



# INSTITUTE FOR CORPORATE & CONTINUING EDUCATION

YOUR LEADER FOR CUSTOMIZED WORKFORCE SOLUTIONS

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

View course descriptions and register at [www.TampaTraining.com](http://www.TampaTraining.com).

**877.736.2575 Option #1**

# Summer 2012



## INDUSTRY CERTIFICATIONS & CEUs

### Real Estate Courses, Instructor Led

#### Pre-License

##### 63-Hour Real Estate Associate Pre-License

TCTC  
M-F 7/10-7/19 8:00 am-5:00 pm \$350

#### Post License

##### 45-Hour Post Real Estate Associate

TCTC  
M-F 7/30-8/14 8:30 am-5:30 pm \$200

#### Continuing Education

##### 14-Hour Continuing Education

YC  
S, SU 7/28-7/29 8:00 am-6:00 pm \$35  
S, SU 8/11-8/12 8:00 am-6:00 pm \$35  
S, SU 8/25-8/26 8:00 am-6:00 pm \$35

### Online Real Estate Courses

#### Pre-Licensing

63-hour Real Estate Associate Pre-License \$300

28-Hour Florida Reactivation Real Estate Course \$52

Real Estate Broker Pre-License \$325

Real Estate Math \$40

#### Post License

30-Hour Brokers Post-License: Real Estate Brokerage-Management \$120

30-Hour Brokers Post-License: Essentials of Real Estate Investment \$120

45-Hour Post-Licensing Real Estate Associate \$135

#### Continuing Education

14-Hour Continuing Education for the Real Estate Professional \$20



### Insurance Courses, Instructor Led

#### 6-20, 5-20 Accredited Claims Adjuster

TCTC  
T,Th 6/5-7/12 6:00 pm-10:00 pm \$425  
M-F 6/25-6/29 8:30 am-4:30 pm \$425  
M-F 7/30-8/2 8:30 am-4:30 pm \$425  
T,Th 8/7-9/6 6:00 pm-10:00 pm \$425

### Online Insurance Courses

#### Pre-Licensing

2-15 State Exam Review \$40

2-15 Review \$40

2-20 State Exam Review \$80

2-20 State Exam Practice Question Generator \$70

20-44 State Exam Practice Question Generator \$70

#### Post License

3-20 Public Claims Adjuster \$400

2-15 Life, Health and Variable Annuities License \$200

2-20 Property/Casualty - General Lines Agent License \$475

20-44 Personal Lines Insurance License \$350

6-20, 5-20 Accredited Claims Adjuster - Designation License \$400

4-40 Registered Customer Service Representative Designation License \$325

40-Hour 4-40 to 2-20 Conversion \$300

4-40 Pass Prep \$79.95

#### Continuing Education

Elements of Health Insurance \$85

Elements of Life Insurance \$85

Ethics in the Insurance Industry \$35

Long-Term Care Insurance \$45

2-Hour Hurricanes and Their Impact on Insurance \$18

#### Take Courses at these Convenient 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

3-Hour Flood Insurance and the National Flood \$24

2-Hour Premium Discounts Mitigation Options \$18

2-Hour Medicare Today \$18

3-Hour Suitability of Annuity and Life Insurance Transactions for Seniors \$24

#### Professional Development

What You Say Before You Speak \$90

**Bundle Pack \$99**

Take all of the following courses for one low price:

Introduction to Relationship-Building \$36

Target Your Market \$24

Printed Business Cards \$24

Work an Event With Ease \$24

Follow-Up is Golden \$24

### Finance, Instructor Led

#### Payroll

TCTC

##### APA Paytrain - Fundamentals

S 6/2-6/23 8:00 am-3:00 pm \$899

##### APA Paytrain - Mastery

S 7/14-8/4 8:00 am-3:00 pm \$999

##### Quickbooks Level 1

HCS  
Th,F 7/19-7/20 6:00 pm-9:30 pm \$219

### Online Finance

Managing the Social Security Maze \$35



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

# HEALTHCARE



## BLS Instructor Course

HCS  
S 7/7 9:00 am-6:00 pm \$199

## Certified Nursing Assistant

TCTC  
T, Th, & 6/5-7/21 6:00 pm-9:00 pm \$763  
S 9:00 am-Noon  
HCS  
F & 8/10-9/22 5:30 pm-10:30 pm \$763  
S 9:00 am-Noon

## CPR

TCTC  
T 6/5 6:30 pm-10:30 pm \$45  
T 6/19 10:00 am-2:00 pm \$45  
HCS  
M 6/11 6:30 pm-10:30 pm \$45  
F 8/10 6:30 pm-10:30 pm \$45  
T 7/17 6:30 pm-10:30 pm \$45

## EKG Technician

HCS  
M, W 6/11-8/20 6:00 pm-9:30 pm \$999

## IV Therapy

HCS  
S 6/16 9:00 am-6:00 pm \$199  
S 8/18 9:00 am-6:00 pm \$199  
Regent  
S 7/21 9:00 am-6:00 pm \$199

## Medical Spanish I

HCS  
M, W 7/16-8/8 6:30 pm-8:30 pm \$149

## Nurse Refresher

TCTC  
T, TH, S 6/19-8/7 9:00 am-1:00 pm \$1,799

## Phlebotomy Technician

HCS  
T, Th, & 7/17-9/15 6:00 pm-9:30 pm \$1,499  
S 9:00 am-12:30 pm



## Workplace Spanish

Call 813.259.6010 for information.

Pronto Occupational Spanish

ONLINE

\$99

## Online Courses for Healthcare Professionals

**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!**



# 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/conedhcc](http://www.ed2go.com/conedhcc)



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

# INFORMATION TECHNOLOGY



## Tech Deal of the Month

TCTC  
**Get Going with Microsoft Excel 2010 Level 2**  
 Th 5/3 8:30 am-4:30 pm \$119

**Microsoft Access 2010 Level 1**  
 F 6/15 8:30 am-4:30 pm \$119

## Adobe

**Adobe Dreamweaver Level 1**  
 TCTC  
 W,Th 7/25-7/26 8:30 am-4:30 pm \$299

**Adobe Illustrator**  
 TCTC  
 Th 5/17 8:30 am-4:30 pm \$199

**Adobe InDesign Level 1**  
 TCTC  
 T 8/14 8:30 am-4:30 pm \$159

**Adobe Photoshop Level 1**  
 TCTC  
 T,Th 7/10-7/12 8:30 am-4:30 pm \$279

**Adobe Photoshop Level 2**  
 TCTC  
 W 5/23 8:30 am-4:30 pm \$159

**Adobe: Real World Design Solutions**  
 TCTC  
 F 6/22 8:30 am-4:30 pm \$199  
 T 8/7 8:30 am-4:30 pm \$199

## CompTIA Certifications

**Cisco CCNA Boot Camp**  
 M-F 5/14-5/18 8:30 am-4:30 pm \$2,799

## Microsoft Access

**Microsoft Access 2007: Fastcourse for Intermediate**  
 TCTC  
 T 7/3 1:00 pm-5:00 pm \$99

## Microsoft Access 2007 Level 1

HCS  
 T, Th 7/17-7/19 6:00 pm-9:30 pm \$159

## Microsoft Access 2007 Level 3

HCS  
 TH 5/24 8:30 am-4:30 pm \$159

## Microsoft Excel

### Microsoft Excel 2007 Level 1

HCS  
 T, Th 5/29-5/31 6:00 pm-9:30 pm \$159  
 Regent  
 Th 8/2 8:30 am-4:30 pm \$159

### Microsoft Excel 2007 Level 3

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

## Microsoft Windows

### Microsoft Windows 7 Basic

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

## Microsoft Word

### Microsoft Word 2007: Fastcourse for Intermediate

REGENT  
 T 6/5 1:00 pm-5:00 pm \$99

## Microsoft PowerPoint

### Microsoft PowerPoint 2007: Fastcourse for Beginners

REGENT  
 T 7/31 1:00 pm-5:00 pm \$99

### Microsoft PowerPoint 2007: Fastcourse for Intermediate

REGENT  
 W 6/20 1:00 pm-5:00 pm \$99

## Certifying the Weatherization Workforce

Hillsborough Community College, in collaboration with WorkNet Pinellas, provides FREE training to professionals in home performance and weatherization – covering residential energy efficiency retrofit work practices and standards.

Certified weatherization professionals are individuals who have been trained in these practices and are hired to work projects that are intended to reduce energy costs for low-income families by improving the energy efficiency of their homes, while ensuring their health and safety.

Call 813.259.6010 for more information.

## Career Readiness Fast-Tracks

The Career Readiness Fast-Tracks provide you with job knowledge and skills you need on the job. Through a series of comprehensive training sessions you will be prepared for today's competitive job market.

- **START Hospitality**
- **Weatherization Auditor and BPI**
- **NRF Customer Service Professional**
- **Customer Service Call Center**
- **Professional Designation in Logistics and Supply Chain (PLS)**
- **Accredited Claims Adjuster (6-20, 5-20, 3-20)**
- **Administrative Professional**
- **EKG Cross Train**
- **Patient Care Technician**



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

# PROFESSIONAL DEVELOPMENT

# HOMELAND SECURITY



## Professional Development

### Grammar Essentials

TCTC  
W 7/18 8:30 am-4:30 pm \$199

### Effective Business Writing

TCTC  
F 7/27 8:30 am-4:30 pm \$199

### Emotional Intelligence for Managers

HCS  
Th 7/26 8:30 am-4:30 pm \$199

### Project Management Fundamentals

HCS  
W 8/1 8:30 am-4:30 pm \$229

## Supervisory Skills Institute

### Coaching for Success

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

**REGISTER  
EARLY!**

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

## Homeland Security and Terror Studies, Online

### Certificate Series 1: Homeland Security and Defense Studies

**Bundle \$520**

Introduction to Homeland Security \$140  
Asymmetric Threats to Global Security and Stability \$140  
Law and Intelligence in Homeland Security and Defense \$140  
The Interagency and Homeland Security and Defense \$140

### Certificate Series 2: Strategies for Effective Homeland Security

**Bundle \$520**

Introduction to Homeland Security \$140  
Immediate Information, Strategic Communications, and U.S. Foreign Policy \$140  
The Genesis and Sustainment of Terror Organizations \$140  
Comparative Approaches to Homeland Security and Defense \$140

### Certificate Series 3: Transnational Terror Studies

**Bundle \$520**

Asymmetric Threats to Global Security and Stability \$140  
The Genesis and Sustainment of Terror Organizations \$140  
Terror Attacks: Psychological Effects and the Management of Fear \$140  
Terror Organizations and Their Participation in the Political Process \$140

# INSTITUTE FOR CORPORATE & CONTINUING EDUCATION

**Planning Session.  
Sales Meeting.  
Team Building.  
Customer Conference.**

**Let HCC Take Care of  
Your Business Needs.**

Locations on Davis Islands near downtown Tampa, in Ybor City, and Riverview.



## The Corporate Training Center

Our Davis Islands facility is located on the waterfront, overlooking the Seddon Channel, and features a 103-seat auditorium, a convertible conference room with a beautiful view of the water, two computer labs with the latest software and flat panel monitors, and a beautiful outdoor space for various team activities.  
39 Columbia Drive, Tampa, FL 33606



## Collaboration Studio

Looking for a training facility in the heart of Tampa? The new Collaboration Studio is located in historic Ybor City. Our 50,000-square-foot studio features cutting-edge amenities including state-of-the-art computer labs with flat panel, multimedia displays and Wi-Fi access, and an executive conference room which seats up to 30 people.  
1602 N. 15th Street, Tampa, FL 33605



## HCC at The Regent

HCC at The Regent is located east of Tampa, in Riverview, Florida. This location offers two state-of-the-art computer labs with flat panel multimedia displays. Each computer lab can seat 25 people.  
6437 Watson Road, Riverview, FL 33578



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

# WEBINARS/SEMINARS



## Webinars

### \$10 Special Offer

Thursdays 2:00 - 3:00 pm

- 5/3 Make Your Life Easier With MS OneNote
- 5/10 ABC's of Accounting
- 5/17 What is Emotional Intelligence
- 5/24 Discover Project 2010
- 5/31 Managerial Styles: What Works
- 6/7 OS X Lion for Mac: Ten Must-Knows
- 6/14 Microsoft Excel Formulas and Functions
- 6/21 Discover Adobe Photoshop CS5
- 6/28 Working with Digital Images
- 7/5 10 Quick Ideas to Manage Your Time Effectively
- 7/12 House Hunting Tampa Bay-Style
- 7/19 IRS Schedule C-What You Need to Know
- 7/26 Top 10 Apps for Your Smartphone
- 8/2 What You Need to Know About Your Insurance Policy
- 8/9 Keys to Effective Business Writing

## Seminars

**Won't You Be My Partner? Strategic Business Solutions**  
TCTC

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

**Ethical Hacking and Security Defense**  
Th 5/24 9:00 am-11:00 am \$99

**Is Your Business Linked in?**  
F 7/6 9:00 am-11:00 am \$99

**Professional Speaking**  
M, W, F 6/4-6/18 6:00 pm-10:00 pm \$499

**NLP Certification Course**  
M, W, F 6/20-7/9 6:00 pm-10:00 pm \$599

**Principles of Life Coaching**  
M, W, F 7/23-8/8 6:00 pm-10:00 pm \$599

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 3-12

## Monthly Green Seminars

### Lower Your Electric Bill

DM  
S 6/9 9:00 am-11:00 am \$10

### How to Save on Your Commute

PC  
S 7/14 9:00 am-11:00 am \$10

### How Can I Make the Move to Green?

YC  
S 8/11 9:00 am-11:00 am \$10



## Summer 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.



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# Professional Development and Continuing Education



**Summer  
2012**



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and view a complete course listing!



HCC COLLABORATION STUDIO,  
TAMPA, FL

Hillsborough Community College  
GWS District Administration Center  
P.O. Box 31127  
Tampa, FL 33631-3127

## HCC-ICCE Summer 2012 Schedule of Classes

Non-Profit  
Organization  
U.S. Postage  
PAID  
Tampa, Florida  
Permit No. 773

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& CONTINUING EDUCATION  
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