



Fall 1997
Community Education
Irvine Valley College



COMPUTERS

AutoCad 13 for Windows

CRC Staff

Comprehensive hands-on workshop for those with a basic understanding of drafting. You will learn the basic concept and application of Computer Aided Design (CAD) using the popular AutoCad software.

1365.201	4 Saturdays, Sept. 13 - Oct. 4	9 a.m. - 4 p.m.
	Computer Research Center	\$450
	2021 Business Center Drive, Suite 115, Irvine	

Microsoft Access for Windows

CRC Staff

Hands-on relational database management workshop teaches how to use the visual approach in creating, managing, finding, presenting, and sharing data.

1323.201	Thursday, Sept. 18	9 a.m. - 4 p.m.
	Computer Research Center	\$154
	2021 Business Center Drive, Suite 115, Irvine	

Microsoft Project for Windows

CRC Staff

Beginning workshop provides a strong introduction to project management application.

1314.201	Thursday, Oct. 9	9 a.m. - 4 p.m.
	Computer Research Center	\$154
	2021 Business Center Drive, Suite 115, Irvine	

Web Page Authoring

CRC Staff

Hands-on workshop reveals the secret of producing and writing effective web pages.

1313.201	Saturday, Nov. 8	9 a.m. - 4 p.m.
	Computer Research Center	\$154
	2021 Business Center Drive, Suite 115, Irvine	

Internet

CRC Staff

Hands-on workshop provides basic information on tools and services of the internet, web pages, home page, file transfer, internet address, e-mail address, electronic mail, and research using Gopher.

1312.201	Thursday, Sept. 11	9 a.m. - 4 p.m.
	Computer Research Center	\$154
	2021 Business Center Drive, Suite 115, Irvine	

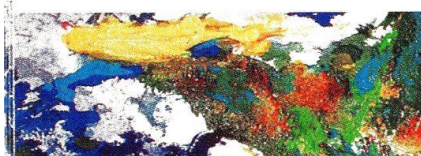
1312.202	Saturday, Oct. 25	9 a.m. - 4 p.m.
	Computer Research Center	\$154
	2021 Business Center Drive, Suite 115, Irvine	

How To Build and Upgrade Your PC

CRC Staff

Hand-on workshop provides practical advice and step-by-step instructions on building or upgrading IBM compatible computers. All required parts are provided and each group (two per group) assembles a complete PC system.

1319.201	Saturday, Nov. 1	9 a.m. - 4 p.m.
	Computer Research Center	\$154
	2021 Business Center Drive, Suite 115, Irvine	



COMPUTERS

Quicken for Windows at IVC

Joan Littlefield

Income and expense categories, reoccurring entries, standard and customized reports, balance sheet, graphs, tax schedule, shortcuts, common mistakes and easy backup. Bring a formatted 3 1/2" disk to class.

1335.201 Sunday, Sept. 28 9 a.m. - 4 p.m.
Room B327 \$117

IBM: Computerese at IVC

Cathy Schamp

Hands-on class for novice and first-time computer user. No computer experience needed.

1339.201 5 Mondays, Sept. 22 - Oct. 20 1 - 4 p.m.
Room B327 \$117

Computer Keyboarding at IVC

Cathy Schamp

Hands-on workshop provides a strong foundation in computer keyboarding (inputting on electronic keyboards and microcomputers). No typing or computer experience needed.

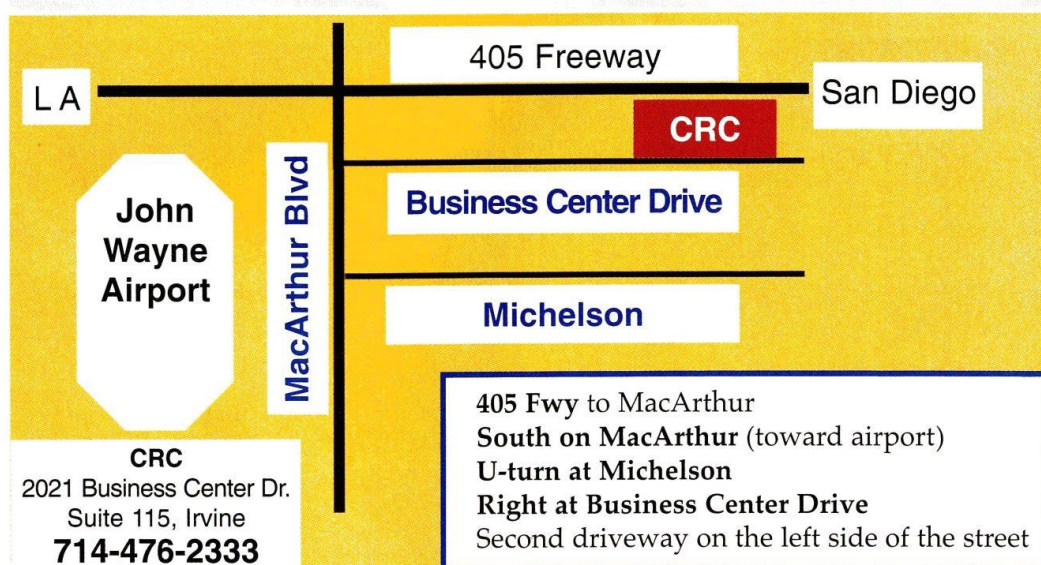
1320.201 6 Tuesdays, Sept. 23 - Oct. 28 2 - 4 p.m.
Room B327 \$117

Peachtree Complete Accounting

CRC Staff

Full-featured hands-on accounting workshop ideal for people who are interested in developing highly marketable accounting skills or who want to work at home. Topics: Basics of accounting, basics of Peachtree Complete Accounting basics, general ledger, accounts receivable, accounts payable, payroll system, inventory system.

1325.201 2 Tuesdays/2 Thursdays, Nov. 4 - 13 9 a.m. - 4 p.m.
Computer Research Center \$450
2021 Business Center Drive, Suite 115, Irvine



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