



# The Capital

Columbus Chapter  
October 2008

## Office Etiquette! Cube Manners, Email Grammar and Cell Time

November 19, 2008

Presented by Amy DiBlasi

Columbus State Community College



What is privacy anymore? When was the last time you had a “private conversation” at work? Has “CubeWorld” got you down? Learn how to keep things in perspective. Find out how to handle those delicate situations that arise; a co-worker is sharing too much information in your not so private cube, and when to answer your cell phone. Also learn when it’s okay to use “netlingo” in an e-mail, and when you need to keep it formal.

Our speaker Amy DiBlasi, a professor from Columbus State Community College, will educate us on the do’s and don’ts of proper office etiquette.

Amy is a full-time faculty member in the Business Office Administration Department at Columbus State Community College. She teaches courses and seminars in such topics as Business English, Microsoft Office Programs, Customer Service and Time Management. Amy has also taught Business Education at the secondary education level, and has been a job coach in the corporate sector.

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**OFFICE PowerHour**

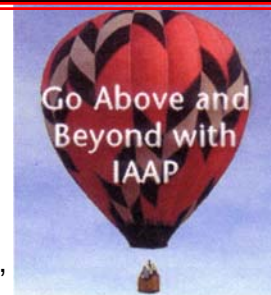
60 MINUTES ONLINE WILL CHANGE THE WAY YOU WORK

One Hour.  
One Focus.  
All Office.

Office PowerHour is an online, one hour, deep dive into a specific task or skill that you can put to work immediately. 60 minutes online with Gini and Annette will change the way you work.

Training without travel.  
One hour of focus, one Office skill.  
Learn a new skill every month.  
Choose what you want to learn.  
Upgrade your skills in 60 minutes.  
View training sessions, schedule, cost and registration

## President's Message



Dear Members:

The Program Committee has some exciting speakers lined up for us this year; in October, Linda S. Watson will be joining us to share some tried and true tips on planning an event that will be remembered. There will also be speakers on nutrition, a "green" office, and in December, we will have our annual ornament exchange. Check your newsletter and our website for more information.

The Ways & Means Committee is having a bake sale at the October meeting so don't forget to bring in some goodies for the sale. I am looking forward to purchasing a few goodies for myself.

In last month's newsletter, Treasurer, Claire Lacey CPS/CAP brought to our attention the fact that our operating funds are low. Henry Kaiser, the great industrialist, said, "Problems are only opportunities in work clothes." I feel the challenge is in looking past the problems to see and focus on the opportunities. I encourage all members to talk to one of the Board Members if you have any questions. Maybe you have an idea on how the Chapter can improve its bottom line, if so, feel free to give me a call or send me an email, the Board and I are open to suggestions.

Remember to buy a chance to win a \$100 gas card! The winner of the gas card will be drawn at the December Chapter meeting and you do not have to be present to win. Ask your friends and family members if they would like a chance to win a \$100 gas card. To enter send your check and contact information to Claire Lacey CPS/CAP.

Did you know that another way for our chapter to continue growing is to recruit new members? Annette Cooperider CPS, Vice President-Membership is having a jewelry giveaway. You can earn lia sophia jewelry and our Chapter gets a new member!

Calling all members! How would you like to show off your beautiful grandchildren, that special pet, your wedding photos, and your beautiful babies? We introduced Margie's Corner in the September newsletter; Margie Ater CPS was dedicated Chapter member who loved our organization, this photo gallery allows us to honor her memory, provides you with a place to show off your loved ones, and it will be an ongoing fundraiser for our Chapter. I can't wait to see everyone's pictures.

News from International: Do you like to read? International President Barb Horton has started a book list, and each month she will be adding a new book to the list. This month's book is *Never Check E-mail in the Morning* by Julie Morgenstern.

I look forward to seeing you at the October meeting.

*Tracy*

Tracy Metzger



## IAAP Events Calendar Update

November 7-8, 2008	CPS/CAP Exams	May 1-2, 2009	CPS/CAP Exams
March 9-11, 2009	Spring Professional Education Conference in Nashville	April 22, 2009	Administrative Professionals Day



**November:**

- 06 Board Meeting – Brady Ware (T Metzger)
- 19: Chapter Meeting – LifeCare Alliance (J. Eitel CPS)
- 28: Newsletter deadline for article submission (J. Hawxhurst CPS/CAP)

**December:**

- 04: Board Meeting – Brady Ware (T. Metzger)
- 16 Chapter Meeting – LifeCare Alliance (J. Eitel CPS)
- 26 Newsletter deadline for article submission (J. Hawxhurst CPS/CAP)

## Membership Communication



**Need a name badge?**

The prices for the badges are as follows:

- 1 line \$11.00
- 2 lines \$11.50
- 3 lines \$12.00

Contact me for an order form at:  
 Elsa Pagliery CPS  
 President-Elect  
 614-485-2352  
 empsilver@yahoo.com



**DO YOU HAVE A Virus Protector?  
Did You Know?**

In recent tests by PC Magazine, theCyberDefender Early Detection Center ranked higher than McAfee, Trend Micro, Windows Live One Care, PC-cillin, Bullguard, BitDefender and AVG Internet Security in its ability to remove spyware!

Sometimes the best things in life are free! ♥

**Civic Committee 2008-09**

We will be collecting items for Toys for Tots at our December Chapter meeting. Please bring an unwrapped toy.

We will also collect items for Faith Mission. Please bring toothpaste, toothbrushes, dental floss, shaving cream and razors, deodorant, ethnic hair products, travel size lotions, and travel size shampoo.

**Karon Dellinger  
Civic Chair**



Serving hundreds of meals a day in the soup kitchen, Faith Mission is the only Community Kitchen in Franklin County able to serve breakfast, lunch, and dinner every day of the year. We truly consider it a miracle that due to the large number of donated goods, we are able to operate the kitchen on a minimal budget.

Although the number of people needing meals continues to increase, our needs are always met.

Thanksgiving is coming and it is a day you can help! More details will be available at the November Meeting. If you would like more Information on how you or can help, please Contact Karon Dellinger or Faith Missions' volunteer coordinator at 614-224-6617, x2171.

