On Top Of Your Game
Certification 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.

University of Utah Professional Education (ProEd) is the premier, trusted, professional education provider in the western United States. Our academies, certificate programs, and classes provide students with the essential knowledge and skills to succeed in today’s fast-paced business world. Certificates from the University of Utah carry significant weight and give recipients a competitive advantage as they build their professional careers.

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.
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.
BUSINESS 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 Fundamentals
• EDTEC 412 – Excel Level 1
• EDTEC 413 – Excel Level 2
• EDTEC 425 – QuickBooks Level 1
• EDTEC 426 – QuickBooks Level 2

Professional Bookkeeper Certificate
Register for the full certificate (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

For descriptions of Professional and Technology classes, individual course pricing, and for registration, go to proed.utah.edu or call 801.585.1780
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

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

Register for the full certificate (PROEA 710) at a discount: $1,792

This program helps students understand how to communicate in a business environment using Microsoft Office and other technologies.

Required classes:
• EDTEC 410 – PowerPoint Level 1
• EDTEC 411 – PowerPoint Level 2
• EDTEC 412 – Excel Level 1
• EDTEC 413 – Excel Level 2
• EDTEC 415 – Word Level 1
• EDTEC 416 – Word Level 2
• PROEA 711 – Technology at Work
• PROEA 712 – Communicating Effectively Using Technology

For descriptions of Professional and Technology classes, individual course pricing, and for registration, go to proed.utah.edu or call 801.585.1780
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
Register for the full certificate (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

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 – SHRM-CP and PHR 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:
• FCS 350 – Financial Skills for Life
• FCS 551 – Building Family Wealth
• FCS 552 – Retirement and Benefit Planning for Families
• FCS 553 – Income Tax Planning for Families
• FCS 554 – Protecting Family Wealth
• FCS 555 – 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:
• LING 120 – TESOL Introduction to the Study of Language
• LING 322 – World Englishes
• LING 350 – Introduction to English Grammar
• LING 360 – Cross Cultural Communication
• LING 581 – L2 Methodology (practical experience)
• LING 582 – 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
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<th>Location</th>
<th>Duration</th>
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<td>Labor and Employee Relations</td>
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<td>Data Driven Decision Making</td>
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<td>Writing for the Workplace</td>
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<td>How to Write a Business Case</td>
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<td>Writing Persuasive Proposals</td>
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<td>Effective Presentations</td>
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Great teams have an expectation of personal competence; they hire for it, they nurture it.

— Gostic and Elton, The Orange Revolution, p.40
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 PMP®, 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

Applied Project Management Certificate
Register for the full certificate (PROEA 610) at a discount: $2,500
This online 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 curriculum was developed for busy professionals, who would prefer to pursue a certificate in a fully self-paced format.

Required classes:
• PROEA 610 – Applied Project Management Certificate (Online)*
  *This program includes our online PMP® Exam Preparation course

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 – PMI® Exam Preparation**
  ** PROEA 623, which is an online PMI® 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.

For descriptions of Professional and Technology classes, individual course pricing, and for registration, 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
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Code</th>
<th>Schedule</th>
<th>Location</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Fundamentals of Project Management I</td>
<td>PROEA 601-007</td>
<td>T, Jan 17-24 6:00-9:00 PM</td>
<td>SANDY</td>
<td>$249.00</td>
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<tr>
<td>Fundamentals of Project Management II</td>
<td>PROEA 602-007</td>
<td>T, Feb 21-28 6:00-8:30 PM</td>
<td>SANDY</td>
<td>$249.00</td>
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<td>Project Risk Management</td>
<td>PROEA 603-007</td>
<td>T, Feb 21 9:00 AM-4:00 PM</td>
<td>SANDY</td>
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<tr>
<td>Project Leadership, Teambuilding and Communication</td>
<td>PROEA 604-007</td>
<td>T, Mar 21 TBA</td>
<td>SANDY</td>
<td>$249.00</td>
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<tr>
<td>CAPM Exam Preparation</td>
<td>PROEA 606-007</td>
<td>TWTh, Feb 28-Mar 2 9:00 AM-5:00 PM</td>
<td>SANDY</td>
<td>$1,195.00</td>
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<tr>
<td>Applied Project Management Certificate</td>
<td>PROEA 610-070</td>
<td>ONLINE</td>
<td></td>
<td>$2,500.00</td>
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<tr>
<td>Project Management Fundamentals</td>
<td>PROED 611-030</td>
<td>ONLINE</td>
<td></td>
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<tr>
<td>Project Management Professional Exam Preparation - Online</td>
<td>PROEA 623-030</td>
<td>ONLINE</td>
<td></td>
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<tr>
<td>Project Management Fundamentals Plus - Micro-certificate</td>
<td>PROEA 631-070</td>
<td>ONLINE</td>
<td></td>
<td>$475.00</td>
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<tr>
<td>Triple Constraint Management - Micro-certificate</td>
<td>PROEA 632-070</td>
<td>ONLINE</td>
<td></td>
<td>$425.00</td>
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<tr>
<td>Quality, Risk and Procurement Management - Micro-certificate</td>
<td>PROEA 633-070</td>
<td>ONLINE</td>
<td></td>
<td>$425.00</td>
</tr>
<tr>
<td>Project Team Management - Micro-certificate</td>
<td>PROEA 634-070</td>
<td>ONLINE</td>
<td></td>
<td>$425.00</td>
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<tr>
<td>Advanced Project Management Certificate</td>
<td>PROEA 640-070</td>
<td>ONLINE</td>
<td></td>
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<tr>
<td>Project Management Training Camp</td>
<td>PROEA 642-041</td>
<td>TWTh, Jan 17-19 8:00 AM-5:00 PM</td>
<td>SANDY</td>
<td>$1,595.00</td>
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<tr>
<td>Project Risk Management</td>
<td>PROEA 642-042</td>
<td>TWT, Mar 7-9 8:00 AM-5:00 PM</td>
<td>SANDY</td>
<td>$1,595.00</td>
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<td>Guiding Organizational Change</td>
<td>PROEA 643-041</td>
<td>WThF, Jan 25-27 8:00 AM-5:00 PM</td>
<td>SANDY</td>
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<td>Guiding Organizational Change</td>
<td>PROEA 643-042</td>
<td>TW, Apr 11-12 8:00 AM-5:00 PM</td>
<td>SANDY</td>
<td>$1,595.00</td>
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<tr>
<td>PMP Exam Preparation</td>
<td>PROEA 644-041</td>
<td>MTWThF, Jan 30-Feb 3 8:00 AM-5:00 PM</td>
<td>SANDY</td>
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<tr>
<td>Lean Six Sigma Green Belt Certificate - Online</td>
<td>PROEA 692-070</td>
<td>ONLINE</td>
<td></td>
<td>$3,300.00</td>
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<tr>
<td>Lean Six Sigma Black Belt Certificate - Online</td>
<td>PROEA 693-070</td>
<td>ONLINE</td>
<td></td>
<td>$5,300.00</td>
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<td>MS Project</td>
<td>EDTEC 421-007</td>
<td>W, Feb 1 9:00 AM-4:00 PM</td>
<td>SANDY 103</td>
<td>$249.00</td>
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<tr>
<td>Quality, Risk and Procurement Management - Micro-certificate</td>
<td>PROEA 633-070</td>
<td>ONLINE</td>
<td></td>
<td>$425.00</td>
</tr>
</tbody>
</table>
NONPROFIT ACADEMY FOR EXCELLENCE
This Academy offers a meeting place for professionals to share ideas, strategize, and build relationships that last beyond the classroom. The core strategy of the Nonprofit Academy is to enhance professionalism among those engaged in the nonprofit sector.

Nonprofit Academy for Excellence Certificate
Register for the full certificate (PROEA 500) at a discount: $1570
In these interactive classes, participants practice key nonprofit concepts and apply strategies to their own circumstances as well as build powerful relationships with other nonprofits. Those who complete the program will receive the prestigious University of Utah Nonprofit Academy for Excellence Certificate.

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

Micro-certificates
Our Nonprofit Academy Micro-certificates provide intensive, relevant training to help nonprofit managers and teams raise funds, encourage giving and generate revenues. Upon completion of each program, students will receive an electronic badge that can be added to their social media accounts.

Grant Writing Essentials Micro-certificate • Tuition $595
This 3-day intensive program prepares participants to conceive, create, and implement an ethical grant-funded project that supports the mission and vision of their organization.

Required class:
• PROED 540 – Nonprofit Fundraising - Grant Writing Essentials Micro-certificate
**Individual Giving Essentials Micro-certificate • Tuition $595**
This program prepares students to understand the role that individual giving plays in a balanced fundraising program; it also provides participants with strategies for developing and retaining individual donors.

Required classes:
- PROED 507 – Major Gifts
- PROEA 551 – How to Raise Funds from Individuals
- PROEA 553 – Planned Giving and Endowments

**Nonprofit Marketing Essentials Micro-certificate • Tuition $695**
This 3-day intensive course helps students understand essential strategies and tools to launch or improve a marketing plan for a nonprofit organization.

Required class:
- PROED 520 – Nonprofit Marketing Essentials Micro-certificate

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**NONPROFIT ACADEMY FOR EXCELLENCE**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
<th>Fee</th>
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<td>PROED 301-007</td>
<td>Organizational Planning</td>
<td>Th, Jan 26</td>
<td>9:00 AM-4:00 PM</td>
<td>SANDY</td>
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<td>PROED 401-007</td>
<td>Participative Management</td>
<td>Th, Feb 9</td>
<td>9:00 AM-4:00 PM</td>
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<tr>
<td>PROED 501-007</td>
<td>Foundations of the Nonprofit Sector</td>
<td>Th, Jan 12</td>
<td>9:00 AM-4:00 PM</td>
<td>SANDY</td>
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<tr>
<td>PROED 503-007</td>
<td>Fundraising Fundamentals for Nonprofits</td>
<td>Th, Feb 16</td>
<td>9:00 AM-4:00 PM</td>
<td>SANDY</td>
<td>$249.00</td>
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<td>PROED 507-007</td>
<td>Major Gifts</td>
<td>W, Apr 19</td>
<td>9:00 AM-4:00 PM</td>
<td>SANDY</td>
<td>$249.00</td>
</tr>
<tr>
<td>PROED 520-007</td>
<td>Nonprofit Marketing Essentials Micro-certificate</td>
<td>Th, Mar 30</td>
<td>9:00 AM-4:00 PM</td>
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<tr>
<td>PROEA 550-070</td>
<td>Nonprofit Fundraising - Individual Giving Essentials Micro-certificate</td>
<td>W, Apr 19</td>
<td>9:00 AM-4:00 PM</td>
<td>AND</td>
<td>$595.00</td>
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<tr>
<td>PROEA 551-007</td>
<td>How to Raise Funds from Individuals: Developing a Strategic Pipeline</td>
<td>W, May</td>
<td>9:00 AM-1:00 PM</td>
<td>SANDY</td>
<td>$129.00</td>
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</tbody>
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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 Class

**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 Class

**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

**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 Class

**PUBLIC SERVICE ACADEMY**

**Utah Municipal Clerks Institute**
- PROED 821-001 MTWThF, Mar 20-24 8:30 AM-5:00 PM SLC UTAH $400.00

**Utah Municipal Clerks Academy**
- PROED 820-001 WThF, Mar 22-24 8:30 AM-5:00 PM SLC UTAH $300.00
- PROED 820-075 MTWThF, Mar 20-24 8:30 AM-5:00 PM SLC UTAH $400.00

**Master Municipal Clerks Professional Development Day**
- PROED 825-001 Th, Mar 23 8:30 AM-5:00 PM SLC UTAH $100.00

For descriptions of Professional and Technology classes, individual course pricing, and for registration, 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 health care 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.

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
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

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: $1,995
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 call us for details.

Advanced Cardiac Life Support Certificate • Online • Tuition: $261.25
This program is based on the American Heart Association guidelines and does not require skill testing. The study guide covers the 10 core cases of the ACLS provider manual. Those who complete the program will receive the Advanced Cardiac Life Support Certificate. The certification course and exam offers eight continuing education credits and four continuing education credits for recertification.

Required class:
• PROEA 230 – Advanced Cardiac Life Support Certificate

For descriptions of Professional and Technology classes, individual course pricing, and for registration, go to proed.utah.edu or call 801.585.1780
Pediatric Advanced Life Support Certificate • Online • Tuition: $261.25
The PALS certification is based on the latest American Heart Association Instructor Manual with input from licensed and certified physicians trained in pediatric/neonatal emergency care. Upon completion of the exam participants will receive the Pediatric Advanced Life Support Certificate and are awarded eight CEUs for certification and four CEUs for recertification.

Required class:
• PROEA 231 – Pediatric Advanced Life Support Certificate

Neonatal Resuscitation Program (NRP) Certificate • Online • Tuition: $261.25
The NRP is reviewed by certified physicians and offers certification for those in neonatal care. It is based on the current standards of the American Association of Pediatrics and the American Heart Association. Participants who complete the program will receive their certificate and be awarded eight continuing education credits for certification and four for recertification.

Required class:
• PROEA 232 – Neonatal Resuscitation Program

Basic Life Support Certificate • Online • Tuition: $90.25
This certification provides the most common entry-level rescue training. The course is written and maintained by licensed and certified physicians and is based on the latest American Heart Association guidelines for CPR and ECC. Upon completion, participants receive their certificate and will be awarded four continuing education credits for certification and two for recertification.

Required class:
• PROEA 233 – Basic Life Support Certificate
### The Science and Biomechanics of Resistance/Weight Training Techniques
**PROEA 215-030 ONLINE** $299.00

### Pharmacy Technician with Healthcare Administration and Billing Certificate - Online
**PROEA 216-070 ONLINE** $3,995.00

### Pharmacy Technician with Healthcare Administration Certificate - Online
**PROEA 217-070 ONLINE** $3,795.00

### Pharmacy Technician with Healthcare Billing Certificate - Online
**PROEA 218-070 ONLINE** $3,795.00

### Medical Office Manager Certificate
**PROEA 219-070 ONLINE** $3,795.00

### Healthcare Information Solutions Certificate - Online
**PROEA 220-070 ONLINE** $3,795.00

### Medical Coding and Billing Certificate - Online
**PROEA 221-070 ONLINE** $3,495.00

### Medical Transcription Editing Certificate - Online
**PROEA 222-070 ONLINE** $2,995.00

### Medical Billing Certificate - Online
**PROEA 223-070 ONLINE** $2,995.00

### Pharmacy Technician Training Certificate - Online
**PROEA 224-070 ONLINE** $1,995.00

### Medical Administrative Assistant with EHR Certificate
**PROEA 225-070 ONLINE** $2,595.00

### Veterinary Assistant Certificate - Online
**PROEA 226-070 ONLINE** $1,995.00

### Advanced Cardiac Life Support Recertification - Online
**PROEA 230-070 ONLINE** $261.25
**PROEA 230-071 ONLINE** $166.25

### Pediatric Advanced Life Support Certificate - Online
**PROEA 231-070 ONLINE** $261.25
**PROEA 231-071 ONLINE** $166.25

### Neonatal Resuscitation Program Certificate - Online
**PROEA 232-070 ONLINE** $261.25
**PROEA 232-071 ONLINE** $166.25

### Basic Life Support Certificate - Online
**PROEA 233-070 ONLINE** $90.25
**PROEA 233-071 ONLINE** $61.75
IT PROFESSIONALS ACADEMY
The IT Professionals Academy provides current and future Information Technology professionals with the knowledge and credentials to build skills, keep ahead of the competitive curve, and succeed in a rapidly changing IT environment. The Academy offers an extensive selection of certifications with flexible course offerings in both online and instructor-led formats to work with IT professionals’ busy schedules. Participants who complete the requirements for each program will be prepared to pass exams and receive industry leading credentials.

This Academy prepares students to receive credentials in:

Cisco Certifications – Online
The demand for professionals who have the skills and training needed to manage and maintain networks continues to grow. Cisco certified professionals bring increased productivity and lower costs to their organization. A Cisco Certified Network Associate (CCNA) or Professional (CCNP) certification reassures employers that the skills of their network administrator are valid and up to date for existing and emerging technologies.

We provide training for the following Cisco certifications:

- TESPC 120 – CCNA Routing and Switching  
  Tuition: $2,495
- TESPC 121 – CCNA Security  
  Tuition: $2,995
- TESPC 122 – CCNA Collaboration  
  Tuition: $2,995
- TESPC 123 – CCNP Routing and Switching  
  Tuition: $3,995
- TESPC 124 – CCNP Security  
  Tuition: $4,495
- TESPC 125 – CCNP Collaboration  
  Tuition: $4,995
- TESPC 126 – CCNA/CCNP Routing and Switching  
  Tuition: $4,495
- TESPC 130 – CCNA Data Center  
  Tuition: $2,995
- TESPC 140 – Cisco All Access Professional  
  Tuition: $5,995

Microsoft Certifications – Online
Most corporations run Microsoft products on their servers and on their desktop computers, which makes Microsoft certifications valuable in the business world. The Microsoft Certified Solutions Associate (MCSA), Expert (MCSE), and Technology Specialist (MCTS) certifications are industry standards which are recognized worldwide and which can help open doors to potential job opportunities. Professional Education offers the courses to prepare for your Microsoft Certification exams.

We provide training for the following Microsoft certifications:

- TESPC 150 – Microsoft All Access Professional  
  Tuition: $4,995
- TESPC 151 – MCSA Windows Server 2012  
  Tuition: $2,995
- TESPC 152 – MCSA Windows  
  Tuition: $2,495
- TESPC 153 – MCSA SQL Server  
  Tuition: $1,799
- TESPC 154 – MCSA/MCSE Windows  
  Tuition: $3,995
- TESPC 155 – MCSE Communications Technologies  
  Tuition: $3,495
- TESPC 156 – MCTS Training  
  Tuition: $2,995

Our “All Access” professional certificates provide one year of access to all of our online Cisco, Microsoft or Cyber Security courses.

Cyber Security Certifications – Online
You may be the only person between a malicious hacker and your company’s confidential information. According to the FCC, each cyber-attack costs small- and medium-sized businesses approximately $200,000. Protect your valuable data resources with Cyber Security Certificate training from the University of Utah. Understand the policy and management security issues,

For descriptions of Professional and Technology classes, individual course pricing, and for registration, go to proed.utah.edu or call 801.585.1780
while using current tools and techniques to secure enterprise networks.

We provide training for the following Cyber Security certifications:

- TESPC 160 – Cyber Security All Access Professional  
  **Tuition:** $5,995
- TESPC 161 – Certified Ethical Hacker  
  **Tuition:** $2,995
- TESPC 162 – Certified Info Systems Security Prof.  
  **Tuition:** $2,495
- TESPC 163 – Cyber Security First Responder  
  **Tuition:** $2,995

Information Technology Infrastructure Library (ITIL) – Online

Get an introduction to the lifecycle of managing IT services to deliver to business expectations. Completion of this course positions you to successfully complete the associated ITIL® certification exam required for entry into the future ITIL® intermediate-level training courses. This course will cover five core disciplines: Service Strategy, Service Design, Service Transition, Service Operation, and Continual Service Improvement, which represent a service lifecycle framework that further enhances alignment to the business while demonstrating business value and ROI and enabling IT to solve specific operational needs.

We provide the following ITIL Training:

- TESPC 100 – IT Infrastructure Library (ITIL)  
  **Tuition:** $1,995

CompTIA Certifications – Online

This pre-recorded, instructor-led, self-paced online program includes courses in A+, Network+, and Security+ with a focus on CompTIA exam preparation. In the CompTIA A+ course, gain basic computer hardware and operating systems knowledge, essential principles of installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, and preventative maintenance. The CompTIA Network+ course provides essential networking skills giving the foundation you need to manage, maintain, troubleshoot, install, operate, and configure basic network infrastructure. The Security+ course prepares you for certification in system security, network infrastructure, cryptography, assessments, and audits.

We provide training for the following CompTIA certificate program:

- TESPC 110 – CompTIA All Access Technology  
  **Tuition:** $1,995

Linux Professional Institute

Our Linux Professional Institute certification is a distribution-neutral (LPI) program that focuses on managing and maintaining Linux of all flavors (Debian, Ubuntu, Slackware, Red Hat, etc.).

LPI is committed to the development of a global standard in Linux certification. Our instructor-led, hands-on program (taught in our on-campus labs) incorporates this standard, which is widely recognized and endorsed and has met the strict requirements of independent certification authorities.

We provide training for the following LPIC certifications:
Junior Level Linux Professional (LPIC-1)
Register for the full certificate (PROTA 501) at a discount: $3,595
• EDTEC 511 – Linux LPIC-1 Exam Prep Course 1
• EDTEC 512 – Linux LPIC-1 Exam Prep Course 1

Advanced Level Linux Professional (LPIC-2)
Register for the full certificate (PROTA 502) at a discount: $3,595
• EDTEC 513 – Linux LPIC-2 Exam Prep Course 1
• EDTEC 514 – Linux LPIC-2 Exam Prep Course 2

IT Skills Certificate
Register for the full certificate (PROTA 510) at a discount: $4,295
Professional Education at the University of Utah offers the IT Skills Certificate to keep you up-to-date. This six-course University of Utah certificate program gives you the hands-on training you need to better manage and maintain your ever-changing IT responsibilities.

Required classes:
• EDTEC 520 – PHP Level 1
• EDTEC 521 – PHP Level 2
• EDTEC 527 – Java Programming Language Part 1
• EDTEC 528 – Java Programming Language Part 2
• EDTEC 534 – MySQL Level 1
• EDTEC 535 – MySQL Level 2

Additional IT Professional Courses
• EDTEC 465-001 – FileMaker Pro Level 1
• EDTEC 466-001 – FileMaker Pro Level 2

Due to the breadth of classes offered in this academy, not all course descriptions are listed here. Please visit our website for descriptions, dates, times, and pricing for all IT Professionals Academy classes.

<table>
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<tr>
<th>IT PROFESSIONALS ACADEMY</th>
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<tr>
<td>Linux LPIC-1 Exam Prep Course 1</td>
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<td>CompTIA+ Certificate</td>
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<td>TESPC 111-070 ONLINE</td>
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<td>TESPC 112-070 ONLINE</td>
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For descriptions of Professional and Technology classes, individual course pricing, and for registration, go to proed.utah.edu or call 801.585.1780
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<td>Cyber Security All Access Professional Certificate</td>
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<td>TESPC 161-070</td>
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<td>Certified Information Systems Security Professional (CISSP) Certificate</td>
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<td>CompTIA Cyber Security First Responder (CFR) Certificate</td>
<td>TESPC 163-070</td>
<td>ONLINE</td>
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</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 in our Project Management Academy include:

- Nonprofit Fundraising - Individual Giving Essentials
- Nonprofit Fundraising – Grant Writing Essentials
- Nonprofit Marketing Essentials
- Triple Constraint Management
- Project Management Fundamentals Plus
- Project Team Management
- Quality, Risk and Procurement Management
APPLE TRAINING ACADEMY

The Apple Training Academy provides current and future information technology and business professionals with the knowledge, skills, and credentials to support and manage an OS X/iOS business environment. Participants who complete the requirements for each program will receive a prestigious University of Utah Certificate.

Apple Certified Support Professional (ACSP)

Using Apple Certified Curriculum, this program provides an in-depth exploration of troubleshooting on Mac OS X. Participants explore the breadth of functionality of Mac OS X and the best methods for effectively supporting users of Mac OS X systems. Students who complete the course receive a certificate and those who pass the Support Essentials Exam (offered through the Academy for an additional fee) receive designation as an Apple Certified Support Professional.

Required class:
• EDTEC 620 – Mac OS X Support Essentials

Students can register for the full certificate (PROTA 100), which includes the cost of the exam, at a discount: $1,699

The University of Utah Apple Training Academy is the only Apple Authorized Training Center in Utah!
Apple Server 5 Certification

Apple Server 5 Certification is a three-day program designed to give technical coordinators and entry-level system administrators the skills, tools, and knowledge to implement and maintain a network that uses Apple Server 5. The program is a combination of lectures and hands-on exercises that provide real-world experience. Students who successfully complete this program will receive Apple Server 5 Certification from the University of Utah.

Required classes:
• PROTA 110 - Apple Server 5 Certification  Tuition: $1,499

Apple Certified Professional – Final Cut Pro X

This program provides participants with hands-on experience in Final Cut Pro X, a revolutionary video editing application that makes it possible for beginners and seasoned professionals to achieve stunning video production results. Multiple software features—from basic editing tools to powerful, advanced, video production techniques—will be covered. Participants who complete the program receive a certificate and those who pass the Final Cut Pro Exam (offered through the Academy for an additional fee) receive designation as an Apple Certified Professional – Final Cut Pro X.

One of the following classes are required
• EDTEC 692 – Final Cut Pro 1

Students can register for the full certificate (PROTA 120), which includes the cost of the exam, at a discount: $1,699

APPLE TRAINING ACADEMY

Apple Server 5 Certification

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<tr>
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<th>Tuition</th>
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<td>TWTh, Mar 21-23</td>
<td>ANNEX 2182</td>
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<td>Mac OS X El Capitan Support Essentials 10.11</td>
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<tr>
<td>EDTEC 620-001</td>
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<td>Final Cut Pro</td>
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<tr>
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<td>Th, Jan 12-May 4</td>
<td>M LI 1110</td>
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</table>

Come take your Apple certification exams with us! We offer exams for all Apple IT and Pro Applications. Call us for details or to schedule your exam!
For a complete listing of Technology Education classes and to register, go to edtech.utah.edu or call 801.581.6061
WEB DESIGN AND DEVELOPMENT ACADEMY
The Web Design and Development Academy provides current and future web professionals with the knowledge, skills, and credentials to design and develop websites, and to make an immediate impact in the ultra-competitive, ever-changing internet environment. 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 455 – Dreamweaver Level 1
• EDTEC 456 – Dreamweaver Level 2
• EDTEC 468 – Web Design: An Integrated Approach

Advanced Web Design Certificate
Register for the full certificate (PROTA 220) at a discount: $1,849
This advanced program provides web designers with the skills to create sophisticated, professional websites with complex graphics, front-end interactivity.

Required classes:
• EDTEC 532 – JavaScript Level 1
• EDTEC 454 – Photoshop Level 3
• EDTEC 469 – Dreamweaver Advanced
• EDTEC 478 – Responsive Web Design
• EDTEC 460 – HTML5 / CSS Advanced
• EDTEC 474 – Search Engine Optimization

Advanced Web Development Certificate
Register for the full certificate (PROTA 230) at a discount: $3,999
Participants in this advanced program receive the skills necessary to complete their potential as dynamic website developers with a mastery of back-end web technology. Web developers will advance their abilities by learning to develop and maintain a MySQL database, use PHP to connect databases to websites, and expand Dreamweaver’s capabilities to query databases through PHP and JavaScript.

Required classes:
• EDTEC 469 – Dreamweaver Advanced
• EDTEC 520 – PHP Level 1
• EDTEC 521 – PHP Level 2
• EDTEC 532 – JavaScript Level 1
• EDTEC 534 – MySQL Level 1
• EDTEC 535 – MySQL Level 2
• EDTEC 460 – HTML5 / CSS Advanced
New 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.

Digital Marketing Certificate
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

Digital Sales Certificate
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 four Specialist Certificates:
• PROTA 242 - Social Media Marketing Certificate  Tuition: $2,455
• PROTA 243 - Search Marketing Certificate  Tuition: $2,455
• PROTA 244 - Mobile Marketing Certificate  Tuition: $2,455
• PROTA 245 - Digital Strategy and Planning Certificate  Tuition: $2,455
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<th><strong>WEB DESIGN AND DEVELOPMENT ACADEMY</strong></th>
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<tr>
<td>Digital Marketing Certificate</td>
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<td>PROTA 240-070 ONLINE $1,965.00</td>
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<td>Digital Sales Certificate</td>
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<td>PROTA 241-070 ONLINE $1,965.00</td>
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<td>Social Media Marketing Certificate</td>
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<td>PROTA 244-070 ONLINE $2,455.00</td>
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<td>EDTEC 503-001 TWTh, Mar 28-30 9:00 AM-5:00 PM ANNEX 2182 $999.00</td>
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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
- **PROEA 802 - Legal Nurse Consultant Training Certificate**
  - Tuition: $895
- **PROEA 803 - Employment Law Certificate**
  - Tuition: $729
- **PROEA 804 - Intellectual Property Law for Engineers**
  - Tuition: $645
- **PROEA 805 - Legal Secretary Certificate**
  - Tuition: $645
- **PROEA 807 - Victim Advocacy Certificate**
  - Tuition: $645

We will offer two online sections for each certificate. Section 070 runs from January 10 - February 25 and section 071 runs from March 6 - April 21.

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.
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
The University of Utah offers the best graduate test prep courses available on the market, which 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 Certification
Through our relationship with Professional Education, we offer the following courses that are designed to prepare students to achieve professional certification or credentialing.

Available Classes:
- PROEA 321 – SHRM-CP and PHR Exam Preparation Course
- PROEA 606 – CAPM® Exam Preparation
- PROEA 623 – PMP® Exam Preparation – Online
- PROEA 644 – PMP® Exam Preparation

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

Bountiful
(801-581-8821)
75 E. 200 So.
Bountiful, Utah 84010

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

The University of Utah Test Prep classes have been helping students excel on their admittance exams for more than two decades. The classes give you all the tools you need to boost your confidence and perform well.