



HCC | ICCE
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LEARNING FOR LIFE

NON-CREDIT & CERTIFICATION COURSES



CORPORATE TRAINING

ALLIED HEALTH

PERSONAL INTEREST

YOUTH

NEW COURSES

TRADES

INFORMATION TECHNOLOGY

LANGUAGES

PROFESSIONAL DEVELOPMENT



Greetings from our Team at the Hillsborough Community College’s Institute for Corporate & Continuing Education (ICCE) and welcome to our annual solutions catalog.

HCC’s mission for ICCE is to serve the people and businesses of our community by creating opportunities for personal and professional growth and we have been accomplishing that mission for more than 12 years. We meet the needs of the Tampa Bay community by listening, being responsive to our changing environment and retaining the finest team to serve our customers. Whether you are an individual looking to expand your skills or interests, a parent looking for a trusted and fun youth program for your child, or an organization looking to enhance the skills of your team, we are ready to help!

As a result of listening to the needs of the Tampa Bay community, we have developed a new strategic focus in the following core service areas: E-Learning delivery to support the training needs of individuals when and where they need it; E-Learning development to support the time constraints in our business community and, in partnership with our Brandon Campus, manufacturing training for our Hillsborough County manufacturers. In addition, ICCE will continue to expand our growth in the areas of Allied Health, Information Technology, Professional Development, Personal Interest, Trade and Youth Programming.

Please take the time to enjoy our annual catalog and please do not hesitate to connect with us so that we can better serve you, HCC and our community!

Ryan Buckthorpe
Interim Director

"It is amazing how much you can accomplish when it doesn't matter who gets the credit."
— Unknown

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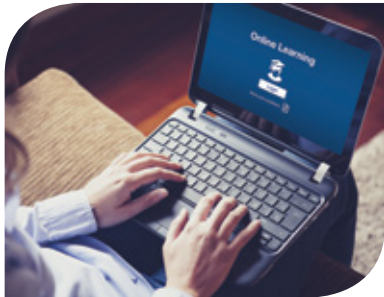
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WEBINARS



Purchase the entire webinar recording library for only \$199.00. This gives you access to all of our recordings, plus any new ones that are added. Currently there are 88 recordings to choose from, covering titles in Personal and Professional Development Leadership, Small Business, MS Office 2010, Social Media in Business and more.

You can also purchase bundles of courses by subject matter or choose the individual title that interests you. Finally, we have a number of webinars that are free. Take a look!

Social Media in Business

Topics covered include how to create an identity on LinkedIn, creating a personal brand and online identity, an introduction to WordPress and Google+ and evaluating your online activity through metrics.

- Creating an Identity in the Digital Age Through LinkedIn
- Creating a Personal Brand With Social Media
- Getting Your Business Ahead With Social Media
- Google+: The Next Big Thing
- Intro to WordPress
- Is Your Business LinkedIn?
- Making Sense of Social Media
- Metrics That Matter: Evaluating Your Online Activity
- Search Engine Optimization (SEO)
- Your Professional Online Profile

MS Office

Have you ever wanted your reports to pop? Our Advanced Charting in Excel will get your reports looking colorful and informative. Do you want to get more out of Excel? Our webinar, "What is the IF Function" will show you how to extract the information you need from a spreadsheet. "Running Macros in Excel" is another webinar that you can access for great tips that will save you time!

- Advanced Charting: Taking Charts to New Levels
- Creating Adaptive Worksheets in Excel
- Discover Project 2010
- Excel 2010 Conditional Formatting and Sparklines
- Excel 2010 What Is the IF function?
- Excel Like a Pro: Explore Advanced Features in Excel
- Mail Merge: a Walkthrough
- Migration to Office 2013
- MS Word Mail Merge, Tables, Templates and Text Boxes
- Project Task Scheduling Managing Tasks in Project 2010
- Publisher 2010 Making Flyers and Newsletters Easy
- Save Time by Running Macros in Excel 2010
- Working Together Using a Shared Notebook and MS OneNote

Leadership

It's time to start performance reviews in your department, and you are a new manager. Where do you start? Try our "Taking the Pain Out of Performance Reviews" webinar. It will give you the tips you need to become a more effective manager. In fact, we have 14 titles that will get you started polishing your skills as a manager. "Driving Change," "How Great Managers Retain Employees," "Keys to Setting Performance Expectations" and "Become the Boss" are some of the webinars offered in this category.

- 10 Things New Supervisors Need to Know
- Become the Boss
- Becoming a Visionary Leader
- Driving Change
- Finding the Time to Be a Leader
- How Great Managers Retain Employees
- How to Make High Quality Decisions That Count
- Keys to Setting Performance Expectations
- Managerial Styles: What Works?
- Resolving Conflict in the Workplace
- Taking the Pain Out of Performance Reviews
- The Super Productive Employee
- Turning Middle Performers Into Stars
- Leading and Managing: What is Emotional Intelligence?

Small Business

Are you a Small Business owner? Where do you turn to for training? Our webinars are focused specifically on the challenges a Small Business owner might face.

- ABC's of Accounting
- Intermediate Access for Business
- iPads for Business
- MS Excel 2010 for Business
- MS Excel 2013 for Business

Professional Development

This category is geared toward helping your professional career. Communication Skills, Working Well with Others, Emotional Intelligence and Time Management are some of the subjects that will get you on the path to professional well-being.

- The Pitch & How to Make It
- Achieving Your S.M.A.R.T. Goals
- Constructive Feedback Among Co-workers
- Communicating and Listening: Do You Hear Me Now?
- Improving Personal Productivity
- Managing Your Boss
- Personal Empowerment
- People...Are They Difficult or Just Different
- Play Your "A" Game
- What Is Emotional Intelligence?
- What's Your Emotional IQ?
- 10 Quick Ideas to Manage Your Time More Effectively

FREE WEBINARS

FREE Webcast Bundle – Personal Development – Finance

The following webcasts are included in this package:

- Buying a Home: Making the Dream Happen
- Preventing Identity Theft During the Holiday
- Small Business Entrepreneurship
- Using Money Wisely

FREE Webcast Bundle – Personal Development – Health and Wellness

The following webcasts are included in this package:

- Get Rid of That Pain in My Neck
- Healing Foods
- Lower Back Exercises at Work

ALLIED HEALTH CERTIFICATION PROGRAMS

Heartsaver® BLS Healthcare Provider and CPR, AED and First Aid Certification

HCC is an American Heart Association Training Center offering Basic Life Support (BLS) certification classes for healthcare professionals as well as all other professions. HCC can also provide CPR training for organizations that require it. Participants will receive a certification card valid for two years.

AED (Automated External Defibrillator)



Heartsaver® and BLS Instructor Certification

HCC provides training to become a CPR instructor for healthcare professionals and lay persons. Instructors must complete the Instructor Essentials online course offered by the American Heart Association followed by in-class skills training. After training, instructors must be monitored while teaching a CPR course to receive their certification card valid for two years. Instructors must teach a minimum of four classes over the two-year period to be eligible for renewal. Certified instructors may be eligible to work for HCC providing CPR training for the Tampa Bay Area.

Are you a current healthcare provider or interested in a career in healthcare? The Allied Health Department provides healthcare certifications for those entering the healthcare field as well as accredited courses designed to enhance the careers of current healthcare professionals.



ACLS and PALS Certification

These courses provide Advanced Life Support and Pediatric training certification opening doors to advance your career. Students must have a current BLS card and must be able to identify ECG rhythms and pharmacology specific to cardiopulmonary arrest and other cardiopulmonary emergencies before beginning the course. ACLS and PALS prep courses are also available at HCC.

Dialysis Technician

This course is designed to teach the principles of kidney failure and dialysis therapy. Students are provided with the knowledge and skills needed to perform the responsibilities of a Dialysis Technician. Topics include; normal kidney physiology, the basic principles of hemodialysis, kidney dialysis machines, dialyzer preparation and reprocessing as well as how to assist dialysis patients in managing their disease and treatment.



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TIMES, AND REGISTRATION
AT **TAMPATRaining.COM**

Personal Training Certification

This 62-hour certification program walks many graduates right into a job!! The course prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. The program is certified through W.I.T.S. which is the only major certifying body in the country providing comprehensive, practical training and internship components. You will be prepared to work with clients and stand out in any gym as the expert in your field.

Certified Medical Assistant

Enter into the world of healthcare today by performing functions related to the physician's clinical responsibilities in the medical office. Master the basic skill set of a medical assistant by learning methods of preparing patients for examination and treatment, routine laboratory procedures, the technical aspects of phlebotomy, and the use of the electrocardiograph (EKG) machine. Gain hands on experience with critical procedures and concepts in phlebotomy, EKG, pharmacology, professional workplace behavior, ethics, and the legal aspects of healthcare.

Upon successful completion of this program (both 140 hours of classroom instruction and 40 hours of clinical training), students are eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. A two-year BLS Healthcare Provider Certification is included in this course.

Certified Nursing Assistant/Certified Nurse's Aid

Certified Nursing Assistants (CNA), also known as Certified Nurse's Aides, work in a variety of healthcare settings providing basic healthcare services to patients or facility residents. This Florida Board of Nursing and VA-approved training program is conducted online, in the classroom and in the clinical setting. Upon completion of the course, you will be eligible to take the CNA exam. Classes are typically held twice a week for the four weeks followed by 40 hours of clinical experience. Includes BLS Healthcare Provider Certification. A two-year BLS Healthcare Provider Certification is included in this course.



Home Health Aide

Home health aides provide assistance to people in a variety of settings, helping with everything from short term illnesses and accident recovery to long-term issues such as geriatric care and chronic illness. They can assist with bathing, dressing, social support and other basic patient care procedures.



EKG Certification

Healthcare professionals can add this certification for administering and reading EKGs. The course includes anatomy and physiology of the heart, the disease processes that affect the heart, medications, Holter monitoring, 12-lead ECG, and how to analyze EKG readings, and much more. A two-year BLS Healthcare Provider Certification is included in this course.

Phlebotomy Certification

This course provides didactic and clinical instruction and training in venipuncture. Didactic lectures will cover the theory, anatomy, and terminology pertaining to the cardiovascular system. Clinical instruction provides hands-on training in venipuncture techniques with procedures verified through a skills check-off system. Students are eligible to apply for certification to take the state examination with the National Healthcare Association. A two year BLS Healthcare Provider Certification is included in this course.



Meet our Instructor: Ray Torres

Ray Torres has served as a Tampa Fire Rescue Captain for over 20 years and has been teaching for 18 years. Mr. Torres, as a firefighter and paramedic, brings real-world experience to our basic and advanced life support classes as well as a number of other healthcare courses. He is the American Heart Association Training Center Coordinator for HCC.

IV Therapy Certification

This 32-hour certification program meets the Florida State Board of Nursing's IV therapy requirements for LPN's or RN's and is designed to provide a basic knowledge of IV therapy practice. The program includes two weeks of online course work followed by a hands-on lab session with the instructor and live final exam.

Patient Care Technician

The Patient Care Technician works alongside doctors, nurses, and other healthcare providers to oversee and monitor patients. This course teaches the technical skills necessary to service complex inpatient/outpatient personal care issues that may include rehabilitation services, basic bedside care, collection of laboratory specimens, phlebotomy, and EKG's. This Patient Care Technician training will provide students with the basic medical knowledge and hands-on skills necessary to perform or obtain technical diagnostic testing and perform direct patient care.

ALLIED HEALTH REVIEW COURSES

These courses are helpful for those who have completed a certification course but need review before taking the certification exam.

CNA Review

This eight-hour course reviews of the skills necessary to take the Florida Board of Nursing Certified Nursing Assistant (CNA) test to become a nursing aide. This class covers the 22 skills necessary for the clinical portion of the class and review for the written test.

Nursing Refresher

Enhance your skills and knowledge by participating in HCC's Nursing Refresher course. This 12-week extensive review course is designed for nurses who are re-entering the workplace or transitioning back into the clinical setting. Learners will be re-introduced to nursing practice through a fast-paced curriculum that includes simulation. The focus of the course is set on developing areas of past and present expertise in the nursing field. This will allow the nurse to build leadership skills in a rapidly changing healthcare system the program is designed to reflect contemporary healthcare trends to help the nurse to function effectively in the healthcare environment.



ALLIED HEALTH — CALENDAR OF EVENTS

JANUARY – Cervical Health Awareness Month
 FEBRUARY – American Heart Month
 FEBRUARY – Teen Dating Violence Awareness Month
 MARCH – Colorectal Cancer Awareness Month
 APRIL – Alcohol Awareness Month
 MAY – National Physical Fitness and Sports Month
 MAY – Melanoma/Skin Cancer Detection and Prevention Month
 JUNE 27 – National HIV Testing Day
 JUNE – National Safety Month
 AUGUST – National Immunization Awareness Month
 SEPTEMBER – National Childhood Obesity Awareness Month
 SEPTEMBER – Fruits & Veggies – More Matters Month
 OCTOBER – National Breast Cancer Awareness Month
 NOVEMBER – American Diabetes Awareness Month
 DECEMBER – World AIDS Day

ACCREDITED TRAINING

Corporate Training with CEUs

HCC can work with organizations to provide specialized, accredited training and education to healthcare professionals. Contact us to find out how we can help meet your training needs.

HCC is an approved provider of continuing education for nurses through FBN-941. Visit the Allied Health section at www.TampaTraining.com to register and to learn more about other healthcare certifications and courses offered at HCC!

INFORMATION TECHNOLOGY

Develop your high-tech skills for maximum performance.

Get Going with QuickBooks

Learn the basics of this popular accounting software for small and medium size businesses. Start with the basics of recording and tracking transactions to managing inventory.

Keep Going with QuickBooks

Learn advanced concepts and improve your skills in this popular accounting software for small and medium size businesses.

EXCEL Básico en Español

Aprende las destrezas básicas de Microsoft Excel en tu idioma. Algunos temas incluyen: preparar hojas de cálculo básicas, formateo de celdas y creación de formulas simples.

Microsoft Excel 1

The basic course in the MS Excel series. Topics include: building basic spreadsheets, cell formatting, developing charts, creating basic formulas and managing workbooks.

ICCE @HCC has made a significant investment to ensure that we provide our participants with the best advice, service instructors and study aids to assist you in attaining your high technology training and certification goals.

Our newly upgraded, state-of-the-art computer learning and testing labs provide the ideal environment for maximum performance.

Advance your career and become recognized as an Information Technology expert by completing one or more of our in-depth certification courses.

For more information, contact us: 813.259.6010.

Microsoft Excel 2

The second course of the MS Excel series. Topics include: advanced cell formatting, merging templates, worksheet auditing and introduction to pivot tables.

Microsoft Excel 3

The last course of the MS Excel series. Topics include: constructing advanced formulas, data validation, troubleshooting techniques and analytical features.

Computer Basics & Introduction to Microsoft Office

This introductory course covers the fundamentals of computer hardware and software. Additionally, the basic tools of some Microsoft Office programs (Word, Excel and PowerPoint).

JAVA 8SE (OCAJ) Oracle Certified Associate Programmer

Validate your skills as an IT programmer with this JAVA certification preparation course. Topics range from application development to software project management.

MS SQL Server 2012 (Query) Certification

This is a preparation course for the MS SQL Server 2012 (Exam 70-461). The objective is to provide the technical skills to write basic Transact-SQL queries for MS SQL Server 2012.



CompTIA A+ Certification

CompTIA A+ is one of the basic certifications to start an IT career. The course prepares you for the two exams, covering computer maintenance, mobile devices, operating systems and hardware.

CompTIA Network+ Certification

CompTIA Net+ is the next step to build a stronger career. The course prepares you for the exam, covering design and operation of any wired and wireless devices.

CompTIA Security+ Certification

CompTIA Sec+ is a benchmark for the IT professional in security. The course prepares you for the exam, covering the essentials principles in network security and risk management.

"The world is moving so fast these days that the man who says 'it can't be done' is generally interrupted by someone doing it."
— Harry Emerson Fosdick



SCAN FOR COURSE DATES, TIMES, AND REGISTRATION AT TAMPATRaining.com



INFORMATION TECHNOLOGY — CALENDAR OF EVENTS

- JANUARY 6 – National Technology Day
- FEBRUARY 9 – National Clean up Your Computer Day
- APRIL 27 – World Design Day
- NOVEMBER 28 – Cyber Monday
- NOVEMBER 30 – Computer Security Day
- DECEMBER 7-13 – Computer Science Education Week

Meet our Instructor: Michael Jimenez

CPA-licensed in Florida and Puerto Rico, Michael Jimenez brings his students nearly 20 years of diversified experience in accounting, auditing, federal/state taxation, and pre/post award grants and contracts management. He has managed accounting departments with up to 16 employees, tackling complex budget development, business plans, financial projections, and project expense revenue and management. Jimenez has a strong working knowledge of several large ERP systems, as well as US GAAP, internal controls and financial statement development and analysis. He is proficient in Microsoft Office programs, particularly Excel, Access and PowerPoint.



How do I register for a class ONLINE? www.TampaTraining.com

1. Use the Search for Courses button, which is on the home page, to start a class search. Once you find a class you want, proceed to register online.
2. Navigate through the Training & Development drop-down list to start searching for a class. Once you find the class you want, proceed to register online.

Can I transfer Funds to an alternative course instead of being Refunded?

Yes, please call us at 813.259.6010, our Operations Team will assist you.

What if I choose to pay by check or money order?

You may pay by bank check, money order or personal check. Check must be made out to Hillsborough Community College or HCC. If paying by personal check, your name and address must be imprinted on the face of the check. On the memo line of your check or money order, note the class you are paying for and/or send it with a copy of your printed invoice to: Institute for Corporate & Continuing Education, 39 Columbia Dr., Tampa, FL 33606

What are your office hours?

We are open for business Monday through Friday from 8:00am – 4:30pm except for federally recognized holidays, winter break and spring break.

What is your refund policy?

You may transfer your funds and register for another course. If you find it necessary to cancel your registration, call the Institute for Corporate and Continuing Education (ICCE) office immediately at (813) 259-6010. Notify us first by phone and then follow-up your cancellation by written notification using U.S. Mail, fax, email, or hand delivery. Written notice must be received 2 days prior to the program date to be eligible for a refund. Participants may substitute another individual at any time. However, CEU credit will not be awarded for substitutions after any program has begun. 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.

FREQUENTLY ASKED QUESTIONS

How do we contact a consultant?

Call 813.259.6010 to be connected to one of our business consultants.



TRADES Find fast-track training that can lead to employment.

FNGLA Certified Horticulture Professional (FCHP)

The FNGLA Certified Horticulture Professional (FCHP) program is the industry's only standard for measuring horticulture knowledge on everything from plant and pest identification to landscape management. FCHP promotes professionalism among horticulture professionals, including nursery, greenhouse, landscape and retail garden center employees.

Geometric Dimensioning and Tolerancing (GD&T)

NEW
COURSE!

Geometric Dimensioning and Tolerancing provides thorough coverage of GD&T practices, as established by the American Society of Mechanical Engineers (ASME) standard. From understanding symbols on existing drawings to calculating the tolerances for proper size and location of features, topics are introduced in a methodical manner to establish an understanding of basic concepts before building to more advanced applications.

Programmable Logic Controllers (PLC)

Programmable Logic Controllers (PLC) starts with basic concepts and progresses to system level applications. The hardware and architecture of PLCs, I/O devices, and motor controls are covered as well as commonly used number systems, such as binary and Binary-Coded Decimal (BCD). Programming is introduced with relay ladder diagrams. The PLC's practical use in industry is emphasized, and a section on PLC networks in manufacturing is included.

"If you are not willing to learn, no one can help you. If you are determined to learn, no one can stop you."—Unknown

Introduction to Process Technology

This course covers an introduction to chemical plant operations. Topics include process technician duties, responsibilities and expectations, plant organizations, plant process and utility systems, and the physical and mental requirements of the process technician.

Introduction to Quality

A survey style course addressing quality management, quality systems, quality assurance, quality control, and total quality management topics. The student will become familiar with ISO 9000, Pareto charts, and other quality techniques and tools.



TRADES — CALENDAR OF EVENTS

MARCH – National Horticulture Therapy week (third week in March)
 APRIL 22ND – Earth Day
 APRIL – Arbor Day (last Friday in April)
 MAY – World Trade Month
 SEPTEMBER – Labor Day (first Monday in September)
 OCTOBER – Manufacturing Month



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Waste Water Operator C License

This course will prepare students for employment as a waste water treatment plant operator, or provide supplemental training for persons currently employed in this field. It will also prepare students for the state "C" License exam offered through the Florida Department of Environmental Protection. This course includes lecture, group discussions, wastewater treatment plant visits, lab work, problem solving, and demonstrations.

Water Operator C License

This course is the first step to starting a career in water treatment, and fulfills the Florida DEP classroom hours requirement for licensing.



Instructor Bio: Dr. Alex Anzalone

Dr. Anzalone has been at Brandon Campus since 2009 as the Program Manager and Instructor of Engineering. He has over 22 years of experience in teaching and administration in higher education at four different institutions. He has been Chair of Chemical Engineering, Founding Director of a Sponsored Research Office and Program Manager for Engineering Technology. He has also been President of the International Society for Pharmaceutical Engineering (ISPE) Puerto Rico Chapter and standing Co-Chair of the Engineering Technology Forum. He has taught over 36 different courses at the Associate, Bachelor and Master level, and has participated in curriculum reform in several institutions.



PERSONAL INTEREST

Learn something new or pursue your passion.

Zentangle

The Zentangle Method is an easy-to-learn, relaxing and fun way to create beautiful images by drawing structured patterns. It increases focus and creativity and provides artistic satisfaction along with an increased sense of personal well-being.



YOU CAN COUPON Workshop

NEW COURSE!

Learn which social media networking and online couponing sites to use. Get the latest scoop on specific systems, methods and rules to follow that will make your life easier!

Retirement Planning

Build and preserve your wealth to secure your financial future.

Conversational Spanish 1

Students with little to no prior Spanish understanding will gain basic vocabulary and grammar knowledge. From the very first class students will learn the correct way the correct way to pronounce words, understand tenses, and learn more about commonly used Spanish verbs. During the conversational part of the class, students will have the opportunity to apply what they have learned.

Conversational Spanish 2 (Intermediate)

Speak confidently in Spanish by continuing the development of the basic conversational skills associated with this language. In this class, students continue to learn more basic grammar concepts and apply them during the conversational part of the class.



Conversational Spanish 3 (Advanced)

Learn additional grammar concepts, imperative mood, prepositions and the first compound tense.

This class reinforces basic concepts in a practical conversational setting. It may also serve as a refresher class for students wanting to re-enter Spanish classes.

English as a Second Language

This course is designed for students who do not speak English as their first language. Students will learn basic English knowledge, how to speak English, understand English and write in English.



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Belly Dancing

NEW COURSE!

The term, "belly dance" is a misnomer, as all parts of the body are involved in the dance. This dance, will work your whole body in a rhythmic and soulful way. Most of the movements in belly dancing involve isolating different parts of the body (hips, shoulders, chest, stomach, etc.). Relax as you isolate and work specific parts of the body to shape and tone. Always check with your doctor before starting any exercise program.



Painting With Acrylics & Oils

Calling all would-be Rembrandts! Expand your artistic horizons by learning to sketch and paint with acrylics. No experience is necessary, as individualized instruction is provided.

Herbology: East and West

Learn the basics of using specific herbs, energetic values, applications for holistic health and historical perspectives.

Vegetarianism - Healthy Lifestyle & Cooking Demo

This class challenges students to use critical thinking when perceiving food. Discuss the ethics of food production and explore the impact and consequences our food choices have on our bodies and environment.



Fun With Watercolors

This course is designed for students interested in learning how to paint with watercolor, as well as those seeking to develop and improve their existing skill set. Students learn basic watercolor application techniques under experienced guidance.



Fitness and Conditioning

This course provides opportunities to learn and participate in various forms of physical activities. Health status will be determined through body composition and personal fitness assessments during the course.

Divorce Parents for Life (English and Spanish classes offered)

This court-approved, four-hour class lets you feel good about putting your children first. You'll see how to keep the pain of divorce from affecting them by using these proven strategies taught in this class. Topics include effective shared-parenting, shielding children from abusive arguments, child neglect and spouse abuse.

Drones/Unmanned Aircraft Systems Course **NEW COURSE!**

Topics in this introductory course include appropriate use, FAA airspace, weather, resources for drone operators, and the process to petition the FAA for a "Certificate of Authorization" (COA) for commercial drone operators in low-risk, controlled environments.



Private Pilot Ground Course

This course is designed for students who want to learn about aviation, who may be interested in obtaining a private pilot certificate, or are considering a career in aviation. This course covers sections of the Federal Aviation Regulations that are required in order to obtain a private pilot license.



PERSONAL INTEREST — CALENDAR OF EVENTS

JANUARY 2 – National Personal Trainer Awareness Day
 JANUARY 4 – National Trivia Day
 JANUARY 26 – National Spouses Day
 FEBRUARY – Black History Month
 MARCH 4 – National Grammar Day
 APRIL – Childhelp Day of Hope (first Wednesday in April)
 MAY – Asian Heritage Month
 AUGUST – National Golf Month
 SEPTEMBER 15 – OCTOBER 15 – National Hispanic Month
 OCTOBER – National Arts and Humanities Month
 NOVEMBER – Aviation History Month

Kayak Getaway

Take a break from the hustle to join us for a beautiful morning adventure on the water once a month as we explore a different Tampa Bay area waterway in our tandem kayaks. Led by a professional naturalist and experienced kayak guide, you will explore the local wildlife and the beauty of the real Florida. Depending on the destination, we will encounter turtles, birds, fish, alligators and even the occasional dolphin or manatee. These trips are selected for paddlers of all levels and are great for families and all nature lovers!

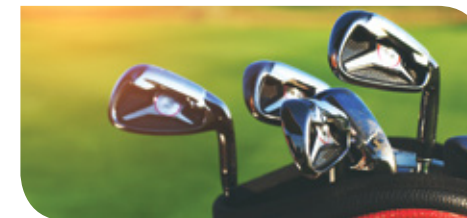


Guided Excursions

Join us at one of HCC's Environmental Studies Centers for a hands-on field program focused on topics such as ecosystem studies, birding, photography, astronomy, guest speakers and more. Check our online catalog for upcoming events.

Private/Group Kayak Excursions

We will work with you to schedule an exclusive kayak trip along any of our regular paddle destinations for your group from 2 to 12 participants. This is ideal for a meet-up groups, family reunions, business teambuilding outings, or other groups looking for a unique challenge.



Beginner Golf Clinic

ICCE provides beginner golf programs that integrate the use of outdoor golf course activities and indoor, state-of-the-art golf simulation technology to teach students the fundamentals of golf.

Meet our Instructor: Clemmie Perry

Clemmie Perry has worked for two Fortune 500 organizations, where she served as the E-Learning Training Manager for over 130,000 employees to design online content for highly complex and technical projects Leaving Corporate America in 2014, Clemmie Perry, founded Women of Color Golf (WOCG) and Girls On the Green Tee (GOTG-T), programs designed to increase minority women and girls participation in the sport of golf. Clemmie has always had a love for sports and is a former National Football League (NFL) Professional Cheerleader for two NFL teams: The Miami Dolphins Cheerleaders (6 years) and The Tampa Bay Buccaneers Cheerleaders (1 year).



American Payroll Association (APA): Pay Train Mastery

PayTrain Mastery is a comprehensive, 36-hour course providing students with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors. This course is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP certification preparation. Some of the topics covered by this course include Payroll Fundamentals, Paycheck Calculations, Benefits, Employment Taxes and Reporting, Payroll Practices, Payroll Accounting, Management and Administration.

SHRM CP/SCP - SHRM Certified Professional and SHRM Senior Certified Professional

Earn the new standard in HR certification. This is an exciting and pivotal time in the HR profession. Now, more than ever, HR teams are required to assume a greater leadership role, contributing to the strategic direction of their organization. The HR profession is no longer just about what you know but how you do your job.

Society for Human Resource Management (SHRM)

Did you know? 44% of employees say that having benefits customized to meet their needs would increase their loyalty (MetLife)

Women, Money and Power **NEW COURSE!**

Women have more money and more power than ever before; yet too many women are falling into poverty even after working for 30 years. This presentation examines the findings and empower women with strategies they can use to avoid becoming a victim of poverty when they retire or lose loved ones, spouses or partners.



Meet our Instructor: Mark Aruda

Visionary Leader, Consensus Builder, and Educator with over 30 years experience developing and delivering educational solutions. Experienced at securing resources and strategic collaborations to implement effective instructor led, eLearning, and hybrid programs. Certified in delivering both soft skills and IT programs.



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PROFESSIONAL DEVELOPMENT

Sharpen your skills or build your team.

SHRM Essentials of Human Resources Certificate Program

Gain the critical knowledge necessary to help reduce costs, avoid potential lawsuits, and improve your ability to handle challenging HR issues. This program is ideal if you are just starting out in the HR profession, perform HR duties as a part of a non-HR job, or are looking for an effective way to boost your employee management skills.

Grammar Essentials

Learn to write effective sentences that are easy to understand. Identify and use basic sentence components, such as nouns, verbs, adverbs, adjectives, objects and subjects.

The Winning Resumé: Writing and Critique **NEW COURSE!**

The resumé is a tool with one specific purpose: to win an interview. A great resumé doesn't just tell them what you have done, but makes the same assertion that all good ads do: If you buy this product, you will get these specific, direct benefits.

Email Management and Effective Business Writing

Do you have a suspicion that a small improvement in your writing skills might also improve your career prospects? Don't let small gaps in your business writing skills prevent you from reaching your full potential! It doesn't matter whether you're a clerical worker, an engineer, or an executive.

Did you know? Employees who get the opportunity to continually develop are twice as likely to say they will spend their career with their company (Gallup)



Customer Service Small Business

Discover key steps to building relationships with new clients, retaining current clients/revenue and balancing the challenges of running your small business with limited manpower. This course will help you manage the demands of being a small business owner as well as getting the maximum output from your current resources.



PROFESSIONAL DEVELOPMENT — CALENDAR OF EVENTS

JANUARY – National Mentor Day
 JANUARY 28 – National Have Fun at Work Day
 MARCH – Employee Appreciation Day (first Friday in March)
 APRIL 18 – National Tax Day
 APRIL 27 – Administrative Professionals Day
 MAY – National Small Business Month
 AUGUST 26 – Women's Equality Day
 SEPTEMBER – National Learning and Development Month
 NOVEMBER 1–7 – Corporate Compliance and Ethics Week
 NOVEMBER – National Career Development Month



ADMINISTRATIVE PROFESSIONALS EVENT

Join Us!

To celebrate the vital roles of administrative professionalism in the business world, ICCE is hosting a special event featuring inspiring speakers, insightful topics, exciting learning sessions and a networking luncheon.

Attendees will acquire valuable tips, techniques and tools that will be effective immediately. This event will offer guidance on boosting assertiveness for a more confident and powerful image, focusing on minimizing interruptions to maximize productivity, how to manage difficult personalities with greater ease, and more!

Call 813.259.6010 for event information.

Winning, Leadership, and a Brick Wall: How to Create, Build, and Nourish a Thriving Real Estate Business

This course is designed for new and beginning licensed real estate professionals looking to improve their business and professional development skills in order to obtain more clients, close more transactions, and make more income.

Interview Techniques

This course will offer foundational methods for securing a successful interview. We will also cover the current trends/skills proven to earn a memorable spot with potential employers as they consider the long list of candidates and job seekers.

Cultural Competency

Develop processes that allow you to manage and maintain diverse teams and navigate business in the current evolving cultural communities.

Managing Multi-Cultural Teams

As our world continues to change and people of diverse backgrounds work together, it's important to build a culture of inclusion in the workplace. This course offers helpful strategies for managers to bring out the best in a team with varying cultural experiences.

Did you know? Top reasons why Millennials consider leaving their jobs: to make more money, to move forward in their careers, to pursue work that is more aligned with their passions, and to have more flexibility/better work-life balance (Boston College).

Emotional Intelligence

Gain a better understanding of how to successfully cope with environmental demands. People who are emotionally smart waste less time on personality conflicts, stay in control under stress and achieve greater satisfaction at work.

KIDS' COLLEGE @ HCC

EMPOWERING TODAY'S YOUTH FOR TOMORROW'S SUCCESS

Kids' College offers a wide variety of youth enrichment and development courses for grades 1 through 12. Classes run on weekends and after school and whenever public school are not in session. Our goal is to expand student's interest, stimulate creativity and provide life skills for success. Examples include:

- S.T.E.M.
- Art & Design
- Career and Hobby Skills Development
- IT Classes
- Babysitter Certification
- Environmental
- Team Building & Empowerment

Youth Group Programs

Is your child part of a youth group or club? We offer a variety of private classes for groups of all types or you can receive a group discount for an open registration class. Call for information or to schedule.

- Scout Badge Workshops
- Homeschool Co-ops
- Group Kayaking
- Teambuilding Workshops
- Environmental Field Trips

Kids' College Summer Camp!

Youth and Teen Camp programs are offered during the summer (June–August) for kids ages 6–16. These camps are offered at seven HCC locations and include a wide variety of programs to choose from.

- Healthcare
- Broadcasting
- Computer Design & Programming
- Travel Camp
- Sports Boot Camp
- Police & Fire
- Veterinary Science
- Performing Arts
- Fashion
- Chess
- And more...

FOR MORE INFORMATION ABOUT KID'S COLLEGE CONTACT:
Youth Programs Coordinator
icce@hccfl.edu
(813)259-6541 or (813)259-6010

SCAN FOR COURSE DATES, TIMES, AND REGISTRATION AT TAMPATRaining.com



DO YOU OR YOUR EMPLOYER NEED SPACE FOR YOUR NEXT EVENT?

We have a facility that is just right for your needs!

If you are looking for a convenient, flexible, and economical place to hold your next team meeting, conference, or training session, then check out the facilities available through the HCC's Institute for Corporate and Continuing Education (ICCE).

We have three convenient meeting space locations to choose from: beautiful Davis Islands, historic Ybor City, and serene Brandon. Whether your team needs a computer lab for training on the latest roll-out, an executive boardroom for a strategic planning session, or theatre-style auditorium for a company presentation, you'll find it at one of our facilities. We offer an array of flexible services to make the most of your event, from catering to enlightening workshops to video production.

OUR TAMPA MEETING SERVICES INCLUDE:

- Video Production Services
- Conference and Seminar Planning and Support
- Boardroom and Leadership Retreats
- Customized Catering and Menu Creations
- A Full Range of Audiovisual Equipment and Support
- Self Contained Computer Labs for Technical Training
- Enlightening Workshops
- Flexible Room Layouts

Contact our meeting services representative at 813.259.6010.



THE CORPORATE TRAINING CENTER

Davis Islands
39 Columbia Drive, Tampa, FL 33606



ROOM 122
IT and Soft-Skills Training Room
Capacity: 16
Daily Rate: \$800
Hourly Rate*: \$150



ROOM 125
Training Room
Capacity: 30
Daily Rate: \$500
Hourly Rate*: \$75



ROOM 124
Auditorium
Capacity: 103
Daily Rate: \$800
Hourly Rate*: \$150



ROOM 127A
Computer Lab
Capacity: 14
Daily Rate: \$800
Hourly Rate*: \$150



ROOM 127B
Training Room
Capacity: 20
Daily Rate: \$400
Hourly Rate*: \$65



HCC COLLABORATION STUDIO

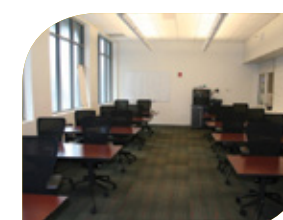
Ybor City
1602 N. 15th Street, Tampa, FL 33605



ROOM 115
Small Conference Room
Capacity: 10
Daily Rate: \$300
Hourly Rate*: \$50



ROOM 117
Executive Conference Room
Capacity: 24
Daily Rate: \$700
Hourly Rate*: \$125



ROOM 131
Training Room
Capacity: 22
Daily Rate: \$500
Hourly Rate*: \$75



ROOM 132
IT and Soft-Skills Training Room
Capacity: 16
Daily Rate: \$800
Hourly Rate*: \$150



HCC AT THE REGENT

Brandon
6437 Watson Road, Riverview, FL 33578



ROOM 108
Computer Lab
Capacity: 28
Daily Rate: \$600
Hourly Rate*: \$100



ROOM 106
Training Room
Capacity: 30
Daily Rate: \$300
Hourly Rate*: \$50

CALL US TODAY FOR A QUOTE!

813.259.6010

Our professional staff will ensure that your specific event needs are met and that your function is truly a success!

*Minimum 4-hour rental at all locations

NEED TO TRAIN YOUR EMPLOYEES?

FACT: 52% of millennials say opportunities for career progression is the most desirable quality in a workplace, competitive wages and financial incentives (44%), good training and development programs (35%)

HCC's ICCE group training options include:

- Healthcare Management
- Certificate Training
- Financial Management
- Leadership
- Microsoft
- Project Management
- Global Languages



**For details, call 813.259.7411.
Ask about our special corporate group rates!**

Go to TampaTraining.com for more training options.

Did you know? Employee engagement programs can increase profits by \$2400 per employee per year



Corporate Training Solutions

- Industry Recognized Training
- Quality Facilitators
- Employee Development

Customized to YOUR business needs!

CONTACT US TODAY!

Call 813.259.6010 or email ICCE@hccfl.edu.



Did you know? Companies that increase their number of talented managers and double the rate of engaged employees achieve, on average, 147% higher earnings per share than their competition (Gallup)

HCC'S ICCE OFFERS:

- Custom Training & Business Consulting
- Training Delivery at Your Location or HCC Campus
- Instructor-Led Training
- On-Line Training
- Blended Learning Solutions

HCC'S ICCE CAN SUPPORT:

- Improving the Hiring Process
- Building Leadership or Workforce Skills
- Providing Extraordinary Customer Service
- Improving the Management of People's Day-to-Day Performance

AND MORE!

- Leadership Development
- Generation Mix in the Workplace
- Professional Business Writing
- Customer Service
- Industry Specific Conversational Spanish
- MicroSoft

By creating a training program in just one of our offered areas can have dramatic impact on your company. Training programs can result in higher energy levels among employees, improved communication and problem solving skills as well as decrease time spent on resolving issues.

It has been found that an organization with a solid training program saw an average increase of 16.3% in cash flow, valued at 8,673 per employee.



FINANCIAL ASSISTANCE—GRANTS

STRETCHING
YOUR CORPORATE
TRAINING BUDGET

There are a number of programs designed to help companies improve the skills of their employees by reimbursing the cost of training. Typically presented as a “grant”, the programs are fairly straightforward, fill-in-the-blank style applications which typically reimburse up to 50% of the direct training costs. Below are the basics of each of the common training grant programs:

Employed Worker Training (EWT) through CareerSource Tampa Bay*

Call 813.259.6010 for more information.

This program is fast and easy. Any Hillsborough County employer with at least one full time employee that has been in business for one year, and is current on any tax obligations is eligible.

- Available to for-profit, nonprofit, or public sector employers.
- A minimum 50 percent employer match is required.
- Training must be completed within the current state fiscal year.

Florida Flex (Formerly known as Quick Response Training through CareerSource Florida)*

This program is designed for the creation of net new full-time jobs in for-profit businesses. If your company is hiring this grant can be used to train either new or existing employees. The grant requires a state fiscal agent (HCC for example) but the program is very flexible and will reimburse internal or vendor provided training.

*All funding is subject to availability and is at the discretion of the provider and not Hillsborough Community College.

Incumbent Worker Training (IWT) through CareerSource Tampa Bay*

This program is managed by the state, and the application process is handled online. It is open to for-profit businesses that have been in operation for at least one year and are current on state tax obligations. It will train state-wide any full-time employees who are Florida residents. This grant excludes retail, not-for-profit, volunteer organizations, and governmental agencies.

- The grant will reimburse up to \$30,000 for skills-based training.
- The grant will pay for up to 50% of the tuition for training. Up to 75 percent reimbursement is available for companies with 50 or fewer employees, or those located in a rural area of critical concern (RACEC), rural county, distressed area, Enterprise zone, Brownfield or HUB zone.
- Employees must be full-time, but there are no wage restrictions.
- Training must be completed within one year of the grant award.

Career Source of Tampa Bay

Career Source helps unemployed or underemployed qualifying individuals with workforce training. Most of our IT and healthcare certification programs meet the criteria for training vouchers to cover registration cost.

FINANCIAL
ASSISTANCE

For information on ANY of these programs please contact us at 813.259.6010.

Post 9/11 GI Bill

This program offers higher education and training benefits to veterans, service members and their families who served after Sept 10, 2001. Most of our certification programs in IT and Healthcare are approved for the Post 9/11 GI Bill.

MyCAA Scholarships

My Career Advancement Account (MyCAA) Scholarships are available for military spouses of service members in pay grades E-1 to E-5, W-1 to W-2, and O-1 to O-2. A maximum tuition of \$4000 for certificates, licenses, and associate degrees in high demand.

**Company Education Assistant Programs**

We accept educational vouchers or tuition assistance from most employers. If your company offers tuition assistance for training programs or certification programs contact us for information on how to process registration.

Vocational Rehabilitation

ICCE accepts vouchers Vocational Rehabilitation from the State of Florida for our certification and training programs.

Nonprofit Organization Vouchers

We accept training vouchers from nonprofit organizations.

ONLINE

- Use the Search for Courses button on our homepage at www.TampaTraining.com.
- Once you find a class you want to take you can proceed to register online.

MAIL

- Mail completed registration form* and check or money order to:
Institute for Corporate and Continuing Education
Hillsborough Community College
39 Columbia Drive
Tampa, FL 33606

FAX

- Fax a completed registration form to 813-253-7156.

IN PERSON

- Bring a completed registration form to ICCE Administration Office at 39 Columbia Drive, Tampa, FL 33606.
- Office hours are Monday-Friday, 8:00am to 4:30pm, excluding recognized holidays, spring break and winter break.
- Early registration is encouraged as classes fill up quickly!

EMAIL

- Email your completed registration form to ICCE@hccfl.edu.

REGISTER YOUR WAY

**REGISTER NOW!
VIEW COURSES ONLINE
AT TAMPATRaining.COM
813.259.6010**

Take courses at these convenient locations:

The Corporate Training Center (TCTC)
Administration Location
39 Columbia Drive, Tampa, FL 33606
Office Hours: 8:00am to 4:30pm

Collaboration Studio (HCS)
1602 N. 15th Street, Tampa, FL 33605

HCC at The Regent (REG)
6437 Watson Road, Riverview, FL 33578

Brandon Campus (BR)
10414 E. Columbus Dr., Tampa, FL 33619

Dale Mabry Campus (DM)
4001 W. Tampa Bay Blvd., Tampa, FL 33614

Plant City Campus (PC)
1206 North Park Road, Plant City, FL 33563

SouthShore Campus (SS)
551 24th Street North East, Ruskin, FL 33570

Ybor City Campus (YC)
2112 N. 15th Street, Tampa, FL 33605

Ybor City Campus Training Center (YCCT)
5610 E. Columbus Drive, Tampa, FL 33619

Golfers Grail (GG)
10019 N. Dale Mabry Hwy. #100, Tampa, FL 33618

Location - Off-Site (OFF)

WHAT'S YOUR NEXT MOVE?

Earn a certification in a GROWING INDUSTRY
at Hillsborough Community College

RESERVE YOUR SEAT TODAY!

Register online at TampaTraining.com
and view a complete course listing.

REGISTRATION FORM

STEP 1: FILL OUT YOUR IDENTIFICATION DATA

Name: _____ Date of Birth: ____/____/____ Gender: _____

Signature: _____ Date: _____

Home Street Address, City, State, Zip: _____

Phone: _____ Email: _____

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

For assistance please call us at 813.259.6010

Course #	Location	Program Title	Date(s)	Time(s)	Fees

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 laws 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 foregoing is true and accurate.

STEP 3: MAIL REGISTRATION FORM AND CHECK/MONEY ORDER TO: ICCE @ HCC P.O.Box 31127, Tampa, FL 33631-3127

In Person: HCC, 39 Columbia Drive, Tampa, FL 33606 or at the HCC Collaboration Studio, 1602 N. 15th Street, Tampa, FL 33605.

☐  If you require special assistance, check the box and an associate will contact you.

Other questions? Call 813.259.6010 or email ICCE@hccfl.edu

Class Cancellations: ICCE HCC reserves the right to cancel a course or program due to low enrollment. Refunds will be processed immediately.



HCC | ICCE
TampaTraining.com

*Registration forms can be downloaded at TampaTraining.com or obtained at the administration office at 39 Columbia Drive, Tampa, FL 33606. A copy of the registration form is included on the last page of this Catalog.

Keep up to date on special events, classes, and discounts when you follow ICCE on FB, Twitter, and LinkedIn.





INSTITUTE FOR CORPORATE & CONTINUING EDUCATION

YOUR LEADER FOR CUSTOMIZED WORKFORCE SOLUTIONS

Hillsborough Community College
Dr. Gwendolyn W. Stephenson District Administration Center
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Tampa, FL 33631-3127

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ORGANIZATION
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TAMPA, FLORIDA
PERMIT NO. 773



JOIN OUR TEAM!

*Do you have a passion for education?
Do you believe in helping others achieve their full potential?
Do you have a special talent or interest?*

ICCE wants YOU...

We are looking for passionate instructors to join our team. You don't have to be a college professor. Passion combined with knowledge of a subject or skill in a special interest will be enough to get you started.

Our community needs you!

**Call us at 813.259.6010
for more information or visit
www.jobs.hccfl.edu**

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MAILING LIST



TAMPA
TRAINING
HOMEPAGE