CENTERfor CORPORATE and PROFESSIONAL DEVELOPMENTtraining

pensacolastate.edu/CCPDT

PSC | PENSACOLA
STATE COLLEGE

PSC Downtown Center Offers Professional Development Training

Welcome to Pensacola State College's Center for Corporate and Professional Development Training where the primary goal is to enhance continuing education and workforce training throughout the community.

The Center for Corporate and Professional Development Training (CCPDT) is housed in the Pensacola State College — Downtown Center.

An active education partner, the CCPDT provides professional development training as well as customized instruction to the employees of area businesses and organizations. The center also offers short-term workforce-focused training in the classroom and online.

CCPDT courses help individuals develop new skills or improve their current skill set. Leadership, Computer soft-skills, Insurance, Safety and Health training are available at the center. The CCPDT is committed to helping employees improve and/or gain new skills to meet career goals.

Thank you to the businesses and organizations that have allowed the center an opportunity to provide professional development training to their staff. Another thank you goes to individuals who have attended our open enrollment courses because of a desire to elevate their career skills.

To learn more about upcoming course offerings and schedules, take a moment to review this summer edition of the CCPDT Course Schedule Book.

For more information about customized training for a business/organization, email Ruth McKinon, rmckinon@pensacolastate.edu or call 850-484-1363 .

Thank you for your interests in our continuing education and workforce training courses.

> " *Success is the result of perfection, hard work, learning from failure, loyalty, and persistence.*"
>
> — Colin Powell

PENSACOLA STATE LOCATIONS

CC	Century Center, 440 East Hecker Rd., Century
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.

Ruth McKinon

Coordinator, Corporate and Professional Training
rmckinon@pensacolastate.edu

Tracy Hunter

Administrative Assistant • thunter@pensacolastate.edu

Office Phone: 850-484-1374
Office Email: dtcreg@pensacolastate.edu

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

9192   06/03-06/06   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.

9193   06/24-06/27   8:30am – 1:00pm   MTWR   DTC   409 $185

Accounting Basics
Course: W01475 (12 hours)

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

9175   06/18-06/20   12:30pm – 3:30pm   TWR   DTC   407 $175
9176   05/21-05/23   9:30am – 12:30pm   TWR   CC $175

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.

9177   07/10-08/07   4:00pm – 7:00pm   MW   SSRC   5131-B $385

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.

9178   06/18-06/27   4:30pm – 7:30pm   TR   SSRC   5131-B $195

Learn to Make a Creature Suit
Course: W01779 (40 hours)

This class is 5-days and will be start to finish making a creature suit of your design with molding, foam and latex! Costumes like "Pumpkin Head" called for a latex suits, and making one for yourself gives your suit the perfect custom fit. This class teaches you how to mold, cast and paint a full monster suit or fantasy creature! Some course highlights: Working and molding, creating building the body mold, testing the skin thickness, fitting and testing the movement of the final suit. This class will walk you through this process of making your own latex creature suit refine your skills in the art of latex manipulation and craft molding.

9224   06/03-06/07   9:00am – 5:00pm   MTWRF PEN   857 $600

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.

9179   06/10-06/12   12:30pm – 5:30pm   MW   DTC   409 $129
9180   06/25-06/27   4:00pm – 7:30pm   TWR   DTC   409 $129
9181   07/15-07/17   12:15pm – 5:15pm   MW   CC $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.

9182   07/30-08/01   4:00pm – 7:30pm   TWR   DTC   409 $129

FROM CONCEPT TO DESIGN

BY DONNA ARASI-GUDINAS

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

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

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

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

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

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

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

See page 3 for these courses:

Fundamentals of Interior Decorations
Course: W01546 (24 Hours)

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

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.

9171   08/06/19   5:00pm – 8:30pm   T   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.

9183   06/04-06/06   4:00pm – 7:30pm   TWR   DTC 409 $129
9184   07/08-07/11   9:00am – 12:30pm MTR   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.

9185   07/22-08/05   4:00pm – 7:30pm   M   DTC 409 $129

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.

9186   07/16-07/18   12:30pm – 5:30pm TR   DTC 409 $129

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.**

9004   05/18/19   8:00am – 12:30pm SAT   WAR 3137 $45
9005   06/01/19   8:00am – 12:30pm SAT   WAR 3137 $45
9006   06/08/19   8:00am – 12:30pm SAT   WAR 3137 $45
9007   06/15/19   8:00am – 12:30pm SAT   WAR 3137 $45
9008   06/22/19   8:00am – 12:30pm SAT   WAR 3137 $45
9009   06/29/19   8:00am – 12:30pm SAT   WAR 3137 $45
9010   07/13/19   8:00am – 12:30pm SAT   WAR 3137 $45
9011   07/20/19   8:00am – 12:30pm SAT   WAR 3137 $45
9012   07/27/19   8:00am – 12:30pm SAT   WAR 3137 $45
9013   08/03/19   8:00am – 12:30pm SAT   WAR 3137 $45

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

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.

9014   05/13-05/16   8:00am – 5:00pm   MTWR   DTC 407 $800

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.

9016   07/15-07/18   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.

| 9017 | 08/05-08/08 | 8:00am – 5:00pm | MTWR | DTC | 407 | $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.

| 9015 | 06/17-06/20 | 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.

| 9162 | 06/11-07/02 | 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

| 9163 | 07/29-08/08 | 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.

| 9190 | 07/15-07/18 | 5:30pm – 9:30pm | MTWR | DTC | 410 | $300 |

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.

9166	06/04-06/06	12:30pm – 4:00pm	TWR	DTC	407	$150
9167	06/10-06/24	12:30pm – 4:30pm	T	SSRC	5131	$150
9168	06/18-06/20	12:30pm – 5:30pm	TR	CC		$150

What's My Communication Style?
Course: W01331 (3 hours)

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

| 9169 | 05/21/19 | 12:30pm – 5:00pm | T | SSRC | 5131 | $65 |
| 9170 | 05/22/19 | 1:30pm – 4:30pm | W | CC | | $65 |

HOW TO MAKE EMPLOYEE ENGAGEMENT A DAILY HABIT

One of the latest business buzzwords this year is EX, or the employee experience. Organizations are beginning to realize that they need to create a positive employee experience in the same way they have focused on the customer experience. In this ever-tightening job market, it's mission critical to keep employees happy, fulfilled and challenged. Only then can they keep their customers happy. Focusing on EX means evaluating an employee's entire life cycle with the company, from before they even apply for a job to beyond their last day. It's so critical that Forbes even dubbed 2018 the Year of the Employee Experience.

What is the EX, exactly? EX is not just about what it's like to work day-to-day in the office, and it's not about benefits, half-day Fridays, sleeping pods, beer fridges in the break room and other fun perks, though those things do enter into it. But EX is deeper and more meaningful than that. It's about truly engaging employees. Employee engagement (EE) and EX are intertwined so closely they can be called one and the same.

The Problem with Ee: There's a Disconnect

In a recent study, Dale Carnegie found that 70 percent of top executives believe that employee engagement has a strong impact on financial performance. In a similar study, Deloitte found that 85 percent of company leaders say EE is an important strategic priority, but Dale Carnegie found that just 31 percent of front-line employees and managers strongly agreed that their company is actually making engagement a top priority.

Clearly, there's a disconnect between what execs are saying and what employees are feeling. That's because there's a piece left out of this puzzle: the employees' managers.

The key to aligning executive priorities with what employees are experiencing lies in the management chain. Managers need to be enabled and empowered to engage their teams on a daily basis. It means getting managers the training they need to engage their teams, by making it a strategic priority and creating a culture of engagement. Dale Carnegie programs teach the skills managers need and can help organizations do the right things to increase overall employee engagement.

Ways to Increase Employee Engagement

Focus on getting managers and supervisors the skills they need. Immediate supervisors and managers are on the front lines of employee engagement. Leaders at all levels need to understand that the way they interact with their employees and direct reports matters to the company's bottom line. Open a dialogue with managers about EE, and listen to what they're saying about what works and what doesn't, and if they're frustrated, give them the tools and training necessary for change. Get CEO buy-in. If your CEO does not have employee engagement on his or her priority list, the effort is doomed to fail. Make sure the CEO has the facts on employee engagement, and the knowledge that it needs to start at the top. EE needs to be treated like any other strategic priority. Align policies with EE. You need employee-supportive policies and procedures, such as a standard performance evaluation policy. But it also means changing policies that are barriers to engagement. Are there processes and procedures working at cross-purpose with engagement efforts? If so, change them. How are your rewards and recognition programs designed? What do you reward and recognize? Are they making your employees feel valued? It requires going through your policies with a critical eye, and the willingness to change what's not working.

Employee engagement needs to be on the top of the priority list for top executives, managers and supervisors, and that's no easy task. But in this ever-tightening job market, with greener grass just a click away on a job seeker's app, keeping all of your employees happy, engaged and fulfilled is the key to your company's competitive advantage. ■

HOW TO GET PROMOTED: 3 SECRET SKILLS FOR SUCCESS

Regardless of your career path, getting a promotion is often a professional goal. Being recognized and landing a promotion can provide a variety of perks such as more money, increased influence and more control over your daily routine.

So how do you land that promotion? It comes down to building key skills such as self-development, listening and communication. Fortunately, online learning platforms like LinkedIn Learning can help you develop these skills to get to the next level in your career.

Here are a few secrets to taking the reins and getting noticed — and promoted — in your career.

1. Prove that you're capable of self-development

The difference between being a "high-potential employee" versus a "high-performing employee" means everything to your advancement, and to the company where you work. While a high-performing employee does their job well, their performance review will look similar from year to year, revealing little about their potential for moving up. A high-potential employee, on the other hand, shows a willingness to push themselves to learn new skills, take on more responsibilities and be open to lateral moves — especially if that means mastering new abilities.

How do you become a high-potential employee? Demonstrate your capacity for self-development by actively soliciting feedback from others to learn how you can grow and improve, and proactively take on opportunities to increase your skill set.

2. Be a strong listener

In today's world, there's a misconception that dominating the conversation means you're a leader, but the opposite is actually true. Being a good listener is vital to being a strong leader, and a crucial component to earning that promotion.

By taking the time to understand others' perspectives, needs and concerns, you'll be better prepared to communicate your ideas and solutions, and to persuade others to come on board. This is essential to leading, whether it means a small group or an entire corporation.

Active listening is an art — it is underrated and takes significant practice to master. Identify a leader in your organization who is a strong active listener and watch how they lead. You can also master this skill by taking a course on active listening as part of your own career development.

3. Communicate with purpose

Boosting your communication skills is critical to being both a leader and a team player. Demonstrate to your manager and your team that you know how to address the bigger picture, and show how your work ties to the overall company strategy. Express your vision of the larger mission or goals of the organization, as opposed to getting caught up in the details.

How you express yourself also makes a huge difference. Be concise, purposeful and confident in your statements. This will help you build a strong executive presence and build trust among you and your colleagues.

Don't wait for a promotion to come to you. Now's the time to be proactive and focus on growing your skill set. Show what you're learning by actively taking on new challenges and communicating with purpose and confidence. To learn more about mastering the skills you need to advance in your career and get that promotion, visit www.linkedin.com/learning. ■

Your Leadership Journey
W01334 (4.5 Hours)

This course arms a new (within their first two-three years) or prospective leader with the knowledge and skills they need to confront the challenges the face early in their leader career. The course encourages learners to think about the transitions that newer leaders face and how to handle those challenges. In addition, learners will be introducing three leadership differentiators that are most important to build a positive reputation as well as add to the organization's success.

9172	06/27	12:30pm – 5:00pm	R	CC		$145

Communicating for Leadership Success
W01335 (4.5 Hours)

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

9173	07/18	12:30pm – 4:30pm	R	DTC	407	$145
9174	07/31	12:30pm – 5:00pm	W	CC		$145

Financial Intelligence for New Supervisors
Course: W01682 (4.50 hours)

Financial Intelligence is a basic course that helps new managers/supervisor learn how to read and interpret various types of financial statements. This course will assist managers/supervisors with learning the basics of profit and loss statements, balance sheets, departmental expenses and budgets. The participants will use case studies to assist with learning the real world application of financial intelligence.

9187	06/05/19	1:00pm – 5:30pm	W	DTC	407	$125
9188	07/16/19	9:00am – 1:30pm	T	SSRC	5131	$125
9200	07/24/19	9:00am – 1:30pm	W	CC		$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.

9090	05/13-08/06	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.

9037	05/13-08/06	Open Enrollment	Online	$115

Fundamentals of Technical Writing
Course: W00991 (24 hours) Ed2Go

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

9032	05/13-08/06	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.

9050	05/13-08/06	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	05/13-08/06	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	05/13-08/06	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.

9052 05/13-08/06 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.

9030 05/13-08/06 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 05/13-08/06 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.

9058 05/13-08/06 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 05/13-08/06 Open Enrollment Online $115

Ed2Go Courses

A new section of each course starts monthly.

**Start dates for the Summer Term
May 15, June 12, & July 17**

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.

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.

9031 05/13-08/06 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.

9040 05/13-08/06 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.

9046 05/13-08/06 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.

9047 05/13-08/06 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.

9035 05/13-08/06 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 05/13-08/06 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.

9048 05/13-08/06 Open Enrollment Online $115

Project Management Applications
Course: W01039 (24 hours) Ed2Go

9057   05/13-08/06   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.

9041   05/13-08/06   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.

9055   05/13-08/06   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.

9049   05/13-08/06   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!

9089   05/13-08/06   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.

9044   05/13-08/06   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.

9051   05/13-08/06   Open Enrollment   Online $115

Oracle, Intermediate
Course: W01092 (24 hours) Ed2Go

9068   05/13-08/06   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)**

9140   05/13-08/06   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**

9131   05/13-08/06   Open Enrollment   Online $199

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.

9045   05/13-08/06   Open Enrollment   Online $115

SQL, Intermediate
Course: W01093 (24 hours) Ed2Go

9069   05/13-08/06   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**

9130   05/13-08/06   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.

9039   05/13-08/06   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.

9036   05/13-08/06   Open Enrollment   Online $115

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

9042   05/13-08/06   Open Enrollment   Online $115

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

9043   05/13-08/06   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**

9129   05/13-08/06   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**

9132   05/13-08/06   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**

9133   05/13-08/06   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)**

9137   05/13-08/06   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.

9138   05/13-08/06   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**

9141   05/13-08/06   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 work-flows. In this course, you will create and publish custom SharePoint workflows without code using SharePoint Designer 2013.

9142   05/13-08/06   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**

9143   05/13-08/06   Open Enrollment   Online $199

Networking, Introduction
Course: W00995 (24 hours) Ed2Go

9034   05/13-08/06   Open Enrollment   Online $115

Networking, Intermediate
Course: W00992 (24 hours) Ed2Go

9033   05/13-08/06   Open Enrollment   Online $115

TECHNICAL CERTIFICATION TRAINING

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

9064   05/13-08/06   Open Enrollment   Online $138

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

9194   05/13-08/06   Open Enrollment   Online $138

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

9063   05/13-08/06   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.

9085   05/13-08/06   Open Enrollment   Online $1,495

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

9065   05/13-08/06   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.

9093   05/13-08/06   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

9128   05/13-08/06   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   05/13-08/06   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   05/13-08/06   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   05/13-08/06   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   05/13-08/06   Open Enrollment   Online $115

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

9082   05/13-08/06   Open Enrollment   Online $115

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.

9084   05/13-08/06   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   05/13-08/06   Open Enrollment   Online $115

Ed2Go Courses

A new section of each course starts monthly.

**Start dates for the Summer Term
May 15, June 12, & July 17**

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.

Adobe InDesign CS6
Course: W01525 (128 hours) uCertify

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

9134   05/13-08/06   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.

9120   05/13-08/06   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.

9121   05/13-08/06   Open Enrollment   Online $200

SAFETY

OSHA 10 Hour General Industry Outreach Training Course
Course: W01084 (10 hours) 360training.com

9200   05/13-08/06   Open Enrollment   Online $89

OSHA 30 Hour General Industry Outreach Training
Course: W00834 (30 hours) 360training.com

9198   05/13-08/06   Open Enrollment   Online $189

OSHA 30 Hour Construction Industry Outreach Training
Course: W00841 (30 hours) 360training.com

9199   05/13-08/06   Open Enrollment   Online $189

HAZWOPER 24 Hour Course
Course: W00831 (24 hours) 360training.com

9195   05/13-08/06   Open Enrollment   Online $250

HAZWOPER 40 Hour Course
Course: W00832 (40 hours) 360training.com

9196   05/13-08/06   Open Enrollment   Online $375

HAZWOPER 8 Hour Annual Refresher
Course: W00833 (8 hours) 360training.com

9197   05/13-08/06   Open Enrollment   Online $69

INSURANCE

Accredited Claims Adjuster Designation (ACA)
Course: W01119 (40 hours) OLT Training

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

9103   05/13-08/06   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 Course Approval Number: 98772**

9104   05/13-08/06   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**

9101   05/13-08/06   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**

9112   05/13-08/06   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**

9102   05/13-08/06   Open Enrollment   Online $360

Continuing Education Elements of Health Insurance
Course: W00405 (14 hours) OLT Training | FLDFS Course Approval Number: 98745

9098   05/13-08/06   Open Enrollment   Online $59

Continuing Education Elements of Life Insurance
Course: W00404 (14 hours) OLT Training | FLDFS Course Approval Number: 98648

9097   05/13-08/06   Open Enrollment   Online $59

Ethics and the Client
Course: W01215 (3 hours) OLT Training | FLDFS Course Approval Number: 98747

9107   05/13-08/06   Open Enrollment   Online $30

3-hr Ethics Course
Course: W00538 OLT Training | FLDFS Course Approval Number: 98744

9099   05/13-08/06   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

9108   05/13-08/06   Open Enrollment   Online $30

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

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

9105   05/13-08/06   Open Enrollment   Online $30

Health Savings Accounts and the Medicare Drug Benefit
Course: W00582 (3 hours) OLT Training | FLDFS Course Approval Number: 98749

9100   05/13-08/06   Open Enrollment   Online $30

Hurricanes – Intermediate – 2 hour CE
Course: W01214 (2 hours) OLT Training | FLDFS Course Approval Number: 69237

9106   05/13-08/06   Open Enrollment   Online $22

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

9110   05/13-08/06   Open Enrollment   Online $22

Premium Discounts Mitigation Options, Intermediate
Course: W01217 (2 hours) OLT Training | FLDFS Course Approval Number: 69317

9109   05/13-08/06   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

9111   05/13-08/06   Open Enrollment   Online $30

REAL ESTATE

Continuing Education for Florida Real Estate Professionals
Course: W00576 (14 hours) recampus

9122   05/13-08/06   Open Enrollment   Online $30

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

9124   05/13-08/06   Open Enrollment   Online $150

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

9123   05/13-08/06   Open Enrollment   Online $150

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

9126   05/13-08/06   Open Enrollment   Online $275

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

9127   05/13-08/06   Open Enrollment   Online $300

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

9125　05/13-08/06　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.

9059　05/13-08/06　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.

9113　05/13-08/06　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.

9056　05/13-08/06　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.

9053　05/13-08/06　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.

9024　05/13-08/06　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.

9027　05/13-08/06　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.

9025　05/13-08/06　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.

9020　05/13-08/06　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.

9060　05/13-08/06　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.

9021　05/13-08/06　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.

9054　05/13-08/06　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.

9022　05/13-08/06　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　05/13-08/06　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.

9023　05/13-08/06　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.

9028   05/13-08/06   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.

9026   05/13-08/06   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.

9144   05/13-08/06   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.

9145   05/13-08/06   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.

9146   05/13-08/06   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.

9150   05/13-08/06   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.

9151   05/13-08/06   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.

9152   05/13-08/06   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.

9153   05/13-08/06   Open Enrollment   Online $230

VVESi
Virtual Education Software
www.virtualeduc.com/psc

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.

9147   05/13-08/06   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.

9148   05/13-08/06   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.

9149   05/13-08/06   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.

9154   05/13-08/06   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.

9155   05/13-08/06   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.

9156   05/13-08/06   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.

9157   05/13-08/06   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.

9158   05/13-08/06   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.

9159   05/13-08/06   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.

9160   05/13-08/06   Open Enrollment   Online $300

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.

9161   05/13-08/06   Open Enrollment   Online $230

NEW — Language Acquisition for ESL Students
Course: W01777 (45 hours) Virtual Education

Language Acquisition for ESL Students was written to help teachers understand concepts and terms related to educating students whose first language is not English. This course discusses developmental theories and how they apply to English language learners. The focus of this course is on the process of second language acquisition and the role of the classroom teacher. Included in this course is information about the legal obligations of schools and teachers to provide services and about the types of programs schools might provide. Included is information on communicating with parents/guardians.

9165   05/13-08/06   Open Enrollment Online $300

NEW — Methods & Materials for Teaching ESL Students
Course: W01778 (45 hours) Virtual Education

Methods & Materials for Teaching ESL Students was written to help teachers understand concepts and terms related to educating students whose first language is not English. This course discusses how to apply instructional methods in creating lessons; how to create a motivating and caring learning environment; how to integrate teaching reading, writing, speaking, and listening skills; how to differentiate instruction for English language learners; and how to identify culturally appropriate curriculum and instructional resources.

9191   05/13-08/06   Open Enrollment Online $300

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   05/13-08/06   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.

9114   05/13-08/06   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.

9115   05/13-08/06   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.

9116   05/13-08/06   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.

9117   05/13-08/06   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.

9118   05/13-08/06   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

9119   05/13-08/06   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.

9029   05/13-08/06   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.

9038   05/13-08/06   Open Enrollment   Online $115

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

9066   05/13-08/06   Open Enrollment   Online $115

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**

THE FUTURE OF COMMERCIAL TRUCKING:
YOUR FAVORITE GOODS NOW DELIVERED USING ALTERNATIVE FUEL

Think about it: The food you purchased at the grocery store and cook for dinner tonight might have come from other locations around the world. Your clothes bought online might come from a manufacturing plant across the country. That package sitting outside in your entryway when you get home from work could have traveled coast-to-coast before arriving at your door.

Thanks to the trucking industry, you are able to purchase and use the things you want and need. In fact, the trucking industry is the lifeblood of the U.S. economy, with about 71 percent of all the freight tonnage moved in the U.S. being done so on trucks, according to the American Trucking Associations. As the industry saying goes: If you bought it - a truck probably brought it.

To move 10.5 billion tons of freight annually requires over 3.6 million heavy-duty Class 8 trucks and over 3.5 million truck drivers. It also takes almost 39 billion gallons of diesel fuel to move all of that freight, according to the association.

However, the trucking industry is changing with the times. With a forward-thinking mindset, transportation leaders and proactive companies are embracing the trend of using alternative-fuel vehicles such as electric vehicles in commercial transportation.

You probably have heard of electric cars for personal use, and maybe you even own one yourself. These types of vehicles are designed to use a battery instead of traditional fuels, which helps eliminate tailpipe emissions.

Larger commercial vehicles like trucks and buses may also benefit from this electric technology. The switch to electricity is slowly changing commercial transportation. In the future, you might receive your food, goods and packages — either directly or indirectly — by a commercial electric truck or van rather than diesel-powered or gasoline-fueled vehicles. While currently in limited availability, electric trucks are starting to take root in some of the larger trucking fleets.

Consider Penske Truck Leasing for example, which operates and maintains a truck fleet of more than 311,000 vehicles in North America. The company recently announced it was adding small, medium and large electric trucks to its overall fleet mix. And, it is also building out commercial electric vehicle charging stations at select California locations as a start.

Penske is an industry leader in transportation and in the areas of operating and maintaining fleets of traditionally fueled vehicles as well as alternative-fueled vehicles, which includes natural gas, propane, electric and diesel-electric hybrids.

Early introductions from truck manufacturers and large fleets like Penske are helping to re-shape the future of mobility in commercial transportation. The goods you use today that are shipped via traditional diesel trucks may one day be shipped using alternative fuels such as electricity. ∎

Online Course Registration Instructions

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

EDUCATION TO GO (ED2GO)
- Complete course registration with Pensacola State College
- Go to www.ed2go.com/pensacola to create a student account with Ed2Go
- At the Ed2Go site, search for the course by title. Once course is located, click on enroll or add to cart button.
- At next page, select the appropriate option. Select create an account if this is your first online course through Ed2Go. If not, use the returning user option.
- Once your account has been created or you have signed into your account, complete the Ed2Go registration process. You will not make any payments to Ed2Go.
- After registration is completed, a notice will be sent to the Center for Corporate & Professional Development Training to verify payment of the course.

- After verification of payment, you will be able to access your course on or after the designated start date.

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

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

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PENSACOLA STATE COLLEGE NON-CREDIT COURSE REGISTRATION FORM

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

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

Address _____
                Number/Street/Apartment   City   State   Zip code

Home Telephone _____   **Alternate Telephone** _____

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

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

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

Signature: _____   Date: _____

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

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

Credit Card Number _____   Expiration Date _____

Signature as it appears on credit card _____   Rev. 6/20/13

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 Memorial Day – Monday, May 27 and Independence Day, Thursday July 4, 2019. 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: 8:00a.m. – 4:00p.m. Monday – Friday

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

Weekend web registration: Midnight Thursday through 8:00p.m. Monday

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

The college offers extended hours during college credit registration. For more information call 850-484-1600.

PARKING DECAL
Continuing Education students need parking decals for their vehicles.

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

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**

Ed2Go Courses

A new section of each course starts monthly.

**Start dates for the Summer Term
May 15, June 12, & July 17**

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.

PSC | **PENSACOLA**
S T A T E   C O L L E G E

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

CHECK OUT THESE CLASSES INSIDE