



Spring Catalog

*The Professional Development Institute
University of North Texas*

Career Certificates

**Paralegal
Private Investigations
Dental Assistant
Medical Coding**

and more, including
**Industry Training
Executive Education
Distance Learning**



pdi.org
940.783.7270 or 800.433.5676

Spring 2021

Learn & Enjoy

Flexible...Convenient...Affordable

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pdi.org - See Career Certificates



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 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.

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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: March 20 through May 23, 2021

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.

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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: March 27 through Nov 8, 2021

Cost: \$4,295 - includes ALL materials

Class is "Live-Virtual" with multiple Zoom meetings. 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.

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PDI's new Dental Assistant program offers practical, hands-on training during an intensive, 14-week program. Students meet two evenings per week and every other Saturday morning. 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: Feb 9 through May 20, 2021. Call for details!

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

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.

This program offers practical, hands-on training during an intensive 12-week program. Students will learn the necessary knowledge and skills used within the medical industry as it applies to medical terminology, medical insurance, medical office policies and procedures, primary coding systems such as CPT, ICD10, HCPCS, and advanced programs in coding and office management. At the conclusion of the program, you will sit for a Practice Management Institute Certified Medical Coder (CMC) exam.

Program Specifics

Dates: March 16 - June 5, 2021

Class is "Live-Virtual"

Cost: \$2,850 - includes ALL materials

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 for details!)
- ***Defense***
- ***Education***
- ***Pharma***
- ***Retail***
- ***Public Safety***

Program Specifics

Visit the Industry Verticals section of pdi.org

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