

# CONTINUING EDUCATION

THE UNIVERSITY OF TEXAS ARLINGTON

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TECHNOLOGY

HEALTH CAREERS



PERSONAL ENRICHMENT

PROFESSIONAL DEVELOPMENT

## NEW!

### Crisis Management Certificate

Learn about identification, trigger points, and notification procedures of emergency response. p. 7

Professional Certificates and Certifications p. 5-17

Professional Engineering Exam Review p. 4

Certified Nurse Aide p.25





## High School Exam Prep

### GED Exam Prep (EP1024)

Do you have your mind set on obtaining your high school diploma but are worried about the GED exam? Let our course help you with your dream. This intensive refresher will cover four content areas: Reasoning Through Language Arts (RLA), Mathematical Reasoning, Science and Social Studies. Recommended for those with the goal of achieving the GED certificate. Must be 18 years of age or older to enroll.

3/18 – 5/13 W 6:00 PM to 9:30 PM Fee: \$200  
Instructor: Rodrick West

### Undergraduate Exam Prep

#### SAT: Critical Reading and Writing (EP1005)

Students who want to improve their scores on the SAT would benefit from this course. It focuses on grammar and practice tests. Practice completion, passage reading, identifying sentence errors, and improving sentences, paragraphs and vocabulary. Valuable test-taking strategies useful in college and on the SAT will be covered. Book required for first class.

1/26 – 2/23 M 5:30 PM to 8:30 PM Fee: \$149  
3/16 – 4/13 M 5:30 PM to 8:30 PM Fee: \$149  
4/20 – 5/18 M 5:30 PM to 8:30 PM Fee: \$149

#### SAT: Math (EP1907)

Essential test taking strategies and timed practice tests will be administered in this timely SAT Math course which prepares you to conquer the math section of the SAT. Book required for first class.

1/28 – 2/25 W 5:30 PM to 8:30 PM Fee: \$149  
3/18 – 4/15 W 5:30 PM to 8:30 PM Fee: \$149  
4/22 – 5/20 W 5:30 PM to 8:30 PM Fee: \$149

## Graduate Exam Prep

### GMAT: Math (EP1902)

This course provides 15 hours of classroom instruction and test-taking strategies on basic arithmetic, algebra, and geometry needed for the mathematics section of the GMAT. Students will practice with sample tests. Book Required.

2/2 – 3/2 M 6:30 PM to 9:30 PM Fee: \$149  
4/6 – 5/4 M 6:30 PM to 9:30 PM Fee: \$149

### GMAT: Verbal (EP1903)

Sharpen your testing skills as you become comfortable with the GMAT test format. Topics covered in this class are: critical reasoning, reading comprehension, sentence correction and essay writing skills. Test-taking tips are given and practice exams are administered.

2/4 – 3/4 W 6:30 PM to 9:30 PM Fee: \$149  
4/8 – 5/6 W 6:30 PM to 9:30 PM Fee: \$149

### GRE: Math (EP1904)

Prepare for the Math section of the GRE in this instructor led test prep course. Receive expert guidance in basic arithmetic, algebra, and geometry which will assist you in mastering the math section of the GRE. Sharpen your skills with test-taking strategies and timed practice tests.

1/25 – 2/25 W 6:30 PM to 9:30 PM Fee: \$149  
3/25 – 4/22 W 6:30 PM to 9:30 PM Fee: \$149  
5/2 – 6/5 T 6:30 PM to 9:30 PM Fee: \$149

### GRE: Verbal (EP1905)

Students will learn methods of building vocabulary and valuable test-taking strategies to conquer the verbal section of the GRE. Instruction and timed practice tests covering sentence completion, analogies, antonyms, reading comprehension, and analytical and logical reasoning will be given. Students must already have completed the English Language Book course.

1/29 – 2/25 Th 6:30 PM to 9:30 PM Fee: \$149  
3/25 – 4/22 Fr 6:30 PM to 9:30 PM Fee: \$149  
5/2 – 6/5 M 6:30 PM to 9:30 PM Fee: \$149

## Professional Certification Exam Prep

### Course: Professional Human Resource Management (HR12158)

Our SHRM-CP/SHRM-SCP® certification preparation course is designed for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals need to excel.

3/21 – 4/25 Sa 9:00 AM to 4:00 PM Fee: \$1,095  
Instructor: Fabia Bouris

### Professional Engineering Exam Review Course (PE1000)

This 48-hour comprehensive civil engineering PE review course is taught by College of Engineering professors. It offers a concise, intensive, and structured review of the important topics covered on the PE exam. You'll leave with the problem-solving skills necessary to pass the exam.

2/7-3/21 Sa 8:00 AM to 5:00 PM Fee: \$995

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This section includes an abbreviate description for all of the professional development courses listed in this catalog. To view full descriptions visit our website at [uta.edu/ded](http://uta.edu/ded)

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## 1-Day Saturday Courses

UT Arlington offers many one-day Saturday classes to sharpen your skills in just a few hours.

Introduction to Accounting: The Accounting Cycle Journals, Ledgers, and Worksheets	1/10	\$199	p.5
Lawn and Foundation Care	1/24	\$199	p.5
Social Security Optimization	2/21	\$39	p.23
Financial/Accounting Management	2/21	\$49	p.22
Make Your Own Organic Cleaning Supplies	2/28	\$199	p.5
Introduction to Computers: The First Step	3/7	\$99	p.23
Financially Fit Bootcamp	3/7	\$99	p.24
Create Your Own Decoupage Photo Canvas	3/28	\$59	p.22
Business Leadership: Leading at a Higher Level	4/4	\$129	p.20
Basics of Growing Herbs	4/11	\$199	p.7
The Ultimate Guide to Home Entertaining	4/25	\$59	p.23
Fundamentals of Canning	5/2	\$59	p.23
Crowdfunding – Turn Your Dream Into Reality	5/9	\$99	p.23
	5/16	\$200	p.13

## FREE Meetups

*Come learn and network with individuals who share your interests. Join a group today!*

**DFW Technology Trends Meetup** - This group is for technology enthusiasts of all levels. Our goal is to create an educational environment where anyone interested in technology can learn and network within the community. Join us for presentations, discussions, and hands-on learning.

**DFW NTEN Nonprofit Geek Meetup** - We are an eclectic collection of nonprofit geeks gathering together to answer questions, network, socialize, and help each other change the world! We welcome anyone who is interested in nonprofits, technology, social media marketing, database development, or any combination of them!

**Arlington Photography Group** - Calling all photographers in the Arlington area! Are you new to the world of photography and want some pointers, or are you a seasoned pro who would like to network with fellow photographers and share your expertise? We want to gather together photographers of all experience levels to create a community of learning and sharing.

**DFW 12 Digital Filmmaking Meetup** - Our club meetings consist of lectures, workshops, guest speakers, and field trips. Our mission is to grow as filmmakers, to work together, build better relationships with our peers in film, and to broaden our horizon of technologies in the film industry and our knowledge of film making.

## Free Information Sessions

*Learn more about our programs, meet instructors, and ask questions.*

Designers	1/20	T	6:30 PM
Developers	1/21	W	6:30 PM
Human Resource Generalist Certificate Program	1/21	W	7:00 PM
Network, Security, Forensics	1/22	Th	6:30 PM
Wedding and Event Planner	4/8	W	7:00 PM
Health Career Courses			

Sessions are offered every Wednesday.

## Contact Us

UT Arlington  
Continuing Education  
140 W. Mitchell St.  
Box 19197  
Arlington, Texas 76019

### Office Hours:

Monday-Thursday  
8:00 AM-5:30 PM

Friday 8:00 AM-5:00 PM

Closed Weekends

**817-272-2581**

[www.uta.edu/ded](http://www.uta.edu/ded)

## Off-Campus Class Locations:

Maverick Athletic Club  
1919 W. Pioneer Parkway  
Arlington, TX 76013

Upstairs Gallery  
1038 W. Abram Street  
Arlington, TX 76103

Studio Space Arlington  
301 Lampe St.  
Arlington, TX 76010

Romano's Macaroni Grill  
1670 W. I-20  
Arlington, TX 76017

## Follow Us



[uta.edu/ded](http://uta.edu/ded)





## High School Exam Prep

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Instructor: Roddrick West

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Instructor: Fabia Bourda

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2/7-3/21 Sa 8:00 AM to 5:00 PM Fee: \$995





## Certifications and Certificate Programs

Professional certifications and certificate programs provide a coveted edge that differentiates one professional from another. They give experienced workers an opportunity to advance themselves in their respective areas of expertise. For those with little experience, certificates and certifications can add value when very specific skills and knowledge are demanded in an industry. Often, instead of seeking another degree, professionals can add to their credentials with a certificate or certification. These credentials are an indication of how dedicated a professional is to their work. Courses can be taken individually for personal or professional enrichment.

### Benefits of Professional Certifications and Certificate Programs:

- Gain professional skills required for career advancement
- Provide skills and knowledge to start a new career
- Improve your personal effectiveness
- Increase productivity within your business or organization
- Prepare for industry certification exams
- Acquire CEUs which may fulfill continuing education requirements for specific professions

**Certificate Program Enrollment Fee:** There is a non-refundable \$50.00\* certificate program fee which must be submitted prior to an overall certificate being issued. Payment can be made online or by contacting our office at 817-272-2581.

\*Some certificate programs have different policies, procedures, and fees. Please see details at [uta.edu/ded](http://uta.edu/ded) for specific program information.

## Accounting Specialist Certificate | 8 required courses + 24 hours of electives

The Accounting Specialist Certificate is a comprehensive curriculum for those who desire to have a better understanding of basic accounting, accounting principles, and procedures. This program is particularly well suited for individuals who have recently assumed some accounting responsibilities, want a foundation in basic accounting, or want a better understanding of accounting.

### Benefits of this certificate:

- Gain knowledge of general accounting, accounts payable, accounts receivable, purchasing, and inventory
- Analyze various financial statements including balance sheets and income statements
- Develop the skills and knowledge to enter or advance in the accounting field

### REQUIRED | 8 required courses | Visit our website for a complete listing of courses.

<b>Introduction to Accounting: The Accounting Cycle (AC1212)</b>	1/10	Sa	8:00 AM to 5:00 PM	Fee: \$199
<b>Journals, Ledgers, and Worksheets (AC1150)</b>	1/24	Sa	8:30 AM to 12:30 PM	Fee: \$199
<b>Excel 2010: Level I (SS1934)</b>	1/30 – 2/6	F	6:00 PM to 10:00 PM	Fee: \$260
	5/8 – 5/15	F	6:00 PM to 10:00 PM	Fee: \$260
<b>Financial/Accounting Management (AC2020)</b>	2/28	Sa	8:00 AM to 5:00 PM	Fee: \$199

### ELECTIVES | 24 hours required | Visit our website for a complete listing of courses.

<b>QuickBooks Fundamentals (AC4040)</b>	2/7 – 2/14	Sa	9:00 AM to 4:00 PM	Fee: \$340
<b>Excel 2010: Level II (SS1935)</b>	2/27 – 3/6	F	6:00 PM to 10:00 PM	Fee: \$260
<b>QuickBooks Advanced (AC4041)</b>	2/28 – 3/7	Sa	9:00 AM to 4:00 PM	Fee: \$340
<b>Payroll PayTrain® Fundamentals (PG1887)</b>	4/4 – 5/30	Sa	8:30 AM to 12:30 PM	Fee: \$795

## Certified Public Accountant Review

Becker Professional Review offers the CPA Review Course through Continuing Education at UT Arlington. For schedule information, please contact our offices at 817-272-2581.





# PROFESSIONAL DEVELOPMENT

## Business Communication Certificate | 5 required courses

Clear and concise communication is a highly valued commodity in the workplace. Written and oral communication skills are powerful tools for you and your organization. This certificate program is designed to enable students to develop a polished communication style that projects credibility and professionalism.

### Benefits of this certificate:

- Learn to write clearly, concisely, and coherently
- Overcome common communication barriers
- Identify successful strategies and tactics for negotiation

**REQUIRED | 5 required courses | Visit our website for a complete listing of courses.**

<b>Technical Writing Introduction (TW1001)</b>	1/24 – 1/31	Sa	9:00 AM to 12:00 N	Fee: \$199
<b>Business Communication Essentials (CO2508)</b>	3/24 – 3/31	T	6:30 PM to 9:30 PM	Fee: \$199

## Business Continuity and Disaster Recovery Certificate | 1 required course



This 3-day course is designed to take the student from a novice to an advanced level of recovery planning. Attendees will leave this class with the knowledge of how to implement a business continuity program at their current or future place of business.

### Benefits of this certificate:

- Promote an overall awareness of your organization's potential risks and help maintain standards of excellence
- Learn how to keep your business open after an incident and reduce the cost of disruptions
- Develop a business impact analysis to predict the consequences of a closure and gather information needed to develop recovery strategies

**REQUIRED | 1 required course**

<b>Business Continuity and Disaster Recovery (BC5000)</b>	4/8 – 4/10	W – F	9:00 AM to 5:00 PM	Fee: \$1,295
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## CNC Programming Certificate | 6 required courses

Computer Numerically Controlled (CNC) Programmers write CNC programs which carefully control the motion of machines and tools used to cut and shape precision products, such as machine and automobile parts. Demand for highly qualified workers in this field is increasing, which translates to higher wages and excellent opportunities. In 2012, the Bureau for Labor Statistics placed the median hourly earnings of a CNC Programmer at \$22 per hour, with the top ten percent earning more than \$34 per hour. This program provides the entry-level training needed to become a successful CNC programmer.

### Benefits of this certificate:

- Gain the skills needed for jobs that are in high demand
- Learn critical thinking, logic, and reasoning to troubleshoot problems
- Review 3D CAD blueprints

**REQUIRED | 6 required courses | Visit our website for a complete listing of courses.**

<b>CNC Programming - Mill I (CNC1040)</b>	1/24 – 2/28	Sa	8:00 AM to 4:30 PM	Fee: \$650
<b>Basic Blueprint Reading (BPR1901)</b>	2/24 – 3/5	T, Th	6:00 PM to 10:00 PM	Fee: \$260
<b>CNC Programming - Mill II (CNC1050)</b>	3/21 – 4/25	Sa	8:00 AM to 4:30 PM	Fee: \$650
<b>CNC Programming - Lathe I (CNC1020)</b>	5/16 – 6/20	Sa	8:00 AM to 4:30 PM	Fee: \$650

## CompTIA Certification Training | 3 courses available

CompTIA is a provider of professional certifications for the information technology (IT) industry, and is a global association of IT companies with the common goal of standardized qualifications for professionals working in the industry. Membership of CompTIA includes most of the global software and hardware manufacturers.

<b>FREE Information Session – Network, Security, Forensics</b>	1/22	Th	6:30 PM to 8:00 PM	FREE
<b>CompTIA A+ Certification Training (CP0003)</b>	1/26 – 2/16	M, W, F	6:00 PM to 10:00 PM	Fee: \$1,495
<b>CompTIA Network+ Certification Training (CP0002)</b>	3/2 – 3/23	M, W, F	6:00 PM to 10:00 PM	Fee: \$1,495
<b>CompTIA Security+ Certification Training (CP0004)</b>	4/6 – 4/27	M, W, F	6:00 PM to 10:00 PM	Fee: \$1,495





## Computer Aided Design and Drafting Certificate | 6 required courses + Capstone

The design drafter is a skilled technician who starts with a design and develops the working drawings required to guide the production of machines or products. Drafters interpret engineering information in the form of sketches, plans, and detailed drawings to be used in manufacturing and construction.

<b>FREE Info Session - Designers</b>	1/20	T	6:30 PM to 8:00 PM	FREE
<b>REQUIRED   6 required courses + Capstone   Visit our website for a complete listing of courses.</b>				
<b>3ds Max (DB1936)</b>	1/23 – 2/13	F	6:00 PM to 10:00 PM	Fee: \$435
<b>Revit - Advanced (AU3032)</b>	1/24 – 2/14	Sa	9:00 AM to 2:00 PM	Fee: \$495
	5/2 – 5/30	Sa	9:00 AM to 2:00 PM	Fee: \$495
<b>AutoCAD Introduction (AU1020)</b>	1/24 – 2/14	Sa	9:00 AM to 2:00 PM	Fee: \$495
<b>Maya (AU1020)</b>	2/20 – 3/13	F	6:00 PM to 10:00 PM	Fee: \$435
<b>AutoCAD Advanced 3D (AU3030)</b>	2/28 – 3/28	Sa	9:00 AM to 2:00 PM	Fee: \$495
<b>SolidWorks - Advanced (AU3037)</b>	2/28 – 3/28	Sa	2:00 PM to 6:00 PM	Fee: \$435
<b>Sculptris (AU3040)</b>	3/17 – 3/26	T, Th	6:00 PM to 10:00 PM	Fee: \$435
<b>Revit - Beginner (AU3031)</b>	4/4 – 4/25	Sa	9:00 AM to 2:00 PM	Fee: \$495
<b>Capstone - Computer Aided Design and Drafting (AU3035)</b>	6/6 – 6/27	Sa	9:00 AM to 1:00 PM	Fee: \$495

## Crisis Management Certificate | 1 required course <sup>NEW</sup>

The goal of this course is to provide the attendee with the knowledge required to manage a crisis or potential crisis event. Special attention will be focused on the crisis management (emergency response) structure and the planning necessary to manage an event that could impact your organization. This will include event identification, predefining escalation trigger points, and notification procedures.

<b>Corporate Crisis Management Certificate (CM5000)</b>	6/3 – 6/5	W – F	9:00 AM to 5:00 PM	Fee: \$1,295
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## Cybersecurity and Risk Management Certificate | 4 required courses <sup>NEW</sup>

This certificate program provides organizational leaders with sufficient knowledge and skills to improve their organization's cybersecurity capabilities. Each three-day course is non-technical and carefully designed for busy risk managers and other leaders who need to understand cyber risk.

<b>REQUIRED   4 required courses   Visit our website for a complete listing of courses.</b>				
<b>Introduction to Cyber Risk (CYB601)</b>	2/10 – 2/12	T – Th	8:00 AM to 5:00 PM	Fee: \$1,495
<b>Cyber Risk to Information Technology Systems (CYB602)</b>	3/3 – 3/5	T – Th	8:00 AM to 5:00 PM	Fee: \$1,495
<b>Cyber Risk to Voice &amp; Data Communications (CYB603)</b>	4/14 – 4/16	T – Th	8:00 AM to 5:00 PM	Fee: \$1,495
<b>Cyber Law, Policy &amp; Ethics (CY6040)</b>	5/12 – 5/14	T – Th	8:00 AM to 5:00 PM	Fee: \$1,495

## Business Leadership: Leading at a Higher Level (BU1520) <sup>NEW</sup>

This course examines a leadership model that addresses the true calling of managers in leading their organizations. It goes beyond a focus on profits and addresses how to propel an organization forward through effective leadership.

	4/11	Sa	9:00 AM to 4:00 PM	Fee: \$199
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# PROFESSIONAL DEVELOPMENT

## Digital Photography Certificate | 5 required courses + 3 elective courses + Portfolio Project

Our program is designed to teach you digital photography and help you gain the knowledge needed to become a professional photographer or an enthused hobbyist. Start by exploring the capabilities of your digital camera and then learn the techniques to improve the quality of your photographs. This program requires a camera with changeable lenses and full manual settings; DSLR, ZLR, or advanced Range Finder type digital cameras are acceptable. If you are unsure of your camera, please call our office before registering.

### Participants will learn to:

- Effectively use composition skills and techniques
- Utilize creative methods to enhance images
- Edit images to reflect desired finished product
- Utilize proper flash techniques, studio lighting, and natural light
- Select and manage location and studio photography

### REQUIRED | 5 required courses + Portfolio | Visit our website for a complete listing of courses.

<b>Introduction to Digital Photography I (PH3205)</b>	1/21 – 3/4	W	7:00 PM to 9:00 PM	Fee: \$169
	1/24 – 3/7	Sa	10:00 AM to 12:00 N	Fee: \$169
	1/26 – 3/9	M	7:00 PM to 9:00 PM	Fee: \$169
	3/24 – 4/28	T	7:00 PM to 9:00 PM	Fee: \$169
	5/19 – 6/30	T	7:00 PM to 9:00 PM	Fee: \$169
<b>Adobe Photoshop - Beginner (GD1905)</b>	1/24 – 2/28	Sa	12:30 PM to 3:15 PM	Fee: \$375
	3/31 – 4/9	T, Th	6:00 PM to 10:00 PM	Fee: \$375
<b>Introduction to Digital Photography II (PH3206)</b>	2/3 – 3/10	T	7:00 PM to 9:00 PM	Fee: \$169
	3/3 – 4/14	T	7:00 PM to 9:00 PM	Fee: \$169
	3/16 – 4/27	M	7:00 PM to 9:00 PM	Fee: \$169
	4/11 – 5/30	Sa	10:00 AM to 12:00 N	Fee: \$169
<b>Adobe Photoshop CS6-Advanced for Photographers (PH3210)</b>	2/5 – 3/12	Th	7:00 PM to 9:15 PM	Fee: \$340
	4/11 – 5/9	Sa	12:30 PM to 3:15 PM	Fee: \$340
<b>Final Photography Portfolio (PH3400)</b>	3/25 – 5/6	W	7:00 PM to 9:00 PM	Fee: \$229
<b>Digital Photography Light and Lighting (PH3112)</b>	3/26 – 4/30	Th	7:00 PM to 9:00 PM	Fee: \$169

### ELECTIVES | 3 courses required | Visit our website for a complete listing of courses.

<b>Adobe Photoshop Lightroom (GD1907)</b>	1/21 – 2/18	W	7:00 PM to 9:00 PM	Fee: \$300
<b>Travel and Location Photos (PH3119)</b>	1/26 – 3/9	M	7:00 PM to 9:00 PM	Fee: \$169
<b>Digital Photography Light and Lighting Level II (PH3218)</b>	2/4 – 3/18	W	10:00 AM to 12:00 N	Fee: \$179
<b>Portrait and Wedding Photography (PH3304)</b>	2/11 – 3/25	W	7:00 PM to 9:00 PM	Fee: \$179
<b>Creating Interactive Portfolios Using Mac (DP1963M)</b>	2/14 – 2/21	Sa	9:00 AM to 1:00 PM	Fee: \$225
<b>Digital Wildlife Photography (PH3115)</b>	3/24 – 4/21	T	10:30 AM to 12:30 PM	Fee: \$199
<b>Digital Nature and Landscape Photography (PH3114)</b>	4/2 – 4/23	Th	7:00 PM to 9:00 PM	Fee: \$179
<b>The Business of Photography (PH3219)</b>	4/13 – 5/18	M	7:00 PM to 9:00 PM	Fee: \$239
<b>Digital Photography Studio (PH3220)</b>	5/5 – 6/2	T	6:00 PM to 9:00 PM	Fee: \$269

## Event Planning Certificates | 2 courses available

These courses provide detailed step-by-step formulas for the personal and professional aspects of any social or corporate event. The Wedding and Event Planner course covers all aspects of starting and operating a professional event planning business. The Corporate Event Planning (SMART) course covers special events, meetings, assemblies, recognition and training events. It also provides a detailed guideline on how to successfully execute any event by teaching the essentials of designing, planning, setting budgets, reviewing performances and charging for services.

### Certified Wedding and Event

<b>Planner Information Session (OH3125)</b>	4/8	W	7:00 PM to 8:00 PM	FREE
<b>Corporate Event Planning (BU3125)</b>	1/26 – 4/13	M	6:00 PM to 9:20 PM	Fee: \$995
<b>Certified Wedding and Event Planner (BU3121)</b>	6/1 – 8/17	M	6:00 PM to 9:20 PM	Fee: \$995





## Executive Administrative Assistant Certificate | 12 required courses + 2 elective courses

This program provides the education and skills required to keep pace with the communication, interpersonal and technological needs of today's rapidly changing business environment. Upon successful completion of program requirements, students will be proficient in customer service, computer applications, communication and interpersonal skills, teamwork, supervisory skills, administrative procedures, presentation skills, and problem-solving skills.

### Benefits of this certificate:

- Improve your employability and opportunities for advancement
- Strengthen your administrative, communication, and technological skills
- Gain the interpersonal skills needed to meet the demands of the current and emerging business environment

### REQUIRED | 12 required courses | Visit our website for a complete listing of courses.

<b>Introduction to Accounting: The Accounting Cycle (AC1212)</b>	1/10	Sa	8:00 AM to 5:00 PM	Fee: \$199
<b>Executive Administrative Office Procedure (EA2706)</b>	1/26 – 2/18	M, W	6:00 PM to 9:00 PM	Fee: \$250
<b>Excel 2010: Level I (SS1934)</b>	1/30 – 2/6	F	6:00 PM to 10:00 PM	Fee: \$260
	5/8 – 5/15	F	6:00 PM to 10:00 PM	Fee: \$260
<b>Excel 2010: Level II (SS1935)</b>	2/27 – 3/6	F	6:00 PM to 10:00 PM	Fee: \$260
<b>Access 2010: Level I (DB1936)</b>	3/3 – 3/12	T, Th	6:00 PM to 10:00 PM	Fee: \$370

### ELECTIVES | 2 courses required | Visit our website for a complete listing of courses.

<b>Microsoft Project 2010 Level I (MP1916)</b>	2/6	F	8:30 AM to 4:30 PM	Fee: \$299
<b>QuickBooks Fundamentals (AC4040)</b>	2/7 – 2/14	Sa	9:00 AM to 4:00 PM	Fee: \$340
<b>Creating Interactive Portfolios Using Mac (DP1963M)</b>	2/14 – 2/21	Sa	9:00 AM to 1:00 PM	Fee: \$225
<b>Financial/Accounting Management (AC2020)</b>	2/28	Sa	8:00 AM to 5:00 PM	Fee: \$199
<b>Spanish Language: Level II (FL0122)</b>	3/21 – 4/25	Sa	9:00 AM to 11:40 AM	Fee: \$139

## Facility Management Professional® (FMP)® | 1 required course

The International Facility Management Association's Facility Management Professional (FMP) credential is an assessment-based program aligned with IFMA's global task analysis. It is designed to ensure that those receiving the FMP credential demonstrate a proven comprehension of the foundations of facility management. Upon successful completion of the program, a student simply has to submit an application fee to IFMA to receive credentialing.

### Facility Management Professional Credential Program (FM1000)

4/24 – 6/13	F, Sa	8:00 AM to 5:00 PM	Fee: \$2,495
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## Home Inspection Training | 1 required course

Our course combines easy to understand educational materials and real-life experiences for you to apply the knowledge you learn. This course meets and exceeds the 330 hours of core education required by TREC to obtain your Professional Home Inspector License.

<b>Home Inspection Training (HI7000)</b>	1/26 – 2/7	M – Sa	8:00 AM to 6:30 PM	Fee: \$2,995
	5/4 – 5/16	M – Sa	8:00 AM to 6:30 PM	Fee: \$2,995

## Human Resource Generalist Certificate | 7 required courses + Capstone

This program offers courses taught by practicing HR professionals, who teach practical skills that can be applied directly to the workplace. Participants learn the fundamental knowledge essential for the HR profession. This program has been submitted to the HR Certification Institute for review.

### Benefits of this certificate:

- Be prepared for employment in the field of human resources
- Learn the core functions of human resources
- Gain the skills needed to identify and deal with employee relation issues and to communicate effectively in a work environment

### REQUIRED | 7 courses + Capstone | Visit our website for a complete listing of courses.

<b>HR Information Session</b>	1/21	W	7:00 PM to 8:00 PM	FREE
<b>Fundamentals of Human Resources (HR4041)</b>	2/10 – 3/3	T	6:30 PM to 9:30 PM	Fee: \$289
<b>Business Communication Essentials (CO2508)</b>	3/24 – 3/31	T	6:30 PM to 9:30 PM	Fee: \$199
<b>Human Resources Laws (HR4042)</b>	4/28 – 5/21	T, Th	6:30 PM to 9:30 PM	Fee: \$349





# PROFESSIONAL DEVELOPMENT


## Logistics and Supply Chain Management Certificate | 4 required courses + Capstone

This certificate program provides a foundation in supply chain and logistics management from both a U.S. and global perspective, preparing students for professional careers with manufacturers, distributors, transportation carriers, and logistics service providers. The curriculum provides the required theoretical/conceptual base and analytical methods for making sound operational and strategic business decisions.

### Benefits of this certificate:

- Implement the best supply chain and logistics for your organization
- Develop and apply sound logistics and supply chain practices, policies, procedures, and regulations
- Identify and evaluate supply chain vulnerabilities and create approaches to mitigate and reduce risks

### REQUIRED | 4 courses + Capstone | Visit our website for a complete listing of courses.

<b>Warehouse and Distribution Center Management (LG3000)</b>	1/26 – 2/4	M, W	6:00 PM to 10:00 PM	Fee: \$395	
<b>International Logistics &amp; SCM (LG4000)</b>	3/2 – 3/11	M, W	6:00 PM to 10:00 PM	Fee: \$395	
<b>Capstone – Logistics and Supply Chain Management (LG5000)</b>	4/6 – 4/13	M, W	6:00 PM to 10:00 PM	Fee: \$349	

## Marketing Specialist Certificate | 7 required courses + 1 elective course + Internship + Capstone

The Marketing Specialist Certificate Program explores the emerging marketing trends critical for successful marketing professionals of the future. This program is ideal for those who are looking for an entry level marketing position. The courses outlined in this program are tailored to prepare you for the challenges faced as a marketing professional. Gain the technical, analytical, writing and research skills needed to become marketable.

### REQUIRED | 7 courses required + Capstone + Internship | Visit our website for a complete listing of courses.

<b>Practical Project Management Fundamentals (PM6217)</b>	2/20	F	8:30 AM to 5:30 PM	Fee: \$295	
<b>Fundamentals of Marketing (BU1305)</b>	2/7 – 2/28	Sa	9:00 AM to 12:00 N	Fee: \$290	
<b>Writing for Marketing Professionals (BU1306)</b>	3/21 – 4/11	Sa	1:00 PM to 4:00 PM	Fee: \$290	
<b>Integrated Web Marketing and Google Analytics (BU3078)</b>	4/10 – 5/8	F	6:00 PM to 9:00 PM	Fee: \$290	
<b>Marketing Research and Analysis (BU1307)</b>	5/26 – 6/18	T, Th	6:30 PM to 9:30 PM	Fee: \$349	

### ELECTIVES | 1 course required | Visit our website for a complete listing of courses.

<b>Adobe Photoshop - Beginner (GD1905)</b>	1/24 – 2/28	Sa	12:30 PM to 3:15 PM	Fee: \$375	
	3/31 – 4/9	T, Th	6:00 PM to 10:00 PM	Fee: \$375	
<b>Adobe InDesign for Macs (DP1960)</b>	2/9 – 2/18	M, W	6:00 PM to 10:00 PM	Fee: \$375	
<b>Creating Mobile Apps Without Code (GD2002)</b>	3/31 – 4/9	T, Th	6:00 PM to 10:00 PM	Fee: \$340	
<b>WordPress WebMaster - Level 1 (WD1930)</b>	3/27 – 4/17	F	6:00 PM to 10:00 PM	Fee: \$330	

## Master Certificate in Construction Management | 4 required courses

Developed in partnership with the College of Engineering, this certificate is designed to meet the industry's evolving needs due to advances in construction technologies, financing, and methods which underscore a sound and systematic management of construction projects.

### Benefits of this certificate:

- Develop marketable skills for those new to the construction industry
- Provide a framework of knowledge for professionals tasked with construction management as collateral duty
- Enhance the opportunities for those already employed in construction to gain management skills

### REQUIRED | 4 courses | Visit our website for a complete listing of courses.

<b>Construction Project Cost Estimation (EM1200)</b>	1/10 – 1/24	Sa	8:00 AM to 4:30 PM	Fee: \$795	
<b>Project Planning and Scheduling (EM1300)</b>	2/21 – 2/28	Sa	8:00 AM to 4:30 PM	Fee: \$795	





## Mediation and Dispute Resolution Certificate | 4 required courses + 2 elective courses + Practicum

This program is designed for individuals wishing to pursue a career in dispute resolution. The curriculum explores the history of dispute resolution and merges a theoretical grounding with a practical application of collaborative problem solving to offer a solid educational experience.

### Benefits of this certificate:

- Increased knowledge of laws and codes of conduct related to the practice of mediation and conflict resolution
- Develop superior communication skills to enhance leadership roles
- Gain professional negotiation and conflict resolution skills

### REQUIRED | 4 courses | Visit our website for a complete listing of courses.

Basic Mediation Training (BU1501)	1/26 – 3/4	M, W	6:30 PM to 9:50 PM	Fee: \$389
Civil Law and Mediation (BU1506)	4/27 – 6/8	M, W	6:30 PM to 9:45 PM	Fee: \$389

### ELECTIVES | 2 courses required | Visit our website for a complete listing of courses.

Advanced Mediation and Family Law (BU1503)	3/16 – 4/15	M, W	6:30 PM to 9:30 PM	Fee: \$369
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## Mobile Apps Developer Certificate | 2 Disciplines available: Android & iOS

Our program provides the knowledge on how to design, program, and publish mobile apps for sale online or as a product and service to businesses that need mobile app developers.

### ANDROID DISCIPLINE (REQUIRED) | 7 required courses + Capstone | Visit our website for a complete listing of courses.

FREE Info Session - Developers (OH1900)	1/21	W	6:30 PM to 8:00 PM	FREE
Capstone - Mobile Apps (PG9084)	1/10 – 2/7	Sa	9:00 AM to 1:00 PM	Fee: \$435
Programming Fundamentals (PG1887)	1/27 – 2/5	T, Th	6:00 PM to 10:00 PM	Fee: \$435
	4/28 – 5/7	T, Th	6:00 PM to 10:00 PM	Fee: \$435
Java Programming: Level I (PG1984)	2/10 – 2/19	T, Th	6:00 PM to 10:00 PM	Fee: \$435
Java Programming: Level II (PG1986)	2/24 – 3/5	T, Th	6:00 PM to 10:00 PM	Fee: \$435
Android Programming - Level 1 (PG9090)	3/21 – 4/11	Sa	2:00 PM to 6:00 PM	Fee: \$435
Adobe Fireworks (WD1925)	3/30 – 4/8	M, W	6:00 PM to 10:00 PM	Fee: \$340
Android Programming - Level 2 (PG9091)	4/18 – 5/9	Sa	2:00 PM to 6:00 PM	Fee: \$435
Android Programming - Level 3 (PG9092)	5/16 – 6/13	Sa	2:00 PM to 6:00 PM	Fee: \$435

### iOS DISCIPLINE (REQUIRED) | 6 required courses + Capstone | Visit our website for a complete listing of courses.

Capstone - Mobile Apps (PG9084)	1/10 – 2/7	Sa	9:00 AM to 1:00 PM	Fee: \$435
Programming Fundamentals (PG1887)	1/27 – 2/5	T, Th	6:00 PM to 10:00 PM	Fee: \$435
	4/28 – 5/7	T, Th	6:00 PM to 10:00 PM	Fee: \$435
iOS Programming - Objective C (PG9081M)	2/21 – 3/21	Sa	1:00 PM to 5:00 PM	Fee: \$435
iOS Programming - Level 1 for iPhone and iPad (PG9080M)	3/21 – 4/11	Sa	9:00 AM to 1:00 PM	Fee: \$435
Adobe Fireworks (WD1925)	3/30 – 4/8	M, W	6:00 PM to 10:00 PM	Fee: \$340
iOS Programming - Level 2 for iPhone and iPad (PG9082M)	4/18 – 5/9	Sa	9:00 AM to 1:00 PM	Fee: \$435
iOS Programming - Level 3 for iPhone and iPad (PG9083M)	5/30 – 6/20	Sa	9:00 AM to 1:00 PM	Fee: \$435

### BOTH DISCIPLINES (ELECTIVES) | 2 required | Visit our website for a complete listing of courses.

Home Recording and Sound Design with Adobe Audition (AD1901)	3/9 – 3/18	M, W	6:00 PM to 10:00 PM	Fee: \$375
Unity 3D - Beginner (GP1005)	3/17 – 3/26	T, Th	6:00 PM to 10:00 PM	Fee: \$375
Creating Mobile Apps Without Code (GD2002)	3/31 – 4/9	T, Th	6:00 PM to 10:00 PM	Fee: \$340
Augmented Reality Using Vuforia - Beginner (GP1007)	4/27 – 5/6	M, W	6:00 PM to 10:00 PM	Fee: \$375





# PROFESSIONAL DEVELOPMENT

## Nonprofit Management Certificate | 9 required courses + 3 electives

Develop the basic skills needed to make the best use of community, financial, and human resources that are essential to a nonprofit organization's success.

### Benefits of this certificate:

- Learn skills needed to prepare for leadership positions
- Gain a better understanding of how to strengthen and build the capacity of a nonprofit organization
- Learn all the skills and resources necessary for a viable nonprofit organization

### REQUIRED | 9 required | Visit our website for a complete listing of courses.

Leadership of Nonprofit Organizations (NI5266)	1/28 – 2/4	W	6:00 PM to 9:00 PM	Fee: \$189
Strategic Planning for Nonprofit Organizations (NI5276)	2/16 – 2/23	M	6:00 PM to 9:00 PM	Fee: \$189
Program Planning and Evaluation (NI5279)	3/16 – 3/23	M	6:00 PM to 9:00 PM	Fee: \$189
Introduction to Nonprofit Financial Management (NI5271)	4/11 – 4/18	Sa	9:30 AM to 12:30 PM	Fee: \$189
Basic Fundraising and Income Strategies (NI5272)	5/6 - 5/13	W	6:00 PM to 9:00 PM	Fee: \$189

### ELECTIVES | 3 required | Visit our website for a complete listing of courses.

Starting Your Non-Profit 501(c)(3) (NI5281)	1/21	W	6:00 PM to 9:00 PM	Fee: \$159
Facebook, Twitter, and LinkedIn Marketing (BU3073)	1/28 – 2/11	W	6:00 PM to 9:00 PM	Fee: \$270
QuickBooks Fundamentals (AC4040)	2/7 – 2/14	Sa	9:00 AM to 4:00 PM	Fee: \$340
Email Marketing (BU3071)	5/13 – 5/27	W	6:00 PM to 9:00 PM	Fee: \$270

## Paralegal Certificate | 11 required courses + 3 elective courses

The Paralegal Certificate program is modeled after the ABA and Professional Paralegal Association standards, which provide students with the skills to work effectively as a paralegal.

### Benefits of this certificate:

- Understand and demonstrate the functions, skills, and roles of a paralegal
- Conduct legal research and follow standard legal procedures
- Learn effective writing and analytical techniques

### REQUIRED | 11 required | Visit our website for a complete listing of courses.

Paralegal Fundamentals (LA1007)	Online			Fee: \$250
Real Estate Law (OLA1009)	Online			Fee: \$250
Legal Terminology (LA1318)	2/4 – 4/8	W	6:00 PM to 7:30 PM	Fee: \$175
Legal Ethics (LA1314)	2/4 – 4/8	W	8:00 PM to 9:30 PM	Fee: \$175
Civil Law & Advanced Civil Discovery for Paralegals (LA1335)	5/6 – 7/8	W	6:00 PM to 7:30 PM	Fee: \$175
Trial Preparation & Technology in the Law Office (LA1332)	5/6 – 7/8	W	8:00 PM to 9:30 PM	Fee: \$175

### ELECTIVES | 3 required | Visit our website for a complete listing of courses.

Bankruptcy Law (OLA1001)	Online			Fee: \$250
Probate Law & Estate Planning (OLA1008)	Online			Fee: \$250

## Payroll Professional Certificate | 2 required courses

In cooperation with the American Payroll Association, this certificate program is comprised of two courses that will help you meet your goals in the payroll industry. Whether you are interested in preparing for the Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) certification exams, or need to learn the basics of payroll, our customized courses are designed to meet your needs.

### REQUIRED | 2 required | Visit our website for a complete listing of courses.

Payroll PayTrain® Fundamentals (PP1010)	4/4 – 5/30	Sa	8:30 AM to 12:30 PM	Fee: \$795
Payroll PayTrain® Mastery (PP1011)	6/20 – 8/22	Sa	8:30 AM to 12:30 PM	Fee: \$895

## Personal Trainer National Certification | 1 required course

This course provides lectures, hands on training, and a 30-hour internship that networks many graduates right into a job. Certification test is required. (3 credits toward Lower Division Bachelor degree, 30 CEUs through IACET.) CPR/AED is needed to receive the certificate.

Personal Trainer National Certification (SP3006)	3/21– 4/25	Sa	9:00 AM to 4:00 PM	Fee: \$784
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## Project Management Certificate | 3 required courses

This program is designed to fulfill the 35 hour educational requirement for those preparing to take the Project Management Institute PMP® credential certification exam.

### Benefits of this certificate:

- Fulfills the 35 hour education requirement to register for the Project Management Professional exam
- Implement project management skills on small to medium sized projects
- Apply project management techniques for delivery on time, on budget, and within scope

### REQUIRED | 3 required | Visit our website for a complete listing of courses.

<b>Practical Project Management Fundamentals (PM6217)</b>	2/20	F	8:30 AM to 5:30 PM	Fee: \$295
<b>Effective Project Initiation and Planning (PM6218)</b>	3/19 – 3/20	Th, F	9:00 AM to 5:30 PM	Fee: \$595
<b>Effective Project Execution and Control (PM6219)</b>	4/16 – 4/17	Th, F	9:00 AM to 5:30 PM	Fee: \$595

### ADDITIONAL COURSES | Optional

<b>Microsoft Project 2010 Level I (MP1916)</b>	2/6	F	8:30 AM to 4:30 PM	Fee: \$299
<b>Access 2010: Level I (DB1936)</b>	3/3 – 3/12	T, Th	6:00 PM to 10:00 PM	Fee: \$370
<b>Microsoft Project 2010 Level II (MP1922)</b>	3/6	F	8:30 AM to 4:30 PM	Fee: \$299
<b>Access 2010: Level II (DB1937)</b>	3/31 – 4/9	T, Th	6:00 PM to 10:00 PM	Fee: \$370

## Social Media Marketing Certificate | 1 required course + 4 electives + Capstone

Social media marketing offers insight for creating a brand, increasing market share, improving sales, gaining new customers and enhancing web presence. Learn how to create an effective Facebook, LinkedIn, and Twitter marketing plan, write and publish blogs, develop an e-mail marketing strategy, and avoid common pitfalls.

<b>FREE Info Session - Designers (OH1900)</b>	1/20	T	6:30 PM to 8:00 PM	FREE
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### REQUIRED | 1 required + Capstone | Visit our website for a complete listing of courses.

<b>Social Media Marketing (BU3070)</b>	2/25 – 3/4	W	6:00 PM to 9:00 PM	Fee: \$200
<b>Social Media Marketing Capstone (BU3076)</b>	3/18 – 4/1	W	6:00 PM to 9:00 PM	Fee: \$270

### ELECTIVES | 4 elective courses | Visit our website for a complete listing of courses.

<b>Facebook, Twitter, and LinkedIn Marketing (BU3073)</b>	1/28 – 2/11	W	6:00 PM to 9:00 PM	Fee: \$270
<b>Integrated Web Marketing and Google Analytics (BU3078)</b>	4/10 – 5/8	F	6:00 PM to 9:00 PM	Fee: \$290
<b>Pinterest, Google+, and YouTube Marketing (BU3075)</b>	4/15 – 4/29	W	6:00 PM to 9:00 PM	Fee: \$270
<b>Email Marketing (BU3071)</b>	5/13 – 5/27	W	6:00 PM to 9:00 PM	Fee: \$270
<b>Crowdfunding – Turn Your Dream Into Reality (BU3079)</b>	5/16	Sa	9:00 AM to 4:00 PM	Fee: \$200



## Technical Writing Certificate | 5 required courses

Participants will learn the advanced writing and communication skills necessary to clearly and precisely convey technical information to a wide range of audiences.

### Benefits of this certificate:

- Improve technical writing communication competencies, including revising, editing and design
- Apply technical writing techniques to clearly convey technical information to a specific audience
- Develop effective research procedures

### REQUIRED | 5 required | Visit our website for a complete listing of courses.

<b>Technical Writing Introduction (TW1001)</b>	1/24 – 1/31	Sa	9:00 AM to 12:00 N	Fee: \$199
<b>Technical Editing (TW1005)</b>	2/14 – 3/7	Sa	9:00 AM to 1:00 PM	Fee: \$349
<b>Technical Writing Techniques Level I (TW1002)</b>	3/28 – 4/25	Sa	9:00 AM to 12:45 PM	Fee: \$349
<b>Technical Writing Techniques Level II (TW1003)</b>	5/9 – 6/1	Sa	9:00 AM to 12:45 PM	Fee: \$349



# PROFESSIONAL DEVELOPMENT

## UI/UX Designer Certificate | 16 required courses + Capstone

User Interface and User Experience (a.k.a. UI/UX) is one of the hottest gigs in the technology industry today! The field is a combination of visual design, usability, and web development, with the goal of creating beautiful product experiences for users.

**FREE Information Session – Designers (OH1900)** 1/20 T 6:30 PM FREE

### REQUIRED | 16 courses + Capstone | Visit our website for a complete listing of courses.

Creating Web Pages	Online			Fee: \$99
Capstone – Design (WD2020)	1/12 – 1/26	M, W	6:00 PM to 10:00 PM	Fee: \$375
Commercial Drawing Fundamentals (WD1856)	1/24 – 2/21	Sa	9:00 AM to 1:00 PM	Fee: \$225
Adobe Photoshop – Beginner (GD1905)	1/24 – 2/28	Sa	12:30 PM to 3:15 PM	Fee: \$375
	3/31 – 4/9	T, Th	6:00 PM to 10:00 PM	Fee: \$375
Programming Fundamentals (PG1887)	1/27 – 2/5	T, Th	6:00 PM to 10:00 PM	Fee: \$435
	4/28 – 5/7	T, Th	6:00 PM to 10:00 PM	Fee: \$435
Introduction to Layout & Design for Mac (GD2008M)	3/7 – 3/28	Sa	2:00 PM to 6:00 PM	Fee: \$360
Adobe Fireworks (WD1925)	3/30 – 4/8	M, W	6:00 PM to 10:00 PM	Fee: \$340
Adobe Illustrator - Beginner for Mac (GD1896M)	4/4 – 4/25	Sa	9:00 AM to 1:00 PM	Fee: \$325
HTML5 and CSS3 (WD2024)	4/14 – 4/23	T, Th	6:00 PM to 9:00 PM	Fee: \$300
JavaScript Programming (PG1985)	5/5 – 5/19	T, Th	7:00 PM to 10:00 PM	Fee: \$435
jQuery and jQuery UI (WD2023)	5/26 – 6/4	T, Th	7:00 PM to 10:00 PM	Fee: \$300
Adobe Illustrator – Advanced for Mac (GD1898)	5/30 – 6/20	Sa	9:00 AM to 1:00 PM	Fee: \$415

### OPTIONAL COURSE

**Adobe InDesign for Mac (DP1960)** 2/9 – 2/18 M, W 6:00 PM to 10:00 PM Fee: \$375

## Video and Motion Graphics Design Certificate | 7 required courses + Capstone

You too can publish your own movies, commercials, or instructional videos! With the Internet the delivery of these videos is easier than ever, opening many avenues for generating income recording and editing digital video.

### REQUIRED | 7 courses + Capstone | Visit our website for a complete listing of courses.

Capstone - Game, Motion, and Sound Design (VE1002)	1/13 – 1/22	T, Th	6:00 PM to 8:00 PM	Fee: \$349
Adobe Photoshop - Beginner (GD1905)	1/24 – 2/28	Sa	12:30 PM to 3:15 PM	Fee: \$375
	3/31 – 4/9	T, Th	6:00 PM to 10:00 PM	Fee: \$375
Making Movies - Beginner (VI1000)	1/26 – 2/4	M, W	6:00 PM to 10:00 PM	Fee: \$260
Making Movies - Advanced (VI1001)	2/9 – 2/18	M, W	6:00 PM to 10:00 PM	Fee: \$260
Adobe Premiere - Video Editing (VE1401)	2/23 – 3/4	M, W	6:00 PM to 10:00 PM	Fee: \$375
Adobe After Effects - Movie Magic (VE1402)	3/7 – 4/4	Sa	2:00 PM to 6:00 PM	Fee: \$375
Home Recording and Sound Design with Adobe Audition (AD1901)	3/9 – 3/18	M, W	6:00 PM to 10:00 PM	Fee: \$375
Screenwriting Using Adobe Story (AD1901)	4/14 – 4/21	T, Th	6:00 PM to 10:00 PM	Fee: \$260
Crowdfunding - Turn Your Dream Into Reality (BU3079)	5/16	Sa	9:00 AM to 4:00 PM	Fee: \$200





## Video Game Design and Development Certificate | 8 required courses + 1 elective + Capstone

Our program prepares you for entry-level positions such as game designer and programmer in 2D and 3D environments.

<b>FREE Information Session – Designers (OH1900)</b>	1/20	T	6:30 PM	FREE
<b>REQUIRED   8 courses + Capstone   Visit our website for a complete listing of courses.</b>				
Capstone – Game, Motion, and Sound Design (VE1002)	1/13 – 1/22	T, Th	6:00 PM to 8:00 PM	Fee: \$349
Adobe Photoshop - Beginner (GD1905)	1/24 – 2/28	Sa	12:30 PM to 3:15 PM	Fee: \$375
	3/31 – 4/9	T, Th	6:00 PM to 10:00 PM	Fee: \$375
Programming Fundamentals (PG1887)	1/27 – 2/5	T, Th	6:00 PM to 10:00 PM	Fee: \$435
	4/28 – 5/7	T, Th	6:00 PM to 10:00 PM	Fee: \$435
Home Recording and Sound Design with Adobe Audition (AD1901)	3/9 – 3/18	M, W	6:00 PM to 10:00 PM	Fee: \$375
Unity 3D - Beginner (GP1005)	3/17 – 3/26	T, Th	6:00 PM to 10:00 PM	Fee: \$375
Augmented Reality Using Vuforia - Beginner (GP1007)	4/27 – 5/6	M, W	6:00 PM to 10:00 PM	Fee: \$375
Augmented Reality Using Vuforia - Advanced (GP1008)	5/11 – 5/20	M, W	6:00 PM to 10:00 PM	Fee: \$375
<b>ELECTIVES   1 required   Visit our website for a complete listing of courses.</b>				
3ds Max (AU3038)	1/23 – 2/13	F	6:00 PM to 10:00 PM	Fee: \$435
AutoCAD Introduction (AU1020)	1/24 – 2/14	Sa	9:00 AM to 2:00 PM	Fee: \$495
Revit - Advanced (AU3032)	1/24 – 2/14	Sa	9:00 AM to 2:00 PM	Fee: \$495
	5/2 – 5/30	Sa	9:00 AM to 2:00 PM	Fee: \$495
Maya (AU3039)	2/20 – 3/13	F	6:00 PM to 10:00 PM	Fee: \$435
AutoCAD Advanced 3D (AU3032)	2/28 – 3/28	Sa	9:00 AM to 2:00 PM	Fee: \$495
SolidWorks - Advanced (AU3037)	2/28 – 3/28	Sa	2:00 PM to 6:00 PM	Fee: \$435
Sculptris (AU3034)	3/17 – 3/26	T, Th	6:00 PM to 10:00 PM	Fee: \$435
Revit - Beginner (AU3031)	4/4 – 4/25	Sa	9:00 AM to 2:00 PM	Fee: \$495
Unity 3D – Advanced (GP1006)	4/13 – 4/22	M, W	6:00 PM to 10:00 PM	Fee: \$375

## Web Design Certificate | 2 disciplines available: Mobile Apps or CMS

This Certificate Program gives you the hands-on training you need to design and create visually stunning, professional quality, cutting edge websites. You'll learn current web standards and multimedia software.

### Mobile Apps Discipline (REQUIRED) | 10 required courses + Capstone | Visit our website for a complete listing of courses.

Creating Web Pages	Online			Fee: \$99
Capstone - Design (WD2020)	1/12 – 1/26	M, W	6:00 PM to 10:00 PM	Fee: \$375
Programming Fundamentals (PG1887)	1/27 – 2/5	T, Th	6:00 PM to 10:00 PM	Fee: \$435
	4/28 – 5/7	T, Th	6:00 PM to 10:00 PM	Fee: \$435
Create Games, Apps, and Video Using Flash (WD1923)	1/30 – 2/20	F	6:00 PM to 10:00 PM	Fee: \$375
Adobe AIR and Edge Animate for Mobile Devices (GD 1909)	2/27 – 3/20	F	6:00 PM to 10:00 PM	Fee: \$340
Adobe Fireworks (WD1925)	3/30 – 4/8	M, W	6:00 PM to 10:00 PM	Fee: \$340
Creating Mobile Apps Without Code (GD2002)	3/31 – 4/9	T, Th	6:00 PM to 10:00 PM	Fee: \$340
HTML5 and CSS3 (WD2024)	4/14 – 4/23	T, Th	6:00 PM to 9:00 PM	Fee: \$300
JavaScript Programming (PG1985)	5/5 – 5/19	T, Th	7:00 PM to 10:00 PM	Fee: \$435

### CMS Discipline (REQUIRED) | 5 required courses + Capstone | Visit our website for a complete listing of courses.

Creating Web Pages	Online			Fee: \$99
Capstone - Design (WD2020)	1/12 – 1/26	M, W	6:00 PM to 10:00 PM	Fee: \$375
Drupal for Designers (WD1932)	2/2 – 2/11	M, W	6:00 PM to 10:00 PM	Fee: \$295
WordPress WebMaster - Level 1 (WD1930)	3/27 – 4/17	F	6:00 PM to 10:00 PM	Fee: \$330
Adobe Fireworks (WD1925)	3/30 – 4/8	M, W	6:00 PM to 10:00 PM	Fee: \$340
WordPress WebMaster - Level 2 (WD1931)	4/24 – 5/15	F	6:00 PM to 10:00 PM	Fee: \$330

### CMS Discipline (ELECTIVES) | 2 required | Visit our website for a complete listing of courses.

Commercial Drawing Fundamentals (WD1856)	1/24 – 2/21	Sa	9:00 AM to 1:00 PM	Fee: \$225
Programming Fundamentals (PG1887)	1/27 – 2/5	T, Th	6:00 PM to 10:00 PM	Fee: \$435
	4/28 – 5/7	T, Th	6:00 PM to 10:00 PM	Fee: \$435
Create Games, Apps, and Video Using Flash (WD1903)	1/30 – 2/20	F	6:00 PM to 10:00 PM	Fee: \$375
Adobe AIR and Edge Animate for Mobile Devices (GD1909)	2/27 – 3/20	F	6:00 PM to 10:00 PM	Fee: \$340
JavaScript Programming (PG1985)	5/5 – 5/19	T, Th	7:00 PM to 10:00 PM	Fee: \$435





# PROFESSIONAL DEVELOPMENT

## Web Development Certificate | 6 required core + 4 discipline + 2 electives

This program offers three different disciplines; ASP, NET C#, PHP, or Java. Students must select one discipline.

### REQUIRED – All Disciplines | 6 required core | Visit our website for a complete listing of courses.

Creating Web Pages	Online			Fee: \$99
Capstone – Web Development (PG9070)	1/13 – 1/22	T, Th	6:00 PM to 10:00 PM	Fee: \$435
Programming Fundamentals (PG1887)	1/27 – 2/5	T, Th	6:00 PM to 10:00 PM	Fee: \$435
	4/28 – 5/7	T, Th	6:00 PM to 10:00 PM	Fee: \$435
Relational Database Fundamentals (DB1955)	2/9 – 2/18	M, W	6:00 PM to 10:00 PM	Fee: \$435
Web Page Design using HTML and Forms (WD2025)	3/16 – 3/18	M, W	6:00 PM to 10:00 PM	Fee: \$300
JavaScript Programming (PG1985)	5/5 – 5/19	T, Th	7:00 PM to 10:00 PM	Fee: \$435

### ASP.NET C# Discipline

#### ELECTIVES | 2 required | Visit our website for a complete listing of courses.

Unity 3D – Beginner (GP1005)	3/17 – 3/26	T, Th	6:00 PM to 10:00 PM	Fee: \$375
Augmented Reality Using Vuforia - Beginner (GP1007)	4/27 – 5/6	M, W	6:00 PM to 10:00 PM	Fee: \$375

### PHP Discipline

#### REQUIRED | 4 required | Visit our website for a complete listing of courses.

MySQL Workbench (DB1961)	2/23 – 3/4	M, W	6:00 PM to 10:00 PM	Fee: \$435
PHP & MySQL Level I (PG9060)	3/23 – 4/1	M, W	6:00 PM to 10:00 PM	Fee: \$435
PHP & MySQL Level II (PG9061)	4/6 – 4/15	M, W	6:00 PM to 10:00 PM	Fee: \$435
PHP & MySQL Level III (PG9062)	4/20 – 4/29	M, W	6:00 PM to 10:00 PM	Fee: \$435

### PHP Discipline

#### ELECTIVES | 2 required | Visit our website for a complete listing of courses.

Unity 3D – Beginner (GP1005)	3/17 – 3/26	T, Th	6:00 PM to 10:00 PM	Fee: \$375
Augmented Reality Using Vuforia - Beginner (GP1007)	4/27 – 5/6	M, W	6:00 PM to 10:00 PM	Fee: \$375

### Java Discipline

#### REQUIRED | 4 required | Visit our website for a complete listing of courses.

Java Programming: Level I (PG1985)	2/10 – 2/19	T, Th	6:00 PM to 10:00 PM	Fee: \$435
MySQL Workbench (DB1961)	2/23 – 3/4	M, W	6:00 PM to 10:00 PM	Fee: \$435
Java Programming: Level II (PG1986)	2/24 – 3/5	T, Th	6:00 PM to 10:00 PM	Fee: \$435

### Java Discipline

#### ELECTIVES | 2 required | Visit our website for a complete listing of courses.

Unity 3D – Beginner (GP1005)	3/17 – 3/26	T, Th	6:00 PM to 10:00 PM	Fee: \$375
Augmented Reality Using Vuforia - Beginner (GP1007)	4/27 – 5/6	M, W	6:00 PM to 10:00 PM	Fee: \$375

## Music and Sound Design Production Certificate | 4 required courses + Capstone

The affordability of technology and the internet have crumbled the music industry's hold on creative talent. This exciting new program will teach the process of song writing, studio recording, mixing, and the production of original work for commercial use.

### REQUIRED | 4 required + Capstone | Visit our website for a complete listing of courses.

Capstone - Game, Motion, and Sound Design	1/13 – 1/22	T, Th	6:00 PM to 8:00 PM	Fee: \$349
FREE Info Session - Designers	1/20	T	6:30 PM to 8:00 PM	FREE
Home Recording and Sound Design with Adobe Audition (AD1901)	3/9 – 3/18	M, W	6:00 PM to 10:00 PM	Fee: \$375
Studio Recording Using Pro Tools and Logic (AD1902)	4/6 – 4/27	M	6:00 PM to 10:00 PM	Fee: \$375





## Certificate in Autism Spectrum Disorder | 4 required courses + Portfolio Project

This certificate program was developed to provide therapists, vocation rehab counselors, paraprofessionals, educators, and caregivers the introduction, background, aptitude and skills needed to work effectively with this growing special needs population.

**Introduction to Autism Spectrum Disorder (ASD7305)**      4/29 – 5/13      W      6:00 PM to 9:00 PM      Fee: \$179

## Certified Financial Planner Certificate | 7 required courses

UT Arlington Continuing Education has partnered with Kaplan Schweser to offer online and self-study Certified Financial Planner™ courses. Kaplan's CFP Board-registered programs provide the focus and structure you need to master the 8 major domains covered on the CFP® exam.

<b>Retirement Planning (CFP105)</b>	1/5 – 1/22	M, W, Th	6:30 PM to 9:30 PM	Fee: \$749
	5/6 – 5/21	M, W, Th	6:30 PM to 9:30 PM	Fee: \$749
<b>Investment Planning (CFP103)</b>	2/9 – 2/26	M, W, Th	6:30 PM to 9:30 PM	Fee: \$749
<b>Estate Planning (CFP106)</b>	2/18 – 3/5	M, W, Th	6:30 PM to 9:30 PM	Fee: \$749
<b>Income Tax Planning (CFP104)</b>	3/25 – 4/9	M, W, Th	6:30 PM to 9:30 PM	Fee: \$749
<b>Financial Plan Development Course (CFP107)</b>	4/1 – 4/6	M, W, Th	6:30 PM to 9:30 PM	Fee: \$749

## Computer Forensics Examiner Certificate | 2 required courses

Computer forensics involves data recovery employing a legal audit trail in support of criminal and civil investigation and litigation. This program provides computer professionals with the training needed to begin performing computer forensics.

<b>Info Session - Network, Security, Forensics</b>	1/22	Th	6:30 PM to 8:00 PM	FREE
<b>Basic Forensics Examiner (CF1007)</b>	3/16 – 4/27	M - Th	6:00 PM to 8:00 PM	Fee: \$449

## Cybersecurity Training and Consulting Programs

These courses teach you how to use hacking techniques to perform a white-hat, ethical hack on your organization. You leave with the ability to quantitatively assess and measure threats to information assets and discover where your organization is most vulnerable.

<b>Certified Professional Ethical Hacker (TE1003)</b>	1/5 – 1/9	M - F	9:00 AM to 5:00 PM	Fee: \$3,500
	4/6 – 4/10	M - F	9:00 AM to 5:00 PM	Fee: \$3,500
<b>Certified Information Systems Security Officer (TE1005)</b>	1/26 – 1/30	M - F	9:00 AM to 5:00 PM	Fee: \$3,500
	3/23 – 3/27	M - F	9:00 AM to 5:00 PM	Fee: \$3,500
	5/18 – 5/22	M - F	9:00 AM to 5:00 PM	Fee: \$3,500
<b>Certified Penetration Testing Engineer (TE1001)</b>	2/9 – 2/13	M - F	9:00 AM to 5:00 PM	Fee: \$3,500
	4/20 – 4/24	M - F	9:00 AM to 5:00 PM	Fee: \$3,500
<b>Certified Penetration Testing Consultant (TE1002)</b>	3/2 – 3/6	M - F	9:00 AM to 5:00 PM	Fee: \$3,500

## Education for Educators

Through a partnership with Virtual Education Software, inc. (VESI) we offer Continuing Professional Education Clock Hours for educators.

<b>Drugs and Alcohol in Schools: Understanding Substance Use (ODA5001)</b>	Fee: \$209
<b>Harassment, Bullying &amp; Cyber-Intimidation in Schools (OHB1201)</b>	Fee: \$209

## Texas Real Estate Courses

All of our online real estate courses fulfill your real estate education requirements as required by the Texas Real Estate Commission. Courses may be purchased individually or in a package.

**“The Works” Package – 180 hrs.**      Fee: \$540

Includes: Texas Principles of Real Estate, Law of Agency, Law of Contracts, Real Estate Finance, Promulgated Contracts, National Real Estate Exam Prep, and MathMaster.

## Personal Trainer Continuing Education (CECs and CEUs)

Personal trainers can earn CEUs through a variety of online courses offered through our partnership with The World Instructor Training Schools (W.I.T.S.). Visit our website for a complete listing of courses offered.

<b>Business Success for Fitness Professional</b>	Fee: \$199
<b>Pregnancy Fitness</b>	Fee: \$199
<b>Exercise Program Design for Special Populations</b>	Fee: \$199





# KIDS AND TEENS UNIVERSITY



Kids and Teens University camps are designed to provide campers with well-organized and structured STEM (Science, Technology, Engineering and Mathematics) focused camps in a safe, fun and educational environment.

February 2015 Saturday Camps | 2/7 - 2/28 Sa 9:30 AM to 11:30 AM

**LEGO® Flight Camp: Build Your Own Plane (Grades 1 - 3)**  
(YP3823) Fee: \$199

Take Flight in this adventurous hands-on Flight Camp. Campers will build their very own LEGO® Propeller Plane and learn about aviation.

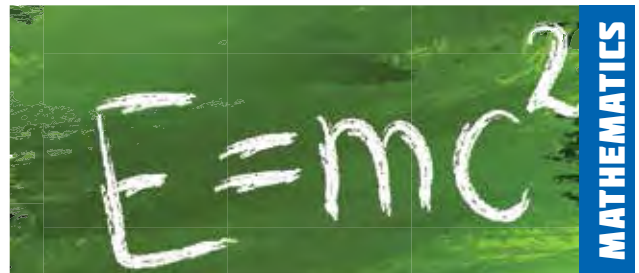


**LEGO® Sports Car Camp: Build Your Own Car (Grades 4 - 6)**  
(YP1307) Fee: \$199

On your mark, get set... Go! There's lots of LEGO® building fun ahead where campers will build the ultimate LEGO® sports car. This camp will explore the world of engineering. They will also learn about the history of sports cars, car parts and how they function in a fun and exciting atmosphere. This camp is perfect for the future engineer. So, start your engines and lets head for the finish line!

**LEGO® Mindstorms EV3: Robotic Elephant (Grades 4-6)**  
(YP1308) Fee: \$179

Campers will power up their engineering skills by designing a lifelike Robotic Elephant. This camp is perfect for kids who are ready to design, create, and discover using LEGO® Mindstorms EV3. Teamwork abilities will be enhanced as they work to bring the Robotic Elephant to life. The programming software will help the elephant come to life with its ability to walk, move its trunk and make sounds.



**Anime Character Drawing (Grades 7 - 8) (YP2041) Fee: \$159**

Calling all Anime and Manga enthusiasts, this camp is for you! In the anime character drawing camp you will develop your drawing, coloring and inking techniques, and learn how to create characters. Anime exercises will help you develop your characters and action heroes. Facial features and character design will add personality to your character, and color will accent your final design.





## 2015 Summer Camps

### GRADES 1 – 3

LEGO® Robotics Camp (YP1293)	6/8 - 6/12	M – F	9:00 AM to 12:00 N	\$189*   \$209
LEGO® Dino Camp (YP1402)	6/8 - 6/12	M – F	9:00 AM to 12:00 N	\$189*   \$209
Build Your Own Doll House (YPGIRL1)	6/15 - 6/19	M – F	9:00 AM to 12:00 N	\$179*   \$199
How to Build Your Own Robot (YP2025)	6/15 - 6/19	M – F	9:00 AM to 12:00 N	\$179*   \$199
Pirate Science Camp (YP14030)	6/22 - 6/26	M – F	9:00 AM to 12:00 N	\$159*   \$179
LEGO® Robotics II (YP12930)	7/6 - 7/10	M – F	9:00 AM to 12:00 N	\$189*   \$209
Gardening Camp (YP14050)	7/13 - 7/17	M – F	9:00 AM to 12:00 N	\$139*   \$159
LEGO® Flight Camp: Build Your Own Plane (YP3823)	7/20 - 7/24	M – F	9:00 AM to 12:00 N	\$209*   \$229
Doc Maverick (YP14060)	7/27 - 7/31	M – F	9:00 AM to 12:00 N	\$209*   \$229
All Aboard the LEGO® Math Train (YP14070)	8/3 - 8/7	M – F	9:00 AM to 12:00 N	\$189*   \$209
Engineering Adventures (YP14080)	8/3 - 8/7	M – F	9:00 AM to 12:00 N	\$209*   \$229

### GRADES 2 – 4

Astronaut and Space Camp (YP1835)	6/22 - 6/26	M – F	9:00 AM to 12:00 N	\$270*   \$299
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### GRADES 4 - 6

LEGO® Minecraft Adventures (YP12920)	6/8 - 6/12	M – F	1:00 PM to 4:00 PM	\$209*   \$229
3D Jewelry Camp (YPGIRL2)	6/15 - 6/19	M – F	1:00 PM to 4:00 PM	\$209*   \$229
Movie Magic (YP16010)	6/22 - 6/26	M – F	1:00 PM to 4:00 PM	\$159*   \$179
LEGO® Electric Guitar Camp (YP20140)	7/6 - 7/10	M – F	9:00 AM to 12:00 N	\$189*   \$209
K'Nex Roller Coaster Camp (YP20150)	7/6 - 7/10	M – F	9:00 AM to 12:00 N	\$189*   \$209
LEGO® Comic Book Camp (YP12950)	7/6 - 7/10	M – F	1:00 PM to 4:00 PM	\$179*   \$199
Secret Agent Camp (YP20360)	7/6 - 7/10	M – F	1:00 PM to 4:00 PM	\$189*   \$209
LEGO® Stop Motion Animation (YP16020)	7/13 - 7/17	M – F	1:00 PM to 4:00 PM	\$189*   \$209
Girls Rock! (YPGIRL3)	7/13 - 7/17	M – F	9:00 AM to 12:00 N	\$159*   \$179
Build Your Own Remote Control Car (YP20190)	7/13 - 7/17	M – F	9:00 AM to 12:00 N	\$179*   \$199
How to Make Your Own Video Game (YP20230)	7/13 - 7/17	M – F	1:00 PM to 4:00 PM	\$139*   \$159
Myth Breakers (YP16030)	7/20 - 7/24	M – F	9:00 AM to 12:00 N	\$159*   \$179
LEGO® Girl's Science Camp (YPGIRL4)	7/20 - 7/24	M – F	1:00 PM to 4:00 PM	\$189*   \$209
LEGO® Minecraft Adventures (YP1292)	7/20 - 7/24	M – F	1:00 PM to 4:00 PM	\$209*   \$229
LEGO® Creative Writing Camp (YP90290)	7/20 - 7/24	M – F	9:00 AM to 12:00 N	\$159*   \$179
LEGO® Minecraft Level II (YP16050)	7/27 - 7/31	M – F	1:00 PM to 4:00 PM	\$209*   \$229
Make Your Own Lip Gloss (YPGIRL5)	7/27 - 7/31	M – F	9:00 AM to 12:00 N	\$159*   \$179
LEGO® Mindstorms EV3: Bobb3e (YP13030)	7/27 - 7/31	M – F	9:00 AM to 12:00 N	\$189*   \$209
LEGO® Robotics Sports Camp (YP16040)	8/3 - 8/7	M – F	1:00 PM to 4:00 PM	\$270*   \$299
LEGO® Robotics Cheerleader (YPGIRL6)	8/3 - 8/7	M – F	1:00 PM to 4:00 PM	\$270*   \$299

### GRADES 7 - 8

3D Printing Camp (YP20420)	7/13 - 7/17	M – F	9:00 AM to 12:00 N	\$209*   \$229
Teen Girl Robotics (YPGIRL8)	7/13 - 7/17	M – F	9:00 AM to 12:00 N	\$189*   \$209
2D Video Game Boot Camp 2 Week Camp (YP9041)	7/13 - 7/24	M – F	9:00 AM to 12:00 N	\$360*   \$399
LEGO® Mindstorms EV3: Robotics Engineering (YP2012)	7/20 - 7/24	M – F	9:00 AM to 12:00 N	\$189*   \$209
Anime and Manga Camp 2 Week Camp (YP20350)	7/27 - 8/7	M – F	9:00 AM to 12:00 N	\$360*   \$399
Creative Writing Camp (YP90430)	7/27 - 7/31	M – F	9:00 AM to 12:00 N	\$139*   \$159
Selfie (Photoshop) Camp (YP20430)	8/3 - 8/7	M – F	9:00 AM to 12:00 N	\$139*   \$159

### GRADES 9 - 12

3D Printing Camp (YP20440)	7/13 - 7/17	M – F	1:00 PM to 4:00 PM	\$209*   \$229
3D Video Game Boot Camp 2 Week (YP20470)	7/13 - 7/24	M – F	1:00 PM to 4:00 PM	\$360*   \$399
Teen Girl Robotics (YPGIRL7)	7/13 - 7/17	M – F	1:00 PM to 4:00 PM	\$189*   \$209
LEGO® Mindstorms EV3 Robotics Engineering (YP20130)	7/20 - 7/24	M – F	1:00 PM to 4:00 PM	\$189*   \$209
Mobile App Development Teen Camp (YP20460)	7/27 - 7/31	M – F	1:00 PM to 4:00 PM	\$139*   \$159
Anime and Manga Camp 2 week (YP20340)	7/27 - 8/7	M – F	1:00 PM to 4:00 PM	\$360*   \$399
Selfie (Photoshop) (YP20450)	8/3 - 8/7	M – F	1:00 PM to 4:00 PM	\$139*   \$159
Creative Writing (YP90370)	8/3 - 8/7	M – F	1:00 PM to 4:00 PM	\$139*   \$159

\*Early Bird Fee, expires 4/8/2015







# PERSONAL ENRICHMENT

## Art

### Calligraphy: The Art of Beautiful Writing - Level I (AR2317)

This informative and hands on course will introduce the various Calligraphy styles such as: Foundational and Old English with multiple special alphabets. Supplies are in addition to course fee.

2/6 – 2/27 F 10:00 AM to 11:30 AM Fee: \$99



### Create Your Own Custom Decoupage Photo Canvas (AR1422)

Join us and learn the techniques needed to create a beautiful decoupage canvas of your favorite photos in this fun one day class. Materials included.

4/4 Sa 9:30 AM to 1:30 PM Fee: \$ 129

### Drawing for Beginners (AR2303)

This course is for people who want to learn how to draw but feel they lack talent. By using a series of exercises and tools, you will learn to release creative blockages and develop good drawing skills. Materials are in addition to course fee.

1/27 – 3/24 T 6:30 PM to 9:00 PM Fee: \$130

4/14 – 6/2 T 9:00 AM to 11:30 AM Fee: \$130

Instructor: Barbara McFarland

### Drawing: Intermediate (AR2314)

This course is designed to build and expand the skills and principals learned in Drawing for Beginners. Different drawing media will be introduced and tried. Composition and design elements will be covered using a variety of subjects including landscape, still-life, and figures.

4/14 – 5/19 T 6:30 PM to 9:30 PM Fee: \$125

Instructor: Barbara McFarland

### Introduction to Mosaics (Daytime Class) (AR2344)

Learn the basics of color, design, texture, tesserae, and grouting techniques while having fun and producing works of art to take home. Materials included.

1/22 – 2/12 Th 9:00 AM to 11:00 AM Fee: \$129

### Painting in Acrylics I (AR2377)

Working with this highly versatile paint you will cover techniques for painting still life, landscape, people, portraits and animals. Learn the basics of color mixing, temperature and value, glazing and scumbling techniques, and brush and palette knife use.

1/27 – 3/3 T 6:00 PM to 9:00 PM Fee: \$125

Instructor: Vern Johnson

### Watercolor for the Beginner (AR2315)

The focus of each class will be the creation and execution of ideas. Learn to work from different surfaces of watercolor paper, and become familiar with tube paint, cake paint, and watercolor pencils/crayons.

2/5 – 3/19 Th 6:30 PM to 9:30 PM Fee: \$125

Instructor: Barbara McFarland

### Watercolor Intermediate (AR2335)

This class will continue to work on watercolor technique, composition, and color.

4/9 – 5/14 Th 6:30 PM to 9:30 PM Fee: \$125

Instructor: Barbara McFarland

## Creative Writing

### Creative Writing: Beginner's Fiction (CO1721)

This class covers the basic steps to fiction writing. Topics include: narration, characterization, dialogue, conflict, plot and style.

3/16 – 4/13 M 7:00 PM to 9:00 PM Fee: \$179

Instructor: Amber Royer

### How to E-Publish Your Book (CO1717)

Participants will learn how to create a basic book cover, write descriptions that catch a reader's attention and promote ebooks to maximize exposure and profits.

4/27 – 5/18 M 7:00 PM to 9:00 PM Fee: \$149

### Novel Preparation: What to do before you start writing (CO1718)

Explore the following techniques in class: plot board (or turn map), flash scenes, character interviews, motivation crosses, senses checklist, three-word scenes, plot arc, character arc, and daydream-and-burst writing.

1/26 – 2/23 M 7:00 PM to 9:00 PM Fee: \$179

Instructor: Amber Royer

## Dance

### Basic Ballroom Dancing (Singles/Couples) (DA2556)

You will be learning the core dance of Ballroom Dancing: Foxtrot. We will also be working on Waltz, and to spice it up some, the Tango for a Latin flair.

1/12 – 3/2 M 6:00 PM to 7:00 PM Fee: \$89

Instructor: Barbara Albright

### Ballroom Dance Level II (Singles/Couples) (DA2579)

This class will do a quick review on the Basic Ballroom patterns, then continue to add technique, styling and higher level patterns to the dances.

3/16 – 4/27 M 6:00 PM to 7:00 PM Fee: \$89

Instructor: Barbara Albright

### Country Western Dancing for Fun Level II (DA2583)

This level II class will cover Progressive Double Two-Step, which is a smooth dance using triple steps in the basic format with some fun patterns, as well as continuing to work on Two-Step and Waltz.

1/12 - 3/2 M 8:10 PM to 9:10 PM Fee: \$89

Instructor: Barbara Albright

### First Dance as Bride and Groom (DA2567)

This special class will give you a mini-routine for your special dance. This will be a very fun class for all the future Brides and Grooms, as well as for their parents to brush up on their dancing before the Wedding.

3/16 - 4/27 M 8:10 PM to 9:10 PM Fee: \$59

Instructor: Barbara Albright





## Latin Ballroom Dancing (DA2560)

Latin ballroom dancing such as Mambo, Cha Cha, Samba and Tango will be emphasized in this class. The basics will be covered as well as adding technique and styling.

1/12 - 3/2 M 7:05 PM to 8:05 PM Fee: \$89  
Instructor: Barbara Albright

## Swing Dance (DA2561)

Boogie and bop while learning 1930s and 1940s style American East and West Coast Swing. We will build a foundation in technique, frame and connection, and partnership skills.

3/16 - 4/27 M 7:05 PM to 8:05 PM Fee: \$89  
Instructor: Barbara Albright

## ESL

### ESL: Beginning Conversation I (EL3801)

You will develop your conversation skills including greetings, introductions and personal information to increase fluency in spoken English. Sound discrimination and production activities to complement extensive listening opportunities will be covered.

2/2 - 3/4 M, W 5:30 PM to 7:30 PM Fee: \$120  
Instructor: Lidia Abbott

### ESL: Beginning Conversation II (EL3802)

Students continue to develop their conversation skills to increase their fluency in spoken English, including discussion of job schedules, everyday routines, job applications, buying clothing, talking about the weather, reading a menu and ordering food, calling about an apartment to rent, a job interview, making a doctor's appointments, health problems, reading a report card and helping your child succeed in school.

4/6 - 5/6 M, W 5:30 PM to 7:30 PM Fee: \$120  
Instructor: Lidia Abbott



## Floral Design

### Floral Design for Weddings and Events (FD1012)

Flowers enhance the beauty of any event. Learn the techniques used by professionals to design and wow guests at any event. Participants will learn the basics of flower identification, usage, wiring, taping and creating small centerpieces. Some supplies are in addition to the course fee.

5/1 - 5/22 F 6:30 PM to 8:30 PM Fee: \$130

## Food & Wine

### Wine Appreciation (SI3007)

Enjoy a four course food sampling and wine pairing from the chef of the casually elegant Italian dining Romano's Macaroni Grill. Hosted in a private room for your dining pleasure. Participants must be 21 years old or older to register for this course.

3/31 - 4/21 T 7:00 PM to 9:00 PM Fee: \$160  
Instructor: James Crawford

## Foreign Language

### Portuguese Level I (FL1500)

Introductory vocabulary of greetings, common cognates and numbers. Formation of sentences in the present tense. Numbers, telling age, cultural readings, simple dialogs and situations (e.g. shopping, business, travel phrases, aspects of Brazilian society/family).

1/23 - 3/20 F 6:30 PM to 8:30 PM Fee: \$139

### French Level I (FL0610)

This introductory course includes reading and dictation with active participation of the students. Multiple exercises reinforce the lesson of the day with practical applications.

4/7 - 5/26 T 6:30 PM to 8:30 PM Fee: \$139  
Instructor: Laurel Mayo

### French Level II

Expand on the basic skills you learned in French Level I so you can begin to speak, read, and write French more accurately and with greater confidence.

1/6-2/24 T 6:30 PM to 8:30 PM Fee: \$139  
Instructor: Laurel Mayo

### Italian Conversation: Level I (FL0401)

Students will be introduced to the language and will learn correct pronunciation and conversational Italian. The course will also introduce elements of geography, history, culture and cuisine of Italy, which will be useful for those planning to travel.

2/5 - 3/26 Th 7:00 PM to 9:00 Fee: \$139

### Mandarin Chinese: Level I (FL0701)

Designed for the beginner to learn Chinese fundamental pronunciation, basic grammar, and vocabulary. You will learn communication skills for everyday situations, as well as elements of Chinese culture, history, and geography. Textbook required.

1/26 - 3/16 M 6:00 PM to 8:00 PM Fee: \$139  
Instructor: XiaoYa C. Fielder

### Spanish for Educators (FL0165)

The purpose of this course is to assist educators to communicate effectively in Spanish with parents who are not fluent in English. It emphasizes high frequency vocabulary used in the communication process. Book required.

1/24 - 3/7 Sa 9:00 AM to 11:00 AM Fee: \$115  
Instructor: Adriana Winnett



# PERSONAL ENRICHMENT

## Spanish Language: Level I (FL0121)

Learning a new language can be fun, exciting, and can help you during travels or business transactions. Students will learn about basic grammar and vocabulary and will master phrases helpful in social situations.

1/24 – 2/28 Sa 9:00 AM to 11:40 AM Fee: \$139  
Instructor: Lidia Abbott

## Spanish Language: Level II

This course is designed to help students review regular and irregular present tense verbs and the present progressive. Preterite, imperfect, and future tenses will be introduced.

3/21 – 4/25 Sa 9:00 AM to 11:40 AM Fee: \$139  
Instructor: Lidia Abbott

## Spanish Total Immersion: Level I (FL1310)

This class will emphasize verbal practice and comprehension through a total immersion program that will help provide a strong, short-term foundation for your ultimate goal with the language. Only Spanish will be spoken in this class.

1/29 – 3/19 Th 7:00 PM to 9:00 PM Fee: \$139  
Instructor: Lucy Barragan

## Spanish Total Immersion Language Lab (FL0135)

The Spanish Total Immersion Language Lab is designed for those participants who would like to accelerate in learning the Spanish Language as well as bridge the transitional gap.

2/5 – 3/19 Th 9:00 PM to 9:30 PM Fee: \$59  
Instructor: Lucy Barragan

## Spanish Total Immersion: Level II (FL0132)

Learn non-English conjugation techniques in a complete immersion setting. Correctly placed pronouns, nouns, adjectives, adverbs, and more will be dynamically implemented by way of brief narratives. Only Spanish will be spoken in this class.

4/9 – 5/28 Th 7:00 PM to 9:00 PM Fee: \$139  
Instructor: Lucy Barragan

## Spanish for Medical Professionals (FL0141)

This course will emphasize basic grammar, pronunciation, and healthcare setting dialogues. Appropriate vocabulary and idioms will be taught. Prior knowledge of Spanish is not a prerequisite.

1/27 – 3/24 T 7:00 PM to 9:00 PM Fee: \$139  
Instructor: Lidia Abbott

## Vietnamese Language: Level I (FL8011)

This course is designed for the absolute beginner, or for those who know a few words or phrases and wish to improve their knowledge. We will start with the basics and move to a standard of knowledge which should enable you to deal with many social situations. Book is required

1/30 - 3/27 F 6:00 PM to 8:00 PM Fee: \$139

## Financial Planning

### Financially Fit Bootcamp (FP2190)

Whether you are building wealth or preparing for retirement, this 4-hour bootcamp will give you tools to take control of your financial life.

3/28 Sa 9:00 AM to 1:00 PM Fee: \$59  
Instructor: Roger Whitney

### Investing for Beginners (FP2115)

This class is designed to help you answer the common questions of beginners. Topics include: asset allocation, detecting expenses on mutual funds, mutual fund vs. private portfolio management, commission broker vs. fee based financial advisor, and long-term stocks.

2/2 - 2/9 M 6:00 PM to 9:00 PM Fee: \$99  
Instructor: Jim Wigen

### Managing Your Financial Life: Plan Well & Invest Wisely (FP2160)

This financial management course shows you how to organize a financial life that allows you to balance living well today without sacrificing tomorrow. Students are taught how to structure their financial life so it aligns with their own priorities and how to make adjustments as their life unfolds.

3/5 - 3/12 Th 6:30PM to 9:30 PM Fee: \$59  
Instructor: Roger Whitney

### Real Estate Investment Fundamentals (RE5060)

Topics covered will include: how to bid on HUD and foreclosure properties, estimating rehab costs, obtaining a loan, types of loans available, methods investors use to find distressed properties, creative exit strategies for investors, as well as tax benefits of owning investment property.

3/3 - 3/17 T 6:30 PM to 9:30 PM Fee: \$149  
Instructor: James Ryan

### Retirement Planning Strategies (FP2150)

Learn how to develop your own personalized retirement plan as well as provide key insights into helping you enjoy this next phase of your life.

1/15 - 1/22 Th 6:30 PM to 9:30 PM Fee: \$59  
1/20 - 1/27 T 6:30 PM to 9:30 PM Fee: \$59  
Instructor: Joshua Strittmatter

### Social Security Optimization: Getting The Most From Your Benefits (FP2170)

Deciding how to claim social security is one of the most important financial decisions you will make as you plan for retirement. Learn proven strategies to get the most out of your Social Security benefits.

2/17 T 6:30 PM to 9:30 PM Fee: \$49  
2/21 Sa 9:00 AM to 12:00 N Fee: \$49  
Instructor: Joshua Strittmatter





## Home & Garden

### **NEW** Basics of Growing Herbs (HG2661)

Discover how herbs are used for culinary and medicinal uses. Learn the basics of growing herbs. Take your senses on a journey as you explore the scents of Chocolate Mint, French Lavender, Lemon Thyme and Rose Geranium.

4/25 Sa 9:30 AM to 11:00 AM Fee: \$59  
Instructor: Steve Chaney

### Fundamentals of Canning (CK1015)

Learn the fundamentals of open-bath canning, so that you can capture the harvest at the peak of summer to enjoy during the winter. Discuss how to properly prepare canned foods safely, and how to use canning tools and methods. The class will make a batch of strawberry jam and bread-and-butter pickles.

5/9 Sa 9:30 AM to 12:30 PM Fee: \$99  
Instructor: Amber Royer

### Home Staging Basics (HG2500)

Our home staging accredited instructor will share the 3 "C"s that will help increase a property's value and appeal and promote buyer interest.

2/3 T 6:00 PM to 8:30 PM Fee: \$59

### **NEW** Lawn and Foundation Care (HG2668)

Is the amount of grass you have in your yard sustainable? How do you properly care for your Texas lawn with hot and dry summers? Get many of the frequently asked questions answered by a Horticulture expert on how to properly water your turf, foundation and trees.

2/21 Sa 9:30 AM to 11:00 AM Fee: \$39  
Instructor: Steve Chaney

### Make Your Own Organic Cleaning Supplies (HG3802)

Learn to make your own cleaning supplies using organic plant oils and scrubbing ingredients that are often gentle enough to eat. You will take home a basket with the essentials for cleaning every room of your house.

3/7 Sa 9:30 AM to 11:30 AM Fee: \$99  
Instructor: Amber Royer

### **NEW** The Ultimate Guide to Home Entertaining (HG2401)

Entertaining at home will never be the same. Gain tips and ideas for entertaining at home in this fun and creative class. Discover how to prepare for the specific type of party you're hosting. After this class you'll be prepared to host spectacular parties that will impress any guest.

5/2 Sa 10:00 AM to 11:30 AM Fee: \$59



## Life & Wellness

### Hatha Yoga: Levels I & II (LI3019)

Relax and re-energize at the end of the day with relaxation techniques, gentle stretching and breathing exercises. Classes consist of mind clearing relaxation and centering, pranayama (breathing exercise), and asanas (yoga exercises) followed by a guided relaxation/meditation.

1/7 - 2/25 W 6:00 PM to 7:30 PM Fee: \$90  
3/18 - 5/6 W 6:00 PM to 7:30 PM Fee: \$90  
Instructor: Donna Austin

### Tai Chi: Levels I and II (SP3005)

Level I: Reduce stress as well as improve your balance, mobility, muscle tone, and health with this system of mental and physical exercise handed down from the Yang Clan. Level II will cover the refinement of the Yang style form taught in Level I. You also learn Chi Kung exercises.

1/7 - 2/25 W 7:45 PM to 9:00 PM Fee: \$115  
3/18 - 5/6 W 7:45 PM to 9:00 PM Fee: \$115  
Instructor: Dale Williams & Sheryal Bielby

## Music

### Electric Guitar Lessons for Adults (MU2605)

At the completion of the course, students will: understand the fundamentals of guitar playing (tuning a guitar, basic chords, playing in time); be able to play some of the most popular rock songs of all time; understand how to 'learn songs on their own'; be able to play with other guitar players/musicians.

1/26 - 3/2 M 7:00 PM to 8:30 PM Fee: \$85  
Instructor: Jonathan Chorba

### Guitar Lessons for Adults: Level I (MU2701)

This class introduces adult beginners to the basics of the guitar. You will learn the concepts of fretting and hand position, open chords and strum patterns, and important basic theories as they are applied to the guitar. An acoustic guitar is required for class.

3/16 - 4/20 M 7:00 PM to 8:30 PM Fee: \$85  
Instructor: Doug Bullard

### Singing 101 (MU3031)

Singing 101 offers students the opportunity to embrace their natural talents or discover them. Receive professional vocal guidance and learn vocal techniques that will enhance your singing talents.

1/24 - 2/28 Sa 10:00 AM to 11:30 AM Fee: \$85





# PERSONAL ENRICHMENT

## Song Writing (CO4122)

Learn traditional and non-traditional song structure, writing against beats, using different instruments, rhythm, melody and more! Each class will produce a finished song exercise and each student will take home a recorded example of their work and have their very own CD!

1/27 - 2/17 T 6:30 PM to 9:30 PM Fee: \$240  
Instructor: Kenneth Delaney

## Performance Arts

### Acting for Adults (SI2420)

Special emphasis will be placed on preparing for an audition. Basic acting technique, vocalization, interpretation, stage jargon and terminology will be covered. Participants will perform on the last day of class.

1/24 - 2/28 Sa 1:00 PM to 4:00 PM Fee: \$139  
Instructor: Nanette Smith

## Photography

### Digital Photography in a Snap(shot)! (CSR1905)

The class will introduce and explain how to manipulate your camera's settings, and you will practice these techniques before learning how to properly upload and organize digital files on the computer. You will need any digital camera, the corresponding memory stick and USB cord or card reader to participate.

1/31 - 2/7 Sa 9:00 AM to 12:00 N Fee: \$99

### Organizing Your Digital Pictures (CSR1906)

Is your photo album still empty because you haven't figured out how to edit and print all those digital photos you took with your digital camera? This course will help you sort through all your options and guide you to getting great digital prints and more!

2/28 - 3/7 Sa 9:00 AM to 12:00 N Fee: \$110

## Special Interest

### Bridge I (SI1158)

You will learn the elements of play, how to count a hand, play of the hand, finesse, safety plays, opening leads, keeping score, and communicate with your partner.

2/3 - 3/24 T 6:30 PM to 8:30 PM Fee: \$129  
Instructor: Dewitt Hudson

## Travel

### Free Vacations & Make Money Traveling (TR1505)

Learn over 40 different ways to make your vacations FREE in this fun, practical & information-packed class. Learn about the best internet travel websites, plus extra bonuses on travel safety & health, packing light, language, culture and more.

4/21 T 6:00 PM to 9:30 PM Fee: \$55  
Instructor: Gina Henry-Cook

## Young at Heart

### Introduction to Computers: The First Step (CSR1715)

This course is for those with little or no experience with the personal computer (PC). It provides a laid-back, fun, and easy-to-navigate curriculum, where you can better interact with today's technology and find useful hands-on computer training.

3/7 Sa 9:00 AM to 1:00 PM Fee: \$99  
Instructor: Robert McDonald



### Sell That Junk! (CSR1903)

Garage sales bring a lot of people to your door on any given weekend, but offering your items on eBay brings the world to you! You'll learn how to: register as a seller, open a PayPal account, research your items, write a great title and description, take photos that will catch your buyers' attention, pack and ship your items like a pro, and much, much more!

3/3 - 3/5 T, Th 8:30 AM to 11:30 AM Fee: \$140  
Instructor: Dorothy Kennedy

### Young at Heart: Basic Mouse and Keyboard (CSR1704)

During this complimentary class you will learn how to turn on a computer and learn basic keyboard and mouse skills. Call today and sign up for this FREE class.

1/26 M 8:30 AM to 11:30 AM Fee: FREE

### Young at Heart Computing: Basic (CSR1705)

This hands-on course is designed especially and exclusively for computer users 55 years and older. It is intended to provide a laid-back, fun, and easy-to-navigate curriculum, where you can better interact with today's technology and find really useful hands-on computer training.

2/16 - 18 M, W 8:30 AM to 11:30 AM Fee: \$110

### Young at Heart Computing: Intermediate (CSR1706)

You will work with files and folders, and learn how to customize the Desktop in Windows. We will also look at more advanced word processing techniques like clip art. We will cover topics on the Internet, including bookmarking, and adding attachments to e-mail.

3/16 - 3/18 M, W 8:30 AM to 11:30 AM Fee: \$110

### Young at Heart Computing: iPad Edition (CSR1908)

This class is designed to give you hands-on instruction on how to make the best use out of your iPad/iPhone. Gain access to information about social media, traveling, cooking, television and news all with the tap of your finger. Students who have iPads/iPhones are asked to bring them to class.

3/21 - 3/28 Sa 9:00 AM to 12:00 N Fee: \$110

### Young at Heart: Restorative Yoga (LI3018)

Gentle yoga to improve your strength, stamina, balance and flexibility. Along with breathing techniques, poses will be modified to meet each individual's needs allowing yoga students to fully experience their physical and mental potential. Students will need a yoga stick mat. Blocks and straps will be provided.

2/2 - 3/23 M 10:00 AM to 11:30 AM Fee: \$80  
Instructor: Donna Austin





# HEALTH CAREERS INSTITUTE

A majority of the Health Career programs can be completed in six months or less and may require a background check and drug screen. A high school diploma (or equivalent) is required for all programs with the exceptions of CNA and CPR. Immunization requirements vary by program and externship site. Proof of current immunizations must be provided prior to the start of class. For a complete list of program and externship policies, prerequisite information, and other details, visit our website at [www.uta.edu/ded/hci](http://www.uta.edu/ded/hci)



## Free Information Sessions

Health Careers Institute information sessions are offered every Wednesday. Meeting times vary. Reserve your seat by calling 817-272-0387.

## Basic Life Support for Healthcare Providers

The BLS for Healthcare Providers course is designed to train healthcare providers in the lifesaving skills of CPR, AED use, and relief of choking. This class is approved by the American Heart Association. Hours: 5 classroom hours, held on Saturday.

Fee: \$75 (includes CPR certification card)

## Certified Nurse Aide (60/40) \*\*

The course prepares students to provide direct care to patients under the supervision of a registered nurse or other member of the medical staff. Classroom and clinical instruction prepares students to handle a wide range of tasks related to patient care. Some of these tasks include assisting patients with activities of daily living (ADL), bedside care, obtaining vital signs, and great emphasis on patient communication. Upon successful completion, students are awarded a certificate of completion from UT Arlington. Students who complete the program and satisfy the Texas Department of Aging and Disability (TDADS) requirements are eligible to take the State of Texas Nurse Aide Exam.

Fee: \$2,000

HCI is now offering the HCOP grant for the Certified Nurse Aide course. Funding provided by the Health Resources and Services Administration.

- Grant will cover 100 percent of tuition.
- Must meet educational and/or income requirement.

\*Funding for the CNA course was made possible in part by grant number GH-106HP27895 from the Health Resources and Services Administration. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the Department of Health and Human Services nor does mention of trade names, commercial practices, or organization imply endorsement by the U. S. Government.\*

Contact our office for more information on all funding sources.

## Clinical Medical Assistant (140/160) \*\*

The Clinical Medical Assistant course prepares students to work in private medical practices, hospitals, medical clinics, and other healthcare facilities. The student will learn how to schedule medical procedures, take patient medical histories, update patient medical files, measure and record vitals, administer EKG/ECGs, instruct patients on medication usage, collect lab specimens, sterilize medical instruments, plus much more. Upon successful

completion, students are awarded a certificate of completion from UT Arlington and are eligible to take the National Healthcareer Association's Certified Clinical Medical Assistant certification exam.

Fee: \$4,500

## Dental Assistant (176/160) \*\*

Train to work in a dental office in less than six months. Classroom and practical instruction includes oral health, dental disease prevention, infection control, dental instrumentation, oral anatomy, and assisting in the delivery of dental care and treatment. Upon successful completion, students are awarded a certificate of completion from UT Arlington and are eligible to take the State of Texas mandated registration course which is included in the program cost. State of Texas Dental Assistant (1) licensing fee and (2) activation fee not included.

Fee: \$5,000

## Dialysis Technician (80)

Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. Additionally, they may also be involved in the training of patients for at-home dialysis treatment. Upon successful completion, students are awarded a certificate of completion from UT Arlington.

Fee: \$3,000

## EKG/ECG Technician (80/40) \*\*

The EKG/ECG Technician course offers classroom and practical instruction in obtaining electrocardiograms in healthcare settings. Instruction includes patient preparation, methods for obtaining an electrocardiogram, and equipment use and maintenance. Students will also learn to recognize normal and abnormal electrocardiogram patterns. Upon successful completion, students are awarded a certificate of completion from UT Arlington and are eligible to take the National Healthcareer Association certification exam.

Fee: \$2,700

(classroom hours/externship or clinical hours)

\*Includes textbook(s) and National Certification

\*\* Includes textbooks, uniform, CPR Certification, Professional Liability Insurance, and the exam fee.



## **Electronic Health Records Specialist (Online) (375)\***

This course covers the usage and management of health information and the electronic health record (EHR). The student will learn to assemble a patient's health record and ensure that all information is complete, properly identified, and authenticated. Topics discussed include medical terminology, electronic data entry, data analysis, and record retention. This course also provides students with a practical understanding of the role of an electronic health record specialist and their importance in the healthcare industry. Upon successful completion, students are awarded a certificate of completion from UT Arlington and are eligible to take the National Healthcareer Association certification exam.

Fee: \$4,000

## **Emergency Medical Technician (EMT) (176/96)\*\***

EMTs work under the direct supervision of Emergency Medical Services Paramedics. Classroom and practical instruction prepare the students to handle a wide range of tasks related to emergency care. In this course students will learn: patient assessment, basic life support, pre-hospital care (controlling bleeding, bandaging wounds, and immobilizing broken bones), dispatcher communication, ambulance driving, and ambulance maintenance. Upon completion of the course, students will take the certification exam through Pearson Vue for the National Registry of Emergency Medical Technicians.

Fee: \$3,000

## **HESI A2 Exam Review**

This exam review course is offered to students planning to take the HESI A2 test for admission into the Registered Nursing program or other health occupations programs that require this exam. Topics covered are reading comprehension, grammar, vocabulary, math, anatomy & physiology, biology, chemistry, and physics. Book required.

Fee: \$139

## **Medical Coding and Billing/ Medical Administrative Assistant (120) \***

Learn the fundamentals of medical coding and billing. Topics covered include administrative front-office procedures, medical terminology and anatomy, CPT, ICD-9, ICD-10, and HCPCS Coding. Professionalism and confidentiality in the healthcare industry will also be emphasized. Upon successful completion, the student is awarded a certificate of completion from UT Arlington and is eligible to take the National Healthcareer Association's Certified Coding and Billing Specialist exam and Medical Administrative Assistant exam.

Fee: \$4,000

Additional fees apply for National Medical Administrative Assistant exam.

## **Medical Front Office Specialist (495) \***

The Medical Front Office Specialist program is a comprehensive course that incorporates Medical Coding and Billing, Electronic Health Records, and Medical Administrative Assistant. Students will learn medical terminology, insurance codes, and medical office administration skills. This program will prepare students to work as a Medical Front Office Assistant, Medical Receptionist, Medical Billing Specialist, Medical Insurance Specialist, and Medical Office Specialist. Upon successful completion, students are awarded a certificate of completion from UT Arlington and are eligible to take the National Healthcareer Association's Certified Billing and Coding Specialist Exam, Medical Administrative Assistant exam, and Electronic Health Records Specialist exam.

Fee: \$8,000

## **Medical Terminology (Online)**

Learn at your own pace while getting a head start on your healthcare training. In this comprehensive online course, you will learn the essential word parts and terms used in medicine. Learning methods include extensive hands-on access, repetition, and case studies. Course topics include basic word structure, organization of the body, prefixes & suffixes, body systems, medical specialists, and care reports. Upon successful completion, students receive a certificate of completion from UT Arlington.

Fee: \$345 (includes textbook)

## **Mental Health Technician (80/80) \*\***

Mental Health Technicians work with people who are mentally ill, recovering from drug or alcohol addiction, have mental disorders, or have a mental health crisis of other sorts. Techs work in a variety of venues that can include long-term care facilities, general and psychiatric hospitals, addiction treatment facilities, nursing homes and schools for people with mental disabilities. They may also be called psychiatric techs, mental health aides, or psychiatric aides. The mental health technician course prepares students to work as a part of a health care team that can include doctors, therapists, psychiatrists, and nurses. Upon successful completion, students will receive a certificate of completion from UT Arlington and are eligible to take the National Career Certification Board Mental Health Technician exam.

Fee: \$3,000

## **Patient Care Technician (220/160) \*\***

Our PCT program consists of three components: Certified Nurse Aide, EKG Technician, and Phlebotomy Technician. Through classroom and practical instruction, the student will learn to assist with in-patient and out-patient care. Topics include bedside care, obtaining vital signs and measurements, collecting blood samples, and recording electrocardiograms. Upon successful completion, students will be awarded a certificate of completion from UT Arlington and are eligible to take the Nurse Aide certification exam with the State of Texas, as well as the National Healthcareer Association's certification exams for Phlebotomy and EKG.

Fee: \$7,700

Additional fee may apply for PCT certification.





## **Pharmacy Technician (120/80) \*\***

The Pharmacy Technician program prepares students to work under the direct supervision of a licensed pharmacist in various healthcare settings. The student will learn how to assess medication orders, dispense medications, maintain inventory, and provide pharmacy billing services. Special emphasis will be placed on providing excellent customer service. Upon successful completion of the program, students are awarded a certificate of completion from UT Arlington and are eligible to take the Pharmacy Technician Certification Board Exam.

Fee: \$4,500

Additional fees apply for tech-in-training registration, fingerprint session, and Pharmacy Technician Certification Board (PTCB) exam.

## **Phlebotomy Technician (80/80) \*\***

Train for a career as a certified Phlebotomist. The program includes classroom and practical skills application in anatomy and physiology of the blood system, procedures used to obtain various blood specimens, common blood testing, specimen handling and preparations, and safety standards. The student will also practice capillary and venous blood draws using various blood extraction devices. Upon successful completion, students are awarded a certificate of completion from UT Arlington and are eligible to take the National Healthcareer Association certification exam.

Fee: \$3,000

## **Physical Therapy Aide (80/80) \*\***

This course prepares students to be entry level aides in a variety of rehabilitative settings such as physical and occupational therapy clinics, home healthcare agencies, hospitals, nursing homes, and assisted living facilities. Classroom content includes basic patient care and patient handling skills, the role of the rehabilitation aide, effective communication, workplace safety, knowledge of medical terminology, and basic rehabilitation and occupational therapy skills. The student will be prepared to monitor and perform basic patient care services upon course completion. Upon successful completion, students are awarded a certificate of completion from UT Arlington.

Fee: \$3,000

## **Sleep Technician/Polysomnography (90)**

This course prepares the student to work in Polysomnography (Sleep) Laboratories. Polysomnography is the study of sleep patterns and abnormalities. Students study encephalography (EEG), the study of electrical activity of the brain, electrooculography (EOG), the study of the electrical activity of the eye, and electromyography (EMG), the study of the electrical activity of muscles. This course also includes electrocardiology (ECG), the study of the electrical activity of the heart as well as effects on the respiratory system. Upon successful completion, students are awarded a certificate of completion from UT Arlington.

Fee: \$3,000

## **Veterinary Assistant (208/500) \*\***

Do you love working with animals? Our training course prepares the student to assist the veterinarian in animal hospitals or clinics as well as working in other animal care settings. The classroom and practical aspects of the course include animal anatomy, animal behavior, preventative health, emergency care, lab procedures, and surgical assisting for veterinary practices. The course follows a curriculum developed by the Texas Veterinary Medical Association and meets the requirements for students to take the Certified Veterinary Assistant Level I exam which is included in the program fee. Upon successful completion, students are awarded a certificate of completion from UT Arlington.

Fee: \$4,200

(classroom hours/externship or clinical hours)

\*Includes textbook(s) and National Certification

\*\* Includes textbooks, uniform, CPR Certification, Professional Liability Insurance, and the exam fee.



# PROFESSIONAL DEVELOPMENT COURSE DESCRIPTIONS

**3ds Max (AU3038)****p. 7, 15**

This program has application in cinema and broadcast television content, but it is especially well equipped for game development. It works well for synthesizing large-scale projects, and it is highly modifiable and extensible.

**Access 2010: Level I (DB1936)****p. 9, 13**

Learn the fundamentals of Access as you work with tables, queries, reports, forms and much more.

**Access 2010: Level II (DB1937)****p. 13**

Covers intermediate concepts, features, and functions. Topics include: relating tables, referential integrity, joins, queries, forms, reports, charts, PivotTables, and Internet integration.

**Adobe After Effects - Movie Magic (VE1402)****p. 14**

Take your editing skills to another level to include cinematic visual effects and motion graphics. Extend your creativity with built-in text and shape extrusion, new mask feathering options, and the fast, easy-to-use 3D Camera Tracker.

**Adobe AIR and Edge Animate for Mobile Devices (GD1909)****p. 15**

Designing great-looking web apps in no time by learning to use Adobe AIR and Adobe Edge. Create and import graphics. Learn to convert Flash animation to HTML5 and CSS.

**Adobe Fireworks (WD1925)****p. 11, 14, 15**

Create and edit graphics with both vector and bitmap images. Topics include working with layers, building buttons, adding rollovers, slicing images, optimizing, and exporting graphics.

**Adobe Illustrator - Beginner for Mac (GD1896M)****p. 14**

Discover how to use the Pen tool; create and edit paths; apply and edit an object's stroke; fill, create and edit gradients; and use new features such as the transparency palette to create your own dynamic graphics.

**Adobe Illustrator - Advanced for Mac (GD1898M)****p. 14**

Take an in-depth look at print and colour management capabilities, editing options and workspaces. Styling and manipulating type will be covered as well as further work with clipping masks and layers.

**Adobe InDesign for Macs (DP1960)****p.10, 14**

Build InDesign documents from the ground up. Topics include: Navigation and workspace setups; importing text and graphics; typography; manipulating graphics; RGB v. CMYK color setups; organizing information for offset printing and exporting PDFs.

**Adobe Photoshop - Beginner (GD1905)****p. 8, 10, 14, 15**

Raster versus vector images selection tools, layers, filters, image sizing for print & web, image adjustments will be covered.

**Adobe Photoshop CS6-****Advanced for Photographers (PH3210)****p. 8**

Focus on the tools in Adobe Photoshop necessary for a digital photographer. Practice techniques of changing an image's color, exposure, and contrast, how to creatively use sharpening, blurring and noise control.

**Adobe Photoshop Lightroom (GD1907)****p. 8**

Will introduce beginners to the Lightroom product, and familiarize them with the program interface & development tools.

**Adobe Premiere - Video Editing (VE1401)****p.14**

Learn the basics of video editing that includes workflows, pixel aspect ratio, importing files, exporting still frames, making a rough cut, creating titles, adding ambient sounds to cover audio breaks, and more!

**Advanced Mediation and Family Law (BU1503)****p. 11**

Designed to build upon and develop a mediator's knowledge and ability to serve as a third party in domestic relations. More difficult facts and issues will be presented and discussed, such as how abusive relationships impact the parties and dispute resolution.

**Android Programming - Level 1 (PG9090)****p. 11**

Through a series of hands-on workshops, you will install the tools, build the example app, and be ready to publish it to the Google Play store or your own web site.

**Android Programming - Level 2 (PG9091)****p. 11**

Learn how to program Android data persistence, multithreading, and web services. Advanced topics related to networking, and SQLite are covered.

**Android Programming - Level 3 (PG9092)****p. 11**

Students will be exposed to Google Maps API and tracking device movement. Use of physical sensors to detect device orientation, movement detection and sensing environment.

**Augmented Reality Using****Vuforia - Beginner (GP1007)****p. 11, 15, 16**

Vuforia is a software platform that enables your app to see images from a target database on the device or in the cloud. When a target is recognized, your app generates augmented reality experiences, unlocks new functionality and content, or unleashes anything else you can imagine.

**Augmented Reality Using****Vuforia - Advanced (GP1008)****p. 15**

This course covers the integration of augmented reality using live data and location based features for business applications or multiplayer games.

**AutoCAD Introduction (AU1020)****p. 7, 15**

This hands-on course is designed for those new to AutoCAD training and covers the basic commands necessary to create 2D production drawings. Learn how to set up a drawing, basic 2D drawing and editing commands, point input methods, and object snaps with tracking and more.

**AutoCAD Advanced 3D (AU3030)****p. 7, 15**

This class is devoted to solid modeling in AutoCAD. It teaches the user how to move the UCS, construct and modify geometry, view parts, and render. Prerequisite: Intermediate or a strong working knowledge of AutoCAD.

**Basic Blueprint Reading (BPR1901)****p. 6**

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.





**Basic Forensics Examiner (CF1007)**

p. 17

This course is intended for those new to computer forensics. It offers government and private sectors a cost effective approach to upgrading the technical skills of their investigative, intelligence, and support personnel.

**Basic Fundraising and Income Strategies (NI5272)**

p. 12

This course covers the fundamentals of effective resource development as they pertain to nonprofit organizations and to nonprofit management positions. Principles and “best practices” of fundraising are studied.

**Basic Mediation Training (BU1501)**

p. 11

This course can help anyone professionally and personally in resolving disputes, and supervising people, and anyone who is seeking to become a mediator. MCLE’s and CEU’s are given.

**Business Communication Essentials (CO2508)**

p. 6, 9

Participants will explore: types of communication styles, habits and characteristics of a “master” communicator, techniques for communicating effectively in business situations, communication as a leadership and management tool, and technology’s new role in business communication.

**Business Continuity and Disaster Recovery (BC5000)**

p. 6

This course is designed to take the student from a novice level to an advanced level of recovery planning. Attendees will leave this class with the knowledge of how to implement a business continuity program at their current or future place of business.

**Business Leadership:**

**Leading at a Higher Level (BU1520)**

p. 3, 7

This course examines a leadership model that addresses the true calling of managers in leading their organizations. It goes beyond a focus on profits and addresses how to propel an organization forward through effective leadership.

**Capstone – All**

Students must complete this final course in order to obtain an overall program certificate for certain programs. It is designed to ensure that students are proficient from instruction received from all required classes attended.

**Civil Law and Advanced Civil**

**Discovery for Paralegals (LA1335)**

p. 12

Examine the function and structure of the state and federal court system and administrative agencies. The course also presents an overview of the trial of a civil lawsuit and discusses your role as a paralegal in assisting the attorney before, during, and after a trial.

**Civil Law and Mediation (BU1506)**

p. 11

This course addresses the nature of conflict and the implications the law has in the mediation process. The fundamentals of the American Legal System are reviewed. Participants will review the legal reasoning process needed to interpret case law and statutes.

**CNC Programming - Lathe I (CNC1020)**

p. 6

This course is designed for current CNC machine operators who want to progress in their career. It enables successful candidates the ability to safely produce basic CNC programs for a 2 axis CNC turning center.

**CNC Programming - Mill I (CNC1040)**

p. 6

This course enables successful candidates the ability to safely produce basic CNC programs for a 3 axis CNC machining center. Topics covered involve machine axis, co-ordinate system, program structure, program format, preparatory commands, miscellaneous functions, modal and non modal commands, safety blocks, tool calls, calculating RPM and surface speed for tools, and various drilling canned cycles.

**CNC Programming - Mill II (CNC1050)**

p. 6

Successful candidates will have the ability to safely produce CNC programs for 3 and 4 axis CNC machining centers. The participant will possess the knowledge to understand, comprehend, and create a CNC program that encompasses drilling, tapping, contouring, pocketing, thread milling, scaling, rotating, mirror image, cutter diameter compensation, and rotary axis commands.

**Commercial Drawing Fundamentals (WD1856)**

p. 14, 15

Topics help develop skills specifically for commercial art use like in interfaces, animation, concept art, storyboards, prototypes, and wireframes. Styles from different genres of art like anime, manga, fantasy, and science fiction, steam punk, period art, and more will also be covered.

**CompTIA A+ Certification Training (CP0003)**

p. 6

The A+ certification demonstrates competency as a computer technician. CompTIA A+ certification is a vendor neutral certification that covers numerous technologies and operating systems.

**CompTIA Network+ Certification Training (CP0002)**

p. 6

The CompTIA Network+ certification is an international industry credential that validates the knowledge of networking professionals with at least nine months of experience in network support or administration or adequate academic training.

**CompTIA Security+ Certification Training (CP0004)**

p. 6

The CompTIA Security+ certification exam covers industry wide topics including communication security, infrastructure security, cryptography, access control, authentication, external attack and operational and organization security.

**Construction Project Cost Estimation (EM1200)**

p. 10

This course examines various systematic approaches to cost estimating for the purposes of developing estimates and budgets to be used for competitive bidding, productivity, negotiation, cost tracking and cost analysis.

**Corporate Event Planning (BU3125)**

p. 8

This course will provide a detailed guideline on how to design the event, plan the event, set budgets, execute successfully, review performances, and charge for services.

**Create Games, Apps, and Video Using Flash (WD1923)**

p. 15

You have great ideas for awesome games. Now, we’re providing you with the essential tools to rapidly build, optimize, and deliver your games to iOS, Android, Windows, and Mac OS.





# PROFESSIONAL DEVELOPMENT COURSE DESCRIPTIONS

## **Creating Interactive Portfolios Using Mac (DP1963M)**

**p. 8, 9**

This course is designed for students looking to make digital portfolios for presentation on the Internet or delivered as new media content. Students will be exposed to a variety of programs including Acrobat Professional, Flash, InDesign, Photoshop & Dreamweaver.

## **Creating Mobile Apps Without Code (GD2002)**

**p. 10, 11, 15**

This class will give you the ability to create fully functional native and non-native mobile apps for small business - WITHOUT CODING! Apps you create can be easily published to both Android Google Play and iOS Apple Store.

## **Crowdfunding - Turn Your Dream Into Reality (BU3079)**

**p. 3, 13, 14**

Crowdfunding is the collection of money from backers — the “crowd” — to fund an initiative, usually via the Internet. This class will give you an overview of the industry and practical steps to launching a successful crowdfunding campaign.

## **Cyber Law, Policy & Ethics (CYB604)**

**p. 7**

This course is designed for busy risk managers and other leaders who need to understand how laws, policies and ethics intersect with cyber risk.

## **Cyber Risk to Information Technology Systems (CYB602)**

**p. 7**

Topics covered in CYB602 include an overview of IT systems (hardware, software, etc.) and the various types of associated risks (operational, technical, etc.) that apply to them.

## **Cyber Risk to Voice & Data Communications (CYB603)**

**p. 7**

Topics covered in CYB603 include an overview of networks and network architecture (both wired and wireless), Voice over IP (VoIP), the risks associated with these networks, and how to respond to an incident.

## **Digital Nature and Landscape Photography (PH3114)**

**p. 8**

This course addresses the technical knowledge and creative advice that you will need. How many megapixels are enough? What are the advantages of Raw vs JPEG? How do you best compose a landscape shot or handle a waterfall?

## **Digital Photography Light and Lighting (PH3112)**

**p. 8**

This course covers photography lighting basics and will help you develop the art of seeing light. Discover how to take indoor and outdoor photos utilizing available light and on-camera flash, and experiment using professional studio lights.

## **Digital Photography Light and Lighting Level II (PH3218)**

**p. 8**

In this course you will continue to explore methods to help control the light in various lighting situations.

## **Digital Photography Studio (PH3220)**

**p. 8**

Participants will learn how to use the various lighting set ups for portrait and commercial photography. You will learn lighting ratios, and techniques, as well as the protocols for working with professional talent.

## **Digital Wildlife Photography (PH3115)**

**p. 8**

This course will address the technical knowledge and creative advice that you will need. How do you stalk an animal? How do you best compose a landscape shot or handle a waterfall?

## **Drupal for Designers (WD1932)**

**p 15**

Drupal is the CMS of choice for enterprise level websites and web applications. When you're ready to elevate your Wordpress clients to a more robust system, or you feel ready to take on bigger clients, Drupal will be your tool of choice.

## **Effective Project Execution and Control (PM6219)**

**p. 13**

This course provides valuable information on project management, - and, it actually will help you organize and deliver your next project, no matter what type of project you may be managing.

## **Effective Project Initiation and Planning (PM6218)**

**p. 13**

This course concentrates on a practical methodology for Project Management based on accepted best practices, as defined in the PMBOK® Guide 5th Edition.

## **Email Marketing (BU3071)**

**p. 12, 13**

Email marketing is one of the most powerful tools for establishing and building relationships. Because it can be so cost-effective, many jump in without understanding the basics. The results can be surprisingly challenging given the hostile environment of today's inbox.

## **Excel 2010: Level I (SS1934)**

**p. 5, 9**

Get your worksheets to work for you! This introductory course will show students how to create worksheets, manage data, use menus, manage worksheets, use basic formulas, format and edit worksheets, adjust alignment, and setup for printing.

## **Excel 2010: Level II (SS1935)**

**p. 5, 9**

This class builds on Excel Level I by covering how to work with multiple workbooks, advanced formatting, outlining and consolidating data, creating named cells and ranges, lists and tables, using web and Internet features, and advanced charting.

## **Executive Administrative Office Procedures (EA2706)**

**p. 9**

Covers the fundamentals of relevant procedures including human relations, management of work, time and resources, organizational structure and telecommunications in the office.

## **Facebook, Twitter, and LinkedIn Marketing (BU3073)**

**p. 12, 13**

This class teaches how to utilize the three most widely used social networking platforms: Facebook, Twitter and LinkedIn. Lessons provide an overview covering how to open an account, how to maximize your profile, and how to build and interact with a network..

## **Facility Management Professional (FMP) Credential Program (FM1000)**

**p. 9**

This is a comprehensive training and assessment program that provides you with the practical knowledge and skills required by today's employers.

## **Final Photography Portfolio (PH3400)**

**p. 8**

This course is designed to put all your skills to the test and help you develop your final portfolio. You'll receive feedback from the instructor as well as the class.





<p><b>Financial/Accounting Management (AC2020)</b> p. 3, 5, 9</p> <p>This course provides an understanding of financial and accounting terms, even if you have no financial background. It covers the foundational principles of interpreting financial statements, determining company profitability, and measuring cash flow.</p>	<p><b>Introduction to Autism Spectrum Disorder (ASD7305)</b> p. 17</p> <p>Included are discussions of issues related to the definition and characteristics of learners with autism spectrum disorders, causes and prevalence of autism in the general United States population and in selected developing countries, special education services for ASD individuals, and early intervention therapies.</p>
<p><b>Fundamentals of Human Resources (HR4041)</b> p. 9</p> <p>Provides a solid foundation of key concepts and best practices needed to prepare for the changing environment of the industry.</p>	<p><b>Introduction to Cyber Risk (CYB601)</b> p. 7</p> <p>This three day course is designed for busy risk managers and other leaders who need to understand cyber risk. The course discusses such topics as real world examples of cyber attacks, assessing risks, and responding to risks.</p>
<p><b>Fundamentals of Marketing (BU1305)</b> p. 10</p> <p>Learn the marketing management process, key marketing elements and how to prepare an effective marketing plan.</p>	<p><b>Introduction to Digital Photography I (PH3205)</b> p. 8</p> <p>This course covers the basics of digital photography, giving you the knowledge and control over your camera to create the photographs that you want. The course covers the following topics: exposure control, white balance, using the camera's light meter, lenses, and composition.</p>
<p><b>Home Inspection Training (HI7000)</b> p. 9</p> <p>American Home Inspectors Training Institute offers Home Inspection Training, the most most referred and respected training in the country that has successfully trained home inspectors for over a decade.</p>	<p><b>Introduction to Digital Photography II (PH3206)</b> p. 8</p> <p>This class continues from Part I and covers light, filters, indoor flash and portrait photography, close up and macro photography and night photography with an on campus night photography field trip.</p>
<p><b>Home Recording and Sound Design with Adobe Audition (AD1901)</b> p. 11, 14, 15, 16</p> <p>This class introduces fundamentals of recording techniques and equipment used within a budget recording studio. Concepts such as defining what audio is, signal flow, signal processors, microphones, consoles and other digital studio basics are taught.</p>	<p><b>Introduction to Layout &amp; Design for Mac (GD2008M)</b> p. 14</p> <p>The full spectrum of design projects that might be asked of a designer is part of the classwork: logos, corporate stationery, brochures, print advertising, outdoor boards, and web sites.</p>
<p><b>HTML5 and CSS3 (WD2024)</b> p. 14, 15</p> <p>You can spend hours working on old browser compatibility, or you can spend that same amount of time making amazing themes using HTML5 and CSS3. New features are based on HTML, CSS, DOM, and JavaScript instead of dependence on plugins like Flash or Java.</p>	<p><b>Introduction to Nonprofit Financial Management (NI5271)</b> p. 12</p> <p>Basic principles of finance management are applied to accounting, financial statements, budget preparation and IRS issues.</p>
<p><b>Human Resources Laws (HR4042)</b> p. 9</p> <p>Participants will learn about state and federal laws and policies designed to protect equal employment opportunities. This course will cover how to navigate through the complexities of relevant laws, understand what they cover and how they apply.</p>	<p><b>iOS Programming - Level 1 for iPhone and iPad (PG9080M)</b> p. 11</p> <p>Through the use of extensive hands-on exercises, students will learn the basics of developing apps for iOS devices (iPhone, iPad, etc.). Upon completion of the course, students should be able to implement simple iOS apps.</p>
<p><b>Integrated Web Marketing and Google Analytics (BU3078)</b> p. 10, 13</p> <p>This course offers comprehensive hands on training in the quickly evolving online media landscape. Utilizing proven tools in written, visual and digital communications via blogging and social media, students will learn to use a multi-faceted approach to market their blogs and websites like a business.</p>	<p><b>iOS Programming - Level 2 for iPhone and iPad (PG9082)</b> p. 11</p> <p>Through the use of extensive hands-on exercises, students will build on the skills acquired in Level 1. Topics covered include networking, multithreading, core data, notifications, and location services.</p>
<p><b>International Logistics &amp; SCM (LG4000)</b> p. 10</p> <p>This course is directed at the users of international logistics services. It covers all of the concepts that are important to managers who are actively involved in international trade operations.</p>	<p><b>iOS Programming - Level 3 for iPhone and iPad (PG9083)</b> p. 11</p> <p>Through the use of extensive hands-on exercises, students will build on the skills acquired in Level 2. Topics covered include audio, in app purchase, camera, gesture recognizers, accelerometer, and printing.</p>
<p><b>Introduction to Accounting: The Accounting Cycle (AC1212)</b> p. 3, 5, 9</p> <p>This course will introduce the student to basic accounting terminology as well as examine the fundamental principles of basic accounting and the accounting cycle.</p>	<p><b>iOS Programming - Objective C (PG9081M)</b> p. 11</p> <p>Objective-C is a general-purpose, high-level, object-oriented programming language that adds Smalltalk-style messaging to the C programming language.</p>



# PROFESSIONAL DEVELOPMENT COURSE DESCRIPTIONS

<b>Java Programming: Level I (PG1984)</b> Students will be exposed to classes, objects, inheritance, polymorphism, control statements, and generic collection. There will also be an introduction to JDBC.	<b>p. 11, 16</b>	<b>Maya (AU3039)</b> Maya has been used to create graphics for many cinematic films. It is also used to create visual effects for television programs and video games.	<b>p. 7, 15</b>
<b>Java Programming: Level II (PG1986)</b> This course is a continuation of Java Programming - Level 1 and covers advanced topics such as exception handling, multithreading, GUI component, applets, Java web start, and JDBC.	<b>p. 11, 16</b>	<b>Microsoft Project 2010 Level I (MP1916)</b> You will learn how to enter task information, define the different types of task relationships, define working times, assign resources, and enter costs.	<b>p. 9, 13</b>
<b>JavaScript Programming (PG1985)</b> Hands-on tutorials will guide you through some of the uses of JavaScript such as working with forms, integrating Java applets, performing calculations, and gathering and storing user information.	<b>p. 14, 15, 16</b>	<b>Microsoft Project 2010 Level II (MP1922)</b> By the end of the course, you will be able to modify tasks using constraints, deadlines and splits, gain knowledge of advanced resource functions to finalize a plan and validate its reasonableness.	<b>p. 13</b>
<b>Journals, Ledgers, and Worksheets (AC1150)</b> This course develops the practical skills necessary to record transactions in chronological order by using journals, and categorize them by account using ledgers.	<b>p. 3, 5</b>	<b>MySQL Workbench (DB1961)</b> Design a database using the graphical MySQL Workbench to create an EER model. Take advantage of the MySQL enhancements such as foreign keys, transactions, stored procedures, stored functions, triggers, and events.	<b>p. 16</b>
<b>jQuery and jQuery UI (WD2023)</b> The purpose of jQuery is to make it much easier to use JavaScript on websites. jQuery takes a lot of common tasks that require many lines of JavaScript code to accomplish, and wraps them into methods that you can call with a single line of code.	<b>p. 14</b>	<b>Payroll PayTrain® Fundamentals (PP1010)</b> This course will provide you with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties.	<b>p. 5, 12</b>
<b>Leadership of Nonprofit Organizations (NI5266)</b> This course analyzes the organizational leadership of nonprofit organizations. Practical knowledge and skills are emphasized throughout. Book required.	<b>p. 12</b>	<b>Personal Trainer National Certification (SP3006)</b> The course is taught over a six-week period for better retention and skill competency. The National Exam is held on the sixth week. Sixteen hours of "hands on" practical training prepares you to work with clients one on one.	<b>p. 12</b>
<b>Legal Ethics (LA1314)</b> This class will examine the relations between the attorney, the client, and the legal assistant; limitations on the capacities of the legal assistant; interactions with witnesses and adverse parties; conflicts of interest; and confidentiality. Book required.	<b>p. 12</b>	<b>PHP &amp; MySQL Level I (PG9060)</b> Learn how to create PHP script files, embed PHP scripts within HTML files, use HTML forms to collect data for PHP script, and locate free, open-source resources for PHP via the Web.	<b>p. 16</b>
<b>Legal Terminology (LA1318)</b> This course will examine the terminology used in Civil Litigation, Criminal, Administrative, Commercial, Personal Injury, Insurance, Intellectual Property, Ethics, Corporate, Real Estate, Bankruptcy, Employment, and Estate Law. Book Required.	<b>p. 12</b>	<b>PHP &amp; MySQL Level II (PG9061)</b> This hands-on PHP coding class features topics including working with objects, working with arrays, working with files, and connecting to a MySQL database. Other topics will include cookies and sessions as well as debugging your code.	<b>p. 16</b>
<b>Making Movies - Beginner (VI1000)</b> Topics include film vs HD, tapeless video camera capabilities, camera control, movement and composition, storyboarding and types of shots that make up a scene, sound, light, and how to shoot with editing in mind.	<b>p. 14</b>	<b>PHP &amp; MySQL Level III (PG9062)</b> For level III students will learn how to secure websites, send emails using code, and access other websites. Advanced topics covered include working with files, uploads, and images. Finally there will be an introduction to building an eCommerce website.	<b>p. 16</b>
<b>Making Movies - Advanced (VI1001)</b> Expand upon earlier basic exposure to the worlds of picture and sound editing by exploring more sophisticated applications, techniques, and professional practices. Editing and sound play is introduced as part of post production.	<b>p. 14</b>	<b>Pinterest, Google+, and YouTube Marketing (BU3075)</b> Facebook, LinkedIn, and Twitter are not the only heavy weights in social media. Three other popular tools continue to rock the social media world in the form of Pinterest, Google+ and Meetup.	<b>p. 13</b>
<b>Marketing Research and Analysis (BU1307)</b> Learn how to analyze data from marketing research, which will help you learn more about your customers, products and/or services. Manage the complexity of marketing data by applying the six stages of research.	<b>p. 10</b>	<b>Portrait and Wedding Photography (PH3304)</b> This course covers the basics of Digital Portrait Photography and Digital Wedding Photography, giving you knowledge and control over your camera to create the photographs that you want.	<b>p. 8</b>



<p><b>Practical Project Management Fundamentals (PM6217)</b> p. 10, 13</p> <p>This one-day course concentrates on a practical guide to project management based on accepted best practices. We will examine various methods of delivering a project on time, within budget and within scope.</p>	<p><b>Social Media Marketing (BU3070)</b> p. 13</p> <p>Learn to use Facebook, Twitter, LinkedIn and Yelp to help grow your business or your personal brand.</p>
<p><b>Program Planning and Evaluation (NI5279)</b> p. 12</p> <p>Gain the knowledge and skills necessary to create new programs and initiatives in a nonprofit organization by creating a plan for a new program from the research stage through evaluation.</p>	<p><b>Social Media Marketing Capstone (BU3076)</b> p. 13</p> <p>In order to ensure that students are proficient from instruction throughout the entire certificate program, a capstone class is offered to give students an opportunity to build a complete project based on their specific discipline.</p>
<p><b>Programming Fundamentals (PG1887)</b> p. 11, 14, 15, 16</p> <p>The objective of this class is to provide you with an understanding of the basic concepts of program design, which applies to all modern programming languages. This class uses JavaScript to introduce you to the basics of loops, objects, decisions, string and number manipulation.</p>	<p><b>SolidWorks - Advanced (AU3037)</b> p. 7, 15</p> <p>Solidworks is a 3D computer aided design program that enables you to transform new ideas into great products. It runs on a Microsoft Windows platform and is mainly used by engineers and designers all over the world.</p>
<p><b>Project Planning and Scheduling (EM1300)</b> p. 10</p> <p>This course presents the knowledge and skills required to successfully plan and manage complex construction projects with an emphasis on time and risk management, costs, and resources through the preparation and analysis of network schedules.</p>	<p><b>Spanish Language: Level II (FL0122)</b> p. 9, 22</p> <p>Students will review basic vocabulary of food, transportation, travel, hotel, directions, and restaurants. This course is designed to help students review regular and irregular present tense verbs and the present progressive.</p>
<p><b>QuickBooks Fundamentals (AC4040)</b> p. 5, 9, 12</p> <p>In the course, participants will gain an understanding of the capabilities of QuickBooks and how it can be applied to day-to-day accounting practices.</p>	<p><b>Starting Your Non-Profit 501(c)(3) (NI5281)</b> p. 12</p> <p>In this course, participants will learn more about the process of creating a tax exempt organization and laying the groundwork for the structure of your organization. The course will include exploring your organization's mission, core values, and purpose.</p>
<p><b>QuickBooks Advanced (AC4041)</b> p. 5</p> <p>This course will introduce students to the more advanced features of QuickBooks, such as generating balance sheets, creating customized reports and invoices, and amending payroll information.</p>	<p><b>Strategic Planning for Nonprofit Organizations (NI5276)</b> p. 12</p> <p>This course will cover topics such as the natural resistance to strategic planning and organizational change as well as practical knowledge for instituting and enhancing an organization's strategic planning. Book required.</p>
<p><b>Relational Database Fundamentals (DB1955)</b> p. 16</p> <p>This class walks you through the complete process of relational database design that includes the logical design, physical implementation, and finally application development for all projects.</p>	<p><b>Studio Recording Using Pro Tools and Logic (AD1902)</b> p. 16</p> <p>This class is offered offsite at a recording studio , emphasizing a hands-on approach. A series of editing, mastering and sound-for picture projects using industry tools like Pro Tools and Logic are part of the course.</p>
<p><b>Revit - Beginner (AU3031)</b> p. 7, 15</p> <p>Students will be introduced to Autodesk REVIT Architecture, a powerful building modeller for architectural design and documentation in 2D and 3D. The course includes theory, demonstrations and practical work.</p>	<p><b>Technical Editing (TW1005)</b> p. 13</p> <p>Learn how to edit different types of technical documents for clarity, consistency, cohesiveness, and correctness. You learn to identify and correctly use specialized vocabulary and how to employ editing tools such as proofreader's marks, style sheets, style guides, and standard editorial reference material.</p>
<p><b>Revit - Advanced (AU3032)</b> p. 7, 15</p> <p>This course continues from Level 1 REVIT's advanced productivity tools with an emphasis on families and custom elements. Includes theory, demonstrations and practical application. Participants gain hands on experience through a series of practical exercises.</p>	<p><b>Technical Writing Introduction (TW1001)</b> p. 6, 13</p> <p>Covered in this course: conducting audience-needs analyses; maintaining the purpose for communicating; incorporating advanced writing principles; making documents useful to the reader through basic revision techniques; and applying advanced rules of grammar and punctuation.</p>
<p><b>Screenwriting Using Adobe Story (VI1002)</b> p. 14</p> <p>Our screenwriting course will guide you in creating characters, building plots, shaping scenes, and sharpening dialogue.</p>	
<p><b>Sculptris (AU3040)</b> p. 7, 15</p> <p>Sculptris is a virtual sculpting software program, with a primary focus on the concept of modeling clay. It provides an excellent gateway into the exciting world of 3D.</p>	



# CERTIFICATE PROGRAM COURSE DESCRIPTIONS

**Technical Writing Techniques Level I (TW1002)****p. 13**

To gain facility in the skills and tools of technical writing, students will compose memos, analyses, reports, abstracts, letters and emails, all designed to establish audience-needs; maintain the purpose and occasion for writing; and make the document completely useful to the reader.

**Technical Writing Techniques Level II (TW1003)****p. 13**

The second of the two-part unit emphasizes the ultimate goal of establishing common ground through the process of revision-the cornerstone of technical writing. Here, writers learn how to improve even their best documents.

**The Business of Photography (PH3219)****p. 8**

Topics include how to brand your business, effective advertising techniques, copyrighting photographs, questions to ask your tax preparer, selecting software that can improve productivity, pricing techniques and presenting a professional portfolio.

**Travel and Location Photos (PH3119)****p. 8**

Students will learn how to plan, shoot, edit and share a polished gallery of images from the weekend jaunts, road trips, once-in-a-lifetime vacations, and important life events.

**Trial Preparation & Technology in the Law Office (LA1332)****p. 12**

This course offers a complete explanation of the litigation process, from the time the client walks into the office through trial and post-judgment. Students will learn about document preparation, discovery, scheduling, court technology and working with Court personnel.

**Unity 3D - Beginner (GP1005)****p. 11, 15, 16**

This class uses a guided approach to introduce students to techniques for creating art for game environments using Unity. Students will complete individual projects in modeling scenes, applying principles of photorealism, and creating environmental lighting effects.

**Unity 3D - Advanced (GP1006)****p. 15**

Topics include using SQL, Photon Networking Services, developing and optimizing a game for iOS and Android devices, Adobe Flash to Unity3D conversion, 2D sprite animation, Unity3D tiling, integration with GameCenter, InApp, Facebook, and Twitter.

**Warehouse and Distribution Center Management (LG3000)****p. 10**

This course addresses how effective and efficient warehouse management will minimize cost and maximize value. Each core warehouse process and the impact on today's supply chain will be discussed. The impact of current trends such as e-commerce, lean methodologies, and reverse logistics will also be discussed.

**WordPress WebMaster - Level 1 (WD1930)****p. 10, 15**

The goal of this course is for students to learn to administer the basic functions of a WordPress site and add content to it. This will encompass Posts, Pages and the Basic use of the Media section.

**WordPress WebMaster - Level 2 (WD1931)****p. 15**

This course will discuss theme customization and design elements, dynamic content, custom menus, widgets, photo galleries, advanced eCommerce solutions, social media integration – Facebook, Google +, Twitter etc., incorporating tables and frames, search engine optimization, RSS Feeds, email subscriptions, and newsletters.

**Writing for Marketing Professionals (BU1306)****p. 10**

Build the essential skills necessary as a Marketing Professional by learning effective writing techniques to write clearly, concisely and persuasively. Learn how Marketing objectives affect writing choices.







## Age Requirements

All CE courses are open to participants who are 18 years of age or older, unless the course is specifically designated for children or youth and is advertised as such. Classes designed for those under the age of 18 require the completion of additional forms. UT Arlington accepts no responsibility for minors on the university premises outside the classes in which they are enrolled.

## Attendance

Unless otherwise indicated, participants are required to attend at least 80% of the class sessions and pass all course assessments in order to receive a certificate of completion.

## Books

Books may be purchased in the general book section at the UT Arlington Bookstore, 400 Spaniolo Dr. (corner of Spaniolo Dr. and UTA Blvd.), Arlington, TX 76019, telephone 817-272-2785. Unless otherwise noted in the class information found at [uta.edu/ded](http://uta.edu/ded), there is an additional charge for books. Books purchased for Continuing Education courses cannot be returned unless the class is cancelled by Continuing Education.

## Course Payment

Full payment of the course fee is expected at time of registration. Acceptable methods of payment are: cash, checks, traveler's checks, money orders, and the following credit cards: Master Card, Visa, Discover and American Express. Purchase orders from business organizations may be accepted to cover the participant's course fee.

## Course Payment Plan

Continuing Education offers a Course Payment Plan for general courses that cost \$995 or more (does not include online training). Contact our office for more information 817-272-2581.

## Financing

Loans are available from a variety of funding sources. For more information, visit [www.finaid.org](http://www.finaid.org). UT Arlington accepts funding from Workforce Investment Act (WIA), Texas Rehabilitation Commission (TRC) and Veteran's Administration (VA) Chapter 31. Please allow three to four weeks for processing of loan application and receipt of funding.

## Course Schedules and Cancellations

UT Arlington reserves the right to change or cancel courses at any time. Notification of changes and cancellations will be made by email or telephone. Therefore, it's critical for us to obtain your current contact information at time of registration. In the event that a course for which you have registered is cancelled, you may transfer to another course or receive a refund with no fees assessed.

## Parking

Free parking is provided for all classes scheduled at the Continuing Education Workforce Development Building located at 140 West Mitchell Street, Arlington, TX 76019.

Classes scheduled at all other campus locations require a UT Arlington Parking Permit (hang tag), which is included in the cost of the course fee. Hang tags are distributed on the first day of class. Please remember to display the hang tag each time you attend class to avoid a citation.

## University Closing

Notices regarding closing due to weather or any other conditions will be posted on the University's home page at [uta.edu](http://uta.edu), distributed to local media outlets, and available on the University's Emergency Information Hotline at 1-866-258-4913.

## Withdrawal and Transfer Policy

Participants have several options available should they need to withdraw from a class. All withdrawal requests must be received via **telephone** or **email**, Monday-Friday, during normal business hours. Schedules and fees are subject to change without notice. If the withdrawal request is received more than two full business days prior to the class start date, participants have the following three options:

- 1). Transfer to another course with no charge; or
- 2). Have the funds held in their account for up to one year; or
- 3). Refund of the course fee, less a processing fee.\*

\*Course fees less than \$1,000, the processing fee is \$35.00. Course fees of \$1,000 or more, the processing fee is 5% of the refund amount. Application fees are non-refundable.

Withdrawal requests received *less than two full business days* prior to the start of the course or *on the day of the course*:

- 1). Transfer to another course with no charge; or
- 2). Have the funds held in their account for up to one year. These funds are **not** eligible for refund.

**No transfers, account holds, or refunds are allowed once a class has begun.**

If payment for a course was made by check, please allow 4-6 weeks processing time for refunds. If payment was made by credit card, allow two weeks for a refund.

Courses in our Healthcare Programs, Certificate in Professional Human Resource Management, online courses, conferences, CFP® Certification Education Program, Enrichment Trips, and other specified programs have unique refund policies. For details contact our office or visit [uta.edu/ded](http://uta.edu/ded).

## Accommodations

The Division for Enterprise Development is dedicated to providing equal educational opportunities to all qualified course participants. Contact [cedquestions@uta.edu](mailto:cedquestions@uta.edu) or call 866.906.9190 for information regarding special accommodations.

## MavAlerts

Sign up for your Alert Network account to receive alerts and emergency notifications around the UT Arlington area:

[mavalert.uta.edu/register.php](http://mavalert.uta.edu/register.php)

# CONTINUING EDUCATION

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## Courses for Everyone

### 1-Day Saturday Courses

See page 3 for complete listing.

- Corporate Leadership
- Create Your Own Decoupage Photo Canvas
- Fundamentals of Canning
- The Ultimate Guide to Home Entertaining
- Basic Computer Skills
- Make Your Own Organic Cleaning Supplies

### Kids and Teens University 2015

See page 19 for courses.

- February Saturday Courses
- 40+ Summer Camps



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UT ARLINGTON DIVISION FOR ENTERPRISE DEVELOPMENT