CHOOSE YOUR PATH WISELY
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.
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

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
Phone: 801.585.1780

Technology Education Courses
Technology Education courses marked with (the power symbol mark)
Online: 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.
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.
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.
- 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)
Program 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
www.edtech.utah.edu/certificates

For a complete listing of Technology Education classes and to register, go to edtech.utah.edu or call 801.581.6061
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

For a complete listing of Technology Education classes and to register, go to edtech.utah.edu or call 801.581.6061
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.
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.

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 businesses 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).

Access Level 1
This two-day introduction to Microsoft Access, a relational database application, will help you track the critical information that is the lifeblood 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.

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, 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.

For a complete listing of Technology Education classes and to register, go to edtech.utah.edu or call 801.581.6061
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.
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.
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 426-001 • M, Jul 20 • 9:00 AM-5:00 PM
LOCATION: Annex 2180, Campus • SLC
FEE: $229
INSTRUCTOR: Al Farshchian

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 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 cert-
ficate 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 Nutri-
tion 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 commer-
cial 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: Tiffany Hall

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: Kristy Chambers

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.
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.

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.

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.

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.
**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 differences between the agile vs. the waterfall methods, gain an understanding of programs, projects, and portfolios, and discuss project artifacts. You’ll learn about the Project Management Institute’s (PMI) industry certifications, the value of project management, roles and careers, and the nine knowledge areas as defined by PMI. You’ll walk away with valuable templates that you can apply immediately to your work. To gain a comprehensive understanding, we encourage you to take the Fundamentals of Project Management II course and other required courses to attain the Project Management Fundamentals Certificate.

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.
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.
**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).

**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 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.

**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 changes. 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. Familiarity 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.
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 Cascading Style Sheets Levels 1 before taking this class, or have departmental approval. Note: This course applies toward our Web Design Tools Certificate program.

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.

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.

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/out, 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.
CONTINUING EDUCA
YOU CAN LEARN ANYTHING

TECHNOLOGY EDUCATION
Cutting-edge technology training and certification.

PROFESSIONAL EDUCATION
Professional development classes, certificates, programs, and consulting.

OSHER INSTITUTE
Courses, activities, and community for adults age 50 and better.

ENGLISH LANGUAGE INSTITUTE
A variety of English language programs for non-native speakers at any level.

LIFELONG LEARNING
Non-credit community enrichment classes for adults.

TEST PREPARATION
Preparatory courses for graduate school entrance exams.

YOUTH EDUCATION
Hands-on classes and summer camps for ages 2–18.

GO LEARN
Educational travel groups led by University of Utah experts.

ACADEMIC CREDIT & NONCREDIT
University courses on and off campus open to the general public.
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

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 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

For a complete listing of Technology Education classes and to register, go to edtech.utah.edu or call 801.581.6061

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 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

WRITING & COMMUNICATION

Practical Grammar
Enhance your business writing skills with our common-sense approach to grammar. This workshop unlocks the logic of sentences using activities and discussion. You’ll also learn how to catch and correct errors so you can communicate with confidence. If you wish, bring a two-page sample of your writing for personalized feedback from the instructor.

PROED 707-005 • W, May 20 • 9:00 AM-1:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: $109 + $10 special fee
INSTRUCTOR: Kurt F. Weiland

Effective Presentations
At all levels of management, in all types of organizations, individuals are expected to make effective presentations. Learn valuable planning strategies, preparation guidelines, and delivery techniques to 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
The University of Utah Test Prep classes have been helping students excel on their admittance exams for more than two decades. The classes give you all the tools you need to boost your confidence and perform well.

Murray/Cedar Park  
(801-266-5341)  
5282 South 320 West,  
Building D, Suite 110

Annex, Salt Lake City  
(Professional Education: 801-585-1780)  
(Technology Education: 801-581-6061)  
1901 East South Campus Drive

Bountiful  
(801-581-8821)  
75 East 200 South, Bountiful