

CONTINUING EDUCATION

PREPARE FOR YOUR NEXT STEP

Gain new skills

- 4 Project Management
- 5 Lean Six Sigma
- 6 Logistics and Supply Chain
- 8 Excel BI Tools & Macros
- 10 Diversity & Inclusion
- 16 Business Writing
- 34 Learn a New Language

Train for a new job

- 7 Construction Manager
- 8 Accounting Specialist
- 10 Digital Marketer
- 11 Certified Financial Planner
- 13 Realtor
- 14 HR Generalist
- 18 Paralegal
- 20 Freight Broker
- 22 Wedding/Event Planner

TRAINING YOU NEED, YOUR WAY

Self-Paced | In-Person | Live Webcasts

OVER 2,000 COURSES AVAILABLE ONLINE



Continuing Education
DIVISION FOR ENTERPRISE DEVELOPMENT

ENROLL TODAY:
817.272.2581 | cedquestions@uta.edu | uta.edu/ded/ced

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- 19 Certified Quality Improvement Associate (CQIA)
- 19 Grant Writing + Non-Profit Management
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- 19 Certified Professional Life Coach
- 20 Certificate in Mediation and Arbitration

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- 20 Certified Bookkeeper
- 20 Accounts Payable Specialist Certification
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- 20 Payroll Practice and Management
- 20 Freight broker/agent training
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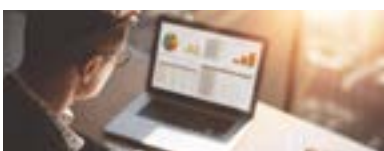
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3 EASY WAYS TO REGISTER



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In Person
140 W. Mitchell St.
Arlington, TX 76010

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Continuing Education

DIVISION FOR ENTERPRISE DEVELOPMENT

NOT SURE WHERE TO START?

Set up a one-on-one free consultation with a program expert.
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DID YOU KNOW? WE OFFER...

**OVER 2,000
ONLINE COURSES**

24/7 ACCESS

ANYTIME, ANYWHERE

**TOP PROGRAMS
NATIONWIDE
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PROJECT MANAGEMENT

PROJECT MANAGEMENT CERTIFICATE

This program provides you with practical knowledge that can be applied immediately to enhance your job performance and productivity. In addition, the curriculum fulfills the 35-hour educational requirement for those preparing to take the Project Management Institute (PMI) PMP certification exam.

Project Management Body of Knowledge (PMBOK®)

All courses align with the *A Guide to Project Management Body of Knowledge (PMBOK® Guide)* Sixth edition. PMBOK is a registered term of the Project Management Institute, Inc.

4 COURSES:

Project Management Fundamentals.....	8 Hours \$335
Effective Project Initiation & Planning.....	15 Hours \$685
Effective Project Execution & Control.....	15 Hours \$685
Introduction to Agile/Scrum Project Management.....	8 Hours \$335

Total Program Cost (including a \$50 certificate fee): \$2090

ELECTIVE COURSES:

Project Management	
Professional (PMP) Exam Prep.....	40 hours \$1995
Microsoft Project.....	8 hours \$299

These **Project Management Certificate** courses are also available online, at your own pace at dedtraining.com

IN-PERSON ON-CAMPUS | LIVE WEBCASTS

PROJECT MANAGEMENT FUNDAMENTALS

02/12/22.....	Sa : 8:30a – 5:30p	\$335
09/09/22.....	F : 8:30a – 5:30p	\$335

EFFECTIVE PROJECT INITIATION & PLANNING

02/19/22 - 02/26/22.....	Sa : 8:30a - 5:30p	\$685
10/06/22 - 10/07/22.....	Th & F : 8:30a - 5:30p.....	\$685

MICROSOFT PROJECT

03/18/22.....	F : 8:30p - 5:30p	\$299
09/23/22.....	F : 8:30p - 5:30p	\$299

EFFECTIVE PROJECT EXECUTION & CONTROL

03/26/22 - 04/02/22.....	Sa : 8:30a - 5:30p	\$685
11/03/22 - 11/04/22.....	Th & F : 8:30a - 5:30p.....	\$685

INTRODUCTION TO AGILE/SCRUM PROJECT MANAGEMENT

04/23/22 - 04/23/22.....	Sa : 8:30a - 5:30p	\$335
12/02/22 - 12/02/22.....	F : 8:30a - 5:30p.....	\$335

PROJECT MANAGEMENT BOOTCAMP

04/25/22 - 04/29/22.....	M - F : 8:30a - 5:30p	\$1695
09/26/22 - 09/30/22.....	M - F : 8:30a - 5:30p	\$1695

PROJECT MANAGEMENT PROFESSIONAL (PMP) EXAM PREP

01/08/22 - 02/05/22.....	Sa : 8:30a - 5:30p	\$1695
05/16/22 - 05/20/22.....	M - F : 8:30a - 5:30p	\$1695

ONLINE COURSES These courses can be taken any time.

Building Teams That Work.....	\$115
Business and Marketing Writing.....	\$115
Business Budgeting for Beginners.....	\$115
Business Operations Specialist	\$1,895
High Performance Organization.....	\$115
High Speed Project Management	\$115
Individual Excellence.....	\$115
Introduction to Nonprofit Management.....	\$115
Introduction to Statistics	\$115
Keys to Effective Communication	\$100
Leadership.....	\$115
Manufacturing Fundamentals.....	\$115
Mastering Project Management w/ Microsoft Project 2016.....	\$1,695
Mastering Project Management w/ Microsoft Project 2019.....	\$1,695
Mastering Project Management with PMP Prep.....	\$1,295
Mastering Public Speaking	\$115
Office Manager	\$4,995
Organizational Development & Change	\$145
PMI Risk Management Professional.....	\$695
PMP Certification Prep 1	\$105
PMP Certification Prep 2	\$105
Project Management Applications	\$115
Project Management Essentials with CAPM Prep	\$1,195
Project Management Fundamentals.....	\$115
Project Management Fundamentals II.....	\$115
Project Management Fundamentals Series	\$199
Project Management Professional (PMP) Prep Series	\$183
Project Management Suite	\$299
Supervisor Suite	\$299
Technical Writing	\$1,795
The Complete Project Manager w/ CAPM and PMP Prep	\$1,995
The Complete Project Manager w/ Microsoft Project 2016.....	\$2,295
The Complete Project Manager w/ Microsoft Project 2019.....	\$2,295



LEAN SIX SIGMA

LEAN SIX SIGMA

LEAN SIX SIGMA is a methodology aimed at reducing waste. The overall goal is to identify and eliminate non-essential and non-value added steps in the business process in order to streamline production, improve quality, and establish customer loyalty.

3 COURSES:

Yellow Belt	24 Hours \$895
Green Belt	32 Hours \$895
Black Belt	32 Hours \$895

Total Program Cost (including a \$50 certificate fee): \$2735

These **Lean Six Sigma** courses are also available online, at your own pace at dedtraining.com

IN-PERSON ON-CAMPUS | LIVE WEBCASTS

YELLOW BELT

01/22/22 - 02/05/22.....Sa : 8:30a - 5:30p.....	\$895
05/07/22 - 05/21/22.....Sa : 8:30a - 5:30p.....	\$895
09/10/22 - 09/24/22.....Sa : 8:30a - 5:30p.....	\$895

GREEN BELT

02/19/22 - 03/12/22.....Sa : 8:30a - 5:30p.....	\$895
06/04/22 - 06/25/22.....Sa : 8:30a - 5:30p.....	\$895
10/08/22 - 10/29/22.....Sa : 8:30a - 5:30p.....	\$895

BLACK BELT

03/26/22 - 04/23/22.....Sa : 8:30a - 5:30p.....	\$895
07/09/22 - 07/30/22.....Sa : 8:30a - 5:30p.....	\$895
11/05/22 - 12/03/22.....Sa : 8:30a - 5:30p.....	\$895

ONLINE COURSES These courses can be taken any time.

Building Teams That Work.....	\$115
Business and Marketing Writing.....	\$115
Business Coach.....	\$1,295
Business Entity Formation.....	\$115
Business Operations Specialist	\$1,895
Certificate in Mindful Relationships	\$48
Certified Global Business Professional	\$2,495
Certified Green Supply Chain Professional	\$1,595
Certified Quality Auditor (Voucher Included).....	\$1,695
Certified Quality Engineer (Voucher Included)	\$1,695
Certified Quality Improvement Associate (CQIA).....	\$995
Certified Six Sigma Black Belt	\$1,995
Certified Six Sigma Green Belt (Exam Cost Included).....	\$1,895
Certified Six Sigma Green Belt and Black Belt	\$3,495
Certified Six Sigma Yellow Belt and Green Belt.....	\$2,999
Certified Supply Chain Professional (CSCP).....	\$2,295
Certified Supply Chain Professional + Freight Broker/Agent Training.....	\$3,795

Chemical Plant Operations.....	\$2,595
Crystal Reports.....	\$995
Distribution and Logistics Management	\$115
Diversity Training for Employees and Managers	\$79
Fundamentals of Supervision and Management.....	\$115
Get Assertive!	\$100
Grant Writing	\$2,295
Introduction to Business Analysis.....	\$115
Introduction to Crystal Reports	\$115
Keys to Effective Communication	\$100
Leadership.....	\$115
Leadership Suite	\$395
Lean Six Sigma Black Belt (Exam Cost Included).....	\$1,695
Lean Six Sigma Black Belt with 1-on-1 Project Coaching.....	\$2,695
Lean Six Sigma Champion (Exam Cost Included).....	\$895
Lean Six Sigma Green Belt (Exam Cost Included)	\$1,495
Lean Six Sigma Green Belt and Black Belt	\$2,295
Lean Six Sigma Green Belt w/ Black Belt w/ 1-on-1 Project Coaching	\$3,195
Lean Training (Exam Cost Included).....	\$695
Management Training	\$2,295
Mastering Public Speaking	\$115
Mastery of Business Fundamentals.....	\$115
New Career Suite.....	\$299
New Manager Suite.....	\$299
Non-Profit Management	\$2,295
Office Manager.....	\$4,995
Organizational Development & Change	\$145
PMI Risk Management Professional.....	\$695
Process Technician.....	\$1,995
Procurement & Purchasing Management	\$2,295
Productivity and Benchmarking.....	\$115
Professional Consulting Practice	\$1,295
Project Management Applications	\$115
React Training	\$159
Records Management Certificate	\$1,595
Senior Certified Sustainability Professional	\$2,495
Six Sigma Yellow Belt	\$1,295
Six Sigma: Total Quality Applications	\$115
Six Sigma: Total Quality Applications (Self-Paced Tutorial)	\$115
Six Sigma: Total Quality Fundamentals	\$115
Supervision and Management Series	\$199
Supervisor Suite	\$299
The Keys to Effective Editing.....	\$115
Total Quality Fundamentals (Self-Paced Tutorial)	\$115
Written Communication for Business Suite.....	\$299

LOGISTICS AND SUPPLY CHAIN MANAGEMENT

LOGISTICS AND SUPPLY CHAIN MANAGEMENT CERTIFICATE

This certificate program provides a foundation in supply chain and logistics management from both a U.S., as well as a global perspective, preparing participants for professional careers with manufacturers and distributors, transportation carriers, and logistics service providers.

5 COURSES:

Introduction to Logistics & Supply Chain Mgmt.....	16 Hours \$395
Intro to Materials Management	16 Hours \$395
Warehouse/Distribution Center Mgmt	16 Hours \$395
International Logistics and SCM	16 Hours \$395
Capstone: Logistics & Supply Chain Mgmt.....	16 Hours \$395

Total Program Cost (including a \$50 certificate fee): \$2025

LIVE WEBCASTS

INTRODUCTION TO LOGISTICS & SUPPLY CHAIN MGMT

02/21/22 - 03/02/22.....M & W : 6p - 10p	\$395
06/20/22 - 06/29/22.....M & W : 6p - 10p	\$395
10/03/22 - 10/12/22.....M & W : 6p - 10p	\$395

INTRODUCTION TO MATERIALS MANAGEMENT

03/07/22 - 03/24/22.....M & W : 6p - 10p	\$395
07/11/22 - 07/20/22.....M & W : 6p - 10p	\$395
10/24/22 - 11/09/22.....M & W : 6p - 10p	\$395

WAREHOUSE & DISTRIBUTION CENTER MANAGEMENT

04/11/22 - 04/20/22.....M & W : 6p - 10p	\$395
08/01/22 - 08/10/22.....M & W : 6p - 10p	\$395
11/28/22 - 12/07/22.....M & W : 6p - 10p	\$395

INTERNATIONAL LOGISTICS & SUPPLY CHAIN MGMT

05/02/22 - 05/11/22.....M & W : 6p - 10p	\$395
08/22/22 - 08/31/22.....M & W : 6p - 10p	\$395
01/09/23 - 01/23/23.....M & W : 6p - 10p	\$395

CAPSTONE: LOGISTICS & SUPPLY CHAIN MGMT

01/31/22 - 02/09/22.....M & W : 6p - 10p	\$395
06/06/22 - 06/15/22.....M & W : 6p - 10p	\$395
09/19/22 - 09/28/22.....M & W : 6p - 10p	\$395
02/06/23 - 02/15/23.....M & W : 6p - 10p	\$395

ONLINE COURSES These courses can be taken any time.

Business Coach	\$1,295
Business Finance for Non-Finance Personnel	\$115
Business Operations Specialist	\$1,895
Certified Global Business Professional	\$2,495
Certified Green Supply Chain Professional	\$1,595
Certified Internal Auditor	\$695
Certified Quality Auditor (Voucher Included)	\$1,695
Certified Quality Engineer (Voucher Included)	\$1,695
Certified Quality Improvement Associate (CQIA)	\$995
Certified Six Sigma Green Belt (Exam Cost Included)	\$1,895

Certified Supply Chain Professional (CSCP)	\$2,295
Certified Supply Chain Professional	
+ Freight Broker/Agent Training	\$3,795
Contracts	\$115
Distribution and Logistics Management	\$115
Fundamentals of Supervision and Management	\$115
Fundamentals of Supervision and Management II	\$115
High Performance Organization	\$115
High Speed Project Management	\$115
Management Training	\$2,295
Mastering Public Speaking	\$115
New Career Suite	\$299
New Manager Suite	\$299
Oil Refinery Operations	\$2,595
PMI Risk Management Professional	\$695
Procurement & Purchasing Management	\$2,295
Productivity and Benchmarking	\$115
Project Management Fundamentals	\$115
Records Management Certificate	\$1,595
Senior Certified Sustainability Professional	\$2,495
Six Sigma: Total Quality Applications	\$115
Six Sigma: Total Quality Fundamentals	\$115
Skills for Making Great Decisions	\$115
Supply Chain Management Fundamentals	\$115
Supply Chain Suite	\$299
Technical Writing	\$1,795
The Complete Project Manager with CAPM and PMP Prep	\$1,995
Achieving Success with Difficult People	\$115
Building Teams That Work	\$115
Certified Six Sigma Black Belt	\$1,995
Certified Six Sigma Green Belt and Black Belt	\$3,495
Chemical Plant Operations	\$2,595
Distribution and Logistics Management (Self-Paced Tutorial)	\$115
Diversity Training for Employees and Managers	\$79
Financial Analyst Suite	\$395
Freight Broker/Agent Training	\$1,895
Manufacturing Applications	\$115
Manufacturing Fundamentals	\$115
Master VLOOKUP in Microsoft Excel	\$79
Mastering Project Management with PMP Prep	\$1,295
Office Manager	\$4,995
PMP Certification Prep 1	\$105
PMP Certification Prep 2	\$105
Technical Writing Suite	\$324
Written Communication for Business Suite	\$299

NOT SURE WHERE TO START?

Set up a one-on-one free consultation with a program expert.
Contact Lori.Carter@uta.edu today to schedule an appointment virtually, or in person.

CONSTRUCTION MANAGEMENT

CONSTRUCTION MANAGEMENT

This certificate is designed to meet the industry's evolving needs due to advances in construction technologies, financing, and methods that underscore a sound and systematic management of construction projects.

4 COURSES:

Principles of Construction Mgmt & Contracts	15 Hours \$795
Construction Specifications & Documentation.....	15 Hours \$795
Construction Project Cost Estimation.....	15 Hours \$795
Project Planning & Scheduling	15 Hours \$795
Total Program Cost (including a \$50 certificate fee): \$3230	

IN-PERSON ON-CAMPUS | LIVE WEBCASTS

PRINCIPLES OF CONSTRUCTION MGMT & CONTRACTS

01/29/22 - 02/05/22.....Sa : 8a - 4:30p.....	\$795
06/18/22 - 06/25/22.....Sa : 8a - 4:30p.....	\$795
09/17/22 - 09/24/22.....Sa : 8a - 4:30p.....	\$795

CONSTRUCTION SPECIFICATIONS & DOCUMENTATION

02/19/22 - 02/05/22.....Sa : 8a - 4:30p.....	\$795
07/09/22 - 07/16/22.....Sa : 8a - 4:30p.....	\$795
10/08/22 - 10/15/22.....Sa : 8a - 4:30p.....	\$795

CONSTRUCTION PROJECT COST ESTIMATION

03/26/22 - 04/02/22.....Sa : 8a - 4:30p.....	\$795
07/30/22 - 08/06/22.....Sa : 8a - 4:30p.....	\$795
10/29/22 - 11/05/22.....Sa : 8a - 4:30p.....	\$795

PROJECT PLANNING & SCHEDULING

04/23/22 - 04/30/22.....Sa : 8a - 4:30p.....	\$795
08/20/22 - 08/27/22.....Sa : 8a - 4:30p.....	\$795
11/19/22 - 12/03/22.....Sa : 8a - 4:30p.....	\$795

ONLINE COURSES These courses can be taken any time.

Accounting Fundamentals.....	\$115
AutoCAD 2021 Certified User (Voucher Included).....	\$2,595
Autodesk Revit Architecture 2021 (Voucher Included)	\$2,595
Business Operations Specialist	\$1,895
Certified Global Business Professional	\$2,495
Certified Green Supply Chain Professional	\$1,595
Certified Indoor Air Quality Manager	\$795
Certified Indoor Environmentalist Prep	\$895
Certified Quality Auditor (Voucher Included).....	\$1,695
Certified Quality Engineer (Voucher Included)	\$1,695
Certified Quality Improvement Associate (CQIA).....	\$995
Certified Residential Interior Designer	\$1,995
Contracts	\$115
Contracts for Business Owners.....	\$95
Distribution and Logistics Management	\$115
Effective Business Writing.....	\$115
Employment Law Fundamentals.....	\$115

Engineering Technician.....	\$1,995
Fundamentals of Supervision and Management.....	\$115
Fundamentals of Supervision and Management II.....	\$115
Fundamentals of Technical Writing.....	\$115
High Performance Organization.....	\$115
Human Resources Manager.....	\$3,695
Introduction to Business Analysis.....	\$115
Introduction to Business Law (Transactions).....	\$145
Introduction to QuickBooks Online	\$115
Keys to Effective Communication	\$100
Keys to Successful Money Management.....	\$100
Leadership.....	\$115
Leadership in Energy and Environmental Design (LEED)	\$695
Leadership Suite	\$395
Lean Training (Exam Cost Included).....	\$695
Maintenance Technician.....	\$1,695
Management Training	\$2,295
Managing Customer Service	\$115
Manufacturing Applications	\$115
Manufacturing Fundamentals.....	\$115
Mastering Project Management with PMP Prep.....	\$1,295
Mastery of Business Fundamentals.....	\$115
New Career Suite.....	\$299
New Manager Suite.....	\$299
Non-Profit Management.....	\$2,295
Office Manager	\$4,995
Oil Refinery Operations	\$2,595
Organizational Development & Change	\$145
PMP Certification Prep 1.....	\$105
PMP Certification Prep 2.....	\$105
Procurement & Purchasing Management	\$2,295
Productivity and Benchmarking.....	\$115
Project Management Fundamentals.....	\$115
Project Management Fundamentals II.....	\$115
Purchasing Fundamentals.....	\$115
Real Estate Investing	\$100
Real Estate Law	\$115
Real Estate Suite.....	\$299
Senior Certified Sustainability Professional	\$2,495
Small Business Suite	\$299
Supervision and Management Series	\$199
Supervisor Suite	\$299
Supply Chain Management Fundamentals.....	\$115
Supply Chain Suite	\$299
Workers' Compensation	\$115
Workplace Law Essentials Value Suite	\$199

ACCOUNTING

ACCOUNTING SPECIALIST CERTIFICATE

This program is for the accounting enthusiast, whose goal is to gain a better understanding of basic accounting and accounting procedures or for those who plan to work in an accounting department. Whether you need a refresher course or looking to enhance your accounting skills, this certificate program will help you advance your accounting career.

8 COURSES:

Introduction to The Accounting Cycle.....	16 Hours \$395
Financial Account Management	16 Hours \$395
Excel: Beginner	16 Hours \$395
Excel: Advanced	16 Hours \$395
QuickBooks: Beginner.....	16 Hours \$395
QuickBooks: Advanced.....	16 Hours \$395
Business Writing Basics.....	6 Hours \$199
Capstone: Accounting	16 Hours \$395

Total Program Cost (including a \$50 certificate fee): \$3014

ELECTIVE COURSES:

Payroll PayTrain Fundamentals.....	28 Hours \$795
Payroll PayTrain Mastery.....	36 Hours \$895
2019 Microsoft Word/Powerpoint/Outlook.....	16 Hours \$435

IN-PERSON ON-CAMPUS | LIVE WEBCASTS

INTRODUCTION TO THE ACCOUNTING CYCLE

06/08/22 - 06/09/22.....	W & Th : 8a - 5p \$395
09/17/22 - 09/24/22.....	Sa : 8a - 5p \$395

FINANCIAL ACCOUNT MANAGEMENT

06/22/22 - 06/23/22.....	W & Th : 8a - 5p \$395
10/08/22 - 10/15/22.....	Sa : 8a - 5p \$395

BUSINESS WRITING BASICS

03/23/22 - 03/24/22.....	W & Th : 6p - 9p \$199
06/29/22 - 06/30/22.....	W & Th : 6p - 9p \$199
10/26/22 - 10/27/22.....	W & Th : 6p - 9p \$199

EXCEL: BEGINNER

03/01/22 - 03/03/22.....	Tu - Th : 8a - 12n \$395
04/04/22 - 04/11/22.....	M & W : 6p - 10p \$395
07/13/22 - 07/14/22.....	W & Th : 8a - 5p \$395
10/29/22 - 11/05/22.....	Sa : 8a - 5p \$395

EXCEL: ADVANCED

04/05/22 - 04/07/22.....	Tu - Th : 8a - 12n \$395
05/09/22 - 05/16/22.....	M & W : 6p - 10p \$395
07/20/22 - 07/21/22.....	W & Th : 8a - 5p \$395
11/12/22 - 11/19/22.....	Sa : 8a - 5p \$395

QUICKBOOKS: BEGINNER

08/10/22 - 08/11/22.....	W & Th : 8a - 5p \$395
12/03/22 - 12/10/22.....	Sa : 8a - 5p \$395

QUICKBOOKS: ADVANCED

01/22/22 - 01/29/22.....	Sa : 8a - 5p \$395
08/17/22 - 08/18/22.....	W & Th : 8a - 5p \$395
01/21/23 - 01/28/23.....	Sa : 8a - 5p \$395

CAPSTONE: ACCOUNTING

02/26/22 - 03/05/22.....	Sa : 8a - 5p \$395
08/31/22 - 09/01/22.....	W & Th : 8a - 5p \$395
02/11/23 - 02/18/23.....	Sa : 8a - 5p \$395

FINANCE/ACCOUNTING FOR NON-FINANCIAL MANAGERS

02/19/22.....	Sa : 8:30p - 4:30p \$199
06/11/22.....	Sa : 8:30p - 4:30p \$199
09/10/22.....	Sa : 8:30p - 4:30p \$199

USING EXCEL BI TOOLS: POWER PIVOT, QUERY, VIEW AND MAP

02/21/22 - 03/02/22.....	M & W : 6p - 10p \$340
10/10/22 - 10/19/22.....	M & W : 6p - 10p \$340

ADVANCED EXCEL MACROS

03/07/22.....	M : 6p - 10p \$129
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ADVANCED EXCEL PIVOT TABLES

03/21/22.....	M : 6p - 10p \$129
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ONLINE COURSES These courses can be taken any time.

Accounting Fundamentals.....	\$115
Contracts	\$115
Intermediate QuickBooks Online.....	\$115
Introduction to Business Analysis.....	\$115
Introduction to QuickBooks Online	\$115
Keys to Successful Money Management.....	\$100
Office Manager	\$4,995
Supervision and Management Series	\$199
Supervisor Suite	\$299
Accounting Fundamentals (Self-Paced Tutorial).....	\$115
Accounting Fundamentals II.....	\$115
Accounting Fundamentals Series.....	\$199
Accounting with Excel 2016 Suite	\$395
Accounting with MS Excel 2019 Suite.....	\$395
Accounting with QuickBooks Online Suite	\$395
Accounts Payable Manager Certification	\$1,295
Accounts Payable Specialist Certification	\$1,295
Advanced Microsoft Excel 2019/Office 365.....	\$129
Basic Computer Skills Suite	\$299
Business Budgeting for Beginners.....	\$115
Business Coach	\$1,295
Business Entity Formation.....	\$115
Business Finance for Non-Finance Personnel.....	\$115
Certified Administrative Professional.....	\$1,695
Certified Administrative Professional	
w/ Microsoft Office Master 2019.....	\$3,195
Certified Administrative Professional	
w/ Microsoft Office Specialist 2019.....	\$3,595
Certified Bookkeeper	\$1,995
Certified Credit Counselor (Exam Included)	\$1,995
Certified Financial Health Counselor (Exam Included).....	\$1,995

PAYROLL PROFESSIONAL

Certified Internal Auditor	\$695
Chartered Tax Professional.....	\$1,895
Crystal Reports	\$995
Diversity Training for Employees and Managers	\$79
Executive Assistant (Voucher Included).....	\$3,595
Financial Analyst Suite.....	\$395
Financial and Career Coach (Exam Included).....	\$2,395
Financial Planning Suite.....	\$299
Fundamentals of Supervision and Management.....	\$115
High Speed Project Management.....	\$115
Introduction to Crystal Reports	\$115
Introduction to Microsoft Access 2019/Office 365.....	\$129
Introduction to Microsoft Excel 2019/Office 365	\$129
Introduction to Microsoft Outlook 2019/Office 365.....	\$129
Introduction to Microsoft Word 2019/Office 365.....	\$129
Introduction to QuickBooks 2019.....	\$129
Introduction to Stock Options.....	\$115
Microsoft Excel - Pivot Tables.....	\$115
Microsoft Excel 2019 Certification Training.....	\$595
Microsoft SharePoint 2019	\$795
Office Manager (Voucher Included).....	\$5,495
Payroll Manager.....	\$3,395
Payroll Practice and Management.....	\$1,795
Personal Finance	\$115
Professional Bookkeeping with QuickBooks 2019	\$2,095
Professional Bookkeeping with QuickBooks Online.....	\$2,095
Professional Consulting Practice	\$1,295
QuickBooks 2019 Series.....	\$199
QuickBooks Online Series	\$199
Records Management Certificate.....	\$1,595
Soft Skills Suite	\$395

PAYROLL PROFESSIONAL CERTIFICATE

These comprehensive payroll courses are designed as prep courses for payroll professionals preparing to sit for their FPC or CPP Certification through the American Payroll Association. These courses are great for new payroll professionals and for those who support the payroll industry.

IN-PERSON ON-CAMPUS ONLY

PAYROLL PAYTRAIN® FUNDAMENTALS

02/05/22 - 02/26/22Sa : 8:30a - 5:30p\$795

06/04/22 - 06/25/22Sa : 8:30a - 5:30p\$795

10/08/22 - 10/29/22Sa : 8:30a - 5:30p\$795

PAYROLL PAYTRAIN® MASTERY

03/05/22 - 04/09/22Sa : 8:30a - 5:30p\$895

07/09/22 - 08/06/22Sa : 8:30a - 5:30p\$895

11/12/22 - 12/17/22Sa : 8:30a - 5:30p\$895

ONLINE COURSES These courses can be taken any time.

HR Professional with Payroll Practice and Management.....\$2,995

Payroll Practice and Management.....\$1,795

Performing Payroll in QuickBooks 2013.....\$135

Performing Payroll in QuickBooks 2014.....\$135

Performing Payroll in QuickBooks 2015.....\$135

Professional Bookkeeping with QuickBooks 2018
with Payroll Practice and Management.....\$3,495

Professional Bookkeeping with QuickBooks 2018
with Payroll Practice and Management.....\$3,595

Professional Bookkeeping with QuickBooks 2019.....\$2,095

Professional Bookkeeping with QuickBooks 2019
and Payroll Practice and Management.....\$3,495

Professional Bookkeeping with QuickBooks 2019
and Payroll Practice and Management.....\$3,595

Senior Professional in Human Resources
with Payroll Practice and Management.....\$3,295



NOT SURE WHERE TO START?

Set up a one-on-one free consultation with a program expert.
Contact Lori.Carter@uta.edu today to schedule an appointment
virtually, or in person.

BUSINESS EDUCATION AND CERTIFICATE PROGRAMS



CERTIFICATE IN SUSTAINABILITY AND 21ST-CENTURY BUSINESS SOLUTIONS

This certificate is designed to provide the participant with economic- and business-based solutions to 21st-Century problems. Participants will gain the skills to lead the transition to a more value-oriented process to generate revenue while considering societal and environmental concerns while becoming more equitable, efficient, and sustainable. **14 hours.**

IN-PERSON ON-CAMPUS | LIVE WEBCASTS

05/07/22 - 05/14/22.....Sa : 8:30a - 4:30p.....	\$495
08/13/22 - 08/20/22.....Sa : 8:30a - 5:30p.....	\$495
10/08/22 - 10/15/22.....Sa : 8:30a - 5:30p.....	\$495

CERTIFICATE IN DIVERSITY & INCLUSION

This program will explore the participant's responsibility to ensure an inclusive work environment that is supportive and engaging. Participants will gain the perceptual, institutional, and psychological processes that impact the ways people interact with each other. Participants will explore building employee engagement and identifying interventions surrounding unconscious bias and specific diversity and inclusion strategies. **14 hours.**

IN-PERSON ON-CAMPUS | LIVE WEBCASTS

04/02/22 - 04/09/22.....Sa : 8:30a - 4:30p.....	\$495
06/07/22 - 06/16/22.....Tu & Th : 6p - 9:30p.....	\$495
11/12/22 - 11/19/22.....Sa : 8:30a - 5:30p.....	\$495

FINANCE AND ACCOUNTING FOR NON-FINANCIAL MANAGERS

Finance and accounting principles and practices are critical in today's competitive business world for non-financial managers. Participants will learn how to analyze transactions and financial statements to reconciling accounts. **7 hours.**

IN-PERSON ON-CAMPUS | LIVE WEBCASTS

02/19/22.....Sa : 8:30a - 4:30p.....	\$199
06/11/22.....Sa : 8:30a - 4:30p.....	\$199
09/10/22.....Sa : 8:30a - 4:30p.....	\$199

ANTI-FRAUD AND FORENSIC INTERVIEW SPECIALIST CERTIFICATE

This program will explore the components of fraud and economic crime investigation between the government and private sectors. **28 hours.**

IN-PERSON ON-CAMPUS | LIVE WEBCASTS

04/04/22 - 04/27/22.....M & W : 6p - 9:30p.....	\$695
10/03/22 - 10/26/22.....M & W : 6p - 9:30p.....	\$695

DIGITAL MARKETER CERTIFICATE

Get the employable skills and hands-on practice you need to become a digital marketer. **14 hours.**

IN-PERSON ON-CAMPUS | LIVE WEBCASTS

01/24/22 - 02/02/22.....M & W : 6p - 9:30p.....	\$199
09/13/22 - 09/22/22.....Tu & Th : 6p - 9:30p.....	\$199

MINI-MBA CERTIFICATE PROGRAM

The mini-MBA program is an intense, six-weekend program designed specifically for individuals looking for an alternative to a traditional MBA degree program. It focuses on business theory and the key areas of business and management. **42 hours.**

- Organization Theory and Management
- Human Resources and Legal Issues
- Finance and Accounting Principles
- Information Systems and Technology Management
- Economics
- Law and Ethics
- Marketing and Strategy

LIVE WEBCASTS ONLY

04/16/22 - 05/21/22.....Sa : 9a - 5p\$3995

CERTIFIED FINANCIAL PLANNER

Whether you're new to the industry or an experienced financial planner, you know about the prestigious CFP® certification and what it can mean to your future. Recognized as the highest standard, earning the CFP® mark will open up rewarding opportunities and earning potential. This program is completely online and can be taken at your pace. We are pleased to partner with Kaplan Schweser to offer online Certified Financial Planner™ courses. Kaplan's CFP® board registered programs provide the focus and structure you need to master the eight major domains covered on the CFP® program. Online/Accelerated Certificate Program for CFP® Certification. Upon successful completion of all 7 courses, you will be eligible to sit for the comprehensive CFP® exam.

7 ONLINE COURSES:

General Financial Planning Principles.....	\$799
Risk Management, Insurance & Employee Benefits Planning	\$799
Investment Planning.....	\$799
Tax Planning	\$799
Retirement Savings and Income Planning.....	\$799
Estate Planning.....	\$799
Capstone: Financial Plan Development	\$799

Total Program Cost (including a \$50 certificate fee): \$5,643

INSTRUCTIONAL DESIGN NEW

Discover the essential tools necessary to develop potent and durable training for adult learners. If you are ready to learn outcome-driven best practices, our Instructional Design program will reinforce your career path. This 28-hour, client-engaged program will support you in mastering the concepts needed to design the ideal course for your participants and their goals. This program, paired with instructor-driven lectures and activities on strategies beyond any textbook, will provide you with an unbeatable combination for cultivating your teaching skills. **28 Hours.**

IN-PERSON ON-CAMPUS | LIVE WEBCASTS

05/14/22 - 06/11/22.....Sa : 9a - 5p.....	\$595
10/05/22 - 10/27/22W & Th : 6p - 9:30p.....	\$595

MARKETING & SALES CERTIFICATE

Discover proven methods that will support you in establishing an Internet presence and building an online brand identity. You will learn how to turn prospects into buyers, establish proper customer service, develop a sales plan, and much more.

6 ONLINE COURSES:

Achieving Top Search Engine Positions	24 Hours
Effective Selling	24 Hours
Keys to Effective Communication.....	24 Hours
Marketing Your Business on the Internet.....	24 Hours
Professional Sales Skills	24 Hours
Using Social Media in Business	24 Hours

Estimated Program Cost \$824

SUPERVISORY AND MANAGERIAL CERTIFICATE NEW

Our online courses provide you with a foundation of core supervisory knowledge and the skills to be successful in planning and assigning work, coaching and mentoring, and motivating others.

5 ONLINE COURSES:

Leadership.....	24 Hours
Fundamentals of Supervision and Management.....	24 Hours
Fundamentals of Supervision and Management II	24 Hours
Building Teams that Work.....	24 Hours
Achieving Success with Difficult People	24 Hours

Estimated Program Cost \$725

NON-PROFIT MANAGEMENT CERTIFICATE NEW

Gain a deeper understanding of the skills and knowledge needed to solve problems, contribute ideas, and offer solutions for a non-profit organization.

4 ONLINE COURSES:

Starting a Non-profit	24 Hours
Introduction to Non-profit Management.....	24 Hours
Marketing Your Non-profit.....	24 Hours
Writing Effective Grant Proposals.....	24 Hours

Estimated Program Cost \$590

CUSTOMER SERVICE SPECIALIST CERTIFICATE NEW

This program explores the tenets of delivering excellent customer service. Participants will gain critical skills that make a positive impression on current and future customers, communication and interpersonal skills, creative thinking and conflict resolution solutions. **7 hours.**

IN-PERSON ON-CAMPUS | LIVE WEBCASTS

03/12/22.....Sa : 8:30a - 4:30p	\$199
06/14/22 - 06/16/22.....Tu & Th : 6p - 9:30p	\$199
09/17/22.....Sa : 8:30a - 4:30p	\$199

BUSINESS CONTINUITY

BUSINESS CONTINUITY & DISASTER RECOVERY CERTIFICATE

This program will provide individuals with the knowledge to implement a business continuity/disaster recovery program. This three-day course is designed to take the participants from a novice level, with little or no past experience, to an advanced level of recovery planning.

These **Business Continuity & Disaster Recovery** courses are also available online, at your own pace at dedtraining.com

LIVE WEBCASTS ONLY

BUSINESS CONTINUITY & DISASTER RECOVERY

02/19/22 - 02/26/22.....Sa : 9a - 5p.....	\$795
06/11/22 - 06/25/22.....Sa : 9a - 5p.....	\$795
09/17/22 - 09/24/22.....Sa : 9a - 5p.....	\$795

BUSINESS CONTINUITY & DISASTER RECOVERY **NEW** ONE-DAY WORKSHOP

03/12/22.....Sa : 8a - 5p	\$395
08/13/22.....Sa : 8a - 5p	\$395
11/12/22.....Sa : 8a - 5p	\$395

GREEN BUSINESS MANAGEMENT **NEW**

Learn the newest ways to improve energy performance and efficiency. Going green in business means more than just reducing expenses. Participants will explore energy conservation, waste reduction, and environmental responsibility. **14 hours.**

Offered by UTA Environmental Training Institute.

IN-PERSON ON-CAMPUS | LIVE WEBCASTS

03/16/22 - 03/17/22.....Tu & W : 8:30a - 4:30p	\$495
07/14/22 - 07/15/22.....Tu & W : 8:30a - 4:30p	\$495
11/10/22 - 11/11/22.....Tu & W : 8:30a - 4:30p	\$495

MARKETING & SALES

ONLINE COURSES These courses can be taken any time.

Introduction to Google Analytics.....	\$135
Marketing & PR.....	\$195
Marketing Professional.....	\$2,295
Marketing Your Business on the Internet.....	\$135
OMCA Content Marketing Associate	\$1,495
OMCA Conversion Optimization Associate	\$1,595
OMCA Display Advertising Associate	\$1,495
OMCA Email Marketing Associate	\$1,495
OMCA Mobile Marketing Associate	\$1,595
OMCA Social Media Associate	\$1,595
OMCA Web Analytics Associate	\$1,595
OMCP Digital Analytics & Conversion Prof.	\$1,995
OMCP Digital Analytics and Conversion Professional	\$1,795
OMCP Email Marketing & Automation Prof.	\$1,995
OMCP Email Marketing and Automation Professional	\$1,795

FACILITY MANAGEMENT

OMCP Paid Search Professional	\$1,995
OMCP Search Marketing Professional.....	\$1,795
OMCP Social & Mobile Marketing Prof.	\$1,995
OMCP Social and Mobile Marketing Professional	\$1,795
Professional Sales Skills.....	\$135
Sales Manager	\$1,995
Sales Representative	\$1,295
Salesforce: Power User.....	\$695
Small Business Marketing on a Shoestring	\$135

FACILITY MANAGEMENT PROFESSIONAL CERTIFICATE

This program is a comprehensive training and assessment program that provides facility management professionals with the practical knowledge and skills required by today's employers. Participants will make use of all aspects of project management, beginning with planning, scoping, scheduling, and completing with evaluating.



IN-PERSON ON-CAMPUS | LIVE WEBCASTS

FACILITY MANAGEMENT PROFESSIONAL (FMP) CREDENTIAL PROGRAM

04/09/22 - 05/22/22.....Every other Sa & Su : 8a - 4:30p	\$2495
06/10/23 - 07/23/23.....Every other Sa & Su : 8a - 4:30p	\$2495

ONLINE COURSES These courses can be taken any time.

Business Operations Specialist	\$1,895
Certified Global Business Professional	\$2,495
Certified Green Supply Chain Professional	\$1,595
Certified Quality Auditor (Voucher Included).....	\$1,695
Certified Quality Engineer (Voucher Included)	\$1,695
Certified Quality Improvement Associate (CQIA).....	\$995
Distribution and Logistics Management	\$135
High Performance Organization.....	\$135
Introduction to Business Analysis.....	\$135
Mastery of Business Fundamentals.....	\$135
PMI Risk Management Professional (Voucher Included)	\$995
Purchasing Fundamentals.....	\$135
Senior Certified Sustainability Professional.....	\$2,495
Supply Chain Management Fundamentals.....	\$135

REAL ESTATE

LANDSCAPING



TEXAS REAL ESTATE PRE-LICENSING PLATINUM SOLUTION

Set yourself up for success with the Texas Real Estate Pre-licensing Platinum Solution (Now includes textbooks)! Get the required pre-license online courses and a variety of tools to prepare for the state exam and your new career. From our state-of-the-art exam prep tool—Exam Prep—to instructor-led study webinars, textbooks and our quality guarantee, you can't go wrong with this all-inclusive package.

ALL INCLUSIVE PACKAGE: \$599

INCLUDED IN THE PLATINUM SOLUTION:

1. **Texas Principles of Real Estate:** 60-hour course fulfills both the Principles I & II Texas core requirement.
2. **Texas Promulgated Contract Forms:** 30-hour course satisfies the core course requirement for Texas for Promulgated Contract Forms.
3. **Law of Agency:** 30-hour course focuses on agreements with buyers and sellers, intermediaries, agency concepts, fiduciary duties, employment issues and agency termination.
4. **Law of Contracts:** 30-hour course highlights contract creation, contract law, contract forms and breaches and provisions.
5. **Real Estate Finance:** 30-hour course focuses on the set of concepts and techniques used to analyze and finance income-producing real property.
6. **Texas Master Exam Prep Package:** This package comprised of the Complete Texas Real Estate Exam Prep - State and National exam prep tool, the Real Estate Exam Prep Toolkit that includes flashcards to help you learn important national terminology, a course review of agency, contracts, finance and law, as well as helpful exam taking tips to maximize efficiency throughout the exam and Mathmaster.
7. **Textbooks:** Texas Real Estate, Real Estate Finance, Texas Real Estate Brokerage and Law of Agency, Texas Real Estate Contracts and Texas Real Estate Promulgated Contracts.
8. **Instructor Support:** Every course comes with the support from an industry expert that can help answer questions you may have throughout the course.

ONLINE COURSES These courses can be taken any time.

Real Estate Investing	\$99
Real Estate Law	\$135
Real Estate Law (Self-Paced Tutorial)	\$135
Real Estate Suite	\$299
Texas Law of Agency	\$169
Texas Law of Contracts.....	\$169
Texas Principles of Real Estate 2	\$169
Texas Principles of Real Estate I	\$169
Texas Promulgated Contracts.....	\$130

ALTERNATIVE DISPUTE RESOLUTION FOR PROPERTY TAX APPRAISAL

This program provides participants with knowledge of the Alternative Dispute Resolution (ADS) system used to end disputes in many areas of both personal and business matters. The focus of this course is on the actions of an arbitrator during a property tax value appeal through the Texas Comptroller's office. This course satisfies the Texas Comptroller's requirements of 8 hours of continuing education for renewals.

LIVE WEBCASTS ONLY

ADVANCED ALTERNATIVE DISPUTE RESOLUTION FOR PROPERTY TAX APPRAISAL

04/21/22.....Th : 8a - 5p.....	\$195
10/20/22.....Th : 8a - 5p.....	\$195

LANDSCAPE IRRIGATION TRAINING

This 40 - hour course provides the fundamentals of landscape irrigation for future landscape irrigation designers, contractors, consultants, and installers. It has in-depth coverage of irrigation systems, including history, definitions, components, hydraulics, design, installation, repair, troubleshooting, maintenance, technological advances in system design and equipment, new Texas regulations, and water conservation for residential, as well as commercial applications.

IN-PERSON ON-CAMPUS

LANDSCAPE IRRIGATION TRAINING

11/14/22 - 11/18/22.....M - F : 8a - 5p	\$525
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HUMAN RESOURCES

HUMAN RESOURCE GENERALIST CERTIFICATE

Practicing HR professionals teach practical skills that can be applied directly to the workplace. Participants learn the fundamental knowledge essential for the human resources profession.

7 COURSES:

Fundamentals of Human Resources	12 Hours \$289
Business Writing Basics	6 Hours \$199
Human Resource Law	24 Hours \$349
Compensation & Benefits	12 Hours \$289
Mediation in the Employment Sector	24 Hours \$349
Workers' Compensation Online	24 Hours \$99
Capstone: Human Resource Management	24 Hours \$349

Total Program Cost (including a \$50 certificate fee): \$1973

These **Human Resource** courses are also available online, at your own pace at dedtraining.com

LIVE WEBCASTS ONLY

FUNDAMENTALS OF HUMAN RESOURCES

02/01/22 - 02/08/22.....Tu & Th : 6p - 10p	\$289
06/14/22 - 06/21/22.....Tu & Th : 6p - 10p	\$289
10/11/22 - 10/18/22.....Tu & Th : 6p - 10p	\$289

BUSINESS WRITING BASICS

03/23/22 - 03/24/22.....W & Th : 6p - 9p	\$199
06/29/22 - 06/30/22.....W & Th : 6p - 9p	\$199
10/26/22 - 10/27/22.....W & Th : 6p - 9p	\$199

HUMAN RESOURCE LAW

02/22/22 - 03/10/22.....Tu & Th : 6p - 10p	\$349
07/12/22 - 07/28/22.....Tu & Th : 6p - 10p	\$349
11/08/22 - 11/29/22.....Tu & Th : 6p - 10p	\$349

COMPENSATION & BENEFITS

04/05/22 - 04/12/22.....Tu & Th : 6:30p - 9:30p	\$289
08/02/22 - 08/09/22.....Tu & Th : 6:30p - 9:30p	\$289
12/06/22 - 12/13/22.....Tu & Th : 6:30p - 9:30p	\$289

MEDIATION IN THE EMPLOYMENT SECTOR

04/09/22 - 05/05/22.....Tu & Th : 6:30p - 9:45p	\$349
08/23/22 - 09/08/22.....Tu & Th : 6:30p - 9:45p	\$349
01/10/23 - 01/26/23.....Tu & Th : 6:30p - 9:45p	\$349

CAPSTONE: HUMAN RESOURCE MANAGEMENT

01/11/22 - 01/20/22.....Tu & Th : 6p - 10p	\$349
05/17/22 - 06/02/22.....Tu & Th : 6p - 10p	\$349
09/13/22 - 09/29/22.....Tu & Th : 6p - 10p	\$349

WORKERS' COMPENSATION ONLINE

To register for this course, please visit uta.edu/ded/ced

SHRM

SHRM® EXAM PREPARATION

Designed using a proven approach for teaching adult learners, this system helps students understand, apply and engage with behavioral competencies and HR knowledge. Online learning modules, based on the SHRM BoCK, and interactive study tools, are incorporated into the study process to test students' knowledge and decision-making skills. There is no better way to successfully prepare for SHRM certification.

PROVEN RESULTS:

Designed specifically for adult learners, this interactive system combines in-depth HR knowledge with real-life situations.

PERSONALIZED APPROACH:

The SHRM Learning System dynamically serves up the content and tools to bridge students' learning gaps.

CURRENT AND RELEVANT TOPICS:

The globally applicable content helps students master the SHRM BoCK and learn everything they need to be an effective HR professional.

RESOURCES TO BOOST EXAM CONFIDENCE:

Includes more than 2,000 practice questions, flashcards and Quickstart videos.

LIVE WEBCASTS ONLY

SHRM-CP™ AND SHRM-SCP™ CERTIFICATION PREPARATION COURSE

01/22/22 - 02/26/22.....Sa : 9a - 4:30p	\$1195
03/26/22 - 04/30/22.....Sa : 9a - 4:30p	\$1195
07/09/22 - 08/13/22.....Sa : 9a - 4:30p	\$1195
09/24/22 - 10/29/22.....Sa : 9a - 4:30p	\$1195

HR COMPLIANCE TRAINING

FMLA COMPLIANCE UPDATE

03/28/22 - 03/30/22.....M & W : 7p - 9p	\$199
06/06/22 - 06/08/22.....M & W : 7p - 9p	\$199
10/03/22 - 10/05/22.....M & W : 7p - 9p	\$199

ADA COMPLIANCE UPDATE

02/21/22 - 02/23/22.....M & W : 7p - 9p	\$199
05/09/22 - 05/11/22.....M & W : 7p - 9p	\$199
11/07/22 - 11/09/22.....M & W : 7p - 9p	\$199

UNTANGLING THE WEB WITH FMLA, ADA, AND WORKER'S COMPENSATION

01/24/22 - 01/26/22.....M & W : 7p - 9p	\$199
07/11/22 - 07/13/22.....M & W : 7p - 9p	\$199
09/12/22 - 09/14/22.....M & W : 7p - 9p	\$199

ONLINE COURSES These courses can be taken any time.

12 Steps to a Successful Job Search	\$115
Accounting Fundamentals	\$115
Accounting Fundamentals II	\$115
Accounting Fundamentals Series	\$199
Accounting with QuickBooks Online Suite	\$395
Achieving Success with Difficult People	\$115
Administrative Assistant Suite	\$299
Building Teams That Work	\$115

Invest in Yourself with SHRM Certification



Business Budgeting for Beginners.....	\$115
Business Coach.....	\$1,295
Business Entity Formation.....	\$115
Business Finance for Non-Finance Personnel.....	\$115
Business Operations Specialist	\$1,895
Career Counselor.....	\$1,295
Certificate in Meditation	\$68
Certificate in Mindful Relationships	\$48
Certificate in Mindfulness	\$80
Certificate in Stress Management.....	\$84
Certified Bookkeeper.....	\$1,995
Certified Professional Life Coach (Exam Included).....	\$1,795
Chartered Tax Professional	\$1,895
Contracts.....	\$115
Crystal Reports.....	\$995
Effective Business Writing.....	\$115
Employment Law Fundamentals	\$115
Entrepreneurship Suite	\$299
Executive Assistant (Voucher Included)	\$3,595
Financial Analyst Suite.....	\$395
Financial Planning Suite	\$299
Fundamentals of Supervision and Management.....	\$115
Fundamentals of Supervision and Management II.....	\$115
Fundamentals of Technical Writing.....	\$115
Get Assertive!	\$100
Grammar Refresher	\$100
Grammar Refresher II	\$100
Grammar Refresher Series.....	\$199
Handling Medical Emergencies	\$115
High Performance Organization.....	\$115
High Speed Project Management	\$115
HIPAA Compliance.....	\$115
Human Resource Management Suite.....	\$299
Human Resources Manager.....	\$3,695
Human Resources Professional	\$1,795
Human Resources Professional w/ Payroll Practice and Management.....	\$2,995
Human Resources Senior Manager.....	\$3,695
Individual Excellence.....	\$115
Interpersonal Communication.....	\$100
Introduction to Business Analysis.....	\$115
Introduction to Business Law (Transactions).....	\$145
Introduction to Crystal Reports	\$115
Introduction to Microsoft Access 2019/Office 365.....	\$129
Introduction to Microsoft Excel 2019/Office 365	\$129
Introduction to Microsoft Outlook 2019/Office 365	\$129

Introduction to Microsoft PowerPoint 2019/Office 365.....	\$129
Introduction to Microsoft Project 2019/Office 365	\$129
Introduction to Microsoft Word 2019/Office 365.....	\$129
Introduction to Nonprofit Management.....	\$115
Introduction to QuickBooks 2019.....	\$129
Introduction to QuickBooks Online	\$115
Keys to Effective Communication	\$100
Leadership.....	\$115
Leadership Suite	\$395
Management Training	\$2,295
Managing Customer Service	\$115
Mastering Public Speaking	\$115
Microsoft Excel - Pivot Tables.....	\$115
Microsoft SharePoint 2019	\$795
New Career Suite.....	\$299
New Manager Suite.....	\$299
Office Manager.....	\$4,995
Payroll Practice and Management	\$1,795
Personal Finance.....	\$115
Productivity and Benchmarking.....	\$115
Professional Bookkeeping with QuickBooks 2019.....	\$2,095
Professional Bookkeeping with QuickBooks Online	\$2,095
Professional Consulting Practice.....	\$1,295
Project Management Fundamentals.....	\$115
Quality Inspector	\$1,995
QuickBooks Online Series	\$199
Records Management Certificate	\$1,595
Resume Writing Workshop	\$115
Senior Certified Sustainability Professional.....	\$2,495
Senior Professional In Human Resources	\$1,795
Senior Professional in Human Resources w/ Payroll Practice and Management.....	\$3,295
Six Sigma Yellow Belt	\$1,295
Six Sigma: Total Quality Applications.....	\$115
Six Sigma: Total Quality Fundamentals	\$115
Small Business Suite.....	\$299
Supervisor Suite	\$299
Technical Writing	\$1,795
Technical Writing Manager.....	\$3,995
Technical Writing Suite.....	\$324
The Keys to Effective Editing.....	\$115
Total Quality Fundamentals (Self-Paced Tutorial).....	\$115
Using Social Media in Business	\$115
Writing Essentials	\$115
Written Communication for Business Suite.....	\$299

TECHNICAL WRITING

TECHNICAL WRITING CERTIFICATE

While technical writing overlaps other genres of writing, mainly, business writing, what separates it from other types is that its over-arching goal is to simplify complex information for an external intended audience. Further, the sphere of technical writing focuses on technology, engineering, various reports, formal and informal proposals, analyses and other reader-useful correspondences. Because technical writers, including editors and proofreaders, are in high demand—given the growing need for coherent, fluent professional writing—a certificate in technical writing will assuredly open many career doors of opportunities; indeed, the TWCP is a prolific certificate worth pursuing.

5 COURSES:

Technical Writing Introduction	7 Hours \$199
Technical Writing Techniques Level 1	16 Hours \$435
Technical Writing Techniques Level 2	16 Hours \$435
Editing	15 Hours \$435
Capstone: Portfolio Development	20 Hours \$449
Total Program Cost (including a \$50 certificate fee): \$2003	

IN-PERSON ON-CAMPUS | LIVE WEBCASTS

TECHNICAL WRITING INTRODUCTION

02/12/22.....Sa : 9a - 5p.....	\$199
06/25/22.....Sa : 9a - 5p.....	\$199
10/01/22.....Sa : 9a - 5p.....	\$199

TECHNICAL WRITING TECHNIQUES LEVEL 1

02/26/22 - 03/05/22.....Sa : 9a - 5p.....	\$435
07/09/22 - 07/16/22.....Sa : 9a - 5p.....	\$435
10/15/22 - 10/22/22.....Sa : 9a - 5p.....	\$435

TECHNICAL WRITING TECHNIQUES LEVEL 2

03/26/22 - 04/02/22.....Sa : 9a - 5p.....	\$435
07/30/22 - 08/06/22.....Sa : 9a - 5p.....	\$435
11/05/22 - 11/12/22.....Sa : 9a - 5p.....	\$435

EDITING

04/09/22 - 04/16/22.....Sa : 9a - 5p.....	\$435
08/20/22 - 08/27/22.....Sa : 9a - 5p.....	\$435
12/03/22 - 12/10/22.....Sa : 9a - 5p.....	\$435

CAPSTONE: TECHNICAL WRITING PORTFOLIO DEVELOPMENT

01/08/22 - 01/29/22.....Sa : 9a - 4p.....	\$449
04/30/22 - 05/14/22.....Sa : 9a - 4p.....	\$449
09/10/22 - 09/24/22.....Sa : 9a - 4p.....	\$449
01/21/23 - 02/04/23.....Sa : 9a - 4p.....	\$449

TECHNICAL WRITING: BOOTCAMP

01/25/22 - 01/28/22.....Tu - F : 9a - 5p	\$995
05/24/22 - 05/27/22.....Tu - F : 9a - 5p	\$995
07/19/22 - 07/22/22.....Tu - F : 9a - 5p	\$995

BUSINESS WRITING BASICS

03/23/22 - 03/24/22.....W & Th : 6p - 9p.....	\$199
06/29/22 - 06/30/22.....W & Th : 6p - 9p.....	\$199
10/26/22 - 10/27/22.....W & Th : 6p - 9p.....	\$199

BUSINESS WRITING

BUSINESS WRITING CERTIFICATE **NEW**

The Business Communications 50-hour certificate program is designed for professionals who are in one of three career spaces: eager to augment their current professional communication skills; or ready to improve upon their established written, verbal and electronic communication skills; or prepared to start an entirely new career, including transitioning into any number of growing fields grounded on business communication: customer relations, HR, accounting, marketing, etc. Participants will develop usable critical thinking skills by crafting email messages; building a professional portfolio, consisting of seven documents; polishing editing skills; advancing team skills; perfecting leadership skills; resolving conflict; improving cross-culture communication, and implementing other useful strategies of public speaking. In addition to improving a variety of hard skills, participants will increase their self-confidence as a professional writer and speaker and a durable critical thinker.

4 COURSES:

Introduction to Business Communications	7 Hours \$199
Professional Communications	21 Hours \$495
Editing	15 Hours \$435
Capstone: Business Communication Portfolio	7 Hours \$199
Total Program Cost (including a \$50 certificate fee): \$1378	

SUPPLEMENTAL:

Business Writing Basics	6 Hours \$199
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IN-PERSON ON-CAMPUS | LIVE WEBCASTS

INTRODUCTION TO BUSINESS COMMUNICATIONS

02/02/22 - 02/03/22.....W & Th : 6p - 9:30p.....	\$199
07/13/22 - 07/14/22.....W & Th : 6p - 9:30p.....	\$199

PROFESSIONAL COMMUNICATIONS

02/16/22 - 03/03/22.....W & Th : 6p - 9:30p.....	\$495
07/27/22 - 08/11/22.....W & Th : 6p - 9:30p.....	\$495

EDITING

04/09/22 - 04/16/22.....Sa : 9a - 5p.....	\$435
08/20/22 - 08/27/22.....Sa : 9a - 5p.....	\$435
12/03/22 - 12/10/22.....Sa : 9a - 5p.....	\$435

CAPSTONE: BUSINESS COMMUNICATION PORTFOLIO

04/13/22 - 04/14/22.....W & Th : 6p - 9:30p.....	\$199
09/07/22 - 09/08/22.....W & Th : 6p - 9:30p.....	\$199

BUSINESS WRITING BASICS

03/23/22 - 03/24/22.....W & Th : 6p - 9p.....	\$199
06/29/22 - 06/30/22.....W & Th : 6p - 9p.....	\$199
10/26/22 - 10/27/22.....W & Th : 6p - 9p.....	\$199

CREATIVE WRITING

CREATIVE WRITING

Get ready to ignite your creativity with one of our creative writing classes. They offer you to explore your own life, through classes such as Writing About Yourself, Waxing Poetic, and Writing a Cookbook, or to create whole new worlds in the Short Story Fundamentals Course and the Novel Writing 6-Unit Series. There are also courses to help you understand the publishing industry and navigate the pitfalls new writers face.

Students learn practical techniques for improving their existing work/works in progress. They also gain tools for streamlining the process of planning and executing future projects.

IN - PERSON ON - CAMPUS | LIVE WEBCASTS

MONDAYS, 01/24/22 - 02/21/22

WRITE IT SHORT (FICTION AND NON - FICTION)

Creative Writing.....10:30a - 12:30n \$179

STORY PREPARATION AND PRE - WRITING

5:30p - 7:30p..... \$179

THE PILLARS OF CREATIVE WRITING:

Novel Writing Unit 1.....8p - 10p..... \$179

MONDAYS, 02/28/22 - 03/28/22

WRITING ABOUT YOURSELF

10:30a - 12:30n \$179

WRITING DYNAMIC SHORT STORY CHARACTERS

5:30p - 7:30p..... \$179

THE PSYCHOLOGY OF CREATIVE WRITING:

Novel Writing Unit 2.....8p - 10p..... \$179

MONDAYS, 04/04/22 - 05/02/22

CREATIVE WRITING: BEGINNER'S FICTION

10:30a - 12:30n \$179

START WRITING FOR CHILDREN AND YOUNG ADULTS

Focus on Genre5:30p - 7:30p..... \$179

SCENE TYPES IN FICTION: NOVEL WRITING UNIT 3

Novel Writing Unit 3.....8p - 10p..... \$179

MONDAYS, 09/12/22 - 10/10/22

WRITING A COOKBOOK

10:30a - 12:30n \$179

EXPLORE WRITING SCIENCE FICTION AND FANTASY

Focus on Genre5:30p - 7:30p..... \$179

DEVELOPING DYNAMIC CHARACTERS:

Novel Writing Unit 4.....8p - 10p..... \$179

MONDAYS, 10/17/22 - 11/14/22

WRITING ABOUT YOURSELF

Hands on Techniques.....10:30a - 12:30n \$179

START WRITING FOR CHILDREN AND YOUNG ADULTS

5:30p - 7:30p..... \$179

PLOT AND STRUCTURE FOR YOUR NOVEL

Novel Writing Unit 5.....8p - 10p..... \$179

MONDAYS, 11/21/22 - 12/19/22

TAKE A SHOT AT HUMOR WRITING

10:30a - 12:30n \$179

ARE YOU READY TO PUBLISH?

5:30p - 7:30p..... \$179

EDITING YOUR FICTION: NOVEL WRITING UNIT 6

Novel Writing Unit 6.....8p - 10p..... \$179

ONLINE COURSES

Learn from the comfort of home!

anytime, anywhere...
just a click away!

Our online courses are informative, fun, convenient, and highly interactive. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, six-week format, supplementary links, and more.

You can complete any course entirely from your home or office, any time of the day or night.

Courses include:

- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction
- Monthly start sessions

A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Creating WordPress Websites

Discover how to easily create blogs and websites with WordPress, the world's most popular Web publisher.

Explore a Career as an Administrative Medical Assistant

Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA).

Explore a Career in Medical Coding

Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

Grammar Refresher

Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills.

Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

Human Anatomy and Physiology

Gain a greater appreciation and understanding of the marvelous complexity of the human body.

Intro to Microsoft Excel

Become proficient in Microsoft Excel 2016 and discover how to create worksheets, workbooks, charts, and graphs quickly and efficiently.

Intro to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

Intro to QuickBooks Online

Use this cloud-based accounting program to record income and expenses; enter checks and credit card payments; track your payables, inventory, and receivables; and more.

Medical Terminology:

A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Check out these and more at
ed2go.com/utace

PARALEGAL

PARALEGAL CERTIFICATE

This rigorous program is designed to prepare participants with essential skills needed to become a professional paralegal. Participants will learn the essentials of legal terminology, ethics, research, and writing, before advancing to substantive law courses of family law, criminal and civil law, real estate, probate, bankruptcy, and employment law.

REQUIRED 12 COURSES

Legal Terminology.....	15 Hours \$175
Legal Ethics.....	15 Hours \$175
Employment Law.....	15 Hours \$175
Paralegal Career Preparation.....	15 Hours \$175
Civil Law and Advanced Civil Discovery.....	30 Hours \$350
Trial Prep and Technology in the Law Office.....	30 Hours \$350
Legal Research & Writing.....	48 Hours \$435
Family Law.....	15 Hours \$175
Criminal Law and Procedure for Paralegals.....	15 Hours \$175
Real Estate Law (online).....	30 Hours \$250
Bankruptcy Law (online).....	30 Hours \$250
Probate Law and Estate Planning (online).....	30 Hours \$250

Total Program Cost (including a \$75 certificate fee): \$3010

NO SUBSTITUTIONS

ELECTIVE COURSES:

Intellectual Property Law (online).....	30 Hours \$250
Intro to Business Law/Trans. (online).....	30 Hours \$250
Introduction to Paralegal Studies.....	8 Hours \$149
Crime Scene Evidence.....	8 Hours \$149
Agreed Divorce.....	8 Hours \$149
Courtroom Demeanor and Testimony.....	8 Hours \$149

IN - PERSON ON - CAMPUS | LIVE WEBCASTS

LEGAL ETHICS

01/04/22 - 03/08/22.....Tu : 6p - 7:30p.....	\$175
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LEGAL TERMINOLOGY

01/04/22 - 03/08/22.....Tu : 8p - 9:30p.....	\$175
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EMPLOYMENT LAW

03/24/22 - 05/26/22.....Th : 6p - 7:30p.....	\$175
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PARALEGAL CAREER PREPARATION

03/24/22 - 05/26/22.....Th : 8p - 9:30p.....	\$175
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CIVIL LAW AND ADVANCED CIVIL DISCOVERY

06/09/22 - 08/11/22.....W : 6p - 9p.....	\$350
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TRIAL PREP AND TECHNOLOGY IN THE LAW OFFICE

08/02/22 - 10/04/22.....Tu : 6p - 9p.....	\$350
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LEGAL RESEARCH AND WRITING

10/22/22 - 12/03/22.....Sa : 8a - 5p.....	\$435
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FAMILY LAW

11/02/22 - 01/25/23.....W : 6p - 7:30p.....	\$175
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CRIMINAL LAW AND PROCEDURE FOR PARALEGALS

11/02/22 - 01/25/23.....W : 8p - 9:30p.....	\$175
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INTRODUCTION TO PARALEGAL STUDIES

06/02/22 - 06/09/22.....Th : 6p - 10p.....	\$149
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CRIME SCENE EVIDENCE **NEW**

06/16/22 - 06/23/22.....Th : 6p - 10p.....	\$149
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AGREED DIVORCE **NEW**

07/14/22 - 07/21/22.....Th : 6p - 10p.....	\$149
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COURTROOM DEMEANOR AND TESTIMONY **NEW**

08/11/22 - 08/18/22.....Th : 6p - 10p.....	\$149
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ONLINE COURSES These courses can be taken any time.

Business Entity Formation.....	\$115
Certificate in Meditation.....	\$68
Contracts.....	\$115
Effective Business Writing.....	\$115
Grammar Refresher.....	\$100
Grammar Refresher II.....	\$100
Grammar Refresher Series.....	\$199
Interpersonal Communication.....	\$100
Introduction to Business Law (Transactions).....	\$145
New Career Suite.....	\$299
Records Management Certificate.....	\$1,595
Writing Essentials.....	\$115
Written Communication for Business Suite.....	\$299
Administrative Law.....	\$115
Certificate in Legal and Ethical Issues in Healthcare.....	\$72
Certificate in Mediation and Arbitration.....	\$3,695
Certificate in Mediation and Restorative Justice.....	\$3,895
Certified Legal Secretary.....	\$2,295
Certified Paralegal.....	\$2,395
Civil Litigation.....	\$115
Civil Procedure.....	\$145
Contracts for Business Owners.....	\$95
Court Interpreter (Spanish/English).....	\$2,395
Explore a Career as a Paralegal (Self-Paced Tutorial).....	\$115
Introduction to Criminal Law.....	\$115
Law Enforcement Suite.....	\$199
Law Office Management.....	\$115
Legal Aspects of Contracts.....	\$145
Legal Nurse Consultant.....	\$115
Legal Research.....	\$115
Legal Terminology.....	\$995
Legal Transcriptionist.....	\$995
Legal Writing.....	\$145
Paralegal Preparation 1.....	\$115
Paralegal Suite.....	\$395
Workers' Compensation.....	\$115
Workplace Law Essentials Value Suite.....	\$199

CAREER TRAINING 100% ONLINE | TOP PROGRAMS NATIONWIDE

BUSINESS TRAINING

CERTIFIED PARALEGAL **NEW**

The Paralegal course will help you gain the skills you need to enter the paralegal workforce. You will learn how to conduct legal research and legal interviews, how to perform legal analyses, and more. As you prepare for your paralegal career, you will also receive soft skills training to increase workplace effectiveness. The course concludes with a capstone project and a portfolio review. You will first create a complete litigation file that includes: a legal analysis brief, an investigative report, client interview checklist, intake memo, complaint, legal research, and interoffice memorandum of law. Then, you will learn how to create a strong resume that encompasses your specialized skill set and showcases the impact you would make for your next employer.

Online \$2,495

BUSINESS OPERATIONS SPECIALIST **NEW**

Regardless of company size, operational management drives business success. This practical online course will teach you the fundamentals of business management and operational planning. You will gain essential skills and strategies that you can put into action at your workplace, such as risk management, scheduling, and control.

Online \$1,895

CERTIFIED CREDIT COUNSELOR **NEW**

Becoming a Certified Credit Counselor signifies that you have achieved a standard of excellence in the credit and personal finance counseling industry. Upon completing this course and passing the final exam, you will receive an industry-recognized Credit Counseling Certification from the National Association of Certified Credit Counselors (NACCC).

Online \$1,995

CERTIFIED GREEN SUPPLY CHAIN PROFESSIONAL **NEW**

The Certified Global Professional Online course was created by academics, industry practitioners, and professionals who assisted in the development of the credential and is backed by their extensive backgrounds related to the material. The Certified Global Business Professional course prepares you for the credential exam by educating you in four areas: global management, global marketing, supply chain management, and trade finance.

Online \$1,595

CERTIFIED QUALITY IMPROVEMENT ASSOCIATE (CQIA) **NEW**

This course introduces quality concepts to help you understand what quality means and how it is used every day gathered from a variety of industries. It will help prepare you for the American Society for Quality (ASQ) Certified Quality Improvement Associate certification exam. The course outline follows the Certified Quality Improvement Associate (CQIA) body of knowledge (BoK) and explores the history and evolution of quality, quality tools, working with teams, assessing customer-supplier relationships, and more.

Online \$995

GRANT WRITING + NON-PROFIT MANAGEMENT **NEW**

If you're passionate about having a meaningful career that helps others, this course is ideal. Throughout this career training course, an experienced grant writer will teach you the essentials of writing or acquiring grants for private, public, and/or government use. You'll discover how to develop compelling grant proposals. You will then study the components to successfully manage a non-profit or work in a management role within the non-profit sector. In addition to fundamental management skills, you'll learn about finance and accounting, employment law, marketing, budgeting, and communications, as they apply to a non-profit organization.

Online \$3,795

CHARTERED TAX PROFESSIONAL **NEW**

A Chartered Tax Professional (CTP) is someone who has completed a specific series of tax courses in individual and small business income tax preparation. This nationally recognized innovative online certificate course enables you to start working and earning money while completing coursework toward the CTP professional credential. After successfully completing this course, you will be qualified to prepare individual tax returns for almost all U.S. taxpayers and will also have the tax knowledge to successfully pass the Special Enrollment Examination (SEE). The Special Enrollment Examination (SEE) is a test that individuals can take to become an Enrolled Agent in the United States. The Enrolled Agent credential is issued and regulated by the Internal Revenue Service (IRS).

Online \$1,895

CERTIFIED PROFESSIONAL LIFE COACH **NEW**

The Certified Professional Life Coach course teaches the Core Competencies of the International Coach Federations (ICF). The ICF is the leading organization dedicated to advancing the coaching profession through high standards, independent certification, and a worldwide network of trained coaching professionals. You will learn ICF-recognized protocols and use these to build your business distinctive coaching style. This course also incorporates the International Association of Professional Recovery Coaches (IAPRC) Code of Ethics, used to enhance the lives of individuals impacted by addiction. You will learn strategies for applying the IAPRC Code of Ethics, ICF Core Competencies, and other recognized coaching concepts. Upon completion of the course's final exam, you will receive the Certified Professional Coach (CPC) certification. This credential is issued through the International Association of Professional Recovery Coaches (IAPRC). Finally, you will have gained the industry-recognized skills needed to become a certified life coach and establish a successful coaching business.

Online \$1,795



CAREER TRAINING 100% ONLINE | TOP PROGRAMS NATIONWIDE**CERTIFICATE IN
MEDIATION AND ARBITRATION** **NEW**

This course will provide you with the comprehensive training needed to become a certified mediation or arbitration professional. It is structured around the Mediators Without Borders INACCORD® conflict resolution model, and offers you the chance to practice your skills through simulated roleplaying exercises. Skills covered include facilitating hearings, weighing evidence and testimony, and rendering awards, as well as fundamentals of conflict analysis and resolution. Upon successful completion, Mediators Without Borders will award you four individual certificates in Mediation, Applied Mediation Practice, Arbitration and Professional Mediator and Arbitrator. A final exam is optional upon completion of the course.

Online \$3,495

ADVERTISING AND OUTREACH SPECIALIST

Nearly every business uses some form of advertising to promote their products or services. Even in today's digital marketing arena, advertising professionals play a vital role in driving product awareness. This course will teach you how to create advertisements for print and digital media.

Online \$1,295

ADMINISTRATIVE TRAINING**CERTIFIED BOOKKEEPER** **NEW**

Certified Bookkeepers are the elite of their profession, much like CPAs are the best in the accounting field. For bookkeepers, gaining industry-recognized certification increases your earning potential and enhances your professional status. From bank reconciliation to inventory methods, this online course will prepare eligible bookkeepers for the American Institute of Professional Bookkeepers (AIPB) certification exam.

Online \$1,995

**ACCOUNTS PAYABLE
SPECIALIST CERTIFICATION** **NEW**

Accounts payable specialists are key members of any organization, ensuring bills and commitments are paid on time, accurately, and completely. Many AP specialists rely on software like Microsoft's Excel 2019 program to collect, track, and update important financial data. This online course will prepare you for the Microsoft Office Specialist (MOS) Expert certification exam for Excel 2019 and award you an Accounts Payable Specialist (APS) certification upon successful course completion. APS is an associate-level certification offered Institute of the Finance & Management (IOFM), which demonstrates your understanding of invoices, payments, T&E, Automation, and other key financial functions.

Online \$1,295

CERTIFIED ADMINISTRATIVE PROFESSIONAL

The Certified Administrative Professional (CAP) course serves two purposes. First, it prepares you to take the CAP exam offered by the International Association of Administrative Professionals (IAAP). Second, it provides you with a broad selection of essential skills and knowledge to effectively work as an administrative assistant in fields including education, technology, government, and medicine. In this course, you will learn the basics of workplace administration as well as how to begin and grow a successful career as an administrative professional. The course covers the intricacies of organizational communication, office and records management, and human resources fundamentals, among other topics.

Online \$1,695

PAYROLL PRACTICE AND MANAGEMENT **NEW**

Payroll is one of the fastest-changing career fields in the business world today. This course will help you navigate ever-changing payroll rules and regulations, so you can succeed as a payroll professional. You will learn all facets of payroll from basic laws to complex areas like fringe benefits, taxation, and garnishments. By course completion, you will be ready to pass the Fundamental Payroll Certification exam, developed by the American Payroll Association.

Online \$1,795

CAREER TRAINING**FREIGHT BROKER/AGENT TRAINING** **NEW**

Freight brokerage is a growing, service-based industry. As a freight agent or broker, you connect shippers and manufacturers with transportation companies and manage those shipments. Entrepreneur magazine has rated the freight brokerage business as one of the top home-based businesses to own, and a Wall Street Journal article cited freight brokering and logistics as the largest growing sector of the transportation industry.

Online \$1,895

**HVAC/R TECHNICIAN** **NEW**

If you have more than a year of HVAC/R experience, this course will prepare you for the next step—certification. HVAC/R technicians are in demand, but certified technicians can earn more and have better career opportunities. This course uses hands-on service call simulations to prepare for the HVAC Excellence or NATE certification exams. By course completion, you will be ready to pass. However, please research your state's requirements prior to enrollment to ensure this course is the right fit for you.

Online \$2,895

RESIDENTIAL ELECTRICIAN **NEW**

With booming infrastructure, new energy conservation projects, and an aging workforce, the demand for skilled electricians is on the rise. In fact, the Bureau of Labor Statistics projects that jobs for electrician will increase 14% through the year 2024. The Electrician Training course is designed to teach you general and electrical safety procedures, use of common hardware and materials used in an electrical system, how to read and understand building plans, and more. In addition, you will be prepared for electrician licensing tests.

Online \$2,495

TECHNOLOGY TRAINING

WEB DESIGN PROFESSIONAL **NEW**

Certified Bookkeepers are the elite of their profession, much like CPAs are the best in the accounting field. For bookkeepers, gaining industry-recognized certification increases your earning potential and enhances your professional status. From bank reconciliation to inventory methods, this online course will prepare eligible bookkeepers for the American Institute of Professional Bookkeepers (AIPB) certification exam.

Online \$2,995

PYTHON DEVELOPER **NEW**

This in-depth course will teach you the ins and outs of Python programming. You will learn all about Python programming in this comprehensive course that covers introductory through advanced methods of Python and get coding quickly. You'll start by learning the basics of programming in Python, including how it works and what it's good for. You will also gain an understanding of Python's place in the wider programming world. Then, you'll move on to more advanced methods where you'll learn how to work with iPhone Notebook, the Collections Module, regular expressions, databases, CSV files, JSON, and XML. You will also learn advanced sorting, how to write object-oriented code in Python, and how to test and debug your Python code. Finally, you'll get a rapid introduction to NumPy, pandas, and matplotlib, which are Python libraries.

Online \$995

FULL STACK SOFTWARE DEVELOPER **NEW**

Whether you're new to web development or want to build on existing skills, this course will teach you how to create and maintain full-service websites. You will learn all the significant aspects of front-end, back-end, and full-stack development through several milestone exercises and a hands-on project. Throughout the course, you will build a website that hosts learning games. By course completion, your website will allow users to log in, play games, track their progress, see leaderboards, and manage their accounts.

Online \$4,995

CERTIFIED ETHICAL HACKER **NEW**

This accredited course provides you with advanced hacking tools and techniques so that you can assess the security posture of an organization with the same approach these malicious hackers use. You'll be able to identify weaknesses and fix the problems before they are identified by the enemy, preventing what could potentially be catastrophic damage to your organization. Upon completion of this course, you will gain exam eligibility and be prepared to sit for the Certified Ethical Hacker Exam 312-50, offered by EC-Council. This course also includes a voucher which covers the fee of the exam.

Online \$2,895

GRAPHIC DESIGN WITH PHOTOSHOP (SOFTWARE INCLUDED) **NEW**

This nationally recognized training course will teach you the fundamentals of Adobe Photoshop, the gold standard for image creation and editing. This course will teach you graphic design basics and build your skills step-by-step, as you master the terms and processes used by professional graphic artists. You'll not only learn the rules and standards for effective graphic design, but you'll also discover strategies for creating graphics that convey desired messages, styles, and tones.

Online \$2,295

GET CERTIFIED AND GROW YOUR IT CAREER WITH ONE OF OUR COMPREHENSIVE IT BOOTCAMPS **NEW**

Powered by Quickstart. Our bootcamps prepare participants for successful IT careers. We pride ourselves on helping participants achieve their career goals by teaching them in-demand skills and certifications. 5 Bootcamps to choose from.

Cybersecurity Contact for Pricing
Web Development Contact for Pricing
Cloud Development Contact for Pricing
A.I./M.L. Contact for Pricing
Data Science Contact for Pricing

Learn more online at uta.quickstart.com or by calling us directly at 888.715.6384

INFORMATION TECHNOLOGY COURSES

These courses can be taken any time.

AWS System Operations Certification Bundle \$3,995
Front End Developer Suite \$299
Front-End Web Developer..... \$1,995
HTML and CSS Series \$299
Java Developer Suite \$299
PHP and MySQL Series \$199
SQL Series \$199
UNIX Administration Basics \$695
Visual Basic Series..... \$199



NOT SURE WHERE TO START?

Set up a one-on-one free consultation with a program expert. Contact Lori.Carter@uta.edu today to schedule an appointment virtually, or in person.

EVENT MANAGEMENT

EVENT PLANNING

In partnership with the Wedding Planning Institute, The University of Texas at Arlington offers Corporate Event Planning and Certified Wedding and Event Planning certifications. These courses provide thorough, step-by-step formulas for detailing the personal and professional aspects of social and corporate events.

WE OFFER THREE EVENT PLANNING COURSES:

Certified Wedding & Event Planner..... 40 Hours | \$995
Corporate Event Planning..... 40 Hours | \$995



CERTIFIED WEDDING & EVENT PLANNER

Recognized as The #1 Academic Program for Wedding & Event Professionals. The Certificate in Wedding and Event Planning course is a training program designed to prepare students for LWPI's Certification exam and educates students on the business best practices, methods, and techniques to get started right away in the planning industry.

CORPORATE EVENT PLANNING

The Corporate Event Planning course will cover many types of corporate events from a new product launch to a retirement dinner. Corporations and their employees celebrate many milestones and accomplishments within the lifespan of the growth and evolution of its people, products, and success. The course provides a detailed guideline on how to design and plan the event, set budgets, successfully execute events, review performance, and finance services.

IN-PERSON ON-CAMPUS | LIVE WEBCASTS

CERTIFIED WEDDING & EVENT PLANNER

02/21/22 - 05/16/22.....M : 6p - 9:20p \$995
09/12/22 - 12/05/22.....M : 6p - 9:20p \$995

CORPORATE EVENT PLANNING

02/23/22 - 05/18/22.....W : 6p - 9:20p \$995
09/14/22 - 12/07/22.....W : 6p - 9:20p \$995

ONLINE COURSES These courses can be taken any time.

Catering Professional	\$1,295
Certified Catering Professional	\$4,295
Certified Event Planning Specialist	\$4,495
Certified Master Wedding and Event Planner	\$5,495
Certified Professional Photographer	\$3,895
Certified Wedding Planner	\$2,195
Corporate Event Planner	\$995
Create Stunning Digital Photographs.....	\$195
Event Management and Design.....	\$1,995
Event Planning Entrepreneur.....	\$3,395
Event Planning Suite	\$199
Food and Customer Service Skills Training	\$850
Hospitality Operations and Management.....	\$3,995
Hotel Management with Executive Housekeeper	\$1,595
Household Manager with Executive Housekeeper	\$2,195
Introduction to Business Analysis.....	\$135
Introduction to Google Analytics	\$135
Introduction to Lightroom Classic CC	\$135
Marketing Your Business on the Internet.....	\$135
Marketing Your Nonprofit (Self-Paced Tutorial)	\$135
Mastery of Business Fundamentals.....	\$135
Photographing People With Your Digital Camera.....	\$99
Photography Suite.....	\$299
Preston Bailey's Fundamentals of Floral Design	\$1,695
Preston Bailey's Intermediate Floral Design.....	\$1,895
Preston Bailey's Signature Wedding & Event Design.....	\$1,795
Professional Photography	\$2,595
Professional Sales Skills.....	\$135
Secrets of Better Photography	\$99
Skills for Making Great Decisions.....	\$135
Small Business Marketing on a Shoestring	\$135
Successful Public Speaking.....	\$195
Using Social Media in Business	\$135



PHOTOGRAPHY

PHOTOGRAPHY CERTIFICATE

Our program is designed to teach you the skills and knowledge to become a professional photographer or an enthused hobbyist. You will start by exploring the capabilities of your digital camera and then learn the techniques to improve the quality of your photographs.

9 TOTAL COURSES:

6 Required Courses:

Introduction to Photography 1	16 Hours \$240
Introduction to Photography 2	16 Hours \$240
Photography Light & Lighting	16 Hours \$240
Adobe Photoshop Level 1	16 Hours \$435
Adobe Lightroom: Editing for Photographers	16 Hours \$435
Photography Portfolio	16 Hours \$240

Choose 3 Electives:

Introduction to Wedding Photography	16 Hours \$240
The Business of Photography	16 Hours \$240
Photography Light & Lighting II: Studio	16 Hours \$240
Adobe Photoshop Retouching for Photographers...	16 Hours \$435

Total Program Cost (including a \$50 certificate fee): \$2600 - \$2795

IN-PERSON ON-CAMPUS

INTRODUCTION TO PHOTOGRAPHY 1

02/08/22 - 02/17/22.....Tu & Th : 6p - 10p	\$240
09/06/22 - 09/15/22.....Tu & Th : 6p - 10p	\$240

INTRODUCTION TO PHOTOGRAPHY 2

03/01/22 - 03/10/22.....Tu & Th : 6p - 10p	\$240
10/18/22 - 10/27/22.....Tu & Th : 6p - 10p	\$240

ADOBE PHOTOSHOP - LEVEL 1

01/18/22 - 01/27/22.....Tu & Th : 6p - 10p	\$435
09/27/22 - 10/06/22.....Tu & Th : 6p - 10p	\$435

ADOBE LIGHTROOM: EDITING FOR PHOTOGRAPHERS

03/22/22 - 03/31/22.....Tu & Th : 6p - 10p	\$435
11/08/22 - 11/17/22.....Tu & Th : 6p - 10p	\$435

PHOTOGRAPHY LIGHT & LIGHTING

04/12/22 - 04/21/22.....Tu & Th : 6p - 10p	\$240
11/29/22 - 12/08/22.....Tu & Th : 6p - 10p	\$240

PHOTOGRAPHY PORTFOLIO

01/04/22 - 01/13/22.....Tu & Th : 6p - 10p	\$240
05/17/22 - 05/26/22.....Tu & Th : 6p - 10p	\$240
01/03/23 - 01/12/23.....Tu & Th : 6p - 10p	\$240
Independent Portfolio Review.....	\$99

THE BUSINESS OF PHOTOGRAPHY

01/24/22 - 02/02/22.....M & W : 6p - 10p.....	\$240
01/23/23 - 02/01/23.....M & W : 6p - 10p.....	\$240

INTRODUCTION TO WEDDING PHOTOGRAPHY

02/21/22 - 03/02/22.....M & W : 6p - 10p.....	\$240
02/20/23 - 03/01/23.....M & W : 6p - 10p.....	\$240

PHOTOGRAPHY LIGHT & LIGHTING 2: STUDIO

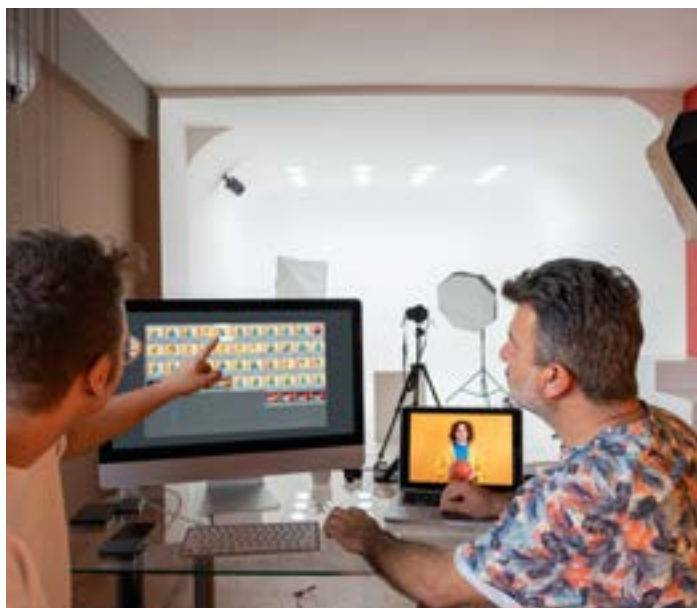
03/21/22 - 03/30/22.....M & W : 6p - 10p.....	\$240
03/20/23 - 03/29/23.....M & W : 6p - 10p.....	\$240

ADOBE PHOTOSHOP: RETOUCHING FOR PHOTOGRAPHERS

05/03/22 - 05/12/22.....Tu & Th : 6p - 10p	\$435
04/11/23 - 04/20/23.....Tu & Th : 6p - 10p	\$435

ONLINE COURSES These courses can be taken any time.

Certified Professional Photographer	\$3,895
Create Stunning Digital Photographs.....	\$195
Discover Digital Photography	\$99
Introduction to Lightroom Classic CC	\$135
Mastering Your Digital SLR Camera.....	\$99
Photographing Nature with Your Digital Camera.....	\$99
Photographing People With Your Digital Camera.....	\$99
Photography Suite.....	\$299
Photoshop CC for the Digital Photographer	\$99
Photoshop Elements for the Digital Photographer	\$99
Photoshop Elements for the Digital Photographer II.....	\$99
Professional Photography.....	\$2,595
Secrets of Better Photography.....	\$99
Travel Photography for the Digital Photographer	\$99



CONTINUING EDUCATION FOR K - 12 EDUCATORS



ONLINE COURSES These courses can be taken any time.

Advanced Classroom Management	\$219
Attention Deficit Disorder.....	\$219
Behavior is Language	\$269
Build School Communities	\$219
Bullying in Schools.....	\$195
Certificate in Innovation & Critical Thinking.....	\$395
Certificate in Music Therapy and Sound Healing	\$99
Certified Child Care Worker	\$3,295
Child Abuse.....	\$219
Child Development Associate Training	\$850
Child Development Associate Training Renewal	\$499
Classroom Management Secrets	\$195
Content Literacy: Grades 6-12.....	\$135
Creating a Classroom Website.....	\$135
Creating Classroom Centers.....	\$135
Creating Safe Classroom Environments	\$195
Creating the Inclusive Classroom: Strategies for Success	\$115
Critical Thinking.....	\$695
Developing School Wellness - Children Nutritional Programs.....	\$195
Developmentally Appropriate Practice in the Classroom.....	\$195
Differentiated Instruction in the Classroom	\$135
Differentiating K-12 Assessments.....	\$135
Differentiation for the Elementary Classroom.....	\$195
Disabilities: Practical Info for the Special Education Teacher.....	\$195
Discover a Career as a Teaching Assistant	\$195
Drugs & Alcohol in Schools	\$219
Early Childhood: Family-Centered Services.....	\$219
Early Childhood: Observation & Assessment	\$269
Early Childhood: Program Planning.....	\$269
Early Childhood: Typical & Atypical Development.....	\$269
Educational Assessment	\$219
Educator's Fundamentals Series	\$299
Empowering Students With Disabilities.....	\$135
English as a Second Language (ESL) for Spanish Speakers.....	\$695

English Composition I	\$695
English Composition II	\$695
English Language Learner: Methods & Materials.....	\$269
English Language: Learner: Language Acquisition	\$269
Enhancing Language Development in Childhood	\$135
Everyday Math	\$135
Exercise and Aging for Special Populations	\$195
Flipped Learning for the Elementary Instruction	\$195
Fueling Creativity in the Classroom	\$195
Guidance Strategies in the Early Childhood Classroom	\$195
Guided Reading & Writing: Strategies for Max Achievement	\$135
Guided Reading: Strategies for the Differentiated Classroom.....	\$135
Harassment, Bullying & Cyber-Intimidation in Schools.....	\$219
Healthy Children Nutrition:	
At the Home, Work & External Environments.....	\$195
Healthy Moms and Infant Nutrition	\$195
Homeschool With Success	\$99
Inclusion.....	\$219
Individualized Education Plan for English Language Learners.....	\$195
Infant & Toddler Mental Health (Early Childhood).....	\$219
Instruction for Academically Diverse Classrooms.....	\$195
Instructional Strategies for Academic Success	\$195
Integrating Technology in the Classroom	\$135
Learning Disabilities	\$269
Merrill Ream Speed Reading.....	\$99
Narrative Learning	\$195
Nonverbal Communication, Dress, and Manner	\$89
Online Learning Accessibility	\$195
Planning and Implementing Classroom Curriculum.....	\$195
Preschool Fun Ideas!	\$195
Project Based Learning Techniques.....	\$195
Promoting Children's Nutrition and Wellness	\$195
Reading & Writing in Content Area	\$219
Reading Fundamentals #1	\$219
Reading Fundamentals #2	\$219

AUTISM SPECTRUM SPECIALIST

Reading Fundamentals #3	\$269
Reading Strategies Suite.....	\$395
Ready, Set, Read!.....	\$99
Response to Intervention.....	\$269
Response to Intervention: Reading Strategies That Work.....	\$99
Role in the Prevention & Discipline of Harassment & Bullying.....	\$195
Rookie Teacher Survival Guide.....	\$195
Safe Practices Through Effective Classroom Management.....	\$195
School Nutrition and Wellness.....	\$2,195
School Wellness & Nutrition - Problems & Effective Solutions.....	\$195
Security& Strategies for Counteracting the Mass Shooter Threat.....	\$195
Six Traits of Writing Model.....	\$219
SMARTBoard Training.....	\$195
Solving Classroom Discipline Problems	\$135
Solving Classroom Discipline Problems II	\$135
Spanish in the Classroom.....	\$135
STEM for Teachers in Grades 4-8.....	\$195
STEM in the Elementary Classroom.....	\$195
Student Engagement and Learning.....	\$195
Supporting Student Diversity & Special Needs in the Classroom.....	\$195
Supporting Students with Autism Spectrum Disorders	\$195
Survival Kit for New Teachers.....	\$135
Surviving an Active Shooter in School	\$195
Talented & Gifted	\$219
Teacher's Aide	\$1,795
Teacher's Aide Associate Program.....	\$2,995
Teacher's Aide Professional Program (CCTP).....	\$4,295
Teacher's Aide Specialist Program	\$2,995
Teaching 21st Century Learners	\$195
Teaching Adult Learners	\$135
Teaching Adults	\$195
Teaching Assistant.....	\$4,295
Teaching Diversity.....	\$219
Teaching Elementary Math Conceptually.....	\$219
Teaching Gifted Learners.....	\$195
Teaching High School Students	\$135
Teaching Math: Grades 4-6.....	\$135
Teaching Online.....	\$195
Teaching Preschool: A Year of Inspiring Lessons.....	\$135
Teaching Secondary Math Conceptually.....	\$269
Teaching Struggling Readers.....	\$195
Teaching Students With ADHD	\$135
Teaching Students With Autism: Strategies for Success.....	\$135
Teaching Students With Learning Disabilities.....	\$135
Teaching Writing: Grades 4-6.....	\$135
Teaching Writing: Grades K-3.....	\$135
Technology and The Flipped Classroom.....	\$585
The Creative Classroom.....	\$135
The Differentiated Instruction & Response to Intervention Connection.....	\$135
The Flipped Classroom.....	\$195

The Technology of Online Learning.....	\$195
Threat Assessment in Schools.....	\$195
Traumatized Child.....	\$219
Try DI! Planning & Preparing	\$269
Understanding Aggression.....	\$269
Using Technology in Your Classroom.....	\$195
Violence in Schools.....	\$219
Why DI: An Introduction to Differentiated Instruction	\$269
Working Successfully With Learning Disabled Students.....	\$135
Writing for ESL.....	\$99

AUTISM SPECTRUM DISORDER CERTIFICATE

This Autism Spectrum Disorder awareness certificate provides therapist and caregivers the introduction, background, aptitude, and skills needed to work effectively with this growing special needs population.

5 COURSES:

Intro to Autism Spectrum Disorder	9 Hours \$179
Ethics & Cultural Issues in Treatment.....	9 Hours \$179
Alternative Communication Techniques.....	9 Hours \$179
Developing the Support Network.....	9 Hours \$179
Portfolio Project.....	9 Hours \$179

Total Program Cost (including a \$50 certificate fee): \$945

LIVE WEBCASTS ONLY

INTRO TO AUTISM SPECTRUM DISORDER

01/26/22 - 02/09/22.....W : 6p - 9p.....	\$179
06/15/22 - 06/29/22.....W : 6p - 9p.....	\$179

ETHICS AND CULTURE ISSUES IN TREATMENT

02/23/22 - 03/09/22.....W : 6p - 9p.....	\$179
07/13/22 - 07/27/22.....W : 6p - 9p.....	\$179

ALTERNATIVE COMMUNICATION TECHNIQUES

03/23/22 - 04/06/22.....W : 6p - 9p.....	\$179
08/10/22 - 08/24/22.....W : 6p - 9p.....	\$179

DEVELOPING THE SUPPORT NETWORK FOR SPECIAL NEEDS PROVIDERS

04/20/22 - 05/04/22.....W : 6p - 9p.....	\$179
09/07/22 - 09/21/22.....W : 6p - 9p.....	\$179

PORTFOLIO: TECHNIQUES FOR SOCIALIZING INDIVIDUALS WITH ASD AND/OR SPECIAL NEEDS

05/18/22 - 06/01/22.....W : 6p - 9p.....	\$179
10/05/22 - 10/19/22.....W : 6p - 9p.....	\$179

TEST PREP



IN-PERSON ON-CAMPUS ONLY

FACILITY MANAGEMENT PROFESSIONAL (FMP) CREDENTIAL PROGRAM

04/09/22 - 05/22/22.....Every other Sa & Su : 8a - 4:30p \$2495

06/10/23 - 07/23/23.....Every other Sa & Su : 8a - 4:30p \$2495

PROJECT MANAGEMENT PROFESSIONAL (PMP) PREP

01/08/22 - 02/05/22.....S : 8:30a - 5:30p..... \$1695

05/16/22 - 05/20/22.....M - F : 8:30a - 5:30p \$1695

COMPTIA A+ CERTIFICATION TRAINING

02/07/22 - 03/12/22.....M & W : 6p - 10p; Sa : 8a - 5p \$1495

07/11/22 - 08/13/22.....M & W : 6p - 10p; Sa : 8a - 5p \$1495

10/03/22 - 11/05/22.....M & W : 6p - 10p; Sa : 8a - 5p \$1495

COMPTIA NETWORK+ CERTIFICATION TRAINING

03/21/22 - 04/23/22 M & W : 6p - 10p; Sa : 8a - 5p..... \$1495

LIVE WEBCASTS

SHRM-CP™ AND SHRM-SCP™ CERTIFICATION PREPARATION COURSE

01/22/22 - 02/26/22.....Sa : 9a - 4:30p..... \$1195

03/26/22 - 04/30/22.....Sa : 9a - 4:30p..... \$1195

07/09/22 - 08/13/22.....Sa : 9a - 4:30p..... \$1195

09/24/22 - 10/29/22.....Sa : 9a - 4:30p..... \$1195

ONLINE COURSES These courses can be taken any time.

ACADEMIC

Algebra Helper.....\$195

CCBA Certification Training\$495

Certified Green Supply Chain Professional (GCCP).....\$2,595

GED Preparation\$135

GED Test Preparation.....\$195

GED Math Test Preparation	\$195
GMAT Preparation.....	\$99
GMAT Preparation (Self-Paced Tutorial)	\$99
GRE Prep Series.....	\$199
GRE Preparation - Part 1 (Verbal and Analytical).....	\$99
GRE Preparation - Part 2 (Quantitative)	\$99
LSAT Preparation - Part 1	\$99
LSAT Preparation - Part 2.....	\$99
LSAT Preparation Series.....	\$199
Math Helper.....	\$195
Praxis Core Preparation	\$135
Prepare for GED Test Series	\$199
Prepare for the GED Math Test	\$135
Prepare for the GED Test (Self-Paced Tutorial).....	\$135
SAT/ACT Prep Course - Part 1	\$99
SAT/ACT Prep Course - Part 2.....	\$99
SAT/ACT Prep Series.....	\$199
TOEFL Test Preparation.....	\$895

AUTOMOTIVE

ASE Technician Test Preparation Truck Series: T1 Gas Engines.....	\$30
ASE Technician Test Preparation Truck Series: T2 Diesel Engines.....	\$30
ASE Technician Test Preparation Truck Series: T3 Drive Train.....	\$30
ASE Technician Test Preparation Truck Series: T4 Brakes	\$30
ASE Technician Test Preparation Truck Series: T5 Suspension/Steering.....	\$30
ASE Technician Test Preparation Truck Series: T6 Electrical	\$30
ASE Technician Test Preparation Truck Series: T7 Heating, and A/C.....	\$30

ASE TTP Truck Series: T8 Preventative Maintenance	\$30
ASE Technician Test Preparation 20: Auto Maintenance (G1)	\$30
ASE Technician Test Preparation 20: Automotive Exhaust Systems (X1)	\$30
ASE Technician Test Preparation 20: Auto Light Diesel Engines (A9)	\$30
ASE TTP 2.0: Automotive Manual Drive Trains and Axles (A3)	\$30
ASE TTP 2.0: Automotive Parts Specialist (P2)	\$30
ASE TTP 2.0: Automotive Advanced Engine Performance (L1)	\$30
ASE Technician Test Preparation 2.0: Automotive Brakes (A5)	\$30
ASE TTP 2.0: Automotive Electrical Electronic Systems (A6)	\$30
ASE TTP 2.0: Automotive Engine Performance (A8)	\$30
ASE TTP 2.0: Automotive Engine Repair (A1)	\$30
ASE TTP 2.0: Automotive Heating and Air Conditioning (A7)	\$30
ASE TTP 2.0: Automotive Service Consultant (C1)	\$30
ASE TTP 2.0: Automotive Suspension & Steering (A4)	\$30
ASE Technician Test Preparation H1: Compressed Natural Gas Engines	\$30
ASE Technician Test Preparation H2: Diesel Engines	\$30
ASE Technician Test Preparation H3: Drive Train	\$30
ASE Technician Test Preparation H4: Brakes	\$30
ASE Technician Test Preparation H5: Suspension and Steering	\$30
ASE Technician Test Preparation H6: Electrical/Electronic Systems	\$30
ASE TTP H7: Heating, Ventilation, and Air Conditioning	\$30
ASE Technician Test Preparation H8: Preventive Maintenance	\$30

FITNESS

ACE Prep Course	\$995
ACSM Prep Course	\$995
NASM Certified Nutrition Coach (Exam Included)	\$1,295

PROJECT MANAGEMENT

Agile Certified Practitioner Exam Prep	\$495
PMP Certification Prep 1	\$145
PMP Certification Prep 2	\$145
Project Management Professional (PMP) Prep I	\$145
Project Management Professional (PMP) Prep II	\$105

TECHNOLOGY

CompTIA Certification Training: A+, Network+, Security+	\$3,995
CompTIA Certification Training: ITF+ and A+	\$2,095
CompTIA Certification Training: ITF+, A+, Network+, Security+	\$4,695
CompTIA Cloud+ Certification Training (Voucher Included)	\$1,695
CompTIA Computer Technician Specialist	\$3,995
CompTIA IT Fundamentals (Voucher Included)	\$895
CompTIA Library	\$695
CompTIA Linux+ (Vouchers Included)	\$1,295
CompTIA Master: CASP + Practice Labs & Exam Voucher	\$2,995
CompTIA Network+ Certification Training (Voucher Included)	\$1,695
CompTIA Project+ (Voucher Included)	\$1,695
CompTIA Security+ Certification Training (Voucher Included)	\$1,695
CompTIA SY0-501 Security + Practice Lab & Exam Voucher	\$1,995

PERSONAL TRAINING CERTIFICATION

A World Instructor Training Schools Personal Trainer Certification is the ideal way to increase your credentials in this expanding industry. W.I.T.S. is an approved CEU provider for the Board of Certification for Athletic Trainers (BOC), the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), Veterans Training and Education, the International Association of Continuing Education and Training (IACET) and a proud partner of UTA Continuing Education.



IN-PERSON ON-CAMPUS

PERSONAL TRAINER NATIONAL CERTIFICATION

02/12/22 - 03/13/22	Sa : 9a - 4p (Exam: 03/26/22)	\$784
06/04/22 - 07/09/22	Sa : 9a - 4p (Exam: 07/16/22)	\$784
10/08/22 - 11/05/22	Sa : 9a - 4p (Exam: 11/19/22)	\$784

AUTOCAD

AUTOCAD

The Computer Aided Design and Drafting Certificate program is designed to develop your skills in areas such as freehand sketching, drawing, organization, computer-aided drafting, proper line of work, abstract and mechanical reasoning, spatial relations, as well as graphic design and layout.

5 COURSES:

AutoCAD Introduction	16 Hours \$435
AutoCAD Advanced.....	16 Hours \$435
Revit Level 1	16 Hours \$435
Revit Level 2	16 Hours \$435
Capstone: AutoCAD	16 Hours \$435

Total Program Cost (including a \$50 certificate fee): \$2225

IN-PERSON ON-CAMPUS ONLY

AUTOCAD INTRODUCTION

03/19/22 - 03/26/22.....Sa : 8a - 5p	\$435
09/10/22 - 09/17/22.....Sa : 8a - 5p	\$435

AUTOCAD ADVANCED

04/09/22 - 04/16/22.....Sa : 8a - 5p	\$435
10/01/22 - 10/08/22.....Sa : 8a - 5p	\$435

REVIT - LEVEL 1

04/30/22 - 05/07/22.....Sa : 8a - 5p	\$435
10/22/22 - 10/29/22.....Sa : 8a - 5p	\$435

REVIT - LEVEL 2

05/21/22 - 05/28/22.....Sa : 8a - 5p	\$435
11/12/22 - 11/19/22.....Sa : 8a - 5p	\$435

CAPSTONE: AUTOCAD

06/04/22 - 06/11/22.....Sa : 8a - 5p	\$435
12/10/22 - 12/17/22.....Sa : 8a - 5p	\$435

SUPPLEMENTAL COURSE:

BASIC BLUEPRINT READING

09/13/22 - 09/22/22.....Tu & Th : 6p - 10p	\$260
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CNC PROGRAMMING

CNC PROGRAMMING CERTIFICATE

This program provides the learner with 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 the sequence of operations needed to complete the job, while assuring that the product adheres to precise measurement requirements.

6 COURSES:

Basic Blueprint Reading	16 Hours \$260
Applied Machine Shop Theory	20 Hours \$260
CNC Programming Mill 1	40 Hours \$650
CNC Programming Mill 2.....	40 Hours \$650
CNC Programming Lathe 1	40 Hours \$650
CNC Programming Lathe 2	40 Hours \$650

Total Program Cost (including a \$50 certificate fee): \$3170

IN-PERSON ON-CAMPUS ONLY

BASIC BLUEPRINT READING

09/13/22 - 09/22/22.....Tu & Th : 6p - 10p	\$260
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APPLIED MACHINE SHOP THEORY

10/08/22 - 11/05/22.....Sa : 8a - 1p.....	\$260
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CNC PROGRAMMING - MILL 1

01/15/22 - 02/12/22.....Sa : 8a - 4:30p.....	\$650
01/14/23 - 02/11/23.....Sa : 8a - 4:30p.....	\$650

CNC PROGRAMMING - MILL 2

03/05/22 - 04/09/22.....Sa : 8a - 4:30p.....	\$650
02/23/23 - 04/01/23.....Sa : 8a - 4:30p.....	\$650

CNC PROGRAMMING - LATHE 1

04/30/22 - 06/04/22.....Sa : 8a - 4:30p.....	\$650
04/29/23 - 06/03/23.....Sa : 8a - 4:30p.....	\$650

CNC PROGRAMMING - LATHE 2

07/09/22 - 08/06/22.....Sa : 8a - 4:30p.....	\$650
07/08/23 - 08/05/23.....Sa : 8a - 4:30p.....	\$650



COMPTIA CERTIFICATION

COMPTIA CERTIFICATION TRAINING

CompTIA is a provider of professional certifications for the information technology (IT) industry and a global association of IT industry companies with the goal of standardized qualifications for professionals working in the industry.

WE OFFER TWO TEST PREP OPTIONS:

CompTIA A+	80 Hours	\$1495
CompTIA N+	80 Hours	\$1495



IN-PERSON ON-CAMPUS ONLY

COMPTIA A+ CERTIFICATION TRAINING

02/07/22 - 03/12/22.....	M & W : 6p - 10p; Sa : 8a - 5p	\$1495
07/11/22 - 08/13/22.....	M & W : 6p - 10p; Sa : 8a - 5p	\$1495
10/03/22 - 11/05/22.....	M & W : 6p - 10p; Sa : 8a - 5p	\$1495

COMPTIA NETWORK+ CERTIFICATION TRAINING

03/21/22 - 04/23/22	M & W : 6p - 10p; Sa : 8a - 5p.....	\$1495
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ONLINE COURSES These courses can be taken any time.

CompTIA A+ Certification Training (Vouchers Included).....	\$1,995
CompTIA A+ with ITIL Foundation (Vouchers Included).....	\$2,495
CompTIA Advanced Security Practitioner (CASP)	\$995
CompTIA Certification Training: A+, Network+, Security+	\$3,995
CompTIA Certification Training: ITF+ and A+	\$2,395
CompTIA Certification Training: ITF+, A+, Network+, Security+	\$4,695
CompTIA Certification Training: Network+, Security+	\$3,195
CompTIA Cloud Essentials+ (Voucher Included)	\$1,295
CompTIA Cloud+ Certification Training (Voucher Included).....	\$1,695
CompTIA IT Fundamentals (Voucher Included)	\$895
CompTIA Linux+ (Voucher Included).....	\$1,295
CompTIA Network+ Certification Prep.....	\$110
CompTIA Network+ Certification Training (Voucher Included)	\$1,695
CompTIA Project+ (Voucher Included)	\$1,695
CompTIA Security+ Certification Training (Voucher Included).....	\$1,695
Computer Hacking Forensics Investigator (CHFI).....	\$2,895
Computer Networking Suite	\$299
Certified Information Security Manager (CISM).....	\$795
Certified Information Systems Auditor (CISA).....	\$795
Certified Information Systems Security Professional (CISSP)	\$1,995
SQL Series	\$199
SSCP Systems Security Certified Practitioner.....	\$1,595

DEVELOPER TRAINING

DEVELOPER TRAINING **NEW**

Update your skills by earning a certificate online. In partnership with our online providers, UTA Continuing Education proudly offers a wide range of online certificate programs. There is no set time for you to be online to the complete the lessons so you have the flexibility to access the course material at times that work best for you.

Full Stack Software Developer.....	\$4,995
Mobile/Desktop Web Developer/Responsive Design	\$2,995
Oracle SQL & PL/SQL + Python Developer	\$1,795
Oracle SQL & PL/SQL Developer + Java Programmer	\$1,795
Oracle SQL & PL/SQL + Python + Java Programmer	\$2,595
Oracle SQL & PL/SQL Developer with Crystal Reports.....	\$1,895
Web Applications Developer	\$2,395



UI/UX

GRAPHIC DESIGN

UI/UX DESIGN CERTIFICATE

12 COURSES:

Programming Fundamentals	16 Hours \$435
Web Page Design Level 1	16 Hours \$435
Web Page Design Level 2	16 Hours \$435
Adobe Photoshop Level 1	16 Hours \$435
Adobe Photoshop Level 2: Adv for Designers.....	16 Hours \$435
JavaScript Programming.....	16 Hours \$435
Responsive Design Using Bootstrap.....	16 Hours \$435
HTML5 & CSS3.....	16 Hours \$435
UI/UX Fundamentals	16 Hours \$435
UI/UX Architecture.....	16 Hours \$435
Web Design Best Practices.....	8 Hours \$199
Capstone: UI/UX Design.....	16 Hours \$435

Total Program Cost (including a \$50 certificate fee): \$5034

IN-PERSON ON-CAMPUS ONLY | COURSES APPLY FOR BOTH UI/UX AND GRAPHIC DESIGN

PROGRAMMING FUNDAMENTALS

09/13/22 - 09/22/22.....Tu & Th : 6p - 10p \$435

ADOBE ILLUSTRATOR - LEVEL 1

02/26/22 - 03/05/22.....Sa : 9a - 5p \$435

11/05/22 - 11/12/22.....Sa : 9a - 5p \$435

ADOBE PHOTOSHOP - LEVEL 1

01/18/22 - 01/27/22.....Tu & Th : 6p - 10p \$435

09/27/22 - 10/06/22.....Tu & Th : 6p - 10p \$435

ADOBE ILLUSTRATOR - LEVEL 2

03/26/22 - 04/02/22.....Sa : 9a - 5p \$435

12/03/22 - 12/10/22.....Sa : 9a - 5p \$435

ADOBE PHOTOSHOP - LEVEL 2: ADV. FOR DESIGNERS

10/18/22 - 10/27/22.....Tu & Th : 6p - 10p \$435

ADOBE INDESIGN - LEVEL 1

04/16/22 - 04/23/22.....Sa : 9a - 5p \$435

01/21/23 - 01/28/23.....Sa : 9a - 5p \$435

WEB PAGE DESIGN - LEVEL 1

11/08/22 - 11/17/22.....Tu & Th : 6p - 10p \$435

ADOBE INDESIGN - LEVEL 2

05/14/22 - 05/21/22.....Sa : 9a - 5p \$435

02/11/23 - 02/18/23.....Sa : 9a - 5p \$435

WEB PAGE DESIGN - LEVEL 2

11/29/22 - 12/08/22.....Tu & Th : 6p - 10p \$435

HTML5 AND CSS3

01/11/22 - 01/20/22.....Tu & Th : 6p - 10p \$435

01/10/23 - 01/19/23.....Tu & Th : 6p - 10p \$435

GRAPHIC DESIGN CERTIFICATE

12 COURSES:

Programming Fundamentals	16 Hours \$435
Web Page Design Level 1	16 Hours \$435
Web Page Design Level 2	16 Hours \$435
Adobe Photoshop Level 1	16 Hours \$435
Adobe Photoshop Level 2: Adv for Designers.....	16 Hours \$435
JavaScript Programming.....	16 Hours \$435
Adobe Illustrator Level 1	16 Hours \$435
Adobe Illustrator Level 2.....	16 Hours \$435
Adobe InDesign Level 1.....	16 Hours \$435
Adobe InDesign Level 2.....	16 Hours \$435
Web Design Best Practices.....	8 Hours \$199
Capstone: Graphic Design	16 Hours \$435

Total Program Cost (including a \$50 certificate fee): \$5034

JAVASCRIPT PROGRAMMING

02/01/22 - 02/10/22.....Tu & Th : 6p - 10p \$435

01/31/23 - 02/09/23.....Tu & Th : 6p - 10p \$435

RESPONSIVE DESIGN USING BOOTSTRAP

02/22/22 - 03/03/22.....Tu & Th : 6p - 10p \$435

02/21/23 - 03/02/23.....Tu & Th : 6p - 10p \$435

UI/UX FUNDAMENTALS

03/15/22 - 03/24/22.....Tu & Th : 6p - 10p \$435

03/21/23 - 03/30/23.....Tu & Th : 6p - 10p \$435

UI/UX ARCHITECTURE

04/05/22 - 04/14/22.....Tu & Th : 6p - 10p \$435

04/11/23 - 04/20/23.....Tu & Th : 6p - 10p \$435

WEB PAGE DESIGN BEST PRACTICES

05/03/22 - 05/05/22.....Tu & Th : 6p - 10p \$199

05/02/23 - 05/04/23.....Tu & Th : 6p - 10p \$199

CAPSTONE

05/17/22 - 05/26/22.....Tu & Th : 6p - 10p \$435

05/23/23 - 06/01/23.....Tu & Th : 6p - 10p \$435



WORDPRESS

WORDPRESS DEVELOPER CERTIFICATE

This certificate program will teach the WordPress Content Management System, help you build and edit WordPress websites, teach SEO optimization to increase rankings, explain how to add content, edit pages, and understand the basics of marketing and ecommerce.

6 COURSES:

WordPress Fundamentals/Manager	16 Hours \$435
WordPress Administrator / Master.....	16 Hours \$435
WordPress Developer	16 Hours \$435
Wordpress SEO for Small Businesses	16 Hours \$435
Wordpress Multiple Types of Plug-Ins	16 Hours \$435
Capstone: Wordpress Developer.....	16 Hours \$435

Total Program Cost (including a \$50 certificate fee): \$2660

IN PERSON ON-CAMPUS ONLY

WORDPRESS FUNDAMENTALS/MANAGER

02/28/22 - 03/09/22.....M & W : 6p - 10p.....	\$435
09/12/22 - 09/21/22.....M & W : 6p - 10p.....	\$435

WORDPRESS ADMINISTRATOR / MASTER

03/21/22 - 03/30/22.....M & W : 6p - 10p.....	\$435
10/03/22 - 10/12/22.....M & W : 6p - 10p.....	\$435

WORDPRESS DEVELOPER

04/11/22 - 04/20/22.....M & W : 6p - 10p.....	\$435
10/24/22 - 11/02/22.....M & W : 6p - 10p.....	\$435

WORDPRESS SEO FOR SMALL BUSINESSES

05/02/22 - 05/11/22.....M & W : 6p - 10p.....	\$435
11/14/22 - 11/30/22.....M & W : 6p - 10p.....	\$435

WORDPRESS MULTIPLE TYPES OF PLUG-INS

05/23/22 - 06/06/22.....M & W : 6p - 10p.....	\$435
12/05/22 - 12/14/22.....M & W : 6p - 10p.....	\$435

CAPSTONE: WORDPRESS DEVELOPER

06/20/22 - 06/29/22.....M & W : 6p - 10p.....	\$435
01/09/23 - 01/18/23.....M & W : 6p - 10p.....	\$435

NOT SURE WHERE TO START?

Set up a one-on-one free consultation with a program expert.
Contact Lori.Carter@uta.edu today to schedule an appointment virtually, or in person.

GAME DEVELOPMENT

GAME DEVELOPMENT CERTIFICATE **NEW**

Our online game development training courses make it easy to learn game development on your schedule. Stay up to date on the tools and skills you need to build games for Windows PCs, tablets, and mobile devices.

2 ONLINE COURSES:

How to Get Started in Game Development.....	24 Hours
Video Game Design and Development	500 Hours

Estimated Program Cost \$2200

ONLINE COURSES These courses can be taken any time.

Adobe Animate CC Training	\$119
Adobe Certified Associate (5 Vouchers Included)	\$2,595
Adobe Value Suite.....	\$299
Advanced CSS3 and HTML5.....	\$115
Advanced Web Pages	\$115
C# Programming Series	\$199
C++ for the Absolute Beginner.....	\$115
C++ Programmer	\$995
Creating a Classroom Website.....	\$115
Creating Web Pages	\$115
Creating WordPress Websites.....	\$115
Creating WordPress Websites Series.....	\$199
Crystal Reports.....	\$995
Designing Effective Websites.....	\$115
Digital Arts Certificate	\$3,295
Digital Game Artist Certificate	\$2,595
Digital Marketing Strategist.....	\$3,595
Digital Marketing Suite	\$299
Graphic Design with Photoshop (Software Included).....	\$2,195
Intermediate C# Programming.....	\$115
Intermediate CSS3 and HTML5.....	\$115
Intermediate InDesign CC.....	\$115
Intermediate Java Programming.....	\$115
Intermediate Photoshop CC.....	\$115
Intermediate PHP and MySQL	\$115
Intermediate SQL	\$115
Intermediate Visual Basic.....	\$115
Intermediate WordPress Websites.....	\$115
Introduction to Bootstrap Training.....	\$119
Web Applications Developer	\$2,395
Web Applications Developer Plus	\$2,995
Web Design Professional	\$2,995
Web Design Value Suite.....	\$299

ADOBE CREATIVE SUITES



ADOBE CREATIVE SUITES TRAINING

Adobe's collection of software gives you the design tools you need to create brilliant designs for photography, video, web, and more. Now you can take your design skills to new heights with our Adobe training courses. Learn the tools and techniques to master the most popular Adobe products with Adobe training offered in-class or online.

IN-PERSON ON-CAMPUS ONLY

ADOBE PHOTOSHOP - LEVEL 1

01/18/22 - 01/27/22.....Tu & Th : 6p - 10p	\$435
09/27/22 - 10/06/22.....Tu & Th : 6p - 10p	\$435

ADOBE PHOTOSHOP - LEVEL 2: ADV. FOR DESIGNERS

10/18/22 - 10/27/22.....Tu & Th : 6p - 10p	\$435
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ADOBE LIGHTROOM

11/29/22 - 12/08/22.....Tu & Th : 6p - 10p	\$435
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ADOBE PREMIERE - LEVEL 1

01/24/22 - 02/02/22.....M & W : 6p - 10p	\$435
07/11/22 - 07/20/22.....M & W : 6p - 10p	\$435

ADOBE PREMIERE - LEVEL 2

02/14/22 - 02/23/22.....M & W : 6p - 10p	\$435
07/25/22 - 08/03/22.....M & W : 6p - 10p	\$435

ADOBE AFTER EFFECTS - LEVEL 1

08/08/22 - 08/17/22.....M & W : 6p - 10p	\$435
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ADOBE AFTER EFFECTS - LEVEL 2

08/22/22 - 08/31/22.....M & W : 6p - 10p	\$435
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ADOBE ILLUSTRATOR - LEVEL 1

02/26/22 - 03/05/22.....Sa : 9a - 5p	\$435
11/05/22 - 11/12/22.....Sa : 9a - 5p	\$435

ADOBE ILLUSTRATOR - LEVEL 2

03/26/22 - 04/02/22.....Sa : 9a - 5p	\$435
12/03/22 - 12/10/22.....Sa : 9a - 5p	\$435

ADOBE INDESIGN - LEVEL 1

04/16/22 - 04/23/22.....Sa : 9a - 5p	\$435
01/21/23 - 01/28/23.....Sa : 9a - 5p	\$435

ADOBE INDESIGN - LEVEL 2

05/14/22 - 05/21/22.....Sa : 9a - 5p	\$435
02/11/23 - 02/18/23.....Sa : 9a - 5p	\$435

ADOBE PHOTOSHOP: RETOUCHING FOR PHOTOGRAPHERS

05/03/22 - 05/12/22.....Tu & Th : 6p - 10p	\$435
04/11/23 - 04/20/23.....Tu & Th : 6p - 10p	\$435

ONLINE COURSES These courses can be taken any time.

Adobe Animate CC Training	\$119
Adobe Certified Associate (5 Vouchers Included)	\$2,595
Adobe Value Suite	\$299
Digital Arts Certificate	\$3,295
Graphic Design with Photoshop (Software Included)	\$2,195
Intermediate InDesign CC	\$115
Intermediate Photoshop CC	\$115
Intermediate WordPress Websites	\$115
Adobe Certified Associate (3 Vouchers Included)	\$2,495
Adobe Illustrator CC	\$119
Creating Web Pages (Self-Paced Tutorial)	\$115
Creating WordPress Websites (Self-Paced Tutorial)	\$115
Discover Digital Photography	\$100
Intermediate CSS3 and HTML5 (Self-Paced Tutorial)	\$115
Intermediate InDesign CC (Self-Paced Tutorial)	\$115
Intermediate Photoshop CS5	\$115
Intermediate Photoshop CS6	\$115
Introduction to CSS3 and HTML5	\$115
Introduction to Digital Scrapbooking	\$100
Introduction to Illustrator CS6	\$115

ADOBE CREATIVE SUITES

Introduction to InDesign CC	\$115
Introduction to InDesign CS6	\$115
Introduction to Interior Design	\$115
Introduction to Internet Writing Markets	\$115
Introduction to Java Programming	\$115
Introduction to JavaScript	\$115
Introduction to jQuery	\$119
Introduction to Lightroom Classic CC	\$115
Introduction to Photoshop CC	\$115
Introduction to Photoshop CS5	\$115
Introduction to Photoshop CS6	\$115
Introduction to PHP and MySQL	\$115
Introduction to Programming	\$115
Introduction to Visual Basic	\$115
Introduction to XML	\$115
Java Developer Suite	\$299
Java Programmer	\$995
Java Programming Series	\$199
JavaScript Developer	\$1,995
Managing Web Design Projects	\$79
Marketing Design Certificate	\$3,295
Marketing Your Business on the Internet	\$115
Marketing Your Nonprofit	\$115
Mastering Your Digital SLR Camera	\$100
OMCA Content Marketing Associate (Voucher Included)	\$1,495
OMCA Display Advertising Associate (Voucher Included)	\$1,495
OMCA Email Marketing Associate (Voucher Included)	\$1,495
OMCA Mobile Marketing Associate (Voucher Included)	\$1,595
OMCA Social Media Associate (Voucher Included)	\$1,595
OMCA Web Analytics Associate (Voucher Included)	\$1,595
OMCP Paid Search Professional	\$1,795
OMCP Search Marketing Professional	\$1,795
OMCP Social and Mobile Marketing Professional	\$1,795
Online Marketing Communications Suite	\$395
Photography Suite	\$299
Photoshop CC for the Digital Photographer	\$100
Photoshop CC for the Digital Photographer II	\$100
Photoshop Elements for the Digital Photographer	\$100
Photoshop Elements for the Digital Photographer II	\$100
Secrets of Better Photography	\$100
Using Social Media in Business	\$115
Video Game Design and Development	\$1,995
Visual Basic Series	\$199
Write Effective Web Content	\$115

FINANCIAL PLANNING



FINANCIAL PLANNING

IN-PERSON ON-CAMPUS ONLY

WILLS, TRUSTS, AND ESTATE PLANNING

01/28/22	F : 1p - 4p	\$69
09/30/22	F : 1p - 4p	\$69

INVESTMENT STRATEGIES FOR POST RETIREMENT

02/17/22	Th : 6:30p - 9:30p	\$69
10/20/22	Th : 6:30p - 9:30p	\$69

RECENT CHANGES OF SOCIAL SECURITY & HOW IT AFFECTS YOU

03/24/22	Th : 6:30p - 9:30p	\$69
11/10/22	Th : 6:30p - 9:30p	\$69

FOREIGN LANGUAGES



SPANISH

SPANISH TOTAL IMMERSION: LEVEL 1

03/24/22 - 04/28/22.....Th : 7p - 9p	\$149
07/14/22 - 08/18/22.....Th : 7p - 9p	\$149

SPANISH TOTAL IMMERSION: ADVANCED

01/12/22 - 02/16/22.....W : 7p - 9p	\$149
03/02/22 - 04/06/22.....W : 7p - 9p	\$149
04/20/22 - 05/25/22.....W : 7p - 9p	\$149
06/15/22 - 07/20/22.....W : 7p - 9p	\$149
07/27/22 - 08/31/22.....W : 7p - 9p	\$149
09/14/22 - 10/19/22.....W : 7p - 9p	\$149

SPANISH TOTAL IMMERSION: INTRODUCTION

01/20/22 - 03/10/22.....Th : 7p - 9p	\$199
05/12/22 - 06/30/22.....Th : 7p - 9p	\$199
09/01/22 - 10/20/22.....Th : 7p - 9p	\$199

JAPANESE

JAPANESE LEVEL 1

08/23/22 - 09/27/22.....Tu : 6:30p - 8:30p.....	\$149
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JAPANESE LEVEL 2

10/18/22 - 11/29/22.....Tu : 6:30p - 8:30p.....	\$149
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JAPANESE LEVEL 3

01/25/22 - 03/01/22.....Tu : 6:30p - 8:30p.....	\$149
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JAPANESE: LEVEL 4

03/22/22 - 04/26/22.....Tu : 6:30p - 8:30p.....	\$149
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FRENCH

FRENCH LEVEL 1

02/15/22 - 03/22/22.....Tu : 7p - 9p.....	\$149
08/23/22 - 09/27/22.....Tu : 7p - 9p.....	\$149

FRENCH LEVEL 2

03/29/22 - 05/03/22.....Tu : 7p - 9p.....	\$149
10/18/22 - 11/29/22.....Tu : 7p - 9p.....	\$149

FRENCH REFRESHER

01/04/22 - 02/08/22.....Tu : 7p - 9p.....	\$149
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FRENCH FOR TRAVELERS

05/31/22 - 07/05/22.....Tu : 7p - 9p.....	\$149
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ONLINE COURSES These courses can be taken any time.

Conversational Japanese.....	\$100
Discover Sign Language	\$100
Discover Sign Language II	\$115
Discover Sign Language Series.....	\$199
Instant Italian.....	\$100
Spanish for Law Enforcement.....	\$115
Spanish for Medical Professionals.....	\$115
Spanish for Medical Professionals II.....	\$115
Spanish in the Classroom.....	\$115
Speed Spanish	\$115
Speed Spanish II	\$115
Speed Spanish III.....	\$115
Speed Spanish Series.....	\$299

POLICIES AND PROCEDURES

TEXTBOOKS

All course materials will be provided by UTA unless otherwise indicated. Additional Codes of Federal Regulations (CFRs) may be purchased in English or Spanish by contacting our office. A minimum purchase amount of \$200 is required.

ACCOMMODATIONS

The Division for Enterprise Development is dedicated to providing equal educational opportunities to all qualified course participants. Contact cedquestions@uta.edu or call 866-906-9190 for information regarding special accommodations.

TITLE IX POLICY

The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos. For information regarding Title IX, visit uta.edu/titleix.

WITHDRAWAL AND TRANSFER POLICY

The University of Texas at Arlington reserves the right to change or cancel any class. In the event that a class must be changed or canceled, you will be notified by email and/or phone. You are required to provide a valid email address and phone number to ensure notification.

Cancellations due to insufficient enrollment will be made approximately one (1) to two (2) business days prior to the class start date. Participant withdrawals from a course, may result in a processing fee. If a course is canceled by UTA, participants have the option to transfer to another course, hold their funds in escrow, or receive a refund. No fees will be charged for these transactions if UTA cancels a class.



Division for Enterprise Development



ABOUT THE UNIVERSITY OF TEXAS AT ARLINGTON

Founded in 1895, The University of Texas at Arlington is a Carnegie Research 1 institution with more than 100 years of academic excellence and tradition. As the largest university in North Texas and second largest in The University of Texas System, UTA is located in the heart of Dallas-Fort Worth, challenging our students to engage with the world around them in ways that make a measurable impact. UTA offers state-of-the-art facilities that encourage students to be critical thinkers. Through academic, internship, and research programs, our students receive real-world experiences that help them contribute to their community and, ultimately, the world. We have more than 180 baccalaureate, masters', and doctoral degree programs, and more than 60,000 students walking our campus or engaging in online coursework each year.

CONTACT US

817.272.2581 | cedquestions@uta.edu | uta.edu/ded/ced

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Continuing Education
DIVISION FOR ENTERPRISE DEVELOPMENT

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SUPPLY CHAIN MANAGEMENT

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TECHNICAL & BUSINESS WRITING

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CHECK OUT OUR LIVE INSTRUCTOR-LED WEBCASTS!

TRAINING YOU NEED, YOUR WAY

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