Welcome from the Director

Welcome to the University of West Florida’s Division of Continuing Education! Since 2001, we have provided educational courses and training services to non-traditional students. Our wide variety of courses and workshops guarantee something for everyone as you will see when you browse the catalog. We offer focused career training for professionals, custom training for organizations, STEAM camps for kids, and engaging classes for 55+ adults. Courses are offered online and in person on our beautiful campuses.

UWF’s Continuing Education has much to offer. Let us help you on your educational journey to discover what courses are best for you right now. Are you longing for a career change? Can you improve your chances of promotion at work? Are you a leader who needs to provide professional development for your staff? What stimulating STEAM camps enrich your child’s summer experience? Help your parents get out of the house and explore life while making new friends in Leisure Learning.

Enriching your life experiences through education is what makes CE special. Join us and discover opportunities for yourself to invest in your future. You deserve it!

Patti Spaniola
Director,
UWF Division of Continuing Education

UWF Notice: Closures for Weather

University officials closely monitor weather conditions impacting our area. A UWF closure is a suspension of normal university activities. Tune to WUWF Radio-88.1 for cancellation announcements. Emergency information will also be available through the University’s social media accounts and at uwfemergency.org/.

Contact Us

The Student Support Center can help you discover the right class for you, register for upcoming courses and answer all of your questions.

Student Support Center
Office Hours
Monday - Friday
8:00 a.m. - 5:00 p.m.

Email: ContinuingEd@uwf.edu
Phone: 850-473-7468

Three Easy Ways to Register for Class:

Online
uwf.edu/continuinged

By Phone
To pay by Visa or Mastercard, call the Student Support Center at 850.473.7468.

In Person
UWF Main Pensacola Campus,
11000 University Pkwy.
Bldg. 77, Suite 149
FALL 2019
Career Development Courses

Not sure where to begin? Our Student Support Center is committed to helping you achieve your goals and available to guide you along the way. Call us at 850.473.7468.

See more at uwf.edu/continuinged
Behavior Science/Psychology

Train to provide high-quality care across a number of populations and explore ways to improve the lives of individuals through therapy, treatments and the science of behavior. Many of our Behavior Science and Psychology programs allow you to learn from or work alongside educational mentors or in-field practitioners.

**Autism Awareness**
This course provides information about autism to professionals who work with children or adults, emergency service personnel, family members of individuals with autism, and anyone who wants to learn more about autism spectrum disorders. Certified by the The International Board of Credentialing and Continuing Education Standards (IBCCES) to provide 16 CEUs towards the Certified Autism Specialist or Autism Certificate programs.

**Online Open Enrollment | $99**

**Instructor:** Dr. Carlene Thornton  
**Location:** Online

**Autism and the Law**
Gain first-hand knowledge of the laws governing service delivery, and best practices for working with funders and advocating for your clients. This online continuing education course focuses on legal and ethical concerns related to behavior analytic service delivery with course topics including: Insurance Mandates; Mental Health Parity; Medicaid/EPSDT; Nondiscrimination in Insurance/Healthcare; ADA; IDEA; False Claims Act/Healthcare Fraud; Contracts, Audits, Billing, Dispute Resolution; Denials and Appeals; Business and Professions Law, Licensure, and Ethics.

9/23/2019 - 12/17/2019  
86 Sessions | $769.20  
**Instructor:** Dan Unumb  
**Location:** Online

**Registered Behavior Technician (RBT) Training Course (HSC 3102)**
Health Science Essentials of Behavior Analysis (HSC 3102) meets the 40-hour curriculum prerequisite for the Registered Behavior Technician exam and is open to degree and non-degree seeking students. RBTs work directly with clients to implement behavior treatment plans under the guidance and supervision of a Board Certified Behavior Analyst (BCBA). Clients are often children, teens or adults diagnosed with Autism or other diagnoses that would benefit from behavioral treatment.

8/26/2019 - 10/18/2019  
**Instructor:** Michelle Nelson, BCBA  
**Location:** Online

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**Professional education with online flexibility**

The Center for Behavior Analysis at the University of West Florida provides the complete career pathway for your professional development — featuring an online ABAI-verified course sequence, RBT training, undergraduate and graduate level degree offerings and continuing education courses.

Get started today! Contact us at 850.474.2704 or aba@uwf.edu.

Follow @UWFABA on Facebook, Twitter, and Instagram.
Business and Administration

Expand your knowledge and enhance your skills with business courses and certificate programs in Business and Administration. Develop effective business plans and explore key business elements including accounting, communication, finance, legal, human resources, marketing and project management.

Project Management Professional (PMP®)
Prepare to take the Project Management Professional (PMP®) exam while satisfying the 35-contact hours of project management education requirement needed to qualify to take the PMP® exam. Give your management expertise a razor sharp edge during our comprehensive review of the nine major project management subject areas.

9/30/2019 - 10/4/2019
Mon – Wed, 8:00 AM - 6:00 PM; Thu – Fri, Online
36 Professional Development Units (PDUs) | $1,900
Instructor: Mark Ward
Location: UWF Pensacola Campus & Online

MBA Prerequisite Modules
A solid understanding of business foundations is essential to the successful completion of the UWF Masters of Business Administration program. These modules provide a self-paced, online option for fulfilling UWF’s MBA program prerequisites.

Online Open Enrollment | $50 - $125
Location: Online

Accounting Fundamentals Series
Whether you’re a sole proprietor looking to manage your business finances or you want to gain an understanding of accounting basics for career advancement or for personal use, the courses in this accounting fundamentals bundle will give you a solid foundation in financial matters.

Start Dates: 9/11/19, 10/16/19, 11/13/19
48 Course Hours | $199
Location: Online

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

Start Anytime
100 Course Hours | $1,295
Location: Online

Administrative Assistant Fundamentals
Master the essentials of managerial and staff support, records management, communications technology, travel and meeting coordination, space planning and office ergonomics.

Start Dates: 9/11/19, 10/16/19, 11/13/19
24 Course Hours | $115
Location: Online

Business Coach
Serve entrepreneurs, business owners,
and other professionals using time-tested coaching methods. Learn the fundamentals of coaching, including how to create winning strategies and how to address professional challenges.

**Start Anytime**
100 Course Hours | $1,295
Location: Online

**Career Counselor**
Help job seekers navigate their career change with meaningful results. Learn the stages of career development, the fundamentals of career planning and how to work with diverse audiences.

**Start Anytime**
100 Course Hours | $1,295
Location: Online

**Certified Admin Professional with Microsoft Office Master 2016**
Prepare to take the CAP exam offered by the International Association of Administrative Professionals (IAAP) and acquire a broad selection of essential skills and knowledge to effectively work as an administrative assistant.

**Start Anytime | Vouchers Included**
335 Course Hours | $3,295
Location: Online

**Certified Bookkeeper**
This training program for experienced bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). The AIPB certification is a high professional standard for bookkeepers.

**Start Anytime**
140 Course Hours | $1,995
Location: Online

**Certified Financial Health Counselor**
Learn techniques for counseling clients, including financial life cycle planning and goal setting. You will also learn how to establish debt management plans, provide guidance on student loans and affordable housing, and create long-term action plans to ensure your clients are in “good financial health.” Upon completing the course, you will earn the designation of Certified Financial Health Counselor.

**Start Anytime**
80 Course Hours | $1,995
Location: Online

**Certified Global Business Professional**
The Global Business Professional certification is a prestigious acknowledgment of international business expertise, including management, marketing, supply-chain management and trade finance. This course prepares you for the exam.

**Start Anytime**
160 Course Hours | $2,495
Location: Online

**Certified Green Supply Chain Professional**
Gain the specialized knowledge needed to enable a company to achieve its environmental sustainability goals through global sourcing, materials management, procurement and buying, transportation and logistics and new product development.

**Start Anytime**
60 Course Hours | $1,595
Location: Online

**Certified Pharmaceutical Sales Rep**
This course bundle is designed to make you a competitive candidate in the pharmaceutical industry. Upon successfully completing both courses, you will receive a Pharmaceutical Representative Certification (PRC).

**Start Anytime | Exam Included**
110 Course Hours | $2,195
Location: Online

**Certified Six Sigma Green Belt**
Deliver meaningful results and lasting impacts in the areas of quality, cost containment, revenue enhancement and customer satisfaction by implementing Six Sigma principles. This course prepares you for the Six Sigma Green Belt certification offered through the American Society for Quality.

**Start Anytime | Exam Cost Included**
120 Course Hours | $1,895
Location: Online

**Chartered Tax Professional**
Learn to prepare individual tax returns for almost all U.S. taxpayers! With this innovative course, you can start working while completing your course.

**Start Anytime**
180 Course Hours | $1,895
Location: Online

**Fundamentals of Supervision and Management**
If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management.

**Start Dates: 9/11/19, 10/16/19, 11/13/19**
24 Course Hours | $115
Location: Online
A highly skilled workforce is an organization’s greatest asset.

UWF Continuing Education offers custom training and development solutions for corporate and non-profit organizations. Through active learning and engaging programming, employees acquire skills that can be immediately incorporated into their day-to-day work.

Our Training and Outreach Services seek to cultivate and refine the skillsets most relevant to your team’s success. Programs are customized to align with the needs and desired outcomes of each organization to ensure training significance and success. Current categories include Management and Supervision, Leadership, Communication, Teamwork and Safety and Risk Management.

Get the most for your training dollar with our established brand of quality content, knowledgeable faculty and industry-experienced instructors. Together, we will help you identify the most appropriate (and fun!) training solutions to benefit your employees and organization.

For more information about Training and Outreach Services, contact:

**Gary Holloway @ gholloway@uwf.edu or 850.356.6959.**
**Theresa Cserep @ tcserep@uwf.edu or 850.324.2111.**
ONLINE SKILL DEVELOPMENT

Popular 6-Week Business Courses

Achieving Success with Difficult People: Get helpful information for understanding yourself, solving people problems and improving relationships and productivity.

Building Teams That Work: Master the skills you need to effectively manage projects, make decisions, and solve problems in team settings.

Effective Selling: Effectively lay the groundwork for repeat business and your future success.

High-Speed Project Management: A breakthrough model for dealing with the realities of managing projects at supersonic speeds.

Individual Excellence: Develop career-enhancing skills in a single course that covers 12 popular one-day seminar topics, including goal setting, time management, and personal organization.

Keys to Effective Communication: Become more confident, create a great first impression, get along well with others, and create more and better relationships.

Leadership: Even if you don’t hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life.

Mastering Public Speaking: In this fun and hands-on course, you’ll find out how to talk confidently and persuasively to both large audiences and small groups.

Skills for Making Great Decisions: Learn how to deal effectively with crisis, how to use your emotions as decision-making tools, and how to work with others to make good decisions.

Start Dates: 9/11/19, 10/16/19, 11/13/19
Tuition: $100-$115
Location: Online
Register: ed2go.com/uwf

Business and Administration

Human Resources Professional
Master the skills needed to advance in your human resources career and prepare to take the Human Resource Certification Institute’s (HRCI) Professional in Human Resources (PHR) certification exam.

Start Anytime
120 Course Hours | $1,795
Location: Online

Interpersonal Communication
Explore concepts of verbal and nonverbal expression including personal style, listening, relationship dynamics, self-esteem, conflict management and cultural and gender communication differences.

Start Anytime
Self Paced Tutorial | $115
Location: Online

Lean Six Sigma Green Belt
Prepare to sit for your Lean Six Sigma Green Belt Certification exam with this in-depth online course.

Start Anytime | Exam Cost Included
50 Course Hours | $1,495
Location: Online

Certified Paralegal
Join one of today’s fastest growing professions. Train to become a paralegal and prepare for the National Association of Legal Assistants’ Certified Paralegal exam.

Start Anytime | Voucher Included
225 Course Hours | $2,495
Location: Online

Professional Bookkeeping with QuickBooks 2019
Utilize QuickBooks for everything from basic accounting to double-entry bookkeeping. Learn bookkeeping skills, including handling accounts receivable and accounts payable, accounting for fixed assets and recording and maintaining inventory accounts. Gain the knowledge and skill set needed to ensure that your accounting methods meet all legal standards.

Start Anytime
120 Course Hours | $2,095
Location: Online

Using Social Media in Business
Whether you are a social media novice or a seasoned veteran, this course will give you a solid foundation and thorough understanding of what social media is and how you can use it to grow your business.

Start Dates: 9/11/19, 10/16/19, 11/13/19
24 Course Hours | $115
Location: Online

Records Management Certificate
This comprehensive course will help you establish a successful records management program, including electronic, magnetic and paper media.

Start Anytime
180 Course Hours | $1,595
Location: Online

Starting a Nonprofit
This highly interactive, hands-on course is ideal for anyone who is interested in forming a new nonprofit, converting an informal group to tax-exempt status, or reorganizing an existing organization. It provides practical how-to information about incorporation, organization and other issues pertinent to anyone involved with a nonprofit start-up.

Start Dates: 9/11/19, 10/16/19, 11/13/19
24 Course Hours | $115
Location: Online

Understanding the Human Resources Function
This course is designed to help people without experience in HR to understand this very vital link in the organizational chain. It prepares managers and business owners to handle basic human resource functions in a way that will ensure the best possible result.

Start Dates: 9/11/19, 10/16/19, 11/13/19
24 Course Hours | $115
Location: Online

Business and Administration

Human Resources Professional
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120 Course Hours | $1,795
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Start Dates: 9/11/19, 10/16/19, 11/13/19
24 Course Hours | $115
Location: Online
Computer Science

Upgrade your skill set, learn industry standards or jump-start your technical career with Computer Science courses and programs. Gain proficiency in a variety of common computer applications or dive deep into computer programming and software development.

SPSS Certification
This interactive online course is designed for individuals who are seeking documentation of SPSS proficiency for their professional resumes. This is a self-paced online refresher course in using SPSS in intermediate level statistical applications such as descriptive statistics, t-test, ANOVA, ANCOVA and Multiple Regression within the social sciences.
Start Anytime | $199
Instructor: Carla Thompson
Location: Online

Android App Developer
This Google-Authorized Training program is designed to propel your career as a professional Android app developer. This program takes you through the basics and moves on to advanced concepts in Android app development. You will acquire the necessary skillsets and experience for professional Android application development by building six top-trending applications during the program.
Start Anytime | Voucher Included
25 Course Hours | $495
Location: Online

Certified Administrative Professional with Microsoft Office Master 2016
This course teaches the skills you need to become a successful administrative professional and prepares you to sit for the Microsoft Office 2016 Master Certification exams.
Start Anytime
335 Course Hours | $3,295
Location: Online

Computer Skills for the Workplace
A great introduction to Windows 10 and Office 2016, this course is designed to provide the fundamental computer competencies you need to survive and prosper in today’s fast-changing workplace.
Start Dates: 9/11/19, 10/16/19, 11/13/19
24 Course Hours | $115
Location: Online

Full Stack Software Developer
After completing this program, you will receive a certificate of completion and become an industry-ready full stack software developer with a professional portfolio of real-world projects to showcase at job interviews.
Start Anytime
600 Course Hours | $4,995
Location: Online

Introduction to Microsoft Excel 2019
If you want to learn the 2019 version of Microsoft Excel, this course will introduce you to the program’s basic functions and uses. Through hands-on lessons, you will learn numerous shortcuts to quickly and efficiently set up worksheets. You will also learn how to use the function wizard to calculate statistics, future values, and more. In addition, you will get tips on sorting and analyzing data, creating three-dimensional workbooks, and automating frequently-repeated tasks with macros and buttons.
Start Dates: 9/11/19, 10/16/19, 11/13/19
24 Course Hours | $129
Location: Online

Introduction to QuickBooks 2019
Introduction to QuickBooks 2019 is designed for those new to QuickBooks or those wanting a refresher with the latest version. You will learn how QuickBooks makes it easy to set up a chart of accounts; create and print invoices, receipts, and statements; track your payables, inventory, and receivables, and generate reports.
Start Dates: 9/11/19, 10/16/19, 11/13/19
24 Course Hours | $129
Location: Online

Introduction to SQL
Learn the key concepts of Structured Query Language (SQL), and gain a solid working knowledge of this powerful and universal database programming language.
Start Dates: 9/11/19, 10/16/19, 11/13/19
24 Course Hours | $115
Location: Online

Introduction to QuickBooks Online
Learn to manage the financial aspects of your small business quickly and efficiently using QuickBooks Online.
Start Dates: 9/11/19, 10/16/19, 11/13/19
24 Course Hours | $115
Location: Online
### Intermediate Microsoft Excel 2016
Learn how to create eye-catching charts and graphs, and harness the power of Excel's data analysis tools and AutoFilter commands. Set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and other time-saving functions to your repertoire.

**Start Dates:** 9/11/19, 10/16/19, 11/13/19  
24 Course Hours | $129  
**Location:** Online

### Intermediate SQL
Expand your knowledge of Structured Query Language (SQL), the industry standard database programming language. Learn techniques that will enable you to write powerful queries that perform complicated searches and sorts on your data.

**Start Dates:** 9/11/19, 10/16/19, 11/13/19  
24 Course Hours | $115  
**Location:** Online

### Microsoft Office Specialist 2019 (MOS) Certification Training
This course prepares you for the Microsoft Office Specialist (MOS) 2019 certification exams for Word, Excel, PowerPoint, Access, and Outlook. You will build your proficiency in these programs through hands-on exercises, in-depth course material, and supplemental video demonstrations.

**Start Anytime**  
335 Course Hours | $1,995  
**Location:** Online

### Microsoft Excel 2019 Certification Training
Learn to use Excel 2019 to create, modify, and format worksheets; perform calculations; and print workbooks. Learn how to use complex formulas: work with lists, illustrations, and charts; and use advanced formatting techniques. This program also covers Excel's advanced features, such as pivot tables, audit worksheets, data tools, macros, and collaboration methods. Upon completion, you will be prepared for the Microsoft Office Specialist and Expert certification exams for Excel 2019.

**Start Anytime**  
70 Course Hours | $595  
**Location:** Online

### Oracle SQL and PL/SQL Developer
This Oracle SQL Developer program will teach you to build applications or generate business reports using Structured Query Language (SQL). Designed for those new to writing SQL queries, this program is perfect for those who like working with data.

**Start Anytime**  
120 Course Hours | $995  
**Location:** Online

### Web Applications Developer
The Web Applications Developer course will prepare you for an entry-level career in web app development. You will learn how to create dynamic database-driven websites using the latest tools and technologies.

**Start Anytime**  
404 Course Hours | $2,395  
**Location:** Online

### Webmaster
Develop the skills and knowledge to create complex websites for both Internet content and Web applications. Learn HTML5 standards involved in creating Web pages and CSS3 standards to guide your layout and style decisions on Web pages. The program will walk you through using HTML5 elements, including creating Web forms, inserting images and video clips and applying special effects to objects on Web pages. It provides you with hands-on experience by training you on how to work through all components of a website project, from design to coding. The course also covers the basics of JavaScript programming.

**Start Anytime**  
150 Course Hours | $1,995  
**Location:** Online

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**Oracle SQL and PL/SQL Developer + Java Programmer**
This combined training is ideal for those looking to get started in each of these coding languages. Learn Java syntax elements, concentrating on fundamental and universally useful elements, while providing an overview of many more advanced elements. This program will also teach you SQL, to build applications or generate business reports, master SQL using an Oracle database, and learn PL/SQL extension language to write sophisticated queries against an Oracle database.

**Start Anytime**  
220 Course Hours | $1,795  
**Location:** Online
Digital Arts and Design

Unleash your inner creative and refine your design skills with our selection of Digital Art and Design programs. If you are beginning a career in a design-related field or are looking to enhance your current skill set, our experienced instructors are dedicated to helping you maximize your potential as a successful designer.

Adobe Certified Associate
In this program you will learn how to use five key programs in the Adobe suite: Dreamweaver, Illustrator, InDesign, Photoshop, and Animate (formerly Flash). This program is perfect if you have little or no experience with Adobe’s Creative Suite.

Start Anytime | 5 Vouchers Included
220 Course Hours | $2,495
Location: Online

AutoCAD 2018 Certified User
Master basic and advanced AutoCAD design skills as you gain hands-on practice in using the 2D tools in AutoCAD 2018. This program covers many advanced concepts and uses Autodesk certified curriculum will give you all the skills you need to prepare for the Autodesk AutoCAD 2018 Certified User exam.

Start Anytime | Voucher Included
155 Course Hours | $2,595
Location: Online

Certified Interior Designer
The Residential Interior Design Education (R.I.D.E.) program is available to both aspiring designing individuals and interior designers who are wanting to increase their education, career opportunities and professional status.

Start Anytime
120 Course Hours | $1,995
Location: Online

Marketing Design Certificate
The Marketing Design Online Training Program focuses on helping you develop technical skill and creative artistry using applied marketing principles. You’ll complete a variety of projects, including marketing concept development, retouching, compositing, illustration, advertising design, logo design, and corporate branding.

Start Anytime
360 Course Hours | $3,295
Location: Online

Video Game Design and Development
This program is the place to start if you’re seeking a professional career as a video game designer and developer. This program is also well-suited for amateurs and gamers looking to explore this exciting field as a recreational endeavor. Design and create your own video game for the PC and be ready to join a team working on projects with larger scope or pursue independent development.

Start Anytime
500 Course Hours | $1,995
Location: Online

Web Design Professional
This course will teach you the fundamentals of web design. Learn the technology, philosophy, and techniques that bring online creativity to life. You will also gain practical skills for planning, managing, and developing a web project.

Start Anytime
384 Course Hours | $2,995
Location: Online

ONLINE SKILL DEVELOPMENT

Popular 6-Week Digital Arts and Design Courses

Advanced Web Pages: Take your Web development skills to the next level. Learn how to create advanced websites using CSS, HTML5, media queries for mobile devices, interactive forms and embedded video.

Creating WordPress Websites: Discover how to easily create blogs and websites with WordPress, the world’s most popular Web publisher.

Introduction to Adobe InDesign CC: Come away from this class knowing how to use this popular page layout software to design and create professional-quality business cards, brochures, forms, interactive PDF files, an eBook and more.

Introduction to Adobe Photoshop CC: By the time you finish this project-oriented course, you’ll be well on your way to expressing yourself with this exciting graphics program.

Introduction to Interior Design: Learn how to transform plain living spaces into beautiful and functional rooms. Delve into color theory, industry trends, spatial arrangements, floor plans, traditional and modern interior design ideas, and other basics. Explore a range of careers in interior design and get insider tips for entering this exciting field.

Mastering Your Digital SLR Camera: Break through the technology barrier and learn how to use your DSLR to take beautiful photos.

Photoshop CC for the Digital Photographer: Master techniques to edit and enhance your digital images and add a professional polish to your work. Whether you are a novice or accomplished photo editor, this course will give you a collection of useful techniques that will show amazing results.

Start Dates:
9/11/19, 10/16/19, 11/13/19
Tuition: $100-$115
Location: Online
Register: ed2go.com/uwf
Healthcare

Break into one of the fastest growing industries with our Healthcare programs. Experience practical, hands-on training including instructional lab practice. Our programs fulfill in demand requirements by the healthcare industry and encourage the teamwork, commitment and strength needed to succeed.

Certified Clinical Medical Assistant
The Clinical Certified Clinical Medical Assistant (CCMA) training program will prepare you to successfully pass the National Healthcareer Association exam and directly enter the field of medical assisting. Instruction is provided by current practitioners in the field. The program includes Phlebotomy Technician training and EKG Technician training. To date, students from the University of West Florida have achieved a 100% pass rate on the Certified Medical Assistant examination. Tuition includes all live instruction, labs, scrub set and all materials to include the CCMA exam and externship experience.
10/29/20 - 2/27/20
(No class 11/28, 12/24, 12/26 & 12/31)
Tue & Thu, 6:00 PM - 9:00 PM
32 Sessions | $4,300
Instructor: Jacqueline Sherrin
Location: UWF Pensacola Campus

Can’t make it to campus?
We have a number of online options: uwf.edu/continuinged/programs/career-training/healthcare.

Introduction to the Physician Assistant Profession
Designed for individuals considering a career as a physician assistant (PA), this course takes the student through the history of the PA profession, its development and the role of the PA as a member of the healthcare team. Successful completion of this course by students exempts students from the 500-hour requirement for previous patient care experience required for application to the FSU PA Program.
8/28/2019 - 12/11/2019
Wed, 6:00 PM - 9:00 PM
16 Sessions | $650
Instructor: Michael Johnson
Location: UWF Pensacola Campus

Medical Billing and Coding Specialist
This program prepares you to pass the Certified Billing and Coding Specialist examination through NHA. The skills learned through the NHA CBCS certification are essential to hospitals, physician offices, surgery centers, nursing homes, dental offices, home healthcare agencies, mental health facilities and even insurance companies and consulting firms. Students are eligible to complete a shadow experience which serves as a reference for future employment. Tuition includes all live instruction, and all materials to include the CBCS exam and a shadow experience which is eligible for students.
8/28/2019 - 12/11/2019
Wed, 6:00 PM - 9:00 PM
16 Sessions | $650
Instructor: Jacqueline Sherrin
Location: UWF Pensacola Campus

Looking for tuition assistance?
There are several financial assistance options available based on eligibility for non-credit courses. Visit the tuition assistance section on our website at uwf.edu/continuinged/resources/faqs to learn more.

Molecular Diagnostics 1
Course one of this two-course series prepares qualified individuals to take the ASCP Molecular Biology certification exam. Topics include nucleic acid sequencing, basic molecular theory, PCR development and design, nucleic acid extraction and gel electrophoresis, and other nucleic acid-based methods.
8/14/2019 - 11/1/2019
Registration closes 8/13/19
6 Modules | $600
Instructor: Kristen Coffey
Location: Online
Course qualifies for 2.0 units of Continuing Education with the Florida Board of Clinical Laboratory Personnel.

Molecular Diagnostics 2
Course 2 of this 2-course series prepares qualified individuals to take the ASCP Molecular Biology certification exam. Topics include DNA sequencing analysis, NextGen sequencing methods, DNA polymorphisms and human identification, Genetics/Oncology/Engraftment/Pharmacogenomics, Infectious Disease testing and Quality Assurance/Quality Control.
8/14/2019 - 11/1/2019
Registration closes 8/13/19
6 Modules | $600
Instructor: Kristen Coffey
Location: Online
Course qualifies for 2.0 units of Continuing Education with the Florida Board of Clinical Laboratory Personnel.

Pharmacy Technician Certification
The Pharmacy Technician certification program offers both theoretical and practical training through hands-on experience. This course will prepare you to pass the National Pharmacy Technician Board Exam and directly enter the field of pharmacy. Students are also eligible to
Marsha Little began her medical career well over 20 years ago and holds a deep passion for helping others. After finding out about UWF Continuing Education’s Certified Clinical Medical Assisting (CCMA) program through an online ad, Marsha was sold immediately. With previous experience as a Certified Nursing Assistant (CNA) and in-home healthcare, Marsha was an ideal candidate for the Certified Clinical Medical Assistant program. To her, the CCMA program at UWF offered a position between a Certified Nursing Assistant and a Registered Nurse. Marsha was immediately attracted to several parts of UWF Continuing Education’s CCMA program. “The part of the program that stood out to me the most was definitely the included Phlebotomy and EKG certifications,” she explained. Since graduating from the program she’s also become certified for drug screens and alcohol breath testing and says that she hopes to add another in the near future.

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complete an 80-hour externship which can serve as working experience, as well as a reference for future employment.

Fort Walton Beach
9/9/2019 - 12/19/2019
Mon & Thu, 6:00 PM - 9:00 PM
(No class 10/14, 11/11, 11/28)
27 Sessions | $3,900
Instructor: Stephen Glenning
Location: UWF Emerald Coast Campus
Pensacola
10/1/2019 - 1/21/2020
(No class 11/30 or 12/21-12/31)
Tues, 6:00 PM - 9:00 PM
& Sat, 9:00 AM - 12:00 PM
28 Sessions | $3,900
Instructor: Nikki Konzelman
Location: UWF Pensacola Campus

Looking for an online course?
Visit, uwf.edu/continuinged/programs/career-training/healthcare.

Certified Medical Administrative Assistant with Certified Electronic Health Records Specialist + Medical Terminology
Be ready to take the Certified Medical Administrative Assistant (CMAA) and the Certified Electronic Health Records Specialist (CEHRS) national certification exams offered by National Healthcareer Association (NHA).
Start Anytime | Vouchers Included
354 Course Hours | $1,590
Location: Online

Certified Medical Transcriptionist
In the Certified Medical Transcriptionist course, you will develop skills using online simulations and learn about speech recognition software and its impact on the medical transcription industry. This course will also prepare you to take the Registered Healthcare Documentation Specialist (RHDS) exam.
Start Anytime | Voucher Included
195 Course Hours | $2,695
Location: Online

Certified Health Unit Coordinator
This program is designed to prepare you to facilitate the activities of people in a health unit to work together smoothly and harmoniously in a common action, which is the delivery of health care to patients. The course teaches the skills needed to prepare you to sit for the NAHUC certification exam.
Start Anytime | Voucher Included
120 Course Hours | $1,495
Location: Online

Certified Pharmaceutical Sales Rep
Become a competitive candidate in the pharmaceutical industry. Upon successfully completing both courses, you will receive a Pharmaceutical Representative Certification (PRC).
Start Anytime | Exam Included
110 Course Hours | $2,195
Location: Online

Clinical Dental Assistant
Prepare to become a productive member of a dental team as a professional dental assistant. Learn every aspect of professional dental assisting, including invaluable real-world perspectives from experienced dental assistants.
Start Anytime
110 Course Hours | $1,995
Location: Online

Administrative Dental Assistant
This nationally recognized certificate program will teach you the essential skills for managing the business aspects of a dental practice and becoming an administrative dental assistant.
Start Anytime
150 Course Hours | $1,795
Location: Online

Dental Office Manager
This nationally recognized certificate program will teach you the essential skills for managing the business aspects of a dental practice and becoming an administrative dental assistant as well as learn how to manage a dentist’s office.
Start Anytime
410 Course Hours | $3,995
Location: Online

Medical Office Manager
Prepare to take the Certified Physician Practice Manager (CPPM) exam, offered by the American Academy of Professional Coders (AAPC), the Certified Medical Administrative Assistant (CMAA) and the Certified Electronic Health Records Specialist (CEHRS) national certification exams offered by National Healthcareer Association (NHA).
Start Anytime
555 Course Hours | $3,995
Location: Online

ONLINE SKILL DEVELOPMENT

Popular 6-Week Healthcare Courses

Certificate in Infectious Diseases and Infection Control: Designed for healthcare and medical professionals, this certificate program offers insights into common infectious diseases and procedures for controlling their spread.

Certificate in Gerontology: Completing this informative course proves you possess the skills required to meet the healthcare needs of an aging population.

HIPAA Compliance: Learn how to comply with the duties, rights, and responsibilities of HIPAA, ARRA & HITECH.

Human Anatomy and Physiology: Gain a greater appreciation and understanding of the marvelous complexity of the human body.

Medical Terminology - A Word Association Approach: Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Spanish for Medical Professionals: Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

Start Dates:
9/11/19, 10/16/19, 11/13/19
Tuition: $100-$115
Location: Online
Register: ed2go.com/uwf

Medical Office Manager
Prepare to take the Certified Physician Practice Manager (CPPM) exam, offered by the American Academy of Professional Coders (AAPC), the Certified Medical Administrative Assistant (CMAA) and the Certified Electronic Health Records Specialist (CEHRS) national certification exams offered by National Healthcareer Association (NHA).
Start Anytime
555 Course Hours | $3,995
Location: Online

ed2go.com/uwf
Hospitality

Cultivate the customer service, personal and professional skills applicable for a wide variety of locations and settings with Hospitality course selections. Learn systems like budgeting, security, and staff supervision, and how to consistently deliver superior service or experiences.

Certified Protection Officer
Prepare for this exciting career through the online certification program offered at Smart Horizons Career Online Education. You will learn about report writing, physical security, emergency procedures, workplace violence, traffic control, fire prevention, use of force and operational risk management.

**Start Anytime**

50 Course Hours | $850
Location: Online

Hotel Management
An education in hotel management offers you knowledge in a set of uniquely transferrable skills that can lead to career opportunities and unique perks in virtually any corner of the world. This course provides an introduction to the fundamentals of the hospitality industry and an overview of the various roles and responsibilities within hotel management. By completing this course you will gain the foundation of knowledge necessary to pursue a fulfilling, exciting new career in hospitality.

**Start Anytime**

100 Course Hours | $995
Location: Online

Retail Customer Service Skills
This program is an excellent option for those already working in a retail environment and wanting to advance in their careers or for those interested in starting new retail jobs. The program emphasizes customer service skills that can be applied in a wide variety of retail settings.

**Start Anytime**

120 Course Hours | $850
Location: Online

Corporate Event Planner
The Corporate Event Planner (CEP) program provides a detailed guideline on how to design & plan an event, set budgets, successfully execute an event, review performance and charge for services. Reviews different types of events including: special events, meetings, assemblies, recognition and training. Upon successfully completion, you will be awarded a Certified Corporate Event Planner certification from the Wedding Planning Institute.

**Start Anytime**

240 Course Hours | $995
Location: Online

Sales Manager
Explores sales mechanics ranging from product knowledge and customer relationships to situational sales and effective selling techniques and learn how to lead a sales team, how to create and implement a sales plan, how to identify and qualify prospects and more.

**Start Anytime**

200 Course Hours | $1,995
Location: Online

Sales Representative
This course will train you to be an effective sales representative in today’s evolving global economy. You will learn the fundamentals of selling, customer relationship management, telephone sales, and more. By course completion, you will understand key sales principles and techniques for effectively translating product knowledge into customer solutions.

**Start Anytime**

100 Course Hours | $1,295
Location: Online
Information Technology

Discover the dynamic, rapidly growing industry that is Information Technology. Whether you are looking to develop the skill-set to break into this field or need to advance your professional certification, we offer a variety of information technology courses to accelerate your career path.

Cybersecurity Fundamentals
What is cybersecurity? What kinds of risks does it address? Who are the bad people and what do they want to accomplish? The goal of Cybersecurity Fundamentals is to explain the need for cybersecurity, the kinds of threats and risks that exist, where and how attacks occur and the basic approaches to mitigating risks via controls.

November
8:00 AM - 4:30 PM | $1,500
Instructors: Guy Garrett & Chad Hoye
Location: UWF Center for Cybersecurity

Risk Management
One careless click can imprison your organization’s data, corrupt key systems or allow thieves to steal information. The risks grow in number every day. So how do you put the odds in your favor? Cyber Risk Management introduces managerial and technical leaders to strategies, tools, and techniques to classify, quantify, manage and mitigate cyber and privacy risks.
9/19/2019 - 9/20/2019
8:00 AM - 4:30 PM | $1,500
Instructors: Dr. Gregory Hall & Guy Garrett
Location: UWF Center for Cybersecurity

Network Defense Fundamentals
Explore various tools and techniques used to defend networks and systems against cyberattacks. This course focuses on the fundamentals of network defense, covering topics from network protocol vulnerabilities, perimeter security, host hardening, policies, and legal and ethical aspects of network defense.
9/17/2019 - 9/18/2019

Incident Response
Have you ever received a fake antivirus message on your computer? Have you or your co-workers ever experience unexpected software installs or unwanted browser toolbars? These events could indicate that your network has become the latest victim of a cyber-attack. Are you prepared to respond to the incident? This course empowers students with the fundamentals of cybersecurity incident response. Upon completion of this course, students will be able to plan, detect, analyze and manage future cybersecurity incidents.
9/23/2019 - 9/24/2019
8:00 AM - 4:30 PM | $1,500
Instructors: Dr. Guillermo Francia III & Dr. Tirthankar Ghosh
Location: UWF Center for Cybersecurity

Malware Analysis I
This course serves as an introductory course on malware analysis. It is the first part in a three-course series. This course, Tier 1, focuses on the core concepts of malicious software and the mechanisms for assessing whether or not an unknown file is suspicious and requiring deeper analysis.
9/30/2019 - 10/1/2019
8:00 AM - 4:30 PM | $1,500
Instructors: Dr. Gregory Hall
Location: UWF Center for Cybersecurity

Network Defense in Depth
The second course on Network Defense builds upon the foundational knowledge to make participants skilled network defenders. Through guided exercises, participants gain real-world skills and knowledge to defend networks and systems against targeted cyberattacks.
10/10/2019 - 10/11/2019
8:00 AM - 4:30 PM | $1,725
Instructors: Dr. Tirthankar Ghosh & Dr. Guillermo Francia III
Location: UWF Center for Cybersecurity

Cloud Security Basics
This course is a practical introduction to basic security for software deployment to an Infrastructure as a Service (IaaS) public cloud. Although the course
Launch or advance your cybersecurity career.

Gain the skills and competencies employers covet through our innovative Cybersecurity for All courses and certificates. Our cutting-edge courses bridge best practices in education and hands-on training using our state-of-the-art virtual environment, the Florida Cyber Range. Earn professional development credit and re-skill or upskill for evolving cybersecurity jobs.

Courses/certificates include:

- Cybersecurity Fundamentals
- Network Defense (three levels)
- Risk Management
- Cloud Security Basics
- System Administration and Scripting
- CompTIA Security+
- Incident Response
- Malware Analysis (three levels)
- Industrial Control Systems and SCADA Security

Learn more at uwf.edu/cyberforall.
will present general principles, for concreteness almost all discussion and exercises will focus on deployment to the Amazon Web Services (AWS) environment, which is the current market leader in public IaaS.

Industrial Control Systems and SCADA Security
Our nation’s critical infrastructures are heavily dependent on industrial control systems. It is imperative that we, as the universal stakeholders, protect them at all possible cost. This self-contained course in industrial controls systems security presents an opportunity for participants to be part of the solution to this enormous societal challenge.

System Administration and Scripting
This course emphasizes the understanding of computer system concepts, the use of basic and advanced command tools, file and user account management, system security, resource management, performance monitoring and optimization, system troubleshooting, job and process monitoring and network connectivity.

Certified Information Security Manager (CISM)
The Certified Information Security Manager (CISM) accreditation is a highly respected certification within the IT industry. Obtaining your CISM certification qualifies you for a position in Risk Management, Security Auditor, Compliance Officer or an executive management position as a CSO, CTO or CIO.

Malware Analysis II
This course focuses on intermediate analysis of a file that has been deemed suspicious with the intent of determining what the file does and how it does it. The follow-on course addresses more detailed malware analysis procedures and how to develop detection and remediation methods.

Advanced Network Defense — Capstone
The capstone course rounds out our series of three courses on Network Defense with a series of complementary hands-on exercises simulating real-world scenarios depicting the stages of a cyber kill-chain.

CCNA: Collaboration
The Cisco CCNA Collaboration program focuses on providing the skills and knowledge necessary to implement Cisco Collaboration and UC Solutions. You will learn how to set-up a telephony infrastructure from the ground up and upon completion be qualified for a variety of IT and Telecommunications positions.

CCNA: Routing and Switching
Cisco CCNA certification training provides in-depth, hands-on instruction in routed and switched LAN emulation networks made up of Cisco equipment. This program is designed to give you the essential knowledge to install, configure, and operate a small enterprise branch network, including basic network security.

Certified Information Technology Professional (ITIL) Foundation
ITIL Foundation accreditation is one of the most recognized and valuable ITIL accreditations, which will prepare you for a career in IT service management. Through the rigorous coursework and real-world cases, you will receive the foundational knowledge needed to implement an ITIL service management model.

CompTIA™ Advanced Security Practitioner (CASP)
Prepare to take the CompTIA CASP: Certified Advanced Security Practitioner (CAS-003) exam.

CompTIA™ Certification Training: A+, Network+, Security+
Build the foundational knowledge needed for employment in cutting-edge IT roles while studying a range of related disciplines.

CompTIA™ Cloud+ Certification
CompTIA™ Cloud+ Certification Training equips you with the skills needed to understand and execute an Infrastructure as a Service (SaaS) cloud computing model. It covers standard methodologies required to securely implement and maintain cloud technologies. This program provides a rich learning environment, blending visual, auditory and hands-on learning.
CompTIA Linux+ and Unix Training
Become an expert in one of the world’s most popular Operating Systems. In addition to the course, you will be working with Live Online Labs, allowing for intensive hands-on practice.
Start Anytime | Vouchers Included
130 Course Hours | $1,695
Location: Online

CompTIA™ Network+ Certification Training
Learn the fundamentals you need to obtain certification and start a career as a network technician. You’ll master basic networking concepts and learn about network design, security, routing and switching, cloud computing, IPv6 and forensics, and common security practices.
Start Anytime
110 Course Hours | $1,495
Location: Online

Help Desk Analyst: Tier 1 Support Specialist
If you’re interested in being a part of the computer industry, working in customer support is a great place to start. This program will give you the skills to work in this exciting field.
Start Anytime
120 Course Hours | $1,495
Location: Online

IT Foundations Bundle
This course combines the best practices across ITSM, to help those new to IT learn about DevOps, ITIL and SIAM, with their benefits for organizations. Learn the basics of IT service management and project management, as well as how approaches to IT are evolving. You will also be prepared to pass the ITIL Foundation, SIAM Foundation, and DevOps Foundation certification exams.
Start Anytime | Vouchers Included
60 Course Hours | $1,795
Location: Online

Microsoft Certified Solutions Associate (MCSA): Server 2012
The MCSA certification can help you advance your existing information technology career. This advanced certification validates your knowledge of Windows Server 2012.
Start Anytime | Voucher Included
230 Course Hours | $2,595
Location: Online

Microsoft Certified Solutions Associate (MCSA): SQL Server 2012
This program will prepare you for database administration and development, learning the standards set forth to manage SQL Server 2012.
Start Anytime | Voucher Included
360 Course Hours | $2,395
Location: Online

SSCP Systems Security Certified Practitioner (SSCP)
This premier security certification offered by ISC(2) is ideal for those wanting to begin or advance a career in computer networking or security. Prepare for certification, as well as a career in the IT sector.
Start Anytime | Voucher Included
80 Course Hours | $1,795
Location: Online

University of West Florida Continuing Education
These high-quality courses are taught by industry experts and designed to quickly deliver specific skills and knowledge that help to advance personal or professional development. Our online classroom is informative, convenient, and highly interactive.

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Medical Terminology: A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

Introduction to SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.

Microsoft Excel 2016 Series
Learn to use basic, intermediate, and advanced features of Microsoft Excel 2016.

Accounting Fundamentals Series
If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

Introduction to Microsoft Excel 2016
Become proficient in using Microsoft Excel 2016 (now available through Office 365) and discover how to create worksheets, workbooks, charts, and graphs quickly and efficiently.

Introduction to Microsoft Excel 2013
Become proficient in using Microsoft Excel 2013 and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

24/7 Access • All classes start new every month • Certificate of completion • 6-week format • Average 24 work hours • Discussion boards • Mobile accessible

Enroll or view all our online courses at: www.ed2go.com/uwf
Learn current, practical information on Lifestyle and Wellness topics and how to apply them to help others lead healthier lives. Whether you are a registered dietitian, fitness professional, or just someone who’s concerned about their own health, our programs will grow your general lifestyle expertise.

**Certificate in Food, Nutrition and Health**
This course provides a holistic overview of current food and nutrition issues and their impact on physical, social, emotional and spiritual health.
**Start Anytime**
Self Paced Tutorial | $96
Location: Online

**Certificate in Mindfulness**
Examine the many benefits of mindfulness for both your personal and professional life. You’ll also lay the foundation for a career in health and wellness coaching.
**Start Dates: 9/11/19, 10/16/19, 11/13/19**
8 Course Hours | $80
Location: Online

**Human Anatomy and Physiology**
This course explains the nature of matter and the principles of chemistry that are important to human physiology. You will learn principles of genetics and gain an understanding of how traits are passed from one generation to the next.
**Start Dates: 9/11/19, 10/16/19, 11/13/19**
24 Course Hours | $115
Location: Online

**NASM Certified Personal Trainer + Performance Enhancement**
The NASM Certified Personal Trainer and Exam Preparation program is a unique online training that prepares for the NASM CPT exam. The NASM CPT certification is one of the most respected and in-demand certifications in the health and fitness industry. The NASM Performance Enhancement Specialization can give you the expertise to improve the flexibility, speed, agility and performance of both professional athletes and weekend warriors. The NCCA accredited NASM CPT Personal Trainer Exam is taken at a local testing center (PSI), and you can schedule your exam date after completion of the program.
**Start Anytime | Vouchers Included**
140 Course Hours | $1,895
Location: Online

**Nutrition for Optimal Health, Wellness and Sports**
This program will teach you about developing individualized nutritional programs for clients, patients or yourself. Examine contemporary nutritional topics, such as meal plan analysis, functional food implementation, antioxidants, public nutrition, sports nutrition, vitamin supplementation and weight management. This program is approved for 50 CE Credits through ACSM.
**Start Anytime**
200 Course Hours | $1,995
Location: Online

**Personal Training and Group Exercise Training for Older Adults**
If you’re interested in developing safe and effective exercise programs for older adults, the Personal Training and Group Exercise Training for Older Adults Online Program is for you!
**Start Anytime**
200 Course Hours | $1,995
Location: Online

**Social Service Assistant**
This course will provide opportunities to work in a health care setting, assisting residents with social needs under the supervision of a social worker. After completing the course, you will be able to work as Social Service Assistant in a Long Term Care setting.
**Start Anytime**
70 Course Hours | $695
Location: Online

ONLINE SKILL DEVELOPMENT

**Popular 6-Week Lifestyle and Wellness Courses**

- **Certificate in Energy Medicine**: Explore the use of healing energy medicine techniques in health care, including meditation, acupuncture, qigong, sound and music therapy, and Reiki and reflexology.
- **Certificate in Meditation**: Explore the many meditation techniques that can be used to support the mind-body connection and promote healing, health, and wellness.
- **Certificate in Nutrition, Chronic Disease, and Health Promotion**: Learn about the impact of food politics, clean water, foodborne diseases, mood, genetically engineered foods, and malnutrition on health and the development of chronic diseases.
- **Certificate in Starting Your Own Business in Health and Healing**: Learn virtually everything you need to know to start a health and wellness business, including marketing, financing, and creating a business plan.
- **Certificate in Stress Management**: Explore the physiological, social, and psychological impacts of stress and study modalities to get stress under control.

**Start Dates: 9/11/19, 10/16/19, 11/13/19**
**Tuition: $100-$115**
**Location: Online**
**Register: ed2go.com/uwf**
TeacherReady©
Enter a K-12 classroom equipped for success and ready to make a difference in the lives of students. TeacherReady® is a graduate-level, online, alternative teacher preparation program. The program incorporates online coursework, in-classroom fieldwork and the three Florida State Certification Exams to prepare you for a successful teaching career.
Visit TeacherReady.org
Location: Online

Teaching Strategies Workshop
A Model for Education: Behavior Analysis, Direct Instruction and Precision Teaching — This course prepares participants to teach fundamental literacy skills to students (children or adults) on the autism spectrum and individuals at risk of school failure.
10/7/2019 - 12/13/2019
12 Weeks | $399
Instructor: Michael Maloney
Location: Online

Activity Director
This course will provide opportunities to work in Long Term Care facilities, assisting residents with activities and social needs. After completing the course, you will be able to work as an Activity Director in a Long Term Care setting.
Start Anytime
70 Course Hours | $695
Location: Online

Child Development Associate
This certificate program in Childcare and Education will allow you to earn your national Child Development Associate (CDA) certification
Start Anytime
120 Course Hours | $850
Location: Online

Guided Reading: Strategies for the Differentiated Classroom
Learn differentiated instruction tactics and a guided reading framework to lead students to negotiate increasingly challenging texts with unprecedented fluency.
Start Dates: 9/11/19, 10/16/19, 11/13/19
24 Course Hours | $115
Location: Online

Teaching and Education
Deepen your instructional expertise, develop your leadership skills and ignite your passion for education in one of our expert-led programs. Teaching and Education programs are designed to equip you with the skills needed for success in this rewarding career field.

MAKE A CAREER OUT OF MAKING A DIFFERENCE
9 months | Online | Affordable | Master’s Credits

TeacherReady Online Certification Program
teacherready.org | 850.898.3949

Fall 2019 | 850.473.7468 | uwf.edu/continuinged
Learn industry-standard practices and the technical knowledge necessary to grow your career in this dynamic field with our selection of Vocational Training Programs. Whether you are new to a trade or in search of advanced certification, these programs provide the necessary training to becoming a qualified professional.

**Purchasing and Supply Chain Management + Freight Broker/Agent Training**
As businesses place greater emphasis on reducing costs and innovating processes, the demand for knowledgeable logistics professionals increases. Learn the agility and precision needed to be successful within purchasing, logistics and supply chain management professions.

- **Start Anytime**
- **480 Course Hours | $3,695**
- **Location:** Online

**Engineering Technician**
This intensive overview of skills necessary for this manufacturing role includes math, inspection, safety, materials, machining, quality, grinding, electrical systems, automation, motor controls, additive manufacturing, assembly, design and management.

- **Start Anytime**
- **330 Course Hours | $1,995**
- **Location:** Online

**Freight Broker/Agent Training**
Learn the skills you need in order to be a successful Freight Broker/Agent. In this growing industry, as a service based business, you connect shippers and manufacturers with transportation companies and manage those shipments.

- **Start Anytime**
- **180 Course Hours | $1,895**
- **Location:** Online

**HVAC/R Certified Technician**
If you already have one-to-two years of industry experience, this course will prepare you for the next step in your career — advanced certification. Through hands-on simulations and in-depth course material, you will strengthen your understanding of HVAC/R service, repair and maintenance.

- **Start Anytime | Voucher Included**
- **162 Course Hours | $2,895**
- **Location:** Online

**CNC Machinist**
This program provides an intensive overview of skills necessary to perform CNC machining. Learn workholding, math, inspection, safety, metal cutting, materials, quality and grinding.

- **Start Anytime**
- **195 Course Hours | $1,995**
- **Location:** Online

**Electrical Technician**
Electrical Technician provides an intensive overview of skills necessary for electrical maintenance. This program teaches you math, inspection, safety, quality, electrical systems, automation, motor controls and assembly to work as an electrical technician.

- **Start Anytime**
- **120 Course Hours | $1,995**
- **Location:** Online

**HVACR Controls/Building Automation Systems**
This advanced program builds on HVACR fundamentals and equipment knowledge.

- **Start Anytime**
- **90 Course Hours | $3,695**
- **Location:** Online

**Power Plant Operations**
Prepare for an entry-level career as a power plant operator.

- **Start Anytime**
- **400 Course Hours | $2,595**
- **Location:** Online

**Process Technician**
This program will teach you math, inspection, safety, machining, quality, electrical systems, automation, mechanical systems, motor controls, fluid systems and joining to work as a process technician.

- **Start Anytime**
- **165 Course Hours | $1,995**
- **Location:** Online

**Solar Power Professional**
Learn the fundamentals of photovoltaic “PV” solar powered energy systems, gaining the knowledge you’ll need for a position with a dealer, installer, or other photovoltaic industry company.

- **Start Anytime**
- **120 Course Hours | $1,895**
- **Location:** Online

**Welder Technician**
This program is an intensive overview of skills relating to welding techniques from the basic principles of metal cutting and rigging to safety guidelines and manufacturing management.

- **Start Anytime**
- **125 Course Hours | $1,995**
- **Location:** Online
Grant Writing
This Grant Writing Online Training Program will teach you the essentials of writing, researching, obtaining, and maintaining grants. You’ll learn how to format your proposals, how to write effectively, and how to get funded.
Start Anytime
300 Course Hours | $2,295
Location: Online

A to Z Grant Writing
Learn how to put together a Gold Medal Proposal Package—one that will capture the attention, and the funds, of donors.
Start Dates: 9/11/19, 10/16/19, 11/13/19
24 Course Hours | $115
Location: Online

Becoming a Grant Writing Consultant
Learn how you can use a basic knowledge of grant or proposal writing to become an expert in the red-hot grant consulting field.
Start Dates: 9/11/19, 10/16/19, 11/13/19
24 Course Hours | $115
Location: Online

Effective Business Writing
Learn the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue.
Start Dates: 9/11/19, 10/16/19, 11/13/19
24 Course Hours | $115
Location: Online

Fundamentals of Technical Writing
Learn how to translate complex information into easily understood language, and how to become a wizard at marrying the art of publishing with the science of technology.
Start Dates: 9/11/19, 10/16/19, 11/13/19
24 Course Hours | $115
Location: Online

Get Grants!
Whether you’re interested in writing grant proposals as a career or in obtaining funding for your organization, this course will give you the skills you need to outshine your competition.
Start Dates: 9/11/19, 10/16/19, 11/13/19
24 Course Hours | $115
Location: Online

Grammar Refresher
Develop your English grammar skills and take your writing and speaking to the next level of excellence.
Start Dates: 9/11/19, 10/16/19, 11/13/19
24 Course Hours | $100
Location: Online

ONLINE SKILL DEVELOPMENT

Popular 6-Week Writing Courses

The Keys to Effective Editing: If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.
Start Dates: 9/11/19, 10/16/19, 11/13/19
Tuition: $100-$115
Location: Online
Register: ed2go.com/uwf

Writing Effective Grant Proposals
This course will walk you through all of the essential steps of preparing successful grant proposals including careful research, meticulous preparation, graceful writing and an important discussion of what you must do when the grant arrives.
Start Dates: 9/11/19, 10/16/19, 11/13/19
24 Course Hours | $115
Location: Online

Technical Writing
Learn research methods, audience considerations, various writing styles, drafting and revision techniques, working in a collaborative environment and more.
Start Anytime
80 Course Hours | $1,795
Location: Online

Writing Essentials:
Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Writing Effective Web Content:
Learn how to write Web content and produce multimedia elements to make your website or blog a must-visit site on the Internet.

Writing Refresher:
Learn the secrets to developing powerful written documents that immediately draw readers in and keep them motivated to continue.

Writing Refresher:
Learn the secrets to developing powerful written documents that immediately draw readers in and keep them motivated to continue.

Writeriffic—Creativity Training for Writers:
Banish writer’s block forever with these tricks from the published writer’s toolbox.

Start Dates:
9/11/19, 10/16/19, 11/13/19
Tuition: $100-$115
Location: Online
Register: ed2go.com/uwf
Conversational Japanese II
Designed for people who have taken Conversational Japanese I or are comfortable with basic Japanese language including useful daily expressions, basic vocabularies, and daily conversation. Course content expands on basic knowledge by introducing more complex sentence structures, vocabulary and conversation skills. Various teaching materials, cards, video, games and role play will be used.

10/3/2019 - 11/21/2019
Thu, 6:30 PM - 7:30 PM
8 Sessions | $80
Instructor: Masami Nagakubo
Location: UWF Pensacola Campus

Korean Language Introductory I
This course assumes no prior knowledge of Korean language. Get an introduction to the writing system “hangul” and practice greetings, daily expressions, some common vocabulary and simple grammar patterns. While learning some basic Korean language, you will also learn about traditional and popular Korean culture. Classes will be interactive and fun, including learning about Korean food, daily life, KPop songs and expressions used in Korean dramas. All materials are provided.

9/17/2019 - 11/12/2019
No class on 10/22
Tue, 5:30 PM - 6:30 PM
8 Sessions | $80
Instructor: Kyonghee Paik
Location: UWF Pensacola Campus

Shotokan Karate
Beginner, intermediate and advanced levels welcome! This class examines the methods involved in traditional Karate-do, or ‘Way of the empty hand,’ through a traditional Japanese style known as Shotokan Karate. With membership in over 100 countries, the JKA is the world’s largest and most prestigious karate organization. Recognized heir to the Shotokan karate tradition, it is the only legal karate entity officially approved by the Japanese government as an association of members for the promotion of karate. This course will further stress the importance of the health benefits and unarmed self-defense techniques resulting from physical conditioning and mental discipline.

8/27/2019 - 12/12/2019
No class on 11/28
Tue & Thur, 6:00 PM - 7:15 PM
31 Sessions | $250
Instructor: Suzanne Tuzzeo
Location: UWF Pensacola Campus, Bldg. 72, Rm. 107 (Teaching Gym)

USPS Maritime Education Courses
We offer a variety of comprehensive online courses for novice to advanced boaters as well as two-hour seminars that provide a solid understanding of a variety of boating topics. USPS membership is not required but tuition discounts are available for members.

Start Anytime
Courses: $105 - $130
Seminars: $25 - $95
Location: Online

ed2go.com/uwf

Personal Enrichment
Enrich your experience as a lifelong learner and explore our programs for fun, fitness or personal growth. Personal Enrichment programs are designed to help you enjoy life, learn new skills and try new things. Find unique on-campus and online learning experiences year-round.

Let’s Learn Japanese: Hiragana, Katakana and Kanji Writing
Students will learn simple words, phrases and expressions of the Japanese language. Mastery of the correct stroke orders for Japanese characters will also be covered. Upon completion of the course, students will understand how to read and write Hiragana, Katakana, or Kanji. Students will choose one of the writing systems to focus on and learn at their own pace. This course is designed for students with little or no prior knowledge of the written form of the Japanese language but is also perfect for more advanced Japanese learners.

Wed, 6:30 PM - 7:30 PM
8 Sessions | $80
Instructor: Masami Nagakubo
Location: UWF Pensacola Campus
Test Preparation

Learn problem-solving strategies and additional tools to achieve the best scores possible. Whether you are preparing to apply for an undergraduate studies program or attend graduate school, law school, or business school, our Test Preparation courses can help you realize your academic goals.

GED
This course will help you analyze your strengths and weaknesses, so you can focus your studying on the areas that you need most. You will get the basics of what you need to know to succeed on the four GED® test modules.
Start Dates: 9/11/19, 10/16/19, 11/13/19
24 Course Hours | $115
Location: Online

GMAT
Applying to graduate business and management schools usually means taking the GMAT (Graduate Management Admission Test). GMAT Preparation Course is a must. Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types.
Start Dates: 9/11/19, 10/16/19, 11/13/19
24 Course Hours | $100
Location: Online

GRE
Two-part series covers both verbal and quantitative sections. Part 1 takes you through all the question types on the verbal reasoning and analytical writing section. Part 2 features a math review and techniques for tackling the quantitative comparison, data interpretation, and standard math questions.
Start Dates: 9/11/19, 10/16/19, 11/13/19
24 Course Hours | $199
Location: Online

LSAT
The LSAT Preparation Series will prepare you for the LSAT exam. The comprehensive courses offer a flexible, best-in-class virtual LSAT training that fits your schedule, on your terms.
Start Dates: 9/11/19, 10/16/19, 11/13/19
24 Course Hours | $199
Location: Online

SAT/ACT
Universities and colleges throughout the U.S. require applicants to take the SAT or ACT as part of their evaluation package. This 2-part series will prepare you for both tests.
Start Dates: 9/11/19, 10/16/19, 11/13/19
24 Course Hours | $199
Location: Online

Test Preparation Online Courses

GRE • GMAT • LSAT • SAT/ACT
All instructor-facilitated online courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.
Achieve your best score!
ed2go.com/uwf
Beginner’s Japanese for Children
Designed for students new to Japanese and interested in learning a second language. No prior knowledge of the Japanese language is necessary. We will learn to pronounce and write basic Hiragana as well as basic conversational phrases through interactive games. Instruction is designed to accommodate each child’s proficiency and progress.
8/24/2019 - 12/7/2019
No class on 9/07, 9/21, 10/19, 11/23, 11/30
Sat, 2:00 PM - 3:00 PM
11 Sessions | $80
Instructor: Takami Taylor
Location: UWF Pensacola Campus, Bldg. 71

Intermediate and Advanced Japanese for Children
Suitable for students who are bilingual or have a good understanding of both spoken and written Japanese. We will cover basic Hiragana / Katakana and learn basic Kanji. This class aims to improve fluency in Japanese and develop strong fundamental skills. Japanese grade 1-3 level materials are used based on children’s proficiency and progress.
8/24/2019 - 12/7/2019
No class on 9/07, 9/21, 10/19, 11/23, 11/30
Sat, 3:15 PM - 4:15 PM
11 Sessions | $80
Instructor: Takami Taylor
Location: UWF Pensacola Campus, Bldg. 71

MOVEMENT ACADEMY

Movement Academy is a physical education program for children and adolescents in the surrounding area. Our mission is to offer a unique variety of physical experiences and opportunities while providing an invaluable teaching experience for UWF physical education students.

$70.00 for first child
$20.00 for each additional child
*Each additional child must be from same family.

Register online at:
uwf.edu/continuinged

FALL SCHEDULE
September 5 - December 5, 2019
Tuesdays and Thursdays
1:00 p.m. - 3:00 p.m.
No class November 26 & 28

The UWF Movement Academy is based in the HLES Facility, Building 72, on the University of West Florida Pensacola campus. The Academy is staffed by UWF students who are seeking undergraduate and graduate degrees in physical education as well as UWF faculty and staff.
Information

ADMISSION AND REGISTRATION
You can register and pay for non-credit Continuing Education classes online using the UWF Continuing Education registration site. To register online, you will need to create a New Student Profile. This will enable you to log in to our registration system and make online transactions.

ed2go online course registration:
Select the course you wish to register for and follow the instructions to pay online with a credit card. If you do not wish to pay by credit card, contact the student support office at 850.473.7468.

Non-credit courses and workshops and conferences and events do not require admission to the University.

TUITION AND FEES
Do courses have additional fees for supplies and materials? In most cases, non-credit courses do not require supplies and materials. If there are textbook requirements or additional fees, they will be listed in the course description.

What types of discounts are available?
Many Continuing Education courses offer discounts for military personnel, UWF employees and UWF alumni. Discounts are noted in the class information.

NON-CREDIT TUITION ASSISTANCE
If you require financial assistance for a non-credit course, there are several options available to you based on individual programs and eligibility.

Since Continuing Education courses do not lead to a college degree, they are not eligible for traditional forms of financial aid. However, some financial institutions provide loan options to students needing educational financial assistance. We also have military spouse benefits, payment plans (for select programs), and accept the WIOA grant. For more information, visit our website at uwf.edu/continuinged/resources/faqs.

NON-CREDIT CANCELLATION AND REFUND POLICY
Due to the wide variety of programs that Continuing Education offers, there is no single cancellation policy for all of our offerings. However, there are some common cancellation procedures.

Requests to cancel must be made prior to the start of the event. Ten (10) business days’ notice is most common, but many programs have earlier deadlines. Check program specifics on program website or registration form.

Requests to cancel must be made in writing or by email.
Written requests may be sent to: Continuing Education University of West Florida 11000 University Pkwy., Bldg. 77, Suite 149 Pensacola, FL 32514 Email requests may be sent to: ContinuingEd@uwf.edu

Although we attempt to refund 100% of your fees, many programs have a cancellation fee or offer refunds on a sliding scale. Check program specifics on program website or registration form. Refunds are not issued for no shows.

Exceptions to the withdrawal policy may be made for circumstances related to serious illness, travel issues, death in the family, etc. Written documentation must be provided. Refunds paid by cash or check take approximately 2 to 4 weeks to process. If payment was made by credit card, your account will be credited.

Review the full Refund Policy at uwf.edu/continuinged/resources/faqs.

ATTENDANCE
You must attend a minimum of 80% of all classes to receive CEU credits and a completion certificate. Classes which meet four (4) or fewer sessions require 100% attendance to meet this requirement. For online courses, you must receive a score of 80% or higher on the final exam or course assessment.

HOLIDAYS
• Sept. 2, 2019: Labor Day
• Nov. 11, 2019: Veterans Day
• Nov. 28-29, 2019: Thanksgiving
• Jan. 20, 2020: Martin Luther King Jr. Day
• May 25, 2020: Memorial Day
• July 3, 2020: Independence Day

CAMPUS INFORMATION
Where can I get emergency help if needed? Please contact the Campus Police 850.474.2415 in regards to any security issues or emergencies on University grounds.

Where can I locate a map of the campus?
Printed campus maps can be picked up at the Visitor Center or found online. Using the online Campus Map, you can search for a specific building or area, using the drop-down menus to filter your choices accordingly.

Am I required to purchase a parking pass?
No, but you will need a temporary parking pass which you may obtain from the UWF Visitor Center located in Building 81.

Where can I park on campus? Finding a parking space can be difficult during peak times. Lots J, L, M and Z are open to all permit holders. Lots J and L are between the tennis courts and the Center for Fine and Performing Arts and Lot Z is just south of Martin Hall. Cars parked without an appropriate decal or hang tag will be ticketed. We recommend visiting uwf.edu/parking for specific details on purchasing permits and to view maps and trolley information.

SUPPORT
What if I need additional help or can't find the answer to my question here?
Contact the Student Support Center via email, phone, or just drop in! We are located in Building 77, Room 149. Email: ContinuingEd@uwf.edu or call us at 850.473.7468. We are here to help!
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Curiosity never retires.

**UWF Leisure Learning** provides stimulating programs for seasoned adults who are interested in joining a spirited community of lifelong learners. Explore Pensacola and the surrounding areas, discover exciting research, foods and ideas or learn new skills — all while making friends.

**Join us today!**

850.473.7468  
LeisureLearning@uwf.edu

Download the Fall Leisure Learning course catalog at:  
uwf.edu/leisurelearning
Skilled leaders never stop looking for new ways to celebrate excellence. Whether you are an aspiring leader or a seasoned professional, the UWF Leadership Friday Series offers invaluable insight and strategies for refining leadership skills and optimizing desirable workplace outcomes.

**ONE FRIDAY PER MONTH**
**SEPTEMBER 20, 2019 - APRIL 17, 2020**
**8:30 A.M. - 11:30 A.M.**

$1,500 per seat for the entire series
25% off an additional seat

uwf.edu/LeadershipFridays