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### Campus News July 19, 1996

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# CAMPUS NEWS

LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

July 19, 1996

## Memorandum

**To:** All University Directors and Academic Department Chairs  
**From:** Ed Nickerson  
**Date:** July 17, 1996  
**Re:** Technology Training

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In the past several months, there have been a great many changes in the technology base here at La Salle, and several more changes are imminent. By the start of the Fall 1996 semester, nearly every full time faculty or professional staff member of the university will have a '486 or better PC, running Windows, and hooked up to a common file-sharing network and email system. One of the most important elements in ensuring the success of these projects is training.

To date, I think the results of our technology training sessions have been mixed. The feedback we have received indicates that you would like us to concentrate on the practical aspects of the topics we cover, exploring the relevance of each software feature in accomplishing real world tasks. We will also be working on our handouts to ensure that they enable the students to recapture the classroom topics long after the class is over.

In an era of reduced staffing and increasing workload, it can be very difficult to find the time to attend, or to allow your faculty members or staff to attend, training sessions. However, it is essential that everyone who needs to use the new software has the opportunity to receive training. Accordingly, the Computer Governance Committee has changed the policy relating to the method by which training seats are filled. The new policy calls for the allocation of seats to be made by organization, instead of on a first-come-first-served basis. The directors to whom these seats are allocated should ensure that the training slots are filled with an appropriate participant in every instance. Outlines for each course will be provided by the Information Technology Department concurrently with the assignment of seats, at least a week before the class.

It is our goal to make the training as useful and as convenient as possible. If your department is assigned class slots which you do not feel you can use, we will work with you to reschedule. Ray Cardillo will be coordinating the training program. Please contact him with any suggestions as to curriculum, handouts or scheduling. He can be reached on extension 1875.

***Campus News*** is distributed weekly to foster communication and encourage information sharing among University departments. Articles submitted are the responsibility of their authors alone and do not imply an opinion on the part of La Salle University or the Department of Mail and Duplicating Services.



# Information Technology

## Training Schedule Class Descriptions

- **Microsoft Windows:**

Get started with the point and click method of computing. Topics covered in this course: logging on to the campus network; parts of the Windows screen; getting around in Windows; starting and managing programs; basics of file management.

**Pre-requisites: NONE**

- **Microsoft Word**

Intro: Getting started with the new word processor. Included in this class: creating documents, editing, formatting and printing.

Level 2: This level includes: creating columns, tables and working with tabs.

Level 3: A special class devoted to performing a mail merge.

Level 4: Advanced layout and design including style sheets, drawings and working with images and clipart.

**Pre-requisites: Basic Windows Class; Intro class necessary for levels 2-4.**

- **File Management / FTP**

Learn the basics of organizing your files and documents on your computer and how to move files to remote computers.

**Pre-requisites: Basic Windows Class**

- **Microsoft Excel**

Intro: The basics of designing a spreadsheet and developing charts and graphs.

**Pre-requisites: Basic Windows Class**

- **Microsoft Access**

Intro: Entering and editing data; learning database terminology, creating tables, forms, and queries.

**Pre-requisites: Basic Windows Class**

- **Microsoft PowerPoint**

A half day course to learn about this presentation package. Uses of this package include designing presentations for groups (teaching) and creating attractive overhead transparencies. Topics covered: parts of the screen; slide layout options; using different editing views; creating presentations; working with clipart; importing charts; applying templates; using transition effects; sending presentations to and importing outlines from Microsoft Word.

**Pre-requisites: Word Introduction Class**

- **E-Mail (Pine):**

A basic course to get you started using e-mail.

Topics covered: connecting to the ALPHA mail server; parts of the screen; reading mail; sending mail; replying to mail; mail management (moving, deleting, saving) creating your personal "signature" file (automatically generated name, address and phone number at the end of an e-mail message); creating and using an "address book" (an e-mail list of frequently used contacts); attaching files (Word documents, Excel spreadsheets, etc.) to an e-mail message for transferring to others.

**Pre-requisites: Basic Windows Class**

- **Netscape E-Mail**

This addition to Netscape allows you to work with your e-mail in a point-and-click environment. Special features facilitate attachments, organizing your mail into folders and sending mail while browsing the Web.

**Pre-requisites: Basic Windows Class**

- **HTML and Web Page Design**

Learn how to construct your own personal or business pages with html script for the World Wide Web. Users are asked to have a working knowledge of file management. FTP functions will be emphasized as a method for posting personal pages.

**Pre-requisites: Basic Windows Class**

- **Introduction to The Internet / Netscape**

Take this course if you:

- a.) are scared of the thought of the Internet
- b.) have no idea what all the fuss is about
- c.) would like to try surfing the WEB for research possibilities
- d.) need a recipe for turnip cobbler
- e.) have a basic understanding of the Internet but need assistance finding things on the WEB
- f.) think that FTP is a new rock band from Seattle

**Pre-requisites: Basic Windows Class**



**La Salle University**  
 Philadelphia, Pennsylvania 19141  
 Office of Government Affairs  
 215-951-1391

***TIME TO ORDER YOUR TICKETS  
 NOW  
 FOR OUR LAST  
 READING PHILLIES BASEBALL  
 GAME OF THE SEASON  
 (SUNDAY, JULY 21ST)***

We make our last stop at Reading to see the Eastern Division Champion Reading Phillies on Sunday, July 21st for a 1:05 p.m. game.

Just a reminder of what we're offering in Reading (approximately 90 minutes drive from Philadelphia): seats in the third base picnic patio (right at the third base bag), two-hour buffet (beginning one hour before game time) and free parking - all for \$14 per person (children under five are free). Gates open 90 minutes before game time. The first 2,000 kids 12 and under receive a free U.S. Healthcare Reading Phillies wall clock (so get there early).

**Details are as follows:**

**Sun. July 21st, Reading Phillies vs. Canton Indians.**

**Gates open at 11:30 a.m.**

**Open Buffet from 12 noon until 2:00 p.m.**

**Game time is 1:05 p.m.**

**Tickets are \$14 per person (children under five years of age enter free)**

**HOW TO ORDER TICKETS:**

If you are interested in attending or have any questions, please call Edward Turzanski, Director of Government Affairs at x1391, or at his home( 215-281-3887) or return the bottom portion of this form to the Office of Government Affairs via campus mail.

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**Please make all checks payable to "La Salle University." Sun. July 21 game.**

**Name:** \_\_\_\_\_ **Day & Eve. Tel. #s** \_\_\_\_\_

**Campus or Home Address:** \_\_\_\_\_

**# of tickets needed** \_\_\_\_\_

# CAMPUS POSITIONS AVAILABLE

LA SALLE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



## LA SALLE UNIVERSITY

VICE PRESIDENT FOR BUSINESS AFFAIRS

PHILADELPHIA, PA 19141-1199 • 215/951-1050 • FAX 215/951-1799

To: The Campus Community

Rita Marinari, our Internal Auditor, will be leaving her position in mid August to assume the pleasure of raising her young daughter on a full-time basis. We will miss Rita who has been a dedicated member of the Business Office staff and who has made significant contributions to our internal auditing and accounting programs.

### Position Available INTERNAL AUDITOR

This position reports directly to the Vice President for Business Affairs and the responsibilities include: the examination of financial transactions; evaluation of internal controls and compliance with applicable policies; review of working papers; the design of audit plans and schedules; and other assistance to fiscal officers.

Qualifications include a bachelor degree with a major in accounting and three years of professional auditing experience. CPA certificate and experience at a college or university is preferred. Full benefit package including life, health, dental, and disability insurance, paid vacation, and tuition remission.

Qualified individuals should submit a letter of application, resume, salary history and three employment references by **July 31, 1996** to: Ms. Rose Lee Pauline, Assistant Vice President for Business Affairs, Campus Mail.

La Salle University is an Equal Opportunity/Affirmative Action Employer.

Sincerely,

A handwritten signature in black ink, appearing to read "David C. Fleming".

David C. Fleming  
Vice President for Business Affairs

**POSITION ANNOUNCEMENT  
Administrative Assistant II**

The Office of Public Relations is seeking candidates for an Administrative Assistant II position. Responsibilities include: obtaining bids for printed pieces and other projects; maintaining budget records; assisting in the production and dissemination of news releases, photos and photocaptions; maintaining and distributing news clippings; proofreading.

In addition, the successful applicant will have strong word processing skills and familiarity with Windows, Microsoft Word and Word Perfect.

A full benefits package includes tuition remission.

Please submit a letter of application, resume, salary requirements and references to:

**Ray Ulmer  
Director of Public Relations  
La Salle University  
1900 West Olney Avenue  
Philadelphia, PA 19141**

**La Salle University is an Equal Opportunity/  
Affirmative Action Employer.**



**Position Available:                      Secretary to the Management Department  
    School of Business Administration  
    La Salle University**

A full-time secretarial position has become available in the Management Department, School of Business Administration. The primary responsibilities of the position include: administrative duties, typing and word processing and telephone answering for faculty in the Management Department; mail collection and related office tasks for the chairperson of the department; and supervision of work-study students.

The qualified applicant will possess the following skills:

- previous secretarial experience
- computer literacy
- experience with Word Processing
- the ability to type 50 wpm
- administrative skills
- initiative, cooperative attitude, and attention to detail
- a pleasant telephone manner and good in-person presence

Full benefit package includes paid vacation, life, disability, health and dental insurance and tuition remission.

Interested persons should submit a resume by July 29, 1996 to:

Ms. Susan Mudrick, Assistant Dean  
School of Business Administration  
La Salle University  
Box 807  
Philadelphia, PA 19141

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