

BRITISH COLUMBIA
INSTITUTE OF
TECHNOLOGY



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November 3, 1986.

Mr. Stephen Ibaraki
Cepelle Computer Consultants
Suite B - 1271 East 27th Street
N. Vancouver, B.C.
V7J 1S5

Dear Stephen:

Thank you for allowing me to copy your computer notes for my personal use. I am sure they will be very helpful to me as they are so easy to understand.

May I wish you every success should you decide to publish your manual.

Sincerely

A handwritten signature in cursive script that reads 'Diana Montgomery'.

Ms. D. Montgomery
Manager
Word Processing Centre



BUSINESS SEMINAR CENTRE

PRESENTS

A Skills Development Seminar On

MANAGING COMPUTERS IN BUSINESS

- *Evaluating Your Computer Environment*
- *Examining Staff Training Requirements*
- *Matching Programs to Company Objectives*

March 22nd and 23rd, 1988

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

MANAGEMENT ACTIVITY PROGRAM

MANAGING COMPUTERS IN BUSINESS

About This Seminar

Enormous strides have recently been made in computer technology. We are now entering into a transition phase signalling significant changes in new computer technology in 1988/89. Older computer systems have dated software offerings and limited technical and training support. This seminar will focus on the issues vital to the way computers will be used in business and industry in the near future. The three areas examined include:

The integration of existing and new computers and their hardware requirements;
The training needs of present staff to effectively utilize the power of computers;
The matching of software applications to the objectives of the organization and their departments.

This seminar is designed for individuals that want to understand how the computer best fits into their environment, and how the computer can be manipulated to increase productivity and efficiency within the company.

Seminar Description

The knowledge and skills you learn from this seminar will help protect you from making costly errors in your purchase decisions. This seminar addresses concerns you may have about the operation of a computer system, and the time saving features that produce more efficient results than most existing office systems. Purchasing a computer and assessing its value in the workplace is a difficult decision especially relating to usage and available software applications. This seminar emphasizes pragmatic utilization of computers, enabling you to plan for your company needs. This seminar will address most often asked questions such as:

- Do I need a microcomputer?
- What kind of a system should I purchase?
- What are the benefits of using a computer?
- How can a computer be utilized to its full potential?
- How can computers communicate with other computers?
- How do I upgrade the speed, memory and storage of a system?
- What is a Local Area Network (LAN) and how efficient is it?
- Where is the computer market going and what do trends indicate?
- How do I select the best computer system (printer, modem, monitor)?
- What software programs are most suitable for our corporate needs?
- What are the staff training requirements in relation to computer usage?

Practical Exercises

Each participant will utilize an IBM computer system and be introduced to MS DOS, Lotus 123, and word processing. These exercises will provide each participant with a basic understanding of the computer, commonly used programs, and the components relating to effective training needs.

Seminar Leader Profile **STEPHEN IBRAHIM**

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Seminar Leader Profile **STEPHEN IBARAKI**

Stephen Ibaraki is a renowned expert in the computer industry. He has extensive experience in the area of computer system design, implementation and maintenance, and training. Stephen has his own consulting firm which emphasizes software support, staff training and system development. Numerous organizations retain his services, including the Canadian Office Products Association, AECL Triumph, District Secretary Treasurers of B.C. and Datatech Systems Ltd. Stephen writes for several national and regional magazines on a regular basis, including B.C. Business. He has authored several computer reference manuals and leads seminars throughout Canada.

TIMES

March 22nd, 23rd 1988 – 9 am to 4 pm

FEES

\$295.00 – A corporate rate applies to 3 or more from the same firm

LOCATION

BCIT Downtown Education Centre, 549 Howe Street, Vancouver, B.C.

INFORMATION

Please contact Vivienne at (604) 432-8255

Registration for: MANAGING COMPUTERS IN BUSINESS

Student Name: Last, _____ First _____

Social Insurance Number _____ Date of Birth _____ Sex _____ Citizenship _____

Mailing Address: Number & Street _____ City _____

Province _____ Country _____ Postal Code _____ Res. Phone _____

Company Name _____ Bus. Phone _____

Paid by: Cheque Visa Mastercard Card # _____ Expires _____

Total amount paid \$ _____ Signature _____

FOR OFFICE USE

Sem. No. _____ CRN _____ Seminar _____ Title _____ Start Date _____

- **Examining Staff Training Requirements**
- **Matching Programs to Company Objectives**

March 22nd and 23rd, 1988

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