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OGA-2696X-P7

ROUTING AND TRANSMITTAL SLIP

Date 22 DEC 87

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. C/PMS/OL		
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Action		File	Note and Return
Approval		For Clearance	Per Conversation
As Requested		For Correction	Prepare Reply
Circulate		For Your Information	See Me
Comment		Investigate	Signature
Coordination		Justify	

REMARKS

#1 - FOR ACTION AS APPROPRIATE.

5C-1

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

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FI	Room No.—Bldg.
	Phone No.

5041-102

★U.S.GPO:1986-0-491-247/20047

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

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TRANSMITTAL SLIP	DATE
TO: _d̸l̸a_	

ROOM NO.	BUILDING

REMARKS:

For appropriate action

FROM: _Pav_		
ROOM NO.	BUILDING	EXTENSION

FORM NO.
1 FEB 56 **241**   REPLACES FORM 36-8
WHICH MAY BE USED.   (47)

Software Consultants & Instructors

8105 EASTERN AVENUE

P.O. BOX 1125

SILVER SPRING, MD 20910

(202) 829-4444

December 1, 1987

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Office of Public Affairs, CIA
Washington,, DC   20505

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Dear

It was a pleasure to speak with you on the telephone regarding
microcomputer training for your staff. I have enclosed some
information about Software Consultants & Instructors (SCI),
including fact sheets on:

- Who we are,
- Why we are the best value in microcomputer training, and
- Current Course Offerings, including locations we have taught.

SCI stands ready to meet your training needs, providing superior
quality instruction at a cost below that of other training firms.

At your convenience I would be happy to provide you:

- our course manuals, materials and curricula,
- our instructors' resumes,
- our track record of student evaluations, and
- references, and letters of commendation from our clients.

If you would like more information, please feel free to call us.

Sincerely yours,

David Lewis

DL:db
Encl.

WHY SCI?

SCI delivers superior quality instruction at a competitive price.

SUPERIOR QUALITY

SCI is run by experienced software educators who are committed to excellence in teaching. SCI instructors combine years of training and professional work experience. They work daily as specialists using the software they teach, sharpening their skills, discovering helpful tips, and ensuring that their courses are state-of-the-art.

SCI dedicates its resources to continual improvement of course materials, and to attract first-rate instructors:

o   SCI's "Microcomputers for Managers" course features Donald Curtis, an MBA with 20 years' teaching experience as a professor of Management at the University of Virginia and as a computer and information systems consultant to such organizations as IBM, the Army, Navy, and many US Government agencies.

o   SCI's "Symphony" course features Roydell Rosfeld, an attorney-at-law who has been in high demand as a consultant and trainer in Symphony since its release. Roy heads the Washington DC area Symphony users group and writes monthly columns on Symphony techniques and applications for microcomputer publications.

o   SCI's "Lotus 1-2-3" course features Frederick Shaddock, an MA in Education whose innovative teaching techniques earn consistently high evaluations from students. His unique, copyrighted "unified whole" charts show at a glance how the various software commands fit together into an easy-to-remember pattern.

o   SCI features enjoyable on-disk class exercises to facilitate the learning process, which the students may keep for future review. Students may also call SCI instructors with questions or problems, free of charge.

COMPETITIVE PRICE

SCI's low course fees speak for themselves, and are possible because:

o   SCI operates primarily on the basis of repeat business and referrals from satisfied clients, with the instructors arranging the classes. This in itself saves the client hundreds of dollars per class.

SCI can offer your students hands-on instruction on every one of the four main types of IBM compatible computers--the PC, XT, the portable, and AT. SCI brings you the area's best value in computer education, so you can bring superior training--to more employees--with the same budget.

Software Consultants & Instructors   202-829-4444

Software Consultants & Instructors
Current Course Offerings
202-829-4444

Level	Course title	Suggested # of Days	Locations taught previously **
Intro to Aura		2	PTI,BAI
Advanced Aura		2	BAI
Intro to BASIC Programming		1	TP,CU,DPC,WPA
Advanced BASIC Programming		1	CU,DPC,WPA,WEI
Intro to CP/M Operating System		1	DPC, WEI, MSI
Intro to CrossTalk		1	MSI,NAFC
Intro to Data Communications		2	PAX
Intro to dBase II		2	WEI,PAX,PTI,DR,BAI,B&A,USAF
Advanced dBase II		2	WEI,PAX,PTI,USAF
Intro to dBase III+ or III		2	PAX,PTI,NAFC,DR,BAI,PAHO,AIED,B&A, USAF,Howard,DRM
Advanced dBase III+ or III		2	PAX,PTI,BAI,PAHO,B&A,USAF,DRM
Intro to DECmate II		2	LBI
Intro to DisplayWrite		2	PAX,USNA,StMD,Newsweek,HEF,CFTC,CCC ,API
Advanced DisplayWrite		1	StMD,CFTC,CCC
Intro to DOS (MS- PC- or Z-DOS)		1	PTI,PAX,USNA,AIED,USAF,CFTC,NASFAA, DRM
Advanced DOS (MS- PC- or Z-DOS)		1	PTI,USNA,USAF
Intro to Enable		3	SD,WPA,USAF
Intro to Framework		2	PTI
Intro to Freelance		2	NAFC
Intro to Lotus 1-2-3		2	PAX,FtB,NAFC,PTI,FSI,DR,B&A,BAI,CT, PAHO,USNA,VOA,TLC,MCI,McKCC,USAF, TRG,DRM,CCC
Advanced Lotus 1-2-3		2	PAX,PTI,BAI,PAHO,FSI,CT,MCI,USAF,DR M,CCC,DOT
Advanced Lotus 1-2-3 Macros		1	BAI,FSI,PAHO,MCI,CT,USAF,DRM
Intro to Microcomputers for Managers		2	FtB,PTI,MCI
Intro to MultiMate		2	LBI,FtB,CE,MSI,TLC,FSLIC,USAF,DRM,C CC,DOA
Advanced MultiMate		2	LBI,FtB,CE,TLC,FSLIC,CCC,DOA
Intro to MultiPlan		2	PTI,BAI
Advanced MultiPlan		2	BAI
Intro to Office Writer		1	DOA
Intro to PageMaker		1	CE,T&J,CP
Intro to PC Operations		1	PTI,HEF,SHC,CT,MSI,USAF
Intro to PeachText		1	DCA
Intro to Personal Decision Series		1	SD,WPA
Intro to R:base 5000		2	PTI,Bahr,TLC,FSLIC,CCC,DRM
Advanced R:base 5000		2	PTI,Bahr,TLC,FSLIC
Intro to R:base System V		2	TLC,FSLIC,DRM
Intro to Rubix		2	VISCO

Intro to Samna	2	AIED,USAF,Pentagon
Intro to SuperCalc	2	DR,USAF
Intro to Symphony	3	PTI,CT,TLC,DRM,R&A,CCC
Advanced Symphony	2	CT,CCC
Intro to UNIX	1	VISCO
Intro to Ventura Publisher	1	PL,CCC,OpenUniv,MBI,CE,CP,NAFC
Advanced Wang	1	ABA,BAI
Advanced Wang - Glossary	1	ABA,NASFAA
Advanced Wang List Processing	1	BAI
Intro to Wang Word Processing	2	ABA,BAI
Intro to Word (MicroSoft)	2	TLC,MSI,DOA
Advanced Word (MicroSoft)	2	TLC,DOA
Intro to Word Processing	2	PAX,MSI,USAF
Intro to WordPerfect	2	PAX,NSRDC,DR,TLC,SHC,CT,Bell,EPC, SD,SSI,WB,Howard,NASFAA,FAF,GNM
Advanced WordPerfect	1	DR,TLC,SHC,CT,Bell,EPC,WB,Howard
Intro to WordStar	2	WEI,PAX,PTI,FtB,DR,USAF,EPA
Advanced WordStar	1	DR,FtB,USAF
Intro to WordStar 2000	2	PAX,PTI,USNA,Howard,CE
Advanced WordStar 2000	1	Howard

Class cost depends on class size, special needs, location, and facilities.

** Abbreviations of locations we have previously taught each course --
full names, address, and phone of references available upon request

12/87

WHO IS SCI?

Software Consultants & Instructors (SCI) provides computer training meeting the highest standards of excellence found in the training industry, at a cost well below that of other training firms.

SCI formed in 1983 as a network of computer consultants with degrees in science and education, working hands-on in actual business applications using the computer software they teach. The instructors of SCI have successfully trained hundreds of military, civil service, and business personnel at sites throughout the Washington metropolitan area.

SCI is a unique type of training firm, run by the instructors rather than by middlemen, which allows SCI to offer lower prices to the client without compromising quality of instruction.

Each course is tailored to suit the unique needs of the clients-- from the "WordStar" course for beginners, to "Advanced dBase," to "PC's for Managers". SCI teaches in an understandable and enjoyable way, in English--not computerese.

SCI conducts hands-on training classes of 5 - 15 people, and tutors individuals. We can provide the computers and the classroom, or use your facilities.

SCI instructors are committed to the students, and are happy to be on call for questions and problem solving, even long after the class is over, free of charge. SCI looks forward to meeting your training needs.

ASSOCIATES

Dale Brooks, M.B.A.	Lotus 1-2-3, SuperCalc
Jeff Cohen	Networking installation & training
Donald Curtis, M.B.A.	Microcomputers for Managers, Project Management, Telecommunications
Mawiyah Clayborne, Ph.D.	WordPerfect, AppleWorks
Wolfgang & Elizabeth Esch	FreeLance, Graphics
Michael D. Faulkner	DECmate, WordPerfect, Wang, DOS
Lawrence Greenberg, M.A.	Telecomm., Lotus 1-2-3, MultiMate
Timothy Kahne, M.Arch.	dBase, Lotus 1-2-3, AutoCAD, Framework
Frank McLaughlin	DisplayWrite, WordPerfect, Wang, MultiMate, Smart
Lisa Moseley	WordStar, WordPerfect, MultiMate
Martin Pasco	AutoCAD, MegaCAD
Victor Raymond	UNIX, Rubix, Lotus 1-2-3
Roydell Rosfeld, Esquire	Symphony, Lotus 1-2-3
Lee Ryan, M.A.	dBase, WordStar, Lotus 1-2-3
Frederick Shaddock, M.A.	Lotus 1-2-3, dBase, WordPerfect, WordStar, R:base, Wang
John Stern, C.P.A.	Lotus 1-2-3

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