

# CENTER for CORPORATE and PROFESSIONAL DEVELOPMENT training



## ToDo

- Installer Update
- Upgrade Production Server
- Improve Retention
- Promotion Discounts
- Optimize Loading Time
- New Notifications
- Upgrade Automatic Build System
- Export Item Shop List Feature
- Predictive Analytics
- Improve Face Recognition
- Integrate New Anti-Hacking System

## In Progress

- New UI Icons
- Server Load Balancing
- Revenue Dashboard
- Add Ads to App
- Detailed Server Logs
- New Login Dialog
- Switch to new Database

## Testing

- Renew Digital Signature
- Migrate Graphic Assets to Cloud
- AI Image Recognition
- Create Alpha 2 Branch
- UI Redesign
- Fix Automatic Build
- Add In App Purchases
- Test New Performance Profile

## Need Help with Registration?

Call us today at 850-484-1374

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

Tracy Hunter  
Administrative Assistant

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 begin.
- 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 850-484-1374 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
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.....	4
Online Business Writing.....	4
Online Grant Writing.....	5
Online Entrepreneurial Development.....	5

## COMPUTER SKILLS/CERTIFICATION

Online Database Design Management.....	7
Online Desktop Application.....	7
Online Programming.....	7
Online Technical Training.....	8

## TECHNICAL CERTIFICATION TRAINING

Online Web Page Design.....	8
-----------------------------	---

## CONTINUING PROFESSIONAL EDUCATION

Health.....	3
Safety.....	3
Online Health.....	9
Online Insurance.....	9
Online Real Estate.....	11

## ORGANIZATIONAL EFFECTIVENESS

Entrepreneurial Development.....	6
Online Leadership Development.....	11
Online Teacher Training.....	11
Online Occupational Spanish.....	15
Online Workplace Skills.....	15

## Registration Information..... 16

## Online Registration Instructions.....17

**Tracy Hunter**

Administrative Assistant

thunter@pensacolastate.edu

**Office Phone: 850-484-1374**

# 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.

9096	08/21/21	8:00am-12:30pm	SAT	WAR	3137	\$60
9097	08/28/21	8:00am-12:30pm	SAT	WAR	3137	\$60
9098	09/11/21	8:00am-12:30pm	SAT	WAR	3137	\$60
9099	09/18/21	8:00am-12:30pm	SAT	WAR	3137	\$60
9100	09/25/21	8:00am-12:30pm	SAT	WAR	3137	\$60
9101	10/02/21	8:00am-12:30pm	SAT	WAR	3137	\$60
9102	10/09/21	8:00am-12:30pm	SAT	WAR	3137	\$60
9103	10/16/21	8:00am-12:30pm	SAT	WAR	3137	\$60
9104	10/23/21	8:00am-12:30pm	SAT	WAR	3137	\$60
9105	10/30/21	8:00am-12:30pm	SAT	WAR	3137	\$60
9106	11/06/21	8:00am-12:30pm	SAT	WAR	3137	\$60
9107	11/20/21	8:00am-12:30pm	SAT	WAR	3137	\$60
9108	12/04/21	8:00am-12:30pm	SAT	WAR	3137	\$60
9109	12/11/21	8:00am-12:30pm	SAT	WAR	3137	\$60

## SAFETY

### 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.

9113	10/11-10/14	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.

9114	11/15-11/18	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.

9010 09/14–11/16 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.

9011 09/14–11/16 5:30pm–9:30pm T PEN TBA \$965

# ONLINE COURSES

## Business

### ACCOUNTING

#### 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.

9039 08/16–12/10 Open Enrollment Online \$169

#### 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.

9043 08/16–12/10 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 08/16–12/10 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 08/16–12/10 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 08/16–12/10 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 08/16–12/10 Open Enrollment Online \$115

## Resume Writing

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.

9036 08/16–12/10 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 08/16–12/10 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 08/16–12/10 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 08/16–12/10 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 08/16–12/10 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 08/16–12/10 Open Enrollment Online \$115



*A new section of each course starts monthly.*

**Start dates for the Fall 2021  
Aug 18, Sep 15, Oct 13, Nov 17 & Dec 15**

Courses run for six weeks.

For specific course descriptions  
and lesson plans, visit  
**[www.ed2go.com/pensacola](http://www.ed2go.com/pensacola)**.

To register visit  
**[www.pensacolastate.edu/CCPDT](http://www.pensacolastate.edu/CCPDT)**  
or call 850-484-1374.

## 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.

9044 08/16–12/10 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 08/16–12/10 Open Enrollment Online \$115

## 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.

9037 08/16–12/10 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 08/16–12/10 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 08/16–12/10 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 08/16–12/10 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. 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 08/16–12/10 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 08/16–12/10 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 08/16–12/10 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 08/16–12/10 Open Enrollment Online \$115

## DESKTOP APPLICATION

### Basic Computer Skills Suite

**Course: W01855 (72 hours) Ed2Go**

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

9041 08/16–12/10 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 08/16–12/10 Open Enrollment Online \$115

### 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.

9040 08/16–12/10 Open Enrollment Online \$185

### 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.

9042 08/16–12/10 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 08/16–12/10 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 08/16–12/10 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 08/16–12/10 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 08/16–12/10 Open Enrollment Online \$115

## Technical Certification Training

### 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 08/16–12/10 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 08/16–12/10 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 08/16–12/10 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 08/16–12/10 Open Enrollment Online \$115



# Continuing Professional Education

## HEALTH

### 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

9038 08/16–12/10 Open Enrollment Online \$150

## INSURANCE

### Accredited Claims Adjuster Designation (ACA)

**Course: W01119 (40 hours) OLT Training**

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

FLDFS Provider #: 366468 | Course Approval #: 98773

9052 08/16–12/10 Open Enrollment Online \$350

### Registered Customer Representative Designation Course (RCSR)

**Course: W01133 (40 hours) OLT Training**

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

FLDFS Provider #: 366468 | Course Approval #: 94898

9053 08/16–12/10 Open Enrollment Online \$360

### 2-20 General Lines Agent Online Only Course

**Course: W00817 (200 hours) OLT Training**

This comprehensive course covers all you will need to know for the General Lines state exam. Designed and instructed by an active General Lines agent, this course is a secret to passing the state exam. This course also meets the state of Florida educational requirement to qualify for the state exam.

FLDFS Provider #: 366468 | Course Approval #: 98769

9050 08/16–12/10 Open Enrollment Online \$540

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

**Course: W01404 (60 hours) OLT Training**

This course takes an in depth look at Health and Life, including Annuities and Variable Contracts, so that the students can be prepared not only for their state exam but for their career in the insurance industry. The course includes a course map for easy navigation, four exams to help the students gauge their comprehension, covers the entire 60-hour state-approved outline and fulfills the pre-licensing requirement with four areas of study. The units of study include General Principles of Life and Health Insurance, Principles of Life Insurance, Principles of Health Insurance, and Florida Specific Laws and Rules.

FLDFS Provider #: 366468 | Course ID#: 94549

9055 08/16–12/10 Open Enrollment Online \$150

### 4-40 to 2-20 Conversion Online Only Course

**Course: W00839 (40 hours) OLT Training**

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). Florida Provider ID#: 366468 | Florida Course ID#: 98770

**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.

9051 08/16–12/10 Open Enrollment Online \$360

## Florida: 2-40 Health Insurance Agent Pre-Licensing Course

### Course: W01838 (40 hours) OLT Training

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 fulfill 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.

FLDFS Provider #: 366468 | Course Approval #: 115552

9056 08/16–12/10 Open Enrollment Online \$130

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

### Course: W01837 (40 hours) OLT Training

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.

FLDFS Provider #: 366468 | Course Approval #: 109161

9057 08/16–12/10 Open Enrollment Online \$130

## Continuing Education Elements of Life Insurance

### Course: W00404 (14 hours) OLT Training

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.

FLDFS Provider #: 366468 | Course Approval Number: 98648

9049 08/16–12/10 Open Enrollment Online \$59

## ACA Law and Policy

### Course: W01844 (8 hours) OLT Training

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).

FLDFS Provider #: 366468 | Course Approval #: 104290

9060 08/16–12/10 Open Enrollment Online \$39

## Health Insurance CE

### Course: W01845 (8 hours) OLT Training

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.

FLDFS Provider #: 366468 | Course Approval #: 96552

9061 08/16–12/10 Open Enrollment Online \$39

## Life Insurance CE

### Course: W01846 (15 hours) OLT Training

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.

FLDFS Course Approval #: 98400 | Provider #: 366468

9062 08/16–12/10 Open Enrollment Online \$60

## Ethics in the Insurance Industry 3-20 Adjusters

### Course: W01847 (8 hours) OLT Training

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.

FLDFS Provider #: 366468 | Course Approval#: 98383

9063 08/16–12/10 Open Enrollment Online \$39

## Post-Retirement Planning for Seniors

### Course: W01848 (5 hours) OLT Training

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.

FLDFS Course Approval #: 99484 | Florida Provider #: 366468

9064 08/16–12/10 Open Enrollment Online \$39

## REAL ESTATE

### Continuing Education for Florida Real Estate Professionals

#### Course: W00576 (14 hours) REcampus

9067 08/16–12/10 Open Enrollment Online \$30

### Florida Broker Post-Licensing Investment

#### Course: W00577 (30 hours) REcampus

9068 08/16–12/10 Open Enrollment Online \$150

### Florida Broker Post-Licensing Management

#### Course: W00578 (30 hours) REcampus

9069 08/16–12/10 Open Enrollment Online \$150

### Real Estate Post-Licensing Education

#### Course: W00579 (45 hours) REcampus

9070 08/16–12/10 Open Enrollment Online \$160

### Florida Pre-Licensing Broker's Course

#### Course: W00580 (72 hours) REcampus

9071 08/16–12/10 Open Enrollment Online \$275

### Florida Real Estate Pre-License Sales

#### Course: W00581 (63 hours) REcampus

9072 08/16–12/10 Open Enrollment Online \$300

# Organizational Effectiveness

## 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.

9058 08/16–12/10 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 08/16–12/10 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.

9073 08/16–12/10 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.

9074 08/16–12/10 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.

9075 08/16–12/10 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.

9079 08/16–12/10 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.

9080 08/16–12/10 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.

9081 08/16–12/10 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.

9082 08/16–12/10 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.

9076 08/16–12/10 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.

9077 08/16–12/10 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.

9078 08/16–12/10 Open Enrollment Online \$305



  
**Continuing  
Education  
for Teachers**

.....

VESi provides online  
courses for recertification  
and salary advancement.

## 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.

9083 08/16–12/10 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.

9084 08/16–12/10 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.

9085 08/16–12/10 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.

9086 08/16–12/10 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.

9087 08/16–12/10 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.

9088 08/16–12/10 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.

9089 08/16–12/10 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.

9090 08/16–12/10 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 08/16–12/10 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.

9059 08/16–12/10 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 08/16–12/10 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 08/16–12/10 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 08/16–12/10 Open Enrollment Online \$115

# Registration Information

## ONLINE

[www.pensacolastate.edu/CCPDT](http://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 Fall 2021**

**Aug 18, Sep 15, Oct 13, Nov 17 & Dec 15**

Courses run for six weeks.

For specific course descriptions and lesson plans, visit

**[www.ed2go.com/pensacola](http://www.ed2go.com/pensacola)**.

To register visit

**[www.pensacolastate.edu/CCPDT](http://www.pensacolastate.edu/CCPDT)**

or call 850-484-1374.

## HOLIDAYS

Classes will not be held on Labor Day: Monday, September 6, Veterans Day: Thursday, November 11, Fall Break: Wednesday, November 24–Sunday, November 28, and Winter Break: Thursday, December 16–Sunday, January 2. 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](http://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](http://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](http://www.ed2go.com/pensacola)**

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

**[www.oltraining.com/FL\\_pensacolastate](http://www.oltraining.com/FL_pensacolastate)**

**[www.portal.recampus.com/re/pensacolaSC](http://www.portal.recampus.com/re/pensacolaSC)**

**[www.virtualeduc.com/psc](http://www.virtualeduc.com/psc)**

*To register:*

**[www.pensacolastate.edu/CCPDT](http://www.pensacolastate.edu/CCPDT)**



# Online Course Registration Instructions

## ONLINE TRAINING (OLT)

- Complete course registration with Pensacola State College: [www.pensacolastate.edu/ccpdt](http://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](http://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](http://www.pensacolastate.edu/ccpdt).
- Go to [www.ed2go.com/pensacola](http://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