A Look Into
Lotus 1-2-3

Beginning
Linda Linstrom, Ph.D.
Sat., Nov. 3, 1990
9 a.m. to 4:30 p.m.*
Escondido Center

Prerequisite: Participants must have some computer or word processing experience or have taken the Getting To Know Your Computer seminar.

The beginning seminar in Lotus introduces you to this powerful, top-selling spreadsheet. You will learn how to enter data, manipulate it with formulas and functions, and professionally format your output. The course will cover the primary application of the spreadsheet needed for home or office use. You will also be introduced to the Lotus database capabilities.

*Bring a sack lunch. FEE: $89 (or $129 for both beginning and advanced Lotus courses)

Getting Publicity
The Art of Dealing With the Media and Writing Press Releases
Lynn Pierce
Sat., Sept. 15, 1990
9 a.m. to noon
Palomar College

Your organization has developed an exciting new product, is sponsoring a lecture by a well-known speaker, or is putting together a fundraiser for a worthy cause. How do you let the public know? One way is to let the media know first—by direct contact and through well-written press releases. Learn more about reporters . . . how you can help them, and help your organization to get publicity. Learn techniques that will tempt reporters to follow up with a story, or a television or radio interview.

Lynn Pierce is a news writer at Miramar College and formerly an education reporter at the Oceanside Blade Citizen. She has 10 years experience as a journalist and English teacher. FEE: $21

A Look Into
Lotus 1-2-3

Advanced
Linda Linstrom, Ph.D.
Sat., Nov. 17, 1990
9 a.m. to 4:30 p.m.*
Escondido Center

The advanced seminar in Lotus is for students who have completed the beginning seminar, or for users who wish to expand their knowledge. The course will present advanced spreadsheet functions, graphing, and macros. You will also learn how to develop and protect financial templates for business use. Prerequisite: Getting to Know Your Computer or computer experience.

*Bring a sack lunch. FEE: $89

Discovering A Satisfying, Meaningful Career
John Dese, M.F.C.C.
Career Counselor
Sat., Sept. 22, 1990
10 a.m. to 3 p.m.*

OR
Sat., Nov. 3, 1990
10 a.m. to 3 p.m.*
Palomar College

This five hour intensive workshop is designed to help you examine your values, interests, and abilities as they are related to a meaningful career choice or change. Participants will answer questions identified as significant in the self-assessment and career planning process.

The workshop will require group participation and is limited to ten participants. This is a multimedia presentation.

Workshop starts promptly at 10 a.m.

Financial security . . . is it only a dream?
Identify new money through tax savings, bill consolidation and control of tax deductions allowed by the Tax Reform Law of 1986; investments—what's best to put your money into now; withholding allowances—claiming the right number; savings accounts—interest deferred or tax free. This seminar is geared to give you the answers you need. FEE: $21

Dynamics of Financial Planning
Robin Reschan
Sat., Sept 22, 1990
9 a.m. to noon
Palomar College

OR
Sat., Oct. 27, 1990
9 a.m. to noon
Mt. Carmel High School

Financial security . . . is it only a dream?
Identify new money through tax savings, bill consolidation and control of tax deductions allowed by the Tax Reform Law of 1986; investments—what's best to put your money into now; withholding allowances—claiming the right number; savings accounts—interest deferred or tax free. This seminar is geared to give you the answers you need. FEE: $21