

EXTENDING UNLV TO THE COMMUNITY

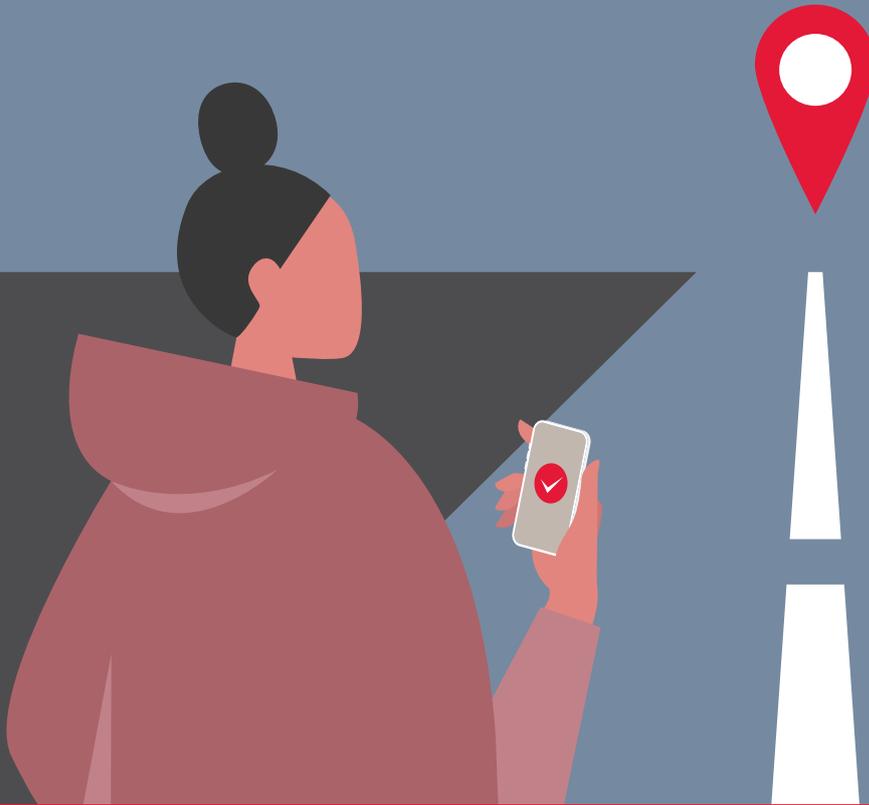
OUTREACH

COURSE CATALOG
SPRING 2021

- 
- 7** Four-part Federal Employment Law Class Series
 - 12** Organizational Leadership Certificate
 - 23** Certified Nursing Assistant Training Program

ced.unlv.edu

UNLV | CONTINUING
EDUCATION



INTRODUCING NEW PROGRAMS TO HELP YOU NAVIGATE YOUR CAREER.

Coming in 2021:



Cyber Security Bootcamp



Coding Bootcamp



Sales Operations



Digital Marketing



Data Analytics

To view information as it becomes available, visit ced.unlv.edu/new-2021.



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Due to COVID-19, our class schedule is regularly evolving. We will post updates to programs on our website, ced.unlv.edu. We will also continue to communicate changes through email and social media.

UNLV

CONTINUING EDUCATION

Volume 43 • Number 2

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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



@UNLVCE



@UNLV_ce

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.

Business

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Life & Leisure

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Certificate Candidates:

Once you complete the requirements for your certificate, please fill out a Certificate Issuance Request form, available online at ced.unlv.edu/certificate-form.

Need assistance? Call 702-895-3394 or email continuing.education@unlv.edu.

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.

Grant Academy Information Session

T | Jan 5 | 6-7pm | Online-Zoom | 211GR1150

Human Resource Management Certificate Program Information Session

W | Jan 6 | 5:30-6:30pm | Online-Zoom | 211CP6155B

Mediation Training Certificate Information Session

M | Jan 25 | 5:30-6:30pm | Online-Zoom | 211CM1100

Medical Interpretation: Spanish Certificate Program Information Session

T | Jan 26 | 6-7pm | Online-Zoom | 211LA1170

Nonprofit Fundraising Information Session

M | Jan 11 | 6-7pm | Online-Zoom | 211NP3172

Paralegal Certificate Information Session

M | Feb 8 | noon-1pm | Online-Zoom | 211PL6128A

T | Feb 9 | 5:30-6:30pm | Online-Zoom | 211PL6128B

M | Mar 1 | noon-1pm | Online-Zoom | 211PL6128C

T | Mar 2 | 5:30-6:30pm | Online-Zoom | 211PL6128D

PHR/SPHR Information Session

W | Jan 6 | 6:30-7:30pm | PAR Room 512 | 211CP6118

Sommelier Academy Information Session

T | Jan 5 | noon-1pm | Online-Zoom | 211WS6101A

W | May 5 | noon-1pm | Online-Zoom | 211WS6101B

Grants, Loans & Tuition Assistance

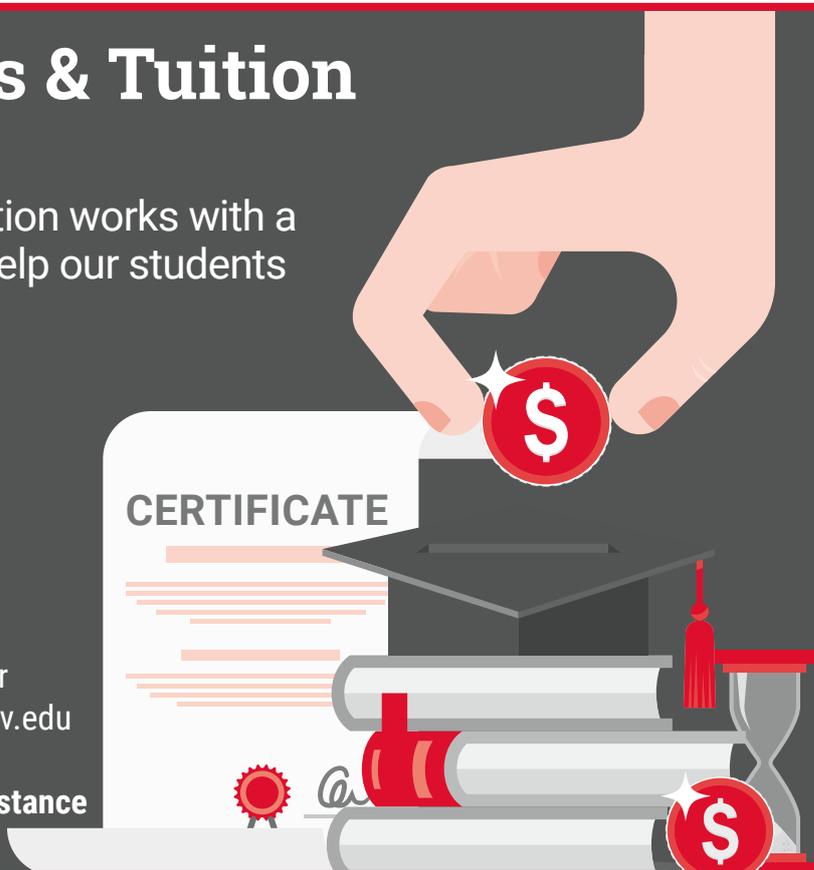
UNLV Continuing Education works with a variety of resources to help our students afford career training.

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



Business

Communications Classes

ced.unlv.edu/communications

Communicate with Difficult People with Tact & Skill

Discover, practice, and develop the skills to communicate effectively with difficult people. In this course, you will analyze types of difficult behavior and find out how to recognize and address situations in constructive ways to communicate with difficult people in your professional and personal life. Learn strategies, tools, and techniques to proactively communicate with peers, subordinates, and supervisors, as well as angry and abusive people in a way that preserves and maintains the relationship.

Kimberly Virtuoso

Th | Feb 4 | 9am-noon | \$149

Online-Zoom | 211CX1106 | 0.3 CEU

Communication Strategies: The Art of Courageous Conversations

Gain the courage to talk to almost anyone about anything and change the way you personally respond to different moments to get different results. You will learn specific steps and skills to have candid and direct conversations about challenging topics in a kind and professional way that not only preserves but enhances the relationship. Courageous conversations are necessary both professionally and personally and are critical to lead organizations, teams, and individuals in an environment of trust and respect. Utilize your new skills for team building, performance management, conflict resolution, and problem solving. Courageous conversation techniques can also be applied at home to be a better parent, significant other, and friend.

Kimberly Virtuoso

F | Mar 12 | 9am-4pm | \$289

PAR Room 101 | 211CP6393 | 0.6 CEU

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* (ISBN: 9780132861694)

Katia Abou-Haidar, MAAL

TTh | Apr 20-May 6 (meets 6x) | 6-8:30pm | \$279

Online-UNLVGO and Zoom | 211CX1117 | 1.5 CEUs

How to Deal with Disagreements, Conflict & Confrontation

Effective conflict management is a critical skill, both personally and professionally. Learn the skills and techniques to recognize issues and discover how to productively navigate challenging situations with subordinates, peers, or supervisors. Master new ways to 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 or difficult situation. Enhance your communication skills and feel confident you can apply these techniques in difficult situations to create a culture of constructive feedback and resolve conflict in a positive fashion.

Kimberly Virtuoso

Th | Feb 25 | 9am-noon | \$149

Online-Zoom | 211PG1191 | 0.3 CEU





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.

Amy Pourciau
F | Feb 5 | 9am-4pm | \$289
PAR Room 101 | 211CX1109 | 0.6 CEU

New!

Virtual Presentation Skills

Presenting to a virtual audience is vital in today's world. Master the art of meaningfully connecting with clients, work teams, and business prospects through virtual platforms. You will gain understanding of key themes for developing the structure, sequence, and timing of virtual presentations. Build fresh insight on how to best use visual resources to enhance your message, plus explore options for recovering when there are unexpected delays during your presentation. This training provides techniques and skills to engage a remote audience with confidence.

Amy Pourciau
Th | Mar 4 | 9am-noon | \$149

Online-Zoom | 211CX1133 | 0.3 CEU

Community Association Management Precertification

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 (Las Vegas)

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 precertification 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.

Robert Forney, Carli Gilchrist, Tonya Bates, Betsi Williams, Dawn Osterode, Cheri Hauer, Justin Fertick, Lauren Starner

TWTh | Feb 2-Mar 23 (meets 22x) | 5:30-8:30pm | \$649
First Service Residential-Las Vegas | 211RP1100A | 6 CEUs

TWTh | May 11-Jun 29 (meets 22x) | 5:30-8:30pm | \$649
First Service Residential-Las Vegas | 211RP1100C | 6 CEUs

Community Manager Preparation Course (Reno)

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 precertification 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.

Tonya Bates, Dawn Osterode, Lorrie Olson, Debora Costa, Donna Zanetti, Kevin Phillippi, Bob Browning, Erika Veach

TWTh | Feb 16-Apr 6 (meets 22x) | 5:30-8:30pm | \$649
First Service Residential-Reno | 211RP1100B | 6 CEUs

TWTh | Jun 15-Aug 3 (meets 22x) | 5:30-8:30pm | \$649
First Service Residential-Reno | 212RP1100 | 6 CEUs

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.

Continuing Ed Staff

W | Jan 6 | 5:30-6:30pm | No charge

Online-Zoom | 211CP6155

Conflict Management: Tools for Organizational Success

Unmanaged conflict in the workplace can lead to breakdowns in teamwork and cooperation, diminished employee commitment, and lower levels of quality and productivity. This in-depth training provides effective strategies to pinpoint root causes of conflict so you can handle disagreements, confrontations, difficult people, anxiety, and emotional responses before they get out of hand. Apply proven conflict management approaches to bring important issues to light, open the lines of communication, and strengthen relationships at work.

Nelandra Anselmo, SPHR, SHRM-SCP, CHE

F | Feb 5 | 9am-4pm | \$289

PAR Room 107 | 211CP6191 | 0.6 CEU

Employee Recruitment Deep Dive

There are fabulous candidates available in the job market who can drive your business forward. But how can companies identify and attract ideal employees and bring them on board? In this interactive workshop, receive tangible, actionable strategies to level-up your current recruitment processes, whether for a single business unit or your entire organization. You will apply your learning by outlining a new recruitment strategy, identifying improvement data points, and creating action steps for your organization. If you want to work as a planning team, register your core members so you will all be aligned on your goals and path forward.

Staci McIntosh, Ed.D.

F | Feb 5 | 9am-4pm | \$289

Online-Zoom | 211CP1107 | 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 | Jan 25-May 3 (meets 13x) | 6-9pm | \$879

Online-UNLVGO and Zoom | 211CP6113 | 3.9 CEUs

*Class does not meet: Feb 15, Mar 29

Federal Employment Law: Background Checks, Safety, Immigration & More

Explore federal legal requirements related to background checks, safety, immigration, benefits and other topics. Get an overview of the Fair Credit Reporting Act, the Occupational Safety and Health Act of 1970, the Employee Retirement Income Security Act of 1973, and others. Federal Employment Law courses are not sequential and are an excellent primer for HR professionals, managers, and company leadership teams.

Greg Wilken, J.D., SPHR
F | Apr 30 | 9am-4pm | \$289
PAR Room 101 | 211CP6109 | 0.6 CEU

Federal Employment Law: Employment Discrimination

Take an in-depth look at federal employment discrimination laws including Title VII of the Civil Rights Act of 1964, Family and Medical Leave Act of 1993, the Americans with Disabilities Act, the Age Discrimination in Employment Act of 1967, and others. Gain a better understanding of the federal agencies that oversee and enforce federal employment laws including the EEOC, the Department of Labor, and others. Federal Employment Law courses are not sequential and are an excellent primer for HR professionals, managers, and company leadership teams.

Greg Wilken, J.D., SPHR
F | Feb 19 | 9am-4pm | \$289
PAR Room 101 | 211CP6133 | 0.6 CEU

Federal Employment Law: Labor-Management Relations

Learn how employees form and/or dissolve unions, negotiate collective bargaining agreements, and interact with management. Gain familiarity with the key federal laws and agencies overseeing labor-management relations including the National Labor Relations Act of 1935 (Wager Act), the Labor-Management Relations Act of 1947, the National Labor Relations Board, and the US Department of Labor. Federal Employment Law courses are not sequential and are an excellent primer for HR professionals, managers, and company leadership teams.

Greg Wilken, J.D., SPHR
F | Jan 15 | 9am-4pm | \$289
PAR Room 511 | 211CP6129 | 0.6 CEU

Federal Employment Law: Wage & Hour

What is the minimum wage, when do I pay overtime, how many breaks do employees get, and what laws apply when I hire independent contractors? Get the answers to these and many other questions about federal wage and hour law. Determine what laws apply to your company and whether you need to follow federal law, state law, both, or neither. Federal Employment Law courses are not sequential and are an excellent primer for HR professionals, managers, and company leadership teams.

Greg Wilken, J.D., SPHR
F | Mar 19 | 9am-4pm | \$289
PAR Room 101 | 211CP6106 | 0.6 CEU

Fostering a Diverse & Inclusive Workplace

Many companies focus on creating a diverse workplace, but progressive leaders go a step further to leverage diversity for a more inclusive work environment where voices from different backgrounds are truly heard, valued, and nurtured. A company's emphasis on diversity and inclusion correlates to a positive impact on its bottom line, productivity, innovation, employee engagement, and retention. Commitment to a diverse and inclusive work environment must come from the top levels of leadership. Training will provide key tools to increase awareness and competence related to diversity and inclusion during recruitment, employee relations, performance management, staff development, and business planning.

André Wade
F | May 21 | 9am-4pm | \$289
PAR Room 101 | 211CP6301 | 0.6 CEU

Leading People Through Change

Leading a team during periods of change and reinforcing positive, productive behaviors is not easy. Shepherding the human element of change is the focus of this class. How you show up as a leader during organizational change impacts whether or not you will get sustainable staff buy in; this open-minded work environment is key to successful change management outcomes. During this class you will explore the importance of supporting and embracing change. Through a series of interactive exercises, you will gain vital skills in recognizing the elements of change and learn how to effectively support varying levels of change readiness within your team.

Amy Hunter
F | Feb 26 | 9am-4pm | \$289
PAR Room 101 | 211CP6159 | 0.6 CEU



Human resource management elective offerings vary by semester. Visit ced.unlv.edu/HRManagement for a complete list of current electives.



Managing & Responding to Poor Employee Performance

Reduce the stress and legal liability inherent in employee discipline and termination by establishing consistent policies and processes for dealing with problem employees. First, review common employment problems, discuss why employees break rules, and understand at-will employment. We will outline steps every manager and HR professional should take to enact fair, objective, clear, and effective measures to improve employee performance. Then, find out how to utilize the disciplinary process to improve employee behavior, document relevant facts during the review and discipline process, conduct fair and thorough investigations, and, if necessary, prepare for a termination.

Amy Hunter

F | Mar 26 | 9am-4pm | \$289

PAR Room 101 | 211CP6125 | 0.6 CEU

Managing in a Multi-Generational Workplace

Today's workforce is a multi-generational 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 | Apr 14-16 (meets 2x) | 9am-noon | \$289

PAR Room 107 | 211CP6185 | 0.6 CEU

Workplace Investigations

When allegations of workplace misconduct arise, be prepared with systematic procedures for investigation and documentation. Learn how to handle complaints and determine if an investigation is necessary, who should conduct it, how to develop conclusions, and how to write a final report. This course will also discuss best practices, common investigation mistakes, and types of personnel files crucial to keep in case of an investigation.

Greg Wilken, J.D., SPHR

F | Mar 5 | 9am-4pm | \$289

PAR Room 101 | 211CP6105 | 0.6 CEU

Human Resource 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.

Greg Wilken, J.D., SPHR

W | Jan 6 | 6:30-7:30pm | No charge

PAR Room 512 | 211CP6118

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 hrci.org. Required Textbook(s): *Complete HRCI Program for PHR/SPHR*

Greg Wilken, J.D., SPHR

W | Jan 27-Apr 21 (meets 13x) | 6-9pm | \$879

PAR Room 512 | 211CP6116 | 3.9 CEUs

*Class does not meet: Mar 31

Lean Six Sigma Green Belt & Black Belt Certificate Programs

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.

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 | Mar 8-12 (meets 5x) | 9am-4pm | \$1,500
Off-Site Training Facility | 211LN1100A | 3 CEUs

MTWThF | May 10-14 (meets 5x) | 9am-4pm | \$1,500
Off-Site Training Facility | 211LN1100B | 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 | Apr 19-23 (meets 5x) | 9am-4pm | \$2,000
Off-Site Training Facility | 211LN1101 | 3 CEUs



Leadership/ Management

Management Certificate Program

ced.unlv.edu/management

In the UNLV Certificate of Management, you will learn to develop skills in five key management competency areas: conflict management, communications, people/team management, project management, and managing diversity in the workplace.

A starting point of all new supervisors/managers, as well as seasoned managers looking to refresh their skills, this certificate program will:

- Provide a comprehensive understanding of the tools a supervisor/manager must have to lead a team to its full potential
- Develop your skills to navigate performance issues and develop effective performance management strategy
- Equip you to navigate the ever-evolving dynamic of the modern workplace
- Allow you to acquire strategic and systematic management skill sets.

PROGRAM REQUIREMENTS: To earn the Management Certificate you must successfully complete a minimum of 3.2 CEUs. It is recommended that individuals complete at least one course in each of the five competency areas: Conflict Management, Communications, People/Team Management, Project Management, and Managing Diversity.

Communicate with Difficult People with Tact & Skill

Discover, practice, and develop the skills to communicate effectively with difficult people. In this course, you will analyze types of difficult behavior and find out how to recognize and address situations in constructive ways to communicate with difficult people in your professional and personal life. Learn strategies, tools, and techniques to proactively communicate with peers, subordinates, and supervisors, as well as angry and abusive people in a way that preserves and maintains the relationship.

Kimberly Virtuoso

Th | Feb 4 | 9am-noon | \$149

Online-Zoom | 211CX1106 | 0.3 CEU



Due to COVID-19, our class schedule is regularly evolving. We will post updates to programs on our website, ced.unlv.edu. We will also continue to communicate changes through email and social media.

Communication Strategies: The Art of Courageous Conversations

Gain the courage to talk to almost anyone about anything and change the way you personally respond to different moments to get different results. You will learn specific steps and skills to have candid and direct conversations about challenging topics in a kind and professional way that not only preserves but enhances the relationship. Courageous conversations are necessary both professionally and personally and are critical to lead organizations, teams, and individuals in an environment of trust and respect. Utilize your new skills for team building, performance management, conflict resolution, and problem solving. Courageous conversation techniques can also be applied at home to be a better parent, significant other, and friend.

Kimberly Virtuoso

F | Mar 12 | 9am-4pm | \$289

PAR Room 101 | 211CP6393 | 0.6 CEU

Conflict Management: Tools for Organizational Success

Unmanaged conflict in the workplace can lead to breakdowns in teamwork and cooperation, diminished employee commitment, and lower levels of quality and productivity. This in-depth training provides effective strategies to pinpoint root causes of conflict so you can handle disagreements, confrontations, difficult people, anxiety, and emotional responses before they get out of hand. Apply proven conflict management approaches to bring important issues to light, open the lines of communication, and strengthen relationships at work.

Nelandra Anselmo, SPHR, SHRM-SCP, CHE

F | Feb 5 | 9am-4pm | \$289

PAR Room 107 | 211CP6191 | 0.6 CEU

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 prior to class. www.gallupstrengthscenter.com/store

Maggie Harris

WF | Feb 10-12 (meets 2x) | 9am-noon | \$289

PAR Room 101 | 211CP6\$139 | 0.6 CEU

Fostering a Diverse & Inclusive Workplace

Many companies focus on creating a diverse workplace, but progressive leaders go a step further to leverage diversity for a more inclusive work environment where voices from different backgrounds are truly heard, valued, and nurtured. A company's emphasis on diversity and inclusion correlates to a positive impact on its bottom line, productivity, innovation, employee engagement, and retention. Commitment to a diverse and inclusive work environment must come from the top levels of leadership. Training will provide key tools to increase awareness and competence related to diversity and inclusion during recruitment, employee relations, performance management, staff development, and business planning.

André Wade

F | May 21 | 9am-4pm | \$289

PAR Room 101 | 211CP6301 | 0.6 CEU

How to Deal with Disagreements, Conflict & Confrontation

Effective conflict management is a critical skill, both personally and professionally. Learn the skills and techniques to recognize issues and discover how to productively navigate challenging situations with subordinates, peers, or supervisors. Master new ways to 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 or difficult situation. Enhance your communication skills and feel confident you can apply these techniques in difficult situations to create a culture of constructive feedback and resolve conflict in a positive fashion.

Kimberly Virtuoso

Th | Feb 25 | 9am-noon | \$149

Online-Zoom | 211PG1191 | 0.3 CEU

Managing in a Multi-Generational Workplace

Today's workforce is a multi-generational 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 | Apr 14-16 (meets 2x) | 9am-noon | \$289

PAR Room 107 | 211CP6185 | 0.6 CEU

Problem Solving & Decision Making

Enhance your problem solving and decision-making skills to gain self-confidence, build relationships, accurately identify problems, take action more quickly, and achieve better results. Learn how to research issues, gather relevant data, ask the right questions, and conduct root cause analysis. Apply problem-solving methods, tools, and techniques individually or in groups, and create multiple solution options for the identified problem(s). Utilize effective decision-making processes, and learn how to sell your proposals, monitor solution implementation, and ensure success.

Charles Carr, M.A. Ed.S.

F | May 14 | 9am-4pm | \$289

PAR Room 101 | 211CP6182 | 0.6 CEU



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

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 COURSE OPTIONS: Offerings vary by semester. Visit ced.unlv.edu/organizational-leadership for a complete list of elective options and more details about this program.



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 prior to class. www.gallupstrengthscenter.com/store

Maggie Harris

WF | Feb 10-12 (meets 2x) | 9am-noon | \$289
PAR Room 101 | 211CP6\$139 | 0.6 CEU

Developing Mentorship Programs

Mentorship programs are an effective way to develop promising staff for future leadership, pass along institutional knowledge or technical skills, and improve employee engagement and retention. Lay the groundwork for a formal mentorship program within your workplace or organization, either to meet specific individual needs or as part of a comprehensive staff development program. We will compare multiple models for creating mentoring programs. We will review methods for participation selection and for effectively matching mentors with mentees. You will learn to align your mentoring program goals and objectives with the organization's strategy and culture, and establish a process for program evaluation.

Nelandra Anselmo, SPHR, SHRM-SCP, CHE

F | Apr 23 | 9am-4pm | \$289
PAR Room 101 | 211CP6303 | 0.6 CEU

Emotional Intelligence

Emotional intelligence (EQ) is not an inherent trait; it can be learned and enhanced throughout life. Tap into and cultivate your EQ in order to improve relationships, enhance your ability to relate to others, make stronger decisions, control negative thoughts and reactions, build trust and influence, and develop high-performing teams. The purpose of this course is to increase awareness of emotional intelligence, pinpoint each attendee's emotional intelligence strengths, identify development opportunities, understand emotional reactions, and demonstrate various techniques to strengthen emotional intelligence. An enhanced EQ can positively impact you, your team, and your organization.

Kimberly Virtuoso

F | Apr 16 | 9am-4pm | \$289
PAR Room 101 | 211CP6309 | 0.6 CEU

Fostering a Diverse & Inclusive Workplace

Many companies focus on creating a diverse workplace, but progressive leaders go a step further to leverage diversity for a more inclusive work environment where voices from different backgrounds are truly heard, valued, and nurtured. A company's emphasis on diversity and inclusion correlates to a positive impact on its bottom line, productivity, innovation, employee engagement, and retention. Commitment to a diverse and inclusive work environment must come from the top levels of leadership. Training will provide key tools to increase awareness and competence related to diversity and inclusion during recruitment, employee relations, performance management, staff development, and business planning.

André Wade

F | May 21 | 9am-4pm | \$289

PAR Room 101 | 211CP6301 | 0.6 CEU

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 | Mar 3-24 (meets 4x) | 6-9pm | \$699

Online-UNLVGo and Zoom | 211CP6300 | 1.2 CEUs

Leading People Through Change

Leading a team during periods of change and reinforcing positive, productive behaviors is not easy. Shepherding the human element of change is the focus of this class. How you show up as a leader during organizational change impacts whether or not you will get sustainable staff buy in; this open-minded work environment is key to successful change management outcomes. During this class you will explore the importance of supporting and embracing change. Through a series of interactive exercises, you will gain vital skills in recognizing the elements of change and learn how to effectively support varying levels of change readiness within your team.

Amy Hunter

F | Feb 26 | 9am-4pm | \$289

PAR Room 101 | 211CP6159 | 0.6 CEU

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. You will participate in guided practice and develop strategies for your current work environments.

Charles Carr, M.A. Ed.S.

TTh | Mar 23-25 (meets 2x) | 9am-noon | \$289

PAR Room 107 | 211CP6157 | 0.6 CEU

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 | May 4-6 (meets 2x) | 9am-noon | \$289

PAR Room 107 | 211CP6156 | 0.6 CEU

Problem Solving & Decision Making

Enhance your problem solving and decision-making skills to gain self-confidence, build relationships, accurately identify problems, take action more quickly, and achieve better results. Learn how to research issues, gather relevant data, ask the right questions, and conduct root cause analysis. Apply problem-solving methods, tools, and techniques individually or in groups, and create multiple solution options for the identified problem(s). Utilize effective decision-making processes, and learn how to sell your proposals, monitor solution implementation, and ensure success.

Charles Carr, M.A. Ed.S.

F | May 14 | 9am-4pm | \$289

PAR Room 101 | 211CP6182 | 0.6 CEU

The Art of Persuasion & Influence

Exert influence over others even if you are not in a position of power or authority. To do so you must be able to change an individual's thoughts, feelings, attitudes, or behaviors. The key is to identify information and resources you have that others want, then leverage these resources to trade for what you want. Once you learn to apply practical skills and basic techniques for establishing and gaining credibility, you can persuade and influence others with great success.

André Wade

F | Feb 26 | 9am-4pm | \$289

PAR Room 302 | 211CP1108 | 0.6 CE



View course descriptions for more Organizational Leadership electives through the online registration system at ced.unlv.edu/organizational-leadership.

Legal

Legal

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 and practicum.

Mediation Training Certificate Information Session

Attend an information session before you enroll in Mediation Training Certificate program. Information sessions cover topics including training curriculum, mediation demonstrations, mediator responsibilities, employment potential, and financial assistance. This session will help you decide whether this program is the right fit for you.

Patricia Battie
M | Jan 25 | 5:30-6:30pm | No charge
Online-Zoom | 211CM1100

Mediation Training Certificate

Individuals with mediation skills provide 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, develop active listening skills, and practice effective questioning techniques. Ethical standards in mediation and strategies to work through impasse situations will be introduced, as will 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 mediate conflict and facilitate difficult conversations. This class is eligible for 31.5 CLEs (30 general and 1.5 ethics) through the Nevada Board of Continuing Legal Education for attorneys and judges.

A basic mediation training manual is provided for each student. If course is online, must be able to pick up from the Neighborhood Justice Center during their business hours (M-Th 7:30am - 5:30pm). Students will be notified when manual is available for pickup.

Patricia Battie
Sa | Feb 6-Mar 27 (meets 8x) | 8:30am-1:30pm | \$1,199
Clark County Neighborhood Justice Center | 211CM1120 | 4 CEUs





Paralegal Certificate Program

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 \$51,740 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 Certificate Program course.

Paralegal Certificate Information Session

Learn how UNLV's Paralegal Certificate program can benefit you. Meet one of the instructors or program creators and ask questions about the structure, content, and requirements of the program. In addition to the curriculum, you will learn about paralegal job responsibilities, employment potential, and financial assistance. This informational session will provide you with the details on how this certificate program can help boost your career.

Zachariah Parry, J.D.
M | Feb 8 | noon-1pm | No charge
Online-Zoom | 211PL6128A

Matthew Pfau, J.D.
T | Feb 9, 2021 (meets 1x) | 5:30-6:30pm | No charge
Online-Zoom | 211PL6128B

Zachariah Parry, J.D.
M | Mar 1, 2021 (meets 1x) | noon-1pm | No charge
Online-Zoom | 211PL6128C

Matthew Pfau, J.D.
T | Mar 2, 2021 (meets 1x) | 5:30-6:30pm | No charge
Online-Zoom | 211PL6128D

Paralegal Certificate Program

When you earn UNLV's highly respected Paralegal Certificate, you will be well versed in the day-to-day responsibilities of a paralegal, plus you will understand the legal principles that govern our state and nation. Paralegal coursework is divided into two primary categories: Practicum and the Law. Practicum curriculum focuses on 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. You will learn these skills and put them into practice by representing two hypothetical clients: a plaintiff and a defendant. Law curriculum covers substantive legal concepts you are most likely to encounter in paralegal practice: torts, contracts, criminal law, criminal procedure, civil procedure, family law, and estate planning/probate. UNLV paralegal graduates gain the knowledge, skills, and confidence they need to successfully enter the profession. The registration fee includes the practicum textbooks and access to LexisNexis and Westlaw. Please estimate \$400 for additional required textbooks that are not included in the registration fee. This is a hybrid course where you will be enrolled in a concurrent online learning program. Students are highly encouraged to enroll one week prior to the first day of class to avoid delays in receiving materials. Required Textbook(s): ISBN: 9781133691853, ISBN: 9781454855552, ISBN: 9781717901606

Prerequisite: Must have daily access to a computer with internet, Microsoft Word, and printer. This program is intended for students who are already prepared with the following prerequisite skills: Strong communication skills including the ability to communicate verbally and in writing. High attention to detail and accuracy. Analytical and critical thinking skills required to create and draft persuasive arguments. A high school diploma or equivalent. Basic word processing and template manipulation skills. Web search skills. Ability to dedicate large amounts of time to reading and studying course material.

Richard Chatwin, J.D., MBA, Bre'Ahn Williams, J.D.
MW | Mar 22-Jul 21 (meets 30x) | 9am-noon | \$6,599; Tech Fee (Non-refundable) \$35
PAR Room 512 | 211PL6131A | 12.5 CEUs
*Class does not meet: Mar 29, 31, May 31, Jun 2, Jul 5 & 7

Matthew Pfau, J.D.
TTh | Mar 23-Jul 22 (meets 30x) | 6-9pm | \$6,599; Tech Fee (Non-refundable) \$35
PAR Room 511 | 211PL6131B | 12.5 CEUs
*Class does not meet: Mar 30, Apr 1, Jun 1 & 3, Jul 6 & 8



UNLV Continuing Education now offers live-online LSAT preparation classes. See p. 48 or visit ced.unlv.edu/test-prep for more information.

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, MSW

T | Jan 26-Mar 23 (meets 8x) | 5:30-7:30pm | \$299
PAR Room 401 | 211PL6105A

*Class does not meet: Mar 16

Th | Jan 28-Mar 25 (meets 8x) | 5:30-7:30pm | \$299
PAR Room 401 | 211PL6105B

*Class does not meet: Mar 18



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. How to Sign Up: Students must be approved for enrollment based on their work history, training, education, and/or security industry affiliation. All applicants must contact Stefanie Hughes at PFC Training at stefanie@pfcgoc.com or 702-647-1126.

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

Steve Krystek, PFC Training
FSaSuMTWTh | Apr 2-8 (meets 7x) | \$2,850
Off site (PFC) | 211SD3143 | 7 CEUs

Protective Driving Operations Course (PDOC) module only
F-Su | Apr 2-4 (meets 3x) | 9am-5pm | \$1,950

Protection Agent Development (PAD) module only
M-Th | Apr 5-8 (meets 4x) | 8am each day; varied end times | \$1,215

Technology/Computers

Microsoft Office

ced.unlv.edu/microsoft-office

Learn the essential skills of Microsoft Office for business or personal use. Emphasis for Excel is on skills useful for organizing, formatting, analyzing, and presenting business data. Word training focuses on advanced features useful for formatting long documents, managing citations and figures, and the proofing process.

Courses on additional Microsoft products including Office 365, Access, OneNote, Outlook, PowerPoint, Project, SharePoint, and Visio may be arranged through our custom training team, 702-895-5099 or continuing.education@unlv.edu.

Excel Advanced Workshop: Automating Tasks

The Excel Advanced Workshop series is a fast-paced but deep dive into customizing Excel for maximum productivity and data analysis in your office, business, or sales team. You will learn time saving tips and shortcuts, best practices to avoid trouble down the road, and how to create better workbooks. Save time on repetitive, manual editing tasks by learning how Excel can help you quickly reformat your data into a consistent layout every time and more! Learn how to program macros, and practice using conditional formatting, and data validation. Must have access to Excel.

Prerequisite: Excel I or similar working knowledge and experience.

Sharon Fry, MCT, MOS Master, MCP, MTA

W | May 5 | 1-4:15pm | \$99

Online-Zoom | 211CU1122 | 0.3 CEU

Excel Advanced Workshop: Complex Formulas

The Excel Advanced Workshop series is a fast-paced but deep dive into customizing Excel for maximum productivity and data analysis in your office, business, or sales team. You will learn time saving tips and shortcuts, best practices to avoid trouble down the road, and how to create better workbooks. When simple formulas are not enough anymore, you will need to learn to multiply your productivity and the power of your workbooks by using complex formulas in Excel. You will practice applying the use of multiple functions in formulas by nesting and combining functions. Learn about Excel's formula auditing tools and become the office hero by learning how to handle errors in Excel formulas. Must have access to Excel.

Prerequisite: Excel I or similar working knowledge and experience.

Sharon Fry, MCT, MOS Master, MCP, MTA

T | May 4 | 1-4:15pm | \$99

Online-Zoom | 211CU1120 | 0.3 CEU

Excel Advanced Workshop: Data Analysis & Reporting

The Excel Advanced Workshop series is a fast-paced but deep dive into customizing Excel for maximum productivity and data analysis in your office, business, or sales team. You will learn time saving tips and shortcuts, best practices to avoid trouble down the road, and how to create better workbooks. Need to summarize data for a report or project? Learn the best practices in setting up and cleaning up your data to prepare it for clear and understandable reports and graphs. Transform large amounts of data so you and your stakeholders see just what you need. Create visual representations of your data through charts, graphs, tables, and dashboards. You will practice using Excel's PivotTables, Pivot Charts, and Quick Analysis features and you will explore the Get and Transform Data tools, Queries and Connections feature, What-If Analysis Tools, plus Outline and Subtotal features. Must have access to Excel.

Prerequisite: Excel I or similar working knowledge and experience.

Sharon Fry, MCT, MOS Master, MCP, MTA

M | May 3 | 1-4:15pm | \$99

Online-Zoom | 211CU1121 | 0.3 CEU



Excel Essentials Workshop: Analyzing Data

The Excel Essentials Workshop series is a fast-paced overview of Excel 2016, providing a jump start to get you working in the program quickly and confidently. In the analyzing data workshop, learn to transform raw data into a more digestible form to support decision making. You will create advanced formulas with named ranges and functions; understand how Excel handles dates; use tools to manipulate databases and PivotTables; explore tools for data analysis; and work with external data.

Prerequisite: Excel Essentials Workshop: Data Basics or equivalent; subject to instructor approval.

Sharon Fry, MCT, MOS Master, MCP, MTA
T | Feb 2 | 1-4:15pm | \$99
Online-Zoom | 211CU1110 | 0.3 CEU

Excel Essentials Workshop: Data Basics

The Excel Essentials Workshop series is a fast-paced overview of Excel 2016, providing a jump start to get you working in the program quickly and confidently. 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 and use databases; perform basic formatting; and insert and delete cells, rows, columns, and worksheets.

Prerequisite: Basic working knowledge of Excel.

Sharon Fry, MCT, MOS Master, MCP, MTA
M | Feb 1 | 1-4:15pm | \$99
Online-Zoom | 211CU1100 | 0.3 CEU

Excel Essentials Workshop: Presenting Data

The Excel Essentials Workshop series is a fast-paced overview of Excel 2016, providing a jump start to get you working in the program quickly and confidently. You can share your data in a more compelling way once you understand Excel's tools for data presentation. In the presenting data workshop, learn to use functions to display data; apply advanced formatting with styles, themes, and conditional formatting; create and modify charts and PivotCharts; insert and manipulate images and shapes; and use advanced printing options to control output.

Prerequisite: Excel Essentials Workshop: Data Basics or equivalent; subject to instructor approval.

Sharon Fry, MCT, MOS Master, MCP, MTA
W | Feb 3 | 1-4:15pm | \$99
Online-Zoom | 211CU1111 | 0.3 CEU



Due to COVID-19, our class schedule is regularly evolving. We will post updates to programs on our website, ced.unlv.edu. We will also continue to communicate changes through email and social media.

Excel I

Excel I & II provide a deeper, more comprehensive, broader exploration of the software compared to the Excel Essentials series. In Excel I, discover the Microsoft Excel 2016 interface and become skilled at the essentials of manipulating cells, columns, rows, worksheets, and workbooks. Additionally, you will explore formulas and functions; create charts and sparklines; filter, sort, and import data; and be introduced to PivotTables. Assignments outside of class provide a variety of spreadsheet experiences to enrich your understanding of Excel. Required Textbook(s): *Exploring Microsoft Office Excel 2016 Comprehensive* (ISBN: 9780134479446). Digital version recommended.

Prerequisite: You should have computer experience and a solid understanding of Microsoft's Windows operating system including using a mouse.

Sharon Fry, MCT, MOS Master, MCP, MTA
Th | Jan 28-Feb 18 (meets 4x) | 9-12:15am | \$329
Online-UNLVGO and Zoom | 211CW8163 | 1.2 CEUs

Excel II

Excel I & II provide a deeper, more comprehensive, broader exploration of the software compared to the Excel Essentials series. In Excel II, gain additional practice and experience with Microsoft Excel 2016 PivotTables and PivotCharts; explore advanced formatting options; work more with formulas and functions, including using 3D references; consolidate data sets; utilize formula auditing and data tools; and work with decision making tools. Collaboration, editing, security, efficiency tools, and macros round out the curriculum. Assignments outside of class provide a variety of spreadsheet experiences to enrich your understanding of Excel. Must have access to Excel. Required Textbook(s): *Exploring Microsoft Office Excel 2016 Comprehensive* (ISBN: 9780134479446). Digital version recommended.

Prerequisite: Excel I or similar working knowledge and experience.

Sharon Fry, MCT, MOS Master, MCP, MTA
Th | Mar 25-Apr 22 (meets 4x) | 9am-12:15pm | \$329
Online-UNLVGO and Zoom | 211CW8138 | 1.2 CEUs
*Class does not meet: Apr 1

Microsoft Office Basics

Whether you are new to Microsoft Office or simply interested in refreshing your skills, begin here. Learn the basics of how to create and edit Word documents, Excel spreadsheets, and PowerPoint presentations using the latest version of Microsoft Office. You will gain a basic knowledge of these primary Microsoft Office applications and build a strong foundation for future training and skill growth.

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

John Larson
W | Mar 10-Apr 14 (meets 6x) | 1-3pm | \$189
PAR Room 123 | 211CW8177

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 I
- Adobe InDesign I
- Adobe Photoshop 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 I
- Adobe Illustrator II
- Adobe InDesign I
- Adobe Photoshop I
- Adobe Photoshop 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 I
- Principles of Graphic Design
- Brand Identity Basics
- WordPress I

Adobe Illustrator 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 assign color in Illustrator. Illustrator is a designer's go-to tool for illustrations, logos, business cards, signs, ads, and much more. Students will need a 32GB flash drive and access to Adobe Illustrator.

Jessica Kennedy

T | Jan 19-Feb 23 (meets 6x) | 5:30-8:30pm | \$339

Online-UNLVGO and Zoom | 211WM8121 | 1.6 CEUs

Adobe Illustrator II

Intermediate users will build upon their Illustrator knowledge and skills by working with layers and artboards, blending shapes and colors, working with custom brushes, working with styles and effects, working with symbols, and integrating projects with other Adobe applications. Students will need a 32GB flash drive and access to Adobe Illustrator.

Prerequisite: Adobe Illustrator I or possess similar working knowledge and experience.

Jessica Kennedy

T | Mar 2-Apr 20 (meets 6x) | 5:30-8:30pm | \$339

Online-UNLVGO and Zoom | 211WM8100 | 1.6 CEUs

*Class does not meet: Mar 16 & 30

Adobe InDesign 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. Students will need access to Adobe InDesign.

Denise Snow

T | Feb 23-Apr 13 (meets 6x) | 6-9pm | \$339

Online-UNLVGO and Zoom | 211WM8106 | 1.6 CEUs

*Class does not meet: Mar 16 & 30



Adobe Photoshop 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. Students will need access to Adobe Photoshop. Recommended Textbook(s): *Adobe Photoshop Classroom in a Book* (ISBN: 9780136447993)

Rakitha Perera

Th | Jan 14-Feb 18 (meets 6x) | 6-9pm | \$339
Online-UNLVGO and Zoom | 211WM8122 | 1.6 CEUs

Adobe Photoshop 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. Students will need access to Adobe Photoshop. Recommended Textbook(s): *Adobe Photoshop Classroom in a Book* (ISBN: 9780136447993)

Prerequisite: Adobe Photoshop I or comparable experience.

Rakitha Perera

Th | Feb 25-Apr 15 (meets 6x) | 6-9pm | \$339
Online-UNLVGO and Zoom | 211WM8123 | 1.6 CEUs
*Class does not meet: Mar 18 & Apr 1

Brand Identity Basics

Brand identity is the comprehensive impression the consumer receives from a product, person, or business. Crafting and cultivating the message that differentiates a company, product, or individual from the competition is an essential skill in design and business. Delve into contemporary practices of corporate brand identity design by reviewing and discussing brand-building concepts. You will research and analyze the strategies utilized in advertising and be able to identify all aspects of the brand: its proposition (what), its purpose (why), its brand positioning (where and how), and its brand personality and values (who).

Denise Snow

T | Feb 2-16 (meets 3x) | 6-8pm | \$189
Online-UNLVGO and Zoom | 211WM8179 | 0.6 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.

Prerequisite: Adobe Illustrator I, Adobe Illustrator II, Adobe InDesign I, Adobe Photoshop I, Adobe Photoshop II, & .6 CEUs of electives.

Rakitha Perera

W | May 5-26 (meets 2x) | 6-9pm | \$219
Online-UNLVGO and Zoom | 211WM8177 | 0.6 CEU
*Class does not meet: May 12 & 19

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.

Denise Snow

Th | Feb 25-Apr 8 (meets 5x) | 6-9pm | \$289
Online-UNLVGO and Zoom | 211WM8105 | 1.3 CEUs
*Class does not meet: Mar 18 & Apr 1

Principles of Graphic Design

What makes good design good? Learn about the history of graphic design, the basics of color theory, the elements and principles of design, and the tools and technologies used in visual communication. You will explore the essential principles for beautiful and effective visual communication in your print or graphic design projects. Learning the “rules” of design, how to consistently apply them, and when to break them will enhance your graphic design creations. Examine how features such as color, shape, texture, size, and value contribute to an effective design. Learn how balance, contrast, alignment, rhythm, repetition, movement, harmony, emphasis, and unity work together to convey your intended message.

Jessica Kennedy

W | Jan 6-20 (meets 3x) | 5:30-7:30pm | \$189

Online-UNLVGO and Zoom | 211WM8178 | 0.6 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. This course must be the last class taken to complete the requirements of the Print Design Certificate.

Prerequisite: Adobe Illustrator I, Adobe InDesign I, Adobe Photoshop I

Jessica Kennedy

Th | Apr 15-May 6 (meets 4x) | 5:30-8:30pm | \$219

Online-UNLVGO and Zoom | 211WM8156 | 1.2 CEUs



Unmanned Aircraft Systems Certificate Program

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 an FAA-licensed commercial drone pilot. This blended instructor-based and online course is designed to prepare students to fly within current Unmanned Aircraft System (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 up to two weeks prior to the in-person meet dates. You should anticipate spending eight hours in online preparation before the in-person meet dates, plus eight hours 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 | Feb 26-Mar 7 (meets 6x) | 8am-5pm | \$1,899

Praxis Aerospace | 211UA1110 | 4 CEUs

*Class meets: 6-10pm on Fridays.

Video Production

ced.unlv.edu/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 | Feb 17-Mar 3 (meets 3x) | 6-8pm | \$119
PAR Room 125 | 211CW8151

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 | Mar 10-31 (meets 3x) | 6-8pm | \$119
PAR Room 125 | 211CW8152
*Class does not meet: Mar 17

Web Design Classes

ced.unlv.edu/web-design-classes

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.

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.

Denise Snow

Th | Feb 25-Apr 8 (meets 5x) | 6-9pm | \$289
Online-UNLVGO and Zoom | 211WM8105 | 1.3 CEUs
*Class does not meet: Mar 18 & Apr 1



Healthcare/Wellness Professionals

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. A separate refund policy applies to this course. Please reference the Perry Foundation for updated information.

Textbook, workbook and one set of scrubs (top and bottom) are included in the tuition. Students will need to purchase additional items and will need to be financially responsible for additional licensing requirements.

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.

Crystal Alexander, RN
ThFM | Jan 21-Feb 15 (meets 12x) | 8am-4:30pm | \$2,100
Perry Foundation | 211NA1100A | 9.6 CEUs

Claudette Lachowicz
MTW | Jan 25-Feb 22 (meets 12x) | 8am-4:30pm | \$2,100
Perry Foundation | 211NA1100B | 9.6 CEUs

Crystal Alexander, RN
MThF | Mar 1-26 (meets 12x) | 8am-4:30pm | \$2,100
Perry Foundation | 211NA1100C | 9.6 CEUs

Claudette Lachowicz
MTW | Mar 1-29 (meets 12x) | 8am-4:30pm | \$2,100
Perry Foundation | 211NA1100D | 9.6 CEUs

Crystal Alexander, RN
ThFM | Apr 8-May 3 (meets 12x) | 8am-4:30pm | \$2,100
Perry Foundation | 211NA1100E | 9.6 CEUs

Claudette Lachowicz
MTW | Apr 12-May 11 (meets 12x) | 8am-4:30pm | \$2,100
Perry Foundation | 211NA1100F | 9.6 CEUs

Crystal Alexander, RN
ThFM | May 13-Jun 11 (meets 12x) | 8am-4:30pm | \$2,100
Perry Foundation | 211NA1100G | 9.6 CEUs

Claudette Lachowicz
MTW | May 24-Jun 21 (meets 12x) | 8am-4:30pm | \$2,100
Perry Foundation | 211NA1100H | 9.6 CEUs

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

Dance for Flexibility & Tone

This course provides the student 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. This course will cover both the theory and the physical aspects of improving muscle tone and flexibility. This course will provide information on both eccentric and concentric contractions and the difference between cold and warm stretches. Students may also enroll for university credit in DAN 110 for 1 credit. 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.

Kimberly Amblad, UNLV Department of Dance
Jan 19-May 8 | \$267
Online Delivery | 211DN2111 | 3.6 CEUs

Dance Kinesiology

Study of 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. Special will be paid 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. The student will study the muscular and skeletal structures of the body involved in the discipline of dance. Emphasis will be on major muscle groups, joint actions, and their capacity for movement. Students may also enroll for university credit in DAN 351 for 3 credits.

Prerequisite: Pilates I or Dance for Flexibility & Tone

Ian Dodge, UNLV Department of Dance
Jan 19-May 8 | \$801
Online Delivery | 211DN2112 | 3.6 CEUs

Pilates I

The class is an introduction of the 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. Students may also enroll for university credit in DAN 108 for 1 credit.

Alissa Kuhn, UNLV Department of Dance

Jan 19-May 8 | \$277
Online Delivery | 211DN2110A | 3.6 CEUs

TTh | Jan 19-Apr 29 (meets 30x) | 4-5:15pm | \$277
MPE Room 506 | 211DN2110B | 3.6 CEUs
*Class does not meet: Mar 16 & 18

Prevention & Care of Dance Injuries

This course creates an interactive experience for students to build muscle groups and study the basic concepts of injury as applied to these muscle groups, immediate care of dance injuries and the accelerated rehabilitation, and safe return to activity. Students will explore the prevention and care of dance injury, including the three major topic areas of overuse, joint instability, and impingement and compression. The course also includes learning basic postural techniques and exercise forms that can help in the identification and prevention of specific injury. Students may also enroll for university credit in DAN 451 for 3 credits.

Prerequisite: Dance Kinesiology

Dolly Kelepecz, UNLV Department of Dance
Jan 19-May 8 | \$801
Online Delivery | 211DN2113 | 3.6 CEUs

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 medical assistant 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

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. Textbooks are included in tuition and will be distributed on the first day of class.

Continuing Ed Staff

MTWTh | May 3-Oct 14 (meets 93x) | 6-9pm | \$5,999

Shadow Lane Campus | 211ME6130 | 30 CEUs

*Class does not meet: Sep 6



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, provide immunizations and physical exam.

Continuing Ed Staff

Sa | May 1-22 (meets 4x) | 9am-noon | \$449

Shadow Lane Campus | 211ME6131

NASM & AFAA Fitness Professional Certification Preparation Programs

ced.unlv.edu/fitness

Translate your passion for fitness into a rewarding career. As a fitness professional, you will lead clients on their journey to better health and wellbeing. Our preparatory programs combine instructor-led sessions with online lessons to get you ready to take certification exams offered by the National Academy of Sports Medicine (NASM) or the Athletics and Fitness Association of America (AFAA). Fitness professionals enjoy flexible hours and energetic work environments including gyms, corporate fitness centers, and resorts. They work one-on-one with clients to define their fitness, wellness, and nutrition goals and to design customized science-based training plans.

AFAA Group Fitness Instructor

Prepare for a career as a group fitness instructor with UNLV and the Athletics and Fitness Association of America (AFAA). Learn about the human body and fitness, and gain the communication and instruction skills you will need to be successful in the group fitness setting. In-person class sessions supplement the required concurrent online component and help you apply your growing knowledge. Upon completion, you will be prepared to take the AFAA Group Fitness Instructor certification exam. Registration fee includes textbook, access to online content, the AFAA Group Fitness Instructor certification exam, and a retest voucher. It also includes CPR training and 2-year certification which is required to test for your Group Fitness Instructor certification exam.

Marko Westwood, GFI

T | Apr 6-Jun 8 (meets 10x) | 6-9pm | \$899

PAR Room 512 | 211SM3104 | 3 CEUs



New! NASM Certified Nutrition Coach

Apply nutrition science and behavior change theory in the real world to get your clients results. This course will prepare you to work as a National Academy of Sports Medicine Certified Nutrition Coach (NASM-CNC). You will gain the relevant knowledge and applied skills to design and deliver top-quality, individualized nutrition coaching for your clients. You will be able to apply your nutrition coaching skills to increase success in clients' health- and fitness-related goals. Explore the latest cutting-edge science in all things related to fat loss, muscle gain, and overall wellness. Learn the psychology behind how we get stuck in dietary patterns—and how to break them. You will learn in an instructor-led environment while also accessing online content directly from NASM. Three attempts at the NASM-CNC certification exam are included in the registration fee.

Continuing Ed Staff

Th | Jan 21-Apr 8 (meets 10x) | 6-9pm | \$1,249

PAR Room 300 | 211SM3103 | 3 CEUs

*Class does not meet: Mar 18, Apr 1

NASM Certified Personal Trainer

Prepare for a career as a certified 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. Required Textbook(s): *The Anatomy Coloring Book* (ISBN: 9780321832016)

Kristine Bragg, PhD

T | Jan 5-Mar 16 (meets 11x) | 6-8:30pm | \$1,249

MPE Room 318 | 211SM3100 | 3.15 CEUs

*Class meets: Sat Feb 20 for CPR Training

*Class does not meet: Feb 23

Social Work CEU Series

ced.unlv.edu/social-work

Earn your CEUs in-person or online from the UNLV School of Social Work. Training led by UNLV School of Social Work faculty and experienced Southern Nevada clinicians will expand your understanding of topics commonly faced by social workers in their practices. The Social Work Continuing Education Unit series is offered as a partnership between UNLV School of Social Work and UNLV Continuing Education. Courses are designed for behavioral health practitioners in Nevada. All CEUs are approved by the Nevada Board of Examiners for Social Workers. Class topics vary each semester.

Diagnosing Disorders of Mood, Anxiety & Trauma

If you are a mental health professional, take this opportunity to refresh your diagnostic knowledge of mood disorders, anxiety, and trauma using the Diagnostic and Statistical Manual of Mental Disorders. There will be a review of key features, comorbidity, and differential diagnosis for disorders related to depression, bipolar, anxiety, and trauma. Additionally, you will examine helpful tools to enhance diagnostic precision in clinical practice. This course is approved for 3 CEUs by the Nevada Board of Examiners for Social Workers and Nevada Board of Examiners for MFTs and CPCs, approval is pending from the Nevada Board of Psychological Examiners.

Anne-Marie Abruscato, LCSW, UNLV School of Social Work
Th | Mar 25 | 6-9:15pm | \$59
Online-Zoom | 211SW3110 | 0.3 CEU

Preventing Interpersonal Violence

Explore strategies and programs that have proved successful at preventing interpersonal violence including domestic violence and sexual assault. You will learn the necessary components to include in the design of a comprehensive prevention program. Review research on programs with an evidence base supporting their ability to prevent interpersonal violence. This course is approved for 3 CEUs by the Nevada Board of Examiners for Social Workers and Nevada Board of Examiners for MFTs and CPCs, approval is pending from the Nevada Board of Psychological Examiners.

Patricia-Cook Craig, MSSW, PhD, UNLV School of Public Policy,
Presented by UNLV School of Social Work
Th | Apr 15 | 6-9:15pm | \$59
Online-Zoom | 211SW3211 | 0.3 CEU

Subpoenas, Court Orders, & Depositions, Oh My! Ethical Practice in Court

Mental health professionals are often confused about how to respond to subpoenas and what to expect in the courtroom. Explore common ethical considerations for clinicians navigating the legal system. This course is approved for 4 CEUs by the Nevada Board of Examiners for Social Workers and Nevada Board of Examiners for MFTs and CPCs, approval is pending from the Nevada Board of Psychological Examiners.

Kathleen Bergquist, J.D., PhD, MSW, UNLV School of Social Work
Th | May 20 | 5-9:15pm | \$69
PAR Room 300 | 211SW3226 | 0.4 CEU

Suicide Prevention

Targeted training can help social work and mental health professionals better identify suicide completion risk and gain familiarity with assessment instruments for both adults and adolescents. Attendees will discuss cultural and historical considerations related to suicide within various geographic communities. You will explore risk and protective factors, learn to plan for safe care transitions, and see how creating organizational linkages leads to better outcomes for clients. This course is approved for 3 CEUs by the Nevada Board of Examiners for Social Workers and Nevada Board of Examiners for MFTs and CPCs, approval is pending from the Nevada Board of Psychological Examiners.

Ivet Aldaba-Valera, LSW-CSW Intern, UNLV School of Social Work
Th | Feb 18 | 6-9:15pm | \$59
Online-Zoom | 211SW3216 | 0.3 CEU

Violence Risk & Threat Assessment

Take a focused look at three major domains of violence risk and threat assessment: individual/psychological, social/environmental, and the biological. Using a biopsychosocial model of 18 risk factors for violence towards others, this training will culminate in an exercise intended to increase your abilities to assess violence and threat risk efficiently and with increased accuracy. The session will end with a presentation and discussion on the difference between affective violence and predatory violence including psychopathy and sexual violence. This course is approved for 3 CEUs by the Nevada Board of Examiners for Social Workers and Nevada Board of Examiners for MFTs and CPCs, approval is pending from the Nevada Board of Psychological Examiners.

Carlton Craig, Ph.D., LCSW, ACSW, DCSW, UNLV School of Social Work
Th | Mar 11 | 6-9:15pm | \$59
Online-Zoom | 211SW3204 | 0.3 CEU

Nonprofit

Grant Academy Certificate Program

ced.unlv.edu/grant-academy

As you progress through the Grant Academy Certificate, you 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.

Continuing Ed Staff
T | Jan 5 | 6-7pm | No charge
Online-Zoom | 211GR1150

Grant Academy Bundle

Register for this class to receive bundle discount of \$999 for all five classes.

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

Beth Rubins, MSW, Kenneth B Lange, Cynthia Radley, Kipp Ortenburger, Laura Meyer
TTh | Jan 19-May 6 (meets 20x) | 4-6pm | \$999
Online-UNLVGO and Zoom | 211GRBUND | 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 B Lange
TTh | Feb 9-18 (meets 4x) | 4-6pm | \$219
Online-UNLVGO and Zoom | 211GR1142 | 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 | Apr 27-May 6 (meets 4x) | 4-6pm | \$219
Online-UNLVGO and Zoom | 211GR1136 | 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 | Jan 19-28 (meets 4x) | 4-6pm | \$219
Online-UNLVGO and Zoom | 211GR1140 | 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.

Laura Meyer
TTh | Mar 2-11 (meets 4x) | 4-6pm | \$219
Online-UNLVGO and Zoom | 211GR1144 | 0.8 CEU



Due to COVID-19, our class schedule is regularly evolving. We will post updates to programs on our website, ced.unlv.edu. We will also continue to communicate changes through email and social media.

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 | Apr 6-15 (meets 4x) | 4-6pm | \$219

Online-UNLVGO and Zoom | 211GR1134 | 0.8 CEU

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 and Process of Nonprofit Fundraising

ELECTIVE COURSE OPTIONS: Offerings vary by semester. Visit ced.unlv.edu/nonprofit-fundraising for a complete list of electives and more details about this program.

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.

Continuing Ed Staff

M | Jan 11 | 6-7pm | No charge

Online-Zoom | 211NP3172

Nonprofit Fundraising Bundle

Register in all four core classes for the Nonprofit Fundraising Certificate program and receive the discounted price of \$899.

Responsible Fundraising

Effective Fundraising

Donor Relations

Infrastructure & Process of Nonprofit Fundraising

T. Clay Buck, CFRE, Jeff Grandy, Gregory Gudenkauf, MPA

MW | Feb 1-Apr 14 (meets 17x) | 4-7pm | \$899

Online-UNLVGO and Zoom | 211NPBUNDA | 5.1 CEUs

Capital Campaigns: Everything You Need to Know

Assess your organization's internal and external readiness to conduct a capital fundraising campaign. We will discuss the infrastructure needed to run a successful campaign-board involvement, staffing, technology, and the case for support. Participants will evaluate their readiness to conduct a campaign and critique campaign case statements. We will also discuss planning/feasibility studies—do you need one, what you should expect from the study, and what to do if the study says you are not ready for a campaign.

Linda Lysakowski, ACFRE

T | Feb 23 | 9am-1pm | \$89

PAR Room 107 | 211NP3146 | 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.

Continuing Ed Staff

T | Mar 2 | 9am-1pm | \$89

PAR Room 101 | 211NP3148 | 0.4 CEU

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.

Jeff Grandy

MW | Apr 5-14 (meets 4x) | 4-7pm | \$229

Online-UNLVGO and Zoom | 211NP3170 | 1.2 CEUs

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 | Mar 15-24 (meets 4x) | 4-7pm | \$229

Online-UNLVGO and Zoom | 211NP3169 | 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 | Mar 1-10 (meets 4x) | 4-7pm | \$229

Online-UNLVGO and Zoom | 211NP3163 | 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 | May 21 | 9am-1pm | \$89

Online-Zoom | 211NP3168 | 0.4 CEU

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

MW | Feb 1-17 (meets 5x) | 4-7pm | \$299

Online-UNLVGO and Zoom | 211NP3130 | 1.5 CEUs

*Class does not meet: Feb 15

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 | May 10-19 (meets 4x) | 4-6pm | \$179

Online-UNLVGO and Zoom | 211NP3165 | 0.8 CEU



View course descriptions for more Nonprofit Management and Nonprofit Fundraising electives through the online registration system at ced.unlv.edu/nonprofit-management or ced.unlv.edu/nonprofit-fundraising.

Nonprofit Management Certificate Program

ced.unlv.edu/nonprofit-management

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.

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 | Jan 22 | 11am-12:30pm | \$19
PAR Room 511 | 211NP3143 | 0.15 CEU

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 | Jan 22 | 9-10:30am | \$19
PAR Room 511 | 211NP3151 | 0.15 CEU

Nonprofit Management Bundle

Register in all four core classes for the Nonprofit Management Certificate and receive the discounted rate.

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

Scott Emerson, Cynthia Radley, T. Clay Buck, CFRE
MWTh | Feb 1-Jun 10 (meets 17x) | 4-7pm | \$1,049
Online-UNLVGO and Zoom | 211NPBUNDB | 6.4 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 | Apr 2 | 9am-5pm | \$179
PAR Room 101 | 211NP3152 | 0.7 CEU

Governance, Legal Compliance & Public Disclosure

Protect your organization by understanding legal, financial, and management issues unique to the nonprofit sector. Curriculum content includes 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; organizational diversity; and public disclosure requirements to maintain transparency and public trust in your organization.

Scott Emerson

Th | Apr 15-May 6 (meets 4x) | 9am-1pm | \$299
Online-UNLVGO and Zoom | 211NP3\$149 | 1.6 CEUs

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.

Continuing Ed Staff

F | Mar 26 | 9am-1pm | \$89
PAR Room 107 | 211NP3157 | 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

Th | May 20-Jun 10 (meets 4x) | 9am-1pm | \$299
Online-UNLVGO and Zoom | 211NP3164 | 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

MW | Feb 1-17 (meets 5x) | 4-7pm | \$299
Online-UNLVGO and Zoom | 211NP3130 | 1.5 CEUs
*Class does not meet: Feb 15

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

Th | Mar 4-25 (meets 4x) | 9am-1pm | \$299
Online-UNLVGO and Zoom | 211NP3131 | 1.6 CEUs



Language Skills for Professionals

Accent Reduction

ced.unlv.edu/accent-reduction

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. 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. Optional: Have a mirror and audio recorder available to use during class.

Amy Nassar

MW | Jan 25-Feb 10 (meets 6x) | 6:30-9pm | \$279
PAR Room 401 | 211CX1113 | 1.5 CEUs

Accent Reduction for International Professionals II

Focus on mastering the consonant sounds of American English. Now that you have completed the basic vowel program, you will master additional techniques for improving your English pronunciation. 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 cost of tuition. Optional: Have a mirror and audio recorder available to use during class.

Amy Nassar

MW | Feb 22-Mar 10 (meets 6x) | 6:30-9pm | \$279
PAR Room 401 | 211CX1123 | 1.5 CEUs

Accent Reduction for International Professionals III

Focus on mastering the intonation patterns of American English. 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. 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. Optional: Have a mirror and audio recorder available to use during class.

Amy Nassar

MW | Mar 22-Apr 7 (meets 6x) | 6:30-9pm | \$279
PAR Room 401 | 211CX1124 | 1.5 CEUs

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* (ISBN: 9780132861694)

Katia Abou-Haidar, MAAL

TTh | Apr 20-May 6 (meets 6x) | 6-8:30pm | \$279

Online-UNLVGO and Zoom | 211CX1117 | 1.5 CEUs

English as a Second Language (ESL)

ced.unlv.edu/esl

A strong command of English can help you thrive in business, academics, and everyday life. UNLV Continuing Education's English as a Second Language (ESL) courses are tailored to fit your skill level and will help you progress from non-speaker to full fluency. You will learn from qualified, professional instructors at a respected American university and study alongside peers who are determined, eager, and focused on learning academic English skills--primarily grammar, vocabulary, reading, listening, pronunciation, speaking, conversation, and writing.

The three ESL levels will help you improve and develop your English skills while learning about American culture and traditions. Moreover, you will finish confident in your ability to communicate and engage with different kinds of people from around the world. Join the series at the Beginning level, or take the Duolingo English Test at englishtest.duolingo.com online to see if you qualify to start at a higher level.

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. Required Textbook(s): *Interchange Level 1 Student's Book with Online Self-Study and Online Workbook* (ISBN: 9781316620441)

Prerequisite: No test required. Recommended for those who score 55 or lower on Duolingo English Test.

Patricia Lewis

MW | Jan 25-Apr 19 (meets 20x) | 6-9pm | \$599

PAR Room 300 | 211LA2125 | 6 CEUs

*Class does not meet: Feb 15, Mar 15, 17, 29 & 31

English as a Second Language (ESL) 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. Required Textbook(s): *Passages Level 1* (ISBN: 9781107627055) and *Workbook* (ISBN: 9781107627253)

Prerequisite: ESL Beginning or take Duolingo English Test and score 60-115.

Cecilia P Ordinario, M.Ed

Sa | Jan 23-May 8 (meets 15x) | 9am-1pm | \$599

Online-UNLVGO and Zoom | 211LA1124A | 6 CEUs

*Class does not meet: Feb 13

Sa | May 15-Aug 21 (meets 15x) | 9am-1pm | \$599

Online-UNLVGO and Zoom | 211LA1124B | 6 CEUs

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. Required Textbook(s): *Passages Level 2* (ISBN: 9781107627079)

Prerequisite: ESL Intermediate or take Duolingo English Test and score 120-160.

Katia Abou-Haidar, MAAL

MW | Jan 25-Apr 19 (meets 20x) | 6-9pm | \$599

Online-UNLVGO and Zoom | 211LA1126 | 6 CEUs

*Class does not meet: Feb 15, Mar 15, 17, 29, & 31

Legal Interpretation: Spanish Certificate Program

ced.unlv.edu/legal-interpretation

The Legal Interpretation: Spanish Certificate Program trains 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 courses.

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

Legal Consecutive Interpreting II

Build mastery of tools utilized in the Consecutive Interpreting Mode as you prepare for the Certified Court Interpreter exam. Extensive hands-on practice and role playing in the classroom will help students fine tune their preferred techniques for memorization and recall of lengthy segments, as well as improve their note taking skills. Passages will become longer and more complex, simulating scenarios you will encounter as a professional. This course also focuses on advanced legal terminology used in different legal settings. 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* (ISBN: 9781880594377)
Prerequisite: Legal Consecutive Interpreting I. Must provide proof of proficiency in both English and Spanish at least three business days prior to starting program coursework.

Cristina Sanchez

T | Feb 9-Mar 2 (meets 4x) | 6-9pm | \$339

PAR Room 300 | 211LA1137 | 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). Students will also need (1) A laptop computer, tablet, or smartphone with audio recording software (recommended: Audacity). (2) A headset with a microphone to record interpreting renditions to be saved to the student's laptop computer, tablet, or smartphone. (3) A Speechpool account (free): www.Speechpool.net - to be active before first day of class. Required Textbook(s): *ACEBO - Edge 21: Simultaneous Interpreting*

Prerequisite: Introduction to Legal Interpreting or have similar working knowledge and experience. Must provide proof of proficiency in both English and Spanish at least three business days prior to starting program coursework.

Judy Jenner

M | Jan 11-Feb 8 (meets 4x) | 6-9pm | \$339

Online-UNLVGO and Zoom | 211LA1136 | 1.2 CEUs

*Class does not meet: Jan 18

Legal Simultaneous Interpreting II

Improve your simultaneous interpreting skills as you adopt more advanced strategies to work with speakers at higher speeds, to train your ear to understand different dialects, and to solve specific interpreting challenges such as idioms, jokes, false starts, etc. In addition, students will get more detailed information on the different settings in which the simultaneous mode is used (court, medical, conferences) and will gain basic knowledge of interpreting equipment. Expect to do extensive interpreting practice at home in the simultaneous mode to build speed, problem-solving abilities, and depth and breadth of vocabulary. This course is approved for 12 CE credits with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Students will also need (1) A laptop computer, tablet, or smartphone with audio recording software (recommended: Audacity). (2) A headset with a microphone to record interpreting renditions to be saved to the student's laptop computer, tablet, or smartphone. (3) A Speechpool account (free): www.Speechpool.net - to be active before first day of class. Required Textbook(s): *ACEBO - Edge 21: Simultaneous Interpreting* (ISBN: 9781880594391)

Prerequisite: Legal Simultaneous Interpreting I. Must provide proof of proficiency in both English and Spanish at least three business days prior to starting program coursework.

Judy Jenner

M | Mar 8-29 (meets 4x) | 6-9pm | \$339

Online-UNLVGO and Zoom | 211LA1138 | 1.2 CEUs

*Class does not meet: Mar 15

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 four required core courses and the final exam.

CORE COURSES:

- Introduction to Medical Interpreting
- Medical Terminology & Specialties I
- Medical Terminology & Specialties II
- Medical Interpreting Skills Development
- Medical Interpretation: Spanish Certificate Program 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 healthcare 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.

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB
T | Jan 26 | 6-7pm | No charge
Online-Zoom | 211LA1170

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, healthcare systems, healthcare 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 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 four courses in the certificate program.

Prerequisite: Must provide proof of proficiency in both English and Spanish at least three business days prior to starting program coursework.

Alvaro Vergara-Mery, Ph.D., CMI
TTh | Feb 16-Mar 4 (meets 6x) | 6-9pm | \$369
Online-Zoom | 211LA1171 | 1.8 CEUs

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 a one-time \$150 book fee upon entry of first course in the program.

Prerequisite: Introduction to Medical Interpreting. Must meet language proficiency requirements.

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB
TTh | Mar 9-18 (meets 4x) | 6-9pm | \$249
Online-Zoom | 211LA1172 | 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.

Prerequisite: Medical Terminology & Specialties I. Must meet language proficiency requirements.

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB
TTh | Mar 23-Apr 1 (meets 4x) | 6-9pm | \$249
Online-Zoom | 211LA1173 | 1.2 CEUs

Medical Interpreting Skills Development

Gain experience and confidence in essential techniques used in sight translation, consecutive interpretation, and simultaneous interpretation by building awareness of the cognitive processes integral to 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. In addition, explore the concepts of split attention, self monitoring, *décalage* (time difference), coordination, reformulation, and coping techniques. Medical interpreting techniques will be practiced in a variety of scenarios with specific medical terminology. The end goal is to develop professional interpreting skills and expand health care vocabulary in both English and Spanish in order to confidently tackle a range of interpreting assignments in the medical field. Students must also pay a one-time \$150 book fee upon entry of first course in the program.

Prerequisite: Medical Terminology & Specialties II. Must meet language proficiency requirements.

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB
TTh | Apr 6-22 (meets 6x) | 6-9pm | \$369
Online-Zoom | 211LA1157 | 1.8 CEUs

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, Medical Terminology & Specialties I, Medical Terminology & Specialties II, Medical Interpreting Skills Development. 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 Interpreting Skills Development

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB
T | Apr 27 | 6-8pm | No charge
Online-Zoom | 211LA1177

Spanish for Healthcare Professionals

ced.unlv.edu/spanish-healthcare

Given the large Spanish-speaking population in the Las Vegas area, the need for current and future healthcare professionals to speak Spanish has never been greater. Studies show that when providers speak some Spanish, the patient-provider relationship improves, patient compliance is better, outcomes are better, and patient satisfaction is better.

This series will train current and future medical professionals (nurses, pharmacists, physicians, dentists, physical therapists, medical assistants, etc.) to speak and understand Spanish in a healthcare setting by focusing on oral communication and listening strategies. You can expect to learn general medical vocabulary, beginning grammar structures, pronunciation, communication strategies, and cross-cultural issues. Knowing Spanish will not only help you provide better care to Spanish-speaking patients, it is also an asset when you apply for graduate school or job positions.

Spanish for Healthcare Professionals I

This course is for current and future healthcare providers new to Spanish who want to interact in Spanish with patients. The focus is on oral communication and listening strategies, to quickly develop your ability to speak and understand Spanish in a healthcare setting. It presents general medical vocabulary, beginning grammar structures, pronunciation, communication strategies, and cross-cultural issues. Required Textbook(s): *Complete Medical Spanish* (ISBN: 9780071841887)

Deborah Arteaga, Ph.D, CMI, CHI
TTh | Feb 9-Mar 11 (meets 10x) | 6-8pm | \$249
PAR Room 101 | 211LA1178 | 2 CEUs

Spanish for Healthcare Professionals II

This course is designed for current and future healthcare providers with an intermediate level of Spanish who want to interact in more depth in Spanish with patients, by improving their fluency. The focus is on oral communication and listening strategies, to further develop your ability to speak and understand Spanish in a healthcare setting. It presents more specialized medical vocabulary, grammar structures, pronunciation, communication strategies, and cross-cultural issues. Required Textbook(s): *Complete Medical Spanish* (ISBN: 9780071841887)

Prerequisite: *Spanish for Healthcare Professionals I*

Deborah Arteaga, Ph.D, CMI, CHI
TTh | Mar 23-Apr 29 (meets 10x) | 6-8pm | \$249
PAR Room 101 | 211LA1179 | 2 CEUs
*Class does not meet: Mar 30, Apr 1

Life & Leisure

Acting & Comedy

ced.unlv.edu/acting-comedy

Break Into the World of Voiceover

Voice acting is a growing industry! With affordable audio technology readily available at our fingertips and more opportunities online than ever before, voiceover has become a sought after career choice for many. Explore the broad range of voice acting genres from Animation, TV and Radio Commercials, Video Games, Audiobooks, eLearning, Anime, AI, and more. Learn how to interpret and perform different types of voiceover copy, while experiencing hands-on training and recording in a professional studio. Gain industry knowledge in recording software and home studio set-up, understand the voiceover job market and work-from-home opportunities, and uncover which voiceover genres best suit your voice. This interactive course is positive, supportive, and led by a full-time, professional voice actor who is immersed in the day-to-day life of voice acting. You can now open doors in voice acting no matter where you live.

Melissa Moats

T | Feb 2-23 (meets 4x) | 6:30-9:30pm | \$299
The Voice Actors Studio | 211CX4171A

T | Apr 6-27 (meets 4x) | 6:30-9:30pm | \$299
The Voice Actors Studio | 211CX4171B

Introduction to Voiceover Workshop

Find out how the voiceover business really works. A 20-year seasoned voiceover veteran shares an in-depth industry 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; is an agent needed to succeed; and finding voiceover gigs.

Melissa Moats

Th | Jan 21 | 7-9pm | \$49
The Voice Actors Studio | 211CX4170



Due to COVID-19, our class schedule is regularly evolving. We will post updates to programs on our website, ced.unlv.edu. We will also continue to communicate changes through email and social media.

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. We will examine existing research that explore the relationship between cannabis and the opioid epidemic, and how patients alter their health and quality of life with cannabis.

Prerequisite: Students must 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
MSu | Jan 25-Feb 22 | \$99
Online Delivery | 211CH1103 | 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 one week prior to the start date. Live question and answer sessions will be available and scheduled.

Prerequisite: Students must 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
MSu | Jan 25-Feb 22 | \$99
Online Delivery | 211CH1100A | 0.4 CEU

MTh | Mar 29-Apr 29 | \$99
Online Delivery | 211CH1100B | 0.4 CEU

Cannabis Professional: Spanish (El Profesional de Cannabis)

Prepárese para trabajar con el cannabis como una de las muchas posiciones dentro de la industria. Analice la historia y el folclore de esta planta, su anatomía, la ciencia de los cannabinoides, el desarrollo de la industria del cannabis, así como las discusiones sobre la ley y la normativa vigente. Este es un curso en línea de seis módulos a su propio ritmo. Cada módulo concluye con una evaluación. Puede anticipar que el curso tardará entre cuatro y ocho horas en completarse. Puede registrarse en este curso en cualquier momento entre la fecha de inicio indicada y cinco días hábiles antes de la fecha de finalización. Únase a nosotros también para la sesión del sábado, un chat en vivo durante la primera y tercera semana de cada mes para discusiones animadas con líderes de la industria. All instruction and support materials are in Spanish for this course section. An English version is also available.

Prerequisite: Los estudiantes deben tener al menos 21 años. Los estudiantes necesitarán acceso a una computadora e Internet y comprenderán cómo navegar por un sistema de gestión del aprendizaje. Los estudiantes recibirán instrucciones por correo electrónico para acceder a la clase al menos dos días hábiles antes del inicio de la clase.

Trey Reckling

M | Feb 1-Mar 1 | \$99

Online Delivery | 211CH1104 | 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. Dr. Shu has studied how pets may benefit from cannabis. He has successfully helped to treat dogs, cats, horses, rabbits and more. 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 one week prior to the start date. Live question and answer sessions will be available and scheduled.

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

Trey Reckling

MSu | Jan 25-Feb 22 | \$99

Online Delivery | 211CH1102 | 0.3 CEU

Dance

ced.unlv.edu/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 for 1 credit.

Kristine Keppel, UNLV Department of Dance

TTh | Jan 19-May 6 (meets 30x) | 11:30am-12:20pm | \$248

HFA Room 126 | 211DN2103B

*Class does not meet: Mar 16 & 18

Danylle Smith, UNLV Department of Dance

WM | Jan 20-May 5 (meets 28x) | 11:30am-12:20pm | \$248

HFA Room 126 | 211DN2103A

*Class does not meet: Feb 15, Mar 15 & 17

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 for 1 credit.

PEX Department, UNLV Department of Dance

WM | Jan 20-May 5 (meets 28x) | 5:30-6:20pm | \$263

MPE Room 300 | 211DN2108

*Class does not meet: Feb 15, Mar 15 & 17

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 160 for 1 credit.

Shaquida Vergo, UNLV Department of Dance

TTh | Jan 19-May 6 (meets 30x) | 5:30-6:20pm | \$248

MPE Room 302 | 211DN2101

*Class does not meet: Mar 16 & 18

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 for 1 credit.

Shaquida Vergo, UNLV Department of Dance

TTh | Jan 19-May 6 (meets 30x) | 8:30-9:20am | \$248

HFA Room 126 | 211DN2102

*Class does not meet: Mar 16 & 18

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 for 1 credit.

Jenna Wurtzberger, UNLV Department of Dance
WM | Jan 20-May 5 (meets 28x) | 4-4:50pm | \$248
MPE Room 302 | 211DN2104

*Class does not meet: Feb 15, Mar 15 & 17

Prevention & Care of Dance Injuries

This course creates an interactive experience for students to build muscle groups and study the basic concepts of injury as applied to these muscle groups, immediate care of dance injuries and the accelerated rehabilitation, and safe return to activity. Students will explore the prevention and care of dance injury, including the three major topic areas of overuse, joint instability, and impingement and compression. The course also includes learning basic postural techniques and exercise forms that can help in the identification and prevention of specific injury. Students may also enroll for university credit in DAN 451 for 3 credits.

Prerequisite: Dance Kinesiology

Dolly Kelepecz, UNLV Department of Dance
TF | Jan 19-May 8 | \$801
Online Delivery | 211DN2113 | 3.6 CEUs



Drawing & Painting

ced.unlv.edu/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
Sa | Jan 23-Feb 20 (meets 5x) | 1:30-4:30pm | \$139
PAR Room 300 | 211AR1121

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 and abstract. Supply list will be provided.

Gabbie Hirsch
Sa | Mar 6-Apr 3 (meets 5x) | 1:30-4:30pm | \$139
PAR Room 300 | 211AR1100

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 | Mar 6-Apr 3 (meets 5x) | 9am-noon | \$139
PAR Room 300 | 211AR1130

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 | Apr 17-May 15 (meets 5x) | 9am-noon | \$139
PAR Room 512 | 211AR1134

Face First: Introduction to Portraits

Explore freehand portraiture through simple exercises and explanations of proportions, anatomy, angles, and how to individualize features. Drawing experience is helpful, but not essential if you are motivated. This class is an excellent foundation for paint or pastels. Supply list will be provided.

Gabbie Hirsch

Sa | Apr 10-May 15 (meets 6x) | 1-4pm | \$159
PAR Room 512 | 211AR1132

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

W | Jan 27-Feb 24 (meets 5x) | 6-9pm | \$139
PAR Room 301 | 211AR1140

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.

Prerequisite: Students must have taken a previous Watercolors class or have comparable experience.

Gabbie Hirsch

W | Mar 3-31 (meets 5x) | 6-9pm | \$139
PAR Room 301 | 211AR1141

Watercolors III

Move beyond the basics of watercolor as you experiment with advanced techniques to capture special lighting effects, fabrics, metal, buildings, animals, and people in your paintings. Time will also be spent discussing ways to improve your source image choices and painting composition. Supply list will be provided.

Prerequisite: Students must have taken a previous Watercolors class or have comparable experience.

Gabbie Hirsch

W | Apr 14-May 12 (meets 5x) | 6-9pm | \$129
PAR Room 301 | 211AR1137



Look for the popular woodworking series with **Jamie Yocono of Wood It Is!** to return in **Summer 2021**. Check online registration for class sessions as they become available.

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 4.8 CEUs of elective courses. Students who started their certificate program prior to Fall 2020 and completed Basic Sewing instead of Sewing: The Stitch Room will need to complete 7.2 CEUs of electives.

CORE COURSES:

- Sewing: The Stitch Room
- 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.

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, Nevada Association of Fashion Design

SaSu | Feb 13-28 (meets 6x) | 9am-2:25pm | \$389
PAR Room 401 | 211FD2105 | 3.2 CEUs

Sewing: Alterations

A perfect fit can make clothing look custom made. The fundamentals of alterations and tailoring include understanding human body types, taking measurements for correct fit, marking and grading, as well as working with various fabrics and styles. Refine skills including hand sewing, finishing stitches, pattern alterations, methods of fitting, repair work, and garment redesign. Please bring a jacket, a pair of pants, and a skirt to class to alter as you practice your new skills. Project: Alter a jacket, a pair of pants, and a skirt.

Prerequisite: Must have previous sewing/machine skills

Gretchen Marshall, Nevada Association of Fashion Design
SaSu | Mar 13-27 (meets 5x) | 9am-1:55pm | \$289
PAR Room 401 | 211FD2121 | 2.4 CEUs

Sewing: The Stitch Room

Begin your clothing design and construction education with a hands-on introduction to the design process, garment construction, master patterns, and material/notion options. Instruction starts with the very basics - setting up and operating both a sewing machine and a serger. You will practice taking proper body measurements and learn to read and use master patterns, including size variations and making alterations for a proper fit. You will learn about fashion fabrics, stretch fabrics, fibers, threads, sewing materials, and embellishments so you can make informed purchases for future projects. Expect to learn by doing; you will gain experience with buttonholes, zippers, velcro, shoulder pads, interfacing, waistlines, fabrics, and embellishments as you take a top, pants, stretch skirt, zippered skirt, and Dolman jacket from start to finish. This class is for the fashion-oriented person or individuals who sew for personal enjoyment. Instructor will provide supply recommendations. Projects: Design and create stretch top, pant, and skirt, plus a zippered skirt and Dolman jacket.

Nevada Association of Fashion Design
SaSu | Jan 2-31 (meets 10x) | 10am-3:25pm | \$699
PAR Room 401 | 211FD2144 | 5.3 CEUs

New!

Summer Fashion Breeze Mixer

See what your fellow fashion design students have been working on for the summer season and showcase your own new work! This student-coordinated event features fashion displays and a fashion show walk. Students from all fashion design classes are encouraged to join the fashion mixer for networking and inspiration. Event details are available from any fashion design program instructor.

Gretchen Marshall, Nevada Association of Fashion Design
Sa | Jun 12 | 4-6pm | No charge
PAR Room 512 | 212FD2112

Swimwear & Lingerie

Combine fun, charm, originality, and vitality into cutting-edge swimwear, lingerie, and club wear for the modern woman. The most important principles in creating fine lingerie are the understanding of correct body measurements, types of fabrics, trims, and elastics. You will use a variety of colors and styles to create affordable, stunning swimwear and intimate apparel for you to enjoy, model, or proudly display in your portfolio. Gain experience with the special notions, needles, threads, and elastics necessary for specialty fabrics such as Lycra, spandex, and nylon. Projects: One swimwear and one lingerie design. Project board, sketch, and swatches.

Prerequisite: Must have previous sewing/machine skills.

Nevada Association of Fashion Design
SaSu | Apr 10-25 (meets 6x) | 10am-2:55pm | \$289
PAR Room 401 | 211FD2114 | 2.9 CEUs

New!

The Art of Fashion Marketing: Photos & Fashion Shows

Market your personal design style and flair for fashion by stepping into the world of artistic fashion show production and fashion photography. This class will include advice on how to produce a fashion show, trunk show, or an individual showing, and discuss how to identify and meet a need in the market. Additionally, you will learn how to showcase your own unique approach through fashion branding. Class will also emphasize the importance of fashion photography as an essential element of visual communication within the fashion industry and among designers. Get advice on creating dynamic and compelling photographic imagery for marketing. Projects: 1. Create a fashion marketing storyboard 2. Develop a unique brand design and logo 3. Present either a displayed trunk show or fashion walk at a fashion showcase event.

Gretchen Marshall, Nevada Association of Fashion Design
SaSu | May 1-22 (meets 7x) | 9am-1:55pm | \$389
PAR Room 401 | 211FD2107 | 2.9 CEUs

Food & Beverage

ced.unlv.edu/food-beverage

New!

Virtual Wine Bootcamp

Pack all the important basics of wine education into a focused and intense Wine Bootcamp. The program focuses upon four principles: winemaking theory, varietal study, regional exploration, and tasting theory. You will follow the winemaking process from the vineyard to the winery and learn about steps winemakers take to influence their end product. You will then move into varietal study, gaining a better understanding about what makes grapes different from each other. You will also study the major wine regions of the world and discover what makes products from each region unique. Tasting theory and wine evaluation will be included throughout the course. Optional: Students should expect to purchase about \$100 worth of recommended wines to participate in tasting lessons. Wine list will be emailed to students prior to class.

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

Heath Hiudt

Su | Jan 24-Feb 7 (meets 3x) | noon-3:30pm | \$299
Online-Zoom | 211WS6121

Life & Leisure



Foreign Languages

ced.unlv.edu/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 | Jan 23-Apr 17 (meets 10x) | 9-11am | \$199
PAR Room 301 | 211LA1107

*Class does not meet: Feb 13, Mar 20, Apr 3

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 | Jan 23-Apr 17 (meets 10x) | 11:30am-1:30pm | \$199
PAR Room 301 | 211LA1116

*Class does not meet: Feb 13, Mar 20, Apr 3

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 | Jan 23-Apr 17 (meets 10x) | 2-4pm | \$199
PAR Room 301 | 211LA1117

*Class does not meet: Feb 13, Mar 20, Apr 3

Beginning French IV

Continue to improve your spoken French. New topics will be introduced weekly to promote conversation and help you discover regions of France. You will resume using your textbook to develop grammar skills. Poems and songs will be used to help perfect pronunciation. Projects include a short oral presentation. Required Textbook(s): *Ultimate French, Beginner - Intermediate* (ISBN: 9781400009633)

Prerequisite: Basic understanding of the language.

Pascale Tessier

M | Jan 25-Apr 19 (meets 10x) | 6:30-8:30pm | \$199
PAR Room 400 | 211LA1118

*Class does not meet: Feb 15, Mar 15 & 29

Beginning Italian I

Communicate better with the Italian speaking people in your life or prepare for a more enjoyable trip to Italy. This class will include basic language structure, correct pronunciation, and vocabulary for simple phrases and sentences. Required Textbook(s): *Living Language - Italian* (ISBN: 9781400024162)

Manuela Carrescia

M | Feb 8-Apr 12 (meets 9x) | 7-9pm | \$199
PAR Room 301 | 211LA1106

*Class does not meet: Feb 15

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 | Feb 22-Mar 31 (meets 10x) | 6-8pm | \$199
Online-UNLVGO and Zoom | 211LA1104

*Class does not meet: Mar 15 & 17

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. Required Textbook(s): *Spanish Now! Level 1* (ISBN: 9781438075235)

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

Maria Rubin

MW | Apr 12-May 12 (meets 10x) | 6-8pm | \$199
Online-UNLVGO and Zoom | 211LA1105

Spanish III

Progress your Spanish language skills beyond tense verb conjunctions, gaining further confidence in your ability to communicate your thoughts. Focus shifts to more advanced grammar including past tenses, pronouns, and correct sentence structure. Vocabulary and conversational skills will be emphasized. Spanish III is for students who are comfortable with the basics of Spanish. Required Textbook(s): *Spanish Now! Level 1* (ISBN: 9781438075235)

Prerequisite: Spanish II or a comparable understanding of the language.

Maria Rubin

MW | Jun 7-Jul 12 (meets 10x) | 6-8pm | \$199
Online-UNLVGO and Zoom | 212LA1141



Music

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

Jesse Del Quadro

M | Mar 8-29 (meets 4x) | 7-8:30pm | \$99

PAR Room 107 | 211MU1107

*Class does not meet: Mar 15

Guitar II

Expand your guitar credentials by focusing on bar chords, scales, and improvisation. Guitarists will work on major and minor scales and arpeggios, common bar chords, blues scale patterns, and begin using a capo. These skills allow players to enjoy a great deal of versatility when playing on their own or as part of a group. Bring a playable guitar (electric or acoustic) and guitar picks to the first day of class.

Jesse Del Quadro

M | Apr 12-May 3 (meets 4x) | 7-8:30pm | \$99

PAR Room 107 | 211MU1116

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 | Jan 25-Apr 26 (meets 13x) | 7-8:30pm | \$39

BMC Room 159 | 211MU1115

*Class does not meet: Feb 15, Mar 15

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

M | Mar 8-29 (meets 4x) | 5:30-7pm | \$99

PAR Room 107 | 211MU1117

*Class does not meet: Mar 15

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 | Jan 25-May 3 (meets 13x) | 7-9pm | \$39

BMC Room 160 | 211MU1111

*Class does not meet: Feb 15, Mar 15

UNLV Community Concert Band

Formed in January 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 and details.

Prerequisite: 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 | Jan 27-May 12 (meets 15x) | 7-9:20pm | \$45

BMC Room 160 | 211MU1102

*Class does not meet: Mar 17

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. For final concert date and details, contact Tony LaBounty at 702-895-3733 or by email at tony.labounty@unlv.edu.

Tony LaBounty

T | Jan 26-May 11 (meets 15x) | 7-9:20pm | \$39

BMC Room 161 | 211MU1104

*Class does not meet: Mar 16



Due to COVID-19, our class schedule is regularly evolving. We will post updates to programs on our website, ced.unlv.edu. We will also continue to communicate changes through email and social media.

Photography

ced.unlv.edu/photography

Digital Photography Bundle

Register for this course to receive a bundle discount of \$297 for the three-part Digital Photography series.

Digital Photography I: The Essentials

Digital Photography II: Visual Communication

Digital Photography III: Focal Lengths to Filters

Students should bring a digital “point and shoot” with modes or “DSLR” cameras to class for participating in shooting demonstrations.

Mikel Conrad

Sa | Jan 23-Feb 20 (meets 3x) | 9:30am-3:30pm | \$297

UNLV Paradise Campus | 211PHBUND

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.

Mikel Conrad

MW | Apr 5-14 (meets 4x) | 6-9pm | \$299

PAR Room 125 | 211PH1156

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.

Mikel Conrad

Sa | Jan 23 | 9:30am-3:30pm | \$119

PAR Room 511 | 211PH1100

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. Students should bring a digital “point and shoot” with modes or “DSLR” cameras to class for participating in shooting demonstrations.

Mikel Conrad

Sa | Feb 6 | 9:30am-3:30pm | \$119

PAR Room 511 | 211PH1141

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. Students should bring a digital “point and shoot” with modes or “DSLR” cameras to class for participating in shooting demonstrations.

Mikel Conrad

Sa | Feb 20 | 9:30am-3:30pm | \$119

PAR Room 511 | 211PH1125

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. Students should bring a digital “point and shoot” with modes or “DSLR” cameras to class for participating in shooting demonstrations, as well as pen and paper for note taking.

Prerequisite: Digital Photography I or comparable experience.

Mikel Conrad

Th | Feb 4-18 (meets 3x) | 6-9pm | \$149

PAR Room 301 | 211PH1154

Sommelier Academy

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

W | May 5 | noon-1pm | No charge
Online-Zoom | 211WS6101B



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

W | May 26-Sep 15 (meets 13x) | 10:30am-5:30pm | \$1,599
Total Wine and More-Town Square | 211WS6100B | 9.1 CEUs
*Class does not meet: Jun 16 & 23, Jul 21, Aug 18

Sports

ced.unlv.edu/sports

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 | Jan 26-May 4 (meets 14x) | 5:30-7:10pm | \$308
Las Vegas Golf Center | 211SF1104

*Class does not meet: Mar 16

Academic Preparation

Institute of Reading Development

ced.unlv.edu/institute-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 reading program listings by age, location, and date can be found at unlv.readingprograms.org.

Test Preparation

ced.unlv.edu/test-preparation

Standardized test scores are a major component of your college or graduate school application process. If you plan to attend college, graduate school, law school, business school, or teacher preparation, Test Prep can help you realize your goals. We offer in-person and online test preparation classes for the ACT®, SAT®, GRE®, GMAT®, LSAT®, Praxis Core Math, and Praxis Core Verbal exams.

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 Live-Online Blitz

The ACT Blitz is an intensive test prep program that provides students with the tools they need to prepare for and ace the ACT. The ACT Blitz is offered during the academic year to prepare students to reach the test date of their choice at peak performance. These courses meet twice per week, allowing time to practice new skills during the week. Our multi-week format of the ACT Prep Course leads to greater opportunities for learning and interaction with our expert instructors. Courses are conveniently scheduled in the weeks leading up to the most popular ACT dates and include 16 hours of instruction.

ETC Staff

ThT | Jan 7-Feb 2 (meets 8x) | 4-6pm | \$399
Online Delivery | 211TL1107A

Su | Feb 14-Apr 11 (meets 8x) | 1-3pm | \$399
Online Delivery | 211TL1107B
*Class does not meet: Apr 4

ThT | May 13-Jun 8 (meets 8x) | 4-6pm | \$399
Online Delivery | 211TL1107C

SAT Live-Online Blitz

The SAT Blitz prepares students to reach the test date of their choice at peak performance. These courses meet twice per week, allowing time to practice new skills during the week. Our multi-week format of the SAT Prep Course leads to greater opportunities for learning and interaction with our expert instructors. Courses are conveniently scheduled in the weeks leading up to the most popular SAT dates and include 16 hours of instruction.

ETC Staff

ThT | Feb 11-Mar 9 (meets 8x) | 4-6pm | \$399
Online Delivery | 211TL1106A

Su | Mar 7-May 2 (meets 8x) | 1-3pm | \$399
Online Delivery | 211TL1106B
*Class does not meet: Apr 4

Su | Apr 11-May 2 (meets 4x) | 10am-2pm | \$399
Online Delivery | 211TL1106C

ThT | May 6-Jun 1 (meets 8x) | 4-6pm | \$399
Online Delivery | 211TL1106D

Graduate School Test Preparation

GMAT Live-Online Course

Enjoy the GMAT Prep Class from the comfort and convenience of your home or office! Join the successful MBA students who have benefited from a GMAT Prep Class. This comprehensive course includes a review of the mathematical and verbal concepts tested on the GMAT and prepares you for the questions typically seen on the test. The critical reasoning skills tested on the Integrated Reasoning and Analytical Writing sections of the GMAT are also addressed. The online portion of the class is delivered by a live instructor, combining the interactivity of a classroom experience with the convenience of an online course. This program includes a course workbook, the official textbook from GMAC containing previously released test questions, and online support resources—access to an instructor-monitored question forum, online office hours, and recordings of class modules. Course materials are shipped directly to you.

ETC Staff

ThT | Jan 21-Feb 16 (meets 8x) | 4-7pm | \$799
Online Delivery | 211TL1101A

ThT | Feb 18-Mar 16 (meets 8x) | 6-9pm | \$799
Online Delivery | 211TL1101B

ThT | Mar 18-Apr 13 (meets 8x) | 4-7pm | \$799
Online Delivery | 211TL1101C

Su | May 2-Jun 27 (meets 8x) | noon-3pm | \$799
Online Delivery | 211TL1101D
*Class does not meet: May 30

GRE Live-Online Course

You are ready for graduate school. Let us help you take the first step to an advanced degree! With 24 hours of quality live-online instruction, get ready to apply to graduate schools! This program offers the convenience of attending class from your home or office. 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. You also receive access to class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours. This program includes a course workbook and the official textbook from ETC containing previously released test questions. Course materials are shipped directly to you.

ETC Staff

WM | Jan 27-Feb 22 (meets 8x) | 6-9pm | \$749
Online Delivery | 211TL1100A
*Class meets: Feb 15

ThT | Feb 4-Mar 2 (meets 8x) | 4-7pm | \$749
Online Delivery | 211TL1100B

WM | Mar 3-29 (meets 8x) | 4-7pm | \$749
Online Delivery | 211TL1100C

ThT | Mar 4-30 (meets 8x) | 8-11pm | \$749
Online Delivery | 211TL1100D

ThT | Apr 8-May 4 (meets 8x) | 6-9pm | \$749
Online Delivery | 211TL1100E

WM | Apr 28-May 24 (meets 8x) | 4-7pm | \$749
Online Delivery | 211TL1100F

ThT | May 6-Jun 1 (meets 8x) | 6-9pm | \$749
Online Delivery | 211TL1100G

LSAT Live-Online Course

Prepare for the LSAT with 30 hours of live-online instruction from UNLV's LSAT experts! This synchronous class combines the interactive aspects of the in-person classroom with the convenience of an online course. 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. This course is ideal for law school applicants seeking the interactivity of an in-person classroom experience and the flexibility of an online class. The course includes an LSAT workbook, 20 official practice tests from LSAC, and access to online resources including class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours. Course materials are shipped directly to you.

ETC Staff

WM | Jan 13-Feb 22 (meets 10x) | 6-9pm | \$799
Online Delivery | 211TL1102A
*Class meets: Feb 15
*Class does not meet: Jan 18

ThT | Jan 14-Feb 16 (meets 10x) | 4-7pm | \$799
Online Delivery | 211TL1102B

Su | Jan 24-Apr 4 (meets 10x) | 3-6pm | \$799
Online Delivery | 211TL1102C
*Class does not meet: Feb 7

WM | Mar 3-Apr 5 (meets 10x) | 6-9pm | \$799
Online Delivery | 211TL1102D

ThT | Mar 4-Apr 6 (meets 10x) | 4-7pm | \$799
Online Delivery | 211TL1102E

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 53 for the location legend.

Classroom locations are subject to change. Please check your email and reference the registration website for updated room location information.

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 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 56 of this catalog or visit ced.unlv.edu/registration-policies#fees.

For classes with bundle 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#discounts.

Course Cancellations & Changes

The Division of Educational Outreach reserves the right to cancel any class or make any other changes it deems necessary in order to provide students with the best educational experience possible as well as to ensure the health and safety of all members of the university community. Changes include but are not limited to the following: change of schedule, location, instructor, and mode of instruction. 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. UNLV Continuing Education and the Division of Educational Outreach aim to resolve all State Authorization Reciprocity Agreements (SARA) issues in an expedient and fair manner.

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. For SARA requests, please include the reason for filing a SARA complaint.

The complete refund policy is available at ced.unlv.edu/registration-policies#refunds.

Wait List

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. To request your certificate after meeting the program requirements, please fill out a Certificate Issuance form at ced.unlv.edu/certificate-form.

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.

Copyright Policy

The university requires all members of the university community to familiarize themselves and to follow copyright and fair-use requirements. You are individually and solely responsible for violations of copyright and fair-use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student

violations of copyright and fair-use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability as well as disciplinary action under university policies. Review UNLV copyright policies at unlv.edu/provost/copyright.

Title IX

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito. The Title IX Coordinator can be reached through the online reporting form, by email at titleixcoordinator@unlv.edu, by phone at 702-895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

UNLV Paradise Campus Information Desk Hours

We are open via phone, Monday through Friday, 8am to noon. We are closed on weekends and university holidays. Please visit edoutreach.unlv.edu for updates to this schedule.

Coronavirus Update

Your health and safety are our #1 priority. Your commitment to adhering to new guidelines while on campus will be essential to protect and maintain the health of our entire UNLV community.

What you can expect from us:

- Enhanced cleaning of high traffic areas and classrooms
- Hand sanitizer stations
- Classrooms set up to reinforce social distancing
- Online offerings to support your learning needs

What we expect of you:

- Wear a face covering when around others
- Maintain social distancing from others
- Frequently wash or sanitize hands
- Avoid crowded spaces
- Stay home if you are ill

For information on UNLV resuming on-campus operations, please visit ced.unlv.edu/coronavirus.

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.



ced.unlv.edu



702-895-3394



@UNLVCE



@UNLV_ce

STOP THE SPREAD OF COVID-19

Welcome back to campus! Your health and safety are our #1 priority. Your commitment to adhering to new guidelines while on campus will be essential to protect and maintain the health of our entire UNLV community.

WHAT YOU CAN EXPECT FROM US:



Enhanced cleaning of high traffic areas and classrooms



Hand sanitizer stations



Classrooms set up to reinforce social distancing



Online offerings to support your learning needs

WHAT WE EXPECT OF YOU:



Wear a face covering when around others



Maintain social distancing from others



Frequently wash or sanitize hands



Avoid crowded spaces



Stay home if you are ill

For complete information and specific details on UNLV resuming on-campus operations and instruction, please visit ced.unlv.edu/coronavirus.

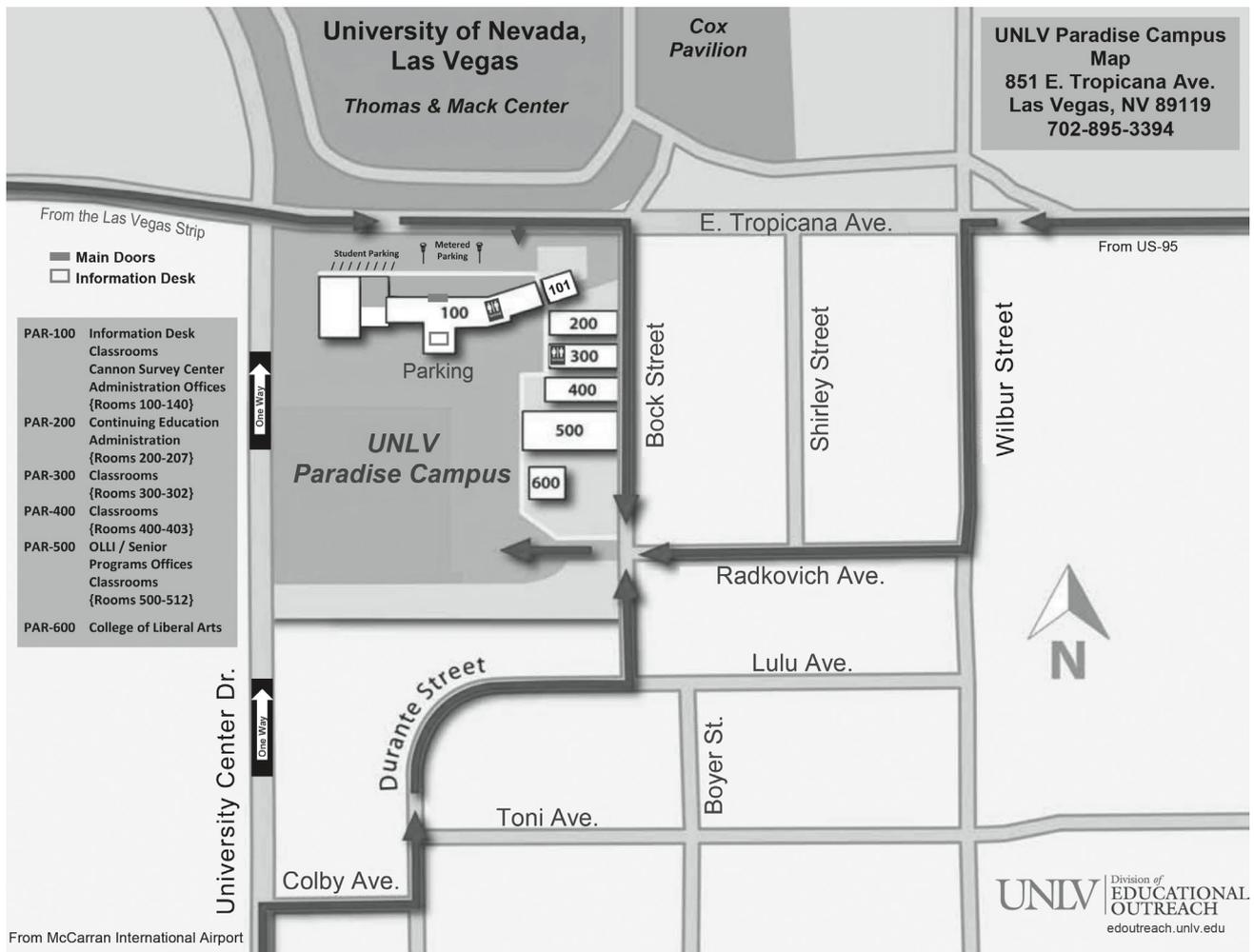
Location Legend

- Lee & Thomas Beam Music Center (BMC)
- Ham Fine Arts (HFA)
- Paradise Campus (PAR)
- Paul McDermott Physical Education (MPE)
- Shadow Lane Campus (SLC)



UNLV campus maps are available online at www.unlv.edu/maps. Classroom assignments are printed on your registration receipt.

- Clark County Neighborhood Justice Center 330 S. 3rd St., Ste. 600, Las Vegas, NV 89101
- Las Vegas Golf Center 6730 S. Las Vegas Blvd., Las Vegas, NV 89119 (702-897-9500)
- Perry Foundation 2920 N. Green Valley Pkwy., #712, Henderson, NV 89014
- Praxis Aerospace 155 S. Water St., #210, Henderson, NV 89015
- Protective Force Concepts 2960 E. Sunset Rd., Ste. 125, Las Vegas, NV 89120
- The Voice Actors Studio 3875 S. Jones Blvd., Ste. 102, Las Vegas, NV 89103
- Total Wine and More-Town Square 6885 S. Las Vegas Blvd., Las Vegas, NV 89119 (702-614-4001)



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OLLI at UNLV

SPRING 2021



olli.unlv.edu



702-774-OLLI



olliatunlv@unlv.edu



The Osher Lifelong Learning Institute (OLLI) at UNLV is a member-driven learning community of more than 1,800 retired and semi-retired adults. Our members continue a lifetime of learning by contributing to a program rich in content, shared interests, and life experiences.

SPRING 2021: Feb 1 - Apr 16

Spring classes offered at UNLV Paradise campus and online.

CALL 702-774-6554 OR EMAIL OLLIATUNLV@UNLV.EDU FOR MORE INFORMATION.

UNLV | OSHER LIFELONG
LEARNING INSTITUTE



Class Registration Options



ONLINE

ced.unlv.edu/register

Payment by credit card only.



PHONE

702-895-3394

Register by phone

8am to Noon Monday–Friday.



MAIL

Make your check payable to

Board of Regents and send to:

UNLV Division of Educational

Outreach

Box 451019

4505 S. Maryland Parkway

Las Vegas, NV 89154-1019.



FAX

702-895-4195

You may fax your registration form if you pay by credit card or a purchase order number.

Registration Form

Have you taken a class with UNLV Continuing Education?

Yes No

Registrant's Name _____

Address (street, city, state, zip) _____

Email _____

Phone Number _____

Date of Birth _____

Course Information:

Course Code	Course Name	Course Fee

Payment Information:

Your payment **MUST** accompany this form. Do not send cash.

Check—Please enclose check made payable to Board of Regents

Credit Card—Please charge my



Account No. _____ CVV _____

Exp. Date _____ Amount \$ _____

Cardholder's Name _____

Signature _____

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 50-51 of this catalog as well as the following payment policies.

Payment must be made in full at the time of registration and in advance of the first day of classes. The university reserves the right to withdraw any student who has not paid in full. No deferred payment plan is available.

Registration fees are payable by check or money order, as well as Visa, MasterCard, Discover Card, or American Express. The university accepts checks and money orders for the exact amount made payable to BOARD OF REGENTS. UNLV cooperates with the Clark County District Attorney's office to prevent bad check losses. A \$25 service fee will be assessed for any check that is returned from the bank for any reason. Post-dated or two-party checks will not be accepted. Any returned check shall be made good within ten days after notification to the student, or the student will not be permitted to attend any classes.



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Let UNLV Continuing Education design **CUSTOM TRAINING** to meet your unique business situation. Sessions are on our campus, at your site, or online, and can be tailored to any group size.

Training topics may include Leadership & Management, Communication, Soft Skills, Technology, and Business Administration. View a list of common custom topic descriptions at ced.unlv.edu/custom-training.

Contact UNLV Continuing Education's custom training team for a free custom training consultation at continuing.education@unlv.edu or 702-895-5099.



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On campus and online:

Thanks for continuing to learn with us during the COVID-19 pandemic. UNLV's strategy for student and staff safety includes:

- Providing online learning options
- COVID-19 self-monitoring
- Wearing a face covering
- Maintaining social distance
- Limiting the size of in-person meetings
- Practicing hygiene etiquette

Learn more about UNLV's continuing efforts to balance safety and training needs at unlv.edu/coronavirus.

