Supplement Your Skills
UNLV Continuing Education is offering two new certificate programs this fall, so you can enhance your career or maximize your fitness business.

• The Legal Interpretation: Spanish Certificate Program helps to train bilingual students for the profession of certified court interpreter, a profession much in demand given the linguistic diversity of the state of Nevada. See page 22.

• The Fitness Business Management Certificate Program will prepare entrepreneurs, owners, or department managers to implement a successful business system in various types of fitness and wellness settings. See page 44.

See inside for details. Register today!

Call 702-895-3394 or visit continuingeducation.unlv.edu.
Your company is one of a kind. Your training should be, too. UNLV can create a custom training solution for your business. We work alongside your leadership team to assess your needs, design curriculum, and deliver the content that matters most to your business.

UNLV custom training is:

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

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

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

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


UNLV Continuing Education celebrates its Golden Anniversary

It all began with a single building inspection course. From there, the demand for continuing education grew—and so did we. Over the last half century, our courses have made the difference for tens of thousands. They have learned new technology, attained new skills, and gone on new adventures.

We extend our thanks to the university leadership, administrative staff, course instructors and students who have come on our journey so far. May the next 50 years be even more productive!

Congratulations to Gary Cottino
2016 Division of Educational Outreach Faculty Excellence Award

Each year, we honor our top instructor for a job well done. Gary Cottino, human resource instructor, is this year’s recipient. Cottino was instrumental in creating UNLV’s Human Resource Management Certificate programs, which provide an outstanding opportunity for local HR practitioners and business owners to learn critical aspects of organizational employee relationships.

As Past President of the local chapter of the Southern Nevada Human Resource Association and Director of its Nevada Chapter, Cottino worked with other HR professionals and UNLV faculty in the fall of 1990 to design a curriculum to train a solid core of professionals for HR leadership positions. Over the years, Cottino has taught an estimated 4,000 students in more than 400 courses. Students commend Cottino for his ability to impart employment law with humor while consistently receiving a 93% very satisfied rating from students.

The Division of Educational Outreach and the Office of Continuing Education extend our gratitude and congratulations to Gary Cottino!
Welcome

Welcome to the Fall 2016 semester of UNLV Continuing Education. As Continuing Education celebrates its golden anniversary we reflect on the past 50 years serving the Las Vegas community. From the start, local business leaders and campus partners shared a vision for a university that served not only traditional college students, but also the broader community of Southern Nevada, and especially its workforce.

As UNLV moves forward on the path to Top Tier status, Continuing Education is actively engaged in enhancing our workforce development and entrepreneurship programs. Our focus is threefold: we provide classes and certificate programs designed to impart in-demand skills needed to find a new job, change careers, or advance in your current career; we develop custom training for businesses seeking professional development for their employees; and we offer lifelong learning classes for those who are looking to enrich their lives beyond the professional world.

We look forward to meeting your training and education needs during our anniversary year and beyond. Please make UNLV Continuing Education your first stop when looking for courses to expand your knowledge and skills professionally and personally.

Now Seeking New Class Ideas

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

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

Aerospace & Defense...5
- Helicopter & Airplane Pilot Certification
- Protective Services Professional Certificate Program
- Unmanned Aircraft Systems (UAS) Certificate Program

Career Management...9
- Business Communication
- Microsoft Office: Essentials
- Microsoft for the Workplace
- Personal Computing

Design & Technology...12
- Fashion Design Certificate Program
- Internet Design & Technology Certificate Program
- Print & Graphic Design Certificate Programs
- Video

Financial Planning...15
- Retirement Planning

Fine Arts & Photography...16
- Drawing & Painting
- Photography
- Sculpture & Woodworking

Food & Beverage...19
- Cooking & Baking
- Sommelier Academy Certificate Programs
- Wine & Beverage

Foreign Languages, Translation & Interpretation...21
- Accent Reduction
- English as a Second Language (ESL)
- Foreign Languages
- Legal Interpretation: Spanish Certificate Program

Health Care & Allied Professions...23
- CPR & First Aid
- Gap Training for RNs: Transition into Practice Program
- NASM Personal Training Certification Preparation Programs

Home, Garden & Animal Care...25
- Animal Massage
- Dog Obedience

Human Resources...26
- Human Resource Management Certificate Programs
- PHR/SPHR Certification Preparation
Table of Contents

Information Technology & Business Systems…29
   Information Technology Certificate Program

Legal Studies…30
   Legal Classes
   Legal Secretary Certificate Program
   Mediation Certificate Program
   Paralegal & Nurse Paralegal Certificate Programs
   Paralegal Specialist Certificate Program

Marketing & Communications…33
   Marketing
   Public Relations
   Social Media

Mining & Materials…34
   Mining Management

Music & Performing Arts…35
   Acting & Comedy
   Music
   Music Ensemble & Performance

Nonprofit Management…37
   Grant Academy Certificate Program
   Nonprofit Management Certificate Program

Parenting & Families…41
   Parenting

Real Estate…42
   Community Association Management Precertification Program
   Homeowner Association (HOA) Classes

Small Business & Entrepreneurship…43
   Entrepreneurship
   Fitness Business Management Certificate Program

Sports, Health & Wellness…45
   Mind, Body, & Spirit
   Sports & Fitness

Test Preparation & Learning Enrichment…46
   Institute of Reading Development

Travel & Exploring…46
   Road Scholar

Writing…47
   Creative Writing
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.

Aerospace & Defense
- Helicopter & Airplane Pilot p. 5
- Protective Services Professional p. 7
- Unmanned Aircraft Systems (UAS) p. 8

Design & Technology
- Fashion Design p. 12
- Internet Design & Technology p. 13
- Print & Graphic Design p. 13

Food & Beverage
- Vine to Wine p. 20
- Advanced Sommelier p. 20

Foreign Languages, Translation & Interpretation
- Legal Interpretation: Spanish p. 22

Health Care & Allied Professions
- Gap Training for RNs: Transition into Practice p. 23
- NASM Personal Fitness Trainer Program p. 24
- NASM Essentials of Corrective Exercise Training*
- NASM Fitness Nutrition Specialist p. 24

Home, Garden & Animal Care
- Animal Massage & Care Provider (AMCP) p. 25

Human Resources
- Human Resource Management p. 26
- PHR/SPHR Certification Preparation p. 28

Information Technology & Business Systems
- Information Technology Certificate Program p. 29

Legal Studies
- Legal Secretary Certificate Program p. 30
- Mediation Certificate Program p. 31
- Nurse Paralegal Certificate Program p. 32
- Paralegal Certificate Program p. 31
- Paralegal Specialist Certificate Program p. 32

Nonprofit Management
- Grant Academy p. 37
- Nonprofit Management p. 38

Real Estate
- Community Association Management Precertification p. 42

Small Business & Entrepreneurship
- Fitness Business Management Certificate p. 44

*Not offered this semester
Aerospace & Defense

HELIICOPTER & AIRPLANE PILOT CERTIFICATION

Fulfill your dream of becoming a private or commercial helicopter or airplane pilot. These flight training programs meet FAA requirements for pilot licensure. You can become a pilot and take to the skies in as little as three to six months. Flight training is customized to each student’s schedule and pace. Students may enroll in just an introductory flight, ground school, a package which includes both ground school and 45 hours of flight time in a plane or helicopter, or a professional certification program. Our program partner prides itself on experience and safety. They have an FAA Designated Pilot Examiner on staff to make sure you have the knowledge and skills to become a safe pilot. Your professional flight instructor will challenge you to go above and beyond FAA standards.

PRIVATE PILOT REQUIREMENTS:
- Airplane Private Pilot Certification course
  or Helicopter Private Pilot Certification course
- Passing exam scores on both the written and practical exams

COMMERCIAL PILOT REQUIREMENTS:
To earn the Commercial Pilot certificate you must successfully complete:
- Airplane or Helicopter Commercial Pilot course
- Passing exam score on FAA Commercial Pilot Knowledge Exam

INSTRUMENT PILOT CERTIFICATION REQUIREMENTS:
To earn the Instrument Pilot certificate you must successfully complete:
- Airplane or Helicopter Instrument Pilot course
- Passing exam score on FAA Instrument Rating Knowledge Exam

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

Matt Binner
M | Aug 22 | 6:30-7:30pm | No charge
Airwork Las Vegas | 162TP1101A
W | Aug 24 | 6:30-7:30pm | No charge
Airwork Las Vegas | 162TP1101B
Sa | Aug 27 | 11am-noon | No charge
Airwork Las Vegas | 162TP1101C
AIRPLANE & HELICOPTER INSTRUMENT PILOT CERTIFICATION
Students are provided with all of the knowledge necessary to pass the FAA Instrument Rating Knowledge Exam and Practical Test, plus the required flight time in a Cessna 172 Airplane, Schweizer 300C and R22 Helicopters. Topics center on weather, FAA regulations, flight instruments, departure, en route, arrival and approach and navigation. Course consists of modules and flight hours that you will schedule at your convenience directly with the instructor. Pilots must enroll in Commercial Pilot Certification Course concurrently. Additional costs for books, flight exam, and FAA medical exam not included.
Matt Binner

Individualized Training Schedule | Sep 12-Oct 28 (meets 10x) | $14,999
Airwork Las Vegas | 163TP1106A | 8.5 CEUs
Individualized Training Schedule | Nov 1-Dec 15 (meets 10x) | $14,999
Airwork Las Vegas | 163TP1106B | 8.5 CEUs

AIRPLANE PRIVATE PILOT CERTIFICATION
This all-inclusive certification includes the Private Pilot Ground School course to prepare you for the FAA Private Pilot Knowledge Test, plus 45 hours of flight time in a Cessna 172 in preparation for the FAA Private Pilot Certification Practical Exam. Successful completion of this course will meet all of the requirements to become a licensed private airplane pilot. Certification is contingent on passing exam scores on both written and practical exams. Course instruction and flight training hours will be scheduled individually with the instructor. Successful completion of the ground school course is required prior to flight training. Additional costs for books, flight exam, and FAA medical exam not included.
Matt Binner

Individualized Training Schedule | Sep 12-Oct 28 (meets 10x) | $9,999
Airwork Las Vegas | 163TP1105A | 8.5 CEUs
Individualized Training Schedule | Nov 1-Dec 15 (meets 10x) | $9,999
Airwork Las Vegas | 163TP1105B | 8.5 CEUs

AIRPLANE OR HELICOPTER COMMERCIAL PILOT CERTIFICATION
Students are provided with all of the knowledge necessary to pass the FAA Commercial Pilot Knowledge Exam and Practical Test, plus the required flight time in a Cessna 172 Airplane or R22 Helicopter. Topics center on aircraft systems, aerodynamics, weather, FAA regulations, flight instruments, navigation, and IFR operation. Course consists of modules that you will schedule at your convenience directly with the instructor. Pilots must enroll in Instrument Pilot Certification Course concurrently. Additional costs for books, flight exam, and FAA medical exam not included.
Matt Binner

Individualized Training Schedule | Sep 12-Oct 28 (meets 10x) | $24,999
Airwork Las Vegas | 163TP1107A | 8.5 CEUs
Individualized Training Schedule | Nov 1-Dec 15 (meets 10x) | $24,999
Airwork Las Vegas | 163TP1107B | 8.5 CEUs

HELICOPTER PRIVATE PILOT CERTIFICATION
This all-inclusive certification includes the Helicopter Private Pilot Ground School course to prepare you for the FAA Private Pilot Knowledge Test, plus 45 hours of flight time in a Robinson R22 helicopter in preparation for the FAA Private Pilot Certification Practical Exam. Successful completion of this course will meet all of the requirements to become a licensed private helicopter pilot. Certification is contingent on passing exam scores on both written and practical exams. Course instruction and flight training hours will be scheduled individually with the instructor. Successful completion of the ground school course is required prior to flight training. Additional costs for books, flight exam, and FAA medical exam not included.
Matt Binner

Individualized Training Schedule | Sep 12-Oct 28 (meets 10x) | $14,999
Airwork Las Vegas | 163TP1103A | 8.5 CEUs
Individualized Training Schedule | Nov 1-Dec 15 (meets 10x) | $14,999
Airwork Las Vegas | 163TP1103B | 8.5 CEUs
INTRODUCTORY AIRPLANE OR HELICOPTER FLIGHT
Take the controls of a Cessna 172 airplane or Robinson R22 helicopter while flying high above Las Vegas. Your experience begins with a one-on-one ground school briefing from an FAA Certified Flight Instructor where you will learn about flight controls, aerodynamics, and aircraft systems. You will then head out to the tarmac for a preflight of the aircraft. After getting airborne, the instructor will turn over the controls and let you get a feel for flying. For the airplane option flight time will total 40 minutes; helicopter option flight time is 20 minutes. Flight times are scheduled on an individual basis and may vary depending on availability. Call to schedule an appointment anytime before Dec 15.

For airplane: weight limit of 280lbs. For helicopter: weight limit 220lbs. If weight exceeds 220lbs, additional fees will apply, maximum weight limit 280lbs.

Matt Binner
Individualized Training Schedule | $169
Airwork Las Vegas | 163TP1100

PRIVATE PILOT AIRPLANE OR HELICOPTER GROUND SCHOOL COURSE
Students are provided with all of the knowledge necessary to pass the FAA Private Pilot Knowledge Test, the first step to become an airplane or helicopter pilot. Instruction covers aircraft systems, aerodynamics, weather, FAA regulations, flight instruments, and navigation. Course includes all necessary books and materials.

Matt Binner
MW | Sep 12-Oct 12 (meets 10x) | 6-8:30pm | $999
Airwork Las Vegas | 163TP1104A | 4 CEUs
TTh | Nov 1-Dec 1 (meets 10x) | 6-8:30pm | $999
Airwork Las Vegas | 163TP1104B | 4 CEUs

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 successfully complete the following two required modules:
- Protective Driving Operations (PDOC)
- Protection Agent Development (PAD)

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

During the screening process, a member of the PFC Training staff may contact applicants for a brief phone interview.

Steve Krystek
PDOC & PAD Package
M-Su | Oct 3-9 | $2,499
PAR Room 400 | 163SD3143 | 7 CEUs
Training times for each day will be provided upon registration.

Protective Driving Operations Course (PDOC) only:
M-W | Oct 3-5 | $1,749

Protection Agent Development (PAD) only:
Th-Su | Oct 6-9 | $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 certificate program is open to anyone interested in this rapidly growing field of aviation.

PROGRAM REQUIREMENTS:
To earn the Unmanned Aircraft Systems Certificate you must successfully complete four core courses:

CORE COURSES:
- Ethics in UAS Operations
- UAS Design & Applications
- Private Pilot Ground School, p. 7
- UAV Simulation & Testing

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

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
T | Oct 4-11 (meets 2x) | 6-9pm | $129
PAR Room 512 | 163UA1104 | 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 2-Dec 9 (meets 12x)* | 10am-12:45pm | $694.50
UNLV Campus | 163UA1100 | 3.6 CEUs
*Class does not meet Oct 28, Nov 11 & 25.

UAV SIMULATION & TESTING

Plan and carry out experimental test flights of mini-UAS. The course begins with an overview of experimental flight test terms, and 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 2-Dec 9 (meets 12x)* | 1-3:45pm | $926
UNLV Campus | 163UA1103 | 3.6 CEUs
*Class does not meet Oct 28, Nov 11 & 25.

REGISTER EARLY:
Register at least 15 business days in advance for best course selection and availability.
BUSINESS 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 10 | 9am-noon | $69
PAR Room 300 | 163CX1106

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 10 | 9am-noon | $69
PAR Room 400 | 163WR1150

NEGOTIATING POWER
Negotiating can make a huge difference in your earnings, your relationships, and your life, yet most have little training or experience at it. In this seminar, you will learn how to win while making the other side feel good about it! With skillful negotiation, you can get people to take action on your behalf, give you concessions, like you more, and in general do what you want!
Steve Veltkamp
Sa | Oct 8 | 2-5pm | $49
PAR Room 403 | 163EN1150

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.
Sa | Oct 1 | 9am-3pm | $139
PAR Room 400 | 163CX1109
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 2010 Comprehensive (ISBN: 9780135098592)
Sharon Fry
Th | Oct 6–Nov 10 (meets 5x) | 6-8pm | $269
PAR Room 123 | 163CW8163 | 1 CEU
*Class does not meet Oct 20.

EXCEL LEVEL II
Build your Excel knowledge and take advantage of the program’s versatility. Gain additional experience implementing functions, consolidating worksheets, auditing data, working with collaboration tools, and using macros. Required Textbook(s): Exploring Microsoft Excel 2010 Comprehensive (ISBN: 9780135098592)
Prerequisite: Excel Level I or have similar working knowledge and experience.
Sharon Fry
M | Nov 14-Dec 12 (meets 5x) | 6-8pm | $269
PAR Room 123 | 163CW8138 | 1 CEU
*Class does not meet Nov 23.

REGISTER EARLY:
Register at least 15 business days in advance for best course selection and availability.
MICROSOFT OFFICE: ESSENTIALS
Freshen up on your Microsoft Excel and Microsoft Word skills. This series is geared toward undergraduate and graduate students who use these applications as they pursue a degree or for the general public who want to learn the essential skills of the software. Excel Essentials courses only are offered individually for $69, or as a three-class bundle 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 | Sep 12 | 1-4pm | $69
PAR Room 123 | 163CU1100 | 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
W | Sep 14 | 1-4pm | $69
PAR Room 123 | 163CU1110 | 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
Th | Sep 15 | 1-4pm | $69
PAR Room 123 | 163CU1111 | 0.3 CEU

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

Prerequisite: Student must have working knowledge of Microsoft Word.
Sharon Fry
F | Sep 16 | 1-4pm | $69
PAR Room 123 | 163CU1112 | 0.3 CEU

INTERNET PRIVACY
Properly protect yourself and your identity during personal interactions and business transactions on the Internet. Learn how all Wi-Fi is not created equal, how to set safe passwords, and the potential pitfalls of social networking sites. Heighten your awareness of your digital footprint and gain invaluable information on how to better protect yourself and your loved ones on the Internet.
Jessica Kennedy
Sa | Nov 5 | noon-3pm | $59
PAR Room 511 | 163CW1103

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.
John Larson
W | Oct 26-Dec 7 (meets 6x)* | 1-3pm | $189
PAR Room 123 | 163CW8177
*Class does not meet Nov 23.

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
T | Sep 6-Oct 11 (meets 6x) | 1-3pm | $189
PAR Room 123 | 163CW8193

Register online at http://ced.unlv.edu/cat2016
**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 successfully complete four core courses plus an additional 7.2 CEUs of elective courses.

**CORE COURSES:**

- Basic Sewing
- Dressmaker Studio
- 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 10-25 (meets 6x) | 10:30am-3:25pm | $359  
UNLV Paradise Campus | 163FD2102A | 3.2 CEUs

**DRESAMAKER STUDIO**

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

*Prerequisite: Basic sewing skills.*

Maria Bruce  
SaSu | Nov 5-20 (meets 6x) | 10am-3:25pm | $359  
UNLV Paradise Campus | 163FD2161

**FASHION ILLUSTRATION & DESIGN**

Transfer your designs and clothing lines from your imagination onto paper through the art of fashion illustration and design. You will develop or enhance your drawing skills and better understand how to take your work from design concept to creation. Instruction includes fashion design principles, sketching the human body, proportions, colors, fabrics, seasonal elements, collages, and creation of a designer’s fashion portfolio. Projects: Illustrations, figure board, and flats for inclusion in your design portfolio. Required Textbook(s): *Fashion Sketchbook* (ISBN: 9780870057472)

Carlos Bruce  
MT | Oct 24-Nov 11 (meets 8x)* | 6-9:30pm | $359  
UNLV Paradise Campus | 163FD2142 | 3.2 CEUs  
*Class does not meet Oct 31.

**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 sewing skills.*

Maria Bruce  
SaSu | Oct 1-23 (meets 6x)* | 10am-3:25pm | $359  
UNLV Paradise Campus | 163FD2105 | 3.2 CEUs  
*Class does not meet Oct 15 & 16.

Fee includes CEUs and most materials.
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 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)
• WordPress Level I (offered on a 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.

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

PRINT DESIGN CERTIFICATE PROGRAM REQUIREMENTS:
To earn the Print Design Certificate you must successfully complete the following four (4) core courses:
• Adobe Illustrator Level I
• Adobe InDesign Level I
• Adobe Photoshop Level I
• Print Design Capstone: From Pre-Press to Production (Must be the last course taken)

GRAPHIC DESIGN CERTIFICATE PROGRAM REQUIREMENTS:
To earn the Graphic Design Certificate you must successfully complete the following six (6) 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 EARLY:
Register at least 15 business days in advance for best course selection and availability.
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 6-Oct 11 (meets 6x) | 5:30-8:30pm | $309
PAR Room 125 | 163WM8121 | 1.6 CEUs

ADOBE ILLUSTRATOR LEVEL II
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)
Prerequisite: Adobe Illustrator Level I or possess similar working knowledge and experience.
Jessica Kennedy
T | Oct 25-Dec 6 (meets 6x)* | 5:30-8:30pm | $309
PAR Room 125 | 163WM8100 | 1.6 CEUs
*Class does not meet Nov 8.

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.
Scott Jun
Th | Oct 27-Dec 8 (meets 6x)* | 6-9pm | $309
PAR Room 125 | 163WM8106 | 1.6 CEUs
*Class does not meet Nov 24.

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.
Scott Jun
Th | Sep 8-Oct 13 (meets 6x) | 6-9pm | $309
PAR Room 125 | 163WM8122 | 1.6 CEUs

HTML LEVEL I
HTML allows web designers to hand-code web pages for smooth transition into XML while still remaining compatible with current web browsers. Apply the concepts, foundations, syntax, and structure of HTML as you code basic pages by hand. The course will include an introduction to Cascading Style Sheets (CSS). All pages created in the class will be validated using the W3C validation service. Required Textbook(s): Head First HTML and CSS (ISBN: 9780596159900)
Adrian Navarrete
T | Sep 6-Oct 4 (meets 5x) | 6-9pm | $289
PAR Room 123 | 163WM8105 | 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)
Adrian Navarrete
T | Oct 25-Nov 29 (meets 5x) | 6-9pm | $289
PAR Room 123 | 163WM8104 | 1.3 CEUs

VIDEO

VIDEO EDITING I
Compile your video and audio files into seamless, professional-quality projects using Adobe’s sophisticated video editing platform. Learn to import video, compile clips into a sequence, perform simple special effects, correct color and exposure, add text, and export final projects. The skills learned in class will translate to editing movies, short films, documentaries, video blogs, or even home movies. The class will utilize Adobe Premiere CS-6.
Jim Palmquist
W | Sep 14-28 (meets 3x) | 6-8pm | $119
PAR Room 125 | 163CW8151
Financial Planning

RETIREMENT PLANNING

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

Ron Purvines
W | Sep 7-28 (meets 4x) | 6:30-9pm | $69
PAR Room 511 | 163PF1113A

T | Oct 7-28 (meets 4x) | 6:30-9pm | $69
PAR Room 511 | 163PF1113B
*Class does not meet Oct 18.

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

Phillip Randazzo, Richard Holtan, David Hehn
T | Oct 25-Nov 1 (meets 2x) | 6:30-9:30pm | $49
PAR Room 300 | 163PF1117A
Th | Nov 3-10 (meets 2x) | 6:30-9:30pm | $49
PAR Room 301 | 163PF1117B
ART HISTORY & APPRECIATION

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
Sa | Oct 22-Nov 19 (meets 4x)* | 9am-noon | $109
PAR Room 400 | 163AR1194
*Class does not meet Nov 12.

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 7-Oct 5 (meets 5x) | 6-9pm | $129
PAR Room 301 | 163AR1121

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 26-Nov 30 (meets 5x)* | 6-9pm | $129
PAR Room 400 | 163AR1100
*Class does not meet Nov 23.

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 10-Oct 8 (meets 5x) | 1:30-4:30pm | $129
PAR Room 511 | 163AR1140

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 22-Dec 3 (meets 5x)* | 1:30-4:30pm | $129
PAR Room 400 | 163AR1141
*Class does not meet Nov 12 & 26.

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

Vernetta Thomas
W | Sep 14-Oct 26 (meets 6x)* | 6-9pm | $299
PAR Room 300 | 163PH1151
*Class does not meet Oct 19.

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

Vernetta Thomas
Sa | Dec 3 | 9am-1pm | $69
PAR Room 301 | 163PH1104

DIGITAL PHOTOGRAPHY I: THE ESSENTIALS
Gain confidence in the various functions and modes of your digital camera, and then embrace your creativity! Depicting, panning, and frozen motion techniques will be demonstrated in class. Students must have a digital point and shoot with modes, hybrid, mirrorless, or digital Single Lens Reflex (DSLR) available for use. Please bring your camera to participate in the classroom shooting demonstrations.

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

James Mahoney
Sa | Sep 10 | 9:30am-3:30pm | $109
PAR Room 512 | 163PH1100

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

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

James Mahoney
Sa | Sep 24 | 9:30am-3:30pm | $109
PAR Room 107 | 163PH1141

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

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

James Mahoney
Sa | Oct 22 | 9:30am-3:30pm | $109
PAR Room 107 | 163PH1125

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

James Mahoney
M | Nov 7 | 6-10pm | $89
PAR Room 300 | 163PH1103

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.

Vernetta Thomas
M | Nov 14-Dec 12 (meets 5x) | 6-9pm | $249
PAR Room 301 | 163PH1154

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

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

Sharon Gainsburg
Sa | Sep 24-Nov 26 (meets 10x) | 9:30am-12:30pm | $399
Sharon Gainsburg Studio | 163AR1114

**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
T | Sep 6-Oct 18 (meets 6x)* | 6-9pm | $254
Wood It Is! | 163AR1190A
*Class does not meet Oct 11.

Th | Nov 10-Dec 22 (meets 6x)* | 6-9pm | $254
Wood It Is! | 163AR1190B
*Class does not meet Nov 24.

**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 at the first class session.

Prerequisite: Woodworking I.

Jamie Yocono
M | Nov 14-Dec 19 (meets 6x) | 6-9pm | $254
Wood It Is! | 163AR1124
COOKING & BAKING

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 20 | 6-8:30pm | $55
Ferguson Enterprises | 163HA1231

HEARTY SOUPS & STEWS
Enjoy a steamy, nutritious soup or stew as the weather turns cool. When prepared properly, a soup or stew makes the perfect dish for stretching your dollar for family meals and entertaining. Both can be made with fresh ingredients and easily frozen for quick meals during the week. Taste and enjoy several soups and stews with recipes you can easily modify based on what is in your pantry.
Les Kincaid
T | Oct 18-25 (meets 2x) | 6-8:30pm | $115
Ferguson Enterprises | 163HA1181

HOLIDAY GIFTS FROM THE KITCHEN
Simplify gift giving and holiday entertaining so you can relax and embrace the joy of the season. Get fresh ideas for making low-hassle, unique holiday food gifts for friends and loved ones right in your own kitchen. Discover simple appetizers and obtain tips on modern trends and creative tricks for easy table setting. The goal is to keep it simple without compromising the “wow factor.”
Les Kincaid
T | Nov 15 | 6-8:30pm | $60
Ferguson Enterprises | 163HA1202

MAKE IT A CELEBRATION!
Liven up your holiday table with new twists on the traditional meal. Fresh takes on main dish recipes will satisfy guests who look forward to tried-and-true tastes as well as entice those who are open to new flavors. Cooks will leave class with a multitude of recipes for main dishes and tips for holiday meal success. Sample various recipes and enjoy sparkling wine during class. You must be 21 to enroll in this class.
Les Kincaid
T | Nov 8 | 6-8:30pm | $59
Ferguson Enterprises | 163HA1188

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 | Sep 13 | 6-8:30pm | $59
Ferguson Enterprises | 163HA1158

Register online at http://ced.unlv.edu/cat2016
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 successfully complete the course and receive a passing final exam score.

UNLV ADVANCED SOMMELIER CERTIFICATE PROGRAM REQUIREMENTS:
To earn the UNLV Advanced Sommelier Certificate you must successfully complete the Advanced Sommelier course and receive a passing final exam score. Please visit our website to join our mailing list and receive information about this course the next time it is offered.

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.
Heath Hiudt
W | Sep 7-Jan 18 (meets 17x) | 10:30am-5:30pm | $1,599
Total Wine & More-Summerlin | 163WS6100 | 9.1 CEUs
*Class does not meet Nov 23, Dec 21 & Dec 28.

WINE & BEVERAGE

CHAMPAGNES & SPARKLING WINES AROUND THE WORLD
Champagne and sparkling wine are synonymous with special occasions—even more so during the holidays. Champagne and sparkling wines can vary on style and quality depending on where and how they are made. Discuss available varieties and taste examples from around the world. Course will cover proper glassware, ideal serving temperature, and what foods pair well with the ultimate “bubbly.”

Prerequisite: Must be at least 21 years of age to enroll.
Les Kincaid
W | Nov 16 | 6-8:30pm | $65
Pinot’s Palette-Boca Park | 163HA1155

DISCOVER YOUR WINE STYLE
Take the mystery and intimidation out of enjoying wine. If you regularly find yourself overwhelmed by choosing a wine either in a retail store or at your favorite restaurant, this class will help you to recognize your particular wine preferences through a series of guided tastings. Future wine purchases will be made with an educated confidence.

Prerequisite: Must be at least 21 years of age to enroll.
Les Kincaid
W | Sep 14 | 6-8:30pm | $65
Pinot’s Palette-Boca Park | 163HA1169
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 24-Dec 10 (meets 10x) | 9am-noon | $239
PAR Room 300 | 163LA1124

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 with supporting CDs (ISBN: 9780132285759) and WorldView 1 workbook with supporting CDs (ISBN: 9780131839946).
Cecilia Ordinario, M.Ed.
Sa | Sep 10-Nov 19 (meets 10x) | 9am-noon | $239
UNLV Campus | 163LA2125
*Class does not meet Oct 29.

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 24-Dec 10 (meets 10x) | 1-4pm | $239
PAR Room 300 | 163LA1124
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 10-Nov 19 (meets 10x)* | 10am-noon | $199
PAR Room 301 | 163LA1107
*Class does not meet Oct 15.

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
Prerequisite: French I or a basic understanding of the language.
Pascale Tessier
Sa | Sep 10-Nov 19 (meets 10x)* | 12:30-2:30pm | $199
PAR Room 301 | 163LA1116
*Class does not meet Oct 15.

ITALIAN I
Intended for beginning-level students, this course introduces the
fundamental elements of the Italian language. Emphasis will be
placed on building communicative competence and oral proficiency.
All four skill areas are covered—reading, writing, listening, and
speaking. An appreciation of Italian culture and music is integral to the
course. Required Textbook(s): Practice Makes Perfect: Italian Conversation
(ISBN: 9780071770897) and Practice Makes Perfect: Complete Italian
Fausto Mechilli
T | Sep 13-Nov 29 (meets 10x)* | 7-9pm | $199
PAR Room 403 | 163LA1133
*Class does not meet Oct 18 & Nov 8.

ITALIAN II
This course continues the oral practice, reading, writing, grammar,
and cultural studies begun in Italian I. Students are expected
to acquire a substantial amount of vocabulary and begin to
deal with idiomatic language and more advanced syntax. An
appreciation of Italian culture and music is integral to the course.
Required Textbook(s): Practice Makes Perfect: Italian Conversation
(ISBN: 9780071770897) and Practice Makes Perfect: Complete Italian
Grammar (ISBN: 9780071603683)
Prerequisite: Italian I, or comparable experience.
Fausto Mechilli
Th | Sep 15-Dec 1 (meets 10x)* | 7-9pm | $199
PAR Room 403 | 163LA1134
*Class does not meet Oct 20 & Nov 24.

LEGAL INTERPRETATION: SPANISH CERTIFICATE PROGRAM

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

Prerequisite: Students must be fluent in Spanish and English.

PROGRAM REQUIREMENTS:
To earn the legal interpretation certificate, students must 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

Please visit us at continuingeducation.unlv.edu/catalog/legal-
interpretation-certificate-spanish for more information about the Legal
Interpretation certificate program and to join our mailing list.
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. Receive a thorough introduction into the American court system and the role a legal interpreter plays in ensuring fair access to justice for people with Limited English Proficiency. Learn legal terminology, court proceedings, and the ethics of court interpreting.

Required Textbook(s): The Bilingual Courtroom (ISBN: 9780226043784)

Prerequisite: Must be fluent in Spanish and English.

Elena Garcia, Ph.D.
Sa | Sep 10-Dec 10 (meets 11x)* | 9-10:30am | $259
PAR Room 403 | 163LA1131 | 1.7 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. It 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 useful techniques and resources for sight translation, and practice those techniques using real documents.


Prerequisite: Must be fluent in Spanish and English.

Elena Garcia, Ph.D.
Sa | Sep 10-Dec 10 (meets 11x)* | 10:45am-12:15pm | $259
PAR Room 123 | 163LA1132 | 1.7 CEUs

Health Care & Allied Professions

CPR & FIRST AID

CPR/AED ADULT, CHILD & INFANT: AMERICAN HEART ASSOCIATION

Respond effectively and confidently to a medical emergency, providing lifesaving support until emergency care arrives. Subjects taught include adult, child, and infant CPR and AED, cardiac arrest, choking, and treatment for shock. The course will teach you how to effectively perform one and two rescuer CPR in order to maximize the victim’s chances of survival during this critical period. This two-year American Heart Association certification is accepted by teaching institutions, medical institutions, and many other occupations.

Pablo Tello
Sa | Sep 17 | 9am-2:30pm | $89
PAR Room 400 | 163HE1101A

GAP TRAINING FOR RNs: TRANSITION INTO PRACTICE PROGRAM

Gap Training for RNs is a transition into acute care practice program for nurses who require experience to enter into the acute care setting. Whether you are newly graduated and still looking for your first RN position, an RN currently working in a non-acute care setting who seeks current skills and experiences to qualify for a job in acute care, or a returning-to-practice RN who needs precepted hours to complete an RN refresher program, this program might just be your entry point to transition.

GAP TRAINING FOR RNs: TRANSITION INTO PRACTICE PROGRAM INFORMATION SESSION

Attend an information session before you enroll in Gap Training for RNs: Transition into Practice Program. Gap Training for RNs is a transition into acute care practice program for nurses who require experience to enter into the acute care setting. Information sessions cover topics including application process, program placements, precepted experience, course scheduling, and financial assistance opportunities. These sessions will help you decide if this program is the right fit for you.

Susan Ullrich, Ed.D, MSN, RN
M | Sep 26 | noon-1pm | No charge
PAR Room 400 | 163RN1101A
F | Oct 7 | noon-1pm | No charge
PAR Room 400 | 163RN1101B
GAP TRAINING FOR RNs: 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 be able to select between working with adults or children and 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 email continuing.education@unlv.edu or call 702-895-5099.
Susan Ullrich, Ed.D, MSN, RN

NASM PERSONAL TRAINING 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
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 additional online coursework and training outside of normal class meeting times.
Lory Hayon, RDN, LDN, CPT-NASM

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 additional online coursework and fitness training outside of normal class meeting times.
Heidi Freitas, FTS, ICF, NASM, ACSM
ANIMAL MASSAGE
Use the power of touch to nurture optimal animal health, strengthen the human-animal bond, and produce happier, healthier pets. IPTouch’s Animal Massage and Care Provider (AMCP) Certification is ideal for anyone who interacts with animals including pet owners, vet techs, groomers, trainers, pet sitters, and equestrians.

The Animal Massage & Care Provider Certification includes Pet First Aid & CPR during normal class hours.

PROGRAM REQUIREMENTS:
To earn the Animal Massage & Care Provider Certification students must successfully complete Animal Massage & Care Provider and Pet First Aid & CPR.

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

Amy Herzlich
WM | Sep 21-Dec 21 (meets 25x)* | 5:30-8:30pm | $1,499
UNLV Paradise Campus | 163PT210 | 15 CEUs
*Class does not meet Oct 17, Oct 19, Nov 21, & Nov 23.

DOG OBEDIENCE

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

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

Sonya Hersh, M.S.
Su | Oct 23-Dec 11 (meets 6x)* | 5-6pm | $109
PAR Room 301 | 163DO2186
*Class does not meet Oct 30 & Nov 27.

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

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

Sonya Hersh, M.S.
Su | Sep 11-Oct 23 (meets 6x)* | 7-8pm | $129
PAR, The Field | 163DO2254
*Class does not meet Oct 16.
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 successfully complete the following required core course plus an additional 2.4 CEUs of elective courses.

- Essentials of Human Resource Management

ELECTIVE COURSE OPTIONS:
- Offerings vary by semester.

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

- Essentials of Human Resource Management

ELECTIVE COURSE OPTIONS:
- Offerings vary by semester.

Visit 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
T | Aug 16 | 5-6pm | No charge
PAR Room 511 | 162CP6155

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
Th | Nov 10 | 9am-4pm | $279
PAR Room 400 | 163CP6172 | 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.
M | Oct 3 | 9am-4pm | $279
PAR Room 302 | 163CP6190 | 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 | Oct 25 | 9am-4pm | $279
PAR Room 400 | 163CP6177 | 0.6 CEU

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

Rebecca Washington-Lindsey, Ph.D.
Th | Nov 17 | 9am-4pm | $279
PAR Room 403 | 163CP6180 | 0.6 CEU

Register by phone at 702-895-3394
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
F | Sep 30 | 9am-4pm | $279
PAR Room 302 | 163CP6173 | 0.6 CEU

ESSENTIALS OF HUMAN RESOURCE MANAGEMENT
Learn the basics of compensation, employment law, and effective recruitment, selection, and training techniques. This course is for those just entering the human resource career field, line managers who have HR responsibilities, HR professionals who have been in a single functional area, and others who need a review of fundamental HR management. Enrollment includes textbook you can take home.
Linda Kyriannis, MBA, SPHR, SHRM-SCP
T | Sep 6-27 (meets 4x) | 6:30-9pm | $699
PAR Room 511 | 163CP6113 | 1 CEU

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 8 | 9am-4pm | $279
PAR Room 301 | 163CP6144 | 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 23 | 9am-4pm | $279
PAR Room 302 | 163CP6145 | 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 (NOSH). This course is approved for six recertification credits through HRCI.
Gary Cottino, SPHR, SHRM-SCP
F | Oct 7 | 9am-4pm | $279
PAR Room 302 | 163CP6146 | 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
F | Aug 12 | 9am-4pm | $279
PAR Room 302 | 162CP6174 | 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
F | Nov 18 | 9am-4pm | $279
PAR Room 302 | 163CP6175 | 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 | Dec 9 | 9am-4pm | $279
PAR Room 400 | 163CP6179 | 0.6 CEU

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

Register online at http://ced.unlv.edu/cat2016
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
Th | Dec 1 | 9am-4pm | $279
PAR Room 400 | 163CP6114 | 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 | Sep 16 | 9am-4pm | $279
PAR Room 302 | 163CP6121 | 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.

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
M | Aug 15 | 5-6pm | No charge
UNLV Paradise Campus | 162CP6118

PHR/SPHR CERTIFICATION PREPARATION
Prerequisite: Visit HRCI website for testing guidelines.
Gary Cottino, SPHR, SHRM-SCP
WThF | Aug 31-Dec 14 (meets 16x) | 6-9pm | $849
PAR Room 512 | 162CP6116 | 4.8 CEUs
**Information Technology & Business Systems**

**INFORMATION TECHNOLOGY CERTIFICATE PROGRAM**

The Information Technology (IT) Certificate is offered in partnership with UNLV’s Howard R. Hughes College of Engineering. Potential IT career applications include data analysis, web development, and database administration. Completion of the IT Certificate equips students with skills such as web development with Ruby on Rails and LAMP, database development using RDBMS and NoSQL technologies, and information assurance and security.

After completing the required coursework students will be able to:

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

**PROGRAM REQUIREMENTS:**

To earn the IT Certificate you must complete five required core courses.

**CORE COURSES**

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

**COMPUTING LANGUAGES: RUBY**

Apply basic programming concepts using the Ruby programming language. Ruby is a flexible, human-readable, fully object-oriented programming language that is easily grasped by introductory programming students. Cover and practice core programming concepts including sequence, selection, repetition, functional decomposition, object-oriented programming, and file operations. This course is also offered for credit as CS 140. Recommended Textbook(s): *The Well-Grounded Rubyist* (Second Edition) (ISBN: 9781617291692)

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

Guymon Hall  
M | Aug 29-Dec 12 (meets 15x) | 2:30-5:30pm | $717.75  
UNLV Campus | 162IT1100 | 4.5 CEUs

**HUMAN-COMPUTER INTERACTION**

Human-Computer Interaction (HCI) is an important consideration when designing technologies for education, business and industry, personal use, and safety systems. Cover fundamental concepts and techniques for design, implementation, and evaluation of HCI. Topics include foundations of human-computer interaction, human-centered design, understanding users, affective aspects, data gathering, prototyping, and evaluation of user interfaces. Required Textbook(s): *Interaction Design: Beyond Human-Computer Interaction* (ISBN: 9780470665763)

Fatma Nasoz  
TTh | Aug 30-Dec 15 (meets 30x)* | 2:30-3:45pm | $717.75  
UNLV Campus | 162IT1103 | 4.5 CEUs  
*Class does not meet Nov 24.

**INFORMATION ASSURANCE**

Develop knowledge of contemporary vulnerabilities, threats, and attacks in information and computing systems, and manage strategies for mitigating risks. Topics include information security technologies, cryptography, administrative management and response, threats to information security, privacy in computing, and legal/ethical issues relating to information security. Develop proficiency in various software tools for information security and apply knowledge to case studies. Also offered for credit as CS443. Recommended Textbook(s): *Principles of Information Security* (ISBN: 9781285448367)

Yoojhan Kim  
MW | Aug 29-Dec 14 (meets 30x) | 4-5:15pm | $717.75  
UNLV Campus | 162IT1104 | 3.8 CEUs  
*Class does not meet Sep 5.

**INTRODUCTION TO INTERNET & WORLD WIDE WEB**

Build web development and management skills using the Ruby on Rails framework. Topics include front-end/back-end development and Model-View-Controller. Become acquainted with the underlying theory behind web-based technologies and build practical experience in the use of web resources in areas such as education, scholarship and research, interpersonal and group communication, virtual communities, electronic publishing, and electronic commerce. Phased projects will be assigned for hands-on programming practice during the associated lab component. Also offered as academic credit course CS 270/CS 270L. Recommended Textbook(s): *Agile Web Development with Rails 4* (ISBN: 9781937785567)

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

Guymon Hall  
W | Aug 31-Dec 14 (meets 16x) | 2:30-4:10pm | $717.75  
UNLV Campus | 162IT1101 | 4.5 CEUs

**MANAGING BIG DATA & WEB DATABASES**

Apply concepts and techniques of database management for real-time web and big data applications. Focus primarily on NoSQL, object-oriented, and XML databases. Topics include characteristics and significance of NoSQL databases, NoSQL data formats, key and value pairs, basic schema in NoSQL, and table structures and data types. Projects in SQLite, MongoDB, and Postgres will demonstrate the capabilities of these databases. Also offered for credit as ITE 451/651. This course may be taken concurrently with Introduction to the Internet & World Wide Web. Recommended Textbook(s): *Oracle SQL* (ISBN: 9780131011380) and *Making Sense of NoSQL* (ISBN: 9781617291074)

**Prerequisite:** Computing Languages: Ruby.

Guymon Hall  
T | Aug 30-Dec 13 (meets 16x) | 2:30-5:15pm | $717.75  
UNLV Campus | 162IT1102 | 4.5 CEUs

Register online at http://ced.unlv.edu/cat2016
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: 978140186471)
Zachariah Parry, J.D.
Th | Nov 17-Dec 22 (meets 5x) | 6-9pm | $289
PAR Room 301 | 163PL6107 | 1.5 CEUs

TORT LAW
Study intentional and strict liability torts including personal injury, products liability, defamation, and more. Defenses to tort claims, contemporary issues, and landmark cases will also be carefully examined. Students will be provided exercises, web support, mock exams, and other extensive subject matter support. Fifteen hours will be in class and you will complete additional hours online. Required Textbook(s): Tort and Personal Injury Law (ISBN: 9781133691853)
Zachariah Parry, J.D.
Th | Oct 6-Nov 10 (meets 5x)* | 6-9pm | $289
PAR Room 302 | 163PL6102 | 1.5 CEUs
*Class does not meet Oct 20.

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 successfully complete the Legal Secretary course.

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.

Staff
M | Sep 12-Dec 19 (meets 14x)* | 6-9pm | $2,199
PAR Room 400 | 163LE6104 | 4.8 CEUs
*Class does not meet Oct 17.
Registration fee includes books, materials, and online access.
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 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, Malcolm White, Senior Mediation Specialist
Th | Sep 8-Oct 6 (meets 5x) | 8:30am-4:30pm | $1,199
Clark County Neighborhood Justice Center | 163CM1120 | 3.5 CEUs

PARALEGAL CERTIFICATE PROGRAMS
Paralegals work alongside lawyers in private law firms, corporations, government, real estate, and financial institutions-any setting where legal work is performed.

Earn your Paralegal or Nurse Paralegal Certificate through UNLV’s nationally-recognized program and launch yourself into this growing but competitive career field.

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

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

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

Dan Barber
Th | Sep 1 | noon-1pm | No charge
PAR Room 512 | 163PL6128A
Th | Sep 1 | 5:30-6:30pm | No charge
PAR Room 512 | 163PL6128B
W | Sep 14 | noon-1pm | No charge
PAR Room 302 | 163PL6128C
W | Sep 14 | 5:30-6:30pm | No charge
PAR Room 512 | 163PL6128D
W | Sep 28 | noon-1pm | No charge
PAR Room 107 | 163PL6128E
W | Sep 28 | 5:30-6:30pm | No charge
PAR Room 107 | 163PL6128F
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):
Prerequisite: RN or LPN license required.
Zachariah Parry, J.D., Matthew Pfau, J.D.
TTh | Oct 4-Jan 31 (meets 21x)* | 9am-noon | $4,349
PAR Room 302 | 163PL6183A | 25 CEUs
*Class does not meet Oct 18, Oct 20, & Dec 27.
TTh | Oct 4-Jan 31 (meets 21x)* | 6-9pm | $4,349
PAR Room 302 | 163PL6183B | 25 CEUs
*Class does not meet Oct 18, Oct 20, & Dec 27.

PARALEGAL CERTIFICATE PROGRAM
Acquire the tools to be successful in the field of law with this fast-paced, skill-based, comprehensive program. Core curriculum includes terminology, court structure, legal ethics, evidence and investigation, citations, trial preparation, litigation, motions, notices, briefs, and Nevada practices and procedures, plus a strong emphasis on research and writing. In addition, you will complete two substantive topics: Tort and Contract Law. Participants will be assigned a unique client case file and will complete documents for the client throughout the class. The program requires substantial Internet work as well as in-class time. The program tuition includes the Essential Skills textbooks and access to LexisNexis and Westlaw. Students should estimate $400 for additional required textbooks that are not included in the registration fee. Required Textbook(s): Tort & Personal Injury Law (ISBN: 9781133691853) & Introduction to Law of Contracts (ISBN: 9781401864712)
Prerequisite: Must have daily access to a computer and printer.
Zachariah Parry, J.D., Matthew Pfau, J.D.
TTh | Oct 4-Jan 31 (meets 31x)* | 9am-noon | $6,549
PAR Room 302 | 163PL6131A | 25 CEUs
*Class does not meet Oct 18, Oct 20, Nov 24, Dec 27 & Dec 29.
TTh | Oct 4-Jan 31 (meets 30x)* | 6-9pm | $6,549
PAR Room 302 | 163PL6131B | 25 CEUs
*Class does not meet Oct 18, Oct 20, Nov 24, Dec 27 & Dec 29.

PARALEGAL CERTIFICATE ONLINE
Interactive exercises, lecture notes, paralegal perspectives, and research and writing labs provide an integrated and dynamic educational platform for UNLV’s online Paralegal Studies Certificate. Core curriculum includes terminology, court structure, legal ethics, evidence and investigation, citations, trial preparation, litigation, motions, notices, briefs, Nevada practices and procedures, plus tort and contract law. Online students have up to six months to complete the program and are assigned an instructor directly responsible for responding to questions and facilitating learning. The program tuition includes the Essential Skills textbooks and access to LexisNexis and Westlaw. Students should estimate $400 for additional required textbooks that are not included in the registration fee. Required Textbook(s): Tort & Personal Injury Law (ISBN: 9781133691853) & Introduction to Law of Contracts (ISBN: 9781401864712)
Zachariah Parry, J.D.
Register and begin at any time | $7,529
Online Delivery | 163PL6149 | 25 CEUs

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

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

MARKETING

CONTENT MARKETING
Gain the knowledge and skills needed to design, develop, promote, and manage profitable digital, mobile, and social content marketing campaigns. Learn how to create compelling and engaging content to support the customer through the buyer journey lifecycle. Product managers, digital marketers, social media strategists and business leaders can immediately implement course concepts to increase revenue, retention rates, and marketing return on investment.
Richard Becker, ABC
M | Sep 26-Dec 5 (meets 8x)* | 6:30-8:30pm | $279
PAR Room 300 | 163MK2120 | 1.6 CEUs
*Class does not meet Oct 17, Oct 31, & Nov 7.

PUBLIC RELATIONS
We are updating our Public Relations Certificate program. Please visit us at continuingeducation.unlv.edu/catalog/public-relations-skills-certificate to join our mailing list and receive information about the revised program when it is available.

CRISIS COMMUNICATION
Weather a natural disaster, accident, product recall, or other organizational crisis with a well-planned and skillfully executed crisis communication plan. First, develop a plan to address the public’s need for information while minimizing legal liability. Next, practice executing the media response portion of your plan, and controlling “key messages.” The final project is an on-camera interview scenario, where you will field questions related to a personalized mock crisis.
Richard Becker, ABC
Th | Nov 10-Dec 8 (meets 4x)* | 6-8:30pm | $199
PAR Room 400 | 163PR6103 | 1 CEU
*Class does not meet Nov 24.

ETHICS IN PUBLIC RELATIONS
The Ethics in Public Relations course will examine the philosophical foundations of ethics as well as contemporary case studies of ethical problems in public relations. Walk through a series of useful techniques to avoid ethical conflicts and arrive at decisions in the best interest of your organization and your career.
Michael Gordon
T | Sep 13-27 (meets 3x) | 6-9pm | $169
PAR Room 400 | 163PR6117 | 0.9 CEU

FUNDAMENTALS OF PUBLIC RELATIONS
Explore public relations history, principles, procedures, and ethics guiding those who work in the field. Concepts, definitions, and techniques for enhancing organizational image and maintaining favorable position in the marketplace will also be discussed. You will learn typical PR functions within government, corporate and agency settings, focusing on media relations, community relations, internal communication, and the four-step process of research, planning, performing, and evaluation.
Richard Becker, ABC
Th | Sep 8-Oct 27 (meets 6x)* | 6-8pm | $219
PAR Room 400 | 163PR6101 | 1.2 CEUs
*Class does not meet Sep 22 & Oct 20.

SOCIAL MEDIA

FACEBOOK FOR BUSINESS
Build a Facebook page for your business and then integrate it with your Linkedin and Twitter accounts. Examples of social media marketing from a successful not-for-profit business will be discussed so you can adapt and apply similar techniques to your own unique business situation. If you do not have existing Twitter and Linkedin accounts for your business you should create them prior to class. You will also need an email account to build your business Facebook page and link your accounts.
Jessica Kennedy
Sa | Oct 1 | 1-4pm | $49
PAR Room 123 | 163GL1100

Register online at http://ced.unlv.edu/cat2016
MINING MANAGEMENT

Developing a mine is a time consuming and expensive business. It can take decades of geological, financial, and environmental studies to determine whether there is enough quantity of a material at an acceptable quality to support a profitable business. Often risks and opportunities associated with the estimated resources for mining projects are not fully understood, not recognized on time, or ignored, which can lead to potential failure of the project. Risk due to underestimation or over estimation of grades and tonnages can certainly be a major factor that compromises the projected financial health of the mining project. Mathematical modeling can improve confidence in strategic resource estimation. Models must be detailed, have justifiable parameters, and be validated.

Evaluating risks and opportunities via a resource model will lead to actions that result in various positive outcomes:

- Reducing cost by minimizing uncertainties in production
- Optimizing investment opportunities by realizing opportunities
- Possibilities of maximizing the value of the projected using more than one indicator.

STRATEGIC RESOURCE ESTIMATION FOR MINING PROJECT DEVELOPMENT

Gain knowledge of best practices in mining resource estimation. Utilizing anonymous case studies based on real data, participants will learn to assess various risks and opportunities associated with resource estimation in typical exploration and mining projects. The role of competent persons and the application of international codes for reporting will also be discussed. This course offers geologists and mining engineers improved methods to quantify project risks in the early stages of project development, saving companies from potential loss in value.

Abani Samal, Ph.D.
SaSu | Sep 24-25 (meets 2x) | 8am-5pm | $1,599
PAR Room 400 | 163MI1100 | 1.4 CEUs
**Music & Performing Arts**

**ACTING & COMEDY**

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

Philip Peredo  
W | Sep 7-Oct 8 (meets 6x) | 6:30-9pm | $229  
PAR Room 400 | 163GI1142

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

Melissa Moats  
T | Sep 6-27 (meets 4x) | 6:30-9:30pm | $299  
The Voice Actors Studio | 163CX4171A  
T | Oct 4-25 (meets 4x) | 6:30-9:30pm | $299  
The Voice Actors Studio | 163CX4171B

**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  
T | Sep 6-Oct 11 (meets 6x) | 7:15-8:45pm | $110  
PAR Room 107 | 163MU1107A  
T | Nov 1-Dec 13 (meets 6x)* | 7:15-8:45pm | $110  
PAR Room 400 | 163MU1107B  
*Class does not meet Nov 22.

**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  
T | Sep 6-Oct 11 (meets 6x) | 5:30-7pm | $110  
PAR Room 107 | 163MU1117

Register online at http://ced.unlv.edu/cat2016
MUSIC ENSEMBLE & PERFORMANCE

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 29-Dec 12 (meets 16x)* | 5:15-7pm | $29
BMC Room 159 | 162MU1115
*Class does not meet Sep 7.

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 | Sep 1-Dec 1 (meets 14x) | 7-9pm | $29
BMC Room 159 | 163MU1108

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

Tony LaBounty
MThF | Aug 29-Dec 5 (meets 45x) | M 6:30-8:20pm; ThF 8-9:30am | $79
Bill ′Wildcat′ Morris Rebel Park | 162MU1106

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 30-Dec 6 (meets 15x) | 7-9:20pm | $29
BMC Room 160 | 162MU1104

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

David Weiller
T | Aug 30-Dec 6 (meets 15x) | 1-2:20pm | $39
BMC Room 118 | 162MU1101

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

Joseph Svendsen
T | Aug 30-Dec 6 (meets 15x) | 1-2:20pm | $39
BMC Room 159 | 162MU1103

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. 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 31-Dec 7 (meets 15x) | 7-9:20pm | $39
BMC Room 160 | 162MU1102B

Register by phone at 702-895-3394
Nonprofit Management

GRANT ACADEMY CERTIFICATE PROGRAM
The Grant Writing Certificate is offered in partnership with the UNLV School of Public Policy and Leadership (formerly the 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.

Our curriculum will guide you through the full life cycle of a grant, enabling you to produce winning applications plus policies to support successful oversight and administration. Courses may be taken individually to expand your skill set.

PROGRAM REQUIREMENTS:
To earn the UNLV Grant Academy Certificate, you must successfully complete five core courses 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 BUNDLE
Register for this class to receive bundle discount of $799 for all five classes.

See individual course listings for dates, times, and locations.
UNLV Paradise Campus | 163GRBUND | 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. 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
W | Sep 14-28 (meets 3x) | 9am-noon | $199
PAR Room 400 | 163GR1140 | 0.6 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
W | Nov 30-Dec 14 (meets 3x) | 9am-noon | $199
PAR Room 302 | 163GR1136 | 0.9 CEU

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

Betsy VanDeusen
W | Aug 24-31 (meets 2x) | 9am-noon | $139
PAR Room 302 | 162GR11140 | 0.6 CEU

Register online at http://ced.unlv.edu/cat2016
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
W | Oct 5-26 (meets 3x)* | 9am-noon | $199
PAR Room 302 | 163GR1144 | 0.9 CEU
*Class does not meet Oct 19.

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
W | Nov 2-16 (meets 3x) | 9am-noon | $199
PAR Room 302 | 163GR1134 | 0.9 CEU

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 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.

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 | Aug 12 | 11am-12:30pm | No charge
PAR Room 401 | 162NP3143B
F | Dec 2 | 11am-12:30pm | No charge
PAR Room 302 | 163NP3143

REGISTER EARLY:
Register at least 15 business days in advance for best course selection and availability.
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 | Aug 12 | 9-10:30am | No charge
PAR Room 401 | 162NP3151B
F | Dec 2 | 9-10:30am | No charge
PAR Room 302 | 163NP3151

CAPITAL CAMPAIGNS: EVERYTHING YOU NEED TO KNOW
Assess your organization’s internal and external readiness to conduct a capital fundraising campaign. We will discuss the infrastructure needed to run a successful campaign-board involvement, staffing, technology, and the case for support. Participants will evaluate their readiness to conduct a campaign and critique campaign case statements. We will also discuss planning/feasibility studies-do you need one, what you should expect from the study, and what to do if the study says you are not ready for a campaign.
Linda Lysakowski
Th | Dec 8 | 9am-1pm | $79
PAR Room 400 | 163NP3146 | 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 27 | 9am-1pm | $79
PAR Room 400 | 163NP3147 | 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
F | Sep 16 | 9am-1pm | $79
PAR Room 400 | 163NP3148 | 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 2-9 (meets 2x) | 9am-1pm | $159
PAR Room 400 | 163NP3152

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 7-28 (meets 4x) | 9am-1pm | $279
PAR Room 400 | 163NP3116 | 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 11 | 9am-1pm | $79
PAR Room 400 | 163NP3153 | 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 5-26 (meets 4x) | 9am-1pm | $279
American Red Cross | 163NP3132 | 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
Th-F | Nov 17-18 (meets 2x) | 9am-1pm | $159
PAR Room 400 | 163NP3105 | 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 the best marketing strategies for your cause. Rise above the crowd and let your organization’s voice be heard.

Victoria Boyd, Ed.D.
Th | Dec 1 | 9am-1pm | $79
PAR Room 107 | 163NP3157 | 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.
F | Dec 9 | 9am-1pm | $79
PAR Room 302 | 163NP3156 | 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. Explore 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. The recommended books are Raise More Money from Your Business Community book and the workbook of the same name by Linda Lysakowski.

Linda Lysakowski
F | Sep 23-30 (meets 2x) | 9am-1pm | $159
PAR Room 400 | 163NP3158 | 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 8-29 (meets 4x) | 9am-1pm | $279
PAR Room 400 | 163NP3130 | 1.6 CEUs
**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. Other mandatory attendance requirements will be covered on the first day of class.

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

T | Aug 23-Oct 11 (meets 8x) | 7-9pm | $299
PAR Room 300 | 162PL6105B | 1.6 CEUs

Sa | Aug 27-Oct 15 (meets 8x) | 9-11am | $299
PAR Room 302 | 162PL6105C | 1.6 CEUs

Sa | Oct 22-Dec 17 (meets 8x)* | 9-11am | $299
PAR Room 302 | 163PL6105B
*Class does not meet Nov 26.

T | Oct 25-Dec 13 (meets 8x) | 7-9pm | $299
PAR Room 301 | 163PL6105A

**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 7-28 (meets 4x) | 9am-1pm | $279
American Red Cross | 163NP3131 | 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.

F | Nov 4 | 9am-4pm | $159
PAR Room 400 | 163NP3145 | 0.6 CEU
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 provisional certified community association manager.

PROGRAM REQUIREMENTS:
To earn the Community Management Preparation Certificate you must successfully complete the Community Manager Preparation Course.

COMMUNITY MANAGER PREPARATION COURSE 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, Lauren Scheer

W | Aug 17 | noon-1pm | No charge
PAR Room 302 | 162RP1101C

W | Aug 17 | 4-5pm | No charge
PAR Room 302 | 162RP1101D

W | Sep 21 | noon-1pm | No charge
PAR Room 403 | 163RP1101A

W | Sep 21 | 5:30-6:30pm | No charge
PAR Room 403 | 163RP1101B

W | Sep 28 | noon-1pm | No charge
PAR Room 403 | 163RP1101C

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, Lauren Scheer, Linda Rheinberger, Tony Lonardo, Barbara Westhoff, Robert Forney, Katherine Wolfe

MTWTh | Oct 24-Nov 30 (meets 22x)* | 5:30-8:30pm | $599
PAR Room 107 | 163RP1100 | 6 CEUs

*Class does not meet Nov 24.
Small Business & Entrepreneurship

ENTREPRENEURSHIP

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

Steve Veltkamp
M | Oct 3 | 6:15-9:15pm | $49
PAR Room 511 | 163EN1123

BECOME A SUCCESSFUL CONSULTANT
Parlay your professional experience, knowledge, and contacts into a lucrative full-time job or sideline business as a consultant. Successful consultants are experts at what they do, but more importantly, they know how to market their skills as a business. Learn how to find your market, make the right contacts, and establish yourself as the expert to call. No matter your field—business, computers, engineering, design, human resources—you can command top dollar for your expertise.

Steve Veltkamp
W | Oct 5 | 6:15-9:15pm | $49
PAR Room 511 | 163EN1137

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

Steve Veltkamp
Th | Oct 6 | 6:15-9:15pm | $49
PAR Room 301 | 163EN1138

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

Steve Veltkamp
W | Oct 5 | 2-5pm | $49
PAR Room 302 | 163EN1110

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

Steve Veltkamp
Th | Oct 6 | 2-5pm | $49
PAR Room 302 | 163EN1129

 PROMOTE YOUR BUSINESS THROUGH SOCIAL MEDIA
New ways of communicating and networking also offer new ways to profit. For little or no money you can find new customers for your existing business, freelance opportunities, and ways to start a new venture.

Steve Veltkamp
T | Oct 4 | 2-5pm | $49
PAR Room 400 | 163EN1133

SELL YOUR STUFF ON FACEBOOK, AMAZON, ETSY & OTHER NON-EBAY SITES
Discover tips and tricks of selling your new or used items on social media sites like Facebook, local sites like Craigslist, marketplaces like Amazon and Etsy, and more. All you need is a computer and something to sell. Also discuss ways to get wholesale inventory.

Steve Veltkamp
T | Oct 4 | 6:15-9:15pm | $49
PAR Room 400 | 163EN1149

SIDELINES FOR SENIORS
Retired doesn’t mean you need to live on a fixed income! We cover a variety of ways that seniors can bring in extra money with part-time businesses and freelance gigs that are particularly well suited to those over 50. They can be started with very little investment, and can greatly improve your financial situation. While doing full-time business is always an option, we present those that can fit easily into any lifestyle.

Steve Veltkamp
F | Oct 7 | 2-5pm | $49
PAR Room 400 | 163EN1165

SMALL BUSINESS SUCCESS BOOTCAMP
In one session, we will cover all you need to know to start any successful business, or to make your current business more profitable. We will discuss logo and web design, structure and legalities, finances, and marketing. Entrepreneurs of all experience levels will benefit from this class.

Steve Veltkamp
Sa | Oct 8 | 6:15-9:15pm | $49
PAR Room 403 | 163EN1155

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

Steve Veltkamp
M | Oct 3 | 2-5pm | $49
PAR Room 403 | 163EN1141
FITNESS BUSINESS MANAGEMENT CERTIFICATE PROGRAM

Acquire the skills necessary to profitably own or manage a fitness or wellness industry business. A successful fitness business relies on more than burning calories and building muscles. To be competitive in the business world, one must possess strategic planning, accounting, marketing, human resource, and customer service skills. This program will prepare entrepreneurs, owners, or department managers to implement a successful business system in various types of fitness and wellness settings. Whether you own a small yoga, Pilates, or dance studio, operate as an independent fitness trainer or dietician, or manage a health club, wellness center, medically-based therapy site, or corporate fitness center, specialized business training can help your venture survive and thrive!

PROGRAM REQUIREMENTS:
To earn the Fitness Business Management Certificate students are required to complete three core courses.

CORE COURSES:
- Business Development & Financial Management in Fitness
- Customer Service, Marketing, & Sales Management for the Fitness Enterprise
- Fitness Management & Business Administration

Please visit us at continuingeducation.unlv.edu/catalog/fitness-business-management-certificate for more information about the Fitness Business Management certificate program and to join our mailing list.

BUSINESS DEVELOPMENT & FINANCIAL MANAGEMENT

Become a more successful fitness or wellness entrepreneur, owner, or department manager by understanding key business principles and management strategies. Learn the business planning process and apply common approaches to developing a strategic business plan geared toward the health and fitness industry. Participants will apply concepts covered in class by writing a business plan. This carefully thought-out business blueprint will help you determine your competition, select your product and service offerings, create marketing plans and strategies, write an operations plan, and outline financial expectations.

Dan Lumello
WM | Sep 7-Nov 7 (meets 18x) | 6-9pm | $899
PAR Room 302 | 163EN1166 | 5.4 CEUs

CUSTOMER SERVICE, MARKETING, & SALES MANAGEMENT FOR FITNESS ENTERPRISE

Attract your target customers and keep them happy and engaged. Customer service is the heart of any fitness or wellness business. Apply proven techniques to make customer excellence a part of your everyday mission and goals. Examine your fitness marketing plan, develop a full market analysis for your business, and perform a thorough industry analysis to determine your marketing strategy. Define your target audience and find your competitive niche. In addition, learn and identify sales and service management strategies and sales techniques proven to work well for fitness and wellness businesses.

Dan Lumello
WM | Nov 9-30 (meets 6x) | 6-9pm | $399
PAR Room 511 | 163EN1167 | 1.8 CEUs

FITNESS MANAGEMENT & BUSINESS ADMINISTRATION

Prepare to fully implement the business plans you created for your fitness or wellness enterprise. Evaluate procedures and systems to ensure the effective and efficient use of resources to achieve consistent service delivery for your staff, vendors, and customers. Apply operational concepts and structure to align with industry standards and guidelines. Develop administrative, managerial, and leadership skills needed to effectively manage and motivate customers and employees. This final course helps you synthesize all your new business knowledge and translate it into actionable steps.

Rawlins Apilado, NASM, Beach Body Master Trainer
MW | Dec 5-21 (meets 6x)* | 6-9pm | $399
PAR Room 302 | 163EN1168 | 1.8 CEUs
*Class does not meet Nov 23.
Sports, Health & Wellness

MIND, BODY, & SPIRIT

ENERGY HEALING: BEGINNERS (REIKI)
Embrace energy healing as a pathway to wellness. Invisible energy is all around us, shown in the form of radio waves and the pull of a magnet. Feel the unseen energy running through and swirling around your body and learn to rebalance it for greater health. Learn about energy centers (chakras) and how color affects mood and happiness. An Energy Healer/Reiki I certificate is issued upon completion.
Jacqui Simpson
WF | Sep 28-30 (meets 2x) | 5-8:30pm | $129
PAR Room 403 | 163HE1103B
Sa | Oct 8 | 9am-4pm | $129
PAR Room 400 | 163HE1103A

ENERGY HEALING: INTERMEDIATE (REIKI)
Expand your knowledge of Energy Healing by studying the underlying science. Apply Universal Life Energy to your family, friends, pets, and Mother Earth. Practice additional healing methods including distance healing, and healing with crystals, sounds, and Tibetan bowls. Many professionals add Energy Healing as an enhancement to their work, especially massage therapists and nurses. An Energy Healer/Reiki II certificate is issued upon completion.
Prerequisite: Energy Healing Beginners.
Jacqui Simpson
Sa | Oct 22 | 9am-4pm | $149
PAR Room 511 | 163HE1104
WF | Nov 2-4 (meets 2x) | 6-9pm | $149
PAR Room 511 | 163HE1104B

ENERGY HEALING: MASTER (REIKI)
Channel Universal Life Energy for greater health of the body and mind for yourself and clients. Work with techniques for removing negative energies, especially trapped emotions and old thought patterns holding us back from true joy! Receive a powerful activation of the pineal gland to open your intuition to a greater flow of wisdom from your higher self. An Energy Healer/Reiki III certificate is issued upon completion.
Prerequisite: Energy Healing Intermediate.
Jacqui Simpson
Sa | Nov 19 | 9am-4pm | $199
PAR Room 511 | 163HE1105

HEALTHY AGING FOR BUSY PEOPLE: MIND, BODY, SPIRIT
Improve energy, vitality, youthfulness, memory, body weight, and happiness while reducing stress, internal/environmental toxicity, and the risk of developing adult onset diseases. Holistic/integrative medicine is a revolutionary approach to health and wellness that blends ancient Eastern healing systems with modern medical science and new-age philosophies. Mind-body techniques such as meditation, massage, and essential oils will be covered, as will popular alternative medicine modalities such as chiropractic, homeopathic, and naturopathic medicine. Sample natural health-promoting products including juices, herbs, vitamins, botanicals, and anti-aging hormones. Incorporate the latest tools to monitor your progress toward a healthier lifestyle.
Patricia Beckstead, B.S., D.C.
MW | Nov 7-28 (meets 6x)* | 6-8pm | $189
PAR Room 301 | 163HE1107
*Class does not meet Nov 23.

MINDFULNESS MEDITATION
Improve mood, decrease stress, and increase mental focus with Mindfulness Meditation (MM) techniques. You will learn to focus your thoughts with breathing and meditation, and to stay open to emotions instead of ignoring or denying them. We will explore the kindness/healing (metta) side of MM, where visualizations and imagery are used to open the heart and heal the mind, body, and spirit. Walking and eating meditations will be included.
Linda Rohacek
Sa | Sep 24-Oct 15 (meets 4x) | 10am-noon | $109
PAR Room 512 | 163PG1189

SPORTS & FITNESS

BEMOVED
BeMoved inspires participants to embrace dance as a lifelong path to health, joy, and fulfillment. Experience various genres of dance including Bollywood, gospel, swing, Latin, and disco. Intensity and movements can be modified to match your fitness level. Chairs will be used for support. No previous experience necessary.
Richard Havey
W | Sep 14-Nov 9 (meets 8x)* | 1:15-2:15pm | $69
PAR Room 133 | 163SR4150
*Class does not meet Oct 19.

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 22-Dec 3 (meets 6x)* | 11am-12:30pm | $129
Black Mountain Golf and Country Club | 163SF1104A
*Class does not meet Nov 26.
Su | Oct 23-Dec 4 (meets 6x)* | 9:30-11am | $129
Black Mountain Golf and Country Club | 163SF1104B
*Class does not meet Nov 27.
Travel & Exploring

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

UNLV Featured Programs:

CRIME SCENE FORENSICS
(Road Scholar program #12156)
Distinguish the realities of crime scene investigation from the dramatizations in popular culture. Spend the week with criminal justice professionals, forensic pathologists, and scientists and see how old-fashioned detective work combines with cutting-edge technology to solve crimes.
M-F | Sep 12-16
M-F | Oct 3-7
M-F | Oct 24-28

THAT’S ENTERTAINMENT, LAS VEGAS STYLE!
(Road Scholar program #1662)
Get a true behind-the-scenes look at Las Vegas, the “Entertainment Capital of the World.” Learn how the entertainment industry came to be in Las Vegas. Enjoy two exciting evening performances, including a Cirque du Soleil production. Spend time visiting local treasures, including Red Rock Canyon, Mob Museum, and Neon Museum.
This is a very active program and will keep you on-the-go each day. Participants must be able to climb stairs and walk on uneven surfaces from three blocks up to two miles.
Su-F | Oct 9-14
Su-F | Nov 13-18
Su-F | Dec 4-9

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

Test Preparation & Learning Enrichment

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

Register by phone at 702-895-3394
Writing

CREATIVE WRITING

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

John Hill
M | Sep 12-Oct 24 (meets 6x)* | 7:15-9pm | $199
PAR Room 512 | 163WR1122
*Class does not meet Oct 17.

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

John Hill
T | Oct 25-Dec 6 (meets 6x)* | 7:15-9pm | $199
PAR Room 512 | 163WR1141
*Class does not meet Nov 8.

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

John Hill
W | Oct 26-Dec 7 (meets 6x)* | 7:15-9pm | $199
PAR Room 301 | 163WR1154
*Class does not meet Nov 23.

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

John Hill
T | Sep 6-Oct 11 (meets 6x) | 7:15-9pm | $199
PAR Room 301 | 163WR1172

Register online at http://ced.unlv.edu/cat2016
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
Custom Training

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

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

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

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

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

LEARN EVERY DAY. EVERYWHERE.

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

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

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

Register online at http://ced.unlv.edu/cat2016
Where Mature Minds Bloom

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

Enrollment for fall term is only $75, and provides you with approximately 90 classes spanning 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, and enjoy the privileges of being a UNLV student for a full academic year.

Join engaging non-credit classes with no tests and no grades. Get more details about the OLLI 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, East Las Vegas Community Center, Doolittle Senior Center, Acacia Springs, and more!

Register by phone at 702-895-3394 or online at olli.unlv.edu.
Summer Term 2017

Session I: May 15–June 2
Session II: June 5–July 7
Session III: July 10–August 11

summerterm.unlv.edu

UNLV SUMMER TERM
DIVISION OF EDUCATIONAL OUTREACH
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 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 54 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. Travel & Exploring registration deadlines are as noted with course description. 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.
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 continuingeducation.unlv.edu/certificate-policies for our certificate program policies and details about all of our certificate programs.

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

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) ___________________________________________________

________________________________________________________

Email __________________________________________________________

Phone Number ________________________________________________________

Date of Birth __________________________ M ☐ F ☐

Course Information:

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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 ☐ MasterCard ☐ American Express ☐ Discover

Account No. ________________________________________________________________

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 52-53 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 two-party checks will not be accepted. Any returned check shall be made good within ten days after notification to the student, or the student will not be permitted to attend any classes.

Register by phone at 702-895-3394

5 Easy Ways to Register

ONLINE —

http://ced.unlv.edu/register

Payment accepted by credit card only.

BY PHONE — 702-895-3394

Register by phone 8am–7pm Monday–Thursday, 8am-5pm Friday.

BY MAIL — Make your check payable to Board of Regents and send to:

UNLV Division of Educational Outreach

4505 S. Maryland Parkway

Box 451019

Las Vegas, NV 89154-1019.

BY FAX — 702-895-4195

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

IN PERSON — Bring your registration form to the UNLV Division of Educational Outreach, Paradise Campus, 851 E. Tropicana, Las Vegas, NV 89119 (Southeast corner, Tropicana and Swenson), 8am-7pm Monday–Thursday, 8am-5pm Friday.
Index

25 Hot Home-Based Businesses to Start for Under $1,000 p. 43  
A Nonprofit Board’s Role & Responsibility to its Agency & the Community p. 38  
Accent Reduction for International Professionals I p. 21  
Accent Reduction for International Professionals II p. 21  
Acrylics I p. 16  
Acrylics II p. 16  
Adobe Illustrator Level I p. 14  
Adobe Illustrator Level II p. 14  
Adobe InDesign Level I p. 14  
Adobe Photoshop Level I p. 14  
Airplane & Helicopter Instrument Pilot Certification p. 6  
Airplane or Helicopter Commercial Pilot Certification p. 6  
Airplane Private Pilot Certification p. 6  
An Introduction to the Nonprofit Sector p. 39  
Animal Massage & Care Provider (AMCP) Information Session p. 25  
Basic Sewing p. 12  
Become a Successful Consultant p. 43  
BeMoved p. 45  
Break Into Stand-Up Comedy p. 35  
Break Into the Import/Export Business p. 43  
Break Into the World of Voiceover p. 35  
Building a Grant Ready Organization p. 37  
Building a Photography Business p. 17  
Business Development & Financial Management p. 44  
Capital Campaigns: Everything You Need to Know p. 39  
Capitalize on Your Great Idea p. 43  
Cell Phone Photography p. 17  
Champagnes & Sparkling Wines Around the World p. 20  
Change Management p. 26  
Communicate with Difficult People with Tact & Skill p. 9  
Communication Strategies: Dealing with Problem Employees p. 26  
Communication Strategies: First-Time Managers or Supervisors p. 26  
Communication Strategies: When Having Difficult Conversations p. 26  
Community Manager Preparation Course p. 42  
Community Manager Preparation Course Information Session p. 42  
Computing Law in Ruby p. 29  
Content Marketing p. 33  
Contract Law p. 30  
Cooperative Parenting-Shielding Your Children From Conflict p. 41  
CPR/AED Adult, Child & Infant: American Heart Association p. 23  
Creating a Compelling Case for Support p. 39  
Creating a Development Plan p. 39  
Crisis Communication p. 33  
Customer Service, Marketing, & Sales Management for Fitness Enterprise p. 44  
Declarant Transition & Resales p. 42  
Developing a Successful Performance Management Program p. 27  
Digital Photography I-The Essentials p. 17  
Digital Photography II-Visual Communication p. 17  
Digital Photography III-Focal Lengths to Filters p. 17  
Discover Your Wine Style p. 20  
Dog Obedience Training I p. 25  
Dog Obedience Training II-Canine Good Citizen p. 25  
Drawing I p. 16  
Dressmaker Studio p. 12  
Editing & Proofreading Your Work p. 9  
Effective Volunteer Management p. 39  
Energy Healing: Beginners (Reiki) p. 45  
Energy Healing: Intermediate (Reiki) p. 45  
Energy Healing: Master (Reiki) p. 45  
ESL (English as a Second Language) Accelerated p. 21  
ESL (English as a Second Language) Basic I p. 21  
ESL (English as a Second Language) Intermediate p. 21  
Essentials of Human Resource Management p. 27  
Ethics in Nonprofit Governance p. 39  
Ethics in Public Relations p. 33  
Ethics in UAS Operations p. 8  
Excel Essentials: Excel Essentials: - Excel Essentials: - p. 11  
Excel Essentials: Analyzing Data p. 11  
Excel Essentials: Presenting Data p. 11  
Excel Level I p. 10  
Excel Level II p. 10  
Face First-Introduction to Portraits p. 16  
Facebook for Business p. 33  
Fashion Illustration & Design p. 12  
Financial Strategies for Successful Retirement p. 15  
Fish to Perfection p. 19  
Fitness Management & Business Administration p. 44  
French I p. 22  
French II p. 22  
Fundamentals of Public Relations p. 33  
Gap Training for RNs: Transition Into Practice Program p. 24  
Gap Training for RNs: Transition Into Practice Program Information Session p. 23  
Golf for Beginners p. 45  
Grant Academy Bundle p. 37  
Grants Management p. 37  
Guitar I p. 35  
Healthy Aging for Busy People-Mind, Body, Spirit p. 45  
Hearty Soups & Stews p. 19  
Helicopter Private Pilot Certification p. 6  
High Desert Home p. 36  
Holiday Gifts from the Kitchen p. 19  
How to Write a Novel p. 47  
How to Write a Screenplay p. 47  
How to Write a Short Story p. 47  
HTML Level I p. 14  
HTML Level II p. 14  
Human-Computer Interaction p. 29  
Identifying Funding Sources p. 37  
Information Assurance p. 29  
Institute of Reading Development p. 46  
Internet Privacy p. 11  
Introduction to Art Appraisals: What Art’s Worth & Why p. 16  
Introduction to Internet & World Wide Web p. 29  
Introduction to Legal Interpreting p. 23  
Introduction to Social Enterprise for Nonprofits p. 39  
Introductory Aircraft or Helicopter Flight p. 7  
Italian I p. 22  
Italian II p. 22  
La Vegas Flute Ensemble p. 36  
Legal Compliance & Public Disclosure p. 39  
Legal Secretary Program p. 30  
Major Gift Fundraising p. 40  
Make It a Celebration p. 19  
Make Real Money as a Social Media Manager p. 43  
Managing Big Data & Web Databases p. 29  
Media Training Certificate p. 31  
Microsoft Office Basics p. 11  
Mindfulness Meditation p. 45  
NASM Fitness Nutrition Specialist p. 24  
NASM Personal Fitness Trainer Program p. 24  
Negotiating Power p. 9  
Neon Night Photography: Capturing the Glow p. 17  
Nevada Employment Law I p. 27  
Nevada Employment Law II p. 27  
Nevada Employment Law III p. 27  
Nonprofit Marketing Essentials p. 40  
Nurse Paralegal Certificate Program p. 32  
Other Lifelong Learning Institute at UNLV (OLLI at UNLV) p. 50  
Overview of NRC 116 & NAC 116 p. 42  
Paralegal Certificate Information Session p. 31  
Paralegal Certificate Online p. 32  
Paralegal Certificate Program p. 32  
Paralegal Specialist Certificate Program p. 32  
Patternmaking: Introduction p. 12  
Personal Computing Basics p. 11  
PHR/SPHR Certification Preparation p. 28  
PHR/SPHR Information Session p. 28  
Private Pilot Airplane & Helicopter Certificate Information Session p. 5  
Private Pilot Airplane or Helicopter Ground School Course p. 7  
Program Development & Evaluation p. 40  
Project Management Skills Everyone Needs p. 27  
Promote Your Business Through Social Media p. 43  
Proposal Writing I p. 38  
Proposal Writing II p. 38  
Protective Services Professional Certification p. 7  
Public Speaking Bootcamp p. 9  
Raise More Money from Your Business Community p. 40  
Responsable Fundraising p. 40  
Retirement Planning Today p. 15  
Road Scholar Program - Crime Scene Forensics p. 46  
Road Scholar Program - That’s Entertainment, Las Vegas Style! p. 46  
Sell Your Stuff on Facebook, Amazon, Etsy & Other Non-eBay Sites p. 43  
Sidelines for Seniors p. 43  
Sight Translation p. 23  
Small Business Success Bootcamp p. 43  
Stir-Fry Made Easy p. 19  
Stone Carving p. 18  
Strategic Resource Estimation for Mining Project Development p. 34  
Street Photography p. 17  
Strong Financial Oversight p. 41  
Succession Planning p. 27  
Tort Law p. 30  
Turn Your Crafts Into Cash p. 43  
UAS Design & Applications p. 8  
UAV Simulation & Testing p. 8  
Ukulele I p. 35  
Understanding Employee Behavior in the Workplace p. 27  
Understanding the Collective Bargaining Process p. 28  
Universe Marching Band p. 36  
UNLV Community Concert Band p. 36  
UNLV New Horizons Band p. 36  
UNLV Varsity Men's Glee Club p. 36  
UNLV Women's Chorus p. 36  
UNLV Varsity Men's Glee Club p. 36  
UNLV Women's Chorus p. 36  
Video Editing I p. 14  
Vine to Wine: The Fundamentals p. 20  
Watercolors I p. 16  
Watercolors II p. 16  
What the EEOC Expects From Employers p. 28  
What’s So Funny? Writing & Selling Humor p. 47  
What’s So Funny? Writing & Selling Humor p. 47  
Whose Ball Is It? Developing Collaborative Return on Sponsorship p. 41  
Woodcarving I p. 18  
Woodworking: Instant Gratification p. 18  
Word Essentials: Working with Long Documents p. 11  
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Location Legend

UNLV Beam Music Center (BMC)
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Bill ‘Wildcat’ Morris Rebel Park
UNLV Paradise Campus (PAR)

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