



UNIVERSITY of WEST FLORIDA

# Continuing Education

Fall 2020 Course Guide

STAY  
CONNECTED:  
All Fall 2020  
semester courses  
are online

## Redirect Your Career Path: Professional Development and Upskilling

| Page 8

### Business Courses

| Page 5

### Language Classes

Japanese & Korean Language

| Page 23

[uwf.edu/continuinged](https://uwf.edu/continuinged)

## 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](http://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](mailto:continuinged@uwf.edu).**

Additional information and Frequently Asked Questions are available at [uwf.edu/coronavirus](http://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](mailto:ContinuingEd@uwf.edu)  
Phone: 850.473.7468

   @UWFContinuingEd

## FALL 2020



### Redirect Your Career Path: Professional Development and Upskilling ..... 8

#### Career Development ..... 3

Behavior Science/	
Psychology .....	4
Business & Administration .....	5
Computer Science .....	10
Digital Arts & Design .....	12
Healthcare .....	13
Hospitality .....	15
Information Technology .....	16
Lifestyle & Wellness .....	18
Teaching & Education .....	19
Vocational Training .....	20
Writing .....	21

#### Leisure Learning ..... 27

#### Test Preparation..... 22

#### Personal Enrichment..... 23

#### Information..... 25

#### Course Index ..... 26

### Register for Class Online:

As UWF business operations are currently being conducted remotely, all registrations must be made online.

**[uwf.edu/continuinged](http://uwf.edu/continuinged)**



**Continuing Education**  
UNIVERSITY of WEST FLORIDA



## 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](mailto:ContinuingEd@uwf.edu).

**See more at [uwf.edu/continuinged](https://uwf.edu/continuinged)**

# Behavior Science/Psychology

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

## Autism 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/EPST; 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.

**10/20/2020 - 12/8/2020**

**8 Sessions | \$769.20**

**Instructors:** Dan Unumb & Mary Reagan

**Location:** Online

## 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). 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).

**8/24/20 - 10/19/20**

**Wed, 6:00 PM**

**Instructor:** Sarah Kent, MA, BCBA

**Location:** Online

## 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](mailto:aba@uwf.edu).**



Follow @UWFABA on   

[uwf.edu/aba](http://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 office ergonomics.

**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

## 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  
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

## 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,

## Business and Administration

including financial life cycle planning and goal setting. You will also learn how to establish debt management plans, provide guidance on student loans and affordable housing, and create long-term action plans. Earn the designation of Certified Financial Health Counselor upon course completion.

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

## Certified Global Business Professional

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

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

## Certified Green Supply Chain Professional

Gain the specialized knowledge needed to enable a company to achieve its environmental sustainability goals through global sourcing, materials management, procurement and buying, transportation and 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 Paralegal

These qualified professionals take on a variety of tasks ranging from legal research to drafting legal documents in traditional 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.



**Start Anytime | Voucher Included**  
**225 Course Hours | \$2,495**  
**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 certificate 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 Anytime**  
**360 Course Hours | \$2,095**  
**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 and records management, and human resources fundamentals, among other topics. You will then learn how to use Microsoft Office 2019 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 | \$115**  
**Location:** Online

### Grant Writing + Non-Profit Management

Learn fundraising techniques, how to supervise volunteers and staff members, as well as the legal constraints and liabilities that non-profits encounter. You'll also learn practical techniques for writing competitive grant proposals.

**Start Anytime**

**510 Course Hours | \$3,795**

**Location:** Online

### Human Resources Professional

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

**Start Anytime**

**120 Course Hours | \$1,795**

**Location:** Online

### Interpersonal Communication

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

**Start Dates:** 8/12, 9/16, 10/14, 11/11, 12/9  
**| \$100**

**or Self-Paced, Start Anytime | \$115**

**6 Weeks/24 Course Hours**

**Location:** Online

### Lean Six Sigma Green Belt

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

**Start Anytime | Exam Cost Included**

**50 Course Hours | \$1,495**

**Location:** Online

### OMCA® Content Marketing Associate

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.

**Start Anytime | Voucher Included**

**70 Course Hours | \$1,495**

**Location:** Online

### Professional Bookkeeping with QuickBooks 2019 and Payroll Practice and Management

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.

**Start Anytime | Software Included**

**220 Course Hours | \$3,595**

**Location:** Online

### Professional Consulting Practice

Learn how to leverage your existing skills to become a consultant including how to analyze an organization, serve diverse clientele and build a credible, solutions-driven consulting practice.

**Start Anytime**

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

**Location:** Online

### Records Management Certificate

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

**Start Anytime**

**180 Course Hours | \$1,595**

**Location:** Online

### Starting a Nonprofit

This 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.

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

**6 Weeks/24 Course Hours | \$115**

**Location:** Online

### Understanding the Human Resources Function

This course is designed to help people without experience in HR to understand this 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:** 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 6-Week Business Courses

#### Achieving Success with Difficult People:

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

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

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

#### High-Speed Project Management:

A breakthrough model for dealing with the realities of managing projects at supersonic speeds.

**Individual Excellence:** Develop career-enhancing skills 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:

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

#### Skills for Making Great Decisions:

Learn how to deal effectively with crisis and how to work with others to make good decisions.

#### Using Social Media in Business:

Gain a solid foundation and thorough understanding of what social media is and how you can use it to grow your business.

#### Start Dates:


**8/12, 9/16, 10/14, 11/11, 12/9**

**or Self-Paced, Start Anytime**

**Tuition: \$100-\$115**

**Location: Online**

**Register: [ed2go.com/uwf](https://ed2go.com/uwf)**



# Redirect Your Career Path: Professional Development and Upskilling

---

BY HEATHER FLETCHER

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 new economy."

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."

**"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.

Once you craft your resume, evaluate if a hiring official could pick out these keywords in seven seconds.

There's no better time than now to sharpen your work credentials, boost your job skills and strengthen your resume. UWF Continuing Education's online skill development and career training programs offer engaging learning experiences to make your at-home advancement as successful as possible. With hundreds of online classes, career training programs and certification prep courses, UWF Continuing Education makes it easy to continue learning and growing.

## 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](mailto:continuinged@uwf.edu).

# Computer Science

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

## SPSS Certification

This interactive online course is designed for individuals who are seeking documentation of SPSS proficiency for their professional resumes. This is a self-paced online refresher course in using SPSS in intermediate level statistical applications such as descriptive statistics, t-test, ANOVA, ANCOVA and Multiple Regression within the social sciences.

**Start Anytime | \$199**

**Instructor: Carla Thompson**

**Location:** Online

## 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

## 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

## 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

## 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

## 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

## Microsoft Office Specialist 2019 (MOS) Certification Training

Earning your Microsoft Office Specialist (MOS) certification demonstrates your knowledge of the Office 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

## 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

### 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 certification.

**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

### 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

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

### Microsoft Excel 2019 Certification Training

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

**Start Anytime**

**70 Course Hours | \$595**

**Location:** Online

### Oracle SQL and PL/SQL Developer

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

**Start Anytime**

**120 Course Hours | \$995**

**Location:** Online

### 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

### Full Stack Software Developer

The demand for software developers is at a global all-time high. After completing this program, you will receive a certificate of completion and become an industry-ready full stack software developer with a professional portfolio of real-world projects to showcase at job interviews.

**Start Anytime**

**600 Course Hours | \$4,995**

**Location:** Online



# Digital Arts and Design

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

## Adobe Certified Associate

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

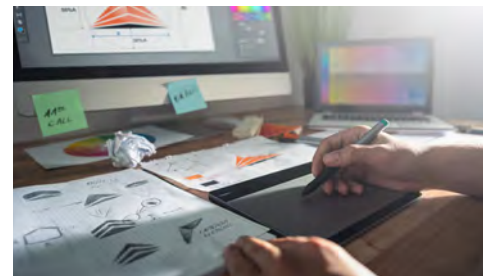
aspiring designing individuals and interior designers who are wanting to increase their education, career opportunities and professional status. **Start Anytime | Optional Externship Included**  
**120 Course Hours | \$1,995**  
**Location:** Online

## Digital Game Artist Certificate

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 Certificate

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

## ONLINE SKILL DEVELOPMENT

### Popular 6-Week Digital Arts and Design Courses

**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](https://ed2go.com/uwf)**

# Healthcare

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



## Certified Clinical Medical Assistant

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

**8/18/2020 - 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

Biology certification exam. Courses may be taken sequentially or concurrently.

**Course 1:** Topics include nucleic acid sequencing, basic molecular theory, PCR development and design, nucleic acid extraction and gel electrophoresis, and other nucleic acid-based methods.

**Course 2:** Topics include DNA sequencing analysis, NextGen sequencing methods, DNA polymorphisms and human identification, Genetics/Oncology/Engraftment/Pharmacogenomics, Infectious Disease testing and Quality Assurance/Quality Control.

**Start Anytime | \$600 each course**

**Instructor:** Kristen Coffey

**Location:** Online

*Each course qualifies for 2.0 units of Continuing Education with the Florida Board of Clinical Laboratory Personnel.*

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

**9/15/2020 - 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

## 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

### Looking for tuition assistance?

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



## 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

## Molecular Diagnostics

This two-course series prepares individuals to take the ASCP Molecular

## Healthcare

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 offered by 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**

**340 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 offered by National Healthcareer Association (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 (CPM)

Prepare to take the Certified Physician Practice Manager exam, offered by the American Academy of Professional Coders, the Certified Medical Admin Assistant and the Certified Electronic Health Records Specialist national certification exams offered by National Healthcareer Association.

**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.

**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

## ONLINE SKILL DEVELOPMENT

### Popular Online 6-Week Healthcare Courses

**Certificate in Gerontology:** Learn the skills required to meet the healthcare needs of an aging population.

**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.

**Human Anatomy and Physiology:** Gain 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: \$78-\$150**

**Register: [ed2go.com/uwf](https://ed2go.com/uwf)**

# Hospitality

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

## Certified Protection Officer

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

**Start Anytime**

**50 Course Hours | \$850**

**Location:** Online

## 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**

**100 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

# 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 configuring 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



## 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.

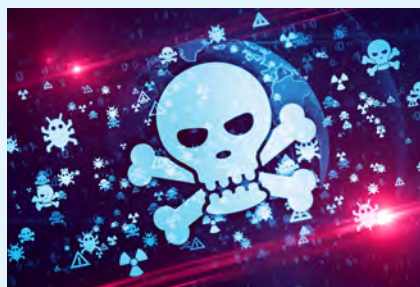
**Start Anytime**  
**490 Course Hours | \$3,495**  
**Location:** Online

## 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

## 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

required to securely implement and maintain cloud technologies. The program provides a rich learning environment, blending visual, auditory and hands-on learning.

**Start Anytime | Voucher Included**

**75 Course Hours | \$1,695**

**Location: Online**

### CompTIA™ Network+ Certification

Learn the fundamentals needed to obtain certification and start a career as a network technician. You'll master basic networking concepts and learn about network design, security, routing and switching, cloud computing, IPv6 and forensics, and common security practices.

**Start Anytime | Voucher Included**

**110 Course Hours | \$1,695**

**Location: Online**

### CompTIA™ Security+ Certification

Prepare to take the CompTIA™ Security+ certification SY0-501 exam, as you master the basics of system security, network infrastructure, access control and organizational security.

**Start Anytime | Voucher Included**

**80 Course Hours | \$1,695**

**Location: Online**

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

This comprehensive course will prepare you for the CompTIA IT Fundamentals, A+, Security+, and Network+ certification exams in a unique online format. You will gain an understanding of software, hardware, and networking. More so, you will be able to secure and support networking systems.



**Start Anytime**

**580 Course Hours | \$4,295**

**Location: Online**

### Help Desk Analyst: Tier 1 Support

This course focuses on the business needs of the customer, establishing credibility and trust, and handling difficult customer scenarios.

**Start Anytime**

**120 Course Hours | \$1,495**

**Location: Online**

**Start Anytime | Vouchers Included**

**300 Course Hours | \$3,295**

**Location: Online**

### IT Foundations Bundle

This course helps those new to IT learn about DevOps, ITIL and SIAM. Learn the basics of IT service management and project management, as well as how approaches to IT are evolving. You will be prepared to pass the ITIL Foundation, SIAM Foundation, and DevOps Foundation certification exams.

**Start Anytime | Vouchers Included**

**60 Course Hours | \$1,795**

**Location: Online**

### 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).

## Use Your Time to Learn Online

### 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. **ILC SPT**

#### Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation. **ILC SPT**

#### Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences. **ILC SPT**

#### Discover Sign Language

Learn to sign basic phrases and complete sentences and how to put it all together. **ILC SPT**

#### Homeschool With Success

Discover how to homeschool in a way that ensures your child gets what they need both academically and socially. **ILC SPT**

#### Individual Excellence

Master twelve career-enhancing skills including goal setting and creativity. **ILC SPT**

#### Interpersonal Communication

Become aware of the conscious and unconscious codes of meaning people send when communicating with others. **ILC SPT**

#### Integrating Technology in the Classroom

Gain the skills needed to use tools like apps, assistive technology, and blogs effectively. **ILC SPT**

**These and many other online courses to choose from!**

**ILC** Instructor-Led Courses - Monthly sessions **SPT** Self-Paced Tutorials - Start today and study on your own schedule

**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**

# 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'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 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 | 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 the flexibility, speed, agility and performance of both professional athletes and weekend warriors. The NCCA accredited NASM CPT Personal Trainer Exam is taken at a local testing center (PSI).

**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

## 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.

**Luscious, Low-Fat, Lightning-Quick Meals:** Discover tips for grocery shopping, menu planning, food prep and quicker cooking.

**Start Dates:**  
**8/12, 9/16, 10/14, 11/11, 12/9**  
**or Self-Paced, Start Anytime**  
**Tuition: \$60-\$115**  
**Location:** Online  
**Register:** [ed2go.com/uwf](https://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®

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



# MAKE A CAREER OUT OF MAKING A DIFFERENCE

9 months | Online | Affordable | Master's Credits



**TeacherReady**  
ONLINE CERTIFICATION PROGRAM

teacherready.org | 850.898.3949

# 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

## 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.

## 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 necessary for manufacturing maintenance including a thorough understanding of how machines and systems function. You will learn the following concepts and skills: workholding, math, inspection, safety, machining, quality, grinding, electrical systems, automation, mechanical systems, motor controls, rigging and fluid systems.

**Start Anytime**

**250 Course Hours | \$1,695**

**Location:** Online



**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 | \$199**

**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

## 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:** 8/12, 9/16, 10/14, 11/11, 12/9

**or Self-Paced, Start Anytime**

**6 Weeks/24 Course Hours | \$115**

**Location:** Online

## Get Grants!

Whether you're interested in writing grant proposals as a career or in obtaining funding for your organization, this course will give you the skills you need to outshine your competition.

**Start Dates:** 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

## Technical Writing

Learn research methods, audience considerations, various writing styles, drafting and revision techniques, working in a collaborative environment and more.

**Start Anytime**

**80 Course Hours | \$1,795**

**Location:** Online

## Writing 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.

**Publish and Sell Your E-Books:** Learn how to use free tools to publish an e-book, and then list and sell your e-books in the world's largest online bookstores.

**Research Methods for Writers:** Learn the most efficient and effective methods to conduct research for any writing project.

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

**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.

**Writerific—Creativity Training for Writers:** Banish writer's block forever with these tricks from the published writer's toolbox.

**Start Dates:**  
8/12, 9/16, 10/14, 11/11, 12/9  
**or Self-Paced, Start Anytime**  
**Tuition:** \$100-\$115  
**Register:** [ed2go.com/uwf](https://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.



## 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 offer a flexible, 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

## Test Preparation Online Courses

### GRE • GMAT • LSAT • SAT/ACT

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

**Achieve your best score!**  
**[ed2go.com/uwf](https://ed2go.com/uwf)**



# Personal Enrichment

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

## 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.

**9/15/2020 - 10/22/2020**

**Tue & Thu, 7:00 PM - 7:40 PM**

**12 Sessions | \$80**

**Instructor:** Masami Nagakubo

**Location:** Online

## Conversational Japanese II

Designed for people who have taken Conversational Japanese I or are comfortable with basic Japanese language, this class expands on basic knowledge by introducing more complex sentence structures, vocabulary and conversation skills. Various teaching materials, cards, video, games and role play, will be used.

**10/27/2020 - 12/1/2020**

**Tue, 7:00 PM - 8:20 PM**

**6 Sessions | \$80**

**Instructor:** Masami Nagakubo

**Location:** Online

## Conversational Japanese IV

Designed for people who have taken Conversational Japanese II 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.

**10/19/2020 - 12/7/2020**

**Mon, 7:30 PM - 8:30 PM**

**8 Sessions | \$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.

**September: 9/14/2020 - 10/21/2020**

**or November: 11/2/2020 - 12/16/2020**

**Mon & Wed, 6:30 PM - 7:30 PM**

**12 Sessions | \$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.

**September: 9/14/2020 - 10/21/2020**

**or November: 11/2/2020 - 12/16/2020**

**Mon & Wed, 8:00 PM - 9:00 PM**

**12 Sessions | \$150**

**Instructor:** Kyonghee Paik

**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).

**11/3/2020 - 12/17/2020**

**Tue & Thu, 6:30 PM - 7:30 PM**

**12 Sessions | \$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.**

## 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! >

**[ed2go.com/uwf](https://ed2go.com/uwf)**





# Stay Informed!

———— Visit ————

**[uwf.edu/coronavirus](https://uwf.edu/coronavirus)**

for updates, resources,  
FAQs and more.



UNIVERSITY *of*  
WEST FLORIDA

# Information

## COVID-19 Coronavirus

**UWF business operations are being conducted remotely until further notice.** Contact Continuing Education by email at [continuinged@uwf.edu](mailto:continuinged@uwf.edu). Face-to-face instruction is postponed. Additional information and Frequently Asked Questions are available at [uwf.edu/coronavirus](http://uwf.edu/coronavirus). The University will continue providing updates as soon as information is available.

## ADMISSION AND REGISTRATION

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

### ed2go online course registration:

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

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

## TUITION AND FEES

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

### What types of discounts are available?

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

## NON-CREDIT TUITION ASSISTANCE

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

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

## NON-CREDIT CANCELLATION AND REFUND POLICY

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

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

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

### Written requests may be sent to:

Continuing Education  
University of West Florida  
11000 University Pkwy., Bldg. 77, Suite 149  
Pensacola, FL 32514

### Email requests may be sent to:

[ContinuingEd@uwf.edu](mailto: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, 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](http://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](mailto: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

# Course Index

## Career Training Courses ..... 3

### Behavior Science/Psychology ..... 4

Autism and the Law  
Registered Behavior Technician (RBT)  
Training Course

### Business and Administration.....5

Project Management Professional (PMP®)  
MBA Prerequisite Modules  
Accounting Fundamentals Series  
Accounts Payable Manager Certification  
Advertising & Outreach Specialist  
Administrative Assistant Fundamentals  
Call Center Manager  
Certified Administrative Professional with  
Microsoft Office Specialist 2019  
Certified Bookkeeper  
Certified Financial Health Counselor  
Certified Global Business Professional  
Certified Green Supply Chain Professional  
Certified Paralegal  
Certified Quality Auditor  
Certified Six Sigma Black Belt  
Certified Six Sigma Green Belt  
Chartered Tax Professional  
Entrepreneurship: Start-Up and Business  
Owner Management  
Executive Assistant with Microsoft Office  
Specialist 2019  
Fundamentals of Supervision and  
Management  
Grant Writing + Non-Profit Management  
Human Resources Professional  
Interpersonal Communication  
Lean Six Sigma Green Belt  
OMCA® Content Marketing Associate  
Professional Bookkeeping with QuickBooks  
2019 and Payroll Practice and  
Management  
Professional Consulting Practice  
Records Management Certificate  
Starting a Nonprofit  
Understanding the Human Resources  
Function

### Computer Science .....10

SPSS Certification  
Accounting with Microsoft Excel 2019 Suite  
Certified Administrative Professional with  
Microsoft Office Master 2019  
Computer Skills for the Workplace  
Creating Mobile Apps with HTML5  
Full Stack Software Developer  
Intermediate SQL  
Intro to Microsoft Excel 2019  
Introduction to QuickBooks 2019  
Introduction to SQL  
Microsoft Access 2019 Certification Training  
Microsoft Office Specialist 2019 (MOS)  
Certification Training

Microsoft Excel - Pivot Tables  
Microsoft Excel 2019 Certification Training  
Oracle SQL and PL/SQL Developer  
Oracle SQL and PL/SQL Developer + Java  
Programmer  
Web Applications Developer

### Digital Arts and Design..... 12

Adobe Certified Associate  
AutoCAD 2018 Certified User  
Certified Residential Interior Designer  
Digital Game Artist Certificate  
Marketing Design Certificate  
Video Game Design and Development  
Web Design Professional

### Healthcare..... 13

Certified Clinical Medical Assistant  
Introduction to the Physician Assistant  
Profession  
Medical Billing and Coding Specialist  
Molecular Diagnostics  
Pharmacy Technician Certification  
Administrative Dental Assistant  
Advanced Hospital Coding and CCS Prep  
Certified Electronic Health Records  
Specialist + Medical Terminology  
CPC Medical Billing and Coding  
Certified Medical Administrative Assistant  
with Certified Electronic Health Records  
Specialist + Medical Terminology  
Certified Medical Transcriptionist  
Certified Physical Therapy Aide  
Clinical Dental Assistant  
Medical Office Manager (CPPM)  
Optician Certification Training  
Patient Care Technician  
Veterinary Assistant

### Hospitality..... 15

Certified Protection Officer  
Certified Wedding Planner  
Corporate Event Planner  
Hotel Management  
Household Manager with Executive  
Housekeeper  
Restaurant Management  
Retail Customer Service Skills  
Sales Manager  
Sales Representative

### Information Technology ..... 16

AWS System Operations Certification  
Bundle  
Certified Ethical Hacker  
Certified Information Systems Security  
Professional (CISSP)  
Cisco CCNA Certification Training  
CompTIA™ A+ Certification  
CompTIA™ Advanced Security Practitioner  
(CASP)

CompTIA™ Certification Training: A+,  
Network+, Security+  
CompTIA™ Cloud+ Certification  
CompTIA Certification Training: ITF+, A+,  
Network+, Security+  
CompTIA™ Network+ Certification  
CompTIA™ Security+ Certification  
Help Desk Analyst: Tier 1 Support Specialist  
Information Security Training  
IT Foundations Bundle

### Lifestyle and Wellness ..... 18

AFAA Group Fitness Instructor  
Become a Physical Therapy Aide  
Certified Professional Life Coach  
NASM Certified Nutrition Coach  
NASM Certified Personal Trainer and Exam  
Preparation  
NASM Certified Personal Trainer +  
Performance Enhancement  
Nutrition for Optimal Health, Wellness and  
Sports  
Personal Training and Group Exercise  
Training for Older Adults

### Teaching and Education ..... 19

TeacherReady©  
Child Development Associate  
Creating the Inclusive Classroom  
Teacher's Aide with ParaPro Prep  
Teaching Adult Learners

### Vocational Training..... 20

Certified Indoor Air Quality Manager  
CNC Machinist  
Commercial Driver Training  
Engineering Technician  
Foundations of Plumbing  
Freight Broker/Agent Training  
Home Inspection Certificate  
HVAC/R Certified Technician  
Maintenance Technician  
Welder TechnicianWelder Technician

### Writing ..... 21

Grant Writing  
A to Z Grant Writing Series  
Creative Writing Value Suite  
Effective Business Writing  
Fundamentals of Technical Writing  
Get Grants!  
Grammar Refresher Series  
Technical Writing  
Writing Effective Grant Proposals

### Test Preparation..... 22

### Personal Enrichment..... 23

### Leisure Learning ..... 27

# 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.**

**850.473.7468**

**[LeisureLearning@uwf.edu](mailto:LeisureLearning@uwf.edu)**

### 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](http://uwf.edu/leisurelearning)** to be the first to learn of new programming.



Leisure Learning  
UNIVERSITY of WEST FLORIDA

**[uwf.edu/leisurelearning](http://uwf.edu/leisurelearning)**

**Continuing Education**

11000 University Pkwy.  
Building 77, Room 149  
Pensacola, FL 32514

NON PROFIT ORG  
US POSTAGE  
PAID  
PENSACOLA, FL  
PERMIT NO 183



# Face Coverings are Required at UWF

**#ShieldUpArgos**



UNIVERSITY of WEST FLORIDA

[uwf.edu/coronavirus](https://uwf.edu/coronavirus)