking  
Effective Speaking  
Relating to Others  
Dealing with Supervisors  
Team Work  
Increased Productivity  
Correct Work  
Customer Service

Health and Appearance  
Listening Skills  
Following Directions  
Time Management  
Decision Making Skills  
Managing Emotions  
Behavior

## Benefits to the Participants

- Improve skills to be better prepared for employment and higher education
- Gain computer skills to improve confidence working on a computer
- Learn soft skills to help in present and future employment situations
- Learn in a self-paced, convenient and comfortable environment

## Did You Know??????

- 26% of Canadians with the lowest literacy levels have the highest rate of unemployment.
- By the year 2031, 77% of people who are eligible to work will need to have post-secondary education just to compete in the workforce.

**CALL TODAY TO RESERVE  
THE MAALL**

## Literacy Council York-Simcoe

Literacy Council York-Simcoe  
17817 Leslie Street, Suite 12  
Newmarket, Ontario L3Y 8C6

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Literacy Council York-Simcoe  
*Improving Lives Through Literacy*

## THE MAALL

Mobile Adolescent & Adult  
Learning Lab



## Skills for Employment and Life

Computer Skills Training  
Literacy/Essential Skills  
Upgrading  
Employment Soft Skills



United Way  
of York Region

The support of this program is provided through United Way funding

## Testimonials

*“Everyone should have this opportunity”*

*“It was a wonderful program.”*

*“This program helped me a great deal.”*

*“participants of a pilot project with a local company”*

# Computer Skills Training

## Introductory Courses

### Introduction to Computer Basics

This course is an introduction to basic computer skills. Topics include: an explanation of programs and operating systems, common elements, menus, windows, icons, buttons, lists and text boxes.

PC100XP

### Introduction to Computer Components

This course will help the beginner and advanced user to use computers more effectively by explaining hardware, software and networking.

PC101XP

### Introduction to Computer Operations

This essential course, for beginner and intermediate users, deals with the most important part of computer operations: the file system. Topics include: opening, saving, printing, window explorer, backups and properties.

PC110XP

## Internet Courses

### Exploring the Web

This course teaches the basic concepts and skills needed for working with the World Wide Web. Topics include: internet software, organizing favorites, customizing Internet Explorer and internet security.

PC135XP

### E-Mail Basics

This course teaches the basic concepts and skills needed for using e-mail. Topics include: reading, viewing, composing, sending e-mail, attachments, address book and organizing your mail.

PC136XP

## Microsoft Office 2003 / 2007 Courses

### Microsoft Word - Basics

This course provides the essential word processing skills for creating everyday documents using MS Word. Topics include: creating, formatting, printing, fonts, tools and time saving tips.

PC140-2003  
PC140-2007

### Microsoft Word - Intermediate 1

An intermediate course in word-processing that will enable a user to enhance any document. Topics include: line and character spacing, adding bullets and numbers, inserting and indenting paragraphs, adding page breaks and pictures.

PC141-2003  
PC141-2007

### Microsoft Word - Intermediate 2

Topics in this course include text borders and shading, graphics, tables, creating styles and themes, auto correct functions and other great ways to enhance your document.

PC142-2003  
PC142-2007



## Microsoft Office 2003 / 2007 Courses

### Microsoft Excel - Basic

This course will introduce you to the most widely used application of computers, the spreadsheet. It will provide you with the basic skills needed to use spreadsheets.

PC150-2003  
PC150-2007

### Microsoft Excel- Intermediate 1

This course will help you become efficient at spreadsheets, by giving you the skills for entering and editing data, making complex calculations and organizing multiple spreadsheets.

PC151-2003  
PC151-2007

### Microsoft Excel - Intermediate 2

This course will give you the skills you need to create and organize great looking spreadsheets. Topics include: sorting data, charts and pictures, headers and footers, page breaks and advanced functions.

PC152-2003  
PC152-2007

### Microsoft PowerPoint - Basic

This course will introduce you to the basics of using MS PowerPoint. Topics include: the elements of PowerPoint, creating, saving and opening a presentation, editing a presentation and previewing a presentation.

PC160-2003  
PC160-2007

### Microsoft PowerPoint - Intermediate

This course will teach you various skills needed for creating well-organized, attractive presentations. Topics include: adding text boxes, working with tabs, adding footers, inserting pictures/tables, using templates and other advanced functions.

PC161-2003  
PC161-2007

A Better Education

A Better Job

A Better Life