

# Extended Studies

2017-2018 | Career Development Course Guide

*Plan your year —  
your key to success!*

- Human Resources
- Project Management
- Public Management
- Paralegal Studies
- Lean Six Sigma
- Online Courses
- Social Media and Digital Marketing
- Mediation and much more!



Register Today!

[www.extendedstudies.unr.edu](http://www.extendedstudies.unr.edu)

# Your needs. Our expertise.

At Extended Studies, meeting the training needs of northern Nevada is paramount, and responsiveness to change is key to meeting those needs. That is why we always are evolving, with new courses in development throughout the year and customized programs designed in partnership with you, your business or your organization.

Visit our website often and sign up to receive emails to keep up-to-date on the latest developments at Extended Studies.

## Class locations

Most classes take place at the University of Nevada, Reno Redfield Campus, Nell J. Redfield Building A, 18600 Wedge Parkway, Reno. Contract courses and customized training can take place at the site of your choosing. For class locations, our up-to-date schedule, course descriptions and registration, please visit our website.

## Added value

The fee for many full-day noncredit professional development courses includes lunch and an opportunity to network with classmates while you dine. Parking is free at Redfield Campus without a permit; fees for courses on the main University campus include permit parking. Additional information about parking will be included in confirmation letters sent prior to class.

## SAVE! Early-bird and other discounts available for many courses

Early registration discounts are available for some classes. Discounts also are available for organizations and businesses sending multiple people to one class. Contact us to more information about the discount. Other discounts may be available. Check our website for details.

# You have training needs. We have solutions.

Top-performing companies recognize employee training and development lead to measurable success. Extended Studies can deliver courses and programs at your site or ours — all designed with your budget, your goals and your business in mind. Exceptional instructors and first-rate curriculum offer the fresh perspectives, competitive tools and best practices that can enrich and strengthen even the finest employees, operations and bottom lines.

## Let us work for you.

With courses and training from Extended Studies, you'll benefit from:

- Increased productivity and efficiency to help you tackle today's issues and tomorrow's challenges
- Professional development for retraining, reorganizing and retaining key employees
- Skill enhancement; practical, real-world business applications; and up-to-the-minute information from experienced faculty and industry experts
- Opportunities to establish broad professional and industry-specific relationship networks

## Contact us...

For more about partnering with us to meet your professional development needs, contact:

- **Jodi Herzik, MPA**, executive director, professional development programs, jodim@unr.edu or (775) 682-6420
- **Shera Alberti-Annunzio, M.Ed.**, assistant director, professional development and certificate programs, shera@unr.edu or (775) 784-1676
- **Amy Ginder, M.S.**, assistant director, management and leadership programs, aginder@unr.edu or (775) 784-4759
- **JoAnne Gipson**, operations manager, gaming management programs, jgipson@unr.edu or (775) 682-7558

# The word is out!

Here's what our students are saying:

**"Very detailed and motivating course. I walked away feeling like I could go back to work and motivate and relate to my crew on a new level!"**

— Chancy Gusky, High Mark Construction

**"Amazing course for getting you to think outside the box!"**

— Donna DiCarlo, City of Sparks

**"Experienced, enthusiastic instructor with real-world knowledge, true commitment to the integrity of her field and a strong desire to help others."**

— Jennifer Smith, NV Energy

**"One of the best, most useful and insightful courses I've taken."**

— Amy Guinan, Tahoe Family Solutions

## Your No. 1 gaming industry resource.

Extended Studies is the world's premier provider of gaming management education, offering customized on-site training, short courses, weeklong seminars and an annual international Executive Development Program.

[www.gaming.unr.edu](http://www.gaming.unr.edu)

## Human Resources Certification

Courses marked with an asterisk have been submitted for approval or are approved for recertification hours through the HR Certification Institute (HRCI) or Professional Development Credits (PDCs) through the Society for Human Resource Management (SHRM).



More Spring/Summer 2018 classes coming soon! Watch the web:  
[www.extendedstudies.unr.edu](http://www.extendedstudies.unr.edu)

For information, visit [www.extendedstudies.unr.edu](http://www.extendedstudies.unr.edu) or call (775) 784-4046 or 800-233-8928.



Listed chronologically (unless otherwise noted), Extended Studies professional development courses may be taken independently and require no formal admission to the University.

Take courses individually, or build a management certificate within these areas of study with:

- Five **Human Resources Management** or **Supervisory Management** core courses and five **Certificate Electives** to earn a 10-course Custom Certificate.
- Four **Public Management** core courses and four **Certificate Electives** to earn an eight-course Custom Certificate.
- Four **Project Management Essentials** courses to earn the 54-hour PME certificate.
- Four **Social Media and Digital Marketing** courses to earn the classroom-based program certificate.
- Four select courses to earn one of two **Graphics Professional Certificates**.
- Five courses to earn a **Rural Nonprofit Management** certificate.
- Or complete a full certificate in one of our multiple-session Certificate Programs in **Lean Six Sigma Green Belt, Nonprofit Management, Mediation and Conflict Resolution, Paralegal Studies, PMP/CAPM Exam Prep, PHR/SPHR Study Program, Online Project Management Certificate** or **Digital Marketing Essentials Online**.

## PUBLIC MANAGEMENT

### Public Management: Goals and Practices

Sept. 13, 2017; Wed., 9 a.m.-4 p.m.  
Sched. #: 2178CPM101 / \$199 / Instr.: Herzik  
Jan. 26, 2018; Fri., 9 a.m.-4 p.m.  
Sched. #: 2182CPM101 / \$199 / Instr.: Herzik

### Public Finance: How the Dollars are Distributed

Oct. 18, 2017; Wed., 9 a.m.-4 p.m.  
Sched. #: 2178CPM103 / \$205 / Instr.: Kalt  
Feb. 23, 2018; Fri., 9 a.m.-4 p.m.  
Sched. #: 2182CPM103 / \$205 / Instr.: Kalt

### Public Sector Human Resources\*

Nov. 15, 2017; Wed., 9 a.m.-4 p.m.  
Sched. #: 2178CPM105 / \$199 / Instr.: Morin  
March 23, 2018; Fri., 9 a.m.-4 p.m.  
Sched. #: 2182CPM105 / \$199 / Instr.: Morin

### Administrative Law: Understanding Policy, Rules and Decisions\*

Dec. 13, 2017; Wed., 9 a.m.-4 p.m.  
Sched. #: 2178CPM104 / \$199 / Instr.: Rankin  
April 27, 2018; Fri., 9 a.m.-4 p.m.  
Sched. #: 2182CPM104 / \$199 / Instr.: Rankin

## SUPERVISORY MANAGEMENT

### Performance Management\*

Sept. 21-22, 2017; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2178CSM104 / \$330 / Instr.: Sanders  
April 12-13, 2018; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2182CSM1041 / \$330 / Instr.: Sanders

### Legal Aspects and Liability Issues for Employers\*

Oct. 19-20, 2017; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2178CSM102 / \$330 / Instr.: Hall  
March 14-15, 2018; Wed.-Thurs., 9 a.m.-4 p.m.  
Sched. #: 2182CSM102 / \$330 / Instr.: Hall

### Effective Communications Skills in the Workplace\*

Nov. 8-9, 2017; Wed.-Thurs., 9 a.m.-4 p.m.  
Sched. #: 2178CSM101 / \$330 / Instr.: Zimmerman  
Feb. 14-15, 2018; Wed.-Thurs., 9 a.m.-4 p.m.  
Sched. #: 2182CSM101 / \$330 / Instr.: Zimmerman

### Strategies for Understanding Financial Statements\*

Dec. 1, 2017; Fri., 9 a.m.-4 p.m.  
Sched. #: 2178CSM105 / \$205 / Instr.: Kalt  
May 11, 2018; Fri., 9 a.m.-4 p.m.  
Sched. #: 2182CSM105 / \$205 / Instr.: Kalt

### Managing and Supervising People\*

Jan. 18-19, 2018; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2182CSM103 / \$330 / Instr.: Morin  
June 7-8, 2018; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2185CSM103 / \$330 / Instr.: Morin

## HUMAN RESOURCES MANAGEMENT

### Employee Relations\*

Sept. 12, 2017; Tues., 9 a.m.-4 p.m.  
Sched. #: 2178CHR102 / \$199 / Instr.: McNamara  
Jan. 23, 2018; Tues., 9 a.m.-4 p.m.  
Sched. #: 2182CHR102 / \$199 / Instr.: McNamara

### Human Resources Training and Development\*

Oct. 10, 2017; Tues., 9 a.m.-4 p.m.  
Sched. #: 2178CHR103 / \$225 / Instr.: McNamara  
Feb. 22, 2018; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2182CHR103 / \$225 / Instr.: McNamara

### Legal Aspects and Liability Issues for Employers\*

Oct. 19-20, 2017; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2178CSM102 / \$330 / Instr.: Hall  
March 14-15, 2018; Wed.-Thurs., 9 a.m.-4 p.m.  
Sched. #: 2182CSM102 / \$330 / Instr.: Hall

### Compensation and Benefits\*

Nov. 3, 2017; Fri., 9 a.m.-4 p.m.  
Sched. #: 2178CHR104 / \$199 / Instr.: Wheeler  
March 29, 2018; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2182CHR104 / \$199 / Instr.: Wheeler

### Employment, Placement and Practices\*

Dec. 7, 2017; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2178CHR101 / \$199 / Instr.: Jensen  
April 19, 2018; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2182CHR101 / \$199 / Instr.: Jensen

## CUSTOM CERTIFICATE ELECTIVES

**Note:** Custom Certificate Electives are listed in alphabetical order.

### Advanced Grantwriting

Oct. 13, 2017; Fri., 9 a.m.-4 p.m.  
Sched. #: 2178CX185 / \$199 / Instr.: French

### Applying Emotional Intelligence in the Workplace\*

Aug. 30-31, 2017; Wed.-Thurs., 9 a.m.-noon  
Sched. #: 2175CX146 / \$199 / Instr.: Prendergast

### Bringing Out the Best of a Multigenerational Workforce\*

Nov. 14, 28, 2017; Tues., 9 a.m.-noon  
Sched. #: 2178CX229 / \$199 / Instr.: Prendergast

### Business Writing for Results\*

Sept. 7-8, 2017; Thurs.-Fri., 9 a.m.-noon  
Sched. #: 2178CX132 / \$199 / Instr.: Brown  
May 22-23, 2018; Tues.-Wed., 9 a.m.-noon  
Sched. #: 2182CX132 / \$199 / Instr.: Brown

### Coaching Skills for Managers\*

March 6, 13, 2018; Tues., 9 a.m.-noon  
Sched. #: 2182CX237 / \$199 / Instr.: Prendergast

### Conducting an Effective Workplace Investigation\*

May 8-9, 2018; Tues.-Wed., 9 a.m.-4 p.m.  
Sched. #: 2182CX249 / \$330 / Instr.: Rezac

### Conducting Successful Interviews\*

Feb. 8, 2018; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2182CX106 / \$199 / Instr.: Jensen  
June 12, 2018; Tues., 9 a.m.-4 p.m.  
Sched. #: 2185CX106 / \$199 / Instr.: Jensen

### Critical Skills for Supervisors: Managing Today's Workforce\*

June 1, 2018; Fri., 9 a.m.-4 p.m.  
Sched. #: 2185CX222 / \$225 / Instr.: Minarik

### Delegating Efficiently and Effectively\*

Oct. 25, 2017; Wed., 9 a.m.-4 p.m.  
Sched. #: 2178CX225 / \$199 / Instr.: Frenkel  
March 21, 2018; Wed., 9 a.m.-4 p.m.  
Sched. #: 2182CX225 / \$199 / Instr.: Frenkel

### NEW! Different Cultures, Same Needs\*

Feb. 6, 2018; Tues., 9 a.m.-4 p.m.  
Sched. #: 2182CX255 / \$199 / Instr.: Villa Reza

### Effective Discipline and Documentation\*

Jan. 30, 2018; Tues., 9 a.m.-4 p.m.  
Sched. #: 2182CX111 / \$199 / Instr.: Jensen  
May 17, 2018; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2182CX111 / \$199 / Instr.: Jensen

### Elements of Accident Investigation\*

April 10, 2018; Tues., 9 a.m.-4 p.m.  
Sched. #: 2182CX245 / \$199 / Instr.: Wilson

### Employee Orientations: From Design to Implementation\*

March 8, 2018; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2182CX108 / \$199 / Instr.: Jensen

### Employee Retention Tactics That Work\*

Feb. 27, 2018; Tues., 9 a.m.-4 p.m.  
Sched. #: 2182CX204 / \$199 / Instr.: McNamara

## Human Resources Leadership: Becoming a Business Partner\*

June 14-15, 2018; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2185AHR107 / \$375 / Downs

## Improve Your Workplace Teamwork Through Emergenetics®\*

Oct. 4, 2017; Wed., 9 a.m.-4 p.m.  
Sched. #: 2178CX256 / \$399 / Instr: Alberti-Annunzio

## Listening Skills in the Workplace\*

Oct. 6, 2017; Fri., 9 a.m.-4 p.m.  
Sched. #: 2178CX234 / \$199 / Instr: Zimmerman

## Local Government Finance — the Basics

Sept. 19, 2017; Tues., 9 a.m.-4 p.m.  
Sched. #: 2178CX248 / \$225 / Instr.: Kalt

## NEW! Persuading People\*

Sept. 20, 2017; Wed., 9 a.m.-4 p.m.  
Sched. #: 2178CX254 / \$199 / Instr.: Sanders

## Problem Solving: Creating Solutions\*

Nov. 2, 2017; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2178CX230 / \$199 / Instr.: Frenkel  
May 2, 2018; Wed., 9 a.m.-4 p.m.  
Sched. #: 2182CX230 / \$205 / Instr: Frenkel

## Protecting Your Company's Future Through Succession Planning\*

March 1, 2018; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2182AHR111 / \$250 / Instr: Frenkel

## Safety Issues for HR: Recording and Reporting\*

Oct. 24, 2017; Tues., 9 a.m.-4 p.m.  
Sched. #: 2178CX242 / \$210 / Instr.: Wilson

## Social Media and HR: Developing an Action Plan to Minimize Risk\*

Nov. 17, 2017; Fri., 9 a.m.-4 p.m.  
Sched. #: 2178CX241 / \$199 / Instr.: C. Felts

## Talking Till You're Blue? How to Handle Difficult Conversations\*

Nov. 30, 2017; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2178CX228 / \$235 / Instr.: Frenkel  
April 25, 2018; Wed., 9 a.m.-4 p.m.  
Sched. #: 2182CX228 / \$235 / Instr: Frenkel

## The Rules Have Changed: Is Your HR Department in Compliance?\*

Feb. 2, 2018; Fri., 9 a.m.-4 p.m.  
Sched. #: 2182AHR103 / \$250 / Instr: Rezac

## Unions 101\*

Jan. 25, 2018; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2182CX250 / \$199 / Instr: Marsh

## Working with the Problem Employee\*

Sept. 28, 2017; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2178CX128 / \$250 / Instr: McNamara  
April 18, 2018; Wed., 9 a.m.-9 p.m.  
Sched. #: 2182CX128 / \$250 / Instr: McNamara

## Workplace Violence: Don't Be Blindsided\*

Dec. 15, 2017; Fri., 9 a.m.-4 p.m.  
Sched. #: 2178CX129 / \$199 / Instr: Frenkel

## Writing in the Workplace: An Essential Skill\*

Sept. 26, 2017; Tues., 9 a.m.-4 p.m.  
Sched. #: 2178CX243 / \$199 / Instr.: Mulvenon

## PROJECT MANAGEMENT ESSENTIALS

### The Human Factor of Project Management\*

Sept. 18-20, 2017; Mon.-Wed., 6-9 p.m.  
Sched. #: 2178CPML208 / \$295 by Aug. 25; \$350 after Aug. 25 / Instr.: Ciccotti  
Feb. 6-8, 2018; Tues.-Thurs., 6-9 p.m.  
Sched. #: 2182CPML208 / \$295 by Jan. 17; \$350 after Jan. 17 / Instr.: Ciccotti

### Project Management Essentials\*

Oct. 3-12, 2017; Tues.-Thurs., 6-9 p.m. (6 sessions)  
Sched. #: 2178CPML101 / \$585 by Sept. 12; \$695 after Sept. 12 / Instr.: King  
March 13-22, 2018; Tues., 6-9 p.m. (6 sessions)  
Sched. #: 2182CPML101 / \$585 by Feb. 20; \$695 after Feb. 20 / Instr.: King

### Managing with MS Project\*

Nov. 14-16, 2017; Tues.-Thurs., 6-9 p.m.  
Sched. #: 2178CPML202 / \$295 by Oct. 24; \$350 after Oct. 24 / Instr: Baryol  
April 10-12, 2018; Tues.-Thurs., 6-9 p.m.  
Sched. #: 2182CPML202 / \$295 by March 20; \$350 after March 20 / Instr: Baryol

### Project Management: Beyond the Basics

Nov. 28-Dec. 7, 2017; Tues.-Thurs., 6-9 p.m. (6 sessions)  
Sched. #: 2178CPML107 / \$585 through Nov. 7; \$695 after Nov. 7 / Instr.: Bausell  
April 24-May 3, 2018; Tues., 6-9 p.m. (6 sessions)  
Sched. #: 2182CPML107 / \$585 through April 3; \$695 after April 3 / Instr.: Bausell

(See *Certificate Programs* for the PMP/CAPM Credential Exam Preparation course and ONLINE Project Management Certificate Program.)

## RURAL NONPROFIT MANAGEMENT

**Note:** All classes are held in Winnemucca.

### Social Media Essentials for Nonprofits

Sept. 29, 2017; Fri., 8:30 a.m.-3:30 p.m.  
Sched. #: 2178CNP112 / \$225 / Instr: T. Felts

### Writing Grants: An Overview

May 4, 2018; Fri., 8:30 a.m.-3:30 p.m.  
Sched. #: 2182CX247 / \$225 / Instr: French

### Elements and Legalities of the Nonprofit

Aug. 17, 2018; Fri., 8:30 a.m.-3:30 p.m.  
Sched. #: 2185CNP1011 / \$225 / Instr: Alberti-Annunzio

**Note:** The following two classes will be offered in spring 2018. Check the website for dates and instructors.

### Financial Sustainability for Nonprofits

Sched. #: 2182CNP111 / \$225

### Governance, Leadership and Strategic Planning

Sched. #: 2182CNP113 / \$225

## SOCIAL MEDIA AND DIGITAL MARKETING

### Social Media Essentials: Building Effective Campaigns

Sept. 12, 19, 26, 2017; Tues., 6-9 p.m.  
Sched. #: 2178LEAD103 / \$349 by Aug. 23; \$399 after Aug. 23 / Instr.: Gaudlen  
Feb. 21, 28; March 7, 2018; Wed., 6-9 p.m.  
Sched. #: 2182LEAD103 / \$349 by Jan. 31; \$399 after Jan. 31 / Instr.: Gaudlen

### Digital Marketing Strategies: Maximizing Your Visibility

Oct. 11, 18, 25, 2017; Wed., 6-9 p.m.  
Sched. #: 2178LEAD203 / \$349 by Sept. 20; \$399 after Sept. 20 / Instr.: McDowell  
April 11, 18, 25, 2018; Wed., 6-9 p.m.  
Sched. #: 2182LEAD203 / \$349 by March 28; \$399 after March 28 / Instr.: McDowell

### Writing a Winning Blog and Social Media Marketing Strategy

Nov. 7-9, 2017; Tues.-Thurs., 6-9 p.m.  
Sched. #: 2178LEAD134 / \$349 by Oct. 19; \$399 after Oct. 19 / Instr.: Reeder

### Mobile Marketing

Nov. 14-16, 2017; Tues.-Thurs., 6-9 p.m.  
Sched. #: 2178LEAD136 / Fee: \$349 by Oct. 26; \$399 after Oct. 26 / Instr: Hallert

### Digital Analytics: Measuring Your Online Efforts

Dec. 5-7, 2017; Tues.-Thurs., 6-9 p.m.  
Sched. #: 2178LEAD116 / \$349 by Nov. 16; \$399 after Nov. 16 / Instr: Hallert  
May 15-17, 2018; Tues.-Thurs., 6-9 p.m.  
Sched. #: 2182LEAD116 / \$349 by April 24; \$399 after April 24 / Instr: Hallert

### Harnessing the Power of Social Influencers and User-Generated Content

March 20-22, 2018; Tues.-Thurs., 6-9 p.m.  
Sched. #: 2182LEAD139 / \$349 by March 1; \$399 after March 1 / Instr: Godbey

### Online Marketing Strategies for Small Business Owners

May 1-3, 2018; Tues.-Thurs., 6-9 p.m.  
Sched. #: 2182LEAD121 / \$349 by April 10; \$399 after April 10 / Instr: Ann

(See *Certificate Programs* for the new *Digital Marketing Essentials Online Certificate Program*.)

## LEAN SIX SIGMA

### Lean Six Sigma Green Belt Certification Program

Sept. 22, 29; Oct. 6, 13, 20, 2017;  
Fri., 9 a.m.-5 p.m.  
Sched. #: 2178AMP400 / \$1,195 by Sept. 1; \$1,495 after Sept. 1 / Instr: Malhotra  
Feb. 23; March 2, 9, 16, 23, 2018;  
Fri., 9 a.m.-5 p.m.  
Sched. #: 2182AMP400 / \$1,195 by Feb. 2; \$1,495 after Feb. 2 / Instr: Malhotra

**Paralegal Studies Certificate**

Sept. 9-Dec. 3, 2017; select Sat.-Sun., 9 a.m.-5 p.m.  
Sched. #: 2178PARA101 / \$2,195 by Aug. 18; \$2,395 after Aug. 18 / Instrs.: Spoo and Doyle

Feb. 10-April 29, 2018; select Sat.-Sun., 9 a.m.-5 p.m.  
Sched. #: 2182PARA101 / \$2,195 by Jan. 19; \$2,395 after Jan. 19 / Instrs.: Spoo and Doyle

**Professional in Human Resources (PHR) Study Program**

Sept. 11-Dec. 4, 2017; select Mon., 4-7:30 p.m., Sept. 11 and Dec. 4, 3:30-7:30 p.m.  
Sched. #: 2178PHR10 / \$1,295 by Aug. 11; \$1,445 after Aug. 11 / Instr: Jensen

Feb. 13-May 1, 2018; select Mon. and Tues., 4-7:30 p.m., and Feb. 13 and May 1, 3:30-7:30 p.m.  
Sched. #: 2182PHR101 / \$1,295 by Jan. 12; \$1,445 after Jan. 12 / Instr: Jensen

**Advanced Composite Structures: Fabrication and Damage Repair Phase 1**

Sept. 11-15, 2017; 8:30 a.m.-5 p.m.; Fri., 8 a.m.-2 p.m.  
Sched. #: 2178MFG1011 / \$2,295 / Instr: Dorworth

Oct. 2-6, 2017; 8:30 a.m.-5 p.m.; Fri., 8 a.m.-2 p.m.  
Sched. #: 2178MFG1012 / \$2,295 / Instr: Dorworth

Oct. 30-Nov. 3, 2017; 8:30 a.m.-5 p.m.; Fri., 8 a.m.-2 p.m.  
Sched. #: 2178MFG1013 / \$2,295 / Instr: Dorworth

Dec. 4-8, 2017; 8:30 a.m.-5 p.m.; Fri., 8 a.m.-2 p.m.  
Sched. #: 2178MFG1014 / \$2,295 / Instr: Dorworth

**ONLINE! Digital Marketing Essentials Online Certificate**

Oct. 10-Nov. 20, 2017 (6 weeks online)  
Sched. #: 2178LEAD305 / \$795 through Sept. 19; \$895 after Sept. 19 / Instr.: McDowell

March 13-April 23, 2018 (6 weeks online)  
Sched. #: 2182LEAD305 / \$795 by Feb. 20; \$895 after Feb. 20 / Instr.: McDowell

**PMP/CAPM Credential Exam Preparation**

Oct. 14-21, 2017; Oct. 14, Sat., 9 a.m.-4 p.m.; Oct. 17-18, Tues.-Wed., 6-9 p.m.; Oct. 21, Sat., 9 a.m.-4 p.m.  
Sched. #: 2178CPML300 / \$995 by Sept. 20; \$1,150 after Sept. 20 / Instr.: Ball

PMP/CAPM Exam Preparation course will be offered in Spring 2018. Check website for details.

**ONLINE! Project Management Certificate Program Online**

Oct. 17-Dec. 4, 2017 (7 weeks online)  
Sched. #: 2178CPML305 / \$1,525 by Sept. 25; \$1,695 after Sept. 25 / Instr: Allen

March 6-April 23, 2018 (7 weeks online)  
Sched. #: 2182CPML305 / \$1,525 by Feb. 14; \$1,695 after Feb. 14 / Instr: Allen

**Excellence in Nonprofit Management Institute**

March 19-22, 2018; Mon.-Thurs., 8 a.m.-5 p.m.; March 23, 2018, Fri., 8 a.m.-3 p.m.  
Sched. #: 2182CNP109 / \$975 by Feb. 20; \$1,175 after Feb. 20 / Instrs: Various

**Beginning Mediation and Conflict Resolution Certificate**

April 17-21, 2018; Tues.-Sat., 8 a.m.-5 p.m.  
Sched. #: 2182CMCR101 / \$1,150 by March 9; \$1,350 after March 9 / Instrs: Wahl and Kales

**ONLINE! Beginning Photoshop®**

Aug. 22-Sept. 18, 2017 (4 online modules)  
Sched. #: 2178TECH992 / \$299 by Aug. 11; \$349 after Aug. 11 / Instr: Welch

Jan. 30-Feb. 26, 2018; (4 online modules)  
Sched. #: 2182TECH992 / \$299 by Jan. 17; \$349 after Jan. 17 / Instr: Welch

May 22-June 18, 2018; (4 online modules)  
Sched. #: 2185TECH992 / \$299 by May 1; \$349 after May 1 / Instr: Welch

**ONLINE! Advanced Photoshop®**

Sept. 19-Oct. 16, 2017 (4 online modules)  
Sched. #: 2178TECH993 / \$299 by Aug. 29; \$349 after Aug. 29 / Instr: Welch

Feb. 27-March 26, 2018; (4 online modules)  
Sched. #: 2182TECH993 / \$299 by Feb. 6; \$349 after Feb. 6 / Instr: Welch

**ONLINE! Illustrator®**

Oct. 17-Nov. 13, 2017 (4 online modules)  
Sched. #: 2178TECH994 / \$299 by Sept. 26; \$349 after Sept. 26 / Instr.: Welch

March 27-April 23, 2018; (4 online modules)  
Sched. #: 2182TECH994 / \$299 by March 6; \$349 after March 6 / Instr: Welch

**ONLINE! Adobe Premiere®**

Oct. 17-Nov. 13, 2017 (4 online modules)  
Sched. #: 2178TECH997 / \$299 by Sept. 26; \$349 after Sept. 26 / Instr.: Welch

March 27- April 23, 2018; (4 online modules)  
Sched. #: 2182TECH997 / \$299 by March 6; \$349 after March 6 / Instr: Welch

**ONLINE! InDesign®**

Nov. 14-Dec. 11; 2017 (4 online modules)  
Sched. #: 2178TECH995 / Fee: \$299 by Oct. 24; \$349 after Oct. 24 / Instr.: Welch

April 24-May 21, 2018; (4 online modules)  
Sched. #: 2182TECH995 / \$299 by April 3; \$349 after April 3 / Instr: Welch

**ONLINE! After Effects®**

Nov. 14-Dec. 11, 2017 (4 online modules)  
Sched. #: 2178TECH998 / \$299 by Oct. 24; \$349 after Oct. 24 / Instr.: Welch

April 24-May 21, 2018; (4 online modules)  
Sched. #: 2182TECH998 / \$299 by April 3; \$349 after April 3 / Instr.: Welch

**Microsoft Excel® Essentials**

Sept. 21, 2017; Thurs., 8:30 a.m.-3:30 p.m.  
Sched. #: 2178TECH301 / \$125 / Instr: Adams

Oct. 24, 2017; Tues., 8:30 a.m.-3:30 p.m.  
Sched. #: 2178TECH3012 / \$125 / Instr.: Adams

Feb. 15, 2018; Thurs., 8:30 a.m.-3:30 p.m.  
Sched. #: 2182TECH301 / \$125 / Instr.: Adams  
March 20, 2018; Tues., 8:30 a.m.-3:30 p.m.  
Sched. #: 2182TECH3012 / \$125 / Instr.: Adams  
May 22, 2018; Tues., 8:30 a.m.-3:30 p.m.  
Sched. #: 2182TECH3013 / \$125 / Instr.: Adams

**Microsoft Excel® Intermediate**

Nov. 16, 2017; Thurs., 8:30 a.m.-3:30 p.m.  
Sched. #: 2178TECH302 / \$125 / Instr.: Adams  
April 17, 2018; Tues., 8:30 a.m.-3:30 p.m.  
Sched. #: 2182TECH302 / \$125 / Instr.: Adams  
June 14, 2018; Thurs., 8:30 a.m.-3:30 p.m.  
Sched. #: 2185TECH302 / \$125 / Instr.: Adams

**Microsoft Excel® Advanced**

Dec. 5, 2017; Tues., 8:30 a.m.-3:30 p.m.  
Sched. #: 2178TECH303 / \$125 / Instr.: Adams  
May 3, 2018; Thurs., 8:30 a.m.-3:30 p.m.  
Sched. #: 2182TECH303 / \$125 / Instr.: Adams  
July 10, 2018; Tues., 8:30 a.m.-3:30 p.m.  
Sched. #: 2185TECH303 / \$125 / Instr.: Adams

**Microsoft Word® Essentials**

Oct. 12, 2017; Thurs., 8:30 a.m.-3:30 p.m.  
Sched. #: 2178TECH304 / \$125 / Instr.: Adams  
March 13, 2018; Tues., 8:30 a.m.-3:30 p.m.  
Sched. #: 2182TECH304 / \$125 / Instr.: Adams

**Microsoft Word® Intermediate / Advanced**

Nov. 7, 2017; Tues., 8:30 a.m.-3:30 p.m.  
Sched. #: 2178TECH306 / \$125 / Instr.: Adams  
April 12, 2018; Thurs., 8:30 a.m.-3:30 p.m.  
Sched. #: 2182TECH306 / \$125 / Instr.: Adams

**QuickBooks® for Small Business**

Nov. 2-3, 2017; Thurs.-Fri., 8:30 a.m.-3:30 p.m.  
Sched. #: 2178TECH801 / \$395 / Instr: Gibson  
March 8-9, 2018; Thurs.-Fri., 8:30 a.m.-3:30 p.m.  
Sched. #: 2182TECH801 / \$395 / Instr: Gibson

More Spring/Summer 2018 classes are coming soon!

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### AUGUST 2017

30-31 Applying Emotional Intelligence in the Workplace\*

### SEPTEMBER 2017

7-8 Business Writing for Results\*  
9 Paralegal Studies Certificate begins (16 sessions)  
11-15 Advanced Composite Structures: Fabrication and Damage Repair – Phase I  
11 Professional in Human Resources (PHR) Study Program begins (11 sessions)  
12 Employee Relations\*  
12 Social Media Essentials: Building Effective Campaigns (3 sessions)  
13 Public Management: Goals and Practices  
18-20 The Human Factor of Project Management  
19 Local Government Finance — the Basics  
19 Advanced Photoshop Online® begins (4 weeks)  
20 Persuading People\*  
21-22 Performance Management\*  
21 Microsoft Excel® Essentials  
22 Lean Six Sigma Green Belt Certification begins (5 sessions)  
26 Writing in the Workplace: An Essential Skill\*  
28 Working with the Problem Employee\*  
29 Social Media Essentials for Nonprofits

### OCTOBER 2017

2-6 Advanced Composite Structures: Fabrication and Damage Repair – Phase I  
3 Project Management Essentials begins (6 sessions)  
4 Improve Workplace Teamwork Through Emergenetics\*\*  
6 Listening Skills in the Workplace\*  
10 Human Resources Training and Development\*  
10 Digital Marketing Essentials Online begins (6 weeks)  
11 Digital Marketing Strategies: Maximizing Your Visibility begins (3 sessions)  
12 Microsoft Word® Essentials  
13 Advanced Grantwriting  
14 PMP/CAPM Credential Exam Prep begins (5 sessions)  
17 Project Management Certificate Online begins (7 weeks)  
17 Illustrator Online® begins (4 weeks)  
17 Adobe Premiere® Online begins (4 weeks)  
18 Public Finance: How the Dollars Are Distributed  
19-20 Legal Aspects and Liability Issues for Employers\*  
24 Safety Issues for HR: Recording and Reporting\*  
24 Microsoft Excel® Essentials  
25 Delegating Efficiently and Effectively\*  
30 Advanced Composite Structures: Fabrication and Damage Repair — Phase I

### NOVEMBER 2017

2 Problem Solving: Creating Solutions\*  
2-3 QuickBooks® for Small Business  
3 Compensation and Benefits\*  
7-9 Writing a Winning Blog, Social Media Marketing Strategy  
7 Microsoft Word® Intermediate / Advanced

8-9 Effective Communications Skills in the Workplace\*  
14-16 Managing with MS Project®  
14, 28 Bringing Out the Best of a Multigenerational Workforce\*  
14-16 Mobile Marketing  
14 InDesign® Online begins (4 weeks)  
14 After Effects® Online begins (4 weeks)  
15 Public Sector Human Resources\*  
16 Microsoft Excel® Intermediate  
17 Social Media and HR: Developing an Action Plan to Minimize Risk\*  
28 Project Management: Beyond Basics begins (6 sessions)  
30 Talking Till You're Blue? Handle Difficult Conversations\*

### DECEMBER 2017

1 Strategies for Understanding Financial Statements\*  
4-8 Advanced Composite Structures: Fabrication and Damage Repair – Phase I  
5-7 Digital Analytics: Measuring Your Online Efforts  
5 Microsoft Excel® Advanced  
7 Employment, Placement and Practices\*  
11-14 Financial Accounting and Analysis  
13 Administrative Law: Understanding Policy, Rules, Decisions\*  
15 Workplace Violence: Don't Be Blindsided\*

### JANUARY 2018

18-19 Managing and Supervising People\*  
23 Employee Relations\*  
25 Unions 101\*  
26 Public Management: Goals and Practices\*  
30 Effective Discipline and Documentation\*  
30 Beginning Photoshop® Online begins (4 weeks)

### FEBRUARY 2018

2 Rules Have Changed: Is your HR Dept. in Compliance?\*  
6-8 The Human Factor of Project Management  
6 Different Cultures, Same Needs  
8 Conducting Successful Interviews\*  
10 Paralegal Studies Certificate begins (16 sessions)  
13 Professional in Human Resources (PHR) Study Program begins (11 sessions)  
14-15 Effective Communications Skills in the Workplace\*  
15 Microsoft Excel® Essentials  
21 Social Media Essentials: Building Effective Campaigns begins (3 sessions)  
22 Human Resources Training and Development\*  
23 Lean Six Sigma Green Belt Certification begins (5 sessions)  
23 Public Finance: How the Dollars Are Distributed  
27 Employee Retention Tactics That Work\*  
27 Advanced Photoshop® Online begins (4 weeks)

### MARCH 2018

1 Protecting Company's Future through Succession Planning\*  
6 Project Management Certificate Online begins (7 weeks)  
6, 13 Coaching Skills for Managers\*  
8 Employee Orientations: From Design to Implementation\*  
8-9 QuickBooks® for Small Business

13 Project Management Essentials begins (6 sessions)  
13 Digital Marketing Essentials Online begins (6 weeks)  
13 Microsoft Word® Essentials  
14-15 Legal Aspects and Liability Issues for Employers\*  
19-23 Excellence in Nonprofit Management Institute  
20-22 Harnessing the Power of Social Influencers and User-Generated Content  
20 Microsoft Excel® Essentials  
21 Delegating Efficiently and Effectively\*  
23 Public Sector Human Resources\*  
27 Illustrator Online® begins (4 weeks)  
27 Adobe Premiere® Online begins (4 weeks)  
29 Compensation and Benefits\*

### APRIL 2018

10-12 Managing with MS Project®\*  
10 Elements of Accident Investigation\*  
11 Digital Marketing Strategies: Maximizing Your Visibility begins (3 sessions)  
12-13 Performance Management\*  
12 Microsoft Word® Intermediate / Advanced  
17-21 Beginning Mediation and Conflict Resolution Certificate\*  
17 Microsoft Excel® Intermediate  
18 Working with the Problem Employee\*  
19 Employment, Placement and Practices\*  
24 Project Management: Beyond the Basics begins (6 sessions)  
24 InDesign® Online begins (4 weeks)  
24 After Effects® Online begins (4 weeks)  
25 Talking Till You're Blue?\*27 Administrative Law: Understanding Policy, Rules, Decisions\*

### MAY 2018

1-3 Online Marketing Strategies for Small Business Owners  
2 Problem Solving: Creating Solutions\*  
3 Microsoft Excel® Advanced  
4 Writing Grants: An Overview  
8-9 Conducting an Effective Workplace Investigation\*  
11 Strategies for Understanding Financial Statements  
15-17 Digital Analytics: Measuring Your Online Efforts  
17 Effective Discipline and Documentation\*  
22 Beginning Photoshop® Online begins (4 weeks)  
22-23 Business Writing for Results\*  
22 Microsoft Excel® Essentials

### JUNE 2018

1 Critical Skills For Supervisors: Managing Today's Workforce\*  
7-8 Managing and Supervising People\*  
12 Conducting Successful Interviews\*  
14-15 Human Resources Leadership: Becoming a Business Partner\*  
14 Microsoft Excel® Intermediate

### JULY 2018

10 Microsoft Excel® Advanced

### AUGUST 2018

17 Elements and Legalities of the Nonprofit