

A Wisconsin State AFL-CIO Workshop
FOR LOCAL UNION OFFICERS
AND ACTIVE MEMBERS

The Use of Computers in Local Union Record Keeping

April 10-13, 1985



UWEX
School for Workers
University of Wisconsin-Extension

UWEX

UNIVERSITY OF WISCONSIN-EXTENSION
School for Workers
492 Lowell Hall
610 Langdon Street
Madison, Wisconsin 53703

ADDRESS CORRECTION REQUESTED

The Use of Computers
in Local Union Record Keeping

April 10-13, 1985
A Wisconsin State
AFL-CIO Workshop

Computer Workshop

This workshop is intended to provide local union officers and members with information about the use of the computer in data base management functions like setting up and maintaining membership and grievance files. Data base management is one of the most important computer applications in local union administration.

General Information

Registration and Costs

The fee for the workshop is \$205/person for double accommodations and \$240/per person for single accommodations. The number of single rooms is limited. Advise us at least two weeks before the event if you are handicapped and desire special accommodations. The fee covers tuition, materials, room, meals and incidentals. Make check payable to University of Wisconsin-Extension, and mail your check in with the registration form. Parking is \$2 per day. Do NOT include this in your check—it should be paid at the desk before you leave.

If several people are registering from your local, use a separate form for each or send a cover letter containing the information requested on the registration form for each person to be registered.

Institute Location

The institute will be held at Lowell Hall, 610 Langdon Street, at the east end of the Madison campus. Classrooms, living quarters, and dining facilities are in one building. The microcomputer lab sessions will be held in the UW-Extension Microcomputer Lab in the Wisconsin Center. The lab contains 20 IBM PC microcomputers as well as various popular software packages which will be used in the program.

Schedule and Faculty

The workshop begins with registration from 4:00 to 6:00 p.m. on Wednesday, April 10 and concludes at 3:00 p.m. on Saturday, April 13. Faculty for the workshop will be drawn from School for Workers staff, plus professionals drawn from labor organizations and other labor education programs.

Nonprofit Organization
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The Use Of Computers In Local Union Record Keeping

April 10-13, 1985

This three day workshop in the UW-Extension's new microcomputer lab will illustrate potential microcomputer applications in record keeping activities of local unions. Participants will work in hands-on sessions with IBM PC microcomputers and a variety of up-to-date data base management software packages. This workshop is meant to provide specialized training in structuring data bases and to expose participants to actual local union applications involving data base management. This workshop is more narrowly focused than past School for Workers computer workshops. It should be of interest to all union officers with record keeping responsibilities. We encourage past participants to attend this new workshop.

Registration Form

For registration and final instructions, fill out, clip and mail this form together with your check, payable to UW-Extension to:

Eleanor Nugent, Program Coordinator
School for Workers, UW-Extension
422 Lowell Hall
610 Langdon Street
Madison, WI 53703

To ensure space, send this form with your check as soon as possible. Due to the limited capacity of our computer instruction facilities, enrollment in this program will be limited to 40 participants. **The deadline for receipt of registration is March 27, 1985.** A \$35 fee will be assessed for cancellations after April 8, 1985.

Name: _____

Address: _____
street

city state zip

Phone: (area code) _____
daytime number / evening number

Local Number and International: _____

Position(s): _____

I request: double single accommodations.

UW-Extension provides equal opportunities in employment and programming including Title IX requirements.

NOTE: This workshop will **NOT** cover book-keeping and accounting which will be covered in a future special workshop.

Wednesday, April 10

- Registration and Orientation
- Overview of local union computer applications

Thursday, April 11

- Introduction to the IBM PC Microcomputer
- Issues in structuring data bases
- Building a membership data base: an exercise WITH PFS-File™

Friday, April 12

- Union applications with sophisticated data base management software: R Base 4000™
- Exercises on the IBM PC

Saturday, April 13

- More applications and exercises
- Designing data base management systems for local unions: hardware and software requirements