



# **PRODUCT TRAINING CATALOG**



**Radio Shack**  
**COMPUTER CENTER**

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**CONSUMER**

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**TRAINING PROGRAM**

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# NEW OWNER TRAINING

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**OP1 TRS-80 MODEL 16**  
**INTRODUCTION/OPERATION**

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**OP2 TRS-80 MODEL II**  
**INTRODUCTION/OPERATION**

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**OP3 TRS-80 MODEL III/4**  
**INTRODUCTION/OPERATION**

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**OP6 TRS-80 MODEL 12**  
**INTRODUCTION/OPERATION**

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**OP7 TRS-80 COLOR COMPUTER**  
**INTRO/OPERATION**

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**OP8 TRS-80 MODEL 100**  
**INTRODUCTION/OPERATION**

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These courses introduce the new owners to the various features of their computers, and familiarize them with the operating techniques that are common to programmers and operators. A typical application program will provide some realistic operational experience. No previous knowledge of computers is assumed.

Approximate length:

OP1	6 hours	Tuition: \$69.95
OP2, OP3, OP6	5 hours	Tuition: \$49.95
OP7, OP8	3 hours	Tuition: \$39.95

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**HD2 TRS-80 HARD DISK** (for Models II/12/16)

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**HD4 TRS-80 HARD DISK** (for Models III/4)

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These courses introduce the new owners to the various features of the hard disk and familiarize them with the operating techniques that are common to most application software. The students will learn how to initialize their hard disk, transfer files from hard disk to floppy diskettes, and vice-versa. Hard disk archiving techniques will be explained and practiced. A typical application program will be run. The students should have successfully completed the appropriate OP course.

Approximate length: 2 hours                      Tuition: \$39.95

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**OM1 TRS-XENIX OPERATOR**

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**OM2 TRS-XENIX MANAGER**

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The new owners of a TRS-XENIX operating system can receive fundamental training in data entry and system operation in OM1, and advanced training for the System Manager in OM2. While the operator will learn everything necessary for day-to-day operations, the manager will learn about system

security, system administration, file creation, etc. The student must have completed OP1.

Approximate length:

OM1	6 hours	Tuition: \$89.95
OM2	12 hours (includes OM1)	Tuition: \$149.95

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### **OM3 ARCNET OPERATOR**

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### **OM4 ARCNET MANAGER**

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The data entry operator will learn, in OM3, how to power-up the system and to operate the Applications Processor(s) to access the information normally needed in day-to-day operations. Additionally, the System Manager will learn how to assess system needs, initialize and power-down, and manage both the integrity and security of the system. The appropriate OP course is a prerequisite for OM3. The appropriate OP course and HD2 are prerequisites for OM4.

Approximate length:

OM3	4 hours	Tuition: \$59.95
OM4	8 hours (includes OM3)	Tuition: \$99.95

## **COMPUTER LITERACY TRAINING**

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### **CL1 COMPUTER LITERACY FOR EXECUTIVES**

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A course designed for business people who want to learn how a computer can help them in their business. Different types of computer hardware will be discussed and there will be hands-on time with various application packages and simple programming exercises. After attending this session, the executive will have a better understanding of how computers work, what they can (and cannot) do, and the type of computer best suited for their business needs. Ask about our tuition refund upon purchase of a computer! No prior computer experience or knowledge is assumed.

Approximate length:	3 hours	Tuition: \$49.95
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# APPLICATION TRAINING

## Word Processing

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**WP2** SCRIPSIT 2.0

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**WP3** SUPERSCRIPSIT

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**WP4** SCRIPSIT FOR THINLINE FLOPPY  
& HARD DISK

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Three introductory courses to Radio Shack's powerful word processing software. The students will learn how to create, edit, and print documents; how to utilize the many features of these three popular packages to save time and keystrokes; and, how to merge form letters with mailing lists, etc. It is assumed that the students can type, and that they have completed the appropriate OP course.

Approximate length: 12 hours      Tuition: \$149.95

## Data Base Management

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**DB1** PROFILE II/PROFILE PLUS

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**DB3** PROFILE III PLUS

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These courses teach the details of Radio Shack's Profile Data Base Management Systems. The student will learn how to electronically file and retrieve information in a data base of his/her own design. Data modification and deletion are also taught. Math functions are explained and utilized. Indexing and other advanced data base management functions are covered. It is assumed that the student has completed the appropriate OP course.

Approximate length: 7 hours      Tuition: \$99.95

Note: DB1 is offered in a condensed version for those persons who did not purchase the Plus package for their Profile II software.

Approximate length: 5 hours      Tuition: \$69.95

## Management Tools

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### **MG1 VISICALC**

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### **MG3 MULTIPLAN**

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Learn to use the programs that revolutionized business planning and forecasting! In these courses the student will learn to utilize Radio Shack's version of these popular programs to create electronic spreadsheets. The advanced features are covered to give the user exposure to the full potential of these powerful management programs. The student should have completed the appropriate OP course. Approximate length: 6 hours Tuition: \$89.95

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### **MG2 TIME MANAGER**

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A course to teach Model III/4 owners how to manage their time and finances with this versatile program. Its electronic calendar and scratchpad features are explored in depth. Searching the calendar by category, keyword, or priority becomes routine through actual hands-on experience. Tracking expenses and managing your finances become easy. "Hard copy" capabilities are demonstrated. The student should have attended OP3. Approximate length: 4 hours Tuition: \$39.95

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## Accounting

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### **AC1 MULTI-DISK GENERAL LEDGER**

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### **AC2 MULTI-DISK ACCOUNTS RECEIVABLE**

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### **AC3 MULTI-DISK ACCOUNTS PAYABLE**

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These courses teach the efficient operation of Radio Shack's fully-integrated accounting software with hands-on training in each functional area. The courses are sequenced such that AC1 is a prerequisite for any of the others. Accounting/bookkeeping principles **are not taught**. It is assumed that each student has attended the appropriate OP class, types, knows bookkeeping, and is currently using another accounting system.

Approximate length:

AC1 9 hours

Tuition: \$139.95

AC2, AC3 6 hours

Tuition: \$89.95

**radio shack**

# PROGRAMMING TRAINING

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## **BA1 PART 1: INTRODUCTION TO BASIC**

An introduction to TRS-80 microcomputers and TRS-80 BASIC. The student will be able to write simple programs upon successful completion of this course. No prior knowledge of computers or programming is assumed.

Approximate length: 10 hours

Tuition: \$49.95

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## **BA2 PART 2: BASIC PROGRAMMING**

In this follow-up (to BA1) course, the student will learn about system commands, editing, types of variables, two-dimensional arrays, relational and logical operators, formatting outputs, memory management, and string manipulation. Upon successful completion of this course, the student will be able to write programs with a moderate degree of complexity. Attendance of BA1 is required for admission.

Approximate length: 10 hours

Tuition: \$99.95

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## **BA3 PART 3: ADVANCED BASIC**

In this course the student learns how to make programs run faster, use the ASCII character set while programming, generate graphics with PEEK and POKE, store and retrieve cassette-based data files, utilize intrinsic mathematical and trigonometric functions, use nested loops to sort data, use multi-dimensional arrays, develop error traps, and obtain "hard copy" utilizing a printer. The student should have completed BA1 and BA2 prior to attending this course.

Approximate length: 10 hours

Tuition: \$99.95

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## **BA4 MODEL III TRSDOS/DISK BASIC**

A course to teach the Model III owners how to utilize the Disk BASIC enhancements as well as the Disk Operating System to make their programs faster and more efficient, and to manipulate both sequential and random access files. The "care and feeding" of diskettes is covered. The student should have completed BA1 and BA2 prior to attending this course.

Approximate length: 12 hours

Tuition: \$129.95

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## **BA5 MODEL II TRSDOS BASIC**

A course to teach the Model II/12/16 owners how to utilize their computers' disk-based interpreter and TRSDOS 2.0 series disk operating system to manipulate both sequential and direct access files. The student should have attended BA1 and BA2.

Approximate length: 12 hours

Tuition: \$129.95

# TEACHER TRAINING

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## ET1 EDUCATORS' WORKSHOP

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A workshop designed to give professional educators an overview of microcomputer applications in the classroom, how microcomputers are being used, what courseware is available, etc. This workshop is **NOT** a sales presentation, although Radio Shack products and services are featured throughout. No previous knowledge of computers is assumed.

Approximate length: 3 hours

Tuition: \$59.95

Educators are eligible to attend BA1, BA2, and ET1 at no cost to themselves or their schools. Radio Shack Scholarships will cover all fees and provide all materials. Check with the nearest Computer Center for details.

# TRAINING FOR KIDS

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## CC1 TRS-80 LOGO COMPUTER CAMP

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In this course your youngster will explore many exciting computer concepts using the TRS-80 Color Computer and TRS-80 Color LOGO, an advanced version of the ever-popular LOGO language. There are numerous 30-minute "fun time" sessions to alleviate any anxieties the children may have by letting them play exciting computer games. The sessions are self-paced and fun. This is a "first computer course" for children ages 8-11.

Approximate length: 10 hours

Tuition: \$49.95

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## CC2 TRS-80 BASIC COMPUTER CAMP

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Your son or daughter will develop new computer skills in Extended Color BASIC using the TRS-80 Color Computer. There is extensive hands-on time in non-intimidating structured periods that stress teamwork, sharing, and participation. The pace will be interesting and challenging, but moderate enough that the beginner will not become discouraged. As in all other Radio Shack courses, a qualified instructor will be present at all times to help your youngster achieve his or her goals. This is a "first computer course" for 12-15 year olds.

Approximate length: 10 hours

Tuition: \$49.95

Notes: (a) The BASIC Camp (CC2) is offered to adults from time-to-time to enable them to learn and grow in computer literacy with their youngsters.

(b) Christmas Camp Gift Certificates are available.

# TERMS AND CONDITIONS

Educational and experience requirements for enrollment in Computer Center product training sessions are stated in the session descriptions in this catalog. These prerequisites may be waived by the Center Manager. Students may enroll in the sessions during normal business hours. Starting and ending dates are varied to accommodate both student and Center schedules. All indicated course lengths are approximate and will vary according to the instructor, the number of students, their backgrounds, and other unpredictable circumstances. A student will normally complete a training session within the completion time designated in the course description. However, to allow for individual variations, students will be allowed to use the Computer Center training facilities up to a maximum of the time indicated in the course description without additional charge. Students are expected to arrange their scheduled hours of attendance with Computer Centers in order to complete training by the date specified in the Computer Center Training Schedule. Additionally, students are expected to give Computer Centers at least 48 hours advanced notice if they wish to cancel or re-schedule their dates and/or hours of attendance. If a student fails to do so, he or she will be charged for the unused time. If the Computer Center is not available to the student at the scheduled time, additional time — equal to the lost time — will be made available to the student at the Computer Center's convenience. Tuition is due and payable at the time of enrollment. Tuition includes all charges for training and equipment usage as well as students' manuals and workbooks. Tuition fees for each training session are shown under course descriptions. No credit or advanced standing is given for prior experience and/or training. Grades are not assigned. Radio Shack does not have any agreements with other accredited post-secondary educational institutions for transfer or exchange of credit upon completion of a training session. Radio Shack Computer Centers do not offer job placement or employment service for students. Training is in the use of TRS-80 microcomputers only. Not all courses are available at all locations. Radio Shack Computer Centers are open during normal business hours. Most are open from 9 AM until 6 PM on weekdays, and offer weekend hours too. Check with your nearest Computer Center for exact times. Students are expected to conduct themselves in a responsible and professional manner at all times.

Students may bring their own hardware/software manuals to the training sessions if desired. All diskettes are furnished, and students are not allowed to bring these or any other magnetic media into the training environment.