OUTREACH

EXTENDING UNLV TO THE COMMUNITY

Advance Your Career
Paralegal
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Business Administration
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Voice Over
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ced.unlv.edu

UNLV | CONTINUING EDUCATION

Erik Christensen
Lean Six Sigma classes

In today's competitive job market, professionals constantly seek ways to differentiate themselves and bring more value to their organizations. The Lean Six Sigma program at UNLV Continuing Education offers a powerful way to achieve that. This program provides participants with the tools and methodologies needed to streamline processes, reduce waste, and improve efficiency across various sectors. In short, they learn to make businesses better.

Enter Erik Christensen, UNLV's accomplished Lean Six Sigma instructor, who brings a wealth of experience and practical knowledge to the program. With over 20 years of experience in process improvement and project management, Erik has worked across multiple industries, including hospitality, healthcare, and finance. His background provides students with diverse insights, showing how Lean Six Sigma principles can be applied in different contexts.

"Lean Six Sigma is more than just a certification; it's a mindset and a methodology that empowers professionals to make data-driven decisions and drive continuous improvement in their organizations," says Christensen. "Our goal is to teach students not only the theoretical aspects of Lean Six Sigma but also how to apply these concepts in real-world situations."

UNLV Continuing Education's program offers in-depth instruction on key Lean Six Sigma concepts, from identifying waste and inefficiencies to implementing process improvements. Under Christensen's guidance, participants engage in hands-on projects, allowing them to apply what they learn in real-world scenarios. Students have the chance to earn Lean Six Sigma Yellow Belt, Green Belt, and Black Belt certifications, valuable credentials recognized by employers across various industries.

Christensen emphasizes that one of the most rewarding aspects of teaching the Lean Six Sigma program is witnessing the transformative impact it has on participants. "I've seen students come in with a basic understanding of process improvement, and by the end of the course, they're equipped to lead significant projects within their organizations," he notes.

Graduates of the program often report enhanced problem-solving skills, increased efficiency in their work processes, and the ability to lead teams more effectively. These skills are not only valuable for personal career growth but also for driving organizational success.

Christensen adds, "What sets this program apart is the blend of theory and practice. We focus on building a strong foundation in Lean Six Sigma principles and then bring those principles to life through case studies, group exercises, and real-world projects."

For those looking to take their careers to the next level, UNLV Continuing Education's Lean Six Sigma program offers a path to becoming a leader in process improvement. With the guidance of instructors like Erik Christensen, and a comprehensive, hands-on curriculum, participants can expect to gain the skills and knowledge needed to make meaningful contributions to their organizations. Ready to unlock your potential? Learn more about UNLV's Lean Six Sigma program today and take the first step toward mastering the art of continuous improvement.

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Scan here to enroll today!

UNLV
CONTINUING EDUCATION

STUDENTS WITH DISABILITIES

Any student who feels they may need accommodations due to a disability, temporary injury, or academic adjustments due to a pregnancy is encouraged to contact the UNLV Disability Resource Center (DRC) online at unlv.edu/drc or by phone, 702-895-0866. Current DRC students should make an appointment to discuss their accommodations with their instructors.

🌐 ced.unlv.edu
☎ 702-895-3394
f @UNLVCE

Professional Development Certificate Programs

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

Certificate Candidates:

Once you complete the requirements for your certificate, please fill out a Certificate Issuance Request form, available online at **ced.unlv.edu/certificate-form**

Need assistance? Call 702-895-3394 or email continuing.education@unlv.edu.

FREE CERTIFICATE
INFORMATION SESSIONS

▶

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

Business Administration Certificate Information Session

Hear about what you can expect in the Business Administration Certificate directly from several of the instructors. You will learn about the program's structure, content, and logistics. For those who have already registered for the program, this is an opportunity to ask any pre-class questions you may have.

Please check website for dates and times
Online-Zoom | 251BD6107

Nonprofit Leadership Information Session

Learn more about the UNLV Nonprofit Leadership Certificate. Meet with the instructors of the program as they provide an overview of the Nonprofit courses' sequence and content. This information session will help you determine how this program can assist your organization in creating a compelling case for support.

W | Jan 15 | 3-4pm | Online-Zoom | 251NP3172

GRANTS, LOANS & FINANCIAL ASSISTANCE

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

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

Questions?
Call 702-895-3394 or email continuing.education@unlv.edu

ced.unlv.edu/financial-assistance

Your business is unique.
Your training can be, too.

Let UNLV Continuing Education design **CONTRACT TRAINING** to meet your unique business situation. Your employees will benefit from the knowledge and experience of university and industry experts delivered online, on campus, or at your site.

Training topics include: Leadership & Management, Communication, Soft Skills, Project Management, Technology, Language, Sales Operations, Sales Development, Digital Marketing and Business Analytics.

Contact UNLV Continuing Education's custom training team for a free custom training consultation at continuing.education@unlv.edu or 702-895-3394.

ced.unlv.edu/contract-training

UNLV | CONTINUING EDUCATION

Business

Business Administration Certificate Program

ced.unlv.edu/business-administration

The Business Administration Certificate Program, offered in partnership with UNLV's Lee Business School, is tailored for early career business professionals and managers. Covering six learning sessions, the program imparts vital concepts and tools taught in top business schools. Participants delve into budgeting and reporting, finance and accounting principles, professional communication, leadership, negotiation techniques, sales and marketing, and service operations. The program spans six weeks, with each session lasting six hours and supplemented by one hour of weekly online preparatory work. Industry experts or Lee Business School faculty lead the sessions, ensuring high-quality instruction. Successful completion of all six sessions within the semester is necessary to earn the certificate. Graduates emerge equipped with improved productivity, confidence, and management skills, poised to excel in their business endeavors.

Business Administration Certificate Information Session

Hear about what you can expect in the Business Administration Certificate directly from several of the instructors. You will learn about the program's structure, content, and logistics. For those who have already registered for the program, this is an opportunity to ask any pre-class questions you may have.

Lee Business School
Please check website for dates and times | No charge
Online-Zoom | 251BD6107

Business Administration Certificate

Develop your overall understanding of business theory and practice so you can thrive in a leadership role within your organization. Through discussion and exercises, you will begin to recognize your own leadership style and understand how it impacts your approach to people and project management. You will practice negotiation and other communication techniques helpful in both personal and professional interactions. On the financial side, you can expect to better understand internal policies, processes, and procedures that impact business including budgeting; you will also acquire experience generating basic finance and accounting documents including profit/loss statements and balance sheets. The program dedicates time to generating plans and strategies for managing the customer experience including brand, marketing, and sales concepts. The Business Administration Certificate is structured as six, 6-hour, in-class sessions delivered over six consecutive weeks. Each week will require approximately one hour of online preparatory work including readings, videos, and brief assignments that will be utilized or discussed in live sessions. Sessions will be led by industry experts with significant experience and MBAs, or top Lee Business School faculty. Please note, requests to drop classes and receive refunds must be submitted no later than seven business days prior to the first class meeting.

Lee Business School
F | Mar 7-Apr 11 (meets 6x) | 9am-3:30pm | $2,100
Lee Business School, EMBA Suite, WRI Room C302
251BD6106 | 3.6 CEUs

In collaboration with:

UNLV | LEE BUSINESS SCHOOL

Business Analytics Science Certificate Program

ced.unlv.edu/business-analytics

Love digging deep with data? In this 10-week course, you will learn key business analytics concepts and methodologies, get hands-on practice and earn in-demand credentials.

PROGRAM REQUIREMENTS: To earn the Business Analytics Science Certificate, you must successfully complete the Business Analytics Science course.

Business Analytics Science

Industry experts teach our Business Analytics Science program where students can walk away with in-demand practical skills and a Strategic Business Analytics Playbook that showcases their data analysis, data modeling, data visualization, SQL, and analytical reasoning skills to current and future employers. Delivered online, this 10-week comprehensive on-demand program students will learn key analytics concepts and methodologies, get hands-on practice (with expert feedback) and finish the program prepared for the Tableau Desktop Specialist Certification Exam. (1-year access to Tableau eLearning Content with the potential to earn additional Tableau Badges is included). As an added bonus, we have a Career Hub with on-demand career modules, resources, and workshops dedicated to helping you meet your career goals. Register today at https://fig.ced.unlv.edu/business-analytics/

See website for current dates and times.

This course is offered in collaboration with Ziplines Education

Ziplines.
Education

Business & Finance-Entrepreneurship

ced.unlv.edu/entrepreneurship

In today's dynamic business landscape, leveraging advanced technology has become essential for successful marketing strategies and adapting to evolving market demands. Our Business Entrepreneurship courses explore the vital intersection of technology and business, equipping students with the skills needed to understand and navigate these powerful tools. Through comprehensive learning in marketing, business adaptation, and the dynamics of digital transformation, students are empowered to drive innovation and lead effectively, ensuring their readiness to succeed and thrive in the business world of tomorrow.

New! ## Entrepreneurial Essentials: Growth, Leadership, Strategic Marketing & Financing

Transform your entrepreneurial aspirations into reality by integrating your leadership skills, unique personality, expertise, and innovative ideas to meet market demands. This course equips you with the fundamentals needed to launch your venture, whether it's a small business, gig work, tech innovation, or internet-based services and products. You'll learn how to identify and utilize resources that can support you throughout your entrepreneurial journey. Whether you aim to become an independent entrepreneur or an intrapreneur within an organization, this course offers practical guidance to help you start making your career dreams come true. Join us to explore the essential steps and strategies for turning your business ideas into a successful enterprise today!

Holly Telford
WTh | Mar 5-6 (meets 2x) | 5:30-8:30pm | $329
UNLV MAB2 Room 160 | 251EN1175 | 0.6 CEUs

Communications Classes

ced.unlv.edu/communications

Our business communication classes are tailored to improve your communication skills for professional and personal success across diverse industries. You'll learn to craft clear, confident messages and employ effective communication strategies. The courses emphasize managing difficult conversations, enabling you to handle complex interactions with tact and professionalism. With a focus on real-world applications, these classes will help you become a more effective and polished communicator in any setting.

Build Your Personal Brand, Resume, & Interviewing Skills

Elevate your career path, focus on refining your personal brand. Pinpoint your standout qualities and formulate a captivating personal brand statement. Employ impactful language and imagery in your resumes and achievement descriptions. Customize your messaging to align with the demands of prospective employers. Approach interviews with assurance, spotlighting your successes and competencies. Strategically engage with key figures in your field and pursue ongoing learning opportunities. Promote your authentic self consistently across various platforms, emphasizing your unique value proposition. Through these endeavors, you'll enhance your professional trajectory and draw in fresh avenues for advancement and triumph.

Charles Carr, M.A. Ed.S.
F | May 9 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6195 | 0.6 CEU

Communicate with Difficult People with Tact & Skill

Communicate effectively with difficult people in both your professional and personal life. Learn to recognize and address situations in constructive ways with a toolkit of strategies and techniques to proactively communicate with difficult, angry, and abusive people in a way that preserves and maintains the relationship.

Kimberly Virtuoso, MA, SPHR
Th | Mar 6 | 9am-noon | $159
UNLV MAB2 Room 160 | 251CX1106 | 0.3 CEU

Effective Speaking for International Professionals

Learn to speak effectively with clarity and confidence. This class is tailored to non-native english speakers. You will learn how to organize your content, use non-verbal communication, and voice control to deliver an understandable accent, proper intonation, and better articulation. Practice the techniques of pacing, pausing, and linking for delivering a smoother, clearer, and more concise speech. Improving your speaking skills can boost your self-confidence, and have a positive impact on your professional and social life. Overcome your fear of speaking, and communicate ideas in a coherent and convincing manner. Required Textbook(s): *Speech Communication Made Simple 2, 4th Edition* (ISBN: 9780132861694).

Katia Abou-Haidar, MAAL
MW | Apr 7-23 (meets 6x) | 6-8:30pm | $299
UNLV MAB2 Room 159 | 251CX1117 | 1.5 CEUs

Emotional Intelligence

Emotional intelligence (EQ) is not an inherent trait; it can be learned and enhanced throughout life. Tap into and cultivate your EQ in order to improve relationships, enhance your ability to relate to others, make stronger decisions, control negative thoughts and reactions, build trust and influence, and develop high-performing teams. The purpose of this course is to increase awareness of emotional intelligence, pinpoint each attendee's emotional intelligence strengths, identify development opportunities, understand emotional reactions, and demonstrate various techniques to strengthen emotional intelligence. An enhanced EQ can positively impact you, your team, and your organization.

Kimberly Virtuoso, MA, SPHR
F | Feb 7 | 9am-4pm | $329
UNLV MAB2 Room 160 | 251CP6309 | 0.6 CEU

How to Deal with Disagreements, Conflict & Confrontation

Effective conflict management is a critical skill, both personally and professionally. Learn the skills and techniques to recognize issues and discover how to productively navigate challenging situations with subordinates, peers, or supervisors. Master new ways to 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 or difficult situation. Enhance your communication skills and feel confident you can apply these techniques in difficult situations to create a culture of constructive feedback and resolve conflict in a positive fashion.

Kimberly Virtuoso, MA, SPHR
Th | Apr 3 | 9am-noon | $169
UNLV MAB2 Room 141 | 251PG1191 | 0.3 CEU

The Art of Conflict Resolution: A Supervisor's Guide to Turning Disputes into Opportunities

Master the art of managing difficult conversations and handling sensitive situations with empathy and professionalism. Promote a culture of open communication and collaboration within the workplace, resulting in improved employee morale and job satisfaction. In this interactive training with practical exercises, you will learn how to identify and manage different types of workplace conflict, communicate effectively with employees, and implement conflict resolution strategies. Our experienced facilitators will help you build confidence in your conflict resolution skills and develop a deeper understanding of how to foster strong, productive relationships with your team members. Don't miss this opportunity to improve your leadership and communication skills while creating a more harmonious workplace!

Patricia Battie, Wes Miller
F | Jan 10-31 (meets 4x) | 9am-1:30pm | $499
UNLV MAB2 Room 160 | 251CP6189 | 1.3 CEUs

Virtual Communications: Best Practices for Organizational Leaders & Managers

How to Effectively Lead Your Remote Team for Your Next Online Meeting or Event... In this highly engaging, instructor-led workshop, we will address specific challenges we face in our roles as leaders and explore effective solutions to help navigate the world of virtual communications. Learn why overcoming these challenges and developing new best practices can benefit you, your team and your entire organization. Through interactive discussions and hands-on real-world scenarios, you will hone practical skills to lead and manage virtual teams with confidence. Topics to delve into may include strategies for developing leadership presence, promoting team collaboration, optimizing virtual meetings, fostering engagement, managing remote performance and maximizing productivity in virtual environments. In addition, you will also gain insights into a range of topics including leveraging communication tools, delivering impactful presentations, conducting on-camera virtual interviews, and resolving conflicts in virtual settings. By the end of the workshop, you will emerge with an actionable toolkit of best practices and insights, enabling you to lead and manage with confidence and competence in the ever-evolving environment of remote and hybrid work.

Maria Ngo, Ray DuGray
TTh | Feb 25-27 (meets 2x) | 1-4pm | $329
UNLV MAB2 Room 141 | 251CX1101 | 0.6 CEU

Virtual Leadership: Elevate Your Executive Presence on Video Conferencing Calls

How to Look & Sound Confident On Camera for Your Next Online Meeting or Event …In this highly engaging, instructor-led workshop, we will address some of the challenges organizational leaders and managers face with establishing executive presence during on-camera virtual events. We will explore effective solutions for conveying authority, confidence and enthusiasm on-camera and provide expert advice that will benefit you, your team and your entire organization. Through interactive discussions and hands-on real-world scenarios, you will receive friendly feedback and practical tips on how to be your best authentic self when communicating virtually. In addition, we'll practice how to look, act and sound confident on-camera during video conference calls, virtual meetings and on-camera presentations.Topics for discussion include the 3Vs of communication (Verbal/Vocal/Visual) along with best practices on verbal messaging, voice techniques, body language, gesturing, posture, and wardrobe tips. As a bonus, we'll include tech tips on low-cost cameras, mics, backdrops, lighting devices, and other production accessories. Day 2 meets online where you will implement Day 1 training and receive individual feedback on your virtual presence including visual, verbal, and vocal. By the end of the workshop, you will emerge with an actionable toolkit of best practices and insights, enabling you to elevate your executive presence, lead with authority and make a powerful impression with your audience.

Maria Ngo, Ray DuGray
W | Apr 23-30 (meets 2x) | 4-7pm | $329
Online-Zoom and UNLV MAB2 Room 133 | 251CX1100 | 0.6 CEU

> **"** What our students are saying:
>
> This course was quite fun and informative. The instructor made the course work extremely digestible and enjoyable. The guest speakers as well as the course work left a lasting impression. I would definitely recommend this course."
>
> Build Your Brand, Resume and Interview Skills

Community Manager Pre-Certification Education

ced.unlv.edu/community-manager

Acquire basic community association management skills and meet the requirements for community management found in NRS 116 and 116A, and NAC 116 and 116A. This course meets Nevada's mandated 60-hour classroom education requirement for those who are involved in common-interest community management (HOAs). 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 Manager Pre-Certification Education Certificate you must successfully complete the Community Manager Preparation course.

Community Manager Preparation Course

Learn basic business management and the requirements for community management found in NRS 116, 116A and NAC 116 and 116A. This 60-hour course meets Nevada's pre-certification requirements for Community Association Managers. Upon completion of this course, you will be eligible to take the exam to become certified by the Nevada Real Estate Division. Course includes the state exam review.

Robert Forney, Christine Greengrass, Carli A Gilchrist, Tonya Bates, Donna Zanetti, Cheri Hauer, Justin Fertick, June Heydarian, Supervising Community Manager, Kyra Pearce
TWTh | Feb 4-Mar 26 (meets 23x) | 5:30-8:30pm | $745
Online-UNLVGO and Zoom | 251RP1100 | 6 CEUs

Digital Marketing Science Certificate Program

ced.unlv.edu/programs/digital-marketing-science-certificate-program

Fast-track your next career move by enrolling in our comprehensive Digital Marketing Science program. You'll get practical training and technical certifications online, on your schedule, in just 10 weeks.

PROGRAM REQUIREMENTS: To earn the Digital Marketing Science Certificate, you must successfully complete the Digital Marketing Science course.

Digital Marketing Science

This Digital Marketing Science program will transform you into a digital marketer with expertise in the most sought-after marketing domains. Delivered online, this 10-week on-demand program is taught by industry experts and supplemented with optional live/online instructor-led classes. You'll leave the course with industry-recognized certifications and qualifications, including Google Ads Search Certification, Google Analytics Individual Qualification, and HubSpot Email Marketing Certification. The course curriculum covers in-demand digital marketing channels like SEO, SEM, Facebook Ads, Content Marketing, Marketing Automation, and more. As an added bonus, we have a Career Hub with on-demand career modules, resources, and workshops dedicated to helping you meet your career goals. Register today at https://fig.ced.unlv.edu/digital-marketing/

See website for current dates and times.

This course is offered in collaboration with Ziplines Education

Human Resource Professional Certificate Program/aPHR Certification Preparation

ced.unlv.edu/HRManagement

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.

PROGRAM REQUIREMENTS: To earn the Human Resource Professional Certificate, you must successfully complete the eleven required core courses.

Developing a Successful Performance Management Program

Take a strategic and integrated approach to fully developing the capabilities of teams and individuals within your company. Companies who manage employee performance effectively can decrease employment costs, increase productivity, align business practices with the strategic plan, and increase profits. Find out how you can elicit superior employee performance by defining and communicating duties, roles, and expectations, and accurately measuring employee performance.

Charles Carr, M.A. Ed.S.
F | Jan 24 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6173 | 0.6 CEU

> What our students are saying:
>
> "The class definitely covered exactly what is needed for someone newer to HR or someone that wants to become an HR professional.
>
> Enjoyed this class very much. This instructor is easy to understand and extremely informative."
>
> Essentials of Human Resource Management

Essentials of Human Resource Management

Gain a strong foundation in the six key content areas most often encountered by early-career human resource professionals. Learn the basics of HR Operations; Employee Relations; Recruitment and Selection; Compensation and Benefits; HR Development and Retention; and Health, Safety, and Security. The curriculum follows the content of the entry-level Associate Professional in Human Resources (aPHR) certification exam offered through the HR Certification Institute (HRCI). This course is ideal for those entering the human resource career field, line managers who have HR responsibilities, HR professionals who have been in a single functional area, those preparing for the aPHR exam, and others who need a review of fundamental HR management. If you are interested in using the course in preparation for the aPHR exam, please see additional eligibility requirements and exam information including exam fees at hrci.org. Required Textbook(s): *HRCP aPHR Certification Preparation Program*.

Greg Wilken, JD, SPHR
W | Jan 22-Apr 16 (meets 13x) | 6-9pm | $1,100
UNLV MAB2 Room 158 | 251CP6113 | 3.9 CEUs

Federal Employment Law: Background Checks, Safety, Immigration & More

Explore federal legal requirements related to background checks, safety, immigration, benefits and other topics. Get an overview of the Fair Credit Reporting Act, the Occupational Safety and Health Act of 1970, the Employee Retirement Income Security Act of 1973, and others. Federal Employment Law courses are not sequential and are an excellent primer for HR professionals, managers, and company leadership teams.

Greg Wilken, JD, SPHR
F | Jan 31 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6109 | 0.6 CEU

Federal Employment Law: Employment Discrimination

Take an in-depth look at federal employment discrimination laws including Title VII of the Civil Rights Act of 1964, Family and Medical Leave Act of 1993, the Americans with Disabilities Act, the Age Discrimination in Employment Act of 1967, and others. Gain a better understanding of the federal agencies that oversee and enforce federal employment laws including the EEOC, the Department of Labor, and others. Federal Employment Law courses are not sequential and are an excellent primer for HR professionals, managers, and company leadership teams.

Greg Wilken, JD, SPHR
F | Mar 7 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6133 | 0.6 CEU

Federal Employment Law: Labor-Management Relations

Learn how employees form and/or dissolve unions, negotiate collective bargaining agreements, and interact with management. Gain familiarity with the key federal laws and agencies overseeing labor-management relations including the National Labor Relations Act of 1935 (Wager Act), the Labor-Management Relations Act of 1947, the National Labor Relations Board, and the US Department of Labor. Federal Employment Law courses are not sequential and are an excellent primer for HR professionals, managers, and company leadership teams.

Greg Wilken, JD, SPHR
F | Apr 11 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6129 | 0.6 CEU

Federal Employment Law: Wage & Hour

What is the minimum wage, when do I pay overtime, how many breaks do employees get, and what laws apply when I hire independent contractors? Get the answers to these and many other questions about federal wage and hour law. Determine what laws apply to your company and whether you need to follow federal law, state law, both, or neither. Federal Employment Law courses are not sequential and are an excellent primer for HR professionals, managers, and company leadership teams.

Greg Wilken, JD, SPHR
F | May 2 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6106 | 0.6 CEU

❝

What our students are saying:

The instructor was a fantastic teacher! I learned many new things in regard to workplace investigations. Tools that I can learn for real time investigation.

It was evident that the instructor was very knowledgeable, prepared and organized. And the manner in which he demonstrated the material was very thought provoking to enable enhanced understanding."

Workplace Investigations

Strategic Human Resources

The human resource field has shifted from an administrative function to a strategic component within the organization that aims to bring high-value contributions to business success. Present day human resource professionals must understand the changing role of HR, and learn how to work side-by-side with leadership to develop and present initiatives that support and inform business demands, financial decisions, technology choices, and compliance issues. Topics include an overview of transactional versus transformational processes, practical tools to serve as a trusted advisor to senior leaders, developing financial and technological acumen, strategies for strategic planning, goal setting, framing internal communications, and reflection and development of an action plan for organizational application.

Christina Nishiyama, MBA, SPHR
Th | Jan 30 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6117 | 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.

Greg Wilken, JD, SPHR
F | Feb 28 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6105 | 0.6 CEU

Lean Six Sigma Certificate Program

ced.unlv.edu/lean-six-sigma

Solve problems, facilitate teams, and improve work processes using the proven strategies of Lean Six Sigma. Lean Six Sigma training combines the best practices of two of the leading organizational management approaches to eliminating wasted overhead, expenses, inventory, time, and talent. With a Lean Six Sigma credential on your resume, current and potential employers will view you as a resource in efficient business operations and continual process improvement. Lean Six Sigma Yellow Belt training courses are designed to provide students with a project-based curriculum that leverages the use of simulations, case studies, and student interactions for the most effective learning experience. The course content is designed to help students understand the basic concepts of Lean Six Sigma and how they can be applied to various business processes. Students are encouraged to participate in discussions of current challenges to enhance their understanding of the topics covered in the course. Lean Six Sigma Green Belts are trained in the principles of Lean Six Sigma and are equipped with tools for initiating process improvement in the workplace. Lean Six Sigma Black Belts are prepared to lead complex projects, guide organizational culture change, and improve efficiency in all aspects of business.

LEAN SIX SIGMA GREEN BELT REQUIREMENTS: To earn the Green Belt you must successfully complete the Green Belt course and earn a passing score on the final certification exam.

LEAN SIX SIGMA BLACK BELT REQUIREMENTS: To earn the Black Belt you must successfully complete the Black Belt course and earn a passing score on the final certification exam.

Lean Six Sigma: Green Belt

Develop problem solving, process improvement, and facilitator skills when you study the foundations of Lean Six Sigma. This training prepares you to effectively implement solutions that result in lower costs, faster delivery, higher quality, and increased safety of operations. You can expect a project-based curriculum which leverages the use of simulations, case studies, and team dynamics for the most effective learning experience. You will learn and practice the skills necessary to map, analyze, and improve work processes, implement change management strategies, apply structured problem solving methods, apply root cause analysis tools, and implement proven Lean Six Sigma countermeasures. A final team presentation and certification test are completed on the last day of class.

Erik Christensen
MTWThF | Mar 10-14 (meets 5x) | 9am-4pm | $1,800
UNLV MAB2 160 and MAB2 140 (Friday afternoon)
251LN1100 | 3 CEUs

Lean Six Sigma: Black Belt

Prepare to lead change initiatives and strategic planning sessions at the executive level of your organization. This project-based curriculum teaches the elements of Lean Six Sigma and Theory of Constraints through simulations, case studies, and student interactions for the most effective learning experience. You will learn and practice the skills necessary to implement statistical process control (SPC), facilitate and use various strategic planning tools and methods, optimize machine up-time rates, alleviate organizational bottlenecks, calculate various financial metrics, and develop the ability to lead change initiatives in any organization. Please plan on 10-20 hours of reading, study, and homework to be completed prior to the course and during the instructional week beyond classroom hours. You will be required to lead discussions and presentations.

Prerequisite: Lean Six Sigma Green Belt (or equivalent) training and/or certification. Equivalent certifications are normally employer programs that are effectively Green Belt but called something else. Approved training includes, but is not limited to, employer programs, job training programs, private training centers, universities, or online courses.

Erik Christensen
MTWThF | Apr 7-11 (meets 5x) | 9am-4pm | $2,400
UNLV MAB2 160 and MAB2 140 (Friday afternoon)
251LN1101 | 3 CEUs

Marketing

ced.unlv.edu/marketing

Marketing Branding & Strategy

Discover the core principles of branding in our comprehensive class. Learn to design marketing strategies, craft compelling content, and integrate various channels effectively. Understand consumer behavior, leverage social media tools, and measure success with ROI and KPIs. Explore organic and paid marketing campaigns and master brand management across diverse markets. Unlock the secrets of building a strong brand identity that resonates with your audience and drives lasting loyalty. This course offers a unique opportunity to develop expertise in creating an impactful brand in today's dynamic business landscape.

Patty Ascher-Lewis
TTh | Mar 25-Apr 24 (meets 10x) | 6-9pm | $429
UNLV MAB2 Room 159 | 251IM1107 | 4.0 CEUs

Product Management Certification Program

ced.unlv.edu/product-management

Delivered fully online, our 10-week Product Management course is taught by industry experts and focuses on the essential knowledge areas and digital skills necessary for effective product management. It helps students develop practical skills in market research, user-centered design, product strategy and roadmapping, agile development and testing, go-to-market strategy, and product analytics, which enable students to contribute effectively to all stages of the project management lifecycle.

Product Management

Delivered fully online, our Product Management Certificate Course is designed to equip learners with essential skills and knowledge for effective product management. Taught by industry experts, the course covers key areas such as market research, user-centered design, product strategy, agile development, go-to-market strategies, and product analytics. Our program prioritizes best practices for strategy and execution, informed by insights from expert interviews highlighting the significance of the 'product mindset' for new PMs. We aim to equip learners with a deep understanding of the 'why' behind product management, emphasizing transferable skills crucial for success, especially for those transitioning from adjacent roles. Our focus extends beyond procedural knowledge, emphasizing proficiency in user experience, agile development, and analytics, supported by essential tools like Jira, Figma, and communication and analytics platforms. Register today at: https://fig.ced.unlv.edu/product-management/

See website for current dates and times.

This course is offered in collaboration with Ziplines Education

Leadership/Management

Advanced Project Management Certificate Program

ced.unlv.edu/project-management

An effective and highly-valued project manager plays the roles of leader, communicator, negotiator, collaborator, problem solver, delegator, and decision maker. They must be able to analyze project needs and nimbly adapt the project management approach to fit the situation. The Advanced Project Management Certificate walks you through the full project management lifecycle—from vision, to assembling a team, to breaking down responsibilities, to managing tasks and expectations, to final evaluation. Classroom learning sessions are augmented with computer-based project management simulations designed to apply your growing skillset. This sophisticated project management curriculum includes online, face-to-face, simulation, and exam preparation courses. Successful completion of all four courses leads to an Advanced Project Management Certificate from UNLV. It will also allow you to pursue PMP® or CAPM® certification.

PROGRAM REQUIREMENTS: To earn the Advanced Project Management Certificate you must successfully complete four core courses. Courses may not be taken individually for this certificate as each builds upon the prior course.

CORE COURSES:
  • Project Management Training Camp
  • Guiding Organizational Change
  • PMP® Exam Preparation
  • Project Management Fundamentals Online Lessons & Labs

Advanced Project Management Bundle

Register in all four core classes for the Advanced Project Management Certificate. Courses may not be taken individually for this certificate as each builds upon the prior course.

Project Management Training Camp

  • Guiding Organizational Change
  • PMP® Exam Prep
  • Project Management Fundamentals Online Lessons & Labs

Please note, our instructional team from Petersen Training will coordinate access to Nellis Air Force Base for non-military affiliated students. Once full payment has been received, Peterson Training will contact you within 2 business days with specific course information, dates, times and access.

Dan Anderson, Petersen Training
W | Jan 1-May 31 | 8am-5pm | $3,905
Nellis AFB | 251PMBUND | 15.6 CEUs

Guiding Organizational Change

Join our Guiding Organizational Change Training Camp to learn the skills and knowledge you need to lead successful change initiatives. Our comprehensive program covers the fundamentals of change management, including defining change, assessing impact, developing a change management plan, and effectively communicating and supporting employees through the process. With interactive exercises and case studies, you'll gain practical experience and real-world insights to apply to your own organization. This program is perfect for managers, team leaders, and anyone responsible for leading change events. Sign up now to gain the confidence and skills to guide your team through successful change initiatives.

To learn more about the military pricing available for the Advanced Project Management Certificate (APMC) Program, please contact UNLV Continuing Education at 702-895-3394 or email continuing.education@unlv.edu. For available dates, please contact Bill Bialcak, bill@petersentraining.com. Please note, our instructional team from Petersen Training will coordinate access to Nellis Air Force Base for non-military affiliated students. Once full payment has been received, Peterson Training will contact you within 2 business days with specific course information, dates, times and access.

Dan Anderson, Petersen Training
W | Jan 1-May 31 (meets 2x) | 8am-5pm | $1,495
Nellis AFB | 251PM6103 | 2.4 CEUs

PMP® Exam Prep

Elevate your project career with our PMP Exam Preparation Course. Our expert trainers will guide you through the PMI principles and terminology, and provide in-depth training on project management processes. Our program is designed to prepare you for the PMP exam and gain the industry-recognized PMP certification. With our proprietary practice tools, you'll be able to simulate the exam experience and build your confidence. Our course is suitable for project managers at any level, whether you're new to project management or a seasoned professional. Don't miss the opportunity to enhance your skills and advance your career. Enroll now!

To learn more about the military pricing available for the Advanced Project Management Certificate (APMC) Program, please contact UNLV Continuing Education at 702-895-3394 or email continuing.education@unlv.edu. For available dates, please contact Bill Bialcak, bill@petersentraining.com Please note, our instructional team from Petersen Training will coordinate access to Nellis Air Force Base for non-military affiliated students. Once full payment has been received, Peterson Training will contact you within 2 business days with specific course information, dates, times and access.

Dan Anderson, Petersen Training
W | Jan 1-May 31 (meets 2x) | 8am-5pm | $1,495
Nellis AFB | 251PM6104 | 4 CEUs

Project Management Fundamentals Online Lessons & Labs

This fully online, self-paced course utilizes virtual lessons and labs to reinforce your knowledge of key project management principles. Via various simulations, gain experience planning and managing parameters associated with project initiation, scope, schedules, budgets, risks, quality, communications, resources, procurements, stakeholders, and closure. You will complete self-paced, online labs that provide you with further insights into how you can better work with each of these parameters. The goal of this course is to provide a firm foundation from which you can better manage projects. Enroll for all Advanced Project Management Certificate courses using the Advanced Project Management Bundle.

To learn more about the military pricing available for the Advanced Project Management Certificate (APMC) Program, please contact UNLV Continuing Education at 702-895-3394 or email continuing.education@unlv.edu. For available dates, please contact Bill Bialcak, bill@petersentraining.com Once full payment has been received, Peterson Training will contact you within 2 business days with specific course information, dates, times and access.

Dan Anderson, Petersen Training
Dates vary to support student needs | $495
Online Delivery | 251PM6105 | 6.8 CEUs

For available dates, please contact Bill Bialcak, bill@petersentraining.com

Project Management Training Camp

Elevate your project management skills with our immersive Project Management Training Camp. Our program will guide you through the fundamentals of Project Management, including planning, scheduling, controlling, and leading a virtual team in a fast -paced, stressful environment. You'll gain practical experience in using project management tools, managing risks and issues, and communicating with stakeholders. Our training camp is suitable for both new and experienced project managers who want to develop their skills and produce quality work on time and within budget. With our expert guidance, you'll be equipped to lead virtual project teams and succeed in a dynamic project environment. Enroll now to take your project management skills to new heights.

To learn more about the military pricing available for the Advanced Project Management Certificate (APMC) Program, please contact UNLV Continuing Education at 702-895-3394 or email continuing.education@unlv.edu. For available dates, please contact Bill Bialcak, bill@petersentraining.com Please note, our instructional team from Petersen Training will coordinate access to Nellis Air Force Base for non-military affiliated students. Once full payment has been received, Peterson Training will contact you within 2 business days with specific course information, dates, times and access.

Dan Anderson, Petersen Training
W | Jan 1-May 31 (meets 2x) | 8am-5pm | $1,495
Nellis AFB | 251PM6102 | 2.4 CEUs

Construction Management Certificate Program

ced.unlv.edu/construction-management

Take your construction management career to the next level with NACP's Basic and Advanced Construction Management Certificates. Start by completing our 28-hour online course and 4-hour certification exam. Then, deepen your knowledge with our Advanced Certificate program, featuring a 2-day PMI-CP virtual class. Master essential topics like stakeholder management and resource planning, gaining the skills to excel in your role. Don't miss this opportunity to advance your career and differentiate yourself in the industry. Enroll now and set yourself on the path to success in construction management.

Basic Construction Management Certificate

To earn the National Association of Construction Professionals (NACP) Basic Construction Management Certificate, participants are required to complete an asynchronous, self-paced, online Basic Construction Management Course (28 hours), pass a certification exam (4 hours) for a total of 32 hours. For available dates, please contact Bill Bialcak, bill@petersentraining.com

Top 10 trained and assessed topics

- Construction standards and terminology
- Stakeholder management
- Leadership, management, and communication
- Scope development and management
- Schedule development and management
- Cost estimating and management
- Resource Planning and management
- Quality and Safety planning and management
- Contract and documentation management
- Managing and resolving issues related to budgets, schedules, quality, resources, stakeholders, and risk

Once full payment has been received, Peterson Training will contact you within 2 business days with specific course information, dates, times and access.

Dan Anderson, Petersen Training

Dates vary to support student needs | $1,050
Online Delivery | 251PM6107 | 3.2 CEUs

For available dates, please contact Bill Bialcak, bill@petersentraining.com

Advanced Construction Management Certificate

To earn the National Association of Construction Management (NACP) Basic Construction Management Certificate, participants are required to complete an asynchronous, self-paced, online Basic Construction Management Course (28 hours), pass a certification exam (4 hours) for a total of 32 hours. To earn the Advanced Construction Management Certificate participants are required to complete an additional 2 day PMI-CP virtual Construction Management Fundamentals class. For available dates, please contact Bill Bialcak, bill@petersentraining.com

Top 10 trained and assessed topics

- Construction standards and terminology
- Stakeholder management
- Leadership, management, and communication
- Scope development and management
- Schedule development and management
- Cost estimating and management
- Resource Planning and management
- Quality and Safety planning and management
- Contract and documentation management
- Managing and resolving issues related to budgets, schedules, quality, resources, stakeholders, and risk

Prerequisite: Basic Construction Management Certificate

Once full payment has been received, Peterson Training will contact you within 2 business days with specific course information, dates, times and access.

Dan Anderson, Petersen Training

Dates vary to support student needs | $1,700
Online Delivery | 251PM6106 | 4.8 CEUs

For available dates, please contact Bill Bialcak, bill@petersentraining.com

These courses are offered in collaboration with Petersen Training.

Management Professional Certificate Program

ced.unlv.edu/management

In the UNLV Management Professional Certificate, you will learn to develop skills in five key management competency areas: conflict management, communications, people/team management, project management, and promoting diversity in the workplace.

A starting point of all new supervisors/managers, as well as seasoned managers looking to refresh his/her skills, this certificate program will:
- Provide a comprehensive understanding of the tools a supervisor/manager must have to lead a team to its full potential
- Develop your skills to navigate performance issues and develop effective performance management strategies
- Equip you to navigate the ever-evolving dynamic of the modern workplace
- Allow you to acquire strategic and systematic management skillsets.

PROGRAM REQUIREMENTS: To earn the Management Professional Certificate, you must successfully complete the twelve required core courses.

Communication Strategies: Essential Skills for First-Time Managers or Supervisors

When managers and supervisors implement tangible strategies for clear, concise, and confident communication, everyone wins. Explore useful communication tools you can use to enhance relationships, increase productivity, and inspire trust in order to benefit your organization. In this course you will learn how to project confidence when communicating, discover the key to listening, gain clarity by asking the right questions, and study body language so you can better navigate any conversation and end with a positive outcome for both parties. The techniques presented can be leveraged with your co-workers, employees, boss, family, and friends.

Charles Carr, M.A. Ed.S.
F | Apr 18 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6177 | 0.6 CEU

Conflict Management: Tools for Organizational Success

Unmanaged conflict in the workplace 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 emotional responses 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 at work.

Heidi Sunderhaft
F | Apr 4 | 9am-4pm | $329
UNLV MAB2 Room 160 | 251CP6191 | 0.6 CEU

Creating High-Functioning Teams Using Strengths

Identify your team members' talents and harness those strengths to create a strong, effective workforce. Managers and leaders will explore ways to recognize and cultivate expertise and natural aptitudes in their staff; these strengths can then be used to build high-functioning project teams. Gain an understanding of what a strengths-based organization looks like and the direct positive effect this management approach can have on key business metrics. Student must purchase and complete the Clifton Strengths 34 Assessment Tool at www.gallupstrengthscenter.com/store prior to class. Submit results to ce-assistant@unlv.edu.

Heather J Doane
F | Feb 28-Mar 7 (meets 2x) | 9am-noon | $329
UNLV MAB2 Room 160 | 251CP6139 | 0.6 CEU

Crisis Management

Respond quickly, confidently, and competently when life throws a crisis at your organization. You will build an understanding of the challenges and opportunities associated with organizational leadership during crises. The course will use real-world examples (e.g., case studies) as well as selected readings to explore various approaches to crisis management, to understand the strengths and weaknesses of each approach, and to match the approach to the situation. By discussing the challenges and unique aspects of leadership in crises, we will demystify the tactics, techniques, and procedures associated with leadership success in demanding/unexpected circumstances. The last few years have shown how critical it is for leaders in all business sectors to understand crisis management so they can build resilient teams, ensure business continuity, and successfully adapt when the unexpected happens.

Rina Foster
M | Feb 24-Mar 3 (meets 2x) | 6-9pm | $329
UNLV MAB2 Room 159 | 251CP6186 | 0.6 CEU

Effective Facilitation of Meetings & Discussions

Run more effective, efficient meetings. With a few new facilitation skills in place, you can ensure the meetings you lead accomplish their objective without wasting anyone's time. A bit of forethought can keep your meetings focused on the task at hand, include the appropriate people in the discussion, and lead to a decision or actionable next steps. Participants will gain experience with hands-on facilitation practice.

Jacob Murdock
Sa | Mar 1 | 9am-4pm | $329
UNLV MAB2 Room 160 | 251CP6302 | 0.6 CEU

Fostering a Diverse & Inclusive Workplace

Many companies focus on creating a diverse workplace, but progressive leaders go a step further to leverage diversity for a more inclusive work environment where voices from different backgrounds are truly heard, valued, and nurtured. A company's emphasis on diversity and inclusion correlates to a positive impact on its bottom line, productivity, innovation, employee engagement, and retention. Commitment to a diverse and inclusive work environment must come from the top levels of leadership. Training will provide key tools to increase awareness and competence related to diversity and inclusion during recruitment, employee relations, performance management, staff development, and business planning.

Heidi Sunderhaft
F | Mar 28 | 9am-4pm | $329
UNLV MAB2 Room 160 | 251CP6301 | 0.6 CEU

Managing & Responding to Poor Employee Performance

Reduce the stress and legal liability inherent in employee discipline and termination by establishing consistent policies and processes for dealing with problem employees. First, review common employment problems, discuss why employees break rules, and understand at-will employment. We will outline steps every manager and HR professional should take to enact fair, objective, clear, and effective measures to improve employee performance. Then, 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.

Christina Nishiyama, MBA, SPHR
Th | Feb 20 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6125 | 0.6 CEU

Office Politics: Navigating the Organization

Explore ways to deal effectively with office politics, increase your opportunities for success, and improve your social skills at work. Class will cover ways to identify and navigate organizational power dynamics, understand leadership and influence strategies, and how to deal with conflicts and competing work demands. You will participate in guided practice and develop strategies for your current work environments.

Charles Carr, M.A. Ed.S.
F | Mar 14 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6157 | 0.6 CEU

Organizational Change Management (OCM)

Contribute to your organization, its projects, and its leadership via recognized industry best Organizational Change Management (OCM) practices. OCM is the "people side" of changes in IT projects and software implementations, changes to business processes (sometimes called "ERPs") and changes to human resource systems and methods. You will compare and utilize a variety of practical OCM strategies, methods, tools, and tactics commonly applied in today's organizations. Think through how to translate OCM concepts to enterprise-wide projects, and align your work team's priorities with ongoing organizational change. During class you will apply these approaches to real-world examples, including any examples or projects you might be working on now.

Charles Carr, M.A. Ed.S.
F | Mar 28 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6304 | 0.6 CEU

Problem Solving & Decision Making

Enhance your problem solving and decision-making skills to gain self-confidence, build relationships, accurately identify problems, take action more quickly, and achieve better results. Learn how to research issues, gather relevant data, ask the right questions, and conduct root cause analysis. Apply problem-solving methods, tools, and techniques individually or in groups, and create multiple solution options for the identified problem(s). Utilize effective decision-making processes, and learn how to sell your proposals, monitor solution implementation, and ensure success.

Charles Carr, M.A. Ed.S.
F | Feb 7 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6182 | 0.6 CEU

Resilience & Wellbeing in the Workplace

As we continue into an extended period of uncertainty, many members of our work teams are experiencing an increase in anxiety, depression, and hopelessness, and are struggling with their overall emotional wellbeing. Leaders and managers need to better understand why this is happening and how they can help their most important asset: their people. This course will help you understand what wellbeing is and how to address five key elements of wellbeing within your organization. We will explore the notion of resilience, plus practice techniques to bounce back from setbacks and get out of the thinking traps that cause many to falter.

Heather J Doane
F | Mar 21 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6149 | 0.6 CEU

The ABCs of Strategic Thinking

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.

Charles Carr, M.A. Ed.S.
F | Feb 21 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6166 | 0.6 CEU

Organizational Leadership Certificate Program

ced.unlv.edu/organizational-leadership

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

PROGRAM REQUIREMENTS: To earn the Organizational Leadership Certificate, you must successfully complete the fifteen required core courses.

Conflict Management: Tools for Organizational Success

Unmanaged conflict in the workplace 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 emotional responses 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 at work.

Heidi Sunderhaft
F | Apr 4 | 9am-4pm | $329
UNLV MAB2 Room 160 | 251CP6191 | 0.6 CEU

Creating High-Functioning Teams Using Strengths

Identify your team members' talents and harness those strengths to create a strong, effective workforce. Managers and leaders will explore ways to recognize and cultivate expertise and natural aptitudes in their staff; these strengths can then be used to build high-functioning project teams. Gain an understanding of what a strengths-based organization looks like and the direct positive effect this management approach can have on key business metrics. Student must purchase and complete the Clifton Strengths 34 Assessment Tool at www.gallupstrengthscenter.com/store prior to class. Submit results to ce-assistant@unlv.edu.

Heather J Doane
F | Feb 28-Mar 7 (meets 2x) | 9am-noon | $329
UNLV MAB2 Room 160 | 251CP6139 | 0.6 CEU

Crisis Management

Respond quickly, confidently, and competently when life throws a crisis at your organization. You will build an understanding of the challenges and opportunities associated with organizational leadership during crises. The course will use real-world examples (e.g., case studies) as well as selected readings to explore various approaches to crisis management, to understand the strengths and weaknesses of each approach, and to match the approach to the situation. By discussing the challenges and unique aspects of leadership in crises, we will demystify the tactics, techniques, and procedures associated with leadership success in demanding/unexpected circumstances. The last few years have shown how critical it is for leaders in all business sectors to understand crisis management so they can build resilient teams, ensure business continuity, and successfully adapt when the unexpected happens.

Rina Foster
M | Feb 24-Mar 3 (meets 2x) | 6-9pm | $329
UNLV MAB2 Room 159 | 251CP6186 | 0.6 CEU

Effective Facilitation of Meetings & Discussions

Run more effective, efficient meetings. With a few new facilitation skills in place, you can ensure the meetings you lead accomplish their objective without wasting anyone's time. A bit of forethought can keep your meetings focused on the task at hand, include the appropriate people in the discussion, and lead to a decision or actionable next steps. Participants will gain experience with hands-on facilitation practice.

Jacob Murdock
Sa | Mar 1 | 9am-4pm | $329
UNLV MAB2 Room 160 | 251CP6302 | 0.6 CEU

Fostering a Diverse & Inclusive Workplace

Many companies focus on creating a diverse workplace, but progressive leaders go a step further to leverage diversity for a more inclusive work environment where voices from different backgrounds are truly heard, valued, and nurtured. A company's emphasis on diversity and inclusion correlates to a positive impact on its bottom line, productivity, innovation, employee engagement, and retention. Commitment to a diverse and inclusive work environment must come from the top levels of leadership. Training will provide key tools to increase awareness and competence related to diversity and inclusion during recruitment, employee relations, performance management, staff development, and business planning.

Heidi Sunderhaft
F | Mar 28 | 9am-4pm | $329
UNLV MAB2 Room 160 | 251CP6301 | 0.6 CEU

Fundamentals of Leadership

Start your leadership study by understanding key models used in today's workplace, such as trait theory, behavioral theory, and situational leadership. These frameworks help explain different leadership styles and approaches. To apply leadership in work and life, focus on self-awareness, adaptability, and fostering collaboration. Lead by example, communicate clearly, and empower your team to grow and take initiative. Building a solid foundation involves reflecting on your strengths and areas for improvement, developing a leadership philosophy, and continuously learning. This approach prepares you to lead effectively in diverse environments and adapt to changing situations.

Jacob Murdock
W | Jan 22-Feb 12 (meets 4x) | 6am-9pm | $799
UNLV MAB2 Room 160 | 251CP6300 | 1.2 CEUs

Managing & Responding to Poor Employee Performance

Reduce the stress and legal liability inherent in employee discipline and termination by establishing consistent policies and processes for dealing with problem employees. First, review common employment problems, discuss why employees break rules, and understand at-will employment. We will outline steps every manager and HR professional should take to enact fair, objective, clear, and effective measures to improve employee performance. Then, 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.

Christina Nishiyama, MBA, SPHR
Th | Feb 20 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6125 | 0.6 CEU

Office Politics: Navigating the Organization

Explore ways to deal effectively with office politics, increase your opportunities for success, and improve your social skills at work. Class will cover ways to identify and navigate organizational power dynamics, understand leadership and influence strategies, and how to deal with conflicts and competing work demands. You will participate in guided practice and develop strategies for your current work environments.

Charles Carr, M.A. Ed.S.
F | Mar 14 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6157 | 0.6 CEU

Organizational Change Management (OCM)

Contribute to your organization, its projects, and its leadership via recognized industry best Organizational Change Management (OCM) practices. OCM is the "people side" of changes in IT projects and software implementations, changes to business processes (sometimes called "ERPs") and changes to human resource systems and methods. You will compare and utilize a variety of practical OCM strategies, methods, tools, and tactics commonly applied in today's organizations. Think through how to translate OCM concepts to enterprise-wide projects, and align your work team's priorities with ongoing organizational change. During class you will apply these approaches to real-world examples, including any examples or projects you might be working on now.

Charles Carr, M.A. Ed.S.
F | Mar 28 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6304 | 0.6 CEU

Organizational Climate & Cultural Assessment

Take your basic understanding of the work environment to the next level, and expand your project management, HR, leadership, and organizational change credentials. You will learn more advanced techniques and methods to understand the complexities of how organizational culture and climate impact projects, employee performance, and organizational goal achievement.

Charles Carr, M.A. Ed.S.
F | Apr 4 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6156 | 0.6 CEU

Problem Solving & Decision Making

Enhance your problem solving and decision-making skills to gain self-confidence, build relationships, accurately identify problems, take action more quickly, and achieve better results. Learn how to research issues, gather relevant data, ask the right questions, and conduct root cause analysis. Apply problem-solving methods, tools, and techniques individually or in groups, and create multiple solution options for the identified problem(s). Utilize effective decision-making processes, and learn how to sell your proposals, monitor solution implementation, and ensure success.

Charles Carr, M.A. Ed.S.
F | Feb 7 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6182 | 0.6 CEU

Resilience & Wellbeing in the Workplace

As we continue into an extended period of uncertainty, many members of our work teams are experiencing an increase in anxiety, depression, and hopelessness, and are struggling with their overall emotional wellbeing. Leaders and managers need to better understand why this is happening and how they can help their most important asset: their people. This course will help you understand what wellbeing is and how to address five key elements of wellbeing within your organization. We will explore the notion of resilience, plus practice techniques to bounce back from setbacks and get out of the thinking traps that cause many to falter.

Heather J Doane
F | Mar 21 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6149 | 0.6 CEU

Succession Planning

Nurture talent and leadership potential within your organization so key staff members are ready to step into new roles when the need arises. A consistent effort to train and retain staff who exhibit characteristics your company values shows your commitment to employee growth, translates into lower turnover rates and recruitment costs, and leads to smooth transitions as staffing needs evolve. Create and execute a well thought-out succession plan to save your company both time and money.

Christina Nishiyama, MBA, SPHR
Th | Mar 13 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6175 | 0.6 CEU

What our students are saying:

"This was an exceptional class. The instructor had a natural ability to relay the material in such a way that made the learning process an interactive experience allowing for introspection and the desire to learn more about the processes at play."

Resilience and Wellbeing in the Workplace

The ABCs of Strategic Thinking

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.

Charles Carr, M.A. Ed.S.
F | Feb 21 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6166 | 0.6 CEU

Turning Managers into Leaders

To lead a team effectively, you must be able to step out of the day-to-day and see the big picture. Only then can you create the vision, set goals, and poise your team for action. Learn the basic concepts, tools, and skills you will need to become successful as a leader. Learn how to build and lead effective teams through both the easy and the hard times—leading by example, inspiring others, and fostering teamwork and collaboration. Identify your personal leadership style, understand the competencies of an effective leader, and build effective communication skills in order to lead with clarity and impact.

Heather J Doane
F | Apr 25 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6119 | 0.6 CEU

Legal

Bail Agent Pre-Licensing & Continuing Education

ced.unlv.edu/bail-agent

Bail Agents are licensed and qualified individuals who are authorized to post bail bonds, and who play a critical role in judicial proceedings. To become a licensed Bail Agent in the State of Nevada, you must take a 6-hour Bail Agent Pre-Licensing course and submit an application to the Nevada Division of Insurance. A 3 hour Continuing Education course is required to renew your license.

Bail Agent Continuing Education

Bail Agents are required under Nevada law to complete a 3-hour program of continuing education to renew Bail Agent Pre-Licensing & Continuing Education-Online Legal ced.unlv.edu/bail-agent Bail Agents are licensed and qualified individuals who are authorized to post bail bonds, and who play a critical role in judicial proceedings. Duties consist of determining the risk of the defendant and whether to post a bond, whether the defendant has violated one of the court's terms of release, and whether the defendant has failed to appear in court. Learn the essentials needed in order to apply to become a licensed Bail Agent, including the relevant statutes and regulations, duties of licensee's, records management, agreements, premiums and charges, collateral, apprehension and surrender, prohibited acts, advertising, bail forfeitures, and court terminating liability. Instruction will be provided in compliance with the rules of the Nevada Division of Insurance and Nevada courts. Pending approval, this course fulfills the Nevada State Bail Pre-Licensing Course as required by the Nevada Division of Insurance.

Tracy DiFillippo, JD
T | Mar 11 | 9am-noon | $299
Online-Zoom | 251PL6146 | 0.3 CEU

Paralegal Certificate Program

ced.unlv.edu/paralegal

Paralegal Certificate Program

Gain comprehensive knowledge of the American judicial system and provide the skills necessary to work inside a law office, corporate legal department, or governmental agency. Learn practical paralegal skills necessary to succeed in the legal industry, including how to provide paralegal assistance to trial attorneys, interview witnesses, investigate complex fact patterns, research the law, and assist in preparing cases for litigation. The program will also cover the history and overview of the legal system, the role of the paralegal, legal ethics, unauthorized practice, the rules of professional conduct, importance of communications, judgment and analytical ability, terminology, sources, and works of the law. Word processing software such as Google Docs or Microsoft Word is required. It is highly recommended that you have regular (daily) computer access, preferably a home computer with broadband Internet access. This course can be completed using public computers at public access areas. However, be aware that all course requirements remain the same whether your computer access is public or private (home). Required Textbook(s): *The Paralegal Professional with Course Connect, 6th Edition, by Thomas F. Goldman, (*ISBN 13-413084-2).

Prerequisite: You should be comfortable with: using a word processor (changing font, spell check); using email for communication; sending an email attachment; navigating the Internet; downloading appropriate plugins, and using an Internet search engine.

Jennifer Lizares, Carl H Morrison
Su | Feb 23-Jun 3 | $6,999
Online-UNLVGO | 251PL6149 | 12.5 CEUs

Bail Agent Pre-Licensing

Bail Agents are licensed and qualified individuals who are authorized to post bail bonds, and who play a critical role in judicial proceedings. Duties consist of determining the risk of the defendant and whether to post a bond, whether the defendant has violated one of the court's terms of release, and whether the defendant has failed to appear in court. Learn the essentials needed in order to apply to become a licensed Bail Agent, including the relevant statutes and regulations, duties of licensee's, records management, agreements, premiums and charges, collateral, apprehension and surrender, prohibited acts, advertising, bail forfeitures, and court terminating liability. Instruction will be provided in compliance with the rules of the Nevada Division of Insurance and Nevada courts. Pending approval, this course fulfills the "Nevada State Bail Pre-Licensing Course" as required by the Nevada Division of Insurance.

Prerequisite: Must be a resident of Nevada for at least one year. Must be 18 years or older.

Tracy DiFillippo, JD
W | Feb 5 | 9am-5pm | $599
Online-Zoom | 251PL6145 | 0.6 CEU

UNLV Continuing Education now offers live-online LSAT preparation classes. or visit **ced.unlv.edu/test-prep** for more information.

Parenting

ced.unlv.edu/cp

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

Cooperative Parenting-Shielding Your Children From Conflict

Participate in proven conflict resolution activities within a supportive group environment. The course provides practical approaches to help parents work cooperatively to successfully co-parent their children. Class sessions 1 & 8 are mandatory for successful completion of the course. Other mandatory attendance requirements will be covered on the first day of class.

Liliana Radillo
Th | Feb 6-Mar 27 (meets 8x) | 5:30-7:30pm | $299
UNLV MAB2 Room 160 | 251PL6105A

Constance Holdip
T | Apr 1-May 20 (meets 8x) | 5:30-7:30pm | $299
UNLV MAB2 Room 160 | 251PL6105B

E.N.R.I.C.H. Your Relationship With Your Child

The E.N.R.I.C.H. parenting workshop series, based on the book, E.N.R.I.C.H. Your Relationship With Your Child (Kruenegel-Farr, 2021), covers fourteen positive parenting strategies including such topics as encouragement, respect, consequences, and humor. Using the acronym "E.N.R.I.C.H.," parents can easily remember the various research-based techniques that have been proven to create a positive relationship between parent and any aged child. Each workshop session consists of learning about the different strategies followed by group discussion. To enhance learning between sessions, parents are encouraged to complete the workbook-style pages from the E.N.R.I.C.H. book which will then be discussed in the following sessions. These workshop topics provide a framework for parents as they assist their child or teen in their development. Using these fourteen positive parenting strategies makes parenting feel less daunting and more enjoyable, creating a solid foundation for all family members.

Debbie Farr, Ph.D.
W | Feb 12-26 (meets 3x) | $279
Online-Zoom | 251CP6192A

W | Mar 12-26 (meets 3x) | $279
Online-Zoom | 251CP6192B

Protective Services Professional Certificate Program

ced.unlv.edu/protective-services

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

PROGRAM REQUIREMENTS: To earn the Protective Services Professional certificate you must sucessfully complete the following two required modules:
  • Protective Driving Operations Course (PDOC)
  • Protection Agent Development (PAD)
Please check website for details.

Technology/Computers

Artificial Intelligence

ced.unlv.edu/ai-prompting

New!

AI Prompting

Delivered AI prompting involves entering specific instructions or queries into AI systems like ChatGPT to generate desired outputs, such as text, images, or code. It involves crafting text prompts to achieve the user's goals. Unlike the more specialized prompt engineering, AI prompting is an accessible skill that anyone can quickly learn and use. This 5-week course equips you with essential AI prompting capabilities, focusing on Open AI's ChatGPT to enhance content creation, data analysis and visualization, and workflow optimization to improve productivity and prepare you for future technological advancements. Taught by industry experts, you will engage in practical exercises to develop and apply a professional AI toolkit, creating custom GPTs and integrating AI strategies into your business processes. By the course's end, you master prompt refinement to drive significant workplace impact and innovation.

See website for current dates and times.

This course is offered in collaboration with Ziplines Education

Ziplines.
Education

Cybersecurity Bootcamp Certificate Program

ced.unlv.edu/cybersecurity

This Cybersecurity Bootcamp Certificate Program prepares you to enter the workforce in under a year as a highly qualified, entry-level professional with the in-demand experience employers are looking for to help defend our most vital assets. According to the U.S. Bureau of Labor Statistics, demand for Information Security Analysts is growing much faster than average, with a national median salary of $109,600 per year.

PROGRAM REQUIREMENTS: To earn the Cybersecurity Bootcamp Certificate you must successfully complete the Cybersecurity Introductory Course and Cybersecurity Bootcamp.

Cybersecurity Introductory Course

The 30-hour Introductory Course teaches cybersecurity and IT essentials like virtualization, networking, and different operating systems. Learn basic commands and defense techniques through immersive virtual exercises. At the end of the course, an exam and assessment with an Admissions Advisor help you decide if the program is right for you. Register at digitalskills.unlv.edu/cybersecurity-bootcamp/

Online Delivery
See website for current dates and times.

Cybersecurity Bootcamp

The UNLV Cybersecurity Bootcamp is a 400-hour program designed for working professionals, with classes scheduled in evenings and weekends. Through virtual lectures, cyber labs, simulations, and individual/group exercises, you will learn how to defend digital information, implement security measures, respond to cyberattacks, and protect business and consumer data. This program also lays the foundations for taking cybersecurity certifications in the future. The curriculum covers the fundamentals of cybersecurity, and includes hands-on training exercises to develop your skill set. By the end of the program, you will have a solid understanding of cybersecurity and the qualifications to enter the industry. Register at digitalskills.unlv.edu/cybersecurity-bootcamp/

Online Delivery
See website for current dates and times.

This program is offered in collaboration with ThriveDX

ThriveDX

Print & Graphic Design Certificate Programs

Inform. Captivate. Communicate. Inspire. Effective graphic design accomplishes all these objectives at once. If you have an artistic eye and a knack for organizing information in a way that makes sense to others, earning a Graphic Design or Print Design certificate through UNLV can be a path to a successful career in design services, publishing, advertising, public relations, and related industries.

PRINT DESIGN CERTIFICATE PROGRAM REQUIREMENTS: To earn the Print Design Certificate you must successfully complete three core courses and the capstone.

CORE COURSES:
- Adobe Illustrator I
- Adobe InDesign I
- Adobe Photoshop 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 six core courses, 0.6 CEUs of electives, and the capstone.

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

ELECTIVE COURSE OPTIONS: Vary by semester. See website for details.

Adobe Illustrator 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 assign color in Illustrator. Illustrator is a designer's go-to tool for illustrations, logos, business cards, signs, ads, and much more. Jessica Kennedy is professional educator and graphic designer who has many years of experience in the print and graphic design industry. Students will need access to Adobe Illustrator.

Jessica Kennedy
M | Feb 10-Mar 31 (meets 6x) | 5:30-8:30pm | $389
Online-UNLVGO and Zoom | 251WM8121 | 1.8 CEUs
*Class does not meet: Mar 17, 22

Adobe Illustrator 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. Jessica Kennedy is professional educator and graphic designer who has many years of experience in the print and graphic design industry. Students will need access to Adobe Illustrator.

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

Jessica Kennedy
T | Feb 11-Mar 25 (meets 6x) | 5:30-8:30pm | $389
Online-UNLVGO and Zoom | 251WM8100 | 1.8 CEUs
*Class does not meet: Feb 17, Mar 18

Adobe InDesign 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. Students will need access to Adobe Technology/Computers InDesign. Students will need access to Adobe InDesign.

David Dace
T | Feb 11-Mar 25 (meets 6x) | 6-9pm | $389
Online-UNLVGO and Zoom | 251WM8106 | 1.8 CEUs
*Class does not meet: Feb 17, Mar 18

Adobe Photoshop 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. Vernetta Thomas is a professional film and digital photographer who has exhibited her work at numerous venues. She specializes in food photography and street photography. When she's not capturing genuine moments and telling stories through her images, she enjoys supporting students in their artistic journeys through her fun and inviting classes. Students will need access to Adobe Photoshop. Recommended Textbook(s)*: Optional: Adobe Photoshop Classroom in a Book (ISBN: 9780136447993)*

Vernetta Thomas
Sa | Feb 1-Mar 8 (meets 6x) | 9am-noon | $389
Online-UNLVGO and Zoom | 251WM8122A | 1.8 CEUs

Introduction to Print on Demand (Clothing, Wall Art & Goods)

Print on Demand (POD) is the process of printing your digital designs as the orders come in, rather than stockpiling large amounts of pre-printed materials. POD allows printing in small quantities and reduces waste from unsold products. Thousands of designers, entrepreneurs, and side hustlers are selling everything from books, clothing, household items, jewelry, and more using print on demand as their business model. But how does POD work? How much does it cost? What do you need to get started? Where do you sell your products? All these questions and more will be answered in this course.

John Larson
W | Feb 5-19 (meets 3x) | 6-8pm | $115
Online-UNLVGO and Zoom | 251WM8180 | 0.6 CEU

Large Format Printing & Design for Tradeshows & Conventions

Learn the ins and outs of creating signs and graphics for one of the biggest industries in Las Vegas. You will become familiar with designing for the production of large format custom signage and graphics such as printed murals and posters, cut vinyl graphics & lettering, CNC, and laser cut dimensional lettering. Understand how and when to use different media, substrate, and materials, and become familiar with industry terminology. Practice setting up production files and creating working proofs from client artwork. The first two sessions will be live online focusing on designing for print production, and the third class will be held at Velocity Graphics, where you will learn about print shop practices and participate in the production of signs or graphics. Marc Greges is the Co-Owner and Founder of Velocity Graphics, a team of large format print shop professionals specializing in trade shows and live events across the country, as well as commercial and retail projects.

Prerequisite: Proficient with Adobe Illustrator, Adobe InDesign, and Adobe Photoshop. Must be able to meet in-person at Velocity Graphics in Las Vegas on last day of class.

Marc Greges
Sa | Mar 15-Apr 5 (meets 3x) | 2-5pm | $389
Online-UNLVGO and Zoom and Velocity Graphics | 251WM8182 | 0.9 CEU
*Class does not meet: Mar 22

Manga with Clip Studio Pro 1

Sequential art includes art forms that use images displayed in a specific order for storytelling or conveying information. Develop knowledge and skills in the area of designing sequential art utilizing Clip Studio Pro digital software which includes but is not limited to comics, graphic novels, anime, children's books, self-publishing, digital illustration, and storyboarding for digital media. You will develop diverse narratives that reflect cultural, historical, and social diversity. Students will learn how to use Clip Studio Pro to understand how to write for sequential art, illustration techniques to use, and the digital media tools for illustration, layout and publication. David Dace is a professional educator and freelance artist with over 20 years experience in traditional and digital illustration. He specializes in sequential art and story based illustration, with extensive experience in design, layout, logo, and package designs.
Must have access to internet, and a computer and/or tablet with illustration software of your choice (i.e. clip studio pro, medibang pro, photoshop, illustrator, and/or sketch book pro).

Prerequisite: Basic drawing and art skills, able to use a computer, and proficient in software of choice (i.e. clip studio pro, medibang pro, photoshop, illustrator, and/or sketch book pro). Able to work in a virtual environment and complete projects on time.

David Dace
Th | Mar 6-Apr 17 (meets 6x) | 6-9pm | $335
Online-UNLVGO and Zoom | 251WM8183 | 1.8 CEUs
*Class does not meet: Mar 20

Painting with Corel & Photoshop

Develop illustrations and images using digital tools with a wide variety of digital illustration techniques. You will learn the basics of digital illustration and explore different techniques used for digital painting and drawing. You will be introduced to industry-standard software like Corel and Photoshop, learning how to utilize them to create digital images and illustrations. Explore the work of successful illustrators and practitioners from around the world, and receive advice on how best to approach the discipline and its career paths, trends, and opportunities. By the end of the course, you will have a good understanding of the various techniques used in digital illustration and experience using your Wacom tablet or iPad for digital painting and drawing. David Dace is a professional educator and freelance artist with over 20 years experience in traditional and digital illustration. He specializes in sequential art and story based illustration, with extensive experience in design, layout, logo, and package designs. Computer with a Wacom tablet or a Cintiq, or an Apple iPad Pro with Apple Pencil. Painting software of your choice (Corel Painter, Clip Studio paint pro, Photoshop, Procreate for iPad etc.)

David Dace
Th | May 29-Jul 10 (meets 6x) | 6-9pm | $319
Online-UNLVGO and Zoom | 251WM8185 | 1.8 CEUs
*Class does not meet: Jul 4

Print Design Capstone: From Pre-Press to Production

All your training in print design comes together in a final portfolio project. Fuse your knowledge of Adobe InDesign, Adobe Illustrator, and Adobe Photoshop into a single integrated branding project. Receive file-building and pre-press training so your files will export correctly and result in beautiful printed pieces.

Prerequisite: Adobe Illustrator I, Adobe InDesign I, Adobe Photoshop I

Jessica Kennedy
WM | May 28-Jun 9 (meets 4x) | 5:30-8:30pm | $255
Online-UNLVGO and Zoom | 251WM8156 | 1.2 CEUs

Productivity Technology

ced.unlv.edu/programs/office-productivity-applications

Office Productivity Applications training is geared toward individuals who want to learn the essential skills of the software for business or personal use. Spreadsheet software like Excel and Google Sheets are useful for organizing, formatting, analyzing, and presenting business data. Training in word processing applications like Microsoft Word and Google Docs focuses on advanced features useful for formatting long documents, managing citations and figures, and the proofing process.

Advanced Microsoft Word: Shortcuts for Efficiency, Collaboration, & Aesthetics

Master advanced Microsoft Word skills, how to identify which Microsoft Office tool is the best one for the job, and how to combine Word, Excel, and Powerpoint to maximize their effectiveness. By the end of the class, you will understand complex options for character, paragraph, and page formatting; using and managing styles and templates; using fields, content controls, and quick parts; macro basics; incorporating reference features such as footnotes and auto-generation of tables of contents, figures, or authorities; producing mail merge documents; and collaborative authoring and editing tools such as track changes and compare/combine documents. Additional topics may be covered depending on student interest.
You must have access to Microsoft Word, Excel, and PowerPoint. Required Textbook(s): *Pearson eTextbook Exploring Microsoft 365: Word 2021Instant Access* (ISBN-13: 9780137693801).

Prerequisite: Must be proficient in using Microsoft Word or have taken Microsoft Office Basics.

Sharon Fry, MCT, MOS Master, MCP, MTA
M | Mar 24-Apr 14 (meets 4x) | 3-6pm | $329
UNLV MAB2 Room 140 | 251CW8178 | 1.2 CEUs

Everyday AI: An Introduction to Prompting & Practical Uses

Artificial Intelligence (AI) has transformed the way we interact with technology, and this course offers a deep dive into one of its most practical applications, prompting. Beginning with a foundational understanding of AI, from the early innovations of Alan Turing to the complexities of modern neural networks, students will gain a solid grasp of its historical and technical context. The course provides a detailed look into Natural Language Processing (NLP) and the evolution of language models, emphasizing their role in our daily interactions. The hands-on component of the course focuses on AI prompting, introducing participants to leading platforms such as OpenAI and Midjourney. Through this, students will explore the intricacies of models like GPT and BERT and their applications in real-world scenarios. Alongside the practical skills, the course addresses the essential topics of AI safety, privacy, and ethics. By its conclusion, participants will have a comprehensive understanding of AI prompting, its potential, and its future trajectory in our daily lives.

John Larson
Th | May 1-22 (meets 4x) | 6-8pm | $159
Online-UNLVGO and Zoom | 251CW8105

Excel Advanced Workshop: Complex Formulas

The Excel Advanced Workshop series is a fast-paced but deep dive into customizing Excel for maximum productivity and data analysis in your office, business, or sales team. You will learn time saving tips and shortcuts, best practices to avoid trouble down the road, and how to create better workbooks. When simple formulas are not enough anymore, you will need to learn to multiply your productivity and the power of your workbooks by using complex formulas in Excel. You will practice applying the use of multiple functions in formulas by nesting and combining functions. Learn about Excel's formula auditing tools and become the office hero by learning how to handle errors in Excel formulas.
You must have access to Microsoft Excel.

Prerequisite: Excel I or similar working knowledge and experience.

Sharon Fry, MCT, MOS Master, MCP, MTA
T | Mar 11-18 (meets 2x) | 1-4pm | $169
Online-Zoom | 251CU1120 | 0.6 CEU

Excel Advanced Workshop: Data Analysis & Reporting

You will practice Excel tools like PivotTables, Pivot Charts, and Quick Analysis. PivotTables allow efficient data summarization, and Pivot Charts help visualize data trends. Quick Analysis quickly creates tables and charts. Get and Transform Data (Power Query) lets you import and reshape data, and Queries and Connections manage external data. What-If Analysis tools, including Scenario Manager, Goal Seek, and Data Tables, help explore different outcomes. Outline and Subtotal features assist in organizing data for easier understanding and visualization. You must have access to Microsoft Excel.

Prerequisite: Excel I or similar working knowledge and experience.

Sharon Fry, MCT, MOS Master, MCP, MTA
F | Apr 18-25 (meets 2x) | 1-4pm | $169
Online-Zoom | 251CU1121 | 0.6 CEU

Excel Essentials Workshop: Presenting Data

The Excel Essentials Workshop series is a fast-paced overview of Excel 2016, providing a jump start to get you working in the program quickly and confidently. You can share your data in a more compelling way once you understand Excel's tools for data presentation. In the presenting data workshop, learn to use functions to display data; apply advanced formatting with styles, themes, and conditional formatting; create and modify charts and PivotCharts; insert and manipulate images and shapes; and use advanced printing options to control output.
You must have access to Microsoft Excel.

Prerequisite: Excel Essentials Workshop: Data Basics or equivalent; subject to instructor approval.

Sharon Fry, MCT, MOS Master, MCP, MTA
F | Jan 24-31 (meets 2x) | 1-4pm | $169
Online-Zoom | 251CU1111 | 0.6 CEU

Setting up Data for Success in Microsoft Excel

Discover the Microsoft Excel 2019 interface and become skilled at the essentials of manipulating cells, columns, rows, worksheets, and workbooks. Explore formulas and functions; create charts and sparklines; filter, sort, and import data; and be introduced to PivotTables. Assignments outside of class provide a variety of spreadsheet experiences to enrich your understanding of Excel.
You must have access to Microsoft Excel. Required Textbook(s): *Pearson eTextbook Exploring Microsoft 365: Excel 2021—Instant Access* (ISBN-13: 9780137693856).

Prerequisite: You should have computer experience and a solid understanding of Microsoft's Windows operating system including using a mouse.

Sharon Fry, MCT, MOS Master, MCP, MTA
M | Feb 10-Mar 10 (meets 4x) | 3-6pm | $329
UNLV MAB2 Room 140 | 251CW8163 | 1.2 CEUs
*Class does not meet: Feb 17

Technology Bootcamps

bootcamps.ced.unlv.edu

Data Science & AI Program

The Data Science & Artificial Intelligence (AI) Program is designed for IT and non-IT professionals who are interested in transitioning their careers into data science, analytics, machine learning and artificial intelligence. The programs includes practical training, industry award and job placement support to help professionals secure a job as a data analyst or data scientist.

Online Delivery
See website bootcamps.ced.unlv.edu/ for current dates and times.

Software Engineering Program

The Software Engineering Program is designed for IT and non-IT professionals who are interested in transitioning their careers into programming, software, web and UI development. The program includes practical training, industry award and job placement support to help professionals secure a job in the software industry.

Online Delivery
See website bootcamps.ced.unlv.edu/ for current dates and times.

UX/UI Design Program

The UX/UI Design Program is designed for motivated candidates who are looking to accelerate and transition their careers into user experience and user interface design. The program includes practical training, industry award and job placement support to help professionals secure a UX/UI design job in this high-demand industry.

Online Delivery
See website bootcamps.ced.unlv.edu/ for current dates and times.

These courses are offered in collaboration with Institute of Data

Healthcare/Wellness Professionals

Certified Nursing Assistant

ced.unlv.edu/certified-nursing-assistant

UNLV Continuing Education is collaborating with the Perry Foundation Academy of Health to offer the Certified Nursing Assistant Training Program. Certified Nursing Assistants (CNAs) offer patients compassion and patience while assisting them with day-to-day life tasks such as dressing, bathing and feeding. CNAs enjoy solid job security and frequently work a flexible schedule. Typical work environments include long-term care facilities, hospitals, clinics, and in the home.

Certified Nursing Assistant (CNA) Training Program

As a Certified Nursing Assistant (CNA), you will offer patients compassion and patience while assisting them with day-to-day life tasks such as dressing, bathing, and feeding. Typical work environments include long-term care facilities, hospitals, clinics, and in the home. While in school, you will be instructed on a broad range of subjects, including infection control, communication and interpersonal skills, safety and emergency procedures, personal care skills, psychosocial needs, basic restorative services and skills, basic nursing skills, quality improvement and more. The training is 96 hours and takes four weeks to complete, preparing you to take the Nevada State Board of Nursing exam. Dates are subject to change. Daytime cohort class lectures meet 8am to 4:30pm. Evening cohort class lectures meet 5:00 to 9:00pm. The schedule for clinicals will be discussed at the first class meeting.

As a student in the CNA program, you are required to adhere to the rules and regulations as outlined in the Perry Foundation Student Catalog. The catalog lists the prerequisites for the program as well as the program's refund policy. Please review the catalog here: https://ced.unlv.edu/sites/default/files/2022-06/CNACatalog_UNLV.pdf

Textbook, workbook, one set of scrubs (top and bottom), licensing fees, and additional materials are included in the tuition. Please ensure you have a device suitable for distance learning prior to registering for this class and that you are available on the dates assigned to this class.

Prerequisite: Students wishing to enroll in the CNA Program must be 18 years of age and show proof of high school diploma or equivalency. Once registered, students will complete an enrollment agreement.

Cindi Kalani
MTW | Jan 6-Feb 3 (meets 12x) | 8am-4:30pm | $2,625
Perry Foundation | 251NA1100A | 9.6 CEUs

Agnes Dado
WThF | Jan 8-Feb 21 (meets 23x) | 5:15-9:15pm | $2,625
Perry Foundation | 251NA1100B | 9.6 CEUs

Kathy Clemens
MWF | Jan 27-Feb 24 (meets 12x) | 8am-4:30pm | $2,625
Perry Foundation | 251NA1100C | 9.6 CEUs

Kathy Clemens
TTh | Jan 28-Mar 6 (meets 12x) | 8am-4:30pm | $2,625
Perry Foundation | 251NA1100D | 9.6 CEUs

Cindi Kalani
MTW | Mar 3-26 (meets 12x) | 8am-4:30pm | $2,625
Perry Foundation | 251NA1100E | 9.6 CEUs

Agnes Dado
WThF | Mar 12-Apr 30 (meets 23x) | 5:15-9:15pm | $2,625
Perry Foundation | 251NA1100F | 9.6 CEUs

Kathy Clemens
MWF | Mar 24-Apr 18 (meets 12x) | 8am-4:30pm | $2,625
Perry Foundation | 251NA1100G | 9.6 CEUs

Kathy Clemens
TTh | Mar 25-May 1 (meets 12x) | 8am-4:30pm | $2,625
Perry Foundation | 251NA1100H | 9.6 CEUs

Kathy Clemens
WFM | Apr 23-May 21 (meets 12x) | 8am-4:30pm | $2,625
Perry Foundation | 251NA1100I | 9.6 CEUs

Kathy Clemens
TTh | May 6-Jun 12 (meets 12x) | 8am-4:30pm | $2,625
Perry Foundation | 251NA1100J | 9.6 CEUs

Certified Nursing Assistant certification is a prerequisite to enter the Accelerated Second Bachelor in Nursing program at UNLV. Successful completion of this program fulfills this requirement.
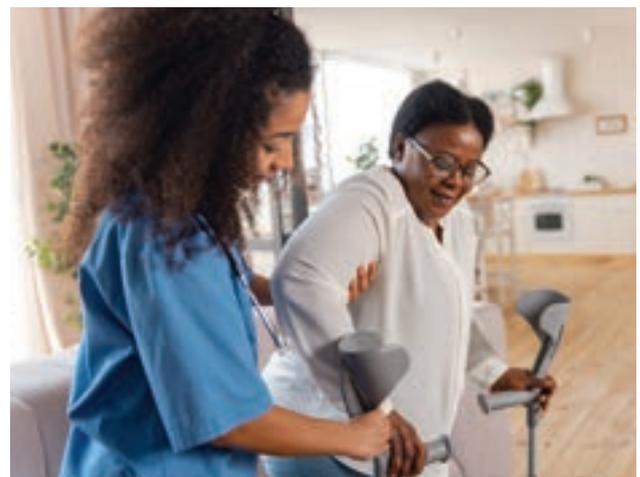
Nonprofit

Grant Academy Certificate Program

ced.unlv.edu/grant-academy

As you progress through the Grant Academy Certificate, you 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.

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

Grant Academy Bundle
Register for this class to receive bundle discount for all five classes.

- Building a Grant Ready Organization
- Grants Management
- Identifying Funding Sources
- Proposal Writing I
- Proposal Writing II

Kenneth B Lange, Cynthia Radley, Kipp Ortenburger
TW | Jan 21-Apr 24 | 4-6pm | $1,295
Online-UNLVGO and Zoom | 251GRBUND | 4 CEUs

Building a Grant Ready Organization
Assess and build the organizational capacity necessary to obtain grant funding. Examine how management decisions, policies, and partnerships impact funding outcomes. Time will also be spent looking at how effective program development and project design can ensure competitive grant applications. You will work on case studies, mission statements, management strategies, and communication tools to support successful grant writing.

Kenneth B Lange
TTh | Jan 21-30 (meets 4x) | 4-6pm | $289
Online-UNLVGO and Zoom | 251GR1142 | 0.8 CEU

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

Cynthia Radley
TTh | Apr 15-24 (meets 4x) | 4-6pm | $289
Online-UNLVGO and Zoom | 251GR1136 | 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 also learn to analyze and match specific program characteristics and organizational capacity with funding opportunities for successful grant proposals.

Kipp Ortenburger
TTh | Feb 11-20 (meets 4x) | 4-6pm | $289
Online-UNLVGO and Zoom | 251GR1140 | 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.

Janise Wiggins
TTh | Mar 4-13 (meets 4x) | 4-6pm | $289
Online-UNLVGO and Zoom | 251GR1144 | 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.

Prerequisite: Proposal Writing I

Janise Wiggins
TTh | Apr 1-10 (meets 4x) | 4-6pm | $289
Online-UNLVGO and Zoom | 251GR1134 | 0.8 CEU

Nonprofit Leadership Certificate Program

ced.unlv.edu/nonprofit-management

Unlock your potential for positive change with the UNLV Continuing Education Certificate Program in NonProfit Leadership. Dive into donor relations, fundraising strategies, sustainable practices, ethical financial oversight, governance compliance, effective management, dynamic leadership, assessment techniques, development strategies, and collaborative board dynamics. Elevate your impact and advance your career in the nonprofit sector. Register now to gain the essential skills and knowledge needed to lead with purpose and make a lasting difference. Your journey to impactful leadership begins here.

PROGRAM REQUIREMENTS: To earn the UNLV Nonprofit Leadership Certificate, you must successfully complete the nine required courses.

Nonprofit Leadership Information Session

Learn more about the UNLV Nonprofit Leadership Certificate. Meet with the instructors of the program as they provide an overview of the Nonprofit courses' sequence and content. This information session will help you determine how this program can assist your organization in creating a compelling case for support.

Scott Emerson, Kenneth B Lange, Continuing Ed Staff, Gregory Gudenkauf, MPA, Greg Wilken, JD, SPHR
W | Jan 15 | 3-4pm | No charge
Online-Zoom | 251NP3172

Effective Fundraising

The principles of responsible and ethical fundraising are valuable to every nonprofit organization. Now that you have explored many of these concepts, it is time to put these ideas into action. This course will prepare you to take concrete steps to implement your organization's fundraising plan. Learn to ask the proper questions to determine what type of fundraising strategies best meet your goals, plus discuss the techniques of prospect/donor identification, cultivation, and stewardship you should employ to set your organization up for success. Focus on organizational resources—staff, volunteers, marketing channels—that can be utilized to carry out your fundraising strategy and share your case for support. Develop ways to identify and record data that allow you to evaluate your fundraising strategies.

Prerequisite: Must have taken Responsible Fundraising or have comparable experience.

Gregory Gudenkauf, MPA
MW | Mar 24-Apr 9 (meets 6x) | 3-5pm | $269
Online-UNLVGO and Zoom | 251NP3169 | 1.2 CEUs

Intro to Nonprofit: Building Impact Through Powerful Storytelling

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

Scott Emerson
W | Feb 19 | 5:30-6:30pm | $30
Online-Zoom | 251NP3151 | 0.15 CEU

Leadership in the Nonprofit Sector: Making Your Board Into An Effective Team

Dramatically improve the functionality and effectiveness of your nonprofit board of directors by employing proven board development techniques. Healthy board dynamics start with choosing the best structure for your board and filling positions with candidates who bring relevant knowledge plus keen interest in your mission. Discuss ways to find just the right fit for both overall board structure and individual members. Then, cover strategies you can use to ensure that your board is fully supportive of your efforts and members are all working toward the same big picture goals. Prepare for potential obstacles to board success by outlining difficult board member situations (legal issues, ethics violations, conflict of interest, disengagement) and creating strategies to handle them when they arise. Both nonprofit professionals and nonprofit board members are welcome in this training.

Scott Emerson
W | Feb 26-Mar 5 (meets 2x) | 6-8pm | $199
Online-UNLVGO and Zoom | 251NP3127 | 0.4 CEU

> What our students are saying:
>
> " This course was incredibly helpful. Throughout the course, I gained valuable insights and knowledge on how to effectively tap into donors and learned numerous strategies for approaching and requesting donations. The content was not only informative but also practical, and I appreciate the real-world examples and case studies that were provided."
>
> Effective Fundraising

Leadership in the Nonprofit Sector: Nonprofit Board's Role & Responsibility to its Agency & 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 | Mar 28 | 11am-12:30pm | $30
Online-Zoom | 251NP3143 | 0.15 CEU

Program Management & Assessment

Ensure your nonprofit's continued success by keeping commitments to donors and partners. Expectations are generally reasonable-just do what you said you were going to do when you applied for the funds. Build strategies to manage key programs in order to deliver on your mission and report measurable outcomes to stakeholders. You will develop the skills to perform outcome-based evaluation methods to highlight your program achievements, spotlight effectiveness, and satisfy funders' desire for improved accountability.

Scott Emerson
M | May 19-Jul 14 (meets 8x) | 6-8pm | $349
Online-UNLVGO and Zoom | 251NP3164 | 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 live-online instruction, field experience, guest speakers, and individual assignments including readings, research, and online work.

Cynthia Radley
M | Mar 24-May 12 (meets 8x) | 6:30-8:30pm | $349
Online-UNLVGO and Zoom | 251NP3131 | 1.6 CEUs

Language Skills for Professionals

Accent Reduction

ced.unlv.edu/accent-reduction

Our accent reduction and speaking program helps you speak English with clarity and precision. Each course is tailored to a specific aspect of accent reduction—vowel sounds, consonant sounds, intonation, and speaking skills. The objective is to minimize communication barriers while maintaining your unique cultural identity. We provide you with direct strategies, practical tips, and oral training to become an effective and confident speaker. Our primary goal is to modify your current speech habits with new standard American patterns that will become habitual in your everyday speech.

Accent Reduction for International Professionals I

Take your American English speaking to the next level by focusing on pronouncing vowel sounds. Even if you are proficient in English grammar and vocabulary, a strong regional or foreign accent can lead to misunderstandings and make day to day conversations a challenge. In this class, you will learn and practice techniques to correctly pronounce the sounds of American English, focusing on the vowel sounds.
Textbook included in registration fee. Optional: Have a mirror and audio recorder available to use during class.

Katia Abou-Haidar, MAAL
MW | Jan 27-Feb 12 (meets 6x) | 6-8:30pm | $289
Online-Zoom | 251CX1113 | 1.5 CEUs

Accent Reduction for International Professionals II

Learn and practice the techniques of producing correct consonant sounds when combined with vowels or other challenging consonants. By the end of this session, you will have acquired the rules governing the production of all the consonant sound variations, and you will meet difficult challenges in speech clarity. Textbook included in registration fee. Optional: Have a mirror and audio recorder available to use during class.

Katia Abou-Haidar, MAAL
MW | Feb 24-Mar 12 (meets 6x) | 6-8:30pm | $289
Online-Zoom | 251CX1123 | 1.5 CEUs

Accent Reduction for International Professionals III

Learn the musical aspects of speech, and the mechanics for how to signal stress and pitch. Master stress and pitch patterns for words, sentences, and paragraphs. You will also practice body language and facial expressions that reinforce American intonation, and help add meaning and clarity to your speech. By the end of this session, you will have acquired the rules governing the production of an understandable communication. Textbook included in registration fee. Optional: Have a mirror and audio recorder available to use during class.

Katia Abou-Haidar, MAAL
MW | Mar 17-Apr 2 (meets 6x) | 6-8:30pm | $289
Online-Zoom | 251CX1124 | 1.5 CEUs

Effective Speaking for International Professionals

Learn to speak effectively with clarity and confidence. This class is tailored to non-native english speakers. You will learn how to organize your content, use non-verbal communication, and voice control to deliver an understandable accent, proper intonation, and better articulation. Practice the techniques of pacing, pausing, and linking for delivering a smoother, clearer, and more concise speech. Improving your speaking skills can boost your self-confidence, and have a positive impact on your professional and social life. Overcome your fear of speaking, and communicate ideas in a coherent and convincing manner. Required Textbook(s): *Speech Communication Made Simple 2, 4th Edition* (ISBN: 9780132861694).

Katia Abou-Haidar, MAAL
MW | Apr 7-23 (meets 6x) | 6-8:30pm | $299
UNLV MAB2 Room 159 | 251CX1117 | 1.5 CEUs

English as a Second Language (ESL)

ced.unlv.edu/esl

A strong command of English can help you thrive in business, academics, and everyday life. UNLV Continuing Education's English as a Second Language (ESL) courses are tailored to fit your skill level and will help you progress from non-speaker to full fluency. You will learn from qualified, professional instructors at a respected American university and study alongside peers who are determined, eager, and focused on learning academic English skills--primarily grammar, vocabulary, reading, listening, pronunciation, speaking, conversation, and writing. The three ESL levels will help you improve and develop your English skills while learning about American culture and traditions. Moreover, you will finish confident in your ability to communicate and engage with different kinds of people from around the world. Join the series at the Beginning level, or take the Duolingo English Test at englishtest.duolingo.com/online to see if you qualify to start at a higher level.

English as a Second Language (ESL) Beginning

This course is for beginners with limited English language skills. The classes will build your vocabulary and basic grammar to allow you to develop confidence in speaking and writing in English. Focus on conversational skills, understanding idiomatic expressions, and developing comfort in presenting in English. Required Textbook(s): *Interchange Level 1 Student's Book with Online Self-Study and Online Workbook* (ISBN: 9781316620441). *Prerequisite: No test required. Recommended for those who score 55 or lower on Duolingo English Test. For more information, visit ced.unlv.edu/programs/esl*

Patty Ascher-Lewis
TTh | Jan 28-Mar 18 (meets 15x) | 6-9pm | $699
UNLV MAB2 Room 159 | 251LA2125 | 4.5 CEUs

English as a Second Language (ESL) Intermediate

Expand your use of oral English and gain confidence when speaking, reading, and writing in professional and everyday settings. You will read and comprehend passages on common, high interest topics. You will also write short narrative paragraphs using level-appropriate grammar. You will develop proficiency by attentively listening to increasingly complex verbal explanations, conversations, and instructions, then respond with confidence. Required Textbook(s): *Passages Level 1 Student Book* (ISBN: 9781107627055) *& Workbook* (ISBN: 9781107627253).

Prerequisite: ESL Beginning or take Duolingo English Test and score 60-115. For more information, visit ced.unlv.edu/programs/esl

Cecilia P Ordinario, M.Ed.
Sa | Feb 1-May 17 (meets 15x) | 9am-noon | $699
Online-UNLVGO and Zoom | 251LA1124 | 4.5 CEUs
*Class does not meet: Apr 19

English as a Second Language (ESL) Advanced

ESL Advanced will effectively progress learners to full English language proficiency for a professional environment. You will develop advanced reading and listening strategies, enrich the quality and quantity of your vocabulary, improve grammar accuracy, and write well organized essays. You will learn to communicate with sophistication in professional settings, engage in thought-provoking discussions, and polish academic writing, listening, and reading. Required Textbook(s): *Passages Level 2* (ISBN: 9781107627079).

Prerequisite: ESL Intermediate or take Duolingo English Test and score 120-160. For more information, visit ced.unlv.edu/programs/esl

Katia Abou-Haidar, MAAL
TTh | Mar 25-May 13 (meets 15x) | 6-9pm | $699
Online-UNLVGO and Zoom | 251LA1126 | 4.5 CEUs

ESL Rocks! Learn English with Music

"Discover English through Music" ESL Rocks! Offers Individuals an exciting pathway to language proficiency. Immerse yourself in the rhythm of language. Through Interactive activities enhance listening skills, expand vocabulary, and refine pronunciation in a fun, family friendly environment. Activities are tailored for all ages. Embark on an entertaining journey towards English proficiency.

Patty Ascher-Lewis
M | Apr 14-May 19 (meets 6x) | 6-9pm | $259
UNLV MAB2 Room 160 | 251LA1150

Legal Interpretation: Spanish Certificate Program

ced.unlv.edu/legal-interpretation

The Legal Interpretation: Spanish Certificate Program trains bilingual students for the profession of certified court interpreter, a profession much in demand given the linguistic diversity of the state of Nevada. This unique program can also prepare qualified students for a career as a certified interpreter for any industry that needs to serve individuals with limited English skills, including government agencies, corporations, hospitals and telecoms. Bilingual persons already employed in another capacity can increase their skills and their remuneration with this formal interpreting certification. Visit ced.unlv.edu/legal-interpretation or call 702-895-3394 for more information.

PREREQUISITE: Students must have at least a high school diploma, GED, or equivalent. Students must provide proof of proficiency in both English and Spanish at least three business days prior to starting program coursework. Please plan ahead. Options for proof of proficiency are listed on the program website, ced.unlv.edu/legal-interpretation.

PROGRAM REQUIREMENTS: To earn the Legal Interpretation: Spanish Certificate you must successfully complete six required core courses.

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

Language Skills for Professionals

Legal Consecutive Interpreting II

Build mastery of tools utilized in the Consecutive Interpreting Mode as you prepare for the Certified Court Interpreter exam. Extensive hands-on practice and role playing in the classroom will help students fine tune their preferred techniques for memorization and recall of lengthy segments, as well as improve their note taking skills. Passages will become longer and more complex, simulating scenarios you will encounter as a professional. This course also focuses on advanced legal terminology used in different legal settings. This course is approved for 12 CE credits with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Required Textbook(s): *ACEBO—Edge 21: Consecutive Interpreting by Holly Mikkelson* (ISBN: 9781880594377).

Prerequisite: Legal Consecutive Interpreting I. Must provide proof of proficiency in both English and Spanish at least three business days prior to starting program coursework.

Cristina Sanchez
T | Apr 1-22 (meets 4x) | 6-9pm | $339
Online-UNLVGO and Zoom | 251LA1137 | 1.2 CEUs

Legal Simultaneous Interpreting I

Gain valuable experience in interpreting in the simultaneous form-meaning at the same time as the speaker. In simultaneous interpretation, you must be able to listen in a source language and speak in the target language at the same time. Students will work on memory exercises, paraphrasing, completing dual tasks, visualization exercises, basic interpreting techniques, beginning strategies, and hands-on practice in every class. Learn about valuable (and mostly free) resources to help you practice interpreting, and get tips on how to build vocabulary, improve memory and speed, and much more. This course is approved for 12 CE credits with the Supreme Court of Nevada: Administrative Office of the Courts (AOC).

Students will also need (1) A laptop computer, tablet, or smartphone with audio recording software (recommended: Audacity). (2) A headset with a microphone to record interpreting renditions to be saved to the student's laptop computer, tablet, or smartphone. (3) A speechpool account (free): www.speechpool.net—to be active before first day of class. Required Textbook(s): *ACEBO—Edge 21: Simultaneous Interpreting by Holly Mikkelson* (ISBN: 9781880594391).

Prerequisite: Introduction to Legal Interpreting or have similar working knowledge and experience. Must provide proof of proficiency in both English and Spanish at least three business days prior to starting program coursework.

Cristina Sanchez
T | Feb 18-Mar 11 (meets 4x) | 6-9pm | $339
Online-UNLVGO and Zoom | 251LA1136 | 1.2 CEUs

Legal Simultaneous Interpreting II

Improve your simultaneous interpreting skills as you adopt more advanced strategies to work with speakers at higher speeds, to train your ear to understand different dialects, and to solve specific interpreting challenges such as idioms, jokes, false starts, etc. In addition, students will get more detailed information on the different settings in which the simultaneous mode is used (court, medical, conferences) and will gain basic knowledge of interpreting equipment. Expect to do extensive interpreting practice at home in the simultaneous mode to build speed, problem-solving abilities, and depth and breadth of vocabulary. This course is approved for 12 CE credits with the Supreme Court of Nevada: Administrative Office of the Courts (AOC).

Students will also need (1) A laptop computer, tablet, or smartphone with audio recording software (recommended: Audacity). (2) A headset with a microphone to record interpreting renditions to be saved to the student's laptop computer, tablet, or smartphone. (3) A speechpool account (free): www.speechpool.net—to be active before first day of class. Required Textbook(s): *ACEBO—Edge 21: Simultaneous Interpreting by Holly Mikkelson* (ISBN: 9781880594391).

Prerequisite: Legal Simultaneous Interpreting I. Must provide proof of proficiency in both English and Spanish at least three business days prior to starting program coursework.

Cristina Sanchez
T | May 6-27 (meets 4x) | 6-9pm | $339
Online-UNLVGO and Zoom | 251LA1138 | 1.2 CEUs

> **"** What our students are saying:
>
> This course was exceptionally insightful and enlightening. Great material with an experienced interpreter and instructor."
>
> Legal Simultaneous Interpreting II

Medical Interpretation: Spanish Certificate Program

ced.unlv.edu/medical-interpretation

The Medical Interpretation: Spanish certificate program equips bilingual individuals with the necessary skills for pursuing careers in medical interpretation and translation. Emphasis is placed on applied learning, ensuring students are well-prepared to navigate the complexities of interpretation effectively. They will learn the crucial role of a medical interpreter and understand the responsibilities associated with it. The program focuses on medical terminology and its context, allowing students to grasp the specific language used in the healthcare field accurately. Through various courses, students will develop their interpretation skills, enhancing their ability to facilitate communication between medical professionals and patients with limited English proficiency.

To be eligible for the program, students must possess at least a high school diploma, GED, or its equivalent. Additionally, they are required to demonstrate proficiency in both English and Spanish, which should be verified at least three business days before starting the coursework.

The curriculum comprises four core courses, covering Introduction to Medical Interpreting, Medical Terminology & Specialties I and II, and Medical Interpreting Skills Development. Successful completion of these courses and the comprehensive final exam will lead to earning the Medical Interpretation: Spanish Certificate.

To apply or obtain further information, interested individuals can visit ced.unlv.edu/medical-interpretation or contact 702-895-3394.

Introduction to Medical Interpreting

Prepare for a career in medical interpretation by developing skills that are an essential part of the job. Medical interpreting requires knowledge of interpreting techniques and modes of interpretation, theoretical concepts, ethical boundaries, healthcare systems, healthcare interpreter standards, and cultural awareness. Medical interpreters must manage the flow of the sessions, be familiar with ethical principles and cultural nuances, devise strategies to handle the challenges presented, and maintain the clinical importance of the medical encounter. Students must also pay a one-time $155 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all four courses in the certificate program. Registration will close two weeks prior to the start of the class.

Must purchase course materials upon entry of your first class.

Prerequisite: Must provide proof of proficiency in both English and Spanish at least two weeks prior to starting program coursework.

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB
TTh | Feb 4-20 (meets 6x) | 6-9pm | $425
Online-Zoom and UNLV MAB2 Room 158 | 251LA1171 | 1.8 CEUs

Medical Interpretation: Spanish Certificate Program Comprehensive Final Exam

Register for this exam course once you have successfully completed the following courses: Introduction to Medical Interpreting, Medical Terminology & Specialties I, Medical Terminology & Specialties II, Medical Interpreting Skills Development. This course does not require a fee to take the exam. Students are allowed to retake the final exam one additional time if unsuccessful. Retakes can be scheduled and will be assessed a proctor fee of $40 for a two-hour test window. Please email ce-assistant@unlv.edu for more information.

Prerequisite: Students must successfully pass: Introduction to Medical Interpreting, Medical Terminology & Specialties I & II, Medical Interpreting Skills Development

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB
T | May 20 | 6-8pm | No charge
Online-Zoom | 251LA1177

Language Skills for Professionals

Medical Interpreting Skills Development

Gain experience and confidence in essential techniques used in sight translation, consecutive interpretation, and simultaneous interpretation by building awareness of the cognitive processes integral to interpreting: listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization, and logic. Memory development techniques, note taking, and non-verbal communication are also introduced as important elements of the process of interpreting consecutively. In addition, explore the concepts of split attention, self monitoring, décalage (time difference), coordination, reformulation, and coping techniques. Medical interpreting techniques will be practiced in a variety of scenarios with specific medical terminology. The end goal is to develop professional interpreting skills and expand health care vocabulary in both English and Spanish in order to confidently tackle a range of interpreting assignments in the medical field. Students must also pay a one-time $155 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all four courses in the certificate program. Must purchase course materials upon entry of your first class.

Prerequisite: Medical Terminology & Specialties II. Must meet language proficiency requirements.

Alvaro Vergara-Mery, Ph.D., CMI
TTh | Apr 29-May 15 (meets 6x) | 6-9pm | $425
UNLV MAB2 Room 140 | 251LA1157 | 1.8 CEUs

Medical Terminology & Specialties I

Medical interpreters must build an extensive vocabulary of all the medical terms encountered from the time patients register in a health care facility to the moment they are discharged. Receive a thorough grounding in basic medical terminology through a structured study of root words, prefixes, and suffixes that allows you to decode the meaning of words when the vocabulary is unknown. Anatomy, physiology, common health problems, and medical procedures will be covered in the following human body systems: integumentary, skeletal, muscular, digestive, and endocrine. Students must also pay a one-time $155 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all four courses in the certificate program. Must purchase course materials upon entry of your first class.

Prerequisite: Introduction to Medical Interpreting. Must meet language proficiency requirements.

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB
TTh | Mar 4-20 (meets 6x) | 6-9pm | $425
Online-Zoom and UNLV MAB2 Room 158 | 251LA1172 | 1.2 CEUs

Medical Terminology & Specialties II

Study the elements of medical word building to develop the extensive vocabulary medical interpreters use within specialty settings. Receive a thorough grounding on basic medical terminology through a study of root words, prefixes, and suffixes that allows you to decode the meaning of words when the vocabulary is unknown. Anatomy and physiology, most common health problems, and medical procedures will be covered in the following areas: respiratory, reproductive, urinary, nervous, cardiovascular, lymphatic, and mental health. Students must also pay for a one-time $155 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all four courses in the certificate program. Must purchase course materials upon entry of your first class.

Prerequisite: Medical Terminology & Specialties I. Must meet language proficiency requirements.

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB
TTh | Apr 1-17 (meets 6x) | 6-9pm | $425
Online-Zoom and UNLV MAB2 Room 158 | 251LA1173 | 1.2 CEUs

Language Skills for Professionals

Life & Leisure

Arts & Crafts

ced.unlv.edu/arts-crafts

There is great satisfaction in seeing an internal creative vision become a reality. In our wide variety of arts and crafts classes, that reality can take the form of painting, drawing, woodworking, sewing, papercrafts, mixed media, and more. Classes are taught by experienced artists, designers, and art educators, many of whom exhibit and sell their work locally or nationally. These classes engage both beginning and advanced students technically and creatively.

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 or collage options, composition, creative aids, simple special effects, and critiques. Supply list will be provided.

Regina Yenser
Sa | Jan 18-Feb 15 (meets 5x) | 1:30-4:30pm | $159
UNLV MAB2 Room 155 | 251AR1121

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 and abstract.
Supply list will be provided.

Janice Schaeffer
Sa | Feb 22-Mar 22 (meets 5x) | 1:30-4:30pm | $159
UNLV MAB2 Room 155 | 251AR1100

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 animals. 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
M | Jan 27-Mar 3 (meets 5x) | 6-9pm | $159
UNLV MAB2 Room 155 | 251AR1130
*Class does not meet: Feb 17

Drawing II

Apply your freehand skills to more complex projects as you study and practice techniques for bringing realism to drawing in real time and space. Topics of study include fabric, perspective, glass, metal, and reflections. Instruction also covers basic human anatomy and proportions. Assignments will utilize three-dimensional set ups, as well as reference photos.
Supply list will be provided.

Gabbie Hirsch
M | Mar 10-Apr 7 (meets 5x) | 6-9pm | $159
UNLV MAB2 Room 155 | 251AR1134

Impressionism, Expressionism & Abstracts

Immerse yourself in a world of vibrant colors, bold techniques, and artistic expression in this hands-on acrylic painting class. You'll explore the fundamentals of Impressionism, Expressionism, and Abstract art, learning how to transform your unique vision into captivating works on canvas. From the first spark of inspiration to mastering color, texture, and form, this course encourages experimentation and creativity. Whether you want to evoke emotion through dynamic brushstrokes or capture fleeting moments with delicate hues, you'll gain the skills and confidence to bring your ideas to life. With personalized feedback and guidance, no prior experience is needed. Come ready to explore, express, and transform your imagination into stunning, original art. The possibilities are limitless! Supply list will be provided.

Prerequisite: No previous experience required.

Judith (Judi) Moreo
W | Apr 2-30 (meets 5x) | 6-9pm | $159
UNLV MAB2 Room 155 | 251AR1199

Introduction to Print on Demand (Clothing, Wall Art & Goods)

Print on Demand (POD) is the process of printing your digital designs as the orders come in, rather than stockpiling large amounts of pre-printed materials. POD allows printing in small quantities and reduces waste from unsold products. Thousands of designers, entrepreneurs, and side hustlers are selling everything from books, clothing, household items, jewelry, and more using print on demand as their business model. But how does POD work? How much does it cost? What do you need to get started? Where do you sell your products? All these questions and more will be answered in this course.

John Larson
W | Feb 5-19 (meets 3x) | 6-8pm | $115
Online-UNLVGO and Zoom | 251WM8180 | 0.6 CEU

Introduction to Wildlife Painting (In Acrylic)

Discover the excitement of bringing wildlife to life on canvas in this engaging class! Learn how to paint animals with stunning realism, focusing on the texture of fur, feathers, and scales, as well as their natural movements. Whether it's the strength of a predator or the grace of a bird in flight, you'll gain the skills to depict the anatomy, texture, and energy of each animal. Go beyond just the creatures by creating immersive environments that add depth, mood, and emotion to your work. With expert instruction, you'll explore value, form, color, and texture, making your art as dynamic as the natural world. This course is perfect for both beginners and experienced artists. Supply list provided. Supply list will be provided.

Prerequisite: No previous experience is necessary

Judith (Judi) Moreo
W | Jan 29-Feb 26 (meets 5x) | 6-9pm | $159
UNLV MAB2 Room 155 | 251AR1145

Manga with Clip Studio Pro 1

Sequential art includes art forms that use images displayed in a specific order for storytelling or conveying information. Develop knowledge and skills in the area of designing sequential art utilizing Clip Studio Pro digital software which includes but is not limited to comics, graphic novels, anime, children's books, self-publishing, digital illustration, and storyboarding for digital media. You will develop diverse narratives that reflect cultural, historical, and social diversity. Students will learn how to use Clip Studio Pro to understand how to write for sequential art, illustration techniques to use, and the digital media tools for illustration, layout and publication. David Dace is a professional educator and freelance artist with over 20 years experience in traditional and digital illustration. He specializes in sequential art and story based illustration, with extensive experience in design, layout, logo, and package designs. Must have access to internet, and a computer and/or tablet with illustration software of your choice (i.e. clip studio pro, medibang pro, photoshop, illustrator, and/or sketch book pro).

Prerequisite: Basic drawing and art skills, able to use a computer, and proficient in software of choice (i.e. clip studio pro, medibang pro, photoshop, illustrator, and/or sketch book pro). Able to work in a virtual environment and complete projects on time.

David Dace
Th | Mar 6-Apr 17 (meets 6x) | 6-9pm | $335
Online-UNLVGO and Zoom | 251WM8183 | 1.8 CEUs
*Class does not meet: Mar 20

Manga with Clip Studio Pro 2

Focus on the process of creating a paneled structured story (graphic novels, comic books, and manga) utilizing Clip Studio Pro. Working with a script, students will study visual storytelling, panel structure, emotive drawing, and continuity. Students will be instructed in creating a five page graphic story, by scripting, creating thumbnails and roughing out the five page sequence. For the final, students will choose one of the five pages and follow it throughout the drawing, inking and coloring process to produce a ready for print page. The class will also cover preparing and exporting a graphic story for print. David Dace is a professional educator and freelance artist with over 20 years experience in traditional and digital illustration. He specializes in sequential art and story based illustration, with extensive experience in design, layout, logo, and package designs.

Prerequisite: Manga with Clip Studio Pro 1 recommended.

David Dace
Th | May 1-Jun 5 (meets 6x) | 6-9pm | $319
Online-UNLVGO and Zoom | 251WM8184 | 1.8 CEUs

Watercolors I

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

Gabbie Hirsch
Sa | Jan 18-Feb 15 (meets 5x) | 9am-noon | $159
UNLV MAB2 Room 155 | 251AR1140

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.

Prerequisite: Students must have taken a previous Watercolors class or have comparable experience.

Gabbie Hirsch
Sa | Feb 22-Mar 22 (meets 5x) | 9am-noon | $159
UNLV MAB2 Room 155 | 251AR1141

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 a previous Watercolors class or have comparable experience.

Gabbie Hirsch
Sa | Mar 29-Apr 26 (meets 5x) | 9am-noon | $159
UNLV MAB2 Room 155 | 251AR1137

Cannabis Certificate Programs

ced.unlv.edu/cannabis-certificate

There is an increasingly competitive job market for cannabis industry employees. Certified training can help distinguish you as a candidate. Whether you seek a position in retail or simply a strong foundation to prepare you to work within the industry in an ancillary way let us help broaden and certify your knowledge with online courses offered in conjunction with The Academy of Cannabis Science, a recognized leader in their field.

Cannabis Budtender Certificate

The Cannabis Budtender Certificate combines the Cannabis Professional and Customer Service for Cannabis Retail from the Academy of Cannabis Science. It offers important factual knowledge to work with cannabis as a store employee, manager, or one of the many positions within the retail space. You will explore the history and folklore of cannabis, the plant's anatomy, cannabinoid science, customer service in the cannabis industry, retail operation basics, as well as the law and current regulations. Retail marijuana employees can incorporate this information to better serve both medical and "recreational" adult customers, and become advocates for responsible ongoing customer education.

Prerequisite: Must be at least 21 years old. When you register for this class, you are attesting that you meet the age requirement and acknowledge that you may be required to provide proof at some point during the course. You will need access to a computer and internet and understand how to navigate a learning management system.

John Reckling
Jan 27-Mar 7 | $249
Online Delivery | 251CH1106 | 1 CEU

Nevada Medical Cannabis Consultant Certificate

When cannabis professionals are well informed about the science, history, and policy of their industry, everyone benefits. This certificate elevates the knowledge of cannabis industry employees so they can answer customer questions with confidence and competence. Nevada Medical Cannabis Consultant will prepare retail cannabis employees to serve qualified medical cannabis customers as well as non-patient adult use customers safely and effectively. Curriculum covers Nevada state cannabis laws and regulations germane to medical cannabis (MMJ); qualifying conditions and possible medical cannabis applications; risks of use, misuse, and abuse; safe handling; ethics; and customer privacy. You will become well versed in the legal boundaries of retail cannabis roles and responsibilities. You will also study Cannabis Strain Science to better understand product labeling, discuss how strains are developed and evaluated, and address the problem of relying on cannabis folklore and pseudoscience. Explore what science really tells us about strains and how knowing the difference between marketing hype and chemical make-up is crucial for the professional working with cannabis.

Prerequisite: Must be at least 21 years old. When you register for this class, you are attesting that you meet the age requirement and acknowledge that you may be required to provide proof at some point during the course. You will need access to a computer and internet and understand how to navigate a learning management system.

John Reckling
Jan 27-Mar 7 | $499
Online Delivery | 251CH1109 | 2.5 CEUs

Cannabis Classes

ced.unlv.edu/cannabis

Legal cannabis is a quickly growing industry with incredible opportunities for employees, entrepreneurs, and investors. It is also an increasingly competitive market. This series of online courses offered in conjunction with The Academy of Cannabis Science will broaden your knowledge in the field and enhance your understanding of this evolving industry.

PROGRAM REQUIREMENTS: Must be at least 21 years old. When you register for this class, you are attesting that you meet the age requirement and acknowledge that you may be required to provide proof at some point during the course. You will need access to a computer and internet and understand how to navigate a learning management system.

Cannabis Professional

Prepare to work with cannabis as one of the many positions within the industry. Discuss history and folklore of this plant, its anatomy, cannabinoid science, development of the cannabis industry, as well as discussions about the law and current regulations. This is a self-paced, six-module online course. Each module concludes with an assessment. You can anticipate the course taking four to eight hours to complete. You can register for this course any time between the listed start date and five business days prior to the end date. You will receive your online access one week prior to the start date. Live question and answer sessions will be available and scheduled.

Prerequisite: Must be at least 21 years old. When you register for this class, you are attesting that you meet the age requirement and acknowledge that you may be required to provide proof at some point during the course. You will need access to a computer and internet and understand how to navigate a learning management system.

John Reckling
Jan 27-Mar 7 | $99
Online Delivery | 251CH1100A | 0.4 CEU

Mar 24-May 2 | $99
Online Delivery | 251CH1100B | 0.4 CEU

Cannabis Professional: Spanish (El Profesional de Cannabis)

Prepárese para trabajar con el cannabis como una de las muchas posiciones dentro de la industria. Analice la historia y el folclore de esta planta, su anatomía, la ciencia de los cannabinoides, el desarrollo de la industria del cannabis, así como las discusiones sobre la ley y la normativa vigente. Este es un curso en línea de seis módulos a su propio ritmo. Cada módulo concluye con una evaluación. Puede anticipar que el curso tardará entre cuatro y ocho horas en completarse. Puede registrarse en este curso en cualquier momento entre la fecha de inicio indicada y cinco días hábiles antes de la fecha de finalización. Únase a nosotros también para la sesión del sábado, un chat en vivo durante la primera y tercera semana de cada mes para discusiones animadas con líderes de la industria.

All instruction and support materials are in Spanish for this course section. An English version is also available.

Prerequisite: Debe tener al menos 21 años de edad. Cuando se inscribe en esta clase, está dando fe de que cumple con el requisito de edad y reconoce que es posible que se le solicite que proporcione una prueba en algún momento durante el curso. Necesitará acceso a una computadora y el Internet y comprender cómo navegar por un sistema de gestión de aprendizaje.

John Reckling
Jan 27-Mar 7 | $99
Online Delivery | 251CH1104 | 0.4 CEU

Cooking with Cannabis

Effectively use cannabis in your cooking! This course is intended to empower someone of any cooking skill level to learn to process cannabis in their kitchen to enjoy and benefit from cannabinoid-infused food and drinks. Although a wide variety of edibles exist in the legal cannabis marketplace, they are often filled with sugar, artificial flavorings, dyes, and other substandard food processing ingredients and practices. They also typically only contain one or two isolated cannabis compounds such as THC and CBD. This course will help individuals to learn to extract active ingredients from the whole plant, making use of all that nature has made available, and then incorporate extracts into appetizers, entrees, desserts, beverages, and condiments.

Prerequisite: Must be at least 21 years old. When you register for this class, you are attesting that you meet the age requirement and acknowledge that you may be required to provide proof at some point during the course. You will need access to a computer and internet and understand how to navigate a learning management system.

John Reckling
Jan 27-Mar 7 | $99
Online Delivery | 251CH1107

Growing Cannabis at Home

A growing list of states now allow adults 21 and over and patients with a valid recommendation from their healthcare professional to grow cannabis at home. If you are legally allowed to grow at home, this science-based course will help you begin your path to garden mastery and improve the cleanliness of your crop. Understand the best practices around setting up, maintaining, and harvesting your own crop of cannabis. Examine selecting clone cultivars and seed varieties, setting up the ideal growing environment, harvesting, curing and storage. This course would be highly beneficial for any medical cannabis patients or official caregivers who are interested in establishing their own cannabis garden at home.

Prerequisite: Must be at least 21 years old. When you register for this class, you are attesting that you meet the age requirement and acknowledge that you may be required to provide proof at some point during the course. You will need access to a computer and internet and understand how to navigate a learning management system.

John Reckling
Jan 27-Mar 7 | $189
Online Delivery | 251CH1108

Pets & Cannabis

Join veterinarian Dr. Tim Shu and RVT Kate Scott for this instructive course that will help you better understand the options that cannabis may offer to help alleviate conditions experienced by pets without side effects caused by some other medicines. Dr. Shu has studied how pets may benefit from cannabis. He has successfully helped to treat dogs, cats, horses, rabbits and more. You can anticipate the course taking approximately three hours to complete. You can register for this course any time between the listed start date and five business days prior to the end date. You will receive your online access one week prior to the start date. Live question and answer sessions will be available and scheduled.

Prerequisite: Must be at least 21 years old. When you register for this class, you are attesting that you meet the age requirement and acknowledge that you may be required to provide proof at some point during the course. You will need access to a computer and internet and understand how to navigate a learning management system.

John Reckling
Jan 27-Mar 7 | $99
Online Delivery | 251CH1102 | 0.3 CEU

Dance

ced.unlv.edu/dance

UNLV's Department of Dance offers a broad spectrum of its non-major classes to community members through Continuing Education. This university collaboration provides a non-credit option for individuals who want to explore movement as a path to better body awareness, strength, flexibility, musicality, and cultural awareness. No prior dance training is required. These courses are perfect for individuals looking to explore dance and creative movement in a non-credit format.

Ballroom Dancing

Ballroom Dancing will provide students an introduction in beginner or bronze level patterns which include the Waltz, Fox Trot, Tango, Cha Cha, Rumba, East Coast Swing and Mambo. The class also provides students with instruction in proper competitive technique of ballroom dance. Students may also enroll for university credit in PEX 189.

UNLV Department of Dance, Gail Michel-Parsons, PEX Department
Th | Jan 23-May 8 (meets 15x) | 5:30-6:30pm | $269
McDermott Physical Education Complex (MPE) Room 302
251DN2108
*Class does not meet: Mar 20

Fashion & Sewing Classes

ced.unlv.edu/fashion-sewing

Become confident in sewing techniques for fun or hobby in a stress-free environment. These classes will help you become familiar with your sewing machine, commonly used techniques, and how to bring your creations to life. Our experienced instructors will guide you as you hone your skills and create items for your own enjoyment, or to give away to family and friends.

Cosplay Costume Construction

Cosplay classes are open to everyone of all skill levels. Learn everything that you will need to know to create your favorite cosplay character. You are welcome to bring your costumes to work on. Bring your cosplay ideas to our zoom class, and we'll work together to bring your ideas to life. During this course, students will learn how to sew, learn where to shop for your fabric, create your own sketches and choose the proper pattern for your design and create your own cosplay costumes. Must have access to a sewing machine and basic sewing supplies to participate in class. Additional materials will be discussed on the first day of class.

Prerequisite: Beginner to intermediate knowledge of sewing.

Mary Ann Racheau
Sa | Apr 5-May 3 (meets 5x) | 9am-noon | $219
Online-Zoom | 251FD7109

Fashion Workshop: Simplistic Sewing

Fashion forward designers learn to choose casual and trendy elements of design. Whether you're just learning to sew, or you know your way around a sewing machine, our simplistic sewing projects are fun for all experience, and levels of design. Sewing projects are straight fashion-forward for the beginner or advanced sewers. Choosing the proper fabrics, you will create an exclusive, stylish design with ease of movement, comfort, relaxing lounge wear or sleek slip outerwear haute. While using master patterns, and the proper measurements you will create your own chic' design. Projects include: 1 or 2 designs: Loungewear/ or Slip wear. 1 Fabric Carry bag. 60 in fabric is best. Sewing machine and basic supplies will be provided for in class use. Additional required materials will be discussed on first day of class.

Claire Griffith, Nevada Association of Fashion Design
SaSu | Feb 8-23 (meets 6x) | 10am-2pm | $799
UNLV MAB2 Room 153 | 251FD2121 | 2.4 CEUs

Register by phone at 702-895-3394

Sewing from a Pattern

Feel confident creating new projects from a pattern. Understand how to follow the process of assembling a simple garment or craft item from a pattern. This class features an informational packet covering all aspects of working with 3 types of sewing patterns, created by Mary Ann Racheau, Las Vegas costume and fashion designer and Master Sewing Educator. Must have access to a sewing machine and basic sewing supplies to participate in class. Additional materials will be discussed on the first day of class.

Prerequisite: Skill Level: Beginner. This student is unfamiliar with sewing terms, supplies and notions and basic sewing techniques. The student has very little or no experience in using a sewing machine. basic machine knowledge: winding a bobbin, threading the machine; changing feet, tension settings and stitch settings. The student also has little or no knowledge about fabric, grain or selvage, pattern direction, thread, scissors, needles, pins and taking proper measurements.

Mary Ann Racheau
Sa | Feb 8-Mar 1 (meets 4x) | 9am-noon | $199
Online-Zoom | 251FD7106

" What our students are saying:

The instructor had an incredible wealth of knowledge and experience. She was so helpful and I learned a lot. Very happy I took this course to help me learn to sew. Definitely recommend taking her course!"

Sewing from a Pattern

Fashion Design Certificate Program

ced.unlv.edu/fashion

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 the required nine core courses.

Alterations & Upcycling

Learn to turn your altered garments into trendy, stylish and exciting wear through upcycling. By altering your garment, you can make it appear to be custom made. You will learn the fundamentals and understanding of alterations and tailoring techniques including how to understand human body types for measurements and correct fit, marking, repairing, and grading. Learn to determine what can and cannot be altered, and why. Class topics will include hand sewing, finishing stitches, pattern alterations, methods of fitting, and redesigning. There are a number of ways through creative design in which you can refashion and recycle clothing. Learn different techniques to help turn that t-shirt into a fashionable dress, tank top, or skirt, and pants into shorts or pedal pushers, sweaters into cardigans, and more using upcycle methods, while utilizing your favorite appliques, and embellishments of buttons, lace, ribbons, sequins, tassels, studs, collars, for that perfect personal you! Projects: Alterations of jacket, pants, skirt. Redesign a project. Prerequisites: Must have sewing skills.

Prerequisite: Must have sewing skills.

Jason Ghazinour
SaSu | Apr 26-May 10 (meets 5x) | 10am-3:30pm | $335
UNLV MAB2 Room 153 | 251FD2170

Life & Leisure

Cutting Edge: 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.

Claire Griffith, Nevada Association of Fashion Design
SaSu | May 17-31 (meets 5x) | 10am-2:50pm | $449
UNLV MAB2 Room 153 | 251FD2114 | 2.4 CEUs

Fashion Illustration & Design

Learn to create your fashionable designs and sketch line through the art of Fashion Illustration and Design. This class will take you through the designer process of Fashion Elements, Principles, and Illustration. You will learn to develop or enhance your drawing skills and work from designing concept to creation. Topics focus on fashion design, sketching the human body, illustration of dress, colors, and the designer's fashion portfolio. Learn how to apply the characters of color, seasonal elements, rendering mediums, techniques, and sketching.

Projects Include: Illustration & Design for the Portfolio and Presentation, Figure Board, and Flats. There are basic supplies located in the classroom. Students will receive a list for more personal drawing items if needed.

Maria Bruce, Nevada Association of Fashion Design
SaSu | Mar 29-Apr 13 (meets 6x) | 9am-2:20pm | $429
UNLV MAB2 Room 153 | 251FD2142 | 3.2 CEUs

Patternmaking: Introduction

Patternmaking is an essential aspect of the complete fashion design process. Learn the techniques of patternmaking to create patterns that will then be used to cut fabric and ultimately be sewn into garments. Develop the skills necessary for drafting flat patterns/slopers through standard or individual measurements. Using graph drafting paper, you will learn to draft a bodice, sleeve, pant and skirt. You will learn the comparisons and grading information between the commercial retail pattern vs. the fitted flat pattern. Practice taking proper body measurements and applying to alterations/grading for fitted patterns. You will construct muslin fitted and sewn samples utilizing dress forms and sewing/serger machines. Projects include drafted and muslin patterns: 1. Bodice 2. Sleeve (drafted or graded commercial use) 3. Pant 4. Skirt. Sewing machine and basic supplies will be provided for in class use. Additional required materials will be discussed on first day of class.

Prerequisite: Must have previous sewing/machine skills.

Gretchen Marshall, Nevada Association of Fashion Design
SaSu | Mar 1-23 (meets 8x) | 9am-2:30pm | $599
UNLV MAB2 Room 153 | 251FD2105 | 4 CEUs

Sewing: The Stitch Room

Begin your clothing design and construction education with a hands-on introduction to the design process, garment construction, master patterns, and material/notion options. Instruction starts with the very basics—setting up and operating both a sewing machine and a serger. You will practice taking proper body measurements and learn to read and use master patterns, including size variations and making alterations for a proper fit. You will learn about fashion fabrics, stretch fabrics, fibers, threads, sewing materials, and embellishments so you can make informed purchases for future projects. Expect to learn by doing; you will gain experience with buttonholes, zippers, velcro, shoulder pads, interfacing, waistlines, fabrics, and embellishments as you take a top, pants, stretch skirt, zippered skirt, and Dolman jacket from start to finish. This class is for the fashion-oriented person or individuals who sew for personal enjoyment. Instructor will provide supply recommendations. Projects: Design and create stretch top, pant, and skirt, plus a zippered skirt and Dolman jacket. Sewing machine and basic supplies will be provided for in class use. Additional required materials will be discussed on first day of class.

Claire Griffith, Nevada Association of Fashion Design
SaSu | Jan 4-Feb 2 (meets 10x) | 10am-3:25pm | $799
UNLV MAB2 Room 153 | 251FD2144 | 5.4 CEUs

Foreign Languages

ced.unlv.edu/foreign-languages

Beginning French I
Beginning French I is a course designed to provide learners with essential skills in conversational French, ideal for travel and everyday social situations. The course covers foundational vocabulary and key expressions, focusing on practical language use. It aims to build learners' confidence in speaking and understanding French, with an emphasis on proper pronunciation and communication in common real-life scenarios. Throughout the course, students will learn basic grammar, greetings, introductions, directions, and phrases for dining and shopping, laying a strong foundation for continued French learning and effective, culturally appropriate interactions. Required Textbook(s): *Ultimate French, Beginner–Intermediate* (ISBN: 9781400009633).

Pascale Tessier
Sa | Jan 25-Apr 12 (meets 10x) | 9:30-11:30am | $229
UNLV MAB2 Room 157 | 251LA1115
*Class does not meet: Feb 15, Mar 22

Beginning French II & Beginning French III
Beginning French II & III continues to develop conversational skills, emphasizing vocabulary useful for travel and social interactions. Pronunciation and grammar are highlighted through dialogues, helping learners improve fluency and accuracy. The course covers practical topics, including food and restaurants, sports, new technology, health, movies, and tourism. By engaging in these topics, students gain the ability to discuss everyday activities and interests in French, enhancing their speaking and listening abilities. The focus is on building practical communication skills, enabling learners to feel more comfortable and confident in various French-speaking settings and interactions. Required Textbook(s): *Ultimate French, Beginner–Intermediate* (ISBN: 9781400009633).

Pascale Tessier
Sa | Jan 25-Apr 12 (meets 10x) | noon-2pm | $229
UNLV MAB2 Room 157 | 251LA1117
*Class does not meet: Feb 15, Mar 22

> " What our students are saying:
>
> Excellent course! The instructor is very knowledgeable and helped me build confidence in speaking French this semester.
>
> The instructor is a great teacher and helped me gain confidence in my ability to learn and speak French"
>
> Beginning French III

Italian II
Improve your Italian conversational skills with new readings, new vocabulary, and more advanced grammatical structures. If you have studied Italian but are lacking the confidence to speak the language and struggle to form sentences, Italian II can fill the common gaps in your knowledge. Required Textbook(s): *Italian–A Self-Teaching Guide–2nd Edition* (ISBN-13: 978-0471359616) *Edoardo A. Lebano.*

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

Manuela Carrescia
M | Jan 27-Mar 24 (meets 8x) | 6-8pm | $229
UNLV MAB2 Room 157 | 251LA1134

New! Italian III
Italian III is designed to develop advanced conversational skills in Italian, with a strong emphasis on expanding vocabulary across diverse topics such as business, work, banking, geography, and history. The course integrates advanced grammar structures to help you express yourself more accurately and confidently in a variety of contexts. Authentic materials, including texts and media, are introduced to enhance reading comprehension and expose you to real-world language usage. By focusing on both fluency and comprehension, the course prepares you for more complex conversations, helping you navigate both everyday and professional situations in Italian with greater ease. *Required Textbook(s): Italian–A Self-Teaching Guide–2nd Edition (ISBN-13: 978-0471359616) Edoardo A. Lebano*

Prerequisite: Italian II

Manuela Carrescia
M | Mar 31-May 19 (meets 8x) | 6-8pm | $229
UNLV MAB2 Room 157 | 251LA1144

Music

ced.unlv.edu/music

It's never too late to learn an instrument or re-engage in music! Learn ukelele, guitar, and other instruments through our group music lessons.

Bass Guitar

Pull your rarely used acoustic or electric bass guitar out of the closet and learn to outline basic chords and play beginning songs. Build a foundation of bass guitar fundamentals including tuning your instrument, reading charts and crafting bass lines. At the end of this class, students will be able to play simple bass lines on the electric bass guitar, compose simple bass lines and read basic chord charts on the electric bass guitar. Jesse Del Quadro earned a bachelor's degree in music/education from UNLV. He has 20+ years of experience teaching guitar, bass, and music theory. Bring a playable guitar (electric or acoustic) and guitar picks to the first day of class.

Jesse Del Quadro
T | Mar 25-Apr 15 (meets 4x) | 5:30-7pm | $99
UNLV MAB2 Room 158 | 251MU1120

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. Bring a playable guitar (electric or acoustic) and guitar picks to the first day of class.

Jesse Del Quadro
T | Feb 4-Mar 11 (meets 6x) | 7:15-8:45pm | $129
UNLV MAB2 Room 158 | 251MU1107

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. Bring a playable guitar (electric or acoustic) and guitar picks to the first day of class.

Jesse Del Quadro
T | Mar 25-Apr 15 (meets 4x) | 7:15-8:45pm | $99
UNLV MAB2 Room 158 | 251MU1116

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 4-Mar 11 (meets 6x) | 5:30-7pm | $129
UNLV MAB2 Room 158 | 251MU1117

University Basketball Pep Band

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

Tony LaBounty
M | Jan 21-May 5 | 7-9pm | $267.5
Lee and Thomas Beam Music Center (BMC) Room 160
251MU1111
*Class does not meet: Feb 17, Mar 17-21

Register by phone at 702-895-3394

UNLV Community Concert Band

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

Prerequisite: 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
M | Jan 22-May 12 | 7-9:20pm | $52
Lee and Thomas Beam Music Center (BMC) Room 160
251MU1102
*Class does not meet: Feb 17, Mar 17-21

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. For final concert date and details, contact Tony LaBounty at 702-895-3733 or by email at tony.labounty@unlv.edu.

Tony LaBounty
TWThFM | Jan 21-May 6 | 7-9:20pm | $39
Lee and Thomas Beam Music Center (BMC) Room 160
251MU1104
*Class does not meet: Feb 17, Mar 17-21

Performing Arts

ced.unlv.edu/performing-arts

Whether you are performing in front of a microphone, camera, or live audience; or helping support performers behind the scenes, our specialized training can help build your skills so you feel confident taking center stage.

Introduction to Voiceover Workshop

Find out how the voiceover business really works. Melissa Moats, a 20-year seasoned voiceover veteran shares an in-depth industry overview and answers the most frequently asked questions about the voiceover business. Get an honest idea of what it really takes to become successful in the voiceover industry. This workshop is designed to get you answers—so you can decide if voiceover work is right for you. Topics include: putting a great voice to work; making a living talking into a microphone; is an agent needed to succeed; and finding voiceover gigs. This is a lecture with Q&A and can be attended in studio or online-live.

Melissa Moats
Sa | Jan 25 | 1:30-4:30pm | $59
The Voice Actors Studio | 251CX4170A

Sa | Mar 29 | 1:30-4:30pm | $59
The Voice Actors Studio | 251CX4170B

Sa | May 31 | 1:30-4:30pm | $59
The Voice Actors Studio | 251CX4170C

> **"** What our students are saying:
>
> The voice introduction class is exactly what I was looking for and I'm going back to get more training! Thank you to the wonderful teachers and staff."
>
> Introduction to Voiceover Workshop

Break Into the World of Voiceover

Voice acting is a growing industry! With affordable audio technology readily available at our fingertips and more opportunities online than ever before, voiceover has become a sought after career choice for many. Explore the broad range of voice acting genres from Animation, TV and Radio Commercials, Video Games, Audiobooks, eLearning, Anime, AI, and more. Learn how to interpret and perform different types of voiceover copy, while experiencing hands-on training and recording in a professional studio. Gain industry knowledge in recording software and home studio set-up, understand the voiceover job market and work-from-home opportunities, and uncover which voiceover genres best suit your voice. This interactive, four week course is positive, supportive and led by Melissa Moats, a full-time, professional voice actor who is immersed in the day-to-day life of voice acting. With audio technology within our reach and more voiceover work available online than ever before, you can now open doors in voice acting no matter where you live.

Melissa Moats
T | Feb 4-25 (meets 4x) | 6:30-9:30pm | $399
The Voice Actors Studio | 251CX4171A

T | Apr 8-29 (meets 4x) | 6:30-9:30pm | $399
The Voice Actors Studio | 251CX4171B

Virtual Communications: Best Practices for Organizational Leaders & Managers

How to Look & Sound Confident On Camera for Your Next Online Meeting or Event. In this highly engaging, instructor-led workshop, we will address some of the challenges organizational leaders and managers face with establishing executive presence during on-camera virtual events. We will explore effective solutions for conveying authority, confidence and enthusiasm on-camera and provide expert advice that will benefit you, your team and your entire organization.Through interactive discussions and hands-on real-world scenarios, you will receive friendly feedback and practical tips on how to be your best authentic self when communicating virtually. In addition, we'll practice how to look, act and sound confident on-camera during video conference calls, virtual meetings and on-camera presentations.Topics for discussion include the 3Vs of communication (Verbal/Vocal/Visual) along with best practices on verbal messaging, voice techniques, body language, gesturing, posture, and wardrobe tips. As a bonus, we'll include tech tips on low-cost cameras, mics, backdrops, lighting devices, and other production accessories.Day 2 meets online where you will implement Day 1 training and receive individual feedback on your virtual presence including visual, verbal, and vocal. By the end of the workshop, you will emerge with an actionable toolkit of best practices and insights, enabling you to elevate your executive presence, lead with authority and make a powerful impression with your audience.

Maria Ngo, Ray DuGray
TTh | Feb 25-27 (meets 2x) | 1-4pm | $329
UNLV MAB2 Room 141 | 251CX1101 | 0.6 CEU

Virtual Leadership: Elevate Your Executive Presence on Video Conferencing Calls

How to Look & Sound Confident On Camera for Your Next Online Meeting or Event. In this highly engaging, instructor-led workshop, we will address some of the challenges organizational leaders and managers face with establishing executive presence during on-camera virtual events. We will explore effective solutions for conveying authority, confidence and enthusiasm on-camera and provide expert advice that will benefit you, your team and your entire organization.Through interactive discussions and hands-on real-world scenarios, you will receive friendly feedback and practical tips on how to be your best authentic self when communicating virtually. In addition, we'll practice how to look, act and sound confident on-camera during video conference calls, virtual meetings and on-camera presentations.Topics for discussion include the 3Vs of communication (Verbal/Vocal/Visual) along with best practices on verbal messaging, voice techniques, body language, gesturing, posture, and wardrobe tips. As a bonus, we'll include tech tips on low-cost cameras, mics, backdrops, lighting devices, and other production accessories.Day 2 meets online where you will implement Day 1 training and receive individual feedback on your virtual presence including visual, verbal, and vocal. By the end of the workshop, you will emerge with an actionable toolkit of best practices and insights, enabling you to elevate your executive presence, lead with authority and make a powerful impression with your audience.

Maria Ngo, Ray DuGray
W | Apr 23-30 (meets 2x) | 4-7pm | $329
Online-Zoom and UNLV MAB2 Room 133 | 251CX1100 | 0.6 CEU

" What our students are saying:

The instructor was amazing! She made you feel comfortable when you doubt yourself, helps build your confidence up and shows you how to take constructive criticism and flip it into a stellar voice acting reader. It was well worth it!"

Break Into the World of Voiceover

Photography

ced.unlv.edu/photography

Digital Photography Bundle
Register for this course to receive a bundle discount of $60 for the three-part Digital Photography series.

Digital Photography I: The Essentials
Digital Photography II: Visual Communication
Digital Photography III: Focal Lengths to Filters

You should bring a "DSLR" camera with a manual mode option to class for participation in shooting demonstrations as well as pen and paper for note taking.

Continuing Ed Staff
Sa | Feb 8-Apr 12 | 9am-2pm | $345
UNLV MAB2 Room 159 | 251PHBUND

Digital Photography I: Understanding the Basics of Your Camera & Photography
Gain confidence in the various functions and modes of your digital camera. We will cover the basic tenets of camera operations, composition, using the rule of thirds, and other useful tips for capturing great images. A brief discussion of natural lighting and fill flash will help you understand the importance of light. Students should bring a "DSLR" camera with a manual mode option to class for participation in shooting demonstrations as well as pen and paper for note taking.

Marcy Harper
Sa | Feb 8 | 9am-2pm | $135
UNLV MAB2 Room 159 | 251PH1100

Digital Photography II: Tools, Techniques & Lighting
This course will expand on how to use your camera, create impactful compositions, and set up lighting. The right tools can make all the difference, so we will also cover equipment options and techniques including how lenses work, how to select the right lens for the outcome you are trying to achieve, how to capture the sharpest image possible by utilizing tripods, and how to create a panoramic image from several images. Techniques of subject placement, directional lighting, and portrait lighting will be demonstrated to achieve creative results. Students should bring a "DSLR" camera with a manual mode option to class for participation in shooting demonstrations as well as pen and paper for note taking.

Marcy Harper
Sa | Mar 8 | 9am-2pm | $135
UNLV MAB2 Room 159 | 251PH1141

Digital Photography III: Headshots to Dramatic Portraits
Portraits range from traditional to dramatic, and this session will introduce techniques to achieve the unique look you envision. The prime focus is on studio light work, from basic headshots to couples and small families. You will also get practical hands-on experience using strobe lights and modifiers to create dramatic cinemographic images. Students should bring a "DSLR" camera with a manual mode option to class for participation in shooting demonstrations as well as pen and paper for note taking.

Marcy Harper
Sa | Apr 12 | 9am-2pm | $135
UNLV MAB2 Room 159 | 251PH1125

Adobe Photoshop 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. Vernetta Thomas is a professional film and digital photographer who has exhibited her work at numerous venues. She specializes in food photography and street photography. When she's not capturing genuine moments and telling stories through her images, she enjoys supporting students in their artistic journeys through her fun and inviting classes. Students will need access to Adobe Photoshop. Recommended Textbook(s)*: Optional: Adobe Photoshop Classroom in a Book (ISBN: 9780136447993)*

Vernetta Thomas
Sa | Feb 1-Mar 8 (meets 6x) | 9am-noon | $389
Online-UNLVGO and Zoom | 251WM8122A | 1.8 CEUs

Sa | May 3-Jun 7 (meets 6x) | 9am-noon | $389
Online-UNLVGO and Zoom | 251WM8122B | 1.8 CEUs

Life & Leisure

Building a Photography Business

Gain a comprehensive understanding of owning, running, and maintaining a photography business. Discussions will cover how to price and negotiate your services, estimates, bids, stock, copyright protection, usage licensing, networking, marketing, and much more vital information. Photo mediums covered will apply to all areas of photography ranging from editorial, wedding, portrait, commercial, fine art, stock, event, etc. No matter your specialization or years of experience, you will find this course useful as you build your business.

Vernetta Thomas
M | Feb 24-Mar 24 (meets 5x) | 6-8pm | $329
Online-Zoom | 251PH1151

Digital Photography Editing

Explore photo editing techniques in Photoshop, with an emphasis on tools used routinely by photographers for image enhancement, correction, and distribution. Gain experience with layering, color enhancements, cropping/sizing, content aware fill, and white balance adjustments. Learn the difference between working with jpg vs raw image files. Understand the advantages of outputting image files in the various common formats: tiff, gif, jpg, and more. Ideal for photographers new to Photoshop or for those with slight experience who want to know more.

Marcy Harper
M | Apr 14-May 5 (meets 4x) | 6-9pm | $299
Online-Zoom | 251PH1156

Travel Photography

Capture memorable images that tell the story of your travels. Whether you are planning a once-in-a-lifetime vacation or you like to travel locally and enjoy the picturesque scenery and quirky towns of Nevada and adjacent states, upgrading your travel photography skills is worth your time. The skills taught in this class will focus on creating strong compositions, using the available light, and the best camera settings to capture your travel moments. The optimal equipment for the class is a DLSR camera (extra batteries and SD cards), a medium range zoom lens and a camera bag to carry your gear. Participants must provide own transportation to field trip location that will be located within 1 hour of Las Vegas Valley.

Prerequisite: Digital Photography I or comparable experience.

Vernetta Thomas
M | Apr 14-May 12 (meets 2x) | 5:30-9pm | $149
Online-UNLVGO and Zoom | 251PH1107

Sports & Fitness

ced.unlv.edu/sports-fitness

Physical activity can reduce your stress, increase your strength and energy, and improve your mental focus. Our sports offerings focus on lifelong activities you can do at any age. We also partner with UNLV PEX (Physical Education) to offer non-credit options for training as a youth or Nevada high school coach or sports official. Our fitness professional programs can help you translate your passion for fitness into a rewarding career. As a fitness professional, you will enjoy flexible hours and energetic work environments as you inspire clients on their journey to better health and wellbeing.

Boxing

Boxing is a high-energy and fun group workout. The instructor will demonstrate each move. This class is a mix of boxing, strength, power, and core work. It will increase your fitness levels while building your strength and confidence and put you on a path toward your goals.

Prerequisite: This is a beginner's level class; however, course participants will be expected to get down onto a mat on the floor and get back up

Mayweather Fitness Certified Instructors

Th | Feb 6-Mar 6 (meets 5x) | noon-1pm | $195
Mayweather Boxing + Fitness Spring Valley | 251SF2125A

Th | Apr 3-May 1 (meets 5x) | noon-1pm | $195
Mayweather Boxing + Fitness Spring Valley | 251SF2125B

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. Please wear only soft spike golf shoes or tennis shoes. Students may also enroll for university credit in PEX 117 for 1 credit.

PEX Department, James Massey
T | Jan 21-May 6 (meets 15x) | 4-5:45pm | $314
Las Vegas Golf Center | 251SF1104
*Class does not meet: Mar 18

Intermediate Golf

This course is designed to build on the techniques and objectives of Beginning Golf (PEX 117). You will refine your stroke mechanics and will understand individual differences in golf strokes. Students must wear appropriate golf attire and shoes. Using your own clubs is strongly encouraged but if you do not have your own set, the instructor can arrange for some additional clubs.

Prerequisite: Golf for Beginners (PEX 117) or by permission of instructor.

PEX Department, James Massey
T | Jan 21-May 6 (meets 15x) | 6-7:45pm | $314
Las Vegas Golf Center | 251SF2105
*Class does not meet: Mar 18

Self Defense

This class introduces practical applications of self defense. You will work on coordination, balance, agility, strength, and endurance throughout the semester. Gain situational awareness and skills to help you feel safer in your daily life.

Arlene Mendibles
W | Jan 22-May 7 (meets 15x) | 2:30-4:15pm | $279
Henderson Aikido and Online | 251SF1134
*Class does not meet: Mar 19

"
What our students are saying:

This course exceeded my expectations. The instructor was knowledgeable and professional. This is my first self-defense class as an over 40-year-old. The instructor made us feel comfortable throughout the semester and I definitely have acquired new skills and a frame of mind to help keep myself safe"

Self Defense

Wellness

ced.unlv.edu/wellness

In today's harried world, it's essential to find ways to de-stress, set boundaries, and take care of your emotional health. Become more mindful, conscious, and emotionally centered through our wide range of wellness classes. Recent offerings have included meditation, self care, and stress reduction.

Basic Life Support Certification

Basic Life Support (BLS) comprises essential emergency measures to sustain life in cardiac arrest, respiratory failure, or other life-threatening situations. It involves recognizing emergencies, administering CPR, and offering basic airway management. Typically performed by trained professionals or bystanders, BLS is crucial until advanced medical care is available. BLS is essential in events like choking, suffocation, drowning, severe allergic reactions, drug overdose, and trauma. These scenarios demand BLS interventions to restart breathing, revive the heart, and maintain life until professional medical assistance is obtained.

Chadwick Whetman
F | Feb 21 | 1-4pm | $80
UNLV MAB2 Room 160 | 251HE1155A

F | May 30 | 1-4pm | $80
UNLV MAB2 Room 160 | 251HE1155B

Mind + Body Yoga

In this class series, you will learn the fundamentals of alignment and yoga postures through verbal and physical demonstrations. Each pose will prioritize student safety, stability and understanding. This course includes yoga, breathing and meditation exercises that can aid in self-regulation, nervous system healing and stress-induced illness prevention. By the end of the course, you'll be confident in setting intentions to improve physical, mental, spiritual, and social health. Utilizing self-reflection, controlled breathing, deep relaxation, and growth through meditation, you'll achieve better mental, emotional, and physical health, ultimately leading to a better quality of life.

The course will include certified yoga instructors. Wear comfortable clothing that won't limit mobility, bring your own yoga mat, water, towel.

Prerequisite: This is a beginner's level class; however, course participants will be expected to get down onto a mat on the floor and get back up.

Mayweather Fitness Certified Instructors
Th | Feb 6-Mar 6 (meets 5x) | 12:45-1:45pm | $195
Mayweather Boxing + Fitness Spring Valley | 251SF1145A

Th | Apr 3-May1 (meets 5x) | 12:45-1:45pm | $195
Mayweather Boxing + Fitness Spring Valley | 251SF1145B

Academic Preparation

Institute of Reading Development Reading Enrichment Programs

ced.unlv.edu/institute-reading-development

Poor readers can become good readers, and good readers can become great readers! UNLV is again collaborating with the Institute of Reading Development to offer reading skills programs. Programs are designed and taught by instructors from the Institute of Reading Development (IRD) and are developed for pre-K through adults. For more information or to register, please call the Institute of Reading Development at 800-979-8980. Reading program listings by age, location, and date can be found at unlv.readingprograms.org. This fall, in addition to offerings for younger readers, IRD will resume offering programs for university students. Programs for UNLV students will be one online 90 minute session per week for four weeks. University students will work on techniques for reading with greater speed and comprehension to boost their academic success. IRD offers flexible class days and start dates.

Test Preparation

ced.unlv.edu/test-preparation

Standardized test scores are a major component of your college or graduate school application process. If you plan to attend college, graduate school, law school, business school, or teacher preparation, Test Prep can help you realize your goals. We offer in-person and online test preparation classes for the ACT®, SAT®, GRE®, GMAT®, LSAT®, Praxis Core Math, and Praxis Core Verbal exams.

All Test Prep Classes Include:
- Extensive classroom instruction
- Experienced, dedicated instructors
- Comprehensive preparation materials
- Thorough presentations and explanations
- Convenient access to our team of experts
- Access to online support resources

Graduate School Test Preparations

GMAT Live Online Strategy Workshop

GMAT Free Strategy Workshops provides valuable information about preparing for the GMAT Exam in an easy to follow format. These workshops are designed to give general information about the GMAT, study tips, and examples of typical GMAT exam questions. Participants will also have an opportunity to walk through sample exam questions and ask questions of our test prep experts. Whether you are planning to take a GMAT Prep Course or plan to study on your own, the GMAT Free Strategy Workshop is a perfect place to begin your preparation. We offer FREE GMAT Strategy Workshops each month. All workshops are held online, and are open to the general public as well as the community.

ETC Staff
W | Jan 22 | 6-7pm | No charge
Online Delivery | 251TL1110A

W | May 14 | 6-7pm | No charge
Online Delivery | 251TL1110B

GMAT® Focus Live-Online Course

Enjoy the GMAT® Prep Class from the comfort and convenience of your home or office! Join the successful MBA students who have benefitted from a GMAT® Prep Class. This comprehensive course includes a review of the mathematical and verbal concepts tested on the GMAT® and prepares you for the questions typically seen on the test. The critical reasoning skills tested on the Integrated Reasoning and Analytical Writing sections of the GMAT® are also addressed. The online portion of the class is delivered by a live instructor, combining the interactivity of a classroom experience with the convenience of an online course. This program includes a course workbook, the official textbook from GMAC containing previously released test questions, and online support resources-access to an instructor-monitored question forum, online office hours, and recordings of class modules. Course materials are shipped directly to you.

ETC Staff
ThT | Jan 30-Feb 18 (meets 6x) | 4-7pm | $849
Online Delivery | 251TL1101A

WM | Mar 26-Apr 14 (meets 6x) | 4-7pm | $849
Online Delivery | 251TL1101B

GRE® Live-Online Strategy Workshop

Join us for an informative introduction to the revised GRE®. If you are preparing for graduate school, you know that success on the GRE® exam will play a critical role in your acceptance into the program of your choice. You want to study with the best. Come meet with our experienced instructor to learn about the test and pick up a few tricks. We know you'll get a lot out of this free session. Due to limited space pre-registration is encouraged.

ETC Staff
W | Jan 15 | 6-7pm | No charge
Online Delivery | 251TL1112A

W | Feb 19 | 6-7pm | No charge
Online Delivery | 251TL1112B

W | Mar 19 | 6-7pm | No charge
Online Delivery | 251TL1112C

W | Apr 16 | 6-7pm | No charge
Online Delivery | 251TL1112D

W | May 28 | 6-7pm | No charge
Online Delivery | 251TL1112E

GRE® Live-Online Course

You are ready for graduate school. Let us help you take the first step to an advanced degree! With 24 hours of quality live-online instruction, get ready to apply to graduate schools! This program offers the convenience of attending class from your home or office. This interactive class covers the quantitative, verbal, and critical reasoning skills necessary to succeed on each section of the GRE®. Synchronous instruction gives you the opportunity to participate in class discussions and interact with other students. You also receive access to class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours. This program includes a course workbook and online support resources-access to an instructor-monitored question forum, online office hours, and recording of class modules. Course materials are shipped directly to you.

ETC Staff
ThT | Jan 30-Feb 25 (meets 8x) | 5-8pm | $799
Online Delivery | 251TL1100A

ThT | Feb 27-Mar 25 (meets 8x) | 5-8pm | $799
Online Delivery | 251TL1100B

WM | Mar 26-Apr 21 (meets 8x) | 4-7pm | $799
Online Delivery | 251TL1100C

TTh | May 6-29 (meets 8x) | 5-8pm | $799
Online Delivery | 251TL1100D

LSAT Live Online Strategy Workshop

Join us for an informative introduction to the LSAT®. If you are preparing for law school, you know that success on the LSAT® exam will play a critical role in your acceptance into the program of your choice. You want to study with the best. Come meet with our experienced instructor to learn about the test and pick up a few tricks. We know you'll get a lot out of this session. Pre-registration is requested.

ETC Staff
W | Jan 8 | 6-7pm | No charge
Online Delivery | 251TL1114A

W | Feb 12 | 6-7pm | No charge
Online Delivery | 251TL1114B

W | Apr 9 | 6-7pm | No charge
Online Delivery | 251TL1114C

W | Jun 4 | 6-7pm | No charge
Online Delivery | 251TL1114D

LSAT Prep Course - Classroom

UNLV's intensive LSAT prep program includes 30 hours of classroom instruction from experienced test-preparation professionals. The easy-to-follow program uses proven techniques to take the mystery out of the LSAT. Learn systematic strategies for mastering Logical Reasoning items. Practice skimming Reading Comprehension passages for key information to help answer questions more quickly and accurately. The course includes an LSAT workbook, official practice tests from LSAC, and access to online resources—class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours. In-person test prep courses are conveniently held on the campus of UNLV in Las Vegas, NV. This course is ideal for current undergraduates, recent graduates, and anyone intending to apply to law school in the next five years.

ETC Staff
MW | Jan 27-Mar 3 (meets 10x) | 6-9pm | $899
UNLV MAB2 Room 139 | 251TL1105A
*Class does not meet: Feb 17

MW | Mar 10-Apr 9 (meets 10x) | 6-9pm | $899
UNLV MAB2 Room 139 | 251TL1105B

Academic Preparation

LSAT® Live-Online Course

UNLV's intensive LSAT prep program includes 30 hours of classroom instruction from experienced test-preparation professionals. The easy-to-follow program uses proven techniques to take the mystery out of the LSAT. Learn systematic strategies for mastering Logical Reasoning items. Practice skimming Reading Comprehension passages for key information to help answer questions more quickly and accurately. The course includes an LSAT workbook, official practice tests from LSAC, and access to online resources—class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours. In- person test prep courses are conveniently held on the campus of UNLV in Las Vegas, NV. This course is ideal for current undergraduates, recent graduates, and anyone intending to apply to law school in the next five years.

ETC Staff
TTh | Jan 7-Feb 6 (meets 10x) | 5-8pm | $899
Online Delivery | 251TL1102A

TThSu | Jan 14-Feb 4 (meets 10x) | 4-7pm | $899
Online Delivery | 251TL1102B

W | Jan 29-Apr 2 (meets 10x) | 4-7pm | $899
Online Delivery | 251TL1102C

ThT | Feb 27-Apr 1 (meets 10x) | 5-8pm | $899
Online Delivery | 251TL1102D

WM | Apr 16-May 19 (meets 10x) | 5-8pm | $899
Online Delivery | 251TL1102E

TTh | Apr 29-May 29 (meets 10x) | 4-7pm | $899
Online Delivery | 251TL1102F

College Application Test Preparations

ACT/SAT Live Online Strategy Workshop

Join us for an informative combined introduction to the ACT® and SAT®. If you are preparing for college, you probably have some questions about the pre-college admission tests. This session will introduce you to both tests and highlight some of the key similarities and differences between them. Our experienced instructor will guide you through some sample questions and teach you a few strategies. Come learn the basics about the ACT® and SAT®. We know you'll get a lot out of this free session. Due to limited space, pre-registration is encouraged.

ETC Staff
W | Jan 29 | 6-7pm | No charge
Online Delivery | 251TL1123A

W | Feb 26 | 6-7pm | No charge
Online Delivery | 251TL1123B

W | Mar 26 | 6-7pm | No charge
Online Delivery | 251TL1123C

W | Apr 23 | 6-7pm | No charge
Online Delivery | 251TL1123D

W | May 21 | 6-7pm | No charge
Online Delivery | 251TL1123E

ACT® Live-Online Prep Course

Let UNLV's ACT test-preparation program help you prepare for this important test! ACT courses are strategically scheduled for the weeks leading up to the most popular ACT test dates. Courses include 16 hours of instruction, the official preparation guide including practice tests from ACT, a course workbook, and access to our online resources—class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours. Live-online courses provide alternative schedules and the added benefit of taking the course from anywhere in the world.

ETC Staff
TTh | Jan 14-Feb 6 (meets 8x) | 4-6pm | $499
Online Delivery | 251TL1121A

TTh | Mar 4-27 (meets 8x) | 4-6pm | $499
Online Delivery | 251TL1121B

ThT | May 15-Jun 10 (meets 8x) | 4-6pm | $499
Online Delivery | 251TL1121C

WM | May 28-Jun 23 (meets 8x) | noon-2pm | $499
Online Delivery | 251TL1121D

SAT Prep Course - On Campus

The SAT® Prep Course is an intensive test prep program that provides students with the tools they need to prepare for and ace the SAT®. Receive in-depth review of the exam materials, insight into strategies for succeeding on standardized tests, and a comprehensive study plan.

ETC Staff
Sa | Feb 1-22 (meets 4x) | 1-5pm | $499
UNLV MAB2 Room 139 | 251TL1124A

TWThF | Apr 15-18 (meets 4x) | 9am-1pm | $499
UNLV MAB2 Room 160 | 251TL1124B

SAT® Live-Online Prep Course

Let UNLV's SAT test-preparation program help you prepare for this important test! SAT Prep Courses are strategically scheduled for the weeks leading up to the most popular SAT test dates. Courses include 16 hours of instruction and access to our online resources—digital practice, class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours. Live online courses provide alternative schedules and the added benefit of taking the course from anywhere in the world.

ETC Staff
WM | Feb 5-Mar 3 (meets 8x) | 4-6pm | $499
Online Delivery | 251TL1119A

WM | Mar 5-31 (meets 8x) | 4-6pm | $499
Online Delivery | 251TL1119B

SuSa | Mar 30-Apr 27 (meets 8x) | 10am-2pm | $499
Online Delivery | 251TL1119C
*Class does not meet: Apr 20

TTh | Apr 1-24 (meets 8x) | 4-6pm | $499
Online Delivery | 251TL1119D

ThT | May 8-Jun 3 (meets 8x) | 4-6pm | $499
Online Delivery | 251TL1119E

FREE STRATEGY WORKSHOPS

Jump start your test preparations for college entrance, graduate school, or teacher certification when you join us for a FREE strategy workshop.

ACT/SAT LIVE-ONLINE STRATEGY WORKSHOP

W | Jan 29 | 6-7pm | No charge | Online Delivery | 251TL1123A

W | Feb 26 | 6-7pm | No charge | Online Delivery | 251TL1123B

W | Mar 26 | 6-7pm | No charge | Online Delivery | 251TL1123C

W | Apr 23 | 6-7pm | No charge | Online Delivery | 251TL1123D

W | May 21 | 6-7pm | No charge | Online Delivery | 251TL1123E

GMAT LIVE-ONLINE STRATEGY WORKSHOP

W | Jan 22 | 6-7pm | No charge | Online Delivery | 251TL1110A

W | May 14 | 6-7pm | No charge | Online Delivery | 251TL1110B

GRE LIVE-ONLINE STRATEGY WORKSHOP

W | Jan 15 | 6-7pm | No charge | Online Delivery | 251TL1112A

W | Feb 19 | 6-7pm | No charge | Online Delivery | 251TL1112B

W | Mar 19 | 6-7pm | No charge | Online Delivery | 251TL1112C

W | Apr 16 | 6-7pm | No charge | Online Delivery | 251TL1112D

W | May 28 | 6-7pm | No charge | Online Delivery | 251TL1112E

LSAT LIVE-ONLINE STRATEGY WORKSHOP

W | Jan 8 | 6-7pm | No charge | Online Delivery | 251TL1114A

W | Feb 12 | 6-7pm | No charge | Online Delivery | 251TL1114B

W | Apr 9 | 6-7pm | No charge | Online Delivery | 251TL1114C

W | Jun 4 | 6-7pm | No charge | Online Delivery | 251TL1114D

Academic Preparation

Prepare for Real-World Success with **Success@Work**

The Success@Work program is a flexible, self-paced professional development program designed specifically for those ready to take the next step. The lessons, courses, and modules are specifically designed for individuals who are currently unemployed, underemployed, or seeking a fresh start in the professional world. Success@Work provides the essential education and skills needed to succeed in today's job market.

Three-part Series Key Topics

Foundational Skills | Learn the basics every professional needs to thrive.

Workplace Success | Gain practical tools for job search strategies, navigating the workplace, and the benefits of your leadership style.

Leveling Up | Develop power skills like communication, increasing your influence, and managing change.

ced.unlv.edu/leaderverse

LEADERVERSE

UNLV | CONTINUING EDUCATION

Your business is unique.
Your training can be, too.

Let UNLV Continuing Education design **CONTRACT TRAINING** to meet your unique business situation. Your employees will benefit from the knowledge and experience of university and industry experts delivered online, on campus, or at your site.

Training topics include: Leadership & Management, Communication, Soft Skills, Project Management, Technology, Language, Sales Operations, Sales Development, Digital Marketing and Business Analytics.

Contact UNLV Continuing Education's custom training team for a free custom training consultation at continuing.education@unlv.edu or 702-895-3394.

ced.unlv.edu/contract-training

UNLV | CONTINUING EDUCATION

OLLI at UNLV
LEARN. ENGAGE. TOGETHER.

The Osher Lifelong Learning Institute (OLLI) at UNLV is a member-driven learning community of more than 1,200 retired and semi-retired adults. Our members continue a lifetime of learning by contributing to a program rich in content, shared interests, and life experiences.

Spring 2025 classes offered February 3 through April 18 in-person and online.

🌐 olli.unlv.edu   ☎ 702-895-3394   ✉ olliatunlv@unlv.edu

UNLV | OSHER LIFELONG LEARNING INSTITUTE

Continuing Education: Information, Policies & Procedures

Registration Fees & Payment
Prices are subject to change without notice. Payment in full is due at the time of registration. For a list of payment options, see page 64 of this catalog or visit ced.unlv.edu/registration-policies#fees.

For classes with bundle discounts, you must register for all classes in a single transaction to receive the discounted fee.

For UNLV staff and alumni, registration fee discount information can be found at ced.unlv.edu/registration-policies#discounts.

Division of Educational Outreach accepts credit/debit cards, checks, and money orders as a form of payment for all transactions. Cash is no longer accepted. For additional information see ced.unlv.edu/cashlessoperationspolicy.

Course Cancellations & Changes
The Division of Educational Outreach reserves the right to cancel any class or make any other changes it deems necessary in order to provide students with the best educational experience possible as well as to ensure the health and safety of all members of the university community. Changes include but are not limited to the following: change of schedule, location, instructor, and mode of instruction. 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 ced.unlv.edu/registration-policies#cancel

Drop Policy
Unless a separate policy is stated for a specific class in the course description, the following applies to all requests to drop Continuing Education classes. All requests to drop a class must be submitted in writing to continuing.education@unlv.edu, no later than 8:00am PST three business days before the start of the class. If the university cancels a course, students will automatically receive a full refund or option to transfer to another class and do not need to submit a request. Students may request a transfer to another course or request a refund. All requests received by the deadline will receive a credit or refund of 100% of the registration fee. At no time will the amount credited or refunded exceed the amount of the original payment. If a student elects to transfer to a course with a higher registration fee, the student will be responsible for paying the difference.

Requests must include the following information to be considered: Student Name, Student Email Address and/or Telephone Number, Class Title and Start Date, and Reason for Dropping the Class. Refunds will only be issued to the original payee and the request must come from the registered student or parent/guardian if under 18 years old. All refunds will be processed in the same manner as the original payment.

If you are requesting to drop a class due to State Authorization Reciprocity Agreements (SARA), please include the reason for filing a SARA complaint in your drop request. For more information about the SARA complaint process please visit: https://www.nc-sara.org/student-complaints.

The complete refund policy is available at ced.unlv.edu/registration-policies#refunds.

Wait List
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 see ced.unlv.edu/registration-policies#wait.

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. Parking permits may be purchased via the PayByPhone app on your mobile device. Visit unlv.edu/parking for the most up-to-date information regarding permit requirements and enforcement as well as other purchasing options.

Class Locations
Our classes are located throughout the Las Vegas Valley. See page 61 for the location legend.

Classroom locations are subject to change. Please check your email and reference the registration website for updated room location information.

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

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. Visit ced.unlv.edu/certificate-programs for our certificate program policies and details about all of our certificate programs. To request your certificate after meeting the program requirements, please fill out a Certificate Issuance Form at ced.unlv.edu/certificate-form.

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

Attendance Policy

Attendance, tardiness, and absences are considered by instructors when determining whether or not a student has satisfactorily completed a course and earned CEUs. Please communicate with your instructor regarding your options and responsibilities if you must miss a class. For more information please visit ced.unlv.edu/registration-policies#attendance.

UNLV Continuing Education Units (CEUs)

UNLV Continuing Education awards Continuing Education Units (CEUs) for many of its professional development and certificate program courses. The International Association for Continuing Education and Training (IACET) and the U.S. Department of Education task force defines the CEU standard of measurement as: 1 CEU = 10 contact hours of participation in an organized continuing education\training experience, delivered under responsible sponsorship, capable direction, and qualified instruction. UNLV CEUs are calculated based on this nationally recognized formula; however, other organizations such as licensing boards may convert CEUs into other measurements such as Professional Development Hours (PDH) or Continuing Education Credits (CEC). Students should consult with their specific licensing board or industry regulating body to confirm how UNLV CEUs can meet their training requirements.

For more information on CEUs, visit: www.iacet.org/standards/continuing-education-unit-ceu/about-the-ceu

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. Any student who feels they may need accommodations due to a disability, temporary injury, or academic adjustments due to a pregnancy is encouraged to contact the UNLV Disability Resource Center (DRC) online at unlv.edu/drc or by phone, 702-895-0866. Current DRC students should make an appointment to discuss their accommodations with their instructors. It is best to initiate this process at least two weeks prior to the start date of your class to ensure accommodations can be provided in a timely manner.

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. Visit unlv.edu/registrar/ferpa for more information.

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.

UNLV Smoke-Free

UNLV seeks to provide a clean, healthy environment for the entire community. UNLV is a smoke-free, vape-free, and tobacco-free campus.

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. Review UNLV copyright policies at unlv.edu/provost/copyright.

Title IX

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito. The Title IX Coordinator can be reached through the online reporting form, by email at titleixcoordinator@unlv.edu, by phone at 702-895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

UNLV Educational Outreach Information Desk Hours

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

Contact Us

For information and inquiries please contact us at 702-895-3394 or email continuing.education@unlv.edu.

For a complete list of registration policies visit **ced.unlv.edu/registration-policies**.

🌐 **ced.unlv.edu**　　　f **@UNLVCE**

☎ **702-895-3394**

Location Legend

UNLV Locations

Lee Business School, EMBA Suite, WRI Room C302

Lee & Thomas Beam Music Center (BMC) Room 160

UNLV MAB2 4350 S. Maryland Parkway

McDermott Physical Education Complex (MPE)
South Gym

UNLV campus maps are available online at **www.unlv.edu/maps**. Classroom assignments are printed on your registration receipt.

Other Locations

Henderson Aikido 1010 Wigwam Pkwy., Ste. 110, Henderson, NV 89074

Las Vegas Golf Center 6730 S. Las Vegas Blvd., Las Vegas, NV 89119

Mayweather Boxing + Fitness Spring Valley
6565 S. Fort Apache Rd., Ste. 165, Las Vegas, NV 89148

Nellis Air Force Base (AFB) 4700 N. Las Vegas Blvd., Nellis Air Force Base, NV 89191

Perry Foundation 2920 Green Valley Pkwy., Bldg. 3, Ste. 311, Henderson, NV 89014

The Voice Actors Studio 3875 S. Jones Blvd., Ste. 102, Las Vegas, NV 89103

Velocity Graphics 3391 W. Oquendo Rd., Las Vegas, NV 89118

Online Education

Rochelle Ave.

Maryland Parkway

Nevada System of Higher Education

MAB2 Educational Outreach

Lee and Thomas Beam Music Center

4350 S. Maryland Parkway

N
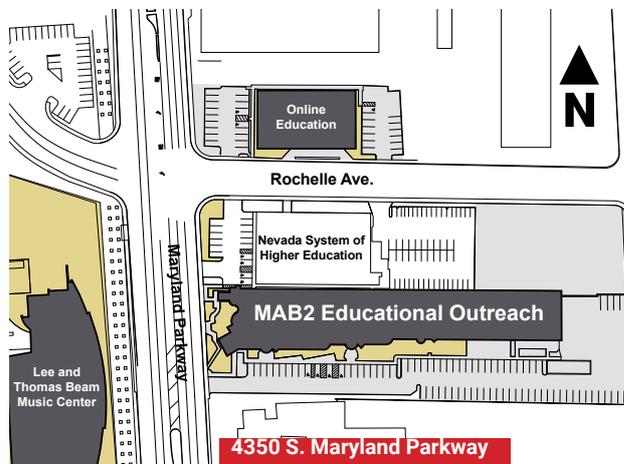
UNLV | EDUCATIONAL OUTREACH
edoutreach.unlv.edu

UNLV | **It's good to be a Rebel!**

UNLV CONTINUING EDUCATION OFFERS PROGRAM DISCOUNTS TO ALUMNI AND STAFF

STAFF

All current UNLV employees

15%* off professional development

5%* off personal enrichment

40% off in-demand tech certifications offered by our collaborator Skillstorm

Details at ced.unlv.edu/unlv-employee-discounts

ALUMNI

All UNLV graduates

5%* off professional development

5%* off personal enrichment

Details at ced.unlv.edu/unlv-alumni

UNLV | CONTINUING EDUCATION

*We offer discounts on most classes. Select classes do not offer a Staff or Alumni Discount. These classes are offered in collaboration either with an external provider or with a UNLV academic department. Because of contract restrictions, we cannot extend a discount.

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Class Registration Options

ONLINE
ced.unlv.edu/register
Payment by credit card only.

PHONE
702-895-3394
Register by phone
8am-5pm Monday-Friday

IN PERSON
Bring your registration form to:

4350 S Maryland Parkway,
Las Vegas, NV 89119

8am-5pm Monday-Friday

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

UNLV Division of
Educational Outreach
Box 451019
4505 S. Maryland Parkway
Las Vegas, NV 89154-1019

Registration Form

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 _____

Course Information:

Course Code	Course Name	Course Fee

Payment Information:

Your payment MUST accompany this form. Cash is no longer accepted.

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

For registrations with credit cards, please either register online at ced.unlv.edu/register or call our Customer Service Information Desk at 702-895-3394.

By submitting this form you are indicating that you have read and agree to abide by all of the policies available online at ced.unlv.edu/registration-policies. This includes but is not limited to the policies outlined on pages 59-60 of this catalog as well as the following payment policies.

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.

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.

Test Prep to realize your goals!

If you plan to attend college, graduate school, law school, business school, or teacher preparation, Test Prep can help you realize your goals. We offer in-person and online test preparation classes for the ACT®, SAT®, GRE®, GMAT®, LSAT®, Praxis Core Math, and Praxis Core Verbal exams.

All Test Prep Classes Include

• Extensive classroom instruction
• Experienced, dedicated instructors
• Comprehensive preparation materials
• Thorough presentations and explanations
• Convenient access to our team of experts
• Access to online support resources

UNLV Continuing Education's Test Prep program collabrates with **Educational Testing Consultants**, a leader in higher education test preparation.

ced.unlv.edu/test-preparation

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Summer Bridge Math Program

The Summer Bridge Math Program can have a significant impact on student's performance in their upcoming school year. It will help minimize students' loss of skills by giving them an instructor-led environment in which to review and practice skills learned or receive guided instruction on key topics covered in the grade they are entering.

continuingeducation.unlv.edu/programs/summer-math

COMMUNITY MANAGER PRE-CERTIFICATION EDUCATION

There are more than 3,000 homeowner associations (HOAs) in Nevada, and the number is growing. If you are interested in becoming a community association manager (CAM), UNLV Continuing Education's Community Manager Preparation Course provides an opportunity to learn the basic community association management skills and meet the requirements for community management. This course meets Nevada's mandated 60-hour classroom education requirement for those who are involved in common-interest community management (HOAs). Upon successful completion of this course, you are eligible to take the exam to become a certified community association manager.

ced.unlv.edu/community-manager

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UNLV

Division of Educational Outreach
Box 451019
4505 S. Maryland Parkway
Las Vegas, Nevada 89154-1019

Scan here to enroll today!

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☎ 702-895-3394

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Coming soon

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