

Institute for Economic Development

Train to Gain



Schedule

July 9 -
July 31, 2012

Enhance your
employability
skills

- Get the tools you need to find a job or advance in your current field
- Find your perfect career with a FREE interest and skills assessment
- Make your resume stand out from the competition
- Learn from highly trained business professionals at a very affordable price

TRAIN TO GAIN CLASSES IN:

CAREER PREPARATION
ADMINISTRATIVE TOOLS

COMPUTER TECHNOLOGY
HEALTH SCIENCES

Contact:
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All classes, with the exception of Health Science, are held at the Willis Holcombe Center, 111 E. Las Olas Blvd., Fort Lauderdale, FL. Health Science classes are held at the A. Hugh Adams Central Campus, 3501 S.W. Davie Road, Davie, FL.

ALL CLASSES \$30.00, UNLESS OTHERWISE NOTED.

CAREER PREPARATION

Class	Date	Time	Bldg./Room
Communication in the Workplace	7/9	9 a.m. - Noon	33/411
American Phonetics - Vowels	7/9	7 - 10 p.m.	33/1208
Interviewing Skills	7/10	9 a.m. - Noon	33/411
Skills for Today's Workforce How to cope with stress management communication and literacy, occupational requirements, decision-making, problem-solving, time management and planning	7/11	9 a.m. - Noon	33/1208
American Phonetics - Consonants	7/11	7 - 10 p.m.	33/308
Effective Customer Service	7/14	9 a.m. - Noon	33/1208
American Phonetics - Difficult English Sounds	7/16	7 - 10 p.m.	33/308
Business Writing	7/21	9 a.m. - Noon	33/308
Resume Writing	7/28	9 a.m. - Noon	33/308

COMPUTER TECHNOLOGY

Photoshop Fills, Overlays and Masks	7/9 7/28	9 a.m. - Noon 9 a.m. - Noon	33/509 33/509
Illustrator Working with Text, Fills, Colors, and Layers	7/9 7/13	6 - 9 p.m. 9 a.m. - Noon	33/509 33/509
Dreamweaver Core Skills for Creating a Website	7/10	9 a.m. - Noon	33/509
Dreamweaver Using Styles and Tables	7/12	9 a.m. - Noon	33/509
Photoshop Retouching and Resizing Images	7/14	9 a.m. - Noon	33/509
Illustrator Typography, Advanced Vector and Raster Text	7/16 7/20	6 - 9 p.m. 9 a.m. - Noon	33/509 33/509
Dreamweaver Links, Image Formats, Attributes, and Publishing	7/17	9 a.m. - Noon	33/509
Dreamweaver Designing with CS5 and Using Site Assets	7/19	9 a.m. - Noon	33/509
Photoshop Preparing Finished Images	7/21	9 a.m. - Noon	33/509
Illustrator Manipulating Paths, and Enhancing Fills and Strokes	7/23 7/27	6 - 9 p.m. 9 a.m. - Noon	33/509 33/509

COMPUTER TECHNOLOGY

Class	Date	Time	Bldg./Room
Dreamweaver Forms, Rollovers, Behaviors, and AP Divs	7/24	9 a.m. - Noon	33/509

ADMINISTRATIVE TOOLS

Microsoft Word 2010: Advanced Level Multiple page documents, tables, references, macros, and templates	7/9 7/30	9 a.m. - Noon 6 - 9 p.m.	33/308 33/308
Microsoft Excel 2010: Advanced Level Macros, data analysis, calculations of formulas across worksheets, importing and exporting	7/9 7/30	6 - 9 p.m. 9 a.m. - Noon	33/308 33/308
Microsoft Access 2010: Tables and Forms	7/10	6 - 9 p.m.	33/308
Microsoft PowerPoint 2010: Creating and editing presentations, transitions, printing and speaker notes	7/14	9 a.m. - Noon	33/308
Microsoft Excel 2010: Beginning Level Basic formulas and functions, formatting, and printing	7/16	9 a.m. - Noon	33/308
Introduction to Computers	7/16	6 - 9 p.m.	33/307
Microsoft Access 2010: Queries and Reports	7/17	6 - 9 p.m.	33/307
Microsoft Word 2010: Beginning Level Document creation: formatting, headers footers, cover sheets, and printing	7/18	6 - 9 p.m.	33/307
Microsoft PowerPoint 2010: Multimedia, smart art, sounds, video, custom animation, and slide master	7/21	9 a.m. - Noon	33/307
Microsoft Excel 2010: Intermediate Level Charts, graphs, advanced functions and pivot tables	7/23	9 a.m. - Noon	33/308
Microsoft Word 2010: Intermediate Level Tables, mail merge, and graphics	7/23	6 - 9 p.m.	33/308

HEALTH SCIENCES

Classes are held at the A. Hugh Adams Central Campus, Building 8, Davie, FL

Prevention of Medical Errors	7/12 7/25	6 - 8 p.m. 6 - 8 p.m.	8/213 8/213
*Basic Life Support Participants must be on time, wear comfortable clothes for testing on a floor mat and be in the health care field. An AHA card will be issued at the successful completion of the course.	7/28	8 a.m. - 5 p.m.	8/223

*8 hrs. for health care providers. Cost of class is \$105.