



INSTITUTE FOR CORPORATE & CONTINUING EDUCATION

YOUR LEADER FOR CUSTOMIZED WORKFORCE SOLUTIONS

CWS District Administration Center: View course descriptions and register at www.TampaTraining.com.

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

877.736.2575 Option #1

Spring 2012



INFORMATION TECHNOLOGY

Tech Deal of the Month

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

Adobe

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



CompTIA Certifications

TCTC			
CompTIA A+ Certification 2009 Exam Objectives			
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	
CompTIA A+ Test Preparation			
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	
CompTIA Network+ Certification 2009 Edition			
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

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

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



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

Insurance

6-20, 5-20 Accredited Claims Adjuster			
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
4-40 Registered Customer Service Representative			
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
20-44 Personal Lines			
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

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



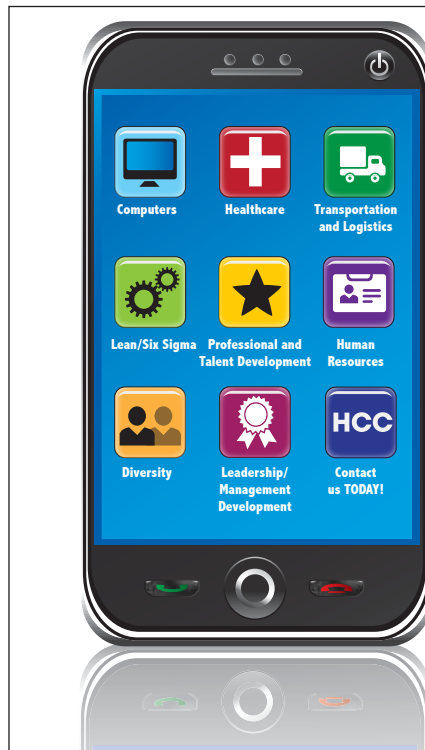
20-44 Personal Lines Insurance License	\$350
6-20, 5-20 Accredited Claims Adjuster - Designation License	\$400
4-40 Registered Customer Service Representative - Designation	\$325
2-15 State Exam Review	\$40
2-20 State Exam Review	\$80
2-20 State Exam Practice Question Generator	\$70
20-44 State Exam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



INSTITUTE FOR CORPORATE & CONTINUING EDUCATION
HILLSBOROUGH COMMUNITY COLLEGE



Register online at www.TampaTraining.com and view a complete course listing!

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
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Just a click away!**

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

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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 or you can also reach us by calling 813.259.6508.

www.ed2go.com/train



Register online at 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 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

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 and view a complete course listing!



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Professional Development and Continuing Education

Spring 2012



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Permit No. 773

INSTITUTE FOR CORPORATE
& CONTINUING EDUCATION
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Hillsborough Community College
GWS District Administration Center
P.O. Box 31127
Tampa, FL 33631-3127