Redirect Your Career Path: Professional Development and Upskilling

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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 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

COVID-19 Coronavirus
UWF business operations are being conducted remotely until further notice. Continuing Education face-to-face instruction has been postponed.

Please contact the Division of Continuing Education by email at continuinged@uwf.edu.

Additional information and Frequently Asked Questions are available at uwf.edu/coronavirus. The University will continue providing updates as soon as information is available.

Thank you for your support of the UWF Division of Continuing Education.

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

Email: ContinuingEd@uwf.edu  Phone: 850.473.7468

FALL 2020

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Register for Class Online:
As UWF business operations are currently being conducted remotely, all registrations must be made online.

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FALL 2020
Career Development Online 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
Autism and the Law
Gain first-hand knowledge of the laws governing service delivery, and best practices for working with funders and advocating for your clients. This online continuing education course focuses on legal and ethical concerns related to behavior analytic service delivery with course topics including: Insurance Mandates; Mental Health Parity; Medicaid/EPSDT; Nondiscrimination in Insurance/Healthcare; ADA; IDEA; False Claims Act/Healthcare Fraud; Contracts, Audits, Billing, Dispute Resolution; Denials and Appeals; Business and Professions Law, Licensure, and Ethics. Course instructor Dan Unumb is the President of the Autism Legal Resource Center, a national law center providing information, support and legal advocacy in support of individuals with autism spectrum disorders and their families.

Registered Behavior Technician (RBT) Training Course
Health Science Essentials of Behavior Analysis (HSC 3302) meets the 40-hour curriculum prerequisite for the Registered Behavior Technician exam and is open to degree and non-degree seeking students. RBTs work directly with clients to implement behavior treatment plans under the guidance and supervision of a Board Certified Behavior Analyst (BCBA). Clients are often children, teens or adults diagnosed with Autism or other diagnoses that would benefit from behavioral treatment. 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).

Registered Behavior Technician (RBT) Training Course

Professional education with online flexibility

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

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

Follow @UWFABA on | 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 | $50 - $125**

**Location:** Online

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

**Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9**

**48 Course Hours | $199**

**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**

**Location:** Online

### Advertising & Outreach Specialist
Nearly every business uses some form of advertising to promote their products or services. Even in today's digital marketing arena, advertising professionals play a vital role in driving product awareness. Learn how to create ads for print and digital media.

**Start Anytime**

**100 Course Hours | $1,295**

**Location:** Online

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

**Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9**

**or Self-Paced, Start Anytime**

**6 Weeks/24 Course Hours | $125**

**Location:** Online

### Call Center Manager
Prepare for a role as a call center manager. Gain the skills needed to ensure your call center operates efficiently, including employee supervision, quality assurance and workforce management.

**Start Anytime**

**55 Course Hours | $2,995**

**Location:** Online

### Certified Administrative Professional with Microsoft Office Specialist 2019
Learn the fundamentals of workplace administration and prepare for the Certified Administrative Professional (CAP) exam, offered by the International Association of Administrative Professionals (IAAP), and Microsoft Office Specialist (MOS) certification exams for Word, Excel, PowerPoint, Outlook and Access.

**Start Anytime | Vouchers Included**

**345 Course Hours | $3,595**

**Location:** Online

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

**Start Anytime | Exam Cost Included**

**140 Course Hours | $1,995**

**Location:** Online

### Certified Financial Health Counselor
Learn techniques for counseling clients, the gold standard within the financial operations industry. Gain key AP skills, including leadership, internal controls and oversight and process improvement.

**Start Anytime**

**425 Course Hours | $3,595**

**Location:** Online

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

**9/28/2020 - 10/2/2020**

**Mon – Fri, 8:00 AM - 6:00 PM**

**36 Professional Development Units (PDUs) | $1,900**

**Instructor:** Mark Ward

**Location:** Online

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Business and Administration

Certified Global Business Professional
The Global Business Professional certification is a prestigious acknowledgment of international business expertise, including management, marketing, supply-chain management and trade finance. This course prepares you for the exam.
Start Anytime
160 Course Hours | $2,495
Location: Online

Certified Green Supply Chain Professional
Gain the specialized knowledge needed to enable a company to achieve its environmental sustainability goals through global sourcing, materials management, procurement, and buying, transportation and new product development.
Start Anytime
60 Course Hours | $1,595
Location: Online

Certified Quality Auditor
Learn the standard basics and competencies of quality auditing, as well as professional applications, advanced techniques, and course management.
Start Anytime
33 Course Hours | $1,695
Location: Online

Certified Six Sigma Black Belt
As a Six Sigma Black Belt, you will be responsible for initiating projects and directing the efforts of company teams.
Start Anytime | Exam Included
120 Course Hours | $1,995
Location: Online

Certified Six Sigma Green Belt
Deliver meaningful results and lasting impacts in the areas of quality, cost containment, revenue enhancement and customer satisfaction. This course prepares you for the Six Sigma Green Belt certification offered through the American Society for Quality. Start Anytime | Exam Cost Included
120 Course Hours | $1,895
Location: Online

Chartered Tax Professional
A Chartered Tax Professional (CTP) is someone who has completed a specific series of tax courses in individual and small business income tax preparation. This nationally recognized certification course enables you to start working while completing coursework toward the CTP professional credential.
Start Anytime
180 Course Hours | $1,895
Location: Online

Entrepreneurship: Start-Up and Business Owner Management
Build an excellent foundation for not just the start-up business owner, but also for business owners and managers who want to gain a further understanding of some of the fundamental principles associated with owning and operating a start-up or established business. Grow in your understanding of financial and accounting terms, gain confidence and improve your communication skills, and explore the basics of running a business in accordance with legal requirements.
Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9 or Self-Paced, Start Anytime
6 Weeks/24 Course Hours | $1,115
Location: Online

Certified Financial Health Counselor
Guiding you through the essentials of budgeting and planning, you will learn how to provide guidance on student loans and affordable housing, and create long-term action plans. Earn the designation of Certified Financial Health Counselor upon course completion.
Start Anytime | Exam Included
80 Course Hours | $1,995
Location: Online

Certified Paralegal
These qualified professionals take on a variety of tasks ranging from legal research to drafting legal documents in traditional law 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.
Start Anytime
225 Course Hours | $2,495
Location: Online

Executive Assistant with Microsoft Office Specialist 2019
This course will prepare you for two important certifications: Certified Administrative Professional (CAP) and Microsoft Office Specialist (MOS) Associate. Learn the intricacies of organizational communication, office records management, and human resources fundamentals, among other topics. You will then learn how to use Microsoft Office programs like Word, Excel, and PowerPoint. Earning your Microsoft Office Specialist (MOS) Associate certification demonstrates your proficiency in the Office suite.
Start Anytime | Vouchers Included
785 Course Hours | $4,995
Location: Online

Fundamentals of Supervision and Management
If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. Learn how to make a successful transition from employee to manager, how to manage your time, delegate responsibility and motivate your employees.
Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9 or Self-Paced, Start Anytime
6 Weeks/24 Course Hours | $1,115
Location: Online
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Start Dates</th>
<th>Location</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grant Writing + Non-Profit Management</strong></td>
<td></td>
<td>Online</td>
<td>$3,795</td>
</tr>
<tr>
<td>Learn fundraising techniques, how to supervise volunteers and staff members, as well as the legal constraints and liabilities that non-profit ts encounter. You'll also learn practical techniques for writing competitive grant proposals.</td>
<td>8/12, 9/16, 10/14, 11/11, 12/9 or Self-Paced, Start Anytime</td>
<td>Online</td>
<td>$100-$115</td>
</tr>
<tr>
<td><strong>Professional Bookkeeping with QuickBooks 2019 and Payroll Practice and Management</strong></td>
<td>If you’re pursuing a career in bookkeeping, this course will train you for a new position. You will master QuickBooks 2019, the top financial software tool for small businesses.</td>
<td>Online</td>
<td>$3,595</td>
</tr>
<tr>
<td><strong>Human Resources Professional</strong></td>
<td></td>
<td>Online</td>
<td>$1,795</td>
</tr>
<tr>
<td>Master the skills needed to advance in your human resources career and prepare to take the Human Resource Certification Institute’s (HRCI) Professional in Human Resources (PHR) certification exam.</td>
<td>8/12, 9/16, 10/14, 11/11, 12/9 or Self-Paced, Start Anytime</td>
<td>Online</td>
<td>$1,295</td>
</tr>
<tr>
<td><strong>Interpersonal Communication</strong></td>
<td></td>
<td>Online</td>
<td>$1,795</td>
</tr>
<tr>
<td>Explore concepts of verbal and nonverbal expression including personal style, listening, relationship dynamics, self-esteem, conflict management and cultural and gender communication differences.</td>
<td>8/12, 9/16, 10/14, 11/11, 12/9 or Self-Paced, Start Anytime</td>
<td>Online</td>
<td>$1,795</td>
</tr>
<tr>
<td><strong>Records Management Certificate</strong></td>
<td></td>
<td>Online</td>
<td>$1,795</td>
</tr>
<tr>
<td>This comprehensive course will help you establish a successful records management program, including electronic, magnetic and paper media.</td>
<td>8/12, 9/16, 10/14, 11/11, 12/9 or Self-Paced, Start Anytime</td>
<td>Online</td>
<td>$1,795</td>
</tr>
<tr>
<td><strong>Starting a Nonprofit</strong></td>
<td></td>
<td>Online</td>
<td>$1,795</td>
</tr>
<tr>
<td>This course is ideal for anyone interested in forming a new nonprofit, converting an informal group to tax-exempt status, or reorganizing an existing organization. It provides practical how-to information about issues pertinent to anyone involved with a nonprofit start-up.</td>
<td>8/12, 9/16, 10/14, 11/11, 12/9 or Self-Paced, Start Anytime</td>
<td>Online</td>
<td>$1,795</td>
</tr>
<tr>
<td><strong>OmniCafi/Content Marketing Associate</strong></td>
<td></td>
<td>Online</td>
<td>$1,795</td>
</tr>
<tr>
<td>Learn how to create targeted and engaging content, across multiple mediums, tailoring the content for each platform it is delivered on. By the time you complete this course, you'll be fully prepared to begin a career as a content focused digital marketer.</td>
<td>8/12, 9/16, 10/14, 11/11, 12/9 or Self-Paced, Start Anytime</td>
<td>Online</td>
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<td><strong>OMCA® Content Marketing Associate</strong></td>
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<td>Online</td>
<td>$1,795</td>
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</tbody>
</table>
The impacts of COVID-19 have been far-reaching and affected every industry. With millions out of work or worried about future employment, upskilling to remain relevant is crucial. Even if COVID-19 has not impacted your field, this transition to a new normal serves as an opportunity to try new things or position yourself for a next step.
Navigating a Career Change

The path to a successful career change begins by taking small steps forward until you discover what direction to move in. While pursuing training for a new career path can sound intimidating, it’s as easy as identifying gaps in the skill set you already have.

“Take the time to really focus on where you want to go and the steps you need to take to get there,” says Lauren Loeffler, UWF’s Executive Director of Career Development and Community Engagement. Loeffler has offered additional insight into career development and upskilling for the career path you desire.

Inventory Skills & Identify Skill Gaps

Consider your talents and write down anything relevant to your job search. Beginning with an inventory of hard skills—your technical abilities gained by education or training (a spoken language, knowledge of a specific software program or a certain method of project management)—will allow you to identify gaps between your current skill set and ideal job posting.

“Reflect on personality traits, unique skills, values and interests, and research careers that align. For example, if a primary value is stability, use the Occupational Outlook Handbook to research careers on the rise,” advises Loeffler. “Also pay attention to the careers (who and what) will be needed in the future.”

This self-reflection will help you set a strong foundation for understanding what you want out of a career change and how to make it happen. Once you identify some career fields you may be interested in, continue your research until you are able to identify what skills you need to be a viable candidate in your occupations of interest.

- Consider conducting informational interviews with professionals in a career you may want to pursue to gain a broader understanding of the skills needed to succeed.
- Research professional associations connected to your new desired career.
- Read blogs, current news articles, and find typical job titles and descriptions. These will become important as you begin crafting your resume and job search strategy.
- Tap into your current network to start developing a new professional network of individuals who may be able to assist you along your journey.

Upskilling and Career Development

Once you identify an ideal profession, it’s about addressing your skill gap. “A great place to start is with the skills you’re lacking. How might you develop or enhance these skills?” says Loeffler. “Maybe it’s becoming more familiar with certain technology or standards, or a certification that will help you get your foot in the door. Take advantage of opportunities to fine-tune these skills.”

It demonstrates drive and determination in your desired career or for your desired employer.

Pay close attention to the language used and start outlining your skills as if you are answering a “want ad.”

Hiring officials typically review a resume for an average of seven seconds. Often, he or she will be scanning your resume for keywords.

Take the time to really focus on where you want to go and the steps you need to take to get there.

When it comes down to learning new skills, explore career training opportunities that align with your desired skill set. This may be a short course to learn a basic overview of a skill or a more in-depth career training program. If your industry relies on certifications, look into training programs that offer certification vouchers in the price.

Communicate Your Value

Creating a better future for yourself with career development is an achievement. It demonstrates drive and determination to identify areas for improvement and pursue additional training to fill a skill gap.

Showcasing new skills gained from career training, skill development or certificates on your resume will help you seal the deal on a successful career change.

“When wanting to change careers, the worst scenario is for someone to look at your resume and think you’re only qualified for the job you had,” says Loeffler. “For example, if certificates appear to be more important than your level of education, make sure your certificates are listed in the top half of your resume and education is further down the page.”

Additional things to consider when updating your resume include:

- Create a resume that is relevant to the job or career you want, not the one you had.
- One size does not fit all when it comes to resumes. Relevance is key!
- Read sample job descriptions for clues about what is most important in your desired career or for your desired employer.
- Pay close attention to the language used and start outlining your skills as if you are answering a “want ad.”
- Hiring officials typically review a resume for an average of seven seconds. Often, he or she will be scanning your resume for keywords.

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.

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Computer Science

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

SPSS Certification
This interactive online course is designed for individuals who are seeking documentation of SPSS proficiency for their professional resumes. This is a self-paced online refresher course in using SPSS in intermediate level statistical applications such as descriptive statistics, t-test, ANOVA, ANCOVA and Multiple Regression within the social sciences.
Start Anytime | $399
Instructor: Carla Thompson
Location: Online

Certified Administrative Professional with Microsoft Office Master 2019
Certified Administrative Professional (CAP) is one of the most valuable credentials an administrative professional can hold. This course will prepare you for the CAP exam, offered by the International Association of Administrative Professionals (IAAP), and Microsoft Master certification. Learn the fundamentals of workplace administration, including records management and human resources and advanced skills for using programs in the Microsoft Office 2019 suite.
Start Anytime | Vouchers Included
335 Course Hours | $3,195
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 that perform complicated searches and sorts of data.
Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9 or Self-Paced, Start Anytime
6 Weeks/24 Course Hours | $115
Location: Online

Microsoft Office Specialist 2019 Suite
Earning your Microsoft Office Specialist (MOS) certification demonstrates your knowledge of the programs 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. As you prepare for each exam, you will test your skills at regular intervals with quizzes and exams.
Start Anytime
335 Course Hours | $1,995
Location: Online

Accounting with Microsoft Excel 2019 Suite
Learning Excel is an important first step toward an accounting career. As the most widely-used spreadsheet software, Microsoft Excel is used by accountants to analyze data, create reports, and prepare forecasts. This online accounting course suite will teach you fundamental accounting skills, while training you to use Microsoft Excel 2019.
Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9
96 Course Hours | $395
Location: Online

Creating Mobile Apps with HTML5
Discover a better way to build apps that run on just about any smartphone or tablet. This course will demonstrate ways to imagine, design, build, and optimize a cross-platform mobile app using the very latest HTML5 standards.
Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9 or Self-Paced, Start Anytime
6 Weeks/24 Course Hours | $115
Location: Online

Intro to Microsoft Excel 2019
This course will introduce you to the basic functions and uses of the 2019 version of Microsoft Excel. Through hands-on lessons, you will learn numerous shortcuts to quickly and efficiently set up worksheets. You will also learn how to use the function wizard to calculate statistics, future values, and more. In addition, you will get tips on sorting and analyzing data, creating three-dimensional workbooks, and automating frequently-repeated tasks with macros and buttons.
Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9 or Self-Paced, 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 your payables, inventory, and receivables, and generate reports.
Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9 or Self-Paced, Start Anytime
6 Weeks/24 Course Hours | $129
Location: Online

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Introduction to SQL
Learn the key concepts of Structured Query Language (SQL), and gain a solid working knowledge of this powerful and universal database programming language. By the end of this course, you’ll have a solid working knowledge of structured query language.
Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9
6 Weeks/24 Course Hours | $115
Location: Online

Microsoft Access 2019 Certification Training
This course will prepare you for the Microsoft Office Specialist Access 2019 certification exam. 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 certication.
Start Anytime | Voucher Included
90 Course Hours | $695
Location: Online

Microsoft Excel - Pivot Tables
Maximize your investment in Microsoft Excel by mastering its pivot table features. Discover how to use different layout, subtotaling, and filtering options and discover a variety of advanced techniques for pivot tables, including Pivot Charts, Timelines, and Slicers. You will also master data analysis by learning how to quickly and easily summarize your data.
Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9 or Self-Paced, Start Anytime
6 Weeks/24 Course Hours | $115
Location: Online

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

Computer Skills for the Workplace
Confidently apply for jobs knowing that you possess the computer skills needed to perform on the job. This course includes a great introduction to Windows 10 and Office 2016 to provide the fundamental computer competencies. This course will focus on practical application for software most common to the workplace. By the time you finish, you will have learned why employers consider technological literacy so critical to the success of any organization.
Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9 or Self-Paced, Start Anytime
6 Weeks/24 Course Hours | $115
Location: Online

Oracle SQL and PL/SQL Developer
This Oracle SQL Developer program will teach you to build applications or generate business reports using Structured Query Language (SQL). Designed for those new to writing SQL queries, this program is perfect for those who like working with data.
Start Anytime
120 Course Hours | $995
Location: Online

Oracle SQL and PL/SQL Developer + Java Programmer
This combined training is ideal for those looking to get started in each of these coding languages. Learn 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
Location: Online

Web Applications Developer
The Web Applications Developer course will prepare you for an entry-level career in web app development. You will learn how to create dynamic database-driven websites using the latest tools and technologies.
Start Anytime
404 Course Hours | $2,395
Location: Online
Unleash your inner creative and refine your design skills with our selection of Digital Art and Design programs. If you are beginning a career in a design-related field or are looking to enhance your current skill set, our experienced instructors are dedicated to helping you maximize your potential as a successful designer.

**Adobe Certified Associate**
Learn how to use five key programs in the Adobe suite: Dreamweaver, Illustrator, InDesign, Photoshop, and Animate (formerly Flash). This program is perfect if you have little or no experience with Adobe's Creative Suite.
Start Anytime | 5 Vouchers Included
220 Course Hours | $2,595
Location: Online

**AutoCAD 2018 Certified User**
Master basic and advanced AutoCAD design skills as you gain hands-on practice in using 2D tools. This program covers many advanced concepts using the Autodesk certified curriculum to give you all the skills needed for the Autodesk AutoCAD 2018 Certified User exam.
Start Anytime | Voucher Included
155 Course Hours | $2,595
Location: Online

**Certified Residential Interior Designer**
The Residential Interior Design Education (R.I.D.E.) program is available to both aspiring designing individuals and interior designers who are wanting to increase their education, career opportunities and professional status.
Start Anytime | Optional Externship Included
120 Course Hours | $1,995
Location: Online

**Digital Game Artist Certified**
Develop core skills in Digital Art, 3D Art, Modeling, Character Design and Environmental Art Design. You will have multiple employable skills including modeling game props and characters, animation of game assets, and more.
Start Anytime | Software Included
200 Course Hours | $2,595
Location: Online

**Marketing Design Certified**
Develop technical skill and creative artistry using applied marketing principles. You'll complete a variety of projects, including marketing concept development, retouching, compositing, illustration, advertising design, logo design, and corporate branding.
Start Anytime
360 Course Hours | $3,295
Location: Online

**Video Game Design and Development**
This program is well-suited if you're seeking a career as a video game designer and developer or for gamers looking to explore this field as a recreational endeavor. Design and create your own video game for the PC and be ready to join a team working on projects or pursue independent development.
Start Anytime
500 Course Hours | $1,995
Location: Online

**Web Design Professional**
Learn web design fundamentals including the technology, philosophy and techniques that bring online creativity to life. You'll also gain practical skills for planning, managing and developing a web project.
Start Anytime
384 Course Hours | $2,995
Location: Online

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**ONLINE SKILL DEVELOPMENT**

**Color Theory:** Learn the rules for working with color in UI design projects.

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

**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 other basics. Explore a range of careers in interior design 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 photos and create basic images using Photoshop.

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

**Start Dates:**
8/12, 9/16, 10/14, 11/11, 12/9
or Self-Paced, Start Anytime

**Tuition:** $79-$115

**Location:** Online

**Register:** ed2go.com/uwf

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**Digital Arts and Design**

ONLINE SKILL DEVELOPMENT

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

**Certified Clinical Medical Assistant**
The Clinical Certified Clinical Medical Assistant (CCMA) training program will prepare you to successfully pass the National Healthcareer Association exam and directly enter the field of medical assisting. 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.

8/10/2020 - 12/10/2020  
(No class 9/5, 11/26 or 11/28)
Tue & Thu, 6:00 PM - 9:00 PM  
33 Sessions $4,300
Instructor: Jacqueline Sherrin  
Location: Online

**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. Students are eligible to complete a shadow experience which serves as a reference for future employment. Tuition includes all live instruction, and all materials to include the CBCS exam and a shadow experience to eligible students.

8/31/2020 - 1/11/2021  
Mon & Wed, 6:00 PM - 9:00 PM  
& Sat, 9/19 & 10/10, 9:00 AM - 1:00 PM  
34 Sessions $3,900
Instructor: Marline Credeur  
Location: Online

**Pharmacy Technician Certification**
This program offers both theoretical and practical training through hands-on experience. This course will prepare you to pass the National Pharmacy Technician Board Exam and directly enter the field of pharmacy. Students are also eligible to complete an 80-hour externship which can serve as working experience, as well as a reference for future employment.

8/15/2020 - 12/8/2020  
(No class on 11/28)
Tue, 6:00 PM - 9:00 PM  
& Sat, 9:00 AM - 12:00 PM  
24 Sessions $3,900
Instructor: Nikki Konzelman  
Location: Online

**Administrative Dental Assistant**
This nationally recognized certificate program will teach you the essential skills for managing the business aspects of a dental practice and becoming an administrative dental assistant.

Start Anytime  
150 Course Hours $1,795
Location: Online

**Advanced Hospital Coding and CCS Prep**
Hospital coding is rarely an entry-level position, and most hospital coders are required to be certified. AHC covers advanced, hospital-specific coding and billing procedures and is designed to help you meet the challenge of today's changing standards. This course utilizes your existing knowledge of medical terminology and healthcare sciences. Upon completion, you will receive a voucher to take the Certified Coding Specialist (CCS) exam.

Start Anytime | Voucher Included  
120 Course Hours $1,895
Location: Online

**Certified Electronic Health Records Specialist + Medical Terminology**
Learn what kind of information is stored in an electronic health record (EHR) system, what steps are required to implement a system in a medical practice, how staff members and
patients interact with EHR systems, and what benefits these systems provide compared to traditional paper records. Upon completion of this course, you will be prepared to take the Electronic Health Record Specialist Certification (CEHRS) exams of NHA, and the cost of the exam is included in your tuition.
Start Anytime
194 Course Hours | $2,295
Location: Online

**CPC Medical Billing and Coding**
This course will train you in the legal, ethical, and regulatory concepts central to a career in the medical billing and coding field. You will gain hands-on, practical experience in medical billing and coding and work with the main coding manuals: ICD-10-CM, ICD-10-PCS, CPT, and HCPCS Level II. You will also have the option to complete a Career Roadmap lesson to help you find, land, and keep a job in your new field.
Start Anytime | Voucher Included
195 Course Hours | $2,695
Location: Online

**Certified Medical Administrative Assistant with Certified Electronic Health Records Specialist + Medical Terminology**
Be ready to take the Certified Medical Administrative Assistant (CMAA) and the Certified Electronic Health Records Specialist (CEHRS) national certification exams of NHA.
Start Anytime | Vouchers Included
354 Course Hours | $2,495
Location: Online

**Certified Medical Transcriptionist**
Develop skills using online simulations and learn about speech recognition software and its impact on the medical transcription industry. Put into practice your knowledge of proper transcription formatting and medical terminology through case studies. This course will also prepare you to take the Registered Healthcare Documentation Specialist (RHDS) exam.
Start Anytime | Voucher Included
195 Course Hours | $2,695
Location: Online

**Certified Physical Therapy Aide**
This course will help you 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 will also walk you through everything you need to know to land a PT aide externship.
Start Anytime | Voucher Included
190 Course Hours | $1,995
Location: Online

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

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

**Optician Certification Training**
Gain the skills and knowledge needed to obtain an entry-level job as an optician. Prepare for the American Board of Opticianry (ABO) certification exam.
Start Anytime | Voucher Included
150 Course Hours | $1,895
Location: Online

**Patient Care Technician**
This course will help you gain the skills needed to work with patients in various healthcare facilities. You will also prepare to become a Certified Patient Care Technician Level I, a valuable professional credential that validates your specialized skill set.
Start Anytime | Voucher Included
300 Course Hours | $2,495
Location: Online

**Veterinary Assistant**
This intensive course will provide the information you need to become a productive member of a veterinary team. Upon completion of the course, you will also have the opportunity to gain access to an Externship Starter Kit.
Start Anytime
225 Course Hours | $1,995
Location: Online

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**ONLINE SKILL DEVELOPMENT**

**Popular Online 6-Week Healthcare Courses**

**Certified in Gerontology**
Learn the skills required to meet the healthcare needs of an aging population.
Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9
Tuition: $88-$50
Register: ed2go.com/uwf

**Certified in Infectious Diseases and Infection Control**
Gn a solid understanding of the most common infectious diseases as well as the procedures that can help contain them.

**Human Anatomy and Physiology**
Gn a greater appreciation and understanding of the human body.

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

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

Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9
or Self-Paced, Start Anytime
Tuition: $88-$50
Register: ed2go.com/uwf

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Hospitality

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

Certified Protection Officer
Prepare for this exciting career through the online certification program offered at Smart Horizons Career Online Education. You will learn about report writing, physical security, emergency procedures, workplace violence, traffic control, fire prevention, use of force and operational risk management.
Start Anytime
50 Course Hours | $850
Location: Online

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 and will give you an opportunity to put your new skills to work in an optional internship.
Start Anytime
340 Course Hours | $1,595
Location: Online

Corporate Event Planner
The program provides a detailed guideline on how to design & plan an event, set budgets, successfully execute an event, review performance and charge for services. Reviews different types of events including: special events, meetings, assemblies, recognition and training. Upon successful completion, you will be awarded a Certified Corporate Event Planner certification from the Wedding Planning Institute.
Start Anytime
240 Course Hours | $995
Location: Online

Hotel Management
This course provides an introduction to the fundamentals of the hospitality industry and an overview of the various roles and responsibilities within hotel management. Gain the foundation of knowledge necessary to pursue a fulfilling, exciting new career in hospitality. These transferable skills can lead to career opportunities and unique perks in virtually any corner of the world.
Start Anytime
240 Course Hours | $995
Location: Online

Household Manager with Executive Housekeeper
This course bundle will train you to work as a household manager with a specialty in housekeeping. Upon completing these complimentary 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
Location: Online

Retail Customer Service Skills
This program is an excellent option for those already working in retail and wanting to advance in their careers or for those interested in starting new retail jobs. The program emphasizes customer service skills that can be applied in a wide variety of retail settings.
Start Anytime
120 Course Hours | $850
Location: Online

Sales Manager
Explores sales mechanics ranging from product knowledge and customer relationships to situational sales and effective selling techniques and learn how to lead a sales team, how to create and implement a sales plan, how to identify and qualify prospects and more.
Start Anytime
200 Course Hours | $1,995
Location: Online

Sales Representative
Become an effective sales representative in today's evolving global economy. You will learn the fundamentals of selling, customer relationship management, telephone sales, and more. By course completion, you will understand key sales principles and techniques for effectively translating product knowledge into customer solutions.
Start Anytime
100 Course Hours | $1,295
Location: Online

Restaurant Management
Acquire the practical skills and theoretical knowledge necessary to execute all elements of a restaurant business. This course will impart the theory behind food and beverage production and management, human resource management and basic accounting practices for the restaurant industry. You will also learn how to market a restaurant to key customer groups and how to sustain a profitable restaurant while adhering to all legal requirements.
Start Anytime
100 Course Hours | $995
Location: Online

Location:
Online
Information Technology

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

AWS System Operations Certification Bundle
Learn the fundamentals to become more proficient in identifying Amazon Web Services (AWS) products, services and common solutions so that you can make well-informed decisions about IT solutions based on business requirements. Then, learn how to create automatable and repeatable deployments of networks and systems on the AWS platform and the specific AWS features and tools related to configuration and deployment, as well as common techniques used throughout the industry for config guring and deploying systems.
Start Anytime | Voucher Included
90 Course Hours | $3,995
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. You can join the side for “good” when you earn your Certified Information Systems Security Professional (CISSP) certiﬁcation. Earning your CISSP is a must for cyber security professionals who want to get ahead in this important ﬁeld. This engaging course provides in-depth instruction in key areas related to information/cyber security.
Start Anytime
150 Course Hours | $1,995
Location: Online

Cisco CCNA Certification Training
This course will prepare you for the Cisco CCNA 200-301 exam, the top associate-level certiﬁcation for IT professionals. Most businesses today need daily operation on their systems, making networking a high demand skill set. 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. Not only will you be prepared for the CCNA 200-301 exam, you will be able to provide networking solutions to real-world applications.
Start Anytime | Voucher Included
225 Course Hours | $2,495
Location: Online

Certified Ethical Hacker
Use the same techniques as the bad guys to assess security and identify weaknesses, except you’ll use these hacking powers for good. This accredited course provides you with advanced hacking tools and techniques so that you can assess the security posture of an organization with the same approach these malicious hackers use. 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
Location: Online

CompTIA™ A+ Certification
Prepare for CompTIA A+ certiﬁcation. Topics include covers mobile devices, networking technology, hardware, virtualization and cloud computing, network troubleshooting, installing and conﬁguring operating systems, expanded security, software troubleshooting and operational procedures.
Start Anytime | Voucher Included
290 Course Hours | $1,995
Location: Online

CompTIA™ Advanced Security Practitioner (CASP)
Prepare to take the CompTIA CASP: Certiﬁed Advanced Security Practitioner (CAS-003) exam.
Start Anytime | Voucher Included
75 Course Hours | $995
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
490 Course Hours | $3,495
Location: Online

CompTIA™ Cloud+ Certiﬁcation
The certiﬁcation training equips you with the skills needed to understand and execute an Infrastructure as a Service (SaaS) cloud computing model. It covers standard methodologies.
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INSTRUCTOR LED AND SELF-PACED ONLINE IT COURSES

Our fundamental online courses are informative, fun, convenient and highly interactive. We focus on creating supportive communities for our learners. Complete any of these courses entirely online at any time of the day or night.

- **Personal Finance**
  Protect your assets and discover how best to achieve all your financial goals. [Learn More]
- **Keys to Effective Communication**
  Lost for words? Don’t be! Learn to build rapport, trust, warmth, and respect through conversation. [Learn More]
- **Speed Spanish**
  Learn six easy recipes to glue Spanish words together into sentences. [Learn More]
- **Discover Sign Language**
  Learn to sign basic phrases and complete sentences and how to put it all together. [Learn More]
- **Homeschool With Success**
  Discover how to homeschool in a way that ensures your child gets what they need both academically and socially. [Learn More]
- **Individual Excellence**
  Master twelve career-enhancing skills including goal setting and creativity. [Learn More]
- **Interpersonal Communication**
  Become aware of the conscious and unconscious codes of meaning people send when communicating with others. [Learn More]
- **Integrating Technology in the Classroom**
  Gain the skills needed to use tools like apps, assistive technology, and blogs effectively. [Learn More]
- These and many other online courses to choose from!

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

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

**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
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: 8/12, 9/16, 10/14, 11/11, 12/9 or Self-Paced, Start Anytime
6 Weeks/24 Course Hours | $115
Location: Online

**Certified Professional Life Coach**
This course teaches the Core Competencies of the International Coach Federations (ICF). ICF is the leading organization dedicated to advancing the coaching profession through high standards, independent certification, and a worldwide network of trained coaching professionals.
Start Anytime | Exam Included
40 Course Hours | $1,795
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
Location: Online

**NASM Certified Personal Trainer**
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 | Vouchers Included
80 Course Hours | $1,295
Location: Online

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

**Nutrition for Optimal Health, Wellness and Sports**
This program will teach you about developing individualized nutritional programs for clients, patients or yourself. This program is approved for 50 CE Credits through ACSM.
Start Anytime
200 Course Hours | $1,995
Location: Online

**Personal Training and Group Exercise Training for Older Adults**
If you’re interested in developing safe and effective exercise programs for older adults, the Personal Training and Group Exercise Training for Older Adults Online Program is for you!
Start Anytime
200 Course Hours | $1,995
Location: Online
TeacherReady®
Enter a K-12 classroom equipped for success and ready to make a difference in the lives of students. TeacherReady® is a graduate-level, online, alternative teacher preparation program. The program incorporates online coursework, in-classroom fieldwork and the three Florida State Certification Exams to prepare you for a successful teaching career. Location: Online

Creating the Inclusive Classroom: Strategies for Success
Get the training you need to reach the diverse mix of students you face every day. You will learn proven strategies for inclusion that turn diversity into opportunity. Examine how each child learns and what you can do to help them develop new strengths. Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9 6 Weeks/24 Course Hours | $115 Location: Online

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

Teacher’s Aide with ParaPro Prep
Prepare for the ETS ParaPro Assessment exam, so you can work as a teacher’s aide. Learn how to 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 Location: Online

Teaching Adult Learners
In this course, you will discover how to use the newest educational methods to create a student-centered classroom that’s perfectly suited for adult learners. Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9 or Self-Paced, Start Anytime 6 Weeks/24 Course Hours | $115 Location: Online

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

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

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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 Indoor Air Quality Manager
Learn how to diagnose, resolve, and prevent indoor air quality (IAQ) complaints. You’ll also establish a comprehensive IAQ plan specific to your buildings.
Start Anytime
16 Course Hours | $795
Location: Online

CNC Machinist
This program provides an intensive overview of skills necessary to perform CNC machining. Learn workholding, math, inspection, safety, metal cutting, materials, quality and grinding.
Start Anytime
195 Course Hours | $1,995
Location: Online

Commercial Driver Training
Be prepared to sit for and pass your state’s Commercial Drivers’ License written exam. Learn about transporting cargo, operating commercial vehicles, and handling hazardous materials and gain workplace preparedness soft skills, which increase your employability.
Start Anytime
120 Course Hours | $850
Location: Online

Engineering Technician
This intensive overview of skills necessary for this manufacturing role includes math, inspection, safety, materials, machining, quality, grinding, electrical systems, automation, motor controls, additive manufacturing, assembly, design and management.
Start Anytime
330 Course Hours | $1,995
Location: Online

Foundations of Plumbing
This course will teach you the fundamental, job-ready skills relevant to the plumbing and piping industry. Learn how to work on modern plumbing systems from in-depth course material developed by industry experts and employers.
Start Anytime
145 Course Hours | $2,195
Location: Online

Home Inspection Certificate
This course covers the principal components, procedures, and processes of home inspection. It has been approved by the American Society of Home Inspectors (ASHI) and various home inspector organizations and regulatory boards for membership renewal credits or continuing education credits. It is also one component of the steps required to obtain a NIBI Certified Inspector credential.
Start Anytime
200 Course Hours | $2,295
Location: Online

HVAC/R Certified Technician
If you already have one-to-two years of industry experience, this course will prepare you for the next step in your career — advanced certification. Through hands-on simulations and in-depth course material, you will strengthen your understanding of HVAC/R service, repair and maintenance.
Start Anytime | Voucher Included
162 Course Hours | $2,895
Location: Online

Maintenance Technician
This course is an intensive overview of skills relating to welding techniques from the basic principles of metal cutting and rigging to safety guidelines and manufacturing management.
Start Anytime
250 Course Hours | $1,695
Location: Online

Freight Broker/Agent Training
Become part of the exciting trucking, freight logistics, and transportation industries as a licensed freight broker or as a freight broker agent. From licensing and operations to sales and marketing, you’ll learn the basics of how to run a domestic freight brokerage or agency in the US. This course will provide you with the knowledge and resources needed to break into the shipping industry.
Start Anytime
180 Course Hours | $1,895
Location: Online

Welder Technician
This program is an intensive overview of skills relating to welding techniques from the basic principles of metal cutting and rigging to safety guidelines and manufacturing management.
Start Anytime
125 Course Hours | $1,995
Location: Online
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
This Grant Writing Online Training Program will teach you the essentials of writing, researching, obtaining, and maintaining grants. You’ll learn how to format your proposals, how to write effectively, and how to get funded.
Start Anytime
300 Course Hours | $2,295
Location: Online

A to Z Grant Writing Series
Learn all there is to know about writing grants, fundraising and organizing a grant writing campaign. This group of courses is ideal for those wanting to learn more about managing fundraising.
Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9
6 Weeks/24 Course Hours | $115
Location: Online

A to Z Grant Writing Series
Learn all there is to know about writing grants, fundraising and organizing a grant writing campaign. This group of courses is ideal for those wanting to learn more about managing fundraising.
Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9
6 Weeks/24 Course Hours | $115
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: 8/12, 9/16, 10/14, 11/11, 12/9
72 Course Hours | $299
Location: Online

Effective Business Writing
Learn the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue.
Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9
6 Weeks/24 Course Hours | $115
Location: Online

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

Get Grants!
Whether you’re interested in writing grant proposals as a career or in obtaining funding for your organization, this course will give you the skills you need to outshine your competition.
Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9
6 Weeks/24 Course Hours | $115
Location: Online

Grammar Refresher Series
Develop your English grammar skills and take your writing and speaking to the next level of excellence.
Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9
48 Course Hours | $199
Location: Online

Writing Effective Grant Proposals
Preparing successful grant proposals to receive funding requires careful research, meticulous preparation, and graceful writing. This course will walk you through the essential steps of preparing successful grant proposals including research, meticulous preparation, graceful writing and an important discussion of what you must do when the grant arrives.
Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9
or Self-Paced, Start Anytime
6 Weeks/24 Course Hours | $115
Location: Online

ONLINE SKILL DEVELOPMENT
Popular Online 6-Week Writing Courses

The Keys to Effective Editing: If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.
Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9
or Self-Paced, Start Anytime
Tuition: $100-$115
Register: ed2go.com/uwf

Write Effective Web Content: Learn how to write web content and produce multimedia elements.

Writing Essentials: Master writing essentials to express yourself clearly, and take your creative literary talents to a new level.

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

Start Dates:
Tuition: $100-$115
Register: ed2go.com/uwf

Resume Writing Workshop: Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.
Learn problem-solving strategies and additional tools to achieve the best scores possible. Whether you are preparing to apply for an undergraduate studies program or attend graduate school, law school or business school, our Test Preparation courses can help you realize your academic goals.

**GED**
This course will help you analyze your strengths and weaknesses, so you can focus your studying on the areas that you need most. You will get the basics of what you need to know to succeed on the four GED® test modules.

| Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9 |
| or Self-Paced, Start Anytime |
| 6 Weeks/24 Course Hours | $115 |
| Location: Online |

**GMAT**
Applying to graduate business and management schools usually means taking the GMAT (Graduate Management Admission Test). GMAT Preparation Course is a must. Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types.

| Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9 |
| or Self-Paced, Start Anytime |
| 6 Weeks/24 Course Hours | $100 |
| Location: Online |

**GRE**
Two-part series covers both verbal and quantitative sections. Part 1 takes you through all the question types on the verbal reasoning and analytical writing section. Part 2 features a math review and techniques for tackling the quantitative comparison, data interpretation and standard math questions.

| Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9 |
| 48 Course Hours | $199 |
| Location: Online |

**LSAT**
The LSAT Preparation Series will prepare you for the LSAT exam. The comprehensive courses of er a f exible, best-in-class virtual LSAT training that fits your schedule, on your terms.

| Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9 |
| 48 Course Hours | $199 |
| Location: Online |

**SAT/ACT**
Universities and colleges throughout the U.S. require applicants to take the SAT or ACT as part of their evaluation package. This 2-part series will prepare you to do well on the verbal and math questions for both tests.

| Start Dates: 8/12, 9/16, 10/14, 11/11, 12/9 |
| 48 Course Hours | $199 |
| Location: Online |

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**Test Preparation Online Courses**

**GRE GMAT LSAT SAT/ACT**

All instructor-facilitated online courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

**Achieve your best score!**

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

### Conversational Japanese I
Designed for beginners in Japanese skills and vocabulary. This course includes useful daily expressions, basic vocabularies and daily conversation. Also, basic sentence structure will be introduced in order to develop practical communication skills. Learn about Japanese culture and customs from a native Japanese instructor.

- **Date:** 9/15/2020 - 10/22/2020
- **Time:** Tue & Thu, 7:00 PM - 7:40 PM
- **Sessions:** 12
- **Cost:** $80
- **Instructor:** Masami Nagakubo
- **Location:** Online

### Korean I
Learn the fundamentals of Korean language including introductions, basic vocabulary, basic grammar and the hangul writing system.

- **Date:** September: 9/14/2020 - 10/21/2020
  or November: 11/2/2020 - 12/16/2020
- **Time:** Mon & Wed, 6:30 PM - 7:30 PM
- **Sessions:** 12
- **Cost:** $150
- **Instructor:** Kyonghee Paik
- **Location:** Online

### Korean Language II
This course provides an introductory level of grammar and to increase vocabulary for daily life and prepares students for the TOPIK (Test of Proficiency in Korean). It is recommended for learners who have completed Korean I through Continuing Education or have a working knowledge of Korean script, greetings, counting, basic vocabulary and grammar.

- **Date:** September: 9/14/2020 - 10/21/2020
  or November: 11/2/2020 - 12/16/2020
- **Time:** Mon & Wed, 8:00 PM - 9:00 PM
- **Sessions:** 12
- **Cost:** $150
- **Instructor:** Kyonghee Paik
- **Location:** Online

### Certificate in Korean Studies
These Korean Language courses can be taken as part of the UWF Center for Asian Studies Certificate of Completion in Korean Studies. This certificate is conferred upon those students who have demonstrated a fundamental knowledge of Korean language, culture, history and society. There are three components to the certificate including Korean language, Korean history, culture and society and a structured opportunity for students to experience Korean culture first hand. For more information, contact the UWF Center for Asian Studies.

### Korean IV
Designed for people who have taken Conversational Japanese I and/or III or are comfortable with basic Japanese language including useful daily expressions, basic vocabularies and daily conversation and be able to read hiragana, this course expands on basic knowledge by introducing more complex sentence structures, vocabulary and conversation skills.

- **Date:** 10/19/2020 - 12/7/2020
- **Time:** Mon, 7:30 PM - 8:30 PM
- **Sessions:** 8
- **Cost:** $80
- **Instructor:** Masami Nagakubo
- **Location:** Online

### Korean Language III
This class is a continuation of Korean II. Students will continue to gain knowledge of Korean grammar and vocabulary. The course aims to prepare students for the TOPIK (Test of Proficiency in Korean).

- **Date:** 11/3/2020 - 12/7/2020
- **Time:** Tue & Thu, 6:30 PM - 7:30 PM
- **Sessions:** 12
- **Cost:** $150
- **Instructor:** Kyonghee Paik
- **Location:** Online

### 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. Topics include:

- Arts
- Design and Composition
- Languages
- Photography
- Writing and Publishing
- and more!

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Stay Informed!

Visit uwf.edu/coronavirus for updates, resources, FAQs and more.
NON-CREDIT CANCELLATION AND REFUND POLICY
Due to the wide variety of programs that Continuing Education offers, there is no single cancellation policy for all of our offerings. However, there are some common cancellation procedures.

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

Requests to cancel must be made in writing or by email.

Written requests may be sent to:
Continuing Education
University of West Florida
11000 University Pkwy., Bldg. 77, Suite 149
Pensacola, FL 32514
Email requests may be sent to:
ContinuingEd@uwf.edu

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

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

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

ATTENDANCE
You must attend a minimum of 80% of all classes to receive CEU credits and a completion certificare. 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, you can search for a specific building or area.

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? Contact the Student Support Center via email, phone, or just drop in! We are located in Building 77, Room 149. Email: ContinuingEd@uwf.edu or call us at 850.473.7468. We are here to help!

HOLIDAYS
• Sept. 7, 2020: Labor Day
• Nov. 11, 2020: Veteran’s Day
• Nov. 26-27, 2020: Thanksgiving Holiday
• Dec. 24, 2020 - Winter Break Begins
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Curiosity never retires.

About Leisure Learning Online

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. While the world looks a little different now, we are committed to providing you with online programming to help you interact with your peers and continue your pursuit of lifelong learning from the safety of your own home.

Join us online! Leisure Learning membership is not required to register for Fall 2020 classes.

COVID-19 Coronavirus

Due to the ongoing impact of COVID-19, Fall 2020 Leisure Learning programming is online. Join our mailing list at uwf.edu/leisurelearning to be the first to learn of new programming.
Face Coverings are Required at UWF

#ShieldUpArgos

uwf.edu/coronavirus