

Professional Development Certificates

Introduction

UW-Stout offers "professional development certificate" programs in addition to its traditional majors and minors to meet the needs of those who wish to obtain additional knowledge and skills needed for personal growth and professional advancement.

While not a substitute for a degree or diploma, the certificate is an alternative credential for individuals seeking to obtain new knowledge and skills or to update their knowledge and skills in a specific area. Typically, a certificate is earned by completing a set of limited, well defined learning outcomes focused on new or emerging processes or new knowledge and principles applied to practical problems or issues.

These course sets lead to a certificate only. If you're interested in a Master's or Education Specialist degree, please refer to the degree

Cisco Certified Network Associate Exam Preparation Certificate

The Cisco Certified Network Associate (CCNA) Exam Preparation Certificate prepares students to pass examinations through the use of lecture, online curriculum, and laboratory exercises. In order to earn the certificate, students must pass the following courses and professional exams:

TCS-131	Network operating System Fundamentals	2
TCS-141	Networking Fundamentals I	2
TCS-142	Networking Fundamentals II	2
TCS-143	Networking Fundamentals III	2
TCS-144	Networking Fundamentals IV	2

Exam: Cisco CCNA

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Cisco Certified Network Professional Exam Preparation Certificate

The Cisco Certified Network Professional (CCNP) Exam Preparation Certificate prepares students to pass examinations through the use of lecture, online curriculum, and laboratory exercises. In order to earn the certificate, students must pass the following courses and professional exams:

TCS-441/641	Scalable Internetworks	3
	Exam: Cisco Routing	
TCS-442/642	Remote Access Networks	3
	Exam: Cisco Remote Access	
TCS-443/643	Multi-Layer Switched Networks	3
	Exam: Cisco Switching	
TCS-444/644	Internetwork Troubleshooting.....	3
	Exam: Cisco Support	

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Creative Writing

The Creative Writing Certificate provides participants with expertise in areas of effective creative writing to meet a range of written communication and problem solving responsibilities in business, industry, and education. Participants must complete the following courses with a B or better to earn the certificate:

Tier One – Required

ENGL-245	Creative Writing	3
ENGL-XXX	Creative Writing II (<i>under development</i>).....	3

Tier Two – Choice of two courses

ENGL-356	Creative Writing Workshop (<i>repeatable</i>):	
	1) Advanced Fiction Writing	
	2) Advance Poetry Writing	
	3) Advanced Creative Nonfiction Writing	6

Tier Three – Choice of one

ENGL-361	Hypertext Writing or	
ENGL-371	Writing for Multimedia	3

Tier Four – Capstone Seminar

ENGL-4XX	The Writer at Work Seminar (<i>under development</i>).....	2
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E-Learning and Online Teaching

The use of the Internet to deliver education and training in fully online or web-enhanced formats is growing at a tremendous rate in all sectors of our society. An increasing number of K-12 schools and post-secondary institutions are using web-based technologies to facilitate learning, particularly at the secondary and post-secondary levels. Consequently, there is a growing need for highly skilled online distance educators to support online teaching and training across the nation and around the world. At the completion of the graduate certificate program candidates will demonstrate the knowledge and skills to effectively teach or train online and serve as leaders in distance learning initiatives.

EDUC 760	E-Learning for Educators	3
EDUC 761	Creating Collaborative Communities in E-Learning	3
EDUC 762	Assessment in E-Learning	3
EDUC 763	Instructional Design for E-Learning.....	3
EDUC 764	E-Learning Practicum.....	3

Note: The practicum may only be taken after all other courses are completed.

For more information: Dennis O'Connor, oconnord@uwstout.edu, 530/318-1145

Entrepreneurship and Innovation

The Entrepreneurship and Innovation certificate is designed to facilitate current and prospective entrepreneurs and those currently employed in organizations to develop their entrepreneurial cadre through traditional and innovative approaches to entrepreneurship and developing innovative business models. In this respect, intended outcomes are for students to gain expertise in industry analysis, competitive analysis, market analysis, financial analysis and to develop an innovative approach to entrepreneurship.

XXX-7XX	Entrepreneurial Leadership.....	3
XXX-7XX	Strategic Marketing for Entrepreneurs.....	3
XXX-7XX	Financial Strategies for Entrepreneurs and Innovative Organizations.....	3
XXX-7XX	Discovering and Developing Entrepreneurial Opportunities.....	3

For more information: Mark Fenton, fentonm@uwstout.edu, 715/232-5268.

Evaluation Studies

Certificate - seeking students must complete all modules in sequence; students seeking course credit must complete all modules linked to a particular traditional course as indicated by the module number/letter, e.g., all PSYC 760 modules (A-U) must be completed to receive credit for PSYC-760.

PSYC-760	Evaluation Studies: Planning and Designing the Evaluation (21 Modules)	4
PSYC-760A	Describe the Item to be Evaluated	0.2
PSYC-760B	Identify and Engage Stakeholders	0.2
PSYC-760C	Use Research Findings to Identify Evaluation Focus and Questions	0.2
PSYC-760D	Describe the Evaluation Strategy and Expected Outcomes	0.2
PSYC-760E	Identify Models to Support the Evaluation	0.2
PSYC-760F	Identify Designs to Support the Evaluation	0.2
PSYC-760G	Identify Methods to Support the Evaluation	0.2
PSYC-760H	Conduct and Effective Needs Assessment	0.2
PSYC-760I	Develop a Schedule and Staffing Plan	0.2
PSYC-760J	Develop a Budget	0.2
PSYC-760K	Develop a Communication and Reporting Plan	0.2
PSYC-760L	Prepare and Negotiate a Proposal	0.2
PSYC-760M	Identify Potential Data Sources	0.2
PSYC-760N	Identify and Evaluate Existing Instruments and Tools	0.2
PSYC-760O	Construct Reliable and Valid Instruments	0.2
PSYC-760P	Develop a Data Collection Plan	0.2
PSYC-760Q	Design Appropriate Sampling Procedures	0.2
PSYC-760R	Address Threats to Data Trustworthiness	0.2
PSYC-760S	Develop a Data Analysis and Interpretation Plan	0.2
PSYC-760T	Plan for Data Storage, Collection, Security and Disposal	0.2
PSYC-760U	Pilot Test the Data Collection Instruments and Procedures	0.2
PSYC-761	Evaluation Studies: Implementing the Evaluation Plan (17 Modules)	4
PSYC-761A	Implement the Data Collection Plan, Schedule, and Budget	0.2
PSYC-761B	Conduct Effective Individual or Group Interviews	0.2
PSYC-761C	Conduct Effective Focus Groups	0.2
PSYC-761D	Conduct Effective Surveys	0.2
PSYC-761E	Conduct Effective Observations	0.2
PSYC-761F	Conduct Effective Cost Analyses	0.2
PSYC-761G	Record and Summarize Relevant Existing Data	0.2
PSYC-761H	Respond to Changes and Disruptions in Data Collection Activity	0.2
PSYC-761I	Assess the Trustworthiness of Collected Data	0.2

PSYC-761J	Use Appropriate Quantitative Analysis Procedures	0.3
PSYC-761K	Use Appropriate Qualitative Analysis Procedures	0.3
PSYC-761L	Review and Interpret Data in an Unbiased Way	0.2
PSYC-761M	Draw conclusions and Make Recommendations Based on Results	0.2
PSYC-761N	Use Multiple Methods of Communicating and Reporting	0.2
PSYC-761O	Discuss and Interpret the Findings with Stakeholders	0.2
PSYC-761P	Present the Findings to Diverse Audiences	0.2
PSYC-761Q	Facilitate or Monitor Changes Resulting from Recommendations	0.2

PSYC-762	Evaluation Studies: Managing the Evaluation (7 modules)	1
PSYC-762A	Adapt the Plan, Budget, and Schedule	0.1
PSYC-762B	Identify and Resolve Problems	0.1
PSYC-762C	Foster Reflection and Dialogue on the Evaluation	0.2
PSYC-762D	Manage Team Members, Consultants, and Technical Experts	0.1
PSYC-762E	Keep Interested Parties Engaged and Informed	0.1
PSYC-762F	Debrief Evaluation Team and Stakeholders	0.2
PSYC-762G	Assess Stakeholder Satisfaction with the Evaluation	0.2

PSYC-752	Practicum in Program Evaluation	3
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For information: Susan Staggs, staggs@uwstout.edu, 715/232-2179

Event and Meeting Management

The Event and Meeting Management certificate is designed to teach the skills and knowledge base necessary to be successful in the events and meetings industry. The certificate will help students understand the key areas of the industry and to possess the knowledge to manage meetings, events, and trade shows. The certificate will set the ground work for students and professionals working towards the Certified Meeting Professional (CMP) designation.

HT-351/551	Hospitality Convention/Meeting Planning	3
HT-442/642	Trade Show Management	3
HT-445/645	Event Management or	
GEM-445/645	Event Management	3
HT-447/647	International Convention and Meeting Management	3

For more information: Kristal Gerdes, gerdesk@uwstout.edu, 715/232-2529

Gaming Management

The professional development certificate in Gaming Management will provide gaming personnel, graduate and undergraduate students, and international audiences with an understanding of the operational and management aspects of casino gaming while addressing the historical, legal, economic, social, psychological, and tourism impacts that gaming entertainment has on communities and societies.

HT-315/515	Gaming Management	3
HT-316/516	Casino Operations Management	3
HT-317/517	Psychosocial Issues in Gaming	3
HT-418/618	Casino Tourism	3

For information: Sharon Giroux, girouxs@uwstout.edu, 715/232-2089

Human Resource Management

The Human Resource Management certificate program provides a broad base of knowledge to professionals seeking to expand their management competencies. The coursework is essential to prepare for the Professional Human Resource (PHR) exam, developed by the Society for Human Resource Management (SHRM) and recognized nationally as a significant credential for professional advancement in human resources. Competencies required by human resources professionals are best defined by content of the SHRM examination, and they are the same competencies covered in the coursework required for the certificate. The certificate in no way implies or guarantees that the student will pass the exam but should be seen as an important professional accomplishment.

The following courses provide the student with knowledge in all of the tested areas:

PSYC-381/581	Industrial Psychology	2
PSYC-382/582	Human Resource Management	3
PSYC-403/603	Management of Employee Reward Systems	3
PSYC-485/685	Recruitment and Selection of human Resources	3
TRHRD-360/560	Training Systems in Business and Industry.....	3
ECON-421/621	Collective Bargaining and Labor Relations.....	2
RC-381/581	Occupational Safety/Loss Control	2-3

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Instructional Design

Instructional design is the art and science of creating instruction for learners in a systematic manner that leads to maximum knowledge transfer. The graduate-level Instructional Design professional development certificate provides students with the skills, knowledge, and abilities necessary to design effective, technology enhanced instruction, select appropriate instructional strategies, develop computer mediated training, and manage instructional development projects.

EDUC-765	Trends and Issues in Instructional Design	3
EDUC-766	Instructional Strategies and Assessment Methods.....	3
EDUC-767	Designing Computer-Based Training (CBT).....	3
EDUC-763	Project Management for Instructional Design	3

For more information: Jackie Weissenburger, weissenburgerj@uwstout.edu, 715/232-1088

Quality Management

The Quality Management certificate program provides specific and focused content and activities to enable participants to develop competencies and skills commonly required for quality professionals. Completion of the certification program will prepare participants to pursue further credentials in the quality area, including American Society for Quality (ASQ) certification tests. Students earn the certificate by completing the following courses with a B- or better in each course:

INMGT-120	Quality Concepts	3
INMGT-320/520	Quality Tools	3
INMGT-325/525	Quality Management	3
INMGT-410/610	Six Sigma Quality Improvement Methods.....	3
INMGT-420/62	Quality Assurance Practicum	3-4

For more information: John Dzissah, dsissahj@uwstout.edu, 715/232-1265

Supply Chain Management

The Supply Chain Management certificate provides students with expertise to assume, concurrently with other technical and professional responsibilities, the management of components within their supply chain. Course work coincides with American Production and Inventory Control Society objectives for its certification examination.

INMGT-305/505	Production and Inventory Control.....	3
INMGT-405/605	Production and Inventory Control Practicum.....	2
INMGT-320/520	Quality Tools	3
BUMKG-337/537	Purchasing and Supply Chain Management.....	3
INMGT-325/525	Quality Management.....	3
BUMKG-438/638	Principles of Logistics	3

Selectives

Select at least 5 credits from the list of courses supplied by the department.

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Sustainable Enterprise Management

The Sustainable Enterprise Management professional development certificate focuses on the relevant and applicable knowledge needed to assist organizations to be profitable while contributing to environmental sustainability and social responsibility.

The certificate is designed to provide a professional learning experience for individuals interested in expanding their expertise in sustainable business. The 15 credit certificate includes the following courses:

SMGT-230	Triple Bottom Line Accounting for Managers	3
SMGT-235	Economics in Society and Sustainability	3
SMGT-331	Sustainable Organizational Finance	3
SMGT-355	Management and Environmental Information Systems or	
SMGT-350	Operations Management and Sustainability.....	3
SMGT-430	International Management for a Sustainable World	3

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Sustainable Management Science

The Sustainable Management Science Certificate focuses on improving sustainability in the workplace and strengthening the larger community through increased environmental awareness, productivity, and efficiencies.

The certificate is designed to provide a professional learning experience for individuals interested in expanding their expertise in areas such as energy, waste management and natural resource management. The 12 credit certificate includes the following courses:

SMGT-310 Ecology for Sustainable Management	3
SMGT-315 Global Environmental Chemistry	3
SMGT-320 Energy for Sustainable Management	3
SMGT-325 Natural Resource Management	3

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