

As part of the education assistance benefit, University staff members may enroll for certain job-related courses offered by the Graham School of Continuing Liberal and Professional Studies at no cost. Tuition is divided equally between the University and the Graham School, with the employee's department contributing a non-refundable administrative fee of \$100 or \$150 based on the course. Employees may enroll in up to **two** Graham School courses per quarter under the benefit.

Professional Development 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 evening, weekend, and online classes.

Certificate Programs and Courses Eligible for the Job-Related Tuition Waiver.

Business Analytics

- Exploring Data to Evaluate Business Practices: Databases and Reporting
- Exploring Data to Evaluate Business Practices: Exploratory Data Analysis and Visualization
- Data Analysis for Evidence Based Decision Making
- Data Mining for Evidence Based Decision Making

Clinical Trials Management and Regulatory Compliance

- Good Clinical Practices
- The Drug Development Process
- Statistical Concepts for Clinical Research
- Fundamentals of Site Management
- Fundamentals of Clinical Monitoring Electives
- Fraud and Misconduct
- Project Management and Leadership in the Healthcare Industry
- Observation Study

Editing

- Basic Manuscript Editing
- Intermediate Manuscript Editing
- Advanced Manuscript Editing
- Editing Electronically
- Introduction to Acquisitions Editing
- Introduction to eBook Formatting
- Introduction to Developmental Editing
- Essentials of Grammar for Professionals
- Copyright for Publishing Professionals

Financial Decision Making

- Financial Accounting
- Corporate Finance
- Principles of Economics
- Managerial Analysis: Tools for Better Decisions
- Securities and Portfolios
- Behavioral Economics

Integrated Marketing

- Successful Marketing: Basics to New Directions
- Branding for Competitive Advantage
- Managing Integrated Marketing Communications
- Shopper Marketing
- Consumer Research Design and Analysis
- Contemporary Media Strategy and Investment
- Search Engine Marketing
- Web Analytics for Marketing Professionals
- Public Relations in Marketing
- Designing A Social Media Strategy
- Consumer Behavior

Medical Writing and Editing

- Introduction to Medical Editing I
- Introduction to Medical Editing II
- MEDLINE and Beyond: Medical Research Databases
- Advanced Medical Editing
- Writing in the Medical Sciences
- Interpreting and Reporting Biostatistics
- Designing and Editing Tables and Graphs
- The Structure of Medical Articles

Project Management Programs***Includes all Intermediate and Advanced courses**

- Project Management: Idea to Completion
- Making Projects Work
- Project Management Foundations
- Introduction to Agile for Project Managers
- The Fundamentals of Good Process Design
- Assessment and Recovery of Troubled Projects
- Better Ways to Work: Innovative Tools for Organization Excellence
- Linking Strategy to Operations
- Managing Project Resources: Budgets, Estimates, and Performance
- Negotiation and Dispute Resolution for Project Managers
- Effective Project Leadership
- Managing Large-Scale Technology Projects
- Program Management
- Managing Project Risk and Complexity
- Managing the Team: Decisions, Disputes, & Synergy
- Design Thinking for Project Managers
- Managing the Radical Shift to Agile
- Foundations (Essentials) of Project Management

Visual Arts

- Writing as part of your Practice: Practical facts for Writing in Contemporary Art
- Business for Artists
- Curatorial Practices
- The Art of Communicating and Teaching Art