ISD NEWS AND VIEWS
A PUBLICATION OF THE INFORMATION CENTER BUREAU
MONTANA DEPARTMENT OF ADMINISTRATION
INFORMATION SERVICES DIVISION
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ELECTRONIC MAIL A REALITY FOR STATE AGENCIES!

Information Services Division is pleased to announce full support of DISOSS (Distributed Office Support System). DISOSS provides the capability for system users to send electronic messages and distribute documents or files to other system users. It runs on the state data communication network.

The current devices supported are Displaywriters, Personal Computers, IBM 5520 systems and IBM 8100's. We hope to be adding support for dialup devices and 3270 type terminals in the near future.

A recent DISOSS Pilot Project conducted by the Department of Administration revealed considerable opportunity for savings in the areas of: reduced time spent communicating information (eliminates telephone tag), reduced time spent in document production cycles, higher productivity of professionals.

We will be happy to provide demonstrations of DISOSS, so if you or a group would be interested in seeing how it works contact the Information Center at 444-2973 to arrange for a demonstration.

DISOSS services are provided by subscription for $15.00 per month.

CENTRAL CALENDAR ADDED

Personal Manager, a mainframe based calendaring system, has also been added to our product set. The advantages of a central calendar are:

- ability to see at a glance your own or someone else's calendar
- no need to contact the individual in order to schedule an appointment
- opportunity to schedule a pre-defined group of people in one action
- opportunity to schedule pre-defined resources in one action

Calendar services are available under the same subscription as DISOSS.

Demonstrations can be scheduled by contacting the Information Center at 444-2973.
The following is a directory of current DISOSS electronic mail users. It will become a regular part of News and Views.

<table>
<thead>
<tr>
<th>Dept/Division</th>
<th>User ID</th>
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MAINFRAME SECTION

IDMS 10.0 BILLING

As of September 1, 1986, normal billing procedures are in effect for IDMS/R Release 10.0. For the past several months, this release has been tested and several agencies have converted to 10.0. Conversion of the remaining systems will continue. Conversions can be scheduled through the Database Design and Administration Section (DDA). As before, any computer charges directly associated to the conversion effort will be billed to DDA and not to the agency's accounts. Contact the DDA at 444-2811 for more information.

CHANGES IN ISD

In order to improve service, Systems Development Bureau has reorganized. The Project Development Section has been divided into two sections: Fiscal Systems Section and the Agency Business Section. The Fiscal Systems Section includes the systems that are primarily financial. Jim Sheehy is head of this section and he can be reached at 444-3987. The Agency Business Section includes those systems that automate an agency's business operations. Sharon Ranstrom is head of this section and can be reached at 444-3987.

Al Tompkins has been transferred from Systems Development Bureau to the Resource Management Unit.

SAS DATA LIBRARY

SAS manages space within a dataset library and will reuse space after a dataset is deleted or updated. There are some key points to remember:

When a dataset is replaced, the SAS System actually creates a new version of the dataset without overwriting the existing dataset. Only when the replacement has successfully completed is the space occupied by the "OLD" dataset marked for reuse. For example, when you execute a PROC SORT with no OUT = dataset, there must be enough space in the library for two copies of the data.

PROC RELEASE can only release unused space at the end of the library, not unused space at the beginning or in the middle of the library. Use PROC COPY to copy an existing SAS dataset to a new SAS data library to achieve the same result as a compress (that is, removing space from the beginning and middle of a data library).
The actual data values are not the only items stored in the data library. You will need at least one track for the directory, at least one track per dataset for the variable descriptor information, and possibly one or more tracks for history information. The amount of history information, in particular, can grow quickly if the dataset is processed with complex programs.

For more information, call Gary Wulf at 444-2555.
MICROCOMPUTER SECTION

DISPLAYWRITER UPDATE

The State of Montana has cancelled all maintenance contracts for IBM Displaywriters. A term contract is in place with Tech Services, Inc. Please check your bills from IBM and make sure you are not being charged for this type of service.

FREE CLASSES

Two free classes will be held on October 27 in Room 25 in the basement of the Mitchell Building.

MICRO-MAINFRAME TRANSFERS  9:00 am to 10:00 am

This class explores our current methods of transferring data between microcomputers and the mainframe. Demonstrations of file transfers will be given using IBM 3278/79 send/receive, IRMA, and PANLINK. Advantages and disadvantages of each method will be discussed.

NETWORKING CONSIDERATIONS  10:00 am to 11:00 am

This class discusses basic networking considerations. This includes when and why you might want to network, and how to choose an appropriate network. Our experiences with IBM PC Network and IBM Token Ring Network will be discussed.

Call Wendy at 444-2856 to register.

DOS COLORS

Tired of the blah colors that come with DOS? PC World, August 1986 issue, has a solution. It involves creating a COLOR.BAT file, a help file, and adding a line to the CONFIG.SYS file. With this, colors in DOS can be changed easily. For example, at the C prompt, typing color red backblue will change the colors to a blue background with red lettering. For more information, call Teri Lundberg in the Information Center at 444-3994.

MICROCOMPUTER TERM Contracts EXTENDED

Purchasing Division has extended the existing term contracts for microcomputer equipment. The extension runs from September 19, 1986 to September 18, 1987. All terms, conditions and prices remain in effect.
OKIDATA 193 WITHDRAWN

The Okidata 192 and 193 has been withdrawn from marketing by Okidata. They have been replaced on the Data Northwest term contract by the Okidata 192 Plus and the Okidata 193 Plus. The upgraded models are fully compatible with the previous version and will print up to 25% faster. The price for the 192 Plus is $456.25 and the 193 Plus is $593.75.

COMPUTER FURNITURE TERM CONTRACT

Purchasing Division is considering establishing a term contract for computer furniture. Send ideas on what items you would like included and, if possible, a picture of the item from the catalog to the following address:

Barb Gibson
Purchasing Division
Mitchell Bldg--Room 165
Helena, Mt 59620
GENERAL NEWS

INFORMATION SYSTEMS PLANNING - Equipment Inventory

As part of the Department of Administration's coordination of the Statewide Information Systems Planning Process, a Data Processing Equipment Inventory System has been developed. This inventory system will improve the State of Montana's ability to manage its investment in computer hardware.

The Department of Administration will be in a better position to negotiate volume discounts for acquisition, and maintenance; coordinate communication facilities; locate backup devices for state offices when critical systems fail; and serve the increasing needs for reliable computing resources. In addition, agencies will be able to access the inventory information for their hardware planning efforts.

Instructions and forms for the initial loading of the inventory have been sent to each agency. The information which agencies provide will be recorded in an automated system. In order to maintain current information, the inventory will be updated as agencies request and install new equipment. In addition, a physical inventory will be requested each biennium. Turnaround documents will be provided for this purpose.

Please help us to create an accurate account of the State of Montana's computer equipment by carefully recording the equipment your office possesses. The Resource Management Unit is available to assist you in this or any planning effort by calling 444-2868 or 444-2861. Thank you for your cooperation.

COMPUTER BASED TRAINING NEWS

The Information Center has rearranged its offices and has even more space dedicated to its Computer Based Training lab area.

Computer Literacy Video Tapes

The 23 video tapes of the "Making It Count" series are available in the computer lab. These tapes, each about 30 minutes long, cover a variety of topics of interest to the person just becoming familiar with data processing concepts. Topics include:

- History of Computing
- Information Representation
- Computer Hardware
- Computer Software
- Programming Concepts
- Networks and Distributed Data Processing
- Systems Analysis
- Online Processing
- Multiprogramming & Multiprocessing
- Microcomputers
- Word Processing
The whole series is a complete introduction to data processing. One or more of the tapes may be viewed in the CBT area, or, if a larger group is interested, tapes may be checked out to an agency for an extended period of time. There are no costs associated with use of the "Making It Count" videos. Contact Wendy Wheeler (444-2856) for more detailed information or to reserve time in the CBT area.

MAINFRAME TERMINAL ALSO AVAILABLE FOR CBT CLASSES

An ISD mainframe terminal may also be used for Computer Based Training. These courses can be worked on at the learner's site or in the CBT lab area. The only cost associated with them is the time the learner spends logged on to the mainframe. Users must have an authorized TSO logon ID to have access to the courses.

Courses are:
- 3270nd Terminal Operation
  This short (2-3 hours) course introduces the new terminal user to the keys and function of the IBM 3270 series terminals.
- VSJCL Job Control Language
  Job Control Language (JCL) is a must for anyone who has to run jobs on the IBM mainframe. This course provides a good introduction to the most commonly used statements and syntax. (8-20 hours)
- CLEVEL CICS Command Level Coding
  This course gives the learner an overall view of CICS and programming details for using correct commands and options for COBOL, Assembler or PL/1. (12-20 hours)

INCREASING YOUR COMPUTER VOCABULARY

ASCII
An acronym for American Standard Code for Information Interchange, one of the standard formats for representing characters so that files can be shared between programs. A DOS text file is in ASCII format.

DIR
the DOS command which lets you see a list of filenames from a disk or a directory.

WRITE PROTECT
Means that information can be retrieved from but not saved to a diskette. You can write protect a diskette by covering the notch on the side.
TRAINING SCHEDULE

MICROCOMPUTER CLASSES

BEGINNING MICROCOMPUTER SKILLS: presented by the staff of the Information Center

DATE: November 12, 1986
-or-
November 13, 1986
TIME: 8:15 a.m. to 4:30 p.m.
PLACE: Room 25, Mitchell Building
COST: $50.00
LIMIT: 10
PREREQUISITE: None
CANCELLATION DATE: November 5, 1986

This course will give participants brief hands-on experience with microcomputers. Topics to be covered:

The machine
The operating system
Word processing
Spreadsheets and graphics
File management
Communications

All class time will be spent using microcomputers and software. The participant will learn what microcomputers can do and how to approach them with a positive attitude. This course or its equivalent is a prerequisite for other microcomputer courses.

WORD PROCESSING CLASSES

ADVANCED FEATURES OF WORDPERFECT: presented by Brett McAlister of the Information Center

DATE: November 24 and 25, 1986
TIME: 8:30 a.m. to 3:00 p.m. on November 24
8:30 a.m. to 12:00 noon on November 25
PLACE: Room 25, Mitchell Building
COST: $75.00
LIMIT: 10
PREREQUISITE: Beginning Microcomputer Skills and Introduction to WordPerfect
CANCELLATION DATE: November 17, 1986

For those already using WordPerfect, the advanced class will cover headers, footers, footnotes, page numbering and column generation. WordPerfect's math functions, sorting capabilities and dual document editing are also covered.
INTRODUCTION TO DISPLAYWRITE 3: presented by Brett McAlister of the Information Center

DATE: November 14, 1986  
TIME: 8:30 am to 4:30 pm  
PLACE: Room 25, Mitchell Building  
COST: $50.00  
LIMIT: 10  
PREREQUISITE: Beginning Microcomputer Skills or equivalent  
CANCELLATION DATE: November 7, 1986

Displaywrite 3 is IBM's microcomputer word processing package. This course will introduce the professional to DW3's comprehensive menu structure, cover the basics of creating, revising, paginating and printing documents.

SPREADSHEET CLASSES

INTRODUCTION TO LOTUS 1-2-3: presented by Wendy Wheeler of the Information Center

DATE: October 29 and October 30, 1986  
- or -  
November 17 and November 18, 1986  
TIME: 8:30 am to 3:30 pm on the first day  
8:30 am to 12:00 noon the second day  
PLACE: Room 25, Mitchell Building  
COST: $75.00  
LIMIT: 10  
PREREQUISITE: Beginning Microcomputer Skills  
CANCELLATION DATE: November 10, 1986

This course is designed for anyone with little or no previous 1-2-3 or microcomputing experience.

INTRODUCTION TO LOTUS 1-2-3 will concentrate on 1-2-3 spreadsheet design and commands and the creation of graphics. Printing spreadsheets and graphs is also covered. The more advanced features such as macro programming and database commands are covered in the advanced course.

Class format consists of lecture and hands-on practice followed by lab time on actual agency spreadsheets for further experience.
SPREADSHEET DESIGN AND DOCUMENTATION (OA23): presented by Ron Heilman of the Information Center

DATE: November 20, 1986
TIME: 8:30 am to 4:30 pm
PLACE: Room 25, Mitchell Building
COST: $50.00
LIMIT: 10
PREREQUISITE: Introduction to Lotus 1-2-3 (OA02)
CANCELLATION DATE: November 13, 1986

This class will emphasize the importance, effectiveness and the organizational benefits of good spreadsheet design and documentation. The Lotus 1-2-3 spreadsheet program will be used to demonstrate good and bad techniques. Some methods to track down common mistakes and logic problems will be covered.

Students should have previous spreadsheet experience. A general knowledge of spreadsheet applications and concepts is required. Minimum requirements can be met by completing the "Introduction to Lotus 1-2-3" class. Students are not required to be 1-2-3 users, however, if this is the case, or if you are not sure if you meet the minimum requirements, please call Ron at 444-2924.

MACRO PROGRAMMING WITH LOTUS 1-2-3: presented by Wendy Wheeler of the Information Center

DATE: November 19, 1986
TIME: 8:30 am to 12:00 noon
PLACE: Room 25, Mitchell Building
COST: $35.00
LIMIT: 10
PREREQUISITE: Intro to Lotus (OA12) or equivalent experience
CANCELLATION DATE: November 11, 1986

The macro programming capabilities of 1-2-3 can help you automate 1-2-3 tasks, saving time and keystrokes. A macro is a sequence of keystrokes and commands stored in your worksheet for execution when desired.

This class is for 1-2-3 users who have no previous macro experience. Through lecture, video and hands-on practice, participants will learn to write and document timesaving macros.
DISOSS & RELATED CLASSES

USING PERSONAL SERVICES/PC (PS/PC): presented by Jeanette Rushford and Mel Liston of the Information Center

DATE: December 3, 1986
TIME: 8:30 am to 12 noon
PLACE: Room 25, Mitchell Building
COST: $35.00
LIMIT: 10
PREREQUISITE: Beginning Microcomputer Skills and experience with either WordPerfect or Displaywrite3
CANCELLATION DATE: November 26, 1986

PS/PC allows you to electronically send and receive messages or files. A document created by either WordPerfect or Displaywrite3 can be distributed to any other person also using PS/PC by going through DISOSS on the state's mainframe.

To use PS/PC you must have the Personal Services/PC software, the IBM PC 3270 Emulation Program and adapter, and a coaxial cable or phone line connecting your PC to the mainframe.

PERSONAL MANAGER (PM): presented by Wendy Wheeler of the Information Center

DATE: December 3, 1986
TIME: 1:30 pm to 3:30 pm
PLACE: Room 25, Mitchell Building
COST: $25.00
LIMIT: 10
PREREQUISITE: Beginning Microcomputer Skills or Basic Terminal Skills
CANCELLATION DATE: November 26, 1986

Personal Manager is a calendaring product available to anyone who can establish a session with the mainframe. It is used for scheduling meetings (for yourself and others), reserving resources like conference rooms and even taking telephone messages.
OTHER MICRO CLASSES

INTRODUCTION TO PFS:FILE & REPORT: presented by Wendy Wheeler of the Information Center

DATE: October 31, 1986
Note: This date has been changed since previously advertised
TIME: 9:00 am to 3:00 pm
PLACE: Room 25, Mitchell Building
COST: $50.00
LIMIT: 10
PREREQUISITE: Beginning Micro Skills
CANCELLATION DATE: October 24, 1986

The PFS:FILE and PFS:REPORT software is an easy to use file management system.

This course will give the participant hands-on experience creating databases with FILE demonstrating the flexibility of this software in storing, retrieving, and updating a large amount of related information.

The related REPORT software will be used to create columnar reports from your files.

CROSSTALK XVI: presented by Ron Heilman of the Information Center

DATE: October 16, 1986
TIME: 8:30 a.m. to 4:30 p.m.
PLACE: Room 25, Mitchell Building
COST: $50.00
LIMIT: 10
PREREQUISITE: Beginning Microcomputer Skills (OA02)
CANCELLATION DATE: October 9, 1986

Crosstalk XVI is a microcomputer communications software package. This course is designed to familiarize the user with asynchronous communications using a microcomputer and this software. It explores what can and cannot be done and how it is done. It will also teach the user how to use and configure Crosstalk XVI for communicating with remote computers. Most features of Crosstalk XVI (with the major exception of the script file command language) will be covered.
The following tutorials are available in the Computer Based Training Lab located in Room 24 of the Mitchell Building. The tutorials are either diskette or video-based. All are designed for individual study and self-pacing.

Tutorials available in the CBT lab include:

- Using Displaywrite 3
- Disk Operating System (DOS)
- Intro to Lotus 1-2-3
- Macro Programming & Advanced Lotus 1-2-3
- Typing Instructor
- Teach Yourself WordPerfect

Call the Information Center at 444-2856 to reserve time.

FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS CANCELLATIONS ARE MADE BY THE DATE FOR EACH CLASS.
ISD ENROLLMENT APPLICATION
(FOR ALL COURSES)

PLEASE COMPLETE THE FOLLOWING APPLICATION AND RETURN TO INFORMATION SERVICES DIVISION

COURSE: ____________________________________________________________________________
DATE: ______________________________________________________________________________

STUDENT: __________________________________________________________________________
AGENCY/DIVISION: _____________________________________________________________________
MAILING ADDRESS: _____________________________________________________________________

PHONE: ______________________________________________________________________________

ISD BILLING NUMBER: __________________________________________________________________
SOC SEC NO (FOR P/P/P): __________________________________________________________________
AUTHORIZED SIGNATURE: __________________________________________________________________

HAVE YOU MET THE PREREQUISITES FOR THIS COURSE? PLEASE EXPLAIN GIVING JOB EXPERIENCE OR CLASS WHEN APPLICABLE

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Editor: Teri Lundberg
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