Agency Spotlight

State Fund Automated Benefits
Information System

Term Contract Status
- Microcomputers
- Microcomputer Maintenance
- Laser Printers
- Management Information Systems Services

PC Corner
- QIC-80 Tape Backup Systems
- New Station Wire Standard for Token Ring
- ZIP!Tips "Mass-Mailing"

TECHTALK
- Modification Disk for 1-2-3 for DOS
- WordPerfect for Windows 5.2
- Now Supported by ISD
- Printing Directories in Windows
- Shortening Your Path

Calendar of Events

End Notes
- Clipper Users Group
- Polaroid Demo
- Submit Articles

ISD Network Assistance Center
444-2000

Training Information

Training Calendar
- Data Network/Mainframe Classes
- Microcomputer Classes
- Word Processing Classes
- Spreadsheet Classes
- Database Classes

State Fund Automated Benefits

Montana's State Fund intends to obtain a management information system utilizing image, text, and data processing to assist the Benefits Department in providing quick and efficient claim processing.

Prior to the last legislative session, the Board of Directors and State Fund management made decisions aimed at curbing State Fund's financial and growth problems. Reform legislation was drafted aimed at cost containment, improved workplace safety, and reductions in workers' compensation fraud and abuse. In addition, approval was requested and received from the legislature to embark upon a major investment in information technology.

An extensive feasibility study was performed. The purpose of the study was to determine data system needs and how they could best be satisfied. A team of knowledgeable staff from Benefits, Support, and MIS departments was assembled to perform the study, which took approximately six months to complete.

Their recommendation was to issue an RFP for development and implementation of the system. The Board of Directors approved and RFP development began. The RFP was issued on July 16th, the bidders conference was held August 12th, and completed bids are due on October 1st. The intent is to have a vendor on-site by December 1st.

The technology, in essence, allows for the capture of documents as "images" inside the computer. The "images" can then be indexed or filed for future retrieval along with other images needed to conduct business. These images can be stored using WORM technology; as "worms" (write once, read many), they cannot be altered.
once stored. Optical disks are used to accommodate the high volume storage requirements for these documents. The development of this technology, along with the dramatic drops in prices for disk storage, have made permanent and affordable document capture possible.

The new system, when implemented, will provide:

- full integration of data, text, image, calendaring, and messaging
- on-line or batch integration with IDMS
- full "routing" of documents and files
- pull-down menus of applications that will be fully windows-compatible with point-and-click functionality
- full "diary" and "prompting" functions
- error messaging and on-line, context-sensitive "help" functions
- the ability to re-engineer the business process and incorporate "right-sizing" philosophies

The hope is to gain dramatic time savings in finding files and obtaining information, and also being able to respond to claimants and other clients immediately, rather than waiting several days for file retrieval. Combined with the improved data system, this will allow a claim to be worked "pro-actively".

The long-term goal is to bring all business systems into this environment. Completion of the system progressively allows for the integration of other functions into this environment over the next five to six years, using state-of-the-art technology.

Term Contract Status

Microcomputers

DEC/WYLE

Digital Equipment Corporation (DEC) has recently made some changes that will effect its relationship with the State: there will no longer be a local service representative. Service calls will be handled by personnel from Three Forks and/or Missoula.

WYLE has also done some restructuring, and will not have a local marketing representative in place. Marketing efforts will now be centralized in Salt Lake City. If face-to-face meetings are needed, WYLE would be willing to send a person to Helena.

Also, Centauri, a part of WYLE, will be responsible for all ordering aspects of the term contract. All orders should be sent to:

WYLE/Centauri
Attn: Steve Priegal
15360 Barranca Parkway
Irvine, CA 92718

Steve’s phone number is (800) 356-9953, and the fax number is (714) 753-9988. Call Steve with availability, delivery times, and technical concerns.

DELL

All Dell systems on term contract are Performance Series only. Dell has another line of products called Dell Dimension. However, these systems are non-discountable and not added to the contract. All discounts are applicable to Dell Performance Systems and peripherals as noted in the contract; promotions are not included, as these are usually special offerings for limited times only. Agencies have the choice between the contract discount price or the promotional price. (This is true of all microcomputer term contract vendors.)

Dell will be sponsoring a seminar on September 9th at the Colonial, from 9 a.m. to 3 p.m. They will be demonstrating new products, giving some presentations, and answering any questions.

IBM

Addendum #6 has been issued for the Computerland/IBM term contract. If you need a copy of the latest prices, call Brett. If you have availability or product information questions, call Mike Price at 443-3200.
Microcomputer Maintenance

As a reminder, ISD has previously approved the following price increases on five monitors. Please note these changes on your price sheets:

<table>
<thead>
<tr>
<th>MFGR &amp; ITEM #</th>
<th>LVL 1</th>
<th>LVL 2</th>
<th>LVL 3</th>
<th>LVL 4</th>
<th>LVL 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 5151</td>
<td>56.40</td>
<td>47.00</td>
<td>32.90</td>
<td>29.61</td>
<td>27.97</td>
</tr>
<tr>
<td>GEN 5153</td>
<td>111.60</td>
<td>93.00</td>
<td>65.10</td>
<td>58.59</td>
<td>55.34</td>
</tr>
<tr>
<td>GEN 8503</td>
<td>45.60</td>
<td>38.00</td>
<td>28.50</td>
<td>25.65</td>
<td>24.23</td>
</tr>
<tr>
<td>GEN 8512</td>
<td>45.60</td>
<td>38.00</td>
<td>26.60</td>
<td>23.94</td>
<td>22.61</td>
</tr>
<tr>
<td>GEN 8513</td>
<td>45.60</td>
<td>38.00</td>
<td>26.60</td>
<td>23.94</td>
<td>22.61</td>
</tr>
</tbody>
</table>

If you need a copy of the latest maintenance prices, call Brett at 444-0515.

Laser Printers

New products and price changes have been incorporated into the Hewlett Packard laser printer term contract. The latest price list has been sent via electronic mail, and Addendum #2 has been issued. If you do not have a copy of the latest prices, call Brett at 444-0515. For technical questions or product availability, call Earl at ComputerLand (329-7660).

Management Information Systems Services

The MIS services contract has been signed and is available for agencies to use. This contract can be used if you are understaffed, if you feel it would be financially advantageous, if the contractor has better expertise, etc.

The contract is with BDM Technologies, Inc. Agencies are asked to contact BDM directly with their project needs. Contact Ernie DeHoyos at BDM (449-3410), to get the initial project parameters ironed out. Also, let ISD (Brett Boutin or Jeff Brandt) know all pertinent information relating to the project, so they can track the usage of this contract.

If you have general questions about this contract, call Brett at 444-0515. If you have questions as to the scope of this contract (i.e., technical specs, appropriate use, or legislative intent), call Jeff at 444-3988.

The following is a table showing the cost per hour for the MIS services:

<table>
<thead>
<tr>
<th>Consultant Services</th>
<th>Cost Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>State Office</td>
</tr>
<tr>
<td>Consultant</td>
<td>$120.00</td>
</tr>
</tbody>
</table>

Mainframe Analysis and Programming Services

| Systems Analyst     | $64.78        | $64.78        |
| Senior Programmer/Analyst | $51.83    | $51.83        |
| Programmer/Analyst  | $43.87        | $43.87        |

Microcomputer Analysis and Programming Services

| Systems Analyst     | $59.80        | $59.80        |
| Senior Programmer/Analyst | $49.84    | $49.84        |
| Programmer/Analyst  | $39.88        | $39.88        |

PC Corner

QIC-80 Tape Backup Systems

The need for large amounts of storage continues to grow as new applications demand more and more disk space. As the local hard disk becomes more important, the need to run regular backups becomes critical. It is no longer possible to back up an entire hard drive to disk. Now the most common way to run a backup is by using a tape drive.

There are currently three major tape drive technologies: 4mm Digital Audio Tape (DAT), 8mm video cassette tape, and Quarter-Inch Cartridge (QIC). DAT tapes can record a maximum of 1GB to 2GB on a mini-cartridge; 8mm tapes offer capacity up to 5GB. The QIC tape drives are not as fast as DAT or 8mm; however, they offer a good low-cost alternative for single-user workstations. QIC tapes hold between 120MB uncompressed data and 250MB compressed data, so they offer an excellent backup device for many desktop PCs with similar disk capacities. The relative low cost of these systems strengthens their position as a personal backup device.

Several tape backup systems are available that connect to the parallel port. Users can very easily transport the units from PC to PC and
run the backup. This allows the purchase of a single system for an entire work group. The other systems generally connect to the floppy disk drive controller, and are therefore dedicated to that machine.

Two recommended tape systems that connect to the host's floppy are Colorado Memory Systems Jumbo 250 and the Insight Talon 250. These cost about $220-$300. For a tape backup system that connects to the host's parallel port, one recommended product is the Colorado Memory Systems Trakker 250, at a cost of $548.

If you have any questions about QIC tape drive systems, contact Brett at 444-0515.

**New Station Wire Standard for Token Ring**

ISD has recently adopted, with approval from the Information Technology Managers' Group, a new standard for token ring/local area network station wiring.

The new standard, Type III Unshielded Twisted Pair Level V certified cable, will allow the State to comply with new industry standards ensuring ongoing technical support for applications requiring high data speeds. The new media will allow data transmission speeds of up to 100 MB without a cable replacement process and will provide increased operational reliability of the State network. The life expectancy of the cable plant will be longer as well.

Whenever possible, ISD will recommend use of the Level V wiring in new LAN's. It is not possible to mix the Level V media with existing Type III or Type I networks; therefore, wiring requests will be reviewed on an individual basis to ensure compatibility with existing wire types. The cost of new duplex (voice and data) jacks using the Level V wire will be $130.00. As in the past, agencies are responsible for the cost of the cable installation.

For additional information, please contact Carl Hotvedt, Telecom Operations Manager, at 444-2586.

**ZIP!Tips "Mass-Mailing"**

The ZIP!Mail system can handle mass-mailings, but due to the heavy volume of traffic, it is necessary to notify ISD beforehand so servers can be monitored. Occasionally, agencies' servers are not attached and hundreds of pieces of mail could start backing up. Therefore, please call the Network Assistance Center at 444-2000 to schedule any upcoming mass-mailings.

There are approximately 1684 users listed in the ZIP!Mail Address Book, some using different mail systems (i.e., DEC, EMC²/TAO PCLINK, PS/PC). You cannot send a document with an attached message to a DEC mail user (employees in DNRC, Transportation, University units and the Bozeman FW&P office). Due to a DEC system problem, when a ZIP!Mail message is attached, the file received will be corrupt. However, you can still use the 60-character "SUBJECT" field. (To determine what mail system a user is on, use the "SHOW" function in the ZIP!Mail Address Book--DEC users will have an MRS01 address.)

The maximum number of recipients that can be selected simultaneously is 256. Your note needs to be sent seven (7) times to accomplish a complete distribution.

If you have any question regarding ZIP!Mail mass-mailings, please call Kyle Wynn at 444-2859, or Sue Skuletich at 444-1392.

**TECHTALK**

**Modification Disk for 1-2-3 for DOS**

Are you a current user of 1-2-3 for DOS Release 3.1 or 3.1+, and have you recently purchased or are you planning to purchase a new PC? If so, please read on!

Lotus has created a modification disk for 1-2-3 for DOS Release 3.1 and 3.1+. This modification disk addresses a compatibility issue with
certain new computers based on IBM PS/2 architecture with 486 or 386SLC CPU chips or with AOX CPU accelerators. ISD has determined that the IBM Model 9556 fits into this category. Without applying this modification, you may experience performance degradation, keyboard irregularities, or lockups when using 1-2-3 Release 3.1/3.1+ on these new machines.

The modification disk will update your 123DOS.EXE file located in your 1-2-3 program directory. This modification was designed for 1-2-3 Release 3.1 or 3.1+. It will not work on, and is not needed, for any other release of 1-2-3.

In some cases the modification disk does not perform all of the necessary changes. If 1-2-3 still does not work properly, you may need to manually include a /s startup option on the 123.EXE line in the batch file which starts 1-2-3 (example: 123 -s). Make sure that you use a lower case "s" rather than an upper case "S" for this startup option. This startup option disables 1-2-3 from looking for a math co-processor. Lotus 1-2-3, by default, will automatically look for one, but if it is not compatible, then 1-2-3 will not work properly. Lotus says that disabling the math co-processor will not decrease performance.

If you are running Windows 3.1, and are using the hot keys ALT-TAB or ALT-ESC to swap out of Lotus 1-2-3 Release 3.1 to run other software and then go back into 1-2-3 Release 3.1 and the screen display appears unusual, try the following solution. Choose another display driver in Windows Setup. The XGA (640 x 480, 256 color) display driver works well. You may also need to exclude a memory range for the driver in the EMM386 line of your CONFIG.SYS file. For the above driver, exclude the range D900-DFFFF. This new driver made the fonts in Windows hard to read, so you may also wish to modify your WIN.INI file to set up a font which is more readable. (See page 2 of October 1992 ISD News & Views for information on how to do this.)

If you have any questions concerning this modification, or you would like to get a copy of the Lotus modification files, please call Irv Vavruska at 444-2858. If you have any ques-
tions concerning Lotus 1-2-3, please contact either Irv Vavruska or Jerry Kozak at 444-2907.

WordPerfect for Windows 5.2 Now Supported by ISD

ISD has selected WordPerfect for Windows 5.2 as the State standard Windows word processor. If you are using a DOS-based version of WordPerfect, ISD will still provide full support for Wordperfect 5.0 and 5.1.

WordPerfect for Windows is entirely compatible with previous versions of WordPerfect. The file format is exactly the same as WordPerfect 5.1 for DOS. Therefore, existing WordPerfect documents will not require conversion.

WordPerfect for Windows provides Dynamic Data Exchange (DDE), and Object Linking and Embedding (OLE) for integration of files created in other Windows applications.

WordPerfect for Windows utilizes the graphical user interface (GUI) of the Windows environment and a property referred to as WYSIWYG "what-you-see-is-what-you-get". WYSIWYG provides instantaneous visual feedback to the user. For example, using WordPerfect for Windows, if you change the typeface of a paragraph to Italic Bold 14 point, the paragraph is displayed on screen as **Italic Bold 14 point**. Graphic images are also displayed on screen, which will simplify document editing and creation.

WordPerfect for Windows features a customizable Button Bar—a graphical bar with buttons. The Button Bar offers quick access to some of the most common WordPerfect commands with a single click of the mouse. The Button Bar can be customized to add commands that are used frequently and to remove ones that are seldom used.

WordPerfect's Button Bar gives the user a choice of displaying the icons as a picture (graphic), as text, or a combination of a picture and text. The addition of text to the icons alleviates any confusion caused by not recognizing the graphics on the Button Bar.
WordPerfect for Windows also provides a ruler, displayed on screen, that allows the user to change tabs, font sizes, styles, zoom sizes, justification, and line spacing, and to create tables—all with the click of a mouse.

WordPerfect for Windows offers two different keyboard configurations: the default CUA (Common User Access) keyboard which allows the user to take advantage of keystrokes that are common to all Windows applications, or the WordPerfect 5.1 for DOS keyboard, which will allow a smooth transition for users familiar with WordPerfect for DOS keystrokes.

If you have any questions concerning WordPerfect for Windows, please call Kyle Wynn at 444-2859, or Sue Skuletich at 444-1392, both from End User Computing.

Printing Directories in Windows

One shortcoming of Windows is that there is no built-in mechanism to print file directory listings. There are cumbersome ways to print directory listings (such as dropping into DOS and executing the DOS DIR command redirected to a printer), but no easy way to do it within Windows—until now.

ISD/EUC is making available a free Windows add-on that allows printing of directories from within Windows. DIRPRINT runs as a Windows application with all the usual Windows capabilities. It is easy to install and uses dialogue boxes, scroll bars, and selection criteria in the usual Windows manner. It has some interesting options as well, such as a "DISKS" option that indicates how many diskettes of varying types it would take to store the selected files. One detail that needs improvement is that DIRPRINT prints only to your Windows default printer; there is no dialogue to send output to other printers. So if you need to print a directory on a secondary printer, you must change your Windows default printer assignment. Other than that oversight, this is a useful application, and you can’t beat the price.

If you would like a copy of DIRPRINT, please contact Denny Knapp of End User Computing, at 444-2072.

Shortening Your Path

Most programs being installed on computers want or need their own directories on the DOS PATH statement. Soon you end up with a PATH that's longer than DOS permits. Most users want the PATH to lead to their most frequently used software. To be sure a favorite utility will be available everywhere, its directory is always put in the PATH.

One possible solution to this problem is to use the SUBST command in your autoexec.bat file and replace the long path names with drive letters. So, instead of

Path c: \windows\work\lotus;...

You can use

SUBST E: C: \windows\work\lotus;

The new path would be...

Path E:\;

For DOS 5.0, the DOSKEY utility can be used to create a macro for the program to be executed.

For example: At the C: prompt

type DOSKEY: ED=C: \system\util\edit.comn

To execute the program later, just type ED

This works just as well for starting a program from any directory, but it has additional advantages. First, it lets you shorten the PATH, and second, it's much faster. However, some programs may need to be on the PATH to find their files—but for most programs, a DOSKEY macro works just fine.

If you have any questions, contact Jerry Kozak at 444-2907 or Irv Vavruska at 444-2858.
Calendar of Events

September 8 - Information Technology Manager's Group (ITMG) meeting.

September 9 - Dell Computer Corporation demonstration, Colonial Inn at 9 a.m. to 3 p.m.

Submit Articles

If you'd like to submit an article to News and Views for publication, please send it to Dan Mossman or Brett Boutin, either by Zip!Mail or regular mail. The following schedule provides dates that articles must be received by in order to be included in the corresponding issue:

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>09/17/93</td>
</tr>
<tr>
<td>November</td>
<td>10/20/93</td>
</tr>
</tbody>
</table>

ISD Network Assistance Center: 444-2000

Have a problem? Need ISD assistance or support for any of your information processing needs--either voice or data? The central contact point is the ISD Network Assistance Center.

End Notes

Clipper Users Group

A Clipper Users Group is being organized for State employees. Some of the possible goals of the group are: sharing code and techniques, keeping current with new developments in the language, and developing an interface to the new State database standard.

Those interested in participating in the group should contact Jim Senkler at 444-0537.

Polaroid Demo

The Department of Fish, Wildlife & Parks is bringing in a representative from Polaroid to provide a demonstration on their Digital Palette. Digital Palette allows users to create 35mm slides at their desk in minutes.

Sometimes black and white transparencies or flipcharts do not convey information the way we want them to. Color images add impact to a presentation, whether it's for trying to obtain funding or to provide information to the public.

FW&P has not yet scheduled the demonstration. If you have questions, or are interested in attending, please contact Melanie Coughlin of FW&P (444-2062). When the time and place are determined, she can notify you, either through Zip!Mail or by telephone.

880 copies of this public document were printed at a cost of $264.
Distribution costs are $18.25.
28 copies of this document were distributed electronically at no cost.
Editors: Dan Mossman and Brett Boutin
All classes will be held in Room 210 at the Helena Vo-Tech center at 1115 N. Roberts, unless another location is specified. Please note that these costs are subject to change each July 1st.

To enroll in a class, you must send or deadhead an enrollment application to the State Training Center, HVTC, Helena, MT 59601. If you have questions about enrollment, please call 444-6800. Once you enroll in a class, the full fee will be charged UNLESS you cancel at least three business days before the first day of class.

The classes available and their costs are as follows:

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Cost</th>
<th>Length in Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>*MVS\ESA - Differences from MVS\XA</td>
<td>FREE</td>
<td>¼</td>
</tr>
<tr>
<td>*Introduction to TSO/SPF</td>
<td>$85.00</td>
<td>1</td>
</tr>
<tr>
<td>*Introduction to JCL (Job Control Language)</td>
<td>$340.00</td>
<td>4</td>
</tr>
<tr>
<td>*Introduction to CICS Programming</td>
<td>**</td>
<td>5</td>
</tr>
<tr>
<td>*Introduction to IDMS Database Programming</td>
<td>**</td>
<td>5</td>
</tr>
<tr>
<td>*IDMS ADS/Online</td>
<td>**</td>
<td>5</td>
</tr>
<tr>
<td>*Introduction to CULPRIT</td>
<td>$255.00</td>
<td>3</td>
</tr>
<tr>
<td>*Subscripting in CULPRIT</td>
<td>FREE</td>
<td>¼</td>
</tr>
<tr>
<td>*CULPRIT Programming for IDMS</td>
<td>$170.00</td>
<td>2</td>
</tr>
<tr>
<td>*Introduction to SAS: Module 1</td>
<td>21.25</td>
<td>¼</td>
</tr>
<tr>
<td>Module 2</td>
<td>21.25</td>
<td>¼</td>
</tr>
<tr>
<td>Module 3</td>
<td>212.50</td>
<td>2½</td>
</tr>
<tr>
<td>*Novell Network Administration</td>
<td>$170.00</td>
<td>2</td>
</tr>
<tr>
<td>*Novell NetWare System Manager</td>
<td>**</td>
<td>3</td>
</tr>
<tr>
<td>*Novell NetWare Advanced System Manager</td>
<td>**</td>
<td>3</td>
</tr>
<tr>
<td>*Novell Netware Service &amp; Support</td>
<td>**</td>
<td>5</td>
</tr>
<tr>
<td>PC Maintenance</td>
<td>$170.00</td>
<td>2</td>
</tr>
<tr>
<td>PC Memory Management</td>
<td>$170.00</td>
<td>2</td>
</tr>
<tr>
<td>*Windows Purchase, Installation and Use Considerations</td>
<td>FREE</td>
<td>¼</td>
</tr>
<tr>
<td>*Windows for the Technical Support Team</td>
<td>**</td>
<td>2</td>
</tr>
<tr>
<td>Beginning Microcomputer Skills</td>
<td>$85.00</td>
<td>1</td>
</tr>
<tr>
<td>Fundamentals of DOS</td>
<td>$85.00</td>
<td>1</td>
</tr>
<tr>
<td>Intermediate DOS</td>
<td>$85.00</td>
<td>1</td>
</tr>
<tr>
<td>Introduction to Novell Networks</td>
<td>$170.00</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Windows</td>
<td>$85.00</td>
<td>1</td>
</tr>
<tr>
<td>*CorelDraw</td>
<td>$85.00</td>
<td>1</td>
</tr>
<tr>
<td>CorelChart</td>
<td>$42.50</td>
<td>½</td>
</tr>
<tr>
<td>CorelShow</td>
<td>$42.50</td>
<td>½</td>
</tr>
<tr>
<td>Introduction to Quickref/Docview</td>
<td>FREE</td>
<td>¼</td>
</tr>
<tr>
<td>Introduction to WordPerfect (5.0 or 5.1)</td>
<td>$127.50</td>
<td>1½</td>
</tr>
<tr>
<td>Advanced Features of WordPerfect 5.2</td>
<td>$127.50</td>
<td>1½</td>
</tr>
<tr>
<td>*WordPerfect Complex Document Functions</td>
<td>$42.50</td>
<td>½</td>
</tr>
<tr>
<td>*More WordPerfect Complex Document Functions</td>
<td>$42.50</td>
<td>½</td>
</tr>
<tr>
<td>*WordPerfect 5.1 Tables</td>
<td>$42.50</td>
<td>½</td>
</tr>
<tr>
<td>*WordPerfect 5.1 Columns and Math Functions</td>
<td>$42.50</td>
<td>½</td>
</tr>
<tr>
<td>*WordPerfect 5.1 Graphics</td>
<td>$85.00</td>
<td>1</td>
</tr>
<tr>
<td>WordPerfect Merge and Sort Functions</td>
<td>$42.50</td>
<td>½</td>
</tr>
<tr>
<td>Course Description</td>
<td>Price</td>
<td>Quantity</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------</td>
<td>-------</td>
<td>----------</td>
</tr>
<tr>
<td>WordPerfect 5.1 Macros</td>
<td>85.00</td>
<td>1</td>
</tr>
<tr>
<td>*WordPerfect 5.1 Tips and Tricks</td>
<td>FREE</td>
<td>¼</td>
</tr>
<tr>
<td>*Conversion from WordPerfect 5.0 to 5.1</td>
<td>FREE</td>
<td>¼</td>
</tr>
<tr>
<td>Conversion to WP 5.2 for Windows</td>
<td>42.50</td>
<td>½</td>
</tr>
<tr>
<td>Desktop Publishing for WP</td>
<td>85.00</td>
<td>1</td>
</tr>
<tr>
<td>Spreadsheet Design and Documentation</td>
<td>85.00</td>
<td>1</td>
</tr>
<tr>
<td>*Conversion from Lotus 1-2-3 Rel.2.2 to Rel.3.1</td>
<td>FREE</td>
<td>¼</td>
</tr>
<tr>
<td>Introduction to Lotus 1-2-3, (Release 2.3 or 3.1)</td>
<td>170.00</td>
<td>2</td>
</tr>
<tr>
<td>Intermediate Lotus 1-2-3, (Release 2.3 or 3.1)</td>
<td>85.00</td>
<td>1</td>
</tr>
<tr>
<td>*Lotus 1-2-3 WYSIWYG Features (Release 2.3 or 3.1)</td>
<td>42.50</td>
<td>½</td>
</tr>
<tr>
<td>*Lotus 1-2-3 Graphics (Release 2.3 or 3.1)</td>
<td>42.50</td>
<td>½</td>
</tr>
<tr>
<td>*Lotus 1-2-3, Release 3.1, 3-Dim. Spreadsheets</td>
<td>42.50</td>
<td>½</td>
</tr>
<tr>
<td>*Lotus 1-2-3 Printing (Release 2.3 or 3.1)</td>
<td>42.50</td>
<td>½</td>
</tr>
<tr>
<td>*Lotus 1-2-3 for Windows Conversion</td>
<td>FREE</td>
<td>¼</td>
</tr>
<tr>
<td>Freelance for Windows</td>
<td>85.00</td>
<td>1</td>
</tr>
<tr>
<td>*Freelance for Windows - Conversion</td>
<td>FREE</td>
<td>¼</td>
</tr>
<tr>
<td>Lotus 1-2-3 Macros (Release 2.2, 2.3, or 3.1)</td>
<td>170.00</td>
<td>2</td>
</tr>
<tr>
<td>*Introduction to Lotus 1-2-3 Database Features</td>
<td>170.00</td>
<td>2</td>
</tr>
<tr>
<td>*Introduction to PFS:Professional File, Ver. 2.0</td>
<td>85.00</td>
<td>1</td>
</tr>
<tr>
<td>*Micro Database Concepts and Design</td>
<td>85.00</td>
<td>1</td>
</tr>
<tr>
<td>*Introduction to R:Base, Release 3.1</td>
<td>212.50</td>
<td>2½</td>
</tr>
<tr>
<td>*Advanced R:Base Release 3.1</td>
<td>170.00</td>
<td>2</td>
</tr>
<tr>
<td>R:Base Query and Reports (Rel. 3.1)</td>
<td>85.00</td>
<td>1</td>
</tr>
<tr>
<td>*R:Base Views (Rel. 3.1)</td>
<td>FREE</td>
<td>¼</td>
</tr>
<tr>
<td>*Intermediate R:Base (Rel. 3.1)</td>
<td>170.00</td>
<td>2</td>
</tr>
<tr>
<td>*State Telephone Training</td>
<td>FREE</td>
<td>¼</td>
</tr>
<tr>
<td>*Oriention to State's Computer Center</td>
<td>FREE</td>
<td>¼</td>
</tr>
<tr>
<td>*Introduction to IBM's Library Reader</td>
<td>FREE</td>
<td>¼</td>
</tr>
</tbody>
</table>

* This class is not scheduled during the time covered in this issue.
# Training Calendar

## Data Network/Mainframe Classes

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 22</td>
<td>a.m.</td>
<td>Introduction to IBM Library Reader</td>
</tr>
<tr>
<td>September 22</td>
<td>p.m.</td>
<td>Introduction to Quick-ref/Docview</td>
</tr>
<tr>
<td>October 21</td>
<td>a.m.</td>
<td>Introduction to IBM Library Reader</td>
</tr>
<tr>
<td>October 22</td>
<td>a.m.</td>
<td>Introduction to Quick-ref/Docview</td>
</tr>
<tr>
<td>Nov. 16 &amp; 17</td>
<td></td>
<td>Introduction to Novell Networking</td>
</tr>
<tr>
<td>Nov. 30 a.m.</td>
<td></td>
<td>Introduction to IBM Library Reader</td>
</tr>
<tr>
<td>Nov. 30 p.m.</td>
<td></td>
<td>Introduction to Quick-ref/Docview</td>
</tr>
</tbody>
</table>

## Microcomputer Classes

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 9</td>
<td></td>
<td>Desktop Publishing for WordPerfect</td>
</tr>
<tr>
<td>September 16</td>
<td></td>
<td>Introduction to Windows</td>
</tr>
<tr>
<td>September 23</td>
<td></td>
<td>Freelance for Windows</td>
</tr>
<tr>
<td>October 14</td>
<td></td>
<td>Intermediate DOS</td>
</tr>
<tr>
<td>October 20</td>
<td></td>
<td>Introduction to Windows</td>
</tr>
<tr>
<td>October 27,28</td>
<td></td>
<td>PC Maintenance</td>
</tr>
<tr>
<td>November 1</td>
<td></td>
<td>Beginning Microcomputer Skills</td>
</tr>
<tr>
<td>November 3 a.m.</td>
<td></td>
<td>CorelChart</td>
</tr>
<tr>
<td>November 3 p.m.</td>
<td></td>
<td>CorelShow</td>
</tr>
<tr>
<td>November 4</td>
<td></td>
<td>PC Memory Management</td>
</tr>
<tr>
<td>November 22</td>
<td></td>
<td>Introduction to DOS</td>
</tr>
<tr>
<td>November 23</td>
<td></td>
<td>Intermediate DOS</td>
</tr>
</tbody>
</table>

## Word Processing Classes

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 28, 29</td>
<td></td>
<td>Introduction to WordPerfect</td>
</tr>
<tr>
<td>September 30</td>
<td></td>
<td>WordPerfect Merge &amp; Sort</td>
</tr>
<tr>
<td>September 30</td>
<td></td>
<td>WordPerfect Macros</td>
</tr>
<tr>
<td>October 1 a.m.</td>
<td></td>
<td>Conversion to WordPerfect 5.2 (Windows)</td>
</tr>
<tr>
<td>October 6, 7</td>
<td></td>
<td>Advanced Features of WordPerfect</td>
</tr>
<tr>
<td>October 13 a.m.</td>
<td></td>
<td>Conversion to WordPerfect 5.2 (Windows)</td>
</tr>
<tr>
<td>October 26 a.m.</td>
<td></td>
<td>Conversion to WordPerfect 5.2 (Windows)</td>
</tr>
<tr>
<td>November 8</td>
<td></td>
<td>Conversion to WordPerfect 5.2 (Windows)</td>
</tr>
<tr>
<td>November 9,10</td>
<td></td>
<td>Advanced Features of WordPerfect for Windows 5.2</td>
</tr>
<tr>
<td>November 18</td>
<td></td>
<td>Conversion to WordPerfect 5.2 (Windows)</td>
</tr>
</tbody>
</table>

## Spreadsheet Classes

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 8</td>
<td></td>
<td>Spreadsheet Design &amp; Documentation</td>
</tr>
<tr>
<td>Sept. 14,15</td>
<td></td>
<td>Introduction to Lotus</td>
</tr>
<tr>
<td>Sept. 20, 21</td>
<td></td>
<td>Lotus Macros</td>
</tr>
<tr>
<td>October 19</td>
<td></td>
<td>Intermediate Lotus</td>
</tr>
</tbody>
</table>

## Database Classes

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 5</td>
<td></td>
<td>R:Base Query &amp; Reports</td>
</tr>
</tbody>
</table>
**Data Network/Mainframe Classes**

**INTRODUCTION TO I.B.M.'s LIBRARY READER:** presented by Denny Knapp of the Application Services Bureau

**DATES & TIMES:**
- September 22, 1993 9 a.m. to 11 a.m.
- October 21, 1993 9 a.m. to 11 a.m.
- November 30, 1993 9 a.m. to 11 a.m.

**PREREQUISITE:** None

**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This free class will provide an introduction to the I.B.M. Online Library Reader software soon to be made available on the State personal computer network. Library Reader provides the ability to access, on-line from your workstation, the I.B.M. mainframe hardware and software manuals. This will greatly reduce the need for hard copy mainframe manuals. Library Reader provides several advanced capabilities such as indexed or approximate searches, hypertext linking, logical grouping of manuals into "bookshelves", user entered "margin notes", and much, much more. This session will have some hands-on work so class sizes will be limited.

**INTRODUCTION TO QUICK-REF/DOCVIEW:** presented by Dave Howse of the Application Services Bureau

**DATES & TIMES:**
- September 22, 1993 1:00 p.m. to 3:00 p.m.
- October 22, 1993 9:00 a.m. to 11:00 a.m.
- November 30, 1993 1:00 p.m. to 3:00 p.m.

**PREREQUISITE:** Working knowledge of TSO/SPF

**LOCATION:** Working knowledge of TSO/SPF

This class is designed to introduce the QUICK-REF and the CA-DOCVIEW system to mainframe users. QUICK-REF is a "pop-up" quick reference tool for ISPF users. It provides rapid access to a variety of reference information, without forcing the ISPF user to interrupt their current session. The type of information provided includes, but is not limited to, the following: MVS JCL syntax, Assembler Language syntax, MVS messages and codes, TSO command syntax, MVS reference summary, TSO Clist syntax, VTAM messages, JES2 syntax, DASD free space info, CICS messages and codes, COBOL syntax, and various independent software vendors messages. Participants will go through the fundamentals of using QUICK-REF in a real-time, hands-on session.

CA-DOCVIEW contains reference information on products supplied by Computer Associates, such as IDMS, Tape Management System, and ACF2. CA-DOCVIEW is available to mainframe users form the U option of ISPF. CA-DOCVIEW provides online access to information normally available only in hard-copy manuals. Participants will go through the fundamentals of using CA-DOCVIEW in a real-time, hands-on session.

**INTRODUCTION TO NOVELL NETWORKING:** presented by the staff of the Helena Vo-Tech Center

**DATE:** November 16 and 17, 1993

**TIME:** 8:30 a.m. to 4:30 p.m.

**PREREQUISITE:** Intermediate DOS

**LOCATION:** Helena Vo-Tech Center, 1115 North Roberts, Room 210
This class will introduce students to the basic concepts of networking in the Novell 3.11 environment. Students will learn how to oversee the operation of a Novell network including managing hardware and software as well as how to set up users, directories, and security. It is important to understand that this course is not part of the CNE certification.

Microcomputer Classes

PC MAINTENANCE: presented by the staff of the Helena Vo-Tech

DATE: October 27 and 28, 1993
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Working knowledge of DOS
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This course is designed to give participants insight into normal routine maintenance of the personal computer. Topics covered will be internal diagnostics, add-on cards, memory management, systems upgrades, hard disk performance tips, and routine troubleshooting techniques.

MEMORY MANAGEMENT: presented by the staff of the Helena Vo-Tech Center

DATE: November 4, 1993
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Intermediate DOS and Introduction to Windows
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will students an opportunity to work with memory configurations on the PC. Extended memory and expanded memory will be discussed. Other topics covered will be device drivers, disk caches, RAM disks, and configuring Windows. Some time will also be spent on interactive batch files.

BEGINNING MICROCOMPUTER SKILLS: presented by the staff of the Helena Vo-Tech Center

DATE: November 1, 1993
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Intermediate DOS and Introduction to Windows
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This course will give participants brief hands-on experience with microcomputers. The following topics will be covered:

- The Machine
- The Operating System
- Word Processing
- Spreadsheets and Graphics
- File Management
- Communications

Most class time will be spent using microcomputers and software. This course helps develop a positive attitude toward using microcomputers and teaches their basic functions. This class—or its equivalent—is a prerequisite for our other microcomputer courses.
FUNDAMENTALS OF DOS: presented by the staff of the Helena Vo-Tech Center

DATE: September 2, 1993
November 22, 1993

TIME: 8:30 a.m. to 4:30 p.m.

PREREQUISITE: Beginning Microcomputer Skills

LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

"Fundamentals of DOS" is intended for microcomputer users who need to know more about controlling the microcomputer through its operating system. Programming experience is NOT required. Topics to be covered include:

- What is DOS? Why is it necessary to know about it?
- DOS names for peripherals
- File naming
- Set-up files such as CONFIG.SYS
- Internal DOS commands - DIR, ERASE, RENAME, TYPE, COPY and their variations
- External commands - FORMAT, SYS, DISKCOPY, CHKDSK, MODE
- Interpreting batch files
- Backup procedures

INTERMEDIATE DOS: presented by the staff of the Helena Vo-Tech Center

DATE: October 14, 1993
November 23, 1993

TIME: 8:30 a.m. to 4:30 p.m.

PREREQUISITE: Fundamentals of DOS or equivalent

LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class is designed to follow the "Fundamentals of DOS" class and to give the user a better understanding of and increased ability to use DOS. It is not designed for programmers and does not cover all the advanced features of the operating system. The following topics are covered:

- ATTRIB
- Batch File Creation
  - EDLIN
  - Batch file commands
- DISKCOMP
- Filters (FIND, MORE)
  - JOIN
  - LABEL
  - MODE
  - REPLACE
  - SELECT
  - XCOPY

INTRODUCTION TO WINDOWS: presented by the staff of the Helena Vo-Tech Center

DATE: September 16, 1993
October 20, 1993

TIME: 8:30 a.m. to 4:30 p.m.

PREREQUISITE: Beginning Microcomputer Skills or three months of daily microcomputer use

LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This course is a general introduction to Windows. It will cover the basics and show how Windows makes other applications easier to use and more productive. Topics will include:

- What are Windows - multi-tasking and task switching
- Using DOS applications
- Using Windows accessories and features
- Screen, window and menu navigation
• Window sizing and movement
• Customization

This course will not include training for system administrators and programmers. It will not cover Windows installation, maintenance or advanced features such as use for programming and file/directory management.

CORELSHOW 3.0 FOR WINDOWS: presented by the staff of the Helena Vo-Tech Center

DATE: November 3, 1993
TIME: 1:00 p.m. to 4:30 p.m.
PREREQUISITE: Familiarity with DOS, Windows, and CorelDRAW
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will give users of CorelDraw an opportunity to continue to build expertise in the component of CorelSHOW!. Students will learn to integrate drawings, charts, and other art for the purpose of creating a presentation. The presentation could be a computer screen show or a timed display. The presentation could also be recorded on slides, overhead transparencies, or paper.

CORELCHART 3.0 FOR WINDOWS: presented by the staff of the Helena Vo-Tech Center

DATE: November 3, 1993
TIME: 8:30 a.m. to 12:30 p.m.
PREREQUISITE: Familiarity with DOS, Windows, and CorelDRAW
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will give users of CorelDraw an opportunity to continue to build expertise in the component of CorelCHART. Students will learn to create up to 12 basic chart types using data imported from spreadsheet and database programs, or entered directly into CorelChart. The charts will then be imported into CorelDraw for presentations or publications.

Word Processing Classes

INTRODUCTION TO WORDPERFECT: presented by the staff of the Helena Vo-Tech Center

DATES: July 29 and 30, 1993
September 28 and 29, 1993
TIMES: 8:30 a.m. to 4:30 p.m. on first day
8:30 a.m. to noon on second day
PREREQUISITE: Beginning Microcomputer Skills or equivalent
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class is a generic introduction to WordPerfect for new users of release 5.0 or 5.1. Experience with WordPerfect is not necessary. Participants will go through the fundamentals of creating, formatting, editing and printing documents. Some advanced features will also be covered, including checking spelling, finding a word or phrase, marking blocks of text, moving text and listing/retrieving document files.
ADVANCED FEATURES OF WORDPERFECT 5.0: presented by the staff of the Helena Vo-Tech Center

DATE: October 6 and 7, 1993
TIME: 8:30 a.m. to 4:30 p.m. on first day
8:30 a.m. to noon on second day
PREREQUISITE: Introduction to WordPerfect 5.0 and Introduction to Windows
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

For those already using WordPerfect 5.0, the advanced class will cover footnotes, column generation, sorting capabilities, dual document editing, font changes within a document, creation of style sheets and master documents, keyboard layout, the compose function and graphics.

ADVANCED WORDPERFECT 5.2 FOR WINDOWS: presented by the staff of the Helena Vo-Tech Center

DATE: November 9 and 10, 1993
TIME: 8:30 a.m. to 4:30 p.m. on first day
8:30 a.m. to noon on second day
PREREQUISITE: Introduction to WordPerfect 5.0 and Introduction to Windows
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

For those already using WordPerfect for Windows 5.2, the advanced class will cover footnotes, column generation, sorting capabilities, dual document editing, font changes within a document, creation of style sheets and master documents, keyboard layout, the compose function and graphics.

WORDPERFECT MERGE AND SORT FUNCTIONS: presented by the staff of the Helena Vo-Tech Center

DATE: Sept. 30, 1993
TIME: 8:30 a.m. to noon
PREREQUISITE: Introduction to WordPerfect 5.0 or 5.1
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will cover the file merge and sort features of WordPerfect. Students currently using WordPerfect 5.0 or 5.1 will have hands-on practice with the steps needed to generate files sorted in a variety of ways. They will also learn to merge primary and secondary files for mass mailings, for example, and to set up files for keyboard merges.

WORDPERFECT 5.1 MACROS presented by the staff of the Helena Vo-Tech Center

DATE: September 30, 1993
TIME: 1:00 p.m. to 4:30 p.m.
PREREQUISITE: Introduction to WordPerfect 5.0 or 5.1
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This is a seminar class that will cover the theory and construction of basic WordPerfect macros. Class will begin with simple hot key and named macros and proceed through the introductory level of the macro language. Special macros will be created such as capturing inside addresses for printing envelopes and building simple menus for lists of commonly used tasks. Students are encouraged to bring examples of tasks for instructor assisted class projects.
DESKTOP PUBLISHING WITH WORDPERFECT 5.1: presented by the staff of the Helena Vo-Tech Center

DATE: September 9, 1993
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Beginning Microcomputer Skills
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will combine all the essential elements of desktop publishing--text, graphic images, and page design and layout--to create and print professional-looking documents with WordPerfect 5.1. Students will work with fonts and type sizes, kerning, multicolumn formats, graphic lines, graphic boxes, and graphic images. Also covered will be use of the scanner to produce graphic images.

Spreadsheet Classes

SPREADSHEET DESIGN AND DOCUMENTATION: presented by the staff of the Helena Vo-Tech Center

DATE: September 8, 1993
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Introduction to Lotus 1-2-3
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will emphasize the importance, effectiveness, and the organizational benefits of good spreadsheet design and documentation. Lotus 1-2-3 Release 2.2 will be used to demonstrate good and bad techniques. Some common methods for solving logic problems and locating design and programming mistakes will be covered.

INTRODUCTION TO LOTUS 1-2-3, RELEASE 2.4: presented by the staff of the Helena Vo-Tech Center

DATE: September 14 & 15, 1993
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Beginning Microcomputer Skills
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class is a generic introduction to Lotus 1-2-3 for persons with little or no Lotus experience. It will consist of instructions and hands-on practice, with lab time available for building spreadsheets of the participants' choosing.

The class will cover design, creation, printing and editing of spreadsheets. Additional topics will include selected graphic features, the use of formulae to connect spreadsheets, and the opening of multiple files at the same time. Students will learn about new WYSIWYG (What You See Is What You Get) features of Releases 2.3 and 3.1 such as enhanced printing of spreadsheets and graphs.

INTERMEDIATE LOTUS 1-2-3, RELEASE 2.3 OR 3.1: presented by the staff of the Helena Vo-Tech Center

DATE: October 19, 1993
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Introduction to Lotus 1-2-3
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210
This course is intended for users of Release 2.3, 3.1 or 3.1+. It covers intermediate features of Lotus 1-2-3 for those who are familiar with Lotus basics. It consists of instructions and hands-on practice, with lab time available for building spreadsheets of the students' choosing.

The following topics will be presented:

- @ functions
- Date and time formats and functions
- Ranges--naming, hiding and protecting ranges; using range commands
- Global defaults
- Titles, windows and text editing

Time permitting, the following topics will be covered with some hands-on practice:

- Selected file functions and file linking
- Magellan Viewer Addin (available in Releases 2.3 and 3.1+ only)
- Auditor Addin (available in Releases 2.3 and 3.1+ only)

**LOTUS 1-2-3 MACROS:** presented by the staff of the Helena Vo-Tech Center

**DATES:** September 20 and 21, 1993

**TIMES:** 8:30 a.m. to 4:30 p.m. each day

**PREREQUISITE:** Beginning and Advanced Lotus 1-2-3 Release 2.2

**LOCATION:** Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class is designed for those who want to learn about Lotus 1-2-3 macros. It will consist of instruction, demonstrations, and hands-on practice with lab time available to build spreadsheets of participant's choosing. The class will concentrate on using 1-2-3 Release 2.3 to design, create, and edit macros to perform simple operations or redundant tasks. The material covered will apply to all releases of Lotus 1-2-3 (2.2, 2.3, and 3.1). It will include writing and debugging macros, using the keystroke recorder, and using advanced macro commands.

---

**Database Classes**

**R:BASE QUERY AND REPORTS, RELEASE 3.1:** presented by the staff of the Helena Vo-Tech Center

**DATE:** October 5, 1993

**TIME:** 8:30 am to 4:30 pm

**PREREQUISITE:** Introduction to R:Base

**LOCATION:** Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will expand on report writing topics covered in "Introduction to R:Base." Topics include writing reports using breakpoints and R:Base functions. Also covered will be more information about queries and views as they relate to reports.
CLASS ENROLLMENT APPLICATION

COMPLETE THIS APPLICATION IN FULL AND SUBMIT IT AT LEAST 
ONE WEEK PRIOR TO THE FIRST DAY OF CLASS

<table>
<thead>
<tr>
<th>COURSE DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Requested: ____________________________</td>
</tr>
<tr>
<td>Date Offered: ________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ________________________________</td>
</tr>
<tr>
<td>Soc. Sec. Number (for P/P/P): ____________________</td>
</tr>
<tr>
<td>Agency &amp; Division: _____________<strong><strong><strong><strong>/</strong></strong></strong></strong></td>
</tr>
<tr>
<td>Mailing Address: ________________________________</td>
</tr>
<tr>
<td>Phone: _____________________</td>
</tr>
<tr>
<td>How have you met the required prerequisites for this course? Explain, giving the class(es) taken, tutorial(s) completed, and/or experience.</td>
</tr>
<tr>
<td>__________________________________________</td>
</tr>
<tr>
<td>__________________________________________</td>
</tr>
<tr>
<td>__________________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BILLING INFORMATION/AUTHORIZATION MANDATORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibility Center: ____________________________</td>
</tr>
<tr>
<td>Authorized Signature: ____________________________</td>
</tr>
</tbody>
</table>

FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS CANCELLATION IS MADE THREE BUSINESS DAYS BEFORE THE START DATE OF THE CLASS.

DEADHEAD OR MAIL COMPLETED FORM TO:

HELENA VO-TECH CENTER
COMPUTER TRAINING CENTER
1115 NORTH ROBERTS, HELENA 59601
FAX 444-6892