To: Participants in PADM 691: Micro-Computer Applications in Human Resource Management (Spring 1991)

From: Blue Wooldridge, Associate Professor

Date: January 1, 1991

Subject: PADM 691, course content

I am delighted to learn that apparently we will be sharing PADM 691 this spring. Since I am convinced that having skills in "Management Applications of Micro-computers" is a very important one in today's public sector, this course will involve completing the PC Personnel Management Projects contained in the workbook of the same name by Beutell and Schuler. This "workbook" is listed under PADM 691 in the Hibbs/VCU bookstore. <u>I would urge that you bring your copy of this "package" to the first class meeting, or, at least, be prepared to buy it during the break of that first class session.</u>

This is a <u>one</u>-credit course (students that want the regular three hours might want to do a PAD 697 Directed Research with me or, perhaps, Dr. Alimard, for the other two hours). This means that the course will meet only five times during the semester, on Wednesdays from 7:20 until 10 pm (the strange starting time is due to the fact that I'm teaching at City Hall from 4pm until 6:40!). The dates are as follows:

January 16th	February 13th
March 20th	April 10th
May 1st	

The class is scheduled to meet in Room 2126, Business Bldg.

Doing the PC projects will require a preliminary understanding of Lotus 1-2-3. If you do not have this understanding (being able to "boot-up"; pull up a worksheet; access the Command Menu; copy; etc.) you might want to acquire it, either before the first class, or during the first part of the semester. One way is to purchase the student edition of Lotus 1-2-3. This is available at the Bookstore, either under Bus 162 and/or general reference books.

Another strategy is to take the 1 semester hour course, <u>Bus 162</u> (which I completed in the Fall of 1989). Or you might sign up for one of the short courses in the Academic Computing Center, in the basement of the Library. You won't need much, and it's a good skill to have.

Looking forward to working with you.