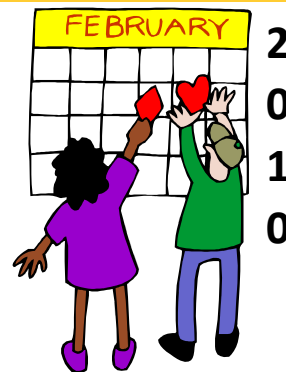


THE SOURCE

Volume 10, Issue 2



ESL classes at The SOURCE

The Literacy Center of West Michigan and The SOURCE will offer ESL (English as a Second Language) classes beginning in February. The classes will help adults with limited English learn the basics of speaking, listening, reading and writing with practical applications to daily life. Students will be eligible for free use of online computer software to help them improve reading and math skills.

Classes are FREE and open to the Community!

Pre-testing: Students must attend the pre-testing session on Thursday, February 4. Call to sign up for one of the scheduled times: 9-10:30am, 12-1:30pm and 4-5:30pm.

Requirements for Class 1 & 2: Must be employed, full or part-time.

Location: Classes will be held at The SOURCE. Call (616) 452-5295 to register or for more information.

Schedule:

February 15, 2010 to May 14, 2010 (*no classes April 5-9*)

Class 1: Tuesdays and Thursdays 9:00am-10:30am

Class 2: Tuesdays and Thursdays 12pm—1:30pm

Class 3 (Intermediate-Advanced): Wednesdays and Thursdays 4pm-5:30pm

Open computer lab for all students:

Fridays 12:00-2pm; 4-5pm

What is The SOURCE?

The SOURCE is a not-for profit employee support organization designed to help employees keep their jobs, receive training to enhance their employment, and help employees move into better positions within or across companies. The SOURCE works with employees from:

- American Seating Co.
- Butterball Farms, Inc.
- Cascade Fresh Cleaning Co.
- The Decc Co.
- Employment Group
- Grand Rapids Foam Technologies
- Grand Rapids Spring & Stamping
- Imperial CRS, Inc.
- Michigan Family Resources
- Oliver-Tolas Healthcare Packaging
- Pridgeon & Clay
- Richwood Industries
- Ridgeview Industries
- Spectrum Industries
- Vi-Chem Corp.
- Wolverine Coil Spring

Our Location is:

1409 Buchanan Ave. SW Grand Rapids, MI 49507

Please call us at 452-5295 for more information or feel free to stop by the office at any time. Our office is open 8 am to 5 pm Monday through Friday, but special arrangements may be made for after hour appointments.

www.grsource.org

Email: info@grsource.org

Financial Literacy classes at The SOURCE

Don't miss the opportunity to develop and improve your skills in money management. Flagstar Bank and The SOURCE will offer two 12-week Financial Literacy courses at The SOURCE. These classes are free of charge and offer attractive incentives, including a partial match on contributions to a personal development savings account. **Class is open to the community!**

Some of the topics include:

- Borrowing Basics
- Money Masters
- Pay Yourself First
- Loan to Own

Classes will meet on:

Monday Evenings - 03/1/2010 through 5/17/2010, 6:00 pm - 7:30 pm

Saturday Mornings - 2/27/2010 through 5/15/2010, 10:00 am - 11:30 am

To enroll or for more information call 452-5295.



In this Issue:

- Catching on to Computers
- Attend College
- Free Tax Preparation
- The Healthy Corner: February is American Heart Month

Catching on to Computers

Learn your way around the computer with Catching on to Computers level I. Learn how to navigate a computer, use Microsoft Word, and surf the Internet.

Call The SOURCE today to enroll at 452-5295

If you already have some experience with computers, but would like to learn more about Microsoft Word, then the level II class is for you.

Participants will learn how to insert pictures, create lists, make columns, draw tables and more. Classes are free and open to the community.

Upcoming computer classes:

Level I March 2nd, 4th, 9th and 11th from 3 –5 pm

April (Class in Spanish) 6th, 8th, 13th and 15th from 9-11 am

May 4th, 6th, 11th, and 13th from 3-5 pm

Level II March 16th, 18th, 23rd from 9 –11 am

May 18th, 20th, 25th from 3-5 pm

Did You Know The SOURCE Can Help You Go To College?

Have you always wanted to go to college but find yourself intimidated by the application process? Is the cost of college holding you back? Do you think you're too old to go back to school?

Caseworkers from The SOURCE are available to talk to you about your educational goals. We can help you apply to attend college, apply for financial aid, and even help you register for classes! Many companies offer tuition assistance, so going to school may be more affordable than you think. Many local schools also offer programs designed specifically for working adults, with night and weekend classes available. If your goal is to begin attending classes in the fall of 2010, now is the time to begin applying for admission and financial assistance. Don't wait, call a SOURCE caseworker today at **452-5295!**

Free Tax Preparation

For the seventh straight year, The SOURCE is providing free income tax preparation assistance for families earning less than \$49,000/year and single individuals with no dependants earning less than \$29,000/year. Tax returns are filed electronically, so you will have your money as quickly as possible.

The SOURCE is open to prepare taxes BY APPOINTMENT each Monday evening from 6-9pm and every Saturday morning from 9am-noon. We have qualified volunteer professionals that are specifically trained to help you get every possible tax credit for which you qualify. This service is free of charge and we would

like to serve the employees and families of SOURCE member companies as well as the general public.

For more information or to make an appointment please call The SOURCE at 452-5295.

The Healthy Corner: February is American Heart Month

Cardiovascular diseases, including stroke, are our nation's No. 1 killer. To help urge Americans to join the battles against these diseases, in 1963 the President of the United States proclaimed February as "American Heart Month."

Here are some educational tips to help you celebrate Heart Month.

1. Being heart smart means knowing your cholesterol and triglyceride levels. Your blood pressure, waist size and body mass index are also major factors in determining your heart health. If you haven't had a check up with your personal physician in a while, now would be a good time to schedule an appointment.

2. Smoking is definitely a factor when determining the health of your heart. Studies have shown that smoking can not only cause respiratory problems and lung cancer, it's also a major cause of heart disease.

3. Exercise, along with healthy eating, are probably the two most important things you can do for your heart. Even if you start with a brisk walk every morning or evening and make efforts to reduce sugar and fat from your diet, you'll be well on your way to a healthier you.

4. Stress is also a killer. It's almost impossible to eliminate all stress from our lives. However, stress has been shown as being the root cause of so many ailments that affect us today. Whether you pray or meditate, read or write.....you need to find an outlet to help reduce your stress levels.

Source: ehow.com