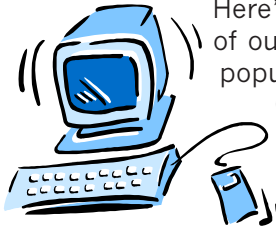


Upcoming Classes



Here's a short list of our most popular classes. Call Dave or Ann for a list of all our classes.

Windows 95, Lvl 1 9/18, 10/1
Word, Lvl 1 9/16, 10/16
Word, Lvl 2 9/25, 10/26
WordPerfect, Lvl 1 10/6
Excel, Lvl 1 9/15, 9/30, 10/15
Excel, Lvl 2 9/29, 10/29
Excel, Lvl 3 call for new dates
PowerPoint, Lvl 1 9/11, 10/9
PowerPoint, Lvl 2 9/28, 10/28
Access, Lvl 1 10/7
Access, Lvl 2 9/21, 10/8
Netscape, Lvl 1 9/24, 10/12
CyberMarketing 9/24
Website Dev, Lvl 1 & 2 10/21
MS FrontPage 98, 1 10/5
PageMaker, Lvl 1 9/22 & 9/23
PageMaker, Lvl 1 ... 10/22 & 10/23
Act!, Lvl 1 10/14
Project, Lvl 1 call for new dates

Sharing Internet Access

If the users of your office or home network would each like to access the Internet, look at RideWay. This software securely shares your one Internet account with all network users.

Product details are posted at dgl.com/rideway/

CPA Continuing Education

The MD State Board of Accountancy grants continuing education units (CEU) for Damar Group classes.

CPAs, this is a reporting year. CEU credits earned at Damar Group will help you meet your professional training requirements.

Off to Market

The best decision we've made in the past few years is to invite Marketing Partners to be part of our business advisors team.

Their experience about niches and new market development is significantly boosting our business.

The most memorable piece of advice we received is to be consistent in our marketing programs. Stick to 'em; our customers need to hear from us on a regular basis. Our print and fax newsletters come from their advice to be consistent in our marketing.

Best of all, one of their program ideas increased our business over 47 percent! You'll find them at mpus.com or 410.309.9686. Tell 'em Damar sent you.

ACT! Tip

Keep your favorite lookups, letters, and reports handy by adding them with the "Modify Menu" option.

Learn all the tricks of the most popular contact management software in our upcoming ACT!, Level 1 class on Oct 14th.

HTML Tip

The <META Name="keywords"> tag assigns specific keywords to your webpages as they're indexed by the Internet search engines.

Learn to help more people find your website by using meta tags and other techniques in our Website Development classes on Oct 21st.

Subscriptions

To add or remove a subscription, call 410.290.7000. Previous editions: dgl.com/docs/pce.html.

Viruses Up 48 Percent

A recent study by the International Computer Security Association found the rate at which viruses are infecting computers is 48 percent higher than last year.

Though the use of anti-virus software is also climbing, viral attacks are outpacing companies' defensive measures.

Damar Group recommends McAfee's VirusScan as the most effective tool to ward off computer viruses. Find VirusScan at www.mcafee.com.

Online by Degrees

Western Governors University (WGU) is a cooperative between 25 colleges and universities in 17 Western states and Guam, and several businesses, and it's the first notable online university. Details are posted at dgl.com/dglinf/1998/dg980904.html.

Customers Speak Out...

"Always a pleasure taking a course from your company. You have the best instructors & workbooks around! Thanks!"

Teresa Tobolik

"Enjoyed small class size and friendliness of whole office."

Kimberly Liddick, ARC

"The addition of the book to take back with us is much appreciated."

Sue Cox, Spectara

"I learned more than I thought I would and more easily..."

*Brian Costantini,
Columbia National*