



# INSTITUTE FOR CORPORATE & CONTINUING EDUCATION

YOUR LEADER FOR CUSTOMIZED WORKFORCE SOLUTIONS

# Spring 2012

**CWS District Administration Center:** View course descriptions and register at [www.TampaTraining.com](http://www.TampaTraining.com).

39 Columbia Drive  
Tampa, FL 33606  
Office Hours: 8:00 am – 4:30 pm

**877.736.2575 Option #1**



## INFORMATION TECHNOLOGY

### Tech Deal of the Month

TCTC			
<b>Microsoft Word 2010 Level 1</b>			
Th	1/19	8:30 am-4:30 pm	\$119
<b>Microsoft PowerPoint 2010 Level 1</b>			
W	2/8	8:30 am-4:30 pm	\$119
<b>Microsoft Outlook 2010 Level 1</b>			
Th	3/1	8:30 am-4:30 pm	\$119
<b>Microsoft Excel 2010 Level 1</b>			
Th	4/5	8:30 am-4:30 pm	\$119
<b>Microsoft Excel 2010 Level 2</b>			
Th	5/3	8:30 am-4:30 pm	\$119

### Adobe

<b>Adobe Dreamweaver Level 1</b>			
TCTC			
T,W	4/24-4/25	8:30 am-4:30 pm	\$299
<b>Adobe Flash Level 1</b>			
TCTC			
Th	5/17	8:30 am-4:30 pm	\$199
<b>Adobe InDesign Level 1</b>			
TCTC			
T	2/21	8:30 am-4:30 pm	\$159
<b>Adobe Photoshop Level 1</b>			
TCTC			
Th,F	1/26-1/27	8:30 am-4:30 pm	\$279
Th,F	2/23-2/24	8:30 am-4:30 pm	\$279
<b>Adobe Photoshop Level 2</b>			
TCTC			
W	3/7	8:30 am-4:30 pm	\$159
W	5/23	8:30 am-4:30 pm	\$159
<b>Adobe: Real World Design Solutions</b>			
TCTC			
S	2/18	8:30 am-4:30 pm	\$199
S	4/14	8:30 am-4:30 pm	\$199



### Locations:

BR=Brandon Campus  
DM=Dale Mabry Campus  
HCS=HCC Collaboration Studio - Ybor City  
PC=Plant City Campus  
REGENT=HCC at the Regent - Brandon  
SS=SouthShore Campus  
TCTC=The Corporate Training Center - Davis Islands  
YC=Ybor City Campus  
YCTC=Ybor City Campus Training Center

### CompTIA Certifications

TCTC			
<b>CompTIA A+ Certification 2009 Exam Objectives</b>			
T,Th	3/6-4/12	6:00 pm-9:30 pm	\$2,125
Review & Exam Day			
T	4/18	8:30 am-12:30 pm	
<b>CompTIA A+ Test Preparation</b>			
S	4/21-5/5	8:30 am-4:30 pm	\$1,099
Review & Exam Day			
T	5/8	8:30 am-12:30 pm	
<b>CompTIA Network+ Certification 2009 Edition</b>			
M-F	4/16-4/21	8:30 am-4:30 pm	\$2,125
Review & Exam Day			
T	4/24	8:30 am-12:30 pm	

### Cisco CCNA Boot Camp

M-F	5/14-5/19	8:30 am-4:30 pm	\$2,799
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### HTML

#### Introduction to HTML

HCS			
T	1/17	8:30 am-4:30 pm	\$199
T,Th	4/24-4/26	6:00 pm-9:30 pm	\$199

#### Advanced HTML

HCS			
T,Th	2/14-2/16	6:00 pm-9:30 pm	\$199
Th	3/15	8:30 am-4:30 pm	\$199

## REGISTER EARLY!

We may cancel the class if we don't know you plan to take it!

### Microsoft Access

#### Microsoft Access 2007: Fastcourse for Beginners

Regent			
F	1/20	1:00 pm-5:00 pm	\$99
Th	2/9	1:00 pm-5:00 pm	\$99
HCS			
Th	4/26	1:00 pm-5:00 pm	\$99

#### Microsoft Access 2007: Fastcourse for Intermediate

TCTC			
T	2/23	1:00 pm-5:00 pm	\$99

#### Microsoft Access 2007 Level 1

HCS			
W	1/25	8:30 am-4:30 pm	\$159
T,Th	2/7-2/9	6:00 pm-9:30 pm	\$159
T	3/13	8:30 am-4:30 pm	\$159

#### Microsoft Access 2007 Level 2

HCS			
W	2/15	8:30 am-4:30 pm	\$159
T,Th	3/6-3/8	6:00 pm-9:30 pm	\$159
T	4/10	8:30 am-4:30 pm	\$159

#### Microsoft Access 2007 Level 3

HCS			
T	3/27	8:30 am-4:30 pm	\$159
T	5/24	8:30 am-4:30 pm	\$159



Register online at [www.TampaTraining.com](http://www.TampaTraining.com) and view a complete course listing!

# INFORMATION TECHNOLOGY

## Microsoft Excel

### Microsoft Excel 2007: Fastcourse for Beginners

TCTC			
T	1/17	1:00 pm-5:00 pm	\$99

### Microsoft Excel 2007: Fastcourse for Intermediate

REGENT			
T	2/14	1:00 pm-5:00 pm	\$99

### Microsoft Excel 2007 Level 1

HCS			
T	1/24	8:30 am-4:30 pm	\$159
T,W	2/21-2/22	6:00 pm-9:30 pm	\$159
T	3/14	8:30 am-4:30 pm	\$159
T,Th	5/29	6:00 pm-9:30 pm	\$159

### Microsoft Excel 2007 Level 2

HCS			
W	2/29	8:30 am-4:30 pm	\$159
W	4/11	8:30 am-4:30 pm	\$159

### Microsoft Excel 2007 Level 3

HCS			
F	3/3	8:30 am-4:30 pm	\$159
Th	5/24	8:30 am-4:30 pm	\$159

## Microsoft PowerPoint

### Microsoft PowerPoint 2007: Fastcourse for Beginners

TCTC			
W	1/18	1:00 pm-5:00 pm	\$99

### Microsoft PowerPoint 2007: Fastcourse for Intermediate

TCTC			
Th	2/16	1:00 pm-5:00 pm	\$99
REGENT			
W	4/4	1:00 pm-5:00 pm	\$99

## Microsoft Project 2010

### Microsoft Project 2010 Level 1

TCTC			
F	1/20	8:30 am-4:30 pm	\$159

### Microsoft Project 2010 Level 2

W	3/28	8:30 am-4:30 pm	\$159
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### Microsoft Project 2010 Certification Prep

T-F	3/20-3/23	8:30 am-4:30 pm	\$1,029
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## Microsoft Word

### Microsoft Word 2007 Fastcourse for Intermediate

REGENT			
M	2/13	1:00 pm-5:00 pm	\$99

## QuickBooks

### QuickBooks Level 1

HCS			
T,Th	1/31-2/2	6:00 pm-9:30 pm	\$219
F	3/9	8:30 am-4:30 pm	\$219
T,Th	4/10-4/12	6:00 pm-9:30 pm	\$219

### QuickBooks Level 2

HCS			
Th	2/23	8:30 am-4:30 pm	\$219
Th	5/17	8:30 am-4:30 pm	\$219

## SharePoint

### SharePoint Foundations 2010

HCS			
T	2/7	8:30 am-4:30 pm	\$219
F	4/13	8:30 am-4:30 pm	\$219

# Webinars/Workshops/Seminars

## Webinars

### \$10 Special Offer

#### Thursdays 2:00 pm - 3:00 pm

- 1/5 What's New in 2010
- 1/12 10 Quick Ideas to Manage your Time Effectively
- 1/19 First Step in The Cloud
- 1/26 Grammar Essentials
- 2/2 Resolving Conflict in the Workplace
- 2/9 Improving Personal Productivity
- 2/16 Managing Outlook Messages
- 2/23 Adapting Leadership
- 3/1 Are you getting your Point Across? Communicating Effectively
- 3/8 Why Learning Styles Matter
- 3/15 Excel 2007: Formulas & Functions
- 3/29 What you can do with Microsoft Visio
- 4/5 Effective Business Writing
- 4/12 Excel 2007: Creating Pivot Tables
- 4/19 Managing Outlook Messages
- 4/26 Cloud Power "You can do less and do more"
- 5/3 Make your life easier with MS One Note
- 5/10 ABC's Of Accounting
- 5/17 What is Emotional intelligence?
- 5/24 Discover Project 2010
- 5/31 Managerial Styles: What Works

## Workshops

### Start Your Small Business Right

TCTC			
W	2/8	8:00 am-12:00 pm	\$129

### Bookkeeping Made Simple: Using QuickBooks Pro

TCTC			
Th	2/16	9:00 am-11:00 pm	\$99

### Get the Visual Sales Advantage!

TCTC			
Th	2/23	8:00 am-12:00 pm	\$129

### Making Things Happen with Project Management

TCTC			
Th	3/8	9:00 am-11:00 pm	\$99

### Professional Administrative Assistant Conference

REGENT			
Th	3/15	8:00 am-4:00 pm	\$179

### Dealing with Difficult People

TCTC			
Th	4/12	9:00 am-11:00 pm	\$99

### Take a Step Forward in your Career

TCTC			
Th	4/19	8:00 am-12:00 pm	\$129

### Won't You Be My Partner? Strategic Business Solutions

TCTC			
Th	5/17	9:00 am-11:00 pm	\$99

### Ethical Hacking and Security Defense

TCTC			
Th	5/24	9:00 am-11:00 pm	\$99

## Seminars

### HR Today

TCTC			
T	1/10	8:00 am-10:30 am	\$49
T	2/7	8:00 am-10:30 am	\$49
T	3/6	8:00 am-10:30 am	\$49
T	4/3	8:00 am-10:30 am	\$49
T	5/1	8:00 am-10:30 am	\$49

## Lunch and Learn @ Ybor

### HCS

### Hiring for a New Year

Th	1/12	11:30 am-1:00 pm	\$49
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### Building a Budget You Can Live With

W	2/22	11:30 am-1:00 pm	\$49
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### The You Plan

T	3/13	11:30 am-1:00 pm	\$49
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### Leadership in Action

T	4/10	11:30 am-1:00 pm	\$49
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### Managing Your Boss

W	5/23	11:30 am-1:00 pm	\$49
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### \*Lunch is included with registration fee!

Hillsborough Community College is an equal access/equal opportunity employer that makes employment and education-related decisions without regard to race, color, gender, religion, national origin, age, disability, sexual orientation, marital status or any other bias that is or may be prohibited by state or federal laws. The Equity Office values and responds to equity-related complaints in a very confidential and timely manner.

Employees and students who believe they have been a victim of discrimination or sexual harassment should contact Dr. Joan B. Holmes, Special Assistant to the President for Equity and Special Programs, telephone 813-253-7043, email jholmes16@hccfl.edu.

MPR 11-11



Register online at [www.TampaTraining.com](http://www.TampaTraining.com) and view a complete course listing!

# BUSINESS & REGULATION



## Real Estate

### How to Soar : for Real Estate Professionals - Continuing Education

TCTC			
W,Th	1/18-1/19	9:00 am-4:30 pm	\$150
W,Th	2/8-2/9	9:00 am-4:30 pm	\$150
W,Th	3/14-3/15	9:00 am-4:30 pm	\$150

### 45 Post - Associate Continuing Education

TCTC			
F,S	1/20-2/4	9:00 am-5:00 pm	\$250
F,S	3/2-3/17	9:00 am-5:00 pm	\$250

### Real Estate Associate - Pre-License

TCTC			
M-F	2/13-2/23	9:00 am-5:00 pm	\$350
M-F	4/16-4/25	9:00 am-5:00 pm	\$350

## Online Real Estate Courses

Real Estate Associate Pre-Licensure	\$300
Real Estate Associate - Exam Prep	\$60
Real Estate Math	\$40
Real Estate Pre-License Broker	\$325
45-Hour Post-Licensing Real Estate Associate	\$149
14-Hour Continuing Education for the Real Estate Professional	\$20
30-Hour Brokers Post-License : Real Estate Brokerage-Management	\$120
30-Hour Brokers Post-License : Essentials of Real Estate Investment	\$120
Community Association Manager Program	\$35

## Payroll

TCTC			
<b>APA Paytrain - Fundamentals</b>			
M,W	1/18-2/22	6:00 pm-9:00 pm	\$999
<b>APA Paytrain - Mastery</b>			
T,Th	1/17-2/23	6:00 pm-9:00 pm	\$1,099

## Insurance

<b>6-20, 5-20 Accredited Claims Adjuster</b>			
TCTC			
T, Th	1/17-2/16	6:00 pm-10:00 pm	\$425
M-F	2/13-2/17	8:30 am-4:30 pm	\$425
T,Th	3/27-4/26	6:00 pm-10:00 pm	\$425
M-F	3/12-3/16	8:30 am-4:30 pm	\$425
<b>4-40 Registered Customer Service Representative</b>			
TCTC			
M,W	1/23-2/22	6:00 pm-10:00 pm	\$425
M-F	3/26-3/30	8:30 am-4:30 pm	\$425
M-F	4/30-5/4	8:30 am-4:30 pm	\$425
<b>20-44 Personal Lines</b>			
TCTC			
M-F	1/17-1/27	8:00 am-4:30 pm	\$449
M-F	3/5-3/13	8:00 am-4:30 pm	\$449

## Online Insurance Courses

<b>3-20 Public Claims Adjuster</b>	\$400
<b>2-15 Life, Health and Variable Annuities License</b>	\$150
<b>2-20 Property / Casualty - General Lines Agent License</b>	\$575



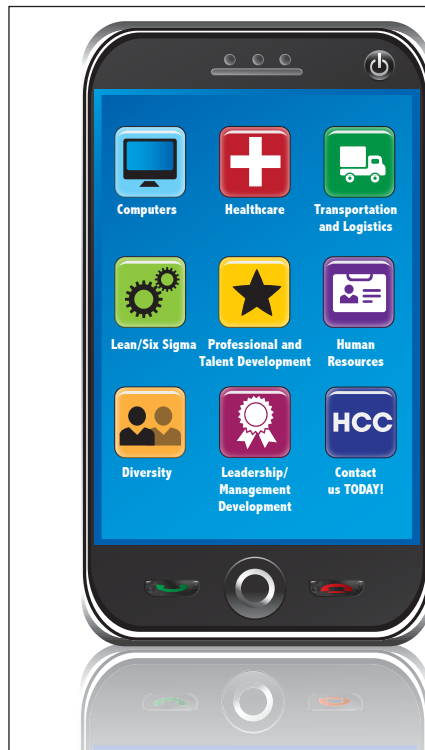
<b>20-44 Personal Lines Insurance License</b>	\$350
<b>6-20, 5-20 Accredited Claims Adjuster - Designation License</b>	\$400
<b>4-40 Registered Customer Service Representative - Designation</b>	\$325
<b>2-15 State Exam Review</b>	\$40
<b>2-20 State Exam Review</b>	\$80
<b>2-20 State Exam Practice Question Generator</b>	\$70
<b>20-44 State Exam Practice Question Generator</b>	\$70

## Call for our Workplace Spanish

**813.259.6010**

**Pronto Occupational Spanish**

ONLINE \$99



**HCC has something for everyone!**

**Tampa Bay's workforce training provider of choice...**

HCC will provide your business with education options that meet YOUR specific business needs.

- Non-traditional
- Short-term
- Project-based
- Workplace specific

**Call 813.259.6010**

or visit [www.TampaTraining.com](http://www.TampaTraining.com) for more information.



**INSTITUTE FOR CORPORATE & CONTINUING EDUCATION**  
HILLSBOROUGH COMMUNITY COLLEGE



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# PROFESSIONAL & TALENT DEVELOPMENT

## Business and Management

### ABC's of Accounting (for non- accountants)

TCTC  
W 4/18 8:30 am-4:30 pm \$199

### Entrepreneurship : Steps to Start Up a Small Business

REGENT  
M-F 3/5-3/13 8:30 am-4:30 pm \$799

### Grammar Essentials

TCTC  
W 3/28 8:30 am-4:30 pm \$199

### Effective Business Writing

TCTC  
F 2/17 8:30 am-4:30 pm \$199

### Understanding and Working with Diversity

TCTC  
Th 4/5 8:30 am-4:30 pm \$199

### Delivering Presentations with Impact

HCS  
Th 4/12 8:30 am-4:30 pm \$199

### National Professional Customer Service Certification Prep

REGENT  
M-F 4/23-4/27 8:30 am-4:30 pm \$1,279  
TCTC  
Review & Exam Day  
T 5/1 8:30 am-12:30 pm

### Administrative Professional with MS Word and Excel 2010 Certification

HCS  
M-F 4/30-5/9 8:30 am-4:30 pm \$1,599

### Project Management Fundamentals

HCS  
W 4/4 8:30 am-4:30 pm \$229

## Project Management Essentials

HCS  
W,Th,F 4/11-4/13 8:30 am-4:30 pm \$799

## Project Management Professional (PMP®) Certification Prep

HCS  
M-F 4/16-4/20 8:30 am-4:30 pm \$1,499

## Human Resource Management

### PHR/SPHR Exam Prep

PC  
Th 3/22-5/31 6:00 pm-9:00 pm \$1,145

SS  
S 4/21-5/26 9:00 am-3:00 pm \$1,145

### PHR/SPHR Exam Prep Review

REGENT  
Th 6/14 8:30 am-4:30 pm \$159

### HR Essentials of Management

REGENT  
Th 4/12-4/19 8:30 am-4:30 pm \$549

## Supervisory Skills Institute

### Supervisory Development Series:

#### Essentials of Leadership

TCTC  
F 1/27 8:30 am-12:30 pm \$159

#### Understanding Behavior

TCTC  
F 2/10 8:30 am-12:30 pm \$239

#### Managerial Style: What Works and Why

TCTC  
F 3/16 8:30 am-4:30 pm \$199

#### The New Generational Mix

TCTC  
F 4/13 8:30 am-4:30 pm \$199

## Day to Day Performance Management

TCTC  
F 4/27 8:30 am-4:30 pm \$199

### Coaching for Success

TCTC  
F 5/18 8:30 am-12:30 pm \$159

### Essentials of Time Management Making Minutes Matter

TCTC  
F 2/24 8:30 am-4:30 pm \$199

### Leading High Performance Teams

TCTC  
F 5/11 8:30 am-12:30 pm \$159

## Talent Management Series

### Emotional Intelligence for Managers

HCS  
Th 2/2 8:30 am-4:30 pm \$199

### Retaining Talent

HCS  
Th 2/9 8:30 am-12:30 pm \$159

### Building an Environment of Trust

HCS  
Th 2/16 8:30 am-12:30 pm \$159

### Coaching for Improvement

HCS  
Th 2/23 8:30 am-12:30 pm \$159

### Strategic Project Management

HCS  
Th 4/5 8:30 am-4:30 am \$199

### Influential Leadership

HCS  
Th 4/12 8:30 am-12:30 pm \$159

### Communicating With Others

HCS  
Th 4/19 8:30 am-12:30 pm \$159



## Online Career Training Programs

**Are you ready to take the next step in your career?**

Prepare for today's hottest careers from the comfort of your home or office!

**Online Learning  
Anytime, Anywhere...  
Just a click away!**

**LOOK. LEARN. LAUNCH.**  
Start a new career with the help of our counselors and internship opportunities!

**ed2go**

The GES Career Training Programs are comprehensive, affordable, self-paced and completely online! You can begin these programs at any time and learn when it fits your schedule. Once you have successfully completed all required coursework, you will receive a certificate of completion. All the tools that you need to learn are included in the registration fee, and each course has an instructor available to answer questions and help you solve problems.

### Enroll Today!

All materials are included in the program fees. Each course has an instructor assigned to answer student questions and solve student problems. To learn more, visit [www.ed2go.com/train](http://www.ed2go.com/train) or you can also reach us by calling 813.259.6508.

[www.ed2go.com/train](http://www.ed2go.com/train)



Register online at [www.TampaTraining.com](http://www.TampaTraining.com) and view a complete course listing!

# HEALTH CARE

## HEALTH CARE

HCS

### BLS Instructor Course

F	3/30	9:00 am-6:00 pm	\$199
F	5/18	9:00 am-6:00 pm	\$199

### Certified Nursing Assistant

M,W,F	1/23-3/9	9:00 am-12:00 pm	\$763
T,Th,S	2/14-4/10	6:00 pm-9:00 pm	\$763
S	3/10-5/26	9:00 am-12:00 pm	\$763
M-Th	4/9-5/8	1:00 pm-4:00 pm	\$763

### CPR

M	1/23	10:00 am-2:00 pm	\$45
T	1/31	7:00 pm-11:00 pm	\$45
M	2/6	10:00 am-2:00 pm	\$45
T	2/14	7:00 pm-11:00 pm	\$45
M	2/27	7:00 pm-11:00 pm	\$45
M	3/5	7:00 pm-11:00 pm	\$45
S	3/10	10:00 am-2:00 pm	\$45
T	4/3	10:00 am-2:00 pm	\$45
M	4/9	2:00 pm-6:00 pm	\$45

### EKG Technician

M,W	3/5-5/16	6:00 pm-9:30 pm	\$999
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### IV Therapy

S	1/21	9:00 am-6:00 pm	\$199
S	2/18	9:00 am-6:00 pm	\$199
S	3/17	9:00 am-6:00 pm	\$199
S	4/14	9:00 am-6:00 pm	\$199
S	5/12	9:00 am-6:00 pm	\$199

### Medical Spanish I

M,W	3/26-4/18	6:30 pm-8:30 pm	\$149
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### Nurse Refresher

T, Th, S	4/3-5/22	9:00 am-1:00 pm	\$1,799
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### Phlebotomy Technician

T, Th, &	1/31-4/5	6:00 pm-9:30 pm	\$1,499
S		9:00 am-12:30 pm	

Please visit [www.HCCcontinuingEd.com](http://www.HCCcontinuingEd.com) for more health care courses.

# ICCE Open House

## Spring 2012 Registration Kick-Off

Thurs., Jan. 12  
5:00-7:00 pm

## HCC Collaboration Studio

1602 N. 15th Street, Tampa, FL 33605

Across from parking garage at 15th and 5th Ave.

## Discounts on classes Food, Activities, Prizes

**15% OFF** Registration fee on most classes.  
Offer good at the event only.

Come and learn more about  
our many offerings!

# Spring 2012

## Registration Made Easy as 1, 2, 3

### Step 1: Fill Out Your Identification Data

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: \_\_\_\_\_ Signature: \_\_\_\_\_

Home Street Address, City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

The following information is required by the U.S. Office of Education and may be supplied voluntarily by you.

White, Non-Hispanic  Hispanic  African American  Asian, Pacific Islander  Other

### Step 2: Record Your Program Choices

Course #	Location	Program Title	Date(s)	Time(s)	Fees

### Step 3: Mail Registration Form and Check/ Money Order to:

ICCE @ HCC PO Box 31127 Tampa, FL 33631-3127

In Person: HCC, 39 Columbia Drive, Tampa, FL 33606  If you require special assistance, check the box and an associate will contact you.

Other questions call or email: 813.259.6010 [ICCE@hccfl.edu](mailto:ICCE@hccfl.edu)

Residency Statement/Check One: (NOTE: No fee difference will be assessed for non-residents)

I certify that I have resided in Florida as a permanent resident for the past twelve consecutive months or longer or otherwise meet the residency requirements outlined in the laws of the state of Florida. Date of residency: \_\_\_\_\_

I have not resided in Florida as a permanent resident for the past twelve consecutive months and I do not meet residency requirements. I declare under penalty of perjury punishable by law as a misdemeanor under Section 837.06, F.S. the foregoing is true and accurate.

Class Cancellations: ICCE@HCC reserves the right to cancel a course or program due to low enrollment. Refunds will be processed immediately.



Register online at [www.TampaTraining.com](http://www.TampaTraining.com) and view a complete course listing!



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# Professional Development and Continuing Education

Spring 2012



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Permit No. 773



## Professional Development and Continuing Education

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