
EXTENDING CAMPUS TO THE COMMUNITY

OUTREACH

ced.unlv.edu

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COURSE CATALOG
FALL 2019

UNLV | CONTINUING
EDUCATION

Todd Transue believes even CFOs have more to learn.

UNLV | CONTINUING EDUCATION

UNLV | CONTINUING EDUCATION
DIVISION OF EDUCATION



“My favorite part is taking what I learned and applying it to my job and becoming a better officer of the company.”

-Todd Transue, *CFO for College Loan Corporation*

Todd Transue is the Chief Financial Officer for College Loan Corporation, which means he is responsible for the company's accounting, finance, and human resource functions. He worked incredibly hard to achieve this position, earning a bachelor of science from the University of California, Riverside and a master of science from San Diego State University. Beyond his traditional education, Todd worked hard to become a Certified Public Accountant, a Certified Fraud Examiner, as well as a Chartered Global Management Accountant.

With all those accomplishments and education on his resume, why would Todd re-enter the classroom? In his own words, “I wanted to take live classes in areas where I was not as skilled or did not have as much formal training, such as human resources and organizational leadership.”

Todd has a love of education but also strives to make his personal and professional life better by learning things he did not otherwise know. Even though his emphasis in UNLV's Continuing Education is from a business point of view, Todd's introduction to the classes was through personal enrichment. With his wife, he enrolled in a wine tasting class as well as a French language class.

That's when he heard about the Human Resource Management Certificate and the Organizational Leadership program. He has since completed both certificates, but for a successful person like Todd the work is not done. He will soon start the Lean Six Sigma program in hopes of finding ways to help his company attain optimal efficiency. Todd truly is the lifelong learner.

Learn more about Continuing Education's programs at ced.unlv.edu.

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UNLV

CONTINUING EDUCATION

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UNLV is an equal opportunity affirmative action employer committed to achieving excellence through diversity.




STUDENTS WITH DISABILITIES

Any student who feels they may need accommodations

due to a disability, temporary injury, or academic adjustments due to a pregnancy is encouraged to contact the UNLV Disability Resource Center (DRC) online at unlv.edu/drc or by phone, 702-895-0866. Current DRC students should make an appointment to discuss their accommodations with their instructors.

 ced.unlv.edu

 702-895-3394

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Professional Development Certificate Programs

Our professional development certificate programs, certification preparation programs, and pre-certification programs can help you make a change into a rewarding, in-demand career. We invite you to our free information sessions to learn more so you can go forward with confidence.

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Attend a Certificate Information Session

Attend an information session to learn more about our professional certification programs. Instructors and program staff present on job responsibilities, employment outlooks, the registration process, and financial assistance options. They are happy to answer any questions you may have. All information sessions are free of charge.

Sommelier Academy Information Session

T | Aug 13 | noon-1pm | PAR Room 301 | 192WS6101

Medical Assistant Certificate Information Session

T | Oct 22 | 5-6pm | Shadow Lane Campus | 193ME6102A

T | Nov 12 | 5-6pm | Shadow Lane Campus | 193ME6102B

PHR/SPHR Information Session

Th | Aug 15 | 6-7pm | PAR Room 511 | 192CP6118

Grant Academy Information Session

T | Aug 27 | 6-7pm | PAR Room 511 | 192GR1150

Human Resource Management Certificate Information Session

Th | Aug 15 | 5-6pm | PAR Room 512 | 192CP6155B

Medical Interpretation: Spanish Certificate Information Session

T | Sep 3 | 6-7pm | PAR Room 511 | 193LA1170

Nonprofit Fundraising Certificate Information Session

M | Aug 26 | 6-7pm | PAR Room 300 | 192NP3172

Paralegal Certificate Information Session

W | Sep 4 | noon-1pm | PAR Room 300 | 193PL6128A

Th | Sep 5 | 5:30-6:30pm | PAR Room 300 | 193PL6128B

M | Sep 9 | noon-1pm | Online Delivery | 193PL6128C

T | Sep 10 | 5:30-6:30pm | PAR Room 300 | 193PL6128D

M | Sep 23 | noon-1pm | PAR Room 107 | 193PL6128E

Th | Sep 26 | 5:30-6:30pm | PAR Room 511 | 193PL6128F

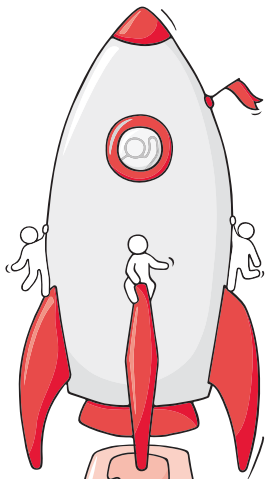


JUST LAUNCHED

We are excited to announce our
NEW programs for Fall 2019:

Coding Bootcamp
Nonprofit Fundraising
Mat Pilates & Injury Prevention
Executive Certificate in Organizational Leadership

FULL DETAILS AT CED.UNLV.EDU/NEW



Grants, Loans & Tuition Assistance

UNLV Continuing Education works with a variety of resources to help our students afford career training.

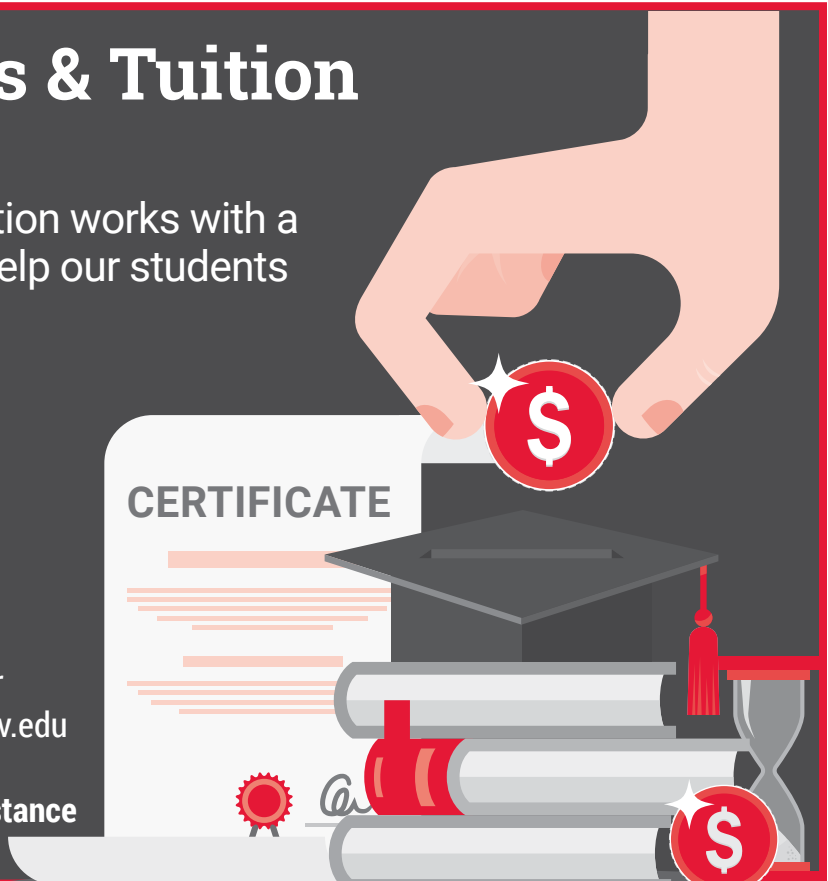
Options Include:

Workforce Connections
MyCAA
Sallie Mae Smart Option Loan
Employer Tuition Assistance
Private Education Loans

Questions? Call 702-895-5099 or
email continuing.education@unlv.edu

 ced.unlv.edu/financial-assistance

CERTIFICATE



Aerospace & Defense

Protective Services Professional Certificate Program

ced.unlv.edu/protective-services

The Protective Services Professional Certificate is an intensive, week-long training program designed exclusively for executive protection, corporate security, military, and law enforcement professionals interested in learning how to provide lower visibility personal security for high net-worth or 'at risk' individuals in permissive to semi-permissive environments. The curriculum is delivered using a blended-learning format of interactive classroom instruction, field training, case studies, subject-matter expert speakers, and practical exercises.

PROGRAM REQUIREMENTS:

To earn the Protective Services Professional certificate you must successfully complete the following two required modules:

- Protective Driving Operations Course (PDOC)
- Protection Agent Development (PAD)

Protective Services Professional Certificate

Train in the essential elements of personal security and protective driving operations, focusing on the standards and protocols associated with providing high level, low profile protective services. Master the skills needed by the protective services operator: walking formations, business ethics, vehicle and motorcade operations, principal cover and control techniques, legal issues and use of force, risk assessments and threat analysis, surveillance detection, as well as venue and site security. These skills are taught, practiced, and used for a final exam exercise detail in and around the Las Vegas metropolitan area. The PSPC program consists of two modules: Protective Driving Operations Course (PDOC), which is three days, and Protection Agent Development (PAD), which is four days. Successfully completing all seven days combined earns graduates the Protective Services Professional Certificate.

Prerequisite: Please see ced.unlv.edu/protective-services for admission standards.

Steve Krystek, PFC Training

PDOC & PAD Package

F-Th | Oct 4-10 (meets 7x) | \$2,850

Off site | 193SD3143 | 7 CEUs

Protective Driving Operations Course (PDOC) module only

F-Su | Oct 4-6 (meets 3x) | 9am-5pm each day | \$1,950

Protection Agent Development (PAD) module only

M-Th | Oct 7-10 (meets 4x) | 8am each day; varied end times | \$1,215

Unmanned Aircraft Systems Certificate

ced.unlv.edu/uas

Be on the forefront of Unmanned Aircraft Systems (UAS) operation, policy, safety, and application. UAS are finding expanding commercial and public application across many industries including construction, agriculture, environmental monitoring, security, delivery, and more. Demand for licensed operators is growing rapidly! With this certificate you will not only build strong technical understanding through classroom and online instruction, but also gain experience via flight labs. Hands-on, interactive flight instruction will build full competence to manage flight operations for UAS multirotor platforms. The certificate program is open to anyone interested in this rapidly growing field of aviation.

Unmanned Aircraft Systems Certificate

Become a FAA-licensed commercial drone pilot. This blended instructor-based and online course is designed to prepare students to fly within current UAS Federal Aviation Administration (FAA) regulations. Students are introduced to UAS system design, flight methods, and local and federal regulations. This course covers all the necessary topics to successfully obtain an FAA commercial drone license, "Part 107 Remote Pilot Certificate" and AUVSI Trusted Operator Programs Levels 1 and 2. Students will participate in flight demonstrations and experience hands-on flight missions. This course meets the requirements of ASTM F3266-18, Standard Guide for Training for Remote Pilot in Command of Unmanned Aircraft Systems (UAS) Endorsement. FAA Part 107 Remote Pilot Certificate test fees are not included in the course. Access to the online component is available two weeks prior to the in-person meet dates. You should anticipate spending eight hours per module in online preparation before the in-person meet dates, plus eight hours per module for online follow-up. Please note, students should expect to register for the FAA Unmanned Aircraft General (UAG) written exam during the first in-person session. Students must provide own transportation to flight locations within one hour of Las Vegas Valley. Please note, due to the online component of this class, requests to drop the class and receive a refund must be submitted no later than two weeks prior to the in-person class session.

Jonathan Daniels, Crystal Berry, Praxis Aerospace Concepts, Inc.

FSaSu | Oct 4-13 (meets 6x) | 8am-5pm | \$1,899

Praxis Aerospace | 193UA1110 | 4 CEUs

*Class meets: 6-10pm on Fridays.

Business Administration

Executive Certificate in Business Administration

ced.unlv.edu/business-administration

The Executive Certificate in Business Administration is designed to introduce practicing managers, business owners, and professionals to the most important concepts, tools, and techniques taught in today's business schools. Boost your productivity, confidence, and effectiveness when managing yourself, others, and your business. The four modules leading to the Executive Certificate in Business Administration prepare you to flex with evolutions in business by teaching you how to step back and assess staffing, business processes, economic trends, and financial opportunity.

PROGRAM REQUIREMENTS:

To earn the Executive Certificate in Business Administration, participants will be required to complete four business modules. In order to receive certificate, successful completion of pre- and post-assignments is required.

MODULES:

- Business & People Management
- Business Logistics & Processes
- Business & the Economic Environment
- Financial & Business Performance

Executive Certificate in Business Administration Bundle

This bundle includes registration to the four (4) Executive Certificate in Business Administration modules. The modules include Business and People Management, Financial and Business Performance, Business and the Economic Environment, and Business Logistics and Processes. These are hybrid classes. Access to the online component is available two weeks prior to the in-person meet dates. You should anticipate spending eight hours per module in online preparation before the in-person meet dates, plus eight hours per module for online follow up. Please note, requests to drop classes and receive refunds must be submitted no later than one week prior to the in-person class session. Please see website for all other policies regarding withdrawing from the class. Register for all four modules in order to receive a bundle price of \$4,676.40

Lee Business School

TW | Sep 24 -Apr 22, 2020 (meets 8x) | 8am-5pm | \$4,676.40

Lee Business School, WRI Room C302 | 193BDBUND | 6.4 CEUs

Business & People Management Module

This module will provide you with the most up to date information about managing and leading people. Participants will learn principles of people management and how to apply them to their business or team. Specific topics will include managing conflict, leading through change and methods for conflict resolution. Completing this module will provide participants with tools and techniques they can immediately apply to their work place.

This module includes four courses each taught by an experienced faculty member or local business leader.

Leadership: In today's business environment, marked by rapid change and hyper-competition, effective leadership often makes the difference between success and failure. Students will examine the different roles and characteristics of a leader, as well as the impact of leadership on an organization. Students will also examine their own leadership skills and identify ways to develop their personal style.

Managing People: The essence of an organization is its workforce-employees must effectively work together to produce positive outcomes. This course provides an overview of Organizational Behavior and the various methods of managing individuals, teams and organizations to elicit consistent, high levels of performance.

Conflict Resolution: Leaders often spend a significant amount of their time dealing with conflict and its consequences. People deal with conflict in various ways, but the most effective conflict management tool, at least potentially, is to negotiate. This course will enhance your ability to negotiate deals, settle disputes and make team based decisions.

Change and Transformation: Change in organizations is unavoidable. We can allow it to happen to us, or we can embrace it. Successful organizations make innovation and evaluation a consistent part of their culture. Because change is a process, it can be managed through effective leadership. This course provides insights into change management theory and application.

These are hybrid classes. Access to the online component is available two weeks prior to the in-person meet dates. You should anticipate spending eight hours per module in online preparation before the in-person meet dates, plus eight hours per module for online follow up. Please note, requests to drop classes and receive refunds must be submitted no later than one week prior to the in person class session. Please see website for all other policies regarding withdrawing from the class. Register for all four modules in order to receive a bundle price of \$4676.40

Lee Business School

TW | Sep 24-25 (meets 2x) | 8am-5pm | \$1,299

Lee Business School, WRI Room C302 | 193BD6120 | 1.6 CEUs

Financial & Business Performance Module

This module will provide tools and techniques for measuring and improving the performance of your business. Specific topics include developing an appreciation of the market economy, crafting a focused business strategy, understanding how to evaluate your company's financial position, and using principles of accounting to quantify the performance of your business and drive decision making.

This module includes four courses each taught by an experienced faculty member or local business leader.

The Market Process: After completing this course, you will gain an appreciation of the basic operations of the market economy, including supply and demand, pricing strategies, cost drivers, competition, monopoly, and the function of entrepreneurs in society.

Strategy: Strategy is about undertaking a series of actions to achieve long term objectives ultimately leading to competitive advantage. The course will provide understanding of the conceptual and theoretical base of strategic management and examine how the formulation and implementation of strategy can enable an organization to achieve competitive advantage.

Corporate Finance: In this course, we discuss how managers and investors evaluate projects and investments in order to determine whether an investment should be undertaken. Specifically, we will discuss the methods and process of capital budgeting, the cost of raising capital, risk and return, and how to value future cash flows.

Accounting: Accounting measures the activities of a business by the dollars it receives and spends. This class provides a comprehensive picture of how managers, owners, and other stakeholders use accounting information to make decisions.

These are hybrid classes. Access to the online component is available two weeks prior to the in-person meet dates. You should anticipate spending eight hours per module in preparation before the in-person meet dates, plus eight hours for online follow up. Please note, requests to drop classes and receive refunds must be submitted no later than one week prior to the in person class session. Please see website for all other policies regarding withdrawing from the class. Register for all four modules in order to receive a bundle price of \$4,676.40

Lee Business School

TW | Oct 22-23 (meets 2x) | 8am-5pm | \$1,299

Lee Business School, WRI Room C302 | 193BD6121 | 1.6 CEUs

Business & Economic Environment Module

Gain a better understanding of how your business fits into the larger economic picture. This module explores the challenges and opportunities in the current economic, legal, and international business environments. Specific topics will include understanding how economic conditions impact business operations in a global economy, identifying common legal pitfalls, the challenges and opportunities of global operations, and being a socially responsible company.

This module includes four courses each taught by an experienced faculty member or local business leader.

The Economy: Better understand economic conditions impacting firms operating in the current global economy. Topics include national income; business cycles; inflation; unemployment, interest rates; exchange rates; and fiscal and monetary policies.

International Business: Become a more skilled global business player. Conducting business within a worldwide framework presents opportunities as well as challenges for organizations looking to expand outside their home market. Knowledge of international business realities will give your business an edge over competitors.

Business Law: Professionals today must be acutely aware of the law in order to avoid violations. Proactively prevent legal problems before they arise, or mitigate their effects by understanding and recognizing potential business law pitfalls. This session will enable you to understand basic contract, tort, and property law, as well as the law of legal entities.

Corporate Social Responsibility: Corporate Social Responsibility (CSR) is not just a public relations opportunity; in the most successful organizations, CSR is fully integrated into a firm's business model. Businesses engage in CSR for strategic and/or ethical purposes, generally with the expectation that there will be a positive impact on their bottom line. Learn about multiple ways to approach CSR and explore implementation strategies.

These are hybrid classes. Access to the online component is available two weeks prior to the in-person meet dates. You should anticipate spending two hours per class in online preparation before the in-person meet dates, plus two hours per class for online follow up. Please note, requests to drop classes and receive refunds must be submitted no later than one week prior to the in person class session. Please see website for all other policies regarding withdrawing from the class. Register for all four modules in order to receive a bundle price of \$4676.40

Lee Business School

TW | Mar 24-25, 2020 (meets 2x) | 8am-5pm | \$1,299

Lee Business School, WRI Room C302 | 201BD6123 | 1.6 CEUs

Business Logistics & Processes Module

This module covers key concepts in managing the core systems and processes in your business. Specific topics include handling budgeting and reporting, consumer behavior and marketing, the supply chain, and information systems. Strengthen your understanding of these key concepts through specific examples of how to apply them within your work environment.

This module includes four courses each taught by an experienced faculty member or local business leader.

Budgeting and Reporting: Utilize your budgeting process to communicate and fund business priorities. Take a fresh approach to your company's finances once you reframe the budget process as a way to quantify management goals and get leaders thinking about and planning for the future. Budget documents can then be used as a benchmark for subsequent performance.

Marketing: View your business from the customer's point of view so you can craft a marketing strategy tailored to your unique product and target audience. You will be given tools to develop an effective marketing strategy and will learn the basics of how to analyze market opportunities, develop marketing plans, and implement marketing programs.

Service Operations: Examine approaches for achieving operational competitiveness in a service-focused business and investigate several tools for analyzing service operations. Operational excellence is critical for success in any service industry, as businesses increasingly face deregulation, global competition, and rapidly-evolving information technology.

Information Systems: Don't overlook the importance of well designed, thoughtfully implemented, and carefully managed information systems and decision support systems to the success of your business venture. Discuss the role information technology applications play in decision making and problem solving at the operational and corporate levels.

These are hybrid classes. Access to the online component is available two weeks prior to the in-person meet dates. You should anticipate spending two hours per class in online preparation before the in-person meet dates, plus two hours per class for online follow up. Please note, requests to drop classes and receive refunds must be submitted no later than one week prior to the in person class session. Please see website for all other policies regarding withdrawing from the class. Register for all four modules in order to receive a bundle price of \$4676.40

Lee Business School

TW | Apr 21-22, 2020 (meets 2x) | 8am-5pm | \$1,299

Lee Business School, WRI Room C302 | 201BD6122 | 1.6 CEUs

Cannabis

Cannabis Classes

ced.unlv.edu/cannabis

Legal cannabis is a quickly growing industry with incredible opportunities for employees, entrepreneurs, and investors. It is also an increasingly competitive market. This series of online courses offered in conjunction with The Academy of Cannabis Science will broaden your knowledge in the field and enhance your understanding of this evolving industry.

Cannabis & the Opioid Epidemic

Pain is one of the most common health conditions for which people use cannabis. In this course we will discuss how some patients are using less opiates as a result of effective cannabis therapy. Join experts on the topic of medical cannabis for an informative course on this topic. We will examine existing researches that explore the relationship between cannabis and the opioid epidemic, and how patients alters their health and quality of life with cannabis. You will receive your online access three days prior to the start date.

Prerequisite: Students need to be at least 21 years old. Students will need access to a computer and internet and understand how to navigate a learning management system.

Trey Reckling

Sep 2-27 | \$99

Online Delivery | 193CH1103A | 0.3 CEU

Oct 28-Nov 28 | \$99

Online Delivery | 193CH1103B | 0.3 CEU

Cannabis Professional

Prepare to work with cannabis as one of the many positions within the industry. Discuss history and folklore of this plant, its anatomy, cannabinoid science, development of the cannabis industry, as well as discussions about the law and current regulations. This is a self-paced, six-module online course. Each module concludes with an assessment. You can anticipate the course taking four to eight hours to complete. You can register for this course any time between the listed start date and five business days prior to the end date. You will receive your online access three days prior to the start date. Live question and answer sessions will be available and scheduled.

Prerequisite: Students need to be at least 21 years old. Students will need access to a computer and internet and understand how to navigate a learning management system.

Trey Reckling

Sep 2-27 | \$99

Online Delivery | 193CH1100A | 0.4 CEU

Sep 30-Oct 25 | \$99

Online Delivery | 193CH1100B | 0.4 CEU

Oct 28-Nov 22 | \$99

Online Delivery | 193CH1100C | 0.4 CEU

Nov 25-Dec 20 | \$99

Online Delivery | 193CH1100D | 0.4 CEU

Pets & Cannabis

Join veterinarian Dr. Tim Shu and RVT Kate Scott for this instructive course that will help you better understand the options that cannabis may offer to help alleviate conditions experienced by pets without side effects caused by some other medicines. You can anticipate the course taking approximately three hours to complete. You can register for this course any time between the listed start date and five business days prior to the end date. You will receive your online access three days prior to the start date. Live question and answer sessions will be available and scheduled.

Prerequisite: Students need to be at least 21 years old. Students will need access to a computer and internet and understand how to navigate a learning management system.

Trey Reckling

Sep 30-Oct 25 | \$99

Online Delivery | 193CH1102 | 0.3 CEU

Design & Technology

Fashion Design Certificate Program

ced.unlv.edu/fashion

Step into a rewarding career as a fashion designer, illustrator, seamstress, merchandiser, model, photographer, or costume maker. You will learn about both the creative and technical sides of the fashion industry through hands-on activities, demonstrations, special events, and field trips. Fashion Design students also participate in fashion shows, award competitions, and networking opportunities. This program is offered in conjunction with Nevada Association of Fashion Design (NAFD). Courses may be taken individually to expand your skill set.

PROGRAM REQUIREMENTS:

To earn the Fashion Design Certificate you must successfully complete five core courses plus an additional 7.2 CEUs of elective courses.

CORE COURSES:

- Basic Sewing
- Dressmaker Studio
- Fashion Design: Elements & Principles
- Fashion Illustration & Design
- Patternmaking

ELECTIVE COURSE OPTIONS:

Offerings vary by semester. Visit ced.unlv.edu/fashion for a complete list of elective options and more details about this program.

Basic Sewing

Learn basic garment construction, pattern reading, and enhancement. Instruction will include how to take proper body measurements, how to read and use master patterns, how to alter garments for a perfect fit, and how to properly select fabrics, threads and notions. You will learn to operate a sewing machine and be introduced to the serger machine. Project: Design and construct top, pants, and skirt.

Jane Ross

SaSu | Sep 7-22 (meets 6x) | 10am-3:25pm | \$429

PAR Room 401 | 193FD2102 | 3.2 CEUs

Dressmaker Studio

Achieve a unique look and perfectly tailored fit for women's clothing by working from a custom pattern. Designers will take a hands-on approach to high-end style and more advanced sewing technique by taking their project from inspiration all the way to a fabulous one-of-a-kind fitted garment. Learn about seams, darts, pleats, grading, lining, interfacings, stiffening, buttonholes, fibers, and fabrics; each will affect how your finished garment fits and drapes. Projects: Design and draft a custom-fitted dressmaker's pattern. Use your pattern to create a fashionable tailored garment.

Prerequisite: Must have previous sewing/machine skills.

Gretchen Marshall

SaSu | Nov 9-24 (meets 6x) | 10am-3:25pm | \$359
PAR Room 401 | 193FD2161 | 3.2 CEUs

Fashion Design: Elements & Principles

Create exhilarating apparel lines by combining different body silhouettes, colors, details, and trimmings. Explore the exciting fashion design industry as you study design principles, fashion history, and current trends. Projects, topics, and demonstrations will include analysis of garment design, fashion illustration templates, and several dress form draping techniques used in garment construction.

GiGi Pontejos-Morris

MT | Nov 25-Dec 17 (meets 8x) | 5:30-9:30pm | \$359
PAR Room 401 | 193FD2101 | 3.2 CEUs

Fashion Fest Student Event

Network with fellow fashion design students and present your latest projects. This student-run fashion show is planned and managed by students from the Fashion Showcase class as their final project. Designers from all classes are invited to take part and show their designs.

NAFD

T | Dec 17 | 6-9pm | No charge
PAR Room 512 | 193FD2125

Fashion Illustration & Design

Transfer your designs and clothing lines from your imagination onto paper through the art of fashion illustration and design. You will develop or enhance your drawing skills and better understand how to take your work from design concept to creation. Instruction includes fashion design principles, sketching the human body, proportions, colors, fabrics, seasonal elements, collages, and creation of a designer's fashion portfolio. Projects: Illustrations, figure board, and flats for inclusion in your design portfolio. Required Textbook(s): *Fashion Sketchbook* (ISBN: 9781609012281)

Gretchen Marshall

MT | Oct 7-29 (meets 8x) | 5:30-9:30pm | \$359
PAR Room 401 | 193FD2142 | 3.2 CEUs

Fashion: Draw, Drape & Design

Transfer your fashion design drawings from paper, to mockup, to pattern, to finished garment using draping techniques. Draping techniques can properly resolve any design and fitting issues with a garment, plus draping allows designers to experiment with the way fabric will fold and fall. Students will design and construct a fitting shell pattern, also known as a second skin pattern, and use methods for flat or muslin drafting to develop a unique pattern for their one-of-a-kind garment.

Prerequisite: Must have previous sewing/machine skills.

Gretchen Marshall

SaSu | Aug 3-18 (meets 6x) | 9am-1pm | \$289
PAR Room 401 | 192FD2153 | 2.4 CEUs

Interior Design: Creative Home Decorating

Design the perfect room for your taste and lifestyle by applying basic home decorating techniques. This class will cover the elements of interior design-color, shape, and texture-and the principles of design-balance, harmony, and rhythm. You will gain confidence in developing your own personal decorating style and be ready to move forward with decorating your own living space. Discuss available window treatment options and understand how to add just the right home accessories. Learn about wall and ceiling treatments and how to pair with the right flooring selections. Projects: Design your own floor plan, design sketch, and project board using the key elements and principles of home decorating.

GiGi Pontejos-Morris

MT | Nov 4-19 (meets 6x) | 5:30-9:30pm | \$289
PAR Room 401 | 193FD2210 | 2.4 CEUs

Patternmaking: Introduction

Develop skills for drafting flat pattern slopers through standard or individual measurements. Using graph drafting paper, you will draft a bodice, sleeve, pant, and skirt. You will learn how to take proper body measurements, determine alterations/grading for fitted patterns, and construct muslin patterns/samples utilizing dress forms and sewing/serger machines.

Prerequisite: Must have previous sewing/machine skills.

Gretchen Marshall

SaSu | Oct 5-20 (meets 6x) | 10am-3:25pm | \$389
PAR Room 401 | 193FD2105 | 3.2 CEUs



Print & Graphic Design Certificate Programs

ced.unlv.edu/graphic-design

Build proficiency in the core design software tools used in the commercial printing and graphic design industry. Print Design Certificate candidates study the essential concepts of print design and the Adobe applications designers use to complete their projects. Graphic Design Certificate candidates expand their Adobe design skills and learn additional design theory and print communication concepts and techniques. The Graphic Design Certificate is suitable if you are crossing disciplines, such as web design to print and graphic design, or if you are responsible for marketing and designing materials in your current employment but have no formal training and experience in graphic design. Courses may be taken individually to expand your skill set.

Our labs are equipped with Windows PC and Mac computers (Adobe courses). Although we provide the required software programs in our computer labs during instructional times, you also need access to the software, if applicable, at home or at work to complete exercises, assignments, and projects.

PREREQUISITES:

You must have a working knowledge of computer basics including navigating, creating, editing, and saving files and folders.

PRINT DESIGN CERTIFICATE PROGRAM REQUIREMENTS:

To earn the Print Design Certificate you must successfully complete four core courses.

CORE COURSES:

- Adobe Illustrator Level I
- Adobe InDesign Level I
- Adobe Photoshop Level I
- Print Design Capstone: From Pre-Press to Production (Must be the last course taken)

GRAPHIC DESIGN CERTIFICATE PROGRAM REQUIREMENTS:

To earn the Graphic Design Certificate you must successfully complete six core courses plus an additional 0.6 CEUs of elective courses.

- Adobe Illustrator Level I
- Adobe Illustrator Level II
- Adobe InDesign Level I
- Adobe Photoshop Level I
- Adobe Photoshop Level II
- Graphic Design Capstone: Designing Your Brand Using Adobe Software (Must be the last course taken)

ELECTIVE COURSE OPTIONS:

- Introduction to Composition & Color
- Cascading Style Sheets
- Introduction to Content Management
- HTML Level I

Web Design Classes

ced.unlv.edu/web-design

An eye-catching website where essential information is at your fingertips is a major asset for any business. Demand for web design professionals who can translate a company's brand or mission into a dynamic online presence is high. Specialized training in today's leading design and development platforms ensures you can take a site from concept to completion, incorporating best practices in responsive design, content management, and search engine optimization.

Adobe InDesign Level I

Easily lay out catalogs, brochures, posters, and other publications with InDesign. Work with tools, menus, and palettes to create documents, define typesetting features, work with images, and create files for print. In-class exercises will reinforce your understanding of page setup attributes, master pages guides and margins, color definition, graphic formats, and file management. Required Textbook(s): *Adobe InDesign, Illustrator & Photoshop CS6: The Portfolio Series* (ISBN: 9781936201198)

Denise Snow

Th | Oct 17-Nov 21 (meets 6x) | 6-9pm | \$319
PAR Room 125 | 193WM8106 | 1.6 CEUs

Adobe Illustrator Level I

Generate crisp, scalable, vector-based artwork in Adobe Illustrator. Beginners and those with slight experience will learn principles of good graphic design as they create and transform shapes, draw with the pen tool, work with typography, and color in Illustrator. Illustrator is a designer's go-to tool for illustrations, logos, business cards, signs, ads, and much more. Required Textbook(s): *Adobe InDesign, Illustrator & Photoshop CS6: The Portfolio Series* (ISBN: 9781936201198)

Jessica Kennedy

Th | Sep 5-Oct 10 (meets 6x) | 5:30-8:30pm | \$319
PAR Room 125 | 193WM8121 | 1.6 CEUs

Adobe Photoshop Level I

Create, design, and manipulate print-based artwork, web-based graphics, and digital photography with Adobe Photoshop. Students will learn to perform basic tasks in Photoshop, including color correction, retouching, creating composite images, using masks, resizing images, adding text, and creating art from scratch. This course targets advanced beginners who use Photoshop for personal and professional projects and wish to broaden their knowledge and skills in this program. Required Textbook(s): *Adobe Photoshop CC Classroom in a Book* (ISBN: 9780321928078)

Rakitha Perera

T | Sep 3-Oct 8 (meets 6x) | 6-9pm | \$319
PAR Room 125 | 193WM8122 | 1.6 CEUs

Adobe Photoshop Level II

Harness the more powerful elements of Adobe Photoshop to elevate the quality of your photographic and graphic design projects. This course targets intermediate users who wish to broaden their skills and get updates on the latest available features. Explore advanced layer functions and compositing, advanced retouching and masking, and prepare files for both print and web output. Required Textbook(s): *Adobe Photoshop CC Classroom in a Book* (ISBN: 9780321928078)

Prerequisite: Adobe Photoshop Level I or comparable experience.

Rakitha Perera

T | Oct 22-Nov 26 (meets 6x) | 6-9pm | \$319
PAR Room 125 | 193WM8123 | 1.6 CEUs

HTML Level I

HTML allows web designers to hand-code web pages for smooth transition into XML while still remaining compatible with current web browsers. Apply the concepts, foundations, syntax, and structure of HTML as you code basic pages by hand. The course will include an introduction to Cascading Style Sheets (CSS). All pages created in the class will be validated using the W3C validation service. Required Textbook(s): *Head First HTML and CSS* (ISBN: 9780596159900)

Denise Snow

M | Sep 9-Oct 7 (meets 5x) | 6-9pm | \$289
PAR Room 123 | 193WM8105 | 1.3 CEUs

HTML Level II

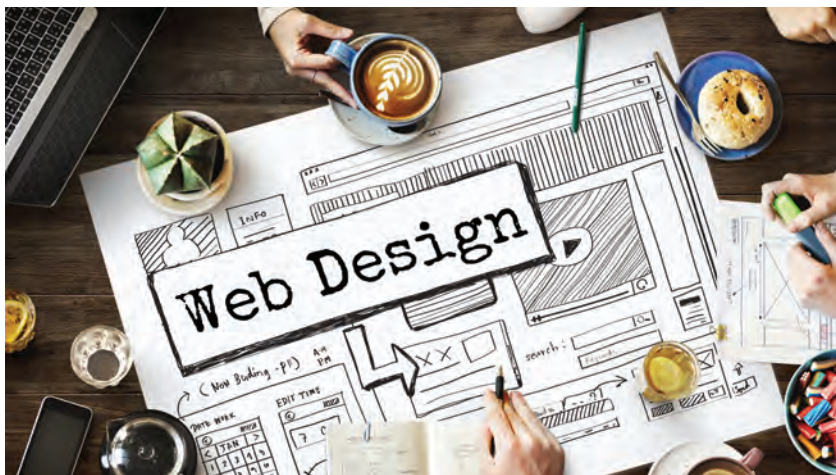
Augment your web design skills by learning intermediate HTML concepts such as designing table-less layouts, using forms to collect data, and controlling web page format and design using Cascading Style Sheets (CSS). By the end of the class, you will be able to design and code enhanced websites. Required Textbook(s): *Head First HTML and CSS* (ISBN: 9780596159900)

Prerequisite: HTML Level I or comparable experience.

Denise Snow

M | Oct 21-Nov 25 (meets 5x) | 6-9pm | \$289
PAR Room 123 | 193WM8104 | 1.3 CEUs

*Class does not meet: Nov 11



Introduction to Social Media Marketing

Content creators, online marketers, webmasters, online and offline business owners, and self-employed entrepreneurs all need a comprehensive understanding of how to use social media to drive internet traffic and gain exposure for their company's products, services, or causes. Take an in-depth look at how to harness social media for your marketing efforts including defining your audience, finding your voice, developing a marketing plan, content creation, and tracking. Learn the basics of setting up and using social media accounts like Facebook, YouTube, Twitter, Instagram, LinkedIn, Pinterest, and others. Plus, get tips for blogging, email marketing, and best practices for creating an excellent user experience.

John Larson

Th | Sep 12-Oct 10 (meets 5x) | 1-3pm | \$289

PAR Room 107 | 193WM8176 | 1 CEU

Graphic Design Capstone: Designing Your Brand Using Adobe Software

Create a comprehensive corporate or personal brand identity project by applying skills learned in previous graphic design classes. This course will give you an opportunity to showcase your creative vision and technical graphic design skills through multiple media types. This course must be the last class taken to complete the requirements of the Graphic Design Certificate.

Staff

On Demand | \$209

193WM8177 | 0.6 CEU

Introduction to YouTube Marketing

Discover the power of YouTube marketing. With over 1.3 billion people worldwide now using YouTube, video has become an essential marketing strategy. Content marketers, online and offline business owners, self-employed entrepreneurs, and artists/musicians all need to know how to build a YouTube channel and grow their video marketing efforts. Learn how to start your channel, communicate your brand, explain your products or services, and build relationships with your audience. Get advice on how to choose your niche, select equipment, develop content, create a media plan, integrate with other social media networks, and strategize for audience growth.

John Larson, Maximiliano Lopez (Gacitua)

Sa | Oct 19 | 9am-4pm | \$149

PAR Room 302 | 193WM8175 | 1 CEU

Print Design Capstone: From Pre-Press to Production

All your training in print design comes together in a final portfolio project. Fuse your knowledge of Adobe InDesign, Adobe Illustrator, and Adobe Photoshop into a single integrated branding project. Receive file-building and pre-press training so your files will export correctly and result in beautiful printed pieces.

Staff

On Demand | \$209

193WM8156 | 1.2 CEUs



Web Development Coding

ced.unlv.edu/coding-bootcamp

Learn in-demand skills in web development by earning a UNLV Continuing Education certificate in the UNLV Coding Bootcamp powered by DevPoint Labs. From React.js to Ruby on Rails, experienced instructors teach a challenging curriculum full of the most sought-after coding skills in the tech industry. Great programmers can adapt and adjust to new technologies that arise and grow with the technology field. That's why our curriculum focuses on teaching you how to learn, think, and problem solve like a software engineer. The 24 week part-time schedule is designed to fit the needs of working professionals as you train for career change or advancement.

Please visit ced.unlv.edu/coding-bootcamp for upcoming program dates, for information about the application process, and to sign up for the interest list.

English as a Second Language (ESL) & Accent Reduction

Accent Reduction

ced.unlv.edu/accent-reduction

Accent Reduction for International Professionals Clear speech is essential for success in today's workforce. Our accent reduction and speaking program helps you speak English with clarity and precision. Each course is tailored to a specific aspect of Accent Reduction (vowel sounds, consonant sounds, intonation and speaking skills) to minimize your communication barriers while maintaining your unique cultural identity.

Accent Reduction for International Professionals I

Precise articulation is essential for effective presentations, motivating employees, and inspiring customer confidence. Even if you are proficient in English grammar and vocabulary, a strong regional or foreign accent can still make clear communication difficult in the workplace. Take this opportunity to develop the skills you need to correctly pronounce the sounds of American English, focusing on the vowel sounds, so your accent is no longer a business liability. Textbook included in cost of tuition.

Amy Nassar (Bourji)
MW | Sep 16-Oct 2 (meets 6x) | 7-9:30pm | \$249
PAR Room 301 | 193CX1113 | 1.5 CEUs

Accent Reduction for International Professionals II

Focus on mastering the consonant sounds of American English. This class is the next step after the Level I class. Now that you have completed the basic vowel program in Level I, you will master additional techniques for improving your English pronunciation. With Accent Reduction Level II, you will learn the techniques of producing correct consonant sounds when combined with vowels or other challenging consonants. By the end of this session, you will have acquired the rules governing the production of all the consonant sound variations, and you will meet difficult challenges in speech clarity for your job. Textbook included in the cost of tuition.

Amy Nassar (Bourji)
MW | Oct 7-23 (meets 6x) | 7-9:30pm | \$249
PAR Room 140 | 193CX1123 | 1.5 CEUs

Accent Reduction for International Professionals III

Focus on mastering the intonation patterns of American English. This class is the next step after Levels I and II. Now that you have completed the basic vowel and consonant programs, you will learn the musical aspects of speech, and the mechanics for how to signal stress and pitch. With Accent Reduction Level III, you will master stress and pitch patterns for words, sentences, and paragraphs. You will also practice body language and facial expressions that reinforce American intonation, and help add meaning and clarity to your speech. By the end of this session, you will have acquired the rules governing the production of an understandable communication. Textbook included in cost of tuition.

Amy Nassar (Bourji)
WM | Oct 30-Nov 20 (meets 6x) | 7-9:30pm | \$249
PAR Room 140 | 193CX1124 | 1.5 CEUs
*Class does not meet: Nov 11

Effective Speaking for International Professionals

Do you want to speak effectively? Do you want to communicate with clarity and confidence? Are you an international professional or student who wants to improve your speaking and communication skills? This class will help you acquire the aspects of effective speech delivery. You will learn organization of content, use of verbal and non-verbal language, and voice control including understandable accent, proper intonation and better articulation. You will also master the techniques of pacing, pausing, and linking for delivering a smoother, clearer and more concise speech. Improving your speaking skills will boost your self-confidence, and have a positive impact on your professional and social life. You will overcome your fear of speaking, and communicate ideas in a coherent and convincing manner. Required Textbook(s): *Speech Communication Made Simple 2, 4th Edition* (ISBN: 9780132861694)

Prerequisite: Accent Reduction I, II and III

Amy Nassar (Bourji)
MW | Dec 2-18 (meets 6x) | 7-9:30pm | \$249
PAR Room 301 | 193CX1117 | 1.5 CEUs

English as a Second Language (ESL)

ced.unlv.edu/esl

Whether you are new to English or you are seeking advanced grammar and writing lessons, the classes in the English as a Second Language series will help to enhance your skills. Join the series at the beginning level, or take an ACCUPLACER test to start at a higher level.

ACCUPLACER Placement Test for ESL Students

ACCUPLACER is an integrated system of computer-adaptive assessments designed to evaluate students' skills. ACCUPLACER delivers immediate and precise results to support in accurate placement. Students will need to complete a total of three segment tests: reading, sentence structure, and language use to determine which ESL course is level appropriate. Students will have two hours to complete the exams.

Staff

Sa | Aug 17 | 9-11am | \$15
PAR Room 123 | 192PP1100A

M | Aug 19 | 6-8pm | \$15
PAR Room 123 | 192PP1100B

English as a Second Language (ESL) Beginning

This course is for beginners with limited English language skills. The classes will build your vocabulary and basic grammar to allow you to develop confidence in speaking and writing in English. Focus on conversational skills, understanding idiomatic expressions, and developing comfort in presenting in English. ESL Beginning students are not required to take the ACCUPLACER test. Required Textbook(s): *Interchange Level 1 Student's Book and DVD, 4th Edition* (ISBN: 9781107648678)

Staff

Sa | Sep 14-Dec 28 (meets 15x) | 9am-1pm | \$549
PAR Room 300 | 193LA2125A | 6 CEUs
*Class does not meet: Nov 30

MW | Sep 16-Nov 25 (meets 20x) | 6-9pm | \$549
PAR Room 300 | 193LA2125B | 6 CEUs
*Class does not meet: Nov 11



ESL (English as a Second Language) Intermediate

Expand your use of oral English and gain confidence when speaking, reading, and writing in professional and everyday settings. You will read and comprehend passages on common, high interest topics. You will also write short narrative paragraphs using level-appropriate grammar. You will develop proficiency by attentively listening to increasingly complex verbal explanations, conversations, and instructions, then respond with confidence. ACCUPLACER test required. Required Textbook(s): *Passages Level 1 Student's Book* (ISBN: 9781107627055) and *Workbook* (ISBN: 9781107627253)

Staff

MW | Sep 16-Nov 25 (meets 20x) | 6-9pm | \$549
PAR Room 400 | 193LA1124 | 6 CEUs
*Class does not meet: Nov 11

English as a Second Language (ESL) Advanced

ESL Advanced will effectively progress learners to full English language proficiency for a professional environment. You will develop advanced reading and listening strategies, enrich the quality and quantity of your vocabulary, improve grammar accuracy, and write well organized essays. You will learn to communicate with sophistication in professional settings, engage in thought-provoking discussions, and polish academic writing, listening, and reading. ACCUPLACER test required. Required Textbook(s): *Passages, 3rd Edition, Student Book 2* (ISBN: 9781107627079)

Staff

TTh | Sep 17-Nov 21 (meets 20x) | 6-9pm | \$549
PAR Room 300 | 193LA1126 | 6 CEUs

Financial Planning

Financial Planning Classes

New! Advanced Financial Market Analysis

Multiple factors drive the performance of the financial market. The focus of this class is to help you create greater awareness of the market by deepening your understanding of fundamental analysis, earnings reports and balance sheets. The class will also address current events, industry trends and technical analysis through pattern recognition, so you can navigate the market with greater knowledge. You will need to bring a laptop to the class to conduct real-time market analysis.

David Patten

M | Nov 18-Dec 9 (meets 4x) | 6-9pm | \$189
PAR Room 403 | 193PF1182

New! Annuity: the Good, the Bad & the Ugly

What exactly is an annuity? In this 3 hours class, you will conduct an honest look at the benefits and drawbacks of an annuity in your investment portfolio. The instructor will work with you to consider the pros and cons of the option and discuss factors for consideration.

David Patten

M | Sep 30 | 6-9pm | \$69
PAR Room 401 | 193PF1183

Social Security & Retirement

This class is for individuals with 20 years or a few months to retirement. Review your financial current situation, and your vision of retirement. Define goals and learn to use specific dates and monetary values to gauge progress. Review the role of Social Security in retirement, the positives and negatives of taking benefits early as opposed to delaying benefits. Ensure revenue streams and recognize costs associated with aging.

David Patten

M | Oct 7 | 6-9pm | \$69
PAR Room 301 | 193PF1181

Understanding Financial Markets

Increase your understanding of financial markets by establishing goals for investments. Define market terms and characteristics of different investments such as stocks, bonds and options. Learn investment strategies: long term vs short term trading; top down vs bottom up stock picking; and passive vs active funds. Information will help you feel more secure in your management of investments and help you take control of your future.

David Patten

M | Oct 14-Nov 4 (meets 4x) | 6-9pm | \$189
PAR Room 403 | 193PF1180

Fine Arts, Photography & Video Production

Drawing & Painting

Acrylics I

Acrylic paints share some similarities with both watercolor and oil painting, yet they also offer their own beautiful and unique characteristics. Course will cover brush and non-brush work, color mixing, transparent and opaque application, textural or collage options, composition, creative aids, simple special effects, and critiques. Supply list will be provided.

Gabbie Hirsch

M | Sep 9-Oct 7 (meets 5x) | 6-9pm | \$139
PAR Room 512 | 193AR1121

Acrylics II

Explore more sophisticated possibilities by painting with acrylics on layered, textured, and collaged surfaces. Learn how to build paintings even if you do not draw well. Investigate traditional oil techniques translated for acrylics. Your instructor will introduce you to varied subject matter including landscapes, animals, architecture, abstract, and people. Supply list will be provided.

Gabbie Hirsch

M | Oct 14-Nov 18 (meets 5x) | 6-9pm | \$139
PAR Room 301 | 193AR1100
*Class does not meet: Nov 11

New! Anatomy for the Artist

Understanding simple human anatomy is essential for any artist interested in portraiture, narrative, or any other figurative work. This class will cover topics such as bones, muscles, surface anatomy, proportions, and expressions. An understanding of basic drawing techniques and materials is preferred. Supply list will be provided.

Anthony Olson

Sa | Nov 16-Dec 21 (meets 5x) | 1:30-4:30pm | \$139
PAR | 193AR1204
*Class does not meet: Nov 30

Drawing I

Drawing is a useful foundation for all your other art, but it is also an art form unto itself. Focusing on a technique called "relative proportioning," gain experience using tools, tricks, and gimmicks to convincingly draw still lifes, landscapes, and animals. Each class session will cover new techniques and then allow time for guided practice. Students will explore different kinds of pencils, charcoals, pens, and artist's chalks along with the surfaces best suited to each media. Strategies for observation, composition, and perspective will be covered. Supply list will be provided.

Gabbie Hirsch

Sa | Sep 7-Oct 5 (meets 5x) | 9am-noon | \$139
PAR Room 301 | 193AR1130

Drawing II

Apply your freehand drawing skills to more complex projects as you study and practice useful techniques for bringing realism to your work. Time will be devoted to depicting glass, metal, and reflections. Instruction will also cover basic human anatomy and proportions. Assignments will utilize 3D set ups as well as reference photos. Supply list will be provided.

Gabbie Hirsch

Sa | Oct 12-Nov 9 (meets 5x) | 9am-noon | \$139
PAR Room 512 | 193AR1134

Introduction to Composition & Color

Bring more purpose to your art and graphics projects after investigating the practical, physical, and psychological reasons we see and react to everything from web pages to greeting cards to fine art. Once you grasp the fundamentals of composition and color theory, you can apply these elements to your own art and design work. This class is also an elective for Print and Graphic Design Certificate Programs. Supply list will be provided.

Gabbie Hirsch

W | Oct 16-30 (meets 3x) | 6-8pm | \$119
PAR Room 301 | 193AR1220 | 0.6 CEU

New! Oil Painting I

Explore your creative self through oil painting. This fun, casual course will help you to understand the process in painting oils from start to the finished piece of art. Important topics about painting will be discussed in class including drawing with paint, composition, values and color theory. The instructor will bring a variety of photo reference to paint from but students are encouraged to bring along their own photos as well. All skill levels are welcome to attend. Supply list will be provided.

Daniel Loge

Sa | Sep 7-Oct 12 (meets 5x) | 9am-noon | \$139
PAR Room 302 | 193AR1143

*Class does not meet: Oct 5

New! Perspective Drawing

Perspective drawing is essential for the development of painting and drawing skills. This can include landscape, portrait, still life and more. Through observation and the building of basic drawing skills, students with little or no art experience explore the fundamentals of perspective drawing. This introductory class is intended to help develop a basic understanding of atmospheric and linear perspective. An understanding of basic drawing techniques and materials are preferred. Supply list will be provided.

Anthony Olson

Sa | Oct 12-Nov 9 (meets 5x) | 1:30-4:30pm | \$139
PAR Room 511 | 193AR1197

Watercolors I

Embrace watercolors' luminosity and versatility as an art medium. Start from scratch discussing materials, tools, techniques, color, composition, creative aids, and simple special effects. At each class instructional time is followed by studio time, where you will transfer techniques and theories onto paper. Prior experience is not required. Supply list will be provided.

Gabbie Hirsch

Sa | Sep 7-Oct 5 (meets 5x) | 1:30-4:30pm | \$139
PAR Room 301 | 193AR1140

Watercolors II

Continue your experimentation with watercolor as you gain experience with shadows and lighting, water, reflective and transparent surfaces, and different types of perspective. You will explore opaque watercolors and mixed media options. Build on the skills you learned in Watercolors I or expand on your prior experience in art. Supply list will be provided.

Gabbie Hirsch

Sa | Oct 12-Nov 9 (meets 5x) | 1:30-4:30pm | \$139
PAR Room 301 | 193AR1141



Photography & Video Production

Adobe Premiere: Video Editing I

Get started editing videos using Adobe Premiere Pro. Learn how to navigate the software so you can import video, compile clips into a sequence, perform simple special effects, correct color and exposure, add text, and export final projects. The skills learned in class will translate to editing movies, short films, documentaries, video blogs, or even home movies.

Craig Bergonzoni

W | Oct 9-23 (meets 3x) | 6-8pm | \$119
PAR Room 125 | 193CW8151

Adobe Premiere: Video Editing II

Take your basic video editing skills to the next level. Learn about film and editing grammar, different editing methods, and the reasons behind them. This class uses Adobe Premiere Pro to demonstrate and practice these techniques, but the principles apply across other editing platforms. Your new skills will translate to freelance editing, editing movies, short films, documentaries, video blogs, or even home movies.

Prerequisite: Adobe Premiere: Video Editing I or comparable experience.

Craig Bergonzoni

W | Nov 27-Dec 11 (meets 3x) | 6-8pm | \$119
PAR Room 125 | 193CW8152

Videography I: The Essentials

Confidently shoot professional HD video with camcorders, DSLR cameras, smartphones or other video recording devices. Cover lighting techniques for indoor and outdoor locations as well as best practices for recording audio. The skills learned in this class will allow for video production of interviews, films, documentaries, or even YouTube channels.

Jim Palmquist

W | Sep 11-25 (meets 3x) | 6-8pm | \$119
PAR Room 401 | 193CW8155

Architectural Photography

Capture stunning images of architecture by learning to look at composition, lighting, and the right time of the day to shoot buildings, bridges, and other structures. Knowing the correct lenses to use and judiciously integrating supplemental gear is paramount to successfully capturing great images. Learn how the elements of design and composition play a large part in the net result of shooting stellar photographs. Students will also be taught how to shoot abstract architecture and will learn how to render more creative images. For this course there will be two field trips. Please bring your DSLR and a tripod to all sessions.

Prerequisite: Digital Photography I or comparable experience.

Vernetta Thomas

W | Dec 4-18 (meets 3x) | 6-9pm | \$199
PAR Room 400 | 193PH1158

Building a Photography Business

Gain a comprehensive understanding of owning, running, and maintaining photography business. Discussions will cover how to price & negotiate your services, estimates, bids, stock, copyright protection, usage licensing, networking, marketing, and much more vital information. Photo mediums covered will apply to all areas of photography ranging from editorial, wedding, portrait, commercial, fine art, stock, event, etc. No matter your specialization or years of experience, you will find this course useful as you build your business.

Vernetta Thomas

M | Nov 4-Dec 16 (meets 6x) | 6-9pm | \$299
PAR Room 107 | 193PH1151
*Class does not meet: Nov 11

Cell Phone Photography

Capture and edit high-quality photos to share with family, friends, and the world using your mobile phone or tablet. Powerful cameras on mobile devices are changing the way we visually document our lives. Translate essential photography skills such as lighting, composition, and editing to your phone and get creative, visually stunning results. The course takes you outdoors to shoot photos on campus, utilizes a hands-on approach to learn the art of mobile editing, and explores the outlets for your work online and in the real world. Perfect for both iOS and Android users.

Vernetta Thomas

Sa | Dec 7 | 9am-1pm | \$69
PAR Room 511 | 193PH1104

Desert Night Sky Photography

Take stunning photographs of stars and star trails over the desert landscape. Instruction concentrates on selecting the appropriate camera settings for your DSLR camera, choosing a composition to maximize the night sky, and determining the appropriate direction and time of night to shoot photographs of the stars in a desert setting. We will discuss planning a photo shoot with consideration of the north star, moon phase, and moon rise/moon set times. By the end of this class you will be able to plan and execute night sky photo shoots on your own. Please bring DSLR camera, tripod, shutter release, wide-angle lens, and head lamp (useful). Wear appropriate clothing to be outside for 3 hours in the evening. Participants must provide own transportation to field trip location that will be located within 1 hour of Las Vegas Valley.

Prerequisite: Digital Photography I or comparable experience.

Corinne Severn, Shawn Severn

Sa | Nov 16 | 1-9pm | \$129
PAR Room 511 | 193PH1160

Digital Photography Editing

Explore photo editing techniques in Photoshop, with an emphasis on tools used routinely by photographers for image enhancement, correction, and distribution. Gain experience with layering, color enhancements, cropping/sizing, content aware fill, and white balance adjustments. Learn the difference between working with jpg vs raw image files. Understand the advantages of outputting image files in the various common formats: tiff, gif, jpg, and more. Ideal for photographers new to Photoshop or for those with slight experience who want to know more.

Vernetta Thomas

Sa | Oct 12-Nov 2 (meets 4x) | 1-4pm | \$299
PAR Room 125 | 193PH1156

Digital Photography Bundle

Register for this course to receive a bundle discount of \$297 for Digital Photography I: The Essentials, Digital Photography II: Visual Communication, and Digital Photography III: Focal Lengths to Filters

Vernetta Thomas

Sa | Sep 7-Oct 5 (meets 5x) | 9:30am-3:30pm | \$297
PAR | 193PHBUND

Digital Photography I: The Essentials

Gain confidence in the various functions and modes of your digital camera, and then embrace your creativity! Depicting, panning, and frozen motion techniques will be demonstrated in class. Students must have a digital point and shoot with modes, hybrid, mirrorless, or digital Single Lens Reflex (DSLR) available for use. Please bring your camera to participate in the classroom shooting demonstrations. A discount is available when registering in all three Digital Photography classes by registering in the Digital Photography Bundle.

Vernetta Thomas

Sa | Sep 7 | 9:30am-3:30pm | \$119
PAR Room 511 | 193PH1100

Digital Photography II: Visual Communication

Master the essentials of visual communication through the digital photography medium. Students will learn the basics of composition, elements of design, and lighting to achieve creative results. Techniques of subject placement, directional lighting, and portrait lighting will be demonstrated. Please bring your camera to participate in the classroom shooting demonstrations. A discount is available when registering in all three Digital Photography classes by registering in the Digital Photography Bundle.

Vernetta Thomas

Sa | Sep 21 | 9:30am-3:30pm | \$119
PAR Room 511 | 193PH1141

Digital Photography III: Focal Lengths to Filters

Explore the visual effects of various focal length lenses and filters and their creative applications. Create dramatic perspectives through selection of lens focal length from wide angle to telephoto. The use of filters to enhance image quality and creativity will be demonstrated. Students will learn the art of constructing filters from everyday household items. Please bring your camera to participate in the classroom shooting demonstrations. A discount is available when registering in all three Digital Photography classes by registering in the Digital Photography Bundle.

Vernetta Thomas

Sa | Aug 17 | 9:30am-3:30pm | \$119
PAR Room 400 | 192PH1125

Sa | Oct 5 | 9:30am-3:30pm | \$119
PAR Room 511 | 193PH1125

Introduction to Landscape Photography

Capture stunning landscape images, whether you are exploring locally or traveling. Gain knowledge of useful terminology, study concepts of composition, and better understand the natural light necessary to create beautiful landscape photographs. We will review the basic equipment requirements including camera, lens, shutter release, and tripod as well as highlight a few helpful accessories and software applications. In preparation for our time in the field, we will also discuss equipment for safety, fitness, and good practices to stay safe and protect the environment. There will be 9 hours of in-class training and 3 hours of in-field training. Students are required to bring their DSLR cameras to all sessions. A tripod and shutter release is recommended for all sessions. A circular polarizing filter is strongly recommended for the in-field training. Participants must provide own transportation to field trip location that will be located within 1 hour of Las Vegas Valley.

Prerequisite: Digital Photography I or comparable experience.

Corinne Severn, Shawn Severn

Sa | Oct 26-Nov 2 (meets 2x) | 9am-4pm | \$129
PAR Room 302 | 193PH1159

Neon Night Photography: Capturing the Glow

Capture the neon glow for which Las Vegas is famous! After classroom instruction, we will step outside to Fremont Street and begin an on-location photography adventure. You will learn the manual camera settings to achieve optimal results. Covered techniques will include proper exposure, traffic trails, zooming during exposure, and painting with light. Students must have a DSLR, hybrid, or point-and-shoot digital camera with manual exposure capabilities, a sturdy tripod, and a flashlight.

Prerequisite: Digital Photography I or comparable experience.

Vernetta Thomas

M | Sep 30-Oct 14 (meets 3x) | 6-8pm | \$129
PAR Room 107 | 193PH1103

Street Photography

Street photography is a very broad category encompassing many types of photography. Un-staged images are captured as the action unfolds, generally in public spaces. This course will explore various styles falling under this umbrella term, including documentary photography and photojournalism. In-class and out-of-class assignments will allow students to focus their eyes and lens on the scene and increase their comfort level with shooting on the street to capture interesting scenes, events, and happenings. Please bring your camera to participate in the classroom shooting demonstrations.

Prerequisite: Digital Photography I or comparable experience.

Vernetta Thomas

W | Sep 11-25 (meets 3x) | 6-9pm | \$149
PAR Room 140 | 193PH1154

New! Travel Photography

Capture memorable images that tell the story of your travels. Whether you are planning a once-in-a-lifetime vacation or you like to travel locally and enjoy the picturesque scenery and quirky towns of Nevada and adjacent states, upgrading your travel photography skills is worth your time. The skills taught in this class will focus on creating strong compositions, using the available light, and the best camera settings to capture your travel moments. In the first half of the class you will learn new skills in a classroom setting. The second half will be a field trip to put these techniques into practice. Please note: the field trip involves quite a bit of walking. DSLR is recommended. Point-and-shoot or smartphone cameras will be allowed. Participants must provide own transportation to field trip location that will be located within 1 hour of Las Vegas Valley.

Prerequisite: Digital Photography I or comparable experience is recommended.

Corinne Severn, Shawn Severn

Sa | Sep 28 | 9am-4pm | \$129
PAR Room 511 | 193PH1107

Sculpture & Woodworking

Glass Blowing: Introduction

Manipulate molten glass into aesthetic forms using the blowpipe and related techniques including blowing, jacking, blocking, shaping, transferring, and finishing. Class time is divided between lecture and individual hands-on instruction. Instructors will provide guidance, troubleshooting, and resources to aid in the furthering of your glassblowing education. Topics include: studio safety and etiquette; introduction to tools and equipment; furnace and gathering procedures; safe glass handling; solid working techniques (paperweights and other forms); introduction of the bubble (blowing); and vessel making. Students will need to pay \$400 for materials at the first class session. All materials and tools are provided in the materials fee.

Barbara Domsky, Larry Domsky

SaSu | Aug 10-11 (meets 2x) | 2-5pm | \$399
Domsky Glass | 192AR1173

Glass Fusion: Introduction

Work with Bullseye Glass in sheet form, as well frit, to create an 18 inch glass bowl. In this introduction to glass fusing, you will practice with basic glass tools, gain experience in pattern making, and work with kiln firing schedules, all essential techniques for fusing and slumping glass. Students will need to pay \$380 for materials at the first class session. All materials to create one art piece are included in this fee. Hand tools and safety wear are provided for class use.

Barbara Domsky, Larry Domsky

Sa | Aug 17 | 10am-4pm | \$299
Domsky Glass | 192AR1175



Woodworking I

Learn how to set up, use, and maintain all major woodworking tools while making three projects designed to teach practical use of these tools. Classes meet in a well-equipped woodshop, featuring three SawStop table saws, two jointers, two planers, and much more. Upon completion, feel confident enough to not only use all of these tools, but to make wise purchases for your own workshop. Students will need to pay \$120 materials fee at the first class session.

Jamie Yocono

M | Sep 16-Oct 28 (meets 6x) | 6-9pm | \$279

Wood It Is! | 193AR1190A

*Class does not meet: Oct 7

T | Nov 12-Dec 17 (meets 6x) | 6-9pm | \$279

Wood It Is! | 193AR1190B

Woodworking: Instant Gratification

This class is all about making holiday gifts; you will learn some great techniques and build a multitude of woodworking gifts for your friends and family. Spend six productive nights on simple one or two night projects, each designed to perfect a new woodworking skill. Selected projects are simple (but useful!), and will not bog you down with how long they take. You will work with mortise and tenons, pattern routing, inlay, and more. Students will need to pay \$120 materials fee at the first class session.

Prerequisite: Woodworking I

Jamie Yocono

M | Nov 18-Dec 23 (meets 6x) | 6-9pm | \$279

Wood It Is! | 193AR1124

New! Woodworking: Making a Tamboured Box

In this three-week course, students will learn the art of tambours (remember those old roll-top desks?). Make a gorgeous tamboured box using new router techniques including plunge and template guide routing. Hands-on demonstrations include making templates for future boxes and correct tambour construction. This box is an all-time favorite, so start taking orders today! Students will need to pay \$70 materials fee at the first class session.

Prerequisite: Woodworking I

Jamie Yocono

W | Oct 23-Nov 6 (meets 3x) | 6-9pm | \$149

Wood It Is! | 193AR1188

Fitness & Wellness

Dance

Ballet I

Dance your way into the classical and courtly world of the ballet. Learn how artistic dancing began and study ballet's French terminology. Improve your strength, flexibility, coordination, and musicality. Students may also enroll for university credit in DAN 122 (1 credit).

Sean Cronin, UNLV Department of Dance

MW | Aug 26-Dec 4 (meets 30x) | 11:30am-12:20pm | \$229

HFA Room 126 | 192DN2103B

*Class does not meet: Sep 2, Nov 11

TTh | Aug 27-Dec 5 (meets 30x) | 11:30am-12:20pm | \$229

HFA Room 126 | 192DN2103A

*Class does not meet: Nov 28

Ballroom Dancing

Ballroom Dancing will provide students an introduction in beginner or bronze level patterns which include the Waltz, Fox Trot, Tango, Cha Cha, Rumba, East Coast Swing and Mambo. The class also provides students with instruction in proper competitive technique of ballroom dance. Students may also enroll for university credit in PEX 189 (1 credit).

Gail Michel-Parsons, PEX Department

MW | Aug 26-Dec 4 (meets 28x) | 6:30-7:20pm | \$224

MPE Room302 | 192DN2108

*Class does not meet: Sep 2, Nov 11

Hip Hop I

Learn the basic movement vocabulary of Hip Hop, a lively street dance style developed alongside the hip-hop style of music and culture. Students may also enroll for university credit in DAN 116 (1 credit).

Shaquida Vergo, UNLV Department of Dance

MW | Aug 26-Dec 4 (meets 31x) | 5:30-6:20pm | \$229

MPE Room 302 | 192DN2101A

*Class does not meet: Sep 2, Nov 11

TTh | Aug 27-Dec 5 (meets 31x) | 5:30-6:20pm | \$229

MPE Room 302 | 192DN2101B

*Class does not meet: Nov 28

Jazz Dance I

Explore the lively, percussive, and dramatic form of jazz dancing. Improves strength, flexibility, coordination, and musicality. Students may also enroll for university credit in DAN 121 (1 credit).

Shaquida Vergo, UNLV Department of Dance
TTh | Aug 27-Dec 5 (meets 31x) | 8:30-9:20AM | \$229
HFA Room 126 | 192DN2102
*Class does not meet: Nov. 28

Modern Dance I

Modern dance is a flowing, lyrical form that is strongly steeped in the strength of the center, the spine, and its fluid articulation. Improve your strength, flexibility, coordination, and musicality. Students may also enroll for university credit in DAN 123 (1 credit).

Carrie Miles, UNLV Department of Dance
MW | Aug 26-Dec 4 (meets 31x) | 4-4:50pm | \$229
MPE Room 506 | 192DN2104
*Class does not meet: Sep 2, Nov 11

Tap Dance I

Learn classic and contemporary tap steps. Tap dance features expressive, percussive dancing with the feet used as the instrument of rhythmic expression. Tap shoes required. Students may also enroll for university credit in DAN 144 (1 credit).

Kimberly Amblad, UNLV Department of Dance
MW | Aug 26-Dec 4 (meets 30x) | 8:30-9:20am | \$229
HFA Room 126 | 192DN2105
*Class does not meet: Sep 2, Nov 11



Mat Pilates & Injury Prevention Certificate Program

ced.unlv.edu/pilates

UNLV Division of Educational Outreach and the UNLV Department of Dance have partnered to offer a Mat Pilates and Injury Prevention Certificate. The certificate provides Pilates and dance instructors and practitioners with a practical understanding of human anatomy and dance kinesiology useful in preventing injuries. The certificate consists of both technique and theory classes, with an anatomical approach to movement. The technique courses include exercises in flexibility and tone, using a variety of tools, including thera bands, small balls, small weights, and large balls. Theory courses include the foundations of dance kinesiology and human anatomy to provide key information for the prevention and care of injuries.

PROGRAM REQUIREMENTS: To earn the Mat Pilates & Injury Prevention Certificate, you must successfully complete six required courses.

CORE COURSES:

- Pilates I (DN2110)-needs to be taken 2 x, including 1 time after, or concurrently with Dance Kinesiology or Prevention and Care of Dance Injuries
- Dance for Flexibility & Tone (DN2111)-needs to be taken 2 x, including 1 time after, or concurrently with Dance Kinesiology or Prevention & Care of Dance Injuries
- Dance Kinesiology (DN2112)
- Prevention & Care of Dance Injuries (DN2113)

New! Dance for Flexibility & Tone

Gain an understanding of body alignment with an emphasis on dance flexibility and muscle tone, including the importance of breath patterns while activating muscles during stretch or contraction. Also explore basic theory of muscle physiology including how muscles contract and stretch. Expect to cover both the theory and the physical aspects of improving muscle tone and flexibility. Understand and apply both eccentric and concentric contractions and the appropriate use of cold and warm stretches. Students may also enroll for university credit in DAN 110. Students will be required to submit videos of themselves demonstrating the given stretches. Students must have access to a TheraBand, 55cm or 65cm exercise ball, and 2 or 3 lb. free weights.

Courtney Burke, UNLV Department of Dance
Aug 26-Dec 6 | \$267
Online Delivery | 192DN2111 | 3.6 CEUs

New! Dance Kinesiology

Study the muscular and skeletal structures of the body involved in the discipline of dance. Emphasis is on major muscle groups and joint actions, their capacity for movement, with special attention to the causes and prevention of dance injuries. This course provides the student an understanding of the human body as it relates to the art of dance and movement. Students may also enroll for university credit in DAN 351 for 3 credits.

Prerequisite: 192DN2110 or 192DN2111

Sayaka Nagatsuka Dimalanta, UNLV Department of Dance

Aug 26-Dec 7 | \$801

Online Delivery | 192DN2112 | 3.6 CEUs

New! Pilates I

The class is an introduction of Pilates theory and techniques applicable to athletes and sports medicine, all dance forms, and also beneficial for the general public as well. The students will study mat work and the history of Pilates theory and technique.

Courtney Burke, UNLV Department of Dance

Th | Aug 7-Dec 10 (meets 31x) | 4-5:15pm | \$248

MPE Room 506 | 192DN2110B | 3.6 CEUs

*Class does not meet: Nov 28

Courtney Burke, UNLV Department of Dance

Aug 26-Dec 7 | \$267

Online Delivery | 192DN2110C | 3.6 CEUs

Sayaka Nagatsuka Dimalanta, UNLV Department of Dance

TTh | Aug 27-Dec 7 (meets 31x) | 8:30-9:45am | \$248

MPE Room 506 | 192DN2110A | 3.6 CEUs

*Class does not meet: Nov 28

New! Prevention & Care of Dance Injuries

This course will use Anatomy in Clay methods (building the muscles and connective tissue) for advanced training and review in anatomy and kinesiology related to injury prevention. Armed with a better understanding of anatomy, practitioners can use Pilates exercises to apply the basic concepts of prevention of injury and rehabilitation properties of Pilates exercise for dance and sport injury, safely returning the athlete to the rigors of activity. Students may also enroll for university credit in DAN 451 for 3 credits.

Prerequisite: 192DN2110 or 192DN2111

Dolly Kelepecz, UNLV Department of Dance

Aug 26-Dec 2 | \$801

Online Delivery | 192DN2113 | 3.6 CEUs

NASM Certification Preparation Programs

ced.unlv.edu/personal-training

Work one-on-one with clients to define their fitness and wellness goals and design customized training plans. Personal trainers and other wellness professionals enjoy flexible hours and energetic work environments including gyms, corporate fitness centers, and resorts. Earn a certificate from the National Academy of Sports Medicine's (NASM) nationally recognized program. Course fees include textbook, access to online instruction, and the NASM certification exam. NASM exam retakes are not included in the course fee.

NASM PERSONAL TRAINER PROGRAM REQUIREMENTS:

To earn the NASM Personal Fitness Trainer Certificate from UNLV you must successfully complete the NASM Personal Fitness Trainer course.

NASM Personal Fitness Trainer Program

Prepare for a career as a personal trainer with a NCAA-accredited National Academy of Sports Medicine certification. The course will cover basics of human movement, resistance training, flexibility, cardiovascular training, balance, core, reactive training, speed, agility, and quickness. You will gain hands-on experience with fitness assessments and learn how to work with future clients. This course is designed as a supplement to the required concurrent online component. Upon completion, you will be prepared to take the certification exam. Students are required to complete an additional 50 hours of online coursework as well as homework and fitness training outside of normal class meeting times. Course fee includes NASM text, access to online instruction and the certification exam. It also includes CPR 2-Year Certification which is required to test for your certification exam. Exercise bands and foam roller required at instructors discretion. Required Textbook(s): *The Anatomy Coloring Book* (ISBN: 9780321832016)

Kristine Bragg, Ph.D.

T | Sep 10-Nov 19 (meets 11x) | 6-8:30pm | \$1,199

UNLV Campus | 193SM3100 | 2.75 CEUs

*Class meets: 11:30am-4:30pm on Oct 5 in PAR 512

*Class does not meet: Oct 8

Sports

Fundamentals of Coaching

This course provides students a foundational understanding of athlete-centered coaching. The class will focus on building a coaching philosophy, administrative duties, teaching strategies, motivational techniques, and organizational skills needed to be an effective coach. Upon completion of course students will meet NFHS level 1 coaching education requirements. Students may also enroll for university credit in PEX 201.

Steven Barnson, PEX Department
W | Aug 28-Dec 4 (meets 15x) | 4-6:45pm | \$711
UNLV Campus | 192SM3112 | 4.4 CEUs

Golf for Beginners

Practice the fundamentals of golf, including chipping, putting, woods, irons and rules of the game. Novice players will gain confidence and skills to get out on the links quickly. Equipment will be provided. Please wear only soft spike golf shoes or tennis shoes. Students may also enroll for university credit in PEX 117.

PEX Department
T | Aug 27-Dec 3 (meets 15x) | 5:30-7:10pm | \$285
Las Vegas Golf Center | 192SF1104B

Wellness

Mindfulness Based Stress Reduction

Young or old, student or professional, everyone has stress in their life. Through Mindfulness-Based Stress Reduction (MBSR), apply principles and practices of mindfulness to your daily life to help reduce and better cope with that stress. Weekly discussion topics and beginning meditation practices will teach you the fundamentals of mindfulness, which studies show is effective in managing stress, fear, anger, anxiety, and depression. Classroom exercises and mindfulness practices will put you on the path to better stress management.

Wendy Ronovech
Sa | Sep 14-Nov 2 (meets 8x) | 9-11AM | \$309
PAR Room 133 | 193HE1160
Please bring a yoga mat and wear comfortable clothes.



Food & Beverage

Cooking & Baking Classes

Fish To Perfection

Overcome any fears of preparing fish. Cover three different ways to cook fish as well as the how-tos of buying, storing, and substituting one fish for another. Discover healthy “best choices” for consumption, as well as fish to avoid per local fish advisories.

Les Kincaid
T | Sep 17 | 6-8:30pm | \$49
Ferguson Enterprises | 193HA1231

Flavors of Thailand

Explore the unique ingredients and simple techniques of Thai cooking. Thailand’s distinctive cuisine aspires to a perfect blend of flavors and textures; an ideal meal will include sweet, salty, sour, bitter, and spicy elements. Prepare many favorite Thai dishes using aromatic herbs and spices with traditional ingredients during class. Take home recipes to enjoy in your own kitchen.

Les Kincaid
T | Oct 15 | 6-8:30pm | \$49
Ferguson Enterprises | 193HA1227

Northern Italian Classics

Northern Italy: home to St. Mark’s Square, the Duomo, and some seriously delicious food. Thanks in part to the climate and resources of the Alps, Northern Italy’s cuisine is characterized by a heavier reliance on butter or cream sauces, cured meats, game, polenta, and risotto. You do not have to travel to Italy to enjoy classic Northern Italian cuisine; it is easy to prepare classic dishes of Northern Italy at home.

Les Kincaid
T | Nov 5 | 6-8:30pm | \$49
Ferguson Enterprises | 193HA1230

Not Your Classic Macaroni & Cheese

Take a weeknight favorite and step it up a notch. Give up the box mix once you discover how easy it is to prepare this warm, cheesy, creamy goodness in just minutes. We will start with the basic recipe and add ingredients to create new variations of this rich and delicious staple.

Les Kincaid

T | Sep 10 | 6-8:30pm | \$49

Ferguson Enterprises | 193HA1246

Stir-Fry Made Easy

Discover how fast, easy, and delicious stir-frying is. Searing heat and quick cook times make it a snap to create tasty meat and vegetable dishes to delight your friends and family. Discuss essential equipment, get great tips, sample stir-fry combinations, and collect recipes to take home with you to enjoy for years to come.

Les Kincaid

T | Oct 8 | 6-8:30pm | \$49

Ferguson Enterprises | 193HA1158



Sommelier Academy Certificate Programs

ced.unlv.edu/sommelier

Whether you work in the food and beverage industry or you simply want to impress friends at the dinner table, the UNLV Sommelier Academy is the perfect place to learn about wine. Vine to Wine: The Fundamentals meets the needs of wine enthusiasts or wine collectors as well as early-career beverage professionals. At the end of the course, you will be able to recommend wines with confidence.

VINE TO WINE CERTIFICATE PROGRAM REQUIREMENTS:

To earn the Vine to Wine: The Fundamentals Certificate you must successfully complete the Vine to Wine: The Fundamentals course and receive a passing final exam score.

Sommelier Academy Information Session

Learn more about how the Sommelier Academy can benefit you personally or professionally. Meet the instructor and ask questions about the content of the course, teaching methods, and expectations of the students. Whether you're taking this course to make more informed personal decisions or you're hoping this course can take your career to the next level, this informational session will provide you with the details on how this program can move you to your goals.

Prerequisite: Must be at least 21 years of age to enroll.

Heath Hiudt

T | Aug 13 | noon-1pm | No charge

PAR Room 301 | 192WS6101

Vine to Wine: The Fundamentals

Complete an in-depth study of wine focused on winemaking practices, grapes, and regions. Receive training in wine tasting, wine service, and food and wine pairing. Further broaden your wine education via industry discussions, guest speakers, and field trips. Vine to Wine covers general winemaking, including ongoing discussions of how environmental conditions and actions taken by winemakers influence the finished wine. Each week, break down and examine a different major wine making region by looking at conditions like climate and soil. Taste over 10 wines per session to learn about varietal and regional standards while learning to examine wine in blind tasting format. Receive instruction and practice on wine service for both still and sparkling wines. Study food and wine pairing theory, then bring it to life by choosing your own wine and cheese pairings. Daily discussions about what is currently trending in the wine industry will open your eyes to aspects of the industry you never knew existed. Professionals working in the wine industry will be brought in to discuss their point of view of what they see in the market. Field trips are used to introduce career opportunities in the world of wine. A three-part final exam tests student knowledge in written, essay, and blind tasting formats. The Vine to Wine course is open to anyone. Whether you are a wine professional looking to hone your skills, considering a career change, or a wine enthusiast who just wants to learn more about something you love, this class is for you. Although extremely challenging, the course starts without any prerequisite wine knowledge needed.

Prerequisite: Must be at least 21 years of age to enroll.

Heath Hiudt

T | Sep 3-Dec 17 (meets 13x) | 10:30am-5:30pm | \$1,599

Total Wine and More-Town Square | 193WS6100 | 9.1 CEUs

*Class does not meet: Oct 1 & 29, Nov 26



Foreign Languages

Foreign Languages

Beginning French I

The Beginning French series focuses on conversation skills and vocabulary useful for travel and social interaction. Pronunciation and grammar will be highlighted through dialogues. Beginning French I covers: greetings and introductions; describing people and things; talking about going places; expressing future plans, making a date; buying household objects in a store; expressing likes and dislikes; telling the date; terms of seasons and weather expressions. Required Textbook(s): *Ultimate French, Beginner-Intermediate* (ISBN: 9781400009633)

Pascale Tessier

Sa | Sep 14-Dec 7 (meets 10x) | 9-11AM | \$199

PAR Room 400 | 193LA1107

*Class does not meet: Oct 26, Nov 9 & 30

Beginning French II

The Beginning French series focuses on conversation skills and vocabulary useful for travel and social interaction. Pronunciation and grammar will be highlighted through dialogues. Beginning French II covers different situations: at the train station; at a restaurant; at a pharmacy and doctor's office; asking for directions; talking about relatives; describing weekend activities. Required Textbook(s): *Ultimate French, Beginner-Intermediate* (ISBN: 9781400009633)

Pascale Tessier

Sa | Sep 14-Dec 7 (meets 10x) | 11:30am-1:30pm | \$199

PAR Room 400 | 193LA1116

*Class does not meet: Oct 26, Nov 9 & 30

Beginning French III

The Beginning French series focuses on conversation skills and vocabulary useful for travel and social interaction. Pronunciation and grammar will be highlighted through dialogues. Beginning French III covers: everyday life and habits; at work; in a department store; the telephone; at the bank; the market and shopping for food; housing and looking for an apartment; and at the hotel. Required Textbook(s): *Ultimate French, Beginner-Intermediate* (ISBN: 9781400009633)

Pascale Tessier

Sa | Sep 14-Dec 7 (meets 10x) | 2-4pm | \$199

PAR Room 400 | 193LA1117

*Class does not meet: Oct 26, Nov 9 & 30



Advanced Conversational French

This course is intended for students who already have a high intermediate to advanced level in French. Students will practice their oral skills and listening skills in a very broad variety of situations.

Prerequisite: must have intermediate to advanced speaking and listening skills in French

Pascale Tessier

M | Sep 16-Nov 25 (meets 10x) | 6-8pm | \$199

PAR | 193LA1140

*Class does not meet: Nov 11

Spanish I

Knowledge of Spanish phrases and sentences is helpful in the workplace or while traveling. Learn simple conversation and vocabulary to use in everyday situations. We will include enough grammatical study for an understanding of the language structure. Required Textbook(s): *Spanish Now! Level 1* (ISBN: 9781438075235)

Maria Rubin

MW | Sep 9-Oct 9 (meets 10x) | 6-8pm | \$199

PAR Room 511 | 193LA1104

Spanish II

If you have taken a beginning Spanish class or have an understanding of the basic language, this course will provide you an opportunity for advancement. After a review, new material will be introduced so you can build vocabulary and improve your conversational skills. *Prerequisite:* Spanish I or a basic understanding of the language. Required Textbook(s): *Spanish Now! Level 1* (ISBN: 9781438075235)

Prerequisite: Spanish I or a basic understanding of the language.

Maria Rubin

MW | Oct 21-Nov 25 (meets 10x) | 6-8pm | \$199

PAR Room 512 | 193LA1105

*Class does not meet: Nov 11

Health Care & Allied Professions

Certified Nursing Assistant

ced.unlv.edu/certified-nursing-assistant

UNLV Continuing Education is partnering with the Perry Foundation's Academy of Health to offer the Certified Nursing Assistant Training Program. Certified Nursing Assistants (CNAs) offer patients compassion and patience while assisting them with day-to-day life tasks such as dressing, bathing and feeding. CNAs enjoy solid job security and frequently work a flexible schedule. Typical work environments include long-term care facilities, hospitals, clinics, and in the home.

PROGRAM REQUIREMENTS:

To earn the Certified Nursing Assistant Certificate you must successfully complete the CNA course.

Certified Nursing Assistant (CNA) Training Program

As a Certified Nursing Assistant (CNA), you will offer patients compassion and patience while assisting them with day-to-day life tasks such as dressing, bathing, and feeding. Typical work environments include long-term care facilities, hospitals, clinics, and in the home. While in school, you will be instructed on a broad range of subjects, including infection control, communication and interpersonal skills, safety and emergency procedures, personal care skills, psychosocial needs, basic restorative services and skills, basic nursing skills, quality improvement and more. The training is 96 hours and takes four weeks to complete, preparing you to take the Nevada State Board of Nursing exam. Textbook, workbook and one set of scrubs (top and bottom) is included in the tuition. Students will need to purchase additional items and will need to be financially responsible for additional licensing requirements. A separate refund policy applies to this course. Please reference the Perry Foundation for updated information.

Prerequisite: Students wishing to enroll in the CNA Program must be 18 years of age and show proof of high school diploma or equivalency. Once registered, students will complete an enrollment agreement and an interview with the Perry Foundation and are subject to background check, drug screening and immunization updates.

Crystal Alexander, RN

WFM | Sep 4-30 (meets 12x) | 8am-4:30pm | \$2,100

Perry Foundation | 193NA1100A | 9.6 CEUs

MWF | Nov 4-Dec 6 (meets 12x) | 8am-4:30pm | \$2,100

Perry Foundation | 193NA1100B | 9.6 CEUs

*Class does not meet: Nov 11, 27 & 29



Medical Assistant Certificate Program

ced.unlv.edu/medical-assistant

Become a medical assistant through UNLV's revised Medical Assistant Certificate Program. Students will practice in a state-of-the-art high fidelity simulation center providing an unparalleled hands-on training experience. In six short months, you will prepare for a career working with patients or supporting the administrative functions of a medical office. The newly-developed curriculum covers a wide variety of tasks frequently assigned to medical assistants including scheduling, reception, bookkeeping, insurance, billing and coding, maintaining medical records, preparing patients for examination, assisting with physicals, performing screening tests, preparing medical equipment, and more. Program also includes externship opportunities.

Medical Assistant Certificate Program Information Session

Find out how you can develop the technical skills, knowledge, and work habits required for an entry-level position in the medical assisting field. Attend a free information session to meet instructors and learn about class format, curriculum, facilities, online support, financial assistance, and employment outlook.

Sammie Nix

T | Oct 22 | 5-6pm | No charge
Shadow Lane Campus, Room TBD | 193ME6102A

T | Nov 12 | 5-6pm | No charge
Shadow Lane Campus, Room TBD | 193ME6102B

Medical Assistant Certificate Program

Prepare for a career working with patients or supporting the administrative functions of a medical office. UNLV's Medical Assistant program provides you with real-world administrative and clinical skills that are essential to working in the modern medical office. Using an applied learning approach the curriculum will help you develop the tactile and critical thinking skills necessary for working in today's health care setting. By the end of the six month course, students will develop the skills frequently assigned to medical assistants including scheduling, reception, bookkeeping, insurance billing and coding, maintaining medical records, preparing patients for examination, assisting with physicals, performing screening tests, preparing medical equipment, and more. The program is paired with an online learning management system offering additional resources and tools and real-world simulations using electronic health record software. Additionally, students will use online assessment tools which monitor individual progress. Required Textbook(s): *Textbooks are included in tuition and will be distributed on the first day of class.*

Sammie Nix

TWThM | Jan 21-Jul 14, 2020 (meets 91x) | 6-9pm | \$5,999
Shadow Lane Campus, Classroom 2 | 201ME6130 | 20 CEUs

Medical Assistant Externship

This hands-on training and real-world experience is specifically for students successfully completing UNLV's medical assistant program. Students will have the opportunity to work temporarily in a health care facility alongside medical professionals. This externship consists of 160 hours of unpaid work experience. Upon successful completion of the externship, students will sit for the Certified Clinical Medical Assistant (CCMA) exam. Students will need to have updated immunizations and a physical to complete this experience.

Prerequisite: Students must complete the Medical Assistant Program Course (ME6130), provide immunizations and physical exam.

M | Jan 13-Mar 13, 2020 (meets 2x) | 6-9pm | \$349
Off site | 201MD6131

Human Resources

Human Resource Management Certificate Programs/aPHR Certification Preparation

ced.unlv.edu/HRmanagement

Stay up-to-date with emerging trends and regulations in human resources. Whether you are a seasoned human resource professional or you are just entering the field, UNLV has courses to expand your understanding of current, relevant issues. Course offerings will provide a broad understanding of HR disciplines including benefits, compensation, organizational and employee development, diversity, employee relations, and staff management. Courses may be taken individually to expand your skill set.

BASIC CERTIFICATE PROGRAM REQUIREMENTS:

To earn the Basic Certificate you must successfully complete the following required core course plus an additional 2.4 CEUs of elective courses.

- Essentials of Human Resource Management

ADVANCED CERTIFICATE PROGRAM REQUIREMENTS:

To earn the Advanced Certificate you must successfully complete the following required core course plus an additional 6 CEUs of elective courses.

- Essentials of Human Resource Management

ELECTIVE COURSE OPTIONS:

Offerings vary by semester. Visit ced.unlv.edu/HRManagement for a complete list of elective options and more details about this program.

Human Resource Management Certificate Program Information Session

Learn how the Human Resource Management Certificate program can benefit you. Meet instructors and ask questions about the structure, content, and requirements. Whether you are a seasoned human resource professional or looking to enter into the field, this informational session will provide you with the details on how this certificate program can help boost your career.

Staff

Th | Aug 15 | 5-6pm | No charge

PAR Room 512 | 192CP6155B

New! Creating High-Functioning Teams Using Strengths

Identify your team members' talents and harness those strengths to create a strong, effective workforce. Managers and leaders will explore ways to recognize and cultivate expertise and natural aptitudes in their staff; these strengths can then be used to build high-functioning project teams. Gain an understanding of what a strengths-based organization looks like and the direct positive effect this management approach can have on key business metrics. Students must purchase and complete the Clifton Strengths 34 Assessment Tool at www.gallupstrengthscenter.com/store

Maggie Harris

WF | Sep 25-27 (meets 2x) | 9am-noon | \$289

PAR Room 107 | 193CP6139 | 0.6 CEU

Developing a Successful Performance Management Program

Take a strategic and integrated approach to fully developing the capabilities of teams and individuals within your company. Companies who manage employee performance effectively can decrease employment costs, increase productivity, align business practices with the strategic plan, and increase profits. Find out how you can elicit superior employee performance by defining and communicating duties, roles, and expectations, and accurately measuring employee performance. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP

F | Dec 13 | 9am-4pm | \$289

PAR Room 302 | 193CP6173 | 0.6 CEU

Effective Facilitation of Meetings & Discussions

Run more effective, efficient meetings. With a few new facilitation skills in place, you can ensure the meetings you lead accomplish their objective without wasting anyone's time. A bit of forethought can keep your meetings focused on the task at hand, include the appropriate people in the discussion, and lead to a decision or actionable next steps. Participants will gain experience with hands-on facilitation practice.

Jacob Murdock

Sa | Dec 7 | 9am-4pm | \$289

PAR Room 301 | 193CP6302 | 0.6 CEU

Essentials of Human Resource Management

Gain a strong foundation in the six key content areas most often encountered by early-career human resource professionals. Learn the basics of HR Operations; Employee Relations; Recruitment and Selection; Compensation and Benefits; HR Development and Retention; and Health, Safety, and Security. The curriculum follows the content of the entry-level Associate Professional in Human Resources (aPHR) certification exam offered through the HR Certification Institute (HRCI). This course is ideal for those entering the human resource career field, line managers who have HR responsibilities, HR professionals who have been in a single functional area, those preparing for the aPHR exam, and others who need a review of fundamental HR management. If you are interested in using the course in preparation for the aPHR exam, please see additional eligibility requirements and exam information including exam fees at hrci.org. Required Textbook(s): *HRCP aPHR Certification Preparation Program*

Staci McIntosh, Ed.D.

M | Sep 9-Dec 16 (meets 13x) | 6-9pm | \$849

PAR Room 302 | 193CP6113 | 3.9 CEUs

*Class does not meet: Oct 28, Nov 11

New! Managing in a Multi-Generational Workplace

Today's workforce is a multigenerational mix of Boomers, Gen X, Millennials, and the leading edge of Gen Z. Each of these populations brings a differing and valuable perspective to a workplace. Managers and leaders must be aware of these generational differences as they build and motivate their teams. We will focus on how each generation thinks, how they want to work, and how to manage them successfully.

Maggie Harris

WF | Nov 6-8 (meets 2x) | 9am-noon | \$289

PAR Room 400 | 193CP6185 | 0.6 CEU

Nevada Employment Law NRS: 607-612

Nevada Revised Statutes (NRS) Title 53-Labor and Industrial Relations, Chapters 607-612. Discussion will include: The Nevada Labor Commissioner, compensation, wages and hours, employment of minors, apprenticeships, employment agencies and offices, and unemployment compensation. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Greg Wilken, SPHR, JD

F | Sep 6 | 9am-4pm | \$289

PAR Room 300 | 193CP6144 | 0.6 CEU

Nevada Employment Law NRS: 613-615

Nevada Revised Statutes (NRS) Title 53-Labor and Industrial Relations, Chapters 613-615. Discussion will include: employer-employee employment practices, organized labor and labor disputes, and vocational rehabilitation. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Greg Wilken, SPHR, JD

F | Sep 13 | 9am-4pm | \$289

PAR Room 301 | 193CP6145 | 0.6 CEU

Nevada Employment Law NRS: 616A-618

Nevada Revised Statutes (NRS) Title 53-Labor and Industrial Relations, Chapters 616A-618. Discussion will include: industrial insurance (workers' compensation), administration, insurers, liability for provision of coverage, benefits for injury or death, prohibited acts, penalties and prosecution, occupational diseases, and Nevada Occupational Safety and Health Administration (NOSHA) statutes. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Greg Wilken, SPHR, JD

F | Oct 4 | 9am-4pm | \$289

PAR Room 302 | 193CP6146 | 0.6 CEU

New! Office Politics: Navigating the Organization

Explore ways to deal effectively with office politics, increase your opportunities for success, and improve your social skills at work. Class will cover ways to identify and navigate organizational power dynamics, understand leadership and influence strategies, and how to deal with conflicts and competing work demands. Students can participate in guided practice and develop strategies for their current work environments.

Charles Carr, M.A., Ed.S.

TTh | Sep 10-12 (meets 2x) | 6-9pm | \$289

PAR Room 512 | 193CP6157 | 0.6 CEU

Organizational Change Management

Contribute to your organization, its projects, and its leadership via recognized industry best Organizational Change Management (OCM) practices. OCM is the "people side" of changes in IT projects and software implementations, changes to business processes (sometimes called "ERPs") and changes to human resource systems and methods. We will compare and utilize a variety of practical OCM strategies, methods, tools, and tactics commonly applied in today's organizations. Think through how to translate OCM concepts to enterprise-wide projects, and align your work team's priorities with ongoing organizational change. During class we will apply these approaches to real-world examples, including any examples or projects you might be working on now.

Charles Carr, M.A., Ed.S.

TTh | Oct 15-17 (meets 2x) | 6-9pm | \$289

PAR Room 511 | 193CP6304 | 0.6 CEU

New! Organizational Climate & Cultural Assessment

Take your basic understanding of the work environment to the next level, and expand your project management, HR, leadership, and organizational change credentials. Students will learn more advanced techniques and methods to understand the complexities of how organizational culture and climate impact projects, employee performance and organizational goal achievement.

Charles Carr, M.A., Ed.S.

TTh | Oct 22-24 (meets 2x) | 6-9pm | \$289

PAR Room 400 | 193CP6156 | 0.6 CEU

Organizational Design: Aligning Structure, Jobs, & Skills

Use organizational design tools to make effective changes to corporate structure, employee roles, and job design. Learn how to evaluate different organizational structures, select optimal solutions, and align staff roles with changes initiated by mergers, acquisitions, IT software implementations, or major business process changes used in ERP projects. We will approach organizational design from the tactical (job) level through the company (strategic) level, and will apply best practice methods and tools to hands-on-examples and to any project or example you bring to class. This is a must-have skill set for leaders, supervisors, managers, or project team members.

Charles Carr, M.A., Ed.S.

TTh | Nov 5-7 (meets 2x) | 9am-noon | \$289

PAR Room 302 | 193CP6306 | 0.6 CEU

Project Management Skills Everyone Needs

Apply proven project management techniques to become more effective and efficient as you tackle challenges in your business or personal life. This seminar explores how to pinpoint a problem's root cause and outline a course of corrective action. Attendees will learn how to develop and present a business case, write a project plan, assemble the right team, and get the project done on budget and on schedule. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP

F | Nov 15 | 9am-4pm | \$289

PAR Room 302 | 193CP6174 | 0.6 CEU

Succession Planning

Nurture talent and leadership potential within your organization so key staff members are ready to step into new roles when the need arises. A consistent effort to train and retain staff who exhibit characteristics your company values shows your commitment to employee growth, translates into lower turnover rates and recruitment costs, and leads to smooth transitions as staffing needs evolve. Create and execute a well thought-out succession plan to save your company both time and money. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP

F | Dec 6 | 9am-4pm | \$289

PAR Room 302 | 193CP6175 | 0.6 CEU

The ABCs of Strategic Thinking

Create a culture of strategic thinking within your business. Strategic thinking knowledge, skills, and abilities are fast becoming required business competencies in today's competitive economic environment. While strategic thinking may come more naturally for some leaders than it does for others, with practice and training you have the capacity to visualize the big picture and create long range plans. Developing a culture of strategic thinking for your business starts by recognizing and nurturing strategic thinking competencies. This seminar provides businesses and individuals with a tool kit to encourage strategic thinking. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP

F | Aug 9 | 9am-4pm | \$279

PAR Room 301 | 192CP6166 | 0.6 CEU

What the EEOC Expects From Employers

Gain clear understanding of the purpose and expectations of the Equal Employment Opportunity Commission (EEOC) so you can be proactive about preventing harassment or discrimination in the workplace. Know the processes involved if someone files a complaint of discrimination against your company. Become familiar with EEOC guidelines for subjects including discriminatory practices, charge processing, investigations, enforcement, vicarious employer responsibility for unlawful harassment by a supervisor, applying the laws during recruitment and hiring, and defending yourself against employment discrimination charges. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP

F | Oct 18 | 9am-4pm | \$289

PAR Room 302 | 193CP6121 | 0.6 CEU

PHR/SPHR Certification Preparation

ced.unlv.edu/phr-sphr

Earning the Professional in Human Resources (PHR) or the Senior Professional in Human Resources (SPHR) designation gives you additional credibility, upgrades your knowledge and skills, and makes you more valuable as an employee. This prestigious designation is awarded by the Human Resource Certification Institute (HRCI) to those talented human resources practitioners who pass the national certification exam.

PHR/SPHR Information Session

Ask questions and hear from the instructor about the structure, content, and requirements of UNLV's PHR/SPHR preparation program. For those who have registered for the program, this is an opportunity to pick up additional materials, receive the first assignment, and review the exam application. While not required, it is highly recommended you attend.

Gary Cottino, SPHR, SHRM-SCP
Th | Aug 15 | 6-7pm | No charge
PAR Room 511 | 192CP6118

PHR/SPHR Certification Preparation

Prepare for your PHR or SPHR certification exam during this 13-lesson preparation course. Review and learn the six content areas: Business Management and Strategy, Workforce Planning and Employment, Human Resource Development, Compensation and Benefits, Employee and Labor Relations, and Risk Management. This course will provide methods for the best ways to study and prepare for the exam. For additional eligibility requirements and exam information including exam fees, visit hrcl.org. Required Textbook(s): *Complete HRCI Program for PHR/SPHR*

Gary Cottino, SPHR, SHRM-SCP
W | Sep 4-Dec 4 (meets 13x) | 6-9pm | \$849
PAR Room 302 | 193CP6116 | 3.9 CEUs
*Class does not meet: Nov 27

Interpretation & Translation

Legal Interpretation: Spanish Certificate Program

ced.unlv.edu/legal-interpretation

The Legal Interpretation: Spanish Certificate Program helps to train bilingual students for the profession of certified court interpreter, a profession much in demand given the linguistic diversity of the state of Nevada. This unique program can also prepare qualified students for a career as a certified interpreter for any industry that needs to serve individuals with limited English skills, including government agencies, corporations, hospitals and telecoms. Bilingual persons already employed in another capacity can increase their skills and their remuneration with this formal interpreting certification.

PREREQUISITE:

Students must have at least a high school diploma, GED, or equivalent. Students must provide proof of proficiency in both English and Spanish at least three business days prior to starting program coursework. Please plan ahead. Options for proof of proficiency are listed on the program website, ced.unlv.edu/legal-interpretation.

PROGRAM REQUIREMENTS:

To earn the Legal Interpretation: Spanish Certificate you must successfully complete six required core classes.

CORE COURSES:

- Introduction to Legal Interpreting
- Legal Sight Translation
- Legal Consecutive Interpreting I
- Legal Simultaneous Interpreting I
- Legal Consecutive Interpreting II
- Legal Simultaneous Interpreting II



Introduction to Legal Interpreting

Legal interpreting is a complex process that requires specialized training in: interpreting techniques (sight translation, consecutive interpreting and simultaneous interpreting), legal language and the legal system. In this class, students will receive a thorough introduction into the American Court System; they will learn legal terminology, court proceedings, and the ethics of court interpreting. This course is approved for 12 CE credits with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Required Textbook(s): *The Bilingual Courtroom* (ISBN: 9780226043784).

Prerequisite: Must meet language proficiency requirements stated in the Prerequisite section.

Elena Gandia Garcia
 W | Sep 11-Oct 2 (meets 4x) | 6-9pm | \$309
 PAR Room 512 | 193LA1131 | 1.2 CEUs

Legal Consecutive Interpreting I

Prepare to take the Certified Court Interpreter test by studying and practicing the basic strategies utilized while interpreting in the consecutive mode. In consecutive interpretation, the interpreter listens to an oral statement in a source language and then renders it in the target language. This course will focus on skills critical to consecutive interpretation, including techniques to improve memorization, note taking, and recalling lengthy segments of verbal utterances. Interpreters must be able to mentally interpret the statement, normalize the segment, and render it in the target language in its entirety while maintaining the same register and staying in compliance with the Code of Ethics for Certified Court Interpreters. This course is approved for 12 CE credits with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Required Textbook(s): *ACEBO-Edge 21: Consecutive Interpreting by Holly Mikkelsen* (ISBN: 9781880594377)

Prerequisite: Must meet language proficiency requirements stated in the Prerequisite section.

Cristina Sanchez
 T | Nov 12-Dec 3 (meets 4x) | 6-9pm | \$309
 PAR Room 301 | 193LA1135 | 1.2 CEUs
 *Class does not meet: Nov 27

Legal Sight Translation

Sight translation is frequently used in the legal environment, for example, when reading a witness statement or a court order. It's normally the first step before learning the techniques of simultaneous interpreting. Students will receive an introduction to the three most common legal interpreting modes (consecutive interpreting, simultaneous interpreting, and sight translation), learn the techniques to be able to sight translate, and be able to practice those techniques using real documents. This course is approved for 12 CE credits with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Required Textbook(s): *Edge 21: Sight Translation by Holly Mikkelsen* (ISBN: 9781880594414)

Prerequisite: Must meet language proficiency requirements stated in the Prerequisite section.

Elena Gandia Garcia
 W | Oct 16-Nov 6 (meets 4x) | 6-9pm | \$309
 PAR Room 123 | 193LA1132 | 1.2 CEUs

Legal Simultaneous Interpreting I

Gain valuable experience in interpreting in the simultaneous form-meaning at the same time as the speaker. In simultaneous interpretation, you must be able to listen in a source language and speak in the target language at the same time. Students will work on memory exercises, paraphrasing, completing dual tasks, visualization exercises, basic interpreting techniques, beginning strategies, and hands-on practice in every class. Learn about valuable (and mostly free) resources to help you practice interpreting, and get tips on how to build vocabulary, improve memory and speed, and much more. This course is approved for 12 CE credits with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Required Textbook(s): *ACEBO-Edge 21: Simultaneous Interpreting*

Prerequisite: Must meet language proficiency requirements stated in the Prerequisite section.

Judy Jenner
 W | Jan 15-Feb 5, 2020 (meets 4x) | 6-9pm | \$309
 PAR Room 123 | 201LA1136 | 1.2 CEUs

Medical Interpretation: Spanish Certificate Program

ced.unlv.edu/medical-interpretation

The Medical Interpretation: Spanish certificate program is designed to prepare students to become certified medical interpreters so they can pursue careers in medical interpretation and translation. The classes in the Medical Interpretation: Spanish certificate program focus on the development of applied learning in a cohesive program that prepares bilingual speakers to work as medical interpreters. Emphasis is placed on understanding the problems and complexities of interpretation and the roles and responsibilities of a medical interpreter, use of pertinent medical terminology and its context, and the development of interpretation skills.

PREREQUISITE:

Students must have at least a high school diploma, GED, or equivalent. Students must provide proof of proficiency in both English and Spanish at least three business days prior to starting program coursework. Please plan ahead. Options for proof of proficiency are listed on the program website, ced.unlv.edu/medical-interpretation.

PROGRAM REQUIREMENTS:

To earn the Medical Interpretation: Spanish Certificate you must successfully complete six required core classes.

CORE COURSES:

- Introduction to Medical Interpreting
- Medical Terminology & Specialties I
- Medical Terminology & Specialties II
- Medical Consecutive Interpreting
- Medical Simultaneous Interpreting & Sight Translation
- Comprehensive Final Exam

Medical Interpretation: Spanish Certificate Program Information Session

If you are fluent in both English and Spanish, you may be interested in a rewarding career as a Medical Interpreter. By bridging the gap between physicians and non-English speaking patients and their families, medical interpreters provide a vital service for the health care community. Attend our free information session to learn about the Medical Interpretation: Spanish Certificate Program and the foundational knowledge and skills it provides to ensure you can start a successful career. Instructors will be available to explain the program and answer any questions you may have.

Alvaro Vergara-Mery, Ph.D., CMI
T | Sep 3 | 6-7pm | No charge
PAR Room 511 | 193LA1170



Introduction to Medical Interpreting

Prepare for a career in medical interpretation by developing skills that are an essential part of the job. Medical interpreting requires knowledge of interpreting techniques and modes of interpretation, theoretical concepts, ethical boundaries, health care systems, health care interpreter standards, and cultural awareness. Medical interpreters must manage the flow of the sessions, be familiar with ethical principles and cultural nuances, devise strategies to handle the challenges presented, and maintain the clinical importance of the medical encounter. Students must also pay for a one-time \$150 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all five courses in the certificate program. Required Textbook(s): *Must purchase course materials upon entry of your first class*

Prerequisite: Must meet language proficiency requirements stated in the Prerequisite section.

Alvaro Vergara-Mery, Ph.D., CMI
TTh | Sep 17-Oct 1 (meets 4x) | 6-9pm | \$219
PAR Room 512 | 193LA1171 | 1.2 CEUs
*Class does not meet: Sep 19

Medical Terminology & Specialties I

Medical interpreters must build an extensive vocabulary of all the medical terms encountered from the time patients register in a health care facility to the moment they are discharged. Receive a thorough grounding in basic medical terminology through a structured study of root words, prefixes, and suffixes that allows you to decode the meaning of words when the vocabulary is unknown. Anatomy, physiology, common health problems, and medical procedures will be covered in the following human body systems: integumentary, skeletal, muscular, digestive, and endocrine. Students must also pay for a one-time \$150 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all five courses in the certificate program.

Prerequisite: Introduction to Medical Interpreting

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB
ThT | Oct 3-15 (meets 4x) | 6-9pm | \$219
PAR Room 512 | 193LA1172 | 1.2 CEUs

Medical Terminology & Specialties II

Study the elements of medical word building to develop the extensive vocabulary medical interpreters use within specialty settings. Receive a thorough grounding on basic medical terminology through a study of root words, prefixes, and suffixes that allows you to decode the meaning of words when the vocabulary is unknown. Anatomy and physiology, most common health problems, and medical procedures will be covered in the following areas: respiratory, reproductive, urinary, nervous, cardiovascular, lymphatic, and mental health. Students must also pay for a one-time \$150 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all five courses in the certificate program.

Prerequisite: Introduction to Medical Interpreting and Medical Terminology & Specialties I.

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB
ThT | Oct 17-29 (meets 4x) | 6-9pm | \$219
PAR Room 512 | 193LA1173 | 1.2 CEUs

Medical Consecutive Interpreting

In consecutive interpretation, the interpreter listens to an oral statement in a source language and then renders it in the target language. Build your awareness of the cognitive processes integral to consecutive interpreting: listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization, and logic. Memory development techniques, note taking, and non-verbal communication are also introduced as important elements of the process of interpreting consecutively. Apply medical consecutive interpretation techniques in a variety of practice situations with specific medical terminology. End goal is to develop professional interpreting skills and expand vocabulary in order to confidently tackle consecutive interpreting assignments in the medical field. Students must also pay for a one-time \$150 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all five courses in the certificate program.

Prerequisite: Introduction to Medical Interpreting, Medical Terminology & Specialties I and II

Alvaro Vergara-Mery, Ph.D., CMI
TTh | Nov 5-14 (meets 4x) | 6-9pm | \$219
PAR Room 512 | 193LA1174 | 1.2 CEUs

Medical Simultaneous Interpreting & Sight Translation

In simultaneous interpretation, the interpreter listens in a source language and speaks in the target language at the same time. Build on your experience with consecutive interpretation by exploring the concepts of split attention, self monitoring, *décalage* (time difference), coordination, reformulation, and coping techniques. Apply medical simultaneous interpreting techniques in a variety of practice situations with specific medical terminology. End goal is to develop professional interpreting skills and expand vocabulary in order to confidently tackle simultaneous interpreting assignments in the medical field. Students must also pay for a one-time \$150 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all five courses in the certificate program.

Prerequisite: Introduction to Medical Interpreting, Medical Terminology & Specialties I and II, and Medical Consecutive Interpreting

Alvaro Vergara-Mery, Ph.D., CMI
TTh | Nov 19-Dec 5 (meets 4x) | 6-9pm | \$219
PAR Room 512 | 193LA1175 | 1.2 CEUs
*Class does not meet: Nov 26 & 28

Medical Interpreting Certification Prep

Prepare for the written and oral medical interpreter credentialing exams administered by the National Board of Certification for Medical Interpreters (NBCMI) and Certification Commission for Healthcare Interpreters (CCHI). Gain familiarity with computer-based testing and the types of questions the certification exams contain. Students will be coached and evaluated on accuracy, completeness, grammar, smooth delivery, memory skills, and the roles of the interpreter in a variety of scenarios.

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB
TTh | Dec 10-12 (meets 2x) | 6-9pm | \$109
PAR Room 123 | 193LA1176

Medical Interpretation: Spanish Certificate Program Comprehensive Final Exam

Register for this exam course once you have successfully completed the following courses: Introduction to Medical Interpreting (LA1171), Medical Terminology & Specialties I (LA1172), Medical Terminology & Specialties II (LA1173), Medical Consecutive Interpreting (LA1174), Medical Simultaneous Interpreting & Sight Translation (LA1175). This course does not require a fee to take the exam. Students are allowed to retake the final exam one additional time if unsuccessful. Retakes can be scheduled and will be assessed a proctor fee of \$40 for a two-hour test window. Please email ce-assistant@unlv.edu for more information.

Prerequisite: Students must successfully pass: Introduction to Medical Interpreting, Medical Terminology & Specialties I & II, Medical Consecutive Interpreting, Medical Simultaneous Interpreting & Sight Translation.

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB
T | Dec 17 | 6-8pm | No charge
PAR Room 123 | 193LA1177

Leadership

Organizational Leadership Certificate Program

ced.unlv.edu/organizational-leadership

Leaders must be able to manage individual employees as well as strategically move the overall organization forward. This certificate program is a comprehensive professional development opportunity covering a wide range of best practices in leadership to help you approach the complex challenges inherent in organizational growth and change. Certificate candidates will enhance their skills in order to build stronger teams and successfully lead initiatives within organizations.

CERTIFICATE PROGRAM REQUIREMENTS:

To earn the Organizational Leadership Certificate, you must successfully complete the following required core course plus an additional 2.4 CEUs of elective courses.

- Fundamentals of Leadership

NEW! EXECUTIVE CERTIFICATE PROGRAM REQUIREMENTS:

To earn the Executive Certificate in Organizational Leadership, you must successfully complete the following required core course plus an additional 6.0 CEUs of elective courses.

- Fundamentals of Leadership

ELECTIVE OPTIONS:

- Effective Facilitation of Meetings & Discussions
- Developing Mentorship Programs
- Change Management
- Coaching & Counseling for Success
- Conflict Management: What is Conflict & How Do I Resolve It?
- The ABCs of Strategic Thinking
- Making the Transition from Manager to Leader
- Problem Solving & Decision Making
- Strategic Planning I & II
- Personal Leadership Development
- Project Management Skills Everyone Needs
- Succession Planning
- Communication Strategies: First-time Managers or Supervisors
- Fostering a Diverse & Inclusive Workplace
- Organizational Change Management
- Organizational Design: Aligning Structure, Jobs, & Skills
- Becoming a Strategic Leader
- Language of Leadership
- Personal Leadership Development
- Office Politics: Navigating the Organization
- Organizational Climate & Cultural Assessment
- The New Manager's Toolkit
- Managing in a Multi-Generational Workplace
- Managing Projects Using the Project Management Lifecycle
- Creating High-Functioning Teams Using Strengths



Fundamentals of Leadership

Prepare for your study of leadership theory and methods by beginning with an overview of proven models commonly applied in today's workplace. Examine practical ways to incorporate leadership theory into work and life. Set the tone and establish a common knowledge base for further study.

Jacob Murdock

W | Oct 2-23 (meets 4x) | 6-9pm | \$699

PAR Room 107 | 193CP6300 | 1.2 CEUs

Personal Leadership Development

In order to be an effective leader, an individual must first understand their own leadership style, strengths, and abilities. Discuss the habits of exemplary leaders, assess your own approach to leadership, and develop strategies for improvement. As part of your leadership self reflection, you will take the Meyers-Briggs Type Indicator assessment to gain insight into how you tend to perceive the world around you and what factors drive your decision making.

Jacob Murdock

Sa | Oct 19 | 9am-4pm | \$289

PAR Room 107 | 193CP6308 | 0.6 CEU

The Language of Leadership

Position yourself to learn from professional or personal challenges and forge ahead with greater insight and leadership capacity. Explore how a mix of words and deeds can generate a platform for building effective leadership qualities. Using the *Crucible of Leadership* as a framework, examine motives, values, methods, and position to create a conscious approach to leading and following in large and small groups. The program draws on historical and contemporary leaders through written and multi-media resources and allows for significant interaction between members of the class.

Kenneth Lange

WF | Sep 11-13 (meets 2x) | 9am-noon | \$289
PAR Room 300 | 193CP6307 | 0.6 CEU

New! The New Manager's Toolkit

Embark on your new role as a manager with confidence when you are equipped with this toolkit of essential management skills. This course will teach new managers how to lead staff and projects from a platform of talent, both in how they approach their team and how they identify the natural talent in others. You will also find out how to identify five common dysfunctions of a team and develop strategies to overcome them. Students must purchase and complete the Clifton Strengths 34 Assessment Tool at www.gallupstrengthscenter.com/store. If you have already completed this assessment tool, you do not need to complete it again. Please have the results available for the class.

Maggie Harris

WF | Oct 9-11 (meets 2x) | 9am-noon | \$289
PAR Room 400 | 193CP6158 | 0.6 CEU

View course descriptions and details for Organizational Leadership electives on pp. 29-31 of the catalog or through the online registration system.

Lean Six Sigma

Lean Six Sigma Green Belt & Black Belt

ced.unlv.edu/lean-six-sigma

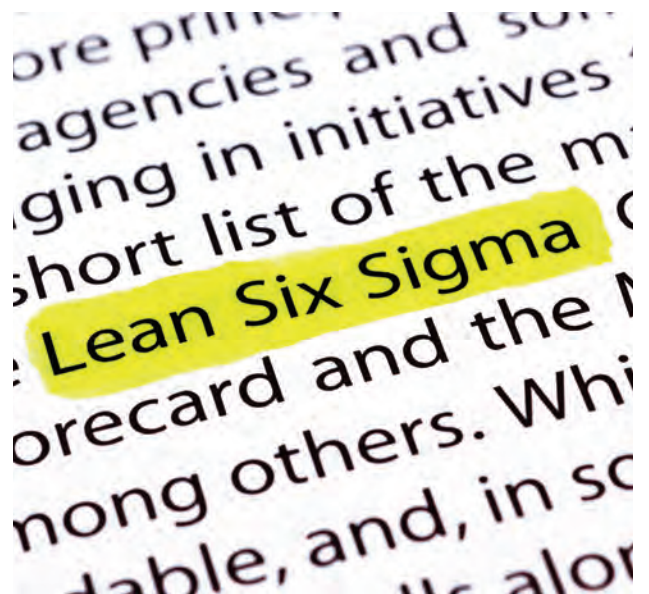
Solve problems, facilitate teams, and improve work processes using the proven strategies of Lean Six Sigma. Lean Six Sigma training combines the best practices of two of the leading organizational management approaches to eliminating wasted overhead, expenses, inventory, time, and talent. With a Lean Six Sigma credential on your resume, current and potential employers will view you as a resource in efficient business operations and continual process improvement. Lean Six Sigma Green Belts are trained in the principles of Lean Six Sigma and are equipped with tools for initiating process improvement in the workplace. Lean Six Sigma Black Belts are prepared to lead complex projects, guide organizational culture change, and improve efficiency in all aspects of business.

LEAN SIX SIGMA GREEN BELT REQUIREMENTS:

To earn the Green Belt you must successfully complete the Green Belt course and earn a passing score on the final certification exam.

LEAN SIX SIGMA BLACK BELT REQUIREMENTS:

To earn the Black Belt you must successfully complete the Black Belt course and earn a passing score on the final certification exam.



New! Lean Six Sigma: Green Belt

Develop problem solving, process improvement, and facilitator skills when you study the foundations of Lean Six Sigma. This training prepares you to effectively implement solutions that result in lower costs, faster delivery, higher quality, and increased safety of operations. You can expect a project-based curriculum which leverages the use of simulations, case studies, and team dynamics for the most effective learning experience. You will learn and practice the skills necessary to map, analyze, and improve work processes, implement change management strategies, apply structured problem solving methods, apply root cause analysis tools, and implement proven Lean Six Sigma countermeasures. A final team presentation and certification test are completed on the last day of class.

Erik Christensen

MTWThF | Aug 19-23 (meets 5x) | 9am-4pm | \$1,500
Off-Site Training Facility | 192LN1100 | 3 CEUs

MTWThF | Sep 30-Oct 4 (meets 5x) | 9am-4pm | \$1,500
Off-Site Training Facility | 193LN1100A | 3 CEUs

MTWThF | Dec 2-6 (meets 5x) | 9am-4pm | \$1,500
Off-Site Training Facility | 193LN1100B | 3 CEUs

Lean Six Sigma: Black Belt

Prepare to lead change initiatives and strategic planning sessions at the executive level of your organization. This project-based curriculum teaches the elements of Lean, Six Sigma, and Theory of Constraints through simulations, case studies, and student interactions for the most effective learning experience. You will learn and practice the skills necessary to implement statistical process control (SPC), facilitate and use various strategic planning tools and methods, optimize machine up-time rates, alleviate organizational bottlenecks, calculate various financial metrics, and develop the ability to lead change initiatives in any organization. Please plan on 10-20 hours of reading, study, and homework to be completed prior to the course and during the instructional week beyond classroom hours. You will be required to lead discussions and presentations.

Prerequisite: Lean Six Sigma Green Belt (or equivalent) training and/or certification. Equivalent certifications are normally employer programs that are effectively Green Belt but called something else. Approved training includes, but is not limited to, employer programs, job training programs, private training centers, universities, or online courses.

Erik Christensen

MTWThF | Oct 7-11 (meets 5x) | 9am-4pm | \$2,000
Off-Site Training Facility | 193LN1101 | 3 CEUs

Legal Studies

Legal Classes

Contract Law

Gain a comprehensive understanding of Contract Law including how to form effective legal contracts, how contracts are performed, the remedies for non-performance or breach of contract, and third-party contracts. The focus of the class is litigation (claims and defenses to a breach of contract claim) as opposed to transactions (negotiating and drafting a contract). Twelve hours will be in class and you will complete additional hours online. Required Textbook(s): *Basic Contract Law for Paralegals* (ISBN: 9781454855552)

Matthew Pfau, JD

Th | Aug 1-22 (meets 4x) | 6-9pm | \$399
PAR Room 302 | 192PL6107 | 1.2 CEUs

Th | Nov 14-Dec 12 (meets 4x) | 6-9pm | \$399
PAR Room 302 | 193PL6107 | 1.2 CEUs

*Class does not meet: Nov 21

Microsoft Office & Adobe Acrobat for Legal Professionals

Paralegals and other legal professionals must possess highly-specialized computer experience in document control, collective editing, and sophisticated formatting. Build advanced proficiency in Microsoft Word beyond standard word processing by practicing skills frequently used in producing legal documents. Topics will include complex options for character, paragraph, and page formatting; using and managing styles and templates; using fields, content controls, and quick parts; macro basics; incorporating reference features such as footnotes and auto-generation of tables of contents, figures, or authorities; producing mail merge documents; and collaborative authoring and editing tools such as track changes and compare/combine documents. Adobe Acrobat skills required in legal settings will also be taught, including document redaction; optical character recognition (OCR); electronic signatures; Bates numbering; file conversion; and form creation and submission. Although the majority of class time will be spent on advanced features of Word and Acrobat, we will also cover the fundamentals of Excel and PowerPoint. This course is highly recommended to prepare new paralegals, legal assistants, and other administrative staff for the daily requirements of working in a law office.

Sharon Fry, MOSM, MCT, MCP, MTA, MCT
MW | Nov 18-Dec 18 (meets 8x) | 3-6pm | \$349
PAR Room 123 | 193PL6240 | 2.4 CEUs

*Class does not meet: Nov 25 & 27

Tort Law

Study intentional and strict liability torts including personal injury, products liability, defamation, and more. Defenses to tort claims, contemporary issues, and landmark cases will also be carefully examined. Students will be provided exercises, web support, real-life examples, and other extensive subject matter support. Twelve hours will be in class and you will complete additional hours online. Required Textbook(s): *Tort and Personal Injury Law* (ISBN: 9781133691853)

Zachariah Parry, J.D.

Th | Oct 17-Nov 7 (meets 4x) | 6-9pm | \$399
PAR Room 302 | 193PL6102 | 1.2 CEUs

Paralegal Certificate Programs

ced.unlv.edu/paralegal

Being a paralegal is more than just having a job in the legal field. It can be a rewarding life-long career. If lawyers are the gears of the justice system, paralegals are the grease that keeps it running smoothly. According to the Bureau of Labor Statistics, demand for paralegals is growing at over double the national job growth rate, with a national median salary of \$54,790 annually, making the choice to become a paralegal one of the smartest career choices you can make.

PROGRAM REQUIREMENTS:

To earn the Paralegal Certificate you must successfully complete the Paralegal course.

Paralegal Certificate Information Session

Attend an information session before you enroll in UNLV's Paralegal Certificate program. Information sessions cover topics including paralegal job responsibilities, employment potential, financial assistance, and the UNLV Paralegal website. These sessions will help you decide if this is the right program for you. Students who register for the online information session will receive instruction and logon information three days before the session.

Zachariah Parry, J.D., Matthew Pfau, J.D.

W | Sep 4 | noon-1pm | No charge
PAR Room 300 | 193PL6128A

Th | Sep 5 | 5:30-6:30pm | No charge
PAR Room 300 | 193PL6128B

M | Sep 9 | noon-1pm | No charge
Online Delivery | 193PL6128C

T | Sep 10 | 5:30-6:30pm | No charge
PAR Room 300 | 193PL6128D

M | Sep 23 | noon-1pm | No charge
PAR Room 107 | 193PL6128E

Th | Sep 26 | 5:30-6:30pm | No charge
PAR Room 511 | 193PL6128F

Paralegal Certificate Program

UNLV's paralegal program comprises two semester-long courses with a total of 90 hours of classroom instruction: Practicum and the Law. For Practicum, we have identified the skills most in demand in a Nevada paralegal: effective legal research, persuasive writing, law practice management, document formatting and structure, court filing, calendaring deadlines, and ethical representation. Each paralegal will learn these skills and put them into practice through representation of two hypothetical clients: a plaintiff and a defendant. The Law course covers those substantive aspects a paralegal is most likely to encounter in their practice: Torts, Contracts, Criminal Law, Criminal Procedure, Civil Procedure, Family Law, and Estate Planning and Probate. After finishing this course created specifically for UNLV students, paralegal graduates will have the knowledge, skills, and confidence they'll need to enter the paralegal profession. The program tuition includes the practicum textbooks and access to LexisNexis and Westlaw. Students should estimate \$400 for additional required textbooks that are not included in the registration fee. Required Textbook(s): ISBN: 9781133691853, ISBN: 9781454855552, ISBN: 9781717901606
Prerequisite: must have daily access to a computer and printer.

Zachariah Parry, J.D., Caitlin Ahern

MW | Oct 14 -Feb 19, (meets 30x) | 9am-noon | \$6,549
PAR Room 302 | 193PL6131A | 12.5 CEUs

*Class does not meet: Nov 11, 27, Dec 23, 25, 30, Jan 1, 20, Feb 17

Matthew Pfau, J.D., Robin Peters

TTh | Oct 15 -Feb 20, (meets 30x) | 6-9pm | \$6,549
PAR Room 302 | 193PL6131B | 12.5 CEUs

*Class does not meet: Nov 12, 28, Dec 24, 26, 31, Jan 2, 21, Feb 18



Marketing & Communications

Communications Classes

Communicate with Difficult People with Tact & Skill

Analyze types of difficult behavior and practice constructive ways to communicate with difficult people in your professional and personal life. Learn ways to help you deal with supervisors, entertainers, and analytical types of people, as well as angry and abusive people. Enrollment includes workbook you can take home.

Roger Burgraff, Ph.D.
Sa | Sep 21 | 9am-noon | \$69
PAR Room 403 | 193CX1106

Editing & Proofreading Your Work

Make a positive impression with clear, concise, and grammatically-correct personal or business correspondence. This half-day program will focus on essentials such as content, flow, mechanics, spelling and punctuation. You will leave the workshop with several editing exercises you may use to self-test and practice the skills you have learned.

Richard Becker, ABC
F | Oct 4 | 1-4pm | \$69
PAR Room 107 | 193WR1150

How to Deal with Disagreements, Conflict & Confrontation

Do not let disagreements, conflict, or confrontation undermine your personal or professional life. Reduce the stress and fear often associated with conflict by learning to distinguish between disagreements and misunderstandings, following rules for fighting fair during conflict, and knowing how to face an angry person. Enrollment includes workbook you can take home.

Roger Burgraff
Sa | Sep 21 | 1-4pm | \$69
PAR Room 302 | 193PG1191

Public Speaking Bootcamp

Become a poised and powerful public speaker. Opportunities to speak in front of a group provoke anxiety for many people, yet the benefits of being a confident speaker can be enormous. Presentation skills help you to lead, persuade, motivate, educate, and manage others. Course topics include overcoming nervousness, planning your presentation, effective delivery, using humor, visual aids, answering questions, and handling difficult situations. After this one day crash course you will know the key elements of a powerful presentation and understand how to make a positive and lasting impact on your audience. Enrollment includes workbook you can take home.

Roger Burgraff, Ph.D.
F | Sep 20 | 9am-4pm | \$139
PAR Room 107 | 193CX1109



Mediation

Mediation Certificate Program

ced.unlv.edu/mediation

Skills learned in mediation training can be used in almost every aspect of life where there is interaction between two or more people. Companies, individuals, social service providers, and government agencies increasingly turn to mediation as a more cost-effective, expedient way to achieve mutually satisfactory agreements. Classroom training and an in-depth practicum will prepare you to become an effective, neutral third party in a conflict.

PROGRAM REQUIREMENTS:

To earn the Mediation Certificate you must successfully complete the Mediation Training course.

Mediation Training Certificate

A mediator provides a process to help parties better understand each other's perspective and reach a mutually agreeable resolution. The principles of mediation are covered during this interactive five session course. You will learn the facilitative mediation process, and develop active listening skills and effective questioning techniques. Ethical standards in mediation and strategies to work through impasse situations will be introduced, as well as methods to differentiate between position and interest, identify sources of conflict, and write agreements. Following classroom training, an in-depth practicum will include a minimum of three observations, four co-mediations, and two solo mediations. The practicum will allow you to practice your skills and gain confidence in your ability to conduct mediations.

Patricia Battie
Th | Oct 3-31 (meets 5x) | 8am-5pm | \$1,199
Clark County Neighborhood Justice Center | 193CM1120 | 4 CEUs

Microsoft Office & Personal Computing

Microsoft Office

ced.unlv.edu/microsoft-office

Freshen up on your Microsoft Office skills. Courses currently offered are in Microsoft Office and Excel. We can offer additional courses in Microsoft such as Office 365, Access, Advanced Excel, OneNote, Outlook, PowerPoint, Project, SharePoint, and Visio. Courses can also be customized for your group. To inquire about additional offerings and custom training, call 702-895-5099 or email continuing.education@unlv.edu.

Excel Essentials

Fluency in Excel will streamline data collection, management, interpretation, and presentation in your college coursework and research. In the foundation course you will be oriented to the Excel environment and terminology; view and understand a finished spreadsheet; learn to enter and edit data; manage workbooks; use the AutoFill feature; calculate with basic formulas and use functions; create databases; perform basic formatting; and insert/delete cells, rows, columns, and worksheets. This is a fast-paced course.

Prerequisite: Basic working knowledge of Excel.

Sharon Fry, MOSM, MCT, MCP, MTA, MCT
M | Sep 23 | 1-4:15pm | \$69
PAR Room 123 | 193CU1100 | 0.3 CEU

Excel Essentials: Analyzing Data

Transform raw data into a more digestible form to support your research conclusions. In this session geared for undergraduate and graduate students, you will create advanced formulas with named ranges and functions; understand how Excel handles dates; use tools to manipulate databases and pivot tables; explore tools for data analysis; and work with external data. This is a fast-paced course.

Prerequisite: Excel Essentials, or equivalent, subject to instructor approval.

Sharon Fry, MOSM, MCT, MCP, MTA, MCT
T | Sep 24 | 1-4:15pm | \$69
PAR Room 123 | 193CU1110 | 0.3 CEU

Excel Essentials: Presenting Data

Share your data in a more compelling way once you understand Excel's tools for data presentation. In this course you will learn to use functions to display data; apply advanced formatting with styles, themes and conditional formatting; create and modify charts and pivot charts; insert and manipulate images and shapes; and use advanced printing options to control output. This is a fast-paced course.

Prerequisite: Excel Essentials, or equivalent, subject to instructor approval.

Sharon Fry, MOSM, MCT, MCP, MTA, MCT
W | Sep 25 | 1-4:15pm | \$69
PAR Room 123 | 193CU1111 | 0.3 CEU

Excel Level I

Manage cells, columns, rows, worksheets, and workbooks in Excel. Additionally, learn to apply functions, create charts, filter and sort data, and create pivot tables. Assignments outside of class will provide you with a variety of spreadsheet experiences to enrich your understanding of Excel. Required Textbook(s): *Exploring Microsoft Excel 2013 Comprehensive* (ISBN: 9780133412185)

Sharon Fry, MOSM, MCT, MCP, MTA, MCT
Sa | Sep 28-Oct 19 (meets 4x) | 1-4pm | \$269
PAR Room 123 | 193CW8163 | 1 CEU

Excel Level II

Build your Excel knowledge and take advantage of the program's versatility. Gain additional experience implementing functions, consolidating worksheets, auditing data, working with collaboration tools, and using macros. Required Textbook(s): *Exploring Microsoft Excel 2013 Comprehensive* (ISBN: 9780133412185)

Prerequisite: Excel Level I or similar working knowledge and experience.

Sharon Fry, MOSM, MCT, MCP, MTA, MCT
Sa | Nov 16-Dec 14 (meets 4x) | 1-4pm | \$269
PAR Room 123 | 193CW8138 | 1 CEU

*Class does not meet: Nov 30

Microsoft Office Basics

Navigate through Word, Excel, and PowerPoint. You will use Word to write your resume, make a simple flyer, and create a sign. In Excel you will create a simple spreadsheet to keep track of things like your household budget or even a simple invoice. Finally you will work in PowerPoint, combining pictures and text into effective presentations.

Prerequisite: Basic knowledge of computer use, opening and closing software, and accessing the Internet with a browser required.

John Larson
W | Oct 16-Nov 20 (meets 6x) | 1-3pm | \$189
PAR Room 123 | 193CW8177

Music & Performing Arts

Acting & Comedy

Introduction to Voiceover Workshop

Find out how the voiceover business really works. A 17-year seasoned voiceover veteran shares an in-depth overview and answers the most frequently asked questions about the voiceover business. Get an honest idea of what it really takes to become successful in the voiceover industry. This workshop is designed to get you answers so you can decide if voiceover work is right for you. Topics include: putting a great voice to work; making a living talking into a microphone; ups and downs of agents; and getting gigs.

Melissa Moats

Th | Sep 19 | 7-9pm | \$49

The Voice Actors Studio | 193CX4170

Break Into the World of Voiceover

Explore the ever-evolving world of the voiceover industry. Discover the broad range of genres: TV & radio, video games, audiobooks, eLearning, and more! Learn how to approach different types of copy, and experience hands-on training while recording in a professional studio. Gain industry knowledge in recording software, explore the voiceover job market, and find out where your voice best fits in the marketplace. With today's technology you can now open doors in voiceover no matter where you live.

Melissa Moats

T | Oct 1-22 (meets 4x) | 6:30-9:30pm | \$299

The Voice Actors Studio | 193CX4171A

T | Nov 5-26 (meets 4x) | 6:30-9:30pm | \$299

The Voice Actors Studio | 193CX4171B



Music

Guitar I

Pull your rarely used acoustic or electric guitar out of the closet and learn to play basic chords and beginning songs. Build a foundation of guitar fundamentals including tuning your instrument, reading charts and playing strumming patterns.

Jesse Del Quadro

W | Oct 9-30 (meets 4x) | 7:15-8:45pm | \$109 | 193MU1107

Bring a playable guitar (electric or acoustic) and guitar picks to the first day of class.

High Desert Horns

High Desert Horns provides an outlet for French horn players in the greater Las Vegas area who wish to perform in an ensemble environment. This ensemble of eight to twenty horn players meets year-round to play quartets, octets, and arrangements by some of the world's most renowned composers. The group welcomes professionals, high school and college students, and others with one or more years of playing experience.

Bill Bernatis

M | Aug 26-Dec 2 (meets 15x) | 7-8:30pm | \$39

UNLV Campus | 192MU1115

Las Vegas Flute Ensemble

The Las Vegas Flute Ensemble is open to flutists of any age and ability, from high school and college players to professionals. The group plays music by some of the world's most renowned composers. There is no formal audition for this group, but you should have at least one year of high school playing experience. Concerts will be given on and off campus each semester.

Lisa Schroeder

Th | Aug 29-Dec 5 (meets 15x) | 7-9pm | \$39

UNLV Campus | 192MU1108



Ukulele I

Ukuleles are portable, easy to play, and have a bouncy, happy sound we all associate with the beautiful islands of Hawaii! Starting with the very basics of how to hold and tune your instrument, progress through basic chords, strumming techniques, and picking simple melodies. Learn to read tablature and standard notation so you can continue to master new songs on your own. Please bring a playable ukulele.

Jesse Del Quadro

W | Oct 9-Nov 13 (meets 6x) | 5:30-7pm | \$109 | 193MU1117

University Basketball Pep Band

Support the UNLV Runnin' Rebel basketball team as a member of the Runnin' Rebel Basketball Pep Band. Attendance is mandatory at scheduled pre-season rehearsals, regular rehearsals, special performances on and off campus, and at UNLV home basketball games. Members in good standing are also eligible for tournament travel, when applicable. For more information contact Tony LaBounty at 702-895-3733 or tony.labounty@unlv.edu. Late registrations accepted.

Tony LaBounty

M | Oct 14 -Mar 9, 2020 (meets 20x) | 9-10pm | \$39
UNLV Campus | 193MU1111

UNLV University Chorale

The UNLV University Chorale performs on campus and has appeared at out-of-state regional and national choral festivals. Repertoire includes "classical" choral music of all styles, as well as folk tunes, spirituals, and musical theatre highlights. Membership is open to UNLV students, faculty, staff, and community members. Attendance at all rehearsals and performances is mandatory. A complete performance schedule will be available at the beginning of the semester; there are usually two or three performances during the semester. Students will be required to purchase a uniform for performances.

This is a university-level ensemble and is also offered as a credit course in the university catalog. Thus, instructor approval is required and an audition will take place during the first class meeting. Interested community members are encouraged to contact the instructor at joseph.svendsen@unlv.edu or 702-895-3008 for further information.

Joseph Svendsen

MW | Aug 26-Dec 4 (meets 30x) | 2:30-3:45pm | \$39
HFA Room 147 | 193MU1119
*Class does not meet: Sep 2, Nov 11

University Marching Band

Join the "Star of Nevada" UNLV Marching Band and support the Rebels at home football games throughout the fall. Participation is required in scheduled training camp week, regular rehearsals, special performances on and off campus, and UNLV home football games. Visit unlvbands.com for training camp and rehearsal details. Experience is preferred but not necessary. This is a non-credit course. For more information, contact director Tony LaBounty at 702-895-3733 or tony.labounty@unlv.edu. Band meets Monday 6:30pm-8:30pm, plus Thursday and Friday 8-9:30am.

Tony LaBounty

MThF | Aug 26-Dec 2 (meets 46x) | 6:30-8:30pm | \$70
UNLV Campus | 192MU1106

*Class meets: Mon. 6:30-8:30pm, Thu & Fri 8-9:30am

*Class does not meet: Sep 4, Oct 27, Nov 10, 23 & 24

UNLV Community Concert Band

Formed in Jan 1987, the UNLV Community Concert Band is among the oldest community instrumental groups in the Las Vegas area. The 70-plus members range in age from high school to seniors. The band plays a wide variety of music including marches, show and film scores, and classic and contemporary wind arrangements. The UNLV Community Concert Band's "season" will culminate with a special concert. Contact Tony LaBounty at tony.labounty@unlv.edu for final concert date & details. Players should be relatively proficient on their instrument and have at least one year or more of high school playing experience. There is no formal audition procedure.

Tony LaBounty

W | Aug 28-Nov 13 (meets 12x) | 7-9:20pm | \$45
BMC Room 160 | 192MU1102

UNLV New Horizons Band

The UNLV New Horizons Band is part of an international movement to get adults re-involved with music. This musical ensemble places a higher emphasis upon the learning and enjoyment of music above the rigor and pressures of performance. The band's size allows for individual attention to each performer's developmental needs. Each semester there is a short, shared concert and opportunities for outreach performances in adult communities. There are no auditions.

Tony LaBounty

T | Aug 27-Nov 12 (meets 12x) | 7-9:20pm | \$39
UNLV Campus | 192MU1104

Nonprofit Management

Grant Academy Certificate Program

ced.unlv.edu/grant-academy

The Grant Academy Certificate is offered in partnership with the UNLV School of Environmental and Public Affairs. Students in the program will gain skills in identifying relevant grant opportunities, writing strong proposals, tracking program outcomes, managing reports to funders, and utilizing available technologies and data sources to make a convincing case for support. Curriculum will guide you through the full life cycle of a grant, enabling you to produce winning applications plus policies to support successful oversight and administration. Courses may be taken individually to expand your skill set.

PROGRAM REQUIREMENTS:

To earn the UNLV Grant Academy Certificate you must successfully complete five core courses.

CORE COURSES:

- Identifying Funding Sources
- Building a Grant Ready Organization
- Proposal Writing I
- Proposal Writing II
- Grants Management

Grant Academy Information Session

Learn more about how the UNLV Grant Academy works. Meet with the instructors of the program as they provide an industry analysis and break down the Grant Academy course sequence. This information session will help you determine how this program can refine your grant writing and management skills and consequently enhance your career prospects.

Beth Rubins, Kenneth Lange, Cynthia Radley, Kipp Ortenburger
T | Aug 27 | 6-7pm | No charge
PAR Room 511 | 192GR1150

Grant Academy Bundle

Register for this class to receive bundle discount of \$899 for all five Grant Academy classes: Identifying Funding Sources; Building a Grant Ready Organization; Proposal Writing I; Proposal Writing II; and Grants Management.

Staff

TTh | Sep 10-Dec 12 (meets 20x) | 4-6pm | \$899
PAR | 193GRBUND | 4.2 CEUs

Building a Grant Ready Organization

Assess and build the organizational capacity necessary to obtain grant funding. Examine how management decisions, policies, and partnerships impact funding outcomes. Time will also be spent looking at how effective program development and project design can ensure competitive grant applications. You will work on case studies, mission statements, management strategies, and communication tools to support successful grant writing.

Kenneth Lange

TTh | Oct 1-10 (meets 4x) | 4-6pm | \$199
PAR Room 511 | 193GR1142 | 0.8 CEU

Grants Management

Effectively manage and report on grants once awards have been made. Not only will you need to complete the funded project, you will also have to gather data, evaluate the impact of your programs, and monitor all project expenses. Thorough documentation of your grant outcomes will help garner additional support and renewed funding by demonstrating return on investment for funding received.

Cynthia Radley

TTh | Dec 3-12 (meets 4x) | 4-6pm | \$199
PAR Room 511 | 193GR1136 | 0.8 CEU

Identifying Funding Sources

Match your project to the best funding source to improve the odds of support. Not every project is a good fit for every grant program; deciding which grants to pursue is an important grant writing skill. This course will explain different types of grants and outline ways to research and uncover grant opportunities. Participants will also learn to analyze and match specific program characteristics and organizational capacity with funding opportunities for successful grant proposals.

Kipp Ortenburger

TTh | Sep 10-19 (meets 4x) | 4-6pm | \$199
PAR Room 511 | 193GR1140 | 0.8 CEU

Proposal Writing I

Prepare a grant application targeted at smaller state and local philanthropic funding sources. Craft a convincing case for funding and write a statement of need. Additionally, develop a simple project budget and write a supporting narrative which clearly articulates the anticipated program outcomes and benefits.

Beth Rubins, MSW

TTh | Oct 22-31 (meets 4x) | 4-6pm | \$199
PAR Room 511 | 193GR1144 | 0.8 CEU

Proposal Writing II

It's time to go after a big one. Prepare a grant application targeted at large funding sources including the federal government and large philanthropic foundations. Analyze complex request for proposals (RFPs) to identify funding sources and obstacles, and then understand how to structure your budget and narrative to meet all requirements. Strategic community partnerships and organizational capacity will be examined within the context of large-scale awards. Time will be spent reviewing special legal and regulatory issues related to compliance issues for large funding awards.

Prerequisite: Proposal Writing I

Beth Rubins, MSW

TTh | Nov 12-21 (meets 4x) | 4-6pm | \$199
PAR Room 511 | 193GR1134 | 0.8 CEU



NEW! Nonprofit Fundraising Certificate Program

ced.unlv.edu/nonprofit-fundraising

Amplify your fundraising expertise so your nonprofit can stabilize its finances and focus on its mission. Current and prospective fundraising professionals will delve into all aspects of a thriving, sustainable fundraising enterprise. Curriculum covers ethics, best practice processes and procedures, data collection and management, and donor relations. Explore varied campaign types and fundraising strategies, including annual campaigns, legacy giving, capital campaigns, special events, corporate or private sponsorship, government funding, grants, and online giving. Along the way you will gain an understanding of why people give and learn how to articulate a compelling case for support.

PROGRAM REQUIREMENTS:

To earn the Nonprofit Fundraising Certificate you must successfully complete four required core courses and 2.4 CEUs of elective courses.

CORE COURSES:

- Responsible Fundraising
- Effective Fundraising
- Donor Relations
- Infrastructure & Process of Nonprofit Fundraising

ELECTIVE COURSE OPTIONS:

- Strong Financial Oversight (NP3131)
- The Funders' Perspective: Deciding Who Gets What (NP3134)
- Whose Ball Is It? Developing Collaborative Return on Sponsorship (NP3145)
- Capital Campaigns: Everything You Need to Know (NP3146)
- Social Enterprise: From Marketing to Sustainability (NP3154)
- Raise More Money From Your Business Community (NP3158)
- Building a Successful Fundraising Enterprise (NP3159)
- Telling the Stories that Make Donors Give (NP3165)
- Introduction to Gift Planning (NP3168)

New! Nonprofit Fundraising Information Session

Learn more about the UNLV Nonprofit Fundraising Certificate. Meet with the instructors of the program as they provide an overview of the Nonprofit Fundraising course sequence and content. This information session will help you determine how this program can assist your organization to create a compelling case for support.

T. Clay Buck, CFRE, Jeff Grandy, Gregory Gudenkauf, MPA
M | Aug 26 | 6-7pm | No charge
PAR Room 300 | 192NP3172

New! Nonprofit Fundraising Bundle

Register all four core classes for the Nonprofit Fundraising Certificate and receive the discounted price of \$899. Responsible Fundraising; Effective Fundraising; Donor Relations; Infrastructure & Process of Nonprofit Fundraising

Staff

Sep 1-Nov 25 (meets 17x) | 4-7pm | \$899

PAR | 193NPBUNDA | 5.1 CEUs

New! Donor Relations

Take a donor-centric and data-driven approach to donor identification, cultivation, solicitation, and stewardship. First, study donor psychology and behavior fundamentals so you better understand why people give. Then, walk through the full life cycle of working with donors—from researching prospects, to connecting with ideal donors, to making the request, to acknowledging gifts. Time will also be dedicated to discussing the appropriate role each member of your organization should play in the fundraising process.

Prerequisite: Responsible Fundraising

Jeff Grandy

WM | Nov 13-25 (meets 4x) | 4-7pm | \$229

PAR Room 511 | 193NP3170 | 1.2 CEUs

New! Effective Fundraising

The principles of responsible and ethical fundraising are valuable to every nonprofit organization. Now that you have explored many of these concepts, it is time to put these ideas into action. This course will prepare you to take concrete steps to implement your organization's fundraising plan. Learn to ask the proper questions to determine what type of fundraising strategies best meet your goals, plus discuss the techniques of prospect/donor identification, cultivation, and stewardship you should employ to set your organization up for success. Focus on organizational resources staff, volunteers, marketing channels that can be utilized to carry out your fundraising strategy and share your case for support. Develop ways to identify and record data that allow you to evaluate your fundraising strategies.

Prerequisite: Responsible Fundraising

Gregory Gudenkauf, MPA

MW | Oct 21-30 (meets 4x) | 4-7pm | \$229

PAR Room 511 | 193NP3169 | 1.2 CEUs

**Infrastructure & Process of Nonprofit Fundraising**

The key to successful fundraising is having a strong infrastructure and process to support the great work you do in building relationships with donors and funders. Your list of donors and prospects is your single greatest asset as a fundraiser, so take care to manage it wisely. Examine the processes and systems that support high revenue-generating fundraising including database management, wealth intelligence and prospect research, staff and volunteer management, reporting, and general business principles to ensure your program is well taken care of now and into the future.

Prerequisite: Responsible Fundraising or comparable experience.

T. Clay Buck, CFRE

MW | Sep 30-Oct 9 (meets 4x) | 4-7pm | \$229

PAR Room 140 | 193NP3163 | 1.2 CEUs

Responsible Fundraising

Go way beyond simply asking for donations to your nonprofit organization. Instead, build a broad-based, consistent, strategic fundraising portfolio. Learn to build donor and volunteer relationships, execute effective marketing tools, connect with new and existing supporters through new media, assess your fundraising efforts, advocate for your cause, and set financial priorities.

T. Clay Buck, CFRE

WM | Sep 4-18 (meets 5x) | 4-7pm | \$299

PAR Room 107 | 193NP3130 | 1.5 CEUs

Nonprofit Management Certificate Program

ced.unlv.edu/nonprofit

Build the foundation of knowledge every nonprofit professional should know. This certification is designed for those working in the nonprofit sector, board members, volunteers, or those who are looking to enter into the industry. Learn all the major components of the nonprofit industry including fundraising, program development, charitable giving, fiduciary responsibility, volunteer management, and marketing strategies. Courses may be taken individually to expand your skill set.

PROGRAM REQUIREMENTS:

To earn the Nonprofit Management Certificate you must successfully complete four required core courses and 3.2 CEUs of elective courses.

CORE COURSES:

- Governance, Legal Compliance & Public Disclosure
- Responsible Fundraising
- Strong Financial Oversight
- Nonprofit Program Management & Assessment

ELECTIVE COURSE OPTIONS:

Offerings vary by semester. Visit ced.unlv.edu/nonprofit for a complete list of elective options and more details about this program.



A Nonprofit Board's Role & Responsibility to its Agency & the Community

A healthy, effective board is central to achieving your nonprofit's mission. Attendees will be educated on the legal and fiduciary responsibilities of board membership, create a framework for nonprofit leadership, and understand the importance of an engaged and focused board. This session is a great orientation for any board and its members, but will particularly benefit new board members, new organizations, or organizations without paid staff.

Kevin Dincher

F | Aug 30 | 11am-12:30pm | \$19

United Way of S. Nevada Executive Conference Room | 192NP3143

Staff

F | Nov 22 | 11am-12:30pm | \$19

PAR Room 302 | 193NP3143

An Introduction to the Nonprofit Sector

Whether you are heading a fledgling nonprofit, have just started a job at a local nonprofit, have accepted a board position, or are investigating the sector for employment or consulting, this introduction will ensure you get off on the right foot. Discover why the sector exists, how nonprofits focus on their responsibilities to the community, and how they measure success in terms of impact delivered rather than stockholder profits.

Kevin Dincher

F | Aug 30 | 9-10:30am | \$19

United Way of S. Nevada Executive Conference Room | 192NP3151

Staff

F | Nov 22 | 9-10:30am | \$19

PAR Room 302 | 193NP3151

Nonprofit Management Bundle

Register in all four core classes, Governance, Legal Compliance & Public Disclosure; Responsible Fundraising; Strong Financial Oversight; Nonprofit Program Management & Assessment, for the Non-profit Management Certificate and receive the discounted price of \$1,049.

Staff

W | Sep 4-Dec 16 (meets 17x) | 12M-12M | \$1,049

PAR | 193NPBUND | 6.4 CEUs

Communicating with Purpose

Communicate strategically with your organization's internal and external audiences by developing an effective communications plan. Know your targets, think through what points you are trying to get across, and have a plan to disseminate your message through various outlets. Participants will leave with a basic outline of a communications plan for their organization.

Jennifer Ramieh

W | Aug 7 | 9am-1pm | \$79

United Way of S. Nevada Boardroom | 192NP3160 | 0.4 CEU

Creating a Development Plan

Break free from the rut of endless special events, high-pressure grant writing, board members who do not take fundraising responsibility, and abandoned development plans. Instead, tailor a development plan for your organization that truly works. A comprehensive development plan can help ensure success in your fundraising efforts by harnessing the strengths of your organization's leadership, staff, and volunteers. Participants will leave with a preliminary development plan for their organization, including a clear path to implementation and defined evaluation measures.

Linda Lysakowski, ACFRE
F | Sep 27 | 9am-1pm | \$89
PAR Room 302 | 193NP3148 | 0.4 CEU

New! Donor Relations

Take a donor-centric and data-driven approach to donor identification, cultivation, solicitation, and stewardship. First, study donor psychology and behavior fundamentals so you better understand why people give. Then, walk through the full life cycle of working with donors from researching prospects, to connecting with ideal donors, to making the request, to acknowledging gifts. Time will also be dedicated to discussing the appropriate role each member of your organization should play in the fundraising process.

Prerequisite: Responsible Fundraising

Jeff Grandy
WM | Nov 13-25 (meets 4x) | 4-7pm | \$229
PAR Room 511 | 193NP3170 | 1.2 CEUs

New! Effective Fundraising

The principles of responsible and ethical fundraising are valuable to every nonprofit organization. Now that you have explored many of these concepts, it is time to put these ideas into action. This course will prepare you to take concrete steps to implement your organization's fundraising plan. Learn to ask the proper questions to determine what type of fundraising strategies best meet your goals, plus discuss the techniques of prospect/donor identification, cultivation, and stewardship you should employ to set your organization up for success. Focus on organizational resources, staff, volunteers, marketing channels that can be utilized to carry out your fundraising strategy and share your case for support. Develop ways to identify and record data that allow you to evaluate your fundraising strategies.

Prerequisite: Responsible Fundraising

Gregory Gudenkauf, MPA
MW | Oct 21-30 (meets 4x) | 4-7pm | \$229
PAR Room 511 | 193NP3169 | 1.2 CEUs

Effective Volunteer Management

Unleash the full potential of your nonprofit's volunteer workforce. When you build a positive volunteer culture, you improve the sustainability of your organization. This course will introduce you to tools to effectively set up, manage, maximize, and reward this unique workforce. From recruitment to retention, maintaining a structured and motivated volunteer team will help your nonprofit fulfill its mission.

Brittany Holtzclaw, MSW
F | Sep 13 | 9am-5pm | \$179
PAR Room 302 | 193NP3152 | 0.7 CEU

Governance, Legal Compliance & Public Disclosure

Protect your organization by understanding legal, financial, and management issues unique to the nonprofit sector. Some of the topic areas include nonprofit law, legal rights and obligations of directors, trustees, and officers, tax implications of charitable giving, nonprofit human resource management, supervision of paid and unpaid staff, and organizational diversity.

Scott Emerson
W | Oct 30-Nov 20 (meets 4x) | 9am-1pm | \$299
PAR Room 107 | 193NP3149 | 1.6 CEUs

Infrastructure & Process of Nonprofit Fundraising

The key to successful fundraising is having a strong infrastructure and process to support the great work you do in building relationships with donors and funders. Your list of donors and prospects is your single greatest asset as a fundraiser, so take care to manage it wisely. Examine the processes and systems that support high revenue-generating fundraising including database management, wealth intelligence and prospect research, staff and volunteer management, reporting, and general business principles to ensure your program is well taken care of now and into the future.

Prerequisite: Responsible Fundraising or comparable experience.

T. Clay Buck, CFRE
MW | Sep 30-Oct 9 (meets 4x) | 4-7pm | \$229
PAR Room 140 | 193NP3163 | 1.2 CEUs

Introduction to Gift Planning

Return to your organization equipped with the information needed to integrate gift planning strategies within the overall development structure. Explore how to create a pipeline of donor prospects, identify the stages of planned gift cultivation, and talk about typical timelines for securing after-life gifts. Time will be dedicated to marketing and communications for gift planning. A gift planning timeline will be established, allowing course enrollees to return to their organizations with the necessary tools to set up an internal infrastructure to establish their gift planning program.

Jeff Grandy
F | Nov 1 | 9am-1pm | \$89
PAR Room 302 | 193NP3168 | 0.4 CEU

Managing Stress & Trauma in Nonprofit Organizations

Nonprofit professionals can be adversely impacted by stressful client interactions, lack of resources, organizational struggles, and high self-expectations. Explore a variety of resources to gain new perspectives on stress and trauma. Develop a self-understanding of the aspirational nature of nonprofit work and develop skills to increase resilience. Generate strategies for transferring course content to the workplace. The course is taught from a coaching perspective and is focused on practical understanding, skills, and strategies.

Kenneth Lange
Th | Dec 12 | 9am-1pm | \$89
PAR Room 300 | 193NP3167 | 0.4 CEU

Nonprofit Marketing Essentials

Don't get lost in the crowd. Marketing has been identified as one of the top challenges for nonprofits and its importance is often overlooked. In this day and age the number of causes to support is immense so how does an organization stand out? Learn the essential steps of marketing, such as creating a brand, how to tell your story effectively, and what are the best marketing strategies for your cause. Learn to rise above the crowd and let your organization's voice be heard.

Jennifer Ramieh
F | Oct 11 | 9am-1pm | \$89
PAR Room 302 | 193NP3157 | 0.4 CEU

Nonprofit Program Management & Assessment

Ensure your nonprofit's continued success by keeping commitments to donors and partners. Expectations are generally reasonable—just do what you said you were going to do when you applied for the funds. Build strategies to manage key programs in order to deliver on your mission and report measurable outcomes to stakeholders. You will develop the skills to perform outcome-based evaluation methods to highlight your program achievements, spotlight effectiveness, and satisfy funders' desire for improved accountability.

Scott Emerson
M | Nov 25-Dec 16 (meets 4x) | 9am-1pm | \$299
PAR Room 301 | 193NP3164 | 1.6 CEUs

Responsible Fundraising

Go way beyond simply asking for donations to your nonprofit organization. Instead, build a broad-based, consistent, strategic fundraising portfolio. Learn to build donor and volunteer relationships, execute effective marketing tools, connect with new and existing supporters through new media, assess your fundraising efforts, advocate for your cause, and set financial priorities.

T. Clay Buck, CFRE
WM | Sep 4-18 (meets 5x) | 4-7pm | \$299
PAR Room 107 | 193NP3130 | 1.5 CEUs

Strong Financial Oversight

Manage your nonprofit's finances and operations to ensure more of your budget directly advances your mission. Topic areas include non-profit economics and finance, financial management and accountability, information technology, and management. This is a blended-learning experience with classroom instruction, field experience, guest speakers, and individual assignments including readings, research, and online work.

Cynthia Radley
W | Oct 2-23 (meets 4x) | 9am-1pm | \$299
PAR Room 107 | 193NP3131 | 1.6 CEUs

Telling the Stories that Make Donors Give

Stand out to clients, volunteers, donors, potential partners, and the media when you express your nonprofit's unique story in a way that clearly articulates why your work is so important. The story of every nonprofit is about filling a need and solving a problem, but nonprofit leaders need to know how to better call attention to the importance of their organization's goals and mission. There are content development and storytelling techniques specific to nonprofits that can better engage target audiences. Storytelling is also key to effective nonprofit marketing. Come discuss techniques and strategies to translate your mission and vision into compelling content.

T. Clay Buck, CFRE
MW | Dec 2-11 (meets 4x) | 4-6pm | \$179
PAR Room 511 | 193NP3165 | 0.8 CEU



Parenting & Families

Parenting

ced.unlv.edu/cp

Navigate parenting's toughest challenges including divorce and discipline. Specialized training can help you strengthen your family relationships, open channels of communication, and rediscover the positive side of parenting.

Cooperative Parenting-Shielding Your Children From Conflict

Participate in proven conflict resolution activities within a supportive group environment. The course provides practical approaches to help parents work cooperatively to successfully co-parent their children. Class sessions 1 & 8 are mandatory for successful completion of the course. Other mandatory attendance requirements will be covered on the first day of class.

Joyce Gallina

T | Sep 10-Oct 29 (meets 8x) | 5:30-7:30pm | \$299
PAR Room 301 | 193PL6105A

Bree Mullin

Th | Sep 26-Nov 21 (meets 8x) | 5:30-7:30pm | \$299
PAR Room 301 | 193PL6105B
*Class does not meet: Oct 31



Real Estate

Community Association Management Precertification Program

ced.unlv.edu/community-manager

Acquire basic community association management skills and meet the requirements for community management found in NRS 116 and 116A, and NAC 116 and 116A. This certificate is required for those who are involved in common-interest community management (HOAs). The course meets Nevada's mandated 60-hour classroom education requirement. Upon successful completion of this course, you are eligible to take the exam to become a certified community association manager.

PROGRAM REQUIREMENTS:

To earn the Community Management Preparation Certificate you must successfully complete the Community Manager Preparation course.

Community Manager Preparation Course

Learn basic business management and the requirements for community management found in NRS 116, 116A and NAC 116 and 116A. This 60-hour course meets Nevada's pre-certification requirements for Community Association Managers. Upon completion of this course, you will be eligible to take the exam to become certified by the Nevada Real Estate Division. Course includes the state exam review. This course has been approved by the Commission on Common Interest Communities and Condominium Hotels, course number PL.06300-CAM.

Ken Richardson, Robert Forney, Christine Greengrass, Marlina Short, Carli Gilchrist, Nicholas Haley, Melissa Ramsey, Tonya Bates
TWTh | Sep 10-Oct 29 (meets 22x) | 5:30-8:30pm | \$649.50
PAR Room 403 | 193RP1100 | 6 CEUs

Community Manager Preparation State Exam Review

Review key focus areas covered by the Pearson-Vue state community association manager exam. Topics include HOA governing documents, governance, meetings, elections and recall elections, developer control and resales, financial management, facilities and risk management, ethics and state and federal laws. This review session will give students an added advantage as they prepare for the state exam.

Ken Richardson

W | Oct 30 | 5:30-8:30pm | \$29
PAR Room 403 | 193RP1104

New! Declarant Transition & Resales

Understand the process of transitioning a new residential development from declarant (developer) control to control by the homeowners. Cover NRS-required thresholds, elections, the reserve study, and final audit, as well as document transfer and operating and reserve account transfer. You will also learn the required documents and allowable charges for the resale of existing units in mature common-interest communities.

Christine Greengrass

Th | Sep 19 | 5:30-8:30pm | \$59

PAR Room 403 | 193RP1105 | 0.3 CEU

New! NRS/NAC 116 Overview

Gain comprehensive knowledge of NRS 116 and NAC 116, the laws governing management of common-interest communities in Nevada. Emphasis is placed on key sections of the statute that are frequently applied in the everyday practice of Community Association Managers.

Ken Richardson

Th | Oct 3 | 5:30-8:30pm | \$59

PAR Room 403 | 193RP1106 | 0.3 CEU

Small Business & Entrepreneurship

Entrepreneurship Classes

Business Accounting

Know exactly how money moves within your organization. Cover the basics of small business money management with topics such as: chart of accounts; payables and receivables; reading and understanding financial documents; tracking and recording transactions; and bank reconciliations. Good financial information will help you make sound business decisions. Required Textbook(s): *Accounting for Managers* (ISBN: 9781642210224). *Ebook available.*

Brenda Bryant

MW | Sep 23-Oct 23 (meets 10x) | 6:30-8:30pm | \$269

PAR | 193EN1192 | 2 CEUs



Social Work

Social Work CEU Courses

ced.unlv.edu/social-work

The Social Work Continuing Education Unit Courses are offered as a partnership between UNLV School of Social Work and UNLV Continuing Education. Courses are designed for social work practitioners in Nevada and beyond. Courses are approved through the Nevada Board of Examiners for Social Workers, Nevada Board of Psychological Examiners and Nevada Board of Examiners for Marriage & Family Therapists. Class topics vary every semester. Visit ced.unlv.edu/social-work for more information on course offerings.

Assessing & Treating Childhood Trauma

This training will help participants distinguish between different types of child trauma, understand trauma's effects, and obtain ideas for clinical intervention.

Anne-Marie Abruscato

Th | Sep 19 | 6-9pm | \$49

PAR Room 512 | 193SW3201 | 3 CEUs

Borderline Personality Disorder

Participants will learn about the challenges one can experience in regulating emotional, behavioral, and cognitive responses typically seen when one has an emotion dysregulation disorder, such as Borderline Personality Disorder (BPD.) Participants will learn how overwhelming emotion can lead to an individual engaging in dangerous, life-threatening behaviors (i.e., self-harm, substance use, etc.) as a means to cope with and manage the intensity of the emotion. Participants will orient to an array of therapeutic strategies within the DBT framework that clients can learn to alleviate the effects of having a pervasive emotional dysregulation disorder (e.g., BPD.) Participants will gain a working knowledge of therapist-client relationship within the DBT framework.

Vena Wilson, LCSW

Th | Aug 8 | 6-9pm | \$49

PAR Room 512 | 192SW3206 | 3 CEUs

Th | Nov 14 | 6-9pm | \$49

PAR Room 401 | 193SW3206 | 3 CEUs

Developing Cultural Competency in Working with LGBTQ Youth

This workshop will provide clinical information and resources for social workers and other professionals who work with LGBTQ youth in a wide variety of settings. We will discuss current language and terminology within the LGBTQ community and keys to building a positive working alliance. For social workers to be culturally competent with LGBTQ clients and families, we must understand relevant issues, such as higher rates of depression, suicidality, victimization, substance use/abuse and religious rejection. We will discuss affirmative ways to support youth struggling to come out, as well as how to provide support for their families. This workshop will also provide a list of local and online resources for both LGBTQ youth and their families.

Laurie Lytel, LCSW

Th | Dec 5 | 6-9pm | \$49

PAR Room 512 | 193SW3205 | 3 CEUs

New! Ethics: Developing a Professional Will

An important part of ethical social work practice is our continued fiduciary responsibility to clients in the event of incapacitation and even after our death. We have the responsibility to ensure that patients are notified and cared for. A Professional Will assigns authority and directions to the Executor, usually another practitioner. The NV Social Work Board determined in 2018 that clinicians in independent practice must have a professional will. This workshop will examine the five major categories involved and provide a sample Professional Will.

Kathleen Bergquist, J.D., Ph.D., MSW

Th | Oct 10 | 5-9:15pm | \$69

PAR Room 401 | 193SW3220 | 4 CEUs

New! Intersections of Aging, End of Life & Psychological Trauma

Increased stress and trauma may accumulate due to normal aging and the increased likelihood of prior intensive medical intervention. Moreover, evidence suggests that memories of old traumas and symptoms of PTSD may be reactivated in normal aging, and these may be exacerbated by illness and life stress. This course will examine these intersections.

Cheryl Johnston, LSW

T | Oct 15 | 6-9pm | \$49

PAR Room 401 | 193SW3221 | 3 CEUs

New! Mindfulness for Practitioners in Trauma-Informed Care

This course will provide a brief overview of biological, psychological, and social processes that underly the development of traumatic illness following exposure to adverse experiences. The course will then discuss principles of mindfulness and the theoretical and empirical evidence in support of mindfulness-based interventions with trauma-exposed populations. Finally, we will conclude with experiential mindfulness practice and discuss strategies for implementing this practice effectively in the clinical context.

Nicholas Barr

Th | Dec 19 | 6-9pm | \$49

PAR Room 511 | 193SW3219 | 3 CEUs



Test Preparation & Learning Enrichment

Institute of Reading Development

READING ENRICHMENT PROGRAMS

Poor readers can become good readers, and good readers can become great readers! UNLV is again partnering with the Institute of Reading Development to offer reading skills programs. All programs are designed and taught by instructors from the Institute of Reading Development. Programs are offered on UNLV's campus for pre-K through adults. For more information or to register, please call the Institute of Reading Development at 800-979-8980. Summer 2019 reading program listings by age, location, and date can be found at unlv.readingprograms.org.

Test Preparation

ced.unlv.edu/test-prep

Standardized test scores are a major component of your graduate school application process. If you plan to attend graduate school, law school, or business school, we can help you realize your goals. With in-person and online test preparation classes for the GRE®, GMAT®, and LSAT®, UNLV is Las Vegas' leading test prep solution.

ALL TEST PREP CLASSES INCLUDE:

- Extensive classroom instruction
- Experienced, dedicated instructors
- Comprehensive preparation materials
- Thorough presentations and explanations
- Convenient access to our team of experts
- Access to online support resources

College Application Test Preparation

ACT Online Test Preparation

This preparation class is strategically scheduled for the weeks leading up to the most popular ACT test dates. The online portion of the class is delivered by a live instructor, allowing you to participate and ask questions in real time. Courses include access to our online resources-class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours.

Continuing Ed Staff

ThT | Aug 8-Sep 3 (meets 8x) | 4-6pm | \$399
Online Delivery | 192TL1107B

ThT | Sep 26-Oct 22 (meets 8x) | 4-6pm | \$399
Online Delivery | 193TL1107A

TTh | Nov 5-Dec 3 (meets 8x) | 4-6pm | \$399
Online Delivery | 193TL1107B
*Class does not meet: Nov 28

SAT Online Test Preparation

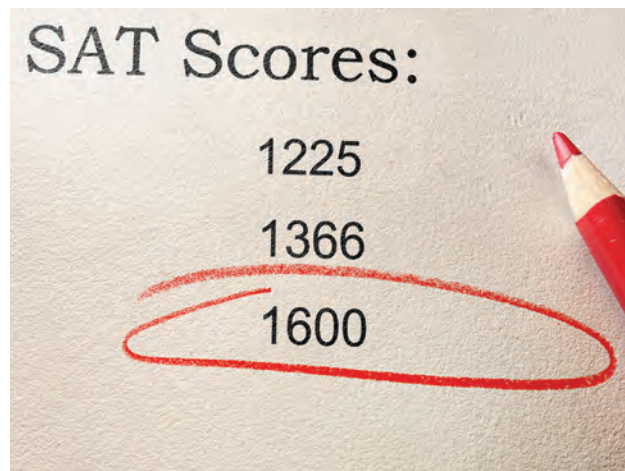
The preparation class is live-online and is strategically scheduled for the weeks leading up to the most popular SAT test dates. The online portion of the class is delivered by a live instructor, allowing you to participate and ask questions in real time. Courses include access to our online resources-class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours.

Continuing Ed Staff

WM | Sep 4-30 (meets 8x) | 4-6pm | \$399
Online Delivery | 193TL1106A

ThT | Oct 3-29 (meets 8x) | 4-6pm | \$399
Online Delivery | 193TL1106B

MW | Nov 4-Dec 2 (meets 8x) | 4-6pm | \$399
Online Delivery | 193TL1106C
*Class does not meet: Nov 27



Graduate School Test Preparation

GMAT Online Test Preparation

Provides a review of the mathematical and verbal concepts tested on the GMAT. The class is delivered by a live instructor, combining the interactivity of a classroom experience with the convenience of an online course.

Continuing Ed Staff

ThT | Sep 12-Oct 8 (meets 8x) | 4-7pm | \$799
Online Delivery | 193TL1101A

WM | Sep 25-Oct 23 (meets 8x) | 6-9pm | \$799
Online Delivery | 193TL1101B
*Class does not meet: Oct 14

ThT | Oct 10-Nov 7 (meets 8x) | 4-7pm | \$799
Online Delivery | 193TL1101C | *Class does not meet: Oct 31

GRE Classroom Test Preparation

This 24-hour classroom program will prepare you for the question types you are likely to encounter on the GRE. Learn how to approach Quantitative Comparison items. Develop strategies for answering Text Completion and Sentence Equivalence items, even when you do not know all the vocabulary. Strengthen the analytical and critical reasoning skills that you will need for all sections of the test.

Continuing Ed Staff

WM | Oct 2-28 (meets 8x) | 6-9pm | \$749
PAR | 193TL1103

GRE Online Test Preparation

This interactive class covers the quantitative, verbal, and critical reasoning skills necessary to succeed on each section of the GRE. Synchronous instruction gives you the opportunity to participate in class discussions and interact with other students.

Continuing Ed Staff

TTh | Aug 13-Sep 5 (meets 8x) | 6-9pm | \$749
Online Delivery | 192TL1100F

TTh | Sep 10-Oct 3 (meets 8x) | 6-9pm | \$749
Online Delivery | 193TL1100A

WM | Sep 11-Oct 7 (meets 8x) | 4-7pm | \$749
Online Delivery | 193TL1100B

TTh | Sep 24-Oct 17 (meets 8x) | 4-7pm | \$749
Online Delivery | 193TL1100C

TTh | Oct 8-Nov 5 (meets 8x) | 6-9pm | \$749
Online Delivery | 193TL1100D | *Class does not meet: Oct 31

WM | Oct 23-Nov 20 (meets 8x) | 4-7pm | \$749
Online Delivery | 193TL1100E | *Class does not meet: Nov 11

TTh | Nov 19-Dec 19 (meets 8x) | 4-7pm | \$749
Online Delivery | 193TL1100F | *Class does not meet: Nov 26 & 28

MTWTh | Dec 9-19 (meets 8x) | 6-9pm | \$749
Online Delivery | 193TL1100G | *Class does not meet: Nov 26 & 28

Need to jump start your GRE preparations? Join us at a free test strategy workshop.

GRE Strategy Workshop

W | Sep 11 | 6-7:30pm | No charge | PAR Room 300 | 193TL1112

LSAT Classroom Test Preparation

Learn systematic strategies for mastering Logical Reasoning and Reading Comprehension items. Strengthen the critical reasoning skills that are crucial to solving Analytical Reasoning logic games and learn strategies for quickly solving each type of game.

Continuing Ed Staff

ThT | Sep 19-Oct 22 (meets 10x) | 6-9pm | \$799
PAR Room 107 | 193TL1105

LSAT Online Test Preparation

Prepare for the LSAT with 30 hours of live-online instruction where you will learn strategies for solving the complex logic games found in the Analytical Reasoning section and strengthen your skills on the Logical Reasoning and Reading Comprehension sections of the exam.

Continuing Ed Staff

WM | Sep 18-Oct 21 (meets 10x) | 4-7pm | \$799
Online Delivery | 193TL1102A

ThT | Sep 19-Oct 22 (meets 10x) | 6-9pm | \$799
Online Delivery | 193TL1102B

WM | Oct 16-Nov 18 (meets 10x) | 6-9pm | \$799
Online Delivery | 193TL1102C

ThSaT | Oct 24-Nov 19 (meets 10x) | 4-7pm | \$799
Online Delivery | 193TL1102D

*Class does not meet: Oct 31, Nov 17

Need to jump start your LSAT preparations? Join us at a free test strategy workshop.

LSAT Strategy Workshop

Th | Sep 5 | 6-7:30pm | No charge | PAR Room 511 | 193TL1113

Teacher Training Test Preparation

Praxis Core Math Online Test Preparation

In the 15 hours of classroom instruction, you will review the mathematical concepts tested on the Praxis and prepare for the questions typically seen on the test.

Continuing Ed Staff

ThT | Sep 19-Oct 3 (meets 5x) | 4-7pm | \$199
Online Delivery | 193TL1109A

WM | Oct 23-Nov 6 (meets 5x) | 6-9pm | \$199
Online Delivery | 193TL1109B

Praxis Core Verbal Online Test Preparation

The class consists of 10 hours of classroom instruction that covers an overview of the reading skills and writing conventions tested on the Praxis and prepares you for the questions typically seen on this test.

Continuing Ed Staff

TTh | Sep 3-12 (meets 4x) | 4-6:30pm | \$159
Online Delivery | 193TL1108A

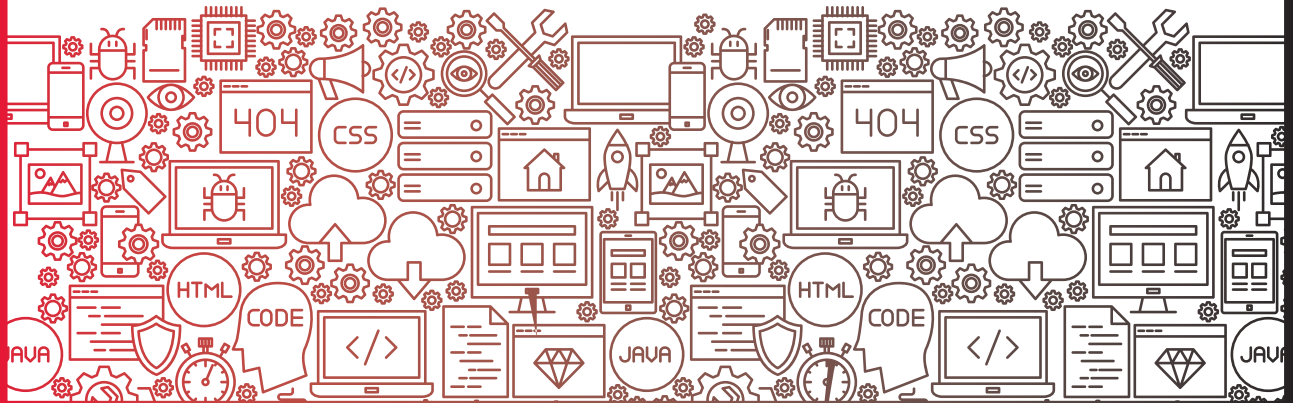
MW | Oct 7-16 (meets 4x) | 6-8:30pm | \$159
Online Delivery | 193TL1108B



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May 20 – June 7

Session 2

June 10 – July 12

Session 3

July 15 – Aug. 16

Summerterm.unlv.edu

Continuing Education: Information, Policies & Procedures

Age Requirement

The minimum age to register is 18 years old unless specified in the class description. Individuals under the age of 18 must obtain written approval from UNLV Continuing Education to register.

Class Locations

Our classes are located throughout the Las Vegas Valley. See page 61 for the location legend.

Parking

All students, staff, faculty, and visitors who wish to park on one of the UNLV campuses are required to obtain and display parking permits. Parking permits may be purchased at the Information Desk at the Paradise campus during regular business hours or via an app on your smartphone, paybyphone. Visit unlv.edu/parking for the most up-to-date information regarding permit requirements and enforcement as well as other purchasing options.

Disability Services

The university provides equal opportunity and treatment in employment, admissions, and all programs in an effort to avoid discrimination based on race, color, national origin, sex, and disability. Any student who feels they may need accommodations due to a disability, temporary injury, or academic adjustments due to a pregnancy is encouraged to contact the UNLV Disability Resource Center (DRC) online at unlv.edu/drc or by phone, 702-895-0866. Current DRC students should make an appointment to discuss their accommodations with their instructors. It is best to initiate this process at least two weeks prior to the start date of your class to ensure accommodations can be provided in a timely manner.

Student Privacy

In accordance with the University of Nevada, Las Vegas policy and the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), UNLV vigorously protects the privacy of student education records. UNLV does not release private records of individual students, such as grades and class schedules, without prior written consent of the student. Visit unlv.edu/registrar/ferpa for more information.

Registration Fees & Payment

Payment in full is due at the time of registration. For a list of payment options, see page 64 of this catalog or visit ced.unlv.edu/registration-policies#fees.

For classes with discounts, you must register for all classes in a single transaction to receive the discounted fee.

For UNLV staff and alumni, registration fee discount information can be found at ced.unlv.edu/registration-policies.

Course Cancellations & Changes

We reserve the right to cancel class or make any changes to the schedule deemed necessary in order to provide our students with the best educational experience. If a class is canceled, the university will issue a full refund of the registration fee to each enrolled student. Under no circumstances will the amount refunded exceed the amount of the registration fee. For more information visit ced.unlv.edu/registration-policies#cancel

Refunds & Dropping Or Withdrawing From Classes

Requests to drop classes and receive refunds must be submitted at least three business days before the first day of the class (unless otherwise stated). Requests for refunds must be made in writing. Phone requests or changes discussed with instructors or university staff are not accepted. Requests received by the deadline will be refunded 100% of the registration fee. At no time will the amount refunded exceed the amount of the original registration fee.

Requests to drop classes can be submitted online, via fax at 702-895-4195, or via email to continuing.education@unlv.edu. Requests must include the following information: Student Name, Student Email Address and/or Telephone Number, Class Title and Start Date, and Reason for Dropping the Class. The complete refund policy is available at ced.unlv.edu/registration-policies/#refunds.

Wait Lists

Once a class fills up, you may choose to join the wait list. If a seat in the class becomes available or if we have enough people on the wait list to open a new section, we will contact you. For additional information see ced.unlv.edu/registration-policies#wait.

For a complete list of registration policies visit
ced.unlv.edu/registration-policies

Certificate Programs

Students enrolling in a certificate program are responsible for reviewing and abiding by all certificate program policies, as well as submitting all necessary forms. Visit our website for our certificate program policies and details about all of our certificate programs.

Books & Supplies

Unless otherwise noted in the course listing, all books and class-specific supplies are included in your registration payment. Required textbooks listed in the course listing are not included in the registration fee and must be purchased separately.

UNLV Continuing Education Units (CEUs)

UNLV Continuing Education awards Continuing Education Units (CEU) for many of its professional development and certificate program courses. The International Association for Continuing Education and Training (IACET) and the U.S. Department of Education task force defines the CEU standard of measurement as: 1 CEU = 10 contact hours of participation in an organized continuing education\training experience, delivered under responsible sponsorship, capable direction, and qualified instruction. UNLV CEUs are calculated based on this nationally recognized formula; however, other organizations such as licensing boards may convert CEUs into other measurements such as Professional Development Hours (PDH) or Continuing Education Credits (CEC). Students should consult with their specific licensing board or industry regulating body to confirm how UNLV CEUs can meet their training requirements.

For more information on CEUs, visit: www.iacet.org/standards/continuing-education-unit-ceu/about-the-ceu

Attendance Policy

Attendance is required for all Continuing Education classes. Please communicate with your instructor regarding your options and responsibilities if you must miss a class. For more information please visit ced.unlv.edu/registration-policies#attendance.

Student Code of Conduct

UNLV Continuing Education reserves the right to dismiss any student whose conduct is detrimental to the university and its community. Participants in Continuing Education courses are required to abide by the UNLV Student Code of Conduct, which is available online at unlv.edu/studentconduct. A student who is dismissed due to disciplinary action or behavioral disturbance is not entitled to a refund.

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UNLV Paradise Campus Information Desk Hours

We are open Monday-Friday 8am-5pm. We are closed on weekends and university holidays. Please visit edoutreach.unlv.edu for updates to this schedule.

Contact Us

The Division of Educational Outreach Information Desk is located at UNLV Paradise Campus; 851 E. Tropicana Avenue; Las Vegas, NV 89119; 702-895-3394; Email us at: continuing.education@unlv.edu.



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Location Legend

Lee & Thomas Beam Music Center (BMC)

Ham Fine Arts (HFA)

Paradise Campus (PAR)

Paul McDermott Physical Education (MPE)

Wright Hall, Executive MBA (WRI)

Shadow Lane Campus (SLC)

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8am-5pm Monday-Friday.

All students: By submitting this form you are indicating that you have read and agree to abide by all of the policies available online at ced.unlv.edu/registration-policies. This includes but is not limited to the policies outlined on page 59-60 of this catalog as well as the following payment policies.

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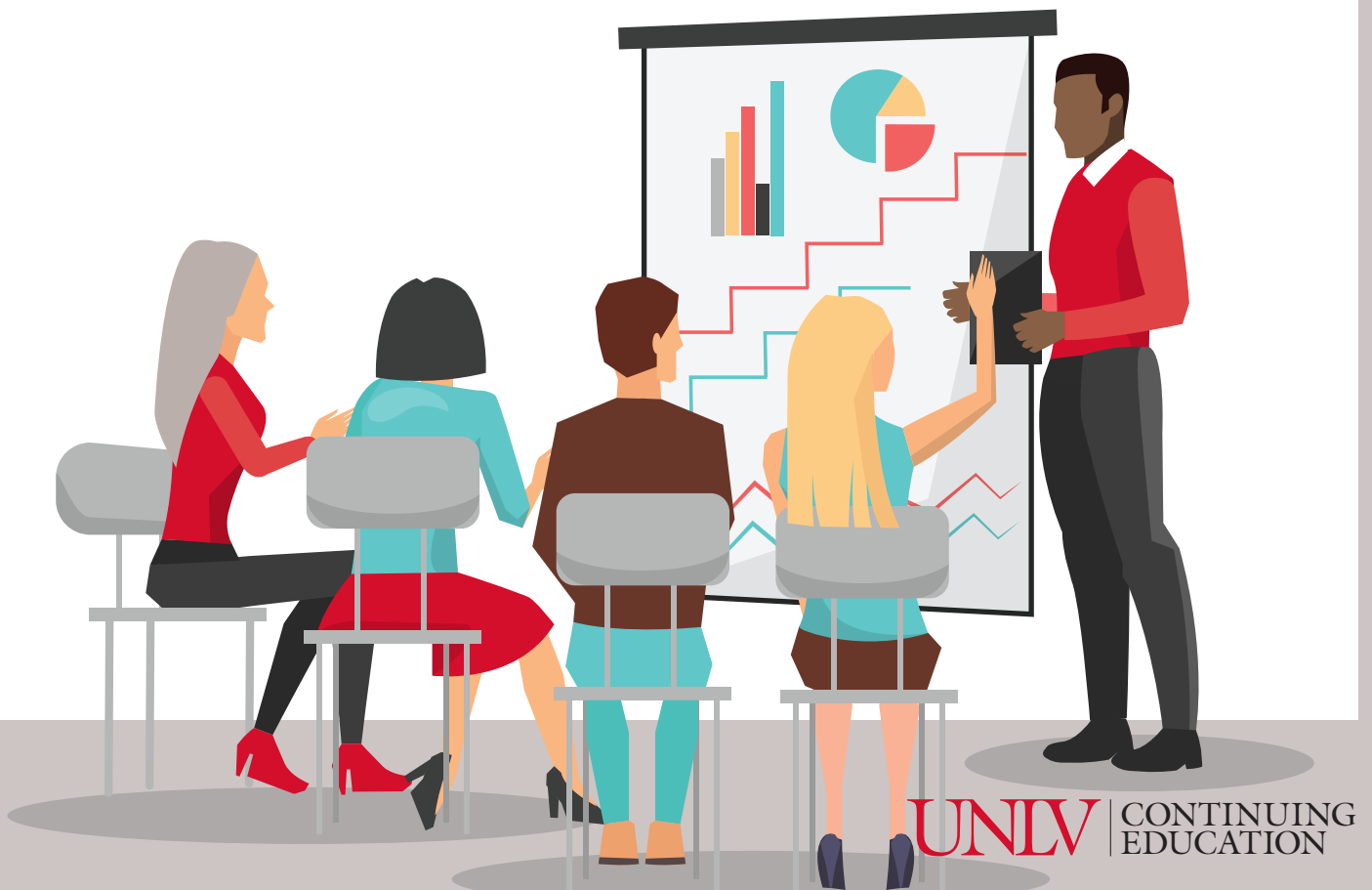
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