

Computer Classes

To register call Ximena @ [604-523-5421](tel:604-523-5421) or e-mail: training@ufcw247.com

UFCW 247 Training and Education Centre

544 Columbia Street, New Westminster, BC, V3L 1B1

Introduction to Computers: With Karen
Learn essential concepts like getting started with Windows and customizing your desktop.

Manual Fee: \$10.00

Mondays, November 7-28, 2011, 6:00pm-8:30pm

File Management: With Karen
Manage files on your computer by learning to save, retrieve, rename and find files using Windows Explorer or My Computer.

Manual Fee: \$10.00

Mondays, September 12-19, 2011, 6:00pm-8:30pm

MS Word Level 1: With Karen

(Prerequisite: File Management)

Learn the tricks to create professional looking documents using the Word program. This is the most widely used Microsoft office program.

Manual Fee: \$10.00

Tuesdays, October 4 – 25, 2011, 6:00pm-8:30pm

MS Word Level 2: With Karen

(Prerequisite: MS Word Level 1)

Increase the complexity and appearance of your MS Word 2007 documents.

Manual Fee: \$10.00

Tuesdays, November 1-December 6, 2011,
6:00pm-8:30pm

MS Outlook: With Robin

(Prerequisite: File Management)

Learn the many features of this e-mail application. Choose a morning or evening course.

Manual Fee: \$10.00

Tuesdays, October 18 - November 1, 2011, 9:00am-11:30am OR
Tuesdays, November 8-22, 2011, 6:30pm-9:00pm

MS Powerpoint: With Karen

(Prerequisite: File Management)

Create professional presentations for both home and work.

Manual Fee: \$10.00

Mondays, September 26 – October 24, 2011,
6:00pm-8:30pm

Photoshop Elements 9 Level 1: With Robin

This software covers all your photo needs. Manage, edit and enhance your photos to their greatest potential.

Manual Deposit: \$30.00 or you may purchase

Mondays, September 12 – October 24, 2011,
6:30pm-9:00pm

Keyboarding: With Rose

Increase your speed and accuracy with proper typing techniques.

Manual Fee: \$10.00

Wednesdays, September 14-October 19, 2011,
6:00pm-8:30pm

Internet 101: With Shona

This course will provide enough knowledge to have fun while learning different techniques that will assist you when “surfing the net”.

Manual Fee: \$10.00

Wednesdays, September 14-October 5, 2011,
6:00pm-8:30pm

MS Excel Level 1: With Karen

(Prerequisite: File Management)

Create professional worksheets to manage data. Apply what you learn to organize your household budgets, payment schedules or for use at work.

Manual Fee: \$10.00

Thursdays, October 6-27, 2011, 6:00pm-8:30pm

MS Excel Level 2: With Karen

(Prerequisite: MS Excel Level 1)

Learn more about this popular spreadsheet program, work with formulas and functions.

Manual Fee: \$10.00

Thursdays, November 3-December 8, 2011,
6:00pm-8:30pm

Web Design Level 1: With Robin

Create a website with basic HTML & CCS; learn how to design and plan a website with Adobe Dreamweaver.

Manual Deposit: \$20.00 or you may purchase

Wednesdays September 14 – October 19, 2011,
6:30pm-9:00pm

Web Design Level 2: With Robin

Enhance your HTML basics, upload and make your website live on the internet.

Manual Deposit: \$20.00 or you may purchase

Wednesdays November 2 – December 7, 2011,
6:30pm-9:00pm

Photoshop Elements 9 Level 2: With Robin

Enhance your knowledge and make amazing printed photo creations like scrapbook pages, photo books, cards, calendars and more.

Manual Deposit: \$30.00 or you may purchase

Mondays, November 7 – December 12 2011,
6:30pm-9:00pm