NEW!

Corporate Event Planning Course
Learn the essentials for planning and executing corporate events including: galas, conferences, seminars and more...

p. 8

Professional Certificates and Certifications
p. 5 – 14

Master Certificate in Construction Management
p. 10

Online Career Training
p. 15 – 16

Clinical Medical Assistant
p. 24

Experience Augmented Reality. Download the Layar app and scan this page. Learn more on page 3.

REGISTER TODAY!
817.272.2581 | uta.edu/ded
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**NEW THIS CATALOG!**

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## Exam Prep

- Certificate Programs
  - Online Career Training
  - Kids and Teens University
  - Enrichment
  - Health Careers Institute

## Certificate Program Course Descriptions

- Exam Prep
- Certificate Programs
- Online Career Training
- Kids and Teens University
- Enrichment
- Health Careers Institute

**The University of Texas Arlington Continuing Education Department (USPS 023-838) is published four times per year (March, June, September, December) by the staff of The University of Texas at Arlington, Division of Continuing Education, 140 West Mitchell Street, Arlington, TX 76019. Periodical postage paid at Arlington, TX (Volume 12, Number 1, December 2013) POSTMASTER: Send address changes to the University of Texas at Arlington, Division of Continuing Education, 140 West Mitchell Street, Box 19197, Arlington, TX 76019.**
Augmented Reality Courses

Augmented Reality integrates everyday items, like the cover of this catalog, using interactive elements on devices such as smart phones and tablets. Users scan an item using an app on their smart phone or tablet and are given instant access to additional web based content. Augmented Reality is being used to enhance customer experiences in multiple ways. Customers can easily access additional content, make purchases, access operational or instructional directions, or play interactive 3D games.

We will be offering augmented reality courses this spring. View the schedule on page 14. To view the interactive content on the cover of this catalog follow the directions below.

Mediation and Dispute Resolution Certificate Program

Mediation and dispute resolution instructor, Dr. Ralph Steele, has been teaching with The University of Texas at Arlington since 2009. Dr. Steele has over 15 years of experience in mediation of business and family issues. He received his doctorate degree in Civil law and Mediation at Oxford University. Dr. Steele has mediated over 8,000 hours of mediation and published two books in mediation: Facts, Issues, Options and Solutions and Save Millions With Conflict Coaching. He is a distinguished Credentialed Mediator with Texas Mediator Credentialing Association. Dr. Steele is also a Board Certified Professional Counselor by American Psychotherapy Association and Texas Board of Examiners of Professional Counselors.

The Mediation and Dispute Resolution Professional Certificate Program is designed for those wishing to enhance their knowledge and practice of dispute resolution process, for people pursuing a career in dispute resolution, and those seeking to improve their communication skills for personal growth. The curriculum explores the history of dispute resolution and merges a theoretical grounding with a practical application of collaborative problem solving to offer a solid educational experience.

See page 10 for more information.

Free Information Sessions uta.edu/ded/info

Learn more about our programs, meet instructors and ask questions. To reserve your seat contact our office at 817.272.2581 or register online at uta.edu/ded/info.

Seating is limited.

Nonprofit Management
Designers
Developers
Computer Tech, Network, Security, Hacking and Forensics
Personal Trainer (Online)
Autism Spectrum Disorder (Online)
Event Planners

Healthcare Courses

Health Career Institute information sessions are offered every Wednesday. Meeting times vary. Call 817.272.2581 to register.
High School

GED Exam Prep (EP1924)
Do you have your mind set on obtaining your high school diploma but are worried about the GED exam? Let our GED Exam Prep course help you with your dream. Take this intensive refresher course in all five subject areas of the exam: Language Arts Reading, Language Arts Writing, Social Studies, Science, and Math. This class is recommended for those with the goal of achieving the GED certificate. Participants must be 18 years of age or older to enroll. Book required for first class.

2/1 - 3/20 Sa 10:00 AM to 2:00 PM Fee: $205
4/22 - 6/10 Tu 7:00 PM to 9:00 PM Fee: $205

SAT: Math (EP1907)
Essential test taking strategies and timed practice tests will be administered in this timely SAT Math course that prepares you to conquer the math section of the SAT. Book required for first class.

1/23 - 2/20 Th 6:00 PM to 9:00 PM Fee: $149
3/26 - 4/23 W 6:00 PM to 9:00 PM Fee: $149

SAT: Critical Reading and Writing (EP1908)
This class offers timed practice tests in sentence completion, passage-based reading, identifying sentence errors, and improving sentences, paragraphs and vocabulary. Valuable test-taking strategies useful in college and on the SAT will be covered. Book required for first class.

1/21 - 2/18 T 6:00 PM to 9:00 PM Fee: $149
3/24 - 4/21 M 6:00 PM to 9:00 PM Fee: $149

Graduate

GMAT: Math (EP1902)
This course provides 15 hours of classroom instruction and test-taking strategies on basic arithmetic, algebra, and geometry needed for the mathematics section of the GMAT. Students will practice with sample tests. Book required for first class.

1/27 - 2/24 M 6:00 PM to 9:00 PM Fee: $149
3/24 - 4/21 M 6:30 PM to 9:30 PM Fee: $149

GMAT: Verbal (EP1903)
Sharpen your testing skills as you become comfortable with the GMAT test format. Explanation and instruction are given covering critical reasoning, reading comprehension, sentence correction, and essay writing skills. Test-taking tips are given and practice exams are administered. Students must already have command of the English language. Book required for first class.

1/21 - 2/18 T 6:30 PM to 9:30 PM Fee: $149
3/18 - 4/15 T 6:30 PM to 9:30 PM Fee: $149

GRE: Math (EP1904)
This exam preparation course gives you 15 hours of classroom instruction covering the basic arithmetic, algebra, and geometry skills on the GRE Math section. Test-taking strategies and timed practice tests are included. Book required for first class.

1/21 - 2/18 T 6:30 PM to 9:30 PM Fee: $149
3/18 - 4/15 T 6:30 PM to 9:30 PM Fee: $149

GRE: Verbal (EP1905)
Students will learn methods of building vocabulary and valuable test-taking strategies to master the verbal section of the GRE. Instruction and timed practice tests covering sentence completion, analogies, antonyms, reading comprehension, and analytical and logical reasoning will be given. Students must already have command of the English language. Book required for first class.

1/23 - 2/20 Th 6:30 PM to 9:30 PM Fee: $149
3/20 - 4/17 Th 6:30 PM to 9:30 PM Fee: $149

Professional Certifications

Certificate in Professional Human Resource Management (HR2158)
This course is a preparatory program for the PHR® and SPHR® exam and certification offered by the Society of Human Resource Management. This program provides a current look at HR practices, broadens the perspective of functional specialists, strengthens individual competencies, and leads to enhanced productivity. Upon successful completion, participants will be equipped to pursue a PHR or SPHR certification. Includes the SHRM Learning System for PHR/SPHR Certification Preparation books and materials. SHRM member discount available. The course is designed for:

• Those planning to take the PHR® or SPHR® certification exam
• GPHR®s can earn up to 35 hours toward recertification
• HR practitioners professional development
• Mid-level managers pursuing a career change or promotion

3/1 – 4/12 Sa 9:00 AM to 4:00 PM Fee: $1095

Landscape Irrigator Training (SU2100)
Taught by Phil Sheppard, this class is an in-depth coverage of irrigation systems including history, definitions, components, hydraulics, design, installation, repair, trouble-shooting, maintenance, technological advances in system design and equipment, new Texas regulations, and water conservation for residential and commercial applications. This prepares students for the Texas Landscape Irrigation License Examination. The book, “Texas Landscape Irrigation Training and Reference Manual” is included in the course fee and will be given out in class. Textbook included. Instructor: Phil Sheppard Lic #8875

3/17 - 3/21 M - F 8:00 AM to 5:00 PM Fee: $525
Certifications and Certificate Programs

Professional certifications and certificate programs provide a coveted edge that differentiates one professional from another. They give experienced workers an opportunity to update themselves in their respective areas of expertise. For those with little experience, certificates and certifications can add value when very specific skills and knowledge are demanded in an industry. Often, instead of seeking another degree, professionals can add to their credentials with a certificate or certification. These credentials are an indication of how dedicated a professional is to the field in which they work. Courses can be taken individually for personal or professional enrichment.

Benefits of Professional Certifications and Certificate Programs:

- Gain professional skills required for career advancement
- Provide skills and knowledge to start a new career
- Improve your personal effectiveness
- Increase productivity within your business or organization
- Prepare for industry certification exams
- Acquire CEUs which may fulfill continuing education requirements for specific professions

Application Fee: There is a $50.00* certificate program enrollment fee which must be submitted prior to the completion of the second course in the certificate series. Payment can be made online or by contacting our office at 817-272-2581. *Some certificate programs have different policies, procedures, and fees. Please see details at uta.edu/ded for specific program information. Please note the Certificate Application Fee is non-refundable.

Annual Recognition Ceremony

Upon successful completion of all certificate program requirements students are invited to participate in the UT Arlington Division for Enterprise Development Recognition Ceremony.

Accounting Specialist Certificate Program

The Accounting Specialist Certificate is a comprehensive curriculum for those who desire to have a better understanding of basic accounting, accounting principles, and procedures. This program is particularly well suited for those who have recently assumed some accounting responsibilities, business professionals who want a foundation in basic accounting, or individuals who want a better understanding of accounting. The certificate requires the completion of 8 required courses and 24 hours of electives.

Benefits of this certificate:
- Gain knowledge of general accounting, accounts payable, accounts receivable, purchasing, and inventory
- Analyze various financial statements including balance sheets and income statements
- Develop the skills and knowledge to enter or advance in the accounting field

Required

An Introduction to Accounting:

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Accounting Cycle (AC1212)</td>
<td>1/11</td>
<td>Sa</td>
<td>8:00 AM to 5:00 PM</td>
<td>$199</td>
</tr>
<tr>
<td>Excel 2010: Level I (SS1934)</td>
<td>1/31 - 2/7</td>
<td>F</td>
<td>6:00 PM to 10:00 PM</td>
<td>$260</td>
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<tr>
<td>Accounting for Accounts Receivable (AC2023)</td>
<td>2/1</td>
<td>Sa</td>
<td>8:30 AM to 12:30 PM</td>
<td>$199</td>
</tr>
<tr>
<td>Journals, Ledgers, and Worksheets (AC1150)</td>
<td>2/22</td>
<td>Sa</td>
<td>8:30 AM to 12:30 PM</td>
<td>$199</td>
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<tr>
<td>Financial/Accounting Management (AC2020)</td>
<td>3/22</td>
<td>Sa</td>
<td>8:00 AM to 5:00 PM</td>
<td>$199</td>
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Electives

<table>
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<tr>
<th>Course</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excel 2010: Level II (SS1935)</td>
<td>2/28 - 3/7</td>
<td>F</td>
<td>6:00 PM to 10:00 PM</td>
<td>$260</td>
</tr>
<tr>
<td>QuickBooks Fundamentals (AC4040)</td>
<td>3/31 - 4/9</td>
<td>M,W</td>
<td>6:00 PM to 9:00 PM</td>
<td>$340</td>
</tr>
<tr>
<td>Payroll PayTrain® Fundamentals (PP1010)</td>
<td>4/12 - 6/7</td>
<td>Sa</td>
<td>8:30 AM to 12:30 PM</td>
<td>$795</td>
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<tr>
<td>Microsoft Dynamics CRM 2011 – Basic Customization (AC2026)</td>
<td>4/14 - 4/23</td>
<td>M,W</td>
<td>6:00 PM to 10:00 PM</td>
<td>$375</td>
</tr>
<tr>
<td>QuickBooks: Advanced (AC4041)</td>
<td>4/14 - 4/23</td>
<td>M,W</td>
<td>6:00 PM to 9:00 PM</td>
<td>$340</td>
</tr>
</tbody>
</table>

View course descriptions on p. 27-34. Certificate program courses can also be taken individually.

For complete program requirements, course descriptions, and to register online: uta.edu/ced
### Business Communication Certificate

Clear and concise communication is a highly valued commodity in the workplace. Written and oral communication skills are powerful tools for you and your organization. This certificate program is designed to enable students to develop a polished communication style that projects credibility and professionalism. This program consists of 5 required courses.

#### Benefits of this certificate:
- Learn to write clearly, concisely, and coherently
- Overcome common communication barriers
- Identify successful strategies and tactics for negotiation

#### Required
- **Business Communication Basics (CO2508)**
  - Dates: 3/18 - 3/25
  - Days: T
  - Time: 6:00 PM to 9:00 PM
  - Fee: $199
- **Technical Writing Introduction (TW1001)**
  - Dates: 3/29 - 4/5
  - Days: Sa
  - Time: 9:00 AM to 12:00 N
  - Fee: $199

### Certified Public Accountant Review

Becker Converser Professional Review offers the CPA Review Course through Continuing Education at UT Arlington.

For schedule information, please contact our offices at 817-272-2581.

### CNC Programming Certificate

Computer Numerically Controlled (CNC) Programmers write CNC programs which carefully control the motion of machines and tools used to cut and shape precision products, such as machine and automobile parts. Demand for highly qualified workers in this field is increasing, which translates to higher wages and excellent opportunities. In 2012, the Bureau for Labor Statistics placed the median hourly earnings of a CNC Programmer at $22, with the top ten percent earning more than $34. This program provides the entry-level training needed to become a successful CNC programmer. 6 required courses.

#### Benefits of this certificate:
- Gain the skills needed for jobs that are in high demand
- Learn critical thinking, logic, and reasoning to troubleshoot problems
- Review 3D CAD blueprints

#### Required
- **CNC Programming - Mill I (CNC1040)**
  - Dates: 1/25 - 2/22
  - Days: Sa
  - Time: 8:00 AM to 4:30 PM
  - Fee: $650
- **Basic Blueprint Reading(BRP1901)**
  - Dates: 2/24 - 3/5
  - Days: M,W
  - Time: 6:00 PM to 10:00 PM
  - Fee: $260
- **CNC Programming - Mill Level II (CNC1050)**
  - Dates: 3/8 - 4/12
  - Days: Sa
  - Time: 8:00 AM to 4:30 PM
  - Fee: $650

### Computer Aided Design and Drafting Certificate (CADD)

The design drafter is a skilled technician who starts with a design and develops the working drawings required to guide the production of machines or products. Drafters interpret engineering information in the form of sketches, plans, and detailed drawings to be used in manufacturing and construction, and may work under engineers. 6 required courses plus one (1) capstone.

#### FREE Info Session - Designers(OH1900)
- Dates: 1/21
- Days: T
- Time: 7:00 PM to 8:00 PM
- Fee: FREE

#### Required
- **Capstone - Computer Aided Design and Drafting (AU3035)**
  - Dates: 1/6 - 1/15
  - Days: M - F
  - Time: 7:00 PM to 9:00 PM
  - Fee: $495
- **AutoCAD Introduction(AU1020)**
  - Dates: 1/25 - 2/15
  - Days: Sa
  - Time: 9:00 AM to 2:00 PM
  - Fee: $495
- **AutoCAD Advanced 3D (AU3030)**
  - Dates: 2/22 - 3/22
  - Days: Sa
  - Time: 9:00 AM to 2:00 PM
  - Fee: $495
Digital Photography Certificate Program

Our program is designed to teach you the skills and help you gain the knowledge needed to become a professional photographer or an enthused hobbyist. Start by exploring the capabilities of your digital camera and then learn the techniques to improve the quality of your photographs. Edit your images so that the finished product is exactly what you imagine by learning Adobe® Photoshop®, the industry standard photo editor.

Personal interests may be addressed through a variety of elective course choices. In order to earn the overall certificate for the Digital Photography Certificate Program*, you must successfully complete 5 required and 3 elective courses, submit the Digital Photography Certificate application, pay the application fee, and submit your portfolio for review. This program requires a camera with changeable lenses and full manual settings; DSLR, ZLR, or advanced Range Finder type digital cameras are acceptable.

If you are unsure of your camera, please call our office before registering. Courses can be taken individually for personal enrichment.

* Participants have the option to complete their final portfolio independently or during the Final Photography Portfolio class. See uta.edu/ded/ced/photo for details.

### Participants will learn to:
- Effectively use composition skills and techniques
- Utilize proper flash techniques, studio lighting, and natural light
- Utilize creative methods to enhance images
- Select and manage location and studio photography
- Edit images to reflect desired finished product
- Understand basic workflow concepts
- Manage images using Photoshop

| Required |  
| --- | --- |
| Introduction to Digital Photography I (PH3205) |  
| 1/13 - 3/3 | M 7:30 PM to 9:30 PM Fee: $169 |
| 1/21 - 3/4 | T 10:00 AM to 12:00 N Fee: $169 |
| 1/23 - 3/6 | Th 7:30 PM to 9:30 PM Fee: $169 |
| 1/25 - 3/8 | Sa 10:00 AM to 12:00 N Fee: $169 |
| 4/1 - 5/13 | T 7:00 PM to 9:00 PM Fee: $169 |
| Introduction to Digital Photography II (PH3206) |  
| 2/4 - 3/18 | T 7:00 PM to 9:00 PM Fee: $169 |
| 3/10 - 4/21 | M 7:30 PM to 9:30 PM Fee: $169 |
| 3/13 - 4/24 | Th 7:30 PM to 9:30 PM Fee: $169 |
| 3/18 - 4/29 | T 10:00 AM to 12:00 N Fee: $169 |
| 3/22 - 5/3 | Sa 10:00 AM to 12:00 N Fee: $169 |
| Adobe Photoshop - Beginner (GD1905) |  
| 1/30 - 2/22 | Th 7:00 PM to 9:00 PM Fee: $375 |
| 3/29 - 4/19 | Sa 2:00 PM to 6:00 PM Fee: $375 |
| Adobe Photoshop CS6 - Advanced for Photographers (PH3210) |  
| 2/12 - 3/20 | Th 7:00 PM to 9:30 PM Fee: $340 |

| Electives |  
| --- | --- |
| Digital Photography Light and Lighting (PH3112) |  
| 1/22 - 3/5 | W 10:00 AM to 12:00 N Fee: $179 |
| 4/3 - 5/15 | Th 7:00 PM to 9:00 PM Fee: $179 |
| Adobe Photoshop Lightroom (GD1907) |  
| 1/25 - 2/22 | Sa 1:00 PM to 3:00 PM Fee: $300 |
| Digital Nature Photography (PH3114) |  
| 4/2 - 4/23 | Th 7:30 PM to 9:30 PM Fee: $179 |
| Digital Photography Studio (PH3220) |  
| 4/15 - 5/13 | T 6:00 PM to 9:00 PM Fee: $269 |
| Digital Wildlife Photography (PH3115) |  
| 2/25 - 4/1 | T 10:30 AM to 12:30 PM Fee: $199 |
| Final Photography Portfolio (PH3400) |  
| 2/6 - 4/3 | Th 7:00 PM to 9:00 PM Fee: $199 |
| On-Location Photography (PH3118) |  
| 3/18 - 4/8 | T 12:30 PM to 2:30 PM Fee: $169 |
| Travel Photography for Mortals: Sharing Your Travel and Vacation Photos (PH3119) |  
| 3/18 - 4/29 | T 7:00 PM to 9:00 PM Fee: $169 |
| The Business of Photography (PH3219) |  
| 3/1 - 4/12 | Sa 1:00 PM to 3:00 PM Fee: $239 |

For complete program requirements, course descriptions, and to register online: uta.edu/ced
Event Planning Certificates

In partnership with Wedding Planning Institute, Continuing Education offers Corporate Event Planning and Certified Wedding and Event Planning certifications. These courses provide detailed step-by-step formulas for detailing the personal and professional aspects of any social or corporate event. The Wedding and Planning Event course covers all aspects of starting and operating a professional event planning business. The Corporate Event Planning (SMART) course covers Special Events, Meetings, Assemblies, Recognition and Training events and provides a detailed guideline on how to successfully execute any event by teaching the essentials of designing, planning, setting budgets, reviewing performances and charging for services.

<table>
<thead>
<tr>
<th>Event Plan Certificate</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREE Event Planner Information Session (OH3125)</td>
<td>4/2</td>
<td>W</td>
<td>7:00 PM to 8:00 PM</td>
<td>FREE</td>
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<tr>
<td>Corporate Event Planning (BU3125)</td>
<td>1/27 - 4/14</td>
<td>M</td>
<td>6:00 PM to 9:20 PM</td>
<td>$995</td>
</tr>
<tr>
<td>Certified Wedding and Event Planner(BU3121)</td>
<td>6/2 - 8/18</td>
<td>M</td>
<td>6:00 PM to 9:20 PM</td>
<td>$995</td>
</tr>
</tbody>
</table>

Executive Administrative Assistant Certificate

This program provides the education and skills required to keep pace with the communication, interpersonal and technological needs of today's rapidly changing business environment. Upon successful completion of program requirements students will be proficient in customer service, computer applications, communication and interpersonal skills, teamwork, supervisory skills, administrative procedures, presentation skills, and problem-solving skills. Requires 12 required courses and 2 electives.

Benefits of this certificate:
- Improve your employability and opportunities for advancement
- Strengthen your administrative, communication, and technological skills
- Gain the interpersonal skills needed to meet the demands of the current and emerging business environment

Required

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>An Introduction to Accounting:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Accounting Cycle (AC1212)</td>
<td>1/11</td>
<td>Sa</td>
<td>8:00 AM to 5:00 PM</td>
<td>$199</td>
</tr>
<tr>
<td>Excel 2010: Level I (SS1934)</td>
<td>1/31 - 2/7</td>
<td>F</td>
<td>8:00 PM to 10:00 PM</td>
<td>$260</td>
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<tr>
<td>Communicating Effectively (MG3120)</td>
<td>2/1</td>
<td>Sa</td>
<td>8:00 AM to 4:30 PM</td>
<td>$199</td>
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<tr>
<td>Excel 2010: Level II (SS1935)</td>
<td>2/28 - 3/7</td>
<td>F</td>
<td>8:00 PM to 10:00 PM</td>
<td>$260</td>
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<tr>
<td>Executive Administrative Office Procedures (EA2706)</td>
<td>3/20 - 5/8</td>
<td>Th</td>
<td>8:00 PM to 9:00 PM</td>
<td>$250</td>
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<td>Access 2010: Level I (DB1936)</td>
<td>3/21 - 4/11</td>
<td>F</td>
<td>6:00 PM to 10:00 PM</td>
<td>$370</td>
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Electives

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<tr>
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<th>Days</th>
<th>Times</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Spanish Language: Level I (FL0121)</td>
<td>1/25 - 3/1</td>
<td>Sa</td>
<td>9:00 AM to 11:40 AM</td>
<td>$139</td>
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<tr>
<td>Spanish Language: Level II (FL0122)</td>
<td>3/22 - 4/26</td>
<td>Sa</td>
<td>9:00 AM to 11:40 AM</td>
<td>$139</td>
</tr>
</tbody>
</table>

Graphic Design Certificate and Desktop Publishing Certificate Program

This program is designed to help you obtain a deep understanding of the basic principles, methods, and systems of graphic design for print through hands-on learning. This program provides the flexibility and convenience that your busy life demands. Requires 7 required courses, 2 electives, and a Capstone.

FREE Info Session - Designers(OH1900)

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Times</th>
<th>Fee</th>
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<tbody>
<tr>
<td>1/21</td>
<td>T</td>
<td>7:00 PM to 8:00 PM</td>
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Required

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Photoshop - Beginner (GD1905)</td>
<td>1/30 - 3/13</td>
<td>Th</td>
<td>7:00 PM to 9:40 PM</td>
<td>$375</td>
</tr>
<tr>
<td>Introduction to Layout &amp; Design for Macs (GD2008M)</td>
<td>2/1 - 2/15</td>
<td>Sa</td>
<td>8:00 AM to 1:00 PM</td>
<td>$360</td>
</tr>
</tbody>
</table>

Electives

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Illustrator - Advanced for Mac (GD1898M)</td>
<td>3/25 - 4/3</td>
<td>Th, T</td>
<td>6:00 PM to 10:00 PM</td>
<td>$375</td>
</tr>
</tbody>
</table>
| Introduction to Digital Photography I (PH3205) | | | | | **See page 7 for course schedule.**
| Two (2) Art classes (drawing, watercolor, or calligraphy) | | | | | **See page 18 for course schedules.**
Home Inspection Training (HI7000)

American Home Inspectors Training Institute (AHIT) offers Home Inspection Training Programs through Continuing Education at The University of Texas Arlington. Texas licensing requirements to become a Professional Home Inspector through education requires 328 hours of core inspection education and a 120 hour experience training module. This program includes 459 hours in core inspection education plus a live 120 hour class (which is the experiential portion of the requirement). It is the most referred and respected training in the country and has successfully trained home inspectors for over a decade.

1/21 - 2/3 M - Su 8:00 AM to 6:30 PM Fee: $2995

Human Resource Generalist Certificate

The Human Resource Generalist Certificate Program is designed for those who want to enter this rapidly growing field and contribute to the success of an organization. This program offers courses taught by practicing HR professionals, who teach practical skills that can be applied directly to the workplace. Participants learn the fundamental knowledge essential for the HR profession. This program requires the completion of 7 required courses and a HR Capstone.

Benefits of this certificate:
• Be prepared for employment in the field of human resources
• Learn the core functions of human resources
• Gain the skills needed to identify and deal with employee relation issues and to communicate effectively in a work environment

Required
Fundamentals of Human Resources (HR4041) 2/22 - 3/22 Sa 9:00 AM to 1:00 PM Fee: $289
Business Communication Basics (CO2508) 3/18 - 3/25 Tu 6:00 PM to 9:00 PM Fee: $199

IFMA Facility Management Professional FMP® Credential Program

This knowledge-based credential demonstrates an individual’s proven comprehension of the basics of facility management and their commitment to the profession. To be eligible, participants must pass the four final assessments and submit an application, with fee, to IFMA. For more information visit uta.edu/ded/fmp.

Facilities Management Professional Credential Program (FM1000) 4/25 - 6/14 F, Sa Fee: $2,495

Consists of the following four required sessions meeting on alternating weekends:
I. Operations and Maintenance in Facilities Management 4/25 - 4/26 F, Sa 8:00 AM to 4:30 PM
II. Project Management in Facilities Management 5/9 - 5/10 F, Sa 8:00 AM to 4:30 PM
III. Finance and Business Essentials in Facilities Management 5/30 - 5/31 F, Sa 8:00 AM to 4:30 PM
IV. Leadership and Strategy Essentials in Facilities Management 6/13 - 6/14 F, Sa 8:00 AM to 4:30 PM

For complete program requirements, course descriptions, and to register online: uta.edu/ced
## Interactive Motion Design Certificate Program

Today the majority of websites and applications online are interactive. Interactive designers facilitate interactions between people and their environment whether it be an animated presentation, a website, or mobile device. Create exciting professional looking interactive web sites, presentations, or even games through this certificate program. 7 required courses and 3 electives.

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREE Info Session - Designers(OH1900)</td>
<td>1/21</td>
<td>T</td>
<td>7:00 PM to 8:00 PM</td>
<td>FREE</td>
</tr>
<tr>
<td>Required</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Programming Fundamentals (PG1887)</td>
<td>1/27 - 2/5</td>
<td>M, W</td>
<td>6:00 PM to 10:00 PM</td>
<td>$435</td>
</tr>
<tr>
<td>Adobe Photoshop - Beginner (GD1905)</td>
<td>1/30 - 3/13</td>
<td>Th</td>
<td>7:00 PM to 9:40 PM</td>
<td>$375</td>
</tr>
<tr>
<td></td>
<td>3/29 - 4/19</td>
<td>Sa</td>
<td>2:00 PM to 6:00 PM</td>
<td>$375</td>
</tr>
<tr>
<td>Adobe Flash - Beginner (WD1923)</td>
<td>2/10 - 2/19</td>
<td>M, W</td>
<td>6:00 PM to 10:00 PM</td>
<td>$375</td>
</tr>
<tr>
<td>Adobe Flash - Advanced (WD1924)</td>
<td>2/24 - 3/5</td>
<td>M</td>
<td>6:00 PM to 10:00 PM</td>
<td>$375</td>
</tr>
<tr>
<td>Adobe Flash - ActionScript (WD1926)</td>
<td>3/17 - 3/26</td>
<td>M, W</td>
<td>6:00 PM to 10:00 PM</td>
<td>$375</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Making Movies - Beginner (VI1000)</td>
<td>1/28 - 2/6</td>
<td>T, Th</td>
<td>6:00 PM to 10:00 PM</td>
<td>$260</td>
</tr>
<tr>
<td>Introduction to Digital Photography I (PH3205)</td>
<td>See page 7 for course schedule.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two (2) Art classes (drawing, watercolor, or calligraphy)</td>
<td>See page 18 for course schedules.</td>
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</tbody>
</table>

## Master Certificate in Construction Management

The College of Engineering in partnership with The Division for Enterprise Development presents the Master Certificate in Construction Management. This certificate is designed to meet the industry’s evolving needs due to advances in construction technologies, financing, and methods which underscore a sound and systematic management of construction projects.

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
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<th>Time</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Principles of Construction Management and Contracts (EM1000)</td>
<td>2/22 - 3/1</td>
<td>Sa</td>
<td>8:00 AM to 4:30 PM</td>
<td>$1550</td>
</tr>
<tr>
<td>Construction Specifications and Documentation (EM1100)</td>
<td>3/22 - 3/29</td>
<td>Sa</td>
<td>8:00 AM to 4:30 PM</td>
<td>$1550</td>
</tr>
<tr>
<td>Construction Project Cost Estimation (EM1200)</td>
<td>4/5 - 4/12</td>
<td>Sa</td>
<td>8:00 AM to 4:30 PM</td>
<td>$1550</td>
</tr>
<tr>
<td>Project Planning and Scheduling (EM1300)</td>
<td>5/10 - 5/17</td>
<td>Sa</td>
<td>8:00 AM to 4:30 PM</td>
<td>$1550</td>
</tr>
</tbody>
</table>

Register for courses separately or receive a discount when you register for all four classes at once.

## Mediation and Dispute Resolution Certificate

This program is designed for individuals wishing to pursue a career in dispute resolution. The curriculum explores the history of dispute resolution and merges a theoretical grounding with a practical application of collaborative problem solving to offer a solid educational experience. The certificate requires the completion of 4 required courses, 2 electives, and a practicum.

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Mediation Training (BU1501)</td>
<td>1/27 - 3/5</td>
<td>M, W</td>
<td>6:30 PM to 9:50 PM</td>
<td>$389</td>
</tr>
<tr>
<td>Advanced Family Law and Mediation (BU1503)</td>
<td>3/17 - 4/16</td>
<td>M, W</td>
<td>6:30 PM to 9:30 PM</td>
<td>$369</td>
</tr>
</tbody>
</table>
## Mobile Apps Developer Certificate

Developing and building applications for smartphones, iPads, and other tablets and notebook PCs is one of the most in-demand jobs right now. Our program provides the knowledge on how to design, program, and publish mobile apps for sale online or as a product and service to businesses that need mobile app developers. Visit uta.edu/ded/ced/mad for certificate requirements.

**FREE Info Session - Developers(OH1900)**

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<tr>
<th>Date</th>
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<tr>
<td>1/22</td>
<td>W</td>
<td>7:00 PM to 8:00 PM</td>
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</table>

**Required: All Disciplines**

- **Capstone - Mobile Apps (PG9084)**
<table>
<thead>
<tr>
<th>Date</th>
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<th>Fee</th>
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<tbody>
<tr>
<td>1/6 - 1/15</td>
<td>M, W</td>
<td>6:00 PM to 10:00 PM</td>
<td>$395</td>
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</table>
- **Programming Fundamentals (PG1887)**
<table>
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<th>Fee</th>
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<tbody>
<tr>
<td>1/27 - 2/5</td>
<td>M, W</td>
<td>6:00 PM to 10:00 PM</td>
<td>$435</td>
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</table>
- **Adobe Photoshop - Beginner (GD1905)**
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<td>3/29 - 4/19</td>
<td>Sa</td>
<td>2:00 PM to 6:00 PM</td>
<td>$375</td>
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</table>

**Required: Android Discipline**

- **Java Programming - Level I (PG1984)**
<table>
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<th>Date</th>
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<th>Time</th>
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<tr>
<td>2/11 - 2/20</td>
<td>T, Th</td>
<td>6:00 PM to 10:00 PM</td>
<td>$435</td>
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</table>
- **Java Programming - Level II (PG1986)**
<table>
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<th>Fee</th>
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<td>2/25 - 3/6</td>
<td>T, Th</td>
<td>6:00 PM to 10:00 PM</td>
<td>$435</td>
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</tbody>
</table>
- **Android Programming - Level 1 (PG9090)**
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<td>3/18 - 3/27</td>
<td>T, Th</td>
<td>6:00 PM to 10:00 PM</td>
<td>$435</td>
</tr>
</tbody>
</table>
- **Android Programming - Level 2 (PG9091)**
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>4/1 - 4/10</td>
<td>T, Th</td>
<td>6:00 PM to 10:00 PM</td>
<td>$435</td>
</tr>
</tbody>
</table>
- **Android Programming - Level 3 (PG9092)**
<table>
<thead>
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<th>Date</th>
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<th>Time</th>
<th>Fee</th>
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<tr>
<td>4/15 - 4/24</td>
<td>T, Th</td>
<td>6:00 PM to 10:00 PM</td>
<td>$435</td>
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</table>

**Required: iOS Discipline**

- **iOS Programming - Objective C (PG9081M)**
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<th>Date</th>
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<tbody>
<tr>
<td>2/10 - 2/19</td>
<td>M, W</td>
<td>6:00 PM to 10:00 PM</td>
<td>$435</td>
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</tbody>
</table>
- **iOS Programming - Level 1 for iPhone and iPad (PG9080M)**
<table>
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<th>Date</th>
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<th>Fee</th>
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<td>M, W</td>
<td>6:00 PM to 10:00 PM</td>
<td>$435</td>
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</tbody>
</table>
- **iOS Programming - Level 2 for iPhone and iPad (PG9082)**
<table>
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<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Fee</th>
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<tr>
<td>3/17 - 3/26</td>
<td>M, W</td>
<td>6:00 PM to 10:00 PM</td>
<td>$435</td>
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</tbody>
</table>
- **iOS Programming - Level 3 for iPhone and iPad (PG9083)**
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<th>Date</th>
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<tbody>
<tr>
<td>3/31 - 4/9</td>
<td>M, W</td>
<td>6:00 PM to 10:00 PM</td>
<td>$435</td>
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</tbody>
</table>

## Music and Sound Design Production Certificate Program

The affordability of technology and the internet have crumbled the music industry's hold on creative talent. This exciting new program will teach the process of song writing, studio recording, mixing, and the production of original work for commercial use. 5 required courses.

**FREE Info Session - Designers(OH1900)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>1/21</td>
<td>T</td>
<td>7:00 PM to 8:00 PM</td>
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</table>

**Required**

- **Song Writing (CO4122)**
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/28 - 2/18</td>
<td>T</td>
<td>6:30 PM to 9:30 PM</td>
<td>$169</td>
</tr>
</tbody>
</table>
- **Adobe Audition for Home Studio and Sound Design (AD1901)**
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>4/29 - 5/20</td>
<td>T</td>
<td>6:00 PM to 10:00 PM</td>
<td>$375</td>
</tr>
</tbody>
</table>

## Nonprofit Management Certificate Program

This program is designed for entry to mid-level nonprofit employees or those interested in a career in the nonprofit arena. Develop the basic skills needed to make the best use of community, financial, and human resources that are essential to a nonprofit organization's success. The certificate requires 9 required courses and 3 electives.

**Benefits of this certificate:**

- Learn skills needed to prepare for leadership positions
- Gain a better understanding of how to strengthen and build the capacity of a nonprofit organization
- Learn all the skills and resources necessary for a viable nonprofit organization

**Nonprofit Management Information Session (OH5381)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>1/29</td>
<td>W</td>
<td>7:00 PM to 8:00 PM</td>
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</table>

**Required**

- **Leadership of Nonprofit Organizations (NI5266)**
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>2/20 - 2/27</td>
<td>Th</td>
<td>6:00 PM to 9:00 PM</td>
<td>$189</td>
</tr>
</tbody>
</table>
- **Strategic Planning for Nonprofit Organizations (NI5276)**
<table>
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<th>Date</th>
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<th>Fee</th>
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<tbody>
<tr>
<td>3/24 - 3/31</td>
<td>M</td>
<td>6:00 PM to 9:00 PM</td>
<td>$189</td>
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</tbody>
</table>

**Electives**

- **Social Media Marketing (BU3070)**
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Fee</th>
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<tr>
<td>1/24 - 1/30</td>
<td>F, Th</td>
<td>6:00 PM to 9:00 PM</td>
<td>$200</td>
</tr>
</tbody>
</table>
- **Starting Your Non-Profit 501(c)(3) (NI5281)**
<table>
<thead>
<tr>
<th>Date</th>
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<th>Time</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>2/5</td>
<td>W</td>
<td>6:00 PM to 9:00 PM</td>
<td>$189</td>
</tr>
</tbody>
</table>
- **Blog Marketing (BU3072)**
<table>
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<tr>
<th>Date</th>
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<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/21 - 2/28</td>
<td>F</td>
<td>6:00 PM to 9:00 PM</td>
<td>$200</td>
</tr>
</tbody>
</table>
- **Quickbooks Fundamentals (AC4040)**
<table>
<thead>
<tr>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>3/31 - 4/9</td>
<td>M, W</td>
<td>6:00 PM to 9:00 PM</td>
<td>$340</td>
</tr>
</tbody>
</table>
- **QuickBooks Advanced (AC4041)**
<table>
<thead>
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<th>Date</th>
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<th>Fee</th>
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<tbody>
<tr>
<td>4/14 - 4/23</td>
<td>M, W</td>
<td>6:00 PM to 9:00 PM</td>
<td>$340</td>
</tr>
</tbody>
</table>

For complete program requirements, course descriptions, and to register online: [uta.edu/ced](uta.edu/ced)
**Paralegal Certificate**

The Paralegal Certificate program is modeled after the ABA and Professional Paralegal Association standards, which provide students with the skills to work effectively as a paralegal. The certificate requires 11 required and 3 elective courses.

**Benefits of this certificate:**
- Understand and demonstrate the functions, skills, and roles of a paralegal
- Conduct legal research and follow standard legal procedures
- Learn effective writing and analytical techniques

**Electives**

- **Employment Law (LA1319)**
  - 1/22 - 3/26
  - W
  - 8:00 PM to 9:30 PM
  - Fee: $175

- **Paralegal Career Preparation (LA1337)**
  - 1/22 - 3/26
  - W
  - 6:00 PM to 7:30 PM
  - Fee: $175

- **Basic Mediation Training (BU1501)**
  - 1/27 - 3/5
  - M, W
  - 6:30 PM to 9:50 PM
  - Fee: $389

**Payroll Professional Certificate**

In cooperation with the American Payroll Association, UT Arlington offers the Payroll Professional Certificate: APA's PayTrain® for payroll professionals. Comprised of two professional development courses, Payroll PayTrain Fundamentals and Payroll PayTrain®Mastery, this program is designed for all levels of payroll administration. Whether you are interested in preparing for the Fundamental Payroll Certification (FPC), Certified Payroll Professional (CPP) certification exams, or are new to the industry and need to learn the basics of payroll, these courses will help you.

- **Payroll PayTrain(R) Fundamentals (PP1010)**
  - 4/12 - 6/7
  - Sa
  - 8:30 AM to 12:30 PM
  - Fee: $795

- **Payroll PayTrain(R) Mastery (PP1011)**
  - 6/21 - 8/23
  - Sa
  - 8:30 AM to 12:30 PM
  - Fee: $895

**Personal Trainer National Certification (SP3006)**

The course is taught over a six-week period for better retention and skill competency. The National Exam is held on the sixth week. This course is formatted as a 60-hour program and is comprised of 15 hours of lecture, 15 hours of hands on practical training and a 30-hour internship that networks many graduates right into a job. Lectures include: anatomy, exercise physiology, nutrition and health screening. Certification test required. (3 credits toward Lower Division Bachelor degree, 30 CEUs through IACET.) CPR/AED is needed to receive the certificate.

- **Online Personal Trainer National Certification Information Session (OH3006)**
  - 2/6
  - Th
  - 12:00 N to 1:00 PM
  - FREE

- **Personal Trainer National Certification (SP3006)**
  - 3/22 - 4/26
  - Sa
  - 9:00 AM to 4:00 PM
  - Fee: $749

**Project Management Certificate Program**

This certificate program is ideal for project managers, project leads, and project coordinators and is designed to provide you with the practical knowledge that can be applied immediately to enhance job performance and productivity. Designed to fulfill the 35 hour educational requirement for those preparing to take the Project Management Institute (PMI®) PMP® credential certification exam. Topics include project management best practices, as well as action-oriented and results-focused project methodology.

**Benefits of this certificate:**
- Fulfills the 35 hour educational requirement to register for the Project Management Professional (PMP®) exam
- Implement project management skills on small to medium size projects
- Apply project management techniques for delivery on time, on budget, and within scope

**Required**

- **Practical Project Management Fundamentals (PM6217)**
  - 2/7
  - F
  - 8:30 AM to 5:30 PM
  - Fee: $295

- **Effective Project Initiation and Planning (PM6218)**
  - 3/6 - 3/7
  - Th, F
  - 9:00 AM to 5:30 PM
  - Fee: $595

- **Effective Project Execution and Control (PM6219)**
  - 4/17 - 4/18
  - Th, F
  - 9:00 AM to 5:30 PM
  - Fee: $595

**Additional Classes**

- **Introduction to Microsoft Project (MP1916)**
  - 3/28
  - F
  - 8:30 AM to 4:30 PM
  - Fee: $299
Social Media Marketing Certificate Program

Social media marketing offers insight for creating a brand, increasing market share, improving sales, gaining new customers and enhancing web presence. Learn how to create an effective Facebook, LinkedIn, and Twitter marketing plan, write and publish blogs, develop an e-mail marketing strategy, and avoid common pitfalls. Select five courses to complete the certificate or take individually.

Benefits of this certificate:
- Develop a brand for your business or organization
- Improve customer service
- Increase lead generation

Required
- Social Media Marketing (BU3070) 1/24 - 1/30 F, Th 6:00 PM to 9:00 PM Fee: $200
- Blog Marketing (BU3072) 2/21 - 2/28 F 6:00 PM to 9:00 PM Fee: $200
- Webpage and Affiliate Blog Marketing featuring Dallas Single Mom (BU3078) 3/21 - 4/4 F 6:00 PM to 9:00 PM Fee: $270

Technical Writing Certificate Program

Participants will learn the advanced writing and communication skills necessary to clearly and precisely convey technical information to a wide range of audiences including, but not limited to: conducting audience and task analysis, memos, business letters and abstracts, applying appropriate rhetorical and stylistic devices, incorporating cohesive mechanisms, writing procedures and progress reports, reviewing, revising and editing technical information, managing a major proposal, learning effective research procedures, and revising their resume. 5 required courses.

Benefits of this certificate:
- Improve technical writing communication competencies, including revising, editing and design
- Apply technical writing techniques to clearly convey technical information to a specific audience
- Develop effective research procedures

Required
- Technical Writing Techniques Level II (TW1003) 1/11 - 2/8 Sa 9:00 AM to 1:00 PM Fee: $349
- Technical Writing Introduction (TW1001) 3/29 - 4/5 Sa 9:00 AM to 12:00 N Fee: $199
- Technical Writing Portfolio Development (TW1004) 4/12 - 5/31 Sa 9:00 AM to 1:00 PM Fee: $449
- Technical Editing (TW1005) 2/22 - 3/29 Sa 9:00 AM to 1:00 PM Fee: $349

Video and Motion Graphics Design Certificate Program

You too can publish your own movies, commercials, or instructional videos! With the Internet the delivery of these videos is easier than ever, opening many avenues for generating income recording and editing digital video. 8 required courses.

FREE Info Session - Designers(OH1900) 1/21 T 7:00 PM to 8:00 PM FREE

Required
- Making Movies - Beginner (VI1000) 1/28 - 2/6 T, Th 6:00 PM to 10:00 PM Fee: $260
- Adobe Photoshop - Beginner (GD1905) 1/30 - 3/13 Th 7:00 PM to 9:40 PM Fee: $375
- Making Movies - Advanced (VI1001) 3/29 - 4/19 Sa 2:00 PM to 6:00 PM Fee: $375
- Introduction to Digital Photography I (PH3205) 2/11 - 3/4 T 6:00 PM to 10:00 PM Fee: $260

See page 7 for course schedule.
## Video Game Design and Development Certificate Program

Our program will prepare you for such entry-level positions as game designer and programmer in 2D and 3D environments. In addition to games, UTA CE rides the cutting edge by marrying print and augmented reality through the Vuforia SDK for both Android and iOS platforms! 9 required, 2 electives, 1 capstone.

### Required

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capstone - Game, Motion, and Sound Design (VE1002)</td>
<td>1/6 - 1/15</td>
<td>M,W</td>
<td>6:00 PM to 10:00 PM</td>
<td>$349</td>
</tr>
<tr>
<td>Programming Fundamentals (PG1887)</td>
<td>1/27 - 2/5</td>
<td>M,W</td>
<td>6:00 PM to 10:00 PM</td>
<td>$435</td>
</tr>
<tr>
<td>Making Movies - Beginner (VI1000)</td>
<td>1/28 - 2/6</td>
<td>T,Th</td>
<td>6:00 PM to 10:00 PM</td>
<td>$260</td>
</tr>
<tr>
<td>Adobe Photoshop - Beginner (GD1905)</td>
<td>1/30 - 3/13</td>
<td>Th</td>
<td>7:00 PM to 9:40 PM</td>
<td>$375</td>
</tr>
<tr>
<td>3D Computer Modeling using Blender (GP1004)</td>
<td>3/29 - 4/19</td>
<td>Sa</td>
<td>2:00 PM to 6:00 PM</td>
<td>$375</td>
</tr>
</tbody>
</table>

### Electives

- ASP.NET Web Development Using C# Level I (PG1958) 2/21 - 3/21 F 6:00 PM to 10:00 PM Fee: $435
- Augmented Reality using Vuforia - Beginner(GP1007) 5/27 - 6/5 T,Th 6:00 PM to 10:00 PM Fee: $375
- Augmented Reality using Vuforia - Advanced(GP1008) 6/24 - 7/3 T,Th 6:00 PM to 10:00 PM Fee: $375

### Web Design Certificate Program

This program gives you the hands-on training you need to design and create visually stunning, professional quality, cutting edge websites. You'll learn current web standards and use state-of-the-art multimedia software. 9 required courses and 2 electives.

### Required

<table>
<thead>
<tr>
<th>Course</th>
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<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capstone - Web Development (PG9070)</td>
<td>1/7 - 1/16</td>
<td>T,Th</td>
<td>6:00 PM to 10:00 PM</td>
<td>$395</td>
</tr>
<tr>
<td>Web Page Design Level I using HTML (WD1850)</td>
<td>1/25 - 2/1</td>
<td>Sa</td>
<td>2:00 PM to 6:00 PM</td>
<td>$260</td>
</tr>
<tr>
<td>Web Page Design Level II using HTML (WD1851)</td>
<td>3/1 - 3/8</td>
<td>Sa</td>
<td>9:00 AM to 1:00 PM</td>
<td>$260</td>
</tr>
<tr>
<td>Web Page Design Level III using CSS (WD1852)</td>
<td>3/29 - 4/12</td>
<td>Sa</td>
<td>9:00 AM to 1:00 PM</td>
<td>$275</td>
</tr>
</tbody>
</table>

### Electives

- Adobe Fireworks (WD1925) 1/28 - 2/6 T,Th 6:00 PM to 10:00 PM Fee: $340
- Adobe Flash - Beginner (WD1923) 2/10 - 2/19 M,W 6:00 PM to 10:00 PM Fee: $375
- Introduction to Digital Photography I (PH3205) See page 7 for course schedule.

### Graphic Design Minor Courses

- Introduction to Layout & Design for MACS (GD2008M) 2/1 - 2/15 Sa 9:00 AM to 1:00 PM Fee: $360

## Web Development Certificate Program

This program has been designed by professionals who have extensive experience developing, revamping and maintaining websites for organizations. Completion of this program will qualify participants as entry-level web developers and web development support personnel. The certificate requires the completion of 10 required courses, 2 electives and a capstone.

### Required All Disciplines

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Capstone - Web Development (PG9070)</td>
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<td>6:00 PM to 10:00 PM</td>
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</tr>
<tr>
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<td>1/25 - 2/1</td>
<td>Sa</td>
<td>2:00 PM to 6:00 PM</td>
<td>$260</td>
</tr>
<tr>
<td>Programming Fundamentals (PG1887)</td>
<td>1/27 - 2/5</td>
<td>M,W</td>
<td>6:00 PM to 10:00 PM</td>
<td>$435</td>
</tr>
<tr>
<td>Relational Database Fundamentals (DB1955)</td>
<td>2/11 - 2/20</td>
<td>T,Th</td>
<td>6:00 PM to 10:00 PM</td>
<td>$435</td>
</tr>
<tr>
<td>Web Page Design Level II using HTML (WD1851)</td>
<td>3/1 - 3/8</td>
<td>Sa</td>
<td>9:00 AM to 1:00 PM</td>
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<td>3/29 - 4/12</td>
<td>Sa</td>
<td>9:00 AM to 1:00 PM</td>
<td>$275</td>
</tr>
</tbody>
</table>

### Required ASP.NET C# Discipline

- ASP.NET Web Development Using C# Level I (PG1958) 2/21 - 3/21 F 6:00 PM to 10:00 PM Fee: $435
- ASP.NET Web Development Using C# Level II (PG1960) 3/28 - 4/18 F 6:00 PM to 10:00 PM Fee: $435

### Required Java Discipline

- Java Programming - Level I (PG1984) 2/25 - 3/6 T,Th 6:00 PM to 10:00 PM Fee: $435
- Java Programming - Level II (PG1986) 2/25 - 3/6 T,Th 6:00 PM to 10:00 PM Fee: $435

Register Today! 817.272.2581
Certificate in Autism Spectrum Disorder (Online Webinar)
Becoming an expert in Autism Spectrum Disorder (ASD) can help therapists, vocation rehab counselors, paraprofessionals, educators, and caregivers to better support and educate individuals with Autism. This certificate program was developed to provide the necessary skills and knowledge to work effectively with individuals across the spectrum.

**Benefits of this certificate:**
- Knowledge of management of the disorder in educational institutions
- Learn alternative communication techniques and theories
- Create opportunities to develop life-long professional networks

**FREE Online Autism Spectrum Disorder Certificate Information Session (OH7301)**
2/26 W 7:00 PM to 8:00 PM FREE

**Required**
- Introduction to Autism Spectrum Disorder (ASD7305) 4/30 - 5/14 W 6:00 PM to 9:00 PM Fee: $179
- Ethics and Cultural Issues in the Treatment of Individuals with Special Needs (ASD7306) 6/11 - 6/25 W 6:00 PM to 9:00 PM Fee: $179

Certified Penetration Testing Engineer (TE1001)
The Certified Penetration Testing Engineer program is designed to teach you how to use the same hacking techniques to perform a white-hat, ethical hack on your organization and leave with the ability to quantitatively assess and measure threats to information assets and discover where your organization is most vulnerable to hacking in this network security training course.

**FREE Information Session - Computer Tech, Network, Security, Hacking, Forensics (OH1900)**
1/23 Th 7:00 PM to 8:00 PM FREE

**Certified Penetration Testing Engineer**
2/10 - 2/14 M - F 9:30 AM to 7:30 PM Fee: $3500

Education for Educators
The University of Texas at Arlington has partnered with Virtual Education Software, Inc. (VESi) to offer Continuing Professional Education Clock Hours for educators online or via CD-Rom. These interactive courses provide expert instruction at a pace that fits your schedule. To view a complete list of available courses visit: uta.edu/ded/ced/vesi

- Advanced Classroom Management: Children as Change Agents Fee: $199
- Drugs & Alcohol in Schools: Understanding Substance Use Fee: $199
- Early Childhood: Observation & Assessment Fee: $249

More...Online Career Training
ed2go offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for in-demand occupations in the following categories:

- Healthcare and Fitness
- IT and Software Development
- Media and Design
- Skilled Trades and Industrial
- Business and Professional
- Management and Corporate
- Hospitality and Service Industry
- Sustainable Energy and Going Green

To view a complete list of programs visit careertraining.ed2go.com/ot

For complete program requirements, course descriptions, and to register online: uta.edu/ced
Forensic Examiner Certificate

Computer forensics involves data recovery employing a legal audit trail in support of criminal and civil investigation and/or litigation. Previously restricted to law enforcement and corporate security, this training is now available to the general law abiding public through universities and colleges. Completion of both two 6-week live online Computer Forensics Examiner courses provide computer professionals with the training needed to begin performing computer forensics on Windows and Mac computers.

FREE Information Session - Computer Tech, Network, Security, Hacking, Forensics(OH1900)
1/23 Th 7:00 PM to 8:00 PM FREE

Required

Basic Forensics Examiner (CF1007)
1/27 - 3/12 M - Th 12:00 AM to 2:00 PM Fee: $395
1/27 - 3/12 M - Th 6:00 PM to 8:00 PM Fee: $395

Advanced Forensics Examiner(CF1008)
4/7 - 5/20 M - Th 12:00 N to 2:00 PM Fee: $495
4/7 - 5/20 M - Th 6:00 PM to 8:00 PM Fee: $495

Texas Real Estate Courses

These courses offer prospective real estate agents an easy, cost-effective method of obtaining their Texas Real Estate Licenses. Existing real estate agents may obtain their Texas Salesperson Annual Education as well. All of our online real estate courses fulfill your real estate education requirements as required by the Texas Real Estate Commission. Courses may be purchased individually or in a package.

Fee: $540

“Basic” Package – 180 hrs.
Fee: $500

Personal Trainer Continuing Education (CECs and CEUs)

The University of Texas Arlington has partnered with The World Instructor Training Schools (W.I.T.S.) to offer CEU courses for personal trainers. W.I.T.S. is an approved CEU provider for the Board of Certification for Athletic Trainers (BOC), the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), Veterans Training and Education, the International Association of Continuing Education and Training (IACET). Book required for all courses.

Running Well Fee: $199.00
Pregnancy Fitness Fee: $199.00
Exercise Program Design for Special Populations Fee: $199.00
Business Success for Fitness Professional Fee: $199.00
Personal Trainer Practical Review Fee: $209.00
Insider Secrets of Advertising and Marketing for Fitness Professionals Fee: $199.00
Group Exercise Instructor Practical Fee: $209.00
Older Adult Fitness Instructor Foundations Fee: $219.00
Youth Fitness Instructor Foundations Fee: $209.00
Youth Fitness Instructor Practical Review Fee: $209.00

Personal Development Courses

Ed2go offers six week instructor led courses that are affordable, fun, fast, convenient, and geared just for you. Personal development courses include the following topics:

Arts
Languages
Children, Parents, and Family
Personal Enrichment
Health and Wellness
Personal Finance and Investment
Job Search
Start Your Own Business

Visit www.ed2go.com/ot to view a complete list of courses.
Kids and Teens University's camps are designed to provide campers with well-organized and structured STEM focused camps in a safe, fun and educational environment.

### Saturday Camps February 2014

**Grades 4 - 6**

**LEGO® Mindstorms EV3: Gyro Boy Robot (Grades 4 - 6) (YP1291)**
LEGO® Mindstorms EV3 is the next generation of robotics focusing on teaching Science, Technology, Engineering, and Math. Each engineering team will build and program a Gyro Boy Robot using a variety of sensors, motors, and intelligent units. This incredible robotics technology embraces and showcases your child's inner creativity and imagination.

**2/1 - 2/22**
**Sa** 9:30 AM to 11:30 AM
**Fee:** $199

**LEGO® Minecraft Adventures (Grades 4 - 6) (YP1292)**
LEGO® Minecraft Adventures allows campers to explore their imagination, creativity, and teambuilding skills by building LEGO® Minecraft cities with the LEGO® Minecraft Sets, but the fun doesn’t stop there. Campers will explore Minecraft University using the Minecraft game while working in teams to build and craft their Minecraft world with emphasis on Math and Engineering. Minecraft University is instructor led, STEM focused, educational, and fun.

**2/1 - 2/22**
**Sa** 9:30 AM to 11:30 AM
**Fee:** $199

### Summer Camps 2014

**Grades 1-3**

**June 2014**

- LEGO® Robotics
- LEGO® Flight Camp: Build Your Own Plane
- LEGO® Reading Rocks!
- Petite Pastry Chef
- Build Your Own Remote Control Car
- Math Games
- How to Build Your Own Robot

**Grades 4-6**

**July 2014**

- LEGO® Comic Book Camp
- Bug Camp
- LEGO® Mindstorms EV3: Znap
- Magic Camp
- LEGO® Mindstorms EV3: EV3RStorm
- Science Camp
- Build Your Own Remote Control Car
- LEGO® Mindstorms EV3: EV304
- Astronaut and Space Camp
- Cupcake Mania
- LEGO® Minecraft Adventures

**Grades 4-6**

**August 2014**

- LEGO® Mindstorms EV3: Bobb3e
- How to Make Your Own Animated Movie
- LEGO® Creative Writing Camp
- Build Your Own Robot
- How to Make Your Own Video Game
- LEGO® Mindstorms EV3: Kraz3

**Grades 7-8**

**July 2014**

- Anime & Manga Camp (2 wk camp; Grades 7-12)
- LEGO® Mindstorms EV3: Robotics Engineering
- Creative Writing Camp

**August 2014**

- 2D Video Game Boot Camp (2 wk camp)

**Grades 9-12**

**July 2014**

- Anime & Manga Camp (2 wk camp; Grades 7-12)
- Creative Writing
- LEGO® Mindstorms EV3 Robotics Engineering
- Teen Leadership Camp

**August 2014**

- 2D Video Game Boot Camp (2 wk camp)

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*Register Soon!*

*Early Bird Special Expires May 1st*

For complete program requirements, course descriptions, and to register online: [uta.edu/ced](http://uta.edu/ced)
Art

Art Appreciation: Understanding Modern Art (AR2397)
This four week session will consist of lecture, slides, hands-on art exercises, and a field trip where class will meet for a guided tour. Most art supplies, museum admission and tour included.
4/8 - 4/29 T 6:00 PM to 8:00 PM Fee: $110
Instructor: Jane Smith

Basic Crochet for Beginners (AR2750)
This course is an introduction to basic crochet. In this course you will learn about the basic tools and mediums used in creating simple crochet projects. The first class will cover hook and yarn selection. You will learn about creating the base chain used in every crochet project. The second and third class will focus on choosing a project and learning the basic stitches and techniques and how to finish off a project. Supplies are in addition to the course fee.
1/25 - 2/8 Sa 9:00 AM to 11:00 AM Fee: $99
Instructor: Jacob Royer

Basket Weaving Basics (AR2203)
Make your own beautifully constructed Market Basket in this hands-on class. Learn about basic basket weaving terms and techniques. Supplies are in addition to course fee.
3/19 - 4/2 W 6:00 PM to 8:30 PM Fee: $115

Calligraphy: The Art of Beautiful Writing - Level I (AR2317)
Have you always been interested in learning the fine lettering techniques of Calligraphy? This informative and hands on course will introduce the various Calligraphy styles such as: Foundational and Old English with multiple special alphabets. Learn about the cultural variations and the many tools used to write calligraphy. Supplies are in addition to course fee.
2/7 - 2/28 F 10:00 AM to 11:30 AM Fee: $99
4/3 - 4/24 Th 6:30 PM to 8:00 PM Fee: $99

Drawing for Beginners (AR2303)
This course is based on a teaching method developed by Dr. Betty Edwards, author of "Drawing on the Right Side of the Brain," for people who want to learn how to draw but feel they lack talent. By using a series of exercises and tools, you will learn to release creative blockages and develop good drawing skills. Book required.
1/21 - 3/11 T 6:30 PM to 9:00 PM Fee: $130
Instructor: Barbara McFarland

Introduction to Mosaics (AR2500)
This class covers mosaic design, terminology, resources and types of materials available in the mosaic world; substrates, fixatives, setting, grouting, sealing, finishing and tools and their use. Create a couple of mosaic art pieces to take home!
1/25 - 2/8 Sa 9:30 AM to 12:00 N Fee: $129
Instructor: Troy Benthall

Painting in Acrylics I (AR2377)
This course is designed for students at all levels of acrylic painting. Create a new painting in each class as you work at your own level of expertise with individual instruction. Working with this highly versatile paint you will cover techniques for painting still life, landscape, people, portraits and animals. Learn and review the basics of color mixing, temperature and value, glazing and scumbling techniques, and brush and palette knife use.
1/28 - 3/4 T 6:00 PM to 9:00 PM Fee: $125
Instructor: Vern Johnson

Still Life Art for Beginners (AR2201)
Still life fundamentals are the best way to discover and practice the basic techniques of drawing and painting. Learn the basics of setting up a palette, the use of color, composition, light & shadow from a local artist. This hands-on still life class develops and strengthens your natural drawing abilities. The practice of still life art improves your observation of shape, tone, color, pattern and texture in a range of different media. Supplies are in addition to course fee.
2/6 - 3/6 Th 6:00 PM to 9:00 PM Fee: $149

Creative Writing

Creative Writing: Beginner’s Fiction (CO1721)
If you love to read and have always wanted to write a novel, now is your chance to learn how! Topics include: narration, characterization, dialogue, conflict, plot and style.
1/27 - 2/24 M 7:00 PM to 9:00 PM Fee: $179
Instructor: Michelle Lenear-Stimpson

Creative Writing: Non-Fiction (CO1720)
This class will focus on narrative non-fiction in the form of essay and memoir writing. Learn techniques such as narration, style, voice, and tone to highlight your story in the hopes of publication.
3/17 - 4/14 M 7:00 PM to 9:00 PM Fee: $179

How to E-Publish Your Book (CO1717)
Come and learn how to properly format your book for direct publication with major retailers and distributors. Participants will also learn how to create a basic book cover that meets submission requirements and write descriptions that catch a potential reader’s attention. Finally, no self-publishing class is complete without discussion of how to promote ebooks to maximize exposure and profits. This class will prepare you to publish for yourself or start a publishing service for others who wish to share their writing with the world.
3/17 - 4/7 M 7:00 PM to 9:00 PM Fee: $149
Instructor: Michelle Lenear-Stimpson
Novel Preparation: What to do before you start writing (CO1718)
Whether you are a seat-of-the-pants writer or a planner, you can radically improve the quality of your first drafts using a few or all of the techniques we’ll explore in this class: plot board (or turn map), flash scenes, character interviews, motivation crosses, senses checklist, three-word scenes, plot arc, character arc, and daydream-and-burst writing. The more fully you imagine each scene before you write them, the more fully your readers will be drawn into your story.
2/3 - 3/3  M  7:00 PM to 9:00 PM  Fee: $179

Science Fiction and Fantasy Writing (CO1301)
The speculative fiction genre is presenting more opportunity for innovation than ever before. Whether your interest is in hard science fiction, epic fantasy, or any of the sub-genres that allow you to create new worlds tailored to your vision, this class is for you. In five sessions, you will learn how to create a consistent world and believable alien/fantastic characters, how to focus a story that enhances the world rather than being lost in it, and how to balance respect for speculative fiction traditions with originality. Throughout the course, you’ll have the opportunity to get pages of your work critiqued. In addition, via virtual Q&A, you’ll also glean advice from industry experts.
2/5 - 3/5  W  7:00 PM to 9:00 PM  Fee: $179
Instructor:  Barbara Albright

Writing Young Adult Books: The Path to Publication (CO1722)
The teen book market is hotter than ever before; readers are devouring quality titles and publishers are eager to acquire them. If you’ve ever been interested in upping your game and writing excellent books for Young Adults, this class is for you! In five sessions, you’ll learn how to recognize the earmarks of a great YA book, how to craft an authentic writing voice, how to effectively plot and pace a novel, and how to submit work to quality literary agents and editors. Throughout the course, you’ll have the opportunity to get pages of your work critiqued. In addition, via virtual Q&A, you’ll also glean advice from industry experts.
4/9 - 5/7  W  7:00 PM to 9:00 PM  Fee: $179
Instructor:  Amber Royer

Culinary Corner
Decadent Chocolate Desserts (CK2022)
Learn how to make your own decadent chocolate creations in this hands-on cooking class. Students will make double chocolate fudge cake, chocolate mousse (garnished with a chocolate dipped strawberry), and “turtle” brownies. Students will also learn about the history of chocolate, as well as techniques for successfully working with it.
2/8 - 2/22  Sa  1:00 PM to 3:00 PM  Fee: $115
Instructor:  Amber Royer

Wine Appreciation (SI3007)
Explore the history of wine in this exquisite wine appreciation course. Enjoy a four course food sampling and wine pairing from the casually elegant Italian dining Romano’s Macaroni Grill’s chef. Hosted in a private room for your dining pleasure. Must be 21.
3/25 - 4/15  T  7:00 PM to 9:00 PM  Fee: $160

Dance
Basic Ballroom Dancing (Singles/Couples) (DA2556)
You will be learning the core dance of Ballroom Dancing: Foxtrot. We will also work on Waltz and Tango. Technique and dance frame will be emphasized to make your dancing smoother.
1/13 - 3/3  M  6:00 PM to 7:00 PM  Fee: $89
Instructor:  Barbara Albright

Ballroom Dance Level II (Singles/Couples) (DA2579)
This class will do a quick review on the Basic Ballroom patterns, then continue to add technique, styling and higher level patterns to the dances.
3/24 - 5/5  M  6:00 PM to 7:00 PM  Fee: $89
Instructor:  Barbara Albright

Country & Western Dancing for Fun (Singles/Couples) (DA2573)
This class will be adding some fun social dances to our basic dance program. Sweetheart Schottische and Cupid Shuffle are so much fun to do. Our Basic Dance program covers Two-Step, Three-Step and Waltz. Come on out and add to your dance basics!
1/13 - 3/3  M  7:05 PM to 8:05 PM  Fee: $89
Instructor:  Barbara Albright

First Dance as Bride and Groom (Singles/Couples) (DA2567)
This special class will give you a mini-routine for your special dance. We will be covering Foxtrot, Waltz and Swing, and if you have picked out the music for your First Dance, please bring it with you, and we will give you suggestions as to what type of dance you should do.
3/24 - 4/14  M  8:10 PM to 9:10 PM  Fee: $59
Instructor:  Barbara Albright

Latin Dancing for Fun (Singles/Couples) (DA2569)
This class will teach the basic patterns and some techniques of the Latin dances that are spicy and fun to do: Salsa, Merengue and Tango.
3/24 - 5/5  M  7:05 PM to 8:05 PM  Fee: $89
Instructor:  Barbara Albright

For complete program requirements, course descriptions, and to register online: uta.edu/ced
ESL

ESL: Beginning Conversation I (EL3801)
In this course, you will develop your conversation skills including greetings, introductions and personal information to increase fluency in spoken English. Also, sound discrimination and production activities to complement extensive listening opportunities will be covered. You will work individually, as pairs, and as a group on structured textbook exercises that integrate speaking, listening, reading, and writing skills under the guidance of a trained, experienced ESL instructor. Book required.
1/27 - 2/26  M, W  5:30 PM to 7:30 PM  Fee: $120
Instructor:  Lidia Abbott

ESL: Vocabulary (EL3914)
ESL Vocabulary is designed to help take learners from a very basic level of vocabulary to a level where they can use around 2,000 words and phrases. Basic grammar principles will be presented, as well as prefixes and suffixes. Vocabulary for everyday situations will be practiced. Book required.
1/27 - 2/26  M, W  7:45 PM to 9:45 PM  Fee: $120
Instructor:  Lidia Abbott

Foreign Language

French Level I (FL0610)
This course includes reading and dictation with active participation of the students in the form of multiple exercises to reinforce the lesson of the day. Book required.
4/8 - 5/27  T  6:30 PM to 8:30 PM  Fee: $139

French: A Traveler’s Guide (FL0611)
Travel with confidence! Learn the French you will need to travel to French speaking countries. This course is designed to give you the basics while focusing on examples and vocabulary geared towards traveler’s needs. Book required.
1/22 - 3/19  W  6:30 PM to 8:30 PM  Fee: $120

Italian Conversation: Level I (FL0401)
Students will be introduced to the language and will learn correct pronunciation and conversational Italian. The course will also introduce elements of geography, history, culture and cuisine of Italy, useful for those planning to travel. Book required.
2/4 - 2/27  T, Th  7:00 PM to 9:00 PM  Fee: $139

Mandarin Chinese: Level I (FL0701)
This course is designed for the beginner to learn Chinese fundamental pronunciation, basic grammar, and vocabulary. You will learn communication skills for everyday situations, as well as elements of Chinese culture, history, and geography. Book required.
1/27 - 3/24  M  6:00 PM to 8:00 PM  Fee: $139
Instructor:  XiaoYa C. Fielder

Mandarin Chinese: Level XI (FL2141)
This course is for students to continue listening, speaking and writing comprehensive skills training. The curriculum aims to develop students’ vocabulary to 600 characters. Book required.
1/24 - 3/21  F  6:00 PM to 8:00 PM  Fee: $139
Instructor:  XiaoYa C. Fielder

Mandarin Chinese: Level XII (FL2143)
This course is for students to continue listening, speaking and writing comprehensive skills training. The curriculum aims to develop students’ vocabulary to 600 characters. Book required.
4/4 - 5/23  F  6:00 PM to 8:00 PM  Fee: $139
Instructor:  XiaoYa C. Fielder

Spanish Conversation (FL0113)
This course will introduce basic concepts in Spanish. Students will learn about basic grammar and vocabulary and will master phrases helpful in social situations.
2/5 - 3/19  W  9:30 AM to 11:30 AM  Fee: $115

Spanish for Medical Professionals (FL0141)
This course will emphasize basic grammar, pronunciation, and healthcare setting dialogues. Appropriate vocabulary and idioms will be taught. Prior knowledge of Spanish is not a prerequisite. Class sessions will become more advanced as the course progresses. Book required.
1/28 - 3/25  T  7:00 PM to 9:00 PM  Fee: $139
Instructor:  Lidia Abbott

Spanish Language: Level I (FL0121)
Learning a new language can be fun, exciting, and can help you during travels or business transactions. Students will learn about basic grammar and vocabulary and will master phrases helpful in social situations.
1/25 - 3/1  Sa  9:00 AM to 11:40 AM  Fee: $139
Instructor:  Lidia Abbott

Spanish Language: Level II (FL0122)
Students will review basic vocabulary of food, transportation, travel, hotel, directions, and restaurants. This course is designed to help students review regular and irregular present tense verbs and the present progressive. Preterite, imperfect, and future tenses will be introduced.
3/22 - 4/26  Sa  9:00 AM to 11:40 AM  Fee: $139
Instructor:  Lidia Abbott

Spanish Total Immersion: Level I (FL0131)
This class will emphasize verbal practice and comprehension through a total immersion program that will help provide a strong, short-term foundation for your ultimate goal with the language. Only Spanish will be spoken in this class. Book is required for first class.
2/4 - 3/25  T  7:00 PM to 9:00 PM  Fee: $139
Instructor:  A Lucy Barragan
Home and Garden

Container Gardening (HG2645)
Even the smallest patio or porch can boast a crop of vegetables or a garden of flowers in containers. Planter boxes, wooden barrels, hanging baskets and large flowerpots are just some of the containers that can be used. Take this class to discover the variety of enjoyable and creative ways to maintain and experiment with your garden. The container gardener is limited only by your imagination.
1/25  Sa  9:30 AM to 11:00 AM  Fee: $39
Instructor:  Steve Chaney

Home Decorating Basics (HG2020)
This class will guide you through step by step techniques to help prevent costly decorating mistakes. Learn space planning for optimum furniture placement and how to incorporate color harmonies, fabrics and accessories to create the home of your dreams. Book required.
3/19 - 4/9  W  6:00 PM to 9:00 PM  Fee: $209
Instructor:  Jennifer Manley

Home Staging Basics (HG2500)
Our home staging accredited instructor will share the 3 "C"s that will help increase a property's value and appeal and promote buyer interest.
1/28  T  6:00 PM to 8:30 PM  Fee: $69
Instructor:  Dorean Bryant

Pruning and Plant Maintenance (HG2631)
Proper pruning enhances the beauty of almost any landscape. Pruning, like any other skill, requires knowing what you are doing to achieve success. The four main reasons to prune include: to train the plant, maintain plant health, improve the quality of flowers, fruit, foliage or stems and to restrict growth. Keeping tools well-maintained and sharp will improve their performance and using the right tools make pruning easier and help you do a better job.
3/18  T  9:30 AM to 11:00 AM  Fee: $39
Instructor:  Steve Chaney

Women’s Home Improvement 101 (HG1010)
Do you watch HGTV and always wanted to know how to do-it-yourself? The Women’s Home Improvement course 101 is a do-it-yourself hands-on course geared toward women who want to learn the basics of repairing and renovating their home. Some supplies are in addition to the course fee.
1/25 - 2/8  Sa  10:00 AM to 12:00 N  Fee: $150

Women’s Home Improvement 102: Wall Repair and Texture (HG1014)
Women’s Home Improvement 102 is geared towards women who have started basic home repairs and want to take a step further in home renovation. This hands-on course will cover the proper drywall, painting, and texturing tools needed for an amazing wall transformation. Some supplies are in addition to course fee.
3/22 - 4/5  Sa  10:00 AM to 12:00 N  Fee: $150
Instructor:  Michael Sears

Music

Electric Guitar Lessons for Adults (MU2605)
In this six week Electric Guitar class, students will build a solid foundation as Rock/Blues guitar players. At the completion of the course, students will: understand the fundamentals of guitar playing (tuning a guitar, basic chords, playing in time); will be able to play some of the most popular rock songs of all time; have a whole lot of FUN!
4/7 - 5/12  M  7:00 PM to 8:30 PM  Fee: $85
Instructor:  Jonathan Chorba

Guitar Lessons for Adults: Level I (MU2701)
This class introduces adult beginners to the basics of the guitar. You will learn the concepts of fretting and hand position, open chords and strum patterns, as well as important basic theories as they are applied to the guitar. An acoustic guitar is required for class.
1/27 - 3/3  M  7:00 PM to 8:30 PM  Fee: $85
Instructor:  Doug Bullard

Song Writing (CO4122)
You don’t have to be a musician or singer to write a great song. Learn the fundamentals of song writing in this exciting and fun class. Learn online writing with Garage Band in our Mac lab. Learn traditional and non-traditional song structure, writing against beats, using different instruments, rhythm and melody and more!
1/28 - 2/18  T  6:30 PM to 9:30 PM  Fee: $169

For complete program requirements, course descriptions, and to register online: uta.edu/ced
Special Interest

Free Vacations & Make Money Traveling (TR1505)
Learn over 40 different ways to make your vacations FREE in this fun, practical & information-packed class. Learn about the best internet travel web sites, plus extra bonuses on travel safety & health, packing light, language, culture and more. Instructor, Gina Henry has traveled extensively, teaches in 86 cities nationwide, writes travel books/DVDs/CDs and leads group tours to Thailand, Cambodia, Peru, China and more. Book optional.
4/7       M  6:00 PM to 9:30 PM  Fee: $55
Instructor:  Gina Henry-Cook

Investing for Beginners (FP2115)
Whether you are preparing to do your own stock market investing or want to make sure your financial advisor is providing good advice, this class is designed to help you answer common questions of beginners. This class will help you learn what to look for in a good stock, bond, or mutual fund. Class topics include: asset allocation, detecting expenses on mutual funds, mutual fund vs. private portfolio management, commission broker vs. fee based financial advisor, and finding long-term stock investments.
1/15 - 1/22  W  6:00 PM to 9:00 PM  Fee: $99
4/9 - 4/16  W  6:00 PM to 9:00 PM  Fee: $99
Instructor:  Jim Wigen

Retirement Planning Today (FP2150)
In this course you'll learn how to: manage investment risks, use new tax laws to your advantage, make informed decisions about your company retirement plan, and adjust your estate plan to function properly under the new laws. However, money is only one aspect of retirement planning. This course blends financial education with life planning to help you build wealth, align your money with your values, and achieve your retirement lifestyle goals. This course includes a 225-page illustrated textbook.
1/21 - 1/28  T  6:30 PM to 9:30 PM  Fee: $59
1/23 - 1/30  Th  6:30 PM to 9:30 PM  Fee: $59
Instructor:  Joshua Strittmatter, CFP

Life Coaching For Your Success (LI2837)
NOW is the time to improve your life! Harmony Life Coaching is a unique exciting and uplifting approach towards personal positive transformations. Get ready for a better YOU.
2/11       T  7:00 PM to 9:00 PM  Fee: $69
Instructor:  Sorai Stuart

Wellness and Fitness

Cardio Barre Fusion (LI3026)
Cardio Barre Fusion combines ballet technique with fat-burning cardio movements to create a low-impact, easy to follow, fun workout. Exercises are done with and without a barre and targets muscle group, such as the arms, thighs, hips, glutes and abs to help you achieve that long, lean ballerina figure. It is recommended that participants wear athletic attire with socks or ballet slippers.
1/22 - 3/5  W  6:15 PM to 7:15 PM  Fee: $99
Instructor:  Ashanti Williams

Hatha Yoga: Levels I & II (LI3019)
Yoga exercises for the body, mind and spirit. Relax and re-energize at the end of the day with relaxation techniques, gentle stretching and breathing exercises. Designed to clear the mind of the daily worries and promote better sleep, lessen tensions and improve stamina.
1/15 - 3/5  W  6:00 PM to 7:30 PM  Fee: $90
3/19 - 5/7  W  6:00 PM to 7:30 PM  Fee: $90
Instructor:  Donna Austin

Hoopnotica® Fitness (LI3065)
With the use of a hula hoop and a trained professional burn over 400 calories in this fun, energetic and inspiring fitness class.
1/25 - 2/8  Sa  10:30 AM to 11:30 AM  Fee: $129

Introduction to Acupressure (LI5205)
This course will cover the basic principles of Traditional Chinese Medicine, and how to increase healing within the body through acupressure, Chinese massage, and energy release techniques. This class is approved for Massage Therapists to receive their CEUs in the State of Texas and nationally through NCBTMB. Book Required.
3/18 - 4/8  T  7:30 PM to 10:00 PM  Fee: $99
Instructor:  Terry Norman

Marathon Fitness Training Camp (LI3027)
This training camp is designed to prepare all levels of runners for a Marathon. Learn proper stretching techniques, nutrition, and footwear and build base and core strength in an energizing and motivating environment that will maximize your performance.
1/25 - 4/5  Sa  7:00 AM to 8:00 AM  Fee: $125

Reiki for Mind, Body, Spirit: Level I (LI2997)
Reiki is a system of natural healing that enhances our own physical capabilities. It is a deep relaxation process that can enhance business and personal lives. In this course, you will learn the basics of reiki and how to facilitate sessions for yourself and others. Includes “hands-on” practice. Book required.
4/1 - 4/15  T  7:00 PM to 9:30 PM  Fee: $89
Instructor:  Holli Blackwell

Tai Chi: Levels I and II (SP3005)
Level I: Reduce stress as well as improve your balance, mobility, muscle tone, and health with this system of mental and physical exercise handed down from the Yang Clan. Level II: Refinement of the Yang style form taught in Level I. You also learn Chi Kung exercises.
1/15 - 3/19  W  7:45 PM to 9:00 PM  Fee: $115
4/2 - 5/21  W  7:45 PM to 9:00 PM  Fee: $115
Instructor:  Daniel Schoppe and Sheryal Bielby

Register Today! 817.272.2581
Zumba Fitness: Dance the Weight Off (LI3022)
Combine the fun of dance with the benefit of fitness! Burn 400 to 800 calories per class. Zumba® fuses hypnotic latin rhythms and easy to follow moves to create a dynamic fitness program. The routines feature interval training sessions where fast and slow rhythms, and resistance training combine to tone and sculpt your body while burning fat. No dance experience necessary. All fitness levels welcome.
1/25 - 4/5  Sa 9:00 AM to 10:00 AM  Fee: $125

Young at Heart

Advanced Selling on eBay (EC1858)
Are you ready to take your eBay selling experience to the next level? This fantastic 4-hour hands-on course is what you'll need to expand on the World's Leading Online Marketplace. This course is taught by a Certified eBay Instructor. Fee includes required book.
3/13  Th 9:00 AM to 1:00 PM  Fee: $149
Instructor: Dorothy Kennedy

Digital Photography in a Snap(shot)! (CSR1905)
This course is for the beginning digital photographer. Whether you are the family snap shooter or an experienced film photographer using digital, have your first digital camera or cell phone with the camera feature, this class will teach you the basic functions of your digital camera and empower you to take better pictures. You will need any digital camera, the corresponding memory stick or card reader and USB cord to participate.
3/29 - 4/5  Sa 9:00 AM to 12:00 N  Fee: $99
Instructor: Jennifer Manley

Organizing Your Digital Pictures (CSR1906)
Is your photo album still empty because you haven’t figured out how to edit and print all those digital photos you took with your digital camera? This course will help you sort through all your options and guide you to getting great digital prints and more!
5/10 - 5/17  Sa 9:00 AM to 12:00 N  Fee: $110
Instructor: Jennifer Manley

Sell That Junk! (CSR1903)
Selling your unwanted items on eBay is a great way to earn extra cash. Garage sales will bring a lot of people to your door on any given weekend, but offering your items on eBay brings the world to you! In this easy to follow class you’ll learn how to: register on eBay as a seller, open a PayPal account, research your items, write a great title and description, take photos that will catch your buyers’ attention, pack and ship your items like a pro, and much, much more all from a Certified eBay Instructor. Fee includes required book.
1/21 - 1/23  T, Th 6:00 PM to 9:00 PM  Fee: $140
Instructor: Dorothy Kennedy

Young at Heart Basic Mouse and Keyboard (CSR1704)
Would you like to learn how to use a computer, but don’t know how to get started? This class is designed especially for you. During this class you will learn how to turn on a computer and learn basic keyboard and mouse skills.
1/27  M 8:30 AM to 11:30 AM  FREE
Instructor: Robert McDonald

Young at Heart Computing: Basic (CSR1705)
This class is taught by a professional computer expert in a relaxed environment at a speed that is comfortable for you. You’ll receive hands-on instruction on how to open files, save files and browse the Internet and more. Get your computer questions answered and become knowledgeable of the basics of the computer.
2/3 - 2/5  M, W 8:30 AM to 11:30 AM  Fee: $110
Instructor: Robert McDonald

Young at Heart Computing: Intermediate (CSR1706)
Are you ready to upgrade your basic knowledge of the computer? This class will enhance your current computer skills. You’ll be introduced to more advanced word processing techniques, explore more about the Internet and much more. Prerequisite: Young at Heart Computing: Basic or equivalent.
3/3 - 3/5  M, W 8:30 AM to 11:30 AM  Fee: $110
Instructor: Robert McDonald

Young at Heart Computing: Facebook Edition (CSR1907)
Communicating with family and friends has changed drastically. With new technology and the rise of social media outlets like Facebook communicating with our loved ones will never be the same. In this informative hands-on Facebook edition of Young at Heart Computing, uncover the fascinating ways to use Facebook to find long lost friends, communicate with grandchildren, friends and family. Share pictures, stories, vacations and life changing moments with everyone you know with the click of a button.
1/21 - 1/28  T 8:30 AM to 11:30 AM  Fee: $110
Instructor: Xavier Krone

Young at Heart Computing: iPad Edition (CSR1908)
Did you recently purchase an iPad or considering purchasing an iPad, but unsure of all of the wonderful things it can do. This class is designed to give you hands-on instruction on how to make the best use out of your iPad. This course will introduce you to a lot of the features and apps that can be extremely useful to you on your iPad. Gain access to information about social media, traveling, cooking and television and news all with the tap of your finger.
3/22 - 3/29  Sa 9:00 AM to 12:00 N  Fee: $110
Instructor: Adriana Winnett

For complete program requirements, course descriptions, and to register online: uta.edu/ced
A majority of the Health Career programs can be completed in six months or less and may require a background check and drug screen. A high school diploma (or equivalent) is required for all programs with the exceptions of CNA and CPR. Immunization requirements vary by program and externship site. Proof of current immunizations must be provided prior to the start of class. For a complete list of program and externship policies, prerequisite information, and other details, visit our website at www.uta.edu/ded/hci

Basic Life Support for Healthcare Providers
The BLS for Healthcare Providers course is designed to train healthcare providers in the lifesaving skills of CPR, AED use, and relief of choking. This class is approved by the American Heart Association. Hours: 5 classroom hours, held on Saturday.
Fee: $75 (includes CPR certification card)

Certified Nurse Aide (60/40) **
The course prepares students to provide direct care to patients under the supervision of a registered nurse or other member of the medical staff. Classroom and clinical instruction prepares students to handle a wide range of tasks related to patient care. Some of these tasks include assisting patients with activities of daily living (ADL), bedside care, obtaining vital signs, and great emphasis on patient communication. Upon successful completion, students are awarded a certificate of completion from UT Arlington. Students who complete the program and satisfy the Texas Department of Aging and Disability (TDADS) requirements are eligible to take the State of Texas Nurse Aide Exam.
Fee: $2,000

Clinical Medical Assistant (140/160) **
The Clinical Medical Assistant course prepares students to work in private medical practices, hospitals, medical clinics, and other healthcare facilities. The student will learn how to schedule medical procedures, take patient medical histories, update patient medical files, measure and record vitals, administer EKG/ECGs, instruct patients on medication usage, collect lab specimens, sterilize medical instruments, plus much more. Upon successful completion, students are awarded a certificate of completion from UT Arlington and are eligible to take the National Healthcareer Association’s Certified Clinical Medical Assistant certification exam.
Fee: $4,500

Dental Assistant (176/160) **
Train to work in a dental office in less than six months. Classroom and practical instruction includes oral health, dental disease prevention, infection control, dental instrumentation, oral anatomy, and assisting in the delivery of dental care and treatment. Upon successful completion, students are awarded a certificate of completion from UT Arlington and are eligible to take the State of Texas mandated registration course which is included in the program cost. State of Texas Dental Assistant licensing fee not included.
Fee: $5,000

Dialysis Technician Program (80)
Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. Additionally, they may also be involved in the training of patients for at-home dialysis treatment. Upon successful completion, students are awarded a certificate of completion from UT Arlington.
Fee: $3,000

EKG/ECG Technician (80/40) **
The EKG/ECG Technician course offers classroom and practical instruction in obtaining electrocardiograms in healthcare settings. Instruction includes patient preparation, methods for obtaining an electrocardiogram, and equipment use and maintenance. Students will also learn to recognize normal and abnormal electrocardiogram patterns. Upon successful completion, students are awarded a certificate of completion from UT Arlington and are eligible to take the National Healthcareer Association certification exam.
Fee: $2,700

Electronic Health Records Specialist (Online) (90)*
This course covers the usage and management of health information and the electronic health record (EHR). The student will learn to assemble a patient’s health record and ensure that all information is complete, properly identified and authenticated. Topics discussed include medical terminology, electronic data entry, data analysis, and record retention. This course also provides students with a practical understanding of the role of an electronic health record specialist and their importance in the healthcare industry. Upon successful completion, students are awarded a certificate of completion from UT Arlington and are eligible to take the National Healthcareer Association certification exam.
Fee: $4,000
Emergency Medical Technician (EMT) (176/96)**
EMT’s work under the direct supervision of Emergency Medical Services Paramedics. Classroom and practical instruction prepare the students to handle a wide range of tasks related to emergency care. In this course students will learn: patient assessment, basic life support, pre-hospital care (controlling bleeding, bandaging wounds, and immobilizing broken bones), dispatcher communication, ambulance driving, and ambulance maintenance. Upon completion of the course, students will take the certification exam through Pearson Vue for the National Registry of Emergency Medical Technicians.
Fee: $3,000

HESI A2 Exam Preparatory Course
This exam preparation course is offered to students planning to take the HESI A2 test for admission into the Registered Nursing program or other health occupations programs that require this exam. Topics covered are reading comprehension, grammar, vocabulary, math, anatomy & physiology, biology, chemistry, and physics. Students answer practice test questions during the course. Book required.
Fee: $139

Medical Coding and Billing/ Medical Administrative Assistant (120) *
Learn the fundamentals of medical coding and billing. Topics covered include administrative front-office procedures, medical terminology and anatomy, CPT, ICD-9 and HCPCS Coding. Professionalism and confidentiality in the healthcare industry will also be emphasized. Upon successful completion, the student is awarded a certificate of completion from UT Arlington and is eligible to take the National Healthcareer Association's Certified Coding and Billing Specialist exam and Medical Administrative Assistant exam.
Fee: $4,000 Additional fees apply for National Medical Administrative Assistant exam.

Medical Front Office Specialist (240) *
The Medical Front Office Specialist program is a comprehensive course that incorporates Medical Coding and Billing, Electronic Health Records, and Medical Administrative Assistant. Students will learn medical terminology, insurance codes, and medical office administration skills. This program will prepare students to work as a Medical Front Office Assistant, Medical Receptionist, Medical Billing Specialist, Medical Insurance Specialist, and Medical Office Specialist. Upon successful completion, students are awarded a certificate of completion from UT Arlington and are eligible to take the National Healthcareer Association's Certified Billing and Coding Specialist Exam, Medical Administrative Assistant exam, and Electronic Health Records Specialist exam.
Fee: $8,000

Medical Terminology (Online)
Learn at your own pace while getting a head start on your healthcare training. In this comprehensive online course, you will learn the essential word parts and terms used in medicine. Learning methods include extensive hands-on access, repetition, and case studies. Course topics include basic word structure, organization of the body, prefixes & suffixes, body systems, and medical specialists and care reports. Upon successful completion, students will receive a certificate of completion from UT Arlington.
Fee: $345 (includes textbook)

Mental Health Technician (80/80) **
Mental Health Technicians work with people who are mentally ill, recovering from drug or alcohol addiction, have mental disorders, or have a mental health crisis of other sorts. Techs work in a variety of venues that can include long-term care facilities, general and psychiatric hospitals, addiction treatment facilities, nursing homes and schools for people with mental disabilities. They may also be called psychiatric techs, mental health aides, or psychiatric aides. The mental health technician course prepares students to work as a part of a health care team that can include doctors, therapists, psychiatrists, and nurses. Upon successful completion, students will receive a certificate of completion from UT Arlington and are eligible to take the National Career Certification Board Mental Health Technician exam.
Fee: $3,000

Patient Care Technician (220/160) **
Our PCT program consists of three components: Certified Nurse Aide, EKG Technician, and Phlebotomy Technician. Through classroom and practical instruction, the student will learn to assist with in-patient and out-patient care. Topics include bedside care, obtaining vital signs and measurements, collecting blood samples, and recording electrocardiograms. Upon successful completion, students will be awarded a certificate of completion from UT Arlington and are eligible to take the Nurse Aide certification exam with the State of Texas, as well as the National Healthcareer Association's certification exams for Phlebotomy and EKG.
Fee: $7,700 Additional fee may apply for PCT certification.
Pharmacy Technician (120/80) **
The Pharmacy Technician program prepares students to work under the direct supervision of a licensed pharmacist in various healthcare settings. The student will learn how to assess medication orders, dispense medications, maintain inventory, and provide pharmacy billing services. Special emphasis will be placed on providing excellent customer service. Upon successful completion of the program, students are awarded a certificate of completion from UT Arlington and are eligible to take the Pharmacy Technician Certification Board Exam.
Fee: $4,500 Additional fees apply for tech-in-training registration, fingerprint session, and Pharmacy Technician Certification Board (PTCB) exam.

Phlebotomy Technician (80/80) **
Train for a career as a certified Phlebotomist. The program includes classroom and practical skills application in anatomy and physiology of the blood system, procedures used to obtain various blood specimens, common blood testing, specimen handling and preparations, and safety standards. The student will also practice capillary and venous blood draws using various blood extraction devices. Upon successful completion, students are awarded a certificate of completion from UT Arlington and are eligible to take the National Healthcareer Association certification exam.
Fee: $3,000

Physical Therapy Aide (80/80) **
This course prepares students to be entry level aides in a variety of rehabilitative settings such as physical and occupational therapy clinics, home healthcare agencies, hospitals, nursing homes and assisted living facilities. Classroom content includes basic patient care and patient handling skills, the role of the rehabilitation aide, effective communication, workplace safety, knowledge of medical terminology, and basic rehabilitation and occupational therapy skills. The student will be prepared to monitor and perform basic patient care services upon course completion. Upon successful completion, students are awarded a certificate of completion from UT Arlington.
Fee: $3,000

Sleep Technician/Polysomnography (90)
This course prepares the student to work in Polysomnography (Sleep) Laboratories. Polysomnography is the study of sleep patterns and abnormalities. Students study encephalography (EEG), the study of electrical activity of the brain, electrooculography (EOG), the study of the electrical activity of the eye, and electromyography (EMG), the study of the electrical activity of muscles. This course also includes electrocardiology (ECG), the study of the electrical activity of the heart as well as effects on the respiratory system. Upon successful completion, students are awarded a certificate of completion from UT Arlington.
Fee: $3,000

Veterinary Assistant (208/500) **
Do you love working with animals? Our training course prepares the student to assist the veterinarian in animal hospitals or clinics as well as working in other animal care settings. The classroom and practical aspects of the course include animal anatomy, animal behavior, preventative health, emergency care, lab procedures, and surgical assisting for veterinary practices. The course follows a curriculum developed by the Texas Veterinary Medical Association and meets the requirements for students to take the Certified Veterinary Assistant Level I exam which is included in the program fee. Upon successful completion, students are awarded a certificate of completion from UT Arlington.
Fee: $4,200

Spanish for Medical Professionals (FL0141)
This course will emphasize proper grammar, punctuation, and healthcare setting dialogues. Appropriate vocabulary and idioms will be taught. Prior knowledge of Spanish is not a prerequisite. Class sessions will become more advanced as the course progresses. Book required.
1/28 - 3/25 T 7:00 PM to 9:00 PM Fee: $139

(classroom hours/externship or clinical hours) ** Includes textbooks, uniform, CPR Certification, Professional Liability Insurance, and the exam fee.

*Includes textbook(s) and National Certification

Register Today! 817.272.2581
**3D Computer Modeling using Blender (GP1004)** pg. 14
Learn how to create 3D computer graphics used for creating animated films, visual effects, art, 3D printed models, interactive 3D applications and video games. Class covers features that include 3D modeling, UV unwrapping, texturing, rigging and skinning, fluid and smoke simulation, particle simulation, soft body simulation, animating, match moving, camera tracking, rendering, video editing and compositing.

**Access 2010: Level I (DB1936)** pg. 8
Learn to build relational databases after completing this informative course that will teach you the fundamentals of Access as you work with tables, queries, reports, and forms and much more.

**Accounting for Accounts Receivable (AC2023)** pg. 5
In this course you will be introduced to the proper accounting procedures for working with accounts receivable.

**Adobe® Photoshop® - Beginner (GD1905)** pg. 7, 8, 10, 11, 13, 14
This course will provide students with the foundation necessary to become proficient in Photoshop. Raster versus vector images, selection tools, layers, filters, image sizing for print & web, image adjustments - students will have plenty of hands-on activities to reinforce the course material. You will be introduced to a variety of techniques & tools, making this a valuable session even for someone with basic Photoshop knowledge.

**Adobe® Photoshop® - Advanced for Photographers (PH3210)** pg. 7
This class focuses on the tools in Adobe® Photoshop necessary for a digital photographer. While practicing the global techniques of changing an image’s color, exposure, and contrast, we will also learn how to creatively use sharpening, blurring and noise control. Photographs will be taken from RAW format and edited in a professional and non-destructive way. In addition, advanced skills in retouching, compositing, selecting and masking will be taught to insure your photographs are being taken to the next level of excellence.

**Adobe® Photoshop® Lightroom (GD1907)** pg. 7
Designed for the photographer, Adobe Photoshop Lightroom is quickly becoming an essential part of today’s digital workflow. This course will introduce beginners to the Lightroom product, and familiarize them with the program interface & development tools. Topics covered include importing & organizing images, pre-processing camera RAW files, Lightroom to Photoshop workflow, and export formats including PDF.

**Adobe® Flash® - Beginner (GD1905)** pg. 7
This course will introduce beginners to the Flash product, quickly becoming an essential part of today’s digital workflow. You will be introduced to the Flash CS6 product, the ActionScript language, and flex framework. You will learn how to create Flash animations and interactively authored applications using ActionScript. Topics covered include importing & organizing images, pre-processing camera RAW files, Lightroom to Photoshop workflow, and export formats including PDF.

**Adobe® Flash® - Advanced (GD1905)** pg. 9
Learn to use the tools in Fireworks to create and edit web graphics with both vector and bitmap images. Other topics include working with layers, building buttons, adding rollovers, slicing images, optimizing, and exporting graphics.

**Adobe® Flash® CS6 - ActionScript (GD1926)** pg. 10
Adobe Flash ActionScript is widely used in the graphics and web industries to make interactive movies, dynamic web sites, web advertisements, two-dimensional (2D) games, and simulation training software. Students use ActionScript to make advanced buttons and event handlers, control multiple time lines, manage outside communications, control and display graphics, sound, information flow, text, and manipulate information.

**Adobe Illustrator® - Advanced for Mac (GD1898M)** pg. 8
This course is a continuation of Illustrator level 1. Students will take an in-depth look into Illustrator’s print and colour management capabilities, editing options and workspaces. Styling and manipulating type will be covered as well as further work with clipping masks and layers.

**Advanced Family Law and Mediation (BU1503)** pg. 10
This course is designed to build upon and develop a mediator’s knowledge and ability to serve as a third party in domestic relations. More difficult facts and issues will be presented and discussed such as how abusive relationships impact the parties and dispute resolution. Upon successful completion of this course persons will be able to demonstrate the knowledge application and understanding of more complex relations issues, and how cases involving these issues can be successfully mediated. Prerequisite: Basic Mediation

**An Introduction to Accounting: The Accounting Cycle (AC1212)** pg. 5, 8
This course will introduce the student to basic accounting terminology as well as examine the fundamental principles of basic accounting and the accounting cycle. Text required.

For complete program requirements, course descriptions, and to register online: uta.edu/ced
Android Programming - Level 1 (PG9090)  pg. 11
Learn how to create tablet and phone apps for Android, the world’s most popular mobile platform. Through a series of hands-on workshops, you will install the tools, build the example app, and be ready to publish it to the Google Play store or your own web site. Once you have finished this Android boot-camp, you will have a practical foundation to learn the rest of the API. Learn how to set up the development environment and write a simple stand-alone application activities and services for mobile devices and tablets (using fragments).

Android Programming - Level 2 (PG9091)  pg. 11
This intermediate-advanced hands-on Android programming course is for software developers who have completed the Android Programming - Level 1 course, or have the equivalent programming experience. The course covers how to program Android data persistence, multithreading, and web services. Advanced topics related to networking, and SQLite are also covered. At the end of the course, software developers will have the skills to create intermediate-advanced Android apps.

Android Programming - Level 3 (PG9092)  pg. 11
An introduction to sensor programming and location service. Students will be exposed to Google Maps API and tracking device movement. Use of physical sensors to detect device orientation, movement detection and sensing environment. Use of camera and Bluetooth device.

ASP.NET Web Development Using C# Level I (PG1958)  pg. 14
This introductory class shows you how to use the Microsoft ASP.NET tool set to develop web applications. We survey many of the features of Microsoft ASP.NET that make web development faster and more productive.

ASP.NET Web Development Using C# Level II (PG1960)  pg. 14
A primary focus of this course is the design and implementation of web pages that work directly with a database.

AutoCAD Advanced 3D (AU3030)  pg. 6
This class is devoted to solid modeling in AutoCAD. This class will teach the user how to move the UCS, construct and modify geometry, view parts, and render. This is all in 3 dimensions and utilizes solids and solids editing commands found only in the full version of AutoCAD. Prerequisite: Intermediate or a strong working knowledge of AutoCAD.

Augmented Reality using Vuforia - Beginner (GP1007)  pg. 14
Vuforia is a software platform for Android and iOS that enables your app to see images from a Vuforia target database on the device or in the cloud. When a target is recognized, your app generates augmented reality experiences, unlocks new functionality and content, or unleashes anything else you can imagine.

Augmented Reality using Vuforia - Advanced (GP1008)  pg. 14
Vuforia is a software platform for Android and iOS that enables your app to see images from a Vuforia target database on the device or in the cloud. This continues with integrating the Augmented Reality experience with live data and location based feature for business applications or multiplayer games.

Basic Mediation Training (BU1501)  pg. 9, 10, 12
The course provides an overview of the theoretical and practical aspects of the mediation process. Participants will learn a developmental process to conduct mediations, and practice fundamental dispute resolution skills, such as listening, reframing, summarizing, problem-solving and creating a safe non-threatening environment. This satisfies the 40 hour requirement CEUs with 3 hours of ethics. It also satisfies the Texas Court requirement for mediation programs. Book required.

MCLE’s and CEU’s are given.

Blog Marketing (BU3072)  pg. 11, 13
Blogs are a great way to maximize exposure and increase search engine traffic to your business or organization. Blog comment sections can also serve as a new customer service communications method. This course will introduce you to the free publishing systems like WordPress, Blogger, and Tumblr. Enhance your blogs by learning how to add Instagram to them. We will also discuss content strategies so you’ll know what to talk about on your new blog.

Business Communication Basics (CO2508)  pg. 6
There are many obstacles that can impede communication. To overcome them, one needs to develop the characteristics of an effective communicator and strive to minimize negative habits. Creating a positive work environment is many times dependent on effective communication between supervisor and employee, as well as, between co-workers. The basic skill of communication is an ongoing skill set that must be strengthened on a consistent basis. Book required.

Capstone – All Disciplines  pg. 6, 11, 14
In order to ensure that students are proficient from instruction throughout the entire certificate program, a capstone class is offered to give students an opportunity to build a complete project based on their specific discipline. An actual local company will participate as a client for the students to deliver a complete product. All students who pass the capstone will get credit for completing the project (and can add the company name to their resume) regardless of which solution will be chosen by the client. The client will ultimately select a solution from one of the students for production use.
CNC Programming - Mill I (CNC1040) pg. 6
This course is designed for current CNC machine operators to possess the ability to progress in their career. This course will enable successful candidates the ability to safely produce basic CNC programs for a 3 axis CNC machining center. The participant will possess the knowledge to understand, comprehend, and create a simple CNC program. Topics covered will involve machine axis, coordinate system, program structure, program format, preparatory commands, miscellaneous functions, modal and non-modal commands, safety blocks, tool calls, calculating RPM and surface speed for tools, and various drilling canned cycles. Fanuc style programming will be the emphasis in this course.

CNC Programming - Mill Level II (CNC1050) pg. 6
This course is a continuation of CNC programming Mill level I. Successful candidates will have the ability to safely produce CNC programs for 3 and 4 axis CNC machining centers. The participant will possess the knowledge to understand, comprehend, and create a CNC program that encompasses drilling, tapping, contouring, pocketing, thread milling, scaling, rotating, mirror image, cutter diameter compensation, and rotary axis commands. Topics covered will involve program space reduction, Fanuc style programming will be the emphasis in this course.

Communicating Effectively (MG3120) pg. 8
Communication skills are vital to professional success. It’s not just the ability to handle the technical aspects of a job, nor the willingness to work hard that counts, but the ability to transmit information, ideas and enthusiasm to others. It’s knowing how to listen, talk, write and establish rapport with people–how to guide and motivate them to perform desired actions. When communication is effective you benefit by saving time, money and experiencing more productive relationships. Learn and apply concepts and techniques to improve your interpersonal communication skills. A variety of experiential activities provide hands-on skill building to help you become a proficient communicator right away. Book required.

Construction Project Cost Estimation (EM1200) pg. 10
This course examines various systematic approaches to cost estimating for the purposes of developing estimates and budgets to be used for competitive bidding, productivity, negotiation, cost tracking and cost analysis. Prerequisites: Principles of Construction Management and Contracts, equivalent or permission of instructor.

Construction Specifications and Documentation (EM1100) pg. 10
This course will introduce the student to the organization of construction plans, sections, details and specifications; how to read and interpret the information and the hierarchy of the documents. Actual construction plans and specifications will be used as models for class discussion. The course will focus on the Construction Specifications Institute’s Master Format 2004 and the various parts of materials and equipment specifications contained in the Project Manual, and Division 1, The General Requirements or “Front End” of the specifications. Prerequisites: Principles of Construction Management and Contracts, equivalent or permission of instructor.

Corporate Event Planning (BU3125) pg. 8
This course will cover the many types of corporate events. More specifically it will provide a detailed guideline on how to design the event, plan the event, set budgets, execute successfully, review performances, and charge for services. Fee includes required book.

Digital Nature Photography (PH3114) pg. 7
A blend of good light and interesting composition and the photographer’s inspiration, are the keys for creating interesting and meaningful photographs. This course will address the technical knowledge and creative advice that you will need. How many megapixels are enough? What are the advantages of Raw vs JPEG? How do you best compose a landscape shot or handle a waterfall? There will be one required Sunday field trips. Book required.

Digital Photography Light and Lighting (PH3112) pg. 7
Photography is about light. This course covers photography lighting basics and will help you develop the art of seeing light. You will learn to identify different types of light and how to utilize various lighting situations to create the photos that you want. Discover how to take indoor and outdoor photos utilizing available light and on-camera flash, and experiment using professional studio lights. Upon completion, you will be able to see light as never before.

Digital Photography Studio (PH3220) pg. 7
Participants will learn how to use the various lighting set ups for portrait and commercial photography. Participants will learn lighting ratios, and techniques, as well as the protocols for working with professional talent. Participants will experience the professional photography studio climate, and produce professional quality images. The participant will leave with a superior knowledge of lighting, posing, and studio time management. Participants must have a digital SLR camera with several lenses (50mm to 200mm) and have successfully completed PH3205 and PH3112.

For complete program requirements, course descriptions, and to register online: uta.edu/ced
Digital Wildlife Photography (PH3115)  pg. 7
Learn how to use your digital camera for outstanding photographs of wildlife. The digital camera has made nature photography more fun and easier than ever before to take photographs. This course will address the technical knowledge and creative advice that you will need. How many megapixels are enough? What are the advantages of Raw vs JPEG? How do you stalk an animal? How do you best compose a landscape shot or handle a waterfall? All of these and more will be addressed to help you get the most from your digital SLR camera. There will be two required Sunday field trips. This class requires a camera with changeable lenses and full manual settings. DSLR (Digital Single Lens Reflex), ZLR (Zoom lens reflex), or advanced Range Finder type digital camera are acceptable. If you are unsure of your camera, please call our office before registering.

Effective Project Execution and Control (PM6219)  pg. 12
This two-day course examines various methods of executing a project that will enable the project manager to deliver on time, within budget and scope based on accepted best practices, as defined in the PMBOK® Guide 5th Edition. This course should be taken after the Initiation and Planning course (PM6218) but can be taken as a stand alone class. The best practices presented will be useful in preparing for professional certification, such as the Project Management Professional (PMP®) or Certified Associate in Project Management (CAPM®) exams.

Effective Project Initiation and Planning (PM6218)  pg. 12
This interactive, two-day course provides students a high-quality, facilitator-led course designed to fully prepare them to initiate and plan small to medium size projects. This course concentrates on a practical methodology for Project Management based on accepted best practices, as defined in the PMBOK® Guide 5th Edition. The projects discussed will be useful in preparing for professional certification, such as the Project Management Professional (PMP®) or Certified Associate in Project Management (CAPM®) exams.

Employment Law (LA1319)  pg. 12
This course will examine federal regulations, discrimination and protecting workers with disabilities, privacy issues, regulations for preventing sexual harassment, and applying employment law to human resource management. Book required.

Excel 2010: Level I (SS1934)  pg. 5, 8
Get your worksheets to work for you! This introductory course will show students how to create worksheets, manage data, use menus, manage worksheets, use basic formulas, format and edit worksheets, adjust alignment, and setup for printing. Book required.

Excel 2010: Level II (SS1935)  pg. 5, 8
This class builds on Excel Level I by covering how to work with multiple workbooks, advanced formatting, outlining and consolidating data, creating named cells and ranges, lists and tables, using web and Internet features, and finally explore advanced charting.

Executive Administrative Office Procedures (EA2706)  pg. 8
This course covers the fundamentals of relevant Executive administrative office procedures including human relations, management of work, time and resources, organizational structure and telecommunications in the office. Book required.

Final Photography Portfolio (PH3400)  pg. 7
This course is designed to put all your skills to the test and help you develop your final portfolio. Bi-weekly critiques are for you to show your new work and get feedback from the instructor as well as the class. You will have two solid weeks to develop new material and you will choose a series of work to create based on your own interest. Your instructor will help guide you to progress the series with knowledge of other photographers, locations good for your photographs or more ideas for the direction of your work. During the final critique you will receive both a silent critique from the class and an in depth solo discussion of your work with the instructor. Upon completion of your series as well as approval from UTA CED, you will be able to show your work in a gallery setting at a later date. Framing images for presentation is the student’s responsibility. Must bring images to first class; recommend 20 4x6 prints to share your work.

Financial/Accounting Management (AC2020)  pg. 5
This course provides you with an understanding of financial and accounting terms, even if you have no financial background. This course covers the foundational principles of interpreting financial statements, determining company profitability, and measuring cash flow. Book recommended.

Home Inspection Training (HI7000)  pg. 9
American Home Inspectors Training Institute (AHIT) offers Home Inspection Training Programs through Continuing Education at The University of Texas Arlington. Texas licensing requirements to become a Professional Home Inspector through education requires 328 hours of core inspection education and a 120 hour experience training module. This program includes 459 hours in core inspection education plus a live 120 hour class (which is the experiential portion of the requirement). It is the most referred and respected training in the country and has successfully trained home inspectors for over a decade. Please contact our office at (817) 272-2581 for more information.
Introduction to Digital Photography I (PH3205)  
pg. 7, 8, 10, 13, 14
This course covers the basics of Digital Photography, giving you the knowledge and control over your camera to create the photographs that you want. The course covers the following topics: exposure control, white balance, using the camera’s light meter, lenses, and composition. The course includes six classes and one field trip which may be on a Sunday. DSLR (Digital Single Lens Reflex), ZLR (Zoom lens reflex), or advanced Range Finder type digital cameras are acceptable. If you are unsure of your camera, please call our office before registering.

Introduction to Digital Photography II (PH3206)  
pg. 7
This class continues from Part I and covers light, filters, indoor flash and portrait photography, close up and macro photography and night photography with an on campus night photography field trip. This class requires a camera with changeable lenses and full manual settings. DSLR (Digital Single Lens Reflex), ZLR (Zoom lens reflex), or advanced Range Finder type digital camera are acceptable. If you are unsure of your camera, please call our office before registering.

Introduction to Layout & Design for MACS (GD2008M)  
pg. 8, 14
This course will provide an introduction to the career field of Graphic Design. The full spectrum of design projects that might be asked of a designer will be part of the classwork: logos, corporate stationary, brochures, print advertising, outdoor boards, and web sites. The history of graphic design is rich with examples of really excellent and really awful design. This class will add to your portfolio.

Introduction to Microsoft Project (MP1916)  
pg. 12
This course will introduce you to the basics of Microsoft Project. Regardless of which version, the process of how you set up your schedule is the same. In this course you will learn how to enter task information, define the different types of task relationships, define working times, assign resources, and enter costs. We will also review how to use the different views, toolbars, calendars and reports to plan and document your project’s schedule. The textbook will be required for the first class. Enroll in this class and you’ll receive a licensed copy of Project Professional 2010 - FREE ($499 Value)!

iOS Programming - Level 1 for iPhone and iPad (PG9080M)  
pg. 11
This is class is one of a series of classes that will help you build your very own mobile app for the iPhone and iPad. Through the use of extensive hands-on exercises, students will learn the basics of developing apps for iOS devices (iPhone, iPad, etc.). Upon completion of the course, students should be able to implement simple iOS apps.

iOS Programming - Level 2 for iPhone and iPad (PG9082)  
pg. 11
Through the use of extensive hands-on exercises, students will build on the iOS development skills acquired in iOS Programming Level 1. Technologies will be explored that will allow students to develop more sophisticated iOS Apps. Topics covered include networking, multithreading, core data, notifications, and location services.

iOS Programming - Level 3 for iPhone and iPad (PG9083)  
pg. 11
Through the use of extensive hands-on exercises, students will build on the iOS development skills acquired in iOS Programming Level 2. Technologies will be explored that will allow students to develop more sophisticated iOS Apps. Topics covered include audio, in app purchase, camera, gesture recognizers, accelerometer, printing.

iOS Programming - Objective C (PG9081M)  
pg. 11
Objective-C is a general-purpose, high-level, object-oriented programming language that adds Smalltalk-style messaging to the C programming language. It is the main programming language used by Apple for the OS X and iOS operating systems and their respective APIs, Cocoa and Cocoa Touch.

Java Programming - Level I (PG1984)  
pg. 14
This course covers an introduction to object oriented programming concepts using Java. Students will be exposed to classes, objects, inheritance, polymorphism, control statements, and generic collection. There will also be an introduction to JDBC.

Java Programming: Level II (PG1986)  
pg. 14
This course is a continuation of Java Programming - Level I and covers advanced topics such as exception handling, multithreading, GUI component, applets, Java web start, and JDBC.

Journals, Ledgers, and Worksheets (AC1150)  
pg. 5
This course develops the practical skills necessary to record transactions in chronological order by using journals, and categorize them by account using ledgers.

Leadership of Nonprofit Organizations (Required) (NI5266)  
pg. 11
This course analyzes the organizational leadership of nonprofit organizations. Practical knowledge and skills are emphasized throughout. Book required.
Making Movies - Advanced (VI1001) pg. 13
Expand upon earlier basic exposure to the worlds of picture and sound editing by exploring more sophisticated applications, techniques, and professional practices. Editing and sound play is introduced as part of post production. Refine your skills through higher levels of image capture through the control and manipulation of light, camera, and film exposure. Get a little taste of directing by understanding the processes of interpreting screenplays through camera and performance, with a special focus on working with actors.

Making Movies - Beginner (VI1000) pg. 10, 13, 14
Go beyond just operating your digital video camera and develop both technical skills and creative techniques. This digital videography course will review basic skills and shooting techniques. You will learn how to apply best practices to create captivating and professional-looking footage using your own digital video camera. Topics include film vs HD, tapeless video camera capabilities, camera control, movement and composition, storyboarding and types of shots that make up a scene, sound, light, and how to shoot with editing in mind. Class includes hands-on demonstrations and video exercises.

Microsoft Project 2010 Level II (MP1922) pg. 12
In this advanced course, students learn to use Microsoft Project more effectively. By the end of the course, you will be able to modify tasks using constraints, deadlines and splits, gain knowledge of advanced resource functions to finalize a plan and validate its reasonableness and improve your ability to navigate and display information by using sorts, filters and groups. Students will become proficient at tracking project progress by inputting actuals and viewing/reporting project status and evaluating project performance by reviewing schedule and cost variances.

On-Location Photography (PH3118) pg. 7
This course is designed to teach you how to conduct a photo shoot. What do you take and where do you go? How do you tackle difficult subjects and lighting? Class will include lecture and hands-on practice. Topics include how to choose a location, ideas for single and multiple subjects, how to interact with different people, and natural light versus artificial. Travel to varied local sites is a requirement for course participants. Students will need to bring DSLR camera, lenses, filters, and flash to each class. Requirements: DSLR camera and Digital I and II.

Payroll PayTrain® Fundamentals (PP1010) pg. 12
Payroll PayTrain® Fundamentals teaches the fundamental payroll calculations and applications necessary for individuals who are new to the payroll industry, those who support the payroll industry, and those who are preparing for the FPC or CPP certification examinations. This course will provide you with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. These calculations are critical to successfully passing the FPC and CPP exams and are not covered in Payroll PayTrain® Mastery.

Personal Trainer National Certification (SP3006) pg. 12
The course is taught over a nine-week period for better retention and skill competency. The National Exam is held on the ninth week. Sixteen hours of "hands on" practical training prepares you to work with clients one on one. Lectures include: anatomy, exercise physiology, nutrition and health screening. Proof of CPR/AED and a 30-hour internship will prepare you for success in the fitness field. (3 credits toward Lower Division Bachelor degree, 30 CEUs through IACET.) CPR course schedule included. Certification test required. Book required.

Practical Project Management Fundamentals (PM6217) pg. 12
This course provides much more than valuable information on project management. It actually helps you organize and deliver your next project whether that is with your team, with your division, or with an outside group. This one-day course concentrates on a practical guide to Project Management based on accepted best practices as defined in the PMBOK® Guide 5th Edition. We will examine various methods of delivering a project on time, within budget and within scope.

Principles of Construction Management and Contracts (EM1000) pg. 10
Learn the basics of construction management including project management, supervision, planning, financial management, industry best practices and the managerial and legal aspects of construction contract administration. Foundational contract relationship terminology, based upon the industry standard document formats of the American Institute of Architects, and the basic concepts of construction contract law and the rules of interpretation will be presented.

Programming Fundamentals (PG1887) pg. 10, 11, 14
The objective of this class is to provide you with an understanding of the basic concepts of program design, which apply to all modern programming languages. This class uses JavaScript to introduce you to the basics of loops, objects, decisions, string and number manipulation. The syntax is easily transferable to other popular programming languages like Objective C, C++, C#, PHP, and Java.

Relational Database Fundamentals (DB1955) pg. 14
Database design goes beyond just normalization of tables. It requires knowing how to interview people without high levels of specialized education in databases; the process heavily involves communication skills and the ability to see things in the long term, as well as the short term. This class walks you through the complete process of relational database design that includes the logical design, physical implementation, and finally application development for all projects.
Social Media Marketing (BU3070) pg. 11, 13
You have a Facebook page, you Tweet, you’re on LinkedIn, you Yelp. Now what? How can they help you grow your business or your personal brand? Throw out your marketing textbooks, social media marketing is a whole new ballgame. Part public relations, customer service, brand marketing and advertising.

Spanish for Medical Professionals (FL0141) pg. 20, 26
This course will emphasize basic grammar, pronunciation, and healthcare setting dialogues. Appropriate vocabulary and idioms will be taught. Prior knowledge of Spanish is not a prerequisite. Class sessions will become more advanced as the course progresses. Book required.

Spanish Language: Level I (FL0121) pg. 8, 20
Learning a new language can be fun, exciting, and can help you during travels or business transactions. Students will learn about basic grammar and vocabulary and will master phrases helpful in social situations.

Spanish Language: Level II (FL0122) pg. 8, 20
Students will review basic vocabulary of food, transportation, travel, hotel, directions, and restaurants. This course is designed to help students review regular and irregular present tense verbs and the present progressive. Preterite, imperfect, and future tenses will be introduced.

Starting Your Non-Profit 501(c)(3) (NI5281) pg. 11
In this course, participants will learn more about the process of creating a tax exempt organization and laying the groundwork for the structure of your organization. The course will include exploring your organization’s mission, core values, and purpose. The course will cover by-laws, articles of incorporation, and establishing a board of directors. This course is for individuals who would like to start a nonprofit organization or have recently created one within the last year.

Strategic Planning for Nonprofit Organizations (NI5276) pg. 11
This course will cover topics such as the natural resistance to strategic planning and organizational change as well as practical knowledge for instituting and enhancing an organization’s strategic planning. Book required.

Technical Editing (TW1005) pg. 13
This course focuses on how to edit different types of technical documents for clarity, consistency, cohesiveness, and correctness. You learn to identify and correctly use specialized vocabulary and how to employ editing tools such as proofreader’s marks, style sheets, style guides, and standard editorial reference material. You also understand how to distinguish and correct common problems such as inconsistency, ambiguity, and incorrect punctuation. The course requires frequent editing assignments. It assumes proficiency in English and a working knowledge of English grammar.

Technical Writing Portfolio Development (TW1004) pg. 13
This 18-hour Portfolio course, the last of the Technical Writing Certificate Program, includes an energetic curriculum that adapts your knowledge technical writing to create a professional portfolio. The process includes an extensive Audience Analysis, a comprehensive Progress Report, an Informative Abstract, a Business Letter of Transmittal and a 12-page Proposal. By completing this course you will become a much more confident and articulate written communicator of any technical document.

Technical Writing Introduction (TW1001) pg. 6, 13
This six-hour course is designed to lay the necessary foundation of technical writing. It covers the following topics: conducting audience-needs analyses; maintaining the purpose for communicating; incorporating advanced writing principles; making documents useful to the reader through basic revision techniques; and applying advanced rules of grammar and punctuation.

Technical Writing Techniques Level II (TW1003) pg. 13
The second of the two-part unit emphasizes the ultimate goal of establishing common ground through the process of revision—the cornerstone of technical writing. While many writers can compose a technical document, not all can elevate it into a highly-effective tool of communication. Here, writers learn how to improve even their best documents. To accomplish this goal, students will take their previously composed documents (from unit 1), as well as be assigned “ sloppy ” copies, and through lecture and application-provided in a specialized handout of over 25 useful techniques of the trade-learn the step-by-step, time-required process of taking a document, at any level, and turning it into a lean, polished and useful document, sure to increase any writer’s credibility as a technical writer.

The Business of Photography (PH3219) pg. 7
This course is designed to address the business of photography. Whether you plan to go into business for yourself or work for someone else there are fundamentals that individuals new to this profession are expected to know. Topics will include: how to brand your business, effective advertising techniques, copyrighting photographs, questions to ask your tax preparer, selecting software that can improve productivity, pricing techniques and presenting a professional portfolio. Book pending.

Travel Photography for Mortals: Sharing Your Travel and Vacation Photos (PH3119) pg. 7
We all take pictures to preserve memories and naturally want to share with our friends. In this course students will learn how to make travel, vacation, and big-event photos into compelling presentations that won’t leave family and friends nodding off. Over the seven weeks you will learn how to plan, shoot, edit and share a polished gallery of images from the weekend jaunts, road trips, once-in-a-lifetime vacations, and important life events. Whether your goal is to create a print gallery, DVD slideshow, or share online, this course will give you the tools you need to share photos in a way that will make people want to see more.

For complete program requirements, course descriptions, and to register online: uta.edu/ced
Web Page Design Level I using HTML (WD1850)  pg. 14
Presently, the Hypertext Transfer Protocol (HTTP), better known as the World Wide Web, is the most popular of the Internet protocols. In this introductory course, you will learn how to produce "well-formed" HTML/XML to create Web pages that will continue to work in the ever-changing world of Web development. This will foster the transition from HTML to XML Web authoring, which is expected to become the language of the Web of the future.

Web Page Design Level II using HTML (WD1851)  pg. 14
In this course you will become more proficient in producing "well-formed" HTML following the syntax rules of XHTML. You will also learn about advanced table design including nested tables, basic form design and passing parameters to server side code. You will also explore an introduction to Cascading Style Sheets (CSS) and working with FTP.

Web Page Design Level III using CSS (WD1852)  pg. 14
This advanced course will show you how to incorporate Cascading Style Sheets, HTML, XHTML, into interactive HTML web pages. Learn how to create table free designs, flexible layouts, and how to design for mobile devices and tablets.

Webpage and Affiliate Blog Marketing featuring Dallas Single Mom (BU3078)  pg. 13
This course offers comprehensive, hands-on training in the quickly evolving online media landscape. Utilizing proven tools in written, visual and digital communications via blogging and social media, students will learn to use a multi-faceted approach to market their blogs and websites as a business. Through these online publishing tools taught in this course, blogs and website owners can better market themselves to established brands and companies, create informational e-products that can generate revenue on their sites, dive into affiliate marketing and building online revenue sharing programs, while utilizing niche marketing to build continual user engagement. Students will also learn how to use Google Analytics and basic Search Engine Optimization techniques to identify traffic patterns for their site and to assist in developing content.

Location
Continuing Education at The University of Texas Arlington is located at 140 West Mitchell Street on the southeast corner of Mitchell and Pecan.

Office Hours:  Monday-Thursday 8:00 AM-5:30 PM
               Friday 8:00 AM-5:00 PM
               Closed Weekends

Contact Us:   140 West Mitchell Street, Box 19197
              Arlington, TX 76019
              817-272-2581
              817-272-2556 (fax)
              www.uta.edu/ced

Off-Campus Class Locations:
Maverick Athletic Club
1919 W. Pioneer Parkway
Arlington, TX 76013

Upstairs Gallery
1038 W. Abram Street
Arlington, TX 76103

Register Today!  817.272.2581
Age Requirements

All CE courses are open to participants who are 18 years of age or older, unless the course is specifically designated for children or youth and is advertised as such. Classes designed for those under the age of 18 require the completion of additional forms. UT Arlington accepts no responsibility for minors on the university premises outside the classes in which they are enrolled.

Attendance

Unless otherwise indicated, participants are required to attend at least 80% of the class sessions and pass all course assessments in order to receive a certificate of completion.

Books

Books may be purchased in the general book section at the UT Arlington Bookstore, 400 Spaniolo Dr. (corner of Spaniolo Dr. and UTA Blvd.), Arlington, TX 76019, telephone 817-272-2785. Unless otherwise noted in the class information found at uta.edu/ced, there is an additional charge for books. Books purchased for Continuing Education courses cannot be returned unless the class is cancelled by Continuing Education.

Course Payment

Full payment of the course fee is expected at time of registration. Acceptable methods of payment are: cash, checks, traveler’s checks, money orders, and the following credit cards: Master Card, Visa, Discover and American Express. Purchase orders from business organizations may be accepted to cover the participant’s course fee.

Course Payment Plan

Continuing Education offers a Course Payment Plan for general courses that cost $500 or more and healthcare courses that cost $2000 or more (does not include online training). Contact our office for more information 817-272-2581.

Financing

Loans are available from a variety of funding sources. For more information, visit www.finaid.org. UT Arlington accepts funding from Workforce Investment Act (WIA), Texas Rehabilitation Commission (TRC) and Veteran’s Administration (VA) Chapter 31. Please allow three to four weeks for processing of loan application and receipt of funding.

Course Schedules and Cancellations

UT Arlington reserves the right to change or cancel courses at any time. Notification of changes and cancellations will be made by email or telephone. Therefore, it’s critical for us to obtain your current contact information at time of registration. In the event that a course for which you have registered is cancelled, you may transfer to another course or receive a refund with no fees assessed.

Parking

Free parking is provided for all classes scheduled at the Continuing Education Workforce Development Building located at 140 West Mitchell Street, Arlington, TX 76019. Classes scheduled at all other campus locations require a UT Arlington Parking Permit (hang tag), which is included in the cost of the course fee. Hang tags are distributed on the first day of class. Please remember to display the hang tag each time you attend class to avoid a citation.

University Closing

Notices regarding closing due to weather or any other conditions will be posted on the University’s home page at uta.edu, distributed to local media outlets, and available on the University’s Emergency Information Hotline at 1-866-258-4913.

Withdrawal and Transfer Policy

Participants have several options available should they need to withdraw from a class. Please note that all withdrawal requests must be received Monday-Friday during normal business hours. Schedules and fees are subject to change without notice.

If the withdrawal request is received more than two full business days prior to the class start date, participants have the following three options:
1). Transfer to another course with no charge; or
2). Have the funds held in their account for up to one year; or
3). Refund of the course fee, less a processing fee.*

*Courses less than $1,000, the processing fee is $35
Courses $1000 or more, the processing fee is 5% of the refund amount.
Application fees are non-refundable.

If the course withdrawal request is received within two full business days prior to the start of the course or on the day of the course, the following two options are available:
1). Transfer to another course with no charge; or
2). Have the funds held in their account for up to one year.

No transfers, account holds, or refunds are allowed once a class has begun.

Allow 4-6 weeks processing time for refunds made by check. Allow 2 weeks for refunds by credit card.

Courses in our Healthcare Programs, Certificate in Professional Human Resource Management, online courses, conferences, CFP® Certification Education Program, Enrichment Trips, and other specified programs have unique refund policies. For details contact our office or visit uta.edu/ced for details.
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Classes for 2014

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