

OFFICE OF PROFESSIONAL ADVANCEMENT - NON CREDIT COURSES

www.continue.miami.edu/opa

Dedicated to providing the highest quality, competency-based, continuing professional education, the Office of Professional Advancement offers seminars, courses and certificate programs to meet the training and professional development needs of both corporations and individuals.

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

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

Artificial Intelligence and Machine Learning Program

The University of Miami Division of Continuing and International Education offers the Artificial Intelligence (AI) and Machine Learning (ML) Certificate program. This 8-week program is for individuals with an active interest in applying for entry-level jobs to work in Artificial Intelligence-related fields. During the program, students will explore the topics, technology, and skills required to gain practice in the successful application of AI/ML techniques to address key industry problems.

For more detailed course descriptions, current schedule and prices, please visit our website (<https://continue.miami.edu/en/packagedetail.aspx?p=225>).

Building Expertise in Administration & Management (BEAM)

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

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

Business Analytics

This University of Miami Business Analytics Program focuses on the theoretical foundations of complex statistical analysis techniques, with a focus on business sector application. Businesses are increasingly utilizing data analytics to evaluate and adjust business processes and strategies. The participants learn about probability, statistical inference, regression analysis, and modeling. Also covered are quantitative data analysis methods and management approach adjustments driven by data analysis. Key concepts include data visualization and reporting, graphical representation of data, exploration, and reporting of data, and basic linear regression methods. Participants apply statistical techniques using spreadsheet software, to analyze specific business problems.

For more detailed course descriptions, current schedule and prices, please visit our website (<https://continue.miami.edu/en/packagedetail.aspx?p=223>).

Business and Leadership Programs

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

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

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

For a full list of business certificate programs offered, please visit our website (<https://continue.miami.edu/en/subcategory.aspx?sc=88>).

Coding Boot Camp

The University of Miami (UM) Coding Boot Camp is a 24-week, part-time web development program offered online in partnership with 2U (formerly Trilogy Education Services). The Coding Boot Camp curriculum includes HTML5, CSS3, JavaScript, jQuery, Node.js, Java, Database Theory, MongoDB, Heroku, Git, and more.

For more detailed course descriptions, current schedule and prices, please visit our website. (<https://continue.miami.edu/en/package/detail.aspx?p=198>)

Cybersecurity Professional

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

For more detailed course descriptions, current schedule and prices, please visit our website. (<https://continue.miami.edu/en/package/detail.aspx?p=199>)

Data Analytics

The University of Miami (UM) Data Analytics Boot Camp, in partnership with 2U (formerly Trilogy Education Services), is a 24-week, part-time online program that will empower you to gain the knowledge and skills to conduct robust analytics on a host of real-world problems. Throughout the course, you'll be gaining proficiencies on a host of marketable technologies like Advanced Excel, Python, JavaScript, (D3.js, Leaflet.js), HTML/CSS, API Interactions, Social Media Mining, SQL, Tableau, Fundamental Statistics, Machine Learning, R, Git/GitHub and more.

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

Data Science Fundamentals

The University of Miami Division of Continuing and International Education offers the Data Science Fundamentals program. In this 8-week program, students will engage with real-world challenges, where the scientific method meets real business, and data-fueled systems can use machine learning models to find insights. This course aims at providing a comprehensive but accessible introduction to Data Science. Techniques to interpret, clean, and visualize data will be presented. Students will also learn how to design, train, and evaluate common regression and classification models by using the Python programming language and specialized libraries.

For more detailed course descriptions, current schedule and prices, please visit our website (<https://continue.miami.edu/en/package/detail.aspx?p=224>).

Executive Certified Financial Planner

Designed for students preparing for professional examinations and professional practice in financial planning.

Our program consists of providing the highest quality CFP education through Dalton Education, a leading provider of innovative education solutions in financial planning. The founders of Dalton Education have helped thousands of financial professionals earn the CFP® certification marks with their leading CFP review course, THE DALTON REVIEW®. Students can choose from an independent, self-paced, online education program or a live, instructor-led, internet-delivered program.

For more detailed course descriptions, current schedule and prices, please visit our website (<https://continue.miami.edu/en/package/detail.aspx?p=2>).

Human Resources Management

This 144-hour program provides the latest in proven techniques and strategies to effectively manage organizational challenges. The curriculum covers the following topics: Strategic Management, Legal and Regulatory Issues; Employment, Planning, and Placement; Benefits and Compensations; Development and Administration; Training and Development and Employee and Labor Relations. The HR Program is recognized by the Greater Miami Society for Human Resource Management. The comprehensive curriculum works for the newcomer as well as the seasoned professional and is especially useful to small and medium-sized business owners.

For more detailed course descriptions, current schedule and prices, please visit our website (<https://continue.miami.edu/en/packagedetail.aspx?p=3>).

Instructional Design & Technology

The Instructional Design and Technology program is designed for educational professionals and corporate trainers who are interested in instructional design, alternative instructional delivery systems, and integrating technology into instruction. In this course, you will have hands-on experience in applying multimedia design principles using authoring tools and build a portfolio that demonstrates e-learning artifacts you created to highlight your skills and competencies.

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

Leadership in Instructional Design & Technology

The Leadership in Instructional Design and Technology Certificate is a higher-level certificate program designed for educational professionals who are interested in online instructional design, distance instructional delivery systems, management, and consulting. It offers professionals the opportunity to bridge the gap between research and practice.

For more detailed course descriptions, current schedule and process, please visit our website (<https://continue.miami.edu/en/packagedetail.aspx?p=230>).

Hospice and Palliative Care

Providing health care for those who are at the end of their lives requires a compassionate, loyal, motivated caregiver with an interest in serving the community. Hospice is a healthcare specialty that involves the treatment of some of the most seriously ill patients. This program is ideal for those allied healthcare professionals who want to specialize in this extremely important and vital service. This program aligns well with the fields of rehabilitation professionals, medical assistants, nursing assistants, nurses, pharmacists, social workers, and clergy members.

For more detailed course descriptions, current schedule and prices, please visit our website (<https://continue.miami.edu/en/packagedetail.aspx?p=228>).

Interior Design

If you have always had an eye for design and have a knack for taking an ordinary space and making it feel extraordinary, then the University of Miami Interior Design program is for you. This program offers non-credit courses to those who want to enrich their cultural experiences or who are interested in improving their professional or occupational skills. Taught by industry professionals, our Interior Design program focuses on the important fundamentals to enter the design field. In this hands-on program, students will learn the history of interiors, principles, and elements of design, color theory, freehand and computer drafting, specification and materials, professional practice, and building a portfolio.

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

Medical Billing and Coding

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

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

Medical Office Administration

The University of Miami Medical Office Administration Certificate Program prepares participants to communicate with clients and insurance companies, collect data from patients to assist in managing their accounts and oversee the ordering of medical and office supplies. An earned Certificate of Completion, the terminology used by NCCT for eligibility, would satisfy the NCCT education requirement for NCCT Certification eligibility. In addition, our Medical Office Administration Program is designed to prepare participants for the National Health Career Association Certification which is the Certified Medical Administrative Assistant (CMAA).

For detailed course description, current schedule and prices, please visit our website. (<https://continue.miami.edu/en/packagedetail.aspx?p=231>)

Paralegal Focus

The Paralegal Focus program provides both beginning and experienced paralegals with expansive educational and professional opportunities. These Practice Area's allow paralegals to augment their current skills and focus on virtually any area of the law. Choose to specialize in one of the following

areas of focus: Contract law, Business law, Criminal law and Procedures, Bankruptcy law, Intellectual Property, Immigration law, Wills and trusts, Employment law, Real Estate law, and Litigation. Give yourself an edge in today's competitive job market. All Paralegal courses are available online.

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

Paralegal Studies

The University of Miami Paralegal Studies program is an intense four-month program of study that prepares students as qualified professionals ready to start an exciting new career as a paralegal. Classes are taught by prominent local attorneys, Judges, and Magistrates. The Paralegal Program classes are offered on weekday evenings as a fully online program.

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

Patient Advocacy

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

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

Physical Therapy Aide

The purpose of physical therapy is to restore motor function to the human body by alleviating and correcting movement disorders. This Physical Therapy Aide program will prepare you for the growing field of Physical Therapy. The Physical Therapy Aide is generally responsible for carrying out the non-technical duties of physical therapy, which include preparing treatment areas, ordering supplies and devices, and transporting patients working under the direction of the physical therapist. Physical Therapy Aides may be employed in hospitals, nursing homes, orthopedic clinics, and sports medicine centers.

For more detailed course descriptions, current schedule and prices, please visit our website (<https://continue.miami.edu/en/packagedetail.aspx?p=229>).

Professional Coach

This Professional Coach Certificate Program is designed to support you in becoming a professional coach or in using coaching skills to enhance your leadership, management, and/or communication skills. The Professional Coach Certificate is a 140-hour, eleventh-month program that has been written by master coaches. The University of Miami has designed a thorough program that will allow you to make a powerful leap into using coaching skills and becoming a professional coach. Additionally, it is designed for leaders, managers, human resource professionals, teachers, or service professionals (doctors, lawyers, counselors, consultants, etc.) who want to dramatically improve their ability to communicate, motivate, inspire, and empower others.

For more detailed course descriptions, current schedules, and prices, please visit our website (<https://continue.miami.edu/en/packagedetail.aspx?p=80>).

Project Management Professional (PMP®)

This program satisfies the educational requirement needed to qualify to take the Project Management Professional (PMP®) exam. Learn the core competencies of project management, following the Project Management Institute's A Guide to the Project Management Body of Knowledge, (PMBOK®- Guide). Become proficient in the knowledge areas, process groups, skills, and techniques delineated in the PMBOK® Guide to execute projects effectively and efficiently through all stages.

For more detailed course descriptions, current schedule and prices, please visit our website (<https://continue.miami.edu/en/packagedetail.aspx?p=150>).

SHRM® Certification Exam Preparation Course (SHRM-CP™/SHRM-SCP™)

Establish yourself as a globally recognized human resource expert by earning the new standard in HR Certification: SHRM Certified Professional (SHRM·CPT·1) and SHRM Senior Certified Professional (SHRM·SCP™). Designed for SHRM credential candidates, this course will expand and test your knowledge of practical, real-life competencies in areas critical for HR career success. Combining expert instruction with the SHRM Learning System® for SHRM - CP™/SHRM-SCP™, you will learn faster, retain more knowledge, and stay on track for success on the exam.

For more detailed course descriptions, current schedule and prices, please visit our website (<https://continue.miami.edu/en/packagedetail.aspx?p=161>).

Sports Medicine Fundamentals

In this 8-week program, the participants pursuing will examine the relationships between exercise, human performance, and the role of physical activity in healthy lifestyle promotion. The participants will develop a foundation in the health sciences associated with the enhancement of sports performance, injury prevention, and health and fitness participation.

For more detailed course descriptions, current schedule and prices, please visit our website (<https://continue.miami.edu/en/packagedetail.aspx?p=227>).