TAKE IT TO THE TOP

SPRING 2020
PROED.UTAH.EDU
Stay Ahead of the Game

Why choose the University of Utah?
We understand that you have a choice when it comes to taking professional development classes and we work hard to earn your trust with each and every class.

By selecting the University of Utah, you’ll enjoy the following benefits whether you’re coming to us as someone new to the job market, a career changer, a seasoned professional, or a lifelong learner.

Resume Power
Benefit from the University of Utah’s reputation for credibility and quality. Choosing the University of Utah for your certificate program makes a clear statement about your commitment to excellence.

Learn from High-Quality Instructors
Our programs are led by local experts in their field—many are working professionals by day and instructors by night. You’ll learn from experienced professionals, gaining their insights and adding them to your network.

The Power of the U Network
Students have access to a valuable University of Utah peer and faculty network.

Programs that Fit Your Schedule
Our students come from many walks of life and many different stages in their careers. For that reason, we make it a priority to offer classes in a variety of formats and times from online to in-person, with both daytime and evening options.
Flexible Options for a Fast-Paced World

Whether you’re looking for a comprehensive certificate, individual class, or a custom training program that comes to you, we have got flexible options to help you meet your goals.

Individual Classes
Our open-enrollment classes are taught by experienced professionals and cover a wide range of topics targeted specifically to meet the needs of today’s working professionals. Classes are offered at convenient times and in multiple locations to fit a variety of schedules.

Certificate Programs
Certificates put you and your organization on the path to success. Our programs provide training in numerous subjects that will increase your skills and boost your credentials, providing you with a significant advantage in a competitive labor market. Our certificate programs need to be completed within 1 year of entry into the program.

Note: Classes that are part of a certificate can also be taken individually. Some certificates have a $25 registration fee for additional resources and services. Visit our website for more information.

Custom Training
If you don’t see what you’re looking for, we will custom design a class or program to meet the precise needs of your organization. Custom classes can be taught at a University of Utah Facility or on-site at your business.

Where to Find Class Dates & Times

In each section, you’ll find a list of certificates and individual courses that are available.

For important information, please visit us at proed.utah.edu or call us at 801.585.1780.

Find Your Course, then Enroll

proed.utah.edu
M–Th 9 am - 5 pm & F, 9 am - 3 pm
801.585.1780
M–F, 9am - 4pm | 540 Arapeen Way #210
BUSINESS MANAGEMENT/COMMUNICATIONS
Certificates

Professional Management Certificate | CECRT 101 | $1,674
This certificate program requires 6 classes and provides participants with foundational supervisory and management training. Taking a team-based approach, this certificate prepares students to utilize managerial best practices including building teams, using feedback, collaboration, and communication. Students will also learn how to manage generational diversity and establish trust with those they manage.

Required Classes
- PROED 303 Conflict Resolution in the Workplace
- PROED 442 Identify and Develop Your Management Style
- PROED 439 Managing Generational Diversity
- PROED 403 Building Teams of Trust, Collaboration, and Results
- PROED 409 Communicating with People and Teams
- PROED 404 Leading From a Position of Limited Power

Classes can be taken individually or as part of the certificate program.

Supervisor Essentials Certificate | CECRT 245 | $1,674
This certificate is ideal for new supervisors or managers who could benefit from foundational management training in key areas such as finance, managing others and communication. Classes are taught by experienced instructors who have a variety of experiences to fit almost any student’s background. Complete seven required course to receive a University of Utah New Supervisor Essentials Certificate.

Required Classes
- PROED 409 Communicating with People and Teams
- PROEA 106 Written Communication Skills for Business Professionals
- PROEA 415 Feedback, Expectations, and Delegation for Effective Managers
- PROED 113 Accounting and Budgeting Fundamentals
- PROED 303 Conflict Resolution in the Workplace
- PROED 439 Managing Generational Diversity
- PROED 304 Employment Law

Classes can be taken individually or as part of the certificate program.

Instructional Design Certificate | PROEA 855 | $1,599
Instructor: William Harten
This certificate will provide students with an introduction to the skills and knowledge needed to pursue a career in instructional design. Topics covered include careers in ID, adult education and cognitive learning theory, ADDIE, AGILE/SAM, curriculum design, learning management systems, authoring tools and other educational technologies. The certificate also provides instruction on working with subject matter experts, conducting a needs analysis and review the basic tools and techniques used in instructional design. Accessibility, assessments and diagnostics will also be covered. Finally, business skills for instructional designers such as working in teams and project management will be discussed with guest speakers and a final capstone project will incorporate all learning objectives in a real-life ID project.

PROEA 855-001 MW, Feb 3-Apr 15  6:00-9:00 PM  $1,599  540 Arapeen Dr, room 238, Campus • SLC
Communicating with People and Teams  
**Instructor:** Trigena Halley  
Communication is the lubricant that keeps a business or organizational engine running. In fact, it is the lifeblood that provides a team with the information and direction necessary to achieve success. This class will cover key principles that will help managers and team leaders facilitate communication in a manner that enhances teamwork and allows business transactions to flow smoothly.

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<td>PROED 409-001</td>
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Conflict Resolution in the Workplace  
**Instructor:** Jerry Roy Benson  
No matter your work environment, you likely negotiate conflict every day. Using a combination of lecture, discussion, and exercises, this course will help you understand the issues of conflict, learn effective communication styles, and discover strategies for effective negotiation.

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<td>9:00 AM-4:00 PM</td>
<td>$279</td>
<td>9875 S 240 W • Sandy</td>
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Employment Law  
**Instructor:** Corper James  
Learn what rights employees have in the work environment, which laws are triggered by company size, all about pre-employment inquiries, the definition of illegal discrimination, and, perhaps most importantly, how to guard against lawsuits and complaints. You will also learn the latest developments in employment law and any new changes to the Americans with Disabilities Act (ADA) and Family Medical Leave Act (FMLA). During these difficult economic times, it is more important than ever for employers to understand legal obligations and avoid any potential financial liability.

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<td>9:00 AM-4:00 PM</td>
<td>$279</td>
<td>9875 S 240 W • Sandy</td>
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Feedback, Expectations, and Delegation for Effective Managers  
**Instructors:** Debora Stone and Trigena Halley  
In this course, students will learn skills needed to be an effective manager by understanding methods of giving and receiving feedback from a supervisor perspective. The students will also learn skills in developing, maintaining and discussing expectations with their employees, and understand the importance of, and best ways to approach, delegating work in a way that is respectful, conducive, and challenging for employees.

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Grant Writing
Instructor: Tiffany Hall
Grant writing requirements and best practices are constantly evolving. Professional grant writers need to stay on top of today’s latest trends that include a greater reliance on online grant applications and higher expectations for data-driven evaluation methods. Whether you’re new to grant writing and need a comprehensive review of the entire grant writing process or have some experience and want to gain a more strategic understanding of how to secure grants that will accomplish your organization’s mission, Upon completion of this course, you’ll be prepared to conceive, create, and implement an ethical grant-funded project that supports the mission and vision of their organization.

Leading from a Position of Limited Power
Instructor: Jerry Roy Benson
What do you do when you are responsible for the success or failure of an assignment; but, you are not the person in charge? How do you effectively and ethically influence decision makers above, below and beside you? How do you lead from a position of limited power? Successful leadership from any position is based on trust, teamwork and integrity. In this class, you will learn how to provide effective leadership, especially when you aren’t in a position of responsibility. Through instruction, case studies and practical exercises, you will leave this class with tools that you can immediately use in your organization that will make a difference.
### Managing Generational Diversity

**Instructor:** Jeanine H Wilson

Generations in the workplace are constantly changing, and with different generations come different communication styles, expectations and priorities. In this course students will learn how to manage having different generations in the workplace, and how best to communicate with workers of all ages and develop team growth.

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<td>9:00 AM-4:00 PM</td>
<td>$279</td>
<td>9875 S 240 W • Sandy</td>
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### Outlook for Workplace Productivity

**Instructor:** Staci Warne

This course is intended to help all users get up to speed on the advanced settings and features of Microsoft Outlook to better manage day to day workflow. Participants’ will understand the basic fundamentals of managing one’s time effectively and how this relates to using the advanced calendar and schedule functions. Learn what it takes to get the most out of your workday with the help of Outlook.

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<td>EDTEC 103-001</td>
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<td>$279</td>
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*NOTE: This course is held in a classroom - laptops are not required.*

### Performance Edge

**Instructor:** Trigena Halley

Learn tips to build mental and physical stamina to cope with increased pressure of career and family in a corporate world. In this one day workshop you will learn how to fuel yourself the right way through nutrition and exercise, sleep, and the importance of your self-care as well as how to set your mindset to achieve success, test your resiliency and how to stay focused. Learn the tips of elite athletes and trailblazers in The Performance Edge. This one-day workshop is immediately followed by a 30-minute nutritional consultation to conduct a nutrition assessment and a customized nutrition plan and a 30-minute mindset consultation reviewing your resiliency assessment and the employment of mindset strategies.

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<td>PROED 200-001</td>
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<td>9:00 AM-4:00 PM</td>
<td>$895</td>
<td>540 Arapeen Dr, room 232, Campus • SLC</td>
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*NOTE: This will be a 2 full-day workshop.*

### Written Communication for Professionals

**Instructor:** Jennifer Seagrave

Learn to deliver clear, concise, and convincing messaging to advance ideas, build consensus, and resolve conflict. This course is intended to sharpen participants written communication skills, build confidence, and gain an advantage in the workplace. Discover how to capitalize on the purpose of your message to get the most out of email communication, reports and other forms of written business communication.

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<td>PROEA 106-001</td>
<td>T, Mar 24</td>
<td>9:00 AM-4:00 PM</td>
<td>$279</td>
<td>9875 S 240 W • Sandy</td>
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Custom Training

With custom training, Professional Education at the University of Utah adapts content and creates a training program to suit your organization’s specific desired outcomes.

Our instructors are industry professionals and bring real-world experiences into the classroom to help your staff connect the dots. Leverage the resources of Professional Education, and ensure your employees are equipped with the right skills to keep your organization agile and competitive.

- Customized business solutions
- Company-specific training
- Enterprise training programs

Find out more at: proed.utah.edu/consulting-custom-training
Certificates

Executive Assistant Certificate - Online | PROED 132 | $1,999
This online, self-paced program is designed to help students gain the software and business skills needed to succeed in the modern office. The content focuses on Microsoft Office and office management skills. It is designed for anyone wanting to begin a career in the administrative or executive assistance field. The online program includes images, videos, interactive games and assignments to help students learn the material and gain the skills needed to earn the Microsoft Office Specialist (MOS) Master credential. Tuition includes ebooks and an exam voucher for the MOS Master national certification.

Professional Bookkeeper with Quickbooks Certificate - Online | PROEA 150 | $1,499
This fully online, self-paced bookkeeper certificate program teaches fundamental bookkeeping skills and the QuickBooks Online accounting software. Over the course of the program, you’ll be provided an interactive learning experience and strong student support from an experienced instructor. Tuition includes the cost of your two electronic textbooks.
Classes

Excel Beginner
Section 001 Instructors: Matthew Boerke & Jared Martin
Section 002 Instructors: Scott Bishoff & Staci Warne
A hands-on, interactive class covering Microsoft Excel fundamentals. Explore the user interface and Ribbon, create formulas, and use functions. Other topics include spreadsheet formatting, printing, and working with large spreadsheets.

EDTEC 412-001  Th, Feb 6  9:00 AM-4:00 PM  $279  540 Arapeen Dr, room 156, Campus • SLC
EDTEC 412-002  Th, Mar 19  9:00 AM-4:00 PM  $279  9875 S 240 W • Sandy

Excel Intermediate
Section 001 Instructor: Staci Warne
Section 002 Instructors: Scott Bishoff & Matthew Boerke
In this hands-on, interactive Microsoft Excel class, you’ll learn to calculate with advanced formulas and use specialized functions. You’ll create, format, and modify charts and tables. Other topics include 3-D referencing, handling graphic objects, conditional formatting, data validation, and templates. To ensure success, students should be familiar with all topics completed in EDTEC 412 Excel Beginner or have equivalent knowledge and experience. Please refer to the Excel Placement chart for best fit.

EDTEC 413-001  Th, Feb 20  9:00 AM-4:00 PM  $279  540 Arapeen Dr, room 156, Campus • SLC
EDTEC 413-002  Th, Apr 2  9:00 AM-4:00 PM  $279  9875 S 240 W • Sandy

Excel Advanced
Section 001 Instructors: Scott Bishoff & Jared Martin
Section 002 Instructors: Matthew Boerke & Staci Warne
Learn advanced Microsoft Excel features, including macros, revision tracking, data list outlines, and pivot tables. Work with Excel’s data analysis tools, such as trendlines and scenarios. Other topics include importing and exporting data and web queries. To ensure success, students should be familiar with all topics completed in EDTEC 413 Excel Intermediate or have equivalent knowledge and experience. Please refer to the Excel Placement chart for best fit.

EDTEC 414-001  Th, Mar 5  9:00 AM-4:00 PM  $279  540 Arapeen Dr, room 156, Campus • SLC
EDTEC 414-002  Th, Apr 16  9:00 AM-4:00 PM  $279  9875 S 240 W • Sandy
COMPUTING/IT
Certificates

Web Coding Bootcamp (Evening) | PROTA 250 | $11,495
Good websites contain a great user experience and good back-end functionality. Being able to design and implement both could be what sets you apart from other developers. Our 24-week Full Stack Flex course was designed to give you the skills you need to become a full stack developer and gives you the skills to build dynamic end-to-end web applications.

PROTA 250  Jan 13-Jul 6 or Feb 24 – Aug 13  $11,495  Locations vary

Web Development Program Certificate (Full-Time Day Program) | PROTA 255 | $11,000
In today’s digital economy, coding skills are the most demanded across all types of careers and professions. Forbes and LinkedIn noted that those with full-stack web development skills dominate the pay scale and employer desirability. University of Utah Professional Education is excited to bring our students a full-time Web Development Certificate Program, powered by DevPoint Labs. DevPoint Labs was founded by University of Utah graduates as the first full-stack development program in the state.

PROTA 255  MTWThF, Feb 10-Apr 24  9:00 AM-5:00 PM  $11,000  370 S 300 E • Salt Lake City

Cybersecurity Boot Camp | PROTA 246 | $11,495
Cybersecurity Boot Camp is a challenging, part-time, 24 week program that takes a multidisciplinary approach to attaining proficiency in IT, networking, and modern information. Throughout the course, students will gain experience with a host of popular tools such as Wireshark, Kali Linux, Metasploit, Nessus, and more. In addition, students will learn the skills applicable to in-demand industry certifications. You will also learn methods, techniques, and best practices for convincingly conveying the severity of the risks facing an organization’s security posture.

PROTA 246  TTh, Mar 31-Apr 29 • 5:30-10:00 PM AND S, Apr 2-25 • 10:00 AM-2:30 PM  $11,495  540 Arapeen Dr, room 232, Campus • SLC

Web Coding Bootcamp - Online | PROTA 251 | $11,495
Learn to Code: Wherever you are! You’re always on the go. Our online, web development program is designed for those individuals who aren’t able to attend in-person coding bootcamps with a fixed schedule, but are still looking for the same level of support and attention on their path to becoming a web developer. You will follow a flexible, 24-week schedule that best meets your goals to become job ready through a project-based course structure.

PROTA 251-001  Jan 25 - Jul 14 or Apr 23 - Aug 13  $11,495  Online
HEALTHCARE & SOCIAL SERVICES

Certificates

Medical Coding and Billing Certificate - Online | PROEA 221-001 | $3,699
This online certificate provides the skills necessary to begin a career in the highly in demand field of medical coding and billing. Students will be prepared to pass the Certified Professional Coder (CPC®) exam offered by AAPC or the Certified Coding Associate (CCA®) exam offered by the American Health Information Management Association (AHIMA). Tuition includes exam vouchers.

Medical Office Manager Certificate - Online | PROEA 219-001 | $3,899
This online, self-paced Medical Office Manager Certificate program trains students in medical billing, medical administrative assisting and electronic health records software management. With all of these skills, you’ll be ready to excel in a medical office! This program prepares students to earn the following credentials: Certified Medical Administrative Assistant (CMAA), Certified Electronic Health Record Specialist (CEHRS), and Certified Billing and Coding Specialist (CBCS). Vouchers to take all three certification exams (a $315 value) are included in the cost of tuition. Additionally, students will receive an official University of Utah Medical Office Manager certificate.

Medical Transcription Editing Certificate - Online | PROEA 222-001 | $2,995
This online program focuses on the clinical documentation industry which includes medical transcriptionists and medical transcription editors. This program is designed to train you for both of these career paths by preparing you to pass the Registered Healthcare Documentation Specialist (RHDS) exam. Tuition includes exam vouchers.
Pharmacy Technician Certificate - Online | PROEA 224-001 | $2,999

This online Pharmacy Technician (ASHP/ACPE) certificate externship program focuses on helping students gain the skills needed to pass the Pharmacy Technician Certification Board (PTCB) Exam and start working upon graduation. This program uses images, videos, simulations, and interactive games to assist with learning the material and developing the necessary skills. Acceptance into this program requires a background check and a drug test. Tuition includes exam voucher.

Medical Administrative Assistant with EHR Certificate - Online | PROEA 225-001 | $3,199

This online program provides students with hands-on training with ezEMRx software, an industry-standard, government-certified EHR (electronic health record) software platform, giving them vital experience, that employers are looking for. Those who complete the program will also be prepared to pass the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Record Specialist (CEHRS) exams. Tuition includes exam voucher.

Healthcare Information Technician Certificate - Online | PROEA 220-001 | $3,899

This online certificate provides the skills necessary to understand critical software programs that handle healthcare information. Healthcare IT professionals can be found supporting the use of technology all across healthcare. Specific responsibilities vary but may include: installing and maintaining electronic health record systems; working as part of an internal IT team and providing technical support to employees. Graduates of this program will be prepared to earn CompTIA A+, Certified Electronic Health Records Specialist (CEHRS), and Certified Medical Administrative Assistant (CMAA) credentials. Tuition includes exam voucher.

200 Hour Yoga Teacher Training Intensive Certificate | PROEA 103-001 | $2,500

Instructor: Rebecca Davenport

This non-credit certificate will prepare students to become a yoga instructor. The certificate courses meet the Yoga Alliance 200 hour teacher training requirements for Registered Yoga Teacher credential (RYT). The curriculum includes the following topics: history and purpose of yoga study, energies and philosophies of yoga study, anatomy and physical practice of yoga, yoga as a business and the teaching of Yoga. At the end of the training, students will be prepared to apply their new skills and knowledge to teach others.

Veterinary Assistant Certificate - Online | PROEA 226-001 | $1,999

Have you always wanted to work with animals? This online certificate might be just what you are seeking! It helps students develop the knowledge and skills needed to successfully manage the administration of a veterinary office or clinic and assist other veterinary staff with basic animal care.
Certificates

Human Resources Management Certificate | CECRT 157 | $1,953

This certificate program provides participants with innovative and fundamental human resources management training from industry experienced instructors. This seven-course certificate covers topics such as conflict resolution, organizational training and HR policies and procedures. It prepares students to serve in HR management positions in any type of organization.

Required Classes

- PROEA 302 Total Rewards
- PROED 306 Employee Recruitment and Selection
- PROED 304 Employment Law (See Page 5)
- PROED 303 Conflict Resolution in the Workplace (See Page 5)
- PROED 308 Organizational Training & Development
- PROED 305 Policies and Procedures for Human Resources
- PROED 439 Managing Generational Diversity (See page 6)

Classes can be taken individually or as part of the certificate program.

Advanced Human Resources Management Certificate | CECRT 103 | $1,853

This certificate program provides participants with advanced, immediately-applicable, human resources management training. This 5-course certificate covers topics such as professional coaching, employee relations, and employment law. Students will be prepared to serve in human resource leadership or upper management positions in any type of organization.

Required Classes

- PROEA 321 Human Resources Certification Exam Preparation Course
- PROED 323 Advanced Employment Law
- PROEA 324 Labor and Employee Relations

Classes can be taken individually or as part of the certificate program.

Classes

Advanced Employment Law

Instructor: Corper James

This course expands upon themes of Title VII of the Civil Rights Act of 1964 examined in previous courses, such as Sexual Harassment, the American’s with Disabilities Act, the Pregnancy Discrimination Act and other Title VII topics. This course provides insight into the passage of Title VII and its impact on the American workforce, and discusses the Equal Employment Opportunity Commission and the role it plays in the enforcement of Title VII. Learn how companies can comply with Title VII and avoid lawsuits, including proper paperwork and investigation procedures, and how employees can effectively respond to any improper workplace conduct.

- PROED 323-001 T, Apr 14 9:00 AM-4:00 PM $279 9875 S 240 W • Sandy
### Employee Recruitment and Selection

*Instructor: Andrea Danielle Brown-Christensen*

Discover the benefits of using criterion-based employee selection and the step-by-step process of how to use criterion-based employment interviews effectively.

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<td>9:00 AM-4:00 PM</td>
<td>$279</td>
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### Human Resources Certification Exam Preparation Course

*Instructor: Jeanine H Wilson*

This 12-week course, taught by HR-certified instructors, is focused on preparing HR professionals to take and pass the PHR, SPHR, or SHRM-CP exams, the most widely accepted human resource professional credentials. This class will give you confidence in your HR knowledge as well as a strong foundation for passing HR certification exams. In-class sessions are augmented with audio, video, and test prep activities to promote learning faster and retaining more than any lecture and study guide model.

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### Labor and Employee Relations

*Instructor: Jeanine H Wilson*

This course provides in-depth information about key labor and employee relations legislation. It also helps participants understand how to develop an appropriate relational and organizational culture, create employee involvement strategies, handle discipline and formal complaint resolution, understand union organization and collective bargaining needs and issues, and establish appropriate public sector and international employee labor relations.

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<td>9:00 AM-4:00 PM</td>
<td>$279</td>
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### Organizational Training & Development

*Instructor: Pamela S Gardiol*

Ensure that your people have the knowledge and skills needed to perform their job responsibilities. We will examine how to design a process that ensures employee competence, confidence and performance ownership; assesses performance problems tied to knowledge and skill gaps; addresses the core issues rather than symptoms; and designs a variety of competency interventions. You will also learn how to best tap into internal and external resources to provide a holistic training program.

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<tr>
<td>PROED 308-001</td>
<td>T, Apr 7</td>
<td>9:00 AM-4:00 PM</td>
<td>$279</td>
<td>9875 S 240 W • Sandy</td>
</tr>
</tbody>
</table>

### Policies and Procedures for Human Resources

*Instructor: Jeanine H Wilson*

Policies and procedures can serve many important purposes, but they can also create and perpetuate risk if not properly administered. Learn the advantages and disadvantages, as well as the goal of good HR policies and procedures.

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROED 305-001</td>
<td>T, Feb 11</td>
<td>9:00 AM-1:00 PM</td>
<td>$159</td>
<td>9875 S 240 W • Sandy</td>
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<td>PROED 305-002</td>
<td>T, Apr 28</td>
<td>9:00 AM-1:00 PM</td>
<td>$159</td>
<td>9875 S 240 W • Sandy</td>
</tr>
</tbody>
</table>

### Total Rewards

*Instructor: Jeanine H Wilson*

The student will learn the different strategies and compensation methods in Human Resources.

<table>
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<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Location</th>
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<tbody>
<tr>
<td>PROED 302-001</td>
<td>T, Mar 3</td>
<td>9:00 AM-4:00 PM</td>
<td>$279</td>
<td>9875 S 240 W • Sandy</td>
</tr>
</tbody>
</table>
Earn your SHRM recertification PDCs with Professional Education courses.

Professional Education is excited to announce we are now offering SHRM-CP & SHRM-SCP Professional Development Credits (PDCs). HR professionals certified by The Society for Human Resource Management (SHRM) enhance their professional credibility and the organizations they serve by earning 60 professional development credits every three years.

For more information about these classes visit proed.utah.edu

Courses to Meet Your Professional Development Requirements

- Employment Law
- Policies and Procedures for Human Resources
- Labor and Employee Relations
- Conflict Resolution in the Workplace
- Employee Recruitment and Selection
- Total Rewards
- Advanced Employment Law
- Diversity and Inclusion as a Business Imperative
- Foundations of Human Resources Management
- Managing Generational Diversity
Certificates

Illustrator Level 1
Instructor: David Krummenacher
Learn to create vector art using the industry standard program, Adobe Illustrator. Create simple shapes, manipulate shapes, and draw using Bezier curves and freehand tools. Other topics covered include applying colors to your strokes and fills, creating and using gradients, implementing type into your artwork, various type tools available, and proper techniques to get a good print from your illustrations. Familiarity with navigating in a Windows environment is required.

EDTEC 457-001 Th, Feb 6-13 6:00-9:00 PM $199 540 Arapeen Dr, room 249, Campus • SLC
NOTE: Due to high demand we close registration for this course 7 days before class begins. Last day to register for this course is 01/30/2020. $50 course fee covers required textbook for this course.

Illustrator Level 2
Instructor: David Krummenacher
Start with a review of the use and manipulation of type in Illustrator. Create intricate shapes using smaller shapes and using the pathfinder tools and learn to save these shapes as patterns. Learn about symbols and effects, how to create simple and complex shapes, as well as filters and effects available in Illustrator. Finally, the class will cover how to use your illustrations as web elements and create set actions for ease of use. Completion of Illustrator Level 1 or instructor approval is required.

EDTEC 458-001 Th, Apr 23-30 6:00-9:00 PM $199 540 Arapeen Dr, room 249, Campus • SLC
NOTE: Due to high demand we close registration for this course 7 days before class begins. Last day to register for this course is 04/16/2020. Prerequisites Illustrator Level 1. Textbook is required for this course - If you did not take Illustrator Level 1 and received a book you will be charged an additional fee of $50 to cover text book.

InDesign Level 1
Instructor: Staff
Adobe InDesign is a professional desktop publishing application you let you create stunning page layouts, creative print media, e-books and other digital publications faster and more efficiently. In this interactive introductory course participants will learn how to use the items in the tool bar and measurement palettes; set up style sheets and preferences; create a multi-page document using master pages; and other foundation functions of this powerful design tool.

EDTEC 470-001 Th, Mar 12-19 6:00-9:00 PM $199 540 Arapeen Dr, room 249, Campus • SLC
NOTE: Due to high demand we close registration for this course 7 days before class begins. Last day to register for this course is 03/05/2020. $50 class fee covers required book for this course.

InDesign Level 2
Instructor: Staff
This course builds off the functions covered in InDesign Level 1 and introduces the more advanced tools of InDesign to enhance the look and functionality of your documents. In this interactive course participants will learn how to prepare documents for multiple formats, manage advanced page elements, build complex paths and managing long documents.

EDTEC 471-001 Th, Apr 9-16 6:00-9:00 PM $199 540 Arapeen Dr, room 249, Campus • SLC
NOTE: Due to high demand we close registration for this course 7 days before class begins. Last day to register for this course is 04/02/2020. Prerequisites InDesign Level 1 Textbook is required for this course - If you did not take InDesign 1 and received a book you will be charged an additional fee of $50 to cover text book.
Photoshop Fundamentals Level 1  
*Instructor: Charles Wray*

Come learn how to utilize one of the world’s most popular software applications: Adobe Photoshop. Students will learn how to create superior images and artwork through performing key image editing tasks, including retouching, sharpening, and color correction. In the course you’ll see how to effectively work with layers, blend modes, masks, and much more.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDTEC 452-001</td>
<td>Th, Feb 20-27</td>
<td>6:00-9:00 PM</td>
<td>$199</td>
<td>540 Arapeen Dr, room 156, Campus • SLC</td>
</tr>
</tbody>
</table>

**NOTE:** Due to high demand we close registration for this course 7 days before class begins. Last day to register for this course is 02/13/2020. $50 class fee covers required book for this course.

Photoshop Fundamentals Level 2  
*Instructor: Charles Wray*

A continuation from Photoshop Fundamentals Level 1, students learn more advanced features and short cuts through an applied project - using camera Raw, blending modes, photo enhancements, non-destructive editing, layer compositions, and art boards for web and mobile sites.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
<th>Location</th>
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<tbody>
<tr>
<td>EDTEC 453-001</td>
<td>Th, Mar 26-Apr 2</td>
<td>6:00-9:00 PM</td>
<td>$199</td>
<td>540 Arapeen Dr, room 156, Campus • SLC</td>
</tr>
</tbody>
</table>

**NOTE:** Due to high demand we close registration for this course 7 days before class begins. Last day to register for this course is 03/19/2020. $50 class fee covers required book for this course.
Learn Cybersecurity in 24 weeks

Develop proficiency in IT, networking, and modern information security

Gain experience with a host of popular tools such as Wireshark, Kali Linux, Metasploit, Nessus, and more.

Learn skills applicable to certifications such as the CompTIA Security+, CompTIA Network+, and ISC CISSP, which can greatly enhance desirability and employability in today’s job market.

For more information about these certificates and classes visit proed.utah.edu

Cybersecurity Boot Camp

Big data needs big protection. That's because 90 percent of the world's data has been created in just the last few years. And as computer networks grow, so too does the quantity of vulnerable information.

The 24-week Cybersecurity Boot Camp is a challenging, part-time program that takes a multidisciplinary approach to attaining proficiency in IT, networking, and modern information security.

Learn methods, techniques, and best practices for convincingly conveying the severity of the risks facing an organization’s security posture.

- 6 month program
- $11,495
- Financing options available
- Career assistance
- Held two nights a week and on Saturday
Certificates

**Professional Coaching Certificate | PROEA 327 | $5,749**  
*Instructor: Trigena Halley*

Our 12-month Professional Coaching Certification will prepare individuals to successfully coach others in support of the International Coach Federation’s (ICF) coaching core competencies. Individuals who attend this course will fully understand the coaching components necessary to effectively coach individuals. The training will cover the eight building blocks of coaching, common coaching scenarios and group coaching. Several experiential lab components allow students to coach, be coached and observe coaching. The training will encompass lecture, discussion, Q&A, small group as well as individual activities, labs and assessments.

**PROEA 327-001**  
TWTh, Jan 28-30  
AND T, Feb 11  
AND T, Mar 10  
AND T, Apr 21  
8:30 AM-5:00 PM  
$5,749  
9875 S 240 W • Sandy

**Classes**

**Coaching for Success**  
*Instructor: Trigena Halley*

Come learn practical skills for using a coaching approach to create team success. Coaching is about empowering others through creating awareness and supporting action and accountability. Participants will learn a coaching model that can be applied in support of performance improvement, mentoring and accountability. Participants will leave with skills that can be applied immediately with direct reports, peers and clients.

**PROED 766-001**  
T, Mar 3  
9:00 AM-4:00 PM  
$279  
9875 S 240 W • Sandy

NOTE: Above are listed the dates for Spring but you will receive the full 12 month date range on the first day of class.
Certificates

Project Management Fundamentals Certificate | CECRT 103 | $1,395
Professionals who are interested in the field of project management and who may have experience but do not have formal training will learn common methodologies used by project managers today. Students will complete the certificate with a well-rounded set of both hard and soft skills needed to understand project management best practice.

Required Classes

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROEA 601</td>
<td>Fundamentals of Project Management I</td>
</tr>
<tr>
<td>PROEA 602</td>
<td>Fundamentals of Project Management II</td>
</tr>
<tr>
<td>EDTEC 421</td>
<td>MS Project</td>
</tr>
<tr>
<td>PROEA 603</td>
<td>Project Risk Management</td>
</tr>
<tr>
<td>PROEA 604</td>
<td>Project Leadership, Teambuilding and Communication</td>
</tr>
</tbody>
</table>

Classes may be taken individually or as part of the full certificate program.

Applied Project Management Certificate | CECRT 115 | $3,599
Take your foundational understanding of Project Management to the next level with this certificate course focused on applying theories and frameworks to real-life situations. This certificate program includes a 3-day project management simulation in which students work in a team-based environment using computer simulations to solve realistic problems, while practicing a variety of project management techniques. Students will also be exposed to Agile methodologies, trying their hand at agile activities such as sprint poker and backlog management. Finally, students will bring it all together with a PMP exam preparation course.
Required Classes

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Course Title</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROEA 101</td>
<td>Agile 101 for Business</td>
<td>Angela Trego</td>
</tr>
<tr>
<td>PROEA 642</td>
<td>Project Management Training Camp</td>
<td></td>
</tr>
<tr>
<td>PROEA 624</td>
<td>PMP Exam Prep 5-day Bootcamp</td>
<td></td>
</tr>
</tbody>
</table>

Classes may be taken individually or as part of the full certificate program.

Agile 101 for Business
Instructor: Angela Trego

Agile project management is an iterative method used to deliver the project outcomes efficiently without compromising quality or budget. Agile focuses on concepts of collaboration, teamwork, and flexibility which empowers project members to make decisions that create real value for the customer. You will also have the opportunity to learn from local professionals as they share lessons learned. This is a hybrid format class with half the content delivered online and half in the classroom.

PROEA 101-001  TW, Feb 25-26  9:00 AM-4:00 PM  $549  9875 S 240 W • Sandy

NOTE: This will be a 2 full-day workshop.

Classes

Fundamentals of Project Management I
Section 001 Instructor: Angela Trego
Section 002 & 003 Instructor: Kimberly Grant

Project management is rapidly becoming one of the most valuable careers that crosses many industries. Get into the game by gaining an understanding of the project management field and how to be an effective project manager. You’ll learn common project management terms, industry best practices, and how to correctly manage projects. Topics will be covered at a high-level, but attendees will walk away with a solid understanding of end-to-end project management steps/skills and methodologies. You’ll also learn the differences between the agile vs. the waterfall methods, gain an understanding of programs, projects, and portfolios, and discuss project artifacts. You’ll learn about the Project Management Institute’s (PMI) industry certifications, the value of project management, roles and careers, and the nine knowledge areas as defined by PMI. You’ll walk away with valuable templates that you can apply immediately to your work. To gain a comprehensive understanding, we encourage you to take the Fundamentals of Project Management II course and other required courses to attain the Project Management Fundamentals Certificate.

PROEA 601-001  W, Feb 12  9:00 AM-4:00 PM  $279  9875 S 240 W • Sandy

PROEA 601-002  W, Mar 18  9:00 AM-4:00 PM  $279  9875 S 240 W • Sandy

PROEA 601-003  W, Apr 8-15  6:00-9:00 PM  $279  540 Arapeen Dr, room 232, Campus • SLC
Fundamentals of Project Management II
Section 001 Instructor: Angela Trego
Section 002 & 003 Instructor: Kimberly Grant
A continuation of Fundamentals of Project Management. We’ll dive deeper into the nine knowledge areas as defined by the Project Management Institute (PMI), such as risk management, quality management, communication management and other areas. You’ll have an opportunity to work through a project management plan and will walk away with valuable templates to take back and apply immediately.

PROEA 602-001 W, Feb 19 9:00 AM-4:00 PM $279 9875 S 240 W • Sandy
PROEA 602-002 W, Mar 4-11 6:00-9:00 PM $279 540 Arapene Dr, room 232, Campus • SLC
PROEA 602-003 W, Apr 29 9:00 AM-4:00 PM $279 9875 S 240 W • Sandy

Guiding Organizational Change
Instructor: Staff
This 3-day simulation course requires Project Managers to: (1) exercise the complete range of Project Management tools and techniques while managing a significant corporate project, and (2) develop a valuable new set of leadership skills held by a select few - guiding others through the unsettling distress of major changes to their organization. The class will develop and assess each student’s ability to guide a team through actual, real-time projects with multiple, simultaneous, overlapping, organizational changes. During the course students will learn practical skills that will help them and their project team get through changes faster, with less pain, and with better outcomes. This course is a requirement towards the University of Utah Advanced Project Management Certificate. Project Management Institute principles are applied throughout the course.

PROEA 643-001 TWTh, 2/11-2/13 9:00 AM-5:00 PM $1,595 Milestone Management at One Sandy Center, 10011 Centennial Parkway, Suite 510

NOTE: This course does not qualify for U of U employee tuition reduction or Emeritus discount benefits.

MS Project
Instructor: Staci Warne
Learn your way around the industry standard in project management software. Through the use of exercises, you will learn the key tools needed to create and effectively use a project schedule in MS Project. Learn about project calendars and resource calendars, how to create tasks, define constraints and relationships, and how to assign resources and assess resource allocation. Familiarity with navigating in a Windows environment is required. Understanding of basic project planning and management concepts is recommended.

EDTEC 421-001 Th, Apr 23 9:00 AM-4:00 PM $279 9875 S 240 W • Sandy
Project Leadership, Teambuilding and Communication
Instructor: Reed Shell
Apply your project leadership skills to more effectively help your team ensure project success. Leadership profiling, team-building and project communication activities provide an exciting, hands-on learning environment. We’ll leave class with an understanding of the importance of leadership and communication skills to complement technical management skills; learn to create appropriate alignment among your team members; and understand how to empower the team by generating authority and accountability among team members as they make decisions and accomplish tasks.

PROEA 604-002  W, Mar 18-25  6:00-9:00 PM  $279  540 Arapeen Dr, room 232, Campus • SLC

PROEA 604-001  W, Apr 15  9:00 AM-4:00 PM  $279  9875 S 240 W • Sandy

Project Management Training Camp
Instructor: Staff
This 3-day project management simulation course places real project managers in real-time situations. Students find themselves working in a team-based environment using computer simulations to solve realistic problems, while practicing and applying a variety of Project Management techniques. This course provides critical, fundamental skills for Project Managers. Technical or non-technical managers, line or staff, individual contributors or project leaders all find this course equally valuable for professional development and career growth. This course is a requirement towards the University of Utah Advanced Project Management Certificate. Project Management Institute principles are applied throughout the course.

PROEA 642-001  TWTh, Mar 17-19  8:00 AM-5:00 PM  $1,595  Milestone Management at One Sandy Center, 10011 Centennial Parkway, Suite 510

NOTE: This course does not qualify for U of U employee tuition reduction or Emeritus discount benefits.

Project Risk Management
Instructor: Brian Corrales
Is your job consumed with “fighting fires” and handling emergencies? Do you feel like your project success is often outside of your control? By definition, projects have never been done before, and will not be done again. As a result of the unique nature of projects, there are innumerable factors that could go wrong. Schedules slip, costs go up, defects and mistakes are introduced, and as we learn throughout the project, the requirements to be delivered change. Project Risk Management will teach you unique skills that will help you take back control of your project and career by shifting your mindset from reactive to proactive; significantly increasing your chances for project success. These skills include assessing threats and opportunities associated with your work, managing stakeholder expectations and responding proactively to threats and opportunities by creating risk response plans.

PROEA 603-001  Th, Mar 19  9:00 AM-4:00 PM  $279  9875 S 240 W • Sandy

PROEA 603-002  T, Apr 21  9:00 AM-4:00 PM  $279  9875 S 240 W • Sandy
Our Classrooms
Your Launchpad

Whether in Sandy or Research Park, our professional education classrooms are great spaces where you’ll learn to do great things.

SANDY CENTER
One Sandy Center
10011 Centennial Parkway, Suite 100
Sandy, UT 84070
Conveniently located close to your work or home and near TRAX station, computer labs, and free parking.

CONTINUING EDUCATION BUILDING
Research Park
540 Arapeen Dr.
Salt Lake City, Utah 84108
Completely renovated with the student experience in mind. At university off-campus sites, you’ll find many benefits of main campus, and free parking.
Flexible Payment Options

Professional Education offers a variety of ways to pay to make professional development affordable for our students.

We accept the following types of payments for classes and certificates: credit card, cash, and check.

Other Payment Assistance Options

- Professional Education’s Installment plan allows students to split their tuition into 4 payments over 4 months interest free.
- Many of our programs are VA / G.I. Bill, Air Force COOL, or MYCAA approved. Ask us about your program of interest.
- Our educational curriculum partners for the coding boot camps offer their own payment plans.

University of Utah Employee Tuition Benefit

Most of our classes are eligible for U of U employee tuition benefit.

Certificate Completion Recognition

Those completing certificate requirements receive the following acknowledgments:

- Official University of Utah Certificate of Completion
- Completed certificate will appear on official University of Utah transcripts
- Many of our certificates receive a University of Utah digital credential (badge). Badges can be shared on social media sites and used with other professional resources. Digital badges are embedded with metadata that validate the skills demonstrated and other requirements for earning the badge.

Find out more about Certificate Completion at the University of Utah by visiting proed.utah.edu/badges
AFFORDABLE
NO APPLICATION
AVAILABLE TO EVERYONE
NONCREDIT