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09/21/1989 - EIU To Offer Introduction To Computer Workshop

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EASTERN ILLINOIS UNIVERSITY
Charleston, Illinois

news

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FOR IMMEDIATE RELEASE:

EASTERN TO OFFER "INTRODUCTION TO COMPUTERS" WORKSHOP

CHARLESTON, IL--Eastern Illinois University's Business Development Center will offer an "Introduction to Computers" workshop as part of its Fall program.

Meeting times for the workshop are from 6:30 to 9:30 p.m. September 26 and September 28 in Blair Hall, room 212, on Eastern's campus.

"Introduction to Computers" is designed for individuals who know little or nothing about personal computers or need to understand how to create effective information systems with personal computers.

-more-

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COMPUTERS WORKSHOP

Participants will learn basic keyboard operation, as well as how to install and use floppy and hard disks, how to secure a system with backup files, how to search paths and establish directories, and how to select hardware and software.

Christian Beurskens, an instructor in Eastern's Business Education and Administrative Information Systems department, will lead the workshop.

Enrollment is limited to 24 participants. The \$75 fee must be received soon to assure a seat in the workshop. Participants should bring a 5 1/4" double-sided, double-density diskette.

Further information is available from Eastern's Business Development Center at AC (217) 581-2913.