



it. There are preset themes you can choose to guide you. The important thing to remember when making a PowerPoint presentation is that less is more. People tend to put too much information on every slide. Spread it out. Keep it simple. Use large type.

**6. Excel**—Not everyone will use Excel, but if you work with numbers, Excel is your best friend. Understanding how it works will save you a ton of time because it calculates for you. Set up a spreadsheet, tell Excel how you want it to calculate, fill in your figures, and voila.

## Gear up for Grad School at USF

At USF Sarasota-Manatee on January 23 you can attend a "Gear Up for Grad School (Sarasota)" seminar that runs 9 a.m. to 3 p.m. It will be held at University of South Florida Sarasota-Manatee, 8350 North Tamiami Tr., Sarasota. To register, call 359-4578 or email [felderm@sar.usf.edu](mailto:felderm@sar.usf.edu).



## USF Sarasota-Manatee Launches Executive and Professional Education Offerings

The University of South Florida Sarasota-Manatee College of Business will launch a series of 14 intensive one to three-day programs for top-level executives through mid level managers beginning in mid-January and running through early April 2010.

Each program, led by an experienced business professional, will focus on a specific topic of prime interest to business professionals as they meet challenges and seek opportunities during the current economic climate. Instructors for these courses include a four-time Pulitzer Prize judge; a former Deputy Director of Security for the nation of Israel; a former SVP of Florida's largest (by revenue) company; and a Global Account Manager for one of the largest telecoms in the world.

Programs in the series will deal with issues related to:

- Understanding and dealing with privacy issues and terrorism in the workplace

- Developing more effective communication skills
- Developing effective sales strategies and skills
- Understanding eMarketing and B2B marketing for small business
- Developing eLearning systems
- Implementing front line manager training
- Developing strategic planning strategies to improve bottom line performance
- Learning and applying effective negotiation skills
- Conducting a feasibility study related to starting a business

Cost for each program includes registration, all program materials, parking pass, breaks/lunch and completion certificate.

Information on specific courses, instructors and program pricing may be found at: [www.sarasota.usf.edu/academics/continuing/COB\\_ProfEd.php](http://www.sarasota.usf.edu/academics/continuing/COB_ProfEd.php).

For more information, contact Marilyn Nunan at [mnunan@sar.usf.edu](mailto:mnunan@sar.usf.edu) or 941-359-4355.

## Learn how to Stand out in a Tough Market at Webster University Sarasota-Manatee

Attend the Webster University Professional Development Series "Stand Out In A Tough Market." You can attend one or all four in the series. There is no charge to attend. Reservations are necessary. Here's the schedule

- January 21—Susan Angermann; *Image Matters*. Your appearance communicates much about who you are and where you're going. This workshop demonstrates why and how image can impact you professionally. Learn how to create a competitive edge now and in your future.
- January 28—Jennifer Joy Walker M.A.; *Full Color Living*. Get a jump-start toward identifying a career path that is a great fit for you. Refresh your thinking and find out what really is most important to you. Discover your key interests and strengths, and gain self-knowledge critical to creating your competitive edge.
- February 4—Jane Barr; *Way Cool Presentations*. Eighty five per cent of career success is due to the ability to connect with others. Discover the five presentations skills needed if we want to earn the contract, get the job or take our careers to the next level.
- February 11—Benjamin Turpin; *What Makes Networking Work?* Uncover time-tested truths on successful networking and how successful networkers receive referrals. Learn the best techniques and laws of the referral process you must follow to be a success.

Webster University Sarasota-Manatee's Sarasota/Manatee Campus is at 8043 Cooper Creek Blvd. #101, University Park. For information, call 358-3840 or register at [webster.edu/sarasota](http://webster.edu/sarasota) or email [kconboy@webster.edu](mailto:kconboy@webster.edu).

## Manatee Technical Institute: in the Holiday Spirit

Dental Assisting students put together gift bags for families in Ecuador and Nicaragua after hearing a presentation by local dental professionals who donate their services providing dental care to the underprivileged of Ecuador and Nicaragua, the evening Dental Assisting (SkillsUSA and HOSA) students at Manatee Technical Institute decided to put together gift bags for the traveling team to present to families living in the jungle villages of these countries.

Business Tech students collected children's Christmas gifts for Salvation Army and eye glasses for Lion's Club. The SkillsUSA Business Technology students coordinated a children's Christmas gift drive on the Manatee Technical Institute Main Campus. Collected gifts went to the Salvation Army for distribution.

As an ongoing project, the campus Lion's Club has been collecting old eyeglasses to donate. The students are also learning how to do screenings, which they plan to offer to MTT's Early Educare program and nearby elementary schools.

SkillsUSA students in Machining, Industrial Technology, Early Educare, and Massage Therapy snet holiday cards to US troops stationed in Iraq and Afghanistan.

The primary community service project for the SkillsUSA Culinary Arts students at MTI is the Community Youth Development Gingerbread House Contest. The students provided this year's "monument" creation, which will not be in the contest, but rather the centerpiece of the contest's festivities.



MTI culinary arts students Gabrielle Campos and Leroy McDaniel and their baking and pastry chef instructor, Dana Johnson (center), pose with their gingerbread creation of the Ringling Museum. The house was the centerpiece at the Community Youth Development Gingerbread House Contest.

The students are also sponsored a family who would not otherwise have a holiday meal this Christmas by providing dinner with all the accompaniments.

Manatee Technical Institute has won more SkillsUSA medals than any other school in the nation for the last six years.

## USF Sarasota/Manatee has a New Program

USF Sarasota/Manatee will begin offering a series of online graduate credit courses for those interested in teaching business at the community college level. Courses begin January 2010 and include offerings in accounting, economics, marketing and management. There are a total of 30 individual course offerings in the series.



These course offerings will:

- 1) Provide an opportunity for those wanting to teach at the community college level in the business areas to pick up the needed graduate course work to meet credentialing requirements
- 2) Provide those now teaching at the community college level in the business area to pick up additional graduate credit hours in any of the various subject areas

Most of the courses are being taught by individuals who have had significant and recognized experience in teaching at the community college

Direct link to courses: [www.sarasota.usf.edu/academics/COB/ACDC\\_CourseDescriptions.php](http://www.sarasota.usf.edu/academics/COB/ACDC_CourseDescriptions.php)

## Southwest Florida College is Growing

One new campus, five new programs, a Virtual school, and 2,300 students are swelling Southwest Florida College's enrollment statistics.

The school's overall 28 percent increase compared to last year is spread across all of its divisions, said Dr.

Stephen Calabro, Executive Vice President for Southwest Florida College.

The most significant increase came at the combined Southwest Florida College Fort Myers campus and Institute of Interior Design at Southwest Florida College in Estero, where 1,573 students enrolled this term, compared to 1,269 last year.

The second largest enrollment spike came at the six-month-old Port Charlotte campus, where 197 students enrolled, compared to just 31 during its opening term in February. The Tampa campus grew to 505 students, compared to 495 in the fall term last year. And the Southwest Florida College online division enrolled its 200th fully online student.

Program enrollments are especially strong in health care, which enrolled 821 students this year compared to the 573 that entered last year. Other programs that have shown considerable growth include Legal and Information Technology, which gained an additional 45 and 33 new students respectively.

The new Southwest Florida College bachelor's degree program in Health Care Administration has gained traction and has enrolled 20 students in its first term being offered. Other new programs have been added to the Port Charlotte campus offerings and include a Crime Scene Investigation Diploma, and three new associate degree programs in Criminal Justice, Early Childhood and Management and Marketing. The Port Charlotte campus is expanding. Construction is expected to be completed by the Winter Term and will include added classroom space and laboratories.

Southwest Florida College is an accredited, private institution of higher learning located in Fort Myers, Tampa, Port Charlotte, and includes the Institute of Interior Design located within the International Design Center in Estero. The College offers programs in Allied Health, Business, Design, Education, Information Technology and Legal Studies. For more information visit [www.swfc.edu](http://www.swfc.edu).