



Welcome to the 2020 Professional Development Catalog! We are delighted that you are exploring UNF Division of Continuing Education (DCE) to help you meet your education and career goals. Committed to success, we stand ready to serve you.

DCE's Office of Professional Development offers noncredit courses, workshops, and programs designed for emerging and experienced leaders, professionals, business managers, career changers, and entrepreneurs. Our portfolio of programs provides students and professionals with a targeted and flexible means to advance, change, or refocus careers. Flexible formats, ranging from intensive one-day programs, designed for specific competencies, to industry-specific programs covering a range of careers are available year-round.

With several new programs continuously being added, we are certain to have your professional development needs covered. Powered by Fullstack Academy, our hybrid Coding Bootcamp (p.10) will enable you to build the software developer skills you need to launch a new career in technology or level up in your current role; our Sales Excellence Certificate (p.14) will improve your sales performance and teach you the tools, templates, and best practices that will help you become a Trusted Advisor. Our Grant Writing Certificate (p.14) provides an intensive opportunity to acquire the knowledge and practice the skills necessary to succeed in today's competitive grant writing environment. The Corporate Supply Chain Certificate (p.7) provides a just in time opportunity to develop and retain your supply chain talent pool with skills and programs that are relevant in the real world.

Our expert instructors bring a wealth of talent to our team. Together, we can partner with your organization to provide solutions-based custom learning solutions addressing specific business objectives and position you for future growth.

Jennifer Munay
Program Director

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CUSTOM & CORPORATE LEARNING SOLUTIONS

Winning the war on talent requires an intentional focus on talent development. Make your organization more competitive and profitable with custom learning solutions specifically designed to target your needs and achieve your company's goals.

Customized Talent Development

A company's greatest asset in a highly competitive business world is having skilled and productive employees.

If you want to:

- increase employee productivity;
- maximize the potential of your star performers;
- eliminate waste and increase your bottom line; and
- ready for the exponential changes in the workplace to enhance corporate outcomes.

We can help with that!

The University of North Florida, Division of Continuing Education can assist your organization in achieving a competitive edge by providing learning solutions to meet the demands of your business sector. Collaboration is a key part of our culture. We listen to you to understand your skill gaps, employee development goals, unique workforce needs and corporate performance requirements. Our program developers will collaborate with your leadership team to identify the best talent development solution for your employees. The result – a specialized program that meets your unique workforce needs – delivered where you want it, when you want it and how you want it.

Custom Learning Solution Programs

- Leadership Development for high potential employees
- New Managers and Supervisors
- Logistics and Supply Chain Management
- Project Management
- Quality and Process Improvement
- Power Skills
- Executive Coaching
- Financial Planning
- Information Technology and Computer Skills

Call us today at 904-620-4200
or email Edythe Abdullah at E.abdullah@unf.edu.

VIP ADVANTAGE PROGRAM

A No Cost Solution to Enhance Workforce Productivity and Employee Wellness

Now more than ever employee wellness and personal development is critical. The new normal challenges us to come up with unique ways to encourage and support employees. UNF's Corporate VIP Advantage program provides a vehicle to expand and advance employee wellness at no cost to your organization. By partnering with DCE, your employees have easy access to personal enrichment classes and professional certificates programs at 10% off the usual registration fee.

The University of North Florida, Division of Continuing Education (DCE) offers a unique opportunity for your corporation to expand its employee wellness offering over 200 personal enrichment classes, professional development certificates and test prep offerings. The best part – It's Free to your company and your employees receive a unique discount.

How It Works

UNF provides class information in the format you'd like to share with your employees. You allow your employees to use their email address to enroll in your UNF VIP Advantage group and register for classes. Employees pay for their classes or you may sponsor them. And VIP Advantage partners are recognized on the UNF DCE webpage and social media platforms; receive invitations to special UNF events; and, receive articles and updates on the state of workforce development, nationally and regionally.

Advantages

- Employees receive a 10% discount on each enrollment (some courses exempt)
- Employees receive UNF Continuing Education Units (CEU) Certificates upon successful completion of a professional development program
- Employees who register as a group of five or more for one class receive an additional 5% discount
- Company is featured on the UNF DCE webpage and highlighted for

Call us today at 904-620-4200
or email Edythe Abdullah at E.abdullah@unf.edu.

JACKSONVILLE IS PRIMED TO BE THE EAST COAST'S LOGISTICS GATEWAY

APICS Logistics, Transportation and Distribution Program Information Session

Whether you are seeking to become a certified CLTD or wish to enhance your understanding of the APICS Body of Knowledge, this certificate is right for you. Attend this information session to learn about our array of supply chain course offerings and to network with your peers, UNF staff and instructors, alumni and current students. Come learn about our APICS Program and discover the many ways we can meet your professional development needs.

Fee: FREE

APICS Logistics, Transportation and Distribution Program Information Session

Whether you are seeking to become a certified CLTD or wish to enhance your understanding of the APICS Body of Knowledge, this certificate is right for you. Attend this information session to learn about our array of supply chain course offerings and to network with your peers, UNF staff and instructors, alumni and current students. Come learn about our APICS Program and discover the many ways we can meet your professional development needs.

Fee: FREE

Corporate Supply Chain Certificate Information Session

Leaders in the supply chain industry face unprecedented change. To stay current and prepared to meet the dynamic supply chain workplace, on-going professional development is required. Attend this information session for an opportunity to learn about our array of supply chain course offerings and to network with your peers, UNF staff and instructors, alumni and current students. Come learn about our Supply Chain Certificate and discover the many ways we can meet your needs.

Fee: FREE

NEW APICS CLTD -Logistics, Transportation and Distribution Program HYBRID

The CLTD designation was created by ASCM and a team of subject matter experts from the core AST&L CTL program. This certificate covers a comprehensive body of knowledge that sets the global standard for best practices in logistics, transportation and distribution. This exam review course is designed to cover key learning points of the APICS CLTD Learning System and assists you to prepare for the APICS CLTD exam.

Fee: \$3,275

International Logistics

This 14-hour course provides transportation and logistics professionals an in-depth knowledge of cargo, traffic management skills, freight forwarding and an understanding of the unique requirements of international transportation and logistics. Being able to successfully navigate the sequence of formalities critical to international freight forwarding can help advance your career. client-focused projects and exercises, and real-world simulation that provides your workforce with knowledge and skills that yield short-term, but also long-term, sustainable results

Fee: \$525

NEW APICS Principles of Distribution and Logistics Program HYBRID

APICS is recognized for a comprehensive body of knowledge that sets the global standard for best practices in supply chain. APICS Principles of Distribution and Logistics program is a comprehensive, content-rich course that covers the fundamental knowledge of operations, inventory, transport, logistics and distribution management. It provides an understanding of the core concepts necessary to effectively manage an organization's

Fee: \$3,099

Freight Agent/Broker Training

Become a part of the exciting trucking, freight logistics, and transportation industries as a licensed freight broker or freight broker agent. From licensing and operations, to sales and marketing, you'll learn the basics of how to run a domestic freight brokerage or agency in the United States.

Start anytime

ONLINE

Fee: \$1,895

NEW Corporate Supply Chain Certificate HYBRID

How are you addressing the widening skills-gap in your company's supply chain leadership? It is increasingly important to develop and retain our supply chain talent pool with skills and programs that are relevant in the real-word, but also in the specific environment. This program will provide you with best practice content, client-focused projects and exercises, and real-world simulation that provides your workforce with knowledge and skills that yield short-term, but also long-

Fee: \$3,099

Customized Logistics Programs

The University of North Florida specializes in developing training programs designed to meet specific needs of a company or organization. Our staff and faculty can work with your organization to develop a program at your site or in one of our professional classrooms.



LEADERSHIP IS MORE THAN A MANAGEMENT TOOL. IT IS AN ART.



Stepping Up to Leadership

Every effective leader needs a successful plan to achieve his/her goals. This course will help you develop that plan by teaching you how to use power and how to both situationally and strategically lead. You will gain insight into your personal leadership and personality type through the DISC assessment.

Contact Program Director

Jessica.Murray@UNF.edu for course dates.

Fee: \$399 (when purchased outside of the Leader)

Fee: \$399

Leading with Emotional Intelligence

One's emotions should never get in the way of leading. Emotional intelligence (EI) is increasingly being recognized as a critical factor in the career success of leaders. This course will teach you important practices of effective leaders, give you insight into EI, and provide tools you can implement during an emotionally-charged work situation.

Required: Completion of Stepping Up to Leadership course.

Contact Program Director

Jessica.Murray@UNF.edu for course

Fee: \$399

Leading Your Team through Change

Change is often frightening, disheartening, and frustrating for everyone involved. It is disruptive and, at times, traumatic. Most people avoid change if they can. Change, though, is part of organizational life and essential for progress. This course is designed for you to learn specific strategies to help your employees work through change as best as possible. Required: Completion of Stepping Up to Leadership course.

Contact Program Director

Jessica.Murray@UNF.edu for course

Fee: \$399

NEW

Leadership Academy Certificate

It takes more than brilliant solutions to be successful in today's fast-paced workplaces. Being able to effectively communicate, collaborate, and motivate people are critical for creating a lifetime of strong workplace relationships and future career advancement opportunities. This Leadership Academy, a twelve-course series, provides you with a unique opportunity to both sharpen your individual skills as well as increase your contributions towards organizational excellence and growth. Through experiential sessions, you will be

Fee: \$2,395

Solving Problems & Making Decisions

Supervisors and managers are frequently responsible for solving problems and making decisions. Unfortunately, many are not familiar with the problem-solving process and how to use this process with their employees. This course will equip you with the tools to systematically resolve problems rather than by "gut instinct" and how to make objective, versus subjective, decisions, such as brainstorming and multi-voting.

Required: Completion of Stepping Up to Leadership course.

Fee: \$399

Leading & Managing Teams

Team members must be flexible, trusting of each other, and wholeheartedly supportive of the group if they are to progress toward achieving their goals. Employees must work as a team to operate efficiently and productively. This course will show you how great teams function in an atmosphere that fosters morale, trust, communication, and productivity.

Required: Completion of Stepping Up to Leadership course.

Contact Program Director
Jessica.Murray@UNF.edu for course dates.

Fee: \$399

Conducting Performance Reviews

Effective performance reviews are an essential component of employee development. Setting performance-related goals and objectives gives both the supervisor and employee a mutual focus and is one of the key aspects to meeting overall organizational objectives. Learn strategies to effectively conduct a performance review and how to work through the process in an effective and legal manner.

Fee: \$399

Navigating Discipline & Documentation

A primary responsibility of a manager is to help employees identify, understand, and correct workplace problems. Using discipline to correct or modify employee performance can be a positive management tool that can motivate or enhance that performance. Learn how to approach problem employees in a professional, constructive, and supportive manner and how to apply discipline to employee non-performance. Required: Completion of Stepping Up to

Fee: \$399

Coaching 101

One of the most important roles of a supervisor or manager is that of coach and mentor. This course is designed to help you learn what you need to know about helping employees achieve their full potential. From defining performance targets to supporting staff as they progress, you will learn how to motivate employees to develop themselves, promoting initiative and self-responsibility. Required: Completion of Stepping Up to Leadership course.

Contact Program Director
Jessica.Murray@UNF.edu for course

Fee: \$399

Managing Workplace Conflict

When people get together as a team to decide or accomplish a task, their egos, fears, biases, and agendas can all get in the way. The results of any unresolved conflict are significant: decreased morale, productivity, efficiency, and effectiveness. Learn how to identify conflict triggers, how to avoid, and what techniques to use to alleviate conflicts when they occur in the workplace.

Required: Completion of Stepping Up to Leadership course.

Contact Program Director
Jessica.Murray@UNF.edu for course

Fee: \$399



MANAGERS AREN'T BORN WITH LEADERSHIP SKILLS... THEY MUST BE LEARNED.

PMI Risk Management Professional

Globally recognized and demanded, the PMI-RMP fills the need for a specialist role in project risk management. This certification recognizes your unique expertise and competency in assessing and identifying project risks, mitigating threats and capitalizing on opportunities, while still possessing a core knowledge and practical application in all areas of project management. Exam cost is included.

Instructor: Belinda Fremouw

Start anytime!

ONLINE

Fee: \$995

Sales Excellence

Certificate Information Session

The business environment for sales professionals and sales leaders is rapidly changing. Sales professionals are experiencing new technology being integrated into the sales process, purchasing automation, global competition, fluctuating economy, reduced spend, and a more informed buyer.

These elements combine and drive the need for a more advanced sales professional specifically trained in preparation, process, and agility. This information session will provide

ONLINE

Fee: FREE

Real Estate CE

Whether a Real Estate Broker or Sales Associate, we have continuing education courses that are relevant to your career. These courses focus on current trends, such as social media, the millennial generation, and alternative forms of housing allowing you to learn new skills at your own pace.

Instructor: Various
Start anytime!

ONLINE

Fee: Varies

Technical Writing

This course is for anyone seeking professional career training in technical writing. You will learn research methods, audience considerations, various writing styles, drafting and revision techniques, and more. Introducing you to a variety of media and formats, you will learn about the different writing standards for websites, emails, proposals, and technical instructions.

Instructor: Lynn Atkinson
Start anytime!

ONLINE

Fee: \$1,795

NEW

Grant Writing Certificate

Grant writing techniques and processes are in a transitional stage. Grant writers need to stay on top of the latest trends that include more online grant applications, requirements for better-designed evaluations and new social policies that determine grant opportunities. This certificate program provides an intensive opportunity to acquire the knowledge and practice the skills necessary to succeed in today's competitive grant writing environment. Instructed by an accomplished grant writer, you'll identify and analyze funding resources, design and

Fee: \$1,095

NEW

Sales Excellence Certificate

This robust program provides sales professionals with the entire framework needed to properly prepare for prospecting and sales calls, create dynamic discovery questions, overcome complex objections, close deals, and build long-term valuable relationships. Immerse yourself in an interactive learning environment focused on improving sales performance and learning the tools, templates, and best practices that will

Fee: \$1,550

NEW

The Art of Leadership

Addressing salient leadership principles, this course connects theory to practice and defines leadership in terms of actually doing the job as well as leading those doing the job. Participants who complete this course will better understand the challenges of leadership and how to emerge as leaders in their respective areas.

Instructor: Dr. Nathaniel Glover
Contact unfce@UNF.edu for current

Fee: \$299

SHRM-CP/SHRM-SCP

Preparation Course

HR Professionals like you are facing new and larger challenges. Ensure you're prepared for these changes, and anything else thrown your way, with SHRM's global HR credentials, SHRM-CP and SHRM-SCP. By becoming SHRM certified, you prove your knowledge, competency and value to colleagues and to employers looking for a competitive edge in today's global economy.

Instructors: Elizabeth Charron, SHRM-SCP

Fee: \$1,395

Project Management

Certificate HYBRID

Prepare yourself to be an effective member of a company's project management team. This program covers the processes and best practices for the 10 knowledge domains of project management. Whether you are trying to re-enter the workforce with competitive project management skills or seeking to strengthen your business acumen and professional gravitas, this course is for you! Recommended: PMBOK Guide – 6th edition; A laptop should be brought with you to the first class.

Instructor: Susan Daniels

Fee: \$1,595

PMP® Certification

Preparation Course

Our intensive course prepares you to apply, study and take the PMP® certification examination. It provides PMI®'s required educational hours, a solid understanding of the Project Management Book of Knowledge (PMBOK®), mini benchmark tests and highly effective exam-taking tips.

Required: PMBOK Guide – 6th edition; A laptop should be brought with you to the

Fee: \$995

Project Management

Information Session

From the novice, who seeks basic project management knowledge and tools, to the seasoned project manager looking to advance his or her project management education, to the business or IT leader who wishes their project managers could do better, UNF's project management program portfolio has something for you. This session provides you with the opportunity to meet our expert instructor, learn more about the industry and profession, as well as

Fee: FREE

DO YOU HAVE THE SKILLSET NEEDED TO PRODUCE WORLD-CLASS QUALITY?

**NEW**

Lean Six Sigma Yellow Belt Certificate

This course is designed to teach Lean Six Sigma (LSS) fundamentals and their application and will prepare you to run small improvement projects in your day-to-day work processes, understand the phases of an improvement cycle, the basic tools and techniques of LSS and the role of Yellow Belts in LSS projects.

Instructor: Dr. Mary McShane Vaughn
Start anytime!

ONLINE**Fee: \$295**

Construction Quality Management for Contractors (CQM-C)

This course describes the QC/QA system successfully used by Corps of Engineers and NAVFAC, detailing planning concepts, which are prevention-oriented to reduce tear-out, improve quality and improve schedule. Upon satisfactory completion, a five-year certificate will be issued.

Instructor: Various
May 12, 2020 (T) 8 a.m. to 5 p.m.
June 9, 2020 (T) 8 a.m. to 5 p.m.
July 7 – 8, 2020 (T, W) 8 a.m. to 5 p.m.
Aug. 11, 2020 (T) 8 a.m. to 5 p.m.
Sep. 8, 2020 (T) 8 a.m. to 5 p.m.
Oct. 6 – 7, 2020 (T, W) 8 a.m. to 5 p.m.
Nov. 10, 2020 (T) 8 a.m. to 5 p.m.
Dec. 8, 2020 (T) 8 a.m. to 5 p.m.
This training is held monthly.

Fee: \$200 for one-day; \$250 for two-day**NEW**

Lean Six Sigma Green Belt for Healthcare Organizations Certificate

Our program provides the tools needed for solving quality problems, streamlining processes, and creating a more patient-focused environment in your organization. A Green Belt Certification provides you with the tools needed for analytical problem-solving, critical thinking, and process-improvement skill development.

Instructor: Dr. Mary McShane Vaughn
Start anytime!

ONLINE**Fee: \$1,499****NEW**

Lean Six Sigma Black Belt Certificate

Learn how to improve customer satisfaction and business productivity by leading teams that execute flawlessly. This program's content, historically presented in a face-to-face format, is based on the American Society for Quality (ASQ) published guidelines and is now presented as a self-paced online program.

Required: Completion of Lean Six Sigma Green Belt is a pre-requisite. A laptop should be brought with you to class.

Instructor: Dr. Mary McShane Vaughn
Start anytime!

ONLINE**Fee: TBA**

Lean Six Sigma Green Belt Certificate

Equip yourself with the tools needed for solving quality problems, improving processes, and creating a more customer-focused environment in your company. A Green Belt Certification provides you with the tools needed for analytical problem-solving, critical thinking, and process-improvement skill development.

Instructor: Dr. Mary McShane Vaughn
Mar. 30 – Apr. 3, 2020 (M – F) 8 a.m. to 4 p.m.
Also available in online format to start anytime!

CLASS & ONLINE**Fee: \$3,495 (\$1,499 for online option)**

PARALEGALS ARE IN DEMAND. TAKE YOUR CAREER INTO YOUR OWN HANDS.



This is a quote from an instructor or student. Someone in this profession likes to talk

-author of quote



Legal Secretary Certificate

Lawyers rely on sharp, motivated legal secretaries to coordinate the daily functions of their practice. In this course, you will learn the fundamental skills needed to start an entry-level position as a legal secretary.

Start anytime!

ONLINE

Fee: \$2,295

Certificate in Workplace Mediation

This course provides you with the skills necessary to become a practicing mediator specializing in healthcare or eldercare disputes. It provides training in the INACCORD® conflict resolution model and offers you the chance to practice your skills through simulated roleplaying exercises.

Start anytime!

ONLINE

Fee: \$3,495

Paralegal Certificate

The online Paralegal Program will prepare you for success in this growing career field. You'll learn about the U.S. legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more.

Start anytime!

ONLINE

Fee: \$2,195 (\$1,995 without Voucher)

Certificate in Mediation and Arbitration

This course provides you with the comprehensive training necessary to become a certified mediation or arbitration professional. It is structured around the Mediators Without Borders INACCORD® conflict resolution model and offers you the chance to practice your skills through simulated roleplaying exercises.

Start anytime!

ONLINE

Fee: \$3,495

Certificate in Family Mediation

This course provides you with the skillset necessary for becoming a Family Mediator. In this comprehensive course, you will receive training in the Mediators Without Borders INACCORD® conflict resolution model. You will learn special skills necessary for mediating familial disputes and parent-child issues.

Start anytime!

ONLINE

Fee: \$3,895

**AD
SPACE**

BUILD YOUR FUTURE BY
HELPING OTHERS BUILD THEIRS.



Life, Health and Variable Annuity Insurance (2-15) Prelicensing Course

Looking to broaden your career opportunities? Jobs are available now for those with a 2-15 license. Many of these career positions pay on average \$51K+ per year. To prepare you for the test and a career in healthcare insurance sales, you will learn Federal and State regulations, legal concepts of the insurance contract, life and health insurance, health and accident insurance, and disability and medical reimbursements.

Apr. 17 – 27, 2020 (SU, M, F, SA) 8 a.m. to 6 p.m.
June 5 – 15, 2020 (SU, M, F, SA) 8 a.m. to 6 p.m.
Aug. 7 – 17, 2020 (SU, M, F, SA) 8 a.m. to 6 p.m.
Oct. 2 – 12, 2020 (SU, M, F, SA) 8 a.m. to 6 p.m.
Dec. 4 – 14, 2020 (SU, M, F, SA) 8 a.m. to 6 p.m.
Contact unfce@unf.edu for future dates.

Fee: \$200

Certified Bookkeeper

This online training program leads to national certification with the American Institute of Professional Bookkeepers (AIPB).

ONLINE

Fee: \$1,995

CERTIFIED FINANCIAL PLANNER™ Information Session

The University of North Florida Division of Education is registered with the Certified Financial Planner Board of Standards, Inc. to provide the CERTIFIED FINANCIAL PLANNER™ certificate program. This is the recommended certification for financial planners, insurance agents, bankers, accountants, retirement specialists and anyone in the finance industry. Meet our CFP® instructors, learn more about the program, and have your questions answered by experts in the field.

Fee: FREE

CERTIFIED FINANCIAL PLANNER™ Certificate Program

The demand for Certified Financial Planners is growing. Our program has been established to meet the need of professionals who are able to plan, assess, and evaluate a client's financial future through the development of a comprehensive financial plan. This program is registered with the Certified Financial Planner Board of Standards, Inc.

Required: Financial calculator (HP 10bii or HPc rpn)
(Individual modules can be purchased separately!)

Fee: \$5,943

Chartered Tax Professional

This nationally-recognized, innovative online certificate course enables you to start working and earning money while completing coursework toward the CTP professional credential. After successful completion, you will be qualified to prepare individual tax returns for almost all U.S. taxpayers and will also have the tax knowledge to successfully pass the Special Enrollment Examination (SEE).

ONLINE

Fee: \$1,895

DO YOU HAVE THE CODING SKILLS TO STAY RELEVANT IN TODAY'S JOB MARKET?



NEW

Coding Bootcamp HYBRID

Do you have the coding skills to stay relevant in today's job market? This part-time professional program is designed for beginners, enabling you to build the software developer skills and tools you'll need to launch a new career in technology or level up in your current role. Powered by Fullstack Academy, you'll be part of one of the longest-running and most successful coding bootcamps in the nation.

Apr. 6, 2020 – Oct. 10, 2020 (M, W) online
and (SA) 9 a.m. – 1 p.m.

ONLINE

Fee: \$12,000

NEW

Cyber Bootcamp HYBRID

Get the in-demand skills you need to join the fight against cybercrime. Through the UNF Cyber Bootcamp powered by Fullstack, you'll go from novice to cybersecurity professional and gain the tools to land a job in one of the world's highest paying industries – all in just 26 weeks part-time. Cohorts begin in June and September

ONLINE

Fee: \$XXX

CompTIA™ A+ with ITIL Foundation

This certification is a critical first step in opening the door to your IT career. Throughout this program, you will learn the essential skills needed to start a career working within the industry. The ITIL Foundation is the entry level certification and offers you a general awareness of the key elements, concepts, and terminology used in the ITIL® service lifecycle.

Start anytime!

ONLINE

Fee: \$2,495

NEW

SSCP Systems Security Certified Practitioner

Prepare yourself for a career in the information technology sector. This premier security certification, offered by ISC(2), is ideal for those wanting to begin or advance a career in computer networking or security. You'll learn the dynamics of data communications, including network security, telecommunications, remote access, firewalls, proxy servers, and wireless and cellular technologies.

Start anytime!

ONLINE

Fee: \$1,795

CompTIA™**Advanced Security Practitioner (CASP)**

The CASP exam covers the technical knowledge and skills required to conceptualize, design, and engineer secure solutions across complex enterprise environments. It involves applying critical thinking and judgement across a broad spectrum of security disciplines to propose and implement solutions that map to enterprise drivers, while managing risk. Includes a voucher to take the CompTIA CASP exam.

Start anytime!

ONLINE

Fee: \$995

CompTIA™ A+, Network+, & Security+

Careers in IT are steadily growing, and what better way to train for a new career than to prepare for three respected certifications in one convenient online program! This program will help you build the foundational knowledge needed for employment in cutting-edge IT roles.

Start anytime!

ONLINE

Fee: \$3,995

**CompTIA™ A+**

This certification is a critical first step in opening the door to your IT career. Throughout this program, you will learn the essential skills needed to start a career working within the industry. CompTIA™ A+ is vendor neutral and internationally recognized, giving you a competitive advantage no matter what country you're working in and what hardware you're working with.

Start anytime!

ONLINE

Fee: \$1,995

Certified Ethical Hacker

This is the pinnacle of the most desired information security training program any information security professional will ever want to be in. To master the hacking technologies, you will need to become one, but an ethical one! The accredited course provides the advanced hacking tools and techniques used by hackers and information security professionals alike to break into an organization.

Start anytime!

ONLINE

Fee: \$2,895

INFORMATION TECHNOLOGY IS AN INNOVATIVE AND CONSTANTLY CHANGING INDUSTRY...

IT Foundations Bundle

Take one full year to learn about DevOps, ITIL, and SIAM and their benefits for organizations. You will learn the basics of IT service management, as well as about how approaches to IT are evolving.

Start anytime!

[ONLINE](#)

Fee: \$1,795

IT Security Survival

If you want to start or advance your career in IT security, this program provides training in all areas of IT security. You will learn everything from security protocol to advanced forensics and cryptography. In today's marketplace, IT security is one of the most important areas of concern for corporations. With this core group of certifications, you will be prepared to apply for high paying IT security positions in a variety of industries.

Start anytime!

[ONLINE](#)

Fee: \$4,295

ITIL Lifecycle Expert

The ITIL Lifecycle Expert program is geared towards students working in IT management or who have previous IT management experience. This program is targeted at managers and teams who need to understand how to implement, measure, and improve a process.

Start anytime!

[ONLINE](#)

Fee: \$3,695

CompTIA™ Cloud+

computing market is projected to reach \$270 billion by 2020. This massive migration has started to create an increase in demand for professionals with cloud computing skills. This training equips you to understand and execute an Infrastructure as a Service (SaaS) cloud computing model. It covers standard methodologies required to securely implement and maintain cloud technologies.

Start anytime!

[ONLINE](#)

Fee: \$1,695

CompTIA™ Network+

With this widely recognized and respected credential within the IT industry, you will be able to demonstrate that you have the knowledge and skillset to take on a critical role in data networking. You'll build upon your existing IT knowledge by exploring computer networking concepts. If you're relatively new to IT or networking, this is an industry recommended certification as a first step in professional-level networking.

Start anytime!

[ONLINE](#)

Fee: \$1,695

ITIL Capability Expert

This ITIL Capability Expert program is aimed at students working in IT Service Management or with previous IT Management experience. This program is operationally focused for those involved in day-to-day process activities.

Start anytime!

[ONLINE](#)

Fee: \$3,295

Certified Information Systems Auditor (CISA)

With IT Security being the fastest growing sector within the industry, professionals with the CISA certification will be well-prepared for senior level security and auditing positions. After completion, you will be proficient in Auditing Standards, Auditing Governance, Security Design, and more. The registration fee for the CISA exam is included.

Start anytime!

[ONLINE](#)

Fee: \$1,395

Certified Information Security Manager (CISM)

The CISM accreditation is a highly respected certification within the IT industry. Obtaining your CISM certification qualifies you for a position in Risk Management, Security Auditor, Compliance Officer or an executive management position as a CSO, CTO, or CIO. The registration fee for the exam is included.

Start anytime!

[ONLINE](#)

Fee: \$1,395

ITIL Foundation

The ITIL Foundation is the entry level certification and offers you a general awareness of the key elements, concepts, and terminology used in the ITIL® service lifecycle. This popular certification is sought by employers in IT Service Management as ITIL is one of the most popular frameworks. Upon completion, you will be given a voucher for the ITIL Foundation Certification exam.

Start anytime!

[ONLINE](#)

Fee: \$795

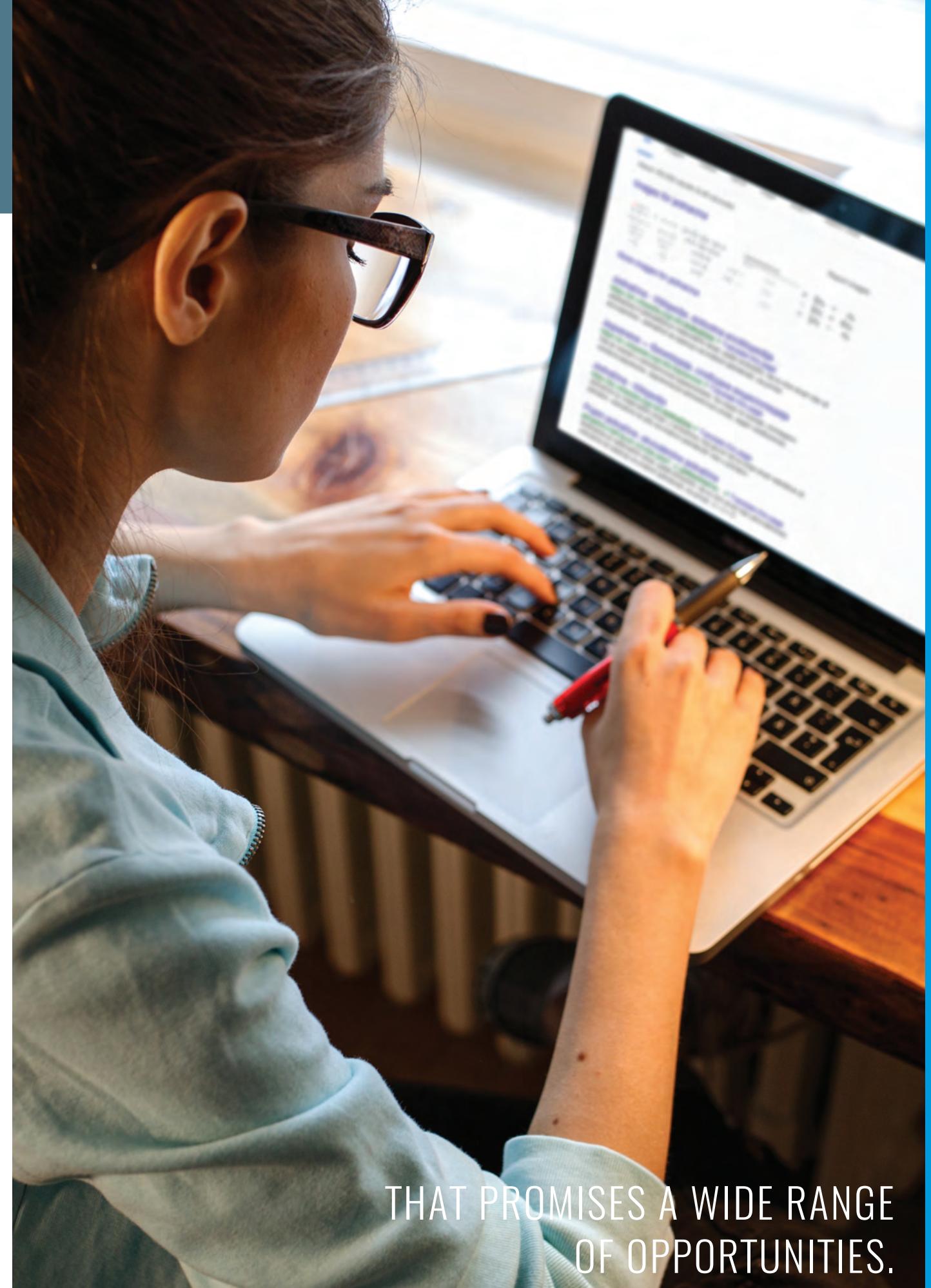
CompTIA™ Security+

IT security is paramount to organizations as cloud computing and mobile devices have changed the way we do business. With the massive amounts of data transmitted and stored on networks throughout the world, it's essential to have effective security practices in place. Get the Security+ certification to show that you have the skills to secure a network and deter hackers.

Start anytime!

[ONLINE](#)

Fee: \$1,695



THAT PROMISES A WIDE RANGE
OF OPPORTUNITIES.



CPC Medical Billing and Coding

This comprehensive online program is ideal for those new to a medical career or seeking entry into the healthcare industry. You will be provided with all the information needed to earn a certification in medical billing and coding. Build a foundation of medical vocabulary to better understand the contents of a patient's medical record, as well as notes from practicing physicians. In addition, you'll learn current medical coding standards, so you can be successful within the industry.

Start anytime! **ONLINE**

Fee: \$2,695

Registered Behavior Technician

Have you always found behavior fascinating? Be a part of a team of professionals who work to improve the most challenging behaviors. In this course, you will learn the fundamental principles of Applied Behavior Analysis and how to apply these to create positive behavior change.

Recommended: Applied Behavior Analysis, 2nd edition textbook (ISBN 978-1292023212)

Start anytime! **ONLINE**

Fee: \$325

Certified Outpatient Coder

This program teaches fundamental medical coding skills for an outpatient hospital/facility or ASC setting and prepares you to take AAPC's COC exam. You will acquire advanced skills to review medical records and determine the appropriate CPT®, HCPCS Level II, and ICD-10 code sets.

Start anytime! **ONLINE**

Fee: \$1,995

CBCS Certified Medical Administrative Assistant with Medical Billing and Coding

Designed for those interested in a career in the healthcare industry who have little to no experience, this comprehensive online program will provide a foundation of medical vocabulary to understand doctors' notes and medical record contents. Learn essential medical office management skills that healthcare managers look for when hiring front office staff.

Start anytime! **ONLINE**

Fee: \$2,695

Health and Wellness Coach Core Training

Learn to combine the power of science-based coaching competencies to help people make lasting improvements to their health and well-being. Behavior change starts in minds and hearts, learn to help clients develop the mindsets needed to navigate the difficult path of changing lifestyles for good.

Module 1: Cohorts begin in January, March, May, July, September and November
Modules 2 – 4: Presented through Wellcoaches

ONLINE

NASM Certified Personal Trainer

Become a leading fitness industry professional and start an exciting career helping others achieve their fitness goals. This unique online training program prepares you for the NASM exam, which will earn you one of the most respected and in-demand certifications in the health and fitness industry.

Start anytime! **ONLINE**

Fee: \$1,295

CREATE A REWARDING CAREER IN HELPING PEOPLE LEAD HEALTHIER LIVES.

NEW

Animal Assisted Interventions Certificate

This certificate program provides specialized training and supervised practice in the discipline of Animal Assisted Interventions that includes Animal Assisted Activities, Animal Assisted Therapy and Animal Assisted Education. The curriculum is aligned with the Animal Assisted Intervention International Standards of Practice.



NEW

Lean Six Sigma Green Belt for Healthcare Organizations Certificate **ONLINE!**

See page 11.

Equine Assisted Mental Health & Learning Specialist Certificate for Mental Health & Education

This course is ideal for those seeking registration as a Professional Association of Therapeutic Horsemanship International (PATH International) Equine Specialist in Mental Health (ESMH) and for those who have acquired specialized EAP practice model training and desire a broad-spectrum evidence-based view of the larger field of Equine Assisted Mental Health &

ONLINE

Fee: TBD

Animal Assisted Interventions

The first course of the certificate program is an overview of training and practice competency guidelines, techniques, national registrations, ethics, and animal welfare issues impacting the field of Animal Assisted Interventions (AAI). This course is suitable for mental health, medical and education professionals, visiting AAI/AAT volunteers, and anyone interested in the inclusion of animals in healing.

Required: Handbook on Animal Assisted Therapy textbook (ISBN 978-0128012925)

ONLINE

Fee: \$525

Advanced Practicum in Animal Assisted Interventions HYBRID!

The third course is an advanced practice course on the incorporation of animals and the human-animal bond. You will engage in live experiential sessions providing the opportunity for you to experience AAIs through a practicum experience.

Required: Completion of Human and Animal Welfare in AAI course. Textbook required, details to come.

Fee: \$525

Therapy Animal Symposium

UNF's Division of Continuing Education and Brooks College of Health are working together to further the human-animal bond in healthcare. This annual event will feature nationally-recognized speakers and informational workshops for both professionals and non-professionals.

March 6 – 7, 2020

Fee: \$159

DISCOUNTS AVAILABLE

Organizations who wish to register three to five participants for the same class may receive a 10% discount. A 15% discount may be available for six or more participants registered for the same class. Contact Program Director Jessica.Murray@UNF.edu to learn if your program of choice is eligible.

CANCELLATION POLICY

Cancelation requests must be received no later than five (5) business days prior to the first day of class in order to receive a 90% tuition refund.* Your tuition may be transferred to a future class that occurs prior to June 30, 2021, but only immediately upon your cancellation. No refund or transfer requests will be accepted within five (5) business days of the start of a class or if you do not attend.

*A 10% administrative fee is retained for cancellations not initiated by the University.

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CONTACT US

Contact Jessica Murray for more course information.

Jessica.Murray@UNF.edu

Contact our customer care team for registration information

UNFCE@UNF.edu

(904) 620-4200

www.UNF.edu/ce

MEET OUR INSTRUCTORS

Learn more about each of our instructors' impressive credentials by visiting our website.

www.UNF.edu/ce/instructors



WE LOVE VETERANS & THEIR FAMILIES



UNF Division of Continuing Education (DCE) holds the deepest appreciation and respect for the veterans of the U.S. Armed Forces. We provide education and training opportunities to help veterans transition from military duty to civilian careers. In addition to a ten percent (10%) discount off our course fees, you may be eligible for financial assistance through one of the following:

MyCAA

The Military Spouse Career Advancement Accounts Program (MyCAA) helps military spouses pursue licenses, certificates, certifications, or associate degrees necessary for gainful employment in high-demand, high-growth Portable Career Fields and Occupations. It can be used for a face-to-face or online class format. To establish a MyCAA account and get your enrollment approved, visit the spouse portal at www.aiportal.acc.af.mil/mycaa. Contact Program Director with questions at Jessica.Murray@UNF.edu.

Veterans' Professional Development Award

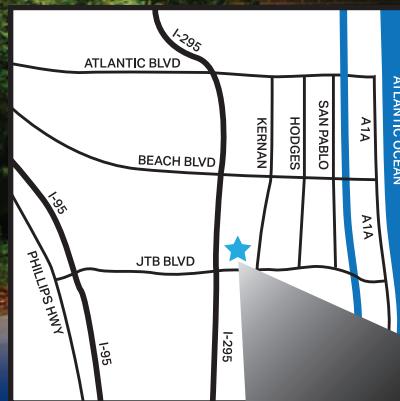
UNF DCE is proud to offer the Veterans' Professional Development Award to U.S. military veterans to assist in their career goals. The Awards are valued \$500 to \$1,000 each, depending on program cost and availability of funds. Learn more and apply at https://www.unf.edu/ce/Veterans_Professional_Development_Award.aspx.





Division of
Continuing Education

LEARNING NEVER ENDS.



ADAM W. HERBERT UNIVERSITY CENTER



LOCATION & PARKING

Most of our classes are held on the UNF Campus, in the Adam W. Herbert University Center, with ample free parking in Lot 16. If class is being held elsewhere, it will be noted.

From the North or South: Take I-295 or I-95 and exit on to JTB Blvd East and then immediately exit onto Kernan Blvd and turn left. Turn left on Alumni Drive.

From the North Beaches: Take Atlantic or Beach Blvd to Kernan Blvd and turn left. Turn right on Alumni Drive.

From the Southern Beaches: Take JTB Blvd and exit onto Kernan Blvd. Turn left on Alumni Blvd.

