OFFICE OF PROFESSIONAL ADVANCEMENT

Dedicated to providing the highest quality, competency-based, continuing professional education, the Office of Professional Advancement offers seminars, courses and certificate programs to meet the training and professional development needs of both corporations and individuals.

For more information, specific curriculum descriptions and a listing of current seminars, courses and workshops, contact the:
Office of Professional Advancement, DCIE
University of Miami
111 Allen Hall
Coral Gables, Florida 33124-1610
305-284-5800 or
emailopa@miami.edu.
Additional information on the web at: http://www.continue.miami.edu.

Alfus Healthcare Advocacy
This program offers a comprehensive curriculum geared to educate students in the complex field of the US healthcare system. Healthcare advocates strive to maintain high individual services for clients in a system that is frequently impersonal and intimidating. Classes are taught by industry leaders. The program is offered online in cohorts of 8 modules for a period of approximately 9 months. Upon completion, students are prepared to successfully enter this promising new field.

For detailed course descriptions, calendar and tuition cost, please visit our website at: http://www.continue.miami.edu/pac.

Electronic Medical Records Specialist Certificate
Manage electronic medical records and gain the professional knowledge to become an essential member of the healthcare team. Learn through hands-on practice sessions using PrimeSUITE®, electronic medical records software. The Program prepares students to sit for the Certified Electronic Health Records Specialist (CEHRS) examination through the National Health Career Association.

For detailed course description, calendar and tuition cost, please visit our website at www.continue.miami.edu.

Business and Leadership Certificate Programs
The Office of Professional Advancement offers certificate programs in the areas of business, Leadership and Nonprofit areas. These non-credit certificate programs are tailored for individuals who want to improve their business and leadership skills.

For a full list of business certificate programs offered, please visit our website: http://www.continue.miami.edu .

Certified Professional Coach Program
This Coach Certificate Training Program is designed to support you in becoming a professional coach or in using coaching skills to enhance your leadership, management, and/or communication skills. This program has been written by master coaches and aligns with the International Coach Federation (ICF) Core Coaching Competencies. The University of Miami has designed a thorough program that will allow you to make a powerful leap into using coaching skills and becoming a professional coach. The Certified Professional Coach Program is a 140 hour, eleven month program designed for those interested in a career in coaching, who also want outstanding training in order to serve clients at the highest level. Additionally, it is designed for leaders, managers, human resource professionals, teachers, or service professionals (doctors, lawyers, counselors, consultants, etc.) who want to dramatically improve their ability to communicate, motivate, inspire, and empower others.

For more detailed course descriptions, current schedule, and prices please visit our website at http://www.continue.miami.edu/coach.

Human Resources Management Certificate Program
This certificate provides the latest in proven techniques and strategies to effectively manage organizational challenges. The curriculum covers the following topics: Strategic Management, Legal and Regulatory Issues; Employment, Planning, and Placement; Benefits and Compensation; Development and Administration; Training and Development and Employee and Labor Relations. The HR Program is recognized by the Greater Miami Society for Human Resource Management. The comprehensive curriculum works for the newcomer as well as the seasoned professional and is especially useful to small and medium-size business owners. (6 months)

For more detailed course descriptions, current schedule, and prices please visit our website at http://www.continue.miami.edu/hrm.

SHRM® Certification Course (SHRM-CP™/ SHRM-SCP™)
Establish yourself as a globally-recognized human resource expert by earning the new standard in HR Certification: SHRM Certified Professional (SHRM-CPT™) and SHRM Senior Certified Professional (SHRM-SCP™). Designed for SHRM credential candidates, this course will expand and test your knowledge of practical, real-life competencies in areas critical for HR career success. Combining expert instruction with the SHRM Learning System® for SHRM-CP™/SHRM-SCP™, you will learn faster, retain more knowledge, and stay on track for success on the exam.

For more detailed course descriptions, current schedule, and prices please visit our website at http://www.continue.miami.edu

Interior Design Certificate Program
If you have always had an eye for design, and have a knack for taking an ordinary space and making it feel extraordinary, then the University of Miami Certificate in Interior Design is for you. The Certificate in Interior Design Program offers non-credit courses to those who want to enrich their cultural experiences or who are interested in improving their professional or occupational skills. Taught by industry professionals, our Certificate in Interior Design program focuses on the important
fundamentals to enter the design field. A hands-on program, students
will learn history of interiors, principles and elements of design, freehand
and computer drafting, specification and materials, professional practice,
photography and building a portfolio.

For more detailed course descriptions, current schedule, and prices please
visit our website at http://www.continue.miami.edu

**Paralegal Studies Certificate Program**

The UM Paralegal Studies program is an intense four-month course of
study which certifies the successful student as a qualified professional
ready to start an exciting new career as a paralegal. Classes are taught
by prominent local attorneys, Judges and Magistrates. The Paralegal
Program classes are offered on the weekends, weekdays or weekday
evenings at the Coral Gables campus and on weekday evenings in
Broward. This program is also available online in both English and
Spanish. (4 months)

For more detailed course descriptions, current schedule, and prices please
visit our website at http://www.continue.miami.edu/paralegal.

**Paralegal Specialist Certificate**

The Paralegal Specialist Certificates provide both beginning and
experienced paralegals with expansive educational and professional
opportunities. The certificate programs allow paralegals to augment
current skills and focus on virtually any area of the law. Choose from over
20 Paralegal Specialist Certificates and give yourself an edge in today’s
competitive job market. All specialist courses are available online so
students are able to enroll at any time. (6 months)

For more detailed course descriptions, current schedule, and prices please
visit our website at http://www.continue.miami.edu/paralegal.

**Personal Financial Planning Certificate Program**

Designed for students preparing for professional examinations and
professional practice in personal financial planning.

Our program consists of providing the highest quality CFP education
through Dalton Education, a leading provider of innovative education
solutions in financial planning. The founders of Dalton Education have
helped thousands of financial professionals earn the CFP® certification
marks with their leading CFP review course, THE DALTON REVIEW®.
Students can choose from an independent, self-paced, online education
program or a live, instructor – led, internet delivered program.

For more detailed course descriptions, current schedule, and prices please
visit our website at http://www.continue.miami.edu/pfp.

**Social Media Management Education Program**

University of Miami is proud to offer a Social Media Professional
Certificate and Social Media Strategist Certificate. This is a cutting edge
program, designed to teach the business applications of social media
communications. This self-paced online program is convenient, practical,
and affordable with the flexibility to begin at a time that works best for
you.

For more detailed course descriptions, current schedule, and prices please
visit our website at http://www.continue.miami.edu.

**Project Management Professional Certificate (PMP®)**

This program satisfies the educational requirement needed to qualify to
take the Project Management Professional (PMP®) exam.
Learn the core competencies of project management, following the
Project Management institute’s A Guide to the Project Management Body
of Knowledge. (PMBOK® Guide). Become proficient in the knowledge
areas, process groups, skills and techniques delineated in the PMBOK
Guide to execute projects effectively and efficiently through all stages.

For more detailed course descriptions, current schedule, and prices please
visit our website at http://www.continue.miami.edu.