CONTINUING EDUCATION

PROFESSIONAL DEVELOPMENT AND LIFELONG SCHOLAR SOCIETY

2013-2014 COURSE CATALOG

www.fit.edu/continuing-ed/
History

Founded in 1958 as Brevard Engineering College by Dr. Jerome P. Keuper, Florida Tech initially offered continuing education opportunities to scientists, engineers and technicians working at what is now NASA’s John F. Kennedy Space Center. The new college grew quickly, paralleling the rapid development of America’s space program. The college, dubbed by the media as the “night school for missile men,” gained international attention, including a visit from legendary rocket scientist Wernher von Braun. In 1966, the college changed its name to Florida Institute of Technology to acknowledge its growing identity as a scientific and technological university, the only such independent institution in the Southeast. From the beginning, Florida Tech has been committed to excellence in graduate education. A 1962 New York Times article described Brevard Engineering College as “the only space engineering college in the country … its graduate course offers engineers the opportunity to obtain a master’s degree and keep up with the advancement taking place daily at the Cape.” At the time of the article, all of the college’s graduate students worked on America’s race to space during the day and attended classes at night. Today, as the university has evolved, nearly 60 percent of on-campus graduate students attend and do research full time.

The university moved to its current Melbourne campus in 1961, and construction began immediately on administration and class–room buildings to augment existing buildings on the site. Before the decade’s end, the university would break ground on its first million-dollar building, the Crawford Building. During the 1990s the university added new facilities valued at nearly $50 million with construction of the F.W. Olin engineering, life science and physical science buildings and the Charles and Ruth Clemente Center for Sports and Recreation. Recently, the university has supervised $75 million in new projects. New buildings include the Emil Buehler Center for Aviation Training and Research, Ruth Funk Center for Textile Arts, Scott Center for Autism Treatment, Harris Center for Science and Engineering, Panther Dining Hall, Panther Aquatic Center and a parking structure. Since 1958, when 154 students signed up for the first fall semester, more than 51,500 degrees have been earned by students at Florida Tech. As the institution advances and the alumni ranks multiply, the university remains dedicated to developing concerned scientists, aviators, engineers and business leaders who will change the world.

Accreditation and Memberships

Florida Tech is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, master’s, education specialist and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Florida Tech. The commission requests they be contacted only if there is evidence that appears to support an institution’s significant noncompliance with a requirement or standard.

The university is approved by the Office of Education of the U.S. Department of Education. The university is a member of the Independent Colleges and Universities of Florida, the American Council on Education, the College Entrance Examination Board and the American Society for Engineering Education. Florida Tech is a member of the Service members Opportunity Colleges (SOC) Consortium of approximately 1,900 colleges and universities. SOC Consortium members subscribe to principles and criteria to ensure quality academic programs are available to all service members, their families, reservists and veterans of all services. As an SOC Consortium member, Florida Tech ensures military students share in appropriately accredited postsecondary educational opportunities available to other
citizens. The College of Engineering has nine programs accredited by ABET (www.abet.org). The undergraduate programs accredited by the Engineering Accreditation Commission of ABET are aerospace engineering, chemical engineering, civil engineering, computer engineering, electrical engineering, mechanical engineering, ocean engineering and software engineering. The undergraduate computer science program is accredited by the Computing Accreditation Commission of ABET. The undergraduate programs in education approved by the State of Florida Department of Education are biology education, chemistry education, earth/space science education, mathematics education, middle grades general science education and physics education. The undergraduate program in chemistry is certified by the Committee on Professional Training of the American Chemical Society. Students may obtain ACS-certified degrees by following a prescribed curriculum.

The aeronautical science, aviation computer science and aviation management programs are accredited by the Aviation Accreditation Board International (AABI). The Doctor of Psychology, Clinical Specialization, is accredited by the American Psychological Association. The graduate program in applied behavior analysis is accredited by the Association for Behavior Analysis International (ABAI). The master of business administration–project management degree program is accredited by the Project Management Institute Global Accreditation Center for Project Management Education Programs (GAC). Florida Tech is certified to operate at off-campus sites in Virginia by the State Council of Higher Education for Virginia. Florida Tech programs at the Aberdeen site are approved by the Maryland State Higher Education Commission.

**Operation and Control**

Florida Tech was granted a charter as a nonprofit corporation by the State of Florida in December 1958. The corporate charter established the school as an independent institution of higher learning with academic programs leading to undergraduate and graduate degrees. The charter ensures the university will be coeducational in character and admission will be open to all qualified applicants regardless of race, gender, color, religion, creed, national origin, ancestry, marital status, age, disability, sexual orientation or Vietnam-era veteran status. Under the corporate charter, control of the university is vested in a self-perpetuating board of trustees. Members of the board are selected based on outstanding ability, integrity and personal interest in the development and preservation of the university. The university is in compliance with the Americans with Disabilities Act. Florida Tech provides access to higher education for persons with disabilities through the Academic Support Center. Individuals are encouraged to contact the office at (321) 674-7110 to obtain information about the process of registering for accommodation and services.

**Release of Student Information**

The Family Educational Rights and Privacy Act of 1974 (FERPA) as Amended established a set of regulations governing access to and the release of personal and academic information contained in student education records. FERPA applies to the education records of persons who are or have been in attendance in postsecondary institutions, including students in cooperative or correspondence study programs. FERPA does not apply to records of applicants for admission who have been denied acceptance or, if accepted, do not attend an institution. Education records are all records that contain information directly related to a student and are maintained by an educational agency or institution, or a party acting for the institution. Exceptions to education records include sole possession records, law enforcement unit records, employment records, health records and alumni records. Rights under FERPA are not given to students enrolled in one component of an institution who seek to be admitted in another component of the institution. Under FERPA, the rights accorded to parents transfer to students who have reached the age of 18 or who attend a postsecondary institution. These rights are:
1. The right to inspect and review their education records within 45 days of the day the university receives a request for access. Students should submit to the registrar, dean, head of the academic unit or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be made.

2. The right to request amendment of the student’s education records the student believes are inaccurate or misleading. A student should write the university official responsible for the record, clearly identify the part of the record they want changed and why it is felt to be inaccurate or misleading.

FERPA was not intended to provide a process to be used to question substantive judgments that are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned.

If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position, including law enforcement unit personnel and health staff; and a person or a company with whom the university has contracted, such as attorney, auditor or collection agent (includes consultants, volunteers and other non-employees performing institutional services and functions).

Disclosure is defined as permitting access to or the release, transfer or other communication of the educational records of a student or the personally identifiable information contained therein to any party orally, in writing, by electronic means or by any other means. Disclosure of confidential information to a school official having a legitimate educational interest does not constitute authorization to share that information with a third party without the student’s written permission.

FERPA allows release of the following directory information to the public without student consent: student’s name, address, telephone number, date and place of birth, major field(s) of study, email address, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, part-time or full-time status, degrees and awards/honors received and the most recent educational institution attended other than Florida Tech.

Students may prevent the release of directory information by completing a Request to Prevent Disclosure of Directory Information form available online and from the Office of the Registrar. By law, however, a student cannot prevent the release of directory information to the U.S. military for recruiting purposes.

Student consent is required for the release of personally identifiable information such as semester grades, academic record, current academic standing, class schedules and Social Security/student number. Student consent is not legally required for disclosure of this information to certain government agencies/officials, sponsoring agencies and to selected university personnel determined to have a legitimate educational interest in such records. Reports of alcohol or drug policy violations by students under the age of 21 may also be released to those entities.
The university may exercise discretion in releasing personally identifiable information.

Students may consent to release personally identifiable information to others by completing the Authorization for Release of Student Information form available online and from the registrar’s office.

Information about the provisions of the Family Educational Rights and Privacy Act of 1974 as Amended, and the full text of the law, may be obtained from the registrar’s office.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Florida Tech to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
   Family Compliance Office
   U.S. Department of Education
   400 Maryland Ave., SW
   Washington, DC 20202-4605
The Solomon Amendment established guidelines for the release of directory information to the United States military for recruiting purposes. This Congressional act allows release of the following directory information without student consent to military recruiters for present and previously enrolled students at least 17 years of age: student name, address, date and place of birth, telephone number, level of education, major field(s) of study, degrees received and the educational institution in which the student was most recently enrolled.

**Student Right to Know**

Florida Tech is in compliance with both the Student Right to Know Act of 1990 and the Campus Awareness and Campus Security Act of 1990.

Data in compliance with the Student Right to Know Act can be found online in the university’s Student Handbook. The Office of Campus Security keeps statistics on compliance with the Campus Awareness and Campus Security Act. These statistics can be found on the university website and are published and distributed to the university community on an annual basis. They are also available on request to other interested parties.

**Academic Integrity**

Florida Tech views acts of cheating, plagiarism and academic dishonesty very seriously. The penalties for any type of dishonesty are at the instructor’s discretion in conjunction with the student’s college dean. Depending on the severity of the infraction, the penalties for acts that seem intentional range from a failing grade of F (0 points) on the assignment to a failing grade of F for the course. Severe acts that seem intentional will be forwarded to the dean of students with a recommendation for formal disciplinary action. Any act of dishonesty will be documented for future reference in the student’s academic file. Faculty have access to www.turnitin.com. This online tool is used to determine if plagiarism has occurred and may be used at the discretion of the faculty member for any assignments, required coursework and tests.

Academic honesty is highly valued in all Florida Tech’s courses, whether in the classroom or online. The student must always submit work that represents original words or ideas. If any words or ideas are used that do not represent those original words or ideas, the student must cite all relevant sources and provide a clear definition of the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. In a Florida Tech online course, all submissions to any public meeting (bulletin board or private mailbox) fall within the scope of words and ideas that require citations if used by someone other than the original author. Academic dishonesty could involve:

- Having a tutor or friend complete a portion of the student’s assignments.
- Having a reviewer make extensive revisions to an assignment.
- Copying work submitted by another student to another public class meeting.
Using information from online information services without proper citation. Any of these practices could result in charges of academic dishonesty.

The complete student conduct policies may be found in their respective areas online.

PROFESSIONAL DEVELOPMENT PROGRAM

Educational Professional Objective

Our Professional Development Program, a department within the Office of Continuing Education, is dedicated to providing leading edge training for career professionals around the world, within the local community, and to Florida Tech’s staff, faculty, and students. Florida Institute of Technology has partnered with the best leading professional development training providers to offer a host of programs and courses. Our courses represent a cross-section of today’s most sought-after certifications and promising occupations. Whether you are seeking to enhance current skills, acquire new skills, or to change careers, we are here to help.

In addition to our regularly scheduled courses, we are also able to work with your organization on a one-on-one basis to develop training programs, workshops, or seminars specific to your needs.

If you cannot locate the courses, training, or programs you are looking for within our department, please contact us! We are always interested in investigating the needs of our clients and exploring new partnerships.

Professional Development Program
Continuing Education
Phone: (321) 674-8382
Fax: (321) 674-7050
Email: pdpregistration@fit.edu

Policies

Student Guidance

Student guidance is offered under two distinct offices at Florida Tech: Academic Support and Career Services.

Academic Support supports the university mission by:

- Providing instructional support to promote a learning environment in which students may develop to their fullest potential.
- Fostering within students a sense of community and purpose that is strong enough to preclude a student’s consideration of withdrawal.

Career Management Services provides career and job search resources to Florida Institute of Technology students and alumni. Our mission is to help students in the development of career plans and job search skills. Career Management Services acts as a liaison among Florida Tech students, alumni, faculty, staff and employers.

Disclaimer: Florida Tech does not offer job placement. It is the responsibility of the student to seek and obtain employment.

Notice of Nondiscrimination/Affirmative Action

Florida Tech, a private educational institution, is committed to the principle of equal opportunity for all qualified persons, welcomes students of all backgrounds and takes pride in the diversity of its faculty and staff. It assures students of access to all the privileges, programs and activities generally accorded and made available to the university.

Florida Tech strongly supports affirmative action principles and does not discriminate on the basis of creed, religion, national origin or ancestry, age, race, color, marital status, Vietnam-era veteran status, gender, sexual orientation or disability in...
the administration of its educational programs, admissions policies, financial aid programs, athletics, co-curricular activities or other college administered programs. Any adverse action or personnel action or other act of discrimination, based on the above may be the basis for filing a complaint of discrimination. Any student, applicant for employment or employee at Florida Tech, who believes that he or she has been discriminated against, may file a complaint of discrimination.

Students are encouraged to use the formal university chain of supervision (i.e., the Office of the Dean of Students, the instructor, the academic unit/office chairperson and/or appropriate academic dean) to seek relief or redress before filing a complaint of discrimination.

**Payment Policy**

All expenses, including tuition, and fees must be paid on or before the first date of the program. Payments may be made over the phone or online through the registration website (http://register.fit.edu). Payments sent by mail should be mailed at least 10 days in advance of the payment due date to assure receipt by the payment deadline.

**Refund Policy**

Florida Tech provides for a fair and equitable refund policy that meets all applicable federal guidelines governing refunds for registration and applicable fees as published in the Federal Register. The refund policy is published before the start of each term.

**Financial Aid**

Many of our courses are approved by Brevard Workforce. For those students using Brevard Workforce funds, we will need to receive your original embossed voucher to complete your course registration. You may hand carry or mail your original voucher with your application form to the following address:

Florida Institute of Technology
Continuing Education
150 W. University Blvd.
Melbourne, Florida 32901

You may contact your local bank to request a career training loan.
Please email pdpregistration@fit.edu or contact us at (321) 674-8382, option 2, if you have any further questions.

*Please Note: Our courses unfortunately do not qualify for the FAFSA- Federal Student Loan, student loan deferments, or PANTHER PAYMENT PLAN. Those programs are for students in degree seeking programs.*

**PROFESSIONAL DEVELOPMENT WORKSHOPS AND SEMINARS**

**BMEP5000 BIOMEDICAL MATERIALS FOR HEALTHCARE**

Studies the use of metallic, polymeric, ceramic, glass and glass-ceramic materials with specially designed structures, surfaces and properties for healthcare. Compares first-, second- and third-generation biomedical materials in terms of cell and tissue-material interactions (wound healing, tissue bonding, clinical applications). Introduces concepts of tissue engineering, regenerative medicine, and socioeconomic issues affecting cost and availability of new technologies for healthcare (technology transfer, regulatory requirements, ethics and practice in transplants, implants, genetic manipulation of cells, tissues and organs).

**BMEP5001 ADVANCES IN TISSUE ENGINEERING, REGENERATIVE MEDICINE, INNOVATIVE BIOMATERIALS**

Describes the principles in using second- and third generation bioactive materials and
nano

biotechnology in healthcare applications including tissue engineering and regenerative medicine. Develops concepts in the use of biomedical materials for genetic manipulation of cells, tissues and cancer therapies. Presents clinical applications in orthopedics, maxillofacial reconstruction, oral surgery, periodontology, prevention of dentinal hypersensitivity and improved oral care. Introduces innovations in the use of biophotonics for rapid predictive analysis of cell-biomaterial interactions.

**BMEP5002 SOCIOECONOMIC AND ETHICAL ISSUES IN HEALTHCARE**

Covers issues affecting cost and availability of new biomedical materials, devices and technologies. Includes technology transfer, regulatory requirements, principles and practices in transplants and implants, and the genetic manipulation of cells, tissues and organs.

**BMEP5101 TYPES OF BIOMATERIALS AND TISSUE REACTIONS**

Teaches the frontiers and limits of scientific knowledge. Covers first-, second- and third-generation biomaterials used in healthcare. Overviews the basics of human biology. Includes a demonstration of microscopy and histology. Discusses wound healing, inflammation, the immune system and the effects of implants on the body.

**BMEP5102 TYPES OF BIOMATERIALS AND CLINICAL APPLICATIONS**

Discusses how biometals, bioactive glasses and ceramics repair the human skeletal system. Teaches how real implants are used in medical science. Includes polymers and polymeric biomaterials.

**BMEP5103 SOCIOECONOMIC AND ETHICAL ISSUES IN BIOMEDICAL MATERIALS AND DEVICES**

Covers research, innovation, business and ethics of biotechnology. Overviews tissue engineering, innovation and biophotonics. Includes first-hand experiences that highlight the challenges in transferring technology from the lab to an applied setting. Addresses the ethics of healthcare technologies, implants and end-of-life issues.

**ICCM1000 LEADING GLOBAL TEAMS**

Teaches how adequate planning and preparation to ensure future success has taken place before forming an international team. Acts as part of a series on forming and leading culturally diverse teams. Introduces a calibration tool for self-assessment, models of excellence, key concepts that affect decision-making and practical case studies to demonstrate understanding and embracing cultural differences.

**ICCM1001 CROSS-CULTURAL INFLUENCE TACTICS: AN INTRODUCTION FOR HR MANAGERS**

Explores cultural dimensions applicable to human resources professionals and how to use them as a framework for using influence tactics. Includes outcomes of effectively using influence tactics, direction of influence and the importance of taking an individual approach when using influence tactics.

**PDP0033 COMPTIA® A+ CERTIFICATION TRAINING**

Teaches the industry standard for validating vendor-neutral skills expected of an entry-level computer technician. (Nationally recognized online training course.)

**PDP0034 CISCO® CCNA® CERTIFICATION TRAINING**

Provides the essential knowledge to install, configure and operate simple routed LANs and WANs and obtain Cisco CCNA certification training. Covers switched LAN emulation networks made from Cisco equipment. Covers Cisco router configuration procedures (mapped to examination objectives).

**PDP0036 COMPTIA® NETWORK+ CERTIFICATION TRAINING**

Validates technical competency in networking administration and support for those with nine
months' field experience in network administration and support. (CompTIA Network+ certification)

PDP0037 COMPTIA® SECURITY+ CERTIFICATION TRAINING
Covers IT industry-wide security topics. Includes communication and infrastructure security, cryptography, access control, authentication, external attack, and operational and organization security. Also includes protocols used in Linux®, UNIX® and Windows® 2000, in addition to the TCP/IP suite component protocols and Ethernet operations.

PDP0042 MICROSOFT® CERTIFIED SYSTEM ENGINEER 2003 (MCSE)
Certifies professionals to analyze business requirements and design and implement the infrastructure for business solutions based on the Microsoft Windows® 2003 platform and Microsoft server software. Includes implementation responsibilities of installing, configuring and troubleshooting network systems.

PDP0043 3DS MAX®
Teaches students how to use both 3D MAX® and Character Studio® to design, develop and animate 3D video game characters. This is a nationally recognized online course and training program.

PDP0048 ADMIN PROFESSIONAL WITH MICROSOFT OFFICE SPECIALIST 2007 TRAINING
Provides training on the most popular Microsoft Office 2007 programs. Includes Word, Excel®, Access®, PowerPoint®, Outlook® and the Vista® operating system. Prepares students to sit for the MCAS certification offered by Microsoft. Also provides an introduction to Intuit® QuickBooks®.

PDP0050 ADMIN MEDICAL SPECIALIST WITH MEDICAL BILLING AND CODING
Teaches extensive medical billing information and all aspects of the medical receptionist/front desk position. Also prepares for the Certified Coding Associate (CCA) national certification exam.

PDP0053 CERTIFIED BOOKKEEPER
Prepares experienced bookkeepers for the certification exam at any Prometric™ Test Center.

PDP0054 CERTIFIED NATIONAL PHARMACEUTICAL REPRESENTATIVE
Provides the required pharmacology and medical education for students who desire an entry-level position as a certified pharmaceutical representative.

PDP0059 ENTREPRENEURSHIP: START-UP AND BUSINESS OWNER MANAGEMENT
Provides basic essential and fundamental principles associated with owning and operating a start-up or ongoing business. Introduces business plan development, positioning for and finding financing, legal issues in operations, and buying and selling a business. Requires little or no previous experience.

PDP0066 MEDICAL BILLING AND CODING
Prepares students for entry-level positions doing medical billing or coding in a medical office setting. Also prepares students to sit for the CCA® national certification exam.

PDP0071 PARALEGAL
Prepares potential paralegal students to be successful in the fast-growing paralegal career field. Includes free access to the official NALA certification exam preparation and Westlaw®.
PDP0072 PAYROLL PRACTICE AND MANAGEMENT
Prepares students to become payroll specialists. Reviews the Central Payroll Professional (CPP) test given by the American Payroll Association.

PDP0072 PAYROLL PRACTICE AND MANAGEMENT
Prepares students to become payroll specialists. Reviews the Central Payroll Professional (CPP) test given by the American Payroll Association.

PDP0090 ACCOUNTING FUNDAMENTALS 1
Teaches the basics of double-entry bookkeeping, analysis and recording of financial transactions and preparing financial reports. Discusses accounts receivable, accounts payable, payroll features, sales taxes and common banking activities suitable for a small business or individual household.

PDP0091 ACCOUNTING FUNDAMENTALS 2
Covers special journals, uncollectable accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings and various financial reports for corporations.

PDP0107 PROJECT MANAGEMENT PROFESSIONAL TRAINING
Includes 35 hours of intensive training based on the Project Management Institute's Project Management Body of Knowledge® (PMBOK®). Teaches the fundamentals of project management as defined in the PMBOK.

PDP0188 INTRODUCTION TO PC SECURITY
Covers risk and how to protect personal and business data. Also covers the fundamentals of PC and network security. Explores the vulnerabilities of operating systems, software and networks. Provides safe ways to share files and data and how to prevent network attacks.

PDP0192 INTRODUCTION TO PHP AND MYSQL®
Teaches how to create an interactive website using the PHP programming language and the MySQL database server, allowing visitors to post and retrieve information. Demonstrates the development of a complete content management system web application.

PDP0256 CERTIFIED SYSTEMS ENGINEERING PROFESSIONAL EXAM PREP
Provides an in-depth review of the International Council on Systems Engineering (INCOSE) Systems Handbook version 3.2.2. This course includes knowledge of INCOSE practices, preparation to sit for the CSEP examination, understanding the CSEP application process and more.

PDP0263 LEAN PRO®
Teaches lean concepts, terminology and tools for a broad manufacturing audience. Includes understanding the genesis of Lean, elements, rules, tools, kaizen and process improvement, value stream mapping, kanban, lean accounting, implementation and more.

PDP0312 MEDICAL BILLING AND CODING + MEDICAL TERMINOLOGY
Online certificate program for medical billing and coding plus medical terminology. Prepares for Billing and Coding Specialist certification. Provides additional training in medical terminology to describe the human body and appropriate spelling and application for major pathological conditions.

PDP0313 MEDICAL TRANSCRIPTION + MEDICAL TERMINOLOGY
Teaches the skills necessary to become a medical transcriptionist and provides additional training in medical terminology.
PDP0317 CHARTERED TAX PROFESSIONAL
Covers preparation of tax returns for individuals, small business corporations and partnerships and complex sole partnerships. Prepares for IRS Enrolled Agent (EA) exam.

PDP0329 ADMINISTRATIVE MEDICAL SPECIALIST WITH MEDICAL BILLING AND CODING + MEDICAL TERMINOLOGY
Teaches the skills necessary to become a medical specialist, medical billing specialist or medical coder. Covers medical terminology to describe the human body and proper application and spelling of major pathological conditions.

PDP0340 EMERGENCY MANAGEMENT TRAINING FOR FIRST RESPONDERS
Provides the necessary skills and understanding of the issues and underlying concepts surrounding emergency management. Reflects the practitioner and applied knowledge base, particularly lessons learned at local and state government levels.

PDP0342 ADMINISTRATIVE PROFESSIONAL WITH MICROSOFT® OFFICE® 2007 MASTER
Provides administrative professional training and preparation to become a Microsoft Office 2007 master. Covers how to use the suite of programs (Word®, Excel®, Outlook®, and PowerPoint®).

PDP0348 MANAGEMENT FOR IT PROFESSIONALS
Focuses on developing a successful leadership style for new IT management professionals. Includes team-building, collaboration and a corporate culture that promotes success.

PDP0349 MANAGEMENT TRAINING
Provides introductory and basic understanding of financial and accounting terms, employment law, and compliance and regulatory requirements. Covers permits and taxes, licensing and successful negotiation strategies for most environments.

PDP0350 MICROSOFT ACCESS® 2007
Provides comprehensive, performance-based certification preparation to validate business computer skills using Microsoft Access 2007 software.

PDP0351 MICROSOFT EXCEL® 2007
Provides comprehensive, performance-based certification preparation to validate business computer skills using Microsoft(R) Excel(R) 2007 software.

PDP0352 MICROSOFT OUTLOOK®
Provides comprehensive, performance-based certification preparation to validate business computer skills using Microsoft Outlook® 2007 software.

PDP0353 MICROSOFT OUTLOOK® 2007
Provides comprehensive, performance-based certification preparation to validate business computer skills using Microsoft Outlook® 2007 software.

PDP0354 MICROSOFT WINDOWS VISTA® 2007
Provides comprehensive, performance-based certification preparation to validate business computer skills using Microsoft Windows Vista® 2007 software.

PDP0355 MICROSOFT WORD® 2007
Provides comprehensive, performance-based certification preparation to validate business computer skills using Microsoft(R) Word 2007 software.

PDP0356 NONPROFIT MANAGEMENT
Teaches perspectives on unique issues facing newly appointed nonprofit management.

PDP0357 SENIOR CERTIFIED SUSTAINABILITY PROFESSIONAL
Demonstrates how to set the course and coordinate an enterprise’s sustainability strategy.
Provides professional credentials and skills green practitioners need to lead sustainable business practices.

PDP0361 TECHNICAL WRITING
Teaches research methods, audience considerations, style, drafting and revision techniques, how to work in a collaborative environment and more. Studies a variety of media and formats. Includes websites, e-mail, proposals, memos and instructions.

PDP0364 ALTERNATIVE DISPUTE RESOLUTION
Teaches the alternative dispute resolution (ADR) process in partnership with IADR Global, commonly used in federal and local government agencies, corporations, nonprofit and for-profit agencies and in private ADR practices.

PDP0388 SIX SIGMA GREEN BELT
Teaches all aspects of running a Six Sigma Greenbelt business. Includes management, service delivery, design, production and customer satisfaction through one of the highest standards for companies and individuals to achieve.

PDP0389 SIX SIGMA BLACK BELT
Includes Six Sigma Black Belt online learning and certification training with hands-on data analysis. Provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology and deployment and project-development approaches. Includes all materials.

PDP0391 PHARMACY TECHNICIAN CERTIFICATION
Teaches medical terminology specific to the pharmacy technician (reading and interpreting prescriptions and defining drugs by generic and brand names). Teaches dosage calculations, IV flow rates, drug compounding, dose conversions, prescription dispensing, inventory control, and billing and reimbursement. Includes a graded final examination to help prepare for the PTCB examination.

PDP0405 SIX SIGMA GREEN BELT ASQ EXAMINATION PREPARATION
Prepares the student for the ASQ Six Sigma Green Belt certification. Covers the five areas of the Six Sigma Green Belt body of knowledge. Includes the organization, definition, measurement, analysis, and improvement and control. Also includes lean principles, design for Six Sigma (DFSS), process and project management and more.

PDP0484 TECHPOINT INFORMATION SESSION
Presents an information session describing TechPoint, a virtual reality training program in partnership with Florida Tech to create a workforce with the skills needed to meet individual manufacturers' needs. Fulfills the primary goal to recruit, train and place engineers into a pipeline of workers who are familiar with advanced manufacturing processes.

PDP0494 AUTOCAD 2011
Teaches basic to advanced design skills with 2D tools in AutoCAD 2011. Provides certified online curriculum and official training guide. Also teach basic and efficiency tools, complex objects, external references plus image files, advanced plotting and customizing, in preparation for AutoCAD 2011 Certified Associate examination.

PDP0500 AUTOCAD 3D
Contains Autodesk certified online curriculum. Covers the fundamentals of 3D and explores the main features of AutoCAD's advanced 3D modeling workspace. Includes AutoCAD 3D skills in fields such as mechanical and civil engineering, architecture, and facilities planning and management.

PDP0505 CERTIFIED GLOBAL BUSINESS PROFESSIONAL
Provides preparation for the Global Business Professional certification examination. Certificate program is offered online in partnership with major colleges, universities and other accredited education providers.
PDP0524 LEAN MASTERY
Teaches clear, concise information on transforming a business enterprise and making it lean. Certificate program is offered online in partnership with major colleges, universities and other accredited education providers.

PDP0530 MICROSOFT OFFICE SPECIALIST 2007
Teaches basic through advanced skills for Excel®, Word®, PowerPoint®, Access®, Outlook®, and the Vista® operating system. Also includes preparation for certification.

PDP0531 MICROSOFT PROJECT® 2007
Teaches how to use Microsoft Project® to plan, manage and track projects effectively while preparing to take the Microsoft Project professional certification examination.

PDP0542 SCIENTIFIC DIVER TRAINING PROGRAM
Covers diver health, fitness, first aid specific to the environment, confined water training, open water training, dive environments, equipment safety and general diving knowledge. Requires a minimum of 100 hours of training by each candidate. Also requires completion of approximately 50 of the 100 hours of training requirements via self-study.

PDP0543 PROJECT MANAGEMENT
Improves knowledge and skills in project management and prepares for the next step in professional development, including certification as a project management professional. Certificate program is offered online in partnership with major colleges, universities and other accredited education providers.

PDP0549 AUTOCAD(R) 2011 WITH AUTOCAD 3D
Teaches the 2D commands and 3D modeling tools in AutoCAD® 2011 while preparing for the Autodesk® AutoCAD 2011 Certified Associate examination.

PDP0552 LEADING DIVERSE TEAMS
Maps to the diversity for general population midlevel civilian and military leaders in the Department of Defense. Develops the seven diversity competencies (applying cultural knowledge, organizational awareness, cultural perspective-taking, communication and interpersonal skills).

PDP0559 ADVANCED TOPICS IN EXCEL® FOR ENGINEERS
Covers leveraging the power of advanced features in Microsoft Excel®, data visualization, working with and summarizing large amounts of data, advanced charting, automating spreadsheets and more.

PDP0567 HUMAN RESOURCES PROFESSIONAL
Covers skills needed to gain entry-level positions in human resources (HR). Explores relevant topics from the basics of HR to specific areas such as planning strategy, human resource laws, hiring disciplines and labor relations. Includes preparation for the PHR® (professional in human resources) certification examination.

PDP0568 WEB APPLICATIONS DEVELOPER
Covers how to create database-driven websites using the latest technologies. Includes basic HTML, CSS for designing pages and how to make pages with JavaScript. Also includes the fundamentals of PHP, SQL, XML and Ajax. Explores HTML5.

PDP0569 PROFESSIONAL BOOKKEEPING WITH QUICKBOOKS® 2012
Teaches proficiency with QuickBooks® 2012 software as well as how to master everything from basic accounting to double-entry bookkeeping. Provides skills for planning a budget, managing a payroll and handling accounts receivable and accounts payable through hands-
on training. Also covers the legal standards that apply to accounting methods.

**PDP0570 MAC®, IPHONE® and IPAD® PROGRAMMING**

Covers how to use Xcode® compiler and the Objective-C® programming language to program applications that can be sold through Apple's App Store. Starts with the basic steps to writing a program, then progresses to using Xcode (the compiler used by Apple, Microsoft, Adobe and many other companies). Explores examples and requires performing simple coding exercises to build confidence using Xcode and Objective-C.

**PDP0571 INTRODUCTION TO AJAX PROGRAMMING**

Covers how to create applications that provide levels of responsiveness. Uses Ajax to develop web applications that behave and respond like desktop applications. Teaches the technologies used to compose Ajax, including JavaScript, document object model (DOM), cascading style sheets (CSS), the XMLHttpRequest object, extensible markup language (XML) and PHP scripting, the technologies that give Ajax its power.

**PDP0572 INTRODUCTION TO PROGRAMMING**

Covers how to use BASIC®, a free Windows® programming language, to create stand-alone applications for professional or personal use. Teaches how to work with graphical user interfaces, controls, variables, arrays, conditional logic and loops. Examines subroutines, functions and debugging. Also teaches how to add sound and graphics to your Just BASIC® programs.

**PDP0573 INTERMEDIATE VISUAL BASIC® 2008**

Focuses on database applications and in-demand programming skills needed to work in the business world. Discusses how to enrich the graphical user interface with custom menus and toolbars. Explores multiple form applications, starting with built-in dialog controls and turning to helper forms and multiple document interface applications. Covers how to access and modify data with data-bound controls, ActiveX Data Objects (ADO) for Microsoft .NET frameworks and Structured Query Language (SQL).

**PDP0574 INTRODUCTION TO PYTHON(tm) 3 PROGRAMMING**

Covers how to create basic programming with classes and exceptions. Explores data structures such as tuples and dictionaries to create Python programs with graphic elements that range from simple circles and squares to graphical user interface (GUI) objects such as buttons and labels.

**PDP0575 CREATING MOBILE APPS WITH HTML5**

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. This course also includes HTML5 difference, CSS3, Scripting with JavaScript, jQuery, jQuery Mobile, and AJAX. Use of web services such as Google Maps in your app., Determining an app's user, web application programming interfaces (Web APIs) app optimization and converting HTML5 apps into native apps.

**PDP0580 HAZARDOUS WASTE TRAINING**

A hazardous waste training course in accordance with the Resource Conservation and Recovery Act (RCRA) with the main purpose of protecting employees who work in a hazardous environment or with hazardous materials and the environment. Covers six areas within hazardous waste to meet OSHA requirements. Includes a brief introduction, defining hazardous waste, handling hazardous waste, other waste, emergencies and globally harmonized system for classification and labeling chemicals (GHS).

**PDP0585 ADMINISTRATIVE PROFESSIONAL WITH MICROSOFT OFFICE 2010 MASTER CERTIFICATION**
Covers how to effectively set goals and make administrative decisions, understand business etiquette, communicate effectively (orally and in writing) and engage in collaborative planning, communication and research. Comprises a comprehensive performance-based certification program approved by Microsoft to validate business computer skills using Excel®, Word®, PowerPoint® and Outlook®.

PDP0589 BUSINESS FINANCE FOR NONFINANCE PERSONNEL
Teaches how money flows through a typical business, the basics of how a business operates, how to develop successful business strategies and how financial statements are used to improve business decisions. Helps to build an understanding of basic financial information and how to make decisions that positively affect a company's financial situation.

PDP0590 CELLULAR SYSTEM OVERVIEW
Provides technical professionals who are relatively new to the field of cellular system engineering an understanding of the worldwide cellular market, the differences and similarities among cellular technologies and the architectural elements of cellular networks. Teaches the properties of various cellular standards, the basics of cellphone hardware architecture and the operational procedures of cellular systems disturbed by a strong electromagnetic pulse.

PDP0591 TECHPOINT TRAINING
Provides hands-on experience with virtual reality software TechPoint training that emulates the actual processes of a CNC machine and mathematically calculates each step of the process to allow the operator to watch as each step occurs, stop the process on demand, measure the piece to an accuracy of one micron and identify and avoid potential collisions. Introduces manufacturing-related topics such as blueprint reading, CNC basics, precision measurement, geometric dimensioning, and tolerancing and G-code familiarization.

PDP0593 ROPES CHALLENGE COURSE
Empowers participants to face mentally and physically challenging obstacles in an 80-acre wilderness preserve in Florida. Allows individuals and teams to develop skills and qualities such as team building, problem solving, leadership, cooperation, decision making, confidence, physical fitness and mental stamina.

PDP0596 LIFELONG SCHOLAR SOCIETY
Provides adult learners noncredit courses in state-of-the-art facilities on the Florida Tech campus. Includes lectures that vary biweekly and are taught by Florida Tech faculty. Covers such subjects as foreign policy, music, art, history, culture, science, films, literature, philosophy and current events.

PDP0598 FEDERAL CONTRACTING CONFERENCE
A community event for businesses to engage federal agency representatives to increase their competitiveness for securing federal grants and contracts.

PDP0599 INTRODUCTION TO FLASH CREATIVE SUITE® 6
Includes how to create Flash animation, interactive movies and mobile apps; Flash movies using the Flash timeline, layers and frames to control objects and timing on the stage; and how to format and embed external digital media and make them appear or play at specific times. Also includes creating and animating 3-D objects, syncing sounds with animations and publishing Flash movies online and to mobile apps.

PDP0600 INTRODUCTION TO QUICKBOOKS(R) 2013
Includes how to master the tools needed to set up a chart of accounts; reconcile a checking account; create and print invoices, receipts and statements; track payables, inventory and receivables; and create estimates and generate reports.

PDP0601 INTRODUCTION TO WINDOWS® 8
Covers the basics of Windows 8. Includes the new Start screen, Charms bar and desktop. Also includes how to manage apps and programs on the Start screen and how to customize the Start screen and desktop areas. Covers creating basic text documents using WordPad® and organizing, managing and editing photos in Windows 8.

PDP0602 YOUNG OUTSTANDING LEADERSHIP OBSTACLE COURSE
Defines how to be an effective leader. Reviews both the positive and negative attributes of leaders to assist students on how to capitalize on both aspects. Shows students how to immediately apply the skills they learn to their everyday life. Includes how to integrate everyday activities into the lessons to ensure the key principles are understood.

PDP0606 MARCH TO VICTORY: D-DAY TO EAGLE’S NEST
Provides an all-inclusive guided tour of World War II Europe with Florida Tech professors. Immerse yourself in a variety of culture, housing and food. Also includes networking with others around the world.

PDP0608 GOOGLE ANALYTICS
Covers all aspects of the Google Analytics interface including tracking traffic and which content is most effective and why. Also includes analyzing where visitors come from and which devices they use, how long they stay, where they click and where they go when they leave your site.

PDP0609 DEALING WITH DIFFICULT PEOPLE
Explores tips for communicating with difficult people. Includes effective techniques to minimize conflicts and resolve disagreements. Also covers strategies to navigate difficult situations.

PDP0610 WORKPLACE SAFETY TRAINING
Discusses domestic violence and abuse. Teaches safety strategies for intruders in the workplace and discusses methods and tips on how to be prepared for unexpected intruders.

PDP0611 TECHNIQUES IN COMMUNICATION
Introduces different ways people act out when dealing with an irate customer or coworker, and how to de-escalate such situations. Exposes students to techniques to better communicate in stressful situations. Also covers how verbally calming an upset person can open communication so the situation can become a cooperative and productive interaction.

PDP0612 CONTRACT TRAINING FOR THE PROGRAM OFFICE
Covers federal acquisitions. Includes basic concepts, policies and procedures needed for government contracting. Also covers how to use FAR and supplement directives and how this process applies to program office personnel.

PDP0613 INTRODUCTION TO JAVASCRIPT
Teaches the basics of JavaScript code. Discusses the use of loops and timers to create animation effects, and uses jQuery to build on basic JavaScript knowledge. Recommends previous HTML and CSS knowledge.

PDP0614 INTERVIEWING PRINCIPLES
Teaches various aspects of interviewing. Identifies the methods used to question a person and observe and interpret the physical and verbal behavior of the interviewee. Allows for more efficient and productive interviews.

PDP0616 ASQ CERTIFIED PROCESS ANALYST PREPARATION
Prepares for the American Society for Quality's Quality Process Analyst certification. Intended for paraprofessionals who analyze and solve quality problems and are involved in quality improvement projects under the direction of quality engineers or supervisors.
PDP0617 INTERMEDIATE QUICKBOOKS®
2013

Includes advanced features and applications, how to manage multiple company files, and export and import list data. Covers how to create customer statements, assess finance charges on overdue balances and write off past due balances. Also includes how to enter common transactions between owner and business including when the owner takes money out of the business or invests new capital.

PDP0618 PERFORMING PAYROLL IN
QUICKBOOKS® 2013

Teaches techniques for creating paychecks, paying liabilities for taxes and generating reports. Covers how to prepare for payroll by finding information from the Internal Revenue Service website (from complying with withholding requirements for taxes to applying for an employer identification number). Includes tracking work and vacation time; producing job costing reports; generating W-2, W-3 and 1099 forms; and creating paychecks.

PDP0619 QUICKBOOKS® FOR
CONTRACTORS

Covers how to create custom contract estimates and perform time tracking. Includes the different methods used for billing (progress invoicing, job-costing). Also covers change orders and requirements for record retention, and how to set up accounts, items, customers and jobs.

PDP0620 LIFELONG LEARNING SCHOLAR
SOCIETY MEMBERSHIP

Provides adult learners noncredit courses in state-of-the-art facilities. Includes lectures that very biweekly and are taught by Florida Tech faculty. Covers such subjects as foreign policy, music, art, history, culture, science, films, literature, philosophy and current events.

PDP0621 WEB DESIGN PROFESSIONAL

Covers the skills needed for companies and organizations to present the best images using a mix of modern technology and the proper design principles. Begins with the basics of HTML, CSS and JavaScript, and advances to practicing HTML5. Teaches color theory and typography, and how to develop client relationships and successfully organized projects.

About Jose A. Martinez-Diaz, PhD, BCBA-D

Dr. Jose Martinez-Diaz, BCBA-D, is professor, associate dean and the founder of Florida Tech’s School of Behavior Analysis. He also is the founder and program director of the ABA-Online Professional Development Program at Florida Tech, CEO of ABA Technologies, Inc., and is an adjunct professor at Penn State’s Department of Special Education.

Jose served as an officer and board member of the Behavior Analyst Certification Board (BACB) for seven years and is now Senior Consultant for the BACB. Jose also serves as member of the Board of Directors for the Association for Professional Behavior Analysts (APBA) and for the Behavioral and Cognitive Psychology Specialty Council. He also is a member of Florida’s Behavior Analysis Peer Review Committee. Jose is a past president of the Florida Association for Behavior Analysis, which awarded him its highest honor, the Charles H. Cox Award for Outstanding Service and Advancement of Behavior Analysis in Florida in 2005.
Jose earned his Ph.D. in clinical psychology, with an emphasis in behavior analysis and therapy, from West Virginia University. His publications include a chapter on ethics in Cooper, Heron, and Heward, Applied Behavior Analysis, Second Edition, and an article on autism spectrum disorders in the National Health Review.

**Educational Professional Objectives**

The Behavioral Science and Technology program of Continuing Education are dedicated to delivering affordable, interactive, high quality, learning opportunities within the field of Applied Behavior Analysis. We utilize cutting edge technology and learning principles to assist the time-strapped lifelong learner; this includes professional service providers, teachers, caregivers, parents, students and the business community.

Applied behavior analysis (ABA) uses the design, implementation and evaluation of environmental modifications to produce socially significant improvements in behavior. Applied behavior analysis is used in homes, schools, clinical settings or in the workplace.

The Behavioral Science and Technology program is an integral part of the Continuing Education Department at Florida Tech. We continuously strive to meet the needs of our client in value, quality, price, outstanding customer service and innovation.

**ABA Courses**

**BEHP0500 SUBSCRIPTION COURSE FOR BEHP 5000**

For students who are preparing to take the BCABA® or BCBA® examination and need a refresher on concepts and principals of behavior analysis. Includes a six-month subscription to the videos and podcasts of the online course. Only students who have taken and passed BEHP5000 are eligible for this course.

**BEHP0501 SUBSCRIPTION COURSE FOR BEHP 5001**

For students who are preparing to take the BCABA® or BCBA® examination and need a refresher on behavior assessment and program evaluation. Includes a six-month subscription to the videos and podcasts of the online course. Only students who have taken and passed BEHP 5001 are eligible to take this course.

**BEHP0502 SUBSCRIPTION COURSE FOR BEHP 5002**

For students who are preparing to take the BCABA® or BCBA® examination and need a refresher on behavior change procedures and ethical considerations. Includes a six-month subscription to the videos and podcasts of the online course. Only students who have taken and passed BEHP5002 are eligible for this course.

**BEHP0503 SUBSCRIPTION COURSE FOR BEHP 5003**

For students who are preparing to take the BCBA® examination and need a refresher on material covered in Advanced Topics in Applied Behavior Analysis. Includes a six-month subscription to the videos and podcasts of the online course. Only students who have taken and passed BEHP 5003 are eligible for this course.

**BEHP0504 SUBSCRIPTION COURSE FOR BEHP 5004**

For students who are preparing to take the BCBA® examination and need a refresher on material covered in Special Topics in Applied Behavior Analysis. Includes a six-month subscription to the videos and podcasts of the online course. Only students who have taken and passed BEHP5004 are eligible for this course.

**BEHP1010 ETHICAL AND LEGAL CONSIDERATIONS FOR BA PRACTITIONERS**

Explores the ethical and legal considerations in the practice of behavior analysis. Includes regulatory, disciplinary, and professional standards and ethical issues relevant to client services. Places particular emphasis on the difference between and implications of licensure.
and certification in professional practice. Uses case scenarios to demonstrate principles and facilitate understanding of the material. All course materials are provided.

**BEHP1012 IMPORTANCE OF REINFORCEMENT**

Covers discriminating between motivating operations (MOs) and discriminative stimuli, a critical skill that can make the difference between designing effective or ineffective interventions. Provides explicit instruction on the topic by using everyday examples and other heuristic techniques. Emphasizes the difference between MOs related to reinforcement and MOs related to punishment, and between unconditioned MOs and the various types of conditioned MOs.

**BEHP1014 TANTRUMS AND WHAT TO DO ABOUT THEM**

Identifies the specific unconditioned EO(s) and reflexive conditioned EO(s) that are functionally related to problem behavior. Also identifies the discriminative stimuli that play a role in evoking the problem behavior. Teaches how failure to do so may result in ineffective treatment or in the use of punishment-based procedures. Provides flowcharts, tables and many case studies to assist the ABA practitioner to identify these antecedent variables. Identifies the specific unconditioned EO(s) and reflexive conditioned EO(s) that are functionally related to problem behavior. Also identifies the discriminative stimuli that play a role in evoking the problem behavior. Teaches how failure to do so may result in ineffective treatment or in the use of punishment-based procedures. Provides flowcharts, tables and many case studies to assist the ABA practitioner to identify these antecedent variables.

**BEHP1016 WHY PEOPLE OFTEN MAKE BAD CHOICES & WHAT TO DO ABOUT IT: IMPORTANT FEATURES OF COMBINED SCHEDULES OF REINFORCEMENT**

Provides an updated model of the discriminated operant that takes into account combined schedules of reinforcement, behavioral contrast, behavioral momentum, the matching law, motivating operations and contextual variables. Emphasizes the implications of this model for assessment and treatment. Also covers resistance to change and persistence as they relate to these variables.

**BEHP1018 A BEHAVIORAL APPROACH TO ATTENTION DEFICIT HYPERACTIVITY DISORDER (ADHD)**

Covers the nature of ADHD, the importance of accurate diagnosis, developmental characteristics of ADHD, the relationship between ADHD and other psychiatric conditions, biological etiologies and other risk factors for ADHD, and pharmacological and other conventional treatments for children with ADHD. Also covers a behavioral model for treatment that emphasizes self-management strategies. Uses research studies providing evidence of the latter treatment approach.

**BEHP1020 BASING TREATMENT ON THE REAL CAUSE OF THE PROBLEM: FUNCTION-BASED TREATMENTS**

Provides a review of the major behavioral functions and the function-based model of intervention. Presents a conceptual framework for designing function-based interventions that includes important considerations for their design and implementation. Emphasizes the importance of being proactive.

**BEHP1022 TRAIN THE PRACTITIONER**

Teaches parents how to execute the wanted behavior change procedures. Includes building relationships, gaining compliance in the home, and how to end arguments, lying, tantrums, back-talk and disrespect.

**BEHP1023 INSIDE THE BOX - INTERVIEW WITH DR. JACK MICHAEL**

Presents historically significant interview with Dr. Jack Michael by Tate McGhee. Uses eloquent yet conversational prose by Michael as he recalls chance events.
BEHP1024 B.F. SKINNER'S ANALYSIS OF VERBAL BEHAVIOR, PART 1
Covers the first five chapters of Skinner's (1957) *Verbal Behavior*. Compares Skinner's analysis of language with traditional treatments. Reviews the basic elements for verbal behavior research. Points out the similarity of basic principles between verbal and nonverbal behavior. Presents the elementary verbal operants with practice exercises on how to classify (name, tact, intraverbal) samples of verbal behavior.

BEHP1025 B.F. SKINNER'S ANALYSIS OF VERBAL BEHAVIOR, PART 2
Continues BEHP1024. Covers advanced topics from chapters 6 through 17. Includes the role of the listener in verbal interactions and Skinner's analysis of private events. Defines radical behaviorism. Presents multiple control, the autoclitic and Skinner's analysis of self-editing. Offers timely suggestions on empirical research relevant to Skinner's analysis of verbal behavior.

BEHP1026 APPLICATIONS OF VERBAL BEHAVIOR: LANGUAGE ASSESSMENT
Presents a language assessment program (VB-MAPP) based on Skinner's analysis of verbal behavior and language acquisition milestones of typically developing children. Provides a baseline level of performance, a direction for intervention, a system to track skill acquisition, a tool for outcome measures and a framework for curriculum planning. Includes measurable and developmentally sequenced skills in the VB-MAPP and also balances those skills across the verbal operants and other related skills.

BEHP1027 APPLICATIONS OF VERBAL BEHAVIOR: LANGUAGE INTERVENTION
Teaches how to develop and implement a language intervention program based on results of a VB-MAPP assessment. Focuses first on an early learner and basic elements of a verbal behavior intervention program followed by program recommendations for an advanced child. Also covers issues regarding augmentative communication systems, data collection, daily schedules, program designs, generalization and teaching procedures for both discrete trial training and natural environment training.

BEHP1028 B.F. SKINNER'S VERBAL BEHAVIOR TUTORIAL
Comprises an online tutorial of B.F. Skinner's classic (1957) *Verbal Behavior*. Reviews Skinner's analysis of language and presents the basic verbal operants with practice exercises designed to teach how to classify samples of verbal behavior. Also presents advanced topics of radical behaviorism. Includes the role of the listener in verbal interactions.

BEHP1029 CONDUCTING LANGUAGE ASSESSMENT AND INTERVENTION: THE VB-MAPP
Presents the VB-MAPP (2008) as a practical and powerful tool based on Skinner's analysis of verbal behavior and language acquisition milestones of typically developing children. Reviews the VB-MAPP, including both the assessment and intervention procedures. Teaches how the VB-MAPP provides performance baseline, intervention direction, tracking of skill acquisition, outcome measurement, and a curriculum planning framework.

BEHP1030 VERBAL BEHAVIOR: FROM THEORY (B.F. SKINNER) TO PRACTICE (VB-MAPP)
BEHP1031 ACHIEVE: A DAY PROGRAM FOR CHILDREN WITH BEHAVIORAL DISABILITIES

Presents Achieve! as a strengths-based comprehensive day treatment program for high-risk children. Uses applied behavior analysis (ABA), a scientifically and technologically derived approach to behavioral healthcare for individuals with various needs.

BEHP1039 INTERPERSONAL SKILLS FOR THE BEHAVIORAL CONSULTANT

Provides both new and seasoned professionals the skills needed by the behavioral consultant. Includes initial contact, interviewing skills, active listening, feedback, expectations and other important aspects of professional behavior.

BEHP1040 TRANSLATIONAL RESEARCH: MATCHING THEORY & ITS APPLICATIONS

Reviews translational findings related to the Matching Law (Hernstein1961, 1970). Details species replication research and basic and generalized matching equations. Discusses experimental replications with socially relevant human behavior. Presents the behavioral model of self-control and treatment for individuals diagnosed with ADHD. Also presents a useful conceptual framework for designing function-based interventions for behavior disorders.

BEHP1041 FUNCTIONAL ASSESSMENT OF BEHAVIORAL DISTURBANCES: DIAGNOSTIC FEATURES OF ASD

Addresses functional assessment methodologies for severe behavior problems in persons with disabilities. Covers comparing outcomes of functional assessment experiments involving persons with and without ASD, studying where core diagnostic features of ASD were the focus of investigation, examining how core diagnostic features of ASD can interact with aspects of the environment to give rise to severe problem behavior, and other less-considered ways in which these interactions may occur.

BEHP1042 MAINSTREAM BEHAVIOR ANALYSIS

Provides illustrations from behavioral pediatrics in general, and in particular, crying, toilet training, sleep problems, habit disorders, anxiety problems and instructional control problems in older children. Also addresses male fertility and littering from a behavioral perspective.

BEHP1043 ADVANCED TOPICS IN FUNCTIONAL ANALYSIS

Reviews functional analysis methodology presented integrated with recent critical research. Considers the assessment of low-frequency and high-risk behaviors in the area of difficult to assess behaviors. Details the impact of combined versus separate topographies. Also presents the roles of functional analysis in early intervention, across individual differences and specific to medication effects with additional research opportunities.

BEHP1044 ARRANGING REINFORCEMENT SYSTEMS IN APPLIED SETTINGS, PART 1

Reviews selection-based preference assessments, duration-based assessments and issues such as food/nonfood stimulus preferences. Includes reinforcer strength assessment with single and concurrent schedules and progressive ratio schedules. Presents studies that focus on shifts in preference and stimulus value change over time.

BEHP1045 ARRANGING REINFORCEMENT SYSTEMS IN APPLIED SETTINGS, PART 2

Presents a stimulating review of operations that may alter stimulus value. Includes the effects of exposure, value-changing effects and reinforcer and schedule dimensions. Reviews research on reinforcer variation and choice. Discusses motivating operation's influence on choices of food, activities and performance. Considers social reinforcers and a behavioral review of extrinsic and intrinsic motivation along with token reinforcer preference and response rates.
BEHP1046 ARRANGING REINFORCEMENT SYSTEMS IN APPLIED SETTINGS, PART 3
Reviews the basic framework of behavioral economics and application in applied settings. Discusses the conditions of reinforcer consumption and response effort requirement. Also reviews problem behavior treatment using demand elasticity and substitutability. Presents a fresh review of noncontingent reinforcement and behavioral momentum along with their relationship. Applies these topics and research to working with individuals with developmental disabilities.

BEHP1047 SIMPLE & CONDITIONAL DISCRIMINATION
Discusses specific verbal unit acquisition and verbal unit's interrelationships resulting in the emergence of untaught, complex behavior. Presents the use of stimulus equivalence technology while teaching basic skills to preschool children with autism. Reviews simple and conditional discriminations and teaching procedures used to build these discriminations. Also covers the stimulus equivalence paradigm with examples of its incorporation into an existing curriculum for children diagnosed with autism.

BEHP1048 STIMULUS CLASS FORMATION IN CHILDREN WITH AUTISM
Reviews categorization as a necessary component of classification. Discusses physical similarity, equivalence training and shared functional properties as ways that stimuli can compose stimulus classes. Teaches how classification allows a child to engage in speaker and listener behavior. Defines and considers naming. Presents how children may develop categorization and novel relations without direct training and the acquisition of these skills by those diagnosed with autism.

BEHP1049 BEHAVIORAL PRACTICE IN THE FORENSIC ARENA
Applies a behavioral approach to the evidence-based court system. Focuses on environment and learning variables as they apply to questions of competence and responsibility. Behaviorally analyzes legal problems including shoplifting, obscene calls, domestic violence and pyromania. Provides tips on how to deal with the cross-examination. Applies course content to discussion of three murder cases in which Dr. Wyatt has served as an expert witness.

BEHP1050 BEHAVIORAL PRACTICE IN THE ERA OF BIOPSYCHIATRY AND BIG PHARMA
Explains a phenomenon termed medicalization that shows the weak empirical support of biological causation of disorders such as unipolar depression, anxiety disorders and schizophrenia. Examines research on medication effectiveness and research often cited in support of biological interpretations. Provides suggestions for behavioral practitioners as they navigate the increasingly medicalized professional and popular culture.

BEHP1051 ESTABLISHING INSTRUCTIONAL CONTROL IN THE NATURAL ENVIRONMENT
Details the establishment of instructional control in the natural environment. Defines and distinguishes natural environment teaching from intensive teaching. Provides specific procedures for contriving motivation, controlling reinforcers and teaching learners to sustain motivation over time. Explains practical guidelines to assist in increasing appropriate mands. Reviews data collection and graphing specific to this area along with how to analyze for effective teaching.

BEHP1052 TEACHING EARLY MANDS TO CHILDREN WITH AUTISM
Gives detailed information on how and which early manding objectives to use to teach children with autism. Teaches what natural environment teaching is and how to distinguish it from intensive teaching. Presents specific procedures for teaching the first vocal and sign mands to
early learners. Explains practical guidelines to help increase appropriate mands. Gives recommendations on what data to take and graph and how to analyze for effective teaching.

BEHP1053 PUNISHMENT CONTINGENCIES IN FUNCTIONAL TREATMENT

Explores the claim that an analysis of behavioral function would do away with punishment contingencies. Reviews behavioral function via a function-based classification system. Examines how the client's ecosystem can affect the ability to carry out extinction with behaviors that are socially mediated, as well as direct contingencies. Presents research of relevance to the understanding of punishment and its properties.

BEHP1054 COORDINATING BEHAVIOR ANALYSIS AND PSYCHIATRIC SERVICES

Explores the history of the use of psychotropic medication, related social and political influences and some key side effects. Includes peer-reviewed literature on their effect on specific behaviors. Outlines the practical and ethical issues involved in coordinating behavioral and psychiatric services and provides specific best-practice recommendations.

BEHP1056 THE ROLE OF THE TRANSITIVE CONDITIONED MOTIVATING OPERATION

Includes a discussion of a behavioral analysis of motivation and the role it plays in teaching language and social skills. Uses video clips of teaching methods for children with autism to illustrate and supplement the discussion.

BEHP1057 THE ROLE OF THE CONDITIONED MOTIVATING OPERATION (CMO-R)

Presents antecedent-based instructional modifications to reduce escape and avoidance behavior during instruction. Offers a conceptually systematic analysis of instructional methods as a tool for improving effective teaching. Provides video illustrations of application of the concepts.

BEHP1058 INCREASING THE VOCAL VERBAL BEHAVIOR OF CHILDREN WITH AUTISM

Provides an overview of the behavior analytic methods shown to increase vocal production in some children with autism. Presents experimental data and published reports in support of the methods discussed. Also presents video demonstrations and case studies as illustrations of implementation in clinical settings.

BEHP1059 INCREASING THE LENGTH OF UTTERANCE IN CHILDREN WITH AUTISM

Presents B.F. Skinner's natural science approach to analyzing the development of grammar and morphosyntactic structures. Offers a guide through discussion, data presentation and video illustration for teaching these skills to children who don't typically acquire them.

BEHP1063 THE VERBAL BEHAVIOR APPROACH: HOME PROGRAMMING

Highlights strategies from The Verbal Behavior Approach: How to Teach Children with Autism and Related Disorders.

BEHP1064 LARGE SCALE IMPLEMENTATION

Describes large-scale implementation of an ABA/verbal behavior model and how to use the Verbal Behavior Milestones Assessment and Placement Program (VB-MAPP) to assess an individual child's language and social skills as well as identify potential barriers that may inhibit development. The VB-MAPP is derived from behavior analysis, B.F. Skinner's analysis of verbal behavior and the developmental milestones of typical children.

BEHP1065 RECENT PREVALENCE OF AUTISM SPECTRUM DISORDERS

Covers research update from Autism Speaks and the recent prevalence of autism spectrum disorder (ASD). Includes the genetic and environmental factors involved in autism and promising
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research. Also covers diagnosis, screening and treatment approaches for ASD.

**BEHP1066 BEHAVIORAL SKILLS TRAINING AND ITS MANY APPLICATIONS**

Presents to behavior analysts how behavioral skills training (BST) has been and can be extended to address vastly different issues of applied significance. Includes social skills development, fire safety and personal care skills.

**BEHP1067 SO, YOU'VE WRITTEN THE PERFECT BEHAVIOR PLAN, NOW WHAT?**

Reviews the literature on training, feedback and contingencies in changing behavior at the organizational level. Presents some personal examples of performance management strategies the author has used in various setting.

**BEHP1068 ADVENURES IN ETHICS: DOWN THE RABBIT HOLE**

Addresses the lack of a code of ethics in organizational behavior management (OBM). Illustrates the need to develop such a code and suggests points to consider when devising the code. Begins with an overview of ethics discussions in the OBM community and examples of OBM consultation opportunities. Works toward the conclusion that OBM ethics must be codified for the field to obtain true professional status.

**BEHP1069 BASICS OF LEARNING EFFICIENCIES**

Covers what learning efficiencies entail, how to interpret learning efficiency data and how to calculate learning efficiency data. Includes the opportunity to practice plotting a learning efficiency of the material covered in the presentation. Discusses setting performance goals and learning efficiency goals as well as a variety of examples and uses of learning efficiencies.

**BEHP1070 A BEHAVIOR ANALYSIS OF PERSISTENT ERROR PATTERNS**

Consists of a three-hour workshop that elucidates possible reasons for error patterns during simple and conditional discrimination training programs.

Covers the basic empirical research depicting the behavioral phenomenon of stimulus over-selectivity (restricted stimulus control) found in persons with autism and other disabilities.

**BEHP1072 CONCEPTUAL MODEL: FUNCTIONAL RELATIONS WITH IMPLICATIONS**

Discusses the inadequacies of conceptualizing behavioral functions in terms of attention, tangibles, escape and automatic reinforcement. Presents a conceptual model for functional relations with implications for descriptive assessment, functional analysis and function-based intervention for problem behavior. Also presents case scenarios to illustrate how the model helps clinical practice.

**BEHP1073 THE MORNINGSIDE MODEL OF GENERATIVE INSTRUCTION**

Covers the Morningside Model of generative instruction (the-100-miles-up presentation). Includes the design of instructional materials and protocols; the three phases of teaching and learning; instruction, practice and application; generative outcomes from the design and system; partnerships with school in the United States and Canada; and data on effectiveness.

**BEHP1074 PERFORMANCE PAY**

Presents detailed and technical knowledge by Dr. Bill Abernathy, a founding father of organizational behavior management, for those in supervisory positions in business or who plan to own their own company. Reviews the problems with conventional performance management as well as the relevant research and alternatives. Discusses the design of the total performance system with specific management concepts.

**BEHP1075 TEACHING SOCIAL SKILLS TO INDIVIDUALS DIAGNOSED WITH AUTISM**

Considers the differences between social verbal vs. social nonverbal behaviors. Presents common ways of teaching social skills to children diagnosed with autism along with identification of critical components for successful social skills.

**BEHP1076 BEHAVIOR BASICS**

Teaches the basics of behavior. Explores basic concepts and principles to build a strong foundation. Introduces key definitions and characteristics of applied behavior analysis. Includes defining behavior and response classes, the environment, stimuli and stimulus classes and what determines behavior and functional relationships.

**BEHP1077 BEHAVIOR BOOTCAMP**

Covers basics of reinforcement, classroom and individual schedules, setting up individual and group token economies and group contingencies as part of general classroom strategies. Also covers challenging behavior issues in order to identify and assess why such behavior occurs, general prevention strategies for managing challenging behaviors, choosing interventions, how to collect data on behaviors while teaching, and determining when outside support is needed.

**BEHP1078 INTRODUCTION TO BEHAVIOR ANALYTIC SUPERVISION**

Introduces behavior analytic supervision and current models in clinical supervision in related fields. Reviews current literature on supervision and how to determine professional skill sets required for effective supervision. Acts as part of a series devoted to excellence in behavior analytic supervision.

**BEHP1079 LEGAL AND ETHICAL CONSIDERATIONS IN BEHAVIOR ANALYTIC SUPERVISION**

Second course covering excellence in behavior analytic supervision. Discusses the differences between legal and ethical considerations. Covers general legal principles and risk management strategies. Reviews the BACB® Professional Disciplinary and Ethical Standards and Guidelines for Responsible Conduct. Also covers ethical considerations regarding accepting supervisees, providing supervision, termination of supervision and best practices in supervision.

**BEHP1080 LOGISTICS IN PROVIDING SUPERVISION**

Covers logistical considerations as well as the considerations in providing supervision already covered in previous courses. Acts as the last in a series devoted to excellence in behavior analytic supervision. Explores business considerations a supervisor may wish to address, the requirements of the supervision contract, and documentation of various aspects of the supervised experience, and provides resources that may aid the supervisor in providing a quality supervision experience.

**BEHP1081 DEVELOPING THE COMPETENT BEHAVIOR ANALYST**

Presents the third of a series devoted to excellence in behavior analytic supervision. Explores the critical skills and repertoires a competent behavior analyst must master, the techniques the supervisor must master in order to effectively teach these skills and repertoires, and how supervisors can evaluate the effectiveness of their own supervision practices.

**BEHP1082 ADHD - A REVIEW OF SELECTED RESEARCH**

Covers behaviors associated with the attention deficit hyperactivity disorder (ADHD) diagnosis as well as behavioral research-based treatment strategies. Reviews selected research including the large NIMH-funded Multimodal Treatment Study of Children with ADHD (1999). Discusses subsequent research, including promising and varied techniques for working with behaviors included under the ADHD diagnosis. Presents behavioral research that includes medication, sleep, exercise, peer tutoring, reinforcement, social skills and self-control.

**BEHP1083 PREFERENCE AND REINFORCER ASSESSMENTS**
Highlights the importance of accurate reinforcement identification and provides an overview of preference assessment methodology. Discusses reinforcer assessment methodology. Also highlights seminal research describing various preference assessment methods and discusses additional preference assessment considerations. Applies to BCaBA or BCBA practitioners working with a wide variety of consumers.

BEHP1084 AUTISM SPECIFIC SERIES
Includes seven segments that detail work with children with ASD (establishing instructional control, early manding objectives, Skinner’s natural science approach to development of grammar, use of stimulus equivalence technology when teaching basic skills to preschool children, importance of stimulus class formation, persistent error patterns with basic and applied research and procedures for building behavioral chains, and providing ABA services to students of the Commonwealth of Pennsylvania using discrete trial formats and natural environment teaching).

BEHP1085 ASSESSMENT SERIES
Includes four segments that review areas beginning with the importance of accurate reinforcement identification and preference-reinforcer assessment methodology; a brief review of functional assessment methodologies and how core features of ASD and environmental interactions can lead to severe problem behavior; functional analysis topics including assessment of low frequency and high risk behaviors, combined versus separate response topographies and functional analysis with young children; and use of a language assessment program (VA-MAPP) based on Skinner’s analysis of verbal behavior.

BEHP1086 SERIES OF INSTRUCTIONAL STRATEGIES AND BEST PRACTICES
Overviews four segments on effective social skills teaching via groups, social stories and video modeling. Discusses the often inaccurate reinforcer identification via client and caregiver report followed by assessment of reinforcer strength with various schedules. Reviews research on reinforcer variation, choice, token reinforcers and response allocation and concepts of extrinsic versus intrinsic motivation. Also details the application of behavioral economics to reinforcer effort and consumption along with noncontingent reinforcement and behavioral momentum.

BEHP1087 CRISIS INTERVENTION SERIES
Includes two segments; first, addressing the tantrum crisis problem behavior in planning effective treatment via establishing operation for negative reinforcement, using flowcharts, tables and case studies to identify and incorporate antecedent variables into treatment plans; and second, reviewing evidence-based behavioral day treatment programs for children with severe crisis behaviors that integrate home school and wrap-around services with preventative and reactive components of the behavioral management program. Highlights data-based staff supervision to improve behavioral outcomes.

BEHP1088 SERIES OF CO-MORBIDITY AND MEDICATIONS
Includes three segments; first, discussing medication use, issues in behavioral and psychiatric services and best-practice recommendations from peer-reviewed literature; second, reviewing promising diagnoses, screening and treatment approaches for ASD, including the prevalence of these disorders and “the autisms” being multiple conditions and etiologies, detailing early intervention, innovative technology and medical treatment; and third, cautioning against the nonscientific roots of medicalization and research concerning its effectiveness and critical examination of related research.

BEHP1089 FAMILY COLLABORATION SERIES
Includes two segments; first, working with families on common behavioral problems such as bedtime resistance, toilet training, thumb sucking, toddler misbehavior and instructional control (emphasizing parent- and child-friendly language,
BEHP1090 SERIES OF SPECIFIC SKILL DEFICITS TRAINING

Includes four segments; first, targeting deficits in verbal behavior identified by the VB-MAPP assessment; second, focusing on increasing vocal production during mand training and vocal shaping (includes case studies and video demonstrations from clinical settings); third, showing the use of the transitive conditioned motivating operation to remedy deficits in language and social skills in children with autism; and fourth, reviewing skill deficits related to compliance during instruction with a focus on the reflexive conditioned motivating operation to reduce escape and avoidance.

BEHP1091 WHY BE A BEHAVIOR ANALYST

Present examples in a variety of areas of how people are using behavior analysis to improve the human experience. Includes five reasons a person should become a behavior analyst and seven recommended actions that behavior analysts can take to narrow the gap between the limited impact of behavior analysis to date and its tremendous promise.

BEHP1092 REINFORCEMENT-BASED INTERVENTIONS FOR PROBLEM BEHAVIOR IN IDD

Involves standard of care for severe behavior problems of persons with intellectual and developmental disabilities including conducting assessments to determine the variables that give rise to and support problem behavior and hypothesis-driven interventions that address these causes. Includes typical interventions such as disrupting the contingency between problem behavior and the consequences that support it (i.e., extinction), and establishing or strengthening alternative behavioral repertoires to displace problem behavior.

BEHP1093 BEHAVIOR ANALYTIC SUPERVISION, AND LEGAL & ETHICAL CONSIDERATIONS

Introduces behavior analytic supervision and models in clinical supervision. Reviews the literature on supervision and determines the professional skill sets required for effectiveness. Discusses legal and ethical considerations and principles and risk management strategies that may reduce liability. Also reviews the BACB® Professional Disciplinary and Ethical Standards, and Guidelines for Responsible Conduct related to the behavior analyst as supervisor.

BEHP1094 PROFESSIONAL CONSIDERATIONS FOR BEHAVIOR ANALYSIS

Includes reasons for professional regulation, ways of regulating professions including behavior analysis, differences between ethical and legal issues, defining the practice of behavior analysis, and how ethics ties to the seven dimensions of ABA. Describes case scenarios involving ethical and legal dilemmas and how to deal with these situations. Includes audience involvement for discussion of issues and case scenarios.

BEHP1095 INTRODUCTION TO OBM: HOW TO TRAIN, EVALUATE AND MANAGE STAFF

Introduces empirically derived methods to train, manage and evaluate employees from a behavior analytic perspective. Includes the most challenging aspects of clinical work (staff management and direct care staff, implementing complex procedures with difficult consumers). Also includes an overview of behavior analytic literature on managing staff behavior.

BEHP1096 SEXUALITY AND INSTRUCTING LEARNERS WITH AUTISM SPECTRUM DISORDER (ASD)
Covers the role of the behavior analyst and the context it plays in defining appropriate sexual behavior. Includes why sexuality should be addressed and defines how the responsibilities of this education falls under the purview of the behavior analyst. Also includes proactive behavioral interventions that can be used to teach sexuality competencies. Discusses the challenges and myths associated with teaching the importance of sexuality to learners with ASD.

**BEHP1097 ADOLESCENTS AND ADULTS WITH AUTISM**

Provides an overview of the implications of ABA as an evidence-based practice with adolescents and adults, and the challenges related to effective design, implementation and oversight. Emphasizes the importance of defining and measuring outcomes in terms much broader than the acquisition of individual skills. Discusses how the majority of evidence-based practice for individuals with ASD focuses on young children with little attention paid to adolescents or adults.

**BEHP1098 DON'T TEACH ME TRICKS. TEACH ME SKILLS**

Teaches the basics of the functional analysis of language developed by B.F. Skinner and how to use and interpret the Verbal Behavior Milestones Assessment and Placement Program (VB-MAPP) to develop verbal behavior programs and meaningful IEP goals. Covers the selection of skills that should be taught and the order in which these skills should be introduced to the learner.

**BEHP1099 ASSESSMENT AND TREATMENT OF SLEEP DISTURBANCES IN CHILDREN**

Provides an overview of what defines developmentally appropriate sleep. Introduces the diagnosis and treatment of sleep disorders. Includes common barriers to treatment adherence and how to identify them when medical consultation is warranted.

**BEHP1100 PREVENTING CHILD MALTREATMENT**

Provides an overview of child maltreatment, risks, costs and health relevance, and development of an ecobehavioral model to prevent child maltreatment with roots of this evidence-based model in SafeCare. Presents modules along with the train-the-trainer model.

**BEHP1101 ETHICAL AND LEGAL DILEMMAS IN PROFESSIONAL BEHAVIOR ANALYSIS**

Presents ways in which the Behavior Analyst Certification Board® and other entities regulate the profession. Draws distinctions between ethical and legal considerations. Describes case scenarios involving ethical and legal dilemmas. Discusses how others, including the presenter, dealt with these situations. Involves audience participation in discussions of the issues and case scenarios.

**BEHP1102 THE ABCs OF STARTING A PRIVATE PRACTICE**

Prepares practitioners for the rigors and challenges of establishing a successful private practice. Reviews the core elements of starting an ABA private practice including the necessary steps in planning, basic administrative issues inherent in running a professional practice, budgeting and financial management, and tactics for marketing the practice. Also discusses strategies for growth.

**BEHP1103 RISK MANAGEMENT AND SELF-PRESERVATION**

Provides an overview of the BACB® guidelines for responsible professional conduct and ethical practice, areas of risk, and actions that can lead to increased vulnerability to violating those principles. Discusses aspects of proper record-keeping and confidentiality and offers strategies for addressing a potential malpractice claim.

**BEHP1104 FORENSIC MATTERS: SHARK-INFESTED WATERS**

Provides a synopsis of how the behavior analyst can become drawn into the legal system and court proceedings. Describes the nature of subpoenas and the response options available when a
subpoena is issued. Explains the types of witness roles a behavior analyst can fulfill. Elucidates on the process of preparing for and giving testimony, including a discussion of the conflict between therapeutic and forensic roles.

**BEHP1105 SIX COMMON TEACHING MISTAKES AND WHAT TO DO INSTEAD**

Focuses on the six teaching mistakes committed by teachers at all grade levels and across curriculum areas. Presents the mistake and examples. Offers both logical and empirical rationales for why teachers should eliminate or reduce the frequency with which they commit the mistakes. Also presents evidence-based and classroom-tested alternative strategies. Provides participants with handouts for implementing alternative strategies and an annotated list of resources.

**BEHP1106 HELPING STUDENTS WITH ASD SUCEED IN GENERAL EDUCATION CLASSROOMS**

Presents the collective wisdom and perspectives of teachers, clinicians, researchers and parents, and experts in ASD about the maximum benefits to children with autism achieved via early intensive behavioral intervention (EIBI) with children under age six.

**BEHP1107 TEN FAULTY NOTIONS ABOUT TEACHING AND LEARNING IN SPECIAL EDUCATION**

Identifies ten well-intentioned but misguided notions and the reasons each is mistaken. Offers suggestions for practitioners to counter these notions and the worst practices they encourage.

**BEHP1108 CLASSROOM MANAGEMENT PROBLEMS AND PROCEDURES FOR SOLVING THEM**

Focuses on both direct and indirect techniques that are easy and inexpensive to implement that can modify disruptive classroom behavior. Highlights the critical importance of fluency and its relationship to classroom management.

Includes effective procedures for successfully modifying behavior.

**BEHP1109 BEST TEACHING PRACTICES: RESEARCH IN THE TRENCHES**

Discusses systematic evaluations of teaching procedures conducted with students in a school for children with ASDs. Includes evaluations for establishing behavior chains, verbal behavior and strategies for remediation that should be implemented when necessary.

**BEHP1110 MANAGEMENT PRACTICES THAT WASTE TIME AND MONEY**

Covers the 13 common management strategies that waste time and money and fall short from a behavioral perspective. Highlights the importance of applying the science of behavior to employee management to create a productive and fulfilling work environment.

**BEHP1111 PLAYING CATH-UP: A REVIEW OF RECENT PUBLICATIONS IN THE BEHAVIOR ANALYST**

Presents a review of recent articles in *The Behavior Analyst Journal* 2012 Fall:35(2). Uses live, online reviews in an attempt to reduce obstacles practitioners face when accessing current research. Also highlights and provides commentary on the topics of operant variability and constrain-induced movement therapy (CIMT).

**BEHP1112 STEREOTYPY: THERE ARE NO EASY ANSWERS**

Examines how stereotypy is socially stigmatizing and can interfere with skill acquisition. Includes interventions for directly treating stereotypy (response competition, response interruption/redirection). Discusses strategies for building functional skills from direct instruction of functional engagement to video modeling and verbal operant training.

**BEHP1113 BEHAVIOR ANALYSIS AND TRAFFIC SAFETY**

Explores how to conduct research studies in the area of traffic safety. Covers how typical
measures are used and how to select a measure and a variety of behavioral principles usually employed. Discusses work in the areas of pedestrian safety, increasing seat belt use and reducing motorist speeding behavior. Illustrates how the measures are used and how treatments are selected.

BEHP1114 ESSENTIALS OF ORGANIZATIONAL BEHAVIOR MANAGEMENT

An introduction to the field of organizational behavior management (OBM). As a subdiscipline of ABA, OBM is the application of behavior analysis to business settings. Overview of OBM, assessment, and behavior change procedures. Discuss how to maintain behavior change, develop effective leadership, deal with problematic behavior, and how to apply behavior analytic codes of ethics in a business setting. Presentation from Aubrey Daniels, ineffective management practices.

BEHP1115 BEHAVIORAL SYSTEMS ANALYSIS

Covers the behavioral systems analysis (BSA) approach in OBM. Presents organizations as systems, and introduce the tools used to assess the levels of the system. Provides examples of intervention strategies, as well as how to combine performance management and systems approaches using lecture and case examples.

BEHP1116 BEHAVIOR-BASED SAFETY

Introduces behavior-based safety (BBS), traditional safety programs, and why a special OBM process is necessary for safety behavior. Covers procedures for developing a comprehensive safety process. Additional topics such as case studies and maintenance procedures. Concludes with an examination of pedestrian and driver safety.

BEHP1117 BUSINESS ESSENTIALS FOR BEHAVIOR ANALYSTS

Provides business essentials for behavior analysts who possess a limited business repertoire.

Includes business structures, entrepreneurship, and profit-and-loss statements.

BEHP1118 TRAINING IN ORGANIZATIONAL BEHAVIOR MANAGEMENT

Provides an expanded look at effective curriculum development and training for employees from a behavior analytic perspective.

BEHP1119 ADVANCED TOPICS IN ORGANIZATIONAL BEHAVIOR MANAGEMENT

Covers statistical process control (SPC), behavior-based safety (BBS) and ergonomics, OBM in human services, relational frame theory (RFT) in OBM, and related topics.

BEHP1120 ANNUAL BEHAVIOR ANALYSIS CONFERENCE

Includes the theory and practice of contextual behavior science. Explores how contextual behavior science is being applied to an increasing variety of populations and behavioral challenges, including autism and developmental disabilities, parent skills training, anxiety disorders, chronic pain, workplace performance improvement, depression, and various clinical populations. Also includes the discuss acceptance and commitment therapy (ACT), a therapeutic approach increasingly adopted by psychologists, therapists and behavior analysts.

BEHP1121 PERFORMANCE-BASED PAY

Provides an overview of performance-based pay systems in organizations. Presents the sometimes-contentious case for a properly designed performance-based pay system and research supporting the concept.

BEHP1122 EXCELLENCE IN BEHAVIOR ANALYTIC SUPERVISION

Teaches how supervision, as a vital part of the training and gate-keeping of new professional members, requires a sound model of supervision. Shows the various legal and ethical considerations, a supervisor repertoire sufficient
to teach required critical skills, and repertoires the supervisee must master. Requires close documentation of the experience.

**BEHP1500 VIDEO SUBSCRIPTION COURSE FOR BEHP 5000**

Provides a refresher on concepts and principles of behavior analysis for students who are preparing to take the BCABA or BCBA examination. Includes two weeks' access to download the videos of the online course from iTunesU. Requires previous successful completion of BEHP 5000 prior to registration.

**BEHP1501 VIDEO SUBSCRIPTION COURSE FOR BEHP 5001**

Provides a refresher on behavior assessment and program evaluation for students who are preparing to take the BCABA or BCBA examination. Includes two weeks' access to download videos of online course from iTunesU. Requires previous successful completion of BEHP 5001 prior to registration.

**BEHP1502 VIDEO SUBSCRIPTION COURSE FOR BEHP 5002**

Provides a refresher on behavior change procedures and ethical considerations for students preparing to take the BCABA or BCBA examination. Includes two weeks' access to download the videos of the online course from iTunesU. Requires previous successful completion of BEHP 5002 prior to registration.

**BEHP1503 VIDEO SUBSCRIPTION COURSE FOR BEHP 5003**

Provides a refresher on material covered in Advanced Topics in Applied Behavior Analysis for students who are preparing to take the BCBA examination. Includes two weeks' access to download the videos of the online course from iTunesU. Requires previous successful completion of BEHP 5003 prior to registration.

**BEHP1504 VIDEO SUBSCRIPTION COURSE FOR BEHP 5004**

Provides a refresher on material covered in BEHP 5004. Include two weeks' access to download the videos of the online course from iTunesU. Requires previous successful completion of BEHP 5004 prior to registration.

**BEHP5003 ADVANCED TOPICS IN APPLIED BEHAVIOR ANALYSIS**

Covers advanced topics in all content areas of behavior analysis as needed for independent behavior analysis practitioners.

**BEHP5004 SPECIAL TOPICS IN BEHAVIOR ANALYSIS**

Covers current topics in behavior analysis, such as the treatment of autism spectrum disorder and parent and staff training.

**BEHP5011 FOUNDATIONS, CONCEPTS AND PRINCIPLES OF BEHAVIOR ANALYSIS**

Covers concepts, principles and processes derived from the experimental analysis of behavior and how they relate to applied behavior analysis.

**BEHP5012 BASIC ELEMENTS OF APPLIED BEHAVIOR ANALYSIS**

This graduate-level 45-hour course covers philosophical foundations of behavior analysis, definitions and characteristics of applied behavior analysis (ABA), behavioral assessment, measurement of behavior, data display and interpretation and experimental design. The course also introduces the experimental evaluation of interventions.

**BEHP5013 DEVELOPING, STRENGTHENING AND MAINTAINING BEHAVIOR**

Covers procedures for developing, strengthening and maintaining behavior. Also covers assessment, behavior change systems and supervision.

**BEHP5014 INTRODUCTION TO ETHICAL AND PROFESSIONAL CONDUCT OF BEHAVIOR ANALYSTS**
Introduces ethical and professional considerations relevant to the professional practice of applied behavior analysis as well as the ethical and disciplinary standards of the profession. Emphasizes ethical and professional conduct and legal issues relevant to both BCaBA- and BCBA-level practitioners. This course is to be taken together with course BEHP5015.

**BEHP5015 DECREASING, ELIMINATING AND REPLACING PROBLEM BEHAVIOR**


**BEHP5016 ETHICAL AND PROFESSIONAL CONDUCT OF BEHAVIOR ANALYSTS**

Expands on ethical and professional issues introduced in BEHP 5014. Emphasizes ethical, professional and conduct issues relevant to BCBA-level practitioners and supervisors. This course is to be taken together with course BEHP5017.

**BEHP5017 TARGETED TOPICS IN BEHAVIOR ANALYSIS**

Covers special topics in all content areas of behavior analysis, as needed for independent behavior analysis practitioners. Includes introduction of supervision in behavior analysis and organizational behavior management, and other areas of behavior analysis. This course is to be taken together with course BEHP5016.

**BEHP5017A ESSENTIALS OF ORGANIZATIONAL BEHAVIOR MANAGEMENT**

Introduces the field of organizational behavior management (OBM). Examines the field and presents basic techniques. Includes topics related to OBM procedures such as leadership, lasting change and ethics. Discusses applied examples to enhance student understanding. Also includes a guest lecturer (Dr. Aubrey Daniels).

**BEHP5018 ADVANCED TOPICS IN BEHAVIOR ANALYSIS**

Covers advanced topics in several content areas of behavior analysis needed by independent behavior analysis practitioners.

**BEHP5020A BEHAVIOR-BASED SAFETY**

Covers behavior-based safety (BBS) that addresses the specific challenges of accidents at work. Overviews the basic BBS procedures, case examples and advanced topics. Includes pedestrian and driver safety and guest speakers (Drs. Siggi Sigurdsson and Ron Van Houten).

**BEHP5020B THEORY AND APPLICATIONS OF VERBAL BEHAVIOR**


**BEHP5060 BEHAVIOR ANALYSIS ORIENTATION**

**BEHP5061 GUIDED REVIEW FOR BACB EXAMINATION**

Reviews the instructional content required for BACB certification for students preparing for certification. Offers custom-tailored review based on an individual's strengths and weaknesses.

**BEHP5062 GUIDED TUTORING FOR BACB® EXAMINATION**

Offers custom-tailored tutoring based on an individual's strengths and weaknesses when preparing for the BACB examination.
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