

# ACTion!



Wishing You  
and Your  
Family a  
Very Happy  
Holiday  
Season and  
a Super  
New Year!!

Stephen Johnson



A Training Partner

## Alternative Gift Ideas for the Holiday Season

Considering the current state of our economy, it would be safe to say that this year's holiday celebrations will differ from those of the past. This holiday season, we at ACT will be focussing less on material/returnable gifts and more on giving to those in need.

In the spirit of giving back to the community and to those in need, the following is a list of alternative gift ideas for the holiday season, as well as various organizations that are accepting donations of gifts and/or money to help the less fortunate.

### 1) Sponsor a Child or Family.

There are many organizations that allow you to sponsor a child or family this holiday season. Notable options include Children Incorporated ([www.children-inc.org](http://www.children-inc.org)) and Angel Tree ([www.angeltree.org](http://www.angeltree.org)),

### 2) Donate clothes, goods, etc.

Many people have lost their jobs, homes and worldly possessions. This holiday season, give to one of these organizations help the disadvantaged. Some organizations are:

Salvation Army-[www.salvationarmyusa.org](http://www.salvationarmyusa.org)

Central VA Food Bank-[www.cvfb.org/](http://www.cvfb.org/)

Safe Harbor Shelter-  
[www.safeharborshelter.com](http://www.safeharborshelter.com)

Habitat For Humanity-  
[www.richmondhabitat.org](http://www.richmondhabitat.org)

Good Neighbor Village-  
[www.goodneighborvillage.org](http://www.goodneighborvillage.org)

### 3) Local Drives

As the weather gets colder, many local organizations, schools and stores are hosting coat drives. Some such places include; Burlington Coat Factory, Good Will, Puritan Cleaners, etc.

### 4) Give yourself!

The most precious gift you can give is your time. Consider making a contribution of your time to your community. There are plenty of places that need your help. You can volunteer at a soup kitchen, a local Boys and Girls Club, Elder Friends, and more.

**Be Wary:** Before engaging in any philanthropic activities (be it donations of clothing, money or your time), it is best to take a look at the organization's website to see if there are any restrictions as to item donations or simply to ensure that the organization is the right fit for you.



Websites such as [www.yourunitedway.org](http://www.yourunitedway.org)

can provide you with the Human Services associations/establishments in your area that are in need of donations of all kinds. Some Richmond area facilities in need of volunteers and donations include, but are not limited to:

Assisting Families of Inmates, Incorporated; CARITAS; Children's Home Society of Virginia; ChildSavers / Memorial Child Guidance Clinic; Daily Planet, Incorporated; Greater Richmond Stop Child Abuse Now; HomeAgain; Meals on Wheels; Offender Aid and Restoration of Richmond, Inc. (OAR) and so many more!

As an idea, in the past to avoid putting people on a mailing list, whenever we have made a donation to a charity in someone else's name, we give the charity only that person's name, never their address. Rather than having the charity send the person a card, we send that person a card acknowledging that we have made a donation to a charity in their name. Please consider helping others in your community during this holiday season.

## Economically Sound Solutions for your Richmond Area Business

While many of our readers are familiar with Advanced Concepts Training Corporation, you may not be as familiar with two of its sister companies: Flexible Office Solutions, LLC and Computer Services and Training Corporation.



**Flexible Office Solutions (FOS)** is exactly what its name states: a flexible solution for your office needs. Conveniently located in Henrico County just outside the Richmond City limits, this facility houses a wide variety of businesses, catering to their specific needs and giving them a helping hand in all possible facets to assist in the growth of their businesses.

Flexible Office Solutions is not simply a place to physically house your business--at least it doesn't have to be. It's actually more of a personal service for your business, customized to fit your needs--without feeling like someone has pulled the stopper out of the drain in your bank account. FOS offers two types of offices: Resident Offices which are for businesses that want an office available 24/7 and Virtual Offices which cater to businesses that need a business address, a person to answer the telephone and an occasional place to meet with clients or investors.

While most office space lease agreements require you to commit to at least a year, FOS will lease to you for just a few hours or a few days if that's all you need--and that applies to conference rooms as well as individual offices.

Besides saving you money, Flexible Office Solutions can also save you time. As resident at FOS, your monthly costs are all rolled into one bill. You'll never have to worry about setting up or paying for your internet, phones, electricity, water, maintenance, etc.--FOS takes care of all of that for you. They even have a supply of office furniture, accessories and supplies (for rent or purchase--dependant upon the product) in stock to save you time and energy in getting things started. In addition to handling the necessary minutia for you, FOS can also save you an administrator's salary! Administrative services are available on an as-needed basis. If you have a deadline to meet or are just bogged down with time-wasting trivial work, the Flexible Office Solutions administrative staff can assist you in completing the tasks at hand for a nominal fee.

Flexible Office Solutions, LLC  
1518 Willow Lawn Drive, Suite 300  
Richmond, VA 23230  
[www.flexibleoffices.com](http://www.flexibleoffices.com)

However, if your business doesn't need an office or conference room, but instead needs a classroom for training, then Computer Services and Training Corp. is the place for you.

**Computer Services and Training Corporation (CS&T)** has been helping make today's technology work better for the Richmond area since 1993. Conveniently located directly across from The Shops at Willow Lawn and within three miles of I-64, I-95 and 295, as well as other major metropolitan roads. CS&T rents computer labs to businesses. CS&T's building offers free parking along with close proximity to a variety of hotels and restaurants to easily accommodate your guests from out of the area.

CS&T's Presentation & Training Center is a spacious, 3 classroom facility with individual stations and computers for each student. The Center is available for short-term or long-term rentals. Businesses can conduct day/evening training and workshops, seven days a week.

CS&T's expert staff can write and print the manuals needed for your training. Whether it's fully managing a project from start to finish or simply writing or editing the portions you're pressed for time to complete, CS&T is here to help.

Besides computer/training manuals, CS&T creates plant and operational manuals, employee handbooks, documentation for ISO 9000 certification, network and computer user guidelines/instructions and more!

Computer Services and Training Corporation  
1516 Willow Lawn Drive, Suite 101  
Richmond, VA 23230  
[www.csandt.com](http://www.csandt.com)

Don't have the time or staff to do it? Whatever your needs, FOS or CS&T can fill them!



## Easy to Make Holiday Recipes

Because everyone seems to be either hosting or attending a holiday party over the next couple of months, here are some simple holiday recipes that will brighten any affair.

### Sugar Coated Nuts

3 cups nuts (or 3.5 cups peanuts)  
1 cup sugar  
1/2 cup water

Preheat oven to 250°. Add water, sugar and nuts to a frying pan. Cook until all water is gone. Spread on a cookie sheet. Put mixture in oven and cook 20-30 minutes.

### Jessica's Apple Strudel

1 store bought pie crust  
8 Gala apples  
1 cup sugar  
1 cup flour  
1 egg  
3/4 cup brown sugar  
1/2 tsp. salt  
Couple pats of butter  
Ground Cinnamon-to taste

Preheat over to 350°. Roll pie crust into bottom of pie pan. Slice up apples and stick over pie crust. Once apples are situated put a couple pats of butter over top. Sprinkle brown sugar and cinnamon on top of the apples and butter. In a separate bowl mix flour, sugar, salt, and egg until "crumbly". Sprinkle this over apples and pie crust. Bake at 350° for 45 minutes.



### Crab-Swiss Bites

1 (7.5 oz.) can crabmeat, drained, flaked  
1 tbsp. green onion, sliced  
1 cup Swiss cheese, shredded  
1/2 cup mayonnaise  
1 tsp. lemon juice  
1/4 tsp. curry powder  
1 (5 oz.) can water chestnuts, drained, sliced.

Mix all the ingredients together. Use rye or pumpernickel party bread to serve.

## FUN RANDOM FACTS

In 1963, baseball pitcher Gaylord Perry remarked, "They'll put a man on the moon before I hit a home run." On July 20, 1969, a few hours after Neil Armstrong set foot on the moon, Gaylord Perry hit his first, and only, home run.

A Crocodile's tongue is attached to the roof of its mouth.

Owls are the only bird that can see the color blue.

In 1865, the US Secret Service was first established with the sole purpose of combatting the practice of counterfeiting money.

Chicago is home to the world's only drive thru post office.

Thomas Edison, Albert Einstein, Leonardo Da Vinci, Pablo Picasso, General Patton, F. Scott Fitzgerald, Thomas Jefferson, & Winston Churchill all had Dyslexia.

The lyrics to Aerosmith's "Dude Looks Like a Lady" were inspired by Vince Neil of Motley Crue.

### Jessica's Cracked Cookies

1 box chocolate cake mix, mix according to directions  
1 package cream cheese-softened  
1 cup confectioner's sugar

Preheat over to 350°. Make cake mix according to directions. Add cream cheese and blend until fully incorporated. Roll mixture into 1 inch balls. Roll balls in confectioner's sugar. Bake at 350° for 11 minutes or until cooked through.

# UPCOMING COURSES/SCHEDULE

Classes in Blue marked with a \* are online.  
Classes in Red are Red Hat offerings.

START DATE    END DATE    PRICE

## DECEMBER 2009

Oracle 11g New Features for Administrators	12/1	12/4	\$1,849
*Oracle 10g Release 2 Discoverer for End Users	12/3	12/4	\$1,049
Red Hat Linux System Administration-class only	12/7	12/10	\$2,498
*Oracle 10g Foundations: SQL & SQL *Plus	12/7	12/11	\$2,199
Oracle 10g PL/SQL Introduction and Intermediate	12/7	12/11	\$2,199
WebSphere Process Server Administration	12/7	12/11	\$2,199
JBoss Application Server Administration	12/7	12/11	\$2,199
Red Hat Linux System Administration & RHCT exam	12/7	12/11	\$2,698
Red Hat RHCT Exam Only	12/11	12/11	\$399
*Oracle 10g PL/SQL Introduction	12/14	12/15	\$1,049
JBoss for Administrators (with Operations Network)	12/14	12/17	\$2,498
UNIX Introduction to Commands	12/14	12/17	\$1,849
Oracle 10g DBA II	12/14	12/18	\$2,199
Enterprise Java Beans 3.0 Development (EJB)	12/14	12/18	\$2,199
J2EE Development using Spring w/Hibernate & iBatis	12/14	12/18	\$2,199
*Oracle 10g PL/SQL Intermediate	12/16	12/18	\$1,499

## JANUARY 2010

*Oracle 10g Database Administration I	1/4	1/8	\$2,199
Oracle 11g Database Administration I	1/4	1/8	\$2,199
J2EE Development using Spring, Struts, JSF	1/4	1/8	\$2,199
UNIX Introduction to Commands	1/11	1/14	\$1,849
Red Hat Linux Essentials	1/11	1/15	\$2,398
*Oracle 10g Foundations: SQL & SQL *Plus	1/11	1/15	\$2,199
Oracle 11g Foundations: SQL & SQL *Plus	1/11	1/15	\$2,199
Introduction to Java and J2EE	1/11	1/15	\$2,199
*Oracle 10g SQL for Business & Data Analysts	1/20	1/22	\$1,499
Oracle 11g SQL for Business & Data Analysts	1/20	1/22	\$1,499
*Oracle 10g PL/SQL Introduction	1/25	1/26	\$1,049
Oracle 11g PL/SQL Introduction	1/25	1/26	\$1,049
UNIX/Linux Shell Scripting	1/25	1/28	\$1,849
Red Hat Linux System Administration-class only	1/25	1/28	\$2,498
PERL Programming	1/25	1/28	\$1,849
Red Hat Linux System Administration & RHCT Exam	1/25	1/29	\$2,698
*Oracle 10g PL/SQL Intermediate	1/27	1/29	\$1,499
Oracle 11g PL/SQL Intermediate	1/27	1/29	\$1,499
Red Hat RHCT Exam Only	1/29	1/29	\$399

## FEBRUARY 2010

*Oracle 10g Release 2 Discoverer Desktop for End Users	2/1	2/2	\$1,049
Oracle 11g Release 2 Discoverer Desktop for End Users	2/1	2/2	\$1,049
UNIX (Linux) Jumpstart for Experienced IT Developers	2/8	2/12	\$2,199
*Oracle 10g Database Administration II	2/8	2/12	\$2,199
Oracle 11g Database Administration II	2/8	2/12	\$2,199
*Oracle 10g Foundations: SQL & SQL *Plus	2/15	2/19	\$2,199
Oracle 11g Foundations: SQL & SQL *Plus	2/15	2/19	\$2,199
*Oracle 10g PL/SQL Introduction	2/22	2/23	\$1,049
Oracle 11g PL/SQL Introduction	2/22	2/23	\$1,049
Red Hat Rapid Track Course-class only	2/22	2/25	\$2,698
Red Hat Rapid Tack Course and RHCE exam	2/22	2/26	\$2,998
*Oracle 10g PL/SQL Intermediate	2/24	2/26	\$1,499
Oracle 11g PL/SQL Intermediate	2/24	2/26	\$1,499

## Scheduling News

### DEAL OF THE YEAR!

Between now and December 31st sign up for any class in January or February 2010 & receive a 35% discount off the retail price when you mention this offer! (Red Hat classes excluded.)



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