

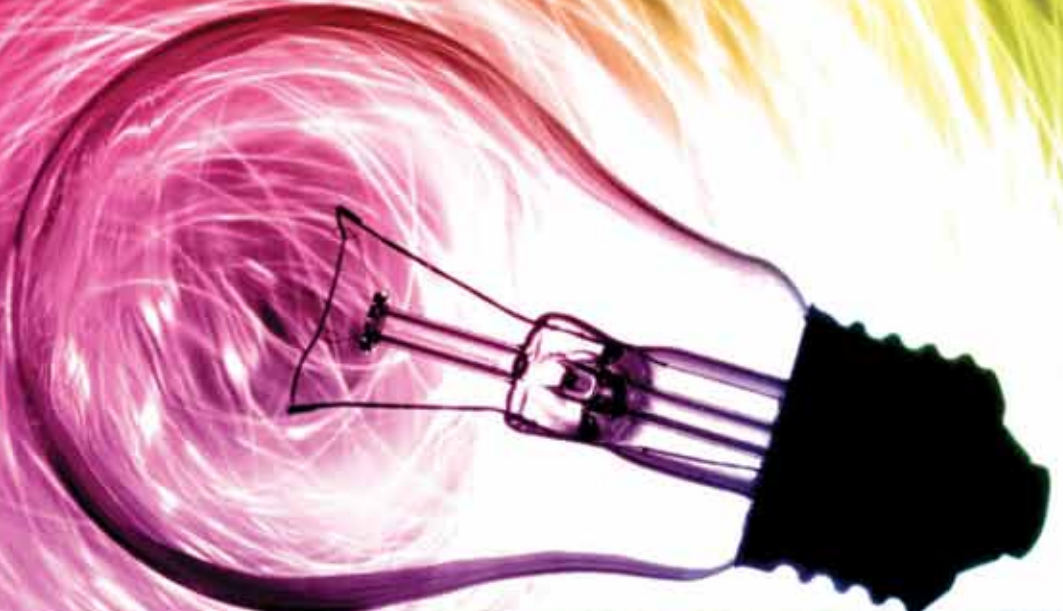
CONTINUING EDUCATION

Professional Development & Personal Enrichment Courses

Course Brochure
SPRING 2012



ILLUMINATE
YOUR LIFE





MESSAGE FROM THE DIRECTOR

Lori Luppino
Director
850.872.3814

The Continuing Education Department at Gulf Coast State College reaches out to our community by offering customized courses and services to enhance employees' careers, programs to improve business effectiveness and support for returning adult learners.

Targeted workforce training is offered in fields including information technology, allied health, manufacturing and business, as well as insurance, construction and trades. To refine professional skills needed for in-demand jobs at local businesses, Continuing Education offers training in areas such as leadership, teamwork and supervision.

The Continuing Education Department adapts to the evolving needs of the community, customizes offerings based on solid research and produces programs that impact Northwest Florida's economy.

We invite you to explore our vast array of classes and programs. If you do not find a program or course that fits your needs, Gulf Coast State College can design one to specifically meet your needs.

Our training can be held at any of our various locations, at your company location, or at a location of your choice and we can schedule it at a time that is convenient for you and your employees.

Bottom line...whenever you have a training need, **Call Gulf Coast First!**

For more information:

Call 850.872.3823 | E-mail continuinged@gulfcoast.edu

Visit www.gulfcoast.edu/ContinuingEd



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CONNECT WITH US!



Want to know more about Gulf Coast State College's Continuing Education Department? Sign up for our e-mail updates and "Like" our Facebook page.

To "Like" our Facebook page, log in to your account and search for "**GCSC Continuing Education**" and click the "Like" icon.

To sign up for our e-mail newsletters, click on "Join My List" on the "**GCSC Continuing Education**" Facebook page or visit our web site at www.gulfcoast.edu/ContinuingEd and enter your e-mail address in the "Subscribe!" widget at the bottom of the page.

WELCOME!

Computer Training

Introduction to Computers

Brand new to computers? Then this hands-on course is for you! Practice using a mouse, experiment with applications, and learn how computers can help you personally and professionally. This basic level class will help increase your confidence and provide a strong foundation for further classes. Instructor: Kimberly Harrison, GCSC Coordinator, Continuing Education. (12 hours)
Sat, Feb 18, 25 & Mar 3, 9:00 a.m. – 1:00 p.m.
Student Union East Room 246
Course: CEO 0327 | Section: 0431 | Fee: \$99

Microsoft Word 2007 – Basic

Prerequisite: "Introduction to Computers" or equivalent. Learn the basics of one of the most popular word processors on the market. Create, edit, format, save and print documents such as letters, memos and reports. Also includes mail merge functions. Supplies required: USB drive to save files. Classroom textbooks provided. Personal copies of the class text will be available in the GCSC Bookstore. Instructor: Kimberly Harrison, GCSC Coordinator, Continuing Education. (12 hours)
Mon/Wed, Jan 23 – Feb 1, 5:30 p.m. – 8:30 p.m.
Student Union East Room 246
Course: CEO 0291 | Section: 0426 | Fee: \$99

Microsoft Word 2007 – Intermediate

Prerequisite: "Microsoft Word 2007 – Basic" or equivalent. Build on the skills learned in Microsoft Word–Basic. Learn file management techniques, advanced formatting skills, header and footer creation, columns, tables, WordArt and Clip Art. Includes working with themes and styles, mail merge functions, labels and envelopes. Supplies required: USB drive to save files. Classroom textbooks provided. Personal copies of the class text will be available in the GCSC Bookstore. Instructor: Kimberly Harrison, GCSC Coordinator, Continuing Education. (12 hours)
Mon/Wed, Feb 6 – 15, 5:30 p.m. – 8:30 p.m.
Student Union East 246
Course: CEO 0292 | Section: 0429 | Fee: \$99

Training Anytime. Your Way. Your Terms. Your Time Line.

We know you are busy and have many demands on your time. Our goal is to make it easy for you to achieve your goals and dreams through education and training.

We have the solutions for you!

Welcome our new online partner MindEdge.

To view online classes offered by Gulf Coast State College with MindEdge go to:
www.gulfcoast.edu/continuingEd/MindEdge

Topics include:

- Communication
- Creativity & Innovation
- Finance
- Human Resource Management
- Job Search
- Leadership
- Management
- Marketing
- Nonprofit Management
- Project Management
- Sustainable Management

Microsoft Word 2007 – Advanced

Prerequisite: "Microsoft Word 2007 – Intermediate" or equivalent. After you have mastered the introductory level skills using MS Word, expand your knowledge of formatting with styles and templates, work with large documents, include references and a Table of Contents. In this advanced MS Word course, you will integrate with other programs, use advanced graphics techniques, create and edit forms, track and compare changes in documents, and customize your Word program by creating and editing macros. Supplies required USB drive to save files. Classroom textbooks provided. Personal copies of the class text will be available in the GCSC Bookstore. Instructor: Kimberly Harrison, GCSC Coordinator, Continuing Education. (12 hours)
Mon/Wed, Feb 20 – 29, 5:30 p.m. – 8:30 p.m.
Student Union East 246
Course: CEO 0592 | Section: 0432 | Fee: \$99



Didn't see what you were looking for?

Try our E2Go Online Career Training Academy at:
www.gatlineducation.com/gulfcoast

Topics include:

- Health Care and Fitness
- Business and Professional
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Service
- Skilled Trades and Industrial
- Sustainable Energy and Going Green

Getting Started with Microsoft Access 2007 – Basic

Prerequisite: "Introduction to Computers" or equivalent. In this condensed version of Microsoft Access – Basic, you will be introduced to the basic operations of Access, how to create a database from a template, the basics of tabs and buttons, and other useful functions to use Access at a basic level. Supplies required USB drive to save files. Classroom textbooks provided. Personal copies of the class text will be available in the GCSC Bookstore. Instructor: Dee Nielsen, GCSC Adjunct. (8 hours)
Wed & Thu, Feb 1-2, 8:30 a.m. – 12:30 p.m.
Student Union East 246
Course: CEO 0592 | Section: 0427 | Fee: \$79

Microsoft Access 2007 – Intermediate

Prerequisite: “Getting Started with Microsoft Access 2007 – Basic” or equivalent. In this condensed version of Microsoft Access–Intermediate, you will be introduced to database management, exporting files, linking files, customizing tables, building and creating queries, and formatting reports. Supplies required USB drive to save files. Classroom textbooks provided. Personal copies of the class text will be available in the GCSC Bookstore. Instructor: Dee Neilsen, GCSC Adjunct. (8 hours)

Wed & Thu, Feb 29 – Mar 1, 8:30 a.m. – 12:30 p.m.

Student Union East 246

Course: CEO 0594 | Section: 0435 | Fee: \$79

Microsoft Access 2007 – Advanced

Prerequisite: “Microsoft Access 2007 – Intermediate” or equivalent. In this condensed version of Microsoft Access–Advanced, you will learn about advanced database management, referential integrity, table relationships, using dialog boxes, sub forms, pivot tables and more. Supplies required USB drive to save files. Classroom textbooks provided. Personal copies of the class text will be available in the GCSC Bookstore. Instructor: Dee Neilsen, GCSC Adjunct. (8 hours)

Wed & Thu, Apr 4 – 5, 8:30 a.m. – 12:30 p.m.

Student Union East 246

Course: CEO 0595 | Section: 0442 | Fee: \$79

Microsoft PowerPoint: Creating Effective Presentations

Prerequisite: “Introduction to Computers” or equivalent. You will learn the basics of using Microsoft Office PowerPoint to create unique and engaging PowerPoint presentations. Perfect for a new user or an experienced pro wanting to brush up on presentation creation skills. Supplies required USB drive to save files. Classroom textbooks provided. Personal copies of the class text will be available in the GCSC Bookstore. Instructor: Kimberly Harrison, GCSC Coordinator, Continuing Education. (12 hours)

Mon & Wed, Mar 26- Apr 4, 5:30 p.m. – 8:30 p.m.

Student Union East 246

Course: CEO 0290 | Section: 0441 | Fee: \$99

Mail Merge | NEW!

Prerequisite: “Introduction to Computers” or equivalent. In this three-hour class, you will learn how to use mail merge using Microsoft Office to make yourself more efficient when working with large projects. Learn how to create merge fields, preview your merged data, how to print or e-mail your merged documents, and how to set options for mailing labels and envelopes. Instructor: Kimberly Harrison, GCSC Coordinator, Continuing Education. (3 hours)

Mon, Mar 5, 5:30 p.m. – 8:30 p.m.

Student Union East 246

Course: CCC 0651 | Section: 0437 | Fee: \$55

Graphic Design

Check out our online options for Graphic Design and Digital Media at www.ed2go.com/gulfcoast. Our six-week online classes start each month and include topics such as:

- Introduction to Photoshop CS5
- Introduction and Intermediate Dreamweaver CS5
- Photoshop Elements 8 for Digital Photographers
- Introduction to InDesign CS5 and more!

Information Technology Academy**A+ Certification Preparation Boot Camp**

Prerequisite: CompTIA A+ Essentials measures the necessary competencies of an entry-level IT professional with a recommended 500 hours of hands-on experience in the lab or field. This boot camp style training focuses on preparing IT professionals to pass the CompTia A+ Certification exams (i.e.: Essentials and Practical Applications) through test drills, lab exercises, knowledge gap information review with a qualified instructor, and text review. Course includes guided instruction, practice tests, a textbook, lab exercises and required testing vouchers. Instructor: Guy Garrett, GCSC Full-Time Faculty. (34 hours)

Mon – Thu, Mar 26 – 29, 8:30 a.m. – 4:00 p.m.

Testing on Fri, Mar 30

Student Union East 246

Course: CCC 0593 | Section: 0440 | Fee: \$899, includes textbook and testing voucher

Network + Certification Preparation Boot Camp

Prerequisite: Nine months networking experience required and CompTIA A+ certification recommended. This boot camp style training focuses on preparing IT professionals to pass the CompTia Network + Certification exam through test drills, lab exercises, knowledge gap information review with a qualified instructor, and text review. The candidate will prove competence in areas such as managing, maintaining, troubleshooting, installing and configuring basic network infrastructure. Course includes guided instruction, practice tests, a textbook, lab exercises and testing voucher. Instructor: Guy Garrett, GCSC Full-Time Faculty. (34 hours)

Mon – Thu, Jan 30 – Feb 2, 8:30 a.m. – 4:00 p.m.

Testing on Fri, Feb 3

Student Union East 246

Course: CCC 0591 | Section: 0425 | Fee: \$899, includes textbook and testing voucher

Security+ Certification Preparation Boot Camp

Prerequisite: Two years of technical networking experience, with an emphasis on security required. CompTIA Network+ certification recommended. This boot camp style training focuses on preparing IT professionals with the knowledge and skills necessary required to pass the CompTia Security+ Certification exam through test drills, lab exercises, knowledge gap information review with a qualified instructor, and text review. The candidate will demonstrate a broad knowledge of security concerns and ability to perform day-to-day security functions. Course includes guided instruction, practice tests, a textbook, lab exercises and testing voucher. Instructor: Guy Garrett, GCSC Full-Time Faculty (34 hours)

Mon – Thu, March 5-8, 8:30 a.m. – 4:00 p.m.

Testing on Fri, Mar 9

Student Union East 246

Course: CCC 0561 | Section: 0436 | Fee: \$899 includes textbook and testing voucher

Professional Development

How to Blog and Pod Cast | **NEW!**

A weblog, or simply “blog”, is a Web site or Web page that is used as an online journal, commentary, news or information source, or opinion. Blogs are often written and maintained by a single person, though some blogs for a company or large organization are written and maintained by several people. Podcasts are usually relatively short (<10 minutes) audio or video clips about a specific topic. They can be as varied as the magazine rack of your local bookstore. You will learn a bit of the history of blogs and podcasts, learn what you should NOT post in your blog, understand some of the reasons why you might want to make a blog or podcast, you will go over some of the equipment needed to create a blog or podcast, and learn how to post new material so others can read/hear/watch it. Instructor: Ben Snow. (8 hours)

Tue, Jan 17, 9:00 a.m. – 4:00 p.m.

Student Union East 243

Course: CCC 0650 | Section: 0423 | Fee: \$89

iPads® and Productivity: There’s an App for That | **NEW!**

In this four-hour workshop, you will learn about your iPad®, how you can use it to more efficient and effective through the use of the applications that are available for download. You will learn some of the tips and tricks that make the iPad® a popular professional tool. Instructor: Ben Snow, Gulf Coast Workforce Board and GCSC Adjunct. (4 hours)

Tue, Feb 28, 8:30 a.m. – 12:30 p.m.

Student Union East 243

Course: CEO 0593 | Section: 0434 | Fee: \$69

Lean Office

Lean process improvement methods have been extremely successful in the manufacturing industry. In this one-day workshop, you will learn how to apply Lean principles to your office environment to minimize lost time and productivity due to ineffective and inefficient processes. Instructor: Duane Laster, GCSC Adjunct. (7 hours)

Tue, Feb 21, 8:30 a.m. – 5:00 p.m.

Student Union East 243

Course: CCC 0622 | Section: 0433 | Fee: \$79

Art of Meeting Management | **NEW!**

This one-day program will be concerned with small working meetings; with groups that have a job to do requiring the energy, commitment, and talents of those who participate. By the end of the day, you will understand the value of meetings as a management tool, recognize the critical planning steps that make meeting times more effective, identify process tools that can help create an open and safe forum for discussion, and develop and practice techniques for handling counterproductive behavior. Instructor: Duane Laster, GCSC Adjunct. (8 hours)

Tue, May 1, 8:30 a.m. – 4:30 p.m.

Student Union East 243

Course: CCC 0653 | Section: 0447 | Fee: \$89

Budgets and Financial Management for Non-Accounting Managers

For managers in today’s business world, it’s essential to have a working knowledge of finance. We all play a role in our organization’s financial health, whether we realize it or not. If you don’t have training or a background in finances, you may be at a disadvantage as you sit around the management table. Understanding the cycle of finance will help you figure out where you fit into your company’s financial structure, and how to keep your department out of the red. This workshop will familiarize you with the key concepts of finance and accounting and help you prepare budgets with more confidence. Instructor: Jennifer Rader, Tax Talk Online (7 hours)

Tue, Apr 24, 8:30 a.m. – 4:30p.m.

Student Union East 243

Course: CCC 0626 | Section: 0446 | Fee: \$89

Get Convenient Training with Ed2Go Online Courses

Gulf Coast State College, in partnership with **ed2go** (formerly Gatlin Education Services), offers online open enrollment programs designed to provide the skills necessary for you to pass IT certification exams. These Career Training Programs are comprehensive, affordable, self-paced and completely online! You can begin these programs at any time and learn when it fits your schedule. All the tools that you need to learn are included in the registration fee and each course has an instructor available to answer questions and help you solve problems. All materials, workbooks, and software are part of the course fee. Certification exam fees are independent of this online program.

For more information on the below classes and other classes, please visit our web site at www.gatlineducation.com/gulfcoast.

Program	Hours	Fee
Cisco CCNA Certification Training	100	\$1995
CompTIA A+ Certification Training	150	\$1695
CompTIA Network+ Certification Training	80	\$1495
CompTIA Security+ Certification Training	80	\$1495
Microsoft Certified IT Professional: Enterprise Desktop Support Technician 7 (MCITP)	200	\$1795
Microsoft Certified IT Professional: Server Administrator (MCITP)	240	\$1895
Microsoft Certified System Administrator 2003 (MCSA)	440	\$2495
Microsoft Certified System Administrator Plus 2003 (MCSA+)	340	\$2195
Microsoft Certified System Engineer 2003 (MCSE)	700	\$3295
Microsoft Certified IT Professional: Server Administrator (MCITP)	240	\$1895
Microsoft Office 2007 Master	260	\$1595
Microsoft Office Specialist 2003 (MOS)	300	\$1595
Microsoft Office Specialist 2007	400	\$1895

CUSTOMIZED TRAINING

Gulf Coast State College Provides
Customized Business Solutions

The workplace is continuously changing, so invest in your business and employees through GCSC's Customized Business Solutions and get the results you want to stay competitive in the workplace of today!

Our Customized Business Solutions program is designed to meet your organization's business-specific training needs. Our training programs are taught by professionals who are experts in their fields, with extensive workplace experience and provide on-the-job application of concepts and techniques.

We will work with you to perform a needs assessment and create a customized training program layout that best fits your needs and busy schedule. Training can be at your location or at any of our campuses (Panama City Campus, Gulf/Franklin Center, North Bay Center and Tyndall Air Force Base Education Center).

For a comprehensive list of available topics, visit www.gulfcoast.edu/ContinuingEd or contact us. If you have a training need in a topic that is not listed, let us know and we'll work with you to develop what your business needs.

Call us today to discuss a Customized Business Solution for your business!

Contact:

Melissa L. Strawser, CPC, MBTI™
Coordinator, Business Solutions
Phone: 850.872.3818
E-mail: mstrawser@gulfcoast.edu



DALE CARNEGIE®
TRAINING

Gulf Coast State College is proud to announce their partnership with Emerald Coast Dale Carnegie! Our partnership will bring leadership training with a 100 year history of success to the next generation of professionals. Check out our courses for Spring 2012 and Invest in Your Future!

Dale Carnegie Course | **NEW!**

This course will power you to move far beyond your comfort zone as you stretch for and attain ambitious new goals. It will also teach you the five Drivers of Success:

1. Build Greater Self-Confidence.
2. Strengthen People Skills
3. Enhance Communication Skills
4. Develop Leadership Skills
5. Reduce Stress and Improve our Attitude

Thu, Jan 19 – Mar 8, 6:00 p.m. – 9:00 p.m.

Student Union East 243

Course: CED 0607 | Section: 0424 | Investment: \$1495

Leadership Training for Managers | **NEW!**

The days of assuming that a good manager was a good leader are gone. Clear distinctions are being made between the two. In this three day Leadership Training, held over three weeks, you will learn the difference between managing and leading. Then, begin to gravitating toward a more direct leadership style and away from a management-based style. You will learn to:

- Create a vision-create common ground
- Develop strategies that make things happen
- Take intelligent risks
- Influence people to follow you.

Wed, Apr 18 – May 1, 8:30 a.m. – 5:00 p.m.

Student Union East 243

Course: CED 0607 | Section: 0424 | Investment: \$1495

How to Use Dale Carnegie Human Relations Skills to Deal with Difficult People | **NEW!**

We'll show you how to use specific, proven techniques to stop bullies in their tracks, gain cooperation from adversaries, get passive-aggressive to engage and put an end to whining.

Fri, Mar 23, 8:00 a.m. – 5:00 p.m.

Student Union East 243

Course: CCC 0652 | Section: 0439 | Investment: \$199

How to Build Relationships and Sales Through Networking | **NEW!**

You will learn to create a total networking plan that includes identifying the important people you want to meet, selecting networking organizations, choosing between events to attend and events to avoid, creating a 25 second elevator speech, networking on the phone and getting referrals and introductions-your most powerful tool.

Mon, Feb 13, 8:30 a.m. – 5:00 p.m.

Student Union East 243

Course: CED 0607 | Section: 0430 | Investment \$199

Managing Across Generations | **NEW!**

This seminar will give you insights into what makes each generation in the workforce tick. With 50% of the workforce retiring in five years insuring knowledge transfer and breaking down generational barriers is one of the most important things you can do to help your organization. Get the vital information you need to manage successfully in the "melting pot."

Thu, Apr 5, 8:30 a.m. – 5:00 p.m.

Student Union East 243

Course: CCC 0654 | Section: 0448 | Investment: \$199

Grant Writing

Online Grant Writing Courses

\$119/course. New Lower Price! Log on to www.Ed2Go.com/GulfCoast for more classes and information. Courses are six weeks long and begin monthly. Classes begin Jan 18, Feb 15, Mar 21, Apr 18, May 16

A to Z Grant Writing

Advanced Grant Proposal Writing

Becoming a Grant Writing Consultant

Get Grants!

Health Continuing Education

Clinical Laboratory #50-833.....	CL
Clinical Social Work #50-833.....	PS
Dental Hygienist #50-833.....	DH
Dentist #50-833.....	DN
EMT/Paramedic #50-833.....	EMS
Marriage and Family Therapist #50-833.....	PS
Mental Health Counselor #50-833.....	PS
Nurse (CNA, LPN, RN, ARNP) #50-833.....	NU
Nursing Home Administrator #50-833.....	NHA
Occupational Therapist/Assistant #50-833.....	OT
Physical Therapist/Assistant #50-833.....	PT
Radiologic Technology #3200457.....	RAD
Respiratory Care #50-833.....	RC



Introduction to Phlebotomy

Excellent course to develop skills required to perform routing phlebotomies. Great refresher for health care professionals seeking to update skills. Textbook not included - Purchase at GCSC Bookstore. (7 hours)

Sat, Jan 21, 8:00 a.m. – 4:00 p.m.
Student Union East 244
Course: HCE 0325 | Section: 0241 | Fee: \$69

Sat, Feb 18, 8:00 a.m. – 4:00 p.m.
Student Union East 244
Course: HCE 0325 | Section: 0242 | Fee: \$69
Approved (7) for CL, NU, RC

IV Therapy

Prerequisite: LPN or RN. For those who want to become IV certified or update skills. Course meets FL Board of Nursing requirement for training. Textbook not included - Purchase at GCSC Bookstore. (30 hours)

Thu, Jan 26 – Feb 16, 5:00 p.m. – 9:00 p.m.
Student Union East 244
Course: CEH 0200 | Section: 0243 | Fee: \$275

Thu, Mar 22 – Apr 12, 5:00 p.m. – 9:00 p.m.
Student Union East 244
Course: CEH 0200 | Section: 0244 | Fee: \$275
Approved (30) for NU

HIPAA

Health Insurance Portability and Accountability Act for health care workers. (1 hour)

Wed, Jan 4, 8:00 a.m. – 9:00 a.m.
Amelia Center Theatre
Course: CEH 0769 | Section: 0266 | Fee: \$8
Approved (1) for CL, DE, DH, EMS, NHA, NU, OT, PS, PT, RAD

Infection Control

Identify current infections of concern, precautions, treatment and protocol following exposure. (1 hour)

Wed, Jan 4, 9:00 a.m. – 10:00 a.m.
Amelia Center Theatre
Course: CEH 0125 | Section: 0267 | Fee: \$8
Approved (1) for CL, DE, DH, EMS, NHA, NU, OT, PS, PT, RAD

Prevention of Medical Errors

The State of Florida mandates this course for most health care professions. It includes methods for you to increase patient safety through recognition and avoidance of high probability events that impact patient's lives. (2 hour)

Wed, Jan 4, 10:00 a.m. – 12:00 p.m.
Amelia Center Theatre
Course: CEH 0654 | Section: 0268 | Fee: \$16
Approved (1) for CL, DE, DH, EMS, NHA, NU, OT, PS, PT, RAD

TB with Mask Fit

Overview of the communicable disease tuberculosis, disease transmission, signs and symptoms, detection and protective personal equipment. Personal mask fit testing. No chewing gum, eating or drinks one hour prior to mask fit test. Time may be extended since all attendees must be tested. (1 hour)

Wed, Jan 4, 2:00 p.m. – 3:00 p.m.
Student Union East Room 244
Course: CEH 0763 | Section: 0270 | Fee: \$8
Approved (1) for NU, RC

Domestic Violence

This course is designed to educate health care professionals about domestic violence. You will examine the cycle of domestic violence as well as the most common victim of battering. Explore the warning signs of an abusive relationship and offer various forms of help, steps for developing personal safety plans and ways to protect the identity of the victim. (2 hours)

Thu, Jan 5, 8:00 a.m. – 10:00 a.m.
Amelia Center Theatre
Course: CEH 00038 | Section: 0271 | Fee: \$16
Approved (1) for all professions with providerships maintained by GCSC except CL

HIV/AIDS – 2 HR

Mandated by the State of Florida, this course provides an overview of the disease, latest treatments, modes of transmission and trends in epidemiology.

Thu, Jan 5, 10:00 a.m. – 12:00 p.m.
Amelia Center Theatre
Course: HCE 0248 | Section: 0272 | Fee: \$16
Approved (2) for CL, DE, DH, EMS, NHA, NU, OT, PS, PT, RAD

HIPAA – 1 HR | Online | **NEW!**

Jan 6 – 20 (Access course 1-3 days after registration)
Course: HCE 0355 | Section: 0275 | Fee: \$12
Approved (2) for CL, DE, DH, EMS, NHA, NU, OT, PS, PT

Infection Control – 1 HR | Online | **NEW!**

Jan 6 – 20 (Access course 1-3 days after registration)
Course: HCE 0358 | Section: 0276 | Fee: \$12
Approved (2) for CL, DE, DH, EMS, NHA, NU, OT, PS, PT

Prevention of Medical Errors – 2 HR | Online | **NEW!**

Jan 6 – 20 (Access course 1-3 days after registration)
Course: HCE 0357 | Section: 0277 | Fee: \$24
Approved (2) for CL, DE, DH, EMS, NHA, NU, OT, PS, PT

Domestic Violence – 2 HR | Online | **NEW!**

Jan 6 – 20 (Access course 1-3 days after registration)
Course: HCE 0369 | Section: 0278 | Fee: \$24
Approved (2) for DE, DH, EMS, NHA, NU, OT, PS, PT

HIV/AIDS – 2 HR | Online | **NEW!**

Jan 6 – 20 (Access course 1-3 days after registration)
Course: HCE 0354 | Section: 0279 | Fee: \$24
Approved (2) for CL, DE, DH, EMS, NHA, NU, OT, PS, PT



Health Care Certifications

Inpatient and Outpatient Medical Coding and Billing | Online | NEW!

This program prepares student for both inpatient and outpatient medical coding and billing careers and helps them gain the knowledge and skills required for the national certification exams. Students focus on medical terminology, coding standards, and specific code sets. A significant portion of the program will be spent training on the 3M Coding and Reimbursement System, which is used by many industry employers and prepares students to transition to the workplace. The program's online learning platform provides 24/7 access to the curriculum and interactive learning tools, allowing students to study on a schedule that fits their individual lifestyles.

Access course 1-3 days after registration

Course: HCE 0411 | Section: 0234 | Fee: \$2360

Outpatient Medical Coding and Billing | Online | NEW!

This program prepares students for outpatient medical coding and billing careers and is designed to help them gain the knowledge and skills required for national outpatient certification exams. Students focus on medical terminology, coding standards, and outpatient specific code sets and will also spend a large portion of the course gaining hands-on experience designed to help them easily transition to the workplace after graduation. The program's unique online platform provides access to all of the curriculum and interactive learning tools whenever is most convenient for the student, allowing them to study on a schedule that fits their lifestyles.

Access course 1-3 days after registration

Course: HCE 0412 | Section: 0233 | Fee: \$1995

Medical Transcription Editor | Online

This online program helps students develop the knowledge and skills of quality medical transcription editors, including both medical transcription and speech recognition editing.

Access course 1-3 days after registration

Course: HCE 0396 | Section: 0232 | Fee: \$2405



Medical Administrative Assistant | Online

This fully online program is designed to prepare students to pass the Certified Medical Administrative Assistant (CMAA) exam and get a job right after graduation.

Access course 1-3 days after registration

Course: HCE 0397 | Section: 0235 | Fee: \$1230

Medical Transcription | Online

Develop the knowledge and skills of quality medical transcriptionists. Learn about keyboarding, language and grammar and medical terminology.

Access course 1-3 days after registration

Course: HCE 0393 | Section: 0231 | Fee: \$1905

Personal Fitness Trainer

This certification course includes a final exam in written competency and practical skill assessment over a six-week period. Upon successful completion of training and certification exam, participant will be a nationally certified personal fitness trainer. Textbook not included.

Sat, Feb 11 – Mar 17, 9:00 a.m. – 3:00 p.m.

Wellness Building

Course: HCE 0399 | Section: 0245 | Fee: \$599

Clinical Medical Assistant | NEW!

Learn to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes: preparing patients for examination and treatment, routine laboratory procedures, technical aspects of phlebotomy and use of the electrocardiograph machine. Student will also review topics including pharmacology, professional workplace behavior, ethics and the legal aspects. This program includes 140 hours of lecture, hands-on labs and a 40 hour clinical externship opportunity at a local health care service provider for those students who qualify. To be eligible for the 40 hour clinical rotation, students must successfully complete the 140 hour program, submit to a background check, drug screening and meet other requirements.

**Note: Upon successful completion of program (both classroom instruction and clinical training), students would be eligible to sit for the National Health Career Association Certified Clinical Medical Assistant examination. Tuition includes all textbooks, supplies and the clinical externship coordination. (140 hours + 40 hours clinical)*

Mon/Wed, Mar 5 – June 11, 6:00 p.m. – 9:30 p.m. in addition, Saturday attendance required Mar 31, Apr 14, Apr 21, May 5, May 19, June 2 & June 9, 9:00 a.m. – 4:30 p.m.

Student Union East 243

Course: HCE 0414 | Section: 0230 | Fee: \$2399



Simple Solutions For Your Busy Life

We understand the stress of everyday life. Between juggling family and work, it can be difficult to find the time to continue your education. But staying up-to-date can make a difference in your career.

Take a look at our online courses – it might just be the perfect fit. And remember, we are always here if you have questions. Give us a call at 850.872.3823.

ICD-10 Medical Coding Update Course | **NEW!**

Effective October 13, 2013, the US Department of Health and Human Services (HHS) will require that the standard ICD-9 code sets, which are used in medical billing and coding to report health care diagnoses and procedures, be replaced by ICD-10. This move from ICD-9 to ICD-10 will have a significant impact on healthcare providers and the process for which they receive reimbursement. This program will include a detailed review of both ICD-10 (diagnostic coding) and ICD-10-PCS (inpatient procedural coding system). Additional program elements include: differences between ICD-9 and ICD-10; federal regulation / compliance; using the ICD-10 Manual; how and when to use the ICD-10-PCS; issues surrounding the implementation of ICD-10; documentation challenges; analyzing electronic coding tools; coding from chart notes; coding from operative reports; and detailed hands on coding exercises and case studies using ICD-10. This course is ideal for experienced students interested in a career in medical coding and for current coding professionals looking for an update and review of the issues and challenges they will face with the upcoming ICD-10 adoption. Textbook and manuals included. (50 hours)

Mon/Wed, Mar 5 – Apr 30, 6:00 p.m. – 9:30 p.m.

Student Union East 244

Course: HCE 0413 | Section: 0229 | Fee: \$1299

Medical Assistant Administration Program

This 50-hour course prepares student to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerks are all positions in demand. This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that they can gain the necessary skills required to obtain an administrative medical assistant position. Note: This program does not include a national or state certification as part of its overall objectives. Textbook included - Will be provided on first day of class. (50 hours)

Mon/Wed, Mar 5 – Apr 30, 6:00 p.m. – 9:30 p.m.

Student Union West 261

Course: HCE 0387 | Section: 0228 | Fee: \$999

EKG Technician Certification Program

Gain important practice and background information on the anatomy and physiology of the heart, disease processes, terminology, ethics, legal aspects of patient contact, electrocardiography and stress testing. Plus, get hands-on practice with EKG equipment and perform labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. Textbook included - Will be provided on first day of class. (50 hours)

Tue/Thu, Mar 6 – May 1, 6:00 p.m. – 9:30 p.m.

Student Union West 349

Course: HCE 0326 | Section: 0227 | Fee: \$999



Save The Date!

Mark your calendar for the Annual Bio Ethics Conference on April 27, 2012. CEU's will be available.

Give Sherrie a call at 850.872.3819 for more information about this event.

Medical Billing and Coding Program

This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as Surgery, Radiology and Laboratory), ICD-9 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals, (CPT, ICD-9 and HCPCS). After obtaining the practical work experience (6 months to 2 years), student who complete this course could be qualified to sit for the American Academy of Professional coders (AAPC) – Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams. Textbook included - Will be provided on first day of class. (80 hours)
 Tue/Thu, Mar 6 – May 10, 6:00 p.m. – 9:30 p.m. in addition, Saturday attendance required Mar 24, Apr 14 & May 5, 9:00 a.m. – 3:00 p.m.
 Student Union West 265
 Course: HCE 0223 | Section: 0225 | Fee: \$1,599

Phlebotomy Technician Program

This 90-hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. Note: There is no outside externship rotation included with this program. Textbook included - Will be provided on first day of class. (90 hours)
 Tue/Thu, Mar 6 – May 15, 6:00 p.m. – 9:30 p.m. in addition, Saturday attendance is required Mar 24, Apr 14, Apr 28 & May 12, 9:00 a.m. – 3:00 p.m.
 Student Union West 302
 Course: HCE 0317 | Section: 0226 | Fee: \$1,599

CPR | Health Care Professionals

BLS (Basic Life Support) Health Care Provider

The BLS for Health Care Providers Course covers core material such as adult and pediatric CPR (including two-rescuer scenarios and use of the bag mask), foreign-body airway obstruction, and automated external defibrillator. Textbook not included - Purchase at GCSC Bookstore.

Tue, Jan 3, 9:00 a.m. – 3:00 p.m.
 Student Union East 244
 Course: HCE 0047 | Section: 0248 | Fee: \$54

Fri, Jan 6, 9:00 a.m. – 3:00 p.m.
 Student Union East 244
 Course: HCE 0047 | Section: 0249 | Fee: \$54

Sat, Jan 7, 9:00 a.m. – 3:00 p.m.
 Student Union East 244
 Course: HCE 0047 | Section: 0250 | Fee: \$54

Sat, Jan 21, 9:00 a.m. – 3:00 p.m.
 Student Union East Conference Center
 Course: HCE 0047 | Section: 0251 | Fee: \$54

Sat, Feb 4, 9:00 a.m. – 3:00 p.m.
 Student Union East 244
 Course: HCE 0047 | Section: 0252 | Fee: \$54

Sat, Apr 28, 9:00 a.m. – 3:00 p.m.
 Student Union East 244
 Course: HCE 0047 | Section: 0253 | Fee: \$54

Sat, May 5, 9:00 a.m. – 3:00 p.m.
 Student Union East 244
 Course: HCE 0047 | Section: 0254 | Fee: \$54

BLS (Basic Life Support) Renewal

This American Heart Association course is an interactive DVD self-study that presents all the necessary information to update CPR/BLS skills and receive a new card. Textbook not included - Purchase at GCSC Bookstore. (2-3 hours)

Mon, Jan 23 10:00 a.m. – 1:00 p.m.
 Student Union East 244
 Course: HCE 0395 | Section: 0262 | Fee: \$45

Tue, Feb 7, 10:00 a.m. – 1:00 p.m.
 Student Union East 244
 Course: HCE 0395 | Section: 0263 | Fee: \$45

Tue, Mar 20, 10:00 a.m. – 1:00 p.m.
 Student Union East 244
 Course: HCE 0395 | Section: 0264 | Fee: \$45

Wed, Apr 25, 10:00 a.m. – 1:00 p.m.
 Student Union East 244
 Course: HCE 0395 | Section: 0265 | Fee: \$45

Online Insurance Pre-Licensing

Please allow 2–3 business days to receive your user name and password for any online class. You have 90 days from the time that you register to complete your courses. Please note course ending date when you log in to the course. Once your registration is processed for online insurance courses there are no refunds.

Health Only (240)

This customized course is designed to prepare you for the health only portion of the Life, Health, and Variable Annuity state exam and also meets the State of Florida educational requirement to qualify for the state exam. Please purchase the required text, *Florida Life, Health and Variable Annuity Study Manual* (Current Edition), available by calling 850.422.1701 or online at www.faiifa.org. (Provider ID 1055) (40 hours)
 Course: CEI 0364 | Section: 0324 | Fee: \$159 | FLDFS: 71142

Life and Variable Annuity (214)

Prepare for the Life and Variable Annuity portion of the Life, Health, and Variable Annuity state exam. This course also meets the State of Florida educational requirement to qualify for the state exam. Please purchase the required text, *Florida Life, Health and Variable Annuity Study Manual* (Current Edition), available by calling 850.422.1701 or online at www.faiifa.org. (Provider ID 1055) (40 hours)
 Course: CEI 0365 | Section: 0325 | Fee: \$159 | FLDFS: 70083

Life, Health and Variable Annuity (215)

Cover all aspects of the Life, Health and Variable Annuity state exam, including a comprehensive analysis of the transaction of: life insurance, fixed dollar annuity contracts, variable annuity contracts, and health insurance. This course also meets the State of Florida educational requirement to qualify for the state exam. Please purchase the required text, *Florida Life, Health and Variable Annuity Study Manual* (Current Edition), available by calling 850.422.1701 or online at www.faiifa.org. (Provider ID 1055) (40 hours)
 Course: CEI 0347 | Section: 0326 | Fee: \$159 | FLDFS: 71031



Have Insurance CE Questions?

1. What class do I need to take? Visit www.myfloridacfo.com then locate “Learn Insurance Education Requirements.” Click on “Locate,” then “CE Requirement.” Search for your license type and scenario.
2. How do I view my transcript? Visit www.myfloridacfo.com, locate “Learn Insurance Education Requirements.” Select “Individual.” Log in. Locate “View Continuing Education Transcript.”
3. When is the registration deadline for each class? The registration deadline is noon, three workdays prior to the course start date. At this time, all classes that do not meet the minimum enrollment requirement will be cancelled and registered students will be notified.
4. Who should I call if I have additional questions? We are always here to help, however, staff cannot advise you on state compliance issues. We will do everything in our power to help you find the information you need.

For more information, contact
Kim Harrison at 850.872.3821 or visit
www.gulfcoast.edu/ContinuingEd.

Registered Customer Service Representative (4-40)

As a 4-40, you will be licensed to transact insurance under the supervision of a licensed General Lines Agent or agency after successful completion of this state approved “designation” course. Plus, you will be entitled to Registered Customer Service Representative (RCSR) designation and exempt from the state exam while properly preparing you for immediate entry into the insurance industry. No textbook required. (Provider ID 1055) (40 hours)

Course: CEI 0366 | Section: 0327 | Fee: \$295

Registered Customer Service Representative (4-40) in Spanish

Servicio de atención al cliente Curso de Pre-Licensing de denominación representativas en español (en Español) (licencia de 4-40) (40 Horas)

Course: CEI 0367 | Section: 0328 | Fee: \$295

Adjusters Online!

Successful completion of this course will entitle you to the Accredited Claims Adjuster (ACA) and exempts you from the state exam for the 5-20 and 6-20 license. This course will also meet the educational component for those wishing to become a Public Adjuster Apprentice (31-20). No textbook required. (Provider ID 1055) (40 hours)

Course: CEI 0368 | Section: 0329 | Fee: \$295

Adjusters Online! in Spanish

Acreditadas Afirma regulador denominación Pre-Licensing curso (licencia de 5-20 o 6-20) en Español (40 horas)

Course: CEI 0368 | Section: 0332 | Fee: \$295

Property and Casualty (2-20) | Online!

This 200 hour state-approved course is offered entirely online via the Internet. Upon successful completion of this course, you will be eligible to sit for the state examination. This course is designed and taught to comply with the State requirements for General Lines Agents State examination. Please purchase the required text, *Florida General Lines Agent and Customer Representative Study Manual* (Current Edition), available by calling 850.893.4155 or online at www.faiams.com. (Provider ID 1055) (200 hours)

Course: CEI 0348 | Section: 0330 | Fee: \$495 | FLDFS: 69969

Conversion (4-40 to 2-20)

An online course designed for individuals that have completed at least one year of responsible insurance duties as a licensed or appointed Customer Service Representative (4-40). By successfully completing this 40 hour course, participants can qualify to sit for the 2-20 state examination. Please purchase the required text, *Florida General Lines Agent and Customer Representative Study Manual* (Current Edition), available by calling 850.893.4155 or online at www.faiams.com. (Provider ID 1055). (40 hours)

Course: CEI 0371 | Section: 0323 | Fee: \$309 | FLDFS: 72423

Personal Lines Property and Casualty (20-44)

This comprehensive course will cover all aspects of property and casualty for non-commercial purposes, including: personal automobile, property insurance, inland marine, homeowners, dwelling and related coverages. This pre-licensing course is approved by the Florida Department of Financial Services, fulfills the state of Florida educational requirement, and prepares students to take the state exam. Please purchase the required text, *Florida General Lines Agent and Customer Representative Study Manual* (Current Edition), available by calling 850.893.4155 or online at www.faiams.com. (Provider ID 1055) (52 hours)

Course: CEI 0369 | Section: 0331 | Fee: \$295 | FLDFS: 70743

Review Course for the General Lines Agent State Exam (2-20) | Online!

Looking for an extra review before sitting for the General Lines state exam? Designed as a review course, this course will cover all topics on the General Lines state exam. In order to sit for this exam, you must have already taken a state required qualification course.

Course: CEI 0376 | Section: 0333 | Fee: \$195



Get the Professional Training You Need!

We offer a comprehensive assortment of continuing education courses both online and in the classroom for insurance professionals. Don't see a course you need? Contact us today and request it!

Give us a call today at 850.872.3823 or shoot an e-mail to Kim at kharrison@gulfcoast.edu for more information.

Insurance Continuing Education

The following courses are offered in conjunction with the Community College Continuing Education Group, Provider 1055. FLDFS 3 Year No Repeat Rule applies – You cannot repeat the same course within three years and receive continuing education credit.

Safeguarding our Senior Clients

Fulfills 3 hours of the 9911 Senior Suitability requirement for 2-14, 2-15, 2-16, and 2-18 license types. (3 hours)

Thu, Jan 19, 8:30 a.m. – 11:30 a.m.

Student Union East 243

Course: CEI 0378 | Section: 0300 | Fee: \$25 | FLDFS: 73680

Health Insurance: Back to the Basics

Applies 4 hours of intermediate 2-40 standard or optional CEO 0240 hours for 2-15, 2-18, 2-20, 4-40 license types. (4 hours)

Thu, Jan 19, 12:30 p.m. – 4:30 p.m.

Student Union East 243

Course: CEI 0073 | Section: 0301 | Fee: \$35 | FLDFS: 64307

Premium Discount for Hurricane Loss Mitigation 1 HR

Fulfills 1 hour of the 9910 Premium Discounts/Mitigation Requirement for 2-20 and 4-40 license types. (1 hour)

Thu, Jan 26, 8:00 a.m. – 9:00 a.m.

Student Union East 243

Course: CEI 0383 | Section: 0302 | Fee: \$10 | FLDFS: 74195

Ethics for Agents/Ethics for Adjusters

Fulfills 3 hours of 9908 intermediate Ethics requirement for Agents(2-20 and 4-40 license types) or 3 hours of the 3-24B Ethics requirement for Adjusters. (3 hours)

Thu, Jan 26, 9:00 a.m. – 12:00 p.m.

Student Union East 243

Course: CEI0169 | Section: 0303 | Fee: \$25 | FLDFS: 76288/76289

Personal Umbrella Insurance: Are Your Clients Protected?

Fulfills 4 hours of intermediate 2-20 standard or optional hours for 2-20, 4-40, 20-44 license types. (4 hours)

Thu, Jan 26, 1:00 p.m. – 5:00 p.m.

Student Union East, Room 243

Course: CEI 0335 | Section: 0304 | Fee: \$35 | FLDFS: 64314

Commercial Bonds, Liquor Law Liability, Jeweler's Block and Garage Coverage

Fulfills 7 hours of intermediate 2-20 standard or optional hours for 2-20, 4-40, 20-44 license types. (7 hours)

Thu, Mar 1, 8:00 a.m. – 4:00 p.m.

Student Union East 243

Course: CEI 0184 | Section: 0309 | Fee: \$55 | FLDFS: 49573

Pensions and Retirement Planning

Applies 4 hours of intermediate 2-16 standard or optional hours for 2-14, 2-15, 2-18 license types. (4 hours)

Thu, Mar 8, 8:00 a.m. – 12:00 p.m.

Student Union East 243

Course: CEI 0112 | Section: 0306 | Fee: \$35 | FLDFS: 36197

Risk Management and Insurance

Applies 4 hours of intermediate CE 9901 (Generic Life and General Lines) for 2-14, 2-15, 2-16, 2-18, 2-20, 4-40, and 20-44 license types. (4 hours)

Thu, Mar 8, 1:00 p.m. – 5:00 p.m.

Student Union East 243

Course: CEI 0096 | Section: 0307 | Fee: \$35 | FLDFS: 33023

Florida Long Term Care Partnership

This course meets the State course requirement for health agents who sell, solicit or negotiate long-term care insurance. Applies 8 hours of intermediate 2-40 standard or CEO240 optional hours for 2-15, 2-18, 2-20, 2-40, 4-40 license types. (8 hours)

Fri, Apr 27, 8:00 a.m. – 5:00 p.m.

Student Union East 243

Course: CEI 0313 | Section: 0308 | Fee: \$60 | FLDFS: 62464

Property and Casualty Insurance Fraud (Agents and Adjusters)

78206 fulfills 5 hours of intermediate 2-20 standard or optional hours for 2-20 and 4-40 license types. 78207 fulfills 5 hours of intermediate CE 3-24A Adjuster Law and Policy. (5 hours)

Fri, May 4, 8:00 a.m. – 1:00 p.m.

Student Union East 243

Course: CEI 0385 | Section: 0310 | Fee: \$40 | FLDFS: 78206/78207

Ethics and Insurance Professionals (Agents and Adjusters)

Fulfills 3 hours of 9908 intermediate Ethics requirement for Agents (2-20 and 4-40 license types) or 3 hours of the 3-24B Ethics requirement for Adjusters. (3 hours)

Fri, May 4, 2:00 p.m. – 5:00 p.m.

Student Union East 243

Course: CEI 0326 | Section: 0311 | Fee: \$25 | FLDFS: 62774/62775

Online Insurance Continuing Education

Please allow 2 business days to receive your user name and password. You have 90 days to complete your online courses from the time that you register. Once your registration is processed for online insurance courses there are no refunds. FLDFS 3 Year No Repeat Rule applies – You cannot repeat the same course within three years and receive continuing education credit.

Suitability for Annuity for Seniors

Applies 2 hours of 9911 intermediate Senior Suitability requirement for 2-14, 2-15, 2-16, and 2-18 license types. (3 hours) (Provider: 366468)
Course: CEI 0380 | Section: 0382 | Fee: \$29 | FLDFS: 74729

Medicare Today

Applies 2 hours 2-40 Intermediate, Standard or Optional Hours for the 2-15, 2-18, 2-20, 2-40, 20-44 and 4-40 Licenses. (2 hours) (Provider: 366468)
Course: CEI 0379 | Section: 0383 | Fee: \$21 | FLDFS: 73898

Hurricanes and Their Impact on Insurance

Applies 2 hours of 2-20 intermediate standard or optional hours for 2-20 and 4-40 license types. (2 hours) (Provider: 366468)
Course: CEI 0361 | Section: 0384 | Fee: \$21 | FLDFS: 69237

Premium Discounts Mitigation Options

Applies 2 hours of 9910 intermediate Premium Discounts/Mitigation Options requirement for 2-20 and 4-40 license types. (2 hours) (Provider: 366468)
Course: CEI 0363 | Section: 0386 | Fee: \$21 | FLDFS: 69317

National Flood Insurance Program

Applies 3 hours of 2-20 intermediate standard or optional hours for 2-20 and 4-40 license types. This course also meets the FEMA regulations regarding anyone selling flood insurance under the National Flood Insurance Program (NFIP). (3 hours) (Provider: 366468)
Course: CEI 0362 | Section: 0385 | Fee: \$29 | FLDFS: 69238

Ethics and the Client

Fulfills 3 hours of 9908 intermediate Ethics requirement for 2-14, 2-15, 2-16, 2-18, 2-20, 2-40, and 4-40 license types. (Provider: 1055)
Course: CEI 0312 | Section: 0373 | Fee: \$29 | FLDFS: 60889

Ethics and the Insurance Industry

Fulfills 3 hours of 9908 intermediate Ethics requirement for 2-14, 2-15, 2-16, 2-18, 2-20, 2-40, and 4-40 license types. (Provider: 1055)
Course: CEI 0182 | Section: 0374 | Fee: \$29 | FLDFS: 53604

Flood Insurance Concepts

Applies 3 hours of 2-20 intermediate standard or optional hours for 2-20 and 4-40 license types. (Provider: 1055)
Course: CEI 0203 | Section: 0375 | Fee: \$29 | FLDFS: 59082

Health Savings Accounts & the Medicare Prescription Drug Benefit

Applies 3 hours of 2-40 intermediate standard or optional hours for 2-15, 2-18, 2-40, and 4-40 license types. (Provider: 1055)
Course: CEI 0190 | Section: 0376 | Fee: \$29 | FLDFS: 57234

Elements of Life Insurance & Its Uses in Contemporary America

Applies 14 hours of 2-16 intermediate standard or optional hours for 2-14, 2-15, 2-16, and 2-18 license types. (Provider: 1055)
Course: CEI 0192 | Section: 0377 | Fee: \$84 | FLDFS: 40321

Elements of Health Insurance & Its Uses in Contemporary America

Applies 14 hours of 2-40 intermediate standard or optional hours for 2-15, 2-18 and 2-40 license types. (Provider: 1055)
Course: CEI 0196 | Section: 0378 | Fee: \$84 | FLDFS: 40322

Online Green Training

Enjoy training from the convenience of your home! Only \$119 per course. Visit www.gulfcoast.edu/ContinuingEd for more classes and information. Courses are six weeks long and begin monthly. Class start dates are: Jan 18, Feb 15, Mar 21, Apr 18 and May 16.

Going Green at Home

Step into a green lifestyle! In this course, you'll discover simple, cost-effective ways to make your home green and keep your community healthy.
Register at www.gulfcoast.edu/ContinuingEd

Going Green at the Workplace

Learn how to position your business as a responsible environmental leader in a world of green consumers and carbon-conscious regulators. Explore ways to save energy, save money, and save the environment.
Register at www.gulfcoast.edu/ContinuingEd

Community Association Managers

Florida Community Association Managers (CAM) Pre-licensure course

Topics include: State and federal laws relating to the operation of all types of community associations, governing documents, and state laws relating to corporations and non-profit corporations, procedure for noticing and conducting community association meetings, preparation of community association budgets and community association finances, insurance matters relating to community associations, and management and maintenance. *Pre-licensure course. Textbook included – will be provided on first day of class. (18 hours)
Sat/Sun, Feb 25/26, 8:00 a.m. – 5:00 p.m.
Registration Deadline: Feb 21, 4:00 p.m.
Student Union East 243
Course: CEO 0509 | Section: 0305 | Fee: \$269

Real Estate | **NEW!**

Gulf Coast State College is partnering with Career WebSchool to offer online real estate and appraisal courses. Career WebSchool Florida is an Online Real Estate School offering prospective real estate agents an easy, cost-effective method of obtaining their Florida Real Estate License. Existing real estate agents may obtain their Florida Post Licensing or Continuing Education with ease as well. All of our Online Real Estate School Courses are APPROVED by the Florida Real Estate Commission.

Career WebSchool Florida courses let you study from your home or office to fulfill your real estate education requirements quickly, conveniently, and easily. With Career WebSchool Florida online courses, you save time, money, and effort. All Courses are APPROVED by the Florida Real Estate Commission.
www.careerwebschool.com/florida/real-estate
or call 1-877-617-2027

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Sarzin Lecture Hall



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Gulf Coast State College offers a wide variety of meeting venues complemented by state-of-the-art technology. From board rooms to banquet halls, meeting spaces to classroom set ups, we can provide the customized space to meet the needs of any organization.

SUE Conference Center



Ask us about catering services too! Choose from a wide variety of menu options from continental breakfast to a full buffet.

All room rentals include:

- Smart Classroom Technology
- Computer(s) and Wireless Internet
- LCD projector and Projection screen
- VCR/DVD
- Parking
- Technical Assistance, if needed

Public Safety

HR- 218 Firearms Training and Certification for Retired Police Officers

This is a four-hour firearms course for Retired Law Enforcement Officer. Students will learn about current laws pertaining to retire police officer firearms carry, best management practices for safe and responsible gun handling and ownership. The student is also required to pass a 40-round FDLE Qualification Course of fire before being issued an annual permit. (4 hours)

Sat, Feb 18, 1:00 p.m. – 5:00 p.m.

North Bay Campus, Building B

Course: AAJ 0005 | Section: 0704 | Fee: \$50

FACA – Animal Control Officer Certification Course

This instructor led classroom course provides basic instruction in areas of concern to personnel whose duties include capture, control, keeping and disposing of domestic and wild animals. Instruction includes legal procedures, veterinary considerations, and domestic animal anatomy. Use of restraint and capture equipment; report writing procedures; driver's awareness; human, public and violator relations and euthanasia considerations are among topics covered. (40 hours)

Mon – Fri, Feb 27 – Mar 2, 8:00 a.m. – 5:00 p.m.

North Bay Campus, Charles Abbott Building #130

Course: CEJ 0802 | Section: 0707 | Fee: \$350

Bite Stick Workshop

This instructor led class will provide basic instruction in the proper use of the bite stick or “expandable baton.” Because of the ease of carry on the Animal Control Officer's belt and the availability of this light weight defensive tool, the bite stick and assorted attachments, i.e., flashlight, beveled mirror, and entry tool, make the bite stick one the most tactically efficient officer safety / survival tool for use by Animal Control. Instruction will include the history of the expandable batons, officer survival, principles of control, tactical applications of the bite stick / expandable batons for animal control officers, and the Florida Administrative Code dealing with the use of “tools of opportunity” in the Animal Control Officer defending himself / herself against attacks by both animals and or humans. (5 hours)

Tue, Mar 20, 1:00 p.m. – 5:00 p.m.

North Bay Campus, Charles Abbott Building #130

Course: CEL 0510 | Section: 0708 | Fee: \$100

Wed, Mar 21, 1:00 p.m. – 5:00 p.m.

North Bay Campus, Charles Abbott Building #130

Course: CEL 0510 | Section: 0709 | Fee: \$100

Personal Enrichment

Zumba!

“Ditch the Workout – Join the Party.” Zumba fuses hypnotic Latin rhythms, zesty international mixes and easy to follow moves together to create a dynamic fitness program that will have you moving to the beat. Zumba is great for any fitness level or age. Instructor: Anna Wilson is an experienced and certified personal trainer and Zumba instructor. (8 hours)

Mon/Wed, Jan 9 – Feb 1, 4:15 p.m.–5:15 p.m.
Wellness 133

Course: ACE 0035 | Section: 0600 | Fee: \$49

Mon/Wed, Feb 6 – Feb 29, 4:15 p.m. – 5:15 p.m.
Wellness 133

Course: ACE 0035 | Section: 0601 | Fee: \$49

Mon/Wed, Mar 5 – Apr 4, 4:15 p.m.–5:15 p.m.
Wellness 133

Course: ACE 0035 | Section: 0602 | Fee: \$49

Mon/Wed, Apr 9 – May 2, 4:15 p.m.–5:15 p.m.
Wellness 133

Course: ACE 0035 | Section: 0603 | Fee: \$49

Fitness For Life

Fitness for Life introduces a training strategy that will promote true health and longevity. This strategy is created for all genders, ages, and levels of fitness. The class participants will focus on the core design, purpose and function of the body as a whole unit (emotional, mental, social, and physical) by integrating cardiovascular, flexibility, agility, balance, stretching, and diaphragmatic breathing movements into one exercise session. The participant will leave this class with the promise of being fit for life. Instructor: Anna Wilson. (8 hours)

Tue/Thu, Jan 10 – Feb 2, 4:15 p.m. – 5:15 p.m.
Wellness 133

Course: ACE 0041 | Section: 0604 | Fee: \$49

Tue/Thu, Feb 7 – Mar 1, 4:15 p.m. – 5:15 p.m.
Wellness 133

Course: ACE 0041 | Section: 0605 | Fee: \$49

Tue/Thu, Mar 6 – Apr 5, 4:15 p.m. – 5:15 p.m.
Wellness 133

Course: ACE 0041 | Section: 0606 | Fee: \$49

Tue/Thu, Apr 10 – May 3, 4:15 p.m. – 5:15 p.m.
Wellness 133

Course: ACE 0041 | Section: 0607 | Fee: \$49

L.E.A.N. | NEW!

L.E.A.N. (Lifestyle! Exercise! Attitude! Nutrition!) is a scientifically proven plan for healthy aging; understand how the body changes during prime time; prevent disease and unhealthy aging; boost energy, stress less, sleep better and sharpen thinking; reduce the risk of cancer and “high” (blood pressure, cholesterol); become fit, strong and flexible. Instructor: Wendy Thompson is a certified L.E.A.N. coach. (6 hours)

Thu, Jan 19 – Feb 23, 12:00 p.m. – 1:00 p.m.
Wellness 145

Course: ACE 0110 | Section: 0608 | Fee: \$79

Thu, Jan 19 – Feb 23, 4:15 p.m. – 5:15 p.m.
Wellness 145

Course: ACE 0110 | Section: 0609 | Fee: \$79

Yoga

Become one with hatha yoga poses and asanas using breath and meditation to achieve muscular strength, endurance and relaxation. No matter what your physical condition, age or abilities, yoga will help increase flexibility, balance and overall well being. Wear stretchable or loose-fitting clothing and bring a large towel or mat. Instructor: Dawn Brooks is a Registered Nurse and completed Yoga Teachers Training at Discovery Yoga in St. Augustine. (4 hours)

Sat, Mar 3 – 31, 10:15 a.m. – 11:15 a.m.
Wellness 133

Course: ACE 0111 | Section: 0611 | Fee: \$29

Chair Yoga

Chair yoga has all the health benefits of traditional yoga. Postures are modified using a chair either seated or for support in standing poses. Yoga increases circulation, flexibility and strength and are done in specific alignment to teach the body healthier forms of movement. Yoga breathing practices and meditation are incorporated to aid in relaxation and rejuvenation. Chair yoga is especially designed for those who find it difficult to sit on the floor or get up from the floor. Instructor: Dawn Brooks. (4 hours)

Sat, Mar 3 – 31, 9:00 a.m. – 10:00 a.m.
Wellness 133

Course: ACE 0112 | Section: 0614 | Fee: \$29

Zumba for Seniors | NEW!

Zumba is a Latin inspired dance fitness class that incorporates international music and dance moves. Participants of any fitness level or age can start Zumba right away. Instructor: Lynda Jones (4 hours)

Fri, Mar 2 – 30, 10:00 a.m. – 11:15 a.m.

Wellness 133

Course: ACE 0315 | Section: 0665 | Fee: \$29

Fri, Apr 6 – 27, 10:00 a.m. – 11:15 a.m.

Wellness 133

Course: ACE 0315 | Section: 0666 | Fee: \$29

Massage for Couples

Learn how to give a Swedish massage! Students must register with a partner. Course includes demonstration and hands-on practice. Instructor: Donna Smith is a licensed massage therapist with ten years experience. She is presently serving as Vice President of Florida Massage Therapists Association. (4 hours)

Mon, Feb 6 & 13, 3:00 p.m. – 5:00 p.m.

Panama City Beach Chamber of Commerce

Course: ACE 0078 | Section: 0616 | Fee: \$29

Sat, Mar 24 & 31, 10:00 a.m. – 12:00 p.m.

Student Union East, Employee Dining Room

Course: ACE 0078 | Section: 0617 | Fee: \$29

Acrylic Painting Workshop with Jennifer Bonaventura

Explore the diversity of acrylics through this class. Color mixing, technique and a wide variety of uses for this flexible medium will be utilized. Come and enjoy experimenting with this vivid and versatile paint. Instructor: Jennifer Bonaventura has served as an adjunct instructor at GCSC for six years. For more info about this course, contact Jennifer Bonaventura at 850.215.9143 or Jennifer@bonavstudio.com. (4 hours)

Fri, Mar 2, 9:00 a.m.–1:30 p.m.

Student Union East 244

Course: ACE 0036 | Section: 06180 | Fee: \$39

Drawing Mixed Media Workshop with Jennifer Bonaventura

Learn how to draw or improve your drawing skills with basic concepts and various techniques. Course includes discussion and application of a variety of media for enhancing finished drawings. (4 hours)

Sat, Mar 24, 9:00 a.m. – 1:30 p.m.
Student Union East 244
Course: ACE 0040 | Section: 0619 | Fee: \$39

Sat, Apr 7, 9:00 a.m. – 1:30 p.m.
Student Union East 244
Course: ACE 0040 | Section: 0620 | Fee: \$39

Exploring Drawing with Jennifer Bonaventura | NEW!

This is a good, basic class for all skill levels, where you can learn how to draw or improve your drawing skills with basic concepts and various techniques. Course includes discussion and application of a variety of media for enhancing finished drawings. Instructor: Jennifer Bonaventura is a working professional artist and has served as an adjunct instructor at GCSC for seven years. The award winning designs which she has created have been internationally published and collected.

Fri, Mar 9 – 30, 9:30 a.m. – 11:30 a.m.
Panama City Beach Chamber of Commerce
Course: LAB 0036 | Section: 0621 | Fee: \$49

Fri, Apr 6 – 27, 9:30 a.m. – 11:30 a.m.
Student Union East 244
Course: LAB 0036 | Section: 0622 | Fee: \$49

Drawing Basics of Faces & Figures

We will explore the basics of proportion, shapes and everything you need to know for drawing human figures. Great for beginners or as a refresher. Circle/tube and various techniques will be presented and practiced. *Bring a set of drawing pencils and drawing paper or sketchbook. Instructor: Jennifer Bonaventura. (12 hours)

Wed, Mar 7 – 28, 1:00 p.m. – 4:00 p.m.
Panama City Beach Chamber of Commerce
Course: LAB 0037 | Section: 0623 | Fee: \$75

Watercolor Workshop With Marie Brusher | NEW!

This is a eight-hour workshop. If you have always wanted to try watercolor painting, but felt a bit intimidated, this may be the class for you. The course curriculum is designed for the beginner, intermediate and advanced student. This class will have demonstrations and individual instructions, the student will focus on the process as well as the product. This allows the student to easily develop painting skills. Instructor: Marie Brusher is an accomplished artist in several media. She has developed an acute sense of color and style, sharing her experiences and knowledge of various arts through demonstration, workshops, lectures and innovative teaching. (8 hours)

Fri, Mar 2 – 30, 10:00 a.m. – 12:00 p.m.
Wellness 145
Course: ACE 0113 | Section: 0624 | Fee: \$49

Fri, Apr 6 – 27, 10:00 a.m. – 12:00 p.m.
Wellness 145
Course: ACE 0113 | Section: 0625 | Fee: \$49

Sew...Picture This! | NEW!

Make picture quilt tops, wall hangings, pillow covers and anything else you want, any way you want. No special sewing skills required—just an imagination and desire to create. Learn to turn the image from a greeting card, magazine page, photograph or anything else into a lasting work for friends and family. No right or wrong, no rules or limits—just fun! Instructor: Karon Phillips. (4 hours)

Wed, Mar 7 – 14, 10:45 a.m. – 12:45 p.m.
Panama City Beach Chamber of Commerce
Course: ACE 0114 | Section: 0626 | Fee: \$39

Non-Fiction Story Crafting

You don't want to read dry, boring writing, so don't write it either! Master skills and techniques to bring life to your non-fiction stories, essays and books, and craft compelling articles for newspapers and magazines. Through practical exercises and the study of what works, you'll become a more clever writer, learn how to edit your work and engage your reader. Writing is easy, but writing well is craft, and whether you want to write a letter or a memoir, you can learn to write it better. Instructor: Karon Phillips is an author, speaker and contributing writer for Panama City Living magazine. (4 hours)

Wed, Mar 7 – 14, 8:30 a.m. – 10:30 a.m.
Panama City Beach Chamber of Commerce
Course: ACE 0061 | Section: 0627 | Fee: \$29

Story Telling Workshop – the Basics and Beyond | NEW!

Learn the art and craft of storytelling for both informal and performance events. Topics covered include finding stories to tell, playing around with folklore, crafting the personal tale, essentials of a well-told tale, learning from the pros, creating a whopper, and presentation skills. Following course completion, participants will have one sharable tale to share, resources and ideas for generating more stories, and a greater understanding of and appreciation for the oral tradition. Lead Instructor: Pat Nease has served as the President of the Florida Storytelling Association. (4 hours)

Tue, Feb 7 – 28, 11:00 a.m. – 12:00 p.m.
Panama City Beach Chamber of Commerce
Course: ACE 0115 | Section: 0628 | Fee: \$29



Save The Date!
Elementary and Middle School Camps!

Elementary Camps:
June 18 – 22 | July 23 – 27

Middle School Camp:
July 9 - 13

More Info?
 Kelli @ 850.867.0732
  kferns@gulfcoast.edu
  www.gulfcoast.edu/KidsCollege

Getting To Know Your Camera

Discover your camera's hidden capabilities! Learn how to use the controls and icons on your camera. Plus, get answers about composition and ISO at the on-location photo shoot. Bring your camera! Instructor: Shirley Brown is a professional photographer and graphic designer and has served as an adjunct instructor at GCSC for 12 years. (4 hours)

Thu, Mar 1 – 8, 10:00 a.m. – 12:00 p.m.
Panama City Beach Chamber of Commerce
Course: ACE 0080 | Section: 0629 | Fee: \$29

Location Photography

Review more advanced camera controls, lighting and editing. Bring your SLR camera, a tripod, and a sense of fun for on location shoots, including sunset and night photography around campus and St. Andrew State Park. Instructor: Shirley Brown is a professional photographer and graphic designer and has served as an adjunct instructor at GCSC for 12 years. (6 hours)

Thu, Mar 1 – 15, 3:00 p.m. – 5:00 p.m.
Panama City Beach Chamber of Commerce
Course: ACE 0116 | Section: 0630 | Fee: \$39

Digital Photography

For anyone who wonders what all those buttons are for. We'll discuss and explore; zoom, pixels, memory, resolution, batteries, white balance, storage, sharing online, prints, etc. Bring your cameras and questions and expect to get much more from your digital photography. No textbook required. (6 hours)

Fri, Mar 2 – 23, 1:00 p.m. – 2:30 p.m.
Panama City Beach Chamber of Commerce
Course: LAB 0045 | Section: 0631 | Fee: \$39

Wine Tasting and Pairing 101

Students will learn the descriptions and definitions of wine types, glassware, serving techniques, purchasing, and storing. Six or seven wines will be available for tasting and pairing with certain foods with explanation of pairing techniques. Instructor: Paul Ashman, GCSC assistant professor, Culinary Management. (4 hours)

Sat, Jan 28, 1:00 p.m. – 5:00 p.m.
La Friandise, Rosenwald
Course: ACE 0060 | Section: 0633 | Fee: \$49

Sat, Feb 18, 1:00 p.m. – 5:00 p.m.
La Friandise, Rosenwald
Course: ACE 0060 | Section: 0634 | Fee: \$49

Scuba Diving Certification | **NEW!**

Please call 850.872.3823 for more information about **Scuba Diving Certification** and **Open Water Life Saving** classes.

Frank Brown Park Aquatic Center
Course: ACE 0119 | Section: 0644

Fishing Local Waters

This course will cover new techniques and equipment now available. Species covered include inshore and offshore saltwater fish targeted in our local area. Time will be provided to fish from the pier. Instructor: Ron Barwich has served as service manager at Half Hitch Tackle in Panama City Beach for 15 years. (6 hours)

Fri, Mar 2 – 23, 10:00 a.m. – 11:30 a.m.
Frank Brown Park, Aquatic Center Community Room
Course: ACE 0118 | Section: 0642 | Fee: \$39

Home Decorating Basics

Students will learn to analyze upholstery and drapery treatments including: recognizing quality work, correct fabric usage, determining yardage, what's hot today and how that relates to your design situations. Instructor: Logan Adams. (6 hours)

Thu, Feb 2 – 23, 10:00 a.m. – 11:30 a.m.
Panama City Beach Chamber of Commerce
Course: LAB 0049 | Section: 0643 | Fee: \$39

Advances in Drugs and Pharmaceuticals

This course will include discussions on the complex maze of drug development, how the FDA operates, history of bio pharmaceuticals, basic methods of production, and the constraints imposed by regulations and trade restrictions. Instructor: Dr. Reinhard Hanselka. (6 hours)

Tue, Mar 6 – 27, 10:00 a.m. – 11:30 a.m.
Panama City Beach Chamber of Commerce
Course: CWP 0982 | Section: 0640 | Fee: \$39

World Religions

The course seeks to compare and contrast the various beliefs and tenets of individual religions together with exploring each religion's fundamental world view and understanding of human religiousness. Additionally, this course will provide an introduction to Hinduism, Buddhism, Islam, Judaism and Christianity. Instructor: Michael Lister. (6 hours)

Mon, Mar 5 – 26, 10:00 a.m. – 11:30 a.m.
Panama City Beach Chamber of Commerce
Course: CWP 0983 | Section: 0639 | Fee: \$39

Discover the Inside Secrets of Buying and Selling Real Estate | **NEW!**

Discover the secrets that most real estate agents or savvy investors know about purchasing or selling a personal residence, a second home, an investment property or small business. With the economic situation the way it is, real estate prices low and interest rates also lower, how do you take advantage? Also get inside knowledge on short sales, finance, title insurance and property marketing. Instructors: Alan W. Graham has a Master's degree in business management and is a licensed realtor and broker associate with Counts Real Estate Group, Inc. Kathy Bass has a Bachelor's degree in marketing, a licensed real estate associate with Counts Real Estate Group, Inc. (2 hours)

Wed, Feb 8, 10:00 a.m. – 12:00 p.m.
Panama City Beach Chamber of Commerce
Course: ACE 0117 | Section: 0637 | Fee: \$19

Learn To Buy and Sell on eBay | **NEW!**

Learn to create titles that get noticed, craft advertising copy, upload photos, accept credit card payments, pack and ship items, get the best price, bid effectively and more. Instructor: Sean Libby is an experienced eBay user and serves as President of the Florida State University Student Government Council. (3 hours)

Sat, Feb 11, 9:00 a.m. – 12:00 p.m.
Student Union East 246
Course: ACE 0067 | Section: 0638 | Fee: \$21

Taking Control of Your Finances

This course is designed to give useful information in making the right decisions for your financial future. Issues from understanding investments and how they should work to long term insurance will be covered. Learn valuable questions to ask, as well as, proper positioning to ensure that assets are protected before and after death. Instructor: Bobby Roberts is a NASD Registered Principle with the broker/dealer, Linsco/Private Ledger (member NASDA/Sipc. (6 hours)

Tue, Feb 7 – 28, 9:00 a.m. – 10:30 a.m.
Panama City Beach Chamber of Commerce
Course: LAB 0047 | Section: 0641 | Fee: \$39

Public Safety – Community

Personal Awareness & Confidence Training

This is an eight-hour personal self defense course. Students will learn legal tactics, situational awareness and observation skills to be aware of dangerous situations. The students also gain hands-on experience in properly defending yourself. (8 hours)

Sat, Feb 11, 8:00 a.m. – 5:00 p.m.
Student Union East 246
Course: CEJ 0904 | Section: 0706 | Fee: \$65

Firearms Education and Familiarization

This is an eight-hour firearms education and familiarization course. Students will learn about laws pertaining to firearms and gain hands-on experience in firing a weapon. Upon course completion, students will receive a Certificate of Handgun Training. (8 hours)

Sat, Jan 21, 8:00 a.m. – 5:00 p.m.
North Bay Campus, Emergency Operations Center
101, 700 Highway 2300, Southport
Course: AAJ 0005 | Section: 0700 | Fee: \$80

Sat, Feb 4, 8:00 a.m. – 5:00 p.m.
North Bay Campus, Emergency Operations Center
101, 700 Highway 2300, Southport
Course: AAJ 0005 | Section: 0701 | Fee: \$80

Sat, Feb 25, 8:00 a.m. – 5:00 p.m.
North Bay Campus, Emergency Operations Center
101, 700 Highway 2300, Southport
Course: AAJ 0005 | Section: 0702 | Fee: \$80

Sat, Apr 21, 8:00 a.m. – 5:00 p.m.
North Bay Campus, Emergency Operations Center
101, 700 Highway 2300, Southport
Course: AAJ 0005 | Section: 0703 | Fee: \$80

Advanced Handgun Training for Civilians | **NEW!**

This is an eight-hour course. Students must have documented proof that they have taken either the Firearms Education and Familiarization Course or an equivalent Basic Firearms Course for Civilians prior to admission into this course. Students will learn about laws pertaining to firearms and gain hands-on experience in firing a weapon. (8 hours)

Sat, Apr 28, 8:00 a.m. – 5:00 p.m.
North Bay Campus, Emergency Operations Center 101,
700 Highway 2300, Southport
Course: AAJ 0008 | Section: 0705 | Fee: \$80

CPR/First Aid | Community

CPR/AED Training

The Heartsaver AED course teaches CPR, AED use, relief of choking in adults and children, and use of barrier devices for all ages. Textbook not included - Purchase at GCSC Bookstore.

Fri, Jan 13, 9:00 a.m. – 12:00 p.m.
Student Union East 244
Course: HCE 0102 | Section: 0255 | Fee: \$35

Tue, Feb 14, 9:00 a.m. – 12:00 p.m.
Student Union East 244
Course: HCE 0102 | Section: 0256 | Fee: \$35

Wed, Mar 7, 9:00 a.m. – 12:00 p.m.
Student Union East 244
Course: HCE 0102 | Section: 0257 | Fee: \$35

Fri, Apr 27, 9:00 a.m. – 12:00 p.m.
Student Union East 244
Course: HCE 0102 | Section: 0258 | Fee: \$35

First Aid (Includes CPR & AED Training)

The Heartsaver First course teaches how to manage illness and injuries in the first few minutes until professional help arrives. Course content includes General Principles, Medical Emergencies, and Injury Emergencies. Optional topics include CPR and AED and Environmental Emergencies. This course is intended for those who have a duty to respond to a first aid or cardiac emergency because of job responsibilities or regulatory requirements. Textbook not included - Purchase at GCSC Bookstore.

Sat, Feb 4, 9:00 a.m. – 3:00 p.m.
Student Union East 243
Course: HCE 0342 | Section: 0260 | Fee: \$54

Sat, Apr 7, 9:00 a.m. – 3:00 p.m.
Student Union East 244
Course: HCE 0342 | Section: 0261 | Fee: \$54

Pet CPR & First Aid Training

Learn Pet CPR, First Aid and Pet Care. This class is taught by lecture, demonstration, and hands-on skill practice. You will learn pet CPR, rescue breathing, and pet first aid. Course fee also includes a workbook. (4 hours)

Sat, Apr 21, 9:00 a.m. – 1:00 p.m.
Student Union East 243
Course: CEJ 0939 | Section: 0710 | Fee: \$49

Kids' College

Musical Theatre

Elementary and Middle School Students Only. Musical Theatre training including singing and acting with some dance incorporated. Students will learn proper vocal and acting techniques in an eight-week workshop ending with a showcase performance at the college. The class will include improvisation skills, pantomime, monologue and scene work, stage movement, and both singing and speaking voice development. Students will work on auditioning techniques which will prepare them to audition for plays and musicals. Classes meet once a week for one hour each. Class minimum is ten students, maximum 12 students. *For more information about these classes, contact Rosie O'Bourke at 850.872.3886 or robourke@gulfcoast.edu.*

Elementary (grades 2 – 5)

Mon, Jan 9 – Mar 5, 3:30 p.m. – 4:30 p.m.
Amelia Tapper Center 133
Course: AKC 0507 | Section: 0415 | Fee: \$100

Mon, Jan 9 – Mar 5, 4:30 p.m. – 5:30 p.m.
Amelia Tapper Center 133
Course: AKC 0507 | Section: 0416 | Fee: \$100

Mon, Mar 19 – May 7, 3:30 p.m. – 4:30 p.m.
Amelia Tapper Center 133
Course: AKC 0507 | Section: 0417 | Fee: \$100

Mon, Mar 19 – May 7, 4:30 p.m. – 5:30 p.m.
Amelia Tapper Center 133
Course: AKC 0507 | Section: 0418 | Fee: \$100

Middle School (grades 6 – 8)

Wed, Jan 11 – Feb 29, 4:00 p.m. – 5:00 p.m.
Amelia Tapper Center 133
Course: AKC 0508 | Section: 0419 | Fee: \$100

Wed, Jan 11 – Feb 29, 5:00 p.m. – 6:00 p.m.
Amelia Tapper Center 133
Course: AKC 0508 | Section: 0420 | Fee: \$100

Wed, Mar 7 – May 2, 4:00 p.m. – 5:00 p.m.
Amelia Tapper Center 133
Course: AKC 0508 | Section: 0421 | Fee: \$100

Wed, Mar 7 – May 2, 5:00 p.m. – 6:00 p.m.
Amelia Tapper Center 133
Course: AKC 0508 | Section: 0422 | Fee: \$100



Small Business Development Center

The SBDC is a non-profit community entrepreneurial program that serves pre-venture and existing small businesses by providing free consulting services, financial advice and training programs designed to assist in developing successful and thriving businesses.

Contact us today to see how we can assist you with your small business endeavors.
850.271.1108 | www.northfloridabiz.com

Steps to Starting a Small Business

Take the first step in starting your business! Engage in important discussions focusing on organizational requirements, licensing for a business, financial assessments, insurance, marketing, loans, defining your customer, location and employee requirements. (3 hours)

Location: Small Business Development Center

January 10, 9:00 a.m. – 12:00 p.m.

February 7, 9:00 a.m. – 12:00 p.m.

March 6, 9:00 a.m. – 12:00 p.m.

April 3, 9:00 a.m. – 12:00 p.m.

May 1, 9:00 a.m. – 12:00 p.m.

Location: Gulf Coast State College | Gulf/Franklin

January 25, 12:30 p.m. – 3:30 p.m. EST

February 29, 12:30 p.m. – 3:30 p.m. EST

March 28, 12:30 p.m. – 3:30 p.m. EST

April 25, 12:30 p.m. – 3:30 p.m. EST

May 30, 12:30 p.m. – 3:30 p.m. EST

Location: Gulf Coast State College

January 24, 5:30 p.m. – 8:30 p.m.

February 21, 5:30 p.m. – 8:30 p.m.

March 22, 5:30 p.m. – 8:30 p.m.

April 17, 5:30 p.m. – 8:30 p.m.

May 15, 5:30 p.m. – 8:30 p.m.

Location: Chipola College

April 6, 9:30 a.m. – 12:30 p.m.

Fee: \$30 | Register online at www.northfloridabiz.com

Business Plan Basics

Discover which business type is suited for your personality. Develop a working business model in order to obtain financing and create a successful business. (2 hours)

Location: Small Business Development Center

January 19, 1:00 p.m. – 3:00 p.m.

March 22, 1:00 p.m. – 3:00 p.m.

Location: Gulf Coast State College

February 16, 6:30 p.m. – 8:30 p.m.

April 19, 6:30 p.m. – 8:30 p.m.

May 17, 6:30 p.m. – 8:30 p.m.

Fee: \$30 | Register online at www.northfloridabiz.com

Ultimate Business Plan

Create an impressive business plan to ensure your business will be a big success! (3 hours)

Location: Chipola College

April 13, 9:30 a.m. – 12:30 p.m.

Fee: \$30 | Register online at www.northfloridabiz.com

Intro to Government Contracting Opportunities

Learn how to identify government agencies and target your marketing efforts to save both dollars and minutes. (3 hours)

Location: Small Business Development Center

January 3, 1:00 p.m. – 4:00 p.m.

February 7, 1:00 p.m. – 4:00 p.m.

March 6, 1:00 p.m. – 4:00 p.m.

April 3, 1:00 p.m. – 4:00 p.m.

May 1, 1:00 p.m. – 4:00 p.m.

Fee: \$40 | Register online at www.northfloridabiz.com

Marketing Series, Part 1: Introduction to 21st Century Marketing

Learn how to choose the best methods for marketing your business! Plus, broaden and target your market audience, create a free web site quickly and easily, discover which social media avenues are the best and learn how to optimize your internet presence. (2 hours)

Location: Small Business Development Center

January 17, 9:00 a.m. – 11:00 a.m.

April 10, 9:00 a.m. – 11:00 a.m.

Location: Chipola College

February 10, 9:30 a.m. – 11:30 a.m.

Fee: \$30 | Register online at www.northfloridabiz.com

Marketing Series, Part 2: Marketing on the Internet and Using Social Media

Discover the power of having a social media strategy. Learn to implement new marketing techniques, unlock the secrets of the top social media sites and establish your business' online presence. Focus your marketing efforts with search engine optimization, monitor your web site's effectiveness, make your web site mobile-friendly for free, connect with your customers and revitalize your image. (2 hours)

Location: Small Business Development Center

February 14, 9:00 a.m. – 11:00 a.m.

April 24, 9:00 a.m. – 11:00 a.m.

Location: Chipola College

February 24, 9:30 a.m. – 11:30 a.m.

Fee: \$30 | Register online at www.northfloridabiz.com

QuickBooks Series | NEW!

Come join the new and advanced QuickBooks classes, taught by a QuickBooks Pro Advisor. Learn the tricks of the trade from someone that has taught QuickBooks for years. Discussion includes topics from setting up a company to year end tax issues, extensive inventory and payroll. The series is broken up into six classes. Take all six or pick and choose which classes you need.

QuickBooks: Getting Started

You will learn how to set up QuickBooks to suit your business. We will cover the easy step interview, QuickBooks preferences and opening balance for a checking account. You will also learn how to edit the company chart of accounts, add a new customer and new vendors. We will also cover adding custom fields and managing list in QuickBooks.

Location: Gulf Coast State College, SUE 246

January 12, 6:00 p.m. – 9:00 p.m.

March 1, 6:00 p.m. – 9:00 p.m.

May 10, 6:00 p.m. – 9:00 p.m.

Fee: \$40 | Register online at www.northfloridabiz.com

QuickBooks: Working with Bank Accounts & Other Accounts

You will learn how to work with registers and bank accounts. Also we will cover, tracking credit card transactions. We will demonstrate how to reconcile a bank account and credit card accounts. We will discuss the different types of asset and liability accounts you can create and see how to track assets and liabilities in QuickBooks.

Location: *Gulf Coast State College, SUE 246*

January 26, 6:00 p.m. – 9:00 p.m.

March 8, 6:00 p.m. – 9:00 p.m.

May 17, 6:00 p.m. – 9:00 p.m.

Fee: \$40 | Register online at www.northfloridabiz.com

QuickBooks: Setting Up & Using Inventory

You will learn how purchase orders play a role in inventory. We will cover how to track the receipts of the inventory items and adjust inventory manually. You will learn how to create, build, and edit inventory assemblies (finished goods). See how to set up QuickBooks to track sales tax. Learn how to determine a business's sales tax liability, and how to write a QuickBooks check to the appropriate tax agency for sales tax liability.

Location: *Gulf Coast State College, SUE 246*

February 2, 6:00 p.m. – 9:00 p.m.

March 22, 6:00 p.m. – 9:00 p.m.

May 24, 6:00 p.m. – 9:00 p.m.

Fee: \$40 | Register online at www.northfloridabiz.com

QuickBooks: Entering Sales Information, Receiving Payments, Entering and Paying Bills

This is the meat and potatoes of QuickBooks. You will practice creating a new invoice and learn the purpose and use of the QuickBooks Item list. You will see how QuickBooks records the information you enter on sales forms and how to memorize an invoice transaction. We will also cover price levels. You will learn how to record customer payments and how to handle customer discounts, partial payments, overpayments, or down payments. We will discuss the different ways you can handle bills in QuickBooks, as well as entering & paying the bills.

Location: *Gulf Coast State College, SUE 246*

February 9, 6:00 p.m. – 9:00 p.m.

March 29, 6:00 p.m. – 9:00 p.m.

Fee: \$40 | Register online at www.northfloridabiz.com

QuickBooks: Payroll

This is an in-depth look into QuickBooks payroll system. You will learn more about payroll setup, as well as setting up employee payroll information. We will cover the setup of payroll schedules and practice writing and printing a payroll check. You will learn how QuickBooks tracks your tax liabilities as well as deductions like Child Support. You will practice paying payroll taxes and learn how to print W-4s and 1099s.

Location: *Gulf Coast State College, SUE 246*

February 16, 6:00 p.m. – 9:00 p.m.

April 26, 6:00 p.m. – 9:00 p.m.

Fee: \$40 | Register online at www.northfloridabiz.com

QuickBooks: Analyzing Financial Data, Customizing Forms & Writing QuickBooks Letters

We will discuss some of the tools QuickBooks gives you for analyzing financial data: Quick Reports, preset reports, and graphs. We will customize a report by changing how it looks, the data it covers and how to save reports as PDF files. You will learn how to export a report to Microsoft Excel. We will also cover how to modify a preset invoice form and add a logo. We will learn how to prepare a collection letter for overdue customers.

Location: *Gulf Coast State College, SUE 246*

February 22, 6:00 p.m. – 9:00 p.m.

May 3, 6:00 p.m. – 9:00 p.m.

Fee: \$40 | Register online at www.northfloridabiz.com

Credit Basics & Improving your Credit Score

The major determining factor on receiving any type of loan is your personal credit score and credit history. Do you know your credit score number? This class covers an overview of credit basics, what makes up your credit score and how to improve your overall credit score. Everyone even thinking about opening a business needs this information.

Location: *Gulf Coast State College*

February 22, 6:30 p.m. – 8:30 p.m.

April 25, 6:30 p.m. – 8:30 p.m.

Location: *Chipola College*

January 27, 9:30 a.m. – 11:30 a.m.

Fee: FREE | Register online at www.northfloridabiz.com

What You Should Know About Franchising

Learn about what is franchising, buying a business versus starting a franchise, myths, costs and financing, why own a franchise, risks, rewards, finding a great fit, business selection criteria, and strategies. Additional information for veterans interested in franchising.

Location: *Chipola College*

January 13, 9:30 a.m. – 12:30 p.m.

Location: *Small Business Development Center*

February 8, 9:00 a.m. – 12:00 p.m.

April 11, 9:00 a.m. – 12:00 p.m.

Fee: \$30 | Register online at www.northfloridabiz.com

International Import/Export Trade Basics

This class provides an export overview for Florida businesses. Why go global? Trade investments. Learn the trade process. Develop a trade plan and process. What help is available?

Location: *Small Business Development Center*

February 22, 9:00 a.m. – 11:00 a.m.

Location: *Chipola College*

March 9, 9:30 a.m. – 11:30 a.m.

Fee: \$30 | Register online at www.northfloridabiz.com

International Trade Primer – Part 1

Learn how to get started in exporting, access you export readiness and identify, rank and select top international markets.

Location: *Small Business Development Center*

March 21, 9:00 a.m. – 12:00 p.m.

Fee: \$30 | Register online at www.northfloridabiz.com

International Trade Primer – Part 2

Learn how to develop best market penetration strategies, establish market presence, collections, getting paid, export finance, exporting for the service industry.

Location: *Small Business Development Center*

April 18, 9:00 a.m. – 12:00 p.m.

Fee: \$30 | Register online at www.northfloridabiz.com

International Trade Primer – Part 3

Learn U. S. government exporting license requirements, getting started in importing, e-commerce and international trade and many available, valuable resources.

Location: *Small Business Development Center*

May 3, 9:00 a.m. – 12:00 p.m.

Fee: \$30 | Register online at www.northfloridabiz.com

4 EASY WAYS TO REGISTER

Contact us at 850.872.3823 or continuinged@gulfcoast.edu for assistance.

All students must register and pay course fees prior to the first day of class. We accept Visa, MasterCard and American Express.



Online

Register online! ANY time! ANY where!
Visit www.gulfcoast.edu and click on the Continuing Ed tab.



In Person

Stop by our registration desk located on the second floor of Student Union East at the Panama City Campus. Our office hours are Mon. – Thurs. 8:00 a.m. – 5:00 p.m. & Fri. 8:00 a.m. – 4:00 p.m.



Mail

Send your registration form to:
Gulf Coast State College
Business Affairs
5230 West U.S. Highway 98,
Panama City, FL 32401



Fax

Send your completed registration form to
850.872.3836.

FREQUENTLY ASKED QUESTIONS

Why are courses canceled?

We may cancel a course because we didn't know you planned to take it! Sometimes excellent courses with outstanding instructors are canceled when too many people wait until the last minute to register. Our courses have to be cost-recoverable and we need a minimum of students enrolled before a class will run. We have to cancel courses with low enrollment ahead of time, so sign up in advance to reserve your seat.

A 100% refund is given when a course is canceled by the College. Refunds are automatically mailed to the student's address listed on the registration form, unless the student registers for a replacement course. Mailed refunds are usually received within one to two weeks.

Disabled Students

To request services, please call 850.872.3823 at least one week prior to the first day of class.

Credit vs. Non-Credit

What is the difference between college credit and non-credit courses?

Credit classes count toward graduation in certain programs of study. Non-credit classes are primarily for job advancement, personal enhancement or workforce training. The courses in this brochure are considered non-credit courses.

Refunds

A full refund will be granted if requested by 4:00 p.m. three work days prior to the first day of class. After this date, refunds will not be granted. All refunds are issued by check in the name of the student registered. Refunds are mailed to the student's address listed on the registration form. A complete explanation of the Refund Policy is in the General Catalog.

Please note that online classes are not refundable once the student's registration has been processed.

Where can I purchase my book for class?

Most books for our classes can be purchased in the GCSC Bookstore. Make sure to take your course number with you. Bookstore staff can help you locate which textbook you will need.



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