

PROFESSIONAL EDUCATION

FOR YOU. FOR YOUR ORGANIZATION.



Real knowledge.
Real skills.

SEPTEMBER – DECEMBER 2009

 CONTINUING
EDUCATION
THE UNIVERSITY OF UTAH

www.proed.utah.edu

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CHANGE IS DIFFICULT, BUT COMPLACENCY AND STAGNATION ARE SHOWSTOPPERS

Professional Education at The University of Utah gives you and your organization a solid strategy for action through accredited professional learning experiences and diverse training options. Don't get left behind because you fail to act. It's time to get out there, work hard, and upgrade your skills. And here's a secret, Professional Education makes it easy to make positive changes. Most classes qualify for CEUs/PDUs for professional license renewal or recertification.

Academies and Institutes

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

Certificate Programs

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

Consulting Services

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

Custom Training

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

On-Demand

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

Public Courses

Competitive tuition rates, online classes, expert instructors, convenient class times, accessible locations, and relevant topics – all designed with the working professional in mind.

Register today! (801) 585-1780 or

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

HARD KNOCK LIFE

Do you hear that commotion? It's the banging and rattle of the economy and the increasing racket about employment figures. But if you listen carefully, you'll hear that the noise is the sound of opportunity knocking. In the coming months, there'll be continued clatter, but there will also be tremendous opportunities. Organizations looking to increase market share, bolster fundraising, and gain new revenue sources will find plenty of new options. Individuals looking to switch careers or rise to positions of leadership will have ample opportunities to do so.

The key is preparation. By increasing your knowledge and skills through Professional Education classes and certificate programs, you will be ready to fling open the door when opportunity knocks.

For more information visit
www.proed.utah.edu

visit our website www.proed.utah.edu

PROFESSIONAL CERTIFICATES

Administration Certificate

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

Advanced Human Resources Management Certificate

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

Customer Service Certificate

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

Finance & Accounting Certificate

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

Fire Service Leadership Academy

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

Human Resources Management Certificate

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

Law Enforcement Leadership Certificate

Where current and emerging law enforcement leaders develop the skills they need to inspire at all levels.

Leadership & Management Certificate

Learn everything you need to know about getting the most out of your employees, and how to lead them to success.

Mastering the Business of Technology Certificate

Address the business challenges confronting managers and technology professionals in high-tech organizations.

Nonprofit Academy for Excellence Certificate

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

Personal Fitness Trainer Certificate

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

Personal Nutrition, Health, and Wellness Certificate

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

Professional Workplace Trainer Certificate

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

Project Management Excellence Certificate

Learn tools and techniques for effective and agile project management.

Project Management Professional (PMP)

Project Management Professional (PMP) certification exam preparation.

Student-Directed Study Certificates

Design your own certificate program and increase the specific skills and knowledge needed to benefit your career. Call us at 801-585-1780 to discuss your options.

soarcery

(sôr' sə-rē), noun

The use of seemingly supernatural powers to provide effective leadership that works like magic to make organizations take off and fly. Soarcery skills are cultivated through Professional Education training.

Try it in a sentence: The only explanation for another profitable quarter is that Angela is using soarcery.

COURSE INFORMATION

PROFESSIONAL EDUCATION

Brown Bag Series: Guiding Organizational Change

Do you want to make organization changes faster with greater employee commitment, less organization disruption, less resistance to change, and achieve more with every organizational change? Organizations don't change. People change. In the intense dedication of trying to make organizational changes succeed, it is easy to forget that until the people change, nothing does.

995-007 • T, Sep 29 • 11:30 AM-12:30 PM

LOCATION: 9875 S 240 W • Sandy

FEE: \$5

INSTRUCTOR: Denis Petersen

FINANCE & ACCOUNTING

Accounting & Budgeting for Non Accounting Managers

This course is an introduction to managerial and financial accounting with the accounting formula including debits and credits, accounting terms, definitions, financial ratios, operating and capital budgets, SEC, regulatory and industry reporting, and creating a financial plan and budget. There is also a discussion of financial systems and accounting irregularities of the recent past, internal controls, internal and external audits and fraud and embezzlement. Endorsed by the national Purchasing Managers Association – Utah (NAPM UTAH).

113-005 • Th, Oct 8 • 9:00 AM-5:00 PM

LOCATION: 5282 S 320 W Ste D110 • Murray

FEE: \$189 + \$10 special fee

INSTRUCTOR: Royce B. Stephens

Finance for Non-Financial Managers I

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

related to this topic visit the Professional Education Certificate Programs page. Endorsed by NAPM UTAH.

111-005 • S, Nov 7 • 9:00 AM-1:00 PM

LOCATION: 5282 S 320 W Ste D110 • Murray

FEE: \$109 + \$10 special fee

INSTRUCTOR: Jerry L. Basford

Finance for Non-Financial Managers II

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

112-005 • S, Nov 14 • 9:00 AM-1:00 PM

LOCATION: 5282 S 320 W Ste D110 • Murray

FEE: \$109 + \$10 special fee

INSTRUCTOR: Jerry L. Basford

HUMAN RESOURCES MANAGEMENT

Human Resources Management Certificate Program

The importance and complexity of managing human resources has grown over the years, as have the opportunities for employment in this exciting area of management. Recognizing these changes, Professional Education at the U of U has developed a program to assist individuals and organizations in improving the value they contribute to their business success from a human resource management (HRM) perspective. Designed for the entry-level person and approved through the Human Resource Certification institute (HRCI), the Human Resource Management Certificate program provides the knowledge you need to develop effective practices for an ever-changing, complex workplace.

300-007 • F, Oct 2-Nov 13 • 9:00 AM-5:00 PM

LOCATION: 9875 S 240 W • Sandy

FEE: \$1,275 + \$50 special fee

INSTRUCTORS: Jerry R. Benson, Jill E. Carter, Pamela S. Gardiol, Corper James, Kimberly Kniveton, George Myers, and Patrick Leary

Essentials of Human Resource Management

This course is designed to provide foundation to the practice of Human Resource management, provide a broad overview of it's emergence and status as a profession, explore some of the distinctions of public/private HR management, and explore current challenges, trends and issues within today's work environment.

309-007 • F, Oct 2 • 9:00 AM-12:30 PM

LOCATION: 9875 S 240 W • Sandy

FEE: \$109 + \$10 special fee

INSTRUCTOR: Patrick Leary

Policies and Procedures for Human Resources

Policies and procedures can serve many important purposes but they can also create and perpetuate risk if not properly administered. Learn the advantages and disadvantages, as well as the goal of good HR policies and procedures. For additional courses related to this topic, visit the Professional Education Certificate Programs page.

305-007 • F, Oct 2 • 1:30-5:00 PM

LOCATION: 9875 S 240 W • Sandy

FEE: \$109 + \$10 special fee

INSTRUCTOR: George Myers

Employee Recruitment and Selection

Students will learn the benefits of using criterion-based employee selection and the step by step process of how to use criterion-based employment interviews effectively. For additional courses related to this topic, visit the Professional Education Certificate Programs page.

306-007 • F, Oct 9 • 9:00 AM-5:00 PM

LOCATION: 9875 S 240 W • Sandy

FEE: \$189 + \$10 special fee

INSTRUCTOR: Kimberly Kniveton

Employment Law

Learn what rights employees have in the work environment, which laws are triggered by company size, all about pre-employment inquiries, the definition of illegal discrimination, and, perhaps most importantly, how to guard against lawsuits and complaints. You will also learn the latest developments in employment law, primarily the significant new changes to the Americans with Disabilities Act (ADA) and Family Medical Leave Act (FMLA). During these difficult economic times, it is more important than ever for employers to understand legal obligations and avoid any potential financial liability.

304-007 • F, Oct 16 • 9:00 AM-5:00 PM

LOCATION: 9875 S 240 W • Sandy

FEE: \$189 + \$10 special fee

INSTRUCTOR: Corper James

Total Rewards

Compensation and benefits programs need to reflect today's changing business landscape and unprecedented organizational challenges. Study total compensation and rewards programs that address a range of monetary and non-monetary options for employees that extend beyond salary compensation and benefits. Learn how to integrate total compensation packages with other basic human resource functions, including recruitment, performance contributions, development, and retention.

302-007 • F, Oct 23 • 9:00 AM-5:00 PM

LOCATION: 9875 S 240 W • Sandy

FEE: \$189 + \$10 special fee

INSTRUCTOR: Jill E. Carter

Managing Performance Collaboratively

Employees in today's work environment expect to have a voice in planning their performance goals. The more people are involved in shaping their performance in alignment with the organization's goals, the greater ownership they have in shaping their own and the organization's success. This session will look at the types of leadership that foster collaborative goal setting. We will examine how to create an organizational environment that draws the best from people, and how system-thinking leadership allows collaborative behavior to go beyond individual goal setting to organizational performance integration. We will look at organic performance feedback systems, performance contracting and performance improvement plans.

402-007 • F, Oct 30 • 9:00 AM-5:00 PM
LOCATION: 9875 S 240 W • Sandy
FEE: \$189 + \$10 special fee
INSTRUCTOR: Pamela S. Gardiol

Negotiation and Conflict Resolution

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

303-007 • F, Nov 6 • 9:00 AM-5:00 PM
LOCATION: 9875 S 240 W • Sandy
FEE: \$189 + \$10 special fee
INSTRUCTOR: Jerry R. Benson

Organizational Training & Development

One of Human Resources' key roles is ensuring that people have the knowledge and skills needed to perform their job responsibilities. Designing a process that ensures employee competence, confidence and performance ownership has several important steps. This course will examine the basics of organizational development as it relates to: assessing performance problems tied to knowledge and skill gaps; developing an infrastructure to ensure training addresses the core issues rather than symptoms; and, designing a variety of competency interventions, such as cross-functional KSA development, systems-thinking, communities of practice, education highways, learning organizations, and evaluation methodologies. Participants will also learn how to best tap into internal and external resources to provide a holistic training program. This session will also facilitate lessons-learned and application strategies for knowledge gained throughout the entire HRM Certificate Program, although it may be taken as an individual course. For additional courses related to this topic, please visit the Professional Education Certificate Programs page.

308-007 • F, Nov 13 • 9:00 AM-5:00 PM
LOCATION: 9875 S 240 W • Sandy
FEE: \$189 + \$10 special fee
INSTRUCTOR: Pamela S. Gardiol

See also:

Brown Bag Series, page 4

LEADERSHIP & MANAGEMENT

Strategic Planning for Organizations

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

301-005 • W, Oct 14 • 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: \$189 + \$10 special fee
INSTRUCTOR: Kirk Wessel

Collaborative Leadership

In this course you'll learn the principles of collaborative leadership including how collaborative leaders create innovative cultures that foster increased productivity, profitability, and effectiveness. We'll discuss how to develop and lead an environment of collaborative communication and how to use the collaborative leadership model to meet today's organizational challenges. We'll also discuss how to implement the model into your organization using practical steps to create a work place where people love to contribute their best work and the functional processes to capture and implement the best new ideas.

More Course info on page 8

quiptonite

(kwip'tōn-īt), noun

A witty or offhand remark intended to lighten up a business meeting that instead saps all life and energy from the room.

Try it in a sentence: We were about to have a breakthrough in our brainstorming session until Kenny tossed in the quiptonite with his comments about the boss' new haircut.

401-005 • W, Nov 4 • 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: \$189 + \$10 special fee
INSTRUCTOR: Pollyanna Pixton

See Also:

Brown Bag Series, page 4

Employment Law, page 5

Managing Performance Collaboratively, page 6

Negotiation and Conflict Resolution, page 6

NONPROFIT & FUND DEVELOPMENT

Foundations of the Nonprofit Sector

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

501-005 • W, Sep 23 • 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: \$179 + \$10 special fee
INSTRUCTOR: Nancy M. Winemiller-Basinger

Special Nonprofit Accounting Topics I

In this course, you'll learn about accounting and reporting issues on revenues that are unique to nonprofits, including revenue recognition issues for contributions, understanding the impact of donor restrictions on reporting contributions, reconciling temporarily and

permanently restricted net assets, and accounting for multi-year promises to give, in-kind contributions and contributed services, and special events and sponsorships.

522-005 • W, Sep 30 • 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: \$179 + \$10 special fee
INSTRUCTOR: Christine B. Arthur

Creating Excellence in Nonprofit Boards

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

521-005 • T, Oct 6 • 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: \$179 + \$10 special fee
INSTRUCTOR: Phyllis B. Hockett
NOTE: Class capacity is limited. Nonprofit Academy participants are given priority; based on a first come, first served basis.

Special Nonprofit Accounting Topics II

In this course, you'll learn about accounting for joint costs of activities that include fundraising, methods of accounting for and allocating expenses to functional areas, methods of allocating overhead, accounting for investments and returns on investment portfolios, split interest agreements, endowment accounting, and agency transactions. You'll also receive an update on current developments in nonprofit accounting and reporting.

523-005 • W, Oct 7 • 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: \$179 + \$10 special fee
INSTRUCTOR: Christine B. Arthur

Fundraising Fundamentals for Nonprofits

Fundraising Fundamentals is a survey class that covers the principles of fundraising for nonprofit organizations and the essential elements of healthy fundraising programs. Participants will understand that fundraising is a process and will know the steps to the process. Topics include: (1) definitions of different kinds of contributions; (2) the role of volunteers and the board in fundraising; (3) the fundraising cycle (4) how to develop a broad base of prospects and donors; (5) developing an integrated fundraising program (6) creating a development plan; (7) goal-setting, evaluation, and reporting.

503-005 • Th, Oct 15 • 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: \$179 + \$10 special fee
INSTRUCTOR: Lisa A. Arnette

Your Nonprofit Organization and the Community

Learn to lead your organization by looking at the outside environment and building relationships with key stakeholders that are external to the organization but critical to its long-term success. We'll discuss the role of the leader in selling the vision, raising funds, building and maintaining relationships with external stakeholders, and communicating effectively with multiple audiences (media, stakeholders, etc.). We'll work together to scan and analyze the greater environment to help you understand your 'big picture' and incorporate a systems view to inform decisions – both internal and external. You'll also gain an understanding of government and the role of advocacy, and how to identify related opportunities and take action.

541-005 • W, Oct 21 • 9:00 AM-5:00 PM
 LOCATION: 5282 S 320 W Ste D110 • Murray
 FEE: \$179 + \$10 special fee
 INSTRUCTOR: Fraser Nelson

Volunteer Management for Nonprofits: Retaining, Recruiting and Reviewing

In this class, you'll learn the role of volunteers and the volunteer manager and how to analyze whether your organization needs volunteers. You'll learn recruitment, screening, and selection techniques. We'll also discuss the legal risks and considerations, job descriptions, and how to supervise and motivate your volunteers. Lastly, we'll discuss how to evaluate your volunteer management practices.

562-005 • Th, Nov 5 • 9:00 AM-5:00 PM
 LOCATION: 5282 S 320 W Ste D110 • Murray
 FEE: \$179 + \$10 special fee
 INSTRUCTOR: Stanley N. Penfold

Grant Writing

Grantsmanship is part of a process that identifies and cultivates partnerships between your nonprofit organization and potential donors. Learn different ways to present a compelling needs statement. Practice writing goals and objectives that create a foundation for the other major components of the proposal: the program plan, the evaluation plan, and the budget. Finally, learn how to work with the prospective funder prior to presenting the proposal.

504-007 • Th, Nov 12 • 9:00 AM-5:00 PM
 LOCATION: 9875 S 240 W • Sandy
 FEE: \$179 + \$10 special fee
 INSTRUCTOR: Tiffany Hall

504-040 • Th, Nov 12 • 9:00 AM-5:00 PM
 LOCATION: St. George
 FEE: \$179 + \$10 special fee
 INSTRUCTOR: Tiffany Hall
 NOTE: This class is for students in the St. George area.

504-041 • Th, Nov 12 • 9:00 AM-5:00 PM
 LOCATION: Wyoming
 FEE: \$179 + \$10 special fee
 INSTRUCTOR: Tiffany Hall
 NOTE: This class is for students in western Wyoming.

Nonprofit Tax and Legal Compliance: Protecting your Exempt Status

This course describes the federal and state regulatory environment that must be understood by every nonprofit corporation Board and executive management team, in order to avoid sanctions, liability, and possible revocation of tax exemption.

524-005 • Th, Nov 19 • 9:00 AM-5:00 PM
 LOCATION: 5282 S 320 W Ste D110 • Murray
 FEE: \$179 + \$10 special fee
 INSTRUCTOR: Bruce L. Olson

See Also:

Employment Law, page 5

Managing Performance Collaboratively, page 6

Collaborative Leadership, page 6

Strategic Planning for Organizations, page 6

Negotiation and Conflict Resolution, page 6

PROJECT MANAGEMENT

Project Scheduling

No single variable can influence the cost of a project more than time. Time is precious. Speed to market is crucial. This course provides hands-on training in the use of project scheduling techniques. Attendees will use Microsoft Project scheduling software to enhance their ability to develop and manage schedules. Students will create Work Breakdown Structures, Network Diagrams, Gantt Charts and Cost and Resource Loaded Baselines Schedules. They will also learn effective techniques for controlling change, updating schedules and managing schedule risk. This course is targeted for an audience with basic and intermediate level project scheduling skills. This course also offers 7 Continuing Education Units (CEUs) or 7 Professional Development Units (PDUs). Check with your industry association for approval requirements.

606-005 • Th, Oct 1 • 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: \$189 + \$10 special fee
INSTRUCTORS: Daniel Anderson, Zigmund K. Peacock, Denis R. Petersen

PMP Exam Preparation

The Project Management Professional (PMP) certification is an internationally acclaimed professional credential which will open many doors for those who obtain it. This course is a thirty-six hour, 4.5 day training seminar based upon project management principles approved by the Project Management Institute (PMI). This course fulfills the PMI

training prerequisite outlined in the PMP exam application. Students attending this course will be instructed in important project management principles, along with techniques for preparing the application and passing the certification exam required to earn this credential. This course will be taught by PMI Registered Education Providers who hold the PMP certification and have attained at least a master's degree from an accredited institution Please note: this class provides you with an additional tool in your arsenal of study vehicles. It should augment and not replace other forms of study. This course provides Continuing Education Units (CEU) and Professional Development Units (PDU). Check with your industry association for approval requirements. NOTE: Friday's class is only half-day. To ensure we have materials for all students, please register for this class three business days prior to the start of the class. PMBOK book included with course materials.

610-005 • MTWThF, Oct 19-23 • 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: \$1,299 + \$100 special fee
INSTRUCTORS: Daniel Anderson, Zigmund K. Peacock, Denis R. Petersen

610-042 • MTWThF, Nov 16-20 • 9:00 AM-5:00 PM
LOCATION: Layton
FEE: \$1,299 + \$100 special fee
INSTRUCTORS: Daniel Anderson, Zigmund K. Peacock, Denis R. Petersen

Project Risk Management

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

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

stimuwait

(stīm'yə-wāt), verb

To postpone or stay in one spot with unfulfilled expectations while looking for something that will excite your business or spur your career to action.

Instead of waiting for a outside source to stimulate your business or job prospects, do something proactive and enroll in Professional Education.

Agile Project Management: Methods for Success in Changing Environments

In changing environments, where requirements are never complete, where projects must start knowing that new features will be added and some dropped, where market demands will alter the goals and outcomes – how do we successfully manage projects and deliver results? Using collaboration models and the delivery of business value, go/no-go decisions and corrections can be made early and swiftly – thus placing successful products in your customer’s hands exactly as they want. In this class you will learn the latest and proven methods to deliver precisely what meets market needs or improves internal operations. Project managers will learn how to prepare for and embrace change in all types of projects, for customers both internal and external. This class is great for those who are project managers by title or for those who are not, but find themselves managing individual or multiple projects.

602-005 • W, Dec 2 • 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: \$189 + \$10 special fee
INSTRUCTOR: Pollyanna Pixton

Project Management Fundamentals Online Course

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

631-030 • TBA, Oct 1-Dec 15 • TBA
LOCATION: TBA
FEE: \$349
INSTRUCTOR: Denis R. Petersen
NOTE: This is an online class. Individuals enrolled in the online course have a year to complete the requirements.

Project Risk Management Online Course

Project Risk Management is vital to the success or failure of a project. Risks, or unknowns, can have a significant positive or negative impact on a project. During this online course project managers learn how to identify risk, quantify its impact and respond to the occurrence of risk events. This On-Demand course, worth 12 Professional Development Units (PDU) provides participants the critical skills to: prepare a risk management plan, identify risks to your project, quantify the effect of risks to your project objectives, plan your risk response, and monitor and control risks. During this self-paced online course participants learn the vital steps of risk management. At the end of each learning module, your learning is reinforced through the use of email assignments and a quiz. A participant can move to the next module when the quiz has been answered 100% correct.

632-030 • TBA, Oct 1-Dec 15 • TBA
LOCATION: TBA
FEE: \$249
INSTRUCTOR: Denis R. Petersen
NOTE: This is an online class. Individuals enrolled in the online course have a year to complete the requirements.

COMMUNICATION

Technical Writing Fundamentals

Technical Writing Fundamentals is a workshop that focuses on the writing process that leads to effective technical communication. Effective writing requires an organized approach, and students will review the five major process steps: preparation, research, organization, writing the document, and revising the document. Each process step will be examined for different types of technical documents: memorandums, proposals, manuals, and reports. The workshop will include writing exercises. Technical Writing Fundamentals is intended for professionals at all levels of writing experience.

706-005 • Th, Oct 15 • 9:00 AM-5:00 PM
 LOCATION: 5282 S 320 W Ste D110 • Murray
 FEE: \$189 + \$10 special fee
 INSTRUCTOR: Thad Weiland

Effective Presentations

At all levels of management, in all types of organizations, individuals are expected to make effective presentations. The key to success is thinking ahead, organizing your thoughts and information, and making the presentation valuable and memorable for the audience. Learn what makes a great presenter. This workshop will provide you with the planning strategies, preparation guidelines, and delivery techniques to become a more dynamic and persuasive presenter. It will employ presentation practice along with individualized coaching to provide feedback on your content development and your delivery style. This course will also cover issues related to co-presenting, handling Q&A, and using PowerPoint.

720-005 • W, Nov 18 • 9:00 AM-3:00 PM
 LOCATION: 5282 S 320 W Ste D110 • Murray
 FEE: \$149 + \$10 special fee
 INSTRUCTOR: Laura L. Arellano

Business Writing

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

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

ACADEMIES & INSTITUTES

Fire Service Leadership Academy: Leading an Agile Organization, Phase One

The Fire Service Leadership Leading an Agile Organization Certificate program builds on the skills learned in Foundations for Leadership and addresses the unique educational development needs of fire service professionals who seek to take the next step in expanding their leadership skills and knowledge of global issues that may impact the fire service locally.

803-007 • TWTh, Oct 13-15 • 9:00 AM-5:00 PM
LOCATION: 9875 S 240 W • Sandy
FEE: \$499 + \$20 special fee
NOTE: Thursday's Class will end at 1:30.

The Nonprofit Academy for Excellence

The Nonprofit Academy for Excellence at the University of Utah inspires excellence in nonprofit management and governance. This unique certificate-based program, customized for managers, staff, and trustees of Utah's nonprofit community, promotes enhanced organizational capacity and effectiveness to professionals seeking training and development in nonprofit management. Application required; see website for details.

Mountain West Planning & Design Academy

The Mountain West Planning and Design Academy advances knowledge and professional practice broadly in planning and design, and allied disciplines as they relate to the sustainability of the built and natural environments, and the interactions between them. Please visit our website or call Karen Winningham at (801) 585-1455 for more information.

Fall courses include:

Technology in Planning
Accessibility by Design
Impact Fees: Methods and Trends
Integrated Design: The Process of Designing for Total Building Life-Cycle Sustainability
U.S. Traffic Calming Workshop

Public Treasurers Academy

This Academy 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. In addition, the Academy offers participants helpful knowledge for the environments in which they work and opportunities to network with other public treasurer and finance professionals.

843-007 • MTWThF, Oct 26-30 • 9:00 AM-5:00 PM
LOCATION: 9875 S 240 W • Sandy
FEE: \$435 + \$15 special fee
INSTRUCTOR: Staff
NOTE: This section is for members of the Utah Association of Public Treasurers – Fridays class will end at 1:00.

843-008 • MTWThF, Oct 26-30 • 9:00 AM-5:00 PM
LOCATION: 9875 S 240 W • Sandy
FEE: \$535 + \$15 special fee
INSTRUCTOR: Staff
NOTE: This section is for non-members of the Utah Association of Public Treasurers – Fridays class will end at 1:00.

bizterical

(biz-ter-i-kuhl), adjective

Business going so well that it causes unrestrained laughter; tears of joy.

Try it in a sentence: Did you see the projections for the fourth quarter? They're...(ha ha, chuckle, chuckle)...they're...(giggle, giggle, guffaw)...they're...(hee, hee, hee)...bizterical!

HEALTH & FITNESS

☐ **Nutrition for Optimal Health, Wellness, and Sports Full Certificate Online Course**

This Online Professional Certificate has been designed to meet the growing demand from allied health/medical professionals, Registered Dietitians, fitness professionals, personal trainers, and the general public who want to learn about developing individualized nutritional programs for clients, patients, or for personal improvement. This innovative and comprehensive Web-based certificate program provides an in-depth examination of contemporary nutritional topics such as meal plan analysis, functional food implementation, antioxidants, public nutrition, sports nutrition, vitamin supplementation, and weight management.

910-030 • Sep 21-Nov 1
FEE: \$1,079

Module 1:

Sep 21-Oct 25

911-030 Nutrition and You: Functional Foods

912-030 Weight Management and Nutrition in the Lifecycle

FEE: \$299 per course

Module 2:

Oct 26-Nov 29

913-030 Introduction to Sports Nutrition and Performance

914-030 Public Nutrition and Wellness Education

FEE: \$299 per course

Internet Course – ☐

☐ **Personal Fitness Training (PFT) Full Certificate Online Course**

This interactive, comprehensive Web-based certificate program with an optional field internship elective course will allow students to fit courses into their busy work and home. Content and curriculum within each course in the program is designed to present the student with the knowledge, skills, and abilities to implement a unique medically-based fitness model for their future or current clients. Students will learn how to apply their client's health history, goals, and abilities into an exercise science curriculum using practical training techniques that move their clients through different training levels and phases.

915-030 • Nov 1-Jan 24
FEE: \$1,349

Module 1:

Sep 21-Nov 1

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

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

FEE: \$299 per course

Module 2:

Nov 2-Dec 13

918-030 Health Risk Profiles and Fitness Assessment
Techniques

919-030 Business Administration and Management
Aspects for Personal Trainers

FEE: \$299 per course

TECHNOLOGY EDUCATION

WEB DEVELOPMENT & DESIGN

Cascading Style Sheets

Levels 1 & 2

Database Driven Websites

Levels 1 & 2

Dreamweaver

Levels 1, 2, and 3

Flash

Levels 1 & 2

Java Programming Language

Levels 1 & 2

JavaScript

Level 1

PHP and MySQL Websites with Wordpress and Drupal

XHTML Coding

Levels 1 & 2

GRAPHICS

Illustrator

Levels 1 & 2

InDesign

Levels 1 & 2

Photoshop

Levels 1, 2, & 3

ADVANCED TECHNICAL TRAINING

Compressor 3

Video Editing Theory & Certification using Final Cut Pro

Final Cut Pro 200 5-day

Linux Fundamentals

Enterprise Linux Systems Admin

Enterprise Linux Network Servers

Linux Troubleshooting

Mac OS X Support Essentials

Mac OS X Server Essentials

Mac OS X 10.5 Advanced System Administration

Motion Graphics & Effects in Final Cut Studio

Motion 3: A Comprehensive Study

MS 2273 Managing and Maintaining a Microsoft Windows Server 2003 Environment

MS 2279 Planning, Implementing, Maintaining 2003 Active Directory

MySQL

Levels 1 & 2

PHP

Levels 1 & 2

FINANCE, SPREADSHEETS, & DATABASES

Excel

Levels 1, 2, & 3

Access

Levels 1 & 2

FileMaker Pro

Levels 1 & 2

QuickBooks

Levels 1 & 2

GENERAL COMPUTING

PowerPoint

Levels 1 & 2

Word

Levels 1, 2, & 3

HOW TO REGISTER

1. *Online* – www.proed.utah.edu
2. *By phone* – 801-585-1780

Everyone is welcome to register for Professional Education courses.

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

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

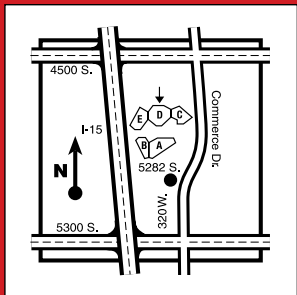
Employee Reimbursement - Many employers reimburse participants for their attendance at personal and professional development courses. Ask your employer for approval. Eligible University of Utah employees and spouses receive 50% off tuition.

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

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

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

U OF U OFF CAMPUS LOCATIONS/DIRECTIONS



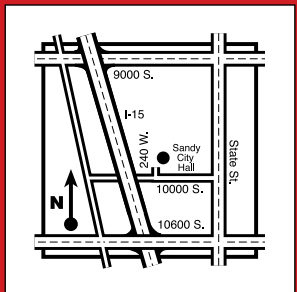
Murray/Cedar Park
(801-266-5341)
5282 South 320 West,
Building D, Suite 110
Time from exit: 2 minutes

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



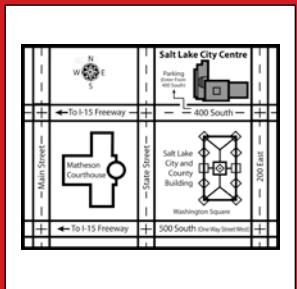
Professional Education
1901 E. South Campus Dr. Rm 2179
Salt Lake City, Utah 84112-9359

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



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

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



Downtown Salt Lake City
175 East 400 South
Time from exit: 5 minutes

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