

CENTER for CORPORATE and PROFESSIONAL DEVELOPMENT training

FALL 2020

pensacolastate.edu/CCPDT



PENSACOLA
STATE COLLEGE



Great Leadership Equals Great Success

Effective leadership is critical and necessary for the health and well-being of any organization, community or family. Leaders must lead with integrity, respect, trust, passion, humility, and positive thinking. Leaders must genuinely value others, focus on building relationships, and have the ability to influence others in a positive way. We must lead by example and present a secure environment for growth and opportunity.

Great leaders are also visionaries, great followers, good listeners and effective communicators. They desire to make a difference. As leaders we are charged with equipping and empowering others with the knowledge, skills and abilities to deliver their best. Great leaders should be the catalyst for future leaders, the role models for our youth and the difference makers in our cities, states and communities.

I have had the opportunity to be led by some great leaders and not-so-great leaders, and both have impacted and shaped my life greatly. I must say that both experiences ignited my passion to push forward and strive to take every opportunity to improve my knowledge, skills, and abilities. Why you may ask? So that I can impact and bring about a positive change in the lives of others both locally as well as in other cities and states, and in the workplace environment.

As a leader we have the ability to make or break an individual's desire or drive to give or do their best. In his book, '21 Irrefutable Laws of Leadership,' John C. Maxwell stated, "Everything rises and falls on Leadership." In other words, the effectiveness is very dependent on one's leadership ability.

The **Center for Corporate & Professional Development Training (CCPDT)** offers leadership development training. We can help you develop your leadership as well as management skills.

We deliver continuing workforce education training to businesses and individuals wanting to enhance or develop new skills:

What:

- Certification and/or licensure (i.e. Society for Human Resource Management, Insurance, Real Estate, Occupational Safety and Health Administration)
- Leadership Development (i.e. After all You're the Supervisor, What's Your Communication Styles)
- Soft Skills (i.e. Customer Service, Microsoft Office, Writing for the Workplace)

How:

- We offer both open enrollment and customized training programs.

When/Where:

- We are an outsource for corporate training, and we'll deliver training anytime, anywhere.

Why:

It is our mission to take the tremendous job that Pensacola State College does and apply it to the Pensacola Bay area workforce.

For more information, contact Ruth McKinon, Coordinator, Corporate and Professional Training. 850-484-1363.

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

BUSINESS

Online Accounting.....	5
Online Business Writing.....	5
Online Grant Writing.....	5
Online Entrepreneurial Development.....	6

COMPUTER SKILLS/CERTIFICATION

Desktop Applications.....	3
Online Database Management.....	7
Online Database Design Management.....	7
Online Desktop Application.....	8
Online Programming.....	8
Online Technical Training.....	8
Online Technical Certification Training.....	8
Online Web Page Design.....	8

CONTINUING PROFESSIONAL EDUCATION

Health.....	3
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Online Safety.....	9
Online Insurance.....	9
Online Real Estate.....	10

ORGANIZATIONAL EFFECTIVENESS

Leadership Development.....	4
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Online Occupational Spanish.....	14
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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.

Computer Skills/Certification

DESKTOP APPLICATIONS

Microsoft Excel 2016 Level 1

Course: W01595 (10 Hours)

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

9161	10/12-10/16	8:30am – Noon	MWF	DTC	409	\$129
9162	10/26-10/29	5:00pm – 8:30pm	MWR	DTC	409	\$129

Microsoft Excel 2016 Level 2

Course: W01596 (10 Hours)

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

9163	11/05-11/12	12:30pm – 5:30pm	R	DTC	409	\$129
9164	11/02-11/16	5:00pm – 8:30pm	M	DTC	409	\$129

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.

9160	10/05-10/09	8:30am – Noon	MWF	DTC	409	\$129
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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.

9165	11/30/20	1:00pm-4:30pm	M	DTC	409	\$39
9166	12/03/20	5:00pm-8:30pm	R	DTC	409	\$39

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.

9120	08/22/20	8:00am – 12:30pm	SAT	WAR	3137	\$60
9121	08/29/20	8:00am – 12:30pm	SAT	WAR	3137	\$60
9122	09/12/20	8:00am – 12:30pm	SAT	WAR	3137	\$60
9123	09/19/20	8:00am – 12:30pm	SAT	WAR	3137	\$60
9124	09/26/20	8:00am – 12:30pm	SAT	WAR	3137	\$60
9125	10/03/20	8:00am – 12:30pm	SAT	WAR	3137	\$60
9126	10/10/20	8:00am – 12:30pm	SAT	WAR	3137	\$60
9127	10/17/20	8:00am – 12:30pm	SAT	WAR	3137	\$60
9128	10/24/20	8:00am – 12:30pm	SAT	WAR	3137	\$60
9129	10/31/30	8:00am – 12:30pm	SAT	WAR	3137	\$60
9130	11/07/20	8:00am – 12:30pm	SAT	WAR	3137	\$60
9131	11/21/20	8:00am – 12:30pm	SAT	WAR	3137	\$60
9132	12/05/20	8:00am – 12:30pm	SAT	WAR	3137	\$60
9133	12/12/20	8:00am – 12:30pm	SAT	WAR	3137	\$60

SAFETY

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.

9003	10/05-10/08	8:00am – 5:00pm	MTWR	DTC	407	\$800
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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.

9004 10/26-10/29 8:00am – 5:00pm MTWR DTC 407 \$800

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

SHRM/HUMAN RESOURCES TRAINING

SHRM-CP/SCP Certification Exam Review

This course is design primarily for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals around the world need to excel in their careers today. This certification preparation program covers four knowledge domains: People, Organization, Workplace and Strategy as well as eight behavioral competencies; Leadership & Navigation, Ethical Practice, Business Acumen, Relationship Management, Consultation, Critical Evaluation, Global & Cultural Effectiveness, and Communication.

SHRM Learning System Members

Course: W01343 (40 hours)

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

9158 10/06–12/08 5:30pm – 9:30pm T DTC 410 \$945

SHRM Learning System Non-Members

Course: W01344 (40 hours)

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

9159 10/06–12/08 5:30pm – 9:30pm T DTC 410 \$965

Organizational Effectiveness

LEADERSHIP DEVELOPMENT

Adapting Your Leadership Style

Course: W01680 (4.50 hours)

This course will enable you to adopt the qualities of an effective leader and communicate more constructively with your team by adjusting your behavioral style to meet the needs of your employees. As a result, you will be better able to facilitate meetings smoothly, and engage in constructive one-on-one conversations.

9167 09/30/20 1:00pm – 5:30pm W DTC 407 \$125

9168 10/27/20 5:00pm – 9:30pm T DTC 407 \$125

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.

9169 10/06-10/20 5:00pm – 8:30pm T DTC 407 \$150

9170 11/05-11/19 8:00am – Noon R DTC 407 \$150

Emotional Intelligence

Course: W01288 (4 hours)

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

9171 10/01/2020 5:00pm – 9:00pm R DTC 407 \$85

9172 11/20/2020 9:00am – 1:00pm F DTC 407 \$85

Delivering Service with Excellence

Course: W01577 (4 hours)

Everyone is accountable! Delivering service with excellence generates positive experiences, lasting impressions, and the ability to meet and exceed your customers' needs. Delivering services with excellence means taking every opportunity to create a WOW experience by exceeding expectations for your external and internal customers.

9173 10/23/2020 8:30am – 12:30pm F DTC 410 \$99

Balancing Priorities

Course: W01679 (4 hours)

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

9174	11/13/2020	Noon – 4:00pm	F	DTC	407	\$125
9175	12/02/2020	5:00pm – 9:00pm	W	DTC	407	\$125

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.

9081	08/17-12/11	Open Enrollment	Online	\$1,895
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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.

9022	08/17-12/11	Open Enrollment	Online	\$115
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Fundamentals of Technical Writing

Course: W00991 (24 hours) Ed2Go

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

9017	08/17-12/11	Open Enrollment	Online	\$115
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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.

9035	08/17-12/11	Open Enrollment	Online	\$115
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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.

9056	08/17-12/11	Open Enrollment	Online	\$115
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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.

9037	08/17-12/11	Open Enrollment	Online	\$115
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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.

9015	08/17-12/11	Open Enrollment	Online	\$115
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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.

9057 08/17-12/11 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.

9043 08/17-12/11 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.

9059 08/17-12/11 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.

9016 08/17-12/11 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.

9025 08/17-12/11 Open Enrollment Online \$115



A new section of each course starts monthly.

**Start dates for the Fall 2020 term
Sept. 16, Oct. 14, Nov. 11, & Dec. 9**

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.

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.

9031 08/17-12/11 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.

9032 08/17-12/11 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.

9020 08/17-12/11 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.

9063 08/17-12/11 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.

9033 08/17-12/11 Open Enrollment Online \$115

Project Management Applications

Course: W01039 (24 hours) Ed2Go

9042 08/17-12/11 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.

9046 08/17-12/11 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.

9047 08/17-12/11 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.

9026 08/17-12/11 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.

9040 08/17-12/11 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.

9034 08/17-12/11 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!

9080 08/17-12/11 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.

9029 08/17-12/11 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.

9036 08/17-12/11 Open Enrollment Online \$115

Oracle, Intermediate

Course: W01092 (24 hours) Ed2Go

9054 08/17-12/11 Open Enrollment Online \$115

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.

9030 08/17-12/11 Open Enrollment Online \$115

SQL, Intermediate

Course: W01093 (24 hours) Ed2Go

9055 08/17-12/11 Open Enrollment Online \$115

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.

9024 08/17-12/11 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.

9021 08/17-12/11 Open Enrollment Online \$115

Java Programming, Introduction

Course: W01005 (24 hours) Ed2Go

9027 08/17-12/11 Open Enrollment Online \$115

Java Programming, Intermediate

Course: W01008 (24 hours) Ed2Go

9028 08/17-12/11 Open Enrollment Online \$115

TECHNICAL TRAINING

Networking, Introduction

Course: W00995 (24 hours) Ed2Go

9019 08/17-12/11 Open Enrollment Online \$115

Networking, Intermediate

Course: W00992 (24 hours) Ed2Go

9018 08/17-12/11 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.

9077 08/17-12/11 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.

9084 08/17-12/11 Open Enrollment Online \$1,495

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.

9053 08/17-12/11 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.

9065 08/17-12/11 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.

9066 08/17-12/11 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.

9061 08/17-12/11 Open Enrollment Online \$115

Dreamweaver CS6, Introduction

Course: W01298 (24 hours) Ed2Go

9068 08/17-12/11 Open Enrollment Online \$115

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

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.

9076 08/17-12/11 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.

9067 08/17-12/11 Open Enrollment Online \$115

Continuing Professional Education

SAFETY

OSHA 10 Hour General Industry Outreach Training

Course: W01084 (10 hours)

9075 08/17-12/11 Open Enrollment Online \$89

OSHA 30 Hour General Industry Outreach Training

Course: W00834 (30 hours)

9073 08/17-12/11 Open Enrollment Online \$189

OSHA 30 Hour Construction Industry Outreach Training

Course: W00841 (30 hours)

9074 08/17-12/11 Open Enrollment Online \$189

HAZWOPER 24 Hour Course

Course: W00831 (24 hours)

9070 08/17-12/11 Open Enrollment Online \$250

HAZWOPER 40 Hour Course

Course: W00832 (40 hours)

9071 08/17-12/11 Open Enrollment Online \$375

HAZWOPER 8 Hour Annual Refresher

Course: W00833 (8 hours)

9072 08/17-12/11 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**

9093 08/17-12/11 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**

9094 08/17-12/11 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**

9091 08/17-12/11 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

9102 08/17-12/11 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

9092 08/17-12/11 Open Enrollment Online \$360

Continuing Education Elements of Health Insurance

Course: W00405 (14 hours) OLT Training

FLDFS Course Approval Number: 98745

9088 08/17-12/11 Open Enrollment Online \$59

Continuing Education Elements of Life Insurance

Course: W00404 (14 hours) OLT Training

FLDFS Course Approval Number: 98648

9087 08/17-12/11 Open Enrollment Online \$59

Ethics and the Client

Course: W01215 (3 hours) OLT Training

FLDFS Course Approval Number: 98747

9097 08/17-12/11 Open Enrollment Online \$30

3-hr Ethics Course

Course: W00538 OLT Training

FLDFS Course Approval Number: 98744

9089 08/17-12/11 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

9098 08/17-12/11 Open Enrollment Online \$30

Flood Insurance Concepts

Course: W01213 (3 hours) OLT Training

FLDFS Course Approval Number: 98643

9095 08/17-12/11 Open Enrollment Online \$30

Health Savings Accounts and the Medicare Drug Benefit

Course: W00582 (3 hours) OLT Training

FLDFS Course Approval Number: 98749

9090 08/17-12/11 Open Enrollment Online \$30

Hurricanes, Intermediate – 2-hour CE

Course: W01214 (2 hours) OLT Training

FLDFS Course Approval Number: 69237

9096 08/17-12/11 Open Enrollment Online \$22

Medicare Today

Course: W01218 (2 hours) OLT Training

FLDFS Course Approval Number: 73898

9100 08/17-12/11 Open Enrollment Online \$22

Premium Discounts Mitigation Options, Intermediate

Course: W01217 (2 hours) OLT Training

FLDFS Course Approval Number: 69317

9099 08/17-12/11 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

9101 08/17-12/11 Open Enrollment Online \$30

REAL ESTATE

Continuing Education for Florida Real Estate Professionals

Course: W00576 (14 hours) REcampus

9112 08/17-12/11 Open Enrollment Online \$30

Florida Broker Post-Licensing Management

Course: W00578 (30 hours) REcampus

9114 08/17-12/11 Open Enrollment Online \$150

*Review state of Florida Insurance
licensing requirements:*

www.myfloridacfo/division/agents/licensure

Florida Broker Post-Licensing Investment

Course: W00577 (30 hours) REcampus
9113 08/17-12/11 Open Enrollment Online \$150

Florida Pre-Licensing Broker's Course

Course: W00580 (72 hours) REcampus
9116 08/17-12/11 Open Enrollment Online \$275

Florida Real Estate Pre-License Sales

Course: W00581 (63 hours) REcampus
9117 08/17-12/11 Open Enrollment Online \$300

Real Estate Post-Licensing Education

Course: W00579 (45 hours) REcampus
9115 08/17-12/11 Open Enrollment Online \$160

Organizational Effectiveness

LEADERSHIP DEVELOPMENT

Six Sigma: Total Quality Applications

Course: W01048 (24 hours) Ed2Go
Learn how effectively apply the elements and methods of Six Sigma.
9044 08/17-12/11 Open Enrollment Online \$115

What You Say Before You Speak?

Course: W00687 (8 hours) OLT 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.
9103 08/17-12/11 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.
9041 08/17-12/11 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.
9038 08/17-12/11 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.
9009 08/17-12/11 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.
9012 08/17-12/11 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.
9010 08/17-12/11 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.
9005 08/17-12/11 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.
9045 08/17-12/11 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.
9006 08/17-12/11 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.

9039 08/17-12/11 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.

9007 08/17-12/11 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.

9058 08/17-12/11 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.

9008 08/17-12/11 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.

9013 08/17-12/11 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.

9011 08/17-12/11 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.

9136 08/17-12/11 Open Enrollment Online \$235

Behavior is Language: Strategies for Managing Disruptive Behavior

Course: W01444 (45 hours)

Virtual Education

This course is designed to give participants a new perspective on student behavior and effective tools for facilitating positive student change. It provides a developmental framework for understanding what students are trying to tell participants through the "language" of their behavior. The course teaches techniques and intervention strategies that remediate disruptive behaviors, reduce power struggles while increasing classroom control, and reduce participant workloads and burnout.

9137 08/17-12/11 Open Enrollment Online \$305

Early Childhood: Family-Centered Services

Course: W01447 (30 hours)

Virtual Education

This course seeks to promote the development of thoughtful, knowledgeable, effective educators for a diverse society. It provides conceptual frameworks for working with families of children from a variety of backgrounds. Course content places an emphasis on family-centered practices designed to help early childhood professionals involve and support families in the care and education of children.

9138 08/17-12/11 Open Enrollment Online \$235

Reading Fundamentals #1: An Introduction to Scientifically-based Research

Course: W01461 (30 hours)

Virtual Education

This course is the first in a three-course series on effective reading instruction designed to give background on Reading First as it applies to the No Child Left Behind federal legislation. It discusses the research that supports scientifically-based research as it applies to phonetically based instruction, assessment, and evaluation. It explores myths and misconceptions concerning reading instruction and remediation.

9142 08/17-12/11 Open Enrollment Online \$235

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.

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.

9143 08/17-12/11 Open Enrollment Online \$235

Reading Fundamentals #3: The Elements of Effective Reading Instruction & Assessment

Course: W01463 (45 hours) Virtual Education

This course will focus on learning to read, reading to learn, and an introduction to reading assessment. As part of these two key areas of reading instruction, the five elements of effective reading instruction that highlighted, including definitions, implications for instruction, and future directions. These five elements include instruction in phonemic awareness, phonics, fluency, vocabulary, and text comprehension. Participants will discuss information on teacher preparation in learning about comprehension strategy instruction and reading instruction, as well as how to integrate computer technology into the classroom.

9144 08/17-12/11 Open Enrollment Online \$305

Teaching Elementary Math Conceptually: A New Paradigm

Course: W01466 (30 hours) Virtual Education

This course is designed to expand participants' methodology for teaching Mathematics. It will explore an innovative teaching model that incorporates strategies for teaching concepts constructively and contextually. It will focus on the topics of number sense, basic operations, and fractions. The goal is for participants to gain a deeper understanding of the underlying concepts of various math topics and explore the principles of teaching those concepts to learners.

9145 08/17-12/11 Open Enrollment Online \$235

Early Childhood: Observation & Assessment

Course: W01448 (45 hours) Virtual Education

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

9139 08/17-12/11 Open Enrollment Online \$305

Early Childhood: Program Planning

Course: W01449 (45 hours) Virtual Education

This is an interactive distance-learning course designed to give participants a new perspective on planning and implementing developmentally appropriate programs for young children from birth through age eight. In this course, participants will learn what is meant by curriculum, assessment, evaluation, and program planning as these terms apply to early childhood education. Participants will discuss several historical perspectives and theories on child development and examine best practice for early childhood education.

9140 08/17-12/11 Open Enrollment Online \$305

Early Childhood: Typical & Atypical Development

Course: W01454 (45 hours) Virtual Education

This is an interactive distance-learning course, which explores contemporary best practice and perspectives on early childhood development. Content includes patterns and sequences of typical development for children from birth to six years. Emphasis is on individual differences, cultural influences, and the impact of developmental delay and disability during infancy, toddlerhood, and the preschool years.

9141 08/17-12/11 Open Enrollment Online \$305

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

Course: W01612 (30 Hours) Virtual Education

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

9146 08/17-12/11 Open Enrollment Online \$235

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.

9147 08/17-12/11 Open Enrollment Online \$305



www.virtualeduc.com/psc

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.

9148 08/17-12/11 Open Enrollment Online \$235

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

Course: W01615 (30 Hours) Virtual Education

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

9157 08/17-12/11 Open Enrollment Online \$235

Learning Disabilities: Practical Information for the Classroom Teacher

Course: W01616 (45 Hours) Virtual Education

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

9150 08/17-12/11 Open Enrollment Online \$305

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.

9151 08/17-12/11 Open Enrollment Online \$305

Teaching Secondary Math Conceptually: Meeting Mathematics Standards

Course: W01618 (45 Hours) Virtual Education

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

9152 08/17-12/11 Open Enrollment Online \$305

Six Traits of Writing Model: Teaching & Assessing

Course: W01619 (30 Hours) Virtual Education

This course will discuss why writing is important and why teachers should include writing as often as possible in all content areas. The course will also include practical applications for assessing and teaching writing, including teaching students how to self-assess their own writing. The first chapter of this course will discuss why teaching writing is important and 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.

9153 08/17-12/11 Open Enrollment Online \$235

OCCUPATIONAL SPANISH

Spanish for Law Enforcement

Course: W01115 (24 hours) Ed2Go

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

9062 08/17-12/11 Open Enrollment Online \$115

WORKPLACE SKILLS

Introduction to Laying the Relationship – Building Foundation

Course: W00953 (3 hours) OLT 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.

9104 08/17-12/11 Open Enrollment Online \$45

To Catch Trout, Don't Fish in a Catfish Pond

Course: W00954 (2 hours) OLT 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.

9105 08/17-12/11 Open Enrollment Online \$30

Creating Effective Business Cards

Course: W00955 (2 hours) OLT 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.

9106 08/17-12/11 Open Enrollment Online \$30

Work an Event with Ease

Course: W00956 (2 hours) OLT 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 08/17-12/11 Open Enrollment Online \$30

Follow Up is Golden

Course: W00957 (2 hours) OLT 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.

9108 08/17-12/11 Open Enrollment Online \$30

Building Relationships for Business and Career Success

Course: W00952 (11 hours) OLT 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

9109 08/17-12/11 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.

9014 08/17-12/11 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.

9023 08/17-12/11 Open Enrollment Online \$115

Fundamentals of Supervision and Management

Course: W01076 (24 hours) Ed2Go

9052 08/17-12/11 Open Enrollment Online \$115

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 Labor Day – Monday, September 7, and Veteran’s Day, Wednesday, November 11. College will be closed for fall break, Wednesday, November 25–Sunday, November 29 and winter break Thursday, December 17, 2020 through Sunday, January 3, 2021. 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.

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.



A new section of each course starts monthly.

**Start dates for the Fall 2020 term
Sept. 16, Oct. 14, Nov. 11, & Dec. 9**

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.

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

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

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