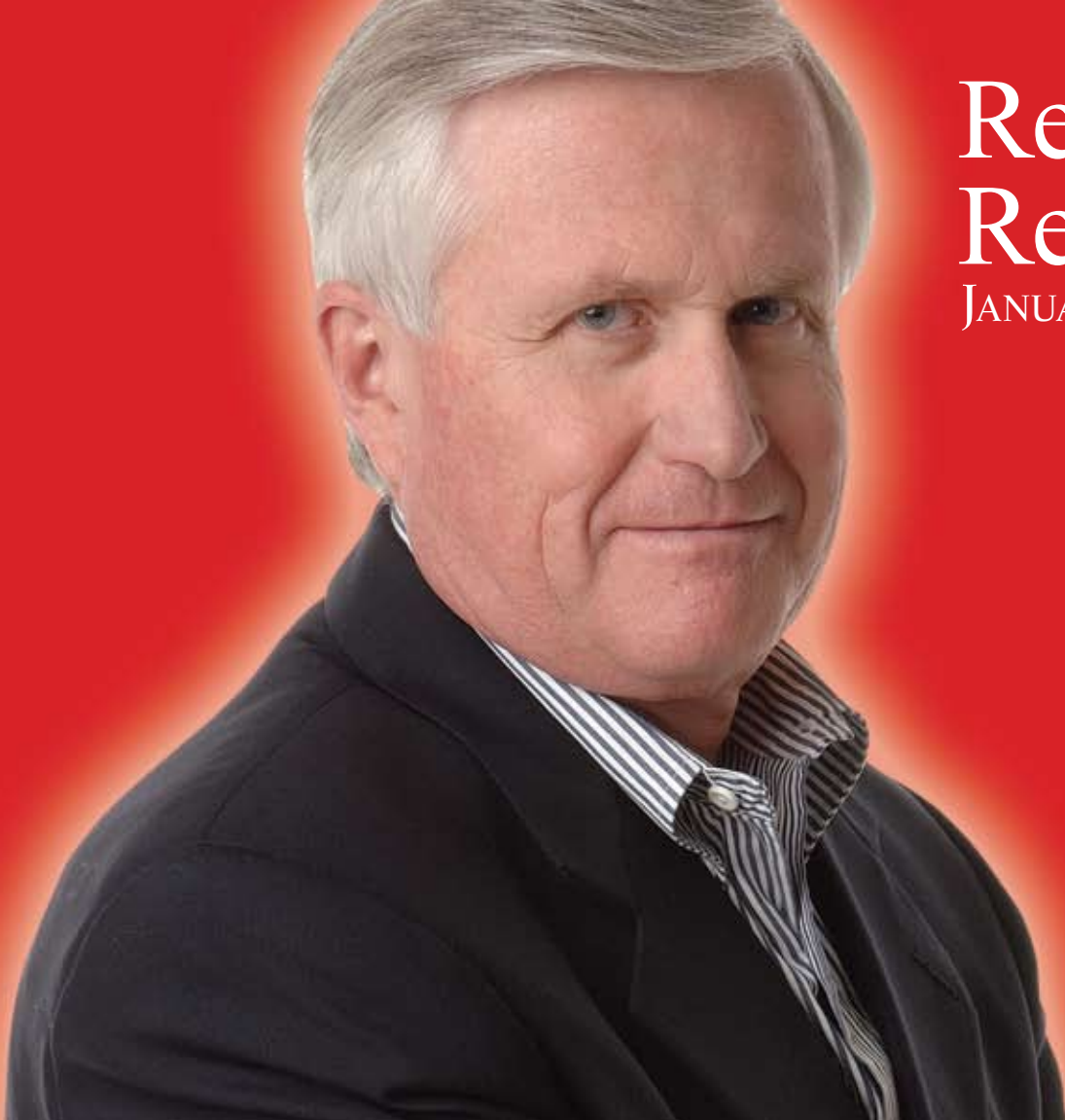


PROFESSIONAL EDUCATION

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Real knowledge.  
Real skills.

JANUARY – MAY 2009



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## PUT THE COMPETITIVE EDGE IN YOUR EDUCATION

Professional Education at The University of Utah changes lives by providing accredited professional learning experiences and diverse training options to meet the needs of both individuals and organizations. In this uncertain economy and ever-changing job market, you need to upgrade your skills now more than ever.

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Professional Education will collaborate with you to design specialized programs for your industry or discipline.

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These structured programs give students an intense, comprehensive coverage of a particular field with numerous subjects to choose from. All the courses that make up the certificate programs are fully accredited and upon completion are posted on the student's official university transcript.

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Professional Education allows organizations to leverage proven professional brainpower to tackle challenges or pursue new opportunities.

### **Custom Training**

Professional Education can modify any existing program to meet the needs of an organization. Custom training can take place at the University or onsite at the business being trained. A full range of programs beyond those listed in this catalog can be developed. Please call for more information, (801) 585-1780.

### **On-Demand**

If we're not currently offering a class that you're interested in taking, simply fill out the online form or call our office to let us know that you'd like to be notified when we run the class of your choice.

### **Public Courses**

Competitive tuition rates, expert instructors, convenient class times, accessible locations, and relevant topics – everything has been designed with the working professional in mind.

**Register today! (801) 585-1780 or**

Financial assistance available in some cases. Contact the Professional Education office for information.

# CHANCE FAVORS THE PREPARED MIND

They say that chance favors the prepared mind. This statement is more pertinent than ever for workers and businesses in today's topsy-turvy economy, where only those with the knowledge and skills to spot opportunities will survive. And yes, opportunities do abound during downswings in the economy. You just need the knowledge, skills, and confidence gained through Professional Education classes to learn how to prosper during tough financial times while those around you panic.

For more information go to  
[www.continue.utah.edu/proed](http://www.continue.utah.edu/proed).

## PROFESSIONAL CERTIFICATES

### **Administration Certificate**

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

### **Advanced Human Resources Management Certificate**

Created to meet the evolving needs of the seasoned Human Resources professional.

### **Customer Service Certificate**

Learn how to apply the keys of effective customer service: communication, accountability, respect, and excellence.

### **Finance & Accounting Certificate**

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

### **Fire Service Leadership Academy**

Designed in partnership with the Salt Lake Fire Alliance, fire professionals will learn key skills and techniques for exemplary leadership within the fire service industry.

### **Human Resources Management Certificate**

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

### **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.

### **Nonprofit Academy for Excellence Certificate**

The Academy inspires excellence in nonprofit management and governance. With five certificate choices, select a certificate that's right for you.

### **Personal Fitness Trainer Certificate**

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

### **Personal Nutrition, Health, and Wellness Certificate**

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

### **Professional Workplace Trainer Certificate**

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

### **Project Management Excellence Certificate**

Learn tools and techniques for effective and agile project management.

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

Project Management Professional (PMP) certification exam preparation.

### **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.

visit our website [continue.utah.edu/proed](http://www.continue.utah.edu/proed)



# What You Need to Lead

## Powerful Leadership in Uncertain Times

They say that anyone can hold the helm when the sea is calm, but what about when a storm blows in? In this four-hour workshop, you'll take four mini-classes that answer the strategic questions that savvy leaders consider when facing major challenges. We'll discuss how to create an environment of trust, how to unleash the power of your people, how to consider if you are a leader worth following, and the characteristics of a resilient leader. This is a great opportunity for professionals who want to strengthen their strategic response skills as they prepare to face the inevitable challenges that accompany leadership, particularly in today's economy.

Th, Feb 5 • 9:00 AM-1:00 PM

LOCATION: Downtown Site/Chamber of Commerce Bldg (175 E, 400 S)

INSTRUCTORS: Pam Gardiol, Kim Kniveton, Lynn Johnson and Pollyanna Pixton.

FEE: \$99 + \$10 special fee.

*“The ultimate measure of a man is not where he stands in moments of comfort, but where he stand at times of challenge and controversy.”*

– Martin Luther King, Jr.

# COURSE INFORMATION

## **BROWN BAG SERIES AND SPECIAL WORKSHOPS**

### **Generational Differences**

Today's workforce is unique. There has never been such diversity. The mix of race, gender, ethnicity and generation is truly amazing. The gulf of misunderstanding and resentment between the older, not so old and younger employees is widening and causing a multitude of problems. This course will give you an understanding of the different generations by exploring each generation's defining moments and providing solutions for working together successfully.

995-016 • W, Jan 21 • 9:00-10:00 AM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$5  
INSTRUCTOR: Staff  
NOTE: This Brown Bag session will be about Generational Differences.

**Powerful Leadership in Uncertain Times Workshop,**  
see page 4

## **FINANCE, ACCOUNTING, AND ADMINISTRATION**

### **Economics in Utah**

Participants in this course will learn how the populations and economies of the western states are different from those of the rest of the country. Utah is unique among Rocky Mountain States because of its young population and large families; we will focus on some of the causes and implications of this. You will also learn about structural changes in the economies of the western states over time and how migration continues to have economic causes and consequences. Finally, we will consider possible futures for Utah and the west given current and anticipated economic and demographic trends. For additional courses related to this topic, visit the Professional Education Certificate Programs page. This class is a must for Managers and Marketers in Utah.

121-005 • Th, Feb 5 • 9:00 AM-3:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$149 + \$10 special fee  
INSTRUCTOR: Olof W. Asplund

### **Accounting & Budgeting for Non-Accounting Managers**

This course is an introduction to managerial and financial accounting with the accounting formula including debits and credits, accounting terms, definitions, financial ratios, operating and capital budgets, SEC, regulatory and industry reporting, and creating a financial plan and budget. There is also a discussion of financial systems and accounting irregularities of the recent past, internal controls, internal and external audits and fraud and embezzlement.

Endorsed by the national Purchasing Managers Association - Utah (NAPM UTAH). Also taught simultaneously at The University of Utah Graduate Center in St. George and Western Wyoming Community College via Internet video. Visit our webpage for more information.

113-001 • Th, Mar 12 • 9:00 AM-5:00 PM  
LOCATION: 9875 S Monroe St (240 W) • Sandy  
FEE: \$189 + \$10 special fee  
INSTRUCTOR: Royce B Stephens

☐ 113-040 • Th, Mar 12 • 9:00 AM-5:00 PM  
LOCATION: 1071 E 100 S, Suite A100 • St. George  
FEE: \$189 + \$10 special fee  
INSTRUCTOR: Royce B Stephens

☐ 113-041 • Th, Mar 12 • 9:00 AM-5:00 PM  
LOCATION: 2500 College Drive • Rock Springs  
FEE: \$189 + \$10 special fee  
INSTRUCTOR: Royce B Stephen

### **Finance for Non-Financial Managers I**

This course covers the basics of how to read the three main financial statements: balance sheet, income statement and statement of cash flows. It also covers financial analysis of the above statements, present and future value, and macro-economic analysis as it applies to business decisions. It is primarily designed to help beginners understand some of the basic tools used in finance to manage and analyze financial statements and information. Upon completion students should have a basic understanding of financial statements and how to read them, cash flow, working capital, present

*More Course info on page 5*

value and its use in financial decision making. For additional courses related to this topic visit the Professional Education Certificate Programs page. Endorsed by NAPM UTAH.

111-005 • S, Mar 21 • 9:00 AM-1:00 PM  
 LOCATION: 5282 S 320 W Ste D110 • Murray  
 FEE: \$109 + \$10 special fee  
 INSTRUCTOR: Jerry L. Basford

### **Finance for Non-Financial Managers II**

A continuation of Finance for Non-Financial Managers I, this course covers risk and return, financial assets and markets, security evaluation, capital budgeting and weighted average cost of capital. It is primarily designed to help beginners understand some of the tools for good financial decisions. When the student completes the course he/she should have a basic understanding of capital budgeting, leverage, cost of capital, and the basics of equity and fixed income instruments along with various strategies of how to invest over the long term. For additional courses related to this topic visit the Professional Education Certificate Programs page. Endorsed by NAPM UTAH.

112-005 • S, Mar 28 • 9:00 AM-1:00 PM  
 LOCATION: 5282 S 320 W Ste D110 • Murray  
 FEE: \$109 + \$10 special fee  
 INSTRUCTOR: Jerry L. Basford

**Nonprofit Tax and Legal Compliance**, see page 12  
**Managing Cash Flows and Internal and External Reporting**, see page 10

**Internal Controls and Risk Management in Nonprofits**, see page 12

**Internet Course** – □

## **HUMAN RESOURCES MANAGEMENT**

### **Strategic Planning for Organizations**

Learn how to make plans that work and advance organizations. See the organizational benefits of planning and thinking strategically. Discover what makes a plan really work and the revitalizing impact a well-developed and well-executed plan has on an organization, and how YOU and each member of the organization can make a positive difference. This course is relevant for all professionals seeking to think more strategically and help organizations move into a better future.

301-005 • T, Feb 24 • 9:00 AM-5:00 PM  
 LOCATION: 5282 S 320 W Ste D110 • Murray  
 FEE: \$189 + \$10 special fee  
 INSTRUCTOR: Lynn D. Johnson

### **Negotiation and Conflict Resolution**

Using a combination of lecture, discussion and exercises, understand the issues of conflict, learn effective communication styles, and discover strategies for effective negotiation. For additional courses related to this topic, visit the Professional Education Certificate Programs page.

303-005 • T, Feb 10 • 9:00 AM-5:00 PM  
 LOCATION: 5282 S 320 W Ste D110 • Murray  
 FEE: \$189 + \$10 special fee  
 INSTRUCTOR: Jerry R. Benson

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

This program is designed for mid to upper level human resource professionals, graduates of our Human Resource Certificate Program and those interested in continuing their studies in human resources. While our legacy Human Resource Certificate continues to provide a broad survey of important HR topics, the Advanced Certificate goes deep into the issues that HR practitioners tell us are today's critical HR issues. Graduates of this program will develop skills and tools that will allow them to handle with confidence: Work place investigations, conflict resolution ADR, Auditing of the HR Function, Training and Organizational Development, FMLA, EEO, ADA, and Health Care Cost Management. Every course is taught by local experts who understand the realities of Human Resources in Utah and deal with their specialized topic on a daily basis.

320-005 • T, Mar 3-Apr 7 • 9:00 AM-5:00 PM  
 LOCATION: 5282 S 320 W Ste D110 • Murray  
 FEE: \$895 + \$60 special fee  
 INSTRUCTORS: Abdul M. Baksh, Jerry R. Benson, Andrea D. Brown, Pamela S. Gardiol, Corper James

### **Conducting Workplace Investigations**

A considerable portion of manager, union official and human resource professional's effort is devoted to workplace investigations, which are conducted for many different reasons. The conflicts that inevitably arise when people work together often necessitate investigation and intervention. Workplace investigations are also often used to protect the safety of customers and employees, to safeguard the reputation and assets of the organization, to facilitate problem resolution, and to maintain corporate compliance with regulations, laws and contracts. This course has been prepared for professionals who must occasionally conduct or oversee investigations within the workplace. The course will guide the student through the investigative process including checklists, tools and techniques required to plan, conduct, document and finalize workplace investigations.

321-005 • T, Mar 3 • 9:00 AM-1:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$109 + \$10 special fee  
INSTRUCTOR: Andrea D. Brown

### **Advanced Negotiation and Alternative Dispute Resolution: Skills for Resolving Business Conflicts**

This course provides students with skills necessary for resolution of group and organizational conflicts. The course builds on the Negotiation and Conflict for Human Resources Management Course (not a prerequisite) with an overview of conflict in organizations. Students learn elements of effective negotiation following models of interest-based negotiation and rational negotiation. Case studies allow students to prepare for negotiations and to practice negotiating skills. The course reviews several alterna-

tive dispute resolution (ADR) procedures, including mediation, arbitration, facilitation, peer-review, committees, town-meetings, and democratic processes. Students learn how to apply ADR procedures within organizations and how to manage external ADR situations. The course provides specific skills and case study simulation in mediation. Students learn how to participate in mediation, and how to function in the role of mediator.

322-005 • T, Mar 10 • 9:00 AM-5:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$189 + \$10 special fee  
INSTRUCTOR: Jerry R. Benson

### **Advanced Employment Law**

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.

323-005 • T, Mar 17 • 9:00 AM-5:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$189 + \$10 special fee  
INSTRUCTOR: Corper James

### **Advanced Benefits and Costs for Human Resources**

Health care insurance is one of the most consistent rapidly increasing costs for employers. It is also one of the most emotional areas for employees and their families. In this class participants will discover and discuss the various strategies for managing health insurance costs and their employee relations aspects.

324-005 • T, Mar 24 • 9:00 AM-12:30 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$109 + \$10 special fee  
INSTRUCTOR: Abdul M. Baksh

### **Succession Planning: Preparing the Next Generation of Professionals**

This course will examine the needs and techniques of succession planning as an integral part of strategic human resource management. Specifically, the course will address succession planning as a resourcing activity, the methods of identifying potential for succession planning, including committee selection, appraisal of potential and assessment centers.

325-005 • T, Mar 24 • 1:30-5:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$109 + \$10 special fee  
INSTRUCTOR: Abdul M. Baksh

# constrluck

(kən-strlŭk), vt.

To use foresight, knowledge, and skills to build or construct one's own luck or success.

Overheard at a (particularly harsh) sales meeting: Reggie here seems to constrluck new opportunities while the rest of you mopey, cry babies seem to whine all day about the economy while your productivity goes into the tank!

That statement was followed by: Reggie, here's your big, juicy bonus. The rest of you, get out of my sight!

### **Organizational Development & Intervention Strategies**

The Human Resources department is an organizational strategic partner. Where the CEO is responsible to make sure the organization maintains its viability and meets its performance goals, HR is to create a holistic development infrastructure that leads to increased individual, group and organizational results. This session will build on the Organizational Training and Development course and examine multi-level models of diagnosing performance needs from a system perspective. Participants will be introduced to assessment tools and examine cases of organizations that have successfully dealt with common performance issues. Through discussion and small group work, participants will determine appropriate change interventions for their own organization's challenges.

326-007 • T, Mar 31 • 9:00 AM-5:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$189 + \$10 special fee  
INSTRUCTOR: Pamela S. Gardiol

### **Auditing the Human Resource Function**

All organizations audit their capital and assets to assure they are being taken care of and invested wisely. None of those assets are more important or consume more of the company resources than the Human Capital. The organization should apply similar audit controls to the Human Resource function. In this course you will identify the major HR processes and develop checklists, tools and techniques required to assess the completeness, effectiveness and compliance of these Human Resources processes.

**Internet Course – ☐**

327-005 • T, Apr 7 • 9:00 AM-1:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$109 + \$10 special fee  
INSTRUCTOR: Jeanine Wilson

## **LEADERSHIP & MANAGEMENT**

### **Collaborative Leadership**

In this course you'll learn the principles of collaborative leadership including how collaborative leaders create innovative cultures that foster increased productivity, profitability, and effectiveness. We'll discuss how to develop and lead an environment of collaborative communication and how to use the collaborative leadership model to meet today's organizational challenges. We'll also discuss how to implement the model into your organization using practical steps to create a work place where people love to contribute their best work and the functional processes to capture and implement the best new ideas. Also taught simultaneously at The University of Utah Graduate Center in St. George via Internet video. Visit our webpage for more information.

401-005 • W, Feb 18 • 9:00 AM-5:00 PM  
LOCATION: 9875 S 240 W • Sandy  
FEE: \$189 + \$10 special fee  
INSTRUCTOR: Pollyanna Pixton

☐ 401-040 • W, Feb 18 • 9:00 AM-5:00 PM  
LOCATION: 1071 E 100 S, Suite A100 • St. George  
FEE: \$189 + \$10 special fee  
INSTRUCTOR: Pollyanna Pixton

☐ 401-041 • W, Feb 18 • 9:00 AM-5:00 PM  
LOCATION: 2500 College Drive • Rock Springs  
FEE: \$189 + \$10 special fee  
INSTRUCTOR: Pollyanna Pixton

### **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.

402-005 • Th, Mar 5 • 9:00 AM-5:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$189 + \$10 special fee  
INSTRUCTOR: Pamela S. Gardiol

### **Improving Organizational Performance**

Organizations are always looking for ways to improve organizational and individual performance. During these times of economic squeeze, this need for optimum productivity is even more important. In this class we'll discuss the concept of continuous improvement including metrics of success, dashboards, impact assessment, and other tools. You'll also gain an

overview of the most well-known disciplines, including TQM & CQI, PDCA, 6-Sigma, and Lean Manufacturing.

429-005 • T, Mar 17 • 9:00 AM-1:00 PM  
 LOCATION: 5282 S 320 W Ste D110 • Murray  
 FEE: \$109 + \$10 special fee  
 INSTRUCTOR: Steven Shaha

### **NEW** Data Driven Leadership

This course will provide an introduction to data-driven leadership including using data to guide organizational and team decisions. We'll discuss such things as indicators, metrics, dashboards and heads-up-displays. It will also provide an introduction to data analysis for guiding decisions and assessing impact. Topics discussed will include: selecting metrics, analysis, graphic portrayal of data, statistics, and presenting data to influence decisions and behaviors. We will also touch on advanced topics in data analysis for influencing decision-making and behaviors including quantitative analysis, statistical techniques, correlational analysis (cause and effect conclusions), and meaningful differences versus negligibility. This course is great for leaders, project managers, accountants and anyone who wants to get a better understanding of how to use data to make better decisions.

430-005 • Th, Apr 2 • 9:00 AM-1:00 PM  
 LOCATION: 5282 S 320 W Ste D110 • Murray  
 FEE: \$109 + \$10 special fee  
 INSTRUCTOR: Steven Shaha

### **NEW** Developing Leaders for Tough Economic Times

In today's business environment, competitive relevance requires that you foster leadership thinking and behaviors from all your people. Creating environments where those thoughts and behaviors interconnect to accomplish the organization's mission and goals is key to survival and success. This course teaches the important elements of fostering and developing leadership abilities, individually or in teams. Participants will learn how they and their organizational processes and culture are both helping and hindering the leadership development they want; how to model effective leadership abilities, and how to empower new leaders and still sleep at night. Participants will examine different leadership styles and their relationship to group effectiveness, goal setting, change and innovation.

417-005 • Th, Mar 19 • 9:00 AM-5:00 PM  
 LOCATION: 5282 S 320 W Ste D110 • Murray  
 FEE: \$189 + \$10 special fee  
 INSTRUCTOR: Lynn D. Johnson

### Emotional Intelligence

If you are a current or aspiring leader and searching for that one ingredient that will distinguish your management and leadership effectiveness and performance, Emotional Intelligence (EQ) is it! EQ is at the heart of performance. It is the ability to use emotions effectively and is the foundation of any high-performing relationship. Using the Six Seconds model of 'Know Yourself, Choose Yourself, Give Yourself', this session will introduce you to the EQ competencies, increase your self awareness of your own and others' emotions, improve your ability to walk your talk and unlock your full capacity to inspire and motivate others. Using case studies and real man-

agement examples, you will practice the concepts and tools in order to experience the power of EQ firsthand. Taught by a certified member of the Six Seconds network, you will have a high-quality and engaging experience in this course.

427-005 • Th, Apr 9 • 9:00 AM-5:00 PM  
 LOCATION: 5282 S 320 W Ste D110 • Murray  
 FEE: \$189 + \$10 special fee  
 INSTRUCTOR: Kimberly Kniveton

**Powerful Leadership in Uncertain Times Workshop**, see page 3

**Generational Differences Brown Bag**, see page 4  
**Strategic Planning**, see page 5

**Negotiation and Conflict Resolution**, see page 5  
**Advanced Negotiation and Alternative Dispute Resolution**, see page 6

**Advanced Employment Law**, see page 6  
**Succession Planning**, see page 6  
**Mentoring for Success**, see page 15

## NONPROFIT & FUND DEVELOPMENT

### Foundations of the Nonprofit Sector

Gain a foundational understanding of nonprofit organizations with discussions on scope, structure, roles in the economic system, public service delivery systems, and selected management and public policy issues. In addition, we'll discuss principles of ethical decision-making and how to establish an ethical organizational culture.

501-005 • M, Feb 2 • 9:00 AM-5:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
INSTRUCTOR: Nancy Winemiller-Basinger  
FEE: \$179 + \$10 special fee

NOTE: Enrollment priority given to Nonprofit Academy students

### Managing Cash Flows and Internal and External Reporting

In this course, you'll learn effective cash management techniques that will improve your organization's cash flow. The course will also cover internal and external financial reporting, methods of financial statement and ratio analysis, and how to analyze and report financial information to management and your board. In addition, we'll discuss the audit process and how to prepare for an efficient and effective audit.

525-005 • M, Feb 9 • 9:00 AM-5:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$179 + \$10 special fee  
INSTRUCTOR: Elizabeth A. Nielson

### Fundraising Fundamentals for Nonprofits

Fundraising Fundamentals is a survey class that covers the principles of fundraising for nonprofit organizations and the essential elements of healthy fundraising programs. Participants will understand that fundraising is a process and will know the steps to the process. Topics include: (1) ethics and accountability; (2) the role of volunteers; (3) the board's role in fundraising; (4) building a broad base of prospects and donors; (5) creating a development plan; (6) goal-setting, evaluation, and reporting; (7) what successful programs have in common.

503-007 • Th, Feb 12 • 9:00 AM-5:00 PM  
LOCATION: 9875 S 240 W • Sandy  
FEE: \$179 + \$10 special fee  
INSTRUCTOR: Lisa A. Arnette

NOTE: Class capacity is limited. Nonprofit Academy participants are given priority.

### Grant Writing

Grantsmanship is part of a process that identifies and cultivates partnerships between your nonprofit organization and potential donors. Learn 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 funder prior to presenting the proposal. Also taught simultaneously at The University of Utah Graduate Center in St. George and Western Wyoming Community College via Internet video. Visit our webpage for more information.

504-005 • T, Feb 17 • 9:00 AM-5:00 PM  
LOCATION: 9875 S 240 W • Sandy  
FEE: \$179 + \$10 special fee  
INSTRUCTOR: Tiffany Hall

504-040 • T, Feb 17 • 9:00 AM-5:00 PM  
LOCATION: 1071 E 100 S, Suite A100 • St. George  
FEE: \$179 + \$10 special fee  
INSTRUCTOR: Tiffany Hall

504-041 • T, Feb 17 • 9:00 AM-5:00 PM  
LOCATION: 2500 College Drive • Rock Springs  
FEE: \$179 + \$10 special fee  
INSTRUCTOR: Tiffany Hall

### Finding Funding for Nonprofits

The goal of this class is to help participants become familiar with Web resources for nonprofit funding opportunities. In this one-day interactive course, participants will develop and implement search strategies to explore databases and Internet portals with links to potential funding. Familiarity with navigating in a Windows environment is required. For more courses related to this topic, visit the Professional Education Certificate Programs page.

505-005 • Th, Feb 26 • 9:00 AM-5:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$179 + \$10 special fee  
INSTRUCTOR: Tiffany Hall

# brisk management

(brisk man'ij-mənt),

The technique or ability to boldly and zestfully assess, quantify, minimize, or prevent accidental loss to a business. To mitigate the uncertainty of potentially dangerous business decisions in a lively and vigorous manner.

Try it in a sentence: With so many potential land mines out there, Francisco's brisk management strategy was invigorating. I mean, that's brisk, baby!

### **Internal Controls and Risk Management in Nonprofit Organizations**

In this course, you'll learn how to identify the characteristics of an organization with an effective control environment. While we will spend part of our time discussing control activities, we'll also discuss the role of management and the board in creating an effective control environment for an organization. Part of a good control environment is effective risk management. We will discuss how an organization can identify and monitor risk including how the organization can use insurance to shift operational risk. Topics will include property and casualty, D & O, auto liability, bonding, workers compensation, and establishing loss control and on-site safety.

526-005 • M, Mar 2 • 9:00 AM-5:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$179 + \$10 special fee  
INSTRUCTOR: Nancy M. Winemiller-Basinger

### **Marketing for Nonprofits**

Smart marketing is critical to the success of any organization – especially non-profits. This course will teach you how to identify objectives and audiences, evaluate appropriate communication strategies, and choose effective tactics that won't break your budget. Using in-class exercises and actual case studies, you will learn first-hand what works, and how to apply creative marketing principals to your own organization.

506-007 • W, Mar 11 • 9:00 AM-5:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$179 + \$10 special fee  
INSTRUCTOR: Lisa D. James

**Internet Course** – □

### **Nonprofit Tax & Legal Compliance: Protecting Your Tax Exempt Status**

This course describes the federal and state regulatory environment that must be understood by every nonprofit corporation Board and executive management team, in order to avoid sanctions, liability, and possible revocation of tax exemption. This course defines many misunderstood terms such as 'nonprofit' and 'foundation'; explains how laws are made in Utah, including the background of the Revised Nonprofit Corporation Act; teaches Board members how to shield themselves from liability; identifies the role of the Utah Attorney General; provides guidance on post-incorporation formalities, including conduct of meetings and making valid resolutions; describes the role of 'members' and whether they are necessary; analyzes Utah's charitable solicitation laws and how to avoid criminal and civil penalties; provides an overview of federal tax law; highlights advantages and disadvantages of exempt status; describes rules of compliance in order to maintain tax exemption and avoid IRS penalties; points out chances of an IRS audit and how to respond if an audit occurs; explains tax laws concerning fundraising and charitable giving; and reviews when an exempt corporation must pay federal income tax and how it may be able to avoid Utah income, sales, and property taxes.

524-005 • W, Mar 25 • 9:00 AM-5:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$179 + \$10 special fee  
INSTRUCTOR: Bruce L. Olson

### **Managing Your Federal Grants and the Single Audit**

This course will provide guidance for any organization that receives significant amounts of federal and other governmental funds. It will cover the basics of effective grant management. The course will review the requirements for single audits, yellow book audits, and audits of state legal compliance. The course will introduce you to the requirements for grant management as documented in the federal publications OMB Circular A-133, A-110, and A-122, which are applicable to all organizations that receive federal funds.

527-005 • M, Mar 30 • 9:00 AM-5:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$179 + \$10 special fee  
INSTRUCTOR: Kristy Chambers

### **Creating Excellence in Nonprofit Boards**

Woven throughout with the thread of ethical practice, this class will train the nonprofit board and staff on how the board gets down to the real business of oversight and governance: making policy, articulating the mission of the organization, and sustaining its vision. You'll learn how board members and staff work to create clear, precise and practical policy statements; delegate authority to the executive director or CEO; set up systems for self-governance; and oversee and assure financial sustainability of the organization. You'll also hear from topic-specific guests in this class, e.g., case studies on financial review, successful annual board fundraising efforts; writing and rewriting by-laws; executive evaluation; fund development staff and development committee interaction, etc.

*More Course info on page 13*

521-005 • W, Apr 8 • 9:00 AM-5:00 PM  
 LOCATION: 5282 S 320 W Ste D110 • Murray  
 INSTRUCTOR: Phyllis Hockett  
 FEE: \$179 + \$10 special fee  
 NOTE: Enrollment priority given to Nonprofit Academy students

### **Creating an Actionable Plan for Excellence**

In this class, we'll discuss how to match principles to actions in crucial organizational functions such as human resources, finances, and programs. You'll learn to make decisions to deliver results that meet the vision and have an impact. We'll discuss how to measure and report results to funders (governments, foundations, etc) and how to protect the nonprofit exempt status. Using the checklist you created in the Foundations class you'll have a chance to review it see if you met your learning objectives and have an opportunity to ask questions from a panel of Nonprofit Academy instructors.

543-005 • T, Apr 28 • 9:00 AM-5:00 PM  
 LOCATION: 5282 S 320 W Ste D110 • Murray  
 INSTRUCTOR: Jennifer Nelson  
 FEE: \$179 + \$10 special fee  
 NOTE: Enrollment priority given to Nonprofit Academy students

**Strategic Planning**, see page 5  
**Negotiation and Conflict Resolution**, see page 5  
**Collaborative Leadership**, see page 8  
**Managing Performance Collaboratively**, see page 8

**Internet Course** – □

## **PROJECT MANAGEMENT**

### **Project Risk Management**

Risk is a profit maker or profit killer in business. This course teaches project managers how to identify risk, quantify its potential impact and create a plan to respond to the occurrence of risk events. It also provides attendees with an understanding of how to effectively manage and update their risk management plans. This course is targeted for an audience with basic and intermediate level project risk management skills. This course also offers 7 Continuing Education Units (CEUs) or 7 Professional Development Units (PDUs). Check with your industry association for approval requirements.

607-005 • W, Mar 4 • 9:00 AM-5:00 PM  
 LOCATION: 5282 S 320 W Ste D110 • Murray  
 FEE: \$189 + \$10 special fee  
 INSTRUCTORS: Daniel Anderson, Zigmund K. Peacock, Denis R. Petersen

### **PMP Exam Preparation**

The Project Management Professional (PMP) certification is an internationally acclaimed professional credential which will open many doors for those who obtain it. 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. Students attending this course will be instructed in 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 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).

610-005 • M, Mar 23-27 • 9:00 AM-5:00 PM  
 LOCATION: 5282 S 320 W Ste D110 • Murray  
 FEE: \$1,299 + \$100 special fee  
 INSTRUCTORS: Daniel Anderson, Zigmund K. Peacock, Denis R. Petersen  
 NOTE: Friday's class is only half-day.

### **Project Management for Civil and Environmental Engineering**

Upon successful completion of this course, you'll understand beginning to intermediate project management concepts and techniques that will greatly increase your odds of successfully managing projects. Organized according to the 5 process areas of initiation, planning, execution, control, and closeout, you'll learn the detailed project initiation and planning steps that will set the stage for success before you begin a project. Also covered are: quality assurance to maintain high quality work products; communicating with your team and customers; staying on top of budgets, schedules, and scope issues; and a variety of checklists to review throughout the continuum of the five process areas. If students have project management questions or lessons learned resulting from their employment to date, they will be encouraged to discuss these issues during class to enhance their understanding of the course materials. This course provides 7 Professional Development Units (PDU's) or Continuing Education Units

(CEUs). Check with your industry association for approval requirements. For additional courses related to this topic, please visit the Project Management Topics web page.

601-005 • W, Apr 22 • 9:00 AM-5:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$189 + \$10 special fee  
INSTRUCTOR: Randal B. Klein

#### ☐ **Project Management Fundamentals Online Course**

Project Management Fundamentals teaches hands-on, immediately applicable skills for connecting team performance with customer satisfaction by leading, defining, planning, and executing projects. Participants learn and practice techniques for clearly defining success, planning for performance and performing. This On-Demand course, worth 24 Professional Development Units (PDU) provides 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 participants learn and apply fundamental project management skills and processes. During each module of the course, a participant learns specific principles of project management. Participant education is reinforced at the end of each module through module email assignments that are performed using one of the participants own projects. Finally, participants must complete the end of module quiz and score 100% before you can move on to the next module. This course incorporates some of the Project Management Institute's PM-BOK (Project Management Body of Knowledge) guidelines and is beneficial in the preparation for and maintenance of the Project Management Professional (PMP) certification.

631-030 • TBA TBA •TBA  
LOCATION: TBA  
FEE: \$349  
INSTRUCTOR: Staff

#### ☐ **Project Risk Management 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. During this online course project managers learn how to identify risk, quantify its impact and respond to the occurrence of risk events. This On-Demand course, worth 12 Professional Development Units (PDU) provides participants the 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. During this self-paced online course participants learn the vital steps of risk management. At the end of each learning module, your learning is reinforced through the use of email assignments and a quiz. A participant can move to the next module when the quiz has been answered 100% correct.

632-030 • TBA TBA •TBA  
LOCATION: TBA  
FEE: \$249  
INSTRUCTOR: Staff

**Negotiation and Conflict Resolution**, see page 5  
**Collaborative Leadership**, see page 8  
**Managing Performance Collaboratively**, see page 8  
**Developing Leaders for Tough Economic Times**, see page 9  
**Data Driven Leadership**, see page 9  
**Improving Organizational Performance**, see page 8

## COMMUNICATION

### **Business Writing**

This workshop provides strategies for increasing the quality and value of business writing. Learn to convey information for action and change using techniques that make a great deal more sense than the sentence diagrams you suffered through in school. Topics covered include ways of tailoring different forms of business writing to various audiences, Business writing guidelines and provides a discussion on different types of business correspondence including letters and emails.

700-005 • Th, Mar 19 • 9:00 AM-3:00 PM  
LOCATION: 5282 S 320 W Ste D110 • Murray  
FEE: \$149 + \$10 special fee  
INSTRUCTOR: Anne E. O'Brien

### **Mentoring for Success**

In this class, you'll learn about the power of effective mentoring. We'll discuss ways mentoring can improve individual performance and we'll discuss mentoring styles. Most important, we'll discuss how to facilitate learning between the mentor and the mentee, which provides the foundation for personal growth.

766-005 • M, Apr 20 • 9:00 AM-5:00 PM  
 LOCATION: 5282 S 320 W Ste D110 • Murray  
 FEE: \$189 + \$10 special fee  
 INSTRUCTOR: Pamela S. Gardiol

## **ACADEMIES & INSTITUTES**

### **Fire Service Leadership Academy: Foundations for Leadership, Phase Two**

The Fire Service Leadership Foundations for Leadership Certification program addresses the unique educational development needs of fire service professionals who seek to prepare, improve, or expand their leadership skills and fire service knowledge. Designed in cooperation with the Salt Lake Fire Alliance, this certificate requires participants to complete two phases of 2 and a half day intensive training programs. Phase Two of the training builds on the skills learned in Phase One while also touching on new areas of application including strategic planning, the importance of using effective business writing, dealing with issues of diversity and the communication barriers involved, and ICA Review. In addition, the Fire Service Leadership Academy also provides a great opportunity to network with and learn from experiences of other fire service professionals from across the state. Upon completion

**Internet Course – □**

of both Phase One and Two, participants shall receive the University of Utah Fire Service Leadership Academy Foundations for Leadership certificate.

802-007 • TWTh, Apr 7-9 • 9:00 AM-5:00 PM  
 LOCATION: 9875 S 240 W • Sandy  
 FEE: \$499 + \$20 special fee  
 INSTRUCTOR: Staff  
 NOTE: Thursdays class will end at 1:30.

### **Strategic Planning for Fire Professionals**

Learn how to make plans that work and advance organizations. See the organizational benefits of planning and thinking strategically. Discover what makes a plan really work and the revitalizing impact a well-developed and well-executed plan has on an organization, and how YOU and each member of the organization can make a positive difference. This course is relevant for all professionals seeking to think more strategically and help organizations move into a better future.

809-007 • T, Apr 7 • 9:00 AM-12:30 PM  
 LOCATION: 9875 S 240 W • Sandy  
 FEE: \$99 + \$10 special fee  
 NOTE: This section is for Fire Academy Alumni only.

### **Diversity and Communication for Fire Professionals**

The idea of diversity is complex. It encompasses gender, age, sexuality, class, ethnicity, race, religion, etc. In this class, you'll gain insight into why it is so complex and despite its complexity how it is beneficial to create and maintain a diverse workplace.

810-007 • T, Apr 7 • 1:15-4:45 PM  
 LOCATION: 9875 S 240 W • Sandy  
 FEE: \$99 + \$10 special fee  
 INSTRUCTOR: Randee Levine  
 NOTE: This section is for Fire Academy Alumni only.

## **HEALTH & FITNESS**

### **□ Nutrition for Optimal Health, Wellness, and Sports Online Course**

The Online Professional Certificate in Nutrition for Optimal Health, Wellness, and Sports has been designed to meet the growing demand from allied health/medical professionals, Registered Dietitians, fitness professionals, personal trainers, and the general public who want to learn about developing individualized nutritional programs for clients, patients, or for personal improvement. This innovative and comprehensive Web-based certificate program provides an in-depth examination of contemporary nutritional topics such as meal plan analysis, functional food implementation, antioxidants, public nutrition, sports nutrition, vitamin supplementation, and weight management. Research of current issues includes energy and nutrient needs for performing daily activities with emphasis on particular physical activities, common myths concerning diet and athletic performance, and appropriate behavioral modifications and dietary approaches for different ages and populations. Content and curriculum in each course is designed to prepare allied health care professionals and Registered Dietitians to apply their client's health history toward optimal nutritional health and well being. Personal trainers and fitness profession-

als will learn fundamental nutrition education to work in partnership with clients and Registered Dietitians. Individual consumers interested in learning more about nutrition, daily meal planning, wellness strategies, and sports nutrition and performance will be introduced to information to help them achieve their own goals or family members. The Commission on Dietetic Registration (CDR), the credentialing agency for the American Dietetic Association (ADA) has approved the Certificate in Nutrition program for 120 Continuing Professional Education Units (CPEUs) or 30 CPEUs per course for both Registered Dietitians (RDs) and Dietetic Technicians-Registered (DTRs).

910-030 • TBA, Feb 9-Apr 19 • TBA

LOCATION: TBA

FEE: \$1,079

INSTRUCTOR: Staff

NOTE: This is an online course.

#### 📄 **Module 1:**

Feb 9-Mar 15

911-030 Nutrition and You: Functional Foods

912-030 Weight Management and Nutrition in the Lifecycle

FEE: \$299 per course

#### 📄 **Module 2:**

Mar 16-Apr 19

913-030 Introduction to Sports Nutrition and Performance

914-030 Public Nutrition and Wellness Education

FEE: \$299 per course

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

The Online Professional Certificate in Personal Fitness Training (PFT) is a collaboration between The University of Utah and the College-University Partners Network, industry experts, internship affiliates, a board of advisors, and national organizations. This interactive, comprehensive Web-based certificate program with an optional field internship elective course will allow students from around the world to fit courses into their busy work and home schedules, go online wherever they are, and complete the certificate within five months or in up to two years if necessary. Content and curriculum within each course in the program is designed to present the student with the knowledge, skills, and abilities to implement a unique medically-based fitness model for their future or current clients. Students will learn how to apply their client's health history, goals, and abilities into an exercise science curriculum using practical training techniques that move their clients through different training levels and phases. The program is offered in partnership with the American Council on Exercise (ACE), IDEA Health & Fitness Association, and Personal Fitness Professional (PFP). ACE provides graduating certificate students a preferred discount on the ACE Personal Training Certification Exam and study materials. IDEA has provided content/curriculum in the program; in addition, students receive a complimentary 6-month membership to the digital edition of IDEA Fitness Journal. PFP is providing students with a 3 year free subscription, which includes 9 print issues per year, a monthly e-newsletter, access to their digital magazine, and an interactive website with blogs, polls, articles and much more. In addition, the Commission on Dietetic Registration (CDR), the credentialing agency for the American Dietetic Association (ADA) has approved the Certificate in Personal Training program for 150 Continuing Professional Education Units (CPEUs), the

Advanced Certificate program for 90 CPEUs, and the Optional Field Internship Course for 60 CPEUs for both Registered Dietitian (RDs) and Dietetic Technician-Registered (DTRs).

915-030 • TBA, Feb 9-Apr 19 • TBA

LOCATION: TBA

FEE: \$1,349

INSTRUCTOR: Staff

NOTE: These are online courses.

#### 📄 **Module 1:**

Feb 9-Mar 22

916-030 Introduction to Exercise Science Level I (Anatomy and Kinesiology)

917-030 Introduction to Exercise Science Level II (Exercise Physiology)

FEE: \$299 per course

#### 📄 **Module 2:**

Mar 22-May 3

918-030 Health Risk Profiles and Fitness Assessment Techniques

919-030 Business Administration and Management Aspects for Personal Trainers

FEE: \$299 per course

#### 📄 **Module 3:**

May 4-Jun 14

Designing Exercise Prescriptions for Normal/Special Populations  
Optional-Field Internship in personal Training

FEE: \$299 per course

# TECHNOLOGY EDUCATION

## WEB DEVELOPMENT AND DESIGN

### Cascading Style Sheets Level 1

475-001 • W, Feb 11 • 9:00 AM-5:00 PM

### Cascading Style Sheets Level 2

476-001 • W, Feb 18 • 9:00 AM-5:00 PM

### Database Driven Websites Level 1

252-001 • MW, Mar 2-11 • 6:00-9:00 PM

### Database Driven Websites Level 2

253-001 • MW, Mar 30-Apr 8 • 6:00-9:00 PM

### Dreamweaver Level 1

455-001 • TTh, Jan 27-29 • 6:00-9:30 PM  
455-002 • M, Mar 30 • 9:00 AM-5:00 PM  
455-007 • M, Mar 9 • 9:00 AM-5:00 PM

### Dreamweaver Level 2

456-001 • TTh, Feb 3-5 • 6:00-9:30 PM  
456-002 • M, Apr 6 • 9:00 AM-5:00 PM  
456-007 • F, Mar 27 • 9:00 AM-5:00 PM

### Dreamweaver Level 3

469-001 • M, Apr 20 • 9:00 AM-5:00 PM

### Flash Level 1

450-001 • TTh, Mar 10-12 • 6:00-9:30 PM  
450-007 • M, Feb 9 • 9:00 AM-5:00 PM

### Flash Level 2

451-001 • TTh, Mar 17-19 • 6:00-9:30 PM  
451-007 • M, Feb 23 • 9:00 AM-5:00 PM

### Search Engine Optimization

474-002 • TTh, Apr 7-9 • 6:00-9:30 PM  
474-007 • T, Mar 10 • 9:00 AM-5:00 PM

### Web Design: An Integrated Approach

468-001 • TTh, Apr 14-23 • 6:00-9:30 PM

### XHTML Coding Level 1

459-001 • TTh, Jan 13-15 • 6:00-9:30 PM  
459-007 • W, Mar 11 • 9:00 AM-5:00 PM

### XHTML Coding Level 2

460-001 • TTh, Jan 20-22 • 6:00-9:30 PM  
460-007 • F, Apr 3 • 9:00 AM-5:00 PM

## GRAPHICS

### Illustrator Level 1

457-001 • TTh, Feb 24-26 • 6:00-9:30 PM  
457-007 • F, Jan 30 • 9:00 AM-5:00 PM

### Illustrator Level 2

458-001 • TTh, Mar 3-5 • 6:00-9:30 PM  
458-007 • F, Feb 13 • 9:00 AM-5:00 PM

### InDesign Level 1

470-001 • MW, Feb 2-11 • 6:00-9:30 PM

### InDesign Level 2

471-001 • MW, Feb 23-25 • 6:00-9:30 PM

### Photoshop Level 1

452-001 • TTh, Feb 10-12 • 6:00-9:30 PM  
452-002 • F, Apr 3 • 9:00 AM-5:00 PM  
452-007 • F, Feb 6 • 9:00 AM-5:00 PM

### Photoshop Level 2

453-001 • TTh, Feb 17-19 • 6:00-9:30 PM  
453-002 • F, Apr 17 • 9:00 AM-5:00 PM

### Photoshop Level 3

454-001 • TTh, Apr 28-30 • 6:00-9:30 PM

## ADVANCED TECHNICAL TRAINING

### Motion Graphics & Effects in

#### Final Cut Studio

653-001 • MTW, May 4-6 • 9:00 AM-5:00 PM

### Compressor 3

655-001 • Th, Feb 12 • 1:00-5:00 PM

### Final Cut Pro 200 5-day

650-001 • MTWThF, Mar 16-20  
• 9:00 AM-5:00 PM

### Linux Professional Institute 101

511-001 • F, Jan 16-Feb 27 • 8:35-11:35 AM

### Linux Professional Institute 102

512-001 • F, Mar 6-May 1 • 8:35-11:35 AM

### Linux Professional Institute 103

513-001 • F, Jan 16-Feb 27 • 12:55-3:55 PM

### Linux Professional Institute 104

514-001 • F, Mar 6-May 1 • 12:55-3:55 PM

### Mac OS X Support Essentials

620-001 • F, Jan 16-Feb 20 • 12:55-3:55 PM  
620-002 • MTW, Feb 2-4 • 9:00 AM-5:00 PM  
620-003 • MWF, Mar 16-27 • 6:00-9:30 PM

### Mac OS X Server Essentials

630-001 • F, Feb 27-May 1 • 12:55-3:55 PM  
630-002 • MIWTh, Apr 20-23 • 9:00 AM-5:00 PM

### Mac OS X Deployment v10.5

631-001 • MTW, Feb 9-11 • 9:00 AM-5:00 PM

### Mac OS X Directory Services v10.5

632-001 • MIWTh, Apr 13-16 • 9:00 AM-5:00 PM

### Motion 3

654-001 • MTW, Feb 23-25 • 9:00 AM-5:00 PM

### Music Technology & Digital Audio Certification using Logic Pro

691-001 • TBA, Jan 12-May 17 • TBA

Technology Education courses call (801) 581-6061 to register.

**MySQL Level 1**

534-001 • TTh, Mar 10-12 • 9:00 AM-5:00 PM

**MySQL Level 2**

535-001 • TTh, Mar 24-26 • 9:00 AM-5:00 PM

**PHP Level 1**

520-001 • MW, Feb 2-4 • 9:00 AM-5:00 PM

**PHP Level 2**

521-001 • MW, Feb 23-25 • 9:00 AM-5:00 PM

**FINANCE, SPREADSHEETS,  
& DATABASES****Access Level 1**

05 • MW, Feb 23-25 • 9:00 AM-5:00 PM

**Access Level 2**

419-005 • MW, Mar 9-11 • 9:00 AM-5:00 PM

**Excel Level 1**

412-001 • W, Feb 18 • 9:00 AM-5:00 PM

**Excel Level 2**

413-001 • W, Mar 11 • 9:00 AM-5:00 PM

**FileMaker Pro Level 1**

465-001 • TTh, Feb 10-12 • 9:00 AM-5:00 PM

**FileMaker Pro Level 2**

466-001 • TTh, Feb 24-26 • 9:00 AM-5:00 PM

**QuickBooks Level 1**

425-005 • W, Apr 22 • 9:00 AM-5:00 PM

425-007 • W, Feb 11 • 9:00 AM-5:00 PM

**QuickBooks Level 2**

426-005 • W, May 6 • 9:00 AM-5:00 PM

426-007 • W, Feb 25 • 9:00 AM-5:00 PM

**Quicken for Home**

110-001 • TTh, Jan 13-15 • 6:00-9:00 PM

**GENERAL COMPUTING****Introduction to Macintosh Computers**

610-001 • M, Jan 26 • 9:00 AM-5:00 PM

610-002 • TTh, Mar 3-5 • 6:00-9:30 PM

**PowerPoint Level 1**

410-001 • M, Apr 6 • 9:00 AM-5:00 PM

**PowerPoint Level 2**

411-001 • M, Apr 27 • 9:00 AM-5:00 PM

**Word Level 1**

415-001 • M, Feb 9 • 9:00 AM-5:00 PM

**Word Level 2**

416-001 • M, Mar 2 • 9:00 AM-5:00 PM

# HOW TO REGISTER

1. *Online* – [www.continue.utah.edu/proed](http://www.continue.utah.edu/proed)
2. *By phone* – 801-585-1780

Everyone is welcome to register for Professional Education courses.

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

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

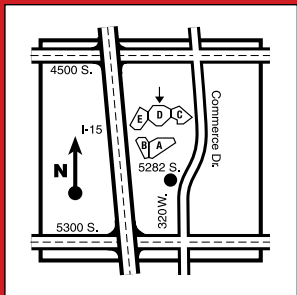
**Employee Reimbursement** - Many employers reimburse participants for their attendance at personal and professional development courses. Ask your employer for approval. Eligible University of Utah employees and spouses receive 50% off tuition.

**On-Demand** - The time is now to upgrade your skills through Professional Education at The University of Utah! Our on-demand format will make it easy to attend class when it works best for you. If we're not currently offering a class that you're interested in taking, simply fill out the form online or call our office to let us know that you'd like to be notified when we have enough people to run the class of your choice.

**Certificates** - From leadership and management certificates, to nonprofit and human resource certificates, as well as self-directed certificates, you'll experience well-rounded training to help you gain the credentials you need to reach your career potential. For certificate options, visit [www.continue.utah.edu/proed](http://www.continue.utah.edu/proed).

**Custom Training and Consulting Services** - Professional Education can bring the training to your organization and customize it to its unique needs. Any topic, any time. You can also take advantage of consulting services to help with coaching, mentoring, or to gain that added brainpower to develop actionable plans for focus and change.

## U OF U OFF CAMPUS LOCATIONS/DIRECTIONS



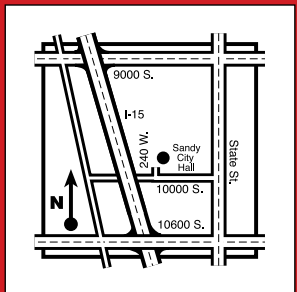
**Murray/Cedar Park**  
**(801-266-5341)**  
5282 South 320 West,  
Building D, Suite 110  
Time from exit: 2 minutes

Exit I-15 at 5300 South. Head east to Commerce Drive (the Frontage Road); then turn north. At 320 West, turn west into the Cedar Park Complex. Murray U of U is at the north end of the complex.



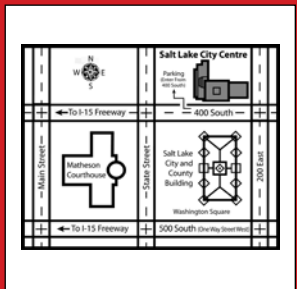
Professional Education  
1901 E. South Campus Dr. Rm 2179  
Salt Lake City, Utah 84112-9359

Nonprofit Organization  
U.S. Postage  
**PAID**  
Salt Lake City, Utah  
Permit Number 1529



**Sandy**  
**(801-561-8638)**  
9875 South 240 West  
Time from exit: 5 minutes

Exit I-15 at 90th South. Head east. Make a right onto the frontage road. Continue for about one mile; the Sandy U of U is on the left, just north of the Sandy City Hall.



**Downtown Site**  
175 East 400 South  
Time from exit: 5 minutes

Exit I-15 at 600 South.  
Go east to 200 East; turn left (north) to 200 East; turn left (west) on 400 South. Enter parking lot between State Street and 200 East on the right.