

COMPUTER COURSES

INTRODUCTION TO WORDPERFECT 5.1

This course is designed for the new user of WordPerfect word processing software, and students will get hands-on experience. Some of the topics covered in the introductory course include: some basis MS-DOS commands and concepts; creation and editing of files; simple formatting of text in terms of page size, width, line spacing; spell checking and thesaurus operation; merged letters and mailing labels. NOTE: As practice time is essential, participants must have access to a computer if they wish to continue from the introductory to intermediate course within the same term.

- (1) Saturdays, 9:00 a.m. - 5:00 p.m. January 26 & February 2, 1991
 - (2) Saturdays, 9:00 a.m. - 5:00 p.m. March 2 & March 9, 1991
- Fee: \$115 per course

INTRODUCTION TO DBASE III PLUS
Saturdays, 9:00 a.m. - 5:00 p.m., March 16 and March 23, 1991
Fee: \$115

INTERMEDIATE DBASE III PLUS
Saturdays, 9:00 a.m. - 5:00 p.m., May 4 and May 11, 1991
Fee: \$115

ADVANCED DBASE III PLUS
Saturdays, 9:00 a.m. - 5:00 p.m., May 18 and 25, 1991
Fee: \$170

INTRODUCTION TO LOTUS 1-2-3
You will be offered the basics on how to handle a spreadsheet package. The course includes: creating a worksheet, manipulating the data in the worksheet, redefining the worksheet, and creating graphs. This course will be run on a fully lotus-compatible program call "twin". NOTE: As practice time is essential, participants must have access to a computer if they wish to continue from the introductory to intermediate course within the same term.

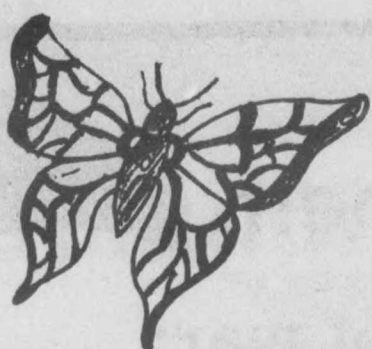
Saturdays, 9:00 a.m. - 5:00 p.m., February 9 and February 16, 1991
Fee: \$115

INTERMEDIATE LOTUS 1-2-3
Saturdays, 9:00 a.m. - 5:00 p.m., April 20 and April 27, 1991
Fee: \$115

INTRODUCTION TO MS-DOS AND MS-DOS MICROCOMPUTERS
This course is intended for new users of IBM and IBM compatible microcomputers. It will cover general topics on what makes up a microcomputer, how the computer works, terminology of microcomputers, what DOS is and how it works, different types of programs and how they are loaded, sub-directories, and if time permits, batch files.
Saturdays, 9:00 a.m. - 5:00 p.m., January 19, 1991
Fee: \$115

INTERMEDIATE WORDPERFECT 5.1
This course is designed for the user who has the basics of WordPerfect 5.1, and students will get "hands on" experience. Topics covered will be changes in style or font of print, footnotes, graphics, text boxes, macros, math, columns, outlines and producing tables of contents and indexes automatically using Mark Text.
Saturdays, 9:00 a.m. - 5:00 p.m., April 6 and April 13, 1991
Fee: \$115

Instructor for all courses: Paul Farr
Location for all courses: Singer Hall, Room 201



TOWARDS A HEALTHIER LIFESTYLE

MODERN DANCE FOR ADULTS AND TEENS

Modern dance exercise will improve one's posture, flexibility, strength and self-awareness. Of special interest to persons involved in any of the performing arts or those looking for a graceful movement, quality-oriented fitness class. Open to both men and women, with or without previous dance training.

Saturdays, 11:00 a.m. - 12:30 p.m., begins January 19, 1991
Lady Beaverbrook Gymnasium
Fee: \$64 - 10 sessions
Instructor: Zsuzsa Szabo-Nyarady

YOGA

Feel physically and mentally fit all winter by learning the time-proven, natural way to Hatha Yoga. Body firming, toning, suppleness and de-stressing are the main goals which can be achieved by all participants. Classes will be invigorating and enjoyable - not strenuous, demanding workouts. Participants should bring an exercise mat or a blanket.

Group 1: Mondays/Wednesdays/Fridays, 12:00 noon - 1:00 p.m., begins January 28, 30 sessions
Group 2: Tuesdays/Thursdays, 7:30 - 9:00 p.m., begins January 29, 1991, 20 sessions
Marshall d'Avray Hall, Room 120
Instructor: Janice Tissington
Fee: \$112 - each group

COMPLEMENTARY HEALING APPROACHES

Directed to health care consumers and practitioners looking for information on non-traditional healing methods, this course will introduce a variety of holistic healing therapies: massage, reflexology, acupuncture, shiatsu, and energy therapies.
Wednesdays, 7:30 - 10:00 p.m., begins January 30, 1991
McLaggan Hall, Room 102
Fee: \$80 - 5 sessions
Instructor: David Rehorick, et. al.

ETHICAL DILEMMAS IN HEALTH CARE

Mondays, 7:00 - 10:00 p.m., begins February 4, 1991
McLaggan Hall, Room 08
Fee: \$75 - 8 sessions
Instructor: Norman Whitney

STRETCHING YOUR HORIZONS

BECOMING NEWS SMART: AN INTRODUCTION TO MEDIA LITERACY

Tuesdays, 7:30 - 10:00 p.m., begins January 29, 1991
Alumni Lounge, Alumni Memorial Building
Fee: \$75 - 5 sessions
Instructor: Rose Ban Es, Kate Tingley, et. al.

A LAYPERSON'S GUIDE TO THE ELECTRONIC LIBRARY

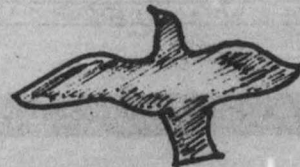
Tuesdays, 7:00 - 9:00 p.m., begins January 29, 1991
Harriet Irving Library, Room 112
Fee: \$37 - 4 sessions
Instructor: Pat Johnston and John Neilsen

WILDLIFE WATCH: SAFEGUARDING THE FUTURE

Thursdays, 7:00 - 9:00 p.m., begins January 31, 1991
MacLaggan Hall, Room 21
Fee: \$50 - 4 sessions
Instructor: Dan Keppie

IRISH FOLK TRADITIONS

Thursdays, 7:00 - 8:30 p.m., begin January 31, 1991
Tilley Hall, Room 224B
Fee: \$54 - 10 sessions
Instructor: Tom Power



Improve

Improve

Yourselves

Looking for a way to improve your writing and language skills? Want to learn more about computer programming? Maybe to let the "artistic" in you shine over for a while? Thing is, you don't know where to go, right? Your search is over! Continuing Education Center has just what you need! Listed on two pages are some courses for January to May 1991: Just touch up your resume for that summer (or permanent) job!

UNIVERSITY OF NEW BRUNSWICK

CONTINUING EDUCATION