



Training Matters

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We can bring
it to your
workplace

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contact us today



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Why a Corporate Wellness Program?



We are rapidly emerging as a nation of people with a rampant number of obesity, diabetes and cardiac health issues in the U.S. We are handling increasing amounts of communication online, as we tend to sit in front of the computer for hours. Due to time constraints we all neglect exercise, an important aspect of feeling well.

We need to move our bodies to feel good. It is apparent that Corporations are doing the right thing when investing in a Long-Term Corporate Wellness Program. There may be one-time upfront investment in terms of capital and resources, but look at the long term effects of how the corporations benefit in terms of happy employees and ultimately higher productivity.

Here are some aspects of Corporate Wellness Programs that can be set up to improve the overall health of your corporate staff:

1. Weight Management Counseling
2. Healthy Eating Counseling
3. Tobacco Cessation / Smoking Cessation Seminars
4. Fitness and Exercise Programs Onsite

5. Stress Management Counseling
6. Work-Life Balance Program
7. Parent - Child Assistance Program
8. Wellness Assessments
9. Chair and Table Massage
10. Yoga

By managing the most common health issues such as high cholesterol, cardiovascular disease, diabetes, asthma and high blood pressure through exercise programs and healthy eating, your company can greatly increase the health of your employees, which will ultimately improve productivity and significantly reduce your healthcare expenses.

So the ultimate solution is to incorporate a Corporate Wellness Program to meet the immediate and long terms needs of employees. Offer a variety of wellness programs along with free and discounted options for employees that keep them active and offer potluck events featuring healthy foods, physical exercise and mental health. Corporations have all to gain and nothing to lose by implementing a Corporate Wellness Program. It promotes great morale, healthy minds and bodies.

The Institute for Corporate & Continuing Education is now the official name for The Corporate Training Center and Continuing Education @ HCC

The Institute for Corporate and Continuing Education (ICCE) is the new corporate name for The Corporate Training Center and Continuing Education. The two business units have joined together under one brand, ICCE, to streamline operations and provide the most comprehensive and cost-effective training programs in Tampa Bay.

"HCC continuously looks for ways to improve the quality of service and effectiveness of our offerings to the community," said Yolanda Levell-Williams, Executive Director of ICCE. "We conducted extensive customer and staff interviews and the results led us to strategically realign services to meet needs. ICCE is HCC's one-stop training solutions provider for businesses and individuals throughout Tampa Bay. Whether it's at one of our campuses or at an individual business or online, ICCE can effectively meet the needs of the community."

ICCE is comprised of 7 service lines:

- Customized Training
- Professional and Talent Development
- Lifelong Learning
- Personal Enrichment
- Information Technology
- Allied Health
- Regulated and Small Business Programs

For more information, visit www.TampaTraining.com.



Training Matters

Learning with Liz By Elizabeth Steacker

Dear Liz, What is a Browser? What's the difference between Mozilla Firefox, Apple Safari and Google Chrome vs. Microsoft Internet Explorer?

A browser is a computer software used to search for information on the World Wide Web. Examples of browsers are Google Chrome, Internet Explorer, Apple Safari and Mozilla Firefox. Internet Explorer is the most common browser and is the default browser that comes with Microsoft Windows. If you are adventurous and would like to use a non-traditional browser, try Mozilla Firefox, Apple Safari or Google Chrome. These are great browsers that use less computer resources. It provides you with a safe browsing Internet experience and gives you some great features.

Mozilla FireFox:

- Remembers your logins & passwords (only if you tell it to).
- Easily bookmark your favorite websites – you can create folders and organize your site (Internet Explorer does this too).
- Export your bookmarks for safekeeping. So if you have to change computers or reload Windows on your computer, you can easily re-import your bookmarks.
- Easily open up new window “tabs” without having to open up a new browser window. This is great for visiting multiple sites at the same time.
- Keeps your most recently visited sites in an easy to access place.

Another favorite, but less known Browser is **Apple Safari**. Even if you run Microsoft Windows, you can still download this browser software and use it on a Windows computer. It has the feel of other “Apple” software and provides you with much of the same features as Mozilla Firefox.

Lastly, Google **Chrome** is the latest browser out there. There are still quirks to work out, but it is extremely easy on your computer – not using many resources at all. And it has many of the features of Firefox.

What is a Search Engine? What's the difference between Google, Yahoo and Microsoft Bing?

A Search Engine is the program that is used in a browser. It searches for information from all over the World Wide Web based on keywords that you type in. There are many Search Engines but the big 3 are Google, Yahoo and the new comer, Bing.

Google owns Yahoo. There is no point of having them compete. On the other hand there's Google and Bing. Google has delivered solid search results and cool tools like Street Views. Google is known for its simple white background and the Google Search textbox. Blue links on the upper left corner make it a snap to navigate to Gmail, maps, videos, images and more.

Bing is the new kid on the block with a flashy and stunning photography on the homepage and shortcuts to other Microsoft-managed features like MSN, Windows Live and Bing Travel.

How do these Browsers and Search Engines stack up against each other? Just try them, it's really a matter of personal preference.

Get introduced to Windows Live Essentials at our two-hour workshop, visit <http://www.tampatraining.com/training-courses/course-details.cfm?ID=1108>

Need Answers, Ask Liz a Question.

Email her at icce@hccfl.edu Your question and name may appear in the next issue of Training Matters.

2 Register ONLINE: www.TampaTraining.com • **PHONE:** (813) 259-6010 • **E-MAIL:** icce@hccfl.edu



If your child (ages 7-12) is an aspiring performer, nurse, doctor, strategic game player, fashionista, or creatively artistic, then HCC Kids' College has five different camps to choose from over six weeks!

Summer Camps start the week of June 13th through the week of July 22nd! And the cost is only \$120 per week plus a one-time \$20 application fee!

June 13 - 17 : Performing Arts/Dance Camp

On with the Show! Does your child long to dance, act, or work behind the scenes to put on a show? They'll learn this in more in this intensive performing arts camp run by HCC instructors giving your child an experience that will stay with them all Life Long!

June 20 - 24 : Healthcare Camp

Fun with a purpose! Attend summer camp today and start thinking about a career in medicine. Expose your child to different aspects of healthcare at an early age. Each camper will receive a pair of scrubs and a stethoscope to use while learning about heart sounds, lung sounds, and anatomy of the heart, CPR, first aid, and nutrition.

June 27 - July 1 and July 5 - 8 : Chess

Chess camp is designed to teach kids how to play or improve the game of chess. Each camp session will include a teaching class that is very beginner friendly, but will also challenge the more experienced players. Each camper will receive basic to advanced chess instruction, and each camper will receive a t-shirt, chess certificate and chess set.

July 11 - 15 : Fashion Design Camp

From embellishing clothing and handbags to jeans and jewelry, your child will experience the life of a fashionista. With guidance from a local, top designer, children will learn all they need to turn creative ideas into one-of-a-kind creations.

July 18 - 22 : Mixed Media Art/Photo Camp

Mixed Media Art Camp offers hands-on educational arts experiences designed to have children get creative in a number of different mediums. Experienced artist and professional photographer provide fun, exploration and learning in and through the arts. An introduction to art-making activities will inspire your child to create their own masterpieces with exposure to a wide variety of arts media such as: drawing; fiber-art; photography; collage; and jewelry assembly.



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SUMMER

Program Start Dates				
	May	June	July	August
Allied Health				
Accelerated Certified Nursing Assistant		6/7-7/7		
Phlebotomy Tech			7/12-9/8	
IV Therapy for the Healthcare Provider		6/25	7/23	8/27
EKG Technician Certification			7/26-7/27	
Medical Spanish I			7/11-8/3	
BLS Instructor Certification		6/18	7/30	
CPR For Healthcare Providers & First Responders		6/7	7/12	
Massage Therapy Blocks	5/3-6/4	6/6-7/18	7/25-9/3	
Microsoft				
Microsoft Access 2007 Level 1	5/10-5/12			8/9-8/11
Microsoft Access 2007 Level 2		6/7-6/9		
Microsoft Access 2007 Level 3				8/25
Microsoft Excel 2007 Level 1	5/3	6/7		8/23-8/25
Microsoft Excel 2007 Level 2		6/21-6/23		
Microsoft Excel 2007 Level 3				8/16
Microsoft PowerPoint 2007 Level 1		6/2		
Microsoft Project 2007 Level 1		6/9		
Microsoft Project 2007 Level 2				8/23
Microsoft SharePoint 2007 Introduction		6/16		
Insurance and Real-Estate				
Accredited Claim Adjusters	5/17-6/16			
63 HR Pre-Licensure Real Estate Course 1	5/21-6/12	6/20-6-29		
LEED				
LEED - Green Associate		6/9-6/10		
LEED - Building Design & Construction		6/20-6/23		
Personal Enrichment				
Computers and Your for Boomers		6/11-8/6		
Interior Design		6/6-7/25		
Painting with Acrylics		6/4-7/16	7/23-8/27	
Wood Crafting		6/4-7/16	7/23-8/27	
Drawing for Beginners		6/4-7/18		
Dance & Fitness				
Ballroom Dancing		6/4-7/7	7/14-8/18	
Belling Dancing	5/31-7/7		7/12-8/18	
Salsa and Latin Dancing			7/9-8/13	
CompTIA				
CompTIA A+ Certification-Practical 2009 Exam Objectives		6/7-7/7		
CompTIA Network+ Certification 2009 Edition	5/6			
Professional Development				
Coaching for Success		6/17		
Day to Day Performance Management		6/10		
Essentials of Leadership	5/6			
Keeping Your Team on Course		6/3		



What's Hot

**IT Fast Courses For Beginners
Just 4 Hours of Training
All classes from 1pm - 5pm**

**MICROSOFT ACCESS 2007 FASTCOURSE
6/1/2011**

**MICROSOFT WORD 2007 FASTCOURSE
6/8/2011**

**MICROSOFT EXCEL 2007 FASTCOURSE
6/15/2011**

**MICROSOFT EXCEL 2007 FASTCOURSE
8/3/2011**

**MICROSOFT ACCESS 2007 FASTCOURSE
8/24/2011**



*Note: Additional classes are scheduled and can be viewed at www.TampaTraining.com.
Class dates and times are subject to change.*



Training Matters

Heart Disease In Women – The Silent Killer



Heart disease in women is a serious issue. While one in thirty American women die of breast cancer, almost one in three will die from heart disease. Sixty-four percent of women who die suddenly of coronary heart disease have no previous symptoms, thus it is a silent killer. Forty-three million American women are living with heart disease.

Obesity has been demonstrated as a risk factor for heart disease as well as many other diseases such as diabetes, cancer, and depression to name a few. An estimated 62% of American women are overweight or obese. One in three Americans has some form of heart disease, claiming more lives than any other cause of death. Heart attack, stroke and other cardiovascular disease claim the lives of nearly half a million women each year, that's approximately one death per minute among women in the United States.

The American Heart Association's research has demonstrated the findings noted above. Programs like "Go Red For Women" serve to help raise the awareness of the seriousness of heart disease and stroke in women. A woman having a heart attack may not demonstrate the typical symptoms of crushing chest pain with radiation to the left arm as often seen with males. Instead women may present with nausea, vomiting, neck, jaw or abdominal pain.

It's important to eat a healthy well-balanced diet, drink plenty of water and get adequate amounts of rest and exercise in addition to seeing a doctor routinely. In the unfortunate event of cardiac arrest, CPR with early defibrillation may make the difference in life or death. HCC is an approved American Heart Association provider offering CPR and First Aid classes. Log onto to HCCcontinuingEd.com for more information regarding CPR and First Aid classes and Heart.org for more information regarding heart disease in women. The life you help save is that of someone's mother, grandmother, sister or daughter.

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Supervisory Excellence

One of the most common workplace practices is also one that causes some of the most common workplace challenges: Individuals are often promoted to supervisory responsibilities because they have developed and displayed technical expertise in their positions. On the surface that makes sense. The problem is that there is a drastic difference between the skills required of a supervisor and those required of an individual contributor.

The Institute for Corporate and Continuing Education at HCC has built a customizable program to bridge that gap and equip supervisors with the knowledge and tools they need to develop genuine supervisory excellence.

The Supervisory Skills Institute consists of four core modules along with a variable number of elective modules, all of which are custom tailored to a given company's unique circumstances, culture and goals. The result is a comprehensive program that will create the best supervisors possible. Call Brian Hollands for more information about SSI, 813-253-7074.