



IRVINE
VALLEY
COLLEGE



COMMUNITY
EDUCATION
WINTER 94





Career

Computers

2481.301

Managing a Multicultural Workforce

This workshop is about managing cultural and ethnic differences in the work place. In a multicultural organization, often, the underlying cause of many *faux pas* and misunderstandings are cultural, racial, and ethnic differences. In this workshop, you'll learn to break old patterns and develop cross-cultural sensitivity. You'll learn that by being more open and non-judgmental, you can anticipate problems and take necessary steps to avoid conflict, build morale, and enhance productivity.

2 Thursdays, March 3 and 10
6:30 - 9:30 p.m.
Community Education Building
\$66

Ozzie Dean

1366.301

Spreadsheets: Powerful Business Solutions

You have taken a spreadsheet class—but do you know how to apply its power to work smarter and move your business to that next important level? Learn, during this hands-on class, how to: •Develop ground rules and assumptions •Create computer models •Construct "what if" situations in order to improve the financial status of your business. Topics: •Forecasting and problem solving •Creating financial statements •Summary report preparation.

2 Saturdays, March 19 and 26
9 a.m. - noon
B327
\$125, includes handouts and disk

Michael Levine

2407.301

Tools for Professional Trainers

Presenters, teachers, group facilitators, mental health professionals and public speakers—learn how to capture your audience and make your presentations memorable! The purpose of this workshop is to offer tools that will make your program or presentation more effective, entertaining, and profitable. Topics: •Ways of heating up a cool audience •How to find out what subjects are hot •How to forecast trends •Customizing your present specialty to interested markets •Aides you can use to break in to the industry market.

Saturday, March 12
10 a.m. - 5 p.m.
Community Education Building
\$43, plus \$11 at the door for the required text *The Monkey Puzzle*

Rick Potter

1365.301

AutoCad Workshop

This comprehensive hands-on workshop is 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. Topics: •Introduction to AutoCad release 11 and 12 •Hardware requirements and cost •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. Class size limited to ten students.

4 Saturdays, Feb. 26 - March 19
9 a.m. - 4 p.m.
Computer Research Center
2021 Business Center Dr., #115, Irvine
\$435

Yousef Alinaghian



Computers



1364 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 concept •Network environment •System fault tolerance (how to reduce downtime) •Network management •Menu utilities •Printing •Security. This is an intensive, hands-on workshop.
Class size limited to ten students.

Choose the most convenient session:

301 Saturday, Feb. 12

302 Wednesday, March 2

9 a.m. - 4 p.m.
Computer Research Center
2021 Business Center Drive, #115, Irvine
\$149

Yousef Alinaghian

1319.301 How To Build IBM-PC Compatible Computers

You don't need to be an engineer or an electrician to build a computer—and you can do it with simple household tools. Topics: •What makes your computer run •How to trouble shoot and repair your own computer •Where to find and buy parts •Enroll in this *hands-on* workshop and *participate* in building a computer.
Class size is limited to ten students.

Saturday, Jan. 29
9 a.m. - 4 p.m.
Computer Research Center
2021 Business Center Dr., #115, Irvine
\$92

Yousef Alinaghian

1335 Quicken Level I

A hands-on approach to eliminate the drudgery of organizing your finances. Topics: •Income/expense categories •Reoccurring entries •Splits •Reconciliation •P and L •Transaction/customized reports •ATM •Credit card •Shortcuts •Backup.

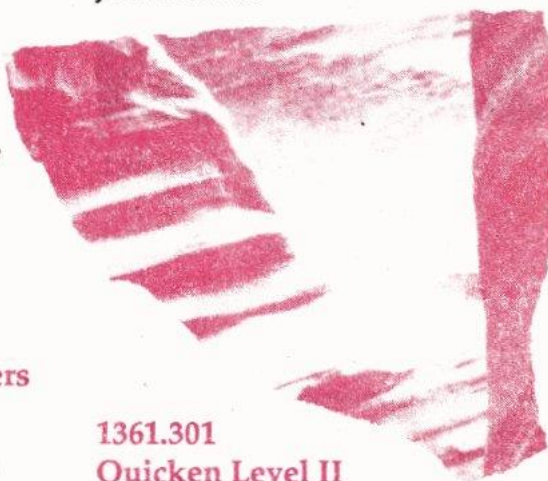
For IBM and Compatibles

301 Sunday, Jan. 23
9 a.m. - 12:30 p.m.
B327
\$50, disk and booklet included

For Macintosh

302 Saturday, Feb. 26
2 - 5:30 p.m.
B353
\$50, disk and booklet included

Joan Littlefield

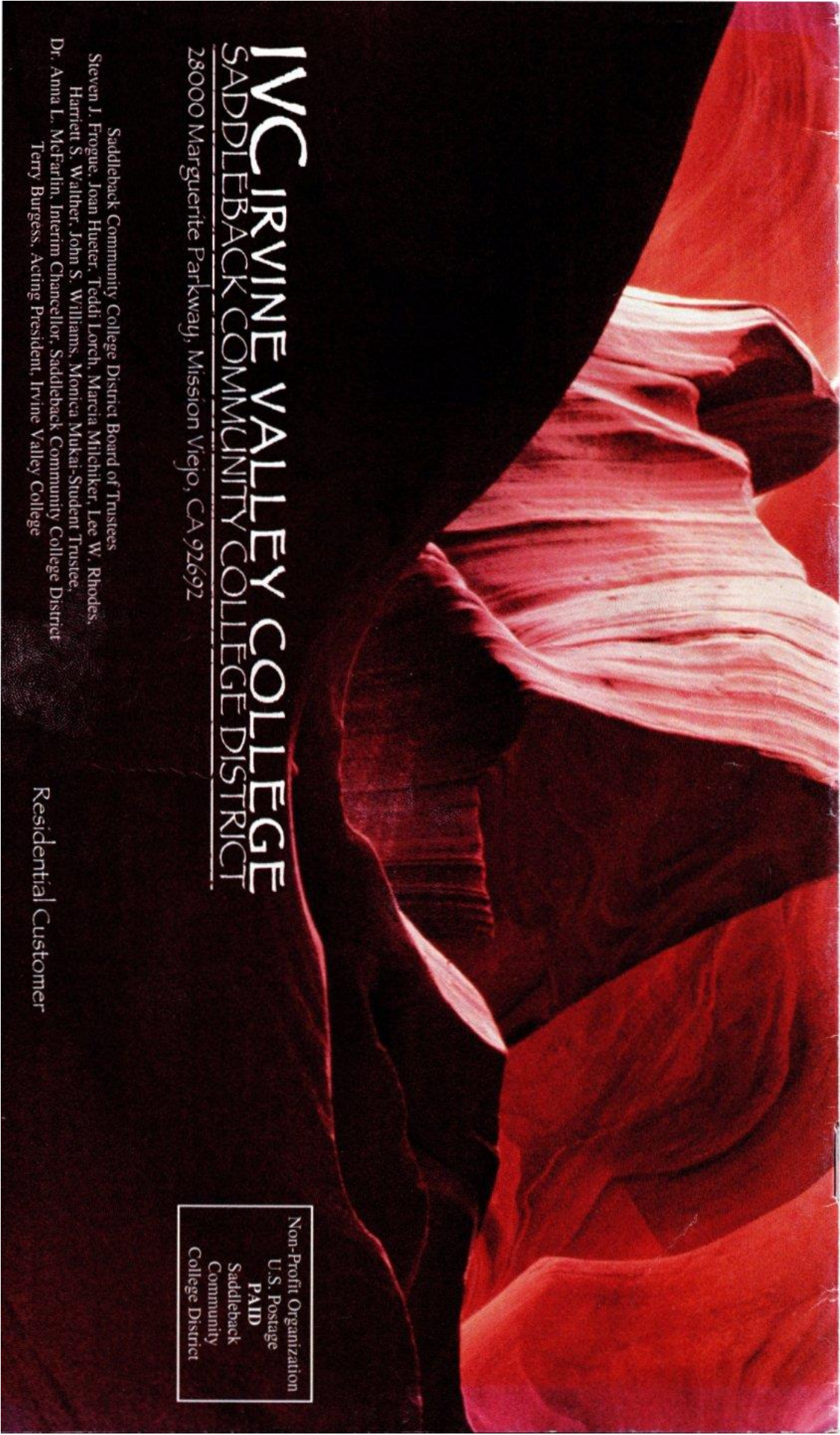


1361.301 Quicken Level II For IBM and Compatible Computers

Topics: •Budgeting •Classes and job project reports •Tax schedules •Transferring money between accounts •Transaction groups •Loan Amortization •Assets, liabilities, and balance sheet.

Sunday, Feb. 27
9 a.m. - 12:30 p.m.
B327
\$50, includes disk and booklet

Joan Littlefield



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