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University of Nevada, Reno

Extended Studies

August–December 2017 Catalog

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Extended Studies can help you manage your bottom line by:

- Bringing courses and programs to your site
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- Retaining your employees in a competitive job market
- Reinvesting in your employees by offering education as a benefit

"UNR Extended Studies is a wonderful program to offer to your leaders. We have enjoyed the variety of courses that UNR offers. The different professors are experts in their fields and as presenters. This makes for an enjoyable learning experience. UNR has worked with our credit union to make this program personal to our needs. It offers consistency for our future leaders. We find that going to these courses as a group has helped build a better leadership team and ownership of what we have learned together." — **Brettine Morris,**

**Training Manager/IRA Specialist,
Great Basin Federal Credit Union**



Find out how Extended Studies can help your company!
Call us today at (775) 784-4046 or 800-233-8928



Extended Studies
University of Nevada, Reno

Our Mission

Extended Studies at the University of Nevada, Reno helps to improve people's lives by providing innovative, high-quality education at any time or place.

Vice Provost for Extended Studies
Fred B. Holman, Ph.D.

365 Learning — Online Learning, Summer Session, Wintermester, Evening Studies, Freshman Start, Weekend Classes
Kerri Garcia, M.A., Executive Director

Academic Credit Options (ACO)
Jodi Herzik, MPA, Executive Director
Dawna Snyder, Program Officer

Management, Professional Development, Youth Programs
Jodi Herzik, MPA, Executive Director

Shera Alberti-Annunzio, M.Ed.,
Assistant Director, Professional Development
and Certificate Programs

Amy Ginder, M.S., Assistant Director,
Management and Leadership Programs

JoAnne Gipson, Operations Manager,
Gaming Management Programs

Crystal Adams, Director,
KIDS University

Enrollment Operations
Thomas Nicholas, M.S., Manager

Fleischmann Planetarium
Dan Ruby, M.S., Director

Osher Lifelong Learning Institute
Carol Parkhurst, MLS, Executive Director

For a full staff list, visit the University
directory at www.unr.edu.

 Find us on
Facebook

 @UNR_EXS



Register your way

Early registration is encouraged! Some courses have minimum enrollment requirements and may be cancelled if they are not met. Course fees are per person.



Online*
Search by course title or schedule/
registration number.
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With credit card or
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purchase order to:
Enrollment Services
Extended Studies
University of Nevada, Reno/0048
Reno, NV 89557 USA



In person*
Visit Extended Studies at:
University of Nevada, Reno
Redfield Campus
Nell J. Redfield Building A
18600 Wedge Parkway, Reno
Monday-Friday, 8 a.m.-6 p.m.

*Register for ACO and 365 Learning
academic credit courses
at my.nevada.unr.edu



Please recycle this catalog —
or pass it along to a friend!

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Additional Information

Visit our website or call Extended Studies for important program-specific information and policies, including:

- Cancellations, refunds and multiple-registration discounts
- Financial assistance
- Immunization requirements and application fees for academic credit courses

Additional courses, not listed in this publication, may be scheduled in Fall-Winter 2017. Check our website often for updates and information.

The course catalog for Extended Studies at the University of Nevada, Reno is published by the Extended Studies Marketing Department. For placement on mailing lists, please email ExtendedStudies@unr.edu, write to Extended Studies, University of Nevada, Reno/0048, Reno, NV 89557, or call (775) 784-4046 or 800-233-8928.

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Visit us at www.extendedstudies.unr.edu

Professional Development Courses and Certificates

Extended Studies 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. Full attendance is required. See certificate program descriptions for details.

Parking and lunch

Free parking is available without a permit at Redfield Campus. Lunch is included in most full-day course sessions as noted in descriptions. For more information, call Extended Studies at (775) 784-4046 or 800-233-8928 or visit www.extendedstudies.unr.edu.

Come see us at Redfield Campus in south Reno

Find Extended Studies offices and classrooms at Redfield Campus, Nell J. Redfield Building A, 18600 Wedge Parkway in south Reno. In-person registration and/or in-person deposits for noncredit professional development courses are accepted only at Redfield Campus.

Save with discounts

Early-bird and multiple-registration discounts are available. View course sections to see which are eligible for discounts.

NEW: 15% off Extended Studies Courses for Nevada Alumni Association members

Did you know dues-paying 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 course(s).

To receive the Alumni discount, students must register by phone. Discount not available via online registration.

Need help paying for class? Ask JOIN and CSA!

Financial assistance may be available for unemployed or underemployed students.

Many noncredit professional development courses and certificates offered through Extended Studies at the University of Nevada, Reno qualify for financial support through JOIN Inc. and the Community Service Agency (CSA). To learn if you are eligible, call JOIN at (775) 336-4450 or CSA at (775) 786-6023.

Eligible students can select from Extended Studies courses and programs approved for funding in such areas as:

- Paralegal Studies
- HR and Supervisory Management
- Lean Six Sigma Green Belt
- Project Management
- Social Media and Digital Marketing
- Public Management
- Advanced Composite Manufacturing
- New programs regularly are added to this list.



Paralegal Studies Certificate Program

Knowledge essential to advancement in a rapidly growing profession

Now in its 25th year! 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.

Benefits

- According to the U.S. Department of Labor's Bureau of Labor Statistics, job opportunities for trained paralegals and legal assistants are projected to increase by nearly 20% by 2010 and 2020.
- Certificates provide evidence to current and potential employers of successful completion of a top-quality, noncredit educational program in preparation to join the paralegal field or for career advancement.
- Out of 200 careers cited in a recent article, the paralegal profession rated second in overall employment satisfaction.
- Successful program completion may qualify for contact hours from the National Association of Legal Assistants (NALA).

The Paralegal Studies Certificate Program is taught by attorney Kerry Doyle, and attorney and Sparks Municipal Court Judge James Spoo — both of whom have extensive experience in Nevada's state and federal courts, and transactional law.

This program is designed to meet the needs and abilities of a diverse range of students, from experienced paralegals to those with expertise in other careers and no prior legal experience. Students will enhance their existing skills and knowledge to an advanced level based on individual needs and abilities.

Participants will develop skills to accurately identify legal issues, research relevant law and apply the law to factual situations. Writing skills are developed in a highly effective practice-oriented approach from legal correspondence and memos through motion and pleading exercises.

When:	Sept. 9-Dec. 3; select Saturdays-Sundays, 9 a.m.-5 p.m.
Where:	UNR, Redfield Campus, 18600 Wedge Parkway
Instrs.:	The Honorable James L. Spoo, J.D., Sparks Municipal Court judge; and Kerry Doyle, Esq., attorney
Fee:	\$2,195 through Aug. 18; \$2,395 after Aug. 18. Fee includes access to Westlaw and LexisNexis for the duration of the course, textbook, all instructional materials, refreshment breaks and parking. Ask about discounts for multiple registrations from the same organization.

Sched. #: 2178PARA101

Certificate Requirements

To receive a certificate in Paralegal Studies, program participants must earn a passing score of 70% (or "C") on each exam and written assignment. Satisfactory completion (pass/fail) of all exercises and 90% attendance also are required, as well as some study between sessions. This program may be taken independently and requires no formal admission to the University.

For more information, email: aginder@unr.edu

Session I

**Sept. 9-10; Sat.-Sun.,
9 a.m.-5 p.m.**

- Paralegalism
- Access to the profession
- Legal terminology
- Becoming an informed consumer of legal services

Session II

**Sept. 23-24; Sat.-Sun.,
9 a.m.-5 p.m.**

- Organization and structure of the Nevada legal system
- Introduction to Nevada practice and procedure
- Professional responsibilities and ethics

Session III

**Sept. 30-Oct. 1; Sat.-Sun.,
9 a.m.-5 p.m.**

- Civil procedure
- Pleadings
- Substantive law: family law

Session IV

**Oct. 14-15; Sat. and Sun.,
9 a.m.-5 p.m.**

- Discovery
- Alternative dispute resolution
- Substantive law: torts and contracts
- Appellate procedure

Session V

**Oct. 21-22; Sat.-Sun.,
9 a.m.-5 p.m.**

- Primary and secondary authority
- Case law research and analysis
- Case citations
- Website research

Session VI

**Nov. 4-5; Sat.-Sun.,
9 a.m.-5 p.m.**

- Case briefing
- Statutory research and analysis
- Legislative process
- Introduction to WestlawNext and LexisNexis Advance E-Discovery

Session VII

**Nov. 18-19; Sat.-Sun.,
9 a.m.-5 p.m.**

- Principles of evidence
- Interviews and investigations
- Court rules
- Scientific Trial Preparation
- Trial process

Session VIII

**Dec. 2-3; Sat. and Sun.,
9 a.m.-5 p.m.**

- Legal writing
- Research-based products
- Model courtroom
- Criminal law
- Mediation process

FREE! Extended Studies Open House with Paralegal Studies information session

When: Wednesday, Aug. 16, 2017, 5:30-7 p.m.

Where: University of Nevada, Reno, Redfield Campus,
18600 Wedge Parkway, Reno

Join us and learn more about Extended Studies programs, meet instructors, receive a special discount for registering on site for select courses — and enter to win gift certificates to use toward course fees and more.

The Paralegal information session begins at 5:30 p.m.

Project Management Essentials Courses and Certificate

Lead and manage projects across all areas of business and industry

This certificate provides the knowledge and skills necessary to successfully lead and manage any type of project across all areas of business and industry, including both theoretical and practical approaches to project management with hands-on experience working in real-world scenarios.

Project Management Essentials courses may serve to fulfill some of the educational requirements needed to apply for the Project Management Professional (PMP®) or the Certified Associate Project Manager (CAPM®) credential, granted by the national Project Management Institute (PMI®). Select courses also may be used to earn professional development units (PDUs) necessary to maintain credentials granted by PMI. Please visit www.pmi.org for more information.

Where: UNR, Redfield Campus, 18600 Wedge Parkway
Fee: \$695 per 18-hour certificate course; \$585 early registration
 \$350 per 9-hour certificate course; \$295 early registration
 Fee includes course materials, refreshments and parking. **Ask about discounts for multiple registrations from the same organization, and about a full-program discount for individuals registering for all four certificate courses at the same time.**

Program Format

The University's 54-hour Project Management Essentials Certificate Program consists of four core certificate courses, which may be taken as a series to earn the full 54-hour certificate, or taken independently within specific areas of interest. Certificate courses are offered throughout the year. Formal admission to the University is not required.

Certificate Requirements

To earn the 54-hour certificate, a participant must successfully complete the four required certificate courses: The Human Factor of Project Management*, Project Management Essentials*, Managing with MS Project and Project Management: Beyond the Basics. Upon completion of the four courses, the Project Management Essentials Certificate will be awarded by the University of Nevada, Reno.

Please note: Courses applied toward the Project Management Essentials Certificate may not be applied toward the completion requirements of another certificate program.



**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). Use of the HRCI seal is not an endorsement by HRCI of program quality. For more information about certification and recertification, please visit the HRCI homepage at www.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 www.shrm.org.*

Individuals wishing to receive HRCI or SHRM recertification hours must attend all class hours.

For more information, email: aginder@unr.edu

The Human Factor of Project Management*

**Approved for 9.0 PHR/SPHR HR hours or SHRM PDCs*

Learn new strategies for creating empowered, sustainable teams quickly and easily by discovering how and why you and your team members think, act, make decisions and meet challenges. Develop a new approach to managing the complexities of working with project teams to bring your projects in on time and within budget.

When: Sept. 18-20; Mon.-Wed., 6-9 p.m. **Note:** Other courses in this series meet Tues.-Thurs.
Instr.: Kevin Ciccotti, CPCC, ACC
Fee: \$295 through Aug. 25; \$350 after Aug. 25
Sched.#: 2178CPML208

Project Management Essentials*

**Approved for 18.0 PHR/SPHR HR hours or SHRM PDCs*

This 18-hour course builds a solid foundation for successful project management. Designed for both new and experienced project managers, students will learn and apply the concepts, tools and techniques across project management process groups and key project management knowledge areas. Students will learn how to plan for and mitigate project risks, and maximize stakeholder expectations. This course is a recommended prerequisite for the other courses in the Project Management Essentials Certificate Program.

When: Oct. 3-12; Tues.-Thurs., 6-9 p.m. (Oct. 3, 4, 5, 10, 11, 12)
Instr.: James King, Ph.D, PMP
Fee: \$585 through Sept. 12; \$695 after Sept. 12
Sched. #: 2178CPML101

Managing with MS Project™

Learn how to use Microsoft Project™ to organize and plan project elements, develop work-breakdown structures, schedule and budget costs for project work packages, and determine work force and other resource allocations. Hands-on experience with MS Project™ will allow project teams to develop resource allocations and project timetables, cost and payment schedules, and project quality management standards.

Prerequisite: Competence working in a Microsoft Windows environment.

When: Nov. 14-16; Tues.-Thurs., 6-9 p.m.
Instr.: Eric Baryol, PMP
Fee: \$295 through Oct. 24; \$350 after Oct. 24
Sched. #: 2178CPML202

Project Management: Beyond the Basics

Explore the behaviors and characteristics of outstanding leaders and relate them to project team leadership while learning how to improve the effectiveness of project communications. Participants will have the opportunity to synthesize learning in this course with its prerequisite, Project Management Essentials, by working on a real case scenario and developing a final project proposal with a group presentation.

Prerequisite: Project Management Essentials or instructor approval

When: Nov. 28-Dec. 7; Tues.-Thurs., 6-9 p.m. (Nov. 28, 29, 30; Dec. 5, 6, 7)
Instr.: Lisa Bausell, MBA, PMP
Fee: \$585 through Nov. 7; \$695 after Nov. 7
Sched. #: 2178CPML107

Project Management Associated Course

PMP/CAPM Credential Exam Preparation

Focused, in-depth test preparation for national certification

This course is designed to prepare project leaders, coordinators and team members to take the Project Management Professional (PMP®) or the Certified Associate Project Manager (CAPM®) examination administered by the Project Management Institute (PMI®). PMI certifications are recognized worldwide as benchmarks for demonstrating project management leadership skills and have become the industry standard for project managers seeking career advancement.

Experienced project managers will be able to use the skills learned in this course to prepare to pass the PMP examination to earn the internationally recognized PMP credential. Less experienced project managers will be able to use the skills learned in this course to prepare for passing the CAPM examination. (It is recommended students with little or no project management experience complete the Project Management Essentials course offered through Extended Studies before enrolling in this program).

The PMP/CAPM Credential Exam Preparation course uses a highly focused approach to review the project management processes and knowledge areas candidates must know in order to pass the exams. The instructor, a certified PMP, will review materials from the *PMBOK® Guide*, present effective test preparation techniques, discuss how best to prepare for passing the examination on the first attempt, offer tips for answering questions correctly and review many sample exam questions.

When:	Oct. 14-21 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.
Where:	UNR, Redfield Campus, 18600 Wedge Parkway
Instr.:	Bill Ball, MBA, PMP
Fee:	\$995 through Sept. 20; \$1,150 after Sept. 20 Fee includes course materials, customized study aids, <i>The PMP Exam: How to Pass on Your First Try</i> book, refreshments, Saturday lunches and parking.
Sched. #:	2178CPML300

Program Topics

- Process framework
- Integration management
- Scope management
- Time management
- Cost management (including earned value)
- Quality management
- Human resource management
- Communications management
- Risk management
- Procurement management
- Stakeholder management

Ask about discounts for multiple registrations from the same organization!

Course and Certification Requirements

- Participants should ensure minimum work and education experience requirements to sit for the PMP or CAPM exam have been met before enrolling in the course. Visit www.pmi.org for information about credential requirements.
- Students are required to purchase and read *A Guide to the Project Management Body of Knowledge*, Fifth Edition (PMBOK®) before the course begins.
- It is strongly recommended participants plan to take the PMP or CAPM exam within one month of completing the course. We encourage candidates for PMP or CAPM certification to submit their applications and receive approval from PMI to take their exams before enrolling in this course.

Note: In early 2018, the PMP and CAPM exams may be revised substantially to reflect changes made in the upcoming sixth edition of the PMBOK®, which will be published sometime between January and March 2018. Fall 2017 will be the final opportunity to take **this version** of the exam prep course and associated exam, which focuses on the fifth edition of the PMBOK®

"I successfully passed the CAPM examination on my first try. Your prep course was excellent and focused my studies on the exact topics that I needed to pass the exam. Bill Ball brings a wide breadth of knowledge and expertise to the course and I couldn't have passed without his expert guidance."

— Matthew F. Lawton, CAPM

"Your class was essential as it not only helped me understand the materials better, but set my expectations clearly as to what I had to do to pass the exam THE FIRST TIME. Thank you for your guidance and support!"

— Philip Moore, PMP

See page 20 for the ONLINE Project Management Certificate Program!



Lean Six Sigma Green Belt Certification Program *(classroom-based)*

Lean Six Sigma techniques can deliver real benefits to any organization's bottom line in industries such as manufacturing, healthcare, government services, IT and others.

What can Lean Six Sigma training do for you and your organization?

- Increase revenue
- Decrease costs
- Improve efficiency
- Build trust and transparency within an organization

You may have established company goals and identified who shares your mission and vision. You may even have established Key Performance Indicators (KPIs) and tied them to specific metrics. But understanding what is meant by a Lean Enterprise to minimize waste and improve the bottom line — in any company and any area — can be a nebulous concept. The Lean Six Sigma Green Belt 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 (CI), and the role of leadership in introducing Lean and Six Sigma concepts.

Objectives:

- Gain hands-on experience in Lean Six Sigma (LSS) implementation
- Understand LSS tools and methodologies
- Learn qualities of Lean Leader
- Learn to value a Continuous Improvement culture
- Train to run Kaizen events

Upon completion of this five-day (35-hour) program, participants can expect to know how to start their organizations down the path of operational excellence by instilling a Continuous Improvement culture.

When:	Sept. 22-Oct. 20; Five Fridays, 9 a.m.-5 p.m. (Sept. 22, 29; Oct. 6, 13, 20)
Where:	UNR, Redfield Campus, 18600 Wedge Parkway
Instr.:	Rishi Malhotra, MBA, M.S., ASQ Certified Six Sigma Black Belt
Fee:	\$1,195 through Sept. 1; \$1,495 after Sept. 1. Fee includes lunch, course materials, certification exam and parking.
Sched. #:	2178AMP400

After attending this class, participants will:

- Have a clear understanding of a Lean Enterprise
- Understand the Kaizen methodology and the Kaizen culture
- Identify specific Lean tools and methodologies available for initiating and implementing Lean in an organization
- Have a toolkit of information to begin the process of implementing Lean and Six Sigma within their organization

Coursework will include lecture, video, class participation and simulations. Real-world applications will be discussed, and students will be encouraged to talk about examples from their professional lives. Active student participation in class is a key component of the learning experience. There will be small homework assignments and a certification exam on the final class session.

Students must attend at least four of the five class days, participate each day, satisfactorily complete each all assignments, and earn at least 70% on the open-note certification exam to earn their Lean Six Sigma Green Belt Certification.

Course fee includes customized course materials and a catered lunch each Friday.

Early registration is encouraged.

Additional discounts available for multiple registrations from the same organization.

For more information, email: aginder@unr.edu

Lean Six Sigma Green Belt Daily Overview

Day 1:

Introduction to Lean
 Introduction to Six Sigma
 DMAIC
 Change Management
 VOC (Voice of Customer)
 Value-Added (VA) v/s Non-Value Added (NVA) analysis

Day 2:

5S
 8 Wastes
 Charter Creation
 Process Mapping
 SIPOC
 Visual Workplace
 Visual Controls and Visual Boards
 Problem Solving
 A3
 Gemba Walks

Day 3:

JIT (Just In Time)
 One-piece flow
 Kanbans
 Takt Time
 Cycle Time / Lead Time
 Standard Work
 KPIs and Metrics
 Mistake-proofing (Poka yoke)
 Push vs. Pull
 Inventory Management (2-bin system)
 Change Over Reduction
 TPM (Total Productive Maintenance)

Day 4:

Kaizen Simulation
 Note: The objective of the fourth day will be to provide hands-on experience of running a kaizen event. We will be using a real work example. Students will go through all the steps including charter creation, current state mapping, future state mapping, gap analysis and creating a roadmap for improvement.

Day 5:

Principles of the Toyota Production System
 Policy Deployment (Hoshin Kanri)
 Conducting a Lean Assessment
 Qualities of a Lean Leader
 Certification Exam

About the Instructor

Rishi Malhotra specializes in Strategy and Operational Excellence consulting. He has over 20 years of strategic and tactical Lean, Six Sigma, and manufacturing leadership experience. Malhotra works with clients to enhance the top-line and bottom-line, improve enterprise efficiency, and implement cost reduction strategies. His clients range from small and mid-size businesses to Fortune 500 companies. He is passionate about helping organizations inculcate a Lean and Six Sigma culture as part of long-term growth plans. Malhotra holds a Master of Business Administration in finance, a Master of Science in industrial engineering, a Bachelor of Engineering in mechanical engineering and is an ASQ Certified Six Sigma Black Belt.



Advanced Composite Manufacturing Certificate

The University of Nevada, Reno is partnering with Abaris Training Resources to deliver three levels of courses in advanced composite manufacturing, which may be combined to earn the University's three-course Advanced Composite Manufacturing Certificate. Abaris has a 23-year history as a global leader in composite manufacturing training. Its facilities are among the most advanced in the world, offering classroom and hands-on lab training.

According to the American Composite Manufacturers Association (ACMA), manufacturers and engineers recognize the ability of composite materials to produce high-quality, durable, cost-effective products. In the United States, composites manufacturing is a \$25 billion a year industry with 5,000-7,000 composites-related manufacturing plants and materials distributors employing more than 236,000 people. An additional 250,000 workers are employed in businesses that support the composites industry, including materials suppliers, equipment vendors and other support, according to the ACMA.

Certificate Courses

The Advanced Composite Manufacturing Certificate consists of two core courses, which may be taken independently or as a series to earn the program certificate. Individual class certificates are awarded at the completion of each class.

All courses take place at Abaris Training Resources, 5401 Longley Lane, Suite 49.

Look for the newly designed Phase II class coming in spring 2018. Visit www.extendedstudies.unr.edu.

Advanced Composite Structures: Fabrication and Damage Repair Phase 1

(formerly Advanced Composite Manufacturing 1)

Topics include the fundamentals of advanced composite manufacturing, fibers, fiber forms, thermoset and thermoplastic resins, storage and handling procedures, basic laminate construction methods, vacuum bagging and curing/processing methods.

When: Aug. 14-18; Mon.-Thurs., 8:30 a.m.-5 p.m.; Fri., 8 a.m.-2 p.m.

Course also is offered Sept. 11-15; Oct. 2-6; Oct. 30-Nov. 3; Dec. 4-8. See website for details.

Fee: \$2,295, includes course materials and parking

Sched. #: 2175MFG101

For more information about the Advanced Composite Manufacturing Certificate, email: shera@unr.edu

Customize a certificate that suits your needs



**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). Use of the HRCI seal is not an endorsement by HRCI of program quality. For more information about certification and recertification, please visit the HRCI homepage at www.hrci.org.*



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For more information, email: shera@unr.edu

Supervisory Management, Human Resources Management or Public Management

Complete a multi-course certificate or take courses independently

Whether you're ready to commit to an in-depth professional development certificate program, seeking a refresher in up-to-the-minute trends and issues, or want to round out your knowledge with a selection of classes in diverse subject areas, our one- and two-day courses offer a wide range of options. Any of the custom certificate courses on the following pages may be taken independently or applied to a certificate program in Supervisory Management, Human Resources Management or Public Management.

Certificate Benefits

Beyond the valuable leading-edge training offered by individual courses, a 10-course certificate in Supervisory and Human Resources management or an eight-course certificate in Public Management provides evidence to employers of successful completion of a quality educational program and indicates a level of professional achievement in one's field. Certificates are earned only by those who demonstrate a commitment to a long-term program.

Certificates are awarded after completion of five core courses in Supervisory Management or Human Resources Management, along with five elective courses. Certificates are awarded after completion of four core courses in Public Management, along with four elective courses. Core courses are offered twice each year. To earn two certificates, complete all the required core courses for each certificate, in addition to the necessary electives for a total of 15 classes. To earn a third certificate, additional electives are required.

More Elective Choices

In addition to the required core courses for each program, participants may choose from dozens of electives offered by Extended Studies each year, or may apply core courses from another Extended Studies custom certificate as electives to their chosen program. Supervisory, HR and Public Management core courses and Project Management Essentials or the Human Factor of Project Management courses may be applied to one certificate program only. See pages 10-15 for course descriptions. See page 4 for Project Management courses that may be applied as certificate electives.

Coming in 2018: A new classroom-based advanced leadership program!

Stay tuned for more information on this unique professional development opportunity, designed for professionals seeking the advanced skills and leadership techniques needed to drive growth and innovation in their organizations.

For more information, contact Amy Ginder at aginder@unr.edu.

Supervisory Management Core Courses

Effective Communication Skills in the Workplace*
Legal Aspects and Liability Issues for Employers*
Managing and Supervising People*
Performance Management*
Strategies for Understanding Financial Statements*

Human Resources Management Core Courses

Compensation and Benefits*
Employee Relations*
Employment, Placement and Practices*
Human Resources Training and Development*
Legal Aspects and Liability Issues for Employers*

Public Management Core Courses

Administrative Law: Understanding Policy, Rules and Decisions*
Public Finance: How the Dollars are Distributed
Public Sector Human Resources*
Public Management: Goals and Practices (formerly Understanding Public Administration)

Noncredit professional development courses may be taken independently and require no formal admission to the University.

Professional in Human Resources (PHR/SPHR) Study Program

Join a proven program providing in-depth test preparation

Now in its 13th year, the Professional in Human Resources Study Program provides detailed instruction in the skills necessary to take the Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) examination. Our overall pass rate for all students who have taken the PHR or SPHR national exam is 71%, compared to the national average pass rate of 53%.

This intensive 11-session program provides a comprehensive review for HR professionals, enhancing skills and knowledge, and preparing participants with test-taking techniques and materials for the PHR or senior-level SPHR examination — nationally recognized certifications designating mastery of the human resources body of knowledge. This program also may help with the National SHRM CP or SCP exam.

When:	Sept. 11-Dec. 4, Mondays. Sept. 11, 3:30-7:30 p.m. Sept. 18, 25; Oct. 9, 16, 23, 30; Nov. 6, 13, 27, 4-7:30 p.m. Dec. 4; 3:30-7:30 p.m. No class the weeks of Oct. 2 and Nov. 20
Where:	UNR, Redfield Campus, 18600 Wedge Parkway
Instrs.:	Facilitated by Karyn Jensen, M.S., SPHR, SHRM-SCP, founder of the Human Resource Connection Ltd., and taught by professionals with extensive experience working in human resources and related fields.
Fee:	\$1,295 through Aug. 11; \$1,445 after Aug. 11. Fee includes textbook, course materials, test-taking aids, parking and refreshments. Participants wishing to cancel enrollment must notify Extended Studies staff by noon, one week prior to the first day of class, to receive a refund. The textbook fee of \$286, plus an additional 15% administrative fee, will be retained by Extended Studies.
Sched. #:	2178PHR101

Certificate Requirements

To receive a certificate of completion for the University's PHR/SPHR Study Program, participants must attend a minimum of nine of the 11 program sessions. This program may be taken independently and requires no formal admission to the University. Early registration is encouraged; minimum 15 enrollments are required to avoid cancellation.

National Certification

For more information about qualifying to take the national PHR and SPHR exams, please visit the HR Certification Institute website at www.hrci.org. The HRCI testing organization will assess eligibility and approve qualifications to take the PHR or SPHR exam based on applications submitted directly to them. **Completion of the University's PHR/SPHR Study Program does not guarantee acceptance from HRCI for testing.**

Please note: This program may provide partial preparation for those wishing to take Society for Human Resource Management (SHRM) certification examinations. Visit www.shrm.org for information about the SHRM test.

"I could not have passed the PHR exam without attending these classes. They were the basis, the foundation, of all the content I had to learn. I learned principles, skills and best practices, and very importantly, I learned how to take a tough multiple choice test! Thank you, Karyn and team."

— **Debby Hunter, PHR, Human Resources Manager**
Lumos & Associates Inc.

"If you want to pass the PHR or SPHR, this class is a must!"

— **Amber Haw, SPHR, Human Resources Manager**
Terry Lee Wells Nevada Discovery Museum

"My experience in HR started 14 years ago and it has always been my goal to attain the SPHR designation. Thanks to your PHR/SPHR Study Program and your constant motivation and support, I have been successful in attaining this long-sought designation."

— **Jessica Wiley Atkinson, SPHR, HR Administrator**
Truckee Meadows Water Authority

Noncredit professional development courses may be taken independently and require no formal admission to the University.

For more information, email: shera@unr.edu

See page 10 for Human Resources Management Individual Courses and Certificate.

FREE! Extended Studies Open House

When:	Wednesday, Aug. 16, 2017, 5:30-7 p.m.
Where:	University of Nevada, Reno, Redfield Campus, 18600 Wedge Parkway, Reno

Join us and learn more about Extended Studies programs, meet instructors, receive a special discount for registering on-site for select courses — and enter to win gift certificates to use toward course fees and more.

Human Resources Management Courses and Certificate

Meet the demands of a rapidly changing field

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.

The following courses may be taken independently, applied as core requirements to the Human Resources Certificate, or applied as electives to the certificate program in Supervisory Management or Public Management. Formal admission to the University is not required.

Certificate Requirements

To earn a certificate in Human Resources Management, a student must successfully complete 10 courses, consisting of five Human Resources core and five professional development courses approved as electives. Certificates of completion are awarded at the conclusion of each course. Upon completion of the 10 courses, a Certificate in Human Resources Management will be awarded.

Required Core Courses:

- Compensation and Benefits*
- Employee Relations*
- Employment, Placement and Practices*
- Human Resources Training and Development*
- Legal Aspects and Liability Issues for Employers*

Electives that may be applied to the Human Resources Management Certificate appear on pages 13-15. Supervisory Management core courses on page 11 and select Project Management Essentials courses on page 4 may be applied as electives to this program if not applied toward the completion requirements of another certificate.

Register Now for Five Core Courses and Save!

Individuals who register and pay for all five Human Resources Management core courses at the same time will receive a 10% discount. Call (775) 784-4046 or 800-233-8928 to register for all five courses at the same time and ask to receive the five core-course discount (not available for online registrations). Completion of all five courses is required to receive the discount; participant-initiated cancellations void the discount.

Employee Relations*

You've done a great job recruiting and selecting the best employees, and retaining them is key. Explore all the components of employee relations and the importance of this area to the overall success of an organization. Learn key elements of constructive performance evaluations, effective complaint management, handling problem employee behaviors, communication, diversity in the workplace and laws affecting personnel policies.

When:	Sept. 12; Tues., 9 a.m.-4 p.m.
Where:	UNR, Redfield Campus, 18600 Wedge Parkway
Instr.:	Kim McNamara, SPHR, CPCC, SHRM-SCP, HR consultant
Fee:	\$199, includes parking, lunch and 6.0 PHR/SPHR hours or SHRM PDCs
Sched. #:	2178CHR102

Human Resources Training and Development*

Continuous training is a fact of life for any organization to ensure long-term survival and profitability. Focusing on adult learning and training-needs assessment, participants will discuss the design and use of developmental interventions, the bottom line of training effectiveness and the impacts of legal and ethical issues on the organization.

When:	Oct. 10; Tues., 9 a.m.-4 p.m.
Where:	UNR, Redfield Campus, 18600 Wedge Parkway
Instr.:	Kim McNamara, SPHR, CPCC, SHRM-SCP, HR consultant
Fee:	\$225, includes parking, lunch, book and 6.0 PHR/SPHR hours or SHRM PDCs
Sched. #:	2178CHR103

Legal Aspects and Liability Issues for Employers*

Develop a strategy for consistently implementing standards in accordance with legal guidelines to reduce your liability. This course will address laws and regulations governing discrimination, hiring practices, safety, labor relations, unemployment and workers' compensation, drug testing, in-house personnel investigations, and the development of standards in the areas of fairness, due process and termination.

When:	Oct. 19-20; Thurs.-Fri., 9 a.m.-4 p.m.
Where:	UNR, Redfield Campus, 18600 Wedge Parkway
Instr.:	Anthony Hall, J.D., partner, Holland & Hart LLP
Fee:	\$330, includes parking, lunch each day and 12.0 PHR/SPHR hours or SHRM PDCs
Sched. #:	2178CSM102

Compensation and Benefits*

How do compensation and benefits programs affect your organization's bottom line? Explore the goals of compensation and benefits programs, focusing on how best to communicate them to employees. Key topics include direct and indirect compensation, strategic compensation, benefit planning and laws affecting wage and benefit practices.

When:	Nov. 3; Fri., 9 a.m.-4 p.m.
Where:	UNR, Redfield Campus, 18600 Wedge Parkway
Instr.:	Christy Wheeler, SPHR, SHRM-SCP, CCP, CBP, GRP, vice president of human resources, Grand Sierra Resort
Fee:	\$199, includes parking, lunch and 6.0 PHR/SPHR hours or SHRM PDCs
Sched. #:	2178CHR104

Employment, Placement and Practices*

Poor selection of employees can lead to costly turnover. In any economic climate, it is critical to build a solid foundation in the employment process to hire the best employees. Learn the ins-and-outs of planning and development, recruitment policies, testing and applications, as well as the basic legal aspects of affirmative action, equal pay, equal opportunity, and hiring veterans and people with disabilities.

When:	Dec. 7; Thurs., 9 a.m.-4 p.m.
Where:	UNR, Redfield Campus, 18600 Wedge Parkway
Instr.:	Karyn Jensen, M.S., SPHR, SHRM-SCP, president, The Human Resource Connection
Fee:	\$199, includes parking, lunch and 6.0 PHR/SPHR hours or SHRM PDCs
Sched. #:	2178CHR101

For more information, email: shera@unr.edu

Supervisory Management Courses and Certificate

Motivate, lead, think creatively and master the big picture

Designed for supervisors at all levels — novice, veteran or aspiring — Supervisory Management courses from Extended Studies 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.

The following courses may be taken independently, applied as core requirements to the Supervisory Management Certificate or applied as electives to the certificate program in Human Resources Management or Public Management. Formal admission to the University is not required.

Certificate Requirements

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. Certificates of completion are awarded at the conclusion of each course. Upon completion of the 10 courses, a Certificate in Supervisory Management will be awarded. Early registration is encouraged.

Required Core Courses:

- Effective Communication Skills in the Workplace*
- Legal Aspects and Liability Issues for Employers*
- Managing and Supervising People*
- Performance Management*
- Strategies for Understanding Financial Statements*

Electives that may be applied to the Supervisory Management Certificate appear on page 13-15. Human Resources Management core courses on page 10 and select Project Management Essentials courses on page 4 also may be applied as electives to this program if not applied toward the completion requirements of another certificate.

Register Now for Five Core Courses and Save!

Individuals who register and pay for all five Supervisory Management core courses at the same time will receive a 10% discount. Please call (775) 784-4046 or 800-233-8928 to register for all five courses at the same time and ask to receive the five core-course discount (not available for online registrations). Completion of all five courses is required to receive the discount; participant-initiated cancellations void the discount.

Performance Management*

In this in-depth course, new, future and veteran supervisors acquire the tools to carry out the essential steps of performance management. Learn to establish clear expectations, accurately measure employee performance, create effective employee development plans and conduct constructive performance feedback interviews to achieve bottom-line results.

When:	Sept. 21-22; Thurs.-Fri., 9 a.m.-4 p.m.
Where:	UNR, main campus, Joe Crowley Student Union
Instr.:	Bruce Sanders, Ph.D., SPHR, partner; Retail in Motion, LLC
Fee:	\$330, includes parking, lunch each day and 12.0 PHR/SPHR hours or SHRM PDCs
Sched. #:	2178CSM104

Legal Aspects and Liability Issues for Employers*

Develop a strategy for consistently implementing standards in accordance with legal guidelines to reduce your liability. This course will address laws and regulations governing discrimination, hiring practices, safety, labor relations, unemployment and workers' compensation, drug testing, in-house personnel investigations and the development of standards in the areas of fairness, due process and termination.

When:	Oct. 19-20; Thurs.-Fri., 9 a.m.-4 p.m.
Where:	UNR, Redfield Campus, 18600 Wedge Parkway
Instr.:	Anthony Hall, J.D., partner, Holland & Hart LLP
Fee:	\$330, includes parking, lunch each day and 12.0 PHR/SPHR hours or SHRM PDCs
Sched. #:	2178CSM102

Effective Communication Skills in the Workplace*

Excellent interpersonal, written and oral communication skills are integral to becoming a more effective supervisor. Communication is a two-way process, and this course will help you develop the listening and questioning skills you need to facilitate effective communication. Key topics include techniques for writing effective memos, letters and reports, and basic skills for making presentations.

When:	Nov. 8-9; Wed.-Thurs., 9 a.m.-4 p.m.
Where:	UNR, Redfield Campus, 18600 Wedge Parkway
Instr.:	Gordon Zimmerman, Ph.D., professor emeritus, UNR
Fee:	\$330, includes parking, lunch each day and 12.0 PHR/SPHR hours or 12.0 SHRM PDCs
Sched. #:	2178CSM101

Strategies for Understanding Financial Statements*

Each day, supervisors make financial decisions critical to the success of their organizations — key decisions that require familiarity with the language of finance and accounting and basic financial reporting statements. With this course, you will develop skills to improve your bottom line and begin to build strategies for using financial information to support your proposals.

When:	Dec. 1; Fri., 9 a.m.-4 p.m.
Where:	UNR, Redfield Campus, 18600 Wedge Parkway
Instr.:	Alan Kalt, CPA, comptroller, Churchill County
Fee:	\$205, includes parking, lunch and 6.0 PHR/SPHR business hours or SHRM PDCs
Sched. #:	2178CSM105

Managing and Supervising People*

Self-assessment exercises, role playing and simulations will help you learn and practice behaviors integral to building high-performing work groups. Key topics include balancing leadership and management, determining your personal style preferences and their impacts on others, group problem solving, managing conflict and consensus building.

When:	Jan. 18-19, 2018; Thurs.-Fri., 9 a.m.-4 p.m.
Where:	UNR, Redfield Campus, 18600 Wedge Parkway
Instr.:	Robert Morin, Ph.D., political science professor, Western Nevada College
Fee:	\$330, includes parking, lunch each day and 12.0 PHR/SPHR hours or SHRM PDCs, pending approval
Sched. #:	2182CSM103

Public Management Certificate

Develop knowledge and understanding of public management

The Public Management Certificate program provides key training to government employees. It is designed for individuals with diverse professional experience, from technical and field-specific backgrounds to managers in administration and policymaking. Begin a new core course the second Wednesday of each month.

Certificate Requirements

To earn a certificate in Public Management, a student must successfully complete eight courses, consisting of four Public Management core and any four professional development courses taken as electives.

Students may obtain undergraduate or graduate credit through the Department of Political Science by registering for PSC 497 or PSC 697 Independent Study. Call Eric Herzik, Ph.D., (775) 682-7764, for credit requirements.

Public Management: Goals and Practices

(Formerly Understanding Public Administration)

Public administration practices, including organizational functions, roles, responsibilities, politics, policy making, program administration and evaluation, will be covered in this course. Specific issues from the Nevada perspective and an examination of the current theme “re-inventing government” will be addressed.

When: Sept. 13; Wed., 9 a.m.-4 p.m.
Where: UNR, Redfield Campus, 18600 Wedge Parkway
Instrs.: Eric Herzik, Ph.D., UNR Political Science
Fee: \$199, includes lunch and parking
Sched. #: 2178CPM101

Public Finance: How the Dollars are Distributed

Do you want to know where your tax dollars are going? Examine state, city and county funding sources and gain knowledge of the budgeting process, its key functions and roles in this informative workshop. Other topics include an overview of restricted and unrestricted revenue, phases of the budgetary process, and revenue creation and accountability.

When: Oct. 18; Wed., 9 a.m.-4 p.m.
Where: UNR, Redfield Campus, 18600 Wedge Parkway
Instrs.: Alan Kalt, CPA, comptroller, Churchill County
Fee: \$205, includes lunch and parking
Sched. #: 2178CPM103

Public Sector Human Resources*

Interviewing, hiring, performance evaluations, discipline, grievance and termination procedures will be discussed as they relate to public personnel administration. An overview of human relation systems and evaluation also will be covered. Case studies will demonstrate how to investigate problems and determine the appropriate discipline.

When: Nov. 15; Wed., 9 a.m.-4 p.m.
Where: UNR, Redfield Campus, 18600 Wedge Parkway
Instrs.: Robert Morin, Ph.D., political science professor, Western Nevada College
Fee: \$199, includes lunch, parking and **6.0 PHR/SPHR hours or SHRM PDCs**
Sched. #: 2178CPM105

Administrative Law: Understanding Policies, Rules and Decisions*

This course provides an overview of administrative legal procedures, including the requirements by which state government agencies discern policy, establish rules and make decisions. Participants will learn how to establish, administer, manage and review all aspects of state administrative legal structure.

When: Dec. 13; Wed., 9 a.m.-4 p.m.
Where: UNR, Redfield Campus, 18600 Wedge Parkway
Instrs.: Teresa Rankin, JD
Fee: \$199, includes lunch, parking and **6.0 PHR/SPHR business hours or SHRM PDCs**
Sched. #: 2178CPM104



Noncredit professional development courses may be taken independently and require no formal admission to the University.

Individual Courses and Custom Certificate Electives

The courses on pages 13-15 may be taken independently to fit your immediate career goals, or applied toward elective requirements for certificate programs in Supervisory, HR or Public Management. Formal admission to the University is not required. See additional courses that may apply as custom certificate electives on page 4.

Applying Emotional Intelligence in the Workplace*

High performers often have what is called emotional intelligence, which sets them apart and ahead. In this interactive course you will learn what these emotional competencies are, why they are critical to your personal and professional success and how you can improve these skills quickly and effectively. Emotional competencies will be role-played in several situations and participants will have the opportunity to practice these skills in preparation for integrating them into their own work settings.

When:	Aug. 30-31; Wed.-Thurs., 9 a.m.-noon
Where:	UNR, Redfield Campus, 18600 Wedge Parkway
Instr.:	Katherine Prendergast, PCC, CCMC, CELDC, ICF professional coach and owner, Career Connections of Sierra Nevada
Fee:	\$199, includes parking and 6.0 PHR/SPHR hours or SHRM PDCs
Sched. #:	2175CX146

Business Writing for Results*

Participants in this course will learn the techniques of "power writing" designed to promote an immediate movement to action. In all types of business writing, there are certain writing methods that encourage perception by the reader, as well as steps to take before even beginning to write. Learn how the letter's appearance is almost as important as the message itself.

When:	Sept. 7-8; Thurs.-Fri., 9 a.m.-noon
Where:	UNR, Redfield Campus, 18600 Wedge Parkway
Instr.:	Bill Brown, M.S., owner, 775 Media Group
Fee:	\$199, includes parking and 6.0 PHR/SPHR hours or SHRM PDCs, pending approval
Sched. #:	2178CX132

Local Government Finance — the Basics*

Don't be intimidated by local government financial reports. This introductory class will review basic governmental and nonprofit accounting, the statutory requirements included in the local government budget act, and reporting requirements to the Department of Taxation. The course will discuss preparing and understanding budgets, quarterly economic surveys, comprehensive annual financial reports, capital improvement plans and debt management plans.

When:	Sept. 19; Tues., 9 a.m.-4 p.m.
Where:	UNR, Redfield Campus, 18600 Wedge Parkway
Instr.:	Alan Kalt, CPA, comptroller, Churchill County
Fee:	\$225, includes lunch, parking and 6.0 PHR/SPHR hours or SHRM PDCs
Sched. #:	2178CX248

NEW! Persuading People*

Whether you are selling products, providing services or leading associates, your success is determined by how well you can change people's beliefs, feelings and actions. Research finds the key to such change is empowerment. Based on those research findings, this course uses a range of examples and practice activities to step up your skills at ethical influence for profitable payoffs.

When:	Sept. 20; Wed., 9 a.m.-4 p.m.
Where:	UNR main campus, Joe Crowley Student Union
Instr.:	Bruce Sanders, Ph.D., SPHR, partner, Retail in Motion LLC
Fee:	\$199; includes lunch, parking and 6.0 PHR/SPHR hours or SHRM PDCs
Sched. #:	2178CX254

Writing in the Workplace: An Essential Skill*

This course develops writing skills as they apply to the workplace. It will focus on creating clear, concise and effective reports, memos, emails and other written products. Participants will learn to convey results and ideas in writing.

When:	Sept. 26; Tues., 9 a.m.-4 p.m.
Where:	UNR, Redfield Campus, 18600 Wedge Parkway
Instr.:	Steve Mulvenon, Ph.D., communication consultant
Fee:	\$199, includes lunch, parking and 6.0 PHR/SPHR hours or SHRM PDCs
Sched. #:	2178CX243

Working with the Problem Employee*

Learn to identify employee behaviors that indicate a problem may exist and to create a more efficient, low-stress work environment for all. Topics include common problems facing today's employees, interventions supervisors can perform to encourage staff to get help for their difficulties and available resources.

When:	Sept. 28; Thurs., 9 a.m.-4 p.m.
Where:	UNR, Redfield Campus, 18600 Wedge Parkway
Instr.:	Kim McNamara, SPHR, CPCC, SHRM-SCP, HR consultant
Fee:	\$250, includes parking, lunch, assessment and 6.0 PHR/SPHR hours or SHRM PDCs
Sched. #:	2178CX128

For more information, email: shera@unr.edu



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Individual Courses and Custom Certificate Electives

Improve Your Workplace Teamwork Through Emergenetics®*

Emergenetics® is based on research that indicates we are born “pre-wired” with traits to behave and think in certain ways, and we modify these traits as we interact with our environment. The combination of our experiences and genetics intertwine to form some commonly recognizable patterns of thinking and behaving. Emergenetics® will provide insight on a personal and team level to understand these patterns, value the diversity within your team and improve communication, productivity and results.

Outcomes you can expect:

- Enhance individual, team and organizational results
- Communicate more effectively
- Raise personal productivity
- Make better business decisions
- Learn how to lead others effectively
- Build stronger, more creative and productive teams
- Improve hiring decisions

Emergenetics® methods facilitate communication and promote greater job and personal effectiveness. This program will lead you through insightful processes to identify and examine your personal, thinking and behavioral preferences, and how these influence the results in your personal and professional life.

When: Oct. 4; Wed., 9 a.m.-4 p.m.

Where: UNR, Redfield Campus, 18600 Wedge Parkway

Instr: Shera Alberti-Annunzio, M.Ed., assistant director, professional development and certificate programs, UNR Extended Studies

Fee: \$399, includes parking, lunch and **6.0 PHR/SPHR hours or SHRM PDCs, pending approval**

Sched. #: 2178CX256

Note: The last day to register is Sept. 20. After Sept. 20, you must call 784-4498 to ensure there is space available.

Advanced Grantwriting

This course is designed for those who have some knowledge and experience writing grants. It includes a brief review of the proposal development process and an in-depth description of its three key components: needs assessment, measurable objectives and budget justification. Learn proven strategies for cultivating funding sources and steps to a long-term fund development program. **Prerequisite:** knowledge of grant-writing basics.

When: Oct. 13; Fri., 9 a.m.-4 p.m.

Where: UNR, Redfield Campus, 18600 Wedge Parkway

Instr.: Vivienne French, fundraising and grant-writing consultant

Fee: \$199, includes parking and lunch

Sched. #: 2178CX185

Safety Issues for HR: Recording and Reporting*

This course will provide an overview of the recording and reporting policies and procedures necessary to remain in compliance with OSHA requirements. Rules covering recording criteria, business exemptions, business size and type will be discussed. The steps for determining a work-related injury or illness will be presented.

When: Oct. 24; Tues., 9 a.m.-4 p.m.

Where: UNR, Redfield Campus, 18600 Wedge Parkway

Instr.: Sharolyn Wilson, CPDM, SHPC, owner, SPW Inc.

Fee: \$210, includes parking, lunch and **6.0 PHR/SPHR hours or SHRM PDCs, pending approval**

Sched. #: 2178CX242

Delegating Efficiently and Effectively*

Strengthen your understanding of delegation as a critical performance management tool and develop a framework for delegating effectively, assessing appropriate delegation authority, identifying employee readiness and monitoring employee performance.

When: Oct. 25; Wed., 9 a.m.-4 p.m.

Where: UNR, Redfield Campus, 18600 Wedge Parkway

Instr.: Veronica Frenkel, M.A., SPHR, owner/principal consultant, Pathways Consulting LLC

Fee: \$199, includes parking, lunch and **6.0 PHR/SPHR hours or SHRM PDCs**

Sched. #: 2178CX225



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Listening Skills in the Workplace

Managers and supervisors spend more time listening than in any other communication task. Called “the forgotten communication skill,” listening is our primary method for learning what employees and customers think, for getting information to make decisions and for maintaining relationships on the job. Managers and supervisors can improve listening in the workplace by making our messages easier to be heard and understood.

When: Oct. 6; Fri., 9 a.m.-4 p.m.

Where: UNR, Redfield Campus, 18600 Wedge Parkway

Instr: Gordon Zimmerman, Ph.D., professor emeritus, UNR

Fee: \$199, includes lunch, parking and **6.0 PHR/SPHR hours or SHRM PDC**

Sched. #: 2178CX234

Individual Courses and Custom Certificate Electives

Problem Solving: Creating Solutions*

Develop a collaborative approach that allows staff to manage their own problems. In this course, you will learn key steps for identifying challenges, brainstorming possible solutions and arriving at shared decisions. Increase commitment and buy-in to the problem-solving process by giving everyone the same effective tools to resolve issues.

When: Nov. 2; Thurs., 9 a.m.-4 p.m.
Where: UNR, Redfield Campus, 18600 Wedge Parkway
Instr.: Veronica Frenkel, M.A., SPHR, owner/principal consultant, Pathways Consulting LLC
Fee: \$199, includes parking, lunch and **6.0 PHR/SPHR hours or SHRM DCs**
Sched. #: 2178CX230

Bringing Out the Best of a Multigenerational Workforce*

Our world of work is changing rapidly. One big change is the emergence of five different generational age groups in the workplace, a situation that can pose many challenges. Despite everyone's best intentions, generational problems occur frequently, and they may include communication disconnects, disagreements on performance expectations, and a failure to cooperate and collaborate as a team. Learn how to tackle these differences with ideas, strategies and concrete tools to apply immediately to your work setting.

When: Nov. 14, 28; Tues., 9 a.m.-noon
Where: UNR, Redfield Campus, 18600 Wedge Parkway
Instr.: Katherine Prendergast, PCC, CCMC, CELDC, ICF professional coach and owner, Career Connections of Sierra Nevada
Fee: \$199, includes refreshments, parking and **6.0 PHR/SPHR hours or SHRM PDCs**
Sched. #: 2178CX229

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

Social media impacts the human resources department in many ways. With this instantaneous method of communication, the reaction and fallout from employee social media posts demands HR professionals understand the pitfalls, roadblocks and opportunities associated with social media. This class will review the evolving legal issues generated by the use of social media by employees in and out of the workplace and assist the HR department in developing a plan of action.

When: Nov. 17; Fri., 9 a.m.-4 p.m.
Where: UNR, Redfield Campus, 18600 Wedge Parkway
Instr.: Charity Felts, J.D., attorney, Erickson, Thorpe & Swainston
Fee: \$199, includes parking, lunch and **6.0 PHR/SPHR business hours or SHRM PDCs**
Sched. #: 2178CX241

Talking Till You're Blue?

How to Handle Difficult Conversations*

Learn to transform a difficult ongoing workplace conversation from conflict to constructive dialogue. Develop strategies for approaching difficult conversations with confidence, preparation and effective follow-up for successful communication and conflict resolution.

When: Nov. 30; Thurs., 9 a.m.-4 p.m.
Where: UNR, Redfield Campus, 18600 Wedge Parkway
Instr.: Veronica Frenkel, M.A., SPHR, owner/principal consultant, Pathways Consulting LLC
Fee: \$235, includes parking, lunch, book and **6.0 PHR/SPHR hours or SHRM PDCs**
Sched. #: 2178CX228

Workplace Violence: Don't Be Blindsided*

Risk management and workplace safety are critical components of any employee's responsibilities. Become aware of the potential for violence in your workplace and security precautions you can take to minimize threats. This course will examine potentially violent behavior and a reporting structure for recording incidents indicative of potential problems. Plans for restoring normalcy when a crisis occurs also will be discussed.

When: Dec. 15; Fri., 9 a.m.-4 p.m.
Where: UNR, Redfield Campus, 18600 Wedge Parkway
Instr.: Veronica Frenkel, M.A., SPHR, owner/principal consultant, Pathways Consulting LLC
Fee: \$199, includes parking, lunch and **6.0 PHR/SPHR hours or SHRM PDCs**
Sched. #: 2178CX129

For more information, email: shera@unr.edu



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*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-CPSM or SHRM-SCPSM credential. For more information, visit www.shrm.org.

Rural Nonprofit Management Certificate

The Rural Nonprofit Management Certificate program is designed to assist nonprofits in rural areas to strengthen leadership and governance skills, develop the ability to think strategically for future needs, understand the financial requirements of nonprofits and develop policies that will assist them in becoming more successful. To receive a certificate, the following five classes must be completed. Classes take place in Winnemucca, Nev. Location will be announced.

Check the website for updates on dates and locations.

Social Media Essentials for Nonprofits

Learn how to craft a social media marketing campaign to increase audience engagement. Discover key strategies for driving attention to businesses, issues and individuals using tools such as Facebook, Twitter and blogs. You will learn how to identify audiences, implement research, develop goals, and monitor social media progress. **Note:** Students must have Facebook and Twitter accounts set up before class. Bring a computer or device to access these accounts during class.

When: Sept. 29; Fri., 8:30 a.m.-3:30 p.m.
Instr: Todd Felts, Ed.D., UNR assistant professor, Strategic Communication
Fee: \$225, includes morning refreshments and lunch
Sched. #: 2178CNP112

Writing Grants: An Overview

In this hands-on course, you will learn how to compose and submit a competitive grant proposal to secure private foundation, corporate and public funds. You also will gain an understanding of how to research and identify funding sources and match them to funding needs.

When: May 4, 2018; Fri., 8:30 a.m.-3:30 p.m.
Instr: Vivienne French, grant-writing consultant
Fee: \$225, includes morning refreshments and lunch
Sched. #: 2182CX247

For more information, email: shera@unr.edu

Financial Sustainability for Nonprofits

In order for a nonprofit to be sustainable, knowledge of how much it costs to deliver programs and services is key. This training will cover the tools necessary to develop a Financial Sustainability plan for your nonprofit.

When: TBD, spring 2018
Instr: Staff
Fee: \$225, includes morning refreshments and lunch
Sched. #: 2182CNP111

Governance, Leadership and Strategic Planning

This class will explore how organizations can strengthen their governance, including acquiring, growing and retaining board members. It also will explore why organizations should develop a strategic plan, how it can be developed and how it should be used.

When: TBD, spring 2018
Instr: Staff
Fee: \$225, includes morning refreshments and lunch
Sched. #: 2182CNP113

Elements and Legalities of the Nonprofit

This course will focus on nonprofit incorporation, application as a federal charitable tax-exempt organization and protection of an organization's charitable status. Ethical and risk management issues will be addressed as will the value of using the annual financial report (IRS Form 990) as a self-assessment and planning tool.

When: Aug. 17, 2018; Fri., 8:30 a.m.-3:30 p.m.
Instr: Shera Alberti-Annunzio, assistant director, professional development and certificate programs, UNR Extended Studies
Fee: \$225, includes morning refreshments and lunch
Sched. #: 2185CNP101



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Social Media and Digital Marketing Courses and Certificate

Revolutionize your marketing plan for bottom-line results

Social media and digital marketing have revolutionized the way we do business. A mastery of social media and digital marketing tools and strategies is essential to successful business and organizations. Reaching beyond traditional marketing media, businesses and institutions today must open the lines of communication with potential customers and stakeholders, and develop valuable interactive online relationships using such tools as Facebook, Twitter, Instagram, LinkedIn, SEO and blogs.

Developed and taught by industry experts and University of Nevada, Reno faculty, the four-course Social Media and Digital Marketing Certificate offers leading-edge course content and an opportunity to develop and demonstrate excellence in the field.

In this four-course certificate program, you will:

- Optimize your use of Facebook, Twitter, Instagram, blogs, video, email marketing and websites
- Develop and manage branding strategies using digital media
- Gain skills to create, design, operate and write a blog
- Learn how to design a social media and digital marketing strategy
- Develop remarkable content to improve your organization's digital marketing
- Evaluate the effectiveness of marketing efforts with analytics

Certificate Requirements

To earn the Social Media and Digital Marketing Certificate, participants must complete four certificate courses.

1) *Begin with* (required)

- Social Media Essentials: Building Effective Campaigns
(Expanded and previously titled *Social Media Marketing for Busy People*)

2) *Choose any* (at least one is required)

- Advanced Topics: Growing Your Brand through Social Media
- Creating WordPress Blogs
- Digital Storytelling and Content Strategy
- Driving Public Relations and Building Client Relationships Through Social Listening
- Email and Marketing Automation
- **NEW!** Harnessing the Power of Social Influencers and User-Generated Content
- Online Marketing Strategies for Small-Business Owners
- Video for Social Media: Viral Marketing with Video
- Writing a Winning Blog and Social Media Marketing Strategy
- Writing Effective Email Campaigns – From Content to Click-through

3 and 4) *Complete the certificate with* (both are required)

- Digital Marketing Strategies: Maximizing Your Visibility
(Expanded and previously titled *Inbound Marketing Principles and Practices*)
- Digital Analytics: Measuring Your Online Efforts
(Expanded and previously titled *Inbound Marketing Analytics and Metrics*)

Noncredit professional development courses may be taken independently and require no formal admission to the University.

Certificate Courses

Courses may be taken independently, or combined to earn the four-course Social Media and Digital Marketing Certificate. **Ask about a full-program discount for individuals registering for all four certificate courses at the same time.**

Register early and save \$50 per course!

Social Media Essentials: Building Effective Campaigns

*(Expanded and previously titled *New and Social Media Marketing for Busy People*)*

Social Media Essentials demonstrates how to anchor marketing activity by crafting a social media marketing campaign. Learn key strategies for driving attention to businesses, organizations, issues and individuals using such tools as Facebook, Twitter, Instagram and blogs, and by identifying and narrowing audiences, implementing research, developing goals and evaluating progress. Examine proven social media and digital marketing strategies to connect emerging tools with more traditional tactics and learn how social media can be used to communicate with key stakeholders, find new friends and customers, and draw attention to causes, products and events.

When: Sept. 12, 19, 26; Tues., 6-9 p.m.

Where: UNR, Redfield Campus, 18600 Wedge Parkway

Instr.: Alison Gaulden, APR, UNR, Reynolds School of Journalism

Fee: \$349 through Aug. 23; \$399 after Aug. 23. Fee includes course materials and parking.

Sched. #: 2178LEAD103

Note: Students must have active accounts on Facebook and Twitter prior to the beginning of class. Students are expected to have a basic working knowledge of these tools before class begins. An Instagram account also is recommended. Brief online tutorials for setting up these accounts will be made available after registration.

Digital Marketing Strategies: Maximizing Your Visibility

*(Expanded and previously titled *Inbound Marketing Principles and Practices*)*

This course expands upon the social media skills you have developed, exploring additional online tools, as well as the strategies needed to successfully use these tools. The course will cover search engine optimization (SEO), content strategy, paid search and advertising, a variety of social media topics, email marketing and how to convert visitors into leads. Most importantly, we'll discuss how to use all of these tools strategically in a comprehensive online campaign. **Prerequisite:** Social Media Essentials or instructor approval. Participants must have Facebook and Twitter accounts.

When: Oct. 11, 18, 25; Wed., 6-9 p.m.

Where: UNR, Redfield Campus, 18600 Wedge Parkway

Instr.: Mike McDowell, manager of marketing operations, UNR

Fee: \$349 through Sept. 20; \$399 after Sept. 20. Fee includes course materials and parking.

Sched. #: 2178LEAD203

Writing a Winning Blog and Social Media Marketing Strategy

Successful businesses know how to implement consistent, results-driven social media marketing — and the key in finding the time to do so effectively comes down to one thing: strategy. An effective blog and social media strategy features three essential components: consistency of message, search engine optimization (SEO) and long-term planning. In this hands-on course, you will create an integrated blog/social media strategy and begin to implement it immediately to build your own unique and consistent brand.

When:	Nov. 7-9; Tues.-Thurs., 6-9 p.m.
Where:	UNR, Redfield Campus, 18600 Wedge Parkway
Instr.:	Jessica Reeder, creative director, The Ink Agency
Fee:	\$349 through Oct. 19; \$399 after Oct. 19. Fee includes course materials and parking.
Sched. #:	2178LEAD134

Mobile Marketing

Mobile Internet usage continues to overtake desktop Internet usage. Successful businesses need to understand the current mobile landscape and how to harness the power of mobile marketing to reach key target markets. This course will examine how mobile marketing fits into your overall digital strategy and investigate geo-marketing, localized marketing, designing for mobile, mobile websites, mobile advertising, m-commerce, SMS and mobile apps.

When:	Nov. 14 -16; Tues.-Thurs., 6-9 p.m.
Where:	UNR, Redfield Campus, 18600 Wedge Parkway
Instr.:	Chad Hallert, M.S., digital strategy director, Noble Studios
Fee:	\$349 through Oct. 26; \$399 after Oct. 26. Fee includes course materials and parking.
Sched. #:	2178LEAD136

Digital Analytics: Measuring Your Online Efforts

(Expanded and previously titled Inbound Marketing Analytics and Metrics)

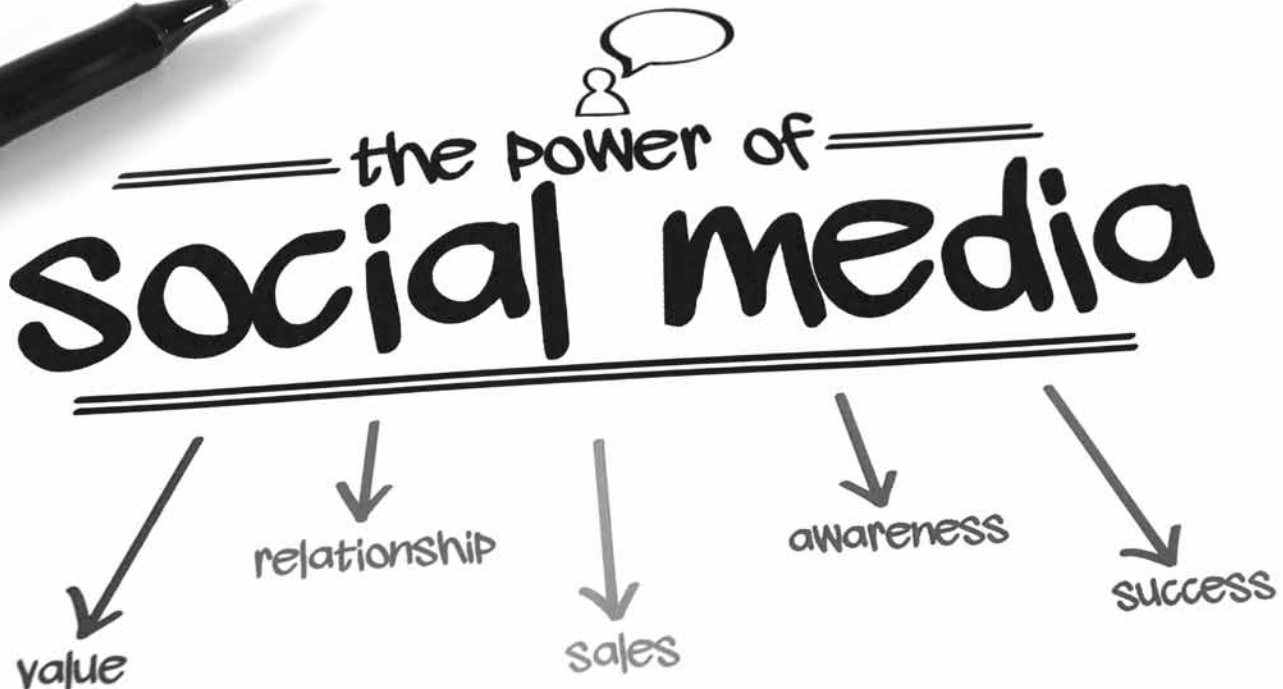
Measurement and optimization of your digital marketing strategy are essential aspects of engaging customers and generating leads and sales. Using a blog and social media accounts effectively as part of an integrated digital marketing effort is the key. Participants will learn how to measure the effectiveness of their social media and digital marketing strategies. **Prerequisite:** Digital Marketing Strategies or instructor approval. Participants must have Facebook and Twitter accounts.

When:	Dec. 5-7; Tues.-Thurs., 6-9 p.m.
Where:	UNR, Redfield Campus, 18600 Wedge Parkway
Instr.:	Chad Hallert, M.S., digital strategy director, Noble Studios
Fee:	\$349 through Nov. 16; \$399 after Nov. 16. Fee includes course materials and parking.
Sched. #:	2178LEAD116

Digital Marketing Essentials ONLINE Certificate Program available. See page 21.

Early registration is encouraged.

For more information, email: aginder@unr.edu



ONLINE! Project Management Certificate Program

Best practices and industry standards in a flexible online format

This course provides a thorough introduction to project management best practices and industry-wide standards in an online format for those who prefer a flexible, interactive, online learning experience.

The project management processes covered in this course are applicable to projects of any size in such diverse fields as finance, research and development, engineering, biotechnology, information technology and construction. Upon completion of this course students will have learned basic project management tools and concepts to plan and lead a project of medium complexity to a successful conclusion. In addition, students will have been introduced to the Project Management Institute's *Guide to the Project Management Body of Knowledge* (PMBOK® Guide) — essential information for those interested in pursuing a Project Management Professional (PMP) credential.

Program participants will practice creating the key project management deliverables that initiate, plan, execute and close a project. At the beginning of the course, students will select a case study project to work on for the duration of the class. As the course proceeds each student will create and submit the project management deliverables for their case study project and will have the opportunity to review and comment on the project management deliverables created by other students.

When:	Oct. 17-Dec. 4 (seven weeks online); weekly modules begin on Tuesdays
Instr.:	Cheryl Allen, M.S., PMP, founder, principal consultant, C. Allen and Associates
Fee:	\$1,525 through Sept. 25; \$1,695 after Sept. 25. Fee includes instruction, online course materials and required course text, <i>The Fast Forward MBA in Project Management</i> , Fifth Edition, by Eric Verzuh
Sched. #:	2178CPML305

Course Objectives

Upon completion of the program, students will be able to:

- Recognize PMI project management process groups and knowledge areas.
- Prepare a project charter and perform basic stakeholder analysis to initiate a project.
- Prepare and use the following key project management planning deliverables: communication plan; RACI matrix; work breakdown structure; critical path schedule; budget estimates; risk register; and project baselines.
- Describe how to monitor and control project progress.
- Use a well-defined process to manage project change and adjust plans.
- Describe status collection, reporting and stakeholder communication.
- Work with a team to successfully deliver results and close projects.

Certificate of Completion

To receive a certificate of completion at the conclusion of the course, participants must complete six of the seven course modules and assignments by the course end date, and must post to the discussion board each week.

For more information, email: aginder@unr.edu

Online Modules and Program Information

The Project Management Certificate Program Online is offered completely online in seven weekly modules starting each Tuesday.

Online Modules

- Module 1: Basic Project Management Concepts
- Module 2: Initiating the Project
- Module 3: Planning the Project Scope
- Module 4: Planning the Project Schedule and Budget
- Module 5: Planning for Project Risks and Setting Project Baselines
- Module 6: Executing the Project Plan
- Module 7: Monitoring Progress and Closing the Project

Each module includes online lecture notes, discussion topics, supplemental reading from the required textbook, a short quiz and a project assignment. While completed work from previous weekly modules can be accessed and viewed any time, assignments must be submitted for each weekly course module before participants move on to the next module.

Participation in the course requires high-speed Internet access and an email address.

Textbooks

Required (included in course fee): *The Fast Forward MBA in Project Management*, Fifth Edition, by Eric Verzuh (John Wiley & Sons Inc., 2012). This is the primary textbook for the class in addition to online materials and will be provided to all students registered in the course. It presents additional information about basic project management concepts and tools students will use to accomplish project assignments.

Optional/Recommended: *A Guide to the Project Management body of Knowledge* (PMBOK® Guide), Fifth Edition, (Project Management Institute, 2013). This reference guide helps you understand the PMI project management framework and how each project management process contributes to project success. If you are planning to study and take the PMP® exam, this book is essential. If not, you will learn enough about the PMI framework from the course materials.

Ask about discounts for multiple registrations from the same organization.

See page 4 for classroom-based project management courses and certificate.

ONLINE! Digital Marketing Essentials Certificate Program

To be competitive, it is essential to be well versed in digital best practices. In this online program, you will learn about and apply strategies that are imperative to navigating digital waters. Grow a deeper understanding of your brand, communication goals, content development, digital advertising, email marketing, search engine optimization (SEO) and social media. Develop your digital marketing plan and the confidence to execute it.

When:	Oct. 10-Nov. 20; six weeks online; weekly modules begin on Tuesdays
Instr.:	Mike McDowell, manager of marketing operations, UNR
Fee:	\$795 through Sept. 19; \$895 after Sept. 19. Fee includes instruction and online course materials. Organizations enrolling two or more people should call 800-233-8928 or (775) 784-4046 and ask about an additional multi-registration discount.
Sched. #	2178LEAD305

Course Objectives:

Upon completion of the program, students will be able to:

- Understand their brand
- Optimize a website for search engines (SEO)
- Develop paid online advertising for search, social media and display
- Develop email content and strategy
- Develop social media content and strategy
- Convert visitors to leads
- Create their own custom digital marketing plans

Course Format:

This program is offered completely online in six weekly modules starting each Tuesday. Modules include slides, notes, assignments and quizzes. The structure of the program allows students to interact with each other in online discussions as well as interacting with the instructor. Students will spend about four hours per week engaged in the course.

Weekly modules:

- Module 1: Your Brand and the Digital Shift
- Module 2: Search Engine Optimization (SEO)
- Module 3: Content Development and Email Marketing
- Module 4: Social Media Marketing
- Module 5: Digital Advertising, Measurement and Conversion
- Module 6: Your Digital Marketing Plan

Each course week begins on Tuesday. Previous work can be accessed and viewed anytime, although assignments must be submitted for the week prior to the beginning of the next course week. While course material will be available for continued reference up to four weeks after the class ends, assignments must be turned in by the scheduled course end date to receive your certificate.

Participation in the course requires high-speed Internet access and a valid email address.

Certificate of Completion:

To receive a certificate of completion at the end of the program, participants must complete at least five of the six modules and assignments by the course end date.

For more information, email: aginder@unr.edu

Ask about discounts for multiple registrations from the same organization.

See pages 18-19 for our classroom-based Social Media and Digital Marketing Program.



ONLINE! Graphics Professional Courses and Certificates

Video and graphic design courses — fully online

Extended Studies graphics courses are offered fully online in four weekly modules to be completed during the week they are offered. Each course lasts four weeks and students will spend about five to six hours per week engaged in the course. Videos and assignments that synthesize course content will be the primary learning tools. The program's structure enables students to receive personal feedback on their work from instructor and industry expert M.D. Welch, and it allows students to interact with the instructor and other students via online discussions.

Participation in the course requires high-speed Internet access, the application installed on your computer and an email address. Courses are taught using the latest version of Adobe's software, currently version CC, but older version "work-arounds" are demonstrated for those not using the latest versions.

Each weekly course module begins on Tuesday. Previous work can be accessed and viewed anytime, but assignments must be submitted for the week prior to the beginning of the next weekly course module. While course material will be available for continued reference up to four weeks after the class ends, assignments must be turned in by the scheduled course end date in order to earn a certificate of completion.

Certificate Requirements

Certificates of completion will be awarded at the conclusion of each course to students who participate in all course modules and complete all four modules of required work by the course end date, and upon completion of the courses required to earn the multiple-course Video or Design certificate, as noted in certificate descriptions. Advanced courses require a working knowledge of software applications prior to enrollment.

Register now for all the Graphics Professional Courses required for a certificate and save!

Individuals who register at the same time for all the required courses for a Graphics Professional Certificate will receive a 10% discount. Call (775) 784-4046 or 800-233-8928 to register for all courses at the same time and ask to receive the discount. Completion of all certificate courses is required; participant-initiated cancellations void the discount.

Please note: These online courses are not optimized for access on mobile devices.

Noncredit professional development courses may be taken independently and require no formal admission to the University.

For more information, email: aginder@unr.edu



Graphics Professional Design Certificate

- Learn about image composition and photo retouching, and develop graphic design skills for working with type and layer styles.
- Adjust and correct problem images with color correction tools, color channels and layer masks, and learn to retouch images efficiently and precisely.
- Create quality artwork while learning and honing skills for working in Illustrator, the industry-leading drawing /vector program.
- Develop proficiency in InDesign, the industry standard for creating multiple-page documents for print and digital delivery.

Required Certificate Courses

To earn the four-course Graphics Professional Design Certificate, participants must satisfactorily complete the following courses through Extended Studies:

- Beginning Photoshop® Online
- Advanced Photoshop® Online
- Illustrator® Online
- InDesign® Online

Graphics Professional Video Certificate

- Learn about image composition and photo retouching, and develop graphic design skills for working with type and layer styles.
- Adjust and correct problem images with color correction tools, color channels and layer masks, and learn to retouch images efficiently and precisely.
- Import, edit and export video in a variety of formats with Adobe Premiere® and develop skills for combining video, still images and audio to tell an engaging story.
- Create compelling motion graphics with Adobe After Effects® that can be used with video content and in presentations and electronic publications.

Required Certificate Courses

To earn the four-course Graphics Professional Video Certificate, participants must satisfactorily complete the following courses through Extended Studies:

- Beginning Photoshop® Online
- Advanced Photoshop® Online
- Adobe Premiere® Online
- After Effects® Online

Note: Spring 2018 will be the final chance for students to complete courses in the **video certificate** program.

Beginning Photoshop® Online

When:	Aug. 22-Sept. 18; four weeklong modules begin on Tuesdays (four modules: Aug. 22-28; Aug. 29-Sept. 4; Sept. 5-11; Sept. 12-18)
Instr.:	M.D. Welch, owner, Depth of Field Photography
Fee:	\$299 through Aug. 11; \$349 after Aug. 11
Sched. #:	2178TECH992

Online Module 1: Introduction and Overview – Interface, manipulating images and parts of images, backgrounds, type tools and layer styles

Online Module 2: Exploring Tools and Modes – Adobe Bridge®, image resolution, file formats, color modes, crop tool and drawing tools

Online Module 3: Retouching and Manipulating Objects – Filters, photo retouching, clone and healing tools, and combining retouching tools and filters

Online Module 4: Blending Modes and Color Correction – Dodge and burn tools, color profiles, calibration, blending modes and printing the desired color

Advanced Photoshop® Online

When:	Sept. 19-Oct. 16; four weeklong modules begin on Tuesdays (four online modules: Sept. 19-25; Sept. 26-Oct. 2; Oct. 3-9; Oct. 10-16)
Instr.:	M.D. Welch, owner, Depth of Field Photography
Fee:	\$299 through Aug. 29; \$349 after Aug. 29
Sched. #:	2178TECH993

Online Module 1: Advanced Photo Manipulation – Layer masking, smart objects, smart filters, improved smart object linking, file formats and resolution

Online Module 2: Powerful Selections and Color Corrections – Pen tool, paths panel, adjustment layers, color correction tools, levels and curves

Online Module 3: Automation and Toning Techniques – Dodging and burning, color toning, advanced photo restoration, and automating with tool presets and actions

Online Module 4: Camera Raw and Shape Tools – Replacing color, Camera Raw, shape tools and more

Illustrator® Online

When:	Oct. 17-Nov. 13; four weeklong modules begin on Tuesdays (four online modules: Oct. 17-23; Oct. 24-30; Oct. 31-Nov. 6; Nov. 7-13)
Instr.:	M.D. Welch, owner, Depth of Field Photography
Fee:	\$299 through Sept. 26; \$349 after Sept. 26
Sched. #:	2178TECH994

Online Module 1: Introduction and Overview – Interface, modifying basic shapes, saving, and introduction to color, fill, stroke, type, character and paragraph options

Online Module 2: Illustrator Tools – Type tool, pen tool, drawing vector shapes, modifying paths, brush and pencil tools, new features and typing on a path

Online Module 3: Creativity with Tools and Content – Pathfinder tool for creating complex shapes, appearance, styles, gradient, placing images, custom borders and frames

Online Module 4: Executing Your Ideas – Image/live trace, fill and stroke with live paint, blob brush, width tool, using multiple artboards, workflow and printing

Adobe Premiere® Online

When:	Oct. 17-Nov. 13; four weeklong modules begin on Tuesdays (four online modules: Oct. 17-23; Oct. 24-30; Oct. 31-Nov. 6; Nov. 7-13)
Instr.:	M.D. Welch, owner, Depth of Field Photography
Fee:	\$299 through Sept. 26; \$349 after Sept. 26
Sched. #:	2178TECH997

Online Module 1: Importing and Placing Clips on the Timeline – Interface, importing, video editing techniques, video sizes and frame rates and timecode

Online Module 2: Advanced Editing and Animation – Editing tools, still images, keyframing for animating images and effects, creating a music bed and adjusting audio

Online Module 3: Working with Audio and Graphics and Exporting – Audio techniques, lower third graphics, exposure and color correction clips and exporting

Online Module 4: Audio Mixing and Graphics – Project and sequence creation, working with Photoshop and After Effects native files, advanced sound mixing, audio keyframing, color grading, advanced multicamera edits and batch exporting

After Effects® Online

When:	Nov. 14-Dec. 11; four weeklong modules begin on Tuesdays (four online modules: Nov. 14-20; Nov. 21-27; Nov. 28-Dec. 4; Dec. 5-11)
Instr.:	M.D. Welch, owner, Depth of Field Photography
Fee:	\$299 through Oct. 24; \$349 after Oct. 24
Sched. #:	2178TECH998

Online Module 1: Animation Basics – Interface, After Effects vs. Premiere, importing content, working with the timeline and keyframes

Online Module 2: Industry-Standard Design and Techniques – Movies on the timeline, effects, animation presets, animating text and working with shapes

Online Module 3: Track Mattes and Color Correcting Files – Lower thirds and slates, color-correcting tools, Adobe dynamic linking and working with sound

Online Module 4: 3-D Animations and Camera Tracking – Roto brush, working in 3-D introduction and light sources, null objects and 3-D camera tracking

InDesign® Online

When:	Nov. 14-Dec. 11; four weeklong modules begin on Tuesdays (four online modules: Nov. 14-20; Nov. 21-27; Nov. 28-Dec. 4; Dec. 5-11)
Instr.:	M.D. Welch, owner, Depth of Field Photography
Fee:	\$299 through Oct. 24; \$349 after Oct. 24
Sched. #:	2178TECH995

Online Module 1: Basic Page and Text Options – Interface, setup, new documents, type and layout tools

Online Module 2: Time-Saving Design and Layout Techniques – Paragraph and character styles, auto-formatting, applying styles, master pages and major layout changes

Online Module 3: Creative Techniques – Color, shape, aligning objects, CMYK and RGB color palettes, importing images and exploring the links panel

Online Module 4: Working with Large Documents – Navigation, tables of contents, digital documents, pre-flight and packaging, printing and exporting PDFs

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ONLINE! LearnLaw Certificate

The study of law demands a novel approach to academic work, and requires the new law student to adapt to this approach quickly. Designed to teach the basics of fundamental legal courses, LearnLaw eases the transition from familiar college teaching methods to the sometimes intimidating Socratic method used in almost all American Bar Association accredited law schools, enabling you to start your career in law school at full speed.

Providing a basic understanding of legal terminology, research methods, case analysis and reasoning, LearnLaw will benefit anyone considering or planning to attend law school, undergraduates who are pre-law majors, MBAs and graduate students in law-related fields.

60-hour Certificate Program

When: Open enrollment; online self-paced program may be completed in six months or less
Fee: \$895, includes exams, evaluations and all course materials
Sched. #: 2182WLL101

ONLINE! Purchasing Management Certificate

The online Certificate in Purchasing Management provides intensive training for professionals working in or aspiring to management positions in purchasing or supply chain management, including procurement specialists and buyers. Combining an overview of the basics of purchasing, management, supply chain processes and budgeting with targeted courses in relevant topics, certificate courses provide tools to build a more successful career.

210-hour Certificate Program

When: Open enrollment; online self-paced program may be completed in six months or less
Fee: \$200 per course; or \$1,400 for full certificate, includes instruction, exams and evaluations. Some courses require textbooks not included in the fee.
Sched. #: See individual course listings below.

The following courses may be taken independently or applied toward the online Certificate in Purchasing Management. **Students working toward the seven-course certificate must complete all four required courses prior to enrollment in elective courses.**

Required Courses:

- Essentials of Purchasing
Sched. #: 2182WCPUR101
- The Supply Chain Process
Sched. #: 2182WCPUR102
- Management Essentials
Sched. #: 2182WCPUR103
- Budgeting Essentials
Sched. #: 2182WCPUR104

Elective Courses (select three):

- The Procurement Process
Sched. #: 2182WCPUR105
- Supplier Contracting
Sched. #: 2182WCPUR106
- Persuasive Communication
Sched. #: 2182WCPUR107
- Negotiating Strategies
Sched. #: 2182WCPUR108
- Price and Cost Analysis
Sched. #: 2182WCPUR109
- Legal Aspects of Contracts
Sched. #: 2182WCPUR110

ONLINE! Six Sigma Green Belt and Black Belt Certificate

A cutting-edge, total-quality management philosophy, the Six Sigma system was developed by Motorola Corp. and has been adapted by leading companies and organizations worldwide. The Six Sigma process-improvement program often is associated with the consistent delivery of world-class products and services, intended to increase productivity and reduce costs. When used effectively, Six Sigma ensures your organization runs at optimum efficiency.

Six Sigma Green Belt and Black Belt training programs are internationally recognized as setting the standard for individual and organizational achievement. The University of Nevada, Reno's 100-hour certificate program in Six Sigma Green Belt and 200-hour certificate program in Six Sigma Black Belt provide preparation for optional national certification through the American Society for Quality (ASQ). For more information about national certification, visit www.asq.org.

Six Sigma online programs are designed specifically for those who want to:

- Achieve Six Sigma levels within their organizations to encompass all aspects of a business, including management, service delivery, design, production and customer service
- Adopt a quality-improvement methodology structured to reduce product and service failure rates to negligible levels
- Acquire the skills necessary to achieve nearly flawless execution of key processes
- Gain the knowledge and skills to compete successfully in an increasingly competitive marketplace

While Green Belt training is suitable for professionals seeking an introduction to the fundamental skills necessary to contribute to a Six Sigma team, Black Belt candidates generally have college degrees in industry-related fields such as business, engineering or the sciences. Black Belt training requires college-level mathematical proficiency and extensive experience with Windows-based computer software, including MS Office and general statistical software packages.

ONLINE! 100-Hour Six Sigma Green Belt Certificate

When: Open enrollment; online self-paced programs may be completed in six months or less
Fee: \$1,995, includes exams, evaluations and all course materials
Sched. #: 2182WSS101

ONLINE! 200-Hour Six Sigma Black Belt Certificate

When: Open enrollment; online self-paced programs may be completed in six months or less
Fee: \$2,795, includes exams, evaluations and all course materials
Sched. #: 2182WSS102

Participation in online programs requires high-speed Internet access.

For more information, email: jstucker@unr.edu

See pages 6-7 for Lean Six Sigma Green Belt Certification Program (classroom based).

For more information, email Amy Ginder at aginder@unr.edu.

Business Computer Skills

Résumé-building digital skills you can use in the workplace today

Business Computer Skills courses offer instruction and practice in the latest versions of Microsoft Office® applications and QuickBooks®, providing hands-on training in skills that can be used immediately in the workplace.

Microsoft Excel® Essentials

The course covers screen components, ribbon, tabs, groups and commands, and identifies a variety of tricks to make you a more efficient user, including shortcut menus. You'll build a spreadsheet, enter and modify your data, and refine it with easy formatting. Formulas are a key component of Excel, and course participants will practice creating totals, minimums, averages and percentages.

When: Sept. 21; Thurs., 8:30 a.m.-3:30 p.m.
Where: UNR, Redfield Campus, 18600 Wedge Parkway
Instr: Diana Keefe Adams, My Reno Computer Tutor
Fee: \$125, includes course materials and parking
Sched. #: 2178TECH301

When: Oct. 24; Tues., 8:30 a.m.-3:30 p.m.
Where: UNR, Redfield Campus, 18600 Wedge Parkway
Instr: Diana Keefe Adams, My Reno Computer Tutor
Fee: \$125, includes course materials and parking
Sched. #: 2178TECH3012

Microsoft Excel® Intermediate*

This course offers opportunities to work with large files by freezing panes and splitting the window, use named ranges to make navigation easier, and use styles for formatting. You'll also learn how to create charts and manage data lists.

When: Nov. 16; Thurs., 8:30 a.m.-3:30 p.m.
Where: UNR, Redfield Campus, 18600 Wedge Parkway
Instr: Diana Keefe Adams, My Reno Computer Tutor
Fee: \$125, includes course materials and parking
Sched. #: 2178TECH302

Microsoft Excel® Advanced*

This class is for those already comfortable with formulas, the basics of charting and managing data lists. It covers linking cells, to sheets and books, consolidating monthly data into a QTD or YTD sheet and Pivot Tables.

When: Dec. 5; Tues., 8:30 a.m.-3:30 p.m.
Where: UNR, Redfield Campus, 18600 Wedge Parkway
Instr: Diana Keefe Adams, My Reno Computer Tutor
Fee: \$125, includes course materials and parking
Sched. #: 2178TECH303

Microsoft Word® Essentials

This course will explore the ribbon, tabs, groups and commands, and tips and tricks for using Word most effectively. The basics include moving and copying text, setting margins, font and color formatting, and creating envelopes and mailing labels.

When: Oct. 12; Thurs., 8:30 a.m.-3:30 p.m.
Where: UNR, Redfield Campus, 18600 Wedge Parkway
Instr: Diana Keefe Adams, My Reno Computer Tutor
Fee: \$125, includes course materials and parking
Sched. #: 2178TECH304

Microsoft Word® Intermediate/Advanced*

Creating forms can be a challenge. In this course, you'll start with a template in Microsoft Word and add form controls, including text boxes, date pickers, drop-down lists and Yes/No check boxes. In addition, you'll learn how to protect individual controls to prevent another person from deleting or editing items in your form. In addition to forms, you'll explore the powerful style feature of Microsoft Word.

When: Nov. 7; Tues., 8:30 a.m.-3:30 p.m.
Where: UNR, Redfield Campus, 18600 Wedge Parkway
Instr: Diana Keefe Adams, My Reno Computer Tutor
Fee: \$125, includes course materials and parking
Sched. #: 2178TECH306

QuickBooks® for Small Business

Designed for business owners, managers and nonprofit organizations, this course will help you streamline your record keeping. Newcomers to QuickBooks® will develop a solid understanding of what the software can do and how to use it properly. Those who have experience using QuickBooks can benefit from instruction in how to fully integrate their systems.

When: Nov. 2-3; Thurs.-Fri., 8:30 a.m.-3:30 p.m.
Where: UNR, Redfield Campus, 18600 Wedge Parkway
Instr: Marie Gibson, Advanced QuickBooks ProAdvisor
Fee: \$395, includes course materials and parking
Sched. #: 2178TECH801

**Please note: Intermediate and advanced courses require working knowledge of software prior to enrollment. See course descriptions online for details.*

For more information, email aginder@unr.edu.

Gaming Management Program

Join the world's premier provider of gaming management education

Celebrating its 27th year as the world's premier provider of gaming management education, the University of Nevada, Reno's Gaming Management Program has grown in size and diversity, offering high-quality university courses designed for mid-level managers and supervisors as well as for senior-level directors, gaming regulators, and executives and owners of gaming operations and suppliers worldwide.

Gaming Management Certificate

Since its inception, the University's Gaming Management Program has educated more than 9,500 participants from every state and country in the world with regulated gaming operations. Among the enrollees, more than 1,400 have earned the University's full Gaming Management Certificate, a professional credential signifying commitment to excellence, knowledge and mastery of skills necessary for management in the gaming industry.

The University of Nevada, Reno Gaming Management Certificate:

- Offers an opportunity tailor-made for upward mobility in gaming industry professions
- Earners recognition for your commitment to education and professional development, wealth of industry-specific knowledge and desire for career advancement
- Gives you the freedom to continue working while gaining skills, information and attitudes necessary for success in management and executive leadership positions in the gaming industry

To earn a Certificate in Gaming Management:

- Complete 90 or more hours of instruction acquired by attendance in any Gaming Management course offered through Extended Studies. This may be any combination of weeklong courses (typically 30 hours each), online courses (typically 15 hours), short (one- and two-day) courses, customized in-house offerings and the annual Executive Development Program held at Lake Tahoe.
- Submit a three-page paper on the regulatory structure and legal environment of the gaming jurisdiction in which you work. Upon completion of the required hours, you will receive the guidelines and specific requirements for your paper.
- Fulfill applicable attendance requirements.

For more information about certificate requirements, email gaming@unr.edu.

In addition to the courses listed here, the University of Nevada, Reno's Gaming Management Program will offer a number of short and week-long programs at various sites in 2017-18. Email gaming@unr.edu, call 800-233-8928 or visit www.gaming.unr.edu for more information about gaming management training offered on campus or anywhere in the world. Courses may be taken independently and require no formal admission to the University.

Register online at www.gaming.unr.edu.



Executive Development Program

The Executive Development Program (EDP) delivers state-of-the-art, industry-specific knowledge in an intensive week of seminars, presentations and interactions. Participation in study teams and case-study analysis is an integral part of the program and is required of all participants. The program considers this daily interaction among faculty and participants as crucial to its success and vital to the overall experience.

In light of the changing economic picture, this year's cases will involve such topics as managing struggling properties, dealing with social impact concerns in the community, and establishing marketing and positioning strategies in competitive gaming jurisdictions.

The 2017 program will include a full day of special in-depth seminars. Topics will include financing issues and casinos, turning around problem properties, casino mathematics, and casino marketing.

Fluency in English is required of all participants.

Registration is by application. Deadline is Oct. 10. Visit www.gaming.unr.edu for details.

When: Nov. 11-19. Nov. 11, 8 a.m.-8 p.m.; Nov. 12, 8:30 a.m.-5 p.m.
Nov. 13, 8:30 a.m.-8 p.m.; Nov. 14, 8 a.m.-5 p.m.
Nov. 15, 1-8 p.m.; Nov. 16, 8:30 a.m.-5 p.m.
Nov. 17, 8:30 a.m.-8 p.m.; Nov. 18, 8:30 a.m.-10 p.m.
Nov. 19, 8:30-11 a.m.

Where: Harveys Lake Tahoe, South Lake Tahoe, Nev.

Fee: \$7,900, tuition includes deposit, course books and materials, shirt, canvas briefcase, daily refreshments, lunches on full days, reception, opening dinner and graduation banquet

Instr: Mark Lipparelli and Bo Bernhard

Sched. #: 2178GM901

Online Gaming Courses

Extended Studies offers select gaming management courses fully online. Courses are structure in four, weeklong modules to provide hours toward the 90-hour Gaming Management Certificate. Check online at www.gaming.unr.edu for upcoming classes.

Courses include:

- Strategic Casino Management (online)
- Casino Financial Management (online)
- Casino Operations: An Inside Look (online)
- Casino Human Resources: Strategic HR Management (online)
- Casinos: The Business of Marketing (online)

Casinos: The Business of Marketing (online)

Students will study the basic theory of marketing and its business application in the casino environment. Particular attention will be paid to discussing fundamental marketing theories and the application of this knowledge to the casino industry. Weekly online discussions reflect industry-wide operational concerns and provide an authentic basis for problem solving and decision making. Additional articles present Canadian, American and international market perspectives in the gaming industry.

When: Aug. 27-Sept. 23

Instr: Judith Hayes and Dayna Hinkel

Fee: \$860. **Organizations enrolling two or more people will receive a 10% discount. Call 800-233-8928 or (775) 784-4046 to receive the discount.**

Sched. #: 2178GM755

Weeklong Gaming Courses

Update and enhance gaming management tools and techniques

The Gaming Management Program at the University of Nevada, Reno allows participants to update, enhance and learn management tools unique to the gaming industry.

More than 2,400 participants have attended the series through the University, including key staff from a broad range of casino operations and regulatory agencies — both commercial and Native American/First Nations — in the United States and at more than 50 international sites, including Italy, Norway, Sweden, France, the Netherlands, Switzerland, Austria, Portugal, Kenya, Suriname, South Africa, Macau, Malaysia, Singapore, Argentina, Peru, Venezuela, Uruguay, Canada and Australia.

Visit www.gaming.unr.edu for online registration.

Registration and Tuition

\$2,700 – Tuition for weeklong courses (Monday-Thursday) includes course materials, continental breakfasts, four lunches, refreshment breaks and one group dinner. (Nightly dinners are not provided.) Lodging is not included in tuition. **Organizations enrolling two or more people will receive a 10% discount. Call 800-233-8928 or (775) 784-4046 to receive the discount.**

Unless otherwise noted, classes will take place in Reno or Las Vegas, Nev. (locations TBA). For more information, email gaming@unr.edu.

Courses in the program include:

- Advanced Management of Slot Operations
- Financial Accounting and Analysis
- Management of Slot Operations
- Management of Table Games
- Managing Cage Operations
- Strategic Perspectives in the Gaming Industry
- Performance-Based Surveillance Operations



Performance-Based Surveillance Operations

In today's high-stakes environment, running a successful and complex surveillance operation has become much more than simply observing the gaming floor for improprieties. This comprehensive course will examine maximizing the contributions of the surveillance department while focusing on processes beyond the department's technical and operational functions.

When: Aug. 21-23, Mon.-Wed., 8:30 a.m.-5 p.m.; Aug. 24, Thurs., 8:30 a.m.-8 p.m.

Where: UNR, Redfield Campus, 18600 Wedge Parkway

Instr: Mike Menz, Alan Zajic, Sal Piacente and Jessie Beaudoin

Sched. #: 2175GM324

Management of Table Games

Every casino manager needs to develop effective skills and strategies to manage, analyze and evaluate the productivity and profitability of the table games operation. This course will explore some of the best demonstrated practices used in the gaming industry and examine the core business processes of table games: products, pricing, people interactions, productivity and protection. Participants will learn how to develop effective and productive marketing strategies to attract, retain and track customers.

When: Sept. 18, Mon., 8:30 a.m.-3 p.m.; Sept. 19-20, Tues-Wed., 8:30 a.m.-5 p.m.; Sept. 21, Thurs., 8:30 a.m.-8 p.m.

Where: UNR, Redfield Campus, 18600 Wedge Parkway

Instr: Bob Ellsworth, Bill Zender and Bob Del Rossi.

Sched. #: 2178GM201

Advanced Management of Slot Operations

This advanced-level course will focus on two areas critical to the management of slot operation: analysis and marketing. The course's first section will sharpen your analytical skills and increase your ability to interpret and use numbers, calculations and reports associated with slot machine performance and placement. The marketing section will address layout and design issues, product selection and mix, creating and evaluating marketing events, and using database systems and player club concepts.

When: Oct. 16-18, Mon.-Wed., 8:30 a.m.-5 p.m.; Oct. 19, Thurs., 8:30 a.m.-8 p.m.

Where: UNR, Redfield Campus, 18600 Wedge Parkway

Instr: Claudia Winkler, Buddy Frank, Siobhan Fajayan, Greg Vorreyer and Jeff Jordan

Sched. #: 2178GM103



Academic credit courses and programs — flexible options, smart solutions!

Extended Studies champions your academic efforts! We're committed to making an exceptional university education available to you in ways that fit your educational goals and your busy lifestyle.

REMSA Paramedic Program

A partnership among the Regional Emergency Medical Services Authority (REMSA), Extended Studies and the University of Nevada School of Medicine

Rigorous paramedical training featuring a Paramedic Management Certificate is available at the University through a partnership among the Regional Emergency Medical Services Authority (REMSA), Extended Studies at the University of Nevada, Reno and the University of Nevada School of Medicine.

As part of the didactic phase of the REMSA 14-month Paramedic Program, the Paramedic Management Certificate prepares participants for careers in emergency medical services, emphasizing communication skills, leadership, legal issues, documentation and ethics.

Beginning in January each year, up to 30 select students enter an intensive 14-month course of study leading to a certificate of completion and eligibility to take the National Registry of Emergency Medical Technicians Paramedic (NREMT-P) written and practical exams.

For program details, visit www.remsaeducation.com.

Academic Credit Options (ACO) — Options for each semester

ACO features courses and programs for undergraduates and graduates offered anytime, anywhere — online, hybrid, accelerated, evenings, weekends, on campus and at sites around the world.

- Travel Programs
- Late-Start and weekend short courses
- Library Science Certification
- Nuclear Packaging Certification
- Teacher (Re)Certification courses

Visit www.ACO.unr.edu or call (775) 682-7555.

365 Learning — Convenient options for higher education

Want to learn from home? You can do that. Want to learn during nontraditional hours? You can do that, too. 365 Learning is all about giving you the options you need to succeed on your own schedule. See information below and visit www.unr.edu/365 for more about all our online classes, including the EMBA, Late-Start and weekend classes, evening classes, Summer Session and Wintermester.

• Online Learning courses

Study anytime, anywhere! More than 200 online undergraduate and graduate classes in more than 30 subjects are available through Online Learning. Register for online classes with enrollment deadlines that match those for the University's semesters. We also offer an Executive MBA (EMBA).

See page 29 or visit www.unr.edu/365.

• Late-Start and Weekend Classes

More than 30 late-start, three-credit classes that fulfill Capstone, Fine Arts and Diversity requirements and more will be offered on campus during Spring 2018. Additional University weekend classes are available through ACO, and all of the University's weekend classes are searchable on MyNEVADA at my.nevada.unr.edu.

Visit www.unr.edu/365 or call (775) 784-4652.

• Evening Studies

With expanded studies and core curriculum choices beginning after 4 p.m., new and returning students can take classes toward degree completion or take a course for personal enrichment with Evening Studies. Choose a class from the University's hundreds of late-afternoon, evening, online and weekend offerings. Evening classes are searchable on MyNEVADA by entering evening hours.

Visit www.unr.edu/365 or call (775) 784-4652.

• Try Wintermester — your short-term solution

Why hibernate when you can use winter break to get ahead for spring? Wintermester 2018 — held Jan. 2-19, 2018, in a condensed, three-week format — offers more than 90 classes on campus in dozens of subjects that fulfill degree requirements in a variety of colleges. Register via MyNEVADA at my.nevada.unr.edu.

Visit www.unr.edu/365 or call (775) 784-4652.

Don't wait — graduate!

It's never too late to finish your degree. The University of Nevada, Reno and the Nevada System of Higher Education are working together to help you earn the credits you need for your bachelor's degree.

- University advisers will help you determine a plan of study that fits your needs, and they will work with you to chart your degree progress.
- Experts will guide you as you explore financial aid options and set your academic goals.
- Studies from the U.S. Census Bureau show college graduates can earn 30 percent to 50 percent more during their careers than those without a degree.

Choose from daytime, evening, weekend and online classes during spring and fall semesters, Summer Session and Wintermester. Along with many traditional majors, the University offers flexible degree options that may work better for you, including the Bachelor of General Studies degree. Call today at (775) 784-4684 or email advising@unr.edu.





365 Learning — Online Learning

The University's Online Learning offers flexibility to students who want to pursue courses without the limitations of time and place. Online courses are available for registration and completion during a particular semester each year and delivered via online instruction.

Tuition and fees

All fees are subject to change by the Board of Regents.

For a complete list of undergraduate and graduate credit fees, out-of-state resident fees, special course fees and differential fees for select programs, visit the University Cashier's website at www.unr.edu/tuition-and-fees.

More than 200 University classes are available in*:

- | | |
|--|--|
| ACC • Accounting | HDFS • Human Development and Family Studies |
| ANTH • Anthropology | HGPS • Holocaust, Genocide and Peace Studies |
| BADM • Business Administration | HIST • History |
| BASQ • Basque | IS • Information Systems |
| BIOL • Biology | MATH • Mathematics |
| CAS • Center for the Application of Substance Abuse Technologies (CASAT) | MKT • Marketing |
| CEE • Civil Engineering | NRES • Natural Resources and Environmental Science |
| CH • Core Humanities | PSC • Political Science |
| CHS • Community Health Sciences | PSY • Psychology |
| COM • Communication Studies | SOC • Sociology |
| CRJ • Criminal Justice | SPAN • Spanish |
| EDRS • Educational Research | STAT • Statistics |
| EPY • Educational Psychology | SW • Social Work |
| ENG • English | WMST • Women's Studies |
| ENV • Environmental Science | |
| ETS • Ethnic Studies | |
| GEOG • Geography | |
| GERO • Gerontology | |

*Some classes and subject areas may not be available each semester. Please see our website for more information.

To learn more about Online Learning courses or registration, call (775) 784-4652, email 365@unr.edu or visit www.unr.edu/365.

Enroll today! Study anywhere 24/7

Online Learning allows students to earn credits without having to be in a classroom at a set time. Find course information on our website at www.unr.edu/365.

Executive MBA

Our online Executive Master of Business Administration (EMBA) is ranked among the top online MBA programs by *U.S. News and World Report*. It was named one of the Top 25 Online MBA Programs for 2017 by the *Princeton Review*.

The AACSB Accredited EMBA is designed for mid-career executives and experienced professionals who want to advance in today's competitive work world.

The 12-course, cohort-based program is completed in two years. Visit our website for more information at www.unr.edu/EMBA.

Accreditation

All of the University's 365 Learning courses and instructors have been approved by departments or colleges of the University of Nevada, Reno. The University is accredited by the Northwest Commission on Colleges and Universities (NWCCU), an institutional accrediting body recognized by the Council for Higher Education Accreditation (CHEA) and the U.S. Department of Education. The University has been accredited since 1938.

Explore more!

Opportunities for all kinds of educational growth abound at Extended Studies. Broaden your education, celebrate the arts and humanities, and explore more with lifelong learning and cultural enrichments!

KIDS University

Winter Break Camp, Jan. 8-12, 2018

Spring Break Camp, TBA 2018

Summer Break Camp, June 11-July 27, 2018



KIDS University host a wide-range of youth activities during school breaks and summer. Choose from themed, weeklong camps designed to incorporate the academic STEAM components — science, technology, engineering, arts and math — with a healthy dose of just plain fun! For more information, call (775) 784-4046 or visit www.kidsuniversity.unr.edu.



Osher Lifelong Learning Institute

The Osher Lifelong Learning Institute (OLLI) is a program of Extended Studies at the University of Nevada, Reno that brings diverse educational and social opportunities to active adult learners each semester.

Offering a wide variety of classes, social and volunteer opportunities for adults 50 and older, OLLI seeks to foster intellectual stimulation, new interests and personal development through academic pursuits, and to provide a community in which to gather.

OLLI at the University of Nevada, Reno is one of 120 Osher institutes established since 2001 at colleges and universities throughout the country. Based in San Francisco, The Bernard Osher Foundation has supported higher education and the arts since its founding in 1977 by community leader Bernard Osher.

Course Offerings at OLLI

OLLI offers classes, activities and discussion groups in a wide range of subjects, including:

- Health and wellness
- Walks and hikes
- Current events
- History, geography, humanities and the arts
- Science and technology
- Modern and classic literature
- Government, economics and business
- Special events and tours



For information, visit the OLLI website at www.oli.unr.edu or call the OLLI office at (775) 784-8053.

Nevada Humanities



Nevada Humanities is Nevada's nonprofit, independent state affiliate of the National Endowment for the Humanities and provides opportunities for Nevadans to think creatively and explore the world through the production of educational programs and events that define the Nevada experience, feature local culture and heritage, and facilitate the investigation of ideas that matter to Nevadans and their communities. Nevada Humanities also provides direct funding to Nevada nonprofit organizations throughout the state to support the creation of dynamic humanities based educational and cultural projects. For more information about Nevada Humanities visit nevadahumanities.org.

University Symphonic Choir

Vocalists who wish to perform during fall semester in the University of Nevada, Reno Symphonic Choir are invited to audition, which will be held the first week of class beginning Aug. 29. Under the direction of Paul Torkelson, DMA, the University of Nevada Symphonic Choir, the choir will perform Handel's "Messiah" at 7:30 p.m. Nov. 28 in Nightingale Concert Hall. Enrollment is open to all University students and adult singers from the community contingent upon their auditions.

Rehearsals

- When:** Aug. 29-Nov. 28; Tues., 7-9 p.m. Additional rehearsals will be scheduled.
- Where:** UNR, Church Fine Arts Building, Room 110
- Instr.:** Paul Torkelson, D.M.A., director of choral activities, UNR
- Fee:** \$50, with an additional fee for music
- Sched. #:** 2178PA101

For more information, call Paul Torkelson, director of choral activities, (775) 682-9023. To register, please call Extended Studies at the University of Nevada, Reno, (775) 784-4046 or 800-233-8928.

Fleischmann Planetarium

Fleischmann Planetarium on the University of Nevada, Reno campus offers planetarium shows daily in the Dome Theater, as well as an Exhibit Space and a Science Store.

Visit www.planetarium.unr.edu for schedules, upcoming shows and events.

Birthday parties and meeting space

We offer birthday party programs and more! We always welcome groups and special events, and offer a discount for groups of 15 or more with advance reservations. Planetarium facilities can accommodate a wide range of special events, including business meetings and graduation parties. Call us to get your event or party started, at (775) 784-4812.

Field Trips for School Groups

From home school and charter programs to large public schools, we look forward to providing a University-quality educational experience for your school group. As a public science education facility specializing in atmospheric and space science and related fields, it's our goal to increase interest, awareness and understanding of these disciplines by offering quality programs tailored to all ages and education levels. Call us at (775) 784-4812 to schedule your field trip.



Education • Astronomy • Earth & Space Science

Fleischmann
Planetarium
University of Nevada, Reno

Become a member



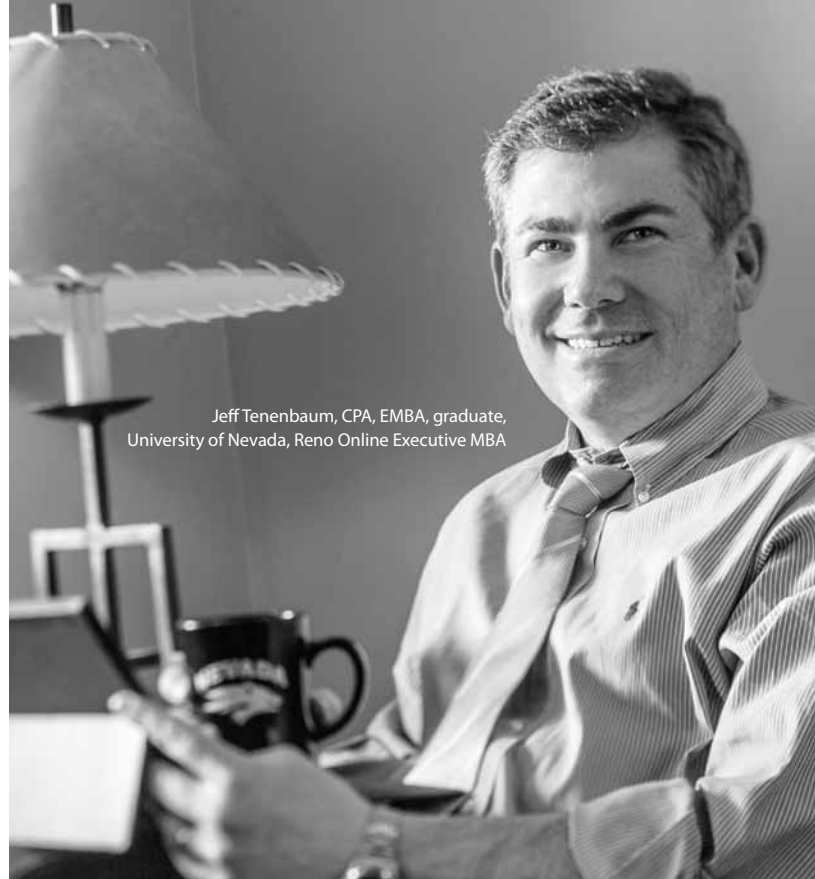
Join the Planetarium and discover all that space science has to offer. When you invest in membership, you are investing in the Planetarium's future, helping us to fulfill our mission to increase interest, awareness and understanding of science, technology, engineering and mathematics by offering quality programs and experiences. You'll enjoy free admission to the Planetarium's regularly scheduled shows for one year, and free or discounted admission to more than 540 Association of Science-Technology Centers (ASTC)-member science centers, museums, aquariums, planetariums, zoos and botanical gardens around the world. For more information, visit the Fleischmann Planetarium at www.planetarium.unr.edu or call (775) 784-4812.

Why choose the Online Executive MBA from the University of Nevada, Reno?

- ✓ Faculty from one of the top part-time MBAs in the U.S.
- ✓ Convenient online format
- ✓ Competitively priced

Business knowledge is market power.

Designed by business leaders for working professionals like you, the Online Executive MBA is one of the best values among EMBA programs today.



Jeff Tenenbaum, CPA, EMBA, graduate,
University of Nevada, Reno Online Executive MBA

Find out more at www.unr.edu/emba



Course Registration

Extended Studies
University of Nevada, Reno

Participant Information (All fields are required)

First Name	Middle Initial	Last Name	
Mailing Address	City	State/Province	ZIP Code
Daytime Telephone	Email Address		

Course Enrollment

Course Title	Sched. #	Begin Date	Fee
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

I received this course information from brochure postcard catalog website other: _____ Total \$ _____

Employer Sponsored (Please complete a registration form for each participant)

Company Name		
Company Billing Address		
City	State	ZIP Code
Employer/Agency Billing Contact Person		Phone
Fees to be billed <input type="checkbox"/> Credit Card (See below) <input type="checkbox"/> Check (payable to Board of Regents) <input type="checkbox"/> PO# _____		
Signature of Authorized Company/Agency Representative		Date
Printed Name of Signer		Date

Employer sponsored participant only: I understand that if the company/agency declines to pay Extended Studies for any reason, I may be liable for the entire course and/or materials fees and any costs incurred for collection of fees.

Signature of Student _____ Date _____

Registration and Cancellation Information

This is a binding payment agreement which reserves enrollment space in the class for the participant listed. Upon receipt of this form and processing of payment, Extended Studies considers the participant formally enrolled in the class. A NONREFUNDABLE administrative fee of 15 percent of the total enrollment fee will be assessed per course for participant-initiated cancellations. You must notify Extended Studies at (775) 784-4046 or 800-233-8928 by noon, the day before the start of the course to receive a refund minus the administrative fee. No refunds will be given for cancellation requests received after noon the day before the start of the course. Informing your instructor is not sufficient notice for a refund. You may transfer your fees to an available course, without penalty, if you notify Extended Studies in accordance with the above cancellation policy.

Failure to follow the Extended Studies cancellation policy renders the signer responsible for the entire course fee. The signer may be liable for any costs incurred for collections of fees.



Online: www.extendedstudies.unr.edu



Phone: With credit card or company purchase order: (775) 784-4046 or 800-233-8928



FAX: With completed registration form and credit card or company purchase order: (775) 784-4801



Mail: Send completed registration form and check, credit card information or company purchase order to:

Enrollment Services
Extended Studies
University of Nevada, Reno/0048
Reno, NV 89557 USA

Payment Information

VISA MasterCard Discover American Express Check (payable to **Board of Regents**)

Cardholder's name as it appears on card (print) _____

Credit Card Number _____ Expiration Date _____ Amount \$ _____

Credit Card Billing Address (if different from company) _____

Signature (as it appears on card) _____

NEW: 15% off Extended Studies Courses for Nevada Alumni Association members.

Did you know that dues-paying members of the Nevada Alumni Association qualify for a 15% discount on most Extended Studies non-credit 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 course(s).

(To receive the Alumni discount, students must register by phone. Discount not available via online registration.)

N ALUMNI ASSOCIATION
University of Nevada, Reno

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Call (775) 784-4652 or email 365@unr.edu

Calling all Wolf Cubs!

Winter, spring and summer camps for youth.



KIDS University hosts a wide-range of youth camps during the summer and school breaks throughout the year. Choose from themed, weeklong camps designed to incorporate the academic STEAM components — science, technology, engineering, arts and math — with a healthy dose of fun!

Winter Break Camp

Jan. 8-12, 2018

Spring Break Camp

TBA, 2018

Summer Break Camp

June 11-July 27, 2018



www.kidsu.unr.edu
(775) 784-4046 or 800-233-8928



Extended Studies
University of Nevada, Reno/0048
Reno, Nevada 89557-0048

University of Nevada, Reno

Extended Studies *Open House*

Learn more about Extended Studies programs, meet instructors, enjoy free refreshments and receive discounts for registering on site for select courses.

WIN!

Enter for a chance to win certificates to be used toward course fees and other prizes! Drawings will be held at 6:30 p.m. (must be present to win).

Attend an information session at 5:30 p.m. about the Paralegal Studies Certificate Program.

Wednesday, Aug. 16, 2017 | 5:30-7 p.m.
Redfield Campus, Nell J. Redfield Building A

Visit www.extendedstudies.unr.edu
(775) 784-4046 | 800-233-8928

Featured programs include:

- 365 Learning
- Academic Credit Options (ACO)
- Business Software
- Contract Training
- Gaming Management
- Graphics and Video Editing
- Human Resources
- KIDS University
- Lean Six Sigma Green Belt Program
- Mediation and Conflict Resolution
- Nonprofit Management
- Online Courses
- Online Executive MBA
- Osher Lifelong Learning Institute (OLLI)
- Paralegal Studies
- PMP/CAPM Exam Prep
- PHR/SPHR Study Program
- Project Management
- Public Management
- Social Media and Digital Marketing
- Supervisory Management