

CENTERforCORPORATE andPROFESSIONAL DEVELOPMENTtraining

SPRING 2022

pensacolastate.edu/CCPDT



Need Help with Registration?

Call us today at 850-484-1374

PensacolaState.edu/ccpdt

Office hours: Monday–Friday, 7:30 a.m.–4:00 p.m.

We have your best interest in mind.

Classes scheduled on campus this spring will be designed with social distancing and cleanliness in mind, including smaller class sizes.

Should classes need to be canceled for any reason, registration fees will be refunded to students. In addition, we are looking forward to developing more classes that you can attend from the comfort of your own home.

Continuing Workforce Education Team

Kelby Thornton, Coordinator,
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850-484-1363

Tracy Hunter
Administrative Assistant

850-484-1014

Important Details

- Classes require a minimum enrollment before they can run. If a class is canceled, participants will be notified at least 3 days before class is scheduled to being.
- We encourage you to register early so that your favorite class isn't canceled. If you cannot attend a class for which you have registered, please call our office at 850-484-1374 at least a week before class is scheduled to begin to receive a refund.
- In case of inclement weather, we will notify participants of rescheduling or cancellation at the earliest possible time. If PSC is closed due to weather, please note that all classes scheduled for that day are canceled and will be rescheduled for the earliest possible date.

Pensacola State Locations

CC	Century Center, 440 East Hecker Rd., Century
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

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F	Friday
Sa	Saturday
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Tracy Hunter

Administrative Assistant

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Office Phone: 850-484-1014

Continuing Professional Education

HEALTH

Basic Life Support

Course: W01481 (4.50 hours)

The AHA's BLS Course is designed for healthcare professionals and other personnel who need to know how to perform CPR and other basic cardiovascular life support skills in a wide variety of in-facility and prehospital settings.

A required textbook is available at the Pensacola State College Warrington Campus bookstore.

9000	01/08/2022	8:00am – 12:30pm	SAT	WAR	3137	\$60
9001	01/22/2022	8:00am – 12:30pm	SAT	WAR	3137	\$60
9002	01/29/2022	8:00am – 12:30pm	SAT	WAR	3137	\$60
9003	02/05/2022	8:00am – 12:30pm	SAT	WAR	3137	\$60
9004	02/12/2022	8:00am – 12:30pm	SAT	WAR	3137	\$60
9005	02/19/2022	8:00am – 12:30pm	SAT	WAR	3137	\$60
9006	02/26/2022	8:00am – 12:30pm	SAT	WAR	3137	\$60
9007	03/05/2022	8:00am – 12:30pm	SAT	WAR	3137	\$60
9008	03/26/2022	8:00am – 12:30pm	SAT	WAR	3137	\$60
9009	04/02/2022	8:00am – 12:30pm	SAT	WAR	3137	\$60
9010	04/09/2022	8:00am – 12:30pm	SAT	WAR	3137	\$60
9011	04/16/2022	8:00am – 12:30pm	SAT	WAR	3137	\$60
9012	04/23/2022	8:00am – 12:30pm	SAT	WAR	3137	\$60
9013	04/30/2022	8:00am – 12:30pm	SAT	WAR	3137	\$60
9014	05/07/2022	8:00am – 12:30pm	SAT	WAR	3137	\$60

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.

01/24-01/27 8:00am – 5:00pm MTWR PEN TBA \$800

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

Course: W01167 (30 hours)

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

02/14-02/17 8:00am – 5:00pm MTWR PEN TBA \$800

TO REGISTER:

Online: <http://uaosha.ccs.ua.edu>

Select "Register Now"

OR

Call toll-free 866-432-2015



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.

04/18-04/21 8:00am – 5:00pm MTWR PEN TBA \$800

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 (40 hours)

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

9085 03/01-05/10 5:30pm – 9:30pm T PEN TBA \$945

SHRM Learning System Non-Members

Course: W01344 (40 hours)

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

9086 03/01-05/10 5:30pm – 9:30pm T PEN TBA \$965

ONLINE COURSES

Business

ACCOUNTING

QuickBooks 2018 Series

Course: W01853 (48 hours) Ed2Go

Learn to manage the financial aspects of your small business quickly and efficiently using QuickBooks 2018, and how to utilize the in-depth features in the software to apply to certain business situations.

9044 01/07-05/06 Open Enrollment Online \$169

Accounting with QuickBooks Online Suite

Course: W01857 (96 hours) Ed2Go

This suite of courses will teach you the fundamentals of accounting with QuickBooks Online. You will learn the essentials of double entry bookkeeping, managing the financial aspects of your small business quickly, and efficiently using QuickBooks.

9048 01/07-05/06 Open Enrollment Online \$355

BUSINESS WRITING

Effective Business Writing

Course: W00999 (24 hours) Ed2Go

It does not matter whether you are a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you will know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

9020 01/07-05/06 Open Enrollment Online \$115

Fundamentals of Technical Writing

Course: W00991 (24 hours) Ed2Go

This course will teach you the fundamental techniques that all successful technical writers use. You will learn how to translate complex information into easily understood language, and how to become a wizard at marrying the art of publishing with the science of technology.

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

Introduction to Internet Writing Markets

Course: W01028 (24 hours) Ed2Go

There is no single way to become successful writing for the Web, so this course shows you the hundreds of different choices you have, and helps you set your own goals. In fact, by the end of the course, you will have your very own publishing plan, from the steps to take in developing your writer's platform or brand, to the markets that will help you accomplish your goals.

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

Writing Essentials

Course: W01102 (24 hours) Ed2Go

Master the essentials of writing and become the stellar wordsmith you always wanted to be! In this course, you will develop the skills you need to excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

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

GRANT WRITING

A to Z Grant Writing

Course: W01031 (24 hours) Ed2Go

A to Z Grant Writing will take you through the process of finding and writing a grant application. Using a Theory of Change process to engage stakeholders in framing a grant application, you will prepare a draft of a grant application of your choice step-by-step.

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

Becoming a Grant Writing Consultant

Course: W00989 (24 hours) Ed2Go

This course will provide you with easy-to-follow instructions that you can use to start your own home-based business. You will learn what services to offer, how to find clients, and how to set your fees.

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

Get Grants

Course: W01044 (24 hours) Ed2Go

This course will give you the grant-writing skills you need to outshine your competition. Highly recommended for development professionals, educators, nonprofit agency staff members or volunteers, and anyone else involved in fundraising for a large or small organization.

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

Writing Effective Grant Proposals

Course: W01105 (24 hours) Ed2Go

In this course, you will learn how to become fully familiar with the institution or project for which you are requesting support. You will get valuable guidance in preparing a background statement and a brief financial statement to support your request. You will also research some charitable foundation and corporate giving sources. Then, you will learn how to put everything together, so you can assemble, write, and submit complete grant proposals to foundations, corporations, and wealthy individuals for any number of your pet projects.

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

ENTREPRENEURIAL DEVELOPMENT

Introduction to Nonprofit Management

Course: W01013 (24 hours) Ed2Go

In this course, you will learn skills and develop strategies that will take your organization to new heights of prosperity and productivity. You will gain a full understanding the role of the executive director and the board of directors, special event and meeting management, public relation strategies. In addition, you will know how to find a position in this fascinating and rewarding field of work.

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

Online Marketing Communications Suite

Course: W01858 (96 hours) Ed2Go

Gain in-demand marketing and business skills in SEO, content writing, advertising, email, social media, and blog and podcast creation in our Online Marketing Communications Suite.

9049 01/07-05/06 Open Enrollment Online \$355

Marketing Your Business on the Internet

Course: W01016 (24 hours) Ed2Go

In this practical, hands-on course, you will discover proven methods that will help you establish an Internet presence and build an online brand identity. You will learn how search engine optimization (SEO) works and how to track your site's performance using web analytics. You will discover how to use online advertising, email marketing, and social media (including blogs) to drive business to your website.

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

Using Social Media in Business

Course: W01851 (24 hours) Ed2Go

Therefore, whether you are looking for a new way to market your business or simply wanting a better understanding of social media, this online social media-marketing course will empower you. Learn how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Instagram—to grow and promote your business.

9042 01/07-05/06 Open Enrollment Online \$111

Nonprofit Fundraising Essentials

Course: W01116 (24 hours) Ed2Go

In this course, you will first explore the skills you will need to become a successful fundraiser. After that, you will discover where the best corporate and foundation fundraising jobs are and how to apply for them.

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

Project Management Fundamentals

Course: W01021 (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.

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

Start and Operate Your Own Home-Based Business

Course: W01004 (24 hours) Ed2Go

Learn how to develop the entrepreneurial qualities — motivation, discipline, creativity — that you will need to succeed! This class is a great way to start your own business or enhance the one you already have.

9023 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. You will begin by discovering the tricks to picking the right opportunity for you. Next, you will learn how to develop proven marketing techniques that easily build sales. Since every business needs money, this course discusses traditional and nontraditional financing options.

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

Twelve Steps to a Successful Job Search

Course: W01024 (24 hours) Ed2Go

In this course, you will learn to identify the job that is best for your needs. You will then be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy.

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

Publish and Sell Your E-Books

Course: W01859 (24 hours) Ed2Go

This course introduces you to everything you need to know to do a professional job of turning your manuscript into a book that will help you make money on the Internet, whether you want to self-publish a novel, a nonfiction book, or a picture book. You will learn how to format your e-book and get it ready to sell through bookstores like Amazon and Apple. By the end of the course, you could have your e-book published in over 100 countries worldwide and available to libraries and book clubs.

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

Computer Skills / Certification

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.

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

SQL, Intermediate

Course: W01093 (24 hours) Ed2Go

This hands-on course will help you advance your knowledge and keep pace with today's SQL standards. You will practice designing, writing, and testing complex SQL queries to execute on a practice database using SQL Server Express.

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

DESKTOP APPLICATION

Basic Computer Skills Suite

Course: W01855 (72 hours) Ed2Go

Learn essential computer skills for the 21st century workplace, including how to troubleshoot PC issues!

9046 01/07-05/06 Open Enrollment Online \$249

Computer Skills for the Workplace

Course: W01001 (24 hours) Ed2Go

This course is design to provide the fundamental computer competencies you need 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. This course will focus on practical application for software most common to the workplace.

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

Microsoft Word 2019/Office 365 Series

Course: W01854 (48 hours) Ed2Go

This course bundle will introduce you to Microsoft Word 2019 and teach you the software's functions that are more advanced. You will learn foundational skills needed to create professional-looking letters, reports, and documents as well as desktop publishing and mail merging.

9045 01/07-05/06 Open Enrollment Online \$185

Microsoft Excel 2019/Office 365 Series

Course: W01856 (72 hours) Ed2Go

This course bundle will introduce you to Microsoft Office Excel 2019 and teach you its intermediate and advanced features. Whether you are new to Excel or need a refresher, the Microsoft Excel 2019 Series bundle will help you master this longstanding spreadsheet software.

9047 01/07-05/06 Open Enrollment Online \$260

TECHNICAL CERTIFICATION TRAINING

Ed2Go Career Training Programs

<https://careertraining.ed2go.com/pensacola/>

NEW — Microsoft Office Master 2019 Certification Training

Course: WXXXXX (245 hours) Ed2Go

The Microsoft Office Master 2019/365 Certification Training course will teach you how to use the Microsoft Office 2019/365 suite at an advanced level. You will build your expertise through hands-on exercises, in-depth course material, and supplemental video demonstrations. You will also prepare for the certification exams for Word, Excel, PowerPoint, and Outlook.

XXXX 01/07-05/06 Open Enrollment Online \$1,695.00

NEW — Microsoft Office Master 2019 Certification Training

Course: WXXXXX (245 hours) Ed2Go — (Vouchers Included)

The Microsoft Office Master 2019/365 Certification Training course will prepare you to take the Microsoft Office Master 2019 certification exams for Word, Excel, PowerPoint, and Outlook. Exam fees are included in the course cost. The vouchers are prepaid access to sit for the certifying exams upon eligibility. Proctor fees may apply, which are not included.

XXXX 01/07-05/06 Open Enrollment Online \$2,095.00

WEB PAGE DESIGN

Creating WordPress Web Sites, Introduction

Course: W01123 (24 hours) Ed2Go

In these lessons, you will get hands-on experience with this powerful tool as you create your own WordPress.org site and blog. You will find out how to use WordPress to create pages and posts, add images and videos change a site's look and feel, and include user-friendly features. You will discover the ease of using WordPress design themes to express your creativity, and you will see how much fun it is to be part of the vibrant WordPress online community.

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

Designing Effective Websites

Course: W01110 (24 hours) Ed2Go

In this course, you will examine the tension between form and function, explore the six major states of the website development process, and learn the basics of user-centered design. You will also look at the five basic steps to organizing information, find out how site design themes that can be used for information delivery, and review website design considerations.

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

Continuing Professional Education

HEALTH

Certificate in Complementary and Integrative Health

Course: W01852 (24 hours) Ed2Go

Enhance your professional marketability by gaining a broad understanding of complementary and integrative health care options. The outcome of this program is for the learner to explain complementary and integrative health therapies, including their uses and their role in health and healing; describe the role of cultural competence in health care; and examine the legal and ethical issues related to complementary and integrative health.

9043 01/07-05/06 Open Enrollment Online \$150

*Review state of Florida Insurance
licensing requirements:*

**[www.myfloridacfo/division/
agents/licensure](http://www.myfloridacfo/division/agents/licensure)**



A new section of each course starts monthly.

**Start dates for the Spring 2022
Jan 13, Feb 10, Mar 17, & Apr 14**

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.

INSURANCE

Accredited Claims Adjuster Designation (ACA)

Course: W01119 (40 hours) OLT Training

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

FLDFS Provider #: 366468 | Course Approval #: 98773

9057 01/07-05/06 Open Enrollment Online \$350

Registered Customer Representative Designation Course (RCSR)

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 Provider #: 366468 | Course Approval #: 94898

9058 01/07-05/06 Open Enrollment Online \$360

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 Provider #: 366468 | Course ID#: 94549

9059 01/07-05/06 Open Enrollment Online \$150

Florida: 2-40 Health Insurance Agent Pre-Licensing Course

Course: W01838 (40 hours) OLT Training

This Health Insurance Agent Pre-Licensing Course is designed to meet the requirements for the 2-40 Health Insurance license and help you prepare for the 2-40 State Exam and fulfills the educational prerequisite for a Florida 2-40 Health Insurance Agent license. With this license, you will be able to offer (sell) your prospects/clients the following types of policies: Medical, Disability, Long-Term Care, Critical Illness, Cancer, Accident, etc. Additionally, if you plan to offer Medicare Supplements and/or Medicare Advantage Plans, this course is most appropriate.

FLDFS Provider #: 366468 | Course Approval #: 115552

9060 01/07-05/06 Open Enrollment Online \$130

Florida: 2-14 Life & Variable Annuity-Only Pre-Licensing Course

Course: W01837 (40 hours) OLT Training

This 40-hour pre-licensing course focuses on the role of the prospective producer (insurance agent), representing an insurer as to life insurance and annuity contracts. The course covers general concepts including underwriting, types of policies, provisions, riders, options, and exclusions. It explores personal, family, and business use of life insurance products, as well as major tax considerations. The course concludes with an overview of state and federal laws and regulations governing insurance transactions and dealings with the public.

FLDFS Provider #: 366468 | Course Approval #: 109161

9061 01/07-05/06 Open Enrollment Online \$130

REAL ESTATE

Continuing Education for Florida Real Estate Professionals

Course: W00576 (14 hours) REcampus

9051 01/07-05/06 Open Enrollment Online \$30

Florida Broker Post-Licensing Investment

Course: W00577 (30 hours) REcampus

9052 01/07-05/06 Open Enrollment Online \$150

Florida Broker Post-Licensing Management

Course: W00578 (30 hours) REcampus

9053 01/07-05/06 Open Enrollment Online \$150

Real Estate Post-Licensing Education

Course: W00579 (45 hours) REcampus

9054 01/07-05/06 Open Enrollment Online \$160

Florida Pre-Licensing Broker's Course

Course: W00580 (72 hours) REcampus

9055 01/07-05/06 Open Enrollment Online \$275

Florida Real Estate Pre-License Sales

Course: W00581 (63 hours) REcampus

9056 01/07-05/06 Open Enrollment Online \$300

TEACHER TRAINING

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.

9016 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.

9062 01/07-05/06 Open Enrollment Online \$235

Behavior is Language: Strategies for Managing Disruptive Behavior

Course: W01444 (45 hours) Virtual Education

This course is designed 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.

9063 01/07-05/06 Open Enrollment Online \$305

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.

9064 01/07-05/06 Open Enrollment Online \$235

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.

9068 01/07-05/06 Open Enrollment Online \$235

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.

9069 01/07-05/06 Open Enrollment Online \$235

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.

9070 01/07-05/06 Open Enrollment Online \$305

Teaching Elementary Math Conceptually: A New Paradigm

Course: W01466 (30 hours) Virtual Education

This course is designed 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.

9071 01/07-05/06 Open Enrollment Online \$235

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.

9065 01/07-05/06 Open Enrollment Online \$305

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 meant 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.

9066 01/07-05/06 Open Enrollment Online \$305

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.

9067 01/07-05/06 Open Enrollment Online \$305

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 behavior that is more appropriate.

9072 01/07-05/06 Open Enrollment Online \$235

Understanding & Implementing Common Core Standards

Course: W01613 (45 Hours) Virtual Education

This course, Understanding & Implementing Common Core Standards, 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 that can be taken for deeper implementation across settings.

9073 01/07-05/06 Open Enrollment Online \$305

Educational Assessment: Assessing Student Learning in the Classroom

Course: W01614 (30 Hours) Virtual Education

This course is designed to further and 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.

9074 01/07-05/06 Open Enrollment Online \$235



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.

9075 01/07-05/06 Open Enrollment Online \$235

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.

9076 01/07-05/06 Open Enrollment Online \$305

ONLINE COURSES FOR K-12 EDUCATORS

VESI offers online professional development courses for educators that can be taken when and where you want.



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 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 is short term or long term, RTI is a valuable tool.

9077 01/07-05/06 Open Enrollment Online \$305

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.

9078 01/07-05/06 Open Enrollment Online \$305

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 introduce 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.

9079 01/07-05/06 Open Enrollment Online \$235

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.

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

WORKPLACE SKILLS

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.

9017 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.

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

Fundamentals of Supervision and Management

Course: W01076 (24 hours) Ed2Go

Learn the people skills required to motivate and delegate and learn tools for solving problems and resolving conflicts.

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

Online Course Registration Instructions

ONLINE TRAINING (OLT)

- Complete course registration with Pensacola State College: www.pensacolastate.edu/ccpdt.
- 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.

RECAMPUS (REAL ESTATE)

- Complete course registration with Pensacola State College: www.pensacolastate.edu/ccpdt.
- 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.

EDUCATION TO GO (ED2GO)

- Complete course registration with Pensacola State College: www.pensacolastate.edu/ccpdt.
- 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 you created your account, 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 is sent to 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.

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

Registration Information

ONLINE

www.pensacolastate.edu/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 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 Jr. Day: Monday, January 17, 2022, and Spring Break: Monday, March 14 – Sunday, March 20, 2022. 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.

For information on our online courses:

**www.ed2go.com/pensacola
<https://careertraining.ed2go.com/pensacola/>
www.oltraining.com/FL_pensacolastate
www.portal.recampus.com/re/pensacolaSC
www.virtualeduc.com/psc**

To register:

www.pensacolastate.edu/CCPDT



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