



Training and Education Centre Kelowna Spring/Summer 2009 Courses

FREE COURSES FOR UNION MEMBERS AND THEIR FAMILIES!

The UFCW Training and Education Centre is the only accredited union training facility in Canada, and offers educational programs and courses free of charge to all members and their families. These training programs are funded by the UFCW Education and Training Trust negotiated by your union.

INTRODUCTION TO COMPUTERS

This four session course will give you the tools you need to operate your PC to its full potential. Learn how to use the Internet and email more efficiently and create/save files without the fear of losing them. Join other people new to computers and have some fun.

MAY 11-JUNE 8, MONDAYS @ 7-9 pm (Note: there will be no class on May 18) Manual Fee \$10

KEYBOARDING LEVEL I

This four session course will help you learn proper typing techniques while improving your speed and accuracy.

MAY 12-JUNE 2, TUESDAYS @ 7-9 pm

Manual Fee \$5

TRAVELER'S SPANISH

Did you know that Spanish is the fourth most spoken language in the world? This six session course will help you understand and speak basic Spanish, making your international travels more enjoyable. Ole!

MAY 13-JUNE 17, WEDNESDAYS @ 6-8 pm

Manual Fee \$5

MICROSOFT EXCEL LEVEL I

Create professional spreadsheets to organize and manage data in four sessions. Apply what you learn to organize your household budgets, payment schedules, or for use at work.

PREREQUISITE: Introduction to Computers or have a basic knowledge of computers and how to save files.

MAY 14-JUNE 4, THURSDAYS @ 7-9 pm

Manual Fee \$10

MICROSOFT EXCEL LEVEL II

Further your skills using this popular spreadsheet program. You will be working with formulas and functions during this four session course.

PREREQUISITE: Excel Level I

JUNE 9-30, TUESDAYS @ 7-9 pm

Manual Fee \$10

THREE EASY WAYS TO REGISTER

Phone: 250-861-1226

Email: jennio@ufcw247.com

Online: <http://www.ufcw247.com>

Deposits must be received prior to classes starting to confirm registration
UFCW Local 247 Training Centre
205-307 Banks Road, Kelowna BC V1X 6A1



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FOODSAFE LEVEL I

Learn how to prevent cross-contamination and food-borne illness, while learning safe food handling procedures for at home or work during this 1 day course. Successful participants will receive a Food Safe Certificate.

MAY 23 @ 8:30 am – 4:30 pm

Course Fee \$25

RED CROSS EMERGENCY PREPAREDNESS COURSE

Do you and your family know what to do in case of a natural disaster or other emergency? The Red Cross will teach you what to do and you will learn how to create your own emergency survival kit. This 2-hour course will be offered on 2 separate dates.

JUNE 18 @ 7– 9 pm OR JUNE 29 @ 7– 9 pm

Supply Fee \$5

SAFE BOATER COURSE

As of **September 15, 2009** all boaters will be required to have the Pleasure Craft Operator Card in order to operate any powered watercraft. **ALL** operators of any powered watercraft under 13.1 feet in length, Personal Water Craft (Sea-Doos and jet skis), and operators of any watercraft born after April 01, 1983 are immediately required to have a Pleasure Craft Operator Card, with no exceptions.

JUNE 6 @ 10 am – 1 pm

Course Fee \$38

ASHTANGA YOGA

Ashtanga Yoga is described as a powerful system of self-transformation which makes the body flexible, strong and healthy and brings mental clarity, peace and happiness. Join us for this four session course to improve your health and vitality. Please bring a mat, towel and water to each class.

MAY 12–JUNE 2, TUESDAYS @ 5-7 pm

YOGA THERAPY

Yoga therapy is used to increase joint movement, decrease pain, strengthen muscles and increase physical energy and endurance. Breathing and relaxation techniques help you to reduce stress and can aid in conditions such as back problems and anxiety. Class is four sessions; please bring a mat, light blanket, pillow and water to each class.

MAY 14–JUNE 4, THURSDAYS @ 5:15-7:15 pm

TRAINING CENTRE POLICIES

1. Any UFCW Local 247 member is eligible for any membership program available, as are their immediate families.
2. Any person enrolled in any of the Training Centre's community outreach programs such as T.R.A.D.E.S. and their immediate families can enroll in membership programs provided there is space available.
3. A non-member can be bumped for a member or family member of UFCW. If bumping occurs one week's notice will be given.
4. Anyone wishing to enroll in any membership program must provide a \$25 deposit cheque. This is refundable upon attendance of at least 50% of classes or if you have given notice that you will not be completing the course.
5. A separate deposit cheque is required for each course. Cheques can be reused if courses do not run at the same time.
6. If you will not be able to start a course that you have enrolled in, at least one week's notice is required or the deposit will be cashed.
7. Course availability is subject to enrollment. If a course is postponed or cancelled due to low enrollment, one week's notice will be given.
8. A minimum of 5 UFCW members or family members must be enrolled for a class to start, and the \$25 deposit will be refunded if the course is cancelled by the Union for any reason.

These policies were adopted by the UFCW Local 2000 Executive Board on October 16, 2000.