Innovation at Work
The difference between success and failure is often razor thin. Certification puts you and your organization firmly on the path to success. Our programs provide comprehensive training in numerous subjects that will increase your skills and boost your credentials.

One reason our programs are so powerful and trusted is because we constantly update and evolve our curriculum so that it complements breakthroughs in technology and immediately responds to the unique needs of today’s business and technology professionals and the organizations for which they work. The training is hands-on, laser-focused, and extremely flexible. Discover how an investment in business and technology training will pay an immediate and impressive return on investment. Enroll Today!

Professional Education seeks to support entry to mid-level professionals with valuable management certificate programs and courses. For more senior level leaders and rising executives, please see our program in partnership with the Eccles School of Business Executive Education. You can contact Executive Education at 801-581-5577.

Certificate Programs
The difference between success and failure is often razor thin. Certification puts you and your organization firmly on the path to success. Our programs provide comprehensive training in numerous subjects that will increase your skills and boost your credentials.

Public Courses
Find open-enrollment courses in subject areas that matter to today’s professionals, including technology courses. Our instructors, who have unparalleled working knowledge, teach the courses at convenient times in multiple locations for extremely affordable rates.

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

Academies
We have organized our offerings into nine academies, each with a distinct focus. Through the academies we offer certificate programs and courses that are designed to help members build professional knowledge and skills. Our academies also provide mentoring, coaching, networking, and other professional development opportunities.

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. We can help you leverage proven researchers from the University of Utah who are experts in their field.

Custom Training
Professional 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.

Test Preparation
The University of Utah’s Test Prep 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 renewal or industry recertification. Contact us 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.
Bussiness Management Academy

The Business Management Academy provides current and future business professionals with the knowledge, skills, and credentials to lead, manage, and succeed in competitive business environments. The Academy’s certificate programs open doors to a vast array of new opportunities and lead to peak individual and company performance. Participants who complete the requirements for each program receive a prestigious University of Utah Certificate.

Professional Management Certificate
Register for the full certificate (PROEA 400) at a discount: $1,349
This program provides participants with fundamental management training, preparing students to get the most out of their employees, teams, and organizations.

Required classes:
- PROED 303 – Conflict Resolution in the Workplace
- PROED 401 – Participative Management
- PROED 402 – Managing Performance Collaboratively
- PROED 403 – Building Teams of Trust, Collaboration and Results
- PROED 404 – Leading from a Position of Limited Power
- PROED 409 – Communicating with People and Teams

Advanced Professional Management Certificate
Register for the full certificate (PROEA 420) at a discount: $1,929
This advanced program offers powerful, skill-focused, management training. Classes are highly-engaging experiences that prepare students to lead, coach, manage, and build successful teams.
Required classes:
- PROED 301 – Organizational Planning
- PROED 325 – Talent Development
- PROEA 421 – Leading High Performing Teams – Simulation
- PROED 430 – Data Driven Decision Making
- PROED 760 – Appreciative Inquiry
- PROED 766 – Coaching for Success

Financial Management Certificate
Register for the full certificate (PROEA 100) at a discount: $1,349
Students in this program will walk away with an understanding of basic finance and accounting principles, and be introduced to financial analysis techniques and software.

Required classes:
- PROED 113 – Accounting and Budgeting for Fundamentals
- PROED 114 – Finance Fundmentals
- EDTEC 412 – Excel Level 1
- EDTEC 413 – Excel Level 2
- EDTEC 425 – QuickBooks Level 1
- EDTEC 426 – QuickBooks Level 2

Professional Bookkeeper Certificate
Tuition (PROEA 150): $1,699
This online program teaches students the full-charge bookkeeping process. Participants can earn the designation of Professional Bookkeeper (PB).

Required classes:
- PROEA 150 – Professional Bookkeeper Certificate Program - Online

Advanced Financial Management Certificate
Register for the full certificate (PROEA 120) at a discount: $1,149
Classes in this advanced program are engaging and collaborative experiences that prepare participants to lead, manage, analyze, and promote financial success.

Required classes:
- PROEA 121 – Building Finance Into Your Management Practices
- PROEA 122 – Managing Your Business Using Budgets and Financials
- PROED 303 – Conflict Resolution in the Workplace
- EDTEC 420 – Excel for Managers
- PROED 430 – Data Driven Decision Making
- PROED 701 – How to Write a Business Case

Professional Workplace Trainer Certificate
Register for the full certificate (PROEA 340) at a discount: $1,569
This program prepares students to manage, lead, and deliver training programs in any organization.

Required classes:
- PROED 308 – Organizational Training and Development
- PROED 720 – Effective Presentations
- PROED 722 – Skills for Workplace Trainers
- PROED 723 – Advanced Skills for Workplace Trainers
- PROED 725 – Facilitation Skills Development
- PROED 766 – Coaching for Success
- PROED 769 – Effective Curriculum Design

All courses are available on a custom basis if not found in our schedule; for more information, go to proed.utah.edu or call 801.585.1780
Business Communications Certificate
Register for the full certificate (PROEA 700) at a discount: $1,249

Students in this program will gain an understanding of basic business communication principles, skills, and techniques.

Required classes:
- PROED 700 – Writing for the Workplace
- PROED 701 – How to Write a Business Case
- PROED 708 – Writing Persuasive Proposals
- PROED 720 – Effective Presentations
- PROED 725 – Facilitation Skills Development
- PROED 727 – Dealing with Difficult Conversations

Communications Technology Certificate
Call us for pricing.

This program helps students understand how to communicate in a business environment using Microsoft Office and other technologies. This certificate is being revised for Spring semester.

Required classes:
- PROEA 711 – Technology at Work
- PROEA 712 – Communicating Effectively Using Technology
- We are developing four more classes that will be part of this certificate for Spring 2018.

Professional Sales Certificate
Register for the full certificate (PROEA 750) at a discount: $1,895

This program delivers industry-leading, fundamental, professional sales training, providing students with the motivation, knowledge, and skill-sets necessary to achieve exceptional sales results.

Required classes:
- PROEA 751 – Professional Sales Quick Start
- PROEA 752 – Building Success and Rapport
- PROEA 753 – Capturing Attention and Using Sales Tools
- PROEA 754 – Presenting and Closing the Sale
- PROEA 755 – Visualizing and Asking for More
- PROEA 756 – Prospecting and Managing Time
- PROEA 757 – Communicating and Questioning

Advanced Professional Sales Certificate
Tuition (PROEA 760): $4,500

Participants in this advanced program receive powerful, innovative, skill-focused, professional sales mentoring and 21 hours of one-on-one coaching, customized to their (or their organization’s) specific needs.

Required classes:
- PROEA 760 – Advanced Professional Sales Certificate Program

All courses are available on a custom basis if not found in our schedule; for more information, go to proed.utah.edu or call 801.585.1780
Human Resources Management Certificate

Register for the full certificate (PROEA 300) at a discount: $1,599

This entry-level HR certificate program provides those who plan to work, or currently serve, in HR management positions with targeted, powerful training.

Required classes:
• PROED 302 – Total Rewards
• PROED 303 – Conflict Resolution in the Workplace
• PROED 304 – Employment Law
• PROED 305 – Policies and Procedures for Human Resources
• PROED 306 – Employee Recruitment and Selection
• PROED 308 – Organizational Training and Development
• PROED 309 – Essentials of Human Resource Management
• PROED 402 – Managing Performance Collaboratively

Advanced Human Resources Management Certificate

Register for the full certificate (PROEA 320) at a discount: $2,095

This certificate program prepares students to serve in human resources leadership positions; it also prepares them to pursue a PHR or SHRM-CP credential.

Required classes:
• PROED 301 – Organizational Planning
• PROEA 321 – Human Resource Certification Exam Preparation Course
• PROEA 322 – Benefits and Compensation
• PROED 323 – Advanced Employment Law
• PROEA 324 – Labor and Employee Relations
• PROED 325 – Talent Development

Professional Certificate in Financial Planning • Tuition $3,900

We have partnered with the Department of Family and Consumer Studies to bring you a non-credit version of their popular Certified Financial Planner (CFP) program. This online program requires students to complete six semester-based courses that prepare them for a career in financial planning and for certification through the CFP board. Those who complete this program will receive a University of Utah Professional Certificate in Financial Planning.

Required classes:
• Financial Skills for Life
• Building Family Wealth
• Retirement Planning for Families
• Income Tax Planning for Families
• Protecting Family Wealth
• Financial Planning Capstone

This program requires an application for admission; potential students can find more information about the program at the following web address:

continue.utah.edu/proed/academy/certificate/financial-planning-certificate

Executive Assistant Certificate • Tuition $1,995

This online program prepares students to work as an Executive Assistant and achieve Microsoft Office Specialist (MOS) Master certification; participants receive a voucher to take the MOS Master Certification exam (a $120 value).

Required class:
• PROED 132 – Executive Assistant Certificate
Professional TESOL Certificate • Tuition $3,200

We have partnered with the Department of Linguistics to provide students with a non-credit version of their powerful Teaching English to Speakers of Other Languages (TESOL) program. This online program requires students to complete six semester-based courses that prepare them for a career in which they will help others learn English, the language of business. Those who complete this program will receive a University of Utah Professional TESOL Certificate.

Required classes:
• TESOL Introduction to the Study of Language
• World Englishes
• Introduction to English Grammar
• Cross Cultural Communication
• L2 Methodology (practical experience)
• Practicum

This program requires an application for admission; potential students can find more information about the program at the following web address:
continue.utah.edu/proed/academy/certificate/tesol-certificate

<table>
<thead>
<tr>
<th>BUSINESS MANAGEMENT ACADEMY</th>
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<tr>
<td>Accounting and Budgeting Fundamentals</td>
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<td>PROED 132-070  $1,995.00</td>
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<td>Professional Bookkeeper Certificate Program</td>
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<td>PROED 150-070  $1,699.00</td>
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All courses are available on a custom basis if not found in our schedule; for more information, go to proed.utah.edu or call 801.585.1780
PROJECT MANAGEMENT ACADEMY
The Project Management Academy offers multiple certificate programs for one of the fastest growing fields in the country, providing current and future project management professionals with the knowledge, skills, and credentials to lead, manage, and succeed in any type of project management environment. The training also prepares students to excel on the PMI®, CAPM®, and other certification exams. Participants who complete the requirements for each program will receive a prestigious University of Utah Certificate and will be prepared to pursue internationally recognized credentials through the Project Management Institute and other professional organizations.

Project Management Fundamentals Certificate
Register for the full certificate (PROEA 600) at a discount: $2,199
This program provides participants with insightful fundamental project management training and prepares students for the Certified Associate of Project Management (CAPM®) exam, which is a certification offered by the Project Management Institute (PMI®).

Required classes:
• PROEA 601 – Fundamentals of Project Management I
• PROEA 602 – Fundamentals of Project Management II
• EDTEC 421 – MS Project
• PROEA 603 – Project Risk Management
• PROEA 604 – Project Leadership, Teambuilding and Communication
• PROEA 606 – CAPM® Exam Preparation

Advanced Project Management Certificate
Register for the full certificate (PROEA 640) at a discount: $4,500
Students in this advanced program receive powerful, innovative, immediately-applicable, skill-focused, project management training in simulated environments that are so real, they even come with the stress! This program also prepares students for the Project Management Professional (PMP®) certification offered by the Project Management Institute (PMI®).

Required classes:
• PROEA 610 – Applied Project Management Certificate (Online)
• PROEA 642 – Project Management Training Camp (Simulation)
• PROEA 643 – Guiding Organizational Change (Simulation)
• PROEA 644 – PMP® Exam Preparation**

** PROEA 623, which is an online PMP® Exam Preparation course, is available as a substitute for the instructor-led version of this class.

PMP(®), CAPM(®), and PMI(®) are registered trademarks of the Project Management Institute.

All courses are available on a custom basis if not found in our schedule; for more information, go to proed.utah.edu or call 801.585.1780
Project Management Academy (cont)

Agile Project Management
Our Agile Project Management training programs are offered on a custom, on-demand basis for groups of eight or more. In these hands-on courses we teach the following concepts: Agile Fundamentals, User Authoring and Elaboration, Lean Agile Leadership, Kanban, Dev Ops, and the Scaled Agile Framework (SAFe®). We also offer Certified ScrumMaster (CSM®) and Agile Bootcamp workshops. Call us for details.

Online Lean Six Sigma Practitioner and Green Belt Certification • Tuition: $3,300
Our Green Belt program provides a thorough understanding of lean six sigma tools and processes. It prepares students to run Lean Six Sigma projects. Upon completion, students receive a University of Utah Lean Six Sigma Green Belt Certificate.

  Required Course:
  • PROEA 692 – Lean Six Sigma Green Belt Certificate (online)

Online Lean Six Sigma Black Belt Certification • Tuition: $5,300
This program is for those who are serious about earning a Lean Six Sigma Black Belt certification that is rigorous, relevant, flexible, and trusted in the marketplace. Upon completion of this program, students receive a University of Utah Lean Six Sigma Black Belt Certificate.

  Required Course:
  • PROEA 693 – Lean Six Sigma Black Belt Certificate (online)

Micro-certificates
These programs provide focused, self-paced, online training that will help students learn key concepts quickly and efficiently. They are also stackable, which means that they can add up to a larger certificate—in this case, students can complete all four micro-certificate programs and the online PMP® Exam Prep course (PROEA 623) to earn the Applied Project Management certificate. Upon completion of each micro-certificate program, students will receive an electronic badge that can be added to their social media accounts.

Project Management Fundamentals Plus—Micro-certificate • Tuition: $475
This online, self-paced program introduces students to terminology, life cycle concepts, and project leadership and team building.

  Required Class:
  • PROEA 631 – Project Management Fundamentals Plus

Triple Constraint Management—Micro-certificate • Tuition: $425
This online, self-paced program helps students understand the importance of effectively managing the scope, schedule and budget of a project.

  Required Class:
  • PROEA 632 – Triple Constraint Management

Quality, Risk and Procurement Management—Micro-certificate • Tuition: $425
This online, self-paced program helps students understand the importance of managing quality, risk, and procurement activities during projects.

  Required Class:
  • PROEA 633 – Quality, Risk and Procurement Management

Project Team Management—Micro-certificate • Tuition: $425
This online, self-paced program helps students understand how to build a team, communicate, and how to manage stakeholders.

  Required Class:
  • PROEA 634 – Project Team Management

All courses are available on a custom basis if not found in our schedule; for more information, go to proed.utah.edu or call 801.585.1780
PROJECT MANAGEMENT ACADEMY

Project Management Fundamentals Certificate

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Fundamentals of Project Management I

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Fundamentals of Project Management II

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Project Leadership, Teambuilding and Communication

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CAPM Exam Preparation

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Project Management Professional Exam Preparation - Online

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Project Management Fundamentals Plus - Micro-certificate

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Project Management Training Camp

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Guiding Organizational Change

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PMP Exam Preparation

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Lean Six Sigma Green Belt Certificate - Online

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Lean Six Sigma Black Belt Certificate - Online

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MS Project

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Triple Contraint Management - Micro-certificate

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Quality, Risk and Procurement Management - Micro-certificate

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Project Team Management - Micro-certificate

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<tbody>
<tr>
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</table>

PLEASE NOTE: The PMP and CAPM exams will be changing in January 2018 to align with the new PMBOK 6th Edition. The PMP and CAPM classes we list for Fall semester will be the final classes we offer under PMBOK 5th Edition. Register soon - seats are going fast!
After proudly serving the Utah nonprofit community for 12 years, Continuing Education will transition our support to others in the community who have the ability and passion to offer high quality educational opportunities to the nonprofit community, such as the Utah Nonprofit Association. Accordingly, effective January 2018, Continuing Education will discontinue all open enrollment offerings within the Nonprofit Academy of Excellence. We will continue to offer custom, nonprofit courses to groups of 10 or more upon special request. Our other open enrollment courses and programs will continue to be available to nonprofit professionals.

Nonprofit Academy for Excellence Certificate

Last chance to register for the Nonprofit Academy – Fall 2017

The Academy certificate and individual, open enrollment classes will be offered for the last time during the Fall semester 2017. New students are encouraged to enroll in the certificate for this fall but should be aware that all classes will need to be completed during the fall semester.

Professional Education remains committed to providing courses and certificates that build skills for professional development and continues to develop new programs designed for a wide variety of constituencies.

Required classes:
- PROED 301 – Organizational Planning
- PROED 401 – Participative Management
- PROED 501 – Foundations of the Nonprofit Sector
- PROED 503 – Nonprofit Fundraising Fundamentals
- PROED 521 – Creating Excellence in Nonprofit Boards
- PROED 524 – Nonprofit Tax and Legal Compliance
- PROED 529 – The Language of Finance for Nonprofit Leaders
“Our most important financial asset is our capacity to earn. If we don’t continually invest in our own PC (production capability), we severely limit our options.”

—Stephen R. Covey,
*The 7 Habits of Highly Effective People*, p. 55
DEGREE PLUS CERTIFICATE SERIES

Designed for those just beginning their professional careers, the Degree Plus Certificate Series opens up opportunities to today’s most in demand career fields.

Choose from numerous certificates in a variety of career areas. These programs maximize the value of your undergraduate degree, broaden your skill set and increase your competitiveness on the job market. Certificates can be completed in just one to two months, feature classroom-based instruction, and include personalized career coaching. Completed certificates are posted on University of Utah official transcripts.

Operations Analyst Certificate
(PROEA 850) • Tuition: $1,499

This certificate program will provide students with the skills and knowledge necessary to pursue a career as an operations analyst. Students will develop an understanding of both service and manufacturing environments. They will be introduced to key business concepts used by operations professionals including benchmarking, dashboards, lean manufacturing, quality control and key performance metrics and ERPs. Students will learn about how operations professionals play a critical role in helping organizations achieve and sustain profitability and growth. They will develop an understanding of the tools available for financial management and strategic decision making including P&L statements. The certificate includes a rich overview of the fundamentals of project management, process management as well as the communication, listening, and teamwork skills needed by operations professionals.
Instructional Design Certificate
(PROEA 855) • Tuition: $1,499
This certificate will provide students with an introduction to the skills and knowledge needed to pursue a career in instructional design. Topics covered include careers in ID, adult education and cognitive learning theory, ADDIE, AGILE/SAM, curriculum design, learning management systems, authoring tools and other educational technologies. The certificate also provides instruction on working with subject matter experts, conducting a needs analysis and review the basic tools and techniques used in instructional design. Accessibility, assessments and diagnostics will also be covered. Finally business skills for instructional designers such as working in teams and project management will be discussed with guest speakers and a final capstone project will incorporate all learning objectives in a real-life ID project.

Data Analysis for the Modern Workforce
(PROEA 860) • Tuition: $1,499
This certificate program will provide students with the skills and knowledge necessary to pursue careers in data analysis. This includes 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 who complete this certificate program will have the ability to manipulate, and utilize large data sets to make business decisions. Students will understand where and how data is stored and ways to access data. Using excel, they will develop skills to model data, preparing visual presentations, and delivering conclusions personalized for key stakeholders. The program will culminate with a capstone project in which the student will work with a large dataset and build a presentation they can share.

Digital Communication Tools for the Creative Professional Certificate
(PROEA 865) • Tuition: $1,499
Part of the Degree Plus Certificate Series, this certificate will provide students with the skills and tools necessary to add value to almost any career field. Using the standard-setting Adobe suite of digital communication tools, students will investigate today’s most popular digital tools including Photoshop, InDesign, Acrobat Pro, and Dreamweaver. Additionally, students will be introduced to one of Adobe’s newest products, Experience XD which focuses on user experience design. The certificate will incorporate Agile Scrum processes throughout the experience and focus on principles of Design Sprint in particular. Dreamweaver, Photoshop and InDesign will all be taught to the Adobe Certified Associate standards enabling students to immediately take the Associates exam for these prestigious industry credentials. To finish the certificate, students will complete a capstone project which will utilize the full certificate content.

Content Marketing and Content Management Certificate
(PROEA 870) • Tuition: $1,499
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 to connect an organization with its audience, plan and distribute content across multiple channels and use analytics to refine your content strategy and measure its success. They will create a content marketing plan for a brand and harness social media tools harness tools. They will leverage digital technology to support your company mission and manage customer conversations across channels.

Find out more about the Degree Plus Certificate Series at degreeplus.utah.edu | degreeplus@utah.edu
The Public Service Professionals Academy provides current and future public service professionals with the knowledge, skills, and credentials to lead, manage, and succeed in government and related public service environments. Participants who complete the requirements for each program will receive a prestigious University of Utah Certificate.

Certified Municipal Clerks Institute
The UMCIA provides instruction in the areas of public administration, interpersonal and organizational dynamics, and current issues and strategies specific to the clerks profession. Three years of attendance (120 hours) at the UMCIA are required in order to apply for certification as a Certified Municipal Clerk (CMC), a distinction granted by the International Institute of Municipal Clerks (IIMC). These need not be consecutive years. Other requirements include membership in the IIMC.

Required class:
• PROED 821 – Utah Municipal Clerks Institute

Master Municipal Clerks Academy
The UMCIA provides an advanced continuing education program that includes both rigorous educational and professional contribution components to prepare participants to perform complex municipal duties and earn certification as a Master Municipal Clerk (MMC). Like the CMC designation, the MMC is granted by the International Institute of Municipal Clerks (IIMC). Those seeking the MMC designation must hold a CMC and be in good standing, as well as demonstrate that they have actively pursued professional education and skill development activities.

Required class:
• PROED 820 – Utah Municipal Clerks Academy

Master Municipal Clerks Professional Day
This program is for clerks who have already received their MMC or Master Municipal Clerk certification. It is designed to help them receive up-to-date information on topics related to their careers.

Required Class:
• PROED 825 - Master Municipal Clerks Professional Development Day

Public Treasurers Academy
This program provides a three-year rotating curriculum, information, and material that qualify participants for the Certified Public Finance Administrator (CPFA) certification awarded by APT US&C. Participants gain helpful knowledge for their specific work environments and find opportunities to network with other public treasurer and finance professionals.

Required class:
• PROED 841 – Public Treasurers Academy

Public Service Professionals Academy
PROED 841-007 MTWThF, Oct 9-13 9:00 AM-5:00 PM SANDY

All courses are available on a custom basis if not found in our schedule; for more information, go to proed.utah.edu or call 801.585.1780
HEALTH PROFESSIONS ACADEMY

The Health Professions Academy provides current and future professionals with valuable knowledge, skills, and credentials in many different healthcare careers. Participants who complete the requirements for each program will receive a prestigious University of Utah Certificate. These programs are all online and were developed for busy professionals who would prefer to achieve certification at their own pace.

Sports Nutrition and Performance Certificate • Online • Tuition: $1,195

Advanced nutritional education program for personal trainers.

Required classes:
- PROEA 201 – Nutrition and You: Functional Foods
- PROEA 202 – Weight Management and Nutrition in the Lifecycle
- PROEA 203 – Introduction to Sports Nutrition and Performance
- PROEA 204 – Public Nutrition and Wellness Education

Personal Fitness Trainer Certificate • Online • Tuition: $1,495

Students receive the knowledge and skills necessary to achieve Personal Trainer certification and be prepared to pass the Personal Training Certification Exam offered by the American Council on Exercise (ACE).

Required classes:
- PROEA 206 – Introduction to Exercise Science – Level I
- PROEA 207 – Introduction to Exercise Science – Level II
- PROEA 208 – Health Risk Profiles and Fitness Assessment Techniques
- PROEA 209 – Business Administration and Management Aspects for PTs
- PROEA 210 – Designing Exercise Prescriptions

Advanced Personal Fitness Trainer Certificate • Online • Tuition: $895

This program provides advanced education for previously certified Personal Trainers.

Required classes:
- PROEA 213 – Nutrition Analysis and Management
- PROEA 214 – Functional Flexibility, Core, and Balance Training
- PROEA 215 – Resistance/Weight Training Techniques

Medical Office Manager Certificate • Online • Tuition: $3,795

This program provides training in medical billing, medical administrative assisting, and electronic health records software management. It also prepares students to earn the Certified Medical Administrative Assistant and Certified Electronic Health Records Specialist credentials after graduation. Those who complete this program will receive a University of Utah Medical Office Manager certificate.

Required class:
- PROEA 219 – Medical Office Manager Certificate

Healthcare Information Solutions Certificate • Online • Tuition: $3,795

Graduates of this program will be ready to earn CompTIA A+, Certified Medical Administrative Assistant (CMAA), and Certified Electronic Health Record Specialist (CEHRS) credentials—the tuition includes vouchers to take these exams ($570 value).

Required class:
- PROEA 220 – Healthcare Information Solutions Certificate

All courses are available on a custom basis if not found in our schedule; for more information, go to proed.utah.edu or call 801.585.1780
Medical Coding and Billing Certificate • Online • Tuition: $3,495
This program provides the skills necessary to begin a career as a medical coder and prepares participants to pass the Certified Coding Associate (CCA) Exam offered by the American Health Information Management Association (AHIMA).
Required class:
• PROEA 221 – Medical Coding and Billing Certificate

Medical Transcription Editing Certificate • Online • Tuition: $2,995
This program trains participants to begin a career as a medical transcriptionist/editor and prepares them to pursue healthcare documentation credentialing through the Association for Healthcare Documentation Integrity (AHDI).
Required class:
• PROEA 222 – Medical Transcription Editing Certificate

Medical Administrative Assistant with EHR • Online • Tuition: $2,595
Participants receive hands-on training with ezEMRx software, an industry-standard, government—certified EHR software platform, giving them vital experience that employers need. Those who complete the program will also be prepared to pass the Certified Medical Administrative Assistant and Certified Electronic Health Record Specialist Exam.
Required class:
• PROEA 225 – Medical Administrative Assistant with EHR

Pharmacy Technician Training Certificate • Online • Tuition: $2,995
This program provides exactly the skills necessary to begin a career as a pharmacy technician. Those who complete the program will receive the Pharmacy Technician Certificate and will be prepared to pass the Pharmacy Technician Board (PTCB) Exam.
Required class:
• PROEA 224 – Pharmacy Technician Training Certificate

We also offer combinations of the Medical Coding, Billing, Transcription Editing, and Pharmacy Technician programs at a discount. Please visit our website for more details.

Veterinary Assistant Certificate • Online • Tuition: $1,995
This program 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. Those who complete the program will receive a University of Utah Veterinary Assistant Certificate.
Required Class:
• PROEA 226 – Veterinary Assistant Certificate
End-of-Life Care Micro-certificate • Tuition: $1,750
This micro-certificate program is a collaboration between the Gerontology Interdisciplinary Program in the College of Nursing and Professional Education and is designed to guide participants to a better understanding of death’s many dimensions and to become more knowledgeable and wiser about end of life issues, whether for personal or professional reasons. Upon completion, students will be awarded a University of Utah digital badge.

Required Classes:
• Interdisciplinary Approach to End-of-Life/Palliative Care
• Death Dying and Bereavement

This program requires an application for admission; potential students can find more information about the program at proed.utah.edu.

Caring for the Aging Population Micro-certificate • Tuition: $1,750
This micro-certificate program is a collaboration between the Gerontology Interdisciplinary Program in the College of Nursing and Professional Education. This two-course micro-certificate provides you with an opportunity to deepen your knowledge of the role of the caregiver and sharpen your skills as a care provider. Whether you work in a clinical setting, long-term care services, hospice or care for a family member at home, these courses will heighten your awareness of patient needs and desires. Upon completion, students will be awarded a University of Utah digital badge.

Required Classes:
• Caregiving and Aging Families
• Geriatric Care Management Clinical Issues

This program requires an application for admission; potential students can find more information about the program at proed.utah.edu.

Yoga Teacher Training Certificate • Tuition: $1,875
This certificate is offered in collaboration with Exercise and Sport Science Fitness in the Kinesiology Department in the College of Health. This non-credit certificate will prepare students to become a yoga instructor. The certificate courses meet the Yoga Alliance 200 hour teacher training requirements for Registered Yoga Teacher credential (RYT). The curriculum includes the following topics: history and purpose of yoga study, energies and philosophies of yoga study, anatomy and physical practice of yoga, yoga as a business and the teaching of Yoga. At the end of the training, students will be prepared to apply their new skills and knowledge to teach others. Upon completion, students will be awarded a University of Utah digital badge.

Required Classes:
• Yoga Teacher Training 1
• Yoga Teacher Training 2
• Yoga Teacher Training 3

This program requires an application for admission; potential students can find more information about the program at proed.utah.edu.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Code</th>
<th>Delivery</th>
<th>Cost</th>
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<td>PROEA 200-070</td>
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<td>Nutrition and You: Functional Foods - Online</td>
<td>PROEA 201-030</td>
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<td>$299</td>
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<td>Weight Management &amp; Nutrition in the Lifecycle</td>
<td>PROEA 202-030</td>
<td>ONLINE</td>
<td>$299</td>
</tr>
<tr>
<td>Introduction to Sports Nutrition &amp; Performance</td>
<td>PROEA 203-030</td>
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<td>$299</td>
</tr>
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<td>Public Nutrition and Wellness Education</td>
<td>PROEA 204-030</td>
<td>ONLINE</td>
<td>$299</td>
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<td>Personal Fitness Trainer Certificate - Online</td>
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<td>Introduction to Exercise Science - Level 2 (Exercise Physiology)</td>
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<td>ONLINE</td>
<td>$299</td>
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<tr>
<td>Health Risk Profiles and Fitness Assessment Techniques</td>
<td>PROEA 208-030</td>
<td>ONLINE</td>
<td>$299</td>
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<tr>
<td>Business Administration and Management Aspects for Personal Trainers</td>
<td>PROEA 209-030</td>
<td>ONLINE</td>
<td>$299</td>
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<tr>
<td>Designing Exercise Prescriptions for Normal/Special Populations</td>
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<td>ONLINE</td>
<td>$299</td>
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<td>Advanced Personal Fitness Trainer Certificate</td>
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<tr>
<td>Nutritional Analysis and Management</td>
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<td>ONLINE</td>
<td>$299</td>
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<tr>
<td>Functional Flexibility, Core, and Balance Training - Online</td>
<td>PROEA 214-030</td>
<td>ONLINE</td>
<td>$299</td>
</tr>
<tr>
<td>The Science and Biomechanics of Resistance/Weight Training Techniques</td>
<td>PROEA 215-030</td>
<td>ONLINE</td>
<td>$299</td>
</tr>
<tr>
<td>Pharmacy Technician with Healthcare Administration and Billing Certificate</td>
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<td>ONLINE</td>
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<tr>
<td>Pharmacy Technician with Healthcare Administration Certificate</td>
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<tr>
<td>Pharmacy Technician with Healthcare Billing Certificate</td>
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<tr>
<td>Medical Office Manager Certificate</td>
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<td>PROEA 220-070</td>
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</table>

All courses are available on a custom basis if not found in our schedule; for more information, go to proed.utah.edu or call 801.585.1780
## HEALTH PROFESSIONS ACADEMY - CONTINUED

<table>
<thead>
<tr>
<th>Program</th>
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<td>Medical Coding and Billing Certificate - Online</td>
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<td>Medical Transcription Editing Certificate - Online</td>
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<tr>
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<td>ONLINE</td>
<td>$1,995</td>
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</tbody>
</table>

“Combine your natural ability with a mission to help people and you will have a rich, fulfilling life.”

—Bryan Krahn, Professional Coach and Writer
for a complete listing of Technology Education classes and to register, go to edtech.utah.edu or call 801.581.6061
The Web Design and Development Academy provides current and future web professionals with the knowledge, skills, and credentials to design and develop websites. Participants who complete the requirements for each program will receive a prestigious University of Utah Certificate.

**Web Design Tools Certificate**

*Register for the full certificate (PROTA 200) at a discount: $2,499*

This entry-level program provides participants with powerful, fundamental web design training in the creation of static web sites.

**Required classes:**
- EDTEC 452 – Photoshop Level 1
- EDTEC 453 – Photoshop Level 2
- EDTEC 457 – Illustrator Level 1
- EDTEC 458 – Illustrator Level 2
- EDTEC 459 – HTML5/XHTML Coding
- EDTEC 475 – Cascading Style Sheets Level 1
- EDTEC 476 – Cascading Style Sheets Level 2
- EDTEC 468 – Web Design: An Integrated Approach

We are in the process updating this certificate to better serve you in the current job market. We will be adding new classes for Spring 2018. Please visit our website for the most current information.

**NEW**

Students must submit an application and meet minimum qualifications to be accepted into The Coding Boot Camp or the Web Development Program.

**The Coding Boot Camp**
- **Part-time**
- **Evening**
- **Tuition: $9,500**

Effective websites contain a great user experience and back-end functionality. Being able to design and implement both could be what sets you apart from other developers. Our part-time, full-stack, flex course (two evenings and Saturday mornings for 24 weeks) is designed to give you the skills you need to become a full-stack developer as you continue working your day job. This is a career change program that will help you attain entry-level coding skills.

**Required class:**
- PROTA 250 – Web Development Certificate Program

**Web Development Program**
- **Full-time**
- **Day-time**
- **Tuition: $9,995**

Coding skills are the most demanded across all types of careers and professions; full-stack web development skills dominate the pay scale and employer desirability. University of Utah Professional Education is excited to bring our students a full-time (8:00 a.m. to 5:00 p.m., M-F, 11 weeks) Web Development Certificate Program, powered by DevPoint Labs. DevPoint Labs was founded by University of Utah graduates as the first full-stack development program in the state. This is a career change program that will help you attain entry-level coding skills.

**Required class:**
- PROTA 255 – Web Development Certificate Program

All courses are available on a custom basis if not found in our schedule; for more information, go to proed.utah.edu or call 801.585.1780
Digital Marketing Certificate Programs:
Professional Education has partnered with the Digital Marketing Institute, which has certified digital professionals in over 60 countries, to bring our students the highest quality online Digital Marketing training. Participants learn from world-class digital marketing experts; each certificate is validated by representatives from leading digital giants, including Google, Twitter, Facebook, Microsoft and Ebay. Our certificates equip students with in-demand digital marketing skills they need to be successful in a digitally driven marketplace. Those who successfully complete these programs receive an internationally and industry—recognized digital marketing credential and a University of Utah Certificate.

Certified Digital Marketing Professional
The Digital Marketing Certificate is an online in-depth program created and validated by digital marketing industry specialists. Students learn the essentials of digital marketing, including: Search, Social Media, PPC, Email Marketing, Analytics, Mobile, Strategy, Planning, and more.

Required Class:
- PROTA 240 – Digital Marketing Certificate  
  Tuition: $1,965

Certified Digital Sales Professional
Whether selling B2B or B2C, our online Digital Sales Certificate will equip students with the skills they need to drive more sales, and increase their on—target earnings every time. Students learn to integrate key digital practices into their selling techniques, and to measure and iterate the success of their digital selling strategy.

Required Class:
- PROTA 241 – Digital Sales Certificate  
  Tuition: $1,965

We also offer the following three Specialist Certificates:

- PROTA 242 - Certified Digital Marketing Specialist - Social  
  Tuition: $2,455
- PROTA 243 - Certified Digital Marketing Specialist - Search  
  Tuition: $2,455
- PROTA 245 - Certified Digital Marketing Specialist - Strategy & Planning  
  Tuition: $2,455
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<td>Certified Digital Marketing Specialist - Strategy &amp; Planning</td>
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<td>The Coding Bootcamp</td>
<td>PROTA 250</td>
<td>24 Weeks</td>
<td>Evenings/Saturdays</td>
<td>SANDY</td>
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<td>$9,995</td>
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<tr>
<td>Web Development Program - Powered by DevPoint Labs</td>
<td>PROTA 255</td>
<td>11 Weeks</td>
<td>M-F</td>
<td>8:00 AM-5:00 PM</td>
<td>SLC</td>
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<td>Photoshop Level 1</td>
<td>EDTEC 452-001</td>
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</tbody>
</table>
The job market is constantly moving. Stay ahead of the game with a new micro-certificate from the University of Utah.

With our new series of micro-certificates, Professional Education at the University of Utah can help you expand your opportunities for a new career or job advancement. Fast, focused, and credible, micro-certificates provide targeted curriculum in numerous topics that can often be completed in one to three months.

FAST.
Micro-certificates are the fastest way to boost your knowledge and upgrade your resume. With class times designed to accommodate the schedules of busy working professionals, most micro-certificates can often be completed in one to three months.

FOCUSED.
Micro-certificates are designed to help professionals gain competency in a specific set of job skills. Our Professional Education team works with employers to determine today’s most sought-after skills, then develops a focused curriculum to provide a powerful tool for your next interview or salary negotiation.

CREDIBLE.
Upon completion of a micro-certificate, you will be awarded with a digital badge that can be shared on social media sites such as LinkedIn and Facebook—giving you an effective method to instantly promote your new credentials and communicate your advanced abilities.

Current micro-certificates available through Professional Education include:

- End-of-Life Care
- Caring for the Aging Population
- Triple Constraint Management
- Project Management Fundamentals Plus
- Project Team Management
- Quality, Risk and Procurement Management
SCALE THE SILICON SLOPES: LEARN TO CODE

Full-time and part-time options for you to jump-start your career.

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.

Full-Stack Web Development
November 6, 2017 - January 26, 2017
M-F 9:00 AM-5:00 PM
Church & State, Salt Lake City

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 program for students and working professionals.

The Coding Boot Camp
September 11 2017 - February 28, 2018
MW or TTh 6:30-9:30 PM
AND S 10:00 AM-2:00 PM
University of Utah Sandy Center
THE U BUILDS LEGAL PROFESSIONALS!
A wide range of careers, including healthcare, engineering, human resources, real estate, and more, demands expertise in a variety of legal subjects. Whether a student works in a legal office and wants to advance their career, or needs to learn the legal side of their chosen profession, Professional Education offers the legal certification they need to take them to the next level. Individuals may use this program to enhance their abilities, skills, and résumés.

Our Legal Professions certificate programs are developed for busy professionals, who want the flexibility of an online format, but prefer a little more structure than a fully self-paced program. Each course is designed to be completed during a seven-week session; students are not required to attend scheduled classes, but they will receive regular assignments to guide them through these programs.

We offer the following certificates:

- **PROEA 801 - Advanced Paralegal Certificate**
  Tuition: $1,800
  ONLINE

- **PROEA 802 - Legal Nurse Consultant Training Certificate**
  Tuition: $895
  ONLINE

- **PROEA 803 - Employment Law Certificate**
  Tuition: $729
  ONLINE

- **PROEA 804 - Intellectual Property Law for Engineers Certificate**
  Tuition: $645
  ONLINE

- **PROEA 805 - Legal Secretary Certificate**
  Tuition: $645
  ONLINE

- **PROEA 807 - Victim Advocacy Certificate**
  Tuition: $645
  ONLINE

We will offer two online sections for each certificate. Section 070 runs from August 21-October 6 and section 071 runs from October 16-December 1.

Those looking for a Paralegal program should contact our partner program at Weber State University.

Students looking for an Alternative Dispute Resolution or Mediation program should contact the University of Utah Department of Communication at 801-585-9662.

All courses are available on a custom basis if not found in our schedule; for more information, go to proed.utah.edu or call 801.585.1780
The University of Utah is the leader in Professional and Test Preparation. Our classes give you the tools to boost your confidence and perform well.

Graduate Admissions
When it comes to graduate school test preparation, there are hundreds of paths you can take, so it’s vital that you choose your route carefully. Turns out, the best course of action is to take the best course. You’ll find everything you need to succeed through The University of Utah test prep courses, including experienced instructors that help you every step of the way. Working in study groups, you’ll take practice tests and learn test-taking strategies that give you the confidence necessary to navigate the twists and turns of the tests and that are proven to provide a measured increase in your test scores.

Available classes:
- PREP 100 – LSAT Prep Course
- PREP 200 – GMAT Prep Course
- PREP 300 – GRE Prep Course

Professional Certifications
We offer the following courses that are designed to prepare students to achieve professional certification or credentialing.

Available Classes:
- PROEA 321 – Human Resource Certification Exam Preparation Course
- PROEA 606 – CAPM® Exam Preparation
- PROEA 623 – PMP® Exam Preparation – Online
- PROEA 644 – PMP® Exam Preparation

PLEASE NOTE: The PMP and CAPM exams will be changing in January 2018 to align with the new PMBOK 6th Edition. The PMP and CAPM classes we list for Fall semester will be the final classes we offer under PMBOK 5th Edition. Register soon - seats are going fast!
### Professional and Test Preparation

#### LSAT Prep Course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<td>PREP 100-002</td>
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<td>AND</td>
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<td>TTh, Aug 22-Sep 14</td>
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<td>WEB L102</td>
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<tr>
<td>PREP 100-004</td>
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<td>9:00 AM-1:15 PM</td>
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<td>PREP 100-005</td>
<td>TTh, Oct 17-Nov 21</td>
<td>6:00-9:15 PM</td>
<td>WEB 2250</td>
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#### GMAT Prep Course

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<td>PREP 200-003</td>
<td>TTh, Aug 29-Sep 28</td>
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<tr>
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#### GRE Prep Course

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<td>PREP 300-003</td>
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<td>PREP 300-005</td>
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<td>WEB 1230</td>
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<td>PREP 300-006</td>
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<td>WEB 2230</td>
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#### CAPM Exam Preparation

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<tbody>
<tr>
<td>PROEA 606-007</td>
<td>TTh, Oct 3-5</td>
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#### PMP Exam Preparation - Online

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<tr>
<td>PROEA 623-030</td>
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<td>ONLINE</td>
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#### Human Resource Certification Exam Preparation Course

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<td>PROEA 321-007</td>
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#### PMP Exam Preparation

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<td>8:00 AM-5:00 PM</td>
<td>SANDY</td>
<td>$1,429</td>
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</table>
MAXIMIZE THE VALUE OF YOUR DEGREE

With a career-accelerating, noncredit certificates designed to build on the valuable foundation of your degree.

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+ Backed by the University of Utah
+ Personalized career coaching
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degreeplus.utah.edu

Annex, Salt Lake City
(Professional Education: 801-585-1780)
1901 East South Campus Drive
Salt Lake City, Utah 84112

Sandy
(801-587-2520)
One Sandy Center
10011 Centennial Parkway, Suite 100
Sandy, UT 84070