

CENTERforCORPORATE andPROFESSIONAL DEVELOPMENTtraining

SPRING 2021

pensacolastate.edu/CCPDT



PENSACOLA
STATE COLLEGE



Hopeful and Grateful in 2021

'We Made It!'

I am very grateful for the opportunity to reach 2021. I am looking forward to the new year, and hopeful for all that it has to offer.

2020 brought joy and sadness, victories and unforeseen challenges. The new year is the time to rise up and seize this moment, and the countless opportunities to come.

Faith and hope brought us through 2020 – the year of the “pandemic.” The challenges of the year inspired fear and concern in our families and communities.

But let’s leave all of that in 2020. Let us allow faith, gratefulness, hope and the joy of victory to take control and thrust us forward into personal growth and professional development in 2021. In this new year, hope for better and with expectation, fill your spirit with faith and hope and let these become your “light” and “life force” in the coming year.

As I come upon my retirement, I am so thankful for the chance to serve on the Pensacola State College team – in the Continuing Workforce and Economic Development Department, Center for Corporate and Professional Development Training. I have worked in a position that afforded me an opportunity to serve my local community – both individuals and businesses – and others across Florida.

As I move into the next stage of life, I plan to continue to pursue my purpose which is making a difference within others. My passion is to encourage others to seize their “NOW” moments with their families and recognize the opportunities for growth both personally and professionally. Realize that their dream jobs are possibilities that can be achieved. Celebrate your success!

If you’re looking for professional development training to enhance or learn new skills, review our spring schedule book to see what we offer. Here are some of our courses:

- OSHA
- Real Estate
- SHRM
- Computer Skills
- Leadership Development
- Health Courses (CPR or IV Therapy)

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.....	7
Online Business Writing.....	7
Online Grant Writing.....	8
Online Entrepreneurial Development.....	8

COMPUTER SKILLS/CERTIFICATION

Desktop Applications.....	3
Online Database Management.....	10
Online Database Design Management.....	10
Online Desktop Application.....	10
Online Programming.....	11
Online Technical Training.....	11
Online Technical Certification Training.....	11
Online Web Page Design.....	11

CONTINUING PROFESSIONAL EDUCATION

Health.....	4
Safety.....	4
SHRM/Human Resources Training.....	6
Online Safety.....	12
Online Insurance.....	12
Online Real Estate.....	14

ORGANIZATIONAL EFFECTIVENESS

Entrepreneurial Development.....	7
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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.

9004	02/08-02/12	9:00am – 12:00pm	MWF	PEN	TBA	\$129
9005	03/08-03/10	5:00pm – 8:30pm	MTW	PEN	TBA	\$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.

9006	04/01-04/15	5:00pm – 8:30pm	R	PEN	TBA	\$129
9007	03/26-04/09	12:30pm – 4:00pm	F	PEN	TBA	\$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.

9010	02/16-02/19	8:30am – 12:00pm	TRF	PEN	TBA	\$129
9011	03/02-03/04	5:00pm – 8:30pm	TWR	PEN	TBA	\$129

Microsoft Word 2016 Level 2

Course: W01598 (10 Hours)

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

9012	03/24-04/07	1:00pm – 4:30pm	W	PEN	TBA	\$129
9013	04/06-04/20	5:00pm – 8:30pm	T	PEN	TBA	\$129

Pivot Tables & Charts

Course: W01332 (3.50 hours)

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

9008	03/11/21	8:30am-12:00pm	R	PEN	TBA	\$39
9009	04/28/21	5:00pm-8:30pm	W	PEN	TBA	\$39

Microsoft PowerPoint 2016 Level I

Course: W01599 (10 hours)

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

9000	01/28-01/29	8:00am – 1:00pm	RF	PEN	TBA	\$129
9001	01/26-01/27	4:00pm – 9:00pm	TW	PEN	TBA	\$129

Microsoft PowerPoint 2016 Level 2

Course: W01560 (10 hours)

Microsoft PowerPoint 2016 Level 2 provides advanced concepts and skills for PowerPoint 2016 power users: how to use advanced formatting features, and animation and transition techniques, add and format media, track corrections and work with multiple presentations, create custom slide shows, and work with security and sharing options.

9002	04/23-04/30	8:00am – 1:00pm	F	PEN	TBA	\$129
9003	05/04-05/06	5:00pm – 8:30pm	TWR	PEN	TBA	\$129



Continuing Professional Education

HEALTH

Basic Life Support

Course: **W01481 (4.50 hours)**

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

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

9155	01/09/21	8:00am – 12:30pm	SAT	WAR	3137	\$60
9156	01/23/21	8:00am – 12:30pm	SAT	WAR	3137	\$60
9157	01/30/21	8:00am – 12:30pm	SAT	WAR	3137	\$60
9158	02/06/21	8:00am – 12:30pm	SAT	WAR	3137	\$60
9159	02/13/21	8:00am – 12:30pm	SAT	WAR	3137	\$60
9160	02/20/21	8:00am – 12:30pm	SAT	WAR	3137	\$60
9161	02/27/21	8:00am – 12:30pm	SAT	WAR	3137	\$60
9162	03/06/21	8:00am – 12:30pm	SAT	WAR	3137	\$60
9163	03/13/21	8:00am – 12:30pm	SAT	WAR	3137	\$60
9164	03/27/21	8:00am – 12:30pm	SAT	WAR	3137	\$60
9165	04/10/21	8:00am – 12:30pm	SAT	WAR	3137	\$60
9166	04/17/21	8:00am – 12:30pm	SAT	WAR	3137	\$60
9167	04/24/21	8:00am – 12:30pm	SAT	WAR	3137	\$60
9168	05/01/21	8:00am – 12:30pm	SAT	WAR	3137	\$60
9169	05/08/21	8:00am – 12:30pm	SAT	WAR	3137	\$60

IV Therapy

Course: **W01788 (30 hours)**

This comprehensive 30-hour Intravenous Therapy course meets the Florida Board of Nursing IV Therapy requirements for graduate LPN's and provides an excellent refresher course for the experienced RN or as additional education for newly licensed RN's. By the end of this course, the student will be able to explain the legal aspects of IV administration by practical nurses; demonstrate knowledge of the peripheral veins used for venipuncture; perform venipuncture; discuss the effect of IV therapy on the body including adverse reactions to IV therapy; recognize and use various types of IV equipment; administer drugs intravenously; care for patients receiving IV drug therapy, blood and blood components, and/or parenteral nutrition; describe and utilize the principles of infection control in IV therapy; care for the patient receiving special IV therapy procedures; recognize terminology pertinent to IV therapy; and care for the patient receiving IV therapy via central lines.

9153	02/20-02/28	9:00am – 5:00pm	SAT & SUN	WAR	\$395
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SAFETY

Occupational Safety and Health Standards for the General Industry (511)

Course: **W01165 (30 hours)**

This course for private sector personnel covers OSHA policies, procedures, and standards, as well as general industry safety and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed 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 issued until successful completion of the 500 Trainer Course for Industry.

9014	02/22-02/25	8:00am – 5:00pm	MTWR	PEN	TBA	\$800
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**All OSHA 500 courses are
instructed by
University of Alabama
OSHA Training Institute
Education Center
(UA OTI-EC).**

Register online at
<http://uaosha.ccs.ua.edu> and select
"Register Now" or call our registration
department toll free **866-432-2015**.

For more information:
Email us at uaosha@ccs.ua.edu
or call **205-348-4585**



Dennis Keplinger, CSP, CIT, MSOS

Professional Safety Training LLC

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Dennis Keplinger is the president/owner of Professional Safety Training, LLC — a veteran-owned small business providing safety training, safety audits and consulting to general industry and construction. Dennis works with companies by visiting their sites, conducting safety inspections and training, and assisting with identifying, correcting, and eliminating hazards.

Dennis has over 39 years safety professional experience; including both construction and general industry. Before starting his business, he served as a safety professional at the U.S. Army Combat Readiness/Safety Center. At the center, he held several safety professional positions, including Senior Safety Advisor to

the Director of Army Safety; Chief Training and Training Development Division, and Army Safety Intern Training Manager and Safety Training Instructor.

Dennis currently serves as a University of Alabama OSHA Training Institute (OTI) instructor and course developer. He also instructs many OSHA classes in General Industry and Construction. He is also a Fall Protection Competent Person Trainer.

Dennis has a bachelor's degree in Industrial Technology and a master's in Occupational Safety. He also is a Certified Safety Professional (CSP) and Certified Instructional Trainer (CIT) by the Board of Certified Safety

Melissa Bonds-Wilkins

Southern Safety Training and Consulting

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Melissa Bonds-Wilkins is the president/owner of Southern Safety Training and Consulting (SSTC). A woman-owned small business, SSTC works with private industry and government agencies providing on-site safety training, audits and consulting in construction and general industry to assist the entities to become OSHA compliant.

Melissa has over 39 years of professional safety experience in both construction and general industry. Prior to starting her company, she completed over 26 years of experience working for the U.S. Army Safety Program, including serving as a safety professional at the HQ, U.S. Army Safety Center. At the Safety Center, Melissa served in the Installation Readiness Division, the Training and Development Division, and as the Safety Intern Training Manager and Safety Training Instructor.

Melissa also served as a member of a mobile training

team that took safety training to personnel globally. In addition, she was a member of HQDA and DoD Safety Inspection Teams that traveled worldwide, assisting Army installations with safety programs and evaluating units' effectiveness in protecting military and civilian personnel. Melissa also was a member of the DoD Ergonomics Working Group.

Melissa serves as a member of the training cadre of the University of Alabama OSHA Training Institute Education Center (OTIEC) as an instructor and course developer. She instructs several OSHA classes in Construction and General Industry and specific topics such as Managing Excavation Hazards (OSHA 7410), and the Collateral Duty for Other Federal Agencies (OSHA 6000).

As a former Master Instructor for the U.S. Army, Melissa makes her courses fun, interesting and enlightening.

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

Course: W01167 (30 hours)

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

9015 03/08-03/11 8:00am – 5:00pm MTWR PEN TBA \$800

Occupational Safety and Health Standards for Construction Industry (510)

Course: W01164 (30 hours)

This course for private sector personnel covers OSHA policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is place on those areas that are the most hazardous, using OSHA standards as a guide. Students who successfully meet the course requirements will receive a Certificate of Attendance. A course completion card will not be issue until successful completion of the 500 Trainer Course for Construction.

9154 04/19-04/22 8:00am – 5:00pm MTWR PEN TBA \$800



Trainer Course in OSHA Standards for the Construction Industry (500)

Course: W01166 (30 hours)

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

9016 05/03-05/06 8:00am – 5:00pm MTWR PEN TBA \$800

SHRM/HUMAN RESOURCES TRAINING

SHRM-CP/SCP Certification Exam Review

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

SHRM Learning System Members

Course: W01343 (40 hours)

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

9017 02/23-04/27 5:30pm – 9:30pm T PEN TBA \$945

SHRM Learning System Non-Members

Course: W01344 (40 hours)

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

9018 02/23-04/27 5:30pm – 9:30pm T PEN TBA \$965

Organizational Effectiveness

ENTREPRENEURIAL DEVELOPMENT

Beyond the Basic SFX

Course: W01688 (16 Hours)

If you are interested in taking a special makeup effects (SFX Makeup) workshop or learning some new skills -- Zombies are always in demand all year round. In this hands-on workshop, you will learn how to create and make your own walking dead. You will be making a latex prosthetic and creating gore of FX that are used in theater and film. You will learn techniques to make your own gruesome zombies too, great for zombie walks, movies and more! All materials will be included! We will go over numerous SFX tips and tricks and you will create a live zombie during this class.

9171 04/03-04/04 8:00am – 6:00pm SA/SU PEN 857 \$350

Beyond the Basic SFX – Level 2

Course: W01789 (96 Hours)

This 4-week class teaches the creation and application of multi-piece prosthetics, blood making, life casting (face and ears) and airbrush techniques. All students will have the opportunity to apply bald caps, design, and build a full-face appliance. Students will create multi-piece molds and learn about advanced special effects lab technique, materials and processes. Students will create realistic bruises, scrapes and scratches, plus indented and raised scars. In addition, students will learn about Pros-Aide® transfers, and combining techniques. This class is necessary for those who want to have a career in creature and special FX makeup for television, film or stage.

9172 04/10-05/16 8:00am – 6:00pm SA/SU PEN 857 \$1,200

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.

9126 01/08-05/07 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.

9036 01/08-05/07 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.

9031 01/08-05/07 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.

9049 01/08-05/07 Open Enrollment Online \$115

Writing Essentials

Course: W01102 (24 hours) Ed2Go

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

9070 01/08-05/07 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.

9051 01/08-05/07 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.

9029 01/08-05/07 Open Enrollment Online \$115

Advanced Grant Proposal Writing

Course: W01103 (24 hours) Ed2Go

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

9071 01/08-05/07 Open Enrollment Online \$115



A new section of each course starts monthly.

**Start dates for the Spring 2021 term
Jan 13, Feb 10, Mar 17, & Apr 14**

Courses run for six weeks.

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

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

Get Grants

Course: W01044 (24 hours) Ed2Go

This course will give you the skills you will need to prepare professional, competitive, and compelling grant proposals. You will understand what funding agencies are looking for and how best to approach them.

9057 01/08-05/07 Open Enrollment Online \$115

Writing Effective Grant Proposals

Course: W01105 (24 hours) Ed2Go

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

9073 01/08-05/07 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.

9030 01/08-05/07 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.

9039 01/08-05/07 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.

9045 01/08-05/07 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.

9046 01/08-05/07 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.

9034 01/08-05/07 Open Enrollment Online \$115

Nonprofit Fundraising Essentials

Course: W01116 (24 hours) Ed2Go

Learn the basics of fundraising for nonprofit organizations, from annual and special fund drives to more advanced projects involving corporate and foundation relations, major gifts, and planned giving.

9077 01/08-05/07 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.

9047 01/08-05/07 Open Enrollment Online \$115

Project Management Applications

Course: W01039 (24 hours) Ed2Go

9056 01/08-05/07 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.

9060 01/08-05/07 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.

9061 01/08-05/07 Open Enrollment Online \$138

Start and Operate Your Own Home-Based Business

Course: W01004 (24 hours) Ed2Go

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

9040 01/08-05/07 Open Enrollment Online \$115



Start Your Own Small Business

Course: **W01037 (24 hours) Ed2Go**

Learn how to take your dream of starting a business and put it into action. In this class, you will learn everything you need to know about starting a business.

9054 01/08-05/07 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.

9048 01/08-05/07 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!

9125 01/08-05/07 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.

9043 01/08-05/07 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.

9050 01/08-05/07 Open Enrollment Online \$115

Oracle, Intermediate

Course: **W01092 (24 hours) Ed2Go**

9068 01/08-05/07 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.

9044 01/08-05/07 Open Enrollment Online \$115

SQL, Intermediate

Course: **W01093 (24 hours) Ed2Go**

9069 01/08-05/07 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.

9038 01/08-05/07 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.

9035 01/08-05/07 Open Enrollment Online \$115

Java Programming, Introduction

Course: W01005 (24 hours) Ed2Go

9041 01/08-05/07 Open Enrollment Online \$115

Java Programming, Intermediate

Course: W01008 (24 hours) Ed2Go

9042 01/08-05/07 Open Enrollment Online \$115

TECHNICAL TRAINING

Networking, Introduction

Course: W00995 (24 hours) Ed2Go

9033 01/08-05/07 Open Enrollment Online \$115

Networking, Intermediate

Course: W00992 (24 hours) Ed2Go

9032 01/08-05/07 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.

9122 01/08-05/07 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.

9129 01/08-05/07 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.

9067 01/08-05/07 Open Enrollment Online \$115

Creating WordPress Web Sites, Introduction

Course: W01123 (24 hours) Ed2Go

Learn how to use WordPress, a free and popular Web design tool, quickly and easily create attractive blogs and interactive websites.

9079 01/08-05/07 Open Enrollment Online \$115

Creating WordPress Web Sites II

Course: W01295 (24 hours) Ed2Go

Learn how to use WordPress, a free and popular Web design tool, quickly and easily create attractive blogs and interactive websites.

9080 01/08-05/07 Open Enrollment Online \$115



Designing Effective Websites

Course: W01110 (24 hours) Ed2Go

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

9075 01/08-05/07 Open Enrollment Online \$115

Dreamweaver CS6, Introduction

Course: W01298 (24 hours) Ed2Go

9082 01/08-05/07 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.

9121 01/08-05/07 Open Enrollment Online \$1,995

Google Analytics, Introduction

Course: W01296 (24 hours) Ed2Go

Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art Web analytics tools.

9081 01/08-05/07 Open Enrollment Online \$115

Continuing Professional Education

SAFETY

OSHA 10 Hour General Industry Outreach Training

Course: W01084 (10 hours)

9089 01/08-05/07 Open Enrollment Online \$89

OSHA 30 Hour General Industry Outreach Training

Course: W00834 (30 hours)

9087 01/08-05/07 Open Enrollment Online \$189

OSHA 30 Hour Construction Industry Outreach Training

Course: W00841 (30 hours)

9088 01/08-05/07 Open Enrollment Online \$189

HAZWOPER 24 Hour Course

Course: W00831 (24 hours)

9084 01/08-05/07 Open Enrollment Online \$250

HAZWOPER 40 Hour Course

Course: W00832 (40 hours)

9085 01/08-05/07 Open Enrollment Online \$375

HAZWOPER 8 Hour Annual Refresher

Course: W00833 (8 hours)

9086 01/08-05/07 Open Enrollment Online \$69

INSURANCE

Accredited Claims Adjuster Designation (ACA)

Course: W01119 (40 hours) OLT Training | FLDFS Course Approval Number: 98773

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).

9096 01/08-05/07 Open Enrollment Online \$350

Review state of Florida Insurance licensing requirements:

www.myfloridacfo/division/agents/licensure

Registered Customer Representative Designation Course (RCSR)

Course: W01133 (40 hours) OLT Training | FLDFS Course Approval Number: 98772

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.

9097 01/08-05/07 Open Enrollment Online \$360

2-20 General Lines Agent Online Only Course

Course: W00817 (200 hours) OLT Training | FLDFS Course Approval Number: 98769

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.

9094 01/08-05/07 Open Enrollment Online \$540

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

Course: W01404 (60 hours) OLT Training | FLDFS Course Approval Number: 94549

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.

9105 01/08-05/07 Open Enrollment Online \$150

4-40 to 2-20 Conversion Online Only Course

Course: W00839 (40 hours) OLT Training | FLDFS Course Approval Number: 98770

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

9095 01/08-05/07 Open Enrollment Online \$360

Continuing Education Elements of Health Insurance

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

9091 01/08-05/07 Open Enrollment Online \$59

Continuing Education Elements of Life Insurance

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

9090 01/08-05/07 Open Enrollment Online \$59

Ethics and the Client

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

9100 01/08-05/07 Open Enrollment Online \$30

3-hr Ethics Course

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

9092 01/08-05/07 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

9101 01/08-05/07 Open Enrollment Online \$30



A new section of each course starts monthly.

**Start dates for the Spring 2021 term
Jan 13, Feb 10, Mar 17, & Apr 14**

Courses run for six weeks.

For specific course descriptions
and lesson plans, visit

www.ed2go.com/pensacola.

To register visit

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

Flood Insurance Concepts

Course: W01213 (3 hours) OLT Training | FLDFS Course

Approval Number: 98643

9098 01/08-05/07 Open Enrollment Online \$30

Health Savings Accounts and the Medicare Drug Benefit

Course: W00582 (3 hours) OLT Training | FLDFS Course

Approval Number: 98749

9093 01/08-05/07 Open Enrollment Online \$30

Hurricanes — Intermediate, 2-hour CE

Course: W01214 (2 hours) OLT Training | FLDFS Course

Approval Number: 69237

9099 01/08-05/07 Open Enrollment Online \$22

Medicare Today

Course: W01218 (2 hours) OLT Training | FLDFS Course

Approval Number: 73898

9103 01/08-05/07 Open Enrollment Online \$22

Premium Discounts Mitigation Options — Intermediate

Course: W01217 (2 hours) OLT Training | FLDFS Course

Approval Number: 69317

9102 01/08-05/07 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

9104 01/08-05/07 Open Enrollment Online \$30

REAL ESTATE

Continuing Education for Florida Real Estate Professionals

Course: W00576 (14 hours) REcampus

9113 01/08-05/07 Open Enrollment Online \$30

Florida Broker Post-Licensing Management

Course: W00578 (30 hours) REcampus

9115 01/08-05/07 Open Enrollment Online \$150

Florida Broker Post-Licensing Investment

Course: W00577 (30 hours) REcampus

9114 01/08-05/07 Open Enrollment Online \$150

Florida Pre-Licensing Broker's Course

Course: W00580 (72 hours) REcampus

9117 01/08-05/07 Open Enrollment Online \$275

Florida Real Estate Pre-License Sales

Course: W00581 (63 hours) REcampus

9118 01/08-05/07 Open Enrollment Online \$300

Real Estate Post-Licensing Education

Course: W00579 (45 hours) REcampus

9116 01/08-05/07 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.

9058 01/08-05/07 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.

9106 01/08-05/07 Open Enrollment Online \$125

Building Teams That Work Course:

W01038 (24 hours) Ed2Go

In this course, you will learn the components of a successful team and the stages of its development. You will master the skills needed to effectively manage projects, make decisions, and solve problems in a team setting.

9055 01/08-05/07 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.

9052 01/08-05/07 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.

9023 01/08-05/07 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.

9026 01/08-05/07 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.

9024 01/08-05/07 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.

9019 01/08-05/07 Open Enrollment Online \$115



Solving Classroom Discipline Problems II

Course: W01049 (24 hours) Ed2Go

In this professional development course, you will get the teacher training you need to deal effectively with serious discipline problems. Learn how to help the most challenging students you are teaching make more responsible choices.

9059 01/08-05/07 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.

9020 01/08-05/07 Open Enrollment Online \$115

Teaching Math: Grades 4–6

Course: W01036 (24 hours) Ed2Go

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulative, and real-world connections into your classroom.

9053 01/08-05/07 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.

9021 01/08-05/07 Open Enrollment Online \$105

Teaching Writing: Grades 4–6

Course: W01104 (24 hours) Ed2Go

In this teacher-training course, you will learn from an experienced educator how to motivate and assist developing writers.

9072 01/08-05/07 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.

9022 01/08-05/07 Open Enrollment Online \$115

Understanding Adolescents

Course: W00984 (24 hours) Ed2Go

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.

9027 01/08-05/07 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.

9025 01/08-05/07 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.

9132 01/08-05/07 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.

9133 01/08-05/07 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.

9134 01/08-05/07 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.

9138 01/08-05/07 Open Enrollment Online \$235

Reading Fundamentals #2: Laying the Foundation for Effective Reading Instruction

Course: W01462 (30 hours) Virtual Education

The purpose of the second course in this three-course series is to lay the foundation for effective reading instruction. As part of this course, participants will learn about the elements of effective instruction. Additionally, participants will learn about the importance of reading instruction as well as reading some sobering statistics on reading performance.

9139 01/08-05/07 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.

9140 01/08-05/07 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.

9141 01/08-05/07 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.

9135 01/08-05/07 Open Enrollment Online \$305

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

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.

9136 01/08-05/07 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.

9137 01/08-05/07 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.

9142 01/08-05/07 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.

9143 01/08-05/07 Open Enrollment Online \$305

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.

9144 01/08-05/07 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.

9145 01/08-05/07 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.

9146 01/08-05/07 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.

9147 01/08-05/07 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.

9148 01/08-05/07 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.

9149 01/08-05/07 Open Enrollment Online \$235

English Language Learner: Evaluation & Assessment

Course: W01828 (45 Hours) Virtual Education

This course was written to help teachers understand concepts and terms related to evaluating and assessing students whose first language is not English. This course discusses high-quality assessment and the scope of assessments, including initial placement, annual assessments, and exit assessments. This course ends with a discussion of classroom assessments, including accommodations for those who need language assistance.

9173 01/08-05/07 Open Enrollment Online \$305

English Language Learner: Linguistics

Course: W01829 (45 Hours) Virtual Education

This course was written to help teachers understand concepts and terms related to educating students whose first language is not English. This course discusses how to understand theoretical foundations of linguistics and how to apply the knowledge and skills in linguistics in ELL classrooms and content classrooms.

9174 01/08-05/07 Open Enrollment Online \$305

OCCUPATIONAL SPANISH

Spanish for Law Enforcement

Course: W01115 (24 hours) Ed2Go

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

9076 01/08-05/07 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.

9107 01/08-05/07 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.

9108 01/08-05/07 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.

9109 01/08-05/07 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.

9110 01/08-05/07 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.

9111 01/08-05/07 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

9112 01/08-05/07 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.

9028 01/08-05/07 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.

9037 01/08-05/07 Open Enrollment Online \$115

Fundamentals of Supervision and Management

Course: W01076 (24 hours) Ed2Go

9066 01/08-05/07 Open Enrollment Online \$115

Pirates, Protect Yourselfes & Others!

Help Stop the Spread of COVID-19!



Follow All CDC COVID-19 Guidelines



Wear a Face Mask at All Times (While Inside Any PSC Building)



Practice Social Distancing – Stay a Minimum of 6 Feet Apart



Do Not Congregate



Wash Your Hands Frequently



Sanitize Your Work/Class Space

If You Have COVID-19 Symptoms or Symptoms of Any Contagious Illness, Please Stay Home!

Any PSC student who refuses to comply with the College's face mask and social distancing regulations may be required to leave the classroom, may not be allowed to make up missed work, and may be subject to disciplinary action by the Office of Student Conduct.



PENSACOLA
STATE COLLEGE

PensacolaState.edu/COVID-19

Registration Information

ONLINE

www.pensacolastate.edu/CCPDT

Follow the instructions on the Pensacola State College website always choosing Continuing Education.

WALK IN

Register in person at any Pensacola State College campus Registration Office. Pensacola, building 2; Milton, building 4200; Warrington, building 3600.

BY MAIL

Mail your completed Continuing Education registration form, with payment information (do not send cash) to:

Pensacola State College Cashier Office, 1000 College Blvd., Pensacola, FL 32504

STUDENT ACCOMMODATIONS

Students with special needs must notify the Center for Corporate and Professional Development Training a minimum of two business days before the course start date so appropriate accommodations can be arranged.

REFUNDS

To receive a refund for a course, students must withdraw prior to the second scheduled class meeting. For workshops, conferences, seminars and special training programs, students must withdraw prior to the first scheduled class meeting. Call 850-484-1374 to drop a course. Refunds are not processed for tuition of \$5 or less.

HOLIDAYS

Classes will not be held on Martin Luther King Jr. Day – Monday, January 18, 2021 and Spring Break – Monday, March 15–Sunday, March 21, 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–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.



A new section of each course starts monthly.

**Start dates for the Spring 2021 term
Jan 13, Feb 10, Mar 17, & Apr 14**

Courses run for six weeks.

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

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

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.

RECAPUS (REAL ESTATE)

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

EDUCATION TO GO (ED2GO)

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

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



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



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