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American Institute of Certified Public
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Inside AICPA, August 12, 1991

American Institute of Certified Public Accountants (AICPA)

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August 12, 1991

**Attention
CPAs - - -
CPE Course
Update**

This week's CPE session (to be held Friday, August 16 from 9 to 1 in the Board Room) will show you how to use AICPA software to do your job better.

- o Using Accountant's Trial Balance (ATB) and Audit Program Generator (AGP) - Larry Wolfe (a developer of the software)
- o Effective Research Techniques using FOLIO and NAARS - Tracey Monaghan and Nancy Cohen

By popular demand, a new session has been added to the program:

- o August 29 - Update of ACSEC and Accounting Standards Division Projects

Please sign-up for these courses as soon as possible by contacting either Moshe Levitin x6593 or Cecil Nazareth x6851.

**Staff
Promotions**

Congratulations to Bruce Brasell and Karen H. Jones in Quality Review who were promoted from Technical Manager to Senior Technical Manager.

Good Luck in your new positions!

Welcome!

Tisha Joiner & Karen Robinson - Accounting Clerks - General Accounting. Tisha & Karen join the Institute full-time after temping in our General Accounting Department.

Virginia Michaels - Travel Administrator - Meetings & Travel. Virginia joins the Institute from Travel Corporation of America where she worked as a Travel Agent.

Annette Schumacher - Technical Manager - Federal Government. Annette joins the Washington staff from Coopers & Lybrand where she worked as a Supervisor.

Amy Shertzer - Production Associate - Promotions. Before joining the Institute, Amy worked as a Freelance Art Director for Voyager Communications.

Jorge Villaquiran - Copying Coordinator - Printing Services. Previously, Jorge was a driver for AIA Auto Company, Inc.

**Staff
Anniversaries**

Congratulations to the following staff members who last week celebrated various anniversaries with the Institute.

Anniversary

Tony Vargas	CPE Course Assembly	16th
Bill Stromsem	Federal Tax	15th
Al DiMauro	Shipping & Receiving	5th
Frank Katusak	Planning & Research	5th

IIE

Keep your investment working for you. Three dynamic half day follow-up sessions have been scheduled.

August 29th - Affirmation Workshop: The nuts and bolts of how to write them and how to use them. Presented by Donna Harfenist. Get a clear understanding of the affirmation process. Learn how to create specific, winning affirmations.

September 12th - Performance Appraisal: Confidently Building Self-Esteem in Others. Presented by Joe Cote. The better you feel about yourself, the better your appraisal of others will be. Channel your power and grow.

September 23rd - Onward and Upward: Affirmations for Success Workshop. Presented by Sharon Free. A refresher course for IIE grads to help you tune-in and rejuvenate your visualization and affirmation techniques.

To register call Elinor Paige x5476.

**Time To
Change
Direction?**

One day, in the far reaches of Canada, a traveler trudging along a narrow dirt road came upon this sign posted on a tree: Choose your rut with care. You'll be in it for the next 30 miles.

At one time or another, we all get into a rut. Perhaps you're in one right now. How we get into ruts is obvious-inertia. But how do we get out?

One way is to change our routines. Try getting up earlier in the morning and doing something that you can't otherwise fit into your schedule-read, write a letter, study for a college course, or exercise. Plan a vacation. Visit someone in the hospital or a shut-in at home. See a play. Attend a concert, go fishing, or fly a kite.

List the goals you would like to reach in your work or career. Set a time limit to reach them-and then set off in a new direction, out of your rut, to get there.