

Continuing Education

Summer 2024 Course Guide

Find
your next
career
opportunity!

The Rise of Data Analytics: Unlocking the Potential of In-Demand Data Skills

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Healthcare Career Training

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The Division of Continuing Education at the University of West Florida is a premier regional provider of educational and training services for non-traditional students.

We attract and enroll a diverse and talented group of individuals, emboldened by the mindset that personal growth is a journey, not a destination.

We provide high quality credit and non-credit education and training opportunities to meet individual, community, and professional needs of non-traditional learners and to participate in valuable community educational partnerships that advance the economy in the region.

We invest strategically to create programs that meet the needs of the regional and state workforce and develop highly qualified personnel.

We stimulate creativity and change lives through high-impact learning experiences.

We know there are no limits to what we can achieve—our potential knows no bounds.

LEARN MORE | uwf.edu/continuinged

UWF Notice: Summer 2024 University Closures

- **May 24, 2024:** Declared Holiday
- **May 27, 2024:** Memorial Day
- **June 19, 2024:** Juneteenth
- **July 4, 2024:** Independence Day
- **July 5, 2024:** Declared Holiday

Contact Us

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

Phone Hours:

Mon. - Fri., 9:00 a.m. - 4:00 p.m.

Office Hours:

Mon. - Thurs., 9:00 a.m. - 4:00 p.m.

Email: ContinuingEd@uwf.edu

Phone: 850.473.7468

  @UWFCContinuingEd

Appointments also available upon request.

University of West Florida Division of Continuing Education is a premier regional provider of high-quality credit and non-credit courses, community programming, customized training, CEUs and conference planning. uwf.edu/continuinged

Summer 2024

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Three Easy Ways to Register for Class:

Online

uwf.edu/continuinged

By Phone

Mon. - Fri., 9:00 a.m. - 12 p.m.
& 1:00 p.m. - 4:00 p.m.

To pay by Visa or MasterCard, call the Student Support Center at **850.473.7468**.

In Person

Mon. - Thur., 9:00 a.m. - 12 p.m.
& 1:00 p.m. - 4:00 p.m.

UWF Main Pensacola Campus,
11000 University Pkwy.
Bldg. 77, Suite 149



Continuing Education
UNIVERSITY of WEST FLORIDA



Healthcare
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Summer 2024 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. Email us at ContinuingEd@uwf.edu.

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.

Registered Behavior Technician (RBT) Training Course

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). Students passing the RBT exam are qualified to work in the field of behavioral health while earning their degree. This is the first course in the behavioral health elective sequence necessary to become a Board Certified assistant Behavior Analyst (BCaBA).

2 Course Options:

5/13/24 - 7/7/24, Tues, 5:30 PM,

Instructor: Sarah Kent, MA, BCBA

6/17/24 - 8/9/24, Wed 5 PM,

Instructor: Michelle Lambert MA, BCBA

Location: Online

Differentiated Instruction in the Classroom

Discover Differentiated Instruction strategies, including interest centers, and flexible grouping that will meet the needs of the diverse learners. This course packs real-world examples into every lesson.

Start Dates: 5/15, 6/12, 7/17

or Self-Paced, Start Anytime

6 Weeks/24 Course Hours | \$129

Location: Online



Empowering Students With Disabilities

This course provides techniques for helping these learners in your classroom.

Start Dates: 5/15, 6/12, 7/17

or Self-Paced, Start Anytime

6 Weeks/24 Course Hours | \$129

Location: Online

Teaching Students With Autism: Strategies for Success

Develop the knowledge and strategies to ensure your students succeed in the classroom and beyond.

Start Dates: 5/15, 6/12, 7/17

or Self-Paced, Start Anytime

6 Weeks/24 Course Hours | \$129

Location: Online

Professional education with online convenience

The University of West Florida provides the complete pathway to develop your ABA career — featuring online undergraduate and graduate level degree offerings and continuing education courses. Online certificate programs are available for students who already have a degree and just need coursework for certification.

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



Center for
Behavior Analysis
UNIVERSITY of WEST FLORIDA

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uwf.edu/aba

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.

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 | \$150

Location: Online

Accounting Fundamentals Series

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

Start Dates: 5/15, 6/12, 7/17

48 Course Hours | \$230

Location: Online

Accounts Payable Manager Certification

Prepare for the Institute of Finance & Management's (IOFM) Accounts Payable

Manager (APM) certification, the gold standard within the financial operations industry. Gain key AP skills, including leadership, internal controls and oversight and process improvement.

Start Anytime | Exam Cost Included

30 Course Hours | \$1,295

#GES2075 | Location: Online

Administrative Assistant Fundamentals

Identify opportunities and implement solutions for increased productivity throughout your company. Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning and office ergonomics.

Start Dates: 5/15, 6/12, 7/17

6 Weeks/24 Course Hours | \$129

Location: Online

Business Operations Specialist

This practical course will teach you the fundamentals of business management and operational planning. Gain essential



skills and strategies that you can put into action at your workplace.

Start Anytime

200 Course Hours | \$1,895

#GES2067 | Location: Online

Career Counselor and Life Coach

Learn career development stages, planning fundamentals, and how to work with diverse audiences as well as the Core Competencies of the International Coach Federation (ICF) and ICF-recognized protocols to build a distinctive coaching style.

Start Anytime

140 Course Hours | \$2,795

#GES2023 | Location: Online

Certified Business Data Analytics (CBDA) Prep Course

Certification in Business Data Analytics (CBDA) is the first data analytics certification provided by the International Institute of Business Analysis (IIBA) to recognize one's ability to effectively analyze work in business analytics initiatives. The Certified Business Data Analytics (CBDA) Prep Course provides highly focused exam preparation support for the CBDA exam.

Start Anytime

60 Course Hours | \$995

#GES2122 | Location: Online

Certified Bookkeeper

Bookkeeping is the backbone of every organization's need to carefully account for its financial activities. It accounts for sales, purchases and payments that flow through an entity. This online course will prepare you for certification by the American Institute of Professional Bookkeepers (AIPB).

Start Anytime | Exam Cost Included

140 Course Hours | \$2,195

#GES202 | Location: Online

Human Resources Professional with Payroll Practice and Management

Gain essential skills and knowledge needed for a role in any HR department. The HR Professional course will prepare you for the HRCI's Professional in Human Resources (PHR) certification exam. You will also learn information useful for other certification exams, including the SHRM-CP exam and the HRCI's aPHR exam. The Payroll Practice and Management course covers all critical areas of payroll administration and management and the intersection of human resources and payroll. By



course completion, you will be ready to pass the Fundamental Payroll Certification (FPC) exam, developed by the American Payroll Association.

Start Anytime

250 Course Hours | \$3,145

#GES2056 | Location: Online

Business and Administration

Certified Six Sigma Black Belt

The Six Sigma methodology is a data-driven approach to removing defects and improving processes at any organization. Prepares for the ASQ Certified Six Sigma Black Belt Examination and equips you to apply Six Sigma concepts and methods as a practitioner or consultant.

Start Anytime

120 Course Hours | \$1,995

#GES2009 | Location: Online

Certified Virtual Assistant

If you want to thrive in one of the many types of work-from-home jobs, the Certified Virtual Assistant (CVA) program can provide you with the advanced skills to become a virtual assistant. Learn how to set up your virtual assistant packages, rates, and contracts, along with the tools for virtual assistants to offer.

Start Anytime

240 Course Hours | \$2,995

#GES2130 | Location: Online

Complete Project Manager with CAPM® and PMP® Prep

This comprehensive project management program designed for seasoned project managers— will prepare you for either the CAPM® or PMP® certifications. The course will provide you with a strong grasp of project management from start to finish. You will cover a good foundation of project management concepts and terminology, before deepening your understanding and practical application of project management tools, methods and processes.

Start Anytime

240 Course Hours | \$2,575

#GES251 | Location: Online

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. This course will guide you through all the major components of writing a business plan and you'll emerge with your first draft in hand.

Start Dates: 5/15, 6/12, 7/17

or Self-Guided, Start Anytime | \$135

Location: Online

Certified Administrative Professional Training

As business culture evolves, so do the roles and responsibilities of administrative professionals. Many administrative professionals today give themselves a competitive edge by earning the industry-recognized CAP certification. This 100% online certified administrative professional course will help you gain the technical skills and knowledge needed to earn this valuable industry credential.



Start Anytime | Voucher Included

100 Course Hours | \$1,795

#GES291 | Location: Online

Entrepreneurship: Start-Up and Business Owner Management

Delve into the world of entrepreneurship, from generating an idea to writing a business plan. Refine your startup idea as you prepare for the Entrepreneurship and Small Business Certification. You will learn all business areas of an entrepreneurship venture, such as legal structure and requirements, funding sources, intellectual property law, operations, marketing, advertising, and finances. By course completion, you will create a comprehensive business plan to get your startup idea off the ground and into the market.

Start Anytime | Voucher Included

200 Course Hours | \$2,795

#GES439 | Location: Online

Executive Assistant with Microsoft Office Specialist (MOS) Expert

Executive assistants possess a broad skill and provide direct support to executive leadership. This course will prepare you for two important certifications in your career as an executive assistant: Certified Administrative Professional (CAP) and Microsoft Office Specialist (MOS) Associate. Learn the intricacies of organizational communication, office and records management and human resources fundamentals, among other topics. Then learn to use Microsoft Office 2019 programs like Word, Excel and PowerPoint.

Start Anytime | Vouchers Included

795 Course Hours | \$5,195

#GES2082 | Location: Online

Google and Small Business Management Suite

Make your dreams a reality and start your own business. By course completion, you will have the techniques needed to build your business and incorporate Google Workplace applications to increase productivity. These apps can increase creativity, critical thinking and communication. This course suite includes Getting Started with Google Workspace, Small Business Marketing on a Shoestring and Start Your Own Small Business.

Start Dates: 5/15, 6/12, 7/17

72 Course Hours | \$300

Location: Online

Interpersonal Communication

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

Start Dates: 5/15, 6/12, 7/17

or Self-Guided, Start Anytime | \$115

6 Weeks/24 Course Hours

Location: Online

Managing Remote Teams

Whether you have gone from managing the occasional "telecommuter" to managing a fully remote team and would like to explore new strategies and best practices for this unique form of management—this course is for you.

Start Dates: 5/15, 6/12, 7/17

or Self-Guided, Start Anytime | \$135

6 Weeks/24 Course Hours

Location: Online

New Manager Suite

Learn how to be an effective supervisor by developing leadership skills that can help you gain respect, while also allowing you to enjoy success in your career. You will also learn how to master the basics of business and organizations, the people skills required to motivate and delegate, the tools for solving problems and resolving conflicts, and the basics of communicating effectively.

Start Dates: 5/15, 6/12, 7/17

72 Course Hours | \$365

Location: Online

Nonprofit Manager

This course looks at the most important aspect of nonprofits—your mission and how to define that. You will also study governance and leadership issues, looking at the laws that regulate nonprofits and codes of conduct. You will also learn how to handle nonprofit finances and, critically, how to create a budget. This course also teaches you how to market and raise funds through fundraising and earned income.

Start Anytime

100 Course Hours | \$2,095

#GES447 | Location: Online

Professional Bookkeeping with QuickBooks Online

Master QuickBooks Online to prepare for a rewarding career in the booking field. You will learn basic bookkeeping and accounting principles, including the types of accounting information you, the business owner, manager, bookkeeper, or accountant, need to monitor. This course also serves as preparation for the QuickBooks Certified User exam.

Start Anytime | Voucher Included

100 Course Hours | \$2,375

#GES2046 | Location: Online

Professional Sales Skills

If you've always dreamed of becoming successful in sales, this course is exactly what you need. You'll learn how to turn prospects into buyers, how to provide proper customer service, how to develop a sales plan, and much more.

Start Dates: 5/15, 6/12, 7/17

or Self-Guided, Start Anytime | \$135

Location: Online

Resume Writing Workshop

Transform your resume into a powerful tool that will help you get interviews. This course is invaluable to anyone who wants to improve their resume as it will introduce you to different formats, help you make the most of your work experience, and discover how to use reference to your advantage.

Start Dates: 5/15, 6/12, 7/17

or Self-Guided, Start Anytime

6 Weeks/24 Course Hours | \$135

Location: Online

Small Business Suite

Learn how to be your own boss! This series will give you the information you need to start your own home-based or online business by developing the qualities of successful entrepreneurs. You will receive a step-by-step approach that will help you build a simplified strategy and attract customers with successful marketing techniques on a tight budget.

Start Dates: 5/15, 6/12, 7/17

72 Course Hours | \$350

Location: Online

Understanding the Human Resources Function

This course helps people without experience in HR to understand this vital link in the organizational chain. It prepares managers and business owners to handle basic HR functions in a way that ensures the best possible result.

Start Dates: 5/15, 6/12, 7/17

or Self-Guided, Start Anytime

6 Weeks/24 Course Hours | \$135

Location: Online

Winning RFP Responses

Having the skills to bid on competitive contracts can increase your business's revenues as you carry it through declining economic times. Learn the ins and outs of finding, reading and determining whether RFPs fit your business's services or goods. Then learn how to write the components of a winning RFP bid response for your business.

Start Dates: 5/15, 6/12, 7/17

6 Weeks/24 Course Hours | \$135

Location: Online

ONLINE SKILL DEVELOPMENT

Popular 6-Week Business Courses

Achieving Success with Difficult People:

Get helpful information for understanding yourself, solving people's problems and improving relationships and productivity.

Collaborative Problem Solving:

Learn essential strategies for solving problems and challenges that arise during collaboration and ways to move forward toward achieving a common goal.

Diversity Training for Employees and Managers:

Gain a better understanding of what others bring to the table as you learn to respect others and collaborate in diverse environments.

Individual Excellence:

Develop career-enhancing skills 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:

Learn how to use the principles of great leaders to achieve success in almost every aspect of your daily life.

Mastering Public Speaking:

Find out how to talk confidently and persuasively to both large audiences and small groups.

Productivity and Benchmarking:

Learn how to establish meaningful metrics and implement plan that enhance overall productivity.

Using Social Media in Business:

This course will help you harness the power of social media to connect with new customers, advertise products and promote your brand.

Start Dates:

5/15, 6/12, 7/17

or Self-Guided, Start Anytime

Tuition: \$95-\$165

Location: Online

Register: ed2go.com/uwf

The Rise of Data Analytics: Unlocking the Potential of In-Demand Data Skills

BY HEATHER LEBLANC

The rise of data analytics across industries has become a prominent trend in today's modern digital era. According to the Bureau of Labor Statistics, careers in data are projected to increase 35% by 2032. As data grows in volume and complexity, so does the need for actionable insights. This trend has placed individuals with expertise in data analytics in high demand. Employers increasingly recognize the importance of data analytics for interpreting customer behavior, improving operations and making data-driven decisions.

Delve into the rise of data analytics skills, the essential proficiencies for success, skill development opportunities and the tangible applications of data analytics across various industries.

Elevated Demand for Data Analytics Skills

Endless data sources make it essential for businesses to analyze and interpret data effectively for informed decision-making. With abundant data and exponential growth in the various types of data organizations have access to, it is no surprise professionals with data analytics skills have become progressively more sought after. This reality has increased employers recruiting for these abilities and upskilling internal employees into more data-focused roles.

Understanding data analytics can provide valuable insights into customer behavior, market trends and operational efficiency. These insights can fuel innovation, allowing organizations

Transform the Way You Engage with Data

Explore degree and certificate programs at UWF.

- Data Science, M.S.
- Data Fluency Undergraduate Certificate
- Data Science Graduate Certificate
- Advanced Data Science Graduate Certificate
- Business Analytics Undergraduate Certificate
- Business Analytics Graduate Certificate
- Health Informatics Graduate Certificate
- Sport Analytics Graduate Certificate

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to identify patterns and trends that traditional methods cannot uncover. Demand for professionals with data analytics skills continues to expand as businesses seek individuals who can effectively use data to drive strategic decision-making.

Crucial Skills for a Career in Data Analytics

Knowledge of statistical analysis and data modeling is vital to a data analytics career. Statistical analysis involves interpreting data to uncover patterns, trends and relationships, while data modeling consists of creating a conceptual representation of data to gain insights and make predictions.

Data visualization and storytelling are also vital skills. The ability to present complex data in a manner that is visually appealing and understandable is essential for communicating insights to stakeholders. Data analytics professionals must also be proficient in programming languages and tools for data analysis, such as Python, R, SQL and Excel.

Developing data analytics skills hones problem-solving and decision-making abilities, allowing you to identify patterns, trends and insights from large volumes of data. These skills also increase your efficiency in data-driven tasks, allowing you to streamline processes and save valuable time.





Applications of Data Analytics Across Industries

Data analytics plays a crucial role across various industries and employers. Businesses across varied industries leverage data to drive growth and make informed decisions. Diverse industry applications of data analytics include marketing and customer analytics, financial analysis and risk management, and healthcare and medical data analysis. As the rise of data analytics skills continues, professionals with expertise in this area will remain in high demand across industries.

With data sources growing in size, complexity and function, many professionals combine their expertise

with an interest in data analytics to advance their current position. Possessing expertise in data analytics allows key players to predict sales, prevent safety hazards, refine budgetary processes and inform marketing strategies.

Data Analytics Training and Education at UWF

UWF offers a range of courses and programs to meet the growing need for data analytics training. Designed for varying levels of expertise, our data analytics training centers around data visualization, statistical analysis, predictive modeling and machine learning, our programs provide valuable

In-Demand Skills for Data Professionals

- Python
- Artificial Intelligence and Machine Learning
- SQL
- Statistics
- Excel
- Business Analysis
- Python Data Analysis with JupyterLab

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educational opportunities to validate your skills and knowledge in the field, making you stand out in the job market.

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.

Accounting with Microsoft Excel 2019 Suite

This accounting course suite will teach you fundamental accounting skills, while training you to use Microsoft Excel 2019 including Pivot Tables, macros and other advanced Excel functions.

Start Dates: 5/15, 6/12, 7/17

96 Course Hours | \$495

Location: Online

Artificial Intelligence and Machine Learning Suite

This course bundle will provide you with a foundation of practical knowledge on artificial intelligence (AI) and machine learning. Begin with the science behind AI computer systems then move on to a more thorough look at machine learning, the problem it is trying to solve, and specific techniques and applications used in supervised, unsupervised and semi-supervised learning.

Start Dates: 5/15, 6/12, 7/17

48 Course Hours | \$230

Location: Online

Front-End Web Developer

Considering how many websites exist, front-end web developers are in high

demand. This course will prepare you for an entry-level career in this growing job market. You will learn how to use HTML, CSS, and JavaScript to create functional, responsive web applications.

Start Anytime

160 Course Hours | \$1,995

#GES3014 | Location: Online

Full Stack Software Developer

Create and maintain full-service websites. Learn all the significant aspects of front-end, back-end and full-stack development through several milestone exercises and a hands-on project.

Throughout the course, you will build a website that hosts learning games that will allow users to log in, play games, track their progress, see leaderboards and manage their accounts.

Start Anytime

650 Course Hours | \$5,495

#GES375 | Location: Online

Getting Started with Google Workspace

More and more businesses are switching to Google Workspace for their business documents and communications. In this course, you will get experience with



nine great Google apps for business and personal use, including Gmail, Docs, Sheets, Slides, Drive, Contacts, Calendar, Meet, and Chat and learn how they all work together in a seamless suite.

Start Dates: 5/15, 6/12, 7/17

Self-Guided, Start Anytime | \$149

6 Weeks/24 Course Hours

Location: Online

Intermediate SQL

Expand your knowledge of Structured Query Language (SQL), the industry standard database programming language. Gain confidence using a wide range of advanced SQL techniques. This course will expand your SQL knowledge and provide skills for writing powerful queries to perform complicated searches and data sorting.

Start Dates: 5/15, 6/12, 7/17

Self-Guided, Start Anytime

6 Weeks/24 Course Hours | \$129

Location: Online

Introduction to C# Programming

Learn the fundamentals of computer programming with the C# programming language. This course uses hands-on practice, examples and assignments to develop your knowledge of C# programming by using a state-of-the-art language to build impressive applications on your very own computer.

Start Dates: 5/15, 6/12, 7/17

Self-Guided, Start Anytime

6 Weeks/24 Course Hours | \$129

Location: Online

Introduction to QuickBooks 2019

This course 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

Microsoft Excel Certification Training

Learn to use Excel to create, modify and format worksheets, perform calculations and print workbooks. Then, you will move on to learn how to use complex formulas, work with illustrations and charts, and use advanced formatting techniques. This program also covers Excel's advanced features. Upon completion, you will be prepared for the Microsoft Office Specialist and Expert certification exams for Excel 2019.

Start Anytime

70 Course Hours | \$595

#GES888 | Location: Online



your payables, inventory and receivables and generate reports.

Start Dates: 5/15, 6/12, 7/17

Self-Guided, Start Anytime

6 Weeks/24 Course Hours | \$139

Location: Online

Introduction to SQL

SQL is one of the best programming languages for beginning web developers to learn. Gain a solid working knowledge of the most widely used database programming language. This course will provide you the skills to write SQL queries to create tables, retrieve data from single or multiple tables, manipulate data in a database, and gather statistics from data stored in a database.

Start Dates: 5/15, 6/12, 7/17

6 Weeks/24 Course Hours | \$129

Location: Online

Intro to Microsoft Excel 2019

This course introduces the basic functions and uses of Microsoft Excel. Through hands-on lessons, you will learn numerous shortcuts to quickly and efficiently set up worksheets, use the function wizard to calculate statistics, future values and more. You will also get tips on sorting and analyzing data and automating frequently-repeated tasks with macros and buttons.

Start Dates: 5/15, 6/12, 7/17

Self-Guided, Start Anytime

6 Weeks/24 Course Hours | \$147

Location: Online

Intro to Python 3 Programming

The Python programming language

Computer Skills for the Workplace

This course provides the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. Learn how to implement the powers of modern office software to work faster and more efficiently. By the time you finish, you will have learned why employers consider technological literacy so critical to the success of any organization.



Start Dates: 5/15, 6/12, 7/17

Self-Guided, Start Anytime

6 Weeks/24 Course Hours | \$129

Location: Online

was developed to provide a way to develop code that's easy to create and understand. Create foundational programming structures with Python. This course will provide the fundamentals of computer programming in Python 3 with topics that include basic decisions and loops, advanced data structures, object-oriented programming, and graphical user interfaces.

Start Dates: 5/15, 6/12, 7/17

Self-Guided, Start Anytime

6 Weeks/24 Course Hours | \$129

Location: Online

Microsoft Access Certification

Learn foundational database concepts, how to create databases and tables, query those tables and create reports. By course completion, you will be able to design, customize and fully optimize an Access database. These key skills are fundamental to passing the MOS exam and earning your certification.

Start Anytime | Voucher Included

90 Course Hours | \$695

#GES892 | Location: Online

Microsoft Office Specialist (MOS) Expert Certification Training

Earning your Microsoft Office Specialist (MOS) certification demonstrates your knowledge and proves that you're ready to make an immediate impact at your organization. Build your expertise in these programs through hands-on exercises, in-depth course material and supplemental video demonstrations.

Start Anytime

335 Course Hours | \$2,295

#GES890 | Location: Online

Oracle SQL and PL/SQL Developer + Java Programmer

Learn fundamental and universally useful Java syntax elements with an overview of more advanced elements. Learn 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

#GES339 | Location: Online

Python Developer

Python's popularity has increased over the years due to its simplicity, readability and extensive libraries. According to the TIOBE Index, Python consistently ranks among the top programming languages, making it a valuable skill. Whether you're new to programming or just want to learn a new language, this in-depth course will teach you the ins and outs of Python programming.



Start Anytime

155 Course Hours | \$995

Location: Online

Web Applications Developer

Gain the knowledge you need to create dynamic database-driven websites using the latest technologies. Master basic HTML then learn CSS for styling pages and discover JavaScript, PHP and Vue. You will then dive into SQL and learn how to create intranets and e-commerce sites.

Start Anytime

404 Course Hours | \$2,395

#GES316 | 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 Professional in Video Design

If you want to become a master storyteller, achieving the Adobe Certified Professional in Video Design credential will help you. Earn the necessary certifications in Premiere Pro and Photoshop Adobe Certified Associate to show you have the editing skills to turn clips into a cinematic original. If you pass the Adobe Premiere Pro and Adobe Photoshop certification exams, you become Adobe Certified Professionals in Video Design.

Start Anytime | Voucher Included
110 Course Hours | \$1,495
#GES3052 | Location: Online

Adobe Certified Professional

Learn five of the most often used Adobe programs: Dreamweaver, Illustrator, Photoshop, InDesign and Animate (formerly Flash). Becoming an Adobe Certified Professional will show you are ready to amaze clients, employers and collaborators with proof of your skillset using the world's most creative desktop apps. Upon

completion, you will be ready to take the five Adobe Certified Professional (ACP) certification exams.

Start Anytime | Vouchers Included
270 Course Hours | \$2,795
#GES3051 | Location: Online

Certified Residential Interior Designer

The online Residential Interior Design Education (R.I.D.E.) program is available to both aspiring design individuals and interior designers who want to increase their education, career opportunities and professional status.

Start Anytime | Optional Externship Included
120 Course Hours | \$2,145
#GES515 | Location: Online

Marketing Design Certificate

This course focuses on developing 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
#GES502 | Location: Online

Photography Suite

Master the use of your DSLR camera as you learn how the technology can help you take beautiful portraits and action shots. Get a crash course in all the features and controls that can be used to elevate your photos and learn editing techniques for professional-looking images.

Start Dates: 5/15, 6/12, 7/17
72 Course Hours | \$335
Location: Online

Video Game Design and Development

This course will help you design and create your own video game for the PC and become ready to join a team working on projects or pursue independent development.

Start Anytime
500 Course Hours | \$2,145
#GES605 | Location: Online

ONLINE SKILL DEVELOPMENT

Popular 6-Week Digital Arts and Design Courses

Adobe Animate CC Training: Learn how to design interactive animations.

Discover Digital Photography: An introduction to digital photography, from DSLRs to smart phone cameras.

Introduction to Interior Design: Delve into color theory, industry trends, spatial arrangements, floor plans, traditional and modern interior design ideas and get insider tips for entering this exciting field.

Introduction to Photoshop CC: This project-oriented course is filled with

detailed step-by-step instructions that will teach you how to edit and manipulate images and create basic compositions using Photoshop in the Creative Cloud.

Mastering Your Digital SLR or Mirrorless Camera: Break through the technology barrier and learn how to use your camera.

Photoshop CC for the Digital Photographer: Master techniques to edit and enhance your digital images and add a professional polish to your work. This

course will give you a collection of useful techniques to show amazing results.

UI/UX Design: UI and UX design has emerged as the framing approach to all digital design. This course provides a basic foundation in every aspect of both.

Start Dates:
5/15, 6/12, 7/17
or Self-Guided, Start Anytime
Tuition: \$115-\$129
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

Demand for medical assistants is growing faster than most any other occupation. Prepare for the National Healthcareer Association's CMA certification exam and be ready for an entry-level position in just four months. 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. The program includes Phlebotomy Technician training and EKG Technician training. To date, students from UWF have achieved a 100% pass rate on the examination. Tuition includes all live instruction, labs, scrub set and all materials to include the CCMA exam and externship experience.

5/6/2024 - 8/26/2024 (No class 5/27)

Mon & Wed, 6:00 PM - 9:00 PM

32 Sessions | \$4,300

Instructor: Jacqueline Sherrin

Location: Online with in-person labs

Certified Medical Administrative Assistant

Certified Medical Administrative Assistant (CMAA) training program will prepare you for the National

Healthcareer Association exam and open up an expansive range of opportunities for employment in physician offices, hospitals, surgery centers, assisted living facilities, dental offices, home healthcare agencies, mental health facilities and even insurance companies and consulting firms. Tuition includes all live instruction, materials and the CMAA exam cost.

7/27/2024 - 10/19/2024 (No class 9/7)

Sat, 8:00 AM - 2:00 PM

12 Sessions | \$4,100

Instructor: Steven Carpenter

Location: Live virtual instruction

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 will exempt them from the 500-hour requirement for previous patient care experience required for application to the FSU PA Program.

8/19/2024 - 12/7/2024



Mon, 6:00 PM - 9:00 PM

16 Sessions | \$480 (noncredit)

Instructor: Kimberly Berggren

Location: UWF Pensacola Campus, Building 234

Medical Billing and Coding Specialist

Prepares 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. Tuition includes all live instruction, materials, and CBCS exam (for eligible students).

5/14/2024 - 9/10/2024 (No class 7/4)

Tue & Thur, 6:30 PM - 9:30 PM

34 Sessions | \$4,300

Instructor: Marline Credeur

Location: Live virtual instruction

Molecular Diagnostics

UWF's online Molecular Diagnostics continuing education courses allow Medical Laboratory Scientists to prepare for Molecular Biology Certification Exams. Gain valuable, in-demand skills in molecular biology foundations and common methods used in clinical laboratories. These two courses provide comprehensive instruction in the application and practice of a wide range of molecular diagnostic topics.

Course 1: A general overview of laboratory processes designed for individuals needing a refresher.

Course 2: An overview of specific molecular diagnostic processes.

Start Upon Registration

\$600 each course

Instructor: Kristen Coffey

Location: Online

Certified Electronic Health Records Specialist

Earn your electronic health record specialist certification and play a vital role in ensuring patient data is secure and accurate. Gain the skills required to become an administrative asset in any healthcare environment and earn your EHR Specialist Certification through the National Healthcareers Association (NHA) in as little as four months.

5/14/2024 - 8/6/2024 (No class 7/4)

Tue & Thur, 6:00 PM - 9:00 PM



24 Sessions | \$4,200

Instructor: Steven Carpenter

Location: Live virtual instruction

Certified EKG Technician

This course will train you to apply, monitor and measure electrocardiography tests in a flexible, online learning environment. By course completion, you will be prepared to take and pass the Certified EKG Technician Specialist (CETS) certification exam, offered by American Education Certification Association and the Certified EKG Technician (CET), provided by the National Healthcareer Association.

Start Anytime | Voucher Included

170 Course Hours | \$1,995

#GES047 | Location: Online

Certified Pharmaceutical Sales Representative

Demonstrating knowledge of core medical and scientific concepts will earn respect in the pharmaceutical industry. Upon successfully completing and passing all sections, you will receive a Pharmaceutical Representative Certification (PRC) offered by the Accreditation Council for Medical Affairs (ACMA).

Start Anytime | Exam Included

110 Course Hours | \$2,195

#GES192 | Location: Online

Certified Physical Therapy Aide

Master the skills you need to work as a physical therapy aide. Not only will you be prepared for the AMCA's Physical Therapy Technician/Aide certification exam, but an externship starter kit also walks you through everything you need to know to land a PT aide externship.

Start Anytime | Voucher Included

190 Course Hours | \$2,145

#GES189 | Location: Online

Clinical Dental Assistant

This course will prepare you to become a productive and successful member of a dental team. Learn about every aspect of professional dental assisting. Upon successful completion of this course, you will receive vouchers to sit for the Anatomy, Morphology, and Physiology (AMP), Infection Control (ICE), and Radiation Health and Safety (RHS) portions of the Dental Assisting

Popular Online 6-Week Healthcare Courses

Become a Physical Therapy Aide:

This course will teach you about the workings of the human body, various disorders, patient safety, and even how to speak the language of physical therapy.

Certificate in Gerontology: Enhance your skills for working with or caring for older adults through this multidisciplinary educational experience.

Certificate in Infectious Diseases and Infection Control:

Gain a solid understanding of the most common infectious diseases as well as the procedures that can help contain them.

HIPAA Compliance: HIPAA Compliance training is a priceless addition to your resume. This course provides an understanding of the compliance

requirements of HIPAA, and subsequent rules and laws that affect HIPAA.

Medical Terminology Series: This series of courses includes lessons and activities designed to help you understand and remember the medical terminology you learn.

Medical Writer Suite: From Microsoft Publisher best practices to understanding the different types of medical writing, key medical terminology, and more—you will have the medical writer training employers desire upon course completion.

Start Dates:

5/15, 6/12, 7/17

or Self-Guided, Start Anytime

Tuition: \$89-\$280

Register: ed2go.com/uwf

National Board examinations.

Start Anytime | Vouchers Included

300 Course Hours | \$2,995

#GES1038 | Location: Online

Home Health Aide

Our home health aide training course focuses on providing comprehensive career training to obtain the skills and responsibilities needed for success as a home health aide. By course completion, you will have a clear understanding of the task and duties of an HHA.

Start Anytime | 2 Course Career Series

280 Course Hours | \$2,495

Location: Online

Optician Certification Training

Prepare for the American Board of Opticianry (ABO) certification and an entry-level job as an optician.

Start Anytime | Voucher Included

150 Course Hours | \$1,995

#GES126 | Location: Online

Pharmacy Technician

Train to work as a pharmacy technician and prepare you for the Pharmacy Technician Certification Exam (PTCE®) to obtain the Certified Pharmacy Technician

(CPHT) credential from the Pharmacy Technician Certification Board (PTCB®).

Start Anytime | Voucher Included

400 Course Hours | \$2,995

#GES117 | Location: Online

Spanish for Medical Professionals

Prepare for any situation by bridging the communication gap between you, your patients and family members. This course provides knowledge of basic medical phrases to help you better communicate with the Spanish-speaking community.

Start Dates: 5/15, 6/12, 7/17

or Self-Guided, Start Anytime | \$135

6 Weeks/24 Course Hours

Location: Online

Veterinary Assistant

The course is designed for people who want to work as veterinary assistants at veterinary hospitals and for those already employed in related positions. Gain the skills you need to become a productive member of a veterinary team. Upon completion, you will also have the opportunity to gain access to an Externship Starter Kit.

Start Anytime

210 Course Hours | \$2,495

#GES118 | Location: Online

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, staff supervision and how to consistently deliver superior service or experiences.

Certified Wedding Planner

Master the fundamentals of planning, orchestrating and delivering stunning weddings and parties. This course allows you to earn your certification as a professional wedding planner.

Start Anytime

340 Course Hours | \$1,595

#GES204 | Location: Online

Corporate Event Planner

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

Start Anytime

240 Course Hours | \$995

#GES297 | Location: Online

Customer Service Training

Understand how a positive attitude, going a step beyond basic customer service and dealing effectively with

complaints will enhance your work experience. Learn how developing and implementing a comprehensive customer service policy promotes consistency in how customers are treated and keeps customers happy.

Self-Guided, Start Anytime

15 Course Hours | \$89

Location: Online

Hotel Management

This course provides a comprehensive introduction to the fundamentals of the hospitality industry and an overview of the various roles and responsibilities within hotel management. These transferable skills can lead to career opportunities and unique perks in virtually any corner of the world.

Start Anytime

100 Course Hours | \$995

#GES609 | Location: Online

Household Manager with Executive Housekeeper

Many large estates rely on household managers to oversee the home and other staff. This course bundle will train you to work as a household manager with a specialty in housekeeping. Upon



completing these courses, you will be able to run a household, supervise other household staff and properly train and organize a team of housekeepers.

Start Anytime

140 Course Hours | \$2,195

#GES617 | Location: Online

Preston Bailey's Fundamentals of Floral Design

Learn the fundamentals of floral design from Preston Bailey, the industry's most highly regarded floral design expert. The course is designed for beginners who have no experience with flowers, flower arranging, or floral design.

Start Anytime

240 Course Hours | \$1,695

#GES239 | Location: Online

Restaurant Management

This course imparts the theory behind food and beverage production and management, human resource management and basic accounting practices for the restaurant industry. You'll also learn how to market and sustain a profitable restaurant while adhering to legal requirements.

Start Anytime

100 Course Hours | \$995

#GES611 | Location: Online

Event Management and Design

Build a foundation that you can use to develop and accelerate a career in special events or start your own special event business. This course covers corporate events, weddings, parades, festivals, and more. Learn about the practicalities of planning events and the dazzle of designing them. From permits to pyrotechnics, this course will also teach you how to design, plan, implement and evaluate special events.



Start Anytime

120 Course Hours | \$1,995

#GES402 | Location: Online

Travel Agent Training

Travel and tourism make up one of the world's largest industries. Travel agents still play a major role in luxury, corporate, and group travel. This course will prepare you to work in the fast-paced travel industry. You will gain a deep understanding of both travel and tourism, so you can help clients research, plan, and book their trips.

Start Anytime

100 Course Hours | \$2,245

#GES218 | Location: Online

IT & Engineering

Discover the dynamic, rapidly growing industry that is IT and engineering. 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 and engineering courses to accelerate your career path.

Certified Solidworks Professional Exam Review

Intuitive 3D design and product development solutions from SOLIDWORKS let you conceptualize, create, validate, communicate, manage and transform your innovative ideas into great product designs. You will learn to create fast and accurate designs, including 3D models and 2D drawings of complex parts and assemblies, design for cost and manufacturing with cost estimation tools and manufacturability checks, interact with team members and control revisions with standardized data management tools and eliminate errors and rework by using integrated motion and stress analysis tools.

1/8/2024 - 5/4/2024 | \$480 (noncredit)

Instructor: Richard (Scott) Hand

Location: Online

CompTIA Security+ Certification Prep

Master the skills and concepts to further your cybersecurity career. This course utilizes an evolving suite of tools to ensure a collaborative environment among instructors and students. Earning your CompTIA Security+

certification confirms that you not only can apply knowledge of security concepts, tools and procedures to react to security incidents, but you also can anticipate security risks and guard against them. Tuition includes all live instruction, online labs, course books, study guides, administrative assistance and all necessary materials, including a CompTIA Security+ Test Voucher.

7/13/2024 - 8/17/2024

Sat, 8:00 AM - 1:00 PM

6 Sessions | \$2,999

Option to include a new computer in your tuition for an additional \$500.

Instructor: Jeremiah Owoh

Location: Online

AI Machine Learning Bootcamp

Artificial intelligence (AI) and machine learning (ML) are among the most in-demand skills in the world. With the growth in automation and robotics across industries, there are massive job opportunities in AI programming, data science, engineering, and research. The AI Machine Learning Bootcamp provides you with the knowledge and skills to start a career in the high-



demand AI/ML industry. The AI Machine Learning Bootcamp is a six-month comprehensive training course for professionals interested in pursuing a career in AI and ML. You will complete over 300 hours of self-paced training learning key concepts and models along with practical programming skills in Python and ML. You will also prepare to pass the Microsoft Azure AI Engineer Certification Exam AI-102: Designing and Implementing an Azure AI Solution.

Start Anytime

301 Course Hours | \$4,275

#GES3045 | Location: Online

AZ-900 & 500: Microsoft Azure Fundamental & Security Technologies

The Microsoft Azure Fundamentals course is intended for entry-level Azure professionals and builds the groundwork needed for you to properly administer and subscribe to Microsoft Azure. Security Technologies will help you gain the knowledge and skills needed to implement security controls, maintain the security posture, and identify and remediate vulnerabilities by using a variety of security tools. This course also covers scripting and automation, virtualization, and cloud N-tier architecture. Upon completion, you will have the fundamental knowledge required of a Microsoft cloud app security professional. This program will also prepare you to sit for the AZ-900: Microsoft Azure Fundamentals and the AZ-500: Microsoft Azure Security Technologies Exams.

Start Anytime | Voucher Included

90 Course Hours | \$3,995

#GES3078 | Location: Online

Certified AWS Cloud Practitioner

This course is the first step in training for the industry-leading Amazon

Introduction to Exterior Ballistics

Gain an introduction to the field of Exterior Ballistics, including an overview of the forces and moments that affect balls, bullets, and missiles in flight, as well as an overview of simplifying ballistic models such as vacuum trajectories, differential transformations, point mass and NATO 4DOF models. An introduction to trajectory simulation and experimental techniques will also be covered. Students will implement simple numerical simulations of ballistic motion and identify experimental methods used in ballistics. *A basic understanding*



of ordinary differential equations is preferred.

8/19/2024 - 12/4/2024 | \$480 (noncredit)

Asynchronous but students have the option to attend the lectures live if they wish. Mon & Wed, 4:00 PM - 5:15 PM

Instructor: Dr. John Stutz

Location: Online

AWS product. It serves as a thorough introduction to the services and solutions possible with AWS. It is also the first certification in paths available for IT professionals looking to codify their knowledge and skills in AWS. This course can be used to prepare for the AWS Certified Cloud Practitioner exam.

Start Anytime | Voucher Included
40 Course Hours | \$1,995
#GES3067 | Location: Online

Certified AWS Cloud Developer

The AWS Developer course is designed for intermediate-level software developers and those looking to learn more about AWS's developing capabilities. In this online training course, you will learn how to use the AWS SDK to develop secure and scalable cloud applications. You will also explore how to interact with AWS using code and discuss key concepts, best practices, and troubleshooting tips. This course can be used to prepare for the AWS Certified Developer - Associate exam.

Start Anytime | Voucher Included
40 Course Hours | \$1,995
#GES3067 | Location: Online

Certified Ethical Hacker

An ethical hacking certification is a unique way to set yourself apart from other IT professionals and add even more value to your organization. Use the same techniques as the bad guys to assess security and identify weaknesses, except you'll use these hacking powers for good. This course provides you with advanced hacking tools and techniques so that you can assess the security posture of an organization with the same approach these malicious hackers use. Upon completion, you will be prepared to sit for the Certified Ethical Hacker Exam 312-501.

Start Anytime | Voucher Included
100 Course Hours | \$2,895
#GES338 | Location: Online

Certified Information Security Manager (CISM)

Security managers are the driving force behind an organization's cybersecurity policies. If you're ready to earn your

Cisco CCNA Certification Training

Prepare for the Cisco® CCNA 200-301 exam, the top associate-level certification for IT professionals. Most businesses today need daily operation on their systems. Becoming a Cisco® Certified Networking Associate (CCNA) proves your knowledge of IT networking technology and boosts your career prospects. Each section will help you master certification-based topics for Cisco networking. You will be prepared for the CCNA 200-301 exam and able to provide



networking solutions to real-world applications.

Start Anytime | Voucher Included
225 Course Hours | \$2,495
#GES3023 | Location: Online

next IT certification, this online training course will fully prepare you for the ISACA Certified Information Security Manager (CISM) certification exam.

Start Anytime | Voucher Included
75 Course Hours | \$1,395
#GES345 | Location: Online

Certified Information Systems Security Professional (CISSP)

The demand for information security professionals is expected to surge, as the forces of "good" and "bad" continue to battle for control and use of online information. Join the side for "good" when you earn your Certified Information Systems Security Professional (CISSP) certification. Earning your CISSP is a must for cybersecurity professionals who want to get ahead in this important field. This engaging course provides in-depth instruction in key areas related to information/cybersecurity.

Start Anytime
150 Course Hours | \$1,995
#GES367 | Location: Online

CompTIA Certification Training: A+, Network+, Security+

Build the foundational knowledge needed for employment in IT roles. Along with learning the fundamentals of IT, you'll study a range of related disciplines, including building and managing a data network, troubleshooting networking issues, routing and switching, risk assessment and data recovery. To gain further understanding, you will be able to

practice the concepts being taught, using interactive virtual software.

Start Anytime
390 Course Hours | \$3,995
#GES326 | Location: Online

CompTIA Certification Training: ITF+ and A+

As the demand for skilled IT workers continues to grow, earning CompTIA ITF+ and A+ certification is an important step in your information technology career. Prepare for two industry-recognized CompTIA certifications: ITF+ and A+. This course will teach you how to troubleshoot technical systems issues, including networking, mobile, security, and virtualization.

Start Anytime | Voucher Included
240 Course Hours | \$2,395
#GES3017 | Location: Online

CompTIA Cloud+ Certification

Cloud computing is a growing field as experts create innovative ways to store, manage, access, and protect some of the world's most important data. This course is designed for individuals who are just starting out in information technology. Learn everything you need to pass the certification exam. After completing the course, you will be prepared for the CompTIA™ Cloud+ CV0-003 Certification designation. This course offers enrollment with or without a voucher.

Start Anytime | Voucher Included
75 Course Hours | \$1,695
#GES335 | Location: Online

IT & Engineering

IC3 Certification in Digital Literacy GS6

This course is designed to help you demonstrate your digital literacy through Certiport's updated IC3 GS6 certification program and corresponding three Global Standard Six certification exams.

Start Anytime | Voucher Included
60 Course Hours | \$595
#GES3086 | Location: Online

Information Security Training

Prepare for three globally recognized certifications: ISACA's Certified Information Systems Auditor (CISA) and Certified Information Security Manager (CISM), and (ISC)2's Certified Information Security Professional (CISSP). It's no question that cybersecurity is necessary for any organization. But in this growing field, certification shows that you're qualified to lead security efforts. Holding a certification from ISACA or (ISC)2 demonstrates your ability to identify, assess, and mitigate evolving security threats.

Start Anytime | Voucher Included
300 Course Hours | \$3,295
#GES359 | Location: Online

Intermediate Networking

Gain a full understanding of almost every aspect of networking technology as you prepare for CCNA certification. This course will build your knowledge of

Computer Networking Suite

In this three course computer networking suite, you will learn a brief introduction to networking history, networking fundamentals and the software and hardware that makes networking possible, then continue to build your knowledge of networks and networking with real-world applications and detailed treatments of TCP/IP, how switches and routers operate, DNS and wireless networks.



Start Dates: 5/15, 6/12, 7/17
72 Course Hours | \$350
Location: Online

networks and networking, with detailed treatments of TCP/IP, how switches and routers operate, DNS, and more with real-world applications for the concepts you learn.

Start Dates: 5/15, 6/12, 7/17
or Self-Guided, Start Anytime
24 Course Hours | \$129
Location: Online

Management for IT Professionals

Learn leadership skills that will help you succeed as a manager in the IT field by exploring different decision-making techniques. This course focuses on developing a successful leadership style that facilitates team building, collaboration, and a corporate culture that promotes success.

Start Anytime | Voucher Included
390 Course Hours | \$2,295
#GES335 | Location: Online

SSCP Systems Security Certified Practitioner

The world of IT security is fast-paced and exciting, with the potential for high earnings—but it can also be competitive. To stay ahead, you'll need a certification like the Systems Security Certified Practitioner (SSCP), a premier credential that is ideal for those wanting to begin or advance a career in computer networking or security. This online SSCP course will prepare you for this industry-recognized certification exam. An SSCP exam prep course is a great way to ensure you have the knowledge to succeed—and that you can prove it to your employer. This course will prepare you for a career as a network or security administrator, and help you stay up-to-date on your skills if you already work in the IT sector.

Start Anytime | Vouchers Included
80 Course Hours | \$1,595
#GES322 | Location: Online

ONLINE SKILL DEVELOPMENT

Popular 6-Week Information Technology Courses

Introduction to Cybersecurity: Learn fundamentals of cybersecurity such as concepts, commands and tools. You will also learn about cloud computing, networking, cybersecurity policy, and frameworks, as well as risk management and security auditing.

Introduction to Machine Learning: This informative course will enable you to learn about different techniques, algorithms, programming languages, and types of machine learning.

Introduction to PC Security: Learn what you can do to protect your personal and business data from the outside world and the fundamentals of PC and network security.

Introduction to Windows 11: Master the basic skills you need for Windows 11, which offers a more robust, powerful and unique computing experience.

Understanding the Cloud: Learn everything you need to understand cloud computing. This course explores how the

cloud works, what drives it, why it is so popular, and what it can do for you.

Wireless Networking: This course removes the mystery behind wireless connections and provides a thorough overview of this fascinating technology.

Start Dates:
5/15, 6/12, 7/17
or Self-Guided, Start Anytime
Tuition: \$129
Location: Online
Register: ed2go.com/uwf

Legal

Pursue a career in this exciting field while gaining practical skills essential to the legal environment. Explore the history and interpretation of legal systems and codes while learning fundamental tasks legal professionals often perform, such as supporting lawyers, conducting legal research and drafting legal documents.

Business Entity Formation

Learn how to form, maintain and dissolve various business entities, prepare various documents related to entity formation and maintenance and the subtle differences between the various types of entities, which is ideal for paralegals working in the corporate law field.

Self-Guided, Start Anytime

24 Course Hours | \$129

Location: Online

Certificate in Mediation and Arbitration

Gain the comprehensive training needed to become a certified mediation or arbitration professional. It is structured around the Mediators Without Borders INACCORD® conflict resolution model and offers you the chance to practice your skills through simulated role-playing exercises.

Start Anytime

200 Course Hours | \$3,695

#GES425 | Location: Online

Contracts for Business Owners

Learn all about contract law, including considerations related to the creation

and enforcement of contracts.

Self-Guided, Start Anytime

20 Course Hours | \$105

Location: Online

Certified Legal Secretary

This course provides foundational knowledge over a broad range of legal topics to help prepare you for the NALS Accredited Legal Professional exam. Lawyers rely on these legal professionals to coordinate the daily functions of their law practice. You will learn basic legal terminology, office procedures and management advice, basic accounting and QuickBooks.

Start Anytime

444 Course Hours | \$2,295

#GES2106 | Location: Online

Digital Court Reporting with Legal Transcription

Court reporting is one of the fastest-growing career areas in the legal system. Enter the court reporting field as both a digital court reporter and a legal transcriber. You will be fully prepared to pass the Certified Electronic Reporter (CER) and Certified



Electronic Transcriber (CET) exams, offered by the American Association of Electronic Reporters and Transcribers (AAERT). The AAERT's nationally recognized certifications are leading credentials required by various court systems and agencies.

Start Anytime

120 Course Hours | \$1,595

#GES2097 | Location: Online

Legal Terminology

Learn basic legal terms and gain insight into court processes, comparative legal systems, legal traditions, root words, government structures and more. You will also learn legal terminology related to key legal proceedings such as contract law, property law, corporate, international law and more.

Start Anytime

100 Course Hours | \$995

#GES2051 | Location: Online

Legal Writing

Learn to develop effective and accurate legal communications through the use of critical thinking and legal authorities to support conclusions.

Self-Guided, Start Anytime

30 Course Hours | \$155

Location: Online

Probate Law and Estate Planning

This course will help you navigate the laws of probate processes and estate planning. You'll learn how various types of ownership affect the passage of property at owner death, with or without a will. You will also learn about the administration and taxation of estates as well as basic requirements for trusts, wills and guardianships.

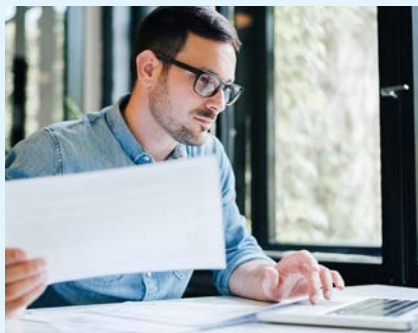
Self-Guided, Start Anytime

24 Course Hours | \$129

Location: Online

Certified Paralegal

Paralegals play a vital role in the legal profession. They take on a variety of tasks ranging from legal research to drafting legal documents in law office settings and in the corporate, government and public arenas. Formal training is a critical part of preparing for a career as a paralegal. Train to become a paralegal and prepare for the National Association of Legal Assistants' Certified Paralegal exam. And, create a strong resume that encompasses your specialized skill set.



Start Anytime | Voucher Included

225 Course Hours | \$2,695

#GES2034 | Location: Online

Lifestyle and Wellness

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 is concerned about their own health, our programs will grow your general lifestyle expertise.

ACE Personal Trainer

This course provides you with the knowledge and understanding necessary to prepare for the American Council on Exercise (ACE) Certified Personal Trainer (CPT) certification exam and become an effective personal trainer.

Start Anytime

150 Course Hours | \$1,595

#GES1024 | Location: Online

ACSM Certified Exercise Physiologist

Prepare for the American College of Sports Medicine (ACSM) Certified Exercise Physiologist (CEP) certification examination. After completing the course and passing the ACSM-CEP certification exam, you will be prepared to take your training to an advanced level by conducting and interpreting physical fitness assessments and developing exercise prescriptions for people who are healthy or have medically controlled diseases.

Start Anytime

150 Course Hours | \$1,595

#GES1022 | Location: Online

AFAA Group Fitness Instructor

Earning this credential from the Athletics and Fitness Association of America (AFAA) verifies that you can safely and effectively teach group fitness classes.

Start Anytime | Voucher Included

60 Course Hours | \$695

#GES1004 | Location: Online

Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team while learning all about the human body, specific disorders and the way physical therapists treat these disorders.

Start Dates: 5/15, 6/12, 7/17

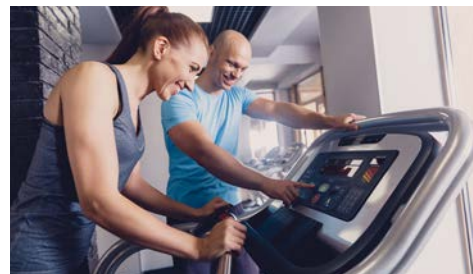
or Self-Guided, Start Anytime

6 Weeks/24 Course Hours | \$135

Location: Online

Fitness Business Management

This course will prepare you to implement a successful business system in private or commercial health clubs, medically-based fitness facilities,



community wellness centers, personal training studios, physical therapy clinics, YMCAs, JCCs, college centers, recreational settings, or corporate fitness centers. This course was developed to establish an industry-standard in fitness management education.

Start Anytime | Voucher Included

200 Course Hours | \$1,995

#GES403 | Location: Online

NASM Certified Nutrition Coach

This industry-recognized certification proves that you understand nutritional science and behavior change strategies and can effectively coach clients.

Start Anytime | Voucher Included

80 Course Hours | \$1,295

#GES1006 | Location: Online

NASM Certified Personal Trainer and Exam Preparation

This course gives you the most extensive resources available to successfully pass the widely respected NASM CPT exam. Through the use of online videos, presentations, quizzes, readings and interactive activities, you will receive thorough guidance and gain understanding of CPT content, as well as the knowledge needed to successfully sit for the exam.

Start Anytime | Voucher Included

80 Course Hours | \$1,295

#GES146 | Location: Online

Nutrition for Optimal Health, Wellness and Sports

This program will teach you about developing individualized nutritional programs for clients, patients or yourself. This course may qualify for CECs/CEUs/CPEUs for the following organizations.

Start Anytime

200 Course Hours | \$1,995

#GES114 | Location: Online

ONLINE SKILL DEVELOPMENT

Popular 6-Week Lifestyle and Wellness Courses

Certificate in Food, Nutrition

and Health: This course provides a holistic overview of food and nutrition issues and their impact on physical, social, emotional and spiritual health.

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 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.

Certificate in Stress Management:

Explore the physiological, social, and psychological impacts of stress and study modalities to get stress under control.

Healthy Living Suite: Learn how to establish a healthy approach to successful weight loss and weight management for a lifetime.

Start Dates:

5/15, 6/12, 7/17

or Self-Guided, Start Anytime

Tuition: \$79-\$340

Location: Online

Register: ed2go.com/uwf

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.



TeacherReady®

For over two decades, the TeacherReady Online Certificate Program has been assisting professionals, non-certified teachers, military veterans and spouses, and recent college graduates in obtaining their teaching certification. Designed by expert educators, our curriculum will give you the skills to be an effective teacher and the opportunity to practice what you learn in K-12 classrooms. Work with a veteran teacher to apply your practice in a classroom. Fieldwork throughout the program prepares you for success. Access our library of recommended resources to prepare for the three, state-issued, teacher certification exams.

Start Anytime
Location: Online

Child Development Associate – Center-Based

Gain working knowledge of early childhood education and prepare for the Child Development Associate® (CDA) certification process of the Council for Professional Recognition with content review, assessment practice, and portfolio preparation.

Start Anytime | Voucher Included
120 Course Hours | \$1,695
#GES2126 | Location: Online

Child Development Professional

Learn the principles of child growth and development and how they align with the eight Child Development Associate® (CDA) competencies and National Association of the Education of Young

Children (NAEYC) professional standards. Microsoft Office Specialist (MOS) Associate Certification Training included.

Start Anytime | Voucher Included
365 Course Hours | \$2,995
#GES2125 | Location: Online

Teacher's Aide with ParaPro Prep

Prepare for the ETS ParaPro Assessment exam to work as a teacher's aide. Learn how these paraprofessional educators assist with classroom instruction and build a foundation in educational principles like classroom management. You'll also develop strategies to support students of different learning abilities.

Start Anytime
130 Course Hours | \$1,695
#GES2021 | Location: Online

**EXTRAORDINARY
TEACHERS.**

**EXTRAORDINARY
CLASSROOMS.**

TeacherReady
ONLINE CERTIFICATION PROGRAM

uwf.edu/teacherready

Vocational Training

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.

Certified Manufacturing Associate (CMfgA)

SME's Certified Manufacturing Associate (CMfgA) is focused on basic manufacturing concepts for high-demand, entry-level manufacturing roles. The course is designed for those new to manufacturing who may not currently possess enough knowledge or experience for advanced certifications.

Start Anytime

35 Course Hours | \$895

Location: Online

Freight Broker/Agent Training

Learn the skills you need to be a successful freight broker or a freight agent in this fast-growing industry. This course provides you with detailed information of the transportation industry and the brokerage process.

Start Anytime

100 Course Hours | \$1,895

#GES703 | Location: Online

Fundamentals of Blueprint Reading & Construction Estimating

Learn how blueprint drawings are organized and how information is referenced in construction blueprint drawings. Demonstrate an

understanding of the inter-relationship between the construction drawings and a quantity-takeoff cost estimate.

Start Anytime

50 Course Hours | \$1,195

#GES3099 | Location: Online

Home Inspection Certificate

Learn principal components, procedures and processes of performing a home inspection. Approved by various home inspector organizations and regulatory boards for membership renewal credits or continuing education credits, it is also one requirement to obtain a NIBI Certified Inspector credential.

Start Anytime

200 Course Hours | \$2,495

#GES704 | Location: Online

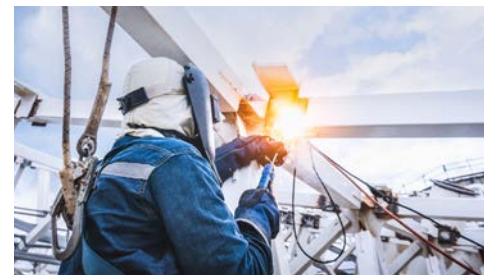
Leadership in Energy and Environmental Design (LEED)

This course is designed to educate candidates on cutting edge green building and sustainable design practices and enables participants to designate that expertise with an internationally recognized professional credential.

Start Anytime | Exam Cost Included

40 Course Hours | \$695

#GES784 | Location: Online



Maintenance Technician

This course is an intensive overview of skills necessary for manufacturing maintenance including a thorough understanding of how machines and systems function.

Start Anytime

250 Course Hours | \$1,695

#GES767 | Location: Online

Residential Electrician

This course will train you for an entry-level career as an electrician by teaching you the fundamental skills you need to succeed, such as electrical theory, wiring and installation, customer service best practices, the National Electrical Code®, and much more.

Start Anytime

125 Course Hours | \$2,595

#GES789 | Location: Online

Solar Energy Training

This entry-level solar energy training course is designed to help you understand the fastest-growing form of power generation in the world—solar power. This is the best place to begin your journey into the solar workforce by equipping yourself with in-demand skills!

Start Anytime

40 Course Hours | \$1,095

#GES7019 | 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. You will also receive a voucher package to take the HVAC Excellence exams.



Start Anytime | Voucher Included

330 Course Hours | \$2,895

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 including lessons in math, inspection, safety, materials, quality, metal cutting, grinding, forming, robotics, rigging and welding.

Start Anytime

125 Course Hours | \$2,145

#GES766 | Location: Online

Writing

Refine your writing skills and develop the expertise to consistently produce engaging writing that captures the attention of your readers. Learn research methods, audience considerations, various writing styles, drafting and revision techniques and more in our convenient online programs.

Grant Writing

Writing successful grants is a critical process for non-profits and other organizations to secure funding. It is important to understand the key elements of the grant writing process and how to craft a competitive and strategic grant application. This 18-week online course focuses on the rhetorical and audience analysis skills needed to read an RFP, as well as how to create an intentional message that targets the specific expectations of a granting agency in form, content and style. You will learn the six stages of grant writing and understand best practices for writing effective grant proposals. By the end of the course, you will have a fully completed grant proposal.

Start Anytime | \$399

22 Week Course Access

Instructor: April Mohlmann

Location: Online

Certified Technical Writing

Technical writers role varies across industry and context. Explore the framework in which technical writing exists, the conventions it follows and the essential elements all technical writing must have. The course also includes a lesson on preparing for the (CPTC) Certified Professional Technical Communicator exam.

Start Anytime

125 Course Hours | \$2,195

#GES2110 | Location: Online

Creative Writing Value Suite

Learn the mechanics of writing and editing, and have your story workshopped by peers. If you have an idea for a story, these online writing courses will help you create a publishable piece of fiction or nonfiction.

Start Dates: 5/15, 6/12, 7/17

72 Course Hours | \$350

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: 5/15, 6/12, 7/17

or Self-Guided, Start Anytime

6 Weeks/24 Course Hours | \$135

Location: Online

Grammar Refresher Series

This series will provide you with the foundational skills you need, including sentence structures, parts of speech, common grammar mistakes, punctuation, verb tenses and more.

Start Dates: 5/15, 6/12, 7/17

48 Course Hours | \$205

Location: Online

The Keys to Effective Editing

Learn the essential skills and resources you will need to become a successful and confident copy editor. This course provides the fundamentals of top-notch



editing for both fiction and nonfiction.

Start Dates: 5/15, 6/12, 7/17

or Self-Guided, Start Anytime

6 Weeks/24 Course Hours | \$129

Location: Online

Written Communication for Business Suite

Learn in-demand writing skills to create robust copy for business and marketing objectives that will differentiate you in today's competitive hiring landscape.

Start Dates: 5/15, 6/12, 7/17

72 Course Hours | \$360

Location: Online

Write Effective Web Content

Learn the techniques you need to make your website or blog a must-visit site on the Internet. This course will teach you how to write web content and produce multimedia that speaks to viewers in an engaging, clear and interactive way.

Start Dates: 5/15, 6/12, 7/17

6 Weeks/24 Course Hours | \$129

Location: Online

ONLINE SKILL DEVELOPMENT

Popular Online 6-Week Writing Courses

How to Make Money From Your Writing:

Learn the secrets, methods, and tips to help you generate money with your writing.

Resume Writing Workshop: Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.

Writing and Editing Value Suite:

Begin with a grammar refresher, then develop skills to ensure you express yourself clearly in your writing before developing effective written business documents.

Writing Essentials:

Master the essentials of writing so you can excel at business communications, engage online audiences and take your creative literary talents to a new level.

Writeriffic: Creativity Training for Writers:

Banish writer's block forever with these techniques from the published writer's toolbox.

Start Dates:

5/15, 6/12, 7/17

or Self-Guided, Start Anytime

Tuition: \$115-\$340

Register: ed2go.com/uwf

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.

CPA Exam Review Courses

Prepare for the CPA exam while earning up to six graduate-level credits towards a Master of Accountancy degree. UWF has partnered with Becker CPA Review to create unique online college-credit CPA review courses. The leading CPA review course for the past 60 years, Becker has partnered with UWF accounting faculty to provide an efficient and effective CPA exam study process. Becker delivers the online learning platform, and UWF professors provide the local motivation and support to keep you on track for successful completion of the CPA exam.

Enrollment Options:

A la carte Plan | \$1,716

Combo Package | \$5,333

Location: Online

most. You will learn about the four GED® test modules, with an additional focus on the skills needed to pass the Mathematical Reasoning module.

Start Dates: 5/15, 6/12, 7/17
or Self-Paced, Start Anytime

48 Course Hours | \$230

Location: Online

GMAT Preparation

This course helps you learn test-taking techniques as you practice on actual GMAT tests from previous years, which is the best way to prepare for any standardized test.

Start Dates: 5/15, 6/12, 7/17
or Self-Paced, Start Anytime

6 Weeks/24 Course Hours | \$125

Location: Online



You'll receive pointers on managing time and reducing anxiety for test day.

Start Dates: 5/15, 6/12, 7/17

48 Course Hours | \$225

Location: Online

LSAT Preparation - Part 1

Learn how to perform well on all three question types on the LSAT exam: reading comprehension, logical reasoning, and analytical reasoning.

Start Dates: 5/15, 6/12, 7/17
or Self-Guided, Start Anytime

24 Course Hours | \$125

Location: Online

SAT/ACT Prep Series

Many universities require applicants to take the SAT or ACT. This 2-part series will prepare you to do well on the verbal and math questions.

Start Dates: 5/15, 6/12, 7/17

48 Course Hours | \$225

Location: Online

Prepare for GED Test Series

The Prepare for GED Test Series will help you analyze your strengths and weaknesses, so you can focus your studying on the areas you need the

GRE Prep Series

Learn techniques for taking on the verbal reasoning, analytical writing and quantitative math sections of the GRE.

Online Personal Enrichment Courses

UWF Continuing Education offers a variety of online enrichment courses. New courses start monthly, giving you the flexibility to gain new skills on your own time.

Personal development topics include:

- [Art and Design >](#)
- [Health and Wellness >](#)
- [Languages >](#)
- [Personal Finance and Investments >](#)
- [Photography >](#)
- [Starting a Business >](#)
- [Writing and Publishing >](#)

ed2go.com/uwf



Personal Enrichment

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

Chinese for Beginners II

Ideal for individuals with limited Chinese learning experience or knowledge of basic vocabulary and phrases related to greetings, basic self-introduction, family members, likes, dislikes and ordering food. Practice your pronunciation skills while adding to your vocabulary and learning sentences for daily conversations. The instructor uses interactive activities and exercises to help you build a fundamental capability of using Chinese in real-life situations.

5/13/24 - 6/17/24 (No class 5/27)

Mon (5/13-6/17) and Thu (6/13)

5:30 PM - 7:00 PM

15 Sessions | \$225

Instructor: Yen-Shan Lien

Location: Pensacola Campus, Bldg. 71

Shotokan Karate

Offered to both those with or without martial arts experience, 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. 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 stress the importance of the health benefits and unarmed self-defense techniques resulting from physical conditioning and mental discipline. A plain white Gi (uniform) is required for this class. Uniforms are available from the instructor at an additional cost, or



students may provide their own.

5/21/24 - 7/18/24 (No class 7/4)

Tue & Thu, 5:45 PM - 7 PM

17 Sessions | \$195

Instructor: Suzanne Tuzzeo

Location: Bldg. 72 (HLES), Green Studio

Discover Sign Language

This course immerses you in silence to help you gain an understanding of the perspective of the hearing impaired and uses videos to demonstrate not only how to make signs, but how to communicate with facial expressions.

Start Dates: 5/15, 6/12, 7/17

or Self-Guided, Start Anytime | \$115

6 Weeks/24 Course Hours

Location: Online

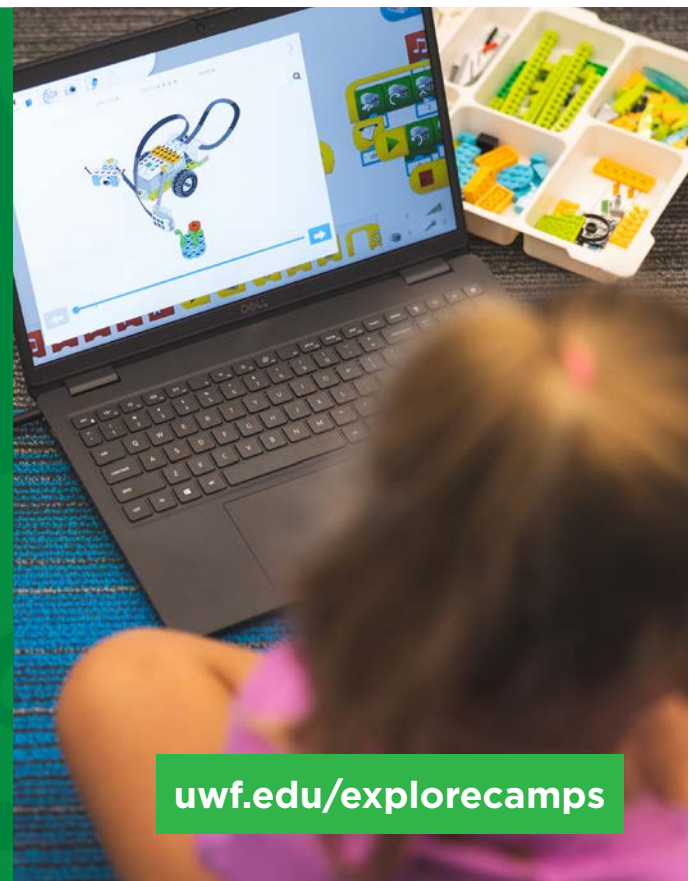
Join the block party this summer

Explore Camps offers more than 60 unique programs each summer including our popular Lego Robotics camps. Partnerships with university academic departments and local educators allow us to provide a variety of STEM, art, social studies and various other types of academic enrichment summer camps.

Join our mailing list for the latest updates!



Explore Camps
UNIVERSITY of WEST FLORIDA



uwf.edu/explore camps

Accelerate Your Career with an Online Certificate

Certificates provide a quick, cost-effective option for advancing your education level.

UWF's credit-seeking certificate programs and expert-led courses are perfectly suited for those who wish to enhance their resume or build skills in a shorter amount of time than a traditional program. The small number of required courses make these programs ideal for those who want to improve their knowledge and gain new credentials quickly.

Find the online certificate program to match your career goals:

- Cybersecurity
- Data Science
- Geographic Information Science
- Human Performance Improvement
- Intelligence Analysis Certificate
- Medical Laboratory Sciences
- Teaching English to Speakers of Other Languages (TESOL)

Start your admission application today at uwf.edu/apply.

uwf.edu/online



UNIVERSITY of
WEST FLORIDA

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. To pay by check or third party, contact the student support office at 850.473.7468.

Non-credit courses, workshops, 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?

Some Continuing Education courses offer discounts for military personnel or UWF alumni. Available 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 select programs.

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 131
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.](http://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.

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. 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 after you register for class you will receive information and be required to sign up for a free temporary parking pass.

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?

We are here to help! Contact Continuing Education Student Support via email, phone or in the office.

CE Student Support Office Hours:

Mon.- Thurs., 9 a.m. - 12 p.m. and 1 pm - 4:00 p.m. in Building 77, Suite 149.

Appointments are also available upon request.

CE Student Support Phone Hours:

Mon. - Fri., 9 a.m. - 12 p.m. and 1 p.m. - 4 p.m. at 850.473.7468

Email:

continuinged@uwf.edu

UNIVERSITY CLOSURES

- May 24, 2024: Declared Holiday
- May 27, 2024: Memorial Day
- June 19, 2024: Juneteenth
- July 4, 2024: Independence Day
- July 5, 2024: Declared Holiday

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/.

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Career Counselor and Life Coach
Certified Business Data Analytics (CBDA) Prep Course
Certified Bookkeeper
Certified Administrative Professional Training
Certified Six Sigma Black Belt
Certified Virtual Assistant
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Certified Ethical Hacker
Certified Information Security Manager (CISM)
Certified Information Systems Security Professional (CISSP)
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Curiosity never retires.

About UWF Leisure Learning

For more than 20 years, UWF Leisure Learning has provided stimulating programs for seasoned adults who are interested in joining a spirited community of intellectual contemporaries and lifelong learners.

Join our mailing list at uwf.edu/leisurelearning to be the first to learn of new programming.

Summer Registration Is Open Now!

850.473.7468
leisurelearning@uwf.edu



Leisure Learning
UNIVERSITY of WEST FLORIDA

uwf.edu/leisurelearning

Continuing Education

11000 University Pkwy.
Building 77, Suite 138
Pensacola, FL 32514

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Grant Writing Online Course

Receive a thorough overview in grant researching, writing strategies and the knowledge required to submit successful foundation, state and federal grant applications.



**START ANYTIME, 18-WEEK AVERAGE
FOR COURSE COMPLETION**
22 WEEK COURSE ACCESS
TUITION: \$399

Register Now!

