

The Advocate The Advocate

Issue 01-07 www.employeegrowth.com Jan., Feb., & Mar. 2007 Training Schedule



Please visit
The Alliance for Employee Growth and Development
website:

www.employeegrowth.com

- ❖ Log in on website
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Learn about....

- * What We Do
- * Training Options
- * Success Stories

For further information, please contact:

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Alliance Committee Contacts

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The Alliance
for Employee Growth and Development, Inc.™
Cooperative Labor/Management Venture

The Latest... • T.H. Digby & Associates

JANUARY/MARCH 2006

VOLUME 1, NUMBER 1

Happy New Year....2007

Can you believe it! A new year already! 2007!!!!

A new year to make AND break those new year resolutions.

T.H Digby & Associates, continues to stand ready to deliver high quality, effective, computer software training and Microsoft Office Certification classes.

Remember, you can take the certification classes without being required to take the certification exam.

Come join us this New Year for learning and fun!...check out **The Latest** schedule...we've got brand new "**FOCUS**" classes, the latest software...new computers.



See You In Class!

Come to class and **let's have some fun!**

Toya

thdigby@att.net

703-263-1090

MS-Office "FOCUS" Classes

This year we are offering what we call "FOCUS" classes. These classes are 1-Day and will "**FOCUS**" on a specialized/particular feature of an MS-OFFICE application.

SOME of the "FOCUS" classes include:

- **Document Design & Layout (WORD)**
- **Formulas/Functions only (EXCEL)**
- **Templates (WORD, EXCEL, POWERPOINT)**
- **Manage Contacts (OUTLOOK, EXCEL, WORD)**

SIGN UP TODAY!

ALL CLASS TIMES : 9 a m - 4 p m

APPLICATION	INTRO	INT	Adv
Word 2003	Jan 22-23	Jan 29-30	Feb 5-6
MS-Publisher 2003	Feb 21-22		
PowerPoint 2003	Feb 13-14	Feb 15-16	
EXCEL 2003	Jan 25-26	Feb 1-2	Feb 8-9
FrontPage	March 1-2	March 8-9	
Outlook	March 5-6	March 15-16	March 21-22
Access	March 19-20	March 26-27	
PhotoShop	March 12-13		

Focus Classes

Document Design & Layout	Use Word, create Watermarks, Drop Caps, Section Breaks, Adv Formatting	Feb 19
Functions & Formulas	Save time use Excel Functions & Formulas	Feb 23
Templates Using Office 2003	Use Templates in Excel, Word, PowerPoint	Feb 28
Integrate data/graphs i	Integrate Excel Data & Graphs into Word Document	Feb 26
Manage Outlook Contacts	Use Outlook Contacts in Word, Excel, Access	March 28
Certification Exam Dates	Word	Feb 7
	Excel	Feb 12
	Outlook	March 23

Fax to: Major Coleman at (703) 277-3635

Name: _____

Phone: _____

Alternate Contact #: _____

Work Status: Active: _____ Surplus: _____ VTP: _____ Other _____

Supervisor's

Signature: _____



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TURBO TAX

This class will use various scenarios and profiles to provide practice before you do your own taxes! The tax man cometh! Remember the filing deadline is April 15th. **8 hours** **Participants receive a copy of TurboTax Basic upon successful completion of this class.**

Saturday, February 3, 2007 - 9:00 am – 5:00 pm
Saturday, March 17, 2007 - 9:00 am – 5:00 pm
Tues & Thurs March 27 & 29, 2007 - 4:30pm – 8:30 pm

HOW TO START YOUR OWN BUSINESS

This course provides the information, forms, and worksheets you will need to start your business and the proper foundation to develop a successful business venture. **8 hours / Prerequisite: None**

Tue & Thu, January 23 & 25, 2007 - 4:30 pm – 8:30 pm
Saturday February 24, 2007 - 9:00 am – 5:00 pm

25 Home-Based Businesses You Can Start for Less than \$1,000

In this interactive course explore 25 low start-up businesses and evaluate, with our business expert, if any of them are for you. **8 hours / Prerequisite: None**

Tue & Thu, Feb. 27 & March 1, 2007 - 4:30 pm – 8:30 pm
Saturday, March 10, 2007 - 9:00 am-5:00 pm

WILLMAKER

You will learn how to develop: • **Wills** • **Living trusts, including an AB (bypass) trust** • **Financial powers of attorney** • **Healthcare directives (living will) and much more!!!**
8 hours / Prerequisite: Introduction to PCs and Windows or equivalent knowledge

Students will receive a copy of Quicken WillMaker Plus upon successful completion of the course.

Saturday, January 13, 2007 - 9:00 – 5:00pm
Saturday, March 3, 2007 - 9:00 – 5:00pm
Mon & Wed, March 26 & 28, 2007 - 4:30 pm – 8:30 pm

YOU AND YOUR PDA

In this hands-on class, you will immediately start using your palmOne Tungsten! Topics include Bluetooth technology, Word, Excel, Adobe PDF, PowerPoint, Calendar, and much, much more! **8 hours**

Note: The Alliance provides a \$50.00 allowance toward the purchase of the palmOne Tungsten E2, participant pays the balance. Each participant will be required to pay approximately \$130.00 to \$155.00 depending on pricing at time of purchase. Only one PDA allowed per participant. Participant will be required to provide payment via check 10 days prior to the start of class.

Saturday, March 24, 2007 - 9:00 am – 5:00 pm

Network+ Introduction

This introductory course in the networking series covers:
Overview of Networking/ Network Hardware/ Media/ Network Interface Cards/ Network Software/ Peer-to-Peer/ Client Server Computing and more

16 hours/ Prerequisite: Introduction to PCs or equivalent knowledge

Mon & Wed January 17, 22, 24, 29, 2007 - 4:30 pm – 8:30 pm

Network+ Intermediate

Participants will learn about: Client Server computing / Enterprise computing and distributed resources **Network Management Concepts including** - LAN support - Overview of Novell NetWare - Microsoft Windows Networking TCP/IP Concepts - Overview of WAN Technologies

16 hours /Prerequisite: Introduction to Networking or equivalent knowledge

Mon & Wed - January 31 and February 5, 7, & 12, 2007 - 4:30 pm – 8:30pm

Network+ Test Preparation

The Network+ Test Preparation course will provide participants with the knowledge and skills necessary to sit and pass the CompTIA Network+ Certification examination. Practice test programs which emulate the real test will be utilized. **40 hours Test Prep / 8 hours Review**

Prerequisite: TSAT™ qualified and/or equivalent knowledge

**Mon & Wed, February 19, 21, 26, 28, and
March 5, 7, 12, 14, 19 & 21, 2007 - 4:30 pm – 8:30 pm**

The Training Solutions Group, Inc. 800 495-3074



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Introduction to VoIP – 4 hours

The objective of this course is to **provide an overview of VoIP** and identify the main elements of the technology. Packets of information and much more!!!

Wednesday January 17, 2007 4:30 - 8:30 PM

Working with VoIP - 8 hours

The objective of this course is to provide a practical overview of VoIP.

Tues & Thurs January 23 & 25, 2007 4:30 - 8:30 PM

Planning Your Retirement - 4 hours

This workshop is designed to help you plan for a financially secure retirement.

Monday January 22, 2007 4:30 - 8:30 PM

Oral Communication - 4 hours

The object of this course is to **learn strategies on how to listen more effectively** through a unique listening tool, and learn different styles of communicating.

Thursday January 18, 2007 4:30 - 8:30 PM

Introduction to Technical Math - 8 hours

This course is designed to make use of technology and **provides a method to refresh math concepts** by using examples, problem sets, and self quizzes.

Tues & Thurs Feb. 27 and March 1, 2007 4:30 - 8:30PM

Introduction to Electricity and Electronics - 20 hours

Participants will **analyze and solve realistic problems**, use mathematical techniques effectively in solutions, and reason accurately and investigate the role of electronics in the ever changing field of communications.

Tues/Thurs March 6, 8, 13, 15, & 20, 2007 4:30 - 8:30 PM

Fundamentals of Fiber Optics - 16 hours
(First in a series of three)

In the course you will learn: How Fibers Guide Light / Understanding Core and Cladding and much more!!! ***Upon completion of this course registration for Advanced Fiber Optic will be available.***

Mon & Wed February 5, 7, 12 and 14, 2007 - 4:30 - 8:30 PM

Advanced Fiber Optics - 16 hours
(Second in a series of three)

In this course you will gain more knowledge and understanding in Fiber Optics. ***Upon completion of this course registration for Fiber Optic Certification will be available.***

Mon & Wed February 19, 21, 26 and 28, 2007 - 4:30 - 8:30 PM

Fiber Optics Certification Preparation - 12 hours
(Third in a series of three)

At the completion of course you will be given the certification test. ***By meeting the requirements of the Fiber Optic Association (FOA) you will become a Certified Fiber Optic Technician.***

Mon & Wed March 5, 7 & 12, 2007 4:30 - 8:30 PM

Technical Specialist-TAB – 30 hours
Test Preparation Course

Tues/Thurs Jan 30th and Feb. 1, 6, 8, 13, 15, 20, & 22 4:30pm-8:30pm

TQT-1 – 36 hours
Test Preparation Course

Tues/Thrus April 3, 5, 10, 12, 17, 19, 24, 26 & May 1st 4:30pm-8:30pm

Courses presented by Educational Resources, Inc. 703-904-1800

If interested, please contact Major Coleman at 703-691-5133