CENTERfor CORPORATE andPROFESSIONAL DEVELOPMENT training

SPRING 2017

PSC

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pensacolastate.edu/CCPD
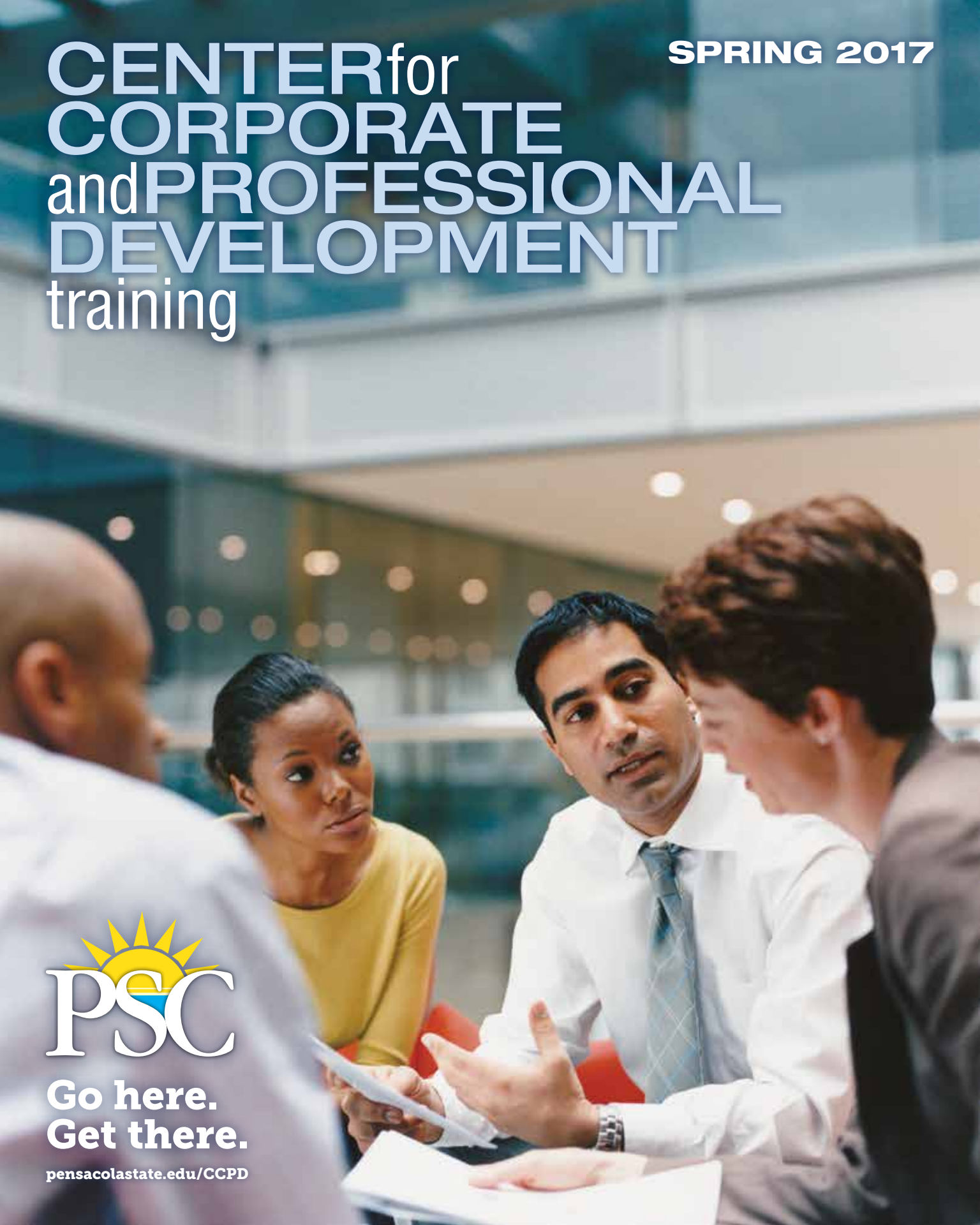
TIMING IS EVERYTHING!

2017 is your year for new opportunities, which may require you to set goals that focus on professional growth as well as your dreams and desires! Grab hold, take charge and aim for success; we are here to help you catapult into accomplishing your New Year's resolutions and goals.

Pensacola State College Center for Corporate and Professional Development Training's (CCPDT) assignment is to impact our local community by providing non-credit courses that will assist individuals looking to gain new skills or needing to expand their current skills. We can help you accomplish those resolutions and goals that you have set for 2017.

For employers, the CCPDT provides customized professional development training tailored to your specific business needs. We provide training with your business, product and service in mind. Consider Pensacola State Center for Corporate and Professional Development Training for your corporate training needs, where credit or non-credit classes are delivered at our location or on-site and on your schedule.

A successful workforce requires highly skilled employees with excellent customer service, communication, leadership, computer and technical skills. The CCPDT is here to assist your organization's workforce professional development needs. Listed below are some of the courses we provide:

OSHA	QuickBooks Certification Prep
Lifeguard Certification	Become Proficient in Microsoft Excel
Grant Writing Boot Camp	Microsoft Excel Exam Prep
Launching a Non-Profit	Insurance
Real Estate	Basic Accounting Fundamentals
Personal Trainer Citification	Teacher Training

Ruth McKinon

Ruth McKinon
Coordinator, Corporate and Professional Training

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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PERSONAL TRAINER CERTIFICATION

Become a Certified Personal Trainer in this comprehensive 62-hour course offered through the World Instruction Training Schools (W.I.T.S.) at Pensacola State College.

WHY W.I.T.S.?
Classroom & Practical Training & Experience

• Since its inception in 1993, World Instructor Training Schools has set a new more credible standard for certification.

• Rather than written tests, workforce standards were developed and correlated with LIVE hands on training to mirror established medical and health profession board exams.

• The 6-week and 9-week format allows students to learn and practice, which prepares graduates to successfully execute operational essentials to help clients be their best with the lifestyle changes they need. Blended versions available now as well.

W.I.T.S. Has Set the Standard for Comprehensive Program Credibility

• W.I.T.S. rejects the fitness industry's traditional problematic home study and weekend crash certifications.

• Our curriculum has been developed and updated by education and fitness industry subject matter experts.

• The course is taught by subject matter experts who will facilitate learning and communicate their passion for making a living by helping others.

Direct Connection to Employment

• W.I.T.S. has established partnerships with thousands of health clubs, recreation centers, wellness studios and gyms across the US & Canada to serve as internship sites for all students.

• Once students have passed their exams, they can complete a bonus 30-hour internship in the field.

This one of a kind experience will help students fine tune their skills and walk them into many job opportunities!

For more information contact Pensacola State College Center for Corporate and Professional Development Training 850-484-1374

Course: W01513; Section: 9179; Cost: $699

CAREERS

Jobs for fitness instructors and personal athletic trainers are expected to increase faster than average, by 24 percent through the year 2020, according to the Bureau of Labor Statistics.

Salaries vary greatly based on many factors and can range from $17,070 to $63,400. ◼

FROM CONCEPT TO DESIGN

BY DONNA ARASI-GUDINAS

Interior design and decoration is a problem solving industry, which in turn provides both functional and beautiful spaces for our clients to live and work.

The same is true when designing window treatments. The designer first needs to determine how the window is functioning for the client. Is it a frame to a beautiful view? Is there a privacy or sun protection issue that needs addressing? Is automation required? These and more questions need to be answered prior to beginning the design process.

Custom window treatments are created to specifically address all functionality issues, as well as to enhance the interior decoration of a particular room. This is attained through the designers' knowledge and choice of fabrics, styles, embellishments, etc., that create a one of a kind treatment for your client.

In the example pictured at right, the problems were:

- The positioning of the window on this wall is incredibly low, or ill proportioned for the space.
- This is the only place in this room to place the primary furnishings.

My solution was to create a window treatment that would make the window look like it had half-round windows along the top, which changed not only the look, but the proportions. I also kept the drapery length only on the sides, as furniture would be placed in front of the window.

I use Dreamdraper software to depict my designs to both my client and my workroom. This provides them both a true-to-life visual.

Both my client and I were thrilled with the final result.

NEW — Fundamentals of Interior Design
Course: W01546 (24 hours)

NEW — The Business of Interior Decoration
Course: W01548 (12 hours) ▪

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

9235   01/30-02/06   8:30am – 12:30pm   M W   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, customizing forms, and writing QuickBooks letters.

9236   02/08-02/15   8:30am – 12:30pm   M W   DTC   409 $155

NEW — QuickBooks Certified User Exam Prep
Course: W01564 (36 hours)
The QuickBooks Comprehensive training program prepares you for the QuickBooks Certification exam. The fee includes the textbook, E-Lab Learning and trial software.

9253   01/30-02/17   8:30am – 12:30pm   M W F   DTC   409 $595

NEW — QuickBooks Certified User Exam Prep with Voucher
Course: W01565 (36 hours)
The QuickBooks Comprehensive training program prepares you for the QuickBooks Certification exam. The fee includes the textbook, E-Lab Learning, trial software and voucher.

9254   01/30-02/17   8:30am – 12:30pm   M W F   DTC   409 $699

Accounting Basics Course
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.

9177   02/07-02/14   8:30am – 12:30pm   T R   DTC   409 $175
9178   03/06-03/13   8:30am – 2:30pm   M   DTC   409 $175
9234   01/27-02/10   12:30 – 3:30pm   F   SSRC   5134 $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 successfully pass the IRS Competency Exam.

9022   01/09-05/08   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.

9256   01/30-02/06   12:30pm - 5:30pm   M   DTC   410 $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.

9257   03/06-03/13   12:30pm - 5:30pm   M   DTC   410 $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.

9067   01/09-05/08   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.

9062   01/09-05/08   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 publish, 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.

9081   01/09-05/08   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.

9107   01/09-05/08   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.

9103   01/09-05/08   Open Enrollment   Online $105

GRANT WRITING

NEW — 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. This course is especially helpful for nonprofits without a full-time development staff. Participants will prepare, submit, and review mock proposals.

9243   02/21-02/23   1:00pm – 4:00pm   T W R   DTC   410 $239

NEW — 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.

9242   02/24   9:00am – 3:00pm   F   DTC   410 $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.

9083   01/09-05/08   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.

9060   01/09-05/08   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.

9104   01/09-05/08   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.

9090   01/09-05/08   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.

9106   01/09-05/08   Open Enrollment   Online $105

ENTREPRENEURIAL DEVELOPMENT

NEW — Fundamentals of Interior Decorations
Course: W01546 (24 Hours)

This hands-on course provides a broad overview of the fundamental process, tools, concepts, principles and language of interior decoration, including color theory and psychology, furniture styles and placement. This also provides the underpinning for all other courses in the program and is a requirement for the certificate of completion.

9212   03/28-04/13   1:00pm – 5:00pm   T R   DTC   407 $385
9213   04/10-05/03   5:30pm – 8:30pm   M W   DTC   407 $385

NEW — The Business of Interior Decoration
Course: W01548 (12 Hours)

Learn critical business skills needed by interior decorators, including calculating costs and budgets, determining and negotiation fees, creating proposals and contracts, managing your projects, setting up your workspace and office plus targeting and marketing to a specific client base.

9214   03/28-04/06   9:00am – 12:00pm   T R   DTC   407 $195
9215   05/02-05/11   5:30pm – 8:30pm   T R   DTC   407 $195
9216   04/14-05/05   9:00am – 1:00pm   F   SSRC   5188 $195

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.

9061   01/09-05/08   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.

9070   01/09-05/08   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.

9076   01/09-05/08   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.

9112   01/09-05/08   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.

9078   01/09-05/08   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.

| 9065 | 01/09-05/08 | 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.

| 9111 | 01/09-05/08 | 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 offered by the Project Management Institute (PMI®).

| 9079 | 01/09-05/08 | Open Enrollment | Online | $105 |

Project Management Applications
Course: W01039 (24 hours) Ed2Go

| 9089 | 01/09-05/08 | 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 register with PMI as a 56-hour course, surpassing their 35-hour requirement, and pre-approve by PMI to prepare students for certification as Project Management Professionals. Please visit www.thecourse-pm.com for information.

| 9012 | 01/09-05/08 | 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.

| 9093 | 01/09-05/08 | Open Enrollment | Online | $138 |

Project Management Professional Certification Exam Prep 2
Course: W01053 (24 hours) Ed2Go

In this course, the second part of our two-part certification preparation series, your instructor will continue to demystify the PMBOK® Guide, including relationships between inputs, tools and techniques, and outputs. You will also gain a strong understanding of such topics as earned value management, risk management, simulation, sensitivity analysis, and make-or-buy analysis.

| 9094 | 01/09-05/08 | 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.

| 9071 | 01/09-05/08 | 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.

| 9087 | 01/09-05/08 | 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.

| 9080 | 01/09-05/08 | 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!

| 9021 | 01/09-05/08 | Open Enrollment | Online | $1595 |

Computer Skills/Certification

BEGINNING PROGRAMS

Beginning Course in Computers — Windows 8
Course: W01315 (12 hours)

This course provides knowledge and skills for operating in the Windows 8.1 environment. Participants learn to navigate the Start screen and traditional Windows Desktop. They also learn to work the Charms Bar, Tile Apps, access Desktop Applications, Create Folders, customize various settings and add hardware.

9162	01/23-01/25	8:30am – 3:30pm	M W	DTC	409	$135
9165	03/02-03/16	5:00pm – 9:00pm	R	DTC	409	$135
9166	03/06-03/15	8:30am – 11:30am	M W	DTC	409	$135
9167	04/10-04/17	8:30am – 12:30pm	M W	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.

| 9117 | 01/09-05/08 | 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.

9075   01/09-05/08   Open Enrollment   Online $105

SQL, Intermediate
Course: W01093 (24 hours) Ed2Go

9102   01/09-05/08   Open Enrollment   Online $105

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.

9026   01/09-05/08   Open Enrollment   Online $2,395

Pre-70-461-Lab — 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.

9120   01/09-05/08   Open Enrollment   Online $199

70-462-Lab — 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.

9121   01/09-05/08   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.

9074   01/09-05/08   Open Enrollment   Online $105

Ed2Go Courses

A new section of each course starts monthly.

**Start dates for the Spring term
Jan 18, Feb 15, Mar 15 & Apr 12**

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.

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. You will learn how to create an Oracle database, build various database objects for the database, and write simple SQL statements that access the data from the database.

9082   01/09-05/08   Open Enrollment   Online $105

Oracle, Intermediate
Course: W01092 (24 hours) Ed2Go

9101   01/09-05/08   Open Enrollment   Online $105

Microsoft SQL Server 2012 Administration (70-461, 70-462, & 70-463)
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.

9130   01/09-05/08   Open Enrollment   Online $199

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

9121   01/09-05/08   Open Enrollment   Online $199

DESKTOP APPLICATIONS

Microsoft Excel 2013 Level I
Course: W01292 (10 hours)

Participants will learn how to use the Help system and navigate worksheets and workbooks. They will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing.

| 9260 | 02/23-02/24 | 8:30am – 1:00pm | R F | DTC | 409 | $125 |
| 9261 | 01/31-02/02 | 11:30am – 4:30pm | T R | SSRC | 5134 | $125 |

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. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with tables. Students will save workbooks as Web pages, insert and edit hyperlinks, and learn to share workbooks by email. This course also covers advanced charting techniques, use of trend lines and spark lines, worksheet auditing and protection, file sharing and merging, and workbook templates.

| 9247 | 03/02-03/03 | 8:30am – 1:00pm | R F | DTC | 409 | $125 |
| 9248 | 02/28-03/02 | 11:30am – 4:30pm | R F | SSRC | 5134 | $125 |

NEW — 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. Students will also learn to create tables and outlines, utilize graphics and templates, use lookup functions, pivot tables, macros, advanced formatting and analysis tools, and how to collaborate and share workbooks in Excel.

9244	02/23-03/10	8:30am – 1:30pm	R F	DTC	409	$395
9245	01/31-02/14	5:30pm – 9:30pm	T W R	DTC	409	$395

NEW — Microsoft Excel Exam Prep Course
Course: W01560 (40 hours)

The Microsoft Excel 2013 Comprehensive training program prepares you for the Microsoft Office Specialist Certification Exam. The fee includes the textbook, E-Lab Learning and trial software.

9251	04/13-05/05	4:00pm – 9:00pm	R F	DTC	409	$599

NEW — Microsoft Excel Exam Prep Course with Voucher
Course: W01561 (40 hours)

The Microsoft Excel 2013 Comprehensive training program prepares you for the Microsoft Office Specialist Certification Exam. The fee includes the textbook, E-Lab Learning, trial software, and voucher.

9252	04/13-05/05	4:00pm – 9:00pm	R F	DTC	409	$699

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 cover in other courses such as date, financial, logical, lookup, math, statistical and text.

4228	04/06	8:30am – 12:30pm	T	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 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, using Goal Seek and Solver tools to perform what-if analysis, and organizing the data by subtotaling, outlining, or consolidating.

9227	04/13	8:30am – 12:00pm	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.

9249	02/21-02/22	1:00pm – 6:00pm	T W	DTC	409	$125

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, as well as Mail Merge. Students will also learn how to create and modify footnotes, endnotes, headers, and footers, table of contents, indexes and templates.

9250	02/28-03/01	1:00pm – 6:00pm	T W	DTC	409	$125

NEW — Increase Your Skills — Get Proficient in Microsoft Word 2013
Course: W01556 (30 hours)

This course provides a broad overview, which students will have, advanced skills in Microsoft Word 2013. Students will learn how to create and edit assorted documents, create newsletters, brochures, forms, work with tables, use mail merge. Students will also learn how to organize long documents, create and modify footnotes, endnotes, headers, footers, and table of contents, indexes and templates.

9246	02/21-06/08	1:00pm – 6:00pm	T W	DTC	409	$395

Microsoft PowerPoint 2013, Level I
Course: W01294 (12 hours)

After an introduction to PowerPoint's window components and Help system, students will learn to create, save, and rearrange presentations. They will format text, use drawing objects, work with graphics, and insert tables and charts. Students will learn to use templates and themes, slide masters, and transition effects. Finally, students will learn to proof, run, and print presentations.

9161	03/27-03/31	8:00am – 12:00pm	M W F	DTC	409	$125

Microsoft PowerPoint 2013, Level II
Course: W01357 (12 hours)

The 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, as well as Mail Merge. Students will also learn how to create and modify footnotes, endnotes, headers, and footers, table of contents, indexes and templates

9176	05/02-05/04	8:00am – 12:00pm	T W R	DTC	409	$140

Microsoft Access 2013, Level I
Course: W01291 (10 hours)

9160	04/04-04/05	8:30am – 1:30pm	T W	DTC	409	$125

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.

9069	01/09-05/08	Open Enrollment	Online	$105

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

9085	01/09-05/08	Open Enrollment	Online	$105

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

9077   01/09-05/08   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.

9066   01/09-05/08   Open Enrollment   Online $105

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

9072   01/09-05/08   Open Enrollment   Online $105

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

9073   01/09-05/08   Open Enrollment   Online $105

ONLINE COURSES — TECHNICAL CERTIFICATION TRAINING

A+ Certification Prep, Basic
Course: W01055 (24 hours) Ed2Go

9096   01/09-05/08   Open Enrollment   Online $138

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

9098   01/09-05/08   Open Enrollment   Online $138

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

9095   01/09-05/08   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 program provides focused coverage of Cisco router configuration procedures, which are map to exam objectives to prepare you for Cisco Exam 640-802. Certification Exam is not included in this course.

9023   01/09-05/08   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.

9024   01/09-05/08   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.

9017   01/09-05/08   Open Enrollment   Online $1,495

CompTIA Network+ Certification Prep
Course: W01056 (24 hours) Ed2Go

9097   01/09-05/08   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.

9025   01/09-05/08   Open Enrollment   Online $1,495

ITIL Foundations with Case Study & Exam Voucher
Course: W01537 (24 Hours) Acceletrain

The ITIL Foundation course is the entry-level certification course for IT Service Management Best Practices training in ITIL. This course covers the latest version of core ITIL best practices presented from a lifecycle perspective. The course introduces the principles and core elements of IT service management (ITSM) based on ITIL. ITIL is comprised of five core publications: Service Strategy, Service Design, Service Transition, Service Operations and Continual Service Improvement, promoting alignment with the business as well as improving operational efficiency

9181   01/09-05/08   Open Enrollment   Online $499

ONLINE COURSES — TECHNICAL TRAINING

Networking, Introduction
Course: W00995 (24 hours) Ed2Go

9064   01/09-05/08   Open Enrollment   Online $105

Networking, Intermediate
Course: W00992 (24 hours) Ed2Go

9063   01/09-05/08   Open Enrollment   Online $105

Cybersecurity Foundations
Course: W01542 (40 Hours) Acceletrain

In this cybersecurity course, you will gain a global perspective of the challenges of designing a secure system, touching on all the cyber roles needed to provide a cohesive security solution. Through lecture, labs, and breakout discussion groups, you will learn about current threat trends across the Internet and their impact on organizational security. You will review standard cybersecurity terminology and compliance requirements, examine sample exploits, and gain hands-on experience mitigating controls. In a contained lab environment, you will work with live viruses, including botnets, worms, and Trojans. In addition to technical cybersecurity components, you will learn and explore the non-technical aspects of cybersecurity necessary to mitigate risk and lessen exposure, including risk management, threat determination, disaster recovery, security policy management, and business continuity planning. This course provides an excellent foundation for those proceeding to CISSP, CEH, CISA, or CISM training.

9180   01/09-05/08   Open Enrollment   Online $739

CompTIA Security+
Course: W01543 (40 Hours) Acceletrain

CompTIA Security+ validates knowledge of communication security, infrastructure security, cryptography, operational security, and general security concepts. This practical hands-on course will teach students the fundamental principles of installing and configuring computer and network security systems.

9186   01/09-05/08   Open Enrollment   Online $659

Red Hat System Administration I
Course: W01538 (40 Hours) Acceletrain

Red Hat System Administration I provides a foundation for students wishing to become full-time Linux system administrators by introducing key command line concepts and other enterprise-level tools. These concepts are further developing in the follow-on course, Red Hat System Administration II (RH134).

9182   01/09-05/08   Open Enrollment   Online $320

Red Hat System Administration II
Course: W01539 (40 Hours) Acceletrain

This course goes deeper into enterprise Linux administration including file systems and partitioning, logical volumes, SELinux, firewalling, and troubleshooting. Attending both, Red Hat System Administration Red Hat System Administration II and I can help you in your preparation for the Red Hat Certified System Administrator exam (EX200).

9183   01/09-05/08   Open Enrollment   Online $320

Red Hat Open Stack Administration I
Course: W01540 (32 Hours) Acceletrain

Through hands on labs, students will explore manually installing each service of Red Hat OpenStack Platform, and will look at the future plans of the OpenStack development community.

9184   01/09-05/08   Open Enrollment   Online $320

Red Hat Open Stack Administration II
Course: W01541 (40 Hours) Acceletrain

This course goes deeper into enterprise Linux administration including file systems and partitioning, logical volumes, SELinux, firewalling, and troubleshooting. Attending both, Red Hat System Administration Red Hat System Administration II and I can help you in your preparation for the Red Hat Certified System Administrator exam (EX200).

9185   01/09-05/08   Open Enrollment   Online $320

70-410-Lab — 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.

9119   01/09-05/08   Open Enrollment   Online $199

Pre-70-461-Lab — 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.

9120   01/09-05/08   Open Enrollment   Online $199

70-462-Lab — 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.

9121   01/09-05/08   Open Enrollment   Online $199

70-411-Lab — Administering Windows Server 2012
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 and prepare for the MCSA: Windows Server 2012 R2 exam.

9122   01/09-05/08   Open Enrollment   Online $199

70-412-Lab — Configuring Advanced Windows Server 2012 Services LAB 70-412
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.

9123   01/09-05/08   Open Enrollment   Online $199

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 lying out and designing text, graphics, and cross-media for onscreen and print documents.

9124   01/09-05/08   Open Enrollment   Online $199

70-680 — MCSA — Windows 7, Configuring Course & Lab
Course: W01526 (160 hours) uCertify

This course is design for Microsoft 70-680: Configuring Windows 7 exam. It focuses on installing, configuring, deploying, monitoring, and maintaining systems that run on Windows 7.

9125   01/09-05/08   Open Enrollment   Online $250

70-685 & 70-686 — Windows 7 Desktop Support and Administration
Course: W01527 (160 hours) uCertify

The Microsoft's MCSA: Windows 7, Enterprise Desktop Support Technician certification is an industry-recognized credential. The certification is proof of a person's competence across a spectrum of skills including support end users who run Microsoft Windows 7 in a corporate environment.

9126   01/09-05/08   Open Enrollment   Online $199

Cloud Essentials: (CompTIA Authorized Courseware (CLO-001)
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.

9127   01/09-05/08   Open Enrollment   Online $199

70-414 — 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.

9128   01/09-05/08   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.

9129   01/09-05/08   Open Enrollment   Online $199

70-685-Lab — Windows 7, Enterprise Desktop Administrator
Course: W01533 (64 hours) uCertify

The Enterprise Desktop Administrator for Windows 7 exam was 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.

9131   01/09-05/08   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. In this course, you will create and publish custom SharePoint workflows without code using SharePoint Designer 2013.

9132   01/09-05/08   Open Enrollment   Online $199

77-419 — 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. SharePoint has many features that can help organizations manage the flow of digital information, automate processes, and help organizations manage records.

9133   01/09-05/08   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.

9100   01/09-05/08   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.

9113   01/09-05/08   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.

9114   01/09-05/08   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.

9109   01/09-05/08   Open Enrollment   Online $105

Dreamweaver CS6, Introduction
Course: W01298 (24 hours) Ed2Go

9116   01/09-05/08   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.

9016   01/09-05/08   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.

9115   01/09-05/08   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 lying out and designing text, graphics, and cross-media for onscreen and print documents.

9124   01/09-05/08   Open Enrollment   Online $199

Ed2Go Courses
A new section of each course starts monthly.

**Start dates for the Spring term
Jan 18, Feb 15, Mar 15 & Apr 12**

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.

Continuing Professional Education

HEALTH

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.

| 9188 | 01/09-05/08 | 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.

| 9187 | 01/09-05/08 | Open Enrollment | Online | $200 |

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.

| 9179 | 02/04-04/08 | 9:00am – 2:00pm | SAT | DTC | 407 | $699 |

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.

9134	01/21	8:00am – 12:30pm	SAT	WAR	3137	$45
9139	01/28	8:00am – 12:30pm	SAT	WAR	3137	$45
9135	03/04	8:00am – 12:30pm	SAT	WAR	3137	$45
9136	03/11	8:00am – 12:30pm	SAT	WAR	3137	$45
9137	04/01	8:00am – 12:30pm	SAT	WAR	3137	$45
9138	04/08	8:00am – 12:30pm	SAT	WAR	3137	$45
9140	04/22	8:00am – 12:30pm	SAT	WAR	3137	$45
9141	04/29	8:00am – 12:30pm	SAT	WAR	3137	$45
9142	05/06	8:00am – 12:30pm	SAT	WAR	3137	$45

CONTRACTORS

Journeyman's Electrical Seminar
Course: W00696 (54 hours)

This course is design 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 College bookstore.

| 9148 | 01/19-03/16 | 5:00pm – 9:00pm | M R | DTC | 410 | $250 |

Master's Electrical Seminar
Course: W00697 (54 hours)

This course is design 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.

| 9149 | 01/19-03/16 | 5:00pm – 9:00pm | M R | DTC | 410 | $250 |

Florida Contractor's Business Law Exam Prep
Course: W01245 (16 hours)

This comprehensive course will cover all the aspects of business law material that is on the Florida contractor's business law exam. This course will cover organizing and managing a business, licensing, estimating and bidding, contracts, project management, risk management, tax law and construction lien law. The business law exam is required of all new contractors.

| 9159 | 04/04-04/12 | 5:00pm – 9:00pm | T W | DTC | 410 | $165 |

SAFETY

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 place on those areas that are the most hazardous, using OSHA standards as a guide. Students who successfully meet the course requirements will receive A Certificate of Attendance. A course completion card will not be issue until successful completion of the 500 Trainer Course for Construction.

| 9156 | 01/23-01/26 | 8:00am – 5:00pm | MTWR | DTC | 410 | $800 |

Occupational Safety and Health Standards for the 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 place on those areas that are the most hazardous, using OSHA standards as a guide. Students who successfully meet the course requirements will receive A Certificate of Attendance. A course completion card will not be issue until successful completion of the 500 Trainer Course for Industry.

Next class will be offered in Summer 2017.

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

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.

9158 04/24-04/27 8:00am – 5:00pm MTWR DTC 410 $800

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.

9157 03/13-03/16 8:00am – 5:00pm MTWR DTC 410 $800

ONLINE COURSES — SAFETY

OSHA 10 Hour General Industry Outreach Training Course
Course: W01084 (10 hours)

9005 01/09-05/08 Open Enrollment Online $89

OSHA 30 Hour General Industry Outreach Training
Course: W00834 (30 hours)

9003 01/09-05/08 Open Enrollment Online $189

OSHA 30 Hour Construction Industry Outreach Training
Course: W00841 (30 hours)

9004 01/09-05/08 Open Enrollment Online $189

HAZWOPER 24 Hour Course
Course: W00831 (24 hours)

9000 01/09-05/08 Open Enrollment Online $250

HAZWOPER 40 Hour Course
Course: W00832 (40 hours)

9001 01/09-05/08 Open Enrollment Online $375

HAZWOPER 8 Hour Annual Refresher
Course: W00833 (8 hours)

9002 01/09-05/08 Open Enrollment Online $69

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

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.

9144 02/07-02/28 5:30pm – 9:30pm TWR DTC 410 $350
9145 03/28-04/18 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.

9151 04/24-04/27 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

9146 03/07-03/16 5:30pm – 9:30pm M WR DTC 410 $500
9147 04/24-05/04 5:30pm – 9:30pm M WR DTC 410 $500

ONLINE COURSES — INSURANCE

Accredited Claims Adjuster (5-20 or 6-20)
Course: W01119 (40 hours) OL 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).

9041 01/09-05/08 Open Enrollment Online $350

Customer Representative (4-40)
Course: W01133 (40 hours) OL 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.

9042 01/09-05/08 Open Enrollment Online $360

General Lines — Property and Casualty Pre-Licensing (2-20)
Course: W00817 (200 hours) OL 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.

9039 01/09-05/08 Open Enrollment Online $540

Health & Life (Including Annuities and Variable Contracts) (2-15)
Course: W01404 (60 hours) OL 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.

9050   01/09-05/08   Open Enrollment   Online $150

4-40 to 2-20 Conversion Course
Course: W00839 (40 hours) OL 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.

9040   01/09-05/08   Open Enrollment   Online $360

Continuing Education Elements of Health Insurance
Course: W00405 (14 hours) OL Training

9029   01/09-05/08   Open Enrollment   Online $59

Continuing Education Elements of Life Insurance
Course: W00404 (14 hours) OL Training

9028   01/09-05/08   Open Enrollment   Online $59

Ethics and the Client, Intermediate — 3 hour CE
Course: W01215 (3 hours) OL Training

9045   01/09-05/08   Open Enrollment   Online $30

Ethics in the Insurance Industry
Course: W00538 (3 hours) OL Training

9030   01/09-05/08   Open Enrollment   Online $30

NEW! Flood Insurance and National Flood Insurance Program (NFIP), Intermediate — 3 hour CE
Course: W01216 (3 hours) OL Training

9046   01/09-05/08   Open Enrollment   Online $30

Flood Insurance Concepts, Intermediate — 3 hour CE
Course: W01213 (3 hours) OL Training

9043   01/09-05/08   Open Enrollment   Online $30

Health Savings Accounts and the Medicare Prescription Drug Benefit—3 Hour CE
Course: W00582 (3 hours) OL Training

9037   01/09-05/08   Open Enrollment   Online $30

Hurricanes — Intermediate — 2 hour CE
Course: W01214 (2 hours) OL Training

9044   01/09-05/08   Open Enrollment   Online $22

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

Medicare Today
Course: W01218 (2 hours) OL Training

9048   01/09-05/08   Open Enrollment   Online $22

Premium Discounts Mitigation Options, Intermediate
Course: W01217 (2 hours) OL Training

9047   01/09-05/08   Open Enrollment   Online $22

Suitability of Annuity and Life Insurance Transaction for
Seniors, Intermediate — 3 hour CE
Course: W01219 (3 hours) OL Training

9049   01/09-05/08   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.

9143   01/24-03/16   5:30pm – 9:30pm   T R   DTC   407 $325
9237   04/10-05/08   11:00am – 4:00pm   M W F   SSRC   5187 $325

Florida Post-Licensing Education for Real Estate Sales Associates
Course: W00695 (45 hours)

This course covers the topics required by the Florida Real Estate Commission for this course. Topics include Agency/Brokerage, Property Management, Finance, Economics, and Appraisal. Textbook is available for purchase at Pensacola Campus Bookstore.

9238   01/23-02/24   6:00pm – 9:00pm   M W F   DTC   407 $265

Real Estate Pre-Licensing Sales State Exam Review
Course: W00700 (14 hours)

Textbook is available for purchase at Pensacola Campus Bookstore.

9150   04/01-04/02   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

9006   01/09-05/08   Open Enrollment   Online $30

Florida Broker Post-Licensing Management
Course: W00578 (30 hours) recampus

9008   01/09-05/08   Open Enrollment   Online $150

Florida Broker Post-Licensing Investment
Course: W00577 (30 hours) recampus

9007   01/09-05/08   Open Enrollment   Online $150

Florida Pre-Licensing Broker's Course
Course: W00580 (72 hours) recampus

9010   01/09-05/08   Open Enrollment   Online $275

Florida Real Estate Pre-License Sales
Course: W00581 (63 hours) recampus

9011   01/09-05/08   Open Enrollment   Online $250

Real Estate Post-Licensing Education
Course: W00579 (45 hours) recampus

9009	01/09-05/08	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)

The description for this course is listed above.

9173	02/06-04/17	5:00pm – 9:00pm	M	DTC	410	$360

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.

9174	02/06-04/17	5:00pm – 9:00pm	M	DTC	410	$845

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.

9175	02/06-04/17	5:00pm – 9:00pm	M	DTC	410	$865

Organizational Effectiveness

LEADERSHIP DEVELOPMENT

Building Effective Communication & Interpersonal Skills
W00901 (8 Hours)

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

9152	02/03-02/10	8:30am – 12:30pm	F	DTC	410	$95
9153	03/03-03/10	8:30am – 12:30pm	F	DTC	410	$95
9154	04/07-04/14	8:30am – 12:30pm	F	DTC	410	$95

Emotional Intelligence
W01288 (4 Hours)

This workshop helps participants increase their ability to understand and use the power of their emotions productively. Participants will discuss emotional intelligence and identify why emotional intelligence is important for professional and personal success.

9258	02/17	8:30am – 12:30pm	F	DTC	410	$85
9259	04/21	8:30am – 12:30pm	F	DTC	410	$85

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.

9155	02/13-02/15	8:30am – 1:30pm	M W	DTC	407	$150

Your Leadership Journey
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.

9262	02/02	8:30am – 1:00pm	R	DTC	407	$145
9263	03/09	8:30am – 1:00pm	R	DTC	407	$145

Communicating for Leadership Success
W01335 (4.5 Hours)

9171	02/23	8:30am – 1:00pm	R	DTC	407	$145
9172	04/19	8:30am – 1:00pm	W	DTC	407	$145

What's My Communication Style
Course: W01331 (4 hours)

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

9168	01/27	8:30am – 1:00pm	F	DTC	407	$65
9169	02/17	8:30am – 1:00pm	F	DTC	407	$65
9170	04/28	8:30am – 1:00pm	F	DTC	407	$65
9229	03/03	9:00am – Noon	F	SSRC	5188	$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.

9091	01/09-05/08	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.

9038	01/09-05/08	Open Enrollment	Online	$125

Building Teams That Work 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.

9088	01/09-05/08	Open Enrollment	Online	$105

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.

9020   01/09-05/08   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.

9018   01/09-05/08   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.

9019   01/09-05/08   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.

9084   01/09-05/08   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.

9108   01/09-05/08   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.

9055   01/09-05/08   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.

9225   01/09-05/08   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.

9056   01/09-05/08   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.

9051   01/09-05/08   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.

9092   01/09-05/08   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.

9052   01/09-05/08   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.

9086   01/09-05/08   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.

9053   01/09-05/08   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.

9105   01/09-05/08   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.

9054   01/09-05/08   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.

9058   01/09-05/08   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.

9057   01/09-05/08   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.

9013   01/09-05/08   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.

9014   01/09-05/08   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.

9015   01/09-05/08   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 course also presents an evaluation checklist designed to assess the effectiveness of participant's current reading program. 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.

9221   01/09-05/08   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.

9222   01/09-05/08   Open Enrollment   Online $225

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. These five elements include instruction in phonemic awareness, phonics, fluency, vocabulary, and text comprehension. 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. Additionally, the course will provide information on important assessment terms and definitions and will explore how reading assessment fits within the Reading First Program. Finally, the course describes how teachers can conduct pivotal curriculum-based measurement procedures in their classrooms.

9223   01/09-05/08   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.

9225   01/09-05/08   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.

9218   01/09-05/08   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. Participants will also examine key concepts and specific activities for teaching various curricular content areas, including language and literacy, mathematics and science, and the expressive arts.

9219   01/09-05/08   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.

9220   01/09-05/08   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.

9110   01/09-05/08   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.

9032   01/09-05/08   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.

9033   01/09-05/08   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.

9034   01/09-05/08   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. There is 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.

9035   01/09-05/08   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.

9036   01/09-05/08   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

9031   01/09-05/08   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.

9059   01/09-05/08   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.

9068   01/09-05/08   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.

9027   01/09-05/08   Open Enrollment   Online $105

Fundamentals of Supervision and Management
Course: W01076 (24 hours) Ed2Go

9099   01/09-05/08   Open Enrollment   Online $105

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 Martin Luther King Day, January 16 and Spring Break, March 20–24. 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 850-484-1600.

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

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

* 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

online course 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.

RECAMPUS (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

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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

Ed2Go Courses

A new section of each course starts monthly.

Start dates for the Spring term
Jan 18, Feb 15, Mar 15 & Apr 12

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.

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.

AS EDUCATORS WE NEVER STOP LEARNING

Finding high quality professional development that is relevant to your personal teaching assignment and academic needs is sometimes very difficult. As educators we want our skills and knowledge to reflect current regulations and trends, but it can be difficult to find such coursework that meets our needs and fits with our schedule.

Online continuing professional development training has grown over the years and has become one of the most preferred methods to strengthen existing skills and acquire new skills while completing mandatory start re-licensure requirements and advance up the salary schedule. Asynchronous online professional development training is highly coveted since courses can be completed at a pace that fits your schedule and lifestyle. Along with asynchronous course offerings, Virtual Education Software has also designed its professional development courses to be tablet and smart device capable. Now you may complete your professional development training right on your tablet or smart phone at a pace that fits your schedule.

Online training is valuable when the subjects and content meet teacher professional development needs. Here are just some of the subject areas in which high quality online training is available:

- **Behavior is Language:** Strategies for Managing Disruptive Behavior
- **Early Childhood:** Family-Centered Services
- **Early Childhood:** Observation & Assessment
- **Early Childhood:** Typical & Atypical Development
- **Reading Fundamentals #1:** An Introduction to Scientifically-Based Research
- **Reading Fundamentals #2:** Laying the Foundation for Effective Reading Instruction
- **Reading Fundamentals #3:** The Elements of Effective Reading Instruction & Assessment
- **Teaching Elementary Math Conceptually:** A New Paradigm

You may contact Virtual Education Software (**www.virtualeduc.com**) for more information about courses. To register, contact Pensacola State College Center for Corporate and Professional Development Training at 850-484-1374 or email dtcreg@pensacolastate.edu or register online at **www.pensacolastate.edu/ccpd**.

Family, friends, personal recreation and relaxation time are too limited and valuable to sit in weekend seminars or night classes to complete your professional development training. Online asynchronous teacher training courses are the most convenient and affordable way to complete your professional development.

Emotional Intelligence

## EMOTIONAL INTELLIGENCE: CONSIDERING THE FEELINGS AT WORK IN PEOPLE

BY DR. JEN EHRHARDT

Rational thinking does not always explain the expressions, actions or motivations of the people at work. A supervisor makes a strange decision without data to back it up. Co-workers get in heated arguments over "nothing." Subordinates go above and beyond their job descriptions. What's at work in these cases is not rational sense, but the person's emotional sentiments. A hunch. Pet-peeves. High motivations.

Emotions are fundamental to our lives as individuals and as members of groups. Until recently, emotions have not been acknowledged in the workplace other than as a weakness in individuals and a nuisance to the organization. Today, however, emotions are increasingly being valued as an essential phenomenon in the workplace. When not taken into account, emotions can wreak havoc through poor morale and productivity, conflict and even violence. On the other hand, when carefully considered, emotions can lead to a safer workplace and an environment of high-quality collaboration, increased productivity, effectiveness and enjoyment of employment. When taken into appropriate regard, emotions become crucial information toward individual and organizational success.

Dealing with our own emotions and those of others are an important skill set that fit into the field of emotional intelligence. Emotional intelligence has been defined by John Mayer and Peter Salovey as, "a type of social intelligence that involves the ability to monitor one's own and others' emotions, to discriminate among them, and to use the information to guide one's thinking and actions."

Accordingly, our workshop on Emotional Intelligence focuses on the key competencies of self-awareness, self-regulation, self-motivation, empathy, and managing effective relationships. These competencies will be explored through real-life case studies, participants' self-reflection, interactive analysis of scenarios in which emotions are at play, as well as troubleshooting how to prevent negative consequences of and brainstorming toward the positive impact of emotions. ◼

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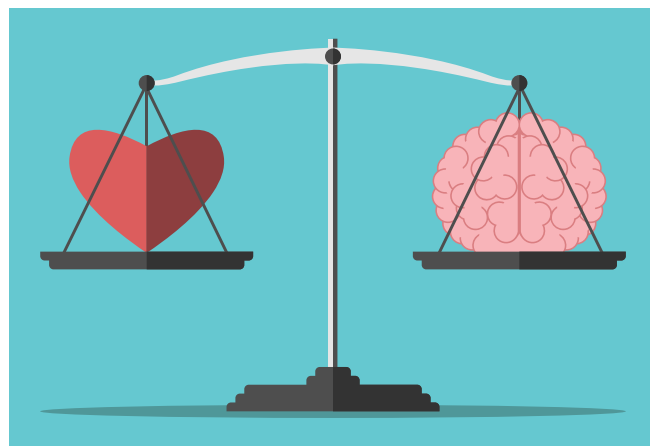
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