

**Career Transition  
Center**

George P. Shultz  
National Foreign Affairs  
Training Center  
U.S. Department of State

# CTC NEWSLETTER

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*“Get over the idea that only children should spend their time in study.*

*Be a student so long as you still have something to learn — and this will mean **all** your life.”*

~ Henry L. Doherty

## ESSENTIAL COMPUTER SKILLS

Whatever your career goals for this next chapter — cashier at WalMart or executive at Lockheed Martin — computer skills will probably be essential job skills. Information management skills appear in most ‘Top Ten Lists’ of most essential job skills. The U.S. Department of Labor’s list definitely includes them:

- Problem-solving
- **Vocational-technical**
- Human relations
- **Computer programming**
- Teaching-training
- Science and math
- Money management
- **Information management**
- Foreign language
- Business management

Mature workers like ourselves need to show that we are computer literate and ready to compete in today’s job market. Monster.com advises workers wanting to become computer-literate to focus on:

- “Basic skills to operate a computer, such as handling a computer mouse, typing on a keyboard, and navigating file systems and menus.
- “Microsoft Office programs, with particular attention to Word, Excel and PowerPoint -- roughly in that order.
- “Essential Internet skills, such as email, Web browsing and searching.”

(“Get Computer Skills as an Older Worker” by Allan Hoffman, <http://career-advice.monster.com/technology-skills/career-changers/older-workers/Get-Computer-Skills-As-an-Older-Wor/home.aspx>)

To take your knowledge a step further, make sure you know how to:

- Format text and titles; create headers and footers; insert tables, charts, and graphics
- Organize files on your hard drive for easy access
- Maintain a detailed address book in your MS Outlook or other e-mail file
- Perform research on professional topics in the internet
- Know how to save or back-up to a CD or a flash drive

In this day and time, it would also be good to know how to jump back and forth between IBM-compatible PCs and Apple Macintosh computers, between Word 2003 and Word 2007, and so on. Familiarity with web design software, such as HTML, Dreamweaver, or MS FrontPage, would be icing on the cake.



*"I am learning all the time.  
The tombstone will be  
my diploma."*

*~ Eartha Kitt*

The Monster.com article highlights two ways in which you can obtain the training for these skills. Many of you are already employing the first method of enlisting a young relative or friend to teach you. The second is to take some of the basic training courses offered (often for free!) at your local library.

In Arlington, Virginia, the Arlington Public Library has two 'CyberCenters' — one at

the central library near Ballston and the other at the Columbia Pike branch — which offer free computer classes: **Arlington Public Library** CyberCenters, <http://www.arlingtonva.us/Departments/Libraries/cyber/LibrariesCyberCeabout.aspx>.

*"Anyone who stops learning is old, whether at twenty or eighty."*

*~Henry Ford*

**PANIC!**

Another resource can be found in your local schools. Most public school systems in the U.S. offer adult continuing education classes that include computer training. These classes are usually very reasonably priced and held in local schools.

The Adult and Community Education (ACE) section of **Fairfax County Public Schools** (<http://www.fcps.edu/DIS/OACE/infotech.htm>) is offering several computer classes this Fall, including:

- Blogging Basics: Create Your Own Blog Today (\$29),
- MS Office 2007 New Features (\$49),
- PowerPoint I (\$178)
- Security Policy (\$249),
- Working with Digital Media (\$84),
- classes on desktop publishing and web design, and more.

The Adult Education section of **Arlington Public Schools** (<http://www.apsva.us/1540108819214883/site/default.asp>) also offers computer classes. Their Fall classes include:

- Buying Your New Computer (\$39)
- Build and Maintain Your Own Web Site (\$135)
- Microsoft PowerPoint (\$85)
- and many more

Montgomery County Public Schools in Maryland has transferred all their adult education classes to Montgomery College. Go to the Workforce Development & Continuing Education office at **Montgomery College** (<http://www.montgomerycollege.edu/wdce/>) to check out their IT classes for this Fall which include:

- MS Word 2007 New Features Overview (\$100)
- MS PowerPoint Introduction (\$198)
- Introduction to Web Design Principles (\$145)
- Creating Personal & Small Business Web Sites (\$257)

Even if you do not live in Montgomery County, most community colleges across the nation offer these courses. The Workforce Development and Continuing Education of Northern Virginia Community College (<http://www.nvcc.edu/develop/>) has not yet published their Fall classes, but promises to do so soon.

Another excellent resource is SeniorNet, a nonprofit organization with 200 learning centers throughout the U.S. "SeniorNet's mission is to provide older adults education for and access to computer technologies to enhance their lives and enable them to share their knowledge and wisdom." (<http://www.seniornet.org/php/default.php?PageID=5005>)

In Washington, DC, you can find SeniorNet classes at Emmaus SeniorNet:

Emmaus Services for the Aging  
1426 9th Street NW  
Washington DC 20001  
Phone: 301/390-3717  
Contact: Rinaldo Washington  
Web Page:  
<http://www.seniornet.org/usa/emmaus/>

There may also be classes offered by technical institute, computer equipment vendors, and others. Check your yellow pages and your local newspaper for more resources.

*"When I learn something new—and it happens every day—I feel a little more at home in this universe, a little more comfortable in the nest."*



*-- Bill Moyers*

## BEST PLACES TO LIVE AS AN EXPATRIATE

If you are planning to 'retire' overseas, you might be interested to know that HSBC International has announced the 2008 winners of the World's Best Places To Be An Expatriate. The rankings are based on several criteria, including:

- duration of assignment
- ability to earn high salaries and save
- a more luxurious life than back home
- good and reasonably priced housing

Some of the results may surprise you. Here's the list:

1. Singapore
2. UAE and USA (tie)

3. Belgium
4. Hong Kong
5. Canada, Netherlands, Germany (tie)
6. India
7. China and Australia (tie)
8. France and Spain (tie)
9. UK

Read more about their choices on the Forbes website: "Life Abroad: World's Best Places To Be An Expat" by Vidya Ram, published 07.25.08 at [http://www.forbes.com/realestate/2008/07/25/best-expat-postings-forbeslife-cx\\_vr\\_0725realestate.html](http://www.forbes.com/realestate/2008/07/25/best-expat-postings-forbeslife-cx_vr_0725realestate.html) . Also on the website, you may send Forbes your own opinion on the best locations for expats.

*The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn, unlearn, and relearn.*



~Alvin Toffler

### Goodbye Patty:

Patty Hayes has moved on to a new position as Management Officer at the San Francisco Passport Office. San Francisco is Patty's hometown and we all wish her the very best!

"Career Diplomacy: Life and Work in the U.S. Foreign Service" by Kopp & Gillespie:

Hot off the press, a book by retired FSOs Harry Kopp and Charles (Tony) Gillespie, Georgetown University Press. This book is a "home run" and will fill a yawning niche of needed information and boost the U.S. Foreign Service. The concept arose from a discussion about the need to educate and develop an understanding of an appreciation for the Foreign Service, its culture, history, work, etc. Visit [www.careerdiplomacy.com](http://www.careerdiplomacy.com) to learn more about the book.

### Welcome Cheryl:

CTC gives a warm welcome to Cheryl Coviello, your new CTC Newsletter Editor. Cheryl recently returned from a tour of duty in Vienna, Austria where she served as Human Resources Officer to the Tri Missions.

Cheryl welcomes YOUR input to YOUR newsletter and would like to hear YOUR ideas on topics you would like to see more of.

*"Change is only another word for learning, therefore, the theories of learning will also be the theories of changing. If you want to change, try learning, one might say, or more precisely, if you want to be more in control of your change, take learning more seriously."*



-- Charles Handy (quoted at the introduction to *The Dialogue of Learning and Change*)

## ATTENTION, JSP GRADS!

All JSP graduates of the August 2008 and previous classes are invited to attend follow-up meetings in Room E-2120 to discuss progress on your job search, share experiences and advice, enjoy each other's company, **and** meet your new editor. The dates are:

- Tuesday, September 9, 10:00 am
- Tuesday, September 23, 10:00 am

*"In a time of drastic change it is the learners who inherit the future.*

*The learned usually find themselves equipped to live in a world that no longer exists."*

*-- Eric Hoffer*

OOPS!

## CAREER CHANGE JOKE

A passenger in a taxi leaned over to ask the driver a question and tapped him on the shoulder. The driver screamed, lost control of the cab, nearly hit a bus, drove up over the curb, and stopped just inches from a large plate glass window.

For a few moments everything was silent in the cab, and then the still shaking driver said, 'I'm sorry, but you scared the day-lights out of me.'

The frightened passenger apologized to the driver and said he didn't realize a mere tap on the shoulder could frighten him so much.

The driver replied, 'No, no, I'm sorry, it's

entirely my fault. Today is my first day driving a cab ..... I've been driving a hearse for the last 25 years.'

:)

*The purpose of learning is growth, and our minds, unlike our bodies, can continue growing as we continue to live.*

*~Mortimer Adler*

## BOOK RECOMMENDATIONS

ROADTRIP NATION: A GUIDE TO DISCOVERING YOUR PATH IN LIFE

By Mike Marriner and Nathan Gebhard, with Joanne Gordon (Ballantine Books, 2006)

FINDING THE OPEN ROAD: A GUIDE TO SELF-CONSTRUCTION RATHER THAN MASS PRODUCTION

By Mike Marriner, Brian McAllister and Nathan Gebhard (Roadtrip Productions, Ltd., 2005)



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