

# COURSE SCHEDULE

Valencia offers a variety of continuing education courses and programs to suit your training needs. Visit the continuing education section at [valenciacollege.edu/continuinged](http://valenciacollege.edu/continuinged) for a complete course listing.

## Workshop Schedule for January to April 2012

January 2012

Workshop Title	Description	Dates, Times, and Fees
English as a Second Language	For a complete listing of courses please go to <a href="http://valenciacollege.edu/continuinged">valenciacollege.edu/continuinged</a> Or call 407-582-6688 – <b>Register by Jan. 14<sup>th</sup> and save!</b>	Classes start the week of Jan. 23 Evenings 6:30 pm – 8:30 pm Saturdays 8:30 am – 12:30 pm \$235
Conversational Spanish and Portuguese	For a complete listing of courses please go to <a href="http://valenciacollege.edu/continuinged">valenciacollege.edu/continuinged</a> Or call 407-582-6688 – <b>Register by Jan. 14<sup>th</sup> and save!</b>	Classes start the week of Jan. 23 Evenings 6:30 pm – 8:00 pm From \$130 - \$175
English Pronunciation	The English Pronunciation program consists of a series of four 16-hour courses for intermediate and advanced English speakers who want to improve their overall pronunciation to be better understood by native speakers. – <b>Register by Jan. 14<sup>th</sup> and save!</b>	Classes start the week of Jan. 23 Evenings 6:30 pm – 8:00 pm Saturdays 9:00 am – 11:00 am From \$130
Animal Control Officer Certification	This 40-hour certification course is designed to provide basic instruction in areas of concern to personnel whose duties include capture, control, keeping, and disposing of domestic and wild animals.	1/23/12 – 1/27/12 8:00 am to 5:30 pm \$349
Certified Public Manager Program Level 2	Level 2: Management of Group Performance This level expands the scope to groups and teams, with an emphasis on developing productive work groups and teams. <i>Held at our Criminal Justice Institute – 8600 Valencia College Ln</i>	1/24/12 – 1/27/12 8:30 am to 4:30 pm \$495
Access 2007 Intermediate	This course is designed for individuals who wish to learn to use Microsoft Access 2007. Participants will learn how to normalize data, work with Lookup fields and sub datasheets, and create join queries, add objects to forms, print reports and labels, and create charts as well as use PivotTables and Pivot Charts.	1/24/12 8:30 am to 4:30 pm \$159
Time Management Mastery	Our program on Time Management is packed with practical information, tips, and techniques for participants to discover their present strengths in managing time, setting priorities, delegation, and improving opportunities for increased productivity. It includes a versatile web based tool, the Time Mastery Profile.	1/24/12 8:30 am to 4:30 pm \$295
Excel 2010 Basic	This workshop will help users get started with Excel. Some of the topics included are: entering and editing data, modifying a worksheet, using functions, formatting worksheets, printing, creating charts and much more.	1/31/12 8:30 am to 4:30 pm \$159

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February 2012

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Workshop Title	Description	Dates, Times, and Fees
Stepping Up: A Roadmap for New Supervisor	This workshop arms new leaders with the knowledge and skills they need to confront the challenges associated with getting their footing—and getting results more quickly—in their new leadership role. They learn how to focus their time and efforts on tasks that are most important to the organization's success.	2/1/12  8:30 am to 4:30 pm  \$189
Society of Human Resources Management (SHRM) – Preparation for PHR and SPHR	Our Human Resource certification preparation course is designed primarily for individuals seeking a Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) certification This intensive program combines expert instruction with the SHRM Learning System®, so you will learn faster, retain more knowledge and stay on track as you prepare for the exam. The 2012 SHRM Learning System is filled with new features, including innovative SmartStudy™ tools that help streamline your study time and build confidence for passing the certification exam.	Mondays 2/6/12 to 4/30/12 4:00 pm to 7:00 pm  Every Other Saturday 2/18, 3/3, 3/17, 3/31, 4/14, 4/28 9:00 am to 4:00 pm  Online 2/22/12 to 5/2/12 \$1,045 early bird/ \$1,145 regular
Office 2010 New Features	Increase efficiency in the workplace when adopting the new Microsoft Office suite. This program covers all the from the older MS Office program.	2/9/12  8:30 am to 4:30 pm  \$159
Finance for Entrepreneurs	This workshop is designed for entrepreneurs who would like to understand how a working knowledge of financial information can increase their profitability and cash-flow. Using easily understandable terms, you will learn how to read the three major financial statements (i.e. income, balance sheet, and cash flow) and be able to interpret what they contain. . Cash Management techniques will be discussed to help navigate your business through these challenging economic times.	2/15/12  8:30 am to 4:30 pm  \$189
Ways to Streamline Your Life with Microsoft Outlook	You will learn strategies and tips to work with your volume of email much more effectively. You will head back to the office armed with shortcuts, time savers, and new ways to stay on top of all you juggle every day using Inbox, Calendar, Contacts and Tasks.	2/16/12  8:30 am to 4:30 pm  \$189

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Word 2010 Basic	This course is designed for individuals who wish to learn to use Microsoft Word 2010. It covers the basic functions and features of Word 2010. After an introduction to Word's window components, students will learn how to use the Help system and navigate documents.	2/22/12 8:30 am to 4:30 pm \$159
Excel 2010 Intermediate	This course is designed for individuals who wish to learn to use Microsoft Excel 2010. It builds on the skills and concepts taught in Excel 2010 Basic. Students will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including styles, themes and backgrounds.	2/28/12 8:30 am to 4:30 pm \$159
Top Ten Things that Will Get you Sued Fast: Human Resources Review	Most organizations today understand that there is an increase in the number of employment-based complaints, charges and lawsuits filed by current or former employees. Understanding basic employment law will help to avoid expensive and time-consuming employee lawsuits.	2/29/12 8:30 am to 10:30 am \$69

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## March 2012

Everything DISC Workplace Profile	Whether you have used a previous version of the DISC profile or have never experienced the DISC profiles, this workshop is for you. The new Everything DISC Workplace is the next generation tool that allows participants to discover their DISC styles and learn how they affect their workplace priorities and relationships. Everything DISC Workplace can be used with everyone in the organization, regardless of their title or role, to improve the quality of the organization.	3/1/12 8:30 am to 10:30 pm \$89
Coaching: Bringing Out the Best in Others	This course aims to maximize the performance of everyone associated with an organization – employees, managers, customers, and suppliers. By applying coaching skills in the workplace, employees can motivate, guide, and support one another in working toward – and achieving – top performance.	3/7/12 1:00 pm to 5:00 pm \$139
Essentials of Human Resources	The SHRM Essentials of Human Resource Management Certificate Program provides an overview of the human resource function and covers real-life HR issues and today's most vital and timely topics, including employment law, recruiting and selecting qualified employees, basic compensation, orientation and training, and the employee performance process.	3/15/12 & 3/22/12 (back to back Thursdays) 8:30 am- 4:30 pm \$459
Certified Public Manager Level 3	The level focuses on improving productivity and quality through measurement, analysis, the Sterling process, communication, information technology and project management. Topics: Productivity and Quality in Public Management, Analysis for Productivity and Quality, Organizational Communication, Emotional Intelligence, Information Technology, the Sterling Challenge, and Project Management. <i>Held at our Criminal Justice Institute – 8600 Valencia College Ln</i>	3/20/12 – 3/23/12 8:30 am to 4:30 pm \$495
Access 2010 Basic	This course is designed for individuals who wish to learn to use Microsoft Access 2010. It covers the basic functions and features of Access 2010. After an introduction to database concepts and the Access environment and Help systems, students will learn how to design and create databases	3/27/12 8:30 am to 4:30 pm \$159

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## April 2012

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English as a Second Language	For a complete listing of courses please go to <a href="http://valenciacollege.edu/continuinged">valenciacollege.edu/continuinged</a> Or call 407-582-6688	Classes start the week of Apr. 2 Evenings 6:30 pm – 8:30 pm Saturdays 8:30 am – 12:30 pm \$235
Conversational Spanish and Portuguese	For a complete listing of courses please go to <a href="http://valenciacollege.edu/continuinged">valenciacollege.edu/continuinged</a> Or call 407-582-6688	Classes start the week of Apr. 2 Evenings 6:30 pm – 8:00 pm From \$130 - \$175
English Pronunciation	The English Pronunciation program consists of a series of four 16-hour courses for intermediate and advanced English speakers who want to improve their overall pronunciation to be better understood by native speakers.	Classes start the week of Apr. 2 Evenings 6:30 pm – 8:00 pm Saturdays 9:00 am – 11:00 am From \$130
Excel 2010 Formulas and Functions	This course is designed for individuals who wish to learn to use Microsoft Excel 2010. Formulas made simple! Yes, they can be! Excel is a very powerful program and has many formulas and functions that can simplify and speed up your work process. Find out how much they can do for you.	4/5/12  8:30 am to 4:30 pm  \$159
Finance and Accounting for Non-Financial Managers	The ability of an organization to utilize their financial resources to support their objectives is a critical aspect of performance. Managers skilled in financial management and budgeting are essential to achieving financial health. This workshop provides participants with the skills to understand basic financial management and budgeting.	4/11/12  8:30 am to 4:30 pm  \$189
Get Promoted from Within: Resume and Interview skills for the Internal Applicant	In the first part of the workshop participants will learn how to write a powerful resume that helps internal candidates showcase their talents and get an interview. Internal candidates are competing with a very career savvy group of external candidates. Even though internal candidates can have the advantage it is important that internal candidates use all of the latest techniques. In the second half of this workshop our focus will be on critical interviewing skills. Once you get selected to interview you must be able to demonstrate past experience and show how you are a good fit for the position. Using the techniques learned in the workshop, you will be prepared to bring the best "You" to the interview.	4/17/12  1:00 pm to 5:00 pm  \$139
DISC Train the Trainer Certificate Program	DISC is a model of human behavior that helps people understand "why they do what they do." The dimensions of Dominance, Influencing, Steadiness, and Conscientiousness make up the model and interact with other factors to describe human behavior. DISC instruments have helped people gain the insight they need to be more successful, productive, and fulfilled at work.	4/26/12  8:30 am to 4:30 pm  \$395