

# Extended Studies



Career Development  
Course Guide  
2018-2019



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does not have  
to be a puzzle*

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# Professional Development 2018-2019 | Course Schedule at a Glance

The following courses may be taken individually and require no formal admission to the University. For a full schedule of Fall and Spring semesters classes and certificate programs, registration and other information about Extended Studies, visit [www.extendedstudies.unr.edu](http://www.extendedstudies.unr.edu) or call (775) 784-4046 or (800) 233-8928.

## AUGUST 2018

- 21 Beginning Photoshop® Online begins (4 online modules)
- 23 Unions 101\*
- 24 Local Government Finance — the Basics
- 29-30 Applying Emotional Intelligence in the Workplace\*

## SEPTEMBER 2018

- 7 Delegating Efficiently and Effectively\*
- 10-14 Advanced Composite Structures: Fabrication and Damage Repair — Phase I
- 12 Persuading People\*
- 12 Human Resources National Exam Prep Program begins (11 sessions)
- 13-14 Performance Management\*
- 15 Paralegal Studies Certificate begins (16 sessions)
- 17 Advanced Composite Manufacturing 2
- 18-20 The Human Factor of Project Management\*
- 18 Working with the Problem Employee\*
- 18 Advanced Photoshop® Online begins (4 online modules)
- 20-21 Power Writing For Business\*
- 20 Microsoft Excel® Essentials
- 21 Lean Six Sigma Green Belt begins (5 sessions)
- 25 Employee Relations\*
- 25 GRE® Test Preparation begins (8 sessions)
- 27-28 Human Resources Leadership: Becoming a Business Partner\*
- 28 Public Management: Goals and Practices

## OCTOBER 2018

- 2 Workplace Violence: Don't Be Blindsided\*
- 2 Project Management Certificate Program Online begins (7 weeks online)
- 4 Social Media and HR: Developing an Action Plan to Minimize Risk\*
- 5 Critical Skills For Supervisors: Managing Today's Workforce\*
- 8-11 Advanced Composite Structures: Fabrication and Damage Repair — Phase I
- 9 Effective Discipline and Documentation\*
- 9 Digital Marketing Essentials Online Certificate begins (6 weeks online)
- 9-18 Project Management Essentials\* (6 sessions)
- 11-12 Effective Communications Skills in the Workplace\*
- 12 Rural Nonprofit Management begins (5 sessions)
- 16 Human Resources Training and Development\*
- 16 Microsoft Excel® Essentials
- 16 Illustrator® Online begins (4 online modules)
- 18 Microsoft Word® Essentials
- 19 Public Finance: How the Dollars Are Distributed
- 23 The Rules Have Changed: Is your HR Department in Compliance?\*
- 24-25 The Art and Power of Coaching: How Leaders Engage and Inspire Others\*
- 29 Advanced Composite Structures: Fabrication and Damage Repair — Phase I begins (5 sessions)
- 31 Conducting an Internal HR Audit\*

## NOVEMBER 2018

- 1 Microsoft Excel® Intermediate
- 6 Planning and Implementing Employee Events and Recognition Programs\*
- 6 Microsoft Word® Intermediate / Advanced
- 6-8 Managing with MS Project®
- 8 Problem Solving: Creating Solutions\*
- 8 Microsoft Excel® Essentials
- 9 Public Sector Human Resources\*
- 13, 15 QuickBooks® for Small Business
- 13 InDesign Online begins (4 online modules)
- 15-16 Legal Aspects & Liability Issues for Employers\*
- 27 Compensation & Benefits\*
- 27 Microsoft Excel® Intermediate
- 27 Project Management: Beyond the Basics (6 sessions)
- 29 Conducting Successful Interviews\*

## DECEMBER 2018

- 3-7 Advanced Composite Structures: Fabrication and Damage Repair — Phase I
- 4 Administrative Law: Understanding Policy, Rules and Decisions\*
- 6 Talking Till You're Blue? How to Handle Difficult Conversations\*
- 6 Microsoft Excel® Advanced
- 7 Strategies for Understanding Financial Statements\*
- 10 Advanced Composite Manufacturing 2
- 11 Improve Your Workplace Teamwork Through Emergenetics®
- 13 Employment, Placement and Practices\*

## JANUARY 2019

- 24-25 Managing and Supervising People\*
- 29 Protecting Your Company's Future through Succession Planning\*
- 29 Beginning Photoshop® Online begins (4 online modules)
- 30 Employee Relations\*

## FEBRUARY 2019

- 1 Public Management: Goals and Practices
- 4 Human Resources National Exam Prep Program begins (11 sessions)
- 7 Working with the Problem Employee\*
- 9 Paralegal Studies Certificate begins (16 sessions)
- 12-13 Effective Communications Skills in the Workplace\*
- 14 Employee Orientations: From Design to Implementation\*
- 19-21 The Human Factor of Project Management\*
- 20 Human Resources Training and Development\*
- 21 Microsoft Excel® Essentials
- 22 Lean Six Sigma Green Belt begins (5 sessions)
- 22 Developing Your Employees — Increasing Your Team's Performance\*
- 26 Advanced Photoshop® Online begins (4 online modules)
- 28 Delegating Efficiently and Effectively\*

## MARCH 2019

- 1 Public Finance: How the Dollars Are Distributed
- 4-8 Excellence in Nonprofit Management Institute
- 5 Digital Marketing Essentials Online Certificate begins (6 weeks online)
- 5-14 Project Management Essentials (6 sessions)\*
- 6-7 Legal Aspects and Liability Issues for Employers\*
- 12 Workplace Violence: Don't Be Blindsided\*
- 12, 14 QuickBooks® for Small Business
- 14-15 Power Writing For Business\*
- 14 Microsoft Word® Essentials
- 16-23 PMP®/CAPM® Credential Exam Preparation
- 19-20 Bringing Out the Best of a Multigenerational Workforce\*
- 19 Microsoft Excel® Essentials
- 19 Project Management Certificate Program Online begins (7 weeks online)
- 22 Compensation and Benefits\*
- 25-29 Beginning Mediation and Conflict Resolution Certificate
- 26 Illustrator® Online begins (4 online modules)
- 29 Safety Issues for HR: Recording and Reporting\*

## APRIL 2019

- 5 Job Analysis and Proper Classification Under FLSA\*
- 9-11 Managing with MS Project®
- 11-12 Performance Management\*
- 11 Microsoft Excel® Intermediate
- 16 Problem Solving: Creating Solutions\*
- 16 Microsoft Word® Intermediate / Advanced
- 17 Administrative Law: Understanding Policy, Rules and Decisions\*
- 23 Improve Your Workplace Teamwork Through Emergenetics®\*
- 23 InDesign® Online begins (4 online modules)
- 23 Project Management: Beyond the Basics (6 sessions)
- 25 Employment, Placement & Practices\*
- 30 Different Cultures, Same Needs\*
- 30 Microsoft Excel® Advanced

## MAY 2019

- 2-3 Conducting an Effective Workplace Investigation\*
- 7 Conducting Successful Interviews\*
- 10 Strategies for Understanding Financial Statements\*
- 14 Talking Till You're Blue? How to Handle Difficult Conversations\*
- 16 Microsoft Excel® Essentials
- 16 The A-Zs of Workers Compensation\*
- 17 Public Sector Human Resources\*
- 22 Critical Skills For Supervisors: Managing Today's Workforce\*
- 28 Beginning Photoshop® Online begins (4 online modules)
- 29 Employee Retention Tactics That Work\*

## JUNE 2019

- 4 Microsoft Excel® Intermediate
- 6-7 Managing and Supervising People\*
- 11 Effective Discipline and Documentation\*
- 13 Elements of Accident Investigation\*
- 20 Microsoft Excel® Advanced

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



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

Take courses individually, or build a certificate program 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 8-course Custom Certificate.
- Four **Project Management Essentials** courses to earn the 54-hour PME certificate.
- Four select courses to earn an online **Graphics Professional Design Certificate**.
- Or complete a full certificate in one of our multiple-session Certificate Programs in **Nonprofit Management**, **Lean Six Sigma Green and Black Belt**, **Mediation and Conflict Resolution**, **Paralegal Studies**, **PMP®/CAPM® Exam Prep**, **Human Resources National Exam Prep**, **Project Management Online**, **Digital Marketing Essentials Online**, **Blockchain Basics** or **Advanced Leadership Academy**.

## PUBLIC MANAGEMENT

### Public Management: Goals and Practices

Sept. 28, 2018; Fri., 9 a.m.-4 p.m.  
Sched. #: 2188CPM101 / \$205 / Instr.: Herzik  
Feb. 1, 2019; Fri., 9 a.m.-4 p.m.  
Sched. #: 2192CPM101 / \$205 / Instr.: Herzik

### Public Finance: How the Dollars are Distributed

Oct. 19, 2018; Fri., 9 a.m.-4 p.m.  
Sched. #: 2188CPM103 / \$230 / Instr.: Kalt  
March 1, 2019; Fri., 9 a.m.-4 p.m.  
Sched. #: 2192CPM103 / \$230 / Instr.: Kalt

### Public Sector Human Resources\*

Nov. 9, 2018; Fri., 9 a.m.-4 p.m.  
Sched. #: 2188CPM105 / \$205 / Instr.: Morin  
May 17, 2019; Fri., 9 a.m.-4 p.m.  
Sched. #: 2192CPM105 / \$205 / Instr.: Morin

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

Qualifies for HRCI business/strategic hours.  
Dec. 4, 2018; Tues., 9 a.m.-4 p.m.  
Sched. #: 2188CPM104 / \$205 / Instr.: Rankin  
April 17, 2019; Wed., 9 a.m.-4 p.m.  
Sched. #: 2192CPM104 / \$205 / Instr.: Rankin

## SUPERVISORY MANAGEMENT

### Performance Management\*

Sept. 13-14, 2018; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2188CSM104 / \$340 / Instr.: Sanders  
April 11-12, 2019; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2192CSM104 / \$340 / Instr.: Sanders

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

Nov. 15-16, 2018; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2188CSM102 / \$340 / Instr.: Lane  
March 6-7, 2019; Wed.-Thurs., 9 a.m.-4 p.m.  
Sched. #: 2192CSM102 / \$340 / Instr.: Hall, Lane

### Effective Communications Skills in the Workplace\*

Oct. 11-12, 2018; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2188CSM101 / \$340 / Instr.: Zimmerman  
Feb. 12-13, 2019; Tues.-Wed., 9 a.m.-4 p.m.  
Sched. #: 2192CSM101 / \$340 / Instr.: Zimmerman

### Strategies for Understanding Financial Statements\*

Qualifies for HRCI business/strategic hours.  
Dec. 7, 2018; Fri., 9 a.m.-4 p.m.  
Sched. #: 2188CSM105 / \$225 / Instr.: Kalt  
May 10, 2019; Fri., 9 a.m.-4 p.m.  
Sched. #: 2192CSM105 / \$225 / Instr.: Kalt

### Managing and Supervising People\*

Jan. 24-25, 2019; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2192CSM103 / \$340 / Instr.: Morin  
June 6-7, 2019; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2195CSM103 / \$340 / Instr.: Morin

## HUMAN RESOURCES MANAGEMENT

### Employee Relations\*

Sept. 25, 2018; Tues., 9 a.m.-4 p.m.  
Sched. #: 2188CHR102 / \$205 / Instr.: McNamara  
Jan. 30, 2019; Wed., 9 a.m.-4 p.m.  
Sched. #: 2192CHR102 / \$205 / Instr.: McNamara

### Human Resources Training and Development\*

Oct. 16, 2018; Tues., 9 a.m.-4 p.m.  
Sched. #: 2188CHR103 / \$230 / Instr.: McNamara  
Feb. 20, 2019; Wed., 9 a.m.-4 p.m.  
Sched. #: 2192CHR103 / \$230 / Instr.: McNamara

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

Nov. 15-16, 2018; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2188CSM102 / \$340 / Instr.: Lane  
March 6-7, 2019; Wed.-Thurs., 9 a.m.-4 p.m.  
Sched. #: 2192CSM102 / \$340 / Instr.: Hall, Lane

### Compensation and Benefits\*

Nov. 27, 2018; Tues., 9 a.m.-4 p.m.  
Sched. #: 2188CHR104 / \$205 / Instr.: Wheeler  
March 22, 2019; Fri., 9 a.m.-4 p.m.  
Sched. #: 2192CHR104 / \$205 / Instr.: Wheeler

### Employment, Placement and Practices\*

Dec. 13, 2018; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2188CHR101 / \$205 / Instr.: Jensen  
April 25, 2019; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2192CHR101 / \$205 / Instr.: Jensen

## CUSTOM CERTIFICATE ELECTIVES

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

### Applying Emotional Intelligence in the Workplace\*

Aug. 29-30, 2018; Wed.-Thurs., 9 a.m.-noon  
Sched. #: 2185CX146 / \$205 / Instr.: Prendergast

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

March 19-20, 2019; Tues.-Wed., 9 a.m.-noon  
Sched. #: 2192CX229 / \$205 / Instr.: Prendergast

### Conducting an Effective Workplace Investigation\*

May 2-3, 2019; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2192CX249 / \$340 / Instr.: Rezac

### NEW! Conducting an Internal HR Audit\*

Oct. 31, 2018; Wed., 9 a.m.-4 p.m.  
Sched. #: 2188CX259 / \$205 / Instr.: Marsh

### Conducting Successful Interviews\*

Nov. 29, 2018; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2188CX106 / \$205 / Instr.: Jensen  
May 7, 2019; Tues., 9 a.m.-4 p.m.  
Sched. #: 2192CX106 / \$205 / Instr.: Jensen

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

Oct. 5, 2018; Fri., 9 a.m.-4 p.m.  
Sched. #: 2188CX222 / \$230 / Instr.: Minarik  
May 22, 2019; Wed., 9 a.m.-4 p.m.  
Sched. #: 2192CX222 / \$230 / Instr.: Minarik

### Delegating Efficiently and Effectively\*

Sept. 7, 2018; Fri., 9 a.m.-4 p.m.  
Sched. #: 2188CX225 / \$205 / Instr.: Frenkel  
Feb. 28, 2019; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2192CX225 / \$205 / Instr.: Frenkel

### Developing Your Employees — Increasing Your Team's Performance\*

Feb. 22, 2019; Fri., 9 a.m.-4 p.m.  
Sched. #: 2192CX219 / \$230 / Instr.: Vassiliou

### Different Cultures, Same Needs\*

April 30, 2019; Tues., 9 a.m.-4 p.m.  
Sched. #: 2192CX255 / \$205 / Instr.: Villa Reza

### Effective Discipline and Documentation\*

Oct. 9, 2018; Tues., 9 a.m.-4 p.m.  
Sched. #: 2188CX111 / \$205 / Instr.: Jensen  
June 11, 2019; Tues., 9 a.m.-4 p.m.  
Sched. #: 2195CX111 / \$205 / Instr.: Jensen

### Elements of Accident Investigation\*

June 13, 2019; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2195CX245 / \$205 / Instr.: Hertel

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

Feb. 14, 2019; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2192CX108 / \$205 / Instr.: Jensen

### Employee Retention Tactics That Work\*

May 29, 2019; Wed., 9 a.m.-4 p.m.  
Sched. #: 2192CX204 / \$205 / Instr.: McNamara

## Improve Your Workplace Teamwork Through Emergenetics®\*

Dec. 11, 2018; Tues., 9 a.m.-4 p.m.

Sched. #: 2188CX256 / \$399 / Instr.: Alberti-Annunzio

April 23, 2019; Tues., 9 a.m.-4 p.m.

Sched. #: 2192CX256 / \$399 / Instr.: Alberti-Annunzio

## NEW! Job Analysis and Proper Classification Under FLSA

April 5, 2019; Fri., 9 a.m.-4 p.m.

Sched. #: 2192CX258 / \$205 / Instr.: Marsh

## Local Government Finance — the Basics

Aug. 24, 2018; Fri., 9 a.m.-4 p.m.

Sched. #: 2185CX248 / \$225 / Instr.: Kalt

## Persuading People\*

Sept. 12, 2018; Wed., 9 a.m.-4 p.m.

Sched. #: 2188CX254 / \$205 / Instr.: Sanders

## Planning and Implementing Employee Events and Recognition Programs\*

Nov. 6, 2018; Tues., 9 a.m.-4 p.m.

Sched. #: 2188CX212 / \$205 / Instr.: McNamara

## Problem Solving: Creating Solutions\*

Nov. 8, 2018; Thurs., 9 a.m.-4 p.m.

Sched. #: 2188CX230 / \$205 / Instr.: Frenkel

April 16, 2019; Tues., 9 a.m.-4 p.m.

Sched. #: 2192CX230 / \$205 / Instr.: Frenkel

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

March 29, 2019; Fri., 9 a.m.-4 p.m.

Sched. #: 2192CX242 / \$205 / Instr.: Hertel

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

Qualifies for HRCI business/strategic hours.

Oct. 4, 2018; Thurs., 9 a.m.-4 p.m.

Sched. #: 2188CX241 / \$205 / Instr.: C. Felts

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

Dec. 6, 2018; Thurs., 9 a.m.-4 p.m.

Sched. #: 2188CX228 / \$235 / Instr.: Frenkel

May 14, 2019; Tues., 9 a.m.-4 p.m.

Sched. #: 2192CX228 / \$235 / Instr.: Frenkel

## The Art and Power of Coaching: How Leaders Engage and Inspire Others\*

Oct. 24-25, 2018; Wed.-Thurs., 9 a.m.-noon

Sched. #: 2188CX211 / \$205 / Instr.: Prendergast

## Unions 101\*

Aug. 23, 2018; Thurs., 9 a.m.-4 p.m.

Sched. #: 2185CX250 / \$205 / Instr.: Marsh

## Working with the Problem Employee\*

Sept. 18, 2018; Tues., 9 a.m.-4 p.m.

Sched. #: 2188CX128 / \$250 / Instr.: McNamara

Feb. 7, 2019; Thurs., 9 a.m.-4 p.m.

Sched. #: 2192CX128 / \$250 / Instr.: McNamara

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

Oct. 2, 2018; Tues., 9 a.m.-4 p.m.

Sched. #: 2188CX129 / \$205 / Instr.: Frenkel

March 12, 2019; Tues., 9 a.m.-4 p.m.

Sched. #: 2192CX129 / \$205 / Instr.: Frenkel

## These electives qualify for HRCI business/strategic hours.

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

Sept. 27-28, 2018; Thurs.-Fri., 9 a.m.-4 p.m.

Sched. #: 2188AHR107 / \$375 / Instr.: Downs

## Power Writing for Business\*

Sept. 20-21, 2018; Thurs.-Fri., 9 a.m.-noon

Sched. #: 2188CX132 / \$205 / Instr.: Brown

March 13-14, 2019; Thurs.-Fri., 9 a.m.-noon

Sched. #: 2192CX132 / \$205 / Instr.: Brown

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

Jan. 29, 2019; Tues., 9 a.m.-4 p.m.

Sched. #: 2192AHR111 / \$250 / Instr.: Frenkel

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

Oct. 23, 2018; Tues., 9 a.m.-4 p.m.

Sched. #: 2188AHR103 / \$250 / Instr.: Rezac

## PROJECT MANAGEMENT ESSENTIALS

### The Human Factor of Project Management\*

Sept. 18-20, 2018; Tues.-Thurs., 6-9 p.m.

Sched. #: 2188CPML208 / \$345 through Aug. 31; \$395 after

Aug. 31 / Instr.: Ciccotti

Feb. 19-21, 2019; Tues.-Thurs., 6-9 p.m.

Sched. #: 2192CPML208 / \$345 through Feb. 1; \$395 after

Feb. 1 / Instr.: Ciccotti

### Project Management Essentials\*

Oct. 9-18, 2018; Tues.-Thurs., 6-9 p.m. (6 sessions)

Sched. #: 2188CPML101 / \$650 through Sept. 21; \$750 after

Sept. 21 / Instr.: King

March 5-14, 2019; Tues.-Thurs., 6-9 p.m. (6 sessions)

Sched. #: 2192CPML101 / \$650 through Feb. 15; \$750 after

Feb. 15 / Instr.: King

### Managing with MS Project®

Nov. 6-8, 2018; Tues.-Thurs., 6-9 p.m.

Sched. #: 2188CPML202 / \$345 through Oct. 17; \$395 after

Oct. 17 / Instr.: Baryol

April 9-11, 2019; Tues.-Thurs., 6-9 p.m.

Sched. #: 2192CPML202 / \$345 through March 20; \$395 after

March 20 / Instr.: Baryol

### Project Management: Beyond the Basics

Nov. 27-Dec. 6, 2018; Tues.-Thurs., 6-9 p.m.

(6 sessions)

Sched. #: 2188CPML107 / \$650 through Nov. 9; \$750 after

Nov. 9 / Instr.: Bausell

April 23-May 2, 2019; Tues.-Thurs., 6-9 p.m.

(6 sessions)

Sched. #: 2192CPML107 / \$650 through April 3; \$750 after

April 3 / Instr.: Bausell

(See Exam Preparation for the PMP®/CAPM® Credential Exam Preparation course and Project Mgmt for the Online Project Management program.)

## NONPROFIT MANAGEMENT

### Rural Nonprofit Management

Note: All classes held at Great Basin College in Elko, Nevada.

Oct. 12, 2018-May 10, 2019; select Fridays,

8:30 a.m.-3:30 p.m.

Sched. #: 2188CNP114 / \$1,075 through Sept. 7; \$1,275 after

Sept. 7 / Instr.: Various nonprofit experts

• Grant Writing — An Overview, Oct. 12, 2018

• Social Media and Marketing for Nonprofits, Dec. 7, 2018

• Financial Sustainability for Nonprofits, Jan. 25, 2019

• Strategic Planning, Leadership and Governance, March 15, 2019

• Elements and Legalities of Nonprofits, May 10, 2019

### Excellence in Nonprofit Management Institute

March 4-8, 2019; Mon.-Thurs., 8 a.m.-5 p.m.;

Fri., 8 a.m.-3 p.m.

Sched. #: 2192CNP109 / \$995 through Feb. 1; \$1,200 after

Feb. 1 / Instr.: Various nonprofit experts

## EXAM PREPARATION

### Human Resources National Exam Prep Program

Sept. 12-Dec. 5, 2018; Wed., 4-7:30 p.m.; Sept. 12

and Dec. 5, 3:30-7:30 p.m.

Sched. #: 2188PHR101 / \$1,350 through Aug. 10; \$1,500

after Aug. 10 / Instr.: Jensen

Feb. 4-April 29, 2019; Mon., 4-7:30 p.m.; Feb. 4 and

April 29, 3:30-7:30 p.m.

Sched. #: 2192PHR101 / \$1,350 through Jan. 4; \$1,500 after

Jan. 4 / Instr.: Jensen

### NEW! GRE® Test Preparation

Sept. 25-Oct. 18, 2018; Tues., Thurs., 6-9 p.m.

Sched. #: 2188LEAD310 / \$799 through Sept. 10; \$899 after

Sept. 10 / Instr.: Staff

### PMP®/CAPM® Credential Exam Preparation

March 16-23, 2019; March 16, Sat., 9 a.m.-4 p.m.;

March 19, Tues., 6-9 p.m.; March 21, Thurs., 6-9 p.m.;

March 23, Sat., 9 a.m.-4 p.m.

Sched. #: 2192CPML300 / \$995 through Feb. 22; \$1,195 after

Feb. 22 / Instr.: Allen

## MANUFACTURING

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

Sept. 10-14, 2018; Mon.-Thurs., 8:30 a.m.-5 p.m.;

Fri., 8:30 a.m.-2 p.m.

Sched. #: 2188MFG101 / \$2,295 / Instr.: Dorworth

Oct. 8-12, 2018; Mon.-Thurs., 8:30 a.m.-5 p.m.; Fri.,

8:30 a.m.-2 p.m.

Sched. #: 2188MFG102 / \$2,295 / Instr.: Dorworth

Oct. 29-Nov. 2, 2018; Mon.-Thurs., 8:30 a.m.-5 p.m.;

Fri., 8:30 a.m.-2 p.m.

Sched. #: 2188MFG103 / \$2,295 / Instr.: Dorworth

Dec. 3-7, 2018; Mon.-Thurs., 8:30 a.m.-5 p.m.;

Fri., 8:30 a.m.-2 p.m.

Sched. #: 2188MFG104 / \$2,295 / Instr.: Dorworth

### Advanced Composite Manufacturing 2

Sept. 17-21, 2018; Mon.-Thurs., 8:30 a.m.-5 p.m.;

Fri., 8:30 a.m.-2 p.m.

Sched. #: 2188MFG102 / \$2,295 / Instr.: Dorworth

Dec. 10-14, 2018; Mon.-Thurs., 8:30 a.m.-5 p.m.;

Fri., 8:30 a.m.-2 p.m.

Sched. #: 2188MFG102 / \$2,295 / Instr.: Dorworth

## ONLINE GRAPHICS PROFESSIONAL

### ONLINE! Beginning Photoshop®

Aug. 21-Sept. 17, 2018 (4 online modules)  
Sched. #: 2188TECH992 / \$299 through Aug. 13; \$349 after Aug. 13 / Instr.: Welch

### Jan. 29-Feb. 25, 2019; (4 online modules)

Sched. #: 2192TECH992 / \$299 through Jan. 18; \$349 after Jan. 18 / Instr.: Welch

### May 28-June 24, 2019 (4 online modules)

Sched. #: 2195TECH992 / \$299 through May 10; \$349 after May 10 / Instr.: Welch

### ONLINE! Advanced Photoshop®

#### Sept. 18-Oct. 15, 2018 (4 online modules)

Sched. #: 2188TECH993 / \$299 through Aug. 31; \$349 after Aug. 31 / Instr.: Welch

#### Feb. 26-March 25, 2019; (4 online modules)

Sched. #: 2192TECH993 / \$299 through Feb. 8; \$349 after Feb. 8 / Instr.: Welch

### ONLINE! Illustrator®

#### Oct. 16-Nov. 12, 2018 (4 online modules)

Sched. #: 2188TECH994 / \$299 through Sept. 28; \$349 after Sept. 28 / Instr.: Welch

#### March 26-April 22, 2019; (4 online modules)

Sched. #: 2192TECH994 / \$299 through March 8; \$349 after March 8 / Instr.: Welch

### ONLINE! InDesign®

#### Nov. 13-Dec. 10, 2018 (4 online modules)

Sched. #: 2188TECH995 / Fee: \$299 through Oct. 25; \$349 after Oct. 25 / Instr.: Welch

#### April 23-May 20, 2019; (4 online modules)

Sched. #: 2192TECH995 / \$299 through April 5; \$349 after April 5 / Instr.: Welch

## LEAN SIX SIGMA

### Lean Six Sigma Green Belt Certification Program

Sept. 21, 28; Oct. 5, 12, 19, 2018; Fri., 9 a.m.-5 p.m.  
Sched. #: 2188AMP400 / \$1,295 through Aug. 31; \$1,495 after Aug. 31 / Instr.: Malhotra

### Feb. 22; March 1, 8, 15, 22, 2019; Fri., 9 a.m.-5 p.m.

Sched. #: 2192AMP400 / \$1,295 through Feb. 1; \$1,495 after Feb. 1 / Instr.: Malhotra

### Lean Six Sigma Black Belt Certification Program

COMING IN  
SPRING 2019!

Dates will be announced.

For more information, email: [aginder@unr.edu](mailto:aginder@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) and Professional Development Credits (PDCs) through the Society for Human Resource Management (SHRM).

## MARKETING

### ONLINE! Digital Marketing Essentials Online Certificate

#### Oct. 9-Nov. 19, 2018 (6 weeks online)

Sched. #: 2188LEAD305 / \$795 through Sept. 21; \$895 after Sept. 21 / Instr.: McDowell

#### March 5-April 15, 2019 (6 weeks online)

Sched. #: 2192LEAD305 / \$795 through Feb. 15; \$895 after Feb. 15 / Instr.: McDowell

## PROJECT MGMT

### ONLINE! Project Management Online Certificate Program

#### Oct. 2-Nov. 19, 2018 (7 weeks online)

Sched. #: 2188CPML305 / \$1,525 through Sept. 14; \$1,695 after Sept. 14 / Instr.: Allen

#### March 19-May 6, 2019 (7 weeks online)

Sched. #: 2192CPML305 / \$1,525 through Feb. 27; \$1,695 after Feb. 27 / Instr.: Allen

## PARALEGAL

### Paralegal Studies Certificate

#### Sept. 15-Dec. 2, 2018; select Sat.-Sun., 9 a.m.-5 p.m.

Sched. #: 2188PARA101 / \$2,295 through Aug. 24; \$2,495 after Aug. 24 / Instr.: Spoo and Doyle

#### Feb. 9-April 28, 2019; select Sat.-Sun., 9 a.m.-5 p.m.

Sched. #: 2192PARA101 / \$2,295 through Jan. 18; \$2,495 after Jan. 18 / Instr.: Spoo and Doyle

## MEDIATION

### Beginning Mediation and Conflict Resolution Certificate

#### March 25-29, 2019; Mon.-Fri., 8 a.m.-5 p.m.

Sched. #: 2192CMCR101 / \$1,150 through Feb. 28; \$1,350 after Feb. 28 / Instr.: Kales

## COMING IN SPRING 2019!

### Blockchain Basics Certificate

Dates will be announced.

For more information, email: [shera@unr.edu](mailto:shera@unr.edu)

### Advanced Leadership Academy

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For more information, email: [aginder@unr.edu](mailto:aginder@unr.edu)

More Spring/Summer 2019 classes are coming soon!

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

## BUSINESS COMPUTER SKILLS

### Microsoft Excel® Essentials

Sept. 20, 2018; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2188TECH301 / \$125 / Instr.: Adams

Oct. 16, 2018; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2188TECH302 / \$125 / Instr.: Adams

Nov. 8, 2018; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2188TECH303 / \$125 / Instr.: Adams

Feb. 21, 2019; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2192TECH301 / \$125 / Instr.: Adams

March 19, 2019; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2192TECH302 / \$125 / Instr.: Adams

May 16, 2019; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2192TECH303 / \$125 / Instr.: Adams

### Microsoft Excel® Intermediate

Nov. 1, 2018; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2188TECH302 / \$125 / Instr.: Adams

Nov. 27, 2018; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2188TECH302 / \$125 / Instr.: Adams

April 11, 2019; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2192TECH302 / \$125 / Instr.: Adams

June 4, 2019; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2195TECH302 / \$125 / Instr.: Adams

### Microsoft Excel® Advanced

Dec. 6, 2018; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2188TECH303 / \$125 / Instr.: Adams

April 30, 2019; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2192TECH303 / \$125 / Instr.: Adams

June 20, 2019; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2195TECH303 / \$125 / Instr.: Adams

### Microsoft Word® Essentials

Oct. 18, 2018; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2188TECH304 / \$125 / Instr.: Adams

March 14, 2019; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2192TECH304 / \$125 / Instr.: Adams

### Microsoft Word® Intermediate/Advanced

Nov. 6, 2018; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2188TECH306 / \$125 / Instr.: Adams

April 16, 2019; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2192TECH306 / \$125 / Instr.: Adams

### QuickBooks® for Small Business

Nov. 13, 15, 2018; Tues., Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2188TECH801 / \$345 through Oct. 24; \$395 after Oct. 24 / Instr.: Gibson

March 12, 14, 2019; Tues., Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2192TECH801 / \$345 through Feb. 20; \$395 after Feb. 20 / Instr.: Gibson



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## Contact us...

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- **Jodi Herzik, MPA**, executive director, Professional Development Programs, [jodim@unr.edu](mailto:jodim@unr.edu) or (775) 682-6420
- **Shera Alberti-Annunzio, M.Ed.**, associate director, Professional Development and Certificate Programs, [shera@unr.edu](mailto:shera@unr.edu) or (775) 784-1676
- **Amy Ginder, M.S.**, associate director, Leadership and Professional Development Programs, [aginder@unr.edu](mailto:aginder@unr.edu) or (775) 784-4759
- **JoAnne Gipson**, operations manager, Gaming Management Program, [jgipson@unr.edu](mailto:jgipson@unr.edu) or (775) 682-7558