



UTA Administrative Professionals Advanced Certification

The University of Texas at Arlington Office of Human Resources invites you to participate in a new Administrative Professionals Certification (APC) program. The APC program is designed to provide you with the essential knowledge, skills and resources to do your job effectively. The program requires the completion of five courses that are relevant to the Administrative Professional role. Upon successful completion of the APC program, you will be recognized with your certificate of achievement at the annual Administrative Professionals Day Luncheon held in April.

To participate in the APC program, please complete the following information. You must also receive prior approval from your Supervisor to attend the required courses.

The following courses will be required and will be held monthly on Fridays from 1:00pm to 5:00pm. Dates for the training will be the following: November 16, 2018, January 11, 2019, February 15, 2019, March 22, 2019, and April 12, 2019. Please note that the schedule, including dates, times and locations, may be revised as needed, however, you will receive prior notification if the schedule changes.

- ***Business Etiquette***
- ***Emotional Intelligence***
- ***Microsoft Office 2016 Intermediate Excel (Prerequisites: Microsoft Excel 2016 Essentials)***
- ***Critical Thinking Skills - Applied***
- ***Balancing Priorities***

Name: _____ Employee ID Number (1000/600): _____

Position Title: _____ Department Name: _____

Office Phone: _____ Email: _____

Applicant Name Printed

Applicant Signature

Date

Supervisor Name Printed

Supervisor Signature

Date

Please submit signed form to apc@uta.edu .

Training Library

Business Etiquette (Classroom)

Business etiquette is defined as the conduct or procedures that are generally acceptable and polite in the workplace. It is typically a set of unspoken expectations that most people either meet—or find out about when they do not meet them.

This course provides guidelines for common business etiquette, how to show respect for yourself and others, how to establish positive connections with anyone, and how to choose polite and positive responses to rude behavior.

Program Length: 4 Hours / Half Day

Emotional Intelligence: A Scientifically Proven Method for Developing the Skills of Success (Classroom)

No doubt technical and task-oriented skills are important to bring to any working environment, but research has proven that real success comes from those who have honed the soft skill of emotional intelligence. No organization is without its ups, downs, and of course, turnarounds, which is why emotional intelligence is an essential aspect for anyone in the working field.

Emotional intelligence is recognizing your emotional triggers and knowing when and how to use them in a way that enables you to not only deal with these stressors objectively, but to also develop strong connections with your co-workers. This program introduces the four essential aspects to honing this soft skill, and strategies for developing each; helping you to confront issues, tackle problems, and manage change and stress with composure and clarity.

Program Length: 4 Hours / Half Day

Microsoft Office 2016 Intermediate Excel (via Online in Classroom):

Program Length: 4 Hours, 10 Minutes / Half Day

Share, Review and Collaborate

Microsoft Excel 2016 provides a number of tools that allow you to share your work with others, and collaborate on Excel projects. With your Microsoft account, you can access services that facilitate online collaboration, and link to data in other workbooks and even databases. In this course, you will also learn about reviewing Excel documents and how to convey your thoughts on a document to others.

Program Length: 1 Hour, 2 Minutes

Working with Data

Microsoft Excel 2016 gives you a number of options for sorting and organizing data. In this course, you will learn about basic alphabetical and numerical sorts through color sorting and custom configured sorts. The course also covers grouping, filtering, searching, and ensuring valid data is entered.

Program Length: 1 Hour, 5 Minutes

Pivot Tables and Advanced Charts

In Microsoft Excel 2016, PivotTables and PivotCharts let you dynamically reorganize and display your data. They can summarize huge amounts of data by category without the need to input complex formulas or spend long hours manually reorganizing your spreadsheet. You can choose and change what you want to summarize. In this course, you will also learn how to use advanced chart features like trendlines and dual axis charts.

Program Length: 52 Minutes

Macros and Advanced Queries

Using macros in Excel 2016 lets you save time when performing repetitive tasks. This course covers the options available when you are running macros, and also how to create your own custom macros. You will also learn about advanced functions that allow you to perform calculations using date and time, how to look up data, and how to perform advanced conditional queries.

Program Length: 1 Hour, 11 Minutes

Critical Thinking Skills—Applied: Putting Theory into Practice (Classroom)

Critical Thinking Skills — Applied helps participants put theory into practice. It begins with an introduction into the process of critical thinking and the characteristics it encourages as well as the common mistakes one should avoid. Participants are then called to use their critical thinking skills to analyze a series of case studies or real-world scenarios where they'll learn to challenge information, deepen insight and facilitate participants' ability to actively translate the learned material into their work back on the job.

Program Length: 4 hours/Half Day

Balancing Priorities: How to Successfully Manage Tasks, Deadlines, and Expectations (Classroom)

How many times have you heard this plea for help? The demand for productivity is greater than ever before. Deadlines are tight, resources are limited, technology is complex, and oftentimes employees have the added challenge of reporting to more than one manager. It's no surprise this pressure can lead to increased conflict and overwhelming feelings of confusion. That is, until you equip them with the skills they need to manage their workload effectively.

Program Length: 4 Hours / Half Day