



Training Matters

FALL



39 Columbia Drive Tampa, FL 33606 • TampaTraining.com • (813) 259-6010

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CALENDAR

Condensed Course Schedule for Sep - Dec

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TOP 10 Reasons WHY Your Business Needs a Learning Partner?

1. YOUR organization and its employees must effectively deal with the pressure to perform, increase sales, improve margins and meet deliverables.
2. In a lackluster economy, YOUR company must operate differently in order to remain competitive.
3. After cutbacks in Human Resources and Training Departments there's NO ONE left to provide much needed services.
4. YOUR employees' skill gaps and educational levels lag behind YOUR skill demands.
5. The elimination or limited access to job-specific training will produce negative results.
6. You need access to information about available training grants.
7. Employee morale and productivity are out of control from smaller staffs, reduced budgets and shorter timeframes.
8. YOUR employer says you must work smarter, not harder.
9. You must be competitive in the marketplace in order to survive.
10. When you invest in YOUR employees, your company will be more successful.



HCC's corporate college, ICCE, has extensive experience working with organizations to supplement their training and development departments. Our services do not result in additional personnel cost, employee benefits, allocated office space or additional overhead cost. Call one of our Business Services Consultants to schedule an appointment so together we can keep your business moving forward successfully. **Call 813.259.6010.**

New Post 9/11 GI Bill

Effective August 1, 2009, Chapter 33 of the new post-9/11 GI Bill, provides veterans and active duty personnel with the opportunity to utilize their education benefits for courses and programs leading to an industry certification or business credential. Approved training under the Post-9/11 GI Bill still includes graduate and undergraduate degrees, but now also includes many vocational/technical training, on-the-job training, flight training, correspondence training, licensing and national testing, and tutorial assistance programs. Plus for the first time in history, service members enrolled in the Post-9/11 GI Bill program have the opportunity to transfer unused educational benefits to their spouses or children.

Veterans also may be entitled to Vocational Rehabilitation and Tuition Assistance. Vocational Rehabilitation (Voc Rehab for short) is for veterans with service connected disabilities. They are entitled to funding leading to a career or business credential. Tuition Assistance is for veterans, active duty Reserve, and National Guardsmen, and entitles recipients up to \$4500 for training.

All training programs must be approved for GI Bill benefits. To find out more information, contact your unit training representative, or visit www.va.gov.

Institute for Corporate & Continuing Education Approved VA programs

- Six Sigma Green Belt
- Six Sigma Black Belt
- Cisco Security Manager
- CompTIA A+
- CompTIA Network+
- Certified Information Systems Security Professional

Please contact Bill Melendez at (813)259-6508 for a complete list of VA approved programs offered through ICCE.



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Learning with Liz
By Elizabeth Steacker

4 Reasons to Love Webinars

What is a Webinar?

Webinars, simply put, are like web-based workshops.

1. Convenience

Webinars are increasing in popularity with small to large businesses that see the benefits of saving time and money. They are a great way to get everyone to attend a workshop and learn at their desk. For Webinar attendees, the benefit of this format is that it allows them to learn about topics relevant to their work, without having to spend time and money traveling. Someone could attend a Webinar from an office desk, from a conference room, or even from a home office. All that is needed is a computer with an Internet connection and a Web browser.

2. Affordability

The fact that there are no travel costs involved with attending a Webinar, the price is typically much lower than other training options. An entire team can gather in one conference room to attend together and discuss the Webinar contents. Webinars are typically offered free or at very low cost to attendees, so this is an affordable way for workers to stay on top of trends in their fields.

3. Efficiency

Most Webinars are designed to last around 60-90 minutes in length and are usually scheduled to fit the work day of busy professionals. Because of their short length, Webinars typically pack a lot of information into a very short period of time.

4. Value

A Webinar format allows attendees to ask questions and give feedback. When you present your information live and interactive, the audience can question, clarify and select the parts that interest them most. And, although Webinars are typically held as live events, they're also usually recorded so anyone who isn't available during the event can review it at a later time.

Note: register for our Webinars at <http://www.tampatraining.com/training-courses/seminars.cfm>

What is Cloud Power?

Cloud computing has change the entire computer industry. Imagine companies no longer have to purchase software or software licenses to give employees the tools they require. Whenever you have a new hire, you no longer have to purchase more software or upgrade your current software license to allow another user. Instead of installing a suite of software for each computer, you'd only have to load one application. That application would allow workers to log into a Web-based service which hosts all the programs the user would need for his or her job. There's a good chance you've already use some form of cloud computing. If you can log into your work email service from any computer using a Web-based e-mail service, you have cloud power. Remote machines owned by another company would run everything from e-mail to word processing. The only thing the user's computer needs to be able to run is the cloud computing systems interface software, which can be as simple as a Web browser, and the cloud's network takes care of the rest. This is Cloud Power.

Best Free Online Home and Office Web-Based Applications

- * Google Docs offers a suite of Web-based productivity applications including documents, presentation, spreadsheet and form in a simple folder within a file organizational system.
- * Zoho Docs brings Writer, Sheet and Show and supports most file types with 1 GB of free storage.
- * Office Web Apps offers free online versions of Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft OneNote. Windows Live SkyDrive allows users 25 GB of free online storage to store their documents on Microsoft's SkyDrive service.

Note: register to attend our Cloud Power classes at <http://www.tampatraining.com/training-courses/seminars.cfm>

Meet our New Coordinators

Courtney Martin

I am excited to be in my new role as Professional Development Coordinator with the Institute for Corporate & Continuing Education. What brought me to HCC was my passion and drive for adult education and training. I was fortunate enough to begin working with HCC in 2009 where I taught under ICCE as a contract trainer for IT classes. My journey in adult education began in 2004 when I graduated from Columbus State University, GA with my BA in communications and worked for a technical college teaching adult certification, communication, and Microsoft Office Suite courses. After living in Georgia for 8 years I decided it was time to move back to my hometown of Tampa, FL. During 2009-2011, I worked full time as a Webinar specialist at an online university and bought a home in Riverside Heights. In my spare time I enjoy scuba diving and practicing vinyasa flow yoga. In the fall of 2012, I will graduate with my M.S in Instructional Design from St. Leo University. I look forward to the opportunity to contribute to HCC's overall development and growth.



Kristi James

I came to HCC from the University of Florida where I worked for seven years in Student Affairs. I worked for the College of Veterinary Medicine and most recently for the College of Pharmacy. I have a passion for serving students and helping them achieve their academic dreams. I decided to join the HCC team in Allied Health due to my background in serving students in the medical professions as well as my desire to work closer to home.



I was born and raised in Kailua, Hawaii and I miss the islands very much! I left my home state to attend Dartmouth College in New Hampshire where I earned a Bachelor's Degree in Geography and Psychology. I eventually moved to Gainesville, Florida where I earned a Master's Degree in Educational Leadership while working at UF. In 2008, I moved to my husband's hometown of Tampa where I truly enjoy being by the water as I naturally love the beach as that is where I spent most of my time growing up! My husband and I are the proud "parents" of Winston, our Berger Picard puppy.



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Program Start Dates				
	Sept	Oct	Nov	Dec
Allied Health				
Certified Nursing Assistant		10/29-12/10	11/21-12/16	
CPR		10/3	11/21	
BLS Instructor Course	9/16		11/4	
IV Therapy		10/15	11/19	12/10
Phlebotomy Technician		10/4-12/13		
Medical Spanish I		10/4-10/27		
EKG Technician		10/3-12/7		
Microsoft				
Microsoft Access 2007 Level 1				12/6-12/8
Microsoft Powerpoint 2007: Fastcourse for beginners	9/15		11/17	
Microsoft Word 2007: Fastcourse for Intermediate	9/28	10/14		
Microsoft Excel 2007 Level 1	9/20-9/22	10/26		12/9
Microsoft Project 2010		10/12		
Microsoft Windows Server 2008		10/20-10/24		
Insurance and Real-Estate				
Accredited Claim Adjusters		10/3-10/7	11/14-11/18	12/12-12/16
63 HR Pre-Licensure Real Estate Course I		10/17-10/27		
LEED				
LEED - GA	9/19-9/20			
LEED - BD&C		10/20-10/21		
Personal Enrichment				
Chess - For Brain Fitness		10/25-11/8		12/2-12/16
Conversation English Basic		10/11-1/12		
Spanish Advanced Conversation 1	9/22 - 11/10			
Zentangle Drawing for the Non-Artist		10/22-11/19	11/4	
Dance & Fitness				
Swing Dancing		10/3-11/14	11/3,10,17	12/1 & 12/8
Prana Flow Yogo	9/29	10/6,13,20,27		
Information Technology				
Adobe: Real World Design Solutions			11/12	
Quickbooks Level 1		10/26-10/27	11/6	
QuickBooks Level 2			11/18	12/8
Professional Development				
Entrepreneurship: Steps to Small Business Start-up		10/24-11/1		
Customer Service NRF & Exam Prep & Test	9/20-9/27			
PHR/SPHR Exam Prep			11/15-11/19	



What's Hot

With a focus on the interpersonal aspects of supervision our Supervisory Development Series provides skills, knowledge, and tools to new supervisors who may be facing supervisory challenges for the first time and provides a perfect opportunity for seasoned supervisors to refresh and advance their skills.

Understanding Behavior
9/23/11

**Managerial Style..
What Works and When**
10/7/11

The Next Generational Mix
10/28/11

Day to Day Performance
11/4/11

Coaching Success
11/18/11

Time Master
12/9/11



Need a course?
We can bring it to
your workplace.
Call (813) 259-6010

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



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ICCE Works to Increase International Trade and Export Opportunities.

A recently awarded grant funded through the State's Quick Response Training program (QRT) has opened a window of opportunity for Florida businesses that are (or plan to be) involved in International Trade.

The program, on which The Institute for Corporate and Continuing Education at HCC and the Center for Logistics and Supply Chain Management at UNF have partnered, is a result of the Florida Chamber Foundation's Florida Trade and Logistics Study which revealed opportunities to increase Florida's role as an international trade hub.

Together, HCC and UNF are working to create consortium projects which will bolster international trade and export opportunities with a focus on deepwater seaports, inland ports and air cargo transportation hubs of the Tampa Bay region.

These projects will provide companies with stipends to train employees in ways that will increase their export volume. Companies involved in the manufacture, distribution, supply chain or logistics of goods being exported from the State are eligible for stipends covering

50% to 75% or more of training costs. For-profit companies of any size will have the ability to train anything from a single employee to whole groups of employees if needed.

The grant that funds this program has already been awarded. We are seeking businesses that will benefit from offerings including critical nationally and internationally recognized certifications in any of the following areas;

- **Certification in Transportation & Logistics** – American Society of Transportation & Logistics
- **Professional Supply Chain Logistics Training** – American Society of Transportation & Logistics
- **ISO 9001** – International Organization for Standards, Quality Standards
- **ISO 14001** – International Organization for Standards, Environmental Standards
- **Kepner-Tregoe** – Problem solving/Decision making and Analytical trouble-shooting
- **ITAR and EAR** – Federal Trade Regulations Incoterms 2000, documentation, regulations, and preparing export compliance procedures Continuous Process Improvement
- **Lean Six Sigma, Yellow, Green, Black** – ASQ or internal certification

- **Introduction to Lean**
- **Value Stream Mapping**
- **Customs Brokerage**
- **International Banking**
- **Foreign Language Training**
- **International Trade**
- **Supply Chain Management**
- **International Logistics**
- **Certificate in Exporting and Importing**
- **Freight Brokerage Certification**
- **Identification of Export Opportunities**
- **Leadership Certification in the Supply Chain**
- **Logistics and Supply Chain Strategies**
- **Creative Export Planning Project**
- **Transportation Management**

All Florida for-profit companies that have been in business for at least one year and are currently exporting or plan to begin exporting goods internationally or are in the supply chain for those exports can participate.

Please contact Brian Hollands at The Institute for Corporate and Continuing Education to learn more about this opportunity to expand your exports and help Florida's economy. bhollands@hccfl.edu or (813) 253-7074



HCC Launches Additional Certification Courses in Healthcare

Reports indicate the economy is uncertain and the job market is challenged. According to the Bureau of Labor Statistics, BLS "since March, the number of unemployed persons has increased by 545,000, and the unemployment rate has risen by 0.4 percentage point." All the while, there continues to be an upward movement in the number of healthcare jobs, especially in ambulatory healthcare services (+14,000 for the month of June according to BLS).

In keeping with this trend, Hillsborough Community College has launched several new certification programs which allow adult learners to complete the required healthcare training in a relatively short period of time with subsequent transition into the work place. HCC now offers Phlebotomy Technician and EKG Technician courses with the national certification examination as a part of both courses. This is in addition to the existing Certified Nursing Assistant and Massage Therapy courses which have a state licensure.

This fall The Institute of Corporate and Continuing Education (ICCE) at HCC will launch additional healthcare certification programs including but not limited to Dialysis Technician, Medical Administrative Assistant, Histology Technology Assistant, Home Health Aide, and Electronic Health Record Management. ICCE continues to provide cutting edge workforce development training for persons seeking entry into the high demand field of healthcare.

These new healthcare certification courses will be delivered in a combination of online course work with instructor lead facilitation in the classroom. Classes are offered during the daytime, evening and weekends to provide students with the option of convenience.

For more information please go to our website www.HCCcontinuingEd.com or call our Allied Health Coordinator, Kristi James at (813) 259-6509. Register today as class size is limited.