

UCM WORKFORCE DEVELOPMENT

UPCOMING OFFERINGS • SPRING 2020

Business

Course	Start Date	Duration
Bank Teller Development	3-23	32 evenings
Building Teams (online)	1-15, 2-12, 3-18	6 weeks
Effective Selling (online)	1-15, 2-12, 3-18	6 weeks
Fundamentals of Supervision		
 & Management (online)	1-15, 2-12, 3-18	6 weeks
Lean Six Sigma		
Green Belt (online)	Open	Self-Paced
Legal Secretary (online)	1-13, 3-9	7 weeks
Paralegal Certificate		
(online)	1-13, 3-9	7 weeks
PHR (Professional in Human Resources)-SPHR Prep	Classes Forming	
Professional Sales Skills		
(online)	1-15, 2-12, 3-18	6 weeks
Strategic Partnerships	Classes Forming	

PROJECT MANAGEMENT

Agile Foundations	Classes Forming	
CAPM Exam Prep	Classes Forming	
PMP Exam Prep	2-10	10 weeks
Project Management Essentials		
with CAPM Prep (online)	Open	Self-Paced

Healthcare

Course	Start Date	Duration
Certified Nursing Assistant	Classes Forming	
Certified Medication Technician	Classes Forming	
Clinical Medical Assistant with Externship	Classes Forming	
HIPPA Compliance (online)	1-15, 2-12, 3-18	6 weeks
Medical Assistant with Clinical Externship (online)	Open	Self-Paced
Medical Office Assistant with ICD-10	Classes Forming	
Medical Terminology Series (online)	1-15, 2-12, 3-18	6 weeks
Professional Medical Coding and Billing (online)	Open	Self-Paced

Professional Training and Open House Events

Last Tuesday of each month at Lee's Summit campus

- 4 to 6:30 p.m. Tuesday, Jan. 28, 2020
- 4 to 6:30 p.m. Tuesday, Feb. 25, 2020

Information Technology

Course	Start Date	Duration
Computer Skills for the Workplace (online)	1-16	6 weeks
Computer Support Specialist with Customer Service Professional	Classes Forming	
CCNA Cloud	Classes Forming	
CCNP Cloud	Classes Forming	
Certified Ethical Hacker	Classes Forming	
Certified Security Analyst	Classes Forming	
Cisco CCNA	Classes Forming	
CompTIA Cloud+	Classes Forming	
CompTIA Security+	Classes Forming	
Introduction to Modern Programming	Classes Forming	
Java Programmer (online)	Open	Self-Paced

Mental Health Education Webinars

Webinars/Enrollment opens 1-14	Time/Date	Duration
What Exactly Is Going On with Students Today?	2 pm 2-26	1 hour
How Do You Build A Counseling Center Anyway?	2 pm 3-24	1 hour

Safety / Advanced Manufacturing

Course	Start Date	Duration
Ergonomics Risk Assessment	Classes Forming	
Essential Risk Assessment Tools for Safety Professionals	Classes Forming	
Prevention Through Design	Classes Forming	

Career Accelerating Professional Development

- *Launch a career, expand skills, explore new fields*
 - *Face-to-face, online and hybrid programs*
 - *Certificate courses = skills you need to succeed*
- Affordable • Flexible • Accredited**