FEATURED CLASSES

CERTIFIED ETHICAL HACKER (NEW!) 
This ethical hacking training course is designed for anyone who wants to become a certified ethical hacker. Thus, in this course, you’ll learn about the five essential phases of ethical hacking. With this knowledge, you’ll know how to approach your target and what you must do to succeed at breaking-in and achieving your goal each time. $3,595

SPRING
M-Su AT YOUR PACE 24/7 ONLINE

COMPUTER HACKING FORENSIC INVESTIGATOR (VOUCHER INCLUDED) (NEW!)
CHFI investigators can draw on an array of methods for discovering data that resides in a computer system, or recovering deleted, encrypted, or damaged file information. This course will prepare you to pass the ECO 312-49 exam and achieve Computer Hacking Forensics Investigator (CHFI) certification. $3,895

SPRING
M-Su AT YOUR PACE 24/7 ONLINE

BACK END SOFTWARE DEVELOPMENT PROGRAM (NEW!) 
This 18-week program consists of three classes to learn the skills and technologies necessary to enter the industry as a Back End Software Developer: Introduction to Java, Relational Databases with MySQL, and Web API Design with Spring Boot. Skills and technologies learned include Java 1.8, Algorithms, OOP, Design Patterns, Unit Testing, SQL, DDL, DML, Database Concepts, JDBC, Spring Boot, Spring Data, REST, JPA, JWT, AWS, and more. $3,595

SPRING
Tu 1/26-5/25 7-8:30 p.m. ONLINE
Th 3/18-7/15 7-8:30 p.m. ONLINE

SUMMER
W 5/19-9/15 7-8:30 p.m. ONLINE
Tu 7/20-11/16 7-8:30 p.m. ONLINE

FRONT END SOFTWARE DEVELOPMENT PROGRAM (NEW!) 
This 18-week program consists of three courses to learn the skills and technologies necessary to enter the industry as a Front End Software Developer: Introduction to JavaScript, Front End Technologies, and Web App Design with React. Skills and technologies learned include JavaScript, Algorithms, OOP, Design Patterns, Unit Testing, HTML, CSS, JQuery, Bootstrap, AJAX, React, JSX, REST, NPM, AWS, and more. $3,595

SPRING
Th 1/28-5/27 7-8:30 p.m. ONLINE
Tu 3/16-7/13 7-8:30 p.m. ONLINE

SUMMER
Th 5/20-9/16 7-8:30 p.m. ONLINE
W 7/21-11/17 7-8:30 p.m. ONLINE

ACADEMIC CREDIT & DISCLAIMER
Workforce and Economic Development programs and courses and community program courses are not equivalent to credit classes and cannot be used to meet prerequisites in the CSN credit program. Also, some offerings of Workforce and Economic Development Programs and Courses represent opinions rather than content of established disciplines.
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**ONLINE CERTIFICATES**

- Certified Ethical Hacker (NEW)
- Ethical Hacker + Practice Lab (NEW)
- Computer Hacking Forensic Investigator (Voucher Included) (NEW)
- Certified Blockchain Professional (NEW)
- Certificate in Sustainable Management (NEW)
- Certified Video Game Designer (NEW)
- Certificate in Online Teaching (NEW)
- Advanced Teaching Online (NEW)
- Designing Online Instruction (NEW)
- Fostering Online Discussion (NEW)

**SOFTWARE/PROGRAMMING**

- Python Developer Career Training Program
- Back End Software Development Program (NEW)
- Front End Software Development Program (NEW)
- Python Developer Career Training Program (NEW)

**PROFESSIONAL DEVELOPMENT**

- Management Certificate (NEW)
- Management Boot Camp (NEW)
- Managing Generations in the Workplace (NEW)
- Human Resources Manager with PHR (NEW)
- Global Supply Chain Management (NEW)
- Harassment Free Workplace (NEW)
- Natural Gas Plant Operator (NEW)
- Power Plant Operator (NEW)
- Motorcycle Technician (NEW)
- Basic Casino Hotel Security Officer I (NEW)
- Realism™ Survival Medical Training Intro (NEW)
- S.T.R.I.V.E Emergency Management/Survival I Intro (NEW)
- Alert-Cover-Escape-Suppress (A.C.E.S) Active Assailant Survival Techniques and Tactics (NEW)
- Email Etiquette: Netiquette (NEW)
- Project Management Skills for Non-Project Managers (NEW)
- Ethics for Project Managers (NEW)
- Integrating Agile and Waterfall Practices (NEW)

**SOFTWARE/PROGRAMMING**

- Back End Software Development Program (NEW)
- Front End Software Development Program (NEW)
- Python Developer Career Training Program (NEW)

**TRAVEL**

- Data Analyst Career Training Program (NEW)
- How to Travel Free & Safely During These Unparalleled Times (NEW)

**BUSINESS & ENTREPRENEURIAL**

- How to Really Start Your Own Business (NEW)
- Doing Business Online (NEW)
- Understanding Website Design (NEW)
- Dispensary Certification (NEW)
- Certificate in Customer Service (NEW)
- Keys to Customer Service (NEW)
- Extraordinary Customer Service (NEW)
- Certificate in Workplace Communication (NEW)
- Conflict Management (NEW)
- Negotiation: Get What You Want (NEW)
- Using Personality Profiles for Better Work Performance (NEW)

**NON-PROFITS**

- Introduction to Grant Writing (NEW)
- Certificate in Non-Profit Administration (NEW)
- Revenue Generation for Non-Profits (NEW)
- Program Evaluation for Nonprofit (NEW)
- Problem Solving (NEW)

**YOUTH**

- Introduction to Electronics (NEW)
- Introduction to Building Electronics Devices (NEW)
- Creative Writing for Teens (NEW)
- Virtual Reality: The Future is Now (NEW)
- Roblox® Makers (NEW)
- Minecraft® Modders (NEW)

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### How to Read the Schedule

- **NEW COURSE**
- **COURSE TITLE**
- **COURSE DESCRIPTION**
- **START & END TIMES**
- **LOCATION**

**Swing & Foxtrot (NEW)**

Only one thing better than listening to great Swing music is DANCING to it!!! So hop on down learn some fun Swing Dance steps, spins and turns! Foxtrot is popular for its easygoing look and smooth gliding walking steps. It is an all-purpose dance that can be danced to many different styles of music at a medium tempo. Singles and couples welcome, please wear smooth bottom shoes (no sneakers or flip flops). $75
4 EASY WAYS TO REGISTER

ONLINE REGISTRATION
The Division of Workforce and Economic Development invites you to register with our Web Registration System and we hope you will find the registration experience to be easier, more efficient and more convenient than ever. All you will need is an e-mail address.

1. Go to www.csn.augusoft.net
2. Click the button labeled “Registration”
3. Click the “Sign In” link on the left side
4. Login in with your user name and password or create a new student profile

You are ready to select your classes. You’ll find simple step-by-step instructions as you continue.

WALK-IN
You may register in person (with credit card, check or money order) at the Registration Office located at:
Sahara West Center, 2409 Las Verdes Street, Las Vegas (702) 651-4747

BY MAIL
Mail your registration form (found on page 26) with your check or money order (no cash please), made payable to the Board of Regents to:
CSN DWED Registration, 2409 Las Verdes Street, SAH, Las Vegas, Nevada 89102

BY PHONE
Sahara West: (702) 651-4747 (8:00am to 5:00pm, Monday – Friday)

ADDITIONAL INFORMATION

WHEN YOU SEE THIS

□ CERTIFICATES - Continuing Education Certificates of Completion.
□ CHILD FRIENDLY - Accepts students under 16 with adult enrollment.

ADDITIONAL INFORMATION (PAGE 26)
• Registration form available to fill out (Before completing the form, please review our registration, cancellation and refund policies.)
• Additional Information:
  • FAQs
  • Transfers of Fees

CATALOG DATES (PAGE 7)
• Following course start & end dates per term: Spring & Summer 2021

ALL CLASSES ARE NONREFUNDABLE. PLEASE CHOOSE YOUR CLASSES CAREFULLY.
Payment for classes must be received at the time of registration.
Credit card payments are accepted when registering online, by phone and in person. Credit cards accepted are: American Express, MasterCard, Visa and Discover Card.
Be sure to provide a valid e-mail address, your class confirmation and transaction receipt will be sent to the e-mail in your student profile. If you do not have an e-mail address, no problem, you can register by phone, by mail, or in person (see below). Question about registration? Please call (702) 651-4747.
Youth classes require a parent/guardian child enrollment form to be completed at the first class. If the form is not submitted, then the child will not be able to attend the class and payment will be forfeited. Student disruptions in the classroom shall not be condoned nor tolerated. Disruptive behavior by students will lead to immediate contact of the parent/guardian and dismissal from the program without a refund. Dismissals can also be required should a student become ill.

VISIT US ONLINE AT CSN.AUGUSOFT.NET OR CALL 702.651.4747 TO LEARN ABOUT OUR WIDE SELECTION OF SPRING AND SUMMER CLASSES OPEN FOR REGISTRATION NOT LISTED IN THE CATALOG.

CLASSES ARE SUBJECT TO CANCELLATION UPON ENROLLMENT. ALL CLASSES ARE NON-REFUNDABLE.
SPRING & SUMMER 2021

CATALOG DATES

SPRING 2021
• JAN 1 - APRIL 30

SUMMER 2021
• MAY 1 - AUG 31
BEGINNER HORSEMANSHIP
This course is for students who have had little or no riding experience and will cover the basics of safety such as balance/control and stopping and steering as well as grooming, care and tacking up. In order to ride and be one with the horse, you have to develop your seat and center of balance and then learn to establish contact and communication with the horse. Course will cover lessons on the long line as well as learning to walk, trot and halt independently. Facility is well lit for evening instruction and is located 20-30 minutes from the CSN Summerlin campus. $350

SPRING
Su 2/7-3/28 2-4 p.m. TF
SUMMER
Su 6/6-8/1 10 a.m. to Noon TF

BASIC WOODWORKING
Learn how to set up, use, and maintain all major woodworking tools while making three projects designed to teach practical use of these tools. Classes meet in a well-equipped woodshop, featuring three SawStop table saws, two planers, and much more. Upon completion, feel confident enough to not only use all of these tools, but to make wise purchases for your own workshop. Attendance is mandatory at the first class - if you miss it, you forfeit your class registration. Material fee of $120 payable to instructor at start of class. $279

SPRING
Tu 3/2-4/6 6-9 p.m. WII
M 4/19-5/24 6-9 p.m. WII
SUMMER
Th 6/17-7/22 6-9 p.m. WII
M 8/2-9/13 6-9 p.m. WII

POSITIVE SELF-REFLECTIVE ART
(NEW!) You will be introduced to personal creative expression by becoming acclimated with basic art techniques to develop self-awareness, creative exploration and encourage positive personal growth. You will gain an understanding of the creative process and the value and basic dynamics of the process of art-making & creative writing. In the art course process, you are encouraged to visually represent your thoughts and feelings without judgement. Artistic expression lends itself to exploration, and as a result, to the analysis and better understanding of emotional awareness. $109

SPRING
Tu, Th 2/9-3/4 6-7:30 p.m. ONLINE

BASIC CAKE DECORATING
Learn the basics of cake decorating that make incredible party cakes, cupcakes and cookies possible. You will learn how to bake a great cake, prepare a decoration bag, attain correct bag position, tint icing, use the star decorating tip, and learn dimensional decorating to enhance your cakes. We will apply the basic techniques to create different buttercream icing flowers and leaves. Ages 13 and up are welcome! A $15.00 material fee is payable to instructor the first day of class. $99

SPRING
Sa 5/8-5/29 9 a.m. to Noon WCH

BASIC FLORAL DESIGN I (NEW!) Now is the time to take that floral design class you've always been wanting to take! In this Basic Floral Design I class you will learn the proper care and handling procedures to keep your fresh flowers looking vibrant longer. During the four times the class meets, you will learn how to create beautiful flowers to wear and the newest techniques for creating body flowers. Each class the students will be creating and designing with fresh flowers to take home including vase arrangements and working in floral foam to create a “French Bouquet.” A list of tools to bring to the first class and where to purchase them will be provided the week before class. Material fee is included in class price. Flowers will be provided at the start of each class session. $115

SUMMER
Tu, Th 6/8-6/17 5:30-8 p.m. SUM

BASIC FLORAL DESIGN II (NEW!) In this floral design course, more advanced techniques and arrangements will be discussed and created! Events, weddings and party work including making fresh flower arrangements on a larger scale are covered. Three of the four sessions, the students will create a fresh floral design to take home! The last session the student will be introduced to the world of artificial botanicals and create a permanent floral design to take home. Materials are included in the cost of class, and will be provided to each student for each class session. $115

SUMMER
Tu, Th 7/6-7/15 5:30-8 p.m. SUM
ARTIFICIAL FLORAL DECOR (NEW!)  
Learn how to create beautiful, artful and exciting new permanent floral décor pieces for your home! In this two evening session you will create a lasting succulent floral table piece and a permanent floral wreath to adorn your front door. Students to purchase materials listed, to be provided the first week before class. $59  
**SUMMER**  
Tu, Th  7/27-7/29  5:30-8 p.m.  SUM

KEEPSAKE FAERIE GARDEN (NEW!)  
The spirit of the 'wee ones" comes alive in this personalized artificial garden constructed by you, to your liking. With a sprinkling of history and the lore of faeries for inspiration, think about the theme or look for your garden: whimsical, woodland, European garden. Students are responsible for purchasing materials. List of materials will be provided the week before class. $59  
**SUMMER**  
M, W  6/21-6/23  12:30-3 p.m.  SUM  
M, W  7/19-7/21  5:30-8 p.m.  SUM

BOUQUET TO VASE (NEW!)  
What will I do with this bunch of flowers I just bought? Did you ever feel lost when you brought them home—or had no luck making them look good in a vase? This mini-workshop will give you tips and the confidence to turn your loose flower purchase into a vase you will be proud to show your guests. Students will purchase one fresh bunch of flowers (students' choice of flowers) each week and bring them to class. $59  
**SUMMER**  
M, W  7/12-7/14  12:30-3 p.m.  SUM

ALL HANDS-ON FULL MAKEUP BEAT (NEW!)  
All hands-on full make-up beat offers you an opportunity to learn how to do a variety of diverse looks for all people. You will learn to do make-up on all different types of skins tones, and the art of complimentary colors that will allow you to go from simple to glamorous! Supplies to purchase for class are listed online. $349  
**SPRING**  
M, W  2/8-2/14  5:30-7 p.m.  RIG

FREEDOM THROUGH RESIN MOLDING ART II (NEW!)  
As a form of self-empowerment, this course is designed to give you the skills to transform creativity into an income generating hobby, side gig, or business to achieve financial freedom. You will learn several mediums of art, including resin molding, how to make coasters, and home décor. Upon completion, you will have gained better knowledge of the products and safety to replicate these projects themselves. Recommended list of supplies to purchase are provided online. $139  
**SPRING**  
Th  1/21-4/29  5-6 p.m.  ONLINE  
**SUMMER**  
W  5/12-8/18  5-6 p.m.  ONLINE

ENTERTAINMENT & MEDIA

INTRO TO VIDEO PRODUCTION  
In this hands-on, four-day videography training class, you can work on the technical and creative side of video and/or DSLR technology (or any other video camera you may have!). You will learn from an industry expert how to go from pre-production to post-production while working hands-on with real equipment and scenarios. We will start with learning how to control the camera, picking your locations, and framing your shots. You will then get hands-on practice capturing. The end file will be optimized for web and digital delivery. $149  
**SPRING**  
Sa  3/6-3/27  9 a.m. to Noon  WCH  
**SUMMER**  
Sa  5/8-5/29  9 a.m. to Noon  WCH  
Sa  7/10-7/31  9 a.m. to Noon  WCH

SOCIAL MEDIA FOR BUSINESS CERTIFICATE (NEW!)  
Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Three one-month courses: Introduction to Social Media; Marketing Using Social Media; Integrating Social Media Into Your Organization. $495  
**SPRING**  
M  2/1-30  24/7  ONLINE  
M  4/5-7/2  24/7  ONLINE  
**SUMMER**  
M  6/7-8/27  24/7  ONLINE
INTRODUCTION TO SOCIAL MEDIA (NEW!)
Get involved in the move from in-person to online communication. Learn what social media are and their role in your business and personal life. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients. Explore the options for your organization. Look at case studies of what other organizations are doing. Let your instructor guide your exploration of Facebook and YouTube. $195

M-Su 2/1-2/26 24/7 ONLINE
M-Su 4/5-4/30 24/7 ONLINE
SUMMER
M-Su 6/7-7/2 24/7 ONLINE

MARKETING USING SOCIAL MEDIA (NEW!)
Develop a two-way communication and marketing strategy for your organization using social media. Let your instructor guide you in exploring major social media, including Twitter, LinkedIn, and blogging. Learn quick, easy ways to use Twitter, blogs and LinkedIn to engage your customers or clients and keep them interested in your organization or business. You’ll find out the advantages and disadvantages of each, and learn what’s right for your work and kind of organization. $195

M-Su 3/1-3/26 24/7 ONLINE

INTEGRATING SOCIAL MEDIA INTO YOUR ORGANIZATION (NEW!)
Take away a practical strategy and techniques for implementing social media for your organization or business. Learn how to create your own private social media using Ning, work socially using Google Docs and calendars, and move your website to an interactive Web 2.0 site. Then your instructor will help you choose which social media tools are right for your situation, and then integrate them into your web site to develop a social media strategy for your organization. Find out what you can be doing, and take back a plan to integrate social media into your communication and marketing. $195

M-Su 4/5-4/30 24/7 ONLINE
SUMMER
M-Su 6/7-7/2 24/7 ONLINE

DIGITAL MARKETING CERTIFICATE (NEW!)
Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your website traffic, doing search engine optimization, and how to successfully employ online advertising. Three one month courses: Improving Email Promotions; Boosting Your Website Traffic; Online Advertising. $495

S- Su 2/1-2/26 24/7 ONLINE
M-Su 4/5-4/30 24/7 ONLINE
SUMMER
M-Su 6/7-7/2 24/7 ONLINE

IMPROVING EMAIL PROMOTIONS (NEW!)
Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including getting the bench marks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing. Get a basic introduction to email promotions. If you are advanced, your instructor is an email expert and can answer your toughest questions as well. $195

M-Su 2/1-2/26 24/7 ONLINE
M-Su 4/5-4/30 24/7 ONLINE
SUMMER
M-Su 6/7-7/2 24/7 ONLINE

BOOSTING YOUR WEBSITE TRAFFIC (NEW!)
Acquire the basic skills to boost your website traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your web site copy to increase your visitors and results. No experience necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well. $195

M-Su 3/1-3/26 24/7 ONLINE
SUMMER
M-Su 5/3-5/28 24/7 ONLINE

VIDEO MARKETING (NEW!)
Sight, sound and motion are much more compelling than static words on a page. Video is very hypnotic and it quickly speeds up the “know, like and trust,” factor with your audience. In this course you will discover how to use simple online videos to quickly bond with your viewer, drive traffic to your website, boost business and build brand awareness. Find out how to shoot simple, effective videos without costly fancy equipment or savvy technical skills. Discover the secrets to creating content that commands attention. Learn how to dominate Google and YouTube with your video and to strategically use YouTube to market your business 24/7 -- even while you sleep. $245

M-Su 2/1-2/26 24/7 ONLINE
M-Su 4/5-4/30 24/7 ONLINE
SUMMER
M-Su 6/7-7/2 24/7 ONLINE

CLASSES ARE SUBJECT TO CANCELLATION UPON ENROLLMENT. ALL CLASSES ARE NON-REFUNDABLE.
YOUTUBE FOR BUSINESS

(NEW!) Increase your business with YouTube, the online video site and now the second largest search engine. Discover the power of video for your organization, and how to use video as a marketing tool to reach and serve more people. Find out what types of video work best on YouTube, how other business organizations are using YouTube, how to create your own YouTube channel, and the techniques of adding captions, annotations and other extra features. YouTube can enhance your current marketing and communication strategy. $245

SPRING
M-Su 3/1-3/26 24/7 ONLINE
SUMMER
M-Su 5/3-5/28 24/7 ONLINE

VIDEO GAME DESIGN (NEW!) Our online game design course is ideal for anyone who has ever considered a career as a video game designer. Our "learn anytime, from anywhere" approach to learning affords students greater flexibility by allowing them to advance at their own pace, from the comfort of their own homes. Our award winning Video Game Design and Basics of Programming online game design course is also great for amateur gamers looking to increase their knowledge of computer game design and program $2,495

SUMMER
M-Su 6/7-7/2 24/7 ONLINE

CONVERSION RATE OPTIMIZATION (NEW!) Conversion Rate Optimization is the process of steady and incremental marketing improvement to yield stronger results. In this course, learners will discover the five key steps to Conversion Rate Optimization and how the process interacts with other facets of digital marketing. Through a variety of instructive techniques, including subject matter expert videos and case-study scenarios, this course provides learners with the knowledge and resources to be more effective professionals. $195

SUMMER
M-Su AT YOUR PACE 24/7 ONLINE

ONLINE ADVERTISING (NEW!) Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low budget AdWord campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach. No experience necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer your toughest questions as well. $195

SPRING
M-Su 4/5-4/30 24/7 ONLINE
SUMMER
M-Su 6/7-7/2 24/7 ONLINE

INTRODUCTION TO INTERMEDIATE GAME DESIGN

(NEW!) Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This course provides a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment. By completing this course, you can take the first steps into understanding game design, and how it can be applied in your field. $245

SPRING
M-Su 2/1-2/26 24/7 ONLINE
M-Su 4/5-4/30 24/7 ONLINE
SUMMER
M-Su 6/7-7/2 24/7 ONLINE

CERTIFICATE IN BASIC GAME DESIGN (NEW!) Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This Certificate provides you with a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment. Two one-month courses: Introduction to Game Design; Intermediate Video Game Design. $395

SPRING
M-Su 2/1-3/26 24/7 ONLINE
M-Su 4/5-5/28 24/7 ONLINE
SUMMER
M-Su 6/7-7/30 24/7 ONLINE

CONVERSION RATE OPTIMIZATION

M-Su AT YOUR PACE 24/7 ONLINE
INTRODUCTION TO SEARCH ENGINE OPTIMIZATION
(NEW!)
Search Engine Optimization (SEO) encompasses the practices and metrics of trying to increase a web site’s ranking with search engines. This course will engage learners through a variety of assignments that span the history and technology of the World Wide Web. Students will learn how to leverage both content and technical features in order to increase ranking while also learning about the latest tools to measure performance. These aspects are then incorporated into real-world scenarios that challenge students to apply what they have learned. $195.00

SPRING
M-Su  AT YOUR PACE  24/7 ONLINE

GOOGLE ANALYTICS CERTIFICATE (NEW!)
Certificate, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics, a free online tool. $345

SPRING
M-Su  2/1-4/30  24/7 ONLINE
M-Su  4/5-7/2  24/7 ONLINE

GOOGLE ANALYTICS (NEW!)
If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics, a free online tool. You’ll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors. $195

SPRING
M-Su  2/1-2/26  24/7 ONLINE
M-Su  4/5-4/30  24/7 ONLINE

ADVANCED GOOGLE ANALYTICS (NEW!)
A project and activity based course, you will get the opportunity to practice with Google Analytics for more advanced learning and skill development. Your instructor will work with you on implementing Google Analytics for your own website. You will come away with the skills necessary for employing this most useful tool. $195

SPRING
M-Su  3/1-3/26  24/7 ONLINE
SUMMER
M-Su  5/3-5/28  24/7 ONLINE

BEGINNING STOCK INVESTING (NEW!)
Change the state of your savings and take charge of your finances by learning the advantages of online stock investing. Why pay a broker high commissions when you can learn to do it yourself? In this class, you will obtain the skills to handle your financial investments in a cost-effective way. You will learn the basics of stock market investing, how to analyze stocks, and the strategies for investing in stocks. You will also learn how to tell if your current investments are outperforming the market (S&P500) or if they are underperforming the market. Students must set up a Yahoo email account before the start of class and be logged into it prior to the start of each online class. $85

SPRING
Th  1/14-1/28  6-8 p.m. ONLINE
W  2/1-2/24  6-8 p.m. ONLINE
Tu  3/16-3/30  6-8 p.m. ONLINE

SUMMER
Tu  5/4-5/18  6-8 p.m. ONLINE
W  6/9-6/23  6-8 p.m. ONLINE
Th  7/15-7/29  6-8 p.m. ONLINE

INTERMEDIATE STOCK INVESTING (NEW!)
This course will take your basic fundamental stock analysis skills to the next level. Learn how and where to use new inexpensive financial products to consistently beat the returns of the S&P 500. These new financial products (Exchange Traded Funds) save you time because instead of researching thousands of stocks you only need to research 11 sectors of the stock market. $45

SPRING
W  4/14  6-8 p.m. ONLINE
SUMMER
Th  8/26  6-8 p.m. ONLINE
WINTER
W  12/2  6-8 p.m. ONLINE

LEARN HOW TO ELIMINATE INCOME TAX DURING RETIREMENT (NEW!)
Learn considerations around balancing the types of accounts you are using so that you can minimize or even eliminate income tax during retirement. •How retirement savings could be positioned so that one minimizes or even eliminates income tax during retirement. •The impact and rules related to income from Social Security Retirement Benefits & Required Minimum Distributions. •What options are available for creating tax-free income and overview of common pros and cons with each option. $45

SPRING
Tu  3/23  5:30-7 p.m. ONLINE
Sa  4/10  10-11:30 a.m. WCH
PROTECTING & MAXIMIZING YOUR LIFESTYLE THROUGH RETIREMENT (NEW!)
The right class for those 5 years or less from retirement, or those that are already retired with decisions to make in the following areas: Social Security Benefits; Rules and options. Understanding taxation of different retirement income sources. Long term care protection considerations and options. Navigating stock market volatility and a low interest rate environment. Optimizing for surviving spouse and other beneficiary planning considerations. $495

FALL
M-Su 3/1-3/26 24/7 ONLINE
M-Su 5/3-5/28 24/7 ONLINE

CLOSING PROCEDURES AND FINANCIAL STATEMENTS (NEW!)
This course shows you how to create a worksheet used to adjust the account balances and prepare the financial statements. Use your financial statements to measure performance, make improvements and set goals. The final step covered in this course is closing your books and preparing them for the next accounting period; this is done by journalizing and posting closing entries. $195

SPRING
M-Su 4/5-4/30 24/7 ONLINE
SUMMER
M-Su 6/7-7/2 24/7 ONLINE

HEALTH & FITNESS

CERTIFIED FITNESS INSTRUCTOR (NEW!)
This comprehensive and detailed course will not only help you become a better fitness instructor but also prepare you for the ACSM’s Certified Personal Trainer certification. Good fitness instructors are not only an asset to a gym but can also establish their own health and fitness brand or business. This program also comes with a preparation book and as well as an exam voucher for the ACSM’s Certified Personal Trainer certification. $4,495

SPRING
M-Su AT YOUR PACE 24/7 ONLINE

SHOTOKAN KARATE (NEW!)
This course will provide you an introduction to martial arts, specifically Shotokan karate, a traditional Japanese martial art. Instruction includes discussion of dojo (school) protocols, the history of karate, and karate vs karate-do. Expect to participate in exercises to develop balance, strength, and flexibility; develop kihon waza (basic techniques), kata (form), and kumite (defensive skills). $115

SPRING
Tu, Th 2/2-3/11 5-5:45 p.m. Ages 4-9 DOJO
Tu, Th 2/2-3/11 6-7 p.m. Ages 10-17 DOJO
Tu, Th 2/2-3/11 7-8 p.m. Ages 18+ DOJO
Tu, Th 4/6-5/13 5-5:45 p.m. Ages 4-9 DOJO
Tu, Th 4/6-5/13 6-7 p.m. Ages 10-17 DOJO
Tu, Th 4/6-5/13 7-8 p.m. Ages 18+ DOJO

UNDERSTANDING YOGA (NEW!)
This class will give you an overview of the 8 limbs of yoga, yogi philosophy and a number of yoga postures. You will...
learn how to create a sequence of poses for varying needs – from relaxation to self-healing and core strengthening to meditation. Study the ancient teachings and acquire knowledge from masters throughout time. $115

**SPRING**

M 2/1-3/29 6-8 p.m. **ONLINE**

**HOME & FAMILY**

**DANCING THROUGH DEMENTIA (NEW!)**

Caring for a loved one with dementia can be challenging. In this course, learn how to create a more joy-filled and satisfying experience by approaching your care-taking responsibilities with the attitude of a dancer stepping out on to the dance floor with an enthusiastic partner. In Dancing through Dementia, the instructor will lead you through a choreography of daily routines with the goal of further building the bond you share with your dementia patient. You will learn: • The Meal Time Merengue• The Hygiene Hustle• The Bathroom Ballet• The Financial Foxtrot• How to assemble your dance troupe (of care partners, etc.) • ...and so much more. $125

**SUMMER**

Th 1/21-4/29 6-7 p.m. **ONLINE**

**ADVANCED NUTRITION: SUPER FOODS FOR THE FAMILY (NEW!)**

This course presents details on the science behind super foods, revealing how food can increase your overall performance. By completing this course, you will learn how to shop for the best foods; understand which foods to avoid; the science behind organic foods; and the best super foods to buy on a budget. Based on the latest research, this course covers the legitimate effect food has on performance, colds/flus, chronic disease, memory loss, cancer, and a lot more as well as the antibacterial and home remedy properties of super foods. In addition, the latest food and health trends are covered, helping you to sort fact from fiction. $195

**SPRING**

M-Su AT YOUR PACE 24/7 **ONLINE**

**THE POWER OF LIVING (NEW!)**

This course is designed to help you harness your individual power to create and live your best. At the conclusion of this course, you will understand that you are an active orchestrator (vs. a passive participant) in bringing your own goals and dreams to fruition. You will have identified the gap between your current reality and future vision and implemented several tips, tools, strategies, plans, mindset shifts, and behavioral changes designed to help you overcome [perceived] obstacles and challenges (including ones that are self-imposed) so you can make significant and tangible progress toward the life you desire to live. $189

**SPRING**

W 1/20-4/28 10-11 a.m. **ONLINE**

**IMPROV TO IMPROVE PRESENTATION (NEW!)**

Today’s the day to learn how to give that killer presentation. Whether it’s for school, your business, church or social group, presentations have never been more common, expected or important; presenting online has presented unique challenges of its own. We’ll work as a group to improve your message, focus and delivery. $79

**SPRING**

Th 1/21-1/24 3-5 p.m. **ONLINE**

**NAVIGATING YOUR DIVORCE (NEW!)**

You’ve decided to get a divorce. What happens now? This course will walk you through key elements of the divorce proceeding. Divorce terms and concepts will be explained and we will focus on ways to end your marriage as painlessly and amicably as possible. Special attention will be given to issues surrounding children - custody, visitation, vacations, travel, school, extracurricular activities. This session is essential for those who are considering divorce, and/or who have chosen to represent themselves in their court cases. Note: this session does not establish the attorney-client relationship. This is general information and does not constitute legal advice. $55

**SPRING**

Sa 2/20 10 a.m. to Noon **ONLINE**

Sa 4/17 10 a.m. to Noon **ONLINE**

**UNDERSTANDING SOCIAL CHANGE (NEW!)**

Are you somebody who wants to make an impact on the world? Do you desire to see change? We can all contribute to social change and you do not have to be an activist to do so. Social change happens when we all collectively contribute to it. Yes, that means you too! We all have the power to influence social change, the change we wish to see in this world! So, what is the change you want to see? In this course you will learn more about what social change really means and what steps you can take to contribute to social change. $159

**SPRING**

Tu 1/19-3/16 6:30-8 p.m. **ONLINE**

**LANGUAGE**

**BEGINNING CONVERSATIONAL SPANISH (NEW!) 🗻

Did you know Spanish is the most studied language in the US according to data from the “Instituto Cervantes de España”? There are more than 50 million people who speak Spanish in the US according to the 2010 census. Do not miss the opportunity to get started in this important language and learn Spanish in a simple and stress-free way, relax and enjoy this first trip towards the foundations of the Spanish

**SPRING**

Tu 1/19-3/16 6:30-8 p.m. **ONLINE**

Classes are subject to cancellation upon enrollment. All classes are non-refundable.
French.

A classroom is a place where all students must feel accepted and involved. For teachers who have no Spanish but need to pick up communication skills quickly, this course starts with the basics of pronunciation, simple words for everyday things, such as colors, numbers, and question words; then advances on to vocabulary relating to enrollment, conversing in the classroom, talking about rules and behavior, and basic vocabulary for various academic subjects to survival phrases for the parent-teacher conference, engaging academic or behavior problems, and discussing grades and homework. By the end of this course, educators will be better-equipped to communicate more effectively with their Spanish-speaking students and families. $169

**SPANISH FOR EDUCATORS (NEW!)**

A classroom is a place where all students must feel accepted and involved. For teachers who have no Spanish but need to pick up communication skills quickly, this course starts with the basics of pronunciation, simple words for everyday things, such as colors, numbers, and question words; then advances on to vocabulary relating to enrollment, conversing in the classroom, talking about rules and behavior, and basic vocabulary for various academic subjects to survival phrases for the parent-teacher conference, engaging academic or behavior problems, and discussing grades and homework. By the end of this course, educators will be better-equipped to communicate more effectively with their Spanish-speaking students and families. $179

**BEGINNING CONVERSATIONAL FRENCH (NEW!)**

This course is geared to develop speaking abilities in French with emphasis on pronunciation, speaking, comprehension, listening and reading skills. This course is designed to provide students with an adequate vocabulary, so they can easily be understood by native speakers. The subject matter, dialogues, and vocabulary deal with everyday situations and life. The instructor and the students will spend most of the class time speaking French, rather than speaking about French. $159

**ECLECTIC WRITING WORKSHOP (NEW!)**

Indulge yourself in the writing process. The Eclectic Writing Workshop is a class that every writer must take. Learn critical thinking and writing skills needed to communicate and express your individual writing abilities. Learn the writing process and the art of writing while indulging yourself in a variety of writing styles that differ from any writing class you have taken. The Eclectic Writing workshop will expose the writer to various combinations of writing styles while emphasizing the art of journalistic, narrative, persuasive, and expository writing. The goal of the class is to stimulate the writer’s thoughts and imaginations in order to foster an individual style of writing that differs from any other. $125

**SPANISH (NEW!)**

Build on the basics of conversational Spanish and jump into the culture and expressions commonly used in Latin American countries. Be prepared to speak in class and get past formalities. $169

**BEGINNING CONVERSATIONAL FRENCH (NEW!)**

This course is geared to develop speaking abilities in French with emphasis on pronunciation, speaking, comprehension, listening and reading skills. This course is designed to provide students with an adequate vocabulary, so they can easily be understood by native speakers. The subject matter, dialogues, and vocabulary deal with everyday situations and life. The instructor and the students will spend most of the class time speaking French, rather than speaking about French. $159

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Indulge yourself in the writing process. The Eclectic Writing Workshop is a class that every writer must take. Learn critical thinking and writing skills needed to communicate and express your individual writing abilities. Learn the writing process and the art of writing while indulging yourself in a variety of writing styles that differ from any writing class you have taken. The Eclectic Writing workshop will expose the writer to various combinations of writing styles while emphasizing the art of journalistic, narrative, persuasive, and expository writing. The goal of the class is to stimulate the writer’s thoughts and imaginations in order to foster an individual style of writing that differs from any other. $125
TOEFL TEST PREPARATION (NEW!)
This TOEFL Test Prep Course is packed with everything you need to succeed on the TOEFL test. We show you exactly what to expect on the test, tell you precisely how the test is scored and give you hundreds of authentic test questions to study for practice. You will receive a textbook, a CD-ROM, and access to 3 full-length authentic TOEFL practice tests online. $895

PROJECT MANAGEMENT PROFESSIONAL (PMP) EXAM PREP (NEW!)
This completely online and self-paced project management program builds successful project managers at all levels of the organization. It provides a comprehensive preparation for the PMP® certification exam including exam-taking tips, 12 comprehensive module quizzes, five process group tests, and two full-length, 200-question practice exams covering the PMBOK® Guide areas of knowledge, which will provide a report to help you determine your areas of weakness. $795

PRAXIS TEST PREP Course (Reading/Writing/Math) (NEW!)
Our Praxis Test Prep Course is designed to prepare you for the Praxis exam. This course will sharpen your skills in all three components of the exam: writing, reading, and math. In class, we will also learn go over time management, comprehension, and test-taking tips. Each week in class we will focus on one specific subject and incorporate study skills and tips within the course material. At the end of each component, you will take a practice test in order to see what concepts you have mastered and where to improve. $169

GED® MATH TEST PREPARATION (NEW!)
Get ready to create your own path to GED Math success! Our course will prepare you take the Mathematics portion of the GED exam with a study plan to fit your needs. This GED math review course will provide several resources from strategies, review of materials, test-taking tips, practice exercises, and exams. $195

GED® TEST PREPARATION (NEW!)
This course will prepare you take the GED (General Education Development) test. The GED test is broken into five-test sections. The sections included in this course are Language Arts, Writing, Language Arts, Reading, Social Studies, Science, and Math. $195

HSE/GED EN ESPAÑOL
Es un curso intensivo designado en la preparación de los estudiantes para aprobar el examen del GED. Después de este curso los estudiantes mejorarán su nivel de matemáticas, lectura y escritura. El libro está incluido en el costo de la clase. Traga una calculadora Texas Instrument-30XS a clase. AL final del curso de GED en Español, nosotros le ayudaremos a registrarse para el examen de GED. El precio incluye el costo del libro $195

SIX SIGMA GREEN BELT PREP COURSE AND EXAM (NEW!)
The Six Sigma Green Belt Prep program is specifically designed for adult learners who want to take the Six Sigma Green Belt exam. This extensive training program not only gives you knowledge of the concepts but also highlights techniques, tools, and strategies that you can use. With the Six Sigma Green Belt certification, you can apply your learned skills in improvement activities at various companies. $1,995

SIX SIGMA YELLOW BELT PREP COURSE AND EXAM (NEW!)
This self-paced course prepares learners for the successful completion of the Six Sigma Yellow Belt Certification Exam by exposing them to the Six Sigma concepts, strategies, tools, and techniques used in process improvement projects. The course is divided into modules that explain key foundational Six Sigma information, guide students through the five steps of the DMAIC methodology, and demonstrate how a Six Sigma approach can benefit organizations in several, diverse industries or business sectors. $995

ADVANCED HUMAN RESOURCE MANAGEMENT WITH PHR EXAM PREP (NEW!)
Get a leg up on the competition with the help of this intensive course for advanced human resource management. Over the years, the human resource (HR) industry has grown on a global level. Today, skilled candidates for human resource management are in high demand and can expect to get lucrative salary packages and exponential career growth. Our program is designed to help you prepare for the Professional in Human Resources (PHR) and the Senior Professional in Human Resources (SPHR) certification exams. $3,995

CLASSES ARE SUBJECT TO CANCELLATION UPON ENROLLMENT. ALL CLASSES ARE NON-REFUNDABLE.
READING THE BIG BOOKS: STRATEGIES FOR TACKLING THE LITERARY “DOORSTOPPERS” (NEW!)
Have you always wanted to dig into the “big book” classics but felt intimidated by the massive page count or a dry-as-dust reputation? In this class, we’ll investigate titles like WAR AND PEACE, LES MISERABLES, MOBY-DICK, and THE BROTHERS KARAMAZOV to identify and practice strategies that will make nearly every work of literature accessible to you. You don’t have to have read any of these titles beforehand; by the end of the class, you’ll be equipped to take on the big book classics with confidence.

$89

SPRING
Sa 2/6-3/27 11 a.m. - 12:30 p.m. WCH

BEING A JOURNALIST 101 (NEW!)
Want to learn the basics of covering and writing about the news? This class will teach you how to write basic news and feature stories using Associated Press style and present discussions on how news reporters do their jobs in today’s online environment. We’ll also review broadcast journalism, researching, sourcing, interviewing, nonfiction books and read examples of quality journalism.

$129

SPRING
Sa 2/6-3/27 11 a.m. - 12:30 p.m. WCH

CREATIVE WRITING (NEW!)
In the world of creative writing, age is not a factor. If you are a newcomer to the field or one who started writing and drifted away, this course will light your creative fire and give you a fresh new look at the many aspects of writing available to you and how to reach your goals. You will learn what today’s publishers are looking for in the world of literary agents and how to succeed in the world of self-publishing. When the course is completed you will possess the skills and confidence to join the throng of new successful writers who are becoming the leaders of today. A $10 material fee payable to instructor at start of class.

$149

SPRING
Sa 4/3-4/24 9 a.m. to Noon SUM

SEE PAGE 27 FOR LOCATION CODES. REGISTRATION INFORMATION IS ON PAGES 5 & 27.
MEMOIRS FOR FAMILY & PUBLISHING (NEW!)
Tell your story! Writing memoirs is easier than you think and it is a lasting way for you to leave a legacy for your family and their descendants. What a wonderful gift for your children and grandchildren. This course will set you on the road to creating your own special work. Some of the best memoirs are written by people who do not consider themselves “real” writers. This is a chance for you to leave a vivid portrait of your personal journey down memory lane. A $10 material fee payable to instructor at start of class. $145

SPRING
Sa 2/20-3/10 9 a.m. to Noon SUM

WRITING A HOLLYWOOD SCRIPT (NEW!)
Take your idea for a movie and learn how to develop it into a feature length script. Study the fundamentals of screenplay writing from basic story structure and character development to crafting compelling dialogue. Acquire the necessary tools to put your ideas on paper and get your film pitch-ready. By the end of this course you’ll have completed the outline for your movie and a logline to sell your script when it’s ready. $175

SPRING
W 1/20-3/10 6-8 p.m. ONLINE

SELF-EDITING FOR WRITERS (NEW!)
This class is for writers of all genres of fiction and nonfiction looking to polish their work and prepare it for submission or self-publication. Here, we’ll take an in-depth look at types of editing, when and how to edit your own writing, improving your grammar, and whether hiring a professional editor is the right move for you. $129

SUMMER
Tu 5/4-6/8 6-7:30 p.m. ONLINE

GRAPHICS, WEB & APPLICATIONS

INTRODUCTION TO INFORMATION SYSTEMS AUDITING (NEW!)
CISA is to Audit what CPA and CA are to Accounting. CISAs are recognized internationally as professionals with the knowledge, skills, experience and credibility to leverage standards, manage vulnerabilities, ensure compliance, offer solutions, institute controls and deliver value to the enterprise. CISA job practice analysis has been completed by ISACA. This analysis resulted in a new CISA job practice which reflects the vital and evolving responsibilities of IT auditors. The new CISA job practice was effective beginning with the June 2011 CISA exam administration. $495

SPRING
M-Su AT YOUR PACE 24/7 ONLINE

ETHICAL HACKER (NEW!)
The Ethical Hacker training course enables students to identify, counter and defend hackers from penetrating networks and gaining access to vital information. This will allow students to deploy proactive countermeasures and in turn, stay ahead of information security developments and exploited vulnerabilities. With this certification, professionals will gain a valuable credential commanding an average salary of over $100,000 per year. $159

SPRING
M-Su AT YOUR PACE 24/7 ONLINE

CANVAS BASICS (NEW!)
Canvas Basics will provide participants an overview of Communication tools in Canvas. This workshop is intended for faculty and teachers who have not used Canvas communication tools, or would like a Canvas communication tools refresher. At the end of Canvas Basics, participants will describe the purpose of the Canvas Communication tools, create an announcement, create and send an inbox message, create a discussion, describe how announcements, inbox, and discussions can be used for intuitive course design. $39

SPRING
Tu 1/26 6-7 p.m. ONLINE
Th 2/18 6-7 p.m. WCH
Sa 3/6 10-11 a.m. WCH
Sa 4/24 10-11 a.m. ONLINE

CANVAS INTERMEDIATE (NEW!)
Canvas Intermediate is intended to provide faculty with an overview of the Assignment tool and Speedgrader in Canvas. This workshop is intended for faculty who have not used the Assignment tool or Speedgrader in Canvas, or faculty wanting a Canvas Assignment tool and Speedgrader refresher. At the end of Canvas Intermediate I, participants will: Describe the purpose of the Assignment tool in Canvas. Describe the purpose of the Speedgrader in Canvas. Identify the functionality of the Assignment tool. Create an assignment. Identify the functionality of the Speedgrader. Set up Speedgrader rules for a course. $45
ADOBE ILLUSTRATOR ESSENTIALS (NEW!)
Adobe Illustrator is the industry standard computer illustration software. Use Illustrator to draw shapes and design logos, flyers, posters, banners, business cards or any other vector graphics for print or web. In this course, you will learn Adobe Illustrator fundamentals to set up a print document and use various tools to draw, type and color all kinds of shapes and illustrations. Learn how to efficiently manage layers and artboards, and create print-ready PDF documents. Access to Adobe Illustrator software required. One-month course. $225

ADOBE PHOTOSHOP ESSENTIALS (NEW!)
This fundamental course covers Adobe Photoshop CC most commonly used tools, menus and panels. You'll learn all the basics of Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch and enhance existing images or create your own composite digital art work. Impress your business organization, friends and family by enhancing their photos and create magazine cover quality enhanced images. Access to Adobe Photoshop software required. One-month course. $225

ADOBE INDESIGN ESSENTIALS (NEW!)
Adobe InDesign is the industry standard page-layout program that works with Adobe Illustrator and Photoshop.
seamlessly. InDesign allows you to create simple to complex multi-page documents such as brochures, flyers, books and magazines. This course is a comprehensive exploration of InDesign tools and capabilities to create professional documents. You will learn how to manage the InDesign environment, create, setup, design, enhance and finalize multi-page documents. Access to Adobe InDesign software required. One-month course. $225

MICROSOFT EXCEL 2016 — BEGINNING
This course will introduce you to the basics of this very popular spreadsheet program. You'll get hands-on learning experience in the new ribbon concept of screen layout and navigation, creating, saving and opening workbooks, selecting editing, moving, deleting, formatting a table, printing data, and creating and using basic formulas. Prerequisite: Computer Basics Beginners or a general understanding of Windows. $105

MICROSOFT EXCEL 2016 — INTERMEDIATE
Build your knowledge of this popular spreadsheet program. This course includes a review of basic Excel functions that will lead to the creation of a standard column chart as well as the creation of additional chart types and formatting. Further topics include working with data (sorting and filtering), worksheet protection, using multiple sheets and intermediate level formulas. Prerequisite: Excel Beginners class. $105

MICROSOFT EXCEL ADVANCED FUNCTIONS
This is an Excel advanced class and requires students to have either completed a basic Excel class or have current working experience with Excel. This course includes a review of basic Excel functions that will lead to the creation of a standard column chart as well as the creation of additional chart types and formatting. Additional topics include working with data (sorting and filtering), pivot tables, sub totals, database functions and/if functions. Prerequisite: must have prior knowledge of Excel. $69

CERTIFIED ETHICAL HACKER (NEW!) θ
This ethical hacking training course is designed for anyone who wants to become a certified ethical hacker. Thus, in this course, you’ll learn about the five essential phases of ethical hacking. With this knowledge, you’ll know how to approach your target and what you must do to succeed at breaking-in and achieving your goal each time. $3,595

MICROSOFT OFFICE SOFTWARE ON-LINE CERTIFICATES

SPRING
M-Su 4/5-4/30 24/7 ONLINE
SUMMER
M-Su 6/7-7/2 24/7 ONLINE

OFFICE SOFTWARE

SPRING
Sa 1/23-2/6 9-11:30 a.m. WCH
Sa 3/27-4/10 9-11:30 a.m. SUM

SUMMER
Sa 6/5-6/19 9-11:30 a.m. WCH

ETHICAL HACKER + PRACTICE LAB (NEW!)
In today’s world of complex IT systems and technologies it is essential that IT professionals and those new to IT are able to demonstrate how to use and understand vendor products and software. With this complete course you can develop your practical IT skills in a safe working environment without the need to invest in your own hardware and software. With the included Practice Lab we provide access to real equipment that brings theory to life and gives you a greater depth of technology understanding. These guides will help in your understanding of specific exam objectives or provide guidance on how to carry out a real world scenario. $995

SPRING
M-Su AT YOUR PACE 24/7 ONLINE

QUICKBOOKS PRO (NEW!)
Get hands-on training using this full accounting software package. Learn to set up a new company and utilize the general ledger, accounts payable, inventory, accounts receivable, and an introduction to payroll. Additional items include reconciling accounts, modifying an accounting period, working with different registers and voiding checks. Prerequisite: MS Windows and basic accounting concepts. Bring a 1GB (or greater) USB flash drive. $215

SPRING
Th 4/1 9 AM-1:30 p.m. ONLINE

SUMMER
Sa 5/1 9 AM-1:30 p.m. SUM

FALL
Sa 7/17 9 AM-1:30 p.m. WCH

CLASSES ARE SUBJECT TO CANCELLATION UPON ENROLLMENT. ALL CLASSES ARE NON-REFUNDABLE.
COMPUTER HACKING FORENSIC INVESTIGATOR (VOUCHER INCLUDED) (NEW!)
CHFI investigators can draw on an array of methods for discovering data that resides in a computer system, or recovering deleted, encrypted, or damaged file information. This course will prepare you to pass the ECO 312-49 exam and achieve Computer Hacking Forensics Investigator (CHFI) certification. $3,895

SPRING
M-Su  AT YOUR PACE  24/7  ONLINE

CERTIFIED BLOCKCHAIN PROFESSIONAL (NEW!)
This comprehensive course is designed to help you not only become a certified blockchain professional but also help you understand how blockchain works as a decentralization strategy. Blockchain technology is slowly being embraced by various industries including finance, logistics, healthcare, logistics and more. $3,695

SPRING
M-Su  AT YOUR PACE  24/7  ONLINE

CERTIFICATE IN SUSTAINABLE MANAGEMENT (NEW!)
This user-friendly sustainable management certificate program is specifically designed for adults who want to learn more about sustainable management. Therefore, after completing this program, you can work in organizations that focus on protecting the environment, improving the lives of people, and generating profit for the company on how to expand your collaborative skills for success of your team or organization. $495

SPRING
M-Su  AT YOUR PACE  24/7  ONLINE

CERTIFIED VIDEO GAME DESIGNER (NEW!)
Our online game design course is ideal for anyone who has ever considered a career as a video game designer. Our "learn anytime, from anywhere" approach to learning affords students greater flexibility by allowing them to advance at their own pace, from the comfort of their own homes. Our award winning Video Game Design and Basics of Programming online game design course is also great for amateur gamers looking to increase their knowledge of computer game design and programming. $3,695

SPRING
M-Su  AT YOUR PACE  24/7  ONLINE

CERTIFICATE IN ONLINE TEACHING (NEW!)
This Certificate is for those new to teaching online or those already teaching online. Get the best instruction from the foremost authorities in online learning. Thousands of people have taken this fundamental yet advanced training in teaching online. Three one-month courses: Advanced Teaching Online; Designing Online Instruction; Fostering Online Discussion. $495

SPRING
M-Su  2/1-4/30  24/7  ONLINE
M-Su  4/5-7/2  24/7  ONLINE

SUMMER
M-Su  6/7-8/27  24/7  ONLINE

ADVANCED TEACHING ONLINE (NEW!)
In the 21st century, half of all learning will be online. The opportunities are tremendous for teaching online. Discover how to plan, develop and teach an online course. Take home a ten step model for developing your online course. Experience one of the most advanced online classrooms for teachers. Learn how to create online audio lectures with slide shows. Plus, find out how self quizzes enhance learning. See an animation, drop-and-drop exercise, and dynamite welcome pages. $195

SPRING
M-Su  2/1-2/26  24/7  ONLINE
M-Su  4/5-4/30  24/7  ONLINE

SUMMER
M-Su  6/7-7/2  24/7  ONLINE

DESIGNING ONLINE INSTRUCTION (NEW!)
Learn about the online instructional environment, envisioning your online course, developing a web course, phases of design and development, design guidelines, and more. Discover the principles behind the adoption of technology innovation and the nature of the online learning environment. Then get tips for planning your online course, identifying resources and design guidelines. Discuss the phases of design and development and models, motivating student-student interaction, and managing interaction. Get the latest information on copyright issues, assessment and evaluation. Your instructor is co-author of the book "The Online Teaching Survival Guide", which you will receive in the mail with this course. $195

SPRING
M-Su  3/1-3/26  24/7  ONLINE

SUMMER
M-Su  5/3-5/28  24/7  ONLINE

FOSTERING ONLINE DISCUSSION (NEW!)
Being engaged with your online learners throughout the course is one of the three biggest weaknesses of online teachers. It is also one of the three biggest ways to take your online course to the next level, making it a superior learning experience for your learners. Come experience how to do it from the creator of the concept and practice of 'continual engagement' in teaching. $145

SPRING
M-Su  4/5-4/30  24/7  ONLINE

SUMMER
M-Su  6/7-7/2  24/7  ONLINE

20 SEE PAGE 27 FOR LOCATION CODES. REGISTRATION INFORMATION IS ON PAGES 5 & 27.
PROFESSIONAL DEVELOPMENT

MANAGEMENT CERTIFICATE (NEW!)  
Three one-month online courses: Management Boot Camp; Managing Generations in the Workplace; Collaborative Management. $595

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MANAGEMENT BOOT CAMP (NEW!)  
Enhance your management skills through this course for supervisors, managers, and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness through use of the DISC personality profile (included). $295

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MANAGING GENERATIONS IN THE WORKPLACE (NEW!)  
Get an understanding of managing workers in different generations in the workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value. Generations X and Y are significantly different than the Boomer generation. Each generation has different expectations and styles of work in the workplace. Come explore the characteristics of the different generations in the workplace. Discover the current motivations of Boomers, Gen Xers and Gen Yers and what messages they value. $175

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COLLABORATIVE MANAGEMENT (NEW!)  
Whether you manage or lead people, collaborative skills are essential to help harness the energy of groups and teams for maximum performance and productivity. Knowledge of collaborative skills will enable you to gain participation quickly; get input and buy-in for building consensus and plan for cooperation to get crucial projects completed. This course will help you explore the principles of collaborative management and gain insight on how to expand your collaborative skills for success of your team or organization. $245

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HUMAN RESOURCES MANAGER WITH PHR (NEW!)  
Human Resources Managers plan, direct, and coordinate the administrative functions of an organization. They oversee recruiting, interviewing, and hiring of new employees; consult with top executives on strategic planning; and serve as a link between an organization’s management and its employees. HR Managers are vital members of any organization’s team by working with more than just employees as they deal with the organization’s legal team, go to unemployment hearings or work-related court issues, deal with unions, etc. $4,495

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GLOBAL SUPPLY CHAIN MANAGEMENT (NEW!)  
Our Supply Chain Manager program introduces the core concepts and components of supply chain management, including supplier evaluation, logistics, inventory management, and other supply chain practices. As the supply chain grows in complexity, and companies increasingly source products and services from a more diverse and global set of suppliers, the job of managing the processes that ensure the steady and reliable flow of components and inputs has never been more difficult. This program explores lean basics and describes the core concepts and central principles practitioners will need to successfully understand and apply Lean strategies to organizational operations. $395

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HARASSMENT FREE WORKPLACE (NEW!)  
This course will describe ways to identify and prevent workplace harassment, as defined by Title VII of the Civil Rights Act of 1964 and subsequent acts and case law. The course will familiarize readers with an individual’s, supervisor’s, and company’s responsibilities to maintain a workplace free of harassment, in accordance with standard organizational policies as well as Federal, State, and Local Laws. $89

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NATURAL GAS PLANT OPERATOR (NEW!)  
The role of the natural gas plant operator is to operate and monitor the systems and equipment that take gas from its natural state, and convert it into a usable product for consumers and businesses. Gas plant operators ensure that the end-product gas is free of impurities, then distilled into ethane, propane, butane, and methane. As a certified gas plant operator, you’ll also be charged with controlling the flow of processed gas into pipelines which transport it to the various businesses and residences where it is used for fuel.
A crucial part of your responsibilities will be ensuring that the flow-rate is adjusted to the proper level so that the supply keeps pace with customer demands. $3,295

**POWER PLANT OPERATOR (NEW!)**

Our power plant operator training prepares students for rewarding careers in the field of power plant operations. As a certified power plant operator, you will enter the workforce in an entry-level position with the potential to move up within the industry. A large percentage of the industry’s workforce is currently retiring or entering retirement age, and demand for qualified entry-level power plant operators is high. $3,295

**MOTORCYCLE TECHNICIAN (NEW!)**

Start your career as a Motorcycle Technician with this comprehensive course covering the latest content on motorcycle models and technology. Gain detailed information on fuel injection, suspension systems, V-engine technology and more. As a bonus, ATV service and repair is also included because of the similarities in technology. This course provides the knowledge and skills to succeed in today’s motorcycle technology field. $1,995

**BASIC CASINO HOTEL SECURITY OFFICER I (NEW!)**

This class provides a comprehensive understanding of hotel and casino security. We will cover topics including gaming law, laws of arrest, use of force, customer service, report writing and more. This class gives students the knowledge and training needed to succeed in a career in hotel and casino security. Certificate of Completion, Individual Certifications, and an Academy Transcript will be provided upon successful completion. $425

**REALISM™ SURVIVAL MEDICAL TRAINING INTRO (NEW!)**

This course is the introductory course in the Lifeforce Medical’s Series of REALISM Survival Medical Program. This course covers the fundamental of first aid for you family for a very limited emergency event or situation. This course provides information and training in emergency medical preparations and how to provided limited emergency medical treatment using stand first aid and items common to the average household. $150

**S.T.R.I.V.E EMERGENCY MANAGEMENT/SURVIVAL I INTRO (NEW!)**

This course teaches you how to sustain yourself and your family in your home for the duration of the emergency. Topics include, but are not limited to; the different type of potential emergencies, you can expect, power, food, water, tools, communication, home security, sanitation, medical, pets, etc. The course is just an immediate needs course. The course will present a series of preparation checklists for longer duration incidents and emergencies. $125

**EMAIL ETIQUETTE: NETIQUETTE (NEW!)**

E-mail is one of the greatest inventions of our lifetime phenomenally affecting the way we communicate. Reading, writing and managing e-mail is taking up an increasing amount of our time. But are we using it right? This course helps you learn the best way to create and use e-mail. Be it a thank you note, a meeting reminder, a proposal or a sales pitch, a well-written message that looks and sounds professional will make it easier for people to want to do business with you. It will help people feel good about communicating with you and help you achieve the right results. $195

**PROJECT MANAGEMENT SKILLS FOR NON-PROJECT MANAGERS (NEW!)**

From managers to staff members, the need to assume leadership responsibilities for projects is always needed, regardless of your job title. This course will teach you how to make a meaningful contribution by leading others through the stages of planning, executing, and completing a project. $159
ETHICS FOR PROJECT MANAGERS (NEW!)  
Business ethics represent the standards for right and wrong that govern how businesspeople act. The term also refers to the study of moral principles in the workplace. This one-module course reviews the major ethical issues facing project managers. It looks at the specific challenges project leaders may confront as they deal with team members, vendors, stakeholders, and sponsors. $99

SPRING  
M-Su AT YOUR PACE  24/7 ONLINE

INTEGRATING AGILE AND WATERFALL PRACTICES (NEW!)  
This online course is designed to help Agile proponents recognize and resolve many of the common integration issues that emerge when these two methodologies are combined. $99

SPRING  
M-Su AT YOUR PACE  24/7 ONLINE

SOFTWARE/PROGRAMMING

BACK END SOFTWARE DEVELOPMENT PROGRAM (NEW!)  
This 18-week program consists of three classes to learn the skills and technologies necessary to enter the industry as a Back End Software Developer: Introduction to Java, Relational Databases with MySQL, and Web API Design with Spring Boot. Skills and technologies learned include Java 1.8, Algorithms, OOP, Design Patterns, Unit Testing, SQL, DDL, DML, Database Concepts, JDBC, Spring Boot, Spring Data, REST, JPA, JWT, AWS, and more. $3,595

SPRING  
Tu 1/26-5/25  7-8:30 p.m. ONLINE  
Th 3/18-7/15  7-8:30 p.m. ONLINE

SUMMER  
W 5/19-9/15  7-8:30 p.m. ONLINE  
Tu 7/20-11/16  7-8:30 p.m. ONLINE

FRONT END SOFTWARE DEVELOPMENT PROGRAM (NEW!)  
This 18-week program consists of three courses to learn the skills and technologies necessary to enter the industry as a Front End Software Developer: Introduction to JavaScript, Front End Technologies, and Web App Design with React. Skills and technologies learned include JavaScript, Algorithms, OOP, Design Patterns, Unit Testing, HTML, CSS, JQuery, Bootstrap, AJAX, React, JSX, REST, NPM, AWS, and more. $3,595

SPRING  
Th 1/28-5/27  7-8:30 p.m. ONLINE  
Tu 3/16-7/13  7-8:30 p.m. ONLINE

SUMMER  
Th 5/20-9/16  7-8:30 p.m. ONLINE  
W 7/21-11/17  7-8:30 p.m. ONLINE

PYTHON DEVELOPER CAREER TRAINING PROGRAM (NEW!)  
Join the workforce as a fully qualified Python Developer, at a time when the demand for qualified Python Developers far outstrips the supply. Our best-in-class self-paced Python Developer Career Training Program provides you with the knowledge, practical experience, competency, and confidence to qualify for those high-paying Python Developer jobs. This training program consists of 3 or 4 courses, depending on whether or not you have prior programming experience. Each course must be completed within 6 months of its start date. $1,995

SPRING  
M-Su AT YOUR PACE  24/7 ONLINE

DATA ANALYST CAREER TRAINING PROGRAM (NEW!)  
Join the workforce as a fully qualified Data Analyst, at a time when the demand for qualified Data Analysts far outstrips the supply. Our best-in-class self-paced Data Analyst Career Training Program provides you with the knowledge, practical experience, competency, and confidence to qualify for high-paying Data Analyst jobs. This training program consists of 3 or 4 courses, depending on whether or not you have prior programming experience. Each course must be completed within 6 months of its start date. The courses are followed by a 40-hour Capstone Project, under the supervision of an NCLab instructor. $1,595

SPRING  
M-Su AT YOUR PACE  24/7 ONLINE

TRAVEL

HOW TO TRAVEL FREE & SAFELY DURING THESE UNPARALLELED TIMES (NEW!)  
We’re ready to get back to our travels! When it is safe to go on a trip, where can we go, how do we stay safe, and how do we make our travel free? Plus learn how to benefit from the deep travel discounts being offered right now to motivate you to book future travel in 2021 and 2022. If you are near retirement, changing careers, a student, or someone who likes the idea of making additional income to support your travel dream, this class is for you. World traveler Gina Henry shows you how she is prepared for the new “travel normal” including important tips on safety, trip insurance, what to do if you become sick, and other strategies. Earn free airline tickets, hotel nights, tours & more in the USA & worldwide! Volunteering, fun work-vacations, paid travel, teaching English and remote employment opportunities. Tuition includes the digital book, How to Travel Free & Safely. $59

SPRING  
Th 3/11  6-9 p.m. ONLINE

SUMMER  
Tu 5/18  6-9 p.m. ONLINE
HOW TO REALLY START YOUR OWN BUSINESS (NEW!)
Don’t miss this valuable workshop that will help turn your business dream into reality. This workshop will help you answer the key questions about starting your business, including: Will my idea be able to make money? How do I find customers? Should I form an LLC? How do I license and register in Nevada? Do I need to write a business plan? Where do I find the money to start? Learn the fundamentals of starting a business including organization, licensing, cash flow, start-up costs, record keeping, legal requirements, marketing and advertising avenues. Get the information you need to help make your business a success! $59

SPRING
Sa 1/23 9 a.m. to Noon WCH
Sa 3/20 9 a.m. to Noon WCH

SUMMER
Sa 5/22 9 a.m. to Noon WCH
Sa 7/24 9 a.m. to Noon WCH

DOING BUSINESS ONLINE (NEW!)
How much work is involved in online sales and where do you start? What are the business registration and licensing requirements to do business online and what kind of business can or can’t you do online? What’s required to set up an e-commerce business or to sell on eBay and Amazon? Learn about the associated requirements including merchant services, drop ship vs. your own inventory, taxation and the processes involved in selling online. This is an interactive class developed to help you understand what's involved in doing business online. $75

SPRING
W 1/27-2/3 5:30-8 p.m. ONLINE
W 3/31-4/7 2-4:30 p.m. WCH

UNDERSTANDING WEB SITE DESIGN (NEW!)
How much work is involved in online sales and where do you learn how to create a professional website on the cloud based platforms that are often simpler than WordPress. Learn about easy click-and-drag interface with all of the common tools and options. Additionally, learn about artificial intelligence design interface that automatically creates the core of the website for you making a good alternative learning process so that anyone with basic computer and internet knowledge could adapt to it.

ASSOCIATED TOPICS INCLUDE
Search engine optimization (SEO), blogging, design/content strategy and more. $75 processes involved in selling online. This is an interactive class developed to help you understand what's involved in doing business online. $75

SPRING
W 3/3-3/10 2-4:30 p.m. ONLINE

SUMMER
W 5/26-6/2 5:30-8 p.m. WCH

DISPENSARY CERTIFICATION (NEW!)
To get a job in the cannabis industry and join the “Green Rush”, it is necessary that you be trained in dispensary customer service, the many types of products and different modes of ingestion. You will leave with a certificate that indicates these areas of training. $69

SUMMER
Sa 6/19 1-3 p.m. WCH

CERTIFICATE IN CUSTOMER SERVICE (NEW!)
Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important. Two one-month courses: Keys to Customer Service; Extraordinary Customer Service. $245

SPRING
M-Su 2/1-3/26 24/7 ONLINE
M-Su 4/5-5/28 24/7 ONLINE

SUMMER
M-Su 6/7-7/30 24/7 ONLINE

KEYS TO CUSTOMER SERVICE (NEW!)
Learning to build your customer service skills will have a powerful impact on your career success as well as success in other areas of your life. Through this course you will discover the direct relationship between service skills and career achievement. You will become skilled at being an exceptional service provider. You can help your organization and your career by translating your good service intentions into a workable plan and gain knowledge of ways to consistently deliver great service. The payoff is enormous. $145

SPRING
M-Su 2/1-2/26 24/7 ONLINE
M-Su 4/5-4/30 24/7 ONLINE

SUMMER
M-Su 6/7-7/2 24/7 ONLINE

EXTRAORDINARY CUSTOMER SERVICE (NEW!)
Learning to build your customer service skills will have a Transform your customer service into something extraordinary. As a result more repeat business will improve your bottom line. Customer service separates
you from your competition. Extraordinary customer service comes from focusing on the few essential elements that yield big results. Discover how easy it is to tweak your customer service from the ordinary to the extraordinary. You’ll take away a customer service plan that will help you focus on the key elements that will get you started on your pathway to success. $145

| SPRING     | M-Su     | 3/1-3/26 | 24/7 | ONLINE |
| SUMMER     | M-Su     | 5/3-5/28 | 24/7 | ONLINE |

**CERTIFICATE IN WORKPLACE COMMUNICATION (NEW!)***

Good communication in the workplace is more important than ever. And critical to your career advancement and success. Come get a comprehensive and intensive preparation with skills and techniques you can put to use on Monday morning. Three one-month courses: Conflict Management; Negotiation: Get What You Want; Using Personality Profiles For Better Work Performance. $595

| SPRING     | M-Su     | 2/1-4/30 | 24/7 | ONLINE |
| SUMMER     | M-Su     | 4/5-7/2  | 24/7 | ONLINE |

| SPRING     | M-Su     | 6/7-8/27 | 24/7 | ONLINE |

**CONFLICT MANAGEMENT (NEW!)***

A recent study conducted by the American Management Association (AMA) revealed that the average manager spends more than 20 percent of their day engaged in or reacting to a conflict situation. This study also identified that out of twenty-five management skills, conflict management was the only one positively correlated to higher earnings and promotion. Discover a workable conflict management model, discuss case studies in conflict management, and then take away successful conflict management strategies to apply in your workplace. $245

| SPRING     | M-Su     | 2/1-2/26 | 24/7 | ONLINE |
| SUMMER     | M-Su     | 4/5-4/30 | 24/7 | ONLINE |

| SPRING     | M-Su     | 6/7-7/2  | 24/7 | ONLINE |

**NEGOTIATION: GET WHAT YOU WANT (NEW!)***

Negotiation is a key skill for success in business and everyday life. Knowing strategies to clarify what you want and how to prioritize needs will ensure you get more of what’s essential. Having the skills to help others get what they want will improve relationships and increase your odds of success in the future. Work with a pro to learn how to plan, implement and win in the bargaining process. Save time, grow your business network and gain confidence when dealing with even the shrewdest of deal-makers. $195

| SPRING     | M-Su     | 3/1-3/26 | 24/7 | ONLINE |
| SUMMER     | M-Su     | 5/3-5/28 | 24/7 | ONLINE |

**USING PERSONALITY PROFILES FOR BETTER WORK PERFORMANCE (NEW!)***

Understanding yourself and others will increase your overall effectiveness at work, home, and in all of your relationships. Learn how to improve your communication with others, convey your ideas effectively, and improve your ability to understand what is important to those who don’t share your same style. Course fee includes your own DISC Behavioral Personality Profile assessment and review. $295

| SPRING     | M-Su     | 4/5-4/30 | 24/7 | ONLINE |
| SUMMER     | M-Su     | 6/7-7/2  | 24/7 | ONLINE |

**INTRODUCTION TO GRANT WRITING (NEW!)***

Strategic grant writing helps align the identified needs of a nonprofit (and its clients) with funding sources, whether foundations, government agencies, corporations or individuals. This course offers a guide to the basics of grant writing, an increasingly crucial method for raising money to fund projects and programs for nonprofits and other organizations. The course explores the relationship of grant writing to an organization’s strategy for fundraising. It also outlines the six stages of grant writing and highlights grant writing best practices. $295

| SPRING     | M-Su     | AT YOUR PACE | 24/7 | ONLINE |
| SUMMER     | M-Su     | 6/7-8/27     | 24/7 | ONLINE |

**CERTIFICATE IN NON-PROFIT ADMINISTRATION (NEW!)***

Nonprofits today need to be ran like a business in many respects. You have competition, a need to generate income and a surplus, and staff need to be even more productive. Get the best training on revenue generation for nonprofits, and program evaluation for nonprofits, with our Certificate in Nonprofit Administration. You will come away with the best information from instructors who train people in nonprofits. $595

| SPRING     | M-Su     | 2/1-4/30 | 24/7 | ONLINE |
| SUMMER     | M-Su     | 4/5-7/2  | 24/7 | ONLINE |

| SPRING     | M-Su     | 6/7-8/27 | 24/7 | ONLINE |

**REVENUE GENERATION FOR NON-PROFITS (NEW!)***

Build revenue streams for your non-profit organization. They are essential not only to keep your doors open but
also to expand your services. Discover how to increase revenue from your current activities. Develop strategies for building new ones. Know how to effectively set prices or fees. Understand the 20% that generates 80% of your revenue. These are basic concepts that will yield greater results. **$495**

### PROGRAM EVALUATION FOR NONPROFIT (NEW!)
Enhance your understanding of program evaluation within the nonprofit context. Find out how to improve your evaluation planning, data collection, data analysis and data use. Special attention will be paid to the real-world challenges that organizations may face when conducting evaluation, including staff time, costs and reporting evaluation results to funders. By the close of the course, you will have a complete program logic model and evaluation plan ready for implementation. **$245**

### PROBLEM SOLVING (NEW!)
A big part of the customer service provider's job is to fix problems. Effective problem solving by customer service representatives is a highly regarded ability. Customer service representatives who are considered especially good problem solvers are systematic, analytical, and have first-rate interpersonal skills. Problems create stress in the individual experiencing them, so learning to cope with stress is part of the problem-solving process. This course discusses how to resolve customer-related problems. **$89**

### INTRODUCTION TO ELECTRONICS (NEW!)
This course will show students how electronic devices are powered and the basic components of electronics including: circuit boards, resistors, and capacitors. Students will learn in a fun environment and create simple devices with the included electronics kit! (Ages 9-14) **$179**

### INTRODUCTION TO BUILDING ELECTRONICS DEVICES (NEW!)
This course will show students how interfaces, memory chips, and displays work on electronic devices operate by building simple programs. By then end of the class students will have their own working electronics device that will run a PONG game! (Ages 9-14) **$179**

### MINECRAFT® MODDERS (NEW!)
Use your favorite game to learn the basics of modding and foundations of programming. Learn scripting and logic statements as you create your first mods! Introductory coding will also be taught through a simulated environment inspired by Minecraft. Student projects will be available on a password protected Black Rocket website to share with friends and family. Students must own a Java version of Minecraft to take this class. Tablet, phone, and game console versions of Minecraft are not compatible. Returning students can create more advanced projects that build on previous years. Please be aware of the following for the online class: Compatible with MAC and Windows OS only. (Ages 8-11 and 11-14) **$159**

### VIRTUAL REALITY: THE FUTURE IS NOW (NEW!)
Embark on an EPIC adventure in virtual reality! In this cutting-edge class, you will learn the foundations of VR design by creating your own virtual worlds, exploring simulated environments, and crafting memorable 3D experiences. Take the class without a headset, or use any headset that works with a mobile phone. VR projects will be available on a password protected Black Rocket website to share with friends and family. **$159**

### ROBLOX® MAKERS (NEW!)
Unlock the power of ROBLOX® Studio, the world creation tool used by real-world ROBLOX® developers! Learn how to build 3D models and create an adventure in your ROBLOX® world. Bring characters to life with unique animations you design. Student-created projects will be available on a password protected Black Rocket website to share with friends and family. **$159**

### CREATIVE WRITING FOR TEENS (NEW!)
From poetry to autobiographical journaling and short story writing, you will explore different ways to express yourself using the power of the written word. Learn techniques to improve the expressiveness of your writer’s voice and sharpen your literary skills. This course is also useful for developing critical essay writing skills needed for advanced level learning. **$95**
CSN NON-CREDIT REGISTRATION FORM

CSN Division of Workforce and Economic Development, 2409 Las Verdes Street (SAH) Las Vegas, NV 89102, Phone (702) 651-4747

Before completing this form, please review our registration, cancellation and refund policies.

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Payment Method: Make check/money order payable to Board of Regents.

- [ ] Check
- [ ] Money Order
- [ ] Cash
- [ ] Visa
- [ ] Master Card
- [ ] Discover
- [ ] American Express

NAME ON CARD (PRINT): This number is located on the back of your card and is 3-4 digits long.

SIGNATURE: This number is located on the back of your card and is 3-4 digits long.

Use this form for NON-CREDIT (Continuing Education) courses ONLY. FULL PAYMENT (Check, Credit Card #, or Money Order) must accompany this form. Please DO NOT send cash.

REGISTRATION INFORMATION

GENERAL INFORMATION

ALL CLASSES ARE NONREFUNDABLE. PLEASE CHOOSE YOUR CLASSES CAREFULLY.

Payment for classes must be received at the time of registration. Credit card payments are accepted when registering online, by phone and in person. Credit cards accepted are: American Express, MasterCard, Visa and Discover Card.

Be sure to provide a valid e-mail address, your class confirmation and transaction receipt will be sent to the e-mail in your student profile. If you do not have an e-mail address, no problem, you can register by phone, by mail, or in person (see below). Question about registration? Please call (702) 651-4747.

Youth classes require a parent/guardian child enrollment form to be completed at the first class. If the form is not submitted, then the child will not be able to attend the class and payment will be forfeited. Student disruptions in the classroom shall not be condoned nor tolerated. Disruptive behavior by students will lead to immediate contact of the parent/guardian and dismissal from the program without a refund. Dismissals can also be required should a student become ill.

WAYS TO REGISTER AND PAY

ONLINE: The Division of Workforce and Economic Development invites you to register with our Web Registration System and we hope you will find the registration experience to be easier, more efficient and more convenient than ever.

1. Go to www.csn.augusoft.net
2. Click the button labeled “Registration”
3. Click the “Sign In” link on the left side
4. Login in with your user name and password or create a new student profile
5. You are ready to select your classes.

WALK-IN: You may register in person (with credit card, check or money order) at the Registration Office located at:

Sahara West Center, 2409 Las Verdes Street, Las Vegas (702) 651-4747

BY PHONE: (702) 651-4747 & (702) 651-4182

BY MAIL: Mail your registration form, with your check or money order (no cash please), made payable to the Board of Regents to:

CSN DWED Registration,
2409 Las Verdes Street, SAH, Las Vegas, Nevada 89102

FAQS

Frequently asked questions about registration for noncredit classes.

Are there any fees to register for a class? No.

Can a minor attend a class? Students under the age of 16 (unless otherwise noted) must have the approval of a parent or guardian, the instructor and CSN prior to attending any noncredit course. If the parent or guardian enrolls with the child, an exception is made.

What happens if my class is cancelled? CSN makes all reasonable attempts to notify students of changes or course cancellations. If a class is canceled, you will automatically receive a full refund according to our refund policy. CSN reserves the right to discontinue, postpone or cancel classes and to change course locations or instructors.

TRANSFERS OF FEES

As noted all noncredit courses listed in this schedule are NONREFUNDABLE. You may, however, transfer your fee to another class by following these instructions: you must request a transfer seven (7) calendar days prior to the start date of the class in which you are currently enrolled. If you fail to request your transfer within the seven day period of time, you will forfeit your tuition fee. If you have questions about transferring your class, please call (702) 651-4747 to request assistance or email DWED@csn.edu. Send your transfer request at least seven (7) calendar days prior to the start of class by email, mail or fax.

Email: DWED@csn.edu
Fax: (702) 651-4538
Mail: CSN Transfer Requests
2409 Las Verdes Street – SAH
Las Vegas, Nevada 89102
### CLASS LOCATIONS

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<td>5105 E. Sahara #148, Las Vegas (702) 860-3277</td>
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<td><strong>HEN</strong></td>
<td>CSN Henderson Campus 700 College Dr., Henderson (702) 651-3000</td>
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<tr>
<td><strong>NLV</strong></td>
<td>CSN North Las Vegas Campus 3200 East Cheyenne Ave., North Las Vegas (702) 651-4000</td>
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<tr>
<td><strong>SW</strong></td>
<td>CSN Sahara West Center 2409 Las Verdes St., Las Vegas (1 block west of Valley View) (702) 651-4747 (8am to 5pm)</td>
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<tr>
<td><strong>SUM</strong></td>
<td>CSN Summerlin Tech Center 333 S. Pavilion Center Dr., Las Vegas (west end Palo Verde H.S. parking lot) (702) 651-4900</td>
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<tr>
<td><strong>WCH</strong></td>
<td>CSN Charleston Campus 6375 W. Charleston Blvd., Las Vegas (702) 651-5000</td>
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<tr>
<td><strong>RIG</strong></td>
<td>3435 West Craig Rd North Las Vegas (702) 683-1348</td>
</tr>
<tr>
<td><strong>WII</strong></td>
<td>Wood It Is 2267 W. Gowan, Ste 106, N Las Vegas (702) 631-1870</td>
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### PLEASE NOTE

The College of Southern Nevada assumes no responsibility for consequences that may arise over a student’s decision to enter into a business or professional arrangement with an instructor outside of the College’s scheduled activity. Fee-based, non-credit courses are presented for your information and enjoyment. The College does not endorse any person or product and reserves the right to change courses, programs, or presenters.

For directions to any class location, please call (702) 651-4747 or refer to any of the popular online map services available.

CLASSROOM NUMBERS

are provided online at csn.augusoft.net or call 702-651-4747.
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ADobe Illustrator Essentials (NEW!) is a course designed for beginners to intermediate users of Adobe Illustrator, focusing on the fundamentals of vector graphics, work flow, and design. Adobe InDesign Essentials (NEW!) is a course for beginners to intermediate users of Adobe InDesign, covering layout, typography, and asset management. Adobe Photoshop Essentials (NEW!) is a course for beginners to intermediate users of Adobe Photoshop, teaching image editing, manipulation, and retouching. Advanced Google Analytics (NEW!) is a course for advanced users of Google Analytics, providing in-depth knowledge and skills for analyzing and interpreting data. Advanced Human Resource Management with PHR Exam Prep (NEW!) is a course for those pursuing certification in human resource management, focusing on knowledge of the Professional in Human Resources (PHR) exam. Advanced Nutrition: Super Foods for the Family (NEW!) is a course that teaches about super foods and their health benefits, suitable for family members interested in nutrition. Advanced Teaching Online (NEW!) is a course for educators to learn how to effectively teach online. Agile Certified Practitioner Exam Prep (NEW!) is a course for those preparing for the Agile Certified Practitioner exam. Alert-Cover-Escape-Suppress (A.C.E.S) Active Assailant Survival Techniques and Tacts (NEW) is a course that teaches survival techniques in case of an active assailant situation. All Hands-On Full Makeup Beat (NEW!) is a course for makeup artists, focusing on hands-on full makeup application. Artificial Floral Decor (NEW!) is a course for creating and designing artificial floral arrangements. A Take On Piano 2.0 (NEW!) is an advanced course in piano playing. A Take On Piano (NEW!) is an introductory course in piano playing. Back End Software Development Program (NEW!) is a course for software developers, focusing on back-end development. Basic Cake Decorating (NEW!) is a course for beginners in cake decorating. Basic Casino Hotel Security Officer I (NEW!) is a course for hotel security officers, focusing on casino hotel security. Basic Floral Design II (NEW!) is an advanced course in floral design. Basic Floral Design I (NEW!) is an introductory course in floral design. Basic Woodworking (NEW!) is a course for beginners in woodworking. Beginner Horsemanship (NEW!) is a course for beginners in horseback riding. Beginning Conversational French (NEW!) is a course for beginners in French, focusing on conversational skills. Beginning Conversational Spanish (NEW!) is a course for beginners in Spanish, focusing on conversational skills. Beginning Stock Investing (NEW!) is a course for beginners in stock investing. Being A Journalist 101 (NEW!) is a course for those interested in journalism, teaching the basics of journalism. Bookkeeping Certificate (NEW!) is a course for those interested in bookkeeping. Boosting Your Website Traffic (NEW!) is a course for website owners, focusing on increasing website traffic. Bouquet to Vase (NEW!) is a course for creating floral arrangements. Canvas Advanced (NEW!) is a course for advanced users of Canvas, focusing on advanced features and techniques. Canvas Basics (NEW!) is an introductory course in Canvas. Canvas Intermediate (NEW!) is an intermediate course in Canvas, focusing on intermediate features and techniques. Certificate in Basic Game Design (NEW!) is a course for those interested in game design, focusing on basic game design principles. Certificate in Customer Service (NEW!) is a course for those interested in customer service, focusing on customer service principles and techniques. Certificate in Non-Profit Administration (NEW!) is a course for those interested in non-profit administration, focusing on non-profit management and administration.
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SEE PAGE 28 FOR LOCATION CODES. REGISTRATION INFORMATION IS ON PAGES 5 & 27.
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### Invest in, Screen, and Empower Your Employees

- WorkKeys Assessment
- Customized Training Programs
- Continuing Education
- Leadership/Executive Training

Business Development
(702) 651-4590

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### Need Assistance?

If you have a documented disability that may require assistance, you will need to contact the Disability Resource Center (DRC) for coordination of your academic accommodations. The DRC is located in Student Services on each campus.

CHARLESTON CAMPUS
(702) 651-5644

NORTH LAS VEGAS CAMPUS
(702) 651-4045

HENDERSON CAMPUS
(702) 651-3795

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Classes are subject to cancellation upon enrollment. All classes are non-refundable.