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

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

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)

Human Resources

**CERTIFICATE PROGRAM**
- HR Management Certificate Program

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

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

**SHORT COURSES**
- Cybersecurity Attack
- Cybersecurity Defense
- Cybersecurity: Immediate Immersion

MORE ON BACK!

Toi Davis, Business Manager - Government & Small Business Programs
(512) 475-8664 • toi.davis@austin.utexas.edu • professionaled.utexas.edu/government
### 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

---

### 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.

08/21