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Free webinars

FREE webinars and information sessions. These webinars can be a discussion, presentation, demonstration, or instructional session.

Have questions about our programs? Ask them in real time.

UPCOMING WEBINARS & INFORMATION SESSIONS

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JOIN US AT OUR Free Information Sessions every Wednesday on alternating mornings and afternoons.

Registration is required. Check our website for details. www.uta.edu/ded/ced

LEARN MORE
Discover our Top Programs

4 Project Management Certificate
5 Lean Six Sigma

EASY WAYS TO REGISTER

Online
utra.edu/ded/ced

By Phone
817.272.2581

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

GENERAL INFORMATION

OFFICE PHONE 817.272.2581
EMAIL cedquestions@uta.edu
OFFICE HOURS Registration Center: Mon-Fri, 8am-5pm
FREE PARKING Parking is free and readily available at the Continuing Education/Workforce Development building.
FOR COMPLETE REGISTRATION AND PROGRAM INFORMATION visit our website: uta.edu/ded/ced
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START A NEW CAREER IN A YEAR OR LESS
Retire and acquire the skills you need to become rehired

Online Training   |   Certifications   |   Update your Skills

- Project Management
- Certified Financial Planner
- Human Resources
- Cyber Security
- Graphic Design
- Photography
- Event Planning
- Certified Personal Trainer
- Certified Drones Pilot
- Medical Coding and Billing

Choose career training designed to get you working.
Train with us to gain the skills you need to quickly start a rewarding new career in an in-demand field.

Take the first step toward your new career today!

READY TO ENROLL?
Go online at uta.edu/ded/ced or call 817.272.2581
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.

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....... 15 Hours | $685
Total Program Cost  $2390*

ELECTIVE COURSES:
Project Management Professional (PMP) Exam Prep.................. 40 hours | $1995
2019 Microsoft Word/Powerpoint/Outlook............16 Hours | $435
Microsoft Project........................................... 8 hours | $299

Introducing Agile and Scrum
The Agile is a particular approach to project management that is utilized in software development. This method assists teams in responding to the unpredictability of constructing software. It uses incremental, iterative work sequences that are commonly known as sprints. This course will introduce Agile/Scrum Methodology by providing hands on exercises to understand and apply the principles of Agile/Scrum project management. This class will provide a practical knowledge that can be applied immediately to enhance job performance and productivity.

Project Management Body of Knowledge (PMBOK®)
PMBOK is a registered term of the Project Management Institute, Inc.

PMP PREREQUISITES:
1. Secondary degree (high school diploma, associate’s degree or the global equivalent) + 7,500 hours leading and directing projects + 35 hours of project management education
   OR
2. Four-year degree + 4,500 hours leading and directing projects + 35 hours of project management education

AVERAGE ANNUAL WAGE: $110,000 per yr
JOB GROWTH: Faster than average (+12%)

*Certificate programs require a $50 certificate fee
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 $2685

1 All courses available via simulcast from the classroom - live webinars

AVERAGE ANNUAL WAGE:

Yellow Belt: $50,000 - $80,000 per yr. | Green Belt: $70,000 - $90,000 per yr. | Black Belt: $85,000 - $110,000 per yr.

**D** Define  **M** Measure  **A** Analyze  **I** Improve  **C** Control

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 ......................... 16 Hours | $395
Intro to Materials Management .................. 20 Hours | $445
Warehouse/Distribution Center Mgmt .......... 16 Hours | $395
International Logistics and SCM .............. 20 Hours | $445
Capstone ............................................. 12 Hours | $349

Total Program Cost $2029*

1 All courses available via simulcast from the classroom - live webinars

INTRODUCTION TO LOGISTICS
02/17/20 - 02/26/20 ........... M & W : 6p - 10p .................. $395

INTRODUCTION TO MATERIALS MANAGEMENT
03/09/20 - 03/23/20 ........... M & W : 6p - 10p .................. $445

WAREHOUSE & DISTRIBUTION CENTER MANAGEMENT
04/06/20 - 04/15/20 ........... M & W : 6p - 10p .................. $395

INTERNATIONAL LOGISTICS & SUPPLY CHAIN MGMT
04/27/20 - 05/11/20 ........... M & W : 6p - 10p .................. $445

CAPSTONE
06/01/20 - 06/08/20 ........... M & W : 6p - 10p .................. $349

*Certificate programs require a $50 certificate fee
FINANCE

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.

11 COURSES:

- Introduction to Accounting Cycle .................................. 8 Hours | $199
- Accounts Payable & Receivable ....................................... 8 Hours | $199
- Journals & Inventory ...................................................... 8 Hours | $199
- Financial Account Management ...................................... 8 Hours | $199
- Excel: Level 1 ............................................................... 12 Hours | $340
- Excel: Level 2 ............................................................... 12 Hours | $340
- Excel: Level 3 ............................................................... 12 Hours | $340
- QuickBooks Level 1 ...................................................... 12 Hours | $340
- QuickBooks Level 2 ...................................................... 12 Hours | $340
- Business Writing Basics ............................................... 6 Hours | $199
- Capstone ................................................................. 16 Hours | $435

Total Program Cost $3130*

ELECTIVE COURSES:

- Payroll PayTrain Level 1 ............................................... 28 Hours | $795
- Payroll PayTrain Level 2 ............................................... 36 Hours | $895
- QuickBooks Level 3 ...................................................... 12 Hours | $340
- 2019 Microsoft Word/Powerpoint/Outlook .................. 16 Hours | $435

INTRODUCTION TO ACCOUNTING: THE ACCOUNTING CYCLE
01/25/20 .......................................................... Sa : 8a - 5p ............................................ $199

ACCOUNTS PAYABLE & RECEIVABLE
02/01/20 .......................................................... Sa : 8a - 5p ............................................ $199

2019 MICROSOFT WORD/POWERPOINT/OUTLOOK
02/03/20 - 02/12/20 ........ M & W : 6p - 10p .................. $435

JOURNALS & INVENTORY
02/08/20 .......................................................... Sa : 8a - 5p ............................................ $199

FINANCIAL ACCOUNTING MANAGEMENT
02/15/20 .......................................................... Sa : 8a - 5p ............................................ $199

BUSINESS WRITING BASICS
03/10/20 - 03/12/20 ........ Tu & Th : 6p - 9p .............. $199

EXCEL: LEVEL 1
02/28/20 - 02/29/20 .... F : 6p - 10p; Sa : 8a - 5p ........ $340

EXCEL: LEVEL 2
03/06/20 - 03/07/20 .... F : 6p - 10p; Sa : 8a - 5p ........ $340

EXCEL: LEVEL 3
03/13/20 - 03/14/20 .... F : 6p - 10p; Sa : 8a - 5p ........ $340

EXCEL BI TOOLS
03/30/20 - 04/08/20 .... M & W : 6p - 10p ............... $495

ADVANCED EXCEL MACROS
04/13/20 .......................................................... M : 6p - 10p .................................. $129

ADVANCED EXCEL PIVOT TABLES NEW!
04/27/20 .......................................................... M : 6p - 10p .................................. $129

EXCEL 2019 UPDATESNEW!
05/06/20 .......................................................... W : 6p - 10p .................................. $129

EXCEL 2019 NEW CHARTSNEW!
05/11/20 .......................................................... M : 6p - 10p .................................. $129

QUICKBOOKS : LEVEL 1
03/27/20 - 03/28/20 ........ F : 6p - 10p; Sa : 8a - 5p ........ $340

QUICKBOOKS : LEVEL 2
04/03/20 - 04/04/20 ........ F : 6p - 10p; Sa : 8a - 5p ........ $340

QUICKBOOKS : LEVEL 3
04/17/20 - 04/18/20 ........ F : 6p - 10p; Sa : 8a - 5p ........ $340

CAPSTONE: ACCOUNTING
05/02/20 - 05/09/20 ........ Sa : 8a - 5p .................... $435

Similar Accounting courses available online at www.ed2go.com/utace

JOB OPPORTUNITIES:

Bookkeeper/Accounting Clerk: Keeps records of accounts and financial transactions. Works for a business or provides bookkeeping services for several smaller organizations or individuals. Provides information for financial and tax reports completed by an accountant.
Very High Demand: $38,390 per yr

JOB GROWTH:

Accountants & Auditors: Faster than average: +11%

EDUCATION: Most positions require a bachelor’s degree.

*Certificate programs require a $50 certificate fee
WHY PURSUE THE CFP® CERTIFICATION?

TO BECOME A 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.

COURSE 511:
GENERAL FINANCIAL PLANNING PRINCIPLES .................. $799

COURSE 512:
RISK MANAGEMENT, INSURANCE AND EMPLOYEE BENEFITS PLANNING .................. $799

COURSE 513:
INVESTMENT PLANNING .............................................. $799

COURSE 514:
TAX PLANNING .......................................................... $799

COURSE 515:
RETIREMENT SAVINGS AND INCOME PLANNING ........ $799

COURSE 516:
ESTATE PLANNING ...................................................... $799

COURSE 517:
CAPSTONE: FINANCIAL PLAN DEVELOPMENT ............... $799

ONLINE 90-MINUTE WEBINARS: STAY CURRENT WITH THE LATEST ACCOUNTING UPDATES

Our webinars meet the needs of accounting professionals at every career stage. Stay current with the latest accounting trends, policies and procedures.

QUICKBOOKS: KEY TERMS
02/05/20 .................................................. W : 12:30p - 2p ........................................... $99

QUICKBOOKS: SETTING UP A COMPANY
02/26/20 .................................................. W : 12:30p - 2p ........................................... $99

QUICKBOOKS: MANAGING INVENTORY
03/25/20 .................................................. W : 12:30p - 2p ........................................... $99

QUICKBOOKS: SETTING UP PREFERENCES
04/15/20 .................................................. W : 12:30p - 2p ........................................... $99

EXCEL: FUNCTIONS FOR ACCOUNTING
04/29/20 .................................................. W : 12:30p - 2p ........................................... $99

JOB OPPORTUNITIES:

Personal Financial Advisor: Provide advice to help individuals manage and plan for their financial future.
Medium Demand: $88,890 per yr

Financial Analyst: Provide guidance to businesses and individuals making investment decisions.
Average Demand: $85,660 per yr
Faster than average: 7%

Financial Manager: Produce financial reports, direct investment activities, and develop strategies and plans for the long-term financial goals of their organization.
High Demand: $127,990 per yr
Faster than average: 16%

*Certificate programs require a $50 certificate fee
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 Communication 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 .......................................................... 24 Hours | $349

Total Program Cost  $1923*

FUNDAMENTALS OF HUMAN RESOURCES
02/25/20 - 03/03/20 .............................. Tu & Th : 6p - 10p $289

COACHING, COUNSELING OR DISCIPLINING EMPLOYEES!
WHAT IS THE DIFFERENCE?
03/05/20 .......................................................... Th : 6p - 10p $99

REAL WORLD TOOLS FOR FIRST-TIME SUPERVISORS & MANAGERS: MASTER THE 10 CRITICAL SKILLS OF EFFECTIVE LEADERSHIP
02/08/20 .......................................................... Sa : 8a - 5p $199

HUMAN RESOURCES 101:
HR FUNDAMENTALS BOOTCAMP
02/24/20 - 02/28/20 M - F : 8:30a - 5:30p $1195

BUSINESS WRITING BASICS
03/10/20 - 03/12/20 .............................. Tu & Th : 6p - 9p $199

COMPENSATION & BENEFITS
03/24/20 - 03/31/20 .............................. Tu & Th : 6:30p - 9:30p $289

MEDIATION IN THE EMPLOYMENT SECTOR
04/07/20 - 04/23/20 .............................. Tu & Th : 6:30p - 9:45p $349

HUMAN RESOURCE LAW
05/05/20 - 05/21/20 .............................. Tu & Th : 6p - 10p $349

CAPSTONE: HUMAN RESOURCE MANAGEMENT
06/02/20 - 06/18/20 .............................. Tu & Th : 6p - 10p $349

ONLINE HOUR AND A HALF WEBINARS
STAY CURRENT WITH THE LATEST HUMAN RESOURCE UPDATES
Our webinars meet the needs of HR professionals at every career stage. Stay current with the latest HR trends, compliance, and regulations.

BENEFIT UPDATES/EEO-1
02/06/20 .......................................................... Th : 1p - 2:30p $99

CONFLICT RESOLUTION
02/13/20 .......................................................... Th : 1p - 2:30p $99

DIVERSITY AND INCLUSION
02/20/20 .......................................................... Th : 1p - 2:30p $99

DOCUMENTATION
02/27/20 .......................................................... Th : 1p - 2:30p $99

EMPLOYEE RELATIONS
03/05/20 .......................................................... Th : 1p - 2:30p $99

EMOTIONAL INTELLIGENCE
03/19/20 .......................................................... Th : 1p - 2:30p $99

GENERATIONAL TRAINING
03/26/20 .......................................................... Th : 1p - 2:30p $99

WORKPLACE SAFETY: RUN, HIDE AND FIGHT
04/02/20 .......................................................... Th : 1p - 2:30p $99

TIME MANAGEMENT
04/16/20 .......................................................... Th : 1p - 2:30p $99

CULTURE
04/23/20 .......................................................... Th : 1p - 2:30p $99

RECRUITING
04/30/20 .......................................................... Th : 1p - 2:30p $99

AVERAGE ANNUAL WAGE:
HR Generalists: $58,350 per yr
HR Managers: $104,440 per yr

JOB GROWTH:
HR Generalists: Average: +5%
HR Managers: Faster than average: +9%

*Certificate programs require a $50 certificate fee
SHRM

THE SHRM LEARNING SYSTEM DELIVERS THE MOST COMPREHENSIVE, FLEXIBLE AND EFFECTIVE SHRM-CP AND SHRM-SCP 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.

TWO SCHEDULING OPTIONS TO CHOICE FROM:

**SHRM-CP™ AND SHRM-SCP™ CERTIFICATION PREPARATION COURSE**
03/28/20 - 05/09/20 ........................................Sa : 9a - 4:30p ...........................................$1195

**SHRM-CP™ AND SHRM-SCP™ CERTIFICATION PREPARATION COURSE: WEEKEND BOOTCAMP**
01/24/20 - 02/02/20 ........................................F : 6p - 10p; Sa : 9a - 5p ...........................................$1195

THE COMPLETE SOLUTION FOR SHRM CERTIFICATION EXAM SUCCESS

The program delivers an effective learning environment to help streamline studies while accelerating learning. Real-life situations are infused into the study process for better understanding, application and engagement with HR competencies.

**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.

**JOB OPPORTUNITIES:**

**Human Resource Assistant:** Provides administrative support in the human resources department of a company or organization. Manages employee records, advertises job postings, and organizes materials required from job applicants.
Medium Demand: $39,020 per yr

**Recruiter:** Works for a company or organization to recruit qualified candidates for open positions, or works with a recruiting agency to identify candidates and match jobseekers with job placements. May specialize in recruiting professionals in a particular industry or specialize in recruiting at colleges.
High Demand: $59,180 per yr

**Human Resource Manager:** Manages human resources functions for a company or organization, including the recruiting, hiring and training of employees. Works with executive management to develop and implement staffing and compensation plans, and works to attract and retain qualified employees. Manages compensation and benefits structure and provides information to employees.
Medium Demand: $106,910 per yr

*Certificate programs require a $50 certificate fee*
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 11 COURSES
Legal Terminology ................................................................. 15 Hours | $175
Legal Ethics ................................................................. 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 ........................................ 15 Hours | $175
Employment Law ................................................................. 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 $2760*

NO SUBSTITUTIONS

ELECTIVE COURSES:
Intellectual Property Law (online) .................. 30 Hours | $250
Intro to Business Law/Trans. (online) ................. 30 Hours | $250
Paralegal Career Preparation ............................ 15 Hours | $175

PARALEGAL ONLINE COURSES:
These courses can be taken any time. We recommend, however, that you complete Legal Terminology & Legal Ethics first.
Bankruptcy Law ................................................................. $250
Probate Law and Estate Planning .......................... $250
Real Estate Law .................................................. $250

EMPLOYMENT LAW
01/08/20 - 03/11/20........W : 6p - 7:30p........................ $175

PARALEGAL CAREER PREPARATION
01/08/20 - 03/11/20........W : 8p - 9:30p........................ $175

LEGAL TERMINOLOGY
01/09/20 - 03/12/20........Th : 6p - 7:30p........................ $175

LEGAL ETHICS
01/09/20 - 03/11/20........Th : 8p - 9:30p........................ $175

CIVIL LAW AND ADVANCED CIVIL DISCOVERY
04/01/20 - 06/03/20........W : 6p - 9p........................ $350

TRIAL PREP AND TECHNOLOGY IN THE LAW OFFICE
06/17/20 - 08/26/20........W : 6p - 9p........................ $350

LEGAL RESEARCH AND WRITING
09/12/20 - 10/17/20........Sa : 8a - 5p........................ $435

FAMILY LAW
09/30/20 - 12/09/20........W : 6p - 7:30p....................... $175

CRIMINAL LAW AND PROCEDURE
09/30/20 - 12/09/20........W : 8p - 9:30p....................... $175

JOB OPPORTUNITIES:
Paralegal/Legal Assistant: Assists attorneys and law offices with a variety of tasks ranging from administrative support to legal research and writing. Maintains and organizes files or file databases. Conducts legal or other background research, assists with preparation for trials or hearings, and drafts documents to file. Uses software for electronic discovery of materials such as email for a trial. May specialize in a particular area of the law such as corporate or criminal law, family law or real estate law.
High Demand

AVERAGE ANNUAL WAGE:
Paralegal: $50,940 per yr

JOB GROWTH:
Paralegal: Faster than average: +12%

*Certificate programs require a $50 certificate fee
**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 TWO EVENT PLANNING COURSES:**

- **Wedding & Event Planning**
  - 40 Hours | $995

- **Corporate Event Planning**
  - 40 Hours | $995

**Total Program Cost $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.

**CERTIFIED WEDDING & EVENT PLANNER**

- **02/03/20 - 04/27/20**
  - M: 6p - 9:20p
  - $995

**CORPORATE EVENT PLANNING**

- **02/19/20 - 05/13/20**
  - W: 6p - 9:20p
  - $995

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**HOSPITALITY AND EVENT PLANNING ONLINE COURSES**

- **CERTIFIED WEDDING PLANNER**
  - $1595

- **CORPORATE EVENT PLANNER**
  - $995

- **TRAVEL AGENT TRAINING**
  - $1795

- **PRESTON BAILEY’S FUNDAMENTAL FLORAL DESIGN**
  - $1695

- **PRESTON BAILEY’S INTERMEDIATE DESIGN**
  - $1895

- **PRESTON BAILEY’S SIGNATURE WEDDING/EVENT PLANNING**
  - $1795

- **EVENT MANAGEMENT AND DESIGN**
  - $1995

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**MICROSOFT OFFICE ONLINE TRAINING**

Update your skills by taking online courses that fit your schedule. In partnership with our online providers, UTA Continuing Education proudly offers a wide range of online courses. There is no set time for you to be online to complete the lessons, so you have the flexibility to access the course material at times that suit your lifestyle.

- **2016 ACCESS CERTIFIED TRAINING**
  - $595

- **2016 EXCEL CERTIFIED TRAINING**
  - $595

- **2016 OUTLOOK CERTIFIED TRAINING**
  - $595

- **2016 POWERPOINT CERTIFIED TRAINING**
  - $595

- **2016 WORD CERTIFIED TRAINING**
  - $595

- **2016 PROJECT CERTIFIED TRAINING**
  - $795

- **2016 SHAREPOINT CERTIFIED TRAINING**
  - $795

- **2016 MASTER CERTIFIED TRAINING**
  - $1695

- **2016 SPECIALIST (MOS) TRAINING**
  - $1995

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**JOB OPPORTUNITIES:**

**Certified Wedding and Event Planner:** Wedding, Meeting, Convention, and Event Planners coordinate all aspects of events and professional meetings. They spend time in their offices and onsite at hotels or convention centers.

**Medium Demand**

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“I would recommend the Certified Wedding and Event Planner class to anyone interested in event planning. The networking was awesome. I learned some tricks of the business to provide professional, creative and attentive customer service to my clients. Definitely a must for any event planner.”

~ Connie Jones, UTA CWEP Grad

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**AVERAGE ANNUAL WAGE:**

- $49,370 per yr

**JOB GROWTH:**

- Faster than average: +7%

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*Certificate programs require a $50 certificate fee*
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.

- 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

PROGRAM MEETS EVERY OTHER WEEKEND & ONLINE
SATURDAYS: 9 a to 5 p
SUNDAYS: 1 p to 5 p
96 HOURS OVER SIX WEEKENDS
72 HOURS FACE-TO-FACE
24 HOURS ONLINE

MINI MBA CERTIFICATE PROGRAM
01/25/20 - 03/29/20..............Sa : 9a - 5p; Su : 1p - 5p.............$1295

DESIGNED TO FIT YOUR SCHEDULE

NON-PROFIT MANAGEMENT ONLINE CERTIFICATE
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 $600*

SUPERVISORY AND MANAGERIAL ONLINE CERTIFICATE
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 $700*

JOB OPPORTUNITIES:
Executives, Managers and Supervisors: Devise strategies and policies to ensure that an organization meets its goals.
Medium Demand

AVERAGE ANNUAL WAGE:
$104,980 per yr

JOB GROWTH:
Faster than average: +6%

*Certificate programs require a $50 certificate fee
**MASTER CERTIFICATE IN 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 ........................................ 15 Hours | $795
- Specifications & Documentation .................................. 15 Hours | $795
- Project Cost Estimation ............................................ 15 Hours | $795
- Project Planning & Scheduling ................................... 15 Hours | $795

Total Program Cost $3180*

**ELECTIVE COURSES:**
- 3D Building Information Modeling ............................... 15 Hours | $795

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**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, trouble-shooting, maintenance, technological advances in system design and equipment, new Texas regulations, and water conservation for residential, as well as commercial applications.

**1 COURSE:**
- Landscape Irrigation Training ................................... 40 Hours | $525

Total Program Cost $525

**LANDSCAPE IRRIGATION TRAINING**

11/09/20 - 11/13/20 ........................................ 40 Hours | $525

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**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.

**1 COURSE:**
- FMP Credential Program .......................................... 64 Hours | $2495

Total Program Cost $2495

**FACILITY MANAGEMENT PROFESSIONAL (FMP) CREDENTIAL PROGRAM**

04/04/20 - 05/17/20 ........................................ 64 Hours | $2495

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**BUSINESS CONTINUITY AND 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.

**1 COURSE:**
- Business Continuity/Disaster Recovery .................. 21 Hours | $1295

Total Program Cost $1295

**BUSINESS CONTINUITY & DISASTER RECOVERY**

04/18/20 - 04/25/20 ........................................ 21 Hours | $1295

Business Continuity online option available at www.dedtraining.com

*Certificate programs require a $50 certificate fee
CERTIFICATE IN ESPORTS MANAGEMENT

Esports is one of the fastest growing industries and estimated to reach over $100 billion in revenue by 2020. From sports management to gaming innovation, this extensive program is a practical way for you to turn a passion for gaming into a profitable career.

5 COURSES:
- Introduction to Esports ........................................... 16 Hours | $399
- Esports Business Strategies ...................................... 16 Hours | $399
- Esports Business Strategies ...................................... 16 Hours | $399
- Esports Project Management: Live Events ................. 24 Hours | $599
- Esports Player & Team Management......................... 16 Hours | $399

Total Program Cost $2243*

INTRODUCTION TO ESPORTS
02/03/20 - 02/12/20...........M & W : 6p - 10p......................... $399

ESPORTS BUSINESS STRATEGIES
02/24/20 - 03/04/20..........M & W : 6p - 10p.......................... $399

ESPORTS BRANDING & MARKETING
03/23/20 - 04/01/20...........M & W : 6p - 10p......................... $399

ESPORTS PROJECT MANAGEMENT: LIVE EVENTS
04/13/20 - 04/29/20..........M & W : 6p - 10p......................... $599

ESPORTS PLAYER & TEAM MANAGEMENT
05/11/20 - 05/20/20..........M & W : 6p - 10p......................... $399

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.

1 COURSE:
- Personal Trainer National Certification.......................... 60 Hours | $784

Total Program Cost $784

PERSONAL TRAINER NATIONAL CERTIFICATION
02/15/20 - 03/14/20...........Sa : 9a - 4p......................... $784

AUTISM SPECTRUM DISORDER
(ONLINE WEBINAR)

The Autism Spectrum Disorder Awareness Certificate provides therapists and caregivers with the background, an aptitude, and the skills needed to work effectively with this increasing 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 $895*

INTRO TO AUTISM SPECTRUM
02/05/20 - 02/19/20..........W : 6p - 9p............................... $179

ETHICS AND CULTURE ISSUES IN TREATMENT
02/26/20 - 03/11/20.........W : 6p - 9p............................... $179

ALTERNATIVE COMMUNICATION TECHNIQUES
03/25/20 - 04/08/20.........W : 6p - 9p............................... $179

DEVELOPING THE SUPPORT NETWORK FOR SPECIAL NEEDS PROVIDERS
04/22/20 - 05/06/20.........W : 6p - 9p............................... $179

PORTFOLIO: TECHNIQUES FOR SOCIALIZING INDIVIDUALS WITH ASD AND/OR SPECIAL NEEDS
05/13/20 - 05/27/20.........W : 6p - 9p............................... $179

*Certificate programs require a $50 certificate fee
CONTINUING EDUCATION FOR K - 12 EDUCATORS

ADVANCED CLASSROOM MANAGEMENT:
CHILDREN AS CHANGE AGENT
Online.................................................................................$214

ADHD: INFORMATION & INTERVENTIONS
FOR EFFECTIVE TEACHING
Online.................................................................................$214

BEHAVIOR IS LANGUAGE:
STRATEGIES FOR MANAGING DISRUPTIVE BEHAVIOR
Online.................................................................................$264

CHILD ABUSE:
WORKING WITH ABUSED & NEGLECTED CHILDREN
Online.................................................................................$214

DRUGS & ALCOHOL IN SCHOOLS:
UNDERSTANDING SUBSTANCE USE & ABUSE
Online.................................................................................$214

EARLY CHILDHOOD: FAMILY-CENTERED SERVICES
Online.................................................................................$214

EARLY CHILDHOOD: OBSERVATION & ASSESSMENT
Online.................................................................................$264

EARLY CHILDHOOD: PROGRAM PLANNING
Online.................................................................................$264

EARLY CHILDHOOD: TYPICAL & ATYPICAL DEVELOPMENT
Online.................................................................................$264

EDUCATIONAL ASSESSMENT:
ASSESSING STUDENT LEARNING IN THE CLASSROOM
Online.................................................................................$214

HARASSMENT, BULLYING AND CYBER-INTIMIDATION
IN SCHOOLS
Online.................................................................................$214

INCLUSION: WORKING WITH STUDENTS WITH
SPECIAL-NEEDS IN GENERAL EDUCATION CLASSROOMS
Online.................................................................................$214

INFANT AND TODDLER MENTAL HEALTH:
ISSUES AND INFORMATION FOR EDUCATORS
Online.................................................................................$214

LEARNING DISABILITIES:
PRACTICAL INFO. FOR THE CLASSROOM TEACHER
Online.................................................................................$214

READING FUNDAMENTALS #1:
AN INTRODUCTION TO SCIENTIFICALLY-BASED RESEARCH
Online.................................................................................$264

READING FUNDAMENTALS #2: LAYING THE FOUNDATION
FOR EFFECTIVE READING INSTRUCTION
Online.................................................................................$214

READING FUNDAMENTALS #3: THE ELEMENTS OF
EFFECTIVE READING INSTRUCTION & ASSESSMENT
Online.................................................................................$264

TALENTED & GIFTED: WORKING WITH HIGH ACHIEVERS
Online.................................................................................$214

TEACHING DIVERSITY:
INFLUENCES & ISSUES IN THE CLASSROOM
Online.................................................................................$214

TEACHING ELEMENTARY MATH CONCEPTUALLY:
A NEW PARADIGM
Online.................................................................................$214

TRAUMATIZED CHILD: THE EFFECTS OF STRESS,
TRAUMA & VIOLENCE ON STUDENT LEARNING
Online.................................................................................$214

PLANNING & PREPARING A DIFFERENTIATED
INSTRUCTION PROGRAM
Online.................................................................................$264

UNDERSTANDING AGGRESSION: COPING WITH
AGGRESSIVE BEHAVIOR IN THE CLASSROOM
Online.................................................................................$264
TECHNICAL WRITING CERTIFICATE
This program prepares the adult learner for a career as a technical writer and communicator in a variety of fields. It provides participants with advanced writing and communication skills to clearly and precisely convey technical information to a specific audience. From composing various documents to editing another’s copy, you will learn and apply the C’s of effective writing: Clear, Concise, Coherent, Cohesive, Consistent, and Clean.

5 COURSES:
- **Technical Writing Introduction** .............................. 16 Hours | $199
- **Technical Writing Techniques Level 1** ..................... 16 Hours | $435
- **Technical Writing Techniques Level 2** ..................... 16 Hours | $435
- **Technical Editing** .................................................. 15 Hours | $435
- **Capstone: Portfolio Development** ............................ 20 Hours | $449

Total Program Cost  $1953*

TECHNICAL WRITING INTRODUCTION
01/25/20 - 02/01/20...........Sa : 9a - 12n ........................................ $199

TECHNICAL WRITING TECHNIQUES LEVEL 1
02/15/20 - 02/22/20...........Sa : 9a - 5p ........................................ $435

TECHNICAL WRITING TECHNIQUES LEVEL 2
03/07/20 - 03/21/20...........Sa : 9a - 5p ........................................ $435

TECHNICAL EDITING
04/04/20 - 04/11/20...........Sa : 9a - 5p ........................................ $435

CAPSTONE: TECHNICAL WRITING PORTFOLIO DEVELOPMENT
04/25/20 - 05/29/20...........Sa : 9a - 4p ........................................ $449

TECHNICAL WRITING: BOOTCAMP
05/26/20 - 05/29/20...........Tu - F : 9a - 4p ................................ $995

BUSINESS WRITING BASICS
This six-hour, fast-paced business writing course lays the foundation of the basics in mechanics and composition, such that the learner is more confident in his/her application of rules.

BUSINESS WRITING BASICS
03/10/20 - 03/12/20...........Tu & Th : 6p - 9p ............................. $199

JOB OPPORTUNITIES:
**Technical Writer:** Prepare instruction manuals, how-to guides, journal articles, and other supporting documents to communicate complex and technical information more easily. Training is usually required for a position as a technical writer. In addition, knowledge of or experience with a technical subject, such as science or engineering, is beneficial.

Medium Demand: $71,850 per yr

**Writers and Authors:** Writers and authors develop written content for various types of media.

Medium Demand: $62,170 per yr

*Certificate programs require a $50 certificate fee
TEST PREP

COLLEGE & GRADUATE TEST PREP

We use Cambridge Educational Services to provide you with the most current and up-to-date instructional materials, including:
- Cambridge study materials
- Books
- Pre/Post test
- Individualized Assessment Reports
- Online tutorials

You will also have access to the online Cambridge Score Booster that provides access to additional practice tests and materials. Take advantage of our resources designed to lead you to successful results.

GET PREPARED BEFORE THE SPRING TEST DATES
SAT Test Date: 03/28/20 | ACT Test Date: 04/04/20

SAT TEST PREP
01/15/20 - 03/18/20......Sa : 2p - 5p ........................................ $399

ACT TEST PREP
01/15/20 - 03/18/20......Sa : 2p - 5p ........................................ $399

GMAT TEST PREP
01/25/20 - 04/04/20......W : 5:30p - 8:30p .................................. $399

GRE TEST PREP
01/25/20 - 04/04/20......W : 5:30p - 8:30p .................................. $399

SAT VERBAL STRATEGY WORKSHOP
03/21/20..................Sa : 9a - 4p ........................................ $399

SAT MATH STRATEGY WORKSHOP
03/21/20..................Sa : 9a - 4p ........................................ $399

PROFESSIONAL TEST PREP

COMPTIA A+ CERTIFICATION TRAINING
02/03/20 - 03/07/20 ......M, W : 6p - 10p; Sa : 8a - 5p ....... $1495

COMPTIA NETWORK+ CERTIFICATION TRAINING
03/23/20 - 05/06/20 ......M, W : 6p - 10p; Sa : 8a - 5p ....... $1495

COMPTIA SECURITY+ CERTIFICATION TRAINING
06/02/20 - 06/13/20 ......M, W : 6p - 10p; Sa : 8a - 5p ....... $1495

LEAN SIX SIGMA: BLACK BELT
01/11/20 - 02/01/20.......Sa : 8:30a - 5:30p.................... $895

LEAN SIX SIGMA: YELLOW BELT
02/15/20 - 02/29/20.......Sa : 8:30a - 5:30p.................... $895

LEAN SIX SIGMA: GREEN BELT
03/28/20 - 04/18/20.......Sa : 8:30a - 5:30p.................... $895

PROJECT MANAGEMENT PROFESSIONAL (PMP) EXAM PREP
04/20/20 - 04/24/20........M - F : 8:30a - 5:30p ............. $1695

SHRM-CPT™ AND SHRM-SCP™ CERTIFICATION PREPARATION COURSE
03/28/20 - 05/09/20.......Sa : 9a - 4:30p....................... $1195

SHRM-CPT™ AND SHRM-SCP™ CERTIFICATION PREPARATION COURSE: WEEKEND BOOTCAMP
01/24/20 - 02/02/20.......F : 6p - 10p; Sa : 9a - 5p........ $1195

FACILITY MANAGEMENT PROFESSIONAL (FMP) CREDENTIAL PROGRAM
04/04/20 - 05/17/20
Every other Sa & Su : 8a - 4:30p ......................... $2495

We use Cambridge Educational Services to provide you with the most current and up-to-date instructional materials, including:
- Cambridge study materials
- Books
- Pre/Post test
- Individualized Assessment Reports
- Online tutorials

You will also have access to the online Cambridge Score Booster that provides access to additional practice tests and materials. Take advantage of our resources designed to lead you to successful results.

GET PREPARED BEFORE THE SPRING TEST DATES
SAT Test Date: 03/28/20 | ACT Test Date: 04/04/20

SAT TEST PREP
01/15/20 - 03/18/20......Sa : 2p - 5p ........................................ $399

ACT TEST PREP
01/15/20 - 03/18/20......Sa : 2p - 5p ........................................ $399

GMAT TEST PREP
01/25/20 - 04/04/20......W : 5:30p - 8:30p ................................ $399

GRE TEST PREP
01/25/20 - 04/04/20......W : 5:30p - 8:30p ................................ $399

SAT VERBAL STRATEGY WORKSHOP
03/21/20..................Sa : 9a - 4p ........................................ $399

SAT MATH STRATEGY WORKSHOP
03/21/20..................Sa : 9a - 4p ........................................ $399

COMPTIA A+ CERTIFICATION TRAINING
02/03/20 - 03/07/20 ......M, W : 6p - 10p; Sa : 8a - 5p ....... $1495

COMPTIA NETWORK+ CERTIFICATION TRAINING
03/23/20 - 05/06/20 ......M, W : 6p - 10p; Sa : 8a - 5p ....... $1495

COMPTIA SECURITY+ CERTIFICATION TRAINING
06/02/20 - 06/13/20 ......M, W : 6p - 10p; Sa : 8a - 5p ....... $1495

LEAN SIX SIGMA: BLACK BELT
01/11/20 - 02/01/20.......Sa : 8:30a - 5:30p.................... $895

LEAN SIX SIGMA: YELLOW BELT
02/15/20 - 02/29/20.......Sa : 8:30a - 5:30p.................... $895

LEAN SIX SIGMA: GREEN BELT
03/28/20 - 04/18/20.......Sa : 8:30a - 5:30p.................... $895

PROJECT MANAGEMENT PROFESSIONAL (PMP) EXAM PREP
04/20/20 - 04/24/20........M - F : 8:30a - 5:30p ............. $1695

SHRM-CPT™ AND SHRM-SCP™ CERTIFICATION PREPARATION COURSE
03/28/20 - 05/09/20.......Sa : 9a - 4:30p....................... $1195

SHRM-CPT™ AND SHRM-SCP™ CERTIFICATION PREPARATION COURSE: WEEKEND BOOTCAMP
01/24/20 - 02/02/20.......F : 6p - 10p; Sa : 9a - 5p........ $1195

FACILITY MANAGEMENT PROFESSIONAL (FMP) CREDENTIAL PROGRAM
04/04/20 - 05/17/20
Every other Sa & Su : 8a - 4:30p ......................... $2495
AUTOCAD: COMPUTER AIDED DESIGN AND DRAFTING CERTIFICATE

This 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 3D ............................................. 16 Hours | $435
- Revit Level 1 ............................................................. 16 Hours | $435
- Revit Level 2 ............................................................. 16 Hours | $435
- Capstone .................................................................. 16 Hours | $435

Total Program Cost  $2175*

AUTOCAD INTRODUCTION
01/25/20 - 02/01/20……Sa : 8a - 5p…………………………… $435

AUTOCAD ADVANCED 3D
02/08/20 - 02/15/20……Sa : 8a - 5p…………………………… $435

REVIT - LEVEL 1
02/29/20 - 03/07/20……Sa : 8a - 5p…………………………… $435

REVIT - LEVEL 2
03/28/20 - 04/04/20……Sa : 8a - 5p…………………………… $435

CAPSTONE
04/11/20 - 04/18/20……Sa : 8a - 5p…………………………… $435

AUTODESK FUNDAMENTALS BOOTCAMP
06/15/20 - 06/19/20……M - F : 8a - 5p………………………… $995

AUTOCAD ONLINE TRAINING

AUTOCAD 2018 CERTIFIED USER (VOUCHER INCLUDED)
Online .............................................................................. $2595

AUTOCAD 2018 WITH AUTOCAD 3D 2018 (VOUCHER INCLUDED)
Online .............................................................................. $3295

AUTOCAD 3D 2018
Online .............................................................................. $1695

AUTODESK INVENTOR (VOUCHER INCLUDED)
Online .............................................................................. $2595

AUTODESK REVIT ARCHITECTURE (VOUCHER INCLUDED)
Online .............................................................................. $2595

JOB OPPORTUNITIES:

CAD Designer/Drafter: Uses computer software to convert engineering or architectural designs into technical drawings and plans.
Medium Demand: $55,550 per yr

Mechanical/Electrical Drafter: Prepares detailed drawings needed to manufacture or repair machinery and equipment with dimensions and other specific engineering data. Uses computer aided design software. May create diagrams for products that include mechanical and electronic components, such as cars or computers or prepare the diagrams used to install wiring and electrical equipment in buildings or in electrical distribution systems.
Medium Demand: $54,480 per yr

*Certificate programs require a $50 certificate fee
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  $3120*

NEW COHORT STARTS FALL 2020

BASIC BLUEPRINT READING
09/01/20 - 09/10/20 ........... Tu & Th : 6p - 10p ................. $260

APPLIED MACHINE SHOP THEORY
09/12/20 - 10/10/20 .......... Sa : 9a - 1p............................... $260

CNC PROGRAMMING - MILL 1
10/24/20 - 11/21/20 .......... Sa : 8a - 4:30p........................... $650

CNC PROGRAMMING - MILL 2
01/25/20 - 02/22/20 .......... Sa : 8a - 4:30p........................... $650
01/23/21 - 02/20/21 .......... Sa : 8a - 4:30p........................... $650

CNC PROGRAMMING - LATHE 1
03/07/20 - 04/18/20 .......... Sa : 8a - 4:30p........................... $650
03/06/21 - 04/17/21 .......... Sa : 8a - 4:30p........................... $650

CNC PROGRAMMING - LATHE 2
05/02/20 - 06/13/20 .......... Sa : 8a - 4:30p........................... $650
05/01/21 - 06/05/21 .......... Sa : 8a - 4:30p........................... $650

JOB OPPORTUNITIES:

CNC Programmer: Programs computer-controlled equipment used to cut wood, plastic, or metal according to precise measurements or equipment used for different manufacturing processes.
Average Salary: $50,580 per yr

CNC Operator: Operates a computer-controlled machine used for a variety of functions in a manufacturing process, such as drilling holes and soldering metal.
Average Salary: $37,880 per yr

Manufacturing Machine Operator: Operates machinery used in a manufacturing facility, including a range of machines used for the production or transport of goods.
Average Salary: $34,240 per yr

AVERAGE ANNUAL WAGE:
$47,500 per yr

JOB GROWTH:
Average: +6%
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.

A+ Certification:
Demonstrates competency as a computer technician.

Network+ Certification:
Certification that is used to measure skill as a network technician.

Security+ Certification:
Certification dealing with computer security topics, such as cryptography and access control, as well as business-related topics, such as disaster recovery and risk management.

WE OFFER THREE TEST PREP OPTIONS:
CompTIA A+ ......................................................... 80 Hours | $1495
CompTIA N+ ............................................................. 80 Hours | $1495
CompTIA S+ ............................................................. 32 Hours | $1495

COMPTIA A+ CERTIFICATION TRAINING
02/03/20 - 03/07/20 .................. M, W : 6p - 10p; Sa : 8a - 5p .......... $1495

COMPTIA NETWORK+ CERTIFICATION TRAINING
03/23/20 - 05/06/20 .................. M, W : 6p - 10p; Sa : 8a - 5p .......... $1495

COMPTIA SECURITY+ CERTIFICATION TRAINING
06/02/20 - 06/13/20 .................. M, W : 6p - 10p; Sa : 8a - 5p .......... $1495

ONLINE COMPUTER TRAINING
In partnership with our online providers, UTA Continuing Education proudly offers a wide range of online courses. There is no set time for you to be online to complete the lessons, so you have the flexibility to access the course material at times that work best for your busy lifestyle.

AWS SYSTEM OPERATIONS CERTIFICATE BUNDLE (VOUCHER INCLUDED)
Online .................................................................................. $3995

CCNA: COLLABORATION (VOUCHER INCLUDED)
Online .................................................................................. $1695

CERTIFIED ETHICAL HACKER (VOUCHER INCLUDED)
Online .................................................................................. $2895

CISCO CERTIFIED NETWORK PROFESSIONAL (CCNP) (VOUCHER INCLUDED)
Online .................................................................................. $2895

COMPTIA CLOUD+ CERTIFICATION TRAINING (VOUCHER INCLUDED)
Online .................................................................................. $1695

COMPTIA LINUX+ (VOUCHER INCLUDED)
Online .................................................................................. $1295

EXIN CLOUD COMPUTING
Online .................................................................................. $ 695

FORENSIC COMPUTER EXAMINER
Online .................................................................................. $3095

JOB OPPORTUNITIES:
Computer Support Specialist: Provides technical support either to computer users, as a part of an organization's information technology department, or to individual users in person or via telephone or other communication channels. They maintain computer networks and fix problems as they arise, or help clients diagnose and solve computer problems.
High Demand: $49,390 per yr

JOB GROWTH:
Computer Support Specialist: Faster than average (+12%)
Network & Computer Systems Administrator: Average (+8%)
Information Security Analysts: Faster than average: (+32%)

*Certificate programs require a $50 certificate fee
JOB OPPORTUNITIES:

**IT Project Manager:** Manages projects for a company in the information technology industry. Projects may include initiatives to create new products, improve, or expand technology or systems. Identifies project requirements, develops and manages project budgets and schedules, leads project teams, and manages communications with project stakeholders, including company management and clients.

High Demand: $86,510 per yr

**Network Engineer:** Designs and builds computer network systems, including software and hardware. Runs program and system tests, solves technical problems and maintains the network system. Designs and analyzes computer network models.

High Demand: $101,210 per yr

**Information Security Analyst:** Plans and carries out security measures to protect an organization’s computer networks and systems.

High Demand: $98,350 per yr

*Certificate programs require a $50 certificate fee*
UI/UX DESIGN CERTIFICATE

14 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 ........................................ 12 Hours $300
- UI/UX Fundamentals Level 1 ........ 16 Hours $435
- UI/UX Architecture Level 2 ........ 16 Hours $435
- Web Design Best Practices ........ 12 Hours $350
- Capstone ........................................ 16 Hours $435

Total Program Cost $5870*

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 ........ 12 Hours $350
- Capstone ........................................ 16 Hours $435

Total Program Cost $5135*

*Certificate programs require a $50 certificate fee
MARKETING AND SOCIAL MEDIA

SOCIAL MEDIA ONLINE CERTIFICATES

Whether increasing traffic or engaging in conversations for various marketing campaigns, this program teaches participants to use marketing tools proficiently, as well as how to successfully meet client goals. Choose the online certificate that fits your needs.

OMCA SOCIAL MEDIA ASSOCIATE (VOUCHER INCLUDED)
Online ................................................................. $1595

OMCP SEARCH MARKETING PROFESSIONAL
Online ................................................................. $1795

OMCP SOCIAL AND MOBILE MARKETING PROFESSIONAL
Online ................................................................. $1795

OMCA CONTENT MARKETING ASSOCIATE (VOUCHER INCLUDED)
Online ................................................................. $1495

OMCA CONVERSION OPTIMIZATION ASSOCIATE (VOUCHER INCLUDED)
Online ................................................................. $1595

OMCA DISPLAY ADVERTISING ASSOCIATE (VOUCHER INCLUDED)
Online ................................................................. $1495

OMCA EMAIL MARKETING ASSOCIATE (VOUCHER INCLUDED)
Online ................................................................. $1495

OMCA MOBILE MARKETING ASSOCIATE (VOUCHER INCLUDED)
Online ................................................................. $1595

OMCP DIGITAL ANALYTICS AND CONVERSION PROFESSIONAL
Online ................................................................. $1795

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

Estimated Program Cost $700*

ADOBE CREATIVE SUITES TRAINING

ADobe PHOTOSHOP - LEVEL 1
03/03/20 - 03/12/20........Tu & Th : 6p - 10p .................. $435

ADobe PHOTOSHOP LEVEL 2: ADV. FOR DESIGNERS
03/24/20 - 04/02/20........Tu & Th : 6p - 10p .................. $435

ADobe LIGHTROOM
03/24/20 - 04/02/20........Tu & Th : 6p - 10p .................. $435

ADobe PREMIERE LEVEL 1
04/07/20 - 04/16/20........Tu & Th : 6p - 10p .................. $435

ADobe PREMIERE LEVEL 2
04/21/20 - 04/30/20........Tu & Th : 6p - 10p .................. $435

ADobe AFTER EFFECTS LEVEL 1
05/05/20 - 05/14/20........Tu & Th : 6p - 10p .................. $435

ADobe ILLUSTRATOR - LEVEL 1
05/11/20 - 05/20/20 ........M & W : 6p - 10p ........... $435

ADobe ILLUSTRATOR - LEVEL 2
06/01/20 - 06/10/20 ........M & W : 6p - 10p ........... $435

ADobe AFTER EFFECTS LEVEL 2
06/09/20 - 06/18/20........Tu & Th : 6p - 10p .................. $435

ADobe INDESIGN - LEVEL 1
06/15/20 - 06/24/20 ........M & W : 6p - 10p ........... $435

ADobe INDESIGN - LEVEL 2
06/29/20 - 07/08/20 ........M & W : 6p - 10p ........... $435

JOB OPPORTUNITIES:

Graphic Designer/Desktop Publisher: Works with text and images to create design for printed material or web sites. Develops visual designs, such as a logo, that establish an identity or “brand” for an organization, business or campaign; uses design skills to improve the visual impact of advertising messages, reports, books or websites. May produce documents and printed materials using desktop publishing software and equipment. May work for a publishing company or provide printed business or marketing material for business clients.

Medium Demand: $47,640 per year

JOB GROWTH:
Faster than average (+27%)

*Certificate programs require a $50 certificate fee
WORDPRESS DEVELOPER CERTIFICATE

WordPress websites are the premiere choice for businesses and individuals. It is considered the top content management system; its popularity has grown to about 90 million sites worldwide. 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
- SEO for Small Businesses 16 Hours $435
- Multiple Types of Plug-Ins 16 Hours $435
- Capstone 16 Hours $435

Total Program Cost $2610*

WORDPRESS FUNDAMENTALS/MANAGER
03/02/20 - 03/11/20 M & W : 6p - 10p $435

WORDPRESS ADMINISTRATOR / MASTER
03/23/20 - 04/01/20 M & W : 6p - 10p $435

WORDPRESS DEVELOPER
04/06/20 - 04/15/20 M & W : 6p - 10p $435

SEO FOR SMALL BUSINESSES
04/27/20 - 05/06/20 M & W : 6p - 10p $435

MULTIPLE TYPES OF PLUG-INS
05/11/20 - 05/20/20 M & W : 6p - 10p $435

CAPSTONE: WORDPRESS DEVELOPER
06/01/20 - 06/10/20 M & W : 6p - 10p $435

DEVELOPER ONLINE CERTIFICATES

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 complete the lessons so you have the flexibility to access the course material at times that work best for you.

- FULL STACK SOFTWARE DEVELOPER
  Online $4995

- ANDROID APP DEVELOPER
  Online $495

- MOBILE AND DESKTOP WEB DEVELOPER/RESPONSIVE WEB DESIGN
  Online $2995

- MOBILE WEB DEVELOPER
  Online $2995

- ORACLE SQL AND PL/SQL + PYTHON DEVELOPER + JAVA PROGRAMMER
  Online $2595

- ORACLE SQL AND PL/SQL DEVELOPER
  Online $995

- ORACLE SQL AND PL/SQL DEVELOPER + JAVA PROGRAMMER
  Online $1795

- PYTHON DEVELOPER
  Online $995

- WEB APPLICATIONS DEVELOPER
  Online $2395

JOB GROWTH:
- Web Developer: Faster than average (+13%)
- Computer Programmers: Faster than average (+2%)
- Software Developers: Faster than average (+21%)

*Certificate programs require a $50 certificate fee
MOBILE APPLICATIONS DEVELOPER CERTIFICATE

10 COURSES:
Programming Fundamentals .................. 16 Hours | $435
Adobe Photoshop Level 1 .................. 16 Hours | $435
Adobe Photoshop Level 2: Adv for Designers ...... 16 Hours | $435
Java Programming Level 1 .................. 16 Hours | $435
Java Programming Level 2 .................. 16 Hours | $435
Java Programming Level 3 .................. 16 Hours | $435
Android Programming Level 1 .................. 16 Hours | $435
Android Programming Level 2 .................. 16 Hours | $435
Android Programming Level 3 .................. 16 Hours | $435
Capstone .............................................................. 16 Hours | $435
Total Program Cost $4350*

PROGRAMMING FUNDAMENTALS
01/21/20 - 01/30/20...........Tu & Th : 6p - 10p .................. $435

ADOBE PHOTOSHOP - LEVEL 1
03/03/20 - 03/12/20...........Tu & Th : 6p - 10p .................. $435

ADOBE PHOTOSHOP - LEVEL 2: ADV. FOR DESIGNERS
03/24/20 - 04/02/20...........Tu & Th : 6p - 10p .................. $435

GAME DEVELOPMENT ONLINE CERTIFICATE
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*

JAVA PROGRAMMING: LEVEL 1
02/03/20 - 02/12/20...........M & W : 6p - 10p .................. $435

JAVA PROGRAMMING: LEVEL 2
02/17/20 - 02/26/20...........M & W : 6p - 10p .................. $435

JAVA PROGRAMMING: LEVEL 3
03/02/20 - 03/11/20...........M & W : 6p - 10p .................. $435

ANDROID PROGRAMMING - LEVEL 1
03/28/20 - 04/04/20...........Sa : 9a - 6p .................. $435

ANDROID PROGRAMMING - LEVEL 2
04/18/20 - 04/25/20...........Sa : 9a - 6p .................. $435

ANDROID PROGRAMMING - LEVEL 3
05/09/20 - 05/16/20...........Sa : 9a - 6p .................. $435

CAPSTONE: MOBILE APPS DEVELOPER
05/30/20 - 06/06/20...........Sa : 9a - 6p .................. $435

JOB OPPORTUNITIES:
Web Developers: Design and create websites.
Medium Demand: $69,430 per yer

Computer Programmers: Write and test code that allows computer applications and software programs to function properly.
Medium Demand: $84,280

Software Developers: Creates the applications or systems that run on devices.
Medium Demand: $105,590

*Certificate programs require a $50 certificate fee
**FILM, VIDEO, AND MOTION GRAPHICS DESIGN CERTIFICATE**

**10 COURSES:**
- Script to Screen: Writing & Preproduction .......... 16 Hours | $435
- Indie Filmmaking 101: Lights, Camera, Audio .......... 16 Hours | $435
- Adobe Photoshop Level 1 ................................................... 16 Hours | $435
- Adobe Photoshop Level 2: Adv for Designers ........ 16 Hours | $435
- Editing: Adobe Premiere Level 1 ......................... 16 Hours | $435
- Editing: Adobe Premiere Level 2 ......................... 16 Hours | $435
- Effects & Animation: Adobe After Effects Level 1 .... 16 Hours | $435
- Effects & Animation: Adobe After Effects Level 2 .... 16 Hours | $435
- That’s A Wrap: Post-Production ................................. 16 Hours | $435
- Capstone: Film Marketing & Distribution ............. 16 Hours | $435

**Total Program Cost $4350**

**SCRIPT TO SCREEN: WRITING & PREPRODUCTION**
- 01/21/20 - 01/30/20 ..........Tu & Th : 6p - 10p .............. $435

**INDIE FILMMAKING 101: LIGHTS, CAMERA, AUDIO**
- 02/04/20 - 02/13/20 ..........Tu & Th : 6p - 10p .............. $435

**ADOBE PHOTOSHOP - LEVEL 1**
- 03/03/20 - 03/12/20 ..........Tu & Th : 6p - 10p .............. $435

**ADOBE PHOTOSHOP - LEVEL 2: ADV. FOR DESIGNERS**
- 03/24/20 - 04/02/20 ..........Tu & Th : 6p - 10p .............. $435

**EDITING: ADOBE PREMIERE LEVEL 1**
- 04/07/20 - 04/16/20 ..........Tu & Th : 6p - 10p .............. $435

**EDITING: ADOBE PREMIERE LEVEL 2**
- 04/21/20 - 04/30/20 ..........Tu & Th : 6p - 10p .............. $435

**EFFECTS & ANIMATION: ADOBE AFTER EFFECTS LEVEL 1**
- 05/05/20 - 05/14/20 ..........Tu & Th : 6p - 10p .............. $435

**EFFECTS & ANIMATION: ADOBE AFTER EFFECTS LEVEL 2**
- 06/09/20 - 06/18/20 ..........Tu & Th : 6p - 10p .............. $435

**THAT’S A WRAP: POST-PRODUCTION**
- 07/07/20 - 07/16/20 ..........Sa & M : 6p - 10p .............. $435

**CAPSTONE: FILM MARKETING & DISTRIBUTION**
- 08/04/20 - 08/13/20 ..........Tu & Th : 6p - 10p .............. $435

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**MUSIC AND SOUND DESIGN PRODUCTION CERTIFICATE**

Ready to hear your song on the air? If so, it begins here! This program walks you through the entire process of song writing, recording, mixing, and producing your work for commercial use.

**4 COURSES:**
- Song Writing ................................................................. 12 Hours | $240
- Home Recording ............................................................ 16 Hours | $375
- Business of Music ...................................................... 8 Hours | $199
- Capstone ........................................................................ 16 Hours | $349

**Total Program Cost $1163**

**SONG WRITING**
- 02/04/20 - 02/25/20 ..........Tu : 6p - 10p ...................... $240

**HOME RECORDING BASICS**
- 03/03/20 - 03/12/20 ..........Tu & Th : 6p - 10p .............. $375

**BUSINESS OF MUSIC**
- 03/17/20 - 03/19/20 ..........Tu & Th : 6p - 10p .............. $199

**CAPSTONE: MUSIC & SOUND**
- 03/07/20 - 03/16/20 ..........Sa & M : 6p - 10p .............. $435

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**JOB GROWTH:**
- Photographer: Average (+3%)
- Film and Video Editors: Faster than average (+11%)
- Sound Engineers: Faster than average (+8%)

*Certificate programs require a $50 certificate fee*
# 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
- Introduction to Photography 2
- Photography Light & Lighting
- Adobe Photoshop Level 1
- Editing for Photographers: Adobe Lightroom
- Photography Portfolio

**Choose 3 Electives:**

- Nature & Wildlife Photography
- Portrait Photography
- Introduction to Wedding Photography
- Travel Photography
- Photography Light & Lighting II: Studio
- Photography Posing Workshop
- Photoshop Retouching for Photographers

**Total Program Cost: $2509 - 2550**

## EDITING FOR PHOTOGRAPHERS: ADOBE LIGHTROOM
03/24/20 - 04/02/20 6p - 10p $435

## NATURE & WILDLIFE PHOTOGRAPHY
04/07/20 - 04/16/20 6p - 10p $240

## PHOTOGRAPHY LIGHT & LIGHTING
04/28/20 - 05/07/20 6p - 10p $240

## PHOTOGRAPHY LIGHT & LIGHTING 2: STUDIO
05/12/20 - 05/21/20 6p to 10p $240

## THE BUSINESS OF PHOTOGRAPHY
06/02/20 - 06/11/20 6p - 10p $240

## INTRODUCTION TO WEDDING PHOTOGRAPHY
06/16/20 - 06/25/20 6p - 10p $240

## PORTRAIT PHOTOGRAPHY
07/28/20 - 07/30/20 6p - 10p $199

## PHOTOGRAPHY POSING WORKSHOP
07/28/20 - 07/30/20 6p - 10p $199

## TRAVEL PHOTOGRAPHY
09/08/20 - 09/17/20 6p - 10p $240

## PHOTOSHOP RETOUCHING FOR PHOTOGRAPHERS
09/19/20 - 09/26/20 1p - 5p $199

## PHOTOGRAPHY PORTFOLIO
09/29/20 - 10/08/20 6p - 10p $240

## JOB OPPORTUNITIES:

**Photographers:** Photographers use their technical expertise, creativity, and composition skills to produce and preserve images. Although portrait photographers are not required to have postsecondary education, many take classes because employers usually seek applicants with creativity and a “good eye,” as well as a strong technical understanding of photography.

- Medium Demand: $38,400 per yr

**Film and Video Editors:** Film and video editors and camera operators manipulate moving images that entertain or inform an audience.

- Medium Demand: $54,570 per yr

**Sound Engineers:** Sound engineer technicians set up, operate, and maintain the electrical equipment for media programs. Broadcast and sound engineering technicians typically need postsecondary education. Depending on the work they do, they may need either a postsecondary nondegree award or an associate’s degree, or a certificate.

- Medium Demand: $43,660 per yr

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*Certificate programs require a $50 certificate fee*
WINE APPRECIATION
Classes will be held at Lamberti’s Ristorante and Wine Bar, Irving, Texas. Contact us today for more information.

DIY FLORAL DESIGN - MOTHER’S DAY
05/02/20  Sa: 9a - 1p  $99

WINE APPRECIATION

DIY FLORAL DESIGN
Participants will learn basic principles of floral design and design methods. Learn the art of creating and arranging from top floral designers in this hands-on workshop.

SAVVY SHOPPING

COUPONING IN A DIGITAL AGE
04/15/20  W: 6p - 7:45p  $49

HOW TO BECOME A MYSTERY SHOPPER
04/15/20  W: 8p - 9:45p  $49

FINANCIAL PLANNING

RETIREMENT PLANNING WORKSHOP
01/16/20  Th: 6:30p - 9:30p  $69
01/23/20  Th: 6:30p - 9:30p  $69

WILLS, TRUSTS & ESTATE PLANNING
02/14/20  F: 6:30p - 9:30p  $69
02/21/20  F: 6:30p - 9:30p  $69

SOCIAL SECURITY OPTIMIZATION
03/05/20  F: 6:30p - 9:30p  $69
READY TO ENROLL?
Go online at uta.edu/ded/ced or call 817.272.2581

SPANISH

SPANISH TOTAL IMMERSION: INTRODUCTION
01/16/20 - 03/05/20......Th : 7p - 9p.........................$199
05/07/20 - 06/25/20......Th : 7p - 9p.........................$199

FRENCH

FRENCH REFRESHER
1/07/20 - 02/11/20...........Tu : 7p - 9p........................$149

FRENCH: LEVEL 1
02/18/20 - 03/24/20...........Tu : 7p - 9p.........................$149

FRENCH: LEVEL 2
04/07/20 - 05/12/20...........Tu : 7p - 9p.........................$149

JAPANESE

JAPANESE: LEVEL 3
01/21/20 - 02/25/20...........Tu : 7p - 9p.........................$149

JAPANESE: LEVEL 4
03/24/20 - 04/28/20...........Tu : 7p - 9p.........................$149

ONLINE PERSONAL ENRICHMENT - REGISTER TODAY

DISCOVER SIGN LANGUAGE
Online..............................................................................$100

DRAWING FOR THE ABSOLUTE BEGINNER
Online..............................................................................$100

GENEALOGY BASICS
Online..............................................................................$100

GROWING PLANTS FOR FUN OR PROFIT
Online..............................................................................$100

HELPLING ELDERLY PARENTS
Online..............................................................................$100

TWELVE STEPS TO A SUCCESSFUL JOB SEARCH
Online..............................................................................$115

KEYS TO SUCCESSFUL MONEY MANAGEMENT
Online..............................................................................$100

LOSE WEIGHT . . . AND KEEP IT OFF!
Online..............................................................................$100

LUSCIOUS, LOW-FAT, LIGHTNING-QUICK MEALS
Online..............................................................................$100

MARRIAGE AND RELATIONSHIPS: KEYS TO SUCCESS
Online..............................................................................$115

PERSONAL FINANCE
Online..............................................................................$115

START YOUR OWN GIFT BASKET BUSINESS
Online..............................................................................$115
This one-day forum is designed to inspire, engage, and connect women. Participants will have the opportunity to network, gain professional development, and experience personal growth. Join us to hear inspirational speakers and leaders in the area discussing business, personal wellness, success, and how to achieve balance in a busy life.
PROJECT MANAGEMENT Conference

JUNE 24 - 25, 2020 $459

Join other project managers to network, gain professional development, and be on top of what is trending. This two-day conference will provide you with insight from industry professionals to continue to advance your project management career.

WRITERS SYMPOSIUM

JULY 25, 2020 $99

This one-day symposium is for aspiring writers or writing enthusiasts. It not only covers the creative aspects of the writing process, but it also explains the business of getting published. Attend breakout sessions by area writers, as well as traditional, hybrid, and independent publishers, and others. Join us for “meet and greets” with experts, online-pitch sessions, and in the exhibit area.

LEAN SIX SIGMA Conference

OCTOBER 8 - 9, 2020 $459

Come hear from the leading professionals who have mastered the art of “lean.” This two-day event will showcase the lean principles and epitomize the growing paradigm shift toward the lean methodologies and its impact on business. Topics of discussion include process improvement, organizational change, and development of a Six Sigma culture. Join us to hear industry leaders, network, and gain valuable insights so that you can advance your business to new levels.

CYBER SECURITY Conference

NOVEMBER 5 - 6, 2020 $499

Join us to discover cutting-edge security approaches with our informative sessions, which will include discussions on how to manage risk in the ever-changing threat of the cybersecurity workforce, as well as learn how to develop the mindset to handle cyber-attacks and become a cyber-resilient organization. This conference provides you with the opportunity to network with the information security community, interact with your peers and the cyber security leaders, and gain the knowledge you need to stay ahead of the cyber threat curve.
HEALTH CAREERS INSTITUTE

ATI TEAS EXAM REVIEW (20)
This exam assesses nursing participants’ knowledge in reading, math, science, and language arts. This exam is required for students applying to the University of Texas at Arlington College of Nursing.

01/21/20 - 02/18/20..... Tu : 6p - 10p..............................................$199
03/24/20 - 04/21/20..... Tu : 6p - 10p..............................................$199
07/07/20 - 08/04/20..... Tu : 6p - 10p..............................................$199
09/01/20 - 09/29/20..... Tu : 6p - 10p..............................................$199

BASIC LIFE SUPPORT FOR HEALTHCARE PROVIDERS (CPR)
The BLS for Healthcare Providers course is designed to train healthcare providers in the lifesaving skills of CPR, AED use, and relief of choking. This class is approved by the American Heart Association. Call 817-272-2581 for date availability.

SATURDAY .................... 8a - 1p ..............................................$75

CERTIFIED NURSE AIDE (60/40) **
This course prepares participants to provide direct, hands-on care for patients under the supervision of a Registered Nurse or other medical staff. Classroom and practical instruction prepare participants to handle a wide range of tasks, including assisting patients with activities of daily living, providing bedside care, and obtaining vital signs.

01/06/20 - 03/04/20..... M & W : 6p-10p, F : 6a-2p ...........$2000
04/13/20 - 06/10/20..... M & W : 6p-10p, F : 6a-2p ...........$2000
08/03/20 - 09/30/20..... M & W : 6p-10p, F : 6a-2p ...........$2000

CLINICAL MEDICAL ASSISTANT (140/160) **
This course prepares participants to work in private medical practices, hospitals, medical clinics, and other healthcare facilities. Participants will learn how to schedule medical procedures, draw blood, take patient medical histories, update patient medical files, measure and record vital signs, administer EKG/ECGs, instruct patients on medication usage, collect lab specimens, sterilize medical instruments, and more.

03/28/20 - 08/22/20...... Sa : 9a - 5p .......................................$4500
04/07/20 - 08/04/20..... Tu & Th : 6p - 10p...............................$4500

DENTAL ASSISTANT (176/160) **
Train to work in a dental office in less than six months. Classroom and practical instruction include oral health, dental disease prevention, infection control, dental instrumentation, oral anatomy, and assisting in the delivery of dental care and treatment.

03/16/20 - 08/17/20..... M & W : 6p - 10p..........................$5000

EKG/ECG TECHNICIAN (80/40) **
The EKG course is ideal for participants eager to enter the healthcare field, as well as the healthcare professional seeking to acquire additional skills. Instruction includes patient preparation, use and maintenance of the electrocardiograph, and methods for obtaining an electrocardiogram.

01/14/20 - 03/19/20..... Tu & Th : 6p - 10p.........................$2700
04/28/20 - 07/02/20..... Tu & Th : 6p - 10p.........................$2700
08/18/20 - 10/22/20..... Tu & Th : 6p - 10p.........................$2700

ELECTRONIC HEALTH RECORDS SPECIALIST (350) *
This course covers the usage and management of health information and the electronic health record. Through the online course and with the one-on-one mentoring, the participant learns to assemble a patient’s health record and ensures that all information is complete, properly identified, and authenticated.

Online self-paced ..................................................................$4000

EMERGENCY MEDICAL TECHNICIAN (176/96) **
EMTs work under the direct supervision of Emergency Medical Services Paramedics. Classroom and practical instruction prepare participants to handle a wide range of tasks related to emergency care. Upon completion, participants take a certification exam through Pearson Vue for the National Registry of Emergency Medical Technicians.

01/14/20 - 04/30/20.....Tu & Th : 6p - 10p, Sa : 8a - 5p..$3000

FOOD AND NUTRITION SPECIALIST (24)
Good nutrition is the foundation of a healthy life for you, your clients and your patients. The goal of this certificate is to produce entry-level nutrition professionals who can aid people in making better and healthier lifestyle choices.

04/21/20 - 05/07/20........Tu & Th : 6p - 10p..........................$345

MEDICAL CODING & BILLING/MEDICAL ADMINISTRATIVE ASSISTANT (120) *
This program prepares participants to work in the outpatient medical coding areas of hospitals, medical clinics, and doctors’ offices. Topics include medical terminology and anatomy, insurance screening, medical record maintenance, appointment scheduling, financial functions, CPT, ICD-10, and HCPCS coding.

02/11/20 - 06/04/20..... Tu & Th : 6p - 9:30p.....................$4000
07/14/20 - 11/05/20.....Tu & Th : 6p - 9:30p.....................$4000
**MEDICAL FRONT OFFICE SPECIALIST (470) **
This program is a comprehensive course that incorporates medical coding and billing, electronic health records, and medical administrative assistant training.

Call 817.272.2581 for program start dates.........................$8000

**PATIENT CARE TECHNICIAN (220/160) **
This program prepares participants to provide bedside care, obtain vital signs and measurements, collect blood samples, and record electrocardiograms.

Call 817.272.2581 for schedule…………………………………. $7700

**PHARMACY TECHNICIAN (120/80) **
This program prepares participants to work under the direct supervision of a licensed pharmacist in various healthcare settings. Topics covered include learning how to assess medication orders, dispensing medications, maintaining inventory, and providing pharmacy billing services.

01/08/20 - 04/20/20...... M & W : 6p - 10p .................. $4500
06/01/20 - 09/20/20...... M & W : 6p - 10p .................. $4500

**PHLEBOTOMY TECHNICIAN (80/80) **
Train for a career as a certified Phlebotomist. The classroom and practical skills introduced in this class include anatomy and physiology of the blood system, procedures used to obtain various blood specimens, common blood testing, specimen handling and preparation and safety standards, all covered in a controlled skills lab.

01/13/20 - 03/23/20...... M & W : 6p - 10p .................. $3000
04/27/20 - 07/06/20...... M & W : 6p - 10p .................. $3000
08/10/20 - 10/19/20...... M & W : 6p - 10p .................. $3000

**STERILE PROCESSING TECHNICIAN (60/160) **
This course prepares participants to clean, disinfect, and distribute sterilized instrumentation and equipment to various areas of a healthcare facility.

02/04/20 - 03/31/20...... Tu & Th : 6p - 9:30p........ $1195
06/02/20 - 07/28/20...... Tu & Th : 6p - 9:30p........ $1195
10/13/20 - 12/10/20...... Tu & Th : 6p - 9:30p........ $1195

**VETERINARY ASSISTANT (128/500) **
This course prepares participants to assist the veterinarian in animal hospitals or clinics, as well as working in other animal care settings. The classroom and practical aspects of the course include animal anatomy, animal behavior, preventative health, emergency care, lab procedures, and surgical assisting for veterinary practices.

05/26/20 - 09/10/20 ..........Tu & Th : 6p - 10p...........$3000

(classroom hours/externship or clinical hours)
* Includes textbook(s) and certification exam
** Includes textbook(s), uniform, CPR certification fee, professional liability insurance and certification exam fee.

**ONLINE COURSES**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>Administrative Dental Assistant</td>
<td>$1795</td>
</tr>
<tr>
<td>CBCS Medical Billing &amp; Coding</td>
<td>$2195</td>
</tr>
<tr>
<td>Certified Asistente Médico Clínico</td>
<td>$3995</td>
</tr>
<tr>
<td>Certified Clinical Medical Assistant Professional</td>
<td>$4595</td>
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<tr>
<td>Certified Electronic Health Records Specialist (CEHRS)</td>
<td>$1795</td>
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<tr>
<td>Dental Office Manager</td>
<td>$3995</td>
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<tr>
<td>High School Diploma with Home Care Professional</td>
<td>$1295</td>
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<tr>
<td>Introduction to Anatomy &amp; Physiology</td>
<td>$595</td>
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<tr>
<td>Medical Interpreter (Spanish/English)</td>
<td>$2395</td>
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<tr>
<td>NASM Certified Personal Trainer and Exam Preparation</td>
<td>$1295</td>
</tr>
<tr>
<td>Nutrition and Fitness Professional</td>
<td>$3995</td>
</tr>
<tr>
<td>Ophthalmic Assistant</td>
<td>$2495</td>
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<tr>
<td>Pharmacy Technician</td>
<td>$2495</td>
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<tr>
<td>Physical Therapy Aide</td>
<td>$1895</td>
</tr>
<tr>
<td>Sports Nutrition &amp; Performance</td>
<td>$2695</td>
</tr>
<tr>
<td>Veterinary Assistant with Horse Care Management</td>
<td>$3995</td>
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</tbody>
</table>

Go to [uta.edu/ded/hci](http://uta.edu/ded/hci) and click **Online Courses** to see a full course list.
**Women’s Conference**

**SATURDAY**
**FEBRUARY 22nd**

**Continuing Education Building**
140 W. Mitchell • Arlington, Texas 76019

Vendor opportunities available • CEUs will be given

**$99**

For more information: **817.272.2581 | cedquestions@uta.edu**

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**Women’s Conference**

**Conference Schedule**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Your Own Coalition of Professional Allies</td>
<td>Brittany DeGan</td>
</tr>
<tr>
<td>Nutrition and Personal Wellness - Your Best Self</td>
<td>Stacie Ellis</td>
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<tr>
<td>Keynote Speaker: Throwing Away Your Money</td>
<td>Lezlee Liljenberg</td>
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<tr>
<td>Understanding Harrassment and Enhancing Your Safety</td>
<td>Michelle Stellato</td>
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<tr>
<td>Financial Management: Retirement, Wills, Social Security</td>
<td>Josh Strittmatter</td>
</tr>
<tr>
<td>Emotional Intelligence: Ticket to Thrive</td>
<td>Martha Germann</td>
</tr>
<tr>
<td>Promoting Yourself: Branding Through Social Media</td>
<td>Nichole Bennett</td>
</tr>
<tr>
<td>Generational Training and What Gen’zers are Looking For</td>
<td>Christy Close</td>
</tr>
<tr>
<td>Securing Your Future in a Cyber World</td>
<td>Terrance J. Moore</td>
</tr>
</tbody>
</table>

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**DRONES: UAS PART 107 - REMOTE PILOT EXAM PREP**

This course introduces students to the FAA’s Part 107 small Unmanned Aircraft Systems (sUAS) regulations and the associated Part 107 Certification test. This course reviews the key reasons behind the FAA’s Part 107 regulation with a focus on operating drones safely in the United States National Airspace System (NAS). Students will receive an in-depth overview of the two paths for pursuing a Part 107 remote drone certificate.

- **20 Spring** … 04/21/20 - 04/23/20 … Tu, W, Th : 8a - 5p …… $595
- **20 Summer** … 07/14/20 - 07/16/20 … Tu, W, Th : 8a - 5p …… $595
- **20 Fall** ………… 10/06/20 - 10/08/20 … Tu, W, Th : 8a - 5p …… $595

* Hands-on drone flying will be included with each of these classes

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**DRONES: SEARCH AND RESCUE TRAINING COURSE**

Drones allow public safety teams to move beyond ground vehicles and expensive helicopters in order to execute aerial search and rescue missions more efficiently. In this four-day search and rescue drone training course, our expert instructors provide hands-on experience in aerial search and rescue missions, thermal imaging, and night operations. Participants must have passed the FAA Part 107 Certification test to attend.

- **20 Spring** … 05/11/20 - 05/14/20 … M, Tu, W, Th : 8a - 5p…… $795
- **20 Summer** … 07/20/20 - 07/23/20 … M, Tu, W, Th : 8a - 5p…… $795
- **20 Fall** ………… 10/12/20 - 10/15/20 … M, Tu, W, Th : 8a - 5p…… $795
Policies and Procedures

Cancellations
The University of Texas at Arlington (UTA) reserves the right to change or cancel any class. In the event that a class must be changed or cancelled, you will be notified by email and/or phone. You are required to provide a valid email address and phone number to ensure notification. The decision to cancel a class due to insufficient enrollment will be made approximately 1-2 business days prior to the class start date. If a course is cancelled by UTA, participants have the option to transfer to another course, have their funds held in escrow, or receive a refund. No fees will be charged for these transactions if UTA cancels a class.

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.

Financing
Loans are available from a variety of funding sources. For more information, visit www.finaid.org.

Client Withdrawal and Transfer Policy
If a participant withdraws from a class more than two full business days before the class, they may transfer to another class at no charge; hold fees in escrow up to one year at no charge; or refund their course fee less a $35 processing charge for fees less than $1,000, or 5% of fees over $1,000. If a participant withdraws from a class at any time two days prior to the class start date or after a class begins, the fees are non-refundable. They may transfer to another class at no charge or hold the fees in escrow at no charge. All participant withdrawal requests must be received via telephone, Monday-Friday during normal business hours.

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.
11 ACHIEVE THE SKILLS TO BECOME A CERTIFIED EVENT PLANNER
Learn how to start a full service event planning business from weddings to corporate events.

34 BECOME AN FAA CERTIFIED DRONE PILOT
Three-day flight training and FAA Part 107 Test Prep

34 DRONES: SEARCH & RESCUE TRAINING
A guide for law enforcement, fire and rescue, emergency management and response teams

COURSES DESIGNED TO ADVANCE YOUR CAREER AND ENHANCE YOUR LIFE