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## Inside AICPA, October 10, 1994

American Institute of Certified Public Accountants (AICPA)

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October 10, 1994

**Staff  
Anniversaries**

Congratulations to the following staff members who last week celebrated various anniversaries with the Institute:

		<b>Anniversary</b>
Mary Remo-Bobe	Order	15th
Marie Kallio	Quality Review	8th
Susan Anderson	Human Resources	7th
John Cullen	Order	7th
Dorothy Jones	CPE Program Development Administration	7th
Jimmy Matarese	Distribution Services	6th
Helen O'Shea	Information Technology	6th
Joel Tanenbaum	Accounting Standards	6th
Pat Williams	CPE Administration - Direct Study	6th
Kathryn Gesing	CPE Production	5th
Kimberley Hines	Human Resources	5th
John Hudson	Technical Standards & Services	5th

**Please Welcome**

Claudia I. Dukeshire - Production Associate - Production & Editorial Services. Before joining us, Claudia worked for IEEE Transactions Department as an Associate Editor.

Jennie A. Hazan - Assistant Librarian - Library Services. Jennie joins us from Glen Cove Library where she worked as an Associate Reference Librarian.

Caroline Pierce Maldonado - Technical Manager - Professional Ethics. Caroline joins us from Price Waterhouse where she worked as a Senior Accountant.

**Thank You!**

On Sunday, October 2, thousands of men and women gathered at the Main Monument in Central Park to participate in the 1994 SHARE-A-WALK. We would like to thank the following AICPA employees for participating in this year's SHARE-A-WALK:

Emma Carlson	Irene Lackner
Jean Hwang	Jodi Landau-Ryan
Lori Kivetz	Pat Verde

**Reminder**

On Saturday, October 15, 1994 the AICPA Harborside office will be closed to all personnel. This closing is due to a power shut-down to perform service work to the building's electrical switchgear.

Thank you for your cooperation.

## **TRAINING UPDATE**

Listed below are some changes to the October Training Calendar.

The **TELEPHONE WORKSHOP** and **INVESTMENT IN EXCELLENCE** programs scheduled for October have been postponed until further notice.

We still have room available in the following classes:

**COMPUTER COURSES:** All computer classes are currently being held in the Training Room in New York from 9:00am-5:00pm.

**Beginning Lotus for Dos** is scheduled for October 18th, October 24th and November 7th.

**Advanced Lotus for Dos** is scheduled for October 31st.

**Beginning WordPerfect 6.0 for Windows** is scheduled for October 25th and November 1st.

**PLEASE NOTE: For WP 6.0 Windows, Windows Lan Training is a prerequisite and requires that you have a 486 computer.**

**If you have a new computer and have not been scheduled for Windows Lan Training, please call Gaby Ulloa so that you can be scheduled.**

**TIME MANAGEMENT** is a program designed to help you time activate your workload in a manner that will keep things from slipping through the cracks.

**Planner** is scheduled for October 25th in New Jersey from 9:00am-1:00pm.

**Organizer** is scheduled for October 26th in New York from 8:00am-1:00pm.

**FRONTLINE LEADERSHIP:** We are currently scheduling dates for Frontline.

**PAPERCHASE:** This program is designed for the staff that has attended the Time Management-Planner. This program helps you set-up your filing system so that anyone can locate paperwork or files quickly. It works with the Planner book to time activate your paperwork. Classes are scheduled on October 17th in New Jersey and November 14th in New York and are from 9:00am-5:00pm.

We are currently developing a PaperChase Workout geared toward the Organizer user so if you are interested in attending the Paperchase Workout, please call Gaby Ulloa.

If you have any questions or are interested in any of the above mentioned programs, please call Gaby Ulloa to reserve a space in the class and fill out and return a Training Request Form with the appropriate signatures to Gaby Ulloa in Human Resources-NY. If you need training that is not listed in our calendar or have any comments about training programs, please call Gaby Ulloa at extension 6180 so that we can try to accommodate you.

**READ INSIDE FOR FURTHER UPDATES ON TRAINING!**