Become an Acute Care Nurse

Registered nurses in Nevada serve in different capacities, from staff nurse to school nurse. UNLV Continuing Education offers the Gap Training for RNs: Transition into Practice Program to assist nurses in acquiring the experience and skills to enter into the acute care setting.

Whether you are newly graduated and still looking for your first RN position, an RN currently working in a non-acute care setting who seeks current skills and experiences to qualify for a job in acute care, or a returning-to-practice RN who needs precepted hours to complete an RN refresher program, this program might be your entry point to transition. Full tuition for the program may be available for those who qualify thanks to a grant from Workforce Connections.

Learn more about the Gap Training for RNs: Transition into Practice Program on pg. 44 or visit ced.unlv.edu/rn-training.
LAUNCH
a new phase of your career by earning a professional certificate through UNLV.

ced.unlv.edu/certificate-programs

LET THE LEARNING BEGIN!

Our classes are now easier to find. Continuing Education has reorganized its class groupings, both in print and online. Classes are 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. Just call 702-895-3394 or email continuing.education@unlv.edu.
Director’s Letter

An increasing number of people are turning to certificate programs to bridge the gap between education and employability. In competitive fields, employers expect job candidates to come to the table with skills once learned on the job. Career changers and new graduates must increasingly bring experience and skills even to an entry-level position.

Gap Training for RNs: Transition into Practice program is a prime example of how skill-based training can supplement academics and translate into employment. The program provides licensed nurses with the on-the-job experience required for most acute care positions. To date, three-quarters of the nurses who completed the program are now employed in acute care.

A certificate can be a stepping stone to higher education or to a promotion. Nationally, 20 percent of non-credit certificate earners continue on to complete an associate’s degree. Another 13 percent go on to earn a bachelor’s degree. In the meantime, certificate holders can get to work in their chosen career field and gain experience even as they work toward their final educational goals. An overview of our non-credit certificate programs can be found on page 4.

If you are considering entry into a new career field or looking to get ahead in your current career, trust UNLV Continuing Education to provide top-quality coursework. We look forward to seeing you soon.

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.

Mission Statement: Serving the global community of learners through non-credit education to enhance personal growth and professional advancement.
# Table of Contents

**Aerospace & Defense**...5  
Airplane & Helicopter Pilot Training  
Protective Services Professional  
Unmanned Aircraft Systems (UAS)

**Animals**...7  
Chickens  
Dog Obedience  
Pet First Aid  
Animal Massage

**Arts & Crafts**...9  
Arts & Crafts  
Home & Garden

**Computers**...13  
Personal Computing  
Microsoft Office: Essentials  
Microsoft for the Workplace  
Internet Design & Technology  
Print & Graphic Design  
Information Technology

**Design**...19  
Fashion Design

**Entertainment & Hospitality**...21  
Food & Beverage  
Beer Steward  
Sommelier Academy

**Exploring & Travel**...24  
Day Trips  
Extended Tours  
Road Scholar

**Family**...26  
Genealogy  
Parenting & Families

**Financial Management**...27  
Financial Planning  
Grant Academy  
Nonprofit Management
Language Arts...31
Accent Reduction
English as a Second Language (ESL)
Foreign Language
Writing

Learning Services...34
Learning Services
Reading Enrichment Programs
PHR/SPHR

Legal...35
Legal
Legal Secretary
Mediation
Paralegal & Nurse Paralegal
Paralegal Specialist

Management & Operations...39
Entrepreneurship
Human Resource Management
Public Relations

Medical...44
Medical
Gap Training for RNs: Transition into Practice Program

Music...45
Guitar
UNLV Music

Photography, TV & Film...47
Acting
Photography
Radio & TV Voiceover

Real Estate...50
Community Manager

Sports & Wellness...51
Personal Safety & First Aid
Health & Wellness
Sports & Fitness
NASM Corrective Exercise
NASM Fitness Nutrition
NASM Personal Training
Professional Development Certificate Programs

Aerospace & Defense
Airplane & Helicopter Pilot Training p. 5
*Protective Services Professional p. 6
Unmanned Aircraft Systems (UAS) p. 7

Animals
*Animal Massage & Care Provider (AMCP) p. 8

Computers
Information Technology p. 18
*Internet Design & Technology p. 15
*Print & Graphic Design p. 15

Design
*Fashion Design p. 19

Entertainment & Hospitality
Beer Steward & Connoisseur p. 23
*Sommelier Academy p. 23

Financial Management
*Grant Academy p. 28
*Nonprofit Management p. 29

Legal
*Legal Secretary p. 36
*Meditation p. 36
Nurse Paralegal p. 37
*Paralegal p. 37
*Paralegal Specialist p. 38

Management & Operations
*Human Resource Management p. 40
Public Relations p. 43

Medical
*Gap Training for RNs: Transition into Practice Program p. 44

Real Estate
Community Manager p. 50

Sports & Wellness
*NASM Essentials of Corrective Exercise Training p. 53
*NASM Fitness Nutrition Specialist p. 53
*NASM Personal Fitness Trainer p. 53

*Program eligible for Workforce Connection training funds.

Register by phone at 702-895-3394
Aerospace & Defense

AIRPLANE & HELICOPTER PILOT
Fulfill your dream of becoming a private or commercial helicopter or 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 both 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 | Jan 6 | noon-1pm | No Charge
Airwork LLC | 161TP1101A
Sat | Jan 9 | 11am-noon | No Charge
Airwork LLC | 161TP1101B
Wed | Jan 13 | 6-7pm | No Charge
Airwork LLC | 161TP1101C
Sat | Jan 16 | 4-5pm | No Charge
Airwork LLC | 161TP1101D

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 students will schedule directly with the 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
Individualized Training Schedule (meets 10x) | $14,999
Airwork LLC | 161TP1106 | 3 CEUs

AIRPLANE PRIVATE PILOT CERTIFICATION
This all-inclusive certification includes the Private Pilot 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
Individualized Training Schedule (meets 10x) | $9,999
Airwork LLC | 161TP1105 | 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 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
Individualized Training Schedule (meets 10x) | $24,999
Airwork LLC | 161TP1107 | 3 CEUs

Register online at http://ced.unlv.edu/cat2016
**HELICOPTER PRIVATE PILOT CERTIFICATION**

This all-inclusive certification includes the Helicopter Private Pilot 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  
Individualized Training Schedule (meets 10x) | $14,999  
Airwork LLC | 161TP1103 | 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  
Individualized Training Schedule (meets 1x) | $169  
Airwork LLC | 161TP1100

**PRIVATE PILOT AIRPLANE OR 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 an airplane or helicopter 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  
Individualized Training Schedule (meets 10x) | $999  
Airwork LLC | 161TP1104 | 4 CEUs

**PROTECTIVE SERVICES PROFESSIONAL**

The Protective Services Professional Certification is an intensive 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.

Prerequisite: Must be approved to register by Steve Krystek, Director of Training; email krystek@pfctraining.com or call 702-647-1126.

Steve Krystek  
Mon-Wed | Apr 4-6 (meets 3x) | 8am-5pm | $1,749  
Protective Driving Operations Course (PDOS) only  
Thu-Sun | Apr 7-10 (meets 4x) | 8am-5pm | $1,119  
Protection Agent Development (PAD) only  
Mon-Sun | Apr 4-10 (meets 7x) | 8am-5pm | $2,499  
PDOS & PAD Package
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 ethical 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
- UAV Simulation & Testing
- Privacy, Publicity & Defamation

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, Barry Bortnick
Class days, dates, & time available online | $694.50
UNLV Campus | 161UA1100 | 3.6 CEUs

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.

Prerequisite: Must successfully complete UAS Design & Application.

Jonathan Daniels, Barry Bortnick
Class days, dates, & time available online | $926
UNLV Campus | 161UA1103 | 3.6 CEUs

Animals

RAISING CHICKENS AT HOME

Keeping a small flock of chickens in an urban setting can be rewarding, but it helps to know as much as possible about regulations, care, and logistics before you dive in! Review different types of chickens (with live examples in class), and discuss the pros and cons of each. Find out how to provide chickens with excellent care without a huge time commitment. Topics also covered are types of feed, egg quality, ailments and disease, chicks, acquiring coops and chickens, and common problems a new keeper will face. Gain enough knowledge to maintain a healthy, productive flock of your own.

Anthony Scialabba III
Wed | Apr 6-13 (meets 2x) | 6:30-8:30pm | $65
PAR Room 512 | 161HA1191
Wed | Jul 6-13 (meets 2x) | 6:30-8:30pm | $65
PAR Room 512 | 162HA1191

DOG OBEDIENCE

COMMUNITY CANINE GOOD CITIZEN TRAINING

Dogs earn an AKC Community Canine title (CGCA) by demonstrating advanced Canine Good Citizen skills in real-life environments. As with CGC, AKC Community Canine has a 10-step test of skills dogs must pass to earn the official title. Examples of test requirements include: waiting for owner despite distractions; walking on a loose leash through a crowd; sit-stay in a small group of people and dogs; allowing a person carrying something to approach and pet; walk past food distractions; long distance stay and come; and politely entering a narrow passageway.

Prerequisite: Proof of shots and proof of Canine Good Citizen title or certificate on record at AKC.

Sonya Hersh, M.S.
Sun | Apr 10-May 15 (meets 6x) | 4:30-5:30pm | $129
PAR, The Field | 161DO2186

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.

Prerequisite: Dog must be at least 16 weeks old. Proof of shots is required.

Sonya Hersh, M.S.
Sat | Jan 9-Feb 20 (meets 6x)* | 9-10am | $109
PAR Room 107 | 161DO2101
Class does not meet Feb 13.
**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.

*Prerequisite:* Proof of shots and participation in a basic dog obedience class.

Sonya Hersh, M.S.
Sat | Feb 20-Mar 19 (meets 5x) | 8-9am | $109
PAR, The Field | 161D02253

**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.

*Prerequisite:* Dog must be at least 16 weeks old. Proof of shots and participation in a basic dog obedience class.

Sonya Hersh, M.S.
Sun | Feb 21-Apr 3 (meets 6x)* | 4:30-5:30pm | $129
PAR, The Field | 161D02102

*Class does not meet Mar 27.

**URBAN CANINE GOOD CITIZEN TRAINING**

Urban Canine Good Citizen (CGCU) requires dogs to demonstrate more complex CGC skills in an urban setting. As with basic Canine Good Citizen, AKC’s CGCU has a 10-step test of skills dogs must pass to earn the official title. Examples of test requirements include walking a busy sidewalk with distractions such as food, debris, children, sirens, and people; going in and out of doorways, elevators, and dog-friendly buildings; crossing a busy street; slick surfaces in a public building; walking up and down stairs; and cooperative transportation.

*Prerequisite:* Proof of shots and proof of Canine Good Citizen title or certificate on record at AKC.

Sonya Hersh, M.S.
Sun | Apr 10-May 15 (meets 6x) | 5:45-6:45pm | $129
PAR, The Field | 161D02102

**ANIMAL MASSAGE & PET FIRST AID**

Nurture optimal animal health, strengthen the human-animal bond, and produce happier, healthier pets with IPTouch’s Animal Massage and Care Provider certification. A class in Pet First Aid will prepare you to respond to an animal medical emergency. Both classes are ideal for anyone who interacts with animals.

Course information, dates, and times are available online.

Register by phone at 702-895-3394
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, textual and collage options, composition, creative aids, simple special effects, and critiques. Supply list will be provided.

Gabbie Hirsch
Sat | Feb 6-Mar 5 (meets 5x) | 1:30-4:30pm | $129
PAR Room 512 | 161AR1121

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
Sat | Mar 19-Apr 16 (meets 5x) | 1:30-4:30pm | $129
PAR Room 512 | 161AR1100

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
Wed | Feb 24-Mar 16 (meets 4x) | 6-8pm | $109
PAR Room 512 | 161AR1201

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

Gabbie Hirsch
Sat | May 7-Jun 18 (meets 6x)* | 1:30-4:30pm | $159
PAR Room 301 | 161AR1132

*Class does not meet May 28.

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
Wed | Jun 8-29 (meets 4x) | 7-9pm | $109
PAR Room 301 | 162AR1194

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 | Jan 23-Feb 27 (meets 6x) | 1-4pm | $159
PAR Room 107 | 161AR1166
Sat | Jun 4-Jul 16 (meets 6x)* | 1-4pm | $159
PAR Room 107 | 162AR1166
*Class does not meet Jul 2.

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 | Mar 5-Apr 9 (meets 6x) | 1-4pm | $159
PAR Room 107 | 161AR1167
Sat | Jul 23-Aug 27 (meets 6x) | 1-4pm | $159
PAR Room 107 | 162AR1167

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

Register online at http://ced.unlv.edu/cat2016
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
Sat | Jan 23-Mar 19 (meets 8x) | 10am-1pm | $135
Clay Arts Vegas | 161AR1202A
*Class does not meet Feb 6.
Sat | Apr 9-May 28 (meets 8x) | 10am-1pm | $135
Clay Arts Vegas | 161AR1202B
Sat | Jun 11-Aug 6 (meets 8x)* | 10am-1pm | $135
Clay Arts Vegas | 162AR1202
*Class does not meet Jun 18.

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 | Jan 20-Mar 9 (meets 8x) | 10am-1pm | $135
Clay Arts Vegas | 161AR1203A
Wed | Jan 20-Mar 9 (meets 8x) | 6-9pm | $135
Clay Arts Vegas | 161AR1203C
Sat | Jan 23-Mar 19 (meets 8x)* | 1-4pm | $135
Clay Arts Vegas | 161AR1203E
*Class does not meet Feb 6.
Wed | Apr 6-May 25 (meets 8x) | 10am-1pm | $135
Clay Arts Vegas | 161AR1203B
Wed | Apr 6-May 25 (meets 8x) | 6-9pm | $135
Clay Arts Vegas | 161AR1203D
Sat | Apr 9-May 28 (meets 8x) | 1-4pm | $135
Clay Arts Vegas | 161AR1203F
Wed | Jun 8-Jul 27 (meets 8x) | 10am-1pm | $135
Clay Arts Vegas | 162AR1203A
Wed | Jun 8-Jul 27 (meets 8x) | 6-9pm | $135
Clay Arts Vegas | 162AR1203B
Sat | Jun 11-Aug 6 (meets 8x)* | 1-4pm | $135
Clay Arts Vegas | 162AR1203C
*Class does not meet Jun 18.

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 | Jan 23-Mar 26 (meets 10x) | 9:30am-12:30pm | $399
Sharon Gainsburg Studio | 161AR1114
Sat | Jun 4-Aug 6 (meets 10x) | 9:30am-12:30pm | $399
Sharon Gainsburg Studio | 162AR1114

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
Wed | Feb 3-Mar 2 (meets 5x) | 6-9pm | $129
PAR Room 401 | 161AR1140

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
Wed | Mar 16-Apr 13 (meets 5x) | 6-9pm | $129
PAR Room 401 | 161AR1141

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

Prerequisite: Previous Watercolors class.

Gabbie Hirsch
Wed | Apr 27-May 25 (meets 5x) | 6-9pm | $129
PAR Room 401 | 161AR1137
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
Tue | Jan 19-Feb 23 (meets 6x) | 6-9pm | $254
Wood It Is! | 161AR1190A
Mon | Mar 14-Apr 18 (meets 6x) | 6-9pm | $254
Wood It Is! | 161AR1190B
Thu | May 12-Jun 16 (meets 6x) | 6-9pm | $254
Wood It Is! | 161AR1190C

WOODWORKING-FUNDAMENTALS OF DINING ROOM CHAIR DESIGN
If you’ve shopped for dining room chairs lately, then you know how pricey they can be. Design and build your own chair, based on your home’s decor and your choice of materials and upholstery. This class will teach you joinery methods and technical skills needed to design a prototype of your personalized chair, based on your own requirements and tastes. Each student will experiment with various components and designs and build one complete prototype. This prototype can then be used as a pattern for building yourself a set of chairs. Students will need to pay $95 for materials at the first class session.

Prerequisite: Woodworking I.

Jamie Yocono
Tue | Mar 15-Apr 19 (meets 6x) | 6-9pm | $254
Wood It Is! | 161AR1101

WOODWORKING-MAKING A CHILD’S ROCKING CHAIR
If you have a child or grandchild on the way, now is the time to create your family heirloom. Craft a wonderful solid oak rocking chair, with a chance to customize it with various features including inlay, carving, and sculptural adornments. Since these techniques are the same for small or larger chairs, this design can be adapted to make full sized rockers, too. Students will need to pay $100 for materials at the first class session.

Prerequisite: Woodworking I.

Jamie Yocono
Thu | Jan 21-Feb 25 (meets 6x) | 6-9pm | $254
Wood It Is! | 161AR1200

WOODWORKING-MAKING A WORKBENCH
Every woodworker knows a solid workbench is the foundation of a home workshop. Build a customized workbench featuring mortise and tenon joinery. A well thought-out design allows the bench to be broken down for flat storage if necessary. Benches will be built based on each student’s personal preferences of height and width. Your bench will have a shelf underneath, perfect for power tool storage or for a tool chest you can build later. If you want to add a vise to your workbench, please purchase it prior to class and bring it for installation and bench dog hole drilling. Students will need to pay $225 for materials at the first class session.

Prerequisite: Woodworking I.

Jamie Yocono
Mon | May 9-Jun 13 (meets 6x) | 6-9pm | $254
Wood It Is! | 161AR1184
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 | Feb 16 | 2-4pm | $39
PAR Room 302 | 161HA1145

ENJOY FOUR SEASONS OF COLOR & FRAGRANCE RIGHT OUTSIDE YOUR DOOR
Take your Las Vegas yard from blah to beautiful with desert-hardy trees, shrubs, and vines. Get ideas for plants and placement for year-round success in our sometimes challenging climate. Soon you will be enjoying four seasons of fragrance and color right outside your door.

Amy Zeldenrust
Tue | Feb 23 | 2-4pm | $39
PAR Room 302 | 161HA1144

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 | Feb 9 | 2-4pm | $39
PAR Room 302 | 161HA1109

GROWING SPRING & SUMMER 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 | Feb 2 | 2-4pm | $39
PAR Room 302 | 161HA1108

Register by phone at 702-895-3394
PERSONAL COMPUTING

FACEBOOK FOR BUSINESS
Build a Facebook page for your business and then integrate it with your LinkedIn and Twitter accounts. Examples of social media marketing from a successful not-for-profit business will be discussed so you can adapt and apply similar techniques to your own unique business situation. If you do not have existing Twitter and LinkedIn accounts for your business you should create them prior to class. You will also need an email account to build your business Facebook page and link your accounts.

Jessica Kennedy
Sat | Mar 12 | noon-3pm | $49
PAR Room 123 | 161GI1100

FACEBOOK: GETTING CONNECTED
Share information and connect with friends and family with Facebook. Learn how to create, customize, and navigate your own personal account. Find out how to upload photos, add friends and family, use templates, post updates, and set privacy settings.

Prerequisite: Working knowledge of computers, browsing the Internet, and sending emails to participate in the class.

Jessica Kennedy
Sat | Feb 6 | noon-2pm | $39
PAR Room 123 | 161GI1111

INTERNET PRIVACY
Properly protect yourself and your identity during personal interactions and business transactions on the Internet. Learn how all Wi-Fi is not created equal, how to set safe passwords, and the potential pitfalls of social networking sites. Heighten your awareness of your digital footprint and gain invaluable information on how to better protect yourself and your loved ones on the Internet.

Jessica Kennedy
Sat | Apr 2 | noon-3pm | $59
PAR Room 401 | 161CW1103

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

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

John Larson
Wed | Mar 30-May 4 (meets 6x) | 1-3pm | $189
PAR Room 123 | 161CW8193

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.

Prerequisite: Basic working knowledge of Excel.

Sharon Fry
Mon | Feb 1 | 1-4pm | $69
PAR Room 123 | 161CU1100 | 0.3 CEU
Mon | Jun 13 | 1-4pm | $69
PAR Room 123 | 162CU1100 | 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.

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

Sharon Fry
Wed | Feb 3 | 1-4pm | $69
PAR Room 123 | 161CU1110 | 0.3 CEU

Register online at http://ced.unlv.edu/cat2016
**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.

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

Sharon Fry  
Fri | Feb 5 | 1-4pm | $69  
PAR Room 123 | 161CU1111 | 0.3 CEU  
Fri | Jun 17 | 1-4pm | $69  
PAR Room 123 | 162CU1111 | 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.

*Prerequisite: Working knowledge of Microsoft Word.*

Sharon Fry  
Thu | Feb 11 | 1-4pm | $69  
PAR Room 123 | 161CU1112 | 0.3 CEU  
Thu | Jun 9 | 1-4pm | $69  
PAR Room 123 | 162CU1112 | 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 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: Computer experience and a solid understanding of Microsoft Windows operating system, including using a mouse.*

Sharon Fry  
Thu | Feb 11-Mar 10 (meets 5x) | 6-8pm | $269  
PAR Room 123 | 161CW8163 | 1 CEU  
Wed | Jun 1-29 (meets 5x) | 6-8pm | $269  
PAR Room 123 | 162CW8163 | 1 CEU

**EXCEL 2010-LEVEL II**

*Prerequisite: Excel 2010-Level I or have similar working experience.*

Sharon Fry  
Thu | Apr 14-May 12 (meets 5x) | 6-8pm | $269  
PAR Room 123 | 161CW8138 | 1 CEU  
Wed | Jul 27-Aug 24 (meets 5x) | 6-8pm | $269  
PAR Room 123 | 162CW8138 | 1 CEU

**REGISTER EARLY:**  
Register at least 15 business days in advance for best course selection and availability.
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 Macintosh 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 (offered on rotating basis)
• Introduction to Google AdWords (offered on rotating basis)
• 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 Macintosh 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: Knowledge of computer basics including navigating, creating, editing, and saving files and folders.

PRINT DESIGN CERTIFICATE (formerly 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
(formerly 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-LEVEL I**

Generate crisp, scalable, vector-based artwork in Adobe Illustrator. Beginners and those with slight experience will learn principles of good graphic design as they create and transform shapes, draw with the pen tool, work with typography, and color 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 | Jan 12-Feb 16 (meets 6x) | 5:30-8:30pm | $309  
PAR Room 125 | 161WM8121A | 1.6 CEUs

Tue | Apr 12-May 17 (meets 6x) | 5:30-8:30pm | $309  
PAR Room 125 | 161WM8121B | 1.6 CEUs

**ADOBE ILLUSTRATOR-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 CS6* (ISBN: 9781936201136).

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

Jessica Kennedy

Tue | Feb 23-Mar 29 (meets 6x) | 5:30-8:30pm | $309  
PAR Room 125 | 161WM8100 | 1.6 CEUs

**ADOBE INDESIGN-LEVEL I**


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

Jacob McCarthy

Sat | Apr 2-23 (meets 4x) | 9am-noon | $259  
PAR Room 125 | 161WM8123 | 1.2 CEUs

Thu | Jul 28-Aug 18 (meets 4x) | 5:30-8:30pm | $259  
PAR Room 125 | 162WM8123 | 1.2 CEUs

**ADOBE PHOTOSHOP-LEVEL I**

Create, design, and manipulate print-based artwork, web-based graphics, and digital photography with Adobe Photoshop. Students will learn to perform basic tasks in Photoshop, including color correction, retouching, creating composite images, using masks, resizing images, adding text, and creating art from scratch. This course targets advanced beginners who use Photoshop for personal and professional projects and wish to broaden their knowledge and skills in this program. Required Textbook(s): *The Adobe Photoshop CS6 Book for Digital Photographers (Voices That Matter)* (ISBN: 9780321823748).

Jacob McCarthy

Thu | Jan 14-Feb 18 (meets 6x) | 5:30-8:30pm | $309  
PAR Room 125 | 161WM8122 | 1.6 CEUs

Thu | Jun 2-Jul 7 (meets 6x) | 5:30-8:30pm | $309  
PAR Room 125 | 162WM8122 | 1.6 CEUs

**ADOBE PHOTOSHOP-LEVEL II**

Harness the more powerful elements of Adobe Photoshop to elevate the quality of your photographic and graphic design projects. This course targets intermediate users who wish to broaden their skills and get updates on the latest available features. Explore advanced layer functions and compositing, advanced retouching and masking, and prepare files for both print and web output. Required Textbook(s): *The Adobe Photoshop CS6 Book for Digital Photographers (Voices That Matter)* (ISBN: 9780321823748).

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

Jacob McCarthy

Sat | Apr 2-23 (meets 4x) | 9am-noon | $259  
PAR Room 125 | 161WM8123 | 1.2 CEUs

Thu | Jul 28-Aug 18 (meets 4x) | 5:30-8:30pm | $259  
PAR Room 125 | 162WM8123 | 1.2 CEUs

**CASCADING STYLE SHEETS (CSS)**

Control the appearance and layout of your website by separating the visual presentation from the actual content with standards-compliant CSS. This course builds on the curriculum covered in the HTML courses and will help you expand your CSS hand-coding skills and techniques.

*Prerequisite:* HTML-Level II or have similar working knowledge and experience.

Adrian Navarrete

Tue | Mar 22-Apr 12 (meets 4x) | 6-8pm | $199  
PAR Room 123 | 161WM8169 | 0.8 CEU

To keep up with demand and emerging trends, we add new courses after our catalog has been published. Go online to ced.unlv.edu/cat2016 to see the most up-to-date listings.
HTML-LEVEL I

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

Adrian Navarrete
Tue | Jan 12-Feb 9 (meets 5x) | 6-8pm | $289
PAR Room 123 | 161WM8105 | 1.3 CEUs
Tue | Jun 7-Jul 5 (meets 5x) | 6-8pm | $289
PAR Room 123 | 162WM8105 | 1.3 CEUs

HTML-LEVEL II

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

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

Adrian Navarrete
Tue | Feb 16-Mar 15 (meets 5x) | 6-9pm | $289
PAR Room 123 | 161WM8104 | 1.3 CEUs
Tue | Jul 12-Aug 9 (meets 5x) | 6-9pm | $289
PAR Room 123 | 162WM8104 | 1.3 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 or have similar working experience.

John Larson
Mon | Feb 22-Mar 14 (meets 4x) | 6-9pm | $289
PAR Room 123 | 161WM8166 | 1.2 CEUs

INTRODUCTION TO SOCIAL MEDIA MARKETING

Discover the difference between a #tag, like, plus, or pin. If you are a small-business owner, self-employed, artist, webmaster, or just want a better understanding of the power of social media, this course is for you. Take an in-depth look at the tools and emerging technologies you can use to generate interest in your business, attract new customers, and market your products and services online via Facebook, Twitter, LinkedIn, YouTube, and Pintrest. The course covers the basics of developing your own social media marketing blueprint, creating your media websites, branding the properties, developing content, formulating an optimization strategy so potential customers can find you using search engines, and best practices for creating an excellent user experience. Walk away from the class with a finalized marketing plan for your business, including an implementation timeline.

John Larson
Thu | Jun 16-30 (meets 3x) | 1-4pm | $289
PAR Room 123 | 162WM8176 | 0.9 CEU

PRINT DESIGN CAPSTONE: FROM PRE-PRESS TO PRODUCTION

All your training in print design comes together in a final portfolio project. Fuse your knowledge of Adobe InDesign, Adobe Illustrator, and Adobe Photoshop into a single integrated branding project. Receive file-building and pre-press training so your files will export correctly and result in beautiful printed pieces. 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
Thu | Apr 28-May 19 (meets 4x) | 5:30-8:30pm | $209
PAR Room 125 | 161WM8156 | 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 equivalent professional experience in advertising and public relations.

John Larson
Mon | Apr 4-May 16 (meets 7x) | 6-8pm | $309
PAR Room 123 | 161WM8125 | 1.4 CEUs

Register online at http://ced.unlv.edu/cat2016
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. Completion of the IT certificate equips students with skills such as web development with Ruby on Rails and LAMP, database development using RDBMS and NoSQL technologies, and information assurance and security. 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:

**CORE COURSES:**
- Computing Languages: Ruby
- Introduction to Internet & World Wide Web
- Managing Big Data & Web Databases
- Human-Computer Interaction (offered on a rotating basis)
- Information Assurance (offered on a rotating basis)

**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 CS 140. Textbook is recommended not required: The Well-Grounded Rubyist (Second Edition) (ISBN: 9781617291692).

**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 as academic credit course CS 270/ CS 270L. Textbook is recommended not required: Agile Web Development with Rails 4 (ISBN: 9781937785567).

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

UNLV Instructors
Wed | Jan 20-May 11 (meets 17x) | 2:30-5:30pm | $717.75
UNLV Campus | 161IT1101 | 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 ITE 451/651. This course may be taken concurrently with Introduction to the Internet & World Wide Web. Textbook is recommended not required: Oracle SQL (ISBN: 9780131011380) & Making Sense of NoSQL (ISBN: 9781617291074).

Prerequisite: Computing Languages: Ruby.

UNLV Instructors
Wed & Mon | Jan 19-May 10 (meets 33x) | 2:30-5:30pm | $717.75
UNLV Campus | 161IT1102 | 4.5 CEUs
Design

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 & Design
- 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 | Jan 9-24 (meets 6x) | 10am-3:25pm | $359
PAR Room 401 | 161FD2102A | 3.2 CEUs

Wed & Thu | Jan 20-Feb 11 (meets 8x) | 5:30-9:30pm | $359
PAR Room 401 | 161FD2102B | 3.2 CEUs

Sat & Sun | Jun 4-19 (meets 6x) | 10am-3:25pm | $359
PAR Room 401 | 162FD2102A | 3.2 CEUs

Wed & Thu | Jun 8-30 (meets 8x) | 5:30-9:30pm | $359
PAR Room 401 | 162FD2102B | 3.2 CEUs

BASIC SEWING 2-STITCH IT

Gain proficiency in advanced garment construction and enhancement methods. Create a fashion sketch design, then translate it into a finished combo set. Master techniques for fashion projects incorporating buttonholes, zippers, Velcro, shoulder pads, interfacing, waistlines, fabrics, and embellishments. Apply these new skills as you design and sew a trendy and stylish 2-piece combo set with either a dress, skirt, or pant paired with a dolman jacket. Project: Combo set apparel, fashion sketch for class presentation.

Prerequisite: Basic sewing skills, sufficient to operate a sewing machine.

Maria Bruce

Sat & Sun | Jul 9-23 (meets 5x) | 10am-2:55pm | $289
PAR Room 401 | 162FD2151 | 2.4 CEUs

BUSINESS OF FASHION DESIGN

Gain an understanding of the billion dollar worldwide fashion industry, a powerhouse combination of fashion design and apparel production. If you are interested in stepping into the world of fashion, it is important to understand the business side of this creative and exciting career. This three-session workshop starts by uncovering your creative side, refines your business entrepreneurship skills, and helps define the brand called YOU. Project: Draping and fashion presentation board.

Gigi Morris

Tue | Feb 16-Mar 1 (meets 3x) | 5:45-9:45pm | $199
PAR Room 401 | 161FD2146 | 1.2 CEUs

REGISTER EARLY:
Register at least 15 business days in advance for best course selection and availability.
FASHION GRAFF
Create graffiti-style markings, slogans, and drawings, applying them directly to fabric using heat transfer and air brush methods. Artistic and expressive, graff designs have exploded into the fashion world, appearing on clothing and accessories favored by fashionistas, models, movies, and the music industry. Students will also design graffiti-style looks using fabric and fashion markers. Projects: Paint a fashion graff design using air brush on muslin; create a fashion graff design using a heat transfer on a t-shirt.
Carlos Bruce
Sat & Sun | Apr 30-May 15 (meets 5x)* | 10am-2:45pm | $289
PAR Room 401 | 161FD2141 | 2.4 CEUs
*Class does not meet May 8.

FASHION SHOWCASE
Develop and market your fashion and merchandising skills. Through designer case studies and collaborative group projects, learn about product development and brand management concepts, such as graphic design and fashion design. Gain experience in public relations, retail buying, trend spotting, and fashion publishing. Course content also covers fashion designers, designer lines, logos, taglines, networking, budgets, staging and rehearsals, fashion show production and promotion, press kits, models, photographers, venue, and dressers. Projects: Create an ad presentation board. Plan and market a fashion show event.
Gretchen Marshall
Tue | Mar 15-May 3 (meets 8x) | 6-9pm | $289
PAR Room 401 | 161FD2148 | 2.4 CEUs

PATTERNMAKING-INTRODUCTION
Develop skills for drafting flat pattern slopers through standard or individual measurements. Using graph drafting paper, you will draft a bodice, sleeve, pant, and skirt. You will learn how to take proper body measurements, determine alterations/grading for fitted patterns, and construct muslin patterns/samples utilizing dress forms and sewing/serger machines. Required Textbook(s): How to Draft Basic Patterns (ISBN: 9780870051474).
Prerequisite: Must have basic sewing skills.
Maria Bruce
Sat & Sun | Jan 30-Feb 21 (meets 6x)* | 10am-3:25pm | $359
PAR Room 401 | 161FD2105 | 3.2 CEUs
*Class does not meet Feb 6 & 20.

SEWING-ALTERATIONS
A perfect fit can make clothing look custom made. The fundamentals of alterations and tailoring include understanding human body types, taking measurements for correct fit, marking and grading, as well as working with various fabrics and styles. Refine skills including hand sewing, finishing stitches, pattern alterations, methods of fitting, repair work, and garment redesign. Please bring a jacket, a pair of pants, and a skirt to class to alter as you practice your new skills. Project: Alter a jacket, a pair of pants, and a skirt.
Prerequisite: Must have basic sewing skills.
Maria Bruce
Sat & Sun | Mar 5-20 (meets 6x) | 10am-2pm | $289
PAR Room 401 | 161FD2121 | 2.4 CEUs

SWIMWEAR & LINGERIE
Combine fun, charm, originality, and vitality into cutting-edge swimwear, lingerie, and club wear for the modern woman. The most important principles in creating fine lingerie are the understanding of correct body measurements, types of fabrics, trims, and elastics. You will use a variety of colors and styles to create affordable, stunning swimwear and intimate apparel for you to enjoy, model, or proudly display in your portfolio. Gain experience with the special notions, needles, threads, and elastics necessary for specialty fabrics such as Lycra, spandex, and nylon. Projects: One swimwear and one lingerie design. Project board, sketch, and swatches.
Prerequisite: Must have basic sewing skills.
Maria Bruce
Sat & Sun | Apr 9-24 (meets 6x) | 10am-2:45pm | $289
PAR Room 401 | 161FD2114 | 2.4 CEUs
Entertainment & Hospitality

FOOD & BEVERAGE CLASSES

BOUCHON: BEHIND THE SCENES
Spend the afternoon peeking behind the scenes at the Bouchon bistro and bakery inside the Venetian hotel. Bouchon bakery recipes are based on traditional French baking techniques and are simply delicious. Meet pastry chef Scott Wheatfill and taste several savory and sweet pastry selections after your tour.

Fee includes all class materials.

Chef Les Kincaid

Wed | Apr 13 | 2-4pm | $65
The Venetian Las Vegas | 161HA1229

COOKING BASICS-STOCKS & SAUCES
Take your cooking to the next level of flavor and excitement with delicious homemade stocks and classic mother sauces. This class is a great foundation for all cooks looking for alternatives to store bought products. Once you know the basics, it is easy to experiment with variations.

Fee includes all class materials.

Chef Les Kincaid

Tue | Feb 16 | 6-8:30pm | $49
Ferguson Enterprises | 161HA1226

DECADENT CHOCOLATE & WINE PAIRING
Enjoy a “sweet” evening filled with tips on how to properly pair a variety of types of chocolates and wines together. This fun interactive class will give you a chance to discover your favorite pairings through an assortment of tastings sure to tantalize your palate.

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

Fee includes all class materials.

Chef Les Kincaid

Wed | Feb 3 | 6-8:30pm | $69
Pinot's Palette-Boca Park | 161HA1135

DISCOVERING WINE
Boost your appreciation of wine. You do not need a superhuman palate to taste, enjoy, and appreciate wine. Experience the tastes and aromas of a diverse group of wine varietals from around the world. Discuss food pairings and what types of grapes are involved in creating the final bottle for your enjoyment. Begin to discern qualities which make a wine pleasing to your palate. This class is all about tasting. That is, after all, why we pop the bottle!

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

Fee includes all materials.

Chef Les Kincaid

Wed | Apr 6-May 4 (meets 5x) | 6-8:30pm | $219
Pinot's Palette-Boca Park | 161HA1233

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.

Fee includes all class materials.

Chef Les Kincaid

Fri | Mar 4 | 2-4:30pm | $49
PAR Room 107 | 161HA1238

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

Fee includes all class materials.

Chef Les Kincaid

Tue | Apr 26 | 6-8:30pm | $55
Ferguson Enterprises | 161HA1231

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

Fee includes all class materials.

Chef Les Kincaid

Tue | Feb 23 | 6-8:30pm | $55
Ferguson Enterprises | 161HA1227

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.

Gary Hails

Mon | Apr 25-May 23 (meets 5x) | 6:30-9pm | $149
U Bottle It | 161HA1176

Register online at http://ced.unlv.edu/cat2016
LIGHT SUMMER PASTAS
Stay light on your toes this summer with fresh pasta dishes. Incorporate delicious summer ingredients to create pasta dishes you will enjoy all season long. Taste several recipes in class and discuss how different pastas can be enjoyed not only as an entrée but as flavorful side dishes as well.

Fee includes all class materials.
Chef Les Kincaid
Tue | Jul 12 | 6-8:30pm | $45
Ferguson Enterprises | 162HA1209

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

Fee includes all class materials.
Chef Les Kincaid
Tue | Apr 19 | 6-8:30pm | $55
Ferguson Enterprises | 161HA1230

PIZZA WORKSHOP
Homemade pizza is tastier than takeout! Make great pizza at home by pairing a foolproof basic pizza dough with a variety of sauces, fresh toppings, and select artisan cheeses. In addition to demonstrating and sharing recipes, Chef Kincaid will cover key baking methods so every time you open your oven door you pull out a perfect pizza.

Fee includes all class materials.
Chef Les Kincaid
Tue | May 24 | 6-8:30pm | $55
Ferguson Enterprises | 161HA1232

SALSAS, SPREADS & DIPS
Take your appetizers and meals from bland to grand by turning up the taste with salsas, spreads, and dips. Adding a new element to a dish can make all the difference in flavor and appearance. Come hungry and ready to explore these mouth-watering sensations. Go home with inspired taste buds and a multitude of recipes.

Fee includes all class materials.
Chef Les Kincaid
Tue | May 17 | 6-8:30pm | $69
Ferguson Enterprises | 161HA1189

SIZZLING SUMMER GRILLING
Discover a new take on grilling that goes far beyond burgers and hot dogs. Walk through techniques for perfectly grilling meat, vegetables, and even bread. Enhance dishes with fresh herbs and homemade spice rubs. Once you learn how easy and versatile grilling can be, you may give your stove and oven the summer off.

Fee includes all class materials.
Chef Les Kincaid
Tue | Jun 14 | 6-8:30pm | $55
Ferguson Enterprises | 162HA1208

THE PERFECT PAIRING-FOOD & WINE
Follow simple principles to discriminatingly pair food and wine. By learning to identify a wine’s predominant notes (whether tannic, acidic, or sweet) and exploring how they complement a range of food flavors (smoky, earthy, and spicy, to name a few), you can master fundamental pairing principles to serve you well long after class is over.

Prerequisite: Must be at least 21 years of age to enroll.
Fee includes all class materials.
Chef Les Kincaid
Tue | Mar 15 | 6-8:30pm | $50
Ferguson Enterprises | 161HA1228

SUNDAY BRUNCH AT ITS BEST
Spend a day connecting with family or friends over a leisurely and scrumptious brunch. You will master hollandaise sauce, poach eggs for benedict, and discover the secret to making a perfect omelet. Take home delicious and easy-to-prepare brunch recipes, perfect for a simple brunch or a special occasion. Enjoy a sparkling beverage during class.

Fee includes all class materials.
Chef Les Kincaid
Tue | Jan 26 | 6-8:30pm | $59
Ferguson Enterprises | 161HA1225

SUNDAY BRUNCH AT ITS BEST
Spend a day connecting with family or friends over a leisurely and scrumptious brunch. You will master hollandaise sauce, poach eggs for benedict, and discover the secret to making a perfect omelet. Take home delicious and easy-to-prepare brunch recipes, perfect for a simple brunch or a special occasion. Enjoy a sparkling beverage during class.

Fee includes all class materials.
Chef Les Kincaid
Tue | Jan 26 | 6-8:30pm | $59
Ferguson Enterprises | 161HA1225

THE PERFECT PAIRING-FOOD & WINE
Follow simple principles to discriminatingly pair food and wine. By learning to identify a wine’s predominant notes (whether tannic, acidic, or sweet) and exploring how they complement a range of food flavors (smoky, earthy, and spicy, to name a few), you can master fundamental pairing principles to serve you well long after class is over.

Prerequisite: Must be at least 21 years of age to enroll.
Fee includes all class materials.
Chef Les Kincaid
Tue | Mar 15 | 6-8:30pm | $50
Ferguson Enterprises | 161HA1228

VEGETARIAN SUMMER FAVORITES
With summer’s bounty of fresh produce, it is easy to create spectacular vegetarian dishes. Showcase the season’s fleeting flavors in entrees, salads, and more. Leave class with a repertoire of delicious meatless recipes.

Fee includes all class materials.
Chef Les Kincaid
Tue | Jul 19 | 6-8:30pm | $55
Ferguson Enterprises | 162HA1210

Register by phone at 702-895-3394
**VINO, SALUME, E FORMAGGIO**
Prosecco, prosciutto, and provolone: some of life’s simplest and tastiest pleasures come straight out of Italy. Your taste buds will tour the major wine regions of Italy by sampling wines, traditional cheeses, and cured meats. Along the way you will learn about the production of wine, cheeses, and salami. Enjoy a variety of scrumptious Italian pleasures, from fresh and uncomplicated, to rich and complex.

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

Fee includes all class materials.

Chef Les Kincaid
Wed | May 18 | 6-8:30pm | $69
Pinot’s Palette-Boca Park | 161HA1234

**WINES & CHEESES OF ITALY, FRANCE & SPAIN**
Join us for a tour of Italy, France, and Spain and discover exceptional cheeses paired with delicious wines from these regions. Discover why cheeses and wines from the same areas pair so beautifully together. Whether enjoyed as an aperitif or as a desserts course, you are sure to savor these artisanal favorites.

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

Fee includes all class materials.

Chef Les Kincaid
Wed | Mar 2-16 (meets 3x) | 6-8:30pm | $199
Pinot’s Palette-Boca Park | 161HA1170

**BEER STEWARD**
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 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 Dubbels. 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).

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

Alex Graham
Wed | Jan 13-Mar 23 (meets 11x) | 6-9pm | $559
Tenaya Creek Brewery | 161WS6114 | 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. 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.

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

All materials will be provided in class.

Heath Hiudt
Tue | Feb 9-May 17 (meets 15x) | 10:30am-5:30pm | $1,599
Total Wine & More-Henderson | 161WS6100 | 9.1 CEUs
Wed | Jun 1-Sep 7 (meets 15x) | 10:30am-5:30pm | $1,599
Total Wine & More-Henderson | 162WS6100 | 9.1 CEUs
Exploring & Travel

DAY TRIPS

BEST OF RED ROCK CANYON
Red Rock Canyon National Conservation Area, west of Las Vegas, is best known for its magnificent red sandstone cliffs, but also has lesser known treasures including dinosaur tracks, fossils, pictographs, petroglyphs, and evidence of Indian encampments. Spend the day with a geologist/naturalist guide, learning about the geology, history, hydrology, and archaeology of Red Rock to better understand the complicated forces shaping the area over hundreds of millions of years. The tour will make stops at key geologic points throughout Red Rock, where you will learn about and observe sandstone and limestone deposits, thrust faults, cross-bedding, precariously balanced rocks and their relation to earthquake potential, and desert washes. You will also get the chance to see an old sandstone quarry, pictographs and petroglyphs (and learn the difference), an agave roasting pit, and a fossil bed. Stops will include Calico Basin, the Visitor Center, Calico Hills, Sandstone Quarry, High Point Overlook, Willow Springs east and west, and the trail ride parking lot and corrals.

Fee includes: round trip transportation, entrance to Red Rock Canyon NCA, and two bottles of water per person.

Nick Saines
Sat | Feb 13 | 8am-2pm | $95
UNLV Paradise Campus, Back Parking Lot | 161EX1247

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. Begin the day with a 45-minute PowerPoint introduction to the site before heading to the first stop at the “Big Dig,” where in 1962 scientists bulldozed a series of trenches and unearthed an abundance of large animal fossils, 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 State Park in a lush, shady, watery environment not unlike what the valley looked like during the Ice Age.

Fee includes: round trip transportation, entrance to Tule Springs Fossil Beds National Monument, and two bottles of water per person.

Nick Saines
Sat | Jan 23 | 8am-1pm | $95
PAR Room 401 | 161EX1252

VALLEY OF FIRE HOT SPOTS
Valley of Fire State Park gets its name from the beautiful red sandstone which resembles fire early in the morning and at sunset. Located about 1.5 hours northeast of Las Vegas, the park’s striking geology takes us back to when Southern Nevada was part of a vast Jurassic sand dune desert. First stop of the day is Atlatl Rock to see an excellent panel of Indian petroglyphs, followed by stops at a beautiful rock arch and petrified wood from the Triassic Period. We arrive next at the Visitor Center to view the extensive interpretive displays and exhibits for an overview of the park. Before stopping for lunch, enjoy a short half-mile round trip trail hike to Mouse’s Tank, a natural basin flanked by red sandstone and examples of prehistoric petroglyphs. After lunch we will stop at the Rainbow Vista viewpoint for a great panoramic view of the colorful terrain. At our next stop, White Domes, we will do another one-mile hike through a narrow slot canyon, and see an old movie set from the 1966 movie, “The Professionals.” After the hike we will stop at Elephant Rock and a large petrified log as we make our way out of the park. We will end our day taking the scenic Northshore Road back to campus.

Fee includes: round trip transportation, entrance to Valley of Fire State Park, and two bottles of water per person.

Nick Saines
Sat | Feb 20 | 8am-4:30pm | $105
UNLV Paradise Campus, Back Parking Lot | 161EX1244

EXTENDED TOURS

DEATH VALLEY NATIONAL PARK: EXPLORE THE RUGGED GRANDEUR
Death Valley National Park offers breathtaking geology and awe-inspiring astronomy. Spend two days immersed in the wonders of this dramatic desert landscape, guided by two experienced naturalists (geology and astronomy). Following an early morning departure from Las Vegas, stop first at Zabriskie Point for a gorgeous and colorful overview of Death Valley. The group will stop at the park’s new visitor center, then have lunch. In the afternoon we visit infamous Scotty’s Castle. Saturday night after dinner we will have a night sky program. Death Valley harbors some of the darkest night skies in the United States and is certified as a “Gold Tier” International Dark Sky Park. Overnight lodging is at the Ranch at Furnace Creek. After Sunday breakfast we will visit the remnants of an Ice Age beach when Death Valley was the site of a huge glacial lake. Then on to Mosaic Canyon for a moderate two-mile round trip hike into a beautiful slot canyon. After lunch at a pub in Stovepipe Wells, we head for Badwater. We will take an easy two-mile round trip hike onto the salt flats of Badwater, the lowest point in North America at 282 feet below sea level.

Fee includes: instruction, transportation, and one night lodging. No meals included.

Registration ends Dec 16, 2015
Nick Saines, Aaron Leifheit, Barry Bortnick
Sat & Sun | Jan 9-10 | 8am-7pm | $385**
UNLV Paradise Campus, Back Parking Lot | 161EX1166
**Single Occupancy $473
GOLD BUTTE: EXPLORE NEVADA’S HIDDEN TREASURE

Gold Butte is a scenic remote area located east of the Overton Arm of Lake Mead. We begin with a 1.5 hour drive via Gold Butte Road, a designated backcountry byway. After passing the colorful sandstone cliffs of Whitney Pocket, we arrive at Devil’s Throat, a large sinkhole of uncertain origin. We will eat our field lunch at the old Gold Butte town site. After lunch take a hike in Lime Canyon through towering limestone cliffs, then on to Little Finland where we see intricately eroded red sandstone fins. Dinner and overnight lodging is in Mesquite. On Sunday we visit Whitney Pocket and the historic CCC dam. Starting from the Falling Man Petroglyph Site, we will hike to 21 Goats Petroglyph Site and the historic Black Butte dam. Field lunch is at the dam. Expect to arrive back on campus by mid-afternoon.

Fee includes: instruction, transportation, and one night lodging. No meals included.

Registration ends Feb 2, 2016
Nick Saines, Jim Boone
Sat & Sun | Mar 5-6 | 8am-5pm | $369**
UNLV Paradise Campus, Back Parking Lot | 161EX1258
**Single Occupancy $418

ROAD SCHOLAR

“Staycation” with an exciting and dynamic Road Scholar program through UNLV. If you reside in Las Vegas and do not require 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.

Mon-Fri | Jan 25-29
Mon-Fri | Feb 22-26
Mon-Fri | Mar 21-25
Mon-Fri | Apr 18-22
Mon-Fri | Jun 6-10

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.

This is a very active program and will keep you on-the-go each day. Participants must be able to climb stairs and walk on uneven surfaces from three blocks up to two miles.

Sun-Fri | Feb 7-12
Sun-Fri | Mar 6-11
Sun-Fri | Apr 24-29

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

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
Wed | Jan 20-Mar 23 (meets 10x) | 6:30-8:30pm | $179
PAR Room 300 | 161GI1113

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-SHIELDING YOUR CHILDREN FROM CONFLICT
Participate in proven conflict resolution activities within a supportive group environment. The course provides practical approaches to help parents work cooperatively to successfully co-parent their children. Class sessions 1 & 8 are mandatory for successful completion of the course.

Kathleen Bergquist, J.D., Ph.D., MSW
Tue | Jan 26-Mar 15 (meets 8x) | 7-9pm | $299
PAR Room 300 | 161PL6105A | 1.6 CEUs
Sat | Jan 30-Mar 19 (meets 8x) | 9-11am | $299
PAR Room 107 | 161PL6105B | 1.6 CEUs
Tue | Mar 29-May 17 (meets 8x) | 7-9pm | $299
PAR Room 300 | 161PL6105C | 1.6 CEUs
Sat | Apr 2-May 21 (meets 8x) | 9-11am | $299
PAR Room 107 | 161PL6105D | 1.6 CEUs
Tue | May 24-Jul 12 (meets 8x) | 7-9pm | $299
PAR Room 300 | 161PL6105E | 1.6 CEUs
Sat | Jun 4-Jul 30 (meets 8x)* | 9-11am | $299
PAR Room 107 | 162PL6105A | 1.6 CEUs
*Class does not meet Jul 2.

KIDS-KIDS IN DIVORCE & SEPARATION
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 8-17 years of age.

Staff
Sat | Jan 23-Feb 6 (meets 3x) | 9-11am | $79
PAR Room 301 | 161PL6200A
Sat | Apr 16-30 (meets 3x) | 9-11am | $79
PAR Room 512 | 161PL6200B
Sat | Jun 18-Jul 9 (meets 3x)* | 9-11am | $79
PAR Room 512 | 162PL6200
*Class does not meet Jul 2.
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
Sat | Mar 12 | 9am-noon | $69
PAR Room 512 | 161PF1134

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 | Feb 2-23 (meets 4x) | 6:30-9pm | $69
PAR Room 511 | 161PF1113A
Wed | Mar 9-30 (meets 4x) | 6:30-9pm | $69
PAR Room 511 | 161PF1113B
Thu | May 5-26 (meets 4x) | 6:30-9pm | $69
PAR Room 511 | 161PF1113C

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
Thu | Feb 25-Mar 3 (meets 2x) | 9:30-11:30am | $49
CSN Summerlin High Tech Center | 161PF1116A
Tue | Mar 1-8 (meets 2x) | 1-3pm | $49
CSN Summerlin High Tech Center | 161PF1116B

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 | Feb 18-25 (meets 2x) | 6:30-9:30pm | $49
PAR Room 512 | 161PF1117A
Tue | Feb 23-Mar 1 (meets 2x) | 6:30-9:30pm | $49
PAR Room 301 | 161PF1117B
Tue | Mar 29-Apr 5 (meets 2x) | 6:30-9:30pm | $49
Palo Verde High School, Room 200 | 161PF1117C
Thu | Mar 31-Apr 7 (meets 2x) | 6:30-9:30pm | $49
Palo Verde High School, Room 200 | 161PF1117D
GRANT ACADEMY

The Grant Writing Certificate is offered in partnership with the UNLV School of Environmental and Public Affairs. Students in the program will gain skills in identifying relevant grant opportunities, writing strong proposals, tracking program outcomes, managing reports to funders, and utilizing available technologies and data sources to make a convincing case for support.

Curriculum will guide you through the full life cycle of a grant, enabling you to produce winning applications plus policies to support successful oversight and administration.

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.

UNLV Paradise Campus | 161GRBU| 4.2 CEUs

BUILDING A GRANT READY ORGANIZATION
Assess and build the organizational capacity necessary to obtain grant funding. Examine how management decisions, policies, and partnerships impact funding outcomes. Time will also be spent looking at how effective program development and project design can ensure competitive grant applications. You will work on several real-life case studies, write actual elements of a winning grant, and develop management policies to support successful grants within your organization.

Kenneth Lange
Wed | Feb 10-24 (meets 3x) | 9am-noon | $199
PAR Room 302 | 161GR1142 | 0.9 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 | Mar 9-23 (meets 3x) | 9am-noon | $199
PAR Room 302 | 161GR1144 | 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
Wed | Apr 6-20 (meets 3x) | 9am-noon | $199
PAR Room 107 | 161GR1134 | 0.9 CEU

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

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 | May 4-18 (meets 3x) | 9am-noon | $199
PAR Room 302 | 161GR1136 | 0.9 CEU

IDENTIFYING FUNDING SOURCES
Match your project to the best funding source to improve the odds of support. Not every project is a good fit for every grant program; deciding which grants to pursue is an important grant writing skill. This course will explain different types of grants and outline ways to research and uncover grant opportunities. Participants will design an overall resource development plan to define how grant funding fits into the organization’s financial picture.

Betsy VanDeusen
Wed | Jan 20-27 (meets 2x) | 9am-noon | $139
PAR Room 107 | 161GR1140 | 0.6 CEU

Register by phone at 702-895-3394
NONPROFIT MANAGEMENT

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

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:

- 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 | Feb 5 | 11am-12:30pm | No Charge
Historic Fifth Street School Suite 140 | 161NP3143A
Fri | Apr 1 | 11am-12:30pm | No Charge
Historic Fifth Street School Suite 140 | 161NP3143B
Fri | Jun 3 | 11am-12:30pm | No Charge
Historic Fifth Street School Suite 140 | 162NP3143

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 | Feb 5 | 9-10:30am | No Charge
Historic Fifth Street School Suite 140 | 161NP3151A
Fri | Apr 1 | 9-10:30am | No Charge
Historic Fifth Street School Suite 140 | 161NP3151B
Fri | Jun 3 | 9-10:30am | No Charge
Historic Fifth Street School Suite 140 | 162NP3151

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 | Feb 18 | 9am-1pm | $79
Historic Fifth Street School Suite 140 | 161NP3146 | 0.4 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 | Mar 17 | 9am-1pm | $79
Historic Fifth Street School Suite 140 | 161NP3147 | 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 | Jan 28 | 9am-1pm | $79
Historic Fifth Street School Suite 140 | 161NP3148 | 0.4 CEU

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 | Mar 24-Apr 14 (meets 4x) | 9am-1pm | $279
Historic Fifth Street School Suite 140 | 161NP3116 | 1.6 CEUs
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.
Tue | Mar 8 | 9am-1pm | $79
PAR Room 300 | 161NP3153 | 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
Wed | Apr 6-27 (meets 4x) | 9am-1pm | $279
PAR Room 302 | 161NP3132 | 1.6 CEUs

MAJOR GIFT FUNDRAISING
Learn to cultivate major gift donors, involve board members in “making the ask,” and better understand what motivates donors to make big gifts. You will find out about gift solicitation models, giving vehicles, and the importance of donor recognition.

Linda Lysakowski
Thu & Fri | Apr 21-22 (meets 2x) | 9am-1pm | $159
Historic Fifth Street School Suite 140 | 161NP3105 | 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.
Tue | Apr 12 | 9am-1pm | $79
PAR Room 300 | 161NP3156 | 0.4 CEU

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

Victoria Boyd, Ed.D.
Thu | May 5-26 (meets 4x) | 9am-1pm | $279
Historic Fifth Street School Suite 140 | 161NP3130 | 1.6 CEUs

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

Scott Emerson
Fri | Feb 5-26 (meets 4x) | 9am-1pm | $279
PAR Room 302 | 161NP3131 | 1.6 CEUs

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. Learn how to quantify sponsorship outcomes so corporations can justify funding you year after year.

Victoria Boyd, Ed.D.
Thu & Fri | Jun 9-10 (meets 2x) | 9am-1pm | $159
Historic Fifth Street School Suite 140 | 162NP3145 | 0.8 CEU
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. Required Textbook(s): Mastering Effective English Communication: The Vowel System of American English (ISBN: 9781883574031).

Katia Abou-Haidar, MAAL
Wed & Mon | Jan 20-Feb 8 (meets 6x) | 6-8:30pm | $219
PAR Room 400 | 161CX1113

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
Wed & Mon | Feb 10-Mar 2 (meets 6x)* | 6-8:30pm | $219
PAR Room 400 | 161CX1123
*Class does not meet on Feb 15.

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 | Mar 7-23 (meets 6x) | 6:30-8:30pm | $219
PAR Room 400 | 161CX1124

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 | Mar 19 | 9am-3pm | $139
PAR Room 511 | 161CX1109

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 2 (ISBN: 9781107627079).

Barbara Lander, M.Ed.
Sat | Jan 23-Mar 26 (meets 10x) | 9am-noon | $239
PAR Room 300 | 161LA1126
Sat | Jun 4-Aug 13 (meets 10x)* | 9am-noon | $239
PAR Room 300 | 162LA1126
*Class does not meet Jul 2.

ESL (ENGLISH AS A SECOND LANGUAGE) BASIC I
Begin learning English language skills, focusing on everyday conversation at work, at 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 1-14 will be covered in this class followed by units 15-28 in ESL: Basic II; students may take the two classes in either order. Required Textbook(s): WorldView 1 (ISBN: 9780131839953).

Cecilia Ordinario, M.Ed.
Sat | Feb 13-Apr 23 (meets 10x)* | 9am-noon | $239
CBC | 161LA2125
*Class does not meet Mar 26.

Register online at http://ced.unlv.edu/cat2016
ESL (ENGLISH AS A SECOND LANGUAGE) BASIC II
Begin learning English language skills, focusing 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 | Jun 4-Aug 13 (meets 10x)* | 9am-noon | $239
CBC | 162LA1127
*Class does not meet Jul 2.

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: 9780131840072).

Barbara Lander, M.Ed.
Sat | Jan 23-Mar 26 (meets 10x) | 1-4pm | $239
PAR Room 300 | 161LA1124
Sat | Jun 4-Aug 13 (meets 10x)* | 1-4pm | $239
PAR Room 300 | 162LA1124
*Class does not meet Jul 2.

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 | Feb 12-Apr 22 (meets 10x)* | 6-8:45pm | $199
CBC | 161LA1112
*Class does not meet Mar 25.

CHINESE II

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

Xiaowei Hunt
Sat | Feb 13-Apr 23 (meets 10x)* | 2:45-5:30pm | $199
CBC | 161LA1101
*Class does not meet Mar 26.

FRENCH I
Begin your French instruction with an accomplished English/French speaker and teacher. Basic grammar, common conversational phrases, and everyday vocabulary will be our starting point for building conversations. A look at French culture will be included in our study. Required Textbook(s): *Ultimate French, Beginner-Intermediate* (ISBN: 9781400009633).

Pascale Tessier
Sat | Feb 20-Apr 30 (meets 10x)* | 9:30-11:30am | $199
PAR Room 301 | 161LA1107
*Class does not meet Mar 26.

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: 9781400009633).

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

Pascale Tessier
Sat | Feb 20-Apr 30 (meets 10x)* | noon-2pm | $199
PAR Room 301 | 161LA1116
*Class does not meet Mar 26.
FRENCH III
Continue to improve your spoken French. New topics will be introduced weekly to promote conversation and help you discover regions of France. You will resume using your textbook to develop grammar skills. Poems and songs will be used to help perfect pronunciation. Projects include a short oral presentation. Required Textbook(s): Ultimate French, Beginner-Intermediate (ISBN: 9781400009633).

Prerequisite: French II or intermediate spoken French.
Pascale Tessier
Thu | Feb 18-Apr 28 (meets 10x)* | 6:30-8:30pm | $199
PAR Room 301 | 161LA1117
*Class does not meet Mar 24.

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: 9780764125508).
Diane Orgill, M.A.
Thu & Mon | Mar 3-Apr 7 (meets 10x)* | 5-7pm | $199
PAR Room 107 | 161LA1104
*Class does not meet Mar 24.

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: 9780764125508).
Prerequisite: Spanish I or a basic understanding of the language.
Diane Orgill, M.A.
Thu & Mon | Mar 3-Apr 7 (meets 10x) | 7-9pm | $199
PAR Room 107 | 161LA1105

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 | Feb 6 | 9am-noon | $69
PAR Room 512 | 161WR1150
Fri | Jun 10 | noon-3pm | $69
PAR Room 300 | 162WR1150

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 | Mar 21-Apr 25 (meets 6x) | 7:15-9pm | $199
PAR Room 301 | 161WR1122

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 | Mar 16-Apr 20 (meets 6x) | 7:15-9pm | $199
PAR Room 302 | 161WR1141

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
Tue | Feb 2-Mar 8 (meets 6x) | 7:15-9pm | $199
PAR Room 512 | 161WR1154

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
Tue | Apr 26-May 31 (meets 6x) | 7:15-9pm | $199
PAR Room 512 | 161WR1172

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. Enrollment includes workbook you can take home.
Bobbie Christensen
Sat | Mar 12 | 1-5pm | $79
PAR Room 512 | 161WR1149

Register online at http://ced.unlv.edu/cat2016
LEARNING SERVICES CLASSES

FREE VACATIONS: TRAVEL FREE, PLUS MAKE MONEY DOING IT!

With a bit of creativity, you can travel for free or even earn money while you see the world! Explore innovative ways to fund your travel dreams including frequent traveler programs, mystery shopping, teaching English, writing articles, volunteering, importing goods, or leading tours. Find out how to retire abroad and stretch your savings, or how to start a business and work from anywhere. This class is offered at UNLV only one time per year and is bursting with tips for adventurous individuals in mid-career transition, retirees, or recent graduates seeking full or part-time work and travel.

Gina Henry
Tue | Apr 26 | 6:30-9:30pm | $69
PAR Room 511 | 161GI1314

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 | Apr 23-May 14 (meets 4x) | 10am-noon | $89
PAR Room 300 | 161GI1163

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 | Feb 20-Mar 12 (meets 4x) | 10am-noon | $89
PAR Room 511 | 161GI1162

MATH SUCCESS INITIATIVE: REALIZING YOUR GOALS

Realize your potential by eliminating math as an obstacle to success! Whether you are looking to advance in your career, better understand how to gain control over your financial picture, relearn important math concepts you have forgotten over the years, or just be able to help your children with their homework, start here. Utilizing an innovative, online math readiness program combined with 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
Mon & Wed | Jan 25-Mar 21 (meets 16x)* | 6-8pm | $299
PAR Room 125 | 161GI1155A
*Class does not meet Feb 15.

MATH SUCCESS INITIATIVE: COLLEGE LEVEL

Master the foundational math skills necessary to place into a college-level math class, and save money doing it! Utilizing an innovative, online math readiness program combined with 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. You will build the necessary skills to pass the ALEKS placement exam.

Christine McKenna, Carcila Gumabon
Mon & Wed | Jan 25-Mar 21 (meets 16x)* | 6-8pm | $299
PAR Room 125 | 161GI1155B
*Class does not meet Feb 15.

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, LLC
Sat & Sun | Feb 27-28 (meets 2x) | 9am-1pm | $175
PAR Room 512 | 161GI1103
READING ENRICHMENT PROGRAMS
Poor readers can become good readers, and good readers can become great readers! UNLV is again partnering with the Institute of Reading Development to offer reading skills programs. All programs are designed and taught by instructors from the Institute of Reading Development. Programs are offered on UNLV’s campus for pre-k through adults. For more information or to register, please call the Institute of Reading Development at 800-979-8980.

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
Thu | Jan 7 | 6-7pm | No Charge
PAR Room 301 | 161CP6118

PHR/SPHR CERTIFICATION PREPARATION
Prepare for your PHR or SPHR certification exam during this 16-lesson preparation course. Review and learn the six content areas: Business Management and Strategy, Workforce Planning and Employment, Human Resource Development, Compensation and Benefits, Employee and Labor Relations, and Risk Management. This course will provide methods for the best ways to study and prepare for the exam. For additional eligibility requirements and exam information including exam fees, visit hrci.org.


Prerequisite: Visit HRCI website for testing guidelines.

Gary Cottino, SPHR, SHRM-SCP
Wed, Thu & Tue | Jan 20-Feb 24 (meets 16x) | 6-9pm | $849
PAR Room 301 | 161CP6116 | 4.8 CEUs

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: 9781401864712).

Zachariah Parry, J.D.
Thu | Mar 31-Apr 28 (meets 5x) | 6-9pm | $289
PAR Room 302 | 161PL6107 | 1.5 CEUs
Thu | Jul 21-Aug 18 (meets 5x) | 6-9pm | $289
PAR Room 302 | 162PL6107 | 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: 9781133691853).

Zachariah Parry, J.D.
Thu | Feb 18-Mar 17 (meets 5x) | 6-9pm | $289
PAR Room 302 | 161PL6102 | 1.5 CEUs
Thu | Jun 16-Jul 14 (meets 5x) | 6-9pm | $289
PAR Room 302 | 162PL6102 | 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. This session will also cover the Paralegal Certificate program. These sessions will help you decide which program is the right career path for you.

Jackie Valdez

Wed | Jan 6 | noon-1pm | No Charge
PAR Room 302 | 161LE6113A

Wed | Jan 6 | 5:30-6:30pm | No Charge
PAR Room 302 | 161LE6113B

Wed | Jan 20 | noon-1pm | No Charge
PAR Room 302 | 161LE6113C

Wed | Jan 20 | 5:30-6:30pm | No Charge
PAR Room 302 | 161LE6113D

Wed | Jul 20 | noon-1pm | No Charge
PAR Room 302 | 162LE6113A

Wed | Jul 20 | 5:30-6:30pm | No Charge
PAR Room 302 | 162LE6113B

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 | Jan 25-May 23 (meets 16x)* | 6-9pm | $2,199
PAR Room 302 | 161LE6104 | 4.8 CEUs

*Class does not meet Feb 15.

MEDIATION

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

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

MEDIATION TRAINING CERTIFICATE

A mediator provides a process to help parties better understand each other’s perspective and reach a mutually agreeable resolution. The principles of mediation are covered during this interactive course. You will learn the facilitative mediation process, and develop active listening skills and effective questioning techniques. Ethical standards in mediation and strategies to work through impasse situations will be introduced, as 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.

Malcolm White

Thu | Feb 4-Mar 3 (meets 5x) | 8:30am-4:30pm | $1,199
Clark County Neighborhood Justice Center | 161CM1120A | 3.5 CEUs

Thu | May 5-Jun 2 (meets 5x) | 8:30am-4:30pm | $1,199
Clark County Neighborhood Justice Center | 161CM1120B | 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 programs. Information sessions cover topics including paralegal job responsibilities, employment potential, financial assistance, and the UNLV Paralegal website. Sessions on Jan. 6 and Jan. 20 will also cover the Legal Secretary Program. These sessions will help you decide which program best suits your needs.

Dan Barber, Zachariah Parry, J.D., Shell Mercer, Esq., Matthew Pfau, J.D.
Wed | Jan 6 | noon-1pm | No Charge
PAR Room 302 | 161PL6128A

Wed | Jan 6 | 5:30-6:30pm | No Charge
PAR Room 302 | 161PL6128B

Wed | Jan 20 | noon-1pm | No Charge
PAR Room 302 | 161PL6128C

Wed | Jan 20 | 5:30-6:30pm | No Charge
PAR Room 302 | 161PL6128D

Wed | Feb 3 | noon-1pm | No Charge
PAR Room 302 | 161PL6128E

Wed | Feb 3 | 5:30-6:30pm | No Charge
PAR Room 302 | 161PL6128F

Wed | May 4 | noon-1pm | No Charge
PAR Room 107 | 161PL6128G

Wed | May 4 | 5:30-6:30pm | No Charge
PAR Room 107 | 161PL6128H

Wed | May 18 | noon-1pm | No Charge
PAR Room 107 | 161PL6128I

Wed | May 18 | 5:30-6:30pm | No Charge
PAR Room 302 | 161PL6128J

Wed | Jun 1 | noon-1pm | No Charge
PAR Room 302 | 162PL6128A

Wed | Jun 1 | 5:30-6:30pm | No Charge
PAR Room 302 | 162PL6128B

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 course is a hybrid course. Students will complete Tort Law and Health Care Law for Paralegals in an online platform. This program includes substantial Internet work as well as in-class time. Required Textbook(s): Tort and Personal Injury Law (ISBN: 97811133691853) & Health Care Law (ISBN: 9781418011109).

Prerequisite: RN or LPN license required.

Zachariah Parry, J.D., Shell Mercer, Esq., Matthew Pfau, J.D.
Tue | Feb 16-Jun 2 (meets 16x)* | 9am-noon | $4,349
PAR Room 302 | 161PL6183A | 25 CEUs
*Class does not meet Mar 22.

Tue | Feb 16-Jun 2 (meets 16x)* | 6-9pm | $4,349
PAR Room 302 | 161PL6183B | 25 CEUs
*Class does not meet Mar 22.

Tue | Jun 14-Sep 20 (meets 15x) | 9am-noon | $4,349
PAR Room 302 | 162PL6183A | 25 CEUs

Tue | Jun 14-Sep 20 (meets 15x) | 6-9pm | $4,349
PAR Room 302 | 162PL6183B | 25 CEUs
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, and 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. The program tuition includes the Essential Skills textbooks and access to LexisNexis and Westlaw. Students should estimate $400 for additional required textbooks that are not included in the registration fee. Required Textbook(s): Tort & Personal Injury Law (ISBN: 9781133691853) & Introduction to Law of Contracts, Fourth Edition (ISBN: 9781401864712).

Zachariah Parry, J.D., Shell Mercer, Esq., Matthew Pfau, J.D.
Tue & Thu | Feb 16-Jun 2 (meets 30x)* | 9am-noon | $6,549
PAR Room 302 | 161PL6131A | 25 CEUs
*Class does not meet Mar 22 & Mar 24.

Tue & Thu | Feb 16-Jun 2 (meets 30x)* | 6-9pm | $6,549
PAR Room 302 | 161PL6131B | 25 CEUs
*Class does not meet Mar 22 & Mar 24.

Tue & Thu | Jun 14-Sep 22 (meets 30x) | 9am-noon | $6,549
PAR Room 302 | 162PL6131A | 25 CEUs

Tue & Thu | Jun 14-Sep 22 (meets 30x) | 6-9pm | $6,549
PAR Room 302 | 162PL6131B | 25 CEUs

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. Students should estimate $400 for additional required textbooks that are not included in the registration fee. Required Textbook(s): Tort & Personal Injury Law (ISBN: 9781133691853) & Introduction to Law of Contracts, Fourth Edition (ISBN: 9781401864712).

Margaret Pickard, J.D.
Register and begin at any time | $7,529
Online Delivery* | 161PL6149 | 25 CEUs
*For eligibility requirements, call 702-895-3394 or email continuing.education@unlv.edu

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 databases, 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
Management & Operations

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 | Apr 18 | 6:15-9:15pm | $49
PAR Room 300 | 161EN1123

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
Wed | Apr 20 | 6:15-9:15pm | $49
PAR Room 300 | 161EN1138

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
Fri | Apr 22 | 2-5pm | $49
PAR Room 300 | 161EN1110

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 | Feb 27 | 9am-noon | $69
PAR Room 401 | 161PG1191

CREATIVE ORGANIZATION FOR “PILERS”
Get your life, your work, and your space organized. If your “mess” continues to defy any of your attempts to “clean up,” perhaps it is time for a new approach. Take control of your surroundings using techniques ideally suited for those who hate filing, and who can’t keep one of those fancy organizer notebooks organized. Your workspace will look better, and you will be more efficient without turning into one of those wound-too-tight types.

Steve Veltkamp
Sat | Apr 23 | 1-4pm | $49
PAR Room 107 | 161EN1111

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

Roger Burgraff, Ph.D.
Sat | Feb 27 | 1-4pm | $69
PAR Room 401 | 161PG1191

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.
Sat | Jun 4-18 (meets 3x) | 10am-noon | $89
PAR Room 301 | 162EN1180

MARKET YOUR GOODIES
Taste sweet success by finding admirers and buyers of your delectable creations! Whether you make the perfect pecan pie, a hot sauce to die for, or the best brownie this side of heaven, discover how to turn your recipes into a thriving business. We will discuss how to market your specialty food item to restaurants, retail outlets, specialty food stores, and through direct sales. Get valuable information on how to develop your product image to increase your impact. Bring samples for sharing and product feedback.

Steve Veltkamp
Tue | Apr 19 | 2-5pm | $49
PAR Room 300 | 161EN1114

Register online at http://ced.unlv.edu/cat2016
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 | Jan 23 | 9:30am-1:30pm | $59
PAR Room 401 | 161EN1156A
Sat | May 21 | 9:30am-1:30pm | $59
PAR Room 300 | 161EN1156B

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 a broad understanding of HR disciplines including benefits, compensation, organizational and employee development, diversity, employee relations, and staff management.
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
• An Additional 2.4 CEUs of Elective Courses
ADVANCED CERTIFICATE:
• Essentials of Human Resource Management
• An Additional 6 CEUs of Elective Courses
ELECTIVE COURSES:
• Change Management
• Communication Strategies for First-Time Managers or Supervisors
• Communication Strategies: Dealing With Problem Employees
• Communication Strategies: When Having Difficult Conversations
• Cultural Competency in the Workplace
• Federal Employment Law I
• Federal Employment Law II
• Federal Employment Law III
• Federal Employment Law IV
• Making the Transition from Manager to Leader
• Understanding Employee Behavior in the Workplace
• Understanding the Collective Bargaining Process

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
Wed | Jan 6 | 6-7pm | No Charge
PAR Room 301 | 161CP6155

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
Thu | Apr 21 | 6:15-9:15pm | $49
PAR Room 300 | 161EN1133

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 | Apr 19 | 6:15-9:15pm | $49
PAR Room 512 | 161EN1149

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 | Apr 23 | 9:30am-12:30pm | $49
PAR Room 511 | 161EN1155

START A PROFITABLE GREETING CARD BUSINESS
Leverage your talent for creative artwork and/or great writing into a successful independent greeting card business. We will discuss where to get materials, what kinds of cards attract buyers, what buyers look for from an independent card company, where to find viable outlets for your card style, and how to pitch your ideas to major card companies. We will brainstorm and share ideas, so bring your cards, concepts, and imagination!
Steve Veltkamp
Mon | Apr 18 | 2-5pm | $49
PAR Room 300 | 161EN1131
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 | Feb 26 | 9am-4pm | $279
PAR Room 107 | 161CP6172 | 0.6 CEU

COMMUNICATION STRATEGIES 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 | Jan 19 | 9am-4pm | $279
PAR Room 301 | 161CP6177 | 0.6 CEU

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 | Mar 8 | 9am-4pm | $279
PAR Room 107 | 161CP6190 | 0.6 CEU

COMMUNICATION STRATEGIES: 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.
Thu | May 19 | 9am-4pm | $279
PAR Room 300 | 161CP6180 | 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 | Apr 22 | 9am-4pm | $279
PAR Room 302 | 161CP6176 | 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 | Jun 3 | 9am-4pm | $279
PAR Room 302 | 162CP6125 | 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
Mon | Feb 1-Mar 7 (meets 5x)* | 6:30-9pm | $699
UNLV Paradise Campus | 161CP6113 | 1.2 CEUs
*Class does not meet Feb 15.

FEDERAL EMPLOYMENT LAW I
Study key aspects and points of the following federal labor/management laws and regulations: the Fair Labor Standards Act of 1938, the National Labor Relations Act of 1935 (Wagner Act), and the Labor-Management Relations Act of 1947. This course is approved for six recertification credits through HRCI.
Gary Cottino, SPHR, SHRM-SCP
Fri | Jan 15 | 9am-4pm | $279
PAR Room 302 | 161CP6129 | 0.6 CEU

Register online at http://ced.unlv.edu/cat2016
FEDERAL EMPLOYMENT LAW II
Gain a better understanding of Title VII, Civil Rights Act of 1964, Family and Medical Leave Act of 1993, Age Discrimination in Employment Act of 1967, and the Immigration and Naturalization Act of 1996. This course is approved for six recertification credits through HRCI.

Gary Cottino, SPHR, SHRM-SCP
Fri | Feb 19 | 9am-4pm | $279
PAR Room 107 | 161CP6133 | 0.6 CEU

FEDERAL EMPLOYMENT LAW III

Gary Cottino, SPHR, SHRM-SCP
Fri | Mar 11 | 9am-4pm | $279
PAR Room 302 | 161CP6106 | 0.6 CEU

FEDERAL EMPLOYMENT LAW IV
Understand how Fair Credit Reporting (background check legislation), Occupational Safety and Health Act of 1970, and Employee Retirement Income Security Act of 1973 apply to your organization. This course is approved for six recertification credits through HRCI.

Gary Cottino, SPHR, SHRM-SCP
Fri | Apr 8 | 9am-4pm | $279
PAR Room 302 | 161CP6109 | 0.6 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 | Apr 29 | 9am-4pm | $279
PAR Room 302 | 161CP6119 | 0.6 CEU

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 | May 20 | 9am-4pm | $279
PAR Room 302 | 161CP6179 | 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 | Mar 25 | 9am-4pm | $279
PAR Room 302 | 161CP6114 | 0.6 CEU

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

Gary Cottino, SPHR, SHRM-SCP
Fri | Jul 22 | 9am-4pm | $279
PAR Room 302 | 162CP6105 | 0.6 CEU
PUBLIC RELATIONS

Pursue employment or advancement in employee communications, media relations, advertising, community relations, or special events with UNLV’s Certificate in Public Relations. Practical skills-oriented courses are taught by knowledgeable public relations practitioners with both academic credentials and years of experience in their fields.

To obtain the Certificate in Public Relations, you must successfully complete six core courses plus an additional four elective courses. Courses may be taken individually to expand your skill set.

CORE CLASSES:
- Crisis Communications
- Ethics in Public Relations
- Fundamentals of Public Relations
- Media Relations
- Public Relations Capstone: Putting It All Together
  (Must be the last course taken)
- Writing for Public Relations

ELECTIVE COURSES: (OFFERINGS VARY BY SEMESTER):
- Adobe Dreamweaver-Level I
- Adobe InDesign-Level I
- Adobe Photoshop-Level I
- PowerPoint 2010
- Advanced Writing for Public Relations
- Business Writing
- Editing & Proofreading Your Work
- Internal Communication
- Public Relations for Nonprofits
- Shaping Public Perception: Next Step Social Media
- Social Media for Communication Strategies
- Special Events Planning
- Social Media Marketing Made Easy

SHAPING PUBLIC PERCEPTION: NEXT STEP SOCIAL MEDIA

Stay on the cutting edge as social media evolves from a basic communication “medium” into a fully-integrated multimedia strategy for public relations, marketing, advertising, and human resources. Online communication, front-line employee interaction, and the physical environment are coming together for an increasingly immersive participant experience. Next Step Social Media provides insights and innovative approaches into social media, emerging technologies, and strategic communication as they pertain to the private and public sectors.

Richard Becker, ABC
Sat | Jun 25 | noon-3pm | $99
PAR Room 302 | 162PR6118 | 0.3 CEU

WRITING FOR PUBLIC RELATIONS

Master a variety of writing styles and understand how best to apply them to news releases, fact sheets, biographical sketches, feature stories, media kits, and social media. Become familiar with the expectations of agencies and corporate employers in terms of writing proficiency, and develop a clear understanding of public relations from the perspective of a journalist. Guest speakers will add new perspectives.

Richard Becker, ABC
Thu | Feb 18-Apr 21 (meets 9x)* | 6:30-8:30pm | $379
PAR Room 401 | 161PR6109 | 1.8 CEUs
*Class does not meet Mar 24.
**MEDICAL CLASSES**

**YOUTH MENTAL HEALTH FIRST AID**

Youth Mental Health First Aid is designed to teach parents, family members, caregivers, teachers, school staff, peers, neighbors, health and human services workers, and other caring citizens how to help an adolescent (age 12-18) who is experiencing a mental health or addictions challenge or is in crisis. Youth Mental Health First Aid is primarily designed for adults who regularly interact with young people. 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, students will receive a two-year certification through the National Council on Behavioral Health.

Trey Delap, M.A.

- **Sat | Feb 27 | 9am-6pm | $99**
  PAR Room 400 | 161MH1100 | 0.8 CEU
- **Sat | Jul 16 | 9am-6pm | $99**
  PAR Room 302 | 162MH1100 | 0.8 CEU

**GAP TRAINING FOR RNS: TRANSITION INTO PRACTICE PROGRAM**

Gap Training for RNs is a transition into acute care practice program for nurses who require experience to enter into the acute care setting. Whether you are newly graduated and still looking for your first RN position, an RN currently working in a non-acute care setting who seeks current skills and experiences to qualify for a job in acute care, or a returning-to-practice RN who needs precepted hours to complete an RN refresher program, this program might just be your entry point to transition. The Workforce Connections Board of Directors has approved grant funding for qualified applicants. Minimum qualifications for grant funding include proof of Nevada residency and a Nevada RN license.

Susan Ullrich, Ed.D, MSN, RN

- **Jan 19-Mar 4 | Apply by Dec 28 | $3,030**
  PAR Room 123 | 161RN0100A | 25 CEUs
- **Mar 7-Apr 22 | Apply by Feb 5 | $3,030**
  PAR Room 123 | 161RN0100B | 25 CEUs
- **Apr 25-Jun 17 | Apply by Apr 1 | $3,030**
  PAR Room 123 | 161RN0100C | 25 CEUs

*Inquire about grant funding eligibility.
Music

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

Jesse Del Quadro

Tue | Feb 2-Mar 8 (meets 6x) | 7:15-8:45pm | $99
PAR Room 400 | 161MU1107A
Tue | Mar 15-Apr 19 (meets 6x) | 7:15-8:45pm | $99
PAR Room 400 | 161MU1107B

INTERMEDIATE GUITAR
Expand your guitar credentials by focusing on bar chords, scales, and improvisation. Guitarists will work on major and minor scales and arpeggios, common bar chords, blues scale patterns, and begin using a capo. These skills allow players to enjoy a great deal of versatility when playing on their own or as part of a group.

Prerequisite: A playable guitar and guitar picks.

Jesse Del Quadro

Tue | Apr 26-May 31 (meets 6x) | 7:15-8:45pm | $99
PAR Room 400 | 161MU1116

UNLV MUSIC CLASSES

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 | Jan 19-May 3 (meets 13x)* | 7-9:20pm | $29
BMC Room 160 | 161MU1104
*Class does not meet Mar 22.

UNLV RUNNIN’ REBEL BASKETBALL PEP BAND
Support the UNLV Runnin’ Rebel basketball team as a member of the Runnin’ Rebel Basketball Pep Band. Attendance is mandatory at scheduled pre-season rehearsals, regular rehearsals, special performances on and off campus, and at UNLV home basketball games. Members in good standing are also eligible for tournament travel, when applicable. 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.

Tony LaBounty

Mon | Jan 25-Mar 7 (meets 7x) | 7-9pm | $39
BMC Room 160 | 161MU1111
*Late registration allowed.

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

Tony LaBounty

Wed | May 18-Jun 29 (meets 7x) | 7-9:20pm | $15
BMC Room 160 | 161MU1102

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

Register online at http://ced.unlv.edu/cat2016
**UNLV VARSITY MEN’S GLEE CLUB**
The UNLV Varsity Men’s Glee Club enjoys a strong tradition of energetic music making in an atmosphere of camaraderie. The Glee Club performs on campus each semester and has appeared at out-of-state regional and national choral festivals. Repertoire includes “classical” choral music of all styles, as well as folk tunes, spirituals, and musical theatre highlights. Membership is open to UNLV students, faculty, staff, and community members. This is a university-level ensemble and is also offered as a credit course in the university catalog (MUSE 106, 406, 506). Attendance at all rehearsals and performances is mandatory. A complete performance schedule will be available at the beginning of the semester. A placement audition will occur during the first class meeting. Students will be required to purchase a uniform for performances.

David Weiller
Tue | Jan 19-Apr 19 (meets 13x)* | 1-2:20pm | $39
BMC Room 118 | 161MU1101
*Class does not meet Mar 22.

**UNLV WOMEN’S CHORUS**
The UNLV Women’s Chorus performs a variety of choral repertoire written specifically for women’s voices. Repertoire includes “classical” choral music of all styles, as well as folk tunes, spirituals, and musical theatre highlights. Membership is open to UNLV students, faculty, staff, and community members. This is a university-level ensemble and is also offered as a credit course in the university catalog (MUSE 105, 405, 505). Attendance at all rehearsals and performances is mandatory. A complete performance schedule will be available at the beginning of the semester. A placement audition will occur during the first class meeting. Students will be required to purchase a uniform for performances.

Jocelyn Jensen
Tue | Jan 19-Apr 19 (meets 14x)* | 1-2:20pm | $39
BMC Room 159 | 161MU1103
*Class does not meet Mar 22.
Photography, TV & Film

ACTING

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
Mon | Feb 22-Mar 26 (meets 6x) | 6:30-9pm | $229
PAR Room 511 | 161GI1142A
Mon | May 2-Jun 11 (meets 6x)* | 6:30-9pm | $229
PAR Room 511 | 161GI1142B
*Class does not meet May 30.

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
Sat | Feb 20-Mar 5 (meets 3x) | 1-4pm | $199
PAR Room 511 | 161PH1150
Sat | Aug 6-Aug 20 (meets 3x) | 9am-12pm | $199
PAR Room 511 | 162PH1150

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
Mon & Wed | Mar 7-16 (meets 4x) | 6-9pm | $199
PAR Room 133 | 161PH1151
Sat | Jul 9-16 (meets 2x) | 9am-4pm | $199
PAR Room 301 | 162PH1151

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 | Apr 23 | 10am-1pm | $59
PAR Room 511 | 161PH1104
Sat | Jun 25 | 9am-noon | $59
PAR Room 301 | 162PH1104

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, or III. Call 702-895-3394 to receive the discounted price. Discount cannot be processed online.

James Mahoney
Sat | Mar 19 | 9:30am-3:30pm | $109
PAR Room 401 | 161PH1100A
Sat | May 7 | 9:30am – 3:30pm | $109
PAR Room 512 | 161PH1100B

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, or III. Call 702-895-3394 to receive the discounted price. Discount cannot be processed online.

James Mahoney
Sat | Apr 2 | 9:30am-3:30pm | $109
PAR Room 400 | 161PH1141A
Sat | May 21 | 9:30am-3:30pm | $109
PAR Room 400 | 161PH1141B

Register online at http://ced.unlv.edu/cat2016
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, or III. Call 702-895-3394 to receive the discounted price. Discount cannot be processed online.

James Mahoney
Sat | Apr 16 | 9:30am-3:30pm | $109
PAR Room 400 | 161PH1125
Sat | Jun 11 | 9:30am-3:30pm | $109
PAR Room 511 | 162PH1125

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
Tue | Jan 26-Feb 2 (meets 2x) | 5:30-9pm | $129
PAR Room 401 | 161PH1152
Mon & Wed | Jun 13-15 (meets 2x) | 5:30-9pm | $129
PAR Room 301 | 162PH1152

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
Wed | May 4-Jun 8 (meets 6x) | 7:15-9pm | $199
PAR Room 302 | 161PH1140

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 | Apr 18 | 6-10pm | $89
PAR Room 401 | 161PH1103

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), 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 such as ASMP (American Society of Media Photographers) or PPA (Professional Photographers of America). Finally, discuss how to sell images on stock networks such as Getty Images and iStock.

Vernetta Thomas
Sat | Apr 2-9 (meets 2x) | 9am-noon | $129
PAR Room 300 | 161PH1153
Sat | Jul 23-30 (meets 2x) | 9am-noon | $129
PAR Room 301 | 162PH1153

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 | Jan 28-Feb 11 (meets 3x) | 6-9pm | $199
PAR Room 300 | 161PH1154
Sat | Jun 4-18 (meets 3x) | 1-4pm | $199
PAR Room 512 | 162PH1154
VIDEO BLOGGING
Video blogging has become an industry unto itself. Whether you’re 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.

Jim Palmquist
Sat | Feb 20 | 9am-noon | $59
PAR Room 401 | 161CW8154

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
Wed | Feb 3-17 (meets 3x) | 6-8pm | $119
PAR Room 125 | 161CW8151

VIDEO EDITING II
Take your basic editing skills to the next level. Students will 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.

Jim Palmquist
Wed | Mar 2-16 (meets 3x) | 6-8pm | $119
PAR Room 125 | 161CW8152

WEDDING PHOTOGRAPHY
Capture a couple’s special 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). On the technical side, 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. Please bring your camera to participate in the classroom shooting demonstrations.

Vernetta Thomas
Mon | May 2-9 (meets 2x) | 6-9pm | $129
PAR Room 301 | 161PH1155

Wed | Jul 13-20 (meets 2x) | 6-9pm | $129
PAR Room 301 | 162PH1155

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 | Jan 19-Feb 9 (meets 4x) | 6:30-9:30pm | $299
The Voice Actors Studio | 161CX4171A

Tue | Mar 1-22 (meets 4x) | 6:30-9:30pm | $299
The Voice Actors Studio | 161CX4171B

Tue | Jun 7-28 (meets 4x) | 6:30-9:30pm | $299
The Voice Actors Studio | 162CX4171
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 Preparation Course.

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. Real Estate CAM #.PL.06100-CAM.

Ken Richardson, Bruce Jenkins, Lauren Scheer, Linda Rheinberger, Tony Lonardo, Barbara Westhoff, Robert Forney, Katherine Wolfe
Mon-Thu | Jan 19-Feb 25 (meets 22x) | 5:30-8:30pm | $599
PAR Room 107 | 161RP1100 | 6 CEUs
Fri-Sun | Jun 3-Jul 2 (meets 14x)* | $599
PAR Room 511 | 162RP1100 | 6 CEUs
*Class meets Fri 5:30-8:30pm & Sat, Sun 9am-3pm
PERSONAL SAFETY & FIRST AID

CPR/AED ADULT, CHILD & INFANT: AMERICAN HEART ASSOCIATION
Respond effectively and confidently to a medical emergency, providing lifesaving support until emergency care arrives. Subjects taught include adult, child, and infant CPR and AED, cardiac arrest, choking, and treatment for shock. The course will teach you how to effectively perform one and two rescuer CPR in order to maximize the victim’s chances of survival during this critical period. 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.

Pablo Tello
Sat | Feb 6 | 9am-2:30pm | $89
PAR Room 511 | 161HE1101A
Sat | Apr 16 | 9am-2:30pm | $89
PAR Room 511 | 161HE1101B
Sat | Jun 4 | 9am-2:30pm | $89
PAR Room 511 | 162HE1101

POLICE/CITIZEN CONDUCT IN 21ST CENTURY POLICING
Analyze the complicated dynamics in play during citizen/law enforcement confrontations. A highly-decorated former law enforcement official will present surveillance video and case studies of real-life citizen/officer confrontations. Guided group discussion will allow participants to express their feelings and impressions of the interaction. The overarching goal is to humanize all people involved in the incident and kick start a civil dialogue about perceived, and/or actual, police misconduct and racial disparity in treatment by law enforcement. As an expert in law enforcement tactics, the instructor is able to explain things that may not be known to the citizen or untrained eye. And now, as a civilian, he is able to understand the frustration citizens often feel about officer conduct.

Christopher Curtis
Sat | Jan 23 | 1-4pm | $39
PAR Room 301 | 161GI1161A
Sat | Mar 12 | 1-4pm | $39
PAR Room 511 | 161GI1161B

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 flight, 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 | Feb 20 | 1-4pm | $39
PAR Room 401 | 161GI1160A
Sat | Apr 9 | 1-4pm | $39
PAR Room 300 | 161GI1160B

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. A Personalized Energy Healer/Reiki I certificate is issued upon completion.

Jacqui Simpson
Sat | Feb 6 | 9am-4pm | $129
PAR Room 401 | 161HE1103A
Tue | Feb 9 | 9am-4pm | $129
PAR Room 107 | 161HE1103B
Sat | Jul 9 | 9am-4pm | $129
PAR Room 302 | 162HE1103

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

Jacqui Simpson
Sat | Feb 20 | 9am-4pm | $149
PAR Room 400 | 161HE1104A
Tue | Feb 23 | 9am-4pm | $149
PAR Room 107 | 161HE1104B
Sat | Jul 16 | 9am-4pm | $149
PAR Room 512 | 162HE1104
ENERGY HEALING: MASTER (REIKI)
Master the skills of channeling Universal Life Energy for greater health in the body and mind. You learn to remove negative energies, especially trapped emotions and old thought patterns, which hold us back from true joy! You will 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
Jacqui Simpson
Sat | Mar 5 | 9am-4pm | $199
PAR Room 400 | 161HE1105A
Tue | Mar 8 | 9am-4pm | $199
PAR Room 302 | 161HE1105B
Sat | Jul 23 | 9am-4pm | $199
PAR Room 302 | 162HE1105

PREGNANCY PILATES
Achieve a calm, strong, mind-body balance during and after pregnancy with Pregnancy Pilates. Core strength and stability, safe, gentle movement, and controlled breathing patterns make Pilates a preferred method of exercise for women during and after pregnancy. You will learn about the changes a woman’s body goes through during pregnancy and postpartum. You will be taught Pilates exercises and modifications specific to each trimester and up to 6 weeks postpartum. If you are currently pregnant, thinking about getting pregnant, or are a Pilates instructor or personal trainer who works with pregnant clients, join us for this Pregnancy Pilates workshop.

Alison Marsh
Sat | Mar 5 | 10am-1pm | $79
MPE 505/506 | 161SF1172
Sat | Jun 4 | 10am-1pm | $79
MPE 505/506 | 162SF1172

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 | Mar 12-Apr 16 (meets 6x) | 11am-12:30pm | $129
Black Mountain Golf and Country Club | 161SF1104A
Sun | Mar 13-Apr 24 (meets 6x)* | 9:30-11am | $129
Black Mountain Golf and Country Club | 161SF1104B
*Class does not meet Mar 27.
Sat | Apr 30-Jun 11 (meets 6x)* | 11am-12:30pm | $129
Black Mountain Golf and Country Club | 161SF1104C
*Class does not meet May 28.
Sun | May 1-Jun 12 (meets 6x)* | 9:30-11am | $129
Black Mountain Golf and Country Club | 161SF1104D
*Class does not meet May 29.

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 | Feb 20-Mar 12 (meets 4x) | 11am-1pm | $109
PAR Room 400 | 161PG1189
Sat | Jun 4-25 (meets 4x) | 11am-1pm | $109
PAR Room 400 | 162PG1189

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 | Jan 27-Mar 16 (meets 8x) | 1:15-2:15pm | $69
PAR Room 133 | 161SR4150
Wed | Jun 1-Jul 20 (meets 8x) | 1:15-2:15pm | $69
PAR Room 133 | 162SR4150

INDOOR ROCK CLIMBING
Conquer the fundamentals of indoor bouldering. Participants will learn basic climbing technique on 15 ft. bouldering walls. An emphasis will be placed on safety throughout. This course is perfect for beginners. Participants must be comfortable climbing up and down ladders as well as jumping several feet onto a thick padded surface. Come see why climbing is a growing sport and an increasingly popular mode of alternative fitness! Course includes a two-week membership to the host facility.

Beth Malloy
Wed | Jan 20-Feb 3 (meets 3x) | 7-8:30pm | $99
The Refuge Climbing and Fitness | 161SF1171A
Wed | Apr 6-20 (meets 3x) | 7-8:30pm | $99
The Refuge Climbing and Fitness | 161SF1171B
Wed | Jun 15-29 (meets 3x) | 7-8:30pm | $99
The Refuge Climbing and Fitness | 162SF1171

Register by phone at 702-895-3394
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 the National Academy 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 BA 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 | Mar 7-May 9 (meets 10x) | 5-7:30pm | $1,099
UNLV Paradise Campus | 161SM3101 | 7.5 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 | Apr 5-May 24 (meets 8x) | 5-7:30pm | $849
PAR Room 301 | 161SM3102 | 6 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, Rawlins Apilado, CPT, BeachBody Master Trainer
Sat | Feb 13-Apr 23 (meets 11x) | noon-2:30pm | $1,199
UNLV Paradise Campus | 161SM3100 | 7.5 CEUs
Class days, dates, & time available online | $1,199
UNLV Paradise Campus | 162SM3100 | 7.5 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
EXTENDING LEARNING, LIFELONG.

The Division of Educational Outreach serves a community that exceeds 60,000 students. Many of our students return to refresh or refocus, while others embark on a specialized professional commitment through our certificate programs. You can provide support to directly impact our students.

Student Scholarships
We offer re-entry scholarships for returning and non-traditional students, such as members of the work force or military veterans, to attend for-credit classes in pursuit of an undergraduate or graduate degree. Scholarships range from $500 to $2,500. You can specify where your gift can do the most.

Program Sponsorships
We serve the community by creating classes and training for any age on all subjects. We provide survey and research services, and work with professionals to develop curricula that may be customized for a specific profession or passion—all dependent on the needs of our students. If there is a professional focus or specific service you would like to support, you can sponsor a student, a cohort, a project or a program.

New Building
We anticipate strong growth over the next 10 years and have a vision for a new building to provide cutting-edge educational facilities and innovative programs for our growing community. Your tax-deductible contribution will be the foundation from which we can build.

For more information or to discuss, contact:
Marilyn Delmont
(702) 774-4626
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
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 spring 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.

Classes are held at the Paradise campus and satellite locations including: Las Ventanas, MacDonald Ranch, Sun City Summerlin, Sun City Anthem, Sun City Aliante, and Merrill Gardens Retirement Community, and more. Register by phone at 702-895-3394 or online at OLLI.unlv.edu.
Get Ahead
http://online.unlv.edu

Online Programs

Engaging Curriculum

Innovative Technologies
SUMMER TERM 2016

Get Inspired By Summer

Session 1: May 16 • June 3
Session 2: June 6 • July 8
Session 3: July 11 • Aug 12

http://summerterm.unlv.edu
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 61 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 89154-1019. 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
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:

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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._________________________________________________________________
Exp. Date__________________ Amount $________________________
Cardholder's Name__________________________________________________________
Signature___________________________________________________________________

Register online at http://ced.unlv.edu/cat2016
Index

25 Hot Home-Based Businesses to Start for Under $1,000 p. 39
A Nonprofit Board’s Role & Responsibility to its Agency & the Community p. 29
Accent Reduction for International Professionals I p. 31
Accent Reduction for International Professionals II p. 31
Accent Reduction for International Professionals III p. 31
Acrylics I p. 9
Acrylics II p. 9
Adobe Illustrator-Level I p. 16
Adobe Illustrator-Level II p. 16
Adobe InDesign-Level I p. 16
Adobe Photoshop-Level I p. 16
Adobe Photoshop-Level II p. 16
Airplane & Helicopter Instrument Pilot Certification p. 5
Airplane or Helicopter Commercial Pilot Certification p. 5
Airplane Private Pilot Certification p. 5
Animal Massage & Care Provider p. 8
Architecture & Landscape Photography p. 47
Art Appraisals: What Art’s Worth & Why, Introduction to p. 9
Basic Sewing p. 19
Basic Sewing 2-Stitch It p. 19
Beer Steward & Connoisseur Certificate Program p. 23
Beginning Guitar p. 45
BeMoved p. 52
Best of Red Rock Canyon p. 24
Bouchon: Behind the Scenes p. 21
Break Into Stand-Up Comedy p. 47
Break Into the Import/Export Business p. 39
Break Into the World of Voiceover p. 49
Build Your Financial Portfolio on $50 a Month p. 27
Building a Grant Ready Organization p. 28
Building a Photography Business p. 47
Business of Fashion Design p. 19
Capital Campaigns: Everything You Need to Know p. 29
Capitalize on Your Great Idea p. 39
Cartooning p. 9
Cascading Style Sheets (CSS) p. 16
Cell Phone Photography p. 47
Change Management p. 41
Chinese I p. 32
Chinese II p. 32
Communicate with Difficult People with Tact & Skill p. 39
Communication Strategies for First-Time Managers or Supervisors p. 41
Communication Strategies: Dealing with Problem Employees p. 41
Communication Strategies: When Having Difficult Conversations p. 41
Community Canine Good Citizen Training p. 7
Community Manager Preparation Course p. 50
Community Manager Preparation Course Information Session p. 50
Computing Languages: Ruby p. 18
Container Gardening For Las Vegas p. 12
Contract Law p. 35
Cooking Basics-Stocks & Sauces p. 21
Cooperative Parenting-Shielding Your Children From Conflict p. 26
CPR/AED Adult, Child & Infant: American Heart Association p. 51
Creating a Compelling Case for Support p. 29
Creating a Development Plan p. 29
Creative Organization for “Pilers” p. 39
Cultural Competency in the Workplace p. 41
Deal with Disagreements, Conflict & Confrontation, How to p. 39
Death Valley National Park: Explore the Rugged Grandeur p. 24
Decadent Chocolate & Wine Pairing p. 21
Digital Photography I-The Essentials p. 47
Digital Photography II-Visual Communication p. 47
Digital Photography III-Focal Lengths to Filters p. 48
Discovering Wine p. 21
Documenting, Discipline, & Termination p. 41
Dog Obedience Training I p. 7
Dog Obedience Training II p. 8
Dog Obedience Training III-Canine Good Citizen p. 8
Editing & Proofreading Your Work p. 33
Energy Healing: Beginners (Reiki) p. 51
Energy Healing: Intermediate (Reiki) p. 51
Energy Healing: Master (Reiki) p. 52
Enjoy Four Seasons of Color & Fragrance Right Outside Your Door p. 12
ESL (English as a Second Language) Accelerated p. 31
ESL (English as a Second Language) Basic I p. 31
ESL (English as a Second Language) Basic II p. 32
ESL (English as a Second Language) Intermediate p. 32
Essential Knife Skills p. 21
Essentials of Human Resource Management p. 41
Ethics in Nonprofit Governance p. 29
Excel 2010-Level I p. 14
Excel 2010-Level II p. 14
Excel Essentials p. 13
Excel Essentials-Analyzing Data p. 13
Excel Essentials-Presenting Data p. 14
Face First-Introduction to Portraits p. 9
Facebook for Business p. 13
Facebook: Getting Connected p. 13
Fashion Graff p. 20
Fashion Showcase p. 20
Federal Employment Law I p. 41
Federal Employment Law II p. 42
Federal Employment Law III p. 42
Federal Employment Law IV p. 42
Financial Strategies for Successful Retirement p. 27
Fish to Perfection p. 21
Flavors of Thailand p. 21
Food Photography p. 48
Free Vacations—Travel Free, plus Make Money Doing It! p. 34
French I p. 32
French II p. 32
French III p. 33
Gap Training for RNs: Transition Into Practice Program p. 44
Gap Training for RNs: Transition Into Practice Program Information Session p. 44
Genealogy-Try This at Home p. 26
Gold Butte: Explore Nevada’s Hidden Treasure p. 25
Golf for Beginners p. 52
Google AdWords, Introduction to p. 17
Grant Academy Bundle p. 28
Grants Management p. 28
Growing & Using Herbs From Your Yard p. 12
Growing Spring & Summer Vegetables p. 12
Helicopter Private Pilot Certification p. 6
Home Brew Workshop p. 21
HTML-Level I p. 17
HTML-Level II p. 17
Identifying Funding Sources p. 28
In God We Trust: Religion & the Founding Fathers p. 34

Register by phone at 702-895-3394
Index

Indoor Rock Climbing p. 52
Intermediate Guitar p. 45
Internet & World Wide Web, Introduction to p. 18
Internet Privacy p. 13
Introductory Airplane or Helicopter Flight p. 6
Job Seeking Skills & Beyond p. 39
Kids-Kids in Divorce & Separation p. 26
Last Call: The Alcoholic Republic & Prohibition p. 34
Legal Compliance & Public Disclosure p. 30
Legal Secretary Information Session p. 36
Legal Secretary Program p. 36
Light Summer Pastas p. 22
Major Gift Fundraising p. 30
Make A (Cheap) Feature Film In Two Weekends, How To p. 48
Making the Transition from Manager to Leader p. 42
Managing Big Data & Web Databases p. 18
Market Your Goodies p. 39
Math Success Initiative: Realizing Your Goals p. 34
Mediation Training Certificate p. 36
Microsoft Office-Basics p. 13
Mindfulness Meditation p. 52
Mojave National Preserve: Explore the Heart of the Mojave Desert p. 25
NASM Essentials of Corrective Exercise Training Certificate p. 53
NASM Fitness Nutrition Specialist p. 53
NASM Personal Fitness Trainer Program p. 53
Neon Night Photography: Capturing the Glow p. 48
Networking for Success p. 40
Nonprofit Sector, An Introduction to the p. 29
Northeastern Italian Classics p. 22
Nurse Paralegal Certificate Program p. 37
Osher Lifelong Learning Institute (OLLI) at UNLV p. 57
Outsmart the SAT p. 34
Paint Like the Old World Masters I p. 9
Paint Like the Old World Masters II p. 9
Paralegal Certificate Information Session p. 37
Paralegal Certificate Program p. 38
Paralegal Certificate-Online p. 38
Paralegal Specialist p. 38
Patternmaking-Introduction p. 20
Perfect Pairing-Food & Wine, The p. 22
Personal Computing-Basics p. 13
PHR/SPHR Certification Preparation p. 35
PHR/SPHR Information Session p. 35
Pizza Workshop p. 22
Police/Citizen Conduct in 21st Century Policing p. 51
Pottery: Hand Building p. 10
Pottery: Wheel Throwing p. 10
Pregnancy Pilates p. 52
Presenting & Marketing Your Photographs p. 48
Print Design Capstone: From Pre-Press to Production p. 17
Private Pilot Airplane & Helicopter Certification Information Session p. 5
Private Pilot Airplane or Helicopter Ground School Course p. 6
Program Development & Evaluation p. 30
Promote Your Business Through Social Media p. 40
Proposal Writing I p. 28
Proposal Writing II p. 28
Protective Services Professional Certification p. 6
Public Speaking Bootcamp p. 31
Raising Chickens at Home p. 7
Rejuvenate Your Retirement p. 27
Responsible Fundraising p. 30
Retirement Planning Today p. 27
Road Scholar p. 25
Salsas, Spreads, & Dips p. 22
Search Engine Optimization & Online Marketing p. 17
Sell Your Stuff on Facebook, Amazon, Ebay & Other Non-Ebay Sites p. 40
Shaping Public Perception: Next Step Social Media p. 43
Sizzling Summer Grilling p. 22
Small Business Success Bootcamp p. 40
Social Enterprise for Nonprofits, Introduction to p. 30
Social Media Marketing, Introduction to p. 17
Spanish I p. 33
Spanish II p. 33
Start a Profitable Greeting Card Business p. 40
Stone Carving p. 10
Street Photography p. 48
Strong Financial Oversight p. 30
Sunday Brunch At Its Best p. 22
Swimwear & Lingerie p. 20
Tort Law p. 35
Tule Springs Fossil Beds National Monument: America's Newest National Park p. 24
UAS Design & Applications p. 7
UAV Simulation & Testing p. 7
Understanding Employee Behavior in the Workplace p. 42
Understanding the Collective Bargaining Process p. 42
UNLV New Horizons Band p. 45
UNLV Runnin’ Rebel Basketball Pep Band p. 45
UNLV Summer Community Concert Band p. 45
UNLV Varsity Men’s Glee Club p. 46
UNLV Women’s Chorus p. 46
Urban Canine Good Citizen Training p. 7
Valley of Fire Hot Spots p. 24
Vegetarian Summer Favorites p. 22
Video Blogging p. 49
Video Editing I p. 49
Video Editing II p. 49
Vine to Wine: The Fundamentals p. 23
Vino, Salume, E Formaggio p. 23
Watercolors I p. 10
Watercolors II p. 10
Watercolors III p. 10
Wedding Photography p. 49
What’s So Funny? Writing & Selling Humor p. 33
Whose Ball Is It? Developing Collaborative Return on Sponsorship p. 30
Wines & Cheeses of Italy, France & Spain p. 23
Women’s Safety: Mindset of a Critical Incident p. 51
Woodworking I p. 11
Woodworking-Fundamentals of Dining Room Chair Design p. 11
Woodworking-Making a Child’s Rocking Chair p. 11
Woodworking-Making a Workbench p. 11
Word Essentials-Working With Long Documents p. 14
Workplace Investigations p. 42
Write a Novel, How to p. 33
Write a Screenplay, How to p. 33
Write a Short Story, How to p. 33
Writing & Publishing Your First Book (or 7th) p. 33
Writing for Public Relations p. 43
Youth Mental Health First Aid p. 44

Register online at http://ced.unlv.edu/cat2016
Location Legend

UNLV Beam Music Center (BMC)
UNLV Carol Harter Classroom Building (CBC)
UNLV Paul McDermott Physical Education Complex (MPE)
UNLV Paradise Campus (PAR)
UNLV Shadow Lane Campus (SLC-B)

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

Airwork 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)
Clark County Neighborhood Justice Center, 330 S. 3rd Street, Ste. 600, Las Vegas, NV 89101
Clay Arts Vegas, 1511 S. Main, Las Vegas, NV 89104 (702-375-4147)
CSN Summerlin High Tech Center, 333 Pavillion 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)
Historic Fifth Street School, 401 S. 4th St., Conference Room Ste. 140, Las Vegas, NV 89101
Palo Verde High School, 333 Pavillion Center Dr., Las Vegas, NV 89144 (702-799-1450)
Pinot’s Palette-Boca Park, 1000 S. Rampart Blvd., Las Vegas, NV 89145
Sharon Gainsburg Studio, 1533 W. Oakey Blvd., Las Vegas, NV 89102 (702-249-3200)
Tenaya Creek Brewery, 831 W. Bonanza Rd., Las Vegas, NV 89106
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)
The Venetian Las Vegas, 3355 Las Vegas Blvd. South, Las Vegas, NV 89109
Wood It Is!, 2267 W. Gowan, Ste. 106/107, North Las Vegas, NV 89032 (702-631-1870)
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](http://ced.unlv.edu/custom-training).
Become an Acute Care Nurse

Registered nurses in Nevada serve in different capacities, from staff nurse to school nurse. UNLV Continuing Education offers the Gap Training for RNs: Transition into Practice Program to assist nurses in acquiring the experience and skills to enter into the acute care setting.

Whether you are newly graduated and still looking for your first RN position, an RN currently working in a non-acute care setting who seeks current skills and experiences to qualify for a job in acute care, or a returning-to-practice RN who needs precepted hours to complete an RN refresher program, this program might be your entry point to transition. Full tuition for the program may be available for those who qualify thanks to a grant from Workforce Connections.

Learn more about the Gap Training for RNs: Transition into Practice Program on pg. 44 or visit ced.unlv.edu/rn-training.