Discover distinctive, high-quality and cost-effective opportunities to fit your educational needs through the vast UCF resources for re-education, training, professional advancement, and personal growth. You will appreciate the highest standards of customer satisfaction afforded by our dedicated Continuing Education team.

Whether your needs are local, state, national, or international, you will find that the Continuing Education partnership with the academic, business and professional communities bring you the best in courses and seminars, certifications, degree programs, and professional development.
SERVICES

CONTINUING EDUCATION UNITS (CEU’s)
Understand what a CEU is, learn the criteria and guidelines for completing program approval, and download application material.

CONFERENCE SERVICES
Learn how we can help you with the details and delivery of your conference, institute, or meeting.

IT SERVICES
Let UCF Continuing Education provide technology solutions with respect to your planning, design, support, management, and training needs.

CORPORATE AND CUSTOM TRAINING
UCF Continuing Education offers a variety of customized corporate training programs to meet your company’s needs in a cost-effective and flexible format. Our courses can be offered at your site, at our facilities, or via several distance learning options.

CORPORATE EDUCATION
Partnering with departments and units throughout the university to offer academic programs either through live or online instruction.

FACILITY RENTAL
Classroom spaces available to the community at low rates - get a quote.

TUTORING
Need a tutor? We can help.

ONLINE TRAINING
Custom delivery of real-time rich Web experiences for distance learning, seminars, meetings, and on-demand collaboration.

TABLE OF CONTENTS

GRADUATE STUDIES ........................................ 4
Masters Programs ........................................... 5
Certificate Programs ...................................... 12

BUSINESS AND WORKFORCE ....................... 14
Accounting and Finance .................................. 15
Certificate Programs ...................................... 15
Communication .......................................... 17
Engineering and Technology ......................... 18
Insurance ................................................. 21
Law And Legal ............................................ 21
Leadership, Management, and Supervision ....... 22
Marketing/e-Marketing ................................ 25
Real Estate .............................................. 26
Start Your Own Business .............................. 27
Technology in the Classroom ....................... 29
Tools For Teachers ..................................... 29

COMPUTER TRAINING ................................. 32
Business Applications .................................. 33
Certificate Programs .................................. 34
Graphic Design ......................................... 35
Microsoft Applications ................................ 37
Technology in the Classroom ....................... 41
Web Design and Programming .................... 41

HEALTH .................................................. 44
Alternative Medicine .................................. 45
Certificate Programs .................................. 45
Conferences ............................................ 47
Health Care Specializations ........................ 47
Medical Coding and Terminology .................. 47
Veterinary ............................................. 49

LIFE AND LEISURE .................................... 50
Arts ....................................................... 51
Creative Writing ........................................ 51
Driver Safety .......................................... 52
Job Search ............................................. 53
Language ............................................... 53
Personal Development ................................ 54
Personal Enrichment .................................. 56
Personal Finance And Investment .................. 56
Reading Skills ........................................ 57
Wellness Programs .................................... 57

TEST PREPARATION .................................. 58
Graduate ................................................ 59
High School Equivalency ............................. 60
Professional .......................................... 60
Undergraduate ........................................ 61

ONLINE REGISTRATION: ......................... 62

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UCF Continuing Education 

Bringing UCF to You

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.
The Department of Health Management and Informatics at the University of Central Florida now offers an online Executive Master of Science in Health Sciences - Health Services Administration Track (e-MSHSA). The program includes an analysis of issues and trends in the health care industry and study of the structure and leadership of health care organizations. Students enroll each Fall as part of a cohort group. The entire program of study can be completed via the Internet with a required two-and-a-half-day, face-to-face meeting on campus each semester. The curriculum emphasizes leadership in career progression, as well as strategic and operational management and development of health care organizations.

Career Opportunities
Health care is the fastest-growing industry in the nation and the second largest industry in the state of Florida. The industry offers a variety of career opportunities in health services administration. Health services administrators deal with the business aspect of the health care industry. They may work for organizations with health care facilities or for organizations that do business with health care facilities. Prospective employers include research and development firms, pharmaceutical companies, insurance companies, computer software firms, physician practices, home health care agencies, retirement centers, free-standing clinics, ambulatory surgical centers, durable medical equipment companies, public health centers and managed-care organizations. Health services administrators are often responsible for million-dollar budgets and hundreds of employees. The complexity of the job, challenge of leadership and motivation, and delivery of efficient and effective high-quality health care combine to make health services administration a rewarding and demanding career.

Who Should Apply
Our ideal candidates for this program are working health care professionals with a minimum of three years of relevant professional experience. 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.

Cohort Model
The e-MSHSA program uses a cohort model with no more than 30 Students admitted each Fall. The advantages of a cohort model include:
- Increased sense of community
- Enhanced opportunities for networking
- More in-depth coverage of advanced topics

CONTACT US:
Program and Advising Information
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Director, e-MSHSA Program
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Program in Health Services Administration
University of Central Florida
College of Health and Public Affairs
Department of Health Management & Informatics
HPA II - 210
Orlando, FL 32816-2205
407.823.2359
www.cohpa.ucf.edu/hmi/emshsa.cfm

Advising Services:
College of Health and Public Affairs
Office of Graduate Services
407.823.4025
cophagraduate@mail.ucf.edu

Graduate Application:
UCF College of Graduate Studies
407.823.2766
www.graduate.ucf.edu

Financial Aid and Scholarship Information:
UCF Office of Student Financial Assistance
407.823.2827
http://finaid.ucf.edu

Continuing Education
Mrs. Waheeda Illasarie
Assistant Director Continuing Education
407.823.2609
waheeda@ucf.edu

OTHER RESOURCES:
UCF Student Chapter of the American College of Healthcare Executives (ACHE)
407.823.2359

ACHE National Chapter
www.ache.org
The Master of Research Administration (M.R.A.) program is designed for those who are interested in a career as a research administrator. The program of study improves your ability to critically analyze and strategically plan the growth and oversight of research departments, centers, and organizations. Many research administration job opportunities are available in universities, hospitals, public and private medical schools and laboratories, industry research laboratories, regional, state and federal government offices. Grant administrative positions also are available at nonprofit organizations and research institutions.

- No GRE required
- Entire 2-year program offered online, no residency requirements
- Students will progress through the program as a cohort

Who Should Apply
This program provides advanced instruction to those in research administration and those who collaborate with researchers or other innovative science and technology professionals. Applications are only accepted for fall admission and must be submitted online application. (http://www.graduate.ucf.edu). The minimum requirements are an undergraduate degree with at least a 3.0 GPA (on a 4.0 scale) or equivalent. No GRE required. A current resume, statement of Interest, and three letters of recommendation or the contact information from professors or professional individuals must be submitted with the application online.

Curriculum
The MRA program will equip students with the necessary knowledge and understanding of the complex framework and processes of research administration using a comprehensive and holistic approach. The curriculum expands from the initial concept to the commercialization of a new innovation. Students will have the opportunity to examine important issues that impact national and global research endeavors. Coursework in the program includes:

- Introduction to research administration
- Identifying and developing funding opportunities
- Proposal development and preparation
- Contracts negotiation and management
- Research legal framework and compliance regulations
- Intellectual property and technology transfer
- Innovation and science policy
- Ethics and responsible conduct of research
- Leadership and organization development

Career Titles:
Advancement opportunities in the field are more likely with a master’s degree in the field. A majority of research administrators are employed by universities and medical colleges. Positions held by research administrators include:

Proposal or Contract Manager/Administrator; Pre-Award/Post-Award Administrator; Program Manager or/Coordinator; Regulatory or Research Compliance Director; Research Integrity Officer; Financial Administrator/Manager of Sponsored Programs; Director/Officer/Manager of Research and/or Sponsored Programs; Senior Licensing Associate or Licensing Analyst; Research Development Associate, Specialist or Coordinator; IRB Manager/Administrator; IACUC Coordinator; Director of Export Controls; Technology Transfer Officer; Grants Accountant

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University of Central Florida
College of Health and Public Affairs
HPA II, Suite 238
Orlando, FL 32816-1395
407-823-2604
www.cohpa.ucf.edu/pubadm

Advising Services
College of Health and Public Affairs
Office of Graduate Services
407-823-4025

Graduate Application
UCF College of Graduate Studies
407-823-2766
wwwgraduate.ucf.edu

Financial Aid and Scholarship Information
UCF Office of Student Financial Assistance
407-823-2766
www.finaid.ucf.edu

Continuing Education
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Assistant Director, Continuing Education
407-823-2609
waheeda@ucf.edu
www.ce.ucf.edu

Other resources:
National Council of University Research Administrators (NCURA)
www.ncura.edu

Society of Research Administrators International
www.srainternational.org

Research Administrators Certification Council
www.cra-cert.org

For more information, please visit the program website:
http://www.ce.ucf.edu/Program-Search/1381/
Master-Of-Research-Administration/
**Master of Science in Health Care Informatics**

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 prerequisite course work and 36 credits of prescribed graduate study. Credits must be taken in health-services management, 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.
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.

- Take classes from the convenience of your home or office
- No residency requirements
- All classes taught by outstanding UCF Faculty to enhance your management skills and instill best practices

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) not-for-profit 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.
The UCF Professional Engineering Management Program Master of Science is a program of Excel®lence 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 and 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.

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Department of Industrial Engineering and Management Systems
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Orlando, FL 32816-2993
407.823.3367
www.iems.ucf.edu

Graduate Application:
UCF College of Graduate Studies
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Financial Aid and Scholarship Information:
UCF Office of Student Financial Assistance
407.823.2827
http://finaid.ucf.edu

Continuing Education:
Mrs. Waheeda Illasarie
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407.823.2609
waheeda@ucf.edu
WHY DO THEY CALL IT GOING "BACK TO SCHOOL" WHEN IT MOVES YOU FORWARD?

UCF

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regionalcampuses.ucf.edu
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*Finish your degree.*

Want to make getting your bachelor’s degree at UCF more convenient? 

Sign up for online courses and get a more flexible schedule—*and lose the* 

*hassle of the commute and parking.* regionalcampuses.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, 9 from course work 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 bachelors degree in Hospitality or Business 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 when an applicant’s bachelors degree is not from an accredited US. institution. Students will also have to pass an interview with Walt Disney World to obtain the internship portion of the certificate.

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 6938 - Destination Marketing and Management
- HFT 6797 - 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 6533 - 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.
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.
Our goal is to assist you, your organization and your individual employees with attaining the necessary tools to promote the skills and knowledge needed to survive in today’s competitive climate. We are able to provide you with the latest in business solutions from industry recognized partners and experienced faculty and trainers.

Choose from our wide variety of programs in the Business and Workforce category.
ACCOUNTING AND FINANCE

ACCOUNTING FUNDAMENTALS
Demand for accounting professionals currently exceeds supply. If you’re interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You’ll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We’ll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.

ACCOUNTING FUNDAMENTALS II
While it is true that accounting professionals are scarce, those with corporate accounting experience are even more rare. This course will build on the knowledge you gained in Charlene Messier’s online Accounting Fundamentals course (or another introductory accounting course) to provide you with a solid understanding of corporate accounting practices. In Accounting Fundamentals II, you’ll explore such topics as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations.

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.

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.

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.

CERTIFICATE PROGRAMS

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.

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 a career in this field. A 40-hour unpaid internship (where available) is included in the program. In addition, you will receive the Glass Installer Reference Manual and a voucher to take the Glass Installer Certification Exam.

APPLY ONLINE: www.ce.ucf.edu or CALL: 407.882.0260
CERTIFICATE PROGRAMS (CONTINUED)

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’ll receive an installation manual and a voucher to take the Auto Glass Installer Certification Exam.

CERTIFIED GLOBAL BUSINESS PROFESSIONAL
This nationally recognized online course and training program prepares students for the Certified Global Business Professional Credential Exam. The Global Business Professional certification is a prestigious acknowledgment of international business expertise. The North American Small Business International Trade Educators Association (NASBITE) Certified Global Business Professional Credential (CGBP) provides a benchmark for competency in global commerce. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

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.

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.

© Online course. Learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.
FREIGHT BROKER/AGENT TRAINING

Lia Log is the only successful Freight Broker/Agent training program offered exclusively for freight broker training solutions. This online training program is offered in partnership with major colleges, universities, and other accredited education providers. Placement guarantees are not a guarantee of success, but training does meet and exceed industry standards. Each Friday of the course will be held from 1:00 to 3:00 PM and will be followed so that the company is not held liable for problems that may occur. The only best resource: Can't learn and apply it. Each Friday of the 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 learning the professional credentials and skills they need to lead sustainable business practices.

TRADE 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.

COMMUNICATION

FUNDAMENTALS OF TECHNICAL WRITING

This course will teach you the skills you need to succeed as a technical writer. You will learn how to translate complex information into easily understood language, and how to become a wizard at marrying the art of publishing with the science of technology. You'll learn the secrets of successful technical writers, including technical writing conventions, interviewing skills, desktop publishing and formatting techniques, key tips for developing graphics and templates, document management, and how to publish documents both on paper and electronically. You'll also learn how to get your first job as a technical writer, plus tricks of the trade that enable you to create high-quality documentation with less work.

INTERPERSONAL COMMUNICATION

Communication successfully depends on effective use of communication strategies and behaviors. This course will show you how to manage the conscious and unconscious codes of meaning we send to each other and to respond with appropriate codes in turn. This course explains and explores concepts of verbal and nonverbal expression including personal style, listening, relationship dynamics, self-esteem, conflict management, and cultural and gender communication differences. Communication is necessary. Knowing how to do it well is personally satisfying and professionally wise.

KEYS TO EFFECTIVE COMMUNICATION

If you often find yourself at a loss for words or lack confidence in your communication abilities, you'll appreciate this course. With the help of a patient instructor and a supportive community of your fellow students, you'll work step by step through the process of becoming a great conversationalist. You'll learn to use communication to build rapport and create environments of trust, warmth, and respect. Become more confident, create a great first impression, get along well with others, and develop more and better personal and professional relationships.

WRITING ESSENTIALS

In this course, you'll develop the skills you need to excel at business communications, express yourself clearly online, and take your creative literary talents to a new level. You'll gain confidence right away as you practice free writing and discover how to create solid drafts. You'll improve your writing skills by learning to select strong and persuasive words, spell correctly, and choose the right punctuation. Then you'll find out how to put it all together by crafting well-written sentences, building effective paragraphs, and organizing your material logically. And finally, you'll explore ways to make the most of e-mails and other forms of electronic communication.

APPLY ONLINE: www.ce.ucf.edu or CALL: 407.882.0260
ENGINEERING AND TECHNOLOGY

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.

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. Participants will find that the Basic CFOT Course offers a real world approach to fiber network understanding. This fiber optic training course is a recommended prerequisite to the advanced courses.

Jan 23 – Jan 25
8am – 5pm UCF Research Pavilion 170B
8am – 5pm UCF Research Pavilion 170B
$700.00

CERTIFIED FIBER OPTICS SPECIALIST/TESTING & MAINTENANCE (CFOS/T)
UCF Continuing Education in partnership with BDI Datalynk is proud to hold their Fiber Optics Outside Plant Certification Course. This 3-day fiber optic tech course is designed for anyone interested in learning how to properly install Outside Plant (OSP) Fiber Optics cabling. The course combines lecture sessions with 85% hands on activities to prepare the student for the CFOT/OSP hands on and written exams that are sanctioned by the Fiber Optics Association.

Jan 30 – Feb 01
8am – 5pm UCF Research Pavilion 170B
$775.00

CERTIFIED FIBER OPTICS SPlicing SPECIALIST COURSE (CFOS/S)
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/S (Certified Fiber Optics Splicing Specialist) exam, which is given and graded at the end of class. This specialist program focuses on mechanical and fusion splicing of fiber optics networks. Participants will be expected to build their own fiber network using a variety of mechanical and fusion splicing techniques.

Apr 16 – Apr 17
8am – 5pm UCF Research Pavilion 170B
$675.00

CERTIFIED FIBER OPTICS SPlicing SPECIALIST COURSE (CFOS/T)
This course offers a real world approach to fiber network understanding. This fiber optic training course is a recommended prerequisite to the advanced courses.

Jan 23 – Jan 25
8am – 5pm UCF Research Pavilion 170B
8am – 5pm UCF Research Pavilion 170B
$700.00

Jan 30 – Feb 01
8am – 5pm UCF Research Pavilion 170B
$775.00

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8am – 5pm UCF Research Pavilion 170B
$675.00

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.

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 InstallationMastersTM certification exam offered by the National Glass Association, in partnership with InstallationMastersTM. 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 InstallationMastersTM exam.

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.

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 scope that will guide 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 teach 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 help prepare you for industry credentials for green building. Materials are included.

GENERAL BUSINESS SKILLS

A TO Z GRANT WRITING
A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You’ll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You’ll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign, and how to put together a complete proposal package.

ADMINISTRATIVE ASSISTANT APPLICATIONS
Discover how economics, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Determine how economic forecasting and the world economy affect an enterprise; understand the basics of accounting including the general ledger, the accounting equation, key accounting terms, and the types of accounting; and learn how balance sheets, income statements, cash flow management, and financial controls help keep your organization moving in a positive direction.

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In partnership with SEMINOLE STATE COLLEGE OF FLORIDA

See page 60 for course description.

APPLY ONLINE: www.ce.ucf.edu or CALL: 407.882.0260
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.

Some of our clients include:

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CNL  
DRS Technologies (a Finmeccanica Company)  
EISAI, Inc.  
Embarq  
Encolabs, Inc.  
Enterprise Florida  
FBMC  
First Baptist Church of Orlando  
Fiserv  
Great Oaks Village  
JHT, Inc.  
Larson/Allen  
Laser Institute of America  
Liberty Mutual  
Michigan Oncology Physician Resource  
NASA  
Orlando Regional Healthcare System  
Starwood Vacation Ownership  
United States Postal Service  
UCF Athletics  
Workforce Central Florida

For more information visit www.ce.ucf.edu
SIX SIGMA: TOTAL QUALITY APPLICATIONS
Learn how to effectively apply the elements and methods of Six Sigma. Understand how more than 25 tools and methods relate to the DMAIC (define, measure, analyze, improve, and control) model. Determine the relationship of basic statistics to Six Sigma and learn about the Six Sigma business case including strategic planning, the voice of the customer (VOC), quality function deployment (QFD), benchmarking, and financial investment methods. Discover how to use brainstorming, Pareto charts, and critical to quality help define processes, problems, and opportunities. In this six-week online course, you will learn how to apply the DMAIC model each step of the way.

TOTAL QUALITY FUNDAMENTALS
Learn how to effectively apply the fundamentals of total quality. In this six-week online course, you will learn how successful organizations apply quality to their everyday activities. You will find out how to use teamwork to make the most of employees' abilities and potential. I will help you manage the process of change, reduce customer complaints, and increase customer service. You will learn of a number of quality fallacies and how to lessen their impact.

WRITING EFFECTIVE GRANT PROPOSALS
Preparing successful grant proposals to receive funding from corporations or foundations requires careful research, meticulous preparation, and graceful writing. Grant administrators tell us that many grant requesters have no real understanding of the proposal writing process and as a result, their worthy causes lose out. This course will walk you through all of the essential steps--including an important discussion of what you must do when the grant arrives!

INSURANCE

INSURANCE ADJUSTER ONLINE CONTINUING EDUCATION (CE)
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.

LAW AND LEGAL

INTRODUCTION TO CRIMINAL LAW
Criminal law is one of the most fascinating areas of legal practice. You will examine all major areas of crime: from theft to murder, conspiracy to sexual assault. The trial of a criminal case will be dissected and explained for you. You'll also explore the various types of criminal defenses, sentencing, and appeals procedures.

WORKERS’ COMPENSATION
Anyone considering a career as a paralegal should have a firm understanding of workers’ compensation law. This course presents workers’ compensation in a straightforward and enjoyable manner. It follows up on other courses taught by a popular legal instructor who has created criminal law and legal nurse consulting courses that have earned strong praise from students.

General Business skills (continued)

Individual Excellence
Develop career-enhancing skills in a single course that covers twelve popular one-day seminar topics, including goal setting, time management, and personal organization. You’ll learn how to improve your creative abilities, gain confidence with financial matters, and how to minimize conflict in your life. Develop a fulfilling career plan and improve relationships with co-workers, friends, and family.

Introduction to Business Analysis
Give yourself an employment advantage by developing analytical skills that are consistently in high demand. This course will teach you powerful quantitative methods that will have you making better, more informed, and more effective business decisions. The days of making critical business decisions by instinct or coin toss are long gone. If you are planning a career in business, you cannot afford to miss this course!

Manufacturing Applications
Learn to apply the principles and concepts of manufacturing. In this six-week online course, you will learn how successful organizations effectively use master production scheduling (MPS), production activity control (PAC), material requirements planning (MRP), and inventory management. You’ll also discover how the application of Six Sigma, and statistical process control (SPC) increase customer satisfaction, and you’ll learn about the elements of a logistics system, including warehousing and receiving.

Manufacturing Fundamentals
Learn the basic skills required to work in the manufacturing field. In this six-week, instructor-facilitated online course, you will learn how successful organizations use costs to communicate manufacturing progress and how to effectively develop short and long-term budgets. Also, you will discover how the application of technology turns an ordinary company into a high-performing organization. You will also find out how ISO 9000 and enterprise resource planning (ERP) make the most of a manufacturer’s potential.

Mastery of Business Fundamentals
Are you interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? This course is for you! You’ll understand the significance of strategic planning and discover how external and internal environmental factors affect an organization. This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMI credential. It’s also an excellent choice for existing PMI credential holders looking for an approved activity for PMI’s continuing certification PDUs.

Purchasing Fundamentals
Discover and master the fundamentals of purchasing by understanding your strategic and tactical roles as a purchasing practitioner. Improve your company’s bottom-line profitability by learning and implementing key concepts such as negotiation, supplier sourcing and qualification, outsourcing and make-or-buy analysis. Learn the basics of supplier partnerships, capital budgeting and green buying. In this six-week online course, you will learn how to define internal customer needs, generate purchase requisitions and purchase orders, expedite, trace, receive supplier deliveries, maintain effective purchasing records and create and manage various purchasing budgets.
LEADERSHIP, MANAGEMENT, AND SUPERVISION

ACHIEVING SUCCESS WITH DIFFICULT PEOPLE
Do you know people whose behavior makes completing even the simplest tasks difficult? Would you like to learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors or family members? Join this class and get helpful information for understanding yourself, solving people problems, and improving your relationships and personal and professional productivity.

BUILDING TEAMS THAT WORK
Teams are becoming a staple in today’s workplace. In this course, you’ll learn the components of a successful team and the stages of its development. You’ll master the skills you’ll need to effectively manage projects, make decisions, and solve problems in a team setting. Plus, you’ll have a chance to learn the pitfalls of unhealthy group interaction and minimize any of its effects on your team.

CERTIFIED ALTERNATIVE DISPUTE RESOLUTION SPECIALIST
The Certified Alternative Dispute Resolution Specialist (ADR) program will prepare you for an exciting career in alternative dispute resolution. ADR is the practice of seeking nonlegal alternatives to resolving conflicts and disputes. Through this three-course program, you’ll learn valuable mediation skills in addition to specialty skills that relate to specific areas of ADR, such as workplace alternative dispute resolution or eldercare alternative dispute resolution. Offered in partnership with Mediators without Borders®, this program includes a 60-hour online internship and the opportunity to become an MwB Certified Alternative Dispute Resolution Specialist. In addition, the HR Certification Institute has pre-approved this program for recertification credit for HR professionals. All textbooks are included, and you'll have the opportunity to take one core course on mediation in addition to two specialty courses of your choosing.

CERTIFIED GREEN SUPPLY CHAIN PROFESSIONAL
The Certified Green Supply Chain Professional Online Training Program will give you the specialized knowledge to enable a company to achieve its environmental sustainability goals through global sourcing, materials management, procurement and buying, transportation and logistics, and new product development.

EFFECTIVE MANAGEMENT TRAINING SERIES
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.

Feb 07-May 22  6pm-9:30pm University Tech Ctr Ste 360 Rm123
FEES:  $399 /1 Workshop  $729 /2 Workshops  $1,079 /3 Workshops  $1,399 /4 Workshops  $569 /Alumni - 1 Course  $659 /Alumni - 2 Courses  $949 /Alumni - 3 Courses  $1,189 /Alumni - 4 Courses

The EMTS 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.

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See this page (22) for course description.
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.

EMPLOYMENT LAW FUNDAMENTALS
Learn the basics of employment law so you can legally hire, evaluate and manage employees as a manager, supervisor, small business owner, human resource specialist, or corporate executive. Learn the difference between an employee and independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules.

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 best practices 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.

EXPLORE A CAREER AS A PARALEGAL
Careers in the legal field often require many years of training, but paralegals can enter the job market quickly. What’s more, paralegals earn good salaries and have many opportunities for advancement. In addition, a skilled paralegal can do almost all of the jobs a lawyer does. In this course, you’ll discover what paralegals do and find out what you’ll need to know in order to begin your own paralegal career. You’ll start by getting an excellent grounding in legal terminology, contract law, and the tort system. Next, you’ll learn how to perform legal analysis, conduct interviews and investigations, write legal briefs, and prepare for appeals. And finally, you’ll get tips on internships and job-hunting.

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.

FUNDAMENTALS OF SUPERVISION AND MANAGEMENT
If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will learn how to make a successful transition from employee to manager and you’ll learn how to manage your time so that you can deal with the constant demands of a managerial job.

FUNDAMENTALS OF SUPERVISION AND MANAGEMENT II
What does a supervisor or a manager need to know? Have you ever felt technically prepared for a supervisor’s role, yet felt defeated by all of the people issues that seem to arise? You are not alone. Many people feel the same way. In this six-week online course, you will learn how to be a more effective manager or supervisor. You will master the basics of communication, because effective communication is essential in your quest to be a good manager or supervisor.

INTRODUCTION TO NONPROFIT MANAGEMENT
Develop the skills and strategies you need to become an integral part of one of America’s fastest growing service sectors. In this course, a twelve-year veteran in the nonprofit management field will show you how to transform your goals into a professional plan of action. You’ll understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena.

LEADERSHIP
Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don’t hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life.

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.

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, 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 how it influences 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.

MANAGING CUSTOMER SERVICE
As a manager, you probably interact with customer service personnel every day. But are you empowering your organization with quality customer service suggestions? In this six-week online course, you’ll discover the dynamite methods for bringing out the best in your team, measuring customer service, and learning what you need to do to anticipate the needs of your reps and your customers. As an added bonus, you’ll unlock the power of leading by example and setting new trends for customer service in your growing business. Plus, learn how to communicate, resolve complaints, and foster winning traits in each of your reps, all in six easy weeks.

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business and workforce
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LEADERSHIP, MANAGEMENT, AND SUPERVISION (CONTINUED)

PURCHASING AND SUPPLY CHAIN MANAGEMENT
The Purchasing and Supply Chain Management Online Training Program will introduce you to the fundamental aspects of the supply chain environment, including enterprise resource planning systems and requirement systems. The interrelationships between purchasing, vendor selection, sources of supply, and technology will also be explored in this program. The focus is on management and the skills and resources that a successful manager needs.

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 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.

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.

SUPPLY CHAIN MANAGEMENT FUNDAMENTALS
This course will help you succeed in the supply chain management field. You will learn which actions to take when confronted by almost any situation. You’ll understand how to represent top management’s interests on the shop floor, and you’ll know how to translate such initiatives as strategic planning, sales and operations planning, and new product introduction into achievable, operational plans. The course also includes essential information to help you prepare for internationally recognized supply chain and materials management certification examinations.

TEACHING ADULT LEARNERS
If you’re excited about the challenge of reaching and teaching adult learners, you’re in the right place! In this course, you’ll discover how to use the newest educational methods to create a student-centered classroom that’s perfectly suited for adult learners. If you’re training to teach adults, the information and hands-on activities in this course will give you the confidence you need to succeed and you’ll know all the tricks and techniques for winning over this fun, exciting, and very demanding group of students.

See page 60 for course description.
MARKETING/E-MARKETING

ACHIEVING TOP SEARCH ENGINE POSITIONS
Learn how to achieve top search engine positioning in this highly-interactive, six-week course. Discover how search engines work and how important events have shaped the entire Search Engine Optimization (SEO) industry. Learn which search engines are used the most frequently, and which ones you must absolutely get your site listed in. Master important HTML tags and understand how to use them effectively and ethically. By the end of this course, you will have the knowledge and the know-how to achieve top search engine positions!

BUSINESS AND MARKETING WRITING
Whatever your background, this fun, introductory course will teach you to write or identify copy that achieves business and marketing goals. Improve your work, your knowledge, your company’s image, and your chances of getting hired, promoted or applauded! Whether you seek to improve your own writing or learn to identify effective copy, this course will help you understand the power of writing - and use it to present a solid, cohesive message to your target audience.

DESIGNING EFFECTIVE WEBSITES
These days, creating a Web site is so easy almost anyone can do it. But with all the competition on the Web, creating a site that’s effective is more challenging than ever. To do that, you need to employ good design principles. Regardless of your current skills or level of knowledge, in this course you’ll master the basics of Web design and learn how to build sites that are better and more effective. We’ll examine the tension between form and function, explore the six major states of the Web site development process, and learn the basics of user-centered design. Get ready to take your Web design skills to the next level!

EFFECTIVE BUSINESS WRITING
Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don’t let small gaps in your business writing skills prevent you from reaching your full potential! By the end of this course, you’ll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

EFFECTIVE SELLING
The goal of Effective Selling is not to teach you how to make a sale today, but to help you discover how you can easily convert a potential customer into a long term asset. Effective Selling will help you lay the groundwork for repeat business and your future success. In sales, there are no quick fixes. However, with the knowledge, planning skills, communication techniques, and the understanding of human nature that you will gain from this course, your sales will grow as if by magic.

MARKETING DESIGN CERTIFICATE
The Marketing Design Online Training Program focuses on helping you develop technical skill and creative artistry using applied marketing principles. You’ll complete a variety of projects, including marketing concept development, retouching, compositing, illustration, advertising design, logo design, and corporate branding.

MARKETING YOUR BUSINESS ON THE INTERNET
Find out how to market your business on the Internet from an e-commerce expert, even if you have little or no money to spend. In this practical, hands-on course, you’ll learn little-understood secrets about the types of businesses that thrive on the Web. Then, you’ll discover proven methods that will help you establish an Internet presence and build an online brand identity. You’ll even learn several low-cost promotion strategies that you can use to drive visitors to your site, and you’ll find out how a media kit can help you earn extra revenue by selling advertising space on your site.

MARKETING YOUR NONPROFIT
In the face of stiff competition, more worthwhile causes, more regulations, more watchdog agencies, and fewer funding opportunities, you need to work smarter, not longer. This course will show you how to use powerful marketing techniques to compete more effectively for customers, donors, members, and volunteers. You’ll also learn how to persuade the media to communicate your organization’s message and further its ideals and goals.

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.

PROFESSIONAL SALES SKILLS
Today, there are no shortages of opportunities for skilled salespeople. In good times or bad, companies never stop looking for sales representatives that can help them meet their financial goals. If you’ve always dreamed of becoming successful in sales, this course is exactly what you need. You’ll learn how to turn prospects into buyers, how to provide proper customer service, how to develop a sales plan, and more!

SEARCH ENGINE OPTIMIZATION
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.

SEARCH ENGINE MARKETING
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.

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.

APPLY ONLINE: www.ce.ucf.edu or CALL: 407.882.0260
REAL ESTATE

14-HOUR FUNDAMENTALS OF COMMERCIAL REAL ESTATE (ONLINE CE)
This course is written for real estate brokers and sales agents who are interested in exploring the possibility of entering the practice of commercial real estate or are new to the practice of commercial real estate and need some basic information. This course covers the mandatory core law requirement. In addition, we realize that there are experienced commercial agents or brokers who want to obtain their continuing education credits in the area of commercial real estate. 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 requirement with elective 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 ETHICS (ONLINE CE)
This module is designed to provide basic information on the Realtors Code of Ethics. The Code is enforceable against Realtor members and sanctions can be applied against Realtor members who violate its provisions. The Code can also be viewed as a standard of conduct real estate practitioners in general could observe with positive results for both the practitioners and the public who utilize their services. 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 (LIVE AND DISTANCE LEARNING)
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 AHIT intensive, multi-day courses offer training by experienced ASHI®, NAHI and CREIA members covering every aspect of the home inspection business. You can’t afford not to attend one of these classes.

REAL ESTATE LAW
Explore the legal issues involved in real estate law, from investing to title examinations. You’ll not only master the essentials, but you’ll receive hands-on applications and examples that will show you how to use this knowledge in a day-to-day real estate practice. Each lesson proceeds from an explanation of theory to application, helping you build a strong knowledge base as you discover how legal concepts are put into practice every day. You’ll also benefit from a wealth of additional materials including extensive real estate forms and practical applications of the lesson material.

RESIDENTIAL INTERIOR DESIGNER
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.

All Real Estate courses are offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.
Prepare for a Greener Future!

Enroll today at www.ce.ucf.edu/green
See pages 16, 17, 18 and 22 for course description.

START YOUR OWN BUSINESS

BECOMING A GRANT WRITING CONSULTANT
Good grant writing consultants are always in demand. Learn how you can use a basic knowledge of grant or proposal writing to become an expert in the red-hot grant consulting field. Your instructor, a national grant consulting veteran, will provide you with easy-to-follow instructions that you can use to start your own home-based business. You’ll learn what services to offer, how to find clients, and how to set your fees. This is one field where your creative writing skills can literally touch thousands of people and make a true difference in their quality of life.

BREAKING INTO SITCOM WRITING
Learn from a veteran TV comedy writer how to write professional sitcom scripts and how to break into show business. In this six-week online course, you’ll discover the artistic and technical considerations that go into making a great sitcom script. You’ll master the art of creating concise, sparkling dialogue and telling your story completely through jokes. You’ll get easy-to-follow instructions for using sitcom characters to their fullest, creating powerful storylines, and selling your ideas to existing shows.

CREATING A SUCCESSFUL BUSINESS PLAN
Turn your business ideas into a solid plan for financing and long-term success. With the support of your instructor and a network of like-minded students, you’ll work through all of the major components of writing a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first--and most difficult--step on the path to small business success.

GROWING PLANTS FOR FUN AND PROFIT
Turn your love of plants into an enjoyable and profitable home business. Learn how to grow and market plants on a small scale without major capital investment. In an area as small as 1000 sq. ft., you can generate thousands of dollars worth of plant material in a single growing season. This course is your practical guide to licensing, site preparation, equipment, and how and where to find supplies, how to select and produce plants appropriate to your climate zone, how to produce quality material and, most importantly, how to market your product.

LEARN TO BUY AND SELL ON EBAY
Online auctions match buyers with sellers in a global marketplace for almost any item. If you’ve ever dreamed of working from home or just earning extra income by buying and selling goods online, our experienced instructors will guide you every step of the way. You’ll learn how to create titles that get noticed, how to craft advertising copy that sells items quickly and for top dollar, and how to create and upload photos of the items you are selling. You’ll also learn how to safely conduct financial transactions, how to accept credit card payments, and how to pack and ship any item hassle-free.

SECRETS OF THE CATERER
Catering is a business that has become very popular, especially for those who love to cook and plan parties. In this introductory course, you will learn how to put your cooking and party planning skills to work. Learn the fundamentals of the catering business, how to cook for large crowds, organize your kitchen, manage your time, and work with clients. The course focuses on cooking skills every caterer needs, with an introduction to the business side of catering.

APPLY ONLINE: www.ce.ucf.edu or CALL: 407.882.0260
START YOUR OWN BUSINESS (CONTINUED)

SMALL BUSINESS MARKETING ON A SHOESTRING

When it comes to marketing for small businesses, money isn’t everything! In this course, you’ll learn how to use the same marketing tricks the big companies employ without making a big dent in your wallet.

As you build your own customized marketing plan step-by-step, you’ll discover how to attract your target audiences, entice customers to buy your product or service, and keep buyers coming back for more. In addition, you’ll find out how to generate the referrals that are crucial to your company’s success. You’ll get tips on evaluating your tactics, tracking your results, and fine-tuning your approach so it gets better every year. Best of all, the small business marketing strategies you’ll learn will fit into any budget and some are even free!

START A PET SITTING BUSINESS

In this course, you’ll master the essentials of running a cat and dog sitting business. You’ll learn the basics of first aid and find out how to administer pills, liquid medications, and injections to an uncooperative cat or dog. Next, you’ll discover how to handle home visits and impress your potential clients. In addition, you’ll delve into finances and explore start-up costs, accounting, fee-setting, business plans, and low-cost marketing. To complete the picture, you’ll identify many opportunities for expanding your pet sitting services.

START AND OPERATE YOUR OWN HOME-BASED BUSINESS

Starting a home-based business is the hottest trend in today’s challenging business environment! Learn how to be your own boss and eliminate the stress of having a job. The benefits of working from home are endless! Earn what you deserve, be independent, have tax deductions, do away with traffic, office politics and more! Learn how to develop the entrepreneurial qualities - motivation, discipline, creativity - that you will need to succeed! This class is a great way to start your own business or enhance the one you already have.

START YOUR OWN ARTS AND CRAFTS BUSINESS

If you have an art or a craft and you dream about starting your own home-based or small business, this is the course for you! You’ll learn how to start your own arts and crafts business from a professional artist. You’ll discover how to find your niche within your chosen craft and how to create your own unique business identity. You’ll also see what makes marketing in the arts and crafts business different from marketing in most other enterprises, and you’ll find a sales approach that meshes with your personality and preserves your creative integrity.

START YOUR OWN GIFT BASKET BUSINESS

If you have an art or a craft and you dream about starting your own home-based or small business, this is the course for you! You’ll learn how to start your own arts and crafts business from a professional artist. You’ll discover how to find your niche within your chosen craft and how to create your own unique business identity. You’ll also see what makes marketing in the arts and crafts business different from marketing in most other enterprises, and you’ll find a sales approach that meshes with your personality and preserves your creative integrity.

START YOUR OWN SMALL BUSINESS

Learn how to take your dream of starting a business and put it into action. In this class, you’ll learn everything you need to know about starting a business. You’ll begin by discovering the tricks to picking the right opportunity for you. Next, you’ll learn how to develop proven marketing techniques to easily build sales. Since every business needs money, we’ll discuss traditional and nontraditional financing options. Finally, you’ll learn easy-to-implement employee-management procedures and how to write business policies that help you build your business.

STARTING A CONSULTING PRACTICE

This course is designed to help those who wish to set up a consulting practice get started. You will learn the complete process of starting and operating a consulting practice. The course will begin with surveys and assessments designed to help you pinpoint the best consulting services to offer. The course then progresses into the business start-up process, including issues such as licensing and legalities. You will then develop a complete business plan for your consulting firm that details finances, pricing policies, contracting, and marketing. The course concludes with a discussion of record-keeping and tax concerns.

STARTING A NONPROFIT

No matter what level of experience you have, you’re sure to find this unique course to be a valuable source of useful strategies and industry-specific advice that you can put to immediate use. This clear and enjoyable course, taught by an industry veteran, will answer every question, providing detailed instructions describing every step you’ll need to take to establish and operate a successful nonprofit. You’ll learn how to incorporate, select a board of directors, write bylaws, craft a mission statement, obtain tax-exempt status, develop a budget, create a marketing plan, explore fundraising options, and more.

WRITING AND SELLING SELF-HELP BOOKS

Are you serious about becoming a published self-help book author—and are you ready to roll up your sleeves and get to work? Then this course is for you! As you follow the step-by-step instructions in these lessons, you’ll create a polished proposal package consisting of a proposal summary, a writing sample, a press kit, and supplemental information. By the end of the course, you’ll have everything you need to start selling your book—and you’ll know exactly what agents are looking for in a first-time author!

Online course. Learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.
Technology in the classroom

The Classroom Computer
If you’re a teacher, this course will show you how to create an exciting and enriching experience for your students. You’ll learn a wide variety of simple, field-tested, and easy to apply techniques that will make the most of the computer in your classroom. In this course, your instructor will work with you to assess your knowledge of computer use and to help you set goals for yourself so that you achieve the highest level of personal benefit from this course.

Using the Internet in the Classroom
Harness the power of the Internet to make your textbooks and lessons come alive! Teach your students how to locate and evaluate Internet resources. Improve the caliber and amount of discussion through the use of e-mail and discussion boards. Learn how to safeguard your students and their personal information while they are using the Internet. The Internet can make teaching easier--this course will show you how.

Web 2.0: Blogs, Wikis, and Podcasts
In this course, you’ll learn how to create, manage, and promote your own blog, wiki, and audio and video podcast. Each of these amazing Web 2.0 tools gives us a chance to interact, share ideas, and collaborate with others from home, at work, or in a classroom. Through hands-on exercises, you’ll discover the benefits of using free Web 2.0 tools like Blogger, Wikispaces, Audacity, and YouTube. Guided by an expert instructor, you’ll find that creating Web 2.0 tools is much easier than you ever imagined. And by the end of this course, you’ll be amazed how much you’ve accomplished. Whether you want to use Web 2.0 tools for personal, business, or educational projects, this is the course for you!

Tools for Teachers

An Introduction to Teaching ESL/EFL
This course will take you on a fascinating exploration of what it means to be a teacher, how to understand who your students are and the needs they have, and how to choose the most appropriate materials and activities for your classroom. You’ll learn how you can choose and fine-tune the principles that exactly fit your teaching situation. During the next six weeks, we’ll rethink the traditional native vs. non-native speaker distinction, see why teaching English is so different from teaching other subjects, and explore innovative approaches like Communicative Language Teaching and the lexical approach.

Creating a Classroom Web Site
Learn how to create a classroom Web site in this fun, easy-to-understand course for teachers. In no time, you’ll build a site with text, images, animations, tables, links, and more. Then you’ll create a WebQuest and a blog to add to your site. You’ll also learn how students can use site builders to create their own Web sites in minutes. As we move along, you’ll be amazed by how simple creating a classroom Web site can be and all the ways in which having one can make you a more effective and dynamic teacher. By the end of this course, you’ll have your own published classroom Web site, and you’ll feel energized by your great new teaching tool!

Creating K-12 Learning Materials
Do you have an idea for an instructional aid? The instructor--a former K-12 teacher who is also the author and developer of over 50 products for the educational market, will help you develop instructional aids that align with the standards important to your district. This exciting program will show you how to create and self-publish work books, lab manuals, booklets, activity kits, visual aids, manipulatives, and other powerful instructional aids. You’ll also learn how to profit from your ideas by offering the products you develop for sale through catalogs, stores, and trade shows.

Creating the Inclusive Classroom: Strategies for Success
In this professional development course for teachers, you’ll get the training you need to reach the diverse mix of students you face every day! Learning proven strategies that turn diversity into opportunity. With a mix of students who have learning disabilities, neurobiological disorders, and physical challenges, the modern classroom requires an efficient and effective teacher who can prioritize under tight deadlines and be creative on demand. Over the next six weeks, you’ll learn how to be the kind of super teacher who can guide every student toward academic success. If you’re looking for the right way to get all your students excited about coming to school, this is the course for you!

Differentiated Instruction in the Classroom
Differentiated instruction (DI) is becoming a mainstay in classrooms across the country as educators are starting to see the ways that the traditional classroom setting limits their ability to reach diverse learners. Join us on this journey through 10 practical DI integration strategies! Count on at least three sample integration lessons on each strategy, and just think of all the ways that you can apply them to improve learning outcomes for your students. This course is a must for today’s teachers who often have to differentiate quickly, and with a minimum of resources. DI is an excellent launch pad for ramping up your creative classroom, and with the tips in these lessons, you’ll be reaching your diverse learners in no time flat.

Grammar for ESL
This 6-week online course includes in-depth analysis of English grammar for intermediate to advanced English as Second Language college students. Structure of Standard English is explored in order to prepare the learner for regular mainstream English classes. Topics include a review of all tenses, the use of modals, the adjective clause, the noun clause, the adverb clause, phrases, count and non-count nouns and some English terms. The course is designed to provide students ample opportunities to apply their knowledge to their particular areas of study throughout college and beyond. As one of the required courses in most college ESL programs to transfer to mainstream English or to transfer to a university, this course establishes a foundation for continuous learning and serves as a complement to other courses the student may be taking or will take.

Business and Workforce

Online course. Learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Tools for Teachers

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SUNY 2012 29
TOOL S FOR TEACHER S (C O N T I N U E D )

GUIDED READING AND WRITING: STRATEGIES FOR MAXIMUM STUDENT ACHIEVEMENT

The road to literacy is also the road to ingenuity, invention, and imagination, and you’ll soon learn how to take your students from groans to grins with creative lesson plans that really work! We’ll start our journey by talking about the reasons reading and writing are so difficult for students. Then we’ll meet the total literacy framework and see how it mitigates literacy problems once and for all. Since this framework is based on guided reading lessons that flow naturally into writing challenges, you’ll learn the recipe for a successful guided reading into writing lesson.

GUIDED READING: STRATEGIES FOR THE DIFFERENTIATED CLASSROOM

While there are no quick fixes, thousands of teachers are combining the principles of differentiated instruction and guided reading with unparalleled success. Mixed in the right proportion, these popular strategies will help you build a balanced literary framework that gets results with even the most challenged learners. This course is critical for today’s educators, who often have to teach on the run with limited resources and unlimited demands on their time. Get ready to reach your readers with ease in no time flat!

INTEGRATING TECHNOLOGY IN THE CLASSROOM

In this professional development course for teachers, you’ll learn the secrets of technology integration in the classroom, gaining the skills educators need to use tools such as wikis, podcasts, and blogs effectively. You’ll discover simple ways to integrate technology to enhance your subject material and meet your course goals. We’ll explore quick-and-easy, standards-based solutions for more interactive lesson plans, exciting WebQuests, and challenging assignments. We’ll also unleash the power of Web resources, Word, Excel, and PowerPoint.

PRACTICAL IDEAS FOR THE ADULT ESL/EFL CLASSROOM

Learn ESL teaching strategies that will set your adult ESL/EFL students up for success! Over the next six weeks, you’ll discover ways to teach ESL that create a meaningful and positive learning environment for your students. You’ll get to know what motivates them and how you can tailor your ESL teaching methods to their needs.

SOLVING CLASSROOM DISCIPLINE PROBLEMS

Why do some teachers enjoy peaceful, orderly classrooms while others face daily discipline battles? The answer is that some teachers know the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline.

SOLVING CLASSROOM DISCIPLINE PROBLEMS II

In this professional development course, you’ll get the teacher training you need to deal effectively with serious discipline problems and help even the most challenging students you’re teaching make more responsible choices. You’ll discover how to use a new research-based six-step approach to solve severe and chronic discipline problems, including bullying, fighting, using abusive language, stealing, and refusing to work. You’ll learn how to deal with the special problem of attention deficit disorder, find out how to use time-outs effectively, and see how class meetings can help solve class-wide discipline problems.

SURVIVAL KIT FOR NEW TEACHERS

Teaching is a balancing act, and it requires a blend of subject expertise and classroom skills to reach all of your diverse learners. In this informational and interactive six-week course, you’ll learn the particulars of running a motivational classroom that will feel like home to your students. You’ll find out how to write winning lesson plans, reach diverse learners through differentiated instruction, communicate clearly, plan memorable events, and most important, keep stress at bay so you can feel good about going to work every morning.

TEACHING ESL/EFL GRAMMAR

In this course, you’ll come to see English grammar as a three-dimensional process that’s useful in bringing coherence, cohesion, and texture to writing and speech. We’ll begin by considering seven definitions of grammar that we’ll draw on throughout the course. We’ll also discuss the differences between patterns and rules, and why second-language learners benefit from our instruction on both. You’ll learn why students need to understand the three dimensions of grammar—form, meaning, and use—and how seeing grammar as a dynamic and changing system helps students overcome many of their grammar challenges. You’ll also see why teaching grammar in a way that makes it personally meaningful to your students brings the best results.

TEACHING ESL/EFL READING

Together, we’ll explore the core skills of intensive reading. Then we’ll examine extensive reading and how to integrate it into your curriculum. Next, we’ll cover ways to bring vocabulary teaching into your reading classroom. You’ll find out the difference between teaching comprehension and merely testing on it. They’re not the same! We’ll also look at ways to help your students develop a fluent reading rate and use strategies for reading successfully. And we’ll round out our time together by discussing how to plan effective lessons, design a strong reading curriculum, select appropriate reading materials, and assess students to encourage their growth.

Online course. Learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.
TOOLS FOR TEACHERS (CONTINUED)

TEACHING ESL/EFL VOCABULARY
Over the next six weeks, you’ll discover what the different types of vocabulary are, as well as how to accurately assess what your students already know and what they need to learn. You’ll also explore the most powerful ways of teaching vocabulary as you teach ESL across the four strands. These four strands include meaning-focused input (listening and reading), meaning-focused output (speaking and writing), language-focused (deliberate) learning, and fluency development.

TEACHING MATH: GRADES 4-6
Whether you’re a new teacher or a seasoned pro, this course will help you get your students excited about math! Over the next six weeks, you’ll learn the best ways to walk students through the complexities of elementary math. From teaching them the best way to learn complicated vocabulary to turning them into problem-solving detectives, you’ll discover lots of fun and practical ways to extend your students’ learning into their homes, the community, and the world. Whether you end up using clever geometry manipulatives or handmade fraction bars, math journals or Family Math nights, you’ll soak up dozens of strategies that require little or no money if you supply a lot of imagination.

TEACHING SCIENCE: GRADES 4-6
Increase your effectiveness as a science teacher for children in fourth through sixth grades.

TEACHING SMARTER WITH SMART BOARDS
SMART Boards are revolutionizing today’s classroom. In this class, you’ll discover how to create outstanding presentations with SMART Board and SMART Notebook technology. You’ll explore the basics of using these tools and discover how to create your own SMART board lessons blending text, videos, and graphics. You’ll also go beyond the bells and whistles and look at specific ways to use SMART technology to broaden your content and make your lessons accessible to all students. By the time you’re done with this course, you’ll be an expert at using your new high-tech tools to plan excellent SMART board lessons.

TEACHING MATH: GRADES 4-6
Whether you’re a new teacher or a seasoned pro, this course will help you get your students excited about math! Over the next six weeks, you’ll learn the best ways to walk students through the complexities of elementary math. From teaching them the best way to learn complicated vocabulary to turning them into problem-solving detectives, you’ll discover lots of fun and practical ways to extend your students’ learning into their homes, the community, and the world. Whether you end up using clever geometry manipulatives or handmade fraction bars, math journals or Family Math nights, you’ll soak up dozens of strategies that require little or no money if you supply a lot of imagination.

TEACHING MATH: GRADES 4-6
In this teacher-training course, you’ll learn from an experienced educator how to motivate and assist developing writers. We’ll begin with an overview of the writing basics, focusing on the importance of the task, audience, and purpose. Then we’ll delve into how to organize your materials to create an inviting writing environment. Two writing approaches we’ll cover, 6+1 Trait Writing and Writer’s Workshop, will enable you to put everything you learn in this course into a workable format. You’ll also discover the secrets of effective writing assessment as you learn about evaluation tools like portfolios and rubrics.

THE CREATIVE CLASSROOM
Creativity will abound in your classroom as you tap your students’ hidden talents. Learn how to use creativity to teach reading, writing, visual arts, performing arts, social studies, science, mathematics, and physical and health education. Develop creative new approaches to field trips, learning labs, activities, exercises, assignments, and evaluation methods. Think beyond the textbook and challenge your students by making your classroom a creative classroom!

THE DIFFERENTIATED INSTRUCTION AND RESPONSE TO INTERVENTION CONNECTION
Today’s teachers are using two powerful approaches—Differentiated Instruction (DI) and Response to Intervention (RTI)—to help every child succeed academically. In this course, you’ll learn how to put this “dynamic duo” to work in your own classroom teaching and lesson plans. Case studies and examples will help you see how DI and RTI strategies work in the real world, and you’ll get lots of ideas for hands-on activities you can start using right away in your own classroom. Throughout this course, you’ll have opportunities to practice new techniques and exchange ideas with fellow educators and your instructor. You’ll come away armed with powerful and easy-to-implement strategies that will benefit every student you teach.

WRITING FOR ESL
This course will show you what English readers expect and how your writing can achieve your goals. You will learn about the entire writing process and its five stages: prewriting, outlining, writing, revising, and editing. Along the way, you will also gain important critical thinking skills and learn some techniques for writing concisely. Something that is highly valued in English writing. When you finish this course, you will be able to write clearly, logically, and cohesively, and you will be able to apply what you have learned in any academic or work setting.
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 with on-site training.

Choose from our wide variety of programs in this category.
BUSINESS APPLICATIONS

COMPUTER SKILLS FOR THE WORKPLACE
Most jobs today require a working knowledge of certain computer skills. Employers seek and reward employees with the skills and knowledge to send messages across the country via e-mail; use a spreadsheet to create a graph and paste it into a report; add and edit data in a database; understand the implications of file sizes, memory limitations, and network arrangements; and recognize the function and features of modern computer components. Any job candidate who already possesses these skills will stand above those who do not. This course is designed to provide the fundamental computer competencies you need to survive and prosper in today’s fast-changing workplace.

INTERMEDIATE ORACLE
Gain hands-on experience with Oracle’s PL/SQL programming language, with expert assistance from an IT veteran. PL/SQL is Oracle’s procedural language extension to Structured Query Language (SQL). This course will give you the skills you need to write powerful and flexible programs using that language. By the time you finish this course, you will be able to store PL/SQL programs in a database and execute them.

INTERMEDIATE PHP AND MYSQL
Learn how to create an interactive online store complete with an online catalog of products, allowing customers to browse the catalog to select items, place them in a shopping cart, and complete an order. In this six-week online course, you’ll see how to create a commercial online store using the PHP programming language and the MySQL database server.

INTERMEDIATE SQL
Expand your knowledge of Structured Query Language (SQL), the industry standard database programming language. In this course, you’ll learn techniques that will enable you to write powerful queries that perform complicated searches and sorts on your data. By the end of this course, you’ll be able to use a wide range of advanced SQL techniques with confidence. Your new skills with databases will enhance your competitiveness in the technical fields of software development and database administration.

INTRODUCTION TO ADOBE ACROBAT
Everybody knows what a PDF document is, right? It’s a file that you print. If that’s all you’ve seen Acrobat do, you’re in for a huge surprise! In this course, you’ll discover how to bring together a wide range of content from dozens of programs that you can reuse and customize in Acrobat 9 Pro. Need to change some text? No problem. Create a new file? That’s easy. Add a page from this file and an image from that file? Not a big deal. This software allows you to do all that and more!

INTRODUCTION TO CRYSTAL REPORTS
Learn how to use Crystal Reports to create attractive business documents that are easy to read and understand.

INTRODUCTION TO CRYSTAL REPORTS 10
Discover the secret techniques pros use to produce handsome reports that clearly convey almost any type of information to any type of audience. This class will help you unleash the hidden power of Crystal Reports to present database or accounting information in a way that unmistakably communicates the points you want to make.

INTRODUCTION TO DATABASE DEVELOPMENT
A number of powerful tools are available to help you build databases and database applications. However, if you do not apply a systematic, structured approach to the use of those tools, you will probably produce systems that fail to meet user needs. Many projects bog down or are never completed for lack of a disciplined approach to development. This course will guide you step-by-step through all the phases of a system development project to guarantee that the resulting product will not only work as it was designed to work, but also that the design truly responds to user needs.

INTRODUCTION TO LINUX
In this six-week online course, you’ll master the free Linux desktop system, which can perform all of the functions you currently do with Microsoft Windows or Apple Macintosh. Get ready to discover why so many people think Linux makes their computer easier, cheaper, and more fun!

INTRODUCTION TO ORACLE
Learn how to use the Oracle database management system to plan, organize, and manage your data. Introduction to Oracle will provide you with a practical hands-on approach to relational databases concepts and Oracle’s database management system. This course will introduce you to the Structured Query Language (SQL), Oracle’s SQL*Plus, and other valuable tools used to develop, manage, and reference an Oracle database.

INTRODUCTION TO PEACHTREE ACCOUNTING 2009
Accounting tasks are not most small-business owners’ idea of a good time. Fortunately, Peachtree can save you time, effort, and money by making these tasks easier than doing them by hand and cheaper than paying a professional to do them for you. Once you understand Peachtree, you’ll be able to do your regular accounting tasks yourself with far less struggle and only pay your accountant for advice on making your business more profitable.

INTRODUCTION TO PHP AND MYSQL
Learn how to create an interactive Web site, allowing visitors to post and retrieve information provided by you or your site’s visitors. In this six-week online course, you’ll see how to create dynamic Web pages using the PHP programming language and the MySQL database server. By the end of this course, you’ll have plenty of useful code templates that will help you create your very own dynamic, Web-based, content management system.

INTRODUCTION TO QUICKBOOKS 2010
QuickBooks is designed for the small to midsized business owner who enjoys Quicken’s ease of use but prefers a more traditional approach to accounting. Learn how this well-designed accounting program can make it a snap to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates, and generate reports.

INTRODUCTION TO SQL
Learn the key concepts of Structured Query Language (SQL) and gain a solid working knowledge of this powerful and universal database programming language. You’ll learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques.

KEYBOARDING
Using the computer software program Fastype for Windows, you will learn the basic skills of touch-typing. If you already know how to type, this course will help you improve your typing speed and accuracy. When you are finished with the course, continue to use Fastype for Windows to improve your keyboarding skills with its intermediate and advanced lessons.

NAVIGATING THE INTERNET
Become net-savvy in six short weeks! Learn where the Internet came from, what makes it tick, and where it’s headed. Learn advanced search techniques so that you’ll be able to find fast answers to virtually any question.

PERFORMING PAYROLL IN QUICKBOOKS 2009
Preparing payroll in any small business can be a daunting task. Whether you have one employee or 20, the federal and state requirements are often the same. By using the payroll feature in QuickBooks 2009, you can create paychecks, pay tax liabilities, and generate dazzling payroll reports with little effort.
BUSINESS APPLICATIONS (CONTINUED)

PERFORMING PAYROLL IN QUICKBOOKS 2010

Preparing payroll in any small business can be a daunting task. Whether you have one employee or 20, the federal and state requirements are often the same. By using the payroll feature in QuickBooks 2010, you can create paychecks, pay tax liabilities, and generate dazzling payroll reports with little effort.

PROJECT 2010 - LEVEL 1

This course teaches the basic commands and features of Microsoft Project 2010. Students will learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables. Students will also apply filters and groups, and sort task and resource data. Finally, they will learn how to resolve resource conflicts.

February 8
9am-4pm UCF Research Pavilion 170B
March 8
9am-4pm UCF Research Pavilion 170B
April 6
9am-4pm UCF Research Pavilion 170B
May 8
9am-4pm UCF Research Pavilion 170B
June 11
9am-4pm UCF Research Pavilion 170B
Fees:
$249 /Registration Fee
$199 /UCF Faculty/Staff/Student

PROJECT 2010 - LEVEL 2

This course builds on the concepts and skills taught in the Level 1 course. Students will learn how to work with templates, create baseline plans, monitor and update projects, analyze project statistics, handle delays and conflicts, create reports, consolidate project files, share resources, and customize Project. Students will also learn how to communicate project information by using Project Server 2010 and how to integrate Project data with other Office applications.

January 18
9am-4pm UCF Research Pavilion 170B
February 21
9am-4pm UCF Research Pavilion 170B
March 19
9am-4pm UCF Research Pavilion 170B
April 24
9am-4pm UCF Research Pavilion 170B
May 25
9am-4pm UCF Research Pavilion 170B
June 26
9am-4pm UCF Research Pavilion 170B
Fees:
$249 /Registration Fee
$199 /UCF Faculty/Staff/Student

QUICKBOOKS 2009 FOR CONTRACTORS

In this six-week course, you’ll learn how to use the Premier Contractor Edition of QuickBooks 2009 effectively to meet the accounting needs of your contracting business and run it more efficiently. Contractors have many unique bookkeeping needs, so we’ve designed this course from the ground up specifically for the construction industry.

QUICKBOOKS 2010 FOR CONTRACTORS

Contractors have many unique accounting needs, so we’ve designed this six-week course specifically for the construction industry. In these simple, step-by-step lessons, you’ll get hands-on practice using QuickBooks Premier Contractor 2010 to perform the crucial accounting tasks you do every day.

CERTIFICATE PROGRAMS

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.

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 many more.

Increase efficiency and productivity with

COMPUTER TRAINING

• Surprise your co-workers with impressive presentations and reports
• Enjoy both in-classroom and online courses
• Microsoft Office 2010 and Technical Certifications

“The instructor was clear and concise, made good use of examples and hands-on practice and gave us many helpful shortcuts and tips. Most importantly, she made the class fun.”
Access 2010 Participant

See pages 33-43 for course descriptions.
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 toolsets in the workplace.

DIGITAL ARTS CERTIFICATE
The Digital Arts Online Training Program will help you develop technical skills and creative artistry in digital imaging, traditional drawing, and digital illustration. You'll learn professional applications for Adobe Photoshop and Illustrator alongside traditional materials like pencil and charcoal. Course projects include retouching, compositing, digital illustration, and still life drawing.

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, practical projects 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.

INTERMEDIATE PHOTOSHOP CS3
Adobe Photoshop is the favorite program of graphic artists everywhere. This powerful software is also a favorite of amateur and professional photographers, scrapbookers, video artists, and hobbyists. Photoshop is one of the most amazing software programs ever developed. It's a fun and creative way to alter photographs and prepare them for print or the Web. This course, for the student who already knows the Photoshop toolset, explores new and better ways to create images and edit photos.

INTERMEDIATE PHOTOSHOP CS4
Learn to use Adobe Photoshop CS4 to edit images, process photos, and create original graphics. Whether you're a photographer, graphic artist, or just want to alter old family photos, Photoshop is the program for you! Discover the fastest and most effective ways to use Photoshop from an expert and columnist for Photoshop User magazine (who has twice been nominated for the Photoshop Hall of Fame). This course will teach you how to use Photoshop with detailed, step-by-step instructions that you'll have no trouble following—even if you've never used a computer for graphics before!

INTRODUCTION TO FLASH CS4
Begin your career as a Flash designer! In this course, you'll learn how to create animated, interactive movies in Flash CS4. These days, Flash movies appear just about everywhere—the Web, the cinema, TV shows and commercials, computer games, and the list goes on. The skills you'll learn in this course will get you started on your way to a rewarding career designing animated graphics and special effects for one of these fun and exciting fields.

INTRODUCTION TO FLASH CS5
Take your graphics skills to a whole new level by adding Flash to your designer toolkit! In this course, you'll learn how to create animated, interactive movies in Adobe Flash CS5. During this course, you'll create a full-blown Flash application, complete with animated text and graphics and interactive buttons. By the end of the course, you'll know how to create and publish Flash movies and applications, and you'll be well on your way to becoming a Flash designer.

INTRODUCTION TO ILLUSTRATOR CS3
In this course, you'll learn how to draw and trace with the Pen tool, use the new and amazing Recolor Artwork command, enhance your project with color, and bring your projects to life with interesting type. And with each lesson, you'll get an assignment that challenges both your creativity and your growing Illustrator skills. The course is appropriate for those just getting started with Illustrator and those looking to update their skills by mastering this version of the program.

INTRODUCTION TO ILLUSTRATOR CS4
If you're planning a career as a graphic artist, mastering Adobe Illustrator is a must. In this course, you'll see how easy it is to create amazing art using this powerful software tool. In this course, you'll learn how to use a wide range of tools in Adobe Illustrator CS4. For instance, you'll explore the enhanced Recolor Artwork feature, which helps you choose a harmonious color scheme for your image and completely alter the color palette of any image without individually selecting each object. You'll also see how the redesigned Gradient tool makes it easier to adjust colors directly on an image.

INTRODUCTION TO ILLUSTRATOR CS5
Learn to create vector graphics and add amazing effects using Adobe Illustrator CS5.

INTRODUCTION TO INDESIGN CS3
In this Adobe InDesign CS3 class, you'll get hands-on desktop publishing training and come away knowing how to use this popular page layout software to design and create professional quality letterhead, business cards, brochures, PDF files that play movies, and more. You'll discover that you don't have to be a designer or an artist to produce professional quality documents!

INTRODUCTION TO INDESIGN CS4
In this Adobe InDesign CS4 class, you'll get hands-on training in desktop publishing and come away knowing how to use this popular page layout software to design and create professional quality letterhead, newsletters, business cards, brochures, PDF files that play movies, and more. You'll discover that you don't have to be a designer or an artist to produce professional quality documents!

INTRODUCTION TO PHOTOSHOP CS3
If you want to work with photos or graphics, Photoshop is the program you must need to learn. Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop for creating and editing images. Discover the fastest and most effective ways to use Photoshop from a columnist for Photoshop User magazine who has twice been nominated for the Photoshop Hall of Fame.

INTRODUCTION TO PHOTOSHOP CS4
Learn to use Adobe Photoshop CS4 to edit images, process photos, and create original graphics. Whether you're a photographer, graphic artist, or just want to alter old family photos, Photoshop is the program for you! Discover the fastest and most effective ways to use Photoshop from an expert and columnist for Photoshop User magazine (who has twice been nominated for the Photoshop Hall of Fame).

INTRODUCTION TO PHOTOSHOP CS5
Photoshop is the world's best-known photo-editing program—the tool that artists, photographers, designers, and hobbyists all rely on for image creation and editing. In this course, you'll learn how to use Photoshop with skill and confidence, even if you're a beginner. By the time you finish this fun, hands-on course, you'll be well on your way to expressing yourself with the most exciting graphics program ever developed.

MULTIMEDIA ARTS CERTIFICATE
The Multimedia Arts Online Training Program builds your proficiency in core tools for interactive development: Adobe Photoshop, Premiere Pro, and After Effects, and examines professional techniques for video production and video editing. You will learn how to create images, interfaces, and motion graphics for the Web and beyond. Course projects include video shoots, story boarding, video and sound editing, Web page creation, and motion graphics production.

PHOTOSHOP CS4 FOR THE DIGITAL PHOTOGRAPHER
Adobe's Photoshop CS4 is a powerful software solution providing support and specialized editing tools for digital photographers and graphic artists. In this course, we'll focus on how to select and use the professional techniques most helpful to photographers. Designed for those with no image-editing experience, this class will take you from novice to accomplished photo editor.
PHOTOSHOP CSS FOR THE DIGITAL PHOTOGRAPHER

Adobe's Photoshop CSS is a powerful software solution providing support and specialized editing tools for digital photographers and graphic artists. In this course, we’ll focus on how to select and use the professional techniques most helpful to photographers. Designed for those with no image-editing experience, this class will take you from novice to accomplished photo editor.

PHOTOSHOP CSS FOR THE DIGITAL PHOTOGRAPHER II

Adobe's Photoshop CSS is a powerful software solution that provides support and specialized editing tools for digital photographers and graphic artists. If you know the basics of this powerful program, you’re ready to master advanced skills including building collages, doing detailed editing, and restoring old photos. This class is perfect for you if you’re already familiar with cropping, printing, and color adjustments, as well as the use of selection tools, and you want to take your photo-editing skills to the next level.

PHOTOSHOP ELEMENTS 7 FOR THE DIGITAL PHOTOGRAPHER II

Adobe’s Photoshop Elements 7 is full of outstanding features for advanced editing. This course is designed for those already familiar with cropping, printing, and color adjustments, as well as the various selection tools. Now that you’ve learned the basics, discover how they all work together for detailed editing, building collages, restoring old photos, and more.

PHOTOSHOP ELEMENTS 8 FOR THE DIGITAL PHOTOGRAPHER

Bring out the best in your digital photos and images with Adobe Photoshop Elements 8. An award-winning package designed for photo enthusiasts, Adobe’s Photoshop Elements provides the tools for making quick fixes as well as detailed improvements. This course is designed both for those with no previous image editing experience and those upgrading to Elements 8 from an earlier version of the program.

PHOTOSHOP ELEMENTS 8 FOR THE DIGITAL PHOTOGRAPHER II

Adobe’s Photoshop Elements 8 is full of outstanding features for advanced editing. Once you’ve learned the basics, you’re ready to see how they all work together for detailed editing, building collages, restoring old photos, and more. This course is designed for those already familiar with cropping, printing, and color adjustments, as well as the various selection tools. If you’re ready to take your photo-editing skills to the next level, join us and see what more you can do with the advanced features of Elements.

PHOTOSHOP ELEMENTS 9 FOR THE DIGITAL PHOTOGRAPHER

Bring out the best in your images! Whether you’re making quick fixes or detailed enhancements, Adobe’s Photoshop Elements 9 provides the tools you need to achieve high-quality results. If you’re a novice with no photo-editing experience or you want to upgrade skills you learned in an earlier version of Elements, this course is for you.

PHOTOSHOP ELEMENTS 9 FOR THE DIGITAL PHOTOGRAPHER II

Master the tools in Adobe’s Photoshop Elements 9, and take your image-editing skills to the next level!

PUBLISHER 2010 - LEVEL 1

This course teaches the core features and functions of Publisher 2010. Students will learn how to navigate the Publisher interface, 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.

PUBLISHER 2010 - LEVEL 2

This course builds on the skills and concepts taught in Publisher 2010: 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, edit web forms and elements, and maintain and publish Web sites created in previous editions of Publisher. Finally, students will learn to customize the Ribbon and Quick Access toolbar.
MICROSOFT APPLICATIONS

ACCESS 2010 - LEVEL 1
This live, instructor-led course covers the basic functions and features of Access 2010. After an introduction to database concepts and the Access environment and Help systems, students will learn how to design and create databases. Then they will work with tables, fields, and records; sort and filter data; and set field properties and data entry rules. Students will then learn to create queries, forms, and reports.

Feb 02 9am-4pm UCF Research Pavilion 170B  
Mar 02 9am-4pm UCF Research Pavilion 170B  
Apr 04 9am-4pm UCF Research Pavilion 170B  
May 07 9am-4pm UCF Research Pavilion 170B  
Jun 01 9am-4pm UCF Research Pavilion 170B  
Fees: $199 /Registration Fee  
$149 /UCF Faculty/Staff/Student

ACCESS 2010 - LEVEL 2
This live, instructor-led course builds on the skills and concepts taught in Access 2010: Basic. Students will learn how to normalize data, manage table relationships, and enforce referential integrity; work with Lookup fields and subdatasheets; create join queries, calculated fields, and summary values; add objects to forms and create advanced form types; print reports and labels; create and modify charts; and use PivotTables and PivotCharts.

Feb 10 9am-4pm UCF Research Pavilion 170B  
Mar 12 9am-4pm UCF Research Pavilion 170B  
Apr 20 9am-4pm UCF Research Pavilion 170B  
May 18 9am-4pm UCF Research Pavilion 170B  
Jun 08 9am-4pm UCF Research Pavilion 170B  
Fees: $199 /Registration Fee  
$149 /UCF Faculty/Staff/Student

ACCESS 2010 - LEVEL 3
This live, instructor-led course builds on the skills and concepts taught in Access 2010: Intermediate. Students will learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects with other applications; create hyperlink fields; optimize, split, and back up databases; password-protect and encrypt databases; and set Access options and properties.

Jan 26 9am-4pm UCF Research Pavilion 170A  
Feb 20 9am-4pm UCF Research Pavilion 170B  
Mar 22 9am-4pm UCF Research Pavilion 170B  
Apr 30 9am-4pm UCF Research Pavilion 170B  
May 29 9am-4pm UCF Research Pavilion 170B  
Jun 19 9am-4pm UCF Research Pavilion 170B  
Fees: $199 /Registration Fee  
$149 /UCF Faculty/Staff/Student

ADVANCED MICROSOFT EXCEL 2007
Any proficient Microsoft Excel user will agree that MS Excel is a very powerful analytical tool. Wouldn't it be great to learn how to effectively use all the advanced Excel features at your disposal? In this practical and information-packed course, you'll see how to maximize Excel's functions and capabilities. As you become proficient at nested functions within other functions, you'll be able to accomplish just about anything Microsoft Excel has to offer!

EXCEL 2010 - LEVEL 1
This live, instructor-led course teaches the basic functions and features of Excel 2010. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.

Feb 03 9am-4pm UCF Research Pavilion 170B  
Mar 05 9am-4pm UCF Research Pavilion 170B  
Apr 05 9am-4pm UCF Research Pavilion 170B  
May 01 9am-4pm UCF Research Pavilion 170B  
Jun 05 9am-4pm UCF Research Pavilion 170B  
Fees: $199 /Registration Fee  
$149 /UCF Faculty/Staff/Student

EXCEL 2010 - LEVEL 2
This live, instructor-led course builds on the skills and concepts taught in Excel 2010: Basic. Students will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including styles, themes, and backgrounds. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with tables. Students will save workbooks as Web pages, insert and edit hyperlinks, and learn to share workbooks by email. This course also covers advanced charting techniques, use of treendlines and sparklines, worksheet auditing and protection, file sharing and merging, and workbook templates.

Feb 13 9am-4pm UCF Research Pavilion 170B  
Mar 14 9am-4pm UCF Research Pavilion 170B  
Apr 19 9am-4pm UCF Research Pavilion 170B  
May 16 9am-4pm UCF Research Pavilion 170B  
Jun 13 9am-4pm UCF Research Pavilion 170B  
Fees: $199 /Registration Fee  
$149 /UCF Faculty/Staff/Student

EXCEL 2010 - LEVEL 3
This live, instructor-led course builds on the skills and concepts taught in Excel 2010: Intermediate. 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 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, SmartArt graphics, and conditional formatting with graphics.

Jan 19 9am-4pm UCF Research Pavilion 170B  
Feb 22 9am-4pm UCF Research Pavilion 170B  
Mar 23 9am-4pm UCF Research Pavilion 170B  
Apr 26 9am-4pm UCF Research Pavilion 170B  
May 21 9am-4pm UCF Research Pavilion 170B  
Jun 21 9am-4pm UCF Research Pavilion 170B  
Fees: $199 /Registration Fee  
$149 /UCF Faculty/Staff/Student

INTERMEDIATE MICROSOFT ACCESS 2007
Microsoft Access 2007 database developers need the technical knowledge and skills to design databases that use multiple related tables. At the same time, good developers must know how to hide some of these underlying complexities so their completed products are pleasant to use.

INTERMEDIATE MICROSOFT EXCEL 2007
Master advanced features of Microsoft Excel 2007, including charting and PivotTables, and discover how this powerful MS Office program can boost your productivity. In this practical, hands-on course, you'll learn how to create informative and eye-catching charts, as well as how to harness the power of Excel 2007's filtering techniques.

INTERMEDIATE MICROSOFT WORD 2007
Microsoft Word 2007 is a powerful and popular program, yet most people use only a fraction of its features. In this course, you'll learn how to create Microsoft Word's more advanced features, which can make writing easier, faster, and more fun. You'll improve your creativity and efficiency at the same time!

INTERMEDIATE WINDOWS VISTA
Go beyond the basics of Windows Vista and start using your computer like a pro! In this course, you'll learn about working with files, folders, and discs. You'll find out how to navigate through folders and create your own folders. You'll also learn how to move, copy, rename, delete, and undelete files. In addition, you'll discover how to create your own custom shortcuts to the programs, files, folders, and Web sites you use most often.

INTRODUCTION TO MICROSOFT ACCESS 2003
Learn how to use Microsoft's powerful and award-winning database to store, locate, and print just about any type of important information. In this six-week online workshop, you'll learn how to create tables, relationships, custom data entry forms, queries, reports, mailing labels, and macros. You'll also learn how to merge the data in your Access tables with Microsoft Word form letters.

Online course. Learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

APPLY ONLINE: www.ce.ucf.edu or CALL: 407.882.0260
MICROSOFT APPLICATIONS (CONTINUED)

INTRODUCTION TO MICROSOFT ACCESS 2007
Learn how Microsoft's powerful and award-winning database can help you manage, store, search, analyze, and display important information you've collected about your business, home, community, or any other entity. In this practical and project oriented hands-on workshop, you'll learn how to create tables filled with fields and records. You'll build relationships between the tables to eliminate redundancies and slash data entry time. You'll learn how to retrieve exactly what you need from your database with powerful queries and reports, and you'll even start automating routine tasks with labor-saving macros.

INTRODUCTION TO MICROSOFT EXCEL 2007
Work with numbers? Then you need to learn Excel 2007. In this unique six-week online workshop, you'll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll also learn the secrets behind writing powerful mathematical formulas, using the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more.

INTRODUCTION TO MICROSOFT EXCEL 2010
Do you work with numbers? Then you need to master Microsoft Excel 2010. And this is the place to do it. Even on-on-techies beginners will find it easy to learn Excel in this fun, step-by-step online course. This is not a tutorial, but an in-depth class where you'll get training, help, and personal support from an experienced instructor as you're learning Excel basics step-by-step. By the time you're done, you'll be using this vital Office 2010 tool like a pro.

INTRODUCTION TO MICROSOFT EXPRESSION WEB
In this course, you'll take your first steps toward developing an effective Internet presence by learning to create Web sites with Microsoft Expression Web. Whether you're creating new Web sites or updating existing ones, the information you learn in this course will empower you to share your own interests or business ideas with the world.

INTRODUCTION TO MICROSOFT OUTLOOK 2007
Want to learn Microsoft Outlook 2007 fast? Want to become a confident and productive user of this powerful program without having to memorize a lot of technical mumbo-jumbo? In this course, you'll see what's new in Outlook 2007 and get up and running quickly with the most important aspects of the program, from basic e-mailing to automating your work with rules. Whether you're new to Outlook or you've been using it for years, you're sure to learn something useful in every lesson.

INTRODUCTION TO MICROSOFT POWERPOINT 2007
Learn how to use Microsoft PowerPoint 2007—the best presentation program on the market today. This version of PowerPoint is very different from previous versions because of its new interface in which a Ribbon replaces the menu bar and toolbars. The instructor will share valuable tips and keyboard shortcuts that you'll use all the time with PowerPoint 2007. She'll also provide you with many links to Web sites to broaden your knowledge of PowerPoint even further.

INTRODUCTION TO MICROSOFT PROJECT 2007
Discover how to effectively plan, implement, and control projects using Microsoft Project 2007. Learn how to apply the world's most popular project management software to convert your lists and schedules into an integrated plan you can be proud of. See how Microsoft Project helps you think through and organize your project's details, sequence tasks, produce a baseline, assign resources and costs, track progress, identify and analyze variances, and revise your project plan.

INTRODUCTION TO MICROSOFT PROJECT 2010
Discover how to effectively plan, implement, and control projects using Microsoft Project 2010. In these lessons, you'll learn how to use Microsoft Project to think through and organize your project's details, plan a schedule, sequence tasks, produce a baseline, assign resources and costs, track your progress, identify and analyze variances, and revise your project plan.

INTRODUCTION TO MICROSOFT PUBLISHER 2007
In this hands-on, project-oriented class for beginners, you'll learn how to design, create, and publish a wide variety of stunning documents using Microsoft Publisher 2007! None of the most affordable and comprehensive desktop publishing packages available. Discover how Microsoft Publisher can take you to levels of design expertise you never dreamed possible without any formal graphic design experience or training!

INTRODUCTION TO MICROSOFT WORD 2007
Learn to use the word processor PC Magazine ranked as one of the 'strongest and most intelligent programs ever written.' In this hands-on workshop, you'll learn how to add, move through, and edit text; move words from one part of your document to another; work on two or more documents simultaneously; and much more. By the time you're done with the step-by-step lessons and hands-on activities in this course, you'll be able to use Word 2007 confidently at home or on the job.

INTRODUCTION TO MICROSOFT WORD 2010
Master the basics of the word processor PC Magazine ranked as one of the strongest and most intelligent programs ever written. In this hands-on workshop, you'll learn how to add, move through, and edit text; move words from one part of your document to another; work on two or more documents simultaneously; and much more. By the time you're done with the step-by-step lessons and hands-on activities in this course, you'll be able to use Word 2010 confidently at home or on the job.

INTRODUCTION TO WINDOWS 7
Get up to speed quickly on Microsoft Windows 7 with this fun and easy hands-on course for beginners.

INTRODUCTION TO WINDOWS VISTA
Windows Vista is a radical departure from the Windows versions of yesteryear. Whether you're a beginner or an experienced Windows user, you won't want to miss out on everything this powerful new version has to offer. In this course, specifically designed for beginners and casual users, you'll learn to use Vista's best and most important features.
INTRODUCTION TO WINDOWS XP
Windows XP is one of the most stable and popular versions of the Microsoft Windows operating system. Whether you’re new to Windows or an experienced PC aficionado, there’s a lot to learn if you’re just starting to work with Windows XP.

OFFICE 2010 - NEW FEATURES
This course covers those features of Microsoft Office 2010 that were not included in any previous release of the Office suite or have been enhanced since Office 2003 and Office 2007. New Office interface features include the Office Button Menu, the Ribbon, the mini toolbar, the Quick Access toolbar, the status toolbar, Office XML format. Also covered are new features of Word, Excel, PowerPoint, Outlook and Access.

OUTLOOK 2010 - LEVEL 1
This live, instructor-led course covers the basic functions and features of Outlook 2010. After an introduction to Outlook’s window components and the Help system, students will read and send e-mail messages using several techniques. Then they will learn how to manage e-mail messages and attachments, configure message options, and use search folders. Students will also learn to manage contacts and use the People Pane, work with tasks, and create appointments. Finally, they will learn to send and respond to meeting requests.

OUTLOOK 2010 - LEVEL 2
This live, instructor-led course builds on the skills and concepts taught in Outlook 2010: Intermediate. Students will learn how to customize Outlook and work with address books. They will search and filter mail folders, and apply and customize categories. Students will also work with personal, public, and offline folders. Finally, students will organize folders and set rules.

OUTLOOK 2010 - LEVEL 3
This live, instructor-led course builds on the skills and concepts taught in Outlook 2010: Intermediate. Students will learn how to stay current with colleagues via the Outlook Social Connector. They will learn advanced techniques for managing managing and maintaining their mailboxes. Students will create and work with notes and Journal entries, share Outlook calendars and contacts, create customized e-mail templates, and use mail merge to send personalized messages to groups of contacts.

PHOTOSHOP ELEMENTS 7 FOR THE DIGITAL PHOTOGRAPHER
In this Adobe Photoshop Elements 7 class, you’ll learn the secrets to successfully editing photos and bringing out the best in your images! An award-winning package designed for photo enthusiasts, Adobe’s Photoshop Elements 7 provides the tools for making both quick fixes and detailed improvements. Perfect for those with no image-editing experience, this course will take you from novice to accomplished user. Upgrade students are welcome as well!!

POWERPOINT 2010 - LEVEL 1
This live, instructor-led course covers the basic functions and features of PowerPoint 2010. After an introduction to PowerPoint’s window components and Help system, students will learn to create, save, and rearrange presentations. Then they will format text, use drawing objects, work with graphics, and insert tables and charts. They will then learn to use templates and themes, slide masters, and transition effects. Finally, students will learn to proof, run, and print presentations.

POWERPOINT 2010 - LEVEL 2
This live, instructor-led course builds on the skills and concepts taught in PowerPoint 2010: Basic. Students will customize PowerPoint by modifying the Ribbon and changing application settings. 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, HTML, and online broadcasts. Finally, students will integrate PowerPoint with Word and Excel.

WHAT’S NEW IN MICROSOFT OFFICE 2007
In this course, you’ll learn how to use the new features of Microsoft Office 2007. Through easy-to-follow, step-by-step instructions, you’ll get comfortable creating Word documents, Excel spreadsheets, PowerPoint presentations, and an Access database. On the surface, MS Office 2007 looks a lot different than previous versions (no more menus or toolbars!), but by learning to understand the dramatically changed, Ribbon-based interface, you’ll quickly get back on the road to productivity.

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.

WORD 2010 - LEVEL 1
This live, instructor-led course covers the basic functions and features of Word 2010. After an introduction to Word’s window components, students will learn how to use the Help system and navigate documents. Then they will enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics.
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Learn in a highly interactive environment

You will learn from certified professionals with over 20 years of industry experience

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Online curriculum – attend classes from the comfort of your own home

Enhance your experience and earn an average salary of $55,000

Join companies such as Northrop Grumman, Lockheed Martin and Harris

www.ce.ucf.edu/photonics
MICROSOFT APPLICATIONS (CONTINUED)

WORD 2010 - LEVEL 2
This live, instructor-led course builds on the skills and concepts taught in Word 2010: Basic. Students will work with styles, sections, and columns and will use the Navigation pane to work with outlines. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features.

Fees:
- $199 /Registration Fee
- $149 /UCF Faculty/Staff/Student

WORD 2010 - LEVEL 3
This live, instructor-led course builds on the skills and concepts taught in Word 2010: Intermediate. Students will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the ribbon and Quick Access toolbar, and work with XML documents.

Fees:
- $199 /Registration Fee
- $149 /UCF Faculty/Staff/Student

TECHNOLOGY IN THE CLASSROOM

MICROSOFT EXCEL 2007 IN THE CLASSROOM
Learn the basics of Microsoft Excel 2007 in this professional development course for teachers, and get the training every teacher needs for using and teaching this powerful program effectively in the classroom. This unique online workshop is packed full of tips, shortcuts, and lesson plan ideas. Throughout the course, we’ll explore standards-based lesson plans and activities that allow you to pass your Excel knowledge on to your students, no matter what grade level you teach. By the end, you’ll have a solid understanding of Excel, and a wealth of ideas for integrating this technology into your lesson plans across your curriculum.

MICROSOFT POWERPOINT 2007 IN THE CLASSROOM
What teacher couldn’t use some help motivating students and keeping their interest? This course will show you how to create captivating lessons and attention-grabbing classroom presentations using Microsoft PowerPoint 2007. You’ll see how using PowerPoint helps you address different learning styles, making it much easier to engage a variety of learners. So get ready to discover why PowerPoint can be such a fun and motivational tool that adds appeal to any classroom subject!

MICROSOFT WORD 2007 IN THE CLASSROOM
Mastering Microsoft Word can make you a more productive and creative teacher. You’ll learn how to create, open, edit, and save documents, as well as how to create tabs, margins, and spacing. Then you’ll make your classroom documents come to life. You’ll add borders, clip art, and WordArt. You’ll even insert shapes, pictures, tables, and complete a host of other exciting tasks that you can teach your students. As you get more familiar with this program, you’ll find that it enhances your teaching in ways you didn’t think possible, and you’ll have a host of ideas for curriculum-related classroom projects.

WEB DESIGN AND PROGRAMMING

EXCEL 2010: VBA PROGRAMMING
This course is designed to give experienced Excel 2010 users proficiency in creating procedures that run in response to specific events, working with control structures, developing user forms to accept or display data, validating the data entry in user forms, and debugging and handling errors in code.

Fees:
- $199 /Registration Fee
- $149 /UCF Faculty/Staff/Student

HTML LEVEL I
This course presents the basic concepts of Hypertext Markup Language, or HTML 4.0. Students will examine HTML 4.0, write source code, place text on the page, format text, and create headings and horizontal rule lines. They will also display lists, color Web pages, use graphics, add hypertext links, and create graphic hyperlinks.

Fees:
- $199 /Registration Fee
- $149 /UCF Faculty/Staff/Student
WEB DESIGN AND PROGRAMMING (CONTINUED)

HTML LEVEL II
This course reviews the basic concepts of HTML and teaches intermediate HTML skills. Topics include integrating text and graphics, animating graphics, creating and formatting forms, and using tables. HTML I is a prerequisite.

Feb 20 9am-4pm UCF Research Pavilion 170A
Mar 30 9am-4pm UCF Research Pavilion 170B
May 24 9am-4pm UCF Research Pavilion 170B
Jun 20 9am-4pm UCF Research Pavilion 170B
FEES: $199 /Registration Fee
$149 /UCF Faculty/Staff/Student

INTERMEDIATE C# PROGRAMMING
Build upon your current knowledge of programming logic by writing Graphical User Interface (GUI) applications in the C# programming language. This six-week course will walk you through computer application design and implementation by giving you real examples that you can enter as you learn.

INTERMEDIATE CSS AND XHTML
Today's Web sites require streamlined code that adapts to a variety of screen resolutions. Web browsers, and user needs. CSS and XHTML are the keys to creating that, and they're the foundation upon which all modern Web sites are built. This means Web developers need a deep understanding of CSS and XHTML.

INTERMEDIATE DREAMWEAVER CS3
Take your Adobe Dreamweaver skills to the next level under the tutelage of a proven Web development expert. Examine pure CSS layout and learn how to incorporate multimedia elements such as Flash video and audio. Discover the uses of XML and XSL.

In this new intermediate-level Dreamweaver class, you’ll learn to harness the power of this industry-standard Web design tool.

INTERMEDIATE DREAMWEAVER CS4
Take your Web design skills to the next level in this intermediate Dreamweaver course! You’ll get hands-on practice in using the advanced features of Adobe Dreamweaver software as you explore pure CSS layout and learn how to incorporate multimedia elements such as Flash video and audio. You’ll discover the uses of XML and XSL and learn how to use standards-compliant Cascading Style Sheets to create Web pages that are easier to maintain and more search engine-friendly.

INTERMEDIATE FLASH CS4
Master the use of more advanced Flash techniques including Movie Clip symbols, ActionScript, animation, application programming, and interactivity techniques.

INTERMEDIATE FLASH CS5
Master the use of more advanced Flash techniques including Movie Clip symbols, ActionScript, animation, application programming, and interactivity techniques.

INTERMEDIATE JAVA PROGRAMMING
Deepen your understanding of the Java programming language, and start writing programs that are more sophisticated and professional. Over the six weeks of this course, you’ll build several complete applications that combine these concepts. You’ll also use the knowledge you gain to solve programming problems included with the lessons—problems designed to help you master all the principles you learn.

INTRODUCTION TO AJAX PROGRAMMING
Transform the way your Web applications look and feel! With Ajax programming, you can create applications that provide levels of responsiveness previously unheard of on the Web. In fact, you can use Ajax to develop Web applications that behave and respond just like desktop applications. By the time the course is finished, you’ll be able to create your own Ajax applications to give your Web site faster and more streamlined functionality.

INTRODUCTION TO ASP.NET
Learn how to use Microsoft’s Visual Web Developer to create exciting, interactive, and polished Web sites with ASP.NET. Using ASP.NET’s powerful membership features, you’ll develop a true community-based Web site that allows users to register, log in, create and update profiles, and post messages to a forum. You’ll explore the issue of Web security, and you’ll discover some simple things you can do to protect your site and prevent the most common types of attacks.

INTRODUCTION TO C# PROGRAMMING
Learn the fundamentals of computer programming with C#, the in-demand and incredibly useful programming language that incorporates the best features of Visual Basic, C++, and Java.

Because there is no better way to learn programming than hands-on practice, almost every lesson includes practical examples and assignments you can use to develop your knowledge of programming. Learn to program the right way: by using a state-of-the-art language to build impressive applications on your schedule and on your very own computer.

INTRODUCTION TO C++ PROGRAMMING
Learn how to program in C++ from a master programming instructor and published author. In this project-oriented course, you’ll skip all the gobbledygook and get right to programming—even if you have no prior programming experience! Before you know it, you’ll be putting together programs that have their own windows and controls, and you’ll see how easy programming really is.

INTRODUCTION TO CORELDRAW X3
Learn how to draw and paint without pencils, pastels, or watercolors using your computer and the imaging software, CorelDRAW! Even if you can’t draw a straight line or a round circle, CorelDRAW will help you unlock the artist inside. This course is perfect for beginners, but those with design experience will also benefit from the detailed, step-by-step instructions. Whether you’re designing for business or pleasure, this course will provide all the tips and tricks you need to create images of the highest quality. So get ready to release that pent-up Picasso inside of you who’s longing to get out!
INTRODUCTION TO CREATING WORDPRESS WEB SITES
In these lessons, you’ll get hands-on experience with this powerful tool as you create your own WordPress site and blog. As you walk through the process from start to finish, you’ll find out how to use WordPress to create pages and posts, add images and videos, change a site’s look and feel, and include user-friendly features. You’ll discover the ease of using WordPress design themes to express your creativity, and you’ll see how much fun it is to be part of the vibrant WordPress online community.

INTRODUCTION TO CSS AND XHTML
Learn how to create state-of-the-art Web sites using modern CSS and XHTML techniques. Take your existing HTML skills to the next level and start building sites like the pros. If you want to survive and excel in the fast-paced world of Web publishing, you’re going to need to keep up with ever-evolving standards. The new standard for Web developers is to use CSS and XHTML.

INTRODUCTION TO DREAMWEAVER CS3
Learn Adobe Dreamweaver from a Web design pro, and get the training you need to develop first-class Web sites! We’ll uncover the secrets of effective page layout, secrets that ensure your sites reach and impress your audience. Then you’ll master the techniques for producing fully functioning sites, learning how to insert and format text, images, hyperlinks, tables, and a variety of media formats. And finally, you’ll see how Dreamweaver makes it a snap to upload sites to a Web server and maintain them once they’re online.

INTRODUCTION TO DREAMWEAVER CS4
Would you like to learn to use Adobe Dreamweaver CS4 to design, create, and maintain user-friendly Web sites that are full of professional-quality Web pages? If so, then this is the class for you! You won’t need any prior Web design skills or knowledge of code. By the end of the course, you’ll be well-prepared to learn more about HTML or CSS if you want to take your skills to the next level. So get ready for a great adventure that will show you just how simple and fun Web design can be!

INTRODUCTION TO DREAMWEAVER CS5
If you want to design professional-quality Web sites, this is the class for you! In these step-by-step lessons, you’ll build an in-class Web site using Adobe Dreamweaver CS5 and, in the process, you’ll discover how to plan a Web site from the ground up. By the time you’re done, you’ll be using this powerful software tool with skill and confidence.

INTRODUCTION TO JAVA PROGRAMMING
If you want to learn computer programming but don’t have any prior experience, you’ll enjoy a tour of Java, one of the most widely used computer languages in the world. It’s a breeze to learn in a friendly and supportive environment. Whether you just want to try it out to see if you like it or plan on doing more with Java, this is a great place to start!

INTRODUCTION TO PERL PROGRAMMING
Learn Perl, a powerful and easy-to-use scripting language used on PCs, servers, and on the Internet for a wide range of programming problems. Perl is as capable - and often as fast - as C, C++, and Java, but is easier to learn and does not require the sort of software development tools and environments required by those languages. Perl is also more portable and supported on a greater variety of computers than many other computing languages. Perl programming skills are especially valuable for Web developers, software developers, and system administrators.

INTRODUCTION TO PROGRAMMING
Take your first steps toward a career as a computer programmer! In this course, you’ll learn to use Just BASIC, a free Windows programming language, to create stand-alone applications for professional or personal use.

INTRODUCTION TO RUBY PROGRAMMING
Learn how to create an interactive Web blog that allows visitors to register and post articles and comments. You’ll see how to use the Ruby on Rails framework environment to create a full-featured Web blog using the Ruby programming language and the MySQL database server.

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.

WEB APPLICATIONS DEVELOPER
Whether you’re new to web development or want to enhance your skills, this program will give you the knowledge you need to create dynamic database-driven websites using the latest technologies. You’ll master basic HTML (the core technology behind almost all websites), learn CSS for designing pages, and discover how to make your pages more dynamic with JavaScript. In addition, you’ll learn the fundamentals of PHP, SQL, XML, and Ajax. You’ll also explore HTML5, the newest version of HTML, putting you on the cutting edge of web development. Once you’ve successfully completed this program, you’ll be prepared to enter the job market where Web Applications Developers are in high demand and earn rewarding salaries.

WEB DESIGN CERTIFICATE
The Web Design Online Certificate Program will teach you to develop the visual graphic and information design skills required to create compelling Web sites. You’ll learn professional applications for Adobe Photoshop and Adobe Dreamweaver, and you’ll learn the essentials of scripting with HTML, CSS, and JavaScript.

Program projects include HTML page markup, CSS-based layout and typography, home page and navigation design, visual design fundamentals, interactivity with JavaScript and jQuery, and more. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

WEBMASTER
This Webmaster Online Training Program will prepare you for a career designing, developing, and maintaining Web sites. The program begins by teaching you simple Web page development and progresses by introducing you to new concepts and involving you in active Web page implementation using HTML and Dynamic HTML. The textbook is included with this program.

APPLY ONLINE: www.ce.ucf.edu or CALL: 407.882.0260
The healthcare industry is one of the few career fields that continues to grow despite the economic climate. As a leading educational institution, UCF Continuing Education is here to help you start a new career in healthcare or help you advance in your current one. Take you next step in choosing a graduate program, certificate, and or a professional/personal development programs.

Choose from our wide variety of programs in this category.
ALTERNATIVE MEDICINE

CERTIFICATE IN COMPLEMENTARY AND ALTERNATIVE MEDICINE (NON-CREDIT) 
(32 contact hours) The Certificate in Complementary and Alternative Medicine is designed to provide a multidisciplinary educational experience. Your CAM certificate will distinguish you as a knowledgeable, skilled, and committed professional in the field of complementary and alternative medicine. This program will enhance your professional marketability, build your skills and competencies, fulfill continuing education requirements for many professionals, and introduce you to an interdisciplinary, multicultural perspective on health care.

CERTIFICATE IN SPIRITUALITY, HEALTH, AND HEALING (NON-CREDIT) 
(25 contact hours) The Spirituality, Health, and Healing certificate program offers a multidisciplinary educational experience. Your certificate in Spirituality, Health, and Healing will distinguish you as a knowledgeable, skilled, and committed professional. This program will enhance your professional marketability, build your skills and competencies, fulfill continuing education requirements for many professionals, and introduce you to a spiritual and multicultural perspective on health care.

INTRODUCTION TO NATURAL HEALTH AND HEALING 
We’ll discuss the various stages of health and illness, and you’ll discover that true health means wholeness of the mind, body, and spirit. You’ll start a personal health journal to evaluate your current lifestyle and observe how your behaviors can affect your health. We’ll also explore naturopathy, which seeks ways for the body to heal itself. You’ll find out about proper breathing techniques that enhance health, and you’ll learn the value of hydrotherapy, diet, biohythms, and fasting. By the end of this course, you’ll have begun taking charge of your own health and healing!

CERTIFICATE PROGRAMS

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.

CERTIFICATE IN END OF LIFE CARE (NON-CREDIT) 
(26 contact hours) The Certificate in End of Life Care distinguishes you as a knowledgeable, skilled, and committed professional in this special field of health care. The program enhances professional marketability, builds skills and competencies, fulfills continuing education requirements for many professionals, and develops an interdisciplinary perspective on end-of-life care.

CERTIFICATE IN GERONTOLOGY (NON-CREDIT) 
(40 contact hours) Health professionals who work with the older population will need continuing professional education to gain a broad understanding of the field of gerontology and to stay current with emerging trends. This program enhances professional marketability, builds skills and competencies, fulfills continuing education requirements for many professionals, and develops an interdisciplinary perspective on aging.

CERTIFICATE IN GROWTH AND DEVELOPMENT THROUGH THE LIFESPAN (NON-CREDIT) 
(15 contact hours) This certificate program addresses the characteristics, problems, and needs of people of various ages, giving you the additional knowledge and expertise you’ll need to successfully care for all your patients. Your Certificate in Growth and Development through the Lifespan will distinguish you as a knowledgeable, skilled, and committed health care professional. The program provides sound knowledge on human development, builds skills and competencies, fulfills continuing education requirements for many professionals, and enhances professional marketability.

CERTIFICATE IN INTEGRATIVE HEALTH (NON-CREDIT) 
(32 contact hours) This 12-lesson Certificate in Integrative Health program, designed for both health care professionals and consumers, will help you understand the fundamentals of this person-centered and person-empowered approach to health care. You’ll cover topics including holistic stress management, health and the human spirit, energy healing, elements of meditation, healing environments, Chinese medicine, Ayurvedic medicine, humor and health, music therapy and sound healing, integrative nutrition, therapeutic massage and bodywork, and healing effects of physical activity.

CERTIFICATE IN ISSUES IN OXYGENATION (NON-CREDIT) 
(15 contact hours) This certificate program is designed to enhance your knowledge and skills by examining key issues related to oxygenation assessment, intervention, and management. You’ll gain relevant and practical information you can use immediately to improve your practice and provide the most effective and compassionate care to your patients.

CERTIFICATE IN LEGAL AND ETHICAL ISSUES IN NURSING (NON-CREDIT) 
(23 contact hours) This certificate program is designed to enhance the knowledge and skills of nurses who work with patients who are in pain. By providing an educational experience that examines key issues ranging from basic legal concepts to bioethical dilemmas, you’ll learn relevant and practical information you can immediately use to improve your practice and provide the most effective care to your patients. Your Certificate in Legal and Ethical Issues in Nursing will distinguish you as a knowledgeable, skilled, and committed professional in the field of nursing.

CERTIFICATE IN PAIN ASSESSMENT AND MANAGEMENT (NON-CREDIT) 
(24 contact hours) This certificate program is designed to enhance the knowledge and skills of nurses who work with all types of patients. By examining key issues ranging from basic legal concepts to bioethical dilemmas, you’ll learn relevant and practical information you can immediately use to improve your practice and provide the most effective care to your patients.

CERTIFICATE IN PERINATAL ISSUES (NON-CREDIT) 
(14 contact hours) If you are a health professional who works with this population (or would like to do so), this program will help you stay current with emerging trends in this specialized area of health care. Your Certificate in Perinatal Issues will distinguish you as a knowledgeable, skilled, and committed professional in this specialized field of care. The program enhances professional marketability, builds skills and competencies, and fulfills continuing education requirements for many professionals.

APPLY ONLINE: www.ce.ucf.edu or CALL: 407.882.0260
CERTIFICATE PROGRAMS (CONTINUED)

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.

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.

HIPAA TRAINING FOR BUSINESS ASSOCIATES
HIPAA Basic Training for Business Associates is the affordable answer to your ongoing HIPAA 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.

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.

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.

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.

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.
CONFERENCES

EATING DISORDERS: WHAT EVERY CLINICIAN NEEDS TO KNOW
Jan 20
8am-5pm UCF Fairwinds Alumni Center
FEES:
$125/Early Bird
$30/UCF Psych Grad Student
$75/Non-UCF Graduate Student

HEALTH CARE 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.

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.

BECOME A PHYSICAL THERAPY AIDE
Prepare for a rewarding career as a valued member of the physical therapy team while learning about the human body, specific disorders, and the way physical therapists treat these disorders. By the time you finish this six-week course, you’ll have gained valuable knowledge and be well on your way to becoming an important member of the physical therapy team!

BECOME AN OPTICAL ASSISTANT
We’ll take a comprehensive look into the diverse world of optical assisting—a world that’s becoming more exciting all the time. You’ll see why optometry is such an interesting field and how rewarding it can be to help people solve their vision problems. You’ll be amazed to learn all the different places optical assistants can work. We’ll cover optical assisting in private practice, healthcare clinics, the military, teaching facilities, and in retail sales. You’ll discover the personal and professional skills needed to work in a front and back office and in an optical dispensary and lab.

CLINICAL DENTAL ASSISTANT
The 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, preventative 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.

EXPLORE A CAREER AS A PHARMACY TECHNICIAN
You’ll start by learning basic terms for medical conditions and anatomy, gaining the skills you’ll need to read prescriptions and patient records easily. In addition, you’ll find out how common classes of drugs are made and how they work. You’ll master the simple math that every pharmacy technician needs to know and you’ll learn how to calculate dosages accurately, practice using simple formulas and math tools, and find out how to translate metric measurements into familiar household measures like teaspoons and tablespoons. By the time you’re done, you’ll be prepared to start your career in this popular and rapidly-growing field.

EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT
Learn what it takes to have a successful career as an administrative medical assistant in the exciting and high-demand world of healthcare. If you’re organized, you’re a “people person,” and you’re interested in a secure job in the healthcare field, a career as an administrative medical assistant may be just what you’re looking for. This course will set you on the path to that career and help you determine which aspect of medical information management—from patient contact to billing and coding— suits you best.

EXPLORE A CAREER IN A DENTAL OFFICE
In this course, you’ll explore the many jobs open to you in the dental field—dentist, dental hygienist, clinical dental assistant, administrative dental assistant, office manager, and dental lab technician. To decide which one is just right for you, you’ll investigate the education you need for each job, learn which dental office careers require licensing, and check out the job prospects in each area. In addition, you’ll master basic dental terminology and anatomy, discover how to create a patient chart, and identify the privacy rules that are crucial to proper dental office management. You’ll also delve into dental disease, its prevention, and its treatment.

HANDLING MEDICAL EMERGENCIES
This course will identify common medical emergencies affecting children and adults, help you recognize signs and symptoms, and teach you how to render appropriate emergency care. For adults, you will learn how to recognize and manage chest pain, heart attack, stroke, diabetic problems, seizures, breathing difficulty, burns, and allergic reactions. For children, you will also learn about poisoning, fever, childhood illnesses, injuries from accidents, and the signs of abuse.

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.
MEDICAL CODING AND TERMINOLOGY (CONTINUED)

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.

EXPLORE A CAREER IN MEDICAL CODING

Take your first step toward a lucrative career as a medical coder! In this course, you’ll learn how to use the CPT and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure. This knowledge will help prepare you to work almost anywhere in the medical field—doctors’ offices, clinics, public health facilities, hospitals, labs, nursing homes, insurance agencies, or even the comfort of your own home.

EXPLORE A CAREER IN MEDICAL TRANSCRIPTION

Take your first step toward a lucrative career as a medical transcriptionist! In this course, you’ll learn how to transcribe the most common medical reports used in both inpatient and outpatient settings. We’ll review a lot of the grammar you might have forgotten since high school and apply it to the reports. This knowledge will help prepare you to work almost anywhere in the medical field—doctors’ offices, clinics, public health facilities, and hospitals. With this foundation, you’ll be set to advance your education so you can work as a subcontractor for a company that outsources transcription, or you can eventually even take on your own clients—all from the comfort of your own home.

HUMAN ANATOMY AND PHYSIOLOGY

This six-week online course begins with an explanation of the nature of matter and a review of the principles of chemistry that are important to human physiology. After we’ve established this foundation, we’ll survey the anatomy and physiology of each of our 11 organ systems. We’ll also discuss functions of the different organ systems that you’ll probably find surprising. In addition, each lesson includes information about specific disorders that sometimes happen to our bodies, and we’ll also talk about some recent advances in medicine. By the end of this course, you’ll have a greater appreciation and understanding of the marvelous complexity of the human body!

HUMAN ANATOMY AND PHYSIOLOGY II

In this course, we’ll cover some more advanced topics that we didn’t have time for in Human Anatomy and Physiology I. We’ll start with basic histology—the study of the different tissues in the body. From there, we’ll move on to a discussion of the different senses. We’ll also delve into the important topic of cellular metabolism—the chemical reactions that occur in cells. Then we’ll focus on the human life span. By the end of this course, you’ll have an even greater appreciation of the complexity and wonder of the human body!

ICD-10 MEDICAL CODING

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.
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 MATH
Master the math skills you need to succeed in the medical field.

MEDICAL TERMINOLOGY
The 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.

SPANISH FOR MEDICAL PROFESSIONALS
Are you struggling to communicate with your Spanish-speaking patients? If so, here’s the perfect solution. Whether you’re new to the Spanish language or just want a refresher, this fun and simple course will give you the basic tools you need to bridge the communication gap.

VETERINARY

BECOME A VETERINARY ASSISTANT
This course, taught by a practicing veterinarian and college instructor, will give you the information you need to prepare for work in veterinary hospitals. Even if you’re already employed in a veterinary hospital, you will find this course invaluable in helping you understand the reasoning behind decisions and recommendations made by veterinarians. And if you’re a pet owner, this course will help you better assess the quality of veterinary care your pets receive.

BECOME A VETERINARY ASSISTANT II: CANINE REPRODUCTION
This course is the definitive guide to the principles of sound dog breeding. If you’re a veterinary assistant or preparing to become one, this course will help you understand the essential facts so you can knowledgeably converse with clients on the complexities of canine reproduction. By studying the hormonal cycle of the female dog in depth, the optimal time for breeding, for both natural mating and artificial insemination, can be identified. When a female fails to conceive, it is important to understand the potential causes. She may be suffering from infertility, but so may the male dog. You’ll find out why.

BECOME A VETERINARY ASSISTANT III: PRACTICAL SKILLS
Please join us as we explore all the many duties that a veterinary assistant typically performs. Through instruction and demonstration, you’ll learn how to safely restrain an animal for blood tests, urine collection, and injections. Then you’ll find out how to obtain blood samples, which needles to use for which patient, where the best anatomical sites for collecting blood are located, and how to catheterize a bladder. Throughout the course, you’ll benefit from videos that demonstrate many of these procedures and techniques, as well as state-of-the-art interactive graphics. It’s as close as you can get to actually being right there in the veterinarian’s office!

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.

Online course. Learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.
LIVE

LIFE AND LEISURE

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.
**ARTS**

**DISCOVER DIGITAL PHOTOGRAPHY**
Join us and explore the world of digital photography! Discover Digital Photography provides an introduction to the fascinating technology that has catapulted the photographic world into the 21st century. You’ll explore a broad overview of the basics of digital photography, equipment, software, the digital darkroom, printing, using photos on the internet and with e-mail, along with commercial and personal applications. You’ll learn how to decide what equipment and software is best for your personal digital photography needs, what you can do with digital photography after you’ve taken the pictures, and what you can expect to invest. Whether you’re new to photography or a long-time photographer looking for a complement to traditional photography, this class will provide an introduction to new opportunities for putting digital photography to use.

**DRAWING FOR THE ABSOLUTE BEGINNER**
Have you always been interested in drawing, but never really knew how to get started? If so, then this is definitely the course for you! Gain a solid foundation and understanding of the basics to drawing and become the artist you’ve always dreamed you could be! You’ll gain a solid understanding of the many tools of the trade. You’ll become intimately familiar with paper types, drawing styles, rendering techniques, and the basic principal of perspective, layout, design, lighting, volume, and space. You’ll even discover how best to get in touch with your right brain.

**MUSIC MADE EASY**
If you enjoy music and would like to know more about what makes it work, this is the course for you. You’ll gain a complete understanding of rhythm, melody, and harmony, and you’ll be able to recognize pitches on the musical staff and on the keyboard. Each lesson will build on previous lessons, while also introducing new musical concepts.

**CREATIVE WRITING**

**ADVANCED FICTION WRITING**
In this course, you’ll explore all the topics a writer needs to create a successful manuscript, including story structure, plot, character, dialogue, setting, suspense, conflict, action, viewpoint, tense, and even how to get published. Each lesson includes an assignment that will help you develop or polish your manuscript. And in the Discussion Area, you’ll have an opportunity to share your work with classmates to obtain their feedback.

**BEGINNER’S GUIDE TO GETTING PUBLISHED**
If your goal is to become a published freelance writer of fiction or nonfiction for books or magazines, this comprehensive course will help you guide your work directly into the hands of an editor and onto the shelves of your favorite stores. Your success in the writing game will be determined by the amount of credibility publishers attach to you and your work. If you have credibility, getting your manuscript published will no longer be a dream. It will become reality. This course will teach you how to give yourself the kind of credibility you need to succeed.

**BEGINNING WRITER’S WORKSHOP**
If you’ve always wanted to write but have no idea where to start, this course will demystify the process for you. You’ll get a taste of the writing life, improve your writing skills, and develop new ways to stretch your creative muscles. This exciting, hands-on course for the creative writing novice is filled with challenging exercises, expert advice, and plenty of direct support and encouragement. As you work your way through the lessons, you’ll develop your own short, creative fiction or nonfiction piece.

**PHOTOGRAPHING PEOPLE WITH YOUR DIGITAL CAMERA**
Photographing people can be fun, exciting – and complicated! This course will make taking beautiful pictures of adults, children, and babies simple and will have you well on your way to becoming a skilled people photographer.

**PLEASURES OF POETRY**
If you want to write poetry, this course will help you to create your best possible work. You’ll learn the formal elements of the craft, become aware of how particular forms work, and explore many avenues for possible poetry topics. Interactive exercises will help you to create at least one poem with formal elements, and you’ll receive instruction and commentary in a constructive and nurturing environment. If you’re serious about becoming a published poet, you’ll also learn how to prepare a manuscript for publication and where to send it for the best possible results.

**SECRETS OF BETTER PHOTOGRAPHY**
Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs. You’ll learn the basic technology that all cameras use, and you’ll receive helpful information on exposure and lighting. You’ll also explore strategies for taking excellent photos in all types of situations, including portraiture, landscape, macro and still life.

**TRAVEL PHOTOGRAPHY FOR THE DIGITAL PHOTOGRAPHER**
Join us and discover this fascinating world through a photographer’s eye. This course will address the special needs and techniques digital photographers need to capture scenes from around the world and bring them home. We’ll focus on specific tips for digital photographers, and how to use both traditional techniques as well as those unique to digital equipment.

**INTRODUCTION TO JOURNALING**
If you’ve ever wanted to try journaling, this course will provide answers to your every question. You’ll discover the different types of journaling (including dream journaling), and sample a buffet of journaling techniques, exercises, tools, and resources. We’ll cover everything you need to know about journaling, including a seven-step process that will ease you into writing a journal, even if you’ve never journaled before. You’ll get detailed instructions on developing, decorating, and customizing your journal, and you’ll learn exciting new ways to express yourself and develop your creativity.

**MYSTERY WRITING**
This course will teach you the techniques you need to know if you want to become a best-selling mystery author. Mystery Writing begins by introducing the four story types and then explains how they relate to mysteries. It then reveals the three-act story structure, which is any story’s key to success. Next, it shows you how to propel the action forward to a climax, followed by a catharsis in which your reader feels the release of tension that accompanies a great finish. This information-packed online course combines the best advice of many writing professionals, tempered with the instructor’s own experiences as a mystery writer. Follow the guidelines taught in this course, and you’ll be well on your way to writing a successful mystery of your very own!
CREATIVE WRITING (continued)

RESEARCH METHODS FOR WRITERS
Attention all writers! Learn how to efficiently and effectively conduct research for any writing project: fiction, nonfiction, business . . . even term papers and dissertations. Modern research techniques are boundless. The trick is to know where to look and what to look for. This six-week online course teaches the best methods for conducting a search on any subject.

THE CRAFT OF MAGAZINE WRITING
Have you ever thought about writing for magazines? Turn your dreams into bylines and help yourself to a bright future as a magazine writer. It’s fun, it’s easy, and a great source of extra income. If you’re a determined new writer, or if you haven’t written for magazines in years, this class will jump start your career. You’ll learn plenty of powerful brainstorming techniques designed to practically write every article for you.

THE KEYS TO EFFECTIVE EDITING
Ask any published writer and you will hear that a good editor is not just helpful, but essential. If you aspire to be an editor, this copyediting course will teach you the fundamentals of top-notch editing for both fiction and nonfiction. If you’re already working as an editor, you’ll not only build up on your skills, but will also learn about recent advances in your chosen profession. If you’re a writer, you will learn essential self-editing tools to give your manuscripts the professional look that publishers like to see.

TRAVEL WRITING
In this course you’ll learn how to develop the skills of a travel writer. You’ll learn how to translate what is seen, heard, tasted, touched, smelled and felt (intuitively and physically) into publishable articles and books. By the end of the course, you’ll have the ability to write for the travel market. So pack your sense adventure, organize your determination and put your keyboard in a comfortable position. If you have a desire to write and a yen to travel, you’re a perfect candidate to become a travel writer. Let’s get going.

WRITE AND PUBLISH YOUR NONFICTION BOOK
One of the great things about nonfiction book writing is that you’re 10 times more likely to get published than you’d be if you wrote fiction. Whether you dream of becoming a full-time author, writing books to advance your career, or penning your memoir or family history, this fun and information-packed course will teach you how to plan, research, write, edit, and publish your masterpiece. By the end of this course, you’ll have all the tools at your fingertips to get your book completed and published using any method you choose.

WRITE FICTION LIKE A PRO
Professionals know how to structure novels and stories for maximum dramatic effect. This course helps you develop the same story structuring skills the pros use. You’ll understand how your passion, theme, premise, and characters help you create the structure of your story, and you’ll discover how viewpoint, dialogue, pacing, and many other techniques are used to build scenes and move your story from beginning to end.

WRITE YOUR LIFE STORY
Have you thought about writing your story, sharing life-altering events? Does your family really know about their heritage? If you’ve ever thought about writing your life story, now is the time. You will have the satisfaction of telling history your way. You may even find a lucrative market for your story, just like the authors of the bestselling Rocket Boys and Angela’s Ashes. This course walks you step-by-step through the process of writing your life story. It’s fun. It’s exciting. It’s a story only you can tell.

WRITERIFFIC 2: ADVANCED CREATIVITY TRAINING FOR WRITERS
If you believe writers must suffer for their art, as so-called writing gurus insist, you’ve accepted a myth. In this highly interactive course, you’ll master the insider methods of writing for personal satisfaction or for publication. You’ll increase your creativity, beat writer’s block, manage time, and know how to pitch ideas to publishers, agents, and editors. In Writeriffic 2, you’ll learn to be the writer of your dreams and have fun, too.

WRITERIFFIC: CREATIVITY TRAINING FOR WRITERS
In this high-energy class you’ll learn lots of tricks from the published writer’s toolbox. Whether you’re at work now or hoping to write a novel, a nonfiction book, a memoir, short stories or articles, Writeriffic liberates the imaginative, inventive bolts of genius that are inside everyone. If you’ve ever dreamed of hearing your writer’s voice and writing what’s in your heart and head, this class will make it happen.

DRIVER SAFETY

FLORIDA ONLINE 12-HOUR ADVANCED DRIVER IMPROVEMENT (ADI)
12-hour Advanced Driver Improvement is required for drivers with a suspended or revoked Florida license. Course attendance might also be required by a Florida traffic court or for a driver who is a Habitual Traffic Offender (HTO). A driver must show proof of enrollment in an ADI course before he or she is eligible to apply for a Florida hardship license.

FLORIDA ONLINE 8-HOUR TRAFFIC SCHOOL (IDI)
8-Hour Florida traffic school is also known as Intermediate Driver Improvement, or IDI. If a Florida judge or court has ordered you (or allowed you) to attend an 8-hour driver improvement course for your Florida traffic ticket, this is the course you need.

FLORIDA ONLINE LEARNERS PERMIT COURSE (START)
Did you know that many Florida teens fail their driver license test the first time? It’s true. They’re so excited or nervous about taking the test that they miss the questions, or maybe they just decided to skip studying. The best way to pass your test on your first attempt is to be prepared. Take this convenient online practice test and be ready to pass with flying colors on your first try!
JOBS SEARCH

RESUME WRITING WORKSHOP
Create an effective resume or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. This workshop will lead you through a self-assessment series so you will have extensive knowledge about the product you are marketing. YOU! This course is invaluable for anyone who wants to create their own resume, or learn how to write resumes and cover letters for profit.

TWELVE STEPS TO A SUCCESSFUL JOB SEARCH
Get the job you want quickly and easily and in any economy. In this course, a world-renowned author and career advisor will help you identify the job that is best for your needs. You'll then be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. You will learn how to build rapport with any interviewer, both verbally and non-verbally, while mastering the six phases of a successful job interview. This motivational course will increase your confidence, help you feel great about yourself, and provide you with the foundation you need to get the job you want.

ENHANCE LANGUAGE DEVELOPMENT IN CHILDHOOD
Follow your child's lead and have fun while enhancing language development! In this fun and user-friendly course for parents, teachers, and caregivers, you will discover how children learn to process language and how they become proficient speakers and thinkers. This course will help you enrich your child's life by stimulating his or her continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way.

INSTANT ITALIAN
This dynamic course will teach you how to express yourself comfortably in Italian. You'll learn practical, everyday words and phrases that will make your stay in Italy more enjoyable. You'll read, hear, and practice dialogues based on typical situations that you're likely to encounter while staying in Italy. The dialogues and follow-up exercises of each lesson will teach you to communicate in Italian in a wide variety of settings. You'll be surprised by how quickly and easily you can learn many useful expressions in Italian! This course will convince you that learning a language is both fun and rewarding. You'll be pleased at how quickly this course helps you build your skills, and prepares you for your next adventure in Italy.

SPANISH FOR LAW ENFORCEMENT
Whether you're new to the Spanish language or just want a refresher, this course will teach you the basic Spanish phrases you need for everything from making casual conversation to handling life-or-death situations. By the end of this course, you'll be well on your way to being a Spanish speaker and communicating more effectively with the Spanish-speaking community.

SPANISH IN THE CLASSROOM
Whether you took a Spanish class 20 years ago and just want to brush up a bit, or you have never taken a Spanish class, you'll learn the essential Spanish for teachers and bridge the communication gap with your Spanish-speaking students and parents. By the end of this course, you'll be well on the path to being a Spanish speaker and communicating more effectively with the Spanish-speaking community.

SPANISH IN THE CAMPUS
Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You'll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno!
GOING GREEN AT HOME

In this course, you’ll learn how to reduce your carbon footprint by making simple changes that benefit the environment and your own health. And that’s not all—you’ll learn how to save money, too. You’ll get smart tips for buying eco-safe and energy-efficient products on a budget, and you’ll discover creative ways to reuse items you once tossed out. In the process, you’ll discover that making your home green can be both fun and cost-effective. By the time you’re done, you’ll know how to make your living space eco-friendly from top to bottom!

GUIDING KIDS ON THE INTERNET

This essential course for teachers, leaders, and parents will give you the confidence you need for helping children get the best from Internet access. Step-by-step instructions will lead you in discovering various kid-friendly Internet features. These include web page creation with easy-to-use templates and examples, kid-safe searches, fun resources for kids; and the many communication possibilities for schools, clubs, teacher networks, and even extended families. This course includes lessons for you, the adult, but also features printable instruction sheets that can be used directly with the young people you work with.

LUSCIOUS, LOW-FAT, LIGHTNING-QUICK MEALS

This course is the next best thing! You’ll learn how to ferret out fat in recipes, and discover how to reduce fat without sacrificing flavor or texture. Explore how to use flavor profiling to expand your culinary horizons. Learn how to prepare casseroles, crock-pot dishes, vegan dishes, oven-fried foods, meat-based meals, and many other entrees that are both nutritious and delicious! You’ll discover how to get in and out of the kitchen faster, including tips for grocery shopping, menu planning, food preparation, and quicker cooking. You’ll also learn a dietitian’s tricks of the trade for encouraging reluctant family members to eat more healthfully.

MATH REFRESHER

This course will show you how to use math to your advantage. You won’t find any theory or memorization here. The lessons that make up this course are filled with practical exercises and information that you can put to immediate use. You’ll find out some very interesting things about how calculators work, and then you’ll discover how best to get a handle on your income and expenses. You’ll be able to check your paystub, invoices, and bank statements for errors and overcharges, and you’ll become more skilled at handling money and comparing investment opportunities.

READY, SET, READ!

Take this opportunity to find out how children really learn to read and write. Explore current research that cuts through the media messages about reading wars and the right way to teach children. Learn by reading stories about children, doing interactive assignments, and exploring the latest in parent and childcare information. You will see everyday children’s play with a new eye as you understand how play can connect to literacy. Gain confidence in your ability to guide a child’s literacy development, and take pleasure in seeing how even the tiniest events can lead to really big steps in reading and writing success.

RESPONSE TO INTERVENTION: READING STRATEGIES THAT WORK

In this six-week course, you’ll learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need. RTI is research based and gives us a strategic plan to bring tiered interventions to our students, at their reading level and with their unique challenges in mind. If you’re eager to learn the right ways to help your struggling readers make steady progress throughout the year, you’ll find that this course gives you the power to teach flexibly and creatively, without the need for extra training in literacy or fluency.

LANGUAGE (CONTINUED)

SPEED SPANISH III

Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series. In this advanced-level course, you’ll learn the final six recipes that will serve as templates to help you create any Spanish sentence you want. Guided practice will include lots of new vocabulary, pronunciation, and speed drills, as well as in-depth study of Spanish parts of speech to help you speak and understand Spanish in a snap. The goal of this course is not just learning the recipes—it’s also to help you use them spontaneously so that you’ll never be at a loss for words!

PERSONAL DEVELOPMENT

ASSISTING AGING PARENTS

This compassionate and comprehensive class will give you the tools, techniques, and insights for this passage. You’ll understand the impact of retirement, learn how to choose a nursing home, and be prepared to deal with death. You’ll learn about financial and legal considerations, health issues, and family interpersonal relationships. You’ll be introduced to special communication skills, observation methods, and coping mechanisms to ease the burden for everyone involved. You’ll learn to handle most of the challenges you will face while coming to appreciate and cherish the privilege of the journey.

EMPOWERING STUDENTS WITH DISABILITIES

Teaching students with disabilities is a rewarding challenge, and this course gives you the tools you’ll need to succeed. No matter what grade you teach—from preschool through high school—you’ll learn powerful strategies you can put to work immediately in your classroom. In addition, you’ll gain the knowledge you need to understand and cope with the most common disabilities you’ll encounter. By the end of this course, you’ll feel confident in your ability to help any student who comes through your door. You will also discover that while the challenges can be big when you’re teaching students with disabilities, the victories are big as well.

GENEALOGY BASICS

Genealogy Basics will help you understand the genealogy research process and the way we interpret the information we find. This course guides you through the search process for family names using several subscription-based Web sites, which you can access while you’re enrolled in the class. Along the way, you’ll learn through hands-on examples that help you dig deeper into your family’s past. You’ll develop a strategy to accomplish your objectives, evaluate the results, and share that information with others. You’ll discover, in simple terms, where to look, who to contact, and how to make your family history come alive. Find out why close counts not only in horseshoes, but also in hunting your heritage.
SINGAPORE MATH STRATEGIES: MODEL DRAWING FOR GRADES 1-6

In this professional development course for teachers, you'll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context. As a teacher, you know that many students groan when it’s time to solve word problems. Luckily, model drawing, a Singapore Math strategy for working word problems, will help your students start to enjoy math in a way they may never have before. This six-week course will prove to you just how effective model drawing can be in your classroom!

SINGAPORE MATH: NUMBER SENSE AND COMPUTATIONAL STRATEGIES

For many students, basic math is a struggle. But for students and teachers in Singapore, math is much more intuitive. And Singaporean students have been top mathematics performers for over a decade! In this teacher training course, you'll learn over two dozen strategies to make math click for your students. We'll begin by exploring what Singapore Math is and how it has become such a powerful and highly regarded math curriculum. Then we'll talk about how number sense and place value instruction are the basis for all Singapore Math. From there, we'll learn a variety of computational strategies to make addition, subtraction, multiplication, and division a cinch.

UNDERSTANDING ADOLESCENTS

Parents, family members, child and youth workers, counselors and the like will all benefit from the information shared in this course. You'll learn about the many physical, emotional, and cognitive changes that affect the teens in your life, and you'll understand the significance of these changes both for you and the adolescent. You'll explore personality, moral development and the role of faith. Finally, you'll gain an understanding as to how teens are affected by stress, including common defense mechanisms, coping techniques, and common mental health issues. By the time you finish this course, you should be very well-prepared to understand, appreciate, and meet the needs of the teens in your life.

GET ASSERTIVE!

Are you tired of being intimidated and treated badly by others? Get the assertiveness training you need in order to be more confident and powerful with family members, friends, bosses, co-workers, professionals, service people, and even total strangers. Discover how you lose your power when you talk and what you can do to get it back. Learn how to deal with anger and criticism effectively. It’s your turn to speak out!

GET FUNNY!

The ability to create humor is a skill many people don’t have, yet wish they did. If you’re interested in learning how to come up with jokes or witticisms on the fly, punch up dull material for an audience, or make a living as a comedy writer, this course will get you going. Your instructor, an experienced comedy writer and working actress, will guide you through a wide range of comedic sources. You’ll learn how to write a one-liner, use physical humor, target your audience, find the humor in everyday events and much, much more. Learning should be fun, and this course is no exception. Filled with opportunities to laugh as you learn, “Get Funny” promises an entertaining and informative six weeks.

HOMESCHOOL WITH SUCCESS

Homeschooling can be a bit of a mystery if you’re new to the topic. In this course, we’ll start at the beginning, delving into the history of homeschooling and examining its status today in all 50 states. You’ll see how to find the laws and regulations that govern your community—and you might be surprised to learn that homeschooling is legal and growing all around you. As you discover what you need to know to homeschool your children, you’ll also become familiar with the terminology the homeschool community uses. When you finish this course, you’ll have lots of information and guidance to plot your homeschooling course for years to come!

INTRODUCTION TO ALGEBRA

Develop a rich understanding of the rudiments of algebra in a relaxed and supportive learning environment. This course will help you understand some of the most important algebraic concepts, including orders of operation, units of measurement, scientific notation, algebraic equations, inequalities with one variable, and applications of rational numbers. An emphasis on practical applications for your newfound skills will help you learn to reason in a real-world context. As a result, you will acquire a wide variety of basic skills that will help you find solutions to almost any problem.

INTRODUCTION TO GUITAR

Master basic guitar skills and become the musician you’ve always wanted to be.

INTRODUCTION TO INTERIOR DESIGN

Interior design takes training as well as talent, and these lessons will give you the know-how you need to design a room from floor to ceiling. You’ll delve into color theory, industry trends, spatial arrangements, floor plans, traditional and modern interior design ideas, and other basics. In addition, you’ll explore a range of careers in interior design and get insider tips for entering this exciting field. Because interior design is constantly evolving, you’ll also learn about some of the latest trends affecting the industry. You’ll investigate “green” sustainable design, and you’ll find out how to modify your designs for people with special needs. Your new knowledge and hands-on practice will give you the confidence you need to start creating beautiful residential interiors for yourself and others.

INTRODUCTION TO STOCK OPTIONS

Learn how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. This course will teach you how to protect your portfolio and profit in a down market, an up market, or even a flat market. Learn to leverage your investment dollars for potential profits that surpass those possible with stocks.
PERSONAL DEVELOPMENT (CONTINUED)

KEYS TO SUCCESSFUL MONEY MANAGEMENT
If you’re interested in discovering how most wealthy people amassed their fortunes, this is the course for you. In this course, a certified financial planner will walk you through the steps you need to take in order to achieve true financial success. You’ll become comfortable with the broad array of investment choices available to you right now, and you’ll discover the best ways to acquire and accumulate both cash and real property. We’ll also discuss the tax implications of your investment decisions, along with steps you can take to protect any wealth you acquire.

PERSONAL ENRICHMENT

LISTEN TO YOUR HEART, AND SUCCESS WILL FOLLOW
Intelligent facilitated and fast-paced, Listen to Your Heart, and Success Will Follow will help you enjoy the rewards that come from doing what really makes you happy! With a complete understanding of your own interests, values, needs and abilities, you’ll learn how you can use work to express yourself and share your interests and talents. Your every day will be filled with joy and inspiration, and a greater depth of meaning will be added to everything you do. This course program is skillfully crafted to weave experiential learning with the conceptual presentation, giving you time to experience, understand, and implement each new strategy as it is introduced.

REAL ESTATE INVESTING
Real Estate Investing includes specially designed worksheets and hands-on activities to take the guesswork out of your investing efforts. By emphasizing systems and service, this course will help you do more with less effort while serving the needs of your buyers and sellers. This course provides straight talk about real estate that will help you profit from the tremendous opportunities available to investors right now.

REAL ESTATE INVESTING II: FINANCING YOUR PROPERTY
If you’re looking to create cash flow, invest for retirement, or simply build wealth, you need to understand how to crunch numbers and make decisions. “Real Estate Investing II: Financing Your Property” will show you how to improve your borrowing power, create more cash flow, and maximize your investments. Designed for old pros as well as novice investors, this practical, straightforward guide will shine a light on real estate finance and the mortgage industry, and will walk you step-by-step through the loan process. With special sections on commercial and construction loans, this course will demystify the lending process and put you on your way to financial freedom.

SKILLS FOR MAKING GREAT DECISIONS
Learn how to make excellent everyday decisions from an experienced counselor and life coach. In this six-week online course, you’ll learn about some wonderful abilities we’re born with for figuring things out and making good decisions. You’ll also see why our instincts and intuition sometimes deceive us and how self-knowledge can help us guard against becoming overly confident. You’ll discover the steps necessary to achieve your goals, as well as the power that ordinary, everyday decisions can have over the quality of your life. The goal of this course is to give you the power to live the best life you can and make the very most of every opportunity.

THE ANALYSIS AND VALUATION OF STOCKS
The Analysis and Valuation of Stocks is a comprehensive course designed to provide you with conventional and advanced techniques in researching and valuing stocks. Starting off with the basics, you will learn how to read financial statements and calculate financial ratios, and then move on to perform industrial comparisons, value stocks, and conduct economic and industrial research. This course is taught in a manner that uses everyday language, simple, yet insightful analogies, and a just the facts attitude that you will understand and appreciate. By the end of this course, you will have a strong foundation in the analysis and valuation of stocks.

PERSONAL FINANCE AND INVESTMENT

GET PAID TO TRAVEL
If you love to travel and enjoy working with individuals, tour directing, tour guiding, and cruise hosting may be the career for you! The course covers the how-to for part-time and full-time careers. You’ll learn everything you need to be successful and how to acquire a position as a professional tour director, tour guide, and cruise host. This includes procedures for international and domestic airports, hotel and motor coach procedures, attractions, tour briefings, narration, and documentation. In addition, you’ll learn about career opportunities and how to gain experience and employers for local, domestic, and international travel careers. Tourism is the fastest growing industry in the world. Learn how to be part of it today!

PERSONAL FINANCE
This course will prepare you for a lifetime of worthwhile personal financial planning. The tools you will learn are useful, realistic, and easy to work into your regular routine. They will help you gain control over the financial impact of the choices you make. You’ll learn to create and use a budget, borrow and invest wisely, make intelligent decisions about insurance, and plan for your financial future. You’ll develop a retirement savings plan, and you’ll be better prepared to make large purchases and plan for taxes. You’ll learn the essentials of household bookkeeping, record-keeping requirements, and much, much more.
STOCKS, BONDS, AND INVESTING: OH, MY! ➕
This course won’t just throw a bunch of terms at you, expecting you to memorize everything. The instructor takes the time to explain concepts in detail so you understand how and why things work in the investment world. You’ll leave this course with a comprehensive and thorough education in personal finance and investment. And you will have provided yourself with the independence, confidence, and peace of mind you’ll need to make your own investment decisions. Full of solid advice and good common sense, this course is bound to make life just a little easier for you.

WHERE DOES ALL MY MONEY GO? ➕
This course will teach you the very basics of how to get control of your finances rather than letting them control you. It is the help you need before learning about investing, debt elimination, retirement or college planning. There aren’t many places that you can go to learn these principles, so take advantage of this opportunity to learn online. This course is an investment in your future and you will save the cost of the course many times over by applying what you learn.

READING SKILLS
MERRILL REAM SPEED READING ➕
Are you struggling to keep up with a flood of email, articles, reports, books, and other printed matter? Save yourself oodles of time by learning to read faster and with better comprehension from acclaimed speed reading expert Dr. Merrill Ream. This course is a complete speed reading experience. Topics are presented in a logical progression with plenty of time to help you master the skills and techniques you’ll need for lasting proficiency as a speed reader.

WELLNESS PROGRAMS
ADVANCED PERSONAL FITNESS TRAINER ➕
The Advanced Personal Fitness Trainer Online Certificate Program will help you further your personal training education and incorporate specialized resistance training, functional movements, and, in partnership with registered dietitians, nutritional programs for your clients. Included in this program is the basic Personal Fitness Training program (also offered separately), along with additional material on nutritional management, resistance biomechanics, and functional flexibility.

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

LOSE WEIGHT AND KEEP IT OFF ➕
Do you want to lose weight and keep it off? Now you can! In this comprehensive course, you’ll discover how to establish a healthy approach to weight loss and weight maintenance. You’ll master how to set and achieve weight-loss and weight-maintenance goals that make sense for you. By the end of this course, you’ll know how to set appropriate and effective goals for eating, exercise, and many other elements that affect your weight. You’ll have the skills you need to lose weight and keep it off for a lifetime!

NUTRITION FOR OPTIMAL HEALTH, WELLNESS, AND SPORTS ➕
The Nutrition for Optimal Health, Wellness, and Sports Online Training Program will teach you about developing individualized nutritional programs for clients, patients, or for yourself. This innovative and comprehensive Web-based certificate program provides an in-depth examination of contemporary nutritional topics, such as meal plan analysis, functional food implementation, antioxidants, public nutrition, sports nutrition, vitamin supplementation, and weight management.

The textbook for this program is included. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

PERSONAL FITNESS TRAINER ➕
The Personal Fitness Trainer Online Training Program will give you the knowledge, skills, and abilities to implement a unique, medically based fitness model for your clients.

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

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.

Online course. Learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.
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 Prep is smarter.

Choose from our wide variety of programs in this category.
GRADUATE

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 13 - Apr 10 6pm-9:15pm University Tech Center Suite 390B
May 03 - May 31 6pm-9:15pm University Tech Center Suite 390A

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 05 - Feb 23 2:30pm-5:30pm University Tech Center Suite 390A
Jan 21 - Feb 25 1pm-5pm UCF Lake Mary Campus 4205
Feb 16 - Apr 12 6pm-9pm University Tech Center Suite 390A
Mar 14 - May 02 6pm-9pm UCF Lake Mary Campus 2206
Apr 11 - May 30 6pm-9pm UCF Cocoa Campus TBD
Apr 14 - May 19 1pm-5pm UCF Daytona Beach Bldg 140 Rm 313
Apr 14 - May 19 8:30am-12:30pm University Tech Center Suite 390B

GMAT PREPARATION
Applying to graduate business and management schools usually means taking the GMAT (Graduate Management Admission Test). Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types. In the verbal lessons, we will discuss how to do your best on reading comprehension questions, sentence correction questions, critical reasoning questions, and the analytical writing assessment. In the quantitative lessons, we provide a comprehensive math review and techniques for tackling both problem solving and data sufficiency questions. You will practice on actual GMAT tests from previous years, which is the best way to prepare for any standardized test.

GRE PREPARATION - PART 1 (VERBAL AND ANALYTICAL)
This course covers all question types on the verbal and analytical sections of the GRE. We will discuss how to do your best on reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions. We will cover time saving techniques for both the paper-based and computer administrations of the test.

GRE PREPARATION - PART 2 (QUANTITATIVE)
This course features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the GRE. We will also cover time saving techniques for both the paper-based and computer administrations of the test.

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. The verbal review emphasizes strategies for answering the actual types of questions; 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 04 - Feb 22 6pm-9pm University Tech Center Suite 390B
Jan 21 - Feb 25 1pm-5pm UCF Lake Mary Campus 2206
Jan 22 - Feb 26 1pm-5pm University Tech Center Suite 390A
Jan 25 - May 31 2:30pm-5:30pm University Tech Center Suite 390B
Jan 25 - May 31 6pm-9pm UCF Cocoa TBD
Feb 13 - Apr 09 2:30pm-5:30pm University Tech Center Suite 390B
Feb 21 - Apr 17 6pm-9pm UCF Lake Mary 2206
Mar 14 - May 02 6pm-9pm UCF Daytona Beach Bldg 150 Rm 108
Mar 17 - Apr 28 1pm-5pm University Tech Center Suite 390B
Mar 18 - Apr 29 1pm-5pm UCF Lake Mary 2206
Apr 02 - May 21 6pm-9pm University Tech Center Suite 390B
Apr 14 - May 19 9am-1pm Cocoa Beach Public Library

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 03 - Feb 08 - Blackstone LSAT Center

LSAT PREPARATION - PART 1
Taking both part 1 and part 2 will prepare you to perform well on all three question types on the LSAT: reading comprehension, logical reasoning, and analytical reasoning. LSAT Preparation - Part 1 provides an overview of law school entrance procedures, a career in law and law school survival techniques. You will also participate in an intensive review of analytical reasoning questions, including techniques for drafting the three most helpful types of diagrams, and explanations for and interpretations of correct answer choices. You will also learn the outline format that law school admissions counselors favor for preparing the writing sample.

LSAT PREPARATION - PART 2
Taking both part 1 and part 2 of this course will prepare you to perform well on all three question types on the LSAT: reading comprehension, logical reasoning, and analytical reasoning. LSAT Preparation - Part 2 provides an intensive review of reading comprehension and logical reasoning questions, including techniques for quick elimination of incorrect answers, explanations and interpretations of correct answers, and proven approaches for selecting the correct answers.

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 12 - Jul 08 10am-2:30pm UCF Research Pavilion 170A

PCAT - THE PHARMACY COLLEGE ADMISSIONS TEST REVIEW PROGRAM
This is a comprehensive course that prepares you for the PCAT. The PCAT prep course includes detailed, expert PCAT teaching covering all the new changes including pertinent biology, microbiology, physiology, general and organic chemistry, reading comprehension, verbal and writing essay skills; analytical science problem passage solving and comprehension; honing scientific expertise through critical & analytical thinking techniques and applications; mock practice exams.

May 13 - Jul 01 5pm-9pm UCF Research Pavilion 170A
HIGH SCHOOL EQUIVALENCY

GED PREPARATION

Technical advances in the workplace have made a high school diploma essential for almost all workers. If you want to obtain employment or advance in your career, you will need to demonstrate to your employer that you have at least a high school education. If you never finished high school, the GED exam will serve as proof that you have acquired the equivalent of a high school education on your own.

PREPARE FOR THE GED LANGUAGE ARTS, WRITING TEST

Worried about the GED Language Arts, Writing test? Don't be! This course will help you prepare to take both parts of this two-part exam. You’ll learn the basics of usage and mechanics of the English language and then find out how to apply that knowledge in order to edit passages for the multiple choice portion of the test. After covering the basics, you will then focus on the three kinds of questions that will be encountered on the multiple choice test: correction, revision and construction shift. You’ll then learn a step-by-step approach to writing that will give you the confidence you need to craft a winning GED essay!

PREPARE FOR THE GED MATH TEST

Master the skills required to successfully pass Test 5 in the GED test series. You’ll start off with a review of math basics and begin building the foundation you'll need to solve the types of math problems commonly found on the test. In the process, you’ll develop hands-on experience with fractions, decimals, percents, proportions, statistics, algebra, and geometry. Then, you'll get a chance to apply your knowledge by practicing with the same kind of questions you may encounter on the GED test. By the time you finish this course, you’ll be much more comfortable with your math skills, and you’ll know how, when, and why to use each math concept you learn.

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.

Mar 12 - Apr 09 5:30pm-9:30pm University Tech Center Suite 390A
Mar 14 - Apr 11 5:30pm-9:30pm Florida Space Institute, Academic Ctr
Apr 16 - May 14 5:30pm-9:30pm University Tech Center Suite 390A
Apr 18 - May 16 5:30pm-9:30pm Florida Space Institute, Academic Ctr
FEES: $3,990 PROGRAM TOTAL ($1,995 PER COURSE)

SHRM - SPHR ONLINE INTENSIVE REVIEW COURSE

UCF 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 Practitioner’s 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.

Apr 16 5:30pm-7:30pm ONLINE
FEES: $350 for six module program; $75.00 per module

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, 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 13 - Apr 17 6pm-8:30pm University Tech Center Suite 390A
FEES: $499 Registration; $449 UCF Alumni/ SHRM Members

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 21 - May 08 6pm-9pm UCF Lake Mary 4207
Feb 22 - May 09 6pm-9pm UCF University Tech Center Suite 390A
Mar 13 - Apr 26 6pm-9pm UCF Cocoa Bldg 3 rm 155
Mar 17 - Apr 28 10am-5pm UCF Research Pavilion 170B
FEES: $1,029 Registration Fee; $929 UCF Alumni/ SHRM & EAF Members

Online course. Learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.
SURPRISE your co-workers with impressive presentations and reports. Enjoy both in classroom and online courses. Microsoft Office, Adobe Creative Suite 3, and Technical certifications increase efficiency and productivity with Computer Training.

"The instructor made this very understandable and helped apply to our current projects."

Excel 2007 Advanced Participant

If not now, when?

SAT  GRE  GMAT  LSAT  MCAT  FTCE

407.882.TEST  www.testprep.ucf.edu

SAT/ACT PREPARATION - PART 1
Universities and colleges throughout the U.S. require applicants to take the SAT or ACT as part of their evaluation package. This course will prepare you for both tests. In addition to preparing you for specific question types on both exams, this course will give you pointers in time management, anxiety relief, scoring, and general standardized test-taking. Weekly assignments will encourage you to work with your fellow classmates and your instructor to maximize your performance on all aspects of the verbal questions of the ACT and SAT.

SAT/ACT PREPARATION - PART 2
In addition to preparing you for specific question types on both exams, this course will give you pointers on time management, anxiety relief, scoring, and general standardized test-taking. Weekly assignments encourage you to work with your fellow classmates and your instructor to maximize your performance on all aspects of the math questions of the ACT and SAT. Taken with Part 1, this course will prepare you to excel in all sections of the undergraduate college entrance exams and provide you with the means to achieve your best potential score!

If not now, when?

SAT  GRE  GMAT  LSAT  MCAT  FTCE

407.882.TEST  www.testprep.ucf.edu

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If you have a disability that you would like to let us know about, please contact us prior to the start of your course so that we may provide any special accommodations that are required.

Phone: 407.882.0260 or 1.866.232.5834

**SPECIAL ACCOMMODATIONS:**
If you have a disability that you would like to let us know about, please contact us prior to the start of your course so that we may provide any special accommodations that are required.

Phone: 407.882.0260 or 1.866.232.5834

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- Facility
- Continuing Education Units
- Other Logistical Arrangements

**POST-CONFERENCE PLANNING**
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- Evaluations
- Speaker Support
- Conference Analysis

**ONSITE SUPPORT**
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- Oversee Exhibit set-up and tear-down
- Tracking/ROI/Analytics
- Email verification and management

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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)?
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Payment Information:
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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 FEID 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.
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