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

UCM WORKFORCE DEVELOPMENT
UPCOMING OFFERINGS

Business

Course	Start Date	Duration
Certificate in Emergency Technology for Managers	Ongoing	Online
Certificate in Finance Essentials	Ongoing	Online
Legal Nurse Consultant	Ongoing	Online
Legal Secretary Certificate	Ongoing	Online
Manager's Guide to Artificial Intelligence	Ongoing	Online
Manager's Guide to Blockchain	Ongoing	Online
Paralegal Certificate Course	Ongoing	Online

PROJECT MANAGEMENT COURSES

Course	Start Date	Duration
Project Management-*Class full*	9-10-19	12 weeks
PMP Exam Prep	1-13-20	10 nights

Administrative Office Assistant with Customer Service — *Classes Forming*

Healthcare

Course	Start Date	Duration
Certified Nursing Assistant - Mental Health	9-30-19	10 weeks
Medical Billing	Ongoing	Online
Medical Office Manager	Ongoing	Online
Pharmacy Technician	Ongoing	Online
Phlebotomy Technician Training with Externship	Ongoing	Online
Professional Medical Coding and Billing	Ongoing	Online

Certified Nursing Assistant — *Additional Classes Forming*
Sterile Processing — *9-10 (Full-Classes Forming)*

Professional Training and Open House Events
Last Tuesday of each month at Lee's Summit campus

- 4 to 6:30 p.m. Tuesday Sept. 24, 2019
- 4 to 6:30 p.m. Tuesday, Oct. 29, 2019
- 4 to 6:30 p.m. Tuesday, Nov. 26, 2019
- 4 to 6:30 p.m. Tuesday, Jan. 28, 2020
- 4 to 6:30 p.m. Tuesday, Feb. 25, 2020
- 4 to 6:30 p.m. Tuesday, March 31, 2020
- 4 to 6:30 p.m. Tuesday, April 28, 2020

Information Technology

Course	Start Date	Duration
Certified Information Security Manager	Ongoing	Online
CompTIA Project + Exam Prep	Ongoing	Online
C++ Programmer	Ongoing	Online
Excel Basics	Ongoing	Online
Excel Tips & Tricks	Ongoing	Online
Java Programmer	Ongoing	Online
Microsoft Access 2019 Certification Training	Ongoing	Online
Object Oriented Development Using C#	9-9-19	8 weeks
Oracle SQL & PL/SQL Developer	Ongoing	Online
Powerpoint for Business	Ongoing	Online
Python Developer	Ongoing	Online
Visual PowerPoint	Ongoing	Online
Audio Engineering	*Classes Forming*	
Cyber Security	*Classes Forming*	

Career Accelerating Professional Development

- *Launch your career*
- *Expand your skills*
- *Explore new fields*
- *Both face-to-face and online programs*
- *Certificate courses designed to help you get the skills you need to succeed*

Affordable • Flexible • Accredited

1101 NW Innovation Parkway • Lee's Summit, MO 64086
mic@ucmo.edu | 816-347-1612 | 660-543-4984

ucmo.edu/workforce