
STELLAR TRAINING CENTRES

(formerly Cirrus Training Centres)

EDUCATION BULLETIN

April — August 1993



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Education Consultant



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Calendar at a Glance

Note: All scheduled microcomputer classes run regardless of size. If you register for a course at Stellar, we guarantee that the class will run, even with minimal enrolment. This policy is our way of saying thanks for your support and continued patronage over the years. If there are courses or dates that you would like that are not listed in this schedule, please call us. We are committed to meeting your training needs. Public classes run Monday — Friday from 8:30 to 4:00 p.m.

April 1993						
<i>S</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>T</i>	<i>F</i>	<i>S</i>
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 1993						
<i>S</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>T</i>	<i>F</i>	<i>S</i>
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

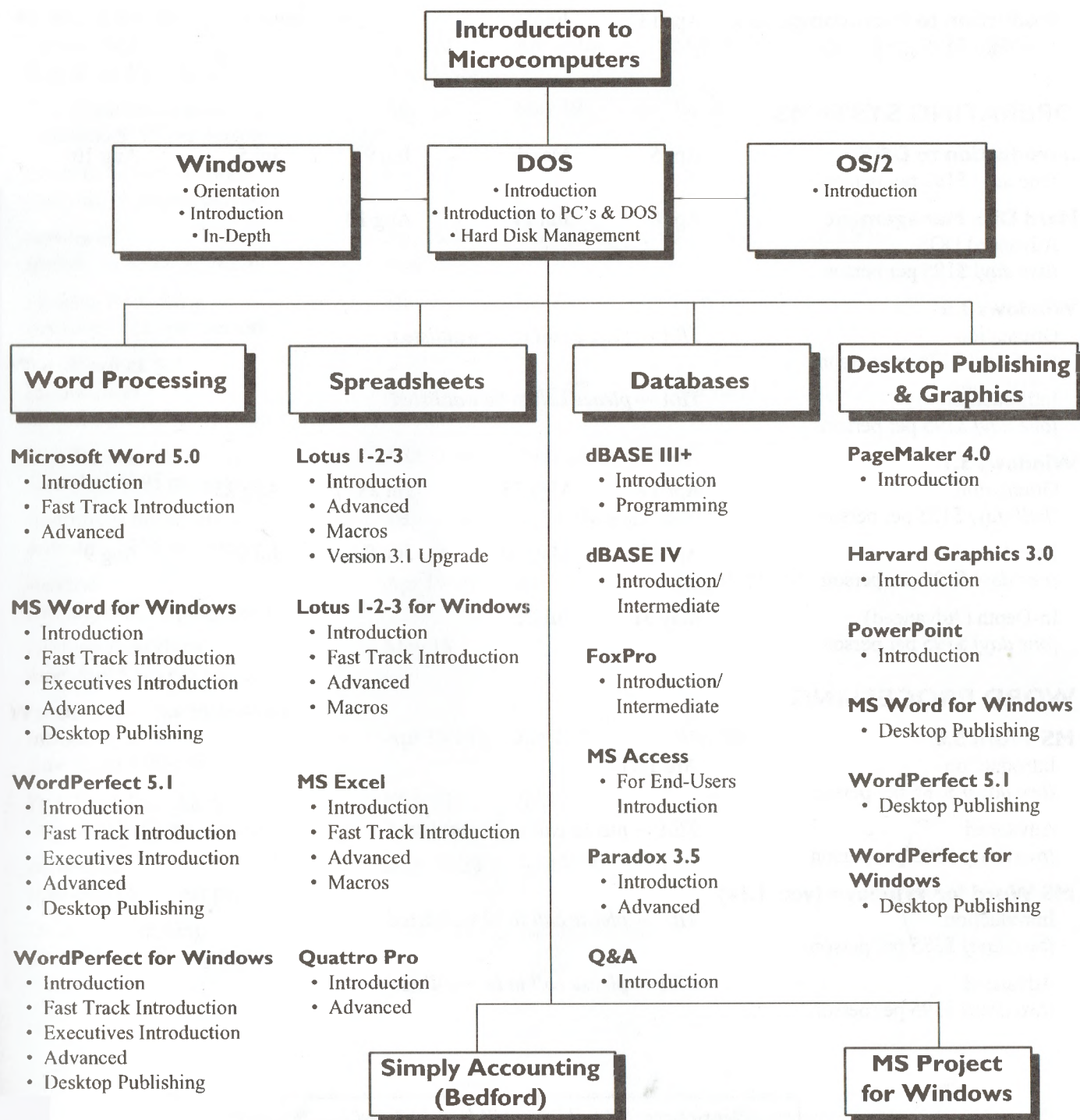
June 1993						
	<i>M</i>	<i>T</i>	<i>W</i>	<i>T</i>	<i>F</i>	<i>S</i>
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 1993						
	<i>M</i>	<i>T</i>	<i>W</i>	<i>T</i>	<i>F</i>	<i>S</i>
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 1993						
<i>S</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>T</i>	<i>F</i>	<i>S</i>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Stellar Training Centres

Microcomputer Curriculum Guide



Call today for a copy of our Course Catalog!

Victoria Training Schedule

INTRODUCTION TO COMPUTERS

Introduction to Microcomputers Apr 13 Jun 18 Aug 20
(one day) \$195 per person

OPERATING SYSTEMS

Introduction to DOS Apr 5 May 5 Jun 9 Jul 5 Aug 16
(one day) \$195 per person

Hard Disk Management Apr 8 Jun 17 Aug 10
Advanced DOS
(one day) \$195 per person

Windows 3.0

Orientation TBA — please call to be waitlisted.
(half-day) \$125 per person

Introduction TBA — please call to be waitlisted.
(one day) \$195 per person

Windows 3.1

Orientation Apr 19 May 25 Jul 28 Aug 23
(half-day) \$125 per person

Introduction Apr 15 May 10 Jun 9 Jul 9 Aug 9
(one day) \$195 per person

In-Depth (Advanced) May 31 Jul 22
(one day) \$195 per person

WORD PROCESSING

MS Word 5.0

Introduction Apr 13/14
(two days) \$385 per person

Advanced TBA — please call to be waitlisted.
(two days) \$395 per person

MS Word for Windows (ver. 1.1a)

Introduction TBA — please call to be waitlisted.
(two days) \$385 per person

Advanced TBA — please call to be waitlisted.
(two days) \$395 per person

Please note: TBA classes will be scheduled according to demand. Please call to be waitlisted.

WORD PROCESSING (cont'd)

MS Word for Windows (ver. 2.0)

Introduction (two days) \$385 per person	Apr 1/2 Aug 24/25	Apr 26/27	May 26/27	Jun 10/11	Jul 29/30
Fast Track Introduction (one day) \$195 per person	Apr 14	May 19	Jun 29	Aug 17	
Executives Introduction (one day) \$195 per person	Jun 16				
Advanced (two days) \$395 per person	Apr 15/16 Aug 26/27	May 20/21	Jun 14/15	Jul 15/16	
Desktop Publishing (one day) \$225 per person	May 5	Jun 28	Aug 16		

WordPerfect 5.1

Introduction (two days) \$385 per person	Apr 6/7	May 6/7	Jun 10/11	Jul 6/7	Aug 17/18
Fast Track Introduction (one day) \$195 per person	TBA — please call to be waitlisted.				
Executives Introduction (one day) \$195 per person	TBA — please call to be waitlisted.				
Advanced (two days) \$395 per person	Apr 19/20	Jun 7/8	Aug 19/20		
Desktop Publishing (one day) \$225 per person	May 18				

WordPerfect for Windows

Introduction (two days) \$385 per person	Apr 13/14	Jun 21/22	Aug 30/31		
Fast Track Introduction (one day) \$195 per person	May 21	Jul 12			
Advanced (two days) \$395 per person	May 19/20	Jul 13/14			
Desktop Publishing (one day) \$225 per person	TBA — please call to be waitlisted.				

*Contract and volume discounts are available to corporate/government clients.
For more information, call us at 386-8844.*

SPREADSHEETS

Excel 3.0

Introduction
(two days) \$395 per person

TBA — please call to be waitlisted.

Fast Track Introduction
(one day) \$195 per person

TBA — please call to be waitlisted.

Advanced
(two days) \$395 per person

TBA — please call to be waitlisted.

Excel 4.0

Introduction
(two days) \$395 per person

Apr 1/2 May 11/12 Jun 21/22 Jul 12/13 Aug 10/11

Fast Track Introduction
(one day) \$195 per person

May 17 Jul 27

Advanced
(two days) \$395 per person

Apr 22/23 May 13/14 Jun 23/24 Aug 12/13

Macros
(one day) \$225 per person

Apr 20 May 18 Jul 14

Lotus 1-2-3 (ver. 2.3)

Introduction
(two days) \$395 per person

Jun 3/4 Aug 5/6

Advanced
(two days) \$395 per person

Apr 6/7 May 31/Jun 1 Aug 18/19

Macros
(one day) \$195 per person

Jun 2

Lotus 1-2-3 Upgrade (ver. 3.1)

(one day) \$195 per person

TBA — please call to be waitlisted.

Lotus for Windows

Introduction
(two days) \$395 per person

TBA — please call to be waitlisted.

Advanced
(two days) \$395 per person

TBA — please call to be waitlisted.

Macros
(one day) \$195 per person

TBA — please call to be waitlisted.

Quattro Pro (ver. 3.0)

Introduction
(two days) \$395 per person


Jul 26/27

Advanced
(two days) \$395 per person



Apr 19/20

Please note: If there are courses or dates that you would like but don't see listed, please let us know and we'll do our best to accommodate you.

DATABASES

 MS Access For End Users Introduction (two days) \$450 per person	May 10/11	June 3/4	Jul 29/30
dBASE III+ Introduction (two days) \$450 per person	TBA — please call to be waitlisted.		
Programming (one day) \$225 per person	TBA — please call to be waitlisted.		
dBASE IV Introduction/Intermediate (three days) \$675 per person	Jun/14/15/16		
FoxPro Introduction/Intermediate (three days) \$675 per person	May 25/26/27	Jul 19/20/21	
Paradox (ver. 4.0) Introduction (two days) \$450 per person	May 6/7	Jul 7/8	
Advanced (two days) \$450 per person	Apr 5/6		
Q&A Introduction (ver. 4.0) (two days) \$450 per person	Apr 21/22	Jul 22/23	

DESKTOP PUBLISHING & GRAPHICS

PageMaker 4.0 Introduction (three days) \$675 per person	Jun 16/17/18		
Harvard Graphics Introduction (two days) \$450 per person	Apr 28/29	Jul 5/6	
PowerPoint 3.0 Introduction (one day) \$225 per person	Apr 21	Jun 30	Aug 9
 Desktop Publishing with Word for Windows (one day) \$225 per person	May 5	Jun 28	Aug 16
Desktop Publishing with WordPerfect (one day) \$225 per person	May 18		
 Desktop Publishing with WordPerfect for Windows (one day) \$225 per person	TBA — please call to be waitlisted.		

SPECIALIZED

Microsoft Project Introduction (two days) \$450 per person	May 3/4	Aug 23/24	
Simply Accounting Introduction (Bedford) (two days) \$395 per person	Apr 1/2	Jun 7/8	Aug 3/4

Vancouver Training Schedule

OPERATING SYSTEMS

Introduction to PC & DOS (*one day*)

Jun 7

Hard Disk Management

TBA — please call to be waitlisted.

Advanced DOS (*one day*)

Windows 3.1 Introduction (*one day*)

May 10

Jul 5

Windows 3.1 In-Depth (*one day*)

TBA — please call to be waitlisted.

WORD PROCESSING

MS Word for Windows (ver. 2.0)

Introduction (*two days*)

May 11/12

Jul 6/7

FastTrack Intro (*one day*)

Aug 9

Advanced (*two days*)

Aug 12/13

WordPerfect 5.1

Introduction (*two days*)

Jun 8/9

Advanced (*two days*)

TBA — please call to be waitlisted.

SPREADSHEETS

Lotus 1-2-3 (ver. 2.3)

Introduction (*two days*)

Jun 10/11

Advanced (*two days*)

TBA — please call to be waitlisted.

Macros (*one day*)

TBA — please call to be waitlisted.

Lotus for Windows

Introduction (*two days*)

TBA — please call to be waitlisted.

Advanced (*two days*)

TBA — please call to be waitlisted.

Macros (*one day*)

TBA — please call to be waitlisted.

Excel 4.0

Introduction (*two days*)

May 13/14

FastTrack Introduction (*one day*)

Jul 9

Advanced (*two days*)

Aug 10/11

DATABASES

MS Access for End Users

Introduction (*two days*)

Jul 23/24

dBASE IV

Intro/Intermediate (*three days*)

TBA — please call to be waitlisted.

FoxPro

Intro/Intermediate (*three days*)

TBA — please call to be waitlisted.

OTHER

MS Project (*two days*)

Jun 21/22

PageMaker Introduction (*three days*)

TBA — please call to be waitlisted.

Harvard Graphics Introduction (*two days*)

TBA — please call to be waitlisted.

PowerPoint 3.0 Introduction (*one day*)

Jul 8

Prince George Training Schedule

OPERATING SYSTEMS

Introduction to Microcomputers (one day)	TBA — please call to be waitlisted.		
Introduction to DOS (one day)	Jun 14		
Hard Disk Management Advanced DOS (one day)	TBA — please call to be waitlisted.		
Windows 3.1 Introduction (one day)	May 17	Jul 12	Aug 9
Windows 3.1 In-Depth (one day)	TBA — please call to be waitlisted.		

WORD PROCESSING

MS Word for Windows (ver. 2.0) Introduction (two days)	May 18/19	Jul 15/16	
Advanced (two days)	Aug 10/11		
WordPerfect 5.1 Introduction (two days)	Jun 15/16		
Advanced (two days)	TBA — please call to be waitlisted.		

SPREADSHEETS

Lotus 1-2-3 (ver. 2.3) Introduction (two days)	Jun 17/18		
Advanced (two days)	TBA — please call to be waitlisted.		
Macros (one day)	TBA — please call to be waitlisted.		
Lotus for Windows Introduction (two days)	Jul 13/14		
Advanced (two days)	TBA — please call to be waitlisted.		
Macros (one day)	TBA — please call to be waitlisted.		
Excel 4.0 Introduction (two days)	May 20/21		
Advanced (two days)	May 3/4	May 6/7	Aug 12/13

DATABASES

MS Access for End Users Introduction (two days)	Jun 21/22		
dBASE IV Intro/Intermediate (three days)	TBA — please call to be waitlisted.		
FoxPro Intro/Intermediate (three days)	TBA — please call to be waitlisted.		

OTHER

MS Project (one day)	Jun 23/24		
PageMaker Introduction (three days)	TBA — please call to be waitlisted.		
Harvard Graphics Introduction (two days)	TBA — please call to be waitlisted.		
PowerPoint 3.0 Introduction (one day)	TBA — please call to be waitlisted.		

For registration in our regions contact Janice Layman at (604) 386-8844 or by fax at (604) 381-6231.

Nelson Training Schedule

OPERATING SYSTEMS

Introduction to Microcomputers (one day)	May 4	Jul 19		
Introduction to DOS (one day)	May 5	Jun 2	Jul 20	
Hard Disk Management Advanced DOS (one day)	TBA — please call to be waitlisted.			
Windows 3.1 Introduction (one day)	Apr 19	May 10	Jun 28	Aug 9
Windows 3.1 In-Depth (one day)	TBA — please call to be waitlisted.			

WORD PROCESSING

MS Word for Windows (ver. 2.0) Introduction (two days)	Apr 20/21	May 11/12	Jun 10/11	Aug 10/11
Advanced (two days)	Jul 6/7	Aug 30/31		
WordPerfect 5.1 Introduction (two days)	May 6/7	Jul 21/22		
Advanced (two days)	Apr 7/8	Jun 24/25		

SPREADSHEETS

Lotus 1-2-3 (ver. 2.3) Introduction (two days)	Jun 3/4			
Advanced (two days)	Jul 8/9			
Excel 4.0 Introduction (two days)	Apr 26/27	May 13/14	Jun 29/30	Aug 12/13
Advanced (two days)	Apr 5/6	Jul 26/27		

DATABASES

MS Access for End Users Introduction (two days)	TBA — please call to be waitlisted.			
dBASE IV Intro/Intermediate (three days)	TBA — please call to be waitlisted.			
FoxPro Intro/Intermediate (three days)	Apr 15/16	Jun 7/8/9	Jul 28/29/30	

DESKTOP PUBLISHING

PageMaker Introduction (three days)	TBA — please call to be waitlisted.			
Harvard Graphics Introduction (two days)	TBA — please call to be waitlisted.			
PowerPoint 3.0 Introduction (one day)	TBA — please call to be waitlisted.			

Please note: TBA classes will be scheduled according to demand. Please call to be waitlisted.

Registration Information

General Information

Students will gain knowledge of the software and its applications through instruction and hands-on experience. In addition, students will receive a course manual which can be used back at the office as a reference guide. Our policy is one computer per student, and class sizes are kept small to ensure that everyone receives ample instruction time. Course certificates will be issued upon completion of each course.

Special Requirements

If you do not see a specific course you are looking for, please let us know. We are continually modifying and adapting our courses and programs to meet the changing needs of technology and the evolving needs of our clients. Our comprehensive course curriculum demonstrates our commitment to you. Complete program descriptions are included in our Course Catalog, available upon request.

How to Register

For more information, or to register for any of the courses listed in this bulletin, call us at (604) 386-8844 or send in the registration form below. Stellar Training Centres is a registered trade school in the province of British Columbia. All course fees are tax deductible. **Corporate volume discounts are available.**

Stellar Training Centres

(formerly Cirrus Training Centres)

Registration Centre: 3542 Blanshard Street, Victoria B.C. V8X 1W3

Phone: 386-8844 Fax: 381-6231

Student's Name: _____

Contact Name: _____

Organization: _____

Address: _____

Phone: _____ Fax: _____

Course Title: _____

Date: _____ Fee: _____

Cancellation Policy: Cancellations must be received no less than ten business days before class commencement to receive a full refund.

Cancellation fees are as follows: Late cancellation \$50.00 Less than 48 hours/no show Total fee