

# CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT

## COURSE OFFERINGS **SUMMER 2010**

- Allied Health Programs
- Business and Management
- Information Technology
- Professional Certifications and Licensing



Welcome!

Hillsborough Community College is an excellent choice for adult learners interested in both professional and personal growth and development. The Centers for Continuing Education (CCE) is a division of HCC dedicated to providing high quality, non-credit educational experiences designed to advance the Tampa Bay Area's economic growth, global competitiveness, and quality of life.

This catalog offers a rich array of exceptional educational opportunities, all designed to prepare you for the realities of the 21st century economy. You will find a broad selection of education, training, testing, and assessment services; certification programs; business consultation resources; professional development programs; workforce training classes; and life-long learning opportunities.

The combined offerings of CCE provide you a full range of personal and professional development opportunities. Building on our philosophy of ONE mission, ONE goal, ONE college, we hope you will think of CCE as your ONE RESOURCE for continuing education.

You can be assured that CCE is dedicated to your success!



## 7 ways to get your company to send you to class!

- 1 Ask.** A simple verbal request is usually all it takes.
- 2 Show the course schedule.** Get them to read it. Attach it to a memo.
- 3 Stress the benefits.** Additional skills training will make you more productive.
- 4 Send us the boss' contact information.** We will forward a schedule and information about our programs to you.
- 5 Emphasize the convenience.** Why go out of town for training when you can get quality training right here?
- 6 Compare the competitive pricing.** Your boss will be pleased to know that paying a little less gets a lot. Check the prices; they are hard to beat.
- 7 Direct billing.** HCC will bill your employer directly for your registration fees.

OFFICE HOURS AND PHONE NUMBERS:

ADMINISTRATION LOCATION:

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

Continuing Education: (813) 253-7980  
Allied Health Programs: (813) 253-7980  
Business and Professional Development: (813) 259-6010  
On-Campus Emergencies: (813) 253-7911

FOR INDIVIDUALS:

- 1. Tampa Bay Workforce Alliance - Workforce Investment Act (WIA) program
- 2. HCC Tuition Installment Plans (TIPS)
- 3. GI-Bill funding (selected courses only)
- 4. Veterans Administration - Vocational Rehabilitation Program
- 5. Department of Education - Vocational Rehabilitation Program
- 6. Your company tuition assistance program

FOR BUSINESSES:

- 1. Tampa Bay Workforce Alliance
- 2. Incumbent Worker Training (IWT) Grant
- 3. Quick Response Grants

TAX DEDUCTION FOR EDUCATIONAL EXPENSES:

Program fees and expenses for professional development purposes (including travel, meals, and lodging) paid to maintain and improve professional skills may be tax deductible recommend that you seek the advice of the IRS or a qualified tax advisor .

Refunds, Cancellations & Substitutions:

If you find it necessary to cancel your registration, call The Centers for Continuing Education @ HCC office immediately at (813) 259-6010 or (813) 253-7980. Notify us first by phone and then follow-up your cancellation by written notification using U.S. Mail, fax, e-mail (CE@hccfl.edu), or hand delivery.

Written notice must be received 3 business days prior to the course start date to be eligible for a refund.

By registering for a class with The Centers for Continuing Education, you are agreeing to our registration policies for refunds, substitutions, and stated fees.

Please be advised that refunds may take up to three (3) weeks to process from the point at which a class is cancelled or a student's written notification of cancellation is received.

We reserve the right to cancel activities that do not meet minimum enrollment levels or for other good cause. Activities cancelled by the College will have refunds processed in full.

Special Needs & Accommodation

CCE conducts its programs in barrier-free facilities. Prior arrangements to provide special assistance or accommodations must be requested at least five business days in advance of the accommodations need.

LEGEND

Day Abbreviations:

- M - Monday
- T - Tuesday
- W - Wednesday
- TH - Thursday
- F- Friday
- S - Saturday
- SU - Sunday
- M/W = Monday & Wednesday
- T-TH = Tuesday, Wednesday & Thursday

Learning format

- ILT = Instructor Led or Face-to-Face Training
- Hybrid = a combination of Instructor-led and e-Learning
- e-Learning/Online classes = 100% online

*Hillsborough Community College reserves the right to make changes in the regulations, offerings, and fees announced in this schedule as circumstances require.*

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## Allied Health

The Continuing Education Office of Hillsborough Community College is an approved provider through the Florida State Board of Nursing.

**Please note: Individual classes on and off site can be scheduled for groups of 8 or more. Special discounted pricing is available for Non-Profit Organizations for CPR classes. Please call (813) 253-7980 or email CE@hccfl.edu for more information.**

### NURSING REFRESHER COURSE

**NUR-8030 280 Contact Hours**

Enhance your skills and knowledge by participating in HCC's Nursing Refresher course. This extensive review course is designed for nurses who are re-entering the work place or transitioning back into the clinical setting. It is presented as a combination of webinars, lectures, hands-on interactive labs and an instructor lead clinical rotation. Prerequisites include a current Florida RN License and medical clearance stating that you are free from communicable disease and cleared to participate in patient care. CPR training is a component of this course. A background check will be conducted at no additional expense. A certificate is awarded upon successful completion. This class meets once a week for seven weeks followed by four weeks of clinicals that meet Monday through Thursday from 7am to 3pm.

**Please register for the mandatory Lab component of this course that has an additional fee of \$64.00.**

### HCC COLLABORATION STUDIO

T/TH	5:00 PM-9:00PM	6/1 - 8/12/10
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### MEDICAL SPANISH I

**NUR-8900 16 Contact Hours**

Enhance your communication skills, by learning to better communicate with your Spanish speaking patients. Discover the world of Medical Spanish. No previous knowledge of Spanish is necessary. This course provides all healthcare workers with a working knowledge of medical Spanish to facilitate interaction with the Spanish-speaking patient. Skills covered include medical histories and physicals, medical forms, common diseases, body parts and basic conversation.

### HCC COLLABORATION STUDIO

T/TH	6:00 PM-10:00 PM	7/20 - 7/29/10
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### NEW

### MEDICAL SPANISH II

**NUR-8901 16 Contact Hours**

Sharpen your communication skills with your Spanish speaking patients. This course continues to develop basic skills in listening and speaking Spanish. It builds upon the skills learned in Medical Spanish I. This course will improve pronunciation skills, enhance use of medical terminology, and communication about disease processes, tests and treatments, diet and cuisine, and much more.

### HCC COLLABORATION STUDIO

S	6:00 PM-10:00 PM	8/10 - 8/19/10
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### IV THERAPY

**NUR-8403 32 Contact Hours**

LET'S GET CERTIFIED! Take home the basic knowledge of IV therapy practice. This class meets the Board of Nursing's IV therapy requirements for LPN's and RN's. All interested healthcare providers are allowed enrollment. Participants receive documentation indicating successful completion of the course. RN's are encouraged to participate as a refresher.

### PLEASE READ IMPORTANT INFORMATION!

*This is a hybrid course that requires guided independent study for a portion of the theory section of the course as well as hands-on lab sessions with an instructor for the peripheral IV insertion and Central Venous access care portions. Attendance in the labs is mandatory.*

**Note:** You must register and make payment at least 14 days prior to start date of class, in order to have materials mailed to you in advance. Once materials are received and opened, a refund is not available.

### PLANT CITY CAMPUS

T/TH	6:00 PM-9:00 PM	8/23 - 8/28/10
S	9:00 AM-12:00 PM	

### HCC COLLABORATION STUDIO

S	9:00 AM-12:00 PM	8/7 - 8/21/10
S	8:00 AM-6:00 PM	5/22/10
S	8:00 AM-6:00 PM	6/26/10

# Job Fair for Workforce Training Jobs

## Healthcare

- Nursing
- Certified Nursing Assistant
- Phlebotomy Tech
- EKG Tech
- Medical Billing and Coding
- Medical Transcription

## MSSC, PLC

## Real Estate

## Insurance

## Certified Financial Planner

## Information Technology

## Human Resources

Go to [www.HCCcontinuingEd.com](http://www.HCCcontinuingEd.com) or call (813) 259-6010 for more information

### **ACCELERATED CERTIFIED NURSING ASSISTANT (CNA) NUR-8017 180 Contact Hours**

Jumps start your career in the healthcare profession today with this Board of Nursing approved training program. If you have a high school diploma or a GED, you can become a nursing assistant in just six weeks. Training is conducted in both the classroom and the clinical setting with an additional online study component and online quizzes. Book purchase is required. CPR training is given as a part of this course. The last two weeks will be in the clinical setting. Uniform Scrubs are provided. Clinical times are 7am to 3pm on Saturday and 6pm to 11pm during weekdays. A background check will be conducted at no additional expense. A certificate is awarded upon successful completion.

#### **HCC COLLABORATION STUDIO**

M/W	6:00 PM-9:00 PM
S	9:00 AM-12:00 PM
6/21 - 8/4/10	

#### **HCC COLLABORATION STUDIO**

T/TH	8:30 AM-3:00 PM	5/25/10 - 6/28/10
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#### **SOUTH SHORE**

M/W	6:00 PM-9:00 PM and
S	9:00 AM-12:00 PM
7/12 - 8/23/10	

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

**ACCELERATED CERTIFIED NURSING ASSISTANT (CNA) WITH PHLEBOTOMY TRAINING**  
**NUR-8019 270 Contact Hours**

Jump Start your career in healthcare today! Become a Certified Nursing Assistant (CNA) with Phlebotomy skills. Obtain the skills and knowledge to provide confident patient care, while obtaining CPR training and certification. This class includes 3 weeks of clinical time spent in a local hospital or nursing home and laboratory. Book purchase is required. Uniform scrubs are provided. A certificate is awarded for CNA and Phlebotomy Technician after successful completion of this course. Clinical times are 7am to 3pm on Saturdays and 6pm to 11pm on weekdays. A background check will be conducted at no additional expense.

**HCC COLLABORATION STUDIO**

M/W 6:00 PM-9:00 PM and  
 S 9:00 AM-1:00 PM  
 6/21 - 10/15/10

**NEW PHLEBOTOMY TECHNICIAN CERTIFICATION**  
**NUR 8425 88 Contact Hours**

Broaden your horizons with a new career in Phlebotomy Technology! Become a certified Phlebotomy Technician today. This course is designed to give you the hands on experience and skills needed for state certification in just 88 hours. There are 48 didactic hours and 40 hours of hands-on clinical training. Upon completion of this course you will be able to identify and explain basic anatomy and physiology of the circulatory system, perform skin punctures, various types of venipuncture procedures with confidence using standard precautions, prepare specimens for laboratory use, and learn all aspects of a Phlebotomy Tech's role in the clinical area. The last two weeks of this course are held in the clinical area. A background check will be conducted at no additional expense. All participants will receive CPR training.

**HCC COLLABORATION STUDIO**

M/W 6:00 PM-9:30 PM 8/9 - 10/15/10

**NEW EKG TECHNICIAN CERTIFICATION**  
**HES 8140 50 Contact Hours**

Keep up with the rhythm of a changing economy and step into a new career of EKG Technology. EKG Technicians work in a variety of clinical settings. Acquire the skills to become an EKG Technician by completing this comprehensive course in just 50 hours of hands-on skills training. Learn how to properly use EKG machines, learn anatomy and physiology of the heart, disease processes that affect the heart, medications, Holter monitoring, 12-lead EKG, how to analyze EKG readings, and much more. After completion of this course you will be prepared to function as an EKG Technician as well as, be prepared to take the exams for national certifications.

**HCC COLLABORATION STUDIO**

M/W 6:00 PM-9:30 PM 6/14 - 8/2/10

**ONLINE CLASSES**

**AIDS CERTIFICATION (ONLINE)**  
**HES-8015 4 Contact Hour**

Enhance your knowledge of blood and/ or blood products. All areas of HIV/AIDS education that are required for employees working in the health care industry are covered, and the knowledge necessary for the safe handling of blood and blood products is also covered.

**PREVENTING MEDICAL ERRORS (ONLINE)**  
**NUR-8300 2 Contact Hours**

Reports indicate that 98,000 people die each year due to medical errors. This course is a comprehensive review of current statistics, Institute of Medicine findings and recommended measures and interventions intended to reduce medical errors with an emphasis on safe medical practice, appropriate reporting mechanisms, and management of errors. This course fulfills the new Florida Board Licensure requirements.

**DOMESTIC VIOLENCE (ONLINE)**  
**NUR-8101 1 Contact Hour**

Take home the knowledge needed to identify report and stop domestic violence. This course is an update and brief review of domestic violence issues. This course fulfills the Florida Board Licensure requirements.

**BLOODBORNE SAFETY (ONLINE)**  
**EVS-8200 1 Contact Hour**

Learn the skills to keep you and your patients safe. Enhance your knowledge of Blood borne pathogens and safety. This course covers Universal precautions, standard precautions, and needle stick prevention. The course is presented in an online format with a



**AIDS CERTIFICATION UPDATE FOR  
HEALTH CARE WORKERS (ONLINE)  
HES-8010 1 Contact Hour**

Update your knowledge. This course covers all the information needed for people who work with blood and/ or blood products. All areas of HIV/AIDS education required for employees working in the health care industry is covered. This course fulfills the Florida Board Licensure requirements.

**MEDICAL TRANSCRIPTION (ONLINE)  
MRE-8148 640 Contact Hours**

Aquire the skills to start a new career. The Medical Transcription field is growing and the demand for qualified transcriptionists is in high demand. This Medical Transcription online training program consists of 21 modules, which prepares you to work as medical transcriptionists. Numerous exercises and skills assessments throughout each module ensure that you master each skill before moving on to the next concept. This program offers knowledgeable student support specialists to help from program start to finish. All materials needed for the program are included in the cost of the program.

**OUTPATIENT CODING & BILING (ONLINE)  
MRE 8145 640 Contact Hours**

Become a skilled professional today! This Outpatient Medical Coding and Billing online training program equips you with the skills to become an outpatient coder. The training consists of 19 modules, which includes exercises and skills assessments throughout each module to ensure your mastery of each skill before moving to the next concept. Knowledgeable student support specialists are available to help from program start to finish. All books and necessary materials are included in the cost of the course.

**AMERICAN HEART  
ASSOCIATION CPR  
CLASSES**

**NEW  
BLS INSTRUCTOR  
CERTIFICATION COURSES  
HES 8052 8 Contact Hours**

BECOME A CPR INSTRUCTOR TODAY! We offer a two part BLS Instructor course which combines a self study (that must be completed prior to your scheduled class day), followed by a one day training session in the classroom. Follow these simple steps!

- 1. Register and pay in full for the BLS instructor certification course.
- 2. Complete the self-study Core Instructor Course (text book and CD will be mailed at the time of registration – 84% minimum score required).
- 3. Present proof of a current AHA CPR card for healthcare providers and Certificate of completion from Core Instructor Course.
- 4. Complete the 1 day 8 hour skills session classroom training with evaluation.

Each student must complete the classroom training with evaluation by an instructor. Upon successful completion an AHA BLS instructor certification cards is issued for a two year period before renewal is required.

HCC COLLABORATION STUDIO		
S	8:00 AM-5:00 PM	6/5/10
S	8:00 AM-5:00 PM	8/6/10

**CPR FOR CHILDCARE WORKERS &  
EVERYONE  
HES-8030 4 Contact Hours**

Learn to become a life saver. This CPR class meets state requirements for childcare workers. Students attending the class will learn CPR skills and certification for infants (birth-12 months), children (12 months-8 years) and complete adult applications. Textbooks are provided for classroom use. Registration ends two business days before start of class.

*\*Please note - registration for this class is open to anyone who wants to learn life saving skills for personal development, professional certification or just good family care.*

HCC COLLABORATION STUDIO		
M	9:00 AM-1:00 PM	5/17/10
TCTC		
S	9:00 AM-1:00 PM	7/17/10

## ASSOCIATION CPR CLASSES CONT'D

### CPR FOR HEALTHCARE PROVIDERS & FIRST RESPONDERS HES-8050 4 Contact Hours

*\*Please note - registration for this class is for professional certification of healthcare workers and first responders.*

Take home the skills to be a life saver. This course teaches the standard for adult, child and infant CPR for individuals who provide healthcare to patients in a wide variety of settings. Learned skill proficiencies will be demonstrated by each student for instructor evaluation and a written AHA examination will be scheduled at the end of class to complete the training certification. Students who test satisfactorily will receive a two-year AHA CPR card. Registration ends two business days before start of class.

#### HCC COLLABORATION STUDIO

M	5:00 PM-9:00 PM	4/12/10
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#### SOUTH SHORE

M	6:00 PM-10:00 PM	7/12/10
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### NEW

### CPR PROFICIENCY SKILLS TEST FOR ON-LINE COURSE COMPLETERS HES 8051 30 minutes

Complete the skills portion of the online CPR course at The Corporate Training Center in a private session with an instructor. Register for the date of your choosing. Please contact the Continuing Education Department at (813) 259-6509 to schedule the 30 minute skills session. Please call to schedule your appointment, available appointments are Monday through Friday from 10:00 am until 3:30 pm. All participants are required to complete the (AH) American Heart Association online component and print the completion certificate. Bring certificate when you come for skills testing. Following the successful display of required CPR skills, a two year CPR card will be issued.

### FIRST AID TRAINING HES 8125 3.5 Contact Hours

Be prepared to act fast in an emergency, get trained in First Aid. This course is for the person who wants to learn how to provide emergency medical treatments for family members, friends or coworkers when unexpectedly medical complications and/or injuries occur and professional help is not immediately available. Completing students will receive a two-year AHA First Aid card at the end of class. Registration ends two business days before start of class.

*\*Please note - registration for this class is open to anyone who wants to learn life saving skills for personal development, professional certification or just good family care.*

#### HCC COLLABORATION STUDIO

S	8:00 AM-11:30 PM	6/5/10
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### NEW

### FIRST AID WITH CPR & AED TRAINING HES 8130 7 Contact Hours

Learn what it takes to be a life saver. This course is for the person who wants to learn CPR and First Aid. Take home the skills needed to perform CPR and to provide emergency medical treatments for family members, friends or coworkers when unexpectedly medical complications and/or injuries occur and professional help is not immediately available. This course is also for those designated as first responder. Completing students will receive a two-year AHA CPR card at the end of class. Registration ends two business days before start of class.

#### HCC COLLABORATION STUDIO

S	8:00 AM-3:00 PM	6/19/10
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### NEW

### SAFE SUMMER CPR FOR FAMILY AND FRIENDS HES 8054 2.5 Contact Hours

If a cardiac arrest happened to your loved one or a close friend, would you know how to perform life-saving CPR? Come and obtain the skills to be a life saver! This class will give you the knowledge to recognize when a family member or friend is experiencing a medical emergency, and equip you with the necessary tools to help.

#### HCC COLLABORATION STUDIO

S	8:00 AM-10:30 AM	6/12/10
S	8:00 AM-10:30 AM	6/26/10

### NEW

### MEDICAL ETHICAL ISSUES AT THE BEGINNING OF LIFE HES 8820 1 Contact Hour

Explore ethical decision making at the beginning of life. This course will discuss ethical issues at the beginning of life that have affected national laws. Participants will have the opportunity to discuss the roles that culture, religious values, financial status, and state law have on decision making at the beginning of life.

#### HCC COLLABORATION STUDIO

F	12:00 PM-1:00 AM	8/6/10
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## NEW

### MEDICAL ETHICAL ISSUES AT THE END OF LIFE

HES 8830 1 Contact Hour

Take home the knowledge of dealing with end of life dilemmas. This class will explore the development of the attitudes and laws that govern the end of life care from Hippocrates to the present time using Pellegrino's Eras of Medicine outline. The class will further explore issues of forgoing life sustaining treatment, the use of technology at the end of life, pain management, and killing vs. letting die.

#### HCC COLLABORATION STUDIO

F	12:00 PM-1:00 PM	8/13/10
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## NEW

### RECOGNIZING AND RESOLVING ETHICAL DILEMMAS IN HEALTHCARE

HES 8840 1 Contact Hour

This class will define the medical ethical principles, their applications on the healthcare unit, and aspects of justice stemming from Medicare, Medicaid and third part payers. This class will focus on resolving healthcare dilemmas when two or more principles of ethics are in conflict. A step by step process will be used to enable participants to resolve these conflicts.

#### HCC COLLABORATION STUDIO

F	12:00 PM-1:00 PM	8/20/10
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## Go Far Without Your Car!

Register On-Line through [www.ed2go.com/conedhcc](http://www.ed2go.com/conedhcc)

Learning is fun and ed2go online courses are affordable and effective.

Each ed2go course comes equipped with a attentive instructor, lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

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- Intermediate Microsoft Excel
- Introduction to QuickBooks
- Accounting Fundamentals
- Introduction to Microsoft Word
- Introduction to PowerPoint
- Real Estate Investing
- Project Management Fundamentals
- Computer Skills for the Workplace
- Creating Web Pages
- Introduction to Dreamweaver
- GRE Preparation - Part 1
- Speed Spanish
- and more...

Register Today at [www.ed2go.com/conedhcc](http://www.ed2go.com/conedhcc)

# Business and Professional Skills

## CONFLICT MANAGEMENT

### GIVING AND RECEIVING CONSTRUCTIVE FEEDBACK ECD 8065 4 Contact Hours

In this course, participants learn constructive approaches to giving and receiving feedback.

#### SOUTH SHORE CAMPUS

F 12:30 PM-4:30 PM 6/11/10

### RESOLVING CONFLICT 7 Contact Hours

This course teaches leaders how to recognize that a conflict is escalating and minimize damage by using the most appropriate resolution tactic regardless of which stage a conflict is in.



#### THE CORPORATE TRAINING CENTER

T 8:30 AM-4:30 PM 6/8/10

### VALUING DIFFERENCES ECD 8905 4 Contact Hours

Valuing differences gives people effective tools for appreciating others' unique perspectives, understanding their inherent differences, and collaborating in a mutually beneficial way.

#### HCC COLLABORATION STUDIO

W 8:00 AM-12:00 PM 7/14/10

### WORKING WITH YOU IS KILLING ME ECD 8422 7 Contact Hours

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.

#### HCC COLLABORATION STUDIO

TH 8:30 AM-4:30 PM 8/12/10

## CUSTOMER SERVICE

### CUSTOMER SERVICE GETTING IT RIGHT ECD 8873 7 Contact Hours

#### THE CORPORATE TRAINING CENTER

T 8:30 AM-4:30 PM 6/8/10

### EFFECTIVE CUSTOMER COMMUNICATIONS ECD 8432 7 Contact Hours

#### THE CORPORATE TRAINING CENTER

W 8:30 AM-4:30 PM 7/21/10

### REACHING FOR STELLAR CUSTOMER SERVICE ECD 8978 4 Contact Hours

Participants who attend this class complete the class having a greater appreciation for the role of customer service in a business and the role they play towards this end.

#### PLANT CITY CAMPUS

T 12:30 PM-4:30 PM 8/17/10

## HRCI approved seminars



Attention, professionals seeking recertification credit hours for your PHR/SPHR/GPHR.

You've come to the right place! HRCI-approved timely, half-day and full-day seminars.

#### Available Seminars:

- Building an Environment of Trust
- Coaching for Success
- Delegating for Results
- Essentials of Leadership





**Interested in the HR field?**

**Need Recertification Credits?**

**Want help preparing for the PHR or SPHR exam?**

**Visit [www.TampaTraining.com](http://www.TampaTraining.com) to find out more!**

## GROUP DYNAMICS

**KEEPING YOUR TEAM ON COURSE:  
TOOLS AND TECHNIQUES**  
**ECD 8973 4 Contact Hours**

Keeping a team on course as it works to accomplish its mission and goals is the responsibility of all team members, not just the team leader. This unit provides 12 tools and techniques to help team members direct the course of the team through a variety of challenges.

**THE CORPORATE TRAINING CENTER**  
T 8:00 AM-12:00 PM 7/20/10

**STRATEGIC PROJECT MANAGEMENT**  
**ECD 8447 7 Contact Hours**

This program challenges participants to build a team with defined roles and responsibilities.

**THE CORPORATE TRAINING CENTER**  
T 8:30 AM-4:30 PM 8/10/10

**TEAM BUILDING FOUNDATIONS FOR  
SUCCESS**  
**ECD 8990 7 Contact Hours**

This program is designed to help make “teaming” a functioning reality in your workplace.

**THE CORPORATE TRAINING CENTER**  
M 8:30 AM-4:30 PM 6/07/10



# LEADERSHIP DEVELOPMENT

## ADAPTIVE LEADERSHIP ECD 8002 4 Contact Hours

Adaptive Leadership raises leaders’ awareness of the differences among people and situations. It teaches leaders how to tailor their approaches based on their team members’ motivations, personality styles, the organizational environment, and the situation.



THE CORPORATE TRAINING CENTER		
TH	8:30 AM-12:30 PM	6/3/10

## BUILDING AN ENVIRONMENT OF TRUST ECD 8877 4 Contact Hours

In this course, leaders learn how to avoid the trust breakers and take action to create an environment in which people take risks, identify and solve problems, and work together to create and sustain high levels of trust.



THE CORPORATE TRAINING CENTER		
W	8:00 AM-12:00 PM	6/30/10

## BUILDING WINNING PARTNERSHIPS 4 Contact Hours

This course helps leaders identify their role in establishing alliances between work groups, management, customers, and suppliers. Leaders learn how to establish true partnerships to meet customer needs by developing strategies for gaining people’s commitment to working together.



THE CORPORATE TRAINING CENTER		
T	12:30 PM-4:30 PM	8/24/10

## DELEGATING FOR RESULTS ECD 8886 4 Contact Hours

In this course, leaders learn skills for successfully matching people, responsibility and authority to maximize involvement, productivity, motivation, and growth for individuals, groups, and the organization.

THE CORPORATE TRAINING CENTER		
TH	12:30 PM-4:30 PM	7/22/10

## ESSENTIALS OF LEADERSHIP ECD 8884 4 Contact Hours

This foundation course for all Interaction Management courses teaches leaders how to get results through people.



THE CORPORATE TRAINING CENTER		
T	12:30 PM-4:30 PM	6/22/10

## MONDAY MORNING LEADERSHIP 12 Contact Hours

This Workshop offers encouragement and directions that will help you become a better manager, employee, and person.

HCC COLLABORATION STUDIO		
M	8:00 AM-11:00 AM	7/12 - 8/2/10

## RETAINING TALENT ECD 8882 4 Contact Hours

This course helps leaders understand their critical role in retaining organizational talent. The learn to identify what it takes to keep employees happy and satisfied, and how to conduct “quick check” discussions critical for retaining valuable employees.

THE CORPORATE TRAINING CENTER		
T	8:00 AM-12:00 PM	6/29/10
W	8:00 AM-12:00 PM	8/11/10

## THE NEW GENERATIONAL MIX ECD 8841 4 Contact Hours

This workshop explores the dynamics existing between the generations and provides participants with the tools to create a cohesive workplace utilizing each generation’s strengths.

HCC COLLABORATION STUDIO		
W	8:00 AM-12:00 PM	8/25/10



## Start your week off right with Monday Morning Leadership

Register today at [www.TampaTraining.com](http://www.TampaTraining.com).

### PERSONAL EFFECTIVENESS

#### ADAPTING TO CHANGE ECD 8901 4 Contact Hours

This course develops the confidence and skills to embrace change and welcome change as an opportunity to grow and learn. Embracing change rather than fearing change is a valuable survival tactic in today's world and this course teaches you how to do it!

##### HCC COLLABORATION STUDIO

T	8:00 AM-12:00 PM	6/15/10
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#### EFFECTIVE COPING AND STRESS MANAGEMENT TECHNIQUES ECD 8443 7 Contact Hours

In the course participants gain important insights into how stress in one life area impacts other areas.

##### HCC COLLABORATION STUDIO

T	8:30 AM-4:30 PM	6/8/10
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#### ESSENTIALS OF TIME MANAGEMENT MAKING MINUTES MATTER ECD 8870 7 Contact Hours

Have you ever wondered why some people seem to accomplish so much more than others in the same number of hours without appearing to work any harder? Maybe the answer is they work smarter by managing their time more effectively. This program is designed to equip participants with the tools necessary to effectively manage their time.

##### THE CORPORATE TRAINING CENTER

TH	8:30 AM-4:30 PM	6/10/10
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#### IMPROVING PERSONAL PRODUCTIVITY ECD 8920 4 Contact Hours

Improving Personal Productivity, which can be kicked off in a workshop or provided as a just-in-time reference tool, gives employees the skills they need to increase their productivity while decreasing stress levels.

##### THE CORPORATE TRAINING CENTER

W	8:00 AM-12:00 PM	6/16/10
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#### CAREER FITNESS BOOTCAMP 14 Contact Hours

More and more people have to reinvent themselves -- find new jobs where the skills they currently have can be transferred to another industry. Many of us will find ourselves working on a variety of projects at our jobs even though we carry a specific title or role in a department. The experience we gain from working with various departments provides "hands-on" working knowledge. Attendees will learn how to effectively market their skill sets to employers.

##### HCC COLLABORATION STUDIO

TH/F	8:30 AM-4:30 PM	8/5 -8/6/10
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Register online now at [www.TampaTraining.com](http://www.TampaTraining.com) and view a complete course listing!

## PERSONAL EFFECTIVENESS CONT'D

### NEGOTIATING WITH INTEGRITY

**ECD 8850 7 Contact Hours**

Participants in this program will enhance their negotiation skills in sales, contract administration, cross-functional transactions in the organization, with suppliers and with customers.

#### THE CORPORATE TRAINING CENTER

TH	8:30 AM-4:30 PM	8/26/10
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### PASSPORT TO RETIREMENT

**FIN-9103 6 Contact Hours**

Your financial future depends on building and preserving your wealth. This course will help you to understand tax shelters, trusts, and market trends. Textbook included.

#### YBOR

M	7:00 PM-9:00 PM	7/12 - 7/26/10
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#### DALE MABRY CAMPUS

W	7:00 PM-9:00 PM	7/14 - 7/28/10
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#### BRANDON

TH	7:00 PM-9:00 PM	7/15 - 7/29/10
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### PROFESSIONALISM IN THE WORKPLACE

**7 Contact Hours**

This course concentrates on managing your responsibilities with tact, poise, and polish. It will also explore how to get your point across with a positive, professional image.

#### THE CORPORATE TRAINING CENTER

F	8:30 AM-4:30 PM	6/25/10
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### SEXUAL HARASSMENT: WHAT IT IS, WHY IT HAPPENS, AND WHAT TO DO ABOUT IT

**ECD 8843 4 Contact Hours**

This workshop gives participants an understanding of legal, organizational, and individual aspects of socio-sexual behavior in the American Workplace.

#### THE CORPORATE TRAINING CENTER

TH	12:30 PM-4:30 PM	6/17/10
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### TRAINING OTHERS

**ECD 8913 4 Contact Hours**

This program gives employees the skills they need to effectively help others prepare for new tasks and responsibilities. The course will also help build employee commitment to and understanding of the importance of training to your organization.

#### HCC COLLABORATION STUDIO

W	8:00 AM-12:00 PM	7/28/10
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## MANAGEMENT SKILLS

### CORRECTING PERFORMANCE PROBLEMS

**ECD 8948 4 Contact Hours**

This course provides modeling and practice in how to hold discussions with employees about unacceptable performance. It focuses on discussions that are necessary after less formal feedback and coaching have failed to result in a turnaround.

#### THE CORPORATE TRAINING CENTER

T	8:00 AM-12:00 PM	7/13/10
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### ESSENTIAL COACHING SKILLS FOR MANAGERS

**EDC 8941 7 Contact Hours**

This fast paced program provides participants with the skills needed to create empowered and self initiated team participants.

#### THE CORPORATE TRAINING CENTER

TH	8:30 AM-4:30 PM	6/24/10
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### RIDING THE WAVES OF CHANGE

**4 Contact Hours**

In Riding the Waves of Change supervisors and manager will learn how to harness the energy created by the need for change.

#### THE CORPORATE TRAINING CENTER

TH	8:00AM-12:00 PM	6/17/10
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### UNDERSTANDING AND WORKING WITH DIVERSITY

**ECD 8842 7 Contact Hours**

This program uses a practical approach to understanding and working with diversity in human nature. It is designed to provide insights and strategies that can be integrated into daily management style.

#### HCC COLLABORATION STUDIO

T	8:30 AM 4:30 PM	8/3/10
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### WHAT GOOD MANAGERS DO: THE FIRST 100 DAYS

**4 Contact Hours**

This course will give new managers the basics of effective management for their first 100 days on the job.

#### THE CORPORATE TRAINING CENTER

T	8:00 AM-12:00 PM	7/27/10
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### WRITTEN AND VERBAL COMMUNICATIONS

#### COMMUNICATING AND LISTENING ECD 8895 4 Contact Hours

This course equips employees with the skills they need to communicate clearly and listen carefully.

#### THE CORPORATE TRAINING CENTER

S 9:00 AM-1:00 PM 6/19/10

#### EFFECTIVE BUSINESS WRITING 7 Contact Hours

This course offers effective strategies to sharpen your writing skills by structuring your ideas logically, exercising diplomacy in letters and reports, and shaping your arguments.

#### THE CORPORATE TRAINING CENTER

W 8:30 AM-4:30 PM 8/18/10

#### GRAMMAR ESSENTIALS 7 Contact Hours

You learned the rules of grammar in school, but now you'd like to refresh and refine your grammar usage for your professional life.

#### THE CORPORATE TRAINING CENTER

T 8:30 AM-4:30 PM 6/22/10

### FAST TRACK CERTIFICATES

#### LEADERSHIP AND MANAGEMENT CERTIFICATE PROGRAM ECD 8444 21 Contact Hours

This certificate program is for those looking to gain the leadership and management skills they need for handling difficult situations in today's diverse workplace.

#### THE CORPORATE TRAINING CENTER

S 8:30 AM-4:30 PM 6/12 - 6/26/10

#### PROFESSIONAL ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAM ECD 8934 21 Contact Hours

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. As a participant in this innovative and intense program, you will gain practical skills that will help to improve your daily tasks and interpersonal skills.

#### THE CORPORATE TRAINING CENTER

F 8:30 AM-4:30 PM 6/4 - 6/18/10

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



# Courses for Licensed and Certified Professionals



## REAL ESTATE/ CONSTRUCTION

### NEW GREEN BUILDING FOR THE REAL ESTATE PROFESSIONAL REE-8003 3 Contact Hours

Whether you need CE credits or have a curiosity of what "green building" is and how it will impact the future of your career. Upon completion, students will understand their role in sustainability and the importance of their involvement for their profession. It serves as an introduction to the "Green Arena" offering resources and the basic knowledge they will need to add green building concepts, and the awareness of energy issues to the practice of their profession. The course offers a manual, a certificate and a logo to us in marketing efforts. Real Estate Professionals will receive 3 CE credits toward their renewal requirement.

HCC COLLABORATION STUDIO  
T 9:00 AM-12:00 PM 5/20/10

### REAL ESTATE ONLINE CONTINUING EDUCATION

#### 14 HOURS CONTINUING EDUCATION REE-8002 14 Contact Hours

This Course satisfies the continuing education requirement for license renewal.

#### POST LICENSE

Florida Real Estate Associates and Brokers must complete a post license course before their first license renewal on subjects approve by the Florida Real Estate Commission.

#### PRE-LICENSE REAL ESTATE COURSE I REE 8040 63 Contact Hours

This 63 hour pre-license course provides a practical understanding of the real estate business in Florida. The content is prescribed by the Florida Real Estate Commission, and includes a review of State License Law. Textbook required.

THE CORPORATE TRAINING CENTER  
T/TH 6:00 PM-10:00 PM 5/25 - 7/15/10

### REAL ESTATE SALES ASSOCIATE 45 HOUR POST-LICENSE EDUCATION REE-8001 45 Contact Hours

Florida Real Estate Brokers must complete 45 hours of post-license education before their first license renewal on subjects approved by the Florida Real Estate Commission.

### REAL ESTATE BROKERS 30 HOURS POST-LICENSE EDUCATION

Florida Real Estate Brokers must complete 60 hours of post-license education before their first license renewal on subjects approved by the Florida Real Estate Commission.

### REAL ESTATE MANAGEMENT FOR BROKERS REE-8110 30 Contact Hours

Topics covered includes: Management Skills,... Structuring the Organization, Business Policies and Procedures, Managing Risk and much more.

### REAL ESTATE INVESTMENT FOR BROKERS REE-8120 30 Contact Hours

Topics covered includes: Ownership interest in Real Property, Income Taxes and Real Estate Investment, Investing in Industrial Properties, and much more.

### LEED GREEN ASSOCIATE EXAM PREP 14 Contact Hours

This 2-day course supplements individual preparation for anyone interested in passing the Leadership in Energy and Environmental Design (LEED®) Green Associate Exam.

THE CORPORATE TRAINING CENTER  
TH/F 9:00 AM-5:00 PM 6/17 - 6/18/10



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



**Education (CE) credits (Provider # 1055) and insurance pre-license education (Provider #443) for the insurance professional. We also offer a wide variety of convenient e-Learning options for Insurance Professionals, including pre-license, exam-prep classes.**

**Check our website: [www.TampaTraining.com](http://www.TampaTraining.com)**

**ACCREDITED CLAIMS ADJUSTER**  
**RMI-8200 40 Contact Hours**

This course is approved by the State of Florida Department of Financial Services for those who wish to obtain the 6-20 Or 5-20 All Lines Insurance designation. This course entitles the student to obtain the 6-20 licenses without taking a State examination. Applicants for the Public Adjusters' license must sit for the State Examination. Adjusters' Study Manual required.

<b>DALE MABRY CAMPUS</b>		
M/W/F	6:00 PM-9:00 PM	6/9 - 6/30/10
M/W/F	6:00 PM-9:00 PM	7/14 - 8/4/10

<b>BRANDON CAMPUS</b>		
T/TH	6:00 PM-9:00 PM	5/25 - 6/24/10
T/TH	6:00 PM-9:00 PM	7/6 - 8/5/10

**HURRICANE LOSS MITIGATION & ETHICS**  
**RMI-8281 4 Hours of CE Credits**

This 4 hour intermediate level course meets the CE requirements on subject of discounts available on property insurance policies as well as Ethics as required by Florida Statutes. The course is designed to broaden the insurance professional knowledge of The Florida Comprehensive Hurricane Mitigation Program. Course Authority: 1-hrs 9910, 3-hrs 9908, 2-hrs 324C, 2-hrs 324B

<b>HCC COLLABORATION STUDIO</b>		
S	9:00 AM-1:00 PM	7/10/10

**FLORIDA NO-FAULT**  
**RMI-8285 4 Hours of CE Credits**

This 4 hour intermediate level course meets the CE requirements of Florida Statutes. This course will discuss the pertinent factors of the Florida PIP statutes 627.730 with a focus on the changes to PIP in 2008. Students will also review and discuss actual cases in the Florida courts. Course Authority: 324C

<b>HCC COLLABORATION STUDIO</b>		
S	9:00 AM-1:00 PM	6/26/10
S	9:00 AM-1:00 PM	7/31/10

**AN OVERVIEW OF THE CLAIMS ENVIRONMENT**  
**RMI-8286 9 Hours of CE Credits**

This 9 hour intermediate level course is designed to give insurance adjusters an in-site as to the who and what is involved in the process of dealing with claims. Emphasis will be put on the importance of handling claims in an ethical, professional and sound business matter. Course Authority: 324C

<b>HCC COLLABORATION STUDIO</b>		
F	6:00 PM-10:00 PM	6/4/10
S	9:00 AM-1:00 PM	6/5/10
F	6:00 PM-10:00 PM	7/9/10
S	9:00 AM-1:00 PM	7/10/10

**TRENDS RELATING TO UNFAIR CLAIMS PRACTICES**  
**RMI-8283 4 Hours of CE Credits**

This 4 hour advanced level course meets the requirements of Florida Statutes. The course covers implied obligation of good faith and fair dealing, statutory regulations of claims handling, implication of erroneous coverage decisions, insurers failure to settle, failure to investigate, liability and defenses to bad faith, as well as unauthorized entities as require by Florida Law. Course Authority: 9908

<b>HCC COLLABORATION STUDIO</b>		
S	9:00 AM-1:00 PM	5/29/10
S	9:00 AM-1:00 PM	6/26/10

**FRAUD IN THE HEALTH CARE INDUSTRY**  
**RMI-8284 7 Hours of CE Credits**

This 7 hour advanced level course meets the CE requirements of Florida Statutes. This course discusses the issues and solutions related to insurance fraud and its impact on the health industry. Course Authority: 2-40

<b>HCC COLLABORATION STUDIO</b>		
S	8:00 AM-4:00 PM	6/12/10
S	8:00 AM-4:00 PM	7/24/10

## INSURANCE PRE-LICENSE COURSES ONLINE

### REGISTERED CUSTOMER SERVICE REPRESENTATIVE 40-40 LICENSE RMI-8233 40 Contact Hours

This course prepares students for the 4-40 Insurance License. After successful completion of the course exam, students receive a designation exempting them from the State Examination for licensure as a registered Customer Service Representation.

#### PLEASE READ IMPORTANT INFORMATION!

Students may register for this course at any time. The course is taken online, and the end-of-course examination is given in the classroom on campus. Exam dates and campuses are listed below. Check out our website at [www.HCCcontinuingEd.com](http://www.HCCcontinuingEd.com).

#### BRANDON CAMPUS

S	9:00 AM-1:00 PM	5/22/10
S	9:00 AM-1:00 PM	7/17/10

#### DALE MABRY CAMPUS

S	9:00 AM-1:00 PM	6/19/10
S	9:00 AM-1:00 PM	8/7/10

### NEW (100% ONLINE) PERSONAL LINES INSURANCE 20-44 LICENSE RMI-8900 52 Contact Hours

This course is designed to prepare a student to become a Personal Lines agent with out the loss of production income and time. No classroom required. 100% online. Upon successful completion of this course, you will be eligible to sit for the State examination.

## EXAM PREP COURSES ONLINE

### 2-15 REVIEW FOR THE STATE EXAMINATION RMI-8231 30 days

This course is designed to prepare life and health students to sit for the State Examination with confidence. The course follows the State Exam format and is great for cramming before the State Exam. Check out our website at [www.HCCcontinuingEd.com](http://www.HCCcontinuingEd.com)

### 2-20 REVIEW FOR THE STATE EXAMINATION (100% ONLINE) RMI-8232 30 days

This course prepares students for the property and casualty State Examination with confidence. The course follows the State Exam format. Check out our website at [www.HCCcontinuingEd.com](http://www.HCCcontinuingEd.com)

## INSURANCE CONTINUING EDUCATION ONLINE

### ETHICS IN THE INSURANCE INDUSTRY RMI-8279 3 Hours of CE Credits

This 3 hour intermediate level course is designed to increase the insurance professional's knowledge of high standards of conduct that can result in meeting and exceeding the minimum standards required by State insurance regulations. No Classroom required. Course Authority: CE9902

### FLOOD INSURANCE CONCEPTS RMI-8276 3 Hours of CE Credits

This 3 hour intermediate level course is designed to increase the insurance professional's knowledge of flood insurance in order to better serve his clients. No classroom required. Course Authority: CE 2-20.

### ETHICS AND THE CLIENTS RMI-8277 3 Hours of CE Credits

This 3 hour intermediate level course is designed to comply with State requirement concerning ethics. The course contains an introduction to ethics, unauthorized entities, unfair trade practices, and agent behavior and client expectation. No classroom required. Course Authority: CE 9908

### HEALTH SAVING ACCOUNTS/MEDICARE PRESCRIPTION DRUG BENEFIT RMI-8278 3 Hours of CE Credits

This intermediate level course is designed to give the insurance professional an overview of the legislation, and explore the various aspects of health saving accounts. No classroom required. Course Authority: CE 2-40.

### ELEMENTS OF HEALTH INSURANCE RMI-8234 14 Hours of CE Credits

This intermediate level course is an overview of the health insurance industry and the elements of traditional health insurance. No classroom required. Course Authority: CE2-40, 2-15, 2-20, 4-40

### ELEMENTS OF LIFE INSURANCE RMI-8235 14 Hours of CE Credits

This intermediate level course is designed to give the insurance professional an insight to the various uses of life insurance; types of life insurance; life insurance policy provisions and options and legal contract concepts. No classroom required. Course Authority: CE 2-16, 2-14, 2-15, 2-18.

# Human Resources

## SHRM - ESSENTIALS OF HUMAN RESOURCE CERTIFICATE PROGRAM

ECD 8406 15 Contact Hours

The SHRM® Essentials of Human Resource Management Certificate Program offers a broad overview of the human resource functions.

THE CORPORATE TRAINING CENTER  
S 8:30 AM-4:30 PM 06/12 - 06/19/10

## AMERICAN PAYROLL ASSOCIATION: PAY TRAIN FUNDAMENTALS

ECD 8300 30 Contact Hours

APA certification is a valuable, objective credential that verifies a specified level of knowledge, skills, and abilities in the payroll profession. Certification helps individuals demonstrate their payroll expertise, secure promotions, advance their careers, and enhance their standing within the profession.

THE CORPORATE TRAINING CENTER  
S 9:00 AM-3:00 PM 6/5 - 7/10/10

## AMERICAN PAYROLL ASSOCIATION: PAY TRAIN MASTERY

ECD 8301 36 Contact Hours

THE CORPORATE TRAINING CENTER  
S 9:00 AM-3:00 PM 7/24 - 9/4/10

## CERTIFIED EMPLOYEE BENEFIT SPECIALIST

## GBA 1 GROUP HEALTH PLAN DESIGN (CEBS COURSE 1)

ECD 8349 30 Contact Hours

Course 1 examines the employee benefit environment, the functional approach to benefit planning, and risk management and insurance techniques in employee benefits.

THE CORPORATE TRAINING CENTER  
T 6:00 PM-9:00 PM 7/13 - 09/14/10

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# Human Resources Training

## CMS 1 HUMAN RESOURCES AND COMPENSATION MANAGEMENT (CEBS COURSE 8)

**ECD 8356 30 Contact Hours**

Today's competitive global world is extremely dependent on highly skilled and technologically adept workers. Employee benefits continue to be an integral part of the human resource and compensation management functions of an organization. This course can be applied toward the GBA and RPA designations; i.e., you need only to complete seven courses to earn both the GBA and RPA. It is also a required course for the CMS and CEBS designations.

### THE CORPORATE TRAINING CENTER

W 6:00 PM-9:00 PM 7/14 - 09/15/10

## RPA 3 ASSET MANAGEMENT (CEBS COURSE 7)

**30 Contact Hours**

This course provides the necessary background on financial markets, how they are organized and how they operate.

### THE CORPORATE TRAINING CENTER

T 6:00 PM-9:00 PM 7/15 - 9/16/10



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# Computers and Technology Training

## CCNA CERTIFICATION BOOTCAMP

### COMPTIA A+ BOOTCAMP

70 Contact Hours

If you are getting ready for a career as an entry-level information technology (IT) professional or personal computer (PC) service technician, the CompTIA® A+® Certification course is the first step in your preparation.

#### THE CORPORATE TRAINING CENTER

M - F 9:00 AM-5:00 PM 6/21 - 6/25/10

## COMPTIA A+ CERTIFICATION

### COMP TIA A+ TEST PREPARATION

ECX 8270 21 Contact Hours

This course is designed to assist the participants in preparing for the CompTIA A+ Certification exam by ensuring the right people have the right skills.

#### THE CORPORATE TRAINING CENTER

S 8:30 AM-4:30 PM 6/5 - 6/19/10

### COMPTIA CTT + (TRAIN THE TRAINER) CERTIFICATION

ECX 8462 12 Contact Hours

CompTia CTT+ proves the mastery of core instructor skills, including preparation, communication, facilitation and evaluation in a classroom environment.

#### THE CORPORATE TRAINING CENTER

M/T 8:30 AM-4:30 PM 6/28 - 6/29/10

## MCAS - MICROSOFT CERTIFIED APPLICATION SPECIALIST

The Microsoft Certified Application Specialist (MCAS) credentials are a key indicator of one's skills in using the various Microsoft Office 2007 application software programs. Individuals who become an MCAS on one or more of the core Microsoft Office programs, can prove to a potential employer that they can meet globally recognized performance standards.

### MCAS ACCESS 2007 CERTIFICATION PROGRAM

28 Contact Hours

#### THE CORPORATE TRAINING CENTER

T-F	8:30 AM-4:30 PM	6/8 - 6/11/10
M/T	6:00 PM-9:30 PM	8/9 - 8/17/10
S	8:30 AM-4:30 PM	8/14 - 8/21/10

### STANDALONE - MCAS TEST PREPARATION AND TEST DAY FOR ACCESS 2007 EXAM

77-605

7 Contact Hours

#### THE CORPORATE TRAINING CENTER

M	8:30 AM-4:30 PM	6/11/10
S	8:30 AM-4:30 PM	8/21/10

### MCAS EXCEL 2007 CERTIFICATION PROGRAM

28 Contact Hours

#### THE CORPORATE TRAINING CENTER

M/W	6:00 PM-9:30 PM	6/1 - 6/12/10
F	8:30 AM-4:30 PM	7/9 - 7/30/10
T/TH	6:00 PM-9:30 PM	8/17 - 8/26/10
S	8:30 AM-4:30 PM	8/21 - 8/28/10

### STANDALONE - MCAS TEST PREPARATION AND TEST DAY FOR MCAS EXCEL 2007 EXAM 77-602

7 Contact Hours

#### THE CORPORATE TRAINING CENTER

S	8:30 AM-4:30 PM	7/17/10
S	8:30 AM-4:30 PM	8/28/10

### MCAS OUTLOOK 2007 CERTIFICATION PROGRAM

28 Contact Hours

#### THE CORPORATE TRAINING CENTER

T/W 6:00 PM-9:30 PM 6/8 - 6/19/10

### STANDALONE - MCAS TEST PREPARATION AND TEST DAY FOR OUTLOOK 2007 EXAM

77-604

7 Contact Hours

#### THE CORPORATE TRAINING CENTER

S 9:00 AM-5:00 PM 6/19/10

### MCAS POWERPOINT 2007 CERTIFICATION PROGRAM

21 Contact Hours

#### THE CORPORATE TRAINING CENTER

T-TH	8:30 AM-4:30 PM	6/22 - 6/24/10
M	8:30 AM-4:30 PM	8/2 - 8/16/10
M/W	6:00 PM-9:30 PM	8/2 - 8/11/10
S	8:30 AM-4:30 PM	8/14/10



## STANDALONE - MCAS TEST PREPARATION AND TEST DAY FOR POWERPOINT 2007 EXAM 77-603 7 Contact Hours

### THE CORPORATE TRAINING CENTER

TH	8:30 AM-4:30 PM	6/24/10
S	8:30 AM-4:30 PM	8/14/10
M	8:30 AM-4:30 PM	8/16/10

## MCAS WORD 2007 CERTIFICATION PROGRAM 28 Contact Hours

### THE CORPORATE TRAINING CENTER

W	8:30 AM-4:30 PM	7/7 - 7/28/10
M/W	8:30 AM-4:30 PM	7/20 - 7/31/10

## STANDALONE - MCAS TEST PREPARATION AND TEST DAY FOR WORD 2007 EXAM 77 7 Contact Hours

### THE CORPORATE TRAINING CENTER

W	9:00 AM-5:00 PM	7/28/10
S	8:30 AM-4:30 PM	7/31/10

## ADOBE - CREATIVE SUITE TRAINING

### ADOBE ACROBAT 7 Contact Hours

### THE CORPORATE TRAINING CENTER

TH	8:30 AM-4:30 PM	7/8/10
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### ADOBE DREAMWEAVER LEVEL 1 ECX 8515 7 Contact Hours

In this course, students will learn how to use Dreamweaver to create and modify Web sites.

### THE CORPORATE TRAINING CENTER

T	8:30 AM-4:30 PM	6/15-6/16/10
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### ADOBE PHOTOSHOP LEVEL 1 ECX 8501 14 Contact Hours

Photoshop Level 1 provides instruction on how to use Photoshop to create professional-looking images for both print and the Web.

### THE CORPORATE TRAINING CENTER

M/T	8:30 AM-4:30 PM	7/12 - 7/13/10
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### ADOBE PHOTOSHOP LEVEL 2 7 Contact Hours

This course is a continuation of Adobe Photoshop Level 1.

### THE CORPORATE TRAINING CENTER

T	8:30 AM-4:30 PM	6/29/10
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### ADOBE PHOTOSHOP ELEMENTS 7 Contact Hours)

### THE CORPORATE TRAINING CENTER

TH	8:30 AM-4:30 PM	6/10/10
S	8:30 AM-4:30 PM	6/19/10
W	6:00 PM-9:30 PM	7/14 - 7/15/10
M	8:30 AM-4:30 PM	7/19/10
S	8:30 AM-4:30 PM	7/24/10

## VIDEO & SCREEN CAPTURE TRAINING

### CAMTASIA STUDIO 7 Contact Hours

Camtasia Studio is a screen video capture program developed by TechSmith. It is used to capture a predefined portion of your computer screen to create a video recording.

### THE CORPORATE TRAINING CENTER

T	8:30 AM-4:30 PM	7/27/10
T	8:30 AM-4:30 PM	8/31/10

### SOCIAL WEB MARKETING 101 7 Contact Hours

This introductory course will help you understand and use Social networking tools necessary to communicate and build relationships with people as well as customers. This interactive class will get you started from scratch to create accounts and begin to connect to others online instantly. Millions of people are marketing themselves and their businesses using Twitter, My Space, Facebook and LinkedIn.

### THE CORPORATE TRAINING CENTER

S	8:30 AM-4:30 PM	6/12/10
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## MICROSOFT OFFICE 2007 COURSES

### MS OFFICE 2007 WHAT'S NEW 7 Contact Hours

#### THE CORPORATE TRAINING CENTER

TH	8:30 AM-4:30 PM	6/17/10
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#### HCC COLLABORATION STUDIO

F	8:30 AM-4:30 PM	7/9/10
F	8:30 AM-4:30 PM	8/20/10

### MICROSOFT ACCESS 2007 LEVEL 1 ECX 8553 7 Contact Hours

This fundamental program, the first in a series, gives you hands-on experience designing and creating databases, tables, queries, forms, and reports.

#### HCC COLLABORATION STUDIO

W	8:30 AM-4:30 PM	7/7/10
F	8:30 AM-4:30 PM	8/6/10

### MICROSOFT ACCESS 2007 LEVEL 2 ECX 8554 7 Contact Hours

This intermediate program, the second in the series, gives you hands-on experience enhancing database designs.

#### THE CORPORATE TRAINING CENTER

F	8:30 AM-4:30 PM	6/18/10
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#### HCC COLLABORATION STUDIO

W	8:30 AM-4:30 PM	7/21/10
TH	8:30 AM-4:30 PM	8/19/10

### MICROSOFT ACCESS 2007 LEVEL 3 ECX 8555 7 Contact Hours

Advanced features of Microsoft Access are explored in this program.

#### HCC COLLABORATION STUDIO

T	8:30 AM-4:30 PM	8/31/10
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### ACCESS 2007 LEVEL APPLICATIONS DEVELOPMENT ECX 8617 7 Contact Hours

#### THE CORPORATE TRAINING CENTER

M	8:30 AM-4:30 PM	06/21/10
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### MICROSOFT ACCESS 2007 FAST TRACK LEARNING 21 Contact Hours

Learn Access Introduction, Intermediate and Advanced in three days.

#### THE CORPORATE TRAINING CENTER

T-TH	8:30 AM-4:30 PM	6/8 - 6/10/10
T/W	6:00 PM-9:30 PM	8/3 - 8/12/10
S	8:30 AM-4:30 PM	8/7/10



### **MICROSOFT EXCEL 2007 LEVEL 1 ECX 8540 7 Contact Hours**

This fundamental program, gives you hands-on experience using Microsoft Excel spreadsheets to create basic data reports.

#### **THE CORPORATE TRAINING CENTER**

W	8:30 AM-4:30 PM	8/5/10
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#### **HCC COLLABORATION STUDIO**

TH	8:30 AM-4:30 PM	7/8/10
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#### **DALE MABRY CAMPUS**

S	8:30 AM-4:30 PM	7/10/10
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### **MICROSOFT EXCEL 2007 LEVEL 2 ECX 8541 7 Contact Hours**

In this follow up courses to Excel 2007 level 1, you will gain hands-on experience using the charting and list-management capabilities of Microsoft Excel.

#### **DALE MABRY CAMPUS**

S	8:30 AM-4:30 PM	7/17/10
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#### **HCC COLLABORATION STUDIO**

TH	8:30 AM-4:30 PM	7/22/10
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#### **YBOR CAMPUS**

W	8:30 AM-4:30 PM	6/2/10
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### **MICROSOFT EXCEL 2007 LEVEL 3 ECX 8631 7 Contact Hours**

In this advanced program, the last in the series, you learn how to work with advanced features of Microsoft Excel.

#### **THE CORPORATE TRAINING CENTER**

T	8:30 AM-4:30 PM	6/8/10
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#### **YBOR CAMPUS**

W	8:30 AM-4:30 PM	6/23/10
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T	8:30 AM-4:30 PM	7/27/10
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#### **DALE MABRY CAMPUS**

S	8:30 AM-4:30 PM	7/24/10
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### **MICROSOFT EXCEL 2007 FAST TRACK LEARNING 21 Contact Hours**

Learn Excel introduction, intermediate and advanced in three days. You will complete a wide range of standard and complex business-oriented tasks.

#### **THE CORPORATE TRAINING CENTER**

T/W	6:00 PM-9:30 PM	7/6 - 7/14/10
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S	8:30 AM-4:30 PM	7/10/10
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### **MICROSOFT OUTLOOK 2007 FAST TRACK LEARNING 14 Contact Hours**

Learn Outlook introduction, intermediate and advanced in three days. You will complete a wide range of standard and complex business-oriented tasks.

#### **THE CORPORATE TRAINING CENTER**

M-W	6:00 PM-9:30 PM	6/8/10 - 6/12/10
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## **MICROSOFT POWERPOINT 2007 LEVEL 1** **ECX 8617 7 Contact Hours**

This fundamental program, the first in a series, gives you hands-on experience using Microsoft PowerPoint to produce effective and professional presentation materials.

### **PLANT CITY CAMPUS**

F	8:30 AM-4:30 PM	5/21/10
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## **MICROSOFT POWERPOINT 2007 LEVEL 2** **ECX 8618 7 Contact Hours**

This program, the last in the series, gives you hands-on experience using the more advanced features of Microsoft PowerPoint to produce sophisticated presentations.

### **PLANT CITY CAMPUS**

F	8:30 AM-4:30 PM	6/11/10
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## **MICROSOFT POWERPOINT 2007 FAST TRACK LEARNING** **14 Contact Hours**

Learn PowerPoint introduction, intermediate and advanced in three days. You will complete a wide range of standard and complex business-oriented tasks.

### **THE CORPORATE TRAINING CENTER**

T/W	8:30 AM-4:30 PM	6/22	6/23/10
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## **MICROSOFT WORD 2007 LEVEL 1** **ECX 8625 7 Contact Hours**

This fundamental program, the first in a series, introduces you to the basic Microsoft Word features and gives you hands-on experience creating and editing documents.

### **THE CORPORATE TRAINING CENTER**

W	8:30 AM-4:30 PM	6/9/10
W	8:30 AM-4:30 PM	8/11/10

### **YBOR CAMPUS**

TH	8:30 AM-4:30 PM	7/15/10
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### **PLANT CITY CAMPUS**

F	8:30 AM-4:30 PM	8/6/10
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## **MICROSOFT WORD 2007 LEVEL 2** **ECX 8626 7 Contact Hours**

This intermediate program, the second in the series, gives you hands-on experience using more advanced formatting techniques, creating macros, merging documents, and using Word's Internet features.

### **THE CORPORATE TRAINING CENTER**

W	8:30 AM-4:30 PM	6/23/10
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### **PLANT CITY CAMPUS**

F	8:30 AM-4:30 PM	8/13/10
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## **DALE MABRY CAMPUS**

F	8:30 AM-4:30 PM	8/27/10
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## **HCC COLLABORATION STUDIO**

TH	8:30 AM-4:30 PM	7/29/10
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## **MICROSOFT WORD 2007 LEVEL 3** **ECX 8627 7 Contact Hours**

This advanced program, the last in the series, gives you hands-on experience in Microsoft Word's advanced formatting and document management features.

### **THE CORPORATE TRAINING CENTER**

TH	8:30 AM-4:30 PM	6/3/10
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### **BRANDON CAMPUS**

F	8:30 AM-4:30 PM	6/25/10
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### **PLANT CITY CAMPUS**

F	8:30 AM-4:30 PM	8/20/10
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## **MICROSOFT WORD 2007 FAST TRACK LEARNING** **21 Contact Hours**

Learn Word introduction, intermediate and advanced in three days. You will complete a wide range of standard and complex business-oriented tasks.

### **THE CORPORATE TRAINING CENTER**

W	8:30 AM-4:30 PM	7/7 - 7/21/10
T/W	6:00 PM-9:30 PM	7/20 - 7/28/10
S	8:30 AM-4:30 PM	7/24/10

## **MICROSOFT PROJECT 2007 LEVEL 1** **ECX 8610 7 Contact Hours**

### **THE CORPORATE TRAINING CENTER**

T	8:30 AM-4:30 PM	8/17/10
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## **MICROSOFT PROJECT 2007 LEVEL 2** **CX 8611 (Fee \$145) 7 Contact Hours**

### **THE CORPORATE TRAINING CENTER**

W	8:30 AM-4:30 PM	6/16/10
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## **MS SHAREPOINT 2007 INTRODUCTION** **7 Contact Hours**

Microsoft® Office SharePoint® Server 2007 combines the familiar Office tools and the latest technology. It also extends the functionality of the applications and the web into a single environment to share information, no matter where you are or how you access it.

### **THE CORPORATE TRAINING CENTER**

M	8:30 AM-4:30 PM	7/26/10
TH	8:30 AM-4:30 PM	8/26/10

## MICROSOFT OFFICE 2010

### MICROSOFT OFFICE 2010 SNEAK PEEK EVENT

Experience the power of Microsoft Office 2010 for yourself. Join us for a sneak peek into basic and advance features of Microsoft's latest suite of business applications software.

### MICROSOFT ACCESS 2010 LEVEL 1 ECX 8553 7 Contact Hour

#### THE CORPORATE TRAINING CENTER

W	8:30 AM-4:30 PM	7/14/10
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### MICROSOFT ACCESS 2010 LEVEL 2 ECX 8554 7 Contact Hour

#### THE CORPORATE TRAINING CENTER

W	8:30 AM-4:30 PM	7/28/10
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### MICROSOFT EXCEL 2010 LEVEL 1 ECX 8540 7 Contact Hour

#### THE CORPORATE TRAINING CENTER

TH	8:30 AM-4:30 PM	7/8/10
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### MICROSOFT EXCEL 2010 LEVEL 2 ECX 8541 7 Contact Hour

#### THE CORPORATE TRAINING CENTER

TH	8:30 AM-4:30 PM	7/22/10
W	8:30 AM-4:30 PM	8/18/10

### MICROSOFT WORD 2010 LEVEL 1 ECX 8625 7 Contact Hour

#### THE CORPORATE TRAINING CENTER

TH	8:30 AM-4:30 PM	7/15/10
W	8:30 AM-4:30 PM	8/11/10

### MICROSOFT WORD 2010 LEVEL 2 ECX 8626 7 Contact Hour

#### THE CORPORATE TRAINING CENTER

TH	8:30 AM-4:30 PM	7/29/10
F	8:30 AM-4:30 PM	8/27/10

## MICROSOFT WINDOWS 7

### WINDOWS 7 OVERVIEW 90 Minutes

This is a broad overview of Windows 7 and should appeal to the end-user and IT manager alike.

#### THE CORPORATE TRAINING CENTER

W	11:30 AM-1:00 PM	7/21/10
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### WINDOWS 7 BASIC 7 Contact Hours

This course will provide you with the basic skills needed to get started with personal computers and work with the various features, tools, and options available in the Windows 7 operating system.

#### THE CORPORATE TRAINING CENTER

T	8:30 AM-4:30 PM	7/6/10
T	8:30 AM-4:30 PM	8/10/10

### WINDOWS 7 TRANSITION FROM XP 7 Contact Hours

This course is designed for persons who are familiar with and comfortable working in Windows XP and want to upgrade to the new and enhanced features of Windows 7. This course is not for first time Windows users.

#### THE CORPORATE TRAINING CENTER

T	8:30 AM-4:30 PM	6/15/10
T	8:30 AM-4:30 PM	7/20/10
W	8:30 AM-4:30 PM	8/18/10

### INTRODUCTION TO COMPUTERS ECX 8036 7 Contact Hours

#### THE CORPORATE TRAINING CENTER

W	8:30 AM-4:30 PM	6/16/10
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#### DALE MABRY CAMPUS

T	8:30 AM-4:30 PM	8/17/10
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### EXPLORING THE INTERNET ECX 8526 7 Contact Hours

This workshop provides you with hands-on experience connecting to the Internet, using Internet services, setting up newsreaders, transferring files with FTP, and configuring the browser.

#### THE CORPORATE TRAINING CENTER

F	8:30 AM-4:30 PM	6/18/10
T	8:30 AM-4:30 PM	8/17/10



### SEARCH ENGINE OPTIMIZATION AND PAY-PER-CLICK MARKETING 7 Contact Hours

Upon successful completion of the course, you will understand how decisions early in the design phase affect SEO, how to avoid the major SEO pitfalls, and how to implement effective SEO strategies for your sites.

THE CORPORATE TRAINING CENTER		
T	8:30 AM-4:30 PM	6/15/10

### THE STRAIGHT SCOOP ON EMAIL 3 Contact Hours

Email is a business necessity: it is fast, direct and inexpensive. This hands-on program will help business people in all positions become more efficient and effective in their email correspondence. The training includes a premier video selected by Human Resources Executive magazine as one of its Top Ten Training Products and a 16-page reference booklet.

THE CORPORATE TRAINING CENTER		
W	8:30 AM-11:30 AM	6/16/10



## ON-LINE E-LEARNING CLASSES

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**is a convenient way to get the education  
you seek with the flexibility your busy  
schedule demands.**

**We offer over 300 online courses, all of which can  
be accessed from your personal computer ... in the  
comfort of your home, your business, or wherever  
you can find a Wi-Fi hotspot.**

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listing of our e-Learning options.**

# TECH POWERSHOTS Classes

## 2 Contact Hours

Tech PowerShot Classes are short-duration seminars designed to focus on specific key feature of current technology software and trends.

### THE CORPORATE TRAINING CENTER

#### POWERPOINT CREATING AND DELIVERING PRESENTATIONS

TH 6:00 PM - 8:00 PM 6/3/2010

#### MS WORD MACROS AND FORMS

TH 6:00 PM - 8:00 PM 6/17/2010

### HCC COLLABORATION STUDIO

#### TWITTER, MYSPACE AND FACEBOOK...OH MY!

T 8:00 AM - 10:00 AM 7/20/2010



## LUNCH & LEARN SEMINARS

*Provided by The Corporate Training Center  
at Hillsborough Community College*

**JOIN OUR MONTHLY PRESENTATIONS  
ON ISSUES RELEVANT IN TODAY'S WORKPLACE.**



The Pitch and How to Make It T 11:30 AM 1:00 PM 6/22/2010

25 Things You Should Know in Espanol W 11:30 AM 1:00 PM 7/7/2010



Microsoft Office 2010 Overview W 11:30 AM 1:00 PM 7/14/2010

Microsoft Windows 7 Overview W 11:30 AM 1:00 PM 7/21/2010

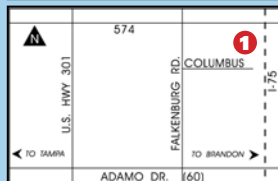
Register online now at [www.TampaTraining.com](http://www.TampaTraining.com) and view a complete course listing!

# CAMPUS AREA MAP

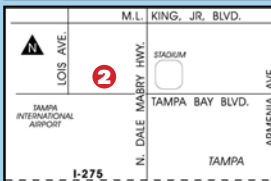


## LOCATIONS

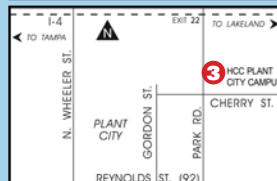
**BRANDON CAMPUS - 1**  
10414 East Columbus Drive



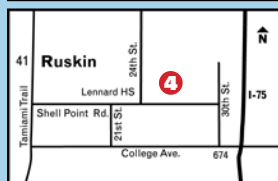
**DALE MABRY CAMPUS - 2**  
Tampa Bay Blvd. at  
N. Dale Mabry Hwy.



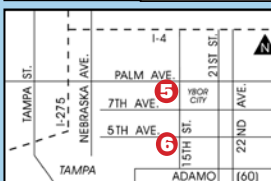
**PLANT CITY CAMPUS - 3**  
1206 North Park Road



**SOUTHSHORE CENTER - 4**  
551 24th Street N.E.



**YBOR CITY CAMPUS - 5**  
2112 North 15th Street  
**HCC COLLABORATION STUDIO - 6**  
1602 North 15th Street



**THE CORP. TRAINING CENTER - 7**  
39 Columbia Drive, Davis Island



For more information visit: [www.HCCcontinuingEd.com](http://www.HCCcontinuingEd.com)



HILLSBOROUGH COMMUNITY COLLEGE

## HOW TO REGISTER

### SIMPLE WAYS!

To register simply choose one of the following methods. Don't forget to include appropriate payment with each registration.

#### 1. Register Online:

You may use a major credit card or debit card – Start by browsing our current class schedule at [www.HCCcontinuingEd.com](http://www.HCCcontinuingEd.com)

#### 2. Register in Person:

First download the printable registration form provided in the registration tab at the top of the home page. You will need a copy of Adobe Reader to open the form. There is an icon on the registration page of the website to help you do this. Next you need to bring your completed registration form with your method of payment (major credit card, debit card, check or money order) to HCC's Centers for Continuing Education. We are conveniently located just minutes from downtown Tampa on beautiful Davis Island. The physical address is 39 Columbia Drive, Tampa, FL 33606. The Administrative office hours are Monday-Friday 8:00 AM to 4:30 PM excluding national and College holidays.

#### 3. Register by Phone:

You may use a major credit card or debit card. Call (813) 253-7980 or Toll Free (866) 253-7077.

***Class Cancellations:*** HCC Centers for Continuing Education reserves the right to cancel a course or program. Refunds will be processed in a timely fashion.

#### ***Refunds, Cancellations & Substitutions:***

*If you find it necessary to cancel your registration, call The Centers for Continuing Education @ HCC office immediately at (813) 259-6010 or (813) 253-7980. Notify us first by phone and then follow-up your cancellation by written notification using U.S. Mail, fax, e-mail (CE@hccfl.edu), or hand delivery.*

*Written notice must be received 3 business days prior to the course start date to be eligible for a refund.*

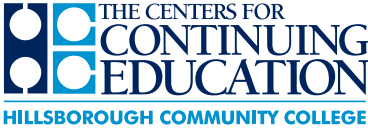
*By registering for a class with The Centers for Continuing Education, you are agreeing to our registration policies for refunds, substitutions, and stated fees.*

*Please be advised that refunds may take up to three (3) weeks to process from the point at which a class is cancelled or a student's written notification of cancellation is received.*

*We reserve the right to cancel activities that do not meet minimum enrollment levels or for other good cause. Activities cancelled by the College will have refunds processed in full.*

**For more information visit [www.HCCcontinuingEd.com](http://www.HCCcontinuingEd.com) or call (813) 253-7980**

Registration Made Easy as 1, 2, 3, 4



STEP 1: Fill Out Your Identification Data

Date \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender \_\_\_\_\_

Name \_\_\_\_\_ Company Name \_\_\_\_\_

Home Street Address \_\_\_\_\_ Division Department \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Home (\_\_\_\_) \_\_\_\_\_ Business or Daytime (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Nursing License # \_\_\_\_\_

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

How did you hear about the Centers for Continuing Education @ HCC?

☐ Web    ☐ Direct Mail    ☐ Referral    ☐ Sales Associate    ☐ Employer

STEP 3: Tally Your Fees and Record Your Method of Payment

Check    Visa    MC    Purchase Order    Voucher    Purchase Order or Voucher #


Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Account \_\_\_\_\_ Signature: \_\_\_\_\_

Card Security Code \_\_\_\_\_ (Located on the back of the card, usually 3 or 4 digits)

STEP 4: Submit Your Registration

Via Mail: CE@HCC, PO Box 31127, Tampa, FL 33631-3127  
In Person: 39 Columbia Drive, Tampa, FL 33606

☐ If you require special assistance, check the box and an associate will contact you to discuss your needs 

**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 law 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 forgoing is true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



A photograph of a large, multi-story brick building with a prominent corner section, likely a historic structure in an urban setting. The building features a mix of red brick and lighter-colored concrete or stone accents. It has numerous windows and a balcony on the upper floors. The building is situated on a street corner, with a red stop sign and a blue street sign visible in the foreground. A yellow taxi is parked on the street to the left.



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