



# Fall Catalog

*The Professional Development Institute  
University of North Texas*

## Career Certificates

**Cyber Security**

**Paralegal**

**Private Investigations**

**Dental Assistant**

**Medical Assistant**

**Medical Coding**

*and more, including*

**Industry Training**

**Executive Education**

**Distance Learning**

**PDI** Professional  
Development  
Institute  
University of North Texas

**pdi.org**

**940.565.3353 or 800.433.5676**

**Fall 2019**

# Learn & Enjoy

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*Flexible...Convenient...Affordable*

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**[pdi.org](http://pdi.org)**



## Professional Development Institute University of North Texas



***The Professional Development Institute located at the University of North Texas*** is a not-for-profit corporation that has been in existence for almost 50 years. It serves as an important source of education, information and training. PDI is a major supplier for oil and gas accounting education, corporate training, paralegal training and a number of other programs for professionals.



***The University of North Texas*** is the leading university of the Dallas/Fort Worth region of Texas. It has more than 30,000 students and is the fourth largest university in Texas.

As a doctoral/research university, UNT ranks in the top 4 percent of U.S. colleges and universities classified by the Carnegie Foundation. UNT is the flagship of the UNT system, which includes the UNT Health Sciences Center at Fort Worth the UNT Dallas campus, and learning centers in the Frisco area.

## Paralegal



PDI has been training legal professionals for 30 years and has working graduates throughout the nation. The paralegal profession consistently ranks as one of the fastest-growing professions in the U.S.

[pdi.org](http://pdi.org)

PDI's affordable Paralegal Certificate Program awards you a certificate of completion after only eight weeks of intense review. Instructors include attorneys, paralegals and specialists. According to the U.S. Department of Labor, the Bureau of Labor Statistics and the Occupational Outlook Quarterly, the paralegal profession is solidly ranked as one of the top ten fastest growing occupations! Salaries range from \$28,000 to \$75,000.

### **Why a Certificate Matters**

According to the American Bar Association, becoming a "trained paralegal" is important because your working hours are billable to clients. Texas courts demand proof of education before a firm can bill for a paralegal's hours. PDI's Paralegal Certificate Program awards a certificate that serves as proof.

### **Program Specifics**

Dates: Sept 14 through Nov 10, 2019

***Complete this program entirely online***

Cost: \$2,225 - includes ALL materials

***"This learning program has truly opened my eyes to the vast array of legal services provided. The completion of this course study has better equipped me to make educated decisions which best fit my skills, knowledge, and learned obligations to this profession. I'm truly thankful to PDI UNT Paralegal program for this foundation!"***

***Pamela Sanders***

## Private Investigations



PDI's Private Investigations program prepares you to enter, or advance, in the field of Private Investigations. Every program is taught by veteran attorneys, university faculty and field practitioners. The curriculum is more than 200 hours of instruction.

[pdi.org](http://pdi.org)

The Certificate in Professional Private Investigations program prepares you to enter the field of private investigations or to expand your career opportunities. Upon successful completion you will be awarded a Certificate in Professional Private Investigations from PDI at the University of North Texas.

### **Prerequisites**

Have a high school diploma (or GED) / Fluent in English / Basic working knowledge of computers and the internet / Online access for computer-based proficiency testing

### **Who Should Attend**

Anyone interested in Private Investigations / Loss prevention agents / SIU Investigators / Claims adjusters / Lawyers/paralegals / Investigators in legal, corporate, financial or retail / Police officers seeking P.I. training / Licensed private investigators seeking formal training

### **Program Specifics**

Dates: Sept 21, 2019 through May 10, 2020

Cost: \$4,295 - includes ALL materials

You must enroll in the entire program and take all of the courses to qualify for the Certificate. Educational loans are available.

**"I am quite pleased with the quality of instruction so far. In fact, I am a little surprised how good this program really is. Anyone can put a class or a seminar together but I feel like I am really getting a University-level education."**

***Paul Haddon***

## Dental Assistant



According to the Bureau of Labor Statistics, dental assisting is one of the fastest-growing occupations in the U.S. Dentists have voiced support for increasing the supply of trained professionals in an effort to improve patient care.

**pdi.org**

PDI's new Dental Assistant program offers practical, hands-on training during an intensive, 14-week program. Students meet two evenings per week from 6 p.m. to 10 p.m. and every other Saturday from 7 a.m. to 10 a.m.. The program consists of 220 total hours of training. These hours include an Externship which includes working/observing in a dental facility. This program is a hands-on experience.

Train with x-ray systems and utilize dental practice software while preparing to take the State licensing exam. At the conclusion of the program, students may take the State licensing exam.

### **Program Includes**

Dental Assistant Certificate / Externship Certificate  
CPR Certification / RDA Registration

### **Curriculum Includes**

Radiology / Vital Signs / Patient Care / Four-Handed Dentistry  
Dental Impressions / Sterilization / Infection Control / Delivery of Dental Materials  
Temporary Crowns / CPR/AED

### **Program Specifics**

Dates: Aug 13 through Nov 14, 2019

***Complete this program entirely online***

Cost: \$2,880 - includes ALL materials

***“The PDI program offers an Externship, which includes working and observing in a functioning dental office. This is very valuable training and is an extra benefit for PDI students.”***

***Dr. Danny Baird, Program Founder***

## Cyber Security



Become familiar with Cyber Security's core concepts, terminology, technologies and skills.

**pdi.org**

This exciting new program is designed for participants with no security experience or background and is a great option for students initially seeking employment in the Cyber Security field. Topics covered will include

- Vulnerability Assessment
- Virus Attacks
- Hacking
- Spyware
- Network Defense
- Passwords
- Firewalls
- VPNs
- Intrusion Detection
- Industrial Espionage
- Cyber Bullying
- Counter Measures

### **Program Specifics**

Bookmark the PDI website for Fall 2019 dates

## **Medical Coding/Billing/Assisting**



Enhance your career with training in  
medical coding and billing or medical assisting!

**pdi.org**

Enhance your career in the fast-growing medical industry with a medical coding designation, or explore the world of Medical Assisting. If interested in these programs, please give us a call at 940.565.3353.

### **Program Specifics**

Call if interested in this program. 940.565.3353.



## Industry Education



Training programs designed for professionals  
across dozens of industry fields.

**pdi.org**

PDI joins forces with distinguished industry leaders and program educators to provide innovative training for employees and the corporations they serve. Target goals include improving workplace skills and overall efficiency, both for individuals and corporations.

Industry specific training include:

- ***Energy (see [energy.pdi.org](http://energy.pdi.org) for instant details!)***
- ***Defense***
- ***Education***
- ***Pharma***
- ***Retail***
- ***Public Safety***

### **Program Specifics**

Visit the Industry Verticals section of [pdi.org](http://pdi.org) for all the details!

## Executive Education



Blend must-have corporate acumen and best practices techniques with the Executive Education program

**pdi.org**

In collaboration with various colleges at the University of North Texas, and industry leaders from around the world, PDI hosts exciting executive-level classes focusing on operational excellence. These programs are designed for astute professionals who acknowledge the need to stay ahead of complicated corporate issues that, left unattended, can expose the rough cracks that can cause systems and people to fail.

The Executive Education training options include:

- ***Leadership***
- ***Human Resources***
- ***Six Sigma***
- ***Agile***
- ***Sales***
- ***Logistics and Supply Chain Operations***
- ***Diversity***

### **Program Specifics**

Visit the Executive Education section of [pdi.org](http://pdi.org) for all the details!



Online learning offers unparalleled convenience.  
Check out hundreds of program titles  
and topics available now.

**pdi.org**

PDI is part of the Ed2go network, a partnership between colleges and universities across the country.

All of the Ed2go courses are standardized 12-lesson modules released over a six week period. Each module features a quiz. Lessons are instructor-led and course participants and instructor communicate through a course discussion board. Lessons can be downloaded and saved. At the end of the course there is a final quiz. A passing grade opens a window that allows students to print out a course completion certificate.

Most courses are \$89 (check website for costs) and UNT faculty, staff and students receive a \$10 discount.

Enroll online today, or call 940.565.3353.

## **Hot Topics - See Complete List Online!!!**

Introduction to SQL / Certificate in Gerontology / Speed Spanish

Creating WordPress Websites / GMAT Preparation / Introduction to Microsoft Excel / Photoshop Elements 10 for the Digital Photographer / Computer Skills for the Workplace / Introduction to InDesign CS5 / Project Management Fundamentals

For information on about these courses and more than 300 others,  
please visit [pdi.org](http://pdi.org), click Online Programs, Minicourses

Enroll online today, or call 940.565.3353.

## Career Training Online



Utilize the convenience of the web  
to advance your career with  
PDI's Career Training curriculum.

**pdi.org**

Gain the skills necessary to acquire professional level positions for many in-demand occupations with programming from UNT/PDI and Ed2Go. Our programs are designed by a team of professionals who work to provide you with an effective web-based learning experience. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encourage and motivate you to succeed.

**Healthcare and Fitness** - Certificate programs in many popular health-related fields

**Business and Professional** - Skills that pave the way to success in business

**IT and Software Development** - Skills you need to expand your career in technology

**Management and Corporate** - Preparation for certification exams and much more

**Media and Design** - Graphic, web and interior design, and event management

**Hospitality and Service Industry** - Check out the available opportunities in this industry

**Skilled Trades and Industrial** - Prepare for the heavy industrial job market

**Sustainable Energy and Going Green** - Thousands of jobs will be created in this evolving industry

**Career Online High School**