



College of Southern Nevada

Investing in Our Future. Students First.



**REGISTER
TODAY!**

Continuing Education Catalog
SUMMER 2024



College of Southern Nevada

Investing in Our Future. Students First.

**2409 Las Verdes Street (SAH)
Las Vegas, NV 89102
Phone (702) 651-4747
csn.augusoft.net**

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.

**COURSE
TITLE**

HOW TO READ THE SCHEDULE

Microsoft Word Tables & Mail Merge

**COURSE
DESCRIPTION**

Have you ever received a New Year's letter from a friend telling you all about the year that just ended? And, it was a copy, not an original and defiantly not anything personal toward you. To write a personalized letter, you need to know how to do a Mail Merge in Word. This class will cover how to do a Mail Merge directly from Word and for a more complex merge, we will cover how to create it using Excel. Tables in Word are used for creating lists, like what you could do in Excel.

**COURSE
DETAILS**

Class ID: 32203
One-Session Class: 2/6/24
Days: Tuesday

Class Type: In-Person
Times: 5:30p - 9p
Tuition: \$50.00

4 EASY WAYS TO REGISTER

ONLINE REGISTRATION

Development invites you to register with our Registration Web System.

- 1 Go to csn.augusoft.net
- 2 Click on login/create an account in the upper left-hand corner.
- 3 Login in with your username 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, cash, or money order) at the Registration Office located at:

Sahara West Center, Bldg. B2409
Las Verdes Street, Las Vegas (702) 651-4747

BY MAIL

Mail your registration form (found on page 36) with your check or money order (no cash mailed), make payable to the Board of Regents and mail to:

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

BY PHONE

(702) 651-4747
8:00am to 5:00pm,
Monday – Friday
Closed on holidays

Featured Classes

REAL ESTATE PROGRAM

Completion of classes in this program will count towards transcript credits. Classes include:

- Real Estate Principles
- Real Estate Math
- Real Estate Law and Practice
- Real Estate Contracts, Transactions, and Ethics
- Real Estate Salesperson License Exam Practice and Preparation
- Real Estate Pre-Licensing Skills Certificate
- Post Licensing Salesperson Module
- Special Topics in Real Estate
- Real Estate Investments
- Real Estate Brokerage
- Real Estate Financing and Insurance
- Tax Aspects of Real Property Transactions
- Real Property Management
- Real Estate Appraising

Learn more about these courses and class schedules on page 54.

PERSONAL INJURY CASE MANAGER

Students will learn the basics of personal injury case management. Among other tasks, students will learn to: open a claim, understand insurance policies and limits, handle property damage for clients, manage medical treatment for clients, prepare files for demands, and disbursement. Students will obtain the necessary skills to collaborate with professionals linked to the personal injury industry.

Learn more about these courses and class schedules on page 41.

CANNABIS CAREER CLASSES

The Cannabis Cultivation Specialist Certificate, Cannabis Retail Specialist Certificate, and the Cannabis Extraction and Product Development Specialist Certificate are being offered via 9-week, online programs. These programs are all taught exclusively by leading industry experts and operators.

Learn more about these courses and class schedules on page 52.

MICROSOFT SUITE & COMPUTER BASICS

Learning about computers and their history is useful information to know. The most important part of this class is to have a good working knowledge of how to use Microsoft Windows. Moving forward, using Microsoft applications will be easier to learn based on what you will gain from this class. You will learn how to open and close windows, what are files and folders and how to use them, how to select one or more items, how to minimize, maximize and move windows from one point to another. You will learn what you need to move forward with any of the Microsoft Beginning classes. This class is 100% hands on.

Learn more about these courses and class schedules on page 38.

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BUSINESS DEVELOPMENT/Continuing Education UNITS

Stavan Corbett
(702) 651-4368 | stavan.corbett@csn.edu

REGISTRATION & SUPPORT

Sofia Martinez
(702) 651-4747 | sofia.martinez@csn.edu

Savor Tanner
(702) 651-4747 | savor.tanner@csn.edu

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SUMNU MARKETING | www.sumnumarketing.com
Certified MBE, WOSB, VOSB, and DBE

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SUMMER 2024

JUNE TO AUGUST

THE DIVISION OF WORKFORCE & ECONOMIC DEVELOPMENT

The College of Southern Nevada's Division of Workforce & Economic Development was established in 2005 to meet the training needs of Southern Nevada's workforce and employers. The Division is an entrepreneurial and self-supporting arm of CSN that works with the region's business and key industry sectors in the assessment, design and implementation of customized curricula and training programs. It also provides services to students, employers, employees and adult learners seeking education opportunities, new skills and career advancement.

WE LOOK FORWARD TO SERVING YOUR
WORKFORCE DEVELOPMENT AND PERSONAL
ENRICHMENT NEEDS IN THE FUTURE.

ADULT BASIC EDUCATION (ABE)

ESL-English as a Second Language

ESL classes empower students with the necessary skills for communication in real-life situations as well as to succeed in a professional work environment. Students will learn skills such as how to make phone calls, talk to a doctor, or fill out forms as well as learn workforce readiness skills.

- ✔ **Subjects:** *Listening, Speaking, Vocational English, Reading & Writing.*
- ❗ **Notice:** *Classes are at no cost. Morning and Evening classes available. Courses are approximately 8 weeks and may be online, in person, and/or hybrid. 16+ year old (16- & 17-year-olds must provide a withdrawal letter from Clark County School District and have parent/guardian consent).*



To find the schedule and more information please scan the QR code or call 702-651-4747

High School Equivalency HSE (HiSET/GED)

HSE courses prepare students for their GED/HiSET to master language arts skills and mathematics skills, while exploring career and workplace skills. Students develop a positive attitude toward mathematics, problem solving skills, and the ability to use mathematics in everyday life to pass the High School Equivalency Exam. Courses also focus on revising the paragraph format for unity, cohesiveness, and strong supporting details while reinforcing sentence skills, by introducing the basic five-paragraph essay. For science and social studies, students are exposed to literacy and graphic literacy.

- ✔ **Subjects:** *Mathematics, Reading, Writing, Science, & Social Studies.*
- ❗ **Notice:** *Classes are at no cost. Morning and Evening classes available. Courses are approximately 8 weeks and may be online, in person, and/or hybrid. 16+ year old (16- & 17-year-olds must provide a withdrawal letter from Clark County School District and have parent/guardian consent).*



To find the schedule and more information please scan the QR code or call 702-651-4747



ASSESSMENT SERVICES

HiSET Computer-Based Assessment

The HiSET is a national high school equivalency (HSE) assessment for adults who have not graduated from high school or previously obtained an equivalency certificate. The HiSET assesses five subject areas: Reading, Writing, Mathematics, Science, and Social Studies.

Cost:

- \$15.75 per subject subtest (computer based).
- \$78.75 for a full battery of five subjects.

WorkKeys Assessment

ACT® WorkKeys® assessments help you measure the workplace skills that can affect your job performance. Successful completion of WorkKeys assessments can lead to earning a National Career Readiness Certificate® (NCRC®) – a credential that verifies foundational workplace skills. To earn the National Career Readiness Certificate® (NCRC®), you must successfully complete the WorkKeys assessments in Applied Math, Graphic Literacy, and Workplace Documents.

Cost:

- \$25.00 per subject subtest.
- \$75.00 for a full battery of five subjects.
- \$125.00 for NV Energy full battery (must take all 5 assessments).

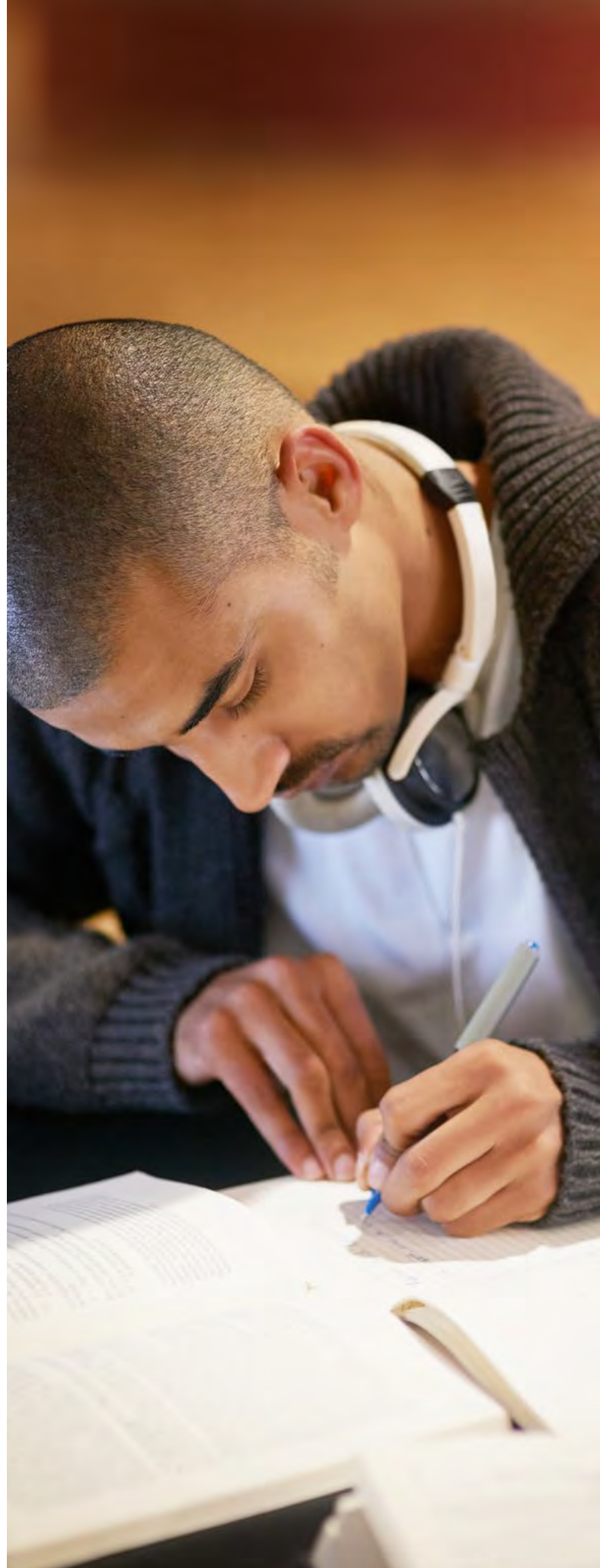
Notice: For Refund/Forfeit Policy, Retake Policy, Schedule Policy, and Scheduling Appointments information please visit our website csn.augusoft.net.

To Schedule Appointments: For questions, registration assistance and appointment scheduling contact Saul Rea at dwedtesting@csn.edu or call 702-651-4266.

Hours of Operations (Appointment Only):

Assessment Center Hours:		Last Seating:
Tuesday	9 AM - 2 PM	12:45 PM
Wednesday	3 PM - 8 PM	6:45 PM
Thursday	3 PM - 8 PM	6:45 PM
Friday	9 AM - 2 PM	12:45 PM
Saturday	9 AM - 2 PM	12:45 PM

To find the schedule and more information please scan the QR code or call 702-651-4747



CONTINUING EDUCATION

ONLINE CLASSES & CERTIFICATES

Data Analyst Career Training Program

This cornerstone training program is designed for you if you are determined to become a skilled Data Analyst. It provides you with enough practice and theoretical knowledge to make you job-ready when you graduate. It also teaches you the soft skills employers look for in job applicants. Upon completing the training, you are ready to start a successful new career in Data Analytics.

The entire Data Analyst career training program takes approximately 320 hands-on hours. You are assigned a coach who prepares a personalized roadmap and training timeline for you, and then works with you for the entire duration of the training. Additionally, our highly responsive instructional support team composed of professional Data Analysts, college instructors, and former NCLab trainees stands by to promptly assist you with the coursework if needed.

📌 **Notice:** Prerequisite listed on website csn.augusoft.net or call 702-651-4747.

★ **ETPL Approved :** Eligible for grant funding.

🕒 **Class ID:** 33122 **Class Type:** Open-Enrollment/Self-Paced
Tuition: \$5,600.00

Data Analyst Career Training Program Part I

This cornerstone training program is designed for you if you are determined to become a skilled Data Analyst. It provides you with enough practice and theoretical knowledge to make you job-ready when you graduate. It also teaches you the soft skills employers look for in job applicants. Upon completing the training, you are ready to start a successful new career in Data Analytics.

The entire Data Analyst career training program takes approximately 160 hands-on hours. You are assigned a coach who prepares a personalized roadmap and training timeline for you, and then works with you for the entire duration of the training. Additionally, our highly responsive instructional support team composed of professional Data Analysts, college instructors, and former NCLab trainees stands by to promptly assist you with the coursework if needed.

📌 **Notice:** Prerequisite listed on website csn.augusoft.net or call 702-651-4747.

🕒 **Class ID:** 33123 **Class Type:** Open-Enrollment/Self-Paced
Tuition: \$2,800.00

Data Analyst Career Training Program Part II

This cornerstone training program is designed for you if you are determined to become a skilled Data Analyst. It provides you with enough practice and theoretical knowledge to make you job-ready when you graduate. It also teaches you the soft skills employers look for in job applicants. Upon completing the training, you are ready to start a successful new career in Data Analytics.

The entire Data Analyst career training program takes approximately 160 hands-on hours. You are assigned a coach who prepares a personalized roadmap and training timeline for you, and then works with you for the entire duration of the training. Additionally, our highly responsive instructional support team composed of professional Data Analysts, college instructors, and former NCLab trainees stands by to promptly assist you with the coursework if needed.

📌 **Notice:** Prerequisite listed on website csn.augusoft.net or call 702-651-4747.

🕒 **Class ID:** 33124 **Class Type:** Open-Enrollment/Self-Paced
Tuition: \$2,800.00





Python Developer Career Training Program

This cornerstone training program is designed for you if you are determined to become a skilled Python Developer and a respected member of a modern software development team. It provides you with enough Python coding practice to make you job-ready and enough theoretical knowledge to pass the Python Institute's Certified Entry-Level Python Programmer (PCEP) exam. It also teaches you the soft skills employers look for in job applicants. The Python Developer career training program takes an estimated 320 hands-on hours to complete. Upon completing the training, you are ready to start a successful new career in Python software development.

Throughout your learning, you are assisted by a powerful Artificial Intelligence-based teaching platform that watches your every step, grading your work in real time, and helping you with contextual information, hints, and templates, as needed and, you are never alone. You are assigned a coach who prepares a personalized roadmap and training timeline for you, and then works with you for the entire duration of the training. You also have access to our highly responsive instructional support team that is composed of Python coding professionals, college instructors, and former NCLab trainees who promptly assist you with the coursework, when needed.

📌 **Notice: Prerequisite listed on website [csn.augusoft.net](https://www.csn.augusoft.net) or call 702-651-4747.**

🌟 **ETPL Approved : Eligible for grant funding.**

🕒 **Class ID: 33125 Class Type: Open-Enrollment/Self-Paced
Tuition: \$5,600.00**

Python Developer Career Training Program Part I

This cornerstone training program is designed for you if you are determined to become a skilled Python Developer and a respected member of a modern software development team. It provides you with enough Python coding practice to make you job-ready and enough theoretical knowledge to pass the Python Institute's Certified Entry-Level Python Programmer (PCEP) exam. It also teaches you the soft skills employers look for in job applicants. The Python Developer career training program takes an estimated 160 hands-on hours to complete. Upon completing the training, you are ready to start a successful new career in Python software development.

Throughout your learning, you are assisted by a powerful Artificial Intelligence-based teaching platform that watches your every step, grading your work in real time, and helping you with contextual information, hints, and templates, as needed and, you are never alone. You are assigned a coach who prepares a personalized roadmap and training timeline for you, and then works with you for the entire duration of the training. You also have access to our highly responsive instructional support team that is composed of Python coding professionals, college instructors, and former NCLab trainees who promptly assist you with the coursework, when needed.

📌 **Notice: Prerequisite listed on website [csn.augusoft.net](https://www.csn.augusoft.net) or call 702-651-4747.**

🕒 **Class ID: 33126 Class Type: Open-Enrollment/Self-Paced
Tuition: \$2,800.00**



CSN



Python Developer Career Training Program Part II

This cornerstone training program is designed for you if you are determined to become a skilled Python Developer and a respected member of a modern software development team. It provides you with enough Python coding practice to make you job-ready and enough theoretical knowledge to pass the Python Institute's Certified Entry-Level Python Programmer (PCEP) exam. It also teaches you the soft skills employers look for in job applicants. The Python Developer career training program takes an estimated 160 hands-on hours to complete. Upon completing the training, you are ready to start a successful new career in Python software development.

Throughout your learning, you are assisted by a powerful Artificial Intelligence-based teaching platform that watches your every step, grading your work in real time, and helping you with contextual information, hints, and templates, as needed and, you are never alone. You are assigned a coach who prepares a personalized roadmap and training timeline for you, and then works with you for the entire duration of the training. You also have access to our highly responsive instructional support team that is composed of Python coding professionals, college instructors, and former NCLab trainees who promptly assist you with the coursework, when needed.

Notice: Prerequisite listed on website [csn.augusoft.net](https://www.csn.edu/programs/industry40) or call 702-651-4747.

Class ID: 33127 **Class Type:** Open-Enrollment/Self-Paced
Tuition: \$2,800.00

Automation Technician Career Training Program

Automation is taking over manufacturing, healthcare, transportation, banking, retail, logistics, and many other areas by storm.

This Automation Technician career training program provides you Industry 4.0 automation-related hard and soft skills that employers are looking for in new employees. In 160 hands-on hours, you'll master hard skills that include Workplace Math, Data Literacy, Computational Literacy, Spatial Literacy, (and Blueprint Reading, Introduction to CNC, Introduction to Electricity, Introduction to Hydraulics, and Introduction to Mechanics, as electives); they are the hard skills that employers want new hires to have.

You'll also learn soft skills that include problem solving, attention to detail, critical and logical thinking, perseverance, professional communication, time management, and adaptability that employers expect you to have. When you graduate from this training, employers who have queued up in our recruitment portal will be wanting to interview you.

Notice: Prerequisite listed on website [csn.augusoft.net](https://www.csn.edu/programs/industry40) or call 702-651-4747.

Class ID: 33128 **Class Type:** Open-Enrollment/Self-Paced
Tuition: \$2,800.00



SOFTWARE DEVELOPER PROGRAMS

Back-End Software Developer Course

In the 18-week, Back End Software Development program, students take three courses 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.

Back End Software Developers oversee building applications that do the behind-the-scenes work. This typically involves receiving requests from a Front-End application, processing the request, reading, and writing to a database, and responding back to requests from other applications. If you enjoy working with data, defining, and optimizing processes, and knowing how things work behind the scenes, the Back-End program may be a great fit for you.

📌 **Notice:** Prerequisite listed on website [csn.augusoft.net](https://www.csn.augusoft.net) or call 702-651-4747.

🌟 **ETPL Approved:** Eligible for grant funding.

- Class ID: 33145 Times: 7p - 8:30p
Start Date: 7/31/24 Days: Wednesday
End Date: 12/11/24 Tuition: \$4,200.00
- Class ID: 33146 Times: 7p - 8:30p
Start Date: 8/27/24 Days: Tuesday
End Date: 1/21/25 Tuition: \$4,200.00
- Class ID: 33147 Times: 7p - 8:30p
Start Date: 9/26/24 Days: Thursday
End Date: 2/20/25 Tuition: \$4,200.00
- Class ID: 33148 Times: 7p - 8:30p
Start Date: 10/30/24 Days: Wednesday
End Date: 3/26/25 Tuition: \$4,200.00
- Class ID: 33149 Times: 7p - 8:30p
Start Date: 11/26/24 Days: Tuesday
End Date: 4/15/25 Tuition: \$4,200.00
- Class ID: 33150 Times: 7p - 8:30p
Start Date: 12/12/24 Days: Thursday
End Date: 5/1/25 Tuition: \$4,200.00
- Class ID: 33151 Times: 7p - 8:30p
Start Date: 1/30/25 Days: Thursday
End Date: 6/5/25 Tuition: \$4,200.00

Front-End Software Developer Course

In the 18-week, Front End Software Development program, students take 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.

Front End Software Developers build the pieces of applications and websites that users see and interact with. This involves creating components that look good and provide functionality when a user interacts with them. It also involves interacting with Back End applications and displaying data in an aesthetically pleasing manner. If you enjoy creating something visually appealing or seeing a visual result, come from what you create, if you are more artistic, the Front-End program may be a great fit for you.

📌 **Notice:** Prerequisite listed on website [csn.augusoft.net](https://www.csn.augusoft.net) or call 702-651-4747.

🌟 **ETPL Approved:** Eligible for grant funding.

- Class ID: 33152 Times: 7p - 8:30p
Start Date: 7/31/24 Days: Wednesday
End Date: 12/11/24 Tuition: \$4,200.00
- Class ID: 33153 Times: 7p - 8:30p
Start Date: 8/27/24 Days: Tuesday
End Date: 1/21/25 Tuition: \$4,200.00
- Class ID: 33154 Times: 7p - 8:30p
Start Date: 9/26/24 Days: Thursday
End Date: 2/20/25 Tuition: \$4,200.00
- Class ID: 33155 Times: 7p - 8:30p
Start Date: 10/30/24 Days: Wednesday
End Date: 3/26/25 Tuition: \$4,200.00
- Class ID: 33156 Times: 7p - 8:30p
Start Date: 11/26/24 Days: Tuesday
End Date: 4/15/25 Tuition: \$4,200.00
- Class ID: 33157 Times: 7p - 8:30p
Start Date: 12/12/24 Days: Thursday
End Date: 5/1/25 Tuition: \$4,200.00
- Class ID: 33158 Times: 7p - 8:30p
Start Date: 1/30/25 Days: Thursday
End Date: 6/5/25 Tuition: \$4,200.00



If you want to speak to a specialist, click the link and schedule a call or fill out a Get-In-Touch form <https://nclab.com/csn-da/>

Data Engineering

This program is designed to introduce the technically inclined students to the technologies and methodologies requested by hiring companies and used by real world data engineers. This program is fast-paced and will cover a breadth of technologies, including Python programming, Hadoop, and cloud-based services in Amazon Web Services (AWS). The students will also be introduced to such methods as data wrangling, munging, ingesting, and modeling for analytics. By the end of the program the successful student will be prepared for an entry level position as a data engineer, Python programmer, or business intelligence developer.

📌 **Notice: Prerequisite listed on website [csn.augusoft.net](https://nclab.com/csn-augusoft.net) or call 702-651-4747.**

★ **ETPL Approved : Eligible for grant funding.**

- **Class ID: 33129** **Times: 5p - 6:30p**
Start Date: 8/27/24 **Days: Tuesday**
End Date: 3/18/25 **Tuition: \$5,000.00**
- **Class ID: 33130** **Times: 5p - 6:30p**
Start Date: 12/12/24 **Days: Thursday**
End Date: 6/26/25 **Tuition: \$5,000.00**



If you want to speak to a specialist, click the link and schedule a call or fill out a Get-In-Touch form
<https://nclab.com/csn-da/>

Digital Marketing

The Digital Marketing program is designed to help students with an interest in marketing create a portfolio and begin an entry level position in the digital marketing field. The curriculum is a project-based course that blends marketing theory, critical thinking skills, and practical experience to prepare students for an entry-level position in a growth industry. Students will become proficient in advertising platforms such as Facebook, Google, Instagram, Twitter, and LinkedIn. Our program provides a fast-paced, detailed curriculum with a full breadth of digital marketing knowledge to be a competitive applicant in an ever-growing job market. Digital Marketing jobs are growing 112% faster than the U.S. national average job growth*. Upon completion of the program students will be equipped with the tools to be successful at jobs such as marketing coordinator, social media advertising coordinator, branding coordinator, junior UX designer, and more.

📌 **Notice: Prerequisite listed on website [csn.augusoft.net](https://nclab.com/csn-augusoft.net) or call 702-651-4747.**

★ **ETPL Approved : Eligible for grant funding.**

- **Class ID: 33131** **Times: 5p - 6:30p**
Start Date: 7/31/24 **Days: Wednesday**
End Date: 11/20/24 **Tuition: \$4,200.00**
- **Class ID: 33132** **Times: 5p - 6:30p**
Start Date: 8/27/24 **Days: Tuesday**
End Date: 1/7/25 **Tuition: \$4,200.00**
- **Class ID: 33133** **Times: 5p - 6:30p**
Start Date: 9/26/24 **Days: Thursday**
End Date: 2/6/25 **Tuition: \$4,200.00**
- **Class ID: 33134** **Times: 5p - 6:30p**
Start Date: 10/30/24 **Days: Wednesday**
End Date: 3/12/25 **Tuition: \$4,200.00**
- **Class ID: 33135** **Times: 5p - 6:30p**
Start Date: 11/26/24 **Days: Tuesday**
End Date: 4/1/25 **Tuition: \$4,200.00**
- **Class ID: 33136** **Times: 5p - 6:30p**
Start Date: 12/12/24 **Days: Thursday**
End Date: 4/17/25 **Tuition: \$4,200.00**
- **Class ID: 33137** **Times: 5p - 6:30p**
Start Date: 1/30/25 **Days: Thursday**
End Date: 5/22/25 **Tuition: \$4,200.00**



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

ONLINE CLASSES

Accounting & Finance for Non-Financial Managers

Every successful person in the workplace utilizes financial information to aid effective decision making. Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase effectiveness and career. Get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance.

📌 **Notice:** Prerequisite listed on website [csn.augusoft.net](https://www.csn.edu/augusoft.net) or call 702-651-4747.

- **Class ID:** 32255 **Class Type:** Self-Paced
Start Date: 6/3/24 **Tuition:** \$195.00
End Date: 6/28/24

Advanced Teaching Online

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. Engage in online discussion with other teachers. An instructor's book, Advanced Teaching Online, is included.

📌 **Notice:** Prerequisite listed on website [csn.augusoft.net](https://www.csn.edu/augusoft.net) or call 702-651-4747.

- **Class ID:** 32237 **Class Type:** Self-Paced
Start Date: 6/3/24 **Tuition:** \$195.00
End Date: 6/28/24

Beginning Conversational Spanish

Designed for beginners, we will have you speaking and reading Spanish in no time. You will practice the basic building blocks of the language and common idiomatic expressions. You will know enough vocabulary and grammar for simple conversations, and you will learn how to ask and answer questions. Whether you speak some Spanish and need a refresher, or no Spanish, you will complete the course with the skills to communicate in Spanish.

📌 **Notice:** Prerequisite listed on website [csn.augusoft.net](https://www.csn.edu/augusoft.net) or call 702-651-4747.

- **Class ID:** 32424 **Class Type:** Self-Paced
Start Date: 6/3/24 **Tuition:** \$290.00
End Date: 7/26/24

Bookkeeping Certificate

How do you manage the finances of a business? Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this Bookkeeping Certificate will provide you with the knowledge needed to measure, and manage, the financial health of your business. This program focuses on cash basis accounting. No one will care more about the financial health of your business than you! It is imperative that you understand how the process works and can complete the accounting cycle accurately and in a timely fashion. Even if you plan to outsource your bookkeeping needs, you should still understand how the process works. No one should be clueless when it comes to the finances of their business.

📌 **Notice:** Prerequisite listed on website [csn.augusoft.net](https://www.csn.edu/augusoft.net) or call 702-651-4747.

- **Class ID:** 32414 **Class Type:** Self-Paced
Start Date: 6/3/24 **Tuition:** \$495.00
End Date: 8/30/24

Boosting Your Website Traffic

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 is necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well.

📌 **Notice:** Prerequisite listed on website [csn.augusoft.net](https://www.csn.edu/augusoft.net) or call 702-651-4747.

- **Class ID:** 33194 **Class Type:** Self-Paced
Start Date: 7/1/24 **Tuition:** \$195.00
End Date: 7/26/24



Business Writing

How do you manage the finances of a business? Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this Bookkeeping Certificate will provide you with the knowledge needed to measure, and manage, the financial health of your business. This program focuses on cash basis accounting. No one will care more about the financial health of your business than you! It is imperative that you understand how the process works and can complete the accounting cycle accurately and in a timely fashion. Even if you plan to outsource your bookkeeping needs, you should still understand how the process works. No one should be clueless when it comes to the finances of their business.

📌 **Notice:** Prerequisite listed on website csn.augusoft.net or call 702-651-4747.

- **Class ID:** 32333 **Class Type:** Self-Paced
Start Date: 6/3/24 **Tuition:** \$195.00
End Date: 6/28/24

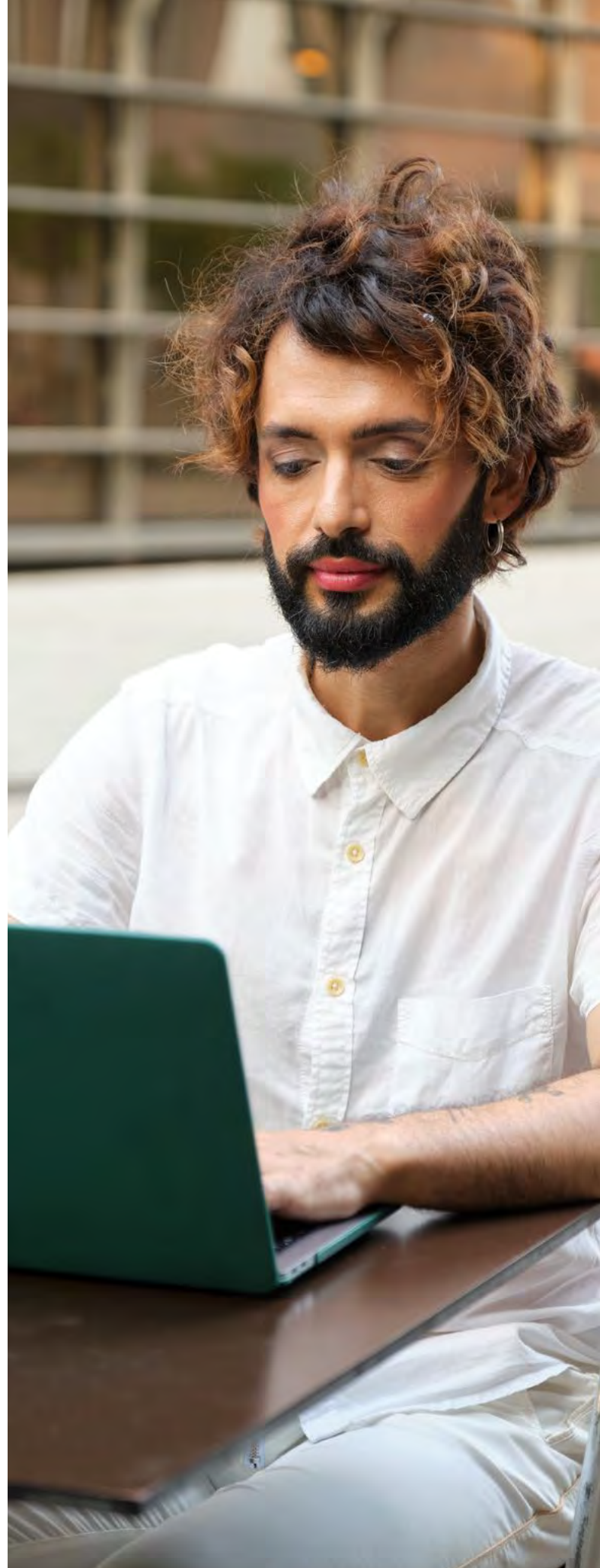
Certificate in Accounting & Finance for Non-Financial Managers

Every successful person in the workplace utilizes financial information to aid effective decision making. The Certificate in Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. First, get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance. Then find out what you need to know about cash. Cash is the non-financial manager who really makes a difference in the day-to-day cash activities. Discover how to maximize cash flow, learn the importance of cash, and find out your role in cash flow success. Finally, acquire advanced knowledge on the financial information that drives your organization. See how business reports are assessed and analyzed. An understanding of this information will help you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence.

📌 **Notice:** Prerequisite listed on website csn.augusoft.net or call 702-651-4747.

- **Class ID:** 32336 **Class Type:** Self-Paced
Start Date: 6/3/24 **Tuition:** \$495.00
End Date: 8/30/24

To find the schedule and more information please scan the QR code or call 702-651-4747



Certificate in Basic Game Design

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. In the first course, you will discover resources for developing game design, identify the mechanics and verbs used in different games. You will come away with knowing the different activities that are part of game design, being able to flesh out a game idea to increase the chances to having a successful game design experience and have a basic understanding of how to work with game developers. In the second course, you will learn the basics of video game design process, learn about the main video game genres, and use a game development application to begin your journey of making games. By successfully completing this Certificate in Basic Game Design, you will have taken the first steps into understanding game design and being able to create your own games.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

○ **Class ID: 32369** **Class Type: Self-Paced**
Start Date: 6/3/24 **Tuition: \$395.00**
End Date: 7/26/24

Certificate in Business Writing

Discover the keys to successful writing for the workplace. Whether you are drafting a report, memo, letter or publicity notice, business writing has some defined characteristics for success. Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill. Begin with understanding the format, construction, and successful techniques of writing good business reports and proposals. Then improve your skills with editing and proofreading. Finally, discover what good journalists know. Learn how to write a news story, press release or other publicity notice that zings. Help your organization stand out with your new skills in business writing. This certificate will take you to the next level where business writing is a skill for personal and organizational success.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

○ **Class ID: 32339** **Class Type: Self-Paced**
Start Date: 6/3/24 **Tuition: \$495.00**
End Date: 8/30/24



To find the schedule and more information please scan the QR code or call 702-651-4747

Certificate in Effective Grammar

Write and edit better starting today. Gain confidence in your writing. Improve your communication skills. This course will reinforce the rules you learned in school and teach you some you did not. Good grammar does not make good writing, but good writing demands good grammar. Whether you are a student or a professional, a career changer or a job seeker, Effective Grammar will equip you to write more effectively from day one. You will learn it all—from grammar basics to more advanced concepts like parallelism and agreement to the finer points of capitalization and punctuation. After completing this certificate, you will be an expert in commas, complete sentences, common sense writing, and more. Put an end to grammar mistakes that detract from your work. The grammar knowledge you will gain will contribute to whatever kind of writing you produce. Everything you learn will elevate your communication skills and help you present polished, professional writing every time.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

○ **Class ID: 32456** **Class Type: Self-Paced**
Start Date: 6/3/24 **Tuition: \$295.00**
End Date: 8/30/24

Certificate in Leadership Development

Especially geared for future leaders in the Gen Y generation (born 1980-1999), the certificate provides how-to practical information on advancing your leadership potential and making a difference in both the workplace and in society. Find out what it takes to become an effective leader. Discover your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, utilizing your emotions in a positive and effective manner, and addressing challenging goals. Then learn the unspoken secrets that leaders know and the strategies they employ/exhibit for influencing others. Leadership skills are acquired and learned. You can become a leader if you know the do's and don'ts; what to say, what not to say; what to do, what not to do. At the end of completing the three-course certificate, you will come away with a new understanding, new toolbox of leadership skills, and the information to move your leadership development into high gear.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

○ **Class ID: 32245** **Class Type: Self-Paced**
Start Date: 6/3/24 **Tuition: \$395.00**
End Date: 8/30/24



Certificate in Learning Styles

New research and information are coming out frequently now about how your learners -- and you -- learn. Here is what we know. In the last century, you taught everyone equally by teaching them the same. But we know we each learn differently. So, in this century, you teach everyone equally by teaching them differently. In this Certificate in Learning Styles, you get the most advanced information about the three most important and most prevalent characteristics you experience with your participants: generation, gender, and the autism spectrum. Your instructors are some of the foremost authorities in the world on these subjects. They write, and speak around North America, on learning styles.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

- Class ID: 32371 Class Type: Self-Paced**
Start Date: 6/3/24 Tuition: \$395.00
End Date: 6/28/24

Certificate in Online Teaching

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. From building an online course to improving an online course, from fostering online discussion to encouraging student interaction, from traditional assessment to online tests, the program will give you both the fundamentals of teaching online, as well as the most advanced tips and techniques in the business. Your instructors are authors, speakers and consultants in online learning and teaching. Three one-month courses. Take the courses in any order you choose.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

- Class ID: 32234 Class Type: Self-Paced**
Start Date: 6/3/24 Tuition: \$495.00
End Date: 8/30/24

Certificate in Workplace Communication

Effective communication in the workplace is more important than ever. And critical to your career advancement and success. Get a comprehensive and intensive preparation with skills and techniques you can use on Monday morning. Take back a workable conflict management model, along with successful and practical conflict management strategies. Then work with a pro to learn how to improve your negotiation skills for a win-win outcome, including helping others to get what they want, so you get what you want. Finally, find out more about yourself and others using personality profiles for better work performance. You will be learning from some of our more popular instructors, and taking away new how-to skills that work.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

- Class ID: 32299 Class Type: Self-Paced**
Start Date: 6/3/24 Tuition: \$595.00
End Date: 8/30/24

Closing Procedures & Financial Statements

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.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

- Class ID: 32406 Class Type: Self-Paced**
Start Date: 6/3/24 Tuition: \$195.00
End Date: 6/28/24

Designing Online Instruction

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.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

- **Class ID: 33181** **Class Type: Self-Paced**
Start Date: 7/1/24 **Tuition: \$195.00**
End Date: 7/26/24

Developing Your Professional Career

Have you ever wondered how do I get to that next level in my career? What does it take? This course will help you identify those skills that all great leaders possess, while learning new skills that will help take you to the next level. Whether you are leading a department or an organization you will gain the knowledge you need to be successful. Learn how to incorporate a developed image and communication skills that will rocket you to that next level.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

- **Class ID: 33252** **Class Type: Self-Paced**
Start Date: 6/3/24 **Tuition: \$145.00**
End Date: 6/28/24
- **Class ID: 33184** **Class Type: Self-Paced**
Start Date: 8/5/24 **Tuition: \$145.00**
End Date: 8/30/24

To find the schedule and more information please scan the QR code or call 702-651-4747



Effective Copywriting

Whether you are sending out a press release, communicating internally with a memo or promoting your own skills on LinkedIn, strong writing skills are the key to success. Come away with the tools and techniques you need to improve your copywriting skills and learn how to avoid the common writing mistakes that can hold you back.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

- **Class ID: 33191** **Class Type: Self-Paced**
Start Date: 7/1/24 **Tuition: \$195.00**
End Date: 7/26/24

Entrepreneur Boot Camp

Starting a business is something that all of us have thought about at one time or another. Everyone wants to be their own boss. Yet statistics show that most businesses fail within the first five years. This course provides insight into the characteristics, knowledge and skills needed to become a successful entrepreneur. At the end of this course, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take-home techniques to successfully manage your new business.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

- **Class ID: 32282** **Class Type: Self-Paced**
Start Date: 6/3/24 **Tuition: \$195.00**
End Date: 6/28/24

Entrepreneurship Certificate

Boost your chances of success for your new or small business and reduce your risks. Get the latest on planning your business, brainstorming business ideas and a checklist for going into business. Then learn how to create a business plan, including assessing business feasibility and preparing the management and financial plans. Then take home a step-by-step approach to attract and keep customers, with an emphasis on customer-driven marketing decisions and building a strong brand. At the end of this certificate, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and techniques to successfully manage and market your new business.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

- **Class ID: 32279** **Class Type: Self-Paced**
Start Date: 6/3/24 **Tuition: \$495.00**
End Date: 8/30/24

Financial Analysis & Planning for Non-Financial Managers

With the demands of daily operations, non-financial managers may put financial reports on the shelf. But look at some of the most admired companies like Apple, Google, and Berkshire Hathaway. Sure, they are evaluated by their products, innovation, and culture but they would not be in the limelight without profits. Money matters! This course will help you build on your understanding of financial concepts and help you establish your role in the financial success of your organization. Designed for non-financial managers, business owners, entrepreneurs, and other decision-makers, this advanced course will take the mystery out of money matters. Throughout this course, financial information that drives your organization, as seen in the business reports, will be assessed, and analyzed to understand it. An understanding of this information will help you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

○ **Class ID: 32351** **Class Type: Self-Paced**
Start Date: 6/3/24 **Tuition: \$195.00**
End Date: 6/28/24

○ **Class ID: 33198** **Class Type: Self-Paced**
Start Date: 8/5/24 **Tuition: \$195.00**
End Date: 8/30/24

Fostering Online Discussion

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. Discover how to build student success through your interaction, how to give online learners feedback, communicating with them about everything from subject matter to delicate issues to grading. You will come away with advanced, practical, how-to tips from one of the foremost authorities on fostering online discussion. And you will see how your instructor models great interaction and engagement in the online environment.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

○ **Class ID: 32241** **Class Type: Self-Paced**
Start Date: 6/3/24 **Tuition: \$145.00**
End Date: 6/28/24

General Ledger & Month End Procedures

In this course, you will learn how to post journal entries to the correct general ledger accounts impacted by each transaction. This course will show you how to make sure your general ledger balances at the end of each month by preparing an unadjusted trial balance. You will learn how to look for errors when you do not balance, and how to determine to correct entries. After posting correcting entries and/or adjusting entries, you will verify debits and credits equal with an adjusted trial balance. This course also goes through the steps of performing monthly bank reconciliations.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

○ **Class ID: 33209** **Class Type: Self-Paced**
Start Date: 7/1/24 **Tuition: \$195.00**
End Date: 7/26/24

Improving Email Promotions

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 benchmarks 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.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

○ **Class ID: 32312** **Class Type: Self-Paced**
Start Date: 6/3/24 **Tuition: \$195.00**
End Date: 6/28/24

Introduction to Game Design

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.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

○ **Class ID: 32344** **Class Type: Self-Paced**
Start Date: 6/3/24 **Tuition: \$245.00**
End Date: 6/28/24



Introduction to Social Media

Get involved in the move from in-person to online communication. Learn what social media is and its 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. For anyone interested in social media.

! **Notice:** Prerequisite listed on website csn.augusoft.net or call 702-651-4747.

- **Class ID:** 32227 **Class Type:** Self-Paced
Start Date: 6/3/24 **Tuition:** \$195.00
End Date: 6/28/24

Inclusive Communication

Respectable communication in the workplace encourages a cohesive collaborative environment, prevents inefficiencies, and ensures the right information gets to the right person at the right time. This unit will explore how communication differs across cultures. In addition, students will come to understand how communication can impact relationships with others in both positive and negative ways.

! **Notice:** Prerequisite listed on website csn.augusoft.net or call 702-651-4747.

- **Class ID:** 33221 **Class Type:** Self-Paced
Start Date: 7/1/24 **Tuition:** \$195.00
End Date: 7/26/24

Integrating Social Media into Your Organization

Take away practical strategies 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. 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, what you should be doing, and take back a plan to integrate social media into your communication and marketing.

! **Notice:** Prerequisite listed on website csn.augusoft.net or call 702-651-4747.

- **Class ID:** 32231 **Class Type:** Self-Paced
Start Date: 6/3/24 **Tuition:** \$195.00
End Date: 6/28/24
- **Class ID:** 33180 **Class Type:** Self-Paced
Start Date: 8/5/24 **Tuition:** \$195.00
End Date: 8/30/24



To find the schedule and more information please scan the QR code or call 702-651-4747



Intermediate Video Game Design

Worldwide, video game sales including consoles, and online and mobile games are projected to reach \$111 billion dollars this year. Mobile games are the fastest-growing segment of the market as more people play casual games. By 2019 Price Warehouse predicts social and casual game sales will exceed traditional game sales. In this intermediate introductory course, you will learn the basics of video game design process, learn about the main video game genres, and use a game development application to begin your journey of making games.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

- **Class ID: 33197** **Class Type: Self-Paced**
Start Date: 7/1/24 **Tuition: \$245.00**
End Date: 7/26/24

Leadership Principles

Especially for Gen Y (born 1980-1999), the course serves as the first of three in a series addressing the development of Generation Y leadership. Find out what it takes to become an effective leader. Discover your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, utilizing your emotions in a positive and effective manner, and addressing challenging goals. Finally, the course offers the opportunity to perform a case study analysis of workplace conflicts that require effective leadership, allowing you to apply your unique leadership characteristics revealed through completing the class.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

- **Class ID: 32248** **Class Type: Self-Paced**
Start Date: 6/3/24 **Tuition: \$145.00**
End Date: 6/28/24

Managing Generations in the Workplace

Get an understanding of managing workers of 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 X and Gen Y and what messages they value. Then Identify practical, how-to tips and techniques for managing Boomers, Gen X, and Gen Y in the workplace.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

- **Class ID: 32271** **Class Type: Self-Paced**
Start Date: 6/3/24 **Tuition: \$175.00**
End Date: 6/28/24

Marketing Using Social Media

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 will find out the advantages and disadvantages of each and learn what's right for your work and kind of organization.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

- **Class ID: 33179** **Class Type: Self-Paced**
Start Date: 7/1/24 **Tuition: \$195.00**
End Date: 7/26/24

Negotiation: Get What You Want

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 is 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 dealmakers. Invest in these skills now and reap a lifetime of rewards.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

- **Class ID: 33192** **Class Type: Self-Paced**
Start Date: 7/1/24 **Tuition: \$195.00**
End Date: 7/26/24

Online Advertising

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 is necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer your toughest questions as well.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

○ **Class ID: 32316** **Class Type: Self-Paced**
Start Date: 6/3/24 **Tuition: \$195.00**
End Date: 6/28/24

○ **Class ID: 33195** **Class Type: Self-Paced**
Start Date: 8/5/24 **Tuition: \$195.00**
End Date: 8/30/24

Podcasting

Businesses are turning to podcasting to grow their brand and connect with customers. People with niche hobbies are turning podcasts into a business. Podcasting is experiencing a rebirth as mobile devices are everywhere. The intimate nature of the audio medium allows potential clients to get to know who you are and determine if you are the kind of company with which they want to do business. Learn how to take your business or hobby and turn it into a podcast. This step-by-step class will take you from start to finish and cover the required elements needed to get your show online. Come to class with your idea and end with your show online for all to hear.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

○ **Class ID: 32322** **Class Type: Self-Paced**
Start Date: 6/3/24 **Tuition: \$245.00**
End Date: 6/28/24

Program Evaluation for Non-Profits

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.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

○ **Class ID: 32263** **Class Type: Self-Paced**
Start Date: 6/3/24 **Tuition: \$245.00**
End Date: 6/28/24

○ **Class ID: 33185** **Class Type: Self-Paced**
Start Date: 8/5/24 **Tuition: \$245.00**
End Date: 8/30/24

Revenue Generation for Non-Profits

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. After taking this course you will have the knowledge to improve your revenue generation and generate a better surplus.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

○ **Class ID: 32261** **Class Type: Self-Paced**
Start Date: 6/3/24 **Tuition: \$495.00**
End Date: 7/26/24

Sentence-Level Grammar

Discover the magic to work with sentence grammar. First, you will look at various kinds of incomplete sentences, also known as sentence fragments. You'll learn how to rewrite them to make them whole. Next, find out about run-on sentences—those sentences that keep going on and on. You will develop techniques for punctuating or separating them into new sentences. Then, explore the power of verbs and discover how the various verb forms keep sentences moving along and placed in time. Finally, you'll learn about all the pronoun groups and how to determine a pronoun's proper form in a sentence.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

○ **Class ID: 33213** **Class Type: Self-Paced**
Start Date: 7/1/24 **Tuition: \$145.00**
End Date: 7/26/24



Social Media for Business Certificate

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. Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing. Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write, and train others on social networks.

📌 **Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.**

○ **Class ID: 32224** **Class Type: Self-Paced**
Start Date: 6/3/24 **Tuition: \$495.00**
End Date: 8/30/24

Spanish for Medical Professionals

Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? If you answered yes, this Spanish class - designed specifically for healthcare professionals - will help you bridge that gap. You will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. You will learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients.

📌 **Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.**

○ **Class ID: 32221** **Class Type: Self-Paced**
Start Date: 6/3/24 **Tuition: \$290.00**
End Date: 7/26/24

To find the schedule and more information please scan the QR code or call 702-651-4747





To find the schedule and more information please scan the QR code or call 702-651-4747

Supervisory & Leadership Certificate

Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers. Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately.

! Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.

- Class ID: 32274 Class Type: Self-Paced
Start Date: 6/3/24 Tuition: \$395.00
End Date: 7/26/24

Successful Print Marketing

Gen Y embraces print. Gen Z likes to print even more than Gen Y. Amazon and eBay are both producing print catalogs. Find out the secrets to success in the almost forgotten but still remarkably effective area of print, including catalogs, direct mail letters and post cards. Acquire the techniques to produce print promotions, starting with catalogs, brochures, and flyers. Then learn the powerful words, phrases and how to write a direct mail letter. You can use these effective techniques in drafting your emails as well. Finally, catch on with the hot new trend in postcard marketing, including positioning and choosing images that send a visual as well as written message. Come away knowing how to plan, write and create successful print promotions.

! Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.

- Class ID: 32218 Class Type: Self-Paced
Start Date: 7/1/24 Tuition: \$195.00
End Date: 7/26/24

The Basics of Bookkeeping

How do you keep track of the day-to-day financial transactions of a business? Whether you are looking to advance in your career, or you are an entrepreneur, (or you are a part of a family business), this course will help you if you are looking to understand the numbers. The Basics of Bookkeeping course will help you understand, and know how to record, every penny that comes into your business and every penny that goes out of your business. This course shows you how to create a chart of accounts that will meet your needs. All the money you spend and all the money you earn have a place to go. How do you record them? What are debits and credits? What do the numbers mean? How do you label accounts? Even if you outsource your bookkeeping needs, you should still have a basic understanding of what happens with the money earned and the money spent. No one should be blind to his or her finances! In this course you will learn where the numbers go and why! You will learn bookkeeping terminology, as well as what it means to keep track of the numbers. At the end of the cycle, what do the numbers mean? The Basics of Bookkeeping will show you how to keep track of numbers and why!

! Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.

- Class ID: 33204 Class Type: Self-Paced
Start Date: 7/1/24 Tuition: \$195.00
End Date: 7/26/24

The Business Plan

Whether starting a business or growing the one you have, a business plan serves as a roadmap and can help secure needed funding. In this course, you evaluate the many aspects and potential hurdles of the business and build the Business Plan, one step at a time. This practical, hands-on approach encourages you to immerse yourself in the vision and planning aspects of your business. Focusing on the most critical components of the Business Plan enables you to uncover hidden risks and assess the business from a marketing, management, and financial vantage point.

! Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.

- Class ID: 33188 Class Type: Self-Paced
Start Date: 7/1/24 Tuition: \$195.00
End Date: 7/26/24



CSN



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



YouTube for Business

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. After attending this course, you will take back proven strategies and techniques for making YouTube work successfully for your organization. YouTube, as the second largest search engine, can no longer be ignored by businesses and organizations. YouTube reaches a broad age and gender demographic and is the largest video search/discovery destination with over 35 hours of video being uploaded every minute.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

- **Class ID: 33196** **Class Type: Self-Paced**
Start Date: 7/1/24 **Tuition: \$245.00**
End Date: 7/26/24

Understanding Debits & Credits

In this course, you will learn about the accounting equation and the five categories involved in every business (Assets, Liabilities, Owner's Equity, Revenue and Expenses). Every financial transaction fall into one or more of these categories. Learn how to create a chart of accounts that meets the needs of your business. You will learn how double entry bookkeeping works and the process of recording debits and credits. This course will show you how to identify, analyze and record transactions using journal entries under the cash basis accounting method.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

- **Class ID: 32411** **Class Type: Self-Paced**
Start Date: 6/3/24 **Tuition: \$195.00**
End Date: 6/28/24

Using Personality Profiles for Better Work Performance

Understanding yourself and others will increase your overall effectiveness at work, home, and in all 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 do not share your same style. The course fee includes your own DiSC Behavioral Personality Profile assessment and review.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

- **Class ID: 32306** **Class Type: Self-Paced**
Start Date: 6/3/24 **Tuition: \$295.00**
End Date: 6/28/24

- **Class ID: 33193** **Class Type: Self-Paced**
Start Date: 8/5/24 **Tuition: \$295.00**
End Date: 8/30/24

Word-Level Grammar

Get reacquainted with the parts of speech. Don't worry! There's no painful memorizing involved. With these fundamentals in your back pocket, you'll learn how to choose the right word from pairs that sound alike but have very different meanings. Then you'll learn about subjects and predicates, the very foundation of sound sentence structure. You will build a grammar vocabulary and discover the value of using a dictionary as an everyday grammar research tool.

! *Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.*

- **Class ID: 32434** **Class Type: Self-Paced**
Start Date: 6/3/24 **Tuition: \$145.00**
End Date: 6/28/24

To find the schedule and more information please scan the QR code or call 702-651-4747



Writing News and Press Releases

Being able to write a good news story, press release or publicity notice is a skill that can set you apart in the workplace. Getting the word out is an essential activity for every organization. Acquire the skills good journalists have and learn how to craft a news story, press release or publicity notice that will get attention.

📌 Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.

○ **Class ID:** 32357 **Class Type:** Self-Paced
Start Date: 6/3/24 **Tuition:** \$195.00
End Date: 6/28/24

Class ID: 33201 **Class Type:** Self-Paced
Start Date: 8/5/24 **Tuition:** \$195.00
End Date: 8/30/24

Self-Study: Accounting and Finance for Non-Financial Managers

Self-Study: Start anytime, end anytime! Every successful person in the workplace utilizes financial information to aid effective decision making. Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. Get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance.

📌 Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.

○ **Class ID:** 33159 **Class Type:** Open-Enrollment
Tuition: \$195.00

Self-Study: Boosting Your Website Traffic

Self-Study: Start anytime, end anytime! Acquire the basic skills to boost your web site 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 is necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well.

📌 Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.

○ **Class ID:** 33161 **Class Type:** Open-Enrollment
Tuition: \$195.00



Self-Study: Certificate in Accounting and Finance for Non-Financial Managers

Self-Study: Start anytime, end anytime! Every successful person in the workplace utilizes financial information to aid effective decision making. The Certificate in Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. First, get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance. Then find out what you need to know about cash. Cash is the non-financial manager who really makes a difference in the day-to-day cash activities. Discover how to maximize cash flow, learn the importance of cash, and find out your role in cash flow success. Finally, acquire advanced knowledge on the financial information that drives your organization. See how business reports are assessed and analyzed. An understanding of this information will help you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence. Three one-month courses.

📌 **Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.**

🕒 **Class ID: 33163** **Class Type: Open-Enrollment**
Tuition: \$495.00

Self-Study: Financial Analysis and Planning for Non-Financial Managers

Self-Study: Start anytime, end anytime! With the demands of daily operations, non-financial managers may put financial reports on the shelf. But look at some of the most admired companies like Apple, Google, and Berkshire Hathaway. Sure, they are evaluated by their products, innovation, and culture but they would not be in the limelight without profits. Money matters! This course will help you build on your understanding of financial concepts and help you establish your role in the financial success of your organization. Designed for non-financial managers, business owners, entrepreneurs, and other decision-makers, this advanced course will take the mystery out of money matters. Throughout this course, financial information that drives your organization, as seen in the business reports, will be assessed, and analyzed to understand it. An understanding of this information will help you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence.

📌 **Notice: Prerequisite listed on website csn.augusoft.net or call 702-651-4747.**

🕒 **Class ID: 33167** **Class Type: Open-Enrollment**
Tuition: \$195.00



To find the schedule and more information please scan the QR code or call 702-651-4747

Self-Study: Integrating Social Media Into Your Organization

Self-Study: Start anytime, end anytime! 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 web site 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, what you should be doing, and take back a plan to integrate social media into your communication and marketing.

📌 **Notice:** Prerequisite listed on website csn.augusoft.net or call 702-651-4747.

○ **Class ID:** 33169 **Class Type:** Open-Enrollment
Tuition: \$195.00

Self-Study: Introduction to Social Media

Self-Study: Start anytime, end anytime! 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. For anyone interested in social media.

📌 **Notice:** Prerequisite listed on website csn.augusoft.net or call 702-651-4747.

○ **Class ID:** 33173 **Class Type:** Open-Enrollment
Tuition: \$195.00

Self-Study: Marketing Using Social Media

Self-Study: Start anytime, end anytime! 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, straightforward ways to use Twitter, blogs, and LinkedIn to engage your customers or clients and keep them interested in your organization or business. You will find out the advantages and disadvantages of each and learn what's right for your work and kind of organization.

📌 **Notice:** Prerequisite listed on website csn.augusoft.net or call 702-651-4747.

○ **Class ID:** 33174 **Class Type:** Open-Enrollment
Tuition: \$195.00



Self-Study: Online Advertising

Self-Study: Start anytime, end anytime! 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 AdWords campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and numbers of people you want to reach. No experience is necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer your toughest questions as well.

📌 **Notice:** Prerequisite listed on website csn.augusoft.net or call 702-651-4747.

○ **Class ID:** 33175 **Class Type:** Open-Enrollment
Tuition: \$195.00

Self-Study: Social Media for Business Certificate

Self-Study: Start anytime, end anytime! 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. Learn how social networks are used to develop a two way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing. Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write, and train others on social networks. Three one-month courses.

📌 **Notice:** Prerequisite listed on website csn.augusoft.net or call 702-651-4747.

○ **Class ID:** 33177 **Class Type:** Open-Enrollment
Tuition: \$495.00

BUSINESS & ENTREPRENEURIAL

Beginning Stock Investing

Start taking charge of your finances and change the state of your savings by learning the advantages of online stock investing. Why pay financial planners high commissions when you can learn to do it yourself? In this class, you will obtain the knowledge 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&P 500) or if they are underperforming the market and what to do about it.

- ✔ **Requirement:** Prior to the first-class students must have a valid Yahoo email account and know their log in when they arrive at class. There will be a total of three classes, each one week apart, all three need to be attended to master the subject.

- **Class ID:** 33239 **Class Type:** In-Person
Start Date: 6/10/24 **Times:** 6p - 8p
End Date: 6/24/24 **Days:** Monday
Tuition: \$85.00

Get Paid to Teach English in the USA, Overseas & Online

Learn how Gina has taught her way around the world and paid for vacation and travel to over 98 countries. Teaching English is a high paying career or simply a great way to go on vacation for free. English is the world's business and travel language. Being able to speak English helps people get better paying jobs. If you speak English, you can teach conversational English! You don't have to be certified or speak the local language. Make money from home by teaching English online. Earn a free vacation, 2-month paid summer job, or full-time work that earns up to \$90K a year. Learn the best paying jobs, qualifications, certification programs and specific hiring organizations. Tuition includes instructors 80-page digital book (a \$39.95 value). Go to www.GinaHenry.com for more instructor information.

- ❗ **Notice:** No textbook required.



Get Paid to be a Tour Guide & Travel Free

Many well-paying professional jobs are now available, both domestically & internationally! We are getting back to our travels and many Americans are motivated to travel across the USA & worldwide. Before Covid foreign tourists found America to be a great value and this is returning quickly. Many people will not travel unless they book a tour, take a cruise or travel with you or their friend who knows the destination. Travel & tourism is the world's fastest growing industry, and relatively recession proof. If you love to travel, earn income as a tour director. Work part-time or full-time leading tours for major companies. Plus, get a FREE tour by promoting trips for tour companies or putting trips together for friends, family, or groups. Work for a company or start your own business. Learn the qualifications needed, the "Five Easy Ways to Get a Job In the Tour Industry", how to start your own tour company (with little investment), how to design excellent tours & negotiate group discounts, tour director salaries, and "101 Ways To Promote Your Tour & Make It A Success". Instructor, Gina Henry, founder of Go Global, Inc., leads tours worldwide for major tour companies as well as her own tour business. She is an INTERNATIONAL TOUR MANAGEMENT INSTITUTE (ITMI) certified tour director & teaches travel classes nationwide. Tuition includes instructors 100-page digital book "GET PAID TO BE A TOUR GUIDE & TRAVEL FREE" (a \$39.95 value) which provides names, phone numbers, and websites of all the contacts you need to put this practical information to use). Go to www.GinaHenry.com for more instructor information.

- ❗ **Notice:** No textbook required.

How to Travel Free & Make Money Traveling

We're back to our travels! Everything is getting more expensive, so how do we make our travel free? Learning how to find the deep travel discounts motivates us to see the world. If you are retired, 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 has traveled for free to 100 countries and all 50 states. Plus learn important tips on travel safety, trip insurance, affordable retirement opportunities & other inspirational life enhancing strategies. Earn free airline tickets, hotel nights, tours, cruises & more! Volunteer, fun work-vacations, paid travel, teach English, mystery shopping, importing, drop shipping & remote employment opportunities. Gina teaches this online class while she is traveling all over the US & worldwide for free. Tuition includes her 100-page digital book "How to Travel Free" (a \$39.95 value). Go to www.GinaHenry.com for more instructor information.

- ❗ **Notice:** No textbook required.

To find the schedule and more information please scan the QR code or call 702-651-4747



Mystery Shopping – Get Paid to Shop

Do you like to shop? You can get paid to shop at almost every local store in your area, plus there are many online shopping assignments you can do from home. Mystery shop on vacation across the USA and in over 70 countries worldwide - FREE hotels, restaurant meals, car rentals, sightseeing tours, etc. Mystery shopping has become the most cost-efficient way for stores & businesses to know their customers and stay in business, especially during these challenging economic times. Learn how to avoid scam companies and work for the best mystery shopping companies that pay the most. Get the names & contact information for the TOP 100 MYSTERY SHOPPING COMPANIES including addresses, websites, and phone numbers to make all these ideas practical. We review actual mystery shopping assignments, so you know exactly what to do, including the paperwork. Get paid or keep the items you buy on assignment. A FREE dinner for two at a nice restaurant, a FREE hotel night, a FREE tank of gas, FREE groceries, FREE dry cleaning & more. Learn how to play up your qualifications for the best assignments, how to fit mystery shopping into your daily schedule, and how to earn the most income. The 100-page digital book, "MYSTERY SHOPPING - GET PAID TO SHOP" is included in the class tuition. Go to www.GinaHenry.com for more instructor information.

! Notice: No textbook required.

The Secret of Travel – Hacking Free Air, Hotels & Cash Back

You can earn hundreds of thousands of airline frequent flyer miles and hotel reward points without ever stepping foot on a plane or paying for a hotel and then redeem for high-value trips. Flights and hotels are typically the most expensive part of your vacation budget. Gina will show you her easy "Beginning Strategy" then graduate you to more advanced strategies that earn you 1 million + reward points a year. All the major reward programs will be detailed. Also learn tips for flying business and first class. Gina Henry, founder of Go Global, Inc., has been a professional traveler for over 26 years and earns 15 free airline tickets and dozens of free hotel nights each year. Tuition includes instructors 100-page digital book, "The Secret of Traveling Hacking-Free Air, Hotels & Cash back" (a \$39.95 value). Go to www.GinaHenry.com for more instructor information.

! Notice: No textbook required.

Work Remotely & Become a Digital Nomad

How to Create Your Money-Making Travel Lifestyle & Work Anywhere. Working remotely is now the thing. Why not add travel to the mix? Join thousands of individuals who are taking their work with them and hitting the road! You can make your travels sustainable by earning a living as you travel. Professional traveler Gina Henry has been doing this for years and shares her wealth of knowledge. Get the "how to": of living on the road including downsizing, putting your stuff in storage, getting your mail, how to have a "physical address", the RV lifestyle, timeshares, international living, long-term rentals, housesitting, and more. Learn the best ways to set up your remote office and get quality Wi-Fi in your hotel, and out of your car or RV. Plus learn about the many remote jobs available. Gina Henry founded Go Global, Inc. 26 years ago and has been location independent and working remotely for the past six years traveling round. Tuition includes instructor's 100-page digital book "Work Remotely and Become a Digital Nomad" (a \$39.95 value). Go to www.GinaHenry.com for more instructor information.

! Notice: No textbook required.

Work from Home as a Medical Transcriptionist

Demand for medical transcriptionists is soaring! Make money part- or full-time If you want to choose your own hours, have a business at home, find clients easily and make great money, this class will get you started. Discover a step-by-step guide to what medical transcription is; medical transcription versus medical billing & coding; learning medical transcription simply and cost-effectively and avoiding expensive and common mistakes. You will learn about marketing your business easily, operating capital and grants; and everything you wanted to know about pricing, collections, equipment, computers & software, transcription equipment, electronic files, business taxes, professional organizations, networking, employees vs. subcontractors, growing your business throughout the U.S., how to get hands-on work experience, work for services and much more. Whether you're just exploring possibilities or are already experienced, this class is for you! Your instructor has been a medical transcriptionist for more than 30 years, operates a large MT biz and has taught many other programs. You'll enjoy her warmth, humor, and practical advice. Any questions? Contact Deborah directly: info@medtranscription.com.

! Notice: Work through a large workbook (\$20 workbook fee payable to instructor at time of class).

COMPUTERS & TECHNOLOGY

Computer Basics

Learning about computers and their history is useful information to know. The most important part of this class is to have a good working knowledge of how to use Microsoft Windows. Moving forward, using Microsoft applications will be easier to learn based on what you will gain from this class. You will learn how to open and close windows, what are files and folders and how to use them, how to select one or more items, how to minimize, maximize and move windows from one point to another. You will learn what you need to move forward with any of the Microsoft Beginning classes. This class is 100% hands on.

- **Class ID: 33225** **Class Type: In-Person**
Start Date: 6/22/24 **Times: 8:30a - 12:30p**
End Date: 6/29/24 **Days: Saturday**
Tuition: \$125.00

Microsoft Excel Beginning

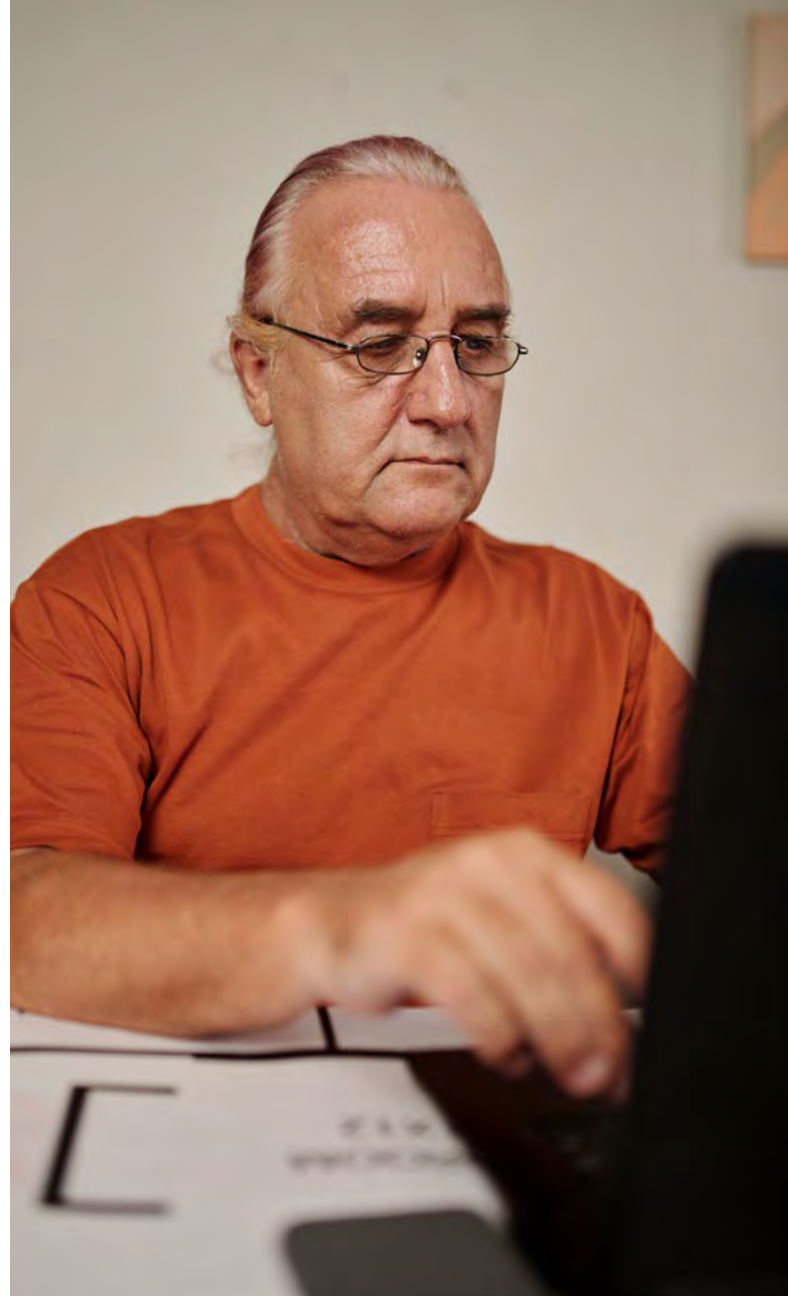
Excel Beginning will introduce you to the basics of this very popular spreadsheet program. Your hands-on learning starts with learning the screen and moving around. We jump right in with how to enter data and then how to enter basic formulas. You will learn how to open and use multiple workbooks, working with cells including selecting editing, moving, deleting, formatting, and more! By the end of the class, you will be able to create and use your own spreadsheet and/or those of the company you work for.

- ✓ **Prerequisite: Computer Basics or a general understanding of Windows. Bring a flash drive.**
- **Class ID: 33226** **Class Type: In-Person**
Start Date: 7/13/24 **Times: 8:30a - 12:30p**
End Date: 7/20/24 **Days: Saturday**
Tuition: \$125.00

Microsoft Excel Intermediate

Excel Intermediate begins with a review of the Excel Beginning Class. This class will give you the tools to do so much more than you learned in the beginning class. Topics include Making a Chart, Sorting, Filtering, protecting a Worksheet, Working with Multiple Worksheets, and additional formulas. There is lots to cover in this jammed packed class and at the completion, you will be prepared for the Excel Advanced Class.

- ✓ **Prerequisite: Please bring a minimal size flash drive to back-up the files used in class.**
- **Class ID: 33227** **Class Type: In-Person**
Start Date: 7/27/24 **Times: 8:30a - 12:30p**
End Date: 8/3/24 **Days: Saturday**
Tuition: \$125.00



Microsoft Excel Advanced

Ready for Excel Advanced? I hope you are ready to learn very useful ways to do things in Excel that you might have known about but not used. The items that we will cover make it so much easier to get answers (results) to give you and/or the company you work for with information on how or what to do to move forward. How do your numbers look? Where can you make changes based off the numbers you can get and in a very quick and efficient way? This is the class that will take you to a higher level of Excel knowledge.

- ✓ **Prerequisite: Excel Beginning and Intermediate is preferred and or having a good knowledge of Excel basic formulas. Please bring a minimal size flash drive to back-up the files used in class.**
- **Class ID: 33228** **Class Type: In-Person**
One-Session Class: 8/10/24 **Times: 8a - 1p**
Tuition: \$65.00 **Days: Saturday**

Microsoft Excel Charts & Multiple Sheets

There is a saying, a picture is worth a thousand words. Excel is all about entering numbers into a spreadsheet but taking those numbers and making them POP OUT on a chart adds a whole new element to your daily office work. We will cover how to make a basic line chart as well as a pie chart. We will cover formatting, printing and a few more tricks along the way. Using multiple sheets allows you to enter information into more than one sheet and then do calculations on yet another sheet. A very needed tool for your day-to-day office needs. This class is also covered in the excel Intermediate class: if your time is short, then this class might be the one for you.

Microsoft PowerPoint Beginning

This Microsoft class will guide you through the steps to create a vivid presentation (slide show) that you can use for work or personal use. We will cover how to use a template, starting a presentation from scratch, merging slides from an existing presentation into a new or current one. A presentation really takes off when you automate the slide and use transitions. If you want graphics to move in your slides, this class is for you.

- ✔ **Prerequisite:** *Computer Basics or a general understanding of Windows.*

Microsoft Word Beginning

We all say them, but do you write them down? This reference is to words. Microsoft Word is the most popular word processor that you can use. Learning and using Word will give you the means to create simple documents or more complex ones. Do you want to take notes at a meeting? Well, use your laptop and open Word. Applying for a job? Word is a must! Letters at the end of the year you might send to your family and friends telling them about your adventures for the year that is just ending; put it all into a Word document. What about taking all your wonderful thoughts and drafting your own book? Well, do it in Word. Concepts you learn in this class are also used in the Google Docs on-line class.

- ✔ **Prerequisite:** *Working knowledge of Microsoft Windows or Computer Basics class. Bring a flash drive for backup of files used in class.*



To find the schedule and more information please scan the QR code or call 702-651-4747

Microsoft Word Tables & Mail Merge

Have you ever received a New Year's letter from a friend telling you all about the year that just ended? And, it was a copy, not an original and defiantly not anything personal toward you. To write a personalized letter, you need to know how to do a Mail Merge in Word. This class will cover how to do a Mail Merge directly from Word and for a more complex merge, we will cover how to create it using Excel. Tables in Word are used for creating lists, like what you could do in Excel.

- ✔ **Prerequisite:** *Working knowledge of Word and Excel. Bring a minimal size flash drive.*

QuickBooks

Get hands-on training using this full accounting software package. Learn how 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, voiding checks and much more! Understanding accounting principles is not required for this class.

- ✔ **Prerequisite:** *General understanding of Windows. Bring a 1GB (or greater) USB flash drive.*

- **Class ID:** 33229 **Class Type:** In-Person
Start Date: 8/5/24 **Times:** 6p - 9p
End Date: 8/20/24 **Days:** Wednesday & Thursday
Tuition: \$220.00



LANGUAGE

To find the schedule and more information please scan the QR code or call 702-651-4747



Spanish I

This is a great class to learn Spanish, the book is fun, and easy to understand. This class is for beginners or people who have taken Spanish before and want to review what they have learned; it will be a great experience. Si se puede! Yes you can!

✔ **Prerequisite:** *Spanish Now! Level I, Eight Edition, textbook cost \$15.49 students must buy the textbook, textbook can be purchased on Amazon.*

○ **Class ID:** 33230 **Class Type:** In-Person
Start Date: 6/11/24 **Times:** 10a - 11:30a
End Date: 7/25/24 **Days:** Tuesday & Thursday
Tuition: \$140.00

Spanish II

This is a class for the person who wants to further the learning of Spanish, it's a fun and challenging class. It will encourage and motivate the student to want to learn more. Si se puede! Yes you can!

✔ **Prerequisite:** *Spanish Now! Level I, Eight Edition, textbook cost \$15.49 students must buy the textbook, textbook can be purchased on Amazon.*

○ **Class ID:** 33230 **Class Type:** In-Person
Start Date: 6/10/24 **Times:** 10:30a - 12p
End Date: 7/24/24 **Days:** Monday & Wednesday
Tuition: \$150.00

Spanish Medical Terminology

Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? If you answered yes, this Spanish class - designed specifically for healthcare professionals - will help you bridge that gap. You will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. You will learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients.

○ **Class ID:** 32232 **Class Type:** In-Person
Start Date: 6/25/24 **Times:** 2:30p - 4p
End Date: 8/8/24 **Days:** Tuesday & Thursday
Tuition: \$150.00

PROFESSIONAL DEVELOPMENT

Personal Injury Case Manager

Looking for a new lucrative career in the legal industry? Students will learn the basic foundations of Personal Injury Case Management. Students will obtain the necessary skills to work with professionals linked to the personal injury industry, such as law firms, medical offices, and insurance offices. Students will learn topics such as: opening claims, understanding insurance policies and limits, handling property damage claims for clients, handling medical treatment for clients, preparing files for demand, and disbursement.

📌 **Notice:** Students must bring a laptop, USB/Flash drive, notebook, pen/pencil to class. If student does not have a laptop, they will need a printed work manual (approx. 300 pgs.) Text: *Basic Foundations of Pre-Litigation work manual* (included in tuition price).

🌟 **ETPL Approved :** Eligible for grant funding.

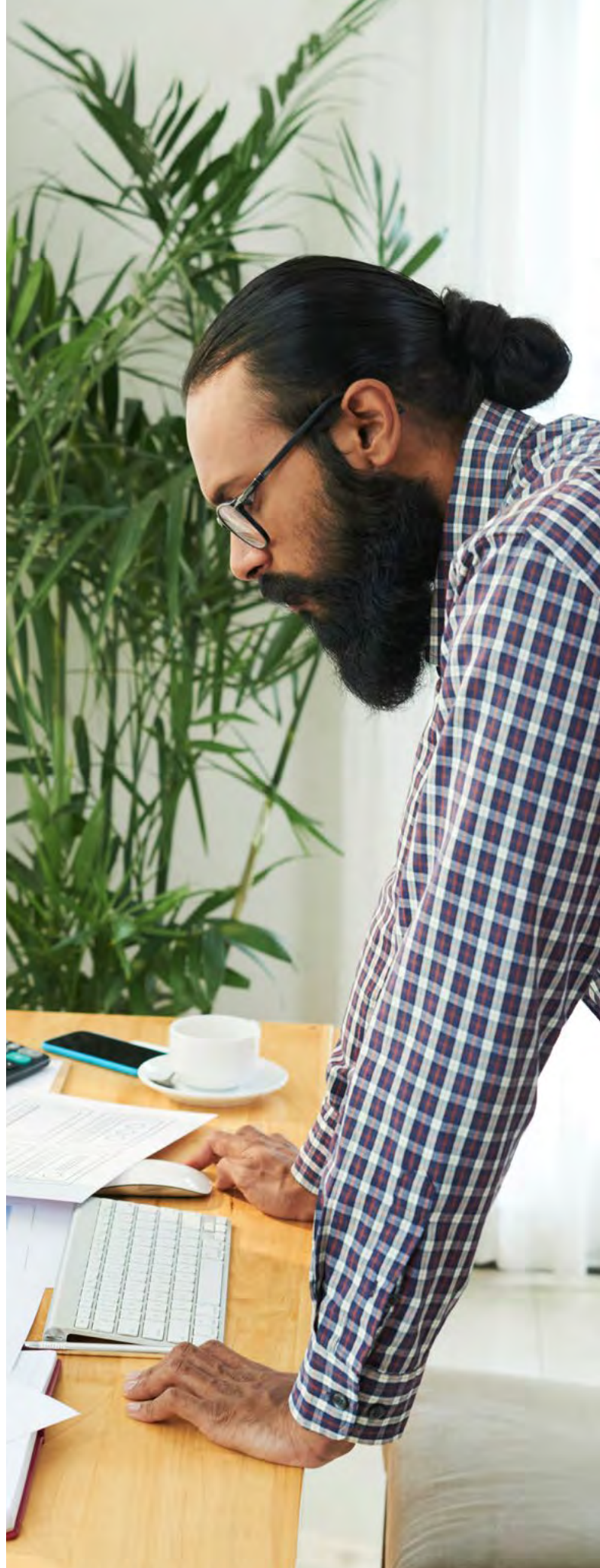
🕒 **Class ID:** 33233 **Class Type:** In-Person
Start Date: 6/8/24 **Times:** 9a - 12p
End Date: 7/27/24 **Days:** Saturday
Tuition: \$4,000.00

SELF DEVELOPMENT

Who Are You?

Four discussion-based sessions will focus on the following topics: Choices and Change: Choices lead to change/What are the consequences of change/How changes relate to our attitude and self-esteem. Person Perception: How does someone's appearance, verbal behavior and non-verbal behavior influence our opinion of another person. Personality: Different personality types such as conscientiousness, narcissistic neurotic, and others and which one do we fit into. Choosing a Career: This is a commitment and not just a job. Something we enjoy doing daily. Determines whether we are employed or not.

📌 **Notice:** No textbook required.





MOTORCYCLE SAFETY

Motorcycling can be a fun and enjoyable experience. Whether you are looking for the freedom of riding, the economic benefits of commuting on a motorcycle or sense of belonging to a group CSN can help you realize your dreams. The Motorcycle Safety Foundation has designed our curriculum, and CSN has an outstanding group of experienced Rider Coaches to help you achieve your dream of riding or improving your riding experience. All Rider Coaches at CSN are certified by the Motorcycle Safety Foundation and licensed by the State of Nevada.

Classes are available at all three campuses and added monthly, between the 3rd and the 6th of each month.

Introduction to Motorcycle Operation

This class is for individuals who have had little to no exposure to motorcycle operation but can see how much fun it could be. It provides a jump start to the BRC for those who want a more individualized experience to begin their riding journey. Participants experience a motorcycle's primary operational characteristics, learn the different controls and experience using a clutch for the first time. This is not a learn to ride class, but some students may, by the end of the class, ride a motorcycle for the very first time! This class is a great way to see if becoming a motorcyclist is for you.

Note: *This is just an introduction it is not a learn to ride or license waiver class.*

- **Duration:** 1-day
Times: Varies 2 hours
Tuition: \$75.00
- Class Type:** In-Person
Days: Mon, Tues, Wed, Thu, Fri, Sat, Sun
Locations: Henderson Campus, West Charleston Campus, North Las Vegas Campus

Basic Rider Course I

Do not own a bike? Want to see if this activity is for you or knock another experience off the bucket list? Then this class is for you! After an independent study, online class you will join others for two fun filled days of learning to operate a motorcycle. Be advised you must be able to ride a bicycle and once you start riding you may never want to get off!

Topics covered during this course are:

- Fundamentals of motorcycle operation
- Physical and mental skills
- How to manage risk and develop a good mental riding strategy
- Effectively braking, swerving, and cornering

Upon successful completion you will receive a card to take to the DMV. The Nevada Department of Motor Vehicles waives their testing for successful graduates of this course.

Notice: *Motorcycles are provided for this course*

- **Duration:** 2-days
Times: 6a - 12p
Tuition: \$150.00
- Class Type:** In-Person
Days: Mon, Tues, Wed, Thu, Fri, Sat, Sun
Locations: Henderson Campus, West Charleston Campus, North Las Vegas Campus

Basic Rider Course II (Experienced Rider)

Have you been riding for a while but do not have a local motorcycle license? Do you already have good skills and proficiency? If so, consider enrolling in this class. This course is for competent riders with full control of their machines. It will include many skill-refining exercises and in-depth discussions of strategies and issues of riding in traffic. If it is time for a tune up of your skills, please take this valuable course.

The motorcycle you bring must be:

- Street legal and have at least $\frac{3}{4}$ tank of gas
- Insured and you must be on the insurance and have a copy of the insurance.
- Registered

Upon successful completion you will receive a card to take to the DMV. The Nevada Department of Motor Vehicles waives their testing for successful graduates of this course.

- Notice:** *This course is not intended to teach you basic riding skills. You must already have good, basic proficiency.*
- **Duration:** 1-day
Times: 6a - 12p
Tuition: \$125.00
- Class Type:** In-Person
Days: Mon, Tues, Wed, Thu, Fri, Sat, Sun
Locations: West Charleston Campus

Advanced Rider Course (ARC)

This class is for experienced riders and was designed to reinforce personal risk assessment as well as improve riding skills, and habits. The discussion topics emphasize personal risk management, decision-making, mental strategies, and rider behaviors and choices. The riding exercises refresh basic skills and provide practice in higher-speed braking, cornering, and swerving.

Note: Currently open for interest actual dates TBA.

- **Duration:** 1-day
Times: 6a - 12p
Tuition: \$150.00
- Class Type:** In-Person
Days: Mon, Tues, Wed, Thu, Fri, Sat, Sun
Locations: North Las Vegas Campus



To find the schedule and more information please scan the QR code or call 702-651-4747

Skills Practice

Want to work on new skills or get some extra practice? This class is a fun, zero pressure way to practice under the watchful eyes of experienced coaches. There is no skills test or license waiver card. The card you will receive is good for insurance discounts (if your company offers them). The class will be offered in 2 forms – On your bike for those are looking to build skills on their own bike but are not ready for an ARC, or on our bikes for those that have passed a BRC1 but are not ready to ride to class on their own bike or haven't purchased a bike yet but want to keep their skills fresh.

Note: Currently open for interest actual dates TBA.

- **Duration:** 1-day
Times: 6a - 12p
Tuition: \$125.00
- Class Type:** In-Person
Days: Mon, Tues, Wed, Thu, Fri, Sat, Sun
Locations: West Charleston Campus





MUSIC

Aspire to DJ

Ready to have fun and experience what it's like to be a DJ firsthand? In this introductory class, you will learn the history and basics of the DJ industry and get started in using DJ equipment. Understand the foundations of DJ audio, hardware, and software tools, and become confident in the basics of how to properly connect your DJ gear, import and export music, and play songs.

! Materials: DJ controllers and a library of music to play will be provided for in class use and demonstrations. Students who bring their own equipment should bring headphones. Noise-canceling headphones are recommended. You will have a library of music to play plus recorded tracks that you blended, and you will receive a Beginner's DJ Certificate from Jamfest Music Group.

○ Class ID: **Class Type: One-Day Class / In-Person**
Tuition: \$260.00 **Times: 11a - 2:30p**
Days: Saturday

DJ Like a Pro

DJs are the backbone of Las Vegas nightlife and entertainment. Job opportunities are available at world class resorts, nightclubs, dayclubs, pools, weddings, private parties, and corporate events. Many people in Las Vegas, and around the world, choose to follow a career in DJing. Learn how to produce music and perform at live events while following industry best practices. DJ Like a Pro is a fun and exciting professional DJ course like no other. Anyone can join, from beginners to advanced students. By completing the DJ Like a Pro Certificate Program, you're on your way to starting a professional career as a DJ and live performer. You will receive hands-on training and an understanding of DJ gear and software. Our professional and friendly instructors have many years of DJing experience in Las Vegas and beyond. We take pride in teaching and guiding students every step of the way.

This program is perfect for students who want to pursue a career as a DJ, live musician, and artist. This program is also geared towards individuals who want to start their own company, as well as make great money to help pay down other costs. This works well as a full-time career or as a part-time second source of income.

! Materials: DJ controllers and a library of music to play will be provided for in-class use and demonstrations. Students who bring their own equipment should bring headphones. Noise-canceling headphones are recommended. At the end of class, you will receive recorded tracks that you blended and a library of music to play. You will also receive online access to a DJ record pool for up to 15 days where you will be able to download any music you want.

✓ Prerequisite: To earn the DJ Like a Pro Certificate, you must successfully complete the DJ Like a Pro Certificate Program course.

○ Class ID: **Class Type: 4-Week Class / In-Person**
Tuition: \$1,300.00 **Times: 3p - 6:30p**
Days: Saturday

To find the schedule and more information please scan the QR code or call 702-651-4747



Concert Band or Jazz Band – Large Wind Ensemble

Students have the option to choose between Jazz Band and Concert Band, the Ensemble rehearses and performs throughout the academic year.

! *Notice: This class is open to qualified students who are approved by the instructor. The Big Band performs a variety of styles of jazz and commercial music written for large ensembles. The Concert Band performs music written for large ensembles spanning traditional literature to popular arrangements from the entertainment industry. We work to build camaraderie, cohesiveness, and a commitment to excellence as we prepare for a concert(s) during each semester.*

○ **Class ID: 33247**
Tuition: \$40.00

Class Type: In-Person
Times: 7:30p - 9p
Days: Tuesday & Wednesday



HEALTHCARE

AHA CPR - BLS for Healthcare Provider

This course is American Heart Association approved designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner. The course is intended for certified and non-certified, licensed or non-licensed healthcare professionals such as physicians, nurses, paramedics, emergency medical technicians, respiratory therapists, physical and occupational therapists, physician's assistants, and other allied health personnel. The 2020 American Heart Association Provider Manual e-book is included.

- 📌 **Notice:** Students will be provided with the 2020 American Heart Association Provider Manual e-book before the day of class. After successful completion of the course, including both written and skills examination, students will receive a two-year CPR Healthcare certification card.

- **Duration:** 1-day
Tuition: \$69.00
Location: SAH - Sahara West Satellite

DAY	DATE	TIME	ROOM
○ Sat	6/1/24	8:00a-12:30p	A101
○ Sat	6/22/24	8:00a-12:30p	A101
○ Fri	6/7/24	8:00a-12:30p	A101
○ Wed	6/12/24	8:00a-12:30p	A101
○ Wed	6/5/24	12:00p-4:30p	A101
○ Wed	6/12/24	12:00p-4:30p	A101

AHA CPR BLS - HCP Recertification

This course is American Heart Association approved and designed to **recertify current** healthcare professionals who have already taken the AHA-BLS-HCP Certification course and have a current AHA-Healthcare Provider Card. It is for licensed and non-licensed healthcare professionals such as physicians, nurses, paramedics, emergency medical technicians, respiratory therapists, physical and occupational therapists, physician's assistants, and other allied health personnel.

- ✔ **Prerequisite:** Students must bring their current AHA BLS-HCP Card and the 2020 American Heart Association Provider Manual to class. The 2020 American Heart Association Provider Manual can be purchased at ShopHeart.org.
- 📌 **Notice:** After successful completion of the course, including both written and skills examination, students will receive a two-year CPR Healthcare certification card.

- **Duration:** 1-day
Tuition: \$59.00
Location: SAH - Sahara West Satellite

DAY	DATE	TIME	ROOM
○ Thur	6/6/24	9:00a-12:30p	A101
○ Thur	6/13/24	9:00a-12:30p	A101
○ Thur	6/20/24	9:00a-12:30p	A101
○ Fri	6/21/24	9:00a-12:30p	A101



To find the schedule and more information please scan the QR code or call 702-651-4747

AHA CPR - Heartsaver/AED/1st AID

The American Heart Association Heartsaver First Aid with CPR & AED course is designed to meet OSHA requirements. This course basic First Aid, cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) skills. This course is intended for non-healthcare first responders, such as organizational safety officers and persons who needed certification for regulatory requirements in education, hospitality, food service, etc. This class is also for the concerned citizen who wishes to be prepared to help family, friends, and neighbors in a crisis. The 2020 American Heart Association Provider Manual is included.

Notice: After successful completion of the course, including both written and skills examination, students will receive a two-year AHA-CPR Heartsaver certification card.

Duration: 1-day

Tuition: \$69.00

Location: SAH - Sahara West Satellite

DAY	DATE	TIME	ROOM
○ Thur	6/13/24	8:00a-2:00p	A101

AHA ACLS Certification

Advanced Cardiac Life Support (ACLS). This 16-hour course is designed for licensed healthcare providers who direct or participate in the resuscitation of patients both in and out of the hospital. This course enhances your skills necessary for the treatment of arrest and pre-arrest patients through active participation in simulated cases. CEs provided by Nevada Board of Nursing. In joint sponsorship with the University of Nevada School of Medicine, we are able to provide CME credits for ACLS Certification for those who qualify and are available for purchase upon request. The ACLS Provider Manual can be purchased separately at Sahara West center. Please call (702) 651-4495.

- ✔ **Prerequisite:** AHA CPR/BLS for Healthcare Provider card, the 2020 American Heart Association ACLS Provider Manual and recommended knowledge of Basic EKG interpretation. Students must bring their scores from the AHA online Pre-Assessment with a minimum score of 84%.
- **Duration:** 2-day
Tuition: \$199.00
Location: SAH - Sahara West Satellite

DAY	DATE	TIME	ROOM
○ Fri	6/21/24	7:30a-5:00p	A101

AHA PALS Recertification

This recertification course is designed for licensed healthcare providers seeking renewal credentialed PALS training. CEs provided by Nevada Board of Nursing. In joint sponsorship with the University of Nevada School of Medicine, we are able to provide CME credits for PALS Certification for those who qualify and are available for purchase upon request. The PALS Provider Manual can be purchased separately at Sahara West center. Please call (702) 651-4495.

- ✔ **Prerequisite:** Current AHA-CPR/BLS for HCP card, current AHA-PALS certification card, the 2020 American Heart Association PALS Provider Manual and recommended knowledge of Basic EKG interpretation. Students must bring their scores from the AHA online Pre-Assessment with a minimum score of 84%.
- **Duration:** 1-day
Tuition: \$99.00
Location: SAH - Sahara West Satellite

DAY	DATE	TIME	ROOM
○ Thur	6/6/24	7:30a-5:00p	A101



School Health Assistant Training (SHA)

The School Health Assistant training course provides enhanced health care education as it relates to the duties and tasks performed by School Health Assistants in the Health Office setting at Clark County School District schools. The SHA course includes 75 hours of instruction in a 4-week course that combines online (virtual) instruction and in-person (live) skills training. Lesson quizzes and skills pass-offs are used to ensure existing and newly hired FASAs are competent with the knowledge and skills needed to successfully fulfill the job responsibilities of a SHA at CCSD. Please call (702) 651-4770 for further information.

★ **ETPL Approved : Eligible for grant funding.**

- **Duration: 4-week**
Tuition: \$2,000.00
Location: Online

Community Health Worker (CHW)

In this 8-week class students will become frontline public health advocate who makes a difference in the community by facilitating access to housing, food, education, employment, civil rights, and healthcare resources. Participants will learn how to develop community resources and partnerships, how to be sensitive to ethnic, cultural, religious and gender diversity, and case management strategies that will best serve the clients. Find out how to navigate the Nevada Healthcare system and promote healthy living through nutrition and disease prevention. CPR and Mental Health First Aid training are also included. Please call (702) 651-4770 for further information.

★ **ETPL Approved : Eligible for grant funding.**

- **Duration: 8-week**
Tuition: \$989.00
Location: SAH-Sahara West Satellite

Basic EKG

This course is designed to prepare students for monitor-telemetry tech positions in a hospital setting. Participants will receive theoretical and application time identifying normal EKG rhythms vs. lethal and potentially lethal rhythms seen in ICU setting. Book, and Calipers are included with the price of the class.

ⓘ **Notice: Online students can pick up the calipers at Sahara West Center. Please call (702) 651-4747. Participants must attend all 4 sessions and pass the exam with 75% or higher to acquire the certificate of completion.**

- **Duration: 4-day**
Tuition: \$210.00
Class Type: In-Person
Location: SAH - Sahara West Satellite

	DAY	DATE	TIME	ROOM
○	Mon/Tue	6/3 - 6/11	8:00a-12:00p	TBA
○	Wed/Thur	6/5 - 6/13	5:00p-9:00p	TBA

- **Duration: 4-day**
Tuition: \$210.00
Class Type: Online
Location: Online

	DAY	DATE	TIME	ROOM
○	Wed/Thur	6/5 - 6/13	8:00a-12:00p	Online



How to do an EKG

Learn how to use an EKG machine and run tests on patients. This will include preparing patients, setting up the machine, entering patient information, running the test and clean-up.

✔ **Prerequisite:** *The Basic EKG class is required and/or knowledge/experience with the heart rhythms.*

○ **Duration:** 1-day

Tuition: \$99.00

Location: SAH - Sahara West Satellite

DAY	DATE	TIME	ROOM
○ Mon	6/17/24	8:00a-12:00p	TBA

IV Certification for LPN's

Obtain the required information and practical experience for LPN to start the IV Certification process in Nevada. An additional 10 hours of experience will be provided through a simulation lab. Nevada Board of Education approved 40 hours of continuing education.

★ **ETPL Approved:** *Eligible for grant funding.*

○ **Duration:** 4-day

Tuition: \$599.00

Location: SAH - Sahara West Satellite

DAY	DATE	TIME	ROOM
○ Sat-Tue	6/22 - 6/25	8:00a-7:00p	B110

MANUFACTURING

Advanced Manufacturing CNC Machining

This 16-week course is designed to provide students with the theoretical and practical knowledge necessary to operate and maintain Computer Numerical Control (CNC) machines. The course will cover the fundamentals of CNC G-Code and operation, including the creation of basic CNC programs for turning and milling operations. Students will also learn about tool selection, cutting parameters, and machine setup, as well as safety procedures, metrology, and reading drawings. Students will be able to take the Haas CNC Mill and Lathe Certification tests as well as receive a CSN Certificate of completion at the end of the course duration.

Prerequisite: *GED or Equivalent, Mechanical aptitude test, math and reading assessment and personal interview by staff.*

★ **ETPL Approved:** *Eligible for grant funding.*

Class ID: 33234 **Class Days:** Mon, Tue, Wed, Thu
Start Date: 7/15/24 **Class Type:** In-Person
End Date: 11/14/24 **Times:** 8:30a - 1:30p
Tuition: \$6,800.00

Class ID: 33235 **Class Days:** Mon, Tue, Wed, Thu
Start Date: 7/15/24 **Class Type:** In-Person
End Date: 11/14/24 **Times:** 4:30p - 9:30p
Tuition: \$6,800.00

Industry 4.0 - Mechatronics (Basic Operations)

Embark on a fascinating journey into the world of Industry 4.0 Mechatronics, even if you have no prior experience in the field. This beginner-friendly 16-week course introduces you to the exciting blend of mechanics, electronics, and digital technology that is shaping the future of industries. Through interactive lessons and hands-on activities, you will learn how to create smart systems by combining mechanical parts, sensors, and simple computer programs. Uncover the basics of automation, robotics, and modern manufacturing processes, and gain the confidence to be part of the technological revolution. Whether you are curious about new technologies or eager to explore career opportunities, this course provides a friendly entry point into the innovative realm of Industry 4.0 Mechatronics.

★ **ETPL Approved:** *Eligible for grant funding.*

Class ID: 33236 **Class Days:** Mon, Tue, Wed, Thu
Start Date: 7/15/24 **Class Type:** In-Person
End Date: 11/14/24 **Times:** 8:30a - 1:30p
Tuition: \$6,800.00

Class ID: 33237 **Class Days:** Mon, Tue, Wed, Thu
Start Date: 7/15/24 **Class Type:** In-Person
End Date: 11/14/24 **Times:** 4:30p - 9:30p
Tuition: \$6,800.00



To find the schedule and more information please scan the QR code or call 702-651-4747



CANNABIS CAREER

Cannabis Cultivation Specialist Certificate

Taught exclusively by leading industry experts and operators, this 9-week online certificate program gives you a foundational understanding of the cannabis supply chain, as well as the skills needed to excel in the cannabis cultivation environment.

Delivered through video lectures, readings, and e-learning modules, this interactive online certificate program will ensure you have the knowledge and credibility needed to build your cannabis cultivation career, work in indoor or outdoor grow operations, or even start your own cultivation business.

Upon completion of the program, you'll receive an official Cannabis Cultivation Specialist Certificate backed by the GF Institute, the industry-standard in cannabis credentials. Plus, you'll gain access to the GF Institute Employer Network, a platform of growing cannabis companies eager to hire graduates with this type of education and qualification.

Don't miss this opportunity to learn from leading experts in the cannabis industry and take your career to the next level. Enroll today and join the ranks of other successful cannabis cultivation professionals!

Notice: For Payment Installment options, Registration, and more information, please visit:
<https://csn.cannabisstudiesonline.com/>

Class Type: 100% Online / Self-Paced
Duration: 9-Weeks
Tuition: \$750.00

Cannabis Retail Specialist Certificate

Taught exclusively by leading industry experts and operators, this 9-week online certificate program gives you a foundational understanding of the cannabis supply chain, as well as the skills needed to excel in the cannabis retail environment, including product knowledge and customer engagement.

Delivered through video lectures, readings, and e-learning modules, this interactive online dispensary training program will ensure you have the knowledge and credibility needed to build your career in cannabis retail, work in a dispensary, or even start your own dispensary.

Upon completion of the program, you'll receive an official Cannabis Retail Specialist Certificate backed by the GF Institute, the industry-standard in cannabis credentials. Plus, you'll gain access to the GF Institute Employer Network, a platform of growing cannabis companies eager to hire graduates with this type of education and qualification.

Don't miss this opportunity to learn from leading experts in the cannabis industry and take your career to the next level. Enroll today and join the ranks of other successful cannabis retail professionals!

Notice: For Payment Installment options, Registration, and more information, please visit:
<https://csn.cannabisstudiesonline.com/>

Class Type: 100% Online / Self-Paced
Duration: 9-Weeks
Tuition: \$750.00



Cannabis Extraction and Product Development Specialist Certificate

The Cannabis Extraction and Product Development Specialist Program is designed to empower you with the knowledge and skills needed to become a respected and in-demand cannabis professional.

Taught exclusively by leading industry experts and operators, this 9-week online certificate program gives you a foundational understanding of the cannabis supply chain, as well as the skills needed to excel in developing and manufacturing cannabis products.

Delivered through video lectures, readings, and e-learning modules, this interactive online certificate program will teach you the various methods for extracting cannabis safely and effectively and provide you with an understanding of the different cannabis infused product types and the different business models around cannabis manufacturing. You'll get step-by-step guidance on how to make edibles, tinctures, topicals, and more.

Upon completion of the program, you'll receive an official Cannabis Retail Specialist Certificate backed by the GF Institute, the industry-standard in cannabis credentials. Plus, you'll gain access to the GF Institute Employer Network, a platform of growing cannabis companies eager to hire graduates with this type of education and qualification.

Don't miss this opportunity to learn from leading experts in the cannabis industry and take your career to the next level. Enroll today and join the ranks of other successful cannabis professionals!

Notice: For Payment Installment options, Registration, and more information, please visit:

<https://csn.cannabisstudiesonline.com/>

Class Type: 100% Online / Self-Paced

Duration: 9-Weeks

Tuition: \$750.00

To find the schedule and more information please scan the QR code or call 702-651-4747



FEATURE CREDIT-BEARING COURSES

REAL ESTATE

Real Estate Principles – RE 101 (3 credits)

A course that covers most subjects required for successful passing of the state real estate exam. Satisfies requirements of the Nevada State Real Estate Commission Salesman's exam. Student Learning Outcomes: 1. Review land economic principles as they relate to real estate values. 2. Identify all mathematical problems required to complete effective real estate transactions. 3. Discuss the aspects of city planning and zoning and real estate values. 4. Review real estate mortgage financing and property management operations.

Real Estate Math – RE 102 (3 credits)

A general mathematics course designed to assist the student who wishes to pass the state exam as well as the student who wants to be more proficient and knowledgeable in the real estate professions. Student Learning Outcomes: 1. Compute percentages, commissions, simple interest, compound interest, fixed rate mortgages and adjustable-rate mortgages in real estate transactions. 2. Apply basic math principles to common real estate transactions. 3. Compute real estate taxes and prorations as regulated by the State of Nevada. 4. State the benefits of conducting investment analysis for present and future revenues.

Real Estate Law and Practice – RE 103 (3 credits)

A law course specifically designed for the field of real estate including agency, contracts, deeds, instruments, easements, estates in land, zoning, restrictions, tenancy, liens, foreclosures, transfers of title, leases, and court decisions. One of two courses required by the Nevada Real Estate Commission to take the Salesperson's License exam. Student Learning Outcomes: 1. Review agency law as it applies to State of Nevada licenses. 2. Review contract law as it relates to real estate transactions. 3. Interpret real estate maps and legal property descriptions as required. 4. Discuss the impact of property rights and covenants within real estate transactions.

Real Estate Contracts, Transactions, and Ethics – RE 107 (2 credits)

An overview of real estate contracts and real estate agencies. The course will provide lessons of not less than 15 hours of instructions in the preparation of contracts in real estate transactions to the extent allowed in the capacity of a real estate licensee and, will provide lessons of not less than 15 hours of instructions in real estate Agency affecting real estate practitioners. Student Learning Outcomes: 1. Summarize real estate agency; agency laws, agency relationships, common types of agency agreements, agency duties, disclosure of agency, agency contracts, and fiduciary duties of an agent towards their clients, customers, and to third parties. 2. Apply National Association of Realtor (NAR) code of ethics. 3. Create a real estate contract. 4. Describe, interpret, and practice: Contract interpretation, contract enforcement, contract assignment, contract creation, and contract termination. 5. Explain key terms such as void, voidable, and valid contracts, rescission, novation, implied contracts, express, breach, unilateral, bilateral, enforceable, and unenforceable contracts.

Capstone - Real Estate Salesperson License Exam Practice and Preparation – RE 110 (1 credit)

This course is designed to prepare students for the Nevada Real Estate Salesperson exam. Student Learning Outcomes: 1. Recall general Real Estate facts to pass the practice exams. 2. Identify Nevada Real Estate laws to pass the practice exams.

Real Estate Pre-Licensing Skills Certificate: RE 101, RE 103, RE 107, RE 110 (9 credits)

Post Licensing Salesperson Module - RE 190 (2 credits)

This course is designed to satisfy the post licensing education hours as required by the Nevada Real Estate Division. This specifically focuses on real estate agencies, contracts, ethics, risk reduction, and law and legislation. Student Learning Outcomes: 1. Explain agency and create real estate contracts. 2. Identify ethics as defined by the NAR code of ethics and risk reduction. 3. Apply real estate law & legislation.



Special Topics in Real Estate – RE 198 (1-2 credits)

This course highlights trends in the real estate industry. Topics may change from semester to semester. Please note that CSN only offers this course as a 1 - 2 credit course. Student Learning Outcomes: 1. Discuss special topics in real estate to enhance an existing knowledge in real estate. 2. Explain real estate topics and skills needed for success in the real estate industry.

Real Estate Investments - RE 199 (2 credits)

Introduction to the mechanics of the real estate business, state, and federal regulations, management, financial statements, formulas, techniques, protection, and investment guidelines for the consumer as they relate to the real estate business. Student Learning Outcomes: 1. Discuss the fundamentals of real estate appraising. 2. Determine appropriate financing options available in the real estate industry. 3. Identify the various ways in which leverage can be beneficial or detrimental to the soundness of an investment. 4. Review legal guidelines and documentation required for successful real estate transactions.

Real Estate Brokerage - RE 201 (3 credits)

Study of the factors necessary for the establishment and efficient operation of brokerage offices. Ethics, listing, office location, physical layout, budgeting, records, and procedures. One of several courses required by the Nevada Real Estate Commission to take the Broker's exam. Student Learning Outcomes: 1. Describe the duties and responsibilities of a real estate broker. 2. Discuss the authority of the broker and potential conflict of interest problems that can arise with the broker's position. 3. Identify common ethical issues and considerations in the real estate brokerage field. 4. Explain the operation of brokerage offices, including financial and budgeting records.

Real Estate Financing and Insurance - RE 202 (2 credits)

A study of the procedures and techniques requisite to the analysis of financial real property. The types of financing include conventional, Federal Housing Administration, Veterans' Administration, credit evaluations, interest rates, loan costs and the availability of mortgage money and its competition in the money market. Types of insurance specifically applicable to the real estate industry covered. Student Learning Outcomes: 1. Examine the legal instruments and documentation used in real estate finance. 2. Determine the financing of residential properties, including those classified as income - producing. 3. Discuss the institutional sources of funding and the secondary mortgage market. 4. Calculate real estate investment transactions using the Hewlett Packard 12-C. 5. Utilize the process of risk analysis when determining real estate financing.

Tax Aspects of Real Property Transactions – RE 203 (2 credits)

The course covers basic tax law principles governing forms and methods of acquisition of real property. Emphasis is on planning techniques to structure real property transactions to minimize tax liability. Student Learning Outcomes: 1. Identify basic tax law principles and governing forms of acquisition of real property. 2. Discuss the aspects of like - kind exchanges, including tax free, simultaneous, and deferred exchanges. 3. Explain the various tax solutions available at purchase and during ownership. 4. Discuss the passive loss rules and how they apply to real estate professionals.

Real Property Management – RE 205 (2 credits)

Designed to cover the fundamental principles involved in the management of real property. Topics to be covered include the role of an effective managing agent, accounting systems and financial controls, human relations in property management, leases, developing management checklist and developing effective service techniques. Student Learning Outcomes: 1. Discuss the basic principles of real property management. 2. Apply accounting and financial controls systems to real property management situations. 3. Determine how legal political and cultural aspects impact the effectiveness of property management operations. 4. Identify methods and analytical perspectives for problem solving within property management situations.

Real Estate Appraising – RE 206 (2 credits)

The course covers basic principles and economic trends, nature of appraisal process, neighborhood and site analysis, site evaluation, residential style, and functional utility. Use of cost, income capitalization and market approaches to value and the correlation of the data to arrive at a value estimate. Recommended for those holding a real estate license. Student Learning Outcomes: 1. Explain the basic principles of real estate appraising. 2. Determine the impact of neighborhoods and districts on a professional appraisal. 3. Identify the diverse types of housing and the diverse types of housing available for appraisal. 4. Identify the diverse types of building classifications available for commercial and residential properties.

**Find more information by contacting
the Department of Business
Administration at 702-651-5066**



ELIGIBLE TRAINING PROVIDER LIST (ETPL) APPROVED CREDIT-BEARING COURSES

The purpose of the Eligible Training Provider List (ETPL) is to provide customer-focused training for eligible adults and dislocated workers through Individual Training Accounts (ITAs) and Apprenticeship Training Accounts (ATAs) through funding from state funding from Workforce Innovation and Opportunity Act (WIOA).

BUSINESS ADMINISTRATION

Real Estate, SC

A course that covers most subjects required for successful passing of the state real estate exam. Satisfies requirements of the Nevada State Real Estate Commission Salesman's exam.

★ *ETPL Approved : Eligible for grant funding.*



Find more information by contacting the Department of Business Administration at 702-651-5066



COMPUTING & INFORMATION TECHNOLOGY

Cisco Certified Network Professional, SC

A program that focuses on the design implementation and management of linked systems of computers peripherals and associated software to maximize efficiency and productivity and that prepares individuals to function as network specialists and managers at various levels. Includes instruction in operating systems and applications systems design and analysis networking theory and solution types of networks network management and control network and flow optimization security configuring and troubleshooting.

★ *ETPL Approved : Eligible for grant funding.*

Cisco Certified Networking Associate Skills Certificate

A 16-credit program designed to prepare students as a Cisco Network Associate. After completion of this program students should be able to pass the CompTIA A+ certification exam and the Cisco Certified Network Associate (CCNA) exam. Required Courses: CIT 114B - IT Essentials (4 cr.); CSCO 120 - CCNA Internetworking Fundamentals (4 cr.); CSCO 121 - CCNA Routing and Switching Essentials (4 cr.); CSCO 220 - CCNA Scaling Networks (4 cr.)

★ *ETPL Approved : Eligible for grant funding.*

CompTIA Network+, SC

The course teaches knowledge and skills required to troubleshoot, configure, and manage common network wireless and wired devices. Major topics include establishing basic network design and connectivity, understanding, and maintaining network documentation, identifying network limitations and weaknesses, and implementing network security, standards, and protocols. The course prepares students for the CompTIA Network+ certification exam.

★ *ETPL Approved : Eligible for grant funding.*

CompTIA Project+, SC

A program that prepares individuals to design, develop and manage information technology projects in a variety of companies and organizations. Includes instruction in principles of project management risk management procurement and contract management information security management software management organizational principles and behavior communications quality assurance financial analysis leadership and team effectiveness. CIT 263 - Project Management and COM 101 - Oral Communication and IS 101 - Introduction to Information Systems.

★ **ETPL Approved : Eligible for grant funding.**

CompTIA Security+, SC

A program that prepares individuals to assess the security needs of computer and network systems, recommend safeguard solutions and manage the implementation auditing and maintenance of security devices systems and procedures. Includes instruction in computer architecture programming and systems analysis networking telecommunications cryptography security system auditing and design applicable law and regulations risk assessment and policy analysis contingency planning user access issues investigation techniques and troubleshooting. CIT 112B - Network+ and CIT 173 - Introduction to Linux and CIT 217 - Security+

★ **ETPL Approved : Eligible for grant funding.**



Microsoft Cloud Specialist Skills Certificate

A program that focuses on the design implementation and management of linked systems of computers peripherals and associated software to maximize efficiency and productivity and that prepares individuals to function as network specialists and managers at various levels. Includes instruction in operating systems and applications systems design and analysis networking theory and solution types of networks network management and control network and flow optimization security configuring and troubleshooting. CIT 211 - Microsoft Operating Systems Management Credits: 3 Contact hours: 48 Description: In this course students will learn how to install, configure, and support Windows operating systems in an enterprise environment. Coverage includes managing local and cloud-based file storage and backup features. Students will learn how to secure the operating system enabling data protection on a device. CIT 213 - Microsoft 365 Security Administration Credits: 3 Contact hours: 48 Description: This course prepares students to implement, manage, and monitor security and compliance solutions for Microsoft 365 environments. Coverage includes proactively securing Microsoft 365 enterprise environments by responding to threats, performing investigations, and enforcing data governance policies. Prerequisite: CIT 211 or Instructor approval. CIT 214 - Microsoft Azure Administration Credits: 3 Credit hours: 48 Description: This course prepares students to manage Azure identities and governance; implement and manage storage; deploy and manage Azure compute resources; configure and manage virtual networking; and monitor and backup Azure resources. Prerequisite: CIT 112B and CIT 211, or instructor approval.

★ **ETPL Approved : Eligible for grant funding.**

Red Hat Linux Administrator, SC

Any instructional program in computer software and media applications not listed above. CIT 173 - Introduction to Linux and CIT 174 - Linux System Administration.

★ **ETPL Approved : Eligible for grant funding.**

Find more information by contacting
the Computing & Information Technology
Department at 702-651-5559





Find more information by contacting the Criminal Justice & Emergency Services Department at 702-651-7542

CRIMINAL JUSTICE & EMERGENCY SERVICES

EMT Basic, SC

A program that prepares individuals to assist licensed EMTs under the supervision of a physician to prepare and transport ill or injured patients and to operate emergency vehicles and equipment such as life support units. Includes instruction in first aid and emergency medicine field techniques patient stabilization and care medical field communications equipment operation and maintenance emergency vehicle operation and applicable standards and regulations. EMS 108B - Emergency Medical Technician Training and EMS 108L - Emergency Medical Technician Training Lab and EMS 150B - EMT Clinical Practice.

★ *ETPL Approved : Eligible for grant funding.*

EMT Intermediate, SC

A program that prepares individuals to assist licensed EMTs under the supervision of a physician to prepare and transport ill or injured patients and to operate emergency vehicles and equipment such as life support units. Includes instruction in first aid and emergency medicine field techniques patient stabilization and care medical field communications equipment operation and maintenance emergency vehicle operation and applicable standards and regulations. EMS 115B - Advanced Emergency Medical Technician and EMS 115L - Advanced Emergency Medical Technician Lab and EMS 116B - AEMT Clinical Practice.

★ *ETPL Approved : Eligible for grant funding.*

APPLIED TECHNOLOGIES

Entry-Level Air Conditioning Technician, SC

A program that prepares individuals to apply technical knowledge and skills to repair install service and maintain the operating condition of heating air conditioning and refrigeration systems. Includes instruction in diagnostic techniques, the use of testing equipment and the principles of mechanics electricity and electronics as they relate to the repair of heating air conditioning and refrigeration systems. AC 100B - Technician Certification Review and AC 102B - Introduction to HVAC Electrical Theory and Application and AC 103B - Introduction to HVAC Mechanical Theory and Application and AC 116B - Copper Fundamentals and AC 119B - Professionals in Customer Service and AC 122B - HVAC Installation and Commissioning Techniques.

★ *ETPL Approved : Eligible for grant funding.*

Machining Skills: Lathe (Turning), SC

A program that prepares individuals to apply technical knowledge and skills to fabricate and modify metal parts in support of other manufacturing repair or design activities or as an independent business. CADD 140 - Technical Drafting I and FMM 101B - Introduction to Workplace Safety and MTT 101 - Introduction to Machine Shop and MTT 105 - Machine Shop I and MTT 106 - Machine Shop Practice I.

★ *ETPL Approved : Eligible for grant funding.*

Machining Skills: Milling, SC

A program that prepares individuals to apply technical knowledge and skills to set up operate and repair industrial woodworking machinery and to use such machinery to design and fabricate wooden components and complete articles. CADD 140 - Technical Drafting I and FMM 101B - Introduction to Workplace Safety and MTT 101 - Introduction to Machine Shop and MTT 110 - Machine Shop II and MTT 111 - Machine Shop Practice II.

★ *ETPL Approved : Eligible for grant funding.*

Welding Technology: Entry-Level Pipe Welding Skills Certificate

A 16-credit program that prepares individuals to apply technical knowledge and skills to join or cut metal surfaces. Required Courses: WELD 100B - Introduction to Welding (4 cr.); WELD 133B - SMAW (Stick) (4 cr.); WELD 134B - GTAW (Tig) (4 cr.); WELD 218B - Pipe Welding Procedures (4 cr.)

★ *ETPL Approved : Eligible for grant funding.*



Welding Technology: Gas Tungsten Arc Welding Skills Certificate

A 15-credit program that prepares individuals to apply technical knowledge and skills to join or cut metal surfaces. Required Courses: WELD 100B - Introduction to Welding; WELD 131B - Blueprint Reading, Layout and Sketching; WELD 134B - GTAW (Tig); WELD 240B - Advanced GTAW.

★ *ETPL Approved : Eligible for grant funding.*

Welding Technology: Entry-Level Structural Welding Skills Certificate

A 14-credit program that prepares individuals to apply technical knowledge and skills to join or cut metal surfaces. Required Courses: WELD 100B - Introduction to Welding (4 cr.); WELD 133B - SMAW (Stick) (4 cr.); WELD 137B - FCAW (Flux Core) (3 cr.); WELD 154B - D1.1 Structural Welding Code (3 cr.)

★ *ETPL Approved : Eligible for grant funding.*

Welding Technology: Entry-Level Weld Manufacturing Skills Certificate

A 10-Credit program that prepares individuals to apply technical knowledge and skills to join or cut metal surfaces. Required Courses: WELD 100B - Introduction to Welding (4 cr.); WELD 135B - GMAW (Mig) (3 cr.); WELD 137B - FCAW (Flux Core) (3 cr.)

★ *ETPL Approved : Eligible for grant funding.*

 Find more information by contacting the Applied Technologies Department at 702-651-4198

EDUCATION

Highly Qualified Substitute Teaching Skills Certificate: ECE 260 - Children's Literature

Survey of children's literature and poetry for teachers and parents. Emphasis on developing literacy and strategies for integrating children's literature into school and home environments.

★ *ETPL Approved : Eligible for grant funding.*

Highly Qualified Substitute Teaching Skills Certificate: EDU 201 - Introduction to Elementary Education

Introductory course in teacher education that examines the role of the elementary school teacher in today's society; historical, philosophical, cultural, and social domains are investigated. Strategies for effective interpersonal communication are explored. Foundations for the practice of teaching are explored and practiced at an introductory level. Observation in a local elementary school is required. Participation in Preparation for the Praxis Core exam will be required.

★ *ETPL Approved : Eligible for grant funding.*

Highly Qualified Substitute Teaching Skills Certificate: EDU 202 - Introduction to Secondary Education

This course will provide an introduction to classroom management theories and techniques: building a classroom management system, producing responsible behavior, and maintaining positive classroom management.

★ *ETPL Approved : Eligible for grant funding.*

Highly Qualified Substitute Teaching Skills Certificate: EDU 203 - Introduction to Special Education

This course provides an overview of special education. The focus is on characteristics of learners with disabilities and on the historical, social, and legal foundations of special education. The course is designed for undergraduate students in special education, general education, nursing, counseling, psychology, and related fields. Observation in a classroom is required. Participation in Preparation for the Praxis Core exam will be required.

★ *ETPL Approved : Eligible for grant funding.*

Highly Qualified Substitute Teaching Skills Certificate: EDU 220 - Principles of Educational Psychology

The psychology of learning, motivation, growth and development, personality, dynamics, and social adjustment.

★ *ETPL Approved : Eligible for grant funding.*

Highly Qualified Substitute Teaching Skills Certificate: EDU 240 - Introduction to Classroom Management

This course will provide an introduction to classroom management theories and techniques: building a classroom management system, producing responsible behavior, and maintaining positive classroom management.

ETPL Approved : Eligible for grant funding.



Find more information by contacting
the Education Department at
702-651-4705

Highly Qualified Substitute Teaching Skills Certificate: EDU 280 - Valuing Cultural Diversity

A program that focuses on the dynamic social relations between and among majority and minority groups and different minority groups and ways to promote mutual tolerance inter-group cooperation and the leadership and management of diverse groups and diversity issues in family educational recreational and work settings. Includes instruction in ethnic and cultural studies group psychology sociology anthropology conflict resolution human services and resources and applications to various functional environments. Introduces students to microcultures which may include class, ethnicity, gender, exceptionalities, religion, language, and age. Culturally appropriate practices, dimensions of multicultural understanding, and implications of diversity emphasized. Service-learning hours will be required.

★ *ETPL Approved : Eligible for grant funding.*

Highly Qualified Substitute Teaching Skills Certificate: EDU214 - Preparing Teachers to Use Technology

Overview of uses of computers in education, including the use of the computer as a teacher utility, the use of application programs, and the selection and use of educational software.

★ *ETPL Approved : Eligible for grant funding.*

NURSING

Nursing Assistant Skills Certificate Course (Accelerated Track)

Under the direction of a licensed nurse, nursing assistants perform basic nursing services that involve hygiene, protection of patient safety & rights, observation & reporting. Students take 180 hours of lecture, lab, & clinical coursework (Accelerated cohort - 6 wks.). Upon successful completion, students receive a Skills Certificate and are eligible to apply for state certification by examination. The successful candidate will become a Certified Nursing Assistant (CNA).

★ *ETPL Approved : Eligible for grant funding.*

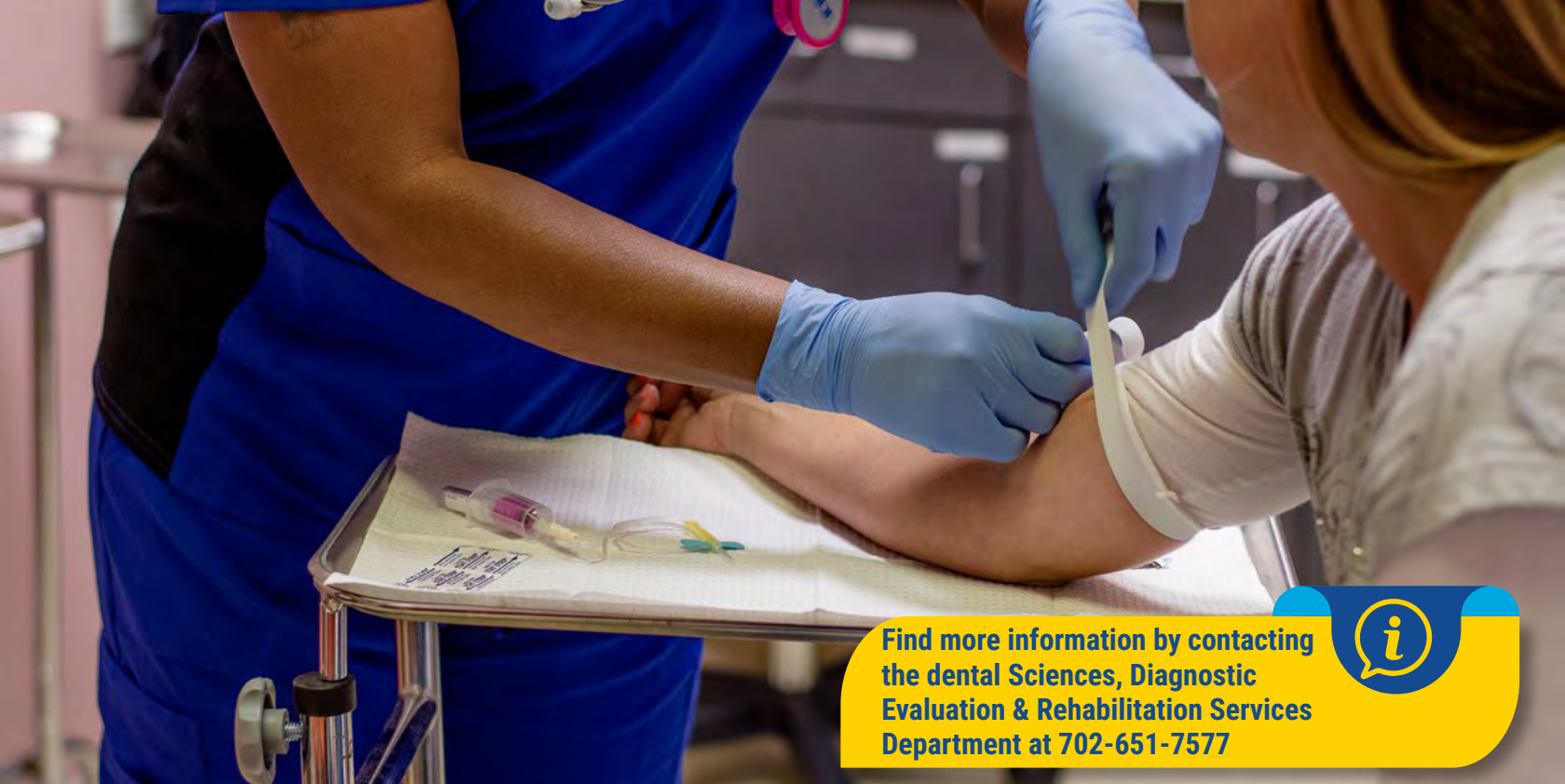
Nursing Assistant Skills Certificate Course (Regular Track)

Under the direction of a licensed nurse, nursing assistants perform basic nursing services that involve hygiene, protection of patient safety & rights, observation & reporting. Students take 180 hours of lecture, lab, & clinical coursework (Regular cohort - 16 wks.). Upon successful completion, students receive a Skills Certificate and are eligible to apply for state certification by examination. The successful candidate will become a Certified Nursing Assistant (CNA).

★ *ETPL Approved : Eligible for grant funding.*

Find more information by contacting the Nursing Department at 702-651-5649





Find more information by contacting the dental Sciences, Diagnostic Evaluation & Rehabilitation Services Department at 702-651-7577



DENTAL SCIENCES, DIAGNOSTIC EVALUATION & REHABILITATION SERVICES

Phlebotomy, SC

The skills certificate in Phlebotomy for MLT/MLS is designed for students pursuing a Bachelor of Applied Science degree in Medical Laboratory Scientist (BASMLS), or an Associate of Applied Science degree in Medical Laboratory Technician (AAS-MLT). The Phlebotomy skills certificate is a one semester program which consists of three courses including lecture, student laboratory, and a clinical practicum at a healthcare facility. The clinical practicum is generally three weeks long and usually includes 8-hour days, Monday through Friday. Students successfully completing the program are eligible to take a national phlebotomy certification examination. The program prepares students to work in a medical laboratory, medical office, hospital, or other medical facility. Students are trained in venipuncture and capillary puncture techniques to obtain blood samples for testing. Topics in this program include Health Care Structure; Safety in Health Care; Medical Law and Ethics; Medical Terminology; Medical Laboratory and Laboratory Tests; Venipuncture and Capillary Puncture Procedures; Specimen Processing; and Point of Care Testing. Students interested in the program must have a High School diploma, High School transcripts, or GED equivalent; OR unofficial college/university transcripts with an awarded degree. Students must be a declared BAS-MLS or AAS-MLT major. Additionally, students must have completed CHEM 103, 110, 121, or higher and MATH 126, 126E or higher with a grade of "C" or better.

★ **ETPL Approved : Eligible for grant funding.**

Phlebotomy: National Healthcareer Association (NHA) Certificate Preparation, SC

A program that prepares individuals under the supervision of physicians and other health care professionals to draw blood samples from patients using a variety of intrusive procedures. Includes instruction in basic vascular anatomy and physiology blood physiology skin puncture techniques venipuncture venous specimen collection and handling safety and sanitation procedures and applicable standards and regulations. The Phlebotomy: National Healthcareer Association (NHA) Certificate Preparation skills certificate is a one semester program, preparing students to challenge the Certified Phlebotomy Technician exam offered through NHA. The program prepares students to work in a medical laboratory, medical office, hospital, or other medical facility. Students are trained in venipuncture and capillary puncture techniques to obtain blood samples for testing. Topics in this program include Health Care Structure; Safety in Health Care; Medical Law and Ethics; Medical Terminology; Medical Laboratory and Laboratory Tests; Venipuncture and Capillary Puncture Procedures; Specimen Processing; and Point of Care Testing. Students interested in the program must have a High School diploma, High School transcripts, or GED equivalent; OR unofficial college/university transcripts with an awarded degree. In addition, students must have a minimum placement of English 100 based on placement examination; OR have completed English 100 (or higher). Accepted students must show proof of vaccination against Hepatitis B. Upon successful completion of the program and the NHA Certified Phlebotomy Technician examination, students are eligible to obtain a Laboratory Assistant License in Nevada to become employed as a phlebotomist.

★ **ETPL Approved : Eligible for grant funding.**

CAMPUS LOCATIONS



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.

WAYS TO REGISTER & PAY



ONLINE:

The Division of Workforce and Economic Development invites you to register with our Web Registration System.

All you will need is an e-mail address.

1. Go to csn.augusoft.net
2. Click Login/Create Account (upper left-hand corner)
3. Login in with your username 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, cash, or money order) at the Registration Office located at:

Sahara West Center – Building B, 2409 Las Verdes Street,
Las Vegas, Nevada 89102, (702) 651-4747



BY MAIL:

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



BY PHONE:

(702) 651-4747 & (702) 651-4182

GENERAL INFORMATION

NOT ALL CLASSES QUALIFY FOR A REFUND. 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.

QUESTIONS 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.

REGISTRATION FORM

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

NAME:

Last First M. I.

ADDRESS:

Street Apt. # City State Zip

Phone #

Gender: Male Female Non-binary **Date of Birth:**

E-Mail:

Receive Promotions/Schedules? Y N

Business Name/Address (If Applicable)

Course Title:

Date of Class:

Fee \$

Course Title:

Date of Class:

Fee \$

Course Title:

Date of Class:

Fee \$

Total \$

Payment Method:

Check Money Order Cash Visa Master Card Discover American Express

Name On Card (Print):

Signature:

Card #:

Exp. Date:

CVV:

Make check/money order payable to Board of Regents.



DISABILITY RESOURCE CENTER (DRC)

If you have a documented disability that may require assistance, you will need to contact the DRC for coordination of your academic accommodations.

The DRC is located in Student Services on each campus.

Charleston Campus
6375 W. Charleston Blvd.
Building D, Rm 116
Las Vegas, NV 89146
Phone: 702-651-5644
Fax: 702-651-5760

North Las Vegas Campus
3200 E. Cheyenne Ave.
N. Las Vegas, NV 89030
Rm R120N
Phone: 702-651-4045
Fax: 702-651-4179

Henderson Campus
700 College Drive
Henderson, NV 89002
Building B, Student Services Area
Phone: 702-651-3795
Fax: 702-651-3004

Deaf and Hard of Hearing Services (DHHS)
3200 E. Cheyenne Ave.
N. Las Vegas, NV 89030
Modular 3
Phone: 702-651-4448
VP: 702-475-4676
Fax: 702-651-4583



FAQS

Frequently asked questions about registration for noncredit classes.

Are there any fees to register for a class? No. Tuition is due upon enrollment.

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 canceled? 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



College of Southern Nevada

Investing in Our Future. Students First.

DIVISION OF WORKFORCE & ECONOMIC DEVELOPMENT CONTACTS

BUSINESS SERVICES:

Stavan Corbett - *Director, Business Services*

Veronica Meraz - *Coordinator, Business Services*

Sonia Mendez - *Specialist, Business Services*

Email: Sonia.Mendez@csn.edu

Sofia Martinez - *Admin Assistant III, Business Services*

Email: Sofia.Martinez@csn.edu

Jonathan Hernandez - *Grant Administrator, ROADS*

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Continuing Education

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