Are you interested in re-establishing a lifetime career or bringing yourself up-to-date in your present position?

The Division of Continuing Education at the University of Central Florida provides courses and seminars, certifications, degree programs, and professional development to make accessible the University’s resources for the re-education, training, professional advancement, and personal growth of the professionals and private citizens in its service area as well as the state, region, and nation.

Continuing Education serves as the unit within UCF Regional Campuses, for promoting the development of continuing education at UCF. In partnership with the academic, business and professional communities, Continuing Education provides local, state, national, and international clients with distinctive, high-quality and cost effective educational programs and services. The professional Continuing Education team is dedicated to the highest standards of customer satisfaction.

www.ce.ucf.edu
# TABLE OF CONTENTS

## Graduate Studies

- **Business and Workforce**
  - Accounting and Finance
  - Certificate Programs
  - Insurance
  - Leadership, Management, and Supervision
  - Marketing/e-Marketing
  - Music
  - Real Estate

## Business and Workforce

- **Computer Training**
  - Business Applications
  - Certificate Programs
  - Graphic Design
  - Microsoft® Applications
  - Technology in the Classroom
  - Web Design and Programming

## Computer Training

- **Health**
  - Certificate Programs
  - Healthcare Specializations
  - Medical Coding and Terminology

## Health

- **Life and Leisure**
  - Wellness Programs

## Life and Leisure

- **Test Preparation**
  - Graduate Test Preparation
  - Professional Test Preparation
  - Undergraduate Test Preparation

## Test Preparation

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**UCF Continuing Education**

- **UCF Regional Campuses**

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Assistant Director - Martin Malpica
Graphic Design - Marylou Wade
Press - UCF Print Shop
June 2010

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**UCF CONTINUING EDUCATION**

**UCF Regional Campuses**

**BUSINESS AND CAREER**

**HEALTH**

**COMPUTER TRAINING**

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**SUMMER/FALL 2010**
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UCF Continuing Education provides professional, high-quality, cost effective services customized to meet your needs. Experienced staff is ready to assist you with the details and delivery of your conference, institute, or meeting in Central Florida, or anywhere your event takes you.

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• Financial Services
• Registration Services
• Marketing
• Exhibits/Sponsors
• Speaker Management and Support
• Facility
• Continuing Education Units
• Other Logistical Arrangements

POST-CONFERENCE PLANNING
• Financial Services
• Evaluations
• Speaker Support
• Conference Analysis

ONSITE SUPPORT
• Registration Services
• IT Support
• Help Desk
• Oversee Exhibit set-up and tear-down
• Tracking/ROI/Analytics
• Email verification and management

For more information: www.ce.ucf.edu/Conference-Services/
Let’s get started planning your event.
UCF is the third largest university in the US with over 53,000 students and is 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.
UCF’s College of Health and Public Affairs is proud to announce its new e-MSHSA program for Fall 2010!

The Department of Health Management & Informatics at the University of Central Florida now offers an online Master of Science in Health Sciences – Health Services Administration Track. 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
- Allows professors to cover advanced topics in more depth

CAHME Accredited
Accreditation by the Commission on Accreditation of Health Care Management Education (CAHME) assures prospective students that the program strives to be exceptional.

For more information, please visit the program website:
www.cohpa.ucf.edu/hmi/emshsa.cfm
GRADUATE CERTIFICATE IN COMPUTER FORENSICS

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

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

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

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

Curriculum
This 15 credit hour Certificate Program teaches the fundamental principles and techniques of forensic science with an emphasis on digital evidence. Major topics include:

- Digital evidence collection and examination under the constraints of science, law, and courtroom procedure.
- Legal and technical issues regarding seizing and acquiring computer evidence, and chain of custody.
- Computer network protocols and security, intrusion detection, and network forensics.
- The use of technology and scientifically trained expert witnesses at trial.
- Topics and various disciplines of Forensic Science.

For more information, please visit the program website: gccf.ucf.edu
Master of Science in Health Care Informatics

The Department of Health Management & 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 16 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 and management 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 16 months. This course work includes these areas and projects:

- Health-services management
- Health care informatics
- Research/practicum thesis
- Symposium
- Seminar on health care informatics research

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

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

CONTACT US:
Kendall H. Cortelyou-Ward, Ph.D.
Interim Director, Health Care Informatics
407.823.2639
kcortely@mail.ucf.edu

Program in Health Care Informatics
University of Central Florida
Department of Health Management & Informatics
HPA II - 210
Orlando, FL 32816-2205
407.823.2359
www.cohpa.ucf.edu/informatics

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

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

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

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

ACHE National Chapter
www.ache.org
Master of Nonprofit Management

UCF CONTINUING EDUCATION
Bringing UCF to You

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 two electives (33 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.

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

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

Program in Nonprofit Management
University of Central Florida
Department of Public Administration
HPA II - 238
Orlando, FL 32816-1395
407.823.2604
www.ce.ucf.edu/professional/nonprofit

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

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

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

OTHER RESOURCES:
UCF Chapter of the American Humanics’ Student Association
407.823.0661
ahminor@mail.ucf.edu
The UCF Professional Engineering Management Program Master of Science is a program of Excel™ence 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.

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

**CONTACT US:**
For program information:
Tim Kotnour, Ph.D.
Program Director
407.823.5645
tkotnour@mail.ucf.edu
Engr 2, Room 416

For application information:
Ahmad Elshennawy, Ph.D.
Professor
407.823.2204
ahmade@mail.ucf.edu
Engr 2, Room 430

University of Central Florida
Department of Industrial Engineering & Management Systems
ENGR II - 312
Orlando, FL 32816-2993
407.823.3367
www.iems.ucf.edu

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

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

For financial aid and scholarship information:
UCF Office of Student Financial Assistance
407.823.2827
http://finaid.ucf.edu
If you are looking for a successful career in a high-demand, high-potential field, consider UCF’s new Professional Science Master’s in Modeling and Simulation program, offered in partnership with Embry-Riddle Aeronautical University’s Worldwide Campus. The program is offered entirely online—and you can finish in just two years.

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

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

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

Simulation professionals in this field are in great demand and job placement is high. Professionals in the industry earn salaries above $70,000 according to a recent survey by the National Center for Simulation. And through this program, success is only two years away.


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

CONTACT US:
University of Central Florida
Peter Kincaid, Ph.D.
Program Co-Director
407.882.1330
pkincaid@ist.ucf.edu

Ahmad Elshennawy, Ph.D.
Graduate Coordinator, IEMS
407.823.2204
ahmade@mail.ucf.edu

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

Glenn Carter
Director of Academic Support
ERAU-Orlando Campus
240 E. Central Pkwy, Ste 4000
Altamonte Springs, FL 32701
carterfl@erau.edu
407.352.7575

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

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

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

Other resources:
Brevard Workforce AWT Team
Erika Feltz
321.394.0544
efeltz@job-link.net
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 bachelor’s 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 bachelor’s 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.

CONTACT US:
Graduate Certificate Program in Hospitality & Tourism Management
Dr. Paul Rompf
Program Director
University of Central Florida
Rosen College of Hospitality Management
9907 Universal Blvd
Orlando, FL 32819
407.903.8027
prompf@mail.ucf.edu

Tari Sokolitsky
Assistant Director
Rosen College of Hospitality Management
407.903.8189
tsokolit@mail.ucf.edu

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

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407.823.2766
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UCF Office of Student Financial Assistance
407.823.2827
http://finaid.ucf.edu

Information for International Applicants to the university:
International Services Center
Barbara Ying Center, MMC 101
407.823.2337
www.intl.ucf.edu
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Our business is to help your business.

**UCF CONTINUING EDUCATION** offers a variety of customized corporate training programs to meet your company’s needs in a cost-effective and flexible format. We focus on obtaining 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.

UCF CE can design a custom program to meet your company’s specific needs and process specialization. The courses can be offered at your site, at our facilities, or via several distance learning options. We can even design programs that meet the needs of several organizations with common training requirements.

**CORE BENEFITS TO WORKING WITH UCF CONTINUING EDUCATION:**

- Develop training programs specific to your organization
- Training geared for any level, from the executive level to mid-management including support functions
- Customized programs to fill skill gaps and to meet project-specific needs
- Meet your schedule and location requirements
- Cost-effective training
- CEU’s can be provided for all programs

**CURRENT TRAINING PROGRAMS:**

- Business and Management
- Executive coaching and community of practice strategies
- Project Management
- Team-oriented strategies
- Business communications
- Computer and Information Technologies
- Health Care

Some of our clients include:

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Brasfield & Gorrie  
City of Winter Garden Police Department  
CNI  
DRS Technologies (A Finmeccanica Company)  
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Embarq  
Encolabs, Inc.  
Enterprise Florida  
FBMC  
First Baptist Church of Orlando  
fiserv  
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JHT, Inc.  
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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

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UCF Continuing Education provides the latest in business solutions from industry recognized partners and experienced faculty and trainers. We are here to assist you, your organization and or your individual employees with attaining the necessary tools to promote the skills and knowledge needed to survive in today’s competitive climate.

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

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

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

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

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

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

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

Financial Planning Certificate Program (Non-Credit)
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.

Summer and Fall classes schedule available. Visit www.financialplanning.ucf.edu for more information.

Registration Fee: $850.00
Alumni Fee: $800.00

Freight Broker/Agent
Learn the skills you need to be a successful Freight Broker/Agent. This is a growing industry of licensed individuals or corporations that help make a shipper and an authorized motor carrier successful in the transporting of freight. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Job Opportunity and Resource Friday! Placement Opportunity: All Broker graduates have the opportunity to meet and discuss agent positions with freight brokerages. Each Friday of the program, Brooke Transportation Training Solutions hosts Resource Friday exclusively for their graduates. BTTS is the only broker training school offering this Excellent resource. Graduates will be inspired, meet potential employers, and network with complementary businesses. Inspirational speakers motivate you to start your new career strong. The best businesses and brokers in the industry talk with graduates about the choice of starting their own brokerage, working as an agent for another firm, and other job opportunities. Complementary businesses also come to Resource Friday to meet the new graduates and talk through how each can benefit the other in business success.

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

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

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

CERTIFICATE PROGRAMS

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.

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

Certified Wedding Planner
This nationally recognized certified wedding planner-coordinator course teaches the student how to become a successful wedding planner and coordinator. This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business. Whether you plan on working part-time, planning only a few weddings a year, or a full-time career, this program will provide all the tools necessary to work as a professional wedding planner or start your wedding planning business. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

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

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

CORE Mediation Certificate
Mediation and dispute resolution are rapidly growing fields of study and sought after skills in the workplace. This comprehensive course provides the core skills sets necessary for the practice of mediation. As it becomes more and more apparent that individuals, families, groups, organizations, communities and nations must begin to work together in peaceful ways for the common good, mediation and dispute resolution are poised to become increasingly popular. In mediation, a neutral third party, termed a mediator, works with both sides of a dispute to have them agree on their own terms, without someone else deciding what is best for them. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.
Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Effective Management Training Series
Gain formal training in effectively leading the work of others and learn leadership/supervisory skills and practices appropriate to the demands of today’s work place. Participants will be engaged in sessions that will give individuals the opportunity to gain insight and develop strategies for improving supervision.
Aug 10-Nov 23; 6:00 p.m.-9:30 p.m.
UCF University Tech Center Suite 390 390B
4 Courses (save $197): ..................$1,399.00
3 Courses (save $118): ..................$1,079.00
2 Courses (save $69): ....................$729.00
1 Course: ....................................$399.00
Alumni/ OCVB- 4 courses: ..................$1,189.00
Alumni/ OCVB- 3 courses: ..................$949.00
Alumni/ OCVB- 2 courses: ..................$659.00
Alumni/ OCVB- 1 course: ....................$369.00

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

Entrepreneurship: Start-Up and Business Owner Management
This nationally recognized Entrepreneurship online course and training program teaches students the basic and foundational skills needed to start their own business. This Entrepreneurship: Start-Up and Business Owner Management program provides an Excel/Elent foundation for not just the start-up business owner, but also the business owner or manager who wants to gain a further understanding of some of the basic, essential and fundamental principles associated with owning and operating a start-up or on-going business. The program includes an introduction to Business Plan Development, Positioning For and Finding Financing, Legal Issues in Operations, as well as Buying and Selling a Business and is for someone with little or no previous experience. You will grow in your understanding of financial and accounting terms, gain confidence and improve your communication skills, as well as explore some basic of the topics of running a business in accord with legal requirements. It’s never been easier to...
Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

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

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.
Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.
Purchasing and Supply Chain Management
This nationally recognized Purchasing & Supply Chain Management online course and training certificate program is particularly well suited to anyone working in or interested in working in purchasing, supply chain management, procurement specialists, and buyers. In this program, students will be introduced to the various fundamental and basic aspects of the supply chain environment, including basic and introductory enterprise resource planning systems and requirement systems. The interrelationships between purchasing, vendor selection, sources of supply and the role of technology will also be explored in this program so that a student understands the integrated approach to planning, acquisition, flow and distribution from raw materials to finished products. In this program, the focus is on the management function, and the skills and resources that develop a successful manager. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers. This program is best-suited for someone with little

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

Six Sigma Blackbelt
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.

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

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

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

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

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

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

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

Search Engine Optimization
This nationally recognized search engine optimization (SEO) online course and training program has been developed because of the high demand for search engine specialists. Search engine optimization is considered a sub-set of Search Engine Marketing. Below is a definition of SEO provided by MSN Careers: Search engine optimization specialists (SEOs) increase a firm’s web site traffic by improving its search engine page rankings (SERPs). This is an especially important task in today’s Internet-driven world, where many customers first learn of an organization and its products or services through the web. Because of a shortage of experts in this relatively new area, many top SEOs receive multiple job offers. SEOs typically supplement their knowledge of how various search engines operate and determine page rankings with strong marketing skills, as well as the ability to communicate effectively and program using HTML. This online certificate program is offered in partnership with major colleges, universities.

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

ROUTES CHALLENGE COURSE
The UCF Ropes Challenge Course goal is to build cohesiveness within groups and strengthen self-esteem and awareness in individuals. The course creates a sequence of physical and mental challenges for the participants to overcome. These challenges will compel the group to work together and build unity.

Following each challenge/activity, instructors lead a debrief discussion that focuses on a teamwork topic relative to that event. These open discussions allow participants to analyze the experience and apply what is learned to other situations. Each challenge course experience is carefully designed to accommodate the groups specific needs and goals.

UCF CONTINUING EDUCATION
www.ce.ucf.edu/ropes
407.882.0260
MUSIC

Choral Music Workshop
Designed for vocal music teachers of all ability levels and settings (elementary, secondary, church), this comprehensive choral music education workshop will provide a supportive environment for participants to improve their effectiveness with conducting, rehearsal planning, group vocal development, rehearsal and assessment techniques, music literacy development, and repertoire selection. There will also be reading sessions of new choral music.

Jul 06-Jul 09 9:00 a.m.-4:00 p.m.
UCF Creol Building
Registration Fee: $225.00

Jazz Education Workshop
No prior jazz experience is needed for this workshop. In a fun and non-threatening environment learn fundamental jazz skills. This workshop is designed for high school and middle school band directors wanting to develop an understanding and appreciation for jazz education.

Jul 12-Jul 14 9:00 a.m.-4:00 p.m.
UCF Main Campus, Rehearsal Hall 116
Registration Fee: $225.00

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

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

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

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

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

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

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

Home Inspection Course (Online)
There’s more to a home inspection than just looking around a building. It’s an entire process of communication skills combined with construction knowledge and business savvy. The 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.
Offered online, learn anytime, anywhere, interactive and hands-on training.
Visit www.ce.ucf.edu for more information.

Interior Design
This nationally recognized Interior Design online course is an exciting interactive certificate program where you will learn how to create spaces for living, working, and enjoyment. The program focuses on Design Theory, Design Process methods and Design Studio Work. The learning sequence study included are the design elements and principles, color theory, programming, space planning and the design of residential, commercial, and retail spaces. The online learning method is learner centered so students can set the pace, sequencing and style of learning according to what works best for them. The environment is stimulating and interactive. Communication and design software is used extensively in design practice today. The online delivery of the Interior Design program mimics a real-world professional design experience. The modules incorporate communication and delivery of concepts via the same electronic mediums used by professionals. This program will prepare design students for entry level employment in the booming design business.
Offered online, learn anytime, anywhere, interactive and hands-on training.
Visit www.ce.ucf.edu for more information.

Real Estate Exam Review Course (Online)
This set of review questions is intended to give the participant practice with multiple-choice questions prior to taking the Florida Salesperson Real Estate License Examination. The questions are intended to review real estate principle, practices and law in a general manner. There is no representation any of the questions have appeared or will appear on any License Law Examination.
Offered online, learn anytime, anywhere, interactive and hands-on training.
Visit www.ce.ucf.edu for more information.
UCF Continuing Education’s program exceeds the 35-hour education requirement from the Project Management Institute. Professional instructors with Project Management expertise will prepare you for the PMP Certification exam.

Program highlights include:
• Comprehensive review of all nine Project Management knowledge areas
• Intensive 10-week program or 25-week theory to practice approach
• Tuition includes instruction, textbooks, supplemental study materials and a personalized study plan
• Payment plans available and tuition reimbursement is accepted
• Funding may be available from Workforce Central Florida or Workforce Brevard
Whether you are looking to update your skills or acquire new ones, UCF Continuing Education is your go-to partner for computer training. UCF CE has the perfect program to fit your busy schedule by offering training online, 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

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

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

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

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

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

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

Communicating with E-mail
This course discusses some of the basics with regard to communicating via e-mail. It explains what e-mail is and examines two types of e-mail accounts. It demonstrates how to establish a Hotmail e-mail account, as well as how to come up with a strong password. The course shows how to log in and access e-mail messages, as well as how to compose an e-mail message and send a message that includes an attached file.

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

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

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

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

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

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

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

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

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

Lotus® Notes 5.0 Level II
This course enhances a student’s basic understanding of Lotus Notes 5.0 by introducing them to the advanced features of Lotus Notes 5.0. Students will work with many Lotus Notes features used in customizing e-mail messages and accessing database material. Some other topics that will be discussed include contact, and calendar features, and Personalization features. The material is presented through explanatory text, real-world scenarios, interactive steps, and questions to test and reinforce the material covered.

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

Navigating And Exploring The Internet
This introductory course teaches students fundamental skills they need to know in order to use the Internet. Some skills students will learn include connecting to the Internet, learning about and searching the Web, understanding and sending e-mail and using browsers such as Internet Explorer and Netscape Navigator. All these skills will be taught using true-life scenarios, examples, review exercises, and concept graphics to help reinforce the material presented.

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

Pocket PC Tips And Tricks
This course teaches students the basic features and functions of the Pocket PC and also provides tips to help students take full advantage of the many features the Pocket PC offers them. Some skills students will learn include connecting to the Internet, learning about and searching the Web, synchronizing the Pocket PC to a computer; and how to use the Pocket PC for online communication. Real-life scenarios and hands-on exercises will help students gain a better understanding of these skills.

- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.
QuickBooks® 2006
The QuickBooks 2006 course introduces students to the fundamentals of using QuickBooks to keep track of the finances of a small business. Students will set up a new company to manage the banking and billing activities. Students will also work with the Customer and Vendor Centers, the Chart of Accounts, and the Items Lists to manage customer data, purchase orders, invoices, accounts payables and receivables, and inventory. In addition, students will create reports and budgets, and learn how to back up and protect their QuickBooks data.

Jun 11; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Jul 22; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Aug 12; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Sep 09; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Oct 20; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Nov 29; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Registration Fee: $249.00
UCF Faculty/Staff/Student: $199.00

Sales Presentations with PowerPoint®
The Sales Presentation with PowerPoint course teaches students how to use PowerPoint 2007 to create effective sales presentations. Topic coverage includes animation, charts, clip art, AutoShapes, and image morphing. Students will learn how to use sound and movies, record narration, and customize presentations with custom slide masters. Online topics include saving presentations for Web delivery, using hyperlinks, customizing Web pages, conducting online meetings, working with shared workspaces, Web publishing, and the Package for CD feature.

Jun 14; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Jul 19; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Aug 20; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Sep 28; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Oct 29; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Nov 29; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Registration Fee: $199.00
UCF Faculty/Staff/Student: $149.00

Saving Information from the Internet
This course looks at several ways of saving information that is found on the Internet. It shows how to save Web pages to a computer, as well as how to access them once they are saved. It teaches how to copy and paste Web page data into other applications. The course demonstrates how to download files from the Internet onto your computer.

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

Searching the Internet
This course covers the basics of how to search for information on the Internet. It explains the difference between search engines, directories, and meta-search engines and lists some examples of each. The course contains lessons that explain how to check the weather forecast for a specific region, how to find current news online, how to register for daily updates, and how to find definitions and synonyms using online resources. It also discusses the advantages of creating your own Web pages, and lists some of the common tools for creating them.

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

CERTIFICATE PROGRAMS

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

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

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

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

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

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

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

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

IC3 2005 Standard Bundle
These IC3 courses contain the training and testing materials for IC3 certification. These materials have been reviewed by a third party and approved by Certiport as approved courseware that prepares individuals for the IC3 credential.

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

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

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

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

Searching the Internet
This course covers the basics of how to search for information on the Internet. It explains the difference between search engines, directories, and meta-search engines and lists some examples of each. The course contains lessons that explain how to check the weather forecast for a specific region, how to find current news online, how to register for daily updates, and how to find definitions and synonyms using online resources. It also discusses the advantages of creating your own Web pages, and lists some of the common tools for creating them.

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

3ds max
This nationally recognized 3ds studio 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 toolssets in the workplace.

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

AutoCAD 2008; AutoCAD LT 2008 - Essentials
AutoCAD 2008 is the pervious version of Autodesk’s Computer Aided Design software. This courseware is designed for the new AutoCAD / AutoCAD LT professional who requires comprehensive training in AutoCAD or AutoCAD LT 2008. It incorporates the features, commands, and techniques for creating, editing, and printing drawings with AutoCAD 2008 and AutoCAD LT 2008.

Aug 16; 9:00 a.m.-4:00 p.m.
UCF College of Engineering Building II 201
Oct 25; 9:00 a.m.-4:00 p.m.
UCF College of Engineering Building II 201

Registration Fee: $795.00
UCF Faculty/Staff/Student: $675.00
Alumni Fee: $675.00

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, textures, lighting, 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.

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

Adobe® Illustrator® CS3 - Level 1
Adobe Illustrator CS3 is a sophisticated graphics application that helps you to create complex and attractive designs with type effects. You can create logos, advertisements, and other illustrations with ease using this software. However, creating complex designs can be overwhelming if you are not familiar with the tools present in Adobe Illustrator and their features. In this course, you will learn to use Adobe Illustrator CS3 by drawing and manipulating simple shapes to create logos. You will also combine text and graphics to create advertisements. Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Jun 03; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Jul 20; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Aug 09; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Sep 03; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Oct 12; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Nov 15; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A

Registration Fee: $249.00
UCF Faculty/Staff/Student: $199.00

Adobe® Illustrator® CS3 - Level 2
This course builds on the skills and concepts taught in Illustrator CS3: Level 1. Students will learn how to transform objects, adjust typography, convert raster images to vector art, create 3D effects, prepare files for a commercial printer, export artwork for the Web, and other advanced-level skills. Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Jun 18; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Jul 30; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Aug 20; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Sep 17; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Oct 22; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Dec 10; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A

Registration Fee: $249.00
UCF Faculty/Staff/Student: $199.00

Adobe® InDesign® CS3 - Level 1
You are starting to familiarize yourself with print layout and design using InDesign. You would like to learn about the tools and features available to you in InDesign CS3. In this course, you’ll work with some of the tools and features to create eye-catching printed documents using InDesign CS3. You will learn to utilize InDesign CS3 to create and deliver printed documents.

Jun 02; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Jul 02; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Aug 12; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Sep 10; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Oct 08; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Nov 06; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B

Registration Fee: $249.00
UCF Faculty/Staff/Student: $199.00

Adobe® InDesign® CS3 - Level 2
This course builds on the concepts and skills taught in Adobe InDesign CS3: Level 1. Students will learn how to use the application to create professional-looking layouts more efficiently. Specifically, they will learn how to set up multi-page spreads, work with vector paths, format type using advanced features, create lighting effects, adjust transparency, define object styles, explore the use of tables in a document, use the Story Editor, and manage long documents. Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Jun 17; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Jul 21; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Aug 25; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Sep 27; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Oct 18; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Dec 06; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B

Registration Fee: $249.00
UCF Faculty/Staff/Student: $199.00
Adobe® Photoshop® CS3 - Level 1
Adobe Photoshop has been an indispensable image editing software application for many years. As an aspiring graphic designer, you would like to familiarize yourself with image creation and editing using this software. Understanding the different tools and features available in Photoshop CS3 will help you to maximize your creative potential. In this course, you will learn the several tools and features of Photoshop CS3 to work with images. You will explore the Photoshop CS3 interface and use several tools for selecting parts of images. You will learn to use layers and to apply layer effects and filters to create special effects. Additionally, you will use painting tools and blending modes to create shading effects. Finally, you will save images in print and web formats. Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Jun 10; 9:00 a.m.-4:30 p.m.  UCF Research Pavilion  170B
Jul 13; 9:00 a.m.-4:30 p.m.  UCF Research Pavilion  170A
Aug 11; 9:00 a.m.-4:30 p.m.  UCF Research Pavilion  170B
Sep 14; 9:00 a.m.-4:30 p.m.  UCF Research Pavilion  170B
Oct 8; 9:00 a.m.-4:30 p.m.  UCF Research Pavilion  170B
Nov 18; 9:00 a.m.-4:30 p.m.  UCF Research Pavilion  170B

Registration Fee: $249.00
UCF Faculty/Staff/Student: $199.00

Adobe® Photoshop® CS3 - Level 2
This course builds on the concepts and skills taught in Adobe Photoshop CS3. Level 1. Students will learn how to create and use masks and vector paths, and how to create fills and overlays to enhance images. Course activities also cover automation of repetitive tasks. In addition, students will learn how to apply creative special effects to both images and text. This instructor's edition is designed for quick scanning in the classroom, and filled with interactive exercises. Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Jun 22; 9:00 a.m.-4:00 p.m.  UCF Research Pavilion  170A
Jul 27; 9:00 a.m.-4:00 p.m.  UCF Research Pavilion  170B
Aug 24; 9:00 a.m.-4:00 p.m.  UCF Research Pavilion  170B
Sep 21; 9:00 a.m.-4:00 p.m.  UCF Research Pavilion  170B
Oct 19; 9:00 a.m.-4:00 p.m.  UCF Research Pavilion  170A
Dec 16; 9:00 a.m.-4:00 p.m.  UCF Research Pavilion  170A

Registration Fee: $249.00
UCF Faculty/Staff/Student: $199.00

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

Jun 15; 9:00 a.m.-4:00 p.m.  UCF Research Pavilion  170B
Jul 26; 9:00 a.m.-4:00 p.m.  UCF Research Pavilion  170A
Aug 24; 9:00 a.m.-4:00 p.m.  UCF Research Pavilion  170A
Sep 22; 9:00 a.m.-4:00 p.m.  UCF Research Pavilion  170A
Oct 19; 9:00 a.m.-4:00 p.m.  UCF Research Pavilion  170A
Dec 16; 9:00 a.m.-4:00 p.m.  UCF Research Pavilion  170A

Registration Fee: $199.00
UCF Staff/Student: $149.00

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

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

Working With Digital Pictures Level 2
This course was designed to give home and business users with basic digital imaging skills a closer look at what you can do with digital cameras and image editing software. To accomplish this, students will look at advanced camera features, lenses, automatic and creative controls, accessories, and basic color concepts. Using a camera, students will also zoom, record dates and times, and use red-eye reduction. Then, using Adobe Photoshop Elements, students learn how to brighten images, lighten shadows, work with color saturation, remove color, work in layers, use the clone tool, rotate images, and add artistic effects. Finally, students will look at ways digital images can be used, such as in documents, e-mail, and wallpapers, and then they’ll create contact sheets and Web photo galleries.

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

MICROSOFT® APPLICATIONS

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

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

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

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.
Access® 2007 - Level 1
This course covers the basic functions and features of Access 2007. Students will learn how to design and create databases; work with tables, fields, and records; sort and filter data; and create queries, forms, and reports. This course is designed for students who wish to learn the basic operations of the Microsoft Access database application to perform their day-to-day responsibilities, and to understand the advantages that using a relational database application can bring to their business processes.

The Level 1 course is for the individual whose job responsibilities include designing and creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database. Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Jun 03; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A

Registration Fee: $199.00
UCF Faculty/Staff/Student: $149.00

Access® 2007 - Level 2
This course builds on the skills and concepts taught in Access 2007: Level 1. Students will learn how to normalize data; work with Lookup fields and subdatasheets; create join queries; add objects to forms, print reports and labels; create charts; and use PivotTables and PivotCharts. Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Jun 16; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Jul 09; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Aug 13; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Sep 14; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Oct 12; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Nov 12; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Dec 16; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B

Registration Fee: $199.00
UCF Faculty/Staff/Student: $149.00

Access® 2007 - Level 3
This course builds on the skills and concepts taught in Access 2007: Level 2. Students will learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; work with XML documents; work with Windows SharePoint Services; optimize databases; password-protect and encrypt databases; set Access options and properties; create hyperlink fields; and use Outlook 2007 to update data.

Jun 25; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Jul 21; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Aug 19; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Sep 24; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Oct 21; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Nov 22; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A

Registration Fee: $199.00
UCF Faculty/Staff/Student: $149.00

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

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

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

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

Excel® 2003 Microsoft® Office Specialist Prescriptive
Contains testing and prescribes the training required to prepare for the Microsoft Office Excel 2003 Microsoft Office Specialist exams.

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

Excel® 2007 - Level 1
You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft Office Excel 2007 to manage, edit, and print data. You will learn to create and edit basic Microsoft Office Excel 2007 worksheets and workbooks.

Jun 02; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Jul 02; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Aug 02; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Sep 03; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Oct 07; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Nov 03; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Dec 05; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B

None Entered $0.00

Excel® 2007 - Level 2
In Microsoft Office Excel 2007: Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft Office Excel 2007 to streamline and enhance your spread sheet with templates, charts, graphics, and formulas.

Jun 10; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Jul 12; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Aug 11; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Sep 15; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Oct 15; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Nov 09; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Dec 14; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B

Registration Fee: $199.00
UCF Faculty/Staff/Student: $149.00

APPLY ONLINE: www.ce.ucf.edu
Excel® 2007 - Level 3
Your training in and use of Microsoft Office Excel 2007 has provided you with a solid foundation in the basic and intermediate skills for working in Excel. You have used Excel to perform tasks such as running calculations on data and sorting and filtering numeric data. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.

PowerPoint® 2007 - Level 2
As a PowerPoint 2007 user, you are familiar with the basics of creating a presentation and you are able to convey information effectively in a simple way. Static content in presentation, however, will not keep your audience interested. In this course, you will enhance presentations with feature that will transform basic presentations into a powerful means of communication. Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

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

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.

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

Outlook® 2003 Microsoft Office Specialist Prescriptive Training
Contains all of the lessons required to pass the Microsoft Office Outlook 2003 Microsoft Office Specialist exam.

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

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

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

Windows® 2003 (Microsoft® Office Specialist)
Contains all of the lessons required to pass the Microsoft Office Word 2003 Microsoft Office Specialist exam.

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

Word® 2007 - Level 1
Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft Office Word 2007 courses. It will provide you with the basic concepts required to produce basic business documents. You will learn to create, edit, and enhance standard business documents using Microsoft Office Word 2007. Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Registration Fee: $199.00
UCF Faculty/Staff/Student: $149.00
Word® 2007 - Level 2
In the first course in this series, Microsoft Word 2007: Level 1, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Microsoft Word 2007 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft Word 2007 works for you. You can also improve the quality of your work by enhancing your documents with customized Microsoft Word 2007 elements. In this course, you will create complex documents in Microsoft Word 2007 by adding components such as, customized lists, tables, charts, and graphics. You will also create personalized Microsoft Word 2007 efficiency tools. Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Jun 11; 9:00 a.m.-4:00 p.m.  
UCF Research Pavilion 170B

Jul 14; 9:00 a.m.-4:00 p.m.  
UCF Research Pavilion 170A

Aug 16; 9:00 a.m.-4:00 p.m.  
UCF Research Pavilion 170A

Sep 16; 9:00 a.m.-4:00 p.m.  
UCF Research Pavilion 170A

Oct 13; 9:00 a.m.-4:00 p.m.  
UCF Research Pavilion 170A

Nov 10; 9:00 a.m.-4:00 p.m.  
UCF Research Pavilion 170A

Dec 15; 9:00 a.m.-4:00 p.m.  
UCF Research Pavilion 170A

Registration Fee: $199.00  
UCF Faculty/Staff/Student: $149.00

Word® 2007 - Level 3
You know to use Microsoft Office Word 2007 to create and format typical business documents. Now, you may need to work on more complex documents. In this course, you will use Word to create, manage, revise, and distribute long documents and forms. Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Jun 23; 9:00 a.m.-4:00 p.m.  
UCF Research Pavilion 170B

Jul 23; 9:00 a.m.-4:00 p.m.  
UCF Research Pavilion 170A

Aug 26; 9:00 a.m.-4:00 p.m.  
UCF Research Pavilion 170A

Sep 23; 9:00 a.m.-4:00 p.m.  
UCF Research Pavilion 170A

Oct 22; 9:00 a.m.-4:00 p.m.  
UCF Research Pavilion 170A

Nov 19; 9:00 a.m.-4:00 p.m.  
UCF Research Pavilion 170A

Registration Fee: $199.00  
UCF Faculty/Staff/Student: $149.00

TECHNOLOGY IN THE CLASSROOM
Computing Fundamentals - 2005 Standard
This course covers the skills outlined in the Computing Fundamentals portion of the IC3 certification examination. It teaches the student to recognize different computer types, common hardware components, and basic types and needs of software. It also explains how software and hardware interact, such as the operating system’s role in the booting process. Students will learn how to install software, find help, change basic system settings, and format disks. Additionally, this section covers how to use files, folders, and other Desktop objects on a Windows system, as well as how to customize the Windows operating system.

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

Creating Class Materials
This course examines how word processing applications can be used to design classroom materials that help teach lesson objectives. Specifically, it covers how to create handouts, curriculum pages, and Web scavenger hunts, and provides an explanation of the latter two. Possible uses for handouts and tips for designing effective handouts are also discussed. In the course of creating these class materials, useful word processing tasks are taught as well. These tasks include inserting graphics, adding watermarks, numbering lists, creating hyperlinks to Web sites, and including page borders. Because many classroom materials can be reused with slight modifications, saving documents as templates is demonstrated as well.

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

Developing Electronic Classroom Presentations
This course explains electronic presentations and how they can be used in the classroom and for other purposes. The course examines the different presentation views in Microsoft Office PowerPoint, such as Slide Show and Slide Sorter views, and illustrates how they are used. Navigating through slides in the different views is covered in the course as well. A simple classroom introduction presentation is created using the PowerPoint built-in templates, and the course shows how to modify template elements to customize a presentation. The course discusses numbered and bulleted lists and shows how to switch between the two. The course also examines how to import clip art into Microsoft Office and how to insert and manipulate clip art images in PowerPoint® slides.

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

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

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

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

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.
Learning with the Internet
This course covers how the Internet can be a good source of information, and therefore, an educational tool. Basics about the Internet are covered, such as learning how to connect to the Internet, what the World Wide Web is, and which Web browsers are. Legal issues, Internet Explorer, the Standard Buttons bar, setting home pages, marking favorite sites, and accessing help are also explored. Internet search proficiency will be developed by learning skills like checking the weather, using keyword searches, and finding online news and word definitions. As downloading is one of the most popular uses of the Internet, it will be examined, along with other means of saving Web data, such as saving Web pages to your computer or copying page data. Finally, e-mail will be discussed. Users will learn how to create new e-mail accounts, and then log on to accounts and read messages. They will also learn how to send simple messages, as well as messages with files attached.

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

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

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

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

Using Technology in Language Arts
This course covers some of the ways in which technology can be incorporated into the Social Studies classroom. It breaks down discussion of examples into grades K-5, 6-8, and 9-12. Discusses how to plan a lesson that utilizes different types of technology to research and create a simulated society. The course also discusses useful sites for conducting child friendly social studies searches. It also examines the use of rubrics and how they can be used to assess social studies assignments, and provides examples of rubrics for different age groups.

Using Technology in Social Studies
This course covers some of the ways in which technology can be incorporated into the Social Studies classroom. It breaks down discussion of examples into grades K-5, 6-8, and 9-12. Discusses how to plan a lesson that utilizes different types of technology to research and create a simulated society. The course also discusses useful sites for conducting child friendly social studies searches. It also examines the use of rubrics and how they can be used to assess social studies assignments, and provides examples of rubrics for different age groups.

WEB DESIGN AND PROGRAMMING
Dreamweaver® CS3 - Level 1
This course teaches students how to use Dreamweaver CS3 to create and publish Web sites. Students will learn how to define a Web site, format text, apply images, tables, and styles, create and format links, and publish a Web site. Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.
Flash® CS3 - Level 1
In this course, students are introduced to the basic elements and features of Flash CS3 Professional. They will learn how to use the Stage and the Library, how to create text blocks and format text, and how to work with basic shapes. In addition, students will learn the fundamentals of working with the Timeline. They will learn how to format objects by using custom colors and gradients, and by applying filters and soft edges. Next, they will apply frame-by-frame, motion tweening, and looping animation techniques. They will work with interactive components such as buttons and audio controls. Finally, students will learn about accessibility options for Flash content, test download performance of a Flash file, and publish a Flash file. Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Jun 08-Jun 09; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
ское время по электронной почте, UCF Research Pavilion 170A
Aug 03-Aug 04; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Sep 09-Sep 10; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Oct 06-Oct 07; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Nov 01-Nov 02; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Dec 09-Dec 10; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B

Registration Fee: $549.00
UCF Faculty/Staff/Student: $449.00
Alumni Fee: $449.00

Flash® CS3 - Level 2
This course builds on the fundamentals taught in Flash CS3: Level 1. Students will learn how to create vector paths with anchor, curve, and corner points to mask layer content; create time-line effects with dynamic and static effects, animated masks, motion-guide layers, and shape and motion tweens; use ActionScript code to change a movie clip’s properties; write event handler functions; use operators to change variable values; create conditional code with if blocks; convert code to functions; nest function calls; move functions into external ActionScript files; and add 09 to interface components; apply form components; write scripts to respond to user entries; learn the basics of creating dynamic content; import text and XML content; use XML class to import and manipulate XML content; use Flash Video Encoder to convert DV content to FLV; adjust FLV playback component parameters; write ActionScript to make items appear on the Stage in response to cue points.

Jun 23-Jun 24; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170A
Jul 28-Jul 29; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Aug 17-Aug 18; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Sep 22-Sep 23; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Oct 18-Oct 19; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Nov 18-Nov 19; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B

Registration Fee: $549.00
UCF Faculty/Staff/Student: $449.00
Alumni Fee: $449.00

FrontPage® 2003 Level I
This course is designed to familiarize users with key introductory features of Microsoft Office FrontPage 2003. Students will learn skills that will help them create, navigate, edit, and manage Web pages easily. This includes examining the working screen, understanding the difference between Web pages and Web sites; creating new Web sites; entering, modifying, and formatting text; incorporating graphics and tables; creating text and graphic links; applying themes; managing sites using folders, reports, and tasks; and previewing and publishing Web sites. All of these functionalities are taught using true-to-life scenarios, examples, review exercises, and concept graphics to help reinforce material presented.

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.

Jun 04; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Jul 07; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Aug 06; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Sep 08; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Oct 04; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Nov 03; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Dec 01; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B

Registration Fee: $199.00
UCF Faculty/Staff/Student: $149.00

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

Jun 16; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Jul 26; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Aug 19; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Sep 17; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Oct 15; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Nov 16; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B
Dec 15; 9:00 a.m.-4:00 p.m.
UCF Research Pavilion 170B

Registration Fee: $199.00
UCF Faculty/Staff/Student: $149.00
Using Word Processing Applications to Create Web Pages
This course discusses ways in which Web sites can be used to communicate with students, parents, and others, and it examines several issues involved in designing and using a class Web site. The course shows how to use Microsoft® Office Word to create and edit Web pages and how to use hyperlinks to link the pages to create a Web site. The basics of good Web design are discussed, and elements such as photographs and other graphics are used to enhance the pages. The Microsoft® Word Web tools for previewing and saving Word documents as Web pages are examined. In addition, several sources for learning how to use Web sites in the classroom are presented.

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

VBA Applications with Access®
This ILT series course, rated 4.9/5.0 in overall quality by ProCert Labs, is designed for experienced Access 2007 users who want to learn ActiveX Data Objects, control structures, and the basics of VBA programming. Comes with CertBlaster pre- and post-assessment software (download). Course is instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

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

VBA Applications with Excel®
The VBA Applications for Excel class is designed to give experienced Excel users proficiency in creating procedures that run in response to specific events, creating user forms to accept or display data, validating the data entry in user forms, and debugging and handling errors in code.

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

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

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

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

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

XML - Level 1
This course will cover syntax, elements, attributes, validation, browsers, viewing, CSS, XSL, Data Island, Parsers, XML and Excel, and how XML can be used.

Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.
UCF Continuing Education Online offers various formats of online training tailored to your immediate needs. Our interactive training courses are customized to reinforce lessons with inter-activity, assignments, self-tests, and multimedia. Courses can be offered with a live instructor or self-paced in an asynchronous environment. Participants can attend/access the classes or live events from anywhere with a standard Internet connection.

**UCF Continuing Education**

**Delivering UCF to You**

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**Design your own Course**

**UCF Continuing Education Online** offers various formats of online training tailored to your immediate needs. Our interactive training courses are customized to reinforce lessons with inter-activity, assignments, self-tests, and multimedia. Courses can be offered with a live instructor or self-paced in an asynchronous environment. Participants can attend/access the classes or live events from anywhere with a standard Internet connection.

**Benefits of Using CeOnline Services**
- No additional software needed by end users
- Secure online registration
- Instant access to online courses
- Latest technology and best practices standards

**Delivery Methods**
- Web-based (live and on-demand)
- Media-based (CD/DVD/Print)
- Live sessions (face-to-face and online)
- Print-based training
- Recorded presentations
- Instructor-led

**Online Conferencing Services:**
- Live Online Training
- Easily conduct virtual classes

**Available Features**
- Whiteboard
- Application sharing
- File sharing
- Customization to organization
- Polling
- Record and archive meetings/training
- Audio narration and editing
- Presentation attachments
- Streaming audio and video
- Conference call service with toll-free number

**For more information:**

[www.ce.ucf.edu](http://www.ce.ucf.edu)

**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 CE is here to help you start a new career in healthcare or help you advance in your current one.

We are proud to offer graduate programs, certificates, and professional/personal development programs. Choose from our wide variety of programs in this category.
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.
- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Certified National Pharmaceutical Representative
This nationally recognized Pharmaceutical Sales Representative online training course (CNPR) and program was developed in response to a rising need for entry-level certified pharmaceutical sales representatives. The program is designed for individuals who want to gain entry into the pharmaceutical industry but who lack the required pharmacology and medical education.
- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

HIPAA Training for Covered Entities
HIPAA Basic Training for Covered Entities is the affordable answer to your ongoing staff training challenge. This easy, 36-minute, video-based online program exceeds legal requirements and helps your workforce deal more effectively with HIPAA. Every learner receives a personalized Certificate of Completion.
- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Medical Billing and Coding
The Medical Billing and Coding (MBC) will give you the skills you need to find the job you are looking for as a Medical Billing Specialist, Medical Coder, and/or Medical Office Manager. Upon successful completion of the course you will receive a Certificate of Completion from the school through which you enrolled. You will also be eligible to register You’ll learn much more about the certification and the details for registering and enrolling in the certification prep course offered by NHA when you complete your MBC coursework.
- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

Pharmacy Technician
Learn the skills you need to become a pharmacy tech in a hospital or retail setting with the Pharmacy Technician Online Certification Training Program. You’ll gain the skills and knowledge to qualify for entry-level positions in pharmacies, and you’ll be prepared for national certification. This program pairs students with an instructor for one-on-one assistance and includes a forty-hour externship.
- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

HEALTHCARE SPECIALIZATIONS

Administrative Dental Assistant
This nationally recognized Administrative Dental Assistant online certificate program teaches the essential administrative tasks for managing the business aspects of a dental practice and becoming an Administrative Dental Assistant. This program includes instruction in dental terminology and anatomy, medical records management, accounts receivable and reimbursement management, insurance and patient billing, patient scheduling, and procedural and diagnostic coding. The Administrative Dental Assistant online program will prepare you for a new career working in a dental office. Textbooks included.
- Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

ONLINE COURSE: Health Care Risk Management Licensure

- Become a Licensed Health Care Risk Manager
- 120 hour online program convenient for busy professionals
- Approved by the Agency for Healthcare Administration
- Learn the background, history and philosophy of health care risk management
- Understand state statutory requirements, reporting procedures, contracts and purchasing insurance, safety issues, ethical decision making, quality improvement and more.

Who should enroll:
Registered Nurses (RNs)  
Medical Doctors (MDs)  
Health Information Managers (RHIA, RHIT)  
Pharmacists  
Respiratory Therapists (RRTs)  
Radiologic Technologists

Administrators of Healthcare Organizations  
Osteopaths  
Podiatrists  
Chiropractors  
Emergency Medical Technicians (EMTs)  …and other health care professionals

UCF Continuing Education  
www.ce.ucf.edu/riskmanagement  
407.882.0260
Administrative Medical Specialist with Billing and Coding
The Administrative Medical Specialist with 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.

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.

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

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.

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 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.

HIPAA: SERIOUS CHANGES IN 2010
NEW FEDERAL HEALTH PRIVACY LAW
COMPLIANCE MANDATORY
As part of the Obama administration’s Economic Recovery program known as the HITECH Act, the federal health privacy law known as HIPAA underwent a major expansion in 2010. This affects virtually all medical and healthcare entities in the U.S.

Changes include: new enforcement rules; much larger penalties for violations; and notifications to patients whose medical data is compromised.

The HITECH Act also makes HIPAA compliance mandatory for hundreds of thousands of additional non-medical entities, known as Business Associates, who were not previously subject to the law.

WANT TO PROJECT YOUR MEDICAL, and NON-MEDICAL BUSINESS?
Sign up today for great online and other HIPAA programs

www.ce.ucf.edu/hippa/
Legal Nurse Consultant Certificate Program

WHAT IS A LEGAL NURSE CONSULTANT?
A Legal Nurse Consultant (LNC) is a Registered Nurse that works in the legal arena. An LNC offers advice on medical/legal matters in the following areas:

- Criminal Cases
- Disciplinary Hearings
- Healthcare Licensure
- Insurance Law Issues
- Investigation
- Medical Malpractice
- Negligence Cases
- Nursing Home Abuse
- Personal Injury
- Products Liability
- Professional Regulation
- Psychiatric Malpractice
- Risk Management
- Toxic Torts
- Workers Compensation

TOPICS OF STUDY:
The focus of this program is on Nursing sciences as opposed to paralegal studies.

- Business principles for the Legal Nurse Consultant
- Common practice areas of legal nurse consulting: professional liability, workmen’s compensation, toxic tort, personal injury, product liability
- Theory and application of the litigation process
- Review and analysis of actual case.
- The legal nurse consultant roles as an expert witness, medical bill auditor, life care planner or Medicare/Medicaid fraud

COURSE OBJECTIVES:
At the completion of this program, the participant will be able to:

- Describe the various roles of the Legal Nurse Consultant in the work environment
- Identify the elements of negligence in a negligence action
- List the steps in the evolution of a lawsuit
- Analyze a negligence claim for merit and standard of care issues
- Develop a format for communicating case issues and findings
- Identify the laws that impact medical malpractice and nursing home negligence claims

THE COURSE IS NOW OFFERED FULLY ONLINE. COMPLETE AT YOUR OWN PACE.

ONLINE COURSE FEATURES:
- Video streaming lessons (over 30 hours)
- Work on actual cases
- Faculty easily available
- Get a full review on your final case work
- Access all course materials, assignments, and videos from one site.
- Interact with speakers, faculty and other students

This course has been designed, developed, and taught by legal nurse consultants who are experienced and credentialed.

For more information visit: www.ce.ucf.edu
COMMUNITY

LIFE AND LEISURE

At UCF, we strive to develop programming that is pertinent, up-to-date and informative. We promise an outstanding educational experience. Our professional development courses are just what you need to think up your own bright ideas!

We are proud to offer graduate programs, certificates, and professional/personal development programs. Choose from our wide variety of programs in this category.
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. 
✔ Offered online, learn anytime, anywhere, interactive and hands-on training. Visit www.ce.ucf.edu for more information.

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

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

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

SAT REVIEW
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Your Success is Our Goal

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www.testprep.ucf.edu | 407.882.TEST
TEST PREPARATION

We prepare you for a higher core on the SAT entrance exam...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 TEST PREPARATION

GMAT Fast Track Review
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.

Jan 07-Aug 04; 2:00 p.m.-5:15 p.m.
UCF University Tech Center Suite 390 390A
Oct 21-Nov 18; 6:00 p.m.-9:15 p.m.
UCF University Tech Center Suite 390 390B

Registration Fee: $549.00
Alumni Fee: $439.00

GMAT Review
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.

Jun 12-Jul 24; 8:30 a.m.-12:30 p.m.
UCF Lake Mary Campus 1206
Jun 16-Aug 04; 6:00 p.m.-9:00 p.m.
UCF University Tech Center Suite 390 390A
Jul 11-Aug 15; 10:00 p.m.-5:00 p.m.
UCF University Tech Center Suite 390 390B
Jul 26-Sep 20; 6:00 p.m.-9:00 p.m.
UCF University Tech Center Suite 390 390A
Aug 07-Sep 11; 10:00 p.m.-5:00 p.m.
UCF Lake Mary Campus 1205
Sep 08-Oct 27; 6:00 p.m.-9:00 p.m.
UCF University Tech Center Suite 390 390B
Sep 11-Oct 16; 6:00 p.m.-5:00 p.m.
UCF Lake Mary Campus 1205
Sep 21-Nov 09; 2:00 p.m.-5:00 p.m.
UCF University Tech Center Suite 390 390B
Oct 25-Dec 13; 6:00 p.m.-9:00 p.m.
UCF University Tech Center Suite 390 390B
Nov 06-Dec 18; 10:00 p.m.-5:00 p.m.
UCF Lake Mary Campus 1205
Nov 06-Dec 11; 9:00 AM-1:00 p.m.
UCF Brevard Campus
Nov 07-12:00 AM; 1:00 p.m.-5:00:00 p.m.
UCF University Tech Center Suite 390 390A

Registration Fee: $649.00
Alumni Fee: $519.00

GRE Review
The GRE review is designed to familiarize the student with the various aspects of the Graduate Record Examination. This course presents an overview of the structure of the test and the format of the questions. The review focuses on successful techniques for both the Verbal and Quantitative sections of the exam. The verbal review emphasizes strategies for answering the four types of question categories, 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.

Jun 09-Jul 28; 6:00 p.m.-9:00 p.m.
UCF Lake Mary Campus 1205
Jun 19-Jul 31; 8:30 a.m.-12:30 p.m.
UCF University Tech Center Suite 390 390A
Jun 24-Aug 12; 2:30 p.m.-5:30 p.m.
UCF University Tech Center Suite 390 390A
Jul 13-Aug 31; 6:00 p.m.-9:00 p.m.
UCF University Tech Center Suite 360 123
Jul 17-Aug 21; 1:00 p.m.-5:00 p.m.
UCF Brevard Campus Bldg 3 260
Jul 24-Aug 28; 8:30 a.m.-5:00 p.m.
UCF Lake Mary Campus 1205
Sep 09-Oct 28; 6:00 p.m.-9:00 p.m.
UCF University Tech Center Suite 390 390A
Sep 11-Oct 16; 8:30 a.m.-12:30 p.m.
UCF Lake Mary Campus 1205
Sep 13-Nov 01; 2:30 p.m.-5:30 p.m.
UCF University Tech Center Suite 390 390B
Sep 18-Oct 23; 9:00 a.m.-1:00 p.m.
Cocoa Beach Public Library Jane Von Thron
Sep 25-Oct 30; 10:00 p.m.-5:00 p.m.
UCF University Tech Center Suite 360 123
Oct 06-Nov 24; 6:00 p.m.-9:00 p.m.
UCF University Tech Center Suite 390 390B
Oct 06-12:00 AM; 2:30 p.m.-5:30 p.m.
UCF University Tech Center Suite 390 390B
Oct 06-12:00 AM; 6:00 p.m.-9:00 p.m.
UCF Lake Mary Campus 1205
Nov 03-Dec 22; 6:00 p.m.-9:00 p.m.
UCF University Tech Center Suite 390 390B
Nov 03-Dec 22; 6:00 p.m.-9:00 p.m.
UCF Brevard Campus
Nov 07-Dec 19; 1:00 p.m.-5:00 p.m.
UCF University Tech Center Suite 390 390B

Registration Fee: $649.00
Alumni Fee: $519.00

PROFESSIONAL TEST PREPARATION

GRE Fast Track Review
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.

Jun 13-Jul 11; 100 p.m.-5:00 p.m.
UCF University Tech Center Suite 390 390A
Aug 07-Aug 28; 100 p.m.-5:00 p.m.
UCF University Tech Center Suite 390 390B
Sep 26-Oct 17; 100 p.m.-5:00 p.m.
UCF University Tech Center Suite 390 390A
Nov 20-Dec 18; 100 p.m.-5:00 p.m.
UCF University Tech Center Suite 390 390B

Registration Fee: $549.00
Alumni Fee: $439.00

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

Jun 22-Jul 27; 6:00 p.m.-9:00 p.m.
UCF Research Pavilion 170A

Registration Fee: $449.00
Alumni Fee: $359.00
Florida Teacher Certification Examination (FTCE) - Professional Preparation
This program is designed to familiarize professionals with the varied competencies that will be covered on the Professional Certification Exam. As a strategic step in becoming state certified in the field, this course is consistent with accomplishing this goal. Beyond providing test-taking strategies, several sample tests are timed during class sessions to give individuals the opportunity to use their strategies and to manage their time for successful completion of the upcoming assessment.

Jun 17-Jul 22; 6:00 p.m.-9:00 p.m.
UCF Research Pavilion 170A

Registration Fee: $449.00
Alumni Fee: $359.00

Florida Teacher Certification Examination (FTCE) – Comprehensive Preparation
This course covers critical aspects found within both the General Knowledge and Professional Certification exams. The first half of the course focuses on the Professional and second half will focus on the General Knowledge.

UNDERGRADUATE TEST PREPARATION
American College Test Preparation (ACT)
The ACT Review is designed to familiarize students with the 5 topics covered on the American College Test. Students will learn valuable testing strategies, understand the structure of the ACT, and take practice tests to better prepare them for the exam. There are two formats for the ACT review courses: We offer a 24-hour ACT course and 20-hour course. Both courses will cover the same content.

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

Jun 18-Jul 22; 6:00 p.m.-9:00 p.m.
UCF Research Pavilion 170A

Registration Fee: $449.00
Alumni Fee: $359.00

Florida Teacher Certification Examination (FTCE) – Comprehensive Preparation
This course covers critical aspects found within both the General Knowledge and Professional Certification exams. The first half of the course focuses on the Professional and second half will focus on the General Knowledge.

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

Jul 18-12:00 AM; 1:00 p.m.-4:00 p.m.
UCF University Tech Center Suite 390 390A

Aug 14-12:00 AM; 1:00 p.m.-4:00 p.m.
UCF Clermont

Aug 28-Oct 02; 1:00 p.m.-5:00 p.m.
UCF Research Pavilion 170A

Oct 02-Oct 31; 1:00 p.m.-5:00 p.m.
UCF Research Pavilion 170A

Oct 02-Oct 30; 1:00 p.m.-5:00 p.m.
UCF Lake Mary Campus 1205

Oct 23-Nov 20; 1:00 p.m.-5:00 p.m.
UCF Research Pavilion 170A

Oct 23-Nov 20; 1:00 p.m.-5:00 p.m.
UCF Lake Mary Campus 1205

Oct 23-Nov 20; 9:00 p.m.-1:00 p.m.
Cocoa Beach Public Library 170A

Dec 04-Jan 15; 1:00 p.m.-5:00 p.m.
UCF Research Pavilion 170A

Registration Fee: $399.00
Alumni Fee: $319.00

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Organization Name (if applicable)

Organization Address             City/State/Zip

Home Address                     City/State/Zip

Daytime/Work Phone               Evening Phone

Fax Number                       Cell Number

E-Mail Address

I am registering for the following:

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How did you learn about our program(s)?

Website/Internet  Printed mailer/flyer  Newsprint ad  Billboard  E-mail  Friend/Co-worker

Payment Information:

Mail to: Division of Continuing Education; 12565 Research Parkway, Suite 390; Orlando, FL 32826

Payment enclosed. Make checks payable to University of Central Florida
(please make sure you have name and address on check)

ID Transfer Account# _____________________________________________________________

Purchase Order# ________________________________________________________________

Credit Card Charge: Visa / MasterCard / American Express / Discover Card

Card #: ___________________________________________ Expiration date: _____________

Name as it appears on card: _______________________________________________________

Billing address same as above? If not, provide address: _______________________________

Signature: ______________________________________________________________________

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

Refund and Cancellation Fee:
When dropping a course, cancellation/refund requests must be made in writing to the Continuing Education business office no later than five business days prior to beginning of the course. The request must include the company 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.
REGISTRATION

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

FIVE EASY WAYS TO REGISTER:

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

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

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

MAIL REGISTRATION:
Mail a completed registration form with check, money order, purchase order or credit card information to:

UCF Continuing Education
Attn: Registration
12565 Research Pkwy, Ste 390
Orlando, FL 32826

WALK-IN REGISTRATION:

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

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

CONTINUING EDUCATION UNITS

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

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

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

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