



PROGRAM CATALOG

*Put your Career
in Promotion*

PROED.UTAH.EDU

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Stay Ahead of the Game

Why choose the University of Utah?

You have options when it comes to professional development classes, so we work hard to earn your trust with each class. With the University of Utah, you'll enjoy the following benefits whether you're new to the job market, a career changer, a seasoned professional, or a lifelong learner.

Resume Power

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

Learn from High-Quality Instructors

Our programs are led by local experts in their field—many are working professionals by day and instructors

by night. You'll learn from their experience and insights, and they can help build your professional network.

Join a Strong Network

Starting with your first class, you will enter a valuable network of Professional Education faculty and peers.

Programs that Fit Your Schedule

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

Icon Legend

 **Digital Badge** is received in addition to a completion award.

 **Online Class**

 **Cohort Program** is where you will be part of a continuous cohort for the duration of the program. Each class builds on the previous class, with full programs typically lasting 7 to 8 weeks.

 **Academic Partnership Certificate** is a collaboration between Professional Education and an academic department at the University of Utah.

 **Financing and Alternative Payment** options available.

Flexible Options for a Fast-Paced World

Whether you're looking for a comprehensive program or an individual class, we have flexible options to help you meet your goals.

Individual Classes

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

Full Programs

Most of our classes are part of a larger professional development program. When you complete the required classes in a program, you receive a completion award and a digital badge. Our programs provide training in numerous subjects that will increase your skills and boost your credentials, providing you with a significant advantage in a competitive labor market.

Note: Classes that are part of a program can also be taken individually. Some programs have a \$25 registration fee for additional resources and services. Visit proed.utah.edu for more information.

Where to Find Class Dates & Times

In each section, you'll find information on our programs and the core classes for each program.

For specific dates, times, and other important information, please visit proed.utah.edu or call **801.585.1780**.

Find Your Class then Enroll

 proed.utah.edu

 **M–F, 9am - 5pm | 801.585.1780**

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

Project Management Fundamentals Program

Whether you have some experience managing projects or are completely new to the field, this non-credit program helps you succeed in project management. Learn technical and soft skills so you can start using project management best practices right away.

Experience in project coordination or management is helpful but not required.



Program Benefits

- **Short Time Commitment:**
You can complete most classes in just one or two meeting sessions. To receive the digital badge, complete all six classes within one year (i.e. three consecutive semesters).
- **Professional Instructors:**
Learn from working professionals who are passionate about their fields and excellent at teaching.

Your Pathway to Certification

These classes satisfy the Project Management Institute (PMI) formal education requirements for the Certified Associate in Project Management (CAPM) or Project Management Professional (PMP) exams.

“ This was my first class in over seven years! I love learning and building on my academic knowledge. The instructor I had was incredible, she was able to keep the class engaged throughout the entire day.

- Spring 2020 Project Management Fundamentals student

Project Management Fundamentals Program

Classes can be taken individually, but we recommend completing the full program if:

- You manage projects but don't have any official training in project management.
- You want to qualify for a new position in project management.
- You need instruction hours to qualify for the PMP or CAPM exam.
- You would like a digital badge to demonstrate completion of a Project Management program.

Required Classes

Fundamentals of Project Management I*

Fundamentals of Project Management II

Project Risk Management

Project Leadership, Teambuilding, and Communication

Agile 101

Select one class from the Elective Options column

Elective Options

Building Teams of Trust, Collaboration, and Results

Feedback, Expectations, and Delegation for Effective Managers

Managing Generational Diversity

Communicating with People and Teams

Total Hours of Instruction: 36

*We strongly recommend that you complete Fundamentals of Project Management I before taking any other classes in the program.

Visit our website to see full descriptions, pricing, dates, and times. Get rolling by enrolling today proed.utah.edu.

“ I had very little prior experience about Agile before this class. I really enjoyed the simple, yet thorough presentation of the content. There was a variety of visuals and examples to help explain. Reed Shell's knowledge and enthusiasm for the subject...made the class enjoyable.

- Fall 2020 Agile 101 Student



Human Resources

If you are interested in pursuing a career in human resources our program will give you the foundation you need to get started.

Already working in human resources? Our classes will help you stay up to date on the latest policies and best practices in the field. Use the knowledge you gain to immediately begin improving talent retention and employee relations.



Program Benefits

- **Short Time Commitment:** You can complete most classes in just one or two meeting sessions. To receive the digital badge, complete all seven classes within one year (i.e. three consecutive semesters).
- **Professional Instructors:** Each class is taught by an experienced instructor currently working in human resources, ready to bring their experience on the job to you.

Exam Preparation

Our Human Resources Certification Exam Preparation Class will also prepare you for the PHR, SPHR, or SHRM-CP exams, the most widely accepted human resource professional credentials.

“ The instructor was very knowledgeable about the material. She made the class engaging and educational. It was presented in a way that I can actually see myself using what I learned in the workplace.

- Spring 2020 Managing Generational Diversity Student

Human Resources Management Program

Get hands-on learning with classes that use with real-world examples and exercises. Complete seven required classes and one elective within one year to earn the completion award and a digital badge that you can share on LinkedIn and Facebook.

Required Classes

Total Rewards

Conflict Resolution in the Workplace

Employment Law

Policies and Procedures for
Human Resources

Employee Recruitment and Selection

Organizational Training and
Development

Managing Generational Diversity

Elective Options

Advanced Employment Law*

Labor and Employee Relations*

Total hours of instruction: 46

**Employment Law must be taken before Advanced Employment Law and Labor and Employee Relations. Other classes may be taken in any order.*

Human Resources Certification Exam Preparation Class

Prepare to earn the most widely accepted human resource professional credentials in just 12 weeks. Gain confidence in your HR knowledge as well as a strong foundation for passing the PHwR, SPHR, or SHRM-CP certification exams. This class also prepares those new to the field to pass the aPHR. All class materials are provided.

Professional Education is recognized by SHRM to offer SHRM-CP or SHRMSCP professional development credits (PDCs).



Visit our website to see full descriptions, pricing, dates, and times. Get rolling by enrolling today proed.utah.edu.

Business Management

Moving up the corporate ladder? Gain the skills, training, and credentials you need to advance your career.

Program Benefits

- **Short Time Commitment:**
You can complete most classes in only one or two meeting sessions. To receive the digital badge, complete all six classes within one year (i.e. three consecutive semesters).
- **Professional Instructors:**
Learn from working professionals who are passionate about their fields and excellent at teaching.



“ I really enjoyed the class. It was great to make connections with others in the class. The materials were covered in an engaging way and ways of incorporating tips and techniques for improving leadership skills were practiced and discussed. I feel like the take away is not only great material, but great connections.

- Fall 2020 Leading from a Position of Limited Power Student

Business Management Programs

You can take classes according to your interests, or you can take six classes within 12 months to earn a digital badge in one of two programs:

Supervisor Essentials

Ideal for new supervisors

Learn how to communicate effectively and resolve conflicts within your team, set expectations and give feedback, and understand the laws relating to employees.

Conflict Resolution in the Workplace

Communicating with People and Teams

Managing Generational Diversity

Written Communication for Professionals

Employment Law

Feedback, Expectations, and Delegation for Effective Managers

Professional Management

Good preparation for upper-management positions

Develop your management style, learn to lead from any position, and improve your team-building skills.

Conflict Resolution in the Workplace

Communication with People and Teams

Managing Generational Diversity

Building Teams of Trust, Collaboration, and Results

Leading from a Position of Limited Power

Identify and Develop Your Management Style

Individual Classes

Implicit Bias Training

This training addresses implicit or unconscious bias in our society, and more specifically structural racism. The class will include small-group discussions and explore principles that can work in conjunction with implicit biases, such as explicit biases and structural forces. At the conclusion of class, we will review actions individuals and organizations can take to address implicit bias and structural racism.

Grant Writing

Whether you're new to grant writing and need a comprehensive review of the entire grant writing process or have some experience and want to gain a more strategic understanding of how to secure grants that will accomplish your organization's mission, this class is for you. Stay on top of the latest grant writing trends, requirements, and constantly evolving and best practices--including a greater reliance on online grant applications and higher expectations for data-driven evaluation methods.

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Instructional Design

At the intersection of education and technology lies instructional design, one of today's fastest growing fields. The need for instructional designers is growing as quickly as the demand for online training and education. This 8-week non-credit program will give you the foundational skills and knowledge to succeed in instructional design.



Instructional Design Program

Program Benefits

- **Short Time Commitment:**
Attend and participate in class sessions two evenings a week for just 8 weeks to earn a digital badge.
- **Professional Instructors:**
The lead instructor provides deep insight based on their experience in the field. Guest speakers round out the instruction, providing additional insights.
- **Portfolio Building:**
Leave the program with samples of your work that you can show future employers.

What to Expect

This program will prepare you to:

- Develop curriculum using learning management systems, authoring tools, and instructional design frameworks, including ADDIE and AGILE/SAM.
- Work with subject matter experts (SMEs) and conduct a needs analysis.
- Use assessments and diagnostics to improve curriculum.
- Adapt design strategies for different types of content.

A final capstone project will incorporate all learning objectives in a real-life design project.

No experience in instructional design is necessary. It will be helpful if you are comfortable working with computers and cloud-based software.

Visit our website to see full descriptions, pricing, dates, and times. Get rolling by enrolling today proed.utah.edu.



Bootcamps

If you're ready to change careers and are willing to invest the time, our intensive tech bootcamps can get you going in less than a year.

In addition to live, online instruction, our partnerships with Trilogy Education Services and DevPoint Labs give you access to excellent training and services.



Program Benefits

- Build a professional portfolio through collaborative projects. Outside of class time, you will spend 20 hours a week on projects and learning activities. These collaborative projects help you build a professional portfolio to showcase your abilities and hone your competitive edge in the employment market.
- Get both program and career support. You will also have access to student success mentors and career coaching to help you turn your training into a new career.
- Choose from different scheduling options. Most bootcamps are available in evening sessions so you can keep your day job. If you are available during the day, our intensive full-time programs can get you on your way in just 11 weeks.
- Earn a digital badge. At the end of your program, you will be awarded a University of Utah Program completion award and digital badge to showcase your accomplishments to future employers.

Coding Bootcamps

Part-Time/Online/24 weeks



Our full-stack flex class is designed to give you the skills you need to become a developer and build dynamic end-to-end web applications.

The curriculum covers the basics of coding, algorithms and data structure, all the way through intensive training in various programming languages. This training focuses on the skills that you will need now, with opportunities to work with peers in real-time programming scenarios.

CAREER SERVICES & STUDENT OUTCOMES

HIRING COMPANIES

Amazon, The Coca Cola Company, 1-800-Contacts, Morgan Stanley, and The Park City Group

VIRTUAL DEMO DAYS

99%

RECEIVED NEW EMPLOYMENT

53

Career Service workshops and events have been created since March 2020

“ One of the biggest things I learned at boot camp is that anything on a computer is changeable. Everything can be modified, altered, upgraded, amended—the key is figuring out how.

- Chris, Junior Software Engineer

“ If you have interest and you're willing to spend the time, it's totally worth it. You learn so much and at the end you are prepared to enter the workforce. It's hard to go back to school and also be a working professional. When I thought about going back to school for coding I realized it is a big commitment, but it's worth it. It is very immersive and intensive but, you can do anything for six months.

- Stephanie M., Former Bootcamp Student





Web Development Bootcamp Program

Full-time/8-hours M-F/11 weeks



We are excited to bring you a full-time, intensive Web Development Program powered by DevPoint Labs. DevPoint Labs was founded by University of Utah graduates as the first full-stack development program in the state. Receive hands-on training in networking, systems, web technologies, databases, and defensive and offensive cybersecurity. In addition to HTML/CSS/HTTP, you will learn Ruby/Ruby on Rails, Scrum, and so much more!

“ Doing this program and working with this group set me up for success in the coding world, and their continued support and help even after the education portion of the program ended has also provided confidence in finding work in the field that I learned so much in!

- Sean K., Former Coding Bootcamp Student

Cybersecurity Bootcamp Program

Part-Time Evening/24 weeks



As computer networks grow, so does the need to protect the information on those networks. Our cybersecurity bootcamp will give you the knowledge you need to move forward in cybersecurity industry and ample experience applying that knowledge to real-world problems.

You will gain experience with tools such as Wireshark, Kali Linux, Metasploit, Burp Suite, and more. You will also receive training towards certifications such as the Security+, Network+, and CISSP, which greatly enhance your edge in today's job market.

User Experience/User Interface (UX/UI) Design Bootcamp Program

Part-Time Evening/24 weeks



As a UX/UI designer, you will ensure that digital products have compelling front-end experiences that are elegant, intuitive, and achieve their intended goals. Our program resembles a digital design studio in which you constantly work on real-problems with tight deadlines and continuous collaboration. You learn to build evocative, engaging, and user-centric designs. The project-based curriculum includes in-depth training on design principles and exposure to the toolsets of the modern UX/UI designer.

Through immersive classes and a dynamic curriculum, you'll get hands-on training in user-centric design thinking, visual prototyping and wireframing, interface design, storyboarding, visual design theory, web prototyping with HTML5 and CSS, interaction design web JavaScript and jQuery, and more. You will follow a flexible, 24-week schedule that best meets your goals to become job ready through a project-based class structure.

Visit our website to see full descriptions, pricing, dates, and times. Get rolling by enrolling today proed.utah.edu.



Online Medical Programs

The U Builds Healthcare Professionals. Professional Education is proud to partner with CareerStep to offer online programs for the fast-growing healthcare job market.



Program Benefits

- Study from home at your own pace. You can start the programs anytime, and they're self-paced to fit your schedule. You will have 6-12 months to complete each program.
- Receive personal, ongoing support. Experienced trainers are available by phone, email, or chat all along the way. As you near the end of the program, career advisors can help you turn your training into a job.
- Get certified by national trade organizations. (Where applicable. Certifications can happen at the national and state level). The Bureau of Labor Statistics reports that employers prefer to hire health professionals with certifications. Each program includes preparation for nationally recognized certification exams. The cost of the exams is included in tuition.



TOP HIRING COMPANIES

- Intermountain Healthcare
- University of Utah Health
- Harmon's Pharmacy
- AviaCode
- Revere Health
- Smith's Pharmacy
- Uintah Basin Healthcare
- 360 Transcription
- Parallon
- Hobble Creek Medical Center

“ They have given me a great opportunity to further my career while working a full-time job and becoming a new mom. There is an exceptional team behind you and has been able to help answer all my questions. They have even gone above and beyond to check in and make sure I was on track to complete my class.”

- Hayley G., Former U of U Healthcare Program Student



Professional Medical Coding and Billing

2020 Ranked #1 Top Pick by Intelligent!



As a professional medical coder and biller, you can earn a great income and possibly even work from home. The Professional Medical Coding and Billing with Applied PCS program gives you the skills you need to earn a national certification and start working right away.

You will receive ebook textbooks, coding handbooks, and a voucher for one national certification exam. (Visit our website for more details.) Studying for and passing more than one exam is beneficial but optional. After enrollment, your coding support instructor can help you determine which exam is right for you.

Pharmacy Technician Training



This program is one of the only online pharmacy technician programs accredited by the American Society of Health-System Pharmacists (ASHP)/Accreditation Council for Pharmacy Education (ACPE).

Your training will include online classwork, preparation for the national Pharmacy Technician Certification Board (PTCB) Exam, and an externship at a community pharmacy, such as Walgreens and CVS, for hands-on training.

University of Utah Health employees qualify for a tuition discount, up to 100% of costs for full-time employees. Visit our website to see if you qualify.

Healthcare Information Technician



Become an expert in the critical software programs that handle healthcare information. Your training will allow you to help reduce human error, improve care coordination, make practices more efficient, and track data over time.

This program will also prepare you for one of the following national certifications: CompTIA A+, Certified Electronic Health Records Specialist (CEHRS), or Certified Medical Administrative Assistant (CMMA) credentials.

Medical Administrative Assistant with EHR



Medical administrative assistants are the specialized administrative personnel who keep the modern medical office running smoothly, especially as electronic health records (EHRs) are becoming more common. Get hands-on training for the exEMRx software, an industry-standard, government-certified EHR software platform. This program will give you the vital experience that employers are looking for.

This class will prepare you to pass the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Record Specialist (CEHRS) exams.

Medical Office Manager



Medical office managers keep all of the administration and billing running smoothly in a modern medical office. Get training in medical billing, medical administrative assisting, and electronic health records software management. With all these skills, you'll be ready to excel in a medical office!

This program prepares you to earn the following credentials: Certified Medical Administrative Assistant (CMAA), Certified Electronic Health Record Specialist (CEHRS), and Certified Billing and Coding Specialist (CBCS). Tuition includes vouchers for all three certification exams.

Medical Assistant

Application and interview is required upon program enrollment.



As a medical assistant, you will play a key role in keeping a healthcare facility running smoothly. Learn to perform general patient care, such as taking vital signs, drawing blood, and caring for wounds, as well as routine administrative tasks like managing records and processing health insurance.

Your training will include online classwork, preparation for the Certified Clinical Medical Assistant (CCMA) and the Certified Medical Administrative Assistant (CMAA), and hands-on labs for clinical skills.

“ I’ve had a great learning experience with my program. This system allows me to learn at my own pace, which is a great choice for adults with busy schedules, while working full time and taking care of their family. The student advisors have been really helpful in providing answers about the program.

- Former Healthcare Program Student



Medical Transcription Editing



Medical transcriptionists type up written reports of the audio files doctors record after they interact with patients. Medical transcription editors correct and edit written reports created by speech recognition software, which automatically translates the doctor's dictation into text. Many transcriptionists and editors are able to work from home.

This program is designed to train you for both career paths by preparing you to pass the Registered Healthcare Documentation Specialist (RHDS) exam. The Association for Healthcare Documentation Integrity has approved our training program and certified that our class prepares you for successful employment.

Medical Scribe by ADHPG



As a Certified Medical Scribe Professional, you will gather information for patient visits, update patient electronic health records (EHR), and partner with physicians to deliver efficient patient care. This program is an exclusive offering developed in partnership with the AHDPG—one of the nation's leaders in healthcare documentation services, training, and certification.

Veterinary Assistant



Have you always wanted to work with animals? This program will help you start a career in animal health and can also be an excellent steppingstone for further veterinary education.

Develop the knowledge and skills needed to successfully manage a veterinary office and assist other veterinary staff with basic animal care, such as monitoring and caring for animals after surgery and helping to provide emergency first aid to sick and injured animals.

Individual Classes

Infection Control and Barrier Proficiency



COVID-19 has changed the way we live—and these changes have ripple effects that will continue to permeate our lives long after we return to our “normal” routines. This means infection prevention is key to our country's ongoing recovery. If you're looking for ways to brush up on your skills, refresh your knowledge, and flatten the curve, the Infection Control and Barrier Protection Proficiency class is the perfect resource.

Contact Tracer and Infection Control



The Contact Tracing and Infection Control class covers all CDC-recommended training elements required to successfully identify patients who have come in close contact with a particular virus or contagion. We'll discuss important breach avoidance strategies and outline the main steps involved in the contact tracing process.

Visit our website to see full descriptions, pricing, dates, and times. Get rolling by enrolling today proed.utah.edu.

Coaching for Life and Work

Just as athletic coaches bring out the best in their players, professional coaches help employees build their confidence, creativity, and capability.



Coaching for Life and Work

Coaching for Life and Work (formerly our Professional Coaching Program) is a 12-month program designed to help you improve communication and build trust with your clients or teams while also creating a framework for their personal and professional growth. This program is led by Trigena Halley, founder and owner of Peak Performance CCT, LLC, which she started in 2008. Done right, professional coaching can drive sales and improve employee engagement, creativity, workplace satisfaction, and bottom-line results.

After meeting with your instructor for full-day sessions, you will engage in individual and group “coaching conversations.”

This program will prepare you to successfully coach others in support of the International Coach Federation’s (ICF) coaching core competencies. The curriculum and mentor coaching included in this program meet the ICF requirements to apply for an Associate Certified Coaching credential.

Want to see what Coaching for Life and Work is like without committing to a 12-month program? Try our Coaching for Success class first and see what this skill can do for you and your team!

Coaching for Success

Coaching is about empowering others through creating awareness and supporting action and accountability. In this stand-alone class, you will learn a coaching model that can be applied to support performance improvement, mentoring, and accountability. You will leave with skills that you can apply immediately with direct reports, peers, and clients.

Visit our website to see full descriptions, pricing, dates, and times. Get rolling by enrolling today proed.utah.edu.



Flexible Payment Options

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

Payment Methods

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

University of Utah Employee Tuition Benefit

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

Bootcamps

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

For a complete list of tuition payment options and details, please visit proed.utah.edu/payment-options.

Program Recognition & Digital Badges

When you complete a program, you receive a completion award and a digital badge.

- A digital badge is a visual online representation of an accomplishment, skill, interest, or other achievement.
- Digital badges quickly communicate your accomplishments. Post your badges on social media sites or incorporate them into your professional branding tools, such as a resume or website.
- You can share your badges in the following locations through our badging partner, Acclaim:
 - LinkedIn
 - Facebook
 - Twitter
 - Via email
 - Embedded in a website
 - Place the badge on an electronic resume

Find out more at proed.utah.edu/badges.

Our Classrooms

Your Launchpad

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

Sandy Center

One Sandy Center

10011 Centennial Parkway, Suite 100
Sandy, UT 84070

*Conveniently located close to the Sandy Civic TRAX station. Ideal for those who live or work in the southern part of the valley. Facilities include computer labs and **free** parking.*

Continuing Education Building

Research Park

540 Arapeen Dr.
Salt Lake City, Utah 84108

*At university off-campus sites, you'll find many benefits of main campus PLUS full computer labs and **free** parking.*





Professional Education

540 Arapeen Drive #210
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NO APPLICATION

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