

CENTER for CORPORATE and PROFESSIONAL DEVELOPMENT training



FALL IS A TIME FOR NEW BEGINNINGS, a time to acquire new skills or expand your current knowledge and skills. Pensacola State College's *Center for Corporate and Professional Development Training* is here to encourage you to stop procrastinating and start embracing your new beginnings.

Below is a quick glance at some of the courses and training that the Center for Corporate and Professional Development Training (CCPDT) has to offer.



What:

- Certification and/or licensure (i.e. *SHRM, Insurance, Real Estate, OSHA*)
- Continuing professional education for those in the insurance, safety and real estate industries
- Leadership Development (i.e. *After all You're the Supervisor, What's Your Communication Style*)
- Soft Skills (i.e. *Customer Service, Microsoft Office, Writing for the Workplace*)

How:

- **Open enrollment** and **customized** training programs can be delivered on your schedule and at your desired location.
- Training programs are designed to provide skills companies need to excel.
- We will work with you to build a **"Corporate College"** with credit or non-credit classes delivered at your site.

When/Where:

- Outsource your corporate training to CCPDT and we'll deliver training anytime, anywhere.

Why:

It is our mission to take the tremendous job that Pensacola State College does and apply it to the Pensacola Bay area workforce. Workforce and Economic Development is also responsible for creating economic development opportunities and partnerships within the Pensacola Bay area and throughout the state of Florida.

Some of our training topic areas are:

- Basic Construction
- Fundamentals of Interior Design
- Grant Writing
- Project Management Certification Prep
- OSHA Training
- QuickBooks Certification Prep

For more information

Ruth McKinon, Coordinator, Corporate and Professional Training
850-484-1363

PENSACOLA STATE LOCATIONS

DTC	DOWNTOWN CENTER, 418 W. GARDEN ST., PENSACOLA
MIL	MILTON CAMPUS, 5988 HWY. 90
PEN	PENSACOLA CAMPUS, 1000 COLLEGE BLVD.
SSRC	SOUTH SANTA ROSA CENTER, 5075 GULF BREEZE PKWY.
WAR	WARRINGTON CAMPUS, 5555 W. HWY. 98

DAYS LEGEND

M	MONDAY
T	TUESDAY
W	WEDNESDAY
R	THURSDAY
F	FRIDAY
SA	SATURDAY
S	SUNDAY

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.

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ACCOUNTING SKILLS

QuickBooks 101

Course: W00845 (16 hours)

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

9102 10/02–10/05 8:30am–12:30pm MTWR DTC 409 \$155

Advanced QuickBooks

Course: W00846 (16 hours)

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

9103 10/30–11/02 8:30am–12:30pm MTWR DTC 409 \$155

Accounting 101 for the Workplace

Course: W01475 (12 hours)

This is a basic accounting course designed as an introduction for non-accounting majors. This course will help students understand basic financial reporting by preparing journal entries, financial statements, and simple financial statement analysis.

9259 10/25–11/15 12:30pm–3:30pm W DTC 409 \$175

ONLINE COURSES — ACCOUNTING

Chartered Tax Professional

Course: W00721 (180 hours) Gatlin Education

After successfully completing the first course in the CTP certificate program, you will be qualified to prepare individual tax returns for almost all U.S. taxpayers and have the tax knowledge to successfully pass the IRS Competency Exam.

9075 08/21–12/15 Open Enrollment Online \$1,895

BUSINESS WRITING

Business Grammar Workshop

Course: W01210 (10 hours)

Students of this course learn how to use grammar effectively within their organizations. Students will learn to write effective sentences by identifying sentence elements, correctly using phrases and clauses, and understanding sentence classifications.

9257 11/13–11/20 12:30pm–5:30pm M DTC 407 \$125

Business Writing Workshop

Course: W01211 (10 hours)

Students will learn how to improve grammar, word usage, and punctuation, write easy-to-understand letters and memos, avoid wordiness and jargon, make compelling written arguments and develop effective proofreading skills.

9258 12/04–12/11 12:30pm–5:30pm M DTC 407 \$125

ONLINE COURSES — BUSINESS WRITING

Effective Business Writing

Course: W00999 (24 hours) Ed2Go

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

9017 08/21–12/15 Open Enrollment Online \$105

Fundamentals of Technical Writing

Course: W00991 (24 hours) Ed2Go

Learn the skills you need to succeed in the well-paying field of technical writing.

9012 08/21–12/15 Open Enrollment Online \$105

Introduction to Internet Writing Markets

Course: W01028 (24 hours) Ed2Go

Whether you are just taking your first steps toward that dream of being published, or you have a dozen books to your credit, this course will show you how you can start earning income on the Web right away.

9031 08/21–12/15 Open Enrollment Online \$105

Resume Writing Workshop

Course: W01106 (24 hours) Ed2Go

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

9056 08/21–12/15 Open Enrollment Online \$105

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.

9052 08/21–12/15 Open Enrollment Online \$105

GRANT WRITING

Grant Writing Bootcamp

Course: W01554 (9 hours)

Whether you have written a few proposals or just getting started, this invigorating course is designed to equip you with the skills and tools needed to manage a nonprofit as well as prepare, research, and write successful proposals. Participants will prepare, submit, and review mock proposals.

9114 10/23–10/25 5:30pm–8:30pm MTW DTC 407 \$239

Launching a Nonprofit

Course: W01552 (6 hours)

This session provides the steps for starting a nonprofit from securing a board to registering and reserving a name to providing an overview of the 501c3 application for tax-exempt status.

9113 10/26–10/27 5:30pm–8:30pm RF DTC 407 \$179

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.

9033 08/21–12/15 Open Enrollment Online \$105

Becoming a Grant Writing Consultant

Course: W00989 (24 hours) Ed2Go

Learn how you can use a basic knowledge of grant or proposal writing to become an expert in the grant-consulting field.

9010 08/21–12/15 Open Enrollment Online \$105

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.

9053 08/21–12/15 Open Enrollment Online \$105

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.

9039 08/21–12/15 Open Enrollment Online \$105

Writing Effective Grant Proposals

Course: W01105 (24 hours) Ed2Go

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

9055 08/21–12/15 Open Enrollment Online \$105

ENTREPRENEURIAL DEVELOPMENT

8 Evening Live PMP Boot Camp

Course: W01581 (35 Hours)

The 8 evening Project Management Professional (PMP) Boot Camp is an instructor led class that provides students with an in-depth understanding of what is expected to pass the PMP certification examination. This class teaches the intricacies of project management as defined by the Project Management Institute (PMI) in A Guide to the Project Management Body of Knowledge (PMBOK).

9117 10/23–11/03 5:00pm–8:30pm MTWRF DTC 407 \$1680

PROFESSIONAL DEVELOPMENT FOR THE NON-PROFIT SECTOR IS HERE!



Whether you lead, work for, serve on the board, or volunteer at a non-profit, we'd like to equip you with the tools necessary for non-profit success!

We offer on-site, affordable, high-quality grant writing and capacity building classes for individuals interested in learning about **grant writing** or **launching a non-profit**.

Develop the skill sets and confidence needed to make your mark in the non-profit sector!

Sign up TODAY! Be prepared to make a difference in your world TOMORROW.

Derek Lane is the owner of the Lane Consulting Group and is a trainer and grant writer with over 25 years of experience in community development work. He has launched scores of non-profits and secured more than \$20 million in resources for institutions, community and faith-based agencies around the country.

Courses
#W01552
#W01554

Hybrid (Live & Online) PMP Boot Camp

Course: W01582 (35 Hours)

The four day Project Management Professional (PMP) Boot Camp is an instructor led class that provides students with an in-depth understanding of what is expected to pass the PMP certification examination. This class teaches the intricacies of project management as defined by the Project Management Institute (PMI) in A Guide to the Project Management Body of Knowledge (PMBOK).

9118 09/25–09/29 8:00am–3:00pm MTWRF DTC 409 \$1119

4 Day Live PMP Boot Camp

Course: W01580 (35 Hours)

The four day Project Management Professional (PMP) Boot Camp is an instructor led class that provides students with an in-depth understanding of what is expected to pass the PMP certification examination. This class teaches the intricacies of project management as defined by the Project Management Institute (PMI) in A Guide to the Project Management Body of Knowledge (PMBOK).

9194 08/21–08/24 8:00am–4:45pm TWRF DTC 407 \$1680
9195 12/12–12/15 8:00am–4:45pm TWRF DTC 407 \$1680

ONLINE COURSES — ENTREPRENEURIAL DEVELOPMENT

Creating a Successful Business Plan

Course: W00990 (24 hours) Ed2Go

Turn your business ideas into a solid plan for financing and long-term success.

9011 08/21–12/15 Open Enrollment Online \$105

High Speed Project Management

Course: W01003 (24 hours) Ed2Go

Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

9020 08/21–12/15 Open Enrollment Online \$105

Introduction to Nonprofit Management

Course: W01013 (24 hours) Ed2Go

Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors.

9026 08/21–12/15 Open Enrollment Online \$105

Interior Design, Introduction

Course: W01122 (24 hours) Ed2Go

Explore a career in interior design as you learn how to transform any room into a beautiful and functional space.

9063 08/21–12/15 Open Enrollment Online \$105

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.

9028 08/21–12/15 Open Enrollment Online \$105

Mastery of Business Fundamentals

Course: W00996 (24 hours) Ed2Go

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

9015 08/21–12/15 Open Enrollment Online \$105

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.

9062 08/21–12/15 Open Enrollment Online \$105

Project Management Fundamentals

Course: W01021 (24 hours) Ed2Go

This course and its follow-up (Project Management Applications) also include essential information that will help you prepare for the Project Management Professional (PMP®) and the Certified Associate in Project Management (CAPM®) exams.

9029 08/21–12/15 Open Enrollment Online \$105

Project Management Applications

Course: W01039 (24 hours) Ed2Go

9038 08/21–12/15 Open Enrollment Online \$105

Project Management Certification Prep

Course: W00769 (56 hours)

Course developed and 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-pm.com for information.

9167 08/21–12/15 Open Enrollment Online \$895

Project Management Professional Certification Exam Prep 1

Course: W01052 (24 hours) Ed2Go

This course, the first part of a two-course series, will demystify the PMBOK® Guide, including relationships between inputs, tools and techniques, and outputs. The course will also bring clarity to such topics as precedence diagramming, estimating, and scope management.

9042 08/21–12/15 Open Enrollment Online \$138

PROJECT MANAGEMENT

What makes a GREAT project manager? The textbook definition is anyone who can deliver the stakeholder's requirements within scope, time and cost, but that is just the tip of the iceberg.

The reality is that a GREAT project manager must first get his/her foot in the door of a company to get a chance to showcase his/her great skills.

So, how can you get your foot in the door? It's all about networking...who you know. Getting pulled into the organization by a sponsor is by far the best way to get that chance. But what happens if you don't have a sponsor? Then you are forced to obtain the credentials needed to get your resume from a very tall stack of other resumes to the top of the short list.

First, obtain a college degree. I recommend either business management or project management, but other options can be just as good. Many people say

that a degree doesn't demonstrate that you can do your job better than anyone else. But, it does show that you will finish what you start, and you are willing to learn various skills within and outside your core discipline.

Second, be the best manager at whatever position you have and continue to look for advancement opportunities inside or outside your organization. This means that you may have to bounce around from company to company to get to where you want to be. Good project managers have VERY long resumes because they actually deliver their project to their stakeholders and do not drag out their tasks.

Lastly, get your certification in your core discipline. Since this article is about project managers, there is one that clearly stands out: Project Management Professional, or PMP®, sponsored by the Project Management Institute (PMI®).

PMP is the most common and most regarded project management certification with more than 750,000 active PMPs in the world¹. According to PMI's Earning Power Salary Survey conducted in 2015, those with a PMP certification obtained about 20% on average² more pay than those without. To complete this certification, you need to qualify (checkout the PMP handbook published by PMI), apply to take the test, and study.

That is where I come in. I have been teaching this full time for over 7 years and I can steer you in the right direction, thus saving you money and time. Email me with questions at info@YourProjectManagementInstructor.com. Sign up now to get certified so you can get your resume from that tall stack to the top of a very short list. ■



Juan Martinez

¹ This is according to the PMI fact file published this year

² Earning Power: Project Management Salary Survey Ninth Edition

PMP, PMI and R.E.P. are registered trademarks of the Project Management Institute, Inc.

Project Management Professional Certification Exam Prep 2

Course: W01053 (24 hours) Ed2Go

In this course, the second part of the two-part certification preparation series, your instructor will continue to demystify the PMBOK® Guide, including relationships between inputs, tools and techniques, and outputs.

9043 08/21–12/15 Open Enrollment Online \$138

Start and Operate Your Own Home-Based Business

Course: W01004 (24 hours) Ed2Go

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.

9021 08/21–12/15 Open Enrollment Online \$105

Start Your Own Small Business

Course: W01037 (24 hours) Ed2Go

Learn how to take your dream of starting a business and put it into action. In this class, you will learn everything you need to know about starting a business.

9036 08/21–12/15 Open Enrollment Online \$105

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.

9030 08/21–12/15 Open Enrollment Online \$105

Wedding Planner

Course: W00638 (300 hours) Gatlin Education

Prepare for a career in wedding planning by mastering the fundamentals of planning, orchestrating, and delivering “wow” weddings and parties. This program allows you to earn your certification as a professional wedding planner — and you will even have an opportunity to put your new skills to work in an optional internship!

9074 08/21–12/15 Open Enrollment Online \$1595

Computer Skills/Certification

BEGINNING PROGRAMS

Beginning Course in Computers

Course: W00819 (12 hours)

This course provides knowledge and skills for operating in the Windows environment. Participants learn to navigate the Start screen and traditional Windows Desktop. Student will also learn to access Desktop Applications, create folders, customize various settings and add hardware.

9099	09/25–09/29	Noon–4:00pm	MWF	DTC	409	\$135
9100	10/09–10/10	3:00pm–9:00pm	MT	DTC	409	\$135
9101	11/06–11/08	8:30am–2:30pm	MW	DTC	409	\$135

Keyboarding

W01316 (24 hours) Ed2Go

Using Keyboarding Pro's built-in word processor, you will learn how to create, edit, and save word processing documents. As you improve your typing speed and accuracy, you will use the word processor's timed writing feature continually hone in your skills.

9068 08/21–12/15 Open Enrollment Online \$105

DATABASE DESIGN MANAGEMENT

SQL, Introduction

Course: W01012 (24 hours) Ed2Go

Learn the key concepts of Structured Query Language (SQL) and gain a solid working knowledge of this powerful and universal database programming language. You will learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques.

9025 08/21–12/15 Open Enrollment Online \$105

SQL, Intermediate

Course: W01093 (24 hours) Ed2Go

9079 08/21–12/15 Open Enrollment Online \$105

Ed2Go Courses

A new section of each course starts monthly.

Start dates for the Fall Term

Aug. 16, Sept. 13, Oct. 18, Nov. 8 & Dec. 13

Courses run for six weeks.

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

To register visit www.pensacolastate.edu/CCPD or call (850) 484-1374.

Web Applications Developer

Course: W01186 (267 hours) Gatlin Education

Whether you are new to web development or want to enhance your skills, this program will give you the knowledge you need to create dynamic database-driven websites using the latest technologies. You will master basic HTML (the core technology behind almost all websites), learn CSS for designing pages, and discover how to make your pages more dynamic with JavaScript.

9058 08/21–12/15 Open Enrollment Online \$2,395

Querying Microsoft SQL Server 2012 LAB

Course: W01521 (64 hours) uCertify

The Querying Microsoft SQL Server 2012 exam mainly intended for System Administrators and Engineers who can work with SQL Server 2012. Pre-70-461 Lab

9081 08/21–12/15 Open Enrollment Online \$199

Administering Microsoft SQL Server 2012 Databases LAB

Course: W01522 (64 hours) uCertify

The Microsoft MCSA/MCSE SQL Server 2012 certification is an industry recognized credential. This certification is proof of a person's competence across a spectrum of skills including installation, maintenance, and configuration of tasks involved with SQL Server 2012. 70-462 Lab

9181 08/21–12/15 Open Enrollment Online \$199

ONLINE COURSES — DATABASE MANAGEMENT

Database Development, Introduction

Course: W01009 (24 hours) Ed2Go

An experienced professional guides you through a structured approach to database design and development.

9024 08/21–12/15 Open Enrollment Online \$105

Oracle, Introduction

Course: W01030 (24 hours) Ed2Go

Learn how to use the Oracle database management system to plan, organize, and manage your data. This course will introduce you to the Structured Query Language (SQL), Oracle's SQL*Plus, and other valuable tools used to develop, manage, and reference an Oracle database.

9032 08/21–12/15 Open Enrollment Online \$105

Oracle, Intermediate

Course: W01092 (24 hours) Ed2Go

9050 08/21–12/15 Open Enrollment Online \$105

Microsoft SQL Server 2012 Administration

Course: W01531 (384 hours) uCertify

The Microsoft's MCSA/MCSE SQL Server 2012 certification is proof of a person's competence of skills, which includes Installing Windows XP, Implementing and Conducting Administration of Resources, Implementing, Managing, Monitoring, and Troubleshooting Hardware Devices and Drivers. (70-461, 70-462, & 70-463)

9190 08/21–12/15 Open Enrollment Online \$199

Administering Microsoft SQL Server 2012 Databases

Course: W01522 (64 hours) uCertify

This course will focus on skills, which include the installation, maintenance, and configuration of tasks involved with SQL Server 2012. 70-462

9181 08/21–12/15 Open Enrollment Online \$199

DESKTOP APPLICATIONS

Microsoft Excel 2013 Level I

Course: W01292 (10 hours)

Students will learn how to navigate worksheets and workbooks. They will enter and edit text, values, formulas, move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns..

9121 10/18–10/20 8:30am–1:30pm WF DTC 409 \$129

Microsoft Excel 2013, Level II

Course: W01557 (10 hours)

Students will learn how to use multiple worksheets and workbooks efficiently, and will work with more advanced formatting options including styles, themes and backgrounds. Students will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with tables.

9122 11/13–11/15 Noon–5:00pm MW DTC 409 \$129

Increase Your Skills — Get Proficient in Microsoft Excel 2013

Course: W01555 (30 hours)

This course provides a broad overview, which students will have, advanced skills in Microsoft Excel 2013. Students will learn how to enter data, work with numbers, edit worksheets, and change the appearance of worksheets. Acquire the ability to work with formulas and functions, format cell contents, create and edit charts, manage multi-sheet workbooks, and apply advanced functions and data analysis.

9115 10/17–11/02 4:00pm–9:00pm TR DTC 409 \$395

Microsoft Excel 2016 Level 1

Course: W01595 (10 Hours)

Student will learn how to create, save, share, and print worksheets that contain various kinds of calculations and formatting.

9237 10/30–11/01 4:00pm–9:00pm MW DTC 409 \$129

Microsoft Excel 2016 Level 2

Course: W01596 (10 Hours)

Microsoft Excel 2016 Level 2 builds on the basic concepts and skills of our Level 1 course to provide more advanced tools for analysis and presentation of complex realistic data. Students will also learn how to manage complex workbooks, build more complex functions.

9238 12/05–12/07 12:30pm–5:30pm TR DTC 409 \$129

Excel Functions and Formulas

Course: W00490 (4 hours)

This course is for those with a good working knowledge and understanding on how to use Microsoft Excel worksheets. Students will learn how to use spreadsheet functions that are not covered in other courses such as date, financial, logical, lookup, math, statistical and text.

9243 11/09/17 8:30am–12:30pm R DTC 409 \$69

Excel: Working with Data Tables, PivotTables and Analyzing Data

Course: W01332 (3.5 hours)

This course is for those with a good working knowledge and understanding on how to use Microsoft Excel worksheets. In this workshop, students will learn how to easily find organize and analyze information by creating tables. They will learn how to use PivotTables to group or expand levels of data, switch columns and rows, filter and sort. We will teach how to use tools for creating multiple work-sheet scenarios and how to organize data by subtotaling, outlining or consolidating.

9244 11/09/17 1:30pm–5:00pm R DTC 409 \$39

Microsoft Word 2013 Level I

Course: W01558 (10 hours)

After an introduction to Word's window components, students will learn how to use the Help system and navigate documents. They will enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options. Students will also create tables, insert headers and footers, proof and print documents, and insert graphics.

9123 10/23–10/25 8:30am–1:30pm MW DTC 409 \$129

Microsoft Word 2013 Level II

Course: W01559 (10 hours)

This course is an intermediate level course designed for students who have basic knowledge of Microsoft Word. Course content includes how to create newsletter columns, how to use WordArt and clip art, document themes, styles and picture editing. Students will also learn how to create headers, footers and templates.

9124 10/31–11/02 8:30am–1:30pm TR DTC 409 \$129

Microsoft Word 2016 Level 1

Course: W01597 (10 Hours)

Microsoft Word 2016 Level 1 provides the basic concepts and skills to start being productive with Microsoft Word 2016. Students will learn how to create, format, and set up a document, and how to add graphics and tables.

9239 11/14–11/16 4:00pm–9:00pm TR DTC 409 \$129
9240 11/29–12/01 8:30am–1:30pm WF DTC 409 \$129

Microsoft Word 2016 Level 2

Course: W01598 (10 Hours)

This course will provide the concepts and skills to use some more advanced features of Microsoft Word 2016, including enhanced formatting, references, editing, and sharing and saving to various formats.

9241 12/04–12/06 8:30am–1:30pm MW DTC 409 \$129

Microsoft PowerPoint 2016 Level I

Course: W01599 (10 hours)

Microsoft PowerPoint 2016 Level 1 provides basic concepts. Students will learn how to create, navigate, format, and customize PowerPoint presentations.

9242 11/30–12/01 8:30am–1:30pm RF DTC 409 \$129

Microsoft Access 2013 Level I

Course: W01291 (10 hours)

In Access 2013 Level 1 students learn basic skills and concepts such as, effectively planning databases, creating tables, organizing fields and records, and working with data entry rules. Students will also learn how to create basic queries, and how to work with forms and reports.

9125 10/24–10/26 8:30am–1:30pm TR DTC 409 \$129

ONLINE COURSES — DESKTOP APPLICATION

Computer Skills for the Workplace

Course: W01001 (24 hours) Ed2Go

This course is design to provide the fundamental computer competencies needed to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. We will focus on practical application for software most common to the workplace.

9019 08/21–12/15 Open Enrollment Online \$105

Microsoft Excel 2007, Intermediate

Course: W01035 (24 hours) Ed2Go

9035 08/21–12/15 Open Enrollment Online \$105

Microsoft Project 2007, Introduction

Course: W01014 (24 hours) Ed2Go

9027 08/21–12/15 Open Enrollment Online \$105

ONLINE COURSES — PROGRAMMING

C++ Programming, Introduction

Course: W00997 (24 hours) Ed2Go

In this course, you will see how objects — things that have qualities and capabilities; build up the world around us. Students will explore how you can take that information and write a computer program that models the world around us.

9027 08/21–12/15 Open Enrollment Online \$105

Java Programming, Introduction

Course: W01005 (24 hours) Ed2Go

9022 08/21–12/15 Open Enrollment Online \$105

Java Programming, Intermediate

Course: W01008 (24 hours) Ed2Go

9023 08/21–12/15 Open Enrollment Online \$105

ONLINE COURSES — TECHNICAL TRAINING

Installing and Configuring Windows Server 2012 LAB

Course: W01520 (64 hours) uCertify

Lab provides you with exercises/simulations based on virtual setup of Windows Server 2012 R2. It will help you to develop a clear understanding of Windows Server 2012 R2 and prepare for the MCSA: Windows Server 2012 R2 exam. 70-410 Lab

9179 08/21–12/15 Open Enrollment Online \$199

Administering Windows Server 2012 LAB

Course: W01523 (64 hours) uCertify

Labs provide you with exercises/simulations based on virtual setup of Windows Server 2012 R2. It will help you to develop a clear understanding of Windows Server 2012 R2 and prepare for the MCSA: Windows Server 2012 R2 exam. 70-411 Lab

9182 08/21–12/15 Open Enrollment Online \$199

Configuring Advanced Windows Server 2012 Services LAB

Course: W01524 (64 hours) uCertify

Lab provides you with exercises/simulations based on virtual setup of Windows Server 2012 R2. It will help you to develop a clear understanding of Advanced Windows Server 2012 R2 services and prepare for the MCSA: Windows Server 2012 R2 exam. 70-412 Lab

9183 08/21–12/15 Open Enrollment Online \$199

Cloud Essentials: (CompTIA Authorized Courseware)

Course: W01528 (160 hours) uCertify

This is a technical, vendor-neutral certification exam designed to ensure knowledge and skills for technical support staff, business analysts, business process owners, sales/marketing staff, and a new data center staff to govern cloud products in cloud-computing environment. CLO-001

9187 08/21–12/15 Open Enrollment Online \$199

Implementing an Advanced Server Infrastructure

Course: W01529 (160 hours) uCertify

This practice test would prepare you for mastery of advanced server design, planning, and implementation. 70-414

9188 08/21–12/15 Open Enrollment Online \$199

Pearson Complete CompTIA A+ Guide to PCs

Course: W01530 (256 hours) uCertify

This course is design for IT professionals, which focuses on how to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems.

9189 08/21–12/15 Open Enrollment Online \$199

Windows 7, Enterprise Desktop Administrator

Course: W01533 (64 hours) uCertify

The Enterprise Desktop Administrator for Windows 7 exam have been created to measure an individual's ability to support Windows 7 computing environments on an Enterprise level and validates a candidate's ability to support medium to large computing environments that use Windows 7. 70-685 Lab

9191 08/21–12/15 Open Enrollment Online \$199

Microsoft SharePoint Designer 2013

Course: W01534 (96 hours) uCertify

Microsoft SharePoint Designer 2013 provides a code-free environment to access data types and build custom SharePoint applications. This course is design for advanced Microsoft SharePoint site owners and administrators who want to integrate data sources, customize content types, and automate common tasks using workflows.

9192 08/21–12/15 Open Enrollment Online \$199

Microsoft® SharePoint® 2013

Course: W01535 (64 hours) uCertify

Microsoft SharePoint 2013 helps people collaborate and use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. SharePoint can also help organizations segment digital information, share information from external sources, archive records, and automate business processes. 77-419

9193 08/21–12/15 Open Enrollment Online \$199

Networking, Introduction

Course: W00995 (24 hours) Ed2Go

9014 08/21–12/15 Open Enrollment Online \$105

Networking, Intermediate

Course: W00992 (24 hours) Ed2Go

9013 08/21–12/15 Open Enrollment Online \$105

TECHNICAL CERTIFICATION TRAINING

CompTIA Security+

Course: W01601 (35 hours) Aceletrain

CompTIA Security+ course is an instructor led class that prepares students for the industry recognized CompTIA Security+ exam. This class teaches student how to proactively implement sound security protocols to mitigate security risks and quickly respond to security issues. Students will learn to retroactively identify where security breaches may have occurred and design a network, on-site or in the cloud, with security in mind

9264 09/25-09/29 8:00am – 4:30pm MTWRF \$1295

CompTIA A+

Course: W01602 (35 hours) Aceletrain

This five day CompTIA A+ course is an instructor led class that provides comprehensive training for students who already have some existing knowledge and support experience with networked desktop and notebook computers running any Windows 7/10 operating system. This course will prepare students, at an accelerated pace, for the two exams that make up the A+ certification. Students will gain the skills and knowledge necessary to install, build, maintain, and configure personal computers, laptop computers, mobile devices, and printers in a business setting.

9265 10/30-11/03 8:00am – 4:30pm MTWRF \$1295

CompTIA Network+

Course: W01603 (35 hours) Aceletrain

CompTIA Security Network+ course builds on your existing user-level knowledge and experience with personal computer operating systems and networks to present the fundamental skills and concepts that you will need to use on the job in any type of networking career. The CompTIA, Network+ course can benefit you in two ways. It can assist you in taking the exam and, if your job duties include network troubleshooting, installation, or maintenance, or if you are preparing for any type of network-related career, it provides the background knowledge and skills you will require to be successful.

9266 09/18-09/22 8:00am – 4:30pm MTWRF \$1295

Installing and Configuring Windows 10

Course: W01604 (35 hours) Aceletrain

In the Installing and Configuring Windows 10 course students will gain the knowledge and skills required to install and configure Windows 10 desktops and devices in a Windows Server domain corporate environment. You will explore installing and customizing Windows 10 operating systems and apps, as well as configuring local and remote network connectivity and storage. You will also learn how to configure data security, device security, and network security and to maintain, update, and recover.

9267 11/13-11/17 8:00am – 4:30pm MTWRF \$1495

Interconnection Cisco Network Devices 1

Course: W01605 (35 hours) Aceletrain

Interconnecting Cisco Networking Devices, Part 1 (ICND1) taught student how to install, operate, configure, and verify a basic network, including configuring a LAN switch, configuring an IP router, managing network devices, and identifying basic security threats. The goal of the course is to provide you with the knowledge and skills necessary to install, configure, and operate a small- to medium-sized network. ICND1 provides the foundational understanding of network Layers 1 through 3 that are applicable to core routing and switching plus other advanced technologies. Several topics have been added including; understanding the interactions and network functions of firewalls, wireless controllers and access points, along with additional focus on IPv6 and basic network security.

9268 10/16-10/20 8:00am – 4:30pm MTWRF \$1695

Certified Information Systems Security Professional (CISSP)

Course: W01606 (35 hours) Aceletrain

CompTIA Security+ allows students to gain knowledge in information security that will increase your ability to successfully implement and manage security programs in any organization or government entity. You will learn how to determine who or what may have altered data or system information, potentially affecting the integrity of those asset and match an entity, such as a person or a computer system, with the actions that entity takes against valuable assets, allowing organizations to have a better understanding of the state of their security posture. Policies, concepts, principles, structures, and standards used to establish criteria for the protection of information assets are also covered in this course.

9269 12/04-12/08 8:00am – 4:30pm MTWRF \$1895

Ed2Go Courses

A new section of each course starts monthly.

Start dates for the Fall Term

Aug. 16, Sept. 13, Oct. 18, Nov. 8 & Dec. 13

Courses run for six weeks.

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

To register visit www.pensacolastate.edu/CCPD or call (850) 484-1374.

Certified Ethical Hacker (CEH)

Course: W01607 (35 hours) Acceletrain

This five day course teaches students how to protect the integrity of their network's infrastructure and the ethical hacking tools and techniques to enhance your network's defenses. They will learn how perimeter defenses work and the steps to take to secure a system. In the interactive, lab-filled environment, you will gain in-depth knowledge and practical experience with current, essential security systems and explore common ethical hacking topics, such as intrusion detection, policy creation, social engineering, DDoS attacks, buffer overflows, and virus creation.

9270 11/27-12/01 8:00am – 4:30pm MTWRF \$1895

ONLINE COURSES — TECHNICAL CERTIFICATION TRAINING

A+ Certification Prep, Basic

Course: W01055 (24 hours) Ed2Go

9045 08/21–12/15 Open Enrollment Online \$138

A+ Certification Prep, Intermediate

Course: W01057 (24 hours) Ed2Go

9047 08/21–12/15 Open Enrollment Online \$138

A+ Certification Prep, Advanced

Course: W01054 (24 hours) Ed2Go

9044 08/21–12/15 Open Enrollment Online \$138

Cisco-CCNA Certification

Course: W00860 (100 hours) Gatlin Education

The Cisco CCNA Online Training Program will give you the essential knowledge to install, configure, and operate simple routed LANs and WANs. You will learn about switched LAN Emulation networks made up of Cisco equipment while you prepare for Cisco certification. The Cisco Exam 640-802 Certification Exam is not included in this course.

9076 08/21–12/15 Open Enrollment Online \$1,995

CompTIA A+ Certification

Course: W00861 (150 hours) Gatlin Education

This program will prepare you for CompTIA A+ certification. You can earn this certification after you pass two exams. The A+ Essentials exam, 220-701, covers the foundational knowledge a PC support technician should know. The Practical Application exam, 220-702, tests practical knowledge and troubleshooting skills. Certification Exam is not included in this course.

9077 08/21–12/15 Open Enrollment Online \$1,695

CompTIA Network+ Certification

Course: W00355 (80 hours) Gatlin Education

In this program, you will learn the fundamentals you need to obtain a CompTIA™ Network+ certification and start a career as a network technician. You will master basic networking concepts and learn about network design, security, routing, and switching. Certification Exam is not included in this course.

9070 08/21–12/15 Open Enrollment Online \$1,495

CompTIA Network+ Certification Prep

Course: W01056 (24 hours) Ed2Go

9046 08/21–12/15 Open Enrollment Online \$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. Certification Exam is not included in this course.

9078 08/21–12/15 Open Enrollment Online \$1,495

Computing Fundamentals

Course: W01519 (96 hours) uCertify

This course contains all of the information you need to pass the required exams. It includes notes and warnings to help reduce issues you may be experiencing in your own environment. IC3-Exam — IC3 GS4

9178 08/21–12/15 Open Enrollment Online \$199

ONLINE COURSES — WEB PAGE DESIGN

Creating Web Pages

Course: W01083 (24 hours) Ed2Go

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

9049 08/21–12/15 Open Enrollment Online \$105

Creating WordPress Web Sites, Introduction

Course: W01123 (24 hours) Ed2Go

Learn how to use WordPress, a free and popular Web design tool, quickly and easily create attractive blogs and interactive websites.

9064 08/21–12/15 Open Enrollment Online \$105

Creating WordPress Web Sites II

Course: W01295 (24 hours) Ed2Go

Learn how to use WordPress, a free and popular Web design tool, quickly and easily create attractive blogs and interactive websites.

9065 08/21–12/15 Open Enrollment Online \$105

Designing Effective Websites

Course: W01110 (24 hours) Ed2Go

Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.

9060 08/21–12/15 Open Enrollment Online \$105

Dreamweaver CS6, Introduction

Course: W01298 (24 hours) Ed2Go

9067 08/21–12/15 Open Enrollment Online \$105

WebMaster

Course: W00268 (150 hours) Gatlin Education

This Webmaster Online Training Program will prepare you for a career designing, developing, and maintaining Web sites. The program begins by teaching you simple Web page development and progresses by introducing you to new concepts and involving you in active Web page implementation using HTML and Dynamic HTML.

9069 08/21–12/15 Open Enrollment Online \$1,995

Google Analytics, Introduction

Course: W01296 (24 hours) Ed2Go

Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art Web analytics tools.

9066 08/21–12/15 Open Enrollment Online \$105

Adobe InDesign CS6

Course: W01525 (128 hours) uCertify

The Adobe InDesign CS6 certification is an industry recognized credential. The certification is proof of a person's competence across a spectrum of skills including laying out and designing text, graphics, and cross-media for onscreen and print documents.

9184 08/21–12/15 Open Enrollment Online \$199

Continuing Professional Education

HEALTH

Personal Trainer Certification

Course: W01513 (62 hours)

This course prepares students for career success with key topics that include biomechanics, exercise physiology, fitness testing, equipment usage, and health assessment. CPR/AED is required. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components.

9236 10/14–12/16 9:00am–2:00pm SAT DTC 407 \$699

ACLS Online

Course: W00689 (16 hours)

This course only for those persons who need re-credentialed in ACLS. 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.

9091 08/21–12/15 Open Enrollment Online \$200

PALS Online

Course: W00855 (16 hours)

This course only for those persons who need re-credentialed in PALS. When registering, contact Wilma Duncans-Burnett at 484-2216 to receive a password via email 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.

9092 08/21–12/15 Open Enrollment Online \$200

CPR Family and Friends

Course: W00752 (3.5 hours)

Available upon request

Heartsaver First Aid with CPR and AED

Course: W01221 (7 hours)

Available upon request

Basic Life Support

Course: W01481 (4.5 hours)

This video-based, instructor-led course teaches both single rescuer and team basic life support skills for application in both in-facility and pre-hospital settings. This course is design for healthcare professionals and other personnel who need to know how to perform CPR and other basic cardiovascular life support skills. **A required textbook is available at the Pensacola State College Warrington Campus bookstore.**

9088	08/26	8:00am–12:30pm	SAT	WAR 3137	\$45
9089	09/09	8:00am–12:30pm	SAT	WAR 3137	\$45
9090	09/23	8:00am–12:30pm	SAT	WAR 3137	\$45
9085	09/30	8:00am–12:30pm	SAT	WAR 3137	\$45
9087	10/14	8:00am–12:30pm	SAT	WAR 3137	\$45
9082	10/21	8:00am–12:30pm	SAT	WAR 3137	\$45
9084	11/18	8:00am–12:30pm	SAT	WAR 3137	\$45
9080	12/02	8:00am–12:30pm	SAT	WAR 3137	\$45
9081	12/09	8:00am–12:30pm	SAT	WAR 3137	\$45

SAFETY

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

Course: W01166 (30 hours)

This course is design 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 place 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 brief 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, to conduct safety and health course, and to issue cards to participants verifying course completion.

9105 09/25–09/28 8:00am–5:00pm MTWR DTC 410 \$800

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

Course: W01167 (30 hours)

This course is design 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 place 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 brief 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, to conduct both a 10- and 30-hour general industry safety and health course, and to issue cards to participants verifying course completion.

9106 10/16–10/19 8:00am–5:00pm MTWR DTC 410 \$800

ONLINE COURSES — SAFETY

OSHA 10 Hour General Industry Outreach Training Course

Course: W01084 (10 hours)

9196 08/21–12/15 Open Enrollment Online \$89

OSHA 30 Hour General Industry Outreach Training

Course: W00834 (30 hours)

9129 08/21–12/15 Open Enrollment Online \$189

OSHA 30 Hour Construction Industry Outreach Training

Course: W00841 (30 hours)

9131 08/21–12/15 Open Enrollment Online \$189

HAZWOPER 24 Hour Course

Course: W00831 (24 hours)

9126 08/21–12/15 Open Enrollment Online \$250

HAZWOPER 40 Hour Course

Course: W00832 (40 hours)

9127 08/21–12/15 Open Enrollment Online \$375

HAZWOPER 8 Hour Annual Refresher

Course: W00833 (8 hours)

9128 08/21–12/15 Open Enrollment Online \$69

INSURANCE

Accredited Claims Adjuster (6-20)

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 6-20 General Lines Insurance Adjuster. The state examination is required for the 3-20 license. Textbook provided and included in course fees.

9094 10/03–10/24 5:30pm–9:30pm TWR DTC 410 \$350

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.

9098 11/13–11/16 5:30pm–9:30pm MTWR DTC 410 \$300

Xactimate Software Training

Course: W00563 (24 hours)

This course is design to train the student in the tools necessary to write real-life estimates using the Xactimate software program. Contractors, property adjusters and insurance carriers use this software program. 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

9095 11/27–12/07 5:30pm–9:30pm MWR DTC 410 \$500

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

ONLINE COURSES — INSURANCE

Accredited Claims Adjuster Designation (ACA)

Course: W01119 (40 hours) OLT Training

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). **FLDFS Course Approval Number: 98773**

9137 08/21–12/15 Open Enrollment Online \$350

Registered Customer Representative Designation Course (RCSR) Online

Course: W01133 (40 hours) OLT Training

This state approved course 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. **FLDFS Course Approval Number: 98772**

9138 08/21–12/15 Open Enrollment Online \$360

2-20 General Lines Agent Online Only Course

Course: W00817 (200 hours) OLT Training

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 a secret to passing the state exam. This course also meets the state of Florida educational requirement to qualify for the state exam. **FLDFS Course Approval Number: 98769**

9135 08/21–12/15 Open Enrollment Online \$540

Health & Life (Including Annuities and Variable Contracts) (2-15)

Course: W01404 (60 hours) OLT Training

This course takes an in depth look at Health and Life, including Annuities and Variable Contracts, so that the students can be prepared not only for their state exam but for their career in the insurance industry. The course includes a course map for easy navigation, four exams to help the students gauge their comprehension, covers the entire 60-hour state-approved outline and fulfills the pre-licensing requirement with four areas of study. The units of study include General Principles of Life and Health Insurance, Principles of Life Insurance, Principles of Health Insurance, and Florida Specific Laws and Rules. **FLDFS Course Approval Number: 94549**

9146 08/21–12/15 Open Enrollment Online \$150

4-40 to 2-20 Conversion Online Only Course

Course: W00839 (40 hours) OLT Training

After completing one year of responsible insurance duties as a 4-40, take this course to become a property and casualty (2-20) agent. **FLDFS Course Approval Number: 98770**

9136 08/21–12/15 Open Enrollment Online \$360

Continuing Education Elements of Health Insurance

Course: W00405 (14 hours) OLT Training | FLDFS Course Approval Number: 98745

9132 08/21–12/15 Open Enrollment Online \$59

Continuing Education Elements of Life Insurance

Course: W00404 (14 hours) OLT Training | FLDFS Course Approval Number: 98648

9131 08/21–12/15 Open Enrollment Online \$59

Ethics and the Client

Course: W01215 (3 hours) OLT Training | FLDFS Course Approval Number: 98747

9141 08/21–12/15 Open Enrollment Online \$30

3-hr Ethics Course Online

Course: W00538 OLT Training | FLDFS Course Approval Number: 98744

9133 08/21–12/15 Open Enrollment Online \$30

Flood Insurance and National Flood Insurance Program (NFIP), Intermediate, 3 hour CE

Course: W01216 (3 hours) OLT Training | FLDFS Course Approval Number: 69238

9142 08/21–12/15 Open Enrollment Online \$30

Flood Insurance Concepts

Course: W01213 (3 hours) OLT Training | FLDFS Course Approval Number: 98643

9139 08/21–12/15 Open Enrollment Online \$30

Health Savings Accounts and the Medicare Drug Benefit

Course: W00582 (3 hours) OLT Training | FLDFS Course Approval Number: 98749

9134 08/21–12/15 Open Enrollment Online \$30

Hurricanes, Intermediate, 2 hour CE

Course: W01214 (2 hours) OLT Training | FLDFS Course Approval Number: 69237

9140 08/21–12/15 Open Enrollment Online \$22

Medicare Today

Course: W01218 (2 hours) OLT Training | FLDFS Course Approval Number: 73898

9144 08/21–12/15 Open Enrollment Online \$22

Review state of Florida Insurance
licensing requirements:
www.myfloridacfo/division/agents/licensure

Premium Discounts Mitigation Options, Intermediate

Course: W01217 (2 hours) OL Training | FLDFS Course Approval Number: 69317

9143 08/21–12/15 Open Enrollment Online \$22

Suitability of Annuity and Life Insurance

Transaction for Seniors, Intermediate, 3 hour CE

Course: W01219 (3 hours) OLT Training | FLDFS Course Approval Number: 74729

9145 08/21–12/15 Open Enrollment Online \$30

REAL ESTATE

Florida Real Estate Sales Pre-Licensing

Course: W00014 (63 hours)

This course includes the 63 hours of required education to obtain your Florida Real Estate Sales Associate license. Textbook is available for purchase at Pensacola Campus Bookstore.

9093 09/26–11/16 5:30pm–9:30pm T R DTC 410 \$325

Real Estate Pre-Licensing Sales State Exam Review

Course: W00700 (14 hours)

This course is a review for students who have met the educational requirements for Florida Real Estate License Exam. Textbook is available for purchase at Pensacola Campus Bookstore.

9097 12/02–12/03 9:00am–5:00pm SA /SU DTC 410 \$85

ONLINE COURSES — REAL ESTATE

Continuing Education for Florida Real Estate Professionals

Course: W00576 (14 hours) recampus

9162 08/21–12/15 Open Enrollment Online \$30

Florida Broker Post-Licensing Management

Course: W00578 (30 hours) recampus

9164 08/21–12/15 Open Enrollment Online \$150

Florida Broker Post-Licensing Investment

Course: W00577 (30 hours) recampus

9163 08/21–12/15 Open Enrollment Online \$150

Florida Pre-Licensing Broker's Course

Course: W00580 (72 hours) recampus

9166 08/21–12/15 Open Enrollment Online \$275

Florida Real Estate Pre-License Sales

Course: W00581 (63 hours) recampus

9120 08/21–12/15 Open Enrollment Online \$300

Real Estate Post-Licensing Education

Course: W00579 (45 hours) recampus

9165 08/21–12/15 Open Enrollment Online \$160

SHRM/HUMAN RESOURCES TRAINING

SHRM-CP/SCP Certification Exam Review

This course is design primarily for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals around the world need to excel in their careers today. This certification preparation program covers four knowledge domains: People, Organization, Workplace and Strategy as well as eight behavioral competencies; Leadership & Navigation, Ethical Practice, Business Acumen, Relationship Management, Consultation, Critical Evaluation, Global & Cultural Effectiveness and Communication.

SHRM-CP/SCP Certification Exam Review

Course: W01342 (36 hours)

This is for those students who already own the 2017 SHRM Learning System manuals.

SHRM Learning System Members

Course: W01343 (36 hours)

This course is only for those who are members of SHRM. The description for this course is listed above.

SHRM Learning System Non-Members

Course: W01344 (36 hours)

This is only for those who are not members of SHRM. The description for this course is listed above.

Organizational Effectiveness

LEADERSHIP DEVELOPMENT

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.

9104 10/02–10/04 8:30am–1:30pm M W DTC 407 \$150

Your Leadership Journey

Course: W01334 (4.5 Hours)

This course arms a new (within their first two/three years) or prospective leader with the knowledge and skills they need to confront the challenges the face early in their leader career.

The course encourages learners to think about the transitions that newer leaders face and how to handle those challenges. In addition, learners will be introducing three leadership differentiators that are most important to build a positive reputation as well as add to the organization's success.

9109 11/08 Noon–4:30pm W DTC 407 \$145

Communicating for Leadership Success

Course: W01335 (4.5 Hours)

This foundation course introduces leaders to the essential interaction skills that are critical to leadership success. These Interaction Essentials are the core behaviors that leaders need to be effective in the many situations they handle on a daily basis, such as coaching, delegating, and driving change. Leaders will learn how to meet the personal and practical needs of their team members and how to communicate in order to spark action in others to achieve business results. They will also learn how to provide positive feedback that recognizes and motivates individuals and teams as well as developmental feedback that helps others get back on track.

9235 11/17 8:30am–12:30pm F DTC 407 \$145

Stepping up to Supervisor

Think back to a favorite supervisor. What made this individual one of your favorite managers? How do managers and leaders differ? Everyone has to report to somebody, even if you own a business. For example, we all report to our customer base. This training will cover the basic roles, responsibilities and expectations for becoming an effective supervisor. During training, we will explore real-world scenarios involving many dilemmas supervisors face on a regular basis. Whether you are ready to become a supervisor or are considering this down the road, this course will arm you with tools to proceed down the management path.

What's My Communication Style?

Course: W01331 (3 hours)

This course provides you with new insight into your everyday communications with others. It offers accurate and reliable ways to quickly identify your communication style. It also helps you understand the various forms of communication, identify the communication styles of others, and learn how to "flex" your style to improve communication.

9107 09/20 8:30am–11:30am W DTC 410 \$65
9108 10/18 8:30am–11:30am W DTC 410 \$65

ONLINE COURSES — LEADERSHIP DEVELOPMENT

Six Sigma: Total Quality Applications

Course: W01048 (24 hours) Ed2Go

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

9040 08/21–12/15 Open Enrollment Online \$105

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.

9147 08/21–12/15 Open Enrollment Online \$125

Building Teams That Work Course:

Course: W01038 (24 hours) Ed2Go

In this course, you will learn the components of a successful team and the stages of its development. You will master the skills needed to effectively manage projects, make decisions, and solve problems in a team setting.

9037 08/21–12/15 Open Enrollment Online \$105

What's my Communication Style?

Communication is arguably one of the most important aspects to successfully becoming an efficient and productive workplace. What makes communication so vital? How can communication mishaps occur? This course will peel back the layers of communication in order to determine one's own communication style and learn the communication styles of others. During training, we will explore real-world scenarios involving communication, as well as ways to overcome communication obstacles. Current social trends will be explored to see their effects on the way we communicate today.

Lean Mastery

Course: W00511 (60 hours) Gatlin Education

A lean business eliminates waste and focuses on providing quality products and services on time and at a low cost. This Lean Mastery Online Training Program contains clear, concise information on transforming a business enterprise and making it lean.

9073 08/21–12/15 Open Enrollment Online \$1,895

Six Sigma Green Belt

Course: W00402 (100 hours) Gatlin Education

The Six Sigma Green Belt Online Training Program encompasses all aspects of running a Six Sigma Green Belt business; including management, service delivery, design, production, and customer satisfaction. Six Sigma is one of the highest standards for companies and individuals to achieve. This interactive online program provides the training you need to master these highly valuable skills.

9071 08/21–12/15 Open Enrollment Online \$1,895

Six Sigma Black Belt

Course: W00509 (200 hours) Gatlin Education

This course provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, DMAIC: Define the problem, Measure key aspects, Analyze data, Improve the process, Control the future process. You will also learn about deployment and project development approaches. All materials are included.

9072 08/21–12/15 Open Enrollment Online \$2,695

Total Quality Fundamentals

Course: W01034 (24 hours) Ed2Go

In this course, you will learn how successful organizations apply quality to their everyday activities. You will find out how to use teamwork to make the most of employees' abilities and potential.

9034 Open Enrollment Online \$105

ONLINE COURSES — TEACHER TRAINING

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.

9057 08/21–12/15 Open Enrollment Online \$105

Differentiated Instruction in the Classroom

Course: W00978 (24 hours) Ed2Go

Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

9004 08/21–12/15 Open Enrollment Online \$105

Enhancing Language Development in Childhood

Course: W00983 (24 hours) Ed2Go

Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers.

9007 08/21–12/15 Open Enrollment Online \$105

Integrating Technology in the K-5 Classroom

Course: W00979 (24 hours) Ed2Go

In this professional development course for teachers, you will learn the secrets of technology integration in the classroom. We will teach you the skills educators need to use tools such as wikis, podcasts, and blogs effectively.

9005 08/21–12/15 Open Enrollment Online \$105

Solving Classroom Discipline Problems

Course: W00974 (24 hours) Ed2Go

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

9000 08/21–12/15 Open Enrollment Online \$105

Solving Classroom Discipline Problems II

Course: W01049 (24 hours) Ed2Go

In this professional development course, you will get the teacher training you need to deal effectively with serious discipline problems. Learn how to help the most challenging students you are teaching make more responsible choices.

9041 08/21–12/15 Open Enrollment Online \$105

Survival Kit for New Teachers

Course: W00975 (24 hours) Ed2Go

In this course, you will find out how to write winning lesson plans, reach diverse learners through differentiated instruction and communicate clearly. Learn how to plan memorable events, and most important, keep stress at bay so you can feel good about going to work every morning.

9001 08/21–12/15 Open Enrollment Online \$105

Teaching Math: Grades 4–6

Course: W01036 (24 hours) Ed2Go

Reinvent math instruction for grades 4–6 by bringing hands-on learning, inexpensive manipulative, and real-world connections into your classroom.

9234 08/21–12/15 Open Enrollment Online \$105

Teaching Science: Grades 4–6

Course: W00976 (24 hours) Ed2Go

By the end of this course, you will have gained knowledge about both science and teaching methods. Your confidence will soar and you will have many new skills that will benefit both you and the children you teach.

9002 08/21–12/15 Open Enrollment Online \$105

Teaching Writing: Grades 4–6

Course: W01104 (24 hours) Ed2Go

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

9054 08/21–12/15 Open Enrollment Online \$105

The Creative Classroom

Course: W00977 (24 hours) Ed2Go

Enrich your teaching talents and encourage your students' creative thinking as you learn to turn your classroom into a creative classroom.

9003 08/21–12/15 Open Enrollment Online \$105

Understanding Adolescents

Course: W00984 (24 hours)

Ed2Go Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can, best meet their needs.

9008 08/21–12/15 Open Enrollment Online \$105

Using the Internet in the Classroom

Course: W00981 (24 hours) Ed2Go

Discover how you can use the Internet to make teaching easier for you and more relevant to your students.

9006 08/21–12/15 Open Enrollment Online \$105

Advanced Classroom Management: Children as Change Agents

Course: W01441 (30 hours) Virtual Education

This course is primarily for professionals (e.g., regular or special educators, instructional assistants, school psychologist, counselors) serving children and youths presenting behavior problems in the school or community. It focuses on cognitive and cognitive-behavioral interventions (often lumped together under the rubric “social skills”) with an emphasis on teaching students how to change and manage their own behavior.

9168 08/21–12/15 Open Enrollment Online \$225

Behavior is Language: Strategies for Managing Disruptive Behavior

Course: W01444 (45 hours) Virtual Education

This course is design to give participants a new perspective on student behavior and effective tools for facilitating positive student change. It provides a developmental framework for understanding what students are trying to tell participants through the “language” of their behavior. The course teaches techniques and intervention strategies that remediate disruptive behaviors, reduce power struggles while increasing classroom control, and reduce participant workloads and burnout. It helps participants, as well as students, find creative, effective solutions to problems.

9169 08/21–12/15 Open Enrollment Online \$295

Early Childhood: Family-Centered Services

Course: W01447 (30 hours) Virtual Education

This course seeks to promote the development of thoughtful, knowledgeable, effective educators for a diverse society. It provides conceptual frameworks for working with families of children from a variety of backgrounds. Course content places an emphasis on family-centered practices designed to help early childhood professionals involve and support families in the care and education of children.

9170 08/21–12/15 Open Enrollment Online \$225

Reading Fundamentals #1: An Introduction to Scientifically-based Research

Course: W01461 (30 hours) Virtual Education

This course is the first in a three-course series on effective reading instruction designed to give background on Reading First as it applies to the No Child Left Behind federal legislation. It discusses the research that supports scientifically-based research as it applies to phonetically based instruction, assessment, and evaluation. It explores myths and misconceptions concerning reading instruction and remediation.. The goal of the course is to present participants with research, trustworthy evidence, and background information that support the need for a reading program that basis on scientific research and proven methods.

9174 08/21–12/15 Open Enrollment Online \$225

Reading Fundamentals #2: Laying the Foundation for Effective Reading Instruction

Course: W01462 (30 hours) Virtual Education

The purpose of the second course in this three-course series is to lay the foundation for effective reading instruction. As part of this course, participants will learn about the elements of effective instruction. Additionally, participants will learn about the importance of reading instruction as well as reading some sobering statistics on reading performance. Whereas in this country, which happens when individuals are not proficient in reading.

9175 08/21–12/15 Open Enrollment Online \$225

Ed2Go Courses

A new section of each course starts monthly.

Start dates for the Fall Term

Aug. 16, Sept. 13, Oct. 18, Nov. 8, Dec. 13

Courses run for six weeks.

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

To register visit

www.pensacolastate.edu/CCPD

or call (850) 484-1374.

Reading Fundamentals #3: The Elements of Effective Reading Instruction & Assessment

Course: W01463 (45 hours) Virtual Education

This course will focus on learning to read, reading to learn, and an introduction to reading assessment. As part of these two key areas of reading instruction, the five elements of effective reading instruction that highlighted, including definitions, implications for instruction, and future directions. Participants will discuss information on teacher preparation in learning about comprehension strategy instruction and reading instruction, as well as how to integrate computer technology into the classroom.

9176 08/21–12/15 Open Enrollment Online \$295

Teaching Elementary Math Conceptually: A New Paradigm

Course: W 01466 (30 hours) Virtual Education

This course is design to expand participants' methodology for teaching Mathematics. It will explore an innovative teaching model that incorporates strategies for teaching concepts constructively and contextually. It will focus on the topics of number sense, basic operations, and fractions. The goal is for participants to gain a deeper understanding of the underlying concepts of various math topics and explore the principles of teaching those concepts to learners.

9177 08/21–12/15 Open Enrollment Online \$225

Early Childhood: Observation & Assessment

Course: W01448 (45 hours) Virtual Education

This is an interactive distance-learning course, which explores observation and assessment instruments, as well as recommended practices and available resources for infants, toddlers, and preschoolers. Content includes an emphasis on observing young children and assessing their early childhood learning environments.

9171 08/21–12/15 Open Enrollment Online \$295

Early Childhood: Program Planning

Course: W01449 (45 hours) Virtual Education

This is an interactive distance-learning course designed to give participants a new perspective on planning and implementing developmentally appropriate programs for young children from birth through age eight. In this course, participants will learn what is mean by curriculum, assessment, evaluation, and program planning as these terms apply to early childhood education. Participants will discuss several historical perspectives and theories on child development and examine best practice for early childhood education.

9172 08/21–12/15 Open Enrollment Online \$295

Early Childhood: Typical & Atypical Development

Course: W01454 (45 hours) Virtual Education

This is an interactive distance-learning course, which explores contemporary best practice and perspectives on early childhood development. Content includes patterns and sequences of typical development for children from birth to six years. Emphasis is on individual differences, cultural influences, and the impact of developmental delay and disability during infancy, toddlerhood, and the preschool years. Discussion will also include instructional technology (IT) and assistive technology (AT) applications for this population.

9173 08/21–12/15 Open Enrollment Online \$295

ONLINE COURSES — OCCUPATIONAL SPANISH

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.

9061 08/21–12/15 Open Enrollment Online \$105

WORKPLACE SKILLS

American Sign Language (ASL) for the Work Place 101

Course: W01355 (16 hours)

This course introduces students to ASL vocabulary and grammar used to conduct basic work related conversations. Topics include introductions, making appointments, work duties, giving and asking for clarifying information.

For more information, call (850) 484-1374 \$295

American Sign Language (ASL) for the Work Place 102

Course: W01356 (16 hours)

This course builds on skills learned in American Sign Language for the Work Place 101 to develop signing fluency and to expand conversational vocabulary. Topics include asking for assistance, using money, explaining procedures, and scheduling events.

For more information, call (850) 484-1374 \$200

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 turned into a verb and is a mainstay in business worldwide.

9233 08/21–12/15 Open Enrollment Online \$45

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.

9149 08/21–12/15 Open Enrollment Online \$30

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 businessperson.

9150 08/21–12/15 Open Enrollment Online \$30

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. In addition, this will help increase your sales or get you the job or promotion you want... or to miss the chance because you do not know networking etiquette or did not engage in meaningful conversations that made you memorable. 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.

9151 08/21–12/15 Open Enrollment Online \$30

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.

9152 08/21–12/15 Open Enrollment Online \$30

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 an Event with Ease, Follow Up is Golden

9148 08/21–12/15 Open Enrollment Online \$125

Administrative Assistant Fundamentals

Course: W00988 (24 hours) Ed2Go

This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You will become an indispensable member of your team by identifying opportunities and implementing solutions to make your office highly productive.

9009 08/21–12/15 Open Enrollment Online \$105

Administrative Assistant Applications

Course: W01000 (24 hours) Ed2Go

Discover how time management, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Also, understand the fundamentals of business law, contracts, and the principal-agency relationship; discover ethics and organizational politics; and understand the basics of human resources management. Finally, learn about key management functions such as planning, control, motivation, and organization, discover how to increase creativity, and find out how marketing differs from sales.

9018 08/21–12/15 Open Enrollment Online \$105

Administrative Professional with Microsoft Office Specialist 2010

Course: W01255 (460 hours) Gatlin Education

In this unique program, students get the training to become administrative professionals and prepare for their Microsoft Office Specialist 2010 (MOS) certification at the same time. Students will learn the essentials of administration, including goal setting, business etiquette, communication skills, and collaborative planning. In addition, they will prepare for Microsoft Office Specialist (MOS) certification by learning basic to advanced skills in Microsoft Word, Excel, PowerPoint, Outlook, and Access 2010. Certification Exams are not included in this course.

9059 08/21–12/15 Open Enrollment Online \$105

Fundamentals of Supervision and Management

Course: W01076 (24 hours) Ed2Go

9048 08/21–12/15 Open Enrollment Online \$105

Online Registration Instructions

ONLINE TRAINING (OLT)

- Complete course registration with Pensacola State College
- Contact the Center for Corporate & Professional Development Training by phone: 850-484-1374, or email: dtcreg@pensacolastate.edu, to provide the email address that will be used for course work
- A request will be submitted to establish a username and password for course access
- A welcome letter will be sent within 24–48 hours providing your username, password and pertinent information regarding the course

EDUCATION TO GO (ED2GO)

- Complete course registration with Pensacola State College
- Go to www.ed2go.com/pensacola to create a student account with Ed2Go
- At the Ed2Go site, search for the course by title. Once course is located, click on enroll or add to cart button.
- At next page, select the appropriate option. Select create an account if this is your first online course through Ed2Go. If not, use the returning user option.
- Once your account has been created or you have signed into your account, complete the Ed2Go registration process. You will not make any payments to Ed2Go.
- After registration is completed, a notice will be sent to the Center for Corporate & Professional Development Training to verify payment of the course.
- After verification of payment, you will be able to access your course on or after the designated start date.

RECAMBUS (REAL ESTATE)

- Complete course registration with Pensacola State College
- Contact the Center for Corporate & Professional Development Training by phone: 850-484-1374, or email: dtcreg@pensacolastate.edu, to provide the email address that will be used for course work
- A request will be submitted to establish a username and password for course access
- An email will be sent within 24–48 hours providing your username and pertinent information regarding the course

THE COURSE (PMP)

- Complete course registration with Pensacola State College
- Contact the Center for Corporate & Professional Development Training by phone: 850-484-1374, or email: dtcreg@pensacolastate.edu, to provide the email address that will be used for course work
- A request will be submitted to establish a username and password for course access
- An email will be sent providing your username and pertinent information regarding the course
- The instructor also will send a letter of introduction email

360 TRAINING (OSHA)

- Complete course registration with Pensacola State College
- Contact the Center for Corporate & Professional Development Training by phone: 850-484-1374, or email: dtcreg@pensacolastate.edu, to provide the email address that will be used for course work
- A request will be submitted to establish a username for course access
- An email will be sent providing your username and pertinent information regarding the course

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

**Review state of Florida Insurance licensing requirements:
www.myfloridacfo/division/agents/licensure**

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For information on our online courses:
www.ed2go.com/pensacola
www.gatlineducation.com/pensacola
www.oltraining.com/FL_pensacolastate
www.portal.recampus.com/re/pensacolaSC
www.thecourse-pm.com

To register:

www.pensacolastate.edu/CCPD

The classes listed in this schedule booklet are non-credit courses. Upon successful completion of a class, you receive CEUs (continuing education units) as well as a certificate of completion. If you take classes for professional or continuing education credits, please check with your regulatory organization to determine if these classes meet their requirements.

Registration Information

ONLINE

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 Labor Day, Sept. 4; Thanksgiving break, Nov. 22–24; Veteran's Day, Nov 10 (In observance for Nov. 11) and Winter break, Dec. 19–Jan. 1. 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 1370AM 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: 8:00 a.m.–4:00 p.m. Monday–Friday

Web registration: 12:01 a.m.–8:00 p.m. Monday–Thursday

Weekend web registration: Midnight Thursday through 8:00p.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 850-484-1600.

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 NON-CREDIT COURSE REGISTRATION FORM

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

Parents registering a child must provide the child's SSN (do not use a parent's SSN); if the child's SSN is not known, please leave blank. The SSN is used for federal and state reporting including provisions allowing tax credits for IRS purposes. Your SSN is protected, secure, and confidential, and is NEVER released to any person or entity other than government agencies for federal and state reporting requirements. See the College's SSN Collection and Usage Statement: <http://www.pensacolastate.edu/visitors/aboutUS/SSNCollection.asp>

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. 6/20/13

Pensacola State College does not discriminate against any person on the basis of race, ethnicity, national origin, color, gender/sex, age, religion, marital status, disability, sexual orientation or genetic information in its educational programs, activities or employment. For inquiries regarding nondiscrimination policies, contact the Associate Vice President of Institutional Diversity at 850-484-1759, Pensacola State College, 1000 College Blvd., Pensacola, Florida 32504.



Continuing Workforce Education — 101
1000 College Blvd.
Pensacola, FL 32504

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Pensacola, FL



Discover how to create beautifully designed rooms!

Join Donna Arasi-Gudinas for *Fundamentals of Interior Decorations* and explore:

- principles and elements of design • color theory
- floor planning • textiles • accessories art • and more!

This hands-on class provides the foundation for the design process, as well as knowledge needed for those considering a career in design.

Students are immersed in producing a beautifully designed space and learn how principles and elements work together to create such spaces.

COMING NEXT TERM

