



Professional Education Short Courses and Certificate Programs

• January-December 2017 •



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COLLEGE OF CONTINUING EDUCATION

UNIVERSITY OF MINNESOTA

UNIVERSITY OF MINNESOTA
 College of Continuing Education
 353 Ruttan Hall
 1994 Buford Avenue
 St. Paul, MN 55108-6080

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 The College of Continuing Education is no longer mailing the full course catalog; however, the catalog is available for viewing online, or you can still request that a catalog be mailed to you.

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612-624-4000

PDP-DPP Bucket FY17-Business Calendar Mailer Jan-Dec 2017



Course Title	Time	Dates	Certificate
Agile			
Agile Coaching	9 a.m.–4 p.m. 9 a.m.–4 p.m.	W, April 19, 2017 W, October 25, 2017	AGL
Agile Fundamentals	9 a.m.–4 p.m. 9 a.m.–4 p.m.	ThF, January 26 & 27, 2017 ThF, September 14 & 15, 2017	AGL
Agile Leadership	9 a.m.–4 p.m.	Th, April 6, 2017	AGL
Agile Scaling	9 a.m.–4 p.m.	Th, March 16, 2017	AGL
Agile Teams and Metrics	9 a.m.–4 p.m. 9 a.m.–4 p.m.	W, May 3, 2017 Th, November 9, 2017	AGL
Agile Testing	9 a.m.–4 p.m. 9 a.m.–4 p.m.	W, March 1, 2017 W, October 18, 2017	AGL
Agile User Stories	9 a.m.–4 p.m. 9 a.m.–4 p.m.	W, February 15, 2017 W, September 27, 2017	AGL
Business Analysis			
Business Acumen	9 a.m.–4 p.m. 9 a.m.–4 p.m. 9 a.m.–4 p.m.	T, January 17, 2017 Th, May 4, 2017 F, October 20, 2017	BAC/PMC
Business Requirements Analysis	9 a.m.–4 p.m. 9 a.m.–4 p.m. 9 a.m.–4 p.m. 9 a.m.–4 p.m. 9 a.m.–4 p.m.	ThF, January 5 & 6, 2017 ThF, March 2 & 3, 2017 ThF, May 11 & 12, 2017 ThF, July 20 & 21, 2017 ThF, September 28 & 29, 2017	BAC
Business Solution Scoping and Eliciting Requirements	9 a.m.–4 p.m. 9 a.m.–4 p.m. 9 a.m.–4 p.m. 9 a.m.–4 p.m. 9 a.m.–4 p.m.	ThF, February 16 & 17, 2017 ThF, April 13 & 14, 2017 ThF, July 13 & 14, 2017 ThF, September 7 & 8, 2017 ThF, December 7 & 8, 2017	BAC
Introduction to Agile	9 a.m.–4 p.m. 6 p.m.–9 p.m. 9 a.m.–4 p.m. 6 p.m.–9 p.m. 9 a.m.–4 p.m.	W, January 25, 2017 TTh, March 21 & 23, 2017 Th, June 15, 2017 TTh, August 1 & 3, 2017 F, October 13, 2017	BAC/PMC
Introduction to Business Analysis	9 a.m.–4 p.m. 9 a.m.–4 p.m. 9 a.m.–4 p.m. 9 a.m.–4 p.m. 9 a.m.–4 p.m.	F, January 27, 2017 F, March 24, 2017 F, July 7, 2017 F, August 4, 2017 F, November 17, 2017	BAC
Online Business Analysis Certificate	N/A	January 9 - March 20, 2017 September 11–November 17, 2017	BAC
Stakeholder Management, Business Analysis Planning, and Estimating	9 a.m.–4 p.m. 9 a.m.–4 p.m. 9 a.m.–4 p.m. 9 a.m.–4 p.m. 9 a.m.–4 p.m.	ThF, February 2 & 3, 2017 ThF, April 27 & 28, 2017 ThF, June 22 & 23, 2017 ThF, August 17 & 18, 2017 ThF, December 14 & 15, 2017	BAC
Supporting Requirements—Documenting and Managing Requirements and Validating the Solution	9 a.m.–4 p.m. 9 a.m.–4 p.m. 9 a.m.–4 p.m. 9 a.m.–4 p.m. 9 a.m.–4 p.m.	ThF, January 19 & 20, 2017 ThF, March 9 & 10, 2017 ThF, June 1 & 2, 2017 ThF, August 3 & 4, 2017 ThF, November 9 & 10, 2017	BAC
Technical Writing	9 a.m.–4 p.m. 9 a.m.–4 p.m. 9 a.m.–4 p.m. 9 a.m.–4 p.m.	W, February 15, 2017 F, April 21, 2017 F, September 29, 2017 T, December 12, 2017	BAC/BWC/ PMC

Course Calendar

January-December 2017

Course Title	Time	Dates	Certificate
Business Process Improvement			
Implementing Process Change	9 a.m.-4 p.m. 9 a.m.-4 p.m.	TW, May 23 & 24, 2017 TW, December 5 & 6, 2017	BPI
Measuring and Improving Work Processes	9 a.m.-4 p.m. 9 a.m.-4 p.m.	TW, April 4 & 5, 2017 TW, October 10 & 11, 2017	BPI/SUP
Process Innovation	9 a.m.-4 p.m. 9 a.m.-4 p.m.	TW, May 9 & 10, 2017 TW, November 7 & 8, 2017	BPI
Process Mapping and Analysis	9 a.m.-4 p.m. 9 a.m.-4 p.m.	TW, February 28 & March 1, 2017 TW, September 12 & 13, 2017	BPI
Communication			
Advanced Editing and Proofreading Strategies	9 a.m.-4 p.m. 9 a.m.-4 p.m.	F, March 31, 2017 Th, September 7, 2017	BWC
Business Grammar Update	9 a.m.-4 p.m. 9 a.m.-4 p.m.	F, February 24, 2017 F, August 18, 2017	BWC
Communicating Across Cultures	9 a.m.-4 p.m. 9 a.m.-4 p.m.	Th, June 1, 2017 F, November 10, 2017	COM/PMC
Communicating in the Moment	9 a.m.-4 p.m.	M, May 1, 2017	COM/HRG
Communicating with a Winning Presence	9 a.m.-4 p.m.	F, October 13, 2017	COM
Critical Thinking and Problem Solving	9 a.m.-4 p.m. 9 a.m.-4 p.m.	Th, February 2, 2017 Th, September 7, 2017	COM
Develop Effective Business Conversation Skills	9 a.m.-4 p.m. 9 a.m.-4 p.m.	T, March 14, 2017 T, September 12, 2017	COM
Fostering Customer Relationships	9 a.m.-4 p.m.	Th, October 26, 2017	COM
Foundations in Business Writing	9 a.m.-4 p.m. 9 a.m.-4 p.m. 9 a.m.-4 p.m.	F, January 27, 2017 F, July 28, 2017 F, September 15, 2017	BWC/COM/SUP
Handle People with Tact and Diplomacy	9 a.m.-4 p.m. 9 a.m.-4 p.m.	T, February 14, 2017 F, July 14, 2017	COM
Negotiate for Agreement	6 p.m.-9 p.m. 9 a.m.-4 p.m. 9 a.m.-4 p.m. 6 p.m.-9 p.m.	TTh, April 4 & 6, 2017 F, June 23, 2017 F, September 8, 2017 TTh, December 5 & 7, 2017	COM/MGT/PMC
Powerful Presentations	9 a.m.-4 p.m. 9 a.m.-4 p.m.	F, April 14, 2017 T, October 31, 2017	COM
Successfully Deal with Conflict at Work	9 a.m.-4 p.m. 9 a.m.-4 p.m.	F, June 9, 2017 Th, August 3, 2017	COM
Team Communications	9 a.m.-4 p.m. 9 a.m.-4 p.m.	W, March 1, 2017 T, August 15, 2017	COM
Technical Writing	9 a.m.-4 p.m. 9 a.m.-4 p.m. 9 a.m.-4 p.m. 9 a.m.-4 p.m.	W, February 15, 2017 F, April 21, 2017 F, September 29, 2017 T, December 12, 2017	BAC/BWC/PMC
Working Assertively	9 a.m.-4 p.m.	Th, February 23, 2017	COM
Writing Business Reports and Proposals	9 a.m.-4 p.m.	F, May 5, 2017	BWC/COM/MGT/ SUP
Writing for Social Media	9 a.m.-4 p.m.	T, June 27, 2017	BWC/COM
Writing for the Web	9 a.m.-4 p.m.	T, May 23, 2017	BWC/COM
Writing Policies and Procedures	9 a.m.-4 p.m. 9 a.m.-4 p.m.	F, March 10, 2017 T, November 14, 2017	BWC/HRG
Human Resource Management			
Assess Training Needs	9 a.m.-4 p.m. 9 a.m.-4 p.m.	WTh, March 15 & 16, 2017 WTh, August 9 & 10, 2017	PTC
Communicating in the Moment	9 a.m.-4 p.m.	M, May 1, 2017	HRG/ COM
Deliver High-Impact Training	9 a.m.-4 p.m. 9 a.m.-4 p.m.	WTh, May 17 & 18, 2017 WTh, October 18 & 19, 2017	PTC
Design and Develop Training Solutions	9 a.m.-4 p.m. 9 a.m.-4 p.m.	WTh, April 12 & 13, 2017 WTh, November 1 & 2, 2017	PTC

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Course Calendar

January-December 2017

Course Title	Time	Dates	Certificate
Human Resource Management <i>continued</i>			
Design On-Boarding Programs	9 a.m.-4 p.m.	W, October 11, 2017	HRG
Employee and Labor Relations	9 a.m.-4 p.m. 9 a.m.-4 p.m.	T, May 16, 2017 W, October 25, 2017	HRG
Employee Benefits Practices and Trends	9 a.m.-4 p.m. 9 a.m.-4 p.m.	T, May 23, 2017 T, November 7, 2017	HRG
Fundamentals of Organization Development	9 a.m.-4 p.m. 9 a.m.-4 p.m. 9 a.m.-4 p.m.	TW, March 7 & 8, 2017 ThF, August 10 & 11, 2017 ThF, November 9 & 10, 2017	ODC/HRG
In-Depth Coaching: Lead Individual Change Interventions	9 a.m.-4 p.m. 9 a.m.-4 p.m.	ThF, March 30 & 31, 2017 ThF, September 14 & 15, 2017	ODC/MGT
Introduction to Human Resource Practices	9 a.m.-4 p.m. 9 a.m.-4 p.m.	T, January 17, 2017 Th, July 13, 2017	HRG
Investigations and Documentation	9 a.m.-4 p.m. 9 a.m.-4 p.m.	Th, February 9, 2017 Th, September 21, 2017	HRG
Lead Successful Team Intervention Strategies	9 a.m.-4 p.m. 9 a.m.-4 p.m.	ThF, May 11 & 12, 2017 ThF, October 19 & 20, 2017	ODC/MGT
Legal Issues for Human Resources	9 a.m.-4 p.m. 9 a.m.-4 p.m.	Th, April 20, 2017 T, September 5, 2017	HRG
Measure Training Results	9 a.m.-4 p.m. 9 a.m.-4 p.m.	Th, July 6, 2017 F, December 1, 2017	PTC
Principles of Employee Compensation	9 a.m.-4 p.m. 9 a.m.-4 p.m.	Th, March 23, 2017 W, August 16, 2017	HRG
Staffing: Recruitment and Selection	9 a.m.-4 p.m. 9 a.m.-4 p.m.	T, April 4, 2017 T, August 22, 2017	HRG
Human Resources as a Business Partner	9 a.m.-4 p.m.	Th, September 14, 2017	HRG
Successfully Lead Enterprise-Wide Change Management	9 a.m.-4 p.m. 9 a.m.-4 p.m.	ThF, June 1 & 2, 2017 ThF, November 31 & December 1, 2017	ODC/MGT
The Human Resource Audit	9 a.m.-4 p.m.	W, December 6, 2017	HRG
The Internal Consultant	9 a.m.-4 p.m. 9 a.m.-4 p.m.	T, February 21, 2017 Th, October 5, 2017	HRG
Workforce Metrics and Analytics	9 a.m.-4 p.m. 9 a.m.-4 p.m.	W, May 3, 2017 W, December 13, 2017	HRG
Workforce Talent Assessment and Planning	9 a.m.-4 p.m. 9 a.m.-4 p.m.	W, April 12, 2017 W, November 1, 2017	HRG
Writing Policies and Procedures	9 a.m.-4 p.m. 9 a.m.-4 p.m.	F, March 10, 2017 T, November 14, 2017	BWC/HRG
Leadership and Management			
Build Teamwork and Commitment	9 a.m.-4 p.m. 9 a.m.-4 p.m.	T, March 21, 2017 T, August 22, 2017	SUP
Coaching for Excellence	9 a.m.-4 p.m. 9 a.m.-4 p.m.	T, May 16, 2017 W, November 29, 2017	SUP
Delegate to Enhance Job Performance	9 a.m.-4 p.m. 9 a.m.-4 p.m.	W, March 1, 2017 T, August 1, 2017	SUP
Develop Leadership Skills	9 a.m.-4 p.m. 9 a.m.-4 p.m.	TW, March 14 & 15, 2017 WTh, November 8 & 9, 2017	MGT
Financial Intelligence	9 a.m.-4 p.m.	Th, August 17, 2017	MGT
Foundations in Business Writing	9 a.m.-4 p.m. 9 a.m.-4 p.m. 9 a.m.-4 p.m.	F, January 27, 2017 F, July 28, 2017 F, September 15, 2017	BWC/COM/ SUP
In-Depth Coaching: Lead Individual Change Interventions	9 a.m.-4 p.m. 9 a.m.-4 p.m.	ThF, March 30 & 31, 2017 ThF, September 14 & 15, 2017	MGT/ODC
Interviewing and Selection Processes	9 a.m.-4 p.m.	T, December 12, 2017	SUP

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Course Title	Time	Dates	Certificate
Leadership and Management <i>continued</i>			
Lead Successful Team Intervention Strategies	9 a.m.-4 p.m. 9 a.m.-4 p.m.	ThF, May 11 & 12, 2017 ThF, October 19 & 20, 2017	MGT/ODC
Leading Change, Transitions, and People	9 a.m.-4 p.m. 9 a.m.-4 p.m.	Th, April 20, 2017 W, November 15, 2017	SUP
Legal Issues for Supervisors and Managers	9 a.m.-4 p.m. 9 a.m.-4 p.m.	T, February 21, 2017 T, September 19, 2017	SUP
Management Essentials for Success	9 a.m.-4 p.m. 9 a.m.-4 p.m.	WTh, January 25 & 26, 2017 WTh, July 26 & 27, 2017	MGT
Manage Performance and Develop Talent	9 a.m.-4 p.m.	T, June 20, 2017	SUP
Measuring and Improving Work Processes	9 a.m.-4 p.m. 9 a.m.-4 p.m.	TW, April 4 & 5, 2017 TW, October 10 & 11, 2017	BPI/SUP
Negotiate for Agreement	6 p.m.-9 p.m. 9 a.m.-4 p.m. 9 a.m.-4 p.m. 6 p.m.-9 p.m.	TTh, April 4 & 6, 2017 F, June 23, 2017 F, September 8, 2017 TTh, December 5 & 7, 2017	COM/MGT/ PMC
Principles of Supervision	9 a.m.-4 p.m. 9 a.m.-4 p.m. 9 a.m.-4 p.m.	WTh, February 8 & 9, 2017 WTh, July 26 & 27, 2017 TW, October 10 & 11, 2017	SUP
Strategic Planning and Measurement	9 a.m.-4 p.m. 9 a.m.-4 p.m.	WTh, February 22 & 23, 2017 WTh, September 27 & 28, 2017	MGT
Successfully Lead Enterprise-Wide Change Management	9 a.m.-4 p.m. 9 a.m.-4 p.m.	ThF, June 1 & 2, 2017 ThF, November 30 & December 1, 2017	MGT/ODC
Writing Business Reports and Proposals	9 a.m.-4 p.m.	F, May 5, 2017	BWC/COM/ MGT/SUP
Project Management			
Business Acumen	9 a.m.-4 p.m. 9 a.m.-4 p.m. 9 a.m.-4 p.m.	T, January 17, 2017 Th, May 4, 2017 F, October 20, 2017	BAC/PMC
Business Analysis Planning	9 a.m.-4 p.m. 9 a.m.-4 p.m. 9 a.m.-4 p.m.	F, February 10, 2017 F, May 26, 2017 Th, November 16, 2017	PMC
Communicating Across Cultures	9 a.m.-4 p.m. 9 a.m.-4 p.m.	Th, June 1, 2017 F, November 10, 2017	COM/PMC
Introduction to Agile	9 a.m.-4 p.m. 6 p.m.-9 p.m. 9 a.m.-4 p.m. 6 p.m.-9 p.m. 9 a.m.-4 p.m.	W, January 25, 2017 TTh, March 21 & 23, 2017 Th, June 15, 2017 TTh, August 1 & 3, 2017 F, October 13, 2017	BAC/PMC
Managing Complex Projects	9 a.m.-4 p.m. 6 p.m.-9 p.m. 9 a.m.-4 p.m.	F, January 6, 2017 TTh, April 11 & 13, 2017 W, August 23, 2017	PMC
Negotiate for Agreement	6 p.m.-9 p.m. 9 a.m.-4 p.m. 9 a.m.-4 p.m. 6 p.m.-9 p.m.	TTh, April 4 & 6, 2017 F, June 23, 2017 F, September 8, 2017 TTh, December 5 & 7, 2017	COM/MGT/ PMC
Project Execution, Monitoring and Control	6 p.m.-9 p.m. 9 a.m.-4 p.m. 9 a.m.-4 p.m. 9 a.m.-4 p.m. 6 p.m.-9 p.m. 9 a.m.-4 p.m.	TTh, March 7 & 9, 2017 F, March 24, 2017 F, July 14, 2017 F, August 11, 2017 TTh, October 17 & 19, 2017 F, November 10, 2017	PMC
Project Initiation	6 p.m.-9 p.m. 9 a.m.-4 p.m. 9 a.m.-4 p.m. 6 p.m.-9 p.m. 9 a.m.-4 p.m.	TTh, February 7 & 9, 2017 F, February 24, 2017 F, July 28, 2017 TTh, September 26 & 28, 2017 F, October 27, 2017	PMC

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January-December 2017

Course Title	Time	Dates	Certificate
Project Management <i>continued</i>			
Project Leadership	6 p.m.–9 p.m. 9 a.m.–4 p.m. 9 a.m.–4 p.m. 6 p.m.–9 p.m. 9 a.m.–4 p.m.	TTh, March 14 & 16, 2017 F, April 7, 2017 W, September 13, 2017 TTh, October 31 & November 2, 2017 F, December 1, 2017	PMC
Project Management and Chaos Theory	9 a.m.–4 p.m. 9 a.m.–4 p.m. 6 p.m.–9 p.m.	F, May 5, 2017 F, September 15, 2017 TTh, November 14 & 16, 2017	PMC
Project Management and New Product Development	9 a.m.–4 p.m. 9 a.m.–4 p.m.	F, May 12, 2017 F, October 6, 2017	PMC
Project Management for IT Professionals	6 p.m.–9 p.m. 6 p.m.–9 p.m.	TTh, April 18 & 20, 2017 TTh, August 15 & 17, 2017	PMC
Project Management Foundations	6 p.m.–9 p.m. 9 a.m.–4 p.m. 9 a.m.–4 p.m. 9 a.m.–4 p.m. 6 p.m.–9 p.m. 6 p.m.–9 p.m. 9 a.m.–4 p.m.	TTh, January 31 & February 2, 2017 F, February 17, 2017 F, April 28, 2017 F, July 14, 2017 TTh, August 8 & 10, 2017 TTh, September 19 & 21, 2017 F, October 20, 2017	PMC
Project Planning	6 p.m.–9 p.m. 9 a.m.–4 p.m. 9 a.m.–4 p.m. 6 p.m.–9 p.m. 9 a.m.–4 p.m.	TTh, February 14, 16, 21, & 23, 2017 MT, March 13 & 14, 2017 ThF, August 3 & 4, 2017 TTh, October 3, 5, 10 & 12, 2017 ThF, November 2 & 3, 2017	PMC
Project Risk Management	6 p.m.–9 p.m. 9 a.m.–4 p.m. 9 a.m.–4 p.m. 6 p.m.–9 p.m. 9 a.m.–4 p.m.	TTh, February 28 & March 2, 2017 W, March 22, 2017 F, August 18, 2017 TTh, October 24 & 26, 2017 F, November 17, 2017	PMC
Technical Writing	9 a.m.–4 p.m. 9 a.m.–4 p.m. 9 a.m.–4 p.m. 9 a.m.–4 p.m.	W, February 15, 2017 F, April 21, 2017 F, September 29, 2017 T, December 12, 2017	BAC/BWC/PMC
Test Preparation			
Certified ScrumMaster®	8 a.m.–4 p.m. 8 a.m.–4 p.m. 8 a.m.–4 p.m.	ThF, March 30 & 31, 2017 ThF, July 13 & 14, 2017 ThF, October 26 & 27, 2017	
HR Certification Test Prep	6 p.m.–9 p.m. 6 p.m.–9 p.m. 6 p.m.–9 p.m.	T, January 31–April 18, 2017 T, September 12–December 5, 2017 W, September 13–December 6, 2017	
PMP Test Preparation	8 a.m.–4 p.m. 8 a.m.–4 p.m.	MTWThF, February 6 - 10, 2017 MTWThF, September 11–15, 2017	

Professional Development Certificates

Courses can be taken individually or combined into one of the certificate programs below. See the certificate code next to course name to match to the appropriate certificate.

Agile (AGL)

Business Analysis (BAC)

Business Process Improvement (BPI)

Business Writing (BWC)

Communications (COM)

Human Resource Generalist (HRG)

Management Practices (MGT)

Organization Development (ODC)

Professional Train-the-Trainer (PTC)

Project Management (PMC)

Supervision (SUP)

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