

The University of Texas at

**TYLER**

# CONTINUING EDUCATION

## UPCOMING CLASSES

[www.uttyler.edu/continuing-education](http://www.uttyler.edu/continuing-education)

### **Small Business Owner's Guide to Bookkeeping - <https://bit.ly/uttylercesmallbusiness>**

**April 1 - May 27 (classes meet every Thursday) - 6:00 - 9:00 pm**

The Small Business Owner's Guide to Bookkeeping course is designed to provide the learner with the basic skills and knowledge required to perform manual bookkeeping functions. Essential bookkeeping concepts will be reviewed and applied. Considerable time will be spent applying these skills and knowledge by completing practice exercises and assignments. The skills and knowledge required to carry out manual payroll calculations and remittances will also be presented.

### **Data Analytics Level 1 - <https://bit.ly/uttylercebusiness>**

**March 25 & 26 - 8:30 am - 5:00 pm**

Develop integrative decision-making skills. The two-day course helps managers navigate the Excel user interface, perform calculations with formulas and functions, professionally format spreadsheets, apply logic in decision-making, and organize data for analysis. Use data and Excel scenarios for what-if analysis to create visualizations of data with charts and graphs and generate business reports using pivot tables and functions.

### **Data Analytics Level 2 - <https://bit.ly/uttylercebusiness>**

**April 8 & 9 - 8:30 am - 5:00 pm**

Participants will learn how to organize data and convert unstructured data into structured data. Develop analytical skills to improve business operational productivity. Learn how to conduct financial calculations and cash flow analysis. Participants will be introduced to conducting surveys and using data to gain business insight. Clarity and fun in learning and doing data analytics are the keys.

### **Servant Leadership - <https://bit.ly/uttylercebusiness>**

**May 7 - 9:00 am - 4:00 pm**

Learn how to be a servant leader by putting employees first. In this course, you will learn the Seven Pillars of Servant Leadership and how to implement the competencies and behaviors. Learn about critical traits, priorities, practices, and principles that help servant leaders succeed in achieving great relationships and results.

### **Stop the Bleed - <https://bit.ly/uttylerhealthandwellness>**

**March 16, April 20, May 18 - 5:30 - 7:00 pm**

Stop the Bleed is a national awareness campaign and call-to-action. Stop the Bleed is intended to cultivate grassroots efforts that encourage bystanders to become trained, equipped, and empowered to help in a bleeding emergency before professional help arrives. "Uncontrolled bleeding is the leading cause of death from trauma." This course is for non-healthcare professionals to learn how to identify and stop uncontrolled bleeding.

### **Retire Smart East Texas - <https://bit.ly/uttylerhealthandwellness>**

**April 1, May 6 - 6:00 - 8:00 pm**

Integrity Financial is dedicated to helping you reach a higher purpose for your wealth and design a lasting legacy for your family. Get coverage and peace of mind from Advanta Insurance Partners, a respected industry leader providing solid healthcare solutions. Ross & Shoalmire, P. L. L. C. has the singular goal to be the best resource in the community for Estate Planning, Elder Law, and Asset Protection. Speakers include Staci Arledge from Integrity Financial, Dana Parr from Advanta Insurance Partners, Kristen Ishihara, and Chris Parker from Ross & Shoalmire, P.L.L.C.

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