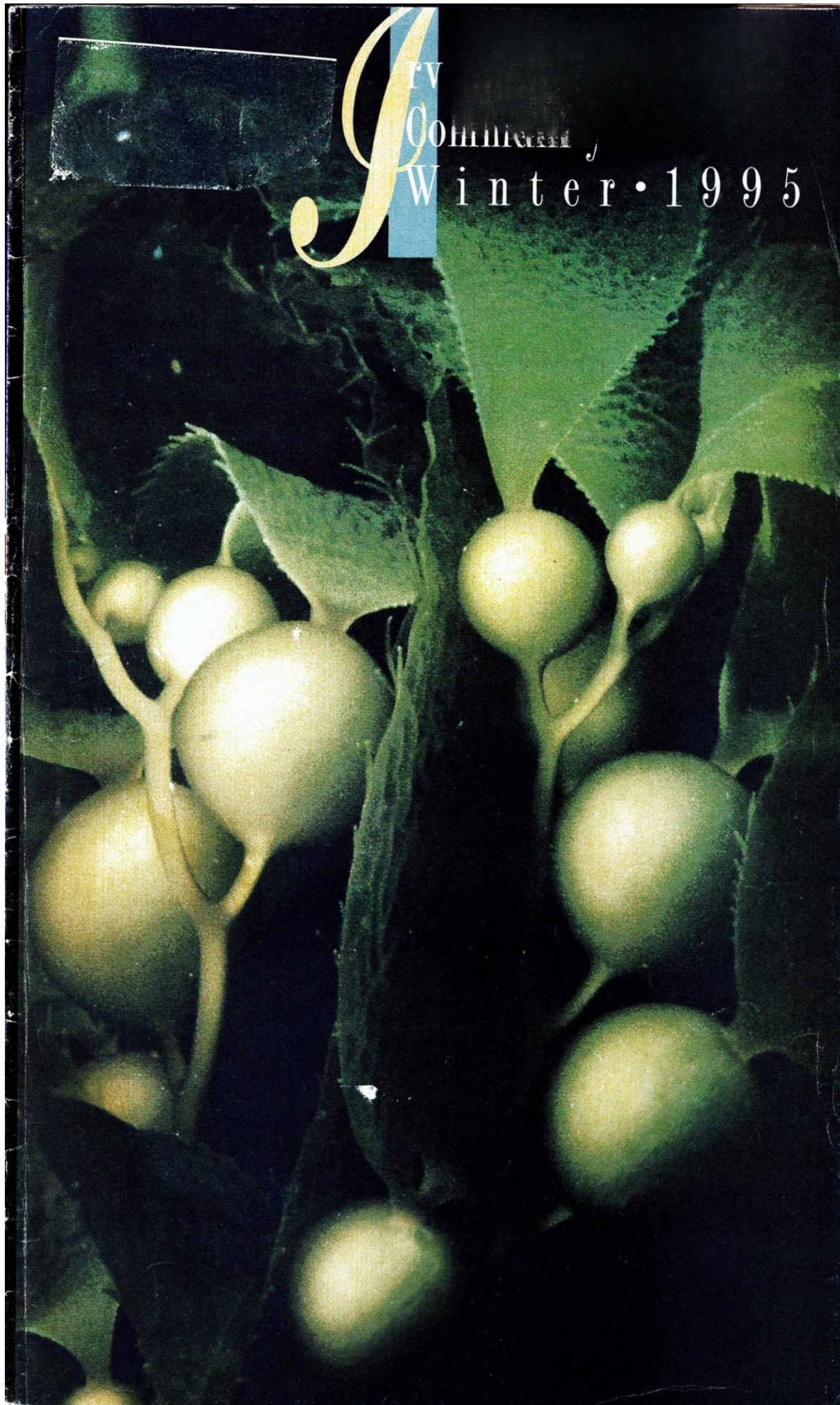


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Commercial
Winter • 1995



Computers

1320

Keyboarding

Finally, the fundamental class you need in order to effectively use the computer. This hands-on class will provide you with a strong foundation in computer keyboarding (inputting on electronic keyboards and microcomputers). Keyboarding is a valuable skill that, once mastered, improves your career marketability and enhances your ability to complete wordprocessing tasks accurately and rapidly. No typing or computer experience needed.

Choose the most convenient session:

.301 6 Mondays, Jan. 23 - March 6
 No class Feb. 20
 11 a.m. - 1:30 p.m.

.302 8 Thursdays, Feb. 2 - March 23
 7 - 9 p.m.

Room B327
\$99

Cathy Schamp or Barbara Grane



1318.301

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! 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.

Saturday/Sunday, Feb. 25 and 26
8 a.m. - 5 p.m.

Room B363

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

James Barnett

JVC Community Education

1312.301

Internet—Up Close and Personal

Explore the Internet frontier! This hands-on seminar is designed to help the novice navigate this superhighway of information. Class focus will be on the basic tools and services of the Internet, with emphasis on remote logon (Telnet), file transfer (FTP), Electronic Mail, and Gopher. Included in the fee is a comprehensive guide to the Internet and its resources. Note: This seminar will not cover technical aspects of connecting to a network or installing networking tools—it will provide a comprehensive overview of what the Internet is and ways in which it can be used.

Sunday, March 5

9 a.m. - 4 p.m.

Room B209

\$96

Dixie Massaro



1319

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. Additional classes added as needed—call for dates.

Choose the most convenient session:

.301 Saturday, Feb. 11

.302 Saturday, Feb. 25

9 a.m. - 4 p.m.

Computer Research Center

2021 Business Center Dr., #115, Irvine

\$149

Yousef Alinaghian

714 / 559-3333



Computers

1360.301

Macintosh Desktop Publishing Certificate Series

Learn the skills necessary to produce camera-ready copy for brochures, newsletters, and flyers. Upon successful completion of the series students will receive a certificate of completion. Receive your certificate by completing:

Fundamentals of the Macintosh
Sunday, Jan. 22

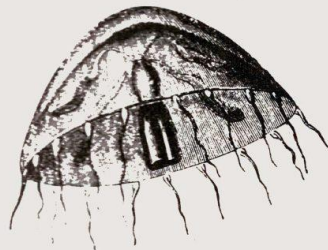
Creating Graphics on the Mac
Sunday, Feb. 5

Desktop Publishing I
PageMaker 5.0
Sunday, Feb. 12

Desktop Publishing II
PageMaker 5.0
Sunday, Feb. 26

9 a.m. - 4 p.m.
B353
\$384

Bob Urell



1309.301

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.

Thursday, Feb. 2
9 a.m. - 4 p.m.
Computer Research Center
2021 Business Center Dr., #115, Irvine
\$96

Yousef Alinaghian

IVC Community Education

1333.301

Photoshop for Macintosh

Photoshop is a Macintosh image-editing program that lets you create and produce high-quality images. The program combines a full range of selection tools, painting and editing tools, color correction tools, and special effect capabilities. This class will teach the basics for using Photoshop's features and capabilities. It is designed for the beginner who wants exposure to Photoshop and will cover: •Making and manipulating selections •Using the painting and editing tools •Creating and using masks •Resizing and changing the resolution of an image •Print images.
Prerequisite: "Macintosh fundamentals."
Bring a new 3 1/2" high-density disk to class.

Sunday, March 12
9 a.m. - 4 p.m.
Room B353
\$110

Bob Urell

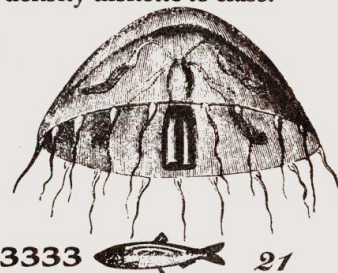
1303.301

Word Processing Microsoft Word 5.1 For the Macintosh

Class covers the basics of creating, editing, and manipulating documents of varying lengths. It is designed for beginners with little or no Word experience. Topics: •Entering and storing text •Basic editing •Character formats •Fonts •Pagination •Printing.
Prerequisite: "Fundamentals of the Macintosh" or equivalent experience. Bring a new 3 1/2" high-density diskette to class.

Sunday, March 5
9 a.m. - 4 p.m.
Room B353
\$96

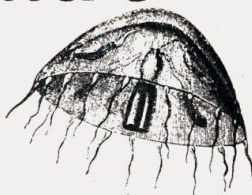
Bob Urell



714 / 559-3333  21

Computers

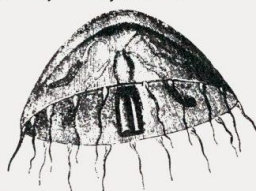
1323.301 Access For IBM/PC



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, Feb. 16
9 a.m. - 4 p.m.
Computer Research Center
2021 Business Center Drive, #115, Irvine
\$149

Yousef Alinaghian



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, 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.**

Choose the most convenient session:

.301 Saturday, Feb. 4

.302 Thursday, March 2

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

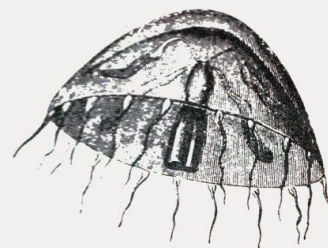
Yousef Alinaghian

1324.301 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 in to the strength and creative flexibility of Power Point.

Thursday, Feb. 23
9 a.m. - 4 p.m.
Computer Research Center
2021 Business Center Drive, #115, Irvine
\$149

Yousef Alinaghian



1365.301 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. **Additional classes added as needed—call for dates.**

4 Tuesdays, Feb. 7 - 28
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

Computers

1335 Quicken

Topics: •Income and expense categories and subcategories •Memorize reoccurring entries •Split transactions and credit cards •Reports: Quick, P&L, itemized transactions, and custom reports •Shortcuts •Easy backup. **Bring a formatted 3 1/2" double density disk to class.**

For Macintosh

.301 Saturday, Jan. 21
2 - 5:30 p.m.
Room B353

For IBM and PC/Windows

.302 Sunday, Jan. 22
9 a.m. - 12:30 p.m.
Room B353

.303 Saturday, Feb. 25
2 - 5:30 p.m.
Room B353

\$53 per session, includes booklet

Joan Littlefield

1358 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:

- .301 Sunday, Jan. 29
9 a.m. - 3 p.m.
B209
\$96, includes handout
Dixie Massaro
- .302 Tuesday, Jan. 31
9 a.m. - 4 p.m.
Computer Research Center
2021 Business Center Drive, #115, Irvine
\$96, includes handouts
Yousef Alinaghian

Disk Operating System (DOS)

DOS is the basic language for the IBM PC and clones.

1307.301 Step I

Topics include: •Introduction to personal computers •Keyboard layout and special keys •Formatting blank disks •Learning internal and external DOS commands •Naming files •Subdirectories and paths.

Sunday, Jan. 22

9 a.m. - 4 p.m.

Room B209

\$96, includes handout and diskette

Patsy Emmert

1316.301 Step II

Topics include: •Review of DOS commands, subdirectory and path structures •Using the DOS edit command •Creating Batch and Autoexec files •Creating a custom menu that will execute your favorite application with a single keystroke •Hard disk organization and management.

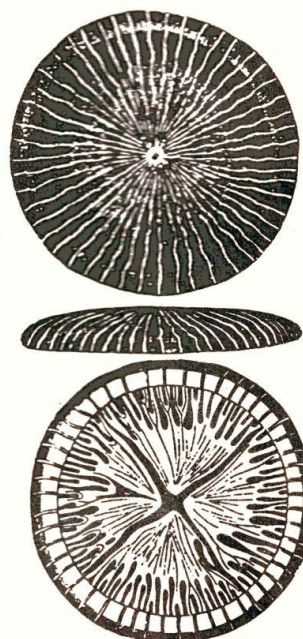
Sunday, Feb. 5

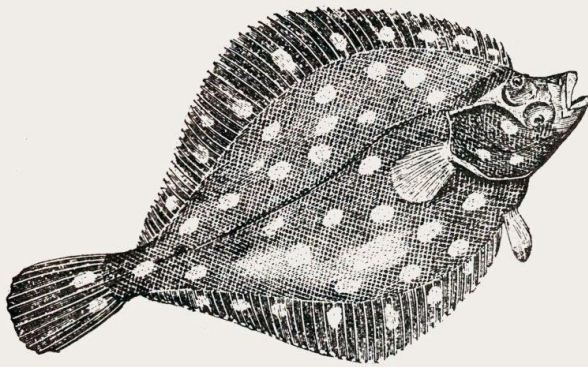
9 a.m. - 4 p.m.

Room B353

\$96, includes handout and diskette

Patsy Emmert





Computers

1327.301

IBM Windows Super Weekend

In just one intensive weekend you'll acquire a thorough, in-depth, hands-on, practical foundation in Microsoft Windows!

Introduction to Windows

Friday, Feb. 10

2 - 7 p.m.

WordPerfect for Windows

Saturday, Feb. 11

9 a.m. - 4 p.m.

Excel for Windows

Sunday, Feb. 12

9 a.m. - 4 p.m.

B363

\$288

Dixie Massaro and Patsy Emmert

1308

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:

.301 Thursday, Feb. 9
9 a.m. - 4 p.m.
Computer Research Center
2021 Business Center Drive, #115, Irvine
\$96
Yousef Alinaghian

.302 Saturday, March 4
9 a.m. - 4 p.m.
B363
\$96
Dixie Massaro

WordPerfect 5.1 and 6.0 (DOS) Versions

1310.301 Step I

Topics include: •Creating, revising and printing a document •Special functions/changing default formats •Margins and tabs •Saving and retrieving documents "Prerequisite: DOS Level I."

Sunday, March 12

9 a.m. - 4 p.m.

Room B318

\$96, includes diskette

1311.301 Step II

Topics include: •Block commands •Delete and undelete •Headers and footers •Page numbers •Search and replace •Tables.

Sunday, March 19

9 a.m. - 4 p.m.

Room B318

\$96, includes diskette

Patsy Emmert

Sign up for both
WordPerfect classes at the
same time and receive a
Certificate of Completion





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