

1-6-1995

Campus News January 6, 1995

La Salle University

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Recommended Citation

La Salle University, "Campus News January 6, 1995" (1995). *Campus News*. 1188.
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CAMPUS NEWS

LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

January 6, 1995



LA SALLE UNIVERSITY

OFFICE OF THE PRESIDENT
PHILADELPHIA, PA 19141 • (215) 951-1010 • FAX (215) 951-1783

TO: Administrative and Staff Personnel

FROM: Joseph F. Burke, F.S.C., Ph.D.

DATE: January, 1995

SUBJECT: **Holiday Schedule**

Schedule of Coming Holidays:

Monday,	January 16, 1995	Martin Luther King holiday
Monday,	March 6, 1995	Mid-semester holiday (designated offices to be staffed)
Friday,	April 14, 1995	Easter holiday
Monday,	April 17, 1995	Easter holiday
Friday,	May 26, 1995	Early departure 12:30 p.m.
Monday,	May 29, 1995	Memorial Day holiday
Tuesday,	July 4, 1995	Independence Day holiday
Friday,	September 1, 1995	Holiday (designated offices to be staffed)
Monday,	September 4, 1995	Labor Day holiday

Summer Office Hours:

Effective May 26, 1995 through September 1, 1995 those offices which are required to operate from 8:30 a.m. to 4:30 p.m. may adjust their hours of operation to the following:

Monday through Thursday:	8:30 a.m. through 4:30 p.m.
Friday:	8:30 a.m. through 3:30 p.m.

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.

Academic Computing & Technology Computer Training Classes

The Windows and Microsoft Office (Word, Excel, Powerpoint, Access) Tutorials use Microsoft Office 6-in-1 (new edition), alpha books --available in the campus store (strongly recommend purchasing text).

Session IW: Introduction to **Windows**
Time: Tuesday, January 10, 9 AM
Place: H-129
Book:: Part I: Windows 3.1; Chapters 1 - 8 (pp 3-43)

Session IIWi: **Windows**
Time: Tuesday, January 10, 10:30 AM
Place: H-129
Book:: Part I: Windows 3.1; Chapters 9 - 16 (pp 44- 86)

Session IW: Introduction to **Word for Windows**
Time: Tuesday, January 10, 1 PM
Place: H-129
Book: Part 2: Word 6, Chapters 1 - 8 (pp 111 - 149)

Session IIW: **Word for Windows**
Time: Tuesday, January 10, 2:30 PM
Place: H-129
Book: Part 2: Word 6, Chapters 9 - 14, 16 - 21 (pp 150 - 172, 177 - 197)

Session IP: Introduction to **PowerPoint 4**
Time: Thursday, January 12, 9:00 AM
Place: H-129
Book: Part 4: PowerPoint4, Chapters 1 - 7 (pp377-418).

Session IIP: **PowerPoint 4**
Time: Thursday, January 12, 10:30 AM
Place: H-129
Book: Part 4: PowerPoint4, Chapters 8 - 14 (pp419 - 459).

Topic: **e-Mail and Internet Training**
Time: Thursday, January 12, 1:00 PM
Place: H-129

Session IU: unix
login - by modem and LAN (telnet)
file housekeeping: mv, cp, mkdir, cd, passwd, etc.
FTP - copying files from other sites to HP and PC

Session IIU: e-Mail
LAN composer Minuet
HP composer Pine

Session IIIU: Internet
Services
Locators - finger, whois, archie
Browsers - gopher, wais, mosaic
List-Servers - how to join

If you plan to attend a tutorial, please call Peg (x1255) ahead of time since seating is limited.



Microsoft Publisher

The Department of Academic Computing And Technology is sponsoring a workshop on Microsoft Publisher. Possible dates of the class are:

Wed. Jan 11th
Thurs. Jan 12th
Fri. Jan 13th

If you are interested in attending please contact:

Peg Dionisio at 951-1255
or
Herb Ramirez at 951-1907

Please leave a message with the date that is best for you.



Mail and Duplicating memo

TO: The University Community

FROM: Linda M. Ferrante, Director

Hours of Operation

Monday thru Thursday 8am to 6pm
Friday 8am to 3pm

The lobby area is accessible by card-entry on a 24 hour basis to those who wish to retrieve their mail or use the copier. If you require products or services at other times call Kathy at 1038 to see if arrangements can be made for you.

Daily Meter Schedule

# of Pieces	Submit by:
1 to 500	1pm
1 to 999	Noon
1000 +	By prior arrangement

Residual mail may be submitted for metering until 3:45 Monday through Thursday; 2:45 on Friday.

Postage Rate Increase

Effective January 1st:

Postcard	.20
1 oz letter	.32
2 oz letter	.55
each additional oz.	.23
Priority Pak	3.00
Overnight letter	10.75
Certified / Return Receipt	1.10

Wanted: Duplicating work

We have adjusted our schedules, tuned up our equipment and rested our staff in order to meet the needs of faculty members with their course copies. Before you overload your office copier or pay too much to outside vendors, remember, We're here for you!



Don't forget to pre-cycle

Ask for two sided copies on white paper for all copy jobs.

Deadline for Campus News

4PM Wednesday

TO: The Campus Community

FROM: Peter Vernon, Assistant Director
Food Service Department

DATE: January 3, 1995

RE: **SMOKING IN THE FOOD COURT**

In an effort to promote a more healthy atmosphere for both our customers and our employees, the smoking section of the Food Court has been moved to the East end of the Dining Room (near Intermissions). The Private Dining Room and Backstage at Intermissions will also remain open to smoking.

Thank you in advance for your cooperation in helping to improve the air we all breathe.



La Salle University
Philadelphia, Pennsylvania 19141

Campus Store

HOURS OF OPERATION

	CAMPUS STORE	"L"STOP
Mon Jan 9 to Wed Jan 11	9AM to 8PM	8:30AM to 8PM
Thur Jan 12	9AM to 4:30PM	8:30AM to 4:30PM
Fri Jan 13	9AM to 3:30PM	8:30AM to 3:30PM
Sat Sun Jan 14,15	CLOSED	CLOSED
Mon Jan 16	CLOSED	CLOSED
MARTIN LUTHER KING DAY		
Tue Jan 17 to Thur Jan 19	9AM to 8PM	8AM to 10PM
Fri Jan 20	9AM to 3:30PM	8AM to 10PM
Sat Jan 21	10AM to 1PM	8AM to 10PM
Sun Jan 22	CLOSED	2PM to 10PM
Mon Jan 23 to Thur Jan 26	9AM to 7PM	8AM to 10PM
Fri Jan 27	9AM to 3:30PM	8AM to 10PM
Sat Jan 28	10AM to 1PM	8AM to 10PM
Sun Jan 29	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

CAMPUS POSITIONS AVAILABLE

LA SALLE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



La Salle University
Philadelphia, Pennsylvania 19141

Campus Store

TEMPORARY NON-STUDENT POSITIONS AVAILABLE IN THE CAMPUS STORE

Jan 9 thru Jan 13

Cashier & Light Stock Work

Jan 17 thru Jan 21

Jan 23 thru Jan 28

Shifts Available Mon - Thur 9:00AM to 4:00PM & 4:00PM to 8:00PM

Fri 9:00AM to 3:30PM

Sat 10:00AM to 1:00PM

Please call Mike Lyons at 951-1395

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