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RIDE SAFE & LEGAL

BY Keith Barry
Rider Coach, HCC Motorcycle Safety Program



It was one year ago this month when Governor Charlie Crist signed into law a mandate requiring everyone – regardless of age - who operates a motorcycle to take and pass the Motorcycle Safety Foundation's Basic Rider Course. Taking this course will enable riders to secure the required motorcycle endorsement on their Florida driver's license.

The MSF Basic Rider Course is not only perfect for those who want to learn to ride a motorcycle, but it is equally ideal for those riders who haven't been on a motorcycle in a long time. HCC employs only certified Rider Coaches with several years of riding experience. Using a combination of classroom instruction and skills development using late-model motorcycles, students will learn about developing strategies to interact safely with other vehicles on the road.

HCC has one of the lowest course fees in the area...at \$195, the Basic Rider Course is held on a weeknight for four hours, followed by a full day on Saturday and Sunday. Classes are forming, so avoid the long waiting lists currently being experienced at other area motorcycle training centers and sign up today!

For additional information please call 813-253-7980.

Lean for Lean Times, a Lean Healthcare Overview

Hillsborough Community College has partnered with RWD to deliver Lean for Lean Times, a Lean Healthcare Overview Workshop designed for healthcare professionals who want to understand the tools and knowledge necessary to drive Lean throughout their entire healthcare organization.

The workshop will give participants a hands-on experience in applying Lean philosophies and tools, based on the Toyota Production System, in a healthcare environment. The training, exercise and simulations provide a foundation for the development of a roadmap for your organization. This workshop will be facilitated by Lean Practitioners, Leaders and Coaches with multiple years of successful Lean implementation within healthcare.

November 4-5, 2009



Talking Between the Programs...

Link or embed, the choice is up to you!

BY Elizabeth Steacker

Microsoft builds relationships between their applications; they talk to each other by putting an object from one application to another application. For example, you can take an Excel chart and place it in a PowerPoint slide. Sure you can simply copy and paste but are they still connecting? To keep your two applications talking consider linking or embedding. The option you choose will affect how manageable the presentation is and how easy the chart is to update.



Link

To insert a linked Excel 2007 chart in PowerPoint 2007:

- Open the PowerPoint presentation to the appropriate slide
- Open the Excel file to the desired chart.
- Select the portion of the worksheet you want to include.
- On the Home tab, in the Clipboard group, click copy.
- Switch to the PowerPoint slide and click on the slide.
- On the Home tab, in the Clipboard group, click the down arrow under Paste, click Paste Special
- In the As list, select Microsoft Office Excel object.
- Select Paste link radio button and click OK.

Special Offer! Technology Training Vouchers (TTV) "When You Need It"

We are pleased to offer your TTV for:

- Microsoft Office Products (All Levels)
- Introduction to Computers
- Introduction to the Internet



Your staff can attend training on a flexible, convenient and easy schedule. Courses are available when your employees are!

How Does It Work?

Saving money and scheduling training using TTVs are as easy as 1 – 2 – 3!

1. Order your vouchers in blocks of 15 by signing our TCTC contract through our Business Development Team
2. Have your employee(s) register for a class either through the website (www.TampaTraining.com) or phone (813) 259-6010
3. Present the approved voucher number the day of class

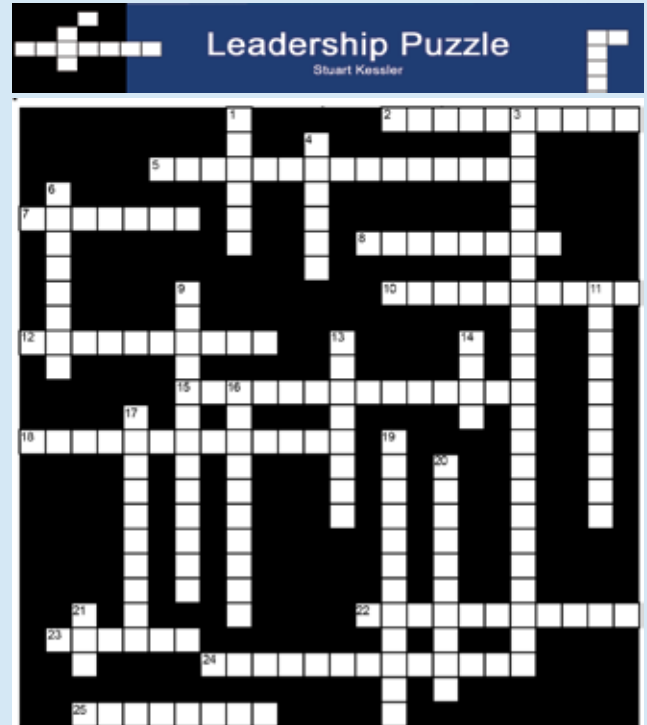
Each TTV will allow your employee to attend one (1) regularly scheduled open enrollment class or a group of TTVs can be used at our facility to formulate your own corporate class.

What Do TTVs Cost?

Purchase 15 Technology Training Vouchers @ \$110.00 per voucher. That is a max of \$720 saving.

Contact our Business Development Team Members at:

Brian Hollands (813) 253-7074 or bhollands@hccfl.edu
Shunae Thomas (813) 259-6502 or stthomas1@hccfl.edu



Across

2. An easel with large sheets of paper for presenting or collecting written lists or ideas.
3. A curriculum in which all or some of the subjects or courses are based on a central theme in order to correlate the subjects and the theme.
7. Any meeting for exchanging information and holding discussions.
8. A written summary of the presentation that is distributed to the audience before, during or after the presentation.
10. A group of people who get together to exchange information and ideas on a specific topic.
12. A quick game or exercise designed to get participants settled or mixing with each other.
15. Data collection and analysis to document the purpose and need for a training solution
18. A method for showing participants how to do a specific task or skill.
22. A person attending a training program or involved in any group process.
23. The organized body of information or curriculum that will be presented to the students.
24. A training program designed to assist a group of people to work together as a team while they are learning.
25. Training program where the participants learn by doing and interacting.

Down

1. A list, plan or outline of things to be done before, during and after the training.
3. Refers to learning that is conducted using a computer.
4. A process of gathering information to determine whether or not there is a training need.
6. Constructive information provided by the participants and/or the trainer.
9. A group method for collecting ideas and suggestions from the participants.
11. The course of study given in a school, college, university or educational program.
13. Knowledge acquired by systematic study in any field.
14. A way of determining a participant's level of knowledge, skill, expertise or behavior in a given area.
16. Testing and comparing results.
17. The person who teaches, trains or instructs an individual or a group of people.
19. An acting out of specific situations in front of, or with, the group to demonstrate ways to handle specific situations or problems.
20. A technique where the participants are asked to investigate a situation or problem and report their findings, causes and/or solutions
21. Return on Investment.

	October	November	December
Microsoft Certified Application Specialist Certification (MCAS)			
MCAS - Microsoft Word 2007	10/19-10/22	11/9-11/12	
MCAS - Microsoft Excel 2007	10/26-10/29	11/16-11/19	
Professional Development Certificate Programs			
Business Communication Certificate.		11/03/09 - 11/24/09	
Leadership and Management Certificate Program.	10/24/09 - 12/12/09		
New Supervisor Certificate Program.		11/12/09 - 12/17/09	
Professional Administrative Assistant Certificate Program.	10/13/09 - 12/15/09		
Adobe Creative Suite Training			
Adobe Illustrator Level 1	10/9	11/30	
Adobe Illustrator Level 2	10/29		12/14
Adobe Dreamweaver Level 1	10/13 & 10/14	11/10 - 11/19	12/7 & 12/8
Adobe Dreamweaver Level 2	10/15	11/16	12/8
Adobe Photoshop Level 1		11/4 & 11/5	
Adobe Photoshop Level 2			12/1
Adobe InDesign Level 1	10/2		12/10
Adobe InDesign Level 2	10/22		12/16
Adobe Flash Level 1		11/9	
Adobe Flash Level 2		11/10	
Microsoft Windows 7 Training			
Microsoft Windows 7 Sneak Peak	10/8		
Windows 7 Level 1		11/10	12/8
Windows 7: Transition from XP		11/17	12/15
Project Management Training			
Strategic Project Management		11/18	
Strategic Planning Skills	10/27	11/20	
Microsoft Project 2003 Level 1		11/19	
Microsoft Project 2003 Level 2		11/3	
Microsoft Project 2007 Level 1	10/8		
Microsoft SharePoint Training			
MS SharePoint 2007 Introduction	10/7		12/18
MS SharePoint Designer 2007 Level 1		11/2	
MS SharePoint Designer 2007 Level 2		11/3	
Green Training			
LEED Green Associate Exam Prep		11/16 & 11/17	
Lunch-n-Learn Seminars			
The Green Concept - Lunch and Learn	10/8		
Steps to Reduce Conflict in the Workplace		11/12	
Hiring for the New Year			12/10



What's Hot?

- LEEDS Certification Training
- Twitter, MySpace and Facebook OH MY!
- Resume Writing & Critique
- Essentials of Human Resource Management Certificate Program
- New Supervisor Certificate Program
- MS Office 2007 Courses
- Lean Healthcare



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

Online Training Classes:

Preparing for Future Jobs or Just for Fun!

BY Brian England

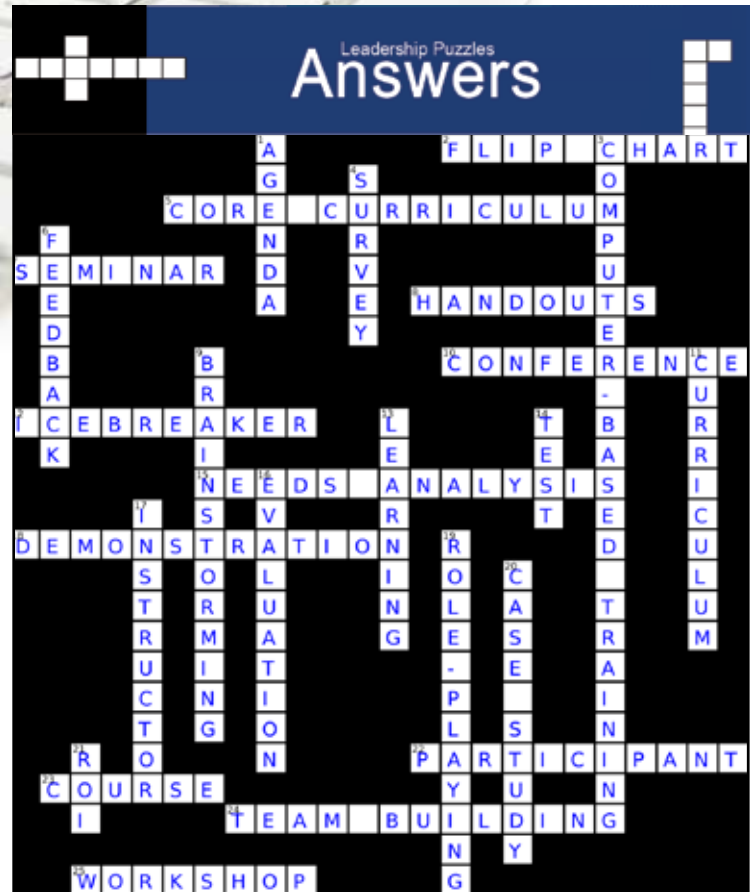
Last year, the continuing education's online websites served almost 400 students taking classes in the comfort of their own home. Taking online classes has become so popular, but beware! You must be very disciplined at doing and completing your studies.

Continuing Education has two websites that the public can go to get "online" educational classes or job specific training. For academic classes, www.Ed2Go.com/conedhcc offers courses such as GRE Prep or Accounting Fundamentals, but they also offer fun courses in Hypnosis or Creative Writing.

Continuing Education's job training website is hosted at www.GatlinEducation.com/conedhcc and Gatlin offers specific job training in six different industry areas. Those six areas are: Healthcare & Fitness; Business & Professional; IT & Software Development; Management & Corporate; Media & Design; Hospitality & Gaming, and Skilled Trades & Industry.

Here are some of the most popular Gatlin online job training courses: Medical Coding & Billing; Pharmacy Technician; Grant Writing; Six Sigma Green and Black Belts; Webmaster; Video Game Design; Blackjack Dealer; and HVAC Technician, just to name a few.

If you prefer instructor-lead-classes, Con Ed has a great selection of classes to enhance your knowledge and life. We are constantly trying to find and offer the most interesting courses such as: Intro to Golf; Ballroom & Swing Dancing; Painting with Acrylics or Watercolors; Marketing Brand You!; Meeting & Event Planning, and Fitness Boot Camp with former Buccaneer Mark Carrier! There's even a Technology and Teens for Parents course teaching how to safeguard your kids from the technology they use daily.



FREE Seminar

Free Microsoft Windows 7
Sneak Peek class

October 8, 2009

To register, go to www.TampaTraining.com and click on "Seminars and Lunch & Learns"