Congratulations to Margaret Pickard, J.D. Paralegal Instructor and Attorney

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LAUNCH a new phase of your career by earning a professional certificate through UNLV.

ced.unlv.edu/certificate-programs

SAME GREAT CLASSES, EASIER TO FIND

Continuing Education has reorganized its class groupings, both in print and online. Classes are now categorized by topic rather than professional development and personal enrichment. If you can’t find what you’re looking for, we’re happy to help by calling us 702-895-3394 or emailing continuing.education@unlv.edu.
Director’s Letter

It is with great pleasure that I join UNLV as the Director of Continuing Education. I look forward to meeting with students, faculty, and colleagues from the university and the Las Vegas business community to discuss our shared goals.

We have reorganized our fall catalog to make it easier for you to find classes that suit your interests. Continuing Education staff members have been working hard to improve the depth and breadth of our offerings as well as the quality of our curriculum.

This fall there are a number of new courses and programs from which to choose. We are pleased to offer a new Information Technology (IT) Certificate in partnership with UNLV’s Howard R. Hughes College of Engineering. In response to the popularity of our photography classes, we have expanded our offerings to include everything from Street Photography to Building a Photography Business. And we offer a new course in Youth Mental Health First Aid to guide adults working with young people in both crisis and non-crisis situations. New classes are indicated by a designator next to the course title.

This is an exciting time to be at UNLV and especially Continuing Education. I hope you will join us as a student this fall.

Sincerely,

Doris Ostrander
Director of Continuing Education

Now Seeking New Class Ideas

Continuing Education is always looking for ways to expand the educational opportunities we offer to the community. If you are a student or a potential instructor and have an idea for a new class or certificate program, please visit us at: http://ced.unlv.edu/ideas.
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HELICOPTER & AIRPLANE PILOT

These flight training programs meet FAA requirements for pilot licensure. You can become a pilot and take to the skies in as little as 3 to 6 months. Flight training is customized to each student's schedule and pace. Students may enroll in just an introductory flight, ground school, a package which includes ground school and 45 hours of flight time in a plane or helicopter, or a professional certification program.

Our program partner prides itself on experience and safety. They have an FAA Designated Pilot Examiner on staff to make sure you have the knowledge and skills to become a safe pilot. Your professional flight instructor will challenge you to go above and beyond FAA standards.

PRIVATE PILOT AIRPLANE & HELICOPTER CERTIFICATION INFORMATION SESSION

Attend an information session before you enroll in UNLV's pilot training courses. Ask questions and hear from instructors about the structure, content, and requirements of the program and courses. Tour the facility and equipment used for the courses. Information sessions cover topics including pilot responsibilities, FAA requirements, employment potential, and financial assistance.

Matt Binner
Wed | Aug 5 | 6-7pm | No Charge
Airworks LLC | 152TP1101A
Sat | Aug 8 | noon-1pm | No Charge
Airworks LLC | 152TP1101B
Tue | Aug 11 | 6-7pm | No Charge
Airworks LLC | 152TP1101C
Sat | Aug 15 | noon-1pm | No Charge
Airworks LLC | 152TP1101D

AIRPLANE & HELICOPTER INSTRUMENT PILOT CERTIFICATION

Complete the ground school and flight training requirements for your instrument pilot rating, which allows you to fly under additional weather conditions and at higher altitudes. Classroom training consists of 10 modules that you will schedule at your convenience directly with instructor. Module topics include weather, FAA regulations, flight instruments, departure, en route, arrival/approach, and navigation. This training package also includes the 60 flight hours required for instrument certification. Final certification requires passing both written and practical evaluations.

Matt Binner
Tue-Mon | Sep 1-Dec 31 (meets 10x) | 6-9pm | $14,999
Airworks LLC | 153TP1106 | 3 CEUs

AIRPLANE PRIVATE PILOT CERTIFICATION

This all-inclusive certification includes the Private Pilot Airplane Ground School course which will prepare you for the FAA Private Pilot Knowledge Test, plus 45 hours of flight time in a Cessna 172 in preparation for the FAA Private Pilot Certification Practical Exam. Successful completion of this course will meet all of the requirements to become a licensed private airplane pilot. Certification is contingent on passing exam scores on both written and practical exams. 45 hours of flight training will be scheduled individually after successful completion of the ground school course. Course consists of 10 modules that you will schedule at your convenience directly with instructor.

Matt Binner
Tue-Mon | Sep 1-Dec 31 (meets 10x) | 6-9pm | $9,999
Airworks LLC | 153TP1105 | 8.5 CEUs

AIRPLANE OR HELICOPTER COMMERCIAL PILOT CERTIFICATION

Complete the ground school and flight training requirements for your commercial pilot license. Classroom training consists of 10 modules that students will schedule directly with the instructor. Module topics include aircraft systems, airport operations, aerodynamics, weather, FAA regulations, flight instruments, navigation, and IFR operation. This training package also includes the required 90 flight hours for commercial airplane certification or the 45 hours mandated for commercial helicopter pilots. Final certification requires passing both written and practical evaluations.

Matt Binner
Tue-Mon | Sep 1-Dec 31 (meets 10x) | 6-9pm | $24,999
Airworks LLC | 153TP1107 | 3 CEUs

HELICOPTER PRIVATE PILOT CERTIFICATION

This all-inclusive certification includes the Private Pilot Helicopter Ground School course which will prepare you for the FAA Private Pilot Knowledge Test, plus 45 hours of flight time in a Robinson R22 helicopter in preparation for the FAA Private Pilot Certification Practical Exam. Successful completion of this course will meet all of the requirements to become a licensed private helicopter pilot. Certification is contingent on passing exam scores on both written and practical exams. 45 hours of flight training will be scheduled individually after successful completion of the ground school course. Course consists of 10 modules that you will schedule at your convenience directly with instructor.

Matt Binner
Tue-Mon | Sep 1-Dec 31 (meets 10x) | 6-9pm | $14,999
Airworks LLC | 153TP1103 | 8.5 CEUs

INTRODUCTORY AIRPLANE OR HELICOPTER FLIGHT

Take the controls of a Cessna 172 airplane or Robinson R22 helicopter while flying high above Las Vegas. Your experience begins with a one-on-one ground school briefing from an FAA Certified Flight Instructor where you will learn about flight controls, aerodynamics, and aircraft systems. You will then head out to the tarmac for a preflight of the aircraft. After getting airborne, the instructor will turn over the controls and let you get a feel for flying. For the airplane option flight time will total 40 minutes; helicopter option flight time is 20 minutes. Flight times are scheduled on an individual basis and may vary depending on availability.

Matt Binner
Tue-Mon | Sep 1-Dec 31 (meets 1x) | 5:30am-9pm | $169
Airworks LLC | 153TP1100

Register by phone at 702-895-3394
PRIVATE PILOT AIRPLANE GROUND SCHOOL COURSE
Students are provided with all of the knowledge necessary to pass the FAA Private Pilot Knowledge Test, the first step to become an airplane pilot. Instruction covers aircraft systems, aerodynamics, weather, FAA regulations, flight instruments, and navigation. Add an introductory flight for $99 (40 minutes of flight time). Course consists of 10 modules that you will schedule at your convenience directly with instructor.
Matt Binner
Tue-Mon | Sep 1-Dec 31 (meets 10x) | 6-9pm | $999
Airworks LLC | 153TP1104 | 4 CEUs

PRIVATE PILOT HELICOPTER GROUND SCHOOL COURSE
Students are provided with all of the knowledge necessary to pass the FAA Private Pilot Knowledge Test, the first step to become a helicopter pilot. Instruction covers aircraft systems, aerodynamics, weather, FAA regulations, flight instruments, and navigation. Add an introductory flight for $99 (20 minutes of flight time). Course consists of 10 modules that you will schedule at your convenience directly with instructor.
Matt Binner
Tue-Mon | Sep 1-Dec 31 (meets 10x) | 6-9pm | $999
Airworks LLC | 153TP1102 | 4 CEUs

PROTECTIVE SERVICES PROFESSIONAL
The Protective Services Professional Certification 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.

PROTECTIVE SERVICES PROFESSIONAL CERTIFICATION
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.
Steve Krystek
Mon-Wed | Oct 5-7 | 8am-5pm | $1,749
Thur-Sun | Oct 8-11 | 8am-5pm | $1,119
UNLV Campus | 152UA1100 | 3.6 CEUs

UNMANNED AIRCRAFT SYSTEMS (UAS)
Be on the forefront of Unmanned Aircraft Systems (UAS) design, operation, and policy. UNLV’s UAS Certificate takes an interdisciplinary approach, covering not only UAS design and operation, but also privacy and legal issues. The state of Nevada is one of just six UAS research and test sites nationwide selected by the FAA. UNLV’s proximity to this designated airspace combines with substantial faculty expertise to create a unique opportunity for learning state-of-the-art UAS technology. The UAS certificate is offered in partnership through UNLV Continuing Education and the Howard R. Hughes College of Engineering. The certificate program is open to anyone interested in this rapidly growing field of aviation.

Prerequisites: UAS Design & Applications must be taken prior to UAV Simulation & Testing.
To earn the Unmanned Aircraft Systems Certificate you must successfully complete four core courses.

CORE COURSES:
• UAS Design & Applications
• Private Pilot Ground School
• Privacy, Publicity & Defamation
• UAV Simulation & Testing

For a comprehensive list of all courses, please visit the UNLV website.

UNMANNED AIRCRAFT SYSTEMS (UAS) DESIGN & APPLICATIONS
Begin your Unmanned Aircraft Systems (UAS) training with an overview of UAS terms, components, basic principles, engineering designs, navigational systems, sensors, and data links utilized by the global industry. Course will also cover major UAS functional and range classifications, military and civilian applications, and command and control options. Current limitations and future capabilities will be addressed through a review of UAS case studies.
Jonathan Daniels
Fri | Aug 28-Dec 4 (meets 13x)* | 10am-12:45pm | $694.50
UNLV Campus | 152UA1100 | 3.6 CEUs
*Class does not meet Oct 30 & Nov 27.

UAV SIMULATION & TESTING
Plan and carry out experimental test flights of UAS. The course begins with an overview of experimental flight test terms, covers experimental test flight planning and procedures, allows you to operate simulators, and finishes with an actual flight of a small UAS. Successful completion prepares the student to apply for a Federal Aviation Administration Repairman certificate. This course is also offered as academic credit course EGG 470.
Jonathan Daniels
Fri | Aug 28-Dec 4 (meets 13x)* | 1-3:45pm | $926
UNLV Campus | 152UA1103 | 3.6 CEUs
*Class does not meet on Oct 30 & Nov 27.

Register online at http://ced.unlv.edu/cat2015
Register by phone at 702-895-3394

DOGS

DOG OBEDIENCE

DOG OBEDIENCE TRAINING I
Eliminate problem behaviors and establish a lasting bond with your dog through proper control on and off a leash. Your canine companion will learn heel, automatic sit, sit-stay, down, down-stay, come, no, and OK. You will learn how to deter jumping, barking, house soiling, and more. The first class is taught without your dog and will be 1.5 hours. All remaining classes will meet behind the Paradise campus with your pet. Bring proof of shots. A supply list will be discussed at the first class meeting. Dogs should be at least 16 weeks old.

Sonya Hersh, M.S.
Sun | Sep 13-Oct 18 (meets 6x) | 7:30-8:30pm | $99
PAR Field | 153DO2186

DOG OBEDIENCE TRAINING II
After a review of the basic commands of sit, stay, heel, and come, training will advance to include increased distractions, hand signals, drop it, leave it, and limited use of vocal commands. The first class is taught without your dog. Bring proof of shots and proof of participation in a basic obedience class. A supply list will be discussed at the first class meeting, which is the same as basic obedience class.

Sonya Hersh, M.S.
Sun | Oct 11-Nov 22 (meets 6x)* | 6-7pm | $109
PAR Field | 153DO2253
*Class does not meet Nov 1.

DOG OBEDIENCE TRAINING III-CANINE GOOD CITIZEN
Canine Good Citizen (CGC) is a certification program testing dogs in everyday situations in a relaxed atmosphere. The purpose is to ensure your favorite companion can be a respected member of the community who acts mannerly at home and in public places. Each week your dog will complete specific behavior assessments and tasks. The CGC test will be held on the last day of class. Dogs completing all steps will receive their CGC certification. Some insurance companies offer discounts for homeowners with certified pets. Bring your dog, proof of shots, and proof of participation in a basic dog obedience class to the first day of class, which will be held behind the Paradise campus.

Sonya Hersh, M.S.
Sun | Nov 8-Dec 13 (meets 6x)* | 4-5pm | $129
PAR Field | 153DO2254
*Class does not meet on Nov 29.

PET FIRST AID

PET FIRST AID & CPR
Be prepared in the event of a pet accident or medical emergency. Learn pet CPR and choking management, pet bandaging techniques, and how to build a pet first-aid kit. This workshop is open for all animal lovers and is hands-on, using stuffed animals to simulate theories and pet emergencies. Please do not bring your pet to class. This is an AMCP graduation prerequisite. AMCP includes this course during normal class times.

Amy Herzlich
Mon & Thu | Oct 19-22 (meets 2x) | 5:30-8pm | $89
PAR Room 400 | 153PT2284 | 0.5 CEU

ANIMAL MASSAGE

Use the power of touch to nurture optimal animal health, strengthen the human-animal bond, and produce happier, healthier pets. IPTouch’s Animal Massage and Care Provider (AMCP) Certification is ideal for anyone who interacts with animals, including pet owners, vet techs, groomers, trainers, pet sitters, and equestrians.

To earn the Animal Massage & Care Provider Certificate you must successfully complete the certification course plus Pet First Aid & CPR which is now offered during class hours.

ANIMAL MASSAGE & CARE PROVIDER (AMCP) INFORMATION SESSION
Strong hands and a warm heart can work together to keep the animals under your care healthy and happy. Gain a better understanding of the Animal Massage and Care Provider (AMCP) curriculum and find out if the program is right for you. Explore possibilities for integrating AMCP practices into your current work with animals, or find out how to build an independent AMCP business. Instructor will share her experience and answer your questions.

Amy Herzlich
Thu | Aug 20 | 5:30-7:30pm | No Charge
PAR Room 300 | 152PT2106

ANIMAL MASSAGE & CARE PROVIDER (AMCP) CERTIFICATION
Add a new dimension to your animal care with IPTouch Animal Massage for small, large, exotic, and aviary animals. Course topics include behavioral observation, anatomy and physiology for a variety of animals, touch techniques, and record keeping. Gain understanding through in-class demonstrations, research projects, off-site observations, field trips, and an open book final exam and portfolio review. AMCP includes Pet First Aid and CPR during normal class times. Students are required to complete a two hour field trip, 10 hours of projects, and 40 hours of documentation and record keeping working with animals outside of the course meeting times.

Prerequisite: Basic knowledge of computer use.

Amy Herzlich
Thu & Mon | Sep 3-Dec 17 (meets 29x)* | 5:30-8:30pm | $1,499
PAR Room 400 | 153PT2101 | 15 CEUs
*Class does not meet Sep 7 & Nov 26.
ARTS & CRAFTS CLASSES

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 and collage options, composition, creative aids, simple special effects, and critiques. Supply list will be provided.

Gabbie Hirsch
Wed | Sep 16-Oct 14 (meets 5x) | 6-9pm | $129
PAR Room 133 | 153AR1121

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

Gabbie Hirsch
Wed | Oct 21–Nov 18 (meets 5x) | 6-9pm | $129
PAR Room 133 | 153AR1100

CARTOONING
Transform your creative ideas and love of drawing into cartoons and comic book art. Gain start-to-finish experience with cartooning, from developing character concepts to completing paneled comic strips. Students will learn drawing techniques, expressions, panel compositions, and more from a professional, published artist with extensive cartooning and illustration experience.

Cristian Aluas
Tue | Oct 6-27 (meets 4x) | 6-8pm | $109
PAR Room 511 | 153AR1201

DRAWING I
Work through a number of exercises designed to train the eye, hand, and imagination to work as a team. Learn about shapes, shading, contour drawing, and negative space. This class provides a step-by-step introduction for people who have not drawn before or who would like a refresher class. Supply list will be provided.

S.C. Jones
Wed | Oct 14–Nov 18 (meets 5x)* | 6-8:30pm | $129
PAR Room 403 | 153AR1130
*Class does not meet on Nov 11.

INTRODUCTION TO ART APPRAISALS: WHAT ART’S WORTH & WHY
Browsing art galleries, weekend shows, and museum collections can leave people bemused by what is classified as art and confused about how a price is determined. Reality shows offer some insight, but they do not always give the full picture. We will cover the different materials, techniques, and even reproduction processes affecting value, and explore resources for making value comparisons. Only two-dimensional works - paintings and prints - will be discussed in this course.

Gabbie Hirsch
Sat | Sep 19-Oct 10 (meets 4x) | 10am-noon | $109
PAR Room 511 | 153AR1194

PAINT LIKE THE OLD WORLD MASTERS I
Practice painting techniques and work with devices employed regularly by the old world masters. Most students of art have likely heard about under painting, dead layers, glazing, camera obscura, and camera lumina, but very few university or even art institute programs make time for students to actually practice these techniques. Renaissance, Baroque, Rococo, and Neoclassical masters used many ingenious methods for creating depth, gauging perspective, and using available pigments to best advantage. The processes learned by practice in this class will change the way you look at all art and art making. Supply list will be provided.

Kelly Knox
Sat | Sep 19-Oct 24 (meets 6x) | 1-4pm | $149
PAR Room 300 | 153AR1166

PAINT LIKE THE OLD WORLD MASTERS II
Paint using secrets the old world masters passed along to their apprentices. The two parts of this course cover distinct painting techniques so students may take them in any order. In Part II, the emphasis is on the intense lighting of the scene, differences between traditional and mannered shapes of the figure, and the dramatic effects that can be achieved with both. This class is suitable for beginners as well as more advanced artists. Supply list will be provided.

Kelly Knox
Sat | Nov 7-Dec 19 (meets 6x)* | 1-4pm | $149
PAR Room 300 | 153AR1167
*Class does not meet on Nov 28.

POTTERY: HAND BUILDING
Explore a multitude of methods for hand-building with clay, such as joining pieces, surface manipulation, and various slab techniques. Hand-building techniques covered in class vary from coil, to slab, to pinch methods. Skills and knowledge obtained through this class open the door to endless possibilities.

Thomas Bumblauskas
Thu | Sep 10-Oct 29 (meets 8x) | 10am-1pm | $125
Clay Arts Vegas | 153AR1202A
Sat | Sep 12-Oct 31 (meets 8x) | 10am-1pm | $125
Clay Arts Vegas | 153AR1202B

Register online at http://ced.unlv.edu/cat2015
**POTTERY: WHEEL THROWING**
Transform a nondescript lump of clay into something beautiful, creative, or even practical using a potter’s wheel. Instruction begins with the basics of centering, throwing, trimming, and glazing, and then progresses to more complex concepts such as handles, lids, decorative elements, and sculptural manipulation.

Thomas Bumblauskas

Wed | Sep 9-Oct 28 (meets 8x) | 10am-1pm | $125
Clay Arts Vegas | 153AR1203A

Wed | Sep 9-Oct 28 (meets 8x) | 6-9pm | $125
Clay Arts Vegas | 153AR1203B

Sat | Sep 12-Oct 31 (meets 8x) | 1-4pm | $125
Clay Arts Vegas | 153AR1203C

**STONE CARVING**
Work with the natural shape of the stone as you learn the use of carving tools, practice finishing techniques, and experiment with 3D design. Use of studio tools is included. Bring protective eyeglasses or safety goggles to the first class. Expect to pay approximately $70-$100 for a stone. No previous art background is required.

Sharon Gainsburg

Sat | Sep 12-Nov 14 (meets 10x) | 9:30am-12:30pm | $399
Sharon Gainsburg Studio | 153AR1114

**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

Sat | Sep 26-Oct 24 (meets 5x) | 1:30-4:30pm | $129
PAR Room 107 | 153AR1140

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

Gabbie Hirsch

Sat | Nov 7-Dec 12 (meets 5x)* | 1:30-4:30pm | $129
PAR Room 107 | 153AR1141

*Class does not meet Nov 28.

**WOODWORKING I**
Learn how to set up, use, and maintain all major woodworking tools including the table saw, jointer, planer, drill press, band saw, and a variety of stationary sanders. Classes meet in a well-equipped woodshop, featuring three SawStop table saws, two jointers, two planers, and much more. Participants complete three projects designed to teach practical use of the tools. Upon completion, feel confident enough to not only use all of these tools, but to make wise purchases of your own tools. Students will need to pay $95 for materials at the first class session.

Jamie Yocono

Sun | Sep 20-Oct 25 (meets 6x) | noon-3pm | $254
Wood It Is! | 153AR1190A

Tue | Nov 10-Dec 15 (meets 6x) | 6-9pm | $254
Wood It Is! | 153AR1190B

**WOODWORKING II**
Follow up your first woodworking class with this advanced techniques course focused on new joinery and skills to help you build amazing future projects. Learn to make drawers and doors, cut compound miter joints, set up and cut finger joints, construct mortise and tenon joinery, and much more. We will complete a few simple projects designed to help you practice newly acquired skills. Students will need to pay $95 for materials at the first class session.

Prerequisite: Woodworking I

Jamie Yocono

Mon | Nov 16-Dec 21 (meets 6x) | 6-9pm | $254
Wood It Is! | 153AR1192

**WOODWORKING-MAKING A TAMBOURED BOX**
Master the art of tambours (remember old roll-top desks?) and make a gorgeous tamboured box. Covered woodworking techniques include plunge and template guide routing. Hands-on demos include making templates for your future boxes and correct tambour construction. This box is an all-time favorite - start taking orders! Students will need to pay $50 for materials at the first class session.

Prerequisite: Woodworking I

Jamie Yocono

Wed | Sep 23-Oct 7 (meets 3x) | 6-9pm | $129
Wood It Is! | 153AR1186
HOME & GARDEN CLASSES

CONTAINER GARDENING FOR LAS VEGAS
Add color, seasonal interest, and dimension to your yard or patio with container gardening. Discuss the correct soil, planting methods, types of containers, and proper watering for pots. Beginners will learn some easy plant combinations; seasoned green-thumbs will add interest with alternate plants and more complex combinations.

Amy Zeldenrust
Tue | Sep 29 | 2-4pm | $39
PAR Room 107 | 153HA1145

GROWING FALL & WINTER VEGETABLES
Get the satisfaction of stepping into your own backyard to harvest delicious, nutritious food for your family. Learn how to create a raised bed for your vegetable garden, what plants will grow through the winter in Las Vegas, and how to water and care for your garden for maximum production.

Amy Zeldenrust
Tue | Sep 15 | 2-4pm | $39
PAR Room 107 | 153HA1108

GROWING & USING HERBS FROM YOUR YARD
You can grow fresh herbs all year in Las Vegas. Learn which herbs will grow in your garden, and how to use them for easy hors d'oeuvre and cooking ideas. We will experiment with fresh herbs and different recipes which you will be able to sample in class.

Amy Zeldenrust
Tue | Sep 22 | 2-4pm | $39
PAR Room 107 | 153HA1109

REGISTER EARLY:
Register at least 15 business days in advance for best course selection and availability.
**Computers**

**PERSONAL COMPUTING**

**MICROSOFT OFFICE-BASICS**

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

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

John Larson

Mon | Oct 26-Nov 30 (meets 6x) | 1-3pm | $189
PAR Room 123 | 153CW8177

**PERSONAL COMPUTING-BASICS**

This is a very basic class for those just learning how to use their computer and the Microsoft Windows operating system. Learn how to properly turn the computer on and off, understand the difference between single click, double click, left click and right click on a computer mouse, use a simple word processing application, explore the Internet, and discover how to properly care for and maintain your computer through simple and easily accessible applications already on your computer.

John Larson

Mon | Sep 14-Oct 19 (meets 6x) | 1-3pm | $189
PAR Room 123 | 153CW8193

**MICROSOFT OFFICE: ESSENTIALS**

Freshen up on your Microsoft Excel and Microsoft Word skills. This series is geared toward undergraduate and graduate students who use these applications as they pursue a degree or for the general public who want to learn the essential skills of the software.

Excel Essentials courses only are offered individually for $69, or as a three-class bundle (Excel Essentials (153CU1100A/B), Excel Essentials-Analyzing Data (152CU1110A/B), and Excel Essentials-Presenting Data (153CU1111A/B) for $129.

**EXCEL ESSENTIALS**

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

*Prerequisites:* Basic working knowledge of Excel.

Sharon Fry

Tue | Oct 6 | 1-4pm | $69
PAR Room 123 | 153CU1100A | 0.3 CEU

Tue | Nov 3 | 1-4pm | $69
PAR Room 123 | 153CU1100B | 0.3 CEU

**EXCEL ESSENTIALS-ANALYZING DATA**

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

*Prerequisites:* Excel Essentials or equivalent, subject to instructor approval.

Sharon Fry

Wed | Oct 7 | 1-4pm | $69
PAR Room 123 | 153CU1110A | 0.3 CEU

Wed | Nov 4 | 1-4pm | $69
PAR Room 123 | 153CU1110B | 0.3 CEU

**EXCEL ESSENTIALS-PRESENTING DATA**

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

*Prerequisites:* Excel Essentials or equivalent, subject to instructor approval.

Sharon Fry

Thu | Oct 8 | 1-4pm | $69
PAR Room 123 | 153CU1111A | 0.3 CEU

Thu | Nov 5 | 1-4pm | $69
PAR Room 123 | 153CU1111B | 0.3 CEU
WORD ESSENTIALS—WORKING WITH LONG DOCUMENTS

Make use of the advanced features available in Word to efficiently produce long documents such as term papers or research reports. With a particular emphasis on APA style compliance, learn to apply paragraph formatting; insert cover pages; use page layout features to control text flow, headers, footers, and page numbering; automatically generate and maintain table of contents, footnotes, and endnotes; insert citations and captions; generate bibliographies and tables of figures and authorities; mark entries for and insert an index; and use tools for proofing and reviewing.

Prerequisites: Must have working knowledge of Microsoft Word.

Sharon Fry
Wed | Oct 21 | 1-4pm | $69
PAR Room 123 | 153CU1112 | 0.3 CEU

MICROSOFT FOR THE WORKPLACE

Take advantage of the many tools available in Microsoft Office and improve your efficiency and effectiveness in your work.

To get the most from these courses, you should have a working knowledge of Windows and the Internet, including creating, opening, saving, and printing files.

Although we provide the required software programs in our computer labs during instructional times, you will also need access to the software, if applicable, at home or at work to complete exercises, assignments, and projects.

EXCEL 2010-LEVEL I

Manage cells, columns, rows, worksheets, and workbooks in Excel. Additionally, learn to apply functions, create charts, filter and sort data, and create pivot tables. Assignments outside of class will provide you with a variety of spreadsheet experiences to enrich your understanding of Excel. Required textbook(s): Exploring Microsoft Excel 2010 Comprehensive (ISBN: 9780135098592).

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

Sharon Fry
Wed | Aug 26-Sep 23 (meets 5x) | 6-8pm | $269
PAR Room 123 | 152CW8163A | 1 CEU

EXCEL 2010-LEVEL II


Prerequisite: Successful completion of Excel 2010-Level I or have similar working knowledge and experience.

Sharon Fry
Mon | Oct 19–Nov 16 (meets 5x) | 6-8pm | $269
PAR Room 123 | 153CW8138 | 1 CEU

INTERNET DESIGN & TECHNOLOGY

Prepare for career opportunities in Internet design and development. All certificate candidates will build a strong foundation with core classes in web and graphic design technologies. Next, focus your skills with electives to suit your career interests. Complete and present a comprehensive interactive media project in a final capstone class.

To earn the Internet Design & Technology Certificate you must successfully complete seven core courses plus an additional 3.6 CEUs of elective courses.

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.

CORE COURSES:
• Adobe Dreamweaver-Level I
• Adobe Dreamweaver-Level II
• Adobe Photoshop-Level I
• HTML-Level I
• HTML-Level II
• Program Final: Putting it All Together (Must be the last course taken)
• Search Engine Optimization & Online Marketing

ELECTIVE COURSES:
• Adobe Illustrator-Level I
• Adobe Illustrator-Level II
• Adobe InDesign-Level I
• Adobe Photoshop-Level II
• Cascading Style Sheets
• Introduction to Content Management
• Introduction to Google AdWords
• WordPress-Level I (offered on a rotating basis)
PRINT & 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 & 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.

To earn the Print Design Certificate you must successfully complete four core courses. To earn the Graphic Design Certificate you must successfully complete six core courses plus an additional 1.3 CEUs of elective courses. 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 (formally Basic Certificate)

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

GRAPHIC DESIGN CERTIFICATE (formally Advanced Certificate)

**CORE COURSES:**
- Adobe Illustrator-Level I
- Adobe Illustrator-Level II
- Adobe InDesign-Level I
- Adobe Photoshop-Level I
- Adobe Photoshop-Level II
- Graphic Design Capstone: Designing Your Brand Using Adobe Software (Must be the last course taken)
- An Additional 1.3 CEUs of Elective Courses (offerings vary by semester)

ADOBE ILLUSTRATOR CS6-LEVEL I
Generate crisp, scalable, vector-based artwork in Adobe Illustrator CS6. Beginners and those with slight experience will learn principles of good graphic design as they create and transform shapes, draw with the pen tool, work with typography, and color and paint in Illustrator. Illustrator is a designer’s go-to tool for illustrations, logos, business cards, signs, ads, and much more. Required textbook(s): *Against the Clock: Adobe Illustrator CS6* (ISBN: 9781936201136).

Jessica Kennedy
Tue | Sep 22-Oct 27 (meets 6x) | 5:30-8:30pm | $309
PAR Room 125 | 153WM8121 | 1.6 CEUs

ADOBE ILLUSTRATOR CS6-LEVEL 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. Required textbook(s): *Against the Clock: Adobe Illustrator* (ISBN: 9781936201136).

Prerequisite: Adobe Illustrator-Level I or have similar working knowledge and experience.

Jessica Kennedy
Tue | Nov 3-Dec 8 (meets 6x) | 5:30-8:30pm | $309
PAR Room 125 | 153WM8100 | 1.6 CEUs

ADOBE INDESIGN CS6-LEVEL I

Prerequisite: HTML-Level I or have similar working experience.

Jacob McCarthy
Wed | Sep 9-Oct 14 (meets 6x) | 5:30-8:30pm | $309
PAR Room 125 | 153WM8106 | 1.6 CEUs

ADOBE PHOTOSHOP CS6-LEVEL I
Create, design, and manipulate print-based artwork, web-based graphics, and digital photography with Adobe Photoshop CS6. Students will learn to perform basic tasks in Photoshop, including color correction, retouching, creating composite images, using masks, resizing images, adding text, and creating art from scratch. This course targets advanced beginners who use Photoshop for personal and professional projects and wish to broaden their knowledge and skills in this program. Required textbook(s): *Adobe Photoshop CS6 Classroom in a Book* (ISBN: 9780321827333).

Jacob McCarthy
Thu | Sep 10-Oct 15 (meets 6x) | 5:30-8:30pm | $309
PAR Room 125 | 153WM8122 | 1.6 CEUs
ADOBE PHOTOSHOP CS6-LEVEL II
Harness the more powerful elements of Adobe Photoshop CS6 to elevate the quality of your photographic and graphic design projects. This course targets intermediate users who wish to broaden their skills and get updates on the latest available features. Explore advanced layer functions and compositing, advanced retouching and masking, and prepare files for both print and web output. Required textbook(s): Adobe Photoshop CS6 Classroom in a Book (ISBN: 9780321827333).

Prerequisite: Adobe Photoshop-Level I or have similar working knowledge and experience.

Jacob McCarthy
Sat | Oct 3-24 (meets 4x) | 9am-noon | $259
PAR Room 125 | 153WM8123A | 1.2 CEUs
Thu | Oct 29-Nov 19 (meets 4x) | 5:30-8:30pm | $259
PAR Room 125 | 153WM8123B | 1.2 CEUs

INTRODUCTION TO GOOGLE ADWORDS
CTR, quality score, impressions, CPA, conversion rate, negative keywords, ROI, placements, CPC—What does it all mean? If you are lost in the world of online advertising, looking for new ways to reach potential customers, or wanting to grow your business, this course is for you. Generate instant website traffic by harnessing the power of pay-per-click (PPC) advertising using Google AdWords. Beat the learning curve and create successful PPC campaigns no matter what your budget. Choose when and where your advertising is seen, set your ad spend budget, measure and track your results using analytics, and optimize your campaign for even greater return on investment. Learn approaches to market research, copywriting techniques, split testing, analytics, budgeting, and more.

Prerequisite: HTML-Level I course or have similar working experience.

John Larson
Thu | Oct 29-Nov 19 (meets 4x) | 6-9pm | $289
PAR Room 123 | 153WM8166 | 1.2 CEUs

SEARCH ENGINE OPTIMIZATION & ONLINE MARKETING
Maximize search engine hits, grab your customers’ attention, and convert web visits into sales with a well-designed website. Learn about search-engine-friendly design, copywriting for online success, effective keywords, successful link building, and tracking results. Get creative with your marketing budget with pay-per-click (PPC) campaigns, display ads, and landing pages. Create an effective e-commerce website with an emphasis on usability and designing to sell.

Prerequisite: HTML-Level I or have similar working experience.

John Larson
Tue | Sep 1-Oct 13 (meets 7x) | 6-8pm | $309
PAR Room 123 | 153WM8125 | 1.4 CEUs

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. Upon completion of this capstone course, you will be prepared to enter the world of professional print design. The last session of the class is an on-site tour of a local print shop, where you will see firsthand how a job goes from digital file to final printed piece. Meet the equipment operators and observe pre-press, digital printing, bindery, press operation, and various finishing techniques such as embossing and folding.

Jacob McCarthy
Mon | Oct 19-Nov 9 (meets 4x) | 5:30-8:30pm | $209
PAR Room 125 | 153WM8156 | 1.2 CEUs

PROGRAM FINAL-PUTTING IT ALL TOGETHER
This course must be the last class taken to complete the requirements of the Internet Design and Technology Certificate Program. You will demonstrate the knowledge and skills you have acquired in the program by completing a conceptual comprehensive written exam as well as working on a practical in-class project redesigning an outdated website to take advantage of the latest technologies and tools.

John Larson
Thu | Aug 20-27 (meets 2x) | 5:30-8:30pm | $89
PAR Room 125 | 152WM8124 | 0.6 CEU
INFORMATION TECHNOLOGY CERTIFICATE
The Information Technology (IT) Certificate is offered in partnership with UNLV’s Howard R. Hughes College of Engineering. Potential IT career applications include data analysis, web development, and database administration. After completing the required coursework students will be able to:

• Apply programming principles in the construction of software systems
• Implement development concepts to create web-based applications
• Develop and interact with data sets using different tools and techniques

To earn the IT Certificate you must complete the following five IT certificate courses with a grade of “C” or higher in each course and an overall GPA of 2.5/4.0 to demonstrate mastery of each subject:

CORE COURSES:
• Computing Languages: Ruby
• Introduction to Internet & World Wide Web
• Managing Big Data & Web Databases
• Human-Computer Interaction
• Information Assurance

COMPUTING LANGUAGES: RUBY
Apply basic programming concepts using the Ruby programming language. Ruby is a flexible, human-readable, fully object-oriented programming language that is easily grasped by introductory programming students. Cover and practice core programming concepts including sequence, selection, repetition, functional decomposition, object-oriented programming, and file operations. This course is also offered for credit as CS140. Required textbook(s): The Well-Grounded Rubyist (ISBN: 9781617291692).

Prerequisite: Ability to program in a high-level language.

Guymon Hall
Mon | Aug 24-Dec 5 (meets 15x) | 2:30-5pm | $717.75
UNLV Campus | 153IT1100 | 4.5 CEUs

HUMAN-COMPUTER INTERACTION
Human-Computer Interaction (HCI) is an important consideration when designing technologies for education, business and industry, personal use, and safety systems. Cover the fundamental concepts and techniques for design, implementation, and evaluation of HCI. Topics include foundations of human-computer interaction, human-centered design, understanding users, affective aspects, data gathering, prototyping, and evaluation of user interfaces. This course is also offered for credit as ITE 444. Required textbook(s): Interaction Design: Beyond Human-Computer Interaction (ISBN: 9781119020752).

Fatma Nasoz
Tue & Thu | Aug 25-Dec 3 (meets 15x) | 2:30-3:45pm | $717.75
UNLV Campus | 153IT1103 | 4.5 CEUs

INTRODUCTION TO INTERNET & WORLD WIDE WEB
Build web development and management skills using the Ruby on Rails framework. Topics include front-end/back-end development and Model-View-Controller. Become acquainted with the underlying theory behind web-based technologies and build practical experience in the use of web resources in areas such as education, scholarship and research, interpersonal and group communication, virtual communities, electronic publishing, and electronic commerce. A series of phased projects will be assigned for hands-on programming practice during the associated lab component. This course is also offered for credit as CS270/CS270L. Required textbook(s): Agile Web Development with Rails 4 (ISBN: 9781937785567).

Prerequisite: Ability to program in a high-level language.

Guymon Hall
Wed | Aug 26-Dec 2 (meets 15x) | 2:30-5pm | $717.75
UNLV Campus | 153IT1101 | 4.5 CEUs

MANAGING BIG DATA & WEB DATABASES
Understand and apply concepts and techniques of database management for real-time web and big data applications. The course will focus primarily on NoSQL, object-oriented, and XML databases. Topics include characteristics and significance of NoSQL databases, NoSQL data formats, key and value pairs, basic schema in NoSQL, and table structures and data types. Assigned projects in SQLite, MongoDB, and Postgres will demonstrate the capabilities of these databases. This course is also offered for credit as ITE451/651. Course may be taken concurrently with Introduction to the Internet & World Wide Web. Required textbook(s): Oracle SQL (ISBN: 9780131011380) & Making Sense of NoSQL (ISBN: 9781617291074).

Prerequisite: Computing Languages: Ruby.

Guymon Hall
Tue | Aug 25-Dec 1 (meets 15x) | 2:30-5pm | $717.75
UNLV Campus | 153IT1102 | 4.5 CEUs

INFORMATION ASSURANCE
Develop knowledge of contemporary vulnerabilities, threats, and attacks in information and computing systems, and manage strategies for mitigating risks. Course topics include information security technologies, cryptography, administrative management and response, threats to information security, privacy in computing, and legal/ethical issues relating to information security. Students will develop proficiency in various software tools for information security and apply knowledge to case studies. This course is also offered for credit as CS443. Required textbook(s): Principles of Information Security (ISBN: 9781111138219).

Ju-Yeon Jo
Tue & Thu | Aug 25-Dec 3 (meets 15x) | 4-5:15pm | $717.75
UNLV Campus | 153IT1104 | 4.5 CEUs

REGISTER EARLY:
Register at least 15 business days in advance for best course selection and availability.

Register by phone at 702-895-3394
FASHION DESIGN

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).

To earn the Fashion Design Certificate you must successfully complete four core courses plus an additional 7.2 CEUs of elective courses. Courses may be taken individually to expand your skill set.

CORE COURSES:
- Basic Sewing
- Dressmaker Studio
- Fashion Illustration
- Patternmaking
- An Additional 7.2 CEUs of Elective Courses (offerings vary by semester)

BASIC SEWING

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

Project: Design and construct top, pants, and skirt.

Maria Bruce
Sat & Sun | Sep 12-27 (meets 6x) | 10am-3:25pm | $359
PAR Room 401 | 153FD2102A | 3.2 CEUs

BUSINESS OF FASHION DESIGN WORKSHOP-
ELEMENTS & DESIGN

In fashion, creative little details make the difference. Transform traditional details-collars, cuffs, pockets, pleats, etc.-into eye-catching, trend-setting design elements. Your designs will stand out on the runway, on the street, and on merchandise displays! Find out how established fashion designers create exhilarating apparel lines by combining different body silhouettes, colors, details, and trimmings. Be inspired to take your design ideas in a completely new direction. You will be introduced to several tools for making fashion presentations, including fashion figure templates, mood boards, and online media presentations. Project: Computer CD Design for Portfolio Presentation.

Gigi Morris
Tue | Sep 8-22 (meets 3x) | 5:30-9:30pm | $239
PAR Room 401 | 153FD2152 | 1.2 CEUs

DRESSMAKER STUDIO

Achieve a unique look and perfectly tailored fit for women’s clothing by working from a custom pattern. Designers will take a hands-on approach to high-end style and more advanced sewing technique by taking their project from inspiration all the way to a fabulous one-of-a-kind fitted garment.

Learn about seams, darts, pleats, grading, lining, interfacings, stiffening, buttonholes, fibers, and fabrics; each will affect how your finished garment fits and drapes. Projects: Design and draft a custom-fitted dressmaker’s pattern. Use your pattern to create a fashionable tailored garment.

Prerequisite: You must know how to sew and use patterns.

Maria Bruce
Sat & Sun | Oct 24-Nov 8 (meets 6x) | 10am-3:25pm | $359
PAR Room 401 | 153FD2161 | 3.2 CEUs

FASHION ILLUSTRATION

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


Prerequisite: Must have basic sewing skills.

Desiree Vittorio
Tue | Oct 6-Nov 24 (meets 8x) | 6-9:30pm | $359
PAR Room 401 | 153FD2142 | 3.2 CEUs
**FASHION MARKETING**
Discover tips and tricks for getting fashion designs noticed by retail buyers and customers. Fashion marketing promotes clothing lines to a target audience by creating a story, designing ads, and getting the collection seen. Professionals working in fashion marketing and merchandising use their understanding of style to examine fashion trends, help retailers stock fashion lines, coordinate sales, and promote goods. Learn about generating clientele, defining your target audience, and the retail fashion industry. Project: Design a product and marketing plan presentation board.

*Prerequisite: Must have basic sewing skills.*

Gretchen Marshall  
Thu & Wed | Oct 29-Nov 19 (meets 6x)* | 5:30-9:30pm | $289  
PAR Room 401 | 153FD2120 | 2.4 CEUs  
*Class does not meet Nov 11.

**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. Required textbook(s): *How to Draft Basic Patterns* (ISBN: 9780870051474).

*Prerequisite: Must have basic sewing skills.*

Maria Bruce  
Sat & Sun | Oct 3-18 (meets 6x) | 10am-3:25pm | $359  
PAR Room 401 | 153FD2105 | 3.2 CEUs

**STUDENT EVENT: FASHION FEST**
Attend the 2015 fashion design student event: Fashion Fest. Students from Fashion Illustration & Design will be scheduled for event networking and final project presentations.

NAFD  
Tue | Nov 24 | 5:30-9:30pm | No Charge  
PAR Room 133 | 153FD2125 | 0.4 CEU
FOOD & BEVERAGE CLASSES

ESSENTIAL KNIFE SKILLS
Become a successful, efficient, and safe cook by mastering proper knife techniques. Observe and practice proper knife handling and sharpening, learn how to slice, dice, and chop, and discover the art of cutting up a chicken. If you have them, bring your own knives to class for hands-on practice.

Chef Les Kincaid
Fri | Sep 25 | 2-4:30pm | $49
PAR Room 300 | 153HA1238

HEARTY SOUPS & STEWS
Enjoy a steamy, nutritious soup or stew as the weather turns cool. When prepared properly, a soup or stew makes the perfect dish for stretching your dollar for family meals and entertaining. Both can be made with fresh ingredients and easily frozen for quick meals during the week. Taste and enjoy several soups and stews with recipes you can easily modify based on what is in your pantry.

Chef Les Kincaid
Tue | Oct 27-Nov 3 (meets 2x) | 6-8:30pm | $109
Ferguson Enterprises | 153HA1181

HERBS & SPICES WORKSHOP
Equip your pantry with the essential herbs and spices for more flavorful cooking. Learn what herbs and spices you should always have in stock, how to store them, and when to get rid of them. You will have a chance to be creative and mix up your own signature blend to take home with you.

Chef Les Kincaid
Fri | Oct 23 | 2-4:30pm | $49
PAR Room 140 | 153HA1172

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

Chef Les Kincaid
Tue | Sep 8 | 6-8:30pm | $49
Ferguson Enterprises | 153HA1158

HOME BREW WORKSHOP
Brew your own craft beer and appreciate the subtle smells, flavors, and tastes of various beer styles. During the first meeting discuss the beer making process, sample grains and hops, talk about yeast, and start an extract beer as a class. Week two, visit a local brewery or taproom to sample beers and talk with the head brewer. Next comes a bottling day, followed by a second brewery or taproom field trip. The course culminates in a taste test of the class beer and an opportunity to pair various beer styles with meats and cheeses. You must be 21 to enroll in this class.

Gary Hails, MBA
Wed | Sep 23-Oct 21 (meets 5x) | 6:30-9pm | $149
U Bottle It | 153HA1176

MAKE IT A CELEBRATION!
Liven up your holiday table with new twists on the traditional meal. Fresh takes on main dish recipes will satisfy guests who look forward to tried-and-true tastes as well as entice those who are open to new flavors. Cooks will leave class with a multitude of recipes for main dishes and tips for holiday meal success. Sample various recipes and enjoy sparkling wine during class. You must be 21 to enroll in this class.

Chef Les Kincaid
Tue | Nov 17 | 6-8:30pm | $59
Ferguson Enterprises | 153HA1188

PASTAS & SAUCES
Heighten the taste and texture of your pasta dishes once you understand how to properly pair the perfect pasta shape with your sauce. Red sauce, cream sauce, meat sauce, and oil-based sauce each work well with certain characteristics in pasta. Both dry and fresh pasta come in a multitude of shapes and sizes, so the choices can seem overwhelming. You will experience various pastas and sauces in this fun and informative class. Recipes to make your own pasta will also be included.

Chef Les Kincaid
Tue | Sep 29-Oct 6 (meets 2x) | 6-8:30pm | $109
Ferguson Enterprises | 153HA1174
BEER STEWARD
This certification gives participants an overview on how to properly handle, store, and present a variety of beers to maintain flavor and freshness, with the ultimate goal of increasing sales by improving the beer consumer’s experience. Students completing this new and unique certificate program will build their resume for employment in restaurant management, brewery operations, liquor distribution and sales, or restaurant service.

BEER STEWARD & CONNOISSEUR CERTIFICATE PROGRAM
Add value to your customers’ experience by becoming a trusted expert on beer. Participate in weekly beer tastings to learn scents, colors, flavors, and mouth-feel of all the major beer styles, including American craft brews, British lagers, German ales, and Belgian Dubbles. There will also be instruction on historical and regional facts, taste and aroma characteristics, seasonal availability, proper serving and storage conditions, and classic beer and food pairings. Required textbook(s): Tasting Beer (ISBN: 9781603420891).

Alex Graham
Wed | Aug 19-Oct 28 (meets 11x) | 6-9pm | $559
UNLV Paradise Campus | 152WS6114 | 3.3 CEUs

SOMMELIER ACADEMY
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. The Advanced Sommelier Program targets wine professionals seeking career advancement, detailed knowledge, and a broad exposure to the world of wine.

To earn the UNLV Sommelier Academy Certificate you must successfully complete two core courses.

Vine to Wine: The Fundamentals may be taken individually to expand your skill set.

CORE COURSES
• Vine to Wine: The Fundamentals
• Advanced Sommelier (offered on a rotating basis)

VINE TO WINE-THE FUNDAMENTALS
Take your appreciation and knowledge of wine to the next level. Explore the wine making process, major types of grapes, and the different conditions affecting the world’s primary wine regions. Enjoyment of a wine is enhanced by exceptional presentation, so we will also cover essential service skills employed by the pros. Guest speakers will offer fresh perspectives on all aspects of the wine industry. Students will typically taste about 12 different wines each class day. By the end of the course, you will be able to identify key wine characteristics in a blind tasting. Program participants must be at least 21 years of age. Successful completion of Vine to Wine-The Fundamentals will prepare you for the advanced course of study or give you confidence to make informed personal purchase decisions. Discount Available: Take $200 off per person when a group of two or more registers in a single transaction. Call 702-895-3394 to register using a group discount.

Heath Hiudt
Mon | Oct 5-Jan 25 (meets 14x)* | 10:30am-5:30pm | $1,599
Total Wine & More-Henderson | 153WS6100 | 9.1 CEUs
*Class does not meet Nov 23, Dec 21 or Dec 28.
To keep up with emerging trends and your learning needs, UNLV Continuing Education continuously adds new programs and courses. They are designated with a **NEW** icon in this catalog. You can also go directly to the following new courses.

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Building a Photography Business…p. 40
Business of Fashion Design Workshop:
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Computing Languages: Ruby…p. 14
Creating & Managing a Volunteer Workforce…p. 25
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Video Editing Special Effects: Titles…p. 42
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Wedding Photography…p. 42
What's So Funny? Writing & Selling Humor…p. 29
Woodworking-Making a Tamboured Box…p. 8
TULE SPRINGS FOSSIL BEDS NATIONAL MONUMENT: AMERICA’S NEWEST NATIONAL PARK

America’s newest national park is right here in the Las Vegas Valley. Tule Springs Fossil Beds National Monument is a window into the Last Ice Age when fabled animals roamed the Las Vegas Valley, and early humans, recently arrived from Asia, began hunting them. The best way to visit this brand-new park is on a guided group tour with a leader who can explain the area’s geology, paleontology, archaeology, and history. The fossil deposits at Tule Springs were laid down during the Ice Age when the Las Vegas Valley was a lush valley supporting numerous megafauna, including mammoths, camels, bison, ground sloths, horses, American lions, and sabretooth cats. At Durango Drive and Upper Las Vegas Wash we will take a short hike into the monument through badlands topography and search for Ice Age fossils. If we find any we will photograph and GPS the location and not remove any fossils. We will lunch at Floyd Lamb Park in a lush, shady, watery environment not unlike what the valley looked like during the Ice Age.

Fee includes: roundtrip transportation, entrance to Floyd Lamb Park, boxed lunch, and two bottles of water per person.

Nick Saines
Sat | Sep 26 | 8am-1pm | $125
UNLV Paradise Campus, Back Parking Lot | 153EX1252

TRAVEL EXTENDED TOURS

DINOSAUR HUNT IN ST. GEORGE, UTAH

Follow in the footsteps of dinosaurs on the move 200 million years ago in southern Utah. Geologist Dr. Nick Saines heads a weekend expedition to St. George, Utah where you will explore some of the world’s best preserved dinosaur tracks. Begin your adventure with a curator-led tour of the St. George Dinosaur Discovery Site at Johnson Farm. In the afternoon, set out on a short, moderate hike to search for *Eubrontes* tracks left by large three-toed, meat-eating dinosaurs at the Spectrum Tracksite. Restart the hunt the following day with a short, moderate hike leading to *Eubrontes* and *Gallator* tracks and trackways in scenic Warner Valley.

Fee includes: instruction, transportation, one night lodging, breakfast, guided tour, and all admission fees. Not included: meals not previously mentioned.

Nick Saines
Sat & Sun | Oct 24-25 | 7am-5pm | $375*
UNLV Paradise Campus, Back Parking Lot | 153EX1260
*Single Occupancy $425

L.A. OF THE RICH & FAMOUS

Get a taste for the lifestyles of multi-millionaires and movie stars by immersing yourself in the hotspots of Los Angeles’s rich and famous. Day one focuses on the sights and glamour of Beverly Hills. Visit historic Rodeo Drive, home of the most exclusive shops in the country. After lunch, we will stop at the famed Paley Center Museum of Television and Radio, which houses thousands of television programs and radio shows. We will then stop at the “Church of the Stars,” the Church of the Good Shepherd, where Frank Sinatra was waked and Elizabeth Taylor was married to one of her husbands. On the way we will also visit the famed Beverly Hills Hotel, where Spencer Tracy and Katharine Hepburn had a cottage and Charlie Chaplin was a regular. On Sunday, spend the day at the Richard Meyer–designed Getty Museum in Brentwood. Located on a mountain top overlooking Los Angeles, the Getty houses one of the world’s greatest fine art collections. Tour the museum and its extensive gardens before returning to Las Vegas.

Fee includes: roundtrip transportation, one night lodging, hot breakfast buffet, and all admission fees. Not included: meals not previously mentioned.

Registration ends Sep 18, 2015.
Kevin Fahey
Sat & Sun | Oct 10-11 | 7am-8pm | $335*
UNLV Paradise Campus, Back Parking Lot | 153EX2145
*Single Occupancy $410
UTAH SHAKESPEARE FESTIVAL WITH HISTORIC & PREHISTORIC DETOURS

Combine an outing to one of the premier Shakespeare festivals in the West with a visit to the winter home of early Latter Day Saints religious leader Brigham Young and a stop at a well-preserved dinosaur trail. Depart Las Vegas Friday afternoon, arriving in Cedar City in time for dinner, pre-play green show, and Taming of the Shrew. On Saturday, enjoy festival events including morning literary seminars, a back stage tour, play orientations, and another green show. Matinee show is Charley’s Aunt; evening performance is King Lear. Sunday, on our way back from two days in 16th century England, we will go back 180 million years to see Jurassic dinosaur footprints in the Red Cliffs National Recreation Area, and then visit the 19th century winter home and office of Brigham Young. Breakfast is included with motel stay; lunches and dinners are on your own.

Fee includes: Instruction, transportation, UNLV one-day parking pass, two nights lodging, breakfast, admission to Saturday backstage tour, Shakespeare Festival ticket to Taming of the Shrew, Charley’s Aunt, and King Lear, and admission to all Sunday events. Not included: meals not previously mentioned.

Registration ends Aug 1, 2015.

Nick Saines
Fri-Sun | Aug 14-16 | 1-5pm | $645*
UNLV Paradise Campus, Back Parking Lot | 152EX1146
*Single Occupancy $750

ROAD SCHOLAR

‘Staycation’ with an exciting and dynamic Road Scholar program through UNLV. If you reside in Las Vegas and do not required hotel accommodations, enjoy a discount on the registration fee. Your registration fee includes all activities and most meals.

UNLV Featured Programs:
CRIME SCENE FORENSICS
(Road Scholar program #12156)
Distinguish the realities of crime scene investigation from the dramatizations in popular culture. Spend the week with criminal justice professionals, forensic pathologists, and scientists and see how old-fashioned detective work combines with cutting-edge technology to solve crimes.

Program Dates
Mon-Fri | Sep 28-Oct 2
Mon-Fri | Nov 2-6
Mon-Fri | Dec 7-11

THAT’S ENTERTAINMENT, LAS VEGAS STYLE!
(Road Scholar program #1662)
Get a true behind-the-scenes look at Las Vegas, the ‘Entertainment Capital of the World.’ Learn how the entertainment industry came to be in Las Vegas and have a showgirl take you backstage before enjoying two exciting evening performances, including a Cirque du Soleil production. Spend time visiting local treasures, including Red Rock Canyon, Mob Museum, and Neon Museum.

Program Dates
Sun-Fri | Oct 4-9
Sun-Fri | Oct 25-30
Sun-Fri | Nov 15-20

To register or receive additional information on these programs or Road Scholar lifelong learning scholarships, call Road Scholar Participant Services at 877-426-8056, or go online at www.roadscholar.org and enter the program number.
**Family**

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**GENEALOGY**

**GENEALOGY-TRY THIS AT HOME**

Preserve family memories and records as you discover your ancestral heritage through genealogy. Online programs, websites, and mobile applications have revolutionized family history research, making documenting your family roots both easy and inexpensive. Gain experience with time-tested investigation methods, exciting new research tools, and photo and document preservation techniques. You will compile a four-generation pedigree by assessing what information you or your relatives already have on hand, tackling research to fill in any blanks, and documenting all your findings.

Michael Bennion  
*Class does not meet Nov 11.

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**PARENTING & FAMILIES**

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-SHIELING YOUR CHILDREN FROM CONFLICT**

Divorced or separated parents can improve communication, reduce conflict, and redefine their parenting partnership for the well-being of their children. Working within a supportive group environment, the facilitator will lead group discussions and practical conflict resolution activities exploring issues common to many two-household families. It is recommended co-parents enroll in separate course sessions. Class sessions 1 & 8 mandatory for successful completion of the course.

Margaret Pickard, J.D.

**KIDS IN DIVORCE & SEPARATION (KIDS)**

**KIDS: KIDS IN DIVORCE & SEPARATION (AGE 8-12)**

KIDS offers an amazing program to help kids going through the process of separation and divorce understand their new family dynamic and successfully manage life between two homes. This program serves children 8-12 years of age. Registration is $149 for first child and $49 for each additional child.

Margaret Pickard, J.D., Claudia Schwarz, MFT

**KIDS: KIDS IN DIVORCE & SEPARATION (AGE 13-17)**

KIDS offers an amazing program to help kids going through the process of separation and divorce understand their new family dynamic and successfully manage life between two homes. This program serves children 13-17 years of age. Registration is $149 for first child and $49 for each additional child.

Margaret Pickard, J.D., Claudia Schwarz, MFT

Register by phone at 702-895-3394
Financial Management

FINANCIAL PLANNING

BUILD YOUR FINANCIAL PORTFOLIO ON $50 A MONTH
Give yourself the gift of financial security. Investing is open to everyone regardless of sex, race, age, requires no college or even having a job. It takes very little money, creates passive income, has very low risk, and is as easy as writing a check. Grow $50 a month into a valuable retirement fund or nest egg, all without paying a broker. This is the only seminar in the country teaching this 100-year proven method of investing. Enrollment includes workbook to take home.

Bobbie Christensen
Mon | Oct 26 | 6-9pm | $69
UNLV Paradise Campus | 153PF1134

FINANCIAL STRATEGIES FOR SUCCESSFUL RETIREMENT
Get the most from your investments, Social Security, and retirement plans. The typical American will work more than 90,000 hours earning a living and building a nest egg, yet many spend fewer than 10 hours preparing for a successful retirement. The information you receive at this seminar will pay dividends for the rest of your life. Enrollment includes a workbook you can take home. Bring your spouse/guest at no additional charge.

Ron Purvines
Tue | Sep 8-29 (meets 4x) | 6:30-9pm | $69
PAR Room 511 | 153PF1113A
Tue | Oct 6-27 (meets 4x) | 6:30-9pm | $69
PAR Room 512 | 153PF1113B

REJUVENATE YOUR RETIREMENT
Plan for an active, worry-free retirement by exploring common lifestyle and financial questions faced by retirees. Guided by an experienced financial planner and a retirement tax expert, you will learn how to calculate Internal Revenue Service-required minimum distributions from your retirement plans and examine how investment returns are taxed. Coursework also investigates options for health care, long-term care, incapacity, and end-of-life decisions. Enrollment includes workbook you can take home. Bring your spouse/guest at no additional charge.

Phillip Randazzo, Richard Holtan
Wed | Oct 7-14 (meets 2x) | 1-3pm | $49
CSN Summerlin High Tech Center | 153PF1116A
Tue | Oct 13-20 (meets 2x) | 9:30-11:30am | $49
CSN Summerlin High Tech Center | 153PF1116B

RETIREMENT PLANNING TODAY
Use time-tested strategies to build a nest egg, protect your assets, and preserve your lifestyle throughout retirement. Examine the advantages and disadvantages of various retirement savings mechanisms. Discover how to save money on taxes, manage investment risks, and protect your assets from potential long-term health care expenses. Whether you plan to retire 20 years from now, or you have just recently retired, you can develop a personalized plan to achieve your retirement goals. Enrollment includes workbook you can take home. Bring your spouse/guest at no additional charge.

Phillip Randazzo, Richard Holtan
Thu | Aug 20-27 (meets 2x) | 6:30-9:30pm | $49
PAR Room 401 | 152PF1117A
Tue | Aug 25-Sep 1 (meets 2x) | 6:30-9:30pm | $49
PAR Room 401 | 152PF1117B
Tue | Sep 29-Oct 6 (meets 2x) | 6:30-9:30pm | $49
Palo Verde High School, Room 200 | 153PF1117A
Thu | Oct 8-15 (meets 2x) | 6:30-9:30pm | $49
Palo Verde High School, Room 200 | 153PF1117B

Register online at http://ced.unlv.edu/cat2015
GRANT ACADEMY
UNLV Division of Educational Outreach and the UNLV School of Environmental and Public Affairs have partnered to offer a Grant Writing Certificate. Students in the program will gain skills in identifying relevant grant opportunities, writing strong proposals, tracking program outcomes, managing reports to funders, and utilizing available technologies and data sources to make a convincing case for support. By examining completed proposals to various federal, local, and philanthropic funding sources, learn to discern what distinguishes a funded grant proposal from an unsuccessful one.

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.

To earn the UNLV Grant Academy Certificate, you must successfully complete five core courses in the order recommended below. Courses may be taken individually to expand your skill set.

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

GRANT ACADEMY BUNDLE
Register for this class to receive bundle discount of $799 for all five classes.

Historic Fifth Street School Suite 140 | 153GRBUND | 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. Students will work on several real-life case studies, write actual elements of a winning grant, and develop management policies to support successful grant seeking within their organization.

Kenneth Lange
Wed | Sep 2-16 (meets 3x) | 1:30-4:30pm | $199
Historic Fifth Street School Suite 140 | 153GR1142 | 0.9 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
Wed | Nov 18-Dec 9 (meets 3x)* | 1:30-4:30pm | $199
Historic Fifth Street School Suite 140 | 153GR1136 | 0.9 CEU
*Class does not meet Nov 25.

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 design an overall resource development plan to define how grant funding fits into the organization’s financial picture.

Betsy VanDeusen
Aug 18-26 (meets 2x) | Wed 1:30-4:30pm; Tue 2-5pm | $139
Historic Fifth Street School Suite 140 | 152GR1140 | 0.6 CEU

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

Beth Rubins, MSW
Wed | Sep 30-Oct 14 (meets 3x) | 1:30-4:30pm | $199
Historic Fifth Street School Suite 140 | 153GR1144 | 0.9 CEU

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

Beth Rubins, MSW
Oct 20-Nov 4 (meets 3x) | Tue, Oct 20 2-5pm; Wed, Oct 28 & Nov 4 1:30-4:30pm | $199
Historic Fifth Street School Suite 140 | 153GR1134 | 0.9 CEU
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 from fundraising, program development, charitable giving, fiduciary responsibility, managing volunteers, and marketing strategies.

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

Courses may be taken individually to expand your skill set.

**CORE COURSES:** (offered on a rotating basis)
- Ethics in Nonprofit Governance
- Legal Compliance & Public Disclosure
- Responsible Fundraising
- Strong Financial Oversight
- An Additional 3.2 CEUs of Elective Courses.

**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.

Scott Emerson

Fri | Oct 2 | 11am-12:30pm | No Charge
Historic Fifth Street School | 153NP3143A

Fri | Dec 4 | 11am-12:30pm | No Charge
Historic Fifth Street School | 153NP3143B

**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.

Victoria Boyd, Ed.D.

Fri | Oct 2 | 9-10:30am | No Charge
Historic Fifth Street School | 153NP3151A

Fri | Dec 4 | 9-10:30am | No Charge
Historic Fifth Street School | 153NP3151B

**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
Thu | Nov 19 | 9am-1pm | $79
Historic Fifth Street School | 153NP3146 | 0.4 CEU

**CREATING & MANAGING A VOLUNTEER WORKFORCE**

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.

Scott Emerson
Thu | Dec 3-10 (meets 2x) | 9am-1pm | $159
Historic Fifth Street School | 153NP3152 | 0.8 CEU

**CREATING A COMPELLING CASE FOR SUPPORT**

Whether your organization is embarking on a capital campaign, preparing grant proposals, or developing your annual fund materials, the Case for Support is the first critical element in your fundraising program. In this interactive workshop, discover the importance of the case and how it is used, list the key elements in a case for support, evaluate case statements, and prepare an outline for your own case statement.

Linda Lysakowski
Thu | Oct 15 | 9am-1pm | $79
Historic Fifth Street School | 153NP3147 | 0.4 CEU

**CREATING A DEVELOPMENT PLAN**

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

Linda Lysakowski
Thu | Sep 24 | 9am-1pm | $79
Historic Fifth Street School | 153NP3148 | 0.4 CEU

Register online at http://ced.unlv.edu/cat2015
ETHICS IN NONPROFIT GOVERNANCE
Examine the values embodied in philanthropy and voluntary action such as stewardship, service, and civic engagement. You will explore codes of conduct, ethical decision-making, executive leadership, mission and vision statements, and the role, creation, and ongoing development of nonprofit boards.
Dana Serrata, M.S.
Thu | Oct 1-29 (meets 4x) | 9am-1pm | $279
Historic Fifth Street School | 153NP3116 | 1.6 CEUs
*Class does not meet on Oct 15.

INTRODUCTION TO SOCIAL ENTERPRISE FOR NONPROFITS
Learn the process and concept of social enterprise as it relates to nonprofit development strategies. Nonprofits can create self-sustaining revenue-generating mechanisms to improve their long term viability and financial stability. Cast aside the many myths and misconceptions of what nonprofits can and cannot do to earn income, and start getting creative about funding your mission.
Victoria Boyd, Ed.D.
Thu | Sep 10 | 9am-1pm | $79
Historic Fifth Street School | 153NP3153 | 0.4 CEU

LEGAL COMPLIANCE & PUBLIC DISCLOSURE
Protect your organization by understanding legal, financial, and management issues unique to the nonprofit sector. Some of the topic areas include nonprofit law, legal rights and obligations of directors, trustees, and officers, tax implications of charitable giving, nonprofit human resource management, supervision of paid and unpaid staff, and organizational diversity.
Scott Emerson
Tue | Oct 6-27 (meets 4x) | 9am-1pm | $279
UNLV Paradise Campus | 153NP3132 | 1.6 CEUs

MAJOR GIFT FUNDRAISING
Cultivate major gift donors, involve board members in “making the ask,” and better understand what motivates donors to make big gifts. Find out about gift solicitation models, giving vehicles, and the importance of donor recognition.
Linda Lysakowski
Thu & Fri | Nov 5-6 (meets 2x) | 9am-1pm | $159
Historic Fifth Street School | 153NP3105 | 0.8 CEU

PROGRAM DEVELOPMENT & EVALUATION
Measure the impact and success of your nonprofit’s programs by using outcome-driven program development and evaluation methods. Consistent program evaluation ensures that valuable resources including money and time are being directed to programs that best move your organization’s mission forward. You will create an outcome-based evaluation plan to use with your own programs.
Victoria Boyd, Ed.D.
Thu | Dec 17 | 9am-1pm | $79
Historic Fifth Street School | 153NP3156 | 0.4 CEU

SOCIAL ENTERPRISE: FROM MARKETING TO SUSTAINABILITY
Social enterprise is the future of nonprofit sustainability. This 3-day immersion will cover the essential elements from current marketing trends to gaining a full understanding of what is Social Enterprise. We will dispel myths and demonstrate how earned income and revenue streams for nonprofits is the future of the industry. Included will be the process to create and implement a Social Enterprise Business Plan for your nonprofit. Required textbook(s): The Nonprofit Guide to Social Enterprise (ISBN: 9781938077449).
Victoria Boyd, Ed.D.
Mon-Wed | Oct 26-28 | 8am-5pm | $335*
Sunset Station Hotel and Casino | 153NP3154 | 1.9 CEUs
*Early Bird Fee $265, Late Registration $365

WHOSE BALL IS IT? DEVELOPING COLLABORATIVE RETURN ON SPONSORSHIP
Adapt to the shifting corporate sponsorship landscape, where businesses expect more from nonprofits to justify their support. They need ROS-Return on Sponsorship. Position your organization to partner with corporations by developing sponsor opportunities highlighting the benefits they seek in language they understand. Quantify sponsorship outcomes so corporations can justify funding you year after year.
Victoria Boyd, Ed.D.
Thu & Fri | Nov 12-13 (meets 2x) | 9am-1pm | $159
Historic Fifth Street School | 153NP3145 | 0.8 CEU

Register by phone at 702-895-3394
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. Take this opportunity to develop the skills you need to correctly pronounce the sounds of American English so your accent is no longer a business liability.


Katia Abou-Haidar, MAAL
Mon & Wed | Oct 5-21 (meets 6x) | 6-8:30pm | $219
PAR Room 512 | 153CX1113

ACCENT REDUCTION FOR INTERNATIONAL PROFESSIONALS II
Coworkers and customers will notice a positive difference when you master additional techniques for improving your English pronunciation. Learn techniques native speakers use in producing fluent speech such as linking sounds, reduction, and intonation patterns. After the Level II class, you will be able to speak English with clearer pronunciation, meet difficult challenges in speech clarity for your job, and improve your voice intonation, rate, and rhythm. Required textbook(s): Mastering Effective English Communication: The Consonant System of American English (ISBN: 9781883574048).

Katia Abou-Haidar, MAAL
Mon & Wed | Oct 26-Nov 16 (meets 6x)* | 6-8:30pm | $219
PAR Room 512 | 153CX1123
*Class does not meet on Nov 11.

ACCENT REDUCTION FOR INTERNATIONAL PROFESSIONALS III
Continue to minimize your accent by mastering stress rules, using accurate intonation patterns, and speaking with a clearer pitch. Fine tune your speech to match the “music” of American English to communicate more comfortably with coworkers and customers. You will be equipped with a more fluent speech, more accurate pitch levels, and thus more confidence while conversing on the job. This is an advanced level for those who have completed Accent Reduction I and II. Required textbook(s): Mastering Effective English Communication: The Intonation Patterns of American English (ISBN: 9781883574055).

Katia Abou-Haidar, MAAL
Mon & Wed | Nov 23-Dec 14 (meets 6x)* | 6:30-8:30pm | $219
PAR Room 512 | 153CX1124
*Class does not meet on Nov 25.

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

Roger Burgraff, Ph.D.
Sat | Sep 12 | 1-4pm | $69
PAR Room 400 | 153CX1106

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

Roger Burgraff, Ph.D.
Sat | Sep 26 | 9am-3pm | $139
PAR Room 403 | 153CX1109

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL (ENGLISH AS A SECOND LANGUAGE) ACCELERATED
Students who already have English skills can improve mastery of the language by building on vocabulary, reading, writing, and conversational skills. This class is geared towards those students who already have a grasp of the English language and are looking to further improve and take their skills to the next level. Required textbook(s): Passages, 3rd Edition, Student Book 1 (ISBN: 9781107627055) and Workbook 1 (ISBN: 9781107627253).

Barbara Lander, M.Ed.
Sat | Sep 19-Nov 21 (meets 10x) | 9am-noon | $239
PAR Room 301 | 153LA1126

ESL (ENGLISH AS A SECOND LANGUAGE) BASIC II
For beginners with limited English language skills. We will focus on everyday conversation at work, home, and in the community. Emphasis will be on speaking, listening, reading, and writing in a fun and relaxed learning environment. We will discuss work, activities, and abilities, and express likes, dislikes, interests, and opinions. ESL Basic is divided into two, 10-week classes. Units 15-28 will be covered in this class with units 1-14 covered in ESL Basic I; students may take the two classes in either order. Required textbook(s): WorldView 1 (ISBN: 9780131839953).

Cecilia Ordinario, M.Ed.
Sat | Sep 12-Nov 21 (meets 10x)* | 9am-noon | $239
CBC | 153LA1127
*Class does not meet Oct 31.
**ESL (ENGLISH AS A SECOND LANGUAGE)**

**INTERMEDIATE**

Develop English speaking, listening, and vocabulary skills through directed discussions about work, family, relationships, and culture. Vocabulary, reading, writing, and conversation will be stressed. Audio and video tapes will be used in each class. Required textbook(s): *WorldView 2* (ISBN: 9780131754096).

Barbara Lander, M.Ed.
Sat | Sep 19-Nov 21 (meets 10x) | 1-4pm | $239
PAR Room 301 | 153LA1124

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**FRENCH II**

Advance your understanding of conversational French. After reviewing the basics, new material will be introduced to build vocabulary and provide additional practice in conversational skills. Required textbook(s): *Ultimate French Beginner Intermediate* (ISBN: 978140000963).

*Prerequisite:* French I or basic understanding of the language.

Pascale Tessier
Sat | Sep 12-Nov 21 (meets 10x)* | 9:30-11:30am | $199
PAR Room 300 | 153LA1116

*Class does not meet Oct 31.

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**FOREIGN LANGUAGE**

**CHINESE I**

China’s economic rise means the world has a new second language - Mandarin. Learn practical and daily conversational Mandarin Chinese for use in travel or business. You will be introduced to Chinese customs and culture and have the opportunity to speak Chinese at every class. By the end of the course you should be able to initiate conversations and answer questions in Chinese. Required textbook(s): *Learn Chinese with Me* Student’s Book 1 (ISBN: 9787107164224).

Xiaowei Hunt
Fri | Sep 18-Dec 4 (meets 10x)* | 6-8:45pm | $199
CBC | 153LA1112

*Class does not meet Oct 30 & Nov 27.

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**CHINESE II**


*Prerequisite:* Chinese I, an equivalent beginning Chinese class, or the ability to conduct simple, daily conversation in Chinese.

Xiaowei Hunt
Sat | Sep 19-Dec 5 (meets 10x)* | 2:45-5:30pm | $199
CBC | 153LA1101

*Class does not meet Oct 31 & Nov 28.

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**FRENCH III**

Continue to improve your spoken French. New topics will be introduced weekly to promote conversation and help you discover regions of France. 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: 978140000963).

*Prerequisite:* French II or intermediate spoken French.

Pascale Tessier
Thu | Sep 17-Nov 19 (meets 10x) | 6-8pm | $199
PAR Room 300 | 153LA1117

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**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): *Learn Spanish the Fast and Fun Way* 3rd Edition (ISBN: 0764125508).

Diane Orgill, M.A.
Thu & Mon | Oct 1-Nov 2 (meets 10x) | 7-9pm | $199
PAR Room 107 | 153LA1104A

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**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): *Learn Spanish the Fast and Fun Way* 3rd Edition (ISBN: 0764125508).

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

Diane Orgill, M.A.
Thu & Mon | Nov 12-Dec 17 (meets 10x)* | 7-9pm | $199
PAR Room 107 | 153LA1105

*Class does not meet Nov 26.
WRITING

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

Richard Becker, ABC
Sat | Oct 24 | 9am-noon | $69
PAR Room 400 | 153WR1150

HOW TO WRITE A NOVEL
Expand your understanding of novel writing by exploring character development, theme, story structure, scene construction, and plot. Advice will also be offered on practical factors such as page and word count for different genres, the commercial marketplace, literary agents, and the publishing world.

John Hill
Mon | Nov 2-Dec 7 (meets 6x) | 7:15-9pm | $199
PAR Room 301 | 153WR1122

HOW TO WRITE A SCREENPLAY
Screenwriting is an art, a craft, and a business. Learn to balance intimate human emotions with conflicts large enough to justify the big screen. Fundamentals to be covered include format, dialogue, characters, and theme, with special training on how to plot. Writing for the independent film world will be discussed, as will pitching to the Hollywood studio system.

John Hill
Wed | Oct 28-Dec 16 (meets 6x)* | 7:15-9pm | $199
PAR Room 107 | 153WR1141
*Class does not meet Nov 11 & Nov 25.

HOW TO WRITE A SHORT STORY
Examine the elements of a quality short story and practice what you learn by writing your own stories each week. Study terminology, structure, voice, theme, character, plot, and the marketplace for short stories. Many aspects of fiction writing you will learn also apply to novel writing.

John Hill
Mon | Sep 14-Oct 19 (meets 6x) | 7:15-9pm | $199
PAR Room 301 | 153WR1154

WHAT’S SO FUNNY? WRITING & SELLING HUMOR
Does studying humor make it less funny? We think not! Deconstruct different types of humor to figure out what makes people laugh. This class seeks out brave students interested in incorporating humor into their writing. After examining several genres of humor writing, homework assignments offer a chance to take a crack at cracking each other up. Course will cover how to write jokes for stand-up comics, TV situation comedies, greeting cards, and more. This class is for anyone interested in humor, how to be funnier, and how to profit from it.

John Hill
Wed | Sep 16-Oct 21 (meets 6x) | 7:15-9pm | $199
PAR Room 107 | 153WR1172

WRITING & PUBLISHING YOUR FIRST BOOK (OR 7TH)
Take your book from idea to print-ready in just six weeks using only ten steps. Find out how to sell your work to a publisher, self publish, ePublish, or use print on demand (POD) or vanity press. Marketing ideas will be included as time permits. Over 2,000 attendees now have their books in print thanks to this class with California best-selling author, Bobbie Christensen. Instructor offers free consulting for all participants via email at any time.

Fee includes workbook you can take home.

Bobbie Christensen
Tue | Oct 27 | 6-10pm | $79
PAR Room 403 | 153WR1149

Register online at http://ced.unlv.edu/cat2015
LEARNING SERVICES CLASSES

IN GOD WE TRUST: RELIGION & THE FOUNDING FATHERS
Few of the thinkers who initiated the American democratic experience would be considered conventional Christians. They intended religion and faith to play an important role in the new nation, but intended for government and religion to remain separate. Using Jon Meacham’s American Gospel: God, the Founding Fathers, and the Making of a Nation as a starting point, explore the religious values and ideals of the Founders and discuss how those ideals separated our revolutionary generation from the Old World. Trace the Founder’s values to contemporary America, where citizens cherish and defend not only faith and reason, but liberty as well.
Kevin Dincher
Sat | Oct 17-Nov 14 (meets 4x)* | 10am-noon | $89
PAR Room 512 | 153GI1163
*Class does not meet Oct 31.

LAST CALL: THE ALCOHOLIC REPUBLIC & PROHIBITION
Study the complex origins, history, and impact of Prohibition in America. In 1920, the 18th Amendment to the U.S. Constitution killed the nation’s fifth largest industry by banning the manufacture, sale, and transportation of alcohol nationwide. Progressives and suffragists made common cause with the Ku Klux Klan—which, in turn, supported women’s right to vote—to pass Prohibition. Champions of the people, such as liberal Democrat Al Smith, fought side-by-side with conservative plutocrats like Pierre du Pont for its repeal. In the end, Prohibition did make a dent in American drinking. The cost? Hundreds of deaths and thousands of injuries from bad bootleg alcohol, the making of organized crime in this country, and a corrosive soaking in hypocrisy.
Kevin Dincher
Sat | Sep 12-Oct 3 (meets 4x) | 10am-noon | $89
PAR Room 512 | 153GI1162

MATH SUCCESS INITIATIVE: REALIZING YOUR GOALS
Master the foundational math skills necessary to place into a college-level math class, brush up on your math skills for everyday life, or gain the math knowledge necessary to advance your professional career. Utilizing an online, innovative math readiness program plus small-group, face-to-face instruction by top UNLV math instructors, this intensive 8-week program will allow you to reach your math goals by focusing on your specific strengths and weaknesses as a math learner.
Christine McKenna, Carcila Gumabon
Sep 30-Dec 5 (meets 16x)* | Wed 6-8pm; Sat 10am-noon | $299
PAR Room 123 | 153GI1155
*Class does not meet Oct 31, Nov 11, Nov 25, and Nov 28.

OUTSMART THE SAT
Catalyst’s SAT Bootcamps are momentum-boosting weekend seminars that will arm you with go-to strategies for every question/concept you will face on the day of the test. Catalyst’s programs are designed by instructors who have earned multiple perfect scores on actual SAT exams. You will receive a test prep book, self-study materials, and diagnostic tests, as well as copies of essays that have earned perfect scores on actual SATs.
Catalyst Prep
Sat & Sun | Oct 10-11 (meets 2x) | 9am-1pm | $175
PAR Room 512 | 153GI1103

VIRTUAL LEARNING IN K-12 SCHOOLS
Online schools are becoming a more popular option for students in kindergarten through high school. Learn about the different models of online schools and how they can provide students with an alternative platform to meet educational needs. Discover the pros and cons of virtual learning and decide if online education is a good option for your student.
Gene Smith
Sat | Sep 26 | 1-4pm | $25
Nevada Virtual Academy | 153GI1164A
Thu | Oct 8-15 (meets 2x) | 6-7:30pm | $25
Nevada Virtual Academy | 153GI1164B
Sat | Nov 14 | 1-4pm | $25
Nevada Virtual Academy | 153GI1164C
INSTITUTE OF READING DEVELOPMENT
FALL 2015 READING 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 fall 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 more information or to register, please call the Institute of Reading Development at (800) 979-8980.

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

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

Gary Cottino, SPHR, SHRM-SCP
Wed | Aug 26 | 6-7pm | No Charge
PAR Room 512 | 152CP6118

PHR/SPHR CERTIFICATION PREPARATION

Prerequisite: Visit HRCI website for testing guidelines.

Gary Cottino, SPHR, SHRM-SCP
Wed, Thu & Tue | Sep 2-Dec 16 (meets 16x)* | 6-9pm | $849
PAR Room 302 | 153CP6116 | 4.8 CEUs
*Class does not meet Nov 11 & 25.

See pg. 35 for more HR classes.

Legal

LEGAL CLASSES

CONTRACT LAW
Gain a comprehensive understanding of Contract Law including how to form effective legal contracts, how contracts are performed, the remedies for non-performance or breach of contract, and third-party contracts. You will view many different kinds of contracts and draft a contract as a part of the coursework. Fifteen hours will be in class and you will complete additional hours online. Required textbook(s): Introduction to the Law of Contracts, Fourth Edition (ISBN: 978140186471).

Zachariah Parry, J.D.
Thu | Nov 12-Dec 17 (meets 5x) | 6-9pm | $289
PAR Room 302 | 153PL6107 | 1.5 CEUs

TORT LAW
Study intentional and strict liability torts including personal injury, products liability, defamation, and more. Defenses to tort claims, contemporary issues, and landmark cases will also be carefully examined. Students will be provided exercises, web support, mock exams, and other extensive subject matter support. Fifteen hours will be in class and you will complete additional hours online. Required textbook(s): Tort and Personal Injury Law (ISBN: 97811133691853).

Zachariah Parry, J.D.
Thu | Oct 8-Nov 5 (meets 5x) | 6-9pm | $289
PAR Room 302 | 153PL6102 | 1.5 CEUs

LEGAL SECRETARY
Gain the skills and knowledge necessary to work as a legal secretary, providing essential support to an attorney or legal department. Our expanded Legal Secretary certificate features additional online resources for maximum learning.

To earn the Legal Secretary Certificate you must successfully complete the Legal Secretary course.

LEGAL SECRETARY INFORMATION SESSION
Attend an information session before you enroll in UNLV’s Legal Secretary Certificate program. Information sessions cover topics including job responsibilities, employment potential, financial assistance, and the UNLV Legal Secretary website. These sessions will help you decide if this is the right career path for you.

Jackie Valdez
Mon | Aug 3 | noon-1pm | No Charge
PAR Room 302 | 152PL6109A
Mon | Aug 3 | 5:30-6:30pm | No Charge
PAR Room 302 | 152PL6102B

Register online at http://ced.unlv.edu/cat2015
LEGAL SECRETARY PROGRAM
Study legal terminology, court structure, calendar control, the discovery process, citation form and structure, legal ethics, civil litigation procedure, state mandated arbitration program, criminal process, legal correspondence, and much more to prepare for a career as a legal secretary. Students will have access to a comprehensive online program with student resources and support.

Registration fee includes books, materials and online access.

Jackie Valdez
Mon | Aug 31-Dec 21 (meets 16x) | 6-9pm | $2,199
PAR Room 302 | 152LE6104 | 4.8 CEUs
*Class does not meet Sep 7.

MEDICATION
Skills learned in mediation training can be used in almost every aspect of life where there is interaction between two or more people. Mediation training provides essential knowledge and skills for those interested in this field. Classroom training and an in-depth practicum will prepare you to become an effective, neutral third party in a conflict.

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

MEDICAL TRAINING CERTIFICATE
Train to become an effective mediator. A mediator provides a process to help parties better understand each other’s perspective and reach a mutually agreeable resolution. You will learn the facilitative mediation process, and develop active listening skills and effective questioning techniques. Ethical standards in mediation and strategies to work through impasse situations will be introduced, as 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 conduct mediations.

Patricia Battle
Thu | Aug 27-Sep 24 (meets 5x) | 8:30am-4:30pm | $1,199
Clark County Neighborhood Justice Center | 152CM1120 | 3.5 CEUs

PARALEGAL CERTIFICATE PROGRAMS
Paralegals work alongside lawyers in private law firms, corporations, government, real estate, and financial institutions—any setting where legal work is performed. Earn your Paralegal or Nurse Paralegal Certificate through UNLV’s nationally-recognized program and launch yourself into this growing but competitive career field.

The program teaches the research, investigation, writing, and documentation skills paralegals use daily. Students have the option of enrolling in the on-site program, which blends traditional class meetings with comprehensive online support, exceptional textbooks, and access to LexisNexis and Westlaw legal research databases, or completing their studies online with a course facilitator and the same great support system.

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

PARALEGAL CERTIFICATE INFORMATION SESSION
Attend an information session before you enroll in UNLV’s Paralegal or Nurse Paralegal Certificate program. Information sessions cover topics including paralegal job responsibilities, employment potential, financial assistance, and the UNLV Paralegal website. These sessions will help you decide whether online or on-campus instruction best suits your needs.

Dan Barber, Jodi Gilliland

Wed | Aug 26 | noon-1pm | No Charge
PAR Room 512 | 152PL6128C

Wed | Aug 26 | 5:30-6:30pm | No Charge
PAR Room 512 | 152PL6128D

Wed | Sep 9 | noon-1pm | No Charge
PAR Room 302 | 153PL6128C

Wed | Sep 9 | 5:30-6:30pm | No Charge
PAR Room 301 | 153PL6128D

Wed | Sep 23 | noon-1pm | No Charge
PAR Room 302 | 153PL6128E

Wed | Sep 23 | 5:30-6:30pm | No Charge
PAR Room 302 | 153PL6128F
NURSE PARALEGAL CERTIFICATE PROGRAM
Leverage your medical education and experience to become a nurse paralegal for law firms practicing in medical malpractice, personal injury, health insurance claims and defense, workers’ compensation claims, and other areas of law that require medical knowledge. The UNLV Nurse Paralegal Certificate Program will prepare those with a nursing background to transition to the legal world. Nurse Paralegals draw from their medical expertise to interpret medical terminology and industry jargon, and provide their professional opinion regarding legal matters involving health and medical issues. This program teaches the fundamental skills needed by paralegals, augmented by special issues pertaining to the high-demand field of medical law. This program includes substantial Internet work as well as in-class time. Required textbook(s): Health Care Law for Paralegals (ISBN: 9781418011109).

Prerequisite: RN or LPN license required.
Margaret Pickard, J.D., Zachariah Parry, J.D., Shell Mercer, Esq.

Tue | Oct 6-Feb 11, 2016 (meets 19x)* | 9am-noon | $4,349
PAR Room 302 | 153PL6183A | 25 CEUs
*Class does not meet on Nov 24 & Dec 22.

Tue | Oct 6-Feb 11, 2016 (meets 19x)* | 6-9pm | $4,349
PAR Room 302 | 153PL6183B | 25 CEUs
*Class does not meet on Nov 24 & Dec 22.

Sat | Oct 10-Feb 13, 2016 (meets 19x)* | 9am-noon | $4,349
PAR Room 302 | 153PL6183C | 25 CEUs
*Class does not meet on Nov 28 & Dec 26.

PARALEGAL CERTIFICATE PROGRAM
Acquire the tools to be successful in the field of law with this fast-paced, skill-based, comprehensive program. Core curriculum includes terminology, court structure, legal ethics, evidence and investigation, citations, trial preparation, litigation, motions, notices, briefs, Nevada practices and procedures, plus a strong emphasis on research and writing. In addition, you will complete two substantive topics: Tort and Contract Law. Participants will be assigned a unique client case file and will complete documents for the client throughout the class. The program requires substantial Internet work as well as in-class time. Required textbook(s): Tort & Personal Injury Law (ISBN: 9781133691853), Introduction to the Law of Contracts (ISBN: 9781401864712).

Margaret Pickard, J.D.

Tue & Thu | Oct 6-Feb 11, 2016 (meets 38x)* | 9am-noon | $6,549
PAR Room 302 | 153PL6131A | 25 CEUs
*Class does not meet Nov 24, Nov 26, Dec 22 & Dec 24.

Tue & Thu | Oct 6-Feb 11, 2016 (meets 38x)* | 6-9pm | $6,549
PAR Room 302 | 153PL6131B | 25 CEUs
*Class does not meet Nov 24, Nov 26, Dec 22 & Dec 24.

Sat | Oct 10-Feb 13, 2016 (meets 19x)* | 9am-1pm | $6,549
PAR Room 302 | 153PL6136 | 25 CEUs
*Class does not meet Nov 28 & Dec 26.

PARALEGAL CERTIFICATE-ONLINE
Interactive exercises, lecture notes, paralegal perspectives, and research and writing labs provide an integrated and dynamic educational platform for UNLV’s online Paralegal Studies Certificate. Core curriculum includes terminology, court structure, legal ethics, evidence and investigation, citations, trial preparation, litigation, motions, notices, briefs, Nevada practices and procedures, plus tort and contract law. Online students have up to six months to complete the program and are assigned an instructor directly responsible for responding to questions and facilitating learning. The program tuition includes the Essential Skills textbooks and access to LexisNexis and Westlaw. The fee to re-sit the class is $1,000. Students should estimate $400 for additional required textbooks that are not included in the registration fee.

Margaret Pickard, J.D.
Register and begin at any time | $7,529
Online Delivery | 153PL6149 | 25 CEUs

PARALEGAL SPECIALIST
Define your career path and increase your value to employers by enhancing skills and knowledge within a specialized field of law. A self-paced, online format allows students to master coursework through an innovative learning portal which offers exercises, quizzes, lecture notes, reviews, and research database, plus web-based and instructor support. View Paralegal Specialist options online at continuingeducation.unlv.edu. Students have 7-day, 24-hour access to coursework. You may register and start at any time. You have four months to complete each program.

In order to register, you must submit unofficial transcripts or copies of certificates and history of work experience. For more information call 702-895-3394 or email continuing.education@unlv.edu.

$1,999 per class 7.2 CEUs
ENTREPRENEURSHIP

25 HOT HOME-BASED BUSINESSES TO START FOR UNDER $1,000
Open your mind to the many ways people can earn a living from home. Explore 25 profitable home-based businesses you can start for less than $1,000. For each business we will discuss startup requirements and market niches, plus provide you with an action plan to get going. We will evaluate why some businesses will fit you better than others. This class can be your key to an exciting and profitable future!

Steve Veltkamp
Mon | Oct 12 | 6:15-9:15pm | $49
PAR Room 401 | 153EN1123

BREAK INTO THE IMPORT/EXPORT BUSINESS
Discover how to get started in the world of international trade! We will cover all the basics of getting your business established, finding contacts, and navigating all the rules. We will cover customs, shipping, and travel. Whether you want to do container loads or suitcase fulls, international trade can allow you tax-deductible travel, fun, and substantial profits.

Steve Veltkamp
Thu | Oct 15 | 6:15-9:15pm | $49
PAR Room 512 | 153EN1138

CAPITALIZE ON YOUR GREAT IDEA
Profit from your great new product or service. We will cover getting a prototype developed, finding a manufacturer, getting patents and other protection, and how to market or license your new product or service.

Steve Veltkamp
Wed | Oct 14 | 2-5pm | $49
PAR Room 300 | 153EN1110

HOW TO DEAL WITH DISAGREEMENTS, CONFLICT & CONFRONTATION
Do not let disagreements, conflict, or confrontation undermine your personal or professional life. Reduce the stress and fear often associated with conflict by learning to distinguish between disagreements and misunderstandings, following rules for fighting fair during conflict, and knowing how to face an angry person.

Enrollment includes workbook you can take home.

Roger Burgraf, Ph.D.
Sat | Sep 12 | 9am-noon | $69
PAR Room 400 | 153PG1191

HOW TO START A PROFITABLE CRAFTS BUSINESS
Turn your creative hobby into a profitable business. Even if you are already selling your crafts, discover dozens of tips on how to improve sales and profitability. Learn to set prices, find the best outlets, expand your market or line, and obtain your materials for less. Marketing effectively is the key to profits and this seminar will show you how to do it on a low budget.

Steve Veltkamp
Mon | Oct 12 | 2-5pm | $49
PAR Room 300 | 153EN1141

JOB SEEKING SKILLS & BEYOND
Las Vegas still has an employer-driven job market; you need to know how to rise above the competition. Course topics include the hidden job market, winning resumes, finding peace in a stressful work environment, employment negotiations, interview strategies, self-presentation, and personal branding skills. Whether you are newly entering the job market, returning to the workforce after retirement, or something in between, this course can make the difference for you!

Denise Cook, M.A.
Wed | Oct 21-Nov 4 (meets 3x) | 6-8pm | $89
Gibson Library | 153EN1180

MAKE REAL MONEY AS A SOCIAL MEDIA MANAGER
Turn your time on Facebook, Twitter, Pinterest, and blogs into a career as a social media manager. Find innovative ways to use social media effectively for yourself and clients, and learn how to parlay your new skills into full-time employment or a freelance business.

Steve Veltkamp
Thu | Oct 15 | 2-5pm | $49
PAR Room 300 | 153EN1129

NEGOTIATING POWER
Negotiating can make a huge difference in your earnings, your relationships, and your life, yet most have little training or experience at it. In this seminar, you will learn how to win while making the other side feel good about it! With skillful negotiation, you can get people to take action on your behalf, give you concessions, like you more, and in general do what you want!

Steve Veltkamp
Sat | Oct 17 | 9:30am-12:30pm | $49
PAR Room 133 | 153EN1150
NETWORKING FOR SUCCESS
Sometimes getting ahead is not about what you know; it is about who you know and how you utilize your professional network. Find out how to build up-to-date networking skills and make crucial business connections whether you are seeking employment, employees, or keeping your options open. Reinforce course concepts by applying techniques to real world scenarios.
Denise Cook, M.A.
Sat | Oct 24 | 10am-2pm | $59
PAR Room 403 | 153EN1156

PROMOTE YOUR BUSINESS THROUGH SOCIAL MEDIA
New ways of communicating and networking also offer new ways to profit. For little or no money you can find new customers for your existing business, freelance opportunities, and ways to start a new venture.
Steve Veltkamp
Tue | Oct 13 | 2-5pm | $49
PAR Room 302 | 153EN1133

SELL YOUR STUFF ON FACEBOOK, AMAZON, ETSY & OTHER NON-EBAY SITES
There are numerous alternatives to eBay for selling items online. Discover tips and tricks of selling your new or used items on social media sites like Facebook, local sites like Craigslist, marketplaces like Amazon and Etsy, and more. All you need is a computer and something to sell. We will also discuss ways to get wholesale inventory.
Steve Veltkamp
Tue | Oct 13 | 6:15-9:15pm | $49
PAR Room 403 | 153EN1149

SMALL BUSINESS SUCCESS BOOTCAMP
In one session, we will cover all you need to know to start any successful business, or to make your current business more profitable. We will discuss logo and web design, structure and legalities, finances, and marketing. Entrepreneurs of all experience levels will benefit from this class.
Steve Veltkamp
Sat | Oct 17 | 1-4pm | $49
PAR Room 133 | 153EN1155

HUMAN RESOURCE MANAGEMENT
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 you with tools needed to demonstrate a broad understanding of HR disciplines including benefits, compensation, organizational and employee development, diversity, employee relations, and staff management. Courses are developed through consultation with human resource management professionals, human resource consultants, and business leaders.
To earn the Basic Certificate you must successfully complete the core course plus an additional 2.4 CEUs of elective courses. To earn the Advanced Certificate you must successfully complete the core course plus an additional 6 CEUs of elective courses. Courses may be taken individually to expand your skill set.

BASIC CERTIFICATE:
• Essentials of Human Resource Management
• Additional Electives 2.4 CEUs

ADVANCED CERTIFICATE:
• Essentials of Human Resource Management
• Additional Electives 6 CEUs

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.
Gary Cottino, SPHR, SHRM-SCP
Tue | Sep 1 | 6-7pm | No Charge
PAR Room 512 | 153CP6155

CHANGE MANAGEMENT
Survive and even thrive in the face of change at home or at work. Instead of resisting change, you can savor it, move with it, embrace the adventure, and enjoy the new future it brings. This course will help you assess your own personal attitudes, emotions, and behaviors in the face of change. You will learn to anticipate change, keep an open mind, and act proactively. You will explore change both from the viewpoint of an individual as well as one who supervises/managers others. This course is approved for six recertification credits through HRCI.
Gary Cottino, SPHR, SHRM-SCP
Fri | Sep 11 | 9am-4pm | $279
PAR Room 302 | 153CP6172 | 0.6 CEU

Register online at http://ced.unlv.edu/cat2015
COMMUNICATION STRATEGIES: DEALING WITH PROBLEM EMPLOYEES
Improve the conduct and performance of problem employees by applying proven communication strategies. Small group discussions, problem-solving activities, and reflection allow you to practice new knowledge. If you are facing a specific challenge with an employee, we will use it as a starting point for discussion and group problem solving.

Rebecca Washington-Lindsey, Ph.D.
Tue | Sep 22 | 9am-4pm | $279
PAR Room 300 | 153CP6190 | 0.6 CEU

CULTURAL COMPETENCY IN THE WORKPLACE
Examine patterns of cultural difference in the modern American workplace and discuss how those differences impact job functions, the hiring process, training, and team dynamics. Find ways to open the door to new conversations, with the focus on communication styles, culture-specific patterns, and skills for improving cultural interactions. Your work team can thrive in a culturally complex environment by becoming educated about the perspectives of colleagues and customers representing various generations, cultural groups, and work styles.

Sapphire Cureg
Fri | Oct 2 | 9am-4pm | $279
PAR Room 302 | 153CP6176 | 0.6 CEU

DOCUMENTATION, DISCIPLINE, & TERMINATION
Follow consistent policies for documentation, discipline, and termination when an employee does not live up to expectations. Do not wait until you have to go to court before you learn how to handle these essential management tasks correctly! 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. This course is approved for six recertification credits through HRCI.

Gary Cottino, SPHR, SHRM-SCP
Fri | Dec 11 | 9am-4pm | $279
PAR Room 302 | 153CP6125 | 0.6 CEU

ESSENTIAL COMMUNICATION SKILLS FOR FIRST-TIME MANAGERS OR SUPERVISORS
Tackling your first management role can be daunting. As a manager, you are responsible for performance management, goal setting, and motivating your team. Achieve management success through effective communication, delegation, time management, and work priorities. The class is geared toward first-time managers or supervisors who want to learn effective management and leadership styles to keep their team on track.

Rebecca Washington-Lindsey, Ph.D.
Tue | Oct 20 | 9am-4pm | $279
PAR Room 300 | 153CP6177 | 0.6 CEU

ESSENTIAL COMMUNICATION SKILLS: WHEN HAVING DIFFICULT CONVERSATIONS
Develop strategies for working through the four most difficult communication situations encountered in the workplace. For each situation, learn the key principle that guides the most appropriate response, then practice several relevant communication skills. Each segment concludes with an application exercise; small group discussions, problem-solving activities, and reflections are intended to guide you in exploring the challenges of each situation.

Rebecca Washington-Lindsey, Ph.D.
Tue | Nov 17 | 9am-4pm | $279
PAR Room 300 | 153IN3170 | 0.6 CEU

ESSENTIALS OF HUMAN RESOURCE MANAGEMENT
Learn the basics of compensation, employment law, and effective recruitment, selection, and training techniques. This course is for those just entering the human resource career field, line managers who have HR responsibilities, HR professionals who have been in a single functional area, and others who need a review of fundamental HR management.

Enrollment includes textbook you can take home.

Linda Kyriannis, MBA, SPHR, SHRM-SCP
Sat | Sep 12-Oct 3 (meets 4x) | 10am-1pm | $699
PAR Room 302 | 153CP6113 | 1.2 CEUs

GRAMMAR FOR PROFESSIONALS
Grammatical errors can distract your audience from fully hearing your message. Business professionals must be able to articulate their ideas clearly, both in person and in writing. Brush up on grammar, punctuation, spelling, sentence structure, and word usage. Learn to avoid common mistakes and make your writing and speaking more polished, organized, and professional.

Christine Cutler, MFA
Sat | Dec 5-12 (meets 2x) | 8:30am-12:30pm | $199
PAR Room 301 | 153GB6100 | 0.8 CEU

MAKING THE TRANSITION FROM MANAGER TO LEADER
Step beyond managing day-to-day tasks and learn what it takes to influence your organization’s overall vision and direction. Leaders set the course, inspire others, and build teams and coalitions. Training materials, discussions, and practical exercises will help participants identify their personal leadership traits and styles, understand the competencies and qualities of an effective leader, and build coaching and mentoring skills. This course is approved for six recertification credits through HRCI.

Gary Cottino, SPHR, SHRM-SCP
Fri | Nov 6 | 9am-4pm | $279
PAR Room 302 | 153CP6119 | 0.6 CEU
NEVADA EMPLOYMENT LAW I
Business owners and human resource professionals must be well versed in state and federal laws regulating employment. This course session covers Nevada Revised Statutes (NRS) Title 53-Labor and Industrial Relations, Chapters 607-612 and will include: the Nevada Labor Commissioner, compensation, wages and hours, employment of minors, apprenticeships, employment agencies and offices, and unemployment compensation. Each employment law course may be taken as a stand-alone class. This course is approved for six recertification credits through HRCI.

Gary Cottino, SPHR, SHRM-SCP
Fri | Sep 18 | 9am-4pm | $279
PAR Room 302 | 153CP6144 | 0.6 CEU

NEVADA EMPLOYMENT LAW II
Business owners and human resource professionals must be well versed in state and federal laws regulating employment. This course session covers Nevada Revised Statutes (NRS) Title 53-Labor and Industrial Relations, Chapters 613-615 and will include: employer-employee employment practices, organized labor and labor disputes, and vocational rehabilitation. Each employment law course may be taken as a stand-alone class. This course is approved for six recertification credits through HRCI.

Gary Cottino, SPHR, SHRM-SCP
Fri | Oct 16 | 9am-4pm | $279
PAR Room 302 | 153CP6145 | 0.6 CEU

NEVADA EMPLOYMENT LAW III
Business owners and human resource professionals must be well versed in state and federal laws regulating employment. This course session covers Nevada Revised Statutes (NRS) Title 53-Labor and Industrial Relations, Chapters 616A-618 and will include: industrial insurance (workers’ compensation), administration, insurers, liability for provision of coverage, benefits for injury or death, prohibited acts, penalties and prosecution, occupational diseases, and Nevada Occupational Safety and Health Administration (NOSHA) statutes. Each employment law course may be taken as a stand-alone class. This course is approved for six recertification credits through HRCI.

Gary Cottino, SPHR, SHRM-SCP
Thu | Nov 12 | 9am-4pm | $279
PAR Room 300 | 153CP6146 | 0.6 CEU

STRATEGIC PLANNING
Know where your company is headed and map out a path to success. Walk through the strategic planning process, from beginning to end, in order to define what your future looks like and establish checkpoints for your leadership team. Participants will utilize a series of practical exercises, templates, and checklists as they learn to follow a three-stage strategic planning model. This course is approved for ten and a half recertification credits through HRCI.

Gary Cottino, SPHR, SHRM-SCP
Fri & Sat | Oct 23-24 (meets 2x) | 9am-4pm | $559
PAR Room 302 | 153CP6178 | 1.2 CEUs

UNDERSTANDING EMPLOYEE BEHAVIOR IN THE WORKPLACE
Understand how an individual’s personality shapes his or her workplace behavior so you can develop strategies for effectively motivating and managing your team. No two employees act alike, which means both leaders and peers need to build awareness of how personalities influence behavior. Understanding the different behavioral theories and models can help a manager see why employees act as they do, especially in times of change, challenge, or conflict. This course is approved for six recertification credits through HRCI.

Gary Cottino, SPHR, SHRM-SCP
Fri | Nov 20 | 9am-4pm | $279
PAR Room 302 | 153CP6179 | 0.6 CEU

UNDERSTANDING THE COLLECTIVE BARGAINING PROCESS
All human resource professionals must understand union organization and the collective bargaining process, whether their company is currently unionized or not. If you currently work in a non-union environment, learn effective strategies for maintaining employee satisfaction and minimizing interest in external labor organizations. If your workplace is unionized, gain a better understanding of the collective bargaining process so you can be a more effective negotiator. Union or not, be aware how employee happiness translates into a more productive workforce. This course is approved for six recertification credits through HRCI.

Gary Cottino, SPHR, SHRM-SCP
Fri | Oct 9 | 9am-4pm | $279
PAR Room 302 | 153CP6114 | 0.6 CEU

Register online at http://ced.unlv.edu/cat2015
Medical

MEDICAL CLASSES

YOUTH MENTAL HEALTH FIRST AID
Implement strategies for helping adolescents (age 12-18) experiencing a mental health crisis, addiction challenge, or other serious behavioral disruption. Youth Mental Health First Aid is designed for adults who regularly interact with young people: parents, family members, caregivers, teachers, school staff, peers, neighbors, health and human services workers, and other caring citizens. The course introduces common mental health challenges for youth, reviews typical adolescent development, and teaches a 5-step action plan for how to help young people in both crisis and non-crisis situations. Topics covered include anxiety, depression, substance use, disorders in which psychosis may occur, disruptive behavior disorders (including ADHD), and eating disorders. Upon successful completion, receive a 2-year certification through the National Council on Behavioral Health.

Trey Delap, M.A.
Sat | Oct 10 | 9am-6pm | $99
PAR Room 403 | 153MH1100 | 0.8 CEU

MEDICAL ASSISTANT
UNLV’s Medical Assistant program leverages the university’s facilities, instructors, and reputation to provide its graduates with an unparalleled hands-on training experience. In just six months you will be ready to enter the medical field knowing the latest technologies and skills. The curriculum combines classroom lectures and discussions with hands-on lab experiences and extensive online support.

To earn the Medical Assistant Certificate you must successfully complete modules 1-3.

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

Sammie Nix
Visit http://ced.unlv.edu/med-assist for course offering information

MEDICAL ASSISTANT CERTIFICATE PROGRAM
Prepare for a career working with patients or supporting the administrative functions of a medical office. The 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. Additional online learning is required outside of class instruction. Program has an optional 160 hour externship for those students who want to pursue on-the-job training. Tuition includes books, scrubs & materials, online student chat room, interactive study guides, support website.

Sammie Nix
Visit http://ced.unlv.edu/med-assist for course offering information

See page 44 for CPR/First Aid courses.
GAP TRAINING FOR RNS: TRANSITION INTO PRACTICE PROGRAM

Prepare for your first hospital nursing job with GAP Training for RNs. Are you newly graduated and still looking for your first RN position, or a RN who needs additional hospital experience to qualify for a job in acute care? This training is for you! This program offers real-world experience within a structured transitional training program to enhance skills, competence, and confidence, and decrease medication errors and job stress. You will build your resume, make professional connections, and be guaranteed an interview with the hospital for a full time position. The Workforce Connections Board of Directors has approved $200,000 to fund participants in this program. Minimum qualifications for grant funding include proof of Nevada residency and a Nevada RN license. Visit our website for the application process and start dates for upcoming programming.

GAP TRAINING FOR RNS: TRANSITION INTO PRACTICE INFORMATION SESSION

Attend an information session before you enroll in the GAP Training for RNs Program. This is an academic-practice partnership, providing newly graduated RNs and nurses who are seeking to enter into acute care practice with additional education, mentoring/coaching, and clinical experiences to improve competence, professional skills and employability. Space is limited. Program registration is funded by a grant through Workforce Connections for those who qualify. All requirements for the program and grant assistance will be discussed at the session.

Susan Ullrich, Ed.D., MSN, RN
Visit ced.unlv.edu/rn-training for course offering information

GAP TRAINING FOR RNS: TRANSITION INTO PRACTICE PROGRAM

This 12-week program provides nurses with additional education, mentoring/coaching, and clinical experiences to improve competence, professional skills, and employability. Nurse participants will be assigned to an acute care unit of their choice at a Las Vegas area hospital where they will work alongside an experienced preceptor. Nurses will also practice skills in a high-tech medical simulation lab and participate in online learning opportunities focused on quality and safety in professional practice.

Susan Ullrich, Ed.D., MSN, RN
Visit ced.unlv.edu/rn-training for course offering information

Music

UNIVERSITY BASKETBALL PEP BAND

Support the UNLV Runnin’ Rebel basketball team as a member of the University Basketball Pep Band. Attendance is mandatory at scheduled pre-season rehearsals (begins in mid-October), 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. Registration in fall semester covers the full basketball season (Nov through Mar). For more information contact Tony LaBounty at 702-895-3733 or tony.labounty@unlv.edu. 9-10pm (mid-Oct through end of football season), 7-9pm (after football season is completed)

Tony LaBounty
Mon | Oct 12-Mar 21 (meets 24x) | 9-10pm | $39
BMC Room 160 | 153MU1111

UNIVERSITY MARCHING BAND

Join the “Star of Nevada” UNLV Marching Band and support the Rebels at home football games throughout the fall. Participation is required in scheduled training camp week (Aug 17-22), regular rehearsals, special performances on and off campus, and UNLV home football games. Visit unlvbands.com for training camp and rehearsal details. Experience is preferred but not necessary. This is a non-credit course. For more information, contact director Tony LaBounty at 702-895-3733 or tony.labounty@unlv.edu. Mon. from 6:30pm-8:20pm, Th, Fri 8-9:30am.

Tony LaBounty
Aug 24-Dec 4 (meets 45x) | Mon 6:30-8:20pm; Thu & Fri 8-9:30am | $79
Bill ‘Wildcat’ Morris Rebel Park | 153MU1106

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. Concerts are scheduled at on-campus and off-campus venues each semester. 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
Wed | Aug 26-Dec 2 (meets 15x) | 7-9:20pm | $39
BMC Room 160 | 153MU1102

UNLV NEW HORIZONS BAND

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

Tony LaBounty
Tue | Aug 25-Dec 1 (meets 15x) | 7-9:20pm | $29
BMC Room 160 | 153MU1104
Photography, TV & Film

ACTING

ACTING FOR CAMERA
Refine your ability to read a script, interpret the scene, and give a professional performance in front of a camera. An effective actor must be constantly aware of all the factors affecting the scene and know how to use his or her surroundings to best advantage. Students will learn about body movement, makeup, wardrobe, lighting, production, performance, how the camera and the artist work as a team, and much more. Training will include exercises to bring out your best verbal, physical, and emotional performance.

Temma Hammond
Wed | Sep 30-Nov 4 (meets 6x) | 7-9pm | $199
PAR Room 400 | 153PH1143

BREAK INTO STAND-UP COMEDY
Find success in the competitive world of stand-up comedy. Work with an industry expert as he shares all of his knowledge and insight on how to be as successful (and funny!) as possible. This course will take you through the writing, delivery, performance, and business of stand-up comedy. The last class session will be a showcase for students to share their jokes with the class at a famous comedy venue in Las Vegas.

Philip Peredo
Wed | Oct 7-Nov 7 (meets 6x) | 6:30-9pm | $229
PAR Room 511 | 153GI1142

IMPROV ACTING WORKSHOP
Add a little improv training to keep your acting work or business communication skills nimble, fresh, and energized. Improv is a great training tool for learning to think quickly on your feet and respond without hesitation in unscripted situations. Students will practice a broad range of improvised interactions, gaining confidence to perform in front of live audiences, act on film, or make a professional presentation or business pitch. Exercises to increase verbal and mental acuity will give each student a sense of self trust and the ability to work as part of a professional team.

Temma Hammond
Tue | Sep 29-Nov 3 (meets 6x) | 7-9pm | $199
PAR Room 400 | 153PH1145

PHOTOGRAPHY

ARCHITECTURE & LANDSCAPE PHOTOGRAPHY
Capture stunning images of architecture and landscapes by learning to look at details, composition, and lighting. Knowing the correct lenses to use and judiciously integrating supplemental gear is paramount to successfully capturing great images. Students will learn how the elements of design and composition play a large part in the net result of capturing the images. Please bring your camera to participate in the classroom shooting demonstrations.

Vernetta Thomas
Wed & Sat | Oct 28-Nov 7 (meets 3x)* | 5:30-8:30pm | $199
PAR Room 401 | 153PH1150
*Class meets Wednesdays 5:30-8:30pm & Saturdays 9am-4pm

BUILDING A PHOTOGRAPHY BUSINESS
Gain a comprehensive understanding of owning and running a photography business. Discussions will cover pricing your services and images, copyright protection, and marketing your work to build a clientele. Topics covered apply to street (documentary) photography, product photography, event photography, wedding photography, landscape photography, etc. No matter your niche, you will find this course useful as you build your business.

Vernetta Thomas
Sat | Dec 5-12 (meets 2x) | 9am-4pm | $199
PAR Room 401 | 153PH1151

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

Vernetta Thomas
Sat | Nov 14 | 1-4pm | $59
PAR Room 512 | 153PH1104

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.

$89 each when registering for more than one session of Digital Photography I, II, III or IV. To receive the discounted price, call 702-895-3394. Discount cannot be processed online.

James Mahoney
Sat | Sep 5 | 9:30am-3:30pm | $109
PAR Room 300 | 153PH1100

REGISTER EARLY:
Register at least 15 business days in advance for best course selection and availability.

Register by phone at 702-895-3394
DIGITAL PHOTOGRAPHY II-VISUAL COMMUNICATION
Master the essentials of visual communication through the digital photography medium. Students will learn the basics of composition, elements of design, and lighting to achieve creative results. Techniques of subject placement, directional lighting, and portrait lighting will be demonstrated. Please bring your camera to participate in the classroom shooting demonstrations.

$89 each when registering for more than one session of Digital Photography I, II, III, or IV. To receive the discounted price, call 702-895-3394. Discount cannot be processed online.

James Mahoney
Sat | Sep 19 | 9:30am-3:30pm | $109
PAR Room 400 | 153PH1141

DIGITAL PHOTOGRAPHY III-FOCAL LENGTHS TO FILTERS
Explore the visual effects of various focal length lenses and filters and their creative applications. Create dramatic perspectives through selection of lens focal length from wide angle to telephoto. The use of filters to enhance image quality and creativity will be demonstrated. Students will learn the art of constructing filters from everyday household items. Please bring your camera to participate in the classroom shooting demonstrations.

$89 each when registering for more than one session of Digital Photography I, II, III, or IV. To receive the discounted price, call 702-895-3394. Discount cannot be processed online.

James Mahoney
Sat | Oct 17 | 9:30am-3:30pm | $109
PAR Room 403 | 153PH1125

DIGITAL PHOTOGRAPHY IV-LIGHTING ON LOCATION
Utilize light-modifying reflectors and diffusers to capture available light and achieve outstanding results in your photography. Portable flash techniques of bounce, flash fill, and flash off camera will be discussed and demonstrated. After a morning of classroom instruction and demonstration, the class will undertake location shoots at various campus locations during the afternoon to practice lighting techniques. Students must have a prior understanding of manual camera settings. Please bring your DSLR camera to class to participate in the shooting demonstrations.

$89 each when registering for more than one session of Digital Photography I, II, III, or IV. To receive the discounted price, call 702-895-3394. Discount cannot be processed online.

James Mahoney
Sat | Nov 14 | 9:30am-3:30pm | $109
PAR Room 403 | 153PH1101

FOOD PHOTOGRAPHY
Tell a mouthwatering story with food images. Students will study the elements of design prominent in food photography, such as shape, line, texture, and color. Tips on food styling, lighting, lens choice, and the total visual experience will help set your work apart. We will discuss the roles of the photographer, chef, and stylist, and how editorial and commercial food shoots come together. Additional topics include food blogs, promotional websites, and post-production options. Students will be exposed to the best camera settings for food photography and the importance of shooting tethered. Please bring your camera to participate in the classroom shooting demonstrations.

Vernetta Thomas
Wed | Sep 23-30 (meets 2x) | 5:30-9pm | $129
PAR Room 512 | 153PH1152

HOW TO MAKE A (CHEAP) FEATURE FILM IN TWO WEEKENDS
Plan, write, and film a movie in just two weekends. Making a film with limited time and finances keeps you focused on only the essentials, resulting in creative solutions to problems. The course’s instructor brought years of screenwriting and production experience to his own low-budget movie, The Great White Loan Shark, which he wrote, directed, and filmed in one day. He will share what he learned in making it!

John Hill
Thu | Nov 5-Dec 17 (meets 6x)* | 7:15-9pm | $199
PAR Room 301 | 153PH1140
*Class does not meet Nov 26.

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

James Mahoney
Mon | Nov 2 | 6-10pm | $89
PAR Room 511 | 153PH1103
PRESENTING & MARKETING YOUR PHOTOGRAPHS

Let your best photos tell the story of your art and business. While shooting and processing are fun, ultimately the goal is to make money with your work. Learn to present and share images in both print and digital portfolios, set up online store fronts (Wix, Wordpress, Zenfolio), sell images on stock networks, and print high-quality photo books. Find out how to utilize direct mail campaigns and social media outlets (Facebook, LinkedIn, Instagram) to market your photography and reach new audiences. Photographers have to sell themselves; create professional-looking business cards, freshen up your networking skills, and connect with photography organizations.

Vernetta Thomas

Tue | Nov 10-17 (meets 2x) | 5:30-9pm | $129
PAR Room 300 | 153PH1153

STREET PHOTOGRAPHY

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

Vernetta Thomas

Thu & Sat | Oct 8-17 (meets 3x) | 5:30-9pm | $199
PAR Room 511 | 153PH1154
*Class meets Thursdays 5:30-9pm & Saturdays 9am-4pm

VIDEO BLOGGING

Video blogging has become an industry unto itself. Whether you are interested in making money, entertaining groups of people, or simply showing off family videos, video hosting platforms like YouTube offer a great many tools and functions. Become familiar with various video hosting platforms, how to create a YouTube channel, how to monetize videos, best practices for promoting videos, as well as how to make the videos that people want to see. Students must bring their laptop or tablet to class.

Prerequisite: Video Editing I or comparable experience.

Jim Palmquist, MFA

Sat | Nov 7 | 9am-noon | $59
PAR Room 107 | 153CW8154

VIDEO EDITING I

Compile your video and audio files into seamless, professional-quality projects using Adobe’s sophisticated video editing platform. Learn to 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. The class will utilize Adobe Premiere CS-6.

Jim Palmquist, MFA

Thu | Sep 10-24 (meets 3x) | 6-8pm | $119
PAR Room 123 | 153CW8151

VIDEO EDITING II

Take your basic editing skills to the next level. Learn more advanced techniques and styles of editing, plus how to use video and audio layers, keyframes, titles, and transitions. Skills will translate to freelance editing, editing movies, short films, documentaries, video blogs, or even home movies. The class will utilize Adobe Premiere CS-6.

Prerequisite: Video Editing I or comparable experience.

Jim Palmquist, MFA

Thu | Oct 8-22 (meets 3x) | 6-8pm | $119
PAR Room 123 | 153CW8152

VIDEO EDITING SPECIAL EFFECTS: TITLES

Opening titles can make or break your ability to gain a viewership. Utilize great titles and viewers will stay to see what your video has to offer. Build complex titles and understand why and when to utilize the techniques. Skills learned will translate to freelance editing, editing movies, short films, documentaries, video blogs, or even home movies. The class will utilize Adobe After Effects CS-6.

Prerequisite: Video Editing I or comparable experience.

Jim Palmquist, MFA

Sat | Nov 7 | 1-4pm | $59
PAR Room 125 | 153CW8153

WEDDING PHOTOGRAPHY

Capture a couple’s wedding memories with artistry, professionalism, and confidence. Whether you are an amateur photographing a friend or relative’s big day, or a pro transitioning into the field, practical tips from a photographer with experience can be as golden as the rings. Curriculum ranges from pre-wedding preparation (scouting sites for shot locations and light, creating a shot list, communicating with clients), to wedding day dynamics (posing groups, natural v. artificial lighting, taking macro images, shooting the reception). Technically, we will explore benefits of different lenses, light meters, grey cards, and reflectors. We will also discuss post-production editing and presenting your work back to the couple. Bring your camera to participate in the classroom shooting demonstrations.

Vernetta Thomas

Tue | Sep 22-29 (meets 2x) | 5:30-9pm | $129
PAR Room 302 | 153PH1155

RADIO & TV VOICEOVER

BREAK INTO THE WORLD OF VOICEOVER

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

Melissa Moats

Tue | Sep 8-29 (meets 4x) | 6:30-9:30pm | $299
The Voice Actors Studio | 153CX4171A

Tue | Nov 10-Dec 1 (meets 4x) | 6:30-9:30pm | $299
The Voice Actors Studio | 153CX4171B
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.

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

COMMUNITY MANAGER PREPARATION COURSE INFORMATION SESSION

Attend a free information session before you enroll in the Community Manager Preparation Course. Information session will cover the topics you will learn in the course, the Nevada requirements for Community Association Managers, community manager job responsibilities, employment potential, and financial assistance. This session will help you decide whether this course is the right choice for you.

Ken Richardson

Tue | Sep 1 | 9-10am | No Charge
PAR Room 512 | 153RP1101A

Tue | Sep 1 | 4-5pm | No Charge
PAR Room 512 | 153RP1101B

COMMUNITY MANAGER PREPARATION COURSE

You will learn basic business management and the requirements for community management found in NRS 116, 116A and NAC 116 and 116A. This 60-hour course meets Nevada’s pre-certification requirements for Community Association Managers. Upon completion of this course, you will be eligible to take the exam to become certified by the state’s real estate division. Printed material to be given first day of course. Community Manager Education Number PL.06100-CAM.

Ken Richardson, Bruce Jenkins, Linda Rheinberger, Barbara Westhoff, Katherine Wolfe, Tony Lonardo, Lauren Scheer & Rob Forney

Tue, Wed, & Thu | Sep 15-Nov 3 (meets 22x) | 5:30-8:30pm | $599
PAR Room 301 | 153RP1100 | 6 CEUs
PERSONAL SAFETY & FIRST AID

CPR/AED & FIRST AID, ADULT & CHILD: AMERICAN HEART ASSOCIATION

Respond effectively and confidently to a medical emergency, providing lifesaving support until emergency care arrives. Subjects taught include adult and child CPR and AED, cardiac arrest, choking, and treatment for shock. The first aid portion of the course covers illnesses, bleeding injuries, musculoskeletal injuries, bites and stings, and more. This two-year American Heart Association certification is accepted by teaching institutions, medical institutions, and many other occupations.

Fee includes certification skills card upon successful completion of course and textbook.

Peggy Tippin

Sat | Sep 12 | 9am-2:30pm | $89
PAR Room 511 | 153HE1101A
Sat | Nov 14 | 9am-2:30pm | $89
PAR Room 511 | 153HE1101B

WOMEN’S SAFETY: MINDSET OF A CRITICAL INCIDENT

Heighten your awareness of suspicious activity so you do not become the victim of a crime. This class analyzes multiple case studies of violent crimes utilizing actual surveillance video. Each case is systematically dissected, focusing on all the pre-cursors relating to the suspect, victim, and premise. Particular emphasis is placed on the behavior of the suspect, or “Signs of Suspicion.” These are very visible physical indicators or micro-expressions displayed by criminals prior to committing an act of violence. The class then covers the fight, flight, freeze, and appease response. Upon completion of the class, students will be able to identify multiple signs of suspicion and understand methods to best handle a critical incident. Required textbook(s): 7 Second Blackbelt: 77 Scenarios (ISBN: 9780692372814).

Christopher Curtis

Sat | Sep 12 | 1-4pm | $39
PAR Room 512 | 153GI1160A
Sat | Oct 17 | 1-4pm | $39
PAR Room 512 | 153GI1160B
Sat | Nov 14 | 1-4pm | $39
PAR Room 401 | 153GI1160C

HEALTH & WELLNESS

ENERGY HEALING: BEGINNERS (REIKI)

Embrace energy healing as a pathway to wellness. Invisible energy is all around us, shown in the form of radio waves and the pull of a magnet. Feel the unseen energy running through and swirling around your body and learn to rebalance it for greater health. Learn about energy centers (chakras) and how color affects mood and happiness. An Energy Healer/Reiki I certificate is issued upon completion.

Jacqui Simpson

Sat | Sep 12 | 9am-4pm | $129
PAR Room 301 | 153HE1103A
Tue | Sep 22 | 9am-4pm | $129
PAR Room 302 | 153HE1103B

ENERGY HEALING: INTERMEDIATE (REIKI)

Expand your knowledge of Energy Healing by studying the underlying science. Apply Universal Life Energy to your family, friends, pets, and Mother Earth. Practice additional healing methods including distance healing, and healing with crystals, sounds, and Tibetan bowls. Many professionals add Energy Healing as an enhancement to their work, especially massage therapists and nurses. An Energy Healer/Reiki II certificate is issued upon completion.

Prerequisite: Energy Healing: Beginners (Reiki)

Jacqui Simpson

Sat | Oct 3 | 9am-4pm | $149
PAR Room 403 | 153HE1104A
Tue | Oct 13 | 9am-4pm | $149
PAR Room 107 | 153HE1104B

ENERGY HEALING: MASTER (REIKI)

Channel Universal Life Energy for greater health of the body and mind for yourself and clients. Work with techniques for removing negative energies, especially trapped emotions and old thought patterns holding us back from true joy! Receive a powerful activation of the pineal gland to open your intuition to a greater flow of wisdom from your higher self. An Energy Healer/Reiki III certificate is issued upon completion.

Prerequisite: Energy Healing: Intermediate (Reiki)

Jacqui Simpson

Tue | Nov 3 | 9am-4pm | $199
PAR Room 107 | 153HE1105B
Sat | Nov 7 | 9am-4pm | $199
PAR Room 403 | 153HE1105A
HATHA YOGA WORKSHOP: THE ELEMENTS OF EARTH & FIRE
Focus on the energies of Earth and fire and infuse those elements into your yoga practice to positively affect your mind, body, and soul. We will have discussions as we practice yoga to bring more clarity and meaning to your practice.
Stephani Magee
Sat | Sep 19-26 (meets 2x) | 9-11am | $49
PAR Room 140 | 153SF1182

HATHA YOGA WORKSHOP: THE ELEMENTS OF WATER & AIR
Focus on the energies of water and air and infuse those elements into your yoga practice to positively affect your mind, body, and soul. We will have discussions as we practice yoga to bring more clarity and meaning to your practice.
Stephani Magee
Sat | Oct 17-24 (meets 2x) | 9-11am | $49
PAR Room 140 | 153SF1183

HATHA YOGA FOR ALL LEVELS
Strengthen your body, improve your flexibility, and fine tune your mental focus through Hatha Yoga. Hatha Yoga balances the subtle energies of the body by combining postures, movement, and breath control into a mindful meditative flow with the intention of bringing about a state of well-being. Inner awareness of what your true self needs allows you to reconnect with yourself and, in turn, with others. All levels welcome.
Stephani Magee
Mon | Sep 14-Nov 9 (meets 8x)* | 5:30-6:45pm | $109
PAR Room 140 | 153SF1181
*Class does not meet Oct 12.

MINDFULNESS MEDITATION
Improve mood, decrease stress, and increase mental focus with Mindfulness Meditation (MM) techniques. You will learn to focus your thoughts with breathing and meditation, and to stay open to emotions instead of ignoring or denying them. We will explore the kindness/healing (metta) side of MM, where visualizations and imagery are used to open the heart and heal the mind, body, and spirit. Walking and eating meditations will be included.
Linda Rohacek
Sat | Sep 26-Oct 17 (meets 4x) | 11am-1pm | $109
PAR Room 400 | 153PG1189

SPORTS & FITNESS
BEMOVED
BeMoved inspires participants to embrace dance as a lifelong path to health, joy, and fulfillment. Experience various genres of dance including Bollywood, gospel, swing, Latin, and disco. Intensity and movements can be modified to match your fitness level. Chairs will be used for support. No previous experience necessary.
Richard Havey
Wed | Sep 9-Oct 28 (meets 8x) | 1:15-2:15pm | $69
PAR Room 133 | 153SR4150

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. Dress code is required for Black Mountain Golf Course. Please wear only soft spike golf shoes or tennis shoes. $10 per person payable to instructor on first day of class for range balls.
Gene Munk, PGA Professional
Sat | Oct 24-Dec 5 (meets 6x)* | 11am-12:30pm | $129
Black Mountain Golf and Country Club | 153SF1104A
*Class does not meet Nov 28.
Sun | Oct 25-Dec 5 (meets 6x)* | 9:30-11am | $129
Black Mountain Golf and Country Club | 153SF1104B
*Class does not meet Nov 29.

INDOOR ROCK CLIMBING
Master the fundamentals of the growing sport of rock climbing. Instruction begins with basic climbing techniques on bouldering walls, then progresses to skills on taller, roped walls. An emphasis will be placed on safety throughout. This course is perfect for beginners and will take your fitness to new heights. Even those who profess a fear of heights or think they are too out of shape may surprise themselves with newfound courage and confidence! Course includes a two week membership to the host indoor climbing facility.
Beth Malloy
Wed | Sep 16-30 (meets 3x) | 7-8:30pm | $79
The Refuge Climbing and Fitness | 153SF1171A
Wed | Oct 21-Nov 4 (meets 3x) | 7-8:30pm | $79
The Refuge Climbing and Fitness | 153SF1171B

Register online at http://ced.unlv.edu/cat2015
NASM CERTIFICATE PROGRAMS
Work one-on-one with clients to define their fitness and wellness goals and design customized training and nutrition plans. Personal trainers and other wellness professionals enjoy flexible hours and energetic work environments including gyms, corporate fitness centers, and resorts. Earn a certificate from National Association of Sports Medicine’s (NASM) nationally recognized program. Pursue a specialist credential to take your training or wellness career to the next level. Course fees include textbook, access to online instruction, and the NASM certification exam.

NASM ESSENTIALS OF CORRECTIVE EXERCISE TRAINING CERTIFICATE
Corrective Exercise Specialists help their personal training clients correct muscle imbalances, improve range of motion, eliminate inefficient movements, and reduce potential for injury using an evidence-based approach to corrective exercise. Study the components of NASM’s integrated approach, and develop the practical know-how to implement strategies to improve common movement impairments. In addition to classroom instruction, a concurrent online component is included. Upon completion, you will be prepared to take NASM’s Corrective Exercise Specialist credentialing examination. Students are required to complete an additional 50 hours of online coursework and fitness training outside of normal class meeting times.

Prerequisite: Must be a Certified Personal Trainer, have a bachelor’s degree (any field) or advanced student in a related field.

Course fee includes textbook, access to online instruction, and sitting fee for certification exam.

Heidi Freitas, FTS, ICF, NASM, ACSM
Mon | Sep 14-Nov 16 (meets 10x) | 1:30-4pm | $1,099
City Athletic Club | 153SM3101 | 7.5 CEUs

NASM PERSONAL FITNESS TRAINER PROGRAM
Prepare for a career as a personal trainer with a NCAA-accredited National Academy of Sports Medicine certification. The course will cover basics of human movement, resistance training, flexibility, cardiovascular training, balance, core, reactive training, speed, agility, and quickness. You will gain hands-on experience with fitness assessments and learn how to work with future clients. In addition to classroom instruction, a concurrent online component is included. Upon completion, you will be prepared to take the certification exam. Students are required to complete an additional 50 hours of online coursework and fitness training outside of normal class meeting times.

Course fee includes text, access to online instruction and the certification exam. It also includes CPR, First Aid 2-Year Certification which is required to test for your certification exam. Please bring exercise bands and a foam roller to the second session of class.

Heidi Freitas, FTS, ICF, NASM, ACSM
Sat | Oct 3-Dec 12 (meets 11x)* | 2-4:30pm | $1,199
City Athletic Club | 153SM3100 | 7.5 CEUs
*Class does not meet Nov 28.

SPORTS COACHING
UNLV’s Athletic Coaching Education (ACE) program utilizes the expertise of the Rebel Athletic Department and Clark County School District coaching communities to provide coaches with an unmatched learning experience. Upon successful completion, you will earn a dual certificate including the ACE certificate and the National Federation of High School Sports (NFHS) Level 1 Certification, which makes you eligible to coach at the interscholastic level in 48 states including Nevada. First Aid, Health, and Safety for Coaches must be taken separately.

FUNDAMENTALS OF SPORTS COACHING
Teamwork, performance, sportsmanship, communication, and safety are all responsibilities of the youth athletic coach. Whether you are a seasoned veteran or looking to begin your coaching career, you will gain the skills and knowledge necessary to work with today’s athletes.

Steve Barnson, Ph.D.
Sat | Nov 7-14 (meets 2x) | 9am-2pm | $199
PAR Room 400 | 153SM3111A | 1.5 CEUs

NASM FITNESS NUTRITION SPECIALIST
Nutritional guidance and support for overall health, athletic performance, weight loss, and long-term weight management is in high demand. Whether you are working with personal training clients or seeking knowledge to improve your own personal athletic performance, this course will provide essential information regarding energy balance, caloric needs, physical activity, metabolism, and food choices. Students are required to complete an additional 44 hours of online coursework and training outside of normal class meeting times.

Course fee includes textbook, access to online instruction and sitting fee for certification exam.

Lory Hayon, RDN, LDN, CPT-NASM
Tue | Sep 15-Nov 3 (meets 8x) | 5-7:30pm | $849
PAR Room 300 | 153SM3102 | 6 CEUs
Make the Cannon Survey Center Part of Your Research Team

Let data drive the decision-making in your business. When you partner with Cannon Survey Center to collect and analyze feedback from your customers, you can make informed decisions to improve your customer experience and your bottom line. Surveys can be conducted online, via landline or cellphone, face-to-face in the field, or by mail. Bilingual staff can provide survey administration in Spanish.

Contact Us:
Phone: 702-895-5731  Email: bridget.kelly@unlv.edu  Web: surveys.unlv.edu

Register online at http://ced.unlv.edu/cat2015
Custom Training

UNLV Continuing Education can create any type of high-quality educational offering for your organization. And it’s done with flexibility in delivery, location, scheduling, and pricing.

Flexible—We will design the training specifically for your group size, schedule, and location. The courses are created just for you and others with similar interests.

Cost-Effective—We will maximize your budget and time by giving you exactly the training you need. Technology and adaptable learning environments allow you to learn in person, online, or both.

Outcome-Driven—Company-specific criteria are established for measuring success and return on investment. Courses are evaluated to measure quality of instruction and course content.

To find out how we can customize classes or training for you, please call 702-895-3394 or email continuing.education@unlv.edu or visit continuingeducation.unlv.edu.

LEARN EVERY DAY. EVERYWHERE.

We offer a number of learning opportunities to explore—from working toward a degree or enhancing your skills to learning a new language or traveling. Our focus is on you—whether you’re an adult or senior, or in government or business, a military or part-time student, or a returning or non-traditional student unable to attend traditional campus-based credit courses and programs.

LEARN ABOUT OUR:
Re-entry Scholarships
Accelerated credit courses
Career enhancement/personal enrichment courses
Customized training
Study groups just for seniors
Survey and research services

To learn more (literally), visit us online: edoutreach.unlv.edu
Where Mature Minds Bloom

Don’t retire from something. Retire to something. If you have a passion for lifelong learning the Osher Lifelong Learning Institute (OLLI) at UNLV is the premier adult education program for seniors in Southern Nevada.

Enrollment for the fall term is only $75, and entitles you to more than eighty classes spanning topics from the arts to the movies, history to current events, and literature to language.

Join engaging study groups in non-credit classes with no tests, homework, attendance, or grades. OLLI at UNLV also features trips to historic sites around Southern Nevada.

Experience the OLLI experience by signing up for the catalog mailing list at OLLI.unlv.edu or call 702-774-OLLI.

Satellite locations include: Las Ventanas, MacDonald Ranch, Sun City Summerlin, Sun City Anthem, Sun City Aliante, and Merrill Gardens Retirement Community.

Register by phone at 702-895-3394 or online at OLLI.unlv.edu.
GetAhead
http://online.unlv.edu

Online Programs

Engaging Curriculum

Innovative Technologies

UNLV ONLINE EDUCATION
THE OFFICE OF ACADEMIC AFFAIRS

Register by phone at 702-895-3394
Who Takes Our Classes
Continuing Education classes are open to anyone interested. Unless an age is specified in the class description, the minimum age to take a class is 18 years old. Individuals under the age of 18 will need their parent or guardian’s permission and approval from Continuing Education to register.

Class Locations
Our classes are located throughout the Las Vegas Valley. Each class description will specify the class location. The UNLV Paradise Campus (PAR) is located at 851 E. Tropicana in Las Vegas (Southeast corner of Tropicana and Swenson).

How to Pay
There are several ways to pay for our programs to make it as easy as possible for you. Take a look at our registration information and form on page 53 of this catalog.

Course Updates
To keep up with demand and emerging trends, we are continuously adding new programs each semester after our catalog has been published. Go to our website, continuingeducation.unlv.edu, to see our latest offerings!

Parking
Our Paradise campus offers student parking on site. There are both metered and permit spots for our students. Meter fees are $1 per hour. Permits are required Monday–Thursday 7am-7pm and Friday 7am-1pm. There are a variety of permits—daily, weekly, monthly or annually—available for purchase at Parking and Transportation Services on the main campus. Daily and weekly permits are available at the Information Desk at the Paradise campus. Visit parking.unlv.edu for the most up-to-date information.

Disability Services
Through an active and continuing affirmative action program, 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.

If you have a documented disability requiring assistance, you will need to contact the Disability Resource Center to coordinate necessary academic accommodations. The Disability Resource Center is located on the main campus and can be reached at 702-895-0866.

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.

As permitted under federal law, the sole exception to the above practice is the release of “directory” information considered to be public in nature and not generally deemed to be an invasion of privacy. At UNLV, the following categories are defined as “directory” information: name, address, email address, telephone number, dates of attendance, full-time/part-time status, academic major, college and grade level, heights and weights of members of athletic teams, academic honors, other academic institutions recently attended, participation in UNLV organizations, and degrees earned and dates attended.

Registration Deadline
Register at least 15 business days in advance for best course selection and availability. Travel & Exploring registration deadlines are as noted with course description. For more information see continuingeducation.unlv.edu/registration-policies.

Cancellation Policy
We reserve the right to cancel class or make any changes to the schedule deemed necessary in order to provide our students with the best educational experience.

Student Drop/Withdrawal Policy
We recognize you may occasionally need to cancel a registration by dropping or withdrawing from a course. Unless a separate policy is stated for a specific class or classes, the following applies to all cancellations and refunds: Requests for refunds must be made in writing and must be submitted at least three business days before the first day of class; 100% of the registration fee will be refunded minus a $10 administrative fee, and at no time will the amount refunded exceed the amount of the original registration fee. Refund requests must include your name, the course name and number, and a reason for your request. Your request can be emailed to continuing.education@unlv.edu, faxed to 702-895-4195, or mailed to Continuing Education, 4505 S. Maryland Parkway, Box 451019, Las Vegas, NV 89119-1019. The complete refund policy can be found by visiting continuingeducation.unlv.edu/registration-policies.

Wait Lists
Once a class fills up, you may choose to join the wait list. If a seat in the class becomes available or if we have enough people on the wait list to open a new section, we will contact you. Register early to assure yourself a seat in the class. For additional information about the wait list, please review our policies at continuingeducation.unlv.edu/registration-policies.

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

CEUs
A number of courses in this catalog offer Continuing Education Units (CEUs). The Continuing Education Unit is a standard unit of measure for quantifying continuing adult education and training activities. One CEU equals 10 contact hours of participation in an organized education/training experience under responsible, qualified direction and instruction.

Attendance Policy
Attendance is required for all Continuing Education classes. Please communicate with your instructor on what to do if you need to miss a class.

Student Code of Conduct
A detailed Student Code of Conduct policy is available on the Office of the Vice President for Student Affairs’ website. Students are responsible for adhering to this code of conduct while participating in all UNLV programs and services.

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.

To help you familiarize yourself with copyright and fair-use policies, the university encourages you to visit its copyright webpage.

UNLV Paradise Campus
Customer Service Hours
We are open Monday–Thursday 8am–9pm, Friday 8am–5pm, and Saturday 8am–5pm. We are closed on Sundays and university holidays. Please visit edoutreach.unlv.edu for updates to this schedule.

Contact Us
The Division of Educational Outreach information desk is located at UNLV Paradise Campus; 851 E. Tropicana Avenue; Las Vegas, NV 89119; 702-895-3394; Email us at: edoutreach@unlv.edu. For customer service hours, see above.
Registration

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 ___________________________ ☐ M ☐ F

Course Information:
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Course Fee</th>
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Payment Information:
Your payment MUST accompany this form. Refer to our Cancellation and Refund Policy listed on the previous page. Do not send cash.

☐ Check—Please enclose check made payable to Board of Regents
☐ Credit Card—Please charge my
☐ VISA □ Mastercard □ American Express □ Discover

Account No. ___________________________ Amount $ ______________
Exp. Date ____________________________
Cardholder’s Name ________________________________
Signature ___________________________________________

Register online at http://ced.unlv.edu/cat2015
Location Legend

UNLV Beam Music Center (BMC)
UNLV Carol Harter Classroom Building (CBC)
Bill ‘Wildcat’ Morris Rebel Park
UNLV Paradise Campus (PAR)
UNLV Shadow Lane Campus (SLC-B)

UNLV campus maps are available online at www.unlv.edu/maps

Airworks LLC, 2722 Perimeter Rd., Ste. #103, North Las Vegas, NV 89032 (702-900-7798)
City Athletic Club, 7980 W. Sahara Ave., Las Vegas, NV 89117 (702-675-3900)
Clay Arts Vegas, 1511 S. Main, Las Vegas, NV 89104 (702-375-4147)
CSN Summerlin High Tech Center, 333 Paviilion Center Dr., Las Vegas, NV 89144 (702-799-4900)
Ferguson Enterprises, 4175 S. Grand Canyon Dr., Las Vegas, NV 89147 (702-368-2284, before 5pm)
Gibson Library, 100 W. Lake Mead Pkwy., Henderson, NV 89015 (702-565-8402)
Historic Fifth Street School, 401 S. 4th St., Las Vegas, NV 89101 - Conference Room Ste. 140
Nevada Virtual Academy, 8965 S. Eastern Ave., #330, Las Vegas, NV 89123 (866-912-3350)
Palo Verde High School, 333 Paviilion Center Dr., Las Vegas, NV 89144 (702-799-1450)
Sharon Gainsburg Studio, 1533 W. Oakey Blvd., Las Vegas, NV 89102 (702-249-3200)
Sunset Station Hotel & Casino, 1301 W. Sunset Rd., Henderson, NV 89014 (702-862-3154)
The Voice Actors Studio, 1510 W. Horizon Ridge Pkwy., Henderson, NV 89012 (702-538-9318)
Total Wine & More-Henderson, 501 N. Stephanie St., Henderson, NV 89014 (702-433-2709)
U Bottle It, 2230 W. Horizon Ridge Pkwy., Ste. 150, Henderson, NV 89052 (702-565-5040)
Wood It Is!, 2267 W. Gowan, Ste. 106/107, North Las Vegas, NV 89032 (702-631-1870)
Working to Save Both Nature and Society in Africa: A Conservationist’s View
Wed., Aug. 26, 2015 • 7:30 p.m.
Barrick Museum Auditorium
Dr. Robert Ford, Geographer/Photographer

Five Years Later: Revisiting Haiti and the Earthquake
Tue., Sept. 1, 2015 • 7:30 p.m.
Barrick Museum Auditorium
Gina Athena Ulysse, Associate Professor of Anthropology, Wesleyan University

Jane Austen on Film
Wed., Sept. 9, 2015 • 7:30 p.m.
Barrick Museum Auditorium
Timothy Erwin, Professor, Department of English, UNLV

A Switch in Time Beyond the Nine: American Constitutional Culture During the 1930s
Wed., Sept. 16, 2015 • 7:30 p.m.
Barrick Museum Auditorium
John Wertheimer, Professor of History, Davidson College

There’s A Man With A Gun Over There: The Military and American Culture and Society
Tue., Sept. 22, 2015 • 7:30 p.m.
Barrick Museum Auditorium
R.M. Ryan, Author of two novels and two collections of poetry, and Director of the Williams-Lewellen Foundation

Shakespeare’s Much Ado About Nothing and Female Celebrity: “There Was a Star Danced”
Wed. Sept. 30, 2015 • 7:30 p.m.
Barrick Museum Auditorium
Lezlie C. Cross, Assistant Professor, Department of Theatre, UNLV

“The Lads That Will Never Be Old: Popular Art and Song From and About World War I” (A Concert-Lecture)
Wed., Oct. 7, 2015 • 7:30 p.m.
The Doc Rando Hall, Beam Music Center
Please note that tonight’s event is not being held at our usual location. Andrea Axelrod, Singer, Writer and Cultural Historian based in New York City

Contesting Intersex: The Dubious Diagnosis
Tue., Oct. 13, 2015 • 7:30 p.m.
Barrick Museum Auditorium
Georgiann Davis, Assistant Professor, Department of Sociology, UNLV

The Stories People Play: Video Games, Digital Storytelling, and Player Agency
Wed., Oct. 21, 2015 • 7:30 p.m.
Barrick Museum Auditorium
Amy Green, Assistant Professor-in-Residence, Department of English, UNLV

Ice Age Mammals of the Great Basin
Wed., Oct. 28, 2015 • 7:30 p.m.
Barrick Museum Auditorium
Donald Grayson, Department of Anthropology, University of Washington

The Making of a Latina-Centric Romantic Comedy
Mon., Nov. 9, 2015 • 7:30 p.m.
Barrick Museum Auditorium
Laura Gutiérrrez Spencer, Director, Chicano Programs, New Mexico State University

Save the Rainforest? Brazil, the United States and the Battle for the Amazon During World War II
Mon., Nov. 16, 2015 • 7:30 p.m.
Barrick Museum Auditorium
Wayne Rebhorn, Professor of English, University of Texas at Austin

World Literature’s Bad Boy: Boccaccio and His Decameron
Mon., Nov. 16, 2015 • 7:30 p.m.
Barrick Museum Auditorium
Seth W. Garfield, Professor of History, University of Texas at Austin

Pushing Boundaries: How Airlines and Airports Connected Cities of the American West with the World
Tue., Dec. 1, 2015 • 7:30 p.m.
Barrick Museum Auditorium
Daniel Bubb, Assistant Professor in Residence, Honors College, UNLV
Your company is one of a kind. Your training should be, too.

UNLV can create a custom training solution for your business. We work alongside your leadership team to assess your needs, design curriculum, and deliver the content that matters most to your business.

UNLV custom training is:

**Top-Quality**
Your employees will benefit from the knowledge and experience of university and industry experts. The depth of UNLV’s resources is unparalleled in Southern Nevada.

**Flexible**
Train on-site, on-campus, or online. Sessions are scheduled to meet your needs and can be tailored to any group size.

**Results-Oriented**
Custom curriculum ensures employees will gain the skills that matter most to you as an employer. They can put their training to work right away!

To find out how we can customize classes or training for your organization, call 702-895-3394 or email continuing.education@unlv.edu.


View a full list of custom topic descriptions at http://ced.unlv.edu/custom-training.
Congratulations to Margaret Pickard, J.D. Paralegal Instructor and Attorney

Margaret Pickard is now recognized as one of UNLV’s distinguished teaching faculty. She has been awarded the 2015 Educational Outreach Faculty Excellence Award for her service to her students, UNLV, and the Las Vegas community.

She is best known in the Las Vegas community for developing and teaching the UNLV Cooperative Parenting Program, which has served over 1,100 Las Vegas Family Court litigants. Pickard first came to UNLV in 2003 as an instructor in the Paralegal Certificate Program, creating and developing course curriculum. The program is now nationally recognized as one of the top paralegal programs in the country.

Pickard is also an attorney, author, and the Standing Pro Tem Hearing Master for the Las Vegas Juvenile Drug Court. She is a member of the Nevada State Bar’s Family Law Executive Committee and Co-Editor of the Nevada Family Law Review. In 2014, Pickard was recognized as one of the Top 10 Family Law Attorneys in Nevada, by the National Academy of Family Law Attorneys.

The UNLV Division of Educational Outreach and Continuing Education extend our gratitude to Pickard for sharing her wealth of knowledge and love for educating others.