In today’s rapidly changing business world, having a competitive edge is imperative for achieving success. Individuals and organizations must continually improve their management skills and capabilities. DePaul University’s Management Development Center, a leading provider of innovative management programs for more than two decades, can help both individuals and organizations acquire new skills and enhance existing knowledge. Our programs include both open enrollment and customized on-site courses covering a variety of traditional and emerging business topics.
**MBA PRIMER CERTIFICATE PROGRAM**

To succeed in business, you need specialized knowledge and practical skills, an understanding of management concepts and functional areas, as well as experience in using current tools and techniques for improving operations.

In the MBA Primer program—a 15-week “mini-MBA” program offered by DePaul’s Management Development Center—you’ll gain a broad-based view of business theories and practices, as well as the pragmatic perspective necessary for effective management. You also will experience an assessment of your managerial skills and receive formal guidance on developing those abilities.

**PROGRAM CONTENT**
The MBA Primer focuses on subject areas important in today’s business environment. Sessions will cover the following topics:

- Assessing your managerial skills
- Business strategy
- High performance quality-management systems
- Sustainability in business
- Supply chain management
- Innovation in business
- Project management
- Human resources and coaching
- Negotiations
- Economics
- Finance
- Accounting
- Marketing
- Social media

**WHO SHOULD ATTEND**
- Experienced professionals looking for a better understanding of the latest, as well as established, business theories and practices
- Mid-level managers wanting to update and expand their business skills
- Managers or professionals wanting to “test the water” before enrolling in a traditional MBA or other graduate business program

**LOGISTICS**
- A bachelor’s degree in any field is required for admission.
- Participants meet for a three-hour session one evening a week for 15 weeks. A passing grade in a final test is required to earn a certificate.
- A credit waiver equivalent to one elective course will be given to students who:
  - Earn a “B” or better on the test.
  - Are accepted into the MBA program in the Kellstadt Graduate School of Business.

**EXTRAORDINARY FACULTY**
The MBA Primer is taught by faculty from DePaul’s Kellstadt Graduate School of Business, whose evening MBA program is ranked among the best in the nation by U.S.News and World Report and industry experts. Academic excellence combined with real-world pragmatism—the advantage is apparent.

“**DEPAUL UNIVERSITY’S MBA PRIMER PROGRAM GAVE ME A FRESH PERSPECTIVE ON THE LATEST THINKING IN BUSINESS. IT WAS TRULY AN INVESTMENT WORTH MAKING AND HAS ALREADY PAID DIVIDENDS IN HELPING ME GROW OUR BUSINESS.**”

National Business Manager, Waste Management Inc.
MBA PRIMER: ENTREPRENEURSHIP CERTIFICATE PROGRAM

Prepare for success in entrepreneurial ventures with the MBA Primer: Entrepreneurship Certificate Program. Taught by DePaul faculty and experienced entrepreneurs, this 15-week program focuses on the important aspects of business combined with the theoretical foundation of an MBA program along with real-world entrepreneurial skills. Upon successful completion of the program, you’ll be able to obtain coaching and advisory support through DePaul’s Coleman Entrepreneurship Center.

**WHO SHOULD ATTEND**
- Entrepreneurs who want to learn best practices in management, finance, marketing and strategic planning
- Non-profit leaders who want to learn how to use for-profit strategies to promote their causes
- Corporate employees with an entrepreneurial spirit who want to develop new corporate strategies and opportunities
- Aspiring entrepreneurs, graduate students and professionals interested in a career change

**HOW YOU WILL BENEFIT**
- Evaluate new venture opportunities
- Identify, quantify and articulate market opportunity
- Use financial data to make better management decisions
- Complete a venture feasibility analysis
- Communicate the value proposition of your venture
- Earn a credit waiver for one elective course if you continue your education at DePaul’s Kellstadt Graduate School of Business
BUSINESS ANALYST CERTIFICATE PROGRAM

Business analysts understand the structure, policies and operations of an organization and have the ability to recommend solutions to help the organization achieve its initiatives. This program covers the International Institute of Business Analysis’s (IIBA®) Body of Knowledge, supplemented with practical examples and resources, to help you prepare for the examinations to earn the Certified Business Analysis Professional (CBAP) or Certification of Competency in Business Analysis (CCBA) designations.

PROGRAM TOPICS
- Business analysis planning and monitoring
- Elicitation
- Requirements management and communication
- Enterprise analysis
- Requirements analysis
- Solution assessment and validation

WHO SHOULD ATTEND
- Business analysts, business systems analysts and business analyst managers
- Product, project and program managers
- Business and software architects

HOW YOU WILL BENEFIT
- Learn how to create high-impact marketing plans and programs
- Develop your analytical skills to gain deeper business insight
- Create and participate in new initiatives to advance your career

This program will help you prepare for certification with the Association for Strategic Planning (ASP).

STRATEGIC MANAGEMENT CERTIFICATE PROGRAM

Skilled strategic management professionals establish and direct practical, sustainable and cost effective approaches to planning and executing projects. The Strategic Management Certificate Program gives you an understanding of the discipline of strategic management as a whole and breaks down the required phases and steps for planning, implementing and evaluating strategy as a management process.

WHO SHOULD ATTEND
- Professionals who manage, lead or consult on strategic management and development
- Owners and senior executives interested in implementing strategic internal improvements

HOW YOU WILL BENEFIT
- Learn the skills and tools to facilitate all phases and steps of planning, implementing and evaluating a managed process
- Use interactive, multimedia tools to build your capacity to manage strategy
- Prepare to become an ASP Strategic Planning Professional (SPP), Strategic Management Professional (SMP) or Strategic Planning Associate (SPA)
A Six Sigma Green Belt certificate from DePaul University shows employers that you possess basic problem-solving skills, bring statistical expertise, and can work effectively as a member or a leader of a Six Sigma process-improvement team. The management disciplines taught in this course are indispensable for professionals who want to help their organizations achieve world-class standards of performance.

**PROGRAM CONTENT**
During this 16-week program, you will learn to:
- Identify core processes
- Define customer requirements
- Measure current performance
- Define opportunities for improvement
- Measure the relevant processes requiring improvement
- Gather and analyze data to investigate causes
- Improve, control and redesign processes

**WHO SHOULD ATTEND**
This program is appropriate for professionals who want to develop the ability to lead process-improvement initiatives. Participants in our Green Belt program include:
- Financial/business analysts
- Commodity managers
- Project managers
- Quality managers
- Business development managers
- Manufacturing process engineers
- Continuous improvement directors
- Director or VP of operations

**HOW YOU WILL BENEFIT**
In this program, you’ll acquire the abilities and skills to implement Six Sigma effectively and economically. You’ll learn how to play a key role in a Six Sigma transformation initiative and become highly visible to top management as a leader in this area.

“THE COURSE WAS A GREAT EXPERIENCE. I LEARNED MANY NEW TOOLS THAT I AM ABLE TO UTILIZE AT WORK EVERY DAY.”
DAVID C. HOPP, SEDGWICK CLAIMS MANAGEMENT SERVICES, INC.
SUPPLY CHAIN MANAGEMENT CERTIFICATE PROGRAM

No matter the field, supply chain management (SCM) can drive an organization’s success or failure. Gain the knowledge and competencies necessary to improve your companies’ supply chain performance. The results can be both more efficient internal operations and better relationships with suppliers and customers.

PROGRAM TOPICS
This 20-week program—offered in two 10-week modules—covers these topics:
• Supply chain strategy
• Supply chain management fundamentals
• Continuous improvement—Lean Six Sigma
• Building competitive operations, planning and logistics
• Global logistics
• Managing customer and supplier relationships
• Global procurement
• Outsourcing manufacturing and services
• Information technology to enable supply chain management
• Supply chain innovation

This program is offered through an agreement with APICS, The Association for Operations Management. It uses the APICS CSCP Learning System to equip participants with the knowledge and skills demanded of supply chain leaders and to prepare them for the APICS Certified Supply Chain Professional (CSCP) certification exam.

WHO SHOULD ATTEND
• Professionals interested in a deeper understanding of supplier and customer relations, international trade, supply chain information technology and logistics
• Professionals working to improve productivity and increase innovation in the supply chain
• Professionals who are preparing for the APICS CSCP certification exam

HOW YOU WILL BENEFIT
Enhance your ability to make outsourcing decisions, build operations and deploy IT. Upon successful completion, you’ll be prepared to take the APICS CSCP certification exam and receive a certificate in Supply Chain Management from DePaul University.
Supply management has advanced the role of purchasing beyond achieving sustainable and recurring cost savings. It now positions an organization to provide more value to customers, establish market differentiation, develop lasting supplier relationships, and remain flexible and agile. In this program, you will enhance your knowledge and skills to achieve success in the field and prepare for the Institute for Supply Management™ (ISM)’s Certified Professional in Supply Management® (CPSM®) certification.

**PROGRAM TOPICS**
This 24-week program, taught by industry leaders, is structured in three eight-week modules focusing on these topics:
• Foundation of supply management
• Effective supply management performance
• Leadership in supply management

**WHO SHOULD ATTEND**
This program is ideal for current purchasers or supply managers who want to advance their careers, as well as for individuals who want to explore this profession as a new career. Professionals from a number of industries, such as healthcare, public service, retail and manufacturing, can benefit and prepare to qualify for the Certified Professional in Supply Management® designation from the Institute for Supply Management™.

**HOW YOU WILL BENEFIT**
• Gain an understanding of the best practices and processes of supply management
• Develop practical skills to make accurate and profitable decisions
• Learn how to develop and implement innovative and effective supply strategies
• Bring the latest supply management practices to your organization
• Integrate the supply management function into your organization’s supply chain networks
• Prepare for the Institute for Supply Management™ CPSM® certification exam

“I WAS ABLE TO DIRECTLY APPLY WHAT WAS TAUGHT IN CLASS TO MY JOB. I LAUNCHED SEVERAL PROJECTS BASED ON TOPICS DISCUSSED IN CLASS. THIS WAS A GREAT EXPERIENCE AND THE CLASSES DEFINITELY HELPED FURTHER MY CAREER.”
J. NOVAK, SOURCING SPECIALIST II, GRAINGER
SUPPLIER DIVERSITY CERTIFICATE PROGRAM

The Supplier Diversity Certificate Program, offered in partnership with the Chicago Minority Supplier Development Council, is designed to help strengthen your relationships with minority suppliers and fully utilize often untapped minority partnership opportunities.

By completing both eight-week modules, Foundations of Supply Management and Supplier Diversity, you will receive a certificate of professional achievement in supplier diversity from DePaul. Additionally, the content of this program will benefit anyone interested in pursuing the new Certified Professional in Supplier Diversity™ (CPSD™) designation from the Institute for Supply Management™ (ISM).

**PROGRAM TOPICS**
- Supplier diversity policies
- Sourcing and strategic planning
- Financing and budgeting
- Metrics and oversight
- Training and development
- Advocacy, marketing and outreach

**WHO SHOULD ATTEND**
The program is designed for purchasing professionals, management and staff working at all levels in the supply chain and supplier diversity professions.

**HOW YOU WILL BENEFIT**
- Understand the significant value of supplier diversity
- Learn the best practices and processes of supplier diversity
- Develop supplier diversity metrics to improve your organization’s performance
- Gain practical skills to develop a world-class supplier diversity program
BASIC MANAGEMENT SKILLS
CERTIFICATE PROGRAM

Managers who have the right skills and knowledge can have a major impact on a firm’s success. DePaul University’s Basic Management Skills Certificate Program provides managers and supervisors with the tools they need to deliver results in the productivity and performance of their company.

WHO SHOULD ATTEND
DePaul University’s Basic Management Skills program is designed for front-line managers, team leaders and new managers who need to improve their team’s performance and experienced managers who want to enhance their management skills.

HOW YOU WILL BENEFIT
• Learn leadership styles and skills to manage today’s changing workforce
• Enhance your ability to manage, delegate, communicate and resolve conflict to improve employee productivity and performance
• Increase job performance by applying the principles of performance management and measurement
• Create personal action plans focused on the application of new skills and knowledge of effective leaders
• Earn a certificate in Basic Management Skills

BUSINESS ESSENTIALS CERTIFICATE PROGRAM

The Business Essentials Certificate Program is a combination of courses and certificate programs that introduce you to the fundamental concepts of business management, human resources, marketing, accounting and finance. Whether you’re a new manager or a professional transitioning into the business environment, you will find this program of instruction immediately applicable to your career.

PROGRAM REQUIREMENTS
To receive the Business Essentials certificate you must successfully complete the five required courses and two elective courses.

Required Courses:
• Basic Management Skills Certificate Program
• Building an Effective Marketing Plan Certificate Program
• Essentials of Human Resource Management Certificate Program
• Finance and Accounting for Non-Financial Professionals
• Introduction to Management

Elective Courses (choose two):
• Effective Presentation and Communication Skills Certificate Program
• Employment Law
• Introduction to Organizational Development
• Negotiation Strategies and Skills Certificate Program
• Professional Business Writing Certificate Program
CONTINUING AND PROFESSIONAL EDUCATION
REGISTRATION FORM

MANAGEMENT DEVELOPMENT CENTER
2012-2013 PROGRAM AND COURSES

Name

Date of Birth

Home Address

City

State

Zip

Home Phone

Home Email

Employer

Title

Business Address

City

State

Zip

Business Phone

Business Email

Fax

Preferred mailing address:

☐ Home

☐ Business

Preferred email address:

☐ Home

☐ Business

How did you hear about us:

☐ Email

☐ Print Ad

☐ Direct Mail

☐ Internet Search

☐ Word of Mouth

☐ Employer

☐ CPE Event

☐ Professional Organization/Association

☐ Other

Highest level of education:

☐ High School/GED

☐ Bachelor’s Degree

☐ Professional Degree

☐ Associate Degree

☐ Master’s Degree

☐ Doctoral Degree

☐ Other

School previously attended:

Program Title

Dates

Days

Campus

Cost

TOTAL:

PAYMENT OPTIONS (Payment must be received at the time of registration.)

☐ Check (payable to DePaul University CPE)  ☐ Visa  ☐ MasterCard  ☐ Discover  ☐ American Express

Account Number

Expiration Date

Name as it appears on the card

Signature

Payment may be made by check, VISA, Master Card, Discover, American Express or money order. Cash will not be accepted. Payment must be received at the time of registration. Checks should be made payable to DePaul University CPE and reference the student’s name. University policy requires a $25.00 Non-Sufficient Funds (NSF) fee to be charged for all returned checks.

All registrations are due seven calendar days before the course start date. Any registration submitted after that deadline will be charged a mandatory $75.00 late registration fee. You will receive confirmation of your registration by email. If you need confirmation or a receipt mailed to you, contact our office at (312) 362-6300 or cperegistration@depaul.edu. Written notification of cancellation is required seven calendar days before the course start date to receive a full refund (minus a $75.00 cancellation fee).

DePaul’s complete registration and student policies can be found on our website at cpe.depaul.edu. We reserve the right to substitute instructors, change the day and location that programs meet, and cancel programs due to insufficient enrollment or unforeseen events.

CPE.DEPaul.EDU/MDC

MDC2013B
DePaul University Continuing and Professional Education (CPE) is a leading provider of professional development and learning for working adults seeking to enhance their skills, advance in their careers and enrich their understanding of a rapidly changing world. CPE also offers education solutions customized to meet the needs of business, government and nonprofit organizations.

Visit Our Website
For online registration, course information and current dates, please visit our website at cpe.depaul.edu/mdc.

Program Contact
Eilish McDonagh, Program Manager
(312) 362-5295
emcdonag@depaul.edu

Customized Onsite Learning Solutions
For those organizations wishing to increase the knowledge and skills of their employees, DePaul’s Continuing and Professional Education (CPE) offers customized on-site learning solutions through Custom Programs and Onsite Services.