

# The Corporate Training Center @ HCC

## Improving Your Performance is Our Business

The Corporate Training Center @ HCC (TCTC@HCC) – the area’s foremost training and business solutions provider – serves the training needs of individuals and corporations throughout Tampa Bay. TCTC@HCC offers a broad selection of over 350 programs, using flexible learning platforms, state-of-the-art technology, and custom-tailored training programs.

TCTC@HCC focuses its programming to address the professional development, employee performance needs, and consultative service needs with the expected objective of furthering its audience’s learning, performance improvement, and professional development.

## TCTC@HCC offers the following training solutions services:

- General “pooled” enrollment courses
- Customized and contract training services
- Testing, evaluation and assessment services
- Business consultation
- Conference programming
- Meeting management and service support

## Enhancing Business and Individual Performance

TCTC@HCC’s value-added programs zero in on critical areas such as Business and Management, Communication Skills and Computer and Information Technology. Dynamic, customized training and certification programs as well as seminars and workshops are targeted to the specialized needs of the community.

## Information Technology

- Computer basics
- Desktop publishing and graphics
- Business applications
- Imaging and illustration
- Information and network security
- Multimedia
- Internet/Intranet
- Database management
- Operating systems and environments
- Programming
- Seven information technology/computer certification tracks



## Business, Management & Leadership Skills

- Contemporary workplace issues
- Finance and accounting
- Organization and business development
- Human resources and labor relations
- Effective leadership and management
- Finance, employee benefits and payroll
- Human resources and labor relations
- Customer outreach

## Communication and Presentation Effectiveness

- Verbal communication
- Presentation skills
- Written communication
- Presentation skills
- Negotiation skills
- Conversational languages

## Certification and Professional Education Opportunities

- American Payroll Association (APA)
- Certified Employee Benefits Specialist (CEBS)
- Certified Information Systems Security Professional
- Project Management
- Microsoft MCSE, MCSA, and many other professional certifications

**For more information visit our website:  
[www.TampaTraining.com](http://www.TampaTraining.com) or  
call (813) 259-6010.**