

# UCM WORKFORCE DEVELOPMENT UPCOMING OFFERINGS

## Business

Course	Start Date	Duration
<a href="#">Certificate in Emergency Technology for Managers</a>	Ongoing	Online
<a href="#">Certificate in Finance Essentials</a>	Ongoing	Online
<a href="#">Legal Nurse Consultant</a>	Ongoing	Online
<a href="#">Legal Secretary Certificate</a>	Ongoing	Online
<a href="#">Manager's Guide to Artificial Intelligence</a>	Ongoing	Online
<a href="#">Manager's Guide to Blockchain</a>	Ongoing	Online
<a href="#">Paralegal Certificate Course</a>	Ongoing	Online

### PROJECT MANAGEMENT COURSES

<a href="#">Project Management-Class full</a>	9-10-19	12 weeks
<a href="#">PMP® Exam Prep</a>	1-13-20	10 nights

*Administrative Office Assistant  
with Customer Service*      *Classes Forming*

## Healthcare

Course	Start Date	Duration
<a href="#">Certified Nursing Assistant - Mental Health</a>	9-30-19	10 weeks
<a href="#">Medical Billing</a>	Ongoing	Online
<a href="#">Medical Office Manager</a>	Ongoing	Online
<a href="#">Pharmacy Technician</a>	Ongoing	Online
<a href="#">Phlebotomy Technician Training with Externship</a>	Ongoing	Online
<a href="#">Professional Medical Coding and Billing</a>	Ongoing	Online

*Certified Nursing Assistant  
Sterile Processing*      *Additional Classes Forming  
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, 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
- 4 to 6:30 p.m. Tuesday, May 26, 2020

## Information Technology

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

## 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**

