

# UCM WORKFORCE DEVELOPMENT UPCOMING OFFERINGS • SPRING 2020

## Business

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

## PROJECT MANAGEMENT

<a href="#">Agile Foundations</a>	Classes Forming	
<a href="#">CAPM Exam Prep</a>	Classes Forming	
<a href="#">PMP Exam Prep</a>	2-10	10 weeks
<a href="#">Project Management Essentials</a>		
<a href="#">with CAPM Prep</a> (online)	Open	Self-Paced

## Healthcare

Course	Start Date	Duration
<a href="#">Certified Nursing Assistant</a>	Classes Forming	
<a href="#">Certified Medication Technician</a>	Classes Forming	
<a href="#">Clinical Medical Assistant with Externship</a>	Classes Forming	
<a href="#">HIPPA Compliance</a> (online)	1-15, 2-12, 3-18	6 weeks
<a href="#">Medical Assistant with Clinical Externship</a> (online)	Open	Self-Paced
<a href="#">Medical Office Assistant with ICD-10</a>	Classes Forming	
<a href="#">Medical Terminology Series</a> (online)	1-15, 2-12, 3-18	6 weeks
<a href="#">Professional Medical Coding and Billing</a> (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
<a href="#">Computer Skills for the Workplace</a> (online)	1-16	6 weeks
<a href="#">Computer Support Specialist with Customer Service Professional</a>	Classes Forming	
<a href="#">CCNA Cloud</a>	Classes Forming	
<a href="#">CCNP Cloud</a>	Classes Forming	
<a href="#">Certified Ethical Hacker</a>	Classes Forming	
<a href="#">Certified Security Analyst</a>	Classes Forming	
<a href="#">Cisco CCNA</a>	Classes Forming	
<a href="#">CompTIA Cloud+</a>	Classes Forming	
<a href="#">CompTIA Security+</a>	Classes Forming	
<a href="#">Introduction to Modern Programming</a>	Classes Forming	
<a href="#">Java Programmer</a> (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
<a href="#">Ergonomics Risk Assessment</a>	Classes Forming	
<a href="#">Essential Risk Assessment Tools for Safety Professionals</a>	Classes Forming	
<a href="#">Prevention Through Design</a>	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**