

A smiling woman with glasses and a man in an office setting. The woman is in the foreground, wearing a black top and light-colored pants, looking towards the camera. The man is in the background, seen from the side, looking towards the woman. They are in a modern office with large windows overlooking a city.

Certificate Catalog

ACCELERATE YOUR CAREER

Bryant University

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BRYANT UNIVERSITY CERTIFICATE PROGRAMS

WHY SHOULD YOU PURSUE A BRYANT UNIVERSITY CERTIFICATE

Bryant University fosters a career advancement mindset in which students learn in an interactive format to gain skills they can immediately apply for their professional development. Since 1863, Bryant University has been a leader in offering innovative educational programs that address the changing landscape of both business and society.

From Project Management to Six Sigma, People Analytics to Mastering Leadership, our programs utilize cutting-edge approaches to create a highly interactive and experiential learning environment and ensure the knowledge gained can be utilized right away. All programs are developed and supported by our renowned Bryant Faculty.

You choose the path that's right for you from the comfort of your home or office: virtual instructor-led or online self-paced.

EDUCATION FOR INDIVIDUALS

Advance your career through our professional certificate programs and individual courses. Bryant offers virtual instructor-led and self-directed online learning options to provide you the utmost flexibility and convenience in your lifelong learning journey.

CUSTOM PROGRAMS

Bryant University offers customizable training to corporations, non-profits, and government organizations. Our custom programs can be onsite, virtual instructor-led, or online self-paced.

Investing in employee professional development is an essential component for any organizational success. Working collaboratively, we develop customized corporate programs for employers to help increase retention, performance, and personal growth.

KEY

Instructor-Led (online)



Icon represents programs offered by instructors via Zoom.

Join our expert Bryant instructors for direct teaching via Zoom. Instructor-led courses provide excellent opportunities to network with fellow learners and engage in real-world applications of material.

Self-Paced (online)



Icon represents self-paced programs offered online.

All self-paced courses are designed and supported by Bryant instructors. Self-paced courses are ideal opportunities to fit learning and career development into your busy schedule.

Strategies for Success



Icon represents customizable programs offered for organizations.

"Strategies for Success" is a one-week module that will familiarize you with our online learning system, to ensure when you begin your certificate program you are ready to learn and fully participate. Required for all first time Bryant University certificate learners.

COURSE SCHEDULE
CLICK HERE

PROJECT MANAGEMENT

The top project management competencies—communication, leadership, decision making, business acumen, organization, negotiation ability, and strategic thinking—are now considered requisite skills for nearly all in-demand careers. The depth and breadth of a project manager's toolkit is what makes them effective drivers of change. By utilizing defining goals and managing the energy of a project's stakeholders, Project Managers are strategic players in an organization's success.

Bryant's Project Management Certificate is aligned with the Project Management Institute's Body of Knowledge (PMBOK®) and best practices. The PMBOK® methodology is integrated into all course materials and supporting case studies to enable you to prepare for the PMP® or CAPM® Exam. In an increasingly projectized world, PMI® professional certification ensures that you're ready to meet the demands of projects and employers across the globe.

This Project Management Certificate assists you in understanding industry best practices, language, terminology, and related leadership skills immediately applicable in the workplace. Our program also satisfies the required 35 educational hours to sit for PMI certification.

Become a valuable member of your organization by gaining the abilities to take ownership of projects and inspire a sense of purpose within the project team.

PROJECT MANAGEMENT

PROJECT MANAGEMENT CERTIFICATE

Explore the critical skills every project manager needs to be successful . Aligned with the Project Management Institute's Body of Knowledge (PMBOK®) .



Earn 3.5 CEUs

Course Description

Project managers are change agents: they take ownership of project goals and use their skills and expertise to inspire a sense of shared purpose within the project team . Course is taught by PMI-certified PMP® instructors and aligned with national certification to enable you to understand the human side of project management, perceive approaches for Agile, iterative, and adaptive environments, and understand how to prepare for the PMP® or CAPM® Exam .

Audience

This course is designed for individuals with varying backgrounds and experiences . This course is for anyone relatively new to project management or for those who are currently working on projects . All courses provide the skills and current industry best practices which must be learned and perfected by current project management professionals seeking to remain current in their field and/ or earn the 35 educational hours needed to sit for PMI certification .

This course was designed and prepared specifically for project managers to understand their important, key role in managing and supporting key projects that align with and support organizational strategic plans.

Course Information

The Project Management certificate is available in virtual instructor-led and online self-paced courses . Both courses are designed with the same learning outcomes.

PMC 100

Schedule: 5 weeks of virtual Instructor led classes, please see the Course Schedule for dates and times .
3.5 CEUs

PMC 500

Schedule: Online, anytime . Begin your course on the first Sunday following enrollment .
3.5 CEUs

Overview & Assignments

Plan on approximately 7 hours per week working through these materials and assignments.

PMC 100—Instructor Led

This 5-week course is virtual instructor-led . Course will be offered as a virtual instructor-led training meeting five times for 3-hours of instruction via Zoom, with additional weekly supplemental reading and assignments.

PMC 500—Self-Paced

This course consists of 5 weeks of guided learning, each comprising multimedia, interactive modules, curated readings . Discussion posts due on Mondays and all other deliverables due on Saturdays.

Outcomes

This course will equip you to:

- Analyze the role of project management in contemporary organizations.
- Evaluate the various project management models, including an overview of the Agile model.
- Utilize critical project management terminology used throughout the PMBOK® and PMP® exams.
- Describe, in detail, the key components of the 5 Phases of every project: initiation, planning, execution, monitoring & controlling, and closure.
- Prepare for the CAPM® or PMP® exam.

AGILE & SCRUM

Agile & Scrum are project management systems used by companies of all size to achieve highly engaged collaboration and efficient goal attainment. Together, the agile scrum methodologies break down projects into incremental stages that can be worked on in “sprints,” which create a framework for collaboration.

The Agile Scrum Methodology encourages products to be built faster since each goal is set against a “sprint” timeline, and requires frequent planning and goal setting, which focuses the scrum team on the current objective and increases productivity.

Originally developed for software developers, Agile & Scrum have since been adapted to meet the needs of any sector. Learn to implement this iterative methodology and reduce time to market and the total cost of ownership while increasing product quality, employee engagement, and overall productivity.

Designed for professionals, and, particularly, project managers who are relatively new to the Agile & Scrum methodologies and seek to use iterative cycles and transformational approaches to optimize workflows.

AGILE & SCRUM

BASICS OF AGILE & SCRUM EFFECTIVENESS CERTIFICATE

Develop the skills to fast-track projects through Agile & Scrum leveraging iterative methodologies and smoother workflows.



Earn 3.0 CEUs

Course Description

This course will educate participants in Agile software development and the Scrum methodology of implementing Agile in their environment. Course participants will learn to implement an iterative methodology to software development. Participants will have the opportunity to compare and contrast Agile & Scrum with the more conventionally used waterfall methodologies. Ultimately this course will enable the attendee to not just understand the basics but also the implementation and adoption of Agile. Both Agile & Scrum reduce time to market and the total cost of ownership while increasing product quality, employee engagement, and overall productivity.

Audience

This course is designed for individuals and professionals who are relatively new to the Agile & Scrum methodologies. Specifically, this course is targeted toward project managers who seek to understand their role in managing and supporting key software development in alignment with iterative cycles and transformational approaches to optimize workflows.

Course Information

PMC 501

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

3.0 CEUs

Overview & Assignments

This course consists of 5 weeks of guided learning, each comprising multimedia, interactive modules, curated readings. Discussion posts due on Mondays and all other deliverables due on Saturdays.

Plan to spend approximately 6 hours per week working through these materials and assignments.

Outcomes

You will learn to identify the ways in which traditional waterfall methodologies differ from Agile and Scrum practices and the iterative methodologies used. Concrete examples of how Agile and Scrum practices can be executed will be utilized.

You will be equipped to:

- Identify when, where, and how to best implement Agile & Scrum practices in software development.
- Recognize the most effective contexts to use Agile and pitfalls to avoid.
- Apply Agile & Scrum to implement change within teams and across organizational levels.
- “Speak” the language of Agile by exploring Agile in depth.
- Utilize Agile practices across a range of settings.

AGILE & SCRUM

ADVANCED AGILE & SCRUM IMPLEMENTATION CERTIFICATE

Hone your Agile & Scrum skills to fully optimize fast-tracking of projects despite common pitfalls and obstacles that may arise.



Earn 3.5 CEUs

Course Description

This course will deepen participants' knowledge of Agile software development and the Scrum methodology. Individuals will review leading management styles and learn how to ensure effective practices in an Agile environment. Through the application of Agile, Scrum, and SaFe, participants will learn to apply their knowledge and experience to ensure success for their organization during transformation. Common pitfalls and challenges will be reviewed, and participants will have multiple opportunities and exercises focusing on overcoming these obstacles.

Audience

Professionals who have had at least six months of Agile & Scrum experience or have completed the 5-week Basics of Agile & Scrum Effectiveness in your Organization course.

The ideal participant has a desire to learn about Agile practice pitfalls and how any organization has room to improve along the Agile Maturity Model (AMM).

Course Information

PMC 102

Anticipate 6 hours per week working through the 5-week program.

3.5 CEUs

Overview & Assignments

Anticipate 6 hours per week working through the 5-week program.

Outcomes

This course will support any ongoing transformation taking place with their organization or a desire to begin transforming their organization from the ground up.

Course will equip you to:

- Be successful in executing Agile & Scrum methodologies.
- Utilize Agile, Scrum, and SaFe across a range of settings.
- Recognize the role of management styles in the applying effective Agile & Scrum practices.
- Transform organizations through the application of Agile, Scrum, and SaFe.
- Reduce time to market and the total cost of ownership while increasing product quality, employee engagement, and overall productivity.

LEADERSHIP DEVELOPMENT

Leaders provide a vision for the company and today's business environment requires leaders to go beyond what has worked in the past. To adapt quickly as conditions demand one must be a great problem-solver and harness individual skills towards a collective goal.

Leadership skills aren't only needed at the C-Suite level. Communication, creative positive problem solving, and delegation all help bring teams together and motivate consistent high performance.

This curriculum helps participants to achieve management success and become instrumental change agents at their organization.

Audience

Essential Leadership Skills (ELM 100) is intended for those who are new to a management role with little supervisory experience. Mastering Advanced Leadership Skills (ELM 500) is intended for those who already have a sufficient depth and breadth of management and supervisory experience.

*ELM 100 is **not** a prerequisite for ELM 500.*

LEADERSHIP DEVELOPMENT

ESSENTIAL LEADERSHIP SKILLS CERTIFICATE

Fast-track curriculum for new and aspiring managers/supervisors focused on skill development to become a dynamic leader.



Earn 3.0 CEUs

Course Description

Designed for new or aspiring supervisors and managers, this fast-tracked curriculum helps participants achieve management success. Learn the skills needed to lead, motivate, delegate, communicate, and problem solve. Topics include enhanced interpersonal techniques, understanding of organization power dynamics, a defined set of operating principles and a rationale for your choices. At the end of the course, participants will develop a career path for the next six to eighteen months with a workable, executable framework for moving ahead as a dynamic leader.

Key Knowledge Areas

1. Principals of management
2. Building effective teams
3. Managing in a hybrid environment
4. Emotional intelligence (EQ)
5. Effective communication strategies
6. Building strategic relationships

Audience

This course is designed for individuals looking to gain managerial skills to advance or change their careers, employees transitioning into managerial roles with little or no supervisory experience, and individuals identified by their organizations as ready for leadership positions.

Course Information

ELM 100

Schedule: 6 weeks of virtual Instructor led classes, please see the Course Schedule for dates and times.

3.0 CEUs

Overview & Assignments

This 6-week course is virtual instructor-led.

Anticipate 5 hours per week of work, comprised of weekly instructional seminars for 3-hours via Zoom, and approximately 2 hours of additional supplemental reading and assignments.

Outcomes

Upon completion of this course, you will be able to:

- Lead, motivate, delegate, communicate effectively.
- Use learning styles to better work in teams and communicate with others
- Develop workable and executable framework for moving ahead as a dynamic leader.
- Lead as a dynamic and effective mentor

LEADERSHIP DEVELOPMENT

MASTERING ADVANCED LEADERSHIP SKILLS CERTIFICATE

A comprehensive study of the advanced skills required today to become a dynamic, value-based senior leader.



Earn 3.0 CEUs

Course Description

This course is a comprehensive study of the advanced skills required today to become a dynamic, value-based senior leader.

To be the most effective leaders we need to understand ourselves: what our strengths are, how we learn and communicate; and the political environment within our organizations. Throughout this course, you will discover more about your own leadership strengths and how to apply them to their best advantage. This program is built to be instantly applicable in the real world.

Audience

This course is designed for high potential and mid-level managers ready for the next level of leadership, professionals seeking career advancement, and employees who have been targeted by their organizations for future leadership positions. This course will give you a workable, executable framework for moving ahead in your career as a dynamic leader.

Course Information

ELM 500

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

3.0 CEUs

Overview & Assignments

This course consists of 5 weeks of guided learning, each comprising multimedia, interactive modules, curated readings. Discussion posts due on Mondays and all other deliverables due on Saturdays.

It is expected that you will spend approximately 6 hours per week working through these materials and assignments.

Outcomes

Upon completion of this course, you will be able to:

- Identify and facilitate value-based leadership within your world of work
- Use learning styles to better work in teams and communicate with others
- Identify success and failure in the workplace and develop a strategy to implement
- Strategically develop and recognize networks
- Lead as a mentor and craft a powerbase
- Use data to improve business performance, identify trends, and set employee goals

LEADERSHIP DEVELOPMENT

COACHING IN THE WORKPLACE

Gain the knowledge, tools, and opportunities to encourage effective employees.



Earn 3.0 CEUs

Course Description

Introductory course for managers to learn about coaching as a managerial tool. Traditional management practices, while highly effective, can be greatly enhanced through the application of coaching principles. In this course, managers will learn about coaching, how it differs from traditional management techniques, how to recognize when it is most appropriate, and how to assess the effectiveness of these techniques. Learning will be reinforced through experiential-based opportunities including role play, and reflection. We will discuss various ways in which such certification can be achieved.

Audience

This course is designed for individuals looking to gain managerial skills to advance or change their careers to managerial roles, employees transitioning into managerial roles with little or no supervisory experience, and individuals identified by their organizations as ready for leadership positions.

Course Information

ELM 501

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

3.0 CEUs

Overview & Assignments

This course consists of 5 weeks of guided learning, each comprising multimedia, interactive modules, curated readings. Discussion posts due on Mondays and all other deliverables due on Saturdays. It is expected that you will spend approximately 6-7 hours per week working through these materials and assignments.

Outcomes

Upon completion of this course, you will be able to:

- Manage teams effectively
- Determine the ways in which coaching can improve employee performance
- Lead as a dynamic and effective coach

HUMAN RESOURCES MANAGEMENT

Today's human resource professionals are strategic partners who contribute to the development and accomplishments of the organization-wide business plan and objectives. For those who are new to a HR role, or looking to transition careers, a Human Resources Management certificate will provide you with a strong foundation of knowledge and connect you with a network of fellow HR professionals.

HR credentials provide a competitive edge and demonstrates your competence, experience, dedication, and credibility. According to a Payscale study, HR professionals saw an over 30% increase in pay after certification.

Learning Path

To earn the Human Resources Management Certificate individuals must successfully complete six courses. There are no pre-requisites or order in which courses must be completed.

SHRM Education Partner

Bryant University is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP™ or SHRM-SCP™.

Bryant University is a SHRM preferred provider. All Human Resource Management classes are approved for SHRM-CP/SHRM-SCP recertification credits. This program has been approved for recertification credit hours through SHRM. For more information about certification or recertification, please visit www.shrm.org.



HUMAN RESOURCES MANAGEMENT

HR ESSENTIAL SKILLS

Explore and enhance the necessary skills required to excel as an HR professional.



Earn 2.4 CEUs

Course Description

There are many skills an HR professional will utilize throughout their career and are the key foundation for every Human Resources professional.

Topics covered in this class include emotional intelligence, developing positive relationships, personal branding, influencing others and managing difficult conversations.

Audience

For individuals pursuing their certificate program this course satisfies one out of the six course program requirements. There are no pre-requisites or order in which courses must be completed.

For SHRM recertification, this course is worth 24 PDCs.

Course Information

HRM 500

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

2.4 CEUs

Overview & Assignments

This course consists of 5 weeks of guided learning, each comprising multimedia, interactive modules, curated readings. Discussion posts due on Mondays and all other deliverables due on Saturdays.

It is expected that you will spend approximately 4-5 hours per week working through these materials and assignments.

Begin your class on the Sunday following full enrollment.

Outcomes

Upon completion of this course, you will be able to:

- Understand what emotional intelligence is and start using this skill to “read the room” and anticipate potential issues between people before they arise
- Understand the importance positive relationships have on your career, including utilizing an empathetic style when dealing with people’s concerns
- Use your personal brand to enhance approachability and relationship building
- Use your influencing skills to steer others towards an outcome you desire that is beneficial to the organization or preserving positive employee relations
- Have difficult conversations with others, while focusing on facts, outcomes and managing emotions

HUMAN RESOURCES MANAGEMENT

ESSENTIALS OF HR LAW & COMPLIANCE

Understand the role, importance, and responsibility of the HR professional role with employment laws and compliance.



Earn 2.4 CEUs

Course Description

HR professionals are responsible to ensure compliance with relevant employment laws and aligning workplace policies with the overall business strategy.

Understanding federal laws and interactions with state and local laws is key part of the due diligence involved in this process.

Audience

For individuals pursuing their certificate program this course satisfies one out of the six course program requirements. There are no pre-requisites or order in which courses must be completed.

For SHRM recertification, this course is worth 24 PDCs.

Course Information

HRM 500

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

2.4 CEUs

Overview & Assignments

This course consists of 5 weeks of guided learning, each comprising multimedia, interactive modules, curated readings. Discussion posts due on Mondays and all other deliverables due on Saturdays.

It is expected that you will spend approximately 4-5 hours per week working through these materials and assignments.

Begin your class on the Sunday following paid registration.

Outcomes

Upon completion of this course, you will be able to:

- Identify and understand employer responsibilities in complying with employment laws and regulations
- Research and provide effective guidance to stakeholders on workplace issues
- Apply practical knowledge to managing compliance in the workplace
- Understand how to draft an employee manual according to the needs of an organization
- Develop steps for creating policies, establishing uniform, well-defined standards

HUMAN RESOURCES MANAGEMENT

TALENT ACQUISITION AND RETENTION

Finding and engaging the right talent is critical for any organization's success.



Earn 2.4 CEUs

Course Description

People are a company's most valuable asset, and, as such, much care should go into selecting and retaining the right employees. There are many skills an HR professional will utilize throughout their career; none as critical as Talent Acquisition and Retention.

Topics covered in this class are the Recruitment Process, Workforce Planning, the Consultative Approach, Engagement and Retention.

Audience

For individuals pursuing their certificate program this course satisfies one out of the six course program requirements. There are no pre-requisites or order in which courses must be completed.

For SHRM recertification, this course is worth 24 PDCs.

Course Information

HRM 500

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

2.4 CEUs

Overview & Assignments

This course consists of 5 weeks of guided learning, each comprising multimedia, interactive modules, curated readings. Discussion posts due on Mondays and all other deliverables due on Saturdays.

It is expected that you will spend approximately 4-5 hours per week working through these materials and assignments.

Begin your class on the Sunday following full enrollment.

Outcomes

Upon completion of this course, you will be able to:

- Understand what emotional intelligence is and start using this skill to "read the room" and anticipate potential issues between people before they arise
- Understand the importance positive relationships have on your career, including utilizing an empathetic style when dealing with people's concerns
- Use your personal brand to enhance approachability and relationship building
- Use your influencing skills to steer others towards an outcome you desire that is beneficial to the organization or preserving positive employee relations
- Have difficult conversations with others, while focusing on facts, outcomes and managing emotions

HUMAN RESOURCES MANAGEMENT

INTRODUCTION TO TOTAL REWARDS

Understand components that make up a Total Rewards program, used to retain and motivate employees.



Earn 2.4 CEUs

Course Description

Total Rewards encompass five components; compensation, well-being, benefits, development and recognition that collectively define an organization's strategy to attract, motivate, retain and engage employees. The challenge of developing, maintaining, and managing benefits and compensation plans is a critical and costly function for any organization and represents key components of a Total Reward Program.

Audience

For individuals pursuing their certificate program this course satisfies one out of the six course program requirements. There are no pre-requisites or order in which courses must be completed.

For SHRM recertification, this course is worth 24 PDCs.

Course Information

HRM 503

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

2.4 CEUs

Overview & Assignments

This course consists of 5 weeks of guided learning, each comprising multimedia, interactive modules, curated readings. Discussion posts due on Mondays and all other deliverables due on Saturdays.

It is expected that you will spend approximately 4-5 hours per week working through these materials and assignments.

Begin your class on the Sunday following full enrollment.

Outcomes

Upon completion, you will be able to:

- Explain the Total Rewards Model (TRM)
- Describe the role of the TRM in an overall HR strategy
- Define each of the TRM components including compensation, well-being, benefits, development, and recognition
- Assess the work involved in developing a TRM for an organization including legal and regulatory compliance, policy and plan development, structure, and design, as well as communication and administration

HUMAN RESOURCES MANAGEMENT

BUSINESS & HR STRATEGY

Design strategic HR plans to optimize your organizations effectiveness.



Earn 2.4 CEUs

Course Description

This course will develop the student's understanding and appreciation of the role of strategic human resources management in an organization's success. This class will take the student through the journey on how to design and implement business and HR strategic plan and teaches how to align the plan to influence organizational effectiveness and impact.

Audience

For individuals pursuing their certificate program this course satisfies one out of the six course program requirements. There are no pre-requisites or order in which courses must be completed.

For SHRM recertification, this course is worth 24 PDCs.

Course Information

HRM 504

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

2.4 CEUs

Overview & Assignments

This course consists of 5 weeks of guided learning, each comprising multimedia, interactive modules, curated readings. Discussion posts due on Mondays and all other deliverables due on Saturdays.

It is expected that you will spend approximately 4-5 hours per week working through these materials and assignments.

Begin your course on the first Sunday following enrollment.

Outcomes

Upon completion of this course, you will be able to:

- Understand and apply information to develop an organization's strategic plan and an aligned HR strategic plan
- Interpret information and data to make business decisions and recommendations
- Direct and contribute HR initiatives and processes within an organization
- Provide guidance to organizations stakeholders
- Effectively exchange information with key stakeholders
- Manage relationships and interactions across the enterprise to provide impactful HR support to the entire organization

HUMAN RESOURCES MANAGEMENT

DIVERSITY MANAGEMENT IN ORGANIZATIONS

Discover how diversity in the workplace increases organizational morale and effectiveness.



Earn 2.4 CEUs

Course Description

Diversity in organizations is a broad topic, affected by many issues including historical views of gender roles (e.g., societal norms, socialization), legislation (e.g., marriage, immigration, and employment laws), demographic trends, and other complexities. Many of the issues that have occurred in the past have similar or parallel issues today.

This class introduces theoretical and practical ideas about diversity in organizations, increases understanding of the concept of diversity in organizations, reduces discrimination, and increases fairness and equality to employees, applicants, and customers. Time will be spent investigating stereotypes and myths and will use data to help dispel them.

Audience

For individuals pursuing their certificate program this course satisfies one out of the six course program requirements. There are no pre-requisites or order in which courses must be completed.

For SHRM recertification, this course is worth 24 PDCs.

Course Information

HRM 505

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

2.4 CEUs

Overview & Assignments

This course consists of 5 weeks of guided learning, each comprising multimedia, interactive modules, curated readings. Discussion posts due on Mondays and all other deliverables due on Saturdays.

It is expected that you will spend approximately 4-5 hours per week working through these materials and assignments

Begin your course on the first Sunday following enrollment.

Outcomes

Upon completion of this course, you will be able to:

- Identify and explain the commonly studied areas of diversity
- and discuss their interactions with one another
- Discuss the legislation and acts that are related to diversity in organizations
- Explain the historical and current legal and social issues that affect today's workers and organizations
- Express the importance of diversity in organizations to all workers
- Dispel common myths and misconceptions about diversity in organizations

HUMAN RESOURCES MANAGEMENT

TALENT AND PERFORMANCE MANAGEMENT

A comprehensive overview of the performance management process and how it applies to real-life scenarios.



Earn 2.4 CEUs

Course Description

Talent and Performance Management play critical roles in the attraction, development and motivation of the top talent needed for your organization. The challenge of managing performance is a critical factor to organizational success. It is the process of ensuring that what people do at work supports the goals and values of the larger organization and contributes to the overall success of the organization.

Key topics include organizational approaches to performance management and type of appraisal systems and programs; implementing and managing performance management program guides, systems, tools, and training; performance evaluation including planning, ongoing performance management, and writing the actual performance appraisal; linking performance and reward systems; and evaluating approaches and effectiveness.

Audience

For individuals pursuing their certificate program, this course satisfies one out of the six course program requirements.

For HR professionals seeking SHRM recertification, this course earns 24 professional development credits (PDCs).

Course Information

HRM 507

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

2.4 CEUs

Overview & Assignments

This course consists of 5 weeks of guided learning, each comprising multimedia, interactive modules, curated readings. Discussion posts due on Mondays and all other deliverables due on Saturdays.

It is expected that you will spend approximately 4-5 hours per week working through these materials and assignments.

Begin your class on the Sunday following full enrollment.

Outcomes

Upon completion of this course, you will be able to:

- Differentiate Talent vs. Performance Management, the goals of each, and where they fit into an Integrated Talent Management System.
- Create a performance management process that ensures an organization effectively monitors employee performance and understands its impact on organizational success.
- Describe how an organization's core values serve as the foundation to create a culture of performance and employee engagement.
- Evaluate the importance of ongoing communication, feedback, and coaching.

HUMAN RESOURCES MANAGEMENT

PEOPLE ANALYTICS

A data-driven approach for making decisions about managing people used by today's HR professionals.



Earn 2.4 CEUs

Course Description

This course will introduce participants to the theory, concepts, and business application of human resources research, data, metrics, systems, analyses, and reporting. Beyond traditional HR metrics, this course delves into the major advances and application of big data in HR decision-making.

Participants will develop an understanding of the role and importance of HR analytics and the ability to analyze and interpret HR data to support decision making. Participants will use applicable benchmarks/metrics to research case studies and will report findings and recommendations as part of the hands-on approach to learning.

Audience

For individuals pursuing their certificate program, this course satisfies one out of the six course program requirements.

For HR professionals seeking SHRM recertification, this course earns 24 professional development credits (PDCs).

Course Information

HRM 143 Schedule: 6 weeks of virtual Instructor led classes, please see the Course Schedule for dates and times.

2.4 CEUs

Overview & Assignments

This course consists of 6 weekly 3-hour virtual instructor-led sessions live via Zoom, with approximately one hour per week of additional readings and/or assignments during the course.

Meet fellow participants virtually and build your network.

Outcomes

Upon completion of this course, you will be able to:

- Understand the new call to action for the HR Professional and why it's so important today
- Understand how to use analytics as part of your HR decision making process as a business leader
- Analyze appropriate internal and external human resource metrics, benchmarks, and indicators
- Apply quantitative and qualitative analysis to understand trends and indicators in human resource data; understand and apply various statistical analysis methods
- How to apply what you have learned in class to your everyday role in Human Resources

SHRM EXAM PREPARATION

After completing your educational requirements, this 12-week instructor led course provides soon-to-be SHRM certified HR professional with an expert, SHRM-certified instructor to answer your questions, guide you through interactive discussions, review sample test questions, and provide exclusive test-taking tips.

The national average SHRM-CP exam pass rate from the most recent testing window was 64 percent. Bryant's Exam Prep participants pass rate in the most recent testing window was 100 percent.

Now more than ever, HR is critical to our workforce. SHRM certifications are the only behavioral competency-based programs in the field. Ninety-two percent of HR executives agree that "it will be important for HR professionals to be SHRM-certified in the future." Earning one of the SHRM credentials conveys a clear message to C-suite leaders: "This HR professional is invested in their career and is ready to lead."

HUMAN RESOURCES MANAGEMENT

SHRM EXAM PREPARATION

Boost your chances of passing the SHRM exam on your first try.



Earn 3.6 CEUs

Course Description

This interactive system provides a personalized road map that combines in-depth HR knowledge with real-life situations to help you master the material and set you up Prepare for the future of Human Resources with SHRM Certification.

Registration also includes the online and print versions of the 2022 SHRM Learning System—the official certification prep tool, now updated with questions previously used on actual SHRM Certification exams.

Audience

Course Preparation Tools Designed for current HR professionals seeking to sit for the SHRM-CP™ or SHRM-SCP™ exam.

Designed specifically for adult learners, this course will set you up for success on your exam.

Course Information

HRM 139

Schedule: 12 weeks of virtual Instructor led classes, please see the Course Schedule for dates and times.

3.6 CEUs

Overview & Assignments

This course consists of weekly instructor-led Zoom seminars for 12-weeks.

Outcomes

Beat the Average: Bryant University SHRM Exam Prep students consistently beat the national average pass rates for both the SHRM-CP and the SHRM-SCP certification exams. Learn from the best to be your best!

CYBERSECURITY

The NIST Cybersecurity Framework (NIST-CSF) was created under Executive Order to provide a uniform standard that the government and businesses could adopt to guide their cybersecurity activities and risk management programs. This NIST Cybersecurity Professional (NCSP®) training program teaches individuals and organizations "HOW" to engineer, operationalize, and continually improve a NIST Cyber Security Framework (NIST-CSF) Program.

NIST Cybersecurity certificates give business professionals, current and aspiring cybersecurity professionals, and IT professionals a competitive edge in understanding the challenges associated with digital services.

Accredited through APMG International, certified in the UK by the National Cyber Security Centre (NCSC) and listed as qualified cyber training by the Department of Homeland Security Cybersecurity and Infrastructure Security Agency (DHS CISA) in the US

Learning Path

The NIST Cybersecurity Professional (NCSP) Foundation Certificate is a **pre-requisite** for the NIST Cybersecurity Professional (NCSP) 800-53 Practitioner Certificate.



Accredited through APMG International

CYBERSECURITY

NIST CYBERSECURITY PROFESSIONAL (NCSP) FOUNDATION CERTIFICATE

Understand today's cybersecurity challenges and how organizations implementing a NCSF program can mitigate these issues.



Earn 0.8 CEUs

Course Description

The NIST Cyber Security Professional (NCSP®) training program teaches individuals and organizations how to engineer, operationalize and continually improve a NIST Cybersecurity Framework program. This Foundation training course outlines current cybersecurity challenges and explains how organizations who operationalize a NIST-CSF program across an enterprise and its supply chain can mitigate these challenges.

This course, is the first examinable course in a series of NIST Cyber Security Professional (NCSP®) training courses designed to help organizations create a culture-driven, adaptive, cyber-resilient enterprise capable of creating, protecting, and delivering digital business value.

Audience

There is no pre-requisite to take this course.

For IT, Business and Cyber Security professionals who will play an active or passive role in engineering, operationalizing and continually improving an organizations NIST-CSF program and those looking for a baseline knowledge of the NIST-CSF who are considering a career in cybersecurity.

Course Information

CYB 501

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

0.8 CEUs

Overview & Assignments

This course consists of 4-hours of online self-study, which is to be completed over 2-days.

Outcomes

Students will gain a fundamental understanding of cybersecurity and the NIST Cybersecurity Framework.

This course is the first examinable course in a series of NIST Cyber Security Professional (NCSP®) training courses designed to help organizations create a culture-driven, adaptive, cyber-resilient enterprise capable of creating, protecting, and delivering digital business value.

Accreditation and Certification

Accredited through APMG International, certified in the UK by the National Cyber Security Centre (NCSC) and listed as qualified cyber training by Department of Homeland Security Cybersecurity and Infrastructure Security Agency (DHS CISA) in the USA.



Accredited through APMG International

CYBERSECURITY

NIST CYBERSECURITY PROFESSIONAL 800-53 PRACTITIONER CERTIFICATE

This course enables executives to answer the critical question: "Are we secure?"



Earn 2.4 CEUs

Course Description

This program outlines current cybersecurity challenges and explains how organizations who operationalize a NIST-CSF program across an enterprise and its supply chain can mitigate these challenges, using the NIST 800-53 standard as an informative reference.

Prerequisite

The NIST Cybersecurity Professional *Foundation* certificate and corresponding certifying exam is required before beginning this course.

Audience

This certification is especially useful to those who are IT and Business and Cyber Security professionals who will play an active or passive role in engineering, operationalizing and continually improving an organizations NIST-CSF program.

Course Information

CYB 502

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

2.4 CEUs

Outcomes

You will learn a practical approach to build and maintain comprehensive cybersecurity and risk-management.

Upon completion of this course, you will:

- Understand and describe how an organization can approach the adoption and adaptation of the NIST-CSF
- Understand and describe how to implement cybersecurity controls using an incremental improvement approach, using the NIST 800-53 Standard as an informative reference
- Understand and describe how to create, protect, and deliver digital business value

Accreditation and Certification

Accredited through APMG International, certified in the United Kingdom by the National Cyber Security Centre (NCSC) and listed as qualified cyber training by Department of Homeland Security Cybersecurity and Infrastructure Security Agency (DHS CISA) in the U.S.



Accredited through APMG International

LEAN SIX SIGMA

Lean Six Sigma (LSS) is about improving processes to deliver customer—internal or external—expectations more efficiently. Employees trained in the Lean Six Sigma process known as DMAIC (Define, Measure, Analyze, Improve, Control) save cost, improve performance, and increase project success. This logical, step-by-step, problem-solving methodology is crucial to all growth-minded businesses. The Lean Six Sigma Applied Yellow Belt and Green Belt Certificate programs provide the training required to recognize and define business problems in such a way that they can be solved effectively and efficiently.

Yellow Belt is not a prerequisite for Green Belt.

LEAN SIX SIGMA

LEAN SIX SIGMA APPLIED YELLOW BELT CERTIFICATE

The combination of Lean Thinking and Six Sigma tools will help you identify and solve problems directly related to the operational efficiency and profitability of your business.



Earn 1.5 CEUs

Course Description

This is an introductory course to Lean and Six Sigma with a focus on the DMAIC (Define, Measure, Analyze, Improve, Control) approach to problem solving. Problem solving is a critical business skill that requires both analytical and interpersonal skills. And, perhaps more importantly, it also requires an ability to recognize and define business problems in such a way that they can be solved effectively and efficiently. Several commonly used tools to achieve the objectives of each of the DMAIC five phases will be reviewed.

Audience

For individuals in any sector—from manufacturing to financial services, to healthcare and nonprofit organizations—who want to improve operational efficiency through data-driven decision making.

This certificate program is designed for prospective and current Six Sigma team members who want a fundamental knowledge of the process.

Course Information

SIG 502

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

1.5 CEUs

Overview & Assignments

This course consists of 2-weeks of guided learning, each comprising multimedia, interactive modules, curated readings. Discussion posts due on Mondays and all other deliverables due on Saturdays.

Expect to spend approximately 7-8 hours per week working through these materials and assignments.

Outcomes

The certified Yellow Belt individual can develop process maps to support Six Sigma projects, participate as a team member, and assist in identifying processes that will benefit from improvement projects.

- Understand the flow and objectives of each of the DMAIC problem solving steps
- Define how the gap between customer needs and process performance drives the selection of LSS projects
- Develop a data collection plan to characterize process performance
- Create a cause-and-effect diagram to identify key process input variables
- Use process mapping to identify waste in the process
- Develop an improved process which addresses the issues uncovered in previous steps
- Create a control plan to keep the new process on track

LEAN SIX SIGMA

LEAN SIX SIGMA GREEN BELT CERTIFICATE

Learn Six Sigma methodology tools and help your organization improve process efficiencies by eliminating waste.



Earn 3.5 CEUs

Course Description

Lean Six Sigma (LSS) is about improving processes to deliver customer—internal or external—expectations more efficiently. It follows the DMAIC (Define, Measure, Analyze, Improve, Control) process, a logical, step-by-step, problem-solving methodology.

In this course, data-based decision making, and statistical analysis tools will be introduced to address the objectives of each of the five DMAIC steps. This course is designed to provide the training required to prepare you to earn Six Sigma Green Belt status.

Audience

For individuals who desire a solid foundation in Lean Thinking and Six Sigma philosophies and those who are looking to support Black Belt projects.

Green Belt Certification Process (optional)

For an additional fee, Green Belt Certification will be awarded based upon successfully applying Lean Six Sigma principles to a project. Green Belt candidates submit projects for review and approval. Green Belt Certification prerequisite: Bryant University Green Belt Certificate or equivalent experience.

Course Information

The Lean Six Sigma Green Belt certificate is available in virtual instructor-led and online self-paced courses. Both courses are designed with the same learning outcomes.

PMC 100

Schedule: 5 weeks of virtual Instructor led classes, please see the Course Schedule for dates and times .
3.5 CEUs

PMC 500

Schedule: Online, anytime . Begin your course on the first Sunday following enrollment .
3.5 CEUs

Overview & Assignments

Anticipate 7 hours per week working through the 5-weeks.

SIG 103—Instructor Led

This course consists of 5 weekly 3-hour virtual instructor-led sessions live via Zoom, with approximately one hour per week of additional readings and/or assignments during the course.

SIG 503—Self-Paced

This course consists of 5-weeks of guided learning, each comprising multimedia, interactive modules, and curated readings. Discussion posts due on Mondays and all other deliverables due on Saturdays.

Outcomes

As a Green Belt, you will know how to successfully deploy Six Sigma techniques to lead small-scale improvement projects within your respective area.

This course will equip you to:

- Understand the flow and objectives of each of the DMAIC problem solving steps.
- Apply Lean and Six Sigma tools to eliminate defects and reduce waste.
- Collect, analyze, and quantify data to enable process improvement.
- Participate as a key team member on a Black Belt-led project.

DESIGN THINKING

Design Thinking is a method for tackling complex, ill-structured problems and developing innovative solutions in any domain.

Increasingly organizations of all types and size have adopted many practices from the field of design to enhance their innovation capabilities and identify potential new markets and product developments. Design Thinking does not just represent a concept: it's both a mindset and a process. It refers to a systematic process for structuring a problem, gathering information, and generating creative alternatives or solutions.

Thinking like a designer can transform the way you approach your world of work when imagining and creating new solutions regardless of industry. Design Thinking helps you unlock your creative abilities and provides a process you can use to act when faced with a difficult challenge.

Bryant's Design Thinking Certificate is an intensive, experiential, and highly interactive learning experience. We utilize activities-based learning with applied best practices to facilitate a comprehensive learning process, enabling participants to apply what they have learned immediately. You will learn, understand, and practice how to solve problems, think outside the box, and collaborate utilizing this unique and highly effective systematic approach.

DESIGN THINKING

DESIGN THINKING CERTIFICATE

Design thinking is a method for tackling complex, ill-structured problems and developing innovative solutions in any domain.



Earn 1.5 CEUs

Course Description

Design thinking is a human-centered approach to defining, investigating, and solving ill-structured problems. It refers to a systematic process for structuring a problem, gathering information, and generating creative alternatives/solutions.

The design thinking process unfolds in five phases: empathize, define, ideate, prototype, and test.

Audience

Individuals in any sector with an interest in leveraging creativity to understand and solve problems. There is no prerequisite knowledge for this course.

This program is scalable to any level within an organization: from an individual contributor to an executive.

Course Information

DTC 102

Schedule:
6 weeks of virtual
Instructor led classes,
please see the
Course Schedule for
dates and times.

1.5 CEUs

Overview & Assignments

Instructional format includes a combination of active learning and practice opportunities, direct instruction, video clips, remote small group work, discussion, and opportunities for questions/answers.

Outcomes

The general goal of the Design Thinking Certificate Program is to provide an experiential and engaging course in the design thinking process. The certificate program culminates with an opportunity to apply design thinking to address an innovation challenge currently facing your professional team or organization.

As a participant in the Design Thinking Certificate Program, you will:

- Consider the strategic reasons for incorporating human-centered design within your organization's existing practices.
- Embrace design thinking mindsets to optimize effective collaboration and problem-solving.
- Understand that human-centered design creates transformational opportunities by focusing on the customer first.
- Learn and practice the phases of the design thinking process: empathize, define, ideate, prototype, and test.

DIGITAL & SOCIAL MEDIA STRATEGY

Digital and social media skills are ever-evolving and are some of the most in-demand needs for an organization. The Digital and Social Media Strategy Certificate provides a comprehensive and strategic look at today's digital business environment. Participants will examine the key components of the web, how it functions, how to gain traction, learn how to leverage social media, and understand the role of search and "Big Data."

Through microburst learning techniques and structured activities learners will practice the concepts by interacting with their boss, work colleagues, and other specialists. The assignments in this course will give you an executable digital strategy plan that includes operational tactics, benchmarks for measurement, a reporting protocol, and a rationale for your choices.

DIGITAL & SOCIAL MEDIA STRATEGY

DIGITAL & SOCIAL MEDIA STRATEGY CERTIFICATE

A comprehensive look at today's digital business world, to enable you to build an executable digital strategy plan.



Earn 3.0 CEUs

Course Description

Digital and social media skills are ever-evolving and are some of the most in-demand needs for an organization. Bryant University's Digital and Social Media Strategy Certificate provides a comprehensive and strategic look at today's digital business environment. Participants will examine the key components of the web, how it functions, how to gain traction, learn how to leverage social media, and understand the role of search and "Big Data."

Through microburst learning techniques and structured activities you practice the concepts by interacting with your boss, work colleagues and other specialists. The assignments in this course will give you an executable digital strategy plan that includes operational tactics, benchmarks for measurement, a reporting protocol, and a rationale for your choices.

Audience

For individuals in any sector with any level of digital and social media knowledge. Suggested for those who are currently working on a project and need assistance creating an executable strategy with metrics for success.

Course Information

EDM 500

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

3.0 CEUs

Overview & Assignments

This course consists of 10-weeks of guided learning, each comprising multimedia, interactive modules, curated readings. Discussion posts due on Mondays and all other deliverables due on Saturdays.

It is expected that you will spend approximately 3-hours per week working through these materials and assignments.

Outcomes

Individuals will come to define what digital marketing is, the channels within which it operates, and its role in marketing strategy.

- Quantitatively evaluate strategies and tactics to inform marketing decisions and track marketing effectiveness.
- Identify target audiences to create original digital content that meets organizational goals.
- Evaluate performance in a marketing funnel and marketing automation tools in relation to business objectives.
- Design and launch a digital marketing strategy to push potential customers through a conversion event.

CERTIFIED FINANCIAL PLANNING

The program in Financial Planning provides the knowledge and expertise required to deliver full-service financial guidance designed with working professionals in mind. This comprehensive program provides the tools and information necessary to assist clients in accumulating, conserving, and transferring personal wealth to achieve their goals.

Our CFP® Board registered program satisfies the educational requirements to earn the CFP® designation upon passing the exam. Specific required courses are listed below.

The virtual classroom schedule is synced with each CFP® Board exam date to reduce the gap between study and exam taking. Minimizing this time gap ensures that the content remains fresh which helps to improve testing outcomes. Upon program completion, a student will have time to take a review course to further improve his or her preparation for the upcoming exam.

Bryant University partners with the Boston Institute of Finance to offer this program. For more information about the Financial Planning program, please contact them at (800) 329-4996 or enrollment@bostonifi.com.



CERTIFIED FINANCIAL PLANNING

INTRODUCTION TO FINANCIAL PLANNING



Earn 3.8 CEUs

Course Description

This course familiarizes students with the tools that will be used to complete future coursework. With this in mind, the introductory course focuses on the time value of money, accounting, statistics, and economics, while also providing a broad overview of the entire financial planning process. Topics from the Program's subsequent courses are introduced here and their place in the larger financial planning process is explained. Students entering the Online Program for Financial Planning are encouraged to start with this course.

Online Schedule

- 3 months to complete course
- 38 Learning Hours
- 3.8 CEUs

INSURANCE PLANNING AND RISK MANAGEMENT



Earn 3.8 CEUs

Course Description

This course addresses life, disability, and medical insurance, including how insurance rates are developed, what types of contracts are available, how to read insurance proposals, and how life insurance is used in financial planning. Students learn about property and casualty insurance, including homeowners', liability, and auto insurance. Other topics include group life and health insurance plans.

Online Schedule

- 3 months to complete course
- 38 Learning Hours
- 3.8 CEUs

CERTIFIED FINANCIAL PLANNING

INVESTMENT PLANNING



Earn 3.8 CEUs

Course Description

This course explores the securities market, sources of information, risk/return, debt and equities, stocks, bonds, options, futures, and security analysis, and culminates with learning portfolio construction and analysis. The course is designed to help students understand how money and capital markets operate, how to conduct investment and financial research, and how to evaluate the risks and rates of return for various types of investment vehicles.

Online Schedule

- 3 months to complete course
- 38 Learning Hours
- 3.8 CEUs

TAX PLANNING



Earn 3.8 CEUs

Course Description

This course explores how state and Federal taxation impact different types of businesses, including sole proprietorships, partnerships and corporations. It provides students with an in-depth look at various tax-related aspects of investments, insurance, annuities, and securities. The course introduces students to other special tax considerations, including charitable giving, sale of assets, and more.

Online Schedule

- 3 months to complete course
- 38 Learning Hours
- 3.8 CEUs

CERTIFIED FINANCIAL PLANNING

EMPLOYEE BENEFITS AND RETIREMENT PLANNING



Earn 3.8 CEUs

Course Description

This course is taught in two sections. The retirement planning section covers tax-deferred retirement plans, IRAs, and nonqualified plans. The employee benefits section covers Social Security and Medicare, civil service, group life, disability, dental, and health insurance. Students also learn to plan, implement, and monitor individual and business-sponsored retirement plans. The course teaches how to perform retirement needs analysis, which regulatory issues surround retirement planning and benefits, and how tax issues impact these decisions.

Online Schedule

- 3 months to complete course
- 38 Learning Hours
- 3.8 CEUs

ESTATE PLANNING



Earn 3.8 CEUs

Course Description

This course addresses gift, estate, and generation-skipping transfer taxes, at the state and Federal levels. It covers planning techniques used to reduce tax impacts on transfers of wealth. It explores the effects of gifts and bequests, including the limitations on income shifting imposed by the Tax Reform Act of 1986. Non-tax aspects of estate planning, including the estate planning process, wills, trusts, durable powers of attorney, powers of appointment, and probate procedure are also studied.

Online Schedule

- 3 months to complete course
- 38 Learning Hours
- 3.8 CEUs

CERTIFIED FINANCIAL PLANNING

FINANCIAL PLANNING CAPSTONE COURSES



Earn 4.5 CEUs

Course Description

This competency-based course utilizes the knowledge obtained in the previous six financial planning courses to demonstrate a comprehensive understanding of financial planning theory through effective application in the creation and presentation of a financial plan for a client. Effective oral and written communication must be employed in conjunction with proper analytical techniques with the ultimate goal of crafting a plan that satisfies the client's goals and objectives within the framework of the economic, political, and regulatory environments. Utilization of the CFP Board Financial Planning Practice Standards is strongly emphasized.

Individuals that complete this course have proven their ability to apply the financial planning process to real life situations, as well as their ability to communicate their recommendations to a client in an efficient and professional manner.

Prerequisite

Students must complete courses FP401A–FP406A to begin FP407A unless the participant can prove Challenge Status as defined by CFP Board. Bachelor's Degree is highly recommended, and all students are encouraged to understand the CFP® Certification Requirements.

Online Schedule:

- 3 months to complete course
- 45 Learning Hours
- 4.5 CEUs

BUSINESS ANALYSIS

Business analytics is a disciplined approach to introduce and manage change in any organization. By working closely across teams and levels of an organization, business analysts establish initiatives and strategies to maximize the value delivered to stakeholders.

As companies rely more heavily on data to direct their operations, the role of a business analyst is both constantly evolving and growing in demand. The value of business analysis is in the ability to implement solutions, save money, and identify new opportunities for growth. Become a key facilitator in the project management process. Apply course materials to case studies and learn the process of identifying data to support decision making.

BUSINESS ANALYSIS

BUSINESS ANALYSIS CERTIFICATE

Advise clients and stakeholders by conducting insightful needs analyses.



Earn 3.5 CEUs

Course Description

Business analysts are responsible for analyzing the needs of their clients and stakeholders to help determine solutions to business problems. As such, business analysts serve as a liaison between the business side of an enterprise and the information technology department or external service providers.

A significant amount of course time is dedicated to applying course materials to case studies. Individuals experience a project team environment, formulate project plans, and collaborate on project choices and variables. The program culminates with a capstone presentation.

Audience

Experienced business analysts and those who are new to business analyst role and are currently working on projects are encouraged to enroll. All content also aligns with and satisfies educational requirement for the PMI Professional in Business Analysis (PMI-PBA) Certification.

Course Information

CBA 503

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

3.5 CEUs

Overview & Assignments

This course consists of 5-weeks of guided learning, each comprising multimedia, interactive modules, curated readings. Discussion posts due on Mondays and all other deliverables due on Saturdays.

It is expected that you will spend approximately 6-hours per week working through these materials and assignments.

Outcomes

This program will teach individuals to be more effective business analysts, deliver business value, and create better business outcome while using the industry standard Business Analysis Body of Knowledge.

This course will equip you to:

- Understand how to plan a needs assessment
- Learn techniques used to elicit requirements
- Review techniques used to model and analyze requirements
- Understand how to transition a new solution to full implementation
- Learn how to manage a requirements initiative including communications

DATA VISUALIZATION

Effective data-driven decision making requires data to be presented and communicated in a manner that is not only comprehensible but persuasive. Data visualization tools compose information in clear terms through maps or graphs, which makes identification of trends, patterns, and outliers obvious and straightforward.

Regardless of company size or sector, data visualization is an essential step in the business intelligence process. Once data has been collected, it is only useful if it can be analyzed and presented to stakeholders in clear and compelling terms. Data visualization provides a positive avenue to affect change and strengthen decision-making processes.

A certificate will be awarded for each course completed.

Courses Coming Soon:

- Data Storytelling with PowerBI Analytics
- Tableau Dashboards

DATA VISUALIZATION

INFOGRAPHICS, ADVANCED EXCEL VISUALIZATION & REGRESSION ANALYTICS CERTIFICATE

Turn raw data into compelling and persuasive visual collateral suitable for any audience.



Earn 3.0 CEUs

Course Description

Learn everything you need to gain a framework for using data visualization.

To make data-driven decisions, first there must be data literacy: the ability to find, understand, analyze, and communicate data. Using vibrant and informative branded infographics both in print and digital, you will learn to communicate visually and engage audiences on social media, websites, and presentations. Plus, learn to analyze and illustrate datasets in a meaningful way through advanced excel visualization techniques.

Audience

For professionals who wish to make drive change through data-backed proposals, and those who wish to enhance their infographics and data visualization skills with a customized curriculum.

Course Information

CBA 500

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

3.0 CEUs

Overview & Assignments

This course consists of five weeks of guided learning comprised of multi-media interactive modules and curated readings. Discussion posts due on Mondays, all other deliverables due on Saturdays.

Expect to spend approximately 6-7 hours per week working through these materials.

Outcomes

Upon completion of the course, you will be able to:

- Understand data literacy for business decision making
- Learn how to clean data for data analysis
- Present data/infographic for social media and across the organization
- Analyze correlation, causation and patterns using graphical or regression representation
- Formulate a storytelling with advanced excel visualization/pivotable
- Apply infographic/visualization best practices

PHYSICIAN ASSISTANT & NURSE PRACTITIONER LEADERSHIP IN HEALTHCARE

The healthcare system in the United States is becoming increasingly reliant on the clinical and leadership skills of Physician Assistants and Nurse Practitioners.

A massive projected shortage of physicians coupled with a strong projected growth of Physician Assistants and Nurse Practitioners in the coming decade means these two roles are fast becoming the backbone of our healthcare system. Physician Assistant and Nurse Practitioner healthcare providers have begun to assume leadership roles in healthcare that had been previously reserved for physicians.

To address the unique needs of leadership in the healthcare field, this program is taught by industry professionals with topics specifically designed to address the needs of the sector.

Participants learn about conflict management, effective communication, advocacy and assertiveness, measurement of productivity and outcomes, and billing and reimbursement.

Learning Path

Individuals must successfully complete 4 of the available courses. There are no pre-requisites or order in which courses must be completed. The program can be completed within 12-18 months.

This program allows students to earn Continuing Medical Education credits based on the number of lecture hours at the completion of the program.

PA & NP LEADERSHIP IN HEALTHCARE

MEDICAL BILLING AND REIMBURSEMENT FOR PAS AND NPS



Earn 25 CMEs

Course Description

Introduction to the basics of medical insurance billing and current payment methodologies in the inpatient, outpatient, and surgical settings. Heavy focus on Medicare billing since 3rd party payer rules can vary per payer and/or per state.

The course focuses on compliance with regulatory requirements, proper documentation requirements, and common Medicare billing practices.

Audience

Physician Assistants or Nurse Practitioners who are currently in supervisory roles or seeking to enter a supervisor position and/or individuals who seek to earn Continuing Medical Education credits.

Course Information

HBS 501

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

CME: 25 Units
(Pending Accreditation)

Overview & Assignments

This course consists of 10 weeks of guided learning, each comprising multimedia, interactive modules, curated readings. It is expected that you will spend approximately six to seven hours per week working through these materials and assignments. .

Outcomes

Students in this course will be able to:

- Discuss the types of medical billing associated with different levels of patient care
- Understand Medicare regulatory requirements
- Outline best practices for submitting billing to Medicare

PA & NP LEADERSHIP IN HEALTHCARE

ADVOCACY IN LEADERSHIP



Earn 25 CMEs

Course Description

Prepare PAs for the two types of leadership advocacy:

1. to advance the agenda of the rapidly changing profession by the examination of relevant health policy research and analysis (legislative advocacy) and
2. to successfully advocate for their ideas as leaders (self-advocacy).

Audience

Physician Assistants or Nurse Practitioners who are currently in supervisory roles or seeking to enter a supervisor position and/or individuals who seek to earn Continuing Medical Education credits.

Course Information

HBS 502

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

CME: 25 Units
(Pending Accreditation)

Overview & Assignments

This course consists of 10 weeks of guided learning, each comprising multimedia, interactive modules, curated readings. It is expected that you will spend approximately six to seven hours per week working through these materials and assignments.

Outcomes

Students in this course will be able to:

- Discuss effective communication skills needed to advocate for self and the profession
- Understand the role of health policy analysis on the PA profession and patient care
- Reflect on moral and ethical leadership to make positive change

PA & NP LEADERSHIP IN HEALTHCARE

METRICS: MEASURING, COMPARING, AND PRIVILEGING YOUR PA AND NP WORKFORCE



Earn 25 CMEs

Course Description

Introduction to the fundamentals of metrics and analysis surrounding PA and NP productivity, outcomes, competencies, and retention. Emphasis on understanding and applied methodology, not on statistical analysis. By the end of the course, students should have a firm grasp on dashboard/scorecard anatomy, metric categories, dashboard analysis, the clinical competency-dashboard relationship, and special considerations for PA and NP metric tracking.

Students will learn about the significance of the EMR in today's health care delivery system and learn how to track performance to include interpretation of operational metrics and productivity.

Audience

Physician Assistants or Nurse Practitioners who are currently in supervisory roles or seeking to enter a supervisor position and/or individuals who seek to earn Continuing Medical Education credits.

Course Information

HBS 503

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

CME: 25 Units
(Pending Accreditation)

Overview & Assignments

This course consists of 10 weeks of guided learning, each comprising multimedia, interactive modules, curated readings. It is expected that you will spend approximately six to seven hours per week working through these materials and assignments.

Outcomes

Students in this course will be able to:

- Demonstrate an understanding of provider metric categories and analysis
- Understand the impact the EMR system has on the health care system
- Ability to track provider performance and productivity using EMR systems

PA & NP LEADERSHIP IN HEALTHCARE

PRINCIPLES OF LEADERSHIP IN HEALTHCARE



Earn 25 CMEs

Course Description

Introduction to general leadership theory, knowledge, and skills.

Students will gain insight into differing leadership theories such as scientific, moral, transactional, transformational, and situational as well as be able to assess current knowledge and skill in essential leadership practices such as vision, planning, decision-making, communication, team leadership, conflict resolution, motivation and developing others, power/influence, culture, change, mentorship, and evaluation.

Audience

Physician Assistants or Nurse Practitioners who are currently in supervisory roles or seeking to enter a supervisor position and/or individuals who seek to earn Continuing Medical Education credits.

Course Information

HBS 504

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

CME: 25 Units
(Pending Accreditation)

Overview & Assignments

This course consists of 10 weeks of guided learning, each comprising multimedia, interactive modules, curated readings. It is expected that you will spend approximately six to seven hours per week working through these materials and assignments.

Outcomes

Students in this course will be able to:

- Explain the differing leadership theories
- Apply leadership theories to clinical practice scenarios
- Integrate leadership core knowledge into skills that can be applied to roles in the health care system

PA & NP LEADERSHIP IN HEALTHCARE

CLINICAL OPERATIONS MANAGEMENT



Earn 25 CMEs

Course Description

Discuss the major elements of healthcare operations across multiple clinical care areas; including, inpatient, outpatient, and management strategies to maximize patient care. General clinical operations, leadership, team management skills and quality control are the foundation of the course.

Learn to manage and improve healthcare organizations through reviewing and improving upon organizational efficiency, safety, quality, and policies and procedures. Managing health care organization patient capacity and identifying means to increase safe throughput to improve access to care is included within the course. The course ends with disaster and crisis management.

Audience

Physician Assistants or Nurse Practitioners who are currently in supervisory roles or seeking to enter a supervisor position and/or individuals who seek to earn Continuing Medical Education credits.

Course Information

HBS 505

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

CME: 25 Units
(Pending Accreditation)

Overview & Assignments

This course consists of 10 weeks of guided learning, each comprising multimedia, interactive modules, curated readings. It is expected that you will spend approximately six to seven hours per week working through these materials and assignments.

Outcomes

Students in this course will be able to:

- Understand the elements of health care operations across multiple clinical care areas
- Discuss ways to optimize organizational efficiency without sacrificing safety and quality
- Demonstrate an understanding of how to review policies and procedures critically and provide solutions when applicable
- Compare standard healthcare operations to that needed in disaster and crisis situations along with the modifications in operations needed for successful disaster response

PA & NP LEADERSHIP IN HEALTHCARE

TECHNOLOGY IN HEALTH



Earn 25 CMEs

Course Description

Clinical operations leaders need a solid understanding of methodological ways to evaluate newer technologies and decide when and how to implement new technologies into a workflow.

New technologies such as telemedicine and digital health result in entirely new systems, processes, and workflows for providers and healthcare organizations. Clinical operations leaders need to understand the how new technology will alter the patient and provider experience and how each works with these new technologies.

Engage in discussions regarding the concerns and benefits of adopting new technology on the patient level, provider level, and healthcare organization level along with challenges associated with billing and reimbursement are discussed.

Audience

Physician Assistants or Nurse Practitioners who are currently in supervisory roles or seeking to enter a supervisor position and/or individuals who seek to earn Continuing Medical Education credits.

Course Information

HBS 506

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

CME: 25 Units
(Pending Accreditation)

Overview & Assignments

This course consists of 10 weeks of guided learning, each comprising multimedia, interactive modules, curated readings. It is expected that you will spend approximately six to seven hours per week working through these materials and assignments.

Outcomes

Students in this course will be able to:

- Extrapolate how newer technologies can have an impact on patient care and the health care systems
- Discuss ways to evaluate the ability to incorporate new technology into various health care settings
- Explain risks and benefits to adopting newer technologies in health care

PA & NP LEADERSHIP IN HEALTHCARE

THE LEARNING ENVIRONMENT IN HEALTHCARE



Earn 25 CMEs

Course Description

Education is often at the core of many health care organizations. Patients, providers, and staff must all sit in the learner role at some point given the continually changing health care environment.

Individuals and organizations must remain flexible and adaptable and be open to learning opportunities. As the overall health care system changes with incorporation of system wide electronic medical records, telemedicine, home care, individualized medicine, new processes and student learners, patient care is evolving now more than ever.

This course aims to discuss risks that are inherent to change and how organizations can preserve the core of the patient encounter by creating a continuous learning environment for organization leaders, providers, and staff as well as educating patients and their families. Further, it will explore operational incorporation of students and post-graduate trainees as learners in the health care organization.

Audience

Physician Assistants or Nurse Practitioners who are currently in supervisory roles or seeking to enter a supervisor position and/or individuals who seek to earn Continuing Medical Education credits.

Course Information

HBS 507

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

CME: 25 Units
(Pending Accreditation)

Overview & Assignments

This course consists of 10 weeks of guided learning, each comprising multimedia, interactive modules, curated readings. It is expected that you will spend approximately six to seven hours per week working through these materials and assignments.

Outcomes

Students in this course will be able to:

- Discuss learning modalities for patients, providers, and organizations to ensure continuous learning
- Present risks associated with change to the traditional patient-provider relationship and explore solutions
- Assess health care facility operations and how to effectively integrate student learners