

# ACTion!



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

**Stephen Johnson**  
President  
Advanced Concepts  
Training Corp.

## Valentines Day!

*Your going to love this deal. This month we would like to give you a 10% discount on all Oracle classes! Please see the attached upcoming Course/Schedule for February, March & April!*



Training Partner

## CONSERVE ENERGY

Whenever you save energy, you are not only saving money but you are reducing the demand for coal, oil, and natural gas. Less burning fuels also means lowering pollution, the primary contributor to global warming.

To conserve energy and save money does not mean that you have to do without. You can now purchase energy efficient alternatives for almost every type of appliance and light fixture. The power is yours to change the energy source in your home and office. Nearly a million dollars worth of energy is used every minute! By each of us making small changes will reduce energy down by thousands of dollars and decrease your energy bills significantly. Here are some simple changes you can do yourself to conserve, reuse and be more efficient.

Lets start with your kitchen by turning your refrigerator to 37 degrees and your freezer as close to 3 degrees as possible. Refrigerators account for about 20% of household electricity use. Check to see if the energy saver switch is turned on. Make sure that your refrigerator/freezer doors are clean and

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## MANAGE YOUR TIME WISELY

If you track your activities accurately on a busy day, you will see the big picture of what you are actually doing with your time. This is the first step to effective time management. No matter which way we look at it, or how hard we try, there are only 24 hours in a day. That's 24 hours to get 28 hours worth of work done...so how exactly are we supposed to squeeze it all in? You don't. But you can manage your time more wisely...and it doesn't have to be complicated. Here are a few simple ways to help us manage the time we do have.

You must find out where you have gaps of unproductive time. Track your daily activities in a notepad that includes fifteen minute increments of time. Measure from the time you wake up to the time you go to bed. Be sure to include your personal life as well as your career. Perhaps you spend much of your time talking on the phone, surfing the internet or reading email. If you can reallocate these precious minutes, it could lead to accomplishing tasks.

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## Conserve Energy ...Continued from Page 1

sealed tightly.

Next, make sure that your dishwasher is always set to the energy saving setting and that the dishwasher is full prior to running it. Allow your dishes to air dry by turning off the drying cycle manually. Save 20% of your dishwasher's total electricity by not using heat in the drying cycle.

You can also conserve energy and cut cost in the utility room. Set your washer to warm or cold water setting, not hot. Compared to typical washing machines, front loaders will usually cut hot water use by 60-70%. As for your water heater thermostat, it can be turned down to 120 degrees F. Each 10 degree reduction saves more energy, saving you more money. Wrapping your water heater in an insulating jacket that cost \$10-\$20, is also a great money saving energy tip.

Be sure not to overcool or overheat rooms. In the summer, keep the thermostat set at 78. In the winter, set your thermostat at 65 degrees during the day, and 68 degrees at night.

Replace or clean air filters as the product packaging recommends. Air conditioners and hot-air furnaces have to work harder to draw air through dirty filters losing energy, and costing you more money.

Small changes save you money. When replacing new appliances look for the "Energy Star" label. This label is assurance that the product prevents pollution and saves energy. Purchase the appliance that meets your needs, not because it is the biggest one available.

Select energy-efficient, compact fluorescent bulbs for your light fixtures that are used more often. Initially these bulbs may cost more however, they save money in the long run by using a quarter of the energy and last 8-12 times longer compared to regular bulbs.

You can still enjoy a relaxing shower by installing low-flow shower heads that use less hot water, these cost \$10-\$20 each. Reuse your bath towels a few times before washing them and let hang to dry.

Use caulk and weather stripping to plug around doors and windows to weatherize your home. Find out where your home is poorly insulated or energy inefficient by asking your utility company for a home energy audit. This service should cost little to no money out of your pocket. Be sure that this service includes a check of your air conditioning and furnace.

Insulating your walls and ceiling will save 20-30% of heating/cooling your home. Modernize and save by



replacing your ordinary windows with argon filled, double-glazed replacement windows.

When it comes to getting around you can conserve energy too by walking, biking, car pooling or using mass transit. When purchasing a vehicle it is ideal to choose one that gets good mileage. Make sure that your air conditioner coolant is recovered and recycled when you have it serviced. Leakage from auto air conditioners is the largest single source of emissions of chlorofluorocarbons, which add to global warming and damage the ozone layer.

Minimizing the amount of waste you produce plays a big factor in conserving our planet. Not only can you make changes to your home to conserve energy but you can recycle and reuse. Recycle everything that you can. If you decide to upgrade your appliances to Energy Star, sell your used appliance for little cost applying it towards your new appliance or give it away by placing an ad. Don't throw out things that other people can use. It may be trash to you but a treasure to someone who really needs it. Recycle your clothing, home decor and unwanted items by donating them to your local "Good Will" or charity foundation.

Reuse cloth shopping bags. Leave reuseable cloth bags in the trunk of your car. Have specific bags for groceries and shopping for clothing, accessories, home decor, etc. Wash the grocery bags with your towels as needed and hang them outside to dry.

There are so many things that we all can do to conserve energy to help our planet. It is the only home we have. Do your part and you can inspire others to take part in this movement. Encourage your friends, family, church and business to get involved in this energy conserving movement. Together we can make a difference.▲



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**Manage Your Time Wisely . . . Continued from Page 1**

Second, create time management goals each week until each time-waster within your daily schedule has been eliminated. The focus is to change your behavior. Set your first goal for week one. Look for behaviors within your schedule that will interfere with successful time management each day. For example, set a goal that you're not going to make or take any personal phone calls while you are at work.

Implement a time management plan. For example, reorganize tasks to fill the space you created by eliminating the personal calls.

Find tasks to help to manage your time and for planning. Whether it is a Day-Timer or a software program such as Outlook for instance, list your scheduled events and set reminders of events in advance to make your time management easier.

Prioritize your tasks. Each day should start by prioritizing the tasks for that day. It is also important to set your performance benchmarks. For example, if you have twenty tasks to complete each day, how many of them do you truly need to accomplish? Which tasks are more important than others?

Learn to delegate and outsource. For effective management you must be willing to give others tasks that you do not have time for or need help with. It is great to feel accomplished and to take on projects but you can still feel accomplished by having others help or by delegating the task to someone else to handle.

Establish a routine that you can stick with. Obstacles may prevent you from staying on track each day but when you realize your off course, get right back on track with your planner. You can still be productive when thrown off course.

Set time limits for tasks. For instance, you have taken a personal call during work. Set yourself a time limit of five minutes and then deduct it from your lunch or add it to the end of the work day by staying later.

The habit is to not take personal calls but if you must, give yourself boundaries.

Last, avoid wasting time. For example, when you have a scheduled appointment and have to wait in the sitting area, don't just sit there. You can always take something to do, such as a report you can read, a checkbook to balance or a blank pad of paper that you can use to plan.

Remember, the purpose of managing your time wisely is to be in control of your time and accomplish what you need to accomplish within the allowed time. By following these simple steps, you will be on your way to managing your time wisely.▲

## **Chocolate Cheese Fudge**

**Ingredients**

- \* 1/2 pound Velveeta cheese, sliced
- \* 1 cup butter
- \* 1 teaspoon pure vanilla extract
- \* 1 cup chopped nuts, pecans, walnuts
- \* 2 (16-ounce) boxes confectioners' sugar
- \* 1/2 cup cocoa powder

**Directions**

Spray lightly the bottom of a 9 by 2-inch square pan with a nonstick spray.

In a saucepan over medium heat, melt the cheese and butter together, stirring constantly until smooth. Remove from heat and add the vanilla and nuts.

In a large bowl sift together the sugar and cocoa. Pour the cheese mixture into the sugar and cocoa mixture and stir until completely mixed. The candy will be very stiff.

Using your hands, remove candy from bowl and press evenly and firmly into pan. Because of the amount of butter in this recipe, pat the top of the candy with a paper towel to remove the excess oil. Place pan in refrigerator until candy is firm.

To serve candy, cut into squares.

Paula Dean. "Chocolate Cheese Fudge Recipe" *Food Network*. Foodnetwork.com January 2011.

## **FUN RANDOM FACTS**

February is the shortest month of the year, has 28 days and 29 days during a leap year.

The birthstone for the month of February is the amethyst.

The flower for the month of February is the primrose.

Ground-Hog Day is celebrated on February 2. If he sees his shadow he returns into the ground, predicting 6 more weeks of bad weather. If he doesn't see his shadow he stays above ground because spring is near.

The first United States president and founding father George Washington was born on February 22, 1732.

In February 1847, the United States Post Office introduced adhesive stamps.

Abraham Lincoln was born on February 12, 1809.



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# UPCOMING COURSE/SCHEDULE

# 2011

Classes in Blue marked with a \* are online.

Classes in Red are Red Hat offerings.

	Start Date	End Date	Price
<b>February</b>			
Oracle 10g PL/SQL Intermediate	2/2	2/4	\$1,499
Oracle 11g PL/SQL Intermediate	2/2	2/4	\$1,499
*Oracle 10g PL/SQL Intermediate	2/2	2/4	\$1,499
*Oracle 11g PL/SQL Intermediate	2/2	2/4	\$1,499
Oracle 10g PL/SQL Foundations	2/7	2/11	\$2,199
Oracle 11g PL/SQL Foundations	2/7	2/11	\$2,199
Javascript Programming Essentials	2/7	2/11	\$2,199
Oracle 10g Database Administration I	2/7	2/11	\$2,199
*Oracle 10g Database Administration I	2/7	2/11	\$2,199
*Oracle 11g Database Administration I	2/7	2/11	\$2,199
Web Services Development using Eclipse	2/14	2/18	\$2,199
BEA WebLogic Portal Development	2/14	2/18	\$2,199
Oracle 10g Database Administration II	2/14	2/18	\$2,199
*Oracle 10g Database Administration II	2/14	2/18	\$2,199
*Oracle 11g Database Administration II	2/14	2/18	\$2,199
*Oracle 10g Foundations: SQL & SQL *Plus	2/21	2/25	\$2,199
*Oracle 11g Foundations: SQL & SQL *Plus	2/21	2/25	\$2,199
UNIX/Linux Introduction	2/22	2/25	\$1,849
UNIX/Linux Shell Scripting	2/22	2/25	\$1,849
UNIX Introduction to Commands	2/22	2/25	\$1,849
*Oracle 10g Release 2 Discoverer Plus	2/22	2/23	\$1,049
Oracle 10g Release 2 Discoverer Plus	2/22	2/23	\$1,049
*Oracle 10g Release 2 Discoverer- Administration	2/24	2/25	\$1,049
Oracle 10g Release 2 Discoverer- Administration	2/24	2/25	\$1,049
*Oracle 10g Troubleshooting and Maintenance for Administrators	2/28	3/3	\$2,199
*Oracle 11g Troubleshooting and Maintenance for Administrators	2/28	3/3	\$2,199
WebSphere Business Modeler for Business Process Management	2/28	3/4	\$2,199
WebSphere Portal Development	2/28	3/4	\$2,199
Oracle 11g Database Administration I	2/28	3/4	\$2,199
*Oracle 11g Database Administration I	2/28	3/4	\$2,199
<b>March</b>			
*Oracle 10g PL/SQL Introduction	3/7	3/8	\$1,049
*Oracle 11g PL/SQL Introduction	3/7	3/8	\$1,049
J2EE Development using Spring & Hibernate	3/7	3/11	\$2,199
WebSphere V6 Portal Administration	3/7	3/11	\$2,199
Oracle 11g Database Administration II	3/7	3/11	\$2,199
*Oracle 11g Database Administration II	3/7	3/11	\$2,199
*Oracle 10g PL/SQL Intermediate	3/9	3/11	\$1,499
*Oracle 11g PL/SQL Intermediate	3/9	3/11	\$1,499
Oracle 10g SQL for Business & Data Analysts	3/14	3/16	\$1,499
Oracle 11g SQL for Business & Data Analysts	3/14	3/16	\$1,499
*Oracle 10g SQL for Business & Data Analysts	3/14	3/16	\$1,499
*Oracle 11g SQL for Business & Data Analysts	3/14	3/16	\$1,499
<b>Red Hat RH200 RHCSA Rapid Track Course With RHCSA Exam</b>	<b>3/14</b>	<b>3/18</b>	<b>\$3,200</b>
UNIX/Linux Introduction for Application Developers	3/14	3/18	\$2,199
WebSphere Application Server V6 Administration	3/14	3/18	\$2,199
Oracle 10g Release 2 Discoverer Desktop for End Users	3/17	3/18	\$1,049
*Oracle 10g Release 2 Discoverer Desktop for End Users	3/17	3/18	\$1,049
Enterprise Java Beans 3.0 Development (EJB)	3/21	3/25	\$2,199
PERL Programming	3/21	3/25	\$2,199
Oracle 10g Foundations: SQL & SQL *Plus	3/21	3/25	\$2,199
Oracle 11g Foundations: SQL & SQL *Plus	3/21	3/25	\$2,199
*Oracle 10g Foundations: SQL & SQL *Plus	3/21	3/25	\$2,199
*Oracle 11g Foundations: SQL & SQL *Plus	3/21	3/25	\$2,199
Oracle 10g PL/SQL Introduction	3/28	3/29	\$1,049
Oracle 11g PL/SQL Introduction	3/28	3/29	\$1,049
*Oracle 10g PL/SQL Introduction	3/28	3/29	\$1,049
*Oracle 11g PL/SQL Introduction	3/28	3/29	\$1,049
Oracle 10g SQL and SQL *Plus Express Introduction	3/28	3/30	\$1,499
Oracle 11g SQL and SQL *Plus Express Introduction	3/28	3/30	\$1,499
*Oracle 10g Database Administration I	3/28	4/1	\$2,199
*Oracle 11g Database Administration I	3/28	4/1	\$2,199
Introduction to Java and Enterprise Java using Jbuilder	3/28	4/1	\$2,199
Introduction to Java and J2EE	3/28	4/1	\$2,199
<b>Red Hat RH124 System Administration I</b>	<b>3/28</b>	<b>4/1</b>	<b>\$2,400</b>
Oracle 10g PL/SQL Intermediate	3/30	4/1	\$1,499
Oracle 11g PL/SQL Intermediate	3/30	4/1	\$1,499
*Oracle 10g PL/SQL Intermediate	3/30	4/1	\$1,499
*Oracle 11g PL/SQL Intermediate	3/30	4/1	\$1,499
<b>April</b>			
*Oracle 11g SQL for Business & Data Analysts	4/4	4/6	\$1,499
Introduction to Java and Enterprise Java using ORACLE's JDeveloper	4/4	4/8	\$2,199
JavaScript Programming Essentials	4/4	4/8	\$2,199
*Oracle 10g Database Administration I	4/4	4/8	\$2,199
*Oracle 10g Release 2 Discoverer Desktop for End Users	4/7	4/8	\$1,049
*Oracle 11g SQL Tuning for Developers	4/11	4/13	\$1,499
<b>Red Hat RH134 Red Hat System Administration III</b>	<b>4/11</b>	<b>4/14</b>	<b>\$2,400</b>
J2EE Development using Spring, Struts, Java Server Faces (JSF)	4/11	4/15	\$2,199
JBoss Application Server Administration	4/11	4/15	\$2,199
Oracle 10g Database Administration II	4/11	4/15	\$2,199
*Oracle 10g Release 2 Discoverer Plus	4/14	4/15	\$1,049
*Oracle 11g SQL and SQL *Plus Express Introduction	4/18	4/20	\$1,499
WebSphere Portal Development	4/18	4/22	\$2,199
J2EE Development using Spring & Hibernate	4/18	4/22	\$2,199
*Oracle 11g Database Administration I	4/18	4/22	\$2,199
*Oracle 11g Foundations SQL & SQL *Plus	4/18	4/22	\$2,199
*Oracle 11g PL/SQL Introduction	4/25	4/26	\$1,049
WebSphere V6 Portal Administration	4/25	4/29	\$2,199
Enterprise Java Beans 3.0 Development (EJB)	4/25	4/29	\$2,199
*Oracle 11g Database Administration II	4/25	4/29	\$2,199
*Oracle 11g PL/SQL Foundations	4/25	4/29	\$2,199
*Oracle 11g PL/SQL Intermediate	4/27	4/29	\$1,499

## Scheduling

### News

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 During the month of February 2011 save 10% on any Oracle class through ACT!

.....  
 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 Feb. 28, 2011.\*

\*Registration must be made through ACT. Offer applies to ACT's Richmond Facility. Limit One Special Per Customer. Specials may not be combined.



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