

# Extended Studies

**Career Development  
Course Guide  
2021-2022**

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

Advanced Leadership Academy  
Blockchain  
Business Computer Skills  
Certified Public Official  
Data Analyst  
Digital Marketing  
Gaming Management  
Graphic Design  
Human Resources  
Lean Six Sigma  
Mediation  
Nonprofit Management  
Online Programs  
Paralegal  
Project Management  
Public Management  
Python Developer  
Supervisory Management  
Test Preparation Courses  
and more

**Your classes, your way**

**Professional development classes are offered in  
the classroom, live online and self-paced online**

## About Extended Studies

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

### Certificates of completion

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

### Save with discounts

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

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

### Class formats

Classes are offered in a variety of formats. Check the course listing on the website [extendedstudies.unr.edu](http://extendedstudies.unr.edu) for instruction method.

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

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

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

### Contact us

**Phone:** (775) 784-4046 or (800) 233-8928

**Email:** [extendedstudies@unr.edu](mailto:extendedstudies@unr.edu)

**Web:** [extendedstudies.unr.edu](http://extendedstudies.unr.edu)

**Location:** University of Nevada, Reno Redfield Campus Nell J. Redfield Building A, 18600 Wedge Parkway, Reno

**Social media:** Find Extended Studies on Facebook, LinkedIn, Instagram and Twitter.



## Online Self-Paced Certificates

### Cybersecurity Fundamentals

This program is designed to help business owners develop an understanding of the basic concepts and technologies associated with a sound information security program. Topics include big data, cloud-based services and security, and mobile computing. Participants will learn how to address common security challenges like phishing attacks, security for remote staff, password protection, mobile device and media usage, and recovery plans. Courses: Security Awareness, A Manager's Guide to Information Technology, Introduction to Cloud Computing and Cybersecurity, and Introduction to Malware.

### Data Analyst Career

The Data Analyst program provides the knowledge and practical experience to qualify for data analyst jobs. Data analysts collect, process and perform analyses on enterprises' information to help them make better and faster business decisions. Participants will learn how to do it all in data analytics, from cleaning data to presenting it in visual form, performing qualitative and quantitative analysis of data, interpreting data and making predictions. This online program uses active, learn-by-doing training. Prerequisites: Students should be comfortable with basic math and algebra operations, number systems and data functions. Courses: SQL Fundamentals, Advanced SQL, Predictive Data Analytics with Python, Introduction to Python For Data Science and Introduction to Computer Programming (optional).

### Entrepreneurship

This program introduces key issues in entrepreneurship for those looking to start a business on their own. What does it take to build and grow a business from scratch? What types of resources are available to budding entrepreneurs, and where can you find them? Learners who complete this program will have the answers to these questions and others that are essential to business success. Courses: Accounting and Finance for Entrepreneurs, Business Law for Entrepreneurs, Introduction to Entrepreneurship, Leadership and Management for Entrepreneurs, and Strategic Marketing for Entrepreneurs.

### Finance Essentials

This program introduces non-financial managers to the essentials of finance. Participants will become conversant in critical financial terminology and learn how to calculate key financial management indicators. Learners also will acquire skills to assess their organization's financial health by reviewing balance sheets, income statements, and statements of cash flow and will discover how finance and accounting tools can be used to support informed decision making. Courses: Financial Planning and Control, How to Read a Financial Statement, Introduction to Business Statistics, Introduction to Finance, Time Value of Money and Risk, and Understanding and Managing Budgets.

### LEED® Green Associate v4 Exam Prep

Sustainable design and green building practices have taken center stage in the face of challenges due to urban population growth. Leadership in Energy and Environmental Design is the most widely used green building system in the world. This course introduces concepts and terms to prepare learners to take the LEED® Green Associate v4 accreditation exam. The credential is ideal for those new to green building, product manufacturers, real estate professionals and contractors.

### Online Learning

This program provides instruction on the major models, tools and techniques in creating and delivering online learning. Participants will learn general learning theory and how it can be applied to online design and instruction. Topics include technology employed in online learning, best practices for teaching online, strategies for integrating narrative learning into an educational curriculum, and the basics of developing accessible online learning. Courses: Introduction to Online Learning, Teaching Online, The Technology of Online Learning, Narrative Learning and Online Learning Accessibility.

### Purchasing Management

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

### Python Developer Career

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

### Sustainable Management

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

Professional development courses and certificates

# Take your career to new heights

## Advanced Leadership Academy

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

The academy includes seven content blocks, each offered as an all-day sessions. The program also includes an EQ-i 2.0 Leadership Assessment and two individual coaching sessions with a Certified Professional Coach.

Participants can expect lectures, case studies, simulations and class participation to learn the principles in each session. Topics include neuroscience of leadership, making data-driven decisions, agile strategic planning, organizational agility and innovation, diversity, building a strong culture and coaching.

## Blockchain and Cryptocurrency

### Introduction to Cryptocurrency

Introduction to Cryptocurrency is for those wanting to familiarize themselves with the new digital currency revolution. The nine-hour course looks into the history of cryptocurrency and how it relates to blockchain, fin-tech, tokens and initial coin offerings (ICOs). Tokenizing assets is revolutionizing the modern economy, so how does one participate? What is DeFi versus CeFi, and why would someone participate in yield farming? While this isn't an investing course, it will give you enough information to understand these topics.

### Blockchain for Business and Government Applications

Blockchain for Business and Government Applications will demystify blockchain and distributed ledger technology and provide an overview of how technology is changing businesses in all sectors. This non-technical introduction will help you understand benefits and challenges of adopting this transformative technology and to determine if it is appropriate for your business.

Topics include how to identify solutions to business challenges and how to keep up with changing technology vendors and what customers are adopting.



Reno businessman Jorge Ramos has earned three certificates from Extended Studies.

## Business Computer

Resumé-building digital skills you can use in the workplace today. If you have demonstrated computer ability, your chances of excelling professionally increase significantly. For organizations, the costs of digital illiteracy can be high. A recent study estimates the cost of digital illiteracy to be nearly \$3,000 per person annually. Much of this can be relieved with professional development courses. Business Computer Skills courses offer instruction and practice in the latest versions of Microsoft Office applications, providing hands-on training in skills that can be used immediately in the workplace.

- Microsoft Excel Essentials
- Microsoft Excel Intermediate
- Microsoft Excel Advanced
- Microsoft Word Essentials
- Microsoft Word Intermediate / Advanced
- Microsoft PowerPoint Beyond the Basics

## Certified Public Official Program

Professional development certificate for elected and appointed officials. Created by Extended Studies in partnership

with the Nevada League of Cities and Municipalities, Nevada Association of Counties and Nevada Association of School Boards, the Certified Public Official (CPO) Program is an in-depth series that provides diverse resources for educational and professional development responsive to the changing needs of elected and appointed officials in public office throughout Nevada. Designed for:

- Elected and appointed city, state and county officials
- School board members and school district superintendents
- Improvement district and public utility district trustees

## Gaming Management

The Certificate in Gaming Management gives you the freedom to continue working while gaining skills, information and attitudes necessary for success in management and executive leadership positions in the gaming industry.

To earn a certificate, complete 90 or more hours of instruction acquired by attendance in any Gaming Management course. This may be any combination of weeklong courses (typically 30 hours each), online courses (typically 15 hours each), short (one- and two-day) courses or attendance at the annual Executive Development Program held at Lake Tahoe.

Weeklong courses held in-person include Management of Slot Operations, Management of Table Games Operations, Performance-Based Surveillance Operations and Advanced Management of Slot Operations.

One- to two-day courses include Security for Casino Nightlife, Hotel Security for Gaming Properties, Active Shooter Readiness: Protect Your Workplace, Memory Training for Hotels & Casino, Casino Budgeting: Forecasting and Profit Planning, and Casino Marketing Strategies.

Online courses include the Role of Surveillance in Gaming Operations, Organizational Strategy: Diversity and Inclusion in Gaming Operations, Casino Financial Management, the Role of Food and Beverage Operations, Strategic HR Management, Casinos: The Business of Marketing and Leadership Decision-Making in Gaming.

Other week-long, short and online courses are available. Visit [extendedstudies.unr.edu/Gaming](http://extendedstudies.unr.edu/Gaming) or send an email to [gaming@unr.edu](mailto:gaming@unr.edu).

## Human Resources

### Human Resources Management

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.

To earn a certificate, 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.

Core Courses:

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

## Human Resources National Exam Prep Program

Want your national HR certification? Prepare for either or both the HRCI (PHR/SPHR) or the SHRM (CP/SCP) national exams. Started in 2005, the Human Resources National Exam Prep Program has provided detailed instruction in the skills necessary to take the Human Resource National Exams with an average 71 percent pass rate. Today, the program covers materials that will help students take either the HRCI's PHR/ SPHR or the SHRM CP/SCP examination. This intensive 15-session program provides a comprehensive review for HR professionals by enhancing skills and knowledge, and preparing participants with test-taking techniques and materials for either the HRCI or the SHRM national exams. Passing one or more of these exams indicates your mastery of the human resources field and is highly regarded when hiring HR professionals.

## Lean Six Sigma

### Lean Six Sigma Green Belt Certification Program

Lean Six Sigma techniques can deliver real benefits to an organization's bottom line in industries such as manufacturing, healthcare, government services and IT. Executives, leadership, management and employees can benefit from bringing Operational Excellence ideas to their work. Lean Six Sigma knowledge can result in increased revenue, decreased costs, improved efficiency, and build trust and transparency within an organization.

The program demystifies Lean and Six Sigma to help you understand the benefits of Lean, the components that drive a Lean or Kaizen culture, the role of Kaizen events and Continuous Improvement and the role of leadership in introducing these concepts. Upon completion of this 35-hour program, participants will know how to start their organizations down the path of operational excellence.

### Lean Six Sigma Black Belt Certification Program

Intense domestic and global competition requires organizations to make improvements and efficiencies to stay ahead of the pack. Lean Six Sigma Black Belts are those leaders within an organization trained and able to spearhead the performance improvements and cost reduction activities necessary to remain competitive. Upon completion of this seven-session program, participants will know how to lead the Operational Excellence journey of their organization.

Black Belts discover and identify opportunities for improvement and are advocates of the Lean Six Sigma methodology throughout their organization. This program is designed to expand upon the content covered in the Lean Six Sigma Green Belt Program.

## Mediation and Conflict Resolution

### Beginning Mediation and Conflict Resolution Certificate

Mediation and conflict resolution have become integral to building efficient operations and mutually beneficial relationships in the business world and society. Offered in partnership with the Neighborhood Mediation Center, this 40-hour training provides conflict resolution skills that will help professionals from any industry work through difficult conversations, manage disagreements and navigate disputes creatively, which will enhance organizational efficiency. Topics include conflict and negotiation theory, models of intervention, mediation theory and practice, self-awareness and cultural considerations, the mediation process, effective communication techniques, and ethics and standards of practice.

## Nonprofit Management

The Excellence in Nonprofit Management Institute allows professionals in the nonprofit arena to gain and strengthen management skills and techniques, acquire a thorough understanding of day-to-day operations in the nonprofit organization, keep informed of current issues and laws affecting the nonprofit environment, and develop the ability to think strategically for future needs. Participants will gain a thorough understanding of the governing issues of nonprofit organizations; and identify human resources, volunteer and board responsibilities. They will examine concepts integral to successful marketing, fundraising and program evaluation. They will develop an understanding of appropriate accounting methods as well as 501(c)3 status.

## Paralegal Studies

Paralegal training can lead to career advancement and job opportunities in the growing fields of litigation support and legal transactions, as well as in corporations and law firms, banks, courts, government agencies, title companies, accounting and engineering firms, medical offices and the construction industry. The program is taught by attorney Kerry Doyle and District Judge Dixie R. Grossman, Second Judicial District Court — both have extensive experience in Nevada's state and federal courts, and in transactional law. Guest experts provide further orientation to law office procedure and functions, online research and trial preparation and presentation, and others. This program is offered a 12-week hybrid program consisting of weekly asynchronous online modules, and in-person meetings on select weekends. Participants will develop skills to accurately identify legal issues, research relevant law and apply the law to factual situations. Writing skills are developed in a highly effective practice-oriented approach from legal correspondence and memos through motion and pleading exercises.

## Project Management

### Project Management Essentials Certificate Program

The Project Management Essentials Certificate Program provides the knowledge and skills necessary to successfully lead and manage any type of project across all areas of business and industry. This 57-hour, six-course series includes both theoretical and practical approaches to project management with hands-on experience working in real-world scenarios. Participants will examine the basics of project management as well as the framework of initiation, planning, execution, control and closing established by the Project Management Institute (PMI). Concepts will be applied and reinforced through case studies, group interaction and exercises.

Project Management Essentials Certificate courses count toward fulfilling the required 35 hours of project management education/training for the PMP® Certification.

Core courses:

- The Human Factor in Project Management
- PM Essentials Waterfall
- PM Essentials Agile
- PM Essentials Smartsheet
- Managing with MS Project
- Project Management: Beyond the Basics

### PMI® Authorized PMP® Exam Prep Course

This course prepares individuals who have on-the-job project management experience to take the Project Management

# Professional development courses and certificates

Professional (PMP®) examination administered by the Project Management Institute (PMI®). Skills and knowledge gained in this course will help students avoid making costly mistakes on the exam. The PMP® Exam changed on Jan. 2, 2021, to reflect that today's project management practitioners work in various project environments and use different approaches. The exam now will include 50% predictive project management approaches and 50% agile or hybrid approaches.

## 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 policy making. Begin a new core course each month. 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.

Core courses

- Public Finance: How the Dollars are Distributed
- Public Sector Human Resources
- Public Management: Goals and Practices
- Administrative Law: Understanding Policies, Rules and Decisions

## Supervisory Management

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

Core courses:

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

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## Online Courses

### Digital Marketing Essentials

In this program, you will learn a deeper understanding of your brand, communication goals, content development, digital advertising, email marketing, search engine optimization (SEO) and social media. Upon program completion 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 and create digital marketing plans.

### Grant Writing Basics Online

If you are new to grant writing or just need a quick brush-up, this course provides a high-level understanding of grant writing and a boost of confidence to submit your first or next application. Discover the basics of grant writing by learning how to use grant research tools, set up a database of funding opportunities and what to prioritize in a notice of funding opportunity. Learn how to create a logic model and build an actionable timeline. Tips will be given on writing the application narrative section-by-section with tools to simplify the process. Discover what are allowable costs under Uniform Guidance (2 CFR § 200), and how to create a budget and budget justification/narrative. Topics include what to do after you win or lose, including holding a retrospective, next steps and what to expect during pre-award.

### Graphics Professional Design

These live-online courses use the Adobe Creative Cloud software, which are industry standards. Courses may be taken independently or all four for the certificate. In Beginning Photoshop Online, learn about image composition and photo retouching, and develop graphic design skills for working with type and layer styles. In Advanced Photoshop Online, learn how to adjust and correct problem images with color correction tools, color channels and layer masks, and learn to retouch images efficiently and precisely. In Illustrator Online, 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 Courses:

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

### Project Management Online

This program provides a thorough introduction to project management best practices and industry-wide standards. The project management processes covered in this course are applicable to projects of any size in such diverse fields

as finance, research and development, engineering, biotechnology, information technology and construction. Participants will learn tools and concepts to plan and lead a project of medium complexity to a successful conclusion. Participants will be introduced to the Project Management Institute's Guide to the Project Management Body of Knowledge (PMBOK® Guide). Participants will practice creating key project management deliverables that initiate, plan, execute and close a project. Students will select a case study project to work on for the duration of the class, and as the course progresses, create and submit the project management deliverables. Upon completion of the course, students will have completed the major components of a project management plan.

### Live-Online GRE® Test Prep

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

### Live-Online GMAT® Test Prep

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

### Live-Online LSAT® Test Prep

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



## Professional Development 2021-2022 | Course Schedule at a Glance

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

### AUGUST 2021

- 31 Influential Leadership\*
- 31 Microsoft Excel Essentials

### SEPTEMBER 2021

- 1 LSAT Test Preparation begins (10 sessions)
- 5 Casinos: Business of Marketing (online) begins (4 modules)
- 7 Advanced Photoshop Online begins (4 modules)
- 7 Human Resources Training and Development\*
- 8-9 Power Writing For Business\*
- 9 Introduction to Cryptocurrency begins (3 sessions)
- 14 Microsoft Excel Intermediate
- 14 Paralegal Studies begins (12 sessions)
- 14-16 The Human Factor in Project Management\*
- 15 Public Management: Goals and Practices
- 17 Lean Six Sigma Green Belt begins (5 sessions)
- 21 Employee Relations\*
- 21 PM Essentials Waterfall\*
- 22 GRE® Test Preparation begins (8 sessions)
- 22-23 Colorful Personalities: Navigating Differences\*
- 23 PM Essentials Agile\*
- 28 PM Essentials Smartsheet\*
- 28 Project Management Online (7 modules)
- 28 Talking Till You're Blue? Difficult Conversations\*
- 29 Live-Online GMAT Test Preparation begins (8 sessions)
- 29-30 Performance Management\*

### OCTOBER 2021

- 5 Blockchain for Business/Government (3 sessions)
- 5 Digital Marketing Essentials Online (6 modules)
- 5-6 Art and Power of Coaching: How Leaders Engage and Inspire Others\*
- 7 LSAT Test Preparation begins
- 10 Organizational Strategy: Diversity in Gaming begins (4 sessions)
- 12 Grant Writing Basics Online begins
- 12 Illustrator Online begins (4 modules)
- 13 Microsoft Excel Essentials

- 20 Public Finance: How Dollars are Distributed
- 21 GRE Test Preparation begins
- 26 Improve Your Workplace Teamwork Through Emergenetics®\*
- 26 Managing with MS Project begins (4 sessions)
- 27 Delegating for Effective Management and Employee Development\*
- 27 Microsoft Excel Intermediate
- 28 Persuading People\*

### NOVEMBER 2021

- 3-4 Legal Aspects & Liability Issues for Employers\*
- 8 PMI® Authorized PMP® Exam Prep Course (5 sessions)
- 9-10 Effective Communications Skills in the Workplace\*
- 9 Microsoft Word Essentials
- 14 Leadership Decision-Making in Gaming (online) begins (4 sessions)
- 16 InDesign Online begins (4 sessions)
- 16-17 Managing & Supervising People\*
- 18 Public Sector Human Resources\*
- 22 Project Management: Beyond the Basics begins (4 sessions)

### DECEMBER 2021

- 1 Microsoft Excel Advanced
- 2 Compensation and Benefits\*
- 9 Strategies for Understanding Financial Statements\*
- 14 Administrative Law: Understanding Policy Rules and Decisions\*

### JANUARY 2022

- 20 Succession Planning: Building Your Talent Pipeline\*
- 25 Employee Relations\*

### FEBRUARY 2022

- 3 Talking Till You're Blue? Difficult Conversations\*
- 9-10 Effective Communications Skills in Workplace\*
- 15-16 Conducting an Effective Workplace Investigation\*

- 17 Working with the Problem Employee\*
- 22 Payroll Fundamentals\*
- 22 Digital Marketing Essentials Online (6 modules)
- 24 Public Management: Goals and Practices

### MARCH 2022

- 1 Project Management Online (7 modules)
- 3 Problem Solving: Creating Solutions\*
- 8 Human Resources Training and Development\*
- 9-10 Legal Aspects & Liability Issues for Employers\*
- 15-16 Managing & Supervising People\*
- 17 Public Finance: How the Dollars are Distributed
- 21-25 Beginning Mediation and Conflict Resolution\*
- 24 Compensation and Benefits\*
- 31 Employee Retention Tactics That Work\*

### APRIL 2022

- 5-6 Power Writing For Business\*
- 7 Administrative Law: Understanding Policy, Rules and Decisions\*
- 18-22 Excellence in Nonprofit Management Institute
- 26 Influential Leadership\*

### MAY 2022

- 5 Strategies for Understanding Financial Statements
- 17, 24 HR Leadership: Becoming a Strategic Business Partner\*
- 20 Public Sector Human Resources\*

### COMING IN SPRING 2022

More class in spring in Project Management, Lean Six Sigma Green Belt and Black Belt, Advanced Leadership Academy and Paralegal Studies, Gaming Management and others.



### Human Resources Certification

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