



Library Assistant Certificate of Recognition

Course Area	School Based Training – Classroom Support
Class ID	20903
Lead Instructor	Dawn Dickson (and Tricia Mackinnon)
Course Location(s)	Willow Park School (WPS), 343 Willow Park Dr. SE, Calgary, AB T2J 0K7
Day/Date	March 10 – May 26, 2026
Time(s)	5:30 PM – 8:30 PM

Please Note English proficiency of Canadian Language Benchmark 8 is highly recommended to succeed in this course.

Course Schedule

Date	Time	Location	Class Content	Notes
Tue, March 10	5:30 PM – 8:30 PM	WPS	Introduction and 21 st Century Learner	
Tue, March 17	5:30 PM – 8:30 PM	WPS	What is a Learning Commons?	
Tue, March 24	No Class			
Tue, March 31	5:30 PM – 8:30 PM	WPS	Learning Commons Orientation	
Tue, April 7	No Class			
Tue, April 14	5:30 PM – 8:30 PM	WPS	Learning Commons Support	
Tue, April 21	5:30 PM – 8:30 PM	WPS	Library Management	Bring device
Tue, April 28	5:30 PM – 8:30 PM	WPS	Virtual Learning Commons	
Tue, May 5	5:30 PM – 8:30 PM	WPS	Collection Management	
Tue, May 12	5:30 PM– 8:30 PM	WPS	Software and Technology and Participant Presentation	
Tue, May 19	5:30 PM– 8:30 PM	WPS	Resource Assessment and Participant Presentation	
Tue, May 26	5:30 PM – 8:30 PM	WPS	Participant Presentation And Graduation	

Evaluation

Attendance:	27 of 30 hours minimum
Participation:	Class activities and sharing
Homework:	All 8 assignments and Library Visit
Presentation:	3-5 minutes during Class 8, 9, or 10

Grading

E :	Exceptional
P :	Pass
INC :	Incomplete

For More Information

Phyllis Salter, Program Supervisor 403-777-7575 Ext. 2502

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