LearnLaw
The LearnLaw program is an introduction to the first-year, required courses for law school. It consists of six subjects: civil procedure, constitutional law, contracts, criminal law, real property and torts.

Nonprofit Management Certificate
This 11-course program introduces the key current management issues for nonprofit organizations. Fundraising, board and volunteer development, budgeting, reading financial statements, leadership, marketing, and setting strategic direction are all addressed.

Nonprofit Skills for Leaders: Nonprofit Communications
Nonprofits need to be able to articulate their missions clearly to staff, volunteers, board members, donors and the public. The five courses help learners develop the needed skills.

Nonprofit Skills for Leaders: Strategic Planning
The certificate teaches how to create and communicate the elements of a strategic plan. Learners will develop skills that bring clarity to the process of planning and executing the goals and objectives of the organization.

Project Management
The processes covered in this course are applicable to projects of any size in such diverse fields as finance, research and development, engineering, biotechnology and construction. Participants will create project management deliverables that initiate, plan, execute and close a project.

What our students say
Project Management

"I felt it thoroughly covered the project management process, and I feel much more confident to tackle projects now. "

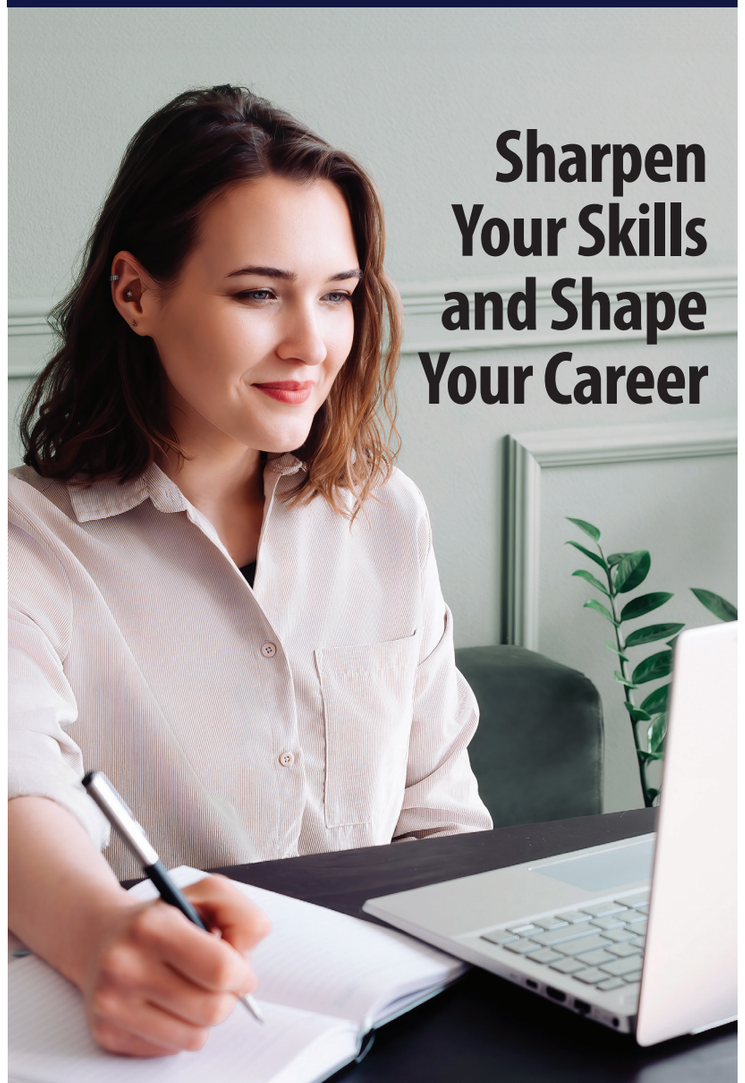
Python Developer
Python is a programming language for applications in data analytics, machine learning, AI, business and finance. This NCLAB program has two options. The skills training track blends coding practice with essential theory. The career training track includes skills training, plus one-on-one coaching, mentorship, and job search assistance.

Purchasing Management
This program provides training for positions in purchasing, logistics or supply chain management. It introduces the basics of the supply chain process, budgeting, management, purchasing and contracting issues.

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

- Automation Technician
- Business Computer Skills
- Casino Gaming Management
- Data Analyst
- Human Resources Management
- Leadership
- Lean Six Sigma
- Mediation
- Nonprofit Management
- Online Programs
- Paralegal Studies
- Project Management
- Python Developer
- Supervisory Management

University of Nevada, Reno
Extended Studies
Professional Development



Sharpen Your Skills and Shape Your Career

CAREER COURSE GUIDE

Career development courses offered in person and online

Extended Studies at the University of Nevada, Reno offers noncredit short classes and certificate programs that can improve the job skills you already have or that can take your career where you want to be. The courses are packed with ideas you can use in the workplace today.

Business Computer Skills

Learn resumé-building computer skills you can use in the workplace today by enrolling in Microsoft Excel Essentials, Microsoft Excel Intermediate and Microsoft Excel Advanced.

Casino Gaming Management

The Certificate in Gaming Management lets learners gain skills necessary for management and executive positions in casinos. Participants complete 90 hours of instruction via a combination of in-person classes, online classes, specialized classes or the Executive Development Program. Topics include slots management, table games management, HR, marketing, food and beverage, diversity, leadership, financial management and surveillance.

What our students say

Gaming Management

"(The instructors) brought a wealth of knowledge and experience to the class and did an excellent job-sharing real-world examples and insights. Their expertise made the material engaging, informative and relevant to our daily operations."

HR Management

Providing a foundation in the fundamental theories of modern HR management, these in-depth classes address the core issues facing HR departments today. Participants must complete five core classes and 30 certification hours in electives to earn a certificate. Classes are approved for certification hours from HRCI and SHRM. Core courses are Compensation & Benefits, Employee Relations, Employment Life Cycle, Human Resources Training and Development, and Legal Aspects & Liability Issues for Employers.

Lean Six Sigma

Lean Six Sigma techniques can deliver real benefits to an organization's bottom line in industries such as manufacturing, healthcare, logistics, engineering, government services and IT. Lean Six Sigma can increase revenue, decrease costs, improve efficiency, and build trust and transparency within an organization. Certifications are offered in Yellow Belt, Green Belt, Black Belt, Lean for Leaders and Lean Problem-Solving.

What our students say

Lean Six Sigma

"(Instructor) Rishi (Malhotra) is extremely knowledgeable in both LEAN and Six Sigma processes. His 'real world' examples added an essential component to every class."

Mediation

In partnership with the Neighborhood Mediation Center, these trainings provide conflict resolution skills that will help participants work through difficult conversations, manage disagreements and navigate disputes. The courses are the 40-hour Conflict Resolution and De-Escalation Skills Training, and the seven-hour Mediation and Conflict Resolution.

Paralegal Studies

The 12-week, online program is taught by attorneys who have extensive experience in Nevada's state and federal courts, and in transactional law. In Zoom sessions on select dates, guest experts provide further orientation to law office procedure and functions, online research, and trial preparation and presentation. Develop skills to identify legal issues, research relevant law and apply it to factual situations.

What our students say

Paralegal Studies

"Very informative, and set me up for success. Even though it was an overview course, it still provided a detailed introduction to all of the topics covered in the course."

Supervisory Management

The program provides the tools necessary to motivate, lead, think creatively and master the big picture as supervisors. Participants must complete five core classes and 30 certification hours in electives to earn a certificate. Classes are approved for certification hours from HRCI and SHRM. Core classes are Critical Skills for High-Performing Managers, Effective Communications Skills in the Workplace, Legal Aspects & Liability Issues for Employers, Managing & Supervising People and Strategies for Understanding Financial Statements.

Online programs

Automation Technician

Automation is transforming industries such as manufacturing, healthcare, transportation and logistics. This NCLab program provides Industry 4.0 automation skills through data, computational and spatial literacy. The program has two options: skills training and career training. The skills track combines technical training with essential theory. The career track includes skills training, plus personalized career support.

Data Analyst

Learn how to clean data, present it in visual form, perform qualitative and quantitative analysis, interpret and make predictions. This NCLab program has skills training and career training options. The skills track blends practical experience with essential theory. The career track includes skills training, plus coaching, mentorship and job search assistance.

Finance Essentials

This program introduces non-financial managers to the essentials. Learners will become conversant in terminology and learn how to calculate key financial management indicators. They will discover how finance and accounting tools can be used to make informed decisions.

Grant Writing

Writing grants is a critical part of gaining funding for any nonprofit organization. Introduction to Grant Writing and Advanced Grant Writing explore the relationship between grant writing and an organization's strategy for fundraising and best practices.

Leadership Certificate

How does a leader encourage change without triggering resistance? What are the key elements to leading an effective team? How can a leader achieve work-life balance? This suite of courses addresses these questions and offers advice on how learners can stand out as a leader.

The University of Nevada, Reno is an Equal Opportunity/Affirmative Action, ADA institution. A portion of program fees may be used to pay hosting expenses. Produced by Extended Studies Marketing Dept., 7/26.