



UNIVERSITY OF
TEXAS
ARLINGTON

CONTINUING
EDUCATION

CERTIFICATION PREPARATION | BUSINESS & MANAGEMENT | TECHNOLOGY

Keep team knowledge up to date with timely training.

Achieve sought after industry certificates and certifications.

Maintain certifications by earning CEUs.



817.272.2581 | uta.edu/ded

WELCOME TO UT ARLINGTON CONTINUING EDUCATION

Boost your career, expand your skills, and explore new fields with professional courses, certificate programs, and online learning. Explore courses in beekeeping, fine arts, food/wine, creative writing, foreign languages and personal finance with our personal enrichment courses. Attend one of our Test Prep courses so you can help yourself realize your academic goals. Check out our Kids and Teens University Youth Program that offers STEAM-based curriculum during our fall, winter and summer enrichment programs for students in the 1st – 12th grade. You can enroll online (uta.edu/ded) or by phone at 817.272.2581.

IN PERSON

Our classes are open enrollment and offered in a variety of formats to meet the needs of our participants. You can enroll in only one class for personal enrichment or complete entire Certificate programs. Day, evening, weekend and online classes are available.

ONLINE CLASSES/PROGRAMS

At UT Arlington we are proud to offer over 1000 online non-credit courses on a variety of subjects. Our online programs offer real-world courses available anytime and anywhere. Check out our website for more details.

GROUP TRAINING

UT Arlington Continuing Education can deliver any course, series of courses, or certificate program shown in this catalog at your site in a time frame that fits your schedule. Contact a Continuing Education program coordinator today for more information.

CUSTOMIZED TRAINING SOLUTIONS

UT Arlington Continuing Education can also create a customized training program for your organization. We tailor the curriculum, goals and course objectives, delivery method and provide experienced instructors to fit your needs. Contact one of our program coordinators today for more information and pricing.

HAVE AN UPCOMING CONFERENCE OR EVENT?

Ensure your event success!
Choose The University of Texas at Arlington's
Conference and Event Management Team.



- Conference Planning & Management Services
- Budget Development & Financial Services
- Registration Services
- Facility, AV Equipment & Food Arrangements
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- Speaker Assistance
- Timeline & Meeting Management
- On-Site Management & Troubleshooting
- Exhibitor Management
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THE UNIVERSITY OF TEXAS AT ARLINGTON

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uta.edu/ded/cem | events@uta.edu

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Greetings:

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

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

Our certificates and programs offer:

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

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

We welcome the opportunity to work with you.

Best Regards,



*Shane Huff, Assistant Director
Continuing Education
The University of Texas at Arlington*

UT ARLINGTON CONTINUING EDUCATION PROGRAM BENEFITS:

- Gain professional skills required for career advancement
- Provide skills and knowledge to start a new career
- Improve your personal effectiveness
- Increased productivity personally, within your business or organization
- Prepare of industry or academic exams
- Acquire CEUs which may fulfill continuing education requirements
- Accelerated class schedule
- Flexible schedules
- Variety of delivery formats

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Contact Us

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Continuing Education
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Arlington, Texas 76019

817-272-2581
www.uta.edu/ded
cedquestions@uta.edu

Office Hours

Monday-Thursday
8:00 AM-5:30 PM
Friday 8:00 AM-5:00 PM
Closed Weekends

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TAKE THE NEXT STEP TO SUCCESS.

Looking to further your career? The Continuing Education department at UTA offers test prep programs to help you prepare and succeed on standardized tests, such as the GMAT and GRE, as well as several industry certification prep courses. Our experienced and professional instructors are highly-trained and care about your success and we are here to help you reach your goals.

Graduate School Exam Prep

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

GRE: Verbal

GRE: Math

GMAT: Verbal

GMAT: Math

Industry Certification Preparation

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

Payroll Professional (FPC & CPP)

Project Management, (CAPM, PMP)

Human Resources

Certified Financial Planning

Landscape Irrigation

CompTIA A+, Network+, and Security+

Business Continuity & Disaster Recovery

Wedding Planner

Professional Engineering (P. E.)

SHRM-CP & SHRM-SCP

Six Sigma

Facilities Management Professional (FMP)

Meditation

Corporate Event Planner

Landscape Irrigation

Personal Trainer

Continuing Professional Education

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

CPE's for Educators (approved TEA provider)

MCLEs for Texas Attorneys

Personal Trainer Continuing Education

Texas Real Estate

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

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 students 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 Ctr Mgmt	16 Hours \$395
International Logistics & SCM	20 Hours \$445
Capstone	12 Hours \$349

Total Program Cost \$2029*

AVERAGE ANNUAL WAGE

Logisticians\$74,000 / year

EDUCATION

Most positions require a bachelor's degree.

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 which underscore a sound and systematic management of construction projects.

4 COURSES

Principles of Construction	15 Hours \$795
Specifications and Documentations	15 Hours \$795
Project Cost Estimation	15 Hours \$795
Project Planning and Scheduling	15 Hours \$795

Total Program Cost \$3180*

AVERAGE ANNUAL WAGE

\$87,000 / year

JOB GROWTH

Average: +5% from 2014 - 2024

EDUCATION

Bachelor's degree required for many positions.

PROJECT MANAGEMENT CERTIFICATE

This program provides you with practical knowledge that can be applied immediately to enhance 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, or CAPM certification exam.

3 COURSES

Project Management Fundamentals	8 Hours \$335
Effective Project Initiation & Planning	15 Hours \$685
Effective Project Execution & Control	15 Hours \$685

Total Program Cost \$1705*

SUPPLEMENTAL COURSES:

Project Management	
Professional (PMP) Exam Prep	40 hours \$1995
Microsoft Project Level I	7 hours \$299
Microsoft Project Level II	7 hours \$299

AVERAGE ANNUAL WAGE

Project Manager with PMP Certification.....\$110,000 / year

JOB GROWTH

Faster than average: +12%

EDUCATION & CERTIFICATION

Industry certifications are offered through the Project Management Institute (PMI). The most in demand certification is the Project Management Professional (PMP). Most positions requiring a PMP also require individuals to have a bachelor's degree.

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

Build your career on a solid foundation. Become a Facility Management Professional!

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. Students will make use of all aspects of project management beginning with planning, scoping, scheduling, and ending with evaluating.

What Will You Learn?

With the help of our expert instructor and the comprehensive reading materials, you will explore the topics deemed critical by employers and practitioners worldwide.

- Operations and Maintenance
- Project Management
- Finance and Business
- Leadership and Strategy

Course Materials Included

Our FMP courses are based on the IFMA FMP Credential Program®. This curriculum was developed by a team of global industry experts to teach the knowledge and skills demanded by today's facility management employers, as defined by the IFMA global job task analysis. These materials include:

- Printed and e-version course materials
- Interactive online study tools
- Online FMP final assessments



1 COURSE

FMP Credential Program

60 Hours | \$2495

Total Program Cost \$2495

AVERAGE ANNUAL WAGE

FMP..... \$75,000 - \$100,000 / year

CAREER OPPORTUNITIES

Facility:

- | | |
|-----------------|--------------------|
| Coordinator | Director |
| Manager | Specialist |
| Supervisor | Operations Manager |
| Project Manager | Building Manager |

RELEVANT INDUSTRIES

- | | |
|------------------------|--------------------------------------|
| Academic Facilities | Airport Facilities |
| City and Country Clubs | Banking Institutions & Credit Unions |
| Health Care | Corporate & Corporate Real Estate |
| Legal Industry | Manufacturing |
| Public Sector | Museums/Cultural Institutions |
| Utilities | Research & Development |

For more information and to enroll,
visit uta.edu/ded or call 866.906.9190.

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 student from a novice level, with little or no past experience, to an advanced level of recovery planning using the new ISO 22301 Business Continuity Management International Standard.

1 COURSE

Business Continuity/Disaster Recovery 21 Hours | \$1295

Total Program Cost \$1295

AVERAGE ANNUAL WAGE

Emergency Management Directors \$67,000 / year

JOB GROWTH

Average: +6% (from 2014 - 2024)

EDUCATION

Bachelor's degree required for most positions.

MANAGEMENT & LEADERSHIP PROGRAM

This program is perfect for a managers, leaders, business owners, and entrepreneurs who are looking to enhance their leadership skills. Courses will examine various topics and current issues including: planning, teams, change, and negotiation.

6 COURSES

Strategic Planning & Evaluation	8 Hours \$199
Effective Team Building	8 Hours \$199
Collaboration & Diversity	8 Hours \$199
Managing Change	8 Hours \$199
Negotiation for Executives	8 Hours \$199
Transformative Leadership	8 Hours \$199

Total Program Cost \$2784

SUPPLEMENTAL COURSES:

Nonprofit Management Seminar	24 Hours \$595
Management and Leadership Bootcamp	40 Hours \$995

LEAN SIX SIGMA

Lean Six Sigma is a methodology aimed at reducing waste associated with the flow of materials and information in a process from beginning to end. 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 gain customer loyalty. Lean Six Sigma program provides three different options: Yellow, Green, and Black Belt.

3 COURSES

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

AVERAGE ANNUAL WAGE

Yellow Belt.....	\$50,000 - \$80,000 / year
Green Belt.....	\$70,000 - \$90,000 / year
Black Belt.....	\$85,000 - \$110,000 / year

CAREER OPPORTUNITIES WITH LEAN SIX

Sigma Certifications:

Business Analyst	Data Analyst
Process Analyst	Industrial Engineer
Lean Process Engineer	Process Improvement Engineer
Quality Engineer	Process Engineer
Operations Manager	Project Manager
Lean & Continuous Engineer	
Quality & Continuous Improvement Manager	

EDUCATION

Most positions seeking applicants with a Lean Six Sigma certification require a bachelor's degree.

PARALEGAL CERTIFICATE

This rigorous program is designed to prepare students with essential skills needed to become professional paralegals. Students 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 (EFFECTIVE JANUARY 1, 2017)

Legal Terminology	15 Hours \$175
Legal Ethics	15 Hours \$175
Civil Law & Advanced Civil Discovery	30 Hours \$350
Trial Prep & Technology in the Law Office	30 Hours \$350
Legal Research & Writing	45 Hours \$435
Family Law	15 Hours \$175
Criminal Law & Procedure	15 Hours \$175
Employment Law	15 Hours \$175
Real Estate Law (Online)	30 Hours \$250
Bankruptcy Law (Online)	30 Hours \$250
Probate Law & Estate Planning (Online)	30 Hours \$250

Total Program Cost \$2760

SUPPLEMENTAL COURSES

Intellectual Property Law (Online)	30 Hours \$250
Intro to Business Law/Trans. (Online)	30 Hours \$250
Paralegal Career Preparation	15 Hours \$175

AVERAGE ANNUAL WAGE

\$48,000 / year

JOB GROWTH

Average: +8% (from 2014 - 2024)

EDUCATION

Applicants must typically have an associate's or bachelor's degree or a paralegal certificate.

INTRODUCTION TO ARBITRATION

This program is designed to inform the student of the basic definitions and skills involved in Arbitration – both administered and un-administered. Students will be taught the basic skills necessary to conduct a preliminary conference, issue pre-hearing orders, establish a discovery schedule, resolve discovery disputes, deal with attempted delays, preside at an arbitration hearing, render the award, and avoid prejudicial conduct during the hearing and after the award. MCLEs are available for Texas Attorneys.

1 COURSE

Introduction to Arbitration	38 Hours \$495
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Total Program Cost \$495

ALTERNATIVE DISPUTE RESOLUTION

These courses provide students with knowledge of the Alternative Dispute Resolution (ADS) system used to end disputes in many areas of both personal and business matters. The focus of these two courses is on the actions of an arbitrator during a property tax value appeal through the Texas Comptroller's office.

2 COURSES

Alternative Dispute Resolution for Appraisal Review Board Determinations	16 Hours \$495
Advanced Alternative Dispute Resolution for Property Tax Appraisal	8 Hours \$195

Total Program Cost \$690

MEDIATION AND DISPUTE RESOLUTION CERTIFICATE

This program is designed for those wishing to enhance their knowledge and practice of dispute resolution process. The curriculum explores the history of dispute resolution and merges theoretical grounding with a practical application of collaborative problem solving to offer a solid educational experience.

^ Indicates MCLEs available for Texas State Attorneys.

5 COURSES + 2 ELECTIVES

Required

Basic Mediation	40 Hours \$389^
Civil Law & Mediation	40 Hours \$389
Introduction to Negotiation	40 Hours \$389
Transformative Mediation	20 Hours \$330
Mediation Practicum	2 observations FREE

2 ELECTIVES

Advanced Mediation & Family Law	30 Hours \$369^
Mediation in the Employment Sector:	
Workplace Conflict	24 Hours \$349^
Advanced Mediation for Corporations	30 Hours \$369

Total Program Cost \$2215 - 2235*

SUPPLEMENTAL COURSES:

Child Protective Services (CPS) Mediation	14 Hours \$329^
Introduction to Arbitration	38 Hours \$495^

AVERAGE ANNUAL WAGE

\$58,000 / year

JOB GROWTH

Faster than average: +9% (from 2014 to 2024)

EDUCATION & CERTIFICATION

Mediators can practice in many states and countries and there are many different bodies that one can register with. The most common in Texas is the Texas Mediation Credentialing Association (TMCA). Many positions require a bachelor's degree along with a certification. There are various credentials/positions available for mediators.

HUMAN RESOURCE MANAGEMENT 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 Resources Law	24 Hours \$349
Compensation and 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*

AVERAGE ANNUAL WAGE

HR Specialists.....	\$58,350 / year
HR Managers.....	\$104,440 / year

JOB GROWTH

HR Specialists: Average:	+5%
HR Managers: Faster than average:	+9%

EDUCATION & CERTIFICATIONS

Most positions require a bachelor's degree.

Available Certifications:

- SHRM - CP
- SHRM - SCP



DEFINE YOURSELF AS AN HR LEADER WITH SHRM CERTIFICATION

SHRM-CP and SHRM-SCP Prep Course
35 Hours | \$1095

CHOOSE EXPERT LEADERSHIP AND GUIDANCE

Attending our course is the most effective way to prepare to pass the SHRM-CP and SHRM-SCP exams.



- ✓ **LEARN FROM A CERTIFIED INSTRUCTOR** who provides expertise, insights and one-on-one guidance.
- ✓ **NETWORK**, share experiences, and discuss topics with a diverse group of HR professionals.
- ✓ **STAY ON TRACK** to earn your certification with a structured learning experience and support.
- ✓ **CONVENIENT 24/7 ONLINE ACCESS** to your study tools from any mobile device, tablet, or computer.



ADMINISTRATIVE ASSISTANT CERTIFICATE

This program provides students with the education and skills required to keep pace with the communication, interpersonal and technological needs of today's rapidly changing business environment.

6 COURSES

Excel - Level I	12 Hours \$340
Word, Outlook, & PowerPoint	16 Hours \$435
Business Writing Basics	8 Hours \$199
Introduction to Accounting	8 Hours \$199
Administrative Office Procedures	24 Hours \$250
Capstone	8 Hours \$199

Total Program Cost \$1622*

AVERAGE ANNUAL WAGE

\$36,500 / year (Median as 2015)

EDUCATION

Many companies require a high school diploma and previous work experience. Some positions require a bachelor's degree. These requirements vary from organization to organization.

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.

5 COURSES

Technical Writing Introduction	16 Hours \$199
TW Techniques Level 1	16 Hours \$349
TW Techniques Level 2	16 Hours \$349
Technical Editing	15 Hours \$349
Capstone: TW Portfolio Development	20 Hours \$449

Total Program Cost \$1745*

AVERAGE ANNUAL WAGE

\$70,000 / year

JOB GROWTH

Faster than average: +10% (from 2014 - 2024)

EDUCATION

Bachelor's degree is required for most positions.

ACCOUNTING SPECIALIST CERTIFICATE

This program is for anyone who desires to have a better understanding of basic accounting and accounting procedures or who desires to work in an accounting department.

11 COURSES

Introduction to Accounting Cycle	8 Hours \$199
Accounts Payable & Receivable	8 Hours \$199
Journals and Inventory	8 Hours \$199
Financial Accounting 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	8 Hours \$199
Capstone	16 Hours \$435

Total Program Cost 3130*

SUPPLEMENTAL COURSES:

Payroll PayTrain Level 1	28 Hours \$795
Payroll PayTrain Level 2	36 Hours \$895

AVERAGE ANNUAL WAGE

Bookkeeping, Accounting & Auditing Clerks..... \$37,250 / year
 Accountants & Auditors \$67,190 / year

JOB GROWTH

Accountants & Auditors:
 Faster than average: +11% (from 2014 to 2024)

EDUCATION & CERTIFICATION

Most positions require a bachelor's degree.

Accounting certifications:
 Certified Public Accountant (CPA)
 Fundamental Payroll Certification (FPC)
 Certified Payroll Professional (CPP)

PAYROLL PROFESSIONAL CERTIFICATE

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

2 COURSES

Payroll PayTrain Fundamentals	30 Hours \$795
Payroll PayTrain Mastery	36 Hours \$895

Total Program Cost \$1690

CONTINUING EDUCATION FOR K-12 EDUCATORS

VESi has 28 courses that are now compatible on all devices, making it easy for you to recertify anytime, anywhere.

Advanced Classroom Management:

Children as Change Agents.....\$209

Attention Deficit/Hyperactivity Disorder:

Information & Interventions for Effective Teaching\$209

Behavior is Language:

Strategies for Managing Disruptive Behavior\$259

Child Abuse:

Working with Abused & Neglected Children\$209

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Coping with Aggressive Behavior in the Classroom\$259

Violence in Schools:

Identification, Prevention & Intervention Strategies.....\$209

Why DI?: An Introduction to Differentiated Instruction..\$259

AUTISM SPECTRUM DISORDER (ONLINE WEBINAR)

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

5 COURSES

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

Total Program Cost \$945*

CERTIFICATE IN INNOVATION & CRITICAL THINKING

The ability to communicate clearly and effectively is increasingly important in organizational settings. This course helps learners organize, structure, and create effective presentations. Since many organizations use PowerPoint as a way of communicating information, this course offers advice and guidance on the most effective and persuasive uses of PowerPoint.

Total Program Cost \$395

SMARTBOARD TRAINING

This course is intended to teach educators or business professionals how to use the SMARTBoard interactive whiteboard. SMARTBoard is designed to engage students and deliver unique presentations. Our course will allow participants will explore SMARTBoard software and learn how to create interactive lessons or presentations for the classroom and business world.

Total Program Cost \$195

TEXAS REAL ESTATE ONLINE

This online program offers prospective real estate agents an easy, cost-effective method of obtaining their Texas Real Estate Licenses.

7 COURSES

"The Works Package" 150 Hours | \$480

Total Program Cost \$480*

CERTIFIED FINANCIAL PLANNER ONLINE

We are pleased to partner with Kaplan Schweser to offer online Certified Financial Planner™ courses. Kaplan's CFP Board-registered programs provide the focus and structure you need to master the 8 major domains covered on the CFP® exam.

7 COURSES

Fundamentals and Ethical Considerations	9 Hours	\$749
Insurance and Employee Benefits	9 Hours	\$749
Investment Planning	9 Hours	\$749
Income Tax Planning	9 Hours	\$749
Retirement Planning	9 Hours	\$749
Estate Planning	9 Hours	\$749
Financial Plan Development (Capstone)	9 Hours	\$749

Total Program Cost \$5243

All courses are offered online. You may begin at anytime.



eBUSINESS CERTIFICATE PROGRAM

The e-Business Certificate program is foundational for anyone who works in business with an Internet presence. This program is also instrumental to managers and entrepreneurs looking for opportunities to build and grow their business in an e-driven economy.

E-Business Legal Issues.....	\$250
E-Business Management Strategies	\$250
E-Business Marketing Strategies.....	\$250
E-Business Operations.....	\$250
E-Business Technology.....	\$250
E-Commerce	\$250

Total Program Cost \$1500*

INTRODUCTION TO GRANT RESEARCH AND WRITING CERTIFICATE

The Introduction to Grant Research and Writing Certificate is for anyone seeking to learn the essentials of writing grants for private, public, or government use. You will learn how to create documents that use explanation, description and intentional direction in order to persuade or direct your readers.

Advanced Grant Writing	\$250
Introduction to Grant Research.....	\$250
Introduction to Grant Writing.....	\$250
Specialized Writing Techniques for Grants	\$250
Technical Writing	\$250

Total Program Cost \$1250*

ENTREPRENEURSHIP: START-UP AND BUSINESS OWNER MANAGEMENT

The Certificate in Start-Up and Business Owner Management is an excellent program for anyone interested in starting, owning and operating a business. The courses in the certificate program provide an excellent foundation for either the start-up business owner or the business owner or manager who wants to gain a further understanding of some of the essential principles associated with owning and operating a start-up or on-going business. Courses in the program include Business Plan Development, Positioning for and Finding Financing, as well as Buying and Selling a Business.

Business Plan Development	\$250
Principles of Buying and Selling a Business	\$250
Essentials of Business Ownership	\$250
Financial Accounting Management.....	\$250
Legal Issues in Operations.....	\$250
Marketing Management	\$250
Organizational Development & Change	\$250
Organizational Leadership & Decision-Making	\$250
Persuasive Communication	\$250
Positioning For and Finding Financing.....	\$250
Strategic Management in Operations	\$250
Understanding Financial Statements.....	\$250

Total Program Cost \$3000*

PROCUREMENT AND SUPPLIER CONTRACTING MANAGEMENT STUDIES

The Certificate in Procurement and Supplier Contracting Management Studies is for those who want to learn the basics of procurement, purchasing, pricing, and supplier contracting. It is useful for those who will both have management responsibilities and who seek to pursue management opportunities.

Budgeting Essentials.....	\$250
Management Essentials.....	\$250
Price and Cost Analysis.....	\$250
The Procurement Process.....	\$250
Supplier Contracting.....	\$250
Total Program Cost	\$1250*

TECHNOLOGY

Microsoft Office 2013 Master.....	\$1,695
Twitter Essentials.....	\$99
Graphic Design With Photoshop.....	\$1995
Certified Chief Information Security Officer.....	\$3,750
Certified Ethical Hacker v.8.....	\$3,195
Java Specialist.....	\$3,195
MCSE: Private Cloud 2012 (voucher included).....	\$2,895
MCITP: Enterprise Administrator.....	\$2,595
Cisco Certified Network Associate (CCNA).....	\$1,895
Network+ (voucher included).....	\$1,295
Linux+ (voucher included).....	\$1,195
Security+ (voucher included).....	\$1,095

BUSINESS & MANAGEMENT

Administrative Professional.....	\$695
Administrative Professional w/ Microsoft Office Specialist 2013.....	\$2,395
Agile Certified Practitioner Exam Prep.....	\$495
Balanced Leadership for Women.....	\$195
Business Ethics in the 21st Century.....	\$395
Certificate in Sustainable Management.....	\$495
Logistics, Supply Chain and Purchasing Management.....	\$2,395
Quality Management.....	\$495
Business Management Professional.....	\$2,695
Time Management.....	\$99
Effective Business Writing.....	\$195
Global Business Management.....	\$395
Hospitality Operations and Management.....	\$3,995
Marketing & Design Certificate.....	\$3,295
Principles of Marketing for Nonprofit Organizations.....	\$99
Nonprofit management.....	\$2,295
Certificate in Leadership.....	\$395
Global Business Trade Rules and Trade Agreements.....	\$40
Global Business Management.....	\$395
Diversity & Individual Differences.....	\$40

PROFESSIONAL

Child Development Associate.....	\$2,795
Grant Writing.....	\$2,295
Professional Bookkeeping with QuickBooks 2013.....	\$1,895
Professional Cooking & Catering.....	\$3,695
Pay Per Click Marketing.....	\$2,995
Freight Broker Agent Training.....	\$3,695
OSHA Bloodborne Pathogens.....	\$40

HEALTHCARE

CBCS Medical Billing & Coding + Medical Terminology (Vouchers Included).....	\$1,995
CBCS Administrative Medical Specialist + MCB + Medical Terminology (Vouchers Included).....	\$2,495
Veterinary Assistant.....	\$1,995
Clinical Medical Technician with Externship (CCMA, CPT, CET exams).....	\$3,995
Physical Therapy Aide.....	\$1,895
Pharmacy Technician.....	\$1,995
Administrative Dental Assistant.....	\$1,795
Electronic Health Records Specialist.....	\$4,000
Nutrition & Fitness Professional.....	\$3,995
Ophthalmic Assistant.....	\$2,495
COPD: Understanding and Treatment.....	\$195
Lean Six Sigma for Hospitals.....	\$195
Diabetes: Prevention and Treatment.....	\$195
Healthy Aging.....	\$40
Acute Hospitalization and Alzheimers.....	\$40
Sound Sleep, Sound Mind.....	\$40
An Overview of Case Management.....	\$40
Client's Mobility & Ambulation.....	\$40

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.

7 COURSES

AutoCAD Introduction	16 Hours \$435
AutoCAD Advanced 3D	16 Hours \$435
Revit Level 1	16 Hours \$435
Revit Level 2	16 Hours \$435
Solidworks – Level 1	16 Hours \$435
Solidworks – Level 2	16 Hours \$435
Capstone	16 Hours \$435

Total Program Cost \$3045*

AVERAGE ANNUAL WAGE

Drafters\$52,720 / year

EDUCATION & CERTIFICATIONS

Most positions require technical training or an associates degree.

COMPTIA CERTIFICATION TRAINING

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

A+ certification demonstrates competency as a computer technician.

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

Security+ is a 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 3 TEST PREP OPTIONS:

CompTIA A+	80 Hours \$1495
CompTIA N+	80 Hours \$1495
CompTIA S+	40 Hours \$1495

AVERAGE ANNUAL WAGE

Computer Support Specialist\$51,000 / year
 Network & Computer Systems Admin\$77,000 / year
 Information Security Analysts\$90,000 / year

JOB GROWTH

Computer Support Specialist:
 Faster than average: +12% (from 2014 - 2024)

Network & Computer Systems Admin:
 Average +8% (from 2014 - 2024)

Information Security Analysts:
 Faster than average: +18% (from 2014 - 2024)

CNC PROGRAMMING CERTIFICATE

This program provides the entry-level training needed to review computer-aided design (CAD) blueprints for a program, calculate the tool paths required to produce the item from a solid block of material or casting, select the appropriate tools for the job, and plan out the sequence of operations needed to complete the job while making sure that the product adheres to precise measurement requirements.

8 COURSES

Basic Blueprint Reading	16 Hours \$260
Applied Machine Shop Theory	20 Hours \$295
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
Solidworks – Level 1	16 Hours \$435
Solidworks – Level 2	16 Hours \$435

Total Program Cost \$4025*

SUPPLEMENTAL COURSES:

CNC Programming - Mill Cam	40 Hours \$650
CNC Programming - Lathe Cam	40 Hours \$650

AVERAGE ANNUAL WAGE

\$42,110 / year

JOB GROWTH

Average: +6%

EDUCATION

Programmer positions require applicants to have a thorough knowledge of the machine shop and programming of the machines.

COMPUTER FORENSICS EXAMINER CERTIFICATE

CompuForensics in association with UT Arlington offers a highly cost effective approach to upgrading the technical skills of their investigative, intelligence and support personnel.

2 COURSES

Basic Forensics Examiner	16 Hours \$435
Advanced Forensics Examiner	16 Hours \$435

Total Program Cost \$870*

AVERAGE ANNUAL WAGE

Forensic Computer Examiner	\$75,000 / year
Digital Forensics Examiner	\$92,000 / year

JOB GROWTH

Computer Support Specialist:
Faster than average: +12% (from 2014 - 2024)

SOCIAL MEDIA CERTIFICATE

Whether increasing traffic or conversations for various marketing campaigns, this program teaches students to use marketing tools proficiently as well as how to successfully meet client goals.

6 COURSES

Social Media Marketing	8 Hours \$199
Social Media Mgmt Suites	8 Hours \$199
Integrated Web Marketing & Analytics	16 Hours \$435
Email Marketing	8 Hours \$199
Digital Engagement & Best Practices	8 Hours \$199
Capstone	8 Hours \$199

Supplement Total Program Cost \$1430*

AVERAGE ANNUAL WAGE

\$40,000 / year

EDUCATION

Most positions require a bachelor's degree.

VIDEO GAME DESIGN AND DEVELOPMENT CERTIFICATE

This program will teach game design and development to train students in interface design, modeling, graphics, animation and scripting for mobile, 2D & 3D, and virtual reality video games.

11 COURSES

Programming Fundamentals	16 Hours \$435
Adobe Photoshop Level 1	16 Hours \$435
Adobe Photoshop Adv for Designers	16 Hours \$435
Unity 3D Level 1	16 Hours \$435
Unity 3D Level 2	16 Hours \$435
3D Modeling	16 Hours \$435
3D Amination	16 Hours \$435
Virtual Reality/Oculus Rift Level 1	16 Hours \$435
Virtual Reality/Oculus Rift Level 2	16 Hours \$435
Game Design & Development	16 Hours \$435
Capstone	16 Hours \$435

Total Program Cost \$4785*

AVERAGE ANNUAL WAGE

Game Developer	\$68,000 / year
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EDUCATION

Most positions require a bachelor's degree.

WEB AND GRAPHICS DESIGN CERTIFICATES

Whether for the web, mobile, or print, these programs will provide you with the hands-on training you need to design and create visually stunning, professional quality materials. You will learn the current standards and use state-of-the-art multimedia software.

We offer five different web design certificates: Classic, CMS, Graphic/Web/Print, UI/UX, & Mobile.

AVERAGE ANNUAL WAGE

Graphic Designer.....	\$46,000 / year
Web Designers	\$50,000 / year
Multimedia Artists & Animators	\$63,000 / year
UX Designers	\$70,000 / year

EDUCATION

Most positions require a bachelor's degree.

WEB DESIGN CLASSIC CERTIFICATE

9 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 Adv for Designers	16 Hours	\$435
Javascript	16 Hours	\$435
Adobe Dreamweaver Level 1	16 Hours	\$435
Web Design Best Practices	12 Hours	\$350
Capstone	16 Hours	\$435

Total Program Cost \$3830*

CMS (CONTENT MANAGEMENT SYSTEM) CERTIFICATE

11 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 Adv for Designers	16 Hours	\$435
Javascript	16 Hours	\$435
Adobe AIR and Edge Animate	16 Hours	\$435
WordPress Level 1	16 Hours	\$435
WordPress Level 2	16 Hours	\$435
Web Design Best Practices	12 Hours	\$350
Capstone	16 Hours	\$435

Total Program Cost \$4700*

GRAPHIC/WEB/PRINT 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 Adv for Designers	16 Hours	\$435
Javascript	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*

UI/UX DESIGN CERTIFICATE

15 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 Adv for Designers	16 Hours	\$435
Javascript	16 Hours	\$435
Responsive Design Using Bootstrap	16 Hours	\$435
HTML 5 and CSS3	16 Hours	\$300
Adobe Air and Edge Animate	16 Hours	\$435
Adobe Dreamweaver Level 1	16 Hours	\$435
Adobe Dreamweaver Level 2	16 Hours	\$435
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 \$6305*

WEB DESIGN CMS

MOBILE WEB 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 Adv for Designers	16 Hours	\$435
JavaScript Programming	16 Hours	\$435
HTML 5 and CSS	12 Hours	\$300
Adobe Air and Edge Animate	16 Hours	\$435
Adobe Dreamweaver Level 1	16 Hours	\$435
Adobe Dreamweaver Level 2	16 Hours	\$435
Web Design Best Practices	12 Hours	\$350
Capstone	16 Hours	\$435

Total Program Cost \$5000*

WEB DEVELOPMENT CERTIFICATES

Web developers work in all types of organizations, small and medium-sized companies, or as freelancers with various specializations. We are proud to offer these web development specializations depending upon your interest, skill level or education. Completion of these programs will qualify participants as entry-level web developers and web development support personnel. Upon completion of the required core courses, students will have the opportunity to focus their studies within a choice of disciplines: Mobile Applications, Java, and PHP.

AVERAGE ANNUAL WAGE

Web Developer.....	\$64,000 / year
Java Developer.....	\$75,000 / year
PHP Developer.....	\$75,000 / year
Software Developers.....	\$100,000 / year
Mobile App Developer.....	\$81,000 / year

JOB GROWTH

Faster than average: +27% (from 2014-2024)

EDUCATION

Most positions require a bachelor's degree.

MOBILE APPLICATIONS DEVELOPER CERTIFICATE

This program provides students with the specialized knowledge necessary for the development of web and mobile computer applications.

10 COURSES

Programming Fundamentals	16 Hours	\$435
Adobe Photoshop Level 1	16 Hours	\$435
Adobe Photoshop 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*

JAVA WEB DEVELOPMENT CERTIFICATE

These programs are for individuals interested in developing, revamping and maintaining websites, applications, and or games. You have two options.

7 COURSES

Programming Fundamentals	16 Hours	\$435
JavaScript Programming	16 Hours	\$435
Java Programming Level 1	16 Hours	\$435
Java Programming Level 2	16 Hours	\$435
Java Programming Level 3	16 Hours	\$435
MYSQL Workbench	16 Hours	\$435
Capstone	16 Hours	\$435

Total Program Cost \$3045*

SUPPLEMENTAL COURSES:

Java Web Services	16 Hours	\$435
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PHP WEB DEVELOPER CERTIFICATE

7 COURSES

Programming Fundamentals	16 Hours	\$435
JavaScript Programming	16 Hours	\$435
PHP & MYSQL Level 1	16 Hours	\$435
PHP & MYSQL Level 2	16 Hours	\$435
PHP & MYSQL Level 3	16 Hours	\$435
MYSQL Workbench	16 Hours	\$435
Capstone	16 Hours	\$435

Total Program Cost \$3045*

SUPPLEMENTAL COURSES:

Java Web Services	16 Hours	\$435
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PHOTOGRAPHY CERTIFICATE

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

9 COURSES

6 REQUIRED COURSES

Introduction to Digital Photography 1	14 Hours \$169
Introduction to Digital Photography 2	14 Hours \$169
Photography Light and Lighting	14 Hours \$179
Adobe Photoshop - Beginner	16 Hours \$375
Adobe Photoshop - Advanced for Photographers	14 Hours \$375
Guided Final Photography Portfolio	16 Hours \$229
Independent Photography Portfolio	\$99
Photography Portfolio*	

*There are two Portfolio options:

- 1) Enroll in Final Photography Portfolio and submit your portfolio in class. Or
- 2) Enroll in Independent Portfolio Review and submit your portfolio.

CHOOSE 3 ELECTIVES

Nature Photography	8 Hours \$179
Wildlife Photography	10 Hours \$199
Photography Light and Lighting Level II	14 Hours \$179
Portrait and Wedding Photography	14 Hours \$179
Travel and Location Photography	14 Hours \$169
The Business of Photography	12 Hours \$239
Photography Studio	15 Hours \$269

Total Program Cost \$2122 - 2302*

AVERAGE ANNUAL WAGE

\$31,000 / year

EDUCATION

High school diploma or equivalent.

HOME INSPECTION TRAINING

American Home Inspectors Training Institute (AHIT) offers both classroom and home study Home Inspection programs through Continuing Education. This program includes 459 hours in core inspection plus a live 120-hour class.

1 COURSE

Home Inspection Training	120 Hours \$2995
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Total Program Cost \$2995

AVERAGE ANNUAL WAGE

Construction & building inspectors\$57,000 / year

JOB GROWTH

Average: +8% (from 2014 - 2024)

EDUCATION

High school diploma or equivalent.

LANDSCAPE IRRIGATION TRAINING

This 40-hour class is designed to provide the fundamentals of landscape irrigation for future landscape irrigation designers, contractors, consultants, and installers. It 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 and commercial applications.

1 COURSE

Landscape irrigation Training	15 Hours \$525
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Total Program Cost \$525

PERSONAL TRAINING CERTIFICATION

A World Instructor Training Schools Personal Trainer Certification is the perfect way to obtain an industry credential. 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 \$749
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Total Program Cost \$749

AVERAGE ANNUAL WAGE

Personal Trainer\$36,000 / year

JOB GROWTH

Average: +8% (from 2014 - 2024)

EDUCATION

Most positions require a personal trainer certification.

EVENT PLANNING

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

WE OFFER TWO EVENT PLANNING COURSES:

Wedding and Event Planning	40 Hours \$995
Corporate Event Planning	40 Hours \$995

Total Program Cost \$995

AVERAGE ANNUAL WAGE

Event Planner\$46,000 / year

EDUCATION

Most positions require a bachelor's degree.

ABOUT THE UNIVERSITY OF TEXAS AT ARLINGTON

The University of Texas at Arlington is a Carnegie Research-1 “highest research activity” institution. With a projected global enrollment of close to 57,000 in AY 2016-17, UTA is the largest institution in The University of Texas System. Guided by its Strategic Plan Bold Solutions | Global Impact, UTA fosters interdisciplinary research within four broad themes: health and the human condition, sustainable urban communities, global environmental impact, and data-driven discovery. UTA was recently cited by U.S. News & World Report as having the second lowest average student debt among U.S. universities. U.S. News & World Report also ranks UTA fifth in the nation for undergraduate diversity. The University is a Hispanic-Serving Institution and is ranked as the top four-year college in Texas for veterans on Military Times’ 2017 Best for Vets list.

CONTACT US

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

POLICIES AND PROCEDURES

Cancellations

UT Arlington 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 UT Arlington, students 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 UT Arlington 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.

Student Withdrawal and Transfer Policy

If a student withdraws from a class more than 2 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 student withdraws from a class at any time from 2 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 student 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.

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