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Caleidoscope 1/14/1991

Marisela Cadena-Smith

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Caleidoscope

Jan. 14, 1991

Published by the Public Information office

No. 194

This Week on Campus:

- Monday, Jan. 14 Late Registration, 8 a.m.- 8 p.m.
Both Campuses
- LUNCH by Homemade Express
11 a.m. - 1 p.m., 2nd floor/CC
- Tuesday, Jan. 15 Late Registration, 8 a.m. - 8p.m.
Both Campuses
- President's Advisory Council Meeting
9 a.m. in the president's workroom/CC
- LUNCH by Subway
11 a.m. - 1 p.m., 2nd floor/CC
- Wednesday, Jan. 16 LUNCH by Taco Delite
11 a.m. - 1 p.m., 2nd floor/CC
- Thursday, Jan. 17 LUNCH by British Baker
11 a.m. - 1 p.m., 2nd floor/CC

Announcements:

This week on CCCCD's "Caleidoscope":
TBA

Staff Development Activities:

1.) The Secondary and Higher Education Department (SHED) at East Texas State University is offering Internship in College Teaching in this spring semester at Spring Creek Campus. SHED will meet at 3 p.m. on Tuesday with registration taking place at the first class meeting on **Tuesday, January 15**. If you have any questions, call Bob Munday or Jim Tunnell at 903-886-5607.

2.) "Imaging Innovations Showcase," a seminar on imaging application solutions, is scheduled for **Jan. 23-24**, in Houston. Sponsored by Wang Laboratories, the seminar will showcase new innovations and applications of imaging--the storing, accessing, and distribution of electronic images of documents. Call Tom Rodgers for more information.

3.) The Sixth Annual Conference of the Eisenhower Mathematics and Science Program will be held **Jan. 31 - Feb. 1**, in Austin. The conference will explore issues in restructuring science teaching at the college level, mathematics and science training for preservice and inservice teachers, technology education, and alternative approaches to evaluation and performance assessment. Registration fee is \$100. Contact Deanna Wilson or Tom Rodgers for more information.

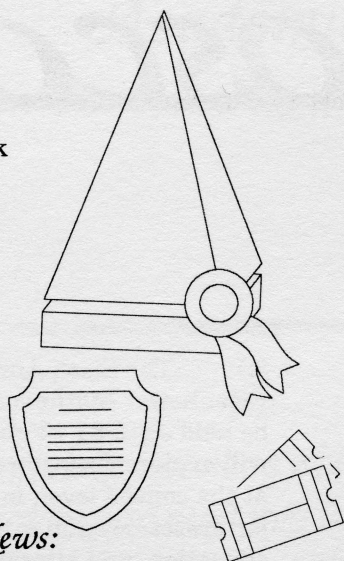
4.) A conference titled "Enhancing the Quality of Teaching in Colleges and Universities" will be held **Feb. 1 - 3**, in Charleston. Co-sponsored by the University of South Carolina and the South Carolina Commission on Higher Education, the conference will be an interdisciplinary examination of various dimensions of teaching with particular emphasis on undergraduate education. Call Tom Rodgers for more information.

5.) The 1991 International Conference on Teaching Excellence and the 1991 Conference of Administrators are scheduled for **May 19 - 22** in Austin. The events, co-sponsored by the National Institute for Staff and Organizational Development (NISOD) and the League for Innovation in the Community College, seek to promote excellence in teaching and leadership. The Deadline for proposals is Feb. 15. Please call Tom Rodgers or Deanna Wilson for more information.

6.) A request for proposals for presentations to be made at the 1991 IBM Academic Computing Conference **June 11 - 13** at the Hyatt Regency DFW has been issued. Sponsored by IBM, the conference is intended to encourage and facilitate the sharing among higher education faculty members of information concerning instructional computing. deadline for proposals is Jan. 25. Contact Deanna Wilson or Tom Rodgers for more information.

Note: Staff Development announcements have been numbered for easier reference.

Who will win an elegant obelisk and dinner for two? Who will claim a prestigious plaque and dinner for two? The winners of the Employee Recognition Awards, of course! Submit nominations **NOW!** The deadline is March 4. Pick up nomination forms from the Bursar's office at Spring Creek or the Human Resources office at Central.



Wellness News:

Spring Creek Campus Fitness Center Tour (A217) at noon Monday, Jan. 21.

Central Campus Fitness Center Tour (B207) at 4 p.m. Wednesday, Jan. 23.

Wellness Glaucoma Screening at Spring Creek Campus, 9 - 11 a.m. Monday Jan. 28 in the Atrium/SCC.

Wellness Glaucoma Screening at Central Campus, 9 - 11 a.m. Wednesday, Jan 30, in B207/CC

Staff News:

"During my stay in the hospital, you were all so kind and thoughtful. The visits, flowers, and gifts were such a pleasure to me. You are definitely C.C.C.C. (a crew of considerate, cool, co-workers)."

I Love you all,
Karlyne Hendricks

Shelley Lane has been appointed to the Association for Communication Administration Executive Committee. Her term will run through 1992 and she will be the national community college representative at the association's annual conference.

BLOOD DRIVE

Both Campuses

Tuesday, Jan. 22 and Wednesday, Jan. 23

Reminder: Books are not included in tuition reimbursement.
For more information, call
Shari Swift at ext. 6611

The College Day/Night Program is scheduled for Monday, Jan. 28. The day session will be from 9 - 11 a.m. at Spring Creek Campus in the atrium area.

The evening session will be from 6 - 8 p.m. at the Central Campus on the second floor atrium. Workshops on financial aid, TASP, and "College Survival Skills" will be offered during the evening session only.

If you feel that your almatmater would not ordinarily be represented, and you would like to represent your college at either session, please contact Rebecca Crowell, ext. 5711. Rebecca will be glad to assist you in receiving the necessary recruitment materials.

Co-op News:

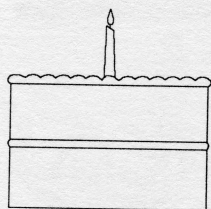
CCCC Cooperative Work Experience students contributed to our local economy this past year by generating almost \$800,000 in earned revenue. These students were supported by 294 employer work sites across the county, and by 27 different discipline areas within the college. The word is out! Co-op is a WIN, WIN, WIN, opportunity. It is the best way for our students to gain practical, hands-on experience in their chosen career field while they pursue their academic goals. Each co-op student generates a minimum of \$974.40 in state funding for the college (plus tuition). Strong employer and community relationships are continuously being established. Help us spread the word about co-op.

LRC News:

The following journals have been replaced by UMI micro-film. The paper copies are available to any faculty or staff member until February 1. The journals can be picked up in D105, LRC Periodicals Departments, Spring Creek campus, Monday through Friday. If you work at Central campus, the journals can be sent to the LRC there. If you have any questions or requests, please call Karen Arnold at ext. 5856.

AMERICAN SCHOLAR	ENR
BEHAVIORAL SCIENCE	SOUTHERN LIVING
CHILDHOOD EDUCATION	ECONOMIST
YOUNG CHILDREN	
JOURNAL OF RESEARCH AND DEVELOPMENT	
CHRONICLE OF HIGHER EDUCATION	

Notes from Human Resources:



Happy Birthday to:

Lynn Jones	1/14
Martha Forter	1/14
Laura Taylor	1/14
Tony McRea	1/17
Donna Lyall	1/18
Anne Long	1/21

Teleconference News:

Teleconference: "Macintosh in the Classroom"
Date/Cost: Thursday, Jan. 24 / FREE
Time/Place: 3 -4 p.m./Bijou theatre

Cartoon Corner:

**THE BEST OF
SNIGLETS®**

CHECKUARY

(chek' yew air ee)

n. The thirteenth month of the year. Begins New Year's Day and ends when a person stops absentmindedly writing the old year on his checks.

Welcome Week Activities

Central Campus

Monday, Jan. 14 and Tuesday, Jan. 15
FREE refreshments for students:
7:30 - 10:30 a.m. - coffee, hot cider and donut holes
5 - 7 p.m. - coffee, hot cider and visit

Sherwood Forest

<< All events: 2nd floor atrium >>

Wednesday, Jan. 16 noon

Renaissance Entertainers

Thursday, Jan. 17 noon

Robin Hood & Little John

Spring Creek Campus

Monday, Jan. 14 and Tuesday, Jan. 15
FREE refreshments for students:
7:30 - 10:30 a.m. - coffee, hot cider and donut holes
5 - 7 p.m. - coffee, hot cider and visit

Sherwood Forest

<< Location: F130 - Student lounge >>

Wednesday, Jan. 16 noon - atrium

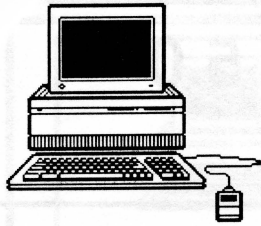
Renaissance Entertainers

Thursday, Jan. 17 noon - atrium

Robin Hood & Little John

[Redacted]

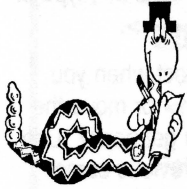
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Collin County Community College District ACADEMIC COMPUTING SERVICES

January 9, 1991

Volume 2, No. 2



Getting Organized With Your PC

How do you eat an elephant? Just cut it up into small pieces. That gets things under control. Eating elephants has many similarities to time management. To manage your time so that you can accomplish your goals and priorities is the goal of time management. One way of getting your life in control sits on your desk and provides the focus for this article: your PC. Thanks to PCs, time management (and eating elephants) is getting easier.

One computer-based time management tool is calendar software. When using paper calendars and stick-it notes gets to be an organizational chore, you can move to a computerized calendar. If the paper-based system works for you, then you're set, but if you find yourself chasing paper all day you need to consider computer software. Features common to all calendar software packages include: pop-up alarms reminding you of your daily appointments, daily, weekly and monthly views of your schedules, print menus that allow you to have a hard copy of your calendar, multiple calendars to track different projects, chores or individuals (which may be consolidated) and a "hot key" feature which makes the calendar software pop-up when you need it.

The following are two calendar programs which I would recommend. Please call if you would like additional details on these packages.

Pop-Up Deskset
Popular Programs, Inc.
6915 LaGranada
Houston, TX 77083
1-800-44-POPUP
Price: \$79.95

Calendar Creator Plus
Power Up Software Corp.
2929 Campus Dr., Suite 400
San Mateo, CA 94403
1-800-851-2917
Price: \$35.99

Instructional Computer Labs Hours of Operation

Spring Creek and Central Campus

Monday thru Thursday	7:30 AM to 10:45 PM
Friday thru Saturday	8:00 AM to 5:00 PM
Sunday	12:00 noon to 5:00 PM

Plano Senior High School

Tuesday/Thursday	5:30 PM to 10:00 PM
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DIRECTORY

BAKER, Bill 5768
Software/Hardware Support

CHEATHAM, Craig 5769
Technical Support

CHOW, Charles 5877
Spring Creek Lab Manager

FARRAR, Susan 5844
Director

HAMPTON, Dinah 5766
Secretary

HENDERSON, Fred 5767
Network Support

O'CONNELL, Kevin 6877
Central Campus Lab Manager

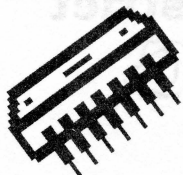
B-WING (B217) OPEN LAB 5986

Protecting a file against changes using the ATTRIB command

You will want to prevent changes to some files on your hard disk. The DOS command ATTRIB has the ability to protect a file. You can flag a file as "READ-ONLY" (Flag = +r) which means that the file can only be viewed and not changed. Of course you can always flag a file so it is "READ-WRITE" (Flag = -r), which means it can be viewed and changed; this is the default setting for files on your hard disk.

What files would you want to protect? Protect executable files that run your software (filenames that end in .EXE or .COM), and important documents that shouldn't be changed.

To execute the ATTRIB command, enter the following: ATTRIB <filename> <flag>. For instance, if you wanted to flag the file WP.EXE (the file that executes your WordPerfect program) as READ-ONLY, you would enter: ATTRIB WP.EXE +r.



Tech Notes

Printing Flexibility The Dot Matrix Way

One overriding need in the office is printing. Although laser printers are preferred because of their print quality, dot matrix printers have a lot to offer because of their flexibility. Dot matrix printers can handle a lot of projects not suitable for laser printers such as continuous forms, multi-part forms, long jobs without having to reload paper trays, paper of various sizes and much more. More important, they print more quickly, can provide draft quality documents for rough drafts, and they are less expensive to purchase and operate. Generally a good dot matrix printer costs less than one-third the price of the cheapest laser printer.

When considering the purchase of a dot matrix printer, there are several features that affect your selection:

Carriage width. Dot matrix printers are available in narrow carriage (85 columns or 8 1/2" width) and wide carriage (150 columns or 15"). Wide carriage printers are suitable for printing wide spreadsheets or other wide documents.

Number of printhead pins. The higher the number of printhead pins, the greater the print quality and cost of the printer. Dot matrix printers come in 9-pin and 24-pin printheads.

Tractor feed. Dot matrix printers allow you to feed in single sheets of paper (like a typewriter) or continuous forms. When printing continuous forms, it uses either a "push" or "pull" tractor mechanism to feed the paper. Most users prefer the push tractor system, but if you are going to print multi-part forms, you will have to purchase a pull tractor system.

Paper parking. This feature allows you to feed single sheets into the printer without having to take continuous-feed paper off the tractors.

Print speed. Print speed is expressed in CPS or characters per second. Print speed is usually given for both draft quality and near letter quality (NLQ). Draft quality is when the document is printed with a single pass of the printhead; NLQ is the result of two passes. Naturally, NLQ is always slower speed than draft.

Proportional spacing. Proportional spacing allows each character to be printed at a different width, depending on the size of the character (m's are wider than i's). This feature provides a very professional quality output.

Internal resident fonts. Fonts are a set of characters with a common typeface (i.e., Helvetica 12 pitch). Printers usually come with at least 3 or 4 fonts; some have a wide selection of fonts.

When you consider purchasing a dot matrix printer, the price increases with the addition of features. Generally, price increases with print speed, the number of printhead pins, the number of resident fonts, and carriage width. Print speed is probably the least important of these features. Differences in speed among these printers is relatively small. Most important is purchasing a name brand product for whom you can obtain service; a 1-year service warranty period is customary for these printers.

WordPerfect 5.0 Hints

Deleting consecutive words. To delete consecutive words, you place the cursor on the first word to delete, press <ESC>, type in the number of words to delete and press <Ctrl>-<←>.

Reversing directions. You're typing in WordPerfect when you accidentally press <PageUp> or <PageDown> or move the cursor far from your original position. How do you get back? Use Wordperfect GOTO command. To return to the previous cursor position, press <Ctrl>-<Home> twice.

Unbreakable blocks. Sometimes there's a block of text that you don't want to split between two pages. To protect the block from a page break, press <Alt>-<F4> and mark the block. Then press <Shift>-<F8>y.

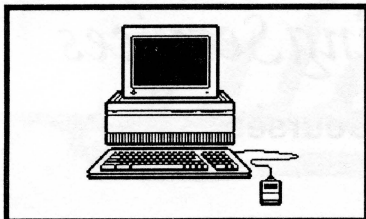
Block printing. Suppose you want to print only a few paragraphs of a file, but not the whole file. What do you do? Here are two options. You could block the paragraphs with <Alt>-<F4> and save the block as another file by pressing <Shift>-<F10>. You then type a new file name and press <Enter>. Load the file and then print it. An easier way is simply to mark the block and press <Shift>-<F7>y to print it.

Squeezing more text on a page. A little-known feature in WordPerfect called "tracking" allows you to do that. Position the cursor at the beginning of the text you want to track and press <Shift>-<F8>opw. Press p, and type the percentage of change for spacing between words. Use percentages less than 100 to shrink, or more than 100 to expand and then press <Enter>. Press p and type the percentage of change for spacing between words. Press <Enter>-<F7>. Move the cursor to the end of the section you want to change and then press <Shift>-<F8>opwo to return to normal text spacing. When you're done, press <Enter>. (Note: On most dot matrix printers, you can expand but not shrink character and word spacing.)

Enlarging the Reveal Codes Window. If you're doing a lot of editing with WordPerfect, you probably spend a lot of time looking at the Reveal Codes Window. You can temporarily enlarge the reveal codes window by pressing <Shift>-<F1> and type **der** to modify the Reveal Codes Window Size field. Enter a setting (in number of lines), and press <F7> twice. If you assign 18 lines, 3 lines of the uncoded text remain at the top of the screen when Reveal Codes are displayed.

Dashes. What do you do when you want to type a dash? Odds are you press the hyphen key twice. However, typographers use three different dash-like symbols:

- The hyphen (-), used in compound words like "daughter-in-law". Type the hyphen.
- The en dash (–) used to specify ranges such as "pages 12–30". Press <Ctrl>-<V>,12,33.
- The em dash (—), used to punctuate sentences—this is what we usually mean by "dash." Press <Ctrl>-<V>,12,34.



Academic Computing Services

Staff Development Courses

Spring 1991

Introduction to WordPerfect 5.0

Course will cover WordPerfect basics : creating, editing, and printing documents.

February 4, 6 Spring Creek Campus J121 3:30 - 5:00

February 11, 13 Central Campus A208 3:30 - 5:00

WordPerfect 5.0 - Fonts & Graphics

Learn how to create memos and letters that are more appealing with fonts and graphic images.

February 18, 20 Spring Creek Campus J121 3:30 - 5:00

WordPerfect 5.0 - Advanced Features

Learn how to use advanced features such as outlining, indexing, formulas, and table of contents.

February 25, 27 Spring Creek Campus J121 3:30 - 5:00

Introduction to Lotus 123

Learn the fundamentals of spreadsheet design and editing.

April 1, 3 Spring Creek Campus J121 3:30 - 5:00

April 8, 10 Central Campus A208 3:30 - 5:00

Intermediate Lotus 123

Learn advanced features of Lotus such as macros and Allways.

April 15, 17 Spring Creek Campus J121 3:30 - 5:00

Introduction to Computers

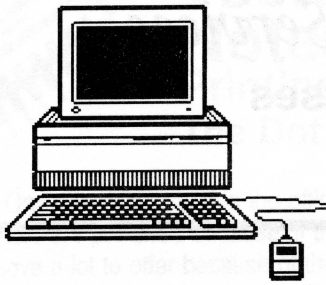
Learn the basics of how a computer works.

May 4, 6 Spring Creek Campus J121 3:30 - 5:00

Introduction to MS/DOS

Learn the basics of the Operating System on your computer.

May 11, 13 Spring Creek Campus J121 3:30 - 5:00



Academic Computing Services

Staff Development Courses

Spring 1991

Academic Computing Services will be offering microcomputer classes to CCCC full-time faculty and staff this fall. To register for these classes, please complete this form and return it to Academic Computing Services.

Class registration will be on a first come, first serve basis. If you are interested in more information on one of these courses, please call A.C.S. at extension 5766.

In order to be eligible to take one of these courses, you must have access on your workstation to the course software and you must have your director's approval. Return one form per class. You will be notified one week prior to the start of class.

Name: _____

Extension: _____

Division: _____

Class Title: _____

Director's Approval: _____