



Computers

1318

Visual Basic Programming

Microsoft Windows is fast becoming the most popular computing environment in history and Windows programming is one of the hottest skill sets going! Visual Basic is a powerful programming system for building Windows applications and it can be learned quickly by mere mortals!

Choose the most appropriate session(s):

Beginning—This course is for programmers with little or no Visual Basic or Windows programming experience, but who have programmed in at least one other structured language. You will learn about event-driven programming, the syntax of the Visual Basic language, and how to create a complete Visual Basic application.

.401 2 Saturdays, April 1 and 8

Intermediate—The intermediate course adds advanced database access, multiple document interface, window API's, drag-and-drop, client/server architecture and more.

.402 Saturday/Sunday, April 22 and 23

8 a.m. - 5 p.m.

Room B363

\$215 per session, plus \$10 material fee payable to instructor at class

James Barnett



1365.401

AutoCad Workshop

This comprehensive hands-on workshop is for those with a basic understanding of drafting. Learn the basic concept and application of computer aided design, "CAD" using the popular AutoCad software. Topics: ▶Introduction to AutoCad release 12 ▶How to begin and set up a drawing ▶How to use menus and utilities ▶How to set up dimensions ▶How to edit an existing drawing ▶Use of layers, text, block and library ▶How to assemble a large drawing.

4 Tuesdays, May 2 - 23

9 a.m. - 4 p.m.

Computer Research Center

2021 Business Center Dr., #115, Irvine

\$435, includes six additional hours of lab time

Yousef Alinaghian

1364.401

Novell Network Management

If you manage or work in a network environment this workshop will provide you with a valuable understanding of the basic concept of networks—how the environment functions, and how they can be efficiently and effectively managed.

Topics: ▶Basic concept of local area network ▶Basic concepts of novell netware operating system ▶File server technology ▶Workstation, user, and group setup ▶Network environment ▶System fault tolerance ▶Network management ▶Menu utilities ▶Printing ▶Security. This is an intensive, hands-on workshop. **Additional classes added as needed—call for dates.**

Tuesday, April 18

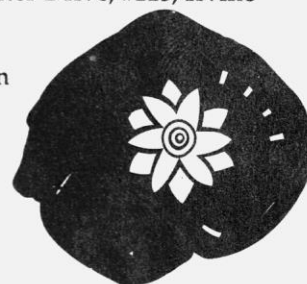
9 a.m. - 4 p.m.

Computer Research Center

2021 Business Center Drive, #115, Irvine

\$149

Yousef Alinaghian



1308

Windows 3.1 For IBM/PC

This hands-on seminar introduces the features and functions of Microsoft Windows, Version 3.1. Topics include:

▶Windows Basics ▶Program Manager ▶File Manager ▶Tools and accessories.

Choose the most convenient session:

.401 Tuesday, April 11

9 a.m. - 4 p.m.

Computer Research Center

2021 Business Center Drive, #115, Irvine

\$96, includes handout

Yousef Alinaghian



.402

Sunday, May 7

9 a.m. - 4 p.m.

Room B209

\$96, includes handout

Dixie Massaro

Computers

Microsoft Office

Take the four classes on this page and obtain a clear understanding and fluency in this popular software configuration.

1309.401

Microsoft Excel for Windows Using the IBM-PC

This entry-level class will teach students how to: ►Create a spreadsheet ►Insert and delete ►Create rows and columns ►Create charts and graphs ►Move and copy cells ►Perform arithmetic calculations ►Save ►Retrieve ►Print. **Additional classes added as needed—call for dates.**

Tuesday, April 25

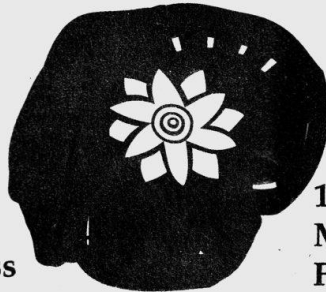
9 a.m. - 4 p.m.

Computer Research Center

2021 Business Center Dr., #115, Irvine

\$96

Yousef Alinaghian



1323.401

Microsoft Access For IBM/PC

You don't have to be a programmer to manage your data. In this hands-on workshop you'll learn how to use the visual approach in creating, managing, finding, presenting, and sharing data. This flexible, interactive, relational database management software is both powerful and easy to master. Learn to create: ►Reports ►Tables ►Forms ►Macros and how to query.

Thursday, April 20

9 a.m. - 4 p.m.

Computer Research Center

2021 Business Center Drive, #115, Irvine

\$149

Yousef Alinaghian

1358

Microsoft Word for Windows For IBM/PC

This entry-level class will teach students how to: ►Create a document ►Set up page layouts ►Edit documents ►Cut and paste ►Use fonts ►Use spell and grammar checks ►Print. **Additional classes added as needed—call for dates.**

Choose the most convenient session:

.401 Sunday, April 9

9 a.m. - 4 p.m.

Room B209

\$96

Dixie Massaro

.402 Thursday, April 13

9 a.m. - 4 p.m.

Computer Research Center

2021 Business Center Drive, #115, Irvine

\$96

Yousef Alinaghian



1324.401

Microsoft Power Point For IBM/PC

Discover the benefits of Power Point—the key to professional, attention-grabbing presentations. This graphics program for Windows allows you to make outstanding presentations by creating overheads, slides, graphs, and dazzling on-screen effects. In this hands-on workshop you'll learn how to present your ideas more effectively by tapping into the strength and creative flexibility of Power Point.

Thursday, April 27

9 a.m. - 4 p.m.

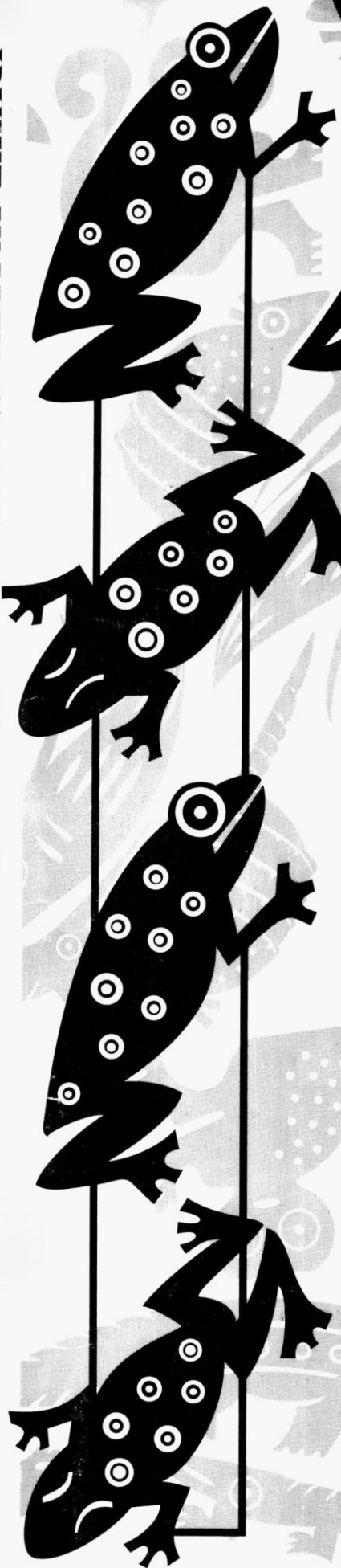
Computer Research Center

2021 Business Center Drive, #115, Irvine

\$149

Yousef Alinaghian





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