As part of the education assistance benefit, University staff members may enroll for certain job-related courses offered by the Graham School of General Studies at no cost. Tuition is divided equally between the University and the Graham School, with the employee’s department contributing an administrative fee of $100 or $150 based on the course. Employees may enroll in two Graham School courses per quarter under the benefit.

Business and Professional Programs certificate courses provide quality career-related education using an intensive seminar format. This allows students to continue developing their careers, broadening their perspectives, and strengthening their skill sets during day, evening, and weekend classes. Please visit the Graham School’s Web site (https://grahamschool.uchicago.edu) for a complete list of Courses for University Staff.

### Graham School Courses for University Staff

#### Clinical Trials Management & Regulatory Compliance
- Fundamentals of Site Management
- Fraud and Misconduct
- Statistical Concepts for Clinical Research
- Good Clinical Practices
- Drug Development Process
- Fundamentals of Clinical Monitoring
- Observation Study

#### Editing
- Acquisitions Editing
- Advanced Manuscript Editing
- Basic Manuscript Editing
- Digital Publishing
- Editing Electronically
- Introduction to Developmental Editing
- Intermediate Editing

#### Process & Project Management Forum
- PM: Concepts of Business Architecture
- PM: Introduction to Agile Methods
- PM: Agile for IT Professionals
- PM: Making Projects Work
- PM: Assessment and Recovery 1 & 2
- PM: Managing Large Scale Software Projects
- PM: Managing Risk for Project Success
- PM: Linking Strategy to Operations
- PM: Process Analysis and Design
- PM: Negotiation and Dispute Resolution
- PM: Idea to Completion
- PM: Better Ways to Work
- PM: Portfolio Management
- PM: Structuring and Implementing Governance and PMO Solutions
- PM: Managing Projects Resources: Budgets, Estimates, and Performance
- PM: Managing the Team: Decisions, Disputes, Synergy

#### Artifacts Collection Care
- Protecting the Collection: Environmental Factors
- Collections Policy and Procedure
- Display, Storage, and Use I
- Display, Storage, and Use II
- Basics of Materials: Paper and Books Collections
- Basics of Materials: Photography
- Digitizing of Collections
- Exhibition Development and Design

#### Integrated Marketing
- Successful Marketing: Basics to New Directions
- Branding for Competitive Advantage
- Managing Integrated Marketing Communications
- Consumer Insights
- Consumer Research: Design, Data, Analytics
- Contemporary Media Planning and Buying
- Event and Experiential Marketing
- Public Relations in Marketing
- Web and Mobile Web Marketing Strategies
- Insights and Opportunities in Social Media
- Search Engine Marketing

#### Medical Writing & Editing
- Bioethics in Medical Publishing
- Designing and Editing Tables and Graphs
- Structure of Medical Articles
- Introduction to Medical Editing
- Interpreting and Reporting Biostatistics
- Clinical Study Reports
- Advanced Medical Editing
- Writing in the Medical Sciences

#### Financial Decision Making
- Financial Accounting
- Principles of Economics
- Corporate Finance
- Securities and Portfolios
- Financial Forecasting and Budgeting

#### Translation Studies
- Advanced Translation Tools
- Building a Successful Translation Business
- Financial Translation
- Introduction to Translation Studies
- Legal Translation
- Medical Translation
- Translation Tools for Business
Visual Arts

- Writing as part of your Practice: Practical facets for writing in contemporary art
- Business for Artists
- Curatorial Practices
- Teaching Art