



# Training Matters

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Need a Course?  
We can bring  
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workplace

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## contact us today



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## New website for the Institute for Corporate and Continuing Education

With a new name comes a new website. Hillsborough Community College's (HCC) Institute for Corporate and Continuing Education (ICCE) is almost ready to peel back the curtain on its new site. ICCE has grown in recent years and is now serving a wider clientele than ever before.

With help from the HCC's Web Services Manager, ICCE will be unveiling our new site January 2012. The new site will incorporate many of the standards found in modern web design and include features specific to your individualized needs, including:

- App-like tiles on our Home page for easy navigation
- Facebook Like and Facebook Share buttons throughout the site so you can easily share content with your friends and colleagues
- Blog updated regularly with current and relevant content
- Focused landing pages for each of our major programs and services that 'speaks' to the specific needs of each audience

So, come on over to [www.TampaTraining.com](http://www.TampaTraining.com) in

the New Year to see what the fuss is about. We are certain that you'll find a lot of useful information and many courses that could assist you in your personal and professional growth. And don't forget to Like us on Facebook!



## Occupational Spanish Online – When you need to speak it now!

Time is precious. You have a need--and it is not how to catch a taxi in Madrid. You simply need to communicate with your Spanish-speaking co-workers, clients, or employees.

ICCE Lifelong Learning's online Occupational Spanish program is the answer to that need! There are 14 programs customized to your specific industry language such as: Banking; Construction; Education; Paramedics; Firefighters; Healthcare; HR; Law Enforcement; Manufacturing; Social Services; and Warehouse.

Occupational Spanish online courses provide you the vocabulary and phrases to meet your objective of communicating with your co-workers or employees by interactive learning through an online environment.

- Improve recall by viewing photos that go along with each word!
- Hear the proper pronunciation.
- Learn about the values held by many Spanish-speakers through cultural lessons.
- If you get stuck, there is a Spanish instructor available to answer any of your questions!

All of our courses are self-paced. Therefore, you can spend as much or as little time that you need or want. You have access to our course for a full 6 months!

Start Speaking Spanish Today by Clicking: [Occupational Spanish Online](#)

¡Y hable Español hoy!



# Training Matters

## Learning with Liz



By Elizabeth Steacker

### What are all these new features I hear happening on Facebook?

Facebook is always working on building new features and improving existing ones. Here's where you can learn about all the changes.

#### Timeline

Timeline is a new kind of profile where you can tell your life story with a new kind of profile. For example, your summer trip with pictures and details of you traveling throughout the USA from the time you board the plane until you arrive home exhausted.

#### Lists

Lists are an optional way to organize your friends on Facebook. Lists have existed for several years, but it was time-consuming organizing lists for different parts of your life and keeps them up to date. Two new improvements:

- Smart lists

- Close Friends and Acquaintances lists

For instance, if you list "HCC" as a school you've attended and your friends John and Mary did too, then you would instantly have a smart list called "HCC" with John and Mary on it. This means that if you're having a college reunion, you can easily share photos with just your college friends, without bothering other people you know.

#### Ticker and News Feed

Ticker, on the right-hand side of your account, lets you see all your friends' activity in real-time. Now News Feed will act more like your own personal newspaper. You won't have to worry about missing important stuff. All your news will be in a single stream with the most interesting stories featured at the top. They're marked with an easy-to-spot blue corner. Many oppose this new feature because Facebook determines what your top stories are.

#### Apps

Express who you are through the things you do by sharing more app activity. The app screen displays a description of the app, the information it needs to access, your friends who have installed the app, and more. It will give you a list of friends who are using the same app. See the music app shared by your "Dance Music Friends" list where you can review and critique the songs.

#### Subscribe

Subscribe is a way to hear from people you're interested in, even if you're not friends. The Subscribe button is also a way to fine-tune your News Feed to get the types of updates you want to see. You can also decide what types of updates you see. For example, you could see just photos from one friend, no stories about games from another, and nothing at all from someone else.

#### Privacy

To make privacy easier to manage, Facebook removed some settings and simplified others. They have moved some controls up-front and simplified how tags work. The added Inline menu allows you to manage who can post, write tags regarding your photos and more. This Inline menu lets you know who can see this part of your profile, and you can change it with one click.

Let Facebook know how you like these new features by adding your comments to feedback.

## ICCE Open House

Spring 2012 Registration Kick-Off  
Thursday January 12, 2012

5:00-7:00 pm

### HCC Collaboration Studio

1602 N. 15th Street, Tampa, FL 33605

Across from parking garage at 15th and 5th Ave.

### Discounts on classes

### Food, Activities, Prizes

**15% OFF** Registration fee on most classes.

Offer good at the event only.

**Come and learn more about our many offerings!**



Online learning  
anytime, anywhere...  
just a click away!  
[www.ed2go.com/train](http://www.ed2go.com/train)



# Training Matters 12

Program Start Dates				
	Jan	Feb	Mar	Apr
<b>Allied Health</b>				
Certified Nursing Assistant	1/23-3/9	2/14-4/10	3/10-5/26	4/9-5/8
CPR	1/31	2/14	3/10	4/9
BLS Instructor Course			3/30	
IV Therapy	1/21	2/18	3/17	4/14
Medical Spanish I			3/26-4/18	
Nurse Refresher				4/3-5/22
Phlebotomy Technician	1/31-4/5			
<b>Microsoft</b>				
Microsoft Access 2007 Level 1	1/20	2/9		4/26
Microsoft Powerpoint 2007: Fastcourse for Beginners	1/18			
Microsoft Word 2007: Fastcourse for Intermediate		2/13		
Microsoft Excel 2007 Level 1	1/24	2/21-2/22	3/14	
Microsoft Project 2010 Level 1	1/20			
Microsoft Word 2007: Fastcourse for Intermediate		2/13		
<b>Insurance</b>				
6-20 Accredited Claim Adjusters	1/17-2/16	2/13-2/17	3/27-4/26	
4-40 Registered Customer Service Representative	1/23-2/22		3/26-3/30	4/30-5/4
<b>Real Estate</b>				
45 Post-Associate Continuing Education	1/20-2/4		3/2-3/17	
Real Estate Associate - Pre-License		2/13-2/23		4/16-4/25
<b>Personal Enrichment</b>				
Access Your Brain's Joy Center		2/15	3/28	4/25
Conversation English Basic	1/28-3/17			
Spanish Advanced Conversation 1	1/28-3/17	2/7-4/3		
Zentangle Drawing for the Relaxation	1/27-2/10		3/30-4/20	
<b>Dance &amp; Fitness</b>				
Swing Dancing	1/30-3/12			
Woodcrafting	1/14-2/18		3/10-4/14	
<b>Information Technology</b>				
Adobe: Real World Design Solutions		2/18		4/14
Quickbooks Level 1	1/31-2/2		3/9	4/10-4/12
QuickBooks Level 2		2/23		
<b>Professional Development</b>				
Entrepreneurship: Steps to Small Business Start-up			3/5-3/13	
Administrative Professional with MOS Word and Excel 2010 Certification				4/30-5/9
PHR/SPHR Exam Prep			3/22-5/31	4/21-5/26



## What's Hot

### 2012 Professional Administrative Conference

"Achieving Your True Potential"

March 15, 2012

9 am - 4 pm

HCC's Brandon Campus

### Administrative Professionals Luncheon

They take care of you all year...  
Take this opportunity to say  
'Thank you'!

Wednesday, April 25th

12:00 PM - 1:30 PM

HCC @ the Regent

Brandon, FL

Join us for Food, Flowers, and Fun!

Need a course?  
We can bring it to  
your workplace.  
Call (813) 259-6010

Note: Additional classes are scheduled and can be  
viewed at [www.TampaTraining.com](http://www.TampaTraining.com).  
Class dates and times are subject to change.



# Training Matters

## Live Power Performance Webinars



Did you know HCC's Institute for Corporate & Continuing Education (ICCE) conducts live webinars every Thursday from 2:00pm – 3:00pm? Our power performance webinars are available for just \$10 and can be accessed from anywhere!

Attending a Power Performance webinar is easy. You don't need any special IT skills to attend one of the sessions. All you need is a PC or laptop with speakers or a set of headphones. You communicate with the instructor via a simple text chat.

These are not pre-recorded sessions. The courses are highly interactive and informative. You will be working with an instructor with many years of experience in the field for which they are presenting. The material is presented the same way you would see in a classroom, with quizzes, polls, MS

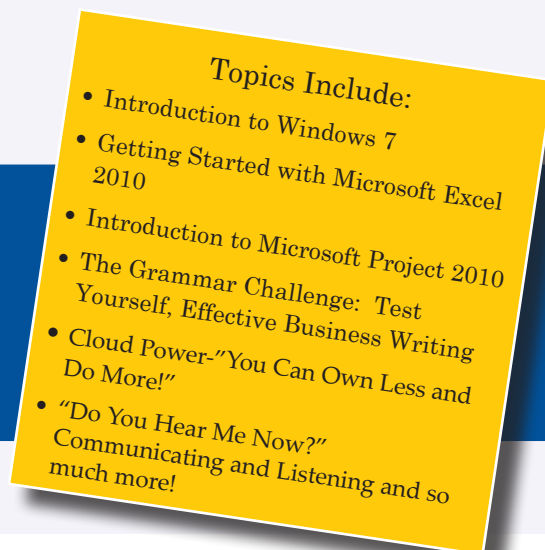
PowerPoint, and more. You are able to ask questions and interact with the instructor and other participants.

The best part is that the time you invest is only the time to attend the course. You don't need to drive to another location or even leave your office. To view a complete schedule of our power performance webinars or to register, please visit

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



Above: Rhonda Hunter conducting a Live Webinar entitled "Pitch it to Make it"



## ICCE introduces.... "Training Vouchers"

HCC's Institute for Corporate & Continuing Education (ICCE) is pleased to offer your organization discount coupons for open enrollment courses. Recognizing that education is a key element in strategically dealing with the values, demands and expectations of today's workforce, training and preparing employees is the key to excel on the job.

Your staff can now attend quality training that is flexible, convenient, diversified, and professional. Our program accomplishes more than improving skills and morale; it saves your organization 10% - 15% on every class.

### Saving money and scheduling training is as easy as 1 -2 - 3 !

How Does It Work?

1. Call us at (813)-259-6010 and ask to speak to an Open Enrollment Coordinator about our voucher program.
2. Order your vouchers through your coordinator in blocks of 10, 20 or 30.
3. Have your employee (s) register to a class either online through our website at [www.TampaTraining.com](http://www.TampaTraining.com) or [www.HCCcontinuingEd.com](http://www.HCCcontinuingEd.com); or even by phone (813) 269-6010.
4. Present the approved voucher number the day of the class.

Each voucher will allow your employees to attend one (1) regularly scheduled open enrollment class at any ICCE training facility or a group of vouchers can be used to create a dedicated class at your location or ours.

