



Spring 2016

Educational Opportunities for Adults

UD is for you!



Career-oriented certificate programs

Courses for credit in the evening and online

Educational planning and career exploration



Professional &
Continuing Studies

www.pcs.udel.edu

Through Professional and Continuing Studies, the University of Delaware extends its vast resources, research, technology and knowledge to you!

What can UD do for you?

Learn how a UD certificate can benefit you!

CERTIFICATE INFORMATION SESSION

- Get your questions answered
- Meet instructors and graduates
- This event is free—refreshments served

See page 2 for more information.

- ✓ Career enhancement
- ✓ Degree completion
- ✓ Customized learning

Professional Development

www.pcs.udel.edu/career

- Gain practical knowledge and skills
- Upgrade your job market skills
- Certificates, boot camps, seminars and short courses address your career enhancement needs

See additional program features on page 10—
more ways to **Power up your career!**

Credit courses

www.pcs.udel.edu/credit

- Earn your degree
- Advance in your career and enrich your life
- Take classes in the daytime, evening or online

Organizational learning solutions

www.pcs.udel.edu/organizations

- Help your organization achieve its training and employee development goals
- Put the University of Delaware to work for you
- On site, relevant and cost effective

UD is for you!

302-831-7600 • 866-820-0238 (toll-free)

continuing-ed@udel.edu • www.pcs.udel.edu

ACCESS Center – *Live chat available!*

www.pcs.udel.edu/access

access-advise@udel.edu

Free academic advisement and career exploration.
In-person and phone appointments are available at:

Professional and Continuing Studies Resource Center

850 Library Avenue, Suite 200, Newark

302-831-8843

Mon., Tues. and Fri., 8 a.m.-5 p.m.

Wed. and Thurs., 8 a.m.-8 p.m.

Educational planning

- Discover University degree options and resources
- Identify your goals and develop a plan to achieve them
- Receive unofficial evaluation of transcripts

Career exploration

- Explore new careers
- Learn more about yourself through free computerized career assessment tools
- Develop a personal career plan

Other student services

- Help choosing majors and courses
- Registration assistance and help with payment options
- Information on disability accommodations
- Information on University policies
- Information on financing your education

In this issue...

4 Professional Development Programs

BUSINESS

- 4 Certificate in Analytics: Optimizing Big Data
- 4 Business Analyst Certificate
- 7 Project Management Certificate
- 7 Project Management Professional Exam Prep Class
- 7 Project Management Boot Camp at the Beach
- 9 Lean Six Sigma Green Belt Certificate
- 9 Social Media Marketing Strategy Certificate

INFORMATION TECHNOLOGY

- 10 ITIL Foundation Certificate in IT Service Management

TEST PREPARATION

- 7 Project Management Professional Exam Prep Class
- 11 SAT/ACT/GRE/LSAT Test Preparation Courses

SAFETY

- 11 Certified Occupational Safety Specialist (COSS) Course

LAW

- 12 Paralegal Certificate
- 12 Advanced Paralegal Certificate

HEALTH CARE

- 15 Clinical Trials Management Certificate Online
- 15 Senior Fitness Training Specialist Certificate
- 16 RN Refresher Online
- 16 Health Care Risk Management Online
- 17 Essentials of Clinical Sleep Health and Education Online
- 17 Improving Health Care Processes Seminar

18 Classes for Academic Credit

20 UD Organizational Learning Solutions

21 Osher Lifelong Learning Institutes at the University of Delaware

Returning to school?
Changing careers?
Looking for a new direction?



*Now is the time
to get started!*

ACCESS can help!



- Educational advisement
- Career counseling
- Learning skills resources
- Helping nontraditional students achieve their educational and career goals
- Open to the community at no charge
- In-person and phone appointments available

UD Professional & Continuing Studies ACCESS Center

850 Library Avenue, Suite 200, Newark, DE 19711

302-831-8843 • access-advise@udel.edu

www.pcs.udel.edu/access



POSTMASTER: Send address changes to Division of Professional and Continuing Studies, University of Delaware, Newark, Delaware 19716.

The University of Delaware is an equal opportunity/affirmative action employer. For the University's complete non-discrimination statement, please visit <http://www.udel.edu/aboutus/legalnotices.html>.

Learn how a UD certificate can build your career!

Upgrade your credentials • Change careers

Acquire practical new skills

University of Delaware certificates offer practical, concentrated study in a specific professional area. Certificate programs can help you change careers, gain credentials to advance in your job and acquire practical new skills.

INFORMATION SESSION

Thursday, January 21, 2016 • 6:30 p.m.

Doubletree Hotel, 700 N. King Street, Wilmington

Call 302-831-7600 (*reservations requested*)

www.pcs.udel.edu/certificate

- Meet program faculty and the program manager
- Light refreshments will be served

*Enter a raffle!
Attendees can enter to win
50% off the cost of a certificate
program.*

LEARN MORE ABOUT THESE CERTIFICATES:

Analytics: Optimizing Big Data | **Business Analyst**

Clinical Trials Management

ITIL Foundation Certificate in IT Service Management

Lean Six Sigma Green Belt | **Advanced Paralegal**

Project Management | **Social Media Marketing Strategy**

Register and pay in full for a Spring 2016 certificate at or before the information session and receive a 10% discount.

Financial assistance and discounts

Through scholarship sources and discounts, many certificate students are able to reduce the cost of their program.

Examples include:

- Earlybird discount
- Military, UD alumni and UD student discounts
- Veterans benefits
- Delaware workforce education grants
- Membership and business association discounts
- Payment plans

Learn more at the information session.

UD is for you!

Visit www.pcs.udel.edu/students to read about students' experiences.



Analytics:
Optimizing
Big Data

Business Analyst



Clinical Trials
Management

Lean Six Sigma
Green Belt



Paralegal

Advanced
Paralegal



Project
Management

ITIL Foundation
Certificate in
IT Service
Management



Senior Fitness
Training
Specialist



Social Media
Marketing
Strategy

Certificate in Analytics: Optimizing Big Data

www.pcs.udel.edu/data

- Understand why “big data” is so important in today’s business decisions
- Improve your data management skills
- Join the rapidly growing analytics field

In today’s business world, data is easier than ever to collect and store. While the management of this big data is increasingly important to the decision makers, big data is more difficult to analyze. Analysis of the volume, velocity and variety of big data provides managers with knowledge that can be translated into effective decision-making and improved business performance.

Analytics professionals or data scientists are invaluable to an organization’s success. They have the unique combination of computational, analytical and communication skills necessary to discover data-supported solutions to important business questions from an ever-increasing wealth of data.

This certificate program brings together statistics, analysis and both written and oral communication skills through an applied approach.

ABOUT THE CERTIFICATE

This certificate introduces students to the tools needed to analyze large datasets in order to make more informed business decisions. Students learn to gather and organize data for more effective analysis and how to communicate their analyses in a clear and concise manner.

Topics include:

- Importing data into an analytics software package (JMP®)
- Performing exploratory graphical and data analysis
- Building analytics models using tools such as multiple regression and decision trees
- Finding the best model to explain correlation among variables
- Learning how to control and assess data variability to better meet customer requirements

WHO SHOULD PARTICIPATE?

- Business, marketing and operations managers
- Data analysts or professionals in any field who deal with large amounts of data
- Financial industry professionals

TIME TO COMPLETE: 15 weeks

START DATE: February 18, 2016

LOCATION: UD Downtown Center, 8th and King Streets, Wilmington, Del.

PRICE: \$2,795, course materials included. Please visit the program website for details about discounts and financial assistance.

Business Analyst Certificate

www.pcs.udel.edu/analyst

- Every company needs a business analyst—join a growing field
- Meet the education requirement for your Certified Business Analysis Professional™ (CBAP®) designation
- The University of Delaware is an Endorsed Education Provider (EEP™) of the International Institute of Business Analysis (IIBA®)

A business analyst bridges the “understanding gap” between an organization and its technology, functioning as a type of translator. Business analysts facilitate communications among an organization’s stakeholders in order to find out what their needs are, and turn those needs into measurable IT requirements and solutions.

ABOUT THE CERTIFICATE

The University of Delaware is an IIBA® Endorsed Education Provider (EEP™). This certificate is offered in collaboration with CAI and is approved for 42 Professional Development hours for initial certification and 42 Continuing Development Units (CDUs) for recertification.



This certificate is designed to provide the skills needed to effectively design business solutions and communicate those solutions to an organization. This includes effectively writing and reviewing detailed functional specifications, as well as developing and testing systems based on those requirements.

Topics include:

- Understanding and defining an organization’s needs
- Gathering information to clearly define business requirements
- Documenting requirements for use by all stakeholders
- Analyzing, verifying and validating requirements
- Creating a framework for successful requirements management and communication

WHO SHOULD PARTICIPATE?

- Business analysis managers
- IT, development, project or operations managers
- Business, technical or systems analysts
- Requirements engineers

TIME TO COMPLETE: 14 weeks

START DATE: February 18, 2016

LOCATION: UD Downtown Center, 8th and King Streets, Wilmington, Del.

PRICE: \$2,495, course materials included. Please visit the program website for details about discounts and financial assistance.

CERTIFICATE INFORMATION SESSION—Thursday, January 21 in Wilmington (See page 2 for details.)

www.pcs.udel.edu/certificate • 302-831-7600 • continuing-ed@udel.edu



Joe Messick

Certificate in Analytics: Optimizing Big Data

“Working at one of the largest professional services firms, my role is to ensure we’re bringing the latest thinking to help advance our clients’ business interests. Recently I saw a major opportunity to better serve my clients in the new and rapidly advancing field of data analytics. Before I could engage my clients and capitalize on this new opportunity, I needed to first invest time in understanding the key data analytic methodologies and tools and how to apply them to a variety of situations.

“I was extremely pleased with the knowledge and tools covered in the program. The course grounded me on the various data analytic methodologies and gave me hands-on experience with the tools and the types of problems that lend themselves to a data analytics approach.

“I have used this knowledge to meaningfully engage my clients and colleagues, structure project opportunities and help advance my clients’ business interests through data analytics.

“The program instructors really brought the concepts and ideas to life. They were organized, answered student questions and shared real-world perspectives from their own work experiences. Although a very highly educated group, we were never bogged down in theory and proofs. Instead, our instructors focused on how to understand and apply these concepts in the real world. Very pragmatic!”

Joe Messick completed the University of Delaware’s Certificate in Analytics: Optimizing Big Data.

Safiya Davis
Project Management Certificate

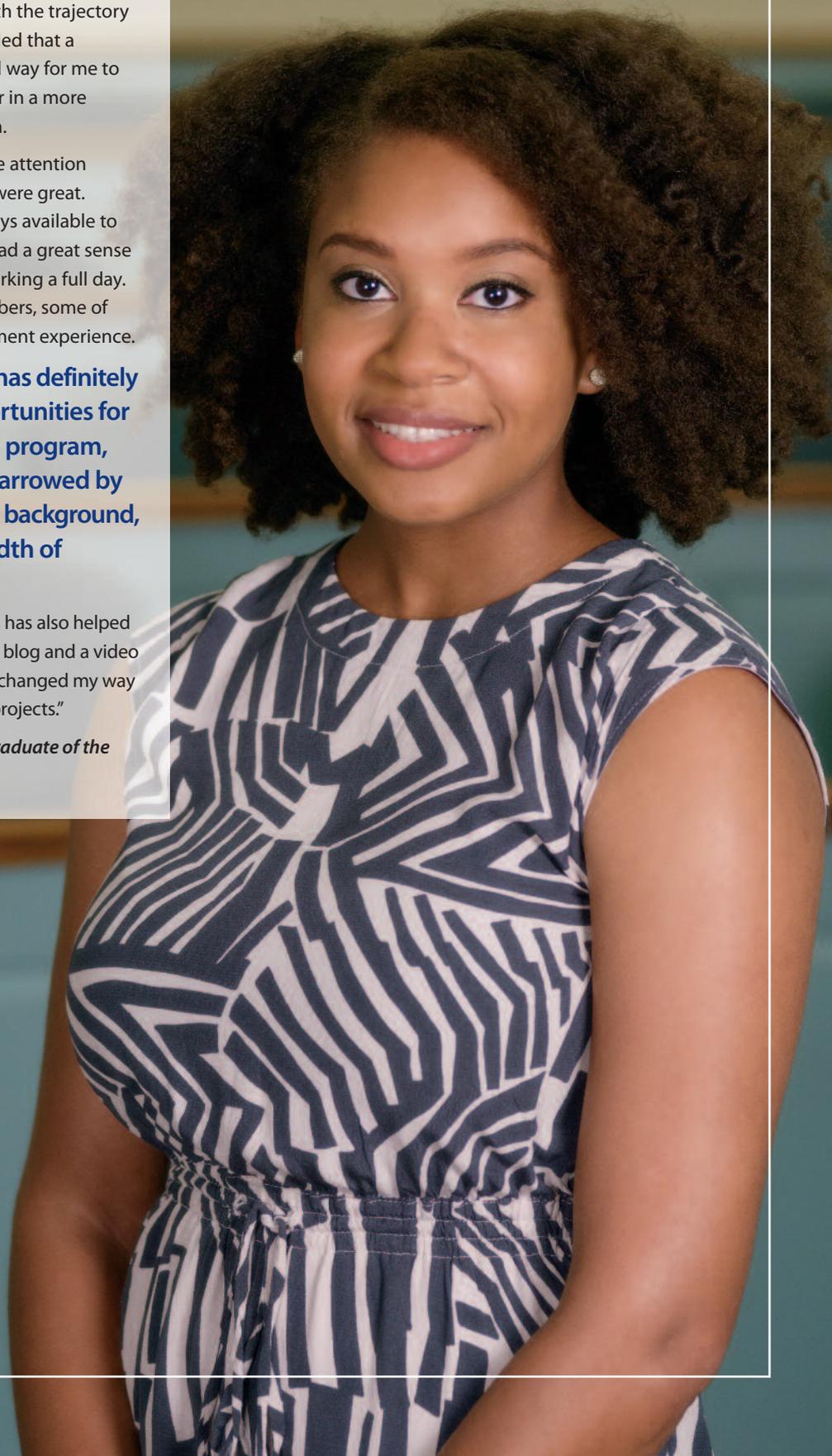
“When I decided to pursue UD’s Project Management Certificate, I had not been happy with the trajectory of my career up to that point. I decided that a certificate program might be a good way for me to boost my skill set and take my career in a more challenging and rewarding direction.

“The small class size and one-on-one attention from the instructor in this program were great. The instructor for this class was always available to answer any questions, and he also had a great sense of humor which is very nice after working a full day. I learned a lot from other class members, some of whom already had project management experience.

“Completing the certificate has definitely opened up a lot more opportunities for me. Prior to completing the program, I felt that I was somewhat narrowed by my previous experience and background, and now I feel I have a breadth of options ahead of me.

“Applying project management tools has also helped me work on personal projects. I run a blog and a video blog and I’m also a musician, and it’s changed my way of thinking when working on those projects.”

Safiya Davis is a UD alumna and a graduate of the Project Management Certificate.



Project Management Certificate

www.pcs.udel.edu/project

- Meet the education requirements for your Project Management Institute (PMI®) credential
- Acquire skills to manage any project, large or small
- Hands on training in Microsoft Project

Successful companies and organizations in every sector use project management to achieve breakthrough results. The powerful and versatile tools of project management are transferable to any work environment, and can be used to manage any project, no matter how complex.

*Classes offered
in Dover and
Wilmington!*

ABOUT THE CERTIFICATE



The certificate is designed to help you develop practical skills for managing single or multiple projects, both large and small.

This certificate is a great starting place

toward attaining the Project Management Institute's (PMI®) Project Management Professional (PMP®) designation. The University of Delaware has been approved as a Registered Education Provider by the Project Management Institute (PMI®).

- Understand the project life cycle and the role of the project manager
- Manage your time, budget and project team more effectively
- Learn to develop and use a Work Breakdown Structure, Gantt chart and network chart
- Capstone project

WHO SHOULD PARTICIPATE?

- Newly promoted or aspiring project managers
- Experienced project leaders interested in achieving the next level of management skills
- Project managers seeking an entry into the Project Management Institute's PMP certification process

TIME TO COMPLETE: 14 weeks

START DATES: February 10, 2016 (Wilmington)
February 17, 2016 (Dover)

LOCATIONS: UD Downtown Center, 8th and King Streets, Wilmington, Del., and Dover, Del.

PRICE: \$2,495, textbooks included. Please visit the program website for details about discounts and financial assistance.

The PMI Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

Project Management Professional® Examination Prep Class

www.pcs.udel.edu/project/exam-prep

Ready to take the next step and become a Project Management Professional (PMP)®?

*15% discount
to graduates of UD's
Project Management
Certificate*

This is an intensive two-day exam preparation course. The course concentrates on preparation for the PMI® Project Management Professional (PMP)® examination and will focus on the knowledge areas that are documented in the PMI® *Project Management Body of Knowledge* (PMBOK)®. Students will review material that is covered in the exam, including sample questions. Best practices and how to prepare for the exam also will be covered.

WHO SHOULD PARTICIPATE?

The class is for experienced project managers or those who have completed a project management fundamentals class either at UD or elsewhere.

SCHEDULE: Two Saturdays, January 30 and February 6, 2016

LOCATION: UD Downtown Center, 8th and King Streets, Wilmington, Del.

PRICE: \$995, textbooks included

Essentials of Project Management

Project Management Boot Camp at the Beach

www.pcs.udel.edu/project/beach

This comprehensive, four-day seminar delivers a critical set of skills from the Project Management Institute's *Project Management Body of Knowledge* (PMBOK)®. It focuses on the day-to-day tools and techniques you need to manage projects that deliver excellent business results on time and on budget, regardless of project size or nature.



DATES: July 12–15, 2016; 8 a.m.–4 p.m.

LOCATION: Class will be held at UD's Virden Center in Lewes, Del.

PRICE: \$2,150, textbook included. Visit the website for discounts, overnight accommodations and program outline.

REGISTRATION DEADLINE: July 1, 2016

CERTIFICATE INFORMATION SESSION—Thursday, January 21 in Wilmington (See page 2 for details.)

www.pcs.udel.edu/certificate • 302-831-7600 • continuing-ed@udel.edu



Nicole Hetrick
Business Analyst Certificate

"I had been working as a business analyst for about two years when I decided to pursue additional training in my field. I chose UD's Business Analyst Certificate because of its three-month, one-night-a-week time frame, which allowed me to keep up with my full-time job and other activities. I also liked the in-classroom format, for the opportunity to interact with other professionals in this field.

"Hands down this was the best instructor I've ever had. The passion that he had for his field just shined through, as well as his commitment to participants' successful learning."

"As a business analyst, our instructor was constantly able to share workplace experiences, citing real project scenarios as illustrations. I was able to take that information back with me and apply it in my own day-to-day work.

"The program has been a great resume builder, and I feel more confident in my position than I ever have before. I feel that obtaining the Business Analyst Certificate will really help me excel at my company."

Nicole Hetrick is a UD alumna and a graduate of UD's Business Analyst Certificate.

Lean Six Sigma Green Belt Certificate

www.pcs.udel.edu/sixsigma

- Offered in a blended online/in-classroom format
- Learn process improvement techniques
- Increase customer satisfaction and business performance while reducing costs
- Learn to create real value-adding improvement in any business process

It's not just about "getting ahead." It's about getting ahead and staying there in today's fast-paced, highly competitive business environment. All business processes must be under continuous scrutiny to keep them competitive, and an organization needs a highly-skilled team of process improvement professionals to keep their processes at peak performance levels. This means very low defect rates, the lowest possible cost of production or service delivery, highly predictable performance on an everyday basis, the ability to deliver exactly what customers want, when they want it and to rapidly adjust as customers' needs change.

Mastering Six Sigma techniques can be the key to an organization's success at achieving these goals.

ABOUT THE CERTIFICATE

- This program presents both the problem-solving form of Six Sigma (the Define, Measure, Analyze, Improve and Control or DMAIC model) and Lean methodology to give students a comprehensive set of skills and tools
- Realistic exercises enable students to practice the tools and techniques
- Students prepare and present a project defense
- Basic statistical concepts are presented, however there is minimal emphasis on mathematical calculations
- Students must have access to a computer with an Internet connection
- **The class will meet in the classroom five times; the remainder of the class will be online**

WHO SHOULD PARTICIPATE?

- Anyone who wants to continuously improve work processes
- Project and quality managers
- Statistical analysts
- Project managers
- Business analysts

TIME TO COMPLETE: 14 weeks

START DATE: February 20, 2016

LOCATION: UD Downtown Center, 8th and King Streets, Wilmington, Del. and online.

PRICE: \$2,495, textbooks included. Please visit the program website for details about discounts and financial assistance.

Social Media Marketing Strategy Certificate

www.pcs.udel.edu/socialmedia

- Learn how to develop a social media marketing campaign
- Improve your organization's social media presence
- Create a social media strategy

ABOUT THE CERTIFICATE

Many businesses and organizations are already using social media and mobile applications to promote their products and programs, but are they using them to their full potential?

Organizations need to know how to use social media effectively to improve their brand and to create a market presence. The Social Media Marketing Strategy Certificate will teach participants how to establish an organizational brand in the social media and mobile environment and how to create an integrated mobile and social media strategy.

Students must have access to a computer with an Internet connection.

WHO SHOULD PARTICIPATE?

- Human resources professionals
- Marketing professionals on all levels
- Mid-level managers at small- to mid-sized companies
- Sales professionals
- Small business owners
- Social media consultants
- Web developers

TIME TO COMPLETE: 14 weeks

START DATE: February 16, 2016

LOCATION: In-person classes will be held at the University of Delaware Downtown Center in Wilmington, Del. Some classes will be held virtually.

PRICE: \$2,195, classroom materials included. Please visit the program website for details about discounts and financial assistance.

CERTIFICATE INFORMATION SESSION—Thursday, January 21 in Wilmington (See page 2 for details.)

www.pcs.udel.edu/certificate • 302-831-7600 • continuing-ed@udel.edu

Power up your career with these free opportunities!

With a University of Delaware professional development program, you get up-to-the-minute, practical knowledge in the field, plus, all programs provide you rich and robust tools to power up your career and gain an edge for your career success.

Leadership e-module—learn the essential elements and core practices of effective leadership

Career exploration with a UD advisor

Skills coaching with a professional career coach

Career seminars on topics like interviewing skills and personal branding

Job search resources—career information, job search strategies and more

Don't miss these opportunities for participants in the following programs:

- Analytics: Optimizing Big Data
- Business Analyst
- Clinical Trials Management Online
- Health Care Risk Management Online
- ITIL Foundation Certificate in IT Service Management
- Lean Six Sigma Green Belt
- Paralegal
- Advanced Paralegal
- Project Management
- Senior Fitness Training Specialist
- Social Media Marketing Strategy

UNIVERSITY OF DELAWARE | Professional & Continuing Studies

www.pcs.udel.edu/certificate/power

ITIL® Foundation Certificate in IT Service Management

www.pcs.udel.edu/itil-foundation

- Learn best practices in IT service management
- Gain a widely recognized entry-level IT certification
- Become familiar with standardized ITIL® terminology and practices



ITIL® (originally an acronym for Information Technology Infrastructure Library) is a set of best practices and guidelines for managing, planning and implementing IT services in a business or organization. ITIL methodology helps businesses align their IT services with organizational needs, plan for transitions, develop service strategies and continually improve their services and processes. ITIL Foundation is the entry level certification for all other ITIL certifications.

The ITIL Foundation Certificate in IT Service Management certifies that the candidate has gained knowledge of the ITIL terminology, structure and basic concepts and has comprehended the core principles of ITIL practices for service management. This three-day intensive course concludes with in-class administration of the ITIL Foundation Certificate exam. Participants who successfully pass the exam will earn the ITIL Foundation Certificate.

There are no prerequisites for this course; however, participants should have basic knowledge of the field of IT service management. Industry-specific experience (banking, pharmaceuticals, manufacturing, etc.) is helpful.

WHO SHOULD PARTICIPATE?

- Those who require a basic understanding of the ITIL framework and how it may be used to enhance the quality of IT service management within an organization
- IT professionals working within an organization that has adopted ITIL methodology
- All IT practitioners interested in pursuing ITIL credentials
- Applicable to IT professionals, business managers and business process owners

SCHEDULE: June 20–22, 2016; three full day sessions; 8 a.m.–5 p.m.
Registration deadline: June 6, 2016

LOCATION: Class will be held at the University of Delaware's Virden Center in Lewes, Del.

PRICE: \$2,395, all course materials included. Visit the program website for discounts, overnight accommodations and program outline.

2.4 Continuing Education Units



This program is offered in collaboration with CAI. CAI has been reviewed and accredited as an Authorized Training Organization of ITIL Foundation training by PEOPLECERT. ITIL® is a registered trademark of AXELOS Limited. IT Infrastructure Library® is a registered trademark of AXELOS Limited. The Swirl logo™ is a trademark of AXELOS Limited.

Test Preparation Courses— SAT • ACT • GRE • LSAT

www.pcs.udel.edu/testprep

- Intensive in-class test preparation
- Follow-up online support and review prior to the exam date
- Learn test-taking skills for success
- Acquire review tools to perform at your peak

Free strategy workshops!

*GRE: February 2
LSAT: February 3 or April 6*

Standardized tests are typically a crucial component of the college and graduate school application process, and success on these exams can be a big part of achieving your goals. The University of Delaware's test prep courses are offered to help prepare students for success on the most widely used standardized entrance exams.

ABOUT THE COURSES

The University of Delaware's test prep courses are intensive programs that provide students with the tools they need to excel on these exams. The condensed format is a convenient way for students to develop essential test-taking skills and tools. Students are provided with an in-depth review of the exam materials, insight into strategies for succeeding on each exam, and a comprehensive study plan. An official study guide and customized workbook is provided with each course.

This program is offered in partnership with Educational Testing Consultants (ETC), a leader in higher education test preparation. Each year ETC helps hundreds of students at major colleges and universities across the country succeed on these important exams. ETC provides a proven program and highly trained, top-quality instructors.

Note! The SAT prep course targets the new SAT exam format.

WHO SHOULD PARTICIPATE:

- Rising high school juniors taking the SAT or ACT for college admissions
- Undergraduates preparing to take the GRE or LSAT for admission to graduate school or law school
- Anyone wishing to continue their education at the college/university or graduate level

START DATES: GRE: February 23, June 7 (\$799, 8-day program)

LSAT: April 26, July 12 (\$899, 10-day program)

SAT: April 9, June 20, July 18, August 1 (\$449, 4-day program)

ACT: July 25 (\$449, 4-day program)

Please check our website for details, and to register:

www.pcs.udel.edu/testprep

LOCATION: All courses offered on UD's main campus in Newark, Del.

10% discount on all courses for Delaware residents

15% discount for UD alumni and students

Certified Occupational Safety Specialist (COSS) Course

www.pcs.udel.edu/safety/coss

- Transform your career and your workplace as a trained safety practitioner
- Obtain the nationally recognized COSS® designation in one week
- Build your expertise as an entry-level safety team member, supervisor or executive



DVSC Delaware Valley
Safety Council

Safety professionals help their employees and coworkers—as well as their organization's bottom line—stay healthy and safe. The Certified Occupational Safety Specialist (COSS) designation is recognized nationwide for its rigorous standards and outstanding curriculum, developed by expert

safety practitioners focused on the core competencies of occupational safety and health. COSS graduates will be able to teach their employees and colleagues how to work safely and eliminate the risk of fatalities and near misses, and avoid safety violations and OSHA citations.

ABOUT THE COURSE

The University of Delaware has partnered with the Delaware Valley Safety Council to offer this intensive one-week training program taught by an Authorized OSHA Outreach Trainer. Participants will be prepared to take responsibility for fundamental aspects of safety in their workplace, including how to read and understand OSHA regulations. Also covered are the psychology of safety, the true cost of an accident, hazard recognition, how to start a workplace health and safety program and more. Upon completing this course participants receive:

- National COSS® designation
- OSHA 10-hour card of completion (General)
- OSHA 10-hour card of completion (Construction)

WHO SHOULD PARTICIPATE?

This course is designed to prepare entry-level safety professionals, as well as experienced safety practitioners wishing to stay current in the field. Applicable to a wide range of industries including construction, manufacturing, transportation, energy and utilities, public safety and security, health care, food, government and human resources. Prerequisite: high school diploma or equivalent.

START DATE: April 25, 2016

LOCATION: UD Downtown Center, 8th and King Streets, Wilmington, Del.

PRICE: \$2,199

Paralegal Certificate

www.pcs.udel.edu/paralegal

*Enroll for
Fall 2016!*

- Create a new career path
- Advance in your current position
- Network with experienced attorneys

Working under the supervision of an attorney or under permission granted by statutes, paralegals fill a vital role in the legal community. Their functions include legal interviewing, legal research, drafting of legal documents and law office administration. Professional opportunities for paralegals and legal assistants include private law firms, corporate legal departments, insurance companies, real estate and title insurance firms, banks, community legal service programs, government agencies, consumer organizations and the courts.

ABOUT THE CERTIFICATE

For more than 30 years, the University of Delaware's Paralegal Certificate has been preparing legal assistants and paralegals in the region. The certificate provides participants with knowledge in the following areas:

- American system of law
- Court systems and procedures
- Legal research and writing
- Rules of citation
- Litigation process
- Tort law
- Contracts
- Criminal law

WHO SHOULD PARTICIPATE?

- Anyone wishing to change careers
- Anyone wishing to enter the field of law and legal services
- Anyone with legal experience wishing to earn a valuable credential

TIME TO COMPLETE: 11 months

START DATE: Fall 2016

LOCATION: UD Downtown Center, 8th and King Streets, Wilmington, Del.

PRICE: \$3,515, textbooks additional. Discounts and financial assistance will be available.

23.4 Continuing Education Units

Advanced Paralegal Certificate

www.pcs.udel.edu/advanced-paralegal

*New format coming
in March 2016!*

- Increase your legal knowledge and skills
- Learn from practicing attorneys in their areas of expertise
- Advance your career by adding new legal specialties
- Utilize the latest research strategies using LexisNexis

The University of Delaware's Advanced Paralegal Certificate provides paralegals and legal assistants with in-depth instruction in specific areas of the law that can advance their careers. Certificate topics have been chosen in high-demand legal specialties.

ABOUT THE CERTIFICATE

All certificate students will begin with an advanced course in legal research and writing, followed by two modules in their chosen specialty.

Students may also enroll in individual modules, without completing the certificate program and will receive a Letter of Completion for any successfully completed modules.

MODULES:

- Advanced legal research and writing
- Business organization law
- Intellectual property law
- Real estate law
- Bankruptcy law
- Elder law
- Family law

This program provides personal attention from a faculty of practicing attorneys in small class settings. Students develop long-lasting networking relationships with both instructors and fellow students.

WHO SHOULD PARTICIPATE:

- Practicing paralegals
- Anyone with paralegal experience or education
- Approved applicants with required knowledge, skills and abilities

TIME TO COMPLETE: 13 weeks

START DATE: March 2, 2016

LOCATION: UD Downtown Center, 8th and King Streets, Wilmington, Del.

PRICE: \$1,495, textbooks additional. Please visit the program website for details about discounts and financial assistance.

CERTIFICATE INFORMATION SESSION—Thursday, January 21 in Wilmington (See page 2 for details.)

www.pcs.udel.edu/certificate • 302-831-7600 • continuing-ed@udel.edu

Meredith Hurst
Paralegal Certificate,
Advanced Paralegal Certificate

"After practicing as a paralegal for about six years, I enrolled in the University of Delaware's Paralegal and Advanced Paralegal Certificate programs to expand my legal knowledge, further my career and advance in my firm.

"Since the instructors were attorneys with years of experience in Delaware law and the Delaware legal community, they were able to draw extensively on their own practical insights and experiences. Many times you learn from the books when you are studying law, but the certificate program instructors brought real-life practical knowledge into the classroom.

"The programs also provided the opportunity to network and interact with others from the legal community, which I found very beneficial for practicing in Delaware.

"Even though I have many years of experience as a paralegal, earning these certificates has strengthened my resume. Since obtaining the certificate I have received a promotion and a raise, and I am now a senior paralegal at my firm."

Meredith Moffett Hurst is a graduate of both the Paralegal Certificate and the Advanced Paralegal Certificate from the University of Delaware.



David Sokola
Senior Fitness Training Specialist Certificate

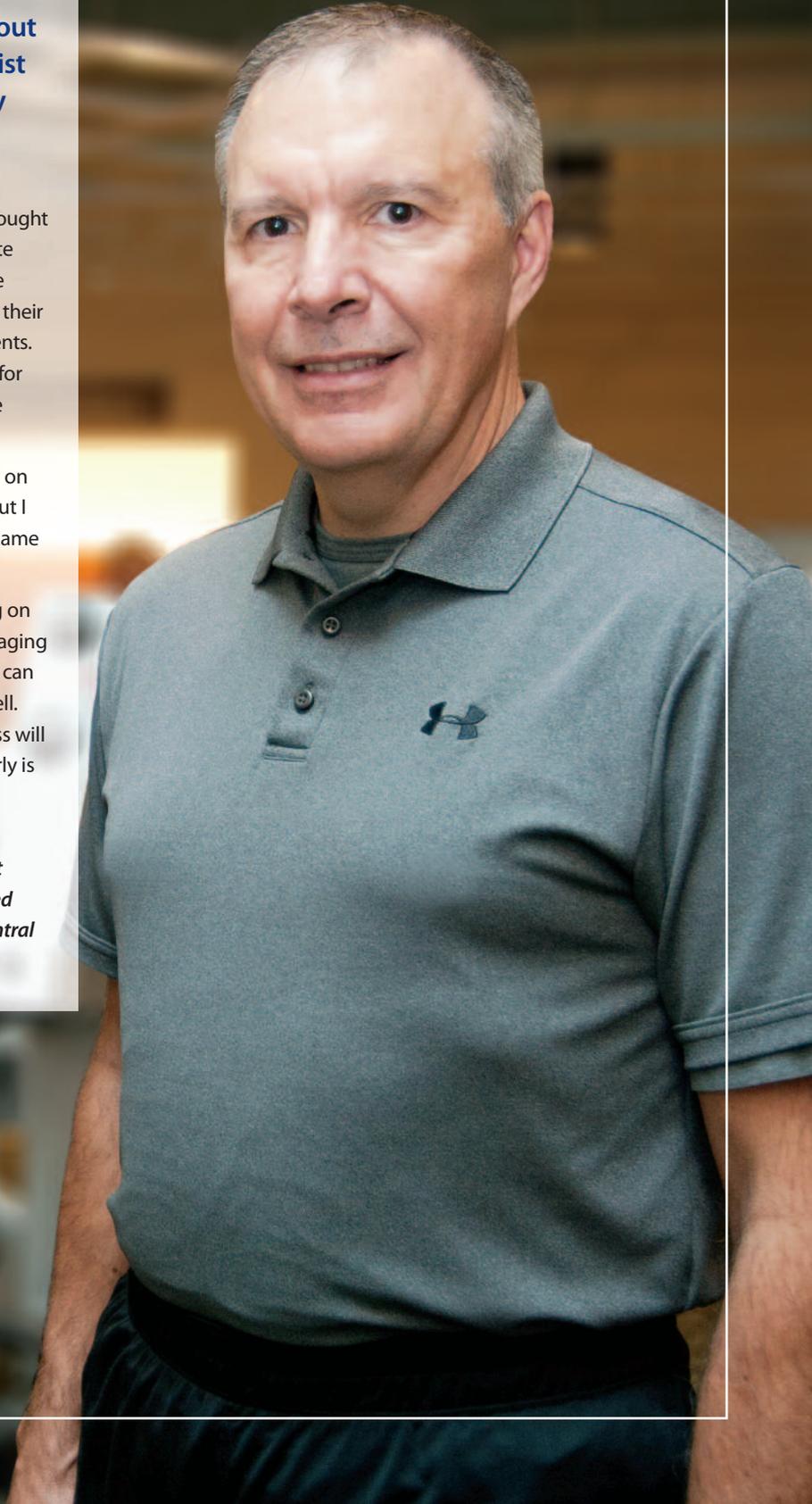
“Growing up I always enjoyed sports and fitness activities, and as a legislator have tried to encourage healthy lifestyle policies. When I learned about UD’s Senior Fitness Training Specialist Certificate less than a week after my retirement from DuPont, I had to explore the opportunity.

“The curriculum and instructor team were well thought out, and give the certificate candidates appropriate exposure to the many aspects of working with the target senior population. All of the instructors like their subject matter and genuinely care about their clients. The setting at the Hockessin Athletic Club is ideal for getting hands-on personal experience in both the fitness center and in the physical therapy clinic.

“A few years as a physical education teacher early on and a career at DuPont worked out well for me, but I really felt like I got part of my life back when I became a spinning instructor 16 years ago.

“It may be the perfect time to join a field focusing on senior fitness and health. The fitness needs of an aging population are well known, and healthy lifestyles can have social, emotional and societal benefits as well. It is very likely that fields focusing on senior fitness will grow rapidly in the near future, and getting in early is very exciting to me.”

Delaware Senator David Sokola is currently completing UD’s Senior Fitness Training Specialist Certificate. Also a UD alumnus, Sokola is a certified spinning instructor and teaches classes at the Central YMCA in Wilmington.



Clinical Trials Management Certificate Online

www.pcs.udel.edu/ctm

- **Online format provides anywhere, anytime access**
- **Gain a complete perspective of the clinical trials process**
- **Enter this dynamic and challenging field**

The potential opportunities in the field of clinical trials management range from the principal role of the investigator to the supportive tasks surrounding regulatory compliance, scientific writing, marketing, and retrieval of accurate and reliable data for submission to regulatory agencies. Clinical trials professionals are employed in a variety of settings, including pharmaceutical companies, biotechnology organizations, medical device companies, contract research organizations, hospitals, educational institutions and as independent contractors. The curriculum covers core concepts consistent with the Academy of Clinical Research Professionals certification exams, a valuable credentialing opportunity for clinical research professionals.

ABOUT THE CERTIFICATE

- Provides a broad overview of key competencies necessary for a successful understanding and conduct of the new product development process in today's environment
- Emphasizes the regulatory, privacy and compliance issues critical to the successful approval of a new product for launch
- Discusses issues in the current product development environment, and challenges students to find ways to minimize their impact on new product delivery

Topics include logistics of the site management process, data management principles, U.S. regulatory and legal implications, safety and auditing, and marketing a product.

This course is offered entirely online. Learners will progress through the course at their own pace within the seven-week completion timeframe. In addition to listening to lectures online at their own pace, students will complete scheduled requirements and assignments.

WHO SHOULD PARTICIPATE?

- Clinicians and other professionals currently involved in the clinical trials process
- Professionals with a strong science or health care related background wishing to expand their knowledge in the clinical trials field

TIME TO COMPLETE: 14 weeks

START DATE: February 22, 2016

PRICE: \$2,100, materials included. Please visit the program website for details about discounts and financial assistance.

Senior Fitness Training Specialist Certificate

www.pcs.udel.edu/seniorfitness

- **Design and implement exercise programs for individuals 55 years of age and older**
- **Select appropriate exercises tailored to clients' needs**
- **Join a growing field of exercise and fitness professionals serving older adults**

ABOUT THE CERTIFICATE

Becoming a senior fitness training specialist will give you the tools to safely and effectively provide fitness training to the millions of people currently over the age of 55. In addition to exploring how to connect with older adults, you will gain expertise in incorporating appropriate modifications and techniques to prevent muscle deterioration, improve bone strength, increase longevity and boost quality of life.

This is a 15-week program comprised of 90 hours of instruction, including both classroom instruction and hands-on practice. Class meets two days per week.

WHO SHOULD PARTICIPATE?

- Personal fitness trainers
- Athletic trainers
- Physical therapists
- Nurses and other health care professionals
- Other professionals serving clients over age 55
- Individuals wishing to learn more about maintaining health and fitness after age 55, for themselves or members of their family

TIME TO COMPLETE: 15 weeks

START DATE: February 15, 2016

LOCATION: Hockessin Athletic Club, 100 Fitness Way, Hockessin, Del.

PRICE: \$2,495, course materials included. Please visit the program website for details about discounts and financial assistance.

Continuing Education Units, nursing contact hours and internship opportunities are pending.

**CERTIFICATE INFORMATION SESSION—
Thursday, January 21** in Wilmington

(See page 2 for details.)

**INFORMATION SESSION—
Thursday, January 14** at Hockessin Athletic Club, 6 p.m.

(Visit pcs.udel.edu/seniorfitness to RSVP.)

RN Refresher Online

www.pcs.udel.edu/rnrefresher

- **Online format provides anywhere, anytime access**
- **Update your nursing knowledge and skills**
- **Reinstate your license or earn contact hours for license renewal**

Have you been out of active nursing practice and wish to update your nursing knowledge and return to a clinical setting? Do you need to meet a continuing education requirement in order to renew or maintain your nursing license? The University of Delaware's RN Refresher Online is designed to help you expand your nursing options.

ABOUT THE COURSE

The RN Refresher consists of:

- A didactic component which includes asynchronous online content presentations with correlated reading assignments, online self-quizzing, case studies, asynchronous online discussions and a final exam
- A clinical component which requires 80 hours of preceptored clinical experience in an adult acute care facility with successful completion of prescribed competencies
- Latest updates in nursing care and management presented by practitioners in the field
- Self-paced learning activities and resources complementing content presentations
- Learner support available via web, email, phone and fax
- Nursing contact hours will be awarded for successful completion of the didactic component for nurses holding active licensure

START DATES:

February 3, 2016
June 1, 2016

TIME TO COMPLETE: six months

PRICE: \$905 course fee (early registration discount offered); \$200 clinical administration fee. Please visit the program website for details about discounts and financial assistance.



The RN Refresher Online course is an educational program co-provided by the University of Delaware's Division of Professional and Continuing Studies and Bayhealth Medical Center's Department of Education.

Health Care Risk Management Online

www.pcs.udel.edu/risk-management

- **Online format provides anywhere, anytime access**
- **Earn nursing contact hours from the Delaware Nurses Association**
- **Improve your knowledge of risk management**
- **Influence change through patient safety**
- **Enter a growing field**

The field of health care risk management has grown dramatically over the past few decades, leading health professionals to new and exciting roles and responsibilities. The field has broadened to include utilization review and quality assurance systems. This new model provides health care organizations with risk managers who are focused on patient safety as the guiding principle, as well as measurement of quality outcomes.

ABOUT THE COURSE

The course addresses the following key areas of the field:

- An overview of risk management in the health care setting
- The role of risk manager
- Standards, laws, regulatory affairs and patient safety
- Enterprise risk management and corporate compliance
- State and federal regulations
- Risk issues in non-health-care settings; employee/employer risk
- Risk financing, insurance and contracts

This course is offered entirely online. Learners will progress through the course at their own pace within the seven-week completion time-frame. In addition to listening to lectures online at their own pace, students will complete scheduled requirements and assignments.

WHO SHOULD PARTICIPATE?

- RNs
- Legal nurses (LNCC)
- Quality/utilization review nurses (CPHQ)
- Safety officers
- Other health care professionals

TIME TO COMPLETE: 10 weeks

START DATE: March 7, 2016

PRICE: \$900, optional textbook is additional. Please visit the program website for details about discounts and financial assistance.

1.46 Continuing Education Units
14.63 Nursing Contact Hours (maximum)

Essentials of Clinical Sleep Health and Education Online

www.pcs.udel.edu/clinical-sleep-health/

- Get an introduction to an important specialty
- Become a sleep health educator
- Prepare for your Certificate in Clinical Sleep Health (CCSH) exam

ABOUT THE COURSE

This course will introduce health care professionals to the specialty of sleep medicine and the essentials of polysomnography and goals of treatment. Topics include normal and abnormal sleep, sleep disorders and associated comorbid conditions, clinical evaluation of sleep, testing and treatment options, monitoring therapeutic compliance, educating the patient/family/community and developing a sleep program.

 The course is designed to help the learner prepare for the Board of Registered Polysomnographic Technologists (BRPT) Certificate in Clinical Sleep Health (CCSH) exam. For details about the exam, including eligibility requirements, visit www.brpt.org.

This course is offered entirely online. Learners will progress through the course at their own pace within the seven-week completion time frame. In addition to listening to lectures online at their own pace, students will complete scheduled requirements and assignments.

WHO SHOULD PARTICIPATE?

This course is primarily intended for health care professionals (physicians, nurses, nurse practitioners, physician assistants, polysomnographic technologists, respiratory technicians, neurodiagnostic technicians, and dentists), but is beneficial to anyone interested in learning more about sleep medicine.

TIME TO COMPLETE: 7 weeks

START DATE: April 4, 2016

PRICE: \$1,900, course materials included. Please visit the program website for details about discounts and financial assistance.

Application has been made to the Medical Society of Delaware for physicians and nurses to receive Continuing Medical Education credits for successful completion of this program.



Offered in partnership with
Delaware Sleep Disorder Centers

Improving Health Care Processes

www.pcs.udel.edu/health/process-improvement

Great beach location!

A four-day seminar on lean process improvement for improving service and increasing capacity in the health care environment

There are significant opportunities for health care organizations to use the tools and techniques of process improvement to increase patient satisfaction and safety, reduce cost and increase capacity in their organization or facility. Participants will learn how to identify opportunities for improvement in their organization's processes, and develop solutions to address problems and inefficiencies.



WHO SHOULD PARTICIPATE?

- Nurses, physicians and administrators
- Health care facility or lab managers
- Quality managers, directors and team members
- Patient safety leaders
- Directors of surgery, radiology or outpatient services

SCHEDULE: August 2–5, 2016; 8:30 a.m.–4:30 p.m., four full-day sessions

LOCATION: Class will be held at the University of Delaware's Virden Center in Lewes, Del.

PRICE: \$2,100, all course materials included. Visit website for discounts, overnight accommodations and program outline.

REGISTRATION DEADLINE: July 22, 2016

Also coming in 2016

- **Medical Aspects of Sports Seminar** (February 6)
- **Elder Abuse Conference** (May 12)
- **Eastern Shore Medical Symposium** (June 20–24)
- **Summer Dental Symposium** (July 25–29)



Call 302-831-7600, email continuing-ed@udel.edu or visit www.pcs.udel.edu for more information about these exciting offerings.

Classes for academic credit

www.pcs.udel.edu/credit

- Take courses to further your career
- Study subjects you've always wanted to explore
- Take classes in the evening, during the day or online

Why choose UD?

QUALITY EDUCATION

The University of Delaware has a great tradition of excellence, tracing its origins from 1743 and growing into the research-intensive, technologically advanced institution of today. The cornerstone of UD's excellence is its exceptional faculty, including internationally known authors, scientists and artists. Alumni tell an outstanding story of achievement, from the first class—which included three signers of the Declaration of Independence and one signer of the U.S. Constitution—to the current governor of New Jersey and the vice president of the United States. These are a few of the more than 140,000 living alumni who are making vital contributions to the world—in science, business, education, the arts, policy, health care, the environment and many other areas.

FLEXIBILITY AND CONVENIENCE

You can take classes during the day, evening and online. Accelerated summer and winter sessions also help you get the most out of your time. Courses are offered in several locations throughout the state, plus you can take courses almost anywhere or anytime, through UD Online. As long as you have the prerequisites, most University courses are open to continuing education students on a space-available basis.

VARIETY

A wide variety of courses are offered in the evening and online. Here is just a small sample of what is available to you as an adult student:

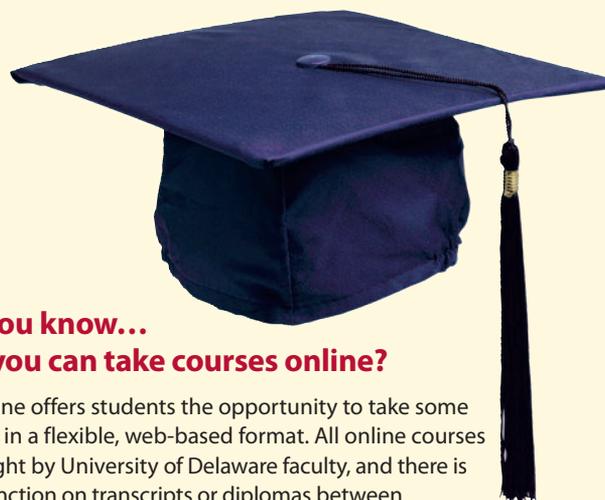
Online

- Introduction to Theatre Design (THEA 202)
- Photographic Approaches (ART 180)
- Human Heredity and Development (BISC 105)
- Art of Tibet (ARTH 237)

Evening

- Women's History Through Film (WOMS 291)
- Introduction to Entrepreneurship (ENTR 350)
- World History (HIST 103)
- Introduction to Theatre and Drama (THEA 104)
- Critical Reading and Writing (ENGL 110)

Search for online or evening courses at www.udel.edu/courses.



Did you know... that you can take courses online?

UD Online offers students the opportunity to take some courses in a flexible, web-based format. All online courses are taught by University of Delaware faculty, and there is no distinction on transcripts or diplomas between on-campus and online courses.

Move ahead with graduate education

Many graduate degrees and certificates at UD offer practical professional education: the credentials you need to move up in the workplace. Rooted in theory and applied in practice, professional degrees are designed to prepare students for success in business, industry, the arts, government, or educational, human services and nonprofit organizations.

Professional education opportunities—often available through part-time study—are available in

- Business
- Engineering
- Education
- Nursing
- Public Policy and Administration

Spring classes begin February 8, 2016

Ready to search for a course?

www.udel.edu/courses

Ready to register?

www.pcs.udel.edu/reg/credit

Need more information?

www.pcs.udel.edu/credit
access-advise@udel.edu • 302-831-8843

Over-60 tuition free program for matriculated Delaware residents

If you are 60 years of age or older and a Delaware resident, you may pursue a University of Delaware degree without paying tuition. You must apply and be accepted (matriculated) to qualify.

Visit www.pcs.udel.edu/credit/over60.



**Christian L. Kervick
B.S., Criminal Justice**

“Early on in my career with the Delaware Criminal Justice Council, I realized that my first college degree in political science was a great foundation, but I didn’t have all the knowledge and theoretical background necessary for working in the criminal justice field.

“Going back to school and taking one criminal justice course put me on a path to taking more courses. I enjoyed it and stayed with it, although there were certainly times it was a challenge. Working full time, it took a lot of scheduling and coordination, taking one or two classes most semesters. But once I started, it was definitely my goal to earn that criminal justice degree.

“I chose the Georgetown program because I was living in Sussex County. The local campus, with one dedicated adviser and a small group of professors, was a fantastic experience.

“I highly encourage people to consider a UD course in Georgetown or Dover, especially an adult student who wants to go back to school.”

“Working in criminal justice has consumed me for the last 17 years. This job is unique. It’s not law enforcement, or legal or judicial. One day we’re involved in improving a domestic violence shelter or funding juvenile delinquency prevention, the next day it might be a training program for community policing or services for victims of crime, all through criminal justice grants. What we do here is solve problems, meeting challenges every day.”

Christian L. Kervick is executive director of the Delaware Criminal Justice Council. Kervick earned a bachelor’s degree in criminal justice from the University of Delaware, completing most of his coursework at UD’s Georgetown location.

UD Organizational Learning Solutions

www.pcs.udel.edu/organizations

We help organizations develop their employees with:

- **Executive education and customized training on relevant topics**
- **Creative online training programs**
- **Coaching to build skills and boost productivity**

Organizations benefit from:

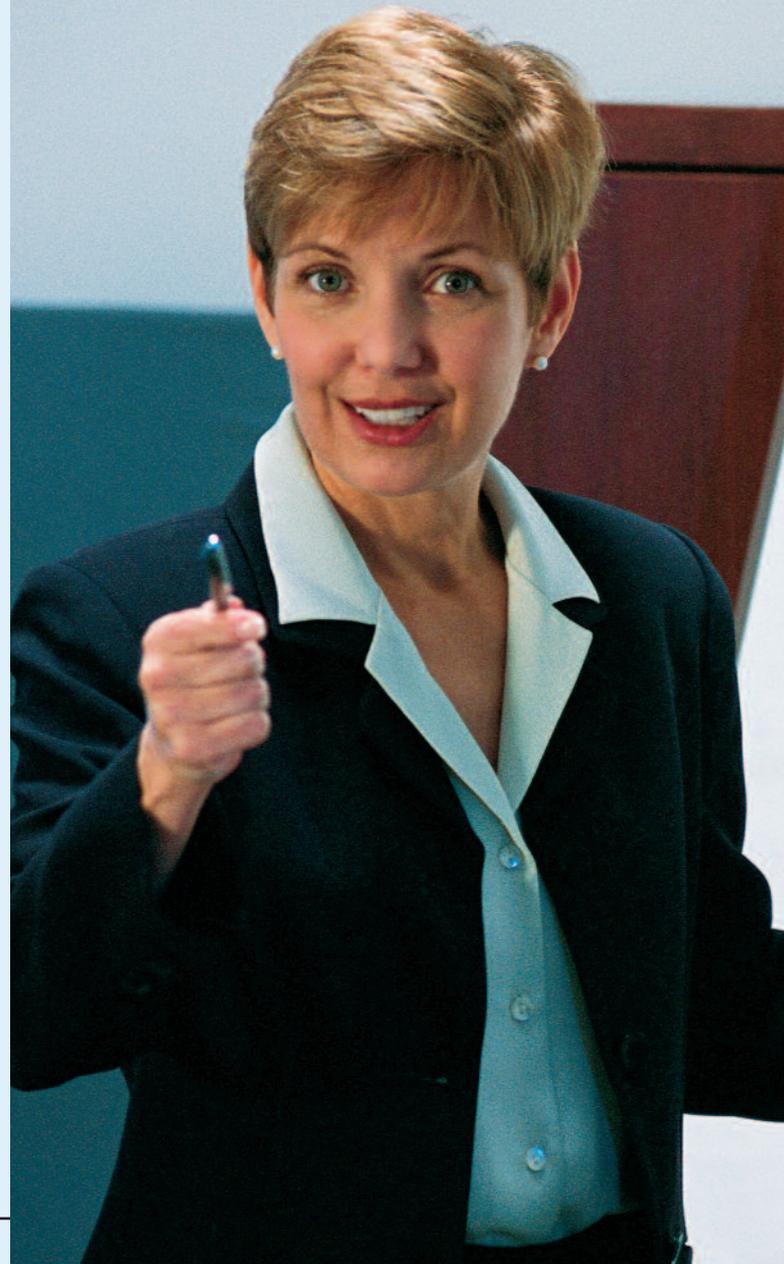
- Our faculty's expertise in **developing leaders, process improvement, business communication, marketing, finance and much more**
- Our research-based knowledge
- Our professionals skilled in program design, delivery and assessment
- On-site delivery or in one of our convenient facilities

For over two decades, we have provided organizational learning solutions to numerous organizations, including:

- Beebe Healthcare
- W. L. Gore and Associates
- JPMorgan Chase
- Habitat for Humanity
- State of Delaware agencies
- City of Wilmington
- AAA Mid-Atlantic
- Invista
- Christiana Care
- Many more...
- WSFS Bank

"We have been so impressed with the UD instructional team and their ability to motivate our management team to utilize new leadership approaches. The partnership with UD has enhanced our management and leadership training and coaching throughout the organization."

—Catherine Halen, Vice President
Human Resources, Beebe Healthcare



ON SITE • RELEVANT • COST EFFECTIVE

How can we help your organization?

Contact George Irvine
302-831-7858 or
girvine@udel.edu, or visit
www.pcs.udel.edu/organizations



Not sure what to do in retirement?

Recharge your mind and make new friends



Intellectual and cultural exploration • No exams or grades

Enjoy learning for fun and enrichment

- Explore interesting topics
- 5-, 10- and 14-week classes are created by members for members
- Classes include art, history, languages, literature, science and much more

FOR
ADULTS **50+**

WILMINGTON – Arsht Hall, 2700 Pennsylvania Avenue

DOVER – Modern Maturity Center, 1121 Forrest Avenue

LEWES – Fred Thomas Building, 520 Dupont Avenue

OCEAN VIEW – Town Hall and Community Center, 32 West Avenue



UNIVERSITY OF
DELAWARE

Osher Lifelong Learning Institute
at the University of Delaware

302-831-7600 • www.lifelonglearning.udel.edu



Professional &
Continuing Studies

201 John M. Clayton Hall • Newark, DE 19711

Nonprofit Org.
U.S. Postage
PAID
University of
Delaware

Learn how a UD certificate can benefit you!

INFORMATION SESSION

Thursday, January 21, 2016 • 6:30 p.m.

Doubletree Hotel, 700 N. King Street, Wilmington

Call 302-831-7600 (*reservations requested*)

www.pcs.udel.edu/certificate

**See page 2
for details.**

LEARN MORE ABOUT THESE CERTIFICATES:

Analytics: Optimizing Big Data | Business Analyst

Clinical Trials Management

ITIL Foundation Certificate in IT Service Management

Lean Six Sigma Green Belt | **Advanced Paralegal**

Project Management | **Social Media Marketing Strategy**

Register and pay in full for a Spring 2016 certificate at or before the information session and receive a 10% discount.

