

# CHOOSE YOUR PATH WISELY



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# HAPPY TRAILS

Selecting the best career path or the proper route for your organization to follow can be a daunting challenge. Forks in the road can be paralyzing. Wouldn't it be great to have a team of experts with the wisdom and experience to point you in the right direction?

You've found that team with Professional and Technology Education at the University of Utah. We're here to give you a hand with a wide array of courses and certificate programs that will help you boost your business knowledge and bolster your technology skills—all to get a leg up on the competition.

Want to zoom to the front of the line? Then a course in leadership, project management, human resources, communication, or fund development should be right up your alley. Looking to get the most out of technology? Then hop onto the express lane of web development, graphic design, office software, and advanced technical training. Whatever path best suits your needs, Professional and Technology Education's cadre of instructors can help by providing real-world experience and hands-on training that immediately translates into today's world of business.

THE PATH TO SUCCESS STARTS HERE. ENROLL TODAY.

### **Certificate Programs**

The difference between success and failure is often razor thin. Certificates put you and your organization firmly on the success side of the line. Our programs provide comprehensive training in numerous subjects that will increase your skills and boost your credentials.

### **Public Courses**

Find laser-targeted courses in subject areas that matter to today's professionals, including technology courses. Taught by instructors with unparalleled working knowledge, the courses are taught at convenient times in multiple locations across the valley for extremely affordable rates.

### **On-Demand**

Don't see the course you're looking for? No problem. Simply let us know what course or subject you'd like to explore and, given enough demand, we'll develop a curriculum, find the most qualified instructor, and schedule a course.

# WHAT YOU NEED TO SUCCEED

## Academies and Institutes

Collaboration is the key to Professional Education's Academies and Institutes. Let us work with you to design specialized programs for your industry or discipline. The comprehensive training will greatly benefit your organization and boost the knowledge and skill level of workers across your entire industry.

## Consulting Services

Your organization has extremely specific challenges that require direct attention and comprehensive solutions. Professional Education can help by leveraging proven professional brainpower to evaluate your situation and recommend a targeted course of action.

## Market Research

Market research is critical for the success of your organization. Professional Education's robust market research capabilities will enable you to know your customers and market inside and out. Only 5% of private market research companies have the tools, software, expertise, and provide the depth of capability that is offered through Professional Education. Leverage proven researchers from the University of Utah who are experts in their field.

## Custom Training

Professional Education and Technology Education can modify any existing program to meet the needs of your organization. Custom training can take place at the University or onsite at your business. A full range of programs beyond those listed in this catalog can be developed. Please call for more information: 801.585.1780.

## Employee University

Let Professional Education be your organization's training arm. We partner with you to create a unique professional development program for your employees. See our website for a listing of partner organizations with employee university programs.

## Test Preparation

The University of Utah's Preparatory Program is designed to help students and professionals achieve high scores on graduate school entrance exams and to successfully gain admission to graduate school, law school, or business school. 801.581.5361 or [prep.utah.edu](http://prep.utah.edu)

## CEUs/PDUs

Classes are offered noncredit, but many qualify for CEUs/PDUs for license renewals or industry recertification. Contact your industry organization for more details.

## Certified Public Manager Elective Credit

Many of our classes qualify for elective credit in the Certified Public Manager program offered through the State of Utah, Department of Human Resources. Contact the CPM office for more information: 801-538-4223.

## University of Utah Transcript

Upon completion, all courses will be documented on your official University of Utah student transcript.

## Credit Offerings

Select Advanced Technical Training Classes qualify for University credit for admitted U of U students.

## Employee Reimbursement

Many employers reimburse participants for their attendance at personal and professional development courses. Ask your employer for approval.


# HOW TO REGISTER

Professional Education Courses

Online: [proed.utah.edu](http://proed.utah.edu)

Phone: 801.585.1780

Technology Education Courses

Technology Education courses marked with  (the power symbol mark)

Online: [edtech.utah.edu](http://edtech.utah.edu)

Phone: 801.581.6061

Everyone is welcome to register for Professional & Technology Education courses.

Eligible University of Utah faculty and staff receive a 50% discount on tuition.

# WORKS LIKE A CHARM



Technology can be downright dangerous in unskilled hands. Learn how to mesmerize technology to follow your every command through hands-on training from expert instructors.



## PROFESSIONAL

### **Administration Certificate**

Enhance your expertise in internal organizational processes in order to build your career and improve the bottom-line.

### **Effective Communication Certificate**

Develop the writing and verbal skills that are essential for effective communication.

### **COMING FALL 2015**

### **Certified Coaching Program**

Coaching isn't just for athletics! Learn the ropes of coaching and leverage coaching skills in any professional scenario.

### **Computer Skills for Business Certificate**

In today's business world, everyone needs fundamental computer skills. This certificate prepares you to successfully meet the business world's demands by giving you the tools you need.

### **Finance & Accounting Certificate**

Understand the basics of money with a good foundation in the basics of accounting and finance.

# L CERTIFICATES

## **HR Management Certificate**

Designed to teach and refine the skills one needs to manage human resource operations effectively.

## **IT Skills Certificate**

Stay ahead of the curve and keep your competitive edge! The IT Skills Certificate keeps you up-to-date. This certificate program gives you the hands-on training you need to better manage and maintain your ever-changing IT responsibilities.

## **Leadership & Management Certificate**

Learn everything you need to know about getting the most out of your employees, and how to lead them to success.

## **Mastering the Business of Technology Certificate**

Address the business challenges confronting managers and technology professionals in high-tech organizations.

## **Professional Bookkeeper Certificate Program**

Learn to master the manual application of all accounting processes for small- to mid-sized businesses and learn how to prepare books by hand in order to

prepare for subsequent computerized accounting training.

## **Nonprofit Academy for Excellence Certificate**

The Academy inspires excellence in nonprofit management and governance. Complete the Nonprofit Academy certificate with the classes that are right for you.

## **Personal Fitness Trainer Certificate**

Provides everything you need to implement a unique medically-based fitness model.

## **Professional Workplace Trainer Certificate**

This program provides a solid foundation of skills needed to be an effective presenter and trainer.

## **Project Management Certificates**

Programs offered for the entry level to the advanced professional in both traditional and agile methodologies. Certificates offered:

- Project Management Fundamentals Certificate
- Project Management Fundamentals Certificate Agile Track

- Applied Project Management Certificate
- Master Certificate in Project Management
- Master Certificate in Project Management Agile Track
- Advanced Project Management Certificate

## **Project Management Professional (PMP)**

Project Management Professional (PMP) certification exam preparation Programs offered in both traditional and agile methodologies.

## **Sports Nutrition and Performance Certificate**

Take an in-depth examination of contemporary nutritional topics for different ages and populations.

## **Student-Directed Study Certificates**

Design your own certificate program and increase the specific skills and knowledge needed to benefit your career. Call us at 801-585-1780 to discuss your options.

## **Web Design Tools Certificate**

Hands-on training you need to design and create visually stunning, professional quality, cutting edge web sites. You'll

learn current web standards and use state-of-the-art multimedia software.

## **Advanced Web Design Certificate**

Learn to generate digital animation, expand your abilities, and integrate JavaScript into your website to create professional, high-tech websites. Plus, utilize search engine optimization to keep your websites visible to your audience.

## **Advanced Web Development**

Make yourself more marketable by thorough mastery of both the front-end and the back-end of technology. Learn to integrate MySQL, PHP, Dreamweaver, and JavaScript.

Check out all our certificates here:  
[www.proed.utah.edu/certificates](http://www.proed.utah.edu/certificates)  
[www.edtech.utah.edu/certificates](http://www.edtech.utah.edu/certificates)

## ADVANCED TECHNICAL TRAINING

### **CompTIA All Access 12 Months Bundle - Web-Based**

CompTIA provides international vendor-neutral IT certifications. This pre-recorded, instructor-led, self-paced online training bundle includes courses in A+, Network+, and Security+ with a focus on CompTIA exam preparation. In the CompTIA A+ course, you'll gain the needed knowledge of basic computer hardware and operating systems. You will cover the essential principles of installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, and preventative maintenance on desktop and laptop computers. The CompTIA Network+ course provides essential networking skills in labs that feature networking equipment from Cisco, Linksys, Netgear, ZyXel, and others. The course gives the foundation you need to manage, maintain, troubleshoot, install, operate, and configure basic network infrastructure. The Security+ course prepares you for certification in system security, network infrastructure, cryptography, assessments, and audits. The Security+ exam preparation course is designed for IT professionals who already have Network+ certification and two years of technical networking experience, with an emphasis on security. CompTIA Security+ certifies

professionals in the field of information security, one of the fastest-growing fields in IT, by demonstrating competency in various domains such as network security; compliance and operational security; threats and vulnerabilities application; data and host security; access control and identity management; and cryptography.

TESPC 110-001  
FEE: \$1,999

### **CCNA Bundle 12 Months - Web-Based**

Cisco Certified Network Associate (CCNA) Routing and Switching is a certification program for entry-level network engineers that helps maximize your investment in foundational networking knowledge and increase the value of your employer's network. CCNA Routing and Switching is for Network Specialists, Network Administrators, and Network Support Engineers with 1-3 years of experience. The CCNA Routing and Switching validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks. Included courses are ICND1: Interconnecting Cisco Network Devices-Part 1 and ICND2: Interconnecting Cisco Network Devices-Part 2. This bundle provides one year access to web-based Cisco CCNA classes (not self-

paced). Participate in live, online classes, as well as view pre-recorded classes. Go to our ICND1 and ICND2 class web pages to see when live sessions are scheduled. Bundle includes course materials and access to practice exams.

TESPC 120-001  
FEE: \$2,499

### **Cisco Data Center 12 Months - Web-Based**

The Cisco Data Center Unified Computing Design Specialist validates an engineer's ability to design scalable, reliable, and intelligent Data Center Virtualization solutions. The following products are covered in learning materials: Cisco Unified Computing System B and C Series, server virtualization software, server operating systems, and additional Cisco Data Center products. Included courses: DCUCD: Data Center Unified Computing Design and DCUCI: Data Center Unified Computing Implementation. This pre-recorded, instructor-led online training bundle includes one year access to all Cisco Data Center courses, as well as course materials and access to practice exams.

TESPC 130-001  
FEE: \$4,799

### **Cisco All Access 12 Months - Web-Based**

This bundle provides one year access to our entire listing of web-based Cisco classes (not self-paced). Participate in live, online classes, as well as view pre-recorded classes. Bundle includes course materials and access to practice exams.

TESPC 140-001

FEE: \$5,999

### **Microsoft All Access 12 Months - Web-Based**

The Microsoft bundle provides one year access to our entire listing of web-based Microsoft classes (not self-paced), with the exception of Word, Excel, PowerPoint and Project. Participate in live, online classes, as well as view pre-recorded classes. Bundle includes course materials and access to practice exams.

TESPC 150-001

FEE: \$4,999

### **Java Programming Language Part 1**

The Java programming language has attracted an active community of over four million software developers. Mature, extremely robust, and surprisingly versatile, Java technology has become invaluable as a development platform. In

this hands-on class, you are introduced to Java technology and how to develop Java applications. Topics include Java programming syntax, object-oriented programming using Java, polymorphism and casting, application flow control, basic Java exceptions, and Java I/O.

EDTEC 527-001 • TTh, May 19-28 • 6:00-9:30 PM

LOCATION: Annex 2182 Campus • SLC

FEE: \$799

INSTRUCTOR: Joshua J. Cummings

### **Java Programming Language Part 2**

This class provides hands-on Java programming, including Java exceptions, Java GUI programming, arrays and arraylists, text processing, wrapper classes, inheritance and polymorphism, exceptions and file I/O. Java Parts 1 and 2 are designed to provide preparation for the Java certification exam. Prerequisite: Completion of Java Part 1 or instructor approval.

EDTEC 528-001 • TTh, Jun 2-11 • 6:00-9:30 PM

LOCATION: Annex 2182 Campus • SLC

FEE: \$799

INSTRUCTOR: Joshua J. Cummings

### **Linux LPIC-1 Exam Prep Course 1**

Designed to provide the essential skills needed to be proficient at the UNIX or Linux command line, this challenging course focuses on the fundamental concepts and tools that make UNIX so powerful. Both beginners seeking a solid foundation in UNIX and experienced users who want to fill in knowledge gaps will benefit from this hands-on course, designed to prepare students to take the LPI 1 101 and Red Hat Certified Technician certification exams. Subjects covered include the UNIX filesystem and how to manipulate it; the basic UNIX notions of pipes, redirection, regular expressions, and other tools for performing complex tasks; the management of processes and jobs; vi, the standard UNIX editor; and the ability to construct shell scripts to automate routine or difficult operations. Admitted U of U students may take this course for credit. Register for CS 2963-001 through the Campus Information System. This course covers the first half of CS 2963-001. For more information, call 801-581-6061.

EDTEC 511-001 • W, May 20 • 5:30-9:30 PM

LOCATION: Annex 2214, Campus • SLC

FEE: \$1,999

INSTRUCTOR: Aaron S. Toponce



## **Linux LPIC-1 Exam Prep Course 2**

Intended for people already comfortable with working in the UNIX environment, this in-depth course, designed to prepare students to take the LPI 1 102 and Red Hat Certified Technician certification exams, gives students the variety of skills needed to set up and maintain Linux computers. The class concentrates on the popular Red Hat distribution of the Linux operating system, and covers subjects ranging from initial installation of Linux to day-to-day administrative tasks such as management of user accounts and disk space, to the trouble-shooting skills system administrators will need to cope with unexpected behavior. It is highly recommended students complete EDTEC 511 or pass the LPI 101 exam prior to taking this class. Admitted U of U students may take this course for credit. Register for CS 2963-001 through the Campus Information System. This course covers the second half of CS 2963-001. For more information, call 801-581-6061.

EDTEC 512-001 • W, Jul 1-Aug 5 • 5:30-9:30 PM  
LOCATION: Annex 2214, Campus • SLC  
FEE: \$1,999  
INSTRUCTOR: Aaron S. Toponce

## **Mac OS X Support Essentials**

Using Apple Certified Curriculum, Mac OS X Support Essentials is a hands-on course that provides an in-depth exploration of troubleshooting on Mac OS X. This course is designed to explore the breadth of functionality of Mac OS X and the best methods for effectively supporting users of Mac OS X systems. The course is a combination of lectures and hands-on case study exercises that provide real-world experience. Apple Certified Support Professional status distinguishes you to colleagues, employers, and prospective clients as a skilled IT user and provides a competitive edge in today's ever-changing job market. Continuing Education is an Apple Authorized Training Center.

EDTEC 620-001 • F, May 22-Jun 26 • 8:30 AM-12:30 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$1,499  
INSTRUCTOR: Edward L. Lukacs

EDTEC 620-002 • TWTh, Jun 23-25 • 9:00 AM-5:00 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$1,499  
INSTRUCTOR: Edward L. Lukacs

## **Mac OS X Server Essentials**

Using Apple Certified Curriculum, Mac OS X Server Essentials gives technical coordinators and entry-level system administrators the skills, tools, and knowledge to implement and maintain a Mac OS X Server-based system. Students will learn how to install and configure Mac OS X Server to provide network-based services, such as file sharing, authentication, and printing. Tools for efficiently managing and deploying Mac OS X are also covered. The course is a combination of lectures and hands-on case study exercises that provide real-world experience. Apple Certified Technical Coordinator status distinguishes you to colleagues, employers, and prospective clients as a skilled IT user and provides a competitive edge in today's ever-changing job market. Continuing Education is an Apple Authorized Training Center.

EDTEC 630-001 • F, July 10-Aug 14 • 8:30 AM-12:30 PM  
LOCATION: Annex 2182  
FEE: \$1,499  
INSTRUCTOR: Edward L. Lukacs

EDTEC 630-002 • TWTh, Aug 4-6 • 9:00 AM-5:00 PM  
LOCATION: Annex 2182  
FEE: \$1,499  
INSTRUCTOR: Edward L. Lukacs



## MySQL Level 1

This hands-on MySQL class outlines interacting with and designing MySQL databases, the world's most popular open-source database solution. In this class you will learn the basics of MySQL, including database installation, design, and basic configuration. Main topics include custom queries, defining tables and fields, inserting, deleting and updating data. An introduction to GUI tools is also provided.

EDTEC 534-001 • TTh, May 12-14 • 6:00-9:30 PM AND TW, May 19-20 • 6:00-9:30 PM  
LOCATION: Annex 2180, Campus • SLC  
FEE: \$799  
INSTRUCTOR: James W. Elder

## MySQL Level 2

This hands-on MySQL class outlines more advanced database concepts such as importing and exporting data, using MySQL built-in functions, defining views, user variables, and basic optimization. This class will also discuss basic MySQL administration principles such as granular access controls, user management and remote access. Prerequisites: Students should be familiar with basic relational database principles and beginning MySQL.

EDTEC 535-001 • MW, Jun 15-24 • 6:00-9:30 PM  
LOCATION: Annex 2180, Campus • SLC  
FEE: \$799  
INSTRUCTOR: James W. Elder

## PHP Level 1

Learn to hand-code PHP, a widely-used general-purpose scripting language especially suited for Web development and database-powered websites. This course covers a basic overview of PHP, including setting up a development environment, becoming familiar with the PHP interpreter, basic language syntax and variables. Other topics will include operators, handling HTML form data, basic security, and the use of sessions or cookies. Prerequisites: Students will benefit from a familiarity with hand-coding HTML/XHTML.

EDTEC 520-001 • TTh, Aug 4-13 • 6:00-9:30 PM  
LOCATION: Annex 2180, Campus • SLC  
FEE: \$799  
INSTRUCTOR: Joshua J. Cummings

## PHP Level 2

This hands-on PHP coding class outlines managing source code with revision control tools, using PHP to send email, reading, writing and managing files, and learning regular expressions syntax. This class

focuses on advancing and applying the principles learned in PHP Level 1 toward creating functional web applications. Prerequisites: Students should be familiar with hand-coding HTML/XHTML and beginning PHP.

EDTEC 521-001 • TTh, Aug 18-27 • 6:00-9:30 PM  
LOCATION: Annex 2180, Campus • SLC  
FEE: \$799  
INSTRUCTOR: Joshua J. Cummings

## FINANCE & ACCOUNTING

### Accounting & Budgeting for Non Accounting Managers

No manager can avoid dealing with budgets and finances. Gain a critical understanding of the numbers crossing your desk with this introduction to managerial and financial accounting using the accounting formula. We'll look at debits and credits, accounting terms, definitions, financial ratios, operating and capital budgets, SEC, and regulatory and industry reporting. We'll also cover creating a financial plan and budget, financial systems and accounting irregularities of the recent past, internal controls, internal and external audits, and fraud and embezzlement.

PROED 113-005 • Th, May 28 • 9:00 AM-4:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$189 + \$10 special fee  
INSTRUCTOR: Royce B. Stephens

### **Finance for Non-Financial Managers (Full-day)**

Revenue or expense budgets and financial statements are primary tools by which an organization determines, measures, and reports its financial performance. Many managers in non-financial positions are familiar with financial statements and their relationship to budgets but are less familiar with how financial statements are related to budgets. This workshop will help participants increase their understanding of these tools and build an appreciation for the financial impact of their business decisions.

PROED 114-005 • T, Jun 9 • 9:00 AM-4:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$189 + \$10 special fee  
INSTRUCTOR: Jerry L. Basford

### **Professional Bookkeeper Certificate Program**

Understand the full-charge bookkeeping process - from beginning to end - for retail, wholesale, manufacturing, service and not-for-profit industries. Master the manual application of all accounting processes for small to mid-sized busi-

nesses and learn how to prepare books by hand in order to prepare for subsequent computerized accounting training. To help you launch your own business, the coursework includes training in starting and building a bookkeeping practice. This is a four module, online program (Average completion time, 60 hours).

PROED 135-030

FEE: \$1,699

NOTE: This is an online class. Participants have one year to complete the program.

### **Access Level 1**

This two-day introduction to Microsoft Access, a relational database application, will help you track the critical information that is the lifeline of a well-run company. In today's market, those with database administration or management skills are in demand. Concepts include database design principles, creating and using tables, creating table relationships, creating and running queries, creating and using forms, and creating and using reports. Familiarity with use of Microsoft Office applications (Word, Excel, etc.) and navigation in a Microsoft Windows environment is required.

EDTEC 418-005 • TTh, Jun 16-18 • 9:00 AM-5:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$599  
INSTRUCTOR: Edward L. Lukacs

### **Access Level 2**

This two-day class covers advanced features of tables, queries, forms, and reports. In this Access class, you will learn to use field properties in tables, create junction tables and improve the table structure. You will create advanced queries to locate unmatched or duplicate information and update a database; create a PivotTable and a PivotChart, and make a crosstab query. You will create and use custom forms effectively by restricting data entry, adding Command Buttons, creating sub-forms, creating a mailing label report, and adding sub-reports to existing reports. You will learn how to import and export data, and how to create and attach macros to simplify repetitive tasks such as validating data, automate data entry, and restricting records using a condition.

EDTEC 419-005 • TTh, Jun 30-Jul 2 • 9:00 AM-5:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$599  
INSTRUCTOR: Edward L. Lukacs

### **Excel Level 1**

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 • T, May 19 • 9:00 AM-5:00 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$229  
INSTRUCTOR: Edward L. Lukacs

EDTEC 412-002 • Th, Jul 16 • 9:00 AM-5:00 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$229  
INSTRUCTOR: Edward L. Lukacs

EDTEC 412-005 • M, Jun 15 • 9:00 AM-5:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$229  
INSTRUCTOR: Edward L. Lukacs

### **Excel Level 2**

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. Completion of Excel Level 1 is required. Department approval is necessary to waive this requirement.

EDTEC 413-001 • T, Jun 2 • 9:00 AM-5:00 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$229  
INSTRUCTOR: Edward L. Lukacs

EDTEC 413-005 • M, Jun 29 • 9:00 AM-5:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$229  
INSTRUCTOR: Edward L. Lukacs

### **Excel Level 3**

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. Completion of Excel Level 2 or instructor approval is required.

EDTEC 414-001 • M, Aug 3 • 9:00 AM-5:00 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$229  
INSTRUCTOR: Edward L. Lukacs

### **FileMaker Pro Level 1**

FileMaker Pro is the leading workgroup database software for quickly creating and sharing solutions adapted to your business needs. In this introductory class, use hands-on exercises to navigate databases, maintain existing databases, set up a new database, format fields, find records, import data, and create templates. You will also learn how to create layouts, add graphics, export data, and create reports. Familiarity with use of Microsoft Office applications (Word, Excel, etc. ) and navigation in a Microsoft Windows environment is recommended.

EDTEC 465-001 • TTh, Jul 28-30 • 9:00 AM-5:00 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$699  
INSTRUCTOR: Robert Harrington

### **FileMaker Pro Level 2**

A continuation of FileMaker Pro level 1, this class covers defining and setting up database relationships such as one-to-many, many-to-one, and many-to-many. You will also learn how to create buttons and scripts to customize your database solutions and how to allow access by multiple users, plus how to create a database for the web. Completion of FileMaker Pro level 1 or instructor approval is required.

# WE LET THE CAT OUT OF THE BAG

It's no secret. With the proper training, well-honed skills, and a finely crafted strategy, managing projects no longer has to feel like herding cats



EDTEC 466-001 • TTh, Aug 11-13 • 9:00 AM-5:00 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$699  
INSTRUCTOR: Robert Harrington

### QuickBooks Level 1

QuickBooks is the most popular bookkeeping program on the market. In this hands-on class you will learn how to use the QuickBooks software to set up your company financials, work with lists, set up inventory, invoice for services, process payments, work with bank accounts, and enter and pay bills. If you are using the software for the first time, you will be introduced to its primary features. If you are familiar with the software, you will quickly learn new features and functionality.

EDTEC 425-001 • M, Jun 1 • 9:00 AM-5:00 PM  
LOCATION: Annex 2180, Campus • SLC  
FEE: \$229  
INSTRUCTOR: Al Farshchian

### QuickBooks Level 2

Are you ready to learn more? We'll cover QuickBooks' more sophisticated features -- ones that really let the program work for your business. In this hands-on class, you will learn to customize forms, track credit card transactions, create and modify

various types of reports, create graphs, track and pay sales tax, track payroll information, and how to handle those tricky transactions, such as bounced checks. Take both sessions and be a pro at QuickBooks. Prerequisite: QuickBooks I or equivalent.

EDTEC 426-001 • M, Jul 20 • 9:00 AM-5:00 PM  
LOCATION: Annex 2180, Campus • SLC  
FEE: \$229  
INSTRUCTOR: Al Farshchian

## GRAPHIC DESIGN

### Illustrator Level 1

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. Note: This class applies to our Web Design Tools Certificate program.

EDTEC 457-001 • M, Jun 15 • 9:00 AM-5:00 PM  
EDTEC 457-002 • TTh, Jul 28-30 • 6:00-9:30 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$249  
INSTRUCTOR: David B. Krummenacher

### Illustrator Level 2

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. Note: This class applies to our Web Design Tools Certificate program.

EDTEC 458-001 • M, Jun 22 • 6:00-9:30 PM  
EDTEC 458-002 • TTh, Aug 4-6, 9:00 AM-5:00 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$249  
INSTRUCTOR: David B. Krummenacher

### **InDesign Level 1**

Come see why InDesign is gaining popularity in the desktop publishing world. In this 14-hour, interactive introductory course you will be instructed 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; add, format, and manipulate text and graphics; work with text boxes, tables, layers, and drawing tools; and set up print styles. Prerequisite: Students are required to have a solid understanding of computer terminology and ability to navigate in a Microsoft Windows environment with ease.

EDTEC 470-001 • MW, Jun 8-17 • 6:00-9:30 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$489  
INSTRUCTOR: Lynne M. Bennett

### **InDesign Level 2**

In this interactive course, you will be introduced to digital publishing and InDesign's tools to create interactive publications and forms. Some examples of digital publishing (e-pub as it is often called) are companies annual reports, resume portfolios, handbooks, order forms, questionnaires, and exams. You will create a basic booklet and order form in class. Prerequisite: Completion of InDesign Level 1 or instructor approval.

EDTEC 471-001 • MW, Jun 22-24 • 6:00-9:30 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$249  
INSTRUCTOR: Lynne M. Bennett

### **Photoshop Level 1**

If you are new to Photoshop, or have used a previous version of Photoshop and need a refresher, this class is for you. Students are introduced to the layout of the application, provided an overview of organizing and importing photos via Photoshop's Bridge application, and taught the use of tools and palettes. Techniques include creating and modifying selections (copying and pasting portions of a photo onto another photo), making image enhancements and color correction, working with layers, brushes, type, and more. Students are required to have a solid understanding of computer terminology and ability to navigate in a Windows environment with ease. Note: This class applies to our Web Design Tools Certificate.

EDTEC 452-001 • W, Jun 3 • 9:00 AM-5:00 PM  
EDTEC 452-002 • TTh, Jul 14-16 • 6:00-9:30 PM  
EDTEC 452-003 • W, Jul 1 • 9:00 AM-5:00 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$249  
INSTRUCTOR: Alan K. Mark

### **Photoshop Level 2**

A continuation from Photoshop 1, students learn more advanced features such as Camera Raw, color and blending modes, photo enhancements, masking techniques, retouching, refocusing, use of filters, use of gradients, layer styles, and layer compositions. Completion of Photoshop Level 1 or instructor approval is required. Note: This class applies to our Web Design Tools Certificate.

EDTEC 453-001 • M, Jun 8 • 9:00 AM-5:00 PM  
EDTEC 453-002 • TTh, Jul 21-23 • 6:00-9:30 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$249  
INSTRUCTOR: Alan K. Mark

### **Photoshop Level 3**

Delve into the creative side of Photoshop! Use the tools and applications learned in Photoshop Levels 1 and 2 to create amazing effects. Learn to: turn a photo into a painting; make montages; capture jet streams or wisps of hair; use photo merge; design picture borders and create fading edge effects; extract photographic elements; swap backgrounds; make shadows; insert an image into type; make touch-ups such as whitening teeth and eyes; restore a torn photo; create duotones, tritones, and sepiatones; make words turn into ice or steel; change clothes or

hair color in a photo; colorize a photo; combine black and white and color elements in the same photo; make lightning, stars, and steam, and more! With the use of filters and advanced techniques, your work will stand out from the crowd! Completion of Photoshop Levels 1 and 2 or instructor approval is required.

EDTEC 454-001 • TTh, Jul 28-30 • 6:00-9:30 PM  
LOCATION: Annex 2180, Campus • SLC  
FEE: \$249  
INSTRUCTOR: Lynne M. Bennett

## HEALTH AND FITNESS

### **Sports Nutrition and Performance Certificate**

This online Professional Certificate has been designed to meet the growing need for of those in the health field and the general public who want to learn about developing individualized nutritional programs for clients, patients, or for personal improvement. This comprehensive web-based certificate program provides an in-depth examination of contemporary nutritional topics.

- meal plan analysis
- functional food implementation
- public nutrition
- sports nutrition

- vitamin supplementation
- weight management

Note: These are online classes. Once the student logs into the course web site, they will have eight weeks to complete the course.

PROED 911-030 Nutrition and You: Functional Foods  
PROED 912-030 Weight Management and Nutrition in the Lifecycle  
PROED 913-030 Introduction to Sports Nutrition and Performance  
PROED 914-030 Public Nutrition and Wellness Education

FEE: \$299 per course

### **Personal Fitness Training (PFT) Certificate**

The Online Professional Personal Fitness Certificate is designed to supply essential educational pathways and career opportunities to those seeking to start a career in the emerging fitness/health industry.

- medically-based fitness facilities
- community wellness programs
- personal training studios
- physical therapy clinics
- corporate fitness centers
- private and commercial health clubs

Note: These are online courses. Once the student logs into the course web site, they will have eight weeks to complete the course

PROED 916-030 Introduction to Exercise Science Lvl I (Anatomy and Kinesiology)  
PROED 917-030 Introduction to Exercise Science Lvl II (Exercise Physiology)  
PROED 918-030 Health Risk Profiles and Fitness Assessment Techniques  
PROED 919-030 Business Administration and Management Aspects for Personal Trainers  
PROED 920-030 Designing Exercise Prescriptions for Normal/Special Populations

FEE: \$299 per course

### **Advanced Personal Trainer Certificate**

The online Advanced Personal Fitness Training Certificate has been designed to prepare graduating students for a career working at medically-based fitness facilities, community wellness programs, personal training studios, physical therapy clinics, corporate fitness centers, and private and commercial health clubs. You must complete the Personal Fitness Trainer Certificate before taking any of the Advanced Personal Fitness Training courses.



Note: This is an online class. Students have eight weeks to complete this online course once they log into the program. Students need to have completed the Personal Fitness Trainer Certificate before taking these courses.

PROED 922-030 Nutritional Analysis and Management  
PROED 923-030 Functional Flexibility, Core, and Balance Training  
PROED 924-030 The Science and Biomechanics of Resistance/Weight Training Techniques

FEE: \$299 per course

## **HUMAN RESOURCE MANAGEMENT**

### **Human Resources Management Certificate Program**

The importance and complexity of managing human resources has grown over the years, as have the opportunities for employment in this exciting area of management. Recognizing these changes, Professional Education at the U has developed a program to help individuals and organizations better contribute to their business success from a human resource management (HRM) perspective. Designed for the entry-level person, the Human Resource Management Certificate

program provides the knowledge you need to develop effective practices for an ever-changing, complex workplace.

PROED 300-005

LOCATION: Murray

FEE: \$1,275 + \$50 special fee

NOTE: Please be aware that during the summer semester only a few of the HR Certificate classes are offered. To complete the certificate you will need to take the remaining classes during the fall or spring semester. To verify which classes are currently being offered please contact the Professional Education Department at 801.585.1780.

### **Negotiation and Conflict Resolution**

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.

PROED 303-005 • W, Aug 5 • 9:00 AM-4:00 PM

LOCATION: 5282 S 320 W Ste D110 • Murray

FEE: \$189 + \$10 special fee

INSTRUCTOR: Jerry R. Benson

## **LEADERSHIP & MANAGEMENT**

### **Building Teams of Trust, Collaboration, and Results**

Organizations frequently talk of teams; most organizations are designed to foster groups. This course will examine the differences between these two concepts, and identify philosophies and actions required to create and sustain high-performing teams. Participants will do a baseline assessment of their current team's competency in specific team-success areas and develop an action plan to increase the team's effectiveness and potential. Some of the objectives covered in this course will include how to identify the difference between a group and a team and how an organization gets what it asks for, not necessarily what it wants; the characteristics of high-performing teams; and how the organization's structure, processes and culture undermine team effectiveness. You will also learn the state of team development and the leader's role at each stage, and how to develop an action plan to increase team effectiveness.

PROED 403-005 • W, Jun 17 • 9:00 AM-4:00 PM

LOCATION: 5282 S 320 W Ste D110 • Murray

FEE: \$189 + \$10 special fee

INSTRUCTOR: Pamela S. Gardiol

### **Managing Performance Collaboratively**

Employees in today's work environment expect to have a voice in planning their performance goals. The more people are involved in shaping their performance in alignment with the organization's goals, the greater ownership they have in shaping their own and the organization's success. This session will look at the types of leadership that foster collaborative goal setting. We will examine how to create an organizational environment that draws the best from people, and how system-thinking leadership allows collaborative behavior to go beyond individual goal setting to organizational performance integration. We will look at organic performance feedback systems, performance contracting, and performance improvement plans.

PROED 402-005 • T, Jul 21 • 9:00 AM-4:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$189 + \$10 special fee  
INSTRUCTOR: Pamela S. Gardiol

### **NONPROFIT & FUND DEVELOPMENT**

#### **Bridging the Gap Between Finance and Fundraising**

This course focuses on the benefits of the Finance and Development departments working together in a non-profit world. Both departments are critical to the financial viability of the organization, yet they view the revenue generated from grants and donor contributions quite differently. How many times have you scratched your head when comparing your agency's financials to the fundraising reports or been asked by a board member to explain the difference? This course offers the answers. It will provide proactive tips in structuring grants and donor requests to ease the cumbersome back office reporting, as well as how to craft a meaningful budget. Recommended for Development, Finance, and Executive Directors, this course will allow participants to share experiences and learn from best practices.

PROED 531-005 • T, Jun 2 • 9:00 AM-4:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$109 + \$10 special fee  
INSTRUCTOR: Kristy Chambers

#### **Grant Writing**

Grantsmanship is part of a process that identifies and cultivates partnerships between your non-profit organization and potential donors. Learn the different ways to present a compelling needs statement. Practice writing goals and objectives that create a foundation for the other major components of the proposal: the program plan, the evaluation plan, and the budget. Finally, learn how to work with the prospective funders prior to presenting your proposal.

PROED 504-005 • T, Jun 16 • 9:00 AM-4:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$179 + \$10 special fee  
INSTRUCTOR: Tiffany Hall

#### **Nonprofit Advocacy and the Community**

Learn to lead your organization by looking at the outside environment and building relationships with key stakeholders that are external to the organization but critical to its long-term success. We'll discuss the role of the leader in selling the vision, raising funds, building and maintaining relationships with external stakeholders, and communicating effectively with multiple audiences (media, stakeholders, etc.). We'll explore both obvious and creative collaborations and create scenarios for creating those collaborations.

PROED 541-005 • W, Jul 29 • 9:00 AM-4:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$179 + \$10 special fee  
INSTRUCTOR: Patricia A. Bair

### **Your One-Year Marketing Plan**

Developing a marketing plan is the first step in becoming a marketing-focused organization, a step that strengthens and positions your organization to better fulfill its mission. Your organization has a group of customers it serves and you need a plan to find these folks with the right message and in the most cost-effective way. Like for-profit institutions, you still need to convince your customers to use or fund your services. A marketing plan is the road map to help you meet these goals and objectives. Join us as we create a concrete and practical plan with measurable objectives for your organization.

PROED 510-005 • T, Aug 4 • 9:00 AM-4:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$179 + \$10 special fee  
INSTRUCTOR: Bryn F. Ramjoue

## **OFFICE SOFTWARE TRAINING**

### **🔌 Introduction to Macintosh**

This course will cover the background of the Macintosh computer, its innovative features, and utilization of the Mac OS. Whether you are a seasoned computer user interested in expanding your general understanding, or a new Macintosh computer user who would like to know how to change your screensaver, this class will benefit you.

EDTEC 610-002 • MW, Jul 13-15 • 6:00-9:30 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$99  
INSTRUCTOR: Edward L. Lukacs

### **🔌 PowerPoint Level 1**

A hands-on, comprehensive overview of Microsoft PowerPoint. Explore the user interface and Ribbon. Learn slide design skills and create professional-looking presentations. Topics include text and paragraph formatting, designing bullet points, clip art, graphic objects, tables, and charts. Also covered: transitions and animation effects, speaker notes, and printing.

EDTEC 410-001 • T, Jul 7 • 9:00 AM-5:00 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$229  
INSTRUCTOR: Edward L. Lukacs

### **🔌 PowerPoint Level 2**

Learn to take your Microsoft Office PowerPoint presentations to the next level, with slide masters and customized slide layouts, headers and footers, diagrams, and multimedia elements. Other topics include customizing the PowerPoint environment, setting up custom shows, collaborating on a presentation, and publishing on the web.

EDTEC 411-001 • T, Jul 21 • 9:00 AM-5:00 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$229  
INSTRUCTOR: Edward L. Lukacs

### **🔌 Word Level 1**

Learn the fundamentals of Microsoft Word, including how to create and edit documents, format text and paragraphs, create tables, add graphics, and print various professional-looking documents. In this hands-on, interactive class, you will also learn some of Word's proofing features, such as spelling, grammar checking, and AutoCorrect.

EDTEC 415-001 • W, May 27 • 9:00 AM-5:00 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$229  
INSTRUCTOR: Edward L. Lukacs

## Word Level 2

A hands-on continuation of Microsoft Word Level 1. Learn to create, manage, and modify lists, tables, charts, and graphic objects, and control text flow through sections, templates, mail merge, and macros. Completion of Word Level 1 is strongly recommended.

EDTEC 416-001 • W, Jun 10 • 9:00 AM-5:00 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$229  
INSTRUCTOR: Edward L. Lukacs

## PROJECT MANAGEMENT

### Fundamentals of Project Management I

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 differ-

ences 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.

PROED 611-005 • Th, May 21 • 9:00 AM-3:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$249 + \$10 special fee  
INSTRUCTOR: Joel D. Huntington

### PMP Exam Preparation

Open new doors in your career with a Project Management Professional (PMP) certification, an internationally acclaimed professional credential. You will learn important project management principles, along with techniques for preparing the application and passing the certification exam required to earn this credential. This course will be taught by PMI Registered Education Providers

who hold the PMP certification and have attained at least a master's degree from an accredited institution. This course is a thirty-six hour, 4.5-day training seminar based upon project management principles approved by the Project Management Institute (PMI). This course fulfills the PMI training prerequisite outlined in the PMP exam application. Please note: this class provides you with an additional tool in your arsenal of study vehicles. It should augment and not replace other forms of study. This course provides Continuing Education Units (CEU) and Professional Development Units (PDU). Check with your industry association for approval requirements.

PROED 610-042 • TWThF, May 26-29 • 8:00 AM-5:00 PM  
LOCATION: Layton  
FEE: \$1,299 + \$125 special fee  
INSTRUCTORS: Daniel Anderson & Denis R. Petersen  
NOTE: To ensure we have materials for all students, please register for this class three business days prior to the start of the class. PMBOK book included with course materials. Full hours are made up through shorter lunch and break times.

# MUSIC TO YOUR EARS

Great leaders know how to conduct business to orchestrate success. Learn how to develop the skills, attributes, and wisdom of great leaders through Professional Education's courses in leadership and management.



Leadership & Management courses, pgs. 15-16

## Fundamentals of Project Management II

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.

PROED 612-005 • W, Jun 3 • 9:00 AM-3:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$249 + \$10 special fee  
INSTRUCTOR: Joel D. Huntington

## Agile Project Management SCRUM

Agile project management has become increasingly more popular over the last several years. This course provides a short overview explaining why Agile is so popular and how it fits in with the Project Management Institute, Waterfall method, and other project management methodologies. However, the bulk of the time will be spent learning how to lead projects utilizing Scrum, which is one of the leading Agile methodologies. Participants will leave with a solid understanding of how to manage a Scrum project from start to finish.

PROED 623-005 • M, July 22 • 9:00 AM-4:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$249 + \$10 special fee  
INSTRUCTOR: Jonathan Soldan

## Project Management Fundamentals

Gain hands-on, immediately applicable skills for connecting team performance with customer satisfaction by leading, defining, planning, and executing projects. You will learn guidelines for managing projects of any size using the following project processes: leadership vs. management, clearly defining success, planning for performance, and performing to plan. During this self-paced online course you will learn and apply fundamental project management skills and processes. Each module of the course covers a specific principle of project management. Your retention is reinforced at the end of each module through email assignments that are performed using one of your own projects. Complete a quiz at the end of each module and score 100% before you can move on to the next module. This course incorporates some of the Project Management Institute's PMBOK (Project Management Body of Knowledge) guidelines and will help you prepare for and maintain the Project Management Professional (PMP) certification. This is an On-Demand course worth 24 Professional Development Units (PDU).

PROED 631-030  
FEE: \$259  
INSTRUCTORS: Daniel Anderson, Zigmund K. Peacock, Denis R. Petersen  
NOTE: This is an online class. Participants have one year to complete the requirements. This class is included in the Applied Project Management Certificate.

## Project Risk Management

Project managers: learn how to identify risk, quantify its impact, and respond to the occurrence of risk events in this on-demand, online course. Project Risk Management is vital to the success or failure of a project. Risks, or unknowns, can have a significant positive or negative impact on a project. You will gain critical skills to prepare a risk management plan, identify risks to your project, quantify the effect of risks to your project objectives, plan your risk response, and monitor and control risks. At the end of each self-paced module, your learning is reinforced through the use of email assignments and a quiz. You can move to the next module when the quiz has been answered 100% correct. This course provides 12 Professional Development Units (PDU).

PROED 632-030  
FEE: \$259  
NOTE: This is an online class. Individuals enrolled

in the online course have a year to complete the requirements. This class is included in the Applied Project Management Certificate.

### **Project Management Agile Boot Camp**

This course is intended for teams at varying stages of Agile adoption who need an immersion session in the full framework of Scrum practice. Bringing their actual work to the course, teams will gain understanding through practice from establishing a product vision down to managing the daily Scrum. Effective metrics and communication approaches are discussed and engaged. Particular attention is given to developing a team development roadmap, enabling the team to undertake a successful approach to continuous improvement. This is a two-day course. 16 PDUs

PROED 657-005 • WTh, Jun 10-11 • 9:00 AM-4:00 PM

LOCATION: 5282 S 320 W Ste D110 • Murray

FEE: \$949 + \$10 special fee

INSTRUCTOR: Jonathan Soldan

### **Project Management Training Camp**

Acquire real-time project management experience with three class days of simulation with other project managers. We will work 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 who may or may not be at a senior level, but who spend the majority of their time managing projects, including large and complex projects. Coursework is also valuable for professional development and career growth. This class is registered with the Project Management Institute for 24 Professional Development units (PDU), which can be applied toward maintaining other related licenses and certification. This course incorporates the Project Management Institute's Guide to the Project Management Body of Knowledge principles and will help you prepare for the Project Management Professional Certification.

PROED 641-042 • T, Jun 23 • 8:00 AM-5:00 PM

LOCATION: Layton

FEE: \$1,595

INSTRUCTOR: Denis R. Petersen

NOTE: Exact location of class to be determined.

### **Guiding Organizational Change**

Develop and assess your ability to guide a team through actual, real time projects with multiple, simultaneous, overlapping, organizational chang-

es. This three-day (in-class) 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. During the course you will learn practical skills that will help you and your project team get through changes faster, with less pain, and with better outcomes. This course is registered with the Project Management Institute for 24 Professional Development units (PDU), which can be applied toward maintaining other related licenses and certification. This course incorporates the Project Management Institute's Guide to the Project Management Body of Knowledge principles and is beneficial in preparation for the Project Management Professional certification.

PROED 643-042 • TWTh, Jul 28-30 • 8:00 AM-5:00 PM

LOCATION: Layton

FEE: \$1,595

INSTRUCTOR: Denis R. Petersen

NOTE: Exact location of class to be determined.



## **Project Leadership and Teambuilding**

Learn and apply project leadership skills to more effectively help your team ensure project success. This online course guides participants through leadership, teambuilding and communication discussions and exercises. It specifically teaches the concepts of principled leadership, the practices of high-performing teams and the keys to effective project communication. Project managers who learn and apply these principles and skills will achieve more buy-in, alignment, productivity and accountability from team members. Project teams need leadership. This course places participants on the path towards providing more effective leadership.

PROED 664-030

FEE: \$259

NOTE: This is an online class. Participants have one year to complete the requirements.

## **Project Level 1**

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. Familiar-

ity with navigating in a Windows environment is required. Understanding of basic project planning and management concepts is recommended.

EDTEC 421-001 • T, Jun 2 • 9:00 AM-5:00 PM

LOCATION: Annex 2180, Campus • SLC

FEE: \$249

INSTRUCTOR: Brent M. Hansen

## **Project Level 2**

This course is designed for a person who has an understanding of project management concepts, who has the basic skills to create and modify project plans using Microsoft Project, and who needs to use Microsoft Project to manage and customize those plans through the implementation stage of a project.

EDTEC 422-001 • T, Jun 16 • 9:00 AM-5:00 PM

LOCATION: Annex 2180, Campus • SLC

FEE: \$249

INSTRUCTOR: Brent M. Hansen

## **WEB DEVELOPMENT & DESIGN**

### **Cascading Style Sheets Level 1**

Cascading Style Sheets (CSS) is an essential part of XHTML and web design and scripting. CSS is the powerful layout and design language of choice on the Internet. Extremely flexible, fast loading, easy to write, with increasingly solid support from graphical web browsers, this tool is a must-have in your toolbox. CSS is a simple mechanism for adding additional display properties to structured documents such as HTML/XHTML. It offers greater control and flexibility, similar to traditional print layout, for a much richer document appearance. By separating the presentation style of documents from the document content, CSS simplifies web authoring and site maintenance. In this hands-on coding class, students learn to take advantage of CSS for visual formatting, including text, fonts, colors and backgrounds, boxes and borders, lists, and simple positioning. Prerequisite: Must have taken XHTML/HTML5 Coding before taking this class, or have department approval. Note: This course applies toward our Web Design Tools Certificate program.

EDTEC 475-001 • M, Jun 29 • 9:00 AM-5:00 PM  
EDTEC 475-002 • TTh, Jun 16-18 • 6:00-9:30 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$249  
INSTRUCTOR: Judith D. Kiel

### **Cascading Style Sheets Level 2**

Due to limitations in HTML for layout, more and more websites are utilizing Cascading Style Sheets (CSS) to develop compliant, fast-loading, extremely powerful web applications that can be deployed for a variety of output devices (computer screens, print, cell phones, etc.). In this class, the focus will be on layout techniques: understanding how floats position and absolute positioning works, creating the elusive two-and three-columned layouts, styling your navigation links, and creating a style sheet for printing. Gain control over layout on the Internet as easily as in print media with CSS. Prerequisite: Must have taken XHTML/HTML5 Coding and CSS Level 1 before taking this class, or have departmental approval. Note: This course applies toward our Web Design Tools Certificate program.

EDTEC 476-001 • M, Jul 13 • 9:00 AM-5:00 PM  
EDTEC 476-002 • TTh, Jun 23-25 • 6:00-9:30 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$249  
INSTRUCTOR: Judith D. Kiel

### **Dreamweaver Level 1**

Adobe Dreamweaver is a leading software application for creating web pages. Concepts covered include defining websites, web page layout and design, formatting and editing text, importing and formatting images, creating links, tables, and an introduction to Dreamweaver's use of Cascading Style Sheets. A solid understanding of Internet-related terminology and familiarity in navigating in a Microsoft Windows environment is required. Prerequisite: Completion of XHTML/HTML5 Coding and Cascading Style Sheets Levels 1 and 2. Note: This class applies to our Web Design Tools Certificate.

EDTEC 455-001 • M, Jul 20 • 9:00 AM-5:00 PM  
EDTEC 455-002 • TTh, Jun 30-Jul 2 • 6:00-9:30 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$249  
INSTRUCTOR: Ellen Donovan

### **Dreamweaver Level 2**

Become familiar with handy features found in Dreamweaver. You'll practice the latest techniques in web design, including form functions, spry, behaviors, using Cascading Style Sheets for layout, and an introduction to templates. This class helps you to take ownership of your website, as you learn quality site management. Completion of Dreamweaver 1 or

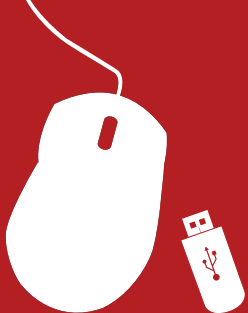
instructor approval is required. Prerequisite: Completion of XHTML/HTML5 Coding and Cascading Style Sheets Levels 1 and 2. Note: This class applies to our Web Design Tools Certificate program.

EDTEC 456-001 • M, Jul 27 • 9:00 AM-5:00 PM  
EDTEC 456-002 • TTh, Jul 7-9 • 6:00-9:30 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$249  
INSTRUCTOR: Ellen Donovan  
NOTE: Prerequisite: Completion of XHTML Coding.

### **Flash Level 1**

In this introduction to Adobe Flash, students will learn vector-based animation techniques. Topics include an introduction to the tools and palettes, creating basic shapes, using fills and strokes, creating symbols and buttons, fade-in/outs, animated text, motion versus shape animation, and more. Students are required to have a solid understanding of computer terminology and ability to navigate in a Microsoft Windows environment with ease. An understanding of Photoshop or Illustrator will be very helpful.

EDTEC 450-001 • T, Jun 9 • 9:00 AM-5:00 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$249  
INSTRUCTOR: David B. Krummenacher



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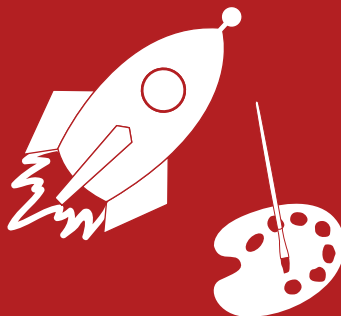
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Non-credit community enrichment classes for adults.



## TEST PREPARATION

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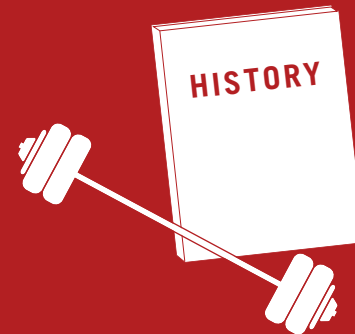
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## **Flash Level 2**

Discover more animation techniques, scene division, timeline layers, and embedding video (.mov) files. Also covered are exporting a finished .fla file to .swf for use on the Internet or multimedia CD-ROM, and embedding into HTML. Completion of Flash 1 or instructor approval is required.

EDTEC 451-001 • T, Jun 30 • 9:00 AM-5:00 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$249  
INSTRUCTOR: David B. Krummenacher

## **HTML5/XHTML Coding**

Learn the fundamentals of XHTML coding and cutting edge HTML5. Upon completion of this class, students will be well versed in constructing XHTML and HTML5 documents, using best practices for browser compatibility and web standards compliance. This course is designed to give a solid grounding in web design and development. This class applies toward our Web Design Tools Certificate program.

EDTEC 459-002 • TTh, Jun 9-11 • 6:00 AM-9:30 PM  
EDTEC 459-001 • M, May 18 • 9:00 AM-5:00 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$249  
INSTRUCTOR: James W. Elder

## **JavaScript Level 1**

JavaScript is an easy-to-learn scripting language supported by all popular Web browsers. Students will learn to use JavaScript effectively, making their web pages more dynamic and functional. Course objectives incorporate instruction in the fundamentals of JavaScript programming, including the use of core JavaScript objects and the syntax of the language (statements, conditionals, loops, and functions), as well as how to immediately use JavaScript to write code for handling image rollovers and other tasks. Experience with HTML is required. Experience with CSS and programming is beneficial but not required.

EDTEC 532-001 • TTh, July 14-23 • 6:00-9:30 PM  
LOCATION: Annex 2180, Campus • SLC  
FEE: \$799  
INSTRUCTOR: Joshua J. Cummings

## **Search Engine Optimization**

Ever wondered how some websites appear before others in a search engine, or how you can improve your visibility in a web search? What search engine is more important when making changes to your website? Search Engine Optimization is the latest tool for business in a competitive online environment. Learn how search engines determine what sites to list first and how to keep your site at the

top. This course will cover the background behind search engines, the technologies that are being used, analysis methods, and techniques to increase your search engine visibility.

EDTEC 474-001 • TTh, Jun 2-4 • 6:00-9:30 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$249  
INSTRUCTOR: Clark T. Bell

## **Web Design: An Integrated Approach**

Wrap up your web design certificate by turning the tables on to you, and we are not talking about the html kind! In this class it will be your turn to use all your amazing skills that you have acquired in previous classes. You will create and present a website on the final day to the class. Yes, that means some homework. You will further your geek prowess by mastering the processes of creating and managing a website by understanding site planning, best practices on layout and design, usability, accessibility, website testing, analytics, SEO, and upcoming technologies. Be prepared to bring your ideas, images, and copy. By the end of this action packed class you will have the skills and knowledge to create your own website! Note: This class applies to our Web Design Tools Certificate. Must have taken prior 9 Web Design Tools classes, or be proficient in Photoshop, Illustrator, and Dreamweaver. Department consent required.

EDTEC 468-002 • MW, Aug 10-19 • 6:00-9:30 PM  
LOCATION: Annex 2182, Campus • SLC  
FEE: \$489  
INSTRUCTOR: Ellen Donovan

become a more dynamic and persuasive presenter. We'll also discuss addressing resistance, handling questions and using PowerPoint.

PROED 720-005 • Th, Jun 18 • 9:00 AM-4:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$189 + \$10 special fee  
INSTRUCTOR: Kurt F. Weiland

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PROED 707-005 • W, May 20 • 9:00 AM-1:00 PM  
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FEE: \$109 + \$10 special fee  
INSTRUCTOR: Kurt F. Weiland

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