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The UCF Report

Volume 15, Number 22

The University of Central Florida newspaper for faculty and staff

June 30, 1993

Business Education 2000 curriculum outlined Faculty Senate committee will consider permanent course changes in fall

Curriculum in the College of Business Administration has been revised and corporate sponsors have been recruited to better prepare graduates for careers in the workplace.

In what has been called a "significant revision" of its curriculum, the college's faculty voted 52 to 1 in April to approve Business Education 2000. The revised curriculum will revolve around the acquisition of four competencies: communication, team work, creativity and adapting to change. College officials believe the new curriculum — coupled with the sponsorship of AT&T, General Mills, IBAX and Walt Disney World Attractions Inc. — will modernize undergraduate business curriculum.

Input from more than 50 business community

leaders, faculty members, students and alumni was used to develop BE 2000. The process took more than a year.

'I am pleased that significant consultation is occurring between the faculty who are involved in the curriculum.'

Vice President Frank Juge

On May 27, the college curriculum proposal was submitted to the policy and curriculum committee of the Faculty Senate. The senate committee rejected the request for the special topic courses at that time and recommended that it be given further consideration next year after consultation and discussions with the affected colleges and departments.

Frank Juge, interim vice president of academic affairs, accepted the senate resolution, and as a result Richard Huseman, dean of the College of Business Administration, proposed to utilize two existing three-hour courses and agreed to begin consultation immediately with the

affected departments.

In a memorandum to the Faculty Senate in June, Juge said that he had accepted the college's compromise curriculum with the understanding that good-faith consultation would occur, and that in the fall the entire curriculum would be presented to the senate committee for approval.

"I am pleased that significant consultation is occurring between the faculty who are involved in the curriculum," Juge said.

Huseman also expressed his support for the process. "We've had very productive meetings with members of both the mathematics and statistics faculty," he said. "Given the controversy surrounding this curriculum change, I think we're making significant progress."

Juge noted that he and Provost Gary Whitehouse have enormous respect for the Faculty Senate's role in curriculum matters, and believe that with the time which this compromise allows for consultation, the senate will be in a position to approve the curriculum when it is resubmitted in the fall.

Eye on the future



A day of tours, demonstrations and presentations addressing the theme "Technology in Education: A Shared Vision" was held at UCF recently. UCF faculty, members of the Board of Regents, Board staff members and representatives of other SUS institutions attended. One of the purposes of the day's activities was to demonstrate the potential benefits of current and emerging technologies to educational policy makers.

Bats find welcome mat in home built for them

Research being conducted by a UCF student may help protect bats threatened by loss of habitat by providing them with human-free structures where they can live.

Laura Seckbach Finn, a graduate student studying ecology, is in the process of building houses she said will help protect bats, which are often killed by home and business owners.

"When many people discover that they have bats they exterminate the bats out of fear," she said, adding that although killing bats without a permit is against Florida law, catching those who do so is nearly impossible.

Even evicting the bats through safe means, such as using a cone-shaped device that allows them to exit buildings but prohibits them from re-entering, causes problems.

"Once the bats are evicted, there is no place for them to go. By building the houses, we can create a place for them. There is no guarantee that they will use the houses, but at least we are moving in the right direction," Finn said.

She said bats are ecologically beneficial. They are major predators of nocturnal flying insects, some of which are harmful to crops or people, such as mosquitoes, moths and midges.

Finn will observe the bats' use of the houses for about a year, then draw conclusions based on her observations. The structures will be different

sizes and will vary in thermal properties. Determining the appropriate temperature in which bats can flourish is part of Finn's research.

Bat Conservation International has provided funds for equipment that will be used to research the impact varying temperatures have on the bat houses. The houses will be built on utility poles donated by Florida Power Corp.

However, further donations are being sought. To complete the project lumber, ladders and metal materials are needed. Finn is also seeking locations of large bat colonies.

Researching the use of bat houses is only part of her mission to protect the species, Finn said. Diminishing people's fear is essential to the survival of bats as well.

"We need to educate people and dispel the myths about bats. They are not large, flying rodents with rabies, lurking in the dark waiting to attack people. They are the only true flying mammals," Finn said. "And statistics show that less than one-half of 1 percent of all bats contract rabies. They are not carriers of rabies. They die from the disease just like any other animal."

Finn said bats are not aggressive, but, like any wild animal, may be provoked to bite if they think they're in danger.

By Samantha Gates Eaddy

Next issue of *The UCF Report* is July 21 • Deadline is July 14

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MEMORANDUM

To: All faculty
From: Roger Simmons, library
Subject: Library research study rooms

One of the nicest features the library offers each semester is the use of reserved study rooms for faculty members conducting research. Guidelines for the use of those rooms follow:

- Requests for the use of a study room should be submitted to Roger Simmons, library, room 242. Rooms will be assigned provided there is adequate space to meet all requests.
 - If requests exceed supply, assignments will be made by the faculty research study room committee composed of a representative from the Faculty Senate and the United Faculty of Florida, plus the head of the circulation department.
 - Keys will be issued to faculty at the library circulation and reserve desk.
 - Seven rooms are available on a semester basis. Three additional rooms will be available for short-term projects.
 - Preference will be given to individual faculty members actively involved in research and writing projects in which use of library resources is important. Assignments are not made en masse to departments or groups.
 - The library is a smoke-free building and smoking is prohibited in every area of the library. Eating or drinking is permitted only in the staff lounge. Faculty are expected to abide by these policies. Access to the staff lounge is obtained from the head of the circulation department. Disregard of these policies will result in revocation of room privileges and reassignment of the space.
 - Library materials kept in a study room must first be checked out at the circulation desk. The library staff retains the right to inspect a room at any time. Library materials not properly checked out will be returned to the shelves. Repeated offenses will result in termination of room privileges and reassignment of the room.
 - An assessment of \$5 will be charged if a room key is lost or not returned.
 - The last day of the final examination period normally will coincide with the last day for use of the room unless prior arrangements have been made in writing with the head of the circulation department to use the room during a semester break.
 - Faculty must reapply each semester for use of a room. There is no guarantee that a room will be available to an individual who qualified the previous semester. The needs of those reapplying will be considered along with those of new applicants.
 - Two people may be assigned to the same room depending upon demand. The individuals involved are expected to work out mutually agreeable arrangements.
- We want to make your experience at the library a pleasant one. If you have any questions or need further information, please contact Roger Simmons, x5370.

To: All employees
From: Joyce Clampitt, administration and finance
Subject: Appointment of new building manager

Richard Talbott, associate dean for administration and research for the College of Health and Public Affairs, has been appointed the new building manager for building No. 12, health and physics. Talbott can be reached at x6085.

To: University community
From: Bob Arnold, instructional resources
Subject: Relocation of graphics & digital image processing lab

The graphics and digital image processing lab of the office of instructional resources are now located in the Research Park Bennett Building, 3290 Progress Dr. Its new phone numbers are 658-5089 (graphics) and 658-5085 (DIPL). Since personnel will be back on campus on a daily basis, mail should continue to be addressed to LIB 107/OIR.

To: Deans, directors and property custodians
From: Beverly DeLong, finance and accounting
Subject: Timeliness and use of property forms

The university continues to receive audit criticisms for not having the property master files up to date.

Specifically, whenever a piece of decalated university property is moved from one location to another, it is the responsibility of the departmental property custodian to submit F&A Form 41-811, "Property Transfer or Receipt," listing the decal number, description of the item, old location and new location of each item moved.

Additionally, whenever a piece of university property is deemed to be missing it is the responsibility of the custodian to file F&A Form 812-A, "Request for Relief of Responsibility for Property Lost or Stolen," listing the decal number, description of the item, approximate date purchased and the purchase value. This form must be completed as soon as possible to allow follow-up by the university police to assist in the recovery of missing items.

Only with the help of departmental personnel can audit requirements and recommendations be met.

Requests for forms or any questions should be directed to Larry Friedt, university property manager, TR 535, or call x5418.

To: Deans and directors
From: Linda Bonta, finance and accounting
Subject: Scientific and sensitive equipment

When ordering equipment items of a sensitive nature, items that could be damaged easily, please so indicate on the purchase order.

As equipment items are received in central receiving, property and inventory control personnel must determine if the item is decalable and, if so, assign a decal to it. Normally, the decal is affixed at that time to the item. However, if the item is sensitive in nature, the decal can be affixed to either the outside of the shipping material or to the receiving report.

In order to avoid potentially damaging sensitive items, a statement on the PO indicating the need to affix the decal in the department would help ensure that the items remain unopened in central receiving.

Your continued cooperation and support is appreciated.

To: Deans and directors
From: Wilson Rosario, finance and accounting
Subject: Auto use benefits

Use of state vehicles or other leased cars by state employees may be a taxable fringe benefit if the car is provided to be taken home on a daily basis under the Federal Income Tax Rules. If any person in your area has a car assigned for this purpose, please let me know so we can keep the pertinent records.

Let me know if you have any questions. Thank you.

To: Deans, directors and chairs
From: Linda Bonta, finance and accounting
Subject: Annual property inventory

With the start of the new year, we must begin the inventory process for 93-94. This may seem like redundant work, since some departments have just completed their inventory for 92-93 fiscal year, but let me assure you it is not.

Florida statutes require total and complete verification of all inventory items on an annual basis. Many of you have worked on your inventory until recently and we feel that it would be helpful to you as well as to us to begin this year's process while the location of these items is still fresh in your mind.

Beginning Thursday, July 1, we will begin scanning inventories by building. We ask that while property personnel are scanning in your area that someone familiar with your inventory assist in identifying as many items as possible the first time through.

The following is a tentative schedule of building scanning dates, we have attempted to schedule those buildings which house students and student activities first during low use summer months. The following buildings are scheduled for scanning during the period July 1-July 16: theater, Student Activities Center; Volusia Hall; Lake Hall; Osceola Hall; Polk Hall; humanities and fine arts; Rehearsal Hall; Zeta Sorority House.

Contact property and inventory control, x5418, or PROFS ID Lfriedt to make tentative appointments for your department or area. We want this first scanning to be as complete as possible which will make all of our jobs easier.

NEWS

Official Ballot

To spotlight the UCF employee of the month

I nominate: _____
(name) (campus address)

to be UCF employee of the month. (Nominee must have been a University Support Personnel System employee at least two years.) Any employee, including faculty and A&P, may nominate a candidate on the basis of job performance, dependability, attitude, etc. A name submitted remains in the pool of eligible candidates for one year.

Signed: _____
(name) (campus address, phone)

Cut ballot and return to personnel, EOM. (Mark envelope "confidential.")



John Bolte, vice president of administration and finance, second from left, and Vince Butler, vice president and regional manager of Great Western Bank, cut a ribbon held by Tim Carroll, director of business services, and Marty Rouse, administrative assistant at business services, during a recent ceremony marking the opening of the bank's ATM machine on campus.

NEWS and PEOPLE

Clips

Students among top in aerodesign contest

A team of UCF students submitted two airplane models in the Society of Automotive Engineers' aerodesign competition held at Wichita State University, recently. The team finished second in the technical drawing and oral presentation categories. Overall, UCF placed ninth and 10th in the field of 83 teams.

In addition, UCF airplanes Pegasus and Carbon Copy competed against 81 airplanes in two other categories: weight lifting and design reports. The team incorporated several state-of-the-art features in this year's aircraft, such as advanced carbon composites, high-performance wings and in-flight telemetry system, which was unique to UCF and a first in the competition's history.

UCF's team was sponsored by Allied Signal Aerospace, AAI, Coleman Research Corp., Wellington Associates, Hexcel and Bob Violett Models.

Caracol road opens to archaeology site

After years of traveling a bumpy path to the Caracol archaeology site in Belize, UCF professors Arlen and Diane Chase will have a smoother road to follow.

The Chases were two of more than a dozen dignitaries, Belizean nationals and foreign visitors on hand at the official ceremonies opening Caracol Road in May. Also at the ceremony were Daniel Silva, minister of state in the Ministry of Trade & Commerce, Finance & Home Affairs; Glenn Godfrey, attorney general and minister of Tourism and the Environment; Jorge Espat, minister of state, Ministry of Finance, Trade & Commerce, Home Affairs & Defense; Ismael Garcia, Belize ambassador to Central America; Eugene Scassa, U.S. ambassador to Belize; Mark Espat, chairman of the Belize Tourist Board; Joy Vernon, executive director of the Belize Tourist Board.

Physics undergraduate awarded scholarship

Larry Bradley, a UCF undergraduate majoring in physics and mathematics, was recently awarded a \$7,500 Mercury Seven Foundation Scholarship. Those selected for a Mercury Seven scholarship must show a keen sense of interest in their scientific objectives and must possess intellectual creativity and know-how regarding their field of study.

Bradley is a self-taught amateur astronomer and astrophotographer, and he is leading a student initiative for a new observatory at UCF. He is assisting Alfons Schulte in the physics department in researching protein dynamics.

The CREOL advanced laser and optical materials group, led by Michael Bass, electrical and computer engineering and physics professor, and Bruce Chai, physics professor, presented a paper and contributed 10 papers at the Society of Photo-Optical Instrumentation Engineers' OE-LASE '93 meeting in Los Angeles. In collaboration with assistant physics professor Robert Peale, the group contributed five papers at the Advanced Solid State Laser meeting in New Orleans in February.

Kathleen Bell, associate English professor, served as panel moderator for "A Program that Works: Recreating the Curriculum — The Gateway Coalition Engineering Program" at the Conference on Writing Across the Disciplines, at Florida International University in February.

Tony Celso and Rob Kurfurst, assistant professors in the department

of political science, presented papers at the New College and USF Conference on Eastern Europe, in Sarasota, March 25-27. Kurfurst's paper was "Another 'Great Transformation?': Fukuyama, Polanyi and Marx on Markets, Democracy and the Evolution of Soviet Socialism." Celso spoke on "Institutional Impediments to Economic Liberalization in the Commonwealth of Independent States."

Physics professor Bruce Chai's development of novel vanadate materials that show promise for smaller and cheaper solid-state lasers was announced in the "Newsbreaks" section of Laser Focus World in April.

Paul Deane, assistant English professor, published "Grammar in Mind and Brain: Explorations in Cognitive Syntax." He published "The Transition from Oral to Written Competence: Evidence from Teaching

Freshman Composition" in "The Joy of Grammar."

Assistant public administration professor Kathryn Denhardt was the international guest speaker at the conference "Managing Contracting Out," in Australia. She spoke on lessons the U.S. public sector has learned. She was the keynote speaker at a seminar called "Creating an Ethical Workplace," in Tampa in April.



Denhardt

Roberta Driscoll, education program counselor, spoke at the American Mental Health Counselors Association Leadership Training Conference in San Diego, May 12-16. She is co-chair of the Orlando Model Research Project for Future Training of Clinical Mental Health Counselors.

Employee of the month

Secretary fanatic about family, career, sports ... life in general

There are at least two Pamela Bradys. There's the sweet, soft-spoken Brady who happily plows through her daily tasks as senior secretary in UCF's department of community college relations. She's the one who with her husband spent seven years running the single parent program at Calvary Assembly Church.

Then there's Pamela Brady, sports fanatic. She's the one with season tickets to the Orlando Magic and an addiction to tennis and auto racing.

"My kids laugh at me because I'm the one who likes car racing and I'm the one who watches tennis. They'll say, 'Leave Mom alone, she's watching the races,'" said Brady, the university's employee of the month for June.

Brady was doomed to be a sports fan from birth, she confessed. She had two brothers, both sports junkies. And because she grew up in South Florida, she soon became a Miami Dolphins follower, and often attended their home games. As an adult, she fell in love with a man who is as crazy about sports as she. She married him, and ended up spending many evenings watching him coach Little League baseball. As it turned out, Brady's son and daughter also are athletic and involved in sports. So when not at a Magic game or watching a tennis match or auto race or her husband coach, Brady can often be spotted at some sporting event in which one of her children are competing.

"I've spent a lot of time on ball fields," Brady said. "I'm a sports mom."

Brady's co-workers are not likely to see the side of her that chats about the NBA draft during supper conversation with her family. What they may see, however, is the part of Brady that does needlework during her lunch hour. That's another of Brady's addictions, she said.

"I do needlework to the point where my family wants to throw me out sometimes," Brady said.

Not only is her needlework "sort of my therapy," it's a way to turn ordinary sweatshirts into terrific Christmas gifts, Brady explained. Needlework is a talent her mother began to teach Brady when she was five.

Brady is like her mother in other ways too. For instance, Brady's love for the higher education environment is partly a result of her mother's years working at Dade Community College.

Brady herself worked for Miami-Dade Community College in the '70s. In the '80s she was employed by Seminole Community College. And in December 1990 she was hired by UCF to assist community college graduates

with their transition to the university.

"I enjoy it here very much, especially the people," she said. "My previous knowledge of community colleges has helped me deal with what I do here."

"Some jobs you deal with students who are unhappy for



one reason or another, but I don't run into a whole lot of that. I'm dealing with students who are coming in, and it's good to get them off on a good foot."

Brady, who has been married to Danny for 20 years, is currently taking classes for a degree in psychology or social work or "something along that line." Scott, her son, recently graduated from high school and is preparing to enter the Navy. Robyn, her daughter, will be a senior at Lake Mary High next fall.

"My time as a parent is becoming freer, so I hope to be able to do more (take more classes) in the next couple of years," Brady said. "I don't have any intention of ever leaving. I'd just like to become better educated to be able to help the people here. I enjoy my job so much I really haven't had any reason to want to leave."

CLASSIFIED

For sale

Auto bra, for Mustang Mark II, black, \$40. Beige recliner, good condition, \$40. Joanne, x2033 or 365-6151 evening.

Bed, antique twin-size. Complete outfit includes head, foot boards, box spring, mattress, victorian rose print bed linens, comforter, pillows. \$120. Sarah, x5181.

Car, '86 Volvo 740 Turbo station wagon, sunroof, AM/FM/tape, auto, tinted windows, luggage cover. \$7,000. x2236.

Car, '85 Dodge Aries, pale yellow 4-door sedan. Clean, excellent condition, low mileage. \$3,000. x2758 or x5926.

Car, '90 Ford Taurus wagon, full power, V8, air, stereo tape, airbag, auto. \$6,995. x2094 days or 628-0283 evening.

Condo, 3/2 in Tusawilla. Cathedral ceilings, hardwood floors, many extras. Seminole County schools. \$69,900. 366-8920.

Dwarf rabbits, tame and friendly. Make a child (or adult) happy with a great pet. Cost: \$5 and guarantee of a good home. 896-0065.

Hobie Cat, 14 feet. With trailer. \$1,200 or best offer. x2505 or 366-3575, leave message.

Home, 4/2.5, 924 Woodcrest Way, Oviedo. Living room, dining room, kitchen w/ appliances, family room w/

fireplace. Pool w/ screened enclosure, balcony overlooking pool, orange grove. Wooded cul-de-sac, great for kids. \$119,900 or call to discuss lease or lease/purchase. Barry, (615) 482-7541. Call collect or leave message.

House, 4/2, formal lr, dr, family rm, covered Florida rm, more than 2,300 sq. ft. Eat-in-tiled kitchen, cathedral ceiling. Almost new. Prime location, near UCF, Westinghouse. \$112,000. Uma, x5674 or 657-4454.

House, unique, "Will tickle your fancy." On densely wooded 2 plus acres, 3 min. from UCF. Huge enclosed pool. Great entertainment home. Being sold w/ most of a lifetime's collection of art and antiques. Has been highlighted in publications and on TV. Frances, 275-5696 or 277-4000.

House, 4/3, 108 ft. of lakefront, screened heated pool, 2,500 sq. ft., vaulted ceilings. Superior 4-year-old house w/ many extras in quiet cul-de-sac on peaceful Lake Mira. Convenient to UCF. \$214,900. Alan, 658-6812.

Living room furniture, pastel sofa, chair, ottoman. Good condition. \$300 or best offer. x0216 or 679-6553, leave message.

Mobile home, 2/2 in Palm Valley adult park. 1.5 miles from UCF. Home is 24 ft.x50 ft., plus tastefully enlarged, remodeled living room. Includes car port, utility room. Clubhouse provides swimming, pool, tennis, mini golf, shuffleboard, horseshoe tournaments, crafts, etc. Ideal and safe living for 40 yrs and up. Nicely landscaped, situated in park. Must see to appreciate. A steal since just reduced to \$26,000. Marti, x2356 or 365-3870 after 6 p.m.

Piano, Baldwin baby grand, 5'2". Walnut. Excellent condition. \$5,000. 295-4750.

Pool table, 4 ft.x8 ft. in great shape. All accessories included. \$250. Ron, 281-8308.

Recliner chairs, matching pair, blue, side arm-pull to recline, wide enough for two, like new. \$275 pair, \$150 each, delivered, or best offer. Michel or Jose, x6077.

Sofa bed, Castro convertible. Full-size, tan, excellent condition. \$300. Tom, 658-5030 or 365-1815.

Typewriter, IBM Selectric II w/ erase tape typewriter. Various type elements included, all like new. \$200. 380-0374.

For rent

Cocoa Beach condo, 2/1. Ocean-front complex w/ pool, tennis. Walk to shopping, restaurants. Beautiful beach. Weekly, montly. Bill, x2188 or 679-3247.

Condo, 2/1.5 in Altamonte Springs, Maitland area. Car port, patio, screen porch, washer/dryer, \$550 mo. Furniture available. 339-3277.

Miscellaneous

Weight Watchers, at-work program will begin again in September. Please watch for the time, location on Profs and in *The UCF Report*. Pam, x2336.

CALENDAR

Courses

Personnel services is offering the following. For information, call x2771.

- Tuesday, July 6, New Employee Orientation, 8:45 a.m.-2 p.m.
- Tuesday, July 13, CPR, 1-5 p.m.
- Wednesday, July 14, Promote Yourself, 9:30-11:30 a.m.
- Thursday, July 15, Proofreading Techniques, 9-11 a.m.
- Tuesday, July 20, New Employee Orientation, 8:45 a.m.-2 p.m.
- July 22, First Aid, 8:30 a.m.-12:30 p.m.
- Aug. 3, New Employee Orientation, 8:45 a.m.-2 p.m.
- Aug. 11, Survival Tactics, 10 a.m.-noon.
- Aug. 12, Survival Tactics, 1:30-3:30 p.m.
- Aug. 17, New Employee Orientation, 8:45 a.m.-2 p.m.
- Aug. 19, Florida's Right-to-Know Law, 10-11 a.m.
- Aug. 24, Florida's Right-to-Know Law, 2-3 p.m.
- Aug. 26, Proper Handling of a Bomb Threat, 2-3 p.m.
- Aug. 31, New Employee Orientation, 8:45 a.m.-2 p.m.

The Real Estate Institute is offering the following for those wishing to renew real estate licenses. For information, call x1200.

- Saturday and Sunday, July 17 and 18, main campus, 8:30 a.m.-4:30 p.m.
- July 31 and Aug. 1, Daytona Beach campus, 8:30 a.m.-4:30 p.m.
- Aug. 21 and 22, main campus, 8:30 a.m.-4:30 p.m.

Exhibits

The following will be on display in the library in July:

- Visual Interpretation of the Philosophies of Education of Dewey, Emerson, Hawthorne, Mann and Thoreau, by Barbara Judkins.
- The Art of the Renaissance: A New Look, by Margaret Skoglund, Chris Slogar.
- The Drawings and Designs of R.C. Osborne, by Charrell Osborne.
- Fantasy/Horror Collection, by Special

Collections.

- Journals and Diaries of Central Florida Children, by Pat James.

Miscellaneous

- AFSCME Local 3345 will be meeting in PH 206, noon-1 p.m., on the first Tuesday of each month.
- Friday, July 16, annual USPS awards banquet will be held at UCF Holiday Inn at 7 p.m. For information, call x2787.
- Mondays through Aug. 6, the Creative School will sponsor summer camp for primary grade children (K-3) and intermediate grade children (4-6) with a junior counselor program for grades 7 and 8. For information, call x2726.

The following are scheduled for the UCF Arena. For information, call x9070.

- Monday-Friday, July 5-9, Orlando Magic Youth Camp, for children in grades three-12. 649-2267.
- Thursday-Saturday, July 15-17, The Southern Rookie Review, featuring the Orlando Magic, Miami Heat, Atlanta Hawks and Charlotte Hornets, 6 p.m. and 8:30 p.m. 649-3200.
- Saturday, July 17-24, Youth Basketball of America Girls Basketball Tournament, all day. 363-9262.
- July 24-31, Youth Basketball of America Boys Basketball Tournament. 363-9262.
- Aug. 5, commencement, 3 p.m., 7 p.m.
- Aug. 6-14, UCF Men's and Women's Volleyball Camp, 380-6000.
- Aug. 18, World Championship Wrestling "Clash of Champions," featuring Sting and Sid Vicious, 8:05 p.m., x6006.

Seminars

User services is offering the following seminars. For information, call x5117.

- Tuesday, July 6, Introduction to the Disk Operating System (DOS), 9 a.m.-4 p.m.
- Wednesday, July 7, Introduction to Windows 3.1, 9 a.m.-4 p.m.
- Thursday, July 8, Introduction to WordPerfect 5.1 (DOS), 9 a.m.-4 p.m.
- Friday, July 9, Intro to WordPerfect for Windows 5.2, 9 a.m.-4 p.m.

- Monday, July 12, Introduction to Windows 3.1, 9 a.m.-4 p.m.
- Tuesday, July 13, Introduction to Lotus 1-2-3 rel. 2.2 (DOS), 9 a.m.-4 p.m.
- Wednesday, July 14, Introduction to Lotus for Windows rel. 1.1, 9 a.m.-4 p.m.
- Thursday, July 15, Introduction to Personal Computers, 9 a.m.-4 p.m.
- Friday, July 16, Introduction to Word for Windows 2.0, 9 a.m.-4 p.m.
- Monday, July 19, Introduction to Excel for Windows, 9 a.m.-4 p.m.
- Tuesday, July 20, Intermediate WordPerfect 5.1 (DOS), 9 a.m.-4 p.m.
- Wednesday, July 21, Introduction to Windows 3.1, 9 a.m.-4 p.m.
- Thursday, July 22, Introduction to dBase III+, 9 a.m.-4 p.m.
- Friday, July 23, Intro to WordPerfect for Windows 5.2, 9 a.m.-4 p.m.
- July 26, Introduction to Lotus for Windows rel. 1.1, 9 a.m.-4 p.m.
- July 27, Introduction to the Disk Operating System (DOS), 9 a.m.-4 p.m.
- July 28, Introduction to Word for Windows 2.0, 9 a.m.-4 p.m.
- July 29, Introduction to WordPerfect 5.1 (DOS), 9 a.m.-4 p.m.
- July 30, Advanced Windows 3.1, 9 a.m.-4 p.m.
- Aug. 2, Introduction to Excel for Windows, 9 a.m.-4 p.m.
- Aug. 3, Advanced Disk Operating System (DOS), 9 a.m.-4 p.m.
- Aug. 4, Introduction to WordPerfect for Windows 5.2, 9 a.m.-4 p.m.
- Aug. 5, Introduction to Lotus 1-2-3 rel. 2.2 (DOS), 9 a.m.-4 p.m.
- Aug. 6, Introduction to Lotus for Windows rel. 1.1, 9 a.m.-4 p.m.
- Aug. 9, Introduction to Word for Windows 2.0, 9 a.m.-4 p.m.
- Aug. 10, Intermediate Lotus 1-2-3 rel. 2.2 (DOS), 9 a.m.-4 p.m.
- Aug. 11, Advanced Windows 3.1, 9 a.m.-4 p.m.
- Aug. 12, Intermediate dBase III+, 9 a.m.-4 p.m.
- Aug. 13, Introduction to Excel for Windows, 9 a.m.-4 p.m.
- Aug. 16, Advanced WordPerfect for Windows 5.2, 9 a.m.-4 p.m.
- Aug. 17, Advanced Disk Operating System (DOS), 9 a.m.-4 p.m.
- Aug. 18, Advanced Lotus for Windows rel. 1.1, 9 a.m.-4 p.m.

- Aug. 19, Introduction to WordPerfect 5.1 (DOS), 9 a.m.-4 p.m.

Workshops

The Institute of Government is offering the following workshops. For information, call x6335.

- Friday, July 9, The 1993 Growth Management Laws, 1-5 p.m.
- The Small Business Development Center is offering the following workshops. For information, call x5554.
- Tuesday, July 6, International Breakfast Briefing, 7:30-9:30 a.m.
- Monday, July 12, Government Contracting Basics, 8 a.m.-noon.
- Tuesday, July 13, Technology After Dark, 7 p.m.
- Thursday, July 15, Business Plan Writing, 8 a.m.-noon.
- Tuesday, July 20, Ideas for Dollars, 9 a.m.-noon.
- July 22, Introduction to International Business, 9 a.m.-noon.
- July 30, Japan: Business Opportunities 1993, 7:30 a.m.-6 p.m.
- Aug. 3, International Breakfast Briefing, 7:30-9:30 a.m.
- Aug. 9, Government Contracting Basics, 9 a.m.-noon.
- Aug. 12, Business Plan Writing, 8 a.m.-noon.
- Aug. 17, Ideas for Dollars, 9 a.m.-noon.

THE UCF REPORT

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