

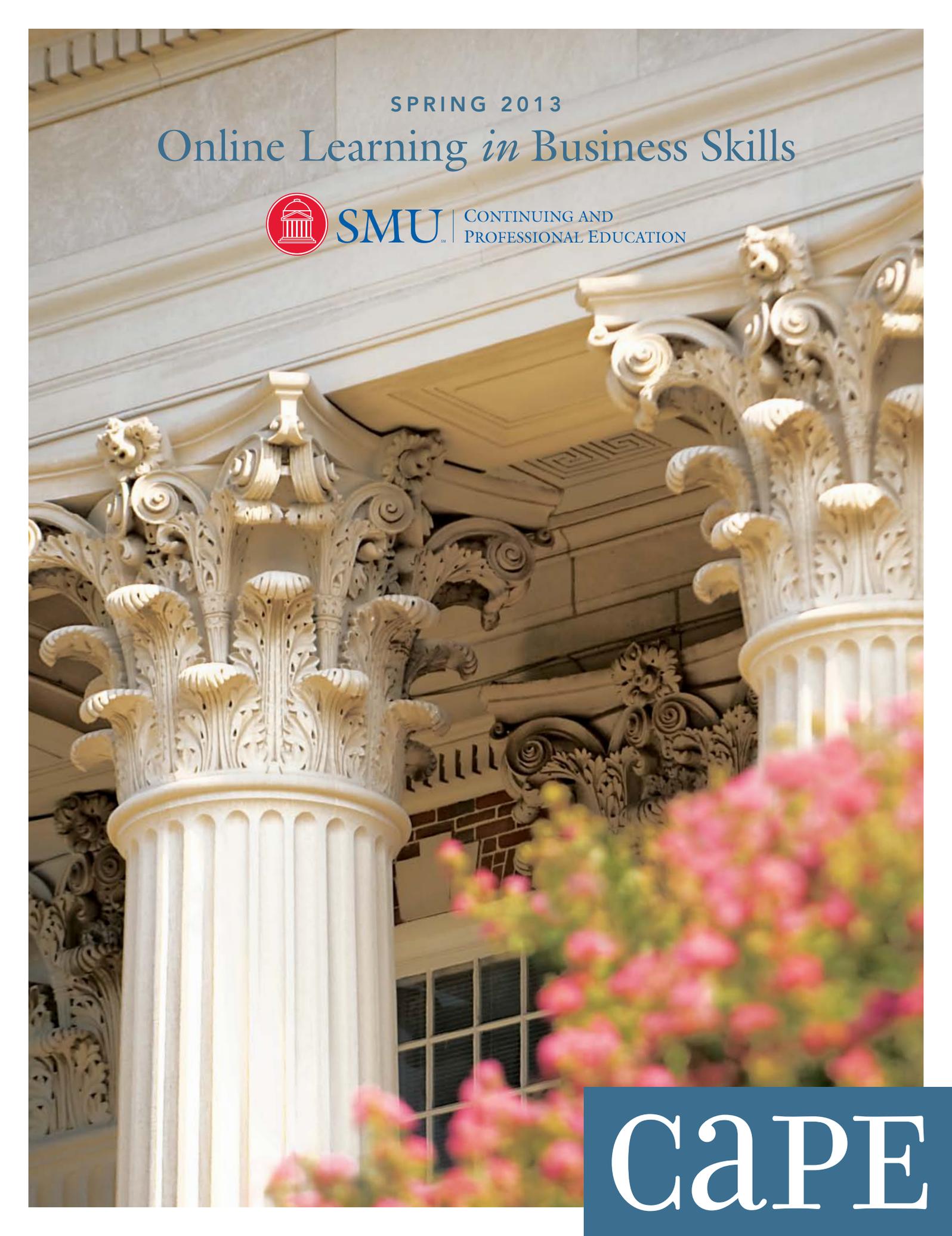
SPRING 2013

# Online Learning *in* Business Skills



SMU

CONTINUING AND  
PROFESSIONAL EDUCATION

The background of the entire page is a photograph of a classical building facade. It features several ornate white columns with intricate capitals. In the foreground, there are out-of-focus pink flowers. The overall lighting is bright and warm.

CAPE

## ONLINE LEARNING

### Courses and Certificate Programs in Business Skills

SMU CAPE partners with national leaders in online teaching and learning to offer a growing library of self-paced, practical, career-enhancing courses available at your home or office desktop.

You may take an individual course or register to take several courses and earn a certificate in topics ranging from communications and creativity to human resources and project management. You can participate at any time, day or evening. The online classroom is open 24 hours a day, 7 days a week. In the online classroom, you might listen to audio lectures, view slides, take quizzes, read articles and/or post comments in the online discussion with your fellow participants and the instructor.

It is easy to participate in your online course or certificate program. After you register, you will be given a web address to gain access into your online classroom using your email address and password. Join the millions of people who are learning online each year and enhance your business acumen.

[smu.edu/CAPEonline](http://smu.edu/CAPEonline)



---

---

## MANAGEMENT

### HANDLING DIFFICULT EMPLOYEE BEHAVIOR

This course is designed to prepare managers to deal with troublesome and difficult behavior by employees. By effectively addressing, coaching and counseling employees, you can improve their behavior and improve morale, staff retention, productivity and teamwork. This course uses videos to illustrate each behavior type so that you can more easily apply the techniques to your current work environment. Focusing on dealing with the behavior (not the person), tools and techniques for positive change are clear and well-defined.

Access Time: 90 days | CEU: 1 \$199

### HOW TO COACH

Managers who lead and manage through coaching – providing encouragement, feedback and support – are more successful in “working through others.” This brief course focuses on the skills and techniques of positive coaching in an organizational setting, including listening actively, providing constructive feedback based on observation, reinforcing positive employee performance through recognition and praise, and teaching new skills.

Access Time: 30 days | CEU: .5 \$79

### MANAGING IN A MODERN ORGANIZATION

This course considers the fundamentals of management and how managers can be effective in organizational settings. Based on D. Quinn Mills’ book, *Principles of Management*, a text used at Harvard Business School, this course addresses managing in the modern organization.

Access Time: 30 days | CEU: .5 \$79

### MANAGING PEOPLE

To be successful and move ahead in his or her career, a manager must understand how to manage people, including motivating workers and coordinating their activities. This course will explain how the goals, empowerment, measurement (GEM) system of management can be employed and how organization structures differ. The course will also cover the difficulty of discipline while trying to maintain momentum.

Access Time: 30 days | CEU: .5 \$79

### TIME MANAGEMENT

One of the more precious resources a manager has is his or her time. Managers can become more effective by employing time management and scheduling techniques, delegating, outsourcing key tasks and employing technology. Effective time management helps managers achieve their goals.

Access Time: 30 days | CEU: .5 \$79

## LEADERSHIP, MENTORING AND COACHING

---

### *Certificate in Leadership*

What is leadership and why is it important? How does a leader encourage change without triggering fearful resistance? What are the key elements to leading an effective team? What is the role of charisma in leadership? How can a leader achieve work-life balance? This suite of courses addresses all of these questions and many more.

Based on D. Quinn Mills' book, *Leadership: How to Lead, How to Live*, the courses in this suite offer advice on leadership that can help you stand out as a leader among your peers. Video segments introduce Dr. Mills and other leaders who discuss such issues as how leaders become leaders, leadership ethics, and the differences between leaders, managers, and administrators.

Each three to five hour, self-paced course offers an assortment of interactive exercises, videos, selected readings, case studies and self-assessments. One or more courses can be taken independently or register for the full certificate to receive all courses in the suite for a discounted price.

Upon successful completion, you can download a printable certificate of completion for this online course suite. The program has no textbooks or prerequisites. Visit us online at [smu.edu/CAPEonline](http://smu.edu/CAPEonline) for full course descriptions.

Courses include:

- Introduction to Leadership – \$79
- Leaders and Work-Life Balance – \$79
- Leading and Managing Change – \$79
- Leading Teams – \$79

Access Time: 120 days | CEUs: 2 | HRCI Credits: 2

Full Certificate \$199

### *Supervisory and Leadership Certificate*

Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers. Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader. The four units of this certificate are not available as independent courses.

Topics include:

- Unit 1 – Understanding the Role of the Supervisor
- Unit 2 – Effective Delegation
- Unit 3 – Performance Management
- Unit 4 – Writing Performance Reviews

Access Time: 90 days | CEUs: 3

Full Certificate \$395

### *Business Coaching Certificate*

Mentoring and coaching have come to be used more frequently in organizations to improve leadership competencies and provide employee support. It has benefits for the employer and employee. Develop skills in the development, implementation and support of coaching and mentoring programs in your workplace. Take home the much-awaited toolkit you have been searching for to improve your employees' performance and create the working environment that your employees will find truly rewarding. The four units of this certificate are not available as independent courses. The two modules include:

#### MENTORING AND COACHING IN THE WORKPLACE LEVEL 1

- Unit 1 – Introduction to Mentoring/Coaching
- Unit 2 – Coaching Versus Mentoring
- Unit 3 – The Effective Mentor or Coach
- Unit 4 – Issues in Mentoring and Coaching

#### MENTORING AND COACHING IN THE WORKPLACE LEVEL 2

- Unit 1 – Employee Considerations in Workplace Programs
- Unit 2 – Development of a Coaching/Mentoring Program
- Unit 3 – Critical Evaluation of Your Workplace Program
- Unit 4 – Final Issues for Mentoring/Coaching in the Workplace

Access Time: 90 days

Full Certificate \$295

## SUSTAINABLE MANAGEMENT

---

### *Certificate in Sustainable Management*

Sustainability refers to the use of ecosystems and their resources in a manner that satisfies current needs without compromising the needs or options of future generations. A sustainable business is one that generates profits for its owners, protects the environment, and improves the lives of the people with whom it interacts.

One or more courses can be taken independently or register for the full certificate to receive all courses in the suite for a discounted price.

Upon successful completion, you can download a printable certificate of completion for this online course suite. The program has no textbooks or prerequisites. Visit us online at [smu.edu/CAPEonline](http://smu.edu/CAPEonline) for full course descriptions.

Courses include:

- An Overview of Sustainable Management – \$99
- Corporate Social Responsibility – \$99
- Measuring Sustainable Management Performance – \$99
- Sustainable Management: Leadership Ethics – \$99
- Triple Bottom Line Accounting – \$99

Access Time: 150 days | CEUs: 2.5

Full Certificate \$459

## FINANCE

### *Certificate in Finance Essentials*

This online certificate program introduces non-financial managers to the essentials of finance. The course will help you become conversant in critical financial terminology, and you'll learn how to calculate key financial management indicators.

You will learn how to assess your organization's financial health by reviewing balance sheets, income statements, and statements of cash flow, and you will discover how finance and accounting tools can be used to support informed decision making within organizations.

Each three to five hour, self-paced course offers an assortment of interactive exercises, videos, selected readings, case studies, and self-assessments that engage you and structure your learning about organizational finance. One or more courses can be taken independently or register for the full certificate to receive all courses in the suite for a discounted price.

Upon successful completion, you can download a printable certificate of completion for this online course suite. The program has no textbooks or prerequisites. Visit us online at [smu.edu/CAPEonline](http://smu.edu/CAPEonline) for full course descriptions.

Courses include:

- Financial Planning and Control – \$79
- How to Read a Financial Statement – \$79
- Introduction to Business Statistics – \$79
- Introduction to Finance – \$79
- Time Value of Money and Risk – \$79
- Understanding and Managing Budgets – \$79

Access Time: 180 days | CEUs: 3

Full Certificate \$399

## HUMAN RESOURCES

### *Certificate in Human Resource Management*

An effective human resource management strategy is a valuable asset to any company, but those running small businesses often cannot justify designating a full-time HR professional to manage employee relations, compensation, policy-making, performance management, and employee appraisals.

This suite of courses will teach you the basics of managing the benefits and policies that support an effective staff. What does an employer need to know about anti-discrimination regulations? What are the key aspects of pay policies? How can employers avoid the traps of the employee selection process? In this suite of courses, you will discover the answers to these and other important questions.

Each three to five hour, self-paced course offers an assortment of interactive exercises, videos, selected readings, case studies, and self-assessments that will engage you and structure your learning about human resource management. One or more courses can be taken independently or register for the full certificate to receive all courses in the suite for a discounted price.

Upon successful completion, you can download a printable certificate of completion for this online course suite. The program has no textbooks or prerequisites. Visit us online at [smu.edu/CAPEonline](http://smu.edu/CAPEonline) for full course descriptions.

Courses include:

- Compensation – \$79
- Employee Selection – \$79
- Equal Employment Opportunity – \$79
- Introduction to Human Resource Management – \$79
- Performance Management – \$79
- Talent Management and Career Development – \$79

Access Time: 180 days | CEUs: 3 | HRCI: 14

Full Certificate \$399

## SMU CERTIFICATE PROGRAM *in* FINANCIAL PLANNING

### EARN A FINANCIAL CERTIFICATE IN A CLASSROOM SETTING

“Now, hands down, the CERTIFIED FINANCIAL PLANNER™ certification is the preferred designation. Only three percent of financial planners are CERTIFIED FINANCIAL PLANNER™ professionals.

It's no guarantee, but they've crossed a threshold 97 percent haven't.”

– John Austin, *Boston Herald*

*Spring cohort forming now.*

*Information Sessions offered throughout the year.*

*See page 15 for more information.*



## COMMUNICATIONS

---

### *Certificate in Business Communications*

Because corporate higher-ups and stakeholders can't support your ideas – or recognize you for them – without first understanding what they are, communicating clearly and concisely in written and oral formats is critical to your professional success. From clarifying and structuring your ideas to designing the PowerPoint slides that will best complement them, the techniques, interactive exercises, and checklists in this suite will help you create presentations and workplace documents that inform and persuade. One or more courses can be taken independently or register for the full certificate to receive all courses in the suite for a discounted price.

Upon successful completion, you can download a printable certificate of completion for this online course suite. The program has no textbooks or prerequisites. Visit us online at [smu.edu/CAPEonline](http://smu.edu/CAPEonline) for full course descriptions.

Courses include:

- Effective Business Writing – \$125
- Effective Presentations – \$125

Access Time: 60 days | CEU: 1

Full Certificate \$149

## CREATIVITY AND INNOVATION

---

### *Certificate in Innovation and Critical Thinking*

Because organizations must innovate to stay alive in today's highly competitive marketplace, organizations need employees who can channel their creativity and innovation toward organizational challenges and goals. This suite of courses will first help you become re-acquainted with your own stores of creativity and innovation. Next, you are given a set of tools that allow you to leverage your creativity to identify and solve organizational problems. One or more courses can be taken independently or register for the full certificate to receive all courses in the suite for a discounted price.

Upon successful completion, you can download a printable certificate of completion for this online course suite. The program has no textbooks or prerequisites. Visit us online at [smu.edu/CAPEonline](http://smu.edu/CAPEonline) for full course descriptions.

Courses include:

- Creativity in Teams and Organizations – \$79
- Innovation in Teams and Organizations – \$79
- Introduction to Critical Thinking – \$95
- Personal Creativity – \$79

Access Time: 120 days | CEUs: 2.2

Full Certificate \$249

## ENTREPRENEURSHIP

---

### *Certificate in Entrepreneurship*

This online certificate program introduces key issues in entrepreneurship for those looking to start a business on their own. What does it take to build and grow a business from scratch? What personal characteristics are shared by successful entrepreneurs? What types of resources are available to budding entrepreneurs, and where can you find them? Participants who complete this program will have the answers to those questions and others that are essential to the success of their businesses.

Each three to five hour, self-paced course offers an assortment of interactive exercises, videos, selected readings, case studies, and self-assessments that engage entrepreneurs and structure their learning about their field. One or more courses can be taken independently or register for the full certificate to receive all courses in the suite for a discounted price.

Upon successful completion, you can download a printable certificate of completion for this online course suite. The program has no textbooks or prerequisites. Visit us online at [smu.edu/CAPEonline](http://smu.edu/CAPEonline) for full course descriptions.

Courses include:

- Accounting and Finance for Entrepreneurs – \$129
- Business Law for Entrepreneurs – \$129
- Introduction to Entrepreneurship – \$129
- Leadership and Management for Entrepreneurs – \$129
- Strategic Marketing for Entrepreneurs – \$129

Access Time: 150 days | CEUs: 2.5

Full Certificate \$599



## MARKETING

---

### *eMarketing Essentials Certificate*

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising.

This course is relevant for any type of organization, including businesses, companies, nonprofits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest information and answer your toughest questions.

Three, one-month courses; self-paced; including readings. One or more courses can be taken independently or register for the full certificate to receive all courses in the suite for a discounted price. Visit us online at [smu.edu/CAPEonline](http://smu.edu/CAPEonline) for full course descriptions.

Courses include:

- Improving Email Promotions – \$195
- Boosting Your Web Site Traffic – \$195
- Online Advertising – \$195

Access Time: 120 days

Full Certificate \$495

### *Social Media for Business Certificate*

Get in on this exciting and growing way to communicate, market and serve your customers and clients. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization.

Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing. Your instructors are outstanding practitioners who also speak, write, and train others on social networks.

Three, one-month courses; self-paced; including readings. One or more courses can be taken independently or register for the full certificate to receive all courses in the suite for a discounted price. Visit us online at [smu.edu/CAPEonline](http://smu.edu/CAPEonline) for full course descriptions.

Courses include:

- Introduction to Social Media – \$195
- Marketing Using Social Media – \$195
- Integrating Social Media in Your Organization – \$195

Access Time: 120 days

Full Certificate \$495

## NONPROFIT MANAGEMENT

---

### *Certificate in Nonprofit Management*

This online certificate program introduces learners to key current management issues for nonprofit organizations. Fundraising, board and volunteer development, budgeting, reading financial statements, leadership, marketing, and setting strategic direction are all addressed, and video commentary on these crucial topics will give you insight into how nonprofit professionals apply key concepts in their own organizations.

Each three to five hour, self-paced course offers an assortment of interactive exercises, videos, selected readings, case studies, and self-assessments that will engage you and help you practice effective decision making in a nonprofit setting. One or more courses can be taken independently or register for the full certificate to receive all courses in the suite for a discounted price.

Upon successful completion, you can download a printable certificate of completion for this online course suite. The program has no textbooks or prerequisites. Visit us online at [smu.edu/CAPEonline](http://smu.edu/CAPEonline) for full course descriptions.

Courses include:

- Budgeting in a Nonprofit Organization – \$79
- Capital Campaigns – \$79
- Fundraising for Nonprofit Organizations – \$150
- How to Read a Nonprofit Financial Statement – \$79
- Leadership in a Nonprofit Organization – \$99
- Nonprofit Board and Volunteer Development – \$150
- Principles of Marketing for Nonprofit Organizations – \$79
- Strategy for Nonprofit Organizations – \$79

Access Time: 240 days | CFRE: 27 | CEUs: 4

Full Certificate \$699



## PROJECT MANAGEMENT COURSES

---

### PROJECT MANAGEMENT TEAM LEADERSHIP

Project management team leaders have a tremendous responsibility and opportunity to develop and exhibit leadership skills. This course first discusses the roles and responsibilities of the project management team leader, in particular their responsibility with regard to project stakeholders. Next, the course discusses how project management team leaders can build a positive team environment through effective communication, team building activities and reflective listening. Lastly, the course covers problem solving within the team. Team leaders must have an understanding of the team dynamic for decision-making and must be able to manage conflict among personality differences and barriers. The course contains 12 brief case studies designed for application of the content to real-world scenarios, as well as six comprehensive module quizzes and a 72-question final assessment.

Access Time: 180 days

PDU/Contact Hours: 18 | CEUs: 2 \$359

### QUALITY MANAGEMENT BASICS

Quality Management Basics provides a firm foundation for anyone looking to understand quality management practices and techniques. The course combines instructional material with interactive exercises, vocabulary games and flashcards to explain the core concepts and strategies of effective quality management. Case studies and examples from manufacturing and service sectors help to explain the nuances of quality concepts, while video segments from experienced quality management professionals provide expert insight into the real-world application of quality principles. The course is self-paced to allow students as much time as needed to absorb information and to understand the key concepts that will help them satisfy their stakeholders and delight their customers.

Access Time: 180 days

PDU/Contact Hours: 12 | CEUs: 1.2 \$299

### MANAGING REAL WORLD PROJECTS

This online, self-paced six-module course presents a streamlined approach to project management based on the best practices of experienced, effective project managers. It cuts through the clutter and focuses on the key principles of project management in the real world, offering a clear road map for leading a project through the five key project stages: Initiating, Planning, Controlling, Executing and Closing. Each stage is illustrated by examples and video commentary by project management professionals, where you can see how best practices are applied to solve project challenges. Numerous mastery quizzes and ten interactive real world case studies allow you to test your understanding of the content, along with a comprehensive course-ending exam.

Access Time: 180 days

PDU/Contact Hours: 10 | CEU: 1 \$249

### EMOTIONAL INTELLIGENCE FOR PROJECT MANAGERS

Emotional intelligence (EI) is our ability to identify and control our emotions to achieve positive outcomes in our relationships. Project managers with high EI are better equipped to deal with team members, vendors, stakeholders and sponsors, and to handle and resolve conflicts. This one-module course reviews the underlying concepts of emotional intelligence and explores how project managers can improve, and make use, of their emotional intelligence.

Access Time: 30 days

PDU/Contact Hours: 3 | CEU: .5 \$79

### ETHICS FOR PROJECT MANAGERS

Business ethics represent the standards for right and wrong that govern how businesspeople act. The term also refers to the study of moral principles in the workplace. This one-module course reviews the major ethical issues facing project managers. It looks at the specific challenges project leaders may confront as they deal with team members, vendors, stakeholders and sponsors.

Access Time: 30 days

PDU/Contact Hours: 3 | CEU: .5 \$79

### PROJECT MANAGEMENT FOR INFORMATION TECHNOLOGY

Project management refers to the art, or science, of directing projects. This course, Project Management for Information Technology, focuses more specifically on how project management concepts can be applied to IT projects, as well as on project management issues that are unique to IT projects. It reviews the concepts, methodologies, and tools of project management as it relates to IT. Students will also learn about fundamentals, such as integration management, scope, costing, quality, human resources, risk management and procurement. This course contains eight comprehensive module quizzes and a 70-question final assessment spanning IT project management areas of knowledge.

Access Time: 180 days

PDU/Contact Hours: 25 | CEUs: 2.5 \$499



Don't just learn about project management,  
be a professional in the field. Become certified in:

**PMP | PMI-RMP | PMI-ACP**

Online test preparation courses available.  
See page 13 for more information.

## CONTACT AND REGISTRATION INFORMATION

---

WEB	<a href="http://smu.edu/cape">smu.edu/cape</a>
EMAIL	<a href="mailto:smuthink@smu.edu">smuthink@smu.edu</a>
PHONE	214-SMU-CAPE   214-768-2273
FAX	214-768-1071
MAIL	PO Box 750275   Dallas TX 75275-0275
IN PERSON	6116 North Central Expressway, Suite 250, SMU Expressway Towers, Dallas, TX 75206

### HOW TO ENROLL

- Enrollment is quick and easy online at [smu.edu/cape](http://smu.edu/cape). You may browse and register for classes by subject, instructor or location. MC/Visa/Discover/Diners Club are accepted.
- You may also print out a registration form from our website and submit it by mail or by fax with credit card information or a check payable to SMU.
- If you call or come by our office, a staff member will be happy to assist you with the registration process.
- Students must enroll before attending a course; instructors are unable to accept enrollment fees nor walk-in students who are not officially registered.

### GENERAL INFORMATION

- Classes are limited in size and spaces are assigned on a first-come, first-served basis. Please register early to secure a spot and avoid disappointment. Classes are subject to cancelation due to insufficient enrollment.
- Upon registration, you will receive a confirmation with detailed location and parking information.
- Credit cards and checks are accepted as tuition payment. Some classes require students to purchase additional text books or supplies, others do not.
- SMU Continuing and Professional Education (CAPE) reserves the right to substitute instructors, change course locations, cancel courses, adjust curricula or schedules, limit enrollment or refuse service.
- By participating in SMU CAPE, a participant agrees to abide by all University policies, including the SMU Student Code of Conduct and the SMU Code of Ethics. Failure to abide by these policies will result in participant dismissal.

### SPECIAL DISCOUNTS

- Current or retired SMU staff and faculty, current SMU students and all SMU graduates are eligible for discounts on many CAPE courses. Discounts vary depending on program. For more information, please review policies for your specific program of interest.
- CAPE offers special rates for groups of 10 or more, as well as completely customizable programs in an array of content areas. For details on custom training and group discounts, please contact our office.

### CAMPUS DESIGNATION AND PARKING

- All courses meet on the main SMU campus in Dallas unless otherwise noted. Parking on campus requires a permit which is provided with CAPE registration at no additional charge. CAPE students may also choose to use SMU visitor parking for a fee.
- A confirmation letter containing course location and a parking permit (Dallas campus) will be emailed to all enrolled students. Enrollees are encouraged to contact the office if confirmation is not received promptly.
- Courses noted with PLANO are held on SMU's Plano campus on Tennyson Parkway. Parking is free at SMU-in-Plano and no permit is required.

### CANCELATION, REFUNDS AND TRANSFERS

If you have a situation that prevents you from participating in the course for which you are registered, we will gladly assist you. Partial refund, transfer and escrow options are available to students before the first day of the course. Once a course has started, refunds are not available, but we work with students to provide solutions based on individual program policies. At SMU CAPE, we understand that your time is valuable. It is our pledge to you that we will provide excellent customer service worthy of your expectations. Please visit [smu.edu/cape](http://smu.edu/cape) for full policy details for specific programs.

---

## HELP US EXPAND CAPE!

---

Do you have a new course idea? Are you a prospective instructor? If you'd like to propose a course or teach a class, please submit a Course Definition Form and an Instructor Application Form available online. Proposals are accepted year round and will be considered for the next available academic term. We value your input and look forward to receiving your ideas and suggestions.

### *Cox School of Business*

Fully accredited by the prestigious AACSB, Cox embraces SMU's philosophy that learning is a lifelong process by offering several MBA options for working professionals, as well as Master of Science degrees in accounting, entrepreneurship, finance and management. The Professional MBA, designed for those with at least two years of significant work experience, allows students to customize their coursework and career path with a concentration, and is offered in both Dallas and Plano. The Executive MBA attracts students with an average of 15 years of work experience and provides a general management focus delivered on alternating Fridays and Saturdays over 21 months on the main campus. Both the PMBA and EMBA programs are ranked in the Top 20 by leading business publications and enable participants to deepen their business skills without sacrificing career momentum. Cox Executive Education also offers several graduate certificate programs and professional development courses throughout the year, as well as customized training to companies.

[cox.smu.edu/mba](http://cox.smu.edu/mba)

### *Dedman College of Humanities and Sciences*

Based in historic Dallas Hall, Dedman College is the heart of SMU and home to the humanities, social sciences, and natural and mathematical sciences – disciplines fundamental to the traditions of higher education. Dedman offers 30 graduate programs, 18 leading to a Master's degree and 12 to a Ph.D. degree, some of which schedule classes accessible to working professionals. The Godbey Lecture Series is an outreach program sponsored by Dedman to introduce the Dallas community to many of SMU's outstanding faculty and to the exciting scholarly research that takes place in the university.

[smu.edu/graduate](http://smu.edu/graduate)

### *Dedman School of Law*

Ranked among the premier schools in the U.S., Dedman School of Law offers a part-time evening program for those with full-time careers or other responsibilities seeking a J.D. degree with the same intellectual rigor as the full-time program. Students in the part-time program take the same required courses as full-time students, and courses are taught by the same distinguished faculty. Small classes and an intimate environment foster a commitment to the personal development of every law student. The curriculum is designed so that evening students can earn a law degree in four years, with flexibility to tailor an individual course of study. Graduates can apply their degrees toward a career in law, as well as leadership in other professions.

[law.smu.edu](http://law.smu.edu)

### *Lyle School of Engineering*

Lyle's Graduate Certificate Programs enable students to make a short-term commitment to a specialized area of study to enhance their professional career or continue beyond the certificate to pursue a Master's degree, applicable to real-world problems and innovative solutions. A weekend format as well as on-campus, on-location, and distance education offerings provide learning flexibility and allow students, including military personnel, to earn a certificate or degree from anywhere in the world. Led by industry-savvy instructors, certificates are available in 30 areas including Computer Science and Software; Engineering Management, Information and Systems; Environmental and Civil Engineering; and Mechanical Engineering.

[smu.edu/lyle/graduate/prospectivestudents/certificateprograms](http://smu.edu/lyle/graduate/prospectivestudents/certificateprograms)

### *Simmons School of Education and Human Development*

The Master of Liberal Studies (MLS) is an adventure for the intellectually curious who want to explore all aspects of the human experience while enhancing their critical thinking and leadership skills. Students have the opportunity to study what they are most passionate about and are able to self-design their degree with concentrations in areas such as Organizational Dynamics, Communications, Media and Technology, Human Rights and Social Justice, Creative Writing and more. Students can attend on a part-time or full-time basis, and take advantage of a tuition rate that is significantly reduced. Most courses are offered on the main campus, with some also available on the Plano and Taos campuses.

[smu.edu/mls](http://smu.edu/mls)

The Department of Dispute Resolution and Counseling resides on the Plano campus and offers a Masters of Arts degree in Dispute Resolution and a Master of Science degree in counseling. Both programs share a focus on the resolution of problems, whether by professional mediators or licensed therapists, and are tailored to accommodate the adult learner. New terms start every ten weeks and most classes are offered in the evenings, on weekends and occasionally as week-long formats, including unique opportunities for international travel. The department also offers graduate certificate programs, noncredit executive education seminars for organizations and professional continuing education workshops for mental health professionals.

[smu.edu/education/departments/disputeresolutioncounseling.asp](http://smu.edu/education/departments/disputeresolutioncounseling.asp)

