



UNIVERSITY OF TEXAS ARLINGTON

CERTIFICATION PREPARATION | BUSINESS & MANAGEMENT | TECHNOLOGY

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Keep team knowledge up to date with timely training.

Achieve sought after industry certificates and certifications.

Maintain certifications by earning CEUs.



**CONTINUING
EDUCATION**
THE UNIVERSITY OF TEXAS ARLINGTON



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UNIVERSITY OF
TEXAS
 ARLINGTON

**CONTINUING
 EDUCATION**

Greetings:

In today's fast-paced and competitive business environment, professionals and corporations need to respond to a constantly evolving business market, and the University of Texas at Arlington can help. We offer many comprehensive and flexible certificate programs to strengthen employees' skill-base and contribute to your company's vision for the future.

Our programs provide experienced as well as entry-level workers the opportunity to develop or update their skills, earn professional credentials and certifications or obtain continuing education units required to maintain a certification in their respective areas of expertise. These programs add value where specific skills and knowledge in an industry or field is desired or mandated.

Our certificates and programs offer:

- *Excellent Up-to-Date Course Curriculum*
- *Quality Instruction*
- *Customized Training*
- *Flexibility in Scheduling and Location for Training*
- *Continuing Education Units (CEUs)*

For more information, please visit www.uta.edu/ded or call (866) 906-9190.

We welcome the opportunity to work with you.

Best Regards,

*Cassandra A. Smith, Director
 Continuing Education
 Division for Enterprise Development*

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CERTIFICATION & EXAM PREPARATION



Let our programs help you do your best. Prepare yourself for graduate exams or professional certifications.

INDUSTRY CERTIFICATION PREPARATION

Learn the essential skills you need to pursue industry certifications. We have programs tailored to those seeking certification in the following areas.

Payroll PayTrain	Project Management
Human Resources	Certified Financial Planning
Landscape Irrigation	CompTIA A+, Network+, and Security+
Business Continuity & Disaster Recovery	Event Planning

GRADUATE SCHOOL EXAM PREP

Prepare for grad school with a quick prep class for the GRE or GMAT.

GRE: Verbal	GRE: Math
GMAT: Verbal	GMAT: Math

CONTINUING PROFESSIONAL EDUCATION

Earn the hours you need to renew your professional licenses and certifications. All of our professional development courses offer CEUs which can be used for a variety of industry continuing education requirements. In addition to CEUs, we offer courses that satisfy specific continuing education requirements for Real Estate professionals, Educators, Personal Trainers, and Attorneys.

CPE's for Educators (approved TEA provider)	MCLEs for Texas Attorneys
Personal Trainer Continuing Education	Texas Real Estate

Catalog descriptions are subject to change. Please visit our website at uta.edu/ded or call 866.906.9190 for the most up to date information.

ACCOUNTING SPECIALIST CERTIFICATE

The Certificate in Accounting Studies is for anyone who desires to have a better understanding of basic accounting and accounting procedures or who desires to work in an accounting department. It is particularly well suited for anyone who has recently assumed some accounting responsibilities; anyone who works in business and wants a foundation in basic accounting; or anyone who wants a better understanding of the principles 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

REQUIRED | 8 COURSES AND 24 HOURS OF ELECTIVE COURSES:

An Introduction to Accounting: The Accounting Cycle Journals, Ledgers, and Worksheets	Accounting for Accounts Payable Accounting for Accounts Receivable
Financial/Accounting Management	Business Writing Basics
Maintaining Inventory, Vendor and Customer Accounts or MS Dynamics CRM 2011 – Basic Customization	Excel Level I

Visit our website to view a list of electives and program requirements.



BUSINESS COMMUNICATION CERTIFICATE

Your written and oral communications are powerful statements about both you and your organization. Whether it's how you sound and look, carry on a conversation, develop arguments or write e-mails and letters, you must be able to communicate clearly and concisely. This skill is a valued commodity in all business environments. The business communication certificate program will help you 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 COURSES:

Business Writing Basics	Public Speaking
Business Communication Essentials	Technical Writing Introduction
Introduction to Negotiation	



“I enjoyed the class discussions, case studies, and role-playing. I will definitely be able to apply the theory being taught in class.”

- Former Business Communication Certificate Participant



BUSINESS CONTINUITY AND DISASTER RECOVERY

This 3-day course is designed to take the student with little or no past experience in disaster recovery to an advanced level using the new ISO 22301 Business Continuity Management International Standard. Attendees will leave this class with the knowledge of how to implement a business continuity program at their current or future place of business. Course fee includes the Certified Business Recovery Specialist certification exam issued by the International Business Recovery Institute.

BENEFITS OF THIS CERTIFICATE:

Develop 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 COURSE

Business Continuity and Disaster Recovery



CYBER RISK MANAGEMENT PROGRAM

This certificate program provides organizational leaders with sufficient knowledge and skills to drive improvements to 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.

BENEFITS OF THIS CERTIFICATE:

Learn about laws, policies and ethics that intersect with cyber risk.

Identify the key elements of best practices in continuous monitoring

Identify the elements of the incident response strategy

REQUIRED | 4 COURSES

Introduction to Cyber Risk

Cyber Risk to Voice and Data Communications

Cyber Risk to Information Technology Systems

Cyber Law, Policy, and Ethics

EVENT PLANNING CERTIFICATES



In partnership with the Wedding Planning Institute, Continuing Education offers Corporate Event Planning and Certified Wedding and Event Planning certifications. These courses provide detailed step-by-step formulas for outlining 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 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.

BENEFITS OF THIS CERTIFICATE:

Learn effective methods to successfully execute any event

Distinguish your skills from others in the industry with a certification

CERTIFICATION TRAINING | 2 PROGRAMS AVAILABLE

Certified Wedding and Event Planner

Corporate Event Planning

EXECUTIVE ADMINISTRATIVE ASSISTANT CERTIFICATE

The Executive Administrative Assistant Certificate Program provides students with 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 highly proficient in customer service, computer applications, communication and interpersonal skills, teamwork, supervisory skills, administrative procedures, presentation skills, and problem-solving skills. The diverse curriculum will prepare you for your career as an Executive Administrative Assistant.

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 COURSES, 2 ELECTIVE COURSES

*eligible for exemption

Communicating Effectively	Business Writing Basics
An Introduction to Accounting: The Accounting Cycle	Access Level I*
Excel Level I*	Project Management - Time and Cost Management (Online)
Excel Level II	Executive Administrative Assistant Office Procedures
Word: Basics *	Mediation in the Employment Sector: Workplace Conflict
Word: Intermediate	PowerPoint*

Visit our website to view a list of electives and program requirements.



FACILITY MANAGEMENT PROFESSIONAL

The 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. This comprehensive training and assessment program provides facility management professionals with the practical knowledge and skills required by today's employers. Students will implement all aspects of project management including planning, scoping, scheduling, and evaluation.

BENEFITS OF THIS CERTIFICATE:

Broaden your facility management knowledge

Expand your professional network

Learn practical skills for application in a professional environment

REQUIRED | 1 COURSE

Facility Management Professional Program





HUMAN RESOURCE GENERALIST CERTIFICATE

The Human Resource Generalist Certificate Program is designed for those who want to enter the rapidly growing HR field and contribute to the success of an organization. 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.

BENEFITS OF THIS CERTIFICATE:

- Prepare 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 AND 1 CAPSTONE

Fundamentals of Human Resources	Mediation in the Employment Sector: Workplace Conflict
Business Communication Essentials	HR Software Training
Human Resources Laws	Workers' Compensation (Online)
Compensation and Benefits	Human Resource Generalist Certificate Program Capstone

“The case studies and reviews done on real life situations provided a level of understanding that helped.”

- Former Human Resource Generalist Certificate Participant



LOGISTICS & SUPPLY CHAIN MANAGEMENT

This certificate program provides a foundation in supply chain and logistics management from both a U.S. and a global perspective. It prepares students for professional careers with manufacturers and 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 AND 1 CAPSTONE

Introduction to Logistics & Supply Chain Management	Introduction to Materials Management
Warehouse and Distribution Center Management	International Logistics & SCM
Capstone - Logistics and Supply Chain Management	

MARKETING SPECIALIST CERTIFICATE

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 enter the marketing workforce. This program requires the completion of 7 required courses, 1 elective course, a 32-hour Marketing Internship, and an 8 hour Capstone course.

BENEFITS OF THIS CERTIFICATE:

Learn the latest marketing trends

Gain insight on real world marketing techniques

Identify strategic marketing opportunities

REQUIRED | 7 REQUIRED COURSES, 1 ELECTIVE COURSE

Fundamentals of Marketing	Marketing Analysis and Research
Writing for Marketing Professionals	Public Relations Fundamentals
Practical Project Management Fundamentals	Digital Marketing
Integrated Web Marketing & Google Analytics	Marketing Specialist Capstone

Visit our website to view a list of electives and program requirements.



NONPROFIT MANAGEMENT CERTIFICATE

The Nonprofit Management Certificate Program is designed for entry to mid-level nonprofit employees or those interested in a career in the non-profit arena. The program will all you to gain management skills, acquire knowledge and understand the full range of management requirements of non-profit organizations. This program is designed for professionals and volunteers who currently fill or aspire to earn leadership positions in nonprofit organizations. It will enable participants to 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 nonprofit 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 COURSES, 3 ELECTIVE COURSES

Leadership of Nonprofit Organizations	Introduction to Volunteer Management
Strategic Planning for Nonprofit Organizations	Program Planning and Evaluation
Basic Fundraising and Income Strategies	Human Resources in Nonprofit Organizations
Board Development	Media Management
Introduction to Nonprofit Financial Management	Crowdfunding

Visit our website to view a list of electives and program requirements.



“Real-life information made available, amazing resourceful instructor makes all the difference.”

- Former Nonprofit Management Certificate Participant



PAYROLL PROFESSIONAL CERTIFICATE

As a payroll professional, you know how important it is to maintain your company's compliance by keeping up with changing regulations and procedures. Staying current is not only important to your company's bottom line but also to your continued professional development. In cooperation with the American Payroll Association, UT Arlington presents the Payroll Professional Certificate: APA's PayTrain® for payroll professionals. Comprised of two professional development courses, Payroll PayTrain® Fundamentals and Payroll PayTrain® Mastery, this program is designed for all levels of payroll administration. Whether you are interested in preparing for the Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) certification exams, or are new to the industry and need to learn the basics of payroll, our courses will help you meet your goals.

BENEFITS OF THIS CERTIFICATE:

Prepare for the FPC or CPP certification exam

REQUIRED | 2 COURSES

Payroll PayTrain® Fundamentals

Payroll PayTrain® Master



PROJECT MANAGEMENT CERTIFICATE

The Project Management Certificate courses are designed to provide you with the practical knowledge that can be applied immediately to enhance job performance and productivity. The curriculum is also designed to fulfill the 35 hour educational requirement for those preparing to take the Project Management Institute (PMI) PMP credential certification exam. According to PMI there are over 400,000 individuals globally who have earned PMI credentials. The tremendous growth over the past decade indicates the importance that job seekers and employers place on project management knowledge and skills. Topics include project management best practices as well as action-oriented and results-focused project methodology that can be applied to businesses of all sizes.

BENEFITS OF THIS CERTIFICATE:

Fulfill the 35-hour educational requirement to register for the Project Management Professional (PMP®) exam

Implement project management on small to medium size projects

Apply project management techniques for delivery on time, on budget and within scope

REQUIRED | 3 COURSES

Practical Project Management Fundamentals

Effective Project Execution and Control

Effective Project Initiation and Planning

SHRM-CP™ AND SHRM-SCP™ CERTIFICATION PREPARATION

Earn the new standard in HR certification that is aligned to global business needs and more meaningfully linked to performance: SHRM Certified Professional (SHRM-CP™) and SHRM Senior Certified Professional (SHRM-SCP™). Our SHRM-CP/SHRM-SCP certification preparation course is designed primarily for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals around the world need to excel in their careers today.

BENEFITS OF THIS CERTIFICATE:

Professionals who use the SHRM Learning System to prepare for their PHR/SPHR exams consistently beat the average pass rate, year after year.

The SHRM Learning System provides more content, tests, learning tools and access to expert advice than any other single PHR/SPHR exam preparation tool.

Keep up with HR developments including the latest legislative changes.

Protect your organization from risk by ensuring regulatory compliance.

REQUIRED | 1 COURSE

Certificate in Professional Human Resource Management



SOCIAL MEDIA MARKETING CERTIFICATE

Our fast track certificate program teaches students how to use social media marketing tools proficiently. Students will also learn how to successfully meet client goals whether it is increasing traffic or increasing conversions for various marketing campaigns. Students will have an opportunity to gain practical experience by completing a project for a local business.

BENEFITS OF THIS CERTIFICATE:

Develop a brand for your business or organization

Improve customer service

Increase lead generation

REQUIRED | 2 REQUIRED COURSES, 4 ELECTIVE COURSES

Social Media Marketing

Social Media Marketing Capstone

Visit our website to view a list of electives and program requirements.



TECHNICAL WRITING CERTIFICATE

This program is designed to prepare the adult learner for a career as a technical writer and communicator in a variety of fields. It provides participants with advanced writing and communication skills as well as principles and tools to clearly and precisely convey technical information to a specific audience. Upon completion participants will not only be more confident in their role as a technical writer, but will also learn how to produce useful and polished documents for 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 COURSES

Technical Writing Introduction

Technical Editing

Technical Writing Techniques Level I

Technical Writing Portfolio Development

Technical Writing Techniques Level II





AUTISM SPECTRUM DISORDER CERTIFICATE ONLINE

Anyone who works with or has worked with individuals with Autism knows that it can be very time-consuming to develop an understanding of the disorder and the co-morbidities associated with the wide spectrum of Autism. We developed the Autism Spectrum Disorder Awareness Certificate to provide therapists and caregivers the introduction, background, aptitude and skills needed to work effectively with this growing special needs population.

BENEFITS OF THIS CERTIFICATE:

Knowledge of management of the disorder in educational institutions.

Learn alternative communication techniques and theory.

Create opportunities to develop life-long professional networks.

REQUIRED | 5 COURSES

Introduction to Autism Spectrum Disorder

Ethics and Cultural Issues in the Treatment of Individuals with Special Needs.

Alternative Communication Techniques and Literacy Acquisition for Non-Verbal Individuals.

Developing the Support Network for Special Needs Providers.

Portfolio Project



CNC PROGRAMMING CERTIFICATE

Computer Numerically Controlled (CNC) Programmers write programs that carefully control the motion of machines and tools used to cut and shape precision products, such as machine and automobile parts. CNC Programming Certification provides the entry-level training needed to review computer-aided design (CAD) blueprints for a program, calculate the tool paths required to produce the item from a solid block of material or casting, select the appropriate tools for the job, and plan out the sequence of operations needed to complete the job, making sure that the product adheres to precise measurement requirements. Students must pass each of the six required courses with a grade of 70% or higher.

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 COURSES

Applied Machine Shop Theory

Basic Blueprint Reading

CNC Programming - Mill Level I

CNC Programming - Mill Level II

CNC Programming - Lathe Level I

CNC Programming - Lathe Level II

“I enjoyed the entire course and learning everything that we need to apply to the rest of our CNC programming classes and real world application.”

- Former CNC Programming Certificate Participant

CERTIFIED FINANCIAL PLANNER ONLINE

UT Arlington Continuing Education is pleased to partner with Kaplan Schweser to offer online and self-study Certified Financial Planner™ courses. Trust your CFP® exam success to the financial education industry leader! Kaplan's CFP Board-registered programs provide the focus and structure you need to master the 8 major domains covered on the CFP® exam. Because everyone studies differently, you will be able to select a unique study program to perfectly suit your needs. Upon successful completion of all 7 courses, you will be eligible to sit for the comprehensive CFP® exam.

BENEFITS OF THIS CERTIFICATE:

Students who successfully complete courses are eligible to sit for the comprehensive CFP® exam

Grow your career

Enhance your earning potential

REQUIRED | 7 COURSES

Fundamentals and Ethical Considerations	Retirement Planning
Insurance and Employee Benefits	Estate Planning
Investment Planning	Financial Plan Development Capstone
Income Tax Planning	



DIGITAL PHOTOGRAPHY CERTIFICATE

Our program is designed to teach you the skills and knowledge 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. Learn to edit your images so that the finished product is exactly what you imagine. Courses can be taken individually for personal enrichment.

BENEFITS OF THIS CERTIFICATE:

Demonstrate skills & techniques of digital photography in relation to digital capture & image editing

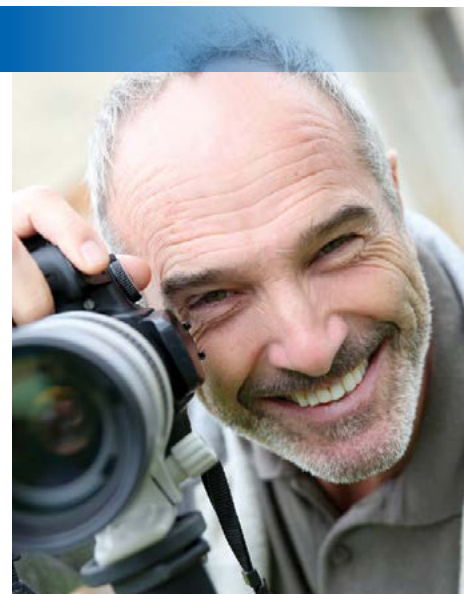
Learn to apply the features of the digital camera to create the desired image

Learn to use digital image-editing software and computer skills to create an aesthetic final image

REQUIRED | 5 REQUIRED COURSES, 3 ELECTIVES AND A PORTFOLIO

Introduction to Digital Photography I	Adobe Photoshop – Beginner
Introduction to Digital Photography II	Adobe Photoshop – Advanced for Photographers
Digital Photography Light and Lighting	

Visit our website to view a list of electives and program requirements.



HOME INSPECTION TRAINING



American Home Inspectors Training Institute (AHIT) is the most referred and respected training in the country and has successfully trained home inspectors for over a decade. American Home Inspectors Training Institute (AHIT) offers classroom and home study programs through UT Arlington. Texas licensing requirements to become a Professional Home Inspector through education requires 328 hours of core inspection education and a 120 hour experience training module. This program includes 459 hours in core inspection education plus a live 120 hour class (which is the experiential portion of the requirement).

BENEFITS OF THIS CERTIFICATE:

- Classes are taught by successful entrepreneurs
- Courses prepare you to start in the business now
- Prepares students for the National Home Inspectors Exam

REQUIRED | 1 COURSE

Home Inspection Training

LANDSCAPE IRRIGATION TRAINING



This 40-hour class is designed to provide the fundamentals of landscape irrigation for future landscape irrigation designers, contractors, consultants, and installers. It includes in-depth coverage of irrigation systems such as including history, definitions, components, hydraulics, design, installation, repair, trouble-shooting, maintenance, technological advances in system design and equipment, new Texas regulations, and water conservation for residential and commercial applications. This is the required TCEQ accredited 40-hour class for the Texas Irrigation Licensing Exam, and will prepare students for the exam.

BENEFITS OF THIS CERTIFICATE:

- In-depth coverage of irrigation systems
- Meet the requirements to sit for Texas Irrigation Licensing Exam

REQUIRED | 1 COURSE

Landscape Irrigation Training

MEDIATION AND DISPUTE RESOLUTION CERTIFICATE



The Mediation and Dispute Resolution Professional Certificate Program is designed for those wishing to enhance their knowledge and practice of dispute resolution process, those pursuing a career in dispute resolution, and those seeking to improve their communication skills for personal growth. 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 REQUIRED COURSES, 2 ELECTIVES, 1 PRACTICUM

Basic Mediation	Transformative Mediation
Civil Law and Mediation	Mediation Practicum
Introduction to Negotiation	

Visit our website to view a list of electives and program requirements.

PARALEGAL CERTIFICATE

The Paralegal Certificate Program has been designed to allow students to excel within their paralegal studies and career. It has been modeled after the American Bar Association and Professional Paralegal Association's standards, such as the NALA and NFPA. The program is not accredited by the ABA but will teach the skills necessary to work at a standard that is equal to the requirements set by the ABA.

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 COURSES, 3 ELECTIVES

Paralegal Fundamentals (Online)	Real Estate Law (Online)
Introduction to the Legal System (Online)	Family Law
Legal Terminology	Criminal Law & Procedure
Legal Ethics	Civil Law & Advanced Civil Discovery
Legal Research	Trial Prep & Technology in the Law Office
Legal Writing	

Visit our website to view a list of electives and program requirements.



PERSONAL TRAINER NATIONAL CERTIFICATION

The World Instructor Training Schools (W.I.T.S) Personal Trainer Certification Program is the perfect way to obtain an industry credential. This comprehensive certification program can be taken at The University of Texas at Arlington. This challenging course is taught over a six-week period for better retention and skill competency. The National Exam is held on the sixth week. This course is formatted as a 60-hour program and is comprised of 15 hours of lecture, 15 hours of hands on practical training and a 30-hour internship that networks many graduates right into a job. The course prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, equipment usage and health assessment.

BENEFITS OF THIS CERTIFICATE:

Earn your CPR certification

Distinguish yourself with a national certification

Learn practical skills during hands on sessions

REQUIRED | 1 COURSE

Personal Trainer National Certification





WEB & GRAPHIC DESIGN

Graphic designers must be experienced with a variety of skills and disciplines in the production and maintenance of printed materials as well as websites. This Certificate Program gives you the hands-on training you need to design and create visually stunning, and professional quality materials whether for the web, mobile, or print. You'll learn the current standards and use state-of-the-art multimedia software. With this certificate you will demonstrate entry-level skills in web design, digital imaging, desktop and/or digital publishing. Our programs provide a flexible, customizable course of study to meet the specific needs of every graphic designer. Options include specialization in CMS, Print, and Mobile Apps.

BENEFITS OF THIS CERTIFICATE:

Demonstrate entry-level professional Photoshop skills and effective decisions in selecting and editing images

Create standards-compliant Web page layouts by hand-coding using HTML and CSS and publish them to the Web

Design professional-level, valid HTML Web sites using Dreamweaver and publish them to the Web

Create basic interactive interfaces for the Web using JavaScript and jQuery

WEB DESIGN (CLASSIC)

REQUIRED COURSES (7 PLUS 2 ELECTIVES PLUS 1 CAPSTONE)

Web Page Design Level I	Adobe Photoshop Beginner
Web Page Design Level II	Adobe Dreamweaver Beginner
Programming Fundamentals	Web Design Best Practices
JavaScript	Capstone Project

WEB DESIGN (CMS SPECIALIZATION)

REQUIRED COURSES (9 PLUS 1 CAPSTONE)

Web Page Design Level I	WordPress WebMaster
Web Page Design Level II	WordPress WebMaster
Programming Fundamentals	Web Design Best Practices
JavaScript	Adobe AIR and Edge Animate
Adobe Photoshop Beginner	Capstone Project

WEB DESIGN (PRINT DESIGN SPECIALIZATION)

REQUIRED COURSES (9 PLUS 1 CAPSTONE)

Web Page Design Level I	Adobe Photoshop Advanced for Designers
Web Page Design Level II	Adobe Illustrator Beginner
Programming Fundamentals	Adobe InDesign
JavaScript	Web Design Best Practices
Adobe Photoshop Beginner	Capstone Project

WEB DESIGN (MOBILE APP SPECIALIZATION)

REQUIRED COURSES (9 PLUS 1 CAPSTONE)

Web Page Design Level I	Adobe AIR and Edge Animate
Web Page Design Level II	Adobe Dreamweaver Beginner
Programming Fundamentals	Adobe Dreamweaver Advanced featuring PhoneGap
JavaScript	Creating Mobile Apps Without Code
Adobe Photoshop Beginner	Capstone Project

Visit our website to view a list of electives and program requirements.

“Since completing the web/graphic program, I’ve launched my business... I freelance design work and implement what I learned at UT Arlington in my business.”

- Former Web Design Participant

WEB DEVELOPMENT CERTIFICATE

This program has been designed by professionals who have extensive experience developing, revamping and maintaining websites for organizations. Completion of this program will qualify participants as entry-level web developers and web development support personnel. Upon completion of the required core courses, students will have the opportunity to focus their studies within a choice of three track disciplines: ASP.NET C#, PHP, or Java.

BENEFITS OF THIS CERTIFICATE:

Design, implement, publish, and maintain websites in support of creating a web presence for businesses and organizations

Use and customize Visual Studio 2010

Master the fundamentals of JavaScript, PHP and MySQL, and jQuery

Troubleshoot and debug Web applications

REQUIRED | 6 REQUIRED CORE, 4 DISCIPLINE AND 2 ELECTIVES

Creating Web Pages	JavaScript Programming
Web Page Design using HTML and Forms	Relational Database Fundamentals
Programming Fundamentals	

Visit our website to view a list of electives and program requirements.

“To me the big difference was that the CE instructors gave us not just knowledge about web design or programming, but also about working with clients, running a freelance business, actually getting paid for your work.”

- Former Web Development Certificate Participant



MOBILE APPS DEVELOPER CERTIFICATE

Developing and building applications for smartphones, iPad®, and other tablets and notebook PCs is one of the most in-demand jobs right now. Our program provides the knowledge to design, program, and publish mobile apps for sale online or as a product and service to businesses that need mobile app developers.

BENEFITS OF THIS CERTIFICATE:

Develop a fluency in the programming languages of mobile apps

Develop your own apps

In the capstone, network & partner with other course students to develop a winning app

ANDROID APP DISCIPLINE: 7 REQUIRED COURSES, 2 ELECTIVE COURSES

Programming Fundamentals	Android Programming Level 2
Java Programming Level 1	Android Programming Level 3
Java Programming Level 2	Adobe Fireworks
Android Programming Level 1	Mobile Apps Capstone

iOS APP DISCIPLINE: 6 REQUIRED COURSES, 2 ELECTIVE COURSES

Programming Fundamentals	iOS Programming Level 3
Objective C	Adobe Fireworks
iOS Programming Level 1	Mobile Apps Capstone
iOS Programming Level 2	

Visit our website to view a list of electives and program requirements.





COMPTIA CERTIFICATIONS

CompTIA is a global association of IT industry companies with the common goal of standardized qualifications for professionals working in the industry. It is a provider of professional certifications for the IT industry. CompTIA certifications are the recognized industry standards for foundation-level IT skills. UT Arlington offers certification training for A+, Network+, and Security+.

BENEFITS OF THIS CERTIFICATE:

Demonstrate knowledge of industry specific topics to prospective employers

Build a solid foundation of essential knowledge and skills to help you advance in your career.

CompTIA certifications is mandatory for certain IT positions and many job ads list the certifications as basic requirements.

REQUIRED | 3 CERTIFICATIONS OFFERED

CompTIA A+

CompTIA Security+

CompTIA Network+

MCSO CERTIFICATIONS



Microsoft Certified Solutions Developer (MCSO) is a globally recognized standard for developers in the IT industry. Earning Microsoft's MCSO: Web Applications certification validates your ability to build innovative solutions across multiple technologies with expertise in creating and deploying modern web applications and services.

BENEFITS OF THIS CERTIFICATE:

A developer with MCSO certification and expertise in analyzing and designing enterprise solutions using different Microsoft languages and development tools is in the top five of top-paying certifications

Validate your expertise and raise your earning potential at the same time

Demonstrate knowledge of industry specific topics to prospective employers Provides you with the tools to quickly merge into new areas

CERTIFICATIONS OFFERED

Programming in HTML5 with JavaScript and CSS3

Developing ASP.NET MVC Web Applications

Developing Microsoft Azure and Web Services

FORENSIC EXAMINER CERTIFICATE

Computer forensics involves data recovery employing a legal audit trail in support of criminal and civil investigation and/or litigation. Previously restricted to law enforcement and corporate security, this training is now available to the general law abiding public through universities and colleges. Completion of both 6-week live, online Computer Forensics Examiner courses provide computer professionals with the training needed to begin performing computer forensics on Windows and Mac computers.

BENEFITS OF THIS CERTIFICATE:

Increase your earning potential. According to the Bureau of Labor Statistics, the salary for computer forensics officers working in law enforcement averaged \$58,260.

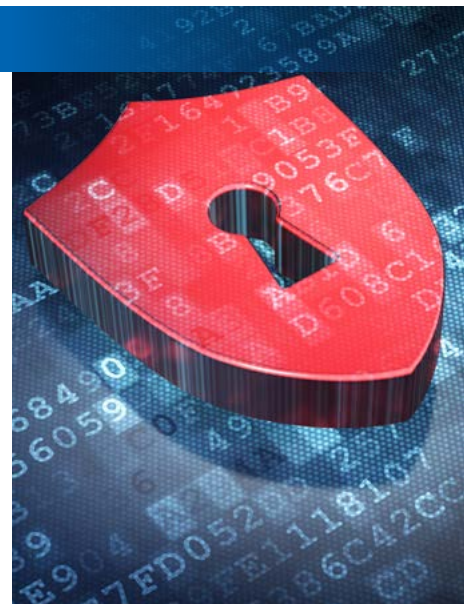
Develop skills for a growing career. Through 2020, the BLS projects 28% growth for network and computer system administrators and 22% for information security analysts.

Learn from an internationally recognized computer forensics expert.

REQUIRED | 2 COURSES

Basic Forensics Examiner

Advanced Forensics Examiner



CORPORATE TRAINING

The University of Texas at Arlington offers a full schedule of publicly and privately available training courses for professional development, technical skills, and personal enrichment. Our instructors and consultants specialize programs to support your company's specific productivity goals and industry practices. Scheduling is flexible and programs can be conducted on-campus at UT Arlington, on-site at your business or at an off-site location of your choice. Below is a sampling of the areas of curriculum that we offer.

For additional information about corporate training contact Cassandra Smith, Director of Continuing Education at casssm@uta.edu or 817.272.2581.

Training Areas

Programs and courses can be designed to meet your company's specific needs.

Industry Certification Exam Prep
Human Resource Management
Marketing and Social Media
Microsoft Office

Business & Management
Project Management
Graduate School Exam Prep
Adobe Suite Programs



COMPUTER AIDED DESIGN AND DRAFTING CERTIFICATE



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 and may work under engineers. Our program is designed to develop your skills in areas such as freehand sketching, drawing organization, computer-aided drafting (including AutoCAD, Revit, and Sketchup), proper line of work, abstract and mechanical reasoning, spatial relations, and graphic design and layout.

BENEFITS OF THIS CERTIFICATE:

- Develop the skills you need to make the most of your CADD software
- Learn from qualified instructors at a respected state university
- Increase your competitiveness by earning a certificate of completion that will get you recognized
- Find out about the latest productivity features

REQUIRED | 6 COURSES

AutoCAD Introduction	AutoCAD Advanced 3D
Revit Beginner	Revit Advanced
One 3D Computer Modeling course (View our site for a list of available courses.)	Capstone

MUSIC AND SOUND DESIGN PRODUCTION CERTIFICATE



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.

BENEFITS OF THIS CERTIFICATE:

- Learn the skills needed to start a career as an audio recording engineer, live sound engineer or record producer
- Stay up-to-date on the latest cutting edge audio implementation technology
- Courses taught by active music industry professionals

REQUIRED | 5 COURSES

Song Writing Beginner (using Garage Band)	Studio Recording (using Logic, Pro Tools)
Home Recording and Sound Design with Adobe Audition	Business of Music and Sound Design Production
Music and Sound Production Capstone	

VIDEO GAME DESIGN AND DEVELOPMENT CERTIFICATE

This program will prepare you for entry-level positions such as game designer and programmer in 2D and 3D environments. In addition to games, UT Arlington rides the cutting edge by marrying print and augmented reality through the Vuforia SDK for both Android and iOS platforms!

BENEFITS OF THIS CERTIFICATE:

According to the U.S. Dept. of Labor, video game designer employment will skyrocket 30% this decade, placing it among the fastest growing careers in America.

In a 2010 survey conducted by Game Developer magazine, average salaries for video game development workers ranged from \$49,000 for quality assurance testers to \$107,000 for business professionals

Gain the skills and connections for a range of game development jobs

REQUIRED | 10 COURSES

Photoshop Beginner	Oculus Rift
Programming Fundamentals	Unity 3D - Beginner
Unity 3D - Advanced	Adobe Audition
Augmented Reality using Vuforia Beginner	Augmented Reality using Vuforia Advanced
A 3D Modeling course (view our site for a listing of available courses.)	Capstone



VIDEO AND MOTION GRAPHICS DESIGN CERTIFICATE

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

BENEFITS OF THIS CERTIFICATE:

Create professional grade visual design compositions

Develop effective sequential art and interactive media

Jobs available in corporations, ad agencies, software companies, and video production shops

Learn not only the tools of the trade, but how to work with them in the most efficient manner, all while translating your ideas into motion

REQUIRED | 8 COURSES

Making Movies Beginner	Adobe Photoshop - Beginner
Making Movies Advanced	Adobe After Effects
Screenwriting using Adobe Story	Adobe Audition
Adobe Premiere	Capstone

Visit our website to view a list of electives and program requirements.





ONLINE PROGRAMS

The University of Texas at Arlington Division for Enterprise Development, in partnership with ed2go, offers online programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

To view a complete list of online programs visit uta.edu/ded. Professional development courses are offered in the following areas:

SUSTAINABLE ENERGY & GOING GREEN

- Certified Indoor Air Quality Manager
- Certified Indoor Environmentalist Prep
- Certified Green Supply Chain Professional
- Biofuel Production Operations

HEALTHCARE AND FITNESS

- Optician Certification Training
- Nutrition for Optimal Health, Wellness, and Sports
- Certified National Pharmaceutical Representative
- Fitness Business Management

BUSINESS AND PROFESSIONAL

- Certified Residential Interior Designer
- Digital Analytics and Conversion Professional with OMCP Certification
- Entrepreneurship: Start-Up and Business Owner Management
- Lean Mastery
- Management Training
- Microsoft Access 2010 Certification Training
- Microsoft Office 2010 Master Certification Training
- Pay Per Click Marketing
- Professional Interpreter
- Six Sigma Black Belt
- Six Sigma Green Belt

INDUSTRIAL

- Chemical Plant Operations
- HVAC Technician
- Oil Refinery Operations
- Power Plant Operations

IT AND SOFTWARE DEVELOPMENT

- COMPTIA Healthcare IT Technician
- Management for IT Professionals
- Cisco CCNA Certification Training
- Microsoft Certified Solutions Associate (MCSA): SQL Server 2008
- Microsoft Certified Solutions Associate (MCSA): Windows 7
- Microsoft SharePoint 2010 Certification Training

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- Timeline & Meeting Management
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- Exhibitor Management
- Sponsor Management
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- Other Services as Requested

CEM CONFERENCE &
EVENT MANAGEMENT



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