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DESKTOP APPLICATION
HOMELAND SECURITY
HEALTH, MEDICAL
and much more!

SPRING 2012

PENSACOLA STATE
COLLEGE

pensacolastate.edu/CCPD

FOCUS

As you begin this new year, set personal and professional goals. FOCUS: Have faith, seek opportunities and make a commitment to upgrade your skills and accomplish your goals.

Please take the time to review our spring schedule booklet. We have several new course offerings. Whether you are trying to start a new career or expand your current jobs skills, allow us to assist you in achieving your personal and career goals.



“Don’t wait until everything is just right. It will never be perfect. There will always be challenges, obstacles and less than perfect conditions... Get started now. With each step you take, you will grow stronger and stronger, more and more skilled, more and more self-confident and more and more successful.” – Mark Victor Hansen, motivational speaker

Stay the course and **FOCUS** on your goals. I wish you great success in all of your endeavors for this new year!

Ruth McKinon

Coordinator, Training and Development

PENSACOLA STATE LOCATIONS

DTC – Downtown Center, 418 W. Garden St., Pensacola

MIL – Milton campus, 5988 Hwy. 90

PEN – Pensacola campus, 1000 College Blvd.

WAR – Warrington campus, 5555 W. Hwy. 98

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The mission of the Department of Workforce and Economic Development is to assist in the economic and workforce development efforts by coordinating college and community resources to attract, retain and grow economic entities and to be the primary resource for quality continuing workforce education and professional training programs for business, government and industry.

Feeling sluggish? Follow these three rules for maintaining energy throughout the day

(ARA) – As days become shorter and the weather cools, you may feel more sluggish than usual throughout the day. However, the busy nature of modern life leaves no time for hibernation. If you want to keep your health and energy levels up, some simple tricks can help keep you feeling your best no matter what life, or the weather, throws at you.

Kathy Kaehler, celebrity trainer, fitness expert, author and mother of three, has devoted her life to helping people live happy, productive and healthy lives. Working with celebrities like Julia Roberts, Jennifer Aniston and Kim Kardashian, Kaehler knows how simple tricks can help keep you fit and energized. She suggests incorporating these three rules into your daily routine to begin feeling better every day:

Rule 1: Exercise anytime

Exercise isn't just for the gym. The day is filled with moments where you can work your muscles and help energize your body. For example, almost everyone's day includes time at the office and time in the car.

At the office: A great way to grab some energy and get through the afternoon lull is to do a simple, yet effective exercise. Using a sturdy, non-rolling desk chair, practice standing up and then sitting back down. Focusing on your legs and keeping your arms to your side, this easy exercise is fast, effective and great for the lower body. Not only will it elevate your heart rate and increase your breathing, but you are sure to feel its overall energizing effects throughout the day. Complete two sets of 15 repetitions to provide the burn you need to feel good.

In the car: All the minutes wasted stuck in traffic or waiting in the carpool line at school are perfect opportunities to flex some muscle power. While seated, squeeze your glutes (buttock muscles) as hard as you can. This will cause your body to rise and fall a few inches. After a set of eight to 10 reps, repeat the exercise, but this time focus on one side at a time.

No matter where your day takes you, always remember to keep some fresh water or 100 percent fruit juice and healthy snacks like Snack Factory's Pretzel Crisps(R) with you in the car. It will keep you fueled and hydrated and prevent you from loading up on carbs and fat at the nearest fast food restaurant.

Rule 2: Snack healthy

It's important to keep your body fueled, but with the right kinds of foods, so skip the soda and chips. Instead, look for healthy foods that will keep you energized throughout the day. Pretzel

Crisps are a great low-fat, low-calorie snack packed full of flavor and crunch, leaving you satisfied and ready to move on with your day. The flat-baked pretzel crackers have no trans fats, saturated fat or cholesterol, making it the perfect snack for at work or at home.

You can even add some pizzazz to your Pretzel Crisps and increase the nutritional value by pairing it with some healthy toppings and low-fat dips. Combine your favorite flavor with fresh-sliced cucumbers, rich hummus, zesty salsa, crisp apples or sliced cheese. Don't be afraid to challenge your taste buds and get creative with your pairings. The sky's the limit when it comes to this satisfying, better-for-you snack. For additional pairing ideas and dip recipes, visit the company's website at www.pretzelcrisps.com and look for this tasty snack in the deli section of your local grocery store.

Rule 3: Prioritize sleep

Sixty-three percent of Americans say their sleep needs are not being met during the week, according to a 2011 poll by the National Sleep Foundation. For many people, sleep is the first thing to get cut when their day gets too busy.

Getting enough sleep is crucial to losing weight, reducing stress levels and being more alert. Make time for at least seven hours of sleep each night. Don't delay sleep by watching TV or playing on the computer. Turn everything off an hour before your bedtime. Practice deep breathing, meditation or do some light reading. Skip food and any drinks that contain caffeine. Water is your best bet, but the majority of your liquid intake should be kept to during the day.

These healthy, better-for-you snack ideas and other tips will help you maintain your energy throughout the day, allowing you to feel your best and live each day to the fullest.



More demand, fewer grads mean tech careers continue to boom

(ARA) – The era of the Internet start-up boom may be over, but demand for technology professionals continues to rise. Broader use of cheaper, more easily available technology by a variety of industries, and a dearth of technology professionals mean technology will continue to be a hot career choice.

The technology industry remains one of the fastest growing career fields. Employment in the computer sciences and math fields increased by 78 percent, according to the U.S. Government Accountability Office. By contrast, employment increased by only 17 percent in non-science and tech fields. Moreover, the Bureau of Labor Statistics expects information technology careers to remain in high demand in coming years.

As prices for computer technology continue to fall, businesses of all kinds will continue to integrate technology into their operations. This means that computer technology graduates will continue to be in high demand in a range of career fields.

As a result, tomorrow's computer technology careers will increasingly be outside the computer or technology industry itself. The Information Technology Association of America found that 92 percent of IT graduates work outside the IT industry. This is a trend that is expected to continue as technology continues to expand to all realms of life.

"With the rate of change in the IT industry where new information is doubling in 18 to 24 month intervals, the demand for IT personnel with proven learning abilities is very desirable," says Michael McAplin, computer information science instructor at Everest University in North Orlando, Fla. "Our premise is to teach people how to learn."

A "ComputerWorld" article on the future of the IT field states that, "The IT worker won't be a technology guru but rather a 'versatilist,'" which adds credence to the trend that computer technology graduates find careers in a wide variety of fields, ranging from health care, to business, to finance.

In addition, as more complex technologies continue to develop, companies seek employees who stay up to date with new technologies. "While some of our students have just graduated, we also find that many students in our computer technology courses have worked before and are coming to us because they want to stay on top of advances in the field. They realize that a technology degree can give them the career they are looking for," says Keturah Mills, academic program chair of Everest University in Largo, one of Florida's computer training schools.



Also, many businesses are emphasizing the need for employees with problem-solving abilities, while sending routine work overseas. "Employers are increasingly telling us that they don't want employees with just computer knowledge, they want employees who use computer know-how to solve problems, and employees with hands-on experience in a range of real-world applications," says Mills.

E-commerce and cybersecurity are also expected to influence tomorrow's computer technology careers. "As more companies and individuals are doing business on the Internet, companies are finding they need to build and maintain databases to store important information on their customers, products and sales," says Mills. "This goes hand in hand with cybersecurity. Companies increasingly store sensitive information electronically, and as a result, they need to protect that information."

But some express concern that our nation may not be prepared for this second wave in the technology industry. In fact, the GAO found that graduates in science, math, engineering or technology fields actually decreased from about 32 percent to 27 percent of all graduates between 1994 and 2003. "Because so many people are retiring, there is a huge demand for information technology graduates right now," emphasizes Mills. To learn more about career opportunities in the fields of technology and mathematics, visit www.everest.edu.

ACCOUNTING SKILLS

QuickBooks 101

Course: W00845 (16 hours)

This course takes students step-by-step from QuickBooks set-up to billing, payroll and customizing invoices and forms.

9232	1/10–1/19	8:30 a.m.–12:30 p.m.	TTh	DTC	410	\$155
9233	4/3–4/12	8:30 a.m.–12:30 p.m.	TTh	DTC	410	\$155

Advanced QuickBooks

Course: W00846 (16 hours)

Topics covered in this course include financial data, setting up inventory, tracking and paying sales tax, doing payroll with QuickBooks, tracking time and customizing forms and writing QuickBooks letters.

9234	2/14–2/23	8:30 a.m.–12:30 p.m.	TTh	DTC	410	\$155
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ONLINE COURSES – ACCOUNTING

Accounting Fundamentals

Course: W00998 (24 hours) Ed2Go

9060	Open Enrollment	\$99
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Accounting Fundamentals II

Course: W00987 (24 hours) Ed2Go

9061	Open Enrollment	\$99
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Certified Bookkeeper Program

Course: W01187 (140 hours) Gatlin Education

9308	Open Enrollment	\$1,795
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Chartered Tax Professional

Course: W00721 (180 hours) Gatlin Education

9008	Open Enrollment	\$1,795
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BUSINESS ETHICS

Business Ethics

Course: W00902 (8 hours)

This course introduces students to the fundamentals of business ethics. Students learn about the decision-making process to solve ethical dilemmas.

9244	1/24–1/26	1–5 p.m.	TTh	DTC	\$115
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BUSINESS WRITING

Writing for the Workplace

Course: W00903 (20 hours)

This course covers the principles of grammar, punctuation, and word usage, paragraph development and formatting of basic business correspondence. This course will reflect best practices for use in the business community. Text included.

9243	2/27–3/12	1–5 p.m.	MW	DTC	\$255
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ONLINE COURSES – BUSINESS WRITING

Effective Business Writing

Course: W00999 (24 hours) Ed2Go

9077	Open Enrollment	\$99
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Fundamentals of Technical Writing

Course: W00991 (24 hours) Ed2Go

9084	Open Enrollment	\$99
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Introduction to Internet Writing Markets

Course: W01028 (24 hours) Ed2Go

9116	Open Enrollment	\$99
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Resume Writing

Course: W01106 (24 hours) Ed2Go

Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.

9141	Open Enrollment	\$99
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Writing Essentials

Course: W01102 (24 hours) Ed2Go

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

9109	Open Enrollment	\$99
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ONLINE COURSES – GRANT WRITING

A to Z Grant Writing

Course: W01031 (24 hours) Ed2Go

Learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization.

9059	Open Enrollment	\$99
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Advanced Grant Proposal Writing

Course: W01103 (24 hours) Ed2Go

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

9065	Open Enrollment	\$99
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Becoming a Grant Writing Consultant

Course: W00989 (24 hours) Ed2Go

9068	Open Enrollment	\$99
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Get Grants

Course: W01044 (24 hours) Ed2Go

This course will give you the skills you will need to prepare professional, competitive, and compelling grant proposals. You will understand what funding agencies are looking for and how best to approach them.

9085	Open Enrollment	\$99
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Grant Writing

Course: W00929 (300 hours) Gatlin Education

The Grant Writing Online Training Program will teach you the essentials of writing, researching, obtaining, and maintaining grants. You will learn how to format your proposals, how to write effectively, and how to get funded.

9014	Open Enrollment	\$2,095
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Writing Effective Grant Proposals

Course: W01105 (24 hours) Ed2Go

Learn to prepare grant proposals that get solid results for your favorite organization or charity.

9161	Open Enrollment	\$99
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ENTREPRENEURIAL DEVELOPMENT COURSES

NEW! Project Management Basics

Course: W01177 (12 hours)

This course covers basic project-management techniques, including managing time and costs. Students will identify the features and attributes of a project, the steps and variables of the project management process, the effects of environmental, socioeconomic and organizational structure issues, and the responsibilities of a project manager.

9288	1/24–2/7	5–9 p.m.	T	DTC	404	\$150
9289	2/22–3/7	1–5 p.m.	W	DTC	404	\$150
9290	2/28–3/13	5–9 p.m.	T	DTC	404	\$150
9291	4/2–4/16	1–5 p.m.	M	DTC	404	\$150

Starting a Business

Course: W01077 (40 hours)

If you want a course from A to Z on the basics of starting your own business, then this program is for you! This course takes you from the initial Product or Service concept to making your first Sale and Hiring your First Employee.

9250	1/30–2/29	9 a.m.–1 p.m.	MW	DTC		\$299
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ONLINE COURSES – ENTREPRENEURIAL DEVELOPMENT

Casino Blackjack Dealer

Course: W00808 (100 hours) Gatlin Education

We will teach you everything you need to know in order to become a Professional Blackjack Dealer. You will learn all of the required fundamentals, including: shuffling, how to handle cheques, limits and betting procedures.

9006		Open Enrollment				\$1,395
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Creating a Successful Business Plan

Course: W00990 (24 hours) Ed2Go

9072		Open Enrollment				\$99
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Certified Mediator

Course: W00927 (120 hours) Gatlin Education

This online Certified Mediator program will give you just the start you're looking for in mediation. Offered in partnership with Mediators without Borders®.

9007		Open Enrollment				\$1,595
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Effective Selling

Course: W01002 (24 hours) Ed2Go

9078		Open Enrollment				\$99
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Entrepreneurship: Start-Up and Business Owner Management

Course: W00804 (360 hours) Gatlin Education

This nationally recognized Entrepreneurship training program teaches students the basic and foundational skills needed to start their own business.

9011		Open Enrollment				\$2,095
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Event Management and Design

Course: W00805 (300 hours) Gatlin Education

This exciting Event Management and Design program is structured to provide both practical knowledge and a comprehensive understanding of the modern special event industry.

9012		Open Enrollment				\$1,895
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Fitness Business Management

Course: W00857 (200 hours) Gatlin Education

9013		Open Enrollment				\$2,395
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Graphic Design with Photoshop CS4

Course: W00930 (200 hours) Gatlin Education

The program begins with the fundamentals of graphic design and guides you through the design process, teaching you the terms and skills you'll need to launch your new career.

9015		Open Enrollment				\$1,795
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Graphic Design with Photoshop CS5

Course: W01082 (200 hours) Gatlin Education

9016		Open Enrollment				\$1,795
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Graphic Design with Photoshop CS5, Standard Edition Software Included

Course: W01081 (200 hours) Gatlin Education

9017		Open Enrollment				\$2,495
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High Speed Project Management

Course: W01003 (24 hours) Ed2Go

9088		Open Enrollment				\$99
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Introduction to Business Analysis

Course: W00993 (24 hours) Ed2Go

9104		Open Enrollment				\$99
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Introduction to Nonprofit Management

Course: W01013 (24 hours) Ed2Go

9125		Open Enrollment				\$99
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Interior Design, Introduction

Course: W01122 (24 hours) Ed2Go

9115		Open Enrollment				\$99
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Marketing Your Business on the Internet

Course: W01016 (24 hours) Ed2Go

Find out how you can affordably market your business on the Internet from an e-commerce expert. In this practical, hands-on course, you will learn little-understood secrets about the types of businesses that thrive on the Web.

9130		Open Enrollment				\$99
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Mastery of Business Fundamentals

Course: W00996 (24 hours) Ed2Go

9131		Open Enrollment				\$99
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Nonprofit Fundraising Essentials

Course: W01116 (24 hours) Ed2Go

Learn the basics of fundraising for nonprofit organizations, from annual and special fund drives to more advanced projects involving corporate and foundation relations, major gifts, and planned giving.

9135		Open Enrollment				\$99
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Nonprofit Management

Course: W00803 (300 hours) Gatlin Education

Examine the fundamental principles of nonprofit management, explore the roles and responsibilities of a nonprofit board of directors and the management team, discover the essential aspects of fundraising, and become acquainted with the budgeting process.

9025		Open Enrollment				\$2,095
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Paralegal

Course: W00744 (300 hours) Gatlin Education

9027		Open Enrollment				\$1,795
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Professional Sales Skills

Course: W01020 (24 hours) Ed2Go

9138 Open Enrollment

\$99

Project Management Fundamentals

Course: W01021 (24 hours) Ed2Go

9140 Open Enrollment

\$99

Project Management Applications

Course: W01039 (24 hours) Ed2Go

9139 Open Enrollment

\$99

Project Management Certification Prep

Course: W00769 (56 hours)

This course was developed and is conducted by a Registered Education Provider of the Project Management Institute. It is registered with PMI as a 56-hour course, surpassing their 35-hour requirement, and pre-approved by PMI to prepare students for certification as Project Management Professionals. Please visit www.thecourse.us for information.

9254 Open Enrollment

\$895

Project Management Professional Certification Exam Prep 1

Course: W01052 (24 hours) Ed2Go

9136 Open Enrollment

\$138

Project Management Professional Certification Exam Prep 2

Course: W01053 (24 hours) Ed2Go

9137 Open Enrollment

\$138

Residential Interior Designer

Course: W01100 (100 hours)

9030 Open Enrollment

\$1,995

Start and Operate Your Own Home-Based Business

Course: W01004 (24 hours) Ed2Go

9148 Open Enrollment

\$99

Start Your Own Small Business

Course: W01037 (24 hours) Ed2Go

9149 Open Enrollment

\$99

Twelve Steps to a Successful Job Search

Course: W01024 (24 hours) Ed2Go

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

9158 Open Enrollment

\$99

Video Game Design and Development

Course: W00505 (500 hours) Gatlin Education

9055 Open Enrollment

\$1,995

Wedding Planner

Course: W00638 (300 hours) Gatlin Education

9058 Open Enrollment

\$1,395

computer skills/certification

BEGINNING PROGRAMS

Beginning Course in Computers – Windows 7

Course: W00951 (12 hours)

This course will introduce students to basic computer tasks using Windows 7, typing with a word processor, file management and navigating the web.

9209 1/19–1/20 8:30 a.m.–3:30 p.m. ThF DTC 410 \$135

9210 2/7–2/9 4:30–8:30 p.m. TWTh DTC 410 \$135

9319 2/11–2/25 9 a.m.–1 p.m. Sa DTC 410 \$135

9211 3/6–3/8 12:30–4:30 p.m. TWTh DTC 410 \$135

ONLINE COURSES – BEGINNING PROGRAMS

Networking, Introduction

Course: W00995 (24 hours) Ed2Go

9124 Open Enrollment

\$99

Networking, Intermediate

Course: W00992 (24 hours) Ed2Go

9098 Open Enrollment

\$99

Windows Vista, Intermediate

Course: W01045 (24 hours) Ed2Go

9101 Open Enrollment

\$99

DATABASE DESIGN MANAGEMENT

Microsoft Access 2007, Level I

Course: W01140 (10 hours)

In this course you will learn how to create and work with a database, filter and format data, work with tables and fields, and how to create a relational database.

9224 4/2–4/4 8 a.m.–1 p.m. MW DTC 410 \$125

Microsoft Access 2010, Level I

Course: W01142 (10 hours)

9222 2/27–2/28 8 a.m.–1 p.m. MT DTC 410 \$125

9223 3/27–3/29 5–8:30 p.m. TWTh DTC 410 \$125

Microsoft Access 2010, Level II

Course: W01143 (10 hours)

9225 4/9–4/11 8 a.m.–1 p.m. MW DTC 410 \$125

ONLINE COURSES – DATABASE MANAGEMENT

Microsoft Access 2003, Introduction

Course: W01010 (24 hours) Ed2Go

9118 Open Enrollment

\$99

Microsoft Access 2003, Intermediate

Course: W01006 (24 hours) Ed2Go

9095 Open Enrollment

\$99

What to do when you're a victim of an Internet phishing scam

(ARA) – Nearly one in five Americans report that they have been the victim of a phishing scam, according to the results of a survey conducted by Experian, the leading global services information company. Here are some important things to know if you become a victim:

DO:

- Notify law enforcement. It may help prevent similar activity from happening to you or others in the future.
- File an online report with the Federal Trade Commission. You can log on to www.consumer.gov/idtheft for step-by-step instructions on how to file a report.
- Contact sources that report fraudulent information. It's important to contact your bank or credit card companies that handle accounts that may have been compromised.

DON'T:

- Delay reporting. Immediate action is essential to mitigate the potentially negative consequences that can result from fraudulent activity.
- Be embarrassed. Every year, a staggering number of people are victims of phishing activity.
- Reinvent the wheel. While it may be helpful to take additional precautionary measures in the future (e.g., subscribing to an identity theft monitoring service, such as that available at www.protectmyid.com), it may not be necessary to replace your electronic devices. However, you should ensure that you have up to date anti-virus and desktop firewall protections.



Database Development, Introduction

Course: W01009 (24 hours) Ed2Go
9108 Open Enrollment \$99

Oracle, Introduction

Course: W01030 (24 hours) Ed2Go
9126 Open Enrollment \$99

Oracle, Intermediate

Course: W01092 (24 hours) Ed2Go
9099 Open Enrollment \$99

SQL, Introduction

Course: W01012 (24 hours) Ed2Go
9127 Open Enrollment \$99

SQL, Intermediate

Course: W01093 (24 hours) Ed2Go
9100 Open Enrollment \$99

Web Applications Developer

Course: W01186 (267 hours) Gatlin Education
9307 Open Enrollment \$2,195

DESKTOP APPLICATIONS

Excel Functions and Formulas

Course: W00490 (4 hours)

Students will learn how to use spreadsheet functions not usually covered in other courses such as date, financial, logical, lookup, math, statistical and text.

9220	3/16	8:30 a.m.–12:30 p.m.	F	DTC	410	\$69
9221	4/20	8:30 a.m.–12:30 p.m.	F	DTC	410	\$69

Microsoft Excel 2007, Level I

Course: W01138 (10 hours)

Learn worksheet basics, editing and formatting a worksheet, and how to manage workbooks.

9215	2/2–2/3	8 a.m.–1 p.m.	ThF	DTC	410	\$125
9216	3/12–3/14	12:30–5:30 p.m.	MW	DTC	410	\$125

Microsoft Excel 2010, Level I

Course: W01139 (10 hours)

9213	1/23–1/25	12:30–5:30 p.m.	MW	DTC	410	\$125
9212	2/13–2/15	8 a.m.–1 p.m.	MW	DTC	410	\$125
9214	3/6–3/8	5–8:30 p.m.	TWTh	DTC	410	\$125
9320	3/31–4/14	9 a.m.–1 p.m.	Sa	DTC	410	\$125

Microsoft Excel 2007, Level II

Course: W00737 (12 hours)

Learn how to create and work with charts. This course will also cover how to manage workbooks, working with tables, PivotTables and macros.

9218	4/3–4/5	8:30 a.m.–3:30 p.m.	TTh	DTC	410	\$140
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Microsoft Excel 2010, Level II

Course: W00946 (12 hours)

9219	2/21–2/23	12–4 p.m.	TWTh	DTC	410	\$140
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Microsoft Word 2010, Level I

Course: W00944 (12 hours)

9226	2/1–2/3	8:30 a.m.–12:30 p.m.	WThF	DTC	410	\$140
9227	2/21–2/23	4:30–8:30 p.m.	TWTh	DTC	410	\$140
9321	4/21–5/5	9 a.m.–1 p.m.	Sa	DTC	410	\$140

Microsoft Word 2010, Level II**Course: W01135 (10 hours)**

9228 4/3-4/5 5-8:30 p.m. TWTh DTC 410 \$125

Microsoft PowerPoint 2010, Level I**Course: W00943 (10 hours)**

9229 3/15-3/16 8 a.m.-1 p.m. ThF DTC 410 \$125

Microsoft PowerPoint 2010, Level II**Course: W01137 (10 hours)**

9230 4/18-4/19 12-5 p.m. WTh DTC 410 \$125

Photoshop CS5, Basic**Course: W00942 (12 hours)**

This course will teach the student to use Photoshop CS5 to select part of an image, combine images, adjust image color and contrast, retouch photographs, and prepare images for print and Web Media.

9251 2/6-2/16 5:30-8:30 p.m. MTh PEN \$165

ONLINE COURSES – DESKTOP APPLICATION**Computer Skills for the Workplace****Course: W01001 (24 hours) Ed2Go**

9071 Open Enrollment \$99

InDesign CS4, Introduction**Course: W01025 (24 hours) Ed2Go**

9113 Open Enrollment \$99

InDesign CS5, Introduction**Course: W01111 (24 hours) Ed2Go**

Learn how to use Adobe InDesign CS5 software to design and produce professional-quality letterhead, brochures, business cards, and more.

9114 Open Enrollment \$99

Microsoft Excel 2003, Introduction**Course: W00994 (24 hours) Ed2Go**

9119 Open Enrollment \$99

Microsoft Excel 2003, Intermediate**Course: W01017 (24 hours) Ed2Go**

9096 Open Enrollment \$99

Microsoft Excel 2007, Introduction**Course: W00986 (24 hours) Ed2Go**

9120 Open Enrollment \$99

Microsoft Excel 2007, Intermediate**Course: W01035 (24 hours) Ed2Go**

9097 Open Enrollment \$99

Microsoft PowerPoint 2003, Introduction**Course: W01007 (24 hours) Ed2Go**

9121 Open Enrollment \$99

Microsoft PowerPoint 2007, Introduction**Course: W01074 (24 hours) Ed2Go**

9122 Open Enrollment \$99

Microsoft PowerPoint 2007 in the Classroom**Course: W01019 (24 hours) Ed2Go**

9134 Open Enrollment \$99

Microsoft Project 2007, Introduction**Course: W01014 (24 hours) Ed2Go**

9123 Open Enrollment \$99

ONLINE COURSES – PROGRAMMING**C++ Programming, Introduction****Course: W00997 (24 hours) Ed2Go**

9105 Open Enrollment \$99

Java Programming, Introduction**Course: W01005 (24 hours) Ed2Go**

9117 Open Enrollment \$99

Java Programming, Intermediate**Course: W01008 (24 hours) Ed2Go**

9094 Open Enrollment \$99

ONLINE COURSES – TECHNICAL CERTIFICATION TRAINING**A+ Certification Prep, Basic****Course: W01055 (24 hours) Ed2Go**

9066 Open Enrollment \$138

A+ Certification Prep, Intermediate**Course: W01057 (24 hours) Ed2Go**

9091 Open Enrollment \$138

A+ Certification Prep, Advanced**Course: W01054 (24 hours) Ed2Go**

9064 Open Enrollment \$138

AutoCAD 2011**Course: W00936 (150 hours) Gatlin Education**

In this program, you will master basic and advanced design skills as you gain hands-on practice in using the 2D tools in AutoCAD 2011. This program contains Autodesk certified curriculum and is an official training guide. This program will give you all the skills you need to prepare for the Autodesk AutoCAD 2011 Certified Associate exam.

9005 Open Enrollment \$2,695

AutoCAD 3D**Course: W00937 (80 hours) Gatlin Education**

This program contains Autodesk certified curriculum and is an official training guide – online. In this program, you will get a thorough grounding in the fundamentals of 3D and explore the main features of AutoCAD's advanced 3D Modeling workspace.

9003 Open Enrollment \$1,795

AutoCAD 3D, Software Included**Course: W00938 (80 hours) Gatlin Education**

9004 Open Enrollment \$2,095

Cisco-CCNA Certification**Course: W00860 (100 hours) Gatlin Education**

9037 Open Enrollment \$1,995

CompTIA A+ Certification**Course: W00861 (150 hours) Gatlin Education**

9038 Open Enrollment \$1,695

CompTIA Network+ Certification

Course: W00355 (80 hours) Gatlin Education
9039 Open Enrollment \$1,495

CompTIA Network+ Certification Prep

Course: W01056 (24 hours) Ed2Go
9070 Open Enrollment \$138

CompTIA Security+ Certification Training

Course: W00928 (80 hours) Gatlin Education
In this program, you will gain the skills you need to begin a career as a security professional and prepare yourself to take the CompTIA™ Security+ exam.
9010 Open Enrollment \$1,495

Microsoft Office Specialist 2007

Course: W01184 (400 hours) Gatlin Education
The Microsoft Office Specialist Online Training Program (formerly the Microsoft Certified Application Specialist) is a performance-based certification program approved by Microsoft to assess and validate computer skills using the Microsoft Office 2007 suite of programs.
9305 Open Enrollment \$1,895

Microsoft Certified Systems Administrator 2003 (MCSA)

Course: W00521 (440 hours) Gatlin Education
9044 Open Enrollment \$2,495

Microsoft Certified System Administrator Plus 2003 (MCSA+)

Course: W00499 (340 hours) Gatlin Education
9045 Open Enrollment \$2,195

Microsoft Certified Systems Engineer 2003 (MCSE)

Course: W00522 (700 hours) Gatlin Education
9046 Open Enrollment \$3,295

Microsoft Certified Technology Specialist: SQL Server 2005 (MCTS)

Course: W00939 (480 hours) Gatlin Education
9019 Open Enrollment \$3,095

Microsoft Office 2007 Master

Course: W01185 (260 hours) Gatlin Education
This program is part of the new Microsoft Business Certification series. The Master certification is the globally recognized standard for validating expertise with the 2007 Microsoft Office system of business productivity applications.
9306 Open Enrollment \$1,595

ONLINE COURSES – WEB PAGE DESIGN

ASP.NET, Introduction

Course: W01026 (24 hours) Ed2Go
9103 Open Enrollment \$99

Creating Web Pages

Course: W01083 (24 hours) Ed2Go
9074 Open Enrollment \$99

NEW! Creating WordPress Web Sites, Introduction

Course: W01123 (24 hours) Ed2Go
9107 Open Enrollment \$99

NEW! Designing Effective Websites

Course: W01110 (24 hours) Ed2Go
Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.
9075 Open Enrollment \$99

Dreamweaver CS4, Introduction

Course: W01050 (24 hours) Ed2Go
Learn to use Adobe Dreamweaver CS4 to design, create, and maintain user-friendly Web sites full of professional-quality Web pages.
9111 Open Enrollment \$99

Dreamweaver CS5, Introduction

Course: W01090 (24 hours) Ed2Go
9102 Open Enrollment \$99

Dreamweaver CS5, Intermediate

Course: W01091 (24 hours) Ed2Go
9093 Open Enrollment \$99

NEW! Flash CS5, Introduction

Course: W01112 (24 hours) Ed2Go
Learn how to use Adobe Flash CS5 to create engaging Web sites, Flash movies, animation, and interactive applications.
9112 Open Enrollment \$99

WebMaster Certification

Course: W00268 (150 hours) Gatlin Education
9057 Open Enrollment \$1,795

ONLINE JOURNALISM

NEW! Working with New Media Tools

Course: W01147 (16 hours)
What is online journalism and how is it different from a traditional newsroom? This course will look at various methods for media to establish an online presence, how to structure the newsroom to work in a web-first environment, social networking as it relates to online media, basic web design, writing for the web and multimedia tools. Class will also survey current trends in video storytelling, webcasting, podcasting, live streaming and live blogging. Focus is given to the value of digital storytelling with video, podcasts and other emerging web technologies.
9252 2/11–2/12 9 a.m.–4 p.m. SaSu PEN \$185

Ed2Go Courses

A new section of each course starts monthly.

Start dates for spring

Jan. 18, Feb. 15, March 21, April 18.

Courses run for six weeks.

For specific course descriptions and lesson plans
visit www.ed2go.com/pensacola.

For registration,
call (850) 484-1374.

continuing professional education

HEALTH

IV Therapy for the LPN

Course: W00913 (36 hours)

This course provides training in intravenous therapy for the licensed practical nurse within the scope of practice allowed by the state of Florida.

9235 3/31-5/12 8 a.m.-6 p.m. W WAR \$300

ACLS Online

Course: W00689 (16 hours)

When registering, contact Wilma Duncans-Burnett at 484-2216 to receive a password via email that contains the core ACLS material, guided practice cases and the ACLS written test. Following completion of the written portion, call 484-2216 to schedule a date to complete the skills check-off.

9264 Open Enrollment \$200

PALS Online

Course: W00855 (16 hours)

When registering, contact Wilma Duncans-Burnett at 484-2216 to receive a CD to access your course. This online Pediatric Advanced Life Support course offers healthcare providers a self-directed learning option that delivers training needed to recognize and prevent cardiopulmonary arrest in infants and children. Following completion of the written portion, call 484-2216 to schedule a date to complete the skills check-off.

9268 Open Enrollment \$200

ACLS Skills Check-off (skills only course)

Course: W00798 (1 hour)

This course is designed for individuals who have a current AHA BLS HCP card and have successfully completed the American Heart Association's online written renewal test for Advanced Cardiac Life Support at www.onlineaha.org. You will be required to demonstrate adult BLS skills and management of a megacode scenario, which includes airway management. Following registration, call 484-2216 to schedule your skills check-off.

9266 Open Enrollment \$50

BLS and ACLS Skills Check-off (skills only course)

Course: W00799 (1.5 hours)

This course is designed for individuals who have a current AHA BLS HCP card and have successfully completed both American Heart Association's online written renewal tests for BLS Healthcare and Advanced Cardiac Life Support at www.onlineaha.org. You will be required to demonstrate adult, child and infant BLS skills as well as proper management of a megacode scenario, which includes airway management. Following registration call 484-2216 to schedule your skills check-off.

9267 Open Enrollment \$65

Skills for BLS Healthcare Providers (skills only course)

Course: W00740 (2 hours)

This course is designed for individuals who have a current AHA BLS HCP card and have successfully completed the American Heart Association's online course and written exam at www.onlineaha.org. Following registration, call 484-2216 to schedule your skills check-off.

9265 Open Enrollment \$27.50

CPR BLS Healthcare Provider Course

Course: W00753 (4.5 hours)

This course is designed by the American Heart Association and includes CPR, use of an AED and choking relief in a safe, timely and effective manner. Required textbook available at the Pensacola State College Warrington campus bookstore. Read the textbook, and view the CD that comes with the textbook before attending class.

9269	1/7	8 a.m.-12:30 p.m.	Sa	WAR	3137	\$45
9270	1/7	1:30-6 p.m.	Sa	WAR	3137	\$45
9271	1/21	8 a.m.-12:30 p.m.	Sa	WAR	3137	\$45
9272	2/4	8 a.m.-12:30 p.m.	Sa	WAR	3137	\$45
9273	2/11	8 a.m.-12:30 p.m.	Sa	WAR	3137	\$45
9274	3/3	8 a.m.-12:30 p.m.	Sa	WAR	3137	\$45
9275	3/10	8 a.m.-12:30 p.m.	Sa	WAR	3137	\$45
9276	4/7	8 a.m.-12:30 p.m.	Sa	WAR	3137	\$45
9277	4/14	8 a.m.-12:30 p.m.	Sa	WAR	3137	\$45
9278	5/5	8 a.m.-12:30 p.m.	Sa	WAR	3137	\$45

CPR BLS Healthcare Provider Refresher

Course: W01190 (4 hours)

This course is designed by the American Heart Association for persons that need to update their CPR card before the two-year deadline date. This course includes CPR, use of an AED and choking relief in a safe, timely and effective manner. Required textbook available at the Pensacola State College Warrington campus bookstore. Read the textbook, and view the CD that comes with the textbook before attending class.

9311	1/28	8 a.m.-12 p.m.	Sa	WAR	3137	\$40
9312	2/18	8 a.m.-12 p.m.	Sa	WAR	3137	\$40
9313	3/31	8 a.m.-12 p.m.	Sa	WAR	3137	\$40
9314	4/28	8 a.m.-12 p.m.	Sa	WAR	3137	\$40

First Aid CPR and AED

Course: W00751 (7.5 hours)

This course is designed by the American Heart Association and includes CPR for adults, children and infants. Also includes use of an AED and first aid. This class is for community education and not the health related programs taught at Pensacola State College.

9279	4/21	8 a.m.-5 p.m.	Sa	WAR	3137	\$55
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EKG Technician Certification Program

Course: W00765 (50 hours)

This comprehensive program prepares students to function as EKG technicians and to take the ASPT - Electrocardiograph Technician exam and other national certification exams. Text provided and included in course fees.

9206	3/5-4/30	6-9:30 p.m.	MW	PEN		\$999
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Medical Administrative Assistant Program

Course: W00761 (50 hours)

This course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical administrative assistants, medical secretary and medical records clerks are all positions in great demand. Note: This program does not include a national or state certification as part of its overall objectives. Text provided and included in course fees.

9203	3/6-5/1	6-9:30 p.m.	TTh	PEN		\$999
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Medical Billing and Coding Professional

Course: W00843 (80 hours)

This combined billing and coding course offers skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. After obtaining the practical work experience, students who complete this course could be qualified to sit for the American Academy of Professional Coders – Certified Professional Coder Exam; the American Health Information Association Certified Coding Associate exam; and/or other national certification exams. Text provided and included in course fees.

9205 2/7–5/3 6–9:30 p.m. TTh PEN \$1,799

NEW! Personal Fitness Trainer Certification

Course: W01126 (36 hours)

This challenging course is taught over a five-week period for better retention and skill competency. The national exam is held on the sixth week. This course is comprised of 15 hours of lecture, 15 hours of practical training six-hour final exam and a 30-hour internship. Topics include biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. World Instructor Training School is the only major certifying body in the country providing comprehensive practical training and internship components.

9253 2/4–3/10 9 a.m.–4 p.m. Sa PEN \$730

Physical Therapy Aide Program

Course: W00795 (50 hours)

This comprehensive program prepares students for the growing field of physical therapy. The program trains students for entry-level physical therapy aide positions or to prepare students for more formal longer term program. This program does not include a national or state certification as part of its overall objectives. Text provided and included in course fees.

9204 3/6–5/1 6–9:30 p.m. TTh PEN \$999

ONLINE COURSES – HEALTH

Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology

Course: W00932 (360 hours) Gatlin Education

9000 Open Enrollment \$2,295

Advanced Coding for Physician's Office

Course: W00517 (80 hours) Gatlin Education

9033 Open Enrollment \$1,395

Advanced Hospital Coding and CSS Prep

Course: W00350 (80 hours) Gatlin Education

9034 Open Enrollment \$1,695

Become a Physical Therapy Aide

Course: W01040 (24 hours) Ed2Go

9067 Open Enrollment \$99

Certified National Pharmaceutical Representative

Course: W01188 (90 hours) Gatlin Education

9309 Open Enrollment \$1,595

Explore a Career as an Administrative Medical Assistant

Course: W01018 (24 hours) Ed2Go

Students explore the many responsibilities of an AMA, from making appointments and handling the front desk to creating a medical chart and verifying patients' insurance.

9080 Open Enrollment \$99

Human Anatomy and Physiology

Course: W01033 (24 hours) Ed2Go

9089 Open Enrollment \$99

ICD-10 Medical Coding Preparation and Instruction for Implementation

Course: W00502 (200 hours) Gatlin Education

9042 Open Enrollment \$1,595

Medical Billing and Coding

Course: W00428 (240 hours) Gatlin Education

Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting and will be prepared to sit for the national certification exam.

9047 Open Enrollment \$1,595

Medical Billing and Coding + Medical Terminology

Course: W00934 (300 hours) Gatlin Education

9020 Open Enrollment \$1,895

Explore a Career in Medical Coding

Course: W01032 (24 hours) Ed2Go

9081 Open Enrollment \$99

Medical Terminology

Course: W00933 (60 hours) Gatlin Education

The program teaches students to understand medical terms and their applications.

9021 Open Enrollment \$595

Medical Terminology: A Word Association Approach

Course: W01015 (24 hours) Ed2Go

9133 Open Enrollment \$99

Explore a Career in Medical Transcription

Course: W01023 (24 hours) Ed2Go

9082 Open Enrollment \$99

Medical Transcription

Course: W00429 (240 hours) Gatlin Education

9048 Open Enrollment \$1,595

Medical Transcription + Medical Terminology

Course: W00935 (300 hours) Gatlin Education

9022 Open Enrollment \$1,895

Personal Fitness Trainer

Course: W00858 (250 hours) Gatlin Education

9028 Open Enrollment \$2,095

Veterinary Assistant

Course: W00500 (240 hours) Gatlin Education

9054 Open Enrollment \$1,795

CONTRACTORS

Journeyman's Electrical Seminar

Course: W00696 (54 hours)

This course is designed to help the average experienced electrical apprentice or electrician prepare for the journeyman's license exam through a study of the National Electrical Code and calculations. There are no other pre-requisites. Required text available at the Pensacola State Collegebookstore.

9207 1/26-5/3 5:30-9:30 p.m. Th DTC \$250

Master's Electrical Seminar

Course: W00697 (54 hours)

This course is designed to help electricians prepare for the master's license exam through a programmed study of the National Electrical Code. There are no other prerequisites. Required text available at the Pensacola State College bookstore.

9208 1/26-5/3 5:30-9:30 p.m. Th DTC \$250

Xactimate Software Training

Course: W00563 (24 hours)

This course is designed to train the student in the tools necessary to write real-life estimates using the Xactimate software program. This software program is used by contractors, property adjusters and insurance carriers. Students will need to have a laptop computer to bring with them to class along with a copy or trial copy of the Xactimate software available from Xactware Inc.

9239 3/5-3/15 5:30-9:30 p.m. MWTh DTC 407 \$500

Principles of Green Buildings

Course: W00802 (30 hours) Gatlin Education

This course teaches students the building, remodeling or trade industry principles to make buildings perform more efficiently.

9018 Open Enrollment \$595

SAFETY

NEW! OSHA 30

Course: W01174 (30 hours)

Comprehensive safety program designed for anyone involved in the construction industry and is recommended as an orientation to occupational safety and health for workers. This class offers training for contractors—from fall protection to trenching and excavating.

9287 4/16-4/19 8 a.m.-5 p.m. MTWTh DTC 409 \$425

NEW! Occupational Safety and Health Standards for Construction Industry (510)

Course: W01164 (30 hours)

This course for private sector personnel covers OSHA policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. A Certificate of Attendance will be given to students who successfully meet the course requirements. No course completion card will be issued until successful completion of the 500 Trainer Course for Construction.

9281 2/20-2/23 8 a.m.-5 p.m. MTWTh DTC 409 \$800

NEW! Occupational Safety and Health Standards for General Industry (511)

Course: W01165 (30 hours)

This course for private sector personnel covers OSHA policies, procedures, and standards, as well as general industry safety and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. A Certificate of Attendance will be given to students who successfully meet the course requirements. No course completion card will be issued until successful completion of the 501 Trainer Course for General Industry.

9285 3/5-3/8 8 a.m.-5 p.m. MTWTh DTC 409 \$800

NEW! Trainer Course in OSHA Standards for the General Industry (501)

Course: W01167 (30 hours)

This course is designed for personnel in the private sector interested in teaching the 10- and 30-hour general industry safety and health outreach program to their employees and other interested groups. Special emphasis is placed on topics required in the 10- and 30-hour programs as well as on those that are the most hazardous, using OSHA standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts. This course allows the student to become a trainer in the Outreach Program and to conduct both a 10- and 30-hour general industry safety and health course and to issue cards to participants verifying course completion.

9280 1/30-2/2 8 a.m.-5 p.m. MTWTh DTC 409 \$800

NEW! Trainer Course in OSHA Standards for the Construction Industry (500)

Course: W01166 (30 hours)

This course is designed for personnel in the private sector interested in teaching the 10- and 30-hour construction safety and health outreach program to their employees and other interested groups. Special emphasis is placed on those topics that are required in the 10- and 30-hour programs as well as on those that are the most hazardous, using OSHA standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts. This course allows the student to become a trainer in the Outreach Program and to conduct safety and health course and to issue cards to participants verifying course completion.

9286 4/2-4/5 8 a.m.-5 p.m. MTWTh DTC 409 \$800

NEW! 49-CFR Regulation

Course: W01192 (14 hours)

This two-day introductory-level course provides students with the basic skills needed to prepare, offer and accept shipments of hazardous materials by ground. The course gives students the knowledge and background necessary to satisfy regulatory requirements for training in hazmat transportation based on Title 49, Code of Federal Regulations. This course is designed for basic shippers, freight forwarders, third party logistics entities, carriers and freight brokers. Upon successful completion of this course, the student shall have satisfied training requirements for initial hazmat training in accordance with 49 CFR 172.704 and shipping hazardous materials by ground transport.

9315 3/14-3/15 9 a.m.-5 p.m. WTh DTC 409 \$525

**OSHA courses 510, 511, 501 and 500 are instructed
by University of Alabama
OSHA Training Institute Education Center (UA OTI-EC).**

ONLINE COURSES – SAFETY

OSHA 10 Hour General Industry Outreach Training Course

Course: W01084 (10 hours)
9263 Open Enrollment \$120

OSHA 30 Hour General Industry Outreach Training

Course: W00834 (30 hours)
9258 Open Enrollment \$295

OSHA 30 Hour Construction Industry Outreach Training with Study Guide

Course: W00840 (30 hours)
9260 Open Enrollment \$339

OSHA 30 Hour Construction Industry Outreach Training without Study Guide

Course: W00841 (30 hours)
9261 Open Enrollment \$295

DOT Hazmat General Awareness

Course: W00835 (1 hour)
9259 Open Enrollment \$25

HAZWOPER 1st Responder Awareness Level

Course: W00874 (4 hours)
9262 Open Enrollment \$75

HAZWOPER 24 Hour Course

Course: W00831 (24 hours)
9255 Open Enrollment \$250

HAZWOPER 40 Hour Course

Course: W00832 (40 hours)
9256 Open Enrollment \$350

HAZWOPER 8 Hour Annual Refresher

Course: W00833 (8 hours)
9257 Open Enrollment \$95

ONLINE COURSES – SKILLED TRADES/INDUSTRIAL

Chemical Plant Operations

Course: W00940 DLG (400 hours) Gatlin Education
Prepare for an entry-level position in a chemical plant with the Chemical Plant Operations Online Training Program.
9009 Open Enrollment \$2,595

HVAC Technician Certificate

Course: W00508 DLG (320 hours) Gatlin Education
9041 Open Enrollment \$3,095

Paper Mill Operations

Course: W00732 (400 hours) Gatlin Education
9026 Open Enrollment \$2,595

ONLINE COURSES – HOMELAND SECURITY AND TERROR STUDIES

Introduction to Homeland Security and Homeland Defense

Course: W00959 (12 hours) Online Training
This course analyzes homeland security and defense strategies, objectives and key players. It explores the strengths and weaknesses of U.S. existing policies, procedures and operations to include wars in Iraq and Afghanistan and the war against Islamist terrorism.
9184 Open Enrollment \$150

Asymmetric Threats to Global Security and Stability

Course: W00960 (12 hours) Online Training
This course is designed to introduce the students to transnational, asymmetric warfare, as conducted by terror organizations such as al Qaeda, Hamas and Hezbollah. It scrutinizes asymmetric war's tactics, techniques and procedures.
9173 Open Enrollment \$150

Law and Intelligence in Homeland Security and Defense

Course: W00961 (12 hours) Online Training
This course hones in upon two critical players in the homeland security and defense game: the legal and intelligence communities. Students "deep dive" into the USA Patriot Act, its provisions and empowerments as they apply to the law enforcement, American civil liberties and intelligence operations.
9186 Open Enrollment \$150

The Interagency and Homeland Security and Defense

Course: W00962 (12 hours) Online Training
This course explains what the United States government's interagency is comprised of, how it works, and who the primary players are. It examines the challenges associated with bringing numerous agencies and activities.
9191 Open Enrollment \$150

Homeland Security and Defense Studies

Course: W00958 (48 hours) Online Training
This package includes: Introduction to Homeland Security and Defense, Asymmetric Threats to Global Security and Stability, Law and Intelligence in Homeland Security and Defense, The Interagency and Homeland Security and Defense.
9182 Open Enrollment \$550

INSURANCE

Accredited Claims Adjuster

Course: W00202 (40 hours)
After successful completion, the candidate will receive the ACA designation which exempts the candidate from the state examination for licensure as a 5-20 and 6-20 General Lines Insurance Adjuster. The state examination is required for the 3-20 license. Text provided and included in course fees.
9236 1/31-2/21 5:30-9:30 p.m. TWTh DTC 407 \$300
9237 3/27-4/17 5:30-9:30 p.m. TWTh DTC 407 \$300

Elements of Claims Adjusting

Course: W00788 (16 hours)
This is a comprehensive introduction to claims adjusting and procedures, and an introduction to Xactimate and techniques of damage determination. Upon successful completion of this course, the student will have the skills to analyze and apply property coverage's, be able to investigate the cause of loss, prepare an electronic estimate, prepare a Statement of Loss and negotiate and settle property losses.
9238 2/27-3/1 5:30-9:30 p.m. MTWTh DTC 404 \$300

Xactimate Software Training

Course: W00563 (24 hours)

This course is designed to train the student in the tools necessary to write real-life estimates using the Xactimate software program. This software program is used by contractors, property adjusters and insurance carriers. Students will need to have a laptop computer to bring with them to class along with a copy or trial copy of the Xactimate software available from Xactware Inc.

9239 3/5-3/15 5:30-9:30 p.m. MWTh DTC 407 \$500

ONLINE COURSES – INSURANCE

NEW! Accredited Claims Adjuster (5-20 or 6-20)

Course: W01065 (40 hours)

Successful completion of this course will exempt you from the state exam and properly prepare you for immediate entry into the insurance industry. This course will also meet the educational component for those pursuing Public Adjuster Apprentice designation (31-20).

9164 Open Enrollment \$300

NEW! Accredited Claims Adjuster en Español (5-20 or 6-20)

Course: W01066 (40 hours)

9165 Open Enrollment \$300

NEW! Customer Representative (4-40)

Course: W01063 (40 hours)

This state approved course is known as the "Get Your Feet Wet" course of insurance where you can begin working in the field quickly and add additional licenses and responsibilities later. Successful completion of this course will exempt you from the state exam and properly prepare you for immediate entry into the insurance industry.

9166 Open Enrollment \$300

NEW! Customer Representative en Español (4-40)

Course: W01064 (40 hours)

9167 Open Enrollment \$300

NEW! General Lines – Property and Casualty Pre-Licensing (2-20)

Course: W01068 (200 hours)

This comprehensive course covers all you will need to know for the General Lines state exam. Designed and instructed by an active General Lines agent, this course is your secret to passing the state exam. This course also meets the state of Florida educational requirement to qualify for the state exam.

9168 Open Enrollment \$500

NEW! Health Only Pre-Licensing (2-40)

Course: W01060 (40 hours)

This customized course is designed to prepare you for the health only portion of the Life, Health and Variable Annuity state exam. No need to learn or test for the life insurance and variable annuity portion of the exam. This course also meets the state of Florida educational requirement to qualify for the state exam.

9169 Open Enrollment \$200

NEW! Life and Variable Annuity Only Pre-Licensing (2-14)

Course: W01061 (40 hours)

This customized course is designed to prepare you for the life and variable annuity portion of the Life, Health and Variable Annuity state exam. No need

to learn or test for the health insurance portion of the exam. This course also meets the state of Florida educational requirement to qualify for the state exam.

9170 Open Enrollment \$200

NEW! Life, Health and Variable Annuity Pre-Licensing (2-15)

Course: W01062 (40 hours)

This in-depth course covers all aspects of the Life, Health and Variable Annuity state exam, including a comprehensive analysis of the transaction of life insurance, fixed dollar annuity contracts, variable annuity contracts and health insurance. This course also meets the Florida educational requirement to qualify for the state exam.

9171 Open Enrollment \$200

NEW! Personal Lines – Property and Casualty Pre-Licensing (20-44)

Course: W01067 (52 hours)

This comprehensive course covers all aspects of property and casualty for noncommercial purposes, including personal automobile, property insurance, inland marine, homeowners, dwelling and related coverages. This pre-licensing course is approved by the Florida Department of Financial Services, fulfills the state of Florida educational requirement and prepares the student to take the state exam.

9172 Open Enrollment \$350

NEW! 4-40 to 2-20 Conversion Course

Course: W01069 (40 hours)

After completing one year of responsible insurance duties as a 4-40, take this course to become a property and casualty (2-20) agent.

9163 Open Enrollment \$300

NEW! 2-20 Review Course

Course: W01070 (40 hours)

This is a review course for those preparing for the Property and Casualty state exam. This is a full review of the material and is not an overview.

9162 Open Enrollment \$225

Continuing Education Elements of Health Insurance

Course: W00405 (14 hours) Online Training

9201 Open Enrollment \$84

Continuing Education Elements of Life Insurance

Course: W00404 (14 hours) Online Training

9179 Open Enrollment \$84

Ethics in the Insurance Industry

Course: W00538 (3 hours) Online Training

9177 Open Enrollment \$25

Health Savings Accounts and the Medicare Prescription Drug Benefit—3 Hour CE

Course: W00582 (3 hours) Online Training

9180 Open Enrollment \$25

REAL ESTATE

Florida Real Estate Sales Pre-Licensing

Course: W00014 (63 hours)

9241 2/13-4/30 6-9 p.m. MW DTC \$230

9326 3/5-5/2 6-10 p.m. MW SSRC \$230

Real Estate Pre-Licensing Sales State Exam Review

Course: W00700 (14 hours)

9325 2/6-2/9 6-10 p.m. MTWTh DTC \$75

**Review state of Florida licensing requirements, see
<http://www.fldfs.com/Agents/Licensure/General/index.htm>.**

ONLINE COURSES – REAL ESTATE

Continuing Education for Florida Real Estate Professionals

Course: W00576 (14 hours)
9199 Open Enrollment \$30

Florida Broker Post-Licensing Management

Course: W00578 (30 hours)
9197 Open Enrollment \$150

Florida Broker Post-Licensing Investment

Course: W00577 (30 hours)
9198 Open Enrollment \$150

Florida Pre-Licensing Broker's Course

Course: W00580 (72 hours)
9196 Open Enrollment \$275

Florida Real Estate Pre-License Sales

Course: W00581 (63 hours)
9200 Open Enrollment \$250

Real Estate Post-Licensing Education

Course: W00579 (45 hours)
9195 Open Enrollment \$160

SHRM/HUMAN RESOURCES TRAINING

PHR/SPHR Certification Exam Review

Course: W00971 (36 hours)
This course is for those required to have training for licensure renewal or certification renewal by a regulatory agency or credentialing body. This course is for students who already own their own training manuals.
9284 2/28–5/1 5:30–9:30 p.m. T DTC TBA \$360

SHRM Learning System Members

Course: W00972 (36 hours)
This is a fundamental course for all Human Resources professionals preparing for the SPHR or PHR Certification Exam. This course is only for those who are members of SHRM.
9282 2/28–5/1 5:30–9:30 p.m. T DTC TBA \$785

SHRM Learning System Non-Members

Course: W00973 (36 hours)
This is a fundamental course for all Human Resource professionals for the SPHR or PHR Certification Exam. This course is only for those who are not members of SHRM.
9283 2/28–5/1 5:30–9:30 p.m. T DTC TBA \$810

NEW! The Ultimate Improvement Cycle: A Six Sigma Approach to Human Capital Management

Course: W01125 (14 hours)
This course is designed to show HR professionals how to utilize continuous process improvement to enhance their human resource processes. This course has been approved for strategic continuing education by the Human Resource Certification Institute.
9231 2/7–2/8 9 a.m.–5 p.m. TW DTC \$625

organizational effectiveness

LEADERSHIP DEVELOPMENT

Delivering Outstanding Customer Service

Course: W01146 (6 hours)
Whether your customer is across the country or across the hall, understanding and meeting their needs is the first and last step to success. We can all contribute to the success of our organization by winning over customers with superior products and delivering outstanding customer service.
9247 1/27 8:30 a.m.–3:30 p.m. F DTC \$99
9248 3/30 8:30 a.m.–3:30 p.m. F DTC \$99

Building Effective Communication and Interpersonal Skills

Course: W00901 (8 hours)
This course provides participants with skills and techniques needed for handling any communication situation with greater flexibility, confidence, empathy and impact. The course will help them assess their communication strengths and weaknesses, as well as enhance their ability to listen to and understand others.
9249 3/9 8 a.m.–5 p.m. F DTC \$95

NEW! Stepping Up to Supervisor

Course: W01145 (10 hours)
This is a management development training program for new supervisors, managers and leaders. The program offers a basic understanding of the roles, responsibilities and expectations required to be successful.
9245 1/30–1/31 8 a.m.–1 p.m. MT DTC \$150
9246 3/1–3/2 12:30–5:30 p.m. ThF DTC \$150

ONLINE COURSES – LEADERSHIP DEVELOPMENT

Building Teams That Work

Course: W01038 (24 hours) Ed2Go
9069 Open Enrollment \$99

Lean Mastery

Course: W00511 (60 hours) Gatlin Education
9043 Open Enrollment \$1,695

Six Sigma Greenbelt

Course: W00402 (100 hours) Gatlin Education
9052 Open Enrollment \$1,895

Six Sigma Black Belt

Course: W00509 (200 hours) Gatlin Education

9051 Open Enrollment \$2,695

Total Quality Fundamentals

Course: W01034 (24 hours) Ed2Go

9157 Open Enrollment \$99

NEW! Six Sigma: Total Quality Applications

Course: W01048 (24 hours) Ed2Go

Learn how to effectively apply the elements and methods of Six Sigma.

9142 Open Enrollment \$99

NEW! What You Say Before You Speak

Course: W00687 (8 hours) Online Training

Learn the art of impression management, equally applicable to men and women, so you know how to determine what impression you want to make and then how to look and act to get that reaction.

9178 Open Enrollment \$95

TEACHER TRAINING

Teacher Certification Exam Prep Seminar – Math

Course: W00561 (12 hours)

9242 2/8–3/14 5–7 p.m. W PEN \$70

Improve Your Study Skills and Test Taking Strategies

Course: W01160 (12 hours)

In this professional training course for childcare providers, participants will learn various methods for developing study skills to improve academic and work performance, based on their learning styles.

9318 2/25–3/3 9 a.m.–1 p.m. Sa DTC \$100

Safe and Smart: Guiding Kids of all Ages on How to Use the Internet

Course: W01159 (8 hours)

In this professional training course for childcare providers, participants will develop skills that will prepare them to teach kids of all ages how to use the Internet.

9317 1/21–1/28 9 a.m.–1 p.m. Sa DTC \$69

LEGO World for the Child Care Practitioners

Course: W01158 (8 hours)

This course will explore the various ways to apply creative learning techniques with the use of LEGOs for multiple age groups (1– 12yrs).

9324 2/18–2/25 9 a.m.–1 p.m. Sa DTC \$110

Autism for Child Care Practitioners

Course: W01162 (16 hours)

This course will provide child care practitioners with a basic understanding of the causes and characteristics of autism and of specific behavioral intervention techniques for children on all levels of the spectrum. It will also provide opportunities for discussion, problem solving, and hands on practice of specific techniques.

9323 2/4–3/3 9 a.m.–1 p.m. Sa DTC \$185

ONLINE COURSES – TEACHER TRAINING

NEW! An Introduction to Teaching ESL/EFL

Course: W01107 (24 hours) Ed2Go

Learn how to be an effective English language teacher from an expert in the field.

9128 Open Enrollment \$99

NEW! Creating K-12 Learning Materials

Course: W00982 (24 hours) Ed2Go

Increase student performance on standards important to your district by learning how to develop your own work books, lab manuals, booklets, activity kits, visual aids, and manipulatives targeting those standards.

9073 Open Enrollment \$99

Differentiated Instruction in the Classroom

Course: W00978 (24 hours) Ed2Go

9076 Open Enrollment \$99

Enhancing Language Development in Childhood

Course: W00983 (24 hours) Ed2Go

9079 Open Enrollment \$99

Integrating Technology in the K-5 Classroom

Course: W00979 (24 hours) Ed2Go

9090 Open Enrollment \$99

Solving Classroom Discipline Problems

Course: W00974 (24 hours) Ed2Go

9143 Open Enrollment \$99

Solving Classroom Discipline Problems II

Course: W01049 (24 hours) Ed2Go

9144 Open Enrollment \$99

NEW! Spanish in the Classroom

Course: W01113 (24 hours) Ed2Go

Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents.

9147 Open Enrollment \$99

Survival Kit for New Teachers

Course: W00975 (24 hours) Ed2Go

9151 Open Enrollment \$99

Teaching Math: Grades 4-6

Course: W01036 (24 hours) Ed2Go

9152 Open Enrollment \$99

Teaching Science: Grades 4-6

Course: W00976 (24 hours) Ed2Go

9153 Open Enrollment \$99

NEW! Teaching Writing: Grades 4-6

Course: W01104 (24 hours) Ed2Go

In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers.

9154 Open Enrollment \$99

The Classroom Computer

Course: W00980 (24 hours) Ed2Go

9155 Open Enrollment \$99

The Creative Classroom

Course: W00977 (24 hours) Ed2Go

9156 Open Enrollment \$99

Understanding Adolescents

Course: W00984 (24 hours) Ed2Go

9159 Open Enrollment \$99

Using the Internet in the Classroom

Course: W00981 (24 hours) Ed2Go

9160 Open Enrollment \$99

ONLINE COURSES – OCCUPATIONAL SPANISH

NEW! Spanish for Law Enforcement

Course: W01115 (24 hours) Ed2Go

Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations.

9145 Open Enrollment \$99

NEW! Spanish for Medical Professionals

Course: W01114 (24 hours) Ed2Go

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

9146 Open Enrollment \$99

NEW! Spanish in the Classroom

Course: W01113 (24 hours) Ed2Go

Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents.

9147 Open Enrollment \$99

WORKPLACE SKILLS

Building Effective Communication & Interpersonal Skills

Course: W00901 (8 hours)

This course provides the participants with the skills and techniques for handling any communication situation with greater flexibility, confidence, empathy and impact. This course will help students assess their communication strengths and weaknesses, as well as enhance their ability to listen to and understand others.

9249 3/9 8 a.m.–5 p.m. F DTC \$95

Delivering Outstanding Customer Service

Course: W01146 (6 hours)

Whether your customer is across the country or across the hall, understanding and meeting their needs is the first and last step to success. We can all contribute to the success of our organization by winning over customers with superior products and delivering outstanding customer service.

9247 1/27 8:30 a.m.–3:30 p.m. F DTC \$99

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NEW! Stepping Up to Supervisor

Course: W01145 (10 hours)

This is a management development training program for new supervisors, managers and leaders. The program offers a basic understanding of the roles, responsibilities and expectations required to be successful.

9245 1/30–1/31 8 a.m.–1 p.m. MT DTC \$150

9246 3/1–3/2 12:30–5:30 p.m. ThF DTC \$150

NEW! Time Management

Course: W01178 (6 hours)

This ILT Series course teaches students the fundamentals of time management. Students will learn how to evaluate the use of time, identify goals, set priorities, and develop an overall time management plan.

9292 1/20 8:30 a.m.–3:30 p.m. F DTC 404 \$99

9322 1/21 8:30 a.m.–3:30 p.m. Sa DTC 404 \$99

9293 1/23–1/24 5:30–8:30 p.m. MT DTC 404 \$99

9294 2/17 8:30 a.m.–3:30 p.m. F DTC 404 \$99

9295 3/5–3/6 5:30–8:30 p.m. MT DTC 404 \$99

Essential Skills for the Workplace

Course: W01072 (40 hours)

This course will prepare the student through interpreting graphic information, using words in context, recalling information, reading comprehension, mathematics computation and applied mathematics as they apply in the workforce.

9240 3/27–4/26 4:30–8:30 p.m. TTh DTC \$299

NEW! Keyboarding A to Z

Course: W01180 (20 hours)

This course is for students who want to learn how to touch-type to increase their speed and efficiency on the keyboard.

9300 1/25–2/22 5–9 p.m. W DTC 410 \$175

NEW! Writing Performance Evaluations

Course: W01179 (8 hours)

This course will provide guidelines, tips and tools that will help the participant write performance objectives, reviews, appraisals and other performance documentation that is clear, descriptive, objective and acceptable in today's workplace.

9296 1/26–2/2 5–9 p.m. Th DTC 404 \$135

9297 1/27 8:30 a.m.–5:30 p.m. F DTC 404 \$135

9298 2/23–3/1 5–9 p.m. Th DTC 404 \$135

9299 3/9 8:30 a.m.–5:30 p.m. F DTC 404 \$135

Writing for the Workplace

Course: W00903 (20 hours)

This course in practical business English includes principles of grammar, punctuation, word usage, paragraph development and formatting of basic business correspondence. The English language is constantly changing, and this course will reflect best practices for use in the business community. Text included.

9243 2/27–3/12 1–5 p.m. MW DTC \$255

ONLINE COURSES – WORKPLACE SKILLS

Introduction to Laying the Relationship – Building Foundation

Course: W00953 (3 hours) Online Training

Course offers an in-depth look at what constitutes networking, the noun that has been turned into a verb and is a mainstay in business worldwide.

9185 Open Enrollment \$36

To Catch Trout, Don't Fish in a Catfish Pond

Course: W00954 (2 hours) Online Training

This course will help you complete your personal relationship-building plan and help guarantee that the networking process works for you. Keep this plan handy so you can continue to refine it as you move throughout your career.

9192 Open Enrollment \$24

Creating Effective Business Cards

Course: W00955 (2 hours) Online Training

This course leads you through the process of creating your Verbal Business Card, the front end of your elevator pitch, which also serves as the basis of your top-of-the-mind positioning statement, a must for every business person.

9176 Open Enrollment \$24

Work an Event with Ease

Course: W00956 (2 hours) Online Training

You can do your homework, yet nothing can simulate actually working an event. This is when reality hits, and you have the face-to-face opportunity to build or strengthen relationships that will help increase your sales or get you the job or promotion you want . . . or to miss the chance because you don't know networking etiquette or didn't engage in meaningful conversations that made you memorable. There's so much more to working an event than just showing up. This course details what to do from start to finish, giving you the framework to adapt to your style so you can succeed much more easily.

9194 Open Enrollment \$24

Follow Up is Golden

Course: W00957 (2 hours) Online Training

You did your before-the-event preparation. You worked the event with ease, and now you have a handful of business cards. What do you do next? You follow up, of course! You'll learn how . . . from the importance of collecting and recording information on business cards for populating your database to follow-up methods from email, handwritten notes, e-zines or newsletters to the time-proven telephone calls, business meals and referrals.

9181 Open Enrollment \$24

Building Relationships for Business and Career Success

Course: W00952 (11 hours) Online Training

This five part series includes: Introduction to Laying the Relationship-Building Foundation, To Catch Trout, Don't Fish in a Catfish Pond, Creating Effective Business Cards, Work and Event with Ease, Follow Up is Golden

9174 Open Enrollment \$99

Administrative Assistant Applications

Course: W01000 (24 hours) Ed2Go

9062 Open Enrollment \$99

Administrative Assistant Fundamentals

Course: W00988 (24 hours) Ed2Go

9063 Open Enrollment \$99

Administrative Professional with Microsoft Office Specialist 2003 Training

Course: W01183 (380 hours) Gatlin Education

9304 Open Enrollment \$1,995

Administrative Professional with Microsoft Office Specialist 2007 Training

Course: W01182 (480 hours) Gatlin Education

This program teaches skills needed to become a successful administrative professional using the Microsoft Office 2007 suite of programs. You will receive training on the most popular Microsoft Office 2007 programs. Upon successful completion of this program, you will be prepared to take the MOS 2007 certification exam offered by Microsoft.

9303 Open Enrollment \$2,295

Fundamentals of Supervision and Management

Course: W01076 (24 hours) Ed2Go

9083 Open Enrollment \$99

NEW! Help for the Helpdesk

Course: W01101 (24 hours) Ed2Go

Learn powerful customer helpdesk skills that will enable you to resolve issues quickly and effectively.

9087 Open Enrollment \$99

How to 'green up' your home, office or dorm with houseplants

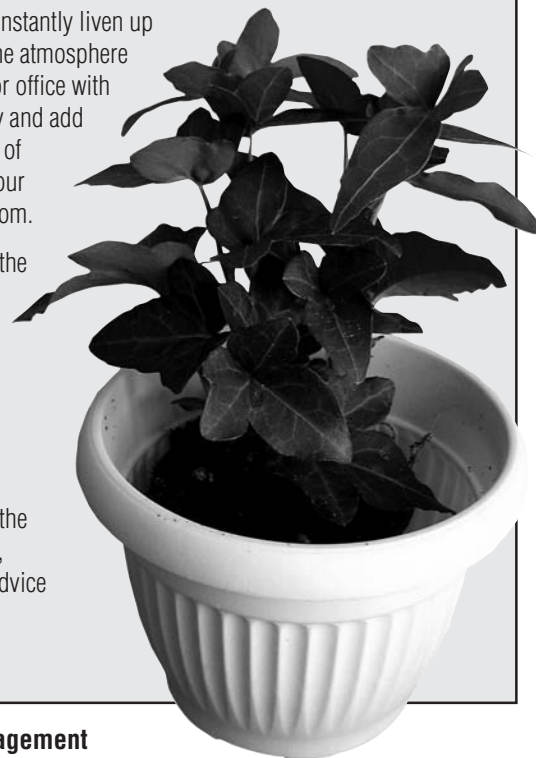
(ARA) – Looking for a fresh new look for your home or office or want to add some color and cool for your college digs? Houseplants are always in style.

For an easy transformation for any space, houseplants add high impact and eco flair that rival expensive makeovers. Whether you choose orchids or Bonsai, houseplants fit any lifestyle, mood and taste.

"Live plants are a perfect way to add instant style to any home or office and they're affordable and eco-friendly," says Justin Hancock, editor of Better Homes and Gardens online (BHG.com). "They're easy to grow, freshen the air, and what they give back in aesthetics, well-being and rekindling our connectivity with nature, is priceless."

Houseplants instantly liven up and change the atmosphere in any room or office with natural beauty and add a funky touch of greenery to your boxy dorm room.

From finding the perfect plant to decorating ideas at your fingertips, check out the new digital GrowingStyle Magazine for the hottest plants, expert plant advice and green living tips.



Records Management

Course: W00864 (180 hours)

Gatlin Education

9050 Open Enrollment \$1,395

NEW! What You Say Before You Speak

Course: W00687 (8 hours) Online Training

Learn the art of impression management, equally applicable to men and women, so you know how to determine what impression you want to make and then how to look and act to get that reaction.

9178 Open Enrollment \$95

registration information

ON THE INTERNET

Web registration is available to everyone. Go to www.pensacolastate.edu/CCPD. Follow the instructions on the Pensacola State College website always choosing Continuing Education.

WALK IN

Register in person at any Pensacola State College campus Registration Office. Pensacola, Building 2; Milton, Building 4200; Warrington, Building 3600

BY MAIL

Mail your completed Continuing Education registration form, with payment information (do not send cash) to: Pensacola State College Cashier Office, 1000 College Blvd., Pensacola, FL 32504.

STUDENT ACCOMMODATIONS

Students with special needs must notify the Center for Corporate and Professional Development Training a minimum of two business days before the course start date so appropriate accommodations can be arranged.

REFUNDS

To receive a refund for a course, students must withdraw prior to the **second** scheduled class meeting. For workshops, conferences, seminars and special training programs, students must withdraw prior to the **first** scheduled class meeting. Call (850) 484-1374 to drop a course. Refunds are not processed for tuition of \$5 or less.

HOLIDAYS

Classes will not be held on Jan. 16 (Martin Luther King Jr. Day) or March 19–25 (Spring Break). For additional information regarding schedule changes due to holidays or other reasons, contact your instructor.

EMERGENCY CLOSING DUE TO INCLEMENT WEATHER

The decision to close Pensacola State College due to inclement weather is carefully weighed before it is made.

Visit www.pensacolastate.edu; call (850) 484-1000; tune into WCOA 1370 AM on the radio or WEAR TV3 for updated information regarding the college's decision to close due to inclement weather (hurricane, flooding, etc.).

PIRATE MOBILE

Pensacola State College has a cell phone text messaging service for students, faculty and staff called "Pirate Mobile." The service helps keep students informed of urgent matters such as school closings, weather conditions, etc.

Sign up at www.pensacolastate.edu/students/services/piratemobile.asp.

ONGOING REGISTRATION

Walk-in registration: 8 a.m.–4 p.m. Monday–Thursday

Web registration: 12:01 a.m.–8 p.m. Monday–Thursday

Weekend web registration: Midnight Thursday through 8 p.m. Monday

Mail-in and night depository registration: Available at all times

The college offers extended hours during college credit registration. For more information, call (850) 484-1601.

PARKING DECAL

Continuing Education students need parking decals for their vehicles.

Take vehicle registration and student ID or class registration to the Pensacola State College Police Department located in the Student Center, Building 5, Pensacola campus; Building 4000, Milton campus; Building 3600, Warrington campus.

PENSACOLA STATE COLLEGE CONTINUING EDUCATION REGISTRATION FORM

Student ID or SSN * _____ Last Name _____ First _____ Middle _____ Date of birth (MM/DD/YY) _____

Please review and initial the SSN Collection Statement on the reverse side of this registration form.

PARENTS REGISTERING CHILDREN: Please do not use your SSN to register your child. If you do not wish to provide your child's SSN, the Registrar's Office will assist you with the registration without the SSN.

Address _____
Number/Street/Apartment _____ City _____ State _____ Zip code _____

Home Telephone _____ Alternate Telephone _____

Gender: Male Female
Ethnicity: Are you Hispanic/Latino Yes No
Check all that apply: White Asian American Indian or Alaskan Native
 Black or African American Native Hawaiian or other Pacific Islander

Citizenship: United States Other country: _____
If you are **not** a United States citizen, indicate current Immigration status:
 Permanent Resident; provide Resident Alien Number _____
 Other immigrant; provide current Visa type and expiration _____

Section	Course Title	Date Class Begins	Section	Course Title	Date Class Begins

Signature: _____ Date: _____

Mailing your registration? Complete this section and mail to Pensacola State College Cashier's Office, 1000 College Boulevard, Pensacola FL 32504-8998

Payment Amount \$ _____ Payment Method: Check Money Order Visa Mastercard American Express

Credit Card Number _____ Expiration Date _____

Signature as it appears on credit card _____

Rev. 3/4/11

* Required and authorized by Title IV of the Higher Education Act of 1965, as amended (§§483 and 484); 20 USC 1078, 1090, 1091 & 1092; 34 CFR 668.16; 34 CFR 668.33; 34 CFR 668.36; 34 CFR 668.32(i) and 34 CFR 668.36. For additional information go to <http://www.pensacolastate.edu/students/docs/SSNpolicy.pdf>.
Initials _____

Recharge your career through education

(ARA) – While this may be a challenging time to look for a job, there is no shortage of personal career aspirations. Whether you are in between jobs or gainfully employed, these uncertain times provide the opportunity to assess your options for the future.

Alicia Williams, chair of the early childhood education program at Brown Mackie College – Atlanta recommends assessing where you are today and asking yourself, where do you want to be in five years? “When it comes to staffing my department, I look for potential candidates who are passionate about what they do,” Williams says. Her own hiring experience leads to her next piece of advice. “Where is your passion? Proceed from there,” she says. “Figure out how to spend the days doing what you enjoy.”

Additional education could be your key to a more fulfilling career. Successfully completing a two-year program may help open the door to an entry-level position in a new profession in many different fields, such as health care, veterinary technology, accounting or graphic design, to name just a few.

The case for higher education is strengthened by the Bureau of Labor and Statistics. It reported lower unemployment among workers over age 25 that held a college degree than among those of the same age who did not. According to this May 2011 update, high school graduates faced a 10.3 percent unemployment rate while unemployment among those with an associate degree was 7 percent, and those with a bachelor’s degree saw unemployment dip to a lower 5.4 percent.



The same BLS survey indicates the higher the degree, the higher the average weekly salary earned. For instance, those who held associate degrees earned a median of \$767 per week, compared to median weekly earnings of \$1,038 for those who held a bachelor’s degree.

In addition to education credentials, Williams looks for job candidates who are knowledgeable in the field, and cognizant of current trends. How do you track trends in an industry you want to join? “Launch a network in your desired field and get information about possibilities for the future,” she says. Look up associations affiliated with the field and attend meetings. This puts you shoulder to shoulder with working professionals who can answer your questions about the industry, their job responsibilities and company culture. They can also prove invaluable to expanding your network of contacts.

Getting involved in volunteer work can help you achieve your employment objectives. “Volunteering is the best free experience you can get anywhere,” Williams says. “Hands-on experience is a must-have to enter any profession.” She recommends researching volunteer opportunities within the field of study. “Look at community events on the local, city and state levels. You won’t know what’s out there unless you seek the information,” she says.

Volunteer work can often lead to a possible job. “A word-of-mouth recommendation can go a long way, especially with the number of resumes coming in,” she says. “People will take tips on candidates from someone they know in the field. It’s much easier to stand out in person than on a paper resume. Just be sure to make a good impression.”

In addition to assessing your passions and aspirations, it’s important to consider your computer skills. “We live in a world of changing times. Every profession focuses on technology. If you don’t have confidence in your computer skills, take a class to become technologically savvy,” Williams advises. “Technology is here now and will continue to advance. Employers are looking for proficiency.”

Do you prefer career autonomy or would you rather have a boss? This is another important point to consider when defining your career goals. Some career choices enable both options. For instance, careers in massage therapy or early childhood education offer the opportunity to work for a company or open your own business.

Education provides a foundation for every career direction. “I truly believe that after being a teacher for many years and now working in higher education, teachers make all other professions possible,” says Williams.

How to put together a casual, yet professional look

(ARA) – When the directive comes down from management that your workplace is moving to a casual dress code, it's usually cause for office-wide celebration. More and more companies these days are recognizing the importance of keeping their employees comfortable, and are adopting looser standards for their corporate dress codes.

If your company goes casual, it doesn't mean you should stop paying attention to your professional appearance. Take advantage of the relaxed standards of a more casual dress code, but try to avoid some of the pitfalls that might cause you to look sloppy and unprofessional.

Play the situation

When you're spending the day in the office, casual attire that fits into your dress code is totally appropriate. But the dress code doesn't always apply to every situation you might run into during the course of your workday. If you have an important meeting with an associate from another company, more formal attire is appropriate, whether it's spelled out in your dress code or not.

Keep it clean

No matter how relaxed the dress code is, it's never a good idea to wear jeans with holes in them or a coffee-stained shirt. Like or not, wearing frayed or worn clothes will negatively affect how co-workers perceive you.

Get the right fit

Even with casual items like jeans and polo shirts, finding the right fit can mean the difference between a crisp and well-put-together and stylish look and a drab appearance. Dark jeans present a crisper look that's more appropriate for business settings and styles with a wider cut around the boot usually pair better with loafers, boots and casual dress shoes — even though your tennis shoes may be comfy, leave them at home for play time.

When shopping for work-appropriate jeans, wear shoes and a shirt you'd normally wear for work to get an idea of what style fits best with your work attire. The Signature by Levi Strauss & Co. brand offers a number of work-



appropriate jeans for men and women for less than \$30 a pair at Walmart stores. It's important to note that you don't have to break the bank for a professional yet casual look.

You should avoid certain styles of jeans in the workplace.

Men: While your build and personal style might allow you to brilliantly pull off skinny jeans on the weekends, don't be tempted to wear them in the office. **Women:** You might turn heads with the way you wear those low-rise jeans, but opt for something less revealing for the workplace.

Err on conservative side

If you have to ask yourself if your outfit is too revealing, chances are it is. Women should refrain from low-cut blouses, just as men should resist the urge to ditch the t-shirt underneath that button-down shirt. If your dress code is casual enough to allow for T-shirts, refrain from wearing anything containing messages or images that could be deemed by anyone as offensive. You can impress your friends with your witty T-shirt on the weekends, but your peers — or superiors — may not share their sense of humor.

While there are certain things to avoid when composing your work-casual look, remember to enjoy the freedom and comfort allowed by your relaxed dress code. By keeping your wardrobe stocked with casual attire that fits your body well, looks clean and crisp and is appropriate for the workplace, you'll maintain comfort while exuding professionalism and confidence. If you're looking for ideas to complete your look, visit www.signaturebylevistrauss.com.



Five tips for non-traditional students seeking internships

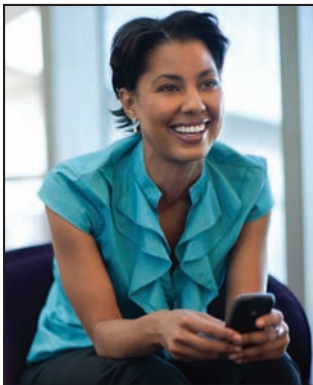
(ARA) – Internships — those on-the-job experiences that help workers get practical experience — aren't just for traditional college students any more.

Here are five tips for non-traditional students to consider for pursuing any internship, according to Stacia Klasen, experiential learning manager at Colorado Technical University.

1. In addition to internships, non-traditional students can seek volunteer or job shadowing experiences in their fields.
2. Non-traditional students can utilize the professional staff and resources available at their colleges to help find the right experiential learning opportunity that aligns with their degree program. At Colorado Technical University, for example, the career services team provides one-on-one coaching for students to help them prepare for and identify internships with the flexibility to fit their lifestyles.
3. Conduct an online search, including visiting sites like www.Monster.com and www.idealists.org, a national repository of internships and volunteer opportunities.
4. Non-traditional learners need to clearly reiterate their desire to enter a new field, why they're seeking this change, and show how their skills and experience would be a great match for the specific position.
5. There's no replacement for talking with people who can offer guidance and connections to opportunities that fit your career goals. Career fairs, alumni and the local Chamber of Commerce are good connections.



Going mobile with your small business



(ARA) – Smartphones have helped create a new type of office — the mobile office. A growing number of small businesses are embracing the mobile office, and a few guidelines can make it an affordable reality.

Ditch old landline for a smartphone

Smartphones with Wi-Fi make it possible to make free phone calls over Wi-Fi and remain connected virtually everywhere.

Replace cumbersome laptop computers with sleek ultra portable tablet computers

Tablet computers like the BlackBerry PlayBook are sleek, powerful, affordable, light-weight and portable. They're becoming the new laptop for anyone who works on the go.

Get free instant messaging

With the free BlackBerry Messenger or BBM app, text messages are free and can be used to exchange brief messages, photos, videos, documents, your location and more.

Get desktop programs on your smartphone or tablet

BlackBerry smartphones ship with free travel, maps and navigation, and productivity apps like Documents To Go for viewing and editing Microsoft Office documents.

Secure, back up and protect smartphones

In the event of loss or theft, free online services like BlackBerry Management Center for small businesses help locate, automatically back up, restore, remotely lock or erase contents from a lost or stolen smartphone to protect important information.

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New courses

- **Project Management Basics** – This course covers basic project-management techniques, including managing time and costs. Four sessions meeting January through April. See page 4 for more information.
- **Personal Fitness Trainer Certification** – Covers topics including biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. Feb. 4 – March 10. See page 10 for more information.
- **Safety Courses** – Instructed by University of Alabama OSHA Training Institute Education Center (UA OTI-EC). These courses for private sector personnel cover OSHA policies, procedures, and standards, construction safety and health principles See page 11 for more information.
 - **OSHA 510** – Feb. 20–23
 - **OSHA 511** – March 5–8
 - **OSHA 500** – April 2–5
- **Time Management** – Teaches students the fundamentals of time management. Students will learn how to evaluate the use of time, identify goals, set priorities, and develop an overall time management plan. Four sessions meeting January through April. See page 16 for more information.

