WELCOME

Hillsborough Community College is an excellent choice for adults 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!
GENERAL INFORMATION
Office Hours and phone numbers:

ADMINISTRATION LOCATION:
39 Columbia Drive, Tampa, FL 33606

Office Hours: 8:00AM - 4:30PM
Continuing Education: (813) 253-7980
Corporate Training: (813) 259-6010
Fax: (813) 253-7156
On-Campus Emergencies: (813) 253-7911
Facility Rental (813) 259-6010

How to Register? See page 23
Campus Locations. See page 22

NEED MONEY?
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. The Corporate Training Center @ HCC recommends that you seek the advice of the IRS or a qualified tax advisor to determine your individual status.

ONE Goal - ONE Community - ONE College
Corporate Account Representatives Are Ready To Assist You

Account Representatives are available to provide assistance for group training activities. Every training program outlined in this publication can be delivered at your location, or anywhere you need us. In addition, any program can be customized to your exact needs. Please call (813) 259-6010 for further information.

Class Cancellations

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

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 Training or Face-to-Face training
Hybrid = a combination of Instructor-led and e-learning training
E-learning/Online classes = 100% online

ONE Goal - ONE Community - ONE College
**TABLE OF CONTENTS**

**ARTS, RECREATION AND LEISURE** . . . . . . . . 6-8
- Antiques
- Painting
- Photography

**LANGUAGES** . . . . . . . . . . 9
- Sign Language
- Conversational Spanish
- English as a Second Language

**PARENTING, GUARDIAN AND DIVORCE** . . . . . . . . 10
- Parenting 4 Life
- Family Guardianship
- Professional Guardianship

**PERSONAL FINANCE** . . . . . . . . . . 11

**HEALTH AND WELLNESS** . . . . . . . . 12

**FITNESS AND DANCE** . . . . . . . . 14-16

**COMPUTER FOR BOOMERS AND BEYOND** . . . . . . . . 17

**ONLINE E-LEARNING COURSES** . . . . . . . . 18-21
Please note: Individual classes on and off site can be scheduled for groups of 8 or more.

ANTIQUES FOR TREASURE HUNTERS
ART-9300 12 Contact Hours

Find treasures of a lifetime as you step back in time and investigate what makes something old an antique! Novice collectors use basic techniques in identifying antiques and collectibles. Appraisal and valuation of all types of antiques such as: glassware; jewelry and furniture is a large part of learning in this fun class.

DALE MABRY CAMPUS
TH 7:00-9:00PM  5/20/10-6/24/10
TH 7:00-9:00PM  7/1/10-8/5/10

PAINTING A MASTERPIECE WITH ACRYLICS OR OILS
ART-9090 18 Contact Hours

Discover the Van Gogh lurking inside you! Expand your artistic horizons by sketching and painting with acrylics or oils. Even if you never picked up a paint brush before, no experience is necessary as individualized instruction is provided. In the first class, the instructor will show students exactly what supplies they need, then where and how to acquire the minimal start-up supplies to get you painting. Projects will be discussed and how to get started in creating your own masterpiece!

YBOR CITY CAMPUS
S  9:00AM-12:00PM  5/15/10-6/26/10
S  9:00AM-12:00PM  7/10/10-8/14/10

DALE MABRY CAMPUS
S  9:00AM-12:00PM  5/15/10-6/26/10

WATERCOLOR YOUR WORLD
ART-9090 18 Contact Hours

Dive into the relaxing world of watercolor painting and learn the right techniques to create a beautiful expression of art. Beginners are welcome as no experience is necessary! Find out the materials you need on the website, when you sign up for class.

DALE MABRY CAMPUS
S  9:00AM-12:00PM  7/10/10-8/14/10

BREAK INTO THE VOICE-OVER BUSINESS
LEI-9000 2 Contact Hours

Has anyone ever told you that with a voice like yours, you should be making commercials! Voice-overs are a hot commodity these days, and you don’t even have to be an actor to get in on the action. Gain the voice techniques to edge out the competition and learn ways to actually turn voice-overs into a thriving full-time or part-time business.

DALE MABRY CAMPUS
M  7:00-9:00PM  11/1/10

INTERIOR DESIGNER FUN-DAMENTALS
IND-9001 20 Contact Hours

Have fun creating an exciting living environment in miniature is a class assignment that will give you hands-on experience by understanding the design elements involved in arranging a single room, apartment, or an entire house. Exhibit your own principles of good design as you use light and color, and materials such as wallpaper, carpets and fabrics in exploring the interior designer within you!

BRANDON CAMPUS
T  7:00-9:30PM  6/8/10-7/27/10

DIGITIZED PHOTOGRAPHY
PGY-9000 18 Contact Hours

Expose yourself to photography as an art form or for just taking good pictures! Whether you are using a film or digital camera, you’ll get the basic creative controls such as: lighting; exposure techniques; and using filters and flashes. Novice shutterbugs take better pictures, even if it’s just for fun. Please bring your camera and owner’s manual to class.

BRANDON CAMPUS
S  9:00AM-12:00PM  6/5/10-7/17/10

DALE MABRY CAMPUS
T  7:00-10:00PM  5/18/10-6/22/10
CREATIVE WOODCRAFTING
EIA-9050 18 CONTACT HOURS

Enjoy the camaraderie of sharing your hobby with others who love to work with wood. Whether you’re a beginner or a skilled crafter, you’ll find what you need in this state-of-the-art classroom. The instructor is assisted by members of The Woodcrafters Club of Tampa, who will make presentations on safety, finish, woodturning, scroll saw, dovetails and other topics as requested by the class. No experience necessary. Please bring safety goggles, ear plugs, pencils, graph paper and ideas for your first project.

DALE MABRY CAMPUS
S 9:00AM-12:00PM  5/22/10-6/26/10
S 9:00AM-12:00PM  7/10/10-8/14/10

CREATIVE WRITER’S TRAINING
CRW 9050 20 Contact Hours

Put your imagination to paper and be guided through the discovery and adventure of writing your own stories. You don’t need to be a skilled wordsmith to succeed. You’ll be lead through the creative process from the initial idea to rough drafts to the completed manuscript.

DALE MABRY CAMPUS
T 7:00-9:30PM  6/8/10-7/27/10

ENTREPRENEURSHIP FOR REINVENTING YOURSELF
MAN 9000 20 Contact Hours

For people who’ve spent 5, 10, 20 or 30 years at a company, the loss of their job is in many ways the loss of their identity as well. This workshop begins with the recognition that people need to deal with this blow first. Once that’s addressed, it’ll help them discover their passion, build a business model around it, and get out there and tell the world about it. The instructor helps students reinvent themselves using these steps, and will share the highs and lows you may experience on the path to success.

DALE MABRY CAMPUS
M 6:30-9:00PM  6/7/10-8/2/10

Through weekly assignments and practice, develop the skills to communicate stories using a variety of writing forms such as; first person or third person narrative.
ACCESS YOUR BRAIN’S JOY CENTER WORKSHOP
SOC 9050 3 Contact Hours

The most powerful computer that people use all the time can sometimes crash. We use it every second of the day and it’s called “the Brain.” Take control of the brain’s continuous and repetitious thoughts of anxiety, worry, fear or anger as you activate your Brain’s Joy Center. Locating and activating this fluid filled sac called the Septum Pellucidum releases natural pain-killing and mood-elevating chemicals of the brain that can wipe out repetitious anxiety, worry and fear. Learn to use your brain’s physiology for your good, when it tends to work against you if gone unchecked. These techniques work in seconds, you don’t need a 30 minute meditation to relax the mind, body and soul. Take back control of your thoughts as you use the Joy Center to enhance everything in life. It’s powerful enough to break habits and addictive negative thinking. Come and explore your six pound universe and live life joyfully again!

HCC COLLABORATION STUDIO
W 5:30-8:30PM 6/2/10
W 5:30-8:30PM 7/7/10
W 5:30-8:30PM 8/4/10

JOIN HCC’S FITNESS BOOT CAMP WITH MARK CARRIER AND SHANNON THIGPEN!

Are you up to the challenge of having an ex-NFL Star put you through the grueling paces to physical fitness?

Then sign up for HCC’s Fitness Boot Camp. The Camp is on-going and you can join in any Tuesday and Thursday from 5:30 – 6:45 a.m.

Whether you are a serious trainer or needing to get into shape, Mark and Shannon work with you as you progress at your own level through their awesome workout routines. You may bring your own free weights, but this is optional as they don’t require weight training to kick you into high gear. Remember, to check with your doctor before starting any exercise routine. And always bring plenty of water!

Don’t miss this opportunity to train with a Pro by registering today at www.HCCcontinuingEd.com before the Camp fills up. See you there!

813-253-7980 | www.HCCcontinuingEd.com

Register online now at www.HCCcontinuingEd.com and view a complete course listing!
NOT YOUR TYPICAL “SIGN LANGUAGE” CLASS
EHD-9000 24 Contact Hours
Gain the practical experience using manual signs with grammatical structure, speech, gestures, and facial expressions to convey a message to persons with a hearing impairment. Open to both the hearing and the hearing impaired. This class teaches some ASL phrasing, but adds other techniques using a variety of ways to communicate non-verbally.

DALE MABRY CAMPUS
T  6:30-9:30PM  6/1/10-7/20/10

SPANISH CONVERSATION I
SPN-8000 20 Contact Hours
¿Habla Español? If not now, you’ll be speaking basic Spanish by developing the basic words and conversational skills associated with this romantic language. Class work focuses on building vocabulary, creating basic sentences, and simple everyday conversation. (Book fee $15 at Dale Mabry Bookstore or Online plus shipping costs; good for Spanish I and II)

BRANDON CAMPUS
T  7:00-9:30PM  5/18/10-6/22/10

DALE MABRY CAMPUS
S  9:00-11:30AM  5/15/10-7/17/10

CONVERSATIONAL ENGLISH I
ESL-8900 20 Contact Hours
¿Habla English? This is a class for people who have little or no English vocabulary and want to increase their word knowledge. Learn common, everyday words and improve pronunciation.

DALE MABRY CAMPUS
S  9:00-11:30AM  6/12/10-8/7/10

HCC COLLABORATION STUDIO
S  9:00-11:30AM  5/15/10-7/17/10

Register online now at www.HCCcontinuingEd.com and view a complete course listing!
Parenting, Guardianship and Divorce

PARENTS FOR LIFE
FAD-9100 4 Contact Hours

Satisfying the court requirements of divorcing parents, the instructor helps you tackle the issues that involve and affect children the most. Learn how to lessen the emotional impact that divorce has on your children. Learn how to work with your spouse to develop the court required “parenting plan” and keep the children out of the conflict. Instructors are experts in the aspects of divorce and conflict resolution.

ONLY CLASSES AT TCTC & HCC COLLABORATION STUDIO WILL ACCEPT WALK-IN REGISTRATIONS THE DAY OF CLASS PAYING WITH CHECK OR MONEY ORDER ONLY. (Please have a money order before coming to class. NO CASH WILL BE ACCEPTED!) REGISTER NOW ONLINE AT www.HCCcontinuingEd.com

BRANDON CAMPUS
S 9:00AM-1:00PM 5/22/10
S 9:00AM-1:00PM 6/12/10
T 6:00-10:00PM 6/22/10
S 9:00AM-1:00PM 7/17/10
T 6:00-10:00PM 7/27/10
S 9:00AM-1:00PM 8/14/10

DALE MABRY CAMPUS
T 6:00-10:00PM 5/25/10
T 6:00-10:00PM 6/8/10
S 9:00AM-1:00PM 6/19/10
S 9:00AM-1:00PM 7/10/10
T 6:00-10:00PM 7/20/10
S 9:00AM-1:00PM 7/31/10
T 6:00-10:00PM 8/17/10
S 9:00AM-1:00PM 8/28/10

PLANT CITY CAMPUS
T 6:00-10:00PM 5/18/10
T 6:00-10:00PM 6/29/10
S 9:00AM-1:00PM 8/7/10

THE CORPORATE TRAINING CENTER
T 6:00-10:00PM 5/18/10
S 9:00AM-1:00PM 6/26/10
T 6:00-10:00PM 8/10/10

HCC COLLABORATION STUDIO
F 1:00PM-5:00PM 5/28/10
S 9:00AM-1:00PM 6/5/10
F 1:00PM-5:00PM 7/2/10
T 6:00PM-10:00PM 7/13/10
S 9:00AM-1:00PM 7/24/10
F 1:00PM-5:00PM 7/30/10
T 6:00PM-10:00PM 8/3/10
S 9:00AM-1:00PM 8/21/10

PARENTEDAD POR SIEMPRE
***CLASSES TAUGHT IN SPANISH AT THE DALE MABRY CAMPUS

DALE MABRY CAMPUS
S 9:00AM-1:00PM 6/19/10***
S 9:00AM-1:00PM 7/31/10***
S 9:00AM-1:00PM 8/28/10***

FAMILY GUARDIANSHIP
SOC-9100
8 Contact Hours (over two days)

This two-day class was approved and developed by the Elder Justice Center of the Hillsborough County Courts. Family Guardianship class trains guardians of elders or children the laws that govern their guardianship activities. Fee includes books. To get a certificate of completion, students must complete the class over two half days on Friday and Saturday.

DALE MABRY CAMPUS
F 12:30-4:30PM 4/30/10
S 9:00AM-1:00PM 5/1/10

Register online now at www.HCCcontinuingEd.com and view a complete course listing!
**“NEW”**

FILING FOR BANKRUPTCY – THE BEST LAST RESORT TO END YOUR DEBT WORRIES
FIN 9005 8 Contact Hours

You need to know that before you file for any kind of bankruptcy, it is best to consider every option that may be available to you. This class is designed to see if you might be a candidate for bankruptcy. Do not simply choose bankruptcy because it appears like the easiest answer to your position. Instructor also will discuss what to do if someone files bankruptcy against you. Presented by a local bankruptcy attorney, you’ll learn the different types of BK filings such as, Chapter 7, 11, 12, or 13 and see what the best option would be for you. How to stop creditor’s actions including foreclosures will be other topics of discussion. Attend this class for more insights and additional information about what you must know before filing for bankruptcy.

PLANT CITY CAMPUS
TH 6:30-8:30PM  6/3/10 - 6/24/10

**“NEW”**

GAIN FINANCIAL CONTROL OVER YOUR DIVORCE NOW!
FIN 9100 2 Contact Hours

If you wake up in the middle of the night frightened, angry, confused, resentful or overwhelmed by the prospects of what lies ahead, you’re not alone. What gives you confidence is educating yourself about the journey ahead. Most people have one important goal: to emerge from their divorce with a financial agreement that will eventually lead to economic independence.

The more you know about your personal finances, the less fearful you will be about the future. This course will help you assess the short and long-term impact of various divorce settlement proposals; you will learn and understand the financial language of divorce so that you can be a constructive part of your own advocacy team.

Divorce is not the end. It is the start of a new beginning.

DALE MABRY CAMPUS
T 7:00-9:00PM  6/22/10

**REMEMBER TO SAVE YOUR RECEIPTS,**

because any Life Long Learning classes and courses may be tax deductible! (Always check with your tax advisor first.)

Register online now at www.HCCcontinuingEd.com and view a complete course listing!
HEALTH SECRETS FROM THE EARTH
HES-9205  3 Contact Hours
Herbs improve health. Learn the basics of using specific herbs, energetic values, applications for holistic health and historical perspectives.

DALE MABRY CAMPUS
S  9:00AM-12:00PM  6/5/10

HEALTH CARE ALTERNATIVES 1
HES-9200  18 Contact Hours
Learn to evaluate and use the many non-traditional approaches to wellness available today. Textbook required. Suggested text not required: “Healthy Healing” at www.healthyhealing.com

DALE MABRY CAMPUS
TH  6:30-9:30PM  5/27/10 - 7/1/10

HEALTH CARE ALTERNATIVES 2
HES-9210  18 Contact Hours
Become an informed consumer. Gain an understanding of a variety of therapies (acupuncture, homeopathy, herbology, etc.) by listening to practicing professionals of holistic health disciplines share their rich experiences through group discussions.

DALE MABRY CAMPUS
TH  6:30-9:30PM  7/8/10 - 8/12/10

SIX STEPS TO SUPER IMMUNITY
HES-9205  3 Contact Hours
Do you want to learn how to promote wellness, balance, and health in your daily life? This class will help you discover how to create and maintain a naturally healthy lifestyle and a healing environment in six steps.

DALE MABRY CAMPUS
S  9:00AM-12:00PM  7/24/10

GOLF 1 – THE BASICS
PEL-9000  Contact Hours 12
Learn the basics of golf from a golf pro that will include rules, etiquette and what club to use and when to use it. Other aspects of the class will teach you the swing mechanics using iron and wood clubs along with how to use chipping and putting clubs. The last two classes will be held at a local driving range. Driving range fees will be paid by the student at the last two classes (Approx. $20).

BRANDON CAMPUS
S  10:00AM-12:00PM  5/15/10-6/26/10

GOLF 2 – APPLICATION AND PERFORMANCE
PEL-9000  Contact Hours 12
If you know the basics, you are ready for the next level and that’s – Range Training! Whether you are a beginner or an advanced duffer, you’ll get the most out of 12 hours working with a golf pro whose goal is to improve your game. You’ll be responsible for your purchase of range balls for approximately $10 per class for the six classes for a total of $60.

BRANDON CAMPUS
S  10:00AM-12:00PM  7/10/10-8/14/10
Spring into
ACTION WITH THESE “NEW” COURSES
FOR THE SUMMER SEMESTER!

Check out these exciting classes

Creative Writer’s Training page 8
Conversational Spanish page 9
Introduction to Golf page 12
Advanced Golf - Application & Performance page 12
Fitness Yoga page 14
Swing Dancing page 15
Latin Dancing page 15
Zumba page 15
Connected Families Workshop page 17

Register online now at www.HCCcontinuingEd.com and view a complete course listing!
TOTAL BODY CONDITIONING  
PEM 9100 16 Contact Hours

Total body conditioning can do more to ensure a long, healthy life than just about anything else known to the medical community today. It’s never too late to start a fitness program and this eight week program will help you ideally, building strong muscles as well as a strong cardiovascular system. You should make the best years of your life strong with your physical potential at its maximum. Always check with your doctor before starting any exercise program.

HCC COLLABORATION STUDIO  
T/TH 6:30AM-7:30AM  5/4/10-6/24/10
T/TH 6:30AM-7:30AM  6/29/10-8/19/10

FITNESS YOGA  
PEM 9100 16 Contact Hours

This is a modern approach to an ancient form that differs from yoga that merely centers, but yoga that strengthens the body as well. Using a lot of the same exercises, Fitness Yoga is a more concentrated fitness program that requires increased resistance and an accent on cardiovascular sustainability. Always check with your doctor before starting any exercise program.

HCC COLLABORATION STUDIO  
M/W 6:30AM-7:30AM  6/14/10-8/9/10

BUNS AND BELLY BUSTERS  
PEM 9100 20 Contact Hours

Zero in and concentrate on busting these hard to lose areas of the body that will have your buns and belly shrinking and firming up in this eight week program. This will help with your overall strength training and have you slimming down in no time. The workout includes many exercises, from strength training through core exercise and more. It helps zero in on certain parts of the body for a profound and immediate effect. Always check with your doctor before starting any exercise program.

HCC COLLABORATION STUDIO  
T/TH 8:00AM-9:15AM  5/4/10-6/24/10
T/TH 8:00AM-9:15AM  6/29/10-8/19/10

LUNCHTIME CIRCUIT TRAINING  
PEM 9100 20 Contact Hours

Get your Circuit Training during lunch and feel the burn instead of the belly busting. This is a great hour and fifteen minute workout that will have you wanting more. You’ll feel invigorated as you return to work alive, alert, awake and enthusiastic! Each exercise in the Circuit zeros in on particular body areas that will have you losing fast! You’ll work muscles you didn’t know you had and lose inches on areas of the body that will have your buns and belly shrinking and firming up in this eight week program. Always check with your doctor before starting any exercise program.

HCC COLLABORATION STUDIO  
T/TH 12:30PM-1:45PM  5/4/10-6/24/10

CORE STRENGTHENING WORKOUT  
PEM 9100 20 Contact Hours

The core region consists of far more than just the abdominal muscles. Core strength training aims to target all the muscles groups that stabilize the spine and pelvis. It’s these muscle groups that are critical for the transfer of energy from large to small body parts during many sporting activities. Core strength training differs from many traditional weight training routines by working both the lower back and abdominals in unison. The same is true for the upper and lower body. All athletic movements incorporate the core in some way. Very few muscle groups are isolated. Instead the whole body works as a unit and core strength training works to accomplish this. Always check with your doctor before starting any exercise program.

HCC COLLABORATION STUDIO  
M/W/F 12:00PM-1:15PM  5/3/10-6/9/10
M/W/F 12:00PM-1:15PM  6/14/10-7/21/10

WATER JUG WORKOUT  
PEM 9100 20 Contact Hours

This is a great workout if you don’t have weights or if you tend to travel a lot. You can use filled water jugs and have a thorough workout without buying the weights. And since water jugs are always around and plentiful, you’ll always have a way to do your weight training either at home or away. Always check with your doctor before starting any exercise program.

HCC COLLABORATION STUDIO  
T/TH 11:00AM-12:15PM  5/4/10-6/24/10
T/TH 11:00AM-12:15PM  6/29/10-8/19/10

Register online now at www.HcccontinuingEd.com and view a complete course listing!
WORKOUT WALKING YBOR CITY
PEM 9100 20 Contact Hours
Walk your stress away as you tour Ybor City on foot. This class will have you walking all over town to take that weight off. Plus you’ll get to see all the sites Ybor has to offer and get all the fresh air while working out. Always check with your doctor before starting any exercise program.

HCC COLLABORATION STUDIO
M/W 4:30PM-5:30PM 5/3-10-7/14/10

GROUP FITNESS CAMP
PEM 9100 18 Contact Hours
Come to an aerobic workout that will have you coming back for more. This class will have you sweating to the beat as the whole group works out in synch with the instructor. Don’t worry about catching on as the whole group is learning the steps too. Always check with your doctor before starting any exercise program.

HCC COLLABORATION STUDIO
T/TH 5:30PM-7:00PM 5/4-10-6/10/10

ZUMBA WORKOUT
PEM 9100 8 Contact Hours
It’s Hot Hot Hot! Get a burning aerobic workout in this high-energy, Zumba class that will have you dancing salsa and cha-cha to hot, popular dance rhythms. Get off that sofa and down to the Zumba Workout that’s for all ages and abilities. Always check with your doctor before starting any exercise program.

HCC COLLABORATION STUDIO
T/TH 9:30-10:30AM 6/10-6/24/10
T/TH 12:30-1:30AM 6/10-6/24/10
T/TH 9:30-10:30AM 7/20-10-12/10
T/TH 12:30-1:30AM 7/20-10-12/10

TAI CHI WORKOUT
PEM 9100 18 Contact Hours
If you’re looking for another way to reduce stress, consider tai chi (TIE-chee). Tai chi is sometimes described as “meditation in motion” because it promotes serenity through gentle movements — connecting the mind and body. Tai Chi was originally developed in ancient China for self-defense that evolved into a graceful form of exercise that’s now used for stress reduction and to help with a variety of other health conditions. Because tai chi is low impact, it may be especially suitable if you’re an older adult who otherwise may not exercise. Always check with your doctor before starting any exercise program.

HCC COLLABORATION STUDIO
M/W 7:30PM-9:00PM 5/3-10-6/14/10
M/W 7:30PM-9:00PM 6/21-10-8/2/10
T/TH 7:30PM-9:00PM 5/4-10-6/10/10
T/TH 7:30PM-9:00PM 6/15-10-7/22/10

BELLY DANCING
PEM 9100 18 Contact Hours
The term “belly dance” is a misnomer as all parts of the body are involved in the dance. The most featured body part being the hips but this dance will work your whole body in a rhythmic and soulful way. You will enjoy this dance expression of mind and body while shaping and toning your whole body. Always check with your doctor before starting any exercise program.

HCC COLLABORATION STUDIO
M/W 5:00PM-6:30PM 5/3-10-6/14/10
M/W 5:00PM-6:30PM 6/21-10-8/2/10

FITNESS BOOT CAMP!
DAN 9100 20 Contact Hours
Are you up to the challenge of having an ex-NFL Star put you through the grueling paces to physical fitness? Then sign up for HCC’s Fitness Boot Camp with Mark Carrier and fitness expert Shannon Thigpen of Salsa and Soul, LLC. Whether you are a serious trainer or needing to get into shape, Mark and Shannon work with you as you progress at your own level through their awesome workout routines. You may bring your own free weights, but this is optional as they don’t require weight training to kick you into high gear. Remember, to check with your doctor before starting any exercise routine. And always bring plenty of water! Don’t miss this opportunity to train with the Pros by registering today!

DALE MABRY CAMPUS
T/TH 5:30-6:45AM
CHECK WEBSITE FOR SCHEDULED DATES

Register online now at www.HCCcontinuingEd.com and view a complete course listing!
BALLROOM DANCING
DAN-9080 12 Contact Hours
Learn to trip the lights fantastic as this course teaches you how to identify the different dance rhythm of songs that you hear. We’ll get you moving fast to the Rumba, Salsa, Cha Cha, Waltz and Foxtrot and see how these dances are interrelated. Partners are recommended, but not required. Invite a friend to learn to dance with you!

DALE MABRY CAMPUS
S 10:00AM-12:00PM  5/15/10-6/26/10

HCC COLLABORATION STUDIO
S 10:00AM-12:00PM  5/1/10-6/12/10
S 10:00AM-12:00PM  6/19/10-7/31/10

“NEW”
SWING DANCING
DAN-9080 12 Contact Hours
It’s Swing Time! Learn to do the East Coast Swing slow, fast and in-between as you’ll learn the different types and timing of the Swing dances. We’ll get you moving fast to single, double and triple-timed Swing. We may even touch on the West Coast Swing and see how the Foxtrot figures into all this swing craze.

DALE MABRY CAMPUS
S 12:00PM-2:00PM  6/5/10-7/17/10

HCC COLLABORATION STUDIO
S 12:00PM-2:00PM  6/19/10-7/31/10

One partner will learn how to lead and the other will learn how to follow as you move in unison together. Partners are recommended, but not required. Invite a friend to learn to dance with you!

DALE MABRY CAMPUS
S 10:00AM-12:00PM  7/10-8/14/10

HCC COLLABORATION STUDIO
S 12:00PM-2:00PM  5/1/10-6/12/10

“NEW”
LATIN DANCING
DAN-9080 12 Contact Hours
Cha Cha and Rumba the lights fantastic as this course teaches you how to identify the different dance rhythm of songs that you hear. We’ll get you moving fast to the Rumba, Salsa, Cha Cha, and Merengue and see how these dances are interrelated. Partners are recommended, but not required. Invite a friend to learn to dance with you!

DALE MABRY CAMPUS
S 12:00PM-2:00PM  6/5/10-7/17/10

HCC COLLABORATION STUDIO
S 12:00PM-2:00PM  6/19/10-7/31/10
THE COMPUTER AND YOU FOR MATURE ADULTS
COC-9010 16 Contact Hours

Knowing how to operate a computer is essential in today’s world. In this class for beginners, you’ll learn the basic components of your computer, the software that comes with it and be on your way to exploring cyberspace in no time.

DALE MABRY CAMPUS
S 9:00AM-11:00AM 6/5/10-7/31/10

THE CORPORATE TRAINING CENTER
S 9:00AM-11:00AM 5/1/10-6/26/10

“NEW” MY PC SERIES FOR BOOMERS
MY PC: GETTING STARTED WITH WINDOWS 7
COC-9000 3 Contact Hours

Windows 7 will change the way you interact with your PC in exciting and dramatic ways! This workshop takes a unique, fun approach to getting hands-on with the new Windows 7 operating system. At a comfortable pace, you’ll learn how to get around in Windows 7, adapt your desktop to fit your personal style and needs, work with files and file folders, find and use desktop tools and gadgets, and get a sneak peek at the fun things you can do with Windows 7 – like photo editing, making slide shows, and keeping in touch with friends and family! This workshop is the first in the new My PC Series and recommended as a primer to the other courses.

THE CORPORATE TRAINING CENTER
S 9:00AM-12:00PM 5/8/10
S 9:00AM-12:00PM 6/5/10

CONNECTED FAMILIES WORKSHOP
COC-9000 3 Contact Hours

Learn better ways to stay in touch and interact with loved ones using your PC and the Internet. Try out social networking to keep connected with your friends and family. You’ll share photos without having to deal with bulky attachments. Our class uses free Windows Live software that students can install at home.

THE CORPORATE TRAINING CENTER
S 9:00AM-12:00PM 5/15/10
S 9:00AM-12:00PM 6/12/10

DIGITAL PHOTO EDITING FOR BEGINNERS
COC-9000 3 Contact Hours

Have fun while learning all the essentials, including how to adjust color and light, fix red-eye, crop, straighten, create a panoramic photo and even “airbrush!” Our class uses free Windows Live software that students can install at home.

THE CORPORATE TRAINING CENTER
S 9:00AM-12:00PM 5/22/10
S 9:00AM-12:00PM 6/19/10

CREATIVE PHOTO SLIDESHOWS
COC-9000 3 Contact Hours

Turn your digital photos and videos into a fun movie slideshow! Learn easy ways to create movies with your photos by adding transitions, motion effects, titles, credits and music. Burn a DVD to play on your TV or computer, or share with the family. Our class uses free Windows Live software that students can install at home.

THE CORPORATE TRAINING CENTER
S 9:00AM-12:00PM 6/26/10
S 9:00AM-12:00PM 7/10/10

INTRODUCTION TO WINDOWS 7
COC-9000 12 Contact Hours

This hands-on course takes a unique approach to teaching the skills necessary to navigate and use the Windows 7 operating system efficiently and confidently. Learn to maximize new features to customize your desktop, efficiently store, locate and search for files. This course is designed for both home and business users. Basic PC navigation skills are highly recommended.

THE CORPORATE TRAINING CENTER
W 6:00-9:00PM 5/19/10-6/23/10

Register online now at www.HCCcontinuingEd.com and view a complete course listing!
ONLINE TRAINING CENTER

The Centers for Continuing Education at Hillsborough Community College now has thousands of online courses from the world’s greatest authors and companies on nearly every subject imaginable! Visit the CCE@HCC Online Training to find the largest selection of self-study online courses available. Enroll anytime you like – study when you want!

http://www.ed2go.com/conedhcc

Register online now at www.HcccontinuingEd.com and view a complete course listing!
ONLINE TRAINING CENTER

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http://www.ed2go.com/conedhcc

ACHIEVING SUCCESS WITH DIFFICULT PEOPLE
Learn about law school entrance procedures, develop analytical reasoning skills, and improve your test-taking skills.

HEALING THROUGH HYPNOSIS
Learn to use hypnotic suggestion on yourself and others with amazing results.

KEYS TO EFFECTIVE COMMUNICATION
Lost for words? Don’t be! Learn to build rapport, trust, warmth, and respect through conversation.

HANDLING MEDICAL EMERGENCIES
Every second counts during a medical emergency. Learn how to respond if someone needs your help.

TEST PREP

GED PREPARATION
Want to pass the GED? This course will help you develop the skills you’ll need to succeed.

PREPARE FOR THE GED LANGUAGE ARTS, WRITING TEST
Prepare for the GED test on language arts and writing.

PREPARE FOR THE GED MATH TEST
Master the skills you’ll need to pass Test 5 in the GED test series.

SAT/ACT PREPARATION - PART 1
Get your best possible score on the verbal and reasoning sections of the new SAT exam.

SAT/ACT PREPARATION - PART 2
Do your best on the quantitative section of the new SAT.

GMAT PREPARATION
Discover powerful test-taking techniques and methods for improving your score on the GMAT.

GRE PREPARATION - PART 1
Discover powerful strategies for success in the verbal and analytical sections of the GRE.

GRE PREPARATION - PART 2
Learn a variety of useful techniques for tackling the math section of the GRE.

LSAT PREPARATION - PART 1

ENTERTAINMENT

MUSIC MADE EASY
Learn the fundamentals of music theory. Be able to read, write, and play simple music.

DRAWING FOR THE ABSOLUTE BEGINNER
Gain a solid foundation in drawing and become the artist you’ve always dreamed you could be!

GET PAID TO TRAVEL
Learn everything you need to start your new and exciting career as a professional tour director.

FAMILY AND FRIENDS

LUSCIOUS, LOW-FAT
Lightning-Quick Meals Discover how easy it can be to prepare meals that are both delicious and nutritious!

GENEALOGY BASICS
Begin an exciting and fascinating exploration of your roots.

ASSISTING AGING PARENTS
Be prepared to handle the challenges of aging while learning to cherish the transition.

READY, SET, READ!
A learning specialist shows you how to raise a successful reader and writer.

ENHANCING LANGUAGE DEVELOPMENT IN CHILDHOOD
Enrich the lives of your children by helping them become proficient speakers and thinkers.

UNDERSTANDING ADOLESCENTS
Unlock the secrets of the adolescent mind to improve relations.

GET PAID TO TRAVEL
Learn everything you need to start your new and exciting career as a professional tour director.

Register online now at www.HCCcontinuingEd.com and view a complete course listing!
Register online now at www.HcccontinuingEd.com and view a complete course listing!
ADVANCED FICTION WRITING
Explore advanced fiction writing techniques with a published novelist.

THE KEYS TO EFFECTIVE EDITING
If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.

INTRODUCTION TO JOURNALING
Discover how journaling can help you explore your dreams, values, and beliefs, survive unwanted change, succeed in your career, and express your creativity.

WRITE FICTION LIKE A PRO
Author teaches you how professional writers use story outlines to structure any type of story.

THE CRAFT OF MAGAZINE WRITING
If you’re a determined new writer, this class will provide you with the skills you need to get published.

BEGINNER’S GUIDE TO GETTING PUBLISHED
Published writer shows you how to give yourself the credibility you need to get your works published.

RESEARCH METHODS FOR WRITERS
Learn the most efficient and effective methods to conduct research for any writing project.

FUNDAMENTALS OF TECHNICAL WRITING
Learn the skills you need to succeed in the well-paying field of technical writing.

A WRITER’S GUIDE TO DESCRIPTIVE SETTINGS
Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters.

WRITING FOR CHILDREN
Published children’s author shows you how to touch the hearts of children by creating books for them.

BEGINNING WRITER’S WORKSHOP
Get a taste of the writer’s life and improve your writing skills in this introduction to writing creatively.

TRAVEL WRITING
Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.

EFFECTIVE BUSINESS WRITING
Develop powerful written documents that draw readers in and keep them motivated to continue to the end.

NAVIGATING THE INTERNET
Master the ins and outs of the Internet with this informative behind-the-scenes look.

INTRODUCTION TO WINDOWS XP
Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more.

INTRODUCTION TO LINUX
Learn how to use the Linux desktop operating system along with the included productivity, multimedia, and Internet software.

COMPANY SKILLS FOR THE WORKPLACE
Gain a working knowledge of the computer skills you’ll need to succeed in today’s job market.

INTRODUCTION TO PC SECURITY
What you don’t know can really hurt you. Learn what you can do to protect yourself.
HOW TO REGISTER

3 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

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 or provide on last page of this catalog 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.

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.
How to Register

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

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.

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