

Enroll today in our affordable, flexible online courses!

	Course	Start Date	Duration
BUSINESS	Freight Broker/Agent Training	Open	180 hours
	Legal Secretary	1-11, 3-8, 5-3	7 weeks
	Paralegal Certificate	1-11, 3-8, 5-3	14 weeks
	Certified Administrative Professional (voucher included)	Open	Self-paced
	Intermediate Microsoft Excel 2019/Office 365	1-13, 2-10, 3-10, 4-7, 5-5	6 weeks
	Introduction to Microsoft Excel 2019/Office 365	1-13, 2-10, 3-10, 4-7, 5-5	6 weeks
	Microsoft Word 2019 Certification Training (voucher included)	Open	Self-paced
HEALTHCARE	HIPAA Compliance	1-13, 2-10, 3-10, 4-7, 5-5	6 weeks
	Medical Assistant with Clinical Externship	Open	Self-paced
	Medical Terminology Series	1-13, 2-10, 3-10, 4-7, 5-5	6 weeks
	Professional Medical Coding and Billing	Open	Self-paced
	Medical Office Manager	Open	Self-paced
	Physical Therapy Office Professional	Open	Self-paced
	Veterinary Assistant	Open	Self-paced
INFORMATION TECHNOLOGY	Computer Skills for the Workplace	1-13, 2-10, 3-10, 4-7, 5-5	6 weeks
	Certified Ethical Hacker (voucher included)	Open	Self-paced
	CISCO CCNA	Open	Self-paced
	Java Programmer	Open	Self-paced
	Oracle SQL and PL/SQL Developer with Crystal Reports	Open	Self-paced
	C++ Programmer	Open	Self-paced
	Full Stack Software Developer	Open	Self-paced
	CompTIA Certification Training A+, Network+, Security+ (voucher inc.)	Open	Self-paced

WE WANT TO HELP YOU REACH YOUR GOALS!

Learn more at our virtual
**PROFESSIONAL TRAINING and
EDUCATION OPEN HOUSE**

5 to 7 p.m. Last Tuesday of each month

Visit our [webpage](#) for more information and a Zoom link





UCM WORKFORCE DEVELOPMENT

2021 SPRING COURSES

Enroll today in our affordable, flexible online courses!

	Course	Start Date	Duration
BUSINESS	Building Teams	1-13, 2-10, 3-10, 4-7, 5-5	6 weeks
	Corporate English for Managers	1-11	12 weeks
	Five-Phase Partnering Process	Open	6 weeks
	Fundamentals of Supervision and Management	1-13, 2-10, 3-10, 4-7, 5-5	6 weeks
	Lean Six Sigma Green Belt	Open	Self-paced
	Partnering Foundations	Open	6 weeks
	Professional Sales Skills	1-13, 2-10, 3-10, 4-7, 5-5	6 weeks
	Senior Professional in Human Resources	Open (min. 4 years exp)	6 months
	Strategic Partner Leadership Model	Open	6 weeks
	Thought Leadership	Open	6 weeks
	Advanced Microsoft Excel 2019/Office 365	1-13, 2-10, 3-10, 4-7, 5-5	6 weeks
	Intermediate Microsoft Excel 2019/Office 365	1-13, 2-10, 3-10, 4-7, 5-5	6 weeks
	Microsoft Word 2019 Certification Training (voucher included)	Open	Self-paced
ENGLISH	Aviation English Certificate (Bundle)	1-11	32 contact hours
	Corporate English for Managers (Bundle)	1-11	12 weeks
	English for Administrative Assistants	1-11	12 weeks
INFORMATION TECHNOLOGY	CompTIA Advanced Security Practitioner (voucher included)	Open	Self-paced
	Certified Information Systems Auditor (CISA)	Open (5 years exp.)	Self-paced
	Information Security Training (voucher included)	Open (5 years exp.)	Self-paced
	CISCO CCNA Certification Training (voucher included)	Open (1-3 years exp.)	Self-paced
	CompTIA Project+ (voucher included)	Open (1 year PM exp.)	Self-paced
PROJECT MANAGEMENT	Project Management Essentials with CAPM Prep	Open	Self-paced
	Mastering Project Management with PMP Prep	Open	Self-paced
	PMI Risk Management Professional (voucher included)	Open	Self-paced
	Certificate in Agile Project Management	Open	Self-paced

"I've gone from being an unemployed veteran to a Process Improvement Change Agent, which utilizes the knowledge obtained through the course and the principles of project management. This opportunity has provided me with endless opportunities within a global company that values and supports their employees growth and success. The training I have received has changed life for me and my family, thank you!"

- Rolando Salvatierra, UCM Project Management Professional Prep Course (PMP) graduate

