

UNIVERSITY of REDLANDS
Alfred North Whitehead Center for Lifelong Learning
Department of Management and Business

AFCA WORKSHOP SCHEDULE
 Burbank Regional Center– Dr. Cliff Kettemborough, Lead & Core Faculty

Day	Date*	Time	Topic
Saturday	11/07/1998	8:30 – 11:30 A.M.	Telecommunications (Internet, WWW, Web Browsers, Searching Techniques, E-mail)
Saturday	12/12/1998	8:30 – 11:30 A.M.	MS Word, Writing Formal Papers and APA Style Guide
Saturday	01/16/1999	8:30 – 11:30 A.M.	MS Excel for Business, Statistics and other Needs
Saturday	02/20/1999	8:30 – 11:30 A.M.	MS PowerPoint and Business Presentation Techniques
Saturday	03/20/1999	8:30 – 11:30 A.M.	MS Access for Database Development
Saturday	04/17/1999	8:30 – 11:30 A.M.	Win 95/98/NT – Overview, Networking, Tricks and Tips
Saturday	05/15/1999	8:30 – 11:30 A.M.	Introduction to Applied Mathematics and Statistics for Education and Business
Saturday	06/19/1999	8:30 – 11:30 A.M.	MS Project for Resources Management
Saturday	07/17/1999	8:30 – 11:30 A.M.	SPSS and Simple Techniques for Business Statistics
Saturday	08/28/1999	8:30 – 11:30 A.M.	CASE Tools and Modeling Techniques for SDLC
Saturday	09/11/1999	8:30 – 11:30 A.M.	Flowcharting Techniques with Visio and MS PowerPoint; Introduction to Programming
Saturday	10/02/1999	8:30 – 11:30 A.M.	Open Topics List
Saturday	11/20/1999	8:30 – 11:30 A.M.	Techniques for Building Your Own Web pages
Saturday	12/11/1999	8:30 – 11:30 A.M.	MS Visual Studio (VB, VCC++, VFP, VJ++)
Saturday	TBD	8:30 - 11:30 A.M.	<u>Back-up topic:</u> Personal Information Management (Outlook, E-mail)

Notes:

1. Open and free of charge to University of Redlands' students and faculty
2. Handouts will be available containing the workshop outline and other Web-based materials
3. Workshops include presentation and demo; sign up early, space is limited; for signing up and directions to the center, call Mr. Roland Almeida @818-840-1181 or Mr. Vladimir Reyes @818-840-1182
4. At least one hour will be allocated to hands-on, instructor-supervised practice/exercises
5. * For ALL scheduled dates changes may occur; please check instructor's Web homepage at: <http://newton.uor.edu/FacultyFolder/CKettemborough/CKettemborough.html> for the latest or, for any additional information call him at: (818)354-5992 (voice mail), or e-mail at: crk@uor.edu

6. *The instructor is also available, free of charge, to University of Redlands' students and faculty with customized support and assistance, on scheduled appointment basis; call the above phone number for details.*