



Instituto Universitário da Beira Interior

25 October, 1983

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OVERVIEW:

This month was basically occupied with the final preparation and teaching of the classes in computer literacy to IUBI faculty and staff. Additionally, Professor Whitehurst's class has been scheduled and three faculty presently are enrolled. Contacts were made with Economics and Management faculty at IUBI and UE to obtain both interest in research and information which will assist projects in these two areas.

Results obtained included sending Baia to Porto and Geraldês to Lisbon for Intensive Language training; all faculty and staff attended the introductory class in computers, 5 the Advanced Statistical Analysis, 3 Faculty and 2 staff the VisiCalc class, and 3 Staff and 2 Faculty the Word Processing class. Due to a computer malfunction, Graphics and the Profile III filing system were not able to run since they required two disc drives and we only have one operable at the moment. Two vital government reports were obtained at Evora to give recent background on basic economic data of Portugal.

FUTURE PLANS:

1. TOEFL test October 8 for Baia and Geraldles.
2. Complete plans for Bureau of Regional Planning and Research.
3. Survey IUBI faculty for STT interest.
4. Schedule seminars for Fall, 1983.
5. Re-work STA schedule.
6. Continue contacts with IUBI faculty on research project interest.
7. Visit several Industrial Parks to discuss possibilities of future growth and research possibilities.
8. Complete contacts with IUBI faculty to add to Whitehurst's class.
9. Visit Cachao to learn if small units can operate economically.
10. Visit with the Agricultural Ministry in our region to obtain more data on how IUBI may better serve their needs.
11. Prepare presentation for Ambassador Holmes visit in November.
12. Complete Quarterly Report.

To: Faculty IUBI

Many recent articles have shown that mini and micro computers are changing the pattern of decision making in industry and government today. Lawyers, physicians, map makers and supervisors use computers now in addition to the engineers, accountants and research scientists.

During the 1980's our country will feel the impact of these changes very rapidly as more organizations begin to use computers for middle level management.

I. could become a leader in the application of these modern tools to the work environment. There are many opportunities for training our students and the industrial workers of our region in techniques utilizing computers to improve the quality and quantity of work in Portugal.

We have new programs which will help us in our own work as professors and researchers and assist us as we train others. To insure that IUBI faculty are able to use the computer well we shall begin a series of short courses in computer uses in September. Professor Bentos Leal will give a 10 hour course "Introduction to Computers and Systems" September 19-23. Classes are 2 hours per day, from 1000 to 1200 hours. The week of 26 September special 4 hour courses will be given to train you in how to use the special programs in your teaching and research.

These programs include:

Advanced Statistical Analysis	Descriptive statistics, Analysis of variance, frequency distribution, T-test, correlation and linear regression, Chi square analysis, time series analysis.
VisiCalc	Creates an electronic spreadsheet for planning and forecasting. Accurate to 11 digits, many scientific functions, Define formulas, VisiCalc calculates all functions. Change 1 variable and make projections of the results of a "What if . . ." analysis.

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Profile Plus

Electronic filing system to locate names, addresses, generate reports, keep grades.

Word Processing

Type articles, lessons, books, save them, change paragraphs, check spelling, repeat letters, exams as often as needed.

Graphics package

Creates charts, graphs, tables, maps, illustrations, sketch pad uses.

Class Schedule for Computer training

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|--|------------------|-------------------------|
| 1. Introduction to Computers and Systems | September 19-23 | Prof. B. Leal |
| | 1000-1200 hrs. | IBM Computer room. |
| 2. Advanced Statistical Analysis | September 26 | Dr. Margarida Baptista |
| | 10-12; 1430-1630 | Sala de Reuniao |
| 3. VisiCalc and Profile III Plus | September 28 | Dr. H. Jacome, C. Marti |
| | 10-12; 1430-1630 | Sala de Reuniao |
| 4. Computer Graphics | September 30 | Prof. T.H. Gunter |
| | 10-12; 1430-1630 | Sala de Reuniao |
| 5. Word Processing | October 4 | Prof. T.H. Gunter |
| | 10-12; 1430-1630 | Sala de Reuniao |

I would like to learn computer uses in these special courses at IUBI.

The class(es) I would like are _____

Name _____

Please return to Tom Gunter for registration.

Classes are free - can be used to train others in industry.

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