Meet Joseph Miera – Vice Provost For Educational Outreach

UNLV is pleased to announce the appointment of Joseph Miera as **Vice Provost for Educational Outreach**. “Joseph brings to UNLV outstanding leadership experience in extended learning, distance learning, and educational outreach,” said Diane Chase, UNLV’s Executive Vice President and Provost. Miera comes to UNLV from the University of New Mexico, where he served in a number of leadership roles over his 31-year career with the institution. Miera is nationally recognized in higher education as a leader in educational outreach/extended studies. He also is an active member of the **University Professional and Continuing Education Association (UPCEA)** and **Learning Resources Network (LERN)**, serving as a board member for both organizations. Miera is nearing completion of his doctoral degree in educational leadership. He holds a bachelor’s degree in accountancy from Arizona State University and a master’s degree in public administration from UNM.

Joseph Miera, M.P.A.

**Earn Your Professional Licensing & Credential Requirements**

UNLV Continuing Education partners with state and national licensing and credentialing boards to help you maintain your CEUs licensing requirements. Whether you are a human resource professional, registered nurse, licensed clinical social worker, attorney, judge, psychologist, or a marriage and family therapist, we have courses that will satisfy your requirements and keep you updated on your knowledge and skills. View the corresponding pages for more details.

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- **Nevada Board of Examiners for Social Workers**
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- **Nevada Board of Psychological Examiners**
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- **Nevada Board of Examiners for Marriage and Family Therapists**
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- **Supreme Court of Nevada: Administrative Office of the Courts (AOC)**
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Welcome to Spring-Summer 2018

It’s time for your 2018 upgrade.

The start of a new year is the perfect time to assess your career and personal goals. What new skills would help you be more successful at work or more satisfied with your leisure time? Perhaps this is the year you want to change jobs, fill in knowledge gaps to adapt to evolutions in your field, or hone your leadership skills so you can advance through the corporate ranks. 2018 could be the year you reignite your passion for art, learn a new language, or spice up your cooking.

Here at UNLV Continuing Education, we’ve been upgrading, too! Exciting changes in spring programming include reimagining existing program formats, rethinking curriculum, and expanding offerings.

The Personal Care Aide Apprenticeship Certificate includes a paid apprenticeship component where students gain valuable hands-on training with a partnering employer. On-the-job training follows a competency-based model where students demonstrate mastery of required skills. The Web Design Certificate also gets a major upgrade for spring, with a stronger emphasis on designing for multiple platforms, working effectively with clients, and strategic content management. A new Organizational Leadership Certificate launches in the spring to help employees at all levels of an organization think strategically about implementing productive change.

Turn to UNLV Continuing Education to upgrade your professional skills and pursue your personal passions. We hope to see you as a future student.

Grants, Loans & Tuition Assistance

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

Options Include:
Workforce Connections
MyCAA
Sallie Mae Smart Option Loan
Employer Tuition Assistance
Private Education Loans

Questions? Call 702-895-5099 or Email continuing.education@unlv.edu
Web ced.unlv.edu/financial-assistance

Mission Statement: Serving the global community of learners through non-credit education to enhance personal growth and professional advancement.
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Professional Development Certificate Programs

Our professional development certificate programs, certification preparation programs, and pre-certification programs can help you make a change into a rewarding, in-demand career. We invite you to our free information sessions to learn more so you can go forward with confidence. Continuing Education implemented a new certificate program application policy in Fall 2017 for all students who are interested in pursuing a certificate program. Please see next page for additional information.

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Certificate Program Policy Change:
Certificate Program Application

Multi-Course Programs:
Students interested in pursuing a Certificate Program with multiple core courses and/or elective requirements (e.g. Print & Graphic Design Certificate Programs) must register for a certificate application course to state their intention on pursuing that certificate. Students who have taken courses in the past as well as new students taking a course in a multi-course certificate program for the first time must register for the certificate application course in order to receive a certificate of completion. Please refer to the “Program Requirements” section in each certificate program’s description to determine the course number of the applicable certificate application course.

Single Course Programs:
Students interested in pursuing a certificate program where the entire curriculum of the program is a one class certificate program (e.g. Paralegal Certificate Program) do not need to register for a separate certificate application course to state their intention on pursuing that certificate. Students only need to register for the actual course in each of these certificate programs.

Register online at http://ced.unlv.edu/cat2018
ATTEND A FREE CERTIFICATE INFORMATION SESSION

Attend an information session to learn more about our professional certification programs. Instructors and program staff present on job responsibilities, employment outlooks, the registration process, and financial assistance options. They are happy to answer any questions you may have. All information sessions are free of charge.

GENERAL INFORMATION SESSION
If you are not certain which program may be right for you, or if there is no information session scheduled specifically for the program in which you are interested, please attend one of our general information sessions. General information sessions will cover Fashion Design, Graphic/Print Design, Web Design, Legal Interpretation, Mediation, NASM, Nonprofit, Organization Leadership, Protective Services, and STEADI. Special emphasis will be on options for funding your career transition or advancement. Dates for general information sessions will be available online after Jan. 1. Go to ced.unlv.edu/cat2018 and search “Information Session.”

COMMUNITY MANAGER PREPARATION COURSE INFORMATION SESSION
Th | Jan 4 | noon-1pm | 181RP1101A
Th | Jan 4 | 5:30-6:30pm | 181RP1101B
W | May 23 | noon-1pm | 181RP1101C
W | May 23 | 5:30-6:30pm | 181RP1101D
T | Aug 7 | noon-1pm | 182RP1101A
T | Aug 21 | 5:30-6:30pm | 182RP1101B

GRANT ACADEMY INFORMATION SESSION
T | Jan 9 | 6-7pm | 181GR1150

HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAM INFORMATION SESSION
Th | Jan 4 | 5:30-6:30pm | 181CP6155
W | Jun 6 | 5:30-6:30pm | 182CP6155A
Th | Aug 16 | 5-6pm | 182CP6155B

MEDICAL INTERPRETATION: SPANISH INFORMATION SESSION
T | May 15 | 6-7pm | 181LA1170

PARALEGAL CERTIFICATE INFORMATION SESSION
T | Jan 9 | noon-1pm | 181PL6128A
T | Jan 9 | 5:30-6:30pm | 181PL6128B
W | Jan 24 | noon-1pm | 181PL6128C
W | Jan 24 | 5:30-6:30pm | 181PL6128D
W | Apr 25 | noon-1pm | 181PL6128E
W | Apr 25 | 5:30-6:30pm | 181PL6128F
T | May 15 | noon-1pm | 181PL6128G
T | May 15 | 5:30-6:30pm | 181PL6128H
Online program video: https://goo.gl/XXJ9pp

PHR/SPHR INFORMATION SESSION
Th | Jan 4 | 6:30-7:30pm | 181CP6118
Th | Aug 16 | 6-7pm | 182CP6118

MEDICAL ASSISTANT CERTIFICATE PROGRAM INFORMATION SESSION
T | May 22 | 5:15-6pm | 181ME6102
T | Jun 5 | 5:15-6pm | 182ME6102A
W | Jun 20 | 5:15-6pm | 182ME6102B

SOMMELIER ACADEMY INFORMATION SESSION
T | Jan 9 | noon-1pm | 181WS6101A
W | May 9 | noon-1pm | 181WS6101B
T | Aug 14 | noon-1pm | 182WS6101
Online program video: https://goo.gl/wvZgt2
Continuing Education is often asked about options for funding professional development. Some of the most commonly applied funding mechanisms used by our students are as follows:

**SELF-PAY**
Payment in full is due at the time of registration. Registration payments can be made over the phone, online, in person, or through the mail (see p. 61). It is recommended students register two weeks prior to the course start date.

**WORKFORCE CONNECTIONS WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA) FUNDING**
Workforce Connections is Southern Nevada’s local workforce development board. They assist adult and dislocated workers, returning citizens, and youth with training and workforce placement. Workforce Connections service providers coordinate funding for programs approved on the Eligible Training Provider List. UNLV CE’s current approved WIOA-funded courses are:
- Medical Assistant Certificate Program
- Paralegal Certificate Program
- Personal Care Aide Apprenticeship Certificate Program
- Stage Technician Education & Development Intensive Certificate program (STEADI)

Visit any service provider to complete an application. Service provider locations, telephone numbers, and websites can be found at [www.nvworkforceconnections.org](http://www.nvworkforceconnections.org). The best way to seek funding is to call or visit a service provider location to determine your eligibility. This process can take 4-6 weeks so start early. If you are eligible for this funding, the funding forms will be processed and register you for the course(s), so self-registration is not required.

**SALLIE MAE LOAN FUNDING**
Sallie Mae is a private loan company that allows students to take out a loan to pay for courses. This loan allows students to make payments over time instead of paying tuition all at once. Students must qualify for the loan and work directly with Sallie Mae on the approval process. It is best to initiate this process at least two weeks prior to the start date of the class to ensure your loan is approved and payment is received for your course/program. Minimum loan amount is $1000. Students can request additional funding to pay for books or supplies, but that additional funding will be disbursed to UNLV then reimbursed back to the student. Visit [www.salliemae.com](http://www.salliemae.com).

**MyCAA**
The My Career Advancement Account Scholarship provides up to $4,000 of tuition assistance to eligible military spouses. The scholarship assists military spouses in pursuing licenses, certificates, certifications or associate degrees necessary to gain employment in high-demand, high-growth portable career fields and occupations. Spouses can visit the MyCAA spouse portal online at [aiportal.acc.af.mil/mycaa](http://aiportal.acc.af.mil/mycaa) to determine eligibility and begin the process. Call a MyCAA career coach at 800-342-9647 for assistance. Coaches are available Monday through Friday 7 a.m. to 10 p.m. EST, Saturday 10 a.m. to 5 p.m. EST.

**EMPLOYER TUITION ASSISTANCE**
Employers are able to pay for their employees to take courses through an invoicing process. Please contact Client and Division Services at 702-895-3394 during normal business hours to set up the invoicing process. Please register your employees at least two weeks prior to the course start to ensure all paperwork is processed prior to the course start date.
NEW CLASSES FOR SPRING-SUMMER 2018

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

Career Management
Write Like a Journalist

Design & Technology
Introduction to Integrated Development Environments
Social Media Outreach

Fine Arts & Photography
Glass Blowing Experience or Introduction
Glass Fusion Experience or Introduction
Woodworking: Spoon Carving
Woodworking: Dining Room Chair Design

Food & Beverage
Indian Cooking Classics

Foreign Languages, Translation & Interpretation
Medical Consecutive Interpreting
Medical Interpreting Certification Prep
Medical Simultaneous Interpreting & Sight Translation
Medical Terminology & Specialties II

Health Care & Allied Professions
Developing Your Nursing Career Trajectory
End of Life Care
Evidence-Based Practice & Quality Improvement Projects
Hospital-Acquired Conditions
Leadership Development for Health Care Professionals
LGBTQ Cultural Competence for Health Care Professionals
Self-help for Nurses: Meditation & Relaxation
Medical Assistant Program
Medical Assistant Externship
Personal Care Aide Apprenticeship Certificate Program

Leadership
Developing Mentorship Programs
Effective Facilitation of Meetings & Discussions
Fostering a Diverse & Inclusive Workplace
Fundamentals of Leadership

Legal Studies
Microsoft Office & Adobe Acrobat for Legal Professionals

Music, Performing Arts & Stage Production
UNLV Mariachi — Mariachi Rebelde

Nonprofit
Boards Built for Success: ABCs of Board Recruitment, Retention & Succession Planning
Communicating with Purpose
From Planning to Performance Management: Preparing for Organizational Success

Real Estate
Community Manager Preparation State Exam Review

Small Business & Entrepreneurship
Business Finance
Business Accounting
Aerospace & Defense

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

PROGRAM REQUIREMENTS:
To earn the Protective Services Professional certificate you must successfully complete the following two required modules:
• Protective Driving Operations (PDOC)
• Protection Agent Development (PAD)

PROTECTIVE SERVICES PROFESSIONAL CERTIFICATION
Train in the essential elements of personal security and protective driving operations, focusing on the standards and protocols associated with providing high level, low profile protective services. Master the skills needed by the protective services operator: walking formations, business ethics, vehicle and motorcade operations, principal cover and control techniques, legal issues and use of force, risk assessments and threat analysis, surveillance detection, as well as venue and site security. These skills are taught, practiced, and used for a final exam exercise detail in and around the Las Vegas metropolitan area.

The 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)

Steve Krystek

PDOC & PAD Package
F-Th | Apr 13-19 (meets 7x) | $2,499
Off site | 181SD3143 | 7 CEUs
Training times for each day will be provided upon registration

Protective Driving Operations Course (PDOC) only
FSaSu | Apr 13-15 (meets 3x) | $1,749

Protection Agent Development (PAD) only
MTWTh | Apr 16-19 (meets 4x) | $1,119
BUSINESS WRITING & COMMUNICATION

COMMUNICATE WITH DIFFICULT PEOPLE WITH TACT & SKILL
Analyze types of difficult behavior and practice constructive ways to communicate with difficult people in your professional and personal life. Learn ways to help you deal with supervisors, entertainers, and analytical types of people, as well as angry and abusive people. Enrollment includes workbook you can take home.
Roger Burgraff, Ph.D.
Sa | Feb 10 | 9am-noon | $69
PAR Room 403 | 181CX1106

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
F | Jan 19 | noon-3pm | $69
PAR Room 400 | 181WR1150
Sa | Jun 23 | 9am-noon | $69
PAR Room 400 | 182WR1150

HOW TO DEAL WITH DISAGREEMENTS, CONFLICT & CONFRONTATION
Do not let disagreements, conflict, or confrontation undermine your personal or professional life. Reduce the stress and fear often associated with conflict by learning to distinguish between disagreements and misunderstandings, following rules for fighting fair during conflict, and knowing how to face an angry person. Enrollment includes workbook you can take home.
Roger Burgraff, Ph.D.
Sa | Feb 10 | 1-4pm | $69
PAR Room 403 | 181PG1191

PUBLIC SPEAKING BOOTCAMP
Become a poised and powerful public speaker. Opportunities to speak in front of a group provoke anxiety for many people, yet the benefits of being a confident speaker can be enormous. Presentation skills help you to lead, persuade, motivate, educate, and manage others. Course topics include overcoming nervousness, planning your presentation, effective delivery, using humor, visual aids, answering questions, and handling difficult situations. After this one-day crash course you will know the key elements of a powerful presentation and understand how to make a positive and lasting impact on your audience. Enrollment includes workbook you can take home.
Roger Burgraff, Ph.D.
F | Feb 9 | 9am-4pm | $139
PAR Room 400 | 181CX1109

WRITE LIKE A JOURNALIST
Sharpen your writing skills as you learn how to identify news, develop story angles, humanize stories, and write compelling leads to hook reader interest like a journalist. This class advances the skill sets of beginning writers and bloggers as well as marketing and public relations professionals who want to better understand the mindset of the media and journalistic style. Identify the differences between hard news, feature stories, entertaining narratives, personal commentary, and editorial columns. Understand what it takes to pitch a freelance story, apply storytelling techniques to other communication material, and/or submit an effective letter to the editor. While this class builds on skills introduced in Writing Across Communication, there is no prerequisite to enroll.
Richard Becker, ABC
Th | Apr 12-May 10 (meets 5x) | 6:30-8:30pm | $199
PAR Room 300 | 181WR1160 | 1 CEU

WRITING ACROSS COMMUNICATION
Master a variety of writing styles and understand how best to apply them to news releases, fact sheets, biographical sketches, feature stories, media kits, and social media. Become familiar with the expectations of agencies and corporate employers in terms of writing proficiency, and develop a clear understanding of public relations from the perspective of a journalist. Guest speakers will add new perspectives.
Richard Becker, ABC
Th | Jan 25-Mar 15 (meets 8x) | 6:30-8:30pm | $289
PAR Room 403 | 181PR6109 | 1.6 CEUs

Register by phone at 702-895-3394
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.

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 prepare for a career 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, MOSM, MCT, MCP, MTA
M | Feb 5 | 1-4pm | $69
PAR Room 123 | 181CU1100 | 0.3 CEU
M | Jun 4 | 1-4pm | $69
PAR Room 123 | 182CU1100 | 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, MOSM, MCT, MCP, MTA
T | Feb 6 | 1-4pm | $69
PAR Room 123 | 181CU1110 | 0.3 CEU
T | Jun 5 | 1-4pm | $69
PAR Room 123 | 182CU1110 | 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, MOSM, MCT, MCP, MTA
W | Feb 7 | 1-4pm | $69
PAR Room 123 | 181CU1111 | 0.3 CEU
W | Jun 6 | 1-4pm | $69
PAR Room 123 | 182CU1111 | 0.3 CEU

Visit page 40 for Microsoft Office for Legal Professional Courses
WORD ESSENTIALS: WORKING WITH LONG DOCUMENTS
Make use of the advanced features available in Word to efficiently produce long documents such as term papers or research reports. With a particular emphasis on APA style compliance, learn to apply paragraph formatting; insert cover pages; use page layout features to control text flow, headers, footers, and page numbering; automatically generate and maintain table of contents, footnotes, and endnotes; insert citations and captions; generate bibliographies and tables of figures and authorities; mark entries for and insert an index; and use tools for proofing and reviewing.
Prerequisite: Students must have working knowledge of Microsoft Word.
Sharon Fry, MOSM, MCT, MCP, MTA
Th | Feb 8 | 1-4pm | $69
PAR Room 123 | 181CU1112 | 0.3 CEU
Th | Jun 7 | 1-4pm | $69
PAR Room 123 | 182CU1112 | 0.3 CEU

PERSONAL COMPUTING
MICROSOFT OFFICE BASICS
Navigate through Word, Excel, and PowerPoint. You will use Word to write your resume, make a simple flyer, and create a sign. In Excel you will create a simple spreadsheet to keep track of things like your household budget or even a simple invoice. Finally you will work in PowerPoint, combining pictures and text into effective presentations.
Prerequisite: Basic knowledge of computer use, opening and closing software, and accessing the Internet with a browser required.
John Larson
W | Mar 14-Apr 18 (meets 6x) | 1-3pm | $189
PAR Room 123 | 181CW8177

PERSONAL COMPUTING BASICS
This is a very basic class for those just learning how to use their computer and the Microsoft Windows operating system. Learn how to properly turn the computer on and off, understand the difference between single click, double click, left click, and right click on a computer mouse, use a simple word processing application, explore the Internet, and discover how to properly care for and maintain your computer through simple and easily accessible applications already on your computer.
John Larson
On Demand | $189
UNLV Paradise Campus | 181CW8193

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

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

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

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

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

FASHION SHOWCASE
Develop and market your fashion and merchandising skills. Through designer case studies and collaborative group projects, learn about product development and brand management concepts, such as graphic design and fashion design. Gain experience in public relations, retail buying, trend spotting, and fashion publishing. Course content also covers fashion designers, designer lines, logos, taglines, networking, budgets, staging and rehearsals, fashion show production and promotion, press kits, models, photographers, venue, and dressers. Projects: Create an ad presentation board. Plan and market a fashion show event.
Gretchen Marshall
SaSu | Apr 21-May 6 (meets 6x) | 11am-3pm | $289
PAR Room 401 | 181FD2148 | 2.4 CEUs

PATTERNMAKING: INTRODUCTION
Develop skills for drafting flat pattern slopers through standard or individual measurements. Using graph drafting paper, you will draft a bodice, sleeve, pant, and skirt. You will learn how to take proper body measurements, determine alterations/grading for fitted patterns, and construct muslin patterns/samples utilizing dress forms and sewing/serger machines.
Prerequisite: Must have previous sewing/machine skills.
Maria Bruce
SaSu | Feb 3-18 (meets 6x) | 10am-3:25pm | $389
PAR Room 401 | 181FD2105 | 3.2 CEUs

SEWING: ALTERATIONS
A perfect fit can make clothing look custom made. The fundamentals of alterations and tailoring include understanding human body types, taking measurements for correct fit, marking and grading, as well as working with various fabrics and styles. Refine skills including hand sewing, finishing stitches, pattern alterations, methods of fitting, repair work, and garment redesign. Please bring a jacket, a pair of pants, and a skirt to class to alter as you practice your new skills. Project: Alter a jacket, a pair of pants, and a skirt.
Prerequisite: Must have previous sewing/machine skills.
Gretchen Marshall
SaSu | Mar 3-17 (meets 5x) | 10am-2:55pm | $289
PAR Room 401 | 181FD2121 | 2.4 CEUs
STUDENT SPRING AFFAIR SHOWCASE
Network with fellow fashion design students and present your latest projects. This student-run fashion show is planned and managed by students from the Fashion Showcase class as their final project. Designers from all classes are invited to take part and show their designs.
NAFD
Sa | May 19 | 1-4pm | No charge
PAR Room 512 | 181FD21125

SWIMWEAR & LINGERIE
Combine fun, charm, originality, and vitality into cutting-edge swimwear, lingerie, and club wear for the modern woman. The most important principles in creating fine lingerie are the understanding of correct body measurements, types of fabrics, trims, and elastics. You will use a variety of colors and styles to create affordable, stunning swimwear and intimate apparel for you to enjoy, model, or proudly display in your portfolio. Gain experience with the special notions, needles, threads, and elastics necessary for specialty fabrics such as Lycra, spandex, and nylon. Projects: One swimwear and one lingerie design. Project board, sketch, and swatches.
Prerequisite: Must have previous sewing/machine skills.
Maria Bruce
SaSu | Mar 31-Apr 14 (meets 5x) | 10am-2:55pm | $289
PAR Room 401 | 181FD2114 | 2.4 CEUs

WEB DESIGN CERTIFICATE PROGRAM
Prepare for career opportunities in web 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 Web Design Certificate you must register for the certificate application course 173WM9999A and successfully complete seven core courses plus an additional 3.6 CEUs of elective courses.

CORE COURSES:
• HTML Level I
• HTML Level II
• Introduction to Integrated Development Environments
• Javascript
• Adobe Photoshop Level I
• Introduction to Content Management
• Program Final: 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
• Search Engine Optimization & Online Marketing
• Introduction to Google Adwords
• WordPress Level I
• The Business of Freelance Work
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:
You must have a working knowledge of computer basics including navigating, creating, editing, and saving files and folders.

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

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

GRAPHIC DESIGN CERTIFICATE PROGRAM REQUIREMENTS:
To earn the Graphic Design Certificate you must register for the certificate application course 173WM9999C and successfully complete six core courses plus an additional 1.3 CEUs of elective courses.
• Adobe Illustrator Level I
• Adobe Illustrator Level II
• Adobe InDesign Level I
• Adobe Photoshop Level I
• Adobe Photoshop Level II
• Graphic Design Capstone: Designing Your Brand Using Adobe Software (Must be the last course taken)

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

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)
Staff
T | Jan 23-Feb 27 (meets 6x) | 5:30-8:30pm | $309
PAR Room 125 | 181WM8121 | 1.6 CEUs
W | Jul 25-Aug 29 (meets 6x) | 5:30-8:30pm | $309
PAR Room 125 | 182WM8121 | 1.6 CEUs

ADobe Illustrator Level II
Intermediate users will build upon their Illustrator knowledge and skills by working with layers and artboards, blending shapes and colors, working with custom brushes, working with styles and effects, working with symbols, and integrating projects with other Adobe applications. Required Textbook(s): Against the Clock: Adobe Illustrator CS6 (ISBN: 9781936201136)
Prerequisite: Adobe Illustrator Level I or possess similar working knowledge and experience.
Staff
T | Mar 6-Apr 17 (meets 6x) | 5:30-8:30pm | $309
PAR Room 125 | 181WM8100 | 1.6 CEUs
*Class does not meet: Mar 27

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 type, set features, work with images, and create files for print. In-class exercises will reinforce your understanding of page setup attributes, master pages guides and margins, color definition, graphic formats, and file management. Required Textbook(s): Adobe InDesign CS6 Classroom in a Book (ISBN: 9780321822499)
Scott Jun
Th | Mar 1-Apr 5 (meets 6x) | 6-9pm | $309
PAR Room 125 | 181WM8106 | 1.6 CEUs
T | Jun 5-Jul 17 (meets 6x) | 6-9pm | $309
PAR Room 125 | 182WM8106 | 1.6 CEUs
*Class does not meet: Jul 3

To keep up with demand and emerging trends, we add new courses after our catalog has been published. Go online to ced.unlv.edu/cat2018 to see the most up-to-date listings.

Register online at http://ced.unlv.edu/cat2018
ADOBE PHOTOSHOP LEVEL I
Create, design, and manipulate print-based artwork, web-based graphics, and digital photography with Adobe Photoshop. Students will learn to perform basic tasks in Photoshop, including color correction, retouching, creating composite images, using masks, resizing images, adding text, and creating art from scratch. This course targets advanced beginners who use Photoshop for personal and professional projects and wish to broaden their knowledge and skills in this program. Required Textbook(s): Adobe Photoshop CC Classroom in a Book (ISBN: 9780321928078)
Staff
Th | Jan 18-Feb 22 (meets 6x) | 5:30-8:30pm | $309
PAR Room 125 | 181WM8122 | 1.6 CEUs
T | Jul 24-Aug 28 (meets 6x) | 5:30-8:30pm | $309
PAR Room 125 | 182WM8122 | 1.6 CEUs

GRAPHIC DESIGN CAPSTONE: DESIGNING YOUR BRAND USING ADOBE SOFTWARE
Create a comprehensive corporate or personal brand identity project by applying skills learned in previous graphic design classes. This course will give you an opportunity to showcase your creative vision and technical graphic design skills through multiple media types. This course must be the last class taken to complete the requirements of the Graphic Design Certificate.
Staff
On Demand | $209
UNLV Paradise Campus | 182WM8177 | 1.2 CEUs

HTML LEVEL I
HTML allows web designers to hand-code web pages for smooth transition into XML while still remaining compatible with current web browsers. Apply the concepts, foundations, syntax, and structure of HTML as you code basic pages by hand. The course will include an introduction to Cascading Style Sheets (CSS). All pages created in the class will be validated using the W3C validation service. Required Textbook(s): Head First HTML and CSS (ISBN: 9780596159900)
Adrian Navarrete
T | Feb 6-Mar 6 (meets 5x) | 6-9pm | $289
PAR Room 123 | 181WM8105 | 1.3 CEUs

HTML LEVEL II
Augment your web design skills by learning intermediate HTML concepts such as designing table-less layouts, using forms to collect data, and controlling web page format and design using Cascading Style Sheets (CSS). By the end of the class, you will be able to design and code enhanced websites. Required Textbook(s): Head First HTML and CSS (ISBN: 9780596159900)
Prerequisite: HTML Level I or comparable experience.
Adrian Navarrete
T | Mar 15-Apr 5 (meets 4x) | 6-9pm | $289
PAR Room 123 | 181WM8166 | 1.2 CEUs

INTRODUCTION TO CONTENT MANAGEMENT
The demand is rapidly growing for skilled content managers who can keep a company’s website in sync with the needs and expectations of site visitors. In an effort to engage an online audience, many web publishers use content management systems (CMS) such as WordPress, Joomla, Drupal, and others to develop websites and simplify the process of updating web pages with fresh content. Learn the fundamentals of the major CMS platforms, basic CMS installation, considerations for SEO best practices, planning and coordinating content publication, the need for a mix of value-driven digital content, and integration with social media and digital marketing efforts.
Prerequisite: HTML Level I or comparable experience.
John Larson
Th | Apr 12-May 10 (meets 5x) | 6-9pm | $309
PAR Room 123 | 181WM8172 | 1.5 CEUs

INTRODUCTION TO GOOGLE ADWORDS
CTR, quality score, impressions, CPA, conversion rate, negative keywords, ROI, placements, CPC…What does it all mean? If you are lost in the world of online advertising, looking for new ways to reach potential customers, or wanting to grow your business, this course is for you. Generate instant website traffic by harnessing the power of pay-per-click (PPC) advertising using Google AdWords. Beat the learning curve and create successful PPC campaigns no matter what your budget. Choose when and where your advertising is seen, set your ad spend budget, measure and track your results using analytics, and optimize your campaign for even greater return on investment. Learn approaches to market research, copywriting techniques, split testing, analytics, budgeting, and more.
Prerequisite: HTML Level I or have similar working experience.
John Larson
Th | Mar 15-Apr 5 (meets 4x) | 6-9pm | $289
PAR Room 123 | 181WM8166 | 1.2 CEUs

INTRODUCTION TO INTEGRATED DEVELOPMENT ENVIRONMENTS
Streamline web development projects by working within a single software platform for most coding tasks. Powerful Integrated Development Environments (IDEs) allow web developers to plan, write, test, and deploy sites with speed and accuracy. Beginning web developers will gain initial experience with several of the leading text editors used to code. Class will evaluate differences between the platforms, assess their usefulness for different projects, and discuss how to extend functionality with plugins.
Prerequisite: HTML Level I or comparable experience.
Adrian Navarrete
T | Apr 17-May 15 (meets 5x) | 6-9pm | $289
PAR Room 123 | 181WM8173 | 1.3 CEUs
INTRODUCTION TO SOCIAL MEDIA MARKETING
Discover the difference between a #tag, like, plus, or pin. If you are a small-business owner, self-employed, artist, webmaster, or just want a better understanding of the power of social media, this course is for you. Take an in-depth look at the tools and emerging technologies you can use to generate interest in your business, attract new customers, and market your products and services online via Facebook, Twitter, LinkedIn, YouTube, and Pinterest. The course covers the basics of developing your own social media marketing blueprint, creating your media websites, branding the properties, developing content, formulating an optimization strategy so potential customers can find you using search engines, and best practices for creating an excellent user experience. Walk away from the class with a finalized marketing plan for your business, including an implementation timeline.

John Larson
Th | Mar 15-Apr 12 (meets 5x) | 1-3pm | $289
PAR Room 123 | 181WM8176 | 1 CEU

JAVASCRIPT
JavaScript is an easy-to-learn scripting language supported by all popular web browsers. You will learn to use JavaScript effectively, making your web pages more dynamic and functional. Course objectives incorporate instruction in the fundamentals of JavaScript programming, including the use of core JavaScript objects and the syntax of the language (statements, conditionals, loops, and functions), as well as how to immediately use JavaScript to write code for handling image rollovers and other tasks. Required Textbook(s): Head First Javascript

Prerequisite: HTML Level I and II or comparable experience. Experience with CSS and programming is recommended but not required.
Adrian Navarrete
Th | Apr 19-May 10 (meets 4x) | 6-9pm | $289
PAR Room 125 | 181WM8110 | 1.3 CEUs

PRINT DESIGN CAPSTONE: FROM PRE-PRESS TO PRODUCTION
All your training in print design comes together in a final portfolio project. Fuse your knowledge of Adobe InDesign, Adobe Illustrator, and Adobe Photoshop into a single integrated branding project. Receive file-building and pre-press training so your files will export correctly and result in beautiful printed pieces. Upon completion of this capstone course, you will be prepared to enter the world of professional print design.
Staff
On Demand (meets 4x) | 6-9pm | $209
UNLV Paradise Campus | 181WM8156 | 1.2 CEUs

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

Prerequisite: HTML Level I or comparable professional experience in public relations and advertising.

John Larson
W | Mar 14-Apr 25 (meets 7x) | 6-8pm | $309
PAR Room 125 | 181WM8125 | 1.4 CEUs

NEW SOCIAL MEDIA OUTREACH
Develop a social media campaign to raise awareness, build consensus, and encourage participation from hundreds or even thousands of individuals and influencers. Gain insights from several successful case studies that brought people together online, earned media attention, and produced positive outcomes that exceeded the expectations of all program partners. Participants will learn how to set clear objectives, become outreach ready, solicit organizational allies, develop prospect lists, launch a campaign, provide public relations support, guide various narratives, think long term, and generate excitement toward a measurable goal or outcome. Techniques taught in this class can be adapted for advocacy, fundraising, or just something quirky and fun. Bring laptop or tablet to class.

Richard Becker, ABC
F | Jun 1 | noon-3pm | $69
PAR Room 302 | 182EN1190 | 0.3 CEU

VIDEO
ADobe PREMIERE: VIDEO EDITING I
Compile your video and audio files into seamless, professional-quality projects using Adobe’s sophisticated video editing platform. Learn to import video, compile clips into a sequence, perform simple special effects, correct color and exposure, add text, and export final projects. The skills learned in class will translate to editing movies, short films, documentaries, video blogs, or even home movies. The class will utilize Adobe Premiere CS6.

Craig Bergonzoni
W | Feb 21-Mar 7 (meets 3x) | 6-8pm | $119
PAR Room 125 | 181CW8151

REGISTER EARLY: Register at least 15 business days in advance for best course selection and availability.
NOW THAT’S A BRIGHT IDEA!

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

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

Questions? Call 702-895-3394.

INFORMATION TECHNOLOGY AT THE LEARNING CENTER

UNLV Continuing Education collaborates with The Learning Center, a recognized technology training leader, to provide Information Technology instruction. Contact The Learning Center to learn about pathways to a rewarding career in:

- Information Security
- Network & Cloud Technologies
- Hardware, Services & Infrastructure
- IT Management & Strategy
- Storage & Data
- Web & Mobile
- Software Development
- IT Training
- Health Information Technology

For more information or to register, call the Learning Center at 702-320-8855, or visit tlclasvegas.com.
Fine Arts & Photography

DRAWING & PAINTING

ACRYLICS I
Acrylic paints share some similarities with both watercolor and oil painting, yet they also offer their own beautiful and unique characteristics. Course will cover brush and non-brush work, color mixing, transparent and opaque application, composition, creative aids, simple special effects, and critiques. Supply list will be provided.

Gabbie Hirsch
Sa | Jan 27-Feb 24 (meets 5x) | 1:30-4:30pm | $129
PAR Room 301 | 181AR1121

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
Sa | Mar 10-Apr 7 (meets 5x) | 1:30-4:30pm | $129
PAR Room 301 | 181AR1100

DRAWING I
Drawing is a useful foundation for all your other art, but it is also an art form unto itself. Focusing on a technique called “relative proportioning,” gain experience using tools, tricks, and gimmicks to convincingly draw still lifes, landscapes, and figures. Each class session will cover new techniques and then allow time for guided practice. Students will explore different kinds of pencils, charcoal, pens, and artist’s chalks along with the surfaces best suited to each media. Strategies for observation, composition, and perspective will be covered. Supply list will be provided.

Gabbie Hirsch
Sa | Mar 10-Apr 7 (meets 5x) | 9am-noon | $129
PAR Room 301 | 181AR1130

Sa | Jun 9-Jul 7 (meets 5x) | 9am-noon | $129
PAR Room 301 | 182AR1130

DRAWING II
Apply your freehand drawing skills to more complex projects as you study and practice useful techniques for bringing realism to your work. Time will be devoted to depicting glass, metal, and reflections. Instruction will also cover basic anatomy for animals and humans. Assignments will utilize 3D set ups as well as reference photos. Supply list will be provided.

Gabbie Hirsch
Sa | Apr 28-May 26 (meets 5x) | 9am-noon | $129
PAR Room 512 | 181AR1134

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

Gabbie Hirsch
Su | Apr 22-Jun 3 (meets 6x) | 1:30-4:30pm | $159
PAR Room 300 | 181AR1132
*Class does not meet: May 27

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 | Apr 28-May 19 (meets 4x) | 1:30-3:30pm | $109
PAR Room 300 | 181AR1194

WATERCOLORS I
Embrace watercolors’ luminosity and versatility as an art medium. Start from scratch discussing materials, tools, techniques, color, composition, creative aids, and simple special effects. At each class instructional time is followed by studio time, where you will transfer techniques and theories onto paper. Prior experience is not required. Supply list will be provided.

Gabbie Hirsch
W | Jan 24-Feb 21 (meets 5x) | 6-9pm | $129
PAR Room 401 | 181AR1140

Sa | Jun 9-Jul 7 (meets 5x) | 1:30-4:30pm | $129
PAR Room 301 | 182AR1140

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
W | Mar 7-Apr 4 (meets 5x) | 6-9pm | $129
PAR Room 401 | 181AR1141

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

Prerequisite: Students must have taken one previous Watercolors class.

Gabbie Hirsch
W | Apr 18-May 16 (meets 5x) | 6-9pm | $129
PAR Room 301 | 181AR1137

Register online at http://ced.unlv.edu/cat2018
PHOTOGRAPHY

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

Prerequisite: Digital Photo I or comparable experience.

Vernetta Thomas
T | Jun 5-26 (meets 4x) | 6-9pm | $199
PAR Room 403 | 182PH1150

BUILDING A PHOTOGRAPHY BUSINESS
Gain a comprehensive understanding of owning, running, and maintaining photography business. Discussions will cover how to price & negotiate your services, estimates, bids, stock, copyright protection, usage licensing, networking, marketing, and much more vital information. Photo mediums covered will apply to all areas of photography ranging from editorial, wedding, portrait, commercial, fine art, stock, event, etc.

Vernetta Thomas
W | Apr 18-May 23 (meets 6x) | 6-9pm | $299
PAR Room 400 | 181PH1151

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 | Jul 28 | 9am-1pm | $69
PAR Room 400 | 182PH1104

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

*$99 each when registering for more than one session of Digital Photography I, II, or III. To receive the discounted price, call 702-895-3394. Discount cannot be processed online.

Vernetta Thomas
Sa | Jan 27 | 9:30am-3:30pm | $119
PAR Room 511 | 181PH1100
Sa | Jun 23 | 9:30am-3:30pm | $119
PAR Room 302 | 182PH1100

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

*$99 each when registering for more than one session of Digital Photography I, II or III. Call 702-895-3394 to receive the discounted price. Discount cannot be processed online.

Vernetta Thomas
Sa | Feb 10 | 9:30am-3:30pm | $119
PAR Room 302 | 181PH1141
Sa | Jul 21 | 9:30am-3:30pm | $119
PAR Room 302 | 182PH1141

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

*$99 each when registering for more than one session of Digital Photography I, II, or III. To receive the discounted price, call 702-895-3394. Discount cannot be processed online.

Vernetta Thomas
Sa | Feb 24 | 9:30am-3:30pm | $119
PAR Room 403 | 181PH1125
Sa | Aug 18 | 9:30am-3:30pm | $119
PAR Room 301 | 182PH1125

DYNAMIC DIGITAL PORTRAIT
A great deal of thought should go into a portrait before you click the shutter. Gain experience setting up, posing, and lighting portraits. Your instructor will also demonstrate digital techniques in retouching and image enhancements. Students must bring a Digital Single Lens Reflex (DSLR) and be comfortable with manually setting their camera’s F-stops and shutter speeds.

Prerequisite: Digital Photography I or comparable experience.

Vernetta Thomas
T | Jan 30-Feb 13 (meets 3x) | 6-9pm | $149
PAR Room 512 | 181PH1190

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

Register by phone at 702-895-3394
FOOD PHOTOGRAPHY
Tell a mouthwatering story with food images. Students will study the elements of design prominent in food photography, such as shape, line, texture, and color. Tips on food styling, lighting, lens choice, and the total visual experience will help set your work apart. We will discuss the various roles of the photographer, chef, stylist, and how editorial and commercial food shoots get organized and executed. Additional topics include food blogs, social media, websites, personal projects, and post-production options. Students will be exposed to the decisions that must be made based on scenarios that can change or not change. These decisions will help you choose camera & light settings for food photography as well as the importance of shooting tethered. Please bring your camera to participate in the classroom shooting demonstrations.
Prerequisite: Digital Photography I or comparable experience.
Vernetta Thomas
Th | Jul 10-24 (meets 3x) | 6-9pm | $149
PAR Room 512 | 182PH1152

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.
Prerequisite: Digital Photo I or comparable experience.
Vernetta Thomas
W | Mar 7-21 (meets 3x) | 7-9pm | $129
PAR Room 400 | 181PH1103

PRESENTING & MARKETING YOUR PHOTOGRAPHS
Let your best photos tell the story of your art and business. While shooting and processing are fun, ultimately the goal is to make money with your work. Learn to present and share images in both print and digital portfolios, set up online store fronts (Wix, Wordpress, Zenfolio), and print high-quality photo books. Find out how to utilize direct mail campaigns and social media outlets (Facebook, Linkedin, Instagram) to market your photography and reach new audiences. Photographers have to sell themselves; create professional-looking business cards, freshen up your networking skills, and connect with photography organizations such as ASMP (American Society of Media Photographers) or PPA (Professional Photographers of America). Finally, discuss how to sell images on stock networks such as Getty Images and iStock.
Vernetta Thomas
Sa | Apr 14-28 (meets 3x) | 9am-noon | $149
PAR Room 403 | 181PH1153

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. The course will explore various styles falling under this umbrella term, including documentary photography and photojournalism. In-class and out-of-class assignments will allow students to focus their eyes and lens on the scene and increase their comfort level with shooting on the street to capture interesting scenes, events, and happenings. Please bring your camera to participate in the classroom shooting demonstrations.
Prerequisite: Digital Photography I or comparable experience.
Vernetta Thomas
Th | Feb 8-22 (meets 3x) | 6-9pm | $149
PAR Room 301 | 181PH1154

SCULPTURE & WOODWORKING

NEW GLASS BLOWING EXPERIENCE
Experience the art of glass blowing in a small group setting. After covering safety rules for the studio equipment and tools, you will get to work creating a unique paperweight. Instructors will work individually with each participant to select and apply layers of color and shape the molten glass into its final form. After class concludes, your paperweight will be polished and etched with your name and date. All materials and tools are provided. Closed toe shoes are required. Please bring a bandana to keep sweat out of your eyes, water for hydration, protective eyewear, and a long pair of socks which will be cut for an added layer of arm protection.
Barbara Domsky, Larry Domsky
Sa | Feb 17 | 4-6pm | $229
Domsky Glass | 181AR1172A
Sa | Apr 21 | 4-6pm | $229
Domsky Glass | 181AR1172B
Sa | Jun 16 | 4-6pm | $229
Domsky Glass | 182AR1172A
Sa | Aug 18 | 4-6pm | $229
Domsky Glass | 182AR1172B

Register online at http://ced.unlv.edu/cat2018
**NEW** GLASS BLOWING: INTRODUCTION

Manipulate molten glass into aesthetic forms using the blowpipe and related techniques including blowing, jacking, blocking, shaping, transferring, and finishing. Class time is divided between lecture and individual hands-on instruction. Instructors will provide guidance, troubleshooting, and resources to aid in the furthering of your glassblowing education. Topics include: studio safety and etiquette; introduction to tools and equipment; furnace and gathering procedures; safe glass handling; solid working techniques (paperweights and other forms); introduction of the bubble (blowing); and vessel making. All materials and tools are provided in the materials fee. Closed toe shoes, long sleeved cotton shirt, and long pants are required. Please bring a bandana to keep sweat out of your eyes, water for hydration, protective eyewear, a long pair of socks which will be cut for an added layer of arm protection, and notebook and pen. Students will need to pay $400 for materials at the first class session.

Barbara Domsky, Larry Domsky

SaSu | Mar 10-11 (meets 2x) | 2-5pm | $399
Domsky Glass | 181AR1173A

SaSu | May 12-13 (meets 2x) | 2-5pm | $399
Domsky Glass | 181AR1173B

SaSu | Jul 14-15 (meets 2x) | 2-5pm | $399
Domsky Glass | 182AR1173

**NEW** GLASS FUSION EXPERIENCE

Take a crack at the art of glass fusing with a two-hour session where you craft a beautiful 8 inch bowl or a set of four 4x4 inch coasters. Instructors guide participants through the process start to finish, teaching cutting techniques, glass choices, project assembly, and fusing options. All materials are provided. Hand tools and safety wear are provided for class use. Projects will be fired and ready for pick up a week following your class. Closed toe shoes are required. Please bring water or cold drinks to stay hydrated. We will use latex gloves, so please bring alternate gloves if you have a latex allergy. Bring a notebook and pen, as well as lunch and snacks. Students will need to pay $380 for materials at the first class session.

Barbara Domsky, Larry Domsky

Sa | Feb 17 | 11am-1pm | $125
Domsky Glass | 181AR1174A

Sa | Apr 21 | 11am-1pm | $125
Domsky Glass | 181AR1174B

Su | Jun 10 | 11am-1pm | $125
Domsky Glass | 182AR1174A

Su | Aug 12 | 11am-1pm | $125
Domsky Glass | 182AR1174B

**NEW** GLASS FUSION: INTRODUCTION

Work with Bullseye Glass in sheet form, as well as frit, to create an 18 inch glass bowl. In this introduction to glass fusing, you will practice with basic glass tools, gain experience in pattern making, and work with kiln firing schedules, all essential techniques for fusing and slumping glass. All materials to create one art piece are included in the materials fee. Hand tools and safety wear are provided for class use. Projects will be fired and ready for pick up a week following your class. Closed toe shoes are required. Please bring water or cold drinks to stay hydrated. We will use latex gloves, so please bring alternate gloves if you have a latex allergy. Bring a notebook and pen, as well as lunch and snacks. Students will need to pay $380 for materials at the first class session.

Barbara Domsky, Larry Domsky

Sa | Mar 10 | 10am-4pm | $299
Domsky Glass | 181AR1175A

Sa | May 12 | 10am-4pm | $299
Domsky Glass | 181AR1175B

Sa | Jul 21 | 10am-4pm | $299
Domsky Glass | 182AR1175

**NEW** POTTERY: HAND BUILDING

Explore a multitude of methods for hand-building with clay, such as joining pieces, surface manipulation, and various slab techniques. Hand-building techniques covered in class vary from coil, to slab, to pinch methods. Skills and knowledge obtained through this class open the door to endless possibilities. Students will need to purchase tools and clay at the first class session.

Thomas Bumblauskas

Sa | Feb 10-Apr 7 (meets 8x) | 10am-1pm | $145
Clay Arts Vegas | 181AR1202A

*S Class does not meet: Mar 3

Sa | May 5-Jun 30 (meets 8x) | 10am-1pm | $145
Clay Arts Vegas | 181AR1202B

*S Class does not meet: Jun 2

Th | Jun 28-Aug 16 (meets 8x) | 6:30-9:30pm | $145
Clay Arts Vegas | 182AR1202

Register by phone at 702-895-3394
POTTERY: WHEEL THROWING
Transform a nondescript lump of clay into something beautiful, creative, or even practical using a potter's wheel. Instruction begins with the basics of centering, throwing, trimming, and glazing, and then progresses to more complex concepts such as handles, lids, decorative elements, and sculptural manipulation. Students will need to purchase tools and clay at the first class session.
Thomas Bumblauskas
M | Jan 8-Feb 26 (meets 8x) | 6-9pm | $145
Clay Arts Vegas | 181AR1203A
Sa | Feb 10-Apr 7 (meets 8x) | 1-4pm | $145
Clay Arts Vegas | 181AR1203B
*Class does not meet: Mar 3
Sa | May 5-Jun 30 (meets 8x) | 1-4pm | $145
Clay Arts Vegas | 181AR1203D
*Class does not meet: Jun 2
W | May 9-Jun 27 (meets 8x) | 6-9pm | $145
Clay Arts Vegas | 181AR1203C
Th | Jun 28-Aug 16 (meets 8x) | 6:30-9:30pm | $145
Clay Arts Vegas | 182AR1203

STONE CARVING
Channel your love of rocks and mountains into the art of stone carving. No art background is required. Work with the natural shapes of the stone as you explore the use of hand tools, experiment with 3D design, and practice carving and finishing techniques. Use of tools is included. Bring protective goggles or glasses. Expect to pay $50-$100 for a stone.
Sharon Gainsburg
Sa | Jan 20-Mar 24 (meets 10x) | 9:30am-12:30pm | $449
Sharon Gainsburg Studio | 181AR1114
Sa | Jun 2-Aug 4 (meets 10x) | 9:30am-12:30pm | $449
Sharon Gainsburg Studio | 182AR1114

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 $120 for materials at the first class session.
Jamie Yocono
M | Jan 8-Feb 19 (meets 6x) | 6-9pm | $279
Wood It Is! | 181AR1190A
*Class does not meet: Feb 12
Th | Mar 22-Apr 26 (meets 6x) | 6-9pm | $279
Wood It Is! | 181AR1190B
T | May 15-Jun 19 (meets 6x) | 6-9pm | $279
Wood It Is! | 181AR1190C
M | Jul 16-Aug 20 (meets 6x) | 6-9pm | $279
Wood It Is! | 182AR1190

NEW WOODWORKING: DINING ROOM CHAIR DESIGN
Design and build your own dining room chair prototype based on your decor, comfort, needs, and style. The prototype process offers an opportunity to experiment with various design components such as joinery, seat styles, stretcher layout, and more. The prototype can then be used as a pattern for building a set of chairs. If you have looked at price tags on dining room chairs lately, you will welcome this chance to build your own at a fraction of the cost. Students will need to pay $100 for materials at the first class session.
Jamie Yocono
Th | Jul 19-Aug 23 (meets 6x) | 6-9pm | $279
Wood It Is! | 182AR1196

WOODWORKING: MAKING AN ADIRONDACK CHAIR
Once you’ve relaxed in one of these chairs, you’ll understand their popularity! We’ll be building a classic Adirondack chair for your home, learning many new woodworking techniques (and using some different tools!) along the way. This classic chair design is both comfortable and gorgeous, and is sure to become the most coveted chair in your back yard! Students will need to purchase their own wood, as well as the finish they want to apply. Traditionally, these are built using softwoods and are painted white. But building this chair in a gorgeous hardwood allows it to become a piece of art within your home. This is a terrific class for refining your woodworking skills! Students will need to pay $35 for materials at the first class session.

Prerequisite: Woodworking I
Jamie Yocono
M | Mar 19-Apr 23 (meets 6x) | 6-9pm | $279
Wood It Is! | 181AR1103

NEW WOODWORKING: SPOON CARVING
Join the spoon carving craze. Carve spoons by hand using tools including drawknives, spokeshaves, carving knives, hook knives, and carving gouges. This class is a great introduction to using carving tools and getting the feel of working with wood. Through making your spoon, we will focus on carving techniques that will allow you to carve safely with confidence, as well as basic tool sharpening and food-safe wood finishing. We will even make our own beeswax-based finish, and carvers will take home a container to use on their future spoon creations. No prerequisite. Absolute beginners are very welcome. All tools and materials will be provided with the supply fee. Students will need to pay $40 for materials at the first class session.

Jamie Yocono
Th | Jan 11-25 (meets 3x) | 6-9pm | $149
Wood It Is! | 181AR1195
Food & Beverage

COOKING & BAKING CLASSES

CARIBBEAN DELIGHTS
Enjoy the colorful and delicious flavors of the Caribbean! Caribbean cuisine is a fusion of many culinary traditions, including African, Spanish, French, Indian, Chinese, and indigenous people. Each island has its own distinctive flavors influenced by history, local produce, and centuries of spice trade. Learn how easy it is to recreate popular dishes to bring a taste of the islands to your dinner table.
Les Kincaid
T | Jul 24 | 6-8:30pm | $49
Ferguson Enterprises | 182HA1243

CELEBRATION OF SUMMER
Summertime’s fresh ingredients make every meal taste better. Discover the fruits and vegetables you should be buying each summer month for optimum flavor and value, like fresh sweet corn and heirloom tomatoes. Receive a list of in season fruits and vegetables that will complement your meals along with great recipes and tastes along the way.
Les Kincaid
T | Aug 7 | 6-8:30pm | $49
Ferguson Enterprises | 182HA1244

COOKING BASICS: STOCKS & SAUCES
Take your cooking to the next level of flavor and excitement with delicious homemade stocks and classic mother sauces. This class is a great foundation for all cooks looking for alternatives to store bought products. Once you know the basics, it is easy to experiment with variations.
Les Kincaid
T | Feb 20 | 6-8:30pm | $49
Ferguson Enterprises | 181HA1226

CREATIVE SALADS
Wow family and friends with quick, easy, and healthy fresh salads. Whether served as a course within a meal or as an entrée, memorable salads use the best seasonal ingredients available. Prepare different types of salads and discuss techniques for creating your own salad dressings.
Les Kincaid
T | Jul 10 | 6-8:30pm | $49
Ferguson Enterprises | 182HA1242

ESSENTIAL KNIFE SKILLS
Become a successful, efficient, and safe cook by mastering proper knife techniques. Observe and practice proper knife handling and sharpening, learn how to slice, dice, and chop, and discover the art of cutting up a chicken. If you have them, bring your own knives to class for hands-on practice.
Les Kincaid
W | Mar 7 | 6-8:30pm | $49
PAR Room 511 | 181HA1238

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 | Apr 17 | 6-8:30pm | $49
Ferguson Enterprises | 181HA1231

FLAVORS OF THAILAND
Explore unique ingredients and simple techniques of Thai cooking. Thailand’s distinctive cuisine aspires to a perfect blend of flavors and textures; an ideal meal includes sweet, salty, sour, bitter, and spicy elements. Prepare favorite Thai dishes using aromatic herbs and spices with traditional ingredients during class. Take home recipes to enjoy in your own kitchen.
Les Kincaid
T | Feb 27 | 6-8:30pm | $49
Ferguson Enterprises | 181HA1227

FOOTBALL PARTY FAVORITES WITH A TWIST
Impress fellow football fans at your big game party with a menu of simple recipes and serving suggestions that are easy to prepare and wonderfully delicious. When planning food, many football party hosts gravitate to whatever is convenient, like ordering out or relying on frozen snacks. With just a little pre-game planning, your big game grub can be a winner and you will still have time to cheer on your team.
Les Kincaid
T | Jan 23 | 6-8:30pm | $49
Ferguson Enterprises | 181HA1240
INDIAN COOKING CLASSICS
Indian cuisine has multiple regional variations, but is generally characterized by perfect spice and flavor combinations. Learn about various Indian spices and ingredients and how to use them to make satisfying, delicious, and healthy Indian meals right at home.

Les Kincaid
T | Mar 20 | 6-8:30pm | $49
Ferguson Enterprises | 181HA1245

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

Les Kincaid
T | May 15 | 6-8:30pm | $49
Ferguson Enterprises | 181HA1232

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

Les Kincaid
T | May 22 | 6-8:30pm | $49
Ferguson Enterprises | 181HA1189

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

Les Kincaid
T | Jun 5 | 6-8:30pm | $49
Ferguson Enterprises | 182HA1208

THE PERFECT STEAK
Make the most of every steak with essential techniques and informed selection of the perfect cut. Discuss different types of cuts and what to look for when selecting good beef. Cover the three most popular cooking methods: pan-broiling, pan-sautéing, and grilling. Also on the menu: recipes for classic sides, rubs, and sauces to complement your steak.

Les Kincaid
T | Apr 10 | 6-8:30pm | $59
Ferguson Enterprises | 181HA1241

REGISTER EARLY: Register at least 15 business days in advance for best course selection and availability.
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 Vine to Wine: The Fundamentals course and receive a passing final exam score.

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

SOMMELIER ACADEMY INFORMATION SESSION

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

Prerequisite: Must be at least 21 years of age to enroll.
Heath Hiudt
T | Jan 9 | noon-1pm | No charge
PAR Room 301 | 181WS6101A
W | May 9 | noon-1pm | No charge
PAR Room 301 | 181WS6101B
T | Aug 14 | noon-1pm | No charge
PAR Room 301 | 182WS6101

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
T | Jan 30-May 15 (meets 13x) | 10:30am-5:30pm | $1,599
Total Wine & More-Town Square | 181WS6100A | 9.1 CEUs
*Class does not meet: Feb 27, Mar 27, Apr 24
W | May 30-Sep 12 (meets 16x) | 10:30am-5:30pm | $1,599
Total Wine & More-Town Square | 181WS6100B | 9.1 CEUs
*Class does not meet: Jul 4 or 25, Aug 22
Foreign Languages, Translation & Interpretation

ACCENT REDUCTION

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

Katia Abou-Haidar, MAAL
MW | Jan 22-Feb 7 (meets 6x) | 6-8:30pm | $219
PAR Room 403 | 181CX1113A
MW | May 21-Jun 11 (meets 6x) | 6-8:30pm | $219
PAR Room 403 | 181CX1113B
*Class does not meet: May 28

ACCENT REDUCTION FOR INTERNATIONAL PROFESSIONALS II
Coworkers and customers will notice a positive difference when you master additional techniques for improving your English pronunciation. Learn techniques native speakers use in producing fluent speech such as linking sounds, reduction, and intonation patterns. After the Level II class, you will be able to speak English with clearer pronunciation, meet difficult challenges in speech clarity for your job, and improve your voice intonation, rate, and rhythm. Required Textbook(s): Mastering Effective English Communication: The Consonant System of American English (ISBN: 9781883574048)
Katia Abou-Haidar, MAAL
MW | Feb 12-Mar 5 (meets 6x) | 6-8:30pm | $219
PAR Room 403 | 181CX1123
WM | Jun 13-Jul 2 (meets 6x) | 6-8:30pm | $219
PAR Room 403 | 182CX1123

ACCENT REDUCTION FOR INTERNATIONAL PROFESSIONALS III
Continue to minimize your accent by mastering stress rules, using accurate intonation patterns, and speaking with a clearer pitch. Fine tune your speech to match the “music” of American English to communicate more comfortably with coworkers and customers. You will be equipped with a more fluent speech, more accurate pitch levels, and thus more confidence while conversing on the job. Required Textbook(s): Mastering Effective English Communication: The Intonation Patterns of American English (ISBN: 9781883574055)
Katia Abou-Haidar, MAAL
MW | Mar 12-28 (meets 6x) | 6-8:30pm | $219
PAR Room 403 | 181CX1124
MW | Jul 9-25 (meets 6x) | 6-8:30pm | $219
PAR Room 403 | 182CX1124
### 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 | Jan 27-Apr 21 (meets 10x) | 10am-noon | $199
  - PAR Room 400 | 181LA1107
  - *Class does not meet: Feb 17, Mar 24 or Mar 31*

#### FRENCH II

Advance your understanding of conversational French. After reviewing the basics, new material will be introduced to build vocabulary and provide additional practice in conversational skills. Required Textbook(s): *Ultimate French, Beginner-Intermediate* (ISBN: 9781400009633)

- **Pascale Tessier**
  - Sa | Jan 27-Apr 21 (meets 10x) | 12:30-2:30pm | $199
  - PAR Room 400 | 181LA1116
  - *Class does not meet: Feb 17, Mar 24 or Mar 31*

#### SPANISH I

Knowledge of Spanish phrases and sentences is helpful in the workplace or while traveling. Learn simple conversation and vocabulary to use in everyday situations. We will include enough grammatical study for an understanding of the language structure. Required Textbook(s): *Spanish Now! Level 1* (ISBN: 9781438075235)

- **Diane Orgill, M.A.**
  - MTh | Feb 26-Mar 29 (meets 10x) | 6:30-8:30pm | $199
  - PAR Room 301 | 181LA1104

#### SPANISH II

If you have taken a beginning Spanish class or have an understanding of the basic language, this course will provide you an opportunity for advancement. After a review, new material will be introduced so you can build vocabulary and improve your conversational skills. Required Textbook(s): *Spanish Now! Level 1* (ISBN: 9781438075235)

- **Diane Orgill, M.A.**
  - ThM | May 31-Jul 2 (meets 10x) | 6:30-8:30pm | $199
  - PAR Room 301 | 181LA1105

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**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 | Jan 20-Mar 24 (meets 10x) | 9am-noon | $259
  - PAR Room 300 | 181LA1126
  - Sa | Jun 9-Aug 11 (meets 10x) | 9am-noon | $259
  - PAR Room 300 | 182LA1126

#### 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 I with supporting CDs* (ISBN: 9780132285759) & *WorldView I workbook* (ISBN: 9780131839946)

- **Cecilia Ordinario, M.Ed.**
  - Sa | Feb 17-Apr 28 (meets 10x) | 9am-noon | $259
  - PAR Room 301 | 181LA1124
  - *Class does not meet: Mar 31*

#### ESL (ENGLISH AS A SECOND LANGUAGE) BASIC II

For beginners with limited English language skills. We will focus 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 15-28 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 I with supporting CDs* (ISBN: 9780132285759) & *WorldView I workbook* (ISBN: 9780131839946)

- **Cecilia Ordinario, M.Ed.**
  - Sa | Jun 9-Aug 11 (meets 10x) | 9am-noon | $259
  - PAR Room 300 | 182LA1126

#### ESL (ENGLISH AS A SECOND LANGUAGE) INTERMEDIATE

Develop English speaking, listening, and vocabulary skills through directed discussions about work, family, relationships, and culture. Vocabulary, reading, writing, and conversation will be stressed. Audio and video tapes will be used in each class. Required Textbook(s): *WorldView 2* (ISBN: 9780131840072)

- **Barbara Lander, M.Ed.**
  - Sa | Jan 20-Mar 24 (meets 10x) | 1-4pm | $259
  - PAR Room 300 | 181LA1124
  - Sa | Jun 9-Aug 11 (meets 10x) | 1-4pm | $259
  - PAR Room 300 | 182LA1124

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Register early: Register at least 15 business days in advance for best course selection and availability.
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: Spanish Certificate you must register for the certificate application course 173LA9999A and successfully complete six required core classes.

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

CONSECUTIVE INTERPRETING I

Prepare to take the Certified Court Interpreter test by studying and practicing the basic strategies utilized while interpreting in the consecutive mode. In consecutive interpretation, the interpreter listens to an oral statement in a source language and then renders it in the target language. This course will focus on skills critical to consecutive interpretation, including techniques to improve memorization, note taking, and recalling lengthy segments of verbal utterances. Interpreters must be able to mentally interpret the statement, normalize the segment, and render it in the target language in its entirety while maintaining the same register and staying in compliance with the Code of Ethics for Certified Court Interpreters. This course is approved for 12 CEUs with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Required Textbook(s): *Edge 21: Consecutive Interpreting* (ISBN: 9781880594377)
*Prerequisite:* Must be fluent in Spanish and English.

Cristina Sanchez
T | Feb 6-27 (meets 4x) | 6-9pm | $309
PAR Room 401 | 181LA1135 | 1.2 CEUs

CONSECUTIVE INTERPRETING II

Build mastery of tools utilized in the Consecutive Interpreting Mode as you prepare for the Certified Court Interpreter exam. Extensive hands-on practice and role playing in the classroom will help students fine tune their preferred techniques for memorization and recall of lengthy segments, as well as improve their note taking skills. Passages will become longer and more complex, simulating scenarios you will encounter as a professional. This course also focuses on advanced legal terminology used in different legal settings. This course is approved for 12 CEUs with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Required Textbook(s): *Edge 21: Consecutive Interpreting* (ISBN: 9781880594377)
*Prerequisite:* Consecutive Interpreting I & fluent in Spanish and English
Cristina Sanchez
T | May 1-22 (meets 4x) | 6-9pm | $309
PAR Room 400 | 181LA1137 | 1.2 CEUs

SIMULTANEOUS INTERPRETING I

Gain valuable experience in interpreting in the simultaneous form-meaning at the same time as the speaker. In simultaneous interpretation, you must be able to listen in a source language and speak in the target language at the same time. Students will work on memory exercises, paraphrasing, completing dual tasks, visualization exercises, basic interpreting techniques, beginning strategies, and hands-on practice in every class. Learn about valuable (and mostly free) resources to help you practice interpreting, and get tips on how to build vocabulary, improve memory and speed, and much more. This course is approved for 12 CEUs with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Required Textbook(s): *Edge 21: Simultaneous Interpreting* (ISBN: 9781880594391).
*Prerequisite:* Must be fluent in Spanish and English.
Judy Jenner
W | Mar 7-28 (meets 4x) | 6-9pm | $309
PAR Room 123 | 181LA1136 | 1.2 CEUs

SIMULTANEOUS INTERPRETING II

Improve your simultaneous interpreting skills as you adopt more advanced strategies to work with speakers at higher speeds, to train your ear to understand different dialects, and to solve specific interpreting challenges such as idioms, jokes, false starts, etc. In addition, students will get more detailed information on the different settings in which the simultaneous mode is used (court, medical, conferences) and will gain basic knowledge of interpreting equipment. Expect to do extensive interpreting practice at home in the simultaneous mode to build speed, problem-solving abilities, and depth and breadth of vocabulary. This course is approved for 12 CEUs with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Required Textbook(s): *Edge 21: Simultaneous Interpreting* (ISBN: 9781880594391)
*Prerequisite:* Simultaneous Interpreting I & fluent in Spanish and English
Judy Jenner
W | Jun 6-27 (meets 4x) | 6-9pm | $309
PAR Room 123 | 182LA1138 | 1.2 CEUs

Register online at http://ced.unlv.edu/cat2018
MEDICAL INTERPRETATION: SPANISH CERTIFICATE PROGRAM

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

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

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

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

MEDICAL INTERPRETATION: SPANISH INFORMATION SESSION

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

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB, Alvaro Vergara-Mery, Ph.D., CMI
T | May 15 | 6-7pm | No charge
PAR Room 512 | 181LA1170

INTRODUCTION TO MEDICAL INTERPRETING

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

Prerequisite: Must be fluent in Spanish and English.
Alvaro Vergara-Mery, Ph.D., CMI
T | May 22–Jun 12 (meets 4x) | 6-9pm | $349
PAR Room 300 | 181LA1171 | 1.2 CEUs

NEW MEDICAL CONSECUTIVE INTERPRETING

In consecutive interpretation, the interpreter listens to an oral statement in a source language and then renders it in the target language. Build your awareness of the cognitive processes integral to consecutive interpreting: listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization, and logic. Memory development techniques, note taking, and non-verbal communication are also introduced as important elements of the process of interpreting consecutively. Apply medical consecutive interpretation techniques in a variety of practice situations with specific medical terminology. End goal is to develop professional interpreting skills and expand vocabulary in order to confidently tackle consecutive interpreting assignments in the medical field.

Prerequisite: Introduction to Medical Interpreting, Medical Terminology & Specialties I & II & fluent in Spanish and English
Alvaro Vergara-Mery, Ph.D., CMI
T | Feb 20–Mar 13 (meets 4x) | 6-9pm | $199
PAR Room 300 | 181LA1174 | 1.2 CEUs

NEW MEDICAL INTERPRETING CERTIFICATION PREP

Prepare for the written and oral medical interpreter credentialing exams administered by the National Board of Certification for Medical Interpreters (NBCMI) and Certification Commission for Healthcare Interpreters (CCHI). Gain familiarity with computer-based testing and the types of questions the certification exams contain. Students will be coached and evaluated on accuracy, completeness, grammar, smooth delivery, memory skills, and the roles of the interpreter in a variety of scenarios.

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB
W | May 2–9 (meets 2x) | 7-10pm | $109
PAR Room 302 | 181LA1176

Register by phone at 702-895-3394
**MEDICAL SIMULTANEOUS INTERPRETING & SIGHT TRANSLATION**

In simultaneous interpretation, the interpreter listens in a source language and speaks in the target language at the same time. Build on your experience with consecutive interpretation by exploring the concepts of split attention, self monitoring, décalage (time difference), coordination, reformulation, and coping techniques. Apply medical simultaneous interpreting techniques in a variety of practice situations with specific medical terminology. End goal is to develop professional interpreting skills and expand vocabulary in order to confidently tackle simultaneous interpreting assignments in the medical field.

**Prerequisite:** Introduction to Medical Interpreting, Medical Terminology & Specialties I & II, Medical Consecutive Interpreting & fluent in Spanish and English

Alvaro Vergara-Mery, Ph.D., CMI
T | Apr 3-24 (meets 4x) | 6-9pm | $199
PAR Room 300 | 181LA1175 | 1.2 CEUs

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**MEDICAL TERMINOLOGY & SPECIALTIES I**

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

**Prerequisite:** Introduction to Medical Interpreting & fluent in Spanish and English

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB
W | Jun 20-Jul 18 (meets 4x) | 7-10pm | $199
PAR Room 300 | 181LA1172 | 1.2 CEUs

*Class does not meet: Jul 4

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**NEW MEDICAL TERMINOLOGY & SPECIALTIES II**

Study the elements of medical word building to develop the extensive vocabulary medical interpreters use within specialty settings. Receive a thorough grounding on basic medical terminology through a study of root words, prefixes, and suffixes that allows you to decode the meaning of words when the vocabulary is unknown. Anatomy and physiology, most common health problems, and medical procedures will be covered in the following areas: respiratory, reproductive, urinary, nervous, cardiovascular, lymphatic, and mental health.

**Prerequisite:** Introduction to Medical Interpreting & Medical Terminology & Specialties I & fluent in Spanish and English

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB
W | Jan 17-Feb 7 (meets 4x) | 7-10pm | $199
PAR Room 301 | 181LA1173 | 1.2 CEUs

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**Health Care & Allied Professions**

### HEALTH CARE PROFESSIONAL CEU CLASSES

Medical professionals have to stay up to date with new developments in patient care, cultural competence, and office administration, and medical billing and coding. Keep current on important issues in medical care with training coordinated by UNLV Continuing Education in partnership with UNLV School of Nursing, the VA Medical Center and MountainView Hospital.

A monthly Health Care Professional continuing education series is geared toward registered nurses and health care professionals. Courses in this series take place on the third Friday of every month. Two-day courses extend to Saturday. Courses are approved by the Nevada State Board of Nursing for continuing education credits.

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**DEVELOPING YOUR NURSING CAREER TRAJECTORY**

Plan your path for professional progression by looking at your nursing career through the lens of combat casualty care research. Create a vision for your personal career by learning more about opportunities for advanced degrees, practice options, and research experiences. Open your mind to alternate career trajectories in nursing using an analogy of a combat casualty care research program. Course approved by Nevada State Board of Nursing for 6.5 CNEs. Lunch will be provided.

Barbara St. Perre Schneider, Ph.D., RN, CNE
Rebecca Benfield, CNM, Ph.D.
F | Mar 16 | 8am-3:30pm | $49
PAR Room 302 | 181HP1106

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**END OF LIFE CARE**

The End-of-Life Nursing Education Consortium (ELNEC) Project is a national end-of-life educational program administered by City of Hope (COH) and the American Association of Colleges of Nursing (AACN) designed to enhance palliative care in nursing.

Dr. Tricia Gatlin, Assistant Professor at UNLV, is a trained ELNEC provider. She has designed from the ELNEC curriculum an End of Life continuing education program based on three major elements of the ELNEC course. Palliative nursing care will be covered as well as the role of communication at end of life. Concepts of loss, grief and bereavement will be discussed. The course will use lecture, case study, and experiential learning to expand the nurse’s knowledge on these 3 concepts. Course approved by Nevada State Board of Nursing for 13 CNEs. Lunch will be provided.

Tricia Gatlin, Ph.D., RN, CNE
FSa | Jun 15-16 (meets 2x) | 8am-3:30pm | $99
VA Medical Center Education Auditorium | 181HP1107

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Visit ced.unlv.edu/health-care-ceu for health care course bundle pricing and additional course offerings.

Register online at http://ced.unlv.edu/cat2018
EVIDENCE-BASED PRACTICE & QUALITY IMPROVEMENT PROJECTS

Evidence-based practice integrates scientific research evidence, clinical expertise, and patient preference into the development of a patient’s medical care plan. This workshop will begin with the basic competencies for evidence-based practice (EBP). Participants will learn and practice EBP skills with the intent of learning how to develop and implement a unit-based or institution-wide quality improvement health care project. Course approved by Nevada State Board of Nursing for 6.5 CNEs. Lunch will be provided.

Mary Bondmass, Ph.D., RN, CNE
F | May 18 | 8am-3:30pm | $49
VA Medical Center Room 1C143 and 1C149 | 181HP1100

HOSPITAL ACQUIRED CONDITIONS

Implement evidence-based tools within your health care practice to measurably lower your Hospital-Acquired Conditions (HACs) rate. HACs are costly and dangerous events that occur while patients are receiving care for another condition during a hospital stay. HACs may include bloodstream and urinary tract infections, pressure ulcers, and adverse drug events. Sustained focus on reducing HACs resulted in a 17 percent decline nationally from 2010 to 2013, saving about 50,000 lives and nearly $12 billion in health costs. These results are promising, and reinforce the need for all health care workers to have up-to-date training on reducing HACs. Course approved by Nevada State Board of Nursing for 6.5 CNEs. Lunch will be provided.

Rosemary Thuet, RN, Patty Blaschak, RN, Lisa Schaffer, RN, Gay Gustafson, RN
F | Jul 20 | 8am-3:30pm | $49
Mountain View Hospital | 182HP1110

LEADERSHIP DEVELOPMENT FOR HEALTH CARE PROFESSIONALS

An individual’s personality greatly influences his or her approach to leadership. Join us for a full day workshop in which participants utilize organizational and personality trait tests to identify their own leadership style. Become more aware of how to interact and lead professionals whose management and decision making needs may differ from yours. Interactive and lecture format will underscore the importance of noticing the needs of your work team and asking questions as a leader. Crucial conversation skills will be practiced. Situational leadership will be discussed. Course approved by Nevada State Board of Nursing for 6.5 CNEs. Lunch will be provided.

Roseann Colosimo, Ph.D., MSN, RN
F | Feb 16 | 8am-3:30pm | $49
UNLV Paradise Campus | 181HP1101

LGBTQ CULTURAL COMPETENCE FOR HEALTH CARE PROFESSIONALS

Gain important strategies and skills for providing culturally competent care to lesbian, gay, bisexual, transgender, and queer (LGBTQ) clients. Attendees will have the opportunity to get insight into their own attitudes, practice communication strategies, and work through case studies. Day two of training will apply knowledge and concepts learned using scenarios and simulation. Course approved by Nevada State Board of Nursing for 13 CNEs. Lunch will be provided.

Michael Johnson, Ph.D., RN
FSa | Apr 20-21 (meets 2x) | 8am-3:30pm | $99
VA Medical Center Education Auditorium | 181HP1103

SELF-HELP FOR NURSES: MEDITATION & RELAXATION

Nurses work in chaotic, fast-paced environments, focused on improving the health of their patients. But what about the self-health of the nurse? Understand the need for self-health practices among nurses, the benefits of such practices, and how to make a habit of these helpful strategies. Discuss literature findings related to self-health practices such as breathing techniques, mindfulness, meditation, and postural alignment—any of which can be done in any given moment. Attendees are encouraged to wear comfortable, loose fitting clothes and participate in all of the self-health practices demonstrations. Course approved by Nevada State Board of Nursing for 6.5 CNEs. Lunch will be provided.

Carolyn Yucha, RN, Ph.D., FAAN, Lori Candela, Ed.D., RN, FNP-BC, FNP, CNE
F | Jan 19 | 8am-3:30pm | $49
PAR Room 301 | 181HP1104

See page 51 for other health care topics related to social work.
MEDICAL ASSISTANT CERTIFICATE PROGRAM

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

MEDICAL ASSISTANT CERTIFICATE PROGRAM INFORMATION SESSION

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

UNLV Staff

T | May 22 | 5:15-6pm | No charge
Shadow Lane Campus, Classroom 2 | 181ME6102

T | Jun 5 | 5:15-6pm | No charge
Shadow Lane Campus, Classroom 2 | 182ME6102A

W | Jun 20 | 5:15-6pm | No charge
Shadow Lane Campus, Classroom 2 | 182ME6102B

NEW MEDICAL ASSISTANT EXTERNSHIP

This hands-on training and real-world experience is specifically for students successfully completing UNLV’s medical assistant program. Students will have the opportunity to work temporarily in a health care facility alongside medical professionals. This externship consists of 160 hours of unpaid work experience. Upon successfully completion of the externship, students will sit for the National Center for Competency Testing (NCCT) certification exam. Students will need to have updated immunizations and a physical to complete this experience.

Prerequisite: Students must successfully complete the Medical Assistant Program Course (ME6130), provide immunizations and physical exam.

UNLV Staff

Individualized Training Schedule
Jul 9-Aug 10 (meets 25x) | 8am-5pm | $349
Off site | 182ME6131

MEDICAL ASSISTANT PROGRAM

Prepare for a career working with patients or supporting the administrative functions of a medical office. UNLV’s Medical Assistant program provides you with real-world administrative and clinical skills that are essential to working in the modern medical office. Using an applied learning approach the curriculum will help you develop the tactile and critical thinking skills necessary for working in today’s health care setting. By the end of the six month course, students will develop the skills frequently assigned to medical assistants including scheduling, reception, bookkeeping, insurance billing and coding, maintaining medical records, preparing patients for examination, assisting with physicals, performing screening tests, preparing medical equipment, and more. The program is paired with an online learning management system offering additional resources and tools and real-world simulations using electronic health record software. Additionally, students will use online assessment tools which monitor individual progress. Remediation is provided in areas where students are weak and provides additional support until students show mastery level proficiency. Students will also complete CPR/AED Certification. Textbooks are included in tuition and will be distributed on the first day of class.

UNLV Staff

MTWTh | Jan 8-Jun 29 (meets 93x) | 6-9pm | $5,999
Shadow Lane Campus, Room TBD | 181ME6130 | 30 CEUs
*Class does not meet: Jan 15, Feb 19, Mar 26-29, May 28

MTWTh | Jul 9-Dec 20 (meets 92x) | 6-9pm | $5,999
Shadow Lane Campus, Room TBD | 182ME6130 | 30 CEUs
*Class does not meet: Sep 3, Nov 12, 21, or 22

Register online at http://ced.unlv.edu/cat2018
PERSONAL CARE AIDE APPRENTICESHIP CERTIFICATE PROGRAM

More people than ever are seeking ways to remain at home as they age or deal with medical challenges. Personal care aides help clients maintain independence by providing support for everyday tasks. They typically work in clients’ homes, small group homes, or larger care communities. Personal care aides assist people with chronic diseases, physical limitations, and mental disabilities with a variety of daily needs such as personal hygiene, housekeeping, and meal planning/preparation. Compassion, professionalism, and ethical decision-making are requirements for anyone interested in this line of work.

In the Personal Care Aide Apprenticeship Certificate Program, students complete a curriculum of personal care aide theory and skills, plus training in effective communication and report writing. They then transition into a paid apprenticeship with an area employer to gain on-the-job experience.

PROGRAM REQUIREMENTS:
To earn the Personal Care Aide Apprenticeship Certificate, students must successfully complete the Personal Care Aide course as well as an employer-based apprenticeship where they gain experience and skills under the guidance of a mentor.

NEW PERSONAL CARE AIDE APPRENTICESHIP CERTIFICATE PROGRAM

The Personal Care Aide Apprenticeship Certificate program is a partnership between UNLV Continuing Education, the Nevada’s Apprenticeship Project and Las Vegas employers. This program consists of a 144 hour educational experience partnered with a paid on-the-job training through approved Las Vegas employers. Upon successful completion of the program, students are guaranteed employment and receive a UNLV Certificate and a National Occupational Credential through the Department of Labor. Students interested in this program must apply directly through the employers for admittance into the program.

Personal care aides provide critical support for everyday tasks such as dressing, bathing, housekeeping, errands, and meal planning. Students will explore key issues related to providing safe, attentive personal care services in a home-based setting or group facility. Among the covered topics are: basic anatomy and physiology; disease processes and prevention; nutrition; infection control; emergency interventions; medical terminology; dementia; employment strategies; and caregiver wellness. During a hands-on clinical skills lab, practice skills essential to the care of elderly and disabled clients including bathing, dressing, mobility, transferring, toileting, grooming, and meal planning. Because personal care aides often work with vulnerable populations, professional ethics are emphasized throughout training. Students will learn OSHA and CDC standards, documentation, abuse, and professional responsibility.


Prerequisite: Students will need to interview with employer partners to be accepted into the training program. Students will be required to pass a drug and background check and will be required to complete a TB test and a physical.

Liz Colosimo, RN

SaTWThF | Jan 20-Feb 15 (meets 19x) | 9am-2:30pm | $1,999
PAR Room 302 | 181HH1103A | 11.5 CEUs

SaTWThF | Feb 24-Mar 22 (meets 19x) | 9am-2:30pm | $1,999
PAR Room 302 | 181HH1103B | 11.5 CEUs

SaTWThF | Apr 7-May 3 (meets 19x) | 9am-2:30pm | $1,999
PAR Room 302 | 181HH1103C | 11.5 CEUs

SaTWThF | May 5-31 (meets 19x) | 9am-2:30pm | $1,999
PAR Room 302 | 181HH1103D | 11.5 CEUs

SaTWThF | Jun 2-28 (meets 19x) | 9am-2:30pm | $1,999
PAR Room 302 | 182HH1103A | 11.5 CEUs

SaTWThF | Jul 7-Aug 2 (meets 19x) | 9am-2:30pm | $1,999
PAR Room 302 | 182HH1103B | 11.5 CEUs

SaTWThF | Aug 11-Sep 6 (meets 19x) | 9am-2:30pm | $1,999
PAR Room 302 | 182HH1103C | 11.5 CEUs

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

HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAMS

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

BASIC CERTIFICATE PROGRAM REQUIREMENTS:
To earn the Basic Certificate you must register for the certificate application course 173CP9999B and successfully complete the following required core course plus an additional 2.4 CEUs of elective courses.

• Essentials of Human Resource Management

ADVANCED CERTIFICATE PROGRAM REQUIREMENTS:
To earn the Advanced Certificate you must register for the certificate application course 173CP9999A and successfully complete the following required core course plus an additional 6 CEUs of elective courses.

• Essentials of Human Resource Management

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

HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAM INFORMATION SESSION

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

Gary Cottino, SPHR, SHRM-SCP
Th | Jan 4 | 5:30-6:30pm | No charge
PAR Room 512 | 181CP6155
W | Jun 6 | 5:30-6:30pm | No charge
PAR Room 511 | 182CP6155A
Th | Aug 16 | 5-6pm | No charge
PAR Room 512 | 182CP6155B

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. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP
F | Jun 8 | 9am-4pm | $279
PAR Room 400 | 182CP6172 | 0.6 CEU

COACHING & COUNSELING FOR SUCCESS

Unleash the human spirit and expand people’s capacity to achieve stretch goals and to bring about real change within your organization. Transformational change is not accomplished by just adjusting business strategy, structure, or systems. True change comes only from a conscious shift in culture, underlying assumptions, and business attitudes of the people who work in and run a business. Focused coaching and counseling can bring about such change-elevating employees to their full potential and reinvigorating your corporate culture. Spend time thinking through the roles coaches and counselors can play within your business. Explore the characteristics, knowledge, skills, and abilities that successful coaches and counselors possess. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP
F | Jul 6 | 9am-4pm | $279
PAR Room 302 | 182CP6165 | 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. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Rebecca Washington-Lindsey, Ph.D.
TTh | Feb 13-15 (meets 2x) | 6-9pm | $279
PAR Room 511 | 181CP6190 | 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. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Rebecca Washington-Lindsey, Ph.D.
Th | Jan 11 | 9am-4pm | $279
PAR Room 400 | 181CP6177 | 0.6 CEU
CONFLICT MANAGEMENT: WHAT IS CONFLICT & HOW DO I RESOLVE IT?
Unmanaged conflict in our personal or professional lives can lead to breakdowns in teamwork and cooperation, diminished employee commitment, and lower levels of quality and productivity. This in-depth training provides effective strategies to pinpoint root causes of conflict so you can handle disagreements, confrontations, difficult people, anxiety, and anger before they get out of hand. Apply proven conflict management approaches to bring important issues to light, open the lines of communication, and strengthen relationships as you deal with discord at home or at work. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP
F | Jan 26 | 9am-4pm | $279
PAR Room 302 | 181CP6181 | 0.6 CEU

CREATING A STRATEGIC THINKING PARADIGM
Create a culture of strategic thinking within your business. Strategic thinking knowledge, skills, and abilities are fast becoming required business competencies in today’s competitive economic environment. While strategic thinking may come more naturally for some leaders than it does for others, with practice and training you have the capacity to visualize the big picture and create long range plans. Developing a culture of strategic thinking for your business starts by recognizing and nurturing strategic thinking competencies. This seminar provides businesses and individuals with a tool kit to encourage strategic thinking. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP
F | Aug 10 | 9am-4pm | $279
PAR Room 301 | 182CP6166 | 0.6 CEU

CULTURAL COMPETENCY IN THE WORKPLACE
Examine patterns of cultural difference in the modern American workplace and discuss how those differences impact job functions, the hiring process, training, and team dynamics. Find ways to open the door to new conversations, with the focus on communication styles, culture-specific patterns, and skills for improving cultural interactions. Your work team can thrive in a culturally complex environment by becoming educated about the perspectives of colleagues and customers representing various generations, cultural groups, and work styles. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Rebecca Washington-Lindsey, Ph.D.
F | Mar 2 | 9am-4pm | $279
PAR Room 400 | 181CP6176 | 0.6 CEU

DOCUMENTATION, DISCIPLINE, & TERMINATION
Follow consistent policies for documentation, discipline, and termination when an employee does not live up to expectations. Do not wait until you have to go to court before you learn how to handle these essential management tasks correctly! Find out how to utilize the disciplinary process to improve employee behavior, document relevant facts during the review and discipline process, conduct fair and thorough investigations, and, if necessary, prepare for a termination. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP
F | May 4 | 9am-4pm | $279
PAR Room 301 | 181CP6125 | 0.6 CEU

EFFECTIVE HR ANALYTICS
In today’s global market human talent constitutes the biggest asset of any organization. The efficiency level of an organization fundamentally depends on its human capital management. Comprehensive human resource measurement strategies enable management to collect consistent information about the employee population, which aids decision making and ensures that management and development activities align with overall business strategy. With a sound HR analytics program, HR management can make business decisions that are based on cold facts rather than a “gut feeling,” and use the exact figures to back up business decisions and support requests for human talent. This class will cover the fundamentals of HR analytics and assist you with the development of such measurements. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Linda Kyriannis, MBA, SPHR, SHRM-SCP
TW | Apr 17-18 (meets 2x) | 6:30-9:30pm | $279
PAR Room 403 | 181CP6134 | 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.

Cynthia Dobek, MSHRM, IpmA-SCP, SHRM-SCP
T | Jan 16-Feb 6 (meets 4x) | 6-9pm | $699
PAR Room 300 | 181CP6113A | 1.2 CEUs

Grace Gamsky, SPHR, SHRM-SCP
Sa | Mar 31-Apr 14 (meets 2x) | 9am-4pm | $699
PAR Room 300 | 181CP6113B | 1.2 CEUs
*Class does not meet: Apr 7

To keep up with demand and emerging trends, we add new courses after our catalog has been published. Go online to ced.unlv.edu/cat2018 to see the most up-to-date listings.

Register by phone at 702-895-3394
FEDERAL EMPLOYMENT LAW I
Study key aspects and points of the following federal labor/management laws and regulations: the Fair Labor Standards Act of 1938, the National Labor Relations Act of 1935 (Wagner Act), and the Labor-Management Relations Act of 1947. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.
Gary Cottino, SPHR, SHRM-SCP
F | Jan 12 | 9am-4pm | $279
PAR Room 301 | 181CP6129 | 0.6 CEU

FEDERAL EMPLOYMENT LAW II
Gain a better understanding of Title VII, Civil Rights Act of 1964, Family and Medical Leave Act of 1993, Age Discrimination in Employment Act of 1967, and the Immigration and Naturalization Act of 1996. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.
Gary Cottino, SPHR, SHRM-SCP
F | Feb 23 | 9am-4pm | $279
PAR Room 302 | 181CP6133 | 0.6 CEU

FEDERAL EMPLOYMENT LAW III
Gary Cottino, SPHR, SHRM-SCP
F | Mar 23 | 9am-4pm | $279
PAR Room 302 | 181CP6106 | 0.6 CEU

FEDERAL EMPLOYMENT LAW IV
Understand how Fair Credit Reporting (background check legislation), Occupational Safety and Health Act of 1970, and Employee Retirement Income Security Act of 1973 apply to your organization. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.
Gary Cottino, SPHR, SHRM-SCP
Th | Apr 26 | 9am-4pm | $279
PAR Room 403 | 181CP6109 | 0.6 CEU

PROBLEM SOLVING & DECISION-MAKING
Stop agonizing over problem solving and decision-making. When faced with a complex problem many people take one of two divergent approaches. One: put off addressing a problem or making a decision in the hopes that someone else will bail you out. Or two: make a decision using a knee jerk reaction. Taking a structured approach can give you confidence to weigh all contributing factors and decisively forge ahead. Leaders must recognize situations where an immediate decision is called for, such as an instance of workplace violence, but also must know that in most cases there is time to understand all of the possible factors and make a well thought out decision. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.
Gary Cottino, SPHR, SHRM-SCP
F | May 18 | 9am-4pm | $279
PAR Room 301 | 181CP6182 | 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. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.
Gary Cottino, SPHR, SHRM-SCP
F | Apr 13 | 9am-4pm | $279
PAR Room 302 | 181CP6174 | 0.6 CEU

WORKPLACE INVESTIGATIONS
When allegations of workplace misconduct arise, be prepared with systematic procedures for investigation and documentation. Learn how to handle complaints and determine if an investigation is necessary, who should conduct it, how to develop conclusions, and how to write a final report. This course will also discuss best practices, common investigation mistakes, and types of personnel files crucial to keep in case of an investigation. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.
Gary Cottino, SPHR, SHRM-SCP
F | Mar 9 | 9am-4pm | $279
PAR Room 302 | 181CP6105 | 0.6 CEU

MAKING THE TRANSITION FROM MANAGER TO LEADER
Step beyond managing day-to-day tasks and learn what it takes to influence your organization’s overall vision and direction. Leaders set the course, inspire others, and build teams and coalitions. Training materials, discussions, and practical exercises will help participants identify their personal leadership traits and styles, understand the competencies and qualities of an effective leader, and build coaching and mentoring skills. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.
Gary Cottino, SPHR, SHRM-SCP
F | Feb 9 | 9am-4pm | $279
PAR Room 302 | 181CP6119 | 0.6 CEU

See Organizational Leadership section for additional classes which may be used toward Human Resource Management Certificate elective requirements.
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
Th | Jan 4 | 6:30-7:30pm | No charge
PAR Room 301 | 181CP6118
Th | Aug 16 | 6-7pm | No charge
PAR Room 301 | 182CP6118

PHR/SPHR CERTIFICATION PREPARATION
Prepare for your PHR or SPHR certification exam during this 13-lesson preparation course. Review and learn the six content areas: Business Management and Strategy, Workforce Planning and Employment, Human Resource Development, Compensation and Benefits, Employee and Labor Relations, and Risk Management. This course will provide methods for the best ways to study and prepare for the exam. For additional eligibility requirements and exam information including exam fees, visit hrci.org.
Gary Cottino, SPHR, SHRM-SCP
W | Jan 24-Apr 18 (meets 13x) | 6-9pm | $849
PAR Room 302 | 181CP6116 | 3.9 CEUs
Leadership

ORGANIZATIONAL LEADERSHIP CERTIFICATE PROGRAM

Leaders must be able to manage individual employees as well as strategically move the overall organization forward. This certificate program is a comprehensive professional development opportunity covering a wide range of best practices in leadership to help you approach the complex challenges inherent in organizational growth and change. Certificate candidates will enhance their skills in order to build stronger teams and successfully lead initiatives within organizations.

PROGRAM REQUIREMENTS:
To earn the Organizational Leadership Certificate, you must register for the certificate application course 173CP9999D and successfully complete the following required core course plus an additional 2.4 CEUs of elective courses.

CORE COURSES:
• Fundamentals of Leadership

ELECTIVE OPTIONS:
• Effective Facilitation of Meetings & Discussions
• Developing Mentorship Programs
• Change Management, see page 32
• Coaching & Counseling for Success, see page 32
• Creating a Strategic Paradigm, see page 33
• Making the Transition from Manager to Leader, see page 35
• Problem Solving & Decision Making, see page 35
• Strategic Planning I & II
• Succession Planning
• Communication Strategies: First-time Managers or Supervisors, see page 32
• Fostering a Diverse & Inclusive Workplace

DEVELOPING MENTORSHIP PROGRAMS

Mentorship programs are an effective way to develop promising staff for future leadership, pass along institutional knowledge or technical skills, and improve employee engagement and retention. Lay the groundwork for a formal mentorship program within your workplace or organization, either to meet specific individual needs or as part of a comprehensive staff development program. We will compare multiple models for creating mentoring programs. We will review methods for participation selection and for effectively matching mentors with mentees. You will learn to align your mentoring program goals and objectives with the organization’s strategy and culture, and establish a process for program evaluation. This program is valid for 6 PDCs for the SHRM-CP/CM or SHRM-SCP/SCP. This class is also an elective for the Human Resource Management certificates.

Nelandra Anselmo, SPHR, SHRM-SCP, CHE
F | Mar 7-28 (meets 4x) | 6-9pm | $699
PAR Room 301 | 181CP6300 | 1.2 CEUs

See Human Resources section for additional classes which may be used toward Organizational Leadership Certificate elective requirements.
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): Basic Contract Law for Paralegals (ISBN: 9781454855552)
Zachariah Parry, J.D.
Th | Apr 5-May 3 (meets 5x) | 6-9pm | $289
PAR Room 302 | 181PL6107 | 1.5 CEUs
Th | Jul 26-Aug 23 (meets 5x) | 6-9pm | $289
PAR Room 302 | 182PL6107 | 1.5 CEUs

MICROSOFT OFFICE & ADOBE ACROBAT FOR LEGAL PROFESSIONALS
Paralegals and other legal professionals must possess highly-specialized computer experience in document control, collective editing, and sophisticated formatting. Build advanced proficiency in Microsoft Word beyond standard word processing by practicing skills frequently used in producing legal documents. Topics will include complex options for character, paragraph, and page formatting; using and managing styles and templates; using fields, content controls, and quick parts; macro basics; incorporating reference features such as footnotes and auto-generation of tables of contents, figures, or authorities; producing mail merge documents; and collaborative authoring and editing tools such as track changes and compare/combine documents. Adobe Acrobat skills required in legal settings will also be taught, including document redaction; optical character recognition (OCR); electronic signatures; Bates numbering; file conversion; and form creation and submission. Although the majority of class time will be spent on advanced features of Word and Acrobat, we will also cover the fundamentals of Excel and PowerPoint. This course is highly recommended to prepare new paralegals, legal assistants, and other administrative staff for the daily requirements of working in a law office.
Sharon Fry, MOSM, MCT, MCP, MTA
MW | May 30-Jun 27 (meets 8x) | 9am-noon | $349
PAR Room 123 | 181PL6240A | 2.4 CEUs
*Class does not meet: Jun 25

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 | Feb 22-Mar 22 (meets 5x) | 6-9pm | $289
PAR Room 302 | 181PL6102 | 1.5 CEUs
Th | Jun 21-Jul 19 (meets 5x) | 6-9pm | $289
PAR Room 302 | 182PL6102 | 1.5 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 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 Certificate you must successfully complete the Paralegal course.

PARALEGAL CERTIFICATE INFORMATION SESSION
Attend an information session before you enroll in UNLV’s Paralegal Certificate program. Information sessions cover topics including paralegal job responsibilities, employment potential, financial assistance, and the UNLV Paralegal website. These sessions will help you decide whether online or on-campus instruction best suits your needs.
Dan Barber, Jodi Gilliland
T | Jan 9 | noon-1pm | No charge
PAR Room 300 | 181PL6128A
T | Jan 9 | 5:30-6:30pm | No charge
PAR Room 300 | 181PL6128B
W | Jan 24 | noon-1pm | No charge
PAR Room 302 | 181PL6128C
W | Jan 24 | 5:30-6:30pm | No charge
PAR Room 301 | 181PL6128D
W | Apr 25 | noon-1pm | No charge
PAR Room 302 | 181PL6128E
W | Apr 25 | 5:30-6:30pm | No charge
PAR Room 302 | 181PL6128F
T | May 15 | noon-1pm | No charge
PAR Room 300 | 181PL6128G
T | May 15 | 5:30-6:30pm | No charge
PAR Room 300 | 181PL6128H

See page 29 for Legal Interpretation: Spanish Certificate Program
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) & Basic Contract Law for Paralegals (ISBN: 9781454816454)

Prerequisite: Must have daily access to a computer and printer

Zachariah Parry, J.D., Matthew Pfau, J.D.
TTh | Feb 20-Jun 7 (meets 30x) | 9am-noon | $6,549
PAR Room 302 | 181PL6131A | 25 CEUs
*Class does not meet: Mar 27, Mar 29

Zachariah Parry, J.D.
TTh | Feb 20-Jun 7 (meets 30x) | 6-9pm | $6,549
PAR Room 302 | 181PL6131B | 25 CEUs
*Class does not meet: Mar 27, Mar 29

Zachariah Parry, J.D., Matthew Pfau, J.D.
TTh | Jun 19-Sep 27 (meets 30x) | 9am-noon | $6,549
PAR Room 302 | 182PL6131A | 25 CEUs

Zachariah Parry, J.D.
TTh | Jun 19-Sep 27 (meets 30x) | 6-9pm | $6,549
PAR Room 302 | 182PL6131B | 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

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) & Basic Contract Law for Paralegals (ISBN: 9781454816454)

Zachariah Parry, J.D.

Register and begin any time between Jan 1-May 31 | $7,529
Online Delivery | 181PL6149 | 25 CEUs

Register and begin any time between Jun 1-Aug 31 | $7,529
Online Delivery | 182PL6149 | 25 CEUs

To keep up with demand and emerging trends, we add new courses after our catalog has been published. Go online to ced.unlv.edu/cat2018 to see the most up-to-date listings.
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 the Mediation Training course.

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. This class is eligible for 31.5 CLEs (30 general and 1.5 ethics) through the Nevada Board of Continuing Legal Education for attorneys and judges.

Patricia Battie
Th | Feb 1-Mar 1 (meets 5x) | 8am-5pm | $1,199
Clark County Neighborhood Justice Center | 181CM1120A | 4 CEUs

Th | May 3-31 (meets 5x) | 8am-5pm | $1,199
Clark County Neighborhood Justice Center | 181CM1120B | 4 CEUs
ACTING & COMEDY

BREAK INTO THE WORLD OF VOICEOVER
Explore the ever-evolving world of the voiceover industry. Discover the broad range of genres: TV & radio, video games, audiobooks, eLearning, and more! Learn how to approach different types of copy, and experience hands-on training while recording in a professional studio. Gain industry knowledge in recording software, explore the voiceover job market, and find out where your voice best fits in the marketplace. With today’s technology you can now open doors in voiceover no matter where you live.
Melissa Moats
On Demand | $299
The Voice Actors Studio | 181CX4171

MUSIC

GUITAR I
Pull your rarely used acoustic or electric guitar out of the closet and learn to play basic chords and beginning songs. Build a foundation of guitar fundamentals including tuning your instrument, reading charts and playing strumming patterns. Please bring a playable guitar and guitar picks.
Jesse Del Quadro
On Demand | $109
UNLV Paradise Campus | 181MU1107

GUITAR II
Expand your guitar credentials by focusing on bar chords, scales, and improvisation. Guitarists will work on major and minor scales and arpeggios, common bar chords, blues scale patterns, and begin using a capo. These skills allow players to enjoy a great deal of versatility when playing on their own or as part of a group.
Jesse Del Quadro
On Demand | $109
UNLV Paradise Campus | 181MU1116

HIGH DESERT HORNS
High Desert Horns provides an outlet for French horn players in the greater Las Vegas area who wish to perform in an ensemble environment. This ensemble of eight to twenty horn players meets year-round to play quartets, octets, and arrangements by some of the world’s most renowned composers. The group welcomes professionals, high school and college students, and others with one or more years of playing experience.
Bill Bernatis
M | Jan 22-Apr 30 (meets 13x) | 5:15-7pm | $39
UNLV Campus | 181MU1115
*Class does not meet: Feb 19 & Mar 26

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 | Jan 18-May 3 (meets 15x) | 7-9pm | $39
UNLV Campus | 181MU1108
*Class does not meet: Mar 29

UKULELE I
Ukuleles are portable, easy to play, and have a bouncy, happy sound we all associate with the beautiful islands of Hawaii! Starting with the very basics of how to hold and tune your instrument, progress through basic chords, strumming techniques, and picking simple melodies. Learn to read tablature and standard notation so you can continue to master new songs on your own. Please bring a playable ukulele.
Jesse Del Quadro
On Demand | $109
UNLV Paradise Campus | 181MU1117

UNIVERSITY BASKETBALL PEP BAND
Support the UNLV Runnin’ Rebel basketball team as a member of the Runnin’ Rebel Basketball Pep Band. Attendance is mandatory at scheduled pre-season rehearsals, regular rehearsals, special performances on and off campus, and at UNLV home basketball games. Members in good standing are also eligible for tournament travel, when applicable. For more information contact Tony LaBounty at 702-895-3733 or tony.labounty@unlv.edu. Late registrations accepted.
Tony LaBounty
M | Oct 16-Apr 16 (meets 18x) | 9-10pm | $39
UNLV Campus | 173MU1111
*Class does not meet: Nov 27, Dec 25, Jan 1, 8 & 15, Feb 29 & Mar 26

UNLV COMMUNITY CONCERT BAND
Formed in January 1987, the UNLV Community Concert Band is among the oldest community instrumental groups in the Las Vegas area. The 70-plus members range in age from high school to seniors. The band plays a wide variety of music including marches, show and film scores, and classic and contemporary wind arrangements. The UNLV Summer Community Concert Band’s summer rehearsal “season” will culminate with a special concert. Contact Tony LaBounty at tony.labounty@unlv.edu for final concert date & details.
Players should be relatively proficient on their instrument and have at least one year or more of high school playing experience. There is no formal audition procedure.
Tony LaBounty
W | Jan 17-May 2 (meets 15x) | 7-9:20pm | $39
UNLV Campus | 181MU1102A
*Class does not meet: Mar 28
**UNLV MARIACHI-MARIACHI REBELDE**
UNLV Mariachi/Mariachi Rebelde is a performance group open to all UNLV students and non-UNLV student registrants who want to study, rehearse, and perform mariachi music of varying difficulty levels. Weekly class meetings focus on standard repertoire from the mariachi musical tradition. Ancillary materials for technical proficiency, stylistic exercise, and other applications will be from published and rote teaching sources. Although previous performance experience is preferred, course registrants with no experience are also welcomed. Given the subject matter, this course will be taught in English and Spanish. Performances on the UNLV campus and off campus are expected, and scope of performances will be based on student accomplishment of course objectives and instrumentation.

Gabriel Meza  
W | Jan 17-May 2 (meets 15x) | 7-9pm | $69  
UNLV Campus | 181MU1118  
*Class does not meet: Mar 28

**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 | Jan 16-May 1 (meets 15x) | 7-9:20pm | $29  
UNLV Campus | 181MU1104  
*Class does not meet: Mar 27

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

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

Tony LaBounty  
T | May 15-Jul 3 (meets 8x) | 7-9:20pm | $15  
UNLV Campus | 181MU1102B  
*Class does not meet: Mar 28

**UNLV VARSITY MEN’S GLEE CLUB**
The UNLV Varsity Men’s Glee Club enjoys a strong tradition of energetic music making in an atmosphere of camaraderie. The Glee Club performs on campus each semester and has appeared at out-of-state regional and national choral festivals. Repertoire includes “classical” choral music of all styles, as well as folk tunes, spirituals, and musical theatre highlights. Membership is open to UNLV students, faculty, staff, and community members. Attendance at all rehearsals and performances is mandatory. A complete performance schedule will be available at the beginning of the semester; there are usually two or three performances during the semester. Students will be required to purchase a uniform for performances.

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

David Weiller  
F | Jan 19-May 4 (meets 14x) | 1-2:20pm | $39  
UNLV Campus | 181MU1103  
*Class does not meet: Mar 30

**UNLV WOMEN’S CHORUS**
The UNLV Women’s Chorus performs a variety of choral repertoire written specifically for women’s voices. Repertoire includes “classical” choral music of all styles, as well as folk tunes, spirituals, and musical theatre highlights. Membership is open to UNLV students, faculty, staff, and community members. Attendance at all rehearsals and performances is mandatory. A complete performance schedule will be available at the beginning of the semester; there are usually two or three performances during the semester. Students will be required to purchase a uniform for performances.

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

Joseph Svendsen  
F | Jan 19-May 4 (meets 15x) | 1-2:20pm | $39  
UNLV Campus | 181MU1103  
*Class does not meet: Mar 30
STAGE TECHNICIAN EDUCATION & DEVELOPMENT INTENSIVE CERTIFICATE PROGRAM

The Stage Technician Education and Development Intensive (STEADI) program delivers a curriculum in which participants learn and practice entry-level skills, terminology, basic concepts, values, and culture required by the complex discipline of live event production. The 10-day program prepares candidates to meet the needs of employers seeking skilled labor for entry-level stage tech positions in live event production. Students will experience a hybrid learning model blending classroom instruction and hands-on training. Students will have the opportunity to prep the gear, set it up, and operate equipment in conditions similar to a live show.

PROGRAM REQUIREMENTS:
To earn the STEADI Certificate you must successfully complete the Stage Technician Education and Development Intensive course.

STAGE TECHNICIAN EDUCATION & DEVELOPMENT INTENSIVE (STEADI) CERTIFICATE PROGRAM

The Stage Technician Education and Development Intensive (STEADI) provides the first step for a career in live event production by engaging participants in a dynamic, intensive educational program grounded in safety and practical skills. The program delivers a hands-on curriculum where participants learn and practice requisite entry-level skills, terminology, basic concepts, shared values, and cultural nuances expected in the complex discipline of live event production. Students will practice with cables, ropes, pulleys, trusses, and motors commonly used during live event production, learning to manage rigging tasks with safety in mind. They will also gain knowledge of all processes and equipment involved in load-in and load-out. The program also offers Introduction to Entertainment Electrics which teaches basic skills required of stagehands and production electricians working in live event production. The course covers basic electrical theory and applications including how to safely set up power distribution systems for audio, video, and lighting, how to test and monitor the electrical system, and how to identify electrical hazards and safeguard against electrical accidents and injury. The course includes basic power calculations and the design of basic power distribution systems with an emphasis on electrical safety and best practices. Course instructors are industry-recognized content experts.

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

Richard Cadena, ETC CEE/RT, Roy Bickel, ETCP CR-A, CR-T, RT
MTWThF | Feb 5-16 (meets 10x) | 8am-5pm | $3,499
Location Pending | 181SE1100A | 9 CEUs
Lunch & Tools will be provided.

MTWThF | Apr 23-May 4 (meets 10x) | 8am-5pm | $3,499
Location Pending | 181SE1100A | 9 CEUs
Lunch & Tools will be provided.

MTWThF | Jun 18-29 (meets 10x) | 8am-5pm | $3,499
Location Pending | 182SE1100A | 9 CEUs
Lunch & Tools will be provided.

MTWThF | Jul 30-Aug 10 (meets 10x) | 8am-5pm | $3,499
Location Pending | 182SE1100B | 9 CEUs
Lunch & Tools will be provided.

Register online at http://ced.unlv.edu/cat2018
Nonprofit Management

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

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

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

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

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

Betsy VanDeusen, Beth Rubins, Kenneth Lange, Cynthia Radley
T | Jan 9 | 6-7pm | No charge
PAR Room 301 | 181GR1150

GRANT ACADEMY BUNDLE
Register for the Grant Academy Bundle to receive discount pricing of $899 for all five required Grant Academy courses.

Staff
TTh | Jan 23-Apr 26 | 4-6pm | $899
PAR Room 107 | 181GRBUND

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

Kenneth Lange
TTh | Feb 13-22 (meets 4x) | 4-6pm | $199
PAR Room 107 | 181GR1142 | 0.8 CEU

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

Cynthia Radley
TTh | Apr 17-26 (meets 4x) | 4-6pm | $199
PAR Room 107 | 181GR1136 | 0.8 CEU

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

Betsy VanDeusen
TTh | Jan 23-Feb 1 (meets 4x) | 4-6pm | $199
PAR Room 107 | 181GR1140 | 0.8 CEU

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

Beth Rubins, MSW
TTh | Mar 6-15 (meets 4x) | 4-6pm | $199
PAR Room 107 | 181GR1134 | 0.8 CEU

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

Beth Rubins, MSW
TTh | Mar 27-Apr 5 (meets 4x) | 4-6pm | $199
PAR Room 107 | 181GR1134 | 0.8 CEU
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 | Feb 2 | 11am-12:30pm | No charge
PAR Room 302 | 181NP3143A
F | Apr 13 | 11am-12:30pm | No charge
PAR Room 107 | 181NP3143B
F | Jun 1 | 11am-12:30pm | $279
PAR Room 107 | 182NP3143A
F | Aug 3 | 11am-12:30pm | No charge
PAR Room 301 | 182NP3143B

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.

Scott Emerson
F | Feb 2 | 9-10:30am | No charge
PAR Room 302 | 181NP3151A
F | Apr 13 | 9-10:30am | No charge
PAR Room 107 | 181NP3151B
F | Jun 1 | 9-10:30am | No charge
PAR Room 107 | 182NP3151A
F | Aug 3 | 9-10:30am | No charge
PAR Room 301 | 182NP3151B

BOARDS BUILT FOR SUCCESS: ABCS OF BOARD RECRUITMENT, RETENTION & SUCCESSION PLANNING

Implement a framework for effective board development. A well-managed board can be a major asset for your business or nonprofit, yet CEOs and executive directors can be somewhat hesitant when it comes to actively engaging their boards. We will articulate strategies for evaluating board composition and needs, then create a plan to identify, recruit, and select prospective board members. Think through your onboarding process, paying attention to how you can support board member engagement and committee participation. Looking long term, develop strategies for succession planning and transition.

Tiffany Tyler, Ph.D.
F | May 18 | 9am-1pm | $79
PAR Room 302 | 181NP3162 | 0.4 CEU
BUILDING A SUCCESSFUL FUNDRAISING ENTERPRISE
Create the ideal revenue portfolio for your nonprofit organization by updating and diversifying your approach to fundraising. Practical strategies include direct mail, major donor cultivation, affinity groups, planned giving, vehicle donation programs, special events, capital campaigns, third party events, and grant writing. The best blend of strategies depends on your nonprofit’s unique situation. As part of the fundraising discussion, we will cover special event ROI calculations.
Scott Emerson
W | May 2-23 (meets 4x) | 9am-1pm | $219
PAR Room 400 | 181NP3159 | 1.2 CEUs

CAPITAL CAMPAIGNS: EVERYTHING YOU NEED TO KNOW
Assess your organization’s internal and external readiness to conduct a capital fundraising campaign. We will discuss the infrastructure needed to run a successful campaign-board involvement, staffing, technology, and the case for support. Participants will evaluate their readiness to conduct a campaign and critique campaign case statements. We will also discuss planning/feasibility studies-do you need one, what you should expect from the study, and what to do if the study says you are not ready for a campaign.
Linda Lysakowski
Th | May 10 | 9am-1pm | $79
PAR Room 400 | 181NP3146 | 0.4 CEU

COMMUNICATING WITH PURPOSE
Communicate strategically with your organization’s internal and external audiences by developing an effective communications plan. Know your targets, think through what points you are trying to get across, and have a plan to disseminate your message through various outlets. Participants will leave with a basic outline of a communications plan for their organization.
Jennifer Ramieh
Th | Jun 7 | 9am-1pm | $79
PAR Room 400 | 182NP3160 | 0.4 CEU

CREATING A DEVELOPMENT PLAN
Break free from the rut of endless special events, high-pressure grant writing, board members who do not take fundraising responsibility, and abandoned development plans. Instead, tailor a development plan for your organization that truly works. A comprehensive development plan can help ensure success in your fundraising efforts by harnessing the strengths of your organization’s leadership, staff, and volunteers. Participants will leave with a preliminary development plan for their organization, including a clear path to implementation and defined evaluation measures.
Linda Lysakowski
Th | Jan 25 | 9am-1pm | $79
PAR Room 400 | 181NP3148 | 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 | Apr 4 | 8am-5pm | $159
PAR Room 400 | 181NP3152 | 0.8 CEU

ETHICS IN NONPROFIT GOVERNANCE
Examine the values embodied in philanthropy and voluntary action such as stewardship, service, and civic engagement. You will explore codes of conduct, ethical decision-making, executive leadership, mission and vision statements, and the role, creation, and ongoing development of nonprofit boards.
Dana Serrata, M.S.
M | Apr 2-23 (meets 4x) | 8:30am-12:30pm | $279
PAR Room 400 | 181NP3116 | 1.6 CEUs

FROM PLANNING TO PERFORMANCE MANAGEMENT: PREPARING FOR ORGANIZATIONAL SUCCESS
Develop a framework for aligning planning processes and performance management to ensure organizational success. Nonprofit leaders must devise, implement, and monitor organizational plans in order to move their mission forward. Work toward aligning the full range of these organizational plans, including strategic plans, departmental plans, employee work plans, and employee performance evaluations, so all levels of your organization are working in tandem.
Tiffany Tyler, Ph.D.
W | Feb 7 | 9am-1pm | $79
PAR Room 400 | 181NP3161 | 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 | Feb 28-Mar 21 (meets 4x) | 9am-1pm | $279
PAR Room 400 | 181NP3132 | 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 | Apr 26-27 (meets 2x) | 9am-1pm | $159
PAR Room 400 | 181NP3105 | 0.8 CEU

NONPROFIT MARKETING ESSENTIALS
Don’t get lost in the crowd. Marketing has been identified as one of the top challenges for nonprofits and its importance is often overlooked. In this day and age the number of causes to support is immense so how does an organization stand out? Learn the essential steps of marketing, such as creating a brand, how to tell your story effectively and what are the best marketing strategies for your cause. Learn to rise above the crowd and let your organization voice be heard.
Jennifer Ramieh
Th | Mar 8 | 9am-1pm | $79
PAR Room 400 | 181NP3157 | 0.4 CEU

PROGRAM DEVELOPMENT & EVALUATION
Measure the impact and success of your non-profit’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 | Mar 23 | 9am-1pm | $79
PAR Room 400 | 181NP3156 | 0.4 CEU

RESPONSIBLE FUNDRAISING
Go way beyond simply asking for donations to your nonprofit organization. Instead, build a broad-based, consistent, strategic fundraising portfolio. Learn to build donor and volunteer relationships, execute effective marketing tools, connect with new and existing supporters through new media, assess your fundraising efforts, advocate for your cause, and set financial priorities.
Clay Buck, CFRE
Th | Feb 8-Mar 1 (meets 4x) | 9am-1pm | $279
PAR Room 400 | 181NP3130 | 1.6 CEUs

STRONG FINANCIAL OVERSIGHT
Manage your nonprofit’s finances and operations to ensure more of your budget directly advances your mission. Topic areas include nonprofit economics and finance, financial management and accountability, information technology, and management. This is a blended-learning experience with classroom instruction, field experience, guest speakers, and individual assignments including readings, research, and online work.
Scott Emerson
W | Jun 6-27 (meets 4x) | 9am-1pm | $279
PAR Room 400 | 182NP3131 | 1.6 CEUs

Register online at http://ced.unlv.edu/cat2018
COMMUNITY ASSOCIATION MANAGEMENT PRECERTIFICATION PROGRAM

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

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

COMMUNITY MANAGER PREPARATION COURSE

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

Ken Richardson, Bruce Jenkins, Linda Rheinberger, Barbara Westhoff, Robert Forney, Christine Greengrass

T/Th | Jan 9-Feb 28 (meets 23x) | 5:30-8:30pm | $599
PAR Room 400 | 181RP1100 | 6 CEUs

T/Th | Jun 5-Jul 26 (meets 23x) | 5:30-8:30pm | $599
PAR Room 400 | 182RP1100 | 6 CEUs

COMMUNITY MANAGER PREPARATION STATE EXAM REVIEW

Review key focus areas covered by the Pearson-Vue state community association manager exam. Topics include HOA governing documents, governance, meetings, elections and recall elections, developer control and resales, financial management, facilities and risk management, ethics and state and federal laws. This review session will give students an added advantage as they prepare for the state exam.

Ken Richardson

W | Feb 28 | 5:30-8:30pm | $29
PAR Room 400 | 181RP1104

Th | Jul 26 | 5:30-8:30pm | $29
PAR Room 400 | 182RP1104
**Small Business & Entrepreneurship**

**ENTREPRENEURSHIP CLASSES**

**NEW BUSINESS ACCOUNTING**

Know exactly how money moves within your organization. Cover the basics of small business money management with topics such as: chart of accounts; payables and receivables; reading and understanding financial documents; tracking and recording transactions; and bank reconciliations. Good financial information will help you make sound business decisions. Required Textbook(s): *Bookkeeping Guidebook: A Practitioner’s Guide* (ISBN: 9781938910418)

Brenda Bryant  
W | Apr 4-Jun 6 (meets 10x) | 6:30-8:30pm | $269  
PAR Room 300 | 181EN1192 | 2 CEUs

**NEW BUSINESS FINANCE**

Better comprehend the theory, methods, concepts, and concerns of business finance. Topics include capital budgeting techniques, trade-off between risk and return, the time value of money, security market efficiency, optimal capital structure, and dividends policy and decisions. Special emphasis is on start-ups, small business, and growth financing. This course requires no prior familiarity with finance. Required Textbook(s): *Entrepreneurial Finance (6th Edition)* (ISBN: 9780133140514)

Lydia High  
W | Jan 17-Mar 21 (meets 10x) | 6:30-8:30pm | $269  
PAR Room 300 | 181EN1191 | 2 CEUs

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

Pursue your travel dreams and still keep money in the bank. Instructor shows you over 200 ways she has traveled for free to 93 countries and all 50 states. If you are retiring, near retirement, changing careers, or just like the idea of making additional income to support your travel, join us! Creative travelers can earn free airline tickets, hotel nights, cruises, tours, car rentals, vacation meals, and more in the USA and worldwide. Get paid for seasonal and fun work-vacation opportunities. Maximize your reward points for free air and hotel nights. Discover opportunities to volunteer, affiliate with tour companies, mystery shop on vacation, teach conversational English, get paid to drive, import, start your own business, write articles, shoot photos, or blog as you see the world. Find out about useful money-saving travel websites, smart phone apps, packing light, solo travel, safety, and health tips. Plus learn how to avoid scams, effective negotiation tips, and the top 50 words to know in any language to travel anywhere. Registration includes a 100-page book which retails for $39.95 and offers all the resources you need to travel anywhere for free. Go to [www.GinaHenry.com](http://www.GinaHenry.com) for more instructor information.

Gina Henry  
M | Jun 4 | 6-9:30pm | $59  
PAR Room 300 | 182GI1314

Register online at [http://ced.unlv.edu/cat2018](http://ced.unlv.edu/cat2018)

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**Social Work**

**SOCIAL WORK CEU COURSES**

The Social Work Continuing Education Unit Courses are offered as a partnership between UNLV School of Social Work and UNLV Continuing Education. Courses are designed for social work practitioners in Nevada and beyond. Courses are approved through the Nevada Board of Examiners for Social Workers, Nevada Board of Psychological Examiners and Nevada Board of Examiners for Marriage & Family Therapists. Visit our website for more information on course offerings, dates, and times.

Course topics may include:

- Suicide Among Adolescents and Adults
- Child Trauma
- Integrated Behavioral Health
- Violence and Threat Assessment
- Developing Cultural Competency in Working with LGBTQ Youth
- Borderline Personality Disorder
- Dialectical Behavioral Therapy
- Ethical Issues working with High Conflict Family Law Cases
- Treating Substance Dependence
- Compassion, Fatigue and Burnout

Visit [ced.unlv.edu/catalog/social-work-ceu-academy](http://ced.unlv.edu/catalog/social-work-ceu-academy) for additional information.

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See page 31 for other health care course offerings.
Sports, Health & Wellness

MIND, BODY & SPIRIT

ENERGY HEALING: (REIKI) BUNDLE
If signing up for Energy Healing: Beginners and Energy Healing: Intermediate, participants can receive a bundle price of $279. To receive the discounted price, call 702-895-3394. Discount cannot be processed online.

Jacqui Simpson
Sa | Jan 27-Feb 3 (meets 2x) | 9am-4pm | $279
UNLV Paradise Campus | 181HEBUND

ENERGY HEALING: BEGINNERS (REIKI)
Embrace energy healing as a pathway to wellness and learn how to heal the energy that is blocked or confused in your body. Invisible energy is all around us in the form of radio waves and the pull of a magnet. Your material body is supported by a vast energy field, which constantly shifts and moves. A body needs a clean, continuous flow of balanced energy to be healthy and to thrive. Through step-by-step guidance, live demonstrations, and hands-on practice, you will begin to feel the unseen energy running through and swirling around your body, rebalance the energy for greater health, and understand about energy centers (chakras) and how color affects mood and happiness. An Energy Healer/Reiki I certificate is issued upon completion. Massage therapists and bodyworkers may be eligible for CEUs.

If signing up for Energy Healing: Beginners and Energy Healing: Intermediate, participants can receive a bundle price of $279. See Energy Healing: (Reiki) Bundle, above.

Jacqui Simpson
Sa | Jan 27 | 9am-4pm | $149
PAR Room 512 | 181HE1103

ENERGY HEALING: INTERMEDIATE (REIKI)
Release the unresolved energy we tend to hold in our bodies when we face difficulties in our lives. Blockages and imbalances in the energy body deplete our vitality and lead to physical ailments, emotional ailments, stress, sleep disorders, and other kinds of suffering. Learn the science behind energy healing and how to apply energy healing to your family, friends, pets, and Mother Earth. Practice a broad range of therapeutic modalities to channel energy healing into the body as well as healing methods such as distance healing, and healing with crystals, sounds, and Tibetan bowls. Through step-by-step guidance, live demonstrations, and hands-on practice, expand your knowledge of energy healing and learn how to remove energy blocks and imbalances that cause disease. An Energy Healer/Reiki II certificate is issued upon completion. Massage therapists and bodyworkers may be eligible for CEUs.

If signing up for Energy Healing: Beginners and Energy Healing: Intermediate, participants can receive a bundle price of $279. See Energy Healing: (Reiki) Bundle, above.

Prerequisite: Energy Healing Beginners

Jacqui Simpson
Sa | Feb 3 | 9am-4pm | $169
PAR Room 302 | 181HE1104

ENERGY HEALING: MASTER (REIKI)
Rebalance the mind, body, and soul and move back into your natural state of balance, health, wholeness, and healing. As you advance your energy healing knowledge, you will encourage the body to draw upon its own natural healing ability to open up the flow of energy, clear emotional blockages, and detoxify itself. Added techniques will help remove negative energies, especially trapped emotions and old thought patterns that hold you back from true joy. Learn to activate the pineal gland to open your intuition to a greater flow of wisdom from your higher self. Through step-by-step guidance, live demonstrations, and hands-on practice, channel universal life energy for greater health of the body and mind for yourself and your clients. An Energy Healer/Reiki III certificate is issued upon completion. Massage therapists and bodyworkers may be eligible for CEUs.

Prerequisite: Energy Healing Intermediate

Jacqui Simpson
Sa | Feb 24 | 9am-4pm | $199
PAR Room 401 | 181HE1105

Register by phone at 702-895-3394
NASM CERTIFICATION PREPARATION PROGRAMS

Work one-on-one with clients to define their fitness and wellness goals and design customized training and nutrition plans. Personal trainers and other wellness professionals enjoy flexible hours and energetic work environments including gyms, corporate fitness centers, and resorts. Earn a certificate from the National Academy of Sports Medicine’s (NASM) nationally recognized program. Pursue a specialist credential to take your training or wellness career to the next level. Course fees include textbook, access to online instruction, and the NASM certification exam. NASM exam retakes are not included in the course fee.

NASM FITNESS NUTRITION SPECIALIST PROGRAM REQUIREMENTS:
To earn the NASM Fitness Nutrition Specialist Certificate from UNLV you must successfully complete the NASM Fitness Nutrition Specialist course.

NASM PERSONAL TRAINER PROGRAM REQUIREMENTS:
To earn the NASM Personal Fitness Trainer Certificate from UNLV you must successfully complete the NASM Personal Fitness Trainer course.

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

Lory Hayon, RDN, LDN, CPT-NASM
M | Mar 5-Apr 23 (meets 8x) | 5-7:30pm | $849
PAR Room 512 | 181SM3102 | 2 CEUs
Course fee includes textbook, access to online instruction and sitting fee for certification exam.
*Class meets: Apr 23 in computer lab

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

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

Heidi Freitas, FTS, ICF, NASM, ACSM
Sa | Feb 10-Apr 21 (meets 11x) | 2-4:30pm | $1,199
PAR Room 512 | 181SM3100 | 2.75 CEUs
*Class meets: 11:30am-4:30pm on Apr 7

Rawlins Apilado, NASM, Beach Body Master Trainer
M | Jun 4-Aug 13 (meets 11x) | 5:30-8pm | $1,199
PAR Room 512 | 182SM3100 | 2.75 CEUs
*Class meets: 11:30am-4:30pm on Jun 30
SPORTS & FITNESS

GOLF FOR BEGINNERS
Practice the fundamentals of golf, including chipping, putting, woods, irons and rules of the game. Novice players will gain confidence and skills to get out on the links quickly. Equipment will be provided. Dress code is required for Black Mountain Golf Course. Please wear only soft spike golf shoes or tennis shoes.
Gene Munk, PGA Professional
Sa | Mar 10-Apr 21 (meets 6x) | 11am-12:30pm | $129
Black Mountain Golf and Country Club | 181SF1104A
*Class does not meet: Mar 31
Sa | May 5-Jun 9 (meets 6x) | 11am-12:30pm | $129
Black Mountain Golf and Country Club | 181SF1104B

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.
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
Make the Cannon Survey Center Part of Your Research Team

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

Contact Us:
**Phone:** 702-895-5731  **Email:** bridget.kelly@unlv.edu  **Web:** surveys.unlv.edu
Osher Lifelong Learning Institute at UNLV (OLLI at UNLV)

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

If you have a passion for lifelong learning, the Osher Lifelong Learning Institute (OLLI) at UNLV is the premier adult education program for seniors in Southern Nevada.

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

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

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

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

S1
MAY 14
JUNE 1

S2
JUNE 4
JULY 6

S3
JULY 9
AUGUST 10
Age Requirement
The minimum age to register is 18 years old unless an age is specified in the class description. Individuals under the age of 18 must have written approval from UNLV Continuing Education to register.

Class Locations
Our classes are located throughout the Las Vegas Valley. Each class description will specify the class location. See page 64 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 61 of this catalog or visit continuingeducation.unlv.edu/registration-policies#fees.

For UNLV Alumni discounts information, visit http://continuingeducation.unlv.edu/unlv-alumni

For UNLV Staff discounts information, visit http://continuingeducation.unlv.edu/unlv-employee-discounts

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

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

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

Requests to drop classes can be submitted online, via fax at 702-895-4195, or via email to continuing.education@unlv.edu. Requests must include the following information: Student Name, Student Email Address and/or Telephone Number, Class Title and Start Date, and Reason for Dropping the Class. The complete refund policy is available at continuingeducation.unlv.edu/registration-policies#refunds.
Wait Lists
Once a class fills up, you may choose to join the wait list. If a seat in the class becomes available or if we have enough people on the wait list to open a new section, we will contact you. For additional information please see continuingeducation.unlv.edu/registration-policies#wait.

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

Certificate Program Application
Multi Course Programs: Students pursuing a certificate program with multiple core courses and/or elective requirements must register for a certificate application course to state their intention on pursuing that certificate. All returning and new students must register for the certificate application course in order to receive a certificate of completion. Please refer to the “Program Requirements” section in each certificate program’s description to determine the course number of the applicable certificate application course.

Single Course Programs: Students pursuing a certificate program where the entire curriculum of the program is a one class certificate program do not need to register for a separate certificate application course to state their intention on pursuing that certificate. Students only need to register for the actual course in each of these 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-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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Course Fee</th>
</tr>
</thead>
</table>

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. ____________________________ CVV ____________

Exp. Date ____________________________ Amount $ ______________

Cardholder’s Name _______________________________________

Signature ________________________________________________

All students: By submitting this form you are indicating that you have read and agree to abide by all of the policies available online at continuingeducation.unlv.edu/registration-policies. This includes but is not limited to the policies outlined on page 59-60 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 online at http://ced.unlv.edu/cat2018
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Location Legend

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

Clark County Neighborhood Justice Center 330 S. 3rd St., Ste. 600, Las Vegas, NV 89101 (702-455-3898)
Clay Arts Vegas 1511 S. Main St., Las Vegas, NV 89104 (702-375-4147)
Domsky Glass 2758 Highland Dr., Unit A, Las Vegas, NV 89109 (702-616-2830)
Ferguson Enterprises 4175 S. Grand Canyon Dr., Las Vegas, NV 89147 (702-368-2284, before 5pm)
Sharon Gainsburg Studio 1533 W. Oakey Blvd., Las Vegas, NV 89102 (702-249-3200)
The Voice Actors Studio 3875 S. Jones Blvd., Las Vegas, NV 89103 (702-538-9318)
Total Wine & More-Town Square 6885 S. Las Vegas Blvd., Las Vegas, NV 89119 (702-614-4001)
VA Medical Center Education Auditorium 6900 N. Pecos Rd., North Las Vegas, NV 89086 (702-791-9000)

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