

TC² = PERFORMANCE EXCELLENCE



The Corporate Training Center @ Hillsborough Community College (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 programs, using flexible learning platforms and state-of-the art technology.

- Professional Development Contract Training
- Executive Coaching
- Seminars & Conferences
- Evaluation & Assessment
- Meeting Facility
- Business Consultation



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CONTACT US

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Tampa, FL 33606

(813) 259-6010
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www.TampaTraining.com

ENROLL TODAY!

*What does it take to achieve **BOTTOM-Line** results?*

Cutting-edge learning when, where and how you need it!

- **IT Learning Solutions**
 - Access
 - Excel
 - Word
 - Miscrosoft Office
- **Professional Development Tracks**
 - Day to Day Performance Management
 - Working With You Is Killing Me
 - Accounting for Non-Financial Managers
 - Professional Administrative Track
 - Management Fast Track

MS Office 2007 is now available.
Call (813) 259-6010 for more information.



Serving Employees and Businesses of All Sizes

In today's rapidly changing business environment and ever-increasing competitive landscape, businesses need employees that are highly trained and continually improving their skills. Employees are also finding it necessary to take charge of their careers and seize opportunities to realize personal growth.

That's why TCTC@HCC is dedicated to working with organizations of all sizes and with individual employees to create training solutions that are both customized and flexible at an affordable price. Whether for a sole proprietor, a small business, a mid-size company, a large organization or a career-minded individual, TCTC@HCC can create a value-added, customized training solution that fills the void with just the right blend of skill development, critical thinking and practical application.

IT Learning Solutions

Access

Contact hours: 7 (Fee \$137)
Microsoft Access is a popular and important object-oriented database tool. This fundamental program, gives you hands-on experience designing and creating databases, tables, queries, forms, and reports.

Excel

Contact hours: 7 (Fee \$137)
Spreadsheets are extremely useful tools for managing data, performing calculations, and presenting results in an easily understood format. This fundamental program, gives you hands-on experience using Microsoft Excel spreadsheets to create basic data reports.

Word

Contact hours: 7 (Fee \$137)
Word processing is perhaps the most commonly used PC application in any business setting. This fundamental program, introduces you to the basic Microsoft Word features and gives you hands-on experience creating and editing documents.

Microsoft Office 2003 and Microsoft Office XP Certificate Programs

Contact hours: 35 (Fee \$575.00)
In this course, participants will showcase a series of essential computer application programs in 5 days which includes Internet Explorer, Word, Excel, Powerpoint, and Outlook. The participants will develop skills, maximize productivity, increase confidence, and enhance knowledge in this interactive, hands-on and instructor-led certificate track program.

COURSE

DAYS

TIME

DATE

Access 2003 Level 1	M	8:30 AM - 4:30 PM	8/13/07-8/13/07
Access 2003 Level 1	Sa	8:30 AM - 4:30 PM	8/18/07-8/18/07
Access 2003 Level 1	M	8:30 AM - 4:30 PM	10/15/07-10/15/07
Access 2003 Level 1	M,T	6:00 PM - 10:00 PM	10/15/07-10/16/07
Access 2003 Level 2	T	8:30 AM - 4:30 PM	8/14/07-8/14/07
Access 2003 Level 2	Sa	8:30 AM - 4:30 PM	8/25/07-8/25/07
Access 2003 Level 2	W,Th	6:00 PM - 10:00 PM	9/19/07-9/20/07
Access 2003 Level 2	T	8:30 AM - 4:30 PM	10/16/07-10/16/07
Access 2003 Level 2	M,T	6:00 PM - 10:00 PM	10/22/07-10/23/07
Access 2003 Level 3	W	8:30 AM - 4:30 PM	8/15/07-8/15/07
Access 2003 Level 3	Sat	8:30 AM - 4:30 PM	9/1/07-9/1/07
Access 2003 Level 3	W	8:30 AM - 4:30 PM	10/17/07-10/17/07
Access 2003 Level 3	M,T	6:00 PM - 10:00 PM	10/29/07-10/30/07
Access XP Level 1	M	8:30 AM - 4:30 PM	9/10/07-9/10/07
Access XP Level 1	W,Th	6:00 PM - 10:00 PM	9/12/07-9/13/07
Access XP Level 2	T	8:30 AM - 4:30 PM	9/11/07-9/11/07
Access XP Level 3	W	8:30 AM - 4:30 PM	9/12/07-9/12/07
Access XP Level 3	W,Th	6:00 PM - 10:00 PM	9/26/07-9/27/07

Excel 2003 Level 1	M	8:30 AM - 4:30 PM	8/6/07-8/6/07
Excel 2003 Level 1	M	8:30 AM - 4:30 PM	10/8/07-10/8/07
Excel 2003 Level 1	W,Th	6:00 PM - 10:00 PM	10/24/07-10/25/07
Excel 2003 Level 2	T	8:30 AM - 4:30 PM	8/7/07-8/7/07
Excel 2003 Level 2	M,T	6:00 PM - 10:00 PM	8/27/07-8/28/07
Excel 2003 Level 2	T	8:30 AM - 4:30 PM	10/9/07-10/9/07
Excel 2003 Level 2	W,Th	6:00 PM - 10:00 PM	10/31/07-11/1/07
Excel 2003 Level 3	W	8:30 AM - 4:30 PM	8/8/07-8/8/07
Excel 2003 Level 3	W	8:30 AM - 4:30 PM	10/10/07-10/10/07
Excel XP Level 1	M,T	6:00 PM - 10:00 PM	8/20/07-8/21/07
Excel XP Level 1	M	8:30 AM - 4:30 PM	9/17/07-9/17/07
Excel XP Level 2	T	8:30 AM - 4:30 PM	9/18/07-9/18/07
Excel XP Level 3	M,T	6:00 PM - 10:00 PM	9/10/07-9/11/07
Excel XP Level 3	W	8:30 AM - 4:30 PM	9/19/07-9/19/07

Word 2003 Level 1	M	8:30 AM - 4:30 PM	8/20/07-8/20/07
Word 2003 Level 1	M	8:30 AM - 4:30 PM	10/1/07-10/1/07
Word 2003 Level 1	W,Th	6:00 PM - 10:00 PM	10/3/07-10/4/07
Word 2003 Level 2	Sa	8:30 AM - 4:30 PM	8/4/07-8/4/07
Word 2003 Level 2	T	8:30 AM - 4:30 PM	8/21/07-8/21/07
Word 2003 Level 2	T	8:30 AM - 4:30 PM	10/2/07-10/2/07
Word 2003 Level 2	W,Th	6:00 PM - 10:00 PM	10/10/07-10/11/07
Word 2003 Level 3	Sa	8:30 AM - 4:30 PM	8/11/07-8/11/07
Word 2003 Level 3	W	8:30 AM - 4:30 PM	8/22/07-8/22/07
Word 2003 Level 3	W	8:30 AM - 4:30 PM	10/3/07-10/3/07
Word 2003 Level 3	W,Th	6:00 PM - 10:00 PM	10/17/07-10/18/07
Word XP Level 1	W,Th	6:00 PM - 10:00 PM	8/22/07-8/23/07
Word XP Level 1	T	8:30 AM - 4:30 PM	9/4/07-9/4/07
Word XP Level 1	Sa	8:30 AM - 4:30 PM	10/13/07-10/13/07
Word XP Level 2	W,Th	6:00 PM - 10:00 PM	8/29/07-8/30/07
Word XP Level 2	W	8:30 AM - 4:30 PM	9/5/07-9/5/07
Word XP Level 2	Sa	8:30 AM - 4:30 PM	10/20/07-10/20/07
Word XP Level 3	W,Th	6:00 PM - 10:00 PM	9/5/07-9/6/07
Word XP Level 3	Th	8:30 AM - 4:30 PM	9/6/07-9/6/07
Word XP Level 3	Sa	8:30 AM - 4:30 PM	10/27/07-10/27/07

MO Track 2003 Level 1	Sa	8:30 AM - 4:30 PM	8/4/07-8/25/07
MO Track 2003 Level 1	M-F	8:30 AM - 4:30 PM	10/15/07-10/19/07

MO Track XP Level 1	M-F	8:30 AM - 4:30 PM	9/24/07-9/28/07
MO Track XP Level 1	Sa	8:30 AM - 4:30 PM	10/27/07-11/17/07



PROFESSIONAL LEARNING SOLUTIONS AUGUST - OCTOBER 2007

COURSE	DAYS	TIME	DATE
Day-to-Day Performance Management	W	8:30 AM - 4:30 PM	8/15/07-8/15/07
Day-to-Day Performance Management	W	8:30 AM - 4:30 PM	9/5/07-9/5/07
Day-to-Day Performance Management	M,W	6:00 PM - 10:00 PM	10/8/07-10/10/07
Day-to-Day Performance Management	Sa	8:30 AM - 4:30 PM	10/20/07-10/20/07
Working With You Is Killing Me	Sa	8:30 AM - 4:30 PM	8/4/07-8/4/07
Working With You Is Killing Me	W	8:30 AM - 4:30 PM	9/12/07-9/12/07
Working With You Is Killing Me	M,W	6:00 PM - 10:00 PM	10/8/07-10/10/07
Accounting for Non-Financial Managers I	M	8:30 AM - 4:30 PM	8/6/07-8/6/07
Accounting for Non-Financial Managers I	M,W	6:00 PM - 10:00 PM	9/3/07-9/5/07
Accounting for Non-Financial Managers I	T	8:30 AM - 4:30 PM	10/16/07-10/16/07
Professional Administrative Track	M-F	8:30 AM - 4:30 PM	8/13/07-8/17/07
Professional Administrative Track	M-F	8:30 AM - 4:30 PM	9/10/07-9/14/07
Professional Administrative Track	M-F	8:30 AM - 4:30 PM	10/1/07-10/5/07
Management Fast Track	M-F	8:30 AM - 4:30 PM	8/20/07-8/24/07
Management Fast Track	M-F	8:30 AM - 4:30 PM	9/17/07-9/21/07
Management Fast Track	M-F	8:30 AM - 4:30 PM	10/8/07-10/12/07

Books are included in the price of each course.

In Which Program Should I Enroll?

You are invited to contact one of our Program Associates to seek assistance in determining which program will be right for you.

Please call upon us at **(813) 259-6010**.



Professional Learning Solutions

Day-to-Day Performance Management

Contact hours: 7 (Fee \$295)

Can you get the people you manage to perform to the best of their abilities? Can you motivate them to go "above and beyond" when the situation requires it? Are you able to use corrective feedback and recognition appropriately to keep your staff on track? Here is a workshop designed to give supervisors and managers tools for helping employees become and stay high performers.

Working With You Is Killing Me

Contact hours: 7 (Fee \$295)

This course provides valuable insights for turning conflicts in the workplace into productive working relationships. Learn techniques to be more productive and improve your everyday interactions with others. Based on the book, *Working With You Is Killing Me*, by Katherine Crowley and Kathi Elster, participants will learn to free yourself from emotional traps at work.

Accounting for Non-Financial Managers I

Contact hours: 7 (Fee \$295)

This course provides an overview of how financial data is generated and reported and how it is used for decision-making, analysis, and valuation. The core concepts include terminology and principles, financial statements, distinction between income and cash flow, debits and credits, and assets and liabilities. Participants will also learn to examine accounting methods and read financial statements.

Professional Administrative Assistant Fast Track

Contact hours: 28 (Fee \$995)

This course will equip you to become a proactive advocate for your company by developing skills in communication, planning, organizing, and relationship building. You will learn how to be a more valuable asset by supporting the goals of the boss and the business.

Management Fast Track

Contact hours: 35 (Fee \$1495)

Learn to take charge and get the job done right. This series of workshops will show you how to get results as a manager while earning respect, loyalty and building credibility along the way. Gain the leadership skills you need for handling difficult situations in today's diverse workplace.