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

AFCA WORKSHOP *TENTATIVE* SCHEDULE - 2000
Burbank Regional Center– Dr. Cliff Kettemborough, Lead & Core Faculty

Day	Date*	Time	Topic
Saturday	01/15/2000	8:30 – 11:30 A.M.	OPEN TOPIC
Saturday	01/29/2000	8:30 – 11:30 A.M.	The basics of MS Visual Studio; Transition from Structured to Object-Orientation and Web-centered Development
Saturday	02/12/2000	8:30 – 11:30 A.M.	OPEN TOPIC
Saturday	02/26/2000	8:30 – 11:30 A.M.	MS Word, Writing Formal Papers, the APA Style Guide and the MS Publisher
Saturday	03/11/2000	8:30 – 11:30 A.M.	OPEN TOPIC
Saturday	03/25/2000	8:30 – 11:30 A.M.	MS Excel for Business, Statistics and Other Educational Needs
Saturday	04/15/2000	8:30 – 11:30 A.M.	OPEN TOPIC
Saturday	04/29/2000	8:30 – 11:30 A.M.	MS PowerPoint and Adobe Drawing suite for Business Presentations, Diagramming and Flowcharting
Saturday	05/13/2000	8:30 – 11:30 A.M.	OPEN TOPIC
Saturday	05/27/2000	8:30 – 11:30 A.M.	MS Access, MS Visual FoxPro, and MS SQL Server for Database Development
Saturday	06/03/2000	8:30 – 11:30 A.M.	OPEN TOPIC
Saturday	06/17/2000	8:30 – 11:30 A.M.	Telecommunications Tools: Building Your Own Web pages and PIM (E-mail, Outlook)
Saturday	07/15/2000	8:30 – 11:30 A.M.	OPEN TOPIC
Saturday	07/29/2000	8:30 – 11:30 A.M.	Introduction to Applied Mathematics for Statistics, Education and Business
Saturday	08/12/2000	8:30 – 11:30 A.M.	OPEN TOPIC
Saturday	08/26/2000	8:30 – 11:30 A.M.	MS Project for Project and Resources Management
Saturday	09/09/2000	8:30 – 11:30 A.M.	OPEN TOPIC
Saturday	09/23/2000	8:30 – 11:30 A.M.	Introduction to Statistics with SPSS
Saturday	10/07/2000	8:30 – 11:30 A.M.	OPEN TOPIC
Saturday	10/21/2000	8:30 – 11:30 A.M.	CASE Tools and Modeling Techniques for SDLC; Visible Analyst Tutorial and Demo
Saturday	11/04/2000	8:30 – 11:30 A.M.	OPEN TOPIC
Saturday	11/18/2000	8:30 – 11:30 A.M.	Introduction to Programming; SDLC and BSIS Senior Project

| Saturday | 12/02/2000 | 8:30 – 11:30 A.M. | OPEN TOPIC |
| Saturday | 12/16/2000 | 8:30 – 11:30 A.M. | Win and Office 2000 – An Overview |

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 limite. 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/AFCAHeadPage.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.*