# CENTER for CORPORATE and PROFESSIONAL DEVELOPMENT training

summer 2020

PSC | PENSACOLA STATE COLLEGE

pensacolastate.edu/CCPDT

# The New Normal is the Catalyst to Your New Focus

As we have been navigating through COVID-19, everyone keeps talking about the "new normal" and how our daily routines will never be the same. I see this "new normal" as an opportunity to establish a "new focus" which will be the catalyst for creating a "new you!"

Allow this "new norm" to ignite your desire to enter a new phase of life. Embrace the change and let it establish a new focus that will regenerate your desire, confidence and passion to learn new skills and increase your knowledge and abilities.

Establish your "new focus" by taking this time to research and start the new business that has been a longtime dream. Encourage yourself, refuel your confidence and press forward toward those goals.

Introduce yourself to a brand new "me" and a new focus for your life. Reconnect with your dreams and desire to excel and do great things and make a difference in your family and the community. Refuel your confidence and press forward toward that mark of a higher purpose and commitment.

Take advantage of this new phase in our lives, consider the opportunities for personal growth and development. Research and seek information on new possibilities that are awaiting you. Reach for that degree or enroll in professional development training.

Gain knowledge and insight on what it takes to prepare and launch a new business. Revive that winning attitude and march into your "new normal." The characteristics of your new normal and new focus will propel you toward success. You will become innovative, motivated, dependable, responsible, ambitious, passionate, creative, confident, results-driven, detailed-oriented and a great communicator and leader who thinks outside of the box.

Your "new norm" and "new focus" will rekindle the desire and passion and ignite a brand new "you!""

*Ruth McKinon*

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### PENSACOLA STATE LOCATIONS

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|---|---|
| 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 |

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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.

# Business

## ACCOUNTING SKILLS

### QuickBooks 101
**Course: W00845 (16 hours)**      **Cost: $155**
**Call for information about registering for this class.**
This course takes students step-by-step from QuickBooks set-up billing, payroll and customizing invoices and forms.

# Computer Skills/Certification

## DESKTOP APPLICATIONS
**Call for information about registering for these classes.**
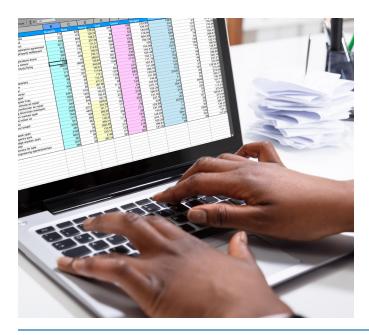
### Microsoft Excel 2016 Level 1
**Course: W01595 (10 Hours)**      **Cost: $129**
Students will learn how to create, save, share, and print worksheets that contain various kinds of calculations and formatting.

### Microsoft Excel 2016 Level 2
**Course: W01596 (10 Hours)**      **Cost: $129**
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.



### Microsoft Word 2016 Level 1
**Course: W01597 (10 Hours)**      **Cost: $129**
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.

### Microsoft Word 2016 Level 2
**Course: W01598 (10 Hours)**      **Cost: $129**
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.

### Microsoft PowerPoint 2016 Level I
**Course: W01599 (10 hours)**      **Cost: $129**
Microsoft PowerPoint 2016 Level 1 provides the basic concepts. Students will learn how to create, navigate, format, and customize PowerPoint presentations.

# Continuing Professional Education

## HEALTH

### Basic Life Support
**Course: W01481 (4.50 hours)**          **Cost: $45.00**

**Call for information about registering for this class.**

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.**

## SAFETY

### Trainer Course in OSHA Standards for the Construction Industry (500)
**Course: W01166 (30 hours)**

**Call for information about registering for this class.**

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.

06/29-07/02     8:00am – 5:00pm     MTWR          $800

### Occupational Safety and Health Standards for the General Industry (511)
**Course: W01165 (30 hours)**

**Call for information about registering for this class.**

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.

07/27-07/30     8:00am – 5:00pm     MTWR          $800

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

*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**

# ONLINE COURSES

## Business

## ACCOUNTING

### Chartered Tax Professional
**Course: W00721 (180 hours) Ed2Go Career Training**

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.

9076    05/11-08/04    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.

9017    05/11-08/04    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.

9012    05/11-08/04    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.

9030    05/11-08/04    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.

9051    05/11-08/04    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.

9032    05/11-08/04    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.

9010    05/11-08/04    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.

9052    05/11-08/04    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.

9038    05/11-08/04    Open Enrollment    Online    $115

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### Ed2Go Courses

A new section of each course starts monthly.

**Start dates for the Summer Term
May 13, June 17, & July 15**

Courses run for six weeks.

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

To register visit
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or call 850-484-1374.

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## Writing Effective Grant Proposals
**Course: W01105 (24 hours) Ed2Go**

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

9054    05/11-08/04    Open Enrollment    Online    $115

# ENTREPRENEURIAL DEVELOPMENT

## Creating a Successful Business Plan
**Course: W00990 (24 hours) Ed2Go**

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

9011    05/11-08/04    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.

9020    05/11-08/04    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.

9026    05/11-08/04    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.

9027    05/11-08/04    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.

9015    05/11-08/04    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.

9057    05/11-08/04    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.

9028    05/11-08/04    Open Enrollment    Online    $115

## Project Management Applications
**Course: W01039 (24 hours) Ed2Go**

9037    05/11-08/04    Open Enrollment    Online    $115

## Project Management Professional Certification Exam Prep 1
**Course: W01052 (24 hours) Ed2Go**

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

9041    05/11-08/04    Open Enrollment    Online    $138

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

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

9042    05/11-08/04    Open Enrollment    Online    $138

## Start and Operate Your Own Home-Based Business
**Course: W01004 (24 hours) Ed2Go**

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

9021    05/11-08/04    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.

9035    05/11-08/04    Open Enrollment    Online    $115

### Twelve Steps to a Successful Job Search
**Course: W01024 (24 hours) Ed2Go**

World-renowned author and career advisor show you how to get the job you want quickly and easily and in any economy.

9029    05/11-08/04    Open Enrollment    Online    $115

### Wedding Planner
**Course: W00638 (300 hours) Ed2Go Career Training**

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!

9075    05/11-08/04    Open Enrollment    Online    $1,595

# Computer Skills / Certification

## DATABASE MANAGEMENT

### Database Development, Introduction
**Course: W01009 (24 hours) Ed2Go**

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

9024    05/11-08/04    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.

9031    05/11-08/04    Open Enrollment    Online    $115

### Oracle, Intermediate
**Course: W01092 (24 hours) Ed2Go**

9049    05/11-08/04    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)**

9124    05/11-08/04    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**

9115    05/11-08/04    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.

9025    05/11-08/04    Open Enrollment    Online    $115

### SQL, Intermediate
**Course: W01093 (24 hours) Ed2Go**

9050    05/11-08/04    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**

9114    05/11-08/04    Open Enrollment    Online    $199

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*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.*

# DESKTOP APPLICATION

## Computer Skills for the Workplace
**Course: W01001 (24 hours) Ed2Go**

This course is design 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.

9019    05/11-08/04    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.

9016    05/11-08/04    Open Enrollment    Online    $115

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

9022    05/11-08/04    Open Enrollment    Online    $115

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

9023    05/11-08/04    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**

9113    05/11-08/04    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**

9116    05/11-08/04    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**

9117    05/11-08/04    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)**

9121    05/11-08/04    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.

9122    05/11-08/04    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**

9125    05/11-08/04    Open Enrollment    Online    $199

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## Ed2Go Courses

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**Start dates for the Summer Term
May 13, June 17, & July 15**

Courses run for six weeks.

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

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

## Microsoft SharePoint Designer 2013
**Course: W01534 (96 hours) uCertify**

This course is designed for advanced Microsoft SharePoint site owners and administrators who want to integrate data sources, customize content types, and automate common tasks using workflows. In this course, you will create and publish custom SharePoint workflows without code using SharePoint Designer 2013.

9126    05/11-08/04    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**

9127    05/11-08/04    Open Enrollment    Online    $199

## Networking, Introduction
**Course: W00995 (24 hours) Ed2Go**

9014    05/11-08/04    Open Enrollment    Online    $115

## Networking, Intermediate
**Course: W00992 (24 hours) Ed2Go**

9013    05/11-08/04    Open Enrollment    Online    $115

# TECHNICAL CERTIFICATION TRAINING

## CompTIA Network+ Certification
**Course: W00355 (80 hours) Ed2Go Career Training**

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.

9071    05/11-08/04    Open Enrollment    Online    $1,495

## CompTIA Security+ Certification Training
**Course: W00928 (80 hours) Ed2Go Career Training**

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.

9079    05/11-08/04    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**

9112    05/11-08/04    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.

9048    05/11-08/04    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.

9059    05/11-08/04    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.

9060    05/11-08/04    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.

9055    05/11-08/04    Open Enrollment    Online    $115

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

9062    05/11-08/04    Open Enrollment    Online    $115

## WebMaster
**Course: W00268 (150 hours) Ed2Go Career Training**

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.

9070    05/11-08/04    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.

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| 9062 | 05/11-08/04 | Open Enrollment | Online | $115 |

### Adobe InDesign CS6
**Course: W01525 (128 hours) uCertify**

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

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| 9118 | 05/11-08/04 | Open Enrollment | Online | $199 |

# Continuing Professional Education

## SAFETY

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

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| 9069 | 05/11-08/04 | Open Enrollment | Online | $89 |

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

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| 9067 | 05/11-08/04 | Open Enrollment | Online | $189 |

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

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| 9068 | 05/11-08/04 | Open Enrollment | Online | $189 |

### HAZWOPER 24 Hour Course
**Course: W00831 (24 hours)**

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| 9064 | 05/11-08/04 | Open Enrollment | Online | $250 |

### HAZWOPER 40 Hour Course
**Course: W00832 (40 hours)**

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| 9065 | 05/11-08/04 | Open Enrollment | Online | $375 |

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

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| 9066 | 05/11-08/04 | Open Enrollment | Online | $69 |

## INSURANCE

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

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

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| 9089 | 05/11-08/04 | Open Enrollment | Online | $350 |

### Registered Customer Representative Designation Course (RCSR) Online
**Course: W01133 (40 hours) OLT Training**

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

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| 9090 | 05/11-08/04 | 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**

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| 9087 | 05/11-08/04 | Open Enrollment | Online | $540 |

*Review state of Florida Insurance licensing requirements:*

**www.myfloridacfo/division/agents/licensure**

### 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**

| 9098 | 05/11-08/04 | 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**

| 9088 | 05/11-08/04 | Open Enrollment | Online | $360 |

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

| 9079 | 05/11-08/04 | Open Enrollment | Online | $59 |

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

| 9084 | 05/11-08/04 | Open Enrollment | Online | $59 |

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

| 9093 | 05/11-08/04 | Open Enrollment | Online | $30 |

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

| 9085 | 05/11-08/04 | 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**

| 9094 | 05/11-08/04 | Open Enrollment | Online | $30 |

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

| 9091 | 05/11-08/04 | Open Enrollment | Online | $30 |

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

| 9086 | 05/11-08/04 | Open Enrollment | Online | $30 |

### Hurricanes, Intermediate — 2-hour CE
**Course: W01214 (2 hours) OLT Training | FLDFS Course Approval Number: 69237**

| 9092 | 05/11-08/04 | Open Enrollment | Online | $22 |

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

| 9096 | 05/11-08/04 | Open Enrollment | Online | $22 |

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

| 9095 | 05/11-08/04 | 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**

| 9097 | 05/11-08/04 | Open Enrollment | Online | $30 |

## REAL ESTATE

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

| 9106 | 05/11-08/04 | Open Enrollment | Online | $30 |

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

| 9108 | 05/11-08/04 | Open Enrollment | Online | $150 |

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

| 9107 | 05/11-08/04 | Open Enrollment | Online | $150 |

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

| 9110 | 05/11-08/04 | Open Enrollment | Online | $275 |

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

| 9111 | 05/11-08/04 | Open Enrollment | Online | $300 |

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

| 9109 | 05/11-08/04 | 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.

| 9039 | 05/11-08/04 | 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.

| 9099 | 05/11-08/04 | 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.

| 9036 | 05/11-08/04 | 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.

| 9033 | 05/11-08/04 | 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.

| 9004 | 05/11-08/04 | 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.

| 9007 | 05/11-08/04 | 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.

| 9005 | 05/11-08/04 | 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.

| 9000 | 05/11-08/04 | 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.

| 9040 | 05/11-08/04 | 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.

| 9001 | 05/11-08/04 | 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.

| 9034 | 05/11-08/04 | 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.

| 9002 | 05/11-08/04 | 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.

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|---|---|---|---|---|
| 9053 | 05/11-08/04 | 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.

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| 9003 | 05/11-08/04 | 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.

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| 9008 | 05/11-08/04 | 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.

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| 9006 | 05/11-08/04 | 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.

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| 9128 | 05/11-08/04 | Open Enrollment | Online | $230 |

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### Ed2Go Courses

A new section of each course starts monthly.

**Start dates for the Summer Term
May 13, June 17, & July 15**

Courses run for six weeks.

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

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

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## 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.

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| 9129 | 05/11-08/04 | 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.

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| 9130 | 05/11-08/04 | 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.

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| 9134 | 05/11-08/04 | 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.

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| 9135 | 05/11-08/04 | Open Enrollment | Online | $230 |



**VVESi**
Virtual Education Software
**www.virtualeduc.com/psc**

## 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.

9136     05/11-08/04     Open Enrollment     Online     $300

## 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.

9137     05/11-08/04     Open Enrollment     Online     $230

## Early Childhood: Observation & Assessment
**Course: W01448 (45 hours) Virtual Education**

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

9131     05/11-08/04     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.

9132     05/11-08/04     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.

9133     05/11-08/04     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.

9138     05/11-08/04     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.

9139     05/11-08/04     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.

9140     05/11-08/04     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.

9141    05/11-08/04    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.

9142    05/11-08/04    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.

9143    05/11-08/04    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.

9144    05/11-08/04    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.

9145    05/11-08/04    Open Enrollment    Online    $230

# OCCUPATIONAL SPANISH

## Spanish for Law Enforcement
**Course: W01115 (24 hours) Ed2Go**

Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations.

9056    05/11-08/04    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.

9100    05/11-08/04    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.

9101    05/11-08/04    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.

9102    05/11-08/04    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.

9103    05/11-08/04    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.

9104    05/11-08/04    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

9105    05/11-08/04    Open Enrollment    Online    $125

## Administrative Assistant Fundamentals
**Course: W00988 (24 hours) Ed2Go**

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

9009    05/11-08/04    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.

9018    05/11-08/04    Open Enrollment    Online    $115

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

9047    05/11-08/04    Open Enrollment    Online    $115

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*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**

# 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

## 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.

## 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

## 360 TRAINING (OSHA)

- 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 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: _____

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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 25, and Independence Day (observed): Monday, July 6, 2020. For additional information regarding schedule changes due to holidays or other reasons, contact your instructor.

## EMERGENCY CLOSING DUE TO INCLEMENT WEATHER

The decision to close Pensacola State College due to inclement weather is carefully weighed before it is made.

Visit www.pensacolastate.edu; call 850-484-1000; tune into WCOA 1370AM on the radio or WEAR TV3 for updated information regarding the college's decision to close due to inclement weather (hurricane, flooding, etc.).

## PIRATE MOBILE

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

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

## ONGOING REGISTRATION

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

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

Weekend web registration: Midnight Thursday through 8:00 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.

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## Ed2Go Career Training

*Interested in Advanced Career Training?*

• Prepare for industry certification or a new career
• Start anytime and in-depth study materials
• Many complete in 6 months or less

For specific course descriptions and lesson plans, visit **https://careertraining.ed2go.com/pensacola/.**

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

## Ed2Go Courses

*A new section of each course starts monthly.*

**Start dates for the Summer Term May 13, June 17, & July 15**

Courses run for six weeks.

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

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