WORKFORCE AND PROFESSIONAL EDUCATION

Achieve Your Certification

UNIVERSITY OF CENTRAL MISSOURI.
LEE'S SUMMIT
LEARNING TO A GREATER DEGREE

GROW PROFESSIONALLY | ACQUIRE NEW SKILLS
GAIN IN-DEMAND SKILLS EMPLOYERS WANT
PREPARE FOR YOUR NEXT CAREER
DISCOVER GROWTH OPPORTUNITIES

INSIDE THIS ISSUE

Contact Information for Workforce & Professional Education

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➤ ucmo.edu/workforce

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Workforce & Professional Education Virtual Open Houses

Virtual Open House events offered 5 to 7 p.m. on the last Tuesday of each month.
Join the Open House via Zoom video conferencing using your computer or phone.

Copy the URL into your browser and the host will be available to answer your questions.
Please note that another guest may be with the host, and you will be in a virtual waiting room until that meeting ends.

➤ https://ucmo.zoom.us/j/94331912200

Training Partners

Microsoft   CompTIA   CISCO   EC-Council

Badges

CERTIFIED NURSING ASSISTANT (CNA) UNIVERSITY OF CENTRAL MISSOURI   PROJECT MANAGEMENT UNIVERSITY OF CENTRAL MISSOURI   INTRO TO AUGMENTED AND VIRTUAL REALITY UNIVERSITY OF CENTRAL MISSOURI   PARTNERNOMICS SPLP UNIVERSITY OF CENTRAL MISSOURI
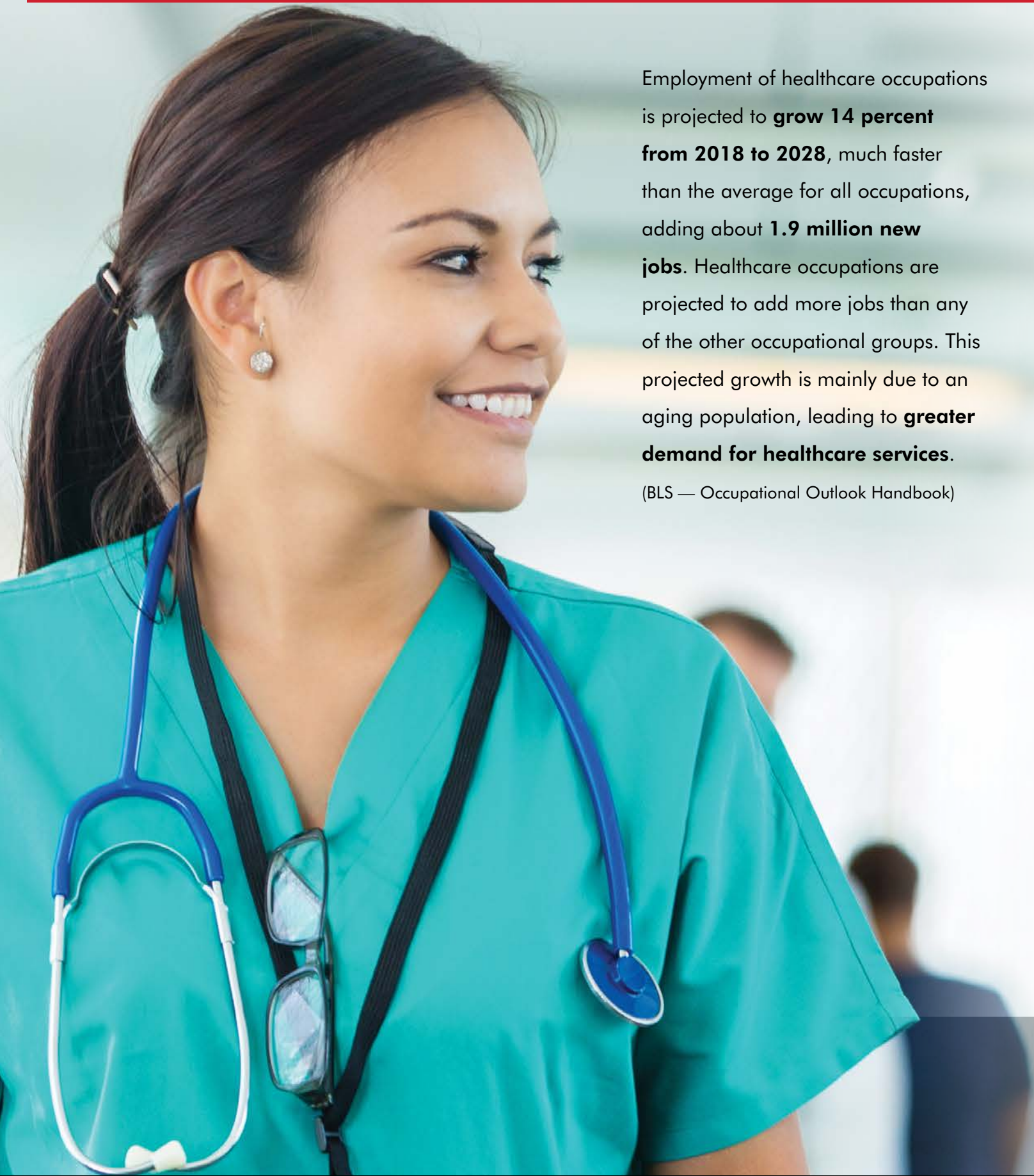
University of Central Missouri is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.

Most Popular Programs

LEGAL STUDIES   PROJECT MANAGEMENT   MEDICAL BILLING AND CODING   PHLEBOTOMY   CompTIA

Employment of healthcare occupations is projected to **grow 14 percent from 2018 to 2028**, much faster than the average for all occupations, adding about **1.9 million new jobs**. Healthcare occupations are projected to add more jobs than any of the other occupational groups. This projected growth is mainly due to an aging population, leading to **greater demand for healthcare services**.

(BLS — Occupational Outlook Handbook)

Medical Office

HIPAA COMPLIANCE
Are you a health care professional or considering a career in the health care industry, then it is mandatory that you understand the compliance requirements of HIPAA, and subsequent rules and laws that affect HIPAA. These laws require all health care professionals to take careful steps to protect protected health information. In this course you will examine the compliance process.

$135

MEDICAL TERMINOLOGY SERIES
Take a journey through the human body and learn medical terminology related to all 11 of its organ systems. This course teaches medical terminology from an anatomical approach.

$199

MEDICAL ASSISTANT WITH CLINICAL EXTERNSHIP PROGRAM
Within the large and growing healthcare industry, medical assistants play a key role in keeping a healthcare facility running smoothly, performing general patient care and handling routine administrative responsibilities. Gain hands-on experience through a clinical experience in patient care, medical office administration, phlebotomy, and EKG.

$3,899

MEDICAL ADMINISTRATIVE ASSISTANT WITH EHR
With healthcare reform, medical records must move to an electronic format, which has created an incredible need for administrative professionals trained on electronic health record (EHR) software. Medical administrative assistants with EHR skills are the specialized administrative personnel increasingly in demand to keep the modern medical office running smoothly.

$3,199

MEDICAL BILLING
Medical billers can be found in a variety of healthcare facilities, including: hospitals, clinics, doctors' offices, skilled nursing facilities, and home health agencies, among others. There are even employment opportunities in insurance companies and at specialized medical billing outsource firms.

$2,999

MEDICAL OFFICE MANAGER
Developed in collaboration with healthcare administration professionals and medical billers, our comprehensive Medical Office Manager certificate program prepares students to earn several industry-recognized certifications and launch a new career. This flexible, online program will teach you how to manage an office including billing and collections, patient insurance, appointment scheduling, patient records and overseeing day-to-day operations.

$3,899

MEDICAL TRANSCRIPTION AND EDITING CERTIFICATE
Medical transcription is primarily a work-from-home occupation, giving you the opportunity to have a professional career from the comfort of your own home. Most healthcare providers outsource their medical transcription work to national healthcare documentation companies, which hire medical transcription professionals from all over the country to transcribe and edit the records from their homes in an online, virtual work environment.

$3,199

PHLEBOTOMY TECHNICIAN WITH EXTERNSHIP
Students will be trained to collect, transport, handle and process blood and other specimens for laboratory analysis using venipuncture and micro collection techniques. Externship is a work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts under direct supervision of the clinical professional.

$3,495

PROFESSIONAL MEDICAL CODING AND BILLING
Medical coding and billing professionals translate medical records into standardized codes used to bill patients and third-party payers such as insurance companies and Medicare. The comprehensive Professional Medical Coding and Billing program will teach you to use all of these codes— CPT, HCPCS, and ICD-10 including an optional PCS procedural code set.

$3,699

MASTER OF BUSINESS ADMINISTRATION (MBA)

- HEALTHCARE ADMINISTRATION
- INTERNATIONAL BUSINESS
- MARKETING
- SPORTS BUSINESS

UCM offers four targeted MBA programs in addition to our general Master of Business Administration Degree. They include MBA—Healthcare Administration, MBA—International Business, MBA—Marketing and MBA—Sports Business. Each program incorporates industry-specific management best practices as well as practical skills including quantitative analysis, effective communication, leadership, and teamwork Learn more at **ucmo.edu/mba.**

Dental

ADMINISTRATIVE DENTAL ASSISTANT
This course will teach you the essential skills for managing the business aspects of a dental practice and becoming an administrative dental assistant. Dental administrator assistant duties typically involve managing medical records, accounts receivable, and reimbursement, as well as billing patients and insurance, scheduling patients, and performing procedural and diagnostic coding.

$1,795

CLINICAL DENTAL ASSISTANT
You'll learn about every aspect of professional dental assisting, including invaluable real-world perspectives from experienced dental assistants and essential information about anatomy and physiology, preventive dentistry, patient care and communication, radiology, pharmacology, anesthesia, assisting in specialty practices, employment strategies, and much more. Toward the end of the course—or after completion—you will have the opportunity to apply for a 40-hour externship, where you'll get real-life clinical assistant experience.

$1,995

DENTAL OFFICE MANAGER
Enroll in our Dental Office Manager certificate program and prepare to handle bookkeeping for a small business and use QuickBooks2017 while also learning dental terminology and anatomy, medical records management, insurance, billing and scheduling. This valuable course prepares students to take the Microsoft Specialist Certification exam.

$3,995

Optical

OPTICAL ASSISTANT
Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities. You'll discover the personal and professional skills needed to work in a front and back office and in an optical dispensary and lab.

$135

OPTICIAN CERTIFICATION TRAINING
Opticians are in high demand in the job market, and the need for eye care professionals is constantly expanding. In this course, you'll gain the skills and knowledge you need to obtain an entry-level job as an optician.

$1,895

OPTICAL MANAGER
In this online course, you will gain the skills and knowledge to prepare yourself to become an optician and prepare for the American Board of Opticianry (ABO) certification. Upon completion this course, you'll be fully prepared to begin a career as an optician.

$3,995

Pharmacy

PHARMACY TECHNICIAN
Master the skills that will prepare you for an entry-level position as a pharmacy tech or clerk, and discover the steps you can take to become a Certified Pharmacy Technician (CPhT).

$135

PHARMACY TECHNICIAN WITH EXTERNSHIP
Our Pharmacy Technician ASHP/ACPE certificate program is ideal for individuals with solid math skills who enjoy interacting with and helping people in a high-demand career area. Students are prepared to earn national certification and are eligible for a valuable externship within the community.

$2,999

CERTIFIED PHARMACEUTICAL SALES REPRESENTATIVE (EXAM INCLUDED)
This course bundle provides a foundational training platform to help you build relationships more effectively by increasing your knowledge in technical, scientific, and medical domains of knowledge. Additionally, this course of study provides all of the cornerstone areas necessary for any pharmaceutical sales representative which includes training on compliance, ethics, and regulations influencing the pharmaceutical industry.

$2,195

Certified Nursing Assistant

CERTIFIED NURSING ASSISTANT
This valuable program prepares students to earn Missouri CNA certification and begin a rewarding career in this high-demand area. Students will learn skills necessary for employment in a variety of healthcare settings such as hospitals, nursing homes, doctors' offices and clinics. Additional CNA speciality courses are also available.

$2,795

Veterinary

VETERINARY ASSISTANT
The course is designed for people who want to work as veterinary assistants at veterinary hospitals and for those already employed in related positions. Upon completion of the course, you will also have the opportunity to gain access to an Externship Starter Kit.

$1,995

VETERINARY RECEPTIONIST
In as little as four months, students completing this certificate program are prepared to begin a career in this rapidly growing field. Prepare to take the Certified Medical Administrative Assistant (CMAA) exam and join the pet care field.

$3,899

Employment of pharmacy technicians is **projected to grow 7 percent from 2018 to 2028, faster than the average for all occupations**. Increased demand for prescription medications will lead to more demand for pharmaceutical services. The **median annual wage for pharmacy technicians was $33,950** in May 2019.

(BLS — Occupational Outlook Handbook)

HEALTHCARE

Employment of fitness trainers and instructors is **projected to grow 13 percent from 2018 to 2028**, much faster than the average for all occupations. As businesses, government, and insurance organizations continue to recognize the benefits of health and fitness programs for their employees, incentives to join gyms or other types of health clubs are **expected to increase the need for fitness trainers and instructors**. The median annual wage for fitness trainers and instructors was $40,390 in May 2019. (BLS — Occupational Outlook Handbook)

PROFESSIONAL DEVELOPMENT

Wellness

CERTIFICATE IN NUTRITION, CHRONIC DISEASE, AND HEALTH PROMOTION
Learn about the impact of food politics, clean water, foodborne diseases, mood, genetically engineered foods, and malnutrition on health and the development of chronic diseases.

$135

CERTIFICATE IN GERONTOLOGY
This certification course provides you with the knowledge and skills to effectively meet the needs of the aging population in a wide range of careers. There are opportunities in nursing, teaching, service, administration, and research that focus on the needs and interests of older adults.

$189

PHYSICAL THERAPY AIDE
Complete our Physical Therapy Aide certificate program in just four months and begin a new career in this high-demand area. You will prepare for the industry-recognized certificate while learning to prepare equipment, assist physical therapists in selected procedures, help move patients, organize work areas and disinfect, perform clerical duties and assist patients with paperwork.

$3,099

PHYSICAL THERAPY OFFICE PROFESSIONAL
This program will prepare you to become a physical therapy aide and a medical office professional. Physical therapy aides work under the direction and supervision of a physical therapist to prepare patients for physical therapy and support administrative functions.

$3,899

Fitness

NASM CERTIFIED PERSONAL TRAINER AND EXAM PREP (VOUCHER INCLUDED)
If you want an exciting career helping others achieve their fitness goals, start with this NASM Certified Personal Trainer and Exam Preparation course. The NCCA-accredited NASM personal trainer certification is one of the most respected in the health and fitness industry.

$1,295

Alternative Medicine

CERTIFICATE IN HOLISTIC AND INTEGRATIVE HEALTH
Gain a new respect for the healing power of the integrative health approach for those seeking health care providers who focus on wellness and natural healing. This course covers all the fundamentals of person-centered and person-empowered health care including details on some of the more popular therapies today.

$475

Employment of business executives is **projected to grow by 4 percent from 2019 to 2029, adding 115,000 new jobs in this career field**.

(BLS — Occupational Outlook Handbook)

Executive Leadership

ACHIEVING SUCCESS WITH DIFFICULT PEOPLE
This course will teach you how to see things from others' viewpoints based on their needs, values, beliefs, experiences, skills, knowledge, and self-interests. You will learn to approach difficult situations by answering the questions: who? what? where? when? how? and why? And by answering these questions, you will understand who your difficult people are, what they're like, how you react to them, and their response to your actions. — $135

CERTIFICATE IN LEADERSHIP
Based on D. Quinn Mills' book, Leadership: How to Lead, How to Live, a text used at Harvard Business School, the courses in this suite offer advice on leadership that can help you stand out as a leader among your peers. Video segments introduce Dr. Mills and other leaders who discuss such issues as how leaders become leaders, leadership ethics, and the differences between leaders, managers, and administrators. — $199

CREATING A SUCCESSFUL BUSINESS PLAN
Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. — $135

LEADERSHIP
Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. — $135

SKILLS FOR MAKING GREAT DECISIONS
Learn how to make excellent everyday decisions from an experienced counselor and life coach. In this online course, you'll learn about some wonderful abilities you're born with for figuring things out and making good decisions. — $135

BUSINESS CONTINUITY CERTIFICATE (UG)
This valuable online program focuses on how a business or organization prepares for, mitigates, responds to and recovers from disasters. Students learn to assess organizational risks, threats, vulnerabilities and consequences; develop, implement and exercise continuity plans; identify the three phases of a crisis as well as strategies for reducing impact; and gain a perspective of US Critical Infrastructure Protection and Department of Homeland Security.

Executive Leadership/Strategic Partnering

PARTNERING FOUNDATIONS
This six-week, self-paced online course is offered through Partnernomics and UCM. Partnering Foundations is designed for business professionals interested in understanding the foundational components of developing long-term strategic partnerships with complementary organizations. — $95

STRATEGIC PARTNER LEADERSHIP MODEL
Offered in collaboration with Partnernomics, this Strategic Partnership Leadership Model (SPLM) self-paced, online course will help you operationalize partnerships to ensure success. Participants will learn the six components of SPLM - vision, teams, goals, metrics, processes and results) to improve operational effectiveness in each. — $995

5-PHASE PARTNERING PROCESS
Participants will take a deep dive into the "pre-contract signature" processes to understand the optimal way to construct partnership agreements, perform due diligence and negotiate agreements that deliver results. This online, self-paced is offered in collaboration with Partnernomics. — $995

THOUGHT LEADERSHIP
Offered by UCM and Partnernomics, the Thought Leadership course gives business professionals the opportunity to learn the core success practices that are shared by best-selling authors, CEOs and organizational leadership experts from around the world. Self-paced, online class featuring video interviews with global thought leaders. — $95

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PROFESSIONAL DEVELOPMENT

Non Profit/Public Administration

INTRODUCTION TO NONPROFIT MANAGEMENT
Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors! In this course, a twelve-year veteran in the nonprofit management field will show you how to transform your good intentions into a professional plan of action. — $135

NONPROFIT FUNDRAISING ESSENTIALS
In this course, you'll first explore the skills you'll need to become a successful fundraiser. After that, you'll discover where the best corporate and foundation fundraising jobs are and how to apply for them. — $135

NONPROFIT MANAGEMENT AND GRANT WRITING SUITE
In this course, you will learn skills and develop strategies that will take your organization to new heights of prosperity and productivity. You'll gain a full understanding the role of the executive director and the board of directors, special event and meeting management, public relations strategies, and how to find a position in this fascinating and rewarding field of work. — $395

STARTING A NONPROFIT
Do you dream of starting and running your very own nonprofit? This highly interactive, hands-on course is ideal for anyone who is interested in forming a new nonprofit, converting an informal group to tax-exempt status, or reorganizing an existing organization. — $135

Soft Skills

CERTIFICATE IN NONPROFIT MANAGEMENT
This online certificate program introduces learners to key current management issues for nonprofit organizations. Fundraising, board and volunteer development, budgeting, reading financial statements, leadership, marketing, and setting strategic direction are all addressed, and video commentary on these crucial topics will give you insight into how nonprofit professionals apply key concepts in their own organizations. — $699

INDIVIDUAL EXCELLENCE
Master twelve career-enhancing skills including goal setting, time management, personal organization and creativity. Personal development is key to success in and out of the workplace. — $135

COREBUILDERS — CAREER MANAGEMENT
This course equips job seekers and career changers to successfully navigate the ever-changing job search process moving beyond job boards to uncover hidden job opportunities. This course has everything you will need to know to land a job in this digital age successfully. — $495

COREBUILDERS — FOUNDATIONS OF DISC
This course leverages a time-tested behavioral model that can be practically applied in the workplace to leverage the strength of various personality styles while avoiding the unproductive cycle of misunderstandings. — $495

Sales/Customer Service

EFFECTIVE SELLING
Our Effective Selling course teaches you how to convert a potential customer into a long-term asset. Topics covered include laying the groundwork, creating a customer database, communication skills, sales presentations, closing the sale, handling customer complaints and diffusing difficult situations. — $135

PROFESSIONAL SALES SKILLS
Outstanding salespeople are in high demand in any economy, and our Professional Sales Skills course will teach you the skills you need to be successful. This recognized course includes time management, marketing, prospecting, making the initial call, proposals and presentations, negotiations, closing the sale and account management. — $135

CALL CENTER MANAGER
Today's call centers are built around several customer success channels, and managing these centers has become increasingly complex. You will gain the skills needed to ensure your call center operates efficiently, including employee supervision, quality assurance, and workforce management. — $2,995

FREIGHT BROKER/AGENT TRAINING
Freight brokerage is a growing, service-based industry. As a freight agent or broker, you connect shippers and manufacturers with transportation companies and manage those shipments. Entrepreneur magazine has rated the freight brokerage business as one of the top home-based businesses to own, and a Wall Street Journal article cited freight brokering and logistics as the largest growing sector of the transportation industry. — $1,895

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BUSINESS PERFORMANCE

PROFESSIONAL DEVELOPMENT

Employment of technical writers is **projected to grow 8 percent from 2018 to 2028**, faster than the average for all occupations. Employment growth will be driven by the continuing expansion of scientific and technical products. An increase in Web-based product support should also increase demand for technical writers. Job opportunities, especially for applicants with technical skills, are expected to be good. The **median annual wage for technical writers was $72,850** in May 2019.

(BLS — Occupational Outlook Handbook)

Communication

A TO Z GRANT WRITING
Enroll in this comprehensive course and learn how to research and develop relationships with potential funding sources, organize grant writing campaigns and effectively prepare proposals. This introductory course focuses on development and writing of grants for nonprofit organizations, schools, religious institutions and research facilities.

$135

A TO Z GRANT WRITING II — BEYOND THE BASICS
Sharpen your grant research skills in this comprehensive class focusing on all aspects of strategic funding research. Learn how to prepare a fundraising plan, write an award-winning plan of operation, manage grant awards and create a project budget while also exploring the latest grant-writing trends and strategic approaches.

$135

ADVANCED GRANT PROPOSAL WRITING
Gain a complete understanding of the criteria funders use to determine whether grant proposals are selected in this course. Learn what to do and not to do on your cover sheet, narrative, background page and your stakeholder and third-party evaluation plan while also learning how to obtain community and political support in advance of your grant submission.

$135

BUSINESS COMMUNICATION CERTIFICATE
This valuable course will help you enhance and develop your skills in commonly used business formats with lessons focusing on memos, reports, brochures, proposals, presentations, catalogs and websites. Students will learn formal and informal outlining techniques and how to use email appropriately as well as revising to eliminate wordiness, unnecessary phrases, redundancy and jargon.

$299

GRANT WRITING SUITE
Through our Grant Writing Suite course, you will learn how to seek funding for nonprofits, schools, religious institutions and municipalities. Students learn what it takes to write a successful proposal that will be selected for support from foundations, individual donors, corporations and governmental agencies.

$299

INTERPERSONAL COMMUNICATION
Become more aware of the conscious and unconscious codes of meaning people send when communicating with others through this course. Topics include concepts of verbal and nonverbal expressions including personal style, listening, relationship dynamics, self-esteem, conflict management and cultural and gender communication differences.

$93

BASIC CERTIFICATE IN TECHNICAL WRITING
Our Basic Technical Writing Certificate includes three courses developed for those new to this exciting field. Students will learn audience analysis, effective documentation, how to apply design elements, task analysis, organization and style guide writing and be prepared to launch a new career.

$975

CERTIFICATE IN PROFESSIONAL TECHNICAL COMMUNICATION — PORTFOLIO
In this Portfolio program, under the direction and advice of your instructor, you write some of the most important documents that a technical communicator creates and build them into a powerful online or hardcopy portfolio. The portfolio, which will demonstrate the skills you have acquired in this course will be an essential tool in your employment and advancement as a technical communicator.

$1,200

STRATEGIC COMMUNICATIONS FOR LEADERS (UG-CERT)
In this certificate program, you will examine messages in human relationships, organizations and social institutions while learning to apply this knowledge to create meaningful interactions in a growing media-rich world. Topics include problem-solving, critical thinking, persuasion, presentation skills, relationship building, strategic leadership and writing.

Leadership Management

BUILDING TEAMS THAT WORK

Through our Building Teams That Work course, learn the components of a successful team and its stages of development in an engaging, online environment. This recognized class focuses on managing projects, leadership, decision-making, communication and problem-solving in a team setting as well as how to minimize unhealthy group interactions.

$135

FUNDAMENTALS OF SUPERVISION AND MANAGEMENT

Master the skills you need to become a more effective supervisor in our Fundamentals of Supervision and Management course. The online class includes how to make the transition from employee to manager, time management, delegation, motivation, problem-solving and conflict resolution.

$135

CERTIFICATE IN MANAGING CHANGE AND RESOLVING CONFLICT

This Certificate in Managing Change and Resolving Conflict covers the key issues and best practices for managers dealing with contentious situations in the workplace. Each of the seven courses in this suite offer examples, videos from practitioners and experts, interactive games, and review questions to ensure mastery of the material.

$630

Process Improvement/Six Sigma

LEAN SIX SIGMA (GRADUATE CERTIFICATE)

The online certificate program consists of 15 semester hours and is intended for industrial and service managers, supervisors and others who desire to bridge their companies' productivity to Lean Six Sigma methods. Students will gain the most recent skills and knowledge in Lean systems, Six Sigma, quality tools and quality management principles while preparing for industry-recognized certification examinations.

LEAN SIX SIGMA GREEN BELT PREP COURSE AND PRACTICE EXAM

Learn the principles of each before sitting for the certification exams. Green Belt training will allow you to deliver measurable, sustainable improvement by finding the root causes of problems and streamlining processes while Black Belt training further develops your process improvement, project management and leadership skills using clear language and plenty of practical examples.

$1,495

LEAN SIX SIGMA GREEN BELT AND BLACK BELT

In this online course, you will learn the principles of both Lean Six Sigma Green Belt and Lean Six Sigma Black Belt before sitting for the certification exams (with exam vouchers included). Students learn how to deliver measurable, sustainable improvement by finding the root causes of problems and streamlining processes.

$2,295

Project Management

CERTIFICATE IN AGILE PROJECT MANAGEMENT

This course provides you with the foundation needed to become a competent Agile practitioner, introducing students to methodologies, practices and key concepts through online instruction and case studies. This valuable program includes three courses: Challenges for Agile Teams, Integrating Agile into a Waterfall Environment and Introduction to Agile.

$299

COMPTIA PROJECT+ EXAM PREP COURSE

This recognized course prepares you to pass the CompTIA Project+® exam and earn this valuable credential. Students will learn the basics of project management, including project overview, project constraints, communication and change management as well as project tools and documentation. Enroll today and begin a career in project management!

$199

COMPTIA PROJECT+ (VOUCHER INCLUDED)

This course is designed for business professionals who coordinate or manage small- to medium-size projects, both inside and outside of IT. You will learn project management techniques and prepare to take the CompTIA Project+ exam with an exam voucher included. Enroll today and validate your skills while advancing your career.

$1,695

MASTERING PROJECT MANAGEMENT W/PMP PREP

This intermediate/advanced course provides you with a deeper understanding of project management concepts and applications. Topics covered include project selection, strategy development, complex schedule modeling, forecasting, risk identification and assessment, recovery and more. After completing this class, you will be prepared to take the Project Management Professional certification exam.

$1,295

PMI RISK MANAGEMENT PROFESSIONAL

This valuable credential is a solution to project management's increasing growth, complexity and diversity. Earning the PMI RMP certification confirms your ability to identify, assess and mitigate project risks. After completing this course, students are fully prepared for the Project Management Institute's Risk Management Professional exam.
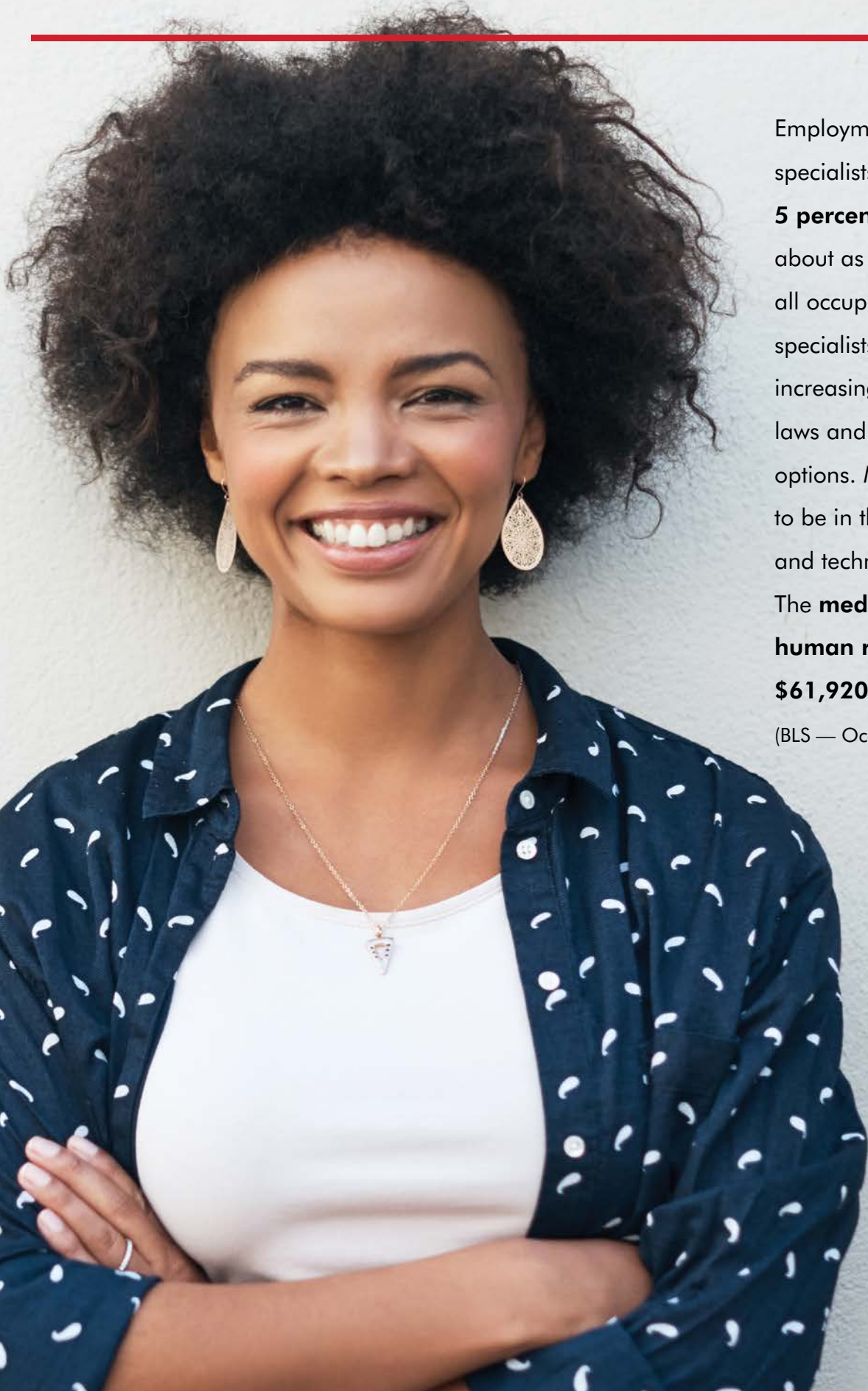
$695

PROJECT MANAGEMENT CERTIFICATE SERIES

The Project Management Bundle covers the three most valuable certifications available in project management: PMP, CAPM and ITIL. Students will learn how to manage an entire project life cycle from initiation and planning through execution, acceptance, support and closure.

$899

PROJECT MANAGEMENT ESSENTIALS WITH CAPM PREP

Our Project Management Certificate Series is aligned with internationally recognized standards and covers areas such as time, cost, risk and communications. Students completing this course will meet or exceed pre-requisites for the Certified Associate In Project Management (CAPM®) certification offered through the Project Management Institute (PMI)®.

$1,195

BUSINESS PERFORMANCE

PROFESSIONAL DEVELOPMENT

Employment of human resources specialists is projected to **grow 5 percent from 2018 to 2028,** about as fast as the average for all occupations. Human resources specialists will be needed to handle increasingly complex employment laws and healthcare coverage options. Most growth is projected to be in the professional, scientific, and technical services industry. The **median annual wage for human resources specialists was $61,920** in May 2019.

(BLS — Occupational Outlook Handbook)

Human Resources

TALENT AND PERFORMANCE MANAGEMENT
This course prepares you for a career as a talent management professional including how to attract and retain top talent in order to compete in the global marketplace. The class covers topics such as onboarding, performance management, employee development, engagement and retention.

$135

WORKERS COMPENSATION
Through this course, you will gain essential skills and a solid understanding of one of the fastest growing areas in law. The class includes topics such as federal workers' compensation, social security, Medicare, Medicaid, medical benefits, hearings, jurisdiction, awards and appeals.

$135

CERTIFICATE IN HUMAN RESOURCE MANAGEMENT
An effective human resource management strategy is a valuable asset to any company, but those running small businesses often cannot justify designating a full-time HR professional to manage employee relations, compensation, policy-making, performance management, and employee appraisals. This suite of courses will teach you the basics of managing the benefits and policies that support an effective staff.

$399

SENIOR PROFESSIONAL IN HUMAN RESOURCES
This course prepares you to take the Professional Human Resources (SPHR) certification exam offered by the HR Certification Institute. This class covers the five functional areas: business management and strategy, workforce planning and employment, human resource development, compensation and benefits, employee and labor relations and risk management.

$1,795

Finance

UNDERSTANDING AND MANAGING BUDGETS
This introductory-level course covers budgets and how they are used in organizational settings including the uses and functions of master budgets, operating budgets, sales, production and cost of goods sold budgets, and cash budgets. You will also learn about the budgeting process, and how organizations are using different budgeting techniques to overcome operating challenges.

$79

CERTIFIED CREDIT COUNSELOR AND CERTIFIED FINANCIAL HEALTH COUNSELOR
Becoming a certified credit counselor with a specialty in financial health indicates that you have achieved a standard of excellence in training for the credit counseling industry. You will learn how to coach your clients in building strong credit, spending analysis, improving money management behaviors, and more.

$3,195

BUSINESS PERFORMANCE

PROFESSIONAL DEVELOPMENT

Administrative

CERTIFIED ADMINISTRATIVE PROFESSIONAL (VOUCHER INCLUDED)
Prepare to take the Certified Administrative Professional (CAP) exam with an exam voucher included. Students learn the basics of workplace tasks and scenarios in fields such as education, technology, government and medicine. Topics include organizational communication, office and records management, virtual meeting coordination and human resources fundamentals.

$1,695

EXECUTIVE ASSISTANT
Designed by industry professionals, our Executive Assistant certificate program prepares you for a job in this growing area. Students completing the program learn the computer skills needed to earn their Microsoft Office Specialist Master credential as well as grammar and punctuation, keyboard kinetics, business writing and office procedures.

$2,599

RECORDS MANAGEMENT CERTIFICATE
This online course will give you a basic overview of records management terminology, concepts, and procedures to successfully manage records in today's offices. Regardless of the media on which the record is stored, it must be properly managed to be an asset to the organization

$1,595

Accounting/Bookkeeping

CERTIFIED BOOKKEEPER
This course helps practicing bookkeepers earn the prestigious American Institute of Professional Bookkeepers (AIPB) certification with an exam voucher included. Concepts include accruals, deferrals, bank reconciliation, payroll, depreciation, inventory, internal controls, fraud, depreciation and more.

$1,995

Small Business

SMALL BUSINESS MARKETING ON A SHOESTRING
Discover small business marketing strategies to help you attract attention, woo your target audience, grow your customer base and expand your profits—all for little or no money. Students learn to master strategic partnerships, local marketing, search engine optimization, social networking, e-mail marketing, lead generation, and niche marketing.

$135

CERTIFIED GLOBAL BUSINESS PROFESSIONAL
This online course covers four critical areas: global management, global marketing, supply chain management, and trade finance. Individuals completing the course are prepared to take the North American Small Business International Trade Educators Association (NASBITE) Certified Global Business Professional (CGBP) Credential, a benchmark for competency in global commerce.
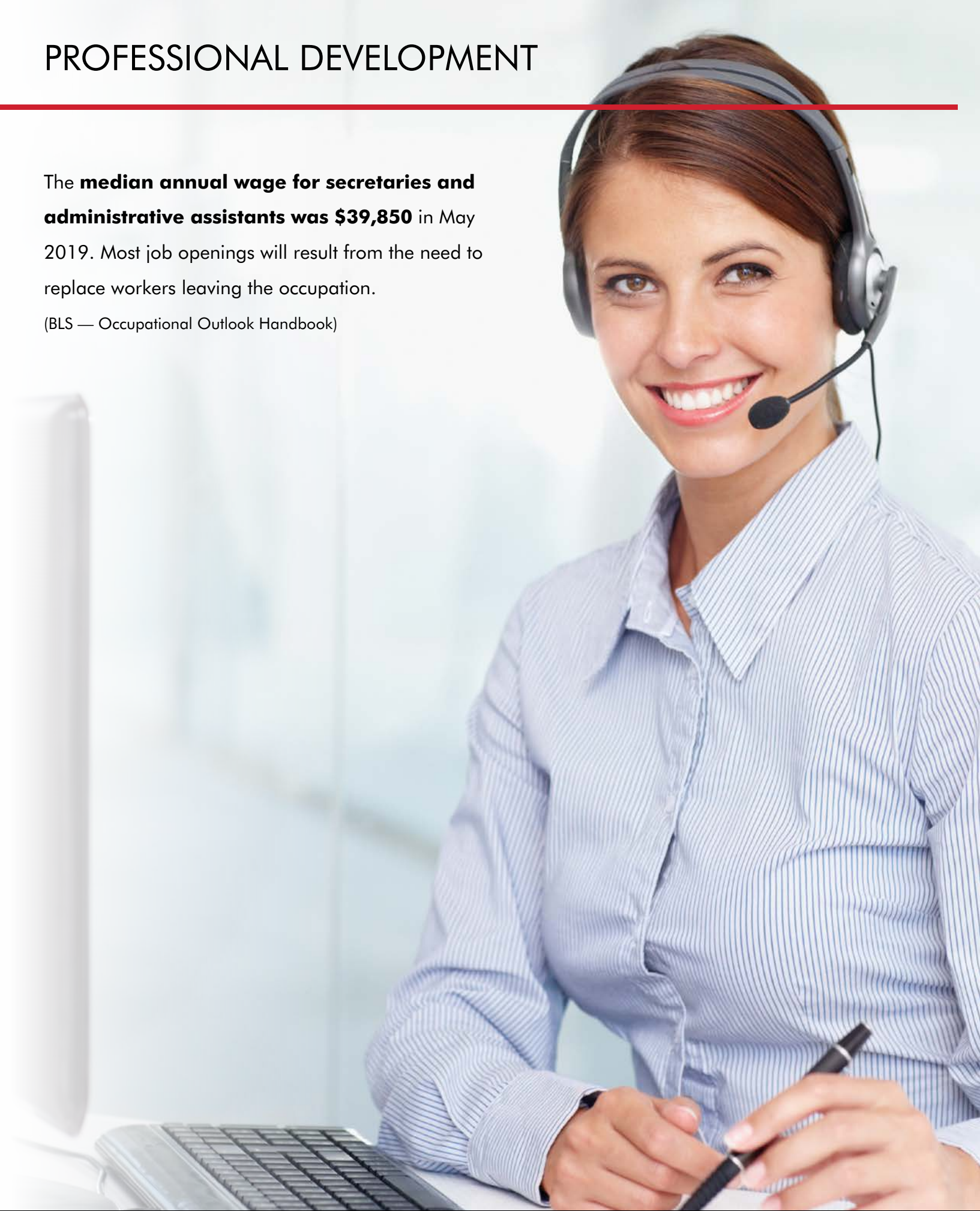
$2,495

Operations

BUSINESS OPERATIONS SPECIALIST
Regardless of company size, operational management drives business success. This practical online course will teach you the fundamentals of business management and operational planning. You will gain essential skills and strategies that you can put into action at your workplace, such as risk management, scheduling, and control.

$1,895

The **median annual wage for secretaries and administrative assistants was $39,850** in May 2019. Most job openings will result from the need to replace workers leaving the occupation.

(BLS — Occupational Outlook Handbook)

CONSTRUCTION AND SKILLED TRADES

Employment of construction and extraction occupations is **projected to grow 10 percent from 2018 to 2028, faster than the average for all occupations, a gain of about 704,000 new jobs.** Overall growth in the economy and population will **increase demand for new buildings, roads, and other structures, which will create new jobs in construction and extraction occupations**.

(BLS — Occupational Outlook Handbook)

Trades

HVAC/R SIMULATIONS FOR FIELD TECHNICIANS
As HVAC/R systems become increasingly complex, learning and mastering the latest technology is critical. HVAC/R Simulations for Field Technicians offers a rich, hands-on learning experience that mimics field performance in completely online environment.
$495

COMMERCIAL DRIVER TRAINING
The Commercial Driver Training course will teach you the skills you need to start a career as a commercial truck driver. You will learn about transporting cargo, operating commercial vehicles, and handling hazardous materials.
$850

ELECTRICAL TECHNICIAN
The Electrical Technician program includes an intensive overview of skills necessary for everything from electrical maintenance to safety to assembly, preparing you for this high-demand field. Students learn skills such as maintaining electrical systems, inspections, safety, quality, automation, motor controls and assembly.
$1,995

ENGINEERING TECHNICIAN
The Engineering Technician course provides an intensive overview of skills necessary for this manufacturing role. You will learn math, inspection, safety, materials, machining, quality, grinding, electrical systems, automation, motor controls, additive manufacturing, assembly, design, and management to work as an Engineering Technician.
$1,995

HVAC/R CONTROLS/BUILDING AUTOMATION
This course is designed for HVAC/R technicians, facility managers, and commercial maintenance technicians who have already completed an educational course for HVAC/R and/or have current industry work experience in the field. The course will build on your existing knowledge of HVAC/R fundamentals and equipment and help you learn HVAC/R Controls and Building Automation Systems.
$3,695

MAINTENANCE TECHNICIAN
This online course provides an intensive overview of skills necessary for manufacturing maintenance from the basic principles of power transfer and rigging safety to PLCs and robotics. Topics include workholding, math, inspection, safety, machining, quality, grinding, electrical systems, automation, mechanical systems, motor controls, rigging and fluid systems.
$1,695

PROGRAMA DE CERTIFICADO DE CONOCIMIENTO BÁSICO DE HVAC/R NATE CORE
El programa de conocimiento fundamental de mantenimiento de HVAC es un programa completo de enseñanza en línea de HVAC/R lo cual incluye la calefacción, la ventilación, el aire acondicionado y la refrigeración. Está estructurado específicamente con el fin de preparar a los técnicos para aprobar el examen inicial de conocimientos fundamentales de mantenimiento de NATE y para ampliar las habilidades de los instaladores y técnicos quienes:
$2,295

Legal Careers

EXPLORE A CAREER AS A PARALEGAL
Explore the fundamentals of U.S. law and legal terminology while you determine if a paralegal career is right for you. The course provides information regarding legal terminology, contract law and the tort system while teaching students how to perform legal analysis, conduct interviews and investigations, write legal briefs and prepare for appeals.

$135

ADVANCED PARALEGAL CERTIFICATE COURSE
These advanced topics build upon the nationally acclaimed Paralegal Certificate Course© offered by over 100 colleges and universities nationwide. These classes are available to students who wish to extensively build upon their knowledge of law and paralegal studies with classes in specialized facets of contemporary law.

$2,400

FEDERAL COURT INTERPRETER
Prepare for the oral component of any State and Federal Court Interpreting Certification exams. Material presented in each lecture is immediately practiced in the online laboratory. This course also prepares you to interpret in any civil deposition and any other legal proceeding in the criminal and in the civil jurisdictions.

$2,395

LEGAL NURSE CONSULTANT
This program builds on your medical education, providing the RN and PA with fundamental skills needed to advise law firms, healthcare providers, insurance companies and governmental agencies regarding medically related issues.

$1,195
(without textbooks)

LEGAL SECRETARY
This valuable Legal Secretary Certificate course is designed for both beginning and experienced secretaries. Instruction includes theory of law, the legal process and the nature of the practice of law as well as legal terminology, ethics, law office management, court documents and legal research.

$995
(without textbooks)

THE PARALEGAL CERTIFICATE COURSE
Our nationally recognized Paralegal Certificate course is designed for both beginning and advanced legal workers. Students receive comprehensive training on interviewing witnesses, investigating complex fact patterns, researching the law, preparing legal documents and assisting in preparing cases for courtroom litigation — all in an instructor-led, online environment.

$1,595
(without textbooks)

VICTIM'S ADVOCACY CERTIFICATE
This course prepares you to work in the rapidly growing field of victim advocacy and assistance in a variety of areas including domestic violence shelters, crisis centers, crisis hotlines and for state and county governments. You will learn how to assist crime victims as they progress through the criminal justice system and toward a successful recovery.

$995
(without textbooks)

Employment of paralegals and legal assistants is **projected to grow 12 percent from 2018 to 2028**, much faster than the average for all occupations. **Formally trained paralegals with strong computer and database management skills should have the best job prospects**.

(BLS — Occupational Outlook Handbook)

Networking

INTRODUCTION TO NETWORKING
Learn the fundamentals of networking and prepare for a career in this fast-growing field. Introduction to Networking explains computer networking basics in easy to understand terms, using concepts common to everyday, non-computing experiences.

$135

WIRELESS NETWORKING
In this class, industry experts show you how wireless networking works, as well as how to plan, deploy and connect to wireless networks. Wireless networking is one of the fastest growing segments of the computer industry, and this program will help you launch a new career or advance in your current job.

$135

CISCO CCNA CERTIFICATE TRAINING
Take the next step in your IT career by preparing for the Cisco CCNA certification 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.

$2,395

CISCO CCNA CERTIFICATE TRAINING (VOUCHER INCLUDED)
Take the next step in your IT career by preparing for the Cisco CCNA certification exam, the top associate-level certification for IT professionals. Exam voucher is included. 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.

$2,495

COMPTIA IT CERTIFICATION TRAINING SERIES W/ LABS
This comprehensive bundle offering is perfect for students seeking to obtain several CompTIA certifications. Practice Labs provide students with an online platform to develop their practical skills in IT technologies such as Microsoft, Cisco and VMWare with live labs included for A+, Network+ and Security+.

$1,295

COMPUTER TECHNICIAN
Our Computer Technician certificate program prepares you for a career in the growing technology industry and includes a voucher for the recognized CompTIA A+ exam. Topics include hardware and software installation, equipment maintenance and repair, troubleshooting, computer security and how to offer technical support both on-site and via phone or email.

$1,999

HEALTHCARE IT
The Healthcare IT certificate provides students with the skills needed to launch or advance their careers. Students will prepare to earn several industry-recognized certificates (voucher included) with the course including computer fundamentals, medical law and ethics, medical office procedures, medical records management, operating systems, hardware, security, troubleshooting and hands-on training with government-certified electronic health records software.

$3,999

Employment of computer and information technology occupations is **projected to grow 12 percent from 2018 to 2028**, much faster than the average for all occupations. These occupations are **projected to add about 546,200 new jobs**. Demand for these workers will stem from **greater emphasis on cloud computing, the collection and storage of big data, and information security**.

(BLS — Occupational Outlook Handbook)

Security

CERTIFIED ETHICAL HACKER (VOUCHER INCLUDED)
This online course prepares you to sit for the industry-recognized Certified Ethical Hacker Exam, offered by EC-Council (exam voucher included). Students will be immersed in the hacker mindset, learning to scan, test, hack and secure systems as well as the five phases of ethical hacking (reconnaissance, gaining access, enumeration, maintaining access, and covering your tracks).

$2,895

CERTIFIED INFORMATION SECURITY MANAGER
This course prepares you to sit for the CISM certification, one of the most valued in the IT security industry. In the InfoSec world, security managers are the driving force behind an organization's cybersecurity policies. These key individuals typically started their IT careers in hands-on roles before earning their CISM certification and taking on managerial duties.

$795

CERTIFIED INFORMATION SECURITY MANAGER (VOUCHER INC.)
This course prepares you to sit for the CISM certification, one of the most valued in the IT security industry. A voucher for the exam is included. In the InfoSec world, security managers are the driving force behind an organization's cybersecurity policies. These key individuals typically started their IT careers in hands-on roles before earning their CISM certification and taking on managerial duties.

$1,395

CERTIFIED INFORMATION SYSTEMS AUDITOR (CISA)
This online CISA training course provides you with skills and knowledge for the five key domains: auditing, governance, implementation, management and protection. Enroll today and take the first step to leading IT security at your organization.

$1,395

CERTIFICATE IN CYBERSECURITY
This Certificate in Cybersecurity is a self-paced, online course with open enrollment and is designed to fit your busy schedule. Students learn foundational information, industry vocabulary, data protection and security with the course including examples, videos, interactive games and review questions to ensure mastery of the material.

$499

CISSP
This engaging, hands-on course covers key aspects of information security while preparing you for the CISSP exam. Information security is a critical part of virtually every organization, and earning the CISSP certification is a must for cybersecurity professionals wanting to advance in this growing area.

$1,995

INFORMATION SECURITY TRAINING (VOUCHER INCLUDED)
This course will prepare you for these 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) with exam vouchers included. Enroll today and demonstrate your ability to identify, assess and mitigate evolving security threats.

$3,295

CYBERSECURITY: SECURE SOFTWARE DEVELOPMENT BS
Our cybersecurity bachelor of science degree is one of the only two ABET accredited programs in Missouri, and one of only a handful of accredited cybersecurity programs in the nation. The program includes foundational and hands-on training in technical, systems, human, organizational and societal aspects of cybersecurity.

CYBERSECURITY GRAD CERTIFICATE
Recent cyber attacks have highlighted the need for increased cybersecurity education and training of the existing workforce and preparing a new generation of cybersecurity workers ready for securing our cyberspace from intruders and attackers. A graduate certificate in Cybersecurity offers the opportunity to enhance your professional career by studying those aspects of Cybersecurity that may enrich your existing skills or to just explore a fascinating discipline. With a graduate certificate in Cybersecurity, you will increase your potential for employment or acceptance to graduate programs.

Security

CIS AND INFORMATION TECHNOLOGY (MS)
UCM's master of science degree in Computer Information Systems and Information Technology is a unique STEM classified program focused on technological innovations and challenges in the 21st century. Fully accredited by AACSB International, our program offers both software engineering and e-commerce/internet technologies tracks.

CYBERSECURITY AND INFORMATION ASSURANCE (MS)
This program is designed to prepare graduates with advanced skills in Cybersecurity and Information Assurance. The graduates from the program can apply these skills to protect resources in the cyber domain and work as senior cybersecurity professionals in various sectors of industry that have significant online resources

Languages

INTRODUCTION TO JAVASCRIPT
Build on your knowledge of HTML and CSS by learning to add interactivity to your web pages with JavaScript code and jQuery. This course begins with the basics of JavaScript code and then moves on to more advanced topics with hands-on practice included to provide you with experience.

$135

INTRODUCTION TO PYTHON 3 PROGRAMMING
This course will show you how to create basic programming structures including decisions and loops, moving on to more advanced topics such as object-oriented programming with classes and exceptions. Students will explore unique Python data structures such as tuples and dictionaries as well as learning how to create Python programs with graphic elements.

$135

DevOps

FULL STACK SOFTWARE DEVELOPER
Learn the skills you need to become an industry-ready software developer by learning the different programming languages and intuitive technologies to create web applications that work on a wide variety of devices. Students learn to create a website from scratch, bringing data to life by creating visual dashboards and images. You will come out of this course with a professional portfolio of real-world projects to showcase to future employers.

$4,995

Other

HELP DESK ANALYST: TIER 1 SUPPORT SPECIALIST
You'll learn about problem solving and troubleshooting, team dynamics, and interpersonal communication skills. You'll also get a broad overview of the back-office operations of a support center, and the common industry tools and technologies used in providing exceptional customer support.

$1,495

COMPUTER APPLICATIONS

PROFESSIONAL DEVELOPMENT

Networking

COMPUTER SKILLS FOR THE WORKPLACE
Gain a working knowledge of the computer skills you'll need to succeed in today's job market including effective use of email; spreadsheets; adding/editing information in a database; and implications of file sizes, memory limitations and network arrangements. This class focuses on practical application for software most common in the workplace.
$135

INTRODUCTION MICROSOFT EXCEL 2019/OFFICE 365
Learn to create worksheets to manage, store, organize and analyze information using Excel, the most widely used software for these tasks. Students are introduced to basic functions while also completing hands-on lessons focusing on topics such as useful shortcuts, the function wizard, future values, sorting and analyzing and automation of tasks.
$135

INTERMEDIATE MICROSOFT EXCEL 2019/OFFICE 365
This valuable course is designed to bring your Excel skills to the next level. Students will learn to harness the power of Excel's data analysis tools and AutoFilter commands and how to create macros that eliminate repetitive tasks. Set yourself apart from others by adding tools such as VLOOKUP, INDEX and MATCH to your professional skill set.
$135

ADVANCED MICROSOFT EXCEL 2019/OFFICE 365
In this hands-on course, you will learn Microsoft Excel 2019/Office 365's advanced functions and often overlooked features, including data analysis tools, data tables and databases, custom controls and PivotTables. Students will learn to use formula-based conditional formatting to solve common issues, leverage Excel's Power Query tool to import and transform data and much more.
$135

AUTODESK FUSION 360 (VOUCHER INCLUDED)
This course will train you to use the latest version of Autodesk® Fusion 360® through a hands-on and practice-intensive curriculum. Autodesk® Fusion 360® has become one of the most commonly used 3D CAD product design programs in the manufacturing industry. To design products for today's users, you need to master this cloud-based platform that integrates the design (CAD) and manufacturing (CAM) tools into one tool.
$2,595

AUTODESK REVIT ARCHITECTURE (VOUCHER INCLUDED)
This online course is designed to teach you the Autodesk Revit functionality as you would work with it throughout the architectural design process. You'll begin the course by learning about the user interface and basic drawing, editing, and viewing tools. Then you'll learn how to build a 3D model with walls, doors, windows, floors, ceilings, stairs and more. Finally, you'll learn the processes that takes the model to the construction documentation phase.
$2,595

MICROSOFT WORD 2019 CERTIFICATION TRAINING (VOUCHER INCLUDED)
This valuable course prepares you for the Microsoft Specialist Expert Exam with an exam voucher included. Students learn to create, edit, format, and print Microsoft Word documents as well as advanced formatting, Word 2019 drawing tools, tables, comments, Mail Merge, document protection and column layouts.
$650

Quickbooks

INTRODUCTION TO QUICKBOOKS 2019
This comprehensive course introduces you to QuickBooks 2019, the widely used software for payroll, inventory, reports and other accounting needs. 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. Software is included.
$135

INTERMEDIATE QUICKBOOKS 2019
This course is designed for professionals who already know the basics of QuickBooks with the focus on the accounting software's more advanced and often underutilized features. Students will learn how to set up a chart of accounts; reconcile a checking account; create and print invoices, receipts and statements; track payables, inventory and receivables; create estimates; and generate reports.
$135

PROFESSIONAL BOOKKEEPING (QUICK BOOKS 2019—SOFTWARE INCLUDED)
Professional Bookkeeping with QuickBooks 2019 (Software Include) will teach you how to utilize QuickBooks for everything from handling accounts receivable and accounts payable to accounting for fixed assets. You will learn standard bookkeeping skills, including running general ledger reports, working with the chart of accounts, managing inventory accounts, and more. By course completion, you will have the knowledge and skill set needed to ensure that you are handling your business's accounting needs within legal standards.
$2,195

COMPUTER SCIENCE

PROFESSIONAL DEVELOPMENT

Programming

C++ PROGRAMMER
This course is designed to introduce you to the concepts, terminology, application, and coding of the C++ programming language. This course consists of 18 lessons that use text, full programming scenarios, instructional videos, and hundreds of live coding labs that give you real-time feedback on your work. You will learn fundamental programming concepts, including decision making and looping, with the support of practical, step-by-step examples. $995

JAVA PROGRAMMER
Through this online course, students learn about Java syntax elements, concentrating on fundamental and universally useful elements while also gaining an understanding of Java's more advanced elements. You will be prepared for entry into this rapidly growing career field with potential for continuing education and advancement. $995

PYTHON PROGRAMMER
Whether you're new to programming or just want to learn a new language, this in-depth course will teach you the ins and outs of Python programming. You will learn all about Python programming in this comprehensive course that covers introductory through advanced methods of Python and get coding quickly. $995

COMPUTER SCIENCE (BS)
The computer science program at the University of Central Missouri has a balanced coverage of practice and theory. The curriculum includes up to date computer science topics such as programming languages, algorithms, databases, operating systems, information assurance, computer networking, software engineering, distributed and parallel computing. This program prepares students for immediate employment in the computer industry as well as advanced study.

BIG DATA ANALYTICS AND INFORMATION TECHNOLOGY (MS)
The Master of Science in Big Data Analytics and Information Technology (MS BDA & IT) Degree is a unique STEM classified program focused on technological innovations and challenges in the 21st century. The program is fully accredited by AACSB International.

COMPUTER SCIENCE (MS)
The program is designed to assist you in becoming a senior computer professional in the computer industry, and its focus is on the application of technology to solve a variety of practical problems. Master of Science in Computer Science (MSCS) is a 30-hour program. Currently, three 18-hours tracks are available. These are: Software Development, Data Science, and General Computer Science.

Create, modify, and test the code, forms, and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals. May assist software developers by analyzing user needs and designing software solutions. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

(ONet Online)

Database Management

INTRODUCTION TO ORACLE
Learn how to use the Oracle database management system to plan, organize and manage your data. This valuable course emphasizes a practical hands-on approach to relational databases concepts and Oracle's database management system and introduces you to the Structured Query Language (SQL), Oracle's SQL*Plus and other valuable tools. $135

INTERMEDIATE ORACLE
Learn how to write powerful and flexible PL/SQL programs while gaining hands-on experience with Oracle's PL/SQL programming language. Other topics include expressions, various iterations, built-in functions, debugging routines, database structures, triggers and cursor processing. $135

ORACLE SQL AND PL/SQL DEVELOPER WITH CRYSTAL REPORTS
This online course will equip you with a complex skill set needed to work in business intelligence. You will learn how to create reports with Crystal Reports and how to use Oracle s procedural programming language PL/SQL to write sophisticated queries against an Oracle database. $1,895

ARTS AND DESIGN

PROFESSIONAL DEVELOPMENT

Employment of multimedia artists and animators is **projected to grow 4 percent from 2018 to 2028**, about as fast as the average for all occupations. Projected growth will be due to **increased demand for animation and visual effects in video games, movies, and television.**

(BLS — Occupational Outlook Handbook)

Employment of web developers is **projected to grow 13 percent from 2018 to 2028**, much faster than the average for all occupations. Demand will be **driven by the growing popularity of mobile devices and ecommerce.** Educational requirements for web developers vary with the setting they work in and the type of work they do. Requirements range from a high school diploma to a bachelor's degree. Web developers need knowledge of both programming and graphic design. **The median annual wage for web developers was $73,760 in May 2019.**

(BLS — Occupational Outlook Handbook)

Graphics Arts

DIGITAL ARTS
Develop technical skills and creative artistry in digital photography, imaging and illustration in this course covering Adobe Photoshop, Illustrator and more. Students gain hands-on experience in digital imaging, traditional drawing and digital illustration as well vector drawing, traditional drawing, color and composition and editorial illustration.

$3,295

GRAPHIC DESIGN WITH PHOTOSHOP
The need for cutting edge, professionally-designed interactive media keeps growing, and that means qualified graphic designers are in high demand. In this nationally-recognized course, you'll prepare for a dream job in the graphic design field by mastering Photoshop, the world's most popular application for creating and editing graphic images.

$2,295

Web Design

WEB DESIGN PROFESSIONAL
Learn foundational web design skills as well as the technology, philosophy and techniques that bring online creativity to life. Topics include technologies driving web functionality: HTML, CSS and JavaScript; how to create, style and validate forms; bootstrapping; and these popular web design tools: Adobe Photoshop, Dreamweaver, and Animate.

$2,995

Animation

ADOBE CERTIFIED ASSOCIATE (5 VOUCHERS INCLUDED)
There is a strong demand for Adobe Creative Suite skills. In the Adobe Certified Associate course, you will learn five of the most often-used Adobe programs: Dreamweaver, Illustrator, Photoshop, InDesign, and Animate (formerly Flash). You will read short readings, complete exercises and watch video demos and reviews of exercises, take quizzes and exams, and complete a project.

$2,595

DIGITAL GAME ARTIST CERTIFICATE
Train to become a professional video game artist by developing the core skills required for jobs related to digital art, 3D art, modeling, character design and environmental art design. In addition to software skills, this course includes a variety of concepts from general design to concept art to key social and workforce skills.

$2,595

Animation

ADOBE ANIMATE CC TRAINING
This self-paced course will train you in the basics of Animate (formerly Adobe Flash). If you're new to Animate, need to update your Flash skills, or want to start designing rich, interactive animations, this course is for you.

$119

Employment of food service managers is **projected to grow 11 percent from 2018 to 2028**, much faster than the average for all occupations. Those with several years of work experience in food service and a degree in hospitality, restaurant, or food service management will have the best job opportunities. **The median annual wage for food service managers was $55,320 in May 2019.**

(ONet)

FOOD AND CUSTOMER SERVICE SKILLS TRAINING
The online Food and Customer Service Skills Training course prepares you for a career in food services, restaurants, and the hospitality industry. The course emphasizes customer service skills that can be applied in a wide variety of settings. This is an excellent option for those already working in a food services environment and wanting to apply for management positions, or for those interested in starting new careers.

$850

HOTEL MANAGEMENT
This course will introduce you to the range of hotels in operation and their management policies. The principles learned can be transferred to multiple accommodation types such as hotels, motels, resorts, bed and breakfasts, and any other business that provides accommodation or lodging. You will gain an understanding of the complexities of hotel management and will learn to consider the multiple interrelated aspects of successful hospitality service.

$995

Employment of teacher assistants is **projected to grow 4 percent from 2018 to 2028**, about as fast as the average for all occupations. Rising student enrollment along with state and federal funding for education programs should affect growth. **The median annual wage for teacher assistants was $27,920 in May 2019.**

(BLS — Occupational Outlook Handbook)

SURVIVAL KIT FOR NEW TEACHERS
Whether you're already teaching, a newly credentialed graduate or a substitute looking to transition to full-time, this course provides proven tools, tips and tricks to help you succeed. In this informational and interactive course, you'll learn how to run a motivational classroom, write lesson plans and reach diverse learners through differentiated instruction.

$135

CHILD DEVELOPMENT ASSOCIATE TRAINING
This course will help you enter the rewarding field of childcare. Lessons include establishing positive relationships, providing a safe childcare environment, early childhood academics and behavior management. Upon completion of this class, students will have earned the 120 hours of professional development required by the Council of Professional Recognition for CDA certification.

$850

TEACHER'S AIDE WITH PARAPRO PREP
This class prepares you for the ETS ParaPro Assessment, a Praxis exam needed for a teacher's aide position. Learn how paraprofessional educators assist with classroom instruction and build a foundation in educational principals such as classroom management and strategies supporting students of different learning abilities in reading, writing and math.

$1,695

AN INTRODUCTION TO AUGMENTED AND VIRTUAL REALITY
This four-week, instructor-led online course introduces K-12 teachers, corporate trainers, instructional designers and post-secondary educators to AR and VR. Participants will learn effective strategies for using these emerging technologies in educational settings.

$50

Courses designed specifically for K-12 educators.

LAUNCH YOUR ONLINE CLASSROOM

This three-hour online course helps you publish an organized and functional digital platform for a seamless student and parent experience. Learn safe, available digital tools and commonly used tools that tie directly to the curriculum.
(To earn three credit hours through UCM, add an additional $162 to the base cost)

$100

CREATING DIGITAL ACTIVITIES FOR YOUR VIRTUAL CLASSROOM

This three-hour valuable online course focuses on G Suite for Education and Google Classroom in a flexible, online course. Curriculum-focused lessons include technology-based experiences as well as strategies for encouraging creativity and developing critical thinking.
(To earn three credit hours through UCM, add an additional $162 to the base cost)

$100

UPDATING AND REVAMPING YOUR DIGITAL CLASSROOM

This three-hour online class will teach you to display a published digital classroom that is organized with clear communications for students and parents. This course will help educators communicate the design and function of their digital classroom to colleagues, students and parents.
(To earn three credit hours through UCM, add an additional $162 to the base cost)

$100

USING G SUITE ACCESSIBILITY FEATURES WITH ALL STUDENTS

During this three-hour online class you will learn to understand and experience accessibility features already in G Suite for Education. This course offers practical tips to help you understand which tools can be customized to meet the individual needs of all students.
(To earn three credit hours through UCM, add an additional $162 to the base cost)

$100

SETTING UP EFFICIENT COMMUNICATION IN GOOGLE

(1 credit) — This one-hour course begins by teaching you how to complete a digital clean up and personalize settings. Teachers will also learn how to better understand available resources for a seamless experience during this virtual course.
(To earn one credit hour through UCM, add an additional $52)

$92

CHROMEBOOK ACADEMY AND DIGITAL CLEAN UP

(1 credit) — This one-hour online class includes tips on how to teach Chromebook basics to students as well as digital applications and activities that are beneficial to students. You will also learn to create a customized guide for students to troubleshoot their own devices.
(To earn one credit hour through UCM, add an additional $52)

$92

MANAGING A VIRTUAL CLASS MEETING

Learn strategies for communicating consistent plans to students participating in online class meetings during this one-hour course. The online course topics include implementing norms for online behavior, creating an agenda to establish routines and how to help students troubleshoot technical issues.
(To earn one credit hour through UCM, add an additional $52)

$92

UNDERSTANDING COLLABORATION USING GOOGLE DOCS, SLIDES AND DRAW

Topics included in this one-hour online course include how to better understand digital collaboration. You will learn how to effectively use and work with others using Docs, Slides and Draw.
(To earn one credit hour through UCM, add an additional $52)

$92

UNDERSTANDING GOOGLE CLASSROOM

(1 credit) — During this one-hour online class you will learn to create a positive learning experience for students by getting to know all the features offered by Google Classroom. The course will help you understand how G Suite and other tools seamlessly integrate with Google Classroom as well as best practices.
(To earn one credit hour through UCM, add an additional $52)

$92

Courses designed specifically for K-12 educators.

COMPTIA SECURITY+ EXAM PREP

Prepare for the internationally recognized Security+ exam, administered by CompTIA and also approved by the US Department of Defense to meet directive 8140/8570.01-M. Topics covered include types of cyberattacks, installation and configuration of network devices, implementation of secure network concepts, incident response and evaluation and disaster recovery.

$399

LPI LINUX ESSENTIALS EXAM PREP

The Linux Professional Institute (LPI) Linux Essentials exam is an industry standard that demonstrates to employers that you know the basics of the Linux operating system. In this course, you will discover how to use both the Linux graphics desktop and the text-based command line, and you'll master the basics so you can work comfortably in either environment.

$135

SAFETY

PROFESSIONAL DEVELOPMENT

EMERGENCY MANAGEMENT CERTIFICATE (UG)
The University of Central Missouri's Emergency Management Certificate provides the organizational and coordination skills you'll need in preparing for, mitigating, responding to, and recovering from disasters – both natural and human-made. Organizations that have emergency managers include county, state, and federal government, large universities, large corporations.

ENVIRONMENTAL HAZARDS CERTIFICATE (UG)
Environmental Hazards involves how to prepare for, mitigate, respond to, and recover from disasters caused by environmental hazards (earthquakes, chemical spills, infectious diseases). Examples include hazardous waste management, health and safety coordination, environmental management, public health.

CADD

PROFESSIONAL DEVELOPMENT

AUTOCAD 2021 CERTIFIED USER WITH AUTOCAD 3D 2021 (VOUCHER INCLUDED)
Learn both 2D and 3D functionality of AutoCAD 2018 while also receiving the necessary tools to prepare for the Autodesk AutoCAD 2018 Certified User Exam (voucher included). Students will master the basic tools for creating and editing a simple drawing, how to use more advanced tools to craft and present ideas in 3D. $3,295

AUTOCAD 2021 CERTIFIED USER (VOUCHER INCLUDED)
Whether you're already working in a design-related industry or building your career from the ground up, AutoCAD courses will provide you with a working knowledge of computer-aided drafting software. AutoCAD 2018 is the latest version of this software, and it's used by everyone from architects and interior designers to surveyors and engineers. $2,595

AUTOCAD 3D 2021
If you are proficient with the 2D commands in the AutoCAD 2018 software, this online course introduces you to the concepts and methods of 3D modeling. The course provides a thorough grounding in the fundamentals of 3D, and explores the main features of the advanced 3D modeling workspace in the AutoCAD 2018 software. $1,695

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