OUTREACH

EXTENDING UNLY TO THE COMMUNITY

FALL 2022 COURSE CATALOG

Advance Your Career Paralegal—Online Business Administration Certificate Nevada Medical Cannabis Consultant Certificate

Learn Something New Medical Spanish Self Defense

UNIV CONTINUING EDUCATION

ced.unlv.edu



UNIV CONTINUING EDUCATION Instructor Spotlight:

Gae (Gabbie) Hirsch Drawing & Painting

It can take a lifetime of practice, experimentation, success, and of course failure to achieve any level of expertise in a field of study. It takes an incredibly special person to turn around and take those years of hard work and offer them up to the next generation. **Gae (Gabbie) Hirsch is one of those passionate individuals with her twenty plus years of teaching at UNLV Continuing Education**.

Gabbie started her formal studies at the prestigious School of Visual Arts in New York City. From there, she went on to receive her bachelor of fine arts from Cornell University. Finally, Gabbie rounded out her education with a certification in Antiques, Collectibles, and Appraising from Asheford Institute of Antiques. Prior to instructing at UNLV, she worked for Harper Row Publishing, Madison Avenue Art Gallery, and was an assistant professor at a university in upstate New York. Not one to become complacent, she also developed skills in dance and martial arts. Needless to say, Gabbie has a lifetime of unique experiences which she utilizes in the classroom. "In my teaching, I believe you can tie all of a person's experiences to be useful in developing your creativity and not just focus on art related topics."

Gabbie takes the theory of teaching others to expand her expertise to a new level. She strives to bring in beginners, those who believe they are not artists, and even individuals who fear attempting art so that she can open up a new world to them, which in turn offers her new perspective on her lifelong passion. She has found that UNLV Continuing Education's central location, name recognition, and facilities offer the best opportunity to reach as many students as possible. Perhaps her biggest reward comes from the positive emotions she sees from her students when they realize they can accomplish success in the art world simply by expressing themselves on a canvas, in a drawing, using watercolors or whatever medium they are utilizing.

When asked why Gabbie preferred teaching for continuing education versus remaining in the degree oriented world of academia, she provided an interesting perspective. "Continuing Education was both easier to break into and made more sense with what I wanted to accomplish."

Gabbie's ever popular classes include acrylics, watercolors, portraits, and drawing. Her newest class, "Come as you ART" invites students to bring in an in-progress art project to receive constructive feedback and learn to think about their project in fresh new ways. To see all the current art classes available at UNLV Continuing Education, visit ced.unlv.edu/drawing-painting.

Check out our current drawing & painting classes at ced.unlv.edu/drawing-painting.

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



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.



Professional Development Certificate Programs

Our professional development certificate programs, certification preparation programs, and pre-certification programs can help you advance or 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.

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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.

Attend a Free Certificate Information Session

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

Business Administration Certificate Information Session

T | Aug 30 | noon-12:45pm | Online-Zoom | 222BD6107

Grant Academy Information Session T | Aug 23 | 6-7pm | Online-Zoom | 222GR1150

Human Resource Management Certificate Program Information Session W | Aug 24 | 5:30-6:30pm | Online-Zoom | 222CP6155

Nonprofit Fundraising Information Session M | Aug 29 | 6-7pm | Online-Zoom | 222NP3172

Paralegal Certificate Information Session

M | Sep 12 | noon-1pm | Online-Zoom | 223PL6128A

Th | Oct 13 | 5:30-6:30pm | Online-Zoom | 223PL6128B

M | Nov 14 | noon-1pm | Online-Zoom | 223PL6128C

Th | Dec 15 | 5:30-6:30pm | Online-Zoom | 223PL6128D

Human Resource Management Certificate Program Information Session

W | Aug 24 | 5:30-6:30pm | Online-Zoom | 222CP6155

Sommelier Academy Information Session

T | Aug 16 | noon-1pm | Online-Zoom | 222WS6101

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 Tuition Assistance Private Education Loans

Questions?

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

ced.unlv.edu/financial-assistance

Business

Business Administration Certificate Program

ced.unlv.edu/business-administration

The Business Administration Certificate Program is designed to introduce early career business professionals and managers to the most important concepts, tools, and techniques taught in today's top business schools. Boost your productivity, confidence, and effectiveness when managing yourself, others, and your business. This program is offered in partnership with UNLV's Lee Business School.

The curriculum is divided into six learning sessions and covers

- Budgeting & Reporting: The budgeting process, creating budgets, how budgets are presented and ultimately used in a business setting
- Accounting & Finance: Understanding basic finance and accounting principles including profit and loss statements, balance sheets and capitalization
- Professional Presence & Communication: Writing in a business context, business presentations, overall professional presence
- Leadership & Negotiations: Leadership styles, team management, decision-making, negotiation techniques, contract negotiations
- Sales & Marketing: Proposal writing, managing your sales funnel, identifying top prospects, branding, integrated marketing
- Quality Service & Service Operations: Understanding customer expectations, creating and implementing proper service standards, focusing on the customer journey and quality management

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.

PROGRAM REQUIREMENTS: To earn the Business Administration Certificate you must successfully complete all six learning sessions. Sessions must be taken in the semester the student registers.

In partnership with:



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 T | Aug 30 | noon-12:45am | No charge Online-Zoom | 222BD6107

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 | Sep 16-Oct 21 (meets 6x) | 9am-3:30pm | \$2,100 Lee Business School, EMBA Suite, WRI Room C302 223BD6106 | 3.6 CEUs

What our students are saying: This course helped me sharpen my current skills and knowledge. I also learned new techniques on how to be more successful."

> Business Administration Certificate, Spring 2022

Business

Communications Classes

ced.unlv.edu/communications

Effective Speaking for International Professionals

Do you want to speak effectively? Do you want to communicate with clarity and confidence? Are you an international professional or student who wants to improve your speaking and communication skills? This class will help you acquire the aspects of effective speech delivery. You will learn organization of content, use of verbal and non-verbal language, and voice control including understandable accent, proper intonation, and better articulation. You will also master the techniques of pacing, pausing, and linking for delivering a smoother, clearer, and more concise speech. Improving your speaking skills will boost your self-confidence, and have a positive impact on your professional and social life. You will overcome your fear of speaking, and communicate ideas in a coherent and convincing manner. Required Textbook(s): *Speech Communication Made Simple 2* (ISBN: 9780132861694)

Katia Abou-Haidar, MAAL MW | Aug 22-Sep 12 (meets 6x) | 6-8:30pm | \$279 PAR Room 300 | 222CX1117 | 1.5 CEUs

MW | Nov 28-Dec 14 (meets 6x) | 6-8:30pm | \$279 PAR Room 302 | 223CX1117 | 1.5 CEUs

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 | Sep 29 | 9am-noon | \$149 PAR Room 302 | 223PG1191 | 0.3 CEU

Public Speaking Bootcamp

Become a poised and powerful public speaker. Opportunities to speak in front of a group provoke anxiety for many people, yet the benefits of being a confident speaker can be enormous. Presentation skills help you to lead, persuade, motivate, educate, and manage others. Course topics include overcoming nervousness, planning your presentation, effective delivery, using humor, visual aids, answering questions, and handling difficult situations. After this one-day crash course, you will know the key elements of a powerful presentation and understand how to make a positive and lasting impact on your audience.

Amy Pourciau F | Sep 30 | 9am-4pm | \$289 PAR Room 302 | 223CX1109 | 0.6 CEU

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 PreCertification 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, Betsi Williams, Lorrie Olson, Donna Zanetti, Cheri Hauer, Justin Fertick, Lauren Starner

TWTh | Sep 6-Oct 26 (meets 23x) | 5:30-8:30pm | \$649 Online-UNLVGO and Zoom | 223RP1100 | 6 CEUs

Human Resource Management Certificate Programs/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.

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

Essentials of Human Resource Management

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

Essentials of Human Resource Management

ELECTIVE COURSE OPTIONS: Offerings vary by semester. Visit ced.unlv.edu/HRManagement for a complete list of elective options and more details about this program.

Human Resource Management Certificate Program Information Session

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

Continuing Ed Staff W | Aug 24 | 5:30-6:30pm | No charge Online-Zoom | 222CP6155



Human resource management elective offerings vary by semester. Visit **ced.unlv.edu/HRManagement** for a complete list of current electives.

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.

Charlie Carr, M.A. Ed.S. Th | Dec 8 | 9am-4pm | \$289 PAR Room 302 | 223CP6173 | 0.6 CEU

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 | Sep 14-Dec 14 (meets 13x) | 6-9pm | \$949 PAR Room 300 | 223CP6113 | 3.9 CEUs *Class does not meet: Nov 23



Interviewing Skills for Hiring Teams

The interview process is the most influential aspect of employee recruitment. Interviews are the primary factor behind employee selection decisions and the experience can make or break a candidate's impression of the employer. It is critical for hiring managers and human resource professionals to learn best practices in interviewing to positively impact their teams and overall organization. This course will cover best practices in resume review, interview design, interview preparation, conducting the interview, and successfully bridging the gap between interviews and the hiring decision.

Christina Nishiyama, MBA, SPHR F | Oct 21 | 9am-4pm | \$289 PAR Room 302 | 223CP6187 | 0.6 CEU

Business

Managing Organizational Change

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.

Charlie Carr, M.A. Ed.S. MW | Oct 10-12 (meets 2x) | 6-9pm | \$289 PAR Room 511 | 223CP6304 | 0.6 CEU

Nevada Employment Law NRS: 607-612

Nevada Revised Statutes (NRS) Title 53-Labor and Industrial Relations, Chapters 607-612. Discussion will include: The Nevada Labor Commissioner, compensation, wages and hours, employment of minors, apprenticeships, employment agencies and offices, and unemployment compensation.

Greg Wilken, JD, SPHR F | Sep 9 | 9am-4pm | \$289 PAR Room 302 | 223CP6144 | 0.6 CEU

Nevada Employment Law NRS: 613-615

Nevada Revised Statutes (NRS) Title 53-Labor and Industrial Relations, Chapters 613-615. Discussion will include: employeremployee employment practices, organized labor and labor disputes, and vocational rehabilitation.

Greg Wilken, JD, SPHR F | Sep 23 | 9am-4pm | \$289 PAR Room 302 | 223CP6145 | 0.6 CEU

Nevada Employment Law NRS: 616A-618

Nevada Revised Statutes (NRS) Title 53-Labor and Industrial Relations, Chapters 616A-618. Discussion will include: industrial insurance (workers' compensation), administration, insurers, liability for provision of coverage, benefits for injury or death, prohibited acts, penalties and prosecution, occupational diseases, and Nevada Occupational Safety and Health Administration (NOSHA) statutes.

Greg Wilken, JD, SPHR F | Oct 14 | 9am-4pm | \$289 PAR Room 302 | 223CP6146 | 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 F | Oct 7 | 9am-4pm | \$289 PAR Room 302 | 223CP6175 | 0.6 CEU

What the EEOC Expects From Employers

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

Christina Nishiyama, MBA, SPHR F | Dec 2 | 9am-4pm | \$289 PAR Room 302 | 223CP6121 | 0.6 CEU

What our students are saying: The instructor was absolutely AMAZING! Not only was she incredibly knowledgeable about Human Resources, she was able to bring in subject and content experts in as guest speakers to help further explain the current topic."

> Essentials of Human Resource Management Course, Fall 2021

Lean Six Sigma Green Belt & Black Belt Certificate Programs

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 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 | Aug 15-19 (meets 5x) | 9am-4pm | \$1,800 PAR Room 512 | 222LN1100 | 3 CEUs

MTWThF | Oct 10-14 (meets 5x) | 9am-4pm | \$1,800 PAR Room 101 | 223LN1100A | 3 CEUs

MTWThF | Dec 5-9 (meets 5x) | 9am-4pm | \$1,800 PAR Room 512 | 223LN1100B | 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 | Oct 17-21 (meets 5x) | 9am-4pm | \$2,400 PAR Room 101 | 223LN1101 | 3 CEUs

Sales Development Science Certificate Program

ced.unlv.edu/sales-development

The explosion of new technologies has transformed selling activities within any sales team. Tools, data, analytics, protocols, and processes now play as big a role as persuasion and persistence. Explore the science behind these activities and the datadriven strategies for developing, managing, and converting sales leads and pipeline into revenue. You will work in a Salesforce Sales Cloud Developer environment to get hands-on experience with an industry-leading CRM technology. Delivered online, this course combines on-demand learning with weekly live expert-led sessions and mentor-led labs. The Sales Development Science certificate is offered in partnership with GreenFig, a marketdriven education company that delivers innovative programs to prepare learners for the demands of today's economy.

PROGRAM REQUIREMENTS: To earn the Sales Development Science Certificate, you must successfully complete the following required course:

Sales Development Science

GREENfig

The class was amazing. This truly has changed my way of thinking and my life given I just landed a new job in sales."

Sales Development Science Program, 2022



Sales Development Science

Meet ambitious sales targets by taking advantage of data and tools to get high-quality leads into your sales pipeline, close the sale, and retain long term customers. When you understand all of the key sales development concepts-Data Management, Customer Value Proposition and Insights, Customer Personas and Prospecting, Pipeline Management, and Opportunity Development-you can work more efficiently and effectively. Along the way, you will create a Strategic Sales Development Playbook with activities to advance a real-world company's sales team efforts for increased sales performance and revenue. You will work in a Salesforce Sales Cloud Developer environment to get hands-on experience with an industry-leading CRM technology. Delivered fully online, our 10-week Sales Development Science course is taught by industry experts. Each week features a new online learning module and the option to join a live/online, mentor-led session to take a deeper dive into the course material and engage with fellow learners.

Register at https://www.greenfig.com/sales-development/ university-nevada-las-vegas. You will need access to a laptop or desktop computer, webcam, internet connection, Excel (or similar) or Google Sheets.

Prerequisite: No prerequisites necessary, but learners need to have a desire to learn and engage with a fast paced, hands-on curriculum created to drive career outcomes. Our mentors will work with you to help fill any knowledge gap and ensure you are getting a full experience.

Sales Operations Science Certificate Program

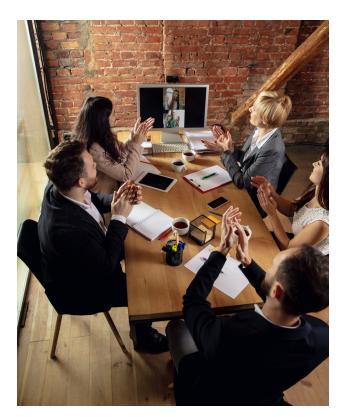
ced.unlv.edu/sales-operations

Effective operations are central to maximizing a team's sales performance. Engage in best practices from leading experts, master critical concepts and strategies, and put your new skills to the test with hands-on practice in your individualized Salesforce Sales Cloud Developer environment. You will also create a Strategic Sales Operations Playbook to help a real-world company reach more prospects, produce more pipelines, improve key processes, and generate more revenue. Delivered online, this course combines on-demand learning with weekly live expert-led sessions and mentor-led labs. The Sales Operations Science certificate course is provided in partnership with GreenFig, a marketdriven education company that delivers innovative programs to prepare learners for the demands of today's economy.

PROGRAM REQUIREMENTS: To earn the Sales Operations Science Certificate, you must successfully complete the following required core course.

Sales Operations Science

GREENfig



Sales Operations Science

Learn Sales Operations fundamentals, strategies, and best practices used by high-growth companies to increase sales team performance and revenue. Delivered online, our highly rated 10-week course combines on-demand learning with optional (but highly recommended) weekly live, expert-led sessions where you will master critical concepts through hands-on practice in your individualized Salesforce Developer environment. You will earn Salesforce credentials as well as develop a Strategic Sales Operations Playbook to solve business challenges and optimize sales performance for a real-world company. **Register at fig.ced.unlv.edu.** You will need access to a laptop or desktop computer, webcam, internet connection, Excel (or similar) or Google Sheets.

Prerequisite: No experience necessary. However, some material may be more advanced for those without any previous Sales Operations experience, in which case our mentors will work with you to help fill the knowledge gap and ensure you are getting a full experience.

This course was an opportunity to expand my skill set and directly apply what I learned to my company to help it grow and scale."

Sales Operations Science Program, 2021

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 lifecyclefrom 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-toface, 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 Program 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 Preparation
- 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 you register they will reach out to you with details.

Petersen Training Sep 20-Nov 18 (meets 11x) | 8am-5pm | \$3,945 Nellis AFB | 223PMBUND | 15.6 CEUs

Guiding Organizational Change

As a project manager, you must be adept at driving organizational change. Over the course of three days in the classroom, acquire hands-on experience guiding project teams as you run multiple, simultaneous, organizational change projects via computer-based simulations. You will specifically learn to lead teams through the transition process, while leveraging key leadership skills. Your decisions, teamwork, and experiences in this class will provide you with the practice iterations to build real project leadership skills. Simulations are driven by a responsive virtual system, with a software engine that replicates a real-world work environment. Enroll for all Advanced Project Management Certificate courses using the Advanced Project Management Bundle. Please note, our instructional team from Petersen Training will coordinate access to Nellis Air Force Base for non-military affiliated students. Once you register they will reach out to you with details.

Dan Anderson, Petersen Training TWTh | Oct 25-27 (meets 3x) | 8am-5pm | Bundle Pricing Only Nellis AFB | 223PM6103B | 2.4 CEUs

PMP® Exam Preparation

The PMP® and the CAPM® are internationally-acclaimed project management credentials issued by the Project Management Institute. These certifications are the gold standard for those who work as project managers; both are true discriminators in the hiring process for project management positions. With this in mind, this five-day course focuses you on the right knowledge, skills, tools, and techniques to amplify your abilities to pass the very difficult PMP® or CAPM® exams and earn these credentials. You will learn all necessary project management processes, leadership concepts, and business tools to successfully navigate these exams. You will also receive access to a PMP® exam simulator, which provides hundreds of practice questions in quiz and certification formats. Please note, our instructional team from Petersen Training will coordinate access to Nellis Air Force Base for non-military affiliated students. Once you register they will reach out to you with details.

Dan Anderson, Petersen Training

MTWThF | Aug 22-26 (meets 5x) | 8am-5pm | Bundle Pricing Only Nellis AFB | 222PM6104 | 4 CEUs

MTWThF | Nov 14-18 (meets 5x) | 8am-5pm | Bundle Pricing Only Nellis AFB | 223PM6104B | 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.

Dan Anderson, Petersen Training ThW | Sep 1-Dec 31 | Bundle Pricing Only Online Delivery | 223PM6105 | 6.8 CEUs

Project Management Training Camp

This is the ultimate, immersive, project management training experience! Over the course of three days in the classroom, you will actively engage with a simulated 21-week project, taking it from start to finish. You will work in teams to make project decisions that will guide you through the project and give you the practice iterations to build real project management skills. Simulations are driven by a responsive virtual system, with a software engine that replicates a real-world work environment. Enroll for all Advanced Project Management Bundle. Please note, our instructional team from Petersen Training will coordinate access to Nellis Air Force Base for non-military affiliated students. Once you register they will reach out to you with details.

Dan Anderson, Petersen Training

TWTh | Sep 20-22 (meets 3x) | 8am-5pm | Bundle Pricing Only Nellis AFB | 223PM6102B | 2.4 CEUs

Management Certificate Program

ced.unlv.edu/management

In the UNLV Management Certificate, you will learn to develop skills in five key management competency areas: conflict management, communications, people/team management, project management, and managing 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 Certificate you must successfully complete a minimum of 3.2 CEUs. It is recommended that individuals complete at least one course in each of the five competency areas: Conflict Management, Communications, People/Team Management, Project Management, and Managing Diversity.

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. Students must purchase and complete the CliftonStrengths Manager's Assessment prior to class. www.gallupstrengthscenter.com/store

Maggie Harris

TW | Sep 20-21 (meets 2x) | 9am-noon | \$289 PAR Room 101 | 223CP6139 | 0.6 CEU

Crisis Management

New! 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.

Rick Neal Th | Sep 29-Oct 6 (meets 2x) | 6-9pm | \$289 PAR Room 511 | 223CP6186 | 0.6 CEU

What our students are saying: The instructor exceeded my expectations. She was well versed in the subject matter, communicated effectively, interacted well with the class, and was very organized. It definitely inspired me to take more classes."

How to Deal with Disagreements, Conflict & Confrontation Course, Fall 2021

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 | Sep 29 | 9am-noon | \$149 PAR Room 302 | 223PG1191 | 0.3 CEU

Interviewing Skills for Hiring Teams

The interview process is the most influential aspect of employee recruitment. Interviews are the primary factor behind employee selection decisions and the experience can make or break a candidate's impression of the employer. It is critical for hiring managers and human resource professionals to learn best practices in interviewing to positively impact their teams and overall organization. This course will cover best practices in resume review, interview design, interview preparation, conducting the interview, and successfully bridging the gap between interviews and the hiring decision.

Christina Nishiyama, MBA, SPHR F | Oct 21 | 9am-4pm | \$289 PAR Room 302 | 223CP6187 | 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.

Amy Hunter F | Nov 4 | 9am-4pm | \$289 PAR Room 302 | 223CP6125 | 0.6 CEU



Managing Hybrid & Remote Work Teams

New! In recent years, the rapid shift to remote work and continued advancements in technology have significantly changed the way we work. Workplace flexibility is no longer an option, but a requirement for employee retention. For managers, leading a mixture of remote, hybrid, and in-person work teams brings an array of challenges and opportunities. This course will cover how to establish successful flexible work arrangements, redefining performance objectives, communication and collaboration techniques, and proactively avoiding disengagement with in-person teams.

Christina Nishiyama, MBA, SPHR F | Dec 9 | 9am-4pm | \$289 PAR Room 302 | 223CP6188 | 0.6 CEU

Managing in a Multi-Generational Workplace

Today's workforce is a multigenerational mix of Boomers, Gen X, Millennials, and the leading edge of Gen Z. Each of these populations brings a differing and valuable perspective to a workplace. Managers and leaders must be aware of these generational differences as they build and motivate their teams. We will focus on how each generation thinks, how they want to work, and how to manage them successfully.

Maggie Harris TTh | Nov 1-3 (meets 2x) | 9am-noon | \$289 PAR Room 101 | 223CP6185 | 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.

Maggie Harris

F | Aug 19 | 9am-4pm | \$289 PAR Room 302 | 222CP6149 | 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.

CERTIFICATE PROGRAM REQUIREMENTS: To earn the Organizational Leadership Certificate, you must successfully complete the following required core course plus an additional 2.4 CEUs of elective courses.

· Fundamentals of Leadership

EXECUTIVE CERTIFICATE PROGRAM REQUIREMENTS: To earn the Executive Certificate in Organizational Leadership, you must successfully complete the following required core course plus an additional 6.0 CEUs of elective courses.

· Fundamentals of Leadership

ELECTIVE COURSE OPTIONS: Offerings vary by semester. Visit ced.unlv.edu/organizational-leadership for a complete list of elective options and more details about this program.

Creating High-Functioning Teams Using Strenaths

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. Students must purchase and complete the CliftonStrengths Manager's Assessment prior to class. www.gallupstrengthscenter.com/store

Maggie Harris TW | Sep 20-21 (meets 2x) | 9am-noon | \$289 PAR Room 101 | 223CP6139 | 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.

Rick Neal

Th | Sep 29-Oct 6 (meets 2x) | 6-9pm | \$289 PAR Room 511 | 223CP6186 | 0.6 CEU

Developing a Successful Performance Management Program

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

Charlie Carr, M.A. Ed.S. Th | Dec 8 | 9am-4pm | \$289 PAR Room 302 | 223CP6173 | 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 | Nov 5 | 9am-4pm | \$289 PAR Room 302 | 223CP6302 | 0.6 CEU



View course descriptions for more Organizational Leadership electives through the online registration system at ced.unlv.edu/organizational-leadership.

Fundamentals of Leadership

Prepare for your study of leadership theory and methods by beginning with an overview of proven models commonly applied in today's workplace. Examine practical ways to incorporate leadership theory into work and life. Set the tone and establish a common knowledge base for further study.

Jacob Murdock W | Sep 28-Oct 19 (meets 4x) | 6-9pm | \$699 PAR Room 101 | 223CP6300 | 1.2 CEUs

Managing Organizational Change

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.

Charlie Carr, M.A. Ed.S. MW | Oct 10-12 (meets 2x) | 6-9pm | \$289 PAR Room 511 | 223CP6304 | 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 F | Oct 7 | 9am-4pm | \$289 PAR Room 302 | 223CP6175 | 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.

Kimberly Virtuoso, MA, SPHR F | Nov 18 | 9am-4pm | \$289 PAR Room 302 | 223CP6119 | 0.6 CEU

Mediation Certificate Program

ced.unlv.edu/mediation

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

PROGRAM REQUIREMENTS: To earn the Certificate of Completion in the Mediation Skills Program, you must complete the Mediation Skills Training course, and practicum within 90 days after training.

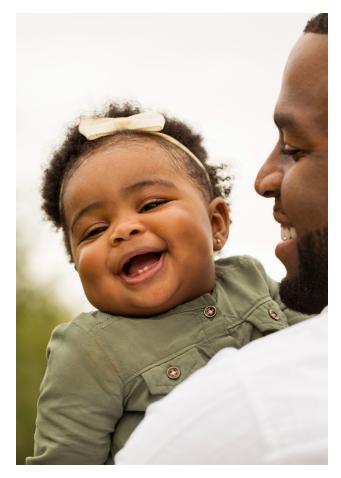
Mediation Skills Training

Individuals with mediation skills provide a process to help parties better understand each other's perspective and reach a mutually agreeable resolution. The principles of mediation are covered during this interactive forty hour course. You will learn the facilitative mediation process, develop active listening skills, and practice effective questioning techniques. Ethical standards in mediation and strategies to work through impasse situations will be introduced, as will methods to differentiate between position and interest, identify sources of conflict, and write agreements. Following classroom training, an in-depth practicum will include a minimum of three observations, four comediations, and two solo mediations. The practicum will allow you to practice your skills and gain confidence in your ability to mediate conflict and facilitate difficult conversations.

This class is eligible for 31.5 CLEs (30 general and 1.5 ethics) through the Nevada Board of Continuing Legal Education for attorneys and judges. A basic mediation training manual is provided for each student.

Patricia Battie

Th | Sep 8-Oct 6 (meets 5x) | 8:30am-5pm | \$1,299 Clark County Neighborhood Justice Center | 223CM1120 | 4 CEUs



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.

Kushica Flowers T | Sep 6-Oct 25 (meets 8x) | 5:30-7:30pm | \$299 PAR Room 511 | 223PL6105A

Liliana Radillo Th | Sep 8-Oct 27 (meets 8x) | 5:30-7:30pm | \$299 PAR Room 401 | 223PL6105B

Legal

Paralegal Certificate Program

ced.unlv.edu/paralegal

Being a paralegal is more than just having a job in the legal field. It can be a rewarding life-long career. If lawyers are the gears of the justice system, paralegals are the grease that keeps it running smoothly. According to the Bureau of Labor Statistics, demand for paralegals is growing faster than average, with a national median salary of \$56,230 annually, making the choice to become a paralegal one of the smartest career choices you can make.

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

Paralegal Certificate Information Session

Learn how UNLV's Paralegal Certificate program can benefit you. Meet one of the instructors or program creators and ask questions about the structure, content, and requirements of the program. In addition to the curriculum, you will learn about paralegal job responsibilities, employment potential, and financial assistance. This informational session will provide you with the details on how this certificate program can help boost your career.

Zachariah Parry, J.D. M | Sep 12 | noon-1pm | No charge Online-Zoom | 223PL6128A

Matthew Pfau, J.D. Th | Oct 13 | 5:30-6:30pm | No charge Online-Zoom | 223PL6128B

Zachariah Parry, J.D. M | Nov 14 | noon-1pm | No charge Online-Zoom | 223PL6128C

Matthew Pfau, J.D. Th | Dec 15 | 5:30-6:30pm | No charge Online-Zoom | 223PL6128D

Paralegal Certificate Program

When you earn UNLV's highly respected Paralegal Certificate, you will be well versed in the day-to-day responsibilities of a paralegal, plus you will understand the legal principles that govern our state and nation. Paralegal coursework is divided into two primary categories: Practicum and the Law. Practicum curriculum focuses on the skills most in demand in a Nevada paralegal: effective legal research, persuasive writing, law practice management, document formatting and structure, court filing, calendaring deadlines, and ethical representation. You will learn these skills and put them into practice by representing two hypothetical clients: a plaintiff and a defendant. Law curriculum covers substantive legal concepts you are most likely to encounter in paralegal practice: torts, contracts, criminal law, criminal procedure, civil procedure, family law, and estate planning/probate. UNLV paralegal graduates gain the knowledge, skills, and confidence they need to successfully enter the profession. The registration fee includes the practicum textbooks and access to LexisNexis and Westlaw. Please estimate \$250 for additional required textbooks that are not included in the registration fee. This is a hybrid course where you will be enrolled in a concurrent online learning program. Students are highly encouraged to enroll one week prior to the first day of class to avoid delays in receiving materials. Practicum textbook is provided for each student. Required Textbook(s): ISBN: 9781133691853, 9781454855552, 9781717901606, 979-8428006766

Prerequisite: Must have daily access to a computer with internet, and Microsoft Word. This program is intended for students who are already prepared with the following prerequisite skills: Strong communication skills including the ability to communicate verbally and in writing. High attention to detail and accuracy. Analytical and critical thinking skills required to create and draft persuasive arguments. A high school diploma or equivalent. Basic word processing and template manipulation skills. Web search skills. Ability to dedicate large amounts of time to reading and studying course material.

Priscilla de Souza Santos, Adam Ganz, Esq. MW | Aug 1-Nov 16 (meets 30x) | 9am-noon | \$6,634 PAR Room 302 | 222PL6131A | 12.5 CEUs *Class does not meet: Sep 5 & 7

Matthew Pfau, J.D., Victoria-Lynn Agunos TTh | Aug 2-Nov 17 (meets 30x) | 6-9pm | \$6,634 PAR Room 302 | 222PL6131B | 12.5 CEUs *Class does not meet: Sep 6 & 8



Paralegal Certificate Program-Online

When you earn UNLV's highly respected Paralegal Certificate online, you will enjoy quality education at a time that is convenient to you. By completing our robust and engaging self-paced curriculum, you will become well versed in the day-to-day responsibilities of a paralegal, plus you will develop a firm understanding of the U.S. legal system. Coursework is divided into two primary categories: Practicum and the Law. Practicum curriculum focuses on the skills most in demand in a paralegal: effective legal research, persuasive writing, law practice management, document formatting and structure, court filing, calendaring deadlines, and ethical representation. You will learn these skills and put them into practice by representing two hypothetical clients: a plaintiff and a defendant. The law curriculum will provide you with a strong foundation of the legal concepts you are most likely to encounter in U.S. paralegal practice: torts, contracts, criminal law, criminal procedure, civil procedure, family law, and estate planning/probate. UNLV paralegal students gain the knowledge, skills, and confidence they need to successfully enter the profession. You will have up to 30 weeks to complete the program and will be assigned an instructor directly responsible for responding to your questions and moderating your learning experience. The registration fee includes access to LexisNexis and Westlaw. Please estimate \$400 for additional required textbooks that are not included in the registration fee. Please note: You will have access to the entire online course starting on the first of the month. As such, this program has a nonstandard refund policy. A 100% refund is available if you withdraw on or before the close of business at the end of the second week of the course. No other refunds will be honored after that date. If you are registering and residing outside of Nevada while completing this online program, please read the SARA disclaimer and disclosures document on our website prior to registering. Required Textbook(s): ISBNS: 9780199378357, 9781133691853, 9781454855552, 9781717901606, 979-8428006766

Prerequisite: Must have daily access to a computer with internet, Microsoft Word. This program is intended for students who are already prepared with the following prerequisite skills: Strong communication skills including the ability to communicate verbally and in writing. High attention to detail and accuracy. Analytical and critical thinking skills required to create and draft persuasive arguments. A high school diploma or equivalent. Basic word processing and template manipulation skills. Web search skills. Ability to dedicate large amounts of time to reading and studying course material.

Continuing Ed Staff Aug 1-Feb 20, 2023 | \$6,634 Online-UNLVGO | 222PL6149C | 12.5 CEUs

Sep 1-Mar 30, 2023 | \$6,634 Online-UNLVGO | 223PL6149A | 12.5 CEUs

Oct 1-Apr 29, 2023 | \$6,634 Online-UNLVG0 | 223PL6149B | 12.5 CEUs

Nov 1-May 30, 2023 | \$6,634 Online-UNLVG0 | 223PL6149C | 12.5 CEUs

Dec 1-Jun 29, 2023 | \$6,634 Online-UNLVG0 | 223PL6149D | 12.5 CEUs



UNLV Continuing Education now offers live-online LSAT preparation classes. See p. 56 or visit ced.unlv.edu/test-prep for more information.





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 successfully complete the following two required modules:

- Protective Driving Operations Course (PDOC)
- Protection Agent Development (PAD)

This program will be offered again in Spring 2023. Visit ced.unlv.edu/protectiveservices to learn more and sign up for email alerts.

Technology/Computers

Cybersecurity Bootcamp Certificate

ced.unlv.edu/cybersecurity

Companies rely on cybersecurity professionals to defend their data, their privacy, their reputation, and even public safety. Cyber crime is indisputably a growing problem; you can be an important part of the solution. Prepare to enter the workforce in under a year as a highly gualified, entry-level professional with the in-demand experience employers are looking for to help defend our most vital assets. The Cybersecurity Bootcamp Certificate is powered by our partner, ThriveDX, who helps to reskill and upskill individuals and prepare them for today's fast-growing digital economy. With over a decade of experience as the world's premier digital skills education provider, ThriveDX works with top-tier academic institutions, government organizations, and global enterprises to offer advanced workforce and professional development programs in digital technology.

ThriveDX

Cybersecurity: Introductory Course

From the 30-hour Introductory Course, understand the essentials of defensive cybersecurity and IT so you can decide, from a fully informed perspective, whether or not cybersecurity is the right career path for you. Learn concepts of virtualization, the fundamentals of networking, and the essentials of the Linux and Windows operating systems. Through immersive virtual exercises, you will learn how to run basic commands while gaining an understanding of cybersecurity countermeasures and defense techniques, computer communication protocols, basic operating system structures, and the Cyber Attack Cycle. At the end of the course, a summary exam and one-on-one assessment with an Admissions Advisor allow you to examine your future in the program. This method ensures that only those with the passion and skills to become successful cybersecurity professionals advance into the extended program. Register at digitalskills.unlv.edu/cybersecurity-bootcamp. You will need access to a laptop computer or other computing device meeting minimum specifications. All other education materials required will be provided (books and software).

What our students are saying: The class instructor communicates great with expectations and in-depth discussion with relevant content. The lab instructor makes the lab relevant and efficient, and is great with giving extra tips and techniques useful for each lab. Overall, both are great instructors and are very kind. One of the few best duo's in my entire experience during this bootcamp."

> Cybersecurity Bootcamp, Spring 2022



Cybersecurity Bootcamp

Structured around evening and weekend course schedules, this intensive, 370-hour program is designed for working professionals. The UNLV Cybersecurity Bootcamp teaches you everything you need to defend digital information, implement security measures, respond to cyberattacks, and protect business and consumer data. The curriculum provides a comprehensive education in the fundamentals of cybersecurity through virtual lectures and participation in virtual cyber labs, real-world digital simulations, and individual and group exercises. Put foundational theories and methodologies into practice through projects and virtual hands-on training exercises designed to provide you with the skill set and foundational understanding you need to succeed in the field of cybersecurity. Course curriculum prepares you to take the industry's most recognized exams including CompTIA Network, AWS Certified Cloud Practitioner, LPI Linux Essentials, Cisco Certified CyberOps Associate, CompTIA Security+, CompTIA CySA+, and (ISC)2 SSCP. Register at digitalskills.unlv.edu/cybersecuritybootcamp. You will need access to a laptop computer or other computing device meeting minimum specifications. All other education materials required will be provided (books and software).

Prerequisite: Cybersecurity: Introductory Course



Data Science & Analytics Bootcamp Certificate

ced.unlv.edu/data-science

Build the skills and gain the practical handson experience that maps to roles companies will need to take advantage of the data they are collecting and make better business decisions. Work responsibly with data, leverage the power of artificial intelligence, and build visualizations that are accessible to audiences of all understandings. Complete the program with a robust Gi portfolio of real-world projects that demonstrate you are ready to join the workforce and contribute to a company's ability to solve complex problems. The Data Science & Analytics Bootcamp Certificate is powered by our partner, ThriveDX, who helps to reskill and upskill individuals and prepare them for today's fast-growing digital economy. With over a decade of experience as the world's premier digital skills education provider, ThriveDX works with top-tier academic institutions, government organizations, and global enterprises to offer advanced workforce and professional development programs in digital technology.

ThriveD×

Data Science & Analytics: Introductory Course

Grasp key principles of the data-driven business world as you gain exposure to different career paths and a variety of analytic tools. The 30-hour Introductory Course provides an accurate representation of the skills you will acquire and the projects you can hope to complete should you choose to pursue the full Data Science and Analytics program. You will finish this course with at least three completed data projects, including topics in Excel, statistics, data analytics, data wrangling, SQL, scripting languages, machine learning, and artificial intelligence to jumpstart your professional portfolio. At the end of the Introductory Course, you will take an assessment exam and evaluate your progress with an Admissions Advisor to determine if the full program is suitable for you. Register at digitalskills.unlv.edu/data-science. You will need access to a laptop computer or other computing device. All other education materials required will be provided (books and software).

Data Science & Analytics Bootcamp

This 370-hour online program offers the skills and practical hands-on experience companies rely on to collect, organize, and communicate data so it can be used for making informed business decisions. The curriculum integrates real-world projects and training exercises in data storytelling, data analysis, and data science to provide the practical experiences, tools, and insights you need to succeed as a data professional. You will attend lectures, take part in individual and group exercises, and gain access to virtual labs and real-world projects that teach you how to use data to gain business insight while using data analytics and data science best practices. Course curriculum prepares you to take the industry's most recognized exams including AWS Certified Machine Learning - Specialty, Microsoft Certified: Data Analyst Associate, and IBM Data Science Professional Certificate. Register at digitalskills.unlv. edu/data-science. You will need access to a laptop computer or other computing device. All other education materials required will be provided (books and software).

Prerequisite: Data Science & Analytics: Introductory Course

Office Productivity Applications

ced.unlv.edu/office-productivity-applications

Better Documents with Microsoft Office

As an administrative professional, your workplace relies on you to know your way around the tools of your trade, including Microsoft Office. This class focuses on advanced Microsoft Word skills while touching briefly on Excel and PowerPoint. Learn which tool to use for what tasks and how to combine them to maximize their effectiveness in your workplace. Build advanced proficiency in Microsoft Word beyond standard word processing by practicing skills frequently used to produce professional documents. Topics include complex options for character, paragraph, and page formatting; using and managing styles and templates; using fields, content controls, and quick parts; macro basics; incorporating reference features such as footnotes and auto-generation of tables of contents, figures, or authorities; producing mail merge documents; and collaborative authoring and editing tools such as track changes and compare/combine documents. Additional topics may be covered depending on student interest. You must have access to Microsoft Word, Excel, and PowerPoint. Required Textbook(s): Pearson eText Exploring Microsoft Office Word 2019-Instant Access (ISBN: 9780136912064).

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

Sharon Fry, MCT, MOS Master, MCP, MTA W | Nov 16-Dec 14 (meets 4x) | 3-6:15pm | \$329 Online-UNLVGO and Zoom | 223CW8178 | 1.2 CEUs *Class does not meet: Nov 23

Excel I

Excel I & II provide a deeper, more comprehensive, broader exploration of the software compared to the Excel Essentials series. In Excel I, discover the Microsoft Excel 2016 interface and become skilled at the essentials of manipulating cells, columns, rows, worksheets, and workbooks. Additionally, you will 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): *Exploring Microsoft Office Excel 2016 Comprehensive* (ISBN: 9780134479446). Digital version recommenended.

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 Th | Sep 22-Oct 13 (meets 4x) | 9-12:15pm | \$329 PAR Room 123 | 223CW8163 | 1.2 CEUs

Excel II

Gain additional practice and experience with Microsoft Excel 2019 PivotTables and PivotCharts; explore advanced formatting options; work more with formulas and functions, including using 3D references; consolidate data sets; utilize formula auditing and data tools; and work with decision making tools. Collaboration, editing, security, efficiency tools, and macros round out the curriculum. 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): Exploring Microsoft Office Excel 2019 Comprehensive (ISBN: 9780135452752). Digital version recommenended.

Prerequisite: Excel I or similar working knowledge and experience.

Sharon Fry, MCT, MOS Master, MCP, MTA Th | Oct 20-Nov 10 (meets 4x) | 9am-12:15pm | \$329 PAR Room 123 | 223CW8138 | 1.2 CEUs





Google Apps: Docs, Sheets & Slides

Create, edit, and collaborate on word processing documents, spreadsheets, and presentations using Google's cloud-based apps Docs, Sheets, and Slides—the free Google alternative to Microsoft's Office. You will gain knowledge of Google's primary applications and build a solid foundation for future training and skill growth. Whether you are new to Google Apps, ready to take the leap from Microsoft Office, or simply interested in refreshing your skills, this training will help you meet your goals.

Prerequisite: You should have a basic understanding of computers, know how to connect to and browse the Internet, and know how to read and send email. Please create a Google account (Gmail) prior to class.

John Larson W | Sep 14-Nov 2 (meets 8x) | 1-3pm | \$199 PAR Room 123 | 223CW8103

Print & Graphic Design Certificate Programs

ced.unlv.edu/graphic-design

Build proficiency in the core design software tools used in the commercial printing and graphic design industry. Print Design Certificate candidates study the essential concepts of print design and the Adobe applications designers use to complete their projects. Graphic Design Certificate candidates expand their Adobe design skills and learn additional design theory and print communication concepts and techniques. The Graphic Design Certificate is suitable if you are crossing disciplines, such as web design to print and graphic design, or if you are responsible for marketing and designing materials in your current employment but have no formal training and experience in graphic design. Courses may be taken individually to expand your skill set. You will need access to the software, if applicable, at home or at work to complete exercises, assignments, and projects.

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

PRINT DESIGN CERTIFICATE PROGRAM REQUIREMENTS: To

earn the Print Design Certificate you must successfully complete four core courses.

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)

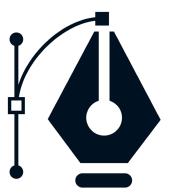
GRAPHIC DESIGN CERTIFICATE PROGRAM REQUIREMENTS: To earn the Graphic Design Certificate you must successfully complete

six core courses plus an additional 0.6 CEUs of elective 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:

- Brand Identity Basics
- Cascading Style Sheets
- HTML I
- Introduction to Composition & Color
- · Introduction to Content Management
- · Learning to See Creatively
- Photography for Graphic Designers
- Principles of Graphic Design
- WordPress I



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. Students will need access to Adobe Illustrator.

Jessica Kennedy

MTh | Aug 8-25 (meets 6x) | 5:30-8:30pm | \$339 Online-UNLVGO and Zoom | 222WM8121 | 1.8 CEUs

M | Sep 12-Oct 17 (meets 6x) | 5:30-8:30pm | \$339 Online-UNLVGO and Zoom | 223WM8121 | 1.8 CEUs

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. Students will need a 32GB flashdrive and access to Adobe Illustrator.

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

Jessica Kennedy

M | Nov 7-Dec 12 (meets 6x) | 5:30-8:30pm | \$339 Online-UNLVGO and Zoom | 223WM8100 | 1.8 CEUs

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 InDesign.

Allison Streater

Th | Sep 1-Oct 6 (meets 6x) | 6-9pm | \$339 Online-UNLVGO and Zoom | 223WM8106 | 1.8 CEUs

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. Students will need access to Adobe Photoshop. Required Textbook(s): Optional: Adobe Photoshop Classroom in a Book (ISBN: 9780136447993)

Rakitha Perera

T | Sep 6-Oct 11 (meets 6x) | 6-9pm | \$339 Online-UNLVGO and Zoom | 223WM8122 | 1.8 CEUs

Adobe Photoshop II

Harness the more powerful elements of Adobe Photoshop to elevate the quality of your photographic and graphic design projects. This course targets intermediate users who wish to broaden their skills and get updates on the latest available features. Explore advanced layer functions and compositing, advanced retouching and masking, and prepare files for both print and web output.

Students will need access to Adobe Photoshop. Required Textbook(s): Optional: Adobe Photoshop Classroom in a Book (ISBN: 9780136447993)

Prerequisite: Adobe Photoshop I or comparable experience.

Rakitha Perera

T | Oct 18-Nov 22 (meets 6x) | 6-9pm | \$339 Online-UNLVGO and Zoom | 223WM8123 | 1.8 CEUs



New! Learning to See Creatively

Learning To See Creatively is a continuation of the development of students' digital photography skills,

with emphasis on developing a creative vision. Learn the thought process behind the image. You will be introduced to various photographers' creative work, and learn what their motivation is/was in producing images that are creative and interesting. Many of these photographers factor in personal life experience in their creative process, coupled with experimenting with various photographic techniques.

You will be introduced to various types of techniques and cameras. Whatever type of camera you have will be sufficient (does not necessarily need to be DSLR).

Prerequisite: Photograpy for Graphic Designers or similar knowledge and experience.

Vernetta Thomas

Th | Dec 1-Jan 5, 20 (meets 5x) | 6-9pm | \$289 Online-UNLVGO and Zoom | 223PH1109 | 1.6 CEUs



Photography for Graphic Designers

Develop an understanding of basic photography skills used to communicate through graphic design. Learn to shoot quality photographs in manual mode. Demonstrate an understanding of the terminology used in photography and how it relates to your projects. Understand the gear needed and which lenses are essential. Learn which lighting techniques work best to get your desired results and a variety of postproduction strategies. Strengthen your approach to light and color to use in a way that vectors do not. Learn how to recognize the power of composition when branding or telling a story. Must have access to DSLR camera with a manual mode option to participate in class. Required Textbook(s): Mastering Aperture, Shutter Speed, ISO and Exposure (ISBN: 9781482314458)

Vernetta Thomas

Th | Oct 13-Nov 17 (meets 6x) | 6-9pm | \$339 Online-UNLVGO and Zoom | 223PH1108 | 1.8 CEUs

Principles of Graphic Design

What makes good design good? Learn about the history of graphic design, the basics of color theory, the elements and principles of design, and the tools and technologies used in visual communication. You will explore the essential principles for beautiful and effective visual communication in your print or graphic design projects. Learning the "rules" of design, how to consistently apply them, and when to break them will enhance your graphic design creations. Examine how features such as color, shape, texture, size, and value contribute to an effective design. Learn how balance, contrast, alignment, rhythm, repetition, movement, harmony, emphasis, and unity work together to convey your intended message.

Jessica Kennedy

W | Aug 24-Sep 7 (meets 3x) | 5:30-7:30pm | \$189 Online-UNLVGO and Zoom | 222WM8178 | 0.6 CEU

Print Design Capstone: From Pre-Press to Production

All your training in print design comes together in a final portfolio project. Fuse your knowledge of Adobe InDesign, Adobe Illustrator, and Adobe Photoshop into a single integrated branding project. Receive file-building and pre-press training so your files will export correctly and result in beautiful printed pieces. This course must be the last class taken to complete the requirements of the Print Design Certificate.

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

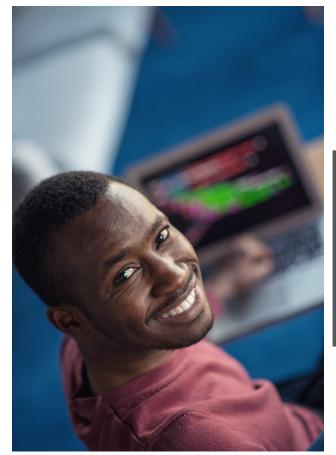
Jessica Kennedy

W | Dec 7-Jan 4, 20 (meets 4x) | 5:30-8:30pm | \$219 Online-UNLVGO and Zoom | 223WM8156 | 1.2 CEUs *Class does not meet: Dec 28

Software Development Bootcamp Certificate

ced.unlv.edu/software-development Businesses need builders, thinkers, and leaders who can address all points of a web, software, or application development project, work on backend and front-end development, reduce the cost of projects, support all team members, and more. In this program, you will gain the tactical software engineering principles, soft skills, problem solving, and communications skills to become a successful full-stack software engineer and an asset to any team. From implementing successful user interfaces to server-side programming to database applications, full-stack software developers can help with both the design and functional aspects of any project. The accelerated Software Development Bootcamp at University of Nevada, Las Vegas is built for people who have a strong affinity for technical solutions and seek creative ways to solve problems. Classes are conducted in a live, synchronous, virtual classroom, providing the opportunity to learn in an environment aligned with the profession and allowing you to balance education with your other responsibilities. The Software Development Bootcamp Certificate is powered by our partner, ThriveDX, who helps to reskill and upskill individuals and prepare them for today's fast-growing digital economy. With over a decade of experience as the world's premier digital skills education provider, ThriveDX works with top-tier academic institutions, government organizations, and global enterprises to offer advanced workforce and professional development programs in digital technology.

ThriveDX



Software Development: Introductory Course

Start training for a career in web design, web development, and software engineering. In the 30-hour Introductory Course, you will cover the most fundamental elements of full-stack software development. Via hands-on training and immersive learning techniques, you will rapidly develop coding skills, master theory, and apply it in practice. Classes are conducted in live, synchronous, virtual classroom environments. Your talent, enthusiasm, and passion will be measured by a skills assessment. At the end of the course, you will meet with your Admissions Advisor to assess your aptitude and determine if the extended program is suitable for you. **Register at digitalskills. unlv.edu/software-development-bootcamp**. You will need access to a laptop computer or other computing device meeting minimum requirements. All other education materials required will be provided (books and software).

Software Development Bootcamp

The workforce needs more people who can work responsibly with data, leverage the power of artificial intelligence, and build applications that are accessible to everyone. Acquire the knowledge base and practical experience you need to begin your career as a full-stack software developer, coding professional, or software engineer. The 400-hour Software Development Bootcamp is divided into three parts. Part 1, Web Design, covers the fundamentals of development and focuses mainly on the front end. The second part, Web Development, focuses on what is referred to as the MERN Stack, one of today's most popular technologies for building a single-page app. Part 3, Software Engineering, focuses on Python, a powerful programming language used to create cutting-edge native, hybrid, mobile, and web apps. You will master industry-standard tools, methods, and coding languages including: HTML5, CSS3 & JavaScript; NodeJS & Python; RESTful APIs; GitHub & DevOps; Database Management; React, Redux & TypeScript; MERN Stack (Mongo, Express,React, Node); Mobile Development with React Native; WebSockets and WebRTC; AI for Web Development; and Voice Application Development. Classes are conducted in live, synchronous, virtual classroom environments; hands-on projects let you apply your knowledge and build your portfolio of work. Register at digitalskills.unlv.edu/software-developmentbootcamp. You will need access to a laptop computer or other computing device meeting minimum requirements. All other education materials required will be provided (books and software).

Prerequisite: Software Development: Introductory Course



Unmanned Aircraft Systems Certificate Program

ced.unlv.edu/uas

Be on the forefront of Unmanned Aircraft Systems (UAS) operation, policy, safety, and application. UAS are finding expanding commercial and public application across many industries including construction, agriculture, environmental monitoring, security, delivery, and more. Demand for licensed operators is growing rapidly! With this certificate you will not only build strong technical understanding through classroom and online instruction, but also gain experience via flight labs. Hands-on, interactive flight instruction will build full competence to manage flight operations for UAS multirotor platforms. The certificate program is open to anyone interested in this rapidly growing field of aviation.

Unmanned Aircraft Systems Certificate

Become an FAA-licensed commercial drone pilot. This blended instructor-based and online course is designed to prepare entry-level operators to fly within current Unmanned Aircraft System (UAS) Federal Aviation Administration (FAA) regulations. Students are introduced to UAS system design, flight methods, and local and federal regulations. This course covers all the necessary topics to successfully obtain an FAA commercial drone license, "Part 107 Remote Pilot Certificate" and AUVSI Trusted Operator Programs Levels 1 and 2. Students will participate in flight demonstrations and experience hands-on flight missions.

This course meets the requirements of ASTM F3266-18, Standard Guide for Training for Remote Pilot in Command of Unmanned Aircraft Systems (UAS) Endorsement. FAA Part 107 Remote Pilot Certificate test fees are not included in the course. Access to the online component is available up to two weeks prior to the in-person meet dates. You should anticipate spending eight hours in online preparation before the in-person meet dates, plus eight hours for online follow-up. Please note, students should expect to register for the FAA Unmanned Aircraft General (UAG) written exam during the first in-person session. Students must provide own transportation to flight locations within one hour of Las Vegas Valley. Please note, due to the online component of this class, requests to drop the class and receive a refund must be submitted no later than two weeks prior to the in-person class session.

Jonathan Daniels, Praxis Aerospace Concepts, Inc. Oct 7-16 (meets 6x) | F 6-10pm, SaSu 8am-5pm | \$1,899 Praxis Aerospace | 223UA1110 | 4 CEUs

Healthcare/Wellness Professionals

Certified Nursing Assistant

ced.unlv.edu/certified-nursing-assistant UNLV Continuing Education is partnering 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-today 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 5:15 to 9:15pm. 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://continuingeducation.unlv.edu/sites/ default/files/2022-01/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.

Madge Rascoe

MTW | Aug 1-30 (meets 13x) | 8am-4:30pm | \$2,575 Perry Foundation | 222NA1100F | 9.6 CEUs

Paula Dixon

TTh | Aug 2-Sep 15 (meets 13x) | 8am-4:30pm | \$2,575 Perry Foundation | 222NA1100E | 9.6 CEUs

Paula Dixon

MWF | Aug 8-Sep 9 (meets 13x) | 8am-4:30pm | \$2,575 Perry Foundation | 222NA1100G | 9.6 CEUs

Claudette Lachowicz

WThF | Aug 17-Sep 30 (meets 21x) | 5:15-9:15pm | \$2,575 Perry Foundation | 222NA1100I | 9.6 CEUs

Madge Rascoe

TWM | Sep 6-Oct 4 (meets 13x) | 8am-4:30pm | \$2,575 Perry Foundation | 223NA1100A | 9.6 CEUs

Paula Dixon

MWF | Sep 12-Oct 10 (meets 13x) | 8am-4:30pm | \$2,575 Perry Foundation | 223NA1100B | 9.6 CEUs

Paula Dixon

TTh | Sep 13-Oct 25 (meets 13x) | 8am-4:30pm | \$2,575 Perry Foundation | 223NA1100C | 9.6 CEUs

Madge Rascoe

MTW | Oct 10-Nov 7 (meets 13x) | 8am-4:30pm | \$2,575 Perry Foundation | 223NA1100D | 9.6 CEUs

Paula Dixon

MWF | Oct 17-Nov 18 (meets 13x) | 8am-4:30pm | \$2,575 Perry Foundation | 223NA1100E | 9.6 CEUs

Paula Dixon

ThT | Nov 10-Dec 27 (meets 13x) | 8am-4:30pm | \$2,575 Perry Foundation | 223NA1100F | 9.6 CEUs

Madge Rascoe

MTW | Nov 14-Dec 12 (meets 13x) | 8am-4:30pm | \$2,575 Perry Foundation | 223NA1100G | 9.6 CEUs

Paula Dixon

FMW | Nov 18-Dec 19 (meets 13x) | 8am-4:30pm | \$2,575 Perry Foundation | 223NA1100H | 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.



NASM & AFAA Fitness Professional Certification Preparation Programs

ced.unlv.edu/fitness

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. Our programs combine live classes led by industry professionals with online lessons that prepare you to get certified by the National Academy of Sports Medicine (NASM) or the Athletics and Fitness Association of America (AFAA).

AFAA Group Fitness Instructor

Prepare for a career as a group fitness instructor with UNLV and the Athletics and Fitness Association of America[™] (AFAA). Learn about the human body and fitness, and gain the communication and instruction skills you will need to be successful in the group fitness setting. In-person class sessions supplement the required concurrent online component and help you apply your growing knowledge. Upon completion, you will be prepared to take the AFAA Group Fitness Instructor certification exam. Registration fee includes textbook, access to online content, the AFAA Group Fitness Instructor certification exam, and a retest voucher. It also includes CPR training and 2-year certification which is required to test for your Group Fitness Instructor certification exam.

Aubrey Johnson, NASM-CPT, AFAA-GFI T | Sep 6-Nov 8 (meets 10x) | 6-9pm | \$1,249 Paul McDermott Physical Education (MPE) Room 318 223SM3104 | 3 CEUs

NASM Certified Nutrition Coach

This course is designed for athletic trainers, group fitness instructors, and personal trainers who want to learn more about nutrition to help their clients reach the next level of overall fitness. At the end of this course, you will be able to leverage nutrition education to improve results, reduce turnover, and maximize adherence to fitness programs. You will learn how to provide safe, comprehensive, empowering, and professional nutrition programs while working within your scope of practice and knowing when to refer out to a licensed professional. Learn all of the latest information regarding nutritional science, behavior change, and coaching in preparation to take the nationally-recognized NASM Certified Nutrition Coach Exam. You will learn in an instructor-led environment while also accessing online content directly from NASM. Three attempts at the NASM CNC certification exam are included in the registration fee. Please note that this course and the NASM CNC certification does not qualify you to represent yourself as, or perform the services of, a licensed or registered dietician in the State of Nevada.

Cate Brotman, MS, NASM-CPT W | Sep 14-Dec 21 (meets 15x) | 6-8pm | \$1,249 PAR Room 107 | 223SM3103 | 3 CEUs

NASM Certified Personal Trainer

Prepare for a career as a certified personal trainer with a NCAA-accredited National Academy of Sports Medicine certification. The course will cover basics of human movement, resistance training, flexibility, cardiovascular training, balance, core, reactive training, speed, agility, and quickness. You will gain hands-on experience with fitness assessments and learn how to work with future clients. This course is designed as a supplement to the required concurrent online component. Upon completion, you will be prepared to take the certification exam. Students are required to complete an additional 50 hours of online coursework as well as homework and fitness training outside of normal class meeting times. Registration fee includes NASM text, access to online instruction and the certification exam. It also includes CPR 2-Year Certification which is required to test for your certification exam. Required Textbook(s): The Anatomy Coloring Book (ISBN: 9780321832016)

Kristine Bragg, PhD

T | Sep 6-Nov 15 (meets 11x) | 6-8:30pm | \$1,249 McDermott Physical Education Complex (MPE) Room 318 223SM3100 | 3.15 CEUs

Healthcare/Wellness Professionals

Social Work CEU Series

ced.unlv.edu/social-work

Earn your CEUs in-person or online from the UNLV School of Social Work. Training led by UNLV School of Social Work faculty and experienced Southern Nevada clinicians will expand your understanding of topics commonly faced by social workers in their practices. The Social Work Continuing Education Unit series is offered as a partnership between UNLV School of Social Work and UNLV Continuing Education. Courses are designed for behavioral health practitioners in Nevada. All CEUs are approved by the Nevada Board of Examiners for Social Workers and Nevada Board of Examiners for Marriage and Family Therapists & Clinical Professional Counselors. Class topics vary each semester. Visit ced.unlv.edu/social-work for more information on course offerings.

Assessing & Treating Childhood Trauma

Distinguish acute trauma, chronic trauma, complex trauma, neglect, and traumatic grief in children, and consider how each type of traumatic experience can affect children's wellbeing. Learn how similar traumas can affect children differently and discuss factors that influence severity of reactions. The immediate and long term impact of trauma on a child's brain development will be reviewed. Clinical interventions will be discussed with an emphasis on Trauma-Focused Cognitive Behavioral Therapy. Suggestions for working with caregivers of traumatized children will be provided. As working with traumatized children can cause particular stress for clinicians, self-care will be addressed. Finally, you will be given resources to further continued professional competence. This course is approved for 3 CEUs by the NV Board of Examiners for Social Workers and the NV Board of Examiners for MFTs & CPCs.

Anne-Marie Abruscato, LCSW Th | Sep 29 | 6-9:15pm | \$59 Online-Zoom | 223SW3201 | 0.3 CEU

In partnership with:

School of Social Work



Ethical Considerations in Working With New! Sex Workers & Survivors of Trafficking

Clinicians often encounter clients who identify as sex workers and/or "in the lifestyle," especially in Sin City. This workshop provides a historical and psycholegal context to better understand the nature of consent in sex work, and the ways that our clients are positioned as victims/survivors or as criminals. Participants will explore their own assumptions and biases that they bring into their work with clients, and best practices will be reviewed. This course is approved for 4 CEUs by the NV Board of Examiners for Social Workers and the NV Board of Examiners for MFTs & CPCs.

Kathleen Bergquist, JD, PhD, MSW W | Dec 7 | 5-9:15pm | \$69 PAR Room 511 | 223SW3116 | 0.4 CEU



Historical Trauma

Develop an understanding of how mass trauma that is prolonged over time and targeted to a specific population, leads to the development of historical trauma and grief. Discuss the definitions, history of past interventions, case examples, prevention strategies, and research. At the end of the workshop, you will apply what you have learned in an exercise on assessment and intervention. This course is approved for 3 CEUs by the NV Board of Examiners for Social Workers and the NV Board of Examiners for MFTs & CPCs.

Carlton Craig, Ph.D., LCSW, ACSW, DCSW Th | Oct 27 | 6-9:15pm | \$59 PAR Room 511 | 223SW3115 | 0.3 CEU

Mindfulness for Practitioners in Trauma-Informed Care

This course will provide a brief overview of biological, psychological, and social processes that underly the development of traumatic illness following exposure to adverse experiences. The course will then discuss principles of mindfulness and the theoretical and empirical evidence in support of mindfulness-based interventions with traumaexposed populations. Finally, we will conclude with experiential mindfulness practice and discuss strategies for implementing this practice effectively in the clinical context. This course is approved for 3 CEUs by the NV Board of Examiners for Social Workers and the NV Board of Examiners for MFTs & CPCs.

Nicholas Barr, PhD, MSW Th | Nov 17 | 6-9:15pm | \$59 PAR Room 512 | 223SW3219 | 0.3 CEU



Treating Addictions

Chemical or process addiction has created suffering among many people; knowing how to help people deal with addiction has become an important but challenging task. This program focuses on the instructor's ACQS model in treating addiction: A is the fundamentals of addiction; C is co-occurring disorders; Q is the quality of life; and S is the social factor. This course is approved for 3 CEUs by the NV Board of Examiners for Social Workers and the NV Board of Examiners for MFTs & CPCs.

An-Pyng Sun, PhD, LCSW Th | Oct 13 | 6-9:15pm | \$59 Online-Zoom | 223SW3209 | 0.3 CEU

Treatment Courts: Working with Criminal Justice Involved Individuals

Specialty Courts are treatment courts within the judicial system. Drug courts, youth courts, DUI courts, mental health courts, veterans courts, habitual offender courts and other specialty programs are structured, collaborative interventions where offenders can get treatment, gain life skills, and avoid repeat offenses. Develop an understanding of best practices for working with justice-involved individuals such as traumainformed and focused treatment, the importance of risk needs assessments, addressing criminogenic needs, and addressing mental health and substance abuse within the justice system. This course is approved for 3 CEUs by the Nevada Board of Examiners for Social Workers, Nevada Board of Examiners for MFTs and CPCs, and the Nevada Board of Psychological Examiners.

DeNeese Parker, MSW, CADC Th | Aug 25 | 6-9:15pm | \$59 PAR Room 511 | 222SW3113 | 0.3 CEU

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 Information Session

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

Continuing Ed Staff T | Aug 23 | 6-7pm | No charge Online-Zoom | 222GR1150

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Nonprofit

Register for this class to receive bundle discount of \$999 for all five classes.

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

Beth Rubins, MSW, Kenneth B Lange, Cynthia Radley, Kipp Ortenburger, Laura Meyer Sep 13-Dec 15 (meets 20x) | 4-6pm | \$999 Online-UNLVGO and Zoom | 223GRBUND | 4 CEUs *Class does not meet: Nov 24

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 | Sep 13-22 (meets 4x) | 4-6pm | \$219 Online-UNLVGO and Zoom | 223GR1142 | 0.8 CEU

Grants Management

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

Cynthia Radley TTh | Dec 6-15 (meets 4x) | 4-6pm | \$219 Online-UNLVGO and Zoom | 223GR1136 | 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 | Oct 4-13 (meets 4x) | 4-6pm | \$219 Online-UNLVGO and Zoom | 223GR1140 | 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.

Laura Meyer

TTh | Oct 25-Nov 3 (meets 4x) | 4-6pm | \$219 Online-UNLVGO and Zoom | 223GR1144 | 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

Beth Rubins, MSW

TTh | Nov 15-29 (meets 4x) | 4-6pm | \$219 Online-UNLVGO and Zoom | 223GR1134 | 0.8 CEU *Class does not meet: Nov 24

What our students are saying: The instructor was very professional and knowledgeable in building a grant ready organization. He provided great insight and resources, I am able to use immediately. I am very satisfied with the course as it has given me a great foundation."

> Building a Grant Ready Organization Course, Fall 2021

Nonprofit Fundraising Certificate Program

ced.unlv.edu/nonprofit-fundraising

Amplify your fundraising expertise so your nonprofit can stabilize its finances and focus on its mission. Current and prospective fundraising professionals will delve into all aspects of a thriving, sustainable fundraising enterprise. Curriculum covers ethics, best practice processes and procedures, data collection and management, and donor relations. Explore varied campaign types and fundraising strategies, including annual campaigns, legacy giving, capital campaigns, special events, corporate or private sponsorship, government funding, grants, and online giving. Along the way you will gain an understanding of why people give and learn how to articulate a compelling case for support.

PROGRAM REQUIREMENTS: To earn the Nonprofit Fundraising Certificate you must successfully complete four required core courses and 2.4 CEUs of elective courses.

CORE COURSES:

- Donor Relations
- Effective Fundraising
- Infrastructure & Process of Nonprofit Fundraising
- Responsible Fundraising

ELECTIVE COURSE OPTIONS: Offerings vary by semester. Visit ced.unlv.edu/nonprofit-fundraising for a complete list of electives and more details about this program.

Nonprofit Fundraising Information Session

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

Continuing Ed Staff M | Aug 29 | 6-7pm | No charge Online-Zoom | 222NP3172

Nonprofit Fundraising Bundle

Register in all four core classes for the Nonprofit Fundraising Certificate program and receive the discounted price of \$899.

- Donor Relations
- Effective Fundraising
- · Infrastructure & Process of Nonprofit Fundraising
- Responsible Fundraising

T. Clay Buck, CFRE, Jeff Grandy, Gregory Gudenkauf, MPA Sep 12-Dec 2 (meets 17x) | 4-7pm | \$899 Online-UNLVGO and Zoom | 223NPBUNDA | 5.1 CEUs *Class does not meet: Nov 25

Creating a Development Plan

Break free from the rut of endless special events, high-pressure grant writing, board members who do not take fundraising responsibility, and abandoned development plans. Instead, tailor a development plan for your organization that truly works. A comprehensive development plan can help ensure success in your fundraising efforts by harnessing the strengths of your organization's leadership, staff, and volunteers. Participants will leave with a preliminary development plan for their organization, including a clear path to implementation and defined evaluation measures.

Jeff Grandy Th | Sep 22 | 9am-1pm | \$89 Online-Zoom | 223NP3148 | 0.4 CEU

Donor Relations

Successful fundraisers know the importance of building relationships. Embrace a donor-centric and data-driven approach to identification, cultivation, solicitation, and stewardship of prospects. You will analyze donor psychology and behavior fundamentals to have a better understanding of why people give. Explore the full life cycle of working with donors, including prospect research, how to connect, making the ask, and acknowledging gifts. Gain a full understanding of where each member of the development team fits into the overall development plan and the role each plays in the donor life cycle.

Jeff Grandy

FT | Nov 18-Dec 2 (meets 4x) | 4-7pm | \$229 Online-UNLVGO and Zoom | 223NP3170 | 1.2 CEUs *Class does not meet: Nov 25

Nonprofit

Register online at ced.unlv.edu/cat2022

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: Responsible Fundraising

Gregory Gudenkauf, MPA MW | Oct 17-26 (meets 4x) | 4-7pm | \$229 Online-UNLVGO and Zoom | 223NP3169 | 1.2 CEUs

Infrastructure & Process of Nonprofit Fundraising

The key to successful fundraising is having a strong infrastructure and process to support the great work you do in building relationships with donors and funders. Your list of donors and prospects is your single greatest asset as a fundraiser, so take care to manage it wisely. Examine the processes and systems that support high revenue-generating fundraising including database management, wealth intelligence and prospect research, staff and volunteer management, reporting, and general business principles to ensure your program is well taken care of now and into the future.

Prerequisite: Responsible Fundraising or comparable experience.

T. Clay Buck, CFRE MW | Oct 3-12 (meets 4x) | 4-7pm | \$229 Online-UNLVGO and Zoom | 223NP3163 | 1.2 CEUs

Responsible Fundraising

Go way beyond simply asking for donations to your nonprofit organization. Instead, build a broad-based, consistent, strategic fundraising portfolio. Learn to build donor and volunteer relationships, execute effective marketing tools, connect with new and existing supporters through new media, assess your fundraising efforts, advocate for your cause, and set financial priorities.

T. Clay Buck, CFRE MW | Sep 12-26 (meets 5x) | 4-7pm | \$299 Online-UNLVGO and Zoom | 223NP3130 | 1.5 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 W | Oct 5-26 (meets 4x) | 9am-1pm | \$299 Online-UNLVGO and Zoom | 223NP3131 | 1.6 CEUs

Telling the Stories that Make Donors Give

Stand out to clients, volunteers, donors, potential partners, and the media when you express your nonprofit's unique story in a way that clearly articulates why your work is so important. The story of every nonprofit is about filling a need and solving a problem, but nonprofit leaders need to know how to better call attention to the importance of their organization's goals and mission. There are content development and storytelling techniques specific to nonprofits that can better engage target audiences. Storytelling is also key to effective nonprofit marketing. Come discuss techniques and strategies to translate your mission and vision into compelling content.

T. Clay Buck, CFRE MW | Dec 5-14 (meets 4x) | 4-6pm | \$179 Online-UNLVGO and Zoom | 223NP3165 | 0.8 CEU

The Art of Fundraising: Event Management

Las Vegas is the entertainment capital of the world! Many local nonprofit organizations rely on fundraising events to provide secure essential income and educate the organization's donors, guests, and volunteers. Take an interactive class examining the fundamentals of fundraising and community outreach event management. Understand the elements of event planning and program timelines, learn nonprofit role structures, break down event budgeting, explore marketing and community outreach strategies, plus find out how to utilize strategic tools such as silent and online auctions, live appeals, video components, etc. to help increase the financial success of a fundraising event.

Brittany Dupree

Th | Oct 13-Nov 3 (meets 4x) | 4-6pm | \$179 Online-UNLVGO and Zoom | 223NP3104 | 0.8 CEU

Nonprofit Management Certificate Program

ced.unlv.edu/nonprofit-management

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

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

CORE COURSES:

- · Governance, Legal Compliance & Public Disclosure
- Responsible Fundraising
- Strong Financial Oversight
- Nonprofit Program Management & Assessment

ELECTIVE COURSE OPTIONS: Offerings vary by semester. Visit ced.unlv.edu/nonprofit for a complete list of elective options.

Nonprofit Management Bundle

Register in all four core classes for the Nonprofit Management Certificate and receive the discounted rate.

- Governance, Legal Compliance, & Public Disclosure
- Responsible Fundraising
- Strong Financial Oversight

• Nonprofit Program Management & Assessment Scott Emerson, Cynthia Radley, T. Clay Buck, CFRE Sep 12-Dec 12 (meets 17x) | 9am-1pm | \$1,049 Online-UNLVGO and Zoom | 223NPBUNDB | 6.4 CEUs *Class does not meet: Nov 23

A Nonprofit Board's Role & Responsibility to its Agency & the Community

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

Scott Emerson F | Aug 26 | 11am-12:30pm | \$19 PAR Room 300 | 222NP3143 | 0.15 CEU

An Introduction to the Nonprofit Sector

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

Scott Emerson F | Aug 26 | 9-10:30am | \$19 PAR Room 300 | 222NP3151 | 0.15 CEU

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 | Sep 13-22 (meets 4x) | 4-6pm | \$219 Online-UNLVGO and Zoom | 223GR1142 | 0.8 CEU

View course descriptions for more Nonprofit Management and Nonprofit Fundraising electives through the online registration system at **ced.unlv. edu/nonprofit-management** or **ced.unlv.edu/nonprofit-fundraising**.

Nonprofit

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.

Rick Neal Th | Sep 29-Oct 6 (meets 2x) | 6-9pm | \$289 PAR Room 511 | 223CP6186 | 0.6 CEU

Effective Volunteer Management

Unleash the full potential of your nonprofit's volunteer workforce. When you build a positive volunteer culture, you improve the sustainability of your organization. This course will introduce you to tools to effectively set up, manage, maximize, and reward this unique workforce. From recruitment to retention, maintaining a structured and motivated volunteer team will help your nonprofit fulfill its mission.

Brittany Holtzclaw, LMSW F | Dec 9 | 9am-5pm | \$179 Online-Zoom | 223NP3152 | 0.7 CEU

Governance, Legal Compliance & Public Disclosure

Protect your organization by understanding legal, financial, and management issues unique to the nonprofit sector. Curriculum content includes nonprofit law; legal rights and obligations of directors, trustees, and officers; tax implications of charitable giving; nonprofit human resource management; supervision of paid and unpaid staff; organizational diversity; and public disclosure requirements to maintain transparency and public trust in your organization.

Scott Emerson

W | Nov 9-Dec 7 (meets 4x) | 9am-1pm | \$299 Online-UNLVGO and Zoom | 223NP3149 | 1.6 CEUs *Class does not meet: Nov 23

Nonprofit 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 | Nov 21-Dec 12 (meets 4x) | 9am-1pm | \$299 Online-UNLVGO and Zoom | 223NP3164 | 1.6 CEUs

Responsible Fundraising

Go way beyond simply asking for donations to your nonprofit organization. Instead, build a broad-based, consistent, strategic fundraising portfolio. Learn to build donor and volunteer relationships, execute effective marketing tools, connect with new and existing supporters through new media, assess your fundraising efforts, advocate for your cause, and set financial priorities.

T. Clay Buck, CFRE MW | Sep 12-26 (meets 5x) | 4-7pm | \$299 Online-UNLVGO and Zoom | 223NP3130 | 1.5 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 W | Oct 5-26 (meets 4x) | 9am-1pm | \$299 Online-UNLVGO and Zoom | 223NP3131 | 1.6 CEUs

Telling the Stories that Make Donors Give

Stand out to clients, volunteers, donors, potential partners, and the media when you express your nonprofit's unique story in a way that clearly articulates why your work is so important. The story of every nonprofit is about filling a need and solving a problem, but nonprofit leaders need to know how to better call attention to the importance of their organization's goals and mission. There are content development and storytelling techniques specific to nonprofits that can better engage target audiences. Storytelling is also key to effective nonprofit marketing. Come discuss techniques and strategies to translate your mission and vision into compelling content.

T. Clay Buck, CFRE MW | Dec 5-14 (meets 4x) | 4-6pm | \$179 Online-UNLVGO and Zoom | 223NP3165 | 0.8 CEU



Language Skills for Professionals

Accent Reduction

ced.unlv.edu/accent-reduction

Accent Reduction for International Professionals I

Precise articulation is essential for effective presentations, motivating employees, and inspiring customer confidence. Even if you are proficient in English grammar and vocabulary, a strong regional or foreign accent can still make clear communication difficult in the workplace. Take this opportunity to develop the skills you need to correctly pronounce the sounds of American English, focusing on the vowel sounds, so your accent is no longer a business liability. Textbook included in registration fee. Optional: Have a mirror and audio recorder available to use during class.

Katia Abou-Haidar, MAAL MW | Sep 12-28 (meets 6x) | 6-8:30pm | \$279 PAR Room 302 | 223CX1113 | 1.5 CEUs

Accent Reduction for International Professionals II

Focus on mastering the consonant sounds of American English. This class is the next step after the Level I class. Now that you have completed the basic vowel program, you will master additional techniques for improving your English pronunciation. With Accent Reduction Level II, you will learn 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 for your job. Textbook included in registration fee. Optional: Have a mirror and audio recorder available to use during class.

Katia Abou-Haidar, MAAL MW | Oct 10-26 (meets 6x) | 6-8:30pm | \$279 PAR Room 302 | 223CX1123 | 1.5 CEUs

Accent Reduction for International Professionals III

Focus on mastering the intonation patterns of American English. This class is the next step after Levels I and II. Now that you have completed the basic vowel and consonant programs, you will learn the musical aspects of speech, and the mechanics for how to signal stress and pitch. With Accent Reduction Level III, you will 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 | Nov 7-23 (meets 6x) | 6-8:30pm | \$279 PAR Room 302 | 223CX1124 | 1.5 CEUs

Effective Speaking for International Professionals

Do you want to speak effectively? Do you want to communicate with clarity and confidence? Are you an international professional or student who wants to improve your speaking and communication skills? This class will help you acquire the aspects of effective speech delivery. You will learn organization of content, use of verbal and non-verbal language, and voice control including understandable accent, proper intonation, and better articulation. You will also master the techniques of pacing, pausing, and linking for delivering a smoother, clearer, and more concise speech. Improving your speaking skills will boost your self-confidence, and have a positive impact on your professional and social life. You will overcome your fear of speaking, and communicate ideas in a coherent and convincing manner. Required Textbook(s): *Speech Communication Made Simple 2* (ISBN: 9780132861694)

Katia Abou-Haidar, MAAL

MW | Aug 22-Sep 12 (meets 6x) | 6-8:30pm | \$279 PAR Room 300 | 222CX1117 | 1.5 CEUs

MW | Nov 28-Dec 14 (meets 6x) | 6-8:30pm | \$279 PAR Room 302 | 223CX1117 | 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

Kimberly Butterfield TTh | Oct 4-Dec 15 (meets 20x) | 6-9pm | \$699 PAR Room 300 | 223LA2125 | 6 CEUs *Class does not meet: Nov 22 & 24

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 | Sep 3-Dec 17 (meets 15x) | 9am-1pm | \$699 Online-UNLVGO and Zoom | 223LA1124A | 6 CEUs *Class does not meet: Nov 26

Continuing Ed Staff,

TTh | Sep 6-Nov 10 (meets 20x) | 6-9pm | \$699 PAR Room 301 | 223LA1124B | 6 CEUs

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 | Sep 6-Nov 10 (meets 20x) | 6-9pm | \$699 PAR Room 101 | 223LA1126 | 6 CEUs



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



Introduction to Legal Interpreting

Legal interpreting is a complex process that requires specialized training in: interpreting techniques (sight translation, consecutive interpreting and simultaneous interpreting), legal language, and the legal system. In this class, you will receive a thorough introduction into the American court system; you will learn legal terminology, court proceedings, and the ethics of court interpreting. This course is approved for 12 CE credits with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Required Textbook(s): *The Bilingual Courtroom* (ISBN: 9780226043784).

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

Cristina Sanchez T | Sep 6-27 (meets 4x) | 6-9pm | \$339 Online-UNLVGO and Zoom | 223LA1131 | 1.2 CEUs

Legal Consecutive Interpreting I

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

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 | Nov 15-Dec 6 (meets 4x) | 6-9pm | \$339 Online-UNLVGO and Zoom | 223LA1135 | 1.2 CEUs

What our students are saying: The instructor's explanation of legal terms is simple to understand."

Introduction to Legal Interpreting Course, Fall 2021



Legal Sight Translation

Sight translation is frequently used in the legal environment, for example, when reading a witness statement or a court order. It is normally the first step before learning the techniques of simultaneous interpreting. You will receive an introduction to the three most common legal interpreting modes (consecutive interpreting, simultaneous interpreting, and sight translation), learn the techniques to be able to sight translate, and be able to practice those techniques using real documents. This course is approved for 12 CE credits with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Required Textbook(s): *Edge 21: Sight Translation* (ISBN: 9781880594414)

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 | Oct 11-Nov 1 (meets 4x) | 6-9pm | \$339 Online-UNLVGO and Zoom | 223LA1132 | 1.2 CEUs

Medical Interpretation: Spanish Certificate Program

ced.unlv.edu/medical-interpretation

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

PROGRAM REQUIREMENTS: To earn the Medical Interpretation: Spanish Certificate you must successfully complete four required core courses and the final exam.

CORE COURSES:

- · Introduction to Medical Interpreting
- Medical Terminology & Specialties I
- Medical Terminology & Specialties II
- Medical Interpreting Skills Development
- Medical Interpretation: Spanish Certificate Program Comprehensive Final Exam

Now accepting applications for Spring 2023. Registration will open November 2022. Visit **ced.unlv.edu/medical-interpretation** to learn how to apply and sign up for email updates.

Medical Spanish

ced.unlv.edu/medical-spanish

Given the large Spanish-speaking population in the Las Vegas area, the need to speak Medical Spanish has never been greater. This series will train students to speak and understand Spanish in a healthcare context by focusing on oral communication and listening strategies. You can expect to learn general medical vocabulary, beginning grammar structures, pronunciation, communication strategies, and cross -cultural issues

What our students are saying: Working in a children's emergency room that cares for nearly 50% Spanish-speaking patients, this class has been lifechanging. The class is presented in a way that you can apply the material immediately, and you gradually expand on your vocabulary until you can speak in full sentences. The look on a parent's face when you can guickly communicate in their preferred language about their sick child is priceless, even if it's only basic sentences. I look forward to taking more advanced classes in the future."

> Medical Spanish, Fall 2021

Medical Spanish I

Learn and practice oral communication and listening strategies to quickly develop your ability to speak and understand basic Spanish in a healthcare context. Become familiar with general medical vocabulary, beginning grammar structures, pronunciation, communication strategies, and cross-cultural issues. Wish you knew how to say a specific word or phrase sooner rather than later? You will have the opportunity to ask the instructor for practical advice during each class.

Required Textbook(s): *Spanish for Healthcare Providers* (ISBN: 9781260467888)

Deborah Arteaga, Ph.D, CMI, CHI™ TTh | Oct 4-Nov 3 (meets 10x) | 6-8pm | \$249 PAR Room 107 | 223LA1178 | 2 CEUs

Medical Spanish II

Improve your medical Spanish fluency, vocabulary and ability to interact more in depth with Spanish speakers in a healthcare context. Building on what you learned in Medical Spanish I, you will learn and practice intermediate oral communication and listening strategies, to further develop your ability to speak and understand Spanish in a healthcare context. In class lecture and practice sessions will cover specialized medical vocabulary, grammar structures, pronunciation, communication strategies, and cross-cultural issues.

Required Textbook(s): *Spanish for Healthcare Providers* (ISBN: 9781260467888)

Prerequisite: Spanish for Healthcare Professionals I, Medical Spanish I, or Spanish I, or equivalent.

Deborah Arteaga, Ph.D, CMI, CHI™ TTh | Nov 8-Dec 13 (meets 10x) | 6-8pm | \$249 PAR Room 107 | 223LA1179 | 2 CEUs *Class does not meet: Nov 24

Life & Leisure

Acting & Comedy

ced.unlv.edu/acting-comedy

Introduction to Voiceover Workshop

Find out how the voiceover business really works. 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.

Melissa Moats Sa | Sep 24 | 1:30-4:30pm | \$49 The Voice Actors Studio | 223CX4170

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 fulltime, 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 | Aug 2-23 (meets 4x) | 6:30-9:30pm | \$299 The Voice Actors Studio | 222CX4171

T | Oct 4-25 (meets 4x) | 6:30-9:30pm | \$299 The Voice Actors Studio | 223CX4171A

T | Nov 8-29 (meets 4x) | 6:30-9:30pm | \$299 The Voice Actors Studio | 223CX4171B



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.



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.

Trey Reckling Sep 5-Oct 10 (meets 2x) | \$249 Online Delivery | 223CH1106 | 1 CEU

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.

Trey Reckling Sep 5-Oct 10 | \$99 Online Delivery | 223CH1100A | 0.4 CEU

Oct 24-Nov 28 | \$99 Online Delivery | 223CH1100B | 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.

Trey Reckling Sep 5-Oct 10 | \$99 Online Delivery | 223CH1104 | 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.

Trey Reckling Sep 5-Oct 10 | \$99 Online Delivery | 223CH1107

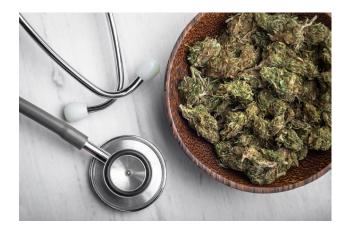


Growing Cannabis at Home

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.

Trey Reckling Sep 5-Oct 10 | \$189 Online Delivery | 223CH1108



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.

Trey Reckling Sep 5-Oct 24 | \$499 Online Delivery | 223CH1109 | 2.5 CEUs

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.

Trey Reckling Sep 5-Oct 10 | \$99 Online Delivery | 223CH1102 | 0.3 CEU

Pulmonary Dynamics of Vaporizing vs. Smoking

Are you interested in the science behind the effects of vaping and smoking cannabis on the lungs? Explore the trends and ramifications of vaporization as compared to inhalation of smokable products. Created in collaboration with Jessica Streufert, a registered Respiratory Care Practitioner and a member of the American Cannabis Nurses Association. This is a great course for retail employees, healthcare professionals and anyone else interested in the differing health impacts of smoking versus vaping.

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.

Trey Reckling Sep 5-Oct 10 | \$99 Online Delivery | 223CH1105 | 0.4 CEU

Dance

ced.unlv.edu/dance

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.

Gail Michel-Parsons, UNLV Department of Dance T | Aug 30-Dec 6 (meets 15x) | 5:30-7:15pm | \$269 McDermott Physical Education Complex (MPE) South Gym | 222DN2108



Latin Nightclub Dance

This course introduces some of the more common Latin/nightclub dances such as merengue, bachata, salsa, rumba, and cha cha. Get comfortable leading

and following at least four step patterns in each of the five dances. Beyond instruction in proper dance technique, this class cultivates a fun, participatory atmosphere to foster a love and enjoyment of social dancing. You will actively participate in dance warm-up and activities. This course will focus on beginner level skills.

Joshua Manzano

Th | Sep 1-Dec 8 (meets 14x) | 5:30-7:15pm | \$269 McDermott Physical Education Complex (MPE) South Gym | 223DN2107

Line Dancing

Line dancing involves synchronized non-partner dance routines to various styles of music. It is active, fun, social, and gets you out on the dance floor. You will practice basic footwork and learn how to keep time as you master popular choreography. You will also learn dance terminology and gain cardiovascular benefits of dance.

Andee DeMarre, UNLV Department of Dance TTh | Aug 30-Dec 8 (meets 29x) | 1-1:50pm | \$249 McDermott Physical Education Complex (MPE) South Gym | 222DN2114



Drawing & Painting

ced.unlv.edu/drawing-painting

Acrylics I

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

Gina Yenser Sa | Sep 3-Oct 1 (meets 5x) | 1:30-4:30pm | \$139 PAR Room 511 | 223AR1121

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.

Jan Schaeffer

Sa | Oct 8-Nov 5 (meets 5x) | 1:30-4:30pm | \$139 PAR Room 511 | 223AR1100



Come as you ART

Get constructive feedback and technique advice on an in-progress personal project. Using a current art piece in any medium as a jumping off point, explore composition, color theory, brush and non-brush techniques, and tips for mixing media. On day one you will bring the actual work you want help with. You will receive tips, tricks, technical help, and classically-inspired workarounds and solutions. Ask lots of questions, take copious notes; you will likely find peers are having similar issues! On day two, you will bring back the work with the changes/modifications. You can bring your equipment and work on site. You will learn to think about your projects in creative, fresh ways, and practice giving and receiving actionable peer critique. Start to trust your instincts and experience to become your own most helpful coach instead of your own harshest judge. Supply list will be provided.

Gabbie Hirsch W | Oct 19-26 (meets 2x) | 6-9pm | \$129 PAR Room 512 | 223AR1138

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

Sa | Sep 3-Oct 1 (meets 5x) | 1:30-4:30pm | \$139 PAR Room 512 | 223AR1130

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 threedimensional set ups, as well as reference photos. Supply list will be provided.

Gabbie Hirsch Sa | Oct 8-Nov 5 (meets 5x) | 1:30-4:30pm | \$139 PAR Room 512 | 223AR1134

Impressionism, Expressionism & Abstracts

Create dynamic works of art in acrylic. You will analyze and interpret different aims of painting, from conception and idea, to subject, color, and technique. Receive personal feedback based on your personal artistic goals. Supply list will be provided.

Prerequisite: No previous experience required.

Judith (Judi) Moreo Sa | Oct 22-Nov 19 (meets 5x) | 1:30-4:30pm | \$139 PAR Room 301 | 223AR1199

What our students are saying: All of my questions were addressed with direction and tips on how to accomplish my project. I enjoyed my time spent with Ms. Gabbie."

> Drawing I Course, Fall 2021

Introduction to Wildlife Painting (In Acrylic)

Experience the excitement of watching wildlife come to life on canvas as you dive into techniques specific to painting animals in acrylic. A quality wildlife painting captures a rich variety of textures such as fur, scales, and feathers. It also conveys movement and musculature. Creating a strong composition of the animal's environment is as important as the animal itself; discuss how to add mood, feeling, and action to your work through composition. You will apply the basics of value, form, color, and texture to create an accurate representation of the animal of your choosing. Supply list will be provided.

Prerequisite: Experience in drawing or painting.

Judith (Judi) Moreo Sa | Sep 17-Oct 15 (meets 5x) | 9am-noon | \$139 PAR Room 511 | 223AR1145

Watercolors I

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

Gabbie Hirsch Sa | Sep 3-Oct 1 (meets 5x) | 9am-noon | \$139 PAR Room 512 | 223AR1140

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 | Oct 8-Nov 5 (meets 5x) | 9am-noon | \$139 PAR Room 512 | 223AR1141



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 five core courses plus an additional 4.8 CEUs of elective courses. (Students who started their certificate program prior to Fall 2020 and completed Basic Sewing instead of Sewing: The Stitch Room will need to complete 7.2 CEUs of electives.)

CORE COURSES:

- Sewing: The Stitch Room
- Dressmaker Studio
- Fashion Design: Elements & Principles
- Fashion Illustration & Design
- Patternmaking

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

Business of Fashion Design

In fashion, every little detail makes the difference. Gain an in-depth understanding into the billion-dollar fashion industry and the manufacturing force of the apparel business. You will learn about many aspects of the fashion business industry, including design creativity through different body silhouettes and colors and understanding the appropriate fabrics, trimmings, and details to use. Launch your creative and artistic design by being introduced or enhancing your skills with mood boards. Work with fashion figure templates for developing an apparel line, using and transforming traditional details. Begin to understand the different ways to construct the garment for creating your merchandise displays, and different trend setting. Upon completing this class, you will understand the basics of the fashion/apparel manufacturing industry which will include fashionable couture designs, mass production, as well as a wide range of product lines for the domestic and international markets. Topics include the evolution of the garment, fabrics, accessories, and market research.

Gretchen Marshall

SaSu | Aug 6-21 (meets 6x) | 9am-1pm | \$289 PAR Room 401 | 222FD2146 | 2.4 CEUs

Dressmaker Studio

Achieve a unique look and perfectly tailored fit for women's clothing by working from a custom pattern. Designers will take a hands-on approach to high-end style and more advanced sewing technique by taking their project from inspiration all the way to a fabulous one-of-a-kind fitted garment. Learn about seams, darts, pleats, grading, lining, interfacings, stiffening, buttonholes, fibers, and fabrics; each will affect how your finished garment fits and drapes. Projects: Design and draft a custom-fitted dressmaker's pattern. Use your pattern to create a fashionable tailored garment. 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 SaSu | Nov 5-20 (meets 6x) | 9am-2:25pm | \$389 PAR Room 401 | 223FD2161 | 3.2 CEUs

Fashion Design: Elements & Principles

Create exhilarating apparel lines by combining different body silhouettes, colors, details, and trimmings. Explore the exciting fashion design industry as you study design principles, fashion history, and current trends. Projects, topics, and demonstrations will include analysis of garment design, fashion illustration templates, and several dress form draping techniques used in garment construction. 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.

Gloria (Gigi) Pontejos-Morris WT | Aug 24-Sep 20 (meets 8x) | 5:30-9:30pm | \$389 PAR Room 401 | 222FD2101 | 3.2 CEUs

Fashion Illustration & Design

Communicate your visions for fashionable designs and clothing lines through the arts of fashion illustration, design, and graffiti art. This class will take you through the designer's planning process using elements and principles of design, sketching, and illustration, plus expose you to graffiti artwork on textiles. You will enhance your drawing skills and work to visually convey your design concepts through storyboards and design flats. Focus areas for this class include the fashion design process, sketching the human body, illustration of dress, color choice, and the designer's fashion portfolio. Additionally, you will create your very own graffiti art T-shirt by applying your markings, slogans, or drawings directly to your apparel using a transfer machine. Instructor will provide supply recommendations. Projects: Create illustration figure/storyboard, flats, and graffiti sketch on apparel. Required materials will be discussed on first day of class.

Nikki E LaBounty

MT | Oct 3-25 (meets 8x) | 5:30-9:30pm | \$389 PAR Room 401 | 223FD2142 | 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 SaSu | Oct 8-30 (meets 8x) | 9am-2:25pm | \$489 PAR Room 401 | 223FD2105 | 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.

Samantha Jepson

SaSu | Sep 3-Oct 2 (meets 10x) | 10am-3:25pm | \$699 PAR Room 401 | 223FD2144 | 5.4 CEUs

Financial Planning

ced.unlv.edu/financial-planning

Annuity: The Ins & Outs

What exactly is an annuity? Take an honest look at the benefits and drawbacks of including an annuity in your investment portfolio. The instructor will work with you to consider the pros and cons of the option and discuss factors for consideration.

Kevin Dauphinee W | Nov 9 | 6-9pm | \$69 PAR Room 400 | 223PF1183

Social Security & Retirement

This class is for individuals with 20 years or a few months to retirement. Review your financial current situation and your vision of retirement. Define goals and learn to use specific dates and monetary values to gauge progress. Review the role of Social Security in retirement, and evaluate the positives and negatives of taking benefits early as opposed to delaying benefits. With some foresight and knowledge, you can ensure retirement revenue streams and recognize costs associated with aging.

Kevin Dauphinee M | Sep 12 | 6-9pm | \$69 PAR Room 400 | 223PF1181

Understanding Financial Markets

Increase your understanding of financial markets by establishing goals for investments. Define market terms and characteristics of different investments such as stocks, bonds and options. Learn investment strategies: long term vs short term trading; top down vs bottom up stock picking; and passive vs active funds. Information will help you feel more secure in your management of investments and help you take control of your future.

Kevin Dauphinee W | Oct 5-26 (meets 4x) | 6-9pm | \$189 PAR Room 400 | 223PF1180

Foreign Languages

ced.unlv.edu/foreign-languages

Beginning French I

The Beginning French series focuses on conversation skills and vocabulary useful for travel and social interaction. Pronunciation and grammar will be highlighted through dialogues. Beginning French I covers: greetings and introductions; describing people and things; talking about going places; expressing future plans; making a date; buying household objects in a store; expressing likes and dislikes; telling the date; terms of seasons and weather expressions. Required Textbook(s): Ultimate French, Beginner–Intermediate (ISBN: 9781400009633)

Pascale Tessier Sa | Sep 10-Nov 19 (meets 10x) | noon-2pm | \$199 PAR Room 300 | 223LA1107 *Class does not meet: Oct 29

Beginning French III

The Beginning French series focuses on conversation skills and vocabulary useful for travel and social interaction. Pronunciation and grammar will be highlighted through dialogues. Beginning French III covers: everyday life and habits; at work; in a department store; the telephone; at the bank; the market and shopping for food; housing and looking for an apartment; and at the hotel. Required Textbook(s): Ultimate French, Beginner–Intermediate (ISBN: 9781400009633)

Pascale Tessier Sa | Sep 10-Nov 19 (meets 10x) | 9:30-11:30am | \$199 PAR | 223LA1117 *Class does not meet: Oct 29

Beginning Italian I

Communicate better with the Italian speaking people in your life or prepare for a more enjoyable trip to Italy. This class will include basic language structure, correct pronunciation, and vocabulary for simple phrases and sentences. Required Textbook(s): *Italian a Self Teaching Guide* (ISBN: 9780471359616)

Manuela Carrescia M | Sep 12-Nov 7 (meets 8x) | 6-8pm | \$199 Online-UNLVGO and Zoom | 223LA1106 *Class does not meet: Oct 31

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): *Living Language–Italian* (ISBN: 9781400024162)

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

Manuela Carrescia T | Sep 13-Nov 1 (meets 8x) | 6-8pm | \$199 Online-UNLVGO and Zoom | 223LA1134

Medical Spanish I

Learn and practice oral communication and listening strategies to quickly develop your ability to speak and understand basic Spanish in a healthcare context. Become familiar with general medical vocabulary, beginning grammar structures, pronunciation, communication strategies, and cross-cultural issues. Wish you knew how to say a specific word or phrase sooner rather than later? You will have the opportunity to ask the instructor for practical advice during each class.

Required Textbook(s): *Spanish for Healthcare Providers* (ISBN: 9781260467888)

Deborah Arteaga, Ph.D, CMI, CHI™ TTh | Oct 4-Nov 3 (meets 10x) | 6-8pm | \$249 PAR Room 107 | 223LA1178 | 2 CEUs

Medical Spanish II

Improve your medical Spanish fluency, vocabulary and ability to interact more in depth with Spanish speakers in a healthcare context. Building on what you learned in Medical Spanish I, you will learn and practice intermediate oral communication and listening strategies, to further develop your ability to speak and understand Spanish in a healthcare context. In class lecture and practice sessions will cover specialized medical vocabulary, grammar structures, pronunciation, communication strategies, and cross-cultural issues.

Required Textbook(s): *Spanish for Healthcare Providers* (ISBN: 9781260467888)

Prerequisite: Spanish for Healthcare Professionals I, Medical Spanish I, or Spanish I, or equivalent.

Deborah Arteaga, Ph.D, CMI, CHI™ TTh | Nov 8-Dec 13 (meets 10x) | 6-8pm | \$249 PAR Room 107 | 223LA1179 | 2 CEUs *Class does not meet: Nov 24

Spanish I

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

Olga Jeffrey

WM | Sep 7-Oct 10 (meets 10x) | 6-8pm | \$199 PAR Room 301 | 223LA1104

Spanish II

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

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

Olga Jeffrey WM | Oct 12-Nov 16 (meets 10x) | 6-8pm | \$199 PAR Room 301 | 223LA1105 *Class does not meet: Oct 31

Spanish III

Progress your Spanish language skills beyond tense verb conjunctions, gaining further confidence in your ability to communicate your thoughts. Focus shifts to more advanced grammar including past tenses, pronouns, and correct sentence structure. Vocabulary and conversational skills will be emphasized. Spanish III is for students who are comfortable with the basics of Spanish. Required Textbook(s): *Spanish Now! Level 1* (ISBN: 9781438075235)

Prerequisite: Spanish II or a comparable understanding of the language.

Olga Jeffrey

MW | Aug 22-Sep 26 (meets 10x) | 6-8pm | \$199 Online-UNLVGO and Zoom | 222LA1141 *Class does not meet: Sep 5

MW | Nov 21-Dec 21 (meets 10x) | 6-8pm | \$199 PAR Room 301 | 223LA1141

What our students are saying: Medical Spanish is extremely helpful for communicating with Spanish-speaking patients, and this skill only becomes more useful with time. Even if you have little or no experience speaking Spanish, the course teaches you the most useful phrases and etiquette in an easy-to-understand format. If you work with patients directly, I highly recommend it."

Life & Leisure

Medical Spanish, Fall 2021

Music

ced.unlv.edu/music

Guitar I

Pull your rarely used acoustic or electric guitar out of the closet and learn to play basic chords and beginning songs. Build a foundation of guitar fundamentals including tuning your instrument, reading charts and playing strumming patterns. Bring a playable guitar (electric or acoustic) and guitar picks to the first day of class.

Jesse Del Quadro T | Oct 4-25 (meets 4x) | 7:15-8:45pm | \$99 PAR Room 400 | 223MU1107

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 | Nov 8-29 (meets 4x) | 7-8:30pm | \$99 PAR Room 400 | 223MU1116

Las Vegas Flute Ensemble

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

Marta Plominska, John McMurtery

Th | Sep 1-Dec 8 (meets 14x) | 7-9pm | \$39 Lee and Thomas Beam Music Center (BMC) Room 159 | 223MU1108

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 | Oct 4-25 (meets 4x) | 5:30-7pm | \$99 PAR Room 400 | 223MU1117

University Basketball Pep Band

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

Tony LaBounty

M | Oct 17-Dec 19 (meets 10x) | 9-10pm | \$39 Lee and Thomas Beam Music Center (BMC) Room 160 223MU1111

University Marching Band

Join the "Star of Nevada" UNLV Marching Band and support the Rebels at home football games throughout the fall. Participation is required in scheduled training camp week, regular rehearsals, special performances on and off campus, and UNLV home football games. Visit unlvbands.com for training camp and rehearsal details. Regular semester rehearsals are held Mondays, 6:30 pm to 8:30 pm, Thursdays and Fridays, 8:00 am to 9:30 am. Experience is preferred but not necessary. This is a non-credit course. For more information, contact director Tony LaBounty at 702-895-3733 or tony.labounty@unlv.edu.

Tony LaBounty MThF | Aug 29-Dec 30 (meets 48x) | 6:30-8:30pm | \$70 UNLV Campus | 222MU1106

*Class does not meet: Sep 5, Oct 28, Nov 11, 24, 25 & Dec 26

UNLV Community Concert Band

Formed in January 1987, the UNLV Community Concert Band is among the oldest community instrumental groups in the Las Vegas area. The 70-plus members range in age from high school to seniors. The band plays a wide variety of music including marches, show and film scores, and classic and contemporary wind arrangements. The UNLV 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 W | Aug 31-Dec 28 (meets 18x) | 7-9:20pm | \$52 Lee and Thomas Beam Music Center (BMC) Room 160 222MU1102

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

T | Aug 30-Dec 27 (meets 18x) | 7-9:20pm | \$39 Lee and Thomas Beam Music Center (BMC) Room 160 222MU1104

UNLV University Chorale

The UNLV University Chorale is a mixed choir (soprano, alto, tenor, bass) that performs on campus and in the community. Repertoire includes "classical" choral music of all styles, as well as folk tunes, spirituals, and musical theatre highlights. Membership is open to UNLV students, faculty, staff, and community members. Attendance at all rehearsals and performances is mandatory. A complete performance schedule will be available at the beginning of the semester; there are usually two or three performances during the semester. Singers will be required to purchase a uniform for performances. This is a university-level ensemble and is also offered as a credit course (MUSE 107, Section 1002) in the university catalog. Thus, instructor approval is required and an audition will take place during the first class meeting. Interested community members are encouraged to contact the instructor at joseph.svendsen@ unlv.edu (702-895-5468) for further information. If you are new to the ensemble, you must pay the \$50 Audition Fee.

Joseph Svendsen

TTh | Aug 30-Dec 8 (meets 29x) | 11:30am-12:50pm | \$39 Lee and Thomas Beam Music Center (BMC) Room 159 222MU1103

*Class does not meet: Nov 24

Photography

ced.unlv.edu/photography

Digital Photography Bundle

Register for this course to receive a bundle discount of \$297 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.

Mikel Conrad

Sa | Aug 27-Oct 1 (meets 3x) | 9:30am-3:30pm | \$297 PAR | 223PHBUND

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, compostion, 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.

Mikel Conrad Sa | Aug 27 | 9:30am-3:30pm | \$119 PAR Room 300 | 222PH1100

Digital Photography II: Tools, Techniques & Lighting

This course will expand on how to use your camera, create impactful compostions, 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.

Mikel Conrad Sa | Sep 17 | 9:30am-3:30pm | \$119 PAR Room 301 | 223PH1141

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.

Mikel Conrad Sa | Oct 1 | 9:30am-3:30pm | \$119 PAR Room 301 | 223PH1125

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. Students will need access to Adobe Photoshop. Recommended Textbook(s): Optional: *Adobe Photoshop Classroom in a Book* (ISBN: 9780136447993)

Rakitha Perera T | Sep 6-Oct 11 (meets 6x) | 6-9pm | \$339 Online-UNLVGO and Zoom | 223WM8122 | 1.8 CEUs

Adobe Photoshop II

Harness the more powerful elements of Adobe Photoshop to elevate the quality of your photographic and graphic design projects. This course targets intermediate users who wish to broaden their skills and get updates on the latest available features. Explore advanced layer functions and compositing, advanced retouching and masking, and prepare files for both print and web output. Students will need access to Adobe Photoshop. Recommended Textbook(s): Optional: Adobe Photoshop Classroom in a Book (ISBN: 9780136447993)

Prerequisite: Adobe Photoshop I or comparable experience.

Rakitha Perera

T | Oct 18-Nov 22 (meets 6x) | 6-9pm | \$339 Online-UNLVGO and Zoom | 223WM8123 | 1.8 CEUs

Desert Night Sky Photography

Take stunning photographs of stars and star trails over the desert landscape. Instruction concentrates on selecting the appropriate camera settings for your DSLR camera, choosing a composition to maximize the night sky, and determining the appropriate direction and time of night to shoot photographs of the stars in a desert setting. We will discuss planning a photo shoot with consideration of the north star, moon phase, and moon rise/moon set times. By the end of this class you will be able to plan and execute night sky photo shoots on your own. Students should be prepared to spend at least 3 hours outdoors in the evening. Students must provide the following: DSLR camera, tripod, shutter release, and wide-angle lens, and head lamp (useful). Appropriate clothing to be outside for 3 hours in the evening. The class will take an hour break for dinner (not included) and time to travel to the evening location. Students will also 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.

Corinne Severn, Shawn Severn Sa | Oct 29 | noon-8pm | \$129 PAR Room 300 | 223PH1160

Landscape Photography

Capture stunning landscape images, whether you are exploring locally or traveling. Gain knowledge of useful terminology, study concepts of composition, and better understand the natural light necessary to create beautiful landscape photographs. We will review the basic equipment requirements including camera, lens, shutter release, and tripod as well as highlight a few helpful accessories and software applications. In preparation for our time in the field, we will also discuss equipment for safety, fitness, and good practices to stay safe and protect the environment. There will be in-class training Thursday from 6PM-9PM and Saturday 9AM-12 Noon afternoon we will meet for hands on training in the field from 1PM-4PM. Students are required to bring their DLSR cameras to all sessions. A tripod and shutter release is recommended for all sessions. A circular polarizing filter is strongly recommended for the in-field training. 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.

Corinne Severn, Shawn Severn ThSa | Oct 20-22 (meets 2x) | 9am-4pm | \$129 PAR Room 511 | 223PH1159



Learning to See Creatively

Learning To See Creatively is a continuation of the development of students' digital photography skills, with emphasis on developing a creative vision. Learn the thought process behind the image. You will be introduced to various photographers' creative work, and learn what their motivation is/was in producing images that are creative and interesting. Many of these photographers factor in personal life experience in their creative process, coupled with experimenting with various photographic techniques. You will be introduced to various types of techniques and cameras. Whatever type of camera you have will be sufficient (does not necessarily need to be DSLR).

Prerequisite: Photography for Graphic Designers or similar knowledge and experience.

Vernetta Thomas Th | Dec 1-Jan 5, 20 (meets 5x) | 6-9pm | \$289 Online-UNLVGO and Zoom | 223PH1109 | 1.6 CEUs

Photography for Graphic Designers

New! Develop an understanding of basic photography skills used to communicate through graphic design. Learn to shoot quality photographs in manual mode. Demonstrate an understanding of the terminology used in photography and how it relates to your projects. Understand the gear needed and which lenses are essential. Learn which lighting techniques work best to get your desired results and a variety of postproduction strategies. Strengthen your approach to light and color to use in a way that vectors do not. Learn how to recognize the power of composition when branding or telling a story. Must have access to DSLR camera with a manual mode option to participate in class. Required Textbook(s): Mastering Aperture, Shutter Speed, ISO and Exposure (ISBN: 9781482314458)

Vernetta Thomas Th | Oct 13-Nov 17 (meets 6x) | 6-9pm | \$339 Online-UNLVGO and Zoom | 223PH1108 | 1.8 CEUs

What our students are saying: The instructors were approachable, knowledgeable, and eager to answer questions and share their experience. I especially appreciated the well-planned syllabus and informative materials. I would take additional classes with the instructors in a heartbeat."

> Travel Photography, Spring 2022

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. In the first half of the class you will learn new skills in a classroom setting. The second half will be a field trip to put these techniques into practice. Please note: the field trip involves guite a bit of walking. 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.

Corinne Severn, Shawn Severn Sa | Nov 5 | 9am-5pm | \$129 PAR Room 101 | 223PH1107

Sommelier Academy

ced.unlv.edu/sommelier

Whether you work in the food and beverage industry or you simply want to impress friends at the dinner table, the UNLV Sommelier Academy is the perfect place to learn about wine. Vine to Wine: The Fundamentals meets the needs of wine enthusiasts or wine collectors as well as early-career beverage professionals. At the end of the course, you will be able to recommend wines with confidence.

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

Sommelier Academy Information Session

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

Prerequisite: Must be at least 21 years of age to enroll.

Heath Hiudt T | Aug 16 | noon-1pm | No charge Online-Zoom | 222WS6101

Vine to Wine: The Fundamentals

Complete an in-depth study of wine focused on winemaking practices, grapes, and regions. Receive training in wine tasting, wine service, and food and wine pairing. Further broaden your wine education via industry discussions, guest speakers, and field trips. Vine to Wine covers general winemaking, including ongoing discussions of how environmental conditions and actions taken by winemakers influence the finished wine. Each week, break down and examine a different major wine making region by looking at conditions like climate and soil. Taste over 10 wines per session to learn about varietal and regional standards while learning to examine wine in blind tasting format. Receive instruction and practice on wine service for both still and sparkling wines. Study food and wine pairing theory, then bring it to life by choosing your own wine and cheese pairings. Daily discussions about what is currently trending in the wine industry will open your eyes to aspects of the industry you never knew existed. Professionals working in the wine industry will be brought in to discuss their point of view of what they see in the market. Field trips are used to introduce career opportunities in the world of wine. A three-part final exam tests student knowledge in written, essay, and blind tasting formats. The Vine to Wine course is open to anyone. Whether you are a wine professional looking to hone your skills, considering a career change, or a wine enthusiast who just wants to learn more about something you love, this class is for you. Although extremely challenging, the course starts without any prerequisite wine knowledge needed.

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.

Heath Hiudt

T | Sep 6-Dec 13 (meets 13x) | 10:30am-5:30pm | \$1,599 Total Wine and More-Town Square | 223WS6100 | 9.1 CEUs *Class does not meet: Oct 4 & Nov 22



Sports

ced.unlv.edu/sports



Bodyweight Bootcamp

Bodyweight Bootcamp is a class designed to utilize one's own structure and frame to generate the necessary mass and force to achieve a proper workout. Work out from anywhere without any extra gear! Make progress toward your health and fitness goals by participating in this guided online fitness course. Our focus will be motivation and accountability for your fitness journey. Students may also enroll for university credit in PEX156 for 1 credit. Home based equipment needed.

Micah Kidd Aug 29-Dec 9 | \$289 Online Delivery | 222SF1136 | 2 CEUs



Golf for Beginners

New: 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.

James Massey

T | Aug 30-Dec 6 (meets 15x) | 5:30-7:15pm | \$314 Las Vegas Golf Center | 222SF1104

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 MW | Aug 29-Dec 7 (meets 28x) | 4-4:50pm | \$279 Online Delivery | 222SF1134 *Class does not meet: Sep 5 & Nov 23

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 partnering with the Institute of Reading Development to offer reading skills programs. All programs are designed and taught by instructors from the Institute of Reading Development (IRD). Programs are offered 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 unly.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:

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- 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 Preparation

GMAT® 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 | Sep 8-Oct 4 | 4-7pm | \$799 Online Delivery | 223TL1101A

Su | Sep 25-Nov 13 | 3-6pm | \$799 Online Delivery | 223TL1101B

ThT | Oct 20-Nov 15 | 4-7pm | \$799 Online Delivery | 223TL1101C

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

LIVE-ONLINE GMAT STRATEGY WORKSHOP

W | Oct 5 | 6-7pm | No charge | Online Delivery | 223TL1110

LIVE-ONLINE GRE STRATEGY WORKSHOP

W | Sep 28 | 6-7pm | No charge | Online Delivery | 223TL1112A Th | Oct 27 | 6-7pm | No charge | Online Delivery | 223TL1112B

LIVE-ONLINE LSAT STRATEGY WORKSHOP

W | Aug 10 | 6-7pm | No charge | Online Delivery | 222TL1114B Th | Sep 13 | 6-7pm | No charge | Online Delivery | 223TL1114A Th | Oct 5 | 6-7pm | No charge | Online Delivery | 223TL1114B

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 liveonline 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 the official textbook from ETC containing previously released test questions. Course materials are shipped directly to you.

ETC Staff ThT | Aug 4-30 | 4-7pm | \$749 Online Delivery | 222TL1100D

ThT | Sep 8-Oct 4 | 6-9pm | \$749 Online Delivery | 223TL1100A

ThT | Oct 6-Nov 1 | 6-9pm | \$749 Online Delivery | 223TL1100B

WM | Nov 2-Dec 5 | 4-7pm | \$749 Online Delivery | 223TL1100C *Class does not meet: Nov 21 & 23

MTWTh | Dec 5-15 | 4-7pm | \$749 Online Delivery | 223TL1100D

LSAT[®] Live-Online Course

Prepare for the LSAT® with 30 hours of live-online instruction from UNLV's LSAT® experts! This synchronous class combines the interactive aspects of the in-person classroom with the convenience of an online course. You will learn strategies for solving the complex logic games found in the Analytical Reasoning section and strengthen your skills on the Logical Reasoning and Reading Comprehension sections of the exam. This course is ideal for law school applicants seeking the interactivity of an in-person classroom experience and the flexibility of an online class.

The course includes an LSAT workbook, 20 official practice tests from LSAC, and access to online resources including class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours. Course materials are shipped directly to you.

ETC Staff WM | Sep 7-Oct 10 | 10am-1pm | \$799 Online Delivery | 223TL1102A

WM | Sep 7-Oct 10 | 6-9pm | \$799 Online Delivery | 223TL1102B

ThT | Sep 8-Oct 11 | 4-7pm | \$799 Online Delivery | 223TL1102C

WM | Sep 28-Nov 2 | 4-7pm | \$799 Online Delivery | 223TL1102D *Class does not meet: Oct 31

ThT | Oct 6-Nov 8 | 6-9pm | \$799 Online Delivery | 223TL1102E

TThSu | Oct 18-Nov 8 | 4-7pm | \$799 Online Delivery | 223TL1102F

WM | Dec 7-Jan 11, 2023 | 6-9pm | \$799 Online Delivery | 223TL1102G



Register by phone at 702-895-3394

OLLI at UNLV LEARN. ENGAGE. TOGETHER.



The Osher Lifelong Learning Institute (OLLI) at UNLV is a member-driven learning community of more than 1,800 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.

Fall 2022 classes offered September 12 through November 18 in-person and online.



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Details at

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

CONTINUING EDUCATION

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

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SUMMER TERM

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Earn your college credits quicker! SUMMER ERM 2023

Continuing Education: Information, Policies & Procedures

COVID-19 Precautions

As of June 13, masks are recommended at UNLV in public indoor spaces. People who have symptoms or who have tested positive for COVID-19 should stay home, perform at-home testing, and follow CDC recommendations for quarantine and isolation. If you test positive, please complete the voluntary online reporting form at www.unlv.edu/coronavirus.

This information was accurate at the time of printing but may have changed depending on local community risk. For the most current guidance, please visit www.unlv.edu/coronavirus.

Registration Fees & Payment

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.

Effective September 1, 2022, Division of Educational Outreach is no longer accepting cash as a form of payment for class registrations and parking permits. All other forms of approved payment such as credit/debit cards, checks, and money orders will continue to be accepted. For additional information see ced.unlv.edu/registration-policies#cashless.

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

Refunds & Dropping Or Withdrawing From Classes

Requests to drop classes and receive refunds must be submitted at least three business days before the first day of the class (unless otherwise stated). Requests for refunds must be made in writing. Phone requests or changes discussed with instructors or university staff are not accepted. Requests received by the deadline will be refunded 100% of the registration fee. At no time will the amount refunded exceed the amount of the original registration fee. UNLV Continuing Education and the Division of Educational Outreach aim to resolve all State Authorization Reciprocity Agreements (SARA) issues in an expedient and fair manner. Requests to drop classes can be submitted online, via fax at 702-895-4195, or via email to continuing.education@unlv.edu. Requests must include the following information: Student Name, Student Email Address and/or Telephone Number, Class Title and Start Date, and Reason for Dropping the Class. For SARA requests, please include the reason for filing a SARA complaint.

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/registrationpolicies#wait.

Parking

All students, staff, faculty, and visitors who wish to park on one of the UNLV campuses are required to obtain parking permits. Parking permits may be purchased via an app on your smartphone, paybyphone. 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 our website 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, materials, or supplies listed in the course listing are not included in the registration fee and must be purchased separately.

Attendance Policy

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

UNLV Continuing Education Units (CEUs)

UNLV Continuing Education awards Continuing Education Units (CEU) 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.



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

Student Code of Conduct

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

Copyright Policy

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

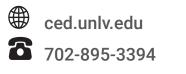
UNLV Paradise Campus Information Desk Hours

The Division of Educational Outreach Information Desk is open Monday though Friday, 8am to 5pm with the exception of university holidays. For updates to this schedule, please visit edoutreach.unlv.edu.

Please visit edoutreach.unlv.edu for updates to this schedule.

Contact Us

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





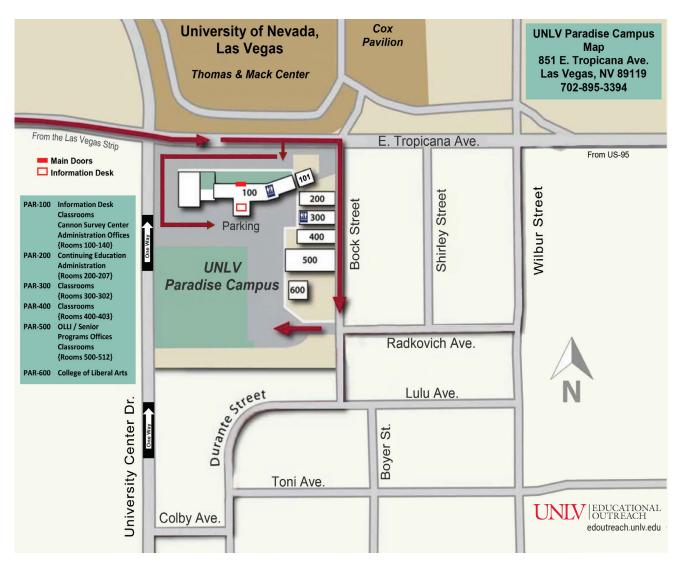
Location Legend

Hospitality Hall, Intl. Student Success Ctr (HOS) Lee & Thomas Beam Music Center (BMC) McDermott Physical Education Complex (MPE) Paradise Campus (PAR)



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

Clark County Neighborhood Justice Center 330 S. 3rd St., Ste. 600, Las Vegas, NV 89101 Las Vegas Golf Center 6730 S. Las Vegas Blvd., Las Vegas, NV 89119 Perry Foundation 2920 Green Valley Pkwy., Bldg. 3, Ste. 311, Henderson, NV 89014 Praxis Aerospace 155 S. Water St. #210, Henderson, NV 89015 The Voice Actors Studio 3875 S. Jones Blvd., Ste. 102, Las Vegas, NV 89103 Total Wine and More - Town Square 6885 S Las Vegas Blvd, Las Vegas, NV 89119



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Class Registration Options

ONLINE

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

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PHONE

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



IN PERSON

Bring your registration form to UNLV Paradise Campus, 851 E. Tropicana, Las Vegas, NV 89119 (Southeast corner, Tropicana and University Center Drive), 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.



FAX 702-895-4195

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

Registration Form

Have you taken a class with UNLV Continuing Education?

🗌 Yes 🛛 🗌 No

Registrant's Name_____

Address (street, city, state, zip) _____

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Phone Number _____

Date of Birth _____

Course Information:

Course Code	Course Name	Course Fee

Payment Information:

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

Check-Please enclose check made payable to Board of Regents

Credit Card–Please charge my

	mastercard	DISCOVER	
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Account No	CVV
Exp. Date	Amount \$
Cardholder's Name	
Signature	

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 page 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.

Start your healthcare career as a **Mental Health Technician** in under 5 weeks!

Dive into an understanding of the history of mental health and basics of mental health care.

Review the ethics of caring for your clients.

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This program is designed for anyone who has an interest in working as an entry-level healthcare professional in the mental health field.



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