Extended Studies

Career Development Course Guide
Fall 2022-Spring 2023

Advanced Leadership Academy
Business Computer Skills
Cannabis Education
Data Analyst
Digital Marketing
Extended Reality (XR)
Gaming Management
Grant Writing
Graphic Design
Human Resources Management
Lean Six Sigma Green Belt
Mediation
Nonprofit Management
Online Programs
Paralegal Studies
Project Management
Python Developer
Supervisory Management
Test Preparation Courses
and more

Get set for success
Professional development classes are offered in the classroom, live online and self-paced online

extendedstudies.unr.edu
### Professional development courses and certificates

#### Business Computer

Learn résumé-building digital skills you can use in the workplace today. If you have demonstrated computer ability, your chances of excelling professionally increase significantly. Business Computer Skills courses offer instruction and practice in the latest versions of Microsoft Office applications, providing hands-on training in skills that can be used immediately in the workplace.

**Microsoft Excel Essentials**
- Sept. 6 / In-person / $150 / Instr: Adams
- Oct. 25 / In-person / $150 / Instr: Adams
- Feb. 14, 2023 / In-person / $150 / Instr: Adams
- March 28, 2023 / In-person / $150 / Instr: Adams

**Microsoft Excel Intermediate**
- Oct. 4 / In-person / $150 / Instr: Adams
- Nov. 9 / In-person / $150 / Instr: Adams
- March 7, 2023 / In-person / $150 / Instr: Adams
- April 26, 2023 / In-person / $150 / Instr: Adams

**Microsoft Excel Advanced**
- Dec. 1 / In-person / $150 / Instr: Adams
- May 25, 2023 / In-person / $150 / Instr: Adams

**Microsoft Word Essentials**
- Sept. 20 / In-person / $150 / Instr: Adams

**Microsoft Word Intermediate**
- April 4, 2023 / In-person / $150 / Instr: Adams

### Diversity, Equity, Inclusion and Belonging

In today’s workplace, it is important to recognize and support an environment that is diverse, equitable and inclusive. Extended Studies is developing diversity classes for spring 2023. Check the website early in the new year.

### Electives

The classes that follow can be taken separately or used toward certificates in Human Resources or Supervisory Management.

**Succession Planning: Building Your Talent Pipeline**
Oct. 6 / In-person / $250 / Instr: Frenkel

**Talking Till You’re Blue? How to Handle Difficult Conversations**
Oct. 13 / In-person / $250 / Instr: Frenkel

**The Art and Power of Coaching: How Leaders Engage and Inspire Others**
Oct. 25-26 / In-person / $250 / Instr: Prendergast

#### Gaming Management

The Certificate in Gaming Management gives you the freedom to continue working while gaining skills, information and attitudes necessary for success in management and executive leadership positions. To earn a certificate, complete 90 or more hours of instruction acquired by attendance in any Gaming Management course. This may be any combination of weekend courses (typically 30 hours each), online courses (typically 15 hours each), short (one- and two-day) courses or the annual Executive Development Program.

**Casinos: The Business of Marketing (online)**
Aug. 28-Sept. 24 / Online / $890 / Instrs: Hayes, Hinkel

**Management of Table Games**
Aug. 29-Sept. 1 / In-person / $2,100 / Instrs: Ellsworth, Zender, Joseph

**Advanced Management of Slot Operations**
Sept. 19-22 / In-person / $2,100 / Instrs: Jordan, Frank, Vorreyer

**Employee Retention Tactics That Work**
Nov. 3 / In-person or Zoom / $250 / Instr: Ellis

**Colorful Personalities: Navigating the Differences and Bringing Out the Best**
Jan. 24-25, 2023 / In-person / $275 / Instr: Prendergast

**Power Writing for Business**
Feb. 1-2, 2023 / In-person or Zoom / $250 / Instr: Frenkel

**Conducting Interviews and Talent Selection**
Feb. 7, 2023 / In-person or Zoom / $250 / Instr: Tadlock

**Delegating for Effective Management and Employee Development**
Feb. 8, 2023 / In-person / $250 / Instr: Tadlock

**Influential Leadership**
March 28, 2023 / In-person / $250 / Instr: Frenkel

**Working with the Problem Employee**
April 11, 2023 / In-person or Zoom / $349 / Instr: Ellis

#### Human Resources

Human resources is a growing field in need of highly-trained individuals with diverse skills. Providing a foundation in the fundamental theories of modern human resources management, these in-depth courses address the core issues facing HR departments today. Hands-on training helps veteran HR professionals keep current in the field and provides those new or aspiring to the profession the skills they need to build a career. Participants must complete 10 courses: five HR core and five courses approved as electives.

**Human Resources Management**
March 28, 2023 / In-person / $250 / Instr: Frenkel

**Influential Leadership**
March 28, 2023 / In-person / $250 / Instr: Frenkel

**Working with the Problem Employee**
April 11, 2023 / In-person or Zoom / $349 / Instr: Ellis

#### HR EXAM PREP COURSES

These three courses will help participants prepare for certification exams for the Senior Professional in Human Resources (SPHR®), Professional in Human Resources (PHR®) and Associate Professional in Human Resources (aPHR®). Each course is self-paced and online, and each includes a detailed diagnostic test, practice questions at the end of each module, and a full-length practice exam.

**SPHR Exam Prep Course**
Ongoing start dates / Online / $399 / Instr: Staff

**aPHR Exam Prep Course**
Ongoing start dates / Online / $399 / Instr: Staff

**PHR Exam Prep Course**
Ongoing start dates / Online / $399 / Instr: Staff
LEADERSHIP

Leading and Managing with Effective Conversations
Learn how world-class leaders leverage targeted conversations to explain, explore, encourage, empower, and ultimately, elevate their teams. Based on the book, *The Five Coaching Conversations: A Research-Based Model for Maximizing People’s Performance and Potential*, and facilitated by one of the authors, this course offers effective and practical tools for leaders at all levels. Assess your personal aptitude across the five conversations and develop awareness and skill delivering effective conversations with your team.

Advanced Leadership Academy
The Advanced Leadership Academy is a five-month training and coaching program designed to develop and support senior leaders and key team members. Those responsible for setting strategy, spearheading competitive initiatives, leading change, driving innovation, coaching teams and inspiring positive workplace culture will learn tools and techniques to enhance their influence and lead their teams.

The academy includes seven content blocks, each offered as an all-day sessions. Topics include neuroscience of leadership, making data-driven decisions, agile strategic planning, organizational agility and innovation, diversity, building a strong culture and coaching. The program also includes an EQ-i 2.0 Leadership Assessment and two individual coaching sessions with a Certified Professional Coach.

Lean Six Sigma
Lean Six Sigma techniques can deliver real benefits to an organization’s bottom line. Lean Six Sigma knowledge can result in increased revenue, decreased costs, improved efficiency, and build trust and transparency within an organization. The program demystifies Lean and Six Sigma to help you understand the benefits of Lean, the components that drive a Lean or Kaizen culture, the role of Kaizen events and Continuous Improvement and the role of leadership in introducing these concepts.

Leah Six Sigma Green Belt Certification Program
- Sept. 16-Oct. 14 / In-person or Zoom / $1,595 / Instr.: Malhotra
- Feb. 24-March 24, 2023 / In-person or Zoom / $1,595 / Instr.: Malhotra

Leah Strategies for Leaders
This is a new contract course for businesses that want a group of employees to learn Lean Six Sigma methods at their location. A Lean strategy sets up high-level Lean goals and priorities (WIP reduction, productivity enhancement, capacity development). It cascades them through the company where Green Belt-trained and Lean-experienced practitioners can develop the necessary tactical implementations. Learn how to identify passionate change-makers and engage your practitioners at an organizational level while also bringing Lean thinking to other employees and enhancing cooperation between departments. For more information, email ShannonHarrn@unr.edu.

Conflict Resolution and De-Escalation Skills Training
Managed well, conflict can lead to good outcomes. Not managed well, conflict outcomes can range from broken relationships to project failure, or worse. This course addresses concepts and practices for managing conflicts, resolving disputes and ensuring that conflicts don't escalate in an organization or community. Moving participants from self-awareness to other-awareness, experienced mediator instructors take you on a journey that will pay rewards in resolving conflicts.

Nonprofit Management
The Excellence in Nonprofit Management Institute allows professionals in the nonprofit arena to gain and strengthen management skills and techniques, acquire a thorough understanding of daily operations in the nonprofit organization, keep informed of current issues and laws affecting nonprofits, and develop the ability to think strategically for future needs. Topics including governing issues, human resources, volunteer and board responsibilities, marketing, fundraising, program evaluation and 501(c)3 status. The institute will be held again in spring 2023. Check the website extendedstudies.unr.edu early in the new year.

Paralegal Studies
Paralegal training can lead to career advancement and job opportunities in the growing fields of litigation support and legal transactions, as well as in corporations and law firms, banks, courts, government agencies, title companies, accounting and engineering firms, medical offices and the construction industry.

The program is taught by attorney Kerry Doyle and District Judge Dixie R. Grossman, Second Judicial District Court. Guest experts provide further orientation to law office procedure and functions, online research and trial preparation and presentation.

This program is offered as a 12-week hybrid program consisting of weekly asynchronous online modules, and in-person meetings on select weekends. Participants will develop skills to accurately identify legal issues, research relevant law and apply the law to factual situations.

Visit extendedstudies.unr.edu
Call (775) 784-4046
Email extendedstudies@unr.edu
**Supervisory Management**

Designed for supervisors at all levels, Supervisory Management courses provide the tools necessary to motivate, lead, think creatively and master the big picture. In an interactive setting, program participants will examine techniques and philosophies that work for their peers and develop strategies to effectively supervise and direct a workforce. To earn a certificate in Supervisory Management, a student must successfully complete 10 courses, consisting of five Supervisory Management core and five professional development courses approved as electives.

**Strategies for Understanding Financial Statements**
- Sept. 15 / In-person or Zoom / $230 / Instr.: Kalt
- Jan. 18, 2023 / In-person or Zoom / $250 / Instr.: Kalt

**Effective Communications Skills in the Workplace**
- Sept. 29-30 / In-person or Zoom / $400 / Instr.: Tolles
- Feb. 16-17, 2023 / In-person or Zoom / $400 / Instr.: Tolles

**Managing & Supervising People**
- Oct. 19-20 / In-person or Zoom / $400 / Instr.: Theriault
- March 15-16, 2023 / In-person or Zoom / $400 / Instr.: Theriault

**Performance Management**
- Dec. 7-8 / Zoom / $400 / Instr.: Sanders
- May 9-10, 2023 / Zoom / $400 / Instr.: Sanders

**Legal Aspects & Liability Issues for Employers**
- Nov. 16-17 / In-person or Zoom / $400 / Instr.: Staff
- April 5-6, 2023 / In-person or Zoom / $400 / Instr.: Staff

**Managing Performance**
- Oct. 11-12 / In-person or Zoom / $400 / Instr.: Staff
- May 12-13, 2023 / In-person or Zoom / $400 / Instr.: Staff

**Legal Considerations**
- Nov. 15-Dec. 12 / Live-Online / $349 / Instr.: Welch
- May 16-June 12, 2023 / Live-Online / $349 / Instr.: Welch

**InDesign Online**
- Nov. 15-Dec. 12 / Live-Online / $349 / Instr.: Welch
- May 16-June 12, 2023 / Live-Online / $349 / Instr.: Welch

**Live-Online GMAT® Test Prep**
The Live-Online GMAT® Test Preparation course is ideal for those pursuing a Master of Business Administration (MBA) or other business-related advanced degrees. The GMAT® Test measures quantitative, verbal, integrated reasoning and analytical writing skills that are acquired through academic experience and are related to a business field of study. Our Live-Online GMAT® Test Preparation curriculum provides 24 hours of targeted instruction to help you fully prepare for the exam. Course materials include GMAT® practice tests, so you can practice the skills and strategies you are learning in class on real test questions.

**GMAT Test Preparation**
- Sept. 25-Nov. 13 / Live-Online / $999 / Instr.: Staff
- Oct. 20-Nov. 15 / Live-Online / $999 / Instr.: Staff

**Live-Online GRE® Test Prep**
The Live-Online GRE® Test Preparation course is ideal for those seeking to begin advanced degrees. The GRE® General Test often is required for master's degree and doctoral degree programs. The test measures critical thinking, analytical writing, verbal reasoning and quantitative reasoning skills that are acquired through academic experience and are not related to any specific field of study. Our Live-Online GRE® Test Preparation curriculum provides 24 hours of targeted instruction to help you fully prepare for the exam. The GRE® Test Preparation course materials include GRE® practice tests, so you can practice the skills and strategies you are learning in class on real test questions.

**GRE® Test Preparation**
- Sept. 22-Oct. 18 / Live-Online / $899 / Instr.: Staff
- Oct. 19-Nov. 16 / Live-Online / $899 / Instr.: Staff

**Live-Online LSAT® Test Prep**
LSAT® test scores are the single most important component of your law school application process. Your scores can help determine your admission status and may be used in awarding merit-based scholarships, grants, fellowships and assistantships. Let our Live-Online LSAT® Test Preparation course help you prepare for this important exam. The course provides 30-hours of targeted instruction developed by former standardized-test-item writers and test-preparation experts. Course materials include 20 LSAT® practice tests, so you can practice the skills and strategies you are learning in class on real test questions.

**LSAT Test Preparation**
- Sept. 7-Oct. 10 / Live-Online / $999 / Instr.: Staff

**Project Management Online**
This program provides a thorough introduction to project management best practices and industry-wide standards. The project management processes covered in this course are applicable to projects of any size. Participants will learn tools and concepts to plan and lead a project of medium complexity to a successful conclusion. Participants will be introduced to the Project Management Institute's Guide to the Project Management Body of Knowledge (PMBOK® Guide). Participants will practice creating key project management deliverables that initiate, plan, execute and close a project. Students will select a case study project to work on for the duration of the class, and as the course progresses, create and submit the project management deliverables. Upon completion of the course, students will have completed the major components of a project management plan.

**Project Management Certificate Program Online**
- Sept. 20-Nov. 7 / Online / $1,695 / Instr.: Allen
- March 7-April 24, 2023 / Online / $1,695 / Instr.: Allen

Check extendedstudies.unr.edu in early 2023 for more spring classes.
Online Self-Paced Certificates

Cannabis Education
Extended Studies is partnered with Green Flower to offer four noncredit certificates in cannabis education: business of cannabis, agriculture and horticulture, law and policy, and healthcare and medicine. Each certificate program includes three, eight-week online courses with students dedicating 6-8 hours per week. Study is primarily asynchronous, and students are required to pass online tests to progress through the program. Details: cannabiseducation.unr.edu.

Cybersecurity Fundamentals
This program helps business owners understand the concepts and technologies of a sound information security program. Learn how to address common security challenges like phishing, security for remote staff, password protection, mobile device and media usage, and recovery plans. Courses: Security Awareness, A Manager’s Guide to Information Technology, Introduction to Cloud Computing and Cybersecurity, and Introduction to Malware.

Data Analyst Career
Data analysts collect, process and analyze enterprises’ information to make better and faster business decisions. Learn how to clean data, present it in a visual form, perform qualitative and quantitative analysis, interpret and make predictions. Prerequisites: know basic math and algebra operations, number systems and data functions. Courses: SQL Fundamentals, Advanced SQL, Predictive Data Analytics with Python, Introduction to Python For Data Science and Introduction to Computer Programming (optional).

Entrepreneurship
This program introduces key issues in entrepreneurship. What does it take to build and grow a business from scratch? What types of resources are available to budding entrepreneurs, and where can you find them? Courses: Accounting and Finance for Entrepreneurs, Business Law for Entrepreneurs, Introduction to Entrepreneurship, Leadership and Management for Entrepreneurs, and Strategic Marketing for Entrepreneurs.

Finance Essentials
This program introduces non-financial managers to the essentials of finance. Participants will learn financial terminology and how to calculate key financial management indicators. Learners will acquire skills to assess their organization’s financial health by reviewing balance sheets, income statements, and statements of cash flow. Courses: Financial Planning and Control, How to Read a Financial Statement, Introduction to Business Statistics, Introduction to Finance, Time Value of Money and Risk, and Understanding and Managing Budgets.

Grant Writing
Writing grants is a critical part of gaining funding for any nonprofit organization’s mission. Strategic grant writing aligns needs with funding sources. The Introduction to Grant Writing explores the relationship between grant writing and an organization’s strategy for fundraising. It outlines the six stages of grant writing and highlights grant-writing best practices. Advanced Grant Writing shows how to ask iterative questions of yourself, your team and your proposed program in order to sharpen and refine your grant proposal. This course will demonstrate how to push planning, evaluation and budgeting from good to great.

Introduction to Grant Writing
Ongoing start dates / Online / $399 / Instr.: Staff

Advanced Grant Writing
Ongoing start dates / Online / $225 / Instr.: Staff

Purchasing Management
This program trains professionals working in or aspiring to management positions in purchasing or supply chain management. Students working toward the seven-course certificate must complete all four required courses before enrollment in elective courses. Core courses: Essentials of Purchasing, the Supply Chain Process, Management Essentials and Budgeting Essentials.

Purchasing Management
Ongoing start dates / Online / $1,400 or $200 for each class / Instr.: Staff

Python Developer Career
Python is the most popular programming language for applications in data analytics, machine learning, AI, business and finance. According to Indeed Inc., there are more than 18,000 Python developer job openings in the United States. As students proceed through the interactive courses, subject-matter experts are available to provide help as needed. Courses: Introduction to Computer Programming, Python Fundamentals, Advanced Python and Applied Python.

Quickbooks
QuickBooks® Online Basics is an introductory-level course designed to build a foundation of essential skills in QuickBooks® Online. Course content focuses on mastering the fundamental tasks performed in QuickBooks®, including setting up a company file and chart of accounts, entering customer and vendor information, recording sales, creating invoices, managing payables and receivables, creating and customizing reports, and using the Audit Log.

Quickbooks
Ongoing start dates / Online / $99 / Instr.: Staff

Sustainable Management
Sustainability refers to the ecosystems and their resources in a manner that satisfies current needs without compromising future needs. Topics are the tie between the environment and sustainability, the business case for sustainable management, government regulation and applying principles. Courses: An Overview, Corporate Social Responsibility, Measuring Sustainable Management Performance, Sustainable Management and Triple Bottom Line Accounting.

Sustainable Management
Ongoing start dates / Online / $299 / Instr.: Staff

XR — Extended Reality
University of Nevada, Reno Extended Studies is partnered with Circuit Stream to offer three online programs in XR development and design. Interaction Design and Prototyping for XR, a 10-week course, teaches how to design experiences for augmented reality (AR), virtual reality (VR) and extended reality (XR) technologies. XR Development With Unity, a 10-week course, covers creating AR and VR applications using Unity, C# and industry-standard tools for developing XR applications. The Unity Bootcamp, is an intensive 24-week, live, online bootcamp to prepare you for a successful career in virtual reality development, augmented reality development and 3D development. For full information, visit https://xrcourse.com/unr
About Extended Studies

Extended Studies, Continuing and Professional Studies from the University of Nevada, Reno offers short courses and certificates taught by award-winning instructors and packed with innovative ideas you can use in the workplace today. Register now and develop your skills in a wide range of topics for immediate, real-world application to improve your business, your career and your life.

Certificates of completion

Individual certificates are awarded at the conclusion of each course and at the successful completion of the specific requirements for each professional development program of study. See certificate program descriptions for details.

Save with discounts

Early-bird, multiple-registration and full-program discounts are available on many courses. View course sections on the website extendedstudies.unr.edu to see which are eligible for discounts.

Members of the Nevada Alumni Association qualify for a 15% discount on most Extended Studies noncredit courses. To receive the discount, please call the Office of Alumni Relations at (775) 784-6620 or (888) NV-ALUMS for a special savings code prior to calling Extended Studies to register for your courses. To receive the alumni discount, students must register by phone. Discount not available via online registration.

Class formats

Classes are offered in a variety of formats. Check the course listing on the website extendedstudies.unr.edu for instruction method.

Online: Some classes are offered online as asynchronous courses or synchronous courses via Zoom.

HyFlex: Select courses will be offered both in-person and Zoom. You choose your preference during registration.

In-person: Classes take place at Redfield Campus, Nell J. Redfield Building A, 18600 Wedge Parkway in south Reno.

Human Resources Certification

Select courses 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).

Contract training

Extended Studies at the University of Nevada, Reno can deliver courses and programs at your site or ours — designed with your budget, your goals and your business in mind.

We can modify almost any professional development course or program we offer and deliver it at the site of your choice. We’ll create a customized program tailored to your training and scheduling needs.

We’ll work with you and your management team to match staff development and training goals with your company’s business objectives. We can help you develop skilled and motivated employees at all levels of your organization.

Real benefits

Companies who partner with Extended Studies get the most for their training dollar. You can too, with:

- A focused and comprehensive educational experience
- Industry-specific information to use right now
- New tools to rethink and re-energize your goals
- Skills to stay on the leading edge of change
- Competitive advantage and current trends in business and organizational thinking
- Objectives and strategies to manage a staff, a team, a company and your own success
- Professional course delivery and quality service for your organization

More choices

Choose from a wide selection of convenient, accessible, affordable courses on up-to-the-minute topics taught by industry experts and University faculty.

- Topics to meet industry-specific needs:
  - Budgeting and financial management
  - Lean Six Sigma
  - Customer recruitment and retention
  - Diversity and cultural awareness
  - Employee relations, assistance and orientation
  - Improving efficiency and decreasing cost
  - Interviewing and hiring practices
  - Management, leadership, coaching and supervision
  - Marketing and communications
  - Negotiation and conflict resolution
  - Performance standards, evaluation and review
  - Project management
  - Risk management
  - Team building and motivation

For more information about partnering with Extended Studies at the University of Nevada, Reno to meet your professional development needs, email Shannon Harris, M.A., Associate Director, Extended Studies, at shannonharris@unr.edu or JoAnne Gipson, Operations Manager, Gaming Management Programs, at jgipson@unr.edu.

The University of Nevada, Reno is an Equal Opportunity/ Affirmative Action, ADA Institution. A portion of program fees may be used to pay hosting expenses. Produced by Extended Studies Marketing, 7/22.