

CENTERforCORPORATE andPROFESSIONAL DEVELOPMENTtraining

SUMMER 2021

pensacolastate.edu/CCPDT



Need Help with Registration?

Call us today at 850-484-1374 or 850-484-1379

PensacolaState.edu/ccpdt

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

We have your best interest in mind.

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

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

Continuing Workforce Education Team

Deven Walther-Thead
Coordinator

Tracy Hunter
Administrative Assistant

dtcreg@pensacolastate.edu • 850-484-1374

Important Details

- Classes require a minimum enrollment before they can run. If a class is canceled, participants will be notified at least 3 days before class is scheduled to being.
- We encourage you to register early so that your favorite class isn't canceled. If you cannot attend a class for which you have registered, please call our office at 850-484-1379 at least a week before class is scheduled to begin to receive a refund.
- In case of inclement weather, we will notify participants of rescheduling or cancellation at the earliest possible time. If PSC is closed due to weather, please note that all classes scheduled for that day are canceled and will be rescheduled for the earliest possible date.

Pensacola State Locations

CC	Century Center, 440 East Hecker Rd., Century
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.....	6
Online Entrepreneurial Development.....	6

COMPUTER SKILLS/CERTIFICATION

Online Database Management.....	8
Online Database Design Management	10
Online Desktop Application.....	8
Online Programming	9
Online Technical Training.....	9
Online Web Page Design.....	9

CONTINUING PROFESSIONAL EDUCATION

Health	3
Safety	3
Online Insurance.....	10
Online Real Estate.....	13

ORGANIZATIONAL EFFECTIVENESS

Entrepreneurial Development.....	6
Online Leadership Development	13
Online Teacher Training.....	13
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Continuing Professional Education

HEALTH

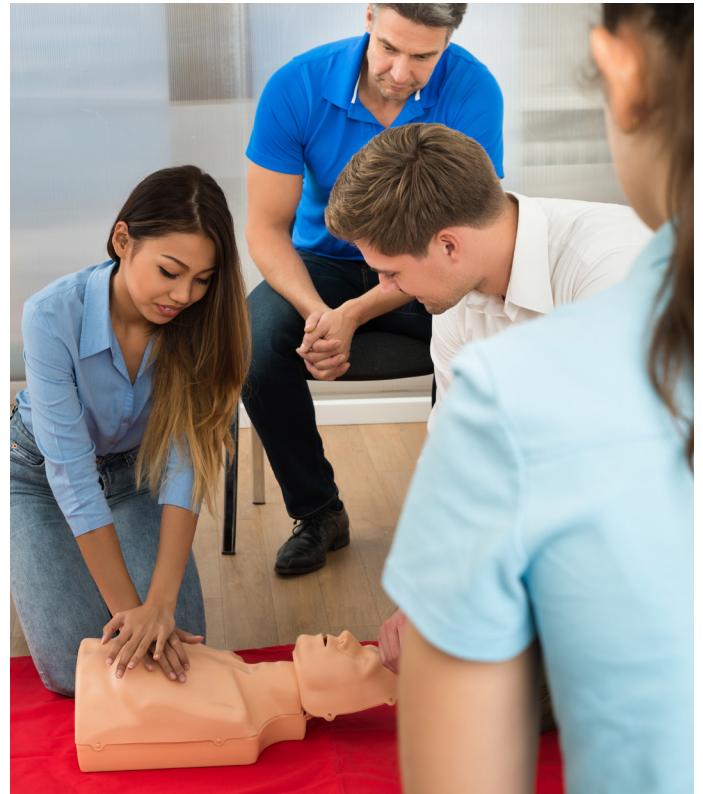
Basic Life Support

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.

9083	05/15/21	8:00am-12:30pm	SAT	WAR	3137	\$60
9084	05/22/21	8:00am-12:30pm	SAT	WAR	3137	\$60
9085	06/05/21	8:00am-12:30pm	SAT	WAR	3137	\$60
9086	06/12/21	8:00am-12:30pm	SAT	WAR	3137	\$60
9087	06/19/21	8:00am-12:30pm	SAT	WAR	3137	\$60
9088	06/26/21	8:00am-12:30pm	SAT	WAR	3137	\$60
9089	07/10/21	8:00am-12:30pm	SAT	WAR	3137	\$60
9090	07/17/21	8:00am-12:30pm	SAT	WAR	3137	\$60
9091	07/24/21	8:00am-12:30pm	SAT	WAR	3137	\$60
9092	07/31/21	8:00am-12:30pm	SAT	WAR	3137	\$60



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 issue until successful completion of the 500 Trainer Course for Industry.

9093	07/19-07/22	8:00am-5:00pm	MTWR	PEN	TBA	\$800
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Organizational Effectiveness

LEADERSHIP DEVELOPMENT

NEW — Basics of Style - How Personality Shapes Communication, Leadership and Teamwork

Course: W01831 (4.00 hours)

Have you ever wondered why you connect with some people but not others? Why some teams work well together, and others struggle with ongoing discord? The answer lies in understanding personality style. This course will increase your ability to: Identify the strengths, and trouble spots. Discover how to flex style in order to improve communication and identify the style pairs most likely to experience conflict and those most likely to be compatible.

9178 06/10/21 4:30pm–8:30pm R PEN TBA \$125

NEW — Increasing Your Emotional Intelligence

Course: W01832 (4 hours)

This course will enable you to understand the sources of emotional intelligence, learn how to keep emotions in check, and build relationships based on empathy. As a result, you'll be able to make more thoughtful decisions, show grace under pressure, resolve conflict effectively, and have increased attentiveness to your own emotions and the emotions of others.

9080 06/24/21 4:00pm–8:00pm R PEN TBA \$125



NEW — Managing Remote Teams

Course: W01834 (4 hours)

This workshop will introduce concepts and techniques that will help learners effectively manage remote individual employees or teams. This course provides you with a practical roadmap for bridging the logistical, cultural, and communication gaps that can prevent any remote team or individual from reaching its full potential.

9079 06/16/21 5:00pm–9:00pm W PEN TBA \$125

NEW — Organizing Your Time for Maximum Productivity

Course: W01835 (4 hours)

This workshop will introduce concepts and techniques that will help the participants will learn how to bounce back, refocus, and remain productive, and regain control of their time. This in turn will allow them to complete their work more effectively, to deliver on time, and without stress.

9081 07/13/21 8:00am–12:00pm T PEN TBA \$125

9082 07/26/21 4:00pm–8:00pm M PEN TBA \$125

ONLINE COURSES

Business

ACCOUNTING

NEW — QuickBooks 2018 Series

Course: W01853 (48 hours) Ed2Go

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

9104 05/12/-08/05 Open Enrollment Online \$169

NEW — Accounting with QuickBooks Online Suite

Course: W01857 (96 hours) Ed2Go

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

9108 05/12/-08/05 Open Enrollment Online \$355

BUSINESS WRITING

Effective Business Writing

Course: W00999 (24 hours) Ed2Go

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

9007 05/12/-08/05 Open Enrollment Online \$115

Fundamentals of Technical Writing

Course: W00991 (24 hours) Ed2Go

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

9003 05/12/-08/05 Open Enrollment Online \$115

Introduction to Internet Writing Markets

Course: W01028 (24 hours) Ed2Go

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

9017 05/12/-08/05 Open Enrollment Online \$115

Writing Essentials

Course: W01102 (24 hours) Ed2Go

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

9028 05/12/-08/05 Open Enrollment Online \$115

Resume Writing Workshop

Course: W01850 (24 hours) Ed2Go

Create an effective resume or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. Learn different resume formats and the advantages and disadvantages of each.

9028 05/12/-08/05 Open Enrollment Online \$111

GRANT WRITING

A to Z Grant Writing

Course: W01031 (24 hours) Ed2Go

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

9018 05/12/-08/05 Open Enrollment Online \$115

Becoming a Grant Writing Consultant

Course: W00989 (24 hours) Ed2Go

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

9002 05/12/-08/05 Open Enrollment Online \$115

Get Grants

Course: W01044 (24 hours) Ed2Go

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

9020 05/12/-08/05 Open Enrollment Online \$115

Writing Effective Grant Proposals

Course: W01105 (24 hours) Ed2Go

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

9029 05/12/-08/05 Open Enrollment Online \$115

ENTREPRENEURIAL DEVELOPMENT

Introduction to Nonprofit Management

Course: W01013 (24 hours) Ed2Go

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

9013 05/12/-08/05 Open Enrollment Online \$115

NEW — Online Marketing Communications Suite

Course: W01858 (96 hours) Ed2Go

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

9109 05/12/-08/05 Open Enrollment Online \$355

Marketing Your Business on the Internet

Course: W01016 (24 hours) Ed2Go

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

9014 05/12/-08/05 Open Enrollment Online \$115

NEW — Using Social Media in Business

Course: W01851 (24 hours) Ed2Go

So, whether you're looking for a new way to market your business or simply want to better understand social media, this online social media marketing course will empower you. Learn how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Instagram—to grow and promote your business.

9102 05/12/-08/05 Open Enrollment Online \$111



Nonprofit Fundraising Essentials

Course: W01116 (24 hours) Ed2Go

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

9032 05/12/-08/05 Open Enrollment Online \$115

Project Management Fundamentals

Course: W01021 (24 hours) Ed2Go

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

9015 05/12/-08/05 Open Enrollment Online \$115

Start and Operate Your Own Home-Based Business

Course: W01004 (24 hours) Ed2Go

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

9010 05/12/-08/05 Open Enrollment Online \$115



A new section of each course starts monthly.

Start dates for the Summer 2021

May 12, June 16, & July 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.

Start Your Own Small Business

Course: W01037 (24 hours) Ed2Go

Learn how to take your dream of starting a business and put it into action. In this class, you will learn everything you need to know about starting a business. You will begin by discovering the tricks to picking the right opportunity for you. Next, you will learn how to develop proven marketing techniques to easily build sales. Since every business needs money, this course discusses traditional and nontraditional financing options.

9019 05/12/-08/05 Open Enrollment Online \$115

Twelve Steps to a Successful Job Search

Course: W01024 (24 hours) Ed2Go

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

9016 05/12/-08/05 Open Enrollment Online \$115

Computer Skills / Certification

DATABASE DESIGN MANAGEMENT

SQL, Introduction

Course: W01012 (24 hours) Ed2Go

Learn the key concepts of Structured Query Language (SQL) and gain a solid working knowledge of this powerful and universal database programming language. You will learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques.

9012 05/12/-08/05 Open Enrollment Online \$115

SQL, Intermediate

Course: W01093 (24 hours) Ed2Go

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

9027 05/12/-08/05 Open Enrollment Online \$115

DESKTOP APPLICATION

NEW — Basic Computer Skills Suite

Course: W01855 (72 hours) Ed2Go

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

9106 05/12/-08/05 Open Enrollment Online \$249

Computer Skills for the Workplace

Course: W01001 (24 hours) Ed2Go

This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. This course will focus on practical application for software most common to the workplace.

9009 05/12/-08/05 Open Enrollment Online \$115

NEW — Microsoft Word 2019/ Office 365 Series

Course: W01854 (48 hours) Ed2Go

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

9105 05/12/-08/05 Open Enrollment Online \$185

NEW — Microsoft Excel 2019/ Office 365 Series

Course: W01856 (72 hours) Ed2Go

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

9107 05/12/-08/05 Open Enrollment Online \$260

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.

9006 05/12/-08/05 Open Enrollment Online \$115

Java Programming, Introduction

Course: W01005 (24 hours) Ed2Go

This course uses the latest release of Java, from Oracle, the company that maintains and supports the language. You will also learn how to use BlueJ, a graphical development environment designed especially for students. Both are free and open-source products and you will receive instructions on how to download and install them. By the time you're done, you will be comfortable with Java programming and ready for more!

9011 05/12/-08/05 Open Enrollment Online \$115

TECHNICAL TRAINING

Networking, Introduction

Course: W00995 (24 hours) Ed2Go

Introduction to Networking explains computer networking basics in easy to understand terms, using concepts common to everyday, non-computing experience. A brief introduction explains how networks have become so important to businesses and individuals. This course emphasizes networking fundamentals, explaining the software and hardware that makes networking possible.

9005 05/12/-08/05 Open Enrollment Online \$115

Networking, Intermediate

Course: W00992 (24 hours) Ed2Go

Learn real-world applications for the concepts you learned in Introduction to Networking. Continue to build your knowledge of networks and networking, with detailed treatments of TCP/IP, how switches and routers operate, DNS, and more.

9004 05/12/-08/05 Open Enrollment Online \$115

WEB PAGE DESIGN

Creating Web Pages

Course: W01083 (24 hours) Ed2Go

Create and post your very own website using HTML. You will learn the best strategies for planning the content, structure, and layout of your website as well as creating pages with neatly formatted text, building links between the pages, and more!

9026 05/12/-08/05 Open Enrollment Online \$115

Creating WordPress Web Sites, Introduction

Course: W01123 (24 hours) Ed2Go

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

9034 05/12/-08/05 Open Enrollment Online \$115

Designing Effective Websites

Course: W01110 (24 hours) Ed2Go

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

9030 05/12/-08/05 Open Enrollment Online \$115

Google Analytics, Introduction

Course: W01296 (24 hours) Ed2Go

This course guides you step-by-step, report-by-report, through the major parts of the Google Analytics interface. From setting up your Google Analytics account and getting the all-important code you will need to add to your web pages to begin tracking your visitors, you will learn everything you need to know to get everything you can from the data that Google Analytics provides.

9035 05/12/-08/05 Open Enrollment Online \$115



Continuing Professional Education

HEALTH

NEW — Certificate in Complementary and Integrative Health

Course: W01852 (24 hours) Ed2Go

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

9103 05/12/-08/05 Open Enrollment Online \$150

INSURANCE

Accredited Claims Adjuster Designation (ACA)

Course: W01119 (40 hours)

OLT Training | FLDFS Provider #: 366468

Course Approval #: 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).

9041 05/12/-08/05 Open Enrollment Online \$350

Registered Customer Representative Designation Course (RCSR)

Course: W01133 (40 hours)

OLT Training | FLDFS Provider #: 366468

Course Approval #: 94898

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.

9042 05/12/-08/05 Open Enrollment Online \$360

2-20 General Lines Agent Online Only Course

Course: W00817 (200 hours)

OLT Training « FLDFS Provider #: 366468

Course Approval #: 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.

9039 05/12/-08/05 Open Enrollment Online \$540

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

Course: W01404 (60 hours)

OLT Training | FLDFS Provider #: 366468

Course ID#: 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.

9044 05/12/-08/05 Open Enrollment Online \$150

4-40 to 2-20 Conversion Online Only Course

Course: W00839 (40 hours)

OLT Training | Florida Provider ID#: 366468

Florida Course ID#: 98770

This 40-hour pre-licensing course helps an insurance agent convert their 4-40, 0-55, or 20-44 license to a full 2-20 General Lines license (state exam required).

Pre-Requisite: A student must have completed at least one (1) year within the last four (4) years of responsible insurance duties as a licensed and appointed 4-40 (Customer Representative), or a Personal Lines Agent (20-44), or a Service Representative (0-55) before applying for your 2-20 license with this course.

9040 05/12/-08/05 Open Enrollment Online \$360

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

Course: W01838 (40 hours)

OLT Training | FLDFS Provider #: 366468

Course Approval #: 115552

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

9036 05/12/-08/05 Open Enrollment Online \$130

Review state of Florida Insurance licensing requirements:

www.myfloridacfo/division/agents/licensure

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

Course: W01837 (40 hours)

OLT Training | FLDFS Provider #: 366468

Course Approval #: 109161

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

9037 05/12/-08/05 Open Enrollment Online \$130

Continuing Education Elements of Life Insurance

Course: W00404 (14 hours)

OLT Training | FLDFS Provider #: 366468

Course Approval Number: 98648

Florida - Elements of Life Insurance and its Uses today (CE) - This course is an overview of the life insurance industry and the elements of traditional life insurance. It has a special emphasis on the Purpose of Insurance and Types of Life Insurance Policies. It wraps up with two interesting case studies that give the student the opportunity to apply their knowledge in possible solutions.

9038 05/12/-08/05 Open Enrollment Online \$59

NEW — ACA Law and Policy

Course: W01844 (8 hours)

OLT Training | FLDFS Provider #: 366468

Course Approval #: 104290

This course is designed as a continuing education course related to insurance agents and adjusters. The course covers the following topics: Insurance Regulation and Companies, Federal Insurance Laws, State's Regulation of Insurance, Insurance Contracts, Property and Casualty Insurance Contract Provisions, Auto Insurance Laws

The Personal Auto Policy, and Residential Property Insurance. This FL Intermediate CE course is approved for 8hrs of CE credit for all licenses (except 3-20).

9094 05/12/-08/05 Open Enrollment Online \$39

NEW — Health Insurance CE

Course: W01845 (8 hours)

OLT Training | FLDFS Provider #: 366468

Course Approval #: 96552

This course offers an overview of the health insurance industry and the elements of traditional health insurance. All Licenses (except 3-20 Public Adjusters) as a General Elective course.

9095 05/12/-08/05 Open Enrollment Online \$39

NEW — Life Insurance CE

Course: W01846 (15 hours)

**OLT Training | FLDFS Course Approval #: 98400
Provider #: 366468**

This course offers an overview of the life insurance industry and the elements of traditional life insurance. Completely online fulfill your statutory requirements from the comfort of your own home or office.

9096 05/12/-08/05 Open Enrollment Online \$60



A new section of each course starts monthly.

Start dates for the Summer 2021 — May 12, June 16, & July 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.

NEW — Ethics in the Insurance Industry 3-20 Adjusters

Course: W01847 (8 hours)

OLT Training | FLDFS Provider #: 366468

Course Approval#: 98383

This course is designed as a continuing education elective course for Public Adjusters (3-20) but is also available for ALL licenses as an elective credit course. This course contains 5 units including the following subjects: Definition of Insurance Terms, Insurance Fraud, Regulatory Ethical Standards for Public Adjusters, Regulatory Standards of Practice for Public Adjusters, and Professional Ethical Standards and Practices.

9097 05/12/-08/05 Open Enrollment Online \$39

NEW — Post-Retirement Planning for Seniors

Course: W01848 (5 hours)

OLT Training | FLDFS Course Approval #: 99484

Florida Provider #: 366468

Most retirees can expect to live well beyond age 65. Realistic financial planning assumes that our clients will live a long, healthy and active life. This course is not about saving for retirement, however. It's about ways the financial professional can help seniors successfully manage their finances during retirement. In addition, this course provides the financial professional with the essential knowledge to accomplish this as well as the questions to ask in assisting seniors to find the best approaches to preserving and distributing their accumulated assets.

9098 05/12/-08/05 Open Enrollment Online \$39

REAL ESTATE

Continuing Education for Florida Real Estate Professionals

Course: W00576 (14 hours) REcampus

9049 05/12/-08/05 Open Enrollment Online \$30

Florida Broker Post-Licensing Investment

Course: W00577 (30 hours) REcampus

9050 05/12/-08/05 Open Enrollment Online \$150

Florida Broker Post-Licensing Management

Course: W00578 (30 hours) REcampus

9051 05/12/-08/05 Open Enrollment Online \$150

Real Estate Post-Licensing Education

Course: W00579 (45 hours) REcampus

9052 05/12/-08/05 Open Enrollment Online \$160

Florida Pre-Licensing Broker's Course

Course: W00580 (72 hours) REcampus

9053 05/12/-08/05 Open Enrollment Online \$275

Florida Real Estate Pre-License Sales

Course: W00581 (63 hours) REcampus

9054 05/12/-08/05 Open Enrollment Online \$300

LEADERSHIP DEVELOPMENT

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.

9045 05/12/-08/05 Open Enrollment Online \$125

TEACHER TRAINING

Integrating Technology in the K-5 Classroom

Course: W00979 (24 hours) Ed2Go

In this professional development course for teachers, you will learn the secrets of technology integration in the classroom. We will teach you the skills educators need to use tools such as wikis, podcasts, and blogs effectively.

9000 05/12/-08/05 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.

9055 05/12/-08/05 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.

9056 05/12/-08/05 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.

9057 05/12/-08/05 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.

9061 05/12/-08/05 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.

9062 05/12/-08/05 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.

9063 05/12/-08/05 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.

9064 05/12/-08/05 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.

9058 05/12/-08/05 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.

9059 05/12/-08/05 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.

9060 05/12/-08/05 Open Enrollment Online \$305

VESi

**ONLINE COURSES
FOR K-12
EDUCATORS**

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STATE COLLEGE**

*VESi offers online continuing
education courses for salary
advancement or recertification.*

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.

9065 05/12/-08/05 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.

9066 05/12/-08/05 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.

9067 05/12/-08/05 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.

9068 05/12/-08/05 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.

9069 05/12/-08/05 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.

9070 05/12/-08/05 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.

9071 05/12/-08/05 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.

9072 05/12/-08/05 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.

9031 05/12/-08/05 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.

9046 05/12/-08/05 Open Enrollment Online \$45

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.

9001 05/12/-08/05 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.

9008 05/12/-08/05 Open Enrollment Online \$115

Fundamentals of Supervision and Management

Course: W01076 (24 hours) Ed2Go

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

9025 05/12/-08/05 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.



A new section of each course starts monthly.

Start dates for the Summer 2021

May 12, June 16, & July 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.

HOLIDAYS

Classes will not be held on Memorial Day: Monday, May 25, and Independence Day (observed): Monday, July 6, 2020. For additional information regarding schedule changes due to holidays or other reasons, contact your instructor.

EMERGENCY CLOSING DUE TO INCLEMENT WEATHER

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

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

PIRATE MOBILE

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

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

ONGOING REGISTRATION

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

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

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

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

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

PARKING DECAL

Continuing Education students need parking decals for their vehicles.

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

For information on our online courses:

www.ed2go.com/pensacola

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

www.oltraining.com/FL_pensacolastate

www.portal.recampus.com/re/pensacolaSC

www.virtualeduc.com/psc

To register:

www.pensacolastate.edu/CCPDT

Online Course Registration Instructions

ONLINE TRAINING (OLT)

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

RECAMPUS (REAL ESTATE)

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

EDUCATION TO GO (ED2GO)

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

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



3rd kids
college

June 7–July 30 • M–F
8 a.m.–4:30 p.m.
Ages 6–12
Weekly Camps

Register at PensacolaState.edu/ce

