Never stop learning.

continuingeducation.unlv.edu

UNLV CONTINUING EDUCATION
DIVISION OF EDUCATIONAL OUTREACH
Helping Hands Trained for Caring or Staging: New Certificates for In-Demand Health Care and Entertainment Professions

UNLV Continuing Education is intensifying its efforts to meet the need for in-demand skills to foster Southern Nevada’s dynamic workforce. We have enhanced our workforce development programs with the addition of two new professional development certificates for occupations with projected increases in employment.

The Personal Care Aide Certificate program will prepare you to work in clients’ homes, small group homes, or larger care communities and help clients maintain independence by providing support for everyday tasks. The 75 hour program features a hands-on clinical skills lab, where you will learn and practice skills essential to the care of elderly and disabled clients. See page 25.

The Stage Technician Education and Development Intensive (STEADI) Certificate program prepares you to meet the needs of employers seeking skilled labor for entry-level stage tech positions in live event production. The four-day program delivers a curriculum where you will learn entry-level skills and gain hands-on training to prep the gear, set it up, and work it like a live show. See page 41.

More details inside. Register today! Call 702-895-3394 or email continuing.education@unlv.edu.

Never Stop Learning
– Spanish Legal Interpretation
Carola Anderson

Student, Legal Interpretation: Spanish Certificate Program

“Shortly after I moved to Las Vegas from Argentina, I became a certified translator. I found that my experience and skills, though useful, weren’t as much in demand as those of an interpreter. While attending a meeting of the Nevada Interpreters and Translators Association (NITA), I learned about the new certificate program for Spanish Legal Interpretation. I knew right away that this was the right thing for me, and within a week I was enrolled.

As a member of NITA I have had the opportunity to meet and interact with the professors of this program. I have no doubt that these excellent professionals will be providing me with the best tools to succeed as a legal interpreter. Just weeks into the program, I notice a difference in my understanding of the subject, and see nothing but more improvement in the future.

I look forward to becoming a state certified court interpreter. This has become my new goal, and with the skills I am acquiring through this program, I am certain I will be more than prepared for the certification exam. This will surely open many more doors for me, and I can continue to grow as a language professional.”
Welcome

Welcome to the Spring-Summer 2017 semesters at UNLV Continuing Education. The end of the year is a great time to take stock of professional or personal goals and make plans for the year ahead. In 2017, let “growth,” “change,” and “evolution” be the words that define your path.

You can trust UNLV Continuing Education to provide top-quality courses and programs whether you are considering an entry into a new career field or looking to grow in your current career. An increasing number of people are turning to certificate programs and skill-based training to bridge the gap between education and employability when they are ready to change jobs or gain a promotion.

We tailor learning outcomes to match the skill sets local employers say successful employees need to have. With Continuing Education, you will be positioned to take advantage of an ever-evolving workplace. Train and educate with us to keep current on issues and trends, make professional connections, and learn practical skills you can use right away.

Please make UNLV Continuing Education your first stop when looking for courses and programs to grow, change, or evolve your knowledge and skills professionally and personally. We hope to see you soon as a student here in Continuing Education and UNLV.

Now Seeking New Class Ideas

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

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

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Volume 39 • Number 2

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

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

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

**Career Management…8**
- Business Writing & Communication
- Microsoft Office: Essentials
- Microsoft for the Workplace
- Personal Computing

**Design & Technology…11**
- Fashion Design Certificate Program
- Internet Design & Technology Certificate Program
- Print & Graphic Design Certificate Programs
- Video

**Financial Planning…15**
- Retirement Planning

**Fine Arts & Photography…15**
- Drawing & Painting
- Photography
- Sculpture & Woodworking

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

**Foreign Languages, Translation & Interpretation…22**
- Accent Reduction
- English as a Second Language (ESL)
- Foreign Languages
- Legal Interpretation: Spanish Certificate Program

**Health Care & Allied Professions…25**
- Gap Training for RNs: Transition into Practice Program
- NASM Certification Programs
- Personal Care Aide Certificate Program

**Home, Garden & Animal Care…27**
- Animal Massage
- Dog Obedience
- Home & Garden

**Human Resources…29**
- Human Resource Management Certificate Programs
- PHR/SPHR Certification Preparation

**Information Technology & Business Systems…34**
- Information Technology Certificate Program
Legal Studies…35
Legal Classes
Legal Secretary Certificate Program
Mediation Certificate Program
Paralegal & Nurse Paralegal Certificate Programs
Paralegal Specialist Certificate Program

Marketing & Communications…38
Public Relations Certificate Program
Social Media

Music, Performing Arts & Stage Production…40
Acting & Comedy
Music
Stage Technician Education & Development
Intensive Certificate Program

Nonprofit Management…42
Grant Academy Certificate Program
Nonprofit Management Certificate Program

Parenting & Families…46
Parenting

Real Estate…47
Community Association Management Precertification Program
Homeowner Association (HOA) Classes

Small Business & Entrepreneurship…48
Entrepreneurship

Sports, Health & Wellness…49
Fitness Business Management Certificate Program
Mind, Body, & Spirit
Sports & Fitness

Test Preparation & Learning

Enrichment…52
Institute of Reading Development

Travel & Exploring…53
Road Scholar

Writing…54
Creative Writing
Professional Development Certificate Programs

Our professional development certificate programs, certification preparation programs, and precertification programs can help you make a change into a rewarding, in-demand career. We invite you to our free information sessions to learn more so you can go forward with confidence.

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

Design & Technology
Fashion Design p. 11
Internet Design & Technology p. 12
Print & Graphic Design p. 13

Food & Beverage
Vine to Wine p. 21
Advanced Sommeliere p. 21

Foreign Languages, Translation & Interpretation
Legal Interpretation: Spanish p. 24

Health Care & Allied Professions
Personal Care Aide p. 25
Gap Training for RNs: Transition into Practice p. 26
NASM Fitness Nutrition Specialist p. 26
NASM Personal Training p. 26

Home, Garden & Animal Care
Animal Massage & Care Provider (AMCP) p. 27

Human Resources
Human Resource Management p. 29
PHR/SPHR Preparation p. 31

Information Technology & Business Systems
Information Technology p. 34

Legal Studies
Legal Secretary p. 35
Mediation p. 36
Nurse Paralegal p. 37
Paralegal p. 36
Paralegal Specialists p. 38

Marketing & Communications
Public Relations p. 38

Music, Performing Arts & Stage Production
Stage Technician Education & Development Intensive (STEADI) p. 41

Nonprofit Management
Grant Academy p. 42
Nonprofit Management p. 44

Real Estate
Community Association Management p. 47

Sports, Health & Wellness
Fitness Business Management p. 49
Aerospace & Defense

HELICOPTER & AIRPLANE PILOT CERTIFICATION

Fulfill your dream of becoming a private or commercial helicopter or airplane pilot. These flight training programs meet FAA requirements for pilot licensure. You can become a pilot and take to the skies in as little as 3 to 6 months. Flight training is customized to each student’s schedule and pace. Students may enroll in just an introductory flight, ground school, a package which includes both ground school and 45 hours of flight time in a plane or helicopter, or a professional certification program. Our program partner prides itself on experience and safety. They have an FAA Designated Pilot Examiner on staff to make sure you have the knowledge and skills to become a safe pilot. Your professional flight instructor will challenge you to go above and beyond FAA standards.

PRIVATE PILOT REQUIREMENTS:
To earn the Private Pilot certificate you must successfully complete:
• Airplane or Helicopter Private Pilot Certification course
• Passing exam scores on both the written and practical exams

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

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

PRIVATE PILOT AIRPLANE & HELICOPTER CERTIFICATION INFORMATION SESSION

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

Matt Binner
M | Jan 9 | 6-7pm | No charge
Airwork Las Vegas | 171TP1101A
W | Jan 11 | 6-7pm | No charge
Airwork Las Vegas | 171TP1101B
T | Jan 17 | 6-7pm | No charge
Airwork Las Vegas | 171TP1101C

AIRPLANE & HELICOPTER INSTRUMENT PILOT CERTIFICATION

Students are provided with all of the knowledge necessary to pass the FAA Instrument Rating Knowledge Exam and Practical Test, plus the required flight time in a Cessna 172 Airplane, Schweizer 300C or R22 Helicopters. Topics center on weather, FAA regulations, flight instruments, departure, en route, arrival and approach, and navigation. Course consists of modules that you will schedule at your convenience directly with the instructor. Pilots must enroll in Commercial Pilot Certification Course concurrently.

Matt Binner

Individualized Training Schedule | Jan 23-Mar 8 (meets 10x) | $14,999
Airwork Las Vegas | 171TP1106A | 8.5 CEUs

Individualized Training Schedule | Mar 14-May 25 (meets 10x) | $14,999
Airwork Las Vegas | 171TP1106B | 8.5 CEUs
AIRPLANE OR HELICOPTER COMMERCIAL PILOT CERTIFICATION

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

Matt Binner

Individualized Training Schedule | Jan 23-Mar 8 (meets 10x) | $24,999
Airwork Las Vegas | 171TP1107A | 3 CEUs

Individualized Training Schedule | Mar 14-May 25 (meets 10x) | $24,999
Airwork Las Vegas | 171TP1107B | 3 CEUs

AIRPLANE PRIVATE PILOT CERTIFICATION

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

Matt Binner

Individualized Training Schedule | Jan 23-Mar 8 (meets 10x) | $9,999
Airwork Las Vegas | 171TP1105A | 8.5 CEUs

Individualized Training Schedule | Mar 14-May 25 (meets 10x) | $9,999
Airwork Las Vegas | 171TP1105B | 8.5 CEUs

HELICOPTER PRIVATE PILOT CERTIFICATION

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

Matt Binner

Individualized Training Schedule | Jan 23-Mar 8 (meets 10x) | $14,999
Airwork Las Vegas | 171TP1103A | 8.5 CEUs

Individualized Training Schedule | Mar 14-May 25 (meets 10x) | $14,999
Airwork Las Vegas | 171TP1103B | 8.5 CEUs

INTRODUCTORY AIRPLANE OR HELICOPTER FLIGHT

Take the controls of a Cessna 172 airplane or Robinson R22 helicopter while flying high above Las Vegas. Your experience begins with a one-on-one ground school briefing from an FAA Certified Flight Instructor where you will learn about flight controls, aerodynamics, and aircraft systems. You will then head out to the tarmac for a preflight of the aircraft. After getting airborne, the instructor will turn over the controls and let you get a feel for flying. For the airplane option flight time will total 40 minutes; helicopter option flight time is 20 minutes. Flight times are scheduled on an individual basis and may vary depending on availability. Call to schedule an appointment. For airplane: weight limit 280lbs. For helicopter: weight limit is 220lbs. If weight exceeds 220lbs. additional fees will apply. Maximum weight limit 280lbs.

Matt Binner

Individualized Training Schedule | $169
Airwork Las Vegas | 171TP1100

PRIVATE PILOT AIRPLANE OR HELICOPTER GROUND SCHOOL COURSE

Students are provided with all of the knowledge necessary to pass the FAA Private Pilot Knowledge Test, the first step to become an airplane or helicopter pilot. Instruction covers aircraft systems, aerodynamics, weather, FAA regulations, flight instruments, and navigation. You will schedule your meeting times directly with the instructor. Course includes all necessary books and material.

Matt Binner

MW | Jan 23-Mar 8 (meets 10x) | 6-8:30pm | $999
Airwork Las Vegas | 171TP1104A | 4 CEUs

TTh | Mar 14-May 25 (meets 10x) | 6-8:30pm | $999
Airwork Las Vegas | 171TP1104B | 4 CEUs

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

PROTECTIVE SERVICES PROFESSIONAL CERTIFICATE PROGRAM

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

PROGRAM REQUIREMENTS:

To earn the Protective Services Professional certificate (PSPC) 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)

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

Steve Krystek

PDOC & PAD Package
M-Su | Apr 3-9 | $2,499
PAR Room 400 | 171SD3143 | 7 CEUs
Training times for each day will be provided upon registration.

Protective Driving Operations Course (PDOC) only
MTW | Apr 3-5 | $1,749

Protection Agent Development (PAD) only
ThFSSu | Apr 6-9 | $1,119

UNMANNED AIRCRAFT SYSTEMS (UAS) CERTIFICATE PROGRAM

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

PROGRAM REQUIREMENTS:

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

CORE COURSES:

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

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

ETHICS IN UAS OPERATIONS

The purpose of this course is to explore the ethical issues that face the public use of unmanned aircraft systems (UAS). This course examines the philosophical foundations of ethics as well as contemporary case studies of ethical problems such as privacy and secrecy, bounded ethicality, and ethical fading. Attention is given to codes of ethics and training for ethical public use of UAS.

Michael Gordon, Ph.D.

T | Mar 14-21 (meets 2x) | 6-9pm | $129
PAR Room 401 | 171UA1104 | 0.6 CEU

Register online at http://ced.unlv.edu/cat2017
UAS DESIGN & APPLICATIONS
Begin your Unmanned Aircraft Systems (UAS) training with an overview of UAS terms, components, basic principles, engineering designs, flight simulation, autopilots, navigational systems, sensors, and data links utilized by the global industry. Course will also cover major UAS functional and range classifications, military and civilian applications, and command and control options. Current limitations and future capabilities will be addressed through a review of UAS case studies.

Jonathan Daniels
Class days, dates & time available online | $694.50
UNLV Campus | 171UA1100 | 3.6 CEUs

UAV SIMULATION & TESTING
Plan and carry out experimental test flights of mini-UAS. The course begins with an overview of experimental flight test terms, and builds to flight simulation and control. Perform software in the loop and hardware in the loop simulation with realistic UAV models and autopilot systems. Finish with an actual flight of a small UAS, navigating and operating under realistic system and environmental constraints.

Prerequisite: Must successfully complete UAS Design & Applications
Venkatesan Muthukumar
Class days, dates & time available online | $926
UNLV Campus | 171UA1103 | 3.6 CEUs

Career Management

BUSINESS WRITING & COMMUNICATION

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

Roger Burgraff, Ph.D.
Sa | Feb 4 | 9am-noon | $69
PAR Room 512 | 171CX1106

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

Richard Becker, ABC
Sa | Jan 21 | 9am-noon | $69
PAR Room 302 | 171WR1150
F | Jun 9 | noon-3pm | $69
PAR Room 400 | 172WR1150

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 4 | 1-4pm | $69
PAR Room 512 | 171PG1191

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 3 | 9am-4pm | $139
PAR Room 400 | 171CX1109
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
Th | Jun 22-Jul 27 (meets 6x) | 1-3pm | $189
PAR Room 123 | 172CW8177

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
M | Feb 27-Apr 3 (meets 6x) | 1-3pm | $189
PAR Room 123 | 171CW8193

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

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

Prerequisite: Basic working knowledge of Excel.

Sharon Fry
T | Jan 17 | 1-4pm | $69
PAR Room 123 | 171CU1100 | 0.3 CEU
M | Jun 5 | 1-4pm | $69
PAR Room 123 | 172CU1100 | 0.3 CEU

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

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

Sharon Fry
W | Jan 18 | 1-4pm | $69
PAR Room 123 | 171CU1110 | 0.3 CEU
T | Jun 6 | 1-4pm | $69
PAR Room 123 | 172CU1110 | 0.3 CEU

REGISTER EARLY: Register at least 15 business days in advance for best course selection and availability.
EXCEL ESSENTIALS: PRESENTING DATA
Share your data in a more compelling way once you understand Excel’s tools for data presentation. In this course you will learn to use functions to display data; apply advanced formatting with styles, themes and conditional formatting; create and modify charts and pivot charts; insert and manipulate images and shapes; and use advanced printing options to control output.
Prerequisite: Excel Essentials, or equivalent, subject to instructor approval.
Sharon Fry
Th | Jan 19 | 1-4pm | $69
PAR Room 123 | 171CU1111 | 0.3 CEU
W | Jun 7 | 1-4pm | $69
PAR Room 123 | 172CU1111 | 0.3 CEU

WORD ESSENTIALS: WORKING WITH LONG DOCUMENTS
Make use of the advanced features available in Word to efficiently produce long documents such as term papers or research reports. With a particular emphasis on APA style compliance, learn to apply paragraph formatting; insert cover pages; use page layout features to control text flow, headers, footers, and page numbering; automatically generate and maintain table of contents, footnotes, and endnotes; insert citations and captions; generate bibliographies and tables of figures and authorities; mark entries for and insert an index; and use tools for proofing and reviewing.
Prerequisite: Student must have working knowledge of Microsoft Word.
Sharon Fry
F | Jan 20 | 1-4pm | $69
PAR Room 123 | 171CU1112 | 0.3 CEU
Th | Jun 8 | 1-4pm | $69
PAR Room 123 | 172CU1112 | 0.3 CEU

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

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

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

EXCEL LEVEL I
Manage cells, columns, rows, worksheets, and workbooks in Excel. Additionally, learn to apply functions, create charts, filter and sort data, and create pivot tables. Assignments outside of class will provide you with a variety of spreadsheet experiences to enrich your understanding of Excel. Required Textbook(s): Exploring Microsoft Excel 2010 Comprehensive (ISBN: 9780135098592)
Sharon Fry
M | Jun 12-Jul 17 (meets 5x) | 6-8pm | $269
PAR Room 123 | 172CW8163 | 1 CEU
*Class does not meet Jul 3

EXCEL LEVEL II
Build your Excel knowledge and take advantage of the program’s versatility. Gain additional experience implementing functions, consolidating worksheets, auditing data, working with collaboration tools, and using macros. Required Textbook(s): Exploring Microsoft Excel 2010 Comprehensive (ISBN: 9780135098592)
Sharon Fry
T | Jul 26-Aug 23 (meets 5x) | 6-8pm | $269
PAR Room 123 | 172CW8138 | 1 CEU
Register online at http://ced.unlv.edu/cat2017

Design & Technology

FASHION DESIGN CERTIFICATE PROGRAM
Step into a rewarding career as a fashion designer, illustrator, seamstress, merchandiser, model, photographer, or costume maker. You will learn about both the creative and technical sides of the fashion industry through hands-on activities, demonstrations, special events, and field trips.

Fashion Design students also participate in fashion shows, award competitions, and networking opportunities. This program is offered in conjunction with Nevada Association of Fashion Design (NAFD). Courses may be taken individually to expand your skill set.

PROGRAM REQUIREMENTS:
To earn the Fashion Design Certificate you must successfully complete four core courses plus an additional 7.2 CEUs of elective courses.

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

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

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

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

Maria Bruce
SaSu | Jan 14-29 (meets 5x) | 10am-3:25pm | $359
PAR Room 401 | 171FD2102 | 3.2 CEUs
SaSu | Jun 3-24 (meets 6x) | 10am-3:25pm | $359
PAR Room 401 | 172FD2102 | 3.2 CEUs
*Class does not meet Jun 18

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

Prerequisite: Must have previous sewing/machine skills.

Maria Bruce
SaSu | Jul 1-15 (meets 5x) | 10am-2:55pm | $289
PAR Room 401 | 172FD2151 | 2.4 CEUs

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

Gigi Morris
T | Feb 21-Mar 7 (meets 3x) | 5:45-9:45pm | $199
PAR Room 401 | 171FD2146 | 1.2 CEUs

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 22-May 7 (meets 6x) | 11am-3pm | $289
PAR Room 401 | 171FD2148 | 2.4 CEUs

FASHION: DRAW, DRAPE & DESIGN
Transfer your fashion design drawings from paper, to mockup, to pattern, to finished garment using draping techniques. Draping techniques can properly resolve any design and fitting issues with a garment, plus draping allows designers to experiment with the way fabric will fold and fall. Students will design and construct a fitting shell pattern, also known as a second skin pattern, and use methods for flat or muslin drafting to develop a unique pattern for their one-of-a-kind garment.

Prerequisite: Must have previous sewing/machine skills.

Gretchen Marshall
SaSu | Jul 22-Aug 6 (meets 6x) | 10am-2pm | $289
PAR Room 401 | 172FD2153 | 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 4-19 (meets 6x) | 10am-3:25pm | $359
PAR Room 401 | 171FD2105 | 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.
Maria Bruce
SaSu | Mar 4-18 (meets 5x) | 10am-2:55pm | $289
PAR Room 401 | 171FD2121 | 2.4 CEUs

STUDENT SPRING AFFAIR SHOWCASE
Attend the 2017 Student Spring Affair Showcase. Students from Fashion Illustration & Design will be scheduled for event networking and final project presentations. Project: Computer CD Design for Portfolio Presentation.
NAFD
Sa | May 13 | 1-4pm | No charge
PAR Room 401 | 171FD2125

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 | Apr 1-15 (meets 5x) | 10am-2:55pm | $289
PAR Room 401 | 171FD2114 | 2.4 CEUs

INTERNET DESIGN & TECHNOLOGY CERTIFICATE PROGRAM
Prepare for career opportunities in Internet design and development. All certificate candidates will build a strong foundation with core classes in web and graphic design technologies. Next, focus your skills with electives to suit your career interests. Complete and present a comprehensive interactive media project in a final capstone class. Courses may also be taken individually to expand your skill set.

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

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

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

ELECTIVE COURSE OPTIONS:
• Adobe Illustrator Level I
• Adobe Illustrator Level II
• Adobe InDesign Level I
• Adobe Photoshop Level II
• Cascading Style Sheets
• Introduction to Content Management (offered on rotating basis)
• Introduction to Google AdWords (offered on rotating basis)
PRINT & GRAPHIC DESIGN CERTIFICATE PROGRAMS

Build proficiency in the core design software tools used in the commercial printing and graphic design industry. Print Design Certificate candidates study the essential concepts of print design and the Adobe applications designers use to complete their projects. Graphic Design Certificate candidates expand their Adobe design skills and learn additional design theory and print communication concepts and techniques. The Graphic Design Certificate is suitable if you are crossing disciplines, such as web design to print & graphic design, or if you are responsible for marketing and designing materials in your current employment but have no formal training and experience in graphic design.

Courses may be taken individually to expand your skill set.

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

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 successfully complete the following 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 successfully complete the following six (6) core courses plus an additional 1.3 CEUs of elective courses
- Adobe Illustrator Level I
- Adobe Illustrator Level II
- Adobe InDesign Level I
- Adobe Photoshop Level I
- Adobe Photoshop Level II
- Graphic Design Capstone: Designing Your Brand Using Adobe Software (Must be the last course taken)

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

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

ADOBE ILLUSTRATOR LEVEL I
Generate crisp, scalable, vector-based artwork in Adobe Illustrator. Beginners and those with slight experience will learn principles of good graphic design as they create and transform shapes, draw with the pen tool, work with typography, and color and paint in Illustrator. Illustrator is a designer’s go-to tool for illustrations, logos, business cards, signs, ads, and much more. Required Textbook(s): Against the Clock: Adobe Illustrator CS6 (ISBN: 9781936201136)
Jessica Kennedy
T | Jan 24-Feb 28 (meets 6x) | 5:30-8:30pm | $309
PAR Room 125 | 171WM8121 | 1.6 CEUs

ADOBE ILLUSTRATOR LEVEL II
Intermediate users will build upon their Illustrator knowledge and skills by working with layers and artboards, blending shapes and colors, working with custom brushes, working with styles and effects, working with symbols, and integrating projects with other Adobe applications. Required Textbook(s): Against the Clock: Adobe Illustrator CS6 (ISBN: 9781936201136)
Prerequisite: Adobe Illustrator Level I or possess similar working knowledge and experience.
Jessica Kennedy
T | Mar 7-Apr 11 (meets 6x) | 5:30-8:30pm | $309
PAR Room 125 | 171WM8100 | 1.6 CEUs

ADOBE INDESIGN LEVEL I
Easily lay out catalogs, brochures, posters, and other publications with InDesign. Work with tools, menus, and palettes to create documents, define typesetting features, work with images, and create files for print. In-class exercises will reinforce your understanding of page setup attributes, master pages guides and margins, color definition, graphic formats, and file management. Required Textbook(s): Adobe InDesign CC Classroom in a Book (ISBN: 9780321926975)
Scott Jun
Th | Mar 2-Apr 6 (meets 6x) | 6-9pm | $309
PAR Room 125 | 171WM8106 | 1.6 CEUs

ADOBE PHOTOSHOP LEVEL I
Create, design, and manipulate print-based artwork, web-based graphics, and digital photography with Adobe Photoshop. Students will learn to perform basic tasks in Photoshop, including color correction, retouching, creating composite images, using masks, resizing images, adding text, and creating art from scratch. This course targets advanced beginners who use Photoshop for personal and professional projects and wish to broaden their knowledge and skills in this program. Required Textbook(s): Adobe Photoshop CC Classroom in a Book (ISBN: 9780321928078)
Scott Jun
Th | Jan 19-Feb 23 (meets 6x) | 6-8pm | $309
PAR Room 125 | 171WM8122 | 1.6 CEUs
HTML LEVEL I
HTML allows web designers to hand-code web pages for smooth transition into XML while still remaining compatible with current web browsers. Apply the concepts, foundations, syntax, and structure of HTML as you code basic pages by hand. The course will include an introduction to Cascading Style Sheets (CSS). All pages created in the class will be validated using the W3C validation service. Required Textbook(s): *Head First HTML and CSS* (ISBN: 9780596159900)
Adrian Navarrete
T | Mar 7-Apr 4 (meets 5x) | 6-9pm | $289
PAR Room 123 | 171WM8105 | 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: You will need to have completed the HTML Level I or have similar experience.
Adrian Navarrete
T | Apr 11-May 9 (meets 5x) | 6-9pm | $289
PAR Room 123 | 171WM8104 | 1.3 CEUs

INTRODUCTION TO GOOGLE ADWORDS
CTR, quality score, impressions, CPA, conversion rate, negative keywords, ROI, placements, CPC… What does it all mean? If you are lost in the world of online advertising, looking for new ways to reach potential customers, or wanting to grow your business, this course is for you. Generate instant website traffic by harnessing the power of pay-per-click (PPC) advertising using Google AdWords. Beat the learning curve and create successful PPC campaigns no matter what your budget. Choose when and where your advertising is seen, set your ad spend budget, measure and track your results using analytics, and optimize your campaign for even greater return on investment. Learn approaches to market research, copywriting techniques, split testing, analytics, budgeting, and more.
Prerequisite: HTML Level I or have similar working experience.
John Larson
M | Mar 23-Feb 13 (meets 4x) | 6-9pm | $289
PAR Room 123 | 171WM8166 | 1.2 CEUs

SEARCH ENGINE OPTIMIZATION & ONLINE MARKETING
Maximize search engine hits, grab your customers’ attention, and convert web visits into sales with a well-designed website. Learn about search-engine-friendly design, copywriting for online success, effective keywords, successful link building, and tracking results. Get creative with your marketing budget with pay-per-click (PPC) campaigns, display ads, and landing pages. Create an effective e-commerce website with an emphasis on usability and designing to sell.
Prerequisite: HTML Level I or possess equivalent professional experience in public relations and advertising.
John Larson
M | Apr 10-May 22 (meets 7x) | 6-8pm | $309
PAR Room 123 | 171WM8125 | 1.4 CEUs

VIDEO

VIDEO EDITING I
Compile your video and audio files into seamless, professional-quality projects using Adobe’s sophisticated video editing platform. Learn to import video, compile clips into a sequence, perform simple special effects, correct color and exposure, add text, and export final projects. The skills learned in class will translate to editing movies, short films, documentaries, video blogs, or even home movies. The class will utilize Adobe Premiere CS6.
Jim Palmquist
W | Mar 8-22 (meets 3x) | 6-8pm | $119
PAR Room 125 | 171CW8151

REGISTER EARLY: Register at least 15 business days in advance for best course selection and availability.
FINANCIAL STRATEGIES FOR SUCCESSFUL RETIREMENT
Get the most from your investments, Social Security, and retirement plans. The typical American will work more than 90,000 hours earning a living and building a nest egg, yet many spend fewer than 10 hours preparing for a successful retirement. The information you receive at this seminar will pay dividends for the rest of your life. Enrollment includes a workbook you can take home. Bring your spouse/guest at no additional charge.

Ron Purvines

W | Feb 1-22 (meets 4x) | 6:30-9pm | $69
PAR Room 511 | 171PF1113A

T | Mar 7-28 (meets 4x) | 6:30-9pm | $69
PAR Room 512 | 171PF1113B

Th | May 4-25 (meets 4x) | 6:30-9pm | $69
PAR Room 401 | 171PF1113C

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

Phillip Randazzo, Richard Holtan, David Hehn

Th | Feb 16-23 (meets 2x) | 6:30-9:30pm | $49
PAR Room 401 | 171PF1117B

T | Feb 21-28 (meets 2x) | 6:30-9:30pm | $49
PAR Room 512 | 171PF1117A

DRAWING & PAINTING

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

Gabbie Hirsch
Sa | Jan 28-Feb 25 (meets 5x) | 1:30-4:30pm | $129
PAR Room 301 | 171AR1121

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 11-Apr 8 (meets 5x) | 1:30-4:30pm | $129
PAR Room 301 | 171AR1100

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

Gabbie Hirsch
Sa | Mar 11-Apr 8 (meets 5x) | 9am-noon | $129
PAR Room 302 | 171AR1130

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

Gabbie Hirsch
Su | Apr 23-Jun 4 (meets 6x) | 1:30-4:30pm | $159
PAR Room 300 | 171AR1132

*Class does not meet May 28
INTRODUCTION TO ART APPRAISALS: WHAT ART’S WORTH & WHY

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

Gabbie Hirsch
Sa | Apr 29-May 20 (meets 4x) | 1:30-3:30pm | $109
PAR Room 403 | 171AR1194

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 25-Feb 22 (meets 5x) | 6-9pm | $129
PAR Room 300 | 171AR1140

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 8-Apr 5 (meets 5x) | 6-9pm | $129
PAR Room 512 | 171AR1141

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 19-May 17 (meets 5x) | 6-9pm | $129
PAR Room 300 | 171AR1137

PHOTOGRAPHY

ARCHITECTURE & LANDSCAPE PHOTOGRAPHY

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

Vernetta Thomas
T | Jun 6-27 (meets 4x) | 6-9pm | $199
PAR Room 400 | 172PH1150

BUILDING A PHOTOGRAPHY BUSINESS

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

Vernetta Thomas
Sa | Mar 11-18 (meets 2x) | 9am-4pm | $229
PAR Room 511 | 171PH1151

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 | Jan 21 | 9am-1pm | $69
PAR Room 301 | 171PH1104
Sa | Jul 29 | 9am-1pm | $69
PAR Room 301 | 172PH1104

Register by phone at 702-895-3394
DIGITAL PHOTOGRAPHY I: THE ESSENTIALS
Gain confidence in the various functions and modes of your digital camera, and then embrace your creativity! Depicting, panning, and frozen motion techniques will be demonstrated in class. Students must have a digital point and shoot with modes, hybrid, mirrorless, or digital Single Lens Reflex (DSLR) available for use. Please bring your camera to participate in the classroom shooting demonstrations.

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

Vernetta Thomas
Sa | Jan 28 | 9:30am-3:30pm | $109*
PAR Room 302 | 171PH1100

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

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

Vernetta Thomas
Sa | Feb 11 | 9:30am-3:30pm | $109*
PAR Room 302 | 171PH1141

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

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

Vernetta Thomas
Sa | Feb 25 | 9:30am-3:30pm | $109*
PAR Room 401 | 171PH1125

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

Vernetta Thomas
T | Jan 17-31 (meets 3x) | 6-9pm | $149
PAR Room 107 | 171PH1152

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

John Hill
T | Apr 11-May 16 (meets 6x) | 7:15-9pm | $199
PAR Room 401 | 171PH1140

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 15-29 (meets 3x) | 9am-noon | $149
PAR Room 403 | 171PH1153

To keep up with demand and emerging trends, we add new courses after our catalog has been published. Go online to ced.unlv.edu/cat2017 to see the most up-to-date listings.
STREET PHOTOGRAPHY
Street photography is a very broad category encompassing many types of photography. Un-staged images are captured as the action unfolds, generally in public spaces. This course will explore various styles falling under this umbrella term, including documentary photography and photojournalism. In-class and out-of-class assignments will allow students to focus their eyes and lens on the scene and increase their comfort level with shooting on the street to capture interesting scenes, events, and happenings. Please bring your camera to participate in the classroom shooting demonstrations.

Vernetta Thomas
Th | Feb 9-23 (meets 3x) | 6-9pm | $149
PAR Room 301 | 171PH1154

SCULPTURE & WOODWORKING

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

Thomas Bumblauskas
Sa | Feb 11-Apr 15 (meets 8x) | 10am-1pm | $135
Clay Arts Vegas | 171AR1202A
*Class does not meet Apr 1 & 8
Th | Mar 16-May 4 (meets 8x) | 6:30-9:30pm | $135
Clay Arts Vegas | 171AR1202B
Sa | May 6-Jul 1 (meets 8x) | 10am-1pm | $135
Clay Arts Vegas | 171AR1202C
*Class does not meet Jun 3
Th | Jun 29-Aug 17 (meets 8x) | 6:30-9:30pm | $135
Clay Arts Vegas | 172AR1202

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

Thomas Bumblauskas
W | Jan 18-Mar 8 (meets 8x) | 6-9pm | $135
Clay Arts Vegas | 171AR1203A
Sa | Feb 11-Apr 15 (meets 8x) | 1-4pm | $135
Clay Arts Vegas | 171AR1203B
*Class does not meet Apr 1 & 8
Th | Mar 16-May 4 (meets 8x) | 1-4pm | $135
Clay Arts Vegas | 171AR1203C
Sa | May 6-Jul 1 (meets 8x) | 1-4pm | $135
Clay Arts Vegas | 171AR1203D
*Class does not meet Jun 3
Th | Jun 29-Aug 17 (meets 8x) | 1-4pm | $135
Clay Arts Vegas | 172AR1203

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 21-Mar 25 (meets 10x) | 9:30am-12:30pm | $399
Sharon Gainsburg Studio | 171AR1114
Sa | Jun 3-Aug 5 (meets 10x) | 9:30am-12:30pm | $399
Sharon Gainsburg Studio | 172AR1114

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

Jamie Yocono
M | Jan 16-Feb 20 (meets 6x) | 6-9pm | $254
Wood It Is! | 171AR1190A
T | Mar 14-Apr 18 (meets 6x) | 6-9pm | $254
Wood It Is! | 171AR1190B
Th | May 18-Jun 22 (meets 6x) | 6-9pm | $254
Wood It Is! | 171AR1190C
M | Jul 17-Aug 21 (meets 6x) | 6-9pm | $254
Wood It Is! | 172AR1190

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

Register by phone at 702-895-3394
WOODWORKING: HAND TOOL FUNDAMENTALS
There is something special about using classic hand tools for woodworking. While the latest gadgets can be nice, most projects can be completed with planes, chisels, and hand saws. The first challenge is sharpening chisels and hand planes; each student will receive a honing jig to keep, and will learn to get razor sharp edges on their tools. Please bring in your own chisels and hand planes, if possible. Apply layout, sawing, planing, and joinery techniques learned in class to build simple pieces of furniture by hand. Easy-to-use finishes will make your handmade pieces look terrific. Finally, dispel any lumberyard intimidation by discussing lumber purchasing and estimating for future projects. Students will need to pay $55 for materials at the first class session.

Jamie Yocono
Sa | Jul 26-Aug 9 (meets 3x) | 6-9pm | $125
Wood It Is! | 171AR1171

WOODWORKING: MAKING A BOOKCASE
Design and build a custom bookcase for your home. Come up with your own design or your instructor can help you with the planning. Learn about standard dimensions, adjustable shelf holes, shelf spans, and proper joinery. Materials are not included. Call Jamie Yocono at 702-631-1870 to discuss the materials needed to create your bookcase.

Prerequisite: Woodworking I
Jamie Yocono
T | May 16-Jun 20 (meets 6x) | 6-9pm | $254
Wood It Is! | 171AR1108

WOODWORKING: TABLE MAKING
Design, fabricate, and assemble a basic table. The size is up to you; build a small coffee table or a full-sized dining room table. You will practice the proper method for making a tabletop, as well as gain experience with mortise and tenon joinery for attaching the legs to the aprons. Materials are not included. Call Jamie Yocono at 702-631-1870 to discuss the materials needed to create your table.

Prerequisite: Woodworking I
Jamie Yocono
Th | Jan 19-Feb 23 (meets 6x) | 6-9pm | $254
Wood It Is! | 171AR1191

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 25 | 6-8:30pm | $49
Ferguson Enterprises | 172HA1243

CELEBRATION OF SUMMER
Summertime’s fresh ingredients make every meal taste better. Discover the fruits and vegetables you should be buying each summer month for optimum flavor and value, like fresh sweet corn and heirloom tomatoes. Receive a calendar of in-season fruits and vegetables so you can take advantage of peak produce flavor and availability as you cook.

Les Kincaid
T | Aug 8 | 6-8:30pm | $49
Ferguson Enterprises | 172HA1244

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 21 | 6-8:30pm | $49
Ferguson Enterprises | 171HA1226

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 11 | 6-8:30pm | $49
Ferguson Enterprises | 172HA1242

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
F | Mar 3 | 2-4:30pm | $49
PAR Room 302 | 171HA1238

Register online at http://ced.unlv.edu/cat2017
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 18 | 6-8:30pm | $49
Ferguson Enterprises | 171HA1231

FLAVORS OF THAILAND
Explore the unique ingredients and simple techniques of Thai cooking. Thailand’s distinctive cuisine aspires to a perfect blend of flavors and textures; an ideal meal will include sweet, salty, sour, bitter, and spicy elements. Prepare many favorite Thai dishes using aromatic herbs and spices with traditional ingredients during class. Take home recipes to enjoy in your own kitchen.
Les Kincaid
T | Feb 28 | 6-8:30pm | $49
Ferguson Enterprises | 171HA1227

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 24 | 6-8:30pm | $49
Ferguson Enterprises | 171HA1240

PIZZA WORKSHOP
Homemade pizza is tastier than takeout! Make great pizza at home by pairing a foolproof basic pizza dough with a variety of sauces, fresh toppings, and select artisan cheeses. In addition to demonstrating and sharing recipes, we will cover key baking methods so every time you open your oven door you pull out a perfect pizza.
Les Kincaid
T | May 16 | 6-8:30pm | $49
Ferguson Enterprises | 171HA1232

SALSAS, SPREADS & DIPS
Take your appetizers and meals from bland to grand by turning up the taste with salsas, spreads, and dips. Adding a new element to a dish can make all the difference in flavor and appearance. Come hungry and ready to explore these mouth-watering sensations. Go home with inspired taste buds and a multitude of recipes.
Les Kincaid
T | May 9 | 6-8:30pm | $49
Ferguson Enterprises | 171HA1189

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 6 | 6-8:30pm | $49
Ferguson Enterprises | 172HA1208

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 11 | 6-8:30pm | $59
Ferguson Enterprises | 171HA1241
WINE & BEVERAGE CLASSES

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

Prerequisite: Must be at least 21 years of age to enroll.
Les Kincaid
W | Feb 8 | 6-8:30pm | $69
Pinot's Palette-Boca Park | 171HA1135

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

Prerequisite: Must be at least 21 years of age to enroll.
Les Kincaid
W | Mar 1-15 (meets 3x) | 6-8:30pm | $199
Pinot's Palette-Boca Park | 171HA1170

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

Prerequisite: Must be at least 21 years of age to enroll.
Les Kincaid
T | Mar 14 | 6-8:30pm | $49
Ferguson Enterprises | 171HA1228

Vino, Salume, E Formaggio
Prosecco, prosciutto, and provolone: some of life’s simplest and tastiest pleasures come straight out of Italy. Your taste buds will tour around the major wine regions of Italy by sampling wines, traditional cheeses, and cured meats. Along the way you will learn about the production of wine, cheeses, and salami. Enjoy a variety of scrumptious Italian pleasures, from fresh and uncomplicated, to rich and complex.

Prerequisite: Must be at least 21 years of age to enroll.
Les Kincaid
W | May 10 | 6-8:30pm | $69
Pinot's Palette-Boca Park | 171HA1234

SOMMELIER ACADEMY CERTIFICATE PROGRAMS

Whether you work in the food and beverage industry or you simply want to impress friends at the dinner table, the UNLV Sommelier Academy is the perfect place to learn about wine. We offer two certificate program options. Vine to Wine: The Fundamentals meets the needs of wine enthusiasts or wine collectors as well as early-career beverage professionals. At the end of the course, you will be able to recommend wines with confidence. The Advanced Sommelier Program targets wine professionals seeking career advancement, detailed knowledge, and a broad exposure to the world of wine.

Vine to Wine Certificate Program Requirements:
To earn the Vine to Wine: The Fundamentals Certificate you must successfully complete the course and receive a passing final exam score.

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.

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 31-May 16 (meets 16x) | 10:30am-5:30pm | $1,599
Total Wine & More-Summerlin | 171WS6100A | 9.1 CEUs
W | May 31-Sep 13 (meets 16x) | 10:30am-5:30pm | $1,599
Total Wine & More-Summerlin | 171WS6100B | 9.1 CEUs
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 | Mar 6-22 (meets 6x) | 6-8:30pm | $219
PAR Room 107 | 171CX1113
MW | Jun 5-21 (meets 6x) | 6-8:30pm | $219
PAR Room 400 | 172CX1113

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.

Katia Abou-Haidar, MAAL
MW | Mar 27-Apr 19 (meets 6x) | 6-8:30pm | $219
PAR Room 107 | 171CX1123
*Class does not meet Apr 10 & 12
MW | Jun 26-Jul 12 (meets 6x) | 6-8:30pm | $219
PAR Room 400 | 172CX1123

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

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 21-Mar 25 (meets 10x) | 9am-noon | $239
PAR Room 300 | 171LA1126
Sa | Jun 3-Aug 5 (meets 10x) | 9am-noon | $239
PAR Room 300 | 172LA1126

ESL (ENGLISH AS A SECOND LANGUAGE) BASIC I

Begin learning English language skills, focusing on everyday conversation at work, at home, and in the community. Emphasis will be on speaking, listening, reading, and writing in a fun and relaxed learning environment. We will discuss work, activities, and abilities, and express likes, dislikes, interests, and opinions. ESL Basic is divided into two, 10-week classes. Units 1-14 will be covered in this class followed by units 15-28 in ESL Basic II; students may take the two classes in either order. Required Textbook(s): WorldView 1 with supporting CD (ISBN: 9780132285759) & WorldView 1 workbook with supporting CDs (ISBN: 9780131839946)
Cecilia Ordinario, M.Ed.
Sa | Jun 3-Aug 12 (meets 10x) | 9am-noon | $239
UNLV Campus | 172LA2125
*Class does not meet Jul 1

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 1-14 covered in ESL Basic I; students may take the two classes in either order. Required Textbook(s): WorldView 1 with supporting CD (ISBN: 9780132285759) & WorldView 1 workbook with supporting CDs (ISBN: 9780131839946)
Cecilia Ordinario, M.Ed.
Sa | Feb 11-Apr 22 (meets 10x) | 9am-noon | $239
CBC Room C142 | 171LA1127
*Class does not meet Apr 15

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 21-Mar 25 (meets 10x) | 1-4pm | $239
PAR Room 300 | 171LA1124
Sa | Jun 3-Aug 5 (meets 10x) | 1-4pm | $239
PAR Room 300 | 172LA1124
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 21-Apr 1 (meets 10x) | 10am-noon | $199
PAR Room 403 | 171LA1107
*Class does not meet Feb 18

FRENCH II
Advance your understanding of conversational French. After reviewing the basics, new material will be introduced to build vocabulary and provide additional practice in conversational skills. Required Textbook(s): Ultimate French, Beginner-Intermediate (ISBN: 9781400009633)
Prerequisite: French I or a basic understanding of the language.
Pascale Tessier
Sa | Jan 21-Apr 1 (meets 10x) | 12:30-2:30pm | $199
PAR Room 403 | 171LA1116
*Class does not meet Feb 18

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.
ThM | Jan 19-Feb 23 (meets 10x) | 6:30-8:30pm | $199
PAR Room 300 | 171LA1104A
*Class does not meet Feb 20
MTh | May 1-Jun 1 (meets 10x) | 6:30-8:30pm | $199
PAR Room 301 | 171LA1104B
*Class does not meet May 29

SPANISH II
If you have taken a beginning Spanish class or have an understanding of the basic language, this course will provide you an opportunity for advancement. After a review, new material will be introduced so you can build vocabulary and improve your conversational skills. Required Textbook(s): Spanish Now! Level 1 (ISBN: 9781438075235)
Prerequisite: Spanish I or a basic understanding of the language.
Diane Orgill, M.A.
ThM | Mar 2-Apr 3 (meets 10x) | 6:30-8:30pm | $199
PAR Room 401 | 171LA1105
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 interpreter certificate, students must successfully complete six required core courses.

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

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. Required textbook(s): An Interpreter’s Edge for the 21st century. (ISBN: 9781880594377) ACEBO (Sight Translation, Consecutive Interpreting and Simultaneous Interpreting: three books total).

Cristina Sanchez
T | Feb 7-28 (meets 4x) | 6-9pm | $259
PAR Room 123 | 171LA1135 | 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. Required textbook(s): An Interpreter’s Edge for the 21st century. (ISBN: 9781880594377) ACEBO (Sight Translation, Consecutive Interpreting and Simultaneous Interpreting: three books total).

Judy Jenner
W | Mar 1-22 (meets 4x) | 6-9pm | $259
PAR Room 123 | 171LA1136 | 1.2 CEUs
Health Care & Allied Professions

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

PREREQUISITE:
Students must be 18 years of age and possess a high school diploma or GED, must be able to lift 50 pounds, must be in good health and physical capacity to fulfill work tasks. No felony convictions for those who plan to enter the field for employment.

PROGRAM REQUIREMENTS:
To earn the Personal Care Aide certificate, students must successfully complete the Personal Care Aide and CPR/AED First Aid Adult and Child: American Heart Association Course.

PERSONAL CARE AIDE INFORMATION SESSION
Attend an information session before you enroll in the Personal Care Aide Certificate program. Information sessions cover topics including curriculum, job responsibilities, employment potential, and financial assistance. These sessions will help you decide if this program is the right career path for you.
Liz Colosimo, RN
M | Jan 9 | noon-1pm | No charge
PAR Room 400 | 171HH1100A
M | Jan 9 | 5:30-6:30pm | No charge
PAR Room 400 | 171HH1100B
M | Jan 23 | noon-1pm | No charge
PAR Room 400 | 171HH1100C
M | Jan 23 | 5:30-6:30pm | No charge
PAR Room 403 | 171HH1100D
M | Feb 13 | noon-1pm | No charge
PAR Room 400 | 171HH1100E
M | Feb 13 | 5:30-6:30pm | No charge
PAR Room 302 | 171HH1100F

See website for additional information session dates.

PERSONAL CARE AIDE CERTIFICATE PROGRAM
Personal care aides provide critical support for everyday tasks such as dressing, bathing, housekeeping, errands, and meal planning. Explore key issues related to providing safe, attentive personal care services in a home-based setting or group facility. Among the covered topics are: basic anatomy and physiology; disease processes and prevention; nutrition; infection control; emergency interventions; medical terminology; employment strategies; and caregiver wellness. During a hands-on clinical skills lab, practice skills essential to the care of elderly and disabled clients including vital signs monitoring, meal planning, dry dressings application, assistance with the administration of oxygen and medications, and participation in care-team planning. Because personal care aides often work with vulnerable populations, professional ethics are emphasized throughout training. Learn how to keep accurate records, spot and report concerns, and provide value-added services. Required Textbook(s): Mosby’s Textbook for the Home Care Aide, 3rd Ed. (ISBN: 9780323084338) & Workbook (ISBN: 9780323084390)
Prerequisite: Students must be 18 years of age and possess a high school diploma or GED, must be able to lift 50 pounds, must be in good health and physical capacity to fulfill work tasks. No felony convictions for those who plan to enter the field for employment.
Liz Colosimo, RN
SaMTWTh | Feb 25-Mar 18 (meets 15x) | 9am-1pm | $1,599
PAR Room 400 | 171HH1101A | 7.5 CEUs
See website for weekend meeting times and dates
SaSu | Feb 25-Mar 25 (meets 9x) | 9am-5pm | $1,599
PAR Room 400 | 171HH1101B | 7.5 CEUs
SaMTWTh | Apr 22-May 13 (meets 15x) | 9am-1pm | $1,599
PAR Room 400 | 171HH1101C | 7.5 CEUs
See website for weekend meeting times and dates
SaSu | Apr 22-May 20 (meets 9x) | 9am-5pm | $1,599
PAR Room 400 | 171HH1101D | 7.5 CEUs
SaMTWTh | Jun 24-Jul 17 (meets 15x) | 9am-1pm | $1,599
PAR Room 400 | 172HH1101A | 7.5 CEUs
See website for weekend times and dates
SaSu | Jun 24-Jul 22 (meets 9x) | 9am-5pm | $1,599
PAR Room 400 | 172HH1101B | 7.5 CEUs

Health Care & Allied Professions

Register online at http://ced.unlv.edu/cat2017
GAP TRAINING FOR RNS: TRANSITION INTO PRACTICE PROGRAM

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

GAP TRAINING FOR RNS: TRANSITION INTO PRACTICE PROGRAM INFORMATION SESSION

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

Susan Ullrich, Ed.D, MSN, RN
Class days, dates & time available online. | No charge
PAR Room 400 | 171RN1101

Class days, dates & time available online. | No charge
PAR Room 400 | 172RN1101

GAP TRAINING FOR RNS: TRANSITION INTO PRACTICE PROGRAM

During the eight-week program, nurses will gain additional education, mentoring/coaching, and clinical experiences to improve competence, professional skills, and employability. Nurse participants are assigned to a Las Vegas-area acute care facility where they will work as an RN under supervision from an experienced preceptor two shifts per week for a total of 120 hours. Scheduling is flexible and offers both day and evening shifts. Participants will be able to select between working with adults or children and will identify their preferred unit or interest. Nurses will also practice skills in a high-tech medical simulation lab and participate in online learning opportunities focused on quality and safety in professional practice. Participants will build their resume, make professional connections, and be guaranteed an interview with the hospital for a full-time position upon successful completion of the program. For an application please email continuing.education@unlv.edu or call 702-895-5099.

Prerequisite: Must have a Nevada RN license
Susan Ullrich, Ed.D, MSN, RN
Class days, dates & time available online. | $3,030
Online Delivery | 171RN1100 | 17 CEUs

Class days, dates & time available online. | $3,030
Online Delivery | 172RN1100 | 17 CEUs

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

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

Lory Hayon, RDN, LDN, CPT-NASM
M | Mar 6-Apr 24 (meets 8x) | 5-7:30pm | $849
PAR Room 302 | 171SM3102 | 2 CEUs

NASM PERSONAL FITNESS TRAINER PROGRAM

Prepare for a career as a personal trainer with a NCAA-accredited National Academy of Sports Medicine certification. The course will cover basics of human movement, resistance training, flexibility, cardiovascular training, balance, core, reactive training, speed, agility, and quickness. You will gain hands-on experience with fitness assessments and learn how to work with future clients. In addition to classroom instruction, a concurrent online component is included. Upon completion, you will be prepared to take the certification exam. Students are required to complete an additional 50 hours of online coursework and fitness training outside of normal class meeting times. Course fee includes text, access to online instruction and the certification exam. It also includes CPR/AED Adult, Child & Infant 2-Year Certification which is required to test for your certification exam.

Heidi Freitas, FTS, ICF, NASM, ACSM: Rawlins Apilado, NASM, Beach Body Master Trainer
Sa | Feb 11-Apr 22 (meets 11x) | 2-4:30pm | $1,199
PAR Room 512 | 171SM3100 | 2.75 CEUs
Class meets Mar 18, 11:30am-4:30pm

F | Jun 2-Aug 11 (meets 11x) | 5:30-8pm | $1,199
PAR Room 512 | 172SM3100 | 2.75 CEUs
Class meets Jul 7, 11:30am-4:30pm
Home, Garden & Animal Care

DOG OBEDIENCE

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

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

Sonya Hersh, M.S.

Sa | Mar 4-Apr 8 (meets 6x) | 8-9am | $109
PAR Room 403 | 171DO2186
Su | Jun 4-Jul 16 (meets 6x) | 7:30-8:30pm | $109
PAR Room 400 | 172DO2186
*Class does not meet Jul 2

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

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

Sonya Hersh, M.S.

Sa | Jan 21-Feb 25 (meets 5x) | 9:15-10:15am | $109
PAR, The Field | 171DO2253
*Class does not meet Feb 18
Su | Jul 16-Aug 13 (meets 5x) | 8:30-9:30pm | $109
PAR, The Field | 172DO2253

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

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

Sonya Hersh, M.S.

Su | Mar 26-Apr 30 (meets 5x) | 6:30-7:30pm | $129
PAR, The Field | 171DO2102
*Class does not meet Apr 16

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

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

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

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

Amy Herzlich
Please visit website for scheduling information.
HOME & GARDEN

CONTAINER GARDENING FOR LAS VEGAS
Add color, seasonal interest, and dimension to your yard or patio with container gardening. Discuss the correct soil, planting methods, types of containers, and proper watering for pots. Beginners will learn some easy plant combinations; seasoned green-thumbs will add interest with alternate plants and more complex combinations.
Amy Zeldenrust
T | Feb 21 | 2-4pm | $39
PAR Room 302 | 171HA1145
T | Aug 15 | 2-4pm | $39
PAR Room 302 | 172HA1145

ENJOY FOUR SEASONS OF COLOR & FRAGRANCE RIGHT OUTSIDE YOUR DOOR
Take your Las Vegas yard from blah to beautiful with desert-hardy trees, shrubs, and vines. Get ideas for plants and placement for year-round success in our sometimes challenging climate. Soon you will be enjoying four seasons of fragrance and color right outside your door.
Amy Zeldenrust
T | Feb 28 | 2-4pm | $39
PAR Room 400 | 171HA1144
T | Aug 29 | 2-4pm | $39
PAR Room 302 | 172HA1144

GROWING & USING HERBS FROM YOUR YARD
You can grow fresh herbs all year in Las Vegas. Learn which herbs will grow in your garden, and how to use them for easy hors d’oeuvre and cooking ideas. We will experiment with fresh herbs and different recipes which you will be able to sample in class.
Amy Zeldenrust
T | Feb 14 | 2-4pm | $39
PAR Room 302 | 171HA1109
T | Aug 8 | 2-4pm | $39
PAR Room 302 | 172HA1109

GROWING FALL & WINTER VEGETABLES
Get the satisfaction of stepping into your own backyard to harvest delicious, nutritious food for your family. Learn how to create a raised bed for your vegetable garden, what plants will grow through the winter in Las Vegas, and how to water and care for your garden for maximum production.
Amy Zeldenrust
T | Aug 22 | 2-4pm | $39
PAR Room 302 | 172HA1108

GROWING SPRING & SUMMER VEGETABLES
Get the satisfaction of stepping into your own backyard to harvest delicious, nutritious food for your family. Learn how to create a raised bed for your vegetable garden, what plants will grow through the spring and summer in Las Vegas, and how to water and care for your garden for maximum production.
Amy Zeldenrust
T | Feb 7 | 2-4pm | $39
PAR Room 302 | 171HA1108
Human Resources

HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAMS

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

BASIC CERTIFICATE PROGRAM REQUIREMENTS:
To earn the Basic Certificate you must successfully complete the following required core course plus an additional 2.4 CEUs of elective courses.
• Essentials of Human Resource Management

ELECTIVE COURSE OPTIONS:
• Offerings vary by semester.

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

ELECTIVE COURSE OPTIONS:
• Offerings vary by semester.

Visit continuingeducation.unlv.edu/catalog/human-resource-management-certificate-programs for a complete list of elective options and more details about this program.

HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAM INFORMATION SESSION

Learn how the Human Resource Management Certificate program can benefit you. Meet instructors and ask questions about the structure, content, and requirements. Whether you are a seasoned human resource professional or looking to enter into the field, this informational session will provide you with the details on how this certificate program can help boost your career.
Gary Cottino, SPHR, SHRM-SCP
Th | Jan 5 | 5:30-6:30pm | No charge
PAR Room 301 | 171CP6155
W | Jun 7 | 5:30-6:30pm | No charge
PAR Room 301 | 172CP6155A
W | Aug 23 | 5:30-6:30pm | No charge
PAR Room 301 | 172CP6155B

CHANGE MANAGEMENT

Survive and even thrive in the face of change at home or at work. Instead of resisting change, you can savor it, move with it, embrace the adventure, and enjoy the new future it brings. This course will help you assess your own personal attitudes, emotions, and behaviors in the face of change. You will learn to anticipate change, keep an open mind, and act proactively. You will explore change both from the viewpoint of an individual as well as one who supervises/managers others. This course is approved for six recertification credits through HRCI.
Gary Cottino, SPHR, SHRM-SCP
F | Jun 9 | 9am-4pm | $279
PAR Room 302 | 172CP6172 | 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.
Gary Cottino, SPHR, SHRM-SCP
F | Jul 7 | 9am-4pm | $279
PAR Room 302 | 172CP6165 | 0.6 CEU

COMMUNICATION STRATEGIES: DEALING WITH PROBLEM EMPLOYEES

Improve the conduct and performance of problem employees by applying proven communication strategies. Small group discussions, problem-solving activities, and reflection allow you to practice new knowledge. If you are facing a specific challenge with an employee, we will use it as a starting point for discussion and group problem solving.
Rebecca Washington-Lindsey, Ph.D.
F | Mar 3 | 9am-4pm | $279
PAR Room 400 | 171CP6190 | 0.6 CEU

COMMUNICATION STRATEGIES: FIRST-TIME MANAGERS OR SUPERVISORS

Tackling your first management role can be daunting. As a manager, you are responsible for performance management, goal setting, and motivating your team. Achieve management success through effective communication, delegation, time management, and work priorities. The class is geared toward first time managers or supervisors who want to learn effective management and leadership styles to keep their team on track.
Rebecca Washington-Lindsey, Ph.D.
F | Apr 7 | 9am-4pm | $279
PAR Room 400 | 171CP6177 | 0.6 CEU

Register online at http://ced.unlv.edu/cat2017
COMMUNICATION STRATEGIES: WHEN HAVING DIFFICULT CONVERSATIONS
Develop strategies for working through the four most difficult communication situations encountered in the workplace. For each situation, learn the key principle that guides the most appropriate response, then practice several relevant communication skills. Each segment concludes with an application exercise; small group discussions, problem-solving activities, and reflections are intended to guide you in exploring the challenges of each situation.
Rebecca Washington-Lindsey, Ph.D.
F | Jan 20 | 9am-4pm | $279
PAR Room 400 | 171CP6180 | 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.
Gary Cottino, SPHR, SHRM-SCP
F | Jan 27 | 9am-4pm | $279
PAR Room 302 | 171CP6181 | 0.6 CEU

CREATING A STRATEGIC THINKING PARADIGM
Create a culture of strategic thinking within your business. Strategic thinking knowledge, skills, and abilities are fast becoming required business competencies in today’s competitive economic environment. While strategic thinking may come more naturally for some leaders than it does for others, with practice and training you have the capacity to visualize the big picture and create long range plans. Developing a culture of strategic thinking for your business starts by recognizing and nurturing strategic thinking competencies. This seminar provides businesses and individuals with a tool kit to encourage strategic thinking.
Gary Cottino, SPHR, SHRM-SCP
F | Aug 11 | 9am-4pm | $279
PAR Room 302 | 172CP6166 | 0.6 CEU

DOCUMENTATION, DISCIPLINE, & TERMINATION
Follow consistent policies for documentation, discipline, and termination when an employee does not live up to expectations. Do not wait until you have to go to court before you learn how to handle these essential management tasks correctly! Find out how to utilize the disciplinary process to improve employee behavior, document relevant facts during the review and discipline process, conduct fair and thorough investigations, and, if necessary, prepare for a termination. This course is approved for six recertification credits through HRCI.
Gary Cottino, SPHR, SHRM-SCP
F | May 5 | 9am-4pm | $279
PAR Room 301 | 171CP6125 | 0.6 CEU

ESSENTIALS OF HUMAN RESOURCE MANAGEMENT
Learn the basics of compensation, employment law, and effective recruitment, selection, and training techniques. This course is for those just entering the human resource career field, line managers who have HR responsibilities, HR professionals who have been in a single functional area, and others who need a review of fundamental HR management. Enrollment includes textbook you can take home.
Linda Kyrissniss, MBA, SPHR, SHRM-SCP
T | Jan 17-Feb 7 (meets 4x) | 6:30-9:30pm | $699
PAR Room 512 | 171CP6113A | 1.2 CEUs
Sa | Apr 1-8 (meets 2x) | 9am-3pm | $699
PAR Room 300 | 171CP6113B | 1.2 CEUs

FEDERAL EMPLOYMENT LAW I
Study key aspects and points of the following federal labor/management laws and regulations: the Fair Labor Standards Act of 1938, the National Labor Relations Act of 1935 (Wagner Act), and the Labor-Management Relations Act of 1947. This course is approved for six recertification credits through HRCI.
Gary Cottino, SPHR, SHRM-SCP, Barry Bortnick
F | Jan 13 | 9am-4pm | $279
PAR Room 302 | 171CP6129 | 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.
Gary Cottino, SPHR, SHRM-SCP
F | Feb 24 | 9am-4pm | $279
PAR Room 302 | 171CP6133 | 0.6 CEU

FEDERAL EMPLOYMENT LAW III
Gary Cottino, SPHR, SHRM-SCP
F | Mar 24 | 9am-4pm | $279
PAR Room 302 | 171CP6106 | 0.6 CEU

FEDERAL EMPLOYMENT LAW IV
Understand how Fair Credit Reporting (background check legislation), Occupational Safety and Health Act of 1970, and Employee Retirement Income Security Act of 1973 apply to your organization. This course is approved for six recertification credits through HRCI.
Gary Cottino, SPHR, SHRM-SCP
Th | Apr 27 | 9am-4pm | $279
PAR Room 302 | 171CP6109 | 0.6 CEU

Register by phone at 702-895-3394
MAKING THE TRANSITION FROM MANAGER TO LEADER
Step beyond managing day-to-day tasks and learn what it takes to influence your organization’s overall vision and direction. Leaders set the course, inspire others, and build teams and coalitions. Training materials, discussions, and practical exercises will help participants identify their personal leadership traits and styles, understand the competencies and qualities of an effective leader, and build coaching and mentoring skills. This course is approved for six recertification credits through HRCI.
Gary Cottino, SPHR, SHRM-SCP
F | Feb 10 | 9am-4pm | $279
PAR Room 302 | 171CP6119 | 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.
Gary Cottino, SPHR, SHRM-SCP
F | May 19 | 9am-4pm | $279
PAR Room 301 | 171CP6182 | 0.6 CEU

PROJECT MANAGEMENT SKILLS EVERYONE NEEDS
Apply proven project management techniques to become more effective and efficient as you tackle challenges in your business or personal life. This seminar explores how to pinpoint a problem’s root cause and outline a course of corrective action. Attendees will learn how to develop and present a business case, write a project plan, assemble the right team, and get the project done on budget and on schedule. This course is approved for six recertification credits through HRCI.
Gary Cottino, SPHR, SHRM-SCP
F | Apr 14 | 9am-4pm | $279
PAR Room 302 | 171CP6174 | 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.
Gary Cottino, SPHR, SHRM-SCP
F | Mar 10 | 9am-4pm | $279
PAR Room 302 | 171CP6105 | 0.6 CEU

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

PHR/SPHR INFORMATION SESSION
Ask questions and hear from the instructor about the structure, content, and requirements of UNLV’s PHR/SPHR preparation program. For those who have registered for the program, this is an opportunity to pick up additional materials, receive the first assignment, and review the exam application. While not required, it is highly recommended you attend.
Gary Cottino, SPHR, SHRM-SCP
F | Jan 5 | 6:30-7:30pm | No charge
PAR Room 301 | 171CP6118

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. Required Textbook(s): Complete HRCP Program for PHR/SPHR. Discount codes available for book purchase upon registration.
Gary Cottino, SPHR, SHRM-SCP
W | Jan 25-Apr 19 (meets 13x) | 6-9pm | $849
PAR Room 302 | 171CP6116 | 4.8 CEUs
INFORMATION TECHNOLOGY: UPGRADE YOUR SKILLS & YOUR CAREER

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

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

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

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<td>ACMP: Aruba Certified Mobility Professional</td>
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<td>AWS</td>
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<td>AWS: Certified Solutions Architect Associate</td>
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<td>CLOUD SECURITY ALLIANCE</td>
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<td>CCSK: Certificate of Cloud Security Knowledge</td>
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<td>CISCO SYSTEMS</td>
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<td>CCENT: Cisco Certified Entry Networking Technician</td>
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<td>INTERMEDIATE</td>
<td>CCDA: Cisco Certified Design Associate</td>
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<td>CCNA: Cisco Certified Network Associate</td>
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<td>ADVANCED</td>
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<td>CCIE: Cisco Certified Internetwork Expert</td>
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<td>SCYBER: Securing Cisco Network with Threat Detection and Analysis</td>
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<td>CompTIA CTT+: Certified Technical Trainer</td>
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<td>CompTIA CSA+: Cybersecurity Analyst</td>
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<td>CompTIA SMSP: Social Media Security Professional</td>
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<td>CASP: CompTIA Advanced Security Practitioner</td>
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<td>CITRIX</td>
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<td>EC COUNCIL</td>
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<td>CHFI: Computer Hacking Forensic Investigator</td>
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<td>CEH: Certified Ethical Hacker</td>
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<td>GIAC</td>
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<td>GSEC: GIAC Security Essentials</td>
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<td>GO GOOGLE</td>
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<td>HDI SCM: HDI Support Center Manager</td>
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<td>Hewlett-Packard</td>
<td>EXPERT</td>
<td>ASE/CSE: Accredited Systems Engineer and Certified Systems Engineer</td>
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<td>ISACA</td>
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<td>CISA: Certified Information Systems Auditor</td>
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<td>CGEIT: Certified in the Governance of Enterprise IT</td>
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<td>CISM: Certified Information Security Manager</td>
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<td>CISSP: Certified Information Systems Security Professional</td>
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<td>MCSA: Windows Server 2012</td>
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<td>MCT: Microsoft Certified Trainer</td>
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<td>MS: Developing Microsoft Azure Solutions</td>
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<td>MS: Implementing Microsoft Azure Infrastructure Solutions</td>
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<td>MCSD: Application Lifecycle Management</td>
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<td>MCSE: Microsoft Certified Solutions Expert Server Infrastructure</td>
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<td><strong>MONGODB UNIVERSITY</strong></td>
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<td>OCP: Oracle Certified Professional</td>
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<td>CAPM: PMI Certified Associate in Project Management</td>
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<td><strong>RED HAT</strong></td>
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<td>RHCSA: Red Hat Certified System Administrator</td>
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<td>ADVANCED</td>
<td>RHCE: Red Hat Certified Engineer</td>
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<td>RHCA: Red Hat Certified Architect</td>
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<td><strong>RACKSPACE</strong></td>
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<td>RCT: Rackspace Certified Technician</td>
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<td><strong>SALESFORCE.COM</strong></td>
<td>INTERMEDIATE</td>
<td>SALESFORCE.COM: Salesforce.com Certified Administrator</td>
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<td><strong>SU</strong></td>
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<td>SEA: SUSE Enterprise Architect</td>
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<td><strong>VMWARE</strong></td>
<td>BEGINNER/NOVICE</td>
<td>VCA: VMware Certified Associate</td>
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<td>INTERMEDIATE</td>
<td>VCP: VMware Certified Professional</td>
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<td>VMware Certified Associate Workforce Mobility</td>
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<td>ADVANCED</td>
<td>VCIE: VMware Certified Implementation Expert</td>
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<td>EXPERT</td>
<td>VCDE: VMware Certified Design Expert</td>
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<td><strong>ZEND</strong></td>
<td>INTERMEDIATE</td>
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<td>ADVANCED</td>
<td>Framework 2 Certification</td>
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Contact us to learn about pathways to a rewarding career in:

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

Register online at http://ced.unlv.edu/cat2017
INFORMATION TECHNOLOGY CERTIFICATE PROGRAM

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

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

PROGRAM REQUIREMENTS:
To earn the IT Certificate you must complete five required core courses:

CORE COURSES:
• Computing Languages: Ruby (CS 140)
• Introduction to Internet & World Wide Web (CS 270/270L)
• Managing Big Data & Web Databases (ITE 451/651)
• Human-Computer Interaction
• Information Assurance (CS 443)

COMPUTING LANGUAGES: RUBY

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

Prerequisite: Ability to program in a high-level language.
Guymon Hall
M | Jan 23-May 15 (meets 15x) | 2:30-5:30pm | $717.75
UNLV Campus | 171IT1100 | 4.5 CEUs
*Class does not meet Feb 20 & Apr 10

HUMAN-COMPUTER INTERACTION

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

Fatma Nasoz
TTh | Jan 17-May 18 (meets 34x) | 2:30-3:45pm | $717.25
UNLV Campus | 171IT1103 | 4.5 CEUs
*Class does not meet Apr 11 & 13

INFORMATION ASSURANCE

Develop knowledge of contemporary vulnerabilities, threats, and attacks in information and computing systems, and manage strategies for mitigating risks. Course topics include information security technologies, cryptography, administrative management and response, threats to information security, privacy in computing, and legal/ethical issues relating to information security. Students will develop proficiency in various software tools for information security and apply knowledge to case studies. Required Textbook(s): Principles of Information Security (ISBN: 9781285448367)

Yoohwan Kim
WM | Jan 18-May 17 (meets 32x) | 4-5:15pm | $717.75
UNLV Campus | 171IT1104 | 3.8 CEUs
*Class does not meet Feb 20, Apr 10 & 12

INTRODUCTION TO INTERNET & WORLD WIDE WEB

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

Guymon Hall
W | Jan 18-May 17 (meets 17x) | 2:30-4:10pm | $717.75
UNLV Campus | 171IT1101 | 2.4 CEUs
*Class does not meet Apr 12

MANAGING BIG DATA & WEB DATABASES

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

Prerequisite: Computing Languages: Ruby
Guymon Hall
T | Jan 17-May 16 (meets 17x) | 2:30-5:15pm | $717.75
UNLV Campus | 171IT1102 | 2.8 CEUs
*Class does not meet Apr 11

Register by phone at 702-895-3394
LEGAL STUDIES

LEGAL CLASSES

CONTRACT LAW
Gain a comprehensive understanding of Contract Law including how to form effective legal contracts, how contracts are performed, the remedies for non-performance or breach of contract, and third-party contracts. The focus of the class is litigation (claims and defenses to a breach of contract claim) as opposed to transactions (negotiating and drafting a contract). Fifteen hours will be in class and you will complete additional hours online. Required Textbook(s): Introduction to the Law of Contracts, Fourth Edition (ISBN: 9781401864712)
Zachariah Parry, J.D.
Th | Mar 30-Apr 27 (meets 5x) | 6-9pm | $289
PAR Room 302 | 171PL6107 | 1.5 CEUs

Th | Jul 20-Aug 17 (meets 5x) | 6-9pm | $289
PAR Room 302 | 172PL6107 | 1.5 CEUs

TORT LAW
Study intentional and strict liability torts including personal injury, products liability, defamation, and more. Defenses to tort claims, contemporary issues, and landmark cases will also be carefully examined. Students will be provided exercises, web support, mock exams, and other extensive subject matter support. Fifteen hours will be in class and you will complete additional hours online. Required Textbook(s): Tort and Personal Injury Law (ISBN: 9781133691853)
Zachariah Parry, J.D.
Th | Feb 23-Mar 23 (meets 5x) | 6-9pm | $289
PAR Room 302 | 171PL6102 | 1.5 CEUs

Th | Jun 15-Jul 13 (meets 5x) | 6-9pm | $289
PAR Room 302 | 172PL6102 | 1.5 CEUs

LEGAL SECRETARY CERTIFICATE PROGRAM

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

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

LEGAL SECRETARY INFORMATION SESSION

Attend an information session before you enroll in UNLV’s Legal Secretary Certificate program. Information sessions cover topics including job responsibilities, employment potential, financial assistance, and the UNLV Legal Secretary website. These sessions will help you decide if this program is the right career path for you.
Dan Barber, Matthew Pfau, J.D.
W | Jan 4 | noon-1pm | No charge
PAR Room 301 | 171LE6113A

W | Jan 4 | 5:30-6:30pm | No charge
PAR Room 302 | 171LE6113B

W | Jan 18 | noon-1pm | No charge
PAR Room 301 | 171LE6113C

W | Jan 18 | 5:30-6:30pm | No charge
PAR Room 302 | 171LE6113D

LEGAL SECRETARY PROGRAM

Study legal terminology, court structure, calendar control, the discovery process, citation form and structure, legal ethics, civil litigation procedure, state mandated arbitration program, criminal process, legal correspondence, and much more to prepare for a career as a legal secretary. Students will have access to a comprehensive online program with student resources and support.
Matthew Pfau, J.D.
M | Jan 30-May 15 (meets 15x) | 6-8pm | $1,799
PAR Room 403 | 171LE6104 | 3 CEUs

Register online at http://ced.unlv.edu/cat2017
MEDIATION CERTIFICATE PROGRAM
Skills learned in mediation training can be used in almost every aspect of life where there is interaction between two or more people. Companies, individuals, social service providers, and government agencies increasingly turn to mediation as a more cost-effective, expedient way to achieve mutually satisfactory agreements. Classroom training and an in-depth practicum will prepare you to become an effective, neutral third party in a conflict.

PROGRAM REQUIREMENTS:
To earn the Mediation Certificate you must successfully complete Mediation Training.

MEDIATION TRAINING CERTIFICATE
A mediator provides a process to help parties better understand each other’s perspective and reach a mutually agreeable resolution. The principles of mediation are covered during this interactive five session course. You will learn the facilitative mediation process, and develop active listening skills and effective questioning techniques. Ethical standards in mediation and strategies to work through impasse situations will be introduced, as well as methods to differentiate between position and interest, identify sources of conflict, and write agreements. Following classroom training, an in-depth practicum will include a minimum of three observations, four co-mediations, and two solo mediations. The practicum will allow you to practice your skills and gain confidence in your ability to conduct mediations.

Patricia Battie
Th | Feb 2-Mar 2 (meets 5x) | 8:30am–4:30pm | $1,199
Clark County Neighborhood Justice Center | 171CM1120A | 3.5 CEUs

Th | May 4-Jun 1 (meets 5x) | 8:30am–4:30pm | $1,199
Clark County Neighborhood Justice Center | 171CM1120B | 3.5 CEUs

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

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

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

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

Dan Barber, Jodi Gilliland
W | Jan 4 | noon-1pm | No charge
PAR Room 301 | 171PL6128A

W | Jan 4 | 5:30-6:30pm | No charge
PAR Room 302 | 171PL6128B

W | Jan 18 | noon-1pm | No charge
PAR Room 301 | 171PL6128C

W | Jan 18 | 5:30-6:30pm | No charge
PAR Room 302 | 171PL6128D

W | Feb 1 | noon-1pm | No charge
PAR Room 302 | 171PL6128E

W | Feb 1 | 5:30-6:30pm | No charge
PAR Room 401 | 171PL6128F

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

Register by phone at 702-895-3394
NURSE PARALEGAL CERTIFICATE ONLINE
Leverage your medical education and experience to become a nurse paralegal for law firms practicing in medical malpractice, personal injury, health insurance claims and defense, workers' compensation claims, and other areas of law that require medical knowledge. The UNLV Nurse Paralegal Certificate Program will prepare those with a nursing background to transition to the legal world. Nurse Paralegals draw from their medical expertise to interpret medical terminology and industry jargon, and provide their professional opinion regarding legal matters involving health and medical issues. This program teaches the fundamental skills needed by paralegals, augmented by special issues pertaining to the high-demand field of medical law. 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 and Personal Injury Law (ISBN: 9781133691853) and Intro to Law of Contracts (ISBN: 9781401864712)

Prerequisite: RN license required
Zachariah Parry, J.D.

Register & begin at anytime between Jan 1-May 31 | $7,529
Online Delivery | 171PL6149 | 25 CEUs
Register & begin at anytime between Jun 1-Aug 31 | $7,529
Online Delivery | 172PL6149 | 25 CEUs

NURSE PARALEGAL CERTIFICATE PROGRAM
Leverage your medical education and experience to become a nurse paralegal for law firms practicing in medical malpractice, personal injury, health insurance claims and defense, workers' compensation claims, and other areas of law that require medical knowledge. The UNLV Nurse Paralegal Certificate Program will prepare those with a nursing background to transition to the legal world. Nurse Paralegals draw from their medical expertise to interpret medical terminology and industry jargon, and provide their professional opinion regarding legal matters involving health and medical issues. This program teaches the fundamental skills needed by paralegals, augmented by special issues pertaining to the high-demand field of medical law. This program includes substantial Internet work as well as in-class time. Class meets on all Tuesday sessions and on Thursdays for the first five sessions only. The fee to re-sit the class is $1,000. Required Textbook(s): Tort and Personal Injury Law (ISBN: 9781133691853) and Health Care Law for Paralegals (ISBN: 9781418011109)

Prerequisite: RN license required
Zachariah Parry, J.D., Matthew Pfau, J.D.

T | Feb 21-Jun 1 (meets 30x) | 9am-noon | $6,549
PAR Room 302 | 171PL6131A | 25 CEUs
T | Jun 13-Sep 26 (meets 31x) | 9am-noon | $6,549
PAR Room 302 | 172PL6131A | 25 CEUs
*Class does not meet Jul 4

Register online at http://ced.unlv.edu/cat2017
PARALEgal SPECIALIST CERTIFICATE PROGRAMS

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

MARKETING & COMMUNICATIONS

PUBLIC RELATIONS CERTIFICATE PROGRAM

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

PROGRAM REQUIREMENTS:

To obtain the Certificate in Public Relations, you must successfully complete six core courses plus an additional four elective courses.

CORE CLASSES:

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

ELECTIVE COURSE OPTIONS:

Offerings vary by semester. Visit continuingeducation.unlv.edu/catalog/public-relations-skills-certificate for a complete list of elective options and more details about this program.

FUNDAMENTALS OF PUBLIC RELATIONS

Explore public relations history, principles, procedures, and ethics guiding those who work in the field. Concepts, definitions, and techniques for enhancing organizational image and maintaining favorable position in the marketplace will also be discussed. You will learn typical PR functions within government, corporate and agency settings, focusing on media relations, community relations, internal communication, and the four-step process of research, planning, performing, and evaluation.

Richard Becker, ABC
M | Feb 6-Mar 20 (meets 6x) | 6-8pm | $219
PAR Room 511 | 171PR6101 | 1.2 CEUs
*Class does not meet Feb 20
MEDIA RELATIONS
Explore strategies, tools, and techniques for successful media relations in the new media world. Topics include identifying appropriate media outlets, building relationships with reporters, crafting your messages, tracking coverage, and measuring impact. Lectures will be supplemented by guest speakers representing print, broadcast, and social media. Create a basic media relations plan and a media kit, plus practice your pitching and interview skills.
Richard Becker, ABC
M | Mar 27-May 1 (meets 6x) | 6-8pm | $219
PAR Room 511 | 171PR6105 | 1.2 CEUs
*Class does not meet Apr 10

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 26-Mar 16 (meets 8x) | 6:30-8:30pm | $289
PAR Room 400 | 171PR6109 | 1.6 CEUs

SOCIAL MEDIA CLASSES
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 | Jan 26-Feb 23 (meets 5x) | 1-4pm | $289
PAR Room 123 | 171WM8176 | 1 CEU

Register online at http://ced.unlv.edu/cat2017
Music, Performing Arts & Stage Production

ACTING & COMEDY

BREAK INTO THE WORLD OF VOICEOVER
Explore the ever-evolving world of the voiceover industry. Discover the broad range of genres: TV & radio, video games, audiobooks, eLearning, and more! Learn how to approach different types of copy, and experience hands-on training while recording in a professional studio. Gain industry knowledge in recording software, explore the voiceover job market, and find out where your voice best fits in the marketplace. With today’s technology you can now open doors in voiceover no matter where you live.
Melissa Moats
T | Jan 10-31 (meets 4x) | 6:30-9:30pm | $349
The Voice Actors Studio | 171CX4171A
T | Mar 7-28 (meets 4x) | 6:30-9:30pm | $349
The Voice Actors Studio | 171CX4171B
T | Jun 6-27 (meets 4x) | 6:30-9:30pm | $349
The Voice Actors Studio | 172CX4171

MUSIC

GUITAR I
Pull your rarely used acoustic or electric guitar out of the closet and learn to play basic chords and beginning songs. Build a foundation of guitar fundamentals including tuning your instrument, reading charts, and playing strumming patterns. Please bring a playable guitar and guitar picks.
Jesse Del Quadro
T | Jan 31-Mar 7 (meets 6x) | 7:15-8:45pm | $109
PAR Room 511 | 171MU1117
T | Mar 14-Apr 18 (meets 6x) | 7:15-8:45pm | $109
PAR Room 300 | 171MU1107B
T | Jun 6-Jul 11 (meets 6x) | 7:15-8:45pm | $109
PAR Room 300 | 172MU1107
*Class does not meet Jul 4

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
T | Apr 25-May 30 (meets 6x) | 7:15-8:45pm | $109
PAR Room 300 | 171MU1116

HIGH DESERT HOMES
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 23-May 8 (meets 14x) | 5:15-7pm | $39
BMC Room 159 | 171MU1115
*Class does not meet Feb 20 & Apr 10

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 19-May 4 (meets 15x) | 7-9pm | $39
BMC Room 159 | 171MU1108
*Class does not meet Apr 13

UKULELE I
Ukuleles are portable, easy to play, and have a bouncy, happy sound we all associate with the beautiful islands of Hawaii! Starting with the very basics of how to hold and tune your instrument, progress through basic chords, strumming techniques, and picking simple melodies. Learn to read tablature and standard notation so you can continue to master new songs on your own. Please bring a playable ukulele.
Jesse Del Quadro
T | Feb 7-Mar 14 (meets 6x) | 5:30-7pm | $109
PAR Room 511 | 171MU1117

UNLV COMMUNITY CONCERT BAND
Formed in Jan 1987, the UNLV Community Concert Band is among the oldest community instrumental groups in the Las Vegas area. The 70- plus members range in age from high school to seniors. The band plays a wide variety of music including marches, show and film scores, and classic and contemporary wind arrangements. Contact Tony LaBounty at tony.labounty@unlv.edu for final concert date & 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 18-May 3 (meets 15x) | 7-9:20pm | $39
BMC Room 160 | 171MU1102
*Class does not meet Apr 12
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 17-May 9 (meets 16x) | 7-9:20pm | $29
BMC Room 160 | 171MU1104
*Class does not meet Apr 11

UNLV VARSITY MEN'S GLEE CLUB
The UNLV Varsity Men's Glee Club enjoys a strong tradition of energetic music making in an atmosphere of camaraderie. The Glee Club performs on campus each semester and has appeared at out-of-state regional and national choral festivals. Repertoire includes "classical" choral music of all styles, as well as folk tunes, spirituals, and musical theatre highlights. Membership is open to UNLV students, faculty, staff, and community members. This is a university-level ensemble and is also offered as a credit course in the university catalog (MUSE 106, 406, 506). Attendance at all rehearsals and performances is mandatory. A complete performance schedule will be available at the beginning of the semester. A placement audition will occur during the first class meeting. Students will be required to purchase a uniform for performances.
David Weiller
T | Jan 17-Apr 18 (meets 13x) | 1-2:20pm | $39
BMC Room TBD | 171MU1101
*Class does not meet Apr 11

UNLV WOMEN’S CHORUS
The UNLV Women's Chorus performs a variety of choral repertoire written specifically for women's voices. Repertoire includes "classical" choral music of all styles, as well as folk tunes, spirituals, and musical theatre highlights. Membership is open to UNLV students, faculty, staff, and community members. This is a university-level ensemble and is also offered as a credit course in the university catalog (MUSE 105, 405, 505). Attendance at all rehearsals and performances is mandatory. A complete performance schedule will be available at the beginning of the semester. A placement audition will occur during the first class meeting. Students will be required to purchase a uniform for performances.
David Weiller, Jocelyn Jensen
T | Jan 17-Apr 18 (meets 14x) | 1-2:20pm | $39
BMC Room TBD | 171MU1103
*Class does not meet Apr 11

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 four-day program prepares candidates to meet the needs of employers seeking skilled labor for entry-level stage tech positions in live event production. Classroom sessions will provide the foundation of knowledge, while hands-on training will give students a chance to prep the gear, set it up, and work it like a live show.

STAGE TECHNICIAN & ENTERTAINMENT ELECTRICS BUNDLE
Register for this class to receive bundle discount for two classes.
Richard Cadena, ETCP CEE/RT, Roy Bickel
Class days, dates & time available online | $1,999
Location TBD | 171SEBUND | 6.4 CEUs

ENTERTAINMENT ELECTRICS
Plan for and implement a safe and effective power distribution system for live events including cabling and components. Learn how to calculate the supply requirements from the connected load, how to properly choose the right components, how to assemble those components, how to test the system before turn on, and how to monitor systems during use. Particular emphasis will be on electrical safety and best practices. This course teaches skills required of production electricians working in live event production and helps those preparing to take the ETCP Entertainment Electrician Certification exam to understand the topics covered in the exam.
Prerequisite: Students should be able to lift 50 pounds and have the ability to stand, bend, and move equipment.
Richard Cadena, ETCP CEE/RT
Class days, dates & time available online | $779
Location TBD | 171SE1101 | 2.4 CEUs
Class days, dates & time available online | $799
Location TBD | 172SE1101 | 2.4 CEUs
STAGE TECHNICIAN EDUCATION & DEVELOPMENT INTENSIVE (STEADI) CERTIFICATE PROGRAM

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

Richard Cadena, ETCP CEE/RT, Roy Bickel

Class days, dates & time available online | $1,299
Location TBD | 171SE1100 | 4 CEUs

Class days, dates & time available online | $1,299
Location TBD | 172SE1100 | 4 CEUs

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 successfully complete five core courses in the order listed below.

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

GRANT ACADEMY INFORMATION SESSION

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

Betsy VanDeusen, Beth Rubins, MSW, Kenneth Lange, Cynthia Radley
W | Jan 11 | 6-7pm | No charge
PAR Room 403 | 171GR1150

GRANT ACADEMY BUNDLE

Register for this class to receive bundle discount of $899 for all five classes.

Staff
T | Jan 3-May 16 (meets 20x) | 4-6pm | $899
UNLV Paradise Campus | 171GRBUND | 4.2 CEUs

Register by phone at 702-895-3394
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 14-23 (meets 4x) | 4-6pm | $199
PAR Room 400 | 171GR1142 | 0.08 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 18-27 (meets 4x) | 4-6pm | $199
PAR Room 400 | 171GR1136 | 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 design an overall resource development plan to define how grant funding fits into the organization’s financial picture.
Betsy VanDeusen
TTh | Jan 24-Feb 2 (meets 4x) | 4-6pm | $199
PAR Room 400 | 171GR1140 | 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 7-16 (meets 4x) | 4-6pm | $199
PAR Room 400 | 171GR1144 | 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 28-Apr 6 (meets 4x) | 4-6pm | $199
PAR Room 403 | 171GR1134 | 0.8 CEU

Register online at http://ced.unlv.edu/cat2017
NONPROFIT MANAGEMENT CERTIFICATE PROGRAM

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

PROGRAM REQUIREMENTS:
To earn the Nonprofit Management Certificate you must successfully complete the following four required core courses and 3.2 CEUs of elective courses.

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

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

A NONPROFIT BOARD’S ROLE & RESPONSIBILITY TO ITS AGENCY & THE COMMUNITY

A healthy, effective board is central to achieving your nonprofit’s mission. Attendees will be educated on the legal and fiduciary responsibilities of board membership, create a framework for nonprofit leadership, and understand the importance of an engaged and focused board. This session is a great orientation for any board and its members, but will particularly benefit new board members, new organizations, or organizations without paid staff.

Scott Emerson
F | Feb 3 | 11am-12:30pm | No charge
PAR Room 107 | 171NP3143A

F | Apr 7 | 11am-12:30pm | No charge
PAR Room 107 | 171NP3143B

F | Jun 2 | 11am-12:30pm | No charge
PAR Room 107 | 172NP3143A

F | Aug 4 | 11am-12:30pm | No charge
PAR Room 301 | 172NP3143B

AN INTRODUCTION TO THE NONPROFIT SECTOR

Whether you are heading a fledgling nonprofit, have just started a job at a local nonprofit, have accepted a board position, or are investigating the sector for employment or consulting, this introduction will ensure you get off on the right foot. Discover why the sector exists, how nonprofits focus on their responsibilities to the community, and how they measure success in terms of impact delivered rather than stockholder profits.

Victoria Boyd, Ed.D.
F | Feb 3 | 9-10:30am | No charge
PAR Room 107 | 171NP3151A

F | Apr 7 | 9-10:30am | No charge
PAR Room 107 | 171NP3151B

F | Jun 2 | 9-10:30am | No charge
PAR Room 107 | 172NP3151A

F | Aug 4 | 9-10:30am | No charge
PAR Room 301 | 172NP3151B

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 | Jan 4-25 (meets 4x) | 9am-1pm | $219
PAR Room 302 | 171NP3159 | 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 11 | 9am-1pm | $79
PAR Room 301 | 171NP3146 | 0.4 CEU

REGISTER EARLY: Register at least 15 business days in advance for best course selection and availability.
CREATING A COMPELLING CASE FOR SUPPORT
Whether your organization is embarking on a capital campaign, preparing grant proposals, or developing your annual fund materials, the Case for Support is the first critical element in your fundraising program. In this interactive workshop, discover the importance of the case and how it is used, list the key elements in a case for support, evaluate case statements, and prepare an outline for your own case statement.
Linda Lysakowski
Th | Mar 30 | 9am-1pm | $79
PAR Room 400 | 171NP3147 | 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 | Mar 1-22 (meets 4x) | 9am-1pm | $279
American Red Cross | 171NP3132 | 1.6 CEUs

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 19 | 9am-1pm | $79
PAR Room 400 | 171NP3148 | 0.4 CEU

MAJOR GIFT FUNDRAISING
Learn to cultivate major gift donors, involve board members in “making the ask,” and better understand what motivates donors to make big gifts. You will find out about gift solicitation models, giving vehicles, and the importance of donor recognition.
Linda Lysakowski
ThF | Apr 27-28 (meets 2x) | 9am-1pm | $159
PAR Room 107 | 171NP3105 | 0.8 CEU

EFFECTIVE VOLUNTEER WORKFORCE
Unleash the full potential of your nonprofit’s volunteer workforce. When you build a positive volunteer culture, you improve the sustainability of your organization. This course will introduce you to tools to effectively set up, manage, maximize, and reward this unique workforce. From recruitment to retention, maintaining a structured and motivated volunteer team will help your nonprofit fulfill its mission.
Scott Emerson
W | Apr 5-12 (meets 2x) | 9am-1pm | $159
PAR Room 400 | 171NP3152 | 0.8 CEU

PROGRAM DEVELOPMENT & EVALUATION
Measure the impact and success of your nonprofit’s programs by using outcome-driven program development and evaluation methods. Consistent program evaluation ensures that valuable resources including money and time are being directed to programs that best move your organization’s mission forward. You will create an outcome-based evaluation plan to use with your own programs.
Victoria Boyd, Ed.D.
F | Mar 24 | 9am-1pm | $79
PAR Room 400 | 171NP3156 | 0.4 CEU

ETHICS IN NONPROFIT GOVERNANCE
Examine the values embodied in philanthropy and voluntary action such as stewardship, service, and civic engagement. You will explore codes of conduct, ethical decision-making, executive leadership, mission and vision statements, and the role, creation, and ongoing development of nonprofit boards.
Dana Serrata, M.S.
M | Apr 3-24 (meets 4x) | 9am-1pm | $279
PAR Room 302 | 171NP3116 | 1.6 CEUs

RAISE MORE MONEY FROM YOUR BUSINESS COMMUNITY
Today’s economy is challenging for corporations, individuals, and especially for nonprofits. If your organization has relied on corporate support in the past, or is thinking about how to best approach businesses in a challenging economy, this session will be one you don’t want to miss. This class will discuss the challenges facing corporations today and how nonprofits can develop win-win situations to encourage corporate philanthropy. We will discuss how to approach corporate leaders, how to motivate them to become involved in your organization, and how to develop a corporate appeal.
Linda Lysakowski
Th | Feb 23-Mar 2 (meets 2x) | 9am-1pm | $159
PAR Room 107 | 171NP3158 | 0.8 CEU


To keep up with demand and emerging trends, we add new courses after our catalog has been published. Go online to ced.unlv.edu/cat2017 to see the most up-to-date listings.
RESPONSIBLE FUNDRAISING
Go way beyond simply asking for donations to your nonprofit organization. Instead, build a broad-based, consistent, strategic fundraising portfolio. Learn to build donor and volunteer relationships, execute effective marketing tools, connect with new and existing supporters through new media, assess your fundraising efforts, advocate for your cause, and set financial priorities.
Victoria Boyd, Ed.D.
Th | Feb 2-23 (meets 4x) | 9am-1pm | $279
PAR Room 400 | 171NP3130 | 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 7-28 (meets 4x) | 9am-1pm | $279
American Red Cross | 172NP3131 | 1.6 CEUs

WHOSE BALL IS IT? DEVELOPING COLLABORATIVE RETURN ON SPONSORSHIP
Adapt to the shifting corporate sponsorship landscape, where businesses expect more from nonprofits to justify their support. They need ROS-Return on Sponsorship. Position your organization to partner with corporations by developing sponsor opportunities highlighting the benefits they seek in language they understand. Learn how to quantify sponsorship outcomes so corporations can justify funding you year after year.
Victoria Boyd, Ed.D.
F | Apr 21 | 9am-4pm | $159
PAR Room 302 | 171NP3145 | 0.6 CEU

Parenting & Families

PARENTING
Navigate parenting’s toughest challenges including divorce and discipline. Specialized training can help you strengthen your family relationships, open channels of communication, and rediscover the positive side of parenting.

COOPERATIVE PARENTING-SHIELDING YOUR CHILDREN FROM CONFLICT
Participate in proven conflict resolution activities within a supportive group environment. The course provides practical approaches to help parents work cooperatively to successfully co-parent their children. Class sessions 1 & 8 are mandatory for successful completion of the course.
Kathleen Bergquist, J.D., Ph.D., MSW
T | Jan 24-Mar 14 (meets 8x) | 7-9pm | $299
PAR Room 301 | 171PL6105A
Sa | Jan 28-Mar 18 (meets 8x) | 9-11am | $299
PAR Room 301 | 171PL6105B
T | Mar 21-May 9 (meets 8x) | 7-9pm | $299
PAR Room 301 | 171PL6105C
Sa | May 25-May 13 (meets 8x) | 9-11am | $299
PAR Room 301 | 171PL6105D
T | May 16-Jul 11 (meets 8x) | 7-9pm | $299
PAR Room 301 | 171PL6105E
*Class does not meet May 27 & Jun 17
Sa | May 20-Jul 22 (meets 8x) | 9-11am | $299
PAR Room 301 | 171PL6105F
*Class does not meet Jul 4
T | Aug 15-Oct 3 (meets 8x) | 7-9pm | $299
PAR Room 301 | 172PL6105A
Sa | Aug 19-Oct 14 (meets 8x) | 9-11am | $299
PAR Room 301 | 172PL6105B
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 INFORMATION SESSION
Attend a free information session before you enroll in the Community Manager Preparation Course. Information session will cover the topics you will learn in the course, the Nevada requirements for Community Association Managers, community manager job responsibilities, employment potential, and financial assistance. This session will help you decide whether this course is the right choice for you.

Ken Richardson, Lauren Scheer, PCAM
W | Jan 4 | noon-1pm | No charge
PAR Room 400 | 171RP1101A
W | Jan 4 | 5:30-6:30pm | No charge
PAR Room 400 | 171RP1101B
W | Jan 11 | noon-1pm | No charge
PAR Room 400 | 171RP1101C
W | Jan 11 | 5:30-6:30pm | No charge
PAR Room 400 | 171RP1101D

COMMUNITY MANAGER PREPARATION COURSE
You will learn basic business management and the requirements for community management found in NRS 116, 116A and NAC 116 and 116A. This 60-hour course meets the State’s pre-certification requirements for Community Association Managers. Upon completion of this course, you will be eligible to take the exam to become certified by the State’s Real Estate Division. This course has been approved by the Nevada Commission on Common Interest Communities and Condominium Hotels for three hours of continuing education credit for Reserve Study Specialists and Community Association Managers (Course #CE.0000554.CAM-Legal Credit).

Ken Richardson
W | Feb 22 | 5:30-8:30pm | $25
PAR Room 403 | 171RP1102 | 0.3 CEU

HOMEOWNER ASSOCIATION (HOA) CLASSES

DECLARANT TRANSITION & RESALES
Understand the process of transitioning from declarant (developer) to homeowner control within a common-interest community. As a new community builds out, control of common-interest property must transfer from developer to residents according to a defined schedule. Financial documents, site plans, and governing documents must all be turned over. In addition, learn the statutory requirements for the resale of units including a review of all required documentation. This class has been approved by the Commission on Common Interest Communities and Condominium Hotels for three hours of continuing education credit for Community Association Managers (Course #CE.0000555.CAM-General Credit).

Katherine Wolfe
Th | Feb 2 | 5:30-8:30pm | $25
PAR Room 403 | 171RP1103 | 0.3 CEU

OVERVIEW OF NRS 116 & NAC 116
Gain familiarity with key provisions outlined in NRS 116 and NAC 116, including a review of the most recent legislative and regulatory changes. Time will be spent defining important terms, outlining the functions and operational requirements of Common Interest Communities, and reviewing homeowner protections and responsibilities. This class has been approved by the Commission on Common Interest Communities and Condominium Hotels for three hours of continuing education credit for Reserve Study Specialists and Community Association Managers (Course #CE.0000554.CAM-Legal Credit). Required Textbook(s): TBD

Ken Richardson
W | Feb 22 | 5:30-8:30pm | $25
PAR Room 403 | 171RP1103 | 0.3 CEU

Register online at http://ced.unlv.edu/cat2017
Small Business & Entrepreneurship

ENTREPRENEURSHIP CLASSES

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

Steve Veltkamp
M | Apr 17 | 6:15-9:15pm | $49
PAR Room 300 | 171EN1123

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

Steve Veltkamp
T | Apr 18 | 6:15-9:15pm | $49
PAR Room 403 | 171EN1138

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

Steve Veltkamp
M | Apr 17 | 2-5pm | $49
PAR Room 400 | 171EN1114

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

Gina Henry
W | May 17 | 6:30-9:30pm | $69
PAR Room 401 | 171GI1314

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

Steve Veltkamp
T | Apr 18 | 2-5pm | $49
PAR Room 403 | 171EN1129

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

Steve Veltkamp
M | Apr 17 | 2-5pm | $49
PAR Room 400 | 171EN1114

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

Steve Veltkamp
F | Apr 21 | 2-5pm | $49
PAR Room 400 | 171EN1150

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

Steve Veltkamp
Sa | Apr 22 | 9:30am-noon | $49
PAR Room 400 | 171EN1133

Register by phone at 702-895-3394
SPORTS, HEALTH & WELLNESS

REGISTER ONLINE AT http://ced.unlv.edu/cat2017

SELL YOUR STUFF ON FACEBOOK, AMAZON, ETSY & OTHER NON-EBAY SITES
There are numerous alternatives to eBay for selling items online. Discover tips and tricks of selling your new or used items on social media sites like Facebook, local sites like Craigslist, marketplaces like Amazon and Etsy, and more. All you need is a computer and something to sell. We will also discuss ways to get wholesale inventory.
Steve Veltkamp
W | Apr 19 | 2-5pm | $49
PAR Room 400 | 171EN1149

SIDELINES FOR SENIORS
Retired doesn’t mean you need to live on a fixed income. We cover a variety of ways that seniors can bring in extra money. These are part-time businesses and freelance gigs that are particularly well suited to those over 50. They can be fun, can be started with very little investment, and can greatly improve your financial situation. While doing full-time business is always an option, we present those that can fit easily into any lifestyle.
Steve Veltkamp
Th | Apr 20 | 2-5pm | $49
PAR Room 403 | 171EN1165

SMALL BUSINESS SUCCESS BOOTCAMP
In one session, we will cover all you need to know to start any successful business, or to make your current business more profitable. We will discuss logo and web design, structure and legalities, finances, and marketing. Entrepreneurs of all experience levels will benefit from this class.
Steve Veltkamp
Sa | Apr 22 | 12:30am-3pm | $49
PAR Room 400 | 171EN1155

Sports, Health & Wellness

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

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

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

FITNESS BUSINESS MANAGEMENT BUNDLE
Register for this class to receive bundle discount of $1,299 for all three classes.
Rawlins Apilado, NASM, Beach Body Master Trainer, Dan Lumello
MW | Jan 23-Apr 17 (meets 24x) | 6-9pm | $1,299
UNLV Paradise Campus | 171ENBUND | 7.2 CEUs
*Class does not meet Feb 20

Register online at http://ced.unlv.edu/cat2017
BUSINESS DEVELOPMENT & FINANCIAL MANAGEMENT
Become a more successful fitness or wellness entrepreneur, owner, or department manager by understanding key business principles and management strategies. Learn the business planning process and apply common approaches to developing a strategic business plan geared toward the health and fitness industry. Participants will apply concepts covered in class by writing a business plan. This carefully thought-out business blueprint will help you determine your competition, select your product and service offerings, create marketing plans and strategies, write an operations plan, and outline financial expectations.
Dan Lumello
MW | Jan 23-Mar 6 (meets 12x) | 6-9pm | $699
PAR Room 301 | 171EN1166 | 3.6 CEUs
*Class does not meet Feb 20

CUSTOMER SERVICE, MARKETING, & SALES MANAGEMENT FOR FITNESS ENTERPRISE
Attract your target customers and keep them happy and engaged. Customer service is the heart of any fitness or wellness business. Apply proven techniques to make customer excellence a part of your everyday mission and goals. Examine your fitness marketing plan, develop a full market analysis for your business, and perform a thorough industry analysis to determine your marketing strategy. Define your target audience and find your competitive niche. In addition, learn and identify sales and service management strategies and sales techniques proven to work well for fitness and wellness businesses.
Dan Lumello
WM | Mar 8-27 (meets 6x) | 6-9pm | $399
PAR Room 301 | 171EN1167 | 1.8 CEUs

FITNESS MANAGEMENT & BUSINESS ADMINISTRATION
Prepare to fully implement the business plans you created for your fitness or wellness enterprise. Evaluate procedures and systems to ensure the effective and efficient use of resources to achieve consistent service delivery for your staff, vendors, and customers. Apply operational concepts and structure to align with industry standards and guidelines. Develop administrative, managerial, and leadership skills needed to effectively manage and motivate customers and employees. This final course helps you synthesize all your new business knowledge and translate it into actionable steps.
Rawlins Apilado, NASM, Beach Body Master Trainer
WM | Mar 29-Apr 17 (meets 6x) | 6-9pm | $399
PAR Room 301 | 171EN1168 | 1.8 CEUs

MIND, BODY, & SPIRIT

ENERGY HEALING: BEGINNERS (REIKI)
Embrace energy healing as a pathway to wellness. Invisible energy is all around us, shown in the form of radio waves and the pull of a magnet. Feel the unseen energy running through and swirling around your body and learn to rebalance it for greater health. Learn about energy centers (chakras) and how color affects mood and happiness. An Energy Healer/Reiki I certificate is issued upon completion.
Jacqui Simpson
Sa | Jan 21 | 9am-4pm | $129
PAR Room 512 | 171HE1103A
MW | Jan 23-25 (meets 2x) | 5-8:30pm | $129
PAR Room 401 | 171HE1103B

ENERGY HEALING: INTERMEDIATE (REIKI)
Expand your knowledge of Energy Healing by studying the underlying science. Apply Universal Life Energy to your family, friends, pets, and Mother Earth. Practice additional healing methods including distance healing, and healing with crystals, sounds, and Tibetan bowls. Many professionals add Energy Healing as an enhancement to their work, especially massage therapists and nurses. An Energy Healer/Reiki II certificate is issued upon completion.
Prerequisite: Energy Healing: Beginners
Jacqui Simpson
Sa | Feb 4 | 9am-4pm | $149
PAR Room 302 | 171HE1104A
MW | Feb 6-8 (meets 2x) | 6-9pm | $149
PAR Room 107 | 171HE1104B

ENERGY HEALING: MASTER (REIKI)
Channel Universal Life Energy for greater health of the body and mind for yourself and clients. Work with techniques for removing negative energies, especially trapped emotions and old thought patterns holding us back from true joy! Receive a powerful activation of the pineal gland to open your intuition to a greater flow of wisdom from your higher self. An Energy Healer/Reiki III certificate is issued upon completion.
Prerequisite: Energy Healing: Intermediate
Jacqui Simpson
Sa | Feb 25 | 9am-4pm | $199
PAR Room 400 | 171HE1105
HEALTHY AGING FOR BUSY PEOPLE: MIND, BODY, SPIRIT

Improve energy, vitality, youthfulness, memory, body weight, and happiness while reducing stress, internal/environmental toxicity, and the risk of developing adult onset diseases. Holistic/integrative medicine is a revolutionary approach to health and wellness that blends ancient Eastern healing systems with modern medical science and new-age philosophies. Mind-body techniques such as meditation, massage, and essential oils will be covered, as will popular alternative medicine modalities such as chiropractic, homeopathic, and naturopathic medicine. Sample natural health-promoting products including juices, herbs, vitamins, botanicals, and anti-aging hormones. Incorporate the latest tools to monitor your progress toward a healthier lifestyle.

Patricia Beckstead, B.S., D.C.
MW | Feb 27-Apr 5 (meets 12x) | 6-8pm | $189
PAR Room 300 | 171HE1107

MINDFULNESS MEDITATION

Mindfulness Meditation is an ancient meditation method that teaches us to live in the present moment, resting in awareness of what is actually happening now. It is the art of conscious living and is not based on any religion or belief system. It is easy to get lost in a cycle of repetitive, stressful thoughts and actions. Mindfulness Meditation helps you let go of these racing thoughts and find focus. With practice you can explore your mind, emotions, and life to find the joy and peace of the present moment. Mindfulness Meditation teaches a sitting practice and also techniques to use during the day including walking and eating meditation. Visualizations and imagery will be used to open the heart, allow us to live with physical and emotional pain, and heal in body, mind, and spirit.

Linda Rohacek
Sa | Jan 21-Feb 11 (meets 4x) | 10am-noon | $109
PAR Room 400 | 171PG1189

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 11-Apr 15 (meets 6x) | 11am-12:30pm | $129
Black Mountain Golf and Country Club | 171SF1104A
Su | Mar 12-Apr 23 (meets 6x) | 9:30-11am | $129
Black Mountain Golf and Country Club | 171SF1104B
*Class does not meet Apr 16
Sa | May 6-Jun 17 (meets 6x) | 11am-12:30pm | $129
Black Mountain Golf and Country Club | 171SF1104C
*Class does not meet May 27
Su | May 7-June 18 (meets 6x) | 9:30-11am | $129
Black Mountain Golf and Country Club | 171SF1104D
*Class does not meet May 28

Register online at http://ced.unlv.edu/cat2017
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.
Travel & Exploring

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

UNLV Featured Programs:

CRIME SCENE FORENSICS
(Road Scholar program #12156)
Distinguish the realities of crime scene investigation from the dramatizations in popular culture. Spend the week with criminal justice professionals, forensic pathologists, and scientists and see how old-fashioned detective work combines with cutting-edge technology to solve crimes.
M-F | Feb 6-10
M-F | Mar 27-31
M-F | Apr 17-21
M-F | May 15-19
M-F | Jun 12-16

THAT’S ENTERTAINMENT, LAS VEGAS STYLE!
(Road Scholar program #1662)
Get a true behind-the-scenes look at Las Vegas, the “Entertainment Capital of the World.” Learn how the entertainment industry came to be in Las Vegas. Enjoy two exciting evening performances, including a Cirque du Soleil production. Spend time visiting local treasures, including Red Rock Canyon, Mob Museum, and Neon Museum.
This is a very active program and will keep you on-the-go each day. Participants must be able to climb stairs and walk on uneven surfaces from three blocks up to two miles.
Su-F | Apr 2-7
Su-F | May15-19

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

CREATIVE WRITING

HOW TO WRITE A NOVEL
Expand your understanding of novel writing by exploring character development, theme, story structure, scene construction, and plot. Advice will also be offered on practical factors such as page and word count for different genres, the commercial marketplace, literary agents, and the publishing world.
John Hill
T | Jan 10-Feb 14 (meets 6x) | 7:15-9pm | $199
PAR Room 401 | 171WR1122

HOW TO WRITE A SCREENPLAY
Screenwriting is an art, a craft, and a business. Learn to balance intimate human emotions with conflicts large enough to justify the big screen. Fundamentals to be covered include format, dialogue, characters, and theme, with special training on how to plot. Writing for the independent film world will be discussed, as will pitching to the Hollywood studio system.
John Hill
W | Jan 25-Mar 1 (meets 6x) | 7:15-9pm | $199
PAR Room 512 | 171WR1141

HOW TO WRITE A SHORT STORY
Examine the elements of a quality short story and practice what you learn by writing your own stories each week. Study terminology, structure, voice, theme, character, plot, and the marketplace for short stories. Many aspects of fiction writing you will learn also apply to novel writing.
John Hill
M | Feb 27-Apr 3 (meets 6x) | 7:15-9pm | $199
PAR Room 512 | 171WR1154

WHAT’S SO FUNNY? WRITING & SELLING HUMOR
Does studying humor make it less funny? We think not! Deconstruct different types of humor to figure out what makes people laugh. This class seeks out brave students interested in incorporating humor into their writing. After examining several genres of humor writing, homework assignments offer a chance to take a crack at cracking each other up. Course will cover how to write jokes for stand-up comics, TV situation comedies, greeting cards, and more. This class is for anyone interested in humor, how to be funnier, and how to profit from it.
John Hill
Th | Apr 20-May 25 (meets 6x) | 7:15-9pm | $199
PAR Room 300 | 171WR1172
Be a Rebel. Join today.

Continuing Education and Lifelong Learning students are invited to join the UNLV Alumni network as affiliate members. Discover membership benefits at edoutreach.unlv.edu/alumni.

Make the Cannon Survey Center Part of Your Research Team

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

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

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

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

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

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

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

LEARN EVERY DAY. EVERYWHERE.

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

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

To learn more (literally), visit us online: edoutreach.unlv.edu
Osher Lifelong Learning Institute at UNLV (OLLI at UNLV)

Where Mature Minds Bloom

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

Enrollment for spring term is only $75, and provides you with approximately 90 classes spanning topics including the fine arts, history and current events, mathematics, science and health, and literature and language, as well as trips and special events. A $150 annual membership is available as well, with the opportunity to take unlimited OLLI classes and events over three full terms, and enjoy the privileges of being a UNLV student for a full academic year.

Join engaging non-credit classes with no tests and no grades. Get more details about the OLLI experience by signing up for the catalog mailing list at olli.unlv.edu or call 702-774-OLLI (6554).

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

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

SESSION I
May 15 – June 2

SESSION II
June 5 – July 7

SESSION III
July 10 – August 11
Age Requirement
The minimum age to register is 18 years old unless an age is specified in the class description. Individuals under the age of 18 must have written approval from Continuing Education to register.

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

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

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

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

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

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

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

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

Attendance Policy
Attendance is required for all Continuing Education classes. Please communicate with your instructor regarding your options and responsibilities if you must miss a class. For more information please visit continuingeducation.unlv.edu/registration-policies#attendance.

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

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

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

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

Have you taken a class with UNLV Continuing Education?

☒ Yes ☐ No

Registrant’s Name ______________________________________________________

Address (street, city, state, zip) __________________________________________

________________________________________________________

Email ________________________________________________________________

Phone Number ________________________________________________________

Date of Birth__________________________________ ☐ M ☐ F

Course Information:

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Payment Information:

Your payment MUST accompany this form. Do not send cash.

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

☒ Credit Card—Please charge my

☒ Visa ☐ MasterCard ☐ American Express ☐ Discover

Account No. _________________________________ CVV ___________

Exp. Date ________________________ Amount $ ______________

Cardholder’s Name ____________________________________________

Signature ____________________________________________________

5 Easy Ways to Register

ONLINE—

http://ced.unlv.edu/register

Payment accepted by credit card only.

BY PHONE—702-895-3394

Register by phone 8am–7pm

Monday–Thursday, 8am–5pm Friday.

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

UNLV Division of Educational Outreach

4505 S. Maryland Parkway

Box 451019

Las Vegas, NV 89154-1019.

BY FAX—702-895-4195

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

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

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/cat2017
Index

25 Hot Home-Based Businesses to Start for Under $1,000 p. 48
A Nonprofit Board’s Role & Responsibility to its Agency & the
Community p. 44
Accent Reduction for International Professionals I p. 22
Accent Reduction for International Professionals II p. 22
Acrylics I p. 15
Acrylics II p. 15
Adobe Illustrator Level I p. 13
Adobe Illustrator Level II p. 13
Adobe InDesign Level I p. 13
Adobe Photoshop Level I p. 13
Airplane & Helicopter Instrument Pilot Certification p. 5
Airplane or Helicopter Commercial Pilot Certification p. 6
Airplane Private Pilot Certification p. 6
An Introduction to the Nonprofit Sector p. 44
Animal Massage & Care Provider (AMCP) Certification p. 27
Architecture & Landscape Photography p. 16
Basic Sewing p. 11
Basic Sewing 2-Stitch It p. 11
Break Into the Import/Export Business p. 48
Break Into the World of Voiceover p. 40
Building a Grant Ready Organization p. 43
Building a Photography Business p. 16
Building a Successful Fundraising Enterprise p. 44
Business Development & Financial Management p. 50
Business of Fashion Design p. 11
Capital Campaigns: Everything You Need to Know p. 44
Capitalize on Your Great Idea p. 48
Caribbean Delights p. 19
Celebration of Summer p. 19
Cell Phone Photography p. 16
Change Management p. 29
Coaching & Counseling for Success p. 29
Communicate with Difficult People with Tact & Skill p. 8
Communication Strategies: Dealing with Problem Employees p. 29
Communication Strategies: First-Time Managers or Supervisors p. 29
Communication Strategies: When Having Difficult Conversations p. 30
Community Manager Preparation Course p. 47
Community Manager Preparation Course Information Session p. 47
Computing Languages: Ruby p. 34
Conflict Management: What is Conflict & How Do I Resolve It? p. 30
Consecutive Interpreting p. 1.24
Container Gardening for Las Vegas p. 28
Contract Law p. 35
Cooking Basics: Stocks & Sauces p. 19
Cooperative Parenting-Shielding Your Children From Conflict p. 46
Creating a Compelling Case for Support p. 45
Creating a Development Plan p. 45
Creating a Strategic Thinking Paradigm p. 30
Creative Salads p. 19
Customer Service, Marketing, & Sales Management for Fitness
Enterprise p. 50
Decadent Chocolate & Wine Pairing p. 21
Declanant Transition & Resales p. 47
Digital Photography I: The Essentials p. 17
Digital Photography II: Visual Communication p. 17
Digital Photography III: Focal Lengths to Filters p. 17
Documentation, Discipline, & Termination p. 30
Dog Obedience Training I p. 27
Dog Obedience Training II p. 27
Drawing I p. 15
Editing & Proofreading Your Work p. 8
Effective Volunteer Workforce p. 45
Energy Healing: Beginners (Reiki) p. 50
Energy Healing: Intermediate (Reiki) p. 50
Energy Healing: Master (Reiki) p. 50
Enjoy Four Seasons of Color & Fragrance Right Outside Your Door p. 28
Entrepreneur Electrics p. 41
ESL (English as a Second Language) Accelerated p. 22
ESL (English as a Second Language) Basic I p. 22
ESL (English as a Second Language) Basic II p. 22
ESL (English as a Second Language) Intermediate p. 22
Essential Knife Skills p. 19
Essentials of Human Resource Management p. 30
Ethics in Nonprofit Governance p. 45
Ethics in UAS Operations p. 7
Excel Essentials p. 9
Excel Essentials: Analyzing Data p. 9
Excel Essentials: Presenting Data p. 10
Excel Level I p. 10
Excel Level II p. 10
Face First: Introduction to Portraits p. 15
Fashion Showcase p. 11
Fashion: Draw, Drape & Design p. 11
Federal Employment Law I p. 30
Federal Employment Law II p. 30
Federal Employment Law III p. 30
Federal Employment Law IV p. 30
Financial Strategies for Successful Retirement p. 15
Fish To Perfection p. 20
Fitness Business Management Bundle p. 49
Fitness Management & Business Administration p. 50
Flavors of Thailand p. 20
Food Photography p. 17
Football Party Favorites with a Twist p. 20
Free Vacations-Travel Free, Plus Make Money Doing It! p. 48
French I p. 23
French II p. 23
Fundamentals of Public Relations p. 38
Gap Training for RNs: Transition Into Practice Program p. 26
Gap Training for RNs: Transition Into Practice Program Information
Session p. 26
Golf for Beginners p. 51
Grant Academy Bundle p. 42
Grant Academy Information Session p. 42
Grants Management p. 43
Growing & Using Herbs From Your Yard p. 28
Growing Fall & Winter Vegetables p. 28
Growing Spring & Summer Vegetables p. 28
Guitar I p. 40
Guitar II p. 40
Register by phone at 702-895-3394
Index

Healthy Aging for Busy People: Mind, Body, Spirit p. 51
Helicopter Private Pilot Certification p. 6
High Desert Horns p. 40
How to Deal with Disagreements, Conflict & Confrontation p. 8
How to Make A (Cheap) Feature Film in Two Weekends p. 17
How to Write a Novel p. 54
How to Write a Screenplay p. 54
How to Write A Short Story p. 54
HTML Level I p. 14
HTML Level II p. 14
Human Resource Management Certificate Program Information Session p. 29
Human-Computer Interaction p. 34
Identifying Funding Sources p. 43
Information Assurance p. 34
Institute of Reading Development p. 52
Introduction to Art Appraisals: What Art’s Worth & Why p. 16
Introduction to Google AdWords p. 14
Introduction to Internet & World Wide Web p. 34
Introduction to Social Media Marketing p. 39
Introductory Airplane or Helicopter Flight p. 6
Las Vegas Flute Ensemble p. 40
Legal Compliance & Public Disclosure p. 45
Legal Secretary Information Session p. 35
Legal Secretary Program p. 35
Major Gift Fundraising p. 45
Make Real Money as a Social Media Manager p. 48
Making the Transition from Manager to Leader p. 31
Managing Big Data & Web Databases p. 34
Market Your Goodies p. 48
Media Relations p. 39
Mediation Training Certificate p. 36
Microsoft Office Basics p. 9
Mindfulness Meditation p. 51
NASM Fitness Nutrition Specialist p. 26
NASM Personal Fitness Trainer Program p. 26
Negotiating Power p. 48
Nurse Paralegal Certificate Online p. 37
Nurse Paralegal Certificate Program p. 37
Overview of NRC 116 & NAC 116 p. 47
Paralegal Certificate Information Session p. 36
Paralegal Certificate Online p. 37
Paralegal Certificate Program p. 37
Paralegal Specialist Certificate Program p. 38
Patternmaking: Introduction p. 12
Personal Care Aide Certificate Program p. 25
Personal Care Aide Information Session p. 25
Personal Computing Basics p. 9
PHR/SPHR Certification Preparation p. 31
Pizza Workshop p. 20
Pottery: Hand Building p. 18
Pottery: Wheel Throwing p. 18
Presenting & Marketing Your Photographs p. 17
Private Pilot Airplane & Helicopter Certification Information Session p. 5
Private Pilot Airplane or Helicopter Ground School Course p. 6
Problem Solving & Decision-Making p. 31
Program Development & Evaluation p. 45
Project Management Skills Everyone Needs p. 31
Promote Your Business Through Social Media p. 48
Proposal Writing I p. 43
Proposal Writing II p. 43
Protective Services Professional Certification p. 7
Public Speaking Bootcamp p. 8
Raise More Money from Your Business Community p. 45
Refreshing Sparkling Wines & Cheeses From Italy, France & Spain p. 21
Responsible Fundraising p. 46
Retirement Planning Today p. 15
Salsas, Spreads & Dips p. 20
Search Engine Optimization & Online Marketing p. 14
Sell Your Stuff on Facebook, Amazon, Etsy & Other Non-eBay Sites p. 49
Sewing: Alterations p. 12
Sidelines for Seniors p. 49
Simultaneous Interpreting I p. 24
Sizzling Summer Grilling p. 20
Small Business Success Bootcamp p. 49
Spanish I p. 23
Spanish II p. 23
Stage Technician Education & Development Intensive (STEADI) Certificate Program p. 42
STEADI Bundle p. 41
Stone Carving p. 18
Street Photography p. 18
Strong Financial Oversight p. 46
Student Spring Affair Showcase p. 12
Swimwear & Lingerie p. 12
The Perfect Pairing: Food & Wine p. 21
The Perfect Steak p. 20
Tort Law p. 35
UAS Design & Applications p. 8
UAV Simulation & Testing p. 8
Ukulele I p. 40
UNLV Community Concert Band p. 40
UNLV New Horizons Band p. 41
UNLV Varsity Men's Glee Club p. 41
UNLV Women's Chorus p. 41
Urban Canine Good Citizen Training p. 27
Video Editing I p. 14
Vine to Wine: The Fundamentals p. 21
Vino, Salume, E Formaggio p. 21
Watercolors I p. 16
Watercolors II p. 16
Watercolors III p. 16
What’s So Funny? Writing & Selling Humor p. 54
Whose Ball Is It? Developing Collaborative Return on Sponsorship p. 46
Woodworking I p. 19
Woodworking: Hand Tool Fundamentals p. 19
Woodworking: Making a Bookcase p. 19
Woodworking: Table Making p. 19
Word Essentials: Working With Long Documents p. 10
Workplace Investigations p. 31
Writing Across Communication p. 39
Location Legend

UNLV Beam Music Center (BMC)

UNLV Carol Harter Classroom Building Complex (CBC)

UNLV Paradise Campus (PAR)

Airwork Las Vegas 2722 Perimeter Rd., Ste. 103, North Las Vegas, NV 89032 (702-900-7798)

American Red Cross 1771 E. Flamingo Rd., Ste. 206B, Las Vegas, NV 89119 (702-791-3311)


Clark County Neighborhood Justice Center 330 S. 3rd St., Ste. 600, Las Vegas, NV 89101 (702-455-3898)

Clay Arts Vegas 151 S. Main St., Las Vegas, NV 89104 (702-375-4147)

Ferguson Enterprises 4175 S. Grand Canyon Dr., Las Vegas, NV 89147 (702-368-2284, before 5pm)

Pinot's Palette-Boca Park 1000 S. Rampart Blvd., Las Vegas, NV 89145 (702-331-2007)

Sharon Gainsburg Studio 1533 W. Oakey Blvd., Las Vegas, NV 89102 (702-249-3200)

The Voice Actors Studio 1510 W. Horizon Ridge Pkwy., Henderson, NV 89012 (702-538-9318)

Total Wine & More-Summerlin 730 S. Rampart Blvd., Las Vegas, NV 89145 (702-933-8740)

Wood It Is! 2267 W. Gowan, Ste. 106/107, North Las Vegas, NV 89032 (702-631-1870)

UNLV campus maps are available online at www.unlv.edu/maps
Gain business training solutions as unique as your company.

You think your company is one of a kind, and so do we. That is why we also believe your training should be one of a kind. UNLV Continuing Education creates custom training solutions just for your business. We work alongside your leadership team to assess your needs, design curriculum, and deliver the content that matters most to your business and employees.

Your employees will find the training is:

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

**Results Oriented**
They will gain the skills that matter most because of the custom curriculum. Plus, they can put their training to work right away!

**Flexible**
They can train on site, on campus, or online. Since training is scheduled to meet your needs, sessions can be tailored to any group size.


Contact us today about custom training solutions for your business! Call 702-895-3394 or email [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu).
MyCAA at Your UNLV!

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

What is a portable career?

A portable career is one that has the potential to provide job opportunities where military service members are stationed. UNLV Continuing Education offers a variety of professional development classes and certificates eligible for MyCAA.

Are you eligible for MyCAA?

• You must be a current spouse of an active duty Army, Navy, Air Force, Marine, National Guard, or Reserve member in pay grades E1 – E5, O1 – O2, or W1 – W2.

• National Guard and/or AGR members must be on federal Title 10 active duty orders as reported in DEERS for their spouse to be eligible for MyCAA funding.

Spouses of National Guard or Reserve members in Alert, Transition Assistance, or Post Deployment status are not eligible.

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