

## Open Enrollment Course Schedule July—December, 2011

Valencia offers a variety of continuing education courses and programs to suit your learning and development needs. Visit [valenciacollege.edu/continuingeducation](http://valenciacollege.edu/continuingeducation) for additional course information.

### Locations

#### Sand Lake

Valencia College  
2411 Sand Lake Road  
Orlando, FL 32809  
Near the Florida Mall

#### CJI

Valencia Criminal Justice Institute  
8600 Valencia College Lane  
Orlando, FL 32825  
Near Valencia's East Campus

#### West

Valencia College  
1800 South Kirkman Rd  
Building 8, Special Events Center  
Orlando, FL 32811  
Near Metro West

### Certification Preparation Courses

Start	End	Time	Course Title	Fee	Location
Aug 22	Nov 28	4p-7p	<b>SHRM Society for Human Resources Management Certification Preparation for PHR or SPHR</b> <i>(\$945 early bird rate till Aug 1)</i>	\$1045	Sand Lake
Sep 6	Nov 15	6p-9p	<b>PayTrain Fundamentals Certification Preparation</b> <i>American Payroll Association preparation for Fundamental Payroll Certification (FPC) &amp; (CPP) certification exams</i> <i>(\$799 early bird rate good till Aug 16)</i>	\$899	Sand Lake
Sep 10	Nov 19	9a-4p	<b>SHRM Society for Human Resources Management Certification preparation for PHR or SPHR</b> <i>Meets on 9/10, 9/24, 10/8, 10/22, 11/12, 11/19</i> <i>(\$945 early bird rate good till Aug 19)</i>	\$1045	Sand Lake
Sep 21	Nov 30	Online	<b>SHRM Society for Human Resources Management Certification Preparation for PHR or SPHR</b> <i>(\$945 early bird rate till Sep 1)</i>	\$1045	Online
Sep 21	Nov 30	Online	<b>SHRM Society for Human Resources Management Certification Preparation for Global Professional in Human Resources (GPHR)</b> <i>(\$1045 early bird rate till Sep 1)</i>	\$1145	Online
Sep 28	Oct 5	8:30a-4:30p	<b>Essentials of Human Resources Management (SHRM)</b> <i>(Two consecutive Wednesdays)</i>	\$459	Sand Lake
Oct 18	Oct 18	8:30a-4:30p	<b>DISC Train the Trainer Certificate Program</b>	\$395	Sand Lake

**Computer Skills**

<b>Date</b>	<b>Time</b>	<b>Course Title</b>	<b>Fee</b>	<b>Location</b>
Jul 5	8:30a-4:30p	Word 2007 Basic	\$119	Sand Lake
Jul 12	8:30a-4:30p	Excel 2007 Basic	\$119	Sand Lake
Jul 19	8:30a-4:30p	Excel 2007 Pivot Tables and Charts	\$119	Sand Lake
Aug 2	8:30a-4:30p	Excel 2010 Basic	\$119	Sand Lake
Aug 4	8:30a-4:30p	Word 2010 Basic	\$119	Sand Lake
Aug 9	8:30a-4:30p	Excel 2007 Intermediate	\$119	Sand Lake
Aug 17	8:30a-4:30p	Word 2007 Intermediate	\$119	Sand Lake
Sep 1	8:30a-4:30p	Office 2010 New Features	\$119	Sand Lake
Sep 7	8:30a-4:30p	Word 2007 Basic	\$119	Sand Lake
Sep 20	8:30a-4:30p	Excel 2007 Basic	\$119	Sand Lake
Sep 28	8:30a-4:30p	PowerPoint 2007 Basic	\$119	Sand Lake
Oct 11	8:30a-4:30p	Excel 2007 Intermediate	\$119	Sand Lake
Oct 25	8:30a-4:30p	Excel 2007 Formulas and Functions	\$119	Sand Lake
Oct 26	8:30a-4:30p	Word 2010 Basic	\$119	Sand Lake
Nov 1	8:30a-4:30p	Word 2007 Basic	\$119	Sand Lake
Nov 2	8:30a-4:30p	Excel 2010 Basic	\$119	Sand Lake
Nov 9	8:30a-4:30p	PowerPoint 2007 Basic	\$119	Sand Lake
Nov 15	8:30a-4:30p	Access 2007 Basic	\$119	Sand Lake
Dec 6	8:30a-4:30p	Excel 2007 Intermediate	\$119	Sand Lake
Dec 8	8:30a-4:30p	Word 2007 Intermediate	\$119	Sand Lake
Dec 13	8:30a-4:30p	Outlook 2007 Basic	\$119	Sand Lake

## General Skills

Date	Time	Course Title	Fee	Location
Jul 14	8:30a-5p	Business Negotiation Skills	\$249	Sand Lake
Jul 22	8a-12p	High Impact Feedback and Listening	\$129	CJI
Aug 4	11:30a-1:30p	Lunch and Learn: Critical Thinking – The Essential Skill	\$39	Sand Lake
Aug 11	11:30a -1:30p	Lunch and Learn: Stop, Focus, & Pivot: Problem Solving instead of Reacting	\$39	Sand Lake
Aug 18	8:30a-12:30p	Defusing Emotionally Charged Situations	\$129	Sand Lake
Aug 26	8a-12p	Communicating with Impact	\$129	CJI
Sep 29	1p-5p	Dazzling Your Customers	\$129	Sand Lake
Oct 12	1p-5p	Healing Customer Relationships	\$129	Sand Lake
Oct 20	8:30a-12:30p	Business Grammar Update	\$129	Sand Lake
Oct 28	8a-12p	Presenting Your Thoughts and Ideas	\$129	CJI
Nov 10	8:30a-12:30p	Helping Your Team Work	\$129	Sand Lake
Nov 11	8a-12p	Managing Your Priorities	\$129	CJI
Nov 17	8:30a-4:30p	Time Management Mastery	\$249	Sand Lake
Dec 9	8a-12p	Influential Leadership	\$129	CJI
Dec 15	8:30a-12:30p	Moving from Conflict to Collaboration	\$129	Sand Lake

## Language Courses

Start	End	Time	Course Title	Fee	Location
Aug 8	Sep 26	6:30p-8p	Mid Beginner Spanish 1B	\$175	Sand Lake
Aug 8	Sep 26	6:30p-8p	High Beginner Spanish 2A	\$175	Sand Lake
Aug 8	Oct 3	6:30p-8:30p	Intermediate Spanish Conversation Club A	\$130	Sand Lake
Aug 8	Sep 26	6:30p-8p	Low Beginner Portuguese 1A	\$149	Sand Lake
Aug 8	Sep 26	6:30p-8p	High Beginner Portuguese 2A	\$149	Sand Lake

## Language Courses (continued)

Start	End	Time	Course Title	Fee	Location
Aug 9	Sep 22	6:30p-8p	Low Beginner Spanish 1A	\$175	Sand Lake
Aug 9	Sep 22	6:30p-8p	High Beginner Spanish 2B	\$175	Sand Lake
Aug 9	Sep 22	6:30p-8p	Mid Beginner Portuguese 1B	\$149	Sand Lake
Aug 10	Sep 28	6:30p-8:30p	Advanced Spanish Conversation Club A	\$130	Sand Lake
Oct 10	Nov 28	6:30p-8p	High Beginner Portuguese 2B	\$149	Sand Lake
Oct 10	Nov 28	6:30p-8p	High Beginner Spanish 2A	\$175	Sand Lake
Oct 10	Nov 28	6:30p-8:30p	Intermediate Spanish Conversation Club B	\$130	Sand Lake
Oct 10	Nov 28	6:30p-8p	Low Beginner Spanish 1A	\$175	Sand Lake
Oct 10	Nov 28	6:30p-8p	Mid Beginner Portuguese 1B	\$149	Sand Lake
Oct 11	Nov 29	6:30p-8p	High Beginner Portuguese 2A	\$149	Sand Lake
Oct 11	Nov 29	6:30p-8p	Low Beginner Portuguese 1A	\$149	Sand Lake
Oct 11	Nov 29	6:30p-8p	Mid Beginner Spanish 1B	\$175	Sand Lake
Oct 11	Dec 7	6:30p-8:30p	Advanced Spanish Conversation Club B	\$130	Sand Lake

## Leadership and Management Courses

Start	End	Time	Course Title	Fee	Location
Jul 15	Jul 29	8:30a-5p	Kepner-Tregoe Problem Solving and Decision Making <i>7/15,7/22,7/29 (Early bird rate of \$895 till June 24)</i>	\$995	Sand Lake
Jul 27	Jul 27	8:30a-12:30p	Managing Across Generations	\$129	Sand Lake
Aug 15	Aug 19	8:30a- 5p	Kepner-Tregoe Project Management Workshop <i>(Early bird rate of \$895 till July 25)</i>	\$995	Sand Lake
Aug 18	Aug 18	8:30a-5p	Vendor Management	\$249	Sand Lake
Aug 24	Aug 24	8:30a-4:30p	DiSC Management Program - Designed for Managers and Directors	\$299	Sand Lake
Aug 31	Aug 31	1p-5p	Achieving Your Leadership Potential	\$129	Sand Lake
Sep 8	Sep 8	1p-5p	Retaining Talent	\$129	Sand Lake

**Leadership and Management Courses (continued)**

<b>Start</b>	<b>End</b>	<b>Time</b>	<b>Course Title</b>	<b>Fee</b>	<b>Location</b>
Sep 13	Sep 15	8:30a-5p	Kepner-Tregoe Problem Solving and Decision Making ( <i>Early bird rate of \$895 till Aug 1</i> )	\$995	Sand Lake
Sep 16	Sep 16	8a-12p	Managing Performance Problems	\$129	CJI
Sep 22	Sep 22	8:30a-4:30p <i>check-in at 8a</i>	Building a Culture of Healthcare Excellence ( <i>Early bird rate of \$259 till September 1</i> )	\$299	West
Sep 27	Sep 27	8:30a-4:30p	Coping and Reducing Stress in Your Life	\$249	CJI
Sep 29	Sep 29	11:30a-1:30p	Lunch and Learn: Developing Performance Standards and Goals	\$39	Sand Lake
Oct 18	Oct 20	8:30a-5p	Kepner-Tregoe Project Management Workshop ( <i>Early bird rate of \$895 till Aug 1</i> )	\$995	Sand Lake
Oct 20	Oct 20	11:30a-1:30p	Lunch and Learn : What's Wrong with My Team? Beyond Traditional Teambuilding	\$39	Sand Lake
Oct 27	Oct 27	8a-5p	Advanced Human Resources Conference	\$259	West