

Computer Classes

To register call Tima @ 604-523-5410 ext: 5421 or e-mail: tburgess@ufcw247.com

UFCW 247 Training and Education Centre
544 Columbia Street, New Westminster, BC, V3L 1B1

Introduction to Computers:

With Shona

Keyboarding, Windows & Word Basics,
Basic Document Processing, Internet & E-
Mail, Create & Save Files.

Manual Fee: \$10.00

Wednesdays, Feb 24 – Mar 31, 2010

6:00 - 8:30 pm

Web Design Level I: With Sergio

Introduction to HTML Tags and Coding form
the knowledge for future web design courses.

Manual Fee: \$10.00

Mondays, Jan 25 – Mar 01, 2010

6:00 - 9:00 pm

*New course * (Prerequisite: Photoshop)

Creative Images using Photoshop:

with Tiina

This is an opportunity to take the skills learned
and to be creative working with your own
personal photos.

Wednesdays Mar 17-Apr 07/10, 6:30-9:00pm

Photoshop:

Step one, get your photos from your digital
camera on to the computer. You will learn
how to organize your images into files, how to
resize images, and manipulate your photos
and optimize your images for print. Learn to
create slide shows with your photos using
Photoshop. Manual Fee: \$10.00

Wednesdays Jan 20 – Feb 24/10, 6:30-9:00pm

OR

Thursdays Mar 04-Apr 08/10 6:00-8:30pm

Excel level I: with Karen

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

Prerequisite: Intro to Computers.

Manual Fee: \$10.00

Tuesdays, Mar 02 –Mar 23/10, 6:00-8:30pm

MS Word level I:

with Karen

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

Manual Fee: \$ 10.00

Thursdays, Mar 04 – Mar 25/10, 6:00-8:30pm

Excel level II: with Karen

Learn more about this popular spreadsheet
program. Learn to work with formulas and
functions. Further your skills.

Manual Fee: \$10.00

Tuesdays, Apr 06 – May 11/10, 6:00-8:30pm

MS Word level II: with Karen

Increase the complexity and
appeal/appearance of your MS Word
documents. Manual Fee: \$10.00

Thursdays, April 08-May 13, 2010

6:00-8:30pm

New Level III **MS Excel level III: with Karen**

Further increase your knowledge of Microsoft Excel with the new Level III.

Thursdays, January 14 – February 18/10, 6:00-8:30pm Manual Fee: \$10.00

New Level III **MS Word level III: with Karen**

Further increase your knowledge of Microsoft Word with the new Level III.

Tuesdays, January 12 – February 16/10, 6:00-8:30pm Manual Fee: \$10.00

New **MS Access: with Karen**

Saturdays, February 06 – Mar 06/10, 10:00am-12:30pm Manual Fee: \$10.00