Continuing Education
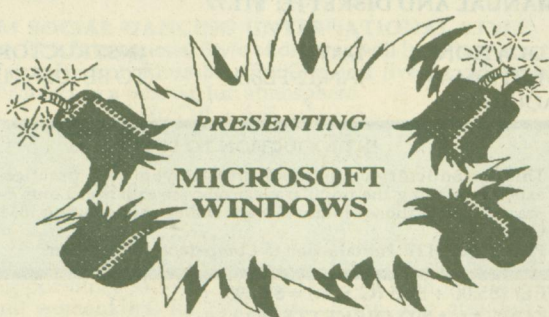
The Halton Roman Catholic School Board
Le Conseil des écoles catholiques de Halton

I. McCauley, Chair of the Board
L.G. Piovesan - Superintendent/
Continuing Education Services

C.G. Byrnes, Director of Education
J.P. Diubaldo - Principal/
Continuing Education Services

COMPUTER COURSES

PRESENTING

MICROSOFT WINDOWS

We are offering the exciting new program Microsoft "Windows" at the newly renovated Assumption Secondary School, 3230 Woodward Ave., Burlington. The computer lab consists of 30 state-of-the-art Model 486 machines enabling us to offer you a wider choice in computer classes. Please note that classes with a maximum of 20 students will have a qualified assistant to help the instructor.

FUNDAMENTALS OF WINDOWS

An introduction to Microsoft's graphical-based operating system, Windows. This program will allow you to simplify the use of your P.C. Topics to be covered will include: getting around Windows, program manager, file manager, paintbrush, etc. This course is designed for users new to the Windows environment, but with some experience on the computer.

FEE: $85.00 + 5.95 (G.S.T.) = $90.95
MANUAL AND DISKETTE EXTRA

DATE	INSTRUCTOR	CLASS MAX.
FEB.22-MAR.29	R. PFEIFFER	20
FEB.25-APR.1	T. RYAN	20
APR.14-MAY 19	J. JOHNSTON	20
APR.19-MAY 31	R. PFEIFFER	20

WINDOWS FOR WORDPERFECT 5.1 BEGINNERS

Using Microsoft's graphical-based operating system, Windows, you will learn the basics of WordPerfect 5.1 in this exciting new environment. Topics to be covered will include: entering text, the button bar, editing a document, saving and viewing files, formatting a document and printing.
PREREQUISITE: Fundamentals of Windows or experience on the windows program. No experience necessary on WordPerfect.

FEE: $85.00 + 5.95 (G.S.T.) = $90.95
MANUAL AND DISKETTE EXTRA

DATE	INSTRUCTOR	CLASS MAX.
FEB.23-MAR.30	V. FORBES	20
APR.15-MAY 19	V. FORBES	20

WINDOWS FOR WORDPERFECT 5.1 INTERMEDIATE

Using your experience with Microsoft Windows and a good working knowledge of WordPerfect 5.1 this course will focus on fonts, creating special characters, tab sets, search and replace, merging, graphics, columns, tables and macros.
PREREQUISITE: Fundamentals of Windows, and Introduction to WordPerfect or equivalent.

FEE: $95.00 + 6.65 (G.S.T.) = $101.65
MANUAL AND DISKETTE EXTRA

DATE	INSTRUCTOR	CLASS MAX.
FEB.24-MAR.31	R. PFEIFFER	12
APR.13-MAY 18	R. PFEIFFER	12

WINDOWS FOR LOTUS 1-2-3 BEGINNERS

Using Microsoft Windows you will learn the many practical applications of this popular electronic spreadsheet. Topics will include: variable costs, fixed costs, sales seasonality, sales forecasting and proforma income statements.
PREREQUISITE: Fundamentals of Windows or equivalent.

FEE: $85.00 + 5.95 (G.S.T.) = $90.95
MANUAL AND DISKETTE EXTRA

DATE	INSTRUCTOR	CLASS MAX.
FEB.24-MAR.31	T. RYAN	12
APR.13-MAY 18	TO BE IDENTIFIED	12
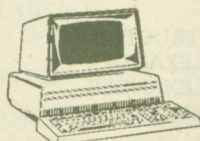
Our computer courses have been revised and expanded to better meet your needs. Our classes are small (maximum of 8 to 15 students), in order to give you the individual attention you need to develop your skills. All computer courses are 5 class sessions of 3 hours each, with the exception of **COMPUTER BOOKKEEPING WITH BEDFORD ACCOUNTING** which is 7 sessions. Classes run from 7:00 - 10:00 p.m.

INTRODUCTION TO COMPUTERS

Are you contemplating the purchase of a home computer or would like to become more user friendly with the one you have? This beginner's course will allow you to work with IBM compatible machines and software, computer terminology, elements of word processing, data base management and spread sheets.

FEE: $75.00 + 5.25 (G.S.T.) = $80.25
MANUAL AND DISKETTE: $11.77

LOCATION	DATE	INSTRUCTOR
NOTRE DAME	JAN.12-FEB.9	T. RYAN
	JAN.13-FEB.10	N. NESTOR
	JAN.14-FEB.11	T. RYAN
	FEB.22-MAR.29	T. RYAN

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