WELCOME TO BRYANT UNIVERSITY’S EXECUTIVE DEVELOPMENT CENTER

Why Bryant University?
Bryant University’s mission is to educate and inspire students to discover their passion and become innovative leaders with character around the world. Since 1863, Bryant University has been a leader in offering innovative educational programs that address the changing landscape of both business and society.

Why the Bryant Executive Development Center?
The Executive Development Center (EDC) empowers companies and individuals to gain a competitive advantage in business through its professional certificate programs and customized corporate training. Our courses are designed with flexible learning options for individuals wanting to improve or gain new skills. The EDC’s corporate programs provide organizations the ability to customize employee education for industry specific competencies or skillsets designed to build a more capable workforce.

What are the benefits of Professional Education?

Individuals
- Maintain industry expertise
- Advance professional skills
- Acquire new knowledge
- Opportunity to adapt to changing processes and trends
- Improve your resume
- Define career ambition

Organizations
- Investment in your future leadership
- Define opportunities for career advancement
- Create higher workforce productivity
- Improve employee job satisfaction and retention
- Affordable training for new skills
- Build a more capable workforce

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“Always a pleasure to work with the EDC team. They make sure you have all the tools you need, are available throughout the course for questions and make taking the classes enjoyable.”

JOSEPH C., MEDITECH
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CONVENIENT PROGRAMS & CLASSES

CHOOSE THE RIGHT FIT FOR YOU!

The Executive Development Center understands that today’s professional requires adaptable learning options designed to fit busy schedules and global work environments. We offer an extensive catalog of courses, with opportunities to learn: on-campus, online, or blended classes combining both options.

ON-CAMPUS

Icon represents programs offered on Bryant University’s campus.

On-campus learning offers the traditional classroom learning environment.

- Day, evening, and one-week intensive options
- Part-time and full-time hours
- Instructor led classrooms
- Networking and collaborative environment

ONLINE

Icon represents programs offered online.

Online learning offers the utmost convenience and flexibility.

- Asynchronous courses, meaning students can begin their program at any time
- Commence learning within a few days of enrollment
- Self-paced programs, study during hours best suited for you
- Access to instructors for support
- Technical support and troubleshooting available if needed

“I very much enjoyed this course thanks to the online instruction. The lectures were very concise and helped me better understand and apply what I was learning…I also like that I can get my studies in during a timeframe that worked within my schedule.”

CATHERINE L.

To register, or for more program information visit edc.bryant.edu or call (401) 232-6200.
STRATEGIC HUMAN RESOURCES
MANAGEMENT ONLINE

“Mike D is a GREAT instructor. He provided valuable information and encouraged dialog. His feedback was timely and thorough... I learned a lot of information and techniques that will benefit me as I continue on my Human resources path.”

ROBYN A.

BUSINESS ANALYSIS

“...the course met my objectives of preparing to take the BA exam. ...Tony is an excellent instructor.

GENE W.

PROJECT MANAGEMENT

“Overall great learning experience and if the opportunity comes up again I will take another course through Bryant online!”

NICHOLE M.

AGILE PROJECT MANAGEMENT

“One of my objectives was to gain a better understanding of Agile Project Management and prepare to take the PMI–ACP® exam... I am satisfied that this course has met my objective.”

WILLIAM G.
CORPORATE TRAINING & PROFESSIONAL DEVELOPMENT

INVEST IN YOUR ORGANIZATION’S EDUCATION!

The Executive Development Center is dedicated to helping organizations optimize their workforce. Investing in professional development enables your company to meet the demands of today’s rapidly changing work environments, decrease employee skill gaps, and build & grow internal leadership in a cost-effective manner.

Our approach is to deliver professional development programs customized specifically to meet corporate strategic goals & plans.

CORPORATE TRAINING AVAILABLE

Icon represents customizable programs offered for organizations.

The Benefits

- Increases corporate production and cost efficiency
- Improves workplace consistency
- Drives employee investment in organizational mission & goals
- Generates higher employee morale, work satisfaction and retention
- Reduces employee skill gaps
- Supports internal development of future leaders
- Maximizes training budgets
- Expands creativity and encourages idea participation
- Flexible delivery locations and training schedules
- Customized programs based on your specific requirements
- Provides result-driven training solutions

The Process

We are here to help! We provide training needs assessments designed to guide you in determining the following:

- Pinpoint specific issues, problems, training needs or strategic goals
- Identify key topics/program(s) and instructors best suited to address your needs and achieve desired outcomes
- Select the desired training location: on-site at your organization or at Bryant University’s Smithfield, Rhode Island campus
- Establish a convenient delivery schedule
- Deliver a customized solution within your corporate budget for your organization

Our Most Requested Customized Corporate Programs

- Design Thinking
- Leadership
- Project Management
- Six Sigma and Lean Practices
- Managing Remote Workforces
- Interpersonal Communication Skills
- Emotional Intelligence
- Effective Team Management
- Professional Business Training
- Assistance preparing for National Certification
- Conflict Resolution
DESIGN THINKING

“I gained insights by “practicing” and hands-on storyboarding, interviewing, and creating the “how might we” statements.”

REBECCA L., CITIZENS BANK

“I learned many techniques that will be useful in my day to day designing solutions for internal and external customers.”

JOHN B., EMBRACE HOME LOANS

EMERGING LEADER

“I came to this class with the expectation of being provided with the tools and information to improve my management skills, better manage my department and to contribute to the company welfare and profitability. I feel that I was given even more than I anticipated and look forward to applying all that I have learned.”

GAIL C., BELTONE NEW ENGLAND

LEADERSHIP MASTERY

“Really liked getting perspective of others and sharing challenges and solutions. Good to hear relevant content about changing times regarding remote work and communication methods.”

TAMMY D., CVS HEALTH
BUSINESS ANALYSIS

BUSINESS ANALYSIS PROGRAM

Business analytics presents the tools and techniques used to analyze & interpret data. Organizations across all industries are making decisions using business analytics as a process for transforming data sourcing/management and data integration into meaningful business intelligence. We incorporate best practices and real-life experiences of business analytics in our training programs.

WHO SHOULD ATTEND?

• Anyone new to business analytics or with previous limited exposure
• Business executives, owners or managers seeking to gain improved understanding of business intelligence & business analytics practices
• Process managers, technical systems managers & project managers

KEY KNOWLEDGE AREAS

• Descriptive Statistics
• Data Exploration
• Probability
• Inferential Methods

COURSE BENEFITS

• Course directly supports the BIA segment of the CBIP (Certified Business Intelligence Professional) exam
• Comprehend the concept of Business Analytics as a holistic information discipline
• Develop and work with a strategy-based performance metrics dashboard
• Learn the skills to make an information strategy
• Understand BA concepts, definitions, and terminology following a BA Model

BUSINESS ANALYSIS CERTIFICATE

Business analysis refers to the process of identifying data to support decision making. The Executive Development Center at Bryant University is a Global Registered Education Provider of the Project Management Institute (PMI). Our Business Analysis Certificate program teaches the PMI – PBA® Body of Knowledge. We apply course materials to case studies. Participants experience a project team environment, formulate project plans, and collaborate on project choices and variables. The program culminates with a capstone presentation.

WHO SHOULD ATTEND?

• Experienced Business Analysts looking to prepare for PMI-PBA certification
• New Business Analysts
• Individuals who work with team projects and manage requirements or product development

KEY KNOWLEDGE AREAS

• Need Assessment
• Stakeholder Engagement
• Elicitation
• Analysis
• Traceability and Monitoring
• Solution Evaluation

COURSE BENEFITS

• Program aligned with National Certification
• Learn and understand the business analyst role using PMI–PBA Body of Knowledge
• 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
• Satisfies educational requirements to sit for PMI–PBA® Certification exam

Earn 3.5 CEUs/35 PDUs

Earn 1.8 CEUs

To register, or for more program information visit edc.bryant.edu or call (401) 232-6200.
BUSINESS PROCESS MANAGEMENT CERTIFICATE

Business Process Management (BPM®) involves the deliberate, collaborative and increasingly technology-aided definition, improvement, innovation, and management of end-to-end business processes. The goal is to drive business results, create value, and enable an organization to meet its business objectives with more agility. (BPM®) enables an enterprise to align its business processes to its business strategy, leading to effective overall company performance through improvements of specific work activities either within a specific department, across the enterprise, or between organizations.

Earn 3.5 CEUs/35 PDUs

WHO SHOULD ATTEND?

• Individuals new to Business Process Management
• Experienced process practitioners preparing for the Certified Business Process Professional (CBPP) exam

KEY KNOWLEDGE AREAS

• Course content aligned with Association of Business Process Management Professionals International (ABPMP) Common Body of Knowledge (BPM CBOK®)
• Definitions of BPM concepts and terminologies
• Structure and organization of process management within the enterprise
• Process-centric, analysis, design, methods and approaches
• BPM lifestyle and critical success factors

COURSE BENEFITS

• Program aligned with National Certification
• Learn to align business processes with enterprise strategic planning and goal setting
• Preparation to take the Certified Business Process Professional (CBPP®) exam

BRYANT UNIVERSITY
EXECUTIVE DEVELOPMENT CENTER

ADVANCE YOUR PERSONAL GOALS AND YOUR ORGANIZATION’S VISION.

Bryant University’s Executive Development Center delivers a wide range of options that prepare and empower you to achieve your goals:

• Professional certificate programs and courses
• Customized programs for your organization or department
• Career topics that address today’s unique business challenges
• Flexible options to suit your personal preferences; online, on campus or onsite for groups

INVEST IN YOUR EDUCATION – LEARN NEW SKILLS AND CAPABILITIES

Earn a certificate or professional certification that positions you for a long and successful career in your desired position.

To register, or for more program information visit edc.bryant.edu or call (401) 232-6200.
NIST CYBERSECURITY FOUNDATION PROGRAM

NIST Cybersecurity Foundation Program is designed to teach the fundamentals of Digital Transformation, Cybersecurity Risk Management and the NIST Cybersecurity Framework.

WHO SHOULD ATTEND?
- Executives
- Information technology professionals and students
- Anyone in the workforce who will hear and need to understand cybersecurity terminology

KEY KNOWLEDGE AREAS
- Introduces the NIST Cybersecurity Framework (NCSF)
- Today’s digital economy
- Understanding cyber risks
- Core functions, categories and subcategories
- Implementation tiers
- Developing framework profiles
- Cybersecurity improvement
- NCSF Controls Factory Model

COURSE BENEFITS
- Understand Cybersecurity challenges
- Explain how adopting a NIST-CSF program can mitigate challenges

CYBERSECURITY

CYBERSECURITY IS EVERYBODY’S JOB.
The National Institute of Standards and Technology (NIST) Cybersecurity Framework (NIST-CSF) provides a policy framework of computer security guidance for how organizations can assess and improve their ability to prevent, detect and respond to cyber-attacks. It provides a high-level classification of cybersecurity outcomes and a methodology to assess and manage those outcomes. Originally aimed at operators of critical infrastructure, the framework is now being used by a wide range of businesses and organizations for a proactive approach to risk management.

Bryant’s Executive Development Center programs emphasize the importance of protecting an organization’s strategic assets against cybersecurity events. Effective cybersecurity programs require cross functional participation, planning, and practice. These programs are an ongoing effort to align cybersecurity program elements to defined business risks.

To register, or for more program information visit edc.bryant.edu or call (401) 232-6200.
NIST CYBERSECURITY PROFESSIONAL CERTIFICATE PROGRAM (NCSP)

NIST Cybersecurity Professional Certificate Program is designed to teach engineering, operations, and business risk professionals how to design, implement, operate and continually improve a NIST Cybersecurity Framework program and enable enterprises to identify, protect, detect, respond and recover from cyber-attacks.

NCSP is the industry’s first APMG International accredited training program and provides the body of knowledge required to sit for the optional NIST Cybersecurity Professional Certification (NCSP) exam.

WHO SHOULD ATTEND?
- IT, business and cybersecurity professionals who play a role in engineering, operationalizing or continuous improvement of an organization’s NIST Cyber Security Framework program.

KEY KNOWLEDGE AREAS
- The Controls Factory Model (CFM)
- Threats & vulnerabilities
- Digital Assets, identities & business impact
- NIST Cybersecurity Framework (NCSF)
- Technology design & build
- Security operations center
- Technology program testing & assurance
- Cyber workforce skills development
- Cyber-risk management

COURSE BENEFITS
- Program aligned with National Certification
- Answers the question “Is my business secure?”
- Participants will be able to determine the best approach to design & build a comprehensive technology focused cybersecurity program
- Minimize risks
- Protect critical assets
- Sit for the NIST Cybersecurity Professional Certification Exam (NCSP)
- Opens door to career opportunities in the cybersecurity sector

“In this era of persistent cyber threats, an organization can be secure only with the active participation of everyone. Unfortunately, many organizations limit security responsibilities to designated security personnel that perform specialized security functions. Effective security must be enterprise-wide, involving everyone in fulfilling security responsibilities. Each member of the group, from the newest employee to the chief executive, holds the power to harm or to help, to weaken or strengthen, the organization’s security posture.”

NATIONAL INITIATIVE FOR CYBERSECURITY EDUCATION WORKING GROUP SUBGROUP ON WORKFORCE MANAGEMENT AT NIST

NCSP CERTIFICATION
APMG is the accrediting body for the NIST CSP exam. The NIST CSP exam may be taken directly through Bryant University for an additional fee, upon successful completion of the NIST Cybersecurity Professional Certificate program.

APMG International a global accreditation body and examination institute committed to ensuring excellent standards of service delivered by those they accredit

To register, or for more program information visit edc.bryant.edu or call (401) 232-6200.
DESIGN THINKING CERTIFICATE

Design thinking is both a mindset and a process referring to a systematic process for structuring a problem, gathering information, and generating creative alternatives and solutions.

Bryant’s Design Thinking Certificate will teach you or your organization how to utilize the innovative tools and techniques commonly used throughout the design process to solve business problems in a highly interactive simulation. By applying Design Thinking you can more effectively lead, manage, create and innovate. Design thinking can be applied to business systems, procedures, protocols or to improve the customer experience across multiple industry sectors.

WHO SHOULD ATTEND?

• Team members, managers, executives
• Individuals - Increase your innovative idea & problem-solving value within your company/team
• Organizations, individual departments, and/or team units

KEY KNOWLEDGE AREAS

• Innovation and Design
• Observation
• Brainstorming
• Prototyping & Story Boards

COURSE BENEFITS

• Understand opportunities for new product development or enhancement through observation
• Learn about the three key elements/building blocks of design thinking for creating innovation in any field
• Conduct effective brainstorming sessions with a team of individuals/experts
• Engage in effective and rapid low fidelity prototyping as well as small scale experiments to evaluate ideas
• Analyze strategic design initiatives for benchmarking best practices
• Implement a pilot program for applying design thinking to individual work environments
• Learn to think creatively and outside the box through collaboration

“Instructors really know their material and were able to reinforce concepts with real-life examples. It wasn’t just theory – it also included practical application.”

JESSICA B., FM GLOBAL
DIGITAL & SOCIAL MEDIA MARKETING

DIGITAL & SOCIAL MEDIA STRATEGY CERTIFICATE

Social Media Marketing is a form of marketing that uses social media sites, forums and blogs to promote products or brands and create awareness about them. Digital Marketing implies promoting and attracting customers, through all digital platforms including internet based and non-internet-based channels.

The Executive Development Center’s Digital and Social Media Marketing Certificate provides a comprehensive and strategic look at today’s digital business environment. Participants will examine how to leverage various marketing concepts and tools to evaluate the competitive landscape of a business and develop a series of strategic digital marketing tactics to meet the goals of that business. Topics include social media, search marketing, display advertising, content marketing, and email marketing, among others.

WHO SHOULD ATTEND?

• Professionals tasked with enhancing marketing practices in their current positions
• Experienced marketing professionals
• Any professional looking to utilize the internet and online interactions as a critical tool for growth

KEY KNOWLEDGE AREAS:

• Understanding the internet’s impact on business
• Conducting an effective digital inventory and data assessment
• Creating a strategic digital plan
• Learning various digital marketing tools
• Developing leads and maintaining engaged customers

COURSE BENEFITS

• Understand how to use the key components of the digital world to enhance your business
• Understand how to access data for effective decision making
• Understand how to build thought leadership and brand awareness

EVENT MANAGEMENT

EVENT MANAGEMENT CERTIFICATE

The Event Management Certificate program is based on industry best practices relating to the Event Management Body of Knowledge (EMBOK) and aligns with the content outline of the International Live Events Association (ILEA) Certified Special Events Professional (CSEP) designation. Our interactive online learning environment allows for engagement with industry professionals, demonstration of comprehension, and application of learning through real life scenarios and case studies.

WHO SHOULD ATTEND?

• Professionals tasked with producing events in their current positions
• Experienced event professionals who want to earn certification as a CSEP
• Individuals looking to make a career change into event management

PROGRAM COURSE LISTING

NOTE: To earn the certificate you must complete all five courses.

• Foundations of event planning
• Event marketing
• Event design & décor
• Event production & logistics
• Event management & leadership

COURSE BENEFITS

• Program aligned with National Certification
• Upon completion of the Certificate Program you will be eligible for 12 CEUs that may be applied toward the CMP (Certified Meeting Professional) designation issued by the Convention Industry Council (CIC)
• The program is ILEA-approved and honored with Best Industry Contribution by the International Live Events Association
“I passed the CFP exam the first time around. I really owe it to you and the team there at Bryant University.”

SHELLY M.

FINANCIAL PLANNING CERTIFICATE

Becoming a CERTIFIED FINANCIAL PLANNER™ Professional is now easier and faster!

Financial Planning provides the knowledge and expertise required to deliver full-service financial guidance. Designed with the working professional 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.

Bryant University’s extremely popular Financial Planning Certificate program offers an instructor-led virtual core curriculum in addition to a flexible self-paced online program. Our CFP® Board registered program satisfies the educational requirements earn the CFP® designation upon passing the exam.

WHO SHOULD ATTEND?

• Practicing Financial Planners
• Any finance professional looking to gain deeper understanding of Financial Planning topics
• Students and professionals preparing to take the CFP® exam

PREREQUISITES

• Bachelor’s Degree is highly recommended
• All students are encouraged to understand the CFP® Certification Requirements

PROGRAM COURSE LISTING

NOTE: To earn the certificate you must complete all seven courses

• Introduction to Financial Planning
• Insurance Planning and Risk Management
• Investment Planning
• Tax Planning
• Employee Benefits & Retirement Planning
• Estate Planning
• Financial Capstone Course

COURSE BENEFITS

• Industry leading curriculum
• Prepare to become a CERTIFIED FINANCIAL PLANNER™
• Convenient and flexible schedules available

Certified Financial Planner Board of Standards Inc., owns the CFP®, CERTIFIED FINANCIAL PLANNER™, CRP® (with plaque design) and CFP® (with flame design) in the U.S., which it awards to individuals who successfully complete CFP Board’s initial and ongoing certification requirements.

To register, or for more program information visit edc.bryant.edu or call (401) 232-6200.
HEALTHCARE QUALITY PROCESS IMPROVEMENT CERTIFICATE

The healthcare industry is under intense pressure to deliver high-quality care within fiscally responsible budgets. Bryant’s Healthcare Quality Process Improvement Certificate is designed to facilitate the transformation of healthcare by learning and applying tools and techniques to improve, measure and manage quality. Our skills-based program focuses on key concepts, language, and analytical tools essential for effective management and decision making. It offers three areas of focus to address the critical deficiencies within the healthcare delivery system model: Quality in Healthcare, Reengineering in Healthcare, Project Management in Healthcare.

WHO SHOULD ATTEND?
• Healthcare professionals or business/practice managers
• Healthcare consultants
• Hospital administrators
• Healthcare process improvement team members

KEY KNOWLEDGE AREAS
• Applying Six Sigma and Lean Thinking to healthcare applications
• Radical change vs. incremental change of key clinical delivery processes
• Project management tools; scope plan, manage, and close out healthcare initiatives

COURSE BENEFITS
• Create plans to produce positive improvement results
• Identify areas to reduce medical errors
• Discussion of relevant healthcare examples and case studies

“Health care delivery systems that are working to improve patient experience can face daunting challenges... health care organizations can take advantage of established principles and approaches to quality improvement.”

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES/AGENCY FOR HEALTHCARE RESEARCH & QUALITY

To register, or for more program information visit edc.bryant.edu or call (401) 232-6200.
“It met my objectives and more! Having no experience with unions, I have obtained a much greater understanding of the topic and the history.”

SUSAN L.

HUMAN RESOURCES MANAGEMENT CERTIFICATE

Today’s human resource professionals need to think of themselves as strategic partners, contributing to the development and accomplishments of the organization-wide business plan and objectives.

Bryant’s Human Resources Management Certificate program provides an educational model aligned with the SHRM-CP™ and SHRM-SCP™ designation of the Society for Human Resource Management (SHRM).

WHO SHOULD ATTEND?

• Practitioners new to the HR role
• Working HR professionals looking to fine-tune or learn new practices
• Professionals or managers who oversee HR functions

PROGRAM COURSE LISTING

NOTE: Successful completion of six courses is required to earn the certificate.

You may take classes online, on-campus or a blended combination for your convenience.

• Introduction to Human Resource Management*
• Human Resource Management & the Law
• Recruiting, Selection and Retention
• Introduction to Benefits & Compensation
• Performance Management
• Employee and Labor Relations
• Policies and Procedures
• Design & Deliver Effective Training
• Strategic Human Resources Management

* Required for Certificate – Some waivers may apply.

COURSE BENEFITS

• Examine best practices and relevant, current HR topics
• Interaction and networking with peers in the HR field
• Instructors are experienced, practitioners offering real-world examples
• Combine formal education with years of HR experience keeping you relevant, valuable and competitive

Bryant University is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP™ or SHRM-SCP™. This program has been approved for recertification credit hours through SHRM™

The use of this seal confirms that this activity has met HR Certification Institute’s® (HRCI®) criteria for recertification credit pre-approval

To register, or for more program information visit edc.bryant.edu or call (401) 232-6200.
Establish Yourself as a Globally Recognized Human Resource Leader

Earning your SHRM-CP™ or SHRM-SCP™ credential makes you a recognized expert and leader in the HR field—and an asset to your organization, keeping you and your organization more competitive in today’s economy. This professional distinction sets you apart from your colleagues, showing evidence of your high level of knowledge and skills.

SHRM has represented the HR community for nearly seven decades and has more than 300,000 members in 165 countries. It is a well-respected organization at the forefront of HR trends and emerging professional knowledge.

According to SHRM, more than 5,000 employers are seeking SHRM credential-holders every month. The SHRM-CP™ and SHRM-SCP™ credentials are based on the current HR landscape, focusing on the competencies and knowledge HR professionals need to lead in today’s business community. Boost your confidence to take that next step in your HR career or to distinguish yourself in a job search.

SHRM-CP™ – SHRM Certified Professional. Human Resources professionals who implement policies and strategies, serve as a point of contact for staff and stakeholders, deliver HR services, and perform operational HR functions, should take the SHRM-CP exam. For eligibility details please visit SHRM.org.

SHRM-SCP™ – SHRM Senior Certified Professional. HR professionals who develop strategies, lead the HR function, foster influence in the community, analyze performance metrics, and align HR strategies to organizational goals, should take the SHRM-SCP exam. For eligibility details please visit SHRM.org.

WHO SHOULD ATTEND?
• Current Human Resource professionals seeking to sit for the SHRM-CP™ or SHRM-SCP™ exam

KEY TOPICS
• Covers the entire SHRM Body of Competency and Knowledge™ (SHRM BoCK™)
• Exam Prep leads into the SHRM Exam testing windows
• Acquire competencies and knowledge needed to effectively perform HR functions

COURSE BENEFITS
• SHRM learning system and online tools included
• Expert instruction
• Learn faster
• Retain more knowledge
• Stay on track for the exam window

Earn 3.6 CEUs
EMERGING LEADER CERTIFICATE

A fast-track curriculum designed for new or aspiring supervisors and managers. Learn the skills needed to motivate, delegate, communicate and problem solve.

Earn 1.5 CEUs

WHO SHOULD ATTEND?

• Employees transitioning into managerial roles
• Individuals identified by their organizations as ready for leadership positions
• Professionals leading teams
• Individuals looking to gain managerial skills to advance their careers

KEY TOPICS

• Principals of management
• Emotional intelligence (EQ)
• Building effective teams
• Ethics
• Building strategic relationships

COURSE BENEFITS

• Learn management fundamentals
• Raise your EQ to communicate more effectively and overcome challenges
• Develop the “people” side of management using clear, concise communication tools
• Introduces the concept of values & morality as a right conduct approach in business
• Enhance your ability to understand others

LEADERSHIP MASTERY CERTIFICATE

A comprehensive study of the senior leadership skills required today. Advanced skill-building for leadership success.

Earn 3.0 CEUs

WHO SHOULD ATTEND?

• High potential and mid-level managers ready for the next level of leadership
• Professionals seeking career advancement
• Employees who have been targeted by their organizations for future leadership positions

KEY TOPICS

• Effective interpersonal communication skills
• Strategic planning and strategic direction
• Metrics and big data
• Developing political savvy
• Motivational leadership

COURSE BENEFITS

• Learn the critical skills to become an effective leader
• Achieve high impact results
• Develop better skills for budgeting, resource allocation and team accountability
• Improve data evaluation skills for making critical business decisions
• Advocate effectively for you and your team
• Develop effective strategies for engaging your employees

“The course met and exceeded my expectation. There was so much open dialogue from the group that helped to bring in day to day examples for me to use and employ going forward. I believe anyone in a management role should take this course.”

JANIE L.

To register, or for more program information visit edc.bryant.edu or call (401) 232-6200.
PROJECT MANAGEMENT

PROJECT MANAGEMENT CERTIFICATE

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.

WHO SHOULD ATTEND?

• Experienced project managers or those currently working on projects
• Individuals new to project management
• Project management professionals seeking to remain current in their field and earn PMI certification.
• Any professional looking to more effectively manage projects

KEY TOPICS

• Create a work breakdown structure describing your own project
• Creating schedules with activities and interdependancies
• Delineate, assign and accumulate resources and costs to a project
• Understand basic contract types and their ramifications
• Identify the important project metrics to be captured, measured and analyzed
• Relate project management methodology to project life cycles

COURSE BENEFITS

• Aligned with national certification
• Taught by PMI-certified PMP® instructors
• Discern customer requirements
• Understand the human side of project management
• Perceive approaches for agile, iterative and adaptive environments
• Understand how to prepare for the PMP® or CAPM® Exam
• Online PMP®/CAPM® Exam Prep included upon completion of Bryant PMC program

Prepare for PMP®/CAPM® Certification
An online review of the PMBOK® Guide, covering all ten knowledge areas and five processes. Exam prep includes test-taking strategies and techniques, practice questions, and best-answer strategies. Thirty-day access is included with tuition & successful program completion upon request.

“Through the completion of this course, I am much better equipped to execute “true” project management methodology in my every day work. ”

TAMMY F.
“I have been coordinating or managing projects for a number of years and this has provided a framework and tools for the future. I was provided with new concepts that I can use in areas of Project Management which I had not realized were ‘manageable’.”

DONNA W.

PROJECT MANAGEMENT ADVANCED CERTIFICATE

Advance your career in project management and accrue PDUs to maintain your PMP designation.

Earn 1.2 – 1.8 CEUs/Course
Earn up to 90 PDUs

WHO SHOULD ATTEND?
• PMP™ or CAPM™ professionals who want to sharpen their skills in specific topics
• Professionals looking to earn PDU credits on their own schedule.

PROGRAM COURSE LISTING
NOTE: Successful completion of six courses is required to earn the certificate.
• Risk Management 1.2 CEUs/12 PDUs
• Customer Requirements 1.2 CEUs/12 PDUs
• Procurement for Projects 1.2 CEUs/12 PDUs
• Estimating 1.2 CEUs/12 PDUs
• Project Management Office 1.2 CEUs/12 PDUs
• The Human Side of Projects 1.2 CEUs/12 PDUs
• Program Management 1.8 CEUs/18 PDUs

COURSE BENEFITS
• Provides Continuing Education Units and Professional Development Units as approved by the PMI
• Understand the various levels & types of risk expected as part of any project
• Interpret and validate requirements as a method of minimizing scope creep and changes during the project lifecycle
• Learn to effectively prepare, award and administer contracts
• Understand and minimize the effects of change on a project
• Accurately estimate the scope of a project and the impact on individual activities
• Be able to define, plan, and implement a Project Management Office (PMO) at the enterprise or department level
• Engage in skill building activities to better manage multiple teams and successfully implement senior level management techniques

To register, or for more program information visit edc.bryant.edu or call (401) 232-6200.
AGILE PROJECT MANAGEMENT

Agile organizations, teams and team members must constantly question what could be better to continually improve. This course focuses on the six domain/task areas, tools and techniques, and knowledge and skills used across agile methodologies.

Earn 2.1 CEUs/21 PDUs

WHO SHOULD ATTEND?

• Experienced project managers who currently use or have an interest in implementing agile practices
• Individuals who plan to sit for the PMI-Agile Certified Practitioner (PMI-ACP®) examination

PREREQUISITES

• Prior project management experience encouraged, as the course is designed to build upon current Project Management skills and how to apply them to agile projects.

KEY TOPICS

• Learn the foundations of agile project lifecycles, methods and practices
• Identify the differences between traditional and agile project management
• Learn how to conceive, plan, execute, control, and deliver agile projects
• Apply value-based analysis, prioritization and decision making to your projects
• Understand how scrum practices can facilitate project completion
• Understand the context and driving forces that call for taking an agile approach to managing projects

COURSE BENEFITS

• Aligned with national certification
• Satisfies the educational requirements and helps prepare you for the PMI Agile Certified Practitioner (PMI-ACP®)
• Agile knowledge can decrease product defects
• Improved team productivity
• Increase delivery of business value

PORTFOLIO MANAGEMENT CERTIFICATE

Portfolio management is a discipline that enables executive management to meet organizational strategy and objectives through effective decision making in projects, programs, and operations. In this program, you will learn various tools, techniques, and strategies for ensuring that the organization is investing in the right projects, providing the right resources, and completing them at the right time.

Earn 2.1 CEUs/21 PDUs

WHO SHOULD ATTEND?

• Professionals who plan to pursue Portfolio Management Professional (PFMP®) Certification
• Managers or members of a Project Management Office (PMO) charged with ensuring the success of multiple projects
• PMPs seeking to advance their Project Management career

KEY TOPICS

• Optimizing outcomes when faced with limited resources
• Evaluate existing projects against new projects while managing a dynamic pipeline
• Applying statistical techniques to portfolio evaluation and optimization
• Linking strategic planning and project management
• Designing metrics to demonstrate and drive portfolio benefits realization

COURSE BENEFITS

• Aligned with a national certification
• This course aligns with the Portfolio Management Standard published by the PMI® (Project Management Institute)
• Designed to prepare for the PFMP® (Portfolio Management Professional) certification
• Satisfies PDUs toward your PMI Continuing Certification Requirements (CCRs)

To register, or for more program information visit edc.bryant.edu or call (401) 232-6200.
LEAN SIX SIGMA

Six Sigma is a structured problem-solving approach designed to reduce defects and improve the quality of a process. Lean Thinking is a structured problem-solving approach to reduce waste and improve the speed of a process.

Bryant’s Lean Six Sigma programs apply to all business categories – from manufacturing to financial services to healthcare and nonprofit organizations – regardless of size. The combination of Lean Thinking and Six Sigma tools, known as Lean Six Sigma, will help you identify and solve problems directly related to the operational efficiency and profitability of your business.

WHO SHOULD ATTEND?

• Professionals responsible for process management
• Anyone relatively new to Six Sigma or working the process
• Staff involved with quality control and/or operations

PROGRAM COURSE LISTING

• Yellow Belt Certificate
• Green Belt Certificate
• Black Belt Certificate (Prerequisite: Bryant University EDC Green Belt Certificate or equivalent experience)

COURSE BENEFITS

• Six Sigma leads to improved business processes, resulting in greater customer satisfaction and increased profitability
• Reduce errors and improve your bottom line

BELT CERTIFICATION

Green or Black Belt certification will be awarded based upon successfully applying Lean Six Sigma principles to a project. Green or Black Belt candidates submit projects for review and approval.

• Green Belt Certification (Prerequisite Bryant University EDC Green Belt Certificate or equivalent experience)
• Black Belt Certification (Prerequisite Bryant University EDC Black Belt Certificate)

"The Instructor was excellent! I have already recommended his Green Belt and Black Belt courses to members of my team and others.”

BRIAN K., AMICA

SUPPLY CHAIN MANAGEMENT PROFESSIONAL CERTIFICATE

Supply chain management creates net value and builds a competitive infrastructure resulting in leveraged worldwide logistics, synchronizing supply with demand, and measuring performance globally. The benefit of an effective supply chain management program is to reduce operating costs and improve customer service resulting in increased profitability.

This course will provide a comprehensive study of the concepts, processes, and strategies used in the development and management of global supply chains. Supply chain management (SCM) is a systems approach to managing the entire flow of information, materials, and services from raw material suppliers through factories and warehouses to the final end-customer.

WHO SHOULD ATTEND?

• Anyone in logistics, procurement and other supply chain management related activities
• Professionals involved in product development or interested in learning more about sourcing and production span functions

KEY TOPICS

• Global supply chain management
• How to use general concepts of mapping and analysis
• Procurement
• Electronic commerce
• Information technologies
• Logistics activities

COURSE BENEFITS

• How to develop and manage efficient global supply chains
• Learn how technology and information systems work to leverage advantage in the marketplace
VIRTUAL TEAM

PROFESSIONAL CERTIFICATE

This course is designed for professionals who work outside a traditional office and want to learn how to build their professional skills and advance their careers within their organizations. This one-of-a-kind course provides a practical look at the skills required for effective virtual work. Explore the skills required for success as today’s remote worker.

WHO SHOULD ATTEND?

• Virtual and/or remote professionals who wish to enhance their skills for career advancement
• Anyone who works outside a traditional office setting or collaborates with colleagues from a distance
• Workers who want to learn to be more effective, efficient and visible in the virtual workspace

KEY TOPICS

• Beyond working from home: the realities and opportunities
• Planning your work day for top productivity and efficiency, while maintaining a work/life balance
• Developing effective interpersonal communication skills for high performing virtual professionals
• Creating collaborative and strategic relationships
• Leading a virtual project team to success and productivity

COURSE BENEFITS

• Become a more productive and highly effective remote employee
• Learn skills to apply to immediately in your everyday work life
• Identify solutions and scheduling skills to improve common remote worker issues

VIRTUAL TEAM LEADER

CERTIFICATE

This program provides a comprehensive look at the leadership skills required when some or all of your team is virtual. The growing trend of work flexibility and global business situations has increased the volume of employees working remotely. Discover how to supervise, lead in new ways working in separate environments.

WHO SHOULD ATTEND?

• High potential and mid-level managers responsible for managing remote workers/teams/or individuals.
• Those seeking career advancement by learning how to create a successful geographically dispersed team

KEY TOPICS

• How to manage for a high performing virtual team
• Developing effective interpersonal communication skills for managing virtual teams
• Creating cohesion and a positive, collaborative culture in virtual teams
• How to create meaningful career paths and develop high achievers within your virtual team
• Developing political savvy to advance your career & advocate effectively when you and your team work virtually

COURSE BENEFITS

• Topics are rooted in business fundamentals
• Learn best practices of some of today’s top leaders
• Skills are taught and learned through a best practice business lens
• Become a better, more informed remote manager

To register, or for more program information visit edc.bryant.edu or call (401) 232-6200.
All Bryant University Executive Development Center students are responsible for complying with the rules, regulations, policies and procedures contained in this publication, and in Executive Development Center announcements which may be issued from time to time.

**Becoming an Executive Development Center (EDC) Student**

In today’s challenging global economy knowledge is your most valuable asset and education is a pre-requisite to long-term success. The Executive Development Center empowers companies and individuals to gain business advantage through its professional certification and certificate programs.

Our programs are available on-campus, online or online; providing you with the flexibility you need to meet the demands of today’s hectic work schedules.

Prospective students can register into any of our certificate programs via our program website: https://edc.bryant.edu/programs/

Program Managers are available to speak with you: 401-232-6200.

With exception of the Innovative Healthcare Leadership Certificate program, there are no application fees or pre-requisites to enroll into a certificate program. Note: All courses, prerequisites and schedules are subject to change without notice.

**Program Policies**

**Requirements and Prerequisites**

Most EDC programs do not require application fees or pre-requisites in order to enroll into a certificate program. Please contact EDC Program Managers for more information. Minimum education equivalent to a US High School Diploma is ideal. Note: All courses, prerequisites and schedules are subject to change without notice.

**Schedule of Programs**

Many of our Certificate programs are offered both on-campus and online. Our Program Website details current program information and dates: https://edc.bryant.edu/programs/

Each Certificate program has a defined window of time that the Certificate should be completed within.

On-campus Certificate programs are offered as day programs or evening programs. With the exception of the Innovative Healthcare Leadership Certificate program, our online programs are asynchronous and students can start at any time. Our Innovative Healthcare Certificate Program offers an online cohort experience and specific schedule of courses.

Program Managers are available to speak with you for program selection guidance: 401-232-6200.

Note: All courses, prerequisites and schedules are subject to change without notice.

**Payment and Tuition Assistance**

Payment of tuition, textbooks (if required) and materials, is required at the time of registration. Confirmation of registration will be issued when payment is received. The EDC accepts cash, checks, company purchase orders, MasterCard, Visa, and American Express.

Traditionally, tuition reimbursement requires that you pay for the course, submit proof of payment and upon successful completion of the course (typically a grade report) you will receive your tuition reimbursement. Company policies differ and often require a specific process for qualifying and payment of tuition. Please contact us and we will assist you through the registration process.

Tuition cost may be covered by your company’s tuition assistance program and may also be tax deductible. Consult your HR department and your tax advisor for more information. All Executive Development Center courses are Edlink, EdCorp, EdAssist and Tuition Advisory Services™ approved.

**Government Assisted Funding**

The Executive Development Center is an educational partner for workforce development and training with the Department of Labor and Training (DLT) in both MA and RI.

Individuals:

Government assistance is available for qualified displaced workers through an application process with the Department of Labor and Training via MA and RI offices that are located throughout each state. Please contact our office for more details.

Companies:

Companies that contribute to the Rhode Island Job Development Fund are encouraged to apply for grants designed to fund training for their employees, available through the Governor’s Workforce Board.

**Veterans Education**

Many veterans are faced with the challenges of transitioning to civilian life, including establishing a career. Through military training and experience, you have gained valuable technical skills as well as the core qualities of discipline, leadership, a positive work ethic, and time management. These skills and qualities are highly sought after by employers. Bryant University values and honors our veterans, and we are committed to helping you in the process of transitioning to your next career.

For more information, contact Adriana Cavaliere at 401-232-6207 or e-mail acavaliere@bryant.edu.

**Cancellation, Postponement, Withdrawal and Refunds**

The EDC reserves the right to cancel, reschedule or alter fees for any course, or to change the instructor. Cancellation/delay of all Bryant University classes, due to weather conditions, will be announced over local radio and television stations. A detailed message will also be available by calling the University’s emergency line at (401) 232-6002. This number is updated daily at 6:30AM and 3:30PM. The announcement to cancel or delay all Bryant University classes will also be available on the University website at www.bryant.edu.

Where possible, additional notice of EDC sessions cancelled due to inclement weather, will be communicated to EDC students via phone call/voice mail and email.

It is also recommended that you call the main line at the EDC office at 401-232-6200 for Executive Development Center specific class cancellations.

**Student Progress**

Student progress is monitored throughout their entire program, through regular email and phone correspondence. If students are not on track, or struggling to meet academic requirements, support from our office and instructors is offered. If students do not improve or complete their program by the required timeframe, the student is issued an Incomplete or failing grade. Extensions are available on a case by case basis.

A student can reapply to take a course again, if they have failed or were graded incomplete. The course would need to be paid for again and started again - the student could not pick up where they left off. All students are monitored for progress and a program manager is brought in to handle the situation if students are continuing to fail and not complete courses. Appropriate guidance is given to students and recommendations are made if it is not in the students’ best interest to continue.

**Waiving or Substituting Courses**

With the exception of our Financial Planning Certificate and Human Resource Management Certificate, studies at other Universities do not transfer in to our programs, as certificate programs require a very specific number of contact hours. Financial Planning Certificate and Human Resource Management Certificate students are allowed up to (2) courses to be transferred in. Financial Planning Certificate and Human Resource Management Certificate students may request waivers for successful completion of a similar course taken at another institution (must include a grade of B or better). The waiver request should be submitted to the EDC Director and the decision is at the Director’s discretion.

**Military Credit and Training**

Military credit and training may be submitted for evaluation as well.

Note: Certificate programs are non-credit and are not classified as undergraduate or graduate programs and cannot be categorized as full-time or part-time.

**Academic / Graduation Requirements**

Students must pass all of their required courses, with a grade of C or better, in order to successfully complete a certificate program and must have not engaged in any misconduct.

**Grading System**

We award a letter grade (A-F) based upon your score out of 100. A grade of “F” for Incomplete is assigned when coursework is not completed within the allotted timeframe. A grade of “P” for Pass is assigned when coursework is not assigned but attendance and participation is satisfactory.
Academic Grievance Process

Students who have academic grievances are entitled to have their dispute reviewed by a formal and systematic process. Students have sixty (60) days from the time the grade is posted to initiate their concerns in writing to the professor of the course. This process should begin with a good-faith attempt for resolution between the student and professor. In the event that an issue cannot be resolved between student and professor, the student must subsequently confer with the Program Manager of the professor involved to seek resolution of the matter.

Ethical Conduct and Plagiarism

During a Certificate program you will engage in online and offline research. We certainly encourage this. Proper attribution, attention to copyright laws and also full disclosure of sources is mandatory. We reserve the right to withhold grades from, suspend or expel, participants engaging in unprofessional or unethical practices.

A high standard of conduct is expected. Each Bryant student, accordingly, understands that to submit work that is not his/her own is not only a transgression of University policy but also a violation of personal integrity. The academic community, therefore, does not tolerate any form of “cheating” – the dishonest use of assistance in the preparation of outside or in-class assignments.

As students at Bryant University you are privileged members of an academic institution with high standard for academic integrity and conduct. Student dishonesty will not be tolerated. Any student who plagiarizes any portion of a paper, cheat, or shares assignment answers will receive a 0 (Zero) for that assignment, a lowering of the final grade, and/or suspension, in the course. Moreover, such sanctions are also possible. Ignorance of University policy is NOT a valid excuse. If you are not sure whether you are plagiarizing or not, please check with your instructor.

Academic Dishonesty and Plagiarism include but are not limited to:

- Submitting an assignment that has been wholly or partially created by another person.
- Presenting as your own work, the ideas, representations, research, or words of another person without proper acknowledgment (citation) of sources.
- Knowingly permitting your work to be submitted by another student as if it were her or his own work.
- Submitting identically, or substantially, the same assignment to fulfill the requirements of two separate courses.
- Copying from another student’s examination, paper, homework, report, other assignment, or other personal work.
- Misappropriation of examination materials or information.
- Unauthorized communication with another student during or about quizzes.
- Unauthorized access to or the use of the computerized work of others.
- Falsification of data for research projects.
- Turning in another student’s name on an assignment when the student failed to contribute.

All violations are subject to disciplinary action. To preserve its commitment to the high standards of intellectual and professional behavior, Bryant University will respect intellectual excellence and expect intellectual honesty.

Behavior, Discipline and Dismissal

Members of the Bryant University community, including students of the EDC, are expected to exhibit considerate and appropriate behavior. The University expects students to assume responsibility for their actions. It also has an explicit obligation to protect its educational purpose and the interests of its student body; therefore, it must be concerned with the actions of individuals or groups that are in conflict with the welfare and integrity of the University or in disregard for the rights of other students, faculty, or other members of the University community.

When students enroll at Bryant University it is assumed that they have a serious purpose and a sincere interest in their own social and intellectual development. It is also assumed that students familiar with the regulations, procedures, and policies set forth at Bryant University have accepted them as a “way of life” during their studies with the University.

Students are subject to federal, state, and local laws as well as University rules and regulations. Examples of prohibited behavior are:

- Disruption of learning
- Threats to the safety of self or others
- Foul or obscene gestures or language
- Disrespect to others
- Destruction of property or theft

Student status is a privilege subject to certain expectations. EDC reserves the right to suspend or dismiss students at any time for conduct that Bryant University deems to be detrimental to the Bryant University community or that violates laws of the State of Rhode Island or the United States.

Dismosal

As these are non-credit certificate programs and students are not considered full-time, there is usually never a need for a student to be dismissed at any time, for conduct that Bryant University deems to be detrimental to the Bryant University community or that violates laws of the State of Rhode Island or the United States.

Non-discrimination

Bryant University does not discriminate on the basis of race, color, religion, age, sex, sexual orientation, gender identity or expression, disability, national origin, veteran status, or any other characteristic protected by law in admission to, participation in, or administration of its educational programs and activities; in employment; or in its other programs and activities.

Notice to People with Disabilities

Bryant University and the EDC attempts to make its classes, programs, events and services accessible by providing reasonable and appropriate accommodations. If you need accommodations to participate in any class, program, or event offered by the EDC please contact the EDC Director at edc@bryant.edu. Requests for accommodations should be made at the time of registration. Arrangements for all accommodations requested less than two weeks before the start of the program/course(s) cannot be guaranteed, and many accommodations take time to arrange. It is in your best interest to make your formal requests as early as possible to ensure accommodations are in place prior to the start of the program/course(s). Failure to do so might limit our ability to meet your needs.

Please note that modifications cannot be made to curriculum.

Student Records and Privacy

Students’ academic records are maintained by the University and are a private matter between the student and the University.

Disciplinary records are held separately from academic records and are maintained solely for the use of the University. All EDC disciplinary records are maintained by the Director of the EDC. These records are not forwarded outside the University, except with the permission of the student or by judicial order. Academic records are maintained permanently.

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), an individual enrolled at Bryant University is listed as an eligible student and any rights previously accorded to parents under the Act are transferred to the student. Information contained in the educational record of the student may not be released without the student’s written consent, except as indicated in the Act.

1. The Bryant University student has the right to inspect and review those records, files, documents, and other materials that contain information directly related to the student and which are maintained by the University, but with the following exceptions:
   - Records of institutional, supervisory, and administrative personnel, and educational personnel that are in the sole possession of the maker, and that are not accessible or revealed to any other person except a substitute.
   - Records that are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional.
   - Letters and statements of recommendation that were placed in the educational records prior to January 1, 1975.
   - Records maintained solely for law enforcement purposes.
   - Parental financial records and related parental financial information.
   - Who has access to records?
     - The student (former or present) upon presentation of proper identification.
     - Other University officials, including faculty within the University or local educational agencies who have been determined by the responsible official to have legitimate educational interest.
     - Officials of other schools in which the student seeks to enroll, upon condition that the student is aware of the transfer, receives a copy of the record if desired, pays the appropriate fee, and has the opportunity to challenge the content of the record.
     - Authorized government officials as described in the Act.
     - Authorities to whom request for financial aid has been made.
     - State and local officials or authorities specifically required by the Act.
     - Authorized organizations conducting studies on behalf of educational agencies, provided such studies do not disclose personally identifiable materials.
     - Accrediting organizations.
     - Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
     - Authorized persons, if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
     - Compliance with judicial order or subpoena – the student to be notified in advance of compliance.
     - Other than the routine in-office use of the record, the purpose for requesting access must be indicated.

2. The University maintains records in many media including but not limited to handwriting, print, tapes, microfilm, microfiche, and computer disks.

   - Policy on Review, Appeal, and Expungency of Record.
   - Upon receipt of a written request to review the record, an appointment will be arranged.
   - In the event that some item is challenged by the student, an appeal may be made, described by the particular office (e.g., in the case of an academic item, after meeting with the appropriate academic Dean, the matter may be pursued to the University Committee on Scholastic Standing for its recommendation to the Provost).
   - A favorable decision on the appeal would result in the item being expunged.

3. Copies of Records:
   - The student, upon payment of a $5 fee per item ($5 for a faxed copy), may obtain a copy of his or her academic transcript generated by the University.
   - Copies of records generated from other institutions must be secured from such institutions subject to their policies.

4. The University student has the right to inspect and review those records, files, documents, and other materials that contain information directly related to the student and which are maintained by the University, but with the following exceptions:
   - Requests to the contrary, all of the above directory information will be published by the University as appropriate. A request not to publish must be made annually in writing to the Office of the Registrar.
   - University officials, including faculty within the University or local educational agencies who have been determined by the responsible official to have legitimate educational interest.
   - Authorized government officials as described in the Act.
   - Authorities to whom request for financial aid has been made.
   - State and local officials or authorities specifically required by the Act.
   - Authorized organizations conducting studies on behalf of educational agencies, provided such studies do not disclose personally identifiable materials.
   - Accrediting organizations.
   - Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
   - Authorized persons, if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
   - Compliance with judicial order or subpoena – the student to be notified in advance of compliance.

6. Student Directory Information:

   - Name, address, e-mail address, telephone listing, date, and place of birth.
   - Major field of study and class schedule.
   - Participation in officially recognized activities and sports, including weight and height of members of athletic teams.
   - Dates of attendance.
   - Distinguished academic performance, degrees and awards received, including dates.
   - Most recent previous educational agency or institution attended.
   - Photographs of electronic images.
   - Unless the student requests to the contrary, all of the above directory information will be published by the University as appropriate. A request not to publish must be made annually in writing to the Office of the Registrar within two weeks of the start of the fall semester.

7. The privacy of Bryant students and their parents is protected under the authority of the Family Educational Rights and Privacy Act of 1974 (PL 93-380) as amended (PL 93-568), also known as the Buckley Amendment.

8. Waivers:

   - Bryant University cannot require eligible students to waive their rights.
   - A student may waive the right of access to confidential information directly related to the student and which are maintained by the University.

9. Exceptions to the Buckley Amendment:

   - Requests to the contrary, all of the above directory information will be published by the University as appropriate. A request not to publish must be made annually in writing to the Office of the Registrar.

To register, or for more program information visit edc.bryant.edu or call (401) 232-6200.
## COMPLETION TIMEFRAME AND 2019–2020 TUITION FEES

<table>
<thead>
<tr>
<th>CERTIFICATE / COURSE</th>
<th>MINIMUM ON CAMPUS</th>
<th>MAXIMUM ON CAMPUS</th>
<th>ONLINE</th>
<th>CONTACT HOURS / UNITS</th>
<th>2019–2020 TUITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Analysis Certificate</td>
<td>1 week, Mon - Fri</td>
<td>2 nights/week for 6 weeks</td>
<td>Up to 20 weeks</td>
<td>35hrs / 3.5CEU / 35PDU</td>
<td>$3,895.00</td>
</tr>
<tr>
<td>Business Analytics</td>
<td>3 days, Mon - Wed</td>
<td>-</td>
<td>Up to 8 weeks</td>
<td>18hrs / 1.8CEU</td>
<td>$1,375.00</td>
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<tr>
<td>Business Process Management Certificate</td>
<td>-</td>
<td>-</td>
<td>Up to 20 weeks</td>
<td>33hrs / 3.3CEU / 33PDU</td>
<td>$2,695.00</td>
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<tr>
<td>NIST Cybersecurity Professional Certificate</td>
<td>-</td>
<td>-</td>
<td>Up to 20 weeks</td>
<td>40hrs / 4.0CEU</td>
<td>$2,195.00</td>
</tr>
<tr>
<td>NIST Cybersecurity Foundation</td>
<td>-</td>
<td>-</td>
<td>Up to 8 weeks</td>
<td>8hrs / 0.8CEU</td>
<td>$895.00</td>
</tr>
<tr>
<td>Design Thinking Certificate</td>
<td>2 ½ days, Mon – Wed</td>
<td>-</td>
<td>-</td>
<td>15hrs / 1.5CEU</td>
<td>$1,895.00</td>
</tr>
<tr>
<td>Digital &amp; Social Media Strategy Certificate</td>
<td>-</td>
<td>-</td>
<td>Up to 20 weeks</td>
<td>30hrs / 3.0CEU</td>
<td>$2,495.00</td>
</tr>
<tr>
<td>Emerging Leader Certificate</td>
<td>-</td>
<td>1 day/week for 5 weeks</td>
<td>Up to 20 weeks</td>
<td>15hrs / 1.5CEU</td>
<td>$2,495.00</td>
</tr>
<tr>
<td>Event Management Certificate</td>
<td>-</td>
<td>-</td>
<td>Up to 12 weeks</td>
<td>24hrs / 2.4CEU</td>
<td>$699.00</td>
</tr>
<tr>
<td>• Foundations of Event Planning</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>• Event Marketing</td>
<td>-</td>
<td>-</td>
<td>Up to 12 weeks</td>
<td>24hrs / 2.4CEU</td>
<td>$699.00</td>
</tr>
<tr>
<td>• Event Design &amp; Decor</td>
<td>-</td>
<td>-</td>
<td>Up to 12 weeks</td>
<td>24hrs / 2.4CEU</td>
<td>$699.00</td>
</tr>
<tr>
<td>• Event Production &amp; Logistics</td>
<td>-</td>
<td>-</td>
<td>Up to 12 weeks</td>
<td>24hrs / 2.4CEU</td>
<td>$699.00</td>
</tr>
<tr>
<td>• Event Management &amp; Leadership</td>
<td>-</td>
<td>-</td>
<td>Up to 12 weeks</td>
<td>24hrs / 2.4CEU</td>
<td>$699.00</td>
</tr>
<tr>
<td>Financial Planning Certificate Program</td>
<td>-</td>
<td>-</td>
<td>Up to 8 weeks</td>
<td>273hrs / 27.30 CEU</td>
<td>Inquire</td>
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<tr>
<td>Healthcare Quality Certificate</td>
<td>-</td>
<td>-</td>
<td>Up to 16 weeks</td>
<td>42hrs / 4.2CEU / 21PDU</td>
<td>$2,095.00</td>
</tr>
<tr>
<td>Human Resources Management Certificate</td>
<td>-</td>
<td>-</td>
<td>Up to 12 weeks</td>
<td>24hrs / 2.4CEU</td>
<td>$699.00</td>
</tr>
<tr>
<td>• Introduction to Human Resource Management</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>• Human Resource Management &amp; the Law</td>
<td>-</td>
<td>1 night/week for 6 weeks</td>
<td>Up to 12 weeks</td>
<td>24hrs / 2.4CEU</td>
<td>$699.00</td>
</tr>
<tr>
<td>• Recruiting, Selection and Retention</td>
<td>-</td>
<td>1 night/week for 6 weeks</td>
<td>Up to 12 weeks</td>
<td>24hrs / 2.4CEU</td>
<td>$699.00</td>
</tr>
<tr>
<td>• Introduction to Benefits &amp; Compensation</td>
<td>-</td>
<td>1 night/week for 6 weeks</td>
<td>Up to 12 weeks</td>
<td>24hrs / 2.4CEU</td>
<td>$699.00</td>
</tr>
<tr>
<td>• Performance Management</td>
<td>-</td>
<td>1 night/week for 6 weeks</td>
<td>Up to 12 weeks</td>
<td>24hrs / 2.4CEU</td>
<td>$699.00</td>
</tr>
<tr>
<td>• Employee &amp; Labor Relations</td>
<td>-</td>
<td>1 night/week for 6 weeks</td>
<td>Up to 12 weeks</td>
<td>24hrs / 2.4CEU</td>
<td>$699.00</td>
</tr>
<tr>
<td>• Policies &amp; Procedures</td>
<td>-</td>
<td>1 night/week for 6 weeks</td>
<td>Up to 12 weeks</td>
<td>24hrs / 2.4CEU</td>
<td>$699.00</td>
</tr>
<tr>
<td>• Design &amp; Deliver Effective Training</td>
<td>-</td>
<td>1 night/week for 6 weeks</td>
<td>Up to 12 weeks</td>
<td>24hrs / 2.4CEU</td>
<td>$699.00</td>
</tr>
<tr>
<td>• Strategic Human Resource Management</td>
<td>-</td>
<td>1 night/week for 6 weeks</td>
<td>Up to 12 weeks</td>
<td>24hrs / 2.4CEU</td>
<td>$699.00</td>
</tr>
<tr>
<td>Human Resource SHRM-CP™ / SHRM-SCP™ Exam Prep</td>
<td>-</td>
<td>1 night/week for 12 weeks</td>
<td>-</td>
<td>36hrs / 3.6CEU</td>
<td>$1,375.00</td>
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<tr>
<td>Leadership Mastery Certificate</td>
<td>-</td>
<td>1 day/week for 5 weeks</td>
<td>Up to 20 weeks</td>
<td>30hrs / 3.0CEU</td>
<td>$2,495.00</td>
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<tr>
<td>Project Management Certificate</td>
<td>1 week, Mon – Fri</td>
<td>2 nights/week for 6 weeks</td>
<td>Up to 20 weeks</td>
<td>33hrs / 3.3CEU / 33PDU</td>
<td>$3,895.00</td>
</tr>
<tr>
<td>Project Management PMI® / CAPM® Exam Prep</td>
<td>-</td>
<td>-</td>
<td>Up to 4 weeks</td>
<td>Not provided</td>
<td>$299.00</td>
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<tr>
<td>Project Management Advanced Certificate</td>
<td>-</td>
<td>-</td>
<td>Up to 12 weeks</td>
<td>12hrs / 1.2CEU / 12PDU</td>
<td>$599.00</td>
</tr>
<tr>
<td>• Risk Management</td>
<td>-</td>
<td>-</td>
<td>Up to 12 weeks</td>
<td>12hrs / 1.2CEU / 12PDU</td>
<td>$599.00</td>
</tr>
<tr>
<td>• Customer Requirements</td>
<td>-</td>
<td>-</td>
<td>Up to 12 weeks</td>
<td>12hrs / 1.2CEU / 12PDU</td>
<td>$599.00</td>
</tr>
<tr>
<td>• Procurement for Projects</td>
<td>-</td>
<td>-</td>
<td>Up to 12 weeks</td>
<td>12hrs / 1.2CEU / 12PDU</td>
<td>$599.00</td>
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<tr>
<td>• Estimating</td>
<td>-</td>
<td>-</td>
<td>Up to 12 weeks</td>
<td>12hrs / 1.2CEU / 12PDU</td>
<td>$599.00</td>
</tr>
<tr>
<td>• Project Management Office</td>
<td>-</td>
<td>-</td>
<td>Up to 12 weeks</td>
<td>12hrs / 1.2CEU / 12PDU</td>
<td>$599.00</td>
</tr>
<tr>
<td>• Program Management</td>
<td>-</td>
<td>-</td>
<td>Up to 12 weeks</td>
<td>18hrs / 1.8CEU / 18PDU</td>
<td>$765.00</td>
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<tr>
<td>• The Human Side of Projects</td>
<td>-</td>
<td>-</td>
<td>Up to 12 weeks</td>
<td>12hrs / 1.2CEU / 12PDU</td>
<td>$599.00</td>
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<tr>
<td>Project Management – Agile</td>
<td>-</td>
<td>-</td>
<td>Up to 12 weeks</td>
<td>21hrs / 2.1CEU / 21PDU</td>
<td>$1,750.00</td>
</tr>
<tr>
<td>Portfolio Management Certificate</td>
<td>-</td>
<td>-</td>
<td>Up to 20 weeks</td>
<td>21hrs / 2.1CEU / 21PDU</td>
<td>$1,750.00</td>
</tr>
<tr>
<td>Six Sigma Certificate – Yellow Belt</td>
<td>-</td>
<td>-</td>
<td>Up to 12 weeks</td>
<td>15hrs / 1.5CEU / 15PDU</td>
<td>$995.00</td>
</tr>
<tr>
<td>Six Sigma Certificate – Green Belt</td>
<td>1 week, Mon – Fri</td>
<td>-</td>
<td>Up to 20 weeks</td>
<td>33hrs / 3.3CEU / 33PDU</td>
<td>$3,895.00</td>
</tr>
<tr>
<td>Six Sigma Certificate – Black Belt</td>
<td>-</td>
<td>-</td>
<td>Up to 20 weeks</td>
<td>33hrs / 3.3CEU / 33PDU</td>
<td>$2,695.00</td>
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<tr>
<td>Six Sigma Black Belt Certification</td>
<td>-</td>
<td>-</td>
<td>Not timeframe</td>
<td>Not provided</td>
<td>$250.00</td>
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<tr>
<td>Six Sigma Lean Certificate</td>
<td>-</td>
<td>-</td>
<td>Up to 20 weeks</td>
<td>40hrs / 4.0CEU</td>
<td>$2,495.00</td>
</tr>
<tr>
<td>Supply Chain Management Certificate</td>
<td>-</td>
<td>-</td>
<td>Up to 20 weeks</td>
<td>45hrs / 4.5CEU / 45PDU</td>
<td>$2,695.00</td>
</tr>
<tr>
<td>Virtual Team Professional Certificate</td>
<td>-</td>
<td>-</td>
<td>Up to 12 weeks</td>
<td>30hrs / 3.0CEU</td>
<td>$1,995.00</td>
</tr>
<tr>
<td>Virtual Team Leader Certificate</td>
<td>-</td>
<td>-</td>
<td>Up to 12 weeks</td>
<td>30hrs / 3.0CEU</td>
<td>$1,995.00</td>
</tr>
</tbody>
</table>
FREQUENTLY Asked Questions

How do I register?
Registering is easy!

Online: Simply go to our website edc.bryant.edu and select your program of interest. Then choose your course date/time and follow the registration instructions.

Phone: You may call our office and speak to our staff who will be happy to assist you. Call (401) 232-6200.

If I fill out the registration form am I in the class?
A Program Coordinator will send you an email with a payment link to pay for your program/class after you fill out the registration form. You will be officially enrolled and receive confirmation of registration when payment is received.

What is your payment policy?
The Bryant Executive Development Center accepts checks, company purchase orders, and credit cards; Master Card, Visa, and American Express. Participants using educational loans, or government financing should contact the Program Manager at (401) 232-6200.

Do I receive a grade for my course or is it pass/fail?
All Executive Development Center courses receive letter grades.

Do I receive college credits for certificate programs?
Our certificate programs provide Continuing Education Units (CEUs) and/or Professional Development Units (PDUs). Many are aligned with national or industry certification programs. Our programs do not award college credits.

Do my military education benefits qualify for your certificate programs?
Bryant University is proud to be awarded a Military Friendly® Top 10 School designation. Most of our programs have been VA approved. To inquire about a specific program, contact a Program Sales Manager at (401) 232-6200.

What is your cancellation policy?
On-Campus Courses: Cancellation will be accepted if received on or before 15-business days prior to the start date of the course. Requests for cancellation must be made in writing via email to a Program Manager and/or Coordinator. If a cancellation is received within the 15-business day period, you will need to contact the Program Manager to transfer your registration to a future course, valid for one year.

Online Courses: There are no refunds for online programs. Should you need an extension to complete an online course contact your Program Manager for extension options. Some fees may apply.

How will I know where to park and find my class?
Prior to your first session of class, you will receive an email with class details, directions to campus and class, and a parking pass. Parking passes must be displayed when parked on campus. A campus map may also be found by visiting edc.bryant.edu/map-and-directions.htm.

Can I use the campus library?
Yes, the Douglas and Judith Krupp Library located in the George E. Bello Center for Information and Technology is available to Executive Development Center students. For additional library information and hours, visit https://library.bryant.edu or call (401) 232-6125.

Do all classes require books to be purchased?
Some classes require books to be purchased. All on-campus classes include the course books in the cost of tuition. Books can be purchased through the Bryant bookstore or from a source most convenient for you. Call (401) 232-6240 or visit www.bkstr.com/bryantstore.

Do classes ever cancel?
Bryant University and the Executive Development Center reserves the right to cancel and/or reschedule classes, alter fees and/or instructors for any course. Cancellation/delay of all Bryant University classes due to weather conditions will be announced over local radio and television stations. A detailed message will also be available by calling the University’s emergency line at (401) 232-6002 or on the University website: Bryant.edu. Any cancelled class will be rescheduled and information about rescheduling will be communicated by the Executive Development Center.

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To register, or for more program information visit edc.bryant.edu or call (401) 232-6200.