We Help Individuals & Organizations Succeed

The Center for Professional Education at UT Austin offers courses, certificate programs and workforce training designed to build individual careers and support productive and efficient work teams.

### Business Analysis

**BUSINESS ANALYSIS CERTIFICATE PROGRAM**

All seven courses are required to complete this program.

**SHORT COURSES**

Agile Business Analysis
Analyze, Structure and Organize Requirements
Business Analysis Essentials
Business Analysis Planning and Monitoring
Business Process Analysis and Modeling
Eliciting Requirements with Stakeholder Collaboration
Understanding Business Strategy

### Communication

**COMMUNICATION SKILLS FOR PROFESSIONALS CERTIFICATE PROGRAM**

Seven of the following courses are required to complete this program.

**SHORT COURSES**

Communicating with Candor, Compassion and Confidence
Communication Strategies For Introverted Business Professionals
Dealing with Difficult People
Dynamic Communication
Effective Business Writing
Mastering Mechanics: Proofreading, Punctuation and Grammar
Public Speaking Success in the Modern Business World
Speak Up: Making a Clear and Confident Impression
Strategies for Effective Public Speaking
Technical Writing
The Power of Strategic Communications*
Writing Policies and Procedures

### Data & Technology

**CERTIFICATE PROGRAMS**

Cybersecurity Certificate Program
Data Analytics Certificate Program (Full-time/Part-time)

### BOOT CAMPS

**Coding Boot Camp Certificate Program (Full-time/Part-time)**

### SHORT COURSES

Cybersecurity Attack
Cybersecurity Defense
Cybersecurity: Immediate Immersion

### Financial Planning

**FINANCIAL PLANNING CERTIFICATE PROGRAM**

All seven courses are required to complete this program.

**SHORT COURSES**

Estate Planning
Financial Plan Development (Capstone)
Fundamentals of Financial Planning
Insurance and Risk Management
Investments
Retirement Planning and Employee Benefits
Tax Planning

### Graphic Design

**CERTIFICATE PROGRAM**

Graphic Design Certificate Program

**SHORT COURSE**

Introduction to Graphic Design

### Human Resources

**CERTIFICATE PROGRAM**

HR Management Certificate Program

**SHORT COURSES**

One-Day SHRM CP/SCP Intensive Exam Review
SHRM Essentials of Human Resource Management

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MORE ON BACK!
Management & Leadership

CERTIFICATE PROGRAMS
- Business Management Certificate Program
- Leadership Academy Certificate Program

SHORT COURSES
- Applying Your EQ to Leadership
- Assertiveness Skills for Managers
- Building Personal Leadership Skills
- Business Improv - Think On Your Feet in the Workplace
- Business Improv II
- Coaching as a Leadership Strategy
- Conflict Management
- Courageous Conversations*
- Critical Problem Solving and Decision Making
- Cultivating a Culture of Collaboration
- Data Analytics for Business Professionals: Concepts, Tools and Techniques
- Data Visualizations for Business Professionals
- Delegation and Accountability
- Effective Time Management and Life Leadership
- Emotional Intelligence: Assessing and Maximizing Your Competencies and Skills
- Harnessing the Power of Emotional Intelligence to Unlock Potential
- How to Build a Scorecard that Improves Performance
- Introduction to Financial Management
- Lead the People - Your Project Will Follow
- Leadership 101: Framework for Effective Leadership
- Leadership X-Factor: The Power of Emotional Intelligence*
- Leading Change in Your Organization
- Leading Millennials
- Leading Virtual Teams
- Making the Transition from Employee to Manager
- Managing and Supervising People
- Managing Without Authority
- Negotiation Skills
- Overcoming 5 Dysfunctions of a Team
- Paths to Organizational Influence
- Pitching YOU: Promote Your Best Self
- Principles of Project Management
- SHRM Essentials of Human Resource Management
- Strategic Planning
- Strategic Team Management
- The 360 Leader: Emotional Intelligence in Leadership
- The Power of Leadership Presence
- Transformational Leadership
- Unlocking Your Leadership through the Power of Emotional Intelligence
- Women in Leadership: Empowered Leadership Development

*This course is only offered as an on-site training option for 8+ participants. This course is not open for individual registrations and cannot be used to meet certificate program requirements.

Course offerings are subject to change. Please check the website for the latest information.

Nonprofit Management

CERTIFICATE PROGRAM
- Nonprofit Management Certificate Program

Paralegal

CERTIFICATE PROGRAMS
- Online Paralegal Certificate Program
- Paralegal Certificate Program

SPECIALIST CERTIFICATE PROGRAMS
- Alternative Dispute Resolution Specialist Certificate Program
- Contract Law Specialist Certificate Program
- Employment Law Specialist Certificate Program
- Intellectual Property Law Specialist Certificate Program
- Worker’s Compensation Specialist Certificate Program

15+ more paralegal specialist concentrations offered

Personal Trainer

CERTIFICATE PROGRAM
- Personal Trainer Certificate Program

Project Management

CERTIFICATE PROGRAMS
- Online Project Management Certificate Program
- Project Management Certificate Program

SHORT COURSES
- Principles of Project Management
- Project Management Professional (PMP)* Test Prep Course*

*This course is only offered as an on-site training option for 8+ participants. This course is not open for individual registrations and cannot be used to meet certificate program requirements.

Course offerings are subject to change. Please check the website for the latest information.