

University of Central Missouri

Short Term Online Self-Paced Course Catalog

Accounting Fundamentals

Tuition: \$1195

25 Seat Hours

In this course, you will learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You will get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities.

Accounting Fundamentals covers all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you are 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, this course will give you a solid foundation in financial matters.

Agile Project Management

Tuition: \$1500

43 Seat Hours

This course introduces learners to Agile methods of project management. Beginning with an introduction to the core philosophy of Agile and the basic structure of an Agile project, the following modules address specific challenges that may be encountered by teams using Agile, best practices for integrating Agile methods into Waterfall environments, and the principles of Scrum, one of several specialized Agile methods. This course offers an assortment of interactive exercises, videos, selected readings, case studies, and self-assessments that engage students and provide opportunities to practice their project management skills in an Agile context.

Business Communications

Tuition: \$1295

39 Seat Hours

Communicating clearly and concisely in written and oral formats is critical to your professional success. From clarifying and structuring your ideas to designing the PowerPoint slides that will best complement them, the techniques, interactive exercises, and checklists in this certificate program will help you create presentations and workplace documents that inform and persuade.

This course offers instruction on crafting many of the most common business communication formats: memos, reports, brochures, proposals, presentations, catalogs, and websites. Topics include formal and informal outlining techniques, using email appropriately in an organizational setting, and revising for wordiness, unnecessary phrases, redundancy, and jargon.

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Infectious Control & Barrier Protection

Tuition: \$1295

46 Seat Hours

COVID-19 has changed the way we live—and these changes have ripple effects that will continue to permeate our lives long after we return to our “normal” routines. Which means infection prevention is key to our country’s ongoing recovery. If you’re looking for ways to brush up on your skills, refresh your knowledge, and flatten the curve, the Infection Control and Barrier Protection Proficiency course is the perfect resource.

Creating Mobile (iPhone & Android) Apps with HTML5

Tuition: \$1195

38 Seat Hours

Do you want to make mobile apps that run on iPhone and iPad, as well as on Android, and Windows Phone? Sure you do! Do you want to learn five different programming languages? Of course you don't! Fortunately, you're about to discover a better way to build apps. In this course, you'll learn how to imagine, design, build, and optimize a cross-platform mobile app using the very latest HTML5 standards. The result will be a mobile app that's fast and runs on just about any smartphone or tablet computer.

Creating Web Pages

Tuition: \$1195

38 Seat Hours

Create and post your very own website using HTML. You will learn the best strategies for planning the content, structure, and layout of your website as well as creating pages with neatly formatted text, building links between the pages, and more! This course will also cover search engine optimization and powerful no-cost or low-cost web marketing strategies.

Digital Marketing

Tuition: \$1500

42 Seat Hours

This course introduces learners to the principles, strategies, and technology of digital marketing. Video commentary from marketing professionals provides insight into the challenges and best practices in the field. Topics covered in the course include the basics of Content Marketing, Search Engine Optimization, Paid Search/Paid Advertising, Conversion Rate Optimization, Digital Marketing Strategy, Web Analytics, Google Analytics, Marketing Automation, Social Media Marketing and Mobile Marketing.

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Distribution and Logistics Management

Tuition: \$1195

38 Seat Hours

Distribution and logistics management is a critical company function. Professionals in this field play a key role in fulfilling customer demands, ordering and managing inventory, controlling inbound and outbound shipments, reducing costs, saving time, and meeting company objectives. This course will not only show you how to create and operate a logistics function, but it will also show you how to achieve success. Elements of distribution and logistics management that will be covered include physical distribution, warehouse selection, material handling, packaging, order fulfillment, customer service, inventory management, receiving, production stores, and returned goods. The course will also address key technology issues such as enterprise resource planning (ERP), bar coding, electronic data interchange (EDI), electronic commerce (e-commerce), and distribution resource planning (DRP).

Finance Essentials

Tuition: \$1500

33 Seat Hours

This course introduces non-financial managers to the essentials of finance. The course will help you become conversant in critical financial terminology, and you'll learn how to calculate key financial management indicators. You will learn how to assess your organization's financial health by reviewing balance sheets, income statements, and statements of cash flow, and you will discover how finance and accounting tools can be used to support informed decision making within organizations. Topics covered in this course include Financial Planning and Control, How to Read a Financial Statement, Introduction to Business Statistics, Introduction to Finance, Time Value of Money and Risk plus Understanding and Managing Budgets.

Industrial Foundations, Industry Electricity & Electronics Basics

Tuition: \$1500

47 Seat Hours

Despite the diversity in industrial facilities with respect to size, processes, complexity, and equipment, there are common skills and knowledge sets applicable to all industries that must be mastered for successful job performance in operations and maintenance. The Foundation Series consists of nine core subject areas required to succeed in industry operations and maintenance from a technical perspective: Overview of Industrial Facility Systems, Safety, Mathematics, Tools, Maintenance, Environment, Computers, Print Reading, and Science. The topics focus on the entry-level skills and knowledge, presented within an industrial context, necessary to achieve the requisite competency for further specialization.

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Introduction to Microsoft Excel

Tuition: \$1195

38 Seat Hours

Do you manage large sets of numbers, names, dates, or other pieces of information? If so, then you need to create worksheets to manage, store, organize, and even analyze this information. Excel, Microsoft's powerful spreadsheet software, is the most widely used program to handle this task. If you want to learn the 2019 version of Microsoft Excel, this course will introduce you to the program's basic functions and uses. Through hands-on lessons, you will learn numerous shortcuts to quickly and efficiently set up worksheets. You will also learn how to use the function wizard to calculate statistics, future values, and more. In addition, you will get tips on sorting and analyzing data, creating three-dimensional workbooks, and automating frequently repeated tasks with macros and buttons.

Introduction to Microsoft PowerPoint

Tuition: \$1195

38 Seat Hours

This in-depth course introduces PowerPoint's functions and will teach you how to plan and create professional-quality presentations. You will learn how to catch your audience's attention with PowerPoint's visual features like photo album. As you become acquainted to Office 365, you will learn how to utilize OneDrive and PowerPoint Online's cross-functionality—saving, editing, and sharing your presentations online. This course is perfect for beginners looking to learn how to use the latest PowerPoint software. You will have the opportunity to create a custom presentation with content specific to your needs. By completion, you will be able to create captivating presentations and contribute to your company's business processes.

Introduction to Microsoft Project

Tuition: \$1195

38 Seat Hours

Microsoft Project is a staple for project management and remains the most widely used project management software across all industries. If you manage projects in your organization, learning how to use this longstanding resource is key to successfully and effectively seeing your projects through to completion. In this course, you will discover how to effectively plan, implement, and control projects using Microsoft Project 2019. From sequencing tasks, producing a baseline, and assigning resources and costs, to tracking progress and revising your project plan, Microsoft Project can help you organize all your project's details.

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Introduction to Agile and Scrum

Tuition: \$1500

34 Seat Hours

This introductory-level course explores the methodologies and practices of Agile development and explains the key concepts and principles that form the foundation of Agile project management. This course contains vocabulary games, flashcards, and interactive exercises to supplement and enhance your understanding of Agile concepts, as well as video segments from Agile experts to help you become a more proficient Agile practitioner.

This course also outlines the fundamental theories and principles of Scrum frameworks, including the underlying philosophy and essential tools practitioners need to adapt to an Agile way of working. Implemented properly, these techniques can produce extraordinary results for stakeholders and customers. Information in this course is presented in a simple, easy-to-understand format and augmented by interactive games and exercises to improve learner understanding and retention. Case studies and video segments from experienced Scrum professionals provide real-world tips and guidance to bolster learner comprehension and expand knowledge at practical and applicable levels.

Introduction to Artificial Intelligence

Tuition: \$1195

38 Seat Hours

For decades, artificial intelligence (AI) has been a staple of science fiction stories, but thanks to modern advances in computational capacity and storage capabilities, it's becoming a reality. Today, there are examples of artificial intelligence all around us. The purpose of this course is to provide you with an artificial intelligence practical knowledge foundation.

This course will introduce you to various forms of artificial intelligence (AI) and how we interact with AI as consumers in applications like chatbots and recommendation engines. You'll see how AI provides analytics in business and consider industries that may be transformed or even disrupted by AI implementations. You'll go under the hood to see how computers can "learn" using artificial neural networks and various forms of machine learning. You will review AI applications such as natural language processing, forecasting, and robotics. You'll also learn about the AI development process and how AI will affect the workforce. Finally, you'll consider some of the ethical factors in AI deployment.

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Introduction to Business Analysis

Tuition: \$1195

38 Seat Hours

Give yourself an employment advantage by developing analytical skills that are consistently in high demand. This course will teach you powerful quantitative methods that will have you making better, more informed, and more effective business decisions. The days of making critical business decisions by instinct or coin toss are long gone. This course includes the basics of probability, sampling and surveys, decision analysis, forecasting, financial analysis and computer-based information systems.

Introduction to Computer Networking

Tuition: \$1195

38 Seat Hours

Introduction to Networking explains computer networking basics in easy to understand terms, using concepts common to everyday, non-computing experience. A brief introduction explains how networks have become so important to businesses and individuals. This course emphasizes networking fundamentals, explaining the software and hardware that makes networking possible. On completion of the course, you will be capable of performing basic computer networking tasks such as DSL connectivity configuring connections to an Internet Service Provider and creating a private network.

Introduction to Google Analytics

Tuition: \$1195

38 Seat Hours

No matter what brings you to the Web, your hope is that a lot of people see your website, your wall, your tweets, and your videos. In this course, you will learn to use Google Analytics to make the most of your online traffic. You will see how you can track not just all your online content, but also determine which content is the most appealing, where your visitors came from, what devices they used, how long they stayed, which links they clicked, and where they went when they left.

This course guides you step-by-step, report-by-report, through the major parts of the Google Analytics interface. From setting up your Google Analytics account and getting the all-important code you will need to add to your web pages to begin tracking your visitors, you will learn everything you need to know to get everything you can from the data that Google Analytics provides. You will even find out about Google AdWords and other tools to enhance your traffic as well as your Google Analytics reporting.

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Introduction to Java Programing

Tuition: \$1195

38 Seat Hours

Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. So, whether you just want to try it out to see if you like it or plan on doing more with Java, this is a great place to start!

This course uses the latest release of Java, from Oracle, the company that maintains and supports the language. You will also learn how to use BlueJ, a graphical development environment designed especially for students. Both are free and open-source products, and you will receive instructions on how to download and install them. By the time you're done, you will be comfortable with Java programming and ready for more!

Introduction to JavaScript

Tuition: \$1195

38 Seat Hours

You may already know how to use HTML and CSS to create websites. If so, you're ready to add more power to your programming with JavaScript. This programming language lets you add interactivity to your pages by creating features such as buttons, picture carousels, and collapsible panels to your web pages.

The course begins with the basics of JavaScript code and then moves on to more advanced topics. Throughout the course, you'll get plenty of hands-on practice to give you the experience you need to really understand how JavaScript works. And since no JavaScript course would be complete without a discussion of jQuery, you'll learn about it as well. By the end of the course, you'll understand how to use jQuery to catapult your basic JavaScript knowledge to new heights. **This course assumes you already know HTML and CSS.** JavaScript is always used with these two programming languages, not as an alternative to them.

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Introduction to PC Security

Tuition: \$1195

38 Seat Hours

Learn why you're at risk and what you can do to protect your precious personal and business data from the outside world. This course will quickly bring you up to speed on the fundamentals of PC and network security. You will understand and explore the vulnerability of operating systems, software, and networks. Then, you will get into the minds of hackers and crackers, developing an understanding of the exploits they use to access your computer without your knowledge. You will find out why, where and how viruses, worms, and blended threats are created. You will learn a safe way to handle files and data across the Internet through a virtual private network.

Introduction to QuickBooks Online

Tuition: \$1195

38 Seat Hours

This QuickBooks course will teach you how to manage your business finances with QuickBooks Online. This powerful accounting software has helped millions of small business owners oversee their finances. And with the cloud-based program outpacing the desktop version, there's no better time to refresh your QuickBooks knowledge. You will learn to use key features of QuickBooks Online and gain hands-on experience creating invoices, receipts, and statements; track payables, inventory, and receivables; generating reports; and more. Whether you're new to QuickBooks or need a quick refresher, this course will empower you to take control of your business's financial accounting, all with the ease and convenience of an online platform.

Lean Six Sigma Green Basics

Tuition: \$1295

48 Seat Hours

A suite of Green Belt level Lean Six Sigma (L6S) courses oriented to manufacturing processes to prepare the learner to participate on L6S improvement projects and potentially lead some projects. **Pre-requisite: Yellow Belt Courses or the equivalent.** This course includes The Basics of DMAIC, Basic SPC, FMEA Basics and the Basics of Lean Manufacturing

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Lean Six Sigma Yellow Basics

Tuition: \$1195

31 Seat Hours

A suite of introductory Lean Six Sigma (L6S) courses to provide the learner with a foundation in L6S concepts and tools oriented to manufacturing processes. Yellow Belts typically have a basic knowledge of L6S, but do not lead projects on their own. This course includes an Introduction to Lean Six Sigma, Overview of Lean, Mistake Proofing Concepts and 5S's: Workplace Organization

Microsoft Certified Solutions Associate (MCSA): Office 365

Tuition: \$1500

54 Seat Hours

Earning the Microsoft Certified Solutions Associate (MCSA): Office 365 certification proves that you have the basic skills for transitioning to and administering cloud-hosted business applications with Microsoft Office 365. This foundational MCSA certification validates your ability to evaluate, plan, deploy and operate Office 365 services, including its dependencies, requirements and supporting technologies. It also confirms your experience with the Office 365 Admin Center and your understanding of Exchange Online, Lync Online, SharePoint Online, Office 365 ProPlus and Azure Active Directory.

Project Management Fundamentals

Tuition: \$1195

38 Seat Hours

Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners. If you're organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management. In this course, an experienced Project Management Professional will help you master the essentials of project management. You will become an indispensable member of your project team by discovering and mastering the critical concepts you need to plan, implement, control, and close any type of project. You will learn about project politics and ethics, project measurements, and project closure. You will be able to develop all sections of a project plan, you will become comfortable with the project management body of knowledge, and you will develop a variety of powerful techniques to generate project ideas.

If you're new to project management, this course will provide you with the essential information you will need to prepare for and complete your first project. If you're an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies.

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Remote Worker Certification

Tuition: \$1195

26 Seat Hours

In today's world, working remotely is an ever-growing need for employers and managers. Seven modules guide remote professionals through the key skills needed to be an effective individual contributor and member of a remote or hybrid team. A Remote Worker Effectiveness Audit, and applicable assignments are combined with practical advice and case studies from a diverse set of experienced remote professionals. Topics include self-management, infrastructure, communication, workflow, productivity, time management and collaboration.

Six Sigma and Total Quality Applications

Tuition: \$1195

38 Seat Hours

Learn how to effectively apply the elements and methods of Six Sigma. Understand how more than 25 tools and methods relate to the DMAIC (define, measure, analyze, improve, and control) model. Determine the relationship of basic statistics to Six Sigma and learn about the Six Sigma business case, including strategic planning, the voice of the customer (VOC), quality function deployment (QFD), benchmarking, and financial investment methods. Discover how to use brainstorming; Pareto charts, and critical quality help define processes, problems, and opportunities. Master the use of other key tools such as cause and effect diagrams, check sheets, scatter diagrams, failure mode and effects analysis (FMEA), and force field analysis.

In this course you will learn how to apply the DMAIC model each step of the way. You will learn how to define, plan, implement, and close a Six Sigma project. You will also know how to use process capability and how to apply lean thinking. You will understand the basics of advanced Six Sigma tools.

Social Media Marketing

Tuition: \$1195

38 Seat Hours

One of the biggest challenges for business owners is finding new customers. Over the past decade, some business owners have leveraged social media to do just that. Whether you're a social media novice or a seasoned veteran, this course will give you a solid foundation in social media marketing and using it to grow your business. In today's globally connected environment, social media is a game changer for businesses. So, whether you're looking for a new way to market your business or simply want to better understand social media, this online social media marketing course will empower you.

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Spanish for Medical Professionals

Tuition: \$1195

38 Seat Hours

What do you do if a patient needs your help, but you can't understand them? What if you encounter worried family members, but aren't able to reassure them that everything will be fine? Those in the medical field can easily find themselves in such situations, and you want to be prepared. Medical Spanish courses are the perfect solution. This simple and enjoyable course will give you the basic tools you need to bridge the communication gap. With increasing numbers of Spanish-speaking patients entering the healthcare system every year, it's more crucial than ever for health professionals to learn medical Spanish. What's more, adding Spanish skills to your resume can broaden your career horizons and give you an advantage over other healthcare workers. This course skips the "touristy" topics and focuses on the basic medical Spanish phrases you really need to know in a medical setting.

Start Your Own Small Business

Tuition: \$1195

38 Seat Hours

Learn how to take your dream of starting a business and put it into action. In this class, you will learn everything you need to know about starting a business. You will begin by discovering the tricks to picking the right opportunity for you. Next, you will learn how to develop proven marketing techniques to easily build sales. Since every business needs money, this course discusses traditional and nontraditional financing options. Finally, you will learn easy-to-implement employee-management procedures and how to write business policies that help you build your business.

You, as a business owner, need to manage all your limited resources. One resource that often gets overlooked is your time. In the final lesson, you will learn time-management techniques especially for entrepreneurs. While taking this course, you will discover the secrets that separate the successful entrepreneurs from the struggling ones.

Supply Chain Management Fundamentals

Tuition: \$1195

38 Seat Hours

Supply chain management professionals play a key role in capturing customer demands, creating forecasts, developing schedules, ordering and managing inventory, controlling production orders, and maximizing customer satisfaction. You'll master the fundamentals of supply chain management, including customer demand forecasting, master production scheduling (MPS), material requirements planning (MRP), capacity planning, and production activity control (PAC).

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