

# USING COMPUTER SPREADSHEET PROGRAMS IN COLLECTIVE BARGAINING

A Wisconsin AFL-CIO and  
School for Workers,  
University of Wisconsin-Extension  
Workshop

April 13-16, 1986

at the  
J. F. Friedrich Center,  
University of Wisconsin-Madison



University of Wisconsin-Extension  
School for Workers  
422 Lowell Hall  
610 Langdon Street  
Madison, WI 53703



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

ADDRESS CORRECTION REQUESTED

USING COMPUTER SPREADSHEET PROGRAMS  
IN COLLECTIVE BARGAINING  
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## GENERAL INFORMATION

**Enrollment:** Mail registration form and fee to School for Workers Registration, 422 Lowell Hall, 610 Langdon Street, Madison, WI 53703. Advance registration is required. Please make check payable to University of Wisconsin-Extension. The deadline for registering is March 28, 1986. A \$39 fee will be assessed for cancellations received after April 10, 1986 by 4:00 p.m. Fee covers: instruction, program materials, lodging, meals and coffee breaks.

### Sunday Evening

Single Occupancy	\$255 per person
Double Occupancy	\$221 per person

**Parking:** Parking is available at a cost of \$2.00 per day. Parking permits are purchased upon arrival.

If you have any questions concerning this program, contact the School for Workers—phone (608) 262-2111.

Nonprofit Organization  
U.S. POSTAGE  
PAID  
Madison, Wisconsin  
Permit No. 1425

## Registration Form

# USING COMPUTER SPREADSHEET IN COLLECTIVE BARGAINING April 13-16, 1986

Soc. Sec. No. \_\_\_\_\_  
(Not mandatory—used only to ensure accessibility and accuracy of your educational report)

Name \_\_\_\_\_

Address \_\_\_\_\_

street

\_\_\_\_\_

city

state

zip

Union \_\_\_\_\_

Position \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_  
area code daytime number / evening number

	Yes	No
Have you had any experience in:		
Contract costing	<input type="checkbox"/>	<input type="checkbox"/>
Using computers	<input type="checkbox"/>	<input type="checkbox"/>
Using the IBM PC	<input type="checkbox"/>	<input type="checkbox"/>
Using Lotus 1-2-3	<input type="checkbox"/>	<input type="checkbox"/>
I will bring my own hand calculator	<input type="checkbox"/>	<input type="checkbox"/>

**FEES:** Check appropriate rate below for each participant. A room cannot be reserved unless you check the appropriate rate.

Sunday Evening-Wednesday Noon

- Single Occupancy \$255 per person  
 Double Occupancy \$221 per person

A check for \$ \_\_\_\_\_ is enclosed. Make check payable to UW-Extension and mail with this form. Deadline for registering is March 28, 1986.

### Mail to:

School for Workers Registration  
422 Lowell Hall  
610 Langdon Street  
Madison, Wisconsin 53703

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

If you are handicapped and desire special accommodations, please advise us before registration. Requests will be kept confidential.

**NOTE:** This 3-day workshop will begin in the afternoon on Sunday, April 13 and end at Noon on Wednesday, April 16. Instruction will take place both at the J. F. Friedrich Center where participants will be housed and at the UW-Extension's micro-computer lab. Participants are requested to bring a hand calculator.

## WORKSHOP AGENDA

### SUNDAY, April 13

- |                |                                |
|----------------|--------------------------------|
| 1:00-3:00 p.m. | Registration                   |
| 3:00-5:00 p.m. | Contract Costing Principles    |
| 7:00-9:00 p.m. | Costing with a Hand Calculator |

### MONDAY, April 14

- |                 |  |
|-----------------|--|
| 8:00-12:00 noon | Working With the IBM PC<br>Working With Lotus 1-2-3™                                     |
| 1:00-5:00 p.m.  | Building the Contract<br>Spreadsheet Model: Part I:<br>Earnings and Hours Worked         |
| 7:00-9:00 p.m.  | Demonstration of Spreadsheet<br>Applications<br>• Financial Analysis<br>• Profit Sharing |

### TUESDAY, April 15

- |                 |  |
|-----------------|--|
| 8:00-12:00 noon | Building the Model: Part II:<br>Fringe Benefits Related to<br>Wages                  |
| 1:00-2:30 p.m.  | Building the Model: Part III:<br>Fringes Unrelated to Wages                          |
| 2:45-5:00 p.m.  | Running the Model: The Impact<br>of Contract Proposals or Total<br>Compensation Cost |
| 7:00-9:00 p.m.  | Costing With Other Software  |

### WEDNESDAY, April 16

- |                  |  |
|------------------|--|
| 8:00-9:45 a.m.   | Review of the Model Building<br>Exercise       |
| 10:00-12:00 noon | Advanced Costing Applications<br>Demonstration |

## WORKSHOP OVERVIEW

This workshop is intended to provide union representatives with the skills to cost out contracts on computer using spreadsheets. While Lotus 1-2-3 will be used, emphasis will be placed on spreadsheet concepts which can be used with other software.

**Instruction begins on Sunday** with discussion and an exercise in manual costing techniques. Participants should bring a hand calculator. The following 2 days participants will be in the microcomputer lab for hands-on application of costing principles to an actual sample contract situation. Through a structured computer exercise participants will learn to use the computer spreadsheet to build a computer model of the sample contract and then use the model to test various bargaining proposals.

## WORKSHOP SCHEDULE AND FACULTY

The workshop begins with registration from 1:00-3:00 p.m. on Sunday and instruction runs from 3:00 p.m. Sunday through Noon on Wednesday. Faculty for the workshop will include School for Workers staff.