

This Week @ PhilaU

A Weekly Newsletter for Faculty, Staff and Students

NEWS BRIEFS

Technology Help Desk Training Event

Reserve Your Space by Friday

Word XP Mail Merge

Tuesday, August 3

9 a.m. to 12:15 p.m.

and

1:15 to 4:30 p.m.

Tuttleman Center, Room 213

Course Outline:

- Creating Merge Documents
- Editing and Enhancing Merge Documents
- Merge Documents Lab
- Merging with Outlook

You must have knowledge of the appropriate Windows operating system and basic experience using Microsoft Word. In addition, you must be familiar with the mouse, menus, dialog boxes, scroll bars, the Start menu and the task bar. Proficiency with minimizing, maximizing and restoring windows is required.

Space is limited to 15 participants and reservations will be accepted on a "first come, first serve" basis. **All reservations must be submitted by Friday, July 30.**

To enroll, please send an email request to Pia J. Roper at RoperJ@PhilaU.edu.

Information Sessions For Accelerated Degree Completion Program

The Office of Continuing and Professional Studies will present Information Sessions on campus to provide information about our **NEW** Accelerated Degree Completion Program.

This program, designed for adult learners, offers the following:

- Accelerated Format – 8 week Courses
- 5 terms per year
- Block transfer of 60 or more credits from previously attended colleges and universities
- Opportunities to earn up to 30 credits for Prior Learning, Professional Development or Training
- Ongoing Academic Advising and Personal Attention from Program Application to Graduation

You can earn a Bachelor of Science Degree in one of the following areas of study:

- Behavioral and Health Services
- Health Services Management

CAMPUS PLAN UPDATE

Check this column each week for the latest news on Philadelphia University's Campus Plan. Check our progress and any relocation plans as we get ready for the new construction. We're on the move!

This Week:

The Mailroom will be moved to the lower level of Hayward Hall on Thursday, July 29 and Friday, July 30. Mail services will continue to be available during this time. Please call x2982 with any questions or concerns.

CALENDAR OF EVENTS

Monday, July 26

YOGA

5 to 6 p.m.

Downs Hall Room 6

All are welcome. \$10 at the door.

Contact: Lois Janney, x2727

Thursday, July 29

Information Session for the New Accelerated Bachelor of Science Degree Completion Program

6 to 7:30 p.m.

Philadelphia University, Main Campus, Tuttleman Auditorium

The office of continuing and professional studies will explain details of the new program.

Contact: to reserve a space please contact them at 215.951.2900 or email evening@PhilaU.edu

