

8-12-1994

## Campus News August 12, 1994

La Salle University

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# CAMPUS NEWS

**LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR**

**AUGUST 12, 1994**



**La Salle University**  
Philadelphia, Pennsylvania 19141-1199  
**Human Resources**

## **ANNOUNCEMENT**

**TO: CAMPUS COMMUNITY**

**FROM: SUSAN P. ROHANNA, DIRECTOR OF HUMAN RESOURCES**

It is a pleasure to announce the promotion of Renee Carter to Benefits Supervisor. Renee will be handling all employee benefits and conducting employee orientations. Please feel free to contact Renee with any questions you may have surrounding your benefits.

Renee came to La Salle in November, 1993 as a Payroll/Human Resources Clerk and her understanding of the Payroll/Human Resources Office will allow for a smooth transition within the department.

*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.



**La Salle University**  
Philadelphia, Pennsylvania 19141

**Campus Store**

BOOK LISTS AND BOOKS FOR FALL SEMESTER WILL BE AVAILABLE  
BEGINNING MONDAY AUGUST 29.

HOURS OF OPERATION

	CAMPUS STORE	"L"STOP
Mon Aug 22 to Thur Aug 25	9AM to 4:30PM	8:30AM to 4:30PM
Fri Aug 26	9AM to 3:30PM	8:30AM to 3:30PM
Sat Aug 27	CLOSED	CLOSED
Sun Aug 28	CLOSED	CLOSED
Mon Aug 29 to Wed Aug 31	9AM to 8PM	8:30AM to 8PM
Thur Sept 1	9AM to 4:30PM	8:30AM to 4:30PM
Fri Sept 2	CLOSED	CLOSED
Sat Sept 3	CLOSED	CLOSED
Sun Sept 4	10AM to 2PM	10AM to 2PM
Mon Sept 5	CLOSED	CLOSED
Tue Sept 6	9AM to 4:30PM	8:30AM to 8:30PM
Wed Sept 7, Thur Sept 8	9AM to 8PM	8AM to 10PM
Fri Sept 9	9AM to 3:30PM	8AM to 10PM
Sat Sept 10	10AM to 1PM	8AM to 10PM
Sun Sept 11	CLOSED	2PM to 10PM
Mon Sept 12 to Thur Sept 15	9AM to 8PM	8AM to 10PM
Fri Sept 16	9AM to 3:30PM	8AM to 10PM
Sat Sept 17	10AM to 1PM	8AM to 10PM
Sun Sept 18	CLOSED	2PM to 10PM

REGULAR HOURS RESUME

Mon to Thur	9AM to 7PM	8AM to 10PM
Fri	9AM to 3:30PM	8AM to 10PM
Sat	CLOSED	8AM to 10PM
Sun	CLOSED	2PM to 10PM



# La Salle University

Philadelphia, Pennsylvania 19141

Office of the Registrar

## REGISTRATION CALENDAR - FALL 1994

### IN-PERSON REGISTRATION (Morning Hours - Registrar's Ofc. / Evening Hours - Ballroom)

August 29th, 30th, 31st -Undergraduate Registration  
 August 30th, 31st -Graduate Registration  
 September 1st -Branch Campus Registration

### LATE REGISTRATION (Sept 7th - Ballroom / All other dates in Registrar's Ofc.)

Sept 7th, 8th, 9th, 12th, 13th -Undergraduate Registration  
 Sept 7th, 8th, 12th, 13th -Graduate Registration  
 Sept 7th, 8th, 10th, 12th, 13th -Branch Campus Registration  
 September 10th -Weekend Registration ONLY

F - A - L - L - \* - 9 - 4

	8/29	8/30	8/31	9/1	9/7	9/8-9	9/10	9/12	9/13
<b><u>MAIN CAMPUS</u></b>									
DAY	9-12	9-12	9-12		9-12	9-12		9-12	9-12
EVENING	6:30-8:30	6:30-8:30	6:30-8:30		5:30-7:30	5:30-7:30	9:30-1:00	5:30-7:30	5:30-7:30
GRADUATE		6:30-8:30	6:30-8:30		5:30-7:30	5:30-7:30	9:30-1:00	5:30-7:30	5:30-7:30
SATURDAY CLASSES							9:30-1:00		
<b><u>BRANCH CAMPUS'</u></b>						<u>9/8</u>			
BUCKS COUNTY				5:30-7:30	5:30-7:30	5:30-7:30	9:30-12:30	5:30-7:30	5:30-7:30
NORTHEAST				6:00-8:00	5:30-7:30	5:30-7:30		5:30-7:30	5:30-7:30
DELAWARE VLY COLLEGE (MBA ONLY)				5:30-6:30	6:00-7:00	6:00-7:00		6:00-7:00	6:00-7:00

## **Academic Computing & Technology (Tentative) Syllabus for Microsoft Office Tutorial**

**Book:** Microsoft Office 6-in-1 (new edition), alpha books  
(available in the campus store, strongly recommend purchasing text)

Each session will involve about a half hour of lecture / demonstration, followed by about an hour of hands-on exercises. (seating limited, please register, x 1255)

**Place:** Holroyd 101  
**Date:** Tuesday August 16  
**Level:** Beginners

**Session I:** Introduction to Windows  
**Time:** 9:00 AM - 10:25 AM  
**Book::** Part I: Windows 3.1; Chapters 1 - 8 (pp 3-43)

**Session II:** Introduction to Word for Windows  
**Time:** 10:30 AM - noon  
**Book:** Part 2: Word 6, Chapters 1 - 8 (pp 111 - 149)

**Session III:** Introduction to Excel 5  
**Time:** 1:00 PM - 2:25PM  
**Book:** Part 3: Excel 5, Chapters 1 - 9 (pp 237 - 290)

**Session IV:** Introduction to PowerPoint 4  
**Time:** 2:30 PM - 4:00 PM  
**Book:** Part 4: PowerPoint4, Chapters 1 - 7 (pp377-418).

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**Place:** Holroyd 101  
**Date:** Thursday, August 18  
**Level:** Intermediate

**Session I:** Windows  
**Time:** 9:00 AM - 10:25 AM  
**Book::** Part I: Windows 3.1; Chapters 9 - 16 (pp 44- 86)

**Session II:** Word for Windows  
**Time:** 10:30 AM - noon  
**Book:** Part 2: Word 6, Chapters 9 - 14, 16 - 21 (pp 150 - 172, 177 - 197)

**Session III:** Excel 5  
**Time:** 1:00 PM - 2:25PM  
**Book:** Part 3: Excel 5, Chapters 10 - 17 (pp 291 - 332)

**Session IV:** PowerPoint 4  
**Time:** 2:30 PM - 4:00 PM  
**Book:** Part 4: PowerPoint4, Chapters 8 - 14 (pp419 - 459).

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Future topics include: remaining chapters for Word, Excel and Powerpoint; a day with Access (database); and, OLE. Please contact us (x1255) regarding other topics you would like presented.



# LA SALLE UNIVERSITY

Food Service Department  
Philadelphia, PA 19141-1199  
(215) 951-1388 Fax: (215) 951-1830

TO: Campus Community

FROM: Peter Vernon, Assistant Director  
Food Service

DATE: August 8, 1994

RE: HOURS OF DINING HALL OPERATIONS

After Friday, August 26th, Intermissions and the Faculty Dining Room will close and the following schedule will be in effect.

	<u>Food Court</u>			<u>FDR</u>	<u>North Dining</u>
	<u>B</u>	<u>L</u>	<u>D</u>	<u>L</u>	
Sat 8/27		CLOSED		CLOSED	CLOSED
Sun 8/28		"		↓	"
Mon 8/29	OPEN	OPEN	CLOSED	↓	RA MEALS
Tue 8/30	↓	↓	↓	↓	↓
Wed 8/31					
Thu 9/1					
Fri 9/2					
Sat 9/3		CLOSED			CLOSED
Sun 9/4	Freshman Move-In Meal				Freshman Dinner

Intermissions will reopen for lunch on Tuesday September 6th. The Faculty Dining Room will reopen for lunch on Wednesday September 7th.

# ***ATTENTION La SALLE ALUMNI!!!***

**All South Jersey Residents and Shore Homeowners!!!**

*Come join your fellow alumni for an evening in beautiful Cape May, NJ*



*at the*



**GRAND HOTEL**

***Oceanfront at Philadelphia Avenue***

*Cape May is quaint, picturesque and relatively quiet at this time of the year. All the shops and restaurants are still open and the weather should be lovely.*

The reception will take place on  
Saturday, September 10th (the weekend after Labor Day)

Cocktails, on a cash basis, and hors d'oeuvres  
will be served from 6:00 - 8:00 pm

Cost is \$12.00

If you wish to make a night of it, a group rate of \$98.00, double or single occupancy, are also available to all La Salle Alumni

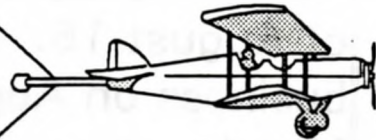
(Please contact the Grand for accommodation reservations and information at 1-800-257-8550)

Reservations (for reception) must be received in the Alumni Office  
by August 29th and are non-refundable. Please make  
checks payable to La Salle University.

Any questions may be directed to the Alumni Office at (215) 951-1535.

Join us for the Sixth Annual  
*Young Alumni Beach Party*

Saturday, August 27th  
5:00 p.m. to 9:00 p.m.



Come on down to Avalon, NJ to renew old friendships  
and establish new ones as well!!

Party will be held at

*The Princeton Bar & Grill*

21st & Dune Drive

Cost: \$10.00 (payable at the door)

*Includes a Commemorative Brass Key Ring,  
Unlimited Buffet, Discounted Drinks*

**All Alumni & Friends of La Salle are Welcome to  
Help Us Break Last Year's Record of 612!!!**

For more information, call the Alumni Office at (215) 951-1535



\*\*\*\*\* NOTICE \*\*\*\*\*

Pete the Barber will be on vacation during the week of August 15. Pete will return and be open for business on August 22. Hours are 1 p.m. to 6 p.m., Monday through Friday.

# CAMPUS POSITIONS AVAILABLE

LA SALLE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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LA SALLE UNIVERSITY

GRADUATE PROGRAM IN PROFESSIONAL COMMUNICATION  
PHILADELPHIA, PA 19141 • (215) 951-1155 • FAX (215) 951-1488

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## **POSITION AVAILABLE**

### **FULL TIME (Secretary II)**

**Graduate Programs: Computer Information Science (MA CIS)  
& Professional Communication.**

**The applicant must have appropriate secretarial skills in addition to computer skills. Windows, Word and Excel, preferred. The ideal candidate has the ability to work well with students and faculty. The position requires organizational ability, initiative, attention to detail, strong communication skills, and a personable telephone presence.**

**Full benefits package including tuition remission. Send resume and two references to Charles Hofmann, Ph.D., Director Master of Arts Computer Information Science, Box 253, La Salle University, 1900 W. Olney Avenue, Philadelphia, PA 19141-1199. AA/EOE.**

**Resumes must be received by August 27, 1994.**



# La Salle University

Philadelphia, Pennsylvania 19141-1199

## Human Resources

### Payroll/Human Resources Clerk

The University's Human Resources Office has an opening for a Payroll/Human Resources Clerk. The position requires a responsible person with a mathematical aptitude, familiarity with basic accounting and strong organization and communication skills. Initiative, cooperative attitude, attention to detail, prior office experience and data entry skills are required also. Prior payroll experience is helpful. Full Benefit Package including tuition remission. Interested persons should submit a detailed resume, salary requirements, and employment references to:

Susan P. Rohanna  
Director of Human Resources  
La Salle University  
1900 W. Olney Avenue  
Philadelphia, PA 19141

La Salle University is an Equal Opportunity/Affirmative Action Employer