

# Continuing Education

Spring 2025 Course Guide

Prepare  
for your  
next career  
opportunity!

## Building a Stronger Workforce: Investing in Your Team

| Page 8

### Healthcare Career Training

| Page 13

### IT & Engineering Career Training

| Page 16

### Personal Enrichment Courses

| Page 25



## The Division of Continuing Education at the University of West Florida is a premier regional provider of educational and training services for non-traditional students.

We provide credit and non-credit education and training opportunities that meet the individual, community, and professional needs of learners.

Through participation in University and community educational partnerships, we create and support programs that meet the needs of the regional and state workforce and engage students in high-impact learning experiences.

We stimulate creativity and change lives through high-impact learning experiences.

**We know there are no limits to what we can achieve—our potential knows no bounds.**

**LEARN MORE | [uwf.edu/continuinged](http://uwf.edu/continuinged)**

### UWF Notice: Spring 2025 University Closures

- **Dec. 23, 2024 - Jan. 3, 2025:** Winter Holiday Break
- **Jan. 20, 2025:** Martin Luther King Jr. Day
- **May 26, 2025:** Memorial Day

### Contact Us

UWF Continuing Education Student Support can help you discover the right class for you, register for upcoming courses and answer all of your questions.

#### Phone Hours:

Mon. - Fri., 9:00 a.m. - 4:00 p.m.

#### Office Hours:

Mon. - Thurs., 9:00 a.m. - 4:00 p.m.

Email: [ContinuingEd@uwf.edu](mailto:ContinuingEd@uwf.edu)

Phone: 850.473.7468

   @UWFContinuingEd

*Appointments also available upon request.*

## Spring 2025

### FEATURE:

**Building a Stronger Workforce: How Investing in Your Team Elevates Leadership and Retention** ..... 8

**Career Development** .....3

Behavior Science/

Psychology .....4

Business & Administration..... 5

Computer Science .....10

Digital Arts & Design .....12

Healthcare..... 13

Hospitality..... 15

IT & Engineering ..... 16

Legal..... 19

Lifestyle & Wellness..... 20

Teaching & Education.....21

Vocational Training.....22

Writing.....23

**Test Preparation** ..... 24

**Personal Enrichment** ..... 25

**Youth Programs**..... 26

**Information**..... 28

**Leisure Learning**..... 29

### Three Easy Ways to Register for Class:

#### Online

[uwf.edu/continuinged](http://uwf.edu/continuinged)

#### By Phone

Mon. - Fri., 9:00 a.m. - 12 p.m.

& 1:00 p.m. - 4:00 p.m.

To pay by Visa or MasterCard, call the Student Support Center at **850.473.7468**.

#### In Person

Mon. - Thur., 9:00 a.m. - 12 p.m.


& 1:00 p.m. - 4:00 p.m.

UWF Main Pensacola Campus,  
11000 University Pkwy.  
Bldg. 77, Suite 157

University of West Florida Division of Continuing Education is a premier regional provider of high-quality credit and non-credit courses, community programming, customized training, CEUs and conference planning. [uwf.edu/continuinged](http://uwf.edu/continuinged)



**Continuing Education**  
UNIVERSITY of WEST FLORIDA



**Expanded Function  
Dental Assisting Program**  
and other Healthcare  
programs on **Page 13.**

## **Spring 2025 Career Development Courses**

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**Not sure where to begin?** Our Student Support Center is committed to helping you achieve your goals and available to guide you along the way. Email us at [continuinged@uwf.edu](mailto:continuinged@uwf.edu).

**See more at [uwf.edu/continuinged](http://uwf.edu/continuinged)**

# Behavior Science/Psychology

Train to provide high-quality care across a number of populations and explore ways to improve the lives of individuals through therapy, treatments and the science of behavior. Many of our Behavior Science and Psychology programs allow you to learn from or work alongside educational mentors or in-field practitioners.

## Registered Behavior Technician (RBT) Training Course

Health Science Essentials of Behavior Analysis (HSC 3102) meets the 40-hour curriculum prerequisite for the Registered Behavior Technician exam and is open to degree and non-degree seeking students. RBTs work directly with clients to implement behavior treatment plans under the guidance and supervision of a Board Certified Behavior Analyst (BCBA). Students passing the RBT exam are qualified to work in the field of behavioral health while earning their degree. This is the first course in the behavioral health elective sequence necessary to become a Board Certified assistant Behavior Analyst (BCaBA).

**2 Course Options:**  
1/8/25 - 3/1/25, Tue, 1:00 PM,  
3/3/25 - 5/3/25, Wed 5:30 PM,  
**Location:** Online

## Differentiated Instruction in the Classroom

Discover 10 practical strategies, including interest centers and flexible grouping that will meet the needs of the diverse learners in your class. This course packs real-world examples into every lesson to help you put these strategies to use in your classroom.

**Start Dates:** 1/15, 2/12, 3/12, 4/16  
**or Self-Paced, Start Anytime**  
**6 Weeks/24 Course Hours | \$129**  
**Location:** Online



## Empowering Students With Disabilities

This course provides techniques for helping these learners in your classroom.  
**Start Dates:** 1/15, 2/12, 3/12, 4/16  
**or Self-Paced, Start Anytime**  
**6 Weeks/24 Course Hours | \$129**  
**Location:** Online

## Teaching Students With Autism: Strategies for Success

Develop the knowledge and strategies to ensure your students succeed in the classroom and beyond.  
**Start Dates:** 1/15, 2/12, 3/12, 4/16  
**or Self-Paced, Start Anytime**  
**6 Weeks/24 Course Hours | \$129**  
**Location:** Online

# Professional education with online convenience

The University of West Florida provides the complete pathway to develop your ABA career — featuring online undergraduate and graduate level degree offerings and continuing education courses. Online certificate programs are available for students who already have a degree and just need coursework for certification.

**Get started today! Contact us at 850.474.2704 or [aba@uwf.edu](mailto:aba@uwf.edu).**



Center for  
Behavior Analysis  
UNIVERSITY of WEST FLORIDA

Follow @UWFABA on



[uwf.edu/aba](http://uwf.edu/aba)

# Business and Administration

Expand your knowledge and enhance your skills with business courses and certificate programs in Business and Administration. Develop effective business plans and explore key business elements including accounting, communication, finance, legal, human resources, marketing and project management.

## MBA Prerequisite Modules

A solid understanding of business foundations is essential to the successful completion of the UWF Masters of Business Administration program. These modules provide a self-paced, online option for fulfilling UWF's MBA program prerequisites.

**Online Open Enrollment | \$150**

**Location:** Online

## Accounting Fundamentals Series

Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, the courses in this bundle will give you a solid foundation in financial matters.

**Start Dates:** 1/15, 2/12, 3/12, 4/16

**48 Course Hours | \$230**

**Location:** Online

## Accounts Payable Manager Certification

Prepare for the Institute of Finance & Management's (IOFM) Accounts Payable Manager (APM) certification, the gold

standard within the financial operations industry. Gain key AP skills, including leadership, internal controls and oversight and process improvement.

**Start Anytime | Exam Cost Included**

**30 Course Hours | \$1,295**

**#GES2075 | Location:** Online

## Administrative Assistant Fundamentals

Identify opportunities and implement solutions for increased productivity throughout your company. Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning and office ergonomics.

**Start Dates:** 1/15, 2/12, 3/12, 4/16

**6 Weeks/24 Course Hours | \$129**

**Location:** Online

## Business Operations Specialist

This practical course will teach you the fundamentals of business management and operational planning. Gain essential skills and strategies that you can put into

action at your workplace, such as risk management, scheduling and control.

**Start Anytime**

**200 Course Hours | \$1,895**

**#GES2067 | Location:** Online

## Career Counselor and Life Coach

Learn career development stages, planning fundamentals, and how to work with diverse audiences as well as the Core Competencies of the International Coach Federation (ICF) and ICF-recognized protocols to build a distinctive coaching style.

**Start Anytime**

**160 Course Hours | \$2,795**

**#GES2104 | Location:** Online

## Certified Administrative Professional Training

Many administrative professionals today give themselves a competitive edge by earning the industry-recognized CAP certification. This 100% online certified administrative professional course will help you gain the technical skills and knowledge needed to earn this industry credential. Understand administrative fundamentals, including financial responsibilities and project management.

**Start Anytime | Voucher Included**

**100 Course Hours | \$1,795**

**#GES291 | Location:** Online

## Certified Business Data Analytics (CBDA) Prep Course

Prepare to learn in-demand business data analysis skills and stay on top of industry trends in this immersive online course. The Certified Business Data Analytics (CBDA) Prep Course provides highly focused exam preparation support for the CBDA exam.

**Start Anytime | Voucher Included**

**60 Course Hours | \$1,595**

**#GES2156 | Location:** Online

## Certified Six Sigma Black Belt

The Six Sigma methodology is a data-driven approach to removing defects and improving processes at any organization. Learn how to effectively apply the elements and methods of Six Sigma. As a Six Sigma Black Belt, you will be responsible for initiating projects and directing the efforts of company teams. This course prepares you for the ASQ Certified Six Sigma Black Belt Examination and equips you to apply Six Sigma concepts and methods as a practitioner or consultant.



**Start Anytime**

**120 Course Hours | \$1,995**

**#GES2009 | Location:** Online

## Business and Administration

### Certified Bookkeeper

Bookkeeping is the backbone of every organization's need to carefully account for its financial activities. It accounts for sales, purchases and payments that flow through an entity. This online course will prepare you for certification by the American Institute of Professional Bookkeepers (AIPB).

**Start Anytime | Exam Cost Included**  
**140 Course Hours | \$2,195**  
**#GES202 | Location:** Online

### Certified Virtual Assistant

Master the skills of a virtual assistant in this virtual assistant training course and start your own virtual assistant business. Learn how to set up your virtual assistant packages, rates, and contracts, along with the tools for virtual assistants to offer a list of services for remote work.

**Start Anytime**  
**240 Course Hours | \$2,995**  
**#GES2130 | Location:** Online

### Complete Project Manager with CAPM® and PMP® Prep

The Complete Project Manager with CAPM® and PMP® Prep course is designed for seasoned project managers—providing you with a strong grasp of project management from start to finish. Cover a good foundation of project management concepts and terminology, before deepening your understanding and practical application of project management tools, methods, and processes. Throughout the project management training, you will learn through a life cycle approach—meaning you will work through the project life cycle, from building a business case to closing down the project.

**Start Anytime**  
**240 Course Hours | \$2,575**  
**#GES251 | Location:** Online

### Creating a Successful Business Plan

Transform your business ideas into a solid plan to secure financing and support long-term success. This business planning course will guide you through the steps to create the key components of a business plan. You will

### Human Resources Professional with Payroll Practice and Management

Virtually every organization has a human resources (HR) department, so skilled HR professionals are always in demand. Human Resources Professional with Payroll and Practice Management will help you gain essential skills and knowledge needed for a role in any HR department. By course completion, you will be prepared to take the PHR (Professional in Human Resources) and



the Fundamental Payroll Certification (FPC) certification exam.

**Start Anytime**  
**250 Course Hours | \$3,145**  
**#GES2056 | Location:** Online

emerge with an initial draft that you can use as a resource for the next step in your entrepreneurial journey.

**Start Dates:** 1/15, 2/12, 3/12, 4/16  
**or Self-Guided, Start Anytime | \$135**  
**Location:** Online

### Entrepreneurship: Start-Up and Business Owner Management

Delve into the world of entrepreneurship, from generating an idea to writing a business plan. Refine your startup idea as you prepare for the Entrepreneurship and Small Business Certification. You will learn all business areas of an entrepreneurship venture, such as legal structure and requirements, funding sources, intellectual property law, operations, marketing, advertising, and finances. By course completion, you will create a comprehensive business plan to get your startup idea off the ground and into the market.

**Start Anytime | Voucher Included**  
**200 Course Hours | \$2,795**  
**#GES439 | Location:** Online

### Executive Assistant with Microsoft Office Specialist (MOS) Expert

Executive assistants possess a broad skill and provide direct support to executive leadership. This course will prepare you for two important certifications in your career as an executive assistant: Certified Administrative Professional (CAP) and Microsoft Office Specialist (MOS) Associate. Learn the intricacies of organizational communication, office and records management and human

resources fundamentals, among other topics. Then learn to use Microsoft Office 2019 programs like Word, Excel and PowerPoint.

**Start Anytime | Vouchers Included**  
**795 Course Hours | \$5,195**  
**#GES2082 | Location:** Online

### Google and Small Business Management Suite

Gain the techniques needed to build your business and incorporate Google Workplace applications to increase productivity. The course suite includes Getting Started with Google Workspace, Small Business Marketing on a Shoestring and Start Your Own Small Business.

**Start Dates:** 1/15, 2/12, 3/12, 4/16  
**72 Course Hours | \$300**  
**Location:** Online

### Interpersonal Communication

Explore concepts of verbal and nonverbal expression including personal style, listening, relationship dynamics, conflict management and cultural and gender communication differences.

**Start Dates:** 1/15, 2/12, 3/12, 4/16  
**or Self-Guided, Start Anytime | \$115**  
**6 Weeks/24 Course Hours**  
**Location:** Online

### Managing Remote Teams

Whether you have gone from managing the occasional "telecommuter" to managing a fully remote team or have been managing a remote team and would like to explore new strategies and best practices for this unique form of

management—this course is for you.

**Start Dates:** 1/15, 2/12, 3/12, 4/16  
**or Self-Guided, Start Anytime** | \$135  
**6 Weeks/24 Course Hours**  
**Location:** Online

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### New Manager Suite

Learn how to be an effective supervisor by developing leadership skills that can help you gain respect, while also allowing you to enjoy success in your career. You will also learn how to master the basics of business and organizations, the people skills required to motivate and delegate, the tools for solving problems and resolving conflicts, and the basics of communicating effectively.

**Start Dates:** 1/15, 2/12, 3/12, 4/16  
**72 Course Hours** | \$365  
**Location:** Online

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### Nonprofit Manager

Develop the skills and strategies you need to become a leader in the non-profit sector. This course will show you everything you need to know to transform good intentions into a professional plan of action.

**Start Anytime**  
**100 Course Hours** | \$2,095  
**#GES447** | **Location:** Online

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### Professional Bookkeeping with QuickBooks Online

Acquire the skills you need to make the most of QuickBooks Online. This course will help you understand how to get your business finances in order and save time with this powerful and useful tool. This course also serves as preparation for the QuickBooks Certified User exam.

**Start Anytime** | **Voucher Included**  
**100 Course Hours** | \$2,375  
**#GES2046** | **Location:** Online

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### Professional Sales Skills

If you've always dreamed of becoming successful in sales, this course is exactly what you need. You'll learn how to turn prospects into buyers, how to provide proper customer service, how to develop a sales plan, and much more.

**Start Dates:** 1/15, 2/12, 3/12, 4/16  
**or Self-Guided, Start Anytime** | \$135  
**Location:** Online

### Resume Writing Workshop

Transform your resume into a powerful tool that will help you get interviews. This course is invaluable to anyone who wants to improve their resume as it will introduce you to different formats, help you make the most of your work experience, and discover how to use reference to your advantage.

**Start Dates:** 1/15, 2/12, 3/12, 4/16  
**or Self-Guided, Start Anytime**  
**6 Weeks/24 Course Hours** | \$135  
**Location:** Online

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### Small Business Suite

Learn how to be your own boss! This series will give you the information you need to start your own home-based or online business by developing the qualities of successful entrepreneurs. You will receive a step-by-step approach that will help you build a simplified strategy and attract customers with successful marketing techniques on a tight budget.

**Start Dates:** 1/15, 2/12, 3/12, 4/16  
**72 Course Hours** | \$350  
**Location:** Online

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### Understanding the Human Resources Function

This course helps people without experience in HR to understand this vital link in the organizational chain. It prepares managers and business owners to handle basic HR functions in a way that ensures the best possible result.

**Start Dates:** 1/15, 2/12, 3/12, 4/16  
**or Self-Guided, Start Anytime**  
**6 Weeks/24 Course Hours** | \$135  
**Location:** Online

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### Winning RFP Responses

Having the skills to bid on competitive contracts can increase your business's revenues as you carry it through declining economic times. Learn the ins and outs of finding, reading and determining whether RFPs fit your business's services or goods. Then learn how to write the components of a winning RFP bid response for your business.

**Start Dates:** 1/15, 2/12, 3/12, 4/16  
**6 Weeks/24 Course Hours** | \$135  
**Location:** Online

## ONLINE SKILL DEVELOPMENT

### Popular 6-Week Business Courses

#### Achieving Success with Difficult People:

Get helpful information for understanding yourself, solving people's problems and improving relationships and productivity.

#### Collaborative Problem Solving:

Learn essential strategies for solving problems and challenges that arise during collaboration and ways to move forward toward achieving a common goal.

#### Fundamentals of Supervision and Management:

Gain skills in managing time, delegating responsibility, motivating employees, solving problems and resolving conflicts.

#### Individual Excellence:

Develop career-enhancing skills including goal setting, time management and personal organization.

#### Keys to Effective Communication:

Become more confident, create a great first impression, get along well with others, and create more and better relationships.

#### Leadership:

Learn how to use the principles of great leaders to achieve success in almost every aspect of your daily life.

#### Mastering Public Speaking:

Find out how to talk confidently and persuasively to both large audiences and small groups.

#### Productivity and Benchmarking:

Learn how to establish meaningful metrics and implement plan that enhance overall productivity.

#### Using Social Media in Business:

This course will help you harness the power of social media to connect with new customers, advertise products and promote your brand.

#### Start Dates:

1/15, 2/12, 3/12, 4/16

**or Self-Guided, Start Anytime**

**Tuition:** \$129-\$165

**Location:** Online

**Register:** [ed2go.com/uwf](https://ed2go.com/uwf)

# Building a Stronger Workforce:

## How Investing in Your Team Elevates Leadership and Retention

BY HEATHER LEBLANC

As the workforce landscape evolves, businesses face increasing pressure to remain competitive. Investing in workforce development is no longer a luxury but necessary for organizations looking to thrive in a dynamic employment environment. By prioritizing employee training and leadership development, companies can address skill gaps, retain top talent and foster long-term organizational growth.

### Why Invest in Your Workforce?

Understanding the significance of investing in strategic workforce planning unlocks benefits for both individuals and communities. Training employees offers benefits that extend far beyond improved technical skills. Strategic workforce development can lead to greater job satisfaction, increased productivity and enhanced employee loyalty.

Retention is a critical factor when considering workforce planning. Studies show that employees are far more likely to remain with an employer that invests in their professional development. Offering robust training opportunities can set your business apart, creating a workplace culture that attracts and retains the best talent.

### Bridging the Skills Gap

One of the most pressing challenges for businesses today is filling skills gaps within organizations. With rapid advancement in technology skills and shifting industry demands, more than traditional hiring practices are required. Businesses can meet these challenges by upskilling existing employees while empowering their teams to take ownership of new competencies.

Tailored training programs ensure employees develop the skills needed to meet business objectives. Mastering new technology, enhancing analytical capabilities, or building communication



skills all help bridge the gap between current employee skill sets and future organizational needs.

### Elevating Leadership Potential

Leadership development is essential for organizations that aim to cultivate a resilient and innovative workplace. By identifying high-potential employees and equipping them with enhanced skills, business leaders can build a pipeline of future-ready leaders prepared to navigate challenges and seize opportunities.

Effective leadership training goes beyond traditional management skills. It fosters creativity, adaptability and strategic thinking. By investing in leadership potential, businesses enhance their internal capabilities and inspire loyalty among employees eager to grow within the organization.

### Long-Term Impacts of Workforce Investment

Workforce development is more than solving immediate challenges; it's about positioning your organization for long-term success. When businesses strengthen existing talent, the organization as a whole benefits. Enhanced skills lead to greater efficiency,

better decision making and a stronger ability to adapt to change. By prioritizing workforce development, businesses can future-proof operations while contributing to the positive long-term impact of their organization and the local economy.

### UWF Continuing Education: Your Workforce Development Partner

The path to organizational growth begins with investing in your workforce. By partnering with UWF Continuing Education, businesses in Pensacola can access the resources needed to upskill their employees, elevate leadership potential and build a growth-oriented workplace culture.

From technical skills training to leadership development, UWF's programs offer flexible learning opportunities that accommodate busy schedules. Whether through online courses, in-person workshops or hybrid options, our programs empower employees to grow professionally while contributing to organizational success.

Let us help you design a workforce development strategy that will equip your team with the capabilities to innovate and create lasting impact.





# Computer Science

Upgrade your skill set, learn industry standards or jump-start your technical career with Computer Science courses and programs. Gain proficiency in a variety of common computer applications or dive deep into computer programming and software development.

## Accounting with Microsoft Excel 2019 Suite

This accounting course suite will teach you fundamental accounting skills, while training you to use Microsoft Excel 2019 including Pivot Tables, macros and other advanced Excel functions.

**Start Dates:** 1/15, 2/12, 3/12, 4/16

**96 Course Hours | \$495**

**Location:** Online

## Artificial Intelligence and Machine Learning Suite

This course bundle will provide you with a foundation of practical knowledge on artificial intelligence (AI) and machine learning. Begin with the science behind AI computer systems then move on to a more thorough look at machine learning, the problem it is trying to solve, and specific techniques and applications used in supervised, unsupervised and semi-supervised learning.

**Start Dates:** 1/15, 2/12, 3/12, 4/16

**48 Course Hours | \$230**

**Location:** Online

## Computer Skills for the Workplace

Gain the computer competencies you need to survive and prosper in today's fast-changing workplace. Learn how to implement the powers of modern

office software to work faster and more efficiently. By the time you finish, you will have learned why employers consider technological literacy so critical to the success of any organization.

**Start Dates:** 1/15, 2/12, 3/12, 4/16

**Self-Guided, Start Anytime**

**6 Weeks/24 Course Hours | \$129**

**Location:** Online

## Front-End Web Developer

Considering how many websites exist, front-end web developers are in high demand. This course will prepare you for an entry-level career in this growing job market. You will learn how to use HTML, CSS, and JavaScript to create functional, responsive web applications.

**Start Anytime**

**160 Course Hours | \$1,995**

**#GES3014 | Location:** Online

## Introduction to C# Programming

Use hands-on practice, examples and assignments to develop your knowledge of C# programming by using a state-of-the-art language to build impressive applications on your very own computer.

**Start Dates:** 1/15, 2/12, 3/12, 4/16

**Self-Guided, Start Anytime**

**6 Weeks/24 Course Hours | \$129**

**Location:** Online



## Introduction to QuickBooks 2019

This course is designed for those new to QuickBooks or those wanting a refresher with the latest version. You will learn how QuickBooks makes it easy to set up a chart of accounts, create and print invoices, receipts and statements, track your payables, inventory and receivables and generate reports.

**Start Dates:** 1/15, 2/12, 3/12, 4/16

**Self-Guided, Start Anytime**

**6 Weeks/24 Course Hours | \$139**

**Location:** Online

## Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language. This course will provide you the skills to write SQL queries to create tables, retrieve data from single or multiple tables, manipulate data in a database, and gather statistics from data stored in a database.

**Start Dates:** 1/15, 2/12, 3/12, 4/16

**6 Weeks/24 Course Hours | \$129**

**Location:** Online

## Intro to Microsoft Excel 2019

This course introduces the basic functions and uses of Microsoft Excel. Through hands-on lessons, you will learn numerous shortcuts to quickly and efficiently set up worksheets, use the function wizard to calculate statistics, future values and more. You will also get tips on sorting and analyzing data and automating frequently-repeated tasks with macros and buttons.

**Start Dates:** 1/15, 2/12, 3/12, 4/16

**Self-Guided, Start Anytime**

**6 Weeks/24 Course Hours | \$147**

**Location:** Online

## Intro to Python 3 Programming

The Python programming language was developed to provide a way to

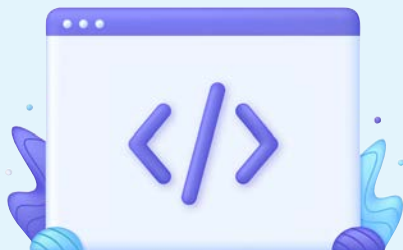
## Full Stack Software Developer

Learn all the significant aspects of front-end, back-end and full-stack development through several milestone exercises and a hands-on project. Throughout the course, you will build a website that hosts learning games that will allow users to log in, play games, track their progress, see leaderboards and manage their accounts.

**Start Anytime**

**650 Course Hours | \$5,495**

**#GES375 | Location:** Online



develop code that's easy to create and understand. While Python contains the same basic structures as other languages, it also offers unique functionality that makes your life as a programmer easier. Create foundational programming structures with Python. This course will provide the fundamentals of computer programming in Python 3 with topics that include basic decisions and loops, advanced data structures, object-oriented programming, and graphical user interfaces.

**Start Dates: 1/15, 2/12, 3/12, 4/16**  
**Self-Guided, Start Anytime**  
**6 Weeks/24 Course Hours | \$129**  
**Location:** Online

### Microsoft Access Certification

Learn foundational database concepts, how to create databases and tables, query those tables and create reports. By course completion, you will be able to design, customize and fully optimize an Access database. These key skills are fundamental to passing the MOS exam and earning your certification.

**Start Anytime | Voucher Included**  
**90 Course Hours | \$695**  
**#GES892 | Location:** Online

### Microsoft Excel Certification Training

Learn to use Excel to create, modify and format worksheets, perform calculations and print workbooks. Then, you will move on to learn how to use complex formulas, work with illustrations and charts, and use advanced formatting techniques. This program also covers Excel's advanced features. Upon completion, you will be prepared for the Microsoft Office

### Getting Started with Google Workspace

More and more businesses are switching to Google Workspace for their business documents and communications. In this course, you will get experience with nine great Google apps for business and personal use, including Gmail, Docs, Sheets, Slides, Drive, Contacts, Calendar, Meet, and Chat and learn how they all work together in a seamless suite.



**Start Dates: 1/15, 2/12, 3/12, 4/16**  
**Self-Guided, Start Anytime | \$149**  
**6 Weeks/24 Course Hours**  
**Location:** Online

Specialist and Expert certification exams for Excel 2019.

**Start Anytime**  
**70 Course Hours | \$595**  
**#GES888 | Location:** Online

### Microsoft Office Specialist (MOS) Expert Certification Training

Earning your Microsoft Office Specialist (MOS) certification demonstrates your knowledge and proves that you're ready to make an immediate impact at your organization. Build your expertise in these programs through hands-on exercises, in-depth course material and supplemental video demonstrations.

**Start Anytime**  
**335 Course Hours | \$2,295**  
**#GES890 | Location:** Online

### Python Developer

Python's popularity has increased over the years due to its simplicity, readability and extensive libraries. According to the TIOBE Index, Python consistently ranks

among the top programming languages, making it a valuable skill. Whether you're new to programming or just want to learn a new language, this in-depth course will teach you the ins and outs of Python programming.

**Start Anytime**  
**155 Course Hours | \$995**  
**#GES340 | Location:** Online

### Oracle SQL and PL/SQL Developer + Java Programmer

Oracle SQL is a powerful database programming language that is the standard in the industry. This SQL course provides even more value because it combines Oracle training with sections on PL/SQL Developer and Java Programming, so you learn multiple technologies in one. By the end of the course, you'll be prepared to join the job market as an entry-level Oracle SQL and/ or Java Developer, or take on more tasks within your current role.

**Start Anytime**  
**220 Course Hours | \$1,795**  
**#GES339 | Location:** Online

### Web Applications Developer

Create dynamic database-driven websites using the latest tools and technologies. Gain the knowledge you need to create dynamic database-driven websites using the latest technologies. Master basic HTML then learn CSS for styling pages and discover JavaScript, PHP and Vue. You will then dive into SQL and learn how to create intranets and e-commerce sites.

**Start Anytime**  
**404 Course Hours | \$2,395**  
**#GES316 | Location:** Online

### Intermediate SQL

Expand your knowledge of Structured Query Language (SQL), the industry standard database programming language. Gain confidence using a wide range of advanced SQL techniques. This course will expand your SQL knowledge and provide skills for writing powerful queries to perform complicated searches and data sorting.

**Start Dates: 1/15, 2/12, 3/12, 4/16**



**Self-Guided, Start Anytime**  
**6 Weeks/24 Course Hours | \$129**  
**Location:** Online

# Digital Arts and Design

Unleash your inner creative and refine your design skills with our selection of Digital Art and Design programs. If you are beginning a career in a design-related field or are looking to enhance your current skill set, our experienced instructors are dedicated to helping you maximize your potential as a successful designer.

## Adobe Certified Professional in Video Design

If you want to become a master storyteller, achieving the Adobe Certified Professional in Video Design credential will help you. Earn the necessary certifications in Premiere Pro and Photoshop Adobe Certified Associate to show you have the editing skills to turn clips into a cinematic original. If you pass the Adobe Premiere Pro and Adobe Photoshop certification exams, you become Adobe Certified Professionals in Video Design.

**Start Anytime | Voucher Included**  
**110 Course Hours | \$1,495**  
**#GES3052 | Location:** Online

## Adobe Certified Professional

Learn five of the most often used Adobe programs: Dreamweaver, Illustrator, Photoshop, InDesign and Animate (formerly Flash). Becoming an Adobe Certified Professional will show you are ready to amaze clients, employers and collaborators with proof of your skillset using the world's most creative desktop apps. Upon

completion, you will be ready to take the five Adobe Certified Professional (ACP) certification exams.

**Start Anytime | Vouchers Included**  
**270 Course Hours | \$2,795**  
**#GES3051 | Location:** Online

## Certified Residential Interior Designer

The online Residential Interior Design Education (R.I.D.E.) program is available to both aspiring design individuals and interior designers who want to increase their education, career opportunities and professional status.

**Start Anytime | Optional Externship Included**  
**160 Course Hours | \$2,495**  
**#GES519 | Location:** Online

## Marketing Design Certificate

This course focuses on developing technical skill and creative artistry using applied marketing principles. You'll complete a variety of projects, including marketing concept development, retouching, compositing, illustration,



advertising design, logo design and corporate branding.

**Start Anytime**  
**360 Course Hours | \$3,295**  
**#GES502 | Location:** Online

## Photography Suite

Master the use of your DSLR camera as you learn how the technology can help you take beautiful portraits and action shots. Get a crash course in all the features and controls that can be used to elevate your photos and learn editing techniques for professional-looking images.

**Start Dates:** 1/15, 2/12, 3/12, 4/16  
**72 Course Hours | \$335**  
**Location:** Online

## Video Game Design and Development

This course will help you design and create your own video game for the PC and become ready to join a team working on projects or pursue independent development.

**Start Anytime**  
**500 Course Hours | \$2,145**  
**#GES605 | Location:** Online

## ONLINE SKILL DEVELOPMENT

### Popular 6-Week Digital Arts and Design Courses

**Adobe Animate CC Training:** Learn how to design interactive animations.

**Discover Digital Photography:** An introduction to digital photography, from DSLRs to smart phone cameras.

**Introduction to Interior Design:** Delve into color theory, industry trends, spatial arrangements, floor plans, traditional and modern interior design ideas and get insider tips for entering this exciting field.

**Introduction to Photoshop CC:** This project-oriented course is filled with

detailed step-by-step instructions that will teach you how to edit and manipulate images and create basic compositions using Photoshop in the Creative Cloud.

**Mastering Your Digital SLR or Mirrorless Camera:** Break through the technology barrier and learn how to use your camera.

**Photoshop CC for the Digital Photographer:** Master techniques to edit and enhance your digital images and add a professional polish to your work. This

course will give you a collection of useful techniques to show amazing results.

**UI/UX Design:** UI and UX design has emerged as the framing approach to all digital design. This course provides a basic foundation in every aspect of both.

**Start Dates:**  
1/15, 2/12, 3/12, 4/16  
**or Self-Guided, Start Anytime**  
**Tuition:** \$115-\$155  
**Location:** Online  
**Register:** [ed2go.com/uwf](https://ed2go.com/uwf)

# Healthcare

Break into one of the fastest-growing industries with our Healthcare programs. Experience practical, hands-on training including instructional lab practice. Our programs fulfill in-demand requirements by the healthcare industry and encourage the teamwork, commitment and strength needed to succeed.

## Certified Clinical Medical Assistant

Demand for medical assistants is growing faster than most any other occupation. Prepare for the National Healthcareer Association's CMA certification exam and be ready for an entry-level position in just four months. The Clinical Certified Clinical Medical Assistant (CCMA) training program will prepare you to successfully pass the National Healthcareer Association exam and directly enter the field of medical assisting. The program includes Phlebotomy Technician training and EKG Technician training. To date, students from UWF have achieved a 100% pass rate on the examination. Tuition includes all live instruction, labs, scrub set and all materials to include the CCMA exam and externship experience.

1/27/2025 - 5/14/2025 | \$4,300

Mon & Wed, 6:00 PM - 9:00 PM

Instructor: Jacqueline Sherrin

Location: Online with in-person labs

## Certified Medical Administrative Assistant

Certified Medical Administrative Assistant (CMAA) training program will prepare you for the National Healthcareer Association exam and open

up an expansive range of opportunities for employment in physician offices, hospitals, surgery centers, assisted living facilities, dental offices, home healthcare agencies, mental health facilities and even insurance companies and consulting firms. Tuition includes all live instruction, materials and the CMAA exam cost.

1/21/2025 - 4/10/2025 | \$4,100

Tue & Thur, 6:00 PM - 9:00 PM

Instructor: Steven Carpenter

Location: Live virtual instruction

## Expanded Function Dental Assisting Program

Registered dental assistants help dentists conduct dental procedures and perform basic dental treatments. Prepare to sit for the Registered Dental Assistant exam through American Medical Technologists. Tuition includes all required books, live instruction, labs and test voucher for the RDA through AMT exam. Eligible students will also qualify for an 80-hour externship experience in a local dental office.

2/11/2025 - 5/29/2025 | \$4,500

Tue & Thur, 6:00 PM - 9:00 PM

Instructor: Danielle Driscoll

Location: Online with in-person labs



## Introduction to the Physician Assistant Profession

Designed for individuals considering a career as a physician assistant (PA), this course takes the student through the history of the PA profession, its development and the role of the PA as a member of the healthcare team. Successful completion of this course by students will exempt them from the 500-hour requirement for previous patient care experience required for application to the FSU PA Program.

1/8/2025 - 5/3/2025

\$480 (noncredit)

Wed, 5:00 PM - 7:45 PM

Instructor: Kimberly Berggren

Location: UWF Pensacola Campus

## Medical Billing and Coding Specialist

Prepares to pass the Certified Billing and Coding Specialist examination through NHA. The skills learned through the NHA CBCS certification are essential to hospitals, physician offices, surgery centers, nursing homes, dental offices, home healthcare agencies, mental health facilities and even insurance companies and consulting firms. Tuition includes all live instruction, materials, and CBCS exam (for eligible students).

1/14/2025 - 5/8/2025

Tue & Thur, 6:30 PM - 9:30 PM

34 Sessions | \$4,300

Instructor: Anna Stamm

Location: Live virtual instruction

## Molecular Diagnostics

UWF's online Molecular Diagnostics continuing education courses allow Medical Laboratory Scientists to prepare for Molecular Biology Certification Exams. Gain valuable, in-demand skills in molecular biology foundations and common methods

## Certified Electronic Health Records Specialist

Earn your electronic health record specialist certification and play a vital role in ensuring patient data is secure and accurate. Gain the skills required to become an asset in any healthcare environment and earn your EHR Specialist Certification through the National Healthcareers Association (NHA) in as little as four months. Earning this certification opens a range of employment opportunities.



2/4/2025 - 4/24/2025 | \$4,200

Tue & Thur, 6:00 PM - 9:00 PM

Instructor: Steven Carpenter

Location: Live virtual instruction

used in clinical laboratories. These two courses provide comprehensive instruction in the application and practice of a wide range of molecular diagnostic topics.

**Course 1:** A general overview of laboratory processes designed for individuals needing a refresher.

**Course 2:** An overview of specific molecular diagnostic processes.

**Start Upon Registration**

**\$600 each course**

**Instructor:** Kristen Coffey

**Location:** Online

### Certified EKG Technician

This course will train you to apply, monitor and measure electrocardiography tests in a flexible, online learning environment. By course completion, you will be prepared to take and pass the Certified EKG Technician Specialist (CETS) certification exam, offered by American Education Certification Association and the Certified EKG Technician (CET), provided by the National Healthcareer Association.

**Start Anytime | Voucher Included**

**170 Course Hours | \$1,995**

**#GES1047 | Location:** Online

### Certified Pharmaceutical Sales Representative

Demonstrating knowledge of core medical and scientific concepts will earn respect in the pharmaceutical industry. Upon successfully completing and passing all sections, you will receive a Pharmaceutical Representative Certification (PRC) offered by the Accreditation Council for Medical Affairs (ACMA).

**Start Anytime | Exam Included**

**110 Course Hours | \$2,195**

**#GES192 | Location:** Online

### Certified Physical Therapy Aide

Master the skills you need to work as a physical therapy aide. Not only will you be prepared for the AMCA's Physical Therapy Technician/Aide certification exam, but an externship starter kit also walks you through everything you need

## Popular Online 6-Week Healthcare Courses

### Become a Physical Therapy Aide:

This course will teach you about the workings of the human body, various disorders, patient safety, and even how to speak the language of physical therapy.

**Certificate in Gerontology:** Enhance your skills for working with or caring for older adults through this multidisciplinary educational experience.

**Certificate in Infectious Diseases and Infection Control:** Gain a solid understanding of the most common infectious diseases as well as the procedures that can help contain them.

**HIPAA Compliance:** HIPAA Compliance training is a priceless addition to your resume. This course provides an understanding of the compliance

requirements of HIPAA, and subsequent rules and laws that affect HIPAA.

**Medical Terminology Series:** This series of courses includes lessons and activities designed to help you understand and remember the medical terminology you learn.

**Medical Writer Suite:** From Microsoft Publisher best practices to understanding the different types of medical writing, key medical terminology, and more—you will have the medical writer training employers desire upon course completion.

### Start Dates:

**1/15, 2/12, 3/12, 4/16**

**or Self-Guided, Start Anytime**

**Tuition: \$89-\$280**

**Register: [ed2go.com/uwf](http://ed2go.com/uwf)**

to know to land a PT aide externship.

**Start Anytime | Voucher Included**

**190 Course Hours | \$2,145**

**#GES189 | Location:** Online

### Home Health Aide

Our home health aide training course focuses on providing comprehensive career training to obtain the skills and responsibilities needed for success as a home health aide. By course completion, you will have a clear understanding of the task and duties of an HHA.

**Start Anytime | 2 Course Career Series**

**280 Course Hours | \$2,495**

**#GES1018 | Location:** Online

### Optician Certification Training

Prepare for the American Board of Opticianry (ABO) certification and an entry-level job as an optician.

**Start Anytime | Voucher Included**

**150 Course Hours | \$1,995**

**#GES126 | Location:** Online

### Pharmacy Technician

Train to work as a pharmacy technician and prepare you for the Pharmacy Technician Certification Exam (PTCE®) to obtain the Certified Pharmacy Technician

(CPHT) credential from the Pharmacy Technician Certification Board (PTCB®).

**Start Anytime | Voucher Included**

**400 Course Hours | \$2,995**

**#GES117 | Location:** Online

### Spanish for Medical Professionals

Prepare for any situation by bridging the communication gap between you, your patients and family members. This course provides knowledge of basic medical phrases to help you better communicate with the Spanish-speaking community.

**Start Dates: 1/15, 2/12, 3/12, 4/16**

**or Self-Guided, Start Anytime | \$135**

**6 Weeks/24 Course Hours**

**Location:** Online

### Veterinary Assistant

The course is designed for people who want to work as veterinary assistants at veterinary hospitals and for those already employed in related positions. Gain the skills you need to become a productive member of a veterinary team. Upon completion, you will also have the opportunity to gain access to an Externship Starter Kit.

**Start Anytime**

**210 Course Hours | \$2,495**

**#GES118 | Location:** Online

# Hospitality

Cultivate the customer service, personal and professional skills applicable for a wide variety of locations and settings with Hospitality course selections. Learn systems like budgeting, security, staff supervision and how to consistently deliver superior service or experiences.

## Certified Wedding Planner

Master the fundamentals of planning, orchestrating and delivering stunning weddings and parties. This course allows you to earn your certification as a professional wedding planner.

**Start Anytime**

**340 Course Hours | \$1,595**

**#GES204 | Location: Online**

## Customer Service Training

Understand how a positive attitude, going a step beyond basic customer service and dealing effectively with complaints will enhance your work experience. Learn how developing and implementing a comprehensive customer service policy promotes consistency in how customers are treated and keeps customers happy.

**Self-Guided, Start Anytime**

**15 Course Hours | \$89**

**Location: Online**

## Event Management and Design

Build a foundation that you can use to develop and accelerate a career in special events or start your own special event business. This course covers corporate events, weddings, parades, festivals, and more. Learn about the

practicalities of planning events and the dazzle of designing them. From permits to pyrotechnics, this course will also teach you how to design, plan, implement and evaluate special events.

**Start Anytime**

**120 Course Hours | \$1,995**

**#GES402 | Location: Online**

## Hotel Management

Gain a solid understanding of the growing hospitality business—from historical context to the current trends. Gain a comprehensive introduction to the fundamentals of the hospitality industry and an overview of the various roles and responsibilities within hotel management. These transferable skills can lead to career opportunities and unique perks in virtually any corner of the world.

**Start Anytime**

**100 Course Hours | \$995**

**#GES609 | Location: Online**

## Household Manager with Executive Housekeeper

Many large estates rely on household managers to oversee the home and other staff. This course bundle will train you to work as a household manager



with a specialty in housekeeping. Upon completing these courses, you will be able to run a household, supervise other household staff and properly train and organize a team of housekeepers.

**Start Anytime**

**140 Course Hours | \$2,195**

**#GES617 | Location: Online**

## Preston Bailey's Fundamentals of Floral Design

Learn the fundamentals of floral design from Preston Bailey, the industry's most highly regarded floral design expert. The course is designed for beginners who have no experience with flowers, flower arranging, or floral design.

**Start Anytime**

**240 Course Hours | \$1,695**

**#GES239 | Location: Online**

## Restaurant Management

This course imparts the theory behind food and beverage production and management, human resource management and basic accounting practices for the restaurant industry. You'll also learn how to market and sustain a profitable restaurant while adhering to legal requirements.

**Start Anytime**

**100 Course Hours | \$995**

**#GES611 | Location: Online**

## Corporate Event Planner

The program provides a detailed guideline on how to design and plan an event, set budgets, successfully execute an event, review performance and charge for services. Review different types of events including special events, meetings, assemblies, recognition and training. Upon completion, you will be awarded a Certified Corporate Event Planner certification from the Wedding Planning Institute.



**Start Anytime**

**240 Course Hours | \$995**

**#GES297 | Location: Online**

## Travel Agent Training

Travel and tourism make up one of the world's largest industries. Travel agents play a major role in luxury, corporate and group travel. This course prepares you to work in the fast-paced travel industry. Gain a deep understanding of both travel and tourism, so you can help clients research, plan and book trips.

**Start Anytime | Exam Cost Included**

**100 Course Hours | \$2,245**

**#GES218 | Location: Online**

# IT & Engineering

Discover the dynamic, rapidly growing industry that is IT and engineering. Whether you are looking to develop the skill-set to break into this field or need to advance your professional certification, we offer a variety of information technology and engineering courses to accelerate your career path.

## Certified Solidworks Professional Exam Review

Intuitive 3D design and product development solutions from SOLIDWORKS let you conceptualize, create, validate, communicate, manage and transform your innovative ideas into great product designs. You will learn to create fast and accurate designs, including 3D models and 2D drawings of complex parts and assemblies, design for cost and manufacturing with cost estimation tools and manufacturability checks, interact with team members and control revisions with standardized data management tools and eliminate errors and rework by using integrated motion and stress analysis tools.

1/8/2025 - 5/3/2025 | \$480 (noncredit)

Instructor: Richard (Scott) Hand

Location: Online

## CompTIA Security+ Certification Prep

Master the skills and concepts to further your cybersecurity career. This

course utilizes an evolving suite of tools to ensure a collaborative environment among instructors and students. Earning your CompTIA Security+ certification confirms that you not only can apply knowledge of security concepts, tools and procedures to react to security incidents, but you also can anticipate security risks and guard against them. Tuition includes all live instruction, online labs, course books, study guides, administrative assistance and all necessary materials, including a CompTIA Security+ Test Voucher.

4/5/25 - 5/3/25

Sat, 8:00 AM - 1:00 PM

6 Sessions | \$2,999

Option to include a new computer in your tuition for an additional \$500.

Instructor: Jeremiah Owoh

Location: Online

## NCEES Fundamentals of Engineering - Electrical and Computer Exam Prep

The Fundamentals of Engineering (FE) exam is the first step in the process

of becoming a professional licensed engineer (P.E.). Take the first step towards becoming a professional licensed engineer and prepare for the FE exam in the electrical and computer engineering discipline. You will learn to apply math and science concepts to solve complex mathematical problems, apply engineering concepts to solve complex engineering problems and evaluate situations to determine ethical responsibility.

1/8/2025 - 5/3/2025 | \$480 (noncredit)

Instructor: Dr. Jeff McGuirk

Location: Online

## NCEES Fundamentals of Engineering - Mechanical Exam Prep

Take the first step towards becoming a professional licensed engineer and prepare for the FE exam in the mechanical engineering discipline. Learn to apply complete problems related to engineering mathematics, probability and statistics, solve engineering economics problems related to the time value of money, calculate stress using Mohr's circle, solve problems related to thermodynamic power cycles and determine heat transfer from convection or conduction.

1/8/2025 - 5/3/2025 | \$480 (noncredit)

Instructor: Dr. Michael Reynolds

Location: Online

## CompTIA ITF+/A+ Certification

Stand out to potential employers with a globally recognized CompTIA ITF+ or A+ certification, and equip yourself with the practical knowledge and skills required to launch a career in information technology. CompTIA ITF+ and A+ is the industry standard for establishing a career in IT and a preferred qualifying credential. Tuition includes all live instruction, online labs, course books, study guides, administrative assistance and all necessary materials, including a certification test voucher. Students have the option to receive either a CompTIA ITF+ or CompTIA A+ test voucher.



1/11/2025 - 2/8/2025

Sat, 8:00 AM - 1:00 PM

6 Sessions | \$2,999

Option to include a new computer in your tuition for an additional \$500.

Instructor: Jeremiah Owoh

Location: Online

## Certified AWS Cloud Practitioner

This course is the first step in training for the industry-leading Amazon AWS product. It serves as a thorough introduction to the services and solutions possible with AWS. It is also the first certification in paths available for IT professionals looking to codify their knowledge and skills in AWS. Anyone looking for exposure to AWS or the AWS Certified Cloud Practitioner should take this course. This course



can be used to prepare for the AWS Certified Cloud Practitioner exam and offers enrollment with a voucher.

**Start Anytime | Voucher Included**  
**40 Course Hours | \$1,995**  
**#ES3067 | Location:** Online

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### **Certified Ethical Hacker**

An ethical hacking certification is a unique way to set yourself apart from other IT professionals and add even more value to your organization. Use the same techniques as the bad guys to assess security and identify weaknesses, except you'll use these hacking powers for good. This course provides you with advanced hacking tools and techniques so that you can assess the security posture of an organization with the same approach these malicious hackers use. Upon completion, you will be prepared to sit for the Certified Ethical Hacker Exam 312-501.

**Start Anytime | Voucher Included**  
**100 Course Hours | \$2,895**  
**#GES338 | Location:** Online

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### **Certified Network Defender (CND)**

This comprehensive online course is specifically designed to prepare network engineers for the Certified Network Defender (CND) certification exam offered by the EC-Council (ECC). Throughout the course, you will delve into various modules that cover essential topics such as network security controls, protocols and devices. Learn how to strengthen security infrastructures by effectively implementing intrusion detection and prevention systems and troubleshooting network problems and gain in-depth training on implementing secure virtual private networks (VPNs) for organizations and identifying and mitigating threats to wireless networks.

**Start Anytime | Vouchers Included**  
**100 Course Hours | \$2,895**  
**Location:** Online

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### **Certified Information Security Manager (CISM)**

In a world where cyberattacks are rising, security managers are the driving force behind an organization's cybersecurity policies, ensuring that risk assessments, vulnerability assessments and threat

### **AZ-900 & 104: Microsoft Azure Fundamental & Administrator**

You will learn foundational level knowledge on cloud concepts; core Microsoft Azure services; security, privacy, compliance, and trust; and Azure pricing and support.

You will also learn to manage Azure subscriptions and resources, implement and manage storage, deploy and manage virtual machines (VMs), configure and manage virtual



networks, and manage identities.  
**Start Anytime | Voucher Included**  
**100 Course Hours | \$3,995**  
**#GES3077 | Location:** Online

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analyses are conducted consistently to safeguard an organization's information. This CISM training course is designed for professionals with technical expertise and experience in information security and/or IT security who want to move from an integral team player to a manager. Topics covered include information security governance, information risk management, information security program development and management and information security incident management. By course completion, you will understand key processes and procedures to effectively manage and respond to information security incidents. This course also prepares you to sit for the CISM certification exam.

**Start Anytime | Voucher Included**  
**75 Course Hours | \$1,695**  
**#GES3106 | Location:** Online

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### **Certified Information Systems Security Professional (CISSP)**

The demand for information security professionals is expected to surge, as the forces of "good" and "bad" continue to battle for control and use of online information. Join the side for "good" when you earn your Certified Information Systems Security Professional (CISSP) certification. Earning your CISSP is a must for cybersecurity professionals who want to get ahead in this important field. This engaging course provides in-depth instruction in key areas related to information/cybersecurity.

**Start Anytime**  
**100 Course Hours | \$1,995**  
**#GES3108 | Location:** Online

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### **CompTIA Certification Training: A+, Network+, Security+**

Begin your journey as an IT professional by preparing for the CompTIA A+ certification exams (220-1101 & 220-1102), the Network+ certification exam (N10-009), and the Security+ certification exam (SY0-701). This bundle will give you all the tools you need to succeed in the ever-growing field of IT and stand out to future employers. Upon successful completion of the lessons and exercises in this bundled certification training, you will be well-prepared to take the CompTIA A+, Network+ and Security+ certification exams.

**Start Anytime | Vouchers Included**  
**395 Course Hours | \$3,995**  
**#GES327 | Location:** Online

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### **CompTIA Cloud+ Certification**

Cloud computing is how technology is done today, and this online course will teach you key skills you need to succeed in a growing career field filled with opportunity. This course covers key concepts and skills, including virtualization, infrastructure, troubleshooting, resource management, security, systems management, and business continuity. You will also prepare for the CompTIA Cloud+ CVO-003 exam.

**Start Anytime | Voucher Included**  
**75 Course Hours | \$1,695**  
**#GES3111 | Location:** Online

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### **Computer Hacking Forensics Investigator (CHFI)**

This course prepares for Computer Hacking Forensics Investigator (CHFI) certification exam. You will master the

## IT & Engineering

security discipline of digital forensics from a vendor-neutral perspective.

**Start Anytime | Voucher Included**  
**100 Course Hours | \$2,895**  
**#GES3033 | Location:** Online

### Computer Networking Suite

Learn networking fundamentals and the software and hardware that makes networking possible, then continue to build your knowledge of networks and networking with detailed treatments of TCP/IP, how switches and routers operate, DNS and wireless networks.

**Start Dates:** 1/15, 2/12, 3/12, 4/16  
**72 Course Hours | \$350**  
**Location:** Online

### Information Security Training

Holding a certification from ISACA or (ISC)2 demonstrates your ability to identify, assess and mitigate evolving security threats. This online course will prepare you for three globally recognized certifications: ISACA's Certified Information Systems Auditor (CISA) and Certified Information Security Manager (CISM), and (ISC)2's Certified Information Security Professional (CISSP). Learn CISA key areas such as governance and IT management, information systems acquisition, development and implementation. Essential CISSP certification details are also reviewed,

### Cisco CCNA Certification Training

Take the next step in your IT career by preparing for the Cisco CCNA certification exam. You will master certification-based topics for networking essentials so you can implement and administer Cisco solutions. An exam voucher for the CISCO CCNA certification is included with your enrollment.

**Start Anytime | Voucher Included**



**150 Course Hours | \$2,495**  
**#GES3109 | Location:** Online

including asset security and risk management, security architecture and engineering, communication and network security, identity and access management, security assessment and testing, security operations and software development security.

**Start Anytime | Vouchers Included**  
**250 Course Hours | \$3,295**  
**#GES3122 | Location:** Online

### Management for IT Professionals

Learn leadership skills that will help you succeed as a manager in the IT field by exploring different decision-making techniques. This course focuses on developing a successful leadership style that facilitates team building, collaboration, and a corporate culture that promotes success.

**Start Anytime | Voucher Included**  
**390 Course Hours | \$2,295**  
**#GES405 | Location:** Online

### SSCP Systems Security Certified Practitioner

The world of IT security is fast-paced and exciting, with the potential for high earnings—but it can also be competitive. To stay ahead, you'll need a certification like the Systems Security Certified Practitioner (SSCP), a premier credential that is ideal for those wanting to begin or advance a career in computer networking or security. This online SSCP course will prepare you for this industry-recognized certification exam. An SSCP exam prep course is a great way to ensure you have the knowledge to succeed—and that you can prove it to your employer. This course will prepare you for a career as a network or security administrator, and help you stay up-to-date on your skills if you already work in the IT sector.

**Start Anytime | Vouchers Included**  
**75 Course Hours | \$1,795**  
**#GES3105 | Location:** Online

## ONLINE SKILL DEVELOPMENT

### Popular 6-Week Information Technology Courses

**Introduction to Cybersecurity:** Learn fundamentals of cybersecurity such as concepts, commands and tools. You will also learn about cloud computing, networking, cybersecurity policy, and frameworks, as well as risk management and security auditing.

**Introduction to Machine Learning:** This informative course will enable you to learn about different techniques, algorithms, programming languages, and types of machine learning.

**Introduction to PC Security:** Learn what you can do to protect your personal and business data from the outside world and the fundamentals of PC and network security.

**Introduction to Windows 11:** Master the basic skills you need for Windows 11, which offers a more robust, powerful and unique computing experience.

**Understanding the Cloud:** Learn everything you need to understand cloud computing. This course explores how the

cloud works, what drives it, why it is so popular, and what it can do for you.

**Wireless Networking:** This course removes the mystery behind wireless connections and provides a thorough overview of this fascinating technology.

**Start Dates:**  
1/15, 2/12, 3/12, 4/16  
**or Self-Guided, Start Anytime**  
**Tuition:** \$129  
**Location:** Online  
**Register:** [ed2go.com/uwf](https://ed2go.com/uwf)

# Legal

Pursue a career in this exciting field while gaining practical skills essential to the legal environment. Explore the history and interpretation of legal systems and codes while learning fundamental tasks legal professionals often perform, such as supporting lawyers, conducting legal research and drafting legal documents.

## Advanced Legal Research and Writing

Examine advanced and specialized approaches to using the legal resources available in a law library and elsewhere.

**Start Dates:** 1/13, 3/10, 5/5

**7 Weeks | \$995 (Books not included)**

**Location:** Online

## Advanced Paralegal Certificate Course

Course topics build on the Introductory Paralegal Certificate Course to help you advance your paralegal career. Concentrations on substantively specific materials will enable you to gain a strong competitive professional edge.

**Start Dates:** 1/13, 3/10, 5/5

**7 Weeks Per Topic | \$3,300 or \$660 Per Topic (Books not included)**

**Location:** Online

## Alternative Dispute Resolution Certificate Course

A certificate in dispute resolution from CLS by BARBRI provides practical training in mediation, negotiation and arbitration techniques. Focuses on both traditional and non-traditional dispute resolution options take the

mystery out of U.S. settlement processes and address methods for reaching reasonable solutions.

**Start Dates:** 1/13, 3/10, 5/5

**7 Weeks | \$995 (Books not included)**

**Location:** Online

## eDiscovery for Paralegals

A great option for individuals entering the eDiscovery field, as well as professionals wanting to broaden their knowledge of the eDiscovery process.

**Start Dates:** 1/13, 3/10, 5/5

**7 Weeks | \$995 (Books not included)**

**Location:** Online

## Employment Law Certificate Course

Address important employment law requirements in the U.S. and cover the implementation of employment policies. Learn to solve critical employment-related issues facing organizations.

**Start Dates:** 1/13, 3/10, 5/5

**7 Weeks | \$1,105 (Books not included)**

**Location:** Online

## Legal Secretary Certificate Course

CLS by BARBRI's intensive Legal Secretary Certificate Course is designed

for both beginning and experienced legal assistants who are interested in improving their skills and working more efficiently within the law office. Learn how to make informed business decisions based on your knowledge of legal language and concepts.

**Start Dates:** 1/13, 3/10, 5/5

**7 Weeks | \$1,095 (Books not included)**

**Location:** Online

## Legal Nurse Consultant Training Course

This program builds on your medical education and possible clinical experience. Work as a liaison between the legal and healthcare communities with fundamental skills to advise law firms, health care providers, insurance companies, and governmental agencies regarding medically related issues and to appear in court as an expert witness.

**Start Dates:** 1/13, 3/10, 5/5

**7 Weeks | \$1,295 (Books not included)**

**Location:** Online

## Medical Professional Legal Consultant

Prepare for careers in the legal field as Medical Professional Legal Consultants (MPLCs). Build on your medical education and clinical experience with skills to advise law firms, insurance companies and governmental agencies regarding medical-related issues and to appear in court as expert witness.

**Start Dates:** 1/13, 3/10, 5/5

**7 Weeks | \$1,295 (Books not included)**

**Location:** Online

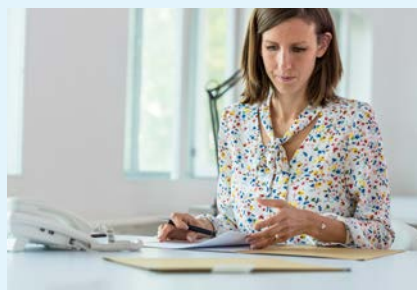
## Personal Injury for Paralegals

Plan an integral role in every case from intake and pre-litigations to trial preparation and settlement.

**Start Dates:** 1/13, 3/10, 5/5

**7 Weeks | \$1,105 (Books not included)**

**Location:** Online



## Paralegal Certificate Course

Gain comprehensive knowledge of the American judicial system and develop practical skills that are highly sought after in the legal industry. Our Paralegal Certificate Course offered in partnership with the Center for Legal Studies (CLS) by BARBRI equips you with the expertise to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law and prepare cases for courtroom litigation.

**Start Dates:** 1/13, 3/10, 5/5

**14 Weeks | \$2,095 (Books not included)**

**Location:** Online or Live Lecture

# Lifestyle and Wellness

Learn current, practical information on Lifestyle and Wellness topics and how to apply them to help others lead healthier lives. Whether you are a registered dietitian, fitness professional, or just someone who is concerned about their own health, our programs will grow your general lifestyle expertise.

## ACE Personal Trainer

This course provides you with the knowledge and understanding necessary to prepare for the American Council on Exercise (ACE) Certified Personal Trainer (CPT) certification exam and become an effective personal trainer.

**Start Anytime**

**150 Course Hours | \$1,595**

**#GES1024 | Location: Online**

## Health and Well-Being Bundle

There is an increasing demand for healthcare providers with a knowledge of integrative health who can meet the needs of people who have the desire for alternative healthcare options to reduce their risk factors for chronic illnesses, mental illness and aging. This series provides knowledge of both ancient and more modern alternative and holistic means of treatments from around the world with a person-center and person-empowered approach to healthcare.

**Start Dates: 1/15, 2/12, 3/12, 4/16**

**82 Course Hours | \$495**

**Location: Online**

## AFAA Group Fitness Instructor

Earning this credential from the Athletics and Fitness Association of America (AFAA) verifies that you can safely and effectively teach group fitness classes.

**Start Anytime | Voucher Included**

**60 Course Hours | \$695**

**#GES1004 | Location: Online**

## Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team while learning all about the human body, specific disorders and the way physical therapists treat these disorders.

**Start Dates: 1/15, 2/12, 3/12, 4/16**

**or Self-Guided, Start Anytime**

**6 Weeks/24 Course Hours | \$135**

**Location: Online**

## Fitness Business Management

This course will prepare you to implement a successful business system in private or commercial health clubs, medically-based fitness facilities,



community wellness centers, personal training studios, physical therapy clinics, YMCAs, JCCs, college centers, recreational settings, or corporate fitness centers. This course was developed to establish an industry-standard in fitness management education.

**Start Anytime | Voucher Included**

**200 Course Hours | \$1,995**

**#GES403 | Location: Online**

## NASM Certified Nutrition Coach

This industry-recognized certification proves that you understand nutritional science and behavior change strategies and can effectively coach clients.

**Start Anytime | Voucher Included**

**80 Course Hours | \$1,295**

**#GES1006 | Location: Online**

## NASM Certified Personal Trainer and Exam Preparation

This course gives you the most extensive resources available to successfully pass the widely respected NASM CPT exam. Through the use of online videos, presentations, quizzes, readings and interactive activities, you will receive thorough guidance and gain understanding of CPT content, as well as the knowledge needed to successfully sit for the exam.

**Start Anytime | Voucher Included**

**80 Course Hours | \$1,295**

**#GES146 | Location: Online**

## Nutrition for Optimal Health, Wellness and Sports

This program will teach you about developing individualized nutritional programs for clients, patients or yourself. This course may qualify for CECs/CEUs/CPEUs for the following organizations.

**Start Anytime**

**200 Course Hours | \$1,995**

**#GES114 | Location: Online**

## ONLINE SKILL DEVELOPMENT

### Popular 6-Week Lifestyle and Wellness Courses

#### Certificate in Food, Nutrition

**and Health:** This course provides a holistic overview of food and nutrition issues and their impact on physical, social, emotional and spiritual health.

**Certificate in Meditation:** Explore the many meditation techniques that can be used to support the mind-body connection and promote healing, health, and wellness.

**Certificate in Mindfulness:** Examine the many benefits of mindfulness for both your personal and professional life. You'll also lay the foundation for a career in health and wellness coaching.

#### Certificate in Stress Management:

Explore the physiological, social, and psychological impacts of stress and study modalities to get stress under control.

**Healthy Living Suite:** Learn how to establish a healthy approach to successful weight loss and weight management for a lifetime.

#### Start Dates:

**1/15, 2/12, 3/12, 4/16**

**or Self-Guided, Start Anytime**

**Tuition: \$79-\$340**

**Location: Online**

**Register: [ed2go.com/uwf](https://ed2go.com/uwf)**

# Teaching and Education

Deepen your instructional expertise, develop your leadership skills and ignite your passion for education in one of our expert-led programs. Teaching and Education programs are designed to equip you with the skills needed for success in this rewarding career field.

## TeacherReady®

For over two decades, the TeacherReady Online Certificate Program has been assisting professionals, non-certified teachers, military veterans and spouses, and recent college graduates in obtaining their teaching certification. Designed by expert educators, our curriculum will give you the skills to be an effective teacher and the opportunity to practice what you learn in K-12 classrooms. Work with a veteran teacher to apply your practice in a classroom. Fieldwork throughout the program prepares you for success. Access our library of recommended resources to prepare for the three, state-issued, teacher certification exams.

**Start Anytime**  
**Location:** Online

## Child Development Associate – Center-Based

Gain working knowledge of early childhood education and prepare for the Child Development Associate® (CDA) certification process of the Council for Professional Recognition with content review, assessment practice and portfolio preparation.

**Start Anytime | Voucher Included**  
**120 Course Hours | \$1,695**  
**#GES2126 | Location:** Online

## Child Development Professional

Learn the principles of child growth and development and how they align with the eight Child Development Associate® (CDA) competencies and National Association of the Education of Young



Children (NAEYC) professional standards. Microsoft Office Specialist (MOS) Associate Certification Training included.  
**Start Anytime | Voucher Included**  
**365 Course Hours | \$2,995**  
**#GES2125 | Location:** Online

## Teacher's Aide with ParaPro Prep

Prepare for the ETS ParaPro Assessment exam to work as a teacher's aide. Learn how these paraprofessional educators assist with classroom instruction and build a foundation in educational principles like classroom management. You'll also develop strategies to support students of different learning abilities.

**Start Anytime**  
**130 Course Hours | \$1,695**  
**#GES2021 | Location:** Online

**EXTRAORDINARY  
TEACHERS.**

**EXTRAORDINARY  
CLASSROOMS.**

**TeacherReady**  
ONLINE CERTIFICATION PROGRAM

[uwf.edu/teacherready](http://uwf.edu/teacherready)

# Vocational Training

Learn industry-standard practices and the technical knowledge necessary to grow your career in this dynamic field with our selection of Vocational Training Programs. Whether you are new to a trade or in search of advanced certification, these programs provide the necessary training to becoming a qualified professional.

## Certified Manufacturing Associate (CMfgA)

SME's Certified Manufacturing Associate (CMfgA) is focused on basic manufacturing concepts for high-demand, entry-level manufacturing roles. The course is designed for those new to manufacturing who may not currently possess enough knowledge or experience for advanced certifications.

**Start Anytime**

**35 Course Hours | \$895**

**Location:** Online

## Fundamentals of Blueprint Reading & Construction Estimating

Learn how information is referenced in construction blueprint drawings. Demonstrate an understanding of the inter-relationship between the construction drawings and a quantity-takeoff cost estimate.

**Start Anytime**

**50 Course Hours | \$1,195**

**#GES3099 | Location:** Online

## Home Inspection Certificate

This course covers the principal components, procedures, and processes of home inspection. This course has also been approved by several home inspector regulatory boards for initial education requirements for home inspector

## Freight Broker/Agent Training

Learn the skills you need to be a successful freight broker or a freight agent in this fast-growing industry. This course provides you with detailed information of the transportation industry and the brokerage process.

**Start Anytime**

**100 Course Hours | \$1,895**

**#GES703 | Location:** Online



licensure or continuing education credits. It is also one component of the steps required to obtain a NIBI Certified Inspector credential.

**Start Anytime**

**200 Course Hours | \$2,495**

**#GES704 | Location:** Online

## HVAC/R Certified Technician

If you already have one-to-two years of industry experience, this course will prepare you for the next step in your career — advanced certification. Through hands-on simulations and in-depth course material, you will strengthen your understanding of HVAC/R service, repair and maintenance. You will also receive a voucher package to take the HVAC Excellence exams.

**Start Anytime | Voucher Included**

**330 Course Hours | \$2,895**

**Location:** Online

## Leadership in Energy and Environmental Design (LEED)

Learn cutting edge green building and sustainable design practices that can enable you to designate that expertise with an internationally recognized professional credential.

**Start Anytime | Exam Cost Included**

**40 Course Hours | \$695**

**#GES784 | Location:** Online



## Maintenance Technician

This course is an intensive overview of skills necessary for manufacturing maintenance including a thorough understanding of how machines and systems function.

**Start Anytime**

**250 Course Hours | \$1,695**

**#GES767 | Location:** Online

## Residential Electrician

Train for an entry-level career as an electrician with the fundamental skills you need, such as electrical theory, wiring and installation, customer service best practices, the National Electrical Code® and much more.

**Start Anytime**

**125 Course Hours | \$2,595**

**#GES789 | Location:** Online

## Solar Energy Training

This entry-level solar energy training course is designed to help you understand the fastest-growing form of power generation in the world—solar power. This is the best place to begin your journey into the solar workforce by equipping yourself with in-demand skills!

**Start Anytime**

**40 Course Hours | \$1,095**

**#GES7019 | Location:** Online

## Welder Technician

This program is an intensive overview of skills relating to welding techniques from the basic principles of metal cutting and rigging to safety guidelines and manufacturing management including lessons in math, inspection, safety, materials, quality, metal cutting, grinding, forming, robotics, rigging and welding.

**Start Anytime**

**125 Course Hours | \$2,145**

**#GES766 | Location:** Online

# Writing

Refine your writing skills and develop the expertise to consistently produce engaging writing that captures the attention of your readers. Learn research methods, audience considerations, various writing styles, drafting and revision techniques and more in our convenient online programs.

## Grant Writing

Writing successful grants is a critical process for non-profits and other organizations to secure funding. It is important to understand the key elements of the grant writing process and how to craft a competitive and strategic grant application. This 18-week online course focuses on the rhetorical and audience analysis skills needed to read an RFP, as well as how to create an intentional message that targets the specific expectations of a granting agency in form, content and style. You will learn the six stages of grant writing and understand best practices for writing effective grant proposals. By the end of the course, you will have a fully completed grant proposal.

**Start Anytime | \$399**

**22 Week Course Access**

**Instructor:** April Mohlmann

**Location:** Online

## Certified Technical Writing

Technical writers role varies across industry and context. Explore the framework in which technical writing exists, the conventions it follows and the essential elements all technical writing must have. The course also includes a lesson on preparing for the (CPTC) Certified Professional Technical Communicator exam.

**Start Anytime**

**125 Course Hours | \$2,195**

**#GES2110 | Location:** Online

## Creative Writing Value Suite

Learn the mechanics of writing and editing, and have your story workshopped by peers. If you have an idea for a story, these online writing courses will help you create a publishable piece of fiction or nonfiction.

**Start Dates:** 1/15, 2/12, 3/12, 4/16

**72 Course Hours | \$350**

**Location:** Online

## Fundamentals of Technical Writing

Learn how to translate complex information into easily understood language, and how to become a wizard at marrying the art of publishing with the science of technology.

**Start Dates:** 1/15, 2/12, 3/12, 4/16

**or Self-Guided, Start Anytime**

**6 Weeks/24 Course Hours | \$135**

**Location:** Online

## Grammar Refresher Series

This series will provide you with the foundational skills you need, including sentence structures, parts of speech, common grammar mistakes, punctuation, verb tenses and more.

**Start Dates:** 1/15, 2/12, 3/12, 4/16

**48 Course Hours | \$205**

**Location:** Online

## The Keys to Effective Editing

Learn the essential skills and resources you will need to become a successful and confident copy editor. This course provides the fundamentals of top-notch



editing for both fiction and nonfiction.

**Start Dates:** 1/15, 2/12, 3/12, 4/16

**or Self-Guided, Start Anytime**

**6 Weeks/24 Course Hours | \$129**

**Location:** Online

## Written Communication for Business Suite

Learn in-demand writing skills to create robust copy for business and marketing objectives that will differentiate you in today's competitive hiring landscape.

**Start Dates:** 1/15, 2/12, 3/12, 4/16

**72 Course Hours | \$360**

**Location:** Online

## Write Effective Web Content

Learn the techniques you need to make your website or blog a must-visit site on the Internet. This course will teach you how to write web content and produce multimedia that speaks to viewers in an engaging, clear and interactive way.

**Start Dates:** 1/15, 2/12, 3/12, 4/16

**6 Weeks/24 Course Hours | \$129**

**Location:** Online

## ONLINE SKILL DEVELOPMENT

### Popular Online 6-Week Writing Courses

#### How to Make Money From Your Writing:

Learn the secrets, methods, and tips to help you generate money with your writing.

**Resume Writing Workshop:** Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.

#### Writing and Editing Value Suite:

Begin with a grammar refresher, then develop skills to ensure you express yourself clearly in your writing before developing effective written business documents.

#### Writing Essentials:

Master the essentials of writing so you can excel at business communications, engage online audiences and take your creative literary talents to a new level.

#### Writeriffic: Creativity Training for Writers:

Banish writer's block forever with these techniques from the published writer's toolbox.

#### Start Dates:

1/15, 2/12, 3/12, 4/16

**or Self-Guided, Start Anytime**

**Tuition:** \$115-\$340

**Register:** [ed2go.com/uwf](https://ed2go.com/uwf)

# Test Preparation

Learn problem-solving strategies and additional tools to achieve the best scores possible. Whether you are preparing to apply for an undergraduate studies program or attend graduate school, law school or business school, our Test Preparation courses can help you realize your academic goals.

## CPA Exam Review Courses

Prepare for the CPA exam while earning up to six graduate-level credits towards a Master of Accountancy degree. UWF has partnered with Becker CPA Review to create unique online college-credit CPA review courses. The leading CPA review course for the past 60 years, Becker has partnered with UWF accounting faculty to provide an efficient and effective CPA exam study process. Becker delivers the online learning platform, and UWF professors provide the local motivation and support to keep you on track for successful completion of the CPA exam.

### Enrollment Options:

**A la carte Plan | \$1,716**

**Combo Package | \$5,333**

**Location:** Online

## GED Test Series

Preparing for the GED® is key to passing

the test, and an online course helps you prepare on your own time. The Prepare for GED Test Series will help you analyze your strengths and weaknesses, so you can focus your studying on the areas you need the most. You will learn about the four GED® test modules, with an additional focus on the skills needed to pass the Mathematical Reasoning module.

**Start Dates:** 1/15, 2/12, 3/12, 4/16

**or Self-Paced, Start Anytime**

**48 Course Hours | \$230**

**Location:** Online

## Praxis Core Preparation

Are you a prospective teacher who needs to pass the Praxis Core Exam? Become familiar with the types of questions found on the Praxis Core Exam, prepare for essays that will score high, master math reasoning, learn useful test taking strategies, and do it all



in a fun and interesting way. This course will help you get ready to pass the Praxis Core Exam.

**Start Dates:** 1/15, 2/12, 3/12, 4/16

**24 Course Hours | \$129**

**Location:** Online

## TEAS Prep Series

Many nursing schools use this standardized exam to evaluate a candidate's reading, math, science, and English and language skills. Our TEAS Prep Series will prepare you for all aspects of the TEAS exam. TEAS Prep 1 focuses on Reading and English and Language Usage. TEAS Prep 2 focuses on Mathematics and Science. You will also learn valuable study skills, practice sample exam questions, and establish a test taking strategy for exam day.

**Start Dates:** 1/15, 2/12, 3/12, 4/16

**48 Course Hours | \$225**

**Location:** Online

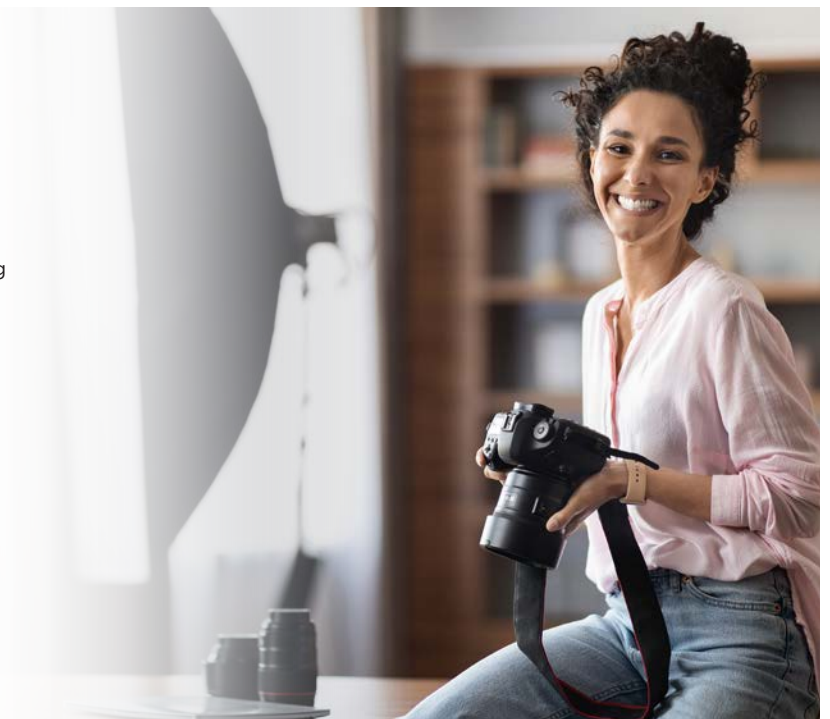
# Online Personal Enrichment Courses

UWF Continuing Education offers a variety of online enrichment courses. New courses start monthly, giving you the flexibility to gain new skills on your own time.

### Personal development topics include:

- **Art and Design** >
- **Health and Wellness** >
- **Languages** >
- **Personal Finance and Investments** >
- **Photography** >
- **Starting a Business** >
- **Writing and Publishing** >

[ed2go.com/uwf](https://ed2go.com/uwf)





# Personal Enrichment

Enrich your experience as a lifelong learner and explore our programs for fun or personal growth. Personal Enrichment programs are designed to help you enjoy life, learn new skills and try new things. Find unique learning experiences year-round.

## Markerspace Studio

This course introduces participants to key makerspace tools: 3D printers, laser engravers, CNC mills and sewing machines. Through hands-on projects, students will develop practical skills and learn to design, prototype and fabricate objects in a collaborative, creative environment. No prior experience is necessary. Upon completion, participants will be eligible to enroll in Open Studio sessions for individual projects. The course includes an online component and requires reviewing safety and other content prior to and between sessions.

**2/25/2025 - 4/22/2025**

*Skip date: 3/18*

**Tue, 5:30 PM - 7:30 PM | \$285**

**Instructor:** Richard Rodriguez

**Location:** Downtown Pensacola, Museum of Commerce

## Chinese I

Tailored for students with little to no prior background, this course serves as an introduction to modern standard Chinese, commonly known as Mandarin. Establish a robust foundation in pronunciation and basic character recognition and engage in simple, practical conversations on everyday topics. Students will also focus on developing essential reading and writing skills, encompassing approximately 150 characters in both traditional and simplified sets.

**1/8/2025 - 4/30/2025**

*Skip dates: 1/20, 3/17 and 3/19*

**Mon and Wed, 6:00 PM - 7:45 PM | \$480**

**Instructor:** Yen-Shan Lien

**Location:** Pensacola Campus, Bldg. 71

## Chinese II

Building upon the foundations established in Chinese I, this course advances proficiency in Modern Standard Mandarin Chinese. Enhance

your ability to communicate short messages on familiar topics, emphasizing practical vocabulary and sentence structures and express your needs and opinions more confidently in Mandarin Chinese, paving the way for continued language growth. This course encourages active participation and fosters a deeper understanding of cultural contexts. Students who have not taken Chinese I must obtain permission from the instructor to enroll. If you have taken a break from studying Chinese for more than one semester, they should reach out to the instructor to evaluate their current level of proficiency.

**1/9/2025 - 5/1/2025**

*Skip dates: 3/18 and 3/20*

**Tue and Thur, 6:00 PM - 7:45 PM | \$480**

**Instructor:** Yen-Shan Lien

**Location:** Pensacola Campus, Bldg. 71

## Japanese Conversation for Beginners

Learn the basics of Japanese language and culture necessary for traveling and staying in Japan. Designed for beginners, this course teaches the basics of conversation to enjoy speaking with people in Japan about eating, getting around, shopping, and more. Students will also learn the basics of reading and writing Japanese. By learning Japanese language and culture in this course, you will be inspired to travel and stay in Japan.

**1/15/2025 - 4/23/2025**

*Skip dates: 1/29, 2/12, 3/5, 3/19 and 4/9*

**Wed, 6 PM - 7 PM | \$100**

**Instructor:** Akiko Yamamoto

**Location:** Pensacola Campus, Bldg. 71

## Japanese Calligraphy

Japanese calligraphy is not just writing with ink and brush, but it is also the Way of Writing. Calligraphy allows us to deepen our understanding of Japanese culture, develop our brushwork skills



and, above all, to concentrate and refresh our minds. Learn the basic strokes and types of calligraphy, how to write your name in Japanese and make your own stamp.

**1/16/2025 - 4/24/2025**

*Skip dates: 1/30, 2/20, 3/20, 4/3 and 4/10*

**Thurs., 6:00 PM - 7:00 PM | \$110**

**Instructor:** Akiko Yamamoto

**Location:** Pensacola Campus, Bldg. 71

## Shotokan Karate

Offered to both those with or without martial arts experience, this class examines the methods involved in traditional Karate-do, or 'Way of the empty hand', through a traditional Japanese style known as Shotokan Karate. This course will stress the importance of the health benefits and unarmed self-defense techniques resulting from physical conditioning and mental discipline. A plain white Gi (uniform) is required for this class. Uniforms are available from the instructor at an additional cost, or students may provide their own.

**1/14/25 - 5/1/25**

**Tue & Thu, 5:45 PM - 7:00 PM | \$330**

**Instructor:** Suzanne Tuzzeo

**Location:** Bldg. 72 (HLES), Green Studio

## Discover Sign Language

Learn how to sign basic phrases and complete sentences. Along the way, you will learn signs for colors, numbers, locations, family and activities. This course immerses you in silence to help you gain an understanding of the perspective of the hearing impaired and uses videos to demonstrate not only how to make signs, but how to communicate with facial expression.

**Start Dates: 1/15, 2/12, 3/12, 4/16 or Self-Paced, Start Anytime | \$115**

**6 Weeks/24 Course Hours**

**Location:** Online

# Youth Programs

Youth Programs provide year-round opportunities for students to participate in innovative, interactive and transformative learning experiences. Designed to help expand interests and discover new strengths, each program has been structured to cultivate curiosity, leadership skills and a love for learning.

## Movement Academy

Movement Academy is a physical education program for children and adolescents in the surrounding area. Our mission is to offer a unique variety of physical experiences and opportunities while providing an invaluable teaching experience for UWF physical education students. The UWF Movement Academy

is based in the HLES Facility, Building 72, on the University of West Florida Pensacola campus. The Academy is staffed by UWF students who are seeking undergraduate and graduate degrees in physical education as well as UWF faculty and staff.

**SPRING SCHEDULE**  
2/4/25 - 4/17/25



**Tue & Thu, 9 AM - 10:45 AM**

**\$99 for first child; Sibling Price: \$69**

1-day a week pricing (Tues): Primary Child: \$65, Sibling Price: \$50

1-day a week pricing (Thurs): Primary Child: \$65, Sibling Price: \$50

*For 1-day a week selections, you must sign up for either Tuesday or Thursday during registration—days cannot be changed.*

# Join the block party this summer

**Explore Camps** offers more than 60 unique programs each summer including our popular Lego Robotics camps. Partnerships with university academic departments and local educators allow us to provide a variety of STEM, art, social studies and various other types of academic enrichment summer camps.

**Join our mailing list for the latest schedule and registration updates!**



Explore Camps  
UNIVERSITY of WEST FLORIDA



[uwf.edu/exploreamps](http://uwf.edu/exploreamps)

# Accelerate Your Career with an Online Certificate

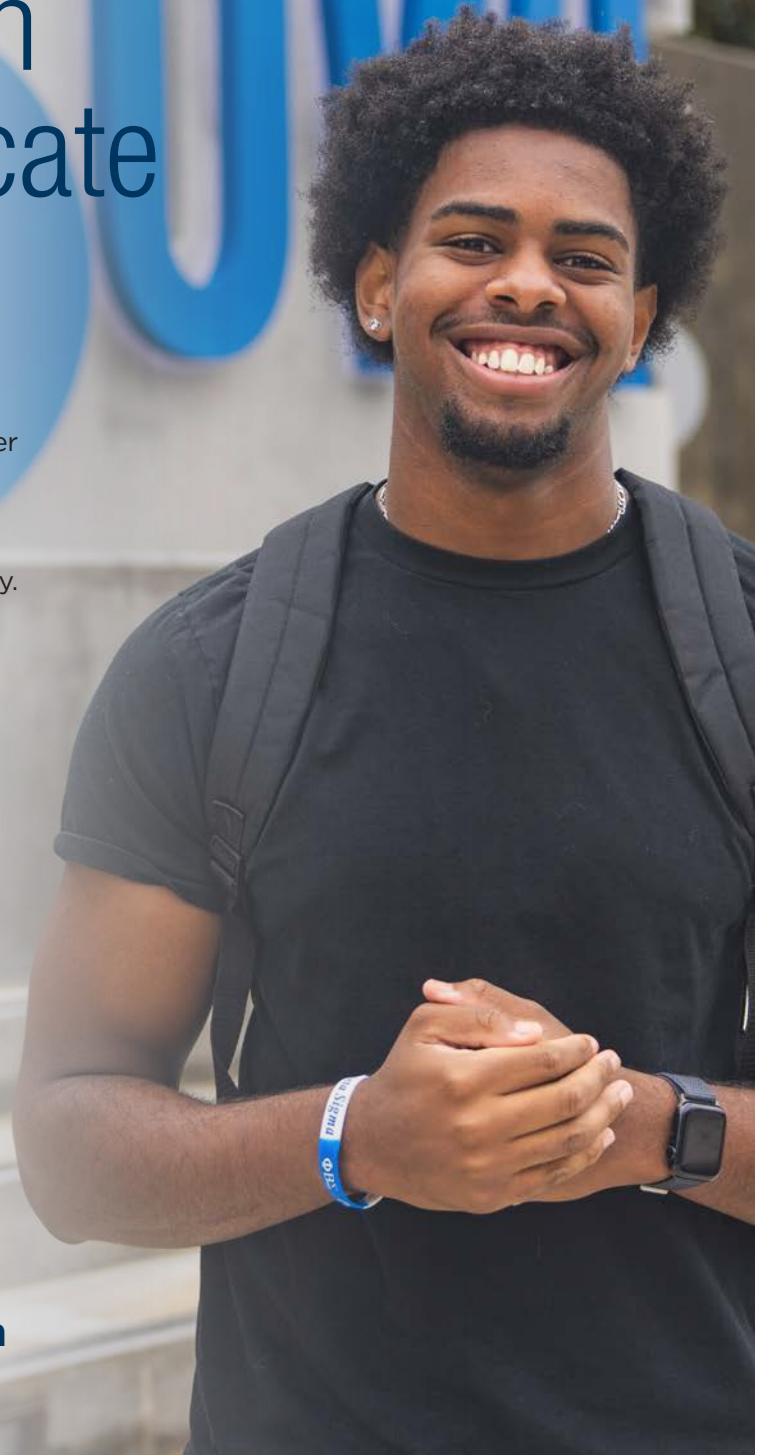
**Certificates provide a quick, cost-effective option for advancing your education level.**

UWF's certificate programs and expert-led courses are perfectly suited for those who wish to enhance their resume or build skills in a shorter amount of time than a traditional program. The small number of required courses make these programs ideal for those who want to improve their knowledge and gain new credentials quickly.

**Find the online certificate program to match your career goals:**

- Cybersecurity
- Advanced Data Science
- Current and Emerging Instructional Technology
- Data in the Workplace
- Data Science
- Engineering Professional
- Geographic Information Science
- Human Performance Improvement
- Intelligence Analysis Certificate
- Medical Laboratory Sciences
- Nursing Education
- Online Teaching and Learning
- Special Topics In Healthcare Administration
- Teaching English to Speakers of Other Languages (TESOL)

**Start your admission application today at [uwf.edu/apply](https://uwf.edu/apply).**



[uwf.edu/online](https://uwf.edu/online)



UNIVERSITY of  
WEST FLORIDA

# Information

## ADMISSION AND REGISTRATION

You can register and pay for non-credit Continuing Education classes online using the UWF Continuing Education registration site. To register online, you will need to create a new profile. This will enable you to log in to our registration system and make online transactions.

### ed2go online course registration:

Select the course you wish to register for and follow the instructions to pay online with a credit card. To pay by check or third party, contact the student support office at 850.473.7468.

*Non-credit courses, workshops, conferences and events do not require admission to the University.*

## TUITION AND FEES

### Do courses have additional fees for supplies and materials?

In most cases, non-credit courses do not require supplies and materials. If there are textbook requirements or additional fees, they will be listed in the course description.

### What types of discounts are available?

Some Continuing Education courses offer discounts for military personnel or UWF alumni. Available discounts are noted in the class information.

## NON-CREDIT TUITION ASSISTANCE

If you require financial assistance for a non-credit course, there are several options available to you based on individual programs and eligibility.

Since Continuing Education courses do not lead to a college degree, they are not eligible for traditional forms of financial aid. However, some financial institutions provide loan options to students needing educational financial assistance. We also have military spouse benefits, payment plans (for select programs), and accept the WIOA grant for select programs.

For more information, visit our website at [uwf.edu/continuinged/resources/faqs](http://uwf.edu/continuinged/resources/faqs).

## NON-CREDIT CANCELLATION AND REFUND POLICY

Due to the wide variety of programs that Continuing Education offers, there is no single cancellation policy for all of

our offerings. However, there are some common cancellation procedures.

Requests to cancel must be made prior to the start of the event. Ten (10) business days' notice is most common, but many programs have earlier deadlines. Check program specifics on program website or registration form.

Requests to cancel must be made in writing or by email.

### Written requests may be sent to:

Continuing Education  
University of West Florida  
11000 University Pkwy., Bldg. 77, Suite 131  
Pensacola, FL 32514

### Email requests may be sent to:

[continuinged@uwf.edu](mailto:continuinged@uwf.edu)

Although we attempt to refund 100% of your fees, many programs have a cancellation fee or offer refunds on a sliding scale. Check program specifics on program website or registration form. Refunds are not issued for no shows.

Exceptions to the withdrawal policy may be made for circumstances related to serious illness, travel issues, death in the family, etc. Written documentation must be provided. Refunds paid by cash or check take approximately 2 to 4 weeks to process. If payment was made by credit card, your account will be credited.

**Review the full Refund Policy at [uwf.edu/continuinged/resources/faqs](http://uwf.edu/continuinged/resources/faqs).**

## ATTENDANCE

You must attend a minimum of 80% of all classes to receive CEU credits and a completion certificate. Classes which meet four (4) or fewer sessions require 100% attendance to meet this requirement. For online courses, you must receive a score of 80% or higher on the final exam or course assessment.

## CAMPUS INFORMATION

### Where can I get emergency help if needed?

Please contact the Campus Police 850.474.2415 in regards to any security issues or emergencies on University grounds.

### Where can I locate a map of the campus?

Printed campus maps can be picked up at the Visitor Center or found online. Using the

online Campus Map. Search for a specific building or area, using the drop-down menus to filter your choices accordingly.

### Am I required to purchase a parking pass?

No, but after you register for class you will receive information and be required to sign up for a free temporary parking pass.

### Where can I park on campus?

Finding a parking space can be difficult during peak times. Lots J, L, M and Z are open to all permit holders. Lots J and L are between the tennis courts and the Center for Fine and Performing Arts and Lot Z is just south of Martin Hall. Cars parked without an appropriate decal or hang tag will be ticketed. We recommend visiting [uwf.edu/parking](http://uwf.edu/parking) for specific details on purchasing permits and to view maps and trolley information.

## SUPPORT

### What if I need additional help or can't find the answer to my question here?

We are here to help! Contact Continuing Education Student Support via email, phone or in the office.

### CE Student Support Office Hours:

Mon.- Thurs., 9 a.m. - 12 p.m. and 1 pm - 4:00 p.m. in Building 77, Suite 157.

*Appointments are also available upon request.*

### CE Student Support Phone Hours:

Mon. - Fri., 9 a.m. - 12 p.m. and 1 p.m. - 4 p.m. at 850.473.7468

**Email:** [continuinged@uwf.edu](mailto:continuinged@uwf.edu)

## UNIVERSITY CLOSURES

- Dec. 23, 2024 - Jan. 3, 2025: Winter Holiday Break
- Jan. 20, 2025: Martin Luther King Jr. Day
- May 26, 2025: Memorial Day

## CLOSURES FOR WEATHER

University officials closely monitor weather conditions impacting our area. A UWF closure is a suspension of normal university activities. Tune to WUWF Radio-88.1 for cancellation announcements. Emergency information will also be available through the University's social media accounts and at [uwfemergency.org/](http://uwfemergency.org/).

# Curiosity never retires.

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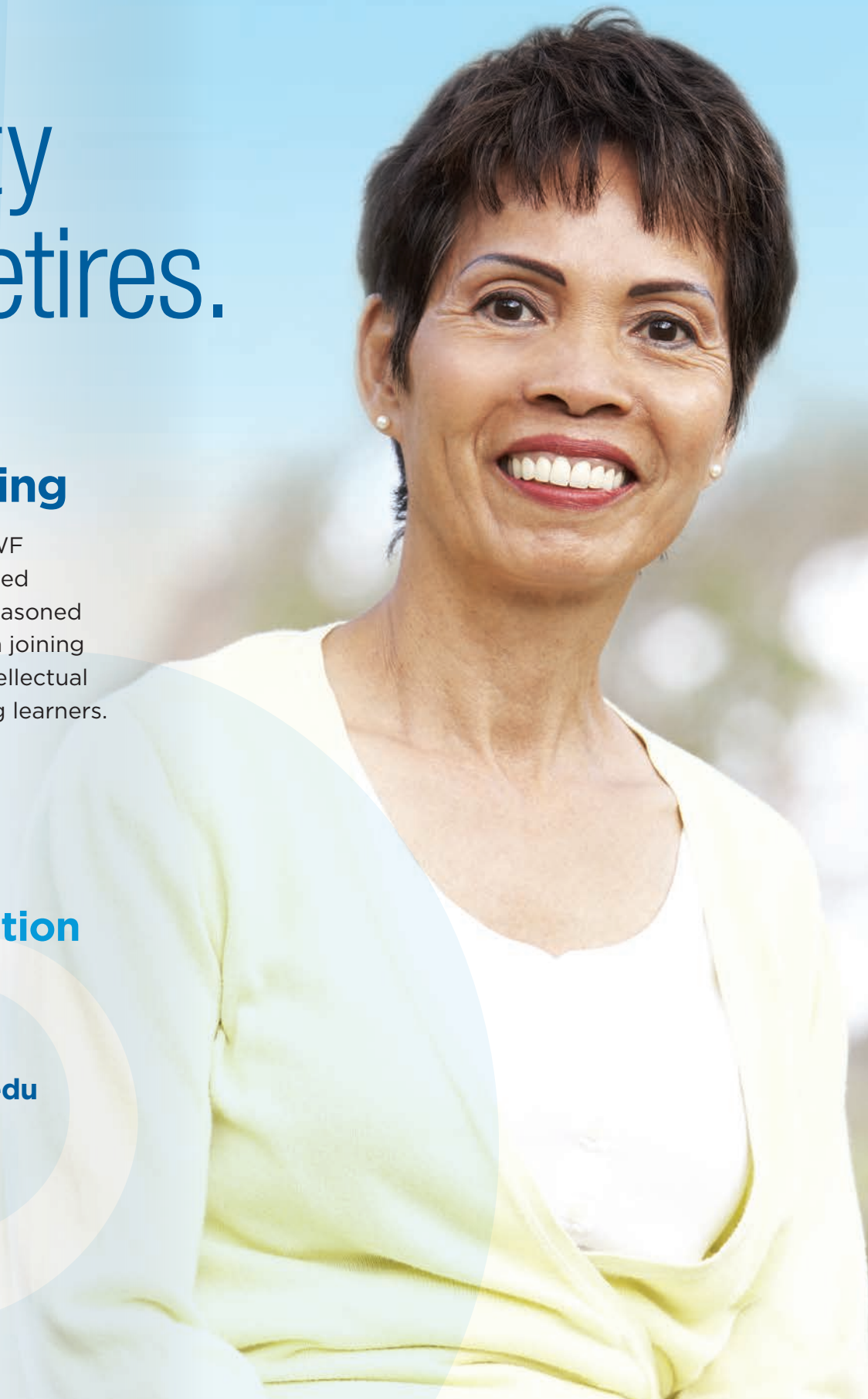
## About UWF Leisure Learning

For more than 20 years, UWF Leisure Learning has provided stimulating programs for seasoned adults who are interested in joining a spirited community of intellectual contemporaries and lifelong learners.

Join our mailing list at [uwf.edu/leisurelearning](http://uwf.edu/leisurelearning) to be the first to learn of new programming.

## Spring Registration Opens Jan 8!

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[leisurelearning@uwf.edu](mailto:leisurelearning@uwf.edu)



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UNIVERSITY of WEST FLORIDA

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