## HEALTHCARE

### Healthcare Certifications
- **Certified Nursing Assistant**
  - 9/11-10/30
  - T, TH
  - 6:00 p.m.-9:30 p.m.
  - HCS $159
- **Electronic Health Records**
  - 10/1-10/31
  - M, W
  - 6:00 p.m.-9:30 p.m.
  - HCS $99
- **EKG Tech**
  - 11/5-12/6
  - M, TH
  - 1:00 p.m.-4:00 p.m.
  - RECENT $763

### Healthcare CEUs
- **CCRN Review Course**
  - 9/13-9/14
  - T, TH
  - 8:00 a.m.-5:00 p.m.
  - TCTC $199
- **Nurse Refresher**
  - 10/2-11/10
  - T, TH, S
  - 8:00 a.m.-Noon
  - HCS $1,799

### Language Health
- **Spanish**
  - 9/11-10/4
  - T, TH
  - 6:00 p.m.-8:00 p.m.
  - TCTC $199

### Online Healthcare Courses
- **IV Therapy**
  - 9/5
  - S
  - 9:00 a.m.-6:00 p.m.
  - HCS $199
- **Phlebotomy Technician**
  - 11/8-12/2
  - T, TH, S
  - 9:00 a.m.-3:00 p.m.
  - HCS $1,499

## INFORMATION TECHNOLOGY

### Microsoft
- **Microsoft Excel**
  - Microsoft Excel 2010 Level 1
    - 9/13
    - T, TH
    - 8:30 a.m.-4:30 p.m.
    - TCTC $159
    - 9/26-9/27
    - W, TH
    - 6:00 p.m.-9:30 p.m.
    - TCTC $159
  - **Microsoft Excel 2010 Level 2**
    - 10/10
    - T, TH
    - 8:30 a.m.-4:30 p.m.
    - TCTC $159
  - **Microsoft Excel 2010 Level 3**
    - 11/7
    - T
    - 8:30 a.m.-4:30 p.m.
    - TCTC $159
- **Microsoft Access**
  - Microsoft Access 2010 Level 1
    - 9/7
    - T
    - 8:30 a.m.-4:30 p.m.
    - TCTC $159
  - **Microsoft Access 2010 Level 2**
    - 10/20
    - T
    - 8:30 a.m.-4:30 p.m.
    - TCTC $159
  - **Microsoft Access 2010 Level 3**
    - 11/2
    - T
    - 8:30 a.m.-4:30 p.m.
    - TCTC $159
- **Microsoft Project**
  - Microsoft Project 2010 Level 1
    - 9/5
    - W
    - 8:30 a.m.-4:30 p.m.
    - TCTC $159
  - **Microsoft Project 2010 Level 2**
    - 10/6
    - W
    - 8:30 a.m.-4:30 p.m.
    - TCTC $159
- **Microsoft Word**
  - Microsoft Word 2010 Level 1
    - 9/6
    - T
    - 8:30 a.m.-4:30 p.m.
    - TCTC $159
  - **Microsoft Word 2010 Level 2**
    - 10/22
    - M
    - 8:30 a.m.-4:30 p.m.
    - TCTC $159
- **Microsoft PowerPoint**
  - Microsoft PowerPoint 2010 Level 1
    - 9/10
    - T
    - 8:30 a.m.-4:30 p.m.
    - TCTC $159
  - **Microsoft PowerPoint 2010 Level 2**
    - 10/9
    - T
    - 8:30 a.m.-4:30 p.m.
    - TCTC $159

### Introduction to Computers
- **Windows 7 Basic**
  - 10/15
  - M, W
  - 8:30 a.m.-4:30 p.m.
  - TCTC $159

### Technology Applications
- **Quickbooks**
  - Quickbooks Level 1
    - 9/18-9/20
    - T, TH
    - 6:00 p.m.-9:30 p.m.
    - HCS $219
  - **Quickbooks Level 2**
    - 11/3-11/15
    - T, TH
    - 6:00 p.m.-9:30 p.m.
    - HCS $219

### HTML
- **Introduction to HTML**
  - 9/18
  - W
  - 8:30 a.m.-4:30 p.m.
  - TCTC $199

### Adobe
- **Adobe Illustrator CS5 Level 1**
  - 10/10
  - T
  - 8:30 a.m.-4:30 p.m.
  - TCTC $159
- **Adobe Illustrator CS5 Level 2**
  - 11/17
  - T
  - 8:30 a.m.-4:30 p.m.
  - TCTC $159

### IT Certification Prep
- **CompTIA A+ Certification 2009 Exam Objectives**
  - 9/24-10/3
  - M, W, F
  - 6:00 p.m.-9:30 p.m.
  - TCTC $2,125
- **Cisco CCNA Boot Camp**
  - 9/17-9/27
  - M-F
  - 8:30 a.m.-4:30 p.m.
  - TCTC $2,799
- **MOS Excel 2010 Certification Prep**
  - 9/10-9/28
  - W, F
  - 6:00 p.m.-9:30 p.m.
  - TCTC $699
- **MOS Access 2010 Certification Prep**
  - 10/1-10/29
  - M, W, F
  - 6:00 p.m.-9:30 p.m.
  - TCTC $699
- **CompTIA Network + Certification 2009 Exam Objectives**
  - 10/15-10/28
  - T, TH, S
  - 8:00 a.m.-Noon
  - HCS $2,125

### Mac Learning Center
- **Adobe Illustrator Level 1**
  - 9/28
  - W
  - 8:30 a.m.-4:30 p.m.
  - TCTC $159
- **Adobe Photoshop Level 1**
  - 10/13-10/14
  - T, TH, F
  - 8:30 a.m.-4:30 p.m.
  - TCTC $279
- **Adobe Dreamweaver Level 1**
  - 9/25
  - T
  - 8:30 a.m.-4:30 p.m.
  - TCTC $299
- **Adobe InDesign Level 1**
  - 10/18
  - T
  - 8:30 a.m.-4:30 p.m.
  - TCTC $159
- **Microsoft Excel**
  - Microsoft Excel 2011 Level 1
    - 9/10-10/31
    - M, W, F
    - 8:30 a.m.-4:30 p.m.
    - TCTC $159
  - **Microsoft PowerPoint**
    - Microsoft PowerPoint 2011 Level 1
      - 10/3
      - W
      - 8:30 a.m.-4:30 p.m.
      - TCTC $159
  - **Microsoft Word**
    - Microsoft Word 2011 Level 1
      - 9/25
      - T
      - 8:30 a.m.-4:30 p.m.
      - TCTC $159

**NOTE:** Some healthcare and computer courses will require a lab fee.
**PROFESSIONAL DEVELOPMENT**

**Today’s Workplace Chapel**

Stop Unacceptable Employee Behavior from Damaging the Workplace
11/5 W 8:00 a.m.-Noon HCS $159

Why Loving Your Work Matters
9/30 W 8:00 a.m.-Noon HCS $159

Working for You Is Not Working For Me
10/17 W 8:00 a.m.-Noon HCS $159

Vesting Differences
10/24 W 8:00 a.m.-Noon HCS $159

A New Mindset for Customer Service
11/17 W 8:00 a.m.-Noon HCS $159

The Art of Conversation at the Workplace
11/28 W 8:00 a.m.-Noon HCS $159

The New Multicultural Mix
5/25 W 8:00 a.m.-Noon HCS $159

**PowerSkill Workshops**

iPod at Work - Tools for Business Productivity and Time Management
9/4 W 8:00 a.m.-10:00 a.m. TCTC $35

Keys to Customer Loyalty
9/6 TH 8:00 a.m.-10:00 a.m. TCTC $35

Creating a Cultural Ambience for Your Customers
9/25 W 8:00 a.m.-10:00 a.m. TCTC $35

Transform Workplace Relationships
10/1 T 8:00 a.m.-10:00 a.m. TCTC $35

Leadership Influence
10/17 TH 8:00 a.m.-10:00 a.m. TCTC $35

Emotional Intelligence
11/17 W 8:00 a.m.-10:00 a.m. TCTC $35

**Small Business: First Friday Focus**

HR: Labor Laws you Need to Know
9/7 F 7:00 a.m.-9:00 a.m. TCTC $35

Organizing Your Inner Office
10/5 F 7:30 a.m.-9:30 a.m. TCTC $35

Common Payroll Errors
11/2 F 7:30 a.m.-9:30 a.m. TCTC $35

Workforce Management
12/7 F 7:30 a.m.-9:30 a.m. TCTC $35

**INDUSTRY CERTIFICATIONS & CEus**

**Insurance Courses, Instructor-Led**

5/26-6/20, 20-320 Accredited Claim Adjusters
9/10-9/14 M-F 8:00 a.m.-4:30 p.m. YC $425
9/18-10/1 Th, Tu, Th 6:00 p.m.-10:00 p.m. BR $425
10/27-11/14 S, Su 8:00 a.m.-5:00 p.m. TCTC $425

4/20 Registered Customer Service Representative
9/14-9/14 M-F 8:00 a.m.-4:30 p.m. YC $425
9/17-10/14 Th, Tu, Th 6:00 p.m.-10:00 p.m. BR $425
10/27-11/14 S, Su 8:00 a.m.-5:00 p.m. TCTC $425
11/13-12/14 Th, Tu, Th 6:00 a.m.-10:00 a.m. BR $425

2/15 Life, Health and Variable Annuities
9/5-9/15 Th-Su 8:00 a.m.-5:00 p.m. TCTC $250
10/10-10/14 S, Su 8:00 a.m.-5:00 p.m. TCTC $250

**Online Insurance Courses**

Post License
(52-50, 52-20) Accredited Claim Adjusters
12:00 General Lines $400
(3-45) Personal Lines $400
(3-15) Life, Health and Variable Annuities $149
(14-45) Registered Customer Service Representative $400
(25) Posis Prep - Life, Health and Variable Annuities $59

Continuing Education
Elements of Health Insurance $85
Elements of Life Insurance $85
Ethics in the Insurance Industry $24
Health Savings Account & Medicaid Drug Benefits $24
Flood Insurance Concepts Course $24
Hurricanes & Their Impact on the Insurance Industry $16
Premium Discounts Mitigation Options $18
Suitability of Annuity and Life Insurance Transactions for Seniors $24

**Real Estate Workshops**

Real Estate: Path to Success
9/8-9/29 S 9:00 a.m.-Noon TCTC $249
Short Sales: What You Need to Know
9/15 S 9:00 a.m.-Noon TCTC $49
Simple Staging Techniques for a Fast Sale
9/22 S 8:00 a.m.-Noon HCS $79
Real Estate: Path to Success
10/16-10/27 S 9:00 a.m.-Noon TCTC $249
DIY: How to Weatherize your Home
10/13 S 9:00 a.m.-Noon TCTC $49
Real Estate: Path to Success
11/13-12/13 S 9:00 a.m.-Noon TCTC $249
Short Sales: What You Need to Know
11/16 S 9:00 a.m.-Noon TCTC $49

**Online Real Estate Courses**

Pre-Licensing
63-hour Real Estate Associate Pre-Licence $300
12-hour Pre-Licensing Real Estate Broker $375
Real Estate Math $40
28-24 hour Florida Recertification $55
Post License
45-Hour Post Real Estate Associate $150
30-Hour Con-Ed Brokers Management $135
30-Hour Con-Ed Brokers Investment $135
Continuing Education
14-Hour Continuing Education $20

**HUMAN RESOURCES & PAYROLL TRAINING**

Human Resources
G&A 1 Group Health Plan Design - CEBS Course I
9/11-11/13 T 6:30 p.m.-9:30 p.m. TCTC $499
SHRM PHR/SPHR Exam Certification Prep
10/11-11/15 TH 9:00 a.m.-3:30 p.m. S $1,145
SHRM Essentials of Human Resource Certificate Program
11/15-11/18 F 8:30 a.m.-4:30 p.m. TCTC $549

**HR Today Webinars**

Emotional Intelligence That Works
11/1 T 8:30 a.m.-10:30 a.m. $10
Designing Social Media Policy That Fits your Business Culture
10/4 T 8:30 a.m.-10:30 a.m. $10
Understanding Empowerment
10/8 T 8:30 a.m.-10:30 a.m. $10
Work/Life Balance for HR Professionals
11/13 T 8:30 a.m.-10:30 a.m. $10
Sitting at the Table
12/11 T 8:30 a.m.-10:30 a.m. $10

Finance, Instructor-Led

American Payroll Association (APA) Paytrain-Fundamentals
9/6-10/25 M-Th 8:00 a.m.-8:00 p.m. TCTC $999
American Payroll Association (APA) Paytrain-Mastery
10/26-11/17 S 8:00 a.m.-4:30 p.m. TCTC $1,299

**REGISTER EARLY!**

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

Arts & Leisure

Access Your Brain’s Joy Center
11/4 W 6:00 p.m.-9:00 p.m. HCS $15

Creative Holiday Gift Making
11/20 T 6:00 p.m.-9:00 p.m. HCS $15
12/8 S 9:00 a.m.-11:00 a.m. HCS $15

Computer and You for Mature Adults
9/6-10/7 S 9:00 a.m.-11:10 a.m. to 1:10 p.m. REGENT $49
9/15-11/17 S 9:00 a.m.-11:00 a.m. TCTC $69

Digitized Photography
9/11-10/16 T 6:30 p.m.-9:30 p.m. DM $69

Drawing
9/12-11/7 M 6:30 p.m.-9:30 p.m. TCTC $69

Drawing the Figure from Life
9/13-11/7 W 6:30 p.m.-9:30 p.m. TCTC $69

Furniture Design & Construction - Basic Box
10/10-10/20 F, S 2:00 p.m.-4:00 p.m. DM $95
S: 3:30 a.m.-4:30 p.m.

Gold Leafing
9/25 T 5:30 p.m.-8:30 p.m. HCS $15
10/22 T 5:30 p.m.-8:30 p.m. HCS $15

Interior Design
9/17-11/5 M 6:00 p.m.-9:00 p.m. REGENT $99

Painting with Acrylics
9/1-10/8 S 9:00 a.m.-Noon DM $69
10/13-11/17 S 9:00 a.m.-Noon DM $69

Retirement Planning Today
9/16-9/15 S 10:00 a.m.-5:00 p.m. TCTC $59
9/13-11/8 W 6:00 a.m.-9:00 p.m. TCTC $59
10/13-10/20 S 9:00 a.m.-Noon BR $59

Sign Language
9/10-10/20 S 9:00 a.m.-Noon DM $69

Take Control Through Self-Hypnosis
9/15-9/22 S 9:00 a.m.-Noon DM $39

Watercolor
10/2-11/2 T 6:30 p.m.-9:30 p.m. TCTC $69

Woodcrafting
9/8-10/3 S 9:00 a.m.-Noon DM $69
10/2-10/28 S 9:00 a.m.-Noon DM $69

Write Your Life Story
9/7-11/2 F 10:00 a.m.-12:30 p.m. SS $75

Zentangle
9/7 F 9:00 a.m.-12:00 noon REGENT $19
10/12 F 9:00 a.m.-12:00 noon REGENT $19

Healthcare & Holistic Wellness

Holistic Healthcare Choices
9/8-10/7 S 9:00 a.m.-Noon DM $69
9/10-10/12 S 9:00 a.m.-Noon DM $69

Vegetarianism - A Healthy Lifestyle
9/9 S 10:00 a.m.-Noon HCS $9
11/10 S 10:00 a.m.-Noon HCS $9

Languages

Spanish Conversation 1
9/8-10/13 S 9:00 a.m.-11:30 a.m. HCS $95
9/25-10/13 S 9:00 a.m.-11:30 a.m. REGENT $95

Spanish Conversation 2
10/2-10/15 S 6:00 p.m.-8:00 p.m. HCS $95
10/20-10/27 S 9:00 a.m.-11:00 a.m. REGENT $95

Wine Wednesdays

Wine 101
9/5 W 6:30 p.m.-8:30 p.m. TCTC $40

So You Think You Know Wine?
10/3 W 6:30 p.m.-8:30 p.m. TCTC $40

Wine for the Holidays
11/7 W 6:30 p.m.-8:30 p.m. TCTC $40

The Secret of Reds
12/5 W 6:30 p.m.-8:30 p.m. TCTC $40

Fitness and Dance

Belly Dancing
9/16-10/25 M 5:30 p.m.-7:00 p.m. HCS $69

Beginners Latin (Level 1)
9/17-11/12 M 7:00 p.m.-9:00 p.m. HCS $49

Beginners Swing (Level 1)
9/27-11/17 TH 6:30 p.m.-9:00 p.m. HCS $49

Beginners Ballroom (Level 1)
10/3-11/7 W 6:30 p.m.-9:00 p.m. HCS $49

Beginners Line Dance (Level 1)
10/6-11/10 S 10:20 p.m.-Noon HCS $49

Holiday Series

Creating Your Family Website Using Shutterfly
11/5 T 6:30 p.m.-9:00 p.m. HCS $49

Photo Books, Cards & Photo Calendars Made Easy!
11/7 W 6:00 p.m.-8:00 p.m. HCS $49

Movie Making Magic with Windows Live
11/15 F 6:00 p.m.-8:00 p.m. HCS $49

What to Look for When Buying New Gadgets
11/14 W 6:00 p.m.-8:00 p.m. HCS $49

Parents for Life

(Divorce Court-Approved)
Keep your sanity for your kids’ sake and learn the survival skills that’ll help you move upward!
Take the Parents for Life class for divorces with children.

Parents for Life
9/9 S 9:00 a.m.-1:00 p.m. DM $40
10/9 S 9:00 a.m.-1:00 p.m. DM $40
11/3 S 9:00 a.m.-1:00 p.m. DM $40
12/9 S 9:00 a.m.-1:00 p.m. DM $40

Parents for Life
9/25 T 6:00 p.m.-10:00 p.m. HCS $40
10/23 T 6:00 p.m.-10:00 p.m. HCS $40
12/15 9:00 a.m.-1:00 p.m. DM $40

Parents for Life
10/9 T 6:00 p.m.-10:00 p.m. RECENT $40
11/27 T 6:00 p.m.-10:00 p.m. RECENT $40

Paternidad/ Español
8/8 S 9:00 a.m.-1:00 p.m. DM $40
10/6 S 9:00 a.m.-1:00 p.m. DM $40
12/8 S 9:00 a.m.-1:00 p.m. DM $40

Parents for Life
9/9-9/15 S 9:00 a.m.-11:00 a.m. HCS $40

Parents for Life
10/23-11/7 S 9:00 a.m.-1:00 p.m. DM $40

Parents for Life
9/8 S 9:00 a.m.-1:00 p.m. DM $40
10/8 S 9:00 a.m.-1:00 p.m. DM $40
11/28 S 9:00 a.m.-1:00 p.m. DM $40

Parents for Life
10/6 S 9:00 a.m.-1:00 p.m. DM $40
11/3 S 9:00 a.m.-1:00 p.m. DM $40
### Premiere Webinars $10 Each

**Tuesday Webinars: 2:00 p.m.-3:00 p.m.**
- 9/4 Choosing the Right Agent to Help You Sell or Buy Your Home
- 9/11 Tips for First Time Buyers
- 9/18 Homebuying: How Your Credit Score is Evaluated
- 9/25 Staying Concepts to Sell
- 10/2 House Hunters Tampa Bay Style
- 10/16 Short Sales: What You Need to Know
- 11/13 What You Need to Know About Your Insurance Policy
- 12/4 IRS Schedule C - What's New for 2012 Tax Preparation

**Thursday Webinars: 2:00 p.m.-3:00 p.m.**
- 9/26 Mobile App Developing
- 9/13 Apple World: Mac, iPhone, and iPad
- 9/20 I Got a Task? Now What?
- 10/4 Your Professional Online Profile
- 10/11 Is Your Business LinkedIn?
- 10/18 Vlookup - What is it and When to Use it
- 10/25 Using Office WebApps
- 11/1 Working with Photos in Office 2012
- 11/8 Mail Merge, a Walkthrough
- 11/15 Spreadsheets: Conditional Formatting and Sparklines
- 11/29 Microsoft Project Reports
- 12/6 Plan Payments and Savings Using Excel Financial Solutions
- 12/13 Working Together Using a Shared Notebook and MS Onenote

### Tax Seminar
2012 Tax Seminar
- 12/13 TH 8:30 a.m.-4:30 p.m. TCTC $179

### LEED Seminars
LEED - Green Associate
- 9/20-9/21 TH, F 9:00 a.m.-5:00 p.m. TCTC $645
- 10/18-10/19 TH, F 9:00 a.m.-5:00 p.m. TCTC $645
- 11/15-11/16 TH, F 9:00 a.m.-5:00 p.m. TCTC $645

LEED - AP Building Design & Construction
- 9/27-9/28 TH, F 9:00 a.m.-5:00 p.m. TCTC $645
- 10/25-10/26 TH, F 9:00 a.m.-5:00 p.m. TCTC $645
- 11/29-11/30 TH, F 9:00 a.m.-5:00 p.m. TCTC $645

### WEBINARS & SEMINARS

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- 10/18 Vlookup - What is it and When to Use it
- 10/25 Using Office WebApps
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- 11/8 Mail Merge, a Walkthrough
- 11/15 Spreadsheets: Conditional Formatting and Sparklines
- 11/29 Microsoft Project Reports
- 12/6 Plan Payments and Savings Using Excel Financial Solutions
- 12/13 Working Together Using a Shared Notebook and MS Onenote

### Tech Learning Seminars

**MOS Certification Overview: Benefits of Getting MOS Certified**
- 9/10 M 6:00 p.m.-8:00 p.m. HCS $49

**Protecting Your Reputation Online**
- 10/10 W 6:00 p.m.-8:00 p.m. HCS $49

**Steps for Successful Mobile App Development**
- 9/27 F 8:00 a.m.-10:30 p.m. TCTC $299

**What’s New in Windows 8**
- 9/25 W 6:00 p.m.-8:00 p.m. HCS $49

**You are on the Air: Broadcast Using PowerPoint Over the Internet**
- 10/3 W 6:00 p.m.-8:00 p.m. HCS $49

**Google+: Just Another Social Network?**
- 10/17 W 6:00 p.m.-8:00 p.m. HCS $49

### SEE YOU AT THE ICCE OPEN HOUSE
- Fall 2012 Registration Kick-Off

### ICCE® will present programs for your employees anywhere you like!

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