Stay Ahead
of the Game

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

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

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

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

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

Programs that Fit Your Schedule
Our students come from many walks of life and many different stages in their careers. For that reason, we make it a priority to offer classes in a variety of formats and times from online to in-person, daytime, or evening.

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Find Your Course,
then Enroll

🖥 **proed.utah.edu**

📞 **M–F, 9am - 5pm | 801.585.1780**

🏢 **M–F, 9am - 4pm | 540 Arapeen Way #210**

Flexible Options for a
Fast-Paced World

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

Individual Classes

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

Certificate Programs

Certificates put you and your organization on the path to success. Our programs provide training in numerous subjects that will increase your skills and boost your credentials, providing you with a significant advantage in a competitive labor market.

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

Custom Training

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

What's New
for Spring

We've been working hard with local companies and business professionals to find out what classes we should add to our spring line-up to help our students accomplish their goals. As a result, we are pleased to announce the following new class and certificate offerings for this spring!

Whether you're looking for technical skills or more managerial soft skills, we've got something for everyone.

Business Management/Communications (p.10)
- Diversity and Inclusion as a Business Imperative
- Supervisor Essentials Certificate
- Presentation and Verbal Communication for Professionals
- Written Communication for Business Professionals

Business Operations/Data (p.14)
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- Outlook for Workplace Productivity

Computing/IT (p.18)
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- AWS (Amazon Web Services) Technical Essentials and System Ops Certificate
- AWS (Amazon Web Services) Technical Essentials and/with Architect Associate
- CompTIA Security+ (SY0-501) Certificate
- Implementing Microsoft Azure Infrastructure Certificate
- ITIL Foundations Certificate
- ITIL Foundations & ITIL Practitioner Certificate

Healthcare/Social Services (p.20)
- 200 Hours Yoga Teacher Training Intensive Certificate
- Health Services Certificate
- Pharmacy Technician with Healthcare Administration and Billing
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Marketing/Graphic Design (p.26)
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Project Management (p.32)
- Agile 101 for Business Professionals
- Project Management Fundamentals Certificate Online
- Project Management Professional (PMP)® Certification Prep (6th Edition) - Online

Icon Legend

Digital Badge Icon signifies that in addition to a traditional certificate, earners also receive a digital badge.

Cohort Program Icon signifies a program in which you will be part of a continuous cohort for the duration of the program. Each class builds on the previous class with full programs typically lasting 7 to 8 weeks.

Academic Partnership Certificate Icon signifies a certificate that is a collaboration between Professional Education and an academic department at the University of Utah.

Online Certificate Icon signifies a certificate or class that is taught online.

Custom
Training

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

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

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

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

Spring 2019
Lunch & Learn Series

Professorial Education continues our successful Lunch and Learn Workshop series this spring and we hope you'll join us!

Workshops are held from 12pm - 1pm on weekdays and are free to attendees. Location for workshops is either the main U of U campus or our Sandy facility. Bring a lunch and learn critical technical and interpersonal skills for your career. We'll provide the dessert!

2019 Schedule

January | Getting Your PMP Credential

February | Microsoft Outlook for Maximum Office Productivity

March | How to Conduct a Job Interview

April | Professional Coaching

May | Managing Generational Diversity

For dates and registration visit proed.utah.edu/lunch-learn

LUNCH & LEARN
Fast · Free · Focused

Instructor
Spotlight

Our instructors are what set us apart! They care deeply about delivering valuable classroom experiences that keep our students coming back year after year to learn new skills. On these pages we've listed just a few of our instructors that are developing innovative new curriculum to help you accomplish your goals.

Matt Hilburn
VP Research & Development
EDC Utah

Matt is the director of our Data Analysis for the Modern Workforce Certificate.

He has developed several new data related classes incorporating his passion for data, statistics and data visualization.

Jeanine Wilson
Director of Human Resources
Sutter Physicians Services

Jeanine is the director of our newly launched online Foundations of Human Resources Management Certificate.

She also teaches in our Advanced Human Resources Management Certificate and consults broadly with Professional Education across many of our professional certificates.

Brian Hyde
Director of Financial Planning & Analysis
Maverick Inc.

Brian is the director of our updated Financial Management Certificate, leading a roster of five experienced Salt Lake finance professionals to deliver this powerful curriculum.

He has his Masters of Science in Finance from the Eccles School of Business at the University of Utah.

Trigena Halley
Founder & Owner of CCT, LLC

Trigena Halley has launched three new coaching related offerings including a Professional Coaching Certificate and Coaching for Managers. She teaches in both our open enrollment and custom training programs.

Randy Cox

Sr. Project Portfolio Manager
University of Utah

Randy Cox is on board to develop a new series of online Project Management classes and certificates...and possibly even a podcast or two!

Among a host of other credentials, he is a Certified SAFe® 4.0 Agilist, ScrumMaster®, (PMP)®, and PMI Agile Certified Practitioner (PMI-ACP)®.

Laura Smous

VP Marketing & Client Success Executive
AtlasRTX

Laura is the director of our new Digital Marketing Management Certificate and is developing a new class on AI chatbots.

Her passion for using marketing technology to achieve organizational excellence comes through in her teaching.

Nathaniel Lord

Senior Software Engineer
Resource Management Inc.

Nathaniel is the director of our Front End Web Design Certificate.

He has vast experience as a software engineer in multiple industries and is published on using technology to increase user engagement.

Steve Chambers

General Manager and Vice President
Sutter Health Patient Access Solutions

Steve brings 20 years of experience to our new class KPI's and Metrics to Maximize Organizational Impact, part of the Advanced Professional Management Certificate.

With an MBA background and a love of data and operations, he teaches both custom and open enrollment programs.

BUSINESS MANAGEMENT/
COMMUNICATIONS

Certificates

Professional Management Certificate | CECRT 101 | $1,674 Ⓤ

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

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

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

Supervisor Essentials Certificate | CECRT 245 | $1,953 Ⓤ

This certificate is ideal for new supervisors or managers who could benefit from foundational management training in key areas such as finance, managing others and communication. Classes are taught by experienced instructors who have a variety of experiences to fit almost any student's background. Complete 7 required courses to receive a University of Utah New Supervisor Essentials Certificate.

		Spring	Summer	Fall
PROED 409	Communicating with People and Teams	•	•	•
PROEA 106	Written Communication Skills for Business Professionals	•	•	•
PROEA 415	Feedback and Expectations	•	•	•
PROED 113	Accounting and Budgeting Fundamentals	•	•	•
PROED 303	Conflict Resolution in the Workplace	•	•	•
PROED 439	Managing Generational Diversity	•	•	•
PROED 304	Employment Law	•	•	•

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

Ⓤ **Digital Badge** 👥 **Cohort Program** 🏛 **Acad. Ptr. Cert.** 🖥 **Online Cert.** Visit **proed.utah.edu** to view details of certificates and classes.

Advanced Professional Management Certificate | CECRT 109 | $1,810 ⓤ

Building on the foundational skills from our Professional Management Certificate, this certificate program includes 6 tactical-oriented classes to provide students with the tools to increase their organizational impact.

		Spring	Summer	Fall
PROED 766	Coaching for Success	•	•	•
PROED 430	Data Driven Decision Making	•	•	•
PROEA 430	KPI's and Metrics to Maximize Organizational Impact	•		•
PROED 440	Managing Your Team Through Change	•	•	•
PROEA 440	Data Visualization Fundamentals in Tableau	•		•
PROEA 415	Feedback and Expectations	•	•	•

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

Instructional Design Certificate | PROEA 855 | $1,599 ⓤ 👥

This certificate will provide students with an introduction to the skills and knowledge needed to pursue a career in instructional design. Topics covered include careers in ID, adult education and cognitive learning theory, ADDIE, AGILE/SAM, curriculum design, learning management systems, authoring tools, and other educational technologies. This certificate also provides instruction on working with subject matter experts, conducting a needs analysis, and reviews the basic tools and techniques used in instructional design.

		Spring	Summer	Fall
PROEA 855	Instructional Design Cert.	•		•

Financial Management Certificate | CECRT 141 | $1,925 ⓤ

The Financial Management Certificate includes 6 dynamic classes that will help any working professional broaden their understanding of financial principles and their ability to make well informed decisions in a business environment. Classes will provide students with greater understanding about the fundamental principles of finance in business environments, crucial business accounting processes, and financial statement analysis. The certificate places an important emphasis on financial modeling and developing skills to present complex and detailed information in a manner that will assist in solving business dilemmas, and building persuasive presentations.

		Spring	Summer	Fall
PROED 113	Accounting and Budgeting Fundamentals	•	•	•
PROED 114	Finance Fundamentals	•	•	•
PROED 116	Financial Modeling for Managers	•	•	•
PROED 117	Communication Tactics for Financial Situations	•		•
PROED 119	Financial Statements for Managers	•	•	•
PROED 118	Financial Management Capstone	•	•	•

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

Professional Certificate in Financial Planning | CECRT 183 | $4,200 ⓤ ⑪ 🖥

We have partnered with the Department of Family and Consumer Studies in the college of Social & Behavioral Science to offer this noncredit certificate. This online program requires students to complete 6-semester-based classes that prepare them for a career in financial planning. Those who complete this program will receive a University of Utah Professional Certificate in Financial Planning. Successful completion of curriculum meets the requirement to allow you to sit for the CFP Certification Examination.

		Spring	Summer	Fall
PEPEC 350	Financial Skills for Life	•	•	•
PEPEC 551	Building Family Wealth: Investment and Life Insurance Planning			•
PEPEC 552	Retirement and Benefit Planning for Families			•
PEPEC 553	Income Tax Planning for Families	•		
PEPEC 554	Protecting Family Wealth: Insurance and Estate Planning	•		
PEPEC 555	Financial Planning Capstone		•	

Individual Classes

			Spring	Summer	Fall
PROEA 104	Diversity and Inclusion as a Business Imperative	$49	•		•
EDTEC 103	Outlook for Workplace Productivity	$279	•		•
PROEA 105	Presentation and Verbal Communication Skills for Business Professionals	$279	•		•
PROEA 106	Written Communication Skills for Business Professionals	$279	•		•

Looking for ways to increase your value? Think Excel.

Excel can help you organize, calculate, analyze, revise, and present your data in ways that will help the decision makers steer your organization in the right direction. It will also make these tasks much easier for you to accomplish, and in much less time.

5 EXCEL CLASSES TO HELP YOU GROW

Excel - Beginner
Excel - Intermediate
Excel - Intermediate Applied

Excel - Advanced
Excel - Advanced Applied

See page 16 for more details about our Excel Classes.

For more information and to register, visit proed.utah.edu

BUSINESS OPERATIONS/
DATA

Certificates

Executive Assistant Certificate | PROED 132 | $1,999 🖥

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

		Spring	Summer	Fall
PROED 132	Executive Assistant Cert.	•	•	•

Data Analysis for the Modern Workforce Certificate | PROEA 860 | $1,599 🎽 👥

This certificate program will provide students with the skills and knowledge necessary to pursue careers in data analysis. Topics include strategies to collect and organize data, understand the implications of a data set to an organization, make data-driven suggestions, and how to effectively present those suggestions and findings to management. Students will understand where and how data is stored and accessed. Using excel, they will develop skills to model data, prepare visual presentations, and deliver conclusions personalized for key stakeholders.

		Spring	Summer	Fall
PROEA 860	Data Analysis for the Modern Workforce Cert.	•		•

Professional Bookkeeper with Quickbooks Certificate | PROEA 150 | $1,699 🖥

This fully online bookkeeper certificate program teaches fundamental bookkeeping skills and QuickBooks accounting software proficiencies. The goal of the course is to prepare you to pass the Bookkeeper Certification exam and the QuickBooks-Online Certification exam through the National Bookkeepers Association (NBA) and work as a Professional Bookkeeper upon graduation. Tuition includes text books and the cost of both certification exams.

		Spring	Summer	Fall
PROEA 150	Professional Bookkeeper Cert.	•	•	•

Hospitality Operations Certificate Programs 〽 🖥

We have partnered with the Health, Kinesiology, and Recreation Department (HKR) in the College of Health to provide students with the following online noncredit certificate and micro-certificates. These programs are designed to prepare students for a variety of entry-level, supervisory, and managerial roles within the hospitality industry such as marketing, general management, operations, human resources, and guest services.

			Spring	Summer	Fall
CECRT 185	Hospitality Operations Cert.	$3,520	•	•	•
CECRT 145	Hospitality Food & Beverage Micro-Certificate	$880	•	•	•
CECRT 125	Hospitality Business Foundations Micro-Cert.	$1,760	•	•	•
CECRT 175	Hospitality Leadership Micro-Certificate	$1,320	•	•	•

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Individual Classes

			Spring	Summer	Fall
PROEA 410	Designing and Implementing Effective Surveys	$279	•		•
PROED 504	Grant Writing	$199	•	•	•

Excel - Beginner | EDTEC 412

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.

			Spring	Summer	Fall
EDTEC 412	Excel - Beginner	$299	•	•	•

Excel - Intermediate | EDTEC 413

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 Beginner is required. Department approval is necessary to waive this requirement.

			Spring	Summer	Fall
EDTEC 413	Excel - Intermediate	$299	•	•	•

Excel - Intermediate Applied | EDTEC 415

If you've ever taken a technical course and wished you had more class time to practice what you've learned, you will love this Excel Applied class. Using supplied data sets or your own real-life work scenarios, you'll have the chance to apply the tools gained in your Excel Intermediate class and deepen proficiency in your new skill-set. Instructors will focus on working individually with students in a lab-like format. This class is open to students who have taken Excel Intermediate.

			Spring	Summer	Fall
EDTEC 415	Excel - Intermediate Applied	$199	•	•	•

Excel - Advanced | EDTEC 414

Learn advanced Microsoft Excel features, including macros, revision tracking, data list outlines, and pivot tables. Work with Excel's data analysis tools, such as trend lines and scenarios. Other topics include importing and exporting data and web queries. Completion of Excel Intermediate or instructor approval is required.

			Spring	Summer	Fall
EDTEC 414	Excel - Advanced	$299	•	•	•

Excel - Advanced Applied | EDTEC 115

If you've ever taken a technical course and wished you had more class time to practice what you've learned, you will love this Excel Applied class. Using supplied data sets or your own real-life work scenarios, you'll have the chance to apply the tools gained in your Excel Advanced class and deepen proficiency in your new skill-set. Instructors will focus on working individually with students in a lab-like format. This class is open to students who have taken Excel Advanced.

			Spring	Summer	Fall
EDTEC 115	Excel - Advanced Applied	$199	•	•	•

Project Management Quick Start

Enterprise Training Program

Quickly train your talented staff in project management.

Our certified instructor will provide individual, custom training for small groups of 1 to 5 to quickly and efficiently cover the essentials of Project Management using your organization's actual project.

Three 2-hour sessions will get your staff up and running with the foundational skills they need to accomplish your goals. An additional 10 hours of personalized coaching maximizes the training, helps students apply concepts to actual projects in real-time and ensures the team gets headed in the right direction.

Participants must be sponsored by their organization for this Professional Education Enterprise Training Program. Students must be on a team working on the same project.

The dates and training location are customized to meet your organization's needs and the team's availability.

Length of program – typically 30 days start to finish with the exception of additional coaching hours.

Session 1	Project Management-Scope
Session 2	Project Management-Schedule
Session 3	Project Management-Budget

All sessions above can be tailored to your particular organizational needs.

$4,995 for up to 5 participants

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

Certificates

Coding Boot Camps 🄤 👥

In today's digital economy, coding skills are in high demand across all types of careers and professions. Start a career in web coding and development by attending one of our intensive, full-stack coding certificate programs. Students can choose from a full-time, daytime program (11 weeks) in partnership with DevPoint Labs or a part-time, evening program (24 weeks) in partnership with Trilogy Education Services (TES). Students are provided with success mentors and career coaching.

			Spring	Summer	Fall
PROTA 255	Web Development Program Certificate Full-Time (DevPoint Labs)	$9,995	•	•	•
PROTA 250	The Coding Boot Camp Part-Time (TES)	$10,495	•	•	•

Python Programming Certificate | EDTEC 102 | $1,199 👥

Python, an open-source scripting language that allows rapid application development of both large and small software systems, is object-oriented by design and provides an excellent platform for learning the basics of language programming. Learn this language, ideal for team projects, that provides access to databases, CGI programming, system administration and other useful services. This certificate course includes 27 hours of in-person instruction on fundamental programming concepts including data structures, networked application program interfaces, and databases, using the Python programming language.

		Spring	Summer	Fall
EDTEC 102	Python Programing Cert.	•		•

Software Testing Certificate Exam Prep | PROEA 690 | $1,795

Software testing is fast-becoming one of the most in-demand careers in today's IT labor market. In this certificate students will learn the fundamentals of software testing including principles, test process, development models, design techniques and more. This course will prepare students to take the Certified Tester-Foundation Level certification from the International Software Tester Qualification Board (ISTQB)®.

		Spring	Summer	Fall
PROEA 690	Software Testing Certificate Exam Prep	•		•

Additional Certificates

			Spring	Summer	Fall
PROTA 101	AWS (Amazon Web Services) Technical Essentials - ONLINE	$1,295	•		•
PROTA 102	AWS (Amazon Web Services) Architect Associate - ONLINE	$1,395	•		•
PROTA 108	AWS (Amazon Web Services) System Ops - ONLINE	$1,495	•		•
PROTA 103	CompTIA Security+ (SY0-501) Certificate - ONLINE	$1,395	•		•
PROTA 104	Implementing Microsoft Azure Infrastructure Certificate - ONLINE	$1,495	•		•
PROTA 105	ITIL Foundations Certificate - ONLINE	$1,395	•		•
PROTA 106	ITIL Foundations & ITIL Practitioner - ONLINE	$1,395	•		•

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Visit **proed.utah.edu** to view details of certificates and classes.

Learn to Code with Coding Bootcamps

Utah's tech scene is no joke, full of startups and billion-dollar, venture-backed enterprises that create thousands of new jobs every year. Get the training you need to take your place in Utah's big moment.

FULL-TIME
Become an entry level web developer. Learn to code and build full-stack web applications with Ruby on Rails and ReactJS in our immersive 11-week coding boot camp.

PART-TIME
Ready to shift gears in your career—or accelerate? Learn web development in 24 weeks with the University of Utah's part-time coding boot camp.

For more information and to register, visit proed.utah.edu

Certificates

Health Services Certificate | PROEA 886 | $1,599 🛡 👥

This noncredit Health Services Certificate (HSC) is designed to provide students with foundational knowledge in the field of healthcare administration. Key topics covered include medical and healthcare terminology, overview of healthcare industry, business communication, payer systems and insurance systems, front office operations, metrics of success, data analysis using Excel, patient services and revenue cycles. The certificate is ideal for those investigating healthcare as a career field.

		Spring	Summer	Fall
PROEA 886	Health Services Certificate	•		•

Medical Coding and Billing Certificate | PROEA 221 | $3,699 🖥

This online certificate provides the skills necessary to begin a career in the highly in-demand field of medical coding and billing. Students will be prepared to pass the Certified Professional Coder (CPC®) exam offered by AAPC or the Certified Coding Associate (CCA®) Exam offered by the American Health Information Management Association (AHIMA). Tuition includes exam vouchers.

		Spring	Summer	Fall
PROEA 221	Medical Coding and Billing Cert.	•	•	•

Medical Transcription Editing Certificate | PROEA 222 | $3,199 🖥

This online program focuses on the clinical documentation industry which includes medical transcriptionists and medical transcription editors. This program is designed to train you for both of these career paths by preparing you to pass the Registered Healthcare Documentation Specialist (RHDS) exam. Tuition includes exam vouchers.

		Spring	Summer	Fall
PROEA 222	Medical Transcription Editing Certificate	•	•	•

Pharmacy Technician Training Certificate | PROEA 224 | $2,999 🖥

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

		Spring	Summer	Fall
PROED 224	Pharmacy Technician Training Certificate	•	•	•

Pharmacy Technician with Healthcare Administration Certificate
PROEA 217 | $3,899 🖥

Gain hands-on experience in this combination program certificate, designed to develop your skills as a pharmacy technician as well as provide the training you need to run the daily operations of a medical office. This program will prepare you for the Pharmacy Technician Certification Board (PTCB) exam as well as the Certified Medical Administrative Assistant (CMAA) exam and the Certified Electronic Health Records Specialist (CEHRS) exam. Tuition includes exam voucher.

		Spring	Summer	Fall
PROEA 217	Pharm. Tech. w/ Healthcare Administration Certificate	•	•	•

Pharmacy Technician with Healthcare Billing Certificate
PROEA 218 | $3,899 🖥

Increase your value on any healthcare team with this combination program certificate, designed to develop your skills as a pharmacy technician as well as provide the education needed to perform medical billing processes. This program prepares students for the Pharmacy Technician Certification Board (PTCB) Exam as well as the Certified Billing and Coding Specialist certification exam. Tuition includes exam voucher.

		Spring	Summer	Fall
PROEA 218	Pharm. Tech. w/ Healthcare Billing Certificate	•	•	•

Medical Administrative Assistant with EHR Certificate | PROEA 225 | $3,199 🖥

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

		Spring	Summer	Fall
PROEA 225	Medical Administrative Assistant w/EHR Certificate	•	•	•

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Healthcare Information Technician (IT) Certificate | PROEA 220 | $3,899 🖥

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

		Spring	Summer	Fall
PROEA 220	Healthcare Information Technician (IT) Certificate	•	•	•

Veterinary Assistant Certificate | PROEA 226 | $1,999 🖥

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

		Spring	Summer	Fall
PROEA 226	Veterinary Assistant Certificate	•	•	•

200 Hours Yoga Teacher Training Intensive Certificate | PROEA 103 | $2,100

This hands-on certificate satisfies the Yoga Alliance education requirements for the 200 Hour Yoga Teacher Training Designation. The University of Utah is a Yoga Alliance approved program school. The certificate is designed for those desiring to improve personal awareness on behalf of their mental health, understand how to structure an effective personal yoga practice, and/or take steps to become a certified yoga instructor through Yoga Alliance, if they desire. Classes meet on weekends with workshops on Wednesday nights. The program also includes one-on-one mentoring.

		Spring	Summer	Fall
PROEA 103	Veterinary Assistant Certificate	•		•

Professional TESOL Certificate | CECRT 189 | $3,200 🔱 ⑂ 🖥

We have partnered with the Department of Linguistics in the College of Humanities to provide this online certificate. Those who complete this program will receive a University of Utah Professional TESOL Certificate. The Professional TESOL Certificate (Teaching English to Students of Other Languages) provides the knowledge, practical experience and authoritative credential to help you successfully pursue a variety of rewarding teaching positions.

		Spring	Summer	Fall
PEPEC 120	Introduction to the Study of Language	•	•	•
PEPEC 350	Introduction to English Grammar	•	•	•
PEPEC 360	Cross Cultural Communication	•	•	•
PEPEC 581	L2 Methodology (practical experience)	•	•	•
PEPEC 582	Practicum	•	•	•

🔱 Digital Badge   👥 Cohort Program   ⑂ Acad. Ptr. Cert.   🖥 Online Cert. Visit **proed.utah.edu** to view details of certificates and classes.

Work from Home

Realize your dream of working from home.

Today's professional landscape is becoming increasingly well-suited for those wanting the flexibility and autonomy of working from home. Many of our certificates and classes provide the skills or credentials to help you launch that new career you're been dreaming about.

Love to teach? Investigate a freelance career with the **Instructional Design Certificate**.

Or maybe you're the creative type? Our **Front End Web Design Certificate** will provide you with the skills to launch your own business.

Whether you're an entrepreneur in the making or just want the option of working remotely for a business, our suite of work from home options can help you accomplish your goals.

Work from home career options.

- Instructional Design
- Medical Coding and Billing
- Medical Transcription Editing
- Professional Bookkeeping
- Video, Graphic, and Web Design
- Full-Stack Web Development
- Professional Coaching
- Software Testing

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

Certificates

Foundations of Human Resources Management Certificate - Online
PROEA 310 | $1,399 ⏻ 🖥

Build your knowledge of business-employee relationships and organizational behavior through our 8-week online certificate program. This course will cover all of the major areas within a fully-functioning Human Resources operation. Students will be able to develop appropriate strategies for implementing solutions to HR management problems that reflect their knowledge and be able to explain the relationships among the inter-connecting departments within any professional HR setting. Students will receive an overview of HR management that will prepare them for higher level HR management classes, or qualify them for entry-level HR positions.

		Spring	Summer	Fall
PROEA 310	Foundations of Human Resources Management Cert.	•		•

Human Resource Certification Exam Preparation Course | PROEA 321 | $1,295

This multi-week course, taught by an HR-certified instructor, is focused on preparing HR professionals to take and pass the PHR, SPHR, or SHRM-CP exams, the most widely accepted human resource professional credentials. This class will give you confidence in your HR knowledge as well as a strong foundation for passing HR certification exams.

		Spring	Summer	Fall
PROEA 321	Human Resource Certification Exam Preparation Course	•		•

HUMAN RESOURCES

Human Resources Management Certificate | CECRT 157 | $1,833 ⓤ

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

		Spring	Summer	Fall
PROEA 322	Benefits and Compensation	•		•
PROED 306	Employee Recruitment and Selection	•	•	•
PROED 304	Employment Law	•		•
PROED 302	Total Rewards	•	•	•
PROED 303	Conflict Resolution in the Workplace	•	•	•
PROED 308	Organizational Training & Development	•		•
PROED 305	Policies and Procedures for Human Resources	•	•	•

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

This three-course certificate program provides students with advanced human resources management training while preparing them to take the industry-standard PHR, SPHR, or SHRM-CP credential exams. Exam preparation workbooks are provided. At least two years experience working in human resources is suggested.

		Spring	Summer	Fall
PROEA 321	Human Resource Certification Exam Preparation Course	•		•
PROED 323	Advanced Employment Law	•	•	•
PROEA 324	Labor and Employee Relations	•		•

Individual Classes

			Fall	Spring	Summer
PROEA 329	Social Media for Human Resources Talent Recruiting	$49	•	•	
PROEA 326	Starting an Internal Coaching Team in Your Organization	$49	•	•	

ⓤ **Digital Badge** 👥 **Cohort Program** ⷳ **Acad. Ptr. Cert.** 🖥 **Online Cert. Visit proed.utah.edu to view details of certificates and classes.**

Certificates

Front End Web Design Certificate | PROEA 887 | $1,599 Ⓤ 👥

In the ever changing landscape of the internet, the ability to use tools proficiently and speak in design and code are crucial skills. The Front End Web Design certificate was created to teach and sharpen the skills of anyone seeking to interface with the web. Each student will come away from the class with an understanding of the modern tools, processes, and technologies used in web design and front end development.
In addition to learning about the tools, we will discuss their practical application to meet current industry needs.

		Spring	Summer	Fall
PROEA 887	Front End Web Design Cert.	•		•

Digital Marketing Management Certificate | PROEA 885 | $1,599 Ⓤ 👥

High-performing marketing teams fuel the growth of many of today's most exciting companies. Earning a spot on those rosters can be tough without the right education and experience. This certificate will show you how to utilize modern marketing tools and leverage them as part of a high-performing marketing team. Learn to understand the needs, attitudes and beliefs of real customers, and translate them into effective marketing strategy. Incorporate digital technology to drive business results and analyze your impact.

		Spring	Summer	Fall
PROEA 885	Digital Marketing Management Certificate	•		•

Ⓤ **Digital Badge** 👥 **Cohort Program** ▥ **Acad. Ptr. Cert.** 🖵 **Online Cert.**
Visit **proed.utah.edu** to view details of certificates and classes.

MARKETING/ GRAPHIC DESIGN

Creative Design Toolbox

$199 per class*!

Fill your design tool box and
build your way to a new career!

- Classes are designed to be flexible and affordable with most priced at $199 per class
- Classes are primarily held in the evening with experienced instructors who provide individualized attention
- Complete the 2-class series in any toolbox skill and receive a digital badge

Classes with this icon are currently awarding digital badges.

- CSS/HTML Coding 1 & 2
- JavaScript 1 & 2
- Illustrator 1 & 2
- InDesign 1 & 2
- Photoshop 1 & 2
- Premier Pro 1 & 2
  *With the exception of Premier Pro

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

PROFESSIONAL EDUCATION
THE UNIVERSITY OF UTAH
GOOGLE ANALYTICS I & II

Content Marketing and Management Certificate | PROEA 870 | $1,599 Ⓤ 👥

This course will prepare graduates for a career in content marketing. They will develop technical skills related to planning, problem solving, and decision making in content management and content marketing. Students will learn how to construct a content marketing strategy that connects an organization with its audience, plan and distribute content across multiple channels, and use analytics to refine their content strategy and measure its success. They will create a content marketing plan for a brand and harness social media tools. The students will leverage digital technology to support their company mission and manage customer conversations across channels.

		Spring	Summer	Fall
PROEA 870	Content Marketing and Management Certificate	•		•

Individual Classes

			Spring	Summer	Fall
EDTEC 452	Photoshop Level 1	$199	•	•	•
EDTEC 453	Photoshop Level 2	$199	•	•	•
EDTEC 457	Illustrator Level 1	$199	•	•	•
EDTEC 458	Illustrator Level 2	$199	•	•	•
EDTEC 470	InDesign Level 1	$199	•	•	•
EDTEC 471	InDesign Level 2	$199	•	•	•

			Spring	Summer	Fall
EDTEC 459	CSS/HTML Coding Level 1	$199	•	•	•
EDTEC 460	CSS/HTML Coding Level 2	$199	•	•	•
EDTEC 475	JavaScript Level 1	$199	•	•	•
EDTEC 476	JavaScript Level 2	$199	•	•	•
EDTEC 503	Premiere Pro Level 1	$299	•	•	•
EDTEC 504	Premiere Pro Level 2	$299	•	•	•
EDTEC 505	Google Analytics Level 1	$199	•	•	•
EDTEC 506	Google Analytics Level 2	$199	•	•	•

Ⓤ *Complete 2 classes and receive a Digital Badge*

Ⓤ **Digital Badge** 👥 **Cohort Program** �🎓 **Acad. Ptr. Cert.** 🖥 **Online Cert. Visit proed.utah.edu to view details of certificates and classes.**

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Earn. Claim. Share. Advance.»

What are the benefits of a digital credential?

- A web-enabled version of your credentials that can be shared online
- A more efficient way of posting to social media platforms
- Labor market insights that relate your skills to jobs
- A trusted method for real-time credential verification

For more information about digital badges visit **proed.utah.edu/badges**

Welcome to a new way to share your skills, knowledge and accomplishments

The University of Utah and digital badging provider Acclaim have partnered to provide our students the opportunity to earn and share digital badges. Our new digital badge program is designed to assist our students, validate and differentiate their skills and to provide tools to tell their professional story.

How do employers recognize badges? Do they matter?

Research shows that employers recognize and value skills and that they'll pay attention when there's a clear validation of those skills from a credible source, like the University of Utah. Plus with a digital badge, employers can "click into" the badge to see the metadata further clarifying what you've learned and how this will benefit the organization.

THE UNIVERSITY OF UTAH
PROFESSIONAL EDUCATION
FINANCIAL MANAGEMENT CERTIFICATE

Programs with this icon are currently awarding digital badges.

Certificates

Professional Coaching Certificate | PROEA 327 | $5,749 🄤

Professional Coaching is used to partner with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential. Done right, professional coaching can drive sales, employee engagement, creativity, workplace satisfaction, and bottom line results. Our 12-month Professional Coaching Certification will prepare individuals to successfully coach others in support of the International Coach Federation's (ICF) coaching core competencies. The training will cover the 8 building blocks of coaching, common coaching scenarios, and group coaching.

		Spring	Summer	Fall
PROEA 327	Professional Coaching Cert.	•		•

Individual Classes

			Spring	Summer	Fall
PROEA 325	Coaching Skills for Managers	$498	•	•	•
PROEA 326	Starting an Internal Coaching Team in Your Organization	$49		•	•
PROED 766	Coaching for Success	$279	•	•	•

PROFESSIONAL COACHING

🄤 Digital Badge   👥 Cohort Program   ⊓⊓⊓ Acad. Ptr. Cert.   🖥 Online Cert.
Visit **proed.utah.edu** to view details of certificates and classes.

Building Effectiveness & Influence as a Manager

Enterprise Training Program

Build a thriving and productive team environment.

Professional Education is excited to present this unique **Enterprise Training Program** designed to support new managers in building a thriving and productive team environment.

Through this 6-class certificate, students will develop and strengthen skills in creating effective and authentic relationships with their team and learn how to communicate effectively in diverse and changing environments. Program includes individual coaching and both in-person and online components.

Eligible students should be relatively new to a supervisory or management role and must be sponsored by their company to participate in this program.

Enterprise Training Program

- Leading Teams Through Change
- Difficult Conversations and Managing Generational Diversity
- Feedback, Expectations, and Delegation
- Effective Techniques for Managing Yourself and Others
- Manager as Coach
- Capstone Course

$2,400

For more information about this program visit **proed.utah.edu**

Certificates

Project Management Fundamentals Certificate | CECRT 195 | $1,395 🔵

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

		Spring	Summer	Fall
PROEA 601	Fundamentals of Project Management I	•	•	•
PROEA 602	Fundamentals of Project Management II	•	•	•
PROEA 605	Project Management Tools featuring MS Project	•	•	•
PROEA 603	Project Risk Management	•	•	•
PROEA 604	Project Leadership, Team building and Communication	•	•	•

Project Management Fundamentals Certificate - Online | PROEA 102 | $1,499 🖥

Project Management is a continually growing field across many industries. Employers are looking for professionals who have the skills to oversee a project from start to finish in the most effective and efficient way possible. Employees of any specialty from assistants to directors can use and will benefit from project management skills in their day to day responsibilities.

		Spring	Summer	Fall
PROEA 102	Project Management Fundamentals Certificate - Online	•		•

PROJECT MANAGEMENT

Agile 101 for Business Professionals | PROEA 101 | $979 Ⓤ 🖥

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

		Spring	Summer	Fall
PROEA 101	Agile 101 for Business Professionals	•		•

Applied Project Management Certificate | PROEA 115 | $2,500 Ⓤ 🖥

This online certificate program introduces students to Project Management Institute (PMI)® principles and key concepts that form the foundation of the Project Management Professional (PMP)® and Certified Associate of Project Management (CAPM)® exams. The program is self-paced and fully online.

		Spring	Summer	Fall
PROEA 115	Applied Project Management Cert.	•	•	•

Advanced Project Management Certificate | PROEA 640 | $4,500 Ⓤ

This certificate program provides students with skill-focused, project management training. They receive this training through three classes including an online introduction to project management concepts, Guiding Organizational Change 2-day simulation and the Project Management Training Camp 2-day simulation. This program also includes (PMP)® exam prep that is offered by the Project Management Institute (PMI)®.

		Spring	Summer	Fall
PROEA 640	Advanced Project Management Cert.	•	•	•

Project Management Exam Preparation Classes

Whether you're looking for a class that's online or in-person, daytime or evening, Professional Education has a Project Management Professional (PMP)® certification and Certified Associate in Project Management (CAPM)® exam-prep course for you.

			Spring	Summer	Fall
PROEA 606	CAPM Exam Prep (3-day class held during the day)	$1,195	•	•	•
PROEA 644	PMP Exam Prep (5-day class held during the day)	$1,429	•	•	•
PROTA 107	Project Management Professional (PMP)® Certification Prep (6th Edition) - Online	$1,395	•	•	•

Individual Classes

			Spring	Summer	Fall
PROEA 643	Guiding Organizational Change (2-day simulation)	$1,595	•	•	•
PROEA 642	Project Management Training Camp (2-day simulation)	$1,595	•	•	•

Ⓤ Digital Badge 👥 Cohort Program ⑂ Acad. Ptr. Cert. 🖥 Online Cert.
Visit **proed.utah.edu** to view details of certificates and classes.

Our Classrooms
Your Launchpad

—

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

Sandy Center

One Sandy Center
10011 Centennial Parkway, Suite 100
Sandy, UT 84070

Conveniently located close to your work or home and near TRAX station, computer labs, and *free parking*.

Continuing Education Building

Research Park
540 Arapeen Dr.
Salt Lake City, Utah 84108

Completely renovated with the student experience in mind. At university off-campus sites, you'll find many benefits of main campus PLUS full computer lab facilities, and *free parking*.

Flexible Payment
Options
─────

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

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

Other Payment Assistance Options

- Professional Education's Installment plan allows students to split their tuition into 6 payments within a 6 month period, interest free.

- Many of our programs are VA / G.I. Bill, Air Force COOL, or MYCAA approved. Ask us about your program of interest.

- Our educational curriculum partners for the coding boot camps offer their own payment plans.

University of Utah Employee Tuition Benefit

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

For a complete list of tuition payment options and details, including the installment plan application, please visit proed.utah.edu and click on PAYMENT OPTIONS icon.

Certificate
Completion
Recognition
─────

Those completing certificate requirements receive the following acknowledgments:

- Official University of Utah Certificate of Completion

- Completed certificate will appear on official University of Utah transcripts

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

Find out more about Certificate Completion at the University of Utah by visiting **proed.utah.edu/badges**

PROFESSIONAL EDUCATION
THE UNIVERSITY OF UTAH

Professional Education

540 Arapeen Drive #210
Salt Lake City, Utah 84108
801.585.1780

One Sandy Center

10011 Centennial Parkway, Suite 100
Sandy, UT 84070
801.587.2520

AVAILABLE TO EVERYONE

NO APPLICATION

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