

CENTERforCORPORATE andPROFESSIONAL DEVELOPMENTtraining

SPRING 2019



TRAINING



PENSACOLA
STATE COLLEGE

pensacolastate.edu/CCPDT



Shifting Into Forward Motion: Seek Greatness — Desire More

The essence of time is important. Change will not happen until we make a decision to shift into a forward motion.

It is time to become more persistent in establishing a personal growth plan — a strategy designed to inspire you to pursue a career passion. Do the research, and learn about your specific career goals. Then, identify the opportunities for success.

Determine the knowledge, skills and personal career growth and development required — then jumpstart your plan in 2019. Perhaps, you are ready to soar and invest in yourself. However, you first must:

- Recognize the greatness you have to offer family, workplace and community.
- Realize you are equipped, ready and eager to acquire and use updated skills.
- Acknowledge those hidden skills and talents you possess.
- Shift into forward motion to rekindle the need to pursue current and new career advancement opportunities. The knowledge gained may spark evolved interests and the confidence to explore new opportunities.
- Aim to deliver job performance with a greater level of excellence, commitment, dedication and loyalty. Forward movement requires you to give your best.
- Identify new and current opportunities to help drive the momentum to move forward toward career goals. Doing the research will help you make the best decisions.
- Determine strengths and weaknesses, and how they may impact new endeavors.

Remember you must gain information to help shift you into forward motion, and establish that personal growth and development plan. The forward movement and the acquired knowledge will help drive future opportunities.

Pensacola State College Center for Corporate and Professional Development Training (CCPDT) is here to help you gain skills key to success.

For employers, the CCPDT offers customized professional development training tailored to specific business needs. We provide training with your business, product and service in mind.

Contact the CCPDT to learn how we can help your organization meet its workplace training goals.

Ruth McKinon

PENSACOLA STATE LOCATIONS

DTC	Downtown Center, 418 W. Garden St., Pensacola
MIL	Milton campus, 5988 Hwy. 90
PEN	Pensacola campus, 1000 College Blvd.
SSRC	South Santa Rosa Center, 5075 Gulf Breeze Pkwy.
WAR	Warrington campus, 5555 W. Hwy. 98

DAYS LEGEND

M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday
Sa	Saturday
S	Sunday

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

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ACCOUNTING SKILLS

QuickBooks 101

Course: W00845 (16 hours)

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

9156 01/28-01/31 8:30am – 12:30pm MTWR DTC 409 \$155

QuickBooks Online Level I

Course: W01685 (18 hours)

QuickBooks Online: Level 1 provides essential coverage of QuickBooks Online for employees, company owners, accountants, and others to effectively use the software for all of their small-business accounting needs. Learners are introduced to QuickBooks Online and the basic file-management tasks necessary for mastering the essentials. Introductory topics covered include: customizing the company settings, setting up customers and sub-customers, recording bank deposits, setting up bank feeds, and reconciling bank and credit card accounts.

9175 02/11-02/14 8:30am – 1:00pm MTWR DTC 409 \$185

GRANT WRITING

Grant Writing Bootcamp

Course: W01554 (9 hours)

Whether you have written a few proposals or just getting started, this invigorating course is designed to equip you with the skills and tools needed to manage a nonprofit as well as prepare, research, and write successful proposals. This course is especially helpful for nonprofits without a full-time development staff. Participants will prepare, submit, and review mock proposals.

9166 03/05-03/07 5:30pm – 8:30pm TWR DTC 410 \$239

Launching a Nonprofit

Course: W01552 (6 hours)

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

9165 04/03-04/04 1:00pm – 4:00pm WR DTC 410 \$179

Review of first Grant-Writing Bootcamp class at PSC

On Nov. 13–15, the office of Corporate and Professional Development Training hosted its first onsite grant-writing class, **Grant-Writing Bootcamp I**. During the three-day class, participants learned the basic elements of a proposal and “insider tips” on how to find local funding opportunities. Students new to the non-profit sector learned about the organizations and how to secure 501(c)(3) tax-exempt status. Participants also were taught best-practices to secure initial funding for a new non-profit organization.

The class was conducted by the Lane Consulting Group, a firm with nearly 30 years’ experience in the non-profit sector and over \$20 million in successfully-funded grants to its credit. If you are interested in a non-profit sector or field of philanthropy or would like to learn about grant-writing and how to find local funding sources, consider registering for an upcoming workshop.

Grant-Writing Bootcamp II will be offered March 5–7, 2019. It is designed for those with fundraising experience but want to enhance their

skillset. Participants will learn about local funding sources and how to locate them interactively, and online funding searches in real time. Area fundraisers and key community stakeholders also will offer proven tips. Whether you serve as a board member, executive director, volunteer or part-time fundraiser, **Grant-Writing Bootcamp II** may be the training needed to take your non-profit to the next level.

If you want to start a non-profit organization, register for the two-day **Launching a Non-Profit Organization** class set for April 3–4, 2019. Attendees will receive all of the information needed to launch a non-profit.

It doesn’t matter if you’re organizing paperwork, securing 501(c)(3) tax-exempt status or compiling the board of directors, this class is for you. ■



ENTREPRENEURIAL DEVELOPMENT

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.

9162 01/22-02/14 6:00pm – 9:00pm TR SSRC \$385

Creature Teeth — Monsters, Vampires and Zombies!

Course: Call for more information

Come take a bite out of the Special FX world! In this two-day class, students under the tutelage of a true Special FX artist will create their very own custom-fitted set of prosthetic creature teeth. The course will include instruction on casting, positive and negative molding, sculpting, trimming, and painting to create an authentic set of monster, vampire or zombie choppers.



02/16-02/17 9:00am – 6:00pm Sa S PEN 857

The Business of Interior Decoration

Course: W01548 (12 Hours)

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

9163 03/26-04/04 6:00pm – 9:00pm TR SSRC \$195

Finishing Touches

W01550 (12 Hours)

Learn the art of accessorizing, utilizing the principles and elements of design. We will focus on hard to accessorize places, picture hanging, as well as whole room accessorizing.

9164 04/09-04/18 6:00pm – 9:00pm TR DTC 407 \$195

Interior Decorating Course

Are you looking for a way to use your creativity and make money at the same time?

Do you love home furnishings, working with colors and fabrics? Do you have an instinctive eye, or want to learn how to establish one? If you answered yes, this Interior Decorating Course may be for you.

Participants looking for a creative career, or who want to hone their skills will enjoy the hands-on training. Donna Arasi-Gudinas has taught this certification course in Massachusetts for a decade, and now offers it to Northwest Florida residents.

“I will take participants through the Principles and Elements of Design,” Arasi-Gudinas said. “I will teach the rights and wrongs of accessorizing, and transport participants into the world of design and fabrication of custom window treatments. The class also will educate students on the business behind it all.”

When the course is successfully completed, participants will receive a Certificate of Completion from Pensacola State College Center for Corporate and Professional Development.

Visit interiorconceptsdesignne.com/ for more information and to see design samples from Arasi-Gudinas' nearly 30-year career. ■

Computer Skills/Certification

DESKTOP APPLICATIONS

Microsoft Excel 2016 Level 1

Course: W01595 (10 Hours)

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

9167 02/05-02/07 12:30pm – 5:30pm TR DTC 409 \$129

9168 03/05-03/07 12:30pm – 5:30pm TR DTC 409 \$129

Microsoft Excel 2016 Level 2

Course: W01596 (10 Hours)

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

9169 03/28-03/29 12:00pm – 5:00pm RF DTC 409 \$129

Pivot Tables & Charts

Course: W01332 (3.50 hours)

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

9159	04/11/19	12:30pm-4:00pm	R	DTC 409	\$39
9176	05/03/19	12:30pm-4:00pm	F	DTC 409	\$39

Microsoft Word 2016 Level 1

Course: W01597 (10 Hours)

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

9170	01/29-01/31	12:30pm – 5:30pm	TR	DTC 409	\$129
9171	02/21-02/22	8:30am – 1:30pm	RF	DTC 409	\$129

Microsoft Word 2016 Level 2

Course: W01598 (10 Hours)

Welcome to Microsoft Word 2016 Level 2. This course will provide the concepts and skills to use some more advanced features of Microsoft Word 2016, including enhanced formatting, references, editing, and sharing, and saving to various formats.

9172	03/12-03/14	12:30pm – 5:30pm	TR	DTC 409	\$129
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Microsoft PowerPoint 2016 Level I

Course: W01599 (10 hours)

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

9173	02/28-03/01	12:00pm – 5:00pm	RF	DTC 409	\$129
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Continuing Professional Education

HEALTH

Basic Life Support

Course: W01481 (4.50 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.**

9000	01/12/19	8:00am – 12:30pm	SAT	WAR 3137	\$45
9001	01/26/19	8:00am – 12:30pm	SAT	WAR 3137	\$45
9002	02/02/19	8:00am – 12:30pm	SAT	WAR 3137	\$45
9003	02/09/19	8:00am – 12:30pm	SAT	WAR 3137	\$45
9004	02/16/19	8:00am – 12:30pm	SAT	WAR 3137	\$45
9005	02/23/19	8:00am – 12:30pm	SAT	WAR 3137	\$45
9006	03/02/19	8:00am – 12:30pm	SAT	WAR 3137	\$45
9007	03/09/19	8:00am – 12:30pm	SAT	WAR 3137	\$45
9008	03/30/19	8:00am – 12:30pm	SAT	WAR 3137	\$45
9009	04/06/19	8:00am – 12:30pm	SAT	WAR 3137	\$45
9010	04/13/19	8:00am – 12:30pm	SAT	WAR 3137	\$45
9011	04/27/19	8:00am – 12:30pm	SAT	WAR 3137	\$45
9012	05/04/19	8:00am – 12:30pm	SAT	WAR 3137	\$45

SAFETY

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.

9013	01/14-01/17	8:00am – 5:00pm	MTWR	DTC 407	\$800
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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.

9014	02/25-02/28	8:00am – 5:00pm	MTWR	DTC 407	\$800
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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).**

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.

9015 03/04-03/07 8:00am – 5:00pm MTWR DTC 407 \$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.

9016 04/22-04/25 8:00am – 5:00pm MTWR DTC 407 \$800

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.

9153 01/29-02/19 5:30pm – 9:30pm TWR DTC 410 \$350

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

9154 04/01-04/17 5:30pm – 9:30pm MWR DTC 410 \$500

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.

9155 03/04-03/07 5:30pm – 9:30pm MTWR DTC 410 \$300

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.

9152 01/22-03/28 6:00am – 9:30pm TR DTC 410 \$325

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 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.

9160 01/28-04/01 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.

9161 01/28-04/01 5:00pm – 9:00pm M DTC 410 \$865

Organizational Effectiveness

LEADERSHIP DEVELOPMENT

Stepping Up to Supervisor

Course: W01145 (10 hours)

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

9157 03/07-03/08 12:30pm – 5:30pm RF DTC 407 \$150

Stepping up to Supervisor

Think back to a favorite supervisor. What made this individual one of your favorite managers? How do managers and leaders differ?

Everyone has to report to somebody, even if you own a business. For example, we all report to our customer base. This training will cover the basic roles, responsibilities and expectations for becoming an effective supervisor. During training, we will explore real-world scenarios involving many dilemmas supervisors face on a regular basis.

Whether you are ready to become a supervisor or are considering this down the road, this course will arm you with tools to proceed down the management path.

Emotional Intelligence

Course: 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.

9158 02/14/19 12:30pm – 4:30pm R DTC 407 \$85

Balancing Priorities

Course: W01679 (4 hours)

How many times have you heard this plea for help? The demand for productivity is greater than ever before. Deadlines are tight, resources are limited, technology is complex, and oftentimes employees have the added challenge of reporting to more than one manager. It's no surprise this pressure can lead to increased conflict and overwhelming feelings of confusion. That is, until you equip your employees with the skills they need to manage their workload effectively.

9174 01/22/19 12:30pm – 4:00pm W DTC 407 \$125

ONLINE COURSES

Business

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 to pass the IRS Competency Exam.

9092 01/07-05/06 Open Enrollment Online \$1,895

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.

9035 01/07-05/06 Open Enrollment Online \$115

Ed2Go Courses

A new section of each course starts monthly.

Start dates for the Spring Term are Jan 16, Feb 13, Apr 17, & May 15

Courses run for six weeks. For specific course descriptions and lesson plans, visit www.ed2go.com/pensacola.

To register visit www.pensacolastate.edu/CCPDT or call 850-484-1374.

Fundamentals of Technical Writing

Course: W00991 (24 hours) Ed2Go

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

9030 01/07-05/06 Open Enrollment Online \$115

Introduction to Internet Writing Markets

Course: W01028 (24 hours) Ed2Go

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

9048 01/07-05/06 Open Enrollment Online \$115

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.

9074 01/07-05/06 Open Enrollment Online \$115

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.

9070 01/07-05/06 Open Enrollment Online \$115

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.

9050 01/07-05/06 Open Enrollment Online \$115

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.

9028 01/07-05/06 Open Enrollment Online \$115

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.

9071 01/07-05/06 Open Enrollment Online \$115

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.

9057 01/07-05/06 Open Enrollment Online \$115

Writing Effective Grant Proposals

Course: W01105 (24 hours) Ed2Go

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

9073 01/07-05/06 Open Enrollment Online \$115

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.

9029 01/07-05/06 Open Enrollment Online \$115

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.

9038 01/07-05/06 Open Enrollment Online \$115

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.

9044 01/07-05/06 Open Enrollment Online \$115

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.

9045 01/07-05/06 Open Enrollment Online \$115

Mastery of Business Fundamentals

Course: W00996 (24 hours) Ed2Go

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

9033 01/07-05/06 Open Enrollment Online \$115

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.

9077 01/07-05/06 Open Enrollment Online \$115

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®). The 6th-edition is now available. Please visit www.TheCourse.us/Information.

9046 01/07-05/06 Open Enrollment Online \$115

Project Management Applications

Course: W01039 (24 hours) Ed2Go

9056 01/07-05/06 Open Enrollment Online \$115

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.

9039 01/07-05/06 Open Enrollment Online \$115

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.

9054 01/07-05/06 Open Enrollment Online \$115

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.

9047 01/07-05/06 Open Enrollment Online \$115

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!

9091 01/07-05/06 Open Enrollment Online \$1595

Computer Skills / Certification

DATABASE MANAGEMENT

Database Development, Introduction

Course: W01009 (24 hours) Ed2Go

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

9042 01/07-05/06 Open Enrollment Online \$115

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.

9049 01/07-05/06 Open Enrollment Online \$115

Oracle, Intermediate

Course: W01092 (24 hours) Ed2Go

9068 01/07-05/06 Open Enrollment Online \$115

Microsoft SQL Server 2012 Administration

Course: W01531 (384 hours) uCertify

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

9145 01/07-05/06 Open Enrollment Online \$199

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. 70-462

9136 01/07-05/06 Open Enrollment Online \$199

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.virtualeduc.com/psc

To register: www.pensacolastate.edu/CCPDT

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.

9043 01/07-05/06 Open Enrollment Online \$115

SQL, Intermediate

Course: W01093 (24 hours) Ed2Go

9069 01/07-05/06 Open Enrollment Online \$115

Querying Microsoft SQL Server 2012 LAB

Course: W01521 (64 hours) uCertify

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

9135 01/07-05/06 Open Enrollment Online \$199

DESKTOP APPLICATION

Computer Skills for the Workplace

Course: W01001 (24 hours) Ed2Go

This course is designed to provide the fundamental computer competencies needed in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently.

9037 01/07-05/06 Open Enrollment Online \$115

Microsoft Excel 2007, Intermediate

Course: W01035 (24 hours) Ed2Go

9052 01/07-05/06 Open Enrollment Online \$115

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.

9034 01/07-05/06 Open Enrollment Online \$115

Java Programming, Introduction

Course: W01005 (24 hours) Ed2Go

9040 01/07-05/06 Open Enrollment Online \$115

Java Programming, Intermediate

Course: W01008 (24 hours) Ed2Go

9041 01/07-05/06 Open Enrollment Online \$115

TECHNICAL TRAINING

Installing and Configuring Windows Server 2012 Lab

Course: W01520 (64 hours) uCertify

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

9134 01/07-05/06 Open Enrollment Online \$199

Administering Windows Server 2012 LAB 70-411

Course: W01523 (64 hours) uCertify

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

9137 01/07-05/06 Open Enrollment Online \$199

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. **70-412-Lab**

9138 01/07-05/06 Open Enrollment Online \$199

Cloud Essentials: (CompTIA Authorized Courseware

Course: W01528 (160 hours) uCertify

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

9142 01/07-05/06 Open Enrollment Online \$199

Implementing an Advanced Server Infrastructure

Course: W01529 (160 hours) uCertify

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

9143 01/07-05/06 Open Enrollment Online \$199

Windows 7, Enterprise Desktop Administrator

Course: W01533 (64 hours) uCertify

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

9146 01/07-05/06 Open Enrollment Online \$199

Microsoft SharePoint Designer 2013

Course: W01534 (96 hours) uCertify

This course is designed 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.

9147 01/07-05/06 Open Enrollment Online \$199

Microsoft© SharePoint© 2013

Course: W01535 (64 hours) uCertify

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

9148 01/07-05/06 Open Enrollment Online \$199

Networking, Introduction

Course: W00995 (24 hours) Ed2Go

9032 01/07-05/06 Open Enrollment Online \$115

Networking, Intermediate

Course: W00992 (24 hours) Ed2Go

9031 01/07-05/06 Open Enrollment Online \$115

TECHNICAL CERTIFICATION TRAINING

A+ Certification Prep, Basic

Course: W01055 (24 hours) Ed2Go

9063 01/07-05/06 Open Enrollment Online \$138

A+ Certification Prep, Intermediate

Course: W01057 (24 hours) Ed2Go

9065 01/07-05/06 Open Enrollment Online \$138

A+ Certification Prep, Advanced

Course: W01054 (24 hours) Ed2Go

9062 01/07-05/06 Open Enrollment Online \$138

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.

9087 01/07-05/06 Open Enrollment Online \$1,495

CompTIA Network+ Certification Prep

Course: W01056 (24 hours) Ed2Go

9064 01/07-05/06 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.

9095 01/07-05/06 Open Enrollment Online \$1,495

Computing Fundamentals

Course: W01519 (96 hours) uCertify

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

IC3-EXAM-1 – IC3 GS4

9133 01/07-05/06 Open Enrollment Online \$199

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.

9067 01/07-05/06 Open Enrollment Online \$115

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.

9079 01/07-05/06 Open Enrollment Online \$115

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.

9080 01/07-05/06 Open Enrollment Online \$115

Designing Effective Websites

Course: W01110 (24 hours) Ed2Go

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

9075 01/07-05/06 Open Enrollment Online \$115

Dreamweaver CS6, Introduction

Course: W01298 (24 hours) Ed2Go

9082 01/07-05/06 Open Enrollment Online \$115

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.

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.

9086 01/07-05/06 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.

9081 01/07-05/06 Open Enrollment Online \$115

Adobe InDesign CS6

Course: W01525 (128 hours) uCertify

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

9139 01/07-05/06 Open Enrollment Online \$199

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.

9084 01/07-05/06 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.

9085 01/07-05/06 Open Enrollment Online \$200

SAFETY

OSHA 10 Hour General Industry Outreach Training Course

Course: W01084 (10 hours)

9103 01/07-05/06 Open Enrollment Online \$89

OSHA 30 Hour General Industry Outreach Training

Course: W00834 (30 hours)

9101 01/07-05/06 Open Enrollment Online \$189

OSHA 30 Hour Construction Industry Outreach Training

Course: W00841 (30 hours)

9102 01/07-05/06 Open Enrollment Online \$189

HAZWOPER 24 Hour Course

Course: W00831 (24 hours)

9098 01/07-05/06 Open Enrollment Online \$250

HAZWOPER 40 Hour Course

Course: W00832 (40 hours)

9099 01/07-05/06 Open Enrollment Online \$375

HAZWOPER 8 Hour Annual Refresher

Course: W00833 (8 hours)

9100 01/07-05/06 Open Enrollment Online \$69

INSURANCE

Accredited Claims Adjuster Designation (ACA) Online

Course: W01119 (40 hours) OLT Training

Successful completion of this course will exempt you from the state exam and properly prepare you for immediate entry into the insurance industry. This course will also meet the educational component for those pursuing Public Adjuster Apprenticeship designation (31-20). **FLDFS Course Approval Number: 98773**

9117 01/07-05/06 Open Enrollment Online \$350

Registered Customer Representative Designation Course (RCSR) Online

Course: W01133 (40 hours) OLT Training

This state approved course known as the “Get Your Feet Wet” course of insurance where you can begin working in the field quickly and add additional licenses and responsibilities later. Successful completion of this course will exempt you from the state exam and properly prepare you for immediate entry into the insurance industry. **FLDFS Course Approval Number: 98772**

9118 01/07-05/06 Open Enrollment Online \$360

2-20 General Lines Agent Online Only Course

Course: W00817 (200 hours) OLT Training

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

FLDFS Course Approval Number: 98769

9115 01/07-05/06 Open Enrollment Online \$540

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

Course: W01404 (60 hours) OLT Training

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

FLDFS Course Approval Number: 94549

9126 01/07-05/06 Open Enrollment Online \$150

4-40 to 2-20 Conversion Online Only Course

Course: W00839 (40 hours) OLT Training

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

9116 01/07-05/06 Open Enrollment Online \$360

Continuing Education Elements of Health Insurance

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

9112 01/07-05/06 Open Enrollment Online \$59

Continuing Education Elements of Life Insurance

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

9111 01/07-05/06 Open Enrollment Online \$59

Ethics and the Client

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

9121 01/07-05/06 Open Enrollment Online \$30

3-hr Ethics Course Online

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

9113 01/07-05/06 Open Enrollment Online \$30

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

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

9122 01/07-05/06 Open Enrollment Online \$30

Flood Insurance Concepts

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

9119 01/07-05/06 Open Enrollment Online \$30

Health Savings Accounts and the Medicare Drug Benefit

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

9114 01/07-05/06 Open Enrollment Online \$30

Hurricanes, Intermediate – 2 hour CE

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

9120 01/07-05/06 Open Enrollment Online \$22

Medicare Today

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

9124 01/07-05/06 Open Enrollment Online \$22

Premium Discounts Mitigation Options, Intermediate

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

9123 01/07-05/06 Open Enrollment Online \$22

Suitability of Annuity and Life Insurance Transaction for Seniors, Intermediate – 3 hour CE

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

9125 01/07-05/06 Open Enrollment Online \$30

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

REAL ESTATE

Continuing Education for Florida Real Estate Professionals

Course: W00576 (14 hours) recampus

9127 01/07-05/06 Open Enrollment Online \$30

Florida Broker Post-Licensing Management

Course: W00578 (30 hours) recampus

9129 01/07-05/06 Open Enrollment Online \$150

Florida Broker Post-Licensing Investment

Course: W00577 (30 hours) recampus

9128 01/07-05/06 Open Enrollment Online \$150

Florida Pre-Licensing Broker's Course

Course: W00580 (72 hours) recampus

9131 01/07-05/06 Open Enrollment Online \$275

Florida Real Estate Pre-License Sales

Course: W00581 (63 hours) recampus

9132 01/07-05/06 Open Enrollment Online \$300

Real Estate Post-Licensing Education

Course: W00579 (45 hours) recampus

9130 01/07-05/06 Open Enrollment Online \$160

LEADERSHIP DEVELOPMENT

Six Sigma: Total Quality Applications

Course: W01048 (24 hours) Ed2Go

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

9058 01/07-05/06 Open Enrollment Online \$115

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.

9104 01/07-05/06 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.

9055 01/07-05/06 Open Enrollment Online \$115

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.

9051 Open Enrollment Online \$115

TEACHER TRAINING

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.

9022 01/07-05/06 Open Enrollment Online \$115

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.

9025 01/07-05/06 Open Enrollment Online \$115

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.

9023 01/07-05/06 Open Enrollment Online \$115

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.

9018 01/07-05/06 Open Enrollment Online \$115

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.

9059 01/07-05/06 Open Enrollment Online \$115

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.

9019 01/07-05/06 Open Enrollment Online \$115

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.

9053 01/07-05/06 Open Enrollment Online \$115

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.

9020 01/07-05/06 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.

9072 01/07-05/06 Open Enrollment Online \$115

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.

9021 01/07-05/06 Open Enrollment Online \$115

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.

9026 01/07-05/06 Open Enrollment Online \$115

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.

9024 01/07-05/06 Open Enrollment Online \$115

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.

9177 01/07-05/06 Open Enrollment Online \$230

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.

9178 01/07-05/06 Open Enrollment Online \$300

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.

9179 01/07-05/06 Open Enrollment Online \$230

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.

9183 01/07-05/06 Open Enrollment Online \$230

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.

9184 01/07-05/06 Open Enrollment Online \$230



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.

9185 01/07-05/06 Open Enrollment Online \$300

Teaching Elementary Math Conceptually: A New Paradigm

Course: W01466 (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.

9186 01/07-05/06 Open Enrollment Online \$230

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.

9180 01/07-05/06 Open Enrollment Online \$300

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.

9181 01/07-05/06 Open Enrollment Online \$300

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.

9182 01/07-05/06 Open Enrollment Online \$300

Autism & Asperger's Disorder: Information & Effective Intervention Strategies

Course: W01612 (30 Hours) Virtual Education

This course describes Autism and Asperger's Disorder, including characteristics of these disorders, associated learning styles, communication weaknesses, and various intervention strategies. The course helps the learner understand why individuals with Autism spectrum disorders behave the way they do, and what you can do to enhance more appropriate behavior.

9187 01/07-05/06 Open Enrollment Online \$230

Understanding & Implementing Common Core Standards

Course: W01613 (45 Hours) Virtual Education

This course, Understanding & Implementing Common Core Standards, has been divided into four chapters. The organization of the course covers the rationale for and design of the Common Core State Standards, the "Common Core Mindset" practitioners need for successful implementation, and what specific actions can be taken for deeper implementation across settings.

9188 01/07-05/06 Open Enrollment Online \$300

Educational Assessment: Assessing Student Learning in the Classroom

Course: W01614 (30 Hours) Virtual Education

This course is designed to further develop the conceptual and technical skills required by teachers to help them identify their educational goals and implement meaningful instructional strategies for effective learning by students with special needs. The focus of the course is on assessment for instructional programming and will outline procedures for designing or selecting, administering, and interpreting a variety of informal assessment measures typically used in schools.

9189 01/07-05/06 Open Enrollment Online \$230

Inclusion: Working with Students with Special Needs in General Education Classrooms

Course: W01615 (30 Hours) Virtual Education

This course is designed to help special and general educators gain a better understanding of inclusion, one of the current educational reform movements that advocates educating students with disabilities in the general education classrooms. Upon course completion, the learner will be able to define key concepts and terms, identify and describe federal legislature and court cases, and list and describe the federal definition of students entitled to special services.

9190 01/07-05/06 Open Enrollment Online \$230

Learning Disabilities: Practical Information for the Classroom Teacher

Course: W01616 (45 Hours) Virtual Education

This course describes diverse theoretical approaches to handling learning disabilities in the classroom. Taught by Dr. Bob Pillay, it lays the foundation for sensitive, appropriate assessment and evaluation of students. In addition, this course covers program planning and implementation, stresses the importance of a close, positive partnership with parents or alternative caregivers, and explores methods for ensuring that the home-school axis is effective and meaningful. Major trends and unresolved issues in the field of learning disabilities are also discussed.

9191 01/07-05/06 Open Enrollment Online \$300

Response to Intervention: Practical Information for the Classroom Teacher

Course: W01617 (45 Hours) Virtual Education

RTI is a process schools can and should use to help students who are struggling with academics or behavior. Even though RTI is primarily linked to special education and the early identification of learning problems, RTI is not just for students in special education. RTI is for all students and is based on the premise that a student might be struggling due to instruction or the curriculum in the past, or in the current classroom. Every teacher will have students who are struggling and whether it's short term or long term, RTI is a valuable tool.

9192 01/07-05/06 Open Enrollment Online \$300

Teaching Secondary Math Conceptually: Meeting Mathematics Standards

Course: W01618 (45 Hours) Virtual Education

This course will explore an instructional methodology that incorporates strategies for teaching concepts, constructively, and contextually. The goal is for you to gain a deeper understanding of the underlying concepts of various math topics and explore the principles of teaching those concepts to learners. The course will also explore teaching methodologies that support many federal and state standards. This course will focus on the topics of integers, fractions, factoring, and functions.

9193 01/07-05/06 Open Enrollment Online \$230

Six Traits of Writing Model: Teaching & Assessing

Course: W01619 (30 Hours) Virtual Education

This course will discuss why writing is important and why teachers should include writing as often as possible in all content areas. The course will also include practical applications for assessing and teaching writing, including teaching students how to self-assess their own writing. The first chapter of this course will discuss why teaching writing is important and give you an introduction to the Six Traits of Writing Model. Through chapters 2, 3, and 4 we will discuss the elements of the Six Traits of Writing Model. Throughout those elements we will look at practical ways to use this model in your classroom.

9194 01/07-05/06 Open Enrollment Online \$230

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.

9076 01/07-05/06 Open Enrollment Online \$115

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.

9105 01/07-05/06 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.

9106 01/07-05/06 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.

9107 01/07-05/06 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.

9108 01/07-05/06 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.

9109 01/07-05/06 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

9110 01/07-05/06 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.

9027 01/07-05/06 Open Enrollment Online \$115

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.

9036 01/07-05/06 Open Enrollment Online \$115

Fundamentals of Supervision and Management

Course: W01076 (24 hours) Ed2Go

9066 01/07-05/06 Open Enrollment Online \$115

Online Course Registration

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: dcreg@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

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

Registration Information

ONLINE

www.pensacolastate.edu/CCPDT

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 *50-484-1374 to drop a course. Refunds are not processed for tuition of \$5 or less.

HOLIDAYS

Classes will not be held on the following days:

Martin Luther King Jr. Day	Monday, January 21
Spring Break	Monday, March 18–Sunday, March 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 1370AM on the radio or WEAR TV3 for updated information regarding the college's decision to close due to inclement weather (hurricane, flooding, etc.).

PIRATE MOBILE

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

www.pensacolastate.edu/students/services/piratemobile.asp.

ONGOING REGISTRATION

Walk-in registration: 8:00 a.m.–4:00 p.m. Monday–Friday

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

Weekend web registration: Midnight Thursday–8:00 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.

Ed2Go Courses

A new section of each course starts monthly.

**Start dates for the Spring Term
Jan 16, Feb 13, Apr 17, & May 15**

Courses run for six weeks.

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

To register visit
www.pensacolastate.edu/CCPDT
or call 850-484-1374.



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



Non-Profit
Organization
U.S. Postage
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**CHECK
OUT THESE
CLASSES
INSIDE**

QuickBooks Online — page 3

**Creature Teeth — Monsters, Vampires
and Zombies! — page 4**

Business of Interior Design — page 4

Balancing Priorities — page 7

