GREETINGS!

If you think of “fall” as the end of the growing season, a time to wrap the shrubs, or a short transition to a longer winter, well...you’re not wrong. But our lineup of workshops also shows that fall can be a time of renewal, growth, and promise. So, don’t burrow under a pile of leaves—rather, invest in your future by taking workshops rich with practical advice, applicable knowledge, and career building skills.

Best wishes for a great fall season!

Lynn Burbank, Director
Continuing Education
University of Minnesota Duluth

NEW Workshops: These four and many more!

• Finance for Non-Financial Managers, John Foucault
• Understanding Alzheimer’s Disease, Karen Finck
• Courageous Conversations: Conflict Does Not Have to be Painful, Rob Karwath
• Leading Change, Transitions, and Teams, Malissa Bahr

Go to www.d.umn.edu/ce for a complete listing of our workshops, courses, and certification opportunities.

We are fully committed to the excellence of our programs. If you have taken one of our classes and are not satisfied, please contact our Customer Service Manager at 218/726-8113 or cehelp@d.umn.edu. We will appreciate the opportunity to discuss it with you.

Continuing Education
University of Minnesota Duluth
104 Darland Administration Building
1048 University Drive
Duluth MN 55812
218/726-8113
cehelp@d.umn.edu
Customized Training

Why choose UMD Continuing Education? Because we are different in ways that count for your business success.

- You have input at every stage of development and implementation to ensure the training is about you and for you.
- We select from our roster of community and campus specialists to match your needs, because no single person has all the answers.
- You choose: we can craft in-person sessions or online modules for your one-time or ongoing use.
- Our experts combine research with real-world experience and bring it to your workplace.
- Your employees can earn UMD Continuing Education Units (CEU’s) for their professional development.

To meet the unique needs of organizations, we provide customized training solutions with a customer-centered focus. First, we get to know you: we learn about your organization’s culture, the industries you serve, and your workforce dynamics. Then we work collaboratively to identify the learning goals.

In developing training objectives, we draw upon our deep pool of content experts from academia and business. These specialists are chosen not only for their subject matter knowledge, but also for their credibility in real-world experience and professional influence. This expertise is coupled with instructional design input to create innovative content and applied activities geared for adult working learners.

Our programs are delivered either in face-to-face format so learners can network with other professionals seeking to enhance similar skill sets, or online to meet personal schedules and learning paces.

UMD CE customized training—delivered how, when, and where you want it!

“[The workshop you brought to our district (Key Warning Signs of Early-Onset Mental Disorders) was excellent information presented in a positive and motivating way. It was very useful and appropriate to the kids we work with.]”

- Anne Leino, Nurse Paraprofessional, ISD 709

Current Programs In Demand:

- Leadership Development
- Succession Planning
- Financial Fundamentals
- Strategic Thinking
- Emotional Intelligence
- Change Management
- High Performing Teams
- First Time Manager
- Accountability
- Conflict Management
- Effective Listening
- Generations in the Workplace
- Diversity/Respect in the Workplace
- Customer Service
- Sales (customized by topic)
- Working with Tribal Nations
- Project Management
- LEAN and Six Sigma
- K-12 Teacher Professional Development
- Behavioral Health Topics
- Talent Assessments
- Custom Online Course Development

For a complete list of UMD Continuing Education offerings, go to: www.d.umn.edu/ce/

Contact Amy Galbraith, Contract Sales Manager
Phone: 218/726-6819 / Email: agalbrai@d.umn.edu
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## Professional Development – ONLINE COURSES

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- **Certificate in Business Administration**
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- **Working with Minnesota’s Tribal Communities**
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### Education, Health, and Human Services
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- **Instructional Strategies for Teachers**
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- **Key Warning Signs of Early Onset of Mental Illness**
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- **Positive Behavior Intervention Strategies**
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- **Reading Strategies**
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- **Studies in Gambling Addiction Certificate (SIGA): Counseling the Pathological Gambler**
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### Project Management
- **Introduction to Construction Project Management Certificate**
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- **PMP-3: Project Scope Management**
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**We are always in the process of developing new professional development programs with input from the business community—your suggestions are welcomed!**

**Call 218/726-6819**
Business and Leadership | Leadership and Management

Finance for Non-Financial Managers
Tuesday, October 6, 12:30 – 4:30 PM
UMD Center for Economic Development, 11 E Superior Street, Suite 210
$145
Instructor: John Foucault

Can you demonstrate your value and return on investment to your boss? You didn't get to this point in your career only to be held back by weak financial skills. Gain essential finance skills to move your career forward: interpret financial reports and make decisions based on the data they provide, draft an accurate budget, and justify your ideas in dollars and cents. This workshop makes the basics of finance accessible to anyone.

John Foucault has a BA in Computer Information Systems from the College of St. Scholastica. He is an experienced business owner, having started Points North in 1994. John has been involved in areas such as product and business development to sales and project management. John is a life-long resident of Duluth and an active member of Duluth Rotary Club #25.

Buddy to Boss: Essential Skills for New Managers
Tuesday, November 3, 12:30 – 4:30 PM
UMD Center for Economic Development, 11 E Superior Street, Suite 210
$145
Instructor: Shelly Peterson

Making the transition from being someone’s co-worker to his or her supervisor can be difficult, especially for young professionals. New managers, new executives, and new supervisors will learn to deal with this transition, face the challenges, and become good managers and leaders. This new supervisor workshop will give you the skills you need to deal with people, manage your employees’ work, mediate conflict, juggle deadlines, deal with HR issues, and communicate goals and expectations clearly.

Shelly Peterson is the Executive Vice President, Minnesota Operations, of The Boldt Company. She is a graduate of the Minnesota School of Business, and has been with Boldt since 1994. As a third-generation construction professional, she has progressed from business and financial responsibilities into managerial positions.

Human Resources Management for Non-HR Managers
Tuesday, November 10, 12:30 – 4:30 PM
UMD Center for Economic Development, 11 E Superior Street, Suite 210
$145
Instructor: John Sandstrom, MA

As a manager of people, you know the feeling of being pulled in many different directions, working with rules and regulations, dealing with a multitude of personalities—all while motivating and training your staff. Yet often overlooked are essential skills in dealing with HR matters that are effective and legal. This workshop will walk you through the hiring process from performing a skills inventory to conducting the interview to employee orientation. You’ll also gain expertise in areas such as diversity, discipline, and termination that arise after hiring.

John Sandstrom has a BA in History and Political Science from Gustavus Adolphus and an MA in Management from the College of St. Scholastica. He has worked in the mining industry for almost 40 years. He is a “self-proclaimed” student of organizational culture, the untapped potential of people, and walleye fishing.
Leading Change, Transitions, and Teams
Thursday, December 3, 12:30 – 4:30 PM
UMD Center for Economic Development, 11 E Superior Street, Suite 210
$145
Instructor: Malissa Bahr, MS
Change can negatively affect team productivity. Change can interrupt routines, breed confusion, and generate stress. But when teams are able to enthusiastically embrace change, productivity rises exponentially. Executives, managers, supervisors, and team leaders will learn how to minimize the potentially detrimental effect of change on morale, communication, and teamwork. Whether you are experiencing productivity and morale problems due to past or current changes, or you are anticipating change and want to minimize negative reactions, this workshop will teach you how to stay focused on the right things.

Malissa Bahr is the Senior Training Manager at the Blandin Foundation. Prior to working there, she spent seven years in the field of law specializing in class action litigation. Malissa holds an MS in Industrial/Organizational Psychology and is currently working on her PhD in Educational Psychology with an emphasis on adult learning and program assessment.

Business and Leadership | Communication and Interpersonal Skills

“The soft stuff is the hard stuff.”
- Jack Welch, former General Electric CEO

Six Rules for Communicating with Diplomacy, Tact, and Credibility
Tuesday, October 20, 9:00 AM – 12:00 PM
Historic Glensheen Mansion, Recreation Room, 3300 London Road
$119
Instructor: Rob Karwath, MBA
The way in which we communicate can elicit positive or negative emotions. If we communicate aggressively, without respect or sensitivity, defensive or angry emotions can prevent others from hearing the message we are trying to convey. We lose credibility. Communicating with diplomacy and tact is an approach that combines strength and sensitivity and keeps negative emotions at bay. We gain credibility. Learn the six rules for being a more tactful and diplomatic you.

Rob Karwath is President and CEO of North Coast Communications in Duluth, a company he founded after 25 years as an executive, top editor, and award-winning reporter at some of the countries’ largest and most innovative media companies. Rob holds a Bachelor of Science degree with honors in Journalism from the University of Kansas and an MBA with honors from the University of Chicago’s Booth School of Business.

We can provide services to assist in planning and coordinating your conference or event.
Call 218/726-6361.
Women’s Professional Development (Brown Bag Series)

New topics for fall!

Wednesdays, October 21, November 18, and December 9, 12:00 – 1:30 PM
UMD Center for Economic Development, 11 E Superior Street, Suite 210
$89
Instructors: Shannon Studden, MS; Alis Stevens, MBA

No matter what your career goals are—whether you want to get more out of your current role, prepare for the next level, or aim for a top leadership spot—it can be helpful to take a look at the ways you might unintentionally prevent yourself from achieving those goals.

Explore ideas, learn skills, and gain expertise in:

- Emotional Intelligence
- Communication Strategies
- Women and the Art of Negotiation

Shannon Studden is an Instructional Designer and Educator with UMD Continuing Education. She holds her Masters of Science degree in Industrial/Organizational Psychology from the University of Tennessee at Chattanooga.

Alis Z. Stevens is a purchasing professional with Cliffs Natural Resources, Silver Bay, Minnesota. She received a BA from Istanbul University and a Master’s degree in Psychological Counseling from Bosphorus University. She holds a Master’s in Business Administration from the University of Portland, and recently attained an Executive Certificate in Negotiation from Notre Dame University.

Coaching: A Strategic Tool for Effective Leadership

Tuesday, October 27, 12:30 – 4:30 PM
UMD Center for Economic Development, 11 E Superior Street, Suite 210
$145
Instructor: John Sandstrom, MA

Coaching is more than just resolving performance problems; it is an ongoing investment in the growth and development of others. Skilled coaches foster new levels of commitment and performance by identifying and leveraging their staff’s talents and abilities. Coaching influences employee adaptability, productivity, and retention, and promotes better time management. Executives, managers, business owners, and team leaders will enhance their leadership skills by developing essential coaching skills: defining the role of the coach, exploring communication and influencing techniques critical to coaching success, and providing vital coaching skills.

John Sandstrom has a BA in History and Political Science from Gustavus Adolphus and an MA in Management from the College of St. Scholastica. He has worked in the mining industry for almost 40 years. He is a “self-proclaimed” student of organizational culture, the untapped potential of people, and walleye fishing.

Our experience facilitators can help you develop team-building skills through the use of assessments and feedback tools.

Call 218/726-6819.
Intentional Customer Service (Brown Bag)
Thursday, November 12, 12:00 – 1:30 PM
UMD Center for Economic Development, 11 E Superior Street, Suite 210
$39
Instructor: Stephen Shaner
Customer service is key to an organization’s success. You must maintain a culture of exceptional service. Learn best practices and proven techniques for creating and delivering outstanding customer service. These skills are essential for hospitality professionals, supervisors, managers, directors, sales staff, business owners, front line staff, and team leaders.

Stephen Shaner is the manager of Health Plan Systems at HealthPartners Regional Technology Center in Duluth. He has over 30 years of customer and employee relations experience. As an author and motivational speaker, Stephen shares his experience in a unique and entertaining way.

Courageous Conversations: Conflict Does Not Have to be Painful
Tuesday, November 17, 12:30 – 4:30 PM
Historic Glensheen Mansion, Recreation Room, 3300 London Road
$145
Instructor: Rob Karwath, MBA
This century’s workplace makes conflict resolution more important but also more difficult. Team or work cell environments create more conflict as people with different opinions work together, often in close quarters. Managers, supervisors, business owners, human resource directors, and employees will gain essential skills in mastering courageous conversations. The goal is not to eliminate conflict, but to learn how to manage conflict constructively and productively.

Rob Karwath is President and CEO of North Coast Communications in Duluth, a company he founded after 25 years as an executive, top editor, and award-winning reporter at some of the countries’ largest and most innovative media companies. Rob holds a Bachelor of Science degree with honors in Journalism from the University of Kansas and an MBA with honors from the University of Chicago’s Booth School of Business.

Fundamentals of Business Writing
Thursday, December 10, 12:30 – 4:30 PM
Duluth Area Chamber Conference Room, 5 W First Street, Suite 101
$119
Instructor: Rob Karwath, MBA
The ability to write clear, concise, informative, and engaging prose is key to professional success. Yet many people lack confidence in their ability to write effectively. You will learn the distinctive elements of business writing by reading, analyzing, and critiquing sample texts, and by designing, revising, and polishing a variety of documents for specific audiences. A special emphasis will be placed on shorter forms of written communication such as memos, email, and letters.

Rob Karwath is President and CEO of North Coast Communications in Duluth, a company he founded after 25 years as an executive, top editor, and award-winning reporter at some of the countries’ largest and most innovative media companies. Rob holds a Bachelor of Science degree with honors in Journalism from the University of Kansas and an MBA with honors from the University of Chicago’s Booth School of Business.
Early Warning Signs of School Age Aggression/Violence
Tuesday, October 13, 12:30 – 4:30 PM
UMD Center for Economic Development, 11 E Superior Street, Suite 210
$95
Instructor: Dawn Peterson, MSW,LICSW

4 CEU’s through Minnesota Board of Social Work (MN BOSW)

All too often we hear about the latest violent act in a school and are left puzzled because apparently “no one saw this coming.” There are usually behaviors in students prior to outward violence in the school or community. You will learn to identify some common signs of aggression and a lack of control over behaviors as well as who to contact if you are worried about impending violence. Teachers, counselors, paraprofessionals, principals, nurses, clergy, parents, and grandparents will find these skills indispensable.

Dawn Peterson, MSW, LICSW, holds a Master's degree in Social Work from the University of Minnesota Duluth. She earned her LICSW in 2008.

Mental Health First Aid—Adult
Thursday, October 22, 8:00 AM – 5:00 PM
Ecumen Lakeshore, Elsing Chapel, 4002 London Road
$135 general public; $85 UMD students, faculty, staff, and alumni
Instructor: Chad Scott, PhD, LPCC, NCC

8 CEU’s through Minnesota Board of Social Work (MN BOSW); and 8 CEU’s through Minnesota Board of Police Officers Standards and Training (MN POST)

Mental Health First Aid-Adult is an 8-hour public education program that introduces participants to the risk factors and warning signs of mental health problems in adults, and teaches you what to do in a crisis situation. Topics include depression, anxiety/trauma, psychosis and psychotic disorders, substance use disorders, and risk for suicide. Real world scenarios and participatory exercises play a crucial role in this training.

Chad Scott, PhD, LPCC, NCC is a Licensed Professional Counselor. He has worked at the Range Mental Health Center since 2001 and currently serves as an Outpatient Therapist and Clinical Supervisor at the Range Mental Health Center, Virginia and Hibbing. He began teaching Mental Health First Aid in 2009.

“This training is an excellent primer for any professional working with the public.”
Rev. Gary Gottfried, Pastor, Norton Park United Methodist Church

8 UMD Continuing Education: Collaboration. Customization. Results.
Understanding Alzheimer’s Disease
Tuesday November 3, 9:00 AM – 4:00 PM
Ecumen Lakeshore, Elsing Chapel, 4002 London Road
$145 Early bird rate (deadline October 19);
$165 Regular rate (beginning October 20); includes lunch
Instructor: Karen Finck, APRN, CNS

This course fulfills the requirements of Minnesota Dementia Training Law, requiring Minnesota nursing homes, home care providers, housing with services programs, and adult day care centers to train direct care staff and their supervisors in dementia care.

This course is designed to provide 6.5 contact hours for nurses, 5.4 continuing education hours for social workers, 6.0 continuing education hours for chemical dependency counselors, and 6.0 education hours for direct care staff.

Caring for people with Alzheimer’s requires compassion, knowledge, creativity, and infinite patience. Exploring the many losses involved in dementia (memory, cognitive process, functioning ability, and personality deterioration) gives a valuable overview of this disabling disease. You will learn to use a functional assessment tool to evaluate an individual’s current cognitive status. Help set direction for future client services by understanding the symptoms in each progressive stage of Alzheimer’s disease. Gain skills using interventions and creative behavior approaches to provide exceptional care. Nurses, social workers, clergy, direct care staff, activities directors, and home caregivers will benefit from these techniques and best practices.

Karen Finck, APRN, CNS, is a clinical specialist in Psychiatric Nursing. She has provided community nursing services for over 30 years and has extensive teaching experience. Karen provides learners with an understandable framework and practical approaches to mental health care.

Understanding Autism and Asperger’s Syndrome
Wednesday, November 4, 9:00 AM – 4:00 PM
Ecumen Lakeshore, Elsing Chapel, 4002 London Road
$145 Early bird rate (deadline October 19);
$165 Regular rate (beginning October 20); includes lunch
Instructor: Karen Finck, APRN, CNS

This course is designed to provide 6.5 contact hours to nurses, 5.4 continuing education hours to social workers, and 5.75 education hours to direct care staff.

Autism is a complex condition. People with Autism typically experience anxiety, hypersensitivity to sensory input, and “mind-blindness,” and have difficulty relating to others. People with Asperger’s syndrome appear higher on the autism spectrum but still have difficulty with interpersonal relationships, job performance, and restricted behaviors. Teachers, nurses, social workers, counselors, clergy, group home staff, parents, and grandparents will learn the behaviors present in the autism spectrum as well as how to set realistic goals for the people with Autism and Asperger’s in their care.

Karen Finck, APRN, CNS, is a clinical specialist in Psychiatric Nursing. She has provided community nursing services for over 30 years and has extensive teaching experience. Karen provides learners with an understandable framework and practical approaches to mental health care.
Mental Health First Aid—Youth
Thursday, November 5, 8:00 AM – 5:00 PM
Boys & Girls Club, Lincoln Park Branch Teen Center, 2407 West 4th Street
$135 general public; $85 UMD students, faculty, staff, and alumni
Instructor: Steve Wickelgren, MA

8 CEU’s through Minnesota Board of Social Work (MN BOSW); 8 CEU’s through Minnesota Board of Police Officers Standards and Training (MN POST); and 8 CEU’s through Minnesota Board of School Administrators (MN BOSA)

Mental Health First Aid—Youth is an 8-hour public education program that introduces participants to the unique risk factors and warning signs of mental health problems in adolescents, builds understanding of the importance of early intervention, and teaches individuals how to help a youth in crisis. Mental Health First Aid—Youth uses role-playing and simulations to demonstrate how to assess a mental health crisis, select interventions and provide initial help, and connect young people to professional, peer, social, and self-help care.

Steve Wickelgren, MA, Counseling Psychology, retired from the Minneapolis Police Department after 26 years of service. He is the owner of LE-AST Counseling Services and serves as the Clinical Director for the Minnesota Crisis Intervention Officers’ Association. He has been a Mental Health First Aid instructor for eight years.

“Great information and practical points to consider and to recognize different kinds of mental health issues.” - John Osorio, Assistant Principal, St. Paul Public Schools

Business and Leadership
Certificate in Business Administration
August 31 – December 11, 2015
Eight Individual Modules: $899 each

Classes are offered fall and spring semesters. It is possible to complete all eight modules in an academic year. The modules can also be used to fulfill the prerequisite requirement for admission into the UMD Masters of Business Administration (MBA) program. For admission into the certificate program, please contact Tracey Bolen, tbolen@d.umn.edu, 218/726-7520.

INDIVIDUAL MODULES
Fall Semester 2015
First half of semester 08/31/2015-10/16/2015
• PMBA 2400 Fundamentals of Organizational Management
• PMBA 2500 Fundamentals of Applied Statistics
Second half of Semester 10/19/2015-12/11/2015
• PMBA 2100 Fundamentals of Accounting
• PMBA 2200 Fundamentals of Economics

Spring Semester 2016
First half of semester 01/13/2016-03/04/2016
• PMBA 2600 Fundamentals of Financial Management
• PMBA 2800 Fundamentals of Human Resource Management
Second half of semester 03/14/2016-04/29/2016
• PMBA 2300 Fundamentals of Operations Management
• PMBA 2700 Fundamentals of Marketing
Working with Minnesota’s Tribal Communities
Online, self-paced
$75 (2 hours)

The process of building effective relationships with Minnesota’s tribal communities requires knowledge of the history between the U.S. government and American Indian tribes, and an understanding of the importance of tribal sovereignty to American Indian communities. You will gain these insights by learning about tribal rights, organization protocols, cultural norms, trust and relationship building principles, communication, tribal governance, and the issues facing American Indians today.

Accommodation, Modification, and Adaptation of Curriculum and Instruction
Online, self-paced
$99 (7.5 hours)

This course meets the standards set by the Minnesota Department of Education for teacher re-licensure.

Instructional adaptations are not just for students who are struggling. When adaptations are made, all students benefit. You will learn when to use accommodations and modifications, and a practical process and method for using them. You will modify both a lesson and a unit of instruction so that you are prepared to use your new skills immediately in your classroom to provide opportunities for academic success for all students.

Instructional Strategies for Teachers
Online, self-paced
$99 (7.5 hours)

Teachers must engage students and enhance their learning through vibrant classroom activities. Learn to use effective instructional strategies: what works, why it works, and when it works best. Practice a variety of strategies to raise student performance and how to effectively check for understanding. Learn techniques and methods such as previewing strategies, engagement strategies, and graphic organizers, to encourage the development of critical thinking, problem solving, and performance skills.

Key Warning Signs of Early Onset of Mental Illness
Online, self-paced
$99 (7.5 hours)

This course meets the standards set by the Minnesota Department of Education for teacher re-licensure.

Teachers will learn the scope of mental health disorders in children, the impact such disorders can have on learning, the challenges general education teachers can expect in the classroom, as well as positive behavior reinforcement techniques and accommodations for the classroom setting. You will learn how the normal brain functions in learning and what factors may interfere with the learning process, and major mental health categories seen in school populations and specific characteristics of several key diagnoses. In addition, teachers will become aware of the impact of childhood mental health disorders on students, families, and communities, and be able to effectively advocate for students and families.
Positive Behavior Intervention Strategies
Online, self-paced
$99 (7.5 hours)

This course meets the standards set by the Minnesota Department of Education for teacher re-licensure.

Learn the key concepts of positive behavior intervention, as well as school-wide positive behavior intervention strategies. You will be able to determine individual priorities through self-assessment tools and develop an individualized plan for the further use of PBIS.

Reading Strategies
Online, self-paced
$99 (7.5 hours)

This course meets the standards set by the Minnesota Department of Education for teacher re-licensure.

Reading, like playing a sport, improves with practice. Good readers use strategies and techniques that help them comprehend and remember what they are reading. Educators will explore best practice techniques for phonemic awareness, phonics, and reading strategies that impact comprehension. You will use best practice techniques to improve students’ reading and comprehension.

Trim your existing training costs and reduce scheduling hassles by having an online course custom-made for your organization.

Call 218/726-6819.

Studies in Gambling Addiction Certificate (SIGA): Counseling the Pathological Gambler
Online, self-paced
Certificate: $1,295 (60 hours), includes Courses 1 and 2
Course 1: $695 (30 hours), Course 2: $695 (30 hours)

Completion of the 60-hour certificate may be applied toward certification by the American Academy of Health Care Providers in Addictive Disorders.

This unique training provides specific knowledge and advanced clinical understanding pertaining to the identification, diagnosis, referral, and treatment of individuals with a gambling disorder. You will learn skills and tools to identify and diagnose a gambling disordered client and how to integrate effective gambling disorder treatment techniques in your practice.

“I really enjoyed this program and I know it will make me a better clinician.”

- Jason Bartholomay, LACD, CCP, CD Evaluation Counselor, University of Minnesota Medical Center
Project Management

Introduction to Construction Project Management Certificate
Online, self-paced
$795 (20 hours)
Understand the design and construction process by gaining practical knowledge, including time-saving tips and valuable cost-management techniques, to complete a project on time and on budget. You will learn how to speak the language of construction, navigate the bidding process, choose a contractor, read blueprints, execute change orders, and more. Using real-world examples, forms, and templates, you will become successful in any construction project management endeavor.

Project Management Test Preparation
Online, self-paced
$699 (35 hours; 35 PDUs to qualify for PMI Project Management Professional Exam)
Experiencing a lack of time to study for the PMP exam? This comprehensive course includes exam-taking tips, 11 comprehensive modules, five process group tests, and two full-length, 200-question practice exams covering the PMBOK Guide areas of knowledge, which will provide a report to help you determine your areas of weakness. After completing the 11 modules (listed below), you will be adequately prepared to pass the PMP examination.

Individual Courses in Project Management Test Preparation
The 11 courses that make up the full Project Management Test Preparation Course may be taken individually. Courses 1 – 10 are 3 hours in length; course 11 is 5 hours. Courses 1 – 10 are $79 each; course 11 is $90.
• PMP-1: Introduction to Project Management
• PMP-2: Project Processes and Project Integration Management
• PMP-3: Project Scope Management
• PMP-4: Project Time Management
• PMP-5: Project Cost Management
• PMP-6: Project Quality Management
• PMP-7: Project Human Resource Management
• PMP-8: Project Communications Management
• PMP-9: Project Risk Management
• PMP-10: Project Procurement Management
• PMP-11: PMP Practice Exams and Exam Strategies
Project Management for Information Technology
Online, self-paced
$499 (25 hours, 25 PDU’s)

Project management refers to the art or science of directing projects. This course focuses more specifically on how project management concepts can be applied to IT projects, as well as on project management issues that are unique to IT projects. It reviews the concepts, methodologies, and tools of project management as it relates to IT. Students will also learn about fundamentals, such as integration management, scope, costing, quality, human resources, risk management, and procurement.

This course contains eight comprehensive module quizzes and a 56-question Final Assessment spanning IT project management areas of knowledge. You will learn the technical processes that might be applied during the IT project lifecycle and the importance of scope control for IT projects. You will be able to differentiate between various techniques for managing the project schedule and to use cost estimation methods, Earned Value Management, portfolio management, and several maturity models. You will learn various approaches for team building and communication, and how to manage project risk.

Project Management Team Leadership
Online, self-paced
$359 (18 hours, 18 PDU’s)

The vast majority of project work in today’s organizations is done in a team setting. In this environment, project management team leaders have a tremendous responsibility and opportunity to develop and exhibit leadership skills. You will learn the roles and responsibilities of the project management team leader, in particular his/her responsibility with regard to project stakeholders. You will learn how project management team leaders can build a positive team environment through effective communication, team building activities, and reflective listening. You will be able to effectively identify and resolve team problems in order for the project to succeed, understand the team dynamic, and manage conflict among personality differences and barriers.

The course contains 12 brief case studies designed for application of the content to real-world scenarios, as well as six comprehensive module quizzes and a 72-question Final Assessment.

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- How to Successfully Lead a For-Profit Operation: Taking the Helm at Coastal Industries Simulation
- Six Sigma Management and Leadership Training Program
- Autism Spectrum Disorders Certificate
- Studies in Fetal Alcohol Spectrum Disorders
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  - Paid Search Professional Certification
  - Search Marketing Professional Certification
  - Social Media and Mobile Marketing Professional Certification
  - Individual courses available:
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    - Internet Marketing Fundamentals
    - Landing Page Optimization and Conversion Practitioner
    - Mobile Marketing
    - Pay Per Click Practitioner
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"We had a great experience working with CE staff on the TLCUE 2015 conference. The website was set up quickly, requests for changes and updates were handled immediately, and interactions with conference registrants were professional and courteous."

- Olaf Kuhlke, Associate Dean, College of Liberal Arts, UMD

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Project Management Test Preparation
This online series of classes prepares the participant for the PMI Project Management Professional Exam. For more information, please see page 13.

Studies in Gambling Addictions Certificate: Counseling the Pathological Gambler
This 60-hour Certificate program may be applied toward certification by the American Academy of Health Care Providers in Addictive Disorders. For more information, please see page 12.

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