

business calendar

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GMAT Review

Sept. 11, 18 & 25, 8 a.m. – noon, Bayou Building

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

Proven techniques designed to enhance test-taking and boost exam scores are covered in this full course offered on three consecutive Saturdays. Participants receive a copy of the Princeton Review's "Cracking the GMAT" used in the course. Course fee is \$395 per person. For more information or to register, <http://www.uhcl.edu/camp>, call UH-Clear Lake's Center for Advanced Management Programs at 281-283-3133 or 281-283-3121, or e-mail camp@uhcl.edu.

Project Management Essentials

Sept. 13 – 14, 8 a.m. – 4 p.m., Bayou Building

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

A two-day introductory workshop for practicing project managers and team members, owners, contractors and suppliers, Project Management Essentials covers the processes and techniques needed to complete projects within time and budget constraints. Course fee is \$995 for single course and \$796 per course as part of track registration. To register, visit <http://www.uhcl.edu/camp>, call UH-Clear Lake's Center for Advanced Management Programs at 281-283-3133 or 281-283-3121 or e-mail camp@uhcl.edu.

Introduction to Government Contracting

Sept. 22 – 23, 8 a.m. – 4 p.m., Bayou Building

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

This two-day introductory course covers key issues essential to understanding the procurement process from contract formation to contract completion, including practical application of government contracting. Course fees are \$795 for the first participant with a \$50 discount for each additional participant from the same organization. To register, visit <http://www.uhcl.edu/camp>, call UH-Clear Lake's Center for Advanced Management Programs at 281-283-3133 or 281-283-3121, or e-mail camp@uhcl.edu.

GRE Review

Sept. 25, Oct. 9 & 16, 8 a.m. – noon, Bayou Building

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

Proven test-taking techniques designed to enhance test-taking and boost exam scores are covered in this full course offered on three consecutive Saturdays. Participants receive a copy of the Princeton Review's "Cracking the GRE." Course fee is \$395 per person. For more information or to register, visit <http://www.uhcl.edu/camp>, call UH-Clear Lake's Center for Advanced Management Programs at 281-283-3133 or 281-283-3121, or e-mail camp@uhcl.edu.

Mastering Statistical Process Control Basics

Oct. 6 – 8, 8 a.m. – 4 p.m., Bayou Building

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

This three-day seminar takes a hands-on approach to successfully implementing statistical process control for monitoring variances, analyzing and improving quality and productivity. Course fee is \$1,095 for the first participant with a \$50 discount for each additional participant from the same organization. For more information or to register, visit <http://www.uhcl.edu/camp>, call UH-Clear Lake's Center for Advanced Management Programs at 281-283-3133 or 281-283-3121, or e-mail camp@uhcl.edu.

Project Management Leadership

Oct. 11 – 12, 8 a.m. – 4 p.m., Bayou Building

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

An intensive two-day workshop designed to help assess management and leadership styles and optimize strategies techniques to lead others to project success. Course covers the fundamentals of modern leadership and communication in the project environment for managers, purchasing professionals and subcontractors. Course fee is \$995 for a single course and \$796 per course as part of track registration. For more information or to register, visit <http://www.uhcl.edu/camp>, call UH-Clear Lake's Center for Advanced Management Programs at 281-283-3133 or 281-283-3121, or e-mail camp@uhcl.edu.

Paralegal Certificate Course/Advanced Paralegal Certificate Course/ Legal Nurse Consultant Training

Oct. 18 – Dec. 3, online

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

These courses help participants prepare for careers in fast-growing fields of paralegalism. Paralegal certificate course teaches basic legal concepts including the American legal system, terminology and ethics. The advanced course builds upon the basic knowledge with classes in specialized facets of contemporary law. Legal Nurse Consulting Training prepares medical professionals for a career as legal nurse consultants. Course fee for paralegal certificate course is \$1,189 for seven weeks, not including textbook, or with DVD course fee is \$1,229. Advanced paralegal course is \$1,650 for six topics or \$275 for single topic. Legal nurse course is \$849. To register, visit <http://www.uhcl.edu/camp>, call UH-Clear Lake's Center for Advanced Management Programs at 281-283-3133 or 281-283-3121 or e-mail camp@uhcl.edu.

5-Day Project Manager Training

Oct. 25 – 29, 8 a.m. – 4 p.m., Bayou Building

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

This introductory seminar covers the essential skills and techniques needed for modern project managers and helps ensure success within the constraints of time, budget and quality. This effective and thorough five-day course covers the six domains of project management identified by the

Project Management Institute. Course fee is \$2,999 – a 20 percent discount from the list price. For more information or to register, visit <http://www.uhcl.edu/camp>, call UH-Clear Lake's Center for Advanced Management Programs at 281-283-3133 or 281-283-3121, or e-mail camp@uhcl.edu.

Improving Negotiating Skills

Oct. 26 – 27, 8 a.m. – 4 p.m., Bayou Building

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

Purchasing professionals and others charged with the responsibility of investing their company's funds can learn the techniques of negotiation that get results in this two-day seminar designed to bring immediate results. Course fee is \$895 per seminar for the first participant with a \$100 discount for each additional participant from the same organization. For more information or to register, visit <http://www.uhcl.edu/camp>, call UH-Clear Lake's Center for Advanced Management Programs at 281-283-3133 or 281-283-3121, or e-mail camp@uhcl.edu.

How to Purchase Services

Oct. 28 – 29, 8 a.m. – 4 p.m., Bayou Building

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

Designed for purchasing professionals, associate buyers and managers, this seminar teaches participants the skills they need to negotiate the best contract, reduce and control costs, maximize and ensure the quality of purchased services and track supplier performance. No prerequisite required. Course fee is \$895 for the first person, with a \$100 discount for each additional participant from the same organization. For more information or to register, visit <http://www.uhcl.edu/camp>, call UH-Clear Lake's Center for Advanced Management Programs at 281-283-3133 or 281-283-3121, or e-mail camp@uhcl.edu.

Legal Aspects of Purchasing

Nov. 8 – 9, 8 a.m. – 4 p.m., Bayou Building

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

No prerequisite required for this two-day seminar designed for new and experienced purchasing professionals seeking proven methods to evaluate contracts, determine seller authority, get free

extended warranties and deal with disputes. Course fee is \$895 per seminar for the first participant with \$100 discount for each additional participant from the same organization. For more information or to register, visit <http://www.uhcl.edu/camp>, call UH-Clear Lake's Center for Advanced Management Programs at 281-283-3133 or 281-283-3121, or e-mail camp@uhcl.edu.

Project Management Scope & Quality Management

Nov. 8 – 9, 8 a.m. – 4 p.m., Bayou Building

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

This two-day course provides accepted and proven principles and techniques for managers who want to develop concise project charters and plans, control project scope and utilize quality management and leadership tools. Course fee is \$995. For the first participant with a 20 percent discount for participants enrolled in the course as part of a track registration. For more information or to register, visit <http://www.uhcl.edu/camp>, call UH-Clear Lake's Center for Advanced Management Programs at 281-283-3133 or 281-283-3121, or e-mail camp@uhcl.edu.

Advanced Purchasing Strategies

Nov. 10 – 11, 8 a.m. – 4 p.m., Bayou Building

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

This seminar is designed for more experienced buyers looking to improve their skills with up-to-date information on technology, organization and the role of purchasing. Course fee is \$895 per seminar for the first participant with \$100 discount for each additional participant from the same organization. For more information or to register, visit <http://www.uhcl.edu/camp>, call UH-Clear Lake's Center for Advanced Management Programs at 281-283-3133 or 281-283-3121, or e-mail camp@uhcl.edu.