For more information, specific curriculum descriptions and a listing of current seminars, courses and workshops, contact the:

Office of Professional Advancement, Division of Continuing and International Education
University of Miami
111 Allen Hall
Coral Gables, Florida 33146-1610
305-284-5800 or
email opa@miami.edu.
Additional information on the web (http://www.continue.miami.edu).
improve their ability to communicate, motivate, inspire, and empower others.

For more detailed course descriptions, current schedule, and prices please visit our website (https://www.continue.miami.edu/default.aspx).

**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 Compensations; 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 (https://www.continue.miami.edu/default.aspx).

**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 (https://www.continue.miami.edu/default.aspx).

**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 (https://www.continue.miami.edu/default.aspx).

**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 as a fully online program.

For more detailed course descriptions, current schedule, and prices please visit our website (https://www.continue.miami.edu/default.aspx).

**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 (https://www.continue.miami.edu/default.aspx).

**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 (https://www.continue.miami.edu/default.aspx).

**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 (https://www.continue.miami.edu/default.aspx).

**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 (https://www.continue.miami.edu/default.aspx).
Cyber Security & IT Security Certificates

The University of Miami, Division of Continuing and International Education has partnered with IT Training Solutions to offer database and informational technology non-credit certificate programs. IT Training Solution is an international training provider specializing in Cyber Security and comprehensive IT Technical and Certification courses. Together we are empowering students to learn complex material and review concepts in an easy to use online, interactive course. We are continually updating the content in these courses to stay current with the trends and new developments in the industry. Each quarter 3-5 new titles are released.

For more detailed course descriptions, current schedule, and prices please visit our website (http://umiamicatalog.ittrainingsolutions.com).