Congratulations to Elena Gandia Garcia, Ph.D.
2017 Division of Educational Outreach
Faculty Excellence Award

We are pleased to honor Elena Gandia Garcia for teaching excellence. As the recipient of the 2017 Division of Educational Outreach Faculty Excellence Award, Garcia is recognized for being at the forefront of addressing a need for the state of Nevada and providing students with the skills to be successful Spanish legal interpreters. She was instrumental in the development and implementation of the Legal Interpretation: Spanish Certificate Program for UNLV Continuing Education.

Garcia developed a curriculum to instruct bilingual students in the techniques and procedures of producing an accurate, efficient translation, particularly in the legal field. Students completing this certificate are well-prepared for a career providing high quality interpretation to serve individuals with limited English skills.

The Division of Educational Outreach and the Office of Continuing Education extend our gratitude and congratulations to Elena Gandia Garcia!

MyCAA at Your UNLV!

UNLV has distinguished itself as a military friendly school, and that includes spouses. Military spouses can now look to UNLV Continuing Education for assistance with their careers and occupations. We are an approved school for the Military Spouse Career Advancement Accounts (MyCAA) program, which provides financial assistance for military spouses—up to $4,000 over two years to pursue credentials or licenses in portable career fields.

Are you eligible for MyCAA?

- You must be a current spouse of an active duty Army, Navy, Air Force, Marine, National Guard, or Reserve member in pay grades E1 – E5, O1 – O2, or W1 – W2.
- National Guard and/or AGR members must be on federal Title 10 active duty orders as reported in DEERS for their spouse to be eligible for MyCAA funding.

Please call us at 702-895-5099 for any questions or assistance with the MyCAA application process.
Welcome to Fall 2017

Whether you are looking to advance in your current position or wanting to take your career in a new direction, it is essential to stay relevant by taking advantage of ongoing training. It is even more significant today because of Nevada’s “skills gap,” the disparity between the skills workers currently have and the skills local employers say they are looking for as they grow their businesses and hire new employees. For many, a formal academic degree gets them hired. However, sometimes it takes a focused skill-based course or certificate for others to gain employment. Our professional development courses and certificate programs will prepare you for evolving roles in technology, health care, management, the legal field, and more.

In a move toward increased flexibility, we created “on demand” courses. For any course marked as on demand, students can register for these courses by adding their name to the waitlist. Specific dates and times will be scheduled when sufficient interest from prospective students is met.

Also, starting Fall 2017, we will implement an application process for our certificate programs in order to provide enhanced student support services and benefits to our students who are pursuing a certificate program.

More information about on demand courses and the new application process for certificate programs can be found in this catalog.

You can feel confident about turning to UNLV Continuing Education for job-related training, and to fill the skills or knowledge gap you may face in your professional or personal life. We hope to see you as a future student here in UNLV Continuing Education.

NOW THAT’S A BRIGHT IDEA!

We offer new classes—what you want, when you want it.

For fall we introduce ON DEMAND scheduling for select classes. We will schedule class dates and times based on expressed interest from students. See p. 6 for details.

In our continued commitment to our customers, we are always looking for new class ideas. So share yours with us at continuing.education@unlv.edu.

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

STUDENTS WITH DISABILITIES If you have a documented disability that may require assistance, you will need to contact the Disability Resource Center to coordinate necessary academic accommodations. The Disability Resource Center is located in the Reynolds Student Services Complex in Room 143. The phone number is 702-895-0866. Web: unlv.edu/drc

Mission Statement: Serving the global community of learners through non-credit education to enhance personal growth and professional advancement.
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Our professional development certificate programs, certification preparation programs, and precertification programs can help you make a change into a rewarding, in-demand career. We invite you to our free information sessions to learn more so you can go forward with confidence. Effective Fall 2017, there is a new certificate program application policy for all students who are interested in pursuing a certificate program. Please see next page for additional information.

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Multi Course Programs:
Effective Fall 2017, students pursuing a UNLV Continuing Education certificate program which has multiple core course and/or elective requirements are required to register for a certificate application course to state their intention of pursuing that certificate. All students must register for the certificate application course in order to receive a certificate of completion. This applies to students who have taken courses in the past as well as to new students taking a course in a certificate program for the first time.

The following certificate application courses are now required:
- Fashion Design (173FD9999)
- Internet Design Technology (173WM9999A)
- Grant Academy (173GR9999)
- Graphic Design (173WM9999C)
- Human Resource Management, Basic (173CP9999B)
- Human Resource Management, Advanced (173CP9999A)
- Legal Interpretation: Spanish (173LA9999A)
- Medical Interpretation: Spanish (173LA9999B)
- Nonprofit Management (173NP9999)
- Print Design (173WM9999B)
- Unmanned Aircraft Systems (173UA9999)

Single Course Programs:
Students pursuing a UNLV Continuing Education certificate program which is a single course are not required to register for the separate certificate application course. Students will be enrolled in the certificate application course after the class has started.

- Community Association Management (173RP9999)
- Legal Secretary (173LE9999)
- Mediation (173CM9999)
- NASM Fitness Nutrition Specialist (173SM9999B)
- NASM Personal Training (173SM9999A)
- Paralegal/Nurse Paralegal (173PL9999)
- Personal Care Aide (173HH9999)
- PHR/SPHR (173CP9999C)
- Protective Services (173SD9999)
- RN Transition into Practice (173RN9999)
- Stage Technician Education & Development Intensive (STEADI) (173SE9999)
- Vine to Wine (173WS9999A)
NEW CLASSES FOR FALL 2017

UNLV Continuing Education is committed to your learning needs, which is evident in the diversity of classes we offer. Check out the NEW classes in this catalog:

BUSINESS OF FASHION DESIGN WORKSHOP: FASHION STYLE, TEXTILES & ACCESSORIES...p. 11
An on-trend cut, a perfect fabric, or a well-chosen accessory can make your designs stand out in the marketplace.

BUSINESS OF FASHION DESIGN WORKSHOP: MARKET, MANAGE, MERCHANDISE...p. 11 Apply fashion marketing and merchandising concepts to your own designs and boost your visibility and career potential.

DRAWING II...p 16
Apply your freehand drawing skills to more complex projects as you study and practice useful techniques for bringing realism to your work.

CULTURAL COMPETENCY IN THE WORKPLACE...p 27
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.

EFFECTIVE HR ANALYTICS...p. 27
Make business decisions and support requests for human talent using measurable data generated by a sound HR analytics program.

NOW THAT’S A BRIGHT IDEA!

Starting Fall 2017, UNLV Continuing Education is offering “ON DEMAND” courses to increase the flexibility of our course scheduling. If you are interested in taking one of the courses marked “ON DEMAND,” please register for the class by adding your name to the waitlist in our online registration system.

We will schedule specific dates and times when sufficient interest from prospective students is met.

Questions? Call 702-895-3394.
Aerospace & Defense

PROTECTIVE SERVICES PROFESSIONAL CERTIFICATE PROGRAM

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

PROGRAM REQUIREMENTS:
To earn the Protective Services Professional certificate you must be enrolled in the certificate application course 173SD9999 and successfully complete the following two required modules:
• Protective Driving Operations (PDOC)
• Protection Agent Development (PAD)

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.

The PSP program consists of two modules: Protective Driving Operations Course (PDOC), which is three days, and Protection Agent Development (PAD), which is four days. Successfully completing all seven days combined earns graduates the Protective Services Professional Certification.

Prerequisite: Students must be approved for enrollment based on their background, training, and education qualifications, occupation, and/or security industry affiliation. All applicants must contact Stefanie Hughes at PFC Training to provide information and request course admission.
Stefanie@PFCgoc.com or 702-647-1126 (PFC Training office)
Steve Krystek
PDOC & PAD Package
M-Su | Oct 2-8 | $2,499
Off site | 173SD3143 | 7 CEUs
Training times for each day will be provided upon registration
Protective Driving Operations Course (PDOC) only
MTW | Oct 2-4 | $1,749
Protection Agent Development (PAD) only
ThFSaSu | Oct 5-8 | $1,119

UNMANNED AIRCRAFT SYSTEMS (UAS) CERTIFICATE PROGRAM

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 Unmanned Aircraft Systems Certificate is only available to students who successfully completed Ethics in UAS Operations prior to June 30.

PROGRAM REQUIREMENTS:
To earn the Unmanned Aircraft Systems Certificate you must register for the certification application course 173UA9999 and successfully complete four core courses:

CORE COURSES:
• Ethics in UAS Operations
• UAS Design & Applications
• Private Pilot Ground School
• UAV Simulation & Testing

PREREQUISITE:
UAS Design & Applications must be taken prior to UAV Simulation & Testing

Register online at http://ced.unlv.edu/cat2017
ETHICS IN UAS OPERATIONS
The purpose of this course is to explore the ethical issues that face the public use of unmanned aircraft systems (UAS). This course examines the philosophical foundations of ethics as well as contemporary case studies of ethical problems such as privacy and secrecy, bounded ethicality, and ethical fading. Attention is given to codes of ethics and training for ethical public use of UAS.
Michael Gordon, Ph.D.
On Demand | $129
173UA1104 | 0.6 CEU

UAS DESIGN & APPLICATIONS
Begin your Unmanned Aircraft Systems (UAS) training with an overview of UAS terms, components, basic principles, engineering designs, flight simulation, autopilots, 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
F | Sep 1-Dec 8 (meets 12x) | 10am-12:45pm | $694.50
UNLV Campus | 173UA1100 | 3.6 CEUs
*Class does not meet: Oct 27, Nov 10 & 24

UAV SIMULATION & TESTING
Plan and carry out experimental test flights of mini-UAS. The course begins with an overview of experimental flight test terms, builds to flight simulation and control. Perform software in the loop and hardware in the loop simulation with realistic UAV models and autopilot systems. Finish with an actual flight of a small UAS, navigating and operating under realistic system and environmental constraints.
Prerequisite: Must successfully complete UAS Design & Applications.
Venkatesan Muthukumar
F | Sep 1-Dec 8 (meets 12x) | 1-3:45pm | $926
UNLV Campus | 173UA1103 | 3.6 CEUs
*Class does not meet: Oct 27, Nov 10 & 24

Career Management

BUSINESS WRITING & COMMUNICATION
COMMUNICATE WITH DIFFICULT PEOPLE WITH TACT & SKILL
Analyze types of difficult behavior and practice constructive ways to communicate with difficult people in your professional and personal life. Learn ways to help you deal with supervisors, entertainers, and analytical types of people, as well as angry and abusive people. Enrollment includes workbook you can take home.
Roger Burgraff, Ph.D.
Sa | Sep 16 | 9am-noon | $69
PAR Room 400 | 173CX1106

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
Sa | Sep 16 | 9am-noon | $69
PAR Room 301 | 173WR1150

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.
Sa | Sep 16 | 1-4pm | $69
PAR Room 400 | 173PG1191

PUBLIC SPEAKING BOOTCAMP
Become a poised and powerful public speaker. Opportunities to speak in front of a group provoke anxiety for many people, yet the benefits of being a confident speaker can be enormous. Presentation skills help you to lead, persuade, motivate, educate, and manage others. Course topics include overcoming nervousness, planning your presentation, effective delivery, using humor, visual aids, answering questions, and handling difficult situations. After this one day crash course you will know the key elements of a powerful presentation and understand how to make a positive and lasting impact on your audience. Enrollment includes workbook you can take home.
Roger Burgraff, Ph.D.
F | Sep 15 | 9am-4pm | $139
PAR Room 400 | 173CX1109

Register by phone at 702-895-3394
WRITING ACROSS COMMUNICATION
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
Th | Sep 21-Nov 9 (meets 8x) | 6:30-8:30pm | $289
PAR Room 403 | 173PR6109 | 1.6 CEUs

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 LEVEL I
Manage cells, columns, rows, worksheets, and workbooks in Excel. Additionally, learn to apply functions, create charts, filter and sort data, and create pivot tables. Assignments outside of class will provide you with a variety of spreadsheet experiences to enrich your understanding of Excel. Required Textbook(s): Exploring Microsoft Excel 2013 Comprehensive (ISBN: 9780133412185).
Prerequisite: You should have computer experience and a solid understanding of Microsoft’s Windows operating system including using a mouse.
Sharon Fry
Th | Oct 12-Nov 9 (meets 5x) | 6-8pm | $269
PAR Room 123 | 173CW8163 | 1 CEU

EXCEL ESSENTIALS
Freshen up on your Microsoft Excel and Microsoft Word skills. This series is geared toward undergraduate and graduate students who use these applications as they pursue a degree or for the general public who want to learn the essential skills of the software. Excel Essentials courses only are offered individually for $69 or as a three-class bundle for $189.

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
M | Oct 9 | 1-4pm | $69
PAR Room 123 | 173CU1100 | 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
T | Oct 10 | 1-4pm | $69
PAR Room 123 | 173CU1110 | 0.3 CEU

EXCEL ESSENTIALS: PRESENTING DATA
Share your data in a more compelling way once you understand Excel’s tools for data presentation. In this course you will learn to use functions to display data; apply advanced formatting with styles, themes and conditional formatting; create and modify charts and pivot charts; insert and manipulate images and shapes; and use advanced printing options to control output.
Prerequisite: Excel Essentials, or equivalent, subject to instructor approval.
Sharon Fry
W | Oct 11 | 1-4pm | $69
PAR Room 123 | 173CU1111 | 0.3 CEU

Register online at http://ced.unlv.edu/cat2017
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: Students must have working knowledge of Microsoft Word.
Sharon Fry
F | Oct 13 | 1-4pm | $69
PAR Room 123 | 173CU1112 | 0.3 CEU

PERSONAL COMPUTING
MICROSOFT OFFICE BASICS
Navigate through Word, Excel, and PowerPoint. You will use Word to write your resume, make a simple flyer, and create a sign. In Excel you will create a simple spreadsheet to keep track of things like your household budget or even a simple invoice. Finally you will work in PowerPoint, combining pictures and text into effective presentations.
Prerequisite: Basic knowledge of computer use, opening and closing software, and accessing the Internet with a browser required.
John Larson
T | Oct 17-Nov 21 (meets 6x) | 1-3pm | $189
PAR Room 123 | 173CW8177

PERSONAL COMPUTING BASICS
This is a very basic class for those just learning how to use their computer and the Microsoft Windows operating system. Learn how to properly turn the computer on and off, understand the difference between single click, double click, left click, and right click on a computer mouse, use a simple word processing application, explore the Internet, and discover how to properly care for and maintain your computer through simple and easily accessible applications already on your computer.
John Larson
On Demand | $189
173CW8193

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

Design & Technology

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

PROGRAM REQUIREMENTS:
To earn the Fashion Design Certificate you must register for the certificate application course 173FD9999 and successfully complete five core courses plus an additional 7.2 CEUs of elective courses.

CORE COURSES:
• Basic Sewing
• Dressmaker Studio
• Fashion Design: Elements & Principles
• Fashion Illustration & Design
• Patternmaking

ELECTIVE COURSE OPTIONS:
Offerings vary by semester. Visit continuingeducation.unlv.edu/catalog/fashion-design-certificate-program for a complete list of elective options and more details about this program.

BASIC SEWING
Learn basic garment construction, pattern reading, and enhancement. Instruction will include how to take proper body measurements, how to read and use master patterns, how to alter garments for a perfect fit, and how to properly select fabrics, threads and notions. You will learn to operate a sewing machine and be introduced to the serger machine.
Project: Design and construct top, pants, and skirt.
Maria Bruce
SaSu | Sep 9-24 (meets 6x) | 10am-3:25pm | $429
PAR Room 401 | 173FD2102 | 3.2 CEUs
FASHION DESIGN: ELEMENTS & PRINCIPLES
Create exhilarating apparel lines by combining different body silhouettes, colors, details, and trimmings. Explore the exciting fashion design industry as you study design principles, fashion history, and current trends. Projects, topics, and demonstrations will include analysis of garment design, fashion illustration templates, and several dress form draping techniques used in garment construction.

GiGi Pontejos-Morris
MT | Oct 30-Nov 21 (meets 8x) | 5:30-9:30pm | $359
PAR Room 401 | 173FD2101 | 3.2 CEUs

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 a heat transfer on a t-shirt.

Carlos Bruce
SaSu | Nov 18-Dec 2 (meets 5x) | 10am-2:50pm | $329
PAR Room 401 | 173FD2141 | 2.4 CEUs

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


Carlos Bruce
TW | Oct 3-25 (meets 8x) | 5:30-9:30pm | $359
PAR Room 401 | 173FD2142 | 3.2 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: 9780870057472).

Prerequisite: Must have previous sewing/machine skills.

Maria Bruce
SaSu | Sep 30-Oct 15 (meets 6x) | 10am-3:25pm | $389
PAR Room 401 | 173FD2105 | 3.2 CEUs
INTERNET DESIGN & TECHNOLOGY CERTIFICATE PROGRAM

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. Courses may also be taken individually to expand your skill set.

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

PROGRAM REQUIREMENTS:
To earn the Internet Design & Technology Certificate, you must register for the certificate application course 173WM9999A and successfully complete seven core courses plus an additional 3.6 CEUs of elective courses.

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

ELECTIVE COURSE OPTIONS:
• 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)

PRINT & GRAPHIC DESIGN CERTIFICATE PROGRAMS

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. Courses may be taken individually to expand your skill set.

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

PRINT DESIGN CERTIFICATE PROGRAM REQUIREMENTS:
To earn the Print Design Certificate, you must register for the certificate application course 173WM9999B and successfully complete four core courses.

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

GRAPHIC DESIGN CERTIFICATE PROGRAM REQUIREMENTS:
To earn the Graphic Design Certificate, you must register for the certificate application course 173WM9999C and successfully complete six core courses plus an additional 1.3 CEUs of elective courses.

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

ELECTIVE COURSE OPTIONS:
Offerings vary by semester. Visit continuingeducation.unlv.edu/catalog/print-and-graphic-design-certificates for a complete list of elective options and more details about this program.

Register by phone at 702-895-3394
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
T | Sep 5-Oct 10 (meets 6x) | 5:30-8:30pm | $309
PAR Room 125 | 173WM8121 | 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 possess similar working knowledge and experience.

Jessica Kennedy
T | Oct 24-Nov 28 (meets 6x) | 5:30-8:30pm | $309
PAR Room 125 | 173WM8100 | 1.6 CEUs

ADOBE INDESIGN LEVEL I
Easily lay out catalogs, brochures, posters, and other publications with InDesign. Work with tools, menus, and palettes to create documents, define typesetting features, work with images, and create files for print. In-class exercises will reinforce your understanding of page setup attributes, master pages, guides and margins, color definition, graphic formats, and file management. Required Textbook(s): Adobe InDesign CC Classroom in a Book (ISBN: 9780321926975).

Scott Jun
Th | Oct 26-Dec 7 (meets 6x) | 6-9pm | $309
PAR Room 125 | 173WM8106 | 1.6 CEUs

*Class does not meet: Nov 23

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

Scott Jun
Th | Sep 7-Oct 12 (meets 6x) | 6-9pm | $309
PAR Room 125 | 173WM8122 | 1.6 CEUs

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

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

Scott Jun
M | Oct 23-Nov 27 (meets 6x) | 6-9pm | $309
PAR Room 125 | 173WM8123 | 1.6 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. Required Textbook(s): Head First HTML and CSS (ISBN: 9780596159900).

Prerequisite: You must have completed HTML Level I and II or have similar working knowledge and experience. Prior experience in web development is also recommended prior to taking this course.

Adrian Navarrete
W | Nov 29-Dec 20 (meets 4x) | 6-8pm | $199
PAR Room 123 | 173WM8169 | 0.8 CEU

Register online at http://ced.unlv.edu/cat2017
GRAPHIC DESIGN CAPSTONE: DESIGNING YOUR BRAND USING ADOBE SOFTWARE
Create a comprehensive corporate or personal brand identity project by applying skills learned in previous graphic design classes. This course will give you an opportunity to showcase your creative vision and technical graphic design skills through multiple media types. This course must be the last class taken to complete the requirements of the Graphic Design Certificate.

Staff
On Demand | $209
173WM8177 | 1.2 CEUs

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

Prerequisite: Must have basic computer knowledge and experience.
Adrian Navarrete
T | Sep 5-Oct 3 (meets 5x) | 6-9pm | $289
PAR Room 123 | 173WM8105 | 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 possess similar working knowledge and experience.
Adrian Navarrete
T | Oct 17-Nov 14 (meets 5x) | 6-9pm | $289
PAR Room 123 | 173WM8104 | 1.3 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 Pinterest. 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
Th | Sep 14-Oct 12 (meets 5x) | 1-3pm | $289
PAR Room 123 | 173WM8176 | 1 CEU

PRINT DESIGN CAPSTONE: FROM PRE-PRESS TO PRODUCTION
All your training in print design comes together in a final portfolio project. Fuse your knowledge of Adobe InDesign, Adobe Illustrator, and Adobe Photoshop into a single integrated branding project. Receive file-building and pre-press training so your files will export correctly and result in beautiful printed pieces. Upon completion of this capstone course, you will be prepared to enter the world of professional print design.

Staff
On Demand | $209
173WM8156 | 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 possess equivalent professional experience in public relations and advertising.
John Larson
M | Oct 16-Nov 27 (meets 7x) | 6-8pm | $309
PAR Room 123 | 173WM8125 | 1.4 CEUs

VIDEO
ADOBE PREMIERE: 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.

Craig Bergonzoni
W | Sep 13-27 (meets 3x) | 6-8pm | $119
PAR Room 125 | 173CW8151

Register by phone at 702-895-3394
Fine Arts & Photography

DRAWING & PAINTING

ACRYLICS I
Acrylic paints share some similarities with both watercolor and oil painting, yet they also offer their own beautiful and unique characteristics. Course will cover brush and non-brush work, color mixing, transparent and opaque application, textural and collage options, composition, creative aids, simple special effects, and critiques. Supply list will be provided.
Gabbie Hirsch
W | Sep 6-Oct 4 (meets 5x) | 6-9pm | $129
PAR Room 511 | 173AR1121

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
W | Oct 11-Nov 8 (meets 5x) | 6-9pm | $129
PAR Room 511 | 173AR1100

DRAWING I
Drawing is a useful foundation for all your other art, but it is also an art form unto itself. Focusing on a technique called “relative proportioning,” gain experience using tools, tricks, and gimmicks to convincingly draw still lifes, landscapes, and figures. Each class session will cover new techniques and then allow time for guided practice. Students will explore different kinds of pencils, charcoals, pens, and artist’s chalks along with the surfaces best suited to each media. Strategies for observation, composition, and perspective will be covered. Supply list will be provided.
Gabbie Hirsch
Sa | Sep 9-Oct 7 (meets 5x) | 9am-noon | $129
PAR Room 302 | 173AR1130

Register online at http://ced.unlv.edu/cat2017
DRAWING II
Apply your freehand drawing skills to more complex projects as you study and practice useful techniques for bringing realism to your work. Time will be devoted to depicting glass, metal, and reflections. Instruction will also cover basic anatomy for animals and humans. Assignments will utilize 3D set ups as well as reference photos. Supply list will be provided.
Gabbie Hirsch
Sa | Oct 14-Nov 18 (meets 5x) | 9am-noon | $129
PAR Room 302 | 173AR1134
*Class does not meet: Nov 11

INTRODUCTION TO ART APPRAISALS: WHAT ART’S WORTH & WHY
Browsing art galleries, weekend shows, and museum collections can leave people bemused by what is classified as art, and confused about how a price is determined. Reality shows offer some insight, but they do not always give the full “picture.” We will cover the different materials, techniques, and even reproduction processes affecting value, and explore resources for making value comparisons. Only two-dimensional works—paintings and prints—will be discussed in this course.
Gabbie Hirsch
Su | Oct 1-22 (meets 4x) | 1-3pm | $109
UNLV Paradise Campus | 173AR1194

WATERCOLORS I
Embrace watercolors' luminosity and versatility as an art medium. Start from scratch discussing materials, tools, techniques, color, composition, creative aids, and simple special effects. At each class instructional time is followed by studio time, where you will transfer techniques and theories onto paper. Prior experience is not required. Supply list will be provided.
Gabbie Hirsch
Sa | Sep 9-Oct 7 (meets 5x) | 1:30-4:30pm | $129
PAR Room 302 | 173AR1140

WATERCOLORS II
Continue your experimentation with watercolor as you gain experience with shadows and lighting, water, reflective and transparent surfaces, and different types of perspective. You will explore opaque watercolors and mixed media options. Build on the skills you learned in Watercolors I or expand on your prior experience in art. Supply list will be provided.
Gabbie Hirsch
Sa | Oct 14-Nov 18 (meets 5x) | 1:30-4:30pm | $129
PAR Room 302 | 173AR1141
*Class does not meet: Nov 11

PHOTOGRAPHY
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.
Sabin Orr
M | Nov 13-Dec 18 (meets 6x) | 6-9pm | $299
PAR Room 301 | 173PH1151

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.
Staff
Sa | Dec 2 | 9am-1pm | $69
PAR Room 301 | 173PH1104

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.
*$99 each when registering for more than one session of Digital Photography I, II, or III. To receive the discounted price, call 702-895-3394. Discount cannot be processed online.
Vernetta Thomas
Sa | Sep 9 | 9:30am-3:30pm | $119
PAR Room 301 | 173PH1100

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.
*$99 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.
Vernetta Thomas
Sa | Sep 23 | 9:30am-3:30pm | $119
PAR Room 301 | 173PH1141

REGISTER EARLY: Register at least 15 business days in advance for best course selection and availability.
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.
* $99 each when registering for more than one session of Digital Photography I, II, or III. To receive the discounted price, call 702-895-3394. Discount cannot be processed online.
Vernetta Thomas
Sa | Oct 14 | 9:30am-3:30pm | $119
PAR Room 301 | 173PH1125

DYNAMIC DIGITAL PORTRAIT
A great deal of thought should go into a portrait before you click the shutter. Gain experience setting up, posing, and lighting portraits. Your instructor will also demonstrate digital techniques in retouching and image enhancements. Students must bring a digital Digital Single Lens Reflex (DSLR) and be comfortable with manually setting their camera’s F-stops and shutter speeds.
Prerequisite: Digital Photography I or comparable experience.
Sabin Orr
T | Oct 3-17 (meets 3x) | 6-9pm | $149
PAR Room 403 | 173PH1190

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.
Prerequisite: Digital Photography I or comparable experience.
Sabin Orr
T | Dec 5-19 (meets 3x) | 6-9pm | $149
PAR Room 400 | 173PH1152

STREET PHOTOGRAPHY
Street photography is a very broad category encompassing many types of photography. Un-staged images are captured as the action unfolds, generally in public spaces. This course will explore various styles falling under this umbrella term, including documentary photography and photojournalism. In-class and out-of-class assignments will allow students to focus their eyes and lens on the scene and increase their comfort level with shooting on the street to capture interesting scenes, events, and happenings. Please bring your camera to participate in the classroom shooting demonstrations.
Prerequisite: Digital Photography I or comparable experience.
Vernetta Thomas
W | Sep 13-27 (meets 3x) | 6-9pm | $149
PAR Room 403 | 173PH1154
SCULPTURE & WOODWORKING

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. Students will need to purchase tools and clay at the first class session.

Thomas Bumblauskas
Sa | Sep 2-Oct 28 (meets 8x) | 10am-1pm | $135
Clay Arts Vegas | 173AR1202A
*Class does not meet: Oct 7
Th | Sep 7-Oct 26 (meets 8x) | 10am-1pm | $135
Clay Arts Vegas | 173AR1202B
Th | Sep 7-Oct 26 (meets 8x) | 6:30-9:30pm | $135
Clay Arts Vegas | 173AR1202C

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. Students will need to purchase tools and clay at the first class session.

Thomas Bumblauskas
Sa | Sep 2-Oct 28 (meets 8x) | 1-4pm | $135
Clay Arts Vegas | 173AR1203A
*Class does not meet: Oct 7
W | Sep 6-Oct 25 (meets 8x) | 10am-1pm | $135
Clay Arts Vegas | 173AR1203B
W | Sep 6-Oct 25 (meets 8x) | 6-9pm | $135
Clay Arts Vegas | 173AR1203C
Th | Sep 7-Oct 26 (meets 8x) | 6:30-9:30pm | $135
Clay Arts Vegas | 173AR1203D

STONE CARVING
Channel your love of rocks and mountains into the art of stone carving. No art background is required. Work with the natural shapes of the stone as you explore the use of hand tools, experiment with 3D design, and practice carving and finishing techniques. Use of tools is included. Bring protective goggles or glasses. Expect to pay $50-$100 for a stone.

Sharon Gainsburg
Sa | Sep 30-Dec 16 (meets 10x) | 9:30am-12:30pm | $399
Sharon Gainsburg Studio | 173AR1114
*Class does not meet: Nov 11 & 25

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
M | Sep 11-Oct 23 (meets 6x) | 6-9pm | $254
Wood It Is! | 173AR1190A
*Class does not meet: Oct 9
T | Nov 14-Dec 19 (meets 6x) | 6-9pm | $254
Wood It Is! | 173AR1190B

WOODWORKING: INSTANT GRATIFICATION
This six-week course is all about learning and practicing woodworking techniques, such as inlaying, bandsaw work, and jig set-up—all while gearing up for the holidays! Be prepared for this fast-paced, creative class, where we will be getting into “production mode” for the gift giving season. By concentrating on one new project each night, you will have a chance to develop your skills, while making multiples of each project! Students will need to pay $100 for materials at the first class session.

Prerequisite: Woodworking I
Jamie Yocono
M | Nov 13-Dec 18 (meets 6x) | 6-9pm | $254
Wood It Is! | 173AR1124
Food & Beverage

COOKING & BAKING CLASSES

NEW! CELEBRATION OF SUMMER
Summertime’s fresh ingredients make every meal taste better. Discover the fruits and vegetables you should be buying each summer month for optimum flavor and value, like fresh sweet corn and heirloom tomatoes. Receive a calendar of in-season fruits and vegetables so you can take advantage of peak produce flavor and availability as you cook.
Les Kincaid
T | Aug 8 | 6-8:30pm | $49
Ferguson Enterprises | 172HA1244

FISH TO PERFECTION
Overcome any fears of preparing fish. Cover three different ways to cook fish as well as the how-tos of buying, storing, and substituting one fish for another. Discover healthy “best choices” for consumption, as well as fish to avoid per local fish advisories.
Les Kincaid
T | Sep 19 | 6-8:30pm | $49
Ferguson Enterprises | 173HA1231

FLAVORS OF THAILAND
Explore the unique ingredients and simple techniques of Thai cooking. Thailand’s distinctive cuisine aspires to a perfect blend of flavors and textures; an ideal meal will include sweet, salty, sour, bitter, and spicy elements. Prepare many favorite Thai dishes using aromatic herbs and spices with traditional ingredients during class. Take home recipes to enjoy in your own kitchen.
Les Kincaid
T | Oct 17 | 6-8:30pm | $49
Ferguson Enterprises | 173HA1227

NORTHERN ITALIAN CLASSICS
Northern Italy: home to St. Mark’s Square, the Duomo, and some seriously delicious food. Thanks in part to the climate and resources of the Alps, Northern Italy’s cuisine is characterized by a heavier reliance on butter or cream sauces, cured meats, game, polenta, and risotto. You do not have to travel to Italy to enjoy classic Northern Italian cuisine; it is easy to prepare classic dishes of Northern Italy at home.
Les Kincaid
T | Nov 7 | 6-8:30pm | $49
Ferguson Enterprises | 173HA1230

STIR-FRY MADE EASY
Discover how fast, easy, and delicious stir-frying is. Searing heat and quick cook times make it a snap to create tasty meat and vegetable dishes to delight your friends and family. Discuss essential equipment, get great tips, sample stir-fry combinations, and collect recipes to take home with you to enjoy for years to come.
Les Kincaid
T | Oct 10 | 6-8:30pm | $49
Ferguson Enterprises | 173HA1158

Register online at http://ced.unlv.edu/cat2017
SOMMELIER ACADEMY CERTIFICATE PROGRAMS

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. We offer two certificate program options. 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.

VINE TO WINE CERTIFICATE PROGRAM REQUIREMENTS:
To earn the Vine to Wine: The Fundamentals Certificate you must be enrolled in the certificate application course 173WS9999A and must successfully complete the Vine to Wine: The Fundamentals course and receive a passing final exam score.

ADVANCED SOMMELIER PROGRAM REQUIREMENTS:
To earn the UNLV Advanced Sommelier Certificate you must successfully complete the Advanced Sommelier course and receive a passing final exam score.

SOMMELIER ACADEMY INFORMATION SESSION

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

Prerequisite: Must be at least 21 years of age to enroll.
Heath Hiudt
T | Aug 15 | noon-1pm | No charge
UNLV Paradise Campus | 172WS6101

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 and bring official state-issued ID card to the first day of class.
Heath Hiudt
T | Sep 5-Jan 16 (meets 16x) | 10:30am-5:30pm | $1,599
Total Wine & More-Town Square | 173WS6100 | 9.1 CEUs
*Class does not meet: Nov 21, Dec 19, Dec 26 & Jan 2
Foreign Languages, Translation & Interpretation

ACCENT REDUCTION

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

Katia Abou-Haidar, MAAL
MW | Sep 25-Oct 11 (meets 6x) | 6-8:30pm | $219
PAR Room 301 | 173CX1113

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, and improve your voice intonation, rate, and rhythm. Required Textbook(s): Mastering Effective English Communication: Consonant System of American English (ISBN: 9781883574048).
Katia Abou-Haidar, MAAL
MW | Oct 16-Nov 1 (meets 6x) | 6-8:30pm | $219
PAR Room 301 | 173CX1123

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. Required Textbook(s): Mastering Effective English Communication: Intonation Patterns of American English (ISBN: 9781883574055).
Katia Abou-Haidar, MAAL
WM | Nov 8-29 (meets 6x) | 6-8:30pm | $219
PAR Room 403 | 173CX1124
*Class does not meet: Nov 22

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.
Sa | Sep 16-Nov 18 (meets 10x) | 9am-noon | $259
UNLV Campus | 173LA2125
*Class does not meet: Oct 28

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 w/supporting CDs (ISBN: 9780132285759) & WorldView 1 workbook w/supporting CDs (ISBN: 9780131839946).
Cecilia Ordinario, M.Ed.
Sa | Sep 9-Nov 18 (meets 10x) | 9am-noon | $259
UNLV Campus | 173LA2125

ESL (ENGLISH AS A SECOND LANGUAGE) INTERMEDIATE
Develop English speaking, listening, and vocabulary skills through directed discussions about work, family, relationships, and culture. Vocabulary, reading, writing, and conversation will be stressed. Audio and video tapes will be used in each class. Required Textbook(s): WorldView 2 (ISBN: 9780131754096).
Barbara Lander, M.Ed.
Sa | Sep 16-Nov 18 (meets 10x) | 1-4pm | $259
PAR Room 300 | 173LA1124
FOREIGN LANGUAGES

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
Sa | Sep 16-Dec 9 (meets 10x) | 10am-noon | $199
PAR Room 403 | 173LA1107
*Class does not meet: Oct 28, Nov 11 & 25

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
Sa | Sep 16-Dec 9 (meets 10x) | 12:30-2:30pm | $199
PAR Room 403 | 173LA1116
*Class does not meet: Oct 28, Nov 11 & 25

SPANISH II
If you have taken a beginning Spanish class or have an understanding of the basic language, this course will provide you an opportunity for advancement. After a review, new material will be introduced so you can build vocabulary and improve your conversational skills. Required Textbook(s): *Spanish Now! Level 1* (ISBN: 9781438075235).
Prerequisite: Spanish I or a basic understanding of the language.
Diane Orgill, M.A.
MTh | Sep 11-Oct 12 (meets 10x) | 6:30-8:30pm | $199
PAR Room 300 | 173LA1105

SPANISH III
Progress your Spanish language skills beyond tense verb conjunctions, gaining further confidence in your ability to communicate your thoughts. Focus shifts to more advanced grammar including past tenses, pronouns, and correct sentence structure. Vocabulary and conversational skills will be emphasized. Spanish III is for students who are comfortable with the basics of Spanish. Required Textbook(s): *Spanish Now! Level 1* (ISBN: 9781438075235).
Prerequisite: Spanish II or a comparable understanding of the language.
Diane Orgill, M.A.
MTh | Oct 30-Dec 4 (meets 10x) | 6:30-8:30pm | $199
PAR Room 300 | 173LA1141

LEGAL INTERPRETATION: SPANISH CERTIFICATE PROGRAM

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

**PREREQUISITE:**
Students must be fluent in Spanish and English.

**PROGRAM REQUIREMENTS:**
To earn the Legal Interpretation: Spanish Certificate you must register for the certificate application course 173LA9999A and successfully complete six required core courses.

**CORE COURSES:**
- Introduction to Legal Interpreting
- Sight Translation
- Consecutive Interpreting I
- Simultaneous Interpreting I
- Consecutive Interpreting II
- Simultaneous Interpreting II

**NEW! LEGAL INTERPRETATION: SPANISH CERTIFICATE INFORMATION SESSION**

There is growing demand for bilingual English-Spanish legal interpreters in Nevada. Join us for a free information session and learn how our Legal Interpretation certificate program can prepare you for a rewarding career in interpreting in the U.S. court system, civil service, or the world of business. Led by the instructors of our program’s courses, the information session will cover general advice on must-have skills for success in the field, the role of interpreters in the court system, and the outlook of the job market in Southern Nevada.

Elena Gandia Garcia, Ph.D., Cristina Sanchez, Judy Jenner
T | Sep 12 | 6-7pm | No charge
PAR Room 401 | 173LA1129

**REGISTER EARLY:** Register at least 15 business days in advance for best course selection and availability.
INTRODUCTION TO LEGAL INTERPRETING
Legal interpreting is a complex process that requires specialized training in interpreting techniques (sight translation, consecutive interpreting, and simultaneous interpreting), legal language, and the legal system. In this class, students will receive a thorough introduction into the American Court System; they will learn legal terminology, court proceedings, and the ethics of court interpreting. This course is approved for 12 CEUs with the Supreme Court of Nevada: Administrative Office of the Courts (AOC).
Elena Gandia Garcia, Ph.D.
W | Sep 27-Oct 18 (meets 4x) | 6-9pm | $309
PAR Room 512 | 173LA1131 | 1.2 CEUs

SIGHT TRANSLATION
Sight translation is frequently used in the legal environment. A legal interpreter may, for example, be asked to translate a written witness statement or a court order from Spanish to English or from English to Spanish. Sight translation is normally the first step before learning the techniques of simultaneous interpreting. Students will receive an introduction to the three most common legal interpreting modes (consecutive interpreting, simultaneous interpreting, and sight translation), learn the techniques to be able to sight translate, and practice those techniques using real documents. Required Textbook(s): Edge 21: Sight Translation (ISBN: 9781880594414)
Prerequisite: Introduction to Legal Interpreting, or comparable experience.
Elena Gandia Garcia, Ph.D.
W | Oct 25-Nov 15 (meets 4x) | 6-9pm | $309
PAR Room 123 | 173LA1132 | 1.2 CEUs

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

PREREQUISITE:
Students must be fluent in Spanish and English, be at least 18 years of age, and have a high school diploma or GED.

PROGRAM REQUIREMENTS:
To earn the Medical Interpretation: Spanish Certificate you must register for the certificate application course 173LA9999B and successfully complete five required core courses.

CORE COURSES:
• Introduction to Medical Interpreting
• Medical Terminology & Specialties I
• Medical Terminology & Specialties II
• Medical Consecutive Interpreting
• Medical Simultaneous Interpreting & Sight Translation

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

David Loaiza-Funk, Alvaro Vergara-Mery
W | Aug 30 | 6-7pm | No charge
PAR Room 302 | 172LA1170

Register online at http://ced.unlv.edu/cat2017
INTRODUCTION TO MEDICAL INTERPRETING

Prepare for a career in medical interpretation by developing skills that are an essential part of the job. Medical interpreting requires knowledge of interpreting techniques and modes of interpretation, theoretical concepts, ethical boundaries, health care systems, health care interpreter standards, and cultural awareness. Medical interpreters must manage the flow of the sessions, be familiar with ethical principles and cultural nuances, devise strategies to handle the challenges presented, and maintain the clinical importance of the medical encounter. Enrollment includes workbook and all learning materials needed for entire certificate program.

Alvaro Vergara-Mery
W | Sep 20-Oct 11 (meets 4x) | 5:30-8:30pm | $349
PAR Room 300 | 173LA1171 | 1.2 CEUs

MEDICAL TERMINOLOGY & SPECIALTIES I

Medical interpreters must build an extensive vocabulary of all the medical terms encountered from the time patients register in a health care facility to the moment they are discharged. Receive a thorough grounding in basic medical terminology through a structured study of root words, prefixes, and suffixes that allows you to decode the meaning of words when the vocabulary is unknown. Anatomy, physiology, common health problems, and medical procedures will be covered in the following human body systems: integumentary, skeletal, muscular, digestive, and endocrine.

Prerequisite: Introduction to Medical Interpreting

David Loaiza-Funk
W | Oct 18-Nov 8 (meets 4x) | 7-10pm | $199
PAR Room 300 | 173LA1172 | 1.2 CEUs

Health Care & Allied Professions

MEDICAL ASSISTANT CERTIFICATION PROGRAM

Become a medical assistant through UNLV’s revised Medical Assistant Certificate Program. Students will practice in a state-of-the-art high fidelity simulation center providing an unparalleled hands-on training experience. In six short months, you will prepare for a career working with patients or supporting the administrative functions of a medical office. The newly-developed curriculum covers a wide variety of tasks frequently assigned to medical assistants including scheduling, reception, bookkeeping, insurance, billing and coding, maintaining medical records, preparing patients for examination, assisting with physicals, performing screening tests, preparing medical equipment, and more. Program also includes externship opportunities. Join our first cohort in January 2018.

Register online for course 173ME6130 to be added to the waitlist.
PERSONAL CARE AIDE CERTIFICATE PROGRAM

More people than ever are seeking ways to remain at home as they age or deal with medical challenges. Personal care aides help clients maintain independence by providing support for everyday tasks. They typically work in clients’ homes, small group homes, or larger care communities. Personal care aides assist people with chronic diseases, physical limitations, and mental disabilities with a variety of daily needs such as personal hygiene, housekeeping, and meal planning/preparation. Without the assistance of a personal care aide, many elderly or disabled people would be unable to complete the tasks of basic living. Compassion, professionalism, and ethical decision-making are requirements for anyone interested in this line of work.

PROGRAM REQUIREMENTS: To earn the Personal Care Aide certificate, students must be enrolled in the certificate application course 173HH9999 and successfully complete the Personal Care Aide and CPR/ AED First Aid Adult and Child: American Heart Association courses.

PERSONAL CARE AIDE CERTIFICATE PROGRAM

Personal care aides provide critical support for everyday tasks such as dressing, bathing, housekeeping, errands, and meal planning. Explore key issues related to providing safe, attentive personal care services in a home-based setting or group facility. Among the covered topics are: basic anatomy and physiology; disease processes and prevention; nutrition; infection control; emergency interventions; medical terminology; employment strategies; and caregiver wellness. During a hands-on clinical skills lab, practice skills essential to the care of elderly and disabled clients including vital signs monitoring, meal planning, dry dressings application, assistance with the administration of oxygen and medications, and participation in care-team planning. Because personal care aides often work with vulnerable populations, professional ethics are emphasized throughout training. Learn how to keep accurate records, spot and report concerns, and provide value-added services. Required Textbook(s): Mosby’s Textbook for the Home Care Aide, 3rd Edition (ISBN: 9780323084338).

Prerequisite: Students must be 18 years of age and possess a high school diploma or GED, must be able to lift 25 pounds, must be in good health and physical capacity to fulfill work tasks. No felony convictions for those who plan to enter the field for employment.

Liz Colosimo, RN, JD
On Demand
173HH1101

The Personal Care Aide program is pending approval through the Department of Labor for Apprenticeship. Visit continuingeducation.unlv.edu/personal-care-aide for more details.

HEALTH CARE CONTINUING EDUCATION

Health Care Continuing Education courses are coming Fall 2017. If you are looking for approved training options to satisfy your licensing requirements, check out our new offerings! Please visit continuingeducation.unlv.edu.

RN TRANSITION INTO PRACTICE CERTIFICATE PROGRAM

The RN Transition into Practice Certificate Program is offered in partnership with Contemporary Forums which is an approved provider of accredited continuing health care education through the American Nurses Credentialing Center (ANCC). The RN Transition into Practice Program 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 program is approved for 27 CEUs through ANCC.

PROGRAM REQUIREMENTS: To earn the RN Transition into Practice certificate, students must register for the certificate application course 173RN9999 and successfully complete the RN Transition into Practice course.

RN TRANSITION INTO PRACTICE PROGRAM

During the eight-week program, nurses will gain additional education, mentoring/coaching, and clinical experiences to improve competence, professional skills, and employability. Nurse participants are assigned to a Las Vegas-area acute care facility where they will work as an RN under supervision from an experienced preceptor two shifts per week for a total of 120 hours. Scheduling is flexible and offers both day and evening shifts. Participants will identify their preferred unit or interest. Nurses will also practice skills in a high-tech medical simulation lab and participate in online learning opportunities focused on quality and safety in professional practice. Participants will build their resume, make professional connections, and be guaranteed an interview with the hospital for a full time position upon successful completion of the program. For an application please visit ced.unlv.edu/rn-training.

Prerequisite: Participants will need to provide a copy of their BLS-HCP, immunization records, resume, and physical exam within six months. Students will be required to do a background check and 10-panel drug test which will need to be conducted through UNLV’s contracted company.

Susan Ullrich, Ed.D, MSN, RN
On Demand | $2,899
173RN1100 | 27 CEUs

Register online at http://ced.unlv.edu/cat2017
Human Resources

HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAMS

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

BASIC CERTIFICATE PROGRAM REQUIREMENTS:
To earn the Basic Certificate you must register for the certificate application course 173HR9999B and successfully complete the following required core course plus an additional 2.4 CEUs of elective courses.
- Essentials of Human Resource Management
- Elective course offerings vary by semester. Please visit us online for a complete list.

ADVANCED CERTIFICATE PROGRAM REQUIREMENTS:
To earn the Advanced Certificate you must register for the certificate application course 173HR9999A and successfully complete the following required core course plus an additional 6 CEUs of elective courses.
- Essentials of Human Resource Management

ELECTIVE COURSE OPTIONS:
Offerings vary by semester. Visit continuingeducation.unlv.edu/catalog/human-resource-management-certificate-programs for a complete list of elective options and more details about this program.

HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAM INFORMATION SESSION

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

Gary Cottino, SPHR, SHRM-SCP
Th | Aug 17 | 6-7pm | No charge
PAR Room 403 | 172CP6155C
W | Aug 23 | 5:30-6:30pm | No charge
PAR Room 301 | 172CP6155B

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
F | Dec 8 | 9am-4pm | $279
PAR Room 400 | 173CP6172 | 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.
TTh | Oct 3-5 (meets 2x) | 6-9pm | $279
PAR Room 302 | 173CP6190 | 0.6 CEU

COMMUNICATION STRATEGIES: 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.
T | Dec 5 | 9am-4pm | $279
PAR Room 400 | 173CP6177 | 0.6 CEU

Register by phone at 702-895-3394
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.
TTh | Sep 19-21 (meets 2x) | 6-9pm | $279
PAR Room 401 | 173CP6180 | 0.6 CEU

CREATING A STRATEGIC THINKING PARADIGM
Create a culture of strategic thinking within your business. Strategic thinking knowledge, skills, and abilities are fast becoming required business competencies in today’s competitive economic environment. While strategic thinking may come more naturally for some leaders than it does for others, with practice and training you have the capacity to visualize the big picture and create long range plans. Developing a culture of strategic thinking for your business starts by recognizing and nurturing strategic thinking competencies. This seminar provides businesses and individuals with a tool kit to encourage strategic thinking.
Gary Cottino, SPHR, SHRM-SCP
F | Aug 11 | 9am-4pm | $279
PAR Room 302 | 172CP6166 | 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.
Rebecca Washington-Lindsey, Ph.D.
T | Nov 7 | 9am-4pm | $279
PAR Room 400 | 173CP6176 | 0.6 CEU

DEVELOPING A SUCCESSFUL PERFORMANCE MANAGEMENT PROGRAM
Take a strategic and integrated approach to fully developing the capabilities of teams and individuals within your company. Companies who manage employee performance effectively can decrease employment costs, increase productivity, align business practices with the strategic plan, and increase profits. Find out how you can elicit superior employee performance by defining and communicating duties, roles, and expectations, and accurately measuring employee performance. This course is approved for six recertification credits through HRCI.
Gary Cottino, SPHR, SHRM-SCP
Th | Nov 9 | 9am-4pm | $279
PAR Room 400 | 173CP6173 | 0.6 CEU

EFFECTIVE HR ANALYTICS
In today's global market human talent constitutes the biggest asset of any organization. The efficiency level of an organization fundamentally depends on its human capital management. Comprehensive human resource measurement strategies enable management to collect consistent information about the employee population, which aids decision making and ensures that management and development activities align with overall business strategy. With a sound HR analytics program, HR management can make business decisions that are based on cold facts rather than a “gut feeling,” and use the exact figures to back up business decisions and support requests for human talent. This class will cover the fundamentals of HR analytics and assist you with the development of such measurements.
Linda Kyriannis, MBA, SPHR, SHRM-SCP
W | Nov 1-8 (meets 2x) | 6:30-9:30pm | $279
PAR Room 400 | 173CP6134 | 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.
Eric Sohl
T | Sep 5-26 (meets 4x) | 6-9pm | $699
PAR Room 300 | 173CP6113A | 1 CEU
Cynthia Dobek
Sa | Dec 2-16 (meets 2x) | 9am-4pm | $699
PAR Room 302 | 173CP6113B | 1 CEU
*Class does not meet: Dec 9

Watch for leadership based courses coming in Spring 2018.
NEVADA EMPLOYMENT LAW I
Nevada Revised Statutes (NRS) Title 53-Labor and Industrial Relations, Chapters 607-612. Discussion will include: The Nevada Labor Commissioner, compensation, wages and hours, employment of minors, apprenticeships, employment agencies and offices, and unemployment compensation. This course is approved for six recertification credits through HRCI.
Gary Cottino, SPHR, SHRM-SCP
Th | Sep 7 | 9am-4pm | $279
PAR Room 301 | 173CP6144 | 0.6 CEU

NEVADA EMPLOYMENT LAW II
Nevada Revised Statutes (NRS) Title 53-Labor and Industrial Relations, Chapters 613-615. Discussion will include: employer-employee employment practices, organized labor and labor disputes, and vocational rehabilitation. This course is approved for six recertification credits through HRCI.
Gary Cottino, SPHR, SHRM-SCP
F | Sep 22 | 9am-4pm | $279
PAR Room 302 | 173CP6145 | 0.6 CEU

NEVADA EMPLOYMENT LAW III
Nevada Revised Statutes (NRS) Title 53-Labor and Industrial Relations, Chapters 616A-618. Discussion will include: industrial insurance (workers’ compensation), administration, insurers, liability for provision of coverage, benefits for injury or death, prohibited acts, penalties and prosecution, occupational diseases, and Nevada Occupational Safety and Health Administration (NOSHA) statutes. This course is approved for six recertification credits through HRCI.
Gary Cottino, SPHR, SHRM-SCP
F | Oct 6 | 9am-4pm | $279
PAR Room 302 | 173CP6146 | 0.6 CEU

PROJECT MANAGEMENT SKILLS EVERYONE NEEDS
Apply proven project management techniques to become more effective and efficient as you tackle challenges in your business or personal life. This seminar explores how to pinpoint a problem’s root cause and outline a course of corrective action. Attendees will learn how to develop and present a business case, write a project plan, assemble the right team, and get the project done on budget and on schedule. This course is approved for six recertification credits through HRCI.
Gary Cottino, SPHR, SHRM-SCP
W | Nov 15 | 9am-4pm | $279
PAR Room 302 | 173CP6174 | 0.6 CEU

SUCCESSION PLANNING
Nurture talent and leadership potential within your organization so key staff members are ready to step into new roles when the need arises. A consistent effort to train and retain staff who exhibit characteristics your company values shows your commitment to employee growth, translates into lower turnover rates and recruitment costs, and leads to smooth transitions as staffing needs evolve. Create and execute a well thought-out succession plan to save your company both time and money. This course is approved for six recertification credits through HRCI.
Gary Cottino, SPHR, SHRM-SCP
W | Oct 25 | 9am-4pm | $279
PAR Room 400 | 173CP6175 | 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
F | Sep 29 | 9am-4pm | $279
PAR Room 302 | 173CP6179 | 0.6 CEU

Register by phone at 702-895-3394
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
F | Dec 1 | 9am-4pm | $279
PAR Room 400 | 173CP6114 | 0.6 CEU

WHAT THE EEOC EXPECTS FROM EMPLOYERS

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

Gary Cottino, SPHR, SHRM-SCP
F | Oct 13 | 9am-4pm | $279
PAR Room 400 | 173CP6114 | 0.6 CEU

PHR/SPHR CERTIFICATION PREPARATION

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.

To earn the PHR/SPHR Certificate from UNLV you must be enrolled in the certificate application course 173CP9999C.

PHR/SPHR INFORMATION SESSION

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

Gary Cottino, SPHR, SHRM-SCP
Th | Aug 17 | 5-6pm | No charge
PAR Room 400 | 172CP6118

PHR/SPHR CERTIFICATION PREPARATION

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

Gary Cottino, SPHR, SHRM-SCP
W | Sep 6-Dec 6 (meets 13x) | 6-9pm | $849
PAR Room 302 | 173CP6116 | 4.8 CEUs

Register online at http://ced.unlv.edu/cat2017
INFORMATION TECHNOLOGY: UPGRADE YOUR SKILLS & YOUR CAREER

Employment prospects for information technology professionals are excellent, with projections of high median salaries and aggressive job growth. UNLV Continuing Education is expanding its information technology and cybersecurity offerings so you can have the career you want now and in the future.

UNLV Continuing Education is collaborating with The Learning Center, a recognized technology training leader, for Fall 2017 programs and courses.

Call UNLV Continuing Education at 702-895-5099 for enrollment information.

COMPTIA CERTIFICATIONS
BEGINNER/NOVICE
CompTIA A+
CompTIA Cloud Essentials
CompTIA IT Fundamentals
INTERMEDIATE
CompTIA CDIA+: Certified Document Imaging Architect
CompTIA Cloud+
CompTIA CCT+: Certified Technical Trainer
CompTIA CSA+: Cybersecurity Analyst
CompTIA Linux+/LPIC-1
CompTIA Mobility+
CompTIA Security+
CompTIA Server+
CompTIA SMSP: Social Media Security Professional
ADVANCED
CASP: CompTIA Advanced Security Practitioner

ARUBA
INTERMEDIATE
ACMP: Aruba Certified Mobility Professional

AMAZON WEB SERVICES
INTERMEDIATE
AWS: Certified Solutions Architect Associate
AWS: Certified SysOps Administrator Associate
ADVANCED
AWS: Certified Solutions Architect Professional
AWS: Certified DevOps Engineer Professional

CLOUD SECURITY ALLIANCE
ADVANCED
CCSK: Certificate of Cloud Security Knowledge

CISCO SYSTEMS
BEGINNER/NOVICE
CCENT: Cisco Certified Entry Networking Technician
INTERMEDIATE
CCDA: Cisco Certified Design Associate
CCNA: Cisco Certified Network Associate
ADVANCED
CCDP: Cisco Certified Design Professional
CCNP: Cisco Certified Network Professional
EXPERT
CCIE: Cisco Certified Internetwork Expert
SCYBER: Securing Cisco Network with Threat Detection and Analysis

THE CLOUD SCHOOL
ADVANCED
CCP: Cloud Certified Professional

CW CNWP
INTERMEDIATE
CWNA: Certified Wireless Network Administrator
CWTS: Certified Wireless Technology Specialist

CITRIX
INTERMEDIATE
CCIA: Citrix Certified Integration Architect
ADVANCED
CCA: Citrix Certified Administrator

EC EC COUNCIL
INTERMEDIATE
CHFI: Computer Hacking Forensic Investigator
ADVANCED
CEH: Certified Ethical Hacker

GI GIAC
INTERMEDIATE
GCIA: GIAC Certified Incident Handler
GISP: GIAC Information Security Professional
GSEC: GIAC Security Essentials

GO GO GOOGLE
BEGINNER/NOVICE
GACA: Google Apps Certified Administrator

HDI HDI GLOBAL CERTIFICATION
BEGINNER/NOVICE
HDI DST: HDI Desktop Support Technician
HDI SCA: HDI Support Center Analyst
INTERMEDIATE
HDI CI: HDI Certified Instructor
HDI DSM: HDI Desktop Support Manager
HDI SCM: HDI Support Center Manager

HEWLETT-PACKARD
EXPERT
ASE/CSE: Accredited Systems Engineer and Certified Systems Engineer

ISACA
ADVANCED
CISA: Certified Information Systems Auditor
EXPERT
CCTEIT: Certified in the Governance of Enterprise IT
CISM: Certified Information Security Manager

Register by phone at 702-895-3394
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<td>CSP: Certified Scrum Professional</td>
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<td>VCIE: VMware Certified Implementation Expert</td>
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<td>VCDE: VMware Certified Design Expert</td>
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<td>ZEND</td>
<td>INTERMEDIATE</td>
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Contact us to learn about pathways to a rewarding career in:
- Information Security
- Network & Cloud Technologies
- Hardware, Services & Infrastructure
- IT Management & Strategy
- Storage & Data
- Web & Mobile
- Software Development
- IT Training
- Health Information Technology

Register online at http://ced.unlv.edu/cat2017
LEGAL STUDIES

LEGAL CLASSES

CONTRACT LAW
Gain a comprehensive understanding of Contract Law including how to form effective legal contracts, how contracts are performed, the remedies for non-performance or breach of contract, and third-party contracts. The focus of the class is litigation (claims and defenses to a breach of contract claim) as opposed to transactions (negotiating and drafting a contract). 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.
Th | Nov 16-Jan 4 (meets 5x) | 6-9pm | $289
PAR Room 302 | 173PL6107 | 1.5 CEUs
*Class does not meet: Nov 23, Dec 21 & 28

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.
Th | Oct 12-Nov 9 (meets 5x) | 6-9pm | $289
PAR Room 302 | 173PL6102 | 1.5 CEUs

LEGAL SECRETARY CERTIFICATE PROGRAM
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.

PROGRAM REQUIREMENTS:
To earn the Legal Secretary Certificate you must be enrolled in the certificate application course 173LE9999 and 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.

Matthew Pfau, J.D.
W | Sep 6 | noon-1pm | No charge
PAR Room 301 | 173LE6113A
W | Sep 6 | 5:30-6:30pm | No charge
PAR Room 301 | 173LE6113B
W | Sep 13 | noon-1pm | No charge
PAR Room 400 | 173LE6113C
W | Sep 13 | 5:30-6:30pm | No charge
PAR Room 300 | 173LE6113D

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.

Matthew Pfau, J.D.
M | Sep 18-Dec 11 (meets 12x) | 6-8:30pm | $1,799
PAR Room 400 | 173LE6104 | 3 CEUs
*Class does not meet: Nov 20

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

PROGRAM REQUIREMENTS:
To earn the Paralegal or Nurse Paralegal Certificate you must be enrolled in the certificate application course 173PL9999 and successfully complete the Paralegal or Nurse Paralegal course.

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

Jodi Gilliland & Dan Barber
W | Sep 6 | noon-1pm | No charge
PAR Room 301 | 173PL6128A

W | Sep 6 | 5:30-6:30pm | No charge
PAR Room 301 | 173PL6128B

W | Sep 13 | noon-1pm | No charge
PAR Room 400 | 173PL6128C

W | Sep 13 | 5:30-6:30pm | No charge
PAR Room 300 | 173PL6128D

W | Sep 27 | noon-1pm | No charge
PAR Room 302 | 173PL6128E

W | Sep 27 | 5:30-6:30pm | No charge
PAR Room 401 | 173PL6128F

NURSE PARALEGAL CERTIFICATE ONLINE
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. Required Textbook(s): Tort and Personal Injury Law (ISBN: 9781133691853) and Health Care Law for Paralegals (ISBN: 97814180011109).

Prerequisite: RN License required

Zachariah Parry, J.D.
Register and begin any time between Sep 1–Dec 31 | $4,999
Online Delivery | 173PL6186 | 25 CEUs

NURSE PARALEGAL CERTIFICATE PROGRAM
Leverage your medical education and experience to become a nurse paralegal for law firms practicing in medical malpractice, personal injury, health insurance claims and defense, workers’ compensation claims, and other areas of law that require medical knowledge. The UNLV Nurse Paralegal Certificate Program will prepare those with a nursing background to transition to the legal world. Nurse Paralegals draw from their medical expertise to interpret medical terminology and industry jargon, and provide their professional opinion regarding legal matters involving health and medical issues. This program teaches the fundamental skills needed by paralegals, augmented by special issues pertaining to the high-demand field of medical law. This program includes substantial Internet work as well as in-class time. Required Textbook(s): Tort and Personal Injury Law (ISBN: 9781133691853) and Health Care Law for Paralegals (ISBN: 97814180011109).

Prerequisite: RN license required

Matthew Pfau, J.D.
T | Oct 10–Feb 13 (meets 15x) | 9am-noon | $4,349
PAR Room 302 | 173PL6183A | 25 CEUs
*Class does not meet: Oct 31, Nov 21, Dec 19 & 26

Zachariah Parry, J.D.
T | Oct 10–Feb 13 (meets 15x) | 6-9pm | $4,349
PAR Room 302 | 173PL6183B | 25 CEUs
*Class does not meet: Oct 31, Nov 21, Dec 19 & 26
PARALEGAL CERTIFICATE ONLINE
Interactive exercises, lecture notes, paralegal perspectives, and research and writing labs provide an integrated and dynamic educational platform for UNLV's online Paralegal Studies Certificate. Core curriculum includes terminology, court structure, legal ethics, evidence and investigation, citations, trial preparation, litigation, motions, notices, briefs, Nevada practices and procedures, plus tort and contract law. Online students have up to six months to complete the program and are assigned an instructor directly responsible for responding to questions and facilitating learning. The program tuition includes the Essential Skills textbooks and access to LexisNexis and Westlaw. 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) and Introduction to Law of Contracts (ISBN: 9781401864712).
Zachariah Parry, J.D.
Register and begin any time between Sep 1-Dec 31 | $7,529
Online Delivery | 173PL6149 | 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) and Introduction to Law of Contracts (ISBN: 9781401864712).
Prerequisite: must have daily access to a computer and printer
Zachariah Parry, J.D., Matthew Pfau, J.D.
TTh | Oct 10-Feb 13 (meets 30x) | 9am-noon | $6,549
PAR Room 302 | 173PL6131A | 25 CEUs
*Class does not meet: Oct 31, Nov 21 & 23, Dec 19, 21, 26 & 28
Zachariah Parry, J.D.
TTh | Oct 10-Feb 13 (meets 30x) | 6-9pm | $6,549
PAR Room 302 | 173PL6131B | 25 CEUs
*Class does not meet: Oct 31, Nov 21 & 23, Dec 19, 21, 26 & 28

PARALEGAL SPECIALIST CERTIFICATE PROGRAM
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 702-895-5099 or email continuing.education@unlv.edu.
$1,999 per class | 7.2 CEUs

To keep up with demand and emerging trends, we add new courses after our catalog has been published. Go online to ced.unlv.edu/cat2017 to see the most up-to-date listings.

Register by phone at 702-895-3394
Mediation

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

PROGRAM REQUIREMENTS:
To earn the Mediation Certificate you must be enrolled in the certificate application course 173CM9999 and 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 five session course. You will learn the facilitative mediation process, and develop active listening skills and effective questioning techniques. Ethical standards in mediation and strategies to work through impasse situations will be introduced, as well as methods to differentiate between position and interest, identify sources of conflict, and write agreements. Following classroom training, an in-depth practicum will include a minimum of three observations, four co-mediations, and two solo mediations. The practicum will allow you to practice your skills and gain confidence in your ability to conduct mediations.

Patricia Battie
Sa | Sep 9-Oct 7 (meets 5x) | 8am-5pm | $1,199
Clark County Neighborhood Justice Center | 173CM1120 | 4 CEUs

Music, Performing Arts & Stage Production

ACTING & COMEDY
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
On Demand | $349
173CX4171

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

Jesse Del Quadro
On Demand | $109
173MU1107

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

Bill Bernatis
M | Aug 28-Dec 4 (meets 14x) | 5:15-7pm | $39
UNLV Campus | 172MU1115
*Class does not meet: Sep 4

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

Jennifer Grim
Th | Aug 31-Dec 7 (meets 14x) | 7-9pm | $39
UNLV Campus | 172MU1108
*Class does not meet: Nov 23

Register online at http://ced.unlv.edu/cat2017
UKULELE I

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

Jesse Del Quadro
On Demand | $109
173MU1117

UNIVERSITY BASKETBALL PEP BAND

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

Tony LaBounty
M | Oct 16–Apr 16 (meets 18x) | 9–10pm | $39
UNLV Campus | 173MU1111
*Class does not meet: Nov 27, Dec 25, Jan 1, 8, 15, Feb 29 & Mar 26

UNIVERSITY MARCHING BAND

Join the “Star of Nevada” UNLV Marching Band and support the Rebels at home football games throughout the fall. Participation is required in scheduled training camp week (Aug 21–26), regular rehearsals, special performances on and off campus, and UNLV home football games. Visit unlvbands.com for training camp and rehearsal details. Experience is preferred but not necessary. This is a non-credit course. For more information, contact director Tony LaBounty at 702-895-3733 or tony.labounty@unlv.edu.

Band meets Mon from 6:30–8:30pm, Thu & Fri 8–9:30am.
Tony LaBounty
MThF | Aug 28–Dec 8 (meets 39x) | 6:30–8:30pm | $79
UNLV Campus | 172MU1106
*Class meets: Mon 6:30–8:30pm, Thu & Fri 8–9:30am
*Class does not meet: Sep 4, Oct 27, Nov 10, 23 & 24

UNLV COMMUNITY CONCERT BAND

Formed in January 1987, the UNLV Community Concert Band is among the oldest community instrumental groups in the Las Vegas area. The 70-plus members range in age from high school to seniors. The band plays a wide variety of music including marches, show and film scores, and classic and contemporary wind arrangements. The UNLV Community Concert Band’s season will culminate with a special concert. Contact Tony LaBounty at tony.labounty@unlv.edu for final concert date and details.

Players should be relatively proficient on their instrument and have at least one year or more of high school playing experience. There is no formal audition procedure.

Tony LaBounty
W | Aug 30–Dec 6 (meets 14x) | 7–9:20pm | $39
UNLV Campus | 172MU1102

UNLV NEW HORIZONS BAND

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

Tony LaBounty
T | Aug 29–Dec 5 (meets 15x) | 7–9:20pm | $29
UNLV Campus | 172MU1104

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. Attendance at all rehearsals and performances is mandatory. A complete performance schedule will be available at the beginning of the semester; there are usually two or three performances during the semester. Students will be required to purchase a uniform for performances.

This is a university-level ensemble and is also offered as a credit course in the university catalog (MUSE 106, 406, 506). Thus, instructor approval is required and an audition will take place during the first class meeting. Interested community members are encouraged to contact the instructor at david.weiller@unlv.edu or 702-895-3008 for further information.

David Weiller
F | Sep 1–Dec 8 (meets 12x) | 1–2:20pm | $39
UNLV Campus | 173MU1101
*Class does not meet: Oct 27, Nov 10 & 24

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. Attendance at all rehearsals and performances is mandatory. A complete performance schedule will be available at the beginning of the semester; there are usually two or three performances during the semester. Students will be required to purchase a uniform for performances.

This is a university-level ensemble and is also offered as a credit course in the university catalog (MUSE 105, 405, 505). Thus, instructor approval is required and an audition will take place during the first class meeting. Interested community members are encouraged to contact the instructor at david.weiller@unlv.edu or 702-895-3008 for further information.

Joseph Svendsen
F | Sep 1–Dec 8 (meets 12x) | 1–2:20pm | $39
UNLV Campus | 173MU1103
*Class does not meet: Oct 27, Nov 10 & 24
**ENTERTAINMENT ELECTRICS**

Plan for and implement a safe and effective power distribution system for live events including cabling and components. Learn how to calculate the supply requirements from the connected load, how to properly choose the right components, how to assemble those components, how to test the system before turn on, and how to monitor systems during use. Particular emphasis will be on electrical safety and best practices. This course teaches skills required of production electricians working in live event production and helps those preparing to take the ETCP Entertainment Electrician Certification exam to understand the topics covered in the exam.

Prerequisite: Students should be able to lift 25 pounds and have the ability to stand, bend, and move equipment.

Richard Cadena, ETCP CEE/RT
On Demand | $799
SoloTech US | 173SE1101 | 2.4 CEUs

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**STAGE TECHNICIAN EDUCATION AND DEVELOPMENT INTENSIVE CERTIFICATE PROGRAM**

The Stage Technician Education & Development Intensive (STEADI) program delivers a curriculum in which participants learn and practice entry-level skills, terminology, basic concepts, values, and culture required by the complex discipline of live event production. The 4-day program prepares candidates to meet the needs of employers seeking skilled labor for entry-level stage tech positions in live event production. Students will experience a hybrid learning model blending classroom instruction and hands on training. Students will have the opportunity to prep the gear, set it up, and operate equipment in conditions similar to a live show.

Prerequisite: Students should be able to lift 25 pounds and have the ability to stand, bend, and move equipment.

Richard Cadena, ETCP CEE/RT
On Demand | $1,299
SoloTech US | 173SE1100 | 4 CEUs

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**STAGE TECHNICIAN EDUCATION & DEVELOPMENT INTENSIVE (STEADI) CERTIFICATE PROGRAM**

The Stage Technician Education and Development Intensive (STEADI) provides the first step for a career in live event production by engaging participants in a dynamic, intensive educational program grounded in safety and practical skills. The program delivers a hands-on curriculum where participants learn and practice requisite entry-level skills, terminology, basic concepts, shared values, and cultural nuances expected in the complex discipline of live event production. The program is 40 hours in length and is offered over four days. Course instructors are industry recognized content experts.

Prerequisite: It is expected for students to actively participate and be engaged in this training. Students must have the ability to verbally communicate in English and physical ability to lift over 25 pounds.

Richard Cadena, ETCP CEE/RT, Roy Bickel
On Demand | $1,299
SoloTech US | 173SE1100 | 4 CEUs

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**STAGE TECHNICIAN & ENTERTAINMENT ELECTRICS BUNDLE PROGRAM REQUIREMENTS:**

To earn the STEADI Certificate you must successfully complete the Stage Technician Education & Development Intensive course and be enrolled in certificate application course 173SE9999.

Prerequisite: It is expected for students to actively participate and be engaged in this training. Students must have the ability to verbally communicate in English and physical ability to lift over 25 pounds.

Richard Cadena, ETCP CEE/RT, Roy Bickel
On Demand | $1,999
SoloTech US | 173SEBUND | 6.4 CEUs
Nonprofit Management

GRANT ACADEMY CERTIFICATE PROGRAM
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. Courses may be taken individually to expand your skill set.

PROGRAM REQUIREMENTS:
To earn the UNLV Grant Academy Certificate you must register for the certificate application course 173GR9999 and successfully complete five core courses in the order listed below.

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

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

Betsy VanDeusen, Beth Rubins, MSW, Kenneth Lange, Cynthia Radley
T | Aug 29 | 6-7pm | No charge
PAR Room 301 | 172GR1150

GRANT ACADEMY BUNDLE
Register for this class to receive a bundle discount of $899 for all five required Grant Academy courses.

Staff
TTh | Sep 12-Dec 14 (meets 25x) | 4-6pm | $899
UNLV Paradise Campus | 173GRBUND | 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
TTh | Oct 3-12 (meets 4x) | 4-6pm | $199
PAR Room 300 | 173GR1142 | 0.8 CEU

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

Cynthia Radley
TTh | Dec 5-14 (meets 4x) | 4-6pm | $199
PAR Room 300 | 173GR1136 | 0.8 CEU

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

Betsy VanDeusen
TTh | Sep 12-21 (meets 4x) | 4-6pm | $199
PAR Room 301 | 173GR1140 | 0.8 CEU

Register by phone at 702-895-3394
PROPOSAL WRITING I
Prepare a grant application targeted at smaller state and local philanthropic funding sources. Craft a convincing case for funding and write a statement of need. Additionally, develop a simple project budget and write a supporting narrative which clearly articulates the anticipated program outcomes and benefits.
Beth Rubins, MSW
TTh | Oct 24-Nov 2 (meets 4x) | 4-6pm | $199
PAR Room 300 | 173GR1144 | 0.8 CEU

PROPOSAL WRITING II
It’s time to go after a big one. Prepare a grant application targeted at large funding sources including the federal government and large philanthropic foundations. Analyze complex request for proposals (RFPs) to identify funding sources and obstacles, and then understand how to structure your budget and narrative to meet all requirements. Strategic community partnerships and organizational capacity will be examined within the context of large-scale awards. Time will be spent reviewing special legal and regulatory issues related to compliance issues for large funding awards.
Beth Rubins, MSW
TTh | Nov 14-28 (meets 4x) | 4-6pm | $199
PAR Room 300 | 173GR1134 | 0.8 CEU
*Class does not meet: Nov 23

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

PROGRAM REQUIREMENTS:
To earn the Nonprofit Management Certificate you must register for the certificate application course 173NP9999 and successfully complete the following four required core courses and 3.2 CEUs of elective courses.

CORE COURSES:
• Ethics in Nonprofit Governance
• Legal Compliance & Public Disclosure
• Responsible Fundraising
• Strong Financial Oversight

ELECTIVE COURSE OPTIONS:
Offerings vary by semester. Visit continuingeducation.unlv.edu/catalog/nonprofit-management-certificate-program for a complete list of elective options and more details about this program.

NEW! NONPROFIT MANAGEMENT BUNDLE
Register in all four core classes for the Nonprofit Management Certificate and receive the discounted price of $995.
Staff
See individual course listings for days, dates, and times. | $995
UNLV Paradise Campus | 173NPBUND | 6.4 CEUs

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
F | Sep 1 | 11am-12:30pm | No charge
PAR Room 512 | 173NP3143A
F | Dec 1 | 11am-12:30pm | No charge
PAR Room 302 | 173NP3143B

To keep up with demand and emerging trends, we add new courses after our catalog has been published. Go online to ced.unlv.edu/cat2017 to see the most up-to-date listings.

Register online at http://ced.unlv.edu/cat2017
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.
F | Sep 1 | 9-10:30am | No charge
PAR Room 512 | 173NP3151A
Scott Emerson
F | Dec 1 | 9-10:30am | No charge
PAR Room 302 | 173NP3151B

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 case campaign 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
Th | Dec 7 | 9am-1pm | $79
PAR Room 400 | 173NP3146 | 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
Th | Oct 26 | 9am-1pm | $79
PAR Room 400 | 173NP3147 | 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
Th | Sep 14 | 9am-1pm | $79
PAR Room 403 | 173NP3148 | 0.4 CEU

EFFECTIVE VOLUNTEER MANAGEMENT
Unleash the full potential of your nonprofit’s volunteer workforce. When you build a positive volunteer culture, you improve the sustainability of your organization. This course will introduce you to tools to effectively set up, manage, maximize, and reward this unique workforce. From recruitment to retention, maintaining a structured and motivated volunteer team will help your nonprofit fulfill its mission.
Scott Emerson
W | Nov 1 | 8am-5pm | $159
American Red Cross | 173NP3152 | 0.8 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.
M | Nov 6-27 (meets 4x) | 8:30am-12:30pm | $279
PAR Room 400 | 173NP3116 | 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.
T | Oct 10 | 9am-1pm | $79
PAR Room 403 | 173NP3153 | 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
W | Oct 4-25 (meets 4x) | 9am-1pm | $279
American Red Cross | 173NP3132 | 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
ThF | Nov 16-17 (meets 2x) | 9am-1pm | $159
PAR Room 400 | 173NP3105 | 0.8 CEU
NONPROFIT MARKETING ESSENTIALS
Don’t get lost in the crowd. Marketing has been identified as one of the top challenges for nonprofits and its importance is often overlooked. In this day and age the number of causes to support is immense so how does an organization stand out? Learn the essential steps of marketing, such as creating a brand, how to tell your story effectively, and what are the best marketing strategies for your cause. Learn to rise above the crowd and let your organization’s voice be heard.

Victoria Boyd, Ed.D.
Th | Nov 9 | 9am-1pm | $79
PAR Room 403 | 173NP3157 | 0.4 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.
T | Sep 26 | 9am-1pm | $79
PAR Room 403 | 173NP3156 | 0.4 CEU

RAISE MORE MONEY FROM YOUR BUSINESS COMMUNITY
Today’s economy is challenging for corporations, individuals, and especially for nonprofits. If your organization has relied on corporate support in the past, or is thinking about how to best approach businesses in a challenging economy, this session will be one you don’t want to miss. This class will discuss the challenges facing corporations today and how nonprofits can develop win-win situations to encourage corporate philanthropy. We will discuss how to approach corporate leaders, how to motivate them to become involved in your organization, and how to develop a corporate appeal.

Linda Lysakowski
ThF | Sep 21-22 (meets 2x) | 9am-1pm | $159
UNLV Paradise Campus | 173NP3158 | 0.8 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.
Th | Sep 7-28 (meets 4x) | 9am-1pm | $279
PAR Room 400 | 173NP3130 | 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
F | Oct 6-27 (meets 4x) | 9am-1pm | $279
American Red Cross | 173NP3131 | 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.
Th | Nov 2 | 9am-4pm | $159
PAR Room 400 | 173NP3145 | 0.6 CEU
Parenting & Families

COOPERATIVE PARENTING
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
T | Aug 15-Oct 3 (meets 8x) | 6-8pm | $299
PAR Room 301 | 172PL6105A

Bree Mullin, Psy.D.
Th | Aug 17-Oct 5 (meets 8x) | 5:30-7:30pm | $299
PAR Room 301 | 172PL6105B

Kathleen Bergquist, J.D., Ph.D., MSW
T | Oct 10-Dec 5 (meets 8x) | 6-8pm | $299
PAR Room 301 | 173PL6105A
*Class does not meet: Oct 31

Bree Mullin, Psy.D.
Th | Oct 12-Dec 7 (meets 8x) | 5:30-7:30pm | $299
PAR Room 301 | 173PL6105B
*Class does not meet: Nov 23
Real Estate

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

PROGRAM REQUIREMENTS:
To earn the Community Management Preparation Certificate you must be enrolled in the certificate application course 173RP9999 and successfully complete the Community Manager Preparation course.

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

Ken Richardson
M | Aug 7 | noon-1pm | No charge
PAR Room 400 | 172RP1101A
M | Aug 7 | 5:30-6:30pm | No charge
PAR Room 400 | 172RP1101B
M | Aug 21 | noon-1pm | No charge
PAR Room 400 | 172RP1101C

COMMUNITY MANAGER PREPARATION COURSE
Learn basic business management and the requirements for community management found in NRS 116, 116A and NAC 116 and 116A. This 60-hour course meets Nevada’s pre-certification requirements for Community Association Managers. Upon completion of this course, you will be eligible to take the exam to become certified by the Nevada Real Estate Division. This course has been approved by the Commission on Common Interest Communities and Condominium Hotels, course number PL.06100-CAM.

Ken Richardson, Bruce Jenkins, Linda Rheinberger, Carson Bagley, Barbara Westhoff, Robert Forney, Katherine Wolfe
TTh | Oct 5-Nov 28 (meets 22x) | 5:30-8:30pm | $599
PAR Room 400 | 173RP1100 | 6 CEUs
*Class does not meet: Nov 22-23

Social Work

SOCIAL WORK CEU ACADEMY
Join us for the launch of the Social Work Continuing Education Unit (CEU) Academy, a partnership between UNLV School of Social Work and UNLV Continuing Education. This program is designed for social work practitioners in Nevada and beyond. Over a three-and-a-half day period, social work practitioners will have the opportunity to earn 30 hours of CEUs (LSW & LASW) or 36 hours of CEUs (LCSW & LISW) to fully fulfill Nevada’s biennial continuing education requirements for license renewal. Courses will be offered Thursday evening through Sunday afternoon.

COURSE TOPICS WILL INCLUDE:
• Trauma-focused Cognitive Behavioral Therapy
• Substance Abuse
• Dialectical Behavioral Therapy
• Trauma-informed Organizations
• Suicide Prevention
• Social Work Ethics
• Trauma and Diversity
• Cognitive Behavioral Therapy and Depression and more.

Training sessions may be purchased a la carte or in a full academy bundle with special discounted pricing available. Please visit continueunlv.edu for detailed course descriptions, dates, and pricing.
Sports, Health & Wellness

MIND, BODY, & SPIRIT

NEW! ENERGY HEALING: (REIKI) BUNDLE

If signing up for Energy Healing: Beginners and Energy Healing: Intermediate, participants can receive a bundle price of $279.

Jacqui Simpson
Sa | Oct 14 & Nov 11 (meets 2x) | 9am-4pm | $279
UNLV Paradise Campus | 173HEBUND

ENERGY HEALING: BEGINNERS (REIKI)

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

If signing up for Energy Healing: Beginners and Energy Healing: Intermediate, participants can receive a bundle price of $279.

Jacqui Simpson
Sa | Oct 14 | 9am-4pm | $149
PAR Room 400 | 173HE1103

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.

If signing up for Energy Healing: Beginners and Energy Healing: Intermediate, participants can receive a bundle price of $279.

Jacqui Simpson
Sa | Nov 11 | 9am-4pm | $169
PAR Room 400 | 173HE1104
NASM CERTIFICATION PREPARATION 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 exam retakes are not included in the course fee.

NASM FITNESS NUTRITION SPECIALIST PROGRAM REQUIREMENTS:
To earn the NASM Fitness Nutrition Specialist Certificate from UNLV you must be enrolled in the certificate application course 173SM9999B and successfully complete the NASM Fitness Nutrition Specialist course.

NASM PERSONAL FITNESS TRAINER PROGRAM REQUIREMENTS:
To earn the NASM Personal Fitness Trainer Certificate from UNLV you must be enrolled in the certificate application course 173SM9999A and successfully complete the NASM Personal Fitness Trainer course.

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.

Lory Hayon, RDN, LDN, CPT-NASM
M | Sep 11-Nov 8 (meets 8x) | 6-8:30pm | $849
PAR Room 403 | 173SM3102 | 2 CEUs
*Class meets: Nov 8 in computer lab
*Class does not meet: Oct 9 & Nov 6

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.

Heidi Freitas, FTS, ICF, NASM, ACSM
Sa | Sep 23-Dec 9 (meets 11x) | 2-4:30pm | $1,199
PAR Room 512 | 173SM3100 | 2.75 CEUs
*Class meets: 11:30am-4:30pm on Oct 28
*Class does not meet: Nov 25

SPORTS & FITNESS

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.

Gene Munk, PGA Professional
Sa | Oct 14-Nov 18 (meets 6x) | 11am-12:30pm | $129
Black Mountain Golf and Country Club | 173SF1104A
Su | Oct 15-Nov 19 (meets 6x) | 9:30-11am | $129
Black Mountain Golf and Country Club | 173SF1104B
Test Preparation & Learning Enrichment

INSTITUTE OF READING DEVELOPMENT
READING ENRICHMENT PROGRAMS
Poor readers can become good readers, and good readers can become great readers! UNLV is again partnering with the Institute of Reading Development to offer reading skills programs. All programs are designed and taught by instructors from the Institute of Reading Development. Programs are offered on UNLV’s campus for pre-K through adults. For more information or to register, call the Institute of Reading Development at 800-979-8980.

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

UNLV Division of EDUCATIONAL OUTREACH

To learn more (literally), visit us online: edoutreach.unlv.edu

Register by phone at 702-895-3394
University Forum is a public lecture series sponsored and funded by the UNLV College of Liberal Arts, the College of Liberal Arts Dean’s Associates, and the Marjorie Barrick Museum of Art. All events are open to the public, and will be held in the Marjorie Barrick Museum of Art at 7:00 PM, unless otherwise noted.

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Just email us at: liberalarts@unlv.edu
Type “Subscribe”

If you received these email messages during previous semesters, there is no need to sign-up again.
Confidentiality: No email addresses will be shared with any commercial enterprise. List is not for sale.

Upcoming Lectures:

09/08 – Open City: Negotiating Memories at Las Vegas’ Mob Museum
Sara C. VanderHaagen, Assistant Prof. of Communication Studies, UNLV

09/13 – Human Curiosity
Mario Livio, Astrophysicist and Bestselling Author

09/18 – The Tumultuous Road to the Constitution
George William Van Cleve, Prof. of Law, Seattle Univ. School of Law

09/20 – Captives and the Creation of Power
Catherine M. Cameron, Prof. of Anthropology, Univ. of Colorado

10/10 – I Follow the Forest Flame Bird: A Tropical Birding Adventure
Stephen G. Brown, Prof. of English, UNLV

10/11 – Following the Ninth: In the Footsteps of Beethoven’s Final Symphony
Kerry Candaele, Film Director, Writer, and Producer

10/18 – The Science of Stories and Stories about Science
Emma Frances Bloomfield, Assistant Prof. of Communication Studies, UNLV

10/20 – The Sonic Color Line
Jennifer Lynn Stoover, Associate Prof. of English, SUNY Binghamton

10/24 – Desert Cathedrals: Rhetorical Structures That Make America
Adam Bateman, Artist and Curator

10/30 – The Significance of the Russian Revolution 100 Years On
Sergei Nikitch Khavuschev, Prof. of Intercultural Studies, Brown Univ.

11/03 – Where Will the Millennials Take Us? A New Generation Wrestles with the Gender Structure
Barbara J. Risman, Prof. of Sociology, Univ. of Illinois at Chicago

11/06 – Should My Child Get Measles Vaccination? Can’t I Just Rely on Herd Immunity?
John Christiaan Bester, Assistant Prof. of Family Medicine, UNLV

11/10 – Relationships in a Digital Age: Obstacles and Opportunities
Katherine M. Herlein, Prof. of Marriage and Family Therapy, UNLV

11/14 – Relationships in a Digital Age: Obstacles and Opportunities
Katherine M. Herlein, Prof. of Marriage and Family Therapy, UNLV

11/17 – Disneyland and the Revolution of Themed Space
Todd James Pierce, Prof. of English, California Polytechnic Univ.

11/20 – Bright Light City, Bright Light University: “Viva Las Vegas” and UNLV
Larry Gragg, Prof. of History and Political Science, Missouri Univ. of Science & Technology

11/28 – Sensory Inflation: The Bidding War for Your Perceptions
Joseph Svendsen, Assistant Prof. of Music, UNLV

Contact: 702-895-3401

Register online at http://ced.unlv.edu/cat2017
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
Osher Lifelong Learning Institute at UNLV (OLLI at UNLV)

Don’t retire from something, retire to OLLI at UNLV.

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.

Join engaging non-credit classes with no tests and no grades. Enrollment for fall term is only $75, and provides you with approximately 90 classes spanning a variety of topics including the fine arts, history and current events, mathematics, science and health, and literature and language, as well as trips and special events. A $150 annual membership is available as well, with the opportunity to take unlimited OLLI classes and events over three full terms (fall, spring and summer), and enjoy the privileges of being a UNLV student for a full academic year.

Get more details about the OLLI at UNLV experience by signing up for the catalog mailing list at olli.unlv.edu or call 702-774-OLLI (6554).

Classes are held at the Paradise campus and satellite locations including: Las Ventanas, Merrill Gardens, Las Vegas Meadows, Doolittle Senior Center, Stupak Community Center, and more!

Join or renew by phone at 702-895-3394 or online at olli.unlv.edu.
Summer Term 2018

S1
MAY 14
JUNE 1

S2
JUNE 4
JULY 6

S3
JULY 9
AUGUST 10
Continuing Education: Information, Policies & Procedures

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

Class Locations
Our classes are located throughout the Las Vegas Valley. Each class description will specify the class location. See page 56 for the location legend.

Parking
All students, staff, faculty, and visitors who wish to park on one of the UNLV campuses are required to obtain and display parking permits. Metered parking is available at the Paradise campus. In addition, daily and weekly parking permits may be purchased at the Information Desk at the Paradise campus. Visit unlv.edu/parking for the most up-to-date information regarding permit requirements and enforcement as well as other purchasing options.

Disability Services
The university provides equal opportunity and treatment in employment, admissions, and all programs in an effort to avoid discrimination based on race, color, national origin, sex, and disability. If you have a documented disability requiring assistance, you must contact the Disability Resource Center (DRC) to coordinate necessary academic accommodations. For questions about disability services eligibility, please contact the DRC to make an appointment with a Disabilities Specialist. The Disability Resource Center is located on the main campus (SSC-A Room 143) and can be reached at 702-895-0866 or unlv.edu/drc.

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 Fees & Payment
Payment in full is due at the time of registration. For a list of payment options, please see page 53 of this catalog or visit continuingeducation.unlv.edu/registration-policies#fees.

Registration Deadline
Register at least 15 business days in advance for best course selection and availability. For more information see continuingeducation.unlv.edu/registration-policies.

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

Refunds & Dropping Or Withdrawing From Classes
Requests to drop classes and receive refunds must be submitted at least three business days before the first day of the class (unless there is a separate policy stated in the course description). Requests for refunds must be made in writing. Phone requests or changes discussed with instructors or university staff are not accepted. Requests received by the deadline will be refunded 100% of the registration fee minus a $10 administrative fee. At no time will the amount refunded exceed the amount of the original registration fee.

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

Register online at http://ced.unlv.edu/cat2017
**Wait Lists**

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

**Certificate Programs**

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

**Certificate Program Application**

Effective Fall 2017, students who are interested in pursuing a UNLV Continuing Education Certificate Program are required to be enrolled in the respective certificate application course to state their intention on pursuing that certificate. All students (e.g. students who have taken courses in the past and new students taking a course in a certificate program for the first time) must register for or be enrolled in the certificate application course in order to receive a certificate of completion.

Please refer to the “Program Requirements” section in the certificate program’s description or the “Certificate Program Application Policy” on page 5 to determine the course number of the certificate application course.

**Books & Supplies**

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

**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 regarding your options and responsibilities if you must miss a class. For more information please visit continuingeducation.unlv.edu/registration-policies#attendance.

**Student Code of Conduct**

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

**Copyright Policy**

The university requires all members of the university community to familiarize themselves and to follow copyright and fair-use requirements. You are individually and solely responsible for violations of copyright and fair-use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of copyright and fair-use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability as well as disciplinary action under university policies. To help you familiarize yourself with copyright and fair-use policies, the university encourages you to visit its copyright webpage unlv.edu/provost/copyright.

**UNLV Paradise Campus Information Desk Hours**

We are open Monday-Thursday 8am-7pm, Friday 8am-5pm. We are closed on weekends and university holidays. Please visit edoutreach.unlv.edu for updates to this schedule.

**Contact Us**

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

Have you taken a class with UNLV Continuing Education?
❑ Yes ❑ No

Registrant’s Name ___________________________________________
Address (street, city, state, zip) ___________________________________________

Phone Number ___________________________________________
Date of Birth______________________________________________ ❑ M ❑ F

Course Information:
Course Code Course Name Course Fee

Payment Information:
Your payment MUST accompany this form. Do not send cash.

❑ Check—Please enclose check made payable to Board of Regents

❑ Credit Card—Please charge my

❑ VISA ❑ American Express ❑ MasterCard ❑ Discover

Account No. __________________________ CVV __________
Exp. Date _____________________ Amount $ __________
Cardholder’s Name _________________________________________
Signature ____________________________________________

All students: By submitting this form you are indicating that you have read and agree to abide by all of the policies available online at continuingeducation.unlv.edu/registration-policies. This includes but is not limited to the policies outlined on page 51-52 of this catalog as well as the following payment policies.

Payments
Payment must be made in full at the time of registration and in advance of the first day of classes. The university reserves the right to withdraw any student who has not paid in full. No deferred payment plan is available. Tuition may not be reduced, prorated, or transferred to another semester for any reason.

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

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Location Legend

UNLV Beam Music Center (BMC)
UNLV Carol Harter Classroom Building Complex (CBC)
UNLV Paradise Campus (PAR)

American Red Cross 1771 E. Flamingo Rd., Ste. 206B, Las Vegas, NV 89119 (702-791-3311)
Clark County Neighborhood Justice Center 330 S. 3rd St., Ste. 600, Las Vegas, NV 89101 (702-455-3898)
Clay Arts Vegas 1511 S. Main St., Las Vegas, NV 89104 (702-375-4147)
Ferguson Enterprises 4175 S. Grand Canyon Dr., Las Vegas, NV 89147 (702-368-2284, before 5pm)
Sharon Gainsburg Studio 1533 W. Oakey Blvd., Las Vegas, NV 89102 (702-249-3200)
The Voice Actors Studio 1510 W. Horizon Ridge Pkwy., Henderson, NV 89012 (702-538-9318)
Total Wine & More - Town Square 6885 S. Las Vegas Blvd., Las Vegas, NV 89119 (702-614-4001)

UNLV campus maps are available online at www.unlv.edu/maps
Of all the investments you make in your business, an investment in your staff can have the most transformational impact. Companies who invest in high quality, targeted training are rewarded with decreased turnover and increased productivity.

UNLV Continuing Education can design custom training to meet your unique business situation. Our curriculum is:

**TOP QUALITY**
Created and taught by knowledgeable and experienced university and industry experts.

**FLEXIBLE**
Sessions are on-site or on campus and tailored for any group size.

**RESULTS ORIENTED**
Employees gain the workplace tools that matter most to you as an employer and can be put to work right away.

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

To find out how we can customize classes or training for your organization, contact UNLV Continuing Education’s custom training coordinator Jodi Gilliland at continuing.education@unlv.edu or 702-895-5099.
UNLV Continuing Education is now offering the Medical Interpretation: Spanish Certificate Program to prepare students to become certified medical interpreters. Classes focus on understanding the complexities of interpretation, the roles and responsibilities of a medical interpreter, use of relevant medical terminology and its context, and the development of interpretation skills.

Students must be fluent in Spanish and English, be at least 18 years of age, and have a high school diploma or GED. Learn more about the Medical Interpretation: Spanish Certificate Program on pg. 23.