

## 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

- 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
- Technical Writing
- The Power of Strategic Communications\*
- Writing Policies and Procedures

### Data & Technology

#### CERTIFICATE PROGRAMS

- Coding Boot Camp Certificate Program (Full-time/Part-time)
- Cybersecurity Certificate Program (Divided into Three Courses)
- Data Analytics 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

#### ONLINE FINANCIAL PLANNING CERTIFICATE PROGRAMS

- Self-Paced Certificate Program
- Virtual Classroom Certificate Program

### Graphic Design

#### CERTIFICATE PROGRAM

- Graphic Design Certificate Program

#### SHORT COURSE

- Introduction to Graphic Design

MORE ON BACK! ►

**Liliya Spinazzola, Senior Director of Professional Education**  
**Business Development and Strategic Initiatives**

(512) 232-2230 • ecct@austin.utexas.edu

## Human Resources



### CERTIFICATE PROGRAM

HR Management Certificate Program

### SHORT COURSES

One-Day SHRM CP/SCP Intensive Exam Review

SHRM Essentials of Human Resource Management

## Management & Leadership



### CERTIFICATE PROGRAMS

Eight courses are required to complete each program. Some of the courses below are included in both programs. See the website for individual course lists.

Business Management Certificate Program

Leadership Academy Certificate Program

### SHORT COURSES

Assertiveness Skills for Managers

Building Personal Leadership Skills

Business Improv - Think On Your Feet in the Workplace

Coaching as a Leadership Strategy

Conflict Management

Courageous Conversations\*

Critical Problem Solving and Decision Making

Data Analytics for Business Professionals: Concepts, Tools and Techniques

Delegation and Accountability

Effective Time Management and Life Leadership

Harnessing the Power of Emotional Intelligence to Unlock Potential

Introduction to Financial Management

Leadership X-Factor: The Power of Emotional Intelligence\*

Leading Change in Your Organization

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

Strategic Planning

Strategic Team Management

The 360° Leader: Emotional Intelligence in Leadership

The Power of Leadership Presence

Unlocking Your Leadership through the Power of Emotional Intelligence

Women in Leadership: Empowered Leadership Development

## Nonprofit Management



### CERTIFICATE PROGRAMS

Fundraising 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 COURSE

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.