Extended Studies Course Schedule for Fall 2020 and Spring 2021

*Courses marked with an asterisk have been approved for HR or business recertification credit hours toward PHR, SPHR or GPHR recertification through the HR Certification Institute (HRCI). The use of this seal confirms this activity has met HR Certification Institute’s® (HRCI®) criteria for recertification credit pre-approval. Visit hrci.org.

*Extended Studies at the University of Nevada, Reno is recognized by the Society for Human Resource Management (SHRM) to offer Professional Development Credits (PDCs) for the SHRM-CP® or SHRM-SCP® credential. For more information, visit shrm.org.

Call: (775) 784-4046
Toll free: (800) 233-8928
extendedstudies.unr.edu
Email: ExtendedStudies@unr.edu
Course Schedule at a Glance

The following courses may be taken individually and require no formal admission to the University. Additional courses not on this list will be offered in spring 2021. Check the website later this fall for complete information: extendedstudies.unr.edu.

August
10-11 Security for Casino Nightlife
12-13 Hotel Security for Gaming Properties
17-18 Active Shooter Readiness: Protect Your Workplace
24 Human Resources National Exam Prep Program begins (15 sessions)
24-28 Excellence in Nonprofit Management Institute
25 Beginning Photoshop Online begins (4 weeks online)
27-28 Memory Training for Hotels and Casinos
27-28 Managing and Supervising People*
30 Casinos: The Business of Marketing (online) begins (4 weeks online)
31 Casino Marketing Strategies begins (4 sessions)

September
1-2 Microsoft Excel Essentials
3 Compensation and Benefits*
8-16 Blockchain Basics (4 sessions)
9-10 Power Writing for Business*
11 Public Finance: How the Dollars Are Distributed
14-24 Advanced Management of Slot Operations
15-17 The Human Factor in Project Management*
15 Paralegal Studies Certificate begins (12 weeks)
15-16 Microsoft Excel Intermediate
16-17 Performance Management*
18 Lean Six Sigma Green Belt Certification Program begins (5 sessions)
18 Persuading People*
22 Employee Relations*
22 PMP/CAPM Credential Exam Preparation begins (6 sessions)
22-23 Microsoft Word Essentials
22 Advanced Photoshop Online begins (4 weeks online)
23-24 The Art and Power of Coaching: How Leaders Engage and Inspire Others*

October
1 Employee Retention Tactics That Work*
2 Strategies for Understanding Financial Statements*
5-9 Beginning Mediation and Conflict Resolution Certificate*
6 Digital Marketing Essentials Online Certificate begins (6 weeks)
7 Manage and Provide Excellent Customer Service*
9 Public Sector Human Resources*
11 Leadership Decision-Making in Gaming (online) begins (4 weeks)
13 Human Resources Training and Development*
13-22 Project Management Essentials* (6 sessions)
13-14 Microsoft Excel Advanced
13-22 QuickBooks for Small Business (4 sessions)
15-16 Effective Communications Skills in the Workplace*
20-21 Conducting an Effective Workplace Investigation*
20 Illustrator Online begins (4 weeks)
23 Talking Till You’re Blue? How to Handle Difficult Conversations* Managing with MS Project begins (4 sessions)
27 Microsoft Excel Essentials
28 Working with the Problem Employee*

November
4-5 Legal Aspects and Liability Issues for Employers*
6 Public Management: Goals and Practices
10 Planning and Implementing Employee Events and Recognition Programs*
13 Delegating Efficiently and Effectively*
17 Be Right Back ... Or Not: Managing Employee Leaves*
17-18 Microsoft Excel Intermediate
17-18 InDesign Online begins (4 weeks)
19 Employment, Placement and Practices*
24 Job Analysis and Proper Classification Under FLSA*
24 GRE® Test Preparation begins (8 sessions online)
25 Administrative Law: Understanding Policy, Rules and Decisions*
29-30 Microsoft Excel Essentials
29 Project Management Certificate Program Online begins (7 weeks)
30 Conducting Successful Interviews*

December
1-2 Microsoft Excel Advanced
1-9 Blockchain Basics (4 sessions)
1-10 Project Management: Beyond the Basics (6 sessions)
4 Compensation and Benefits*
10 Effective Discipline and Documentation*

January 2021
13-14 Effective Communications Skills in the Workplace*
20 Problem Solving: Creating Solutions*
25 Human Resources National Exam Prep Program begins (15 sessions)
26 Employee Relations*
26 Beginning Photoshop Online begins (4 weeks)
29 Public Finance: How the Dollars Are Distributed

February
2-3 Microsoft Excel Essentials
4-5 Managing and Supervising People*
9 Human Resources Training and Development*
9-11 The Human Factor in Project Management*
10-11 Power Writing for Business*
17-18 Bringing Out the Best of a Multigenerational Workforce*
19 Lean Six Sigma Green Belt Certification Program begins (5 sessions)
23 Workplace Violence: Prevention and Awareness Strategies*
23 Digital Marketing Essentials Online Certificate begins (6 weeks)
23-24 Microsoft Word Essentials
23 Advanced Photoshop Online begins (4 weeks)
24-26 Advanced Mediation Certificate*
25 Public Sector Human Resources*

March
2-10 Advanced Blockchain for Business (4 sessions)
2-3 Microsoft Excel Essentials
2 Project Management Certificate Program Online begins (7 weeks)
5 Compensation and Benefits*
9 Project Management Essentials begins (6 sessions)
9 Payroll Fundamentals*

April
1 Conducting an Internal HR Audit*
6 Critical Skills for Supervisors: Managing Today’s Workforce*
8 Employment, Placement and Practices*
15-16 Performance Management
19-23 Excellence in Nonprofit Management Institute
20-21 InDesign Online begins (4 weeks)
21 Improve Your Workplace Teamwork Through Emergentecities*
23 Administrative Law: Understanding Policy, Rules and Decisions*
27 Project Management: Beyond the Basics begins (6 sessions)
29 Conducting Successful Interviews*
30 Unions 101*

May
4 Influential Leadership*
6 Strategies for Understanding Financial Statements*
11 Working with the Problem Employee*
11-12 Microsoft Excel Intermediate
14 The Rules Have Changed: Is your HR Department in Compliance?*
18, 25 HR Leadership: Becoming a Strategic Business Partner*
20 Effective Discipline and Documentation*
25 Beginning Photoshop Online (4 weeks online)

June
8 Succession Planning: Building Your Talent Pipeline
10 Controlling the Chaos*

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