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Campus News August 2, 1996

La Salle University

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CAMPUS NEWS

LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

August 2, 1996

You are invited.....

to join the Student Life Staff

in welcoming the Class of 2000

at the New Student Orientation

President's Reception

Saturday, August 31, 1996

5:00 p.m. to 6:00 p.m., Union Patio

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

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

TO: The La Salle Community

FROM: Alice L. Hoersch, Ph.D.
Executive Assistant to the President

DATE: July 25, 1996

RE: Parking and Furniture Delivery

Sometime during the first three weeks of August a large furniture delivery will be made to classrooms in Holroyd Hall and Room 200 of Olney Hall. This furniture is being purchased under the HUD grant awarded to the University to support the science and mathematics departments. This delivery may disrupt parking behind Holroyd and Olney Halls lot since large trucks (possibly tractor-trailers) will need access to these areas. At times areas may be blocked off. It is also possible that people may be contacted to move cars if the trucks cannot maneuver behind and around buildings. Please plan for alternative parking if it should become necessary.

Thanks in advance for your patience. As Penndot says, we must suffer "short term pain for long term gain." If you have any questions, please contact me or Mr. Robert Levins, Director of Security.

Information Technology Training Schedule

Class schedule for August 2nd, 1996. All classes run from 9:00 AM to 12:00 PM in Wister classroom.
Please bring a formatted blank 1.44 floppy disk with you.

Week of August 5th:

Monday 5th- Introduction to Microsoft Excel with Herb Ramirez

Tuesday 6th- Introduction to Windows with Ray Cardillo

Wednesday 7th - Introduction to Microsoft Word with Herb Ramirez *****CLOSED*****

Thursday 8th- NO CLASSES

Friday 9th- Netscape E-mail with Ray Cardillo

Week of August 12:

Monday 12th- File Management/FTP with Ray Cardillo

Tuesday 13th- Word Level 2 with Herb Ramirez

Wednesday 14th- Introduction to Windows with Ray Cardillo *****CANCELLED*****

Week of August 19:

Monday 19th- Word Level 3 (mail merge) with Ray Cardillo

Tuesday 20th- Excel Introduction with Herb Ramirez

Wednesday 21st- Word Level 4 with Herb Ramirez

Week of August 26:

We will be conducting Lotus Notes Mail classes exclusively during this week to facilitate the swift implementation of the new mail software. Seating for these classes will be distributed by Ray Cardillo.

In order to facilitate the need for more focused training we will be allocating seats by organization, instead of on a first-come-first-served basis. The director of each department or organization should ensure that those seats are filled with an appropriate participant. We request that if you intend not to fill a given seat that you contact us.

Please contact Ray Cardillo at ext. 1875 for all questions, reservations, or to request a training topic not covered by our sessions.

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

DIRECTOR OF PURCHASING
PHILADELPHIA, PA 19141-1199 • 215/951-1864 • FAX 215/951-1799

TO: The La Salle University Community
FR: NancyLee Moore

Beginning September 1st, the University will award it's office supply contract to Office Basics, Inc. With the new contract there will be some changes to the way we obtain office supplies.

University Departments can order directly from Office Basics.
- By fax, phone or through the campus store.

Office Basics will deliver items directly to your office.
- That's right, desktop delivery!

Supply catalogs and forms will be available the week of August 26.
- University Catalog, including procedure instructions, will be sent via Campus Mail.
- Office Supplies Requisition form and Office Basics Catalog will be available for pick-up in the Campus Store.

Until September 1st, copy paper and computer paper will remain available through the Mail and Duplicating Department. Office Supplies will continue to be ordered from Corporate Express through the Campus Store.

After September 1st, *all supplies* will be ordered through Office Basics, Inc.



for additional info, call X1863



La Salle University

Philadelphia, Pennsylvania 19141

215-951-1550

Resident Life Office

July 15, 1996

Dear Faculty Member,

I am writing to request your participation in an exciting new tradition on campus. It began over a year ago with the help of a few brave faculty members and is known as "The Last Lecture Series". Many Resident Life Staff programming efforts are conceived to be an integral part of the educational and academic support services at La Salle. As such, I believe that it is important to maximize the opportunities for students to interact with faculty and staff in an out-of-the-classroom setting within their residential community. I believe there are definite links between learning and having fun.

The idea behind "The Last Lecture Series" is for the presenter to share what he or she would imagine as the last lecture of his or her career. This could encompass personal and/or professional experiences or reflections from a "lifetime" of knowledge and scholarship. The format is flexible and I encourage you to be as creative as you like. Besides sharing your insight with the La Salle community, this program will allow you to interact with students in a different environment and will give you a wider perspective of their experience at La Salle.

The program was offered weekly and received terrific response from both students and faculty. If you missed out on your chance to present last year or would like to do an encore performance please contact me at X2133. I would like to start scheduling presenters now for the 1996-97 academic year, so that we can start the year off with a bang. I look forward to hearing from you soon!

Most Sincerely,

Jennifer Cope

Assistant Area Coordinator - St.'s Edward & Francis Halls

CAMPUS POSITIONS AVAILABLE

LA SALLE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Secretary I - F/T in the History and Foreign Languages Depts. Qualified applicants should possess the following skills: at least 2 years secretarial experience, knowledge of Micro-Soft Word and/or WordPerfect, the ability to type 50 wpm, initiative, cooperative attitude, attention to detail, excellent communication skills, and the ability to interact with a diverse public. Full benefit package including tuition remission. Interested applicants should submit resume to:

Dr. Theopolis Fair
Box 204
La Salle University
1900 W. Olney Avenue
Philadelphia, PA 19141

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