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corted@mail.ucf.edu

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dce_it@mail.ucf.edu

PAYMENT QUESTIONS:
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Let’s get started planning your event.
Graduate Studies

UCF is the third largest university in the US with over 53,000 students strategically situated in one of the nation’s most dynamic metropolitan areas. In addition to being the nation’s center for entertainment and entertainment technology, the Orlando area is one of the most advanced high-tech areas in the Southeast and hosts stalwarts such as Lockheed-Martin, Siemens, the Naval Training Systems Center, NASA Kennedy Space Center, Harris Corporation, Boeing, Oracle, ATI -Research, Electronic Arts Systems, and all the industries in the Central Florida Research Park. Orlando is at the center of Florida’s High-tech Corridor, home to thousands of new and emerging high-tech companies. Growth in Orlando is fueled by year-round excellent weather, beautiful natural scenery with beaches on two coasts, and an enviable quality of life obtained at a low cost.

UCF Continuing Education offers a number of graduate degree programs in partnership with UCF Colleges. Choose from the variety of programs in this category.
Graduate Certificate in Computer Forensics

In recent years, personal computers have become increasingly important as sources of evidence in fraud, white-collar crime, and other investigations. Similarly, the proliferation of computer and communications networks over the last decade has aided and abetted fraudsters, extortionists, and other criminals. Law enforcement officers, investigators, computer auditors, network administrators, and other professionals have had to respond by developing tools and techniques to extract computer evidence that is admissible in court. Forensic Computer Science involves the identification, collection, preservation, examination, and analysis of computer evidence stored in the form of magnetically encoded information.

The National Center for Forensic Science (NCFS), the School of Electrical Engineering and Computer Science, and the Department of Chemistry jointly sponsor an interdisciplinary online Graduate Certificate in Computer Forensics. The online Graduate Certificate in Computer Forensics provides a unique graduate training opportunity for those who deal directly or indirectly with digital evidence.

Who Should Apply
This out-of-state cohort track provides online training to professionals and paraprofessionals who deal directly or indirectly with digital evidence, including law enforcement investigators, forensic laboratory analysts, lawyers and judges, and corporate computer security specialists. This program is intended for nonresident students living outside the state of Florida. The curriculum is identical to the resident program however students in the out-of-state cohort program pay less than half of UCF’s regular out-of-state tuition.

Admission
A bachelor's degree from a regionally accredited institution is required for admission to the program. Admission to the program is competitive on a space-available basis. Final admission is based on evaluation of the applicant's abilities, past performance and the applicant's potential for completing the certificate. Students interested in the Out of State Cohort/Track, must contact the program director prior to applying.

Curriculum
This 15 credit hour Certificate Program teaches the fundamental principles and techniques of forensic science with an emphasis on digital evidence. Major topics include:
- Digital evidence collection and examination under the constraints of science, law, and courtroom procedure.
- Legal and technical issues regarding seizing and acquiring computer evidence, and chain of custody.
- Computer network protocols and security, intrusion detection, and network forensics.
- The use of technology and scientifically trained expert witnesses at trial.
- Topics and various disciplines of Forensic Science.

For more information, please visit the program website: gccf.ucf.edu

Graduate Certificate in Computer Forensics

National Center for Forensic Science
University of Central Florida

Contact Us:
For program information: Shau-dong Lang, Ph.D.
Program Director
407.823.2474
lang@cs.ucf.edu
Harris Engineering Bldg, Rm 207

University of Central Florida
National Center for Forensic Science
P.O. Box 92367
Orlando, FL 32816-2367
407.823.2474
gccf@cs.ucf.edu
http://gccf.ucf.edu

For advising services:
College of Graduate Studies
407.823.4025

For a graduate application:
UCF Office of Graduate Admissions
407.823.2766
www.graduate.ucf.edu

For financial aid and scholarship information:
UCF Office of Student Financial Assistance
407.823.2827
http://finalaid.ucf.edu

The Department of Health Management and Informatics at the University of Central Florida is now offering an online Master of Science in Health Care Informatics. The program is enhanced by on-campus sessions and is designed to be finished in 20 months. The program will:
- Develop your leadership and decision-making skills
- Enable you to serve your organization's information needs
- Teach you to work using an evidence-based, knowledge-management approach

Who Should Apply
Our ideal candidates for this program are working health care professionals with practical experience in clinical or administrative areas. A bachelor's degree is required for admission to the program, as is a minimum undergraduate GPA of 3.0. Admission to the program is competitive and contingent on meeting its requirements. Not all students who apply may be accepted, even if minimum requirements are met.

Curriculum
The Master of Science in Health Care Informatics will be awarded upon completion of appropriate prerequisites course work and 36 credits of prescribed graduate study. Credits must be taken in health-care-related courses, including informatics, health care informatics, research practicum/thesis, a symposium course and a seminar on health care informatics research. The health care informatics program is unique in that it will focus on providing students with a thorough grounding in the clinical, management and business aspects of the health informatics field. The program will be offered through an online, distance-learning format to offer access and convenience to working professionals.

Course Requirements
Once you've completed any and all prerequisite course work, you will need 36 credit hours of required graduate-level courses — that's all — and you can finish in 20 months. This course work includes these areas and projects:
- Health-services management
- Health care informatics
- Database management
- Symposium
- Seminar on health care informatics research

Getting a Job
Graduates can work as practitioners, managers, analysts and researchers. Numerous openings have been announced in several environments, including health centers and health insurance companies.

For more information, please visit the program website: www cohpa.ucf.edu/informatics

Contact Us:
Kendall H. Cortelyou-Ward, Ph.D.
Director, Health Care Informatics
407.823.2639
kcow@mail.ucf.edu

Program in Health Care Informatics
University of Central Florida
College of Health and Public Affairs
Department of Health Management and Informatics
HFA II - 210
Orlando, FL 32896-2205
407.823.2559
www.cohpa.ucf.edu/informatics

For advising services:
College of Graduate Studies
407.823.4025
cohpagraduate@mail.ucf.edu

For a graduate application:
UCF Office of Graduate Admissions
407.823.2766
www.graduate.ucf.edu

For financial aid and scholarship information:
UCF Office of Student Financial Assistance
407.823.2827
http://finalaid.ucf.edu

Other Resources:
UCF Student Chapter of the American College of Healthcare Executives (ACHE)
407.823.2559

ACHE National Chapter
www.ache.org

HIMSS National Chapter
www.himss.org
MASTER OF NONPROFIT MANAGEMENT

This fully online program offers specialized, graduate-level knowledge for individuals currently working in the nonprofit sector or in organizations that partner with the nonprofit sector. The program provides advanced knowledge in nonprofit management, resource development, strategic planning, and program evaluation that serves to enhance the education and career development of students.

- No residency requirements
- Take classes from the convenience of your home or office

Who Should Apply

This program is intended for nonresident students living outside the state of Florida. The curriculum is identical to the resident program however students on the out-of-state cohort program pay less than half of UCF’s regular out-of-state tuition. A bachelor’s degree is required for admission to the program as well as a resume, statement of interest and three letters of recommendation from professors or professional individuals.

Curriculum

The Master of Nonprofit Management program consists of nine core courses and your choice of three electives (36 total credit-hours), all of which are available online. The core courses for the Master of Nonprofit Management provide a wealth of information on nonprofit management issues including how to:

- Start a successful nonprofit organization
- File for 501(c)(3) status
- Recruit, manage and retain volunteers
- Locate and develop nonprofit financial resources by fundraising, including recruitment of in-kind and cash donations, grant funding, membership, sponsorship, bequests, and endowment funding
- Search for Requests for Proposals and write winning grant applications
- Provide leadership and administrative support for nonprofit organizations
- Evaluate nonprofit and public programs
- Manage and invest finances of nonprofit organizations for short- and long-term success
- Effectively hire and manage motivated nonprofit employees
- Facilitate development of a strategic plan for a nonprofit organization

UCF faculty who specialize in nonprofit management teach all of the courses. Additionally, the Master of Nonprofit Management program emphasizes “service-learning,” whereby students solve real-world problems of organizations using knowledge learned in their course work.

For more information, please visit the program website: www.ce.ucf.edu/professional/nonprofit

CONTACT US:
Mary Ann Feldheim, Ph.D.
Chair and Associate Professor
407.823.2604
mfeldehi@mail.ucf.edu

Program in Nonprofit Management
University of Central Florida
Department of Public Administration
HPA II - 238
Orlando, FL 32816-1595
407.823.2604
www.ce.ucf.edu/professional/nonprofit

Who Should Apply

This program is intended for working professionals who want to strengthen their management skills and instill best practices. It is suitable for:

- Business Executives
- Computer Scientists
- Managers at all levels

Who Should Apply

This program is intended for working professionals who want to strengthen their management skills and is suitable for:

- Business Executives
- Computer Scientists
- Managers at all levels

For more information, please visit the program website: www.ce.ucf.edu/professional/nonprofit

CONTACT US:
Mary Ann Feldheim, Ph.D.
Chair and Associate Professor
407.823.2604
mfeldehi@mail.ucf.edu

Program in Nonprofit Management
University of Central Florida
Department of Public Administration
HPA II - 238
Orlando, FL 32816-1595
407.823.2604
www.ce.ucf.edu/professional/nonprofit

For advising services:
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407.823.4025
cogprogram@ucf.edu

For a graduate application:
UCF Office of Graduate Admissions
407.823.2766
www缀graduate.ucf.edu

For financial aid and scholarship information:
UCF Office of Student Financial Assistance
407.823.2827
http://finaid.ucf.edu

OTHER RESOURCES:
UCF Chapter of the American Humanities’ Student Association
407.823.0661
ahminor@mail.ucf.edu

Public Administration
College of Health and Public Affairs

PROFESSIONAL ENGINEERING MANAGEMENT PROGRAM

The UCF Professional Engineering Management Program Master of Science is a program of Excel-Hance that will teach you the skills to improve your on-the-job performance and maximize your organization’s ability to succeed. As an effective project manager, you organize scarce resources, work under tight deadlines, control project change and generate maximum team performance. Learn how to successfully plan, manage and deliver projects. You also learn how to implement project management processes, develop leadership skills and respond to real-world scenarios.

A learning environment designed for working professionals

- Taught by senior faculty who have made significant contributions to the success of project-based technical organizations
- Industrial scholars will participate in each course—senior level working professionals and leaders will also offer their perspective to the discussions
- Course work with real-world applications for the working professional
- Complete the program in 17 months
- Class sessions meet every two weeks for 8 hours
- Convenient regional campuses close to your home or workplace
- Online course presentations and assignments accessible anytime

Who Should Apply

This program focuses on working professionals who want to strengthen their management skills. It is suitable for:

- Managers at all levels
- Engineers
- Computer Scientists
- Scientists in other fields
- Business Executives
- Other high performers

A bachelor’s degree is required for admission to the program. Admission to the program is competitive and contingent on meeting its requirements. Enrollment is limited to 40 students. Personal interviews may be required to support your application.

Curriculum

The Professional Engineering Management (PEM) track in the Industrial Engineering MS program requires an undergraduate degree in Engineering or a closely related discipline. Students with undergraduate degrees outside of industrial engineering may be required to take additional prerequisites. The program is designed to be a lock-step, cohort-based program that can be completed in approximately 17 months. It is available only in a nonthesis format that requires 12 credit hours of required courses and 18 credit hours of restricted electives.

For more information, please visit the program website: pemp.cecs.ucf.edu

CONTACT US:
Tim Konstant, Ph.D.
Program Director
407.823.5645
tkotnour@mail.ucf.edu

For application information:
Ahmad Elshennawy, Ph.D.
Professor
407.823.2204
ahmade@mail.ucf.edu

For advising services:
College of Graduate Studies
407.823.4025
cogprogram@ucf.edu

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Institute for Simulation and Training
Industrial Engineering and Management Services

CONTACT US:
University of Central Florida
Peter Kincad, Ph.D.
Program Co-Director
pkincad@ist.ucf.edu

Emory-Riddle Aeronautical University
Larry Carlton
Program Co-Director
Larry.carlton@erau.edu

Glenn Carter
Director of Academic Support
ERAU-Orlando Campus
240 E. Central Pkwy, Ste 4000
Altamonte Springs, FL 32701
carter@erau.edu
407.532.7575

For advising services:
College of Graduate Studies
407.823.4025
cohpagraduate@mail.ucf.edu

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UCF Office of Graduate Admissions
407.823.2766
www.ucf.edu/graduate

For financial aid and scholarship information:
UCF Office of Student Financial Assistance
407.823.2827
http://finaid.ucf.edu

Other resources:
Brevard Workforce AWT Team
Erika Feltz
321.394.0544
afeltz@job-link.net

If you are looking for a successful career in a high-demand, high-potential field, consider UCF’s new Professional Science Master’s in Modeling and Simulation program, offered in partnership with Embry-Riddle Aeronautical University’s Worldwide Campus. The program is offered entirely online—and you can finish in just two years.

Why UCF?
UCF offers one of the nation’s most comprehensive graduate programs available in simulation.
- Hub for the world’s largest modeling and simulation community
- Home to many of the nation’s top training and simulation companies and the UCF’s own Institute for Simulation and Training
- Leader in preparing engineers, scientists and managers to design integrated simulation systems

Who is it for?
The Modeling and Simulation Professional Science MS degree is a business/technical degree for working professionals and others who want to expand their knowledge and skills in modeling and simulation business and enhance their career opportunities. The curriculum provides a strong combination of business and technical courses in engineering, math and computer science, and includes a graduate internship. Coursework also qualifies for Embry-Riddle Aeronautical University’s 18 credit hour Certificate Program in Modeling and Simulation Management.

Enrollment
Students will enroll both in the graduate school at UCF and at Embry-Riddle. The Graduate Record Exam (GRE) is not required for enrollment, but those who enter the program are expected to have an appropriate technical background in engineering, computer science or other simulation-related disciplines, through academic preparation and/or work experience. They must also have fulfilled the prerequisite graduate-level engineering statistics course or an equivalent based on previous academic experience to be eligible.

Simulation professionals in this field are in great demand and job placement success is only two years away.

For more information or to apply visit: www.ist.ucf.edu/psmdegree

GRADUATE CERTIFICATE IN HOSPITALITY AND TOURISM MANAGEMENT

Graduate Certificate in Hospitality and Tourism Management
Rosen College of Hospitality Management

CONTACT US:
Graduate Certificate Program in Hospitality & Tourism Management
Dr. Paul Rompf
Program Director
University of Central Florida
9907 Universal Blvd
Orlando, FL 32819
407.823.8027
prompf@mail.ucf.edu

For advising services:
College of Graduate Studies
407.823.4025
cohpagraduate@mail.ucf.edu

For a graduate application:
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For financial aid and scholarship information:
UCF Office of Student Financial Assistance
407.823.8287
http://finaid.ucf.edu

Information for International Applicants to the university:
International Services Center
Barbara Ying Center, MMC 101
University of Central Florida
9907 Universal Blvd
Orlando, FL 32819
407.823.2204
www.intl.ucf.edu

Since the 20th century, economists have consistently ranked the hospitality and tourism industry as exerting a significant impact upon the worldwide economies. As a result of this consistent worldwide impact, the hospitality and tourism industry has continually required that candidates remain versed in advanced skills that pertain to running competitive, multifaceted, and global businesses. This is a charge that the University of Central Florida has embraced and incorporated into its mission for many years.

Envision the excitement of furthering your professional education at an American university while working and living at the Walt Disney World® Resort in Orlando, FL!

The University of Central Florida’s Rosen College of Hospitality Management offers an intensive six-month certificate program in Hospitality Management for students who have earned bachelor’s degrees in the fields of Hospitality or Business. As part of this program, you will earn 12 graduate credit hours, from core coursework and 3 from an exciting internship with the Walt Disney World® Resort.

Who Should Apply
This program is intended for international students. The curriculum is identical to curriculum on the masters program, except students will pay less than half of UCF’s regular out-of-state tuition. A bachelor’s degree in Hospitality or Business Management is required for admission to the program as well as an appropriate TOEFL score of for any student who is from a country where English is not the primary language or whose native language is not English.

The curriculum
Select the program of study that best suits your career goals! The Graduate Certificate in Hospitality and Tourism Management consists of two core courses and two electives (12 total credit-hours), all of which are taught by Rosen College Graduate faculty to address cohort participants’ collective backgrounds and interests.

Required courses:
HFT 6245 - Managing Hospitality & Guest Service Organizations
HFT 6946 - Internship

Electives:
HFT 6710 - International Tourism
HFT 6338 - Destination Marketing and Management
HFT 6793 - Event Administration
HFT 6528 - Convention Sales and Service
HFT 6251 - Management of Lodging and Resort Operations
HFT 6365 - Management of Corporate Food Service Operations
HFT 6333 - Hospitality/Tourism Industry Brand Management
HFT 6596 - Strategic Marketing for Hospitality & Tourism
HFT 6296 - Strategic Management in Hospitality and Tourism
HFT 6477 - Financial Analysis of Hospitality Enterprises

For more information, please contact the program director.

13 SPRING 2011
ACCOUNTING AND FINANCE

Certified Bookkeeper
The Certified Bookkeeper Online Training Program for experienced bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). The AIPB certification is a high professional standard for bookkeepers. This program was created by the AIPB and is offered in partnership with major colleges, universities, and other accredited education providers. All textbooks are included.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Certified Financial Planning® Professional Certificate Program
The University of Central Florida Division of Continuing Education and Ken Zahn Inc. are pleased to announce the Certified Financial Planning® professional certificate program. This program provides the required education courses and prepares you to pass the certification exam in just 8 months. Students who successfully complete this program will fulfill the Certification Examination Board of Standards educational requirement for CFP® certification.

- Jan-28-Feb-12 8am-5pm University Tech Center Suite 390A
- Mar-15-Mar-26 8am-5pm University Tech Center Suite 390B
- Apr-18-Apr-30 8am-5pm University Tech Center Suite 390B
- May-20-Jun-04 8am-5pm University Tech Center Suite 390A
- Jul-09-Jul-23 8am-5pm University Tech Center Suite 390B
- Aug-12-Aug-27 8am-5pm University Tech Center Suite 390B
- Sep-09-Sep-17 8:30am-3:30pm University Tech Center Suite 390B

Fees: $850/Registration; $800/Alumni

Chartered Tax Professional
The Chartered Tax Professional Online Certificate Program will teach you to prepare tax returns for individuals, small business corporations, partnerships, and sole proprietors. In fact, you can start working and earning money while completing the program. After successfully finishing just the first two modules in the Chartered Tax Professional Certificate Program, you’ll be qualified to prepare individual tax returns for almost all U.S. taxpayers. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers. Internship opportunities available with this program.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Grant Writing
This nationally recognized Grant Writing online certificate program is perfect for anyone seeking to learn the essentials in writing or acquiring grants for private, public, or government use. If you are thinking of starting a business that utilizes grants, you will want to learn the essentials of writing, researching, obtaining and maintaining operations and strategies within the grant system. The Grant Writing Certificate consists of 10 modules geared to provide the essential information in a timely manner designed to fit busy, work, and family schedules. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Payroll Practice and Management
This nationally recognized Payroll Practice and Management online course and training program is ideal for students aspiring to become a Payroll Specialist. This Payroll Practice and Management program is a good overall review for the Certified Payroll Professional (CPP) test given by the American Payroll Association. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

CERTIFICATE PROGRAMS

Building Analyst Quick Start Program (BPI BA Certification)
The Building Analyst Quick Start Program was developed and written in partnership with nationally recognized building science experts. You’ll learn about the principles of green buildings—from insulation to indoor air quality—as well as how to perform comprehensive building assessments.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.
### Certified Indoor Air Quality Manager

- Are you a facility manager, building engineer, or health and safety officer who wants to improve the indoor air quality of your building? Are you properly prepared to handle air quality complaints?
- Common mistakes can turn a small grievance into a wildfire of speculation and accusation. In this Certified Indoor Air Quality Manager Online Training and Certification Program, you'll learn how to diagnose, resolve, and prevent indoor air quality (IAQ) complaints. You'll also establish a comprehensive IAQ plan specific to your buildings.
- Offered online; learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

### Certified Indoor Environmentalist

- Would you like to become an indoor air quality (IAQ) or green building consultant? Would you like to better understand how to create a healthy home or building by preventing, diagnosing, and resolving indoor environmental problems? If so, the Certified Indoor Environmentalist (CIE) Online Certification Program is for you.
- Offered online; learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

### Certified Wedding Planner

- This nationally recognized certified wedding planner-coordinator course teaches the student how to become a successful wedding planner and coordinator. This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business. Whether you plan on working part-time, planning only a few weddings a year, or a full-time career, this program will provide all the tools necessary to work as a professional wedding planner or start your wedding planning business. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.
- Offered online; learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

### Certified Window and Door Installer

- Train for a career in residential door and window installation—a growing industry that’s benefiting from the high demand for energy-efficient homes. In this program, offered in partnership with the National Glass Association, you’ll learn to install new and replacement windows and exterior doors in residential and light commercial settings. By the end of the program, you’ll be fully prepared to take the InstallationMasters™ certification exam offered by the National Glass Association, in partnership with InstallationMasters™. A 40-hour unpaid internship (where available) is included in the hours for this program. In addition, you will receive an installation manual and a voucher to take the InstallationMasters™ exam.
- Offered online; learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.
HVAC Technician (Non-Credit)
This nationally recognized HVAC online course and training program is offered in partnership with HVACReduction. net to bring you the only online HVAC Core Technician Training program of its kind on the web. Included within the HVAC Core Technician Program are a number of competency check off sheets. These have been prepared for the purpose of verifying student skills learned in the online courses. Students are encouraged to work directly with a local contractor or technician (either in a work situation or lab setting). After students complete the learning module or course, they print the related competency check off sheets and demonstrate their abilities under the supervision of a qualified technician. This enhances the online learning and creates industry relationships that will support new HVAC technicians.

Project Management - PMP Certification
Courses (Non-Credit)
These 100 or 40 contact hour programs are designed to provide a comprehensive approach to project management's body of knowledge by preparing you for the PMP Exam and developing practical application for the workplace. UCF's certificate programs are designed to provide the student with a solid foundation, advanced knowledge and the practical skills critical in effective project management practice today. The 100 hour Professional Certificate in Project Management provides a comprehensive theory to practice approach to the topics of project management, participants will be prepared with the knowledge, skills and tools to pass the PMP exam and will develop practical application for the workplace. This is achieved with five courses in sequence with a combination of lectures, case studies and project simulations. The 40 hour intensive review program prepares participants for the PMP exam in an accelerated format along with a review of the 9 PM knowledge areas.

40 Hour Program: 5:30pm-9:30pm Florida Space Institute
Academic Center
PM049: Jan-25-Feb-22
PM050: Mar-01-Apr-05
PM051: Apr-12-May-10
PM052: May-17-Jun-14

100 Hour Program: 5:30pm-9:30pm University Tech Center Suite 360A
PM100: Jan-18-Feb-15
PM200: Feb-22-Mar-29
PM300: Apr-05-May-03
PM400: May-10-Jun-07
PM500: Jun-14-Jul-19

FEES: 40 Hour Program $3,990 ($1,995 per course); 100 Hour Program $5,000 ($1,000 per course)

Legal Nurse Consultant Certificate Program (Non-Credit)
UCF has been educating RNs who have a desire to learn about the specialty of legal nurse consulting for more than 6 years. The course instructors are attorneys and credentialed legal nurse consultants from the central Florida area. The program is offered via live broadcast throughout and is also available online. However, this is an "active" program in which you will be required to perform work outside of class time and submit your work product in order to complete the program.

Modern Automotive Service Technician
This nationally recognized Automotive Service Technician online course and training program is an essential tool for those seeking work as an automotive technician in today's market!

Paralegal (Non-Credit)
The Paralegal Online Training Program will prepare you for success in this growing career field. You’ll learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more. Your training will prepare you to become a legal secretary or paralegal and to take the certification exam.

Records Management Certificate (Non-Credit)
The Records Management Online Training Program 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. Another important component of a professional records management program is legal issues. A comprehensive, legally- sound records retention schedule must be developed and strictly followed so that the company is not held liable for problems that could have been avoided in the first place.

Travel Agent Training
The Travel Agent Online Training Program will teach you all you need to know to start a travel career. You’ll learn about ground transportation and the airline industry, hotels and resorts, cruises, tours, international and domestic travel, reservations and pricing, and more.

Senior Certified Sustainability Professional
The Senior Certified Sustainability Professional Online Training Program will prepare you for an exciting career as a leader in the green-collar economy. As a certified sustainability professional, you’ll be responsible for setting the course and coordinating an enterprise’s sustainability strategy. Millions of new jobs in this rapidly growing sector will be available to people who set themselves apart from the crowd by earning the professional credentials and skills they need to lead sustainable business practices.

Senior Certified Sustainability Professional

- Review all 9 Project Management knowledge areas
- Intensive 10-week program or 25-week theory to practice approach
- Tuition includes instruction, textbooks, study materials and a personalized study plan

www.ce.ucf.edu/PM

Certified Fiber Optics Technician Course (CFOT)
UCF Continuing Education in partnership with BDI DataLynk is proud to hold their Fiber Optics Network Certification Course. This program prepares the student to take the CFOT (Certified Fiber Optics Technician) exam, which is given and graded at the end of class.

Jan 24-Jan 26 UCF Research Pavilion Room 1708
Apr 11-Apr 13 UCF Research Pavilion Room 1708

FEES: Registration $700

Certified Fiber Optics Specialist Testing and Maintenance (CFOS/T)
UCF Continuing Education in partnership with BDI DataLynk is proud to hold their Fiber Optics Network Certification Advanced Elective. This program prepares the student to take the CFOS/T (Certified Fiber Optics Specialist/Testing & Maintenance) exam, which is given and graded at the end of class.

Jan 27-Jan 28 UCF Research Pavilion Room 1708
Apr 14-Apr 15 UCF Research Pavilion Room 1708

FEES: Registration $675

www.ce.ucf.edu

www.ce.ucf.edu
UCF Continuing Education offers a variety of customized corporate training programs to meet your company’s needs in a cost-effective and flexible format. Obtain solutions to your organization’s bottom line efficiency and employee-based skill gaps. We can develop interactive and practical programs to address and adapt to your specific organization’s frontline skills, management development requirements, various learning styles, schedule, budget, and organizational culture and industry. Our courses can be offered at your site, at our facilities, or via several distance learning options.

For more information visit www.ce.ucf.edu

Certified Fiber Optics Splicing Specialist (CFOS/S)
UCF Continuing Education in partnership with BDI DataLink is proud to hold their Fiber Optics Network Certification Advanced Elective. This program prepares the student to take the CFOS/S (Certified Fiber Optics Splicing Specialist) exam, which is given and graded at the end of class.

Jan 31-Feb 1 UCF Research Pavilion Room 170B
Apr 16-Apr 17 UCF Research Pavilion Room 170B
FEES: Registration $1675

Emergency Management Training for First Responders
The Emergency Management Training for First Responders Online Program will give you the necessary skills and understanding of the issues and concepts surrounding emergency management to prepare you for a career in this field. The textbooks needed for this course are included. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Entrepreneurship: Start-Up and Business Owner Management
The Entrepreneurship: Start-Up and Business Owner Management Online Training Program provides an excellent foundation for not just the start-up business owner, but also for business owners and managers who want to gain a further understanding of some of the fundamental principles associated with owning and operating a start-up or established business. You’ll grow in your understanding of financial and accounting terms, gain confidence and improve your communication skills, and explore the basics of running a business in accordance with legal requirements. It’s never been easier to get your own business up and running! This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Fitness Business Management
Learn to strategically manage a personal training program or a fitness department with the education you’ll get in the Fitness Business Management Online Training Program. This program is ideal for allied health and fitness professionals, personal trainers, fitness managers, and entrepreneurs who wish to establish a successful business model to apply to a fitness operation. Textbooks are included. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Lean Mastery
This nationally recognized Lean Enterprise Mastery online course and training program contains clear, concise information on transforming a business enterprise to Lean. This Lean Mastery online program is packed with examples, photographs, graphics, quizzes, progress tests, case studies, and many interactive features that provide tips, “try this” exercises and in-depth information. The program covers all Lean Enterprise concepts. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Effective Management Training Course
Is your organization looking for a comprehensive, competency-based supervisory training program that is conducive to your type of manager or supervisor’s needs? Let UCF Continuing Education bring you the latest in business curriculum that is relevant to today’s issues and expectations. Participants will be engaged in sessions that will give individuals the opportunity to gain insight and develop strategies for improving supervision.

INSURANCE
Insurance Adjuster Online Continuing Education
The University of Central Florida and Florida Insurance University have partnered to provide the most comprehensive and up-to-date online courses for adjuster continuing education compliance. The courses have been created in 2 & 4 hour time blocks, which build upon themselves to provide the 24 hours of required continuing education (10 courses). Registrants may review the material on their own schedule. This online material will prepare you for the section-course online quizzes.

Applying online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

LEADERSHIP, MANAGEMENT, AND SUPERVISION
Addressing Legal, Ethical, and Human Concerns
This course discusses some of the legal, ethical, and human concerns that need to be addressed as a result of incorporating more technology and the Internet in the classroom. It includes a discussion of copyrighted material, proper citation guidelines, and fair use. Cyberbullying is covered, along with suggestions for preventing it. The course also describes Internet hoaxes, why they are harmful, and ways to identify them. It also examines various ways of detecting and preventing plagiarism. In addition, safe computer practices, such as preventative maintenance, proper placement of electronic equipment, and ergonomics, are also introduced.

Applying online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

For more information visit www.ce.ucf.edu

UCF Continuing Education www.ce.ucf.edu

Our Business is to Help Your Business.

带来的世界级

业务和劳动力
Management for IT Professionals
The Management for IT Professionals Online Training Program is particularly well suited for anyone in IT who has recently assumed management responsibilities, or anyone who is managing IT professionals, or anyone who wants an introductory perspective on some of the unique issues facing the management of IT professionals. This program explores the developmental process and how to be successful in creating change. Since most business organizations are social systems, the Management for IT Professionals Online Training Program will also focus on organizational culture and reflect the way people work, so as to maximize the long-term health of the organization and its people. This program delivers essential leadership skills, business practices, budgeting strategies, communication skills, and more, all with the goal of helping you run your IT department better than ever before.

Management Training
If you’re thinking of starting a business or pursuing an MBA, learn the essentials here! The Management Training Online Program is perfect for business owners, entrepreneurs, and anyone who wants to learn the basics of business and management.

Project Management
Project management standards are used worldwide in all industries and in all disciplines, and project managers are in demand. The Project Management Online Training Program will help you improve your knowledge and skills in project management and prepare you for the next step in your professional development, including certification as a Project Management Professional.

Purchasing and Supply Chain Management
This nationally recognized Purchasing & Supply Chain Management online course and training certificate program is particularly well suited to anyone working in or interested in working in purchasing, supply chain management, procurement specialists, and buyers. In this program students will be introduced to the various fundamental and basic aspects of the supply chain environment, including basic and introductory enterprise resource planning systems and requirement systems. The relationships between purchasing, vendor selection, sources of supply and the role of technology will also be explored in this program so that a student understands the integrated approach to planning, acquisition, flow and distribution from raw materials to finished products. In this program, the focus is on the management function, and the skills and resources that develop a successful manager.

Ropes Challenge Course
The Ropes Challenge course’s goal is to build cohesiveness within groups and strengthen self-esteem and awareness in individuals. The course creates a sequence of physical and mental challenges for the participants to overcome. Following each challenge/activity, instructors lead a debrief discussion that focuses on a teamwork topic relative to the event. Each challenge course experience is designed to accommodate the groups specific needs and goals.

SHRM - Global Professional in Human Resources (GPHR)
If you are an HR professional with international and cross-border responsibilities or you’ve been planning to earn your GPHR certification, now is the time to enroll in our HR Certification Institute’s exam preparation course based on the new updated SHRM Global Learning System.

We offer this program in partnership with the Society for Human Resource Management (SHRM). The SHRM Global Learning System has been designed to maximize your experience, education and skill set to provide you with the best chance to pass the GPHR exam. It is the most widely used HR Certification Institute certification preparation product in the marketplace.

April 02-April 16: 8:30am-5pm UCF Research Pavilion-170B
FEES: $1,939/Registration; $1,099/Alumni

SHRM - Professional Human Resource Essentials Program
The SHRM Essentials of Human Resource Management Certificate Program is an introductory course offering a comprehensive overview of the human resource function. The course covers today’s most vital and timely topics, including employment law, selection, qualified employees, compensation, orientation and training, and the employee performance process.

The SHRM Essentials course is specifically designed to challenge you and provide the skills you need to confidently face today’s complex HR situations and compliance issues within your organization. You will participate in interactive case study activities designed for you to practice real-life HR situations in a non-threatening atmosphere.

Mar 15-Apr 19: 6pm-8:30pm UCF Research Pavilion-170B
FEES: $499/Registration; $449/Alumni

SHRM - Professional Human Resources Exam Preparation (PHR/SPhR)
The PHR and SPhR Certifications distinguish you from other HR professionals and show their commitment to the ever-expanding field of HR. This HR certification proves to your peers and your organization that you are driven to be successful in HR management. Earning your HR credentials can:

- Increase professional confidence
- Set you apart from peers
- Result in greater respect from the organization in which you work

In today’s job market participants benefit from acquiring the PHR or SPhR certification as many employers prefer and may even require such credentials. In order to keep up with the demand for professionals seeking this important certification UCF’s SHRM Program has tripled in the last year, now offering multiple schedules at various locations in the Central Florida area.

Feb 08-Apr 16: 6pm-9pm UCF Sanford/Lake Mary-1206
Feb 09-Apr 20: 6pm-9pm University Tech Center Suite 390A
Mar 14-Apr 19: 10am-5pm UCF Sanford/Lake Mary-1206
Mar 14-Apr 19: 6pm-9pm UCF Daytona Beach
Mar 15-Apr 21: 6pm-9pm UCF Cocoa
FEES: $1,029/Registration; $929/Alumni; $929/SHRM Member

The Effective Management Training Series gave me the opportunity to not only review and expand key leadership concepts, but also gave me the opportunity to further develop as a team.

“Effective Management Training Series”
Build on your organization’s team leaders.
Gain comprehensive supervisory and leadership training.

www.ce.ucf.edu/management

See page 21 for course description.

UCF CONTINUING EDUCATION
www.ce.ucf.edu

Spring 2011

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Business and workforce

Effective Management Training Series

www.ce.ucf.edu/management
**PHR/SPHR/GPHR Certification Prep Courses**

**Earn Recertification Credits**

**Be Extraordinary**

**Become HR Certified and Launch Your HR Career**

- Top 20 in the nation
- Sessions in multiple UCF locations or at your company’s site
- Includes instruction, materials and mock exams

**www.ce.ucf.edu/PHRM**

**Six Sigma Black Belt**
The Six Sigma Black Belt Online Training Program integrates Six Sigma with hands-on data analysis. The program material provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, DMAIC: Define the problem, Measure key aspects, Analyze the data, Improve the process, Control the future process. You’ll also learn about deployment and project development approaches. All materials are included. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

**Six Sigma Green Belt**
This nationally recognized Six Sigma Greenbelt online course and training program encompasses all aspects of running a Six Sigma Greenbelt business, including management, service delivery, design, production and customer satisfaction. Six Sigma is one of the highest standards for companies and individuals to achieve. This interactive online training provides the skills needed to master this highly valuable skill. All materials included. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

**Understanding Earned Value Management**
This nationally recognized Understanding Earned Value Management online course teaches you to more objectively measure your project performance. Understanding Earned Value Management is critical to your project success. In this interactive online training course, you will learn what is necessary to plan and manage your project utilizing Earned Value concepts. The course is designed to walk you through the process using a case study from start to finish. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

**MARKETING/E-MARKETING**

**Pay Per Click Marketing**
Pay-per-click marketing refers to a specific type of advertising where you pay a search engine every time a potential customer clicks on your ad. Pay-per-click marketing specialists are in demand, and the Pay-Per-Click (PPC) Marketing Online Training Program will teach you how to be effective in this specialty. The program covers search-engine marketing, Internet advertising, Google’s AdWords program, keyword marketing, building ads, conducting research, and more.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

**Search Engine Marketing**
This nationally recognized Search Engine Marketing (SEM) training course and online certificate program has been developed in direct response to the skyrocketing growth of the search engine industry. This comprehensive program covers all aspects of search engine marketing including: search engine optimization, pay per click-marketing and web site copywriting. These are the essential components for understanding this unique and growing career field. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

**Search Engine Optimization**
The Search Engine Optimization Online Training Program will teach you how to increase a Web site’s traffic by improving its rankings with search engines. Whether you want to start a career in Internet marketing, add a new skill to your Web business, or learn the secrets to search engine success for your own site, the Search Engine Optimization Online Training Program will help you reach your goals. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

**Technical Writing**
This nationally recognized Technical Writing online distance learning course is designed for anyone who wishes to develop their technical writing abilities to a professional level. Students will learn research methods, audience considerations, style, drafting and revision techniques, how to work in a collaborative environment, and more. A variety of media and formats will be studied, including websites, emails, proposals, memos, and instructions. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

**Biofuel Production Operations**
The Biofuel Production Operations Online Training Program will give you the education you need to begin an exciting career in biofuel production. As a biofuel production operator, your job will be to ensure the quality and purity of the biofuel your plant produces. This involves inspecting and repairing equipment, operating computer systems, and handling lab equipment. This online program will ensure you have the skills you need to handle these tasks.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

See page 22 for course description.
Certified Architectural Glass Technician
Offered in partnership with the National Glass Association, this program will teach you the fundamentals of installing residential and commercial interior glass. By the end of the program, you’ll be fully prepared to take National Glass Association’s Glass Installer Certification Exam and begin to take the glass installer Certification Exam.

Certified Auto Glass Technician
Master the skills you need to begin a lucrative career as an auto glass technician! This program, offered in partnership with the National Glass Association, will teach you everything from basic safety skills to specialized techniques for repairing and installing auto glass. When you’re done, you’ll be fully prepared to take the Auto Glass Installer Certification Exam. A 40-hour unpaid internship (where available) is included in the program. In addition, you will receive your installation manual and a voucher to take the Glass Installer Certification Exam.

Legal Secretary
This program teaches you all the skills you need to work for a lawyer in a law office. You’ll master everything from legal office management and accounting to legal terminology and legal writing. Upon completion, you’ll possess the knowledge necessary to successfully pass the National Association of Legal Professionals (NALS) Accredited Legal Secretary (ALS) examination.

Performing Comprehensive Building Assessments
The Performing Comprehensive Building Assessments (PCBA) Online Training Program will give you a thorough understanding of the building assessment process. This intermediate program focuses on the skills you need to professionally conduct visual building inspections, perform diagnostic testing, determine residential building improvement opportunities, document a home’s performance, prioritize improvements, and prepare a work plan to help the homeowner’s decision-making process for making the improvements.

Principles of Green Buildings
The Principles of Green Buildings Online Training Program is designed to give you the principles you must know in order to make buildings perform more efficiently. The program was developed and written in partnership with nationally recognized building science experts from Advanced Energy of North Carolina. The Principles of Green Buildings Online Training Program will also prepare you for industry credentials for green building. Materials are included.

Chemical Plant Operations
Prepare for an entry-level position in a chemical plant with the Chemical Plant Operations Online Training Program. In the United States, there are thousands of chemical manufacturing facilities, run by chemical plant operators. These operators are highly paid and enjoy a stable work environment. There is an ongoing need for entry-level personnel. This program can help you get your start in this field! This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Event Management and Design
The Event Management and Design Online Training Program will equip you with the knowledge to advance in the field if you’re already working in special events, or it will prepare you to enter the profession with an understanding of the industry. You’ll build a foundation that you can use to build a career in special events or start your own special event business. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

REAL ESTATE
14-hour Fundamentals of Commercial Real Estate (Online CE)
This course is written for real estate brokers and sales agents who deal with residential properties. This mainstream course covers the mandatory core law requirements with selective topics including ethics, eminent domain, ADA and fair housing, and time share. Exam retakes are free.

14-hour Group Ownership and Disposition Strategies (Online CE)
This course is highly specialized and is a commercial/ investment practitioner’s guide to decision-making strategies in the disposition of commercial and investment real estate. One of the three phases in real estate investing is the disposition phase. Agents who practice in the field of commercial and investment brokerage need to be able to assist their clients in formulating appropriate disposition strategies and they need to be aware of the current state of the Federal Income Tax law relating to disposition issues. This course also provides alternatives to the individual ownership of commercial and investment real estate.

14-hour Mainstream Residential Course (Online CE)
This course is written for real estate brokers and sales agents who deal with residential properties. This mainstream course covers the mandatory core law requirements with selective topics including ethics, eminent domain, ADA and fair housing, and time share. Exam retakes are free.

3-hour ADA and Fair Housing (Online CE)
The Americans with Disabilities Act (ADA), enacted on July 26, 1990 provides comprehensive civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. This course also covers Title VIII of the Civil Rights Act of 1968, commonly known as the Fair Housing Act. This Act essentially outlawed for the first time private and public discrimination in housing. Exam retakes are free.

3-hour Florida Core Law (Online CE)
Core law focuses on recent changes to state and federal real estate license law, highlighting both law and rules. The Florida Legislature passes and amends real estate law each year. These laws are published in the Florida Statutes Chapter 475 and in Rules of the Florida Real Estate Commission, Chapter 61J2 and the Florida Administrative Code. Exam retakes are free.

4-hour Eminent Domain (Online CE)
To put the issue of eminent domain in perspective, it is one of the powers of the government. The powers of the government include taxation, the power to tax, police power, the power to regulate the use of property for the health, safety and welfare of the populace, escheat, the power to take property if a person dies without a will (intestate) and to heirs can be found, and eminent domain, the power to take land, even from an unwilling owner, for a public use. Exam retakes are free.
Home Inspection Course (Online)
There’s more to a home inspection than just looking around a building. It’s an entire process of communication skills combined with construction knowledge and business savvy. The AIM intensive, multi-day courses offer training by experienced ASHIFT®, NAHI and CREIA members covering every aspect of the home inspection business. You can’t afford not to attend one of these classes.

Interior Design
Learn how to create spaces for living, working, and enjoyment with the Interior Design Online Training Program. The program focuses on design theory, design process methods, and design studio work. You’ll study design elements and principles, color theory, programming, space planning, and the design of residential, commercial, and retail spaces. This program will prepare you for entry-level employment in the booming design industry. Textbooks are included. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Real Estate Exam Review Course (Online)
This set of review questions is intended to give the participant practice with multiple-choice questions prior to taking the Florida Salesperson Real Estate License Examination. The questions are intended to review real estate principle, practices and law in a general manner. There is no representation any of the questions have appeared or will appear on any License Law Examination.

ROPES Challenge Course
BUILD cohesiveness within your group.
EXPERIENCE challenging activities.
STRENGTHEN confidence.

www.ce.ucf.edu/ROPES
See page 22 for course description.

notes my COURSE SCHEDULE notes my WISH LIST notes
BUSINESS APPLICATIONS

Analyzing Data with Spreadsheets
This course covers analyzing data with spreadsheets. It discusses charts, including which charts are best suited for displaying certain data, how to create charts using spreadsheet data, and how to change the chart type of an existing chart. The course also covers how to apply conditional formatting to data that meets certain criteria, and demonstrates how to filter data to see only the data that meets certain criteria.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Becoming Familiar with Internet Explorer
This course takes a look at Internet Explorer, one of the more common Web browsers. It explores how to navigate to previously viewed Web pages using standard controls, how to refresh a page, and how to jump to a the browser’s home page. The course also demonstrates how to change a browser’s home page, as well as how to create favorites, or bookmarks, that can be used to quickly access frequently used sites. It examines MSN Messenger, which lets users communicate with online contacts, and demonstrates how to use Internet Explorer Help.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Communicating on the Web
This course examines a variety of methods for communicating over the Web. It looks at how Internet video conferencing and virtual meetings might be used in a learning environment. The course also explores the different types of available chat rooms, as well as some of the issues that might be involved with using chat rooms. It also covers discussion boards and blogs and how they might be used in a classroom. In addition, it demonstrates how to refine a search for a blog.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Communicating with E-mail
This course discusses some of the basics with regard to communicating via e-mail. It explains what e-mail is and examines two types of e-mail accounts. It demonstrates how to establish a Hotmail e-mail account, as well as how to create favorites, or bookmarks, that can be used to quickly access frequently used sites. It examines MSN Messenger, which lets users communicate with online contacts, and demonstrates how to use Internet Explorer Help.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Fine-tuning Presentations for Delivery
This course covers how to fine tune electronic presentations for delivery. It explains the benefits of using charts in presentations and shows how to import them. It also explores different ways of creating speaker notes and shows how to enter them in Notes page view. The course also illustrates using animation to add interest, and teaches setting automatic and custom slide show timings. In addition, the course explains the value of creating handouts and demonstrates how to design and preview them.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Keeping Track with Databases
This course explains what a database is and provides some ideas on how databases can be used in the classroom. The course discusses the elements of simple Microsoft Office Access databases, including tables, forms, queries, and reports. The advantages of using Access wizards to create database objects are examined, and a simple parent contact database is created. The course shows how to add, delete, sort, and search for data in an Access database. In addition, the course illustrates how to modify the design of an Access form by moving and deleting controls, and then shows how to enter and navigate through data using a form.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Lotus Notes 5.0 Level I
This introductory course will teach students the basic features of Lotus Notes 5.0 so they can easily send and receive e-mail and manage databases. Specifically, students will learn the basics of sending and receiving e-mail, working with file attachments, formatting messages, and managing messages. Students will also learn how to use the calendar to schedule meetings and appointments, and how to use the to-do list to assign and keep up with tasks. All of these skills will be taught using true-life scenarios, examples, review exercises, and concept graphics to help reinforce the material presented.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Designing Newsletters
This course discusses newsletters and provides examples of how they can be used to share information with students, parents, and colleagues. It also points out instances in which newsletters can be assigned to students as part of a classroom assignment. It explains templates and shows how to generate and modify a newsletter based on an online template. It covers how to save time and reuse existing material by inserting text from other files, as well as how to add visual interest by formatting text, including changing the font color and applying an appealing font effect. It discusses why you might modify spacing between lines or paragraphs and demonstrates how to change paragraph spacing to alter the amount of space taken up by the text.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

SKILLS

COMPUTER TRAINING
Are you looking to update your skills or acquire new ones? Consider us your partner for computer training. UCF CE has the perfect program to fit your busy schedule by offering training on-line, face-to-face or by bringing UCF to your organization on-site training.

Choose from our wide variety of programs in this category.
Lotus Notes 5.0 Level II
This course enhances a student’s basic understanding of Lotus Notes 5.0 by introducing them to the advanced features of Lotus Notes 5.0. Students will work with many Lotus Notes features, including Databases, Web publishing, and personalization features. The material is presented through explanatory text, real-world scenarios, interactive and hands-on exercises, and concept graphics to help reinforce the material presented.

Pocket PC Tips And Tricks
This course teaches students the basic features and functions of the Pocket PC and also provides tips to help students take full advantage of the many features the Pocket PC offers them. Some skills students will learn include how to customize the Start menu; better ways to enter data, schedule tasks, and create Word documents; how to connect and synchronize the Pocket PC to a computer; and how to use the Pocket PC for online communication. Real-life scenarios and hands-on exercises will help students gain a better understanding of these skills.

QuickBooks 2006
The QuickBooks 2006 course introduces students to the fundamentals of using QuickBooks to keep track of the finances of a small business. Students will set up a new company to manage the banking and billing activities. Students will also work with the Customer and Vendor List, Chart Of Accounts, and the Items Lists to manage customer data, purchase orders, invoices, accounts payables and receivables, and inventory. In addition, students will create reports and budgets, and learn how to back up and protect their QuickBooks data.

Jan-18, Apr-20 9am-4pm UCF Research Pavilion, 170A
Feb-06, May-12 9am-4pm UCF Research Pavilion, 170B
FEES: $249/Registration; $199/UCF Faculty/Staff/Student

Sales Presentations with PowerPoint
The Sales Presentation with PowerPoint course teaches students how to use PowerPoint 2003 to create effective sales presentations. Topic coverage includes animation, charts, clip art, AutoShapes, and image morphing. Students will learn how to use sound and movies, record narration, and customize presentations with custom slide masters. Online topics include saving presentations for Web delivery, using hyperlinks, customizing Web pages, conducting online meetings, working with shared workspaces, Web publishing, and the Package for CD feature.

Mar-22 9am-4pm UCF Research Pavilion, 170A
May-09 9am-4pm UCF Research Pavilion, 170B
FEES: $199/Registration; $149/UCF Faculty/Staff/Student

Searching the Internet
This course covers the basics of how to search for information on the Internet. It explains the difference between search engines, directories, and meta-search engines. Students will learn how to find current news online, how to register for daily updates, and how to find definitions and synonyms using online resources. It also discusses the advantages of creating your own Web pages, and lists some of the common tools for creating them.

Jan-31, Feb-16, Apr-26 9am-4pm UCF Research Pavilion, 170A
Mar-25, May-26 9am-4pm UCF Research Pavilion, 170B
FEES: $249/Registration; $199/UCF Faculty/Staff/Student

UCF Continuing Education
Bringing UCF to You

QuickBooks 2006
The QuickBooks 2006 course introduces students to the fundamentals of using QuickBooks to keep track of the finances of a small business. Students will set up a new company to manage the banking and billing activities. Students will also work with the Customer and Vendor List, Chart Of Accounts, and the Items Lists to manage customer data, purchase orders, invoices, accounts payables and receivables, and inventory. In addition, students will create reports and budgets, and learn how to back up and protect their QuickBooks data.

Jan-18, Apr-20 9am-4pm UCF Research Pavilion, 170A
Feb-06, May-12 9am-4pm UCF Research Pavilion, 170B
FEES: $249/Registration; $199/UCF Faculty/Staff/Student

Sales Presentations with PowerPoint
The Sales Presentation with PowerPoint course teaches students how to use PowerPoint 2003 to create effective sales presentations. Topic coverage includes animation, charts, clip art, AutoShapes, and image morphing. Students will learn how to use sound and movies, record narration, and customize presentations with custom slide masters. Online topics include saving presentations for Web delivery, using hyperlinks, customizing Web pages, conducting online meetings, working with shared workspaces, Web publishing, and the Package for CD feature.

Mar-22 9am-4pm UCF Research Pavilion, 170A
May-09 9am-4pm UCF Research Pavilion, 170B
FEES: $199/Registration; $149/UCF Faculty/Staff/Student

Searching the Internet
This course covers the basics of how to search for information on the Internet. It explains the difference between search engines, directories, and meta-search engines. Students will learn how to find current news online, how to register for daily updates, and how to find definitions and synonyms using online resources. It also discusses the advantages of creating your own Web pages, and lists some of the common tools for creating them.

Jan-31, Feb-16, Apr-26 9am-4pm UCF Research Pavilion, 170A
Mar-25, May-26 9am-4pm UCF Research Pavilion, 170B
FEES: $249/Registration; $199/UCF Faculty/Staff/Student

CERTIFICATE PROGRAMS

A+ 2003 Complete Bundle
The most significant certifying organization for PC technicians is the Computing Technology Industry Association (CompTIA), which sponsors the A+ Certification Program. To become certified, you must pass two test modules: the Core test and the DOS/Windows test. This course is designed to teach the computer technician the skills needed to pass these tests. This complete bundle teaches such subjects as the Windows and DOS operating systems, control settings in CMOS, hardware basics, in-depth instruction on floppy drives and hard drives, troubleshooting techniques, working with peripherals, memory installation and management, computer media, networking, system maintenance, and good customer service practice. This course contains a test prep.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

A+ Certification Training Online (Non-Credit)
The most significant certifying organization for PC technicians is the Computing Technology Industry Association (CompTIA), which sponsors the A+ Certification Program. To become certified, you must pass two test modules: the Core test and the DOS/Windows test. This course is designed to teach the computer technician the skills needed to pass these tests. This complete bundle teaches such subjects as the Windows and DOS operating systems, control settings in CMOS, hardware basics, in-depth instruction on floppy drives and hard drives, troubleshooting techniques, working with peripherals, memory installation and management, computer media, networking, system maintenance, and good customer service practice. This course contains a test prep.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

A+ Test Preparation Online
Contains the testing material to prepare for the A+ Certification examination.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Help Desk Analyst: Tier 1 Support Specialist
This nationally recognized Help Desk Analyst: Tier 1 Support Specialist online course and training program teaches the skills that students must acquire to be successful as a Help Desk Analyst. Tutorials and projects will teach the student the practical uses of Help Desk Analyst skills. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Microsoft Office, Adobe Creative Suite 3, and Technical certifications
Microsoft Office, Adobe Creative Suite 3, and Technical certifications
IC3 2005 Standard Bundle

These IC3 courses contain the training and testing materials for IC3 certification. These materials have been reviewed by a third party and approved by Certiport as approved coursework that prepares individuals for the IC3 credential.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu/certification for more information.

Online Training Memberships and Certificate Programs (Non-Credit)

Online Training Memberships provide students with unlimited 24-hour a day access to libraries featuring thousands of training topics including vendor-specific training and certifications from Microsoft, CompTIA, CISCO and Harvard School of Business.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu/certification for more information.

RFID (Radio Frequency Identification) on the Web

This nationally recognized RFID+ online certification training course is the most comprehensive online course on RFID implementation available today. RFID on the Web™ was designed by OTA Training, LLC., the world leader in RFID Training and Certification and the authors of the best selling RFID+ Exam prep book in the market. RFID on the Web was designed using OTA’s E3 Learning System – which makes learning RFID engaging, effective and easy to follow. RFID on the Web™ provides 70 total hours of high quality, graphical, interactive training for the online student.

At the conclusion of the course, students will possess the knowledge to successfully implement and support an RFID system and pass the ComPITA™ RFID+ Certification exam. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu/certification for more information.

GRAPHIC DESIGN

3ds max

This nationally recognized 3ds max online course and training program teaches students how to use 3ds max to design, develop, and create 3D animation. This online certificate program takes you all the way through the user interface, modeling, material-creation, animating objects, cameras and scene generation. The class will also teach the capabilities of the interface, how to work efficiently, and how to apply the toolsset in the workplace.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu/certification for more information.

Game Art Certificate

This nationally recognized Game Art online certificate program helps students gain the skills and knowledge to get started as a digital artist in today’s fast-paced game development industry. This Game Art program builds technical and artistic skills in 3D modeling, texturing, lighting, and animation using Autodesk Maya and Photoshop. Challenging, project-based assignments put you through your paces, helping you develop a high-quality portfolio of game art. You will also experience mentoring and feedback from an industry-leading faculty of game art professionals. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu/certification for more information.

ILLUSTRATOR CS3 - Level 2

Illustrator CS3 Level 2 is the second of two Illustrator courses. In it, students learn more advanced manipulation of paths and masks, and how to enhance fills and strokes. They learn how to use transformation tools, envelopes, filters, effects, and graphic styles. Students learn how to convert raster images to vector art, and how to manage color settings, color separations, and print specifications. Finally, students learn how to create and manipulate slices, and how to optimize and export images for the Web.

Jan-26, Mar-22 9am-4pm UCF Research Pavilion, 170B
Apr-08, May-17 9am-4pm UCF Research Pavilion, 170A
FEES: $249/Registration; $199/UCF Faculty/Staff/Student

InDesign CS3 - Level 1

You are starting to familiarize yourself with print layout and design using InDesign. You would like to learn about the tools and features available to you in InDesign CS3. In this course, you will work with the tools and features to create eye-catching printed documents using InDesign CS3. You will learn to utilize Adobe InDesign CS3 to create and deliver printed documents.

Jan-21, Apr-12 9am-4pm UCF Research Pavilion, 170B
Feb-04, Mar-08, May-04 9am-4pm UCF Research Pavilion, 170A
FEES: $249/Registration; $199/UCF Faculty/Staff/Student

InDesign CS3 - Level 2

This course builds on the concepts and skills taught in Adobe InDesign CS3 Level 1. Students will learn how to use the application to create professional-looking layouts more efficiently. Specifically, they will learn how to set up multi-page spreads, work with vector paths, format type using advanced features, create lighting effects, adjust transparency, define object styles, explore the use of tables in a document, use the Story Editor, and manage long documents. Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Jan-27, Feb-17, Apr-28 9am-4pm UCF Research Pavilion, 170B
Mar-18, May-26 9am-4pm UCF Research Pavilion, 170A
FEES: $249/Registration; $199/UCF Faculty/Staff/Student

PHOTOSHOP CS3 - Level 1

Photoshop CS3 Level 1 is the first in a series of two courses that provide instruction on how to use Photoshop CS3 to create professional-looking images for both print and the Web. In this course, students will identify the components of the Photoshop environment, learn the difference between raster and vector graphics, and how to use Adobe Bridge. They will explore proper methods for selecting image areas, and then how to modifying and manipulating selections. They’ll add text, modify the text, and apply effects that will incorporate it into the artwork. They’ll also learn to use layers, layer effects, image modes, filters, and image adjustments.

Jan-19 9am-4:30pm UCF Research Pavilion, 170A
Feb-09, Mar-17, Apr-11, May-13 9am-4:30pm UCF Research Pavilion, 170B
FEES: $249/Registration; $199/UCF Faculty/Staff/Student

PHOTOSHOP CS3 - Level 2

Photoshop CS3 Level 2 is the second title in a series of two courses that provide instruction on how to use Photoshop CS3 to create professional-looking images for both print and the Web. In this course, students will learn how to use color fills and overlays, and convert image areas into editable shapes. They will also apply custom brushes, warping, and Smart Filters along with other creative image effects. After producing images for video, students will end the course by automating tasks and customizing Photoshop.

Jan-25, Feb-21, Mar-29, Apr-29, May-23 9am-4pm UCF Research Pavilion, 170B
FEES: $249/Registration; $199/UCF Faculty/Staff/Student

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Publisher 2007 - Level 1
This course teaches the core features and functions of Publisher 2007. Students will learn how to create and edit publications, arrange text and pictures, work with master pages, and create and format tables. They will also learn how to flow text across text boxes, create a facing-pages layout, export publications to PDF, and prepare publications for commercial printing. Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Jan-11, Apr-05, May-12 9am-4pm UCF Research Pavilion, 170a
Feb-07, Mar-18 9am-4pm UCF Research Pavilion, 170B
FEES: $199/Registration; $149/UCF Staff/Student Fee

Publisher 2007 - Level 2
This course builds on the skills and concepts taught in Publisher 2007. Level 1. Students will learn how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section page numbers and bookmarks. They will also learn how to create and manage mail merge lists, prepare mailing labels, apply Web templates and forms, and create and publish a Web site. Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Jan-26, Feb-18, Apr-18 9am-4pm UCF Research Pavilion, 170A
Mar-28, May-27 9am-4pm UCF Research Pavilion, 170B
FEES: $199/Registration; $149/UCF Staff/Student Fee

Working With Digital Pictures Level 2
This course was designed to introduce amateur photographers and interested business users to the basics of digital imaging. To accomplish this, students will look at how digital cameras create digital images; advantages and disadvantages of digital imaging; basic digital camera features; how to capture, view, and delete images with the camera; and how to download pictures from the camera directly into the computer. Students will also work with basic Adobe Photoshop Elements, doing things such as opening and naming images; selecting areas of images; zooming, cropping, and correcting red-eye; and printing images and sharing them online.

Access 2003 - Level 2
This course builds on the skills and concepts taught in Access 2003 - Level 1. Students will learn how to use the Help system and navigate worksheets and workbooks. They will learn advanced use and edit text, select, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about advanced reference features, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will learn how to format and customize charts.

Feb-03, Mar-03, Apr-06 9am-4pm UCF Research Pavilion, 170A
May-06 9am-4pm UCF Research Pavilion, 170B
FEES: $199/Registration; $149/UCF Faculty/Staff/Student

Access 2003 Level - Level 1
This course covers the basic functions and features of Access 2003. Students will learn how to design and create databases, work with tables, fields, and records; sort and filter data; and create queries, forms, and reports. This course is designed for students who wish to learn the basic operations of the Microsoft Access database application to perform their day-to-day responsibilities, and to understand the advantages that using a relational database application can bring to their business processes. The Level 1 course is for the individual whose job responsibilities include designing and creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database.

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Feb-01, Mar-04, Apr-07, May-05 9am-4pm UCF Research Pavilion, 170A
FEES: $199/Registration; $149/UCF Faculty/Staff/Student

Excel 2003 Expert (Microsoft Office Specialist)
Contains all of the lessons required to pass the Microsoft Office Excel 2003 Microsoft Office Specialist exam.

Feb-03, Mar-03, Apr-06 9am-4pm UCF Research Pavilion, 170A
May-06 9am-4pm UCF Research Pavilion, 170B
FEES: $199/Registration; $149/UCF Faculty/Staff/Student

Access 2003 Microsoft Office Specialist Prescriptive Training
Contains testing and prescribes the training required to prepare for the Microsoft Office Access 2003 Microsoft Office Specialist exam.

Feb-14, Mar-14, Apr-15, May-13 9am-4pm UCF Research Pavilion, 170A
FEES: $199/Registration; $149/UCF Faculty/Staff/Student

Excel 2003 - Level 1
This course covers the basic functions and features of Excel 2003. Students will learn how to use the Help system and navigate worksheets and workbooks. They will learn advanced use and edit text, select, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about advanced reference features, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will learn how to format and customize charts.

Jan-20, Apr-20 9am-4pm UCF Research Pavilion, 170B
Feb-23, Mar-25, May-19 9am-4pm UCF Research Pavilion, 170B
FEES: $199/Registration; $149/UCF Faculty/Staff/Student

Excel 2003 Microsoft Office Specialist contains all of the lessons required to pass the Microsoft Office Excel 2003 Microsoft Office Specialist exam.

Feb-15, Apr-14 9am-4pm UCF Research Pavilion, 170A
Mar-16, May-16 9am-4pm UCF Research Pavilion, 170B
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Excel 2007 - Level 3
This course builds on the skills and concepts taught in Excel 2007 Level 2. Students will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation and database functions such as DSUM. They will also learn how to work with PivotTables and PivotCharts, how to import and export data, and how to query external databases. Finally, students will learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, and sharing Excel data via the Web.

Jan-24, Feb-22 9am-4pm UCF Research Pavilion, 170B
Mar-21, Apr-25, May-23 9am-4pm UCF Research Pavilion, 170A
Fees: $199/Registration; $149/UCF Faculty/Staff/Student

Outlook 2003 (Microsoft Office Specialist) - Prescriptive Training
Contains all of the lessons required to pass the Microsoft Office Outlook 2003 Microsoft Office Specialist exam.
Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

PowerPoint 2003 (Microsoft Office Specialist) - Prescriptive Training
Contains all of the lessons required to pass the Microsoft Office PowerPoint 2003 Microsoft Office Specialist exam.
Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

PowerPoint 2007 - Level 1
This course covers the basic functions and features of PowerPoint 2007. Students will create new presentations that include text, graphics, WordArt, tables, charts, and diagrams. They will also edit and format slide content, and apply transition effects. Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Jan-10, Mar-02, Apr-01 9am-4pm UCF Research Pavilion, 170B
Feb-11, May-02 9am-4pm UCF Research Pavilion, 170B
Fees: $199/Registration; $149/UCF Faculty/Staff/Student

PowerPoint 2007 - Level 2
This course builds on the skills and concepts taught in PowerPoint 2007: Level 1. Students will customize PowerPoint by modifying the Quick Access Toolbar and creating macros. They will also apply themes and templates, and they will work with SmartArt graphics and tables. Students will add multimedia content and interactive elements to slides, and they will learn about presentation distribution options including PDF and HTML. Finally, students will integrate PowerPoint with Word and Excel.

Jan-28, Feb-22, Mar-17, Apr-19, May-25 9am-4pm UCF Research Pavilion, 170A
Fees: $199/Registration; $149/UCF Faculty/Staff/Student

Windows XP Level I
This course introduces students to the basic features in Microsoft Windows XP. This course will teach the end-user necessary skills like using the Microsoft Office Specialist, working on the Desktop, using windows, and operating the Start menu and Taskbar. The course also includes lessons on customizing the Desktop using background colors, Web content, screen savers, and Desktop themes. Students will also gain an understanding of Windows’ file system, including how to use Windows Explorer. Finally, the course will walk the students through formatting disks, printing documents, using system tools, and shutting down the computer. All skills will be taught using true-to-life scenarios, examples, review exercises, and concept graphics to help reinforce material presented.
Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Windows XP Level II
In this course, students will share files and resources with co-workers over a network. They will explore how Windows XP takes advantage of the Internet and will learn how to customize and maintain their computers to create an efficient workspace.
Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Word 2003 (Microsoft Office Specialist) - Expert Exam
Contains all of the lessons required to pass the Microsoft Office Word 2003 Microsoft Office Specialist exam.
Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Word 2003 Expert (Microsoft Office Specialist) - Expert Exam
Contains all of the lessons required to pass the Microsoft Office Word 2003 Microsoft Office Specialist Expert exam.
Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

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Power 2007 - Level 1
This course covers the basic functions and features of PowerPoint 2007. Students will create new presentations that include text, graphics, WordArt, tables, charts, and diagrams. They will also edit and format slide content, and apply transition effects. Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Jan-10, Mar-02, Apr-01 9am-4pm UCF Research Pavilion, 170B
Feb-11, May-02 9am-4pm UCF Research Pavilion, 170B
Fees: $199/Registration; $149/UCF Faculty/Staff/Student

Power 2007 - Level 2
This course builds on the skills and concepts taught in PowerPoint 2007: Level 1. Students will customize PowerPoint by modifying the Quick Access Toolbar and creating macros. They will also apply themes and templates, and they will work with SmartArt graphics and tables. Students will add multimedia content and interactive elements to slides, and they will learn about presentation distribution options including PDF and HTML. Finally, students will integrate PowerPoint with Word and Excel.

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Fees: $199/Registration; $149/UCF Faculty/Staff/Student

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Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

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www.ce.ucf.edu or Call: 407.882.0260
Word 2003 Microsoft Office Specialist Prescriptive Training

Contains testing and prescribing the training required to prepare for the Microsoft Office Word 2003 Microsoft Office Specialist exams.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Word 2007 - Level 1

This course covers the basic functions and features of Word 2007. Students will learn how to enter, edit, and save documents. They will also learn how to enhance the appearance of a document by using various formatting options.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Word 2007 - Level 2

This course covers the basic functions and features of Word 2007. Students will learn how to create, manage, and revise documents. They will also learn how to enhance the appearance of a document by using various formatting options.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Word 2007 - Level 3

You know how to use Microsoft® Office Word 2007 to create, manage, and revise documents. This course covers how to use technology tools to enhance the appearance of a document.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

TECHNOLOGY IN THE CLASSROOM

Discovering Technology For Problem-Solving

In this course, we discuss what constitutes a “problem” and how problem solving involves complex thinking skills that can be enhanced by technology. It also defines technology and discusses the most important measure of a technology. The course further explains how to use technology to define the scope of a problem, as well as to research problems and possible solutions. It also discusses how to use technology tools to evaluate information collected about problems and solutions in order to determine the validity of a solution.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Examining the Internet and Web Browsers

This course covers the basics of the Internet, such as what the World Wide Web is and how to connect to the Internet. It also explores Web browsers and explains how they can be used to view pages on the Web. It discusses various components of Web addresses, or URLs, and explains how a URL’s domain extension indicates what type of site it is. The course also covers how to determine the validity of information on the Web and examines other legal issues pertaining to the Internet, such as plagiarism and libelous behavior.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Learning with the Internet

This course covers how the Internet can be a good source of information, and therefore, an educational tool. Basics about the Internet are covered, such as learning how to connect to the Internet, what the World Wide Web is, and what Web browsers are. Legal issues, Internet safety, and copyright are also covered.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Understanding Technology Integration in the Classroom

This course provides an overview of what integrating technology in the classroom means. It also covers why schools or school districts would want to bring technology into classes, offering examples of how using various technologies can enrich students’ learning experiences, as well as how to help teachers behind the scenes. To further users’ understanding of the benefits behind technology integration, the course looks at how technology can reach students with different learning styles, how technology impacts different learning methods, such as the use of technology to facilitate learning and active learning; and how technology can be used in support of two major learning theories. Also covered are benefits of technology integration broken down by subject areas, such as math, science, language arts, and so on.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Preparing for Technology Integration

This course helps prepare users for technology integration. It addresses some unexpected situations that may arise as users begin to bring computers and Internet access into classrooms, as well as how traditional teaching approaches may need to be re-examined in order to accommodate these changes. The course examines privacy and protection concerns regarding children’s use of the Internet, and specifically at how CIPA and COPPA affect schools and teachers. The course looks at different classroom setups that incorporate one or more computers in a single classroom and explores centers as an excellent option. It provides questions that should be considered when planning lessons that include technology, suggests tools to evaluate the effectiveness of the technologies used, and discusses ways to acquire funding to bring technology into classrooms.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.
Using Educational Resources on the Web

This course looks at using educational Web resources. Specifically, it discusses available types of technology that users may be less familiar with, such as Webinars, chat rooms, blogs, and discussion boards. When teachers are not sure where to go for educational research, the course suggests and examines using education portals, which have already been evaluated by educators. For those who want to evaluate educational Web sites on their own, the course points out resources to assist them. It suggests ways to differentiate between good and bad Web resources and specifically discusses how rubrics are useful for this purpose. Lastly, the course covers signs that plagiarism has occurred and provides suggestions for preventing plagiarism.

Using Spreadsheets in the Classroom

This course discusses electronic spreadsheets and how they might be used in a classroom environment. It provides examples of how spreadsheets can be used as instructional tools, as well as how they can be used to perform administrative tasks. The course also covers how to use a spreadsheet application to create a grade book, including entering, formatting, and sorting data. It discusses functions and how they might be applied in general within the classroom environment and, in particular, how they might be used within a grade book. In this course, functions are used to calculate sums, compute grade point averages, determine the lowest scores, and find the highest scores.

Using Technology in Language Arts

This course covers some of the ways in which technology can be incorporated into the Language Arts classroom. It breaks down discussion of examples into grades K-5, 6-8, and 9-12. Creating and formatting a Language Arts grading rubric is also covered. The course also explores some methods of dramatizing literature and building a library of recorded literature using students. It also discusses using iSearch papers as an alternative to traditional research papers.

WEB DESIGN AND PROGRAMMING

Dreamweaver CS3 - Level 1

This course teaches students how to use Dreamweaver CS3 to create and publish Web sites. Students will learn how to define a Web site, format text, apply images, tables, and styles, create and format links, and publish a Web site. Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Dreamweaver CS3 - Level 2

This course builds on the skills and concepts taught in Dreamweaver CS3: Level 1. Students will learn how to apply CSS styles, manage site assets, create interactive forms, apply rollovers and other behaviors, and create dynamic Web pages that interact with a database. Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Flash CS3 - Level 1

In this course, students are introduced to the basic elements and features of Flash CS3 Professional. They will learn how to use the Stage and the Library, how to create text blocks and format text, and how to work with basic shapes. In addition, students will learn the fundamentals of working with the Timeline. They will learn how to format objects by using custom colors and gradients, and by applying filters and soft edges. Next, they will apply frame-by-frame, motion tweening, and looping animation techniques. They will work with interactive components such as buttons and audio controls. Finally, students will learn about accessibility options for Flash content, test download performance of a Flash file, and publish a Flash file. Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

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Flash CS3 - Level 2
This course builds on the fundamentals taught in Flash CS3: Level 1. Students will learn how to create vector paths with anchor, curve, and corner points to mask layer content; create time-line effects with dynamic and static effects, animated masks, motion-guide layers, and shape and motion tweens; use ActionScript code to change a movie clip’s properties; write event handler functions; use operators to change variable values; create conditional code with if blocks; convert code to functions; nest function calls; move functions into external ActionScript files; add user interface components; apply form components; write scripts to respond to user entries; learn the basics of creating dynamic content; import text and XML content; use XML class to import and manipulate XML content; use Flash Video Encoder to convert DV content to FLV; adjust FLV playback component parameters; write ActionScript to make items appear on the Stage in response to cue points.

Jan-18-Jan-19 9am-4pm UCF Research Pavilion, 170B
Feb-15-Feb-16 9am-4pm UCF Research Pavilion, 170B
Mar-30-Mar-31 9am-4pm UCF Research Pavilion, 170B
May-24-May-25 9am-4pm UCF Research Pavilion, 170B
FEES: $199/Registration; $449/UCF Faculty/Staff/Student

Using Word Processing Applications to Create Web Pages
This course discusses ways in which Web sites can be used to communicate with students, parents, and others, and it examines several issues involved in designing and using a class Web site. The course shows how to use Microsoft Office Word to create and edit Web pages and how to use hyperlinks to link the pages to create a Web site. The basics of good Web design are discussed, and elements such as photographs and other graphics are used to enhance the pages. The Microsoft Word Web tools for previewing and saving Word documents as Web pages are examined. In addition, several sources for learning how to use Web sites in the classroom are presented.

Jan-24-Feb-18, Mar-21-May-29 9am-4pm UCF Research Pavilion, 170A
APR-22 9am-4pm UCF Research Pavilion, 170A
FEES: $199/Registration; $449/UCF Faculty/Staff/Student

VBA Applications with Word
The VBA Applications with Word course is designed to give experienced Word users proficiency in the Visual Basic Editor (VBE), Word objects, basic VBA programming, control structures, debugging tools, advanced VBA programming, and event handling.

Jan-27, Feb-25, Mar-31, Apr-27 9am-4pm UCF Research Pavilion, 170A
May-31 9am-4pm UCF Research Pavilion, 170B
FEES: $199/Registration; $449/Staff Fee

Video Game Design and Development
This nationally recognized Video Game Design and Development online course and training program is an appropriate starting point for students who seek a professional career as a video game designer and developer. It is also well-suited for enthusiastic amateurs and gamers looking to explore this exciting field as a recreational endeavor.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Web Database Developer
The Web Database Developer Online Training Program will provide you with intermediate IT training and the advanced knowledge and skills you need to use and leverage databases on the Internet. This training will enable you to incorporate database design, development, and deployment into e-commerce sites, dynamic Web sites, and business-to-business data collaboration. You’ll learn about current and emerging trends impacting high-end Web site development and enterprise-class data warehousing, along with resources to keep you current in this fast-moving technology. Tutorials and projects will teach you the practical uses of Web database developer skills.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

UCF CONTINUING EDUCATION
Bringing UCF to You
Choose from our wide variety of programs in this category.

**Advanced Hospital Coding and CCS Prep**
This nationally recognized Advanced Hospital Medical Coding online course and CCS test prep training program prepares medical coding students to take the American Health Information Management Association’s (AHIMA) official certification exam to become a Certified Coding Specialist (CCS). This program covers advanced ICD-9 medical coding procedures and is designed to help students meet the challenge of today’s changing standards while learning and improving their coding skills.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

**Certified National Pharmaceutical Representative**
This nationally recognized Pharmaceutical Sales Representative online training course (CNPR) and program was developed in response to a rising need for entry-level certified pharmaceutical sales representatives. The program is designed for individuals who want to gain entry into the pharmaceutical industry but who lack the required pharmacology and medical education.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

**Health Care Risk Management Licensure**
The State of Florida requires that certain health care facilities employ a licensed Risk Manager. The 120-hour online Health Care Risk Management Licensing course offered by UCF is approved by the Agency for Health Care Administration of the State of Florida. It is taught by experts in their respective fields, including educators, attorneys, and risk management practitioners through lectures, case studies, role playing and videos. Participants who complete the course are prepared to take the licensing exam. Licensing, however, also depends on additional eligibility requirements as determined by the State. The course focuses on clinical and administrative risks with a particular emphasis on insurance requirements.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

**HIPAA Training for Covered Entities**
HIPAA Basic Training for Covered Entities is the affordable answer to your ongoing staff training challenge. This easy, 36-minute, video-based online program exceeds legal requirements and helps your workforce deal more effectively with HIPAA. Every learner receives a personalized Certificate of Completion.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ca.ucf.edu for more information.

**Legal Nurse Consultant Certificate Program (Non-Credit)**
UCF has been educating RNs who have a desire to learn about the specialty of legal nurse consulting for more than 6 years. The course instructors are attorneys and credentialed legal nurse consultants from the central Florida area. The program is offered via live broadcast throughout and is also available online. However, this is an “active” program in which you will be required to perform work outside of class time and submit your work product in order to complete the program.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ca.ucf.edu/LNC for more information.

**Medical Billing and Coding**
The Medical Billing and Coding (MBC) will give you the skills you need to find the job YOU are looking for as a Medical Billing Specialist, Medical Coder, and/or Medical Office Manager.

- Upon successful completion of the course, you will receive a Certificate of Completion from the school through which you enrolled. You will also be eligible to register, prepare, and take the National Healthcareer Association (NHA)’s Certified Medical Biller and Coder (CMBC) certification examination.
- You’ll learn much more about the certification and the details for registering and enrolling in the certification prep course offered by NHA when you complete your MBC coursework.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ca.ucf.edu for more information.

**Medical Transcription (Non-Credit)**
Start a new career as a medical transcriptionist with this online training program. You’ll gain the skills to transcribe recordings and create medical reports. Your transcription equipment and all materials are included.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ca.ucf.edu for more information.
Administrative Medical Specialist with Medical Billing and Coding

This nationally recognized Administrative Medical Specialist (AMS) online training program covers the recently upgraded diagnostic and procedural medical coding system, and will soon be mandated by the Federal government for use in the healthcare industry in insurance processing, reimbursement, and statistical data gathering. This online medical coding program will teach students how to prepare for and implement the massive changes to the existing coding system. This online certificate program presents a comprehensive overview of the changes in store for both diagnostic and procedural medical coding along with detailed information on the impacts of the medical coding changes to coders, healthcare staff, physicians, software systems, documentation, and information technology. Textbook included.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

ICD-10 Medical Coding: Preparation and Instructions for Implementation

This nationally recognized ICD-10 Medical Coding online course and training program covers the recently upgraded diagnostic and procedural medical coding system, and will soon be mandated by the Federal government for use in the healthcare industry in insurance processing, reimbursement, and statistical data gathering. This online medical coding program will teach students how to prepare for and implement the massive changes to the existing coding system. This online certificate program presents a comprehensive overview of the changes in store for both diagnostic and procedural medical coding along with detailed information on the impacts of the medical coding changes to coders, healthcare staff, physicians, software systems, documentation, and information technology. Textbook included.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Advanced Coding for the Physician's Office

This nationally recognized Advanced Medical Coding for the physician's office online course and training program prepares students to learn CPT, ICD-9-CM (Volumes I and II), and HCPCS Level II coding. This advanced online medical coding program is designed for students with previous medical coding experience. A basic coding education or the GES Administrative Medical Specialist course is required. Preparation for the Certified Professional Coder (CPC) certification exam is included.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

MEDICAL CODING AND TERMINOLOGY

Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology

This nationally recognized Administrative Medical Specialist (AMS) online training course with Medical Billing and Coding will give you the skills you need to find the job you are looking for as an Administrative Medical Specialist (AMS). Medical Billing Specialist, Medical Coder, and/or Medical Office Manager. In addition to the extensive Medical Billing information, you will be taught every aspect of the Medical Receptionist/ Front Desk position.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Clinical Dental Assistant

This Clinical Dental Assistant Online Training Program will prepare you to become a productive member of a dental team as a certified 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. Upon finishing this program, you’ll be prepared to successfully complete the radiology and infection control portions of the Dental Assisting National Board exam. All materials are included.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Emergency Management Training for First Responders

The Emergency Management Training for First Responders Online Program will give you the necessary skills and understanding of the issues and concepts surrounding emergency management to prepare you for a career in this field. This textbook is needed for this course. The online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Veterinary Assistant

This nationally recognized Administrative Veterinary Assistant online course and training program prepares students for an exciting new career as an administrative veterinary assistant. Students in the program learn about the care of animals as well as how to recognize signs of illness and disease. This online program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable are emphasized, and the program contains basic information about pet insurance. Textbooks are included.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

APPLICATION: www.ce.ucf.edu or CALL: 407.882.0260

UCF CONTINUING EDUCATION

Bringing UCF to You

www.ce.ucf.edu

Take Your Nursing Career to the Next Level!

UCF Legal Nurse Consultant Certificate Program

Use your experience to earn $75 - 150 per hour as an LNC!

Visit www.ce.ucf.edu/LNC for more information.

HeALthcAre sPeciALizAtions

Medical Transcription + Medical Terminology (Non-Credit)

The Medical Transcription + Medical Terminology program will give you the necessary knowledge and skills to start a new career as a medical transcriptionist. To work in this field, you need to understand and correctly spell medical terms. This program includes complete medical terminology training to set you up for success.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Pharmacy Technician

Learn the skills you need to become a pharmacy tech in a hospital or retail setting with the Pharmacy Technician Online Certification Training Program. You’ll gain the skills and knowledge to qualify for entry-level positions in pharmacies, and you’ll be prepared for national certification. This program pairs students with an instructor for one-on-one assistance and includes a forty-hour externship.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

HEALTHCARE SPECIALIZATIONS

Healthcare Specializations

Administrative Dental Assistant

This nationally recognized Administrative Dental Assistant online certificate program teaches the essential administrative tasks for managing the business aspects of a dental practice and becoming an Administrative Dental Assistant. This program includes instruction in dental terminology and anatomy, medical records management, accounts receivable and reimbursement management, insurance and patient billing, patient scheduling, and procedural and diagnostic coding. The Administrative Dental Assistant online program will prepare you for a new career working in a dental office. Textbooks included.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Pharmacy Technician

Learn the skills you need to become a pharmacy tech in a hospital or retail setting with the Pharmacy Technician Online Certification Training Program. You’ll gain the skills and knowledge to qualify for entry-level positions in pharmacies, and you’ll be prepared for national certification. This program pairs students with an instructor for one-on-one assistance and includes a forty-hour externship.

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Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

APPLICATION: www.ce.ucf.edu or CALL: 407.882.0260

MEDICAL CODING AND TERMINOLOGY

Administrative Medical Specialist with Medical Billing and Coding

The Administrative Medical Specialist with Medical Billing and Coding will give you the skills you need to find the job you are looking for as an Administrative Medical Specialist (AMS), Medical Billing Specialist, Medical Coder, and/or Medical Office Manager. In addition to the extensive Medical Billing information, you will be taught every aspect of the Medical Receptionist/Front Desk position.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Clinical Dental Assistant

This Clinical Dental Assistant Online Training Program will prepare you to become a productive member of a dental team as a certified 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. Upon finishing this program, you’ll be prepared to successfully complete the radiology and infection control portions of the Dental Assisting National Board exam. All materials are included.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

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Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

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Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

APPLICATION: www.ce.ucf.edu or CALL: 407.882.0260

MEDICAL CODING AND TERMINOLOGY

Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology

This nationally recognized Administrative Medical Specialist (AMS) online training course with Medical Billing and Coding will give you the skills you need to find the job you are looking for as an Administrative Medical Specialist (AMS), Medical Billing Specialist, Medical Coder, and/or Medical Office Manager. The Medical Terminology online course for healthcare professionals introduces elements of medical terminology, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Advanced Coding for the Physician’s Office

This nationally recognized Advanced Medical Coding for the physicians office online course and training program prepares students to learn CPT, ICD-9-CM (Volumes I and II), and HCPCS Level II coding. This advanced online medical coding program is designed for students with previous medical coding experience. A basic coding education or the GES Administrative Medical Specialist course is required. Preparation for the Certified Professional Coder (CPC) certification exam is included.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

ICD-10 Medical Coding: Preparation and Instructions for Implementation

This nationally recognized ICD-10 Medical Coding online course and training program covers the recently upgraded diagnostic and procedural medical coding system, and will soon be mandated by the Federal government for use in the healthcare industry in insurance processing, reimbursement, and statistical data gathering. This online medical coding program will teach students how to prepare for and implement the massive changes to the existing coding system. This online certificate program presents a comprehensive overview of the changes in store for both diagnostic and procedural medical coding along with detailed information on the impacts of the medical coding changes to coders, healthcare staff, physicians, software systems, documentation, and information technology. Textbook included.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

APPLICATION: www.ce.ucf.edu or CALL: 407.882.0260
Medical Billing and Coding + Medical Terminology

This nationally recognized Medical Billing and Coding + Medical Terminology online certificate program is designed to prepare students to fill positions for medical coding and billing professionals. The Medical Terminology portion of the course introduces elements of medical terminology, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Upon successful completion of the Medical Billing and Coding + Medical Terminology course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting and will be eligible to register, prepare, and take the National Healthcareer Association (NHA)’s Certified Medical Biller and Coder (CMBC) certification exam.

Medical Terminology Online Training Program will give you a full understand of medical terminology, from word origins to their application. You’ll learn the correct terms and spelling for all of the body systems, major pathological conditions, disorders, treatments, medications, and more. The textbook is included. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

See page 47 for course description.
Learn a new hobby or improve your day-to-day life...at UCF, we strive to develop programming that is pertinent, up-to-date and informative. We promise you an outstanding educational experience.

Choose from our wide variety of programs in this category.
Personal Training and Group Exercise Training for Older Adults
If you’re interested in developing safe and effective exercise programs for older adults, the Personal Training and Group Exercise Training for Older Adults Online Program is for you! The certificate program incorporates standards from the International Curriculum Guidelines for Preparing Physical Activity Instructors of Older Adults, in collaboration with and endorsed by the World Health Organization.

This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Women’s Exercise Training and Wellness
Develop safe and effective exercise programs for women using the skills you’ll learn in the Women’s Exercise Training and Wellness Online Program. Whether you’re a personal trainer, an allied health professional, or a woman who wants to design an effective fitness program for herself, this program will help you reach your goals. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.
Choose from our wide variety of programs in this category.

PREPARE

TEST PREPARATION

Prepare yourself with a higher score on the entrance exams or pass with confidence the most popular certification tests...at a lower price. In fact, our price is at least one-half that of what you'll pay with most national test prep chains. So, while preparing for the big exam is smart, preparing with UCF test certification tests...at a lower price. in fact, our price is at least one-half that of what you'll pay with UCF test preparation. 

GRADUATE

DAT - Dental Admissions Test
This is a comprehensive review course that prepares students for the Dental Admissions Test. The DAT Review course will cover topics in Biology, General Chemistry, Physiology, Organic Chemistry, Perceptual Ability, Reading Comprehension, and Quantitative Reasoning. Several practice exams, detailed test taking strategies, and thorough exposure to the scientific content of the test will be provided. The course is taught by highly trained professionals with either an M.D. and/or Ph.D.

Apr-20-Jul-02 5pm-9pm  University Tech Center Suite 390B  
FEES: $175/Registration

GMAT - The Graduate Management Admissions Test Fast Track Review Program
This GMAT® Fast Track Review course is comprised of 16 hours of knowledgeable instruction. The GMAT® review course is designed to familiarize students with the various aspects of the Graduate Management Admissions Test, which is used by graduate schools of business to assess the qualifications of applicants for advanced study in business and management. The GMAT® measures basic verbal, mathematical, and analytical writing skills that you have developed over a long period of time in your education and work.

Mar-20-Apr-10 1pm-5pm  University Tech Center Suite 390A  
Apr-28-May-26 6pm-9:15pm  University Tech Center Suite 390A  
FEES: $549/Registration; $439/Alumni

GMAT - The Graduate Management Admissions Test Review Program
This GMAT® review course is designed to familiarize students with the various aspects of the Graduate Management Admissions Test, which is used by graduate schools of business to assess the qualifications of applicants for advanced study in business and management. The course is designed to help students prepare for the three main parts, the Analytical Writing Assessment, the Quantitative section, and the Verbal section. Several sample tests are timed in class to give students the opportunity to use their strategies and to learn to budget their time.

Jan-06-Feb-24 2:30pm-5:30pm  University Tech Center Suite 390A  
Jan-08-Feb-12 8:30am-12:30pm  UCF Lake Mary, 1206  
Feb-17-Apr-04 6pm-9pm  University Tech Center Suite 390A  
Mar-26-Apr-30 1pm-5pm  UCF Daytona Beach  
Mar-30-May-18 6pm-9pm  UCF Lake Mary, 1205  
Apr-09-May-21 9am-1pm  Cocoa Beach Public Library, Jane Von Thron  
FEES: $649/Registration; $519/Alumni

GRE - The Graduate Record Exam Fast Track Review Program
This short course is comprised of 16 hours of knowledgeable instruction. The GRE review is designed to familiarize the student with the various aspects of the Graduate Record Examination. This course presents an overview of the structure of the test and the format of the questions. The review focuses on successful techniques for both the Verbal and Quantitative sections of the exam.

Feb-26-Mar-26 1pm-5pm  University Tech Center Suite 390A  
Apr-27-May-25 6pm-9:15pm  University Tech Center Suite 390A  
FEES: $549/Registration; $439/Alumni

GRE - The Graduate Record Exam Review Program
The GRE review is designed to familiarize the student with the various aspects of the Graduate Record Examination. This course presents an overview of the structure of the test and the format of the questions. The review focuses on successful techniques for both the Verbal and Quantitative sections of the exam. The verbal review emphasizes strategies for answering the four types of questionsthat is, analogies, reading comprehension, antonyms, and sentence completion. A thorough mathematics review is presented emphasizing the rules and formulas needed from the areas of arithmetic, geometry and algebra. Additional practice in these areas is gained by applying these principles to both quantitative comparison and discrete quantitative types of questions that appear on the mathematics portion of the test.

Jan-05-Feb-23 6pm-9pm  University Tech Center Suite 390A  
Jan-09-Feb-12 1pm-5pm  UCF Lake Mary, 1205  
Jan-16-Feb-20 1pm-5pm  University Tech Center Suite 390A  
Jan-19-Mar-09 6pm-9pm  UCF Cocoa  
Feb-15-Apr-12 6pm-9pm  UCF Lake Mary, 1205  
Feb-23-Apr-20 2:30pm-5:30pm  University Tech Center Suite 390A  
Mar-22-May-11 6pm-9pm  UCF Daytona Beach Bldg 140, 306  
Mar-26-Apr-30 8:30am-12:30pm  University Tech Center Suite 390A  
Apr-04-May-23 2:30pm-5:30pm  University Tech Center Suite 390A  
Apr-06-May-25 6pm-9pm  UCF Cocoa  
Apr-23-May-28 1pm-5pm  UCF Lake Mary, 1205  
FEES: $649/Registration; $519/Alumni

LSAT - The Law School Admissions Test Review Program
The LSAT course prepares you for everything on the Law School Admissions Test. In the course you will receive over 1,000 pages of course materials, plus 5 actual LSAT exams, and is taught by the most experienced and dedicated instructors.

Jan-02-Feb-10  Courtyard by Marriot UCF  
FEES: $795/Program Fee

www.ce.ucf.edu
MCAT - The Medical College Admissions Test Review Program
Dr. Putzer’s Review & UCF partner to bring you the MCAT Prep Program, a comprehensive course that prepares you for the Medical College Admissions Test. All instructors are highly trained professionals, and possess either an M.D. or Ph.D. The course emphasizes critical and analytical reasoning which are the primary skills tested by the exam. The entire course is 96 hours of expert MCAT teaching, including detailed strategies for analyzing MCAT passages, problem-solving skills, and thorough exposure to the scientific content of the test.

May-07-Jul-10 10am-2pm University Tech Center Suite 390B FEES: $300/Registration

OAT - The Optometry Admissions Test
This is a comprehensive review course that prepares students for the Optometry Admissions Test. The OAT Review course will cover topics in Natural Sciences (Biology, General Chemistry, Organic Chemistry) as well as Physics, Reading Comprehension, and Quantitative Reasoning. Several practice exams, detailed test-taking strategies, and thorough exposure to the scientific content of the test will be provided. The course is taught by highly trained professionals with either an M.D. and/or Ph.D.

Apr-20-Jul-02 5pm-9pm University Tech Center Suite 390B FEES: $75/Registration

FTCE - Florida Teacher Certification Examination - General Knowledge Preparation
This program is designed to familiarize professionals with the varied areas that will be covered on the General Knowledge Certification Exam. As a strategic step in becoming state certified in the field, this course is consistent with accomplishing this goal. Beyond providing test-taking strategies, several sample tests are timed during class sessions to give individuals the opportunity to use their strategies and to manage their time for successful completion of the upcoming assessment.

Jan-04-Feb-08 6pm-9pm UCF Research Pavilion, 170A
Feb-15-Mar-29 6pm-9pm UCF Research Pavilion, 170A
Apr-05-May-30 6pm-9pm UCF Research Pavilion, 170A
FEES: $449/Registration; $359/Alumni

FTCE - Florida Teacher Certification Examination - Professional Preparation
This program is designed to familiarize professionals with the varied competencies that will be covered on the Professional Certification Exam. As a strategic step in becoming state certified in the field, this course is consistent with accomplishing this goal. Beyond providing test-taking strategies, several sample tests are timed during class sessions to give individuals the opportunity to use their strategies and to manage their time for successful completion of the upcoming assessment.

Jan-06-Feb-10 6pm-9pm UCF Research Pavilion, 170A
Feb-17-Mar-31 6pm-9pm UCF Research Pavilion, 170A
Apr-07-May-12 6pm-9pm UCF Research Pavilion, 170A
FEES: $449/Registration; $359/Alumni

SHRM - Professional Human Resource Essentials Program
The SHRM Essentials of Human Resource Management Certificate Program is an introductory course covering a comprehensive overview of human resource function. The course covers today’s most vital and timely topics, including employment law, selecting qualified employees, compensation, orientation and training, and the employee performance process. The SHRM Essentials course is specifically designed to challenge you and provide the skills you need to confidently face today’s complex HR situations and compliance issues within your organization. You will participate in interactive case study activities designed for you to practice real-life HR situations in a non-threatening atmosphere.

Mar-15-Apr-10 6pm-8:30pm UCF Research Pavilion, 170B
FEES: $499/Registration; $449/Alumni

PROFESSIONAL

SHRM - Professional Human Resource Exam Preparation (PHR/SPHR)
The PHR and SPHR Certifications distinguish you from other HR professionals and show their commitment to the ever-expanding field of HR. This HR certification proves to your peers and your organization that you are driven to be successful in HR management. Earning your HR credentials can:
• Increase professional confidence
• Set you apart from peers
• Result in greater respect from the organization in which you work

In today’s job market participants benefit from acquiring the PHR or SPHR certification as many employers prefer and may even require such credentials. In order to keep up with the demand for professionals seeking this important certification UCF’s SHRM Program has tripled in the last year, now offering multiple schedules at various locations in the Central Florida area.

Feb-09-Apr-20 6pm-9pm UCF Research Pavilion, 170B
Mar-12-Apr-16 10am-5pm UCF Tech Center Suite 360, 123
Feb-09-Apr-19 6pm-9pm UCF Lake Mary, 1206
Mar-14-Apr-20 6pm-9pm UCF Daytona Beach
Mar-15-Apr-21 6pm-9pm UCF Cocoa
FEES: $1,029 (Registration); $929/Alumni; $929/SHRM Member

SAT & ACT REVIEW PROGRAMS
Expert. Local. Affordable.

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Expert. Local. Affordable.

SAT & ACT REVIEW PROGRAMS
Expert. Local. Affordable.

FTCE - Florida Teacher Certification Examination - Comprehensive
This program is designed to familiarize professionals with the varied areas that will be covered on the General Knowledge Certification Exam. As a strategic step in becoming state certified in the field, this course is consistent with accomplishing this goal. Beyond providing test-taking strategies, several sample tests are timed during class sessions to give individuals the opportunity to use their strategies and to manage their time for successful completion of the upcoming assessment.

Jan-08-Feb-26 9am- UCF Research Pavilion, 170A
Mar-05-Apr-30 9am- UCF Research Pavilion, 170A
FEES: $599/Registration; $479/Alumni

SHRM - Global Professional in Human Resources (GPHR)
If you are an HR professional with international and cross-border responsibilities or you’ve been planning to earn your GPHR certification, now is the time to enroll in our HR Certification Institute’s exam preparation course based on the new updated SHRM Global Learning System. We offer this program in partnership with the Society for Human Resource Management (SHRM). The SHRM Global Learning System has been designed to maximize your experience, education and skill set to provide you with the best chance to pass the GPHR exam. It is the most widely used HR Certification Institute certification preparation product in the marketplace.

Apr-02-Apr-16 8:30am-9pm UCF Research Pavilion, 170B
FEES: $1,199/Registration; $1,099/Alumni

SHRM - Professional Human Resource Exam Preparation (PHR/SPHR)
The PHR and SPHR Certifications distinguish you from other HR professionals and show their commitment to the ever-expanding field of HR. This HR certification proves to your peers and your organization that you are driven to be successful in HR management. Earning your HR credentials can:
• Increase professional confidence
• Set you apart from peers
• Result in greater respect from the organization in which you work

In today’s job market participants benefit from acquiring the PHR or SPHR certification as many employers prefer and may even require such credentials. In order to keep up with the demand for professionals seeking this important certification UCF’s SHRM Program has tripled in the last year, now offering multiple schedules at various locations in the Central Florida area.

Feb-09-Apr-20 6pm-9pm UCF Research Pavilion, 170B
Mar-12-Apr-16 10am-5pm UCF Tech Center Suite 360, 123
Feb-09-Apr-19 6pm-9pm UCF Lake Mary, 1206
Mar-14-Apr-20 6pm-9pm UCF Daytona Beach
Mar-15-Apr-21 6pm-9pm UCF Cocoa
FEES: $1,029 (Registration); $929/Alumni; $929/SHRM Member

SAT & ACT REVIEW PROGRAMS
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SHRM - SPHR Online Intensive Review Course
The University of Central Florida, Continuing Education is proud to offer you this unique review program to assist you in preparing for your SPHR certification exam in the upcoming testing window. The modular based review programs reflect the HR Practitioners’ need for additional information, clarity or structured review of specific topics or concepts outlined as part of the SHRM Learning System.

Participants can log in virtually in this online program from the convenience of their home, office or any location with internet access. The instructor will present PowerPoints viewable to all participants, review typical exam questions and the synchronous, live interaction allows for participants to submit questions during the session. No microphone, camera or software downloads will be required of participants to interact in this course and a unique web page and log in access will be provided.

SHRM - SPHR online intensive review course
www.ce.ucf.edu or call: 407.882.0260

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Performing Comprehensive Building Assessments
30 contact hours
Senior Certified Sustainability Professional
110 contact hours
Certified Indoor Air Quality Manager (CIAQM)
36 contact hours
Building Analyst Quick Start: BPI BA Certification
60 contact hours
Certified Green Supply Chain Professional
60 contact hours
Certified Indoor Environmentalist (CIE)
30 contact hours

Prepare for a GREENER FUTURE!
Enroll today at www.ce.ucf.edu

Sat - The Scholastic Assessment Test Review Program
The SAT is not like the traditional tests one can expect to see given in a high school or college class. And to be fully prepared, one cannot study for them in the traditional way of studying for an Algebra or English test. Our SAT review courses are designed to do more than just review question types and cover material that will be on the test. Students will also dissect questions from sample tests to gain a perspective from the test-maker’s point of view. By doing so, they will learn the common pitfalls and traps to avoid. Students will also take two simulated tests to ensure the practice of our techniques and to prepare the students for what they can expect on test day. The classes are interactive and light and designed to make learning enjoyable. Each SAT class consists of 20 classroom hours.

American College Test Preparation (ACT)
The ACT Review is designed to familiarize students with the 5 topics covered on the American College Test. Students will learn valuable testing strategies, understand the structure of the ACT, and take practice tests to better prepare them for the exam.

American college test preparation (ACT)
SHRM - SPHR online intensive review course
five EASY ways to REGISTER:

REGISTRATION

Our office hours are 8:00 a.m. - 5:00 p.m. Monday-Friday. For additional information about any course in this catalog, or to view new additions to our schedule, call 407.882.0260 or visit our website at www.ce.ucf.edu.

ONLINE REGISTRATION:
Payment accepted by Visa, Mastercard, American Express or Discover. Register 24 hours a day with no wait. www.ce.ucf.edu

PHONE REGISTRATION:
Register with our Customer Service Center between 8:00 a.m.-5:00 p.m. Monday-Friday. Phone: 407.882.0260 or 1.866.232.5834

FAX REGISTRATION:
Fax a copy of your completed registration form and payment through our secure fax line. Fax: 407.882.0244.

MAIL REGISTRATION:
Mail a completed registration form with check, money order, purchase order or credit card information to:
UCF Continuing Education
Attn: Registration
12565 Research Pkwy, Ste 390
Orlando, FL 32826

WALK-IN REGISTRATION:
UCF Continuing Education
University Tech Center
12565 Research Pkwy, Ste 390
Orlando, FL 32826
8:00 a.m.-5:00 p.m. Monday through Friday

CONTINUING EDUCATION UNITS

CEUs are awarded for participation in many UCF Continuing Education courses. CEUs can be used to document your work/training when applying for promotions, re-licensure or preparing for new employment.

CEUs are calculated at 1.0 CEUs for every ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Industry specific CEUs are also available for select courses.

Your CEU order comes with a CEU certificate of completion indicating number of CEUs earned as well as a transcript form with official school signature. Please allow 2-3 weeks for processing.

Call 407-882-0260 to determine whether your program qualifies.

Registration Form
FAX TO: 407-882-0244

First name __________________________ Middle Initial __________________________ Last __________________________

Organization Title/Position (if applicable) __________________________

Organization Name (if applicable) __________________________

Organization Address City/State/Zip __________________________

Home Address City/State/Zip __________________________

Daytime/Work Phone __________________________ Evening Phone __________________________

Fax Number __________________________ Cell Number __________________________

E-Mail Address __________________________

I am registering for the following:

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How did you learn about our program(s)?
Website/Internet ___ Printed mailer/flyer ___ Newsprint ad ___ Billboard ___ E-mail ___ Friend/Co-worker ___

Payment Information:
Mail to: Division of Continuing Education; 12565 Research Parkway, Suite 390; Orlando, FL 32826
Payment enclosed. Make checks payable to University of Central Florida (please make sure you have name and address on check)
ID Transfer Account# __________________________
Purchase Order# __________________________
Credit Card Charge: Visa / MasterCard / American Express / Discover Card __________________________
Card #: __________________________ Expiration date: __________________________
Name as it appears on card: __________________________
Billing address same as above? If not, provide address: __________________________

Signature: __________________________

Students will not be registered in a course until full payment is received, unless stated otherwise.

Refund and Cancellation Fee:
When dropping a course, cancellation/refund requests must be made in writing to the Continuing Education business office no later than five business days prior to beginning of the course. The request must include the company FED number or attendee’s social security number. An administrative fee of 25% of total registration fees will be deducted, with a minimum administrative fee of $25 (whichever is greater). A substitute may attend the program in your place. If you do not attend the program and do not submit a refund request, the University will retain all fees.