

ACTion!



1516 Willow Lawn Dr.
Suite 101
Richmond, VA 23230
Toll Free: 800-294-7497
Fax 804-285-3722
www.actisit.com

The end of the year is fast approaching. Before you know it a new year will be knocking at your door prompting new resolutions. But, have you accomplished your goals for 2010?

It's not too late...
Schedule the training you've been putting off. Don't let your skill set fall behind; make sure you're competitive for that next step up! Leaves aren't the only thing falling in October! Check out our falling prices on the back page. Now is the perfect time to take that class! See you there!

Stephen Johnson
President
Advanced Concepts
Training Corp.



Small Business Credit Card: to Have or Not to Have?

There comes a time in the growth of a small business when the owner must weigh the pros and cons of obtaining a credit card specifically for their small business. On the surface, most have the same hesitations when debating the issue; the most common being the fear of overspending (which is easily remedied with regular monitoring). Others can argue that their business doesn't purchase enough to necessitate one, or that the process for obtaining one is too complicated or they won't qualify.

There are other downsides to business credit cards that most don't think of. For instance, most business credit cards carry a higher interest rate and are more likely to fluctuate than a bank loan or standard line of credit would (however, this doesn't matter if the card doesn't carry a balance month to month). The majority of credit cards available to businesses also include a personal-liability agreement of some kind, typically stating while the card is in the name of your business, you are personally responsible for any debt incurred

continued on page 2

Fighting the Flu

The season for sickness (namely varieties of the flu) is creeping up on us yet again and it's never too early to start taking appropriate actions to keep yourself, your family and your coworkers healthy. The first key to maintaining your health is prevention. The most effective protection against strains of the influenza virus is receiving the vaccine. Ask your doctor about being inoculated or look into flu-shot clinics convenient to your location. Beyond the vaccine, washing your hands frequently, covering your nose/mouth when you cough/sneeze, avoiding those you know to be sick, and not touching your eyes, nose or mouth (hands to mucous membranes spread germs) can help reduce your chances of falling ill.

Sometimes, all the preventative measures in the world can't keep the germs at bay. While severity of the influenza virus can range from moderate to deadly, the standard symptoms are typically the same. Standard symptoms include: fever, coughing/sore throat, chills, runny/stuffy nose, fatigue, and headaches/body aches.

continued on page 2

Business Credit Card...continued from page 1

(which has potential to negatively affect your personal credit score).

Whatever the worries are, there are usually just as many reasons to get a business credit card as there are to continue on without one.

The great thing about credit cards is their tracking and record keeping capabilities. A quick glance at your monthly statement will let you know where you stand month to month. Most credit card companies at a minimum will provide you with a statement at the end of the year that breaks down your purchases/expenses, allowing for greater ease in end of the year bookkeeping as well. Many business credit cards also give you the option of having additional cards for specific employees. For instance, if your administrator buys office supplies and your manager handles cleaning and maintenance, you can get them each their own card, allowing for greater ease of operations as well as helping categorize your spending.

Contrary to popular belief, it can often be easier for an owner without established credit to qualify for a credit card than for a bank loan/traditional line of credit. However, a credit card should certainly not be the only means of capital but rather more of a tool for times when cash is tight or for large equipment purchases that you need to pay off over time. This level of convenience is one of the greatest draws of a credit card in general. Simply having a card allows for quick access to funds and enables easier online purchases/transactions. But again, the importance of close monitoring of use is pivotal in success or failure with a credit card. If done correctly, you can even boost/build your credit score!

If you make the decision to shop for a business credit card, make sure you are aware of all of the policies and stipulations that come with it (If your chosen card has a rewards program including air fare miles, you could even end up cutting your travel expenses!) and stay on top of your spending and get the most out of your business options!



1516 Willow Lawn Dr.
Suite 101
Richmond, VA 23230
Toll Free: 800-294-7497
Fax 804-285-3722
www.actisit.com

Flu...continued from page 1



If you are diagnosed with the flu, STAY HOME and follow instruction provided by your doctor. The Center for Disease Control encourages staying home “for at least 24 hours after your fever is gone...without the use of a fever-reducing medicine such as Tylenol®.” Wash your hands often with soap and water, especially after coughing or sneezing (if able, cover your mouth/nose with a tissue when coughing/sneezing). Stay hydrated by ingesting plenty of clear liquids (ex. water, sports drinks, etc.) and be sure to get plenty of rest. If you have trouble breathing, keeping liquids down, show signs of dehydration (dizziness, unable to urinate) or develop discoloration in your lips, seek immediate medical help.

There are appropriate courses of action for the workplace to help reduce chances of infection among employees. A great way to promote personal hygiene and deter the spread of germs is by providing items such as tissues, hand soap/sanitizer, disinfectants, disposable towels, touchless trashcans and any other items that are appropriate to your work environment. For instance, in the food industry, sneeze-guards and rubber gloves are a great way to curb the spread of germs.

Provide workers with easy to understand, up-to-date information on the flu and prevention so they can implement healthier practices at work and home as well. Encourage employees to obtain the vaccine and even enact a policy that advocates absence in the event of infection, without the threat of punishment. The last thing you want is an entire company full of sick people, especially you!

For additional information regarding the spread, treatment and prevention of the influenza virus visit the website for the Center for Disease Control at: www.cdc.gov.

The What? When?? & Where???

of Data Backup



Last month, ACTion! began to explore preventative measures for keeping your data safe for those inevitable moments when it all goes south. While we covered many means of data backup methods including external hard drives, storage devices such as CDs and “thumb drives”, as well as internet based back up systems, deciding exactly what, when and where to store your valuable information can be daunting.

So we'll start with the basic question...
“WHAT do I need to back up?”

This is actually simpler than you think. Programs you have loaded onto the computer, you already have a backup for in its original digital file;



whether from a CD or a downloadable application; the back up is already done. What you should concentrate on is the DATA you cannot afford to lose. Ask yourself what files would be difficult, if not impossible, to replace? Would you be able to contact your clients if you lost their information? Pictures, videos, music, financials and programming files such as .vb, .java, SQL and Flash are among those you likely want to save. Don't lose countless memories and man hours because you have not anticipated the future.

“WHEN should I back up my files?”

How often is enough? Strangely enough, that answer is dependent on what you decided above. Believe it or not, you really are formulating a method as you go through this process. To better attack this, study how often you update certain files. For example, you may not download pictures but after major holidays (if you're anything like me!). So why would you back up

those files daily when nothing new has been added? It appears to be a waste of resources, so try backing that up as needed. But programming applications are different. As most programmers well know, hours can be spent creating, trying and failing, tweaking and perfecting until it's just right, at least for today. You cannot afford to repeat those same steps tomorrow should your computer crash overnight. That one you may want to put on your “daily” list. Again, whatever would be hardest to recreate is what you will need to back up most often.

Now that you have prioritized your needs, you're probably wondering, “WHERE would I house all this information?”

Like a pirate burying treasure, you want to make sure your data is safe. You may choose to have an internet based back up system that you can access from anywhere, which takes up no space, or you may have physical storage devices such as flash drive and CDs. These can travel with you or you may decide to keep sensitive information, such as financials, in a safe deposit box off-site. Whatever method you choose, just be certain to stick to your back up schedule.



1516 Willow Lawn Dr.
Suite 101
Richmond, VA 23230
Toll Free: 800-294-7497
Fax 804-285-3722
www.actisit.com

FUN RANDOM FACTS

The actual monetary value of the Academy Awards' Oscar statue itself is about \$150 dollars.

The Poinsettia flower, typically associated with Christmas is actually a warm climate plant, native to Mexico.

Cashews are actually seeds, not nuts. Their shells contain an irritating toxin similar to poison ivy requiring them to be deshelled before they can be shipped off.

Cats do not have the ability to taste sweetness.

The third most used language in the United States is American Sign Language.

Jimmy Carter was the first US President to be born in a hospital.

Birds cannot survive in weightless environments (i.e. space) because they require gravity to swallow their food.

History's shortest war, between Great Britain and Zanzibar, lasted only 38 minutes.

UPCOMING COURSES/SCHEDULE

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

START DATE END DATE PRICE

OCTOBER 2010

Red Hat RHCT Exam Only	10/1	10/1	\$399
*Oracle 10g SQL for Business & Data Analysts	10/4	10/6	\$1,499
*Oracle 11g SQL for Business & Data Analysts	10/4	10/6	\$1,499
Perl Programming	10/4	10/8	\$2,199
Oracle 11g Database Administration I	10/4	10/8	\$2,199
*Oracle 10g Release 2 Discoverer Desktop for End Users	10/7	10/8	\$1,049
Red Hat Networking & Security Administration	10/11	10/14	\$2,498
*Oracle 11g Database Administration II	10/11	10/15	\$2,199
Oracle 11g Foundations: SQL & SQL *Plus	10/11	10/15	\$2,199
Enterprise Java Beans 3.0 Development (EJB)	10/11	10/15	\$2,199
UNIX/Linux Shell Scripting	10/12	10/15	\$1,849
RHCE Exam Only	10/15	10/15	\$799
*Oracle 10g Foundations: SQL & SQL *Plus	10/18	10/22	\$2,199
*Oracle 11g Foundations: SQL & SQL *Plus	10/18	10/22	\$2,199
WebSphere V6 Portal Administration	10/18	10/22	\$2,199
J2EE Development using Spring, Struts, Java Server Faces (JSF)	10/18	10/22	\$2,199
J2EE Development using Spring & Hibernate	10/18	10/22	\$2,199
*Oracle 10g PL/SQL Introduction	10/25	10/26	\$1,049
*Oracle 11g PL/SQL Introduction	10/25	10/26	\$1,049
BEA WebLogic Portal Development	10/25	10/29	\$2,199
WebSphere Business Modeler for Business Process Management	10/25	10/29	\$2,199
WebSphere Application Server V6 Administration	10/25	10/29	\$2,199
*Oracle 10g PL/SQL Intermediate	10/27	10/29	\$1,499
*Oracle 11g PL/SQL Intermediate	10/27	10/29	\$1,499

NOVEMBER 2010

JBoss Application Administration	11/1	11/4	\$2,498
*Oracle 10g Database Administration I	11/1	11/5	\$2,199
Javascript Programming Essentials	11/1	11/5	\$2,199
Oracle 11g PL/SQL Foundations	11/1	11/5	\$2,199
*Oracle 10g SQL for Business & Data Analysts	11/8	11/10	\$1,499
*Oracle 11g SQL for Business & Data Analysts	11/8	11/10	\$1,499
Oracle 11g SQL for Business and Data Analysts	11/8	11/10	\$1,499
UNIX/Linux Shell Scripting	11/8	11/11	\$1,849
Red Hat Rapid Track Course-class only	11/8	11/11	\$2,698
Red Hat Rapid Track Course and RHCE exam	11/8	11/12	\$2,998
*Oracle 10g Release 2 Discoverer Desktop for End Users	11/11	11/12	\$1,049
UNIX Introduction to Commands	11/15	11/18	\$1,849
Web Services Development using Eclipse	11/15	11/19	\$2,199
*Oracle 10g Foundations: SQL & SQL *Plus	11/15	11/19	\$2,199
*Oracle 11g Foundations: SQL & SQL *Plus	11/15	11/19	\$2,199
*Oracle 10g Database Administration II	11/29	12/3	\$2,199
Red Hat Linux Essentials	11/29	12/3	\$2,398
UNIX Introduction to Commands	11/29	12/3	\$1,849
JBoss Application Server Administration	11/29	12/3	\$2,199

DECEMBER 2010

*Oracle 10g Release 2 Discoverer Desktop for End Users	12/6	12/7	\$1,049
Oracle 11g SQL Express Introduction	12/6	12/8	\$1,499
PERL Programming	12/6	12/10	\$2,199
Introduction to Java and Enterprise Java using Jbuilder	12/6	12/10	\$2,199
WebSphere Process Server Pgm: WebSphere Integration Developer	12/6	12/10	\$2,199
*Oracle 10g Release 2 Discoverer- Administration	12/8	12/9	\$1,049
Oracle 11g PL/SQL Introduction	12/9	12/10	\$1,049
*Oracle 10g PL/SQL Introduction	12/13	12/14	\$1,049
*Oracle 11g PL/SQL Introduction	12/13	12/14	\$1,049
Red Hat Linux System Administration-class only	12/13	12/16	\$2,498
Oracle 11g SQL & PL/SQL Express Introduction	12/13	12/17	\$2,199
Red Hat Linux System Administration and RHCT Exam	12/13	12/17	\$2,698
BEA Websphere Portal Development	12/13	12/17	\$2,199
Weblogic AquaLogic Service Bus (ALSB)	12/13	12/17	\$2,199
Weblogic Portal Development	12/13	12/17	\$2,199
*Oracle 10g PL/SQL Intermediate	12/15	12/17	\$1,499
*Oracle 11g PL/SQL Intermediate	12/15	12/17	\$1,499
Red Hat RHCT Exam Only	12/17	12/17	\$399

Scheduling News

YEAR END SPECIAL!

Pay full price for ANY ACT Oracle class between now and December 31 and receive the latest generation Amazon Kindle for FREE!

(Cannot be combined with any other offers.)

Pay full price for ANY class, receive a FREE hotel room for each day of class (1 room per registrant). This includes Red Hat classes! This offer applies to any class completed by Dec. 31, 2010.*

*Registration must be made through ACT. Offer applies to ACT's Richmond Facility.

Limit One Special Per Customer. Specials may not be combined.



1516 Willow Lawn Dr.
Suite 101
Richmond, VA 23230

Toll Free: 800-294-7497
Fax 804-285-3722
www.actisit.com