OFFICE OF PROFESSIONAL ADVANCEMENT - NON CREDIT COURSES

www.continue.miami.edu/opa

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, Division of Continuing and International Education
University of Miami
111 Allen Hall
Coral Gables, Florida 33146-1610
305-284-4000 or
email opa@miami.edu.
Additional information on the web (http://www.continue.miami.edu).

Allergy Diagnostics & Allergen Immunotherapy Training Program

In collaboration with the University of Miami Division of Continuing & International Education and the Miller School of Medicine. The Allergy Diagnostics & Allergen Immunotherapy Training Workshop gives medical practitioners the training they need to diagnose, treat, and manage patients with noncomplex, non-life-threatening allergies. The Academy of Allergy & Asthma in Primary Care endorses this program, which fits with its mission to support primary physicians in better managing their allergy-suffering patient populations.

For more detailed course descriptions, current schedule and prices, please visit our website (http://continue.miami.edu/en/packagedetail.aspx?p=214).

Building Expertise in Administration & Management (BEAM)

In collaboration with the University of Miami Division of Continuing & International Education, The Building Expertise in Administration & Management (BEAM) certificate program is offered by the University of Miami, Leonard M. Miller School of Medicine's Department of Public Health Sciences and the Miami Herbert Business School in partnership with the de Beaumont Foundation. BEAM is an interactive, self-paced, non-credit bearing, online certificate program designed to equip working professionals with the practical, applicable business knowledge and tools that drive innovation and success. BEAM is the only business program of its kind for public health professionals seeking the financial and managerial skills to build their careers, advance their workplace and the public health profession nationwide. Through the program, public health professionals will gain a solid foundation in strategic problem definition, budgeting, procurement, contracts, contract monitoring, and financial health.

For more detailed course descriptions, current schedule and prices, please visit our website (http://continue.miami.edu/en/packagedetail.aspx?p=202).

Business and Leadership Certificate Programs

The Business Program offerings provide a range of certificates focused on enhancing skills and improving organizational performance. The development of core skills in cutting edge disciplines, with application based learning, will prepare Program participants for profit and non-profit sectors across a broad spectrum of disciplines, including Leadership and Management, Business and Communication Skills, Consulting, Human Resources, Nonprofit, and Meeting and Event Planning.

Leadership Development and Management offerings include Executive Leadership, Fundamentals of Leadership, Managing Cross-Functional Teams, Management and Supervision, Organizational Leadership, and Strategies for successful negotiation. These Programs emphasizes the development and enhancement of vital leadership skills for those tasked with leading organizations, or have the desire to enter into one in the near future.

Business offerings include Ethical Business Decision Making, Alternative Methods of Problem Solving, Group Facilitation, Problem Solving and Decision-Making Strategies. These Programs prepare participants for the skilled, ethical decision-making, problem solving, and critical thinking skills necessary to make informed decisions that create and maintain an ethical work environment.

Human Resources offerings include Managing Organizational Change, Fundamentals of Delivering Training, and Conflict Resolution. These programs emphasize the development and enhancement of key skills for those who have the need and desire to learn how to effectively manage change, present effective training, and resolve workplace conflict to increase employee engagement, productivity, and teamwork.

The Nonprofit Programs are designed to develop and cultivate necessary skills that nonprofit managers to effectively manage challenges often associated with the nonprofit sector. Participants who currently hold a management role, or have the desire to move into a management role within a

non-profit organization of any type will elevate skills in Nonprofit Operational Management, Nonprofit Fundraising, Grant Writing, and Fundamentals of Philanthropy.

Meeting and Event Planning Program participants are those tasked with or looking to engage in designing and coordinating any type of organizational meeting or event. Program areas include Fundamentals of Meeting Planning and Event Development and Negotiation Skills for Event Planners. Emphasis is placed on gaining an in-depth understanding of skills that will enable participants to help clients and/or internal organizational departments design and coordinate an effective, multifaceted meeting and/or event that will accomplish the client's or organizational goals and objectives.

Additional Programs include Innovation and Organizational Consulting. The Innovation Program emphasizes key roles of individual entrepreneurs and organizational innovation in private and public services, design thinking as a problem-solving tool, and understanding communication approaches, leadership practices, and the relationship between the marketing and sales functions in the workplace. The Organizational Consulting Program provides the knowledge needed to think critically and solve problems creatively for an organization based on assessment of the client's needs

 For a full list of business certificate programs offered, please visit our website (https://www.continue.miami.edu/default.aspx).

Certificate in Happiness Studies (CiHS)

The Certificate in Happiness Studies (CiHS) program is the first and only of its kind. This program explores happiness through the lens of different disciplines - including psychology and philosophy, as well as history, theology, biology, economics, literature, art, and so on. CiHS provides the knowledge and the tools to generate happiness on the individual, interpersonal, organizational, and national levels. The Certificate in Happiness Studies program is a 12- month online experience that includes academic lectures and live webinars, as well as ongoing interactions with faculty and other students.

For more detailed course descriptions, current schedule and process, please visit our website (http://continue.miami.edu/en/packagedetail.aspx?p=205).

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 (http://continue.miami.edu/en/packagedetail.aspx?p=80).

Coding Boot Camp Certificate

University of Miami (UM) Coding Boot Camp is a 24-week, part-time web development course offered on our Coral Gables campus in partnership with Trilogy Education Services. The full-stack curriculum includes HTML5, CSS3, JavaScript, jQuery, Node.js, Java, Database Theory, MongoDB, Heroku, Git, and more.

For more detailed course descriptions, current schedule and prices, please visit our website. (http://www.continue.miami.edu/en/packagedetail.aspx?p=198)

Cybersecurity Certificate

University of Miami Division of Continuing and International Education in collaboration with HackerUSA, offers unique hands-on skill based programs in Cyber security. HackerUSA has over 20 years of experience and is a leading educational provider for cyber security training. They bring a wealth of expertise that allows our cyber security programs to be innovative and high quality. Our students will be exposed to the most advanced technologies used today and will gain real practical experience.

For more detailed course descriptions, current schedule and prices, please visit our website. (http://www.continue.miami.edu/en/subcategory.aspx?sc=108)

Data Analytics Certificate

University of Miami (UM) Data Analytics Boot Camp, in partnership with Trilogy Education Services, is a 24-week, part-time program offered on our Coral Gables campus that will empower you to gain the knowledge and skills to conduct robust analytics on a host of real-world problems . Throughout the course, you'll be gaining proficiencies on a host of marketable technologies like Advanced Excel, Python, JavaScript, (D3.js, Leaflet.js), HTML/CSS, API Interactions, Social Media Mining, SQL, Tableau, Fundamental Statistics, Machine Learning, R, Git/GitHub and more.

For more detailed course descriptions, current schedule and prices, please visit our website (http://continue.miami.edu/en/packagedetail.aspx?p=207).

Digital Marketing Certificate

University of Miami Division of Continuing and International Education in collaboration with HackerUSA, offers the Digital Marketing Boot Camp. This program is designed to jump-start the careers of students who are new to digital marketing, upskill traditional marketers, and reskill career changers. The program will qualify students to work in a variety of digital marketing positions, including Social Media Management, Content Management, SEO Digital Strategy, PPC Management, SEM Campaign Management, and more. .

For more detailed course descriptions, current schedule and prices, please visit our website (http://continue.miami.edu/en/packagedetail.aspx?p=216). (http://www.continue.miami.edu/en/subcategory.aspx?sc=108)

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 prices, please visit our website (http://continue.miami.edu/en/packagedetail.aspx?p=169).

Green Professional Building Skills Training (GPRO) Certificate Program

Offered in partnership with the Urban Green Council, an affiliate of the U.S. Green Building Council (USGBC), the GPRO Certificate Program is taught by GPRO-certified University of Miami instructors who are experienced professionals in the construction industry and are well-informed about sustainability issues. The program is customized for the climate and regional needs of South Florida. Participants learn to use building metrics to reduce operating costs, improve occupancy rates and raise tenant satisfaction. This knowledge enables them to implement leading-edge practices that reduce energy, water use, and waste, plus make buildings healthier and safer for occupants. The GPRO Certificate Program is offered in partnership with the UM College of Engineering's Master of Science in Construction Management Program.

For more detailed course descriptions, current schedule and prices, please visit our website (http://continue.miami.edu/en/packagedetail.aspx?p=209).

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 (http://continue.miami.edu/en/packagedetail.aspx?p=3).

IT Training 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 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 contact us at 305-284-4000.

Instructional Design & Technology

Instructional Design & Technology is an online series of courses designed for education professionals and corporate trainers who are interested in instructional design, alternative instructional delivery systems and designing online courses or modules. It offers professionals the opportunity to bridge the gap between research and practice.

For more detailed course descriptions, current schedule and process, please visit our website (http://continue.miami.edu/en/packagedetail.aspx?p=206).

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, Color Theory, freehand and computer drafting, specification and materials, professional practice, and building a portfolio.

For more detailed course descriptions, current schedule and prices, please visit our website (http://continue.miami.edu/en/packagedetail.aspx?p=115).

Medical Billing and Coding Certificate

The Medical Billing & Coding Program begins with a standard block of courses necessary to obtain the foundation knowledge needed for certification in billing and coding. Essential sciences are covered in the medical terminology, anatomy & physiology, diagnostic coding, and disease pathology modules. Once these core medical topics are covered, the Program provides the learner with the knowledge and skills needed to perform diagnostic coding, using the ICD-9 and ICD-10 coding systems, and procedural coding. Students will participate in a module specific focusing on CPC® examination preparation.

For detailed course description, current schedule and prices, please visit our website. (http://www.continue.miami.edu/en/packagedetail.aspx?p=182)

Paralegal Concentration Certificates

The Paralegal Concentration Certificates provide both beginning and experienced paralegals with expansive educational and professional opportunities. These Practice Area Concentration certificate programs allow paralegals to augment current skills and focus on virtually any area of the law. Choose to specialize in one of the following areas of concentration: Contract law, Business law, Criminal law and Procedures, Bankruptcy law, Intellectual Property, Immigration law, Wills and Trust, Employment law, Real Estate law, and Litigation. Give yourself an edge in today's competitive job market. All Paralegal Concentration courses are available online so students are able to enroll at any time.

For more detailed course descriptions, current schedule and prices, please visit our website (http://continue.miami.edu/en/packagedetail.aspx?p=119).

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 weekday evenings at the Coral Gables campus or as a fully online program.

For more detailed course descriptions, current schedule and prices, please visit our website (http://continue.miami.edu/en/packagedetail.aspx?p=14).

Patient Advocacy Certificate Program

The Patient Advocacy Certificate Program is an eight-module, fully online course that prepares students to confidently take and pass the Board Certified Patient Advocate (BCPA) certification examination. Patient Advocates help patients and their families understand diagnoses, prognoses and outcomes as well as available treatment options. The Patient Advocacy Certificate Program focuses on skill development while ensuring that students are fully informed about the scope of practice of the patient advocate.

For more detailed course descriptions, current schedule and prices, please visit our website (http://continue.miami.edu/en/packagedetail.aspx?p=204).

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).

Post Baccalaureate Certificate in Computer Sciences

The Post Baccalaureate Certificate in Computer Science (PBC) is a non-credit program designed for people with a Bachelor of Science degree in another discipline, who wish to learn the core skills of Computer Science. Completion of the PBC will provide opportunities to apply computational techniques in other areas, to change career paths towards computing, or to continue on to graduate student in Computer Science.

The PBC includes courses in programming, computer architecture and systems, some mathematics, and an elective chosen from the many courses available in the Department of Computer Science. By completing this one-year non-credit program, students will obtain the knowledge and skills at the heart of Computer Science, opening the doors to new and exciting opportunities. Students will be able to:

- Write efficient computer programs using appropriate data structures.
- Use their understanding of computer organization and architecture to select and utilize computer systems effectively.
- Use UNIX-based computer systems, and write programs that make use of the UNIX operating system.
- Characterize the underlying theory of computational systems.
- Discuss and write about a range of topics in Computer Science (as presented in seminars).
- Use basic mathematics in the development of computer software.

Pre-requisites for the PBC program are a Bachelors Degree, Calculus I, and Computer Programming I (or equivalent). Credit can be given for prior study. At least 15 credits of PBC courses must be completed at the University of Miami.

For more detailed course descriptions, current schedule and prices, please visit our website (http://www.continue.miami.edu/en/packagedetail.aspx?p=196).

Project Management Professional Certificates (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 (http://continue.miami.edu/en/packagedetail.aspx?p=150).

Project Management Concentration Certificates (PMP®)

This Project Management Certificate Healthcare Concentration Program focuses on applying the core competencies of project management in the Project Management Institute's, A Guide to the Project Management Body of Knowledge, (PMBOK® Guide) – Sixth Edition, Project Management Institute, Inc., 2017 to specified sectors. Participants pursuing a concentration certificate in Project Management will demonstrate proficiency in effective project management based on the knowledge areas, process groups, skills, and techniques delineated in the PMBOK®. Choose to specialize in one of the following areas of concentration: Heatlhcare or Information Technology. Give yourself an edge in today's competitive job market. Both Project Management Concentration courses are available online so students are able to enroll at any time.

For more detailed course descriptions, current schedule and prices, please visit our website (https://continue.miami.edu/en/subcategory.aspx?sc=86).

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'·1) and SHRM Senior Certified Professional (SHRM·SCPr'"). 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 (http://continue.miami.edu/en/packagedetail.aspx?p=161).

UI/UX Design Boot Camp
University of Miami Division of Continuing and International Education in collaboration with HackerUSA, offers unique hands-on skill based programs in UI/UX Design. This program provides you with the knowledge, tools, and skills you need to build a career as a designer. The classroom environment fosters hands-on learning, constructive feedback, and self-directed research to ensure you feel equipped to solve complex design problems regardless of your chosen career path. The UI/UX program also offers a design-specific course to help prepare you to navigate the unique design industry.

For more detailed course descriptions, current schedule and prices, please visit our website. (https://continue.miami.edu/en/packagedetail.aspx?p=218)