



A Faith Works Initiative

## Adult Life Training, Inc.

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Building America One Life at a Time

Thursday, September 12, 2013

Dear Sir or Madam:

Thank you for requesting information on our programs. Located in Allen (02) County, Indiana, Adult Life Training, Inc. (ALTi) is a Tax Exempt Public Charity recognized since 2004 under IRC Section 501(c)(3) which lessens the burden of government by providing job skill training. Our financial and tax information can be printed from our corporate web site at <http://alt-fw.org> - please feel free to use the menu at the top to collect any needed documentation. We have helped clients in the Indiana Access to Recovery program but we do so without reimbursement so their available funds are not diminished by seeking to improve themselves at our agency. Help is free to the public: when possible, financial gifts from funded organizations help us to continue our operation.

ALTi provides job skills training in operating small office computers and software. Students learn computer basics, word processing, spreadsheets, presentations, e-mail, and Internet searching (including job searches) using both Linux and Microsoft environments with both Microsoft Office and LibreOffice. Individual mentoring and testing at the end of each module provides evidence-based substantiation of actual mastery of the requisite skills, not simply attendance in a class. ALTi classes also provide social interaction and facilitate a more positive personal attitude in each client. Students learn financial budgeting and methods of dealing with financial deprivation, appropriate attitudes and behaviors for long term job retention, and awareness of pro-active alternatives to conventional employment such as how to start a business or work as a 1099 contract employee.

Individuals who would probably be better served elsewhere are those who:

- Are looking for a quick fix rather than a permanent upgrade
- Are unaware that they have a problem and have no intention of changing in the near future (Pre-contemplation stage)
- Are aware they might have a problem, but are unwilling to change (Contemplation stage)

Individuals who would probably benefit from our help are those who:

- Are changing from an ambivalent attitude to one of willingness to change (Preparation stage)
- Are committed to and / or trying to change their behavior and environment for the better (Action stage)
- Are actively continuing to improve themselves and their environment (Maintenance stage)
- Have relapsed into counterproductive behavior but are committed to getting back on track (Relapse stage moving to Preparation or Action stage)

Our most frequent format is helping individuals who come to our Abundant Life location in formal classes or who walk in 9 am to 4 pm M-F. *Our most effective format is technology transfer*

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to customize similar programs in other organizations through partnerships, mentoring, and technical assistance.

Our training programs give hope and empowerment to our clients through computer job skills and life skills so that they:

- Develop an awareness of their own genuine ability to change their future (hope)
- Become more self sufficient, reduce or eliminate the need for public assistance
- Make sustainable progress toward achieving economic independence
- Make sustainable progress toward achieving meaningful participation in our community as self-supporting citizens

Individuals can come to our facility to receive:

- Formal group computer classes, 3 hours per session, 1 evening per week
- Self-paced instruction using our books
- Hard job skills training (reading, basic math, locating information) with the Indiana WIN system
- Limited individual tutoring
- Indiana Career Connect for resume building and job search
- Resumes
- Nominally supervised computer and Internet access

Formal computer class sessions are 2-3 hours. A minimum of four (4) students is required to start a class. The books are available for free download on our web site at [http://alt-fw.org/public/?page\\_id=8](http://alt-fw.org/public/?page_id=8) to enable self-paced study or re-use by other organizations under the Creative Commons licensing approach. The formal courses are:

- Working Computers - how to properly turn on and off a computer and manipulate a window on the computer screen (1 session)
- Internet Search and Job Search - basic introduction to using a web browser. This is a connecting point to the WIN (self-paced hard skills training) system and Indiana Career Connect. (1 session)
- Formatting Text - bold, italic, underline, fonts, font size. Output is a poster about an all you can eat fish fry (1 session)
- Working Multiple Windows - review Working Computers then expand to use several windows at once (1 session)
- Working Files - computer files systems - the underlying reasons for things as well as how to save or retrieve a file (2 sessions)
- Spreadsheets - several projects from simple to complex (6 sessions)
  - App Basics - up, down, left, right, home, end, page up, page down, control-home, control-end, control-Z, control-A, delete
  - Spread sheet basics - cell names, moving around the spreadsheet, editing, overtyping, delete, undo, move, simple formulae
  - Telephone List - typing things in rows and columns
  - Financial sheet - budgeting basics, using simple formulae, copying columns, using income numbers close to what they would be receiving to reveal to them how much money they actually had pass through their hands last year and causes them to think about what they could have done with 20% savings IF they had only bothered to save.
  - Class grade sheet - more difficult formulae, more copy / paste cells, rows, and columns
  - Amortization schedule - even more difficult formulae with a bad formula thrown in to teach them how to watch their answers for sensibility and fix things. It also reveals how much borrowing really costs.
- Word Processing - expands on spreadsheets, adding document formatting, margins, tabs, alignment, cover letters, resumes using margins for formatting, resumes using tables for

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- formatting (5 sessions)
- Presentations - expands upon spreadsheets and word processing to make a slide show for business meetings (2 sessions)

We accept referrals, but they are not requisite; we are happy to sign and mail provided referral cards to the referring agency.

We can help most clients on site at the Abundant Life campus **except** those who have a conviction for *domestic violence* or *sex crimes against children*, because there is a day care facility on the same campus and we are not trained to handle violent ex-offenders. However, we can help these clients off site provided that someone appropriate is present to maintain a safe environment and that we incur no financial obligations in so doing.

I hope this helps! Please feel free to call, email, or write if we may help you further.

Sincerely,

John D. Nash, Jr., CEO  
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