

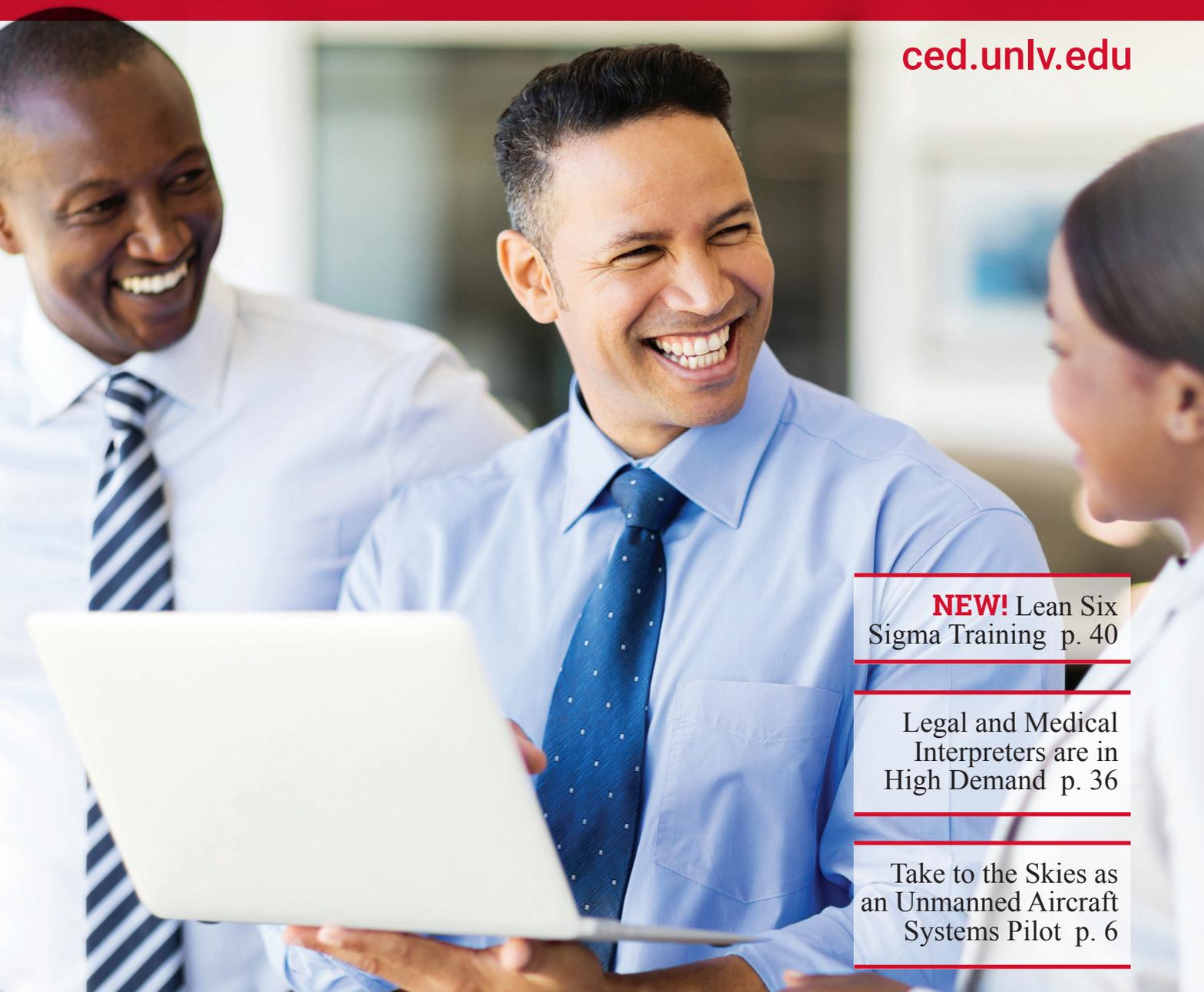
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EXTENDING CAMPUS TO THE COMMUNITY

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# OUTREACH

[ced.unlv.edu](http://ced.unlv.edu)



**NEW!** Lean Six Sigma Training p. 40

Legal and Medical Interpreters are in High Demand p. 36

Take to the Skies as an Unmanned Aircraft Systems Pilot p. 6

COURSE CATALOG  
SPRING 2019

UNLV

CONTINUING  
EDUCATION

DIVISION OF EDUCATIONAL OUTREACH

# Aries Cyrus-Sims turned a passion for helping others into a new career.

UNLV | CONTINUING EDUCATION  
DIVISION OF EDUCATIONAL OUTREACH

CONTINUING EDUCATION  
DIVISION OF EDUCATIONAL OUTREACH

UNLV CONTINUING EDUCATION  
DIVISION OF EDUCATIONAL OUTREACH

“This program has just been such a great opportunity for me and I recommend it and suggest it for anyone in the nonprofit sector.” -Aries Cyrus-Sims, *UNLV Nonprofit Certificate*

Aries Cyrus-Sims has a passion for helping people. Growing up in Lansing, Michigan she was always seeking out volunteer opportunities and found great support from her philanthropic-focused family. She strove to make an impact on the lives of individuals. But how could she turn that passion into a career?

In 2007 Aries moved to Las Vegas to support her local pastor and his wife as they opened a sister church. Helping people was still her focus, but she also had to support herself with careers in the retail and hospitality industries. It was not until a friend recommended she get her foot in the door with a nonprofit company that Aries began to combine her passion with her career goals. She realized she needed to learn more about the business side of the nonprofit industry.

Aries researched her best options and in doing so she attended an introductory course at UNLV Continuing Education called *An Introduction to the Nonprofit Sector*. She quickly realized the comprehensive nonprofit certificate would open all sorts of new doors for her. She signed up for the classes and never looked back. It took Aries about a year to complete the certificate program.

Almost a year into her new journey, Aries is able to meld her passion with her career. She is supporting community members as they help themselves and each other.

Learn more about the Nonprofit program at [ced.unlv.edu/nonprofit](https://ced.unlv.edu/nonprofit).

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



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# Professional Development Certificate Programs

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

## **Aerospace & Defense**

Unmanned Aircraft Systems p. 6

## **Business Administration**

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## **Design & Technology**

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### **\*Certificate Program Application for Multi Course Programs:**

Students pursuing a UNLV Continuing Education certificate program which has multiple core course and/or elective requirements must register their intention to complete the certificate using the listed certificate application course codes in order to receive their certificate. Certificate programs not listed with an asterik are single courses and do not require registration into a separate certificate application course.

# Attend a Certificate Information Session

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

## GENERAL INFORMATION SESSION

If you are not certain which program may be right for you, or if there is no information session scheduled specifically for the program in which you are interested, please attend one of our general information sessions. General information sessions will cover Graphic/Print Design, NASM, Nonprofit Management, Organizational Leadership, and Protective Services. Special emphasis will be on options for funding your career transition or advancement. Dates for general information sessions are available online. Go to [ced.unlv.edu/cat2019](http://ced.unlv.edu/cat2019) and search "Information Session."

## SOMMELIER ACADEMY INFORMATION SESSION

T | Jan 8 | noon-1pm | PAR Room 301 | 191WS6101A

W | May 8 | noon-1pm | PAR Room 301 | 191WS6101B

## MEDICAL ASSISTANT CERTIFICATE PROGRAM INFORMATION SESSION

T | May 14 | 5-6pm | Shadow Lane Campus | 191ME6102A

W | May 29 | 5-6pm | Shadow Lane Campus | 191ME6102B

## **New!** ASSOCIATE PROFESSIONAL IN HUMAN RESOURCES (aPHR) INFORMATION SESSION

Th | Jan 3 | 6:30-7:30pm | PAR Room 511 | 191CP6201

## PHR/SPHR INFORMATION SESSION

Th | Jan 3 | 6:30-7:30pm | PAR Room 512 | 191CP6118

Th | Aug 15 | 6-7pm | PAR Room 511 | 192CP6118

## HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAM INFORMATION SESSION

Th | Jan 3 | 5:30-6:30pm | PAR Room 511 | 191CP6155

W | Jun 5 | 5:30-6:30pm | PAR Room 512 | 192CP6155A

Th | Aug 15 | 5-6pm | PAR Room 512 | 192CP6155B

## MEDICAL INTERPRETATION: SPANISH CERTIFICATE PROGRAM INFORMATION SESSION

T | Jan 29 | 6-7pm | PAR Room 301 | 191LA1170

## PARALEGAL CERTIFICATE INFORMATION SESSION

M | Jan 14 | noon-1pm | PAR Room 301 | 191PL6128A

T | Jan 15 | 5:30-6:30pm | PAR Room 302 | 191PL6128B

M | Feb 4 | noon-1pm | PAR Room 107 | 191PL6128C

T | Feb 5 | 5:30-6:30pm | PAR Room 302 | 191PL6128D

M | May 6 | noon-1pm | PAR Room 301 | 191PL6128E

T | May 7 | 5:30-6:30pm | PAR Room 302 | 191PL6128F

M | May 20 | noon-1pm | PAR Room 107 | 191PL6128G

T | May 21 | 5:30-6:30pm | PAR Room 512 | 191PL6128H

## MEDIATION TRAINING CERTIFICATE INFORMATION SESSION

M | Feb 4 | 5:30-6:30pm | PAR Room 301 | 191CM1100A

## GRANT ACADEMY INFORMATION SESSION

T | Jan 8 | 6-7pm | PAR Room 512 | 191GR1150

# New for Spring 2019

UNLV Continuing Education is committed to your learning needs and our class offerings are always evolving. Check out the **New!** classes in this catalog listed below, or visit [ced.unlv.edu/new](http://ced.unlv.edu/new) for updates!

## Aerospace & Defense

Unmanned Aircraft Systems Certificate

## Business Administration

Executive Certificate in Business Administration

Business & People Management Module

Business Logistics & Processes Module

Business & Financial Performance Module

Business & Economic Environment Module

## Human Resources

Associate Professional in Human Resources (aPHR)

Certification Preparation

## Fine Arts, Photography & Video Production

Desert Night Sky Photography

Digital Photography Bundle

## Fitness & Wellness

Jazz Dance I

Ballroom Dancing

Pilates I

Mindfulness Based Stress Reduction

## Food & Beverage

Dinners from Tuscany

## Foreign Languages

Beginning French IV

## Lean Six Sigma

Lean Six Sigma: Green Belt & Black Belt

## Social Work

Preventing Interpersonal Violence

Ethics

Coming Soon: *Web Development Coding Bootcamp*

[ced.unlv.edu/new](http://ced.unlv.edu/new)



## Grants, Loans & Tuition 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 702-895-5099 or email [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu)

Web [ced.unlv.edu/financial-assistance](http://ced.unlv.edu/financial-assistance)

# Aerospace & Defense

## PROTECTIVE SERVICES PROFESSIONAL CERTIFICATE PROGRAM

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)

## PROTECTIVE SERVICES PROFESSIONAL CERTIFICATE

Train in the essential elements of personal security and protective driving operations, focusing on the standards and protocols associated with providing high level, low profile protective services. Master the skills needed by the protective services operator: walking formations, business ethics, vehicle and motorcade operations, principal cover and control techniques, legal issues and use of force, risk assessments and threat analysis, surveillance detection, as well as venue and site security. These skills are taught, practiced, and used for a final exam exercise detail in and around the Las Vegas metropolitan area. The PSPC program consists of two modules: Protective Driving Operations Course (PDOC), which is three days, and Protection Agent Development (PAD), which is four days. Successfully completing all seven days combined earns graduates the Protective Services Professional Certificate.

*Prerequisite:* Please see [ced.unlv.edu/protective-services](http://ced.unlv.edu/protective-services) for admission standards.

Steve Krystek

### PDOC & PAD Package

F-Th | Apr 5-11 (meets 7x) | \$2,850

Off site | 191SD3143 | 7 CEUs

### Protective Driving Operations Course (PDOC) module only

FSaSu | Apr 5-7 (meets 3x) | \$1,950

9am-5pm each day

### Protective Agent Development (PAD) module only

MTWTh | Apr 8-11 (meets 4x) | \$1,215

8am start each day; varied end times



## UNMANNED AIRCRAFT SYSTEMS CERTIFICATE

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.

### New! UNMANNED AIRCRAFT SYSTEMS CERTIFICATE

Become a FAA-licensed commercial drone pilot. This blended instructor-based and online course is designed to prepare students to fly within current 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." 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, and the Association for Unmanned Vehicle Systems International (AUVSI) Trusted Operator Program Levels 1 and 2.

Praxis Aerospace Concepts, Inc.  
FSaSu | Feb 22-Mar 3 (meets 6x) | 8am-5pm | \$1,899  
Off site | 191UA1110 | 4 CEUs  
\*Class meets: 6-10pm on Fridays.



# Business Administration

## EXECUTIVE CERTIFICATE IN BUSINESS ADMINISTRATION

The Executive Certificate in Business Administration is designed to introduce practicing managers, business owners, and professionals to the most important concepts, tools, and techniques taught in today's business schools. Boost your productivity, confidence, and effectiveness when managing yourself, others, and your business. The four modules leading to the Executive Certificate in Business Administration prepare you to flex with evolutions in business by teaching you how to step back and assess staffing, business processes, economic trends, and financial opportunity.

### PROGRAM REQUIREMENTS:

To earn the Executive Certificate in Business Administration, participants will be required to complete four business modules.

### MODULES:

- Business & People Management
- Business Logistics & Processes
- Business & the Economic Environment
- Financial & Business Performance

### New! EXECUTIVE CERTIFICATE IN BUSINESS ADMINISTRATION BUNDLE

This bundle includes registration to the four (4) Executive Certificate in Business Administration modules. The modules include Business and People Management, Business and Financial Performance, Business and the Economic Environment, and Business Logistics and Processes. These are hybrid classes. Access to the online component is available two weeks prior to the in-person meet dates. You should anticipate spending eight hours per module in online preparation before the in-person meet dates, plus eight hours per module for online follow up. Please note, requests to drop classes and receive refunds must be submitted no later than one week prior to the in-person class session. Please see website for all other policies regarding withdrawing from the class. Register for all four modules in order to receive a bundle price of \$4,676.40

Lee Business School  
TW | Feb 7-Oct 23 (meets 8x) | 8am-5pm | \$4,676.40  
Lee Business School, WRI Room C302 | 191BDBUND | 6.4 CEUs

**New! BUSINESS & PEOPLE MANAGEMENT MODULE**

This module will provide you with the most up to date information about managing and leading people. Participants will learn principles of people management and how to apply them to their business or team. Specific topics will include managing conflict, leading through change, and methods for conflict resolution. Completing this module will provide participants with tools and techniques they can immediately apply to their workplace.

This module includes four classes each taught by an experienced faculty member or local business leader:

**Leadership:** In today's business environment, marked by rapid change and hyper-competition, effective leadership often makes the difference between success and failure. Students will examine the different roles and characteristics of a leader, as well as the impact of leadership on an organization. Students will also examine their own leadership skills and identify ways to develop their personal style.

**Managing People:** The essence of an organization is its workforce—employees must effectively work together to produce positive outcomes. This course provides an overview of organizational behavior and the various methods of managing individuals, teams, and organizations to elicit consistent, high levels of performance.

**Conflict Resolution:** Leaders often spend a significant amount of their time dealing with conflict and its consequences. People deal with conflict in various ways, but the most effective conflict management tool, at least potentially, is to negotiate. This course will enhance your ability to negotiate deals, settle disputes, and make team-based decisions.

**Change & Transformation:** Change in organizations is unavoidable. We can allow it to happen to us, or we can embrace it. Successful organizations make innovation and evaluation a consistent part of their culture. Because change is a process, it can be managed through effective leadership. This course provides insights into change management theory and application.

These are hybrid classes. Access to the online component is available two weeks prior to the in-person meet dates. You should anticipate spending eight hours per module in online preparation before the in-person meet dates, plus eight hours per module for online follow up. Please note, requests to drop classes and receive refunds must be submitted no later than one week prior to the in-person class session. Please see website for all other policies regarding withdrawing from the class. Register for all four modules in order to receive a bundle price of \$4,676.40

Lee Business School

Online Access: Sep 10-Oct 8

In Person: TW | Sep 24-25 | 8am-5pm | \$1,299

Lee Business School, WRI Room 302 | 193BD6120 | 1.6 CEUs

**New! BUSINESS & ECONOMIC ENVIRONMENT MODULE**

Gain a better understanding of how your business fits into the larger economic picture. This module explores the challenges and opportunities in the current economic, legal, and international business environments. Specific topics will include understanding how economic conditions impact business operations in a global economy, identifying common legal pitfalls, the challenges and opportunities of global operations, and being a socially responsible company.

This module includes four classes each taught by an experienced faculty member or local business leader:

**The Economy:** Better understand economic conditions impacting firms operating in the current global economy. Topics include national income; business cycles; inflation; unemployment, interest rates; exchange rates; and fiscal and monetary policies.

**International Business:** Become a more skilled global business player. Conducting business within a worldwide framework presents opportunities as well as challenges for organizations looking to expand outside their home market. Knowledge of international business realities will give your business an edge over competitors.

**Business Law:** Professionals today must be acutely aware of the law in order to avoid violations. Proactively prevent legal problems before they arise, or mitigate their effects by understanding and recognizing potential business law pitfalls. This session will enable you to understand basic contract, tort, and property law, as well as the law of legal entities.

**Corporate Social Responsibility:** Corporate Social Responsibility (CSR) is not just a public relations opportunity; in the most successful organizations, CSR is fully integrated into a firm's business model. Businesses engage in CSR for strategic and/or ethical purposes, generally with the expectation that there will be a positive impact on their bottom line. Learn about multiple ways to approach CSR and explore implementation strategies.

These are hybrid classes. Access to the online component is available two weeks prior to the in-person meet dates. You should anticipate spending eight hours per module in online preparation before the in-person meet dates, plus eight hours per module for online follow up. Please note, requests to drop classes and receive refunds must be submitted no later than one week prior to the in-person class session. Please see website for all other policies regarding withdrawing from the class. Register for all four modules in order to receive a bundle price of \$4,676.40

Lee Business School

Online Access: Feb 12-Mar 12

In Person: TW | Feb 26-27 | 8am-5pm | \$1,299

Lee Business School, WRI Room 302 | 191BD6123 | 1.6 CEUs

## New! BUSINESS LOGISTICS & PROCESSES MODULE

This module covers key concepts in managing the core systems and processes in your business. Specific topics include handling budgeting and reporting, consumer behavior and marketing, managing the service aspect of a business, and information systems. Strengthen your understanding of these key concepts through specific examples of how to apply them within your work environment.

This module includes four classes each taught by an experienced faculty member or local business leader:

**Budgeting & Reporting:** Utilize your budgeting process to communicate and fund business priorities. Take a fresh approach to your company's finances once you reframe the budget process as a way to quantify management goals and get leaders thinking about and planning for the future. Budget documents can then be used as a benchmark for subsequent performance.

**Marketing:** View your business from the customer's point of view so you can craft a marketing strategy tailored to your unique product and target audience. You will be given tools to develop an effective marketing strategy and will learn the basics of how to analyze market opportunities, develop marketing plans, and implement marketing programs.

**Service Operations:** Examine approaches for achieving operational competitiveness in a service-focused business and investigate several tools for analyzing service operations. Operational excellence is critical for success in any service industry, as businesses increasingly face deregulation, global competition, and rapidly-evolving information technology.

**Information Systems:** Don't overlook the importance of well designed, thoughtfully implemented, and carefully managed information systems and decision support systems to the success of your business venture. Discuss the role information technology applications play in decision making and problem solving at the operational and corporate levels.

These are hybrid classes. Access to the online component is available two weeks prior to the in-person meet dates. You should anticipate spending eight hours per module in online preparation before the in-person meet dates, plus eight hours per module for online follow up. Please note, requests to drop classes and receive refunds must be submitted no later than one week prior to the in-person class session. Please see website for all other policies regarding withdrawing from the class. Register for all four modules in order to receive a bundle price of \$4,676.40

Lee Business School

Online Access: Mar 12-Apr 9

In Person: TW | Mar 26-27 | 8am-5pm | \$1,299

Lee Business School, WRI Room C302 | 191BD6122 | 1.6 CEUs

## New! BUSINESS & FINANCIAL PERFORMANCE MODULE

This module will provide the tools and techniques for measuring and improving the performance of your business. Specific topics include developing an appreciation of the market process, crafting a focused business strategy, understanding how to evaluate your company's financial position, and using principles of accounting to quantify the performance of your business and drive decision making.

This module includes four classes each taught by an experienced faculty member or local business leader:

**The Market Process:** Gain appreciation of the basic operations of the market economy, including supply and demand, pricing strategies, cost drivers, competition, monopoly, and the function of entrepreneurs in society.

**Strategy:** Strategy is about undertaking a series of actions to achieve long term objectives ultimately leading to competitive advantage. The course will provide understanding of the conceptual and theoretical base of strategic management and examine how the formulation and implementation of strategy can enable an organization to achieve competitive advantage.

**Corporate Finance:** Discuss how managers and investors evaluate projects and investments in order to determine whether an investment should be undertaken. Specifically, examine the methods and process of capital budgeting, the cost of raising capital, risk and return, and how to value future cash flows.

**Accounting:** Accounting measures the activities of a business by the dollars it receives and spends. This class provides a comprehensive picture of how managers, owners, and other stakeholders use accounting information to make decisions.

These are hybrid classes. Access to the online component is available two weeks prior to the in-person meet dates. You should anticipate spending eight hours per module in online preparation before the in-person meet dates, plus eight hours per module for online follow up. Please note, requests to drop classes and receive refunds must be submitted no later than one week prior to the in-person class session. Please see website for all other policies regarding withdrawing from the class. Register for all four modules in order to receive a bundle price of \$4,676.40

Lee Business School

Online Access: Oct 8-Nov 5

In Person: TW | Oct 22-23 | 8am-5pm | \$1,299

Lee Business School, WRI Room C302 | 193BD6121 | 1.6 CEUs

# Cannabis

## CANNABIS CLASSES

Legal cannabis is a quickly growing industry with incredible opportunities for employees, entrepreneurs, and investors. 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. See online registration for expanded course offerings.

### CANNABIS PROFESSIONAL

Discuss history and folklore of cannabis its anatomy, cannabinoid science, customer service in 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 within three business days after registration. Live question and answer sessions will be available and scheduled.

*Prerequisite:* Students need to be at least 21 years old. Students will need access to a computer and internet and understand how to navigate a learning management system.

Trey Reckling

Jan 28-Feb 22 | \$99  
Online Delivery | 191CH1100A | 0.4 CEU

Feb 25-Mar 22 | \$99  
Online Delivery | 191CH1100B | 0.4 CEU

Mar 25-Apr 19 | \$99  
Online Delivery | 191CH1100C | 0.4 CEU

Apr 22-May 17 | \$99  
Online Delivery | 191CH1100D | 0.4 CEU

May 20-Jun 21 | \$99  
Online Delivery | 191CH1100E | 0.4 CEU

**Our class offerings are always evolving. Visit [ced.unlv.edu/new](http://ced.unlv.edu/new) for the latest additions!**

# Design & Technology: Fashion Design

## FASHION DESIGN CERTIFICATE PROGRAM

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

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

### PROGRAM REQUIREMENTS:

To earn the Fashion Design Certificate you must register for the certificate application course 183FD9999 and successfully complete five core courses plus an additional 7.2 CEUs of elective courses.

### CORE COURSES:

- Basic Sewing
- Dressmaker Studio
- Fashion Design: Elements & Principles
- Fashion Illustration & Design
- Patternmaking

### ELECTIVE COURSE OPTIONS:

Offerings vary by semester. Visit [ced.unlv.edu/fashion](http://ced.unlv.edu/fashion) for a complete list of elective options and more details about this program.

### BASIC SEWING

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

Jane Ross

SaSu | Jan 12-27 (meets 6x) | 10am-3:25pm | \$429  
PAR Room 401 | 191FD2102 | 3.2 CEUs

## FASHION APPAREL CONSTRUCTION: THE LITTLE BLACK DRESS

Simple, sexy, and elegant, a woman's little black dress is a classic look that never steers you wrong. Designer Coco Chanel gave new meaning to the LBD and it has been heralded as every woman's secret fashion weapon. Fashion students will design and create their very own LBD. You will use flat-pattern methods or draping techniques, fitting, cutting and sewing to design your very own little black dress. Develop a unique design through the elements of embellishment using lace, beads, sequins, rhinestones or just a simple, well-constructed LBD that will flatter your figure.

*Prerequisite:* Must have previous sewing/machine skills.

Gretchen Marshall

SaSu | Apr 27-May 11 (meets 5x) | 9am-1:55pm | \$289  
PAR Room 401 | 191FD2122

## PATTERNMAKING: INTRODUCTION

Develop skills for drafting flat pattern slopers through standard or individual measurements. Using graph drafting paper, you will draft a bodice, sleeve, pant, and skirt. You will learn how to take proper body measurements, determine alterations/grading for fitted patterns, and construct muslin patterns/samples utilizing dress forms and sewing/serger machines.

*Prerequisite:* Must have previous sewing/machine skills.

Gretchen Marshall

SaSu | Feb 2-17 (meets 6x) | 9am-2:25pm | \$389  
PAR Room 401 | 191FD2105 | 3.2 CEUs

## SEWING: ALTERATIONS

A perfect fit can make clothing look custom made. The fundamentals of alterations and tailoring include understanding human body types, taking measurements for correct fit, marking and grading, as well as working with various fabrics and styles. Refine skills including hand sewing, finishing stitches, pattern alterations, methods of fitting, repair work, and garment redesign. Please bring a jacket, a pair of pants, and a skirt to class to alter as you practice your new skills. Project: Alter a jacket, a pair of pants, and a skirt.

*Prerequisite:* Must have previous sewing/machine skills

Gretchen Marshall

SaSu | Mar 2-16 (meets 5x) | 9am-1:55pm | \$289  
PAR Room 401 | 191FD2121 | 2.4 CEUs

## SWIMWEAR & LINGERIE

Combine fun, charm, originality, and vitality into cutting-edge swimwear, lingerie, and club wear for the modern woman. The most important principles in creating fine lingerie are the understanding of correct body measurements, types of fabrics, trims, and elastics. You will use a variety of colors and styles to create affordable, stunning swimwear and intimate apparel for you to enjoy, model, or proudly display in your portfolio. Gain experience with the special notions, needles, threads, and elastics necessary for specialty fabrics such as Lycra, spandex, and nylon. Projects: One swimwear and one lingerie design. Project board, sketch, and swatches.

*Prerequisite:* Must have previous sewing/machine skills.

Jane Ross

SaSu | Mar 30-Apr 13 (meets 5x) | 10am-2:55pm | \$289  
PAR Room 401 | 191FD2114 | 2.4 CEUs



# Design & Technology: Print, Graphic & Web Design

## PRINT & GRAPHIC DESIGN CERTIFICATE PROGRAMS

Build proficiency in the core design software tools used in the commercial printing and graphic design industry. Print Design Certificate candidates study the essential concepts of print design and the Adobe applications designers use to complete their projects. Graphic Design Certificate candidates expand their Adobe design skills and learn additional design theory and print communication concepts and techniques. The Graphic Design Certificate is suitable if you are crossing disciplines, such as web design to print 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.

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

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

### PRINT DESIGN CERTIFICATE PROGRAM REQUIREMENTS:

To earn the Print Design Certificate you must register in the certificate application course 183WM9999B and successfully complete four core courses.

#### CORE COURSES:

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

### GRAPHIC DESIGN CERTIFICATE PROGRAM REQUIREMENTS:

To earn the Graphic Design Certificate you must register in the certificate application course 183WM9999C and successfully complete six core courses plus an additional 0.6 CEUs of elective courses.

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

### ELECTIVE COURSE OPTIONS:

- Introduction to Composition & Color
- Cascading Style Sheets
- Introduction to Content Management
- HTML Level I

## WEB DESIGN CLASSES

An eye-catching website where essential information is at your fingertips is a major asset for any business. Demand for web design professionals who can translate a company's brand or mission into a dynamic online presence is high. Specialized training in today's leading design and development platforms ensures you can take a site from concept to completion, incorporating best practices in responsive design, content management, and search engine optimization.

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

### WEB DESIGN CERTIFICATE PROGRAM:

Students are no longer being accepted into this program. Current Web Design Certificate students should contact [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu) to discuss their completion status.

## COMING SOON

### WEB DEVELOPMENT CODING BOOTCAMP

Plans for a brand new Web Development Coding Bootcamp program are currently being finalized. Updates will be posted online at [ced.unlv.edu/coding-bootcamp](http://ced.unlv.edu/coding-bootcamp) as they become available.

**ADOBE INDESIGN LEVEL I**

Easily lay out catalogs, brochures, posters, and other publications with InDesign. Work with tools, menus, and palettes to create documents, define typesetting features, work with images, and create files for print. In-class exercises will reinforce your understanding of page setup attributes, master pages guides and margins, color definition, graphic formats, and file management. Required Textbook(s): *Adobe InDesign, Illustrator & Photoshop CS6: The Portfolio Series* (ISBN: 9781936201198)

Jessica Kennedy

Th | Feb 28-Apr 4 (meets 6x) | 5:30-8:30pm | \$309  
PAR Room 125 | 191WM8106 | 1.6 CEUs

Th | Jul 25-Aug 29 (meets 6x) | 5:30-8:30pm | \$309  
PAR Room 125 | 192WM8106 | 1.6 CEUs

**ADOBE ILLUSTRATOR LEVEL I**

Generate crisp, scalable, vector-based artwork in Adobe Illustrator. Beginners and those with slight experience will learn principles of good graphic design as they create and transform shapes, draw with the pen tool, work with typography, and color in Illustrator. Illustrator is a designer's go-to tool for illustrations, logos, business cards, signs, ads, and much more. Required Textbook(s): *Adobe InDesign, Illustrator & Photoshop CS6: The Portfolio Series* (ISBN: 9781936201198)

Jessica Kennedy

T | Jan 22-Feb 26 (meets 6x) | 5:30-8:30pm | \$309  
PAR Room 125 | 191WM8121 | 1.6 CEUs

W | Jul 24-Aug 28 (meets 6x) | 5:30-8:30pm | \$309  
PAR Room 125 | 192WM8121 | 1.6 CEUs

**ADOBE ILLUSTRATOR LEVEL II**

Intermediate users will build upon their Illustrator knowledge and skills by working with layers and artboards, blending shapes and colors, working with custom brushes, working with styles and effects, working with symbols, and integrating projects with other Adobe applications. Required Textbook(s): *Against the Clock: Adobe Illustrator CS6* (ISBN: 9781936201136)

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

Jessica Kennedy

T | Mar 5-Apr 16 (meets 6x) | 5:30-8:30pm | \$309  
PAR Room 125 | 191WM8100 | 1.6 CEUs

\*Class does not meet: Mar 26

**ADOBE PHOTOSHOP LEVEL I**

Create, design, and manipulate print-based artwork, web-based graphics, and digital photography with Adobe Photoshop. Students will learn to perform basic tasks in Photoshop, including color correction, retouching, creating composite images, using masks, resizing images, adding text, and creating art from scratch. This course targets advanced beginners who use Photoshop for personal and professional projects and wish to broaden their knowledge and skills in this program. Required Textbook(s): *Adobe Photoshop CC Classroom in a Book* (ISBN: 9780321928078)

Rakitha Perera

Th | Jan 17-Feb 21 (meets 6x) | 5:30-8:30pm | \$309  
PAR Room 125 | 191WM8122A | 1.6 CEUs

T | Apr 30-Jun 4 (meets 6x) | 5:30-8:30pm | \$309  
PAR Room 125 | 191WM8122B | 1.6 CEUs

**GRAPHIC DESIGN CAPSTONE: DESIGNING YOUR BRAND USING ADOBE SOFTWARE**

Create a comprehensive corporate or personal brand identity project by applying skills learned in previous graphic design classes. This course will give you an opportunity to showcase your creative vision and technical graphic design skills through multiple media types. This course must be the last class taken to complete the requirements of the Graphic Design Certificate.

Staff

On Demand | \$209  
191WM8177 | 1.2 CEUs

**HTML LEVEL I**

HTML allows web designers to hand-code web pages for smooth transition into XML while still remaining compatible with current web browsers. Apply the concepts, foundations, syntax, and structure of HTML as you code basic pages by hand. The course will include an introduction to Cascading Style Sheets (CSS). All pages created in the class will be validated using the W3C validation service. Required Textbook(s): *Head First HTML and CSS* (ISBN: 9780596159900)

Adrian Navarrete

T | Feb 5-Mar 5 (meets 5x) | 6-9pm | \$289  
PAR Room 123 | 191WM8105 | 1.3 CEUs

**HTML LEVEL II**

Augment your web design skills by learning intermediate HTML concepts such as designing table-less layouts, using forms to collect data, and controlling web page format and design using Cascading Style Sheets (CSS). By the end of the class, you will be able to design and code enhanced websites. Required Textbook(s): *Head First HTML and CSS* (ISBN: 9780596159900)

*Prerequisite:* HTML Level I or comparable experience.

Adrian Navarrete

T | Mar 12-Apr 9 (meets 5x) | 6-9pm | \$289  
PAR Room 123 | 191WM8104 | 1.3 CEUs

## INTRODUCTION TO CONTENT MANAGEMENT SYSTEMS

The demand is rapidly growing for skilled content managers who can keep a company's website in sync with the needs and expectations of site visitors. In an effort to engage an online audience, many web publishers use content management systems (CMS) such as WordPress, Joomla, Drupal, and others to develop websites and simplify the process of updating web pages with fresh content. Learn the fundamentals of the major CMS platforms, basic CMS installation, considerations for SEO best practices, planning and coordinating content publication, the need for a mix of value-driven digital content, and integration with social media and digital marketing efforts.

John Larson

Th | Apr 11-May 9 (meets 5x) | 6-9pm | \$309

PAR Room 123 | 191WM8172 | 1.5 CEUs

## INTRODUCTION TO INTEGRATED DEVELOPMENT ENVIRONMENTS

Streamline web development projects by working within a single software platform for most coding tasks. Powerful Integrated Development Environments (IDEs) allow web developers to plan, write, test, and deploy sites with speed and accuracy. Beginning web developers will gain initial experience with several of the leading text editors used to code. Class will evaluate differences between the platforms, assess their usefulness for different projects, and discuss how to extend functionality with plugins.

*Prerequisite:* HTML Level I or comparable experience.

Adrian Navarrete

T | Apr 16-23 (meets 2x) | 6-9pm | \$199

PAR Room 123 | 191WM8173 | 0.6 CEU

## JAVASCRIPT

JavaScript is an easy-to-learn scripting language supported by all popular Web browsers. You will learn to use JavaScript effectively, making your web pages more dynamic and functional. Course objectives incorporate instruction in the fundamentals of JavaScript programming, including the use of core JavaScript objects and the syntax of the language (statements, conditionals, loops, and functions), as well as how to immediately use JavaScript to write code for handling image rollovers and other tasks. Required Textbook(s): *Head First Javascript* (ISBN: 9781449340131)

*Prerequisite:* HTML Level I and II or comparable experience. Experience with CSS and programming is recommended but not required.

Adrian Navarrete

Th | Jun 6-27 (meets 4x) | 6-9pm | \$289

PAR Room 123 | 192WM8110 | 1.3 CEUs



## PRINT DESIGN CAPSTONE: FROM PRE-PRESS TO PRODUCTION

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

Staff

On Demand | \$209

191WM8156 | 1.2 CEUs

## INTRODUCTION TO SEARCH ENGINE OPTIMIZATION

Learn the basics of search engine optimization in this fast-paced 6 week course designed to teach you the technical and creative elements required to improve rankings, drive traffic, and increase awareness in search engines.

*Prerequisite:* HTML Level I or comparable experience.

John Larson

W | Apr 3-May 8 (meets 6x) | 6-8pm | \$279

PAR Room 123 | 191WM8125 | 1.2 CEUs

# English as a Second Language (ESL) & Accent Reduction

## 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 cost of tuition.

Amy Nassar

MW | Jan 28-Feb 13 (meets 6x) | 7-9:30pm | \$249

PAR Room 300 | 191CX1113



## Make the Cannon Survey Center Part of Your Research Team

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

### Contact Us:

**Phone:** 702-895-5731

**Email:** [bridget.kelly@unlv.edu](mailto:bridget.kelly@unlv.edu)

**Web:** [surveys.unlv.edu](http://surveys.unlv.edu)

### 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 in Level I, 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 cost of tuition.

Amy Nassar

MW | Feb 25-Mar 13 (meets 6x) | 7-9:30pm | \$249

PAR Room 512 | 191CX1123

### 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 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 cost of tuition.

Amy Nassar

MW | Mar 25-Apr 10 (meets 6x) | 7-9:30pm | \$249

PAR Room 302 | 191CX1124

### 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, 4th Edition* (ISBN: 9780132861694)

Amy Nassar

MW | Apr 22-May 8 (meets 6x) | 7-9:30pm | \$219

PAR Room 302 | 191CX1117 | 1.5 CEUs

## ENGLISH AS A SECOND LANGUAGE (ESL)

A strong command of English can help you thrive in business, academics, and every day life. UNLV offers a variety of different English as a Second Language (ESL) courses to fit your skill level and help you progress from non-speaker to full fluency. All courses cover the core ESL content areas: reading, writing, speaking, and listening. Courses are assessed in a pass/fail format.

You will need to take an ACCUPLACER placement test prior to registering for any ESL course other than the ESL Beginning level class. Register for the ACCUPLACER test online or call 702-895-3394. If you have taken the ACCUPLACER tests at another institution or you have other documentation to prove proficiency, please provide the documentation to ce-assistant@unlv.edu no later than one week prior to the course start.

### ACCUPLACER PLACEMENT TEST FOR ESL STUDENTS

ACCUPLACER is an integrated system of computer-adaptive assessments designed to evaluate students' skills. ACCUPLACER delivers immediate and precise results to support in accurate placement. Students will need to complete a total of three segment tests: reading, sentence structure, and language use to determine which ESL course is level appropriate. Each test will provide a different score. Students will have two hours to complete the exams. Students can retake any of the exams to obtain a higher score. The retake fee will be applied to each retake. Please register for another class session should you want to do a retake.

Staff

Sa | Jan 5 | 9-11am | \$15  
PAR Room 123 | 191PP1100A

T | Jan 8 | 6-8pm | \$15  
PAR Room 123 | 191PP1100B

Sa | Apr 27 | 9-11am | \$15  
PAR Room 123 | 191PP1100C

M | May 6 | 6-8pm | \$15  
PAR Room 123 | 191PP1100D

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

ESL Advanced will effectively progress learners to full English language proficiency. Develop advanced reading and listening strategies, enrich the quality and quantity of your vocabulary, improve grammar accuracy, and write well-organized essays. Instruction will open the door for you to communicate with greater competency, accuracy, and fluency through more sophisticated real-world grammar and vocabulary, more thought-provoking discussions and academic writing activities, and more challenging listening and reading comprehension topics. You will remain highly engaged in organizing, paraphrasing, summarizing, and synthesizing academic English in both spoken and written forms. ACCUPLACER scores ESL Reading: 83-102; ESL Sentence Meaning: 89-106; ESL Language Use: 83-100. Required Textbook(s): *Passages, 3rd Edition, Student Book 2* (ISBN: 9781107627079)

Staff

Sa | Jan 26-May 18 (meets 15x) | 9am-1pm | \$529  
PAR Room 107 | 191LA1126 | 6 CEUs

\*Class does not meet: Feb 16 & Apr 20



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

This course is for beginners with limited English language skills. Learn basic skills for speaking confidently, reading and listening comprehensively, and writing correctly. Coursework includes lessons to build vocabulary and basic grammar for everyday situations. A primary focus is on conversational skills, including understanding idiomatic expressions and expressing likes, dislikes, interests, and opinions. By the end of the course, you will acquire the necessary skills to function in everyday English-speaking settings. Our learning environment is engaging, supportive, and designed for student success. ESL Beginning students are not required to take the ACCUPLACER test. Required Textbook(s): Refer to the website for updated textbook information.

Staff

TTh | Feb 5-Apr 11 (meets 20x) | 6-9pm | \$529  
PAR Room 400 | 191LA2125 | 6 CEUs

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

This is an intermediate course focusing on increasingly complex interactions at work, at home, and in the community. Expand your use of oral English and gain confidence when speaking, reading, and writing. Better understand oral conversations and use strategies such as notetaking, summarizing, and sharing with others to determine a speaker's intent. Read and comprehend short-to-medium-length reading passages on common, high interest topics. Write short narrative paragraphs using level-appropriate grammar with help from tools such as simplified dictionaries and checklists. Attentively listen to increasingly complex verbal explanations, conversations, and instructions and respond with confidence. ACCUPLACER scores ESL Reading: 58-82; ESL Sentence Meaning: 62-88; ESL Language Use: 56-82. Required Textbook(s): *Passages Level 1 Student's Book* (ISBN: 9781107627055) and *Workbook* (ISBN: 9781107627253).

Cecilia P Ordinario, M.Ed.

Sa | Jan 26-May 18 (meets 15x) | 9am-1pm | \$529  
PAR Room 300 | 191LA1124 | 6 CEUs

\*Class does not meet: Feb 16 & Apr 20



# Financial Planning

## FINANCIAL PLANNING

### SOCIAL SECURITY & RETIREMENT

This class is for individuals with 20 years or a few months to retirement. Review your current financial 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, the positives and negatives of taking benefits early as opposed to delaying benefits. Ensure revenue streams and recognize costs associated with aging.

David Patten, AAMS, CRPC  
 W | Apr 24 | 6-9pm | \$49  
 PAR Room 511 | 191PF1181

### 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. The registration fee is for up to two enrollments in the class. Two people may join the class at the cost of one. Both participants must register in order to attend. Please call registration for more information.

David Patten, AAMS, CRPC  
 W | Feb 20-Mar 13 (meets 4x) | 6-9pm | \$169  
 PAR | 191PF1180

Register early for the best course selection and availability.

# Fine Arts, Photography & Video Production

## 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.

Gabbie Hirsch

Sa | Jan 26-Feb 23 (meets 5x) | 1:30-4:30pm | \$129  
PAR Room 301 | 191AR1121

### ACRYLICS II

Explore more sophisticated possibilities by painting with acrylics on layered, textured, and collaged surfaces. Learn how to build paintings even if you do not draw well. Investigate traditional oil techniques translated for acrylics. Your instructor will introduce you to varied subject matter including landscapes, animals, architecture, abstract, and people. Supply list will be provided.

Gabbie Hirsch

Sa | Mar 9-Apr 6 (meets 5x) | 1:30-4:30pm | \$129  
PAR Room 301 | 191AR1100

### 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 | Mar 9-Apr 6 (meets 5x) | 9am-noon | \$129  
PAR Room 301 | 191AR1130

Sa | Jun 8-Jul 6 (meets 5x) | 9am-noon | \$129  
PAR Room 301 | 192AR1130

### DRAWING II

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

Gabbie Hirsch

Sa | Apr 27-May 25 (meets 5x) | 9am-noon | \$129  
PAR Room 512 | 191AR1134

### FACE FIRST: INTRODUCTION TO PORTRAITS

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

Gabbie Hirsch

W | May 22-Jun 26 (meets 6x) | 6-9pm | \$159  
PAR Room 107 | 191AR1132

### INTRODUCTION TO COMPOSITION & COLOR

Bring more purpose to your art and graphics projects after investigating the practical, physical, and psychological reasons we see and react to everything from web pages to greeting cards to fine art. Once you grasp the fundamentals of composition and color theory, you can apply these elements to your own art and design work. This class is also an elective for Print and Graphic Design Certificate Programs. Supply list will be provided.

Gabbie Hirsch

M | Apr 8-22 (meets 3x) | 6-8pm | \$119  
PAR Room 301 | 191AR1220 | 0.6 CEU

### WATERCOLORS I

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

Gabbie Hirsch

W | Jan 23-Feb 20 (meets 5x) | 6-9pm | \$129  
PAR Room 401 | 191AR1140

Sa | Jun 8-Jul 6 (meets 5x) | 1:30-4:30pm | \$129  
PAR Room 301 | 192AR1140

**WATERCOLORS II**

Continue your experimentation with watercolor as you gain experience with shadows and lighting, water, reflective and transparent surfaces, and different types of perspective. You will explore opaque watercolors and mixed media options. Build on the skills you learned in Watercolors I or expand on your prior experience in art. Supply list will be provided.

Gabbie Hirsch

W | Mar 6-Apr 3 (meets 5x) | 6-9pm | \$129  
PAR Room 401 | 191AR1141

**WATERCOLORS III**

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

*Prerequisite:* Students must have taken one previous Watercolors class.

Gabbie Hirsch

W | Apr 17-May 15 (meets 5x) | 6-9pm | \$129  
PAR Room 401 | 191AR1137

**PHOTOGRAPHY & VIDEO PRODUCTION****ADOBE PREMIERE: VIDEO EDITING I**

Compile your video and audio files into seamless, professional-quality projects using Adobe's sophisticated video editing platform. Learn to import video, compile clips into a sequence, perform simple special effects, correct color and exposure, add text, and export final projects. The skills learned in class will translate to editing movies, short films, documentaries, video blogs, or even home movies. The class will utilize Adobe Premiere CS-6.

Craig Bergonzoni

W | Feb 20-Mar 6 (meets 3x) | 6-8pm | \$119  
PAR Room 125 | 191CW8151

**ADOBE PREMIERE: VIDEO EDITING II**

Take your basic editing skills to the next level. Students will learn more advanced techniques and styles of editing, plus how to use video and audio layers, keyframes, titles, and transitions. Skills will translate to freelance editing, editing movies, short films, documentaries, video blogs, or even home movies.

Craig Bergonzoni

W | Mar 13-27 (meets 3x) | 6-8pm | \$119  
PAR Room 125 | 191CW8152

**ARCHITECTURAL PHOTOGRAPHY**

Capture stunning images of architecture by learning to look at composition, lighting, and the right time of the day to shoot buildings, bridges, and other structures. Knowing the correct lenses to use and judiciously integrating supplemental gear is paramount to successfully capturing great images. Learn how the elements of design and composition play a large part in the net result of shooting stellar photographs. Students will also be taught how to shoot abstract architecture and will learn how to render more creative images. For this course there will be two field trips. Please bring your DSLR and a tripod to all sessions.

*Prerequisite:* Digital Photo I or comparable experience.

Vernetta Thomas

W | Mar 27-Apr 17 (meets 4x) | 6-9pm | \$199  
PAR Room 512 | 191PH1158

**BUILDING A PHOTOGRAPHY BUSINESS**

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

Vernetta Thomas

W | Apr 17-May 22 (meets 6x) | 6-9pm | \$299  
PAR Room 403 | 191PH1151

## CELL PHONE PHOTOGRAPHY

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

Vernetta Thomas

Sa | Jul 27 | 9am-1pm | \$69  
PAR Room 400 | 192PH1104

## New! 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. Please bring DSLR camera, tripod, shutter release, and wide-angle lens, and head lamp (useful). Wear appropriate clothing to be outside for three hours in the evening. Participants must provide own transportation to field trip location that will be located within one hour of Las Vegas Valley.

*Prerequisite:* Digital Photography I or comparable experience.

Corinne Severn, Shawn Severn

ThF | Mar 21-22 (meets 2x) | 6-9pm | \$119  
PAR Room 403 | 191PH1160

## DIGITAL PHOTOGRAPHY EDITING

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

Vernetta Thomas

Sa | Apr 13-May 4 (meets 4x) | 9am-noon | \$299  
PAR Room 125 | 191PH1156

## New! DIGITAL PHOTOGRAPHY BUNDLE

Register for this course to receive a bundle discount of \$297 for Digital Photography I: The Essentials, Digital Photography II: Visual Communication, and Digital Photography III: Focal Lengths to Filters

Vernetta Thomas

Sa | Jan 26-Feb 23 | 9:30am-3:30pm | \$297  
PAR | 191PHBUND

Sa | Jun 22-Aug 17 | 9:30am-3:30pm | \$297  
PAR | 192PHBUND

## DIGITAL PHOTOGRAPHY I: THE ESSENTIALS

Gain confidence in the various functions and modes of your digital camera, and then embrace your creativity! Depicting, panning, and frozen motion techniques will be demonstrated in class. Students must have a digital point and shoot with modes, hybrid, mirrorless, or digital Single Lens Reflex (DSLR) available for use. Please bring your camera to participate in the classroom shooting demonstrations. A discount is available when registering in all three Digital Photography classes by registering in the Digital Photography Bundle.

Vernetta Thomas

Sa | Jan 26 | 9:30am-3:30pm | \$119  
PAR Room 302 | 191PH1100

Sa | Jun 22 | 9:30am-3:30pm | \$119  
PAR Room 300 | 192PH1100

## DIGITAL PHOTOGRAPHY II: VISUAL COMMUNICATION

Master the essentials of visual communication through the digital photography medium. Students will learn the basics of composition, elements of design, and lighting to achieve creative results. Techniques of subject placement, directional lighting, and portrait lighting will be demonstrated. Please bring your camera to participate in the classroom shooting demonstrations. A discount is available when registering in all three Digital Photography classes by registering in the Digital Photography Bundle.

Vernetta Thomas

Sa | Feb 9 | 9:30am-3:30pm | \$119  
PAR Room 302 | 191PH1141

Sa | Jul 20 | 9:30am-3:30pm | \$119  
PAR Room 400 | 192PH1141

## DIGITAL PHOTOGRAPHY III: FOCAL LENGTHS TO FILTERS

Explore the visual effects of various focal length lenses and filters and their creative applications. Create dramatic perspectives through selection of lens focal length from wide angle to telephoto. The use of filters to enhance image quality and creativity will be demonstrated. Students will learn the art of constructing filters from everyday household items. Please bring your camera to participate in the classroom shooting demonstrations. A discount is available when registering in all three Digital Photography classes by registering in the Digital Photography Bundle.

Vernetta Thomas

Sa | Feb 23 | 9:30am-3:30pm | \$119  
PAR Room 401 | 191PH1125

Sa | Aug 17 | 9:30am-3:30pm | \$119  
PAR Room 300 | 192PH1125

## FILM PHOTOGRAPHY

Despite advances in digital photography, film (analog) photography still has a strong fan base. Learn how to use a film camera and discuss its potential benefits compared to digital. Instruction starts with information specific to shooting with film: the net effect of using various types of film, loading film into a film camera, the relationship of ISO in digital vs ASA in film, and the capabilities of various types of film cameras. Also discuss lens options and get experience mounting lenses on a film camera. Unless you are a purist, shooting with film then making digital post-development image alterations offers benefits of both formats. Students will shoot with film, get negatives developed by a local camera shop, and with a digital camera scan the images into their computers for any post production needed. Students will need a digital camera (DSLR), a film camera (SLR), and film.

Vernetta Thomas

W | Jun 5-26 (meets 4x) | 6-9pm | \$199  
PAR Room 400 | 192PH1157

## FOOD PHOTOGRAPHY

Tell a mouthwatering story with food images. Students will study the elements of design prominent in food photography, such as shape, line, texture, and color. Tips on food styling, lighting, lens choice, and the total visual experience will help set your work apart. We will discuss the various roles of the photographer, chef, stylist, and how editorial and commercial food shoots get organized and executed. Additional topics include food blogs, social media, websites, personal projects, and post-production options. Students will be exposed to the decisions that must be made based on scenarios that can change or not change. These decisions will help you choose camera & light settings for food photography as well as the importance of shooting tethered. Please bring your camera to participate in the classroom shooting demonstrations.

*Prerequisite:* Digital Photography I or comparable experience.

Vernetta Thomas

T | Jul 23-Aug 6 (meets 3x) | 6-9pm | \$149  
PAR Room 512 | 192PH1152

## INTRODUCTION TO 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 9 hours of in-class training and 3 hours of in-field training. Students are required to bring their DSLR 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.

*Prerequisite:* Digital Photography I or comparable experience.

Corinne Severn, Shawn Severn

Sa | Mar 9-16 (meets 2x) | 9am-4pm | \$199  
PAR Room 302 | 191PH1159

## NEON NIGHT PHOTOGRAPHY: CAPTURING THE GLOW

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

*Prerequisite:* Digital Photography I or comparable experience.

Vernetta Thomas

M | Mar 4-18 (meets 3x) | 7-9pm | \$129  
PAR | 191PH1103

## STREET PHOTOGRAPHY

Street photography is a very broad category encompassing many types of photography. Un-staged images are captured as the action unfolds, generally in public spaces. This course will explore various styles falling under this umbrella term, including documentary photography and photojournalism. In-class and out-of-class assignments will allow students to focus their eyes and lens on the scene and increase their comfort level with shooting on the street to capture interesting scenes, events, and happenings. Please bring your camera to participate in the classroom shooting demonstrations.

*Prerequisite:* Digital Photography I or comparable experience.

Vernetta Thomas

Th | Feb 7-21 (meets 3x) | 6-9pm | \$149  
PAR Room 512 | 191PH1154

## VIDEOGRAPHY I: THE ESSENTIALS

Confidently shoot professional HD video with camcorders, DSLR cameras, smartphones or other video recording devices. Cover lighting techniques for indoor and outdoor locations as well as best practices for recording audio. The skills learned in this class will allow for video production of interviews, films, documentaries, or even YouTube channels.

Jim Palmquist

W | Jan 30-Feb 13 (meets 3x) | 6-8pm | \$119  
PAR Room 512 | 191CW8155

**Registration fee discount information for UNLV staff and alumni can be found at [ced.unlv.edu/registration-policies](http://ced.unlv.edu/registration-policies).**

## SCULPTURE & WOODWORKING

### GLASS BLOWING EXPERIENCE

Experience the art of glass blowing in a small group setting. After covering safety rules for the studio equipment and tools, you will get to work creating a unique paperweight. Instructors will work individually with each participant to select and apply layers of color and shape the molten glass into its final form. After class concludes, your paperweight will be polished and etched with your name and date. All materials and tools are provided.

Barbara Domsy, Larry Domsy

Sa | Feb 16 | 4-6pm | \$229  
Domsy Glass | 191AR1172A

Sa | Jun 15 | 4-6pm | \$229  
Domsy Glass | 192AR1172A

### GLASS BLOWING: INTRODUCTION

Manipulate molten glass into aesthetic forms using the blowpipe and related techniques including blowing, jacking, blocking, shaping, transferring, and finishing. Class time is divided between lecture and individual hands-on instruction. Instructors will provide guidance, troubleshooting, and resources to aid in the furthering of your glassblowing education. Topics include: studio safety and etiquette; introduction to tools and equipment; furnace and gathering procedures; safe glass handling; solid working techniques (paperweights and other forms); introduction of the bubble (blowing); and vessel making. Students will need to pay \$400 for materials at the first class session. All materials and tools are provided in the materials fee.

Barbara Domsy, Larry Domsy

SaSu | Apr 13-14 (meets 2x) | 2-5pm | \$399  
Domsy Glass | 191AR1173A

SaSu | Aug 10-11 (meets 2x) | 2-5pm | \$399  
Domsy Glass | 192AR1173

### GLASS FUSION EXPERIENCE

Take a crack at the art of glass fusing with a two-hour session where you craft a beautiful 8 inch bowl or a set of four 4x4 inch coasters. Instructors guide participants through the process start to finish, teaching cutting techniques, glass choices, project assembly, and fusing options. All materials and tools are provided.

Barbara Domsy, Larry Domsy

Sa | Feb 16 | 11am-1pm | \$125  
Domsy Glass | 191AR1174A

Su | Jun 9 | 11am-1pm | \$125  
Domsy Glass | 192AR1174A

### GLASS FUSION: INTRODUCTION

Work with Bullseye Glass in sheet form, as well frit, to create an 18 inch glass bowl. In this introduction to glass fusing, you will practice with basic glass tools, gain experience in pattern making, and work with kiln firing schedules, all essential techniques for fusing and slumping glass. Students will need to pay \$380 for materials at the first class session. All materials and tools to create one art piece are included in the materials fee.

Barbara Domsy, Larry Domsy

Sa | Apr 13 | 10am-4pm | \$299  
Domsy Glass | 191AR1175

Sa | Aug 17, 2019 | 10am-4pm | \$299  
Domsy Glass | 192AR1175

### WOODWORKING I

Learn how to set up, use, and maintain all major woodworking tools while making three projects designed to teach practical use of these tools. Classes meet in a well-equipped woodshop, featuring three SawStop table saws, two jointers, two planers, and much more. Upon completion, feel confident enough to not only use all of these tools, but to make wise purchases for your own workshop. A material/supply fee of \$120 is due at the first class session.

Jamie Yocono

T | Jan 15-Feb 19 (meets 6x) | 6-9pm | \$279  
Wood It Is! | 191AR1190A

T | May 14-Jun 18 (meets 6x) | 6-9pm | \$279  
Wood It Is! | 191AR1190B

### WOODWORKING II

Follow up your first woodworking class with this advanced techniques course focused on new joinery and skills to help you build amazing future projects. Learn to make drawers and doors, cut compound miter joints, set up and cut finger joints, construct mortise and tenon joinery, and much more. We will complete a few simple projects designed to help you practice newly acquired skills. Students will need to pay \$120 for materials at the first class session.

*Prerequisite:* Woodworking I

Jamie Yocono

M | Mar 11-Apr 15 (meets 6x) | 6-9pm | \$279  
Wood It Is! | 191AR1192

### WOODWORKING: TABLE MAKING

Design, fabricate, and assemble a basic table. The size is up to you; build a small coffee table or a full-sized dining room table. You will practice the proper method for making a tabletop, as well as gain experience with mortise and tenon joinery for attaching the legs to the aprons. Students will need to pay \$50 for materials at the first class session and students must supply their own wood.

*Prerequisite:* Woodworking I

Jamie Yocono

M | Jul 15-Aug 19 (meets 6x) | 6-9pm | \$279  
Wood It Is! | 192AR1191

# Fitness & Wellness

## DANCE

### BALLET I

Dance your way into the classical and courtly world of the ballet. Learn how artistic dancing began and study ballet's French terminology. Improve your strength, flexibility, coordination, and musicality. Students may also enroll for university credit in DAN 122 (1 credit).

Sean Cronin

TTh | Jan 22-May 16 (meets 32x) | 11:30am-12:20pm | \$229

HFA Room 126 | 191DN2103B

\*Class does not meet: Mar 19 & 21

Sean Cronin

MW | Jan 23-May 15 (meets 31x) | 11:30am-12:20pm | \$229

HFA Room 126 | 191DN2103A

\*Class does not meet: Mar 18 & 20

Dolly Kelepecz

MTWTh | May 20-Jun 7 (meets 12x) | 10-11:15am | \$229

MPE Room 506 | 191DN2103C

### New! 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 (1 credit).

Gail Michel-Parsons

MW | Jan 23-May 15 (meets 31x) | 6:30-7:20pm | \$224

MPE Room 302 | 191DN2108

\*Class does not meet: Mar 18 & 20

### HIP HOP I

Learn the basic movement vocabulary of Hip Hop, a lively street dance style developed alongside the hip-hop style of music and culture. Students may also enroll for university credit in DAN 116 (1 credit).

Shaquida Vergo

TTh | Jan 22-May 14 (meets 31x) | 5:30-6:20pm | \$229

MPE Room 302 | 191DN2101B

\*Class does not meet: Mar 19 & 21

MW | Jan 23-May 15 (meets 31x) | 5:30-6:20pm | \$229

MPE Room 302 | 191DN2101A

\*Class does not meet: Mar 18 & 20

### New! JAZZ DANCE I

Explore the lively, percussive, and dramatic form of jazz dancing. Improves strength, flexibility, coordination, and musicality. Students may also enroll for university credit in DAN 121 (1 credit).

Shaquida Vergo

TTh | Jan 22-May 16 (meets 32x) | 8:30-9:20am | \$229

HFA Room 126 | 191DN2102

\*Class does not meet: Mar 19 & 21

### MODERN DANCE I

Modern dance is a flowing, lyrical form that is strongly steeped in the strength of the center, the spine, and its fluid articulation. Improve your strength, flexibility, coordination, and musicality. Students may also enroll for university credit in DAN 144 (1 credit).

Carrie Miles

MW | Jan 23-May 15 (meets 31x) | 4-4:50pm | \$229

MPE Room 506 | 191DN2104

\*Class does not meet: Mar 18 & 20



## NASM CERTIFICATION PREPARATION PROGRAMS

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

### NASM FITNESS NUTRITION SPECIALIST PROGRAM REQUIREMENTS:

To earn the NASM Fitness Nutrition Specialist Certificate from UNLV you must successfully complete the NASM Fitness Nutrition Specialist course.

### NASM PERSONAL TRAINER PROGRAM REQUIREMENTS:

To earn the NASM Personal Fitness Trainer Certificate from UNLV you must successfully complete the NASM Personal Fitness Trainer course.

### NASM FITNESS NUTRITION SPECIALIST

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

Lory Hayon, RDN, LDN, CPT-NASM

M | Mar 4-Apr 22 (meets 8x) | 5-7:30pm | \$849

PAR Room 512 | 191SM3102 | 2 CEUs

Course fee includes electronic textbook, access to online instruction and sitting fee for certification exam.

\*Class meets: Apr 22 in PAR 125

### NASM PERSONAL FITNESS TRAINER PROGRAM

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

Kristine Bragg

T | Feb 5-Apr 16 (meets 11x) | 6-8:30pm | \$1,199

MPE | 191SM3100 | 2.75 CEUs

\*Class meets: 11:30am-4:30pm on Apr 6 in PAR

\*Class does not meet: Apr 2

Rawlins Apilado, NASM, Beach Body Master Trainer

M | Jun 3-Aug 12 (meets 11x) | 6-8:30pm | \$1,199

PAR | 192SM3100 | 2.75 CEUs

\*Class meets: 11:30am-4:30pm on Jun 29 in PAR

\*Class does not meet: Jul 1



## SPORTS

### FUNDAMENTALS OF COACHING

This course provides students a foundational understanding of athlete-centered coaching. The class will focus on building a coaching philosophy, administrative duties, teaching strategies, motivational techniques, and organizational skills needed to be an effective coach. Upon completion of course students will meet NFHS level 1 coaching education requirements. Students may also enroll for university credit in PEX 201.

Steven Barnson

W | Jan 23-May 15 (meets 16x) | 4-6:45pm | \$711  
UNLV Campus-TBD | 191SM3112A | 4.4 CEUs  
\*Class does not meet: Mar 20

Th | Jan 24-May 16 (meets 16x) | 4-6:45pm | \$711  
UNLV Campus-TBD | 191SM3112B | 4.4 CEUs  
\*Class does not meet: Mar 21

### GOLF FOR BEGINNERS

Practice the fundamentals of golf, including chipping, putting, woods, irons and rules of the game. Novice players will gain confidence and skills to get out on the links quickly. Equipment will be provided. Please wear only soft spike golf shoes or tennis shoes. Students may also enroll for university credit in PEX 117.

Chris Haines

T | Jan 22-May 14 (meets 16x) | 5:30-7:10pm | \$285  
Las Vegas Golf Center | 191SF1104  
\*Class does not meet: Mar 19

### New! PILATES I

Introduction to alignment, flexibility and strengthening technique for the dance with a certified Pilates practitioner. Pilates technique, a universal theory of training for movement in all dance forms, develops correct use of the dancer's instrument and prevents dance injury. Includes practical application with Pilates apparatus and mat work.

Sayaka Nagatsuka Dimalanta

TTh | Jan 22-May 16 (meets 32x) | 8:30-9:45am | \$240  
MPE Room 506 | 191SF2270  
\*Class does not meet: Mar 19 & 21

### SPORTS OFFICIATING

This course is designed to teach the basic concepts of sports officiating, along with practical sport knowledge for many major sports. This course has been developed with the understanding that the student's intent will be to pursue sports officiating opportunities at the High School level and will be taught using the information developed by the National Federation of High Schools (NFHS) and the National Association of Sports Officials (NASO). Students may also enroll for university credit in PEX 162.

Marc Ratner, Vince Kristosik

W | Jan 23-May 15 (meets 15x) | 6-7:40pm | \$224  
PAR Room 400 | 191SF2260 | 2.6 CEUs  
\*Class does not meet: Mar 20



## WELLNESS

### New! MINDFULNESS BASED STRESS REDUCTION

This is an opportunity to rediscover yourself and to access the qualities and strengths you possess deep inside. Mindfulness-Based Stress Reduction (MBSR) course is unlike any sort of program you may have encountered before. Young or old, student or professional, everyone has stress in their life. This course teaches how to integrate and apply mindfulness to daily life to help reduce and better cope with that stress. Weekly discussion topics and beginning meditation practices will teach you the fundamentals of mindfulness, which studies show is effective in managing stress, fear, anger, anxiety, and depression. Through classroom exercises and mindfulness practices during the eight-week course, you can gain insight to better manage stress. Please bring a yoga mat and wear comfortable clothes.

Wendy Ronovech

Sa | Mar 16-May 4 (meets 8x) | 9-11am | \$309  
PAR Room 133 | 191HE1160

# Food & Beverage

## COOKING & BAKING CLASSES

### CARIBBEAN DELIGHTS

Enjoy the colorful and delicious flavors of the Caribbean! Caribbean cuisine is a fusion of many culinary traditions, including African, Spanish, French, Indian, Chinese, and indigenous people. Each island has its own distinctive flavors influenced by history, local produce, and centuries of spice trade. Learn how easy it is to recreate popular dishes to bring a taste of the islands to your dinner table.

Les Kincaid  
T | Jul 23 | 6-8:30pm | \$49  
Ferguson Enterprises | 192HA1243

### COOKING BASICS: STOCKS & SAUCES

Take your cooking to the next level of flavor and excitement with delicious homemade stocks and classic mother sauces. This class is a great foundation for all cooks looking for alternatives to store bought products. Once you know the basics, it is easy to experiment with variations.

Les Kincaid  
T | Feb 19 | 6-8:30pm | \$49  
Ferguson Enterprises | 191HA1226

### CREATIVE SALADS

Wow family and friends with quick, easy, and healthy fresh salads. Whether served as a course within a meal or as an entrée, memorable salads use the best seasonal ingredients available. Prepare different types of salads and discuss techniques for creating your own salad dressings.

Les Kincaid  
T | Jul 9 | 6-8:30pm | \$49  
Ferguson Enterprises | 192HA1242

### **New!** DINNERS FROM TUSCANY

The beauty of Italian food is in each region's diversity, and Tuscany is a world-famous culinary destination! Explore Tuscan cuisine with its bold flavors and taste several traditional dishes. Tuscan cuisine takes advantage of the region's agricultural roots, with a focus on high-quality, locally grown ingredients. Great cooking isn't solely about recipes—it is also about technique. Both will be covered in this delicious evening.

Les Kincaid  
T | Aug 6 | 6-8:30pm | \$49  
Ferguson Enterprises | 192HA1235

### ESSENTIAL KNIFE SKILLS

Become a successful, efficient, and safe cook by mastering proper knife techniques. Observe and practice proper knife handling and sharpening, learn how to slice, dice, and chop, and discover the art of cutting up a chicken. If you have them, bring your own knives to class for hands-on practice.

Les Kincaid  
W | Mar 6 | 6-8:30pm | \$49  
PAR Room 133 | 191HA1238

### FISH TO PERFECTION

Overcome any fears of preparing fish. Cover three different ways to cook fish as well as the how-tos of buying, storing, and substituting one fish for another. Discover healthy "best choices" for consumption, as well as fish to avoid per local fish advisories.

Les Kincaid  
T | Apr 16 | 6-8:30pm | \$49  
Ferguson Enterprises | 191HA1231

### FLAVORS OF THAILAND

Explore the unique ingredients and simple techniques of Thai cooking. Thailand's distinctive cuisine aspires to a perfect blend of flavors and textures; an ideal meal will include sweet, salty, sour, bitter, and spicy elements. Prepare many favorite Thai dishes using aromatic herbs and spices with traditional ingredients during class. Take home recipes to enjoy in your own kitchen.

Les Kincaid  
T | Feb 26 | 6-8:30pm | \$49  
Ferguson Enterprises | 191HA1227

### INDIAN COOKING CLASSICS

Indian cuisine has multiple regional variations, but is generally characterized by perfect spice and flavor combinations. Learn about various Indian spices and ingredients and how to use them to make satisfying, delicious, and healthy Indian meals right at home.

Les Kincaid  
T | Mar 19 | 6-8:30pm | \$49  
Ferguson Enterprises | 191HA1245

### NOT YOUR CLASSIC MACARONI & CHEESE

Take a weeknight favorite and step it up a notch. Give up the box mix once you discover how easy it is to prepare this warm, cheesy, creamy goodness in just minutes. We will start with the basic recipe and add ingredients to create new variations of this rich and delicious staple.

Les Kincaid  
T | Jan 22 | 6-8:30pm | \$49  
Ferguson Enterprises | 191HA1246

## PIZZA WORKSHOP

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

Les Kincaid

T | May 14 | 6-8:30pm | \$49

Ferguson Enterprises | 191HA1232

## SALSAS, SPREADS & DIPS

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

Les Kincaid

T | May 21 | 6-8:30pm | \$49

Ferguson Enterprises | 191HA1189

## THE PERFECT STEAK

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

Les Kincaid

T | Apr 9 | 6-8:30pm | \$59

Ferguson Enterprises | 191HA1241



## SOMMELIER ACADEMY CERTIFICATE PROGRAM

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're taking this course to make more informed personal decisions or you're 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 | Jan 8 | noon-1pm | No charge  
PAR Room 301 | 191WS6101A

W | May 8 | noon-1pm | No charge  
PAR Room 301 | 191WS6101B

T | Aug 13 | noon-1pm | No charge  
PAR Room 301 | 192WS6101

## 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 of age to enroll.

Heath Hiudt

T | Jan 29-May 14 (meets 13x) | 10:30am-5:30pm | \$1,599  
Total Wine and More-Town Square | 191WS6100A | 9.1 CEUs  
\*Class does not meet: Feb 26, Mar 26 & Apr 23

W | May 29-Sep 11 (meets 13x) | 10:30am-5:30pm | \$1,599  
Total Wine and More-Town Square | 191WS6100B | 9.1 CEUs  
\*Class does not meet: Jul 3 & 24, Aug 21

## WINE & BEVERAGE CLASSES

### WINE BOOTCAMP

Pack all the important basics of wine education into a focused and intense two-day Wine Boot Camp. The program focuses upon four principles: winemaking theory, varietal study, regional exploration, and tasting theory. Day 1 introduces winemaking. Follow the process from the vineyard to the winery and talk about steps winemakers can take to influence their end product. We will then move into varietal study, learning about what makes grapes different from each other. Finish the first day with tasting theory and wine evaluation. Day 2 jumps right into additional discussion on winemaking techniques. Spend most of the day covering major wine regions of the world; discover what makes products from each region unique. Continue with tasting theory throughout the day. All materials will be provided in class.

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

Heath Hiudt

Su | Mar 31-Apr 7 (meets 2x) | 9am-4pm | \$299  
Total Wine and More-Town Square | 191WS6120

Su | Jun 23-30 (meets 2x) | 9am-4pm | \$299  
Total Wine and More-Town Square | 192WS6120



# Foreign Languages

## FOREIGN LANGUAGES

### ADVANCED CONVERSATIONAL FRENCH

This course is intended for students who already have a high intermediate to advanced level in French. Students will practice their oral skills and listening skills in a very broad variety of situations.

*Prerequisite:* Must have intermediate to advanced speaking and listening skills in French

Pascale Tessier

T | Jan 29-Apr 2 (meets 10x) | 6:30-8:30pm | \$199  
PAR Room 403 | 191LA1140

### 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 | Jan 26-Apr 13 (meets 10x) | 9-11am | \$199  
PAR Room 403 | 191LA1107  
\*Class does not meet: Feb 16 & Mar 23

### BEGINNING FRENCH II

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 II covers different situations: at the train station; at a restaurant; at a pharmacy and doctor's office; asking for directions; talking about relatives; describing weekend activities. Required Textbook(s): *Ultimate French, Beginner - Intermediate* (ISBN: 9781400009633).

Pascale Tessier

Sa | Jan 26-Apr 13 (meets 10x) | 11:30am-1:30pm | \$199  
PAR Room 403 | 191LA1116  
\*Class does not meet: Feb 16 & Mar 23

### 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 | Jan 26-Apr 13 (meets 10x) | 2-4pm | \$199  
PAR Room 403 | 191LA1117  
\*Class does not meet: Feb 16 & Mar 23

### New! BEGINNING FRENCH IV

Continue to improve your spoken French. New topics will be introduced weekly to promote conversation and help you discover regions of France. You will resume using your textbook to develop grammar skills. Poems and songs will be used to help perfect pronunciation. Projects include a short oral presentation. Required Textbook(s): *Ultimate French, Beginner - Intermediate* (ISBN: 9781400009633 ).

*Prerequisite:* Basic understanding of the language.

Pascale Tessier

M | Jan 28-Apr 8 (meets 10x) | 6:30-8:30pm | \$199  
PAR Room 400 | 191LA1118  
\*Class does not meet: Feb 18

### SPANISH I

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

Staff

MW | Feb 25-Mar 27 (meets 10x) | 6-8pm | \$199  
PAR Room 300 | 191LA1104

### 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.

Staff

MW | Apr 15-May 15 (meets 10x) | 6:30-8pm | \$199  
PAR Room 300 | 191LA1105

# Health Care & Allied Professions

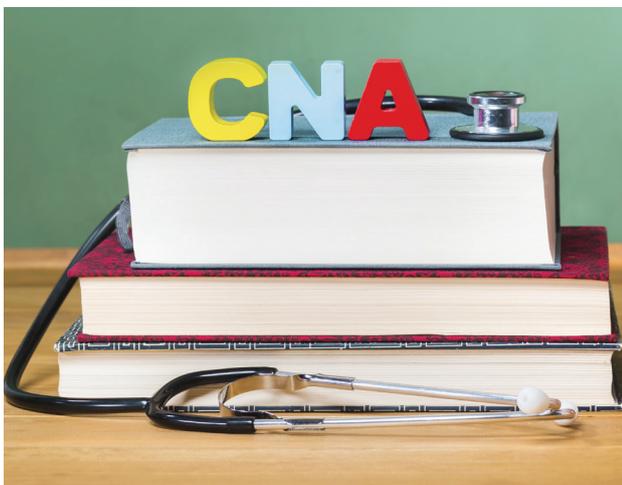
## CERTIFIED NURSING ASSISTANT

UNLV Continuing Education is partnering with the Perry Foundation's 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.

### PROGRAM REQUIREMENTS:

To earn the Certified Nursing Assistant Certificate you must successfully complete the CNA course.

For additional information, please visit: [ced.unlv.edu/cna](http://ced.unlv.edu/cna)



## CERTIFIED NURSING ASSISTANT (CNA) TRAINING PROGRAM

As a Certified Nursing Assistant (CNA), you will offer patients compassion and patience while assisting them with day-to-day life tasks such as dressing, bathing, and feeding

Typical work environments include long-term care facilities, hospitals, clinics, and in the home. While in school, you will be instructed on a broad range of subjects, including infection control, communication and interpersonal skills, safety and emergency procedures, personal care skills, psychosocial needs, basic restorative services and skills, basic nursing skills, quality improvement and more.

The training is 96 hours and takes four weeks to complete, preparing you to take the Nevada State Board of Nursing exam. Textbook, workbook and one set of scrubs (top and bottom) is included in the tuition. Students will need to purchase additional items. Students will also need to pay and complete additional licensing requirements. A separate refund policy also applies to this course. Please reference the Perry Foundation catalog.

*Prerequisite:* Students wishing to enroll in the CNA Program must be 18 years of age and show proof of high school diploma or equivalency, complete the enrollment agreement and interview with the Perry Foundation. Students are admitted to the program, subject to the results of the background check and drug screen.

Crystal Alexander, RN

MWF | Jan 7-Feb 4 (meets 13x) | 8am-4:30pm | \$2,100  
Perry Foundation | 191NA1100A

MWF | Mar 4-Apr 1 (meets 13x) | 8am-4:30pm | \$2,100  
Perry Foundation | 191NA1100B

MWF | May 6-Jun 5 (meets 13x) | 8am-4:30pm | \$2,100  
Perry Foundation | 191NA1100C  
\*Class does not meet: May 27

Our class offerings are always evolving. Visit [ced.unlv.edu/new](http://ced.unlv.edu/new) for the latest additions!



## MEDICAL ASSISTANT CERTIFICATE PROGRAM

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

### MEDICAL ASSISTANT CERTIFICATE PROGRAM INFORMATION SESSION

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

Sammie Nix

T | May 14 | 5-6pm | No charge  
Shadow Lane Campus, Room TBD | 191ME6102A

W | May 29 | 5-6pm | No charge  
Shadow Lane Campus, Room TBD | 191ME6102B

### MEDICAL ASSISTANT CERTIFICATE PROGRAM

Prepare for a career working with patients or supporting the administrative functions of a medical office. UNLV's Medical Assistant program provides you with real-world administrative and clinical skills that are essential to working in the modern medical office. Using an applied learning approach the curriculum will help you develop the tactile and critical thinking skills necessary for working in today's health care setting.

By the end of the six month course, students will develop the skills frequently assigned to medical assistants including scheduling, reception, bookkeeping, insurance billing and coding, maintaining medical records, preparing patients for examination, assisting with physicals, performing screening tests, preparing medical equipment, and more.

The program is paired with an online learning management system offering additional resources and tools and real-world simulations using electronic health record software. Additionally, students will use online assessment tools which monitor individual progress. Required Textbook(s): *Textbooks are included in tuition and will be distributed on the first day of class.*

Sammie Nix

MTWTh | Jan 14-Jul 3 (meets 92x) | 6-9pm | \$5,999

Shadow Lane Campus, Classroom 2 | 191ME6130 | 20 CEUs

\*Class does not meet: Jan 21, Feb 18, Apr 17, 18, 22 & 23, May 27

### MEDICAL ASSISTANT EXTERNSHIP

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

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

Staff

WThFMT | Jan 2-Feb 1 (meets 23x) | 8am-5pm | \$349

Off site | 191ME6131

# Human Resources

## aPHR/PHR/SPHR CERTIFICATION PREPARATION

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

### **New! ASSOCIATE PROFESSIONAL IN HUMAN RESOURCES (aPHR) INFORMATION SESSION**

Ask questions and hear from the instructor about the structure and content of UNLV's Associate Professional in Human Resources (aPHR) preparation program. Learn more about the aPHR exam offered through the HR Certification Institute (HRCI) and if this certification is the right fit for your career. A passing score on the aPHR exam demonstrates your mastery of foundational HR knowledge to a current or prospective employer, opening doors to professional growth opportunities. For additional eligibility requirements and exam information including exam fees, visit [hrci.org](http://hrci.org). While attending an information session is not required to participate in the class, it is highly recommended you attend.

Cynthia Dobek, MSHRM, IPMA-SCP, SHRM-SCP  
Th | Jan 3 | 6:30-7:30pm | No charge  
PAR Room 511 | 191CP6201

### **New! ASSOCIATE PROFESSIONAL IN HUMAN RESOURCES (aPHR) CERTIFICATION PREPARATION**

Prepare for the entry-level Associate Professional in Human Resources (aPHR) certification exam offered through the HR Certification Institute (HRCI). Guided classroom-based preparation will keep your study time focused on the six key content areas most often encountered by early-career professionals and covered by the aPHR exam: HR Operations; Employee Relations; Recruitment and Selection; Compensation and Benefits; HR Development and Retention; and Health, Safety, and Security. In addition to covering content areas, this course shares proven methods for the best ways to study and prepare for the exam. A passing score on the aPHR exam demonstrates your mastery of foundational HR knowledge to a current or prospective employer, opening doors to professional growth opportunities. For additional eligibility requirements and exam information including exam fees, visit [hrci.org](http://hrci.org). Required Textbook(s): *HRCP aPHR Certification Preparation Program*

Cynthia Dobek, MSHRM, IPMA-SCP, SHRM-SCP  
Th | Feb 21-May 23 (meets 13x) | 6-9pm | \$849  
PAR Room 300 | 191CP6200 | 3.9 CEUs  
\*Class does not meet: Apr 18

### **PHR/SPHR INFORMATION SESSION**

Ask questions and hear from the instructor about the structure, content, and requirements of UNLV's PHR/SPHR preparation program. For those who have registered for the program, this is an opportunity to pick up additional materials, receive the first assignment, and review the exam application. While not required, it is highly recommended you attend.

Gary Cottino, SPHR, SHRM-SCP  
Th | Jan 3 | 6:30-7:30pm | No charge  
PAR Room 512 | 191CP6118

Th | Aug 15 | 6-7pm | No charge  
PAR Room 511 | 192CP6118

### **PHR/SPHR CERTIFICATION PREPARATION**

Prepare for your PHR or SPHR certification exam during this 13-lesson preparation course. Review and learn the six content areas: Business Management and Strategy, Workforce Planning and Employment, Human Resource Development, Compensation and Benefits, Employee and Labor Relations, and Risk Management. This course will provide methods for the best ways to study and prepare for the exam. For additional eligibility requirements and exam information including exam fees, visit [hrci.org](http://hrci.org). Required Textbook(s): *Complete HRCP Program for PHR/SPHR*

Gary Cottino, SPHR, SHRM-SCP  
W | Jan 23-Apr 24 (meets 13x) | 6-9pm | \$849  
PAR Room 301 | 191CP6116 | 3.9 CEUs  
\*Class does not meet: Apr 17



## HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAMS

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

### BASIC CERTIFICATE PROGRAM REQUIREMENTS:

To earn the Basic Certificate you must register for the certificate application course 183CP9999B and must successfully complete the following required core course plus an additional 2.4 CEUs of elective courses.

- Essentials of Human Resource Management

### ADVANCED CERTIFICATE PROGRAM REQUIREMENTS:

To earn the Advanced Certificate you must register for the certificate application course 183CP9999A and successfully complete the following required core course plus an additional 6 CEUs of elective courses.

- Essentials of Human Resource Management

### ELECTIVE COURSE OPTIONS:

Offerings vary by semester. Visit [ced.unlv.edu/HRManagement](http://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.

Gary Cottino, SPHR, SHRM-SCP

Th | Jan 3 | 5:30-6:30pm | No charge  
PAR Room 511 | 191CP6155

W | Jun 5 | 5:30-6:30pm | No charge  
PAR Room 512 | 192CP6155A

Th | Aug 15 | 5-6pm | No charge  
PAR Room 512 | 192CP6155B

## BECOMING A STRATEGIC LEADER

Become a strategic leader who can motivate others and make deliberate decisions to enhance your organization's long-term financial stability and success. Discover ways to manage change and eliminate ambiguity while providing a sense of direction that aligns with your organization's mission, vision, strategy, structure, and rewards systems.

Staff

F | Mar 15 | 9am-4pm | \$279  
PAR Room 302 | 191CP6305 | 0.6 CEU

## COACHING & COUNSELING FOR SUCCESS

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

Gary Cottino, SPHR, SHRM-SCP

F | Jul 5 | 9am-4pm | \$279  
PAR Room 302 | 192CP6165 | 0.6 CEU

## CONFLICT MANAGEMENT: WHAT IS CONFLICT & HOW DO I RESOLVE IT?

Unmanaged conflict in our personal or professional lives can lead to breakdowns in teamwork and cooperation, diminished employee commitment, and lower levels of quality and productivity. This in-depth training provides effective strategies to pinpoint root causes of conflict so you can handle disagreements, confrontations, difficult people, anxiety, and anger before they get out of hand. Apply proven conflict management approaches to bring important issues to light, open the lines of communication, and strengthen relationships as you deal with discord at home or at work. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP

F | Jan 25 | 9am-4pm | \$279  
PAR Room 301 | 191CP6191 | 0.6 CEU

## DEVELOPING MENTORSHIP PROGRAMS

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

Nelandra Anselmo, SPHR, SHRM-SCP, CHE  
F | Apr 26 | 9am-4pm | \$279  
PAR Room 302 | 191CP6303 | 0.6 CEU

## DOCUMENTATION, DISCIPLINE, & TERMINATION

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

Gary Cottino, SPHR, SHRM-SCP  
F | May 3 | 9am-4pm | \$279  
PAR Room 302 | 191CP6125 | 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. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Jacob Murdock  
Sa | Feb 23 | 9am-4pm | \$279  
PAR Room 302 | 191CP6302 | 0.6 CEU

## ESSENTIALS OF HUMAN RESOURCE MANAGEMENT

Learn the basics of compensation, employment law, and effective recruitment, selection, and training techniques. This course is for those just entering the human resource career field, line managers who have HR responsibilities, HR professionals who have been in a single functional area, and others who need a review of fundamental HR management. Enrollment includes textbook you can take home.

Cynthia Dobek, MSHRM, IPMA-SCP, SHRM-SCP  
T | Feb 19-Mar 12 (meets 4x) | 6-9pm | \$699  
PAR Room 401 | 191CP6113A | 1.2 CEUs

Grace Gamsky, SPHR, SHRM-SCP  
Sa | May 18-Jun 1 (meets 2x) | 9am-4pm | \$699  
PAR Room 301 | 191CP6113B | 1.2 CEUs  
\*Class does not meet: May 25

## FEDERAL EMPLOYMENT LAW I

Study key aspects and points of the following federal labor/management laws and regulations: the Fair Labor Standards Act of 1938, the National Labor Relations Act of 1935 (Wagner Act), and the Labor-Management Relations Act of 1947. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP  
F | Jan 11 | 9am-4pm | \$279  
PAR Room 301 | 191CP6129 | 0.6 CEU

## FEDERAL EMPLOYMENT LAW II

Gain a better understanding of Title VII, Civil Rights Act of 1964, Family and Medical Leave Act of 1993, Age Discrimination in Employment Act of 1967, and the Immigration and Naturalization Act of 1996. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP  
F | Feb 22 | 9am-4pm | \$279  
PAR Room 302 | 191CP6133 | 0.6 CEU

## FEDERAL EMPLOYMENT LAW III

Continue your study of federal law with the Immigration and Naturalization Act of 1996, Vocational Rehabilitation Act of 1973, Fair Credit Reporting Act of 1970, Privacy Act of 1974, Vietnam-Era Veterans Readjustment Act of 1974, and Employee Retirement Income Security Act of 1973. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP  
F | Mar 22 | 9am-4pm | \$279  
PAR Room 301 | 191CP6106 | 0.6 CEU

## FEDERAL EMPLOYMENT LAW IV

Understand how Fair Credit Reporting (background check legislation), Occupational Safety and Health Act of 1970, and Employee Retirement Income Security Act of 1973 apply to your organization. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP  
Th | Apr 25 | 9am-4pm | \$279  
PAR Room 302 | 191CP6109 | 0.6 CEU

## FOSTERING A DIVERSE & INCLUSIVE WORKPLACE

Many companies focus on creating a diverse workplace, but progressive leaders go a step further to leverage diversity for a more inclusive work environment where voices from different backgrounds are truly heard, valued, and nurtured. A company's emphasis on diversity and inclusion correlates to a positive impact on its bottom line, productivity, innovation, employee engagement, and retention. Commitment to a diverse and inclusive work environment must come from the top levels of leadership. Training will provide key tools to increase awareness and competence related to diversity and inclusion during recruitment, employee relations, performance management, staff development, and business planning. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

André Wade  
F | May 24 | 9am-4pm | \$279  
PAR Room 302 | 191CP6301 | 0.6 CEU

## MAKING THE TRANSITION FROM MANAGER TO LEADER

Step beyond managing day-to-day tasks and learn what it takes to influence your organization's overall vision and direction. Leaders set the course, inspire others, and build teams and coalitions. Training materials, discussions, and practical exercises will help participants identify their personal leadership traits and styles, understand the competencies and qualities of an effective leader, and build coaching and mentoring skills. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP  
F | Feb 8 | 9am-4pm | \$279  
PAR Room 302 | 191CP6119 | 0.6 CEU

## ORGANIZATIONAL CHANGE MANAGEMENT

Contribute to your organization, its projects, and its leadership via recognized industry best 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. We 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 we will apply these approaches to real-world examples, including any examples or projects you might be working on now.

Charles Carr  
F | Jun 7 | 9am-4pm | \$279  
PAR Room 302 | 192CP6304 | 0.6 CEU

## ORGANIZATIONAL DESIGN: ALIGNING STRUCTURE, JOBS, & SKILLS

Use organizational design tools to make effective changes to corporate structure, employee roles, and job design. Learn how to evaluate different organizational structures, select optimal solutions, and align staff roles with changes initiated by mergers, acquisitions, IT software implementations, or major business process changes used in ERP projects. We will approach organizational design from the tactical (job) level through the company (strategic) level, and will apply best practice methods and tools to hands-on examples and to any project or example you bring to class. This is a must-have skill set for leaders, supervisors, managers, or project team members.

Charles Carr  
TTh | Feb 26-28 (meets 2x) | 9am-noon | \$279  
PAR Room 302 | 191CP6306 | 0.6 CEU

## PROBLEM SOLVING & DECISION-MAKING

Stop agonizing over problem solving and decision-making. When faced with a complex problem many people take one of two divergent approaches. One: put off addressing a problem or making a decision in the hopes that someone else will bail you out. Or two: make a decision using a knee jerk reaction. Taking a structured approach can give you confidence to weigh all contributing factors and decisively forge ahead. Leaders must recognize situations where an immediate decision is called for, such as an instance of workplace violence, but also must know that in most cases there is time to understand all of the possible factors and make a well thought out decision. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP  
F | May 17 | 9am-4pm | \$279  
PAR Room 301 | 191CP6182 | 0.6 CEU



## PROJECT MANAGEMENT SKILLS EVERYONE NEEDS

Apply proven project management techniques to become more effective and efficient as you tackle challenges in your business or personal life. This seminar explores how to pinpoint a problem's root cause and outline a course of corrective action. Attendees will learn how to develop and present a business case, write a project plan, assemble the right team, and get the project done on budget and on schedule. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP  
F | Apr 12 | 9am-4pm | \$279  
PAR Room 302 | 191CP6174 | 0.6 CEU

## TALENT MANAGEMENT

Evolve your talent management strategy beyond the hiring and firing of employees. Take a more comprehensive approach that includes all elements of human capital strategy including employee selection, staff retention, performance management, compensation, succession planning, diversity, and more. Learn effective methods and techniques for managing talent across a broad spectrum of organizations. Take steps to develop and implement effective talent management systems that can help your organization thrive.

Staff  
TTh | Apr 2-4 (meets 2x) | 6-9pm | \$279  
PAR Room 511 | 191CP6183 | 0.6 CEU

## THE ABCs OF STRATEGIC THINKING

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

Gary Cottino, SPHR, SHRM-SCP  
F | Aug 9 | 9am-4pm | \$279  
PAR Room 301 | 192CP6166 | 0.6 CEU

## TOTAL REWARDS MANAGEMENT

Think beyond the paycheck. In today's competitive business environment, compensation and benefits programs need to reflect the changing business landscape and organizational obstacles to attracting and retaining talent. Discuss a range of compensation and rewards programs that address monetary and non-monetary incentives for employees beyond salary and benefits offerings. Integrate expanded total compensation packages with other human resource functions that support the full employee life cycle including recruitment, performance, professional growth, and retention.

Staff  
TTh | Jul 23-25 (meets 2x) | 6-9pm | \$279  
PAR Room 300 | 192CP6184 | 0.6 CEU

## UNDERSTANDING THE COLLECTIVE BARGAINING PROCESS

All human resource professionals must understand union organization and the collective bargaining process, whether their company is currently unionized or not. If you currently work in a non-union environment, learn effective strategies for maintaining employee satisfaction and minimizing interest in external labor organizations. If your workplace is unionized, gain a better understanding of the collective bargaining process so you can be a more effective negotiator. Union or not, be aware how employee happiness translates into a more productive workforce. This course is approved for six recertification credits through HRCI.

Gary Cottino, SPHR, SHRM-SCP  
F | Jun 14 | 9am-4pm | \$279  
PAR Room 302 | 192CP6114 | 0.6 CEU

## WORKPLACE INVESTIGATIONS

When allegations of workplace misconduct arise, be prepared with systematic procedures for investigation and documentation. Learn how to handle complaints and determine if an investigation is necessary, who should conduct it, how to develop conclusions, and how to write a final report. This course will also discuss best practices, common investigation mistakes, and types of personnel files crucial to keep in case of an investigation. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP  
F | Mar 8 | 9am-4pm | \$279  
PAR Room 302 | 191CP6105 | 0.6 CEU

Register early for the best course selection and availability.

# Interpretation & Translation

## LEGAL INTERPRETATION: SPANISH CERTIFICATE PROGRAM

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

### PREREQUISITE:

Students must 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](http://ced.unlv.edu/legal-interpretation).

Students who started the program prior to August 2018 and have earned a passing grade in any of the five courses are exempt from the proficiency requirements. Please contact UNLV Continuing Education by email at [ce-assistant@unlv.edu](mailto:ce-assistant@unlv.edu) or by phone at 702-895-5099 with any questions regarding proficiency requirements.

### PROGRAM REQUIREMENTS:

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

### 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

## 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 CEUs with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Required Textbook(s): *ACEBO - Edge 21: Consecutive Interpreting* (ISBN: 9781880594377)

*Prerequisite:* Must meet language proficiency requirements stated in the Prerequisite section.

Cristina Sanchez

T | Feb 5-26 (meets 4x) | 6-9pm | \$309  
PAR Room 300 | 191LA1135 | 1.2 CEUs

## LEGAL CONSECUTIVE INTERPRETING II

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

*Prerequisite:* Consecutive Interpreting I

Cristina Sanchez

T | Apr 30-May 21 (meets 4x) | 6-9pm | \$309  
PAR Room 300 | 191LA1137 | 1.2 CEUs

## LEGAL SIMULTANEOUS INTERPRETING I

Gain valuable experience in interpreting in the simultaneous form-meaning at the same time as the speaker. In simultaneous interpretation, you must be able to listen in a source language and speak in the target language at the same time. Students will work on memory exercises, paraphrasing, completing dual tasks, visualization exercises, basic interpreting techniques, beginning strategies, and hands-on practice in every class. Learn about valuable (and mostly free) resources to help you practice interpreting, and get tips on how to build vocabulary, improve memory and speed, and much more. This course is approved for 12 CEUs with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Required Textbook(s): *ACEBO - Edge 21: Simultaneous Interpreting*

*Prerequisite:* Must meet language proficiency requirements stated in the Prerequisite section.

Judy Jenner

W | Mar 6-27 (meets 4x) | 6-9pm | \$309  
PAR Room 123 | 191LA1136 | 1.2 CEUs

## MEDICAL INTERPRETATION: SPANISH CERTIFICATE PROGRAM

The Medical Interpretation: Spanish certificate program is designed to prepare students to become certified medical interpreters so they can pursue careers in medical interpretation and translation. 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.

### 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](http://ced.unlv.edu/medical-interpretation).

Students who started the program prior to August 2018 and have earned a passing grade in any of the five courses are exempt from the proficiency requirements. Please contact UNLV Continuing Education by email at [ce-assistant@unlv.edu](mailto:ce-assistant@unlv.edu) or by phone at 702-895-5099 with any questions regarding proficiency requirements.

### PROGRAM REQUIREMENTS:

To earn the Medical Interpretation: Spanish Certificate you must successfully complete six required core classes.

### CORE COURSES:

- Introduction to Medical Interpreting
- Medical Terminology & Specialties I
- Medical Terminology & Specialties II
- Medical Consecutive Interpreting
- Medical Simultaneous Interpreting & Sight Translation
- Comprehensive Final Exam

## MEDICAL INTERPRETATION: SPANISH CERTIFICATE PROGRAM INFORMATION SESSION

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

Barry Bortnick

T | Jan 29 | 6-7pm | No Charge

PAR Room 401 | 191LA1170

### INTRODUCTION TO MEDICAL INTERPRETING

Prepare for a career in medical interpretation by developing skills that are an essential part of the job. Medical interpreting requires knowledge of interpreting techniques and modes of interpretation, theoretical concepts, ethical boundaries, health care systems, health care interpreter standards, and cultural awareness. Medical interpreters must manage the flow of the sessions, be familiar with ethical principles and cultural nuances, devise strategies to handle the challenges presented, and maintain the clinical importance of the medical encounter. Students must also pay for a one-time \$150 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all five courses in the certificate program. Required Textbook(s): *Must purchase course materials upon entry of your first class*

*Prerequisite:* Must meet language proficiency requirements stated in the Prerequisite section.

Alvaro Vergara-Mery, Ph.D., CMI

TTh | Feb 19-28 (meets 4x) | 6-9pm | \$199

PAR Room 302 | 191LA1171 | 1.2 CEUs

### MEDICAL CONSECUTIVE INTERPRETING

In consecutive interpretation, the interpreter listens to an oral statement in a source language and then renders it in the target language. Build your awareness of the cognitive processes integral to consecutive interpreting: listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization, and logic. Memory development techniques, note taking, and non-verbal communication are also introduced as important elements of the process of interpreting consecutively. Apply medical consecutive interpretation techniques in a variety of practice situations with specific medical terminology. End goal is to develop professional interpreting skills and expand vocabulary in order to confidently tackle consecutive interpreting assignments in the medical field. Students must also pay for a one-time \$150 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all five courses in the certificate program.

*Prerequisite:* Introduction to Medical Interpreting, Medical Terminology & Specialties. Must meet language proficiency requirements stated in the Prerequisite section.

Alvaro Vergara-Mery, Ph.D., CMI

TTh | Apr 23-May 2 (meets 4x) | 6-9pm | \$199

PAR Room 302 | 191LA1174 | 1.2 CEUs

## MEDICAL SIMULTANEOUS INTERPRETING & SIGHT TRANSLATION

In simultaneous interpretation, the interpreter listens in a source language and speaks in the target language at the same time. Build on your experience with consecutive interpretation by exploring the concepts of split attention, self monitoring, décalage (time difference), coordination, reformulation, and coping techniques. Apply medical simultaneous interpreting techniques in a variety of practice situations with specific medical terminology. End goal is to develop professional interpreting skills and expand vocabulary in order to confidently tackle simultaneous interpreting assignments in the medical field. Students must also pay for a one-time \$150 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all five courses in the certificate program.

*Prerequisite:* Introduction to Medical Interpreting, Medical Terminology & Specialties I & II and Medical Consecutive Interpreting.

Alvaro Vergara-Mery, Ph.D., CMI  
TTh | May 14-23 (meets 4x) | 6-9pm | \$199  
PAR Room 302 | 191LA1175 | 1.2 CEUs

## MEDICAL TERMINOLOGY & SPECIALTIES I

Medical interpreters must build an extensive vocabulary of all the medical terms encountered from the time patients register in a health care facility to the moment they are discharged. Receive a thorough grounding in basic medical terminology through a structured study of root words, prefixes, and suffixes that allows you to decode the meaning of words when the vocabulary is unknown. Anatomy, physiology, common health problems, and medical procedures will be covered in the following human body systems: integumentary, skeletal, muscular, digestive, and endocrine. Students must also pay for a one-time \$150 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all five courses in the certificate program.

*Prerequisite:* Introduction to Medical Interpreting.

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB  
T | Mar 12-21 (meets 4x) | 6-9pm | \$199  
PAR Room 302 | 191LA1172 | 1.2 CEUs

## MEDICAL TERMINOLOGY & SPECIALTIES II

Study the elements of medical word building to develop the extensive vocabulary medical interpreters use within specialty settings. Receive a thorough grounding on basic medical terminology through a study of root words, prefixes, and suffixes that allows you to decode the meaning of words when the vocabulary is unknown. Anatomy and physiology, most common health problems, and medical procedures will be covered in the following areas: respiratory, reproductive, urinary, nervous, cardiovascular, lymphatic, and mental health. Students must also pay for a one-time \$150 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all five courses in the certificate program.

*Prerequisite:* Introduction to Medical Interpreting & Medical Terminology & Specialties I.

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB  
TTh | Mar 26-Apr 4 (meets 4x) | 6-9pm | \$199  
PAR Room 302 | 191LA1173 | 1.2 CEUs



# Leadership

## ORGANIZATIONAL LEADERSHIP CERTIFICATE PROGRAM

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

### PROGRAM REQUIREMENTS:

To earn the Organizational Leadership Certificate, you must register for the certificate application course 183CP9999D and successfully complete the following required core course plus an additional 2.4 CEUs of elective courses.

### CORE COURSES:

- Fundamentals of Leadership

### ELECTIVE OPTIONS:

- Effective Facilitation of Meetings & Discussions
- Developing Mentorship Programs
- Change Management
- Coaching & Counseling for Success
- Conflict Management: What is Conflict & How Do I Resolve It?
- The ABCs of Strategic Thinking
- Making the Transition from Manager to Leader
- Problem Solving & Decision Making
- Strategic Planning I & II
- Personal Leadership Development
- Project Management Skills Everyone Needs
- Succession Planning
- Communication Strategies: First-time Managers or Supervisors
- Fostering a Diverse & Inclusive Workplace
- Organizational Change Management
- Organizational Design: Aligning Structure, Jobs, and Skills
- Becoming a Strategic Leader
- Language of Leadership

View course descriptions and details for Organizational Leadership electives on pp. 32-35 of the catalog or through the online registration system.

## 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. This program is valid for 12 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Jacob Murdock

W | Mar 6-27 (meets 4x) | 6-9pm | \$699  
PAR Room 302 | 191CP6300 | 1.2 CEUs

## PERSONAL LEADERSHIP DEVELOPMENT

In order to be an effective leader, an individual must first understand their own leadership style, strengths, and abilities. Discuss the habits of exemplary leaders, assess your own approach to leadership, and develop strategies for improvement. As part of your leadership self reflection, you will take the Meyers-Briggs Type Indicator assessment to gain insight into how you tend to perceive the world around you and what factors drive your decision making.

Jacob Murdock

Sa | Aug 24 | 9am-4pm | \$279  
PAR Room 400 | 192CP6308 | 0.6 CEU

## THE LANGUAGE OF LEADERSHIP

Position yourself to learn from professional or personal challenges and forge ahead with greater insight and leadership capacity. Explore how a mix of words and deeds can generate a platform for building effective leadership qualities. Using the *Crucibles of Leadership* as a framework, examine motives, values, methods, and position to create a conscious approach to leading and following in large and small groups. The program draws on historical and contemporary leaders through written and multi-media resources and allows for significant interaction between members of the class.

Kenneth B Lange

F | Apr 5 | 9am-4pm | \$279  
PAR Room 302 | 191CP6307 | 0.6 CEU





# Lean Six Sigma

LEAN SIX SIGMA

## LEAN SIX SIGMA GREEN BELT & BLACK BELT

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.

### **New! 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 | Feb 25-Mar 1 (meets 5x) | 9am-4pm | \$1,500  
Off-Site Training Facility | 191LN1100A | 3 CEUs

MTWThF | Apr 1-5 (meets 5x) | 9am-4pm | \$1,500  
Off-Site Training Facility | 191LN1100B | 3 CEUs

MTWThF | May 13-17 (meets 5x) | 9am-4pm | \$1,500  
Off-Site Training Facility | 191LN1100C | 3 CEUs

MTWThF | Aug 19-23 (meets 5x) | 9am-4pm | \$1,500  
Off-Site Training Facility | 192LN1100 | 3 CEUs

### **New! LEAN SIX SIGMA BLACK BELT**

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

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

Erik Christensen

MTWThF | Apr 8-12 (meets 5x) | 9am-4pm | \$2,000  
Off-Site Training Facility | 191LN1101 | 3 CEUs

# Legal Studies

## LEGAL CLASSES

### CONTRACT LAW

Gain a comprehensive understanding of Contract Law including how to form effective legal contracts, how contracts are performed, the remedies for non-performance or breach of contract, and third-party contracts. The focus of the class is litigation (claims and defenses to a breach of contract claim) as opposed to transactions (negotiating and drafting a contract). Twelve hours will be in class and you will complete additional hours online. Required Textbook(s): *Basic Contract Law for Paralegals* (ISBN: 9781454855552)

Zachariah Parry, J.D.

Th | Mar 28-Apr 25 (meets 4x) | 6-9pm | \$289

PAR Room 302 | 191PL6107 | 1.2 CEUs

\*Class does not meet: Apr 18

### MICROSOFT OFFICE & ADOBE ACROBAT FOR LEGAL PROFESSIONALS

Paralegals and other legal professionals must possess highly-specialized computer experience in document control, collective editing, and sophisticated formatting. Build advanced proficiency in Microsoft Word beyond standard word processing by practicing skills frequently used in producing legal documents. Topics will include complex options for character, paragraph, and page formatting; using and managing styles and templates; using fields, content controls, and quick parts; macro basics; incorporating reference features such as footnotes and auto-generation of tables of contents, figures, or authorities; producing mail merge documents; and collaborative authoring and editing tools such as track changes and compare/combine documents. Adobe Acrobat skills required in legal settings will also be taught, including document redaction; optical character recognition (OCR); electronic signatures; Bates numbering; file conversion; and form creation and submission. Although the majority of class time will be spent on advanced features of Word and Acrobat, we will also cover the fundamentals of Excel and PowerPoint. This course is highly recommended to prepare new paralegals, legal assistants, and other administrative staff for the daily requirements of working in a law office.

Sharon Fry, MOSM, MCT, MCP, MTA, MCT

MW | Jan 28-Feb 25 (meets 8x) | 6-9:15pm | \$349

PAR Room 123 | 191PL6240 | 2.4 CEUs

\*Class does not meet: Feb 18

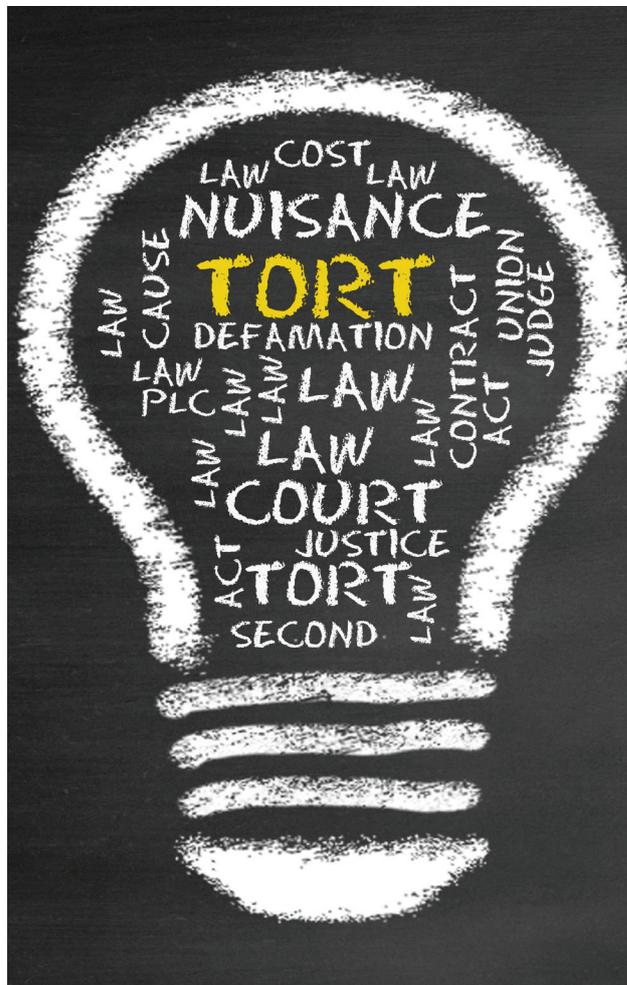
### TORT LAW

Study intentional and strict liability torts including personal injury, products liability, defamation, and more. Defenses to tort claims, contemporary issues, and landmark cases will also be carefully examined. Students will be provided exercises, web support, real-life examples, and other extensive subject matter support. Twelve hours will be in class and you will complete additional hours online. Required Textbook(s): *Tort and Personal Injury Law* (ISBN: 9781133691853)

Zachariah Parry, J.D.

Th | Feb 28-Mar 21 (meets 4x) | 6-9pm | \$289

PAR Room 302 | 191PL6102 | 1.2 CEUs



## PARALEGAL CERTIFICATE PROGRAMS

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 at over double the national job growth rate, with a national median salary of \$50,410 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 course.

### PARALEGAL CERTIFICATE INFORMATION SESSION

Attend an information session before you enroll in UNLV's Paralegal Certificate program. Information sessions cover topics including paralegal job responsibilities, employment potential, financial assistance, and the UNLV Paralegal website. These sessions will help you decide if this is the right program for you.

Matthew Pfau, J.D.

M | Jan 14 | noon-1pm | No charge  
PAR Room 301 | 191PL6128A

Zachariah Parry, J.D.

T | Jan 15 | 5:30-6:30pm | No charge  
PAR Room 302 | 191PL6128B

Matthew Pfau, J.D.

M | Feb 4 | noon-1pm | No charge  
PAR Room 107 | 191PL6128C

Zachariah Parry, J.D.

T | Feb 5 | 5:30-6:30pm | No charge  
PAR Room 302 | 191PL6128D

Matthew Pfau, J.D.

M | May 6 | noon-1pm | No charge  
PAR Room 301 | 191PL6128E

Zachariah Parry, J.D.

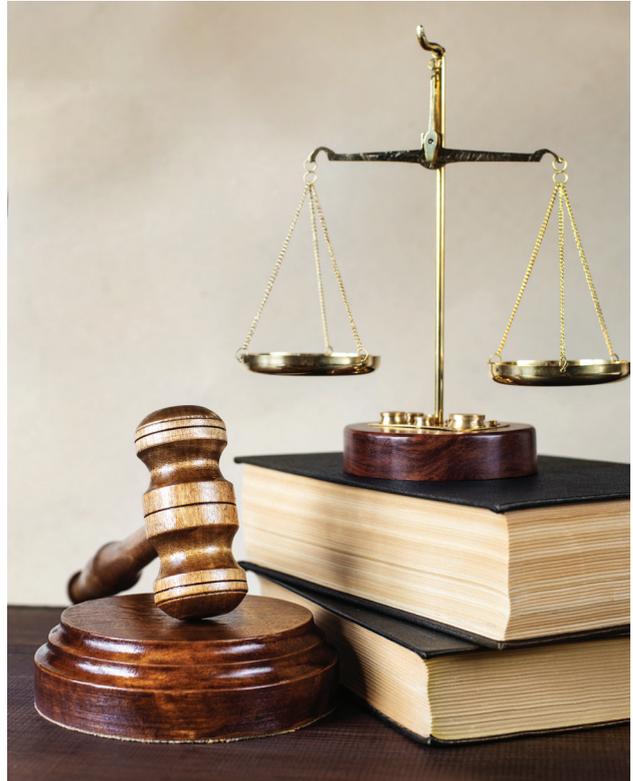
T | May 7 | 5:30-6:30pm | No charge  
PAR Room 302 | 191PL6128F

Matthew Pfau, J.D.

M | May 20 | noon-1pm | No charge  
PAR Room 107 | 191PL6128G

Zachariah Parry, J.D.

T | May 21 | 5:30-6:30pm | No charge  
PAR Room 512 | 191PL6128H



### PARALEGAL CERTIFICATE PROGRAM

UNLV's paralegal program comprises two semester-long courses with a total of 90 hours of classroom instruction: Practicum and the Law. For Practicum, we have identified 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. Each paralegal will learn these skills and put them into practice through representation of two hypothetical clients: a plaintiff and a defendant. The Law course covers those substantive aspects a paralegal is most likely to encounter in their practice: Torts, Contracts, Criminal Law, Criminal Procedure, Civil Procedure, Family Law, and Estate Planning and Probate. After finishing this course created specifically for UNLV students, paralegal graduates will have the knowledge, skills, and confidence they'll need to enter the paralegal profession. The program tuition includes the practicum textbooks and access to LexisNexis and Westlaw. Students should estimate \$400 for additional required textbooks that are not included in the registration fee. Required Textbook(s): *ISBN: 9781133691853, ISBN: 9781454855552, ISBN: 9781717901606*

*Prerequisite:* Must have daily access to a computer and printer.

Matthew Pfau, J.D.

MW | Feb 25-Jun 17 (meets 29x) | 9am-noon | \$6,549  
PAR Room 302 | 191PL6131A | 12.5 CEUs  
\*Class does not meet: Apr 15, 17 & May 27

Zachariah Parry, J.D.

TTh | Feb 26-Jun 18 (meets 30x) | 6-9pm | \$6,549  
PAR Room 301 | 191PL6131B | 12.5 CEUs  
\*Class does not meet: Apr 16, 18 & May 28

# Marketing & Communications

## COMMUNICATIONS CLASSES

### COMMUNICATE WITH DIFFICULT PEOPLE WITH TACT & SKILL

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

Roger Burgraff, Ph.D.  
Sa | Feb 9 | 9am-noon | \$69  
PAR Room 301 | 191CX1106

### EDITING & PROOFREADING YOUR WORK

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

Richard Becker, ABC  
Sa | Jan 26 | 9am-noon | \$69  
PAR Room 301 | 191WR1150

F | Jun 14 | noon-3pm | \$69  
PAR Room 400 | 192WR1150

### PUBLIC SPEAKING BOOTCAMP

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

Roger Burgraff, Ph.D.  
F | Feb 8 | 9am-4pm | \$139  
PAR Room 107 | 191CX1109

## MARKETING CLASSES

### INTRODUCTION TO GOOGLE ADWORDS

CTR, quality score, impressions, CPA, conversion rate, negative keywords, ROI, placements, CPC--What does it all mean? If you are lost in the world of online advertising, looking for new ways to reach potential customers, or wanting to grow your business, this course is for you. Generate instant website traffic by harnessing the power of pay-per-click (PPC) advertising using Google AdWords. Beat the learning curve and create successful PPC campaigns no matter what your budget. Choose when and where your advertising is seen, set your ad spend budget, measure and track your results using analytics, and optimize your campaign for even greater return on investment. Learn approaches to market research, copywriting techniques, split testing, analytics, budgeting, and more.

*Prerequisite:* HTML Level I or comparable experience.

John Larson  
Th | Mar 14-Apr 4 (meets 4x) | 6-9pm | \$289  
PAR Room 123 | 191WM8166 | 1.2 CEUs

### INTRODUCTION TO SOCIAL MEDIA MARKETING

Content creators, online marketers, webmasters, online and offline business owners, and self-employed entrepreneurs all need a comprehensive understanding of how to use social media to drive internet traffic and gain exposure for their company's products, services, or causes. Join us as we take an in-depth look at how to harness social media for your marketing efforts including defining your audience, finding your voice, developing a marketing plan, content creation, and tracking. You will also learn the basics of setting up and using social media accounts like Facebook, YouTube, Twitter, Instagram, LinkedIn, Pinterest, and others. Plus, get tips for blogging, email marketing, and best practices for creating an excellent user experience.

John Larson  
W | Apr 24-May 22 (meets 5x) | 6-9pm | \$289  
PAR Room 512 | 191WM8176 | 1 CEU

### INTRODUCTION TO YOUTUBE MARKETING

Discover the power of YouTube marketing. With over 1.3 billion people worldwide now using YouTube, video has become an essential marketing strategy. Content marketers, online and offline business owners, self-employed entrepreneurs, and artists/musicians all need to know how to build a YouTube channel and grow their video marketing efforts. Learn how to start your channel, communicate your brand, explain your products or services, and build relationships with your audience. Get advice on how to choose your niche, select equipment, develop content, create a media plan, integrate with other social media networks, and strategize for audience growth.

John Larson, Maximiliano Lopez Gacitua  
Sa | Mar 16 | 9am-4pm | \$149  
PAR Room 512 | 191WM8175 | 1 CEU

# Mediation

## MEDIATION CERTIFICATE PROGRAM

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

### PROGRAM REQUIREMENTS:

To earn the Mediation Certificate you must successfully complete the Mediation Training course.

### MEDIATION TRAINING CERTIFICATE INFORMATION SESSION

Attend an information session before you enroll in Mediation Training Certificate program. Information sessions cover topics including training curriculum, mediation demonstrations, mediator responsibilities, employment potential, and financial assistance. This session will help you decide whether this program is the right fit for you.

Patricia Battie, Wes Miller  
M | Feb 4 | 5:30-6:30pm | No charge  
PAR Room 301 | 191CM1100A

### MEDIATION TRAINING CERTIFICATE

A mediator provides a process to help parties better understand each other's perspective and reach a mutually agreeable resolution. The principles of mediation are covered during this interactive five session course. You will learn the facilitative mediation process, and develop active listening skills and effective questioning techniques. Ethical standards in mediation and strategies to work through impasse situations will be introduced, as well as methods to differentiate between position and interest, identify sources of conflict, and write agreements. Following classroom training, an in-depth practicum will include a minimum of three observations, four co-mediations, and two solo mediations. The practicum will allow you to practice your skills and gain confidence in your ability to conduct mediations. This class is eligible for 31.5 CLEs (30 general and 1.5 ethics) through the Nevada Board of Continuing Legal Education for attorneys and judges.

Patricia Battie

MF | Mar 4-18 (meets 5x) | 8am-5pm | \$1,199  
Clark County Neighborhood Justice Center | 191CM1120A | 4 CEUs

Sa | May 4-Jun 8 (meets 5x) | 8am-5pm | \$1,199  
Clark County Neighborhood Justice Center | 191CM1120B | 4 CEUs

\*Class does not meet: May 25

# Microsoft Office & Personal Computing

## MICROSOFT OFFICE

Freshen up on your Microsoft Office skills. Courses currently offered are in Microsoft Office and Excel. We can offer additional courses in Microsoft such as Office 365, Access, Advanced Excel, OneNote, Outlook, PowerPoint, Project, SharePoint, and Visio. Courses can also be customized for your group. To inquire about additional offerings and custom training, call 702-895-5099 or email [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu).

### EXCEL ESSENTIALS

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

*Prerequisite:* Basic working knowledge of Excel.

Sharon Fry, MOSM, MCT, MCP, MTA, MCT

M | Feb 4 | 1-4:15pm | \$69  
PAR Room 123 | 191CU1100A | 0.3 CEU

Sa | May 4 | 1-4:15pm | \$69  
PAR Room 123 | 191CU1100B | 0.3 CEU

### EXCEL ESSENTIALS: ANALYZING DATA

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

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

Sharon Fry, MOSM, MCT, MCP, MTA, MCT

T | Feb 5 | 1-4:15pm | \$69  
PAR Room 123 | 191CU1110A | 0.3 CEU

Sa | May 11 | 1-4:15pm | \$69  
PAR Room 123 | 191CU1110B | 0.3 CEU



## EXCEL ESSENTIALS: PRESENTING DATA

Share your data in a more compelling way once you understand Excel's tools for data presentation. In this course you will learn to use functions to display data; apply advanced formatting with styles, themes and conditional formatting; create and modify charts and pivot charts; insert and manipulate images and shapes; and use advanced printing options to control output. This is a fast-paced course.

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

Sharon Fry, MOSM, MCT, MCP, MTA, MCT

W | Feb 6 | 1-4:15pm | \$69  
PAR Room 123 | 191CU1111A | 0.3 CEU

Sa | May 18 | 1-4:15pm | \$69  
PAR Room 123 | 191CU1111B | 0.3 CEU

## EXCEL LEVEL I

Manage cells, columns, rows, worksheets, and workbooks in Excel. Additionally, learn to apply functions, create charts, filter and sort data, and create pivot tables. Assignments outside of class will provide you with a variety of spreadsheet experiences to enrich your understanding of Excel. Required Textbook(s): *Exploring Microsoft Excel 2013 Comprehensive (ISBN: 9780133412185)*

Sharon Fry, MOSM, MCT, MCP, MTA, MCT  
Sa | Jan 26-Feb 16 (meets 4x) | 9am-12:15pm | \$269  
PAR Room 123 | 191CW8163 | 1 CEU

## MICROSOFT OFFICE BASICS

Navigate through Word, Excel, and PowerPoint. You will use Word to write your resume, make a simple flyer, and create a sign. In Excel you will create a simple spreadsheet to keep track of things like your household budget or even a simple invoice. Finally you will work in PowerPoint, combining pictures and text into effective presentations.

*Prerequisite:* Basic knowledge of computer use, opening and closing software, and accessing the Internet with a browser required.

John Larson  
W | Mar 13-Apr 17 (meets 6x) | 1-3pm | \$189  
PAR Room 123 | 191CW8177

# Music & Performing Arts

## ACTING & COMEDY

### INTRODUCTION TO VOICEOVER WORKSHOP

Find out how the voiceover business really works. A 17-year seasoned voiceover veteran shares an in-depth 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; ups and downs of agents; and getting gigs.

Melissa Moats

Th | Feb 28 | 7-9pm | \$49  
The Voice Actors Studio | 191CX4170A

Th | Mar 28 | 7-9pm | \$49  
The Voice Actors Studio | 191CX4170B

### BREAK INTO THE WORLD OF VOICEOVER

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

Melissa Moats

T | Mar 5-26 (meets 4x) | 6:30-9:30pm | \$299  
The Voice Actors Studio | 191CX4171A

T | Apr 9-30 (meets 4x) | 6:30-9:30pm | \$299  
The Voice Actors Studio | 191CX4171B



## 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

W | Feb 6-Mar 13 (meets 6x) | 7:15-8:45pm | \$109

PAR Room 107 | 191MU1107

### GUITAR II

Expand your guitar credentials by focusing on bar chords, scales, and improvisation. Guitarists will work on major and minor scales and arpeggios, common bar chords, blues scale patterns, and begin using a capo. These skills allow players to enjoy a great deal of versatility when playing on their own or as part of a group.

Jesse Del Quadro

W | Mar 20-Apr 24 (meets 6x) | 7:15-8:45pm | \$109

PAR Room 107 | 191MU1116

### HIGH DESERT HORNS

High Desert Horns provides an outlet for French horn players in the greater Las Vegas area who wish to perform in an ensemble environment. This ensemble of eight to twenty horn players meets year-round to play quartets, octets, and arrangements by some of the world's most renowned composers. The group welcomes professionals, high school and college students, and others with one or more years of playing experience.

Bill Bernatis

M | Jan 28-Apr 29 (meets 12x) | 5:15-7pm | \$39

UNLV Campus | 191MU1115

\*Class does not meet: Feb 18 & Mar 18

### LAS VEGAS FLUTE ENSEMBLE

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

Jennifer Grim

Th | Jan 24-May 2 (meets 14x) | 7-9pm | \$39

UNLV Campus | 191MU1108

\*Class does not meet: Mar 21

**We have expanded our performing arts courses through a partnership with UNLV's Department of Dance. See p. 22 for course listings.**

### 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

W | Feb 6-Mar 13 (meets 6x) | 5:30-7pm | \$109

PAR Room 107 | 191MU1117

### UNLV COMMUNITY CONCERT BAND

Formed in Jan 1987, the UNLV Community Concert Band is among the oldest community instrumental groups in the Las Vegas area. The 70-plus members range in age from high school to seniors. The band plays a wide variety of music including marches, show and film scores, and classic and contemporary wind arrangements. The UNLV Community Concert Band's "season" will culminate with a special concert. Contact Tony LaBounty at [tony.labounty@unlv.edu](mailto:tony.labounty@unlv.edu) for final concert date & details. Players should be relatively proficient on their instrument and have at least one year or more of high school playing experience. There is no formal audition procedure.

Tony LaBounty

W | Jan 23-May 1 (meets 15x) | 7-9:20pm | \$39

UNLV Campus | 191MU1102A

\*Class does not meet: Mar 20

### UNLV MARIACHI - MARIACHI REBELDE

UNLV Mariachi/Mariachi Rebelde is a performance group open to all UNLV students and non-UNLV student registrants who want to study, rehearse, and perform mariachi music of varying difficulty levels. Weekly class meetings focus on standard repertoire from the mariachi musical tradition. Ancillary materials for technical proficiency, stylistic exercise, and other applications will be from published and rote teaching sources. Although previous performance experience is preferred, course registrants with no experience are also welcomed. Given the subject matter, this course will be taught in English and Spanish. Performances on the UNLV campus and off campus are expected, and scope of performances will be based on student accomplishment of course objectives and instrumentation.

Gabriel Meza

W | Jan 23-May 2 (meets 15x) | 7-9pm | \$69

HFA Room 147 | 191MU1118

\*Class does not meet: Mar 20

### UNLV NEW HORIZONS BAND

The UNLV New Horizons Band is part of an international movement to get adults re-involved with music. This musical ensemble places a higher emphasis upon the learning and enjoyment of music above the rigor and pressures of performance. The band's size allows for individual attention to each performer's developmental needs. Each semester there is a short, shared concert and opportunities for outreach performances in adult communities. There are no auditions.

Tony LaBounty

T | Jan 22-May 14 (meets 15x) | 1-2:30pm | \$29

UNLV Campus | 191MU1104

\*Class does not meet: Mar 19

## UNLV SUMMER COMMUNITY CONCERT BAND

Formed in Jan 1987, the UNLV Community Concert Band is among the oldest community instrumental groups in the Las Vegas area. The 70-plus members range in age from high school to seniors. The band plays a wide variety of music including marches, show and film scores, and classic and contemporary wind arrangements. The UNLV Summer Community Concert Band's summer rehearsal "season" will culminate with a special concert. Contact Tony LaBounty at [tony.labounty@unlv.edu](mailto:tony.labounty@unlv.edu) for final concert date & details. Players should be relatively proficient on their instrument and have at least one year or more of high school playing experience. There is no formal audition procedure.

Tony LaBounty

MT | May 20-Jun 11 (meets 8x) | 7-9:20pm | \$15  
UNLV Campus | 191MU1102B

## UNLV VARSITY MEN'S GLEE CLUB

The UNLV Varsity Glee Club is a tenor-bass chorus and enjoys a strong tradition of energetic music making in an atmosphere of camaraderie. The Glee Club performs on campus each semester and has appeared at out-of-state regional and national choral festivals. Repertoire includes "classical" choral music of all styles, as well as folk tunes, spirituals, and musical theatre highlights. Membership is open to UNLV students, faculty, staff, and community members. Attendance at all rehearsals and performances is mandatory. A complete performance schedule will be available at the beginning of the semester; there are usually two or three performances during the semester. Students will be required to purchase a uniform for performances. This is a university-level ensemble and is also offered as a credit course in the university catalog (MUSE 106, 406, 506). Thus, instructor approval is required and an audition will take place during the first class meeting. Interested community members are encouraged to contact the instructor at [david.weiller@unlv.edu](mailto:david.weiller@unlv.edu) or 702.895.3008 for further information.

David Weiller

F | Jan 25-May 4 (meets 15x) | 1-2:20pm | \$39  
UNLV Campus | 191MU1101  
\*Class does not meet: Mar 22

## UNLV WOMEN'S CHORUS

Argenta is a choir that performs a variety of music for women's and treble voices. Repertoire includes "classical" choral music of all styles, folk music, spirituals, and musical theatre highlights. Membership is open to UNLV students, faculty, staff, and community members. Attendance at all rehearsals and performances is mandatory. A complete performance schedule will be available at the beginning of the semester; there are usually two or three performances during the semester. Students will be required to purchase a uniform for performances. This is a university-level ensemble and is also offered as a credit course in the university catalog (MUSE 105, 405, 505). Instructor approval is required and an audition will take place during the first class meeting. Interested community members are encouraged to contact [joseph.svendsen@unlv.edu](mailto:joseph.svendsen@unlv.edu) or 702-895-5468 for further information.

Joseph Svendsen

F | Jan 25-May 3 (meets 14x) | 1-2:20pm | \$39  
UNLV Campus | 191MU1103  
\*Class does not meet: Mar 20

# Nonprofit Management

## GRANT ACADEMY CERTIFICATE PROGRAM

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

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

### PROGRAM REQUIREMENTS:

To earn the UNLV Grant Academy Certificate you must register for the certificate application course 183GR9999 and successfully complete five core courses.

### CORE COURSES:

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

## GRANT ACADEMY INFORMATION SESSION

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

Beth Rubins, MSW, Kenneth B Lange, Cynthia Radley, Kipp Ortenburger

T | Jan 8 | 6-7pm | No charge  
PAR Room 512 | 191GR1150

## GRANT ACADEMY BUNDLE

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

Staff

TTh | Jan 22-Apr 25 (meets 28x) | 4-6pm | \$899

PAR | 191GRBUND | 4.2 CEUs

## BUILDING A GRANT READY ORGANIZATION

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

Kenneth B Lange

TTh | Feb 12-21 (meets 4x) | 4-6pm | \$199

PAR Room 107 | 191GR1142 | 0.8 CEU

## GRANTS MANAGEMENT

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

Cynthia Radley

TTh | Apr 23-May 2 (meets 4x) | 4-6pm | \$199

PAR Room 512 | 191GR1136 | 0.8 CEU



## IDENTIFYING FUNDING SOURCES

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

Kipp Ortenburger

TTh | Jan 22-31 (meets 4x) | 4-6pm | \$199

PAR Room 302 | 191GR1140 | 0.8 CEU

## PROPOSAL WRITING I

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

Beth Rubins, MSW

TTh | Mar 5-14 (meets 4x) | 4-6pm | \$199

PAR Room 403 | 191GR1144 | 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 | Mar 26-Apr 4 (meets 4x) | 4-6pm | \$199

PAR Room 512 | 191GR1134 | 0.8 CEU



## NONPROFIT MANAGEMENT CERTIFICATE PROGRAM

*Offered in Partnership with*



United Way of Southern Nevada

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 register in the certificate application course 183NP9999 and 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](http://ced.unlv.edu/nonprofit) for a complete list of elective options and more details about this program.

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

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

Kevin Dincher

F | Jan 25 | 11am-12:30pm | \$19

United Way of S. Nevada Boardroom | 191NP3143A

F | Apr 5 | 11am-12:30pm | \$19

United Way of S. Nevada Executive Conference Room  
191NP3143B

Staff

F | May 31 | 11am-12:30pm | \$19

United Way of S. Nevada Executive Conference Room  
191NP3143C

F | Aug 30 | 11am-12:30pm | \$19

United Way of S. Nevada Executive Conference Room  
192NP3143

## 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.

Kevin Dincher

F | Jan 25 | 9-10:30am | \$19

United Way of S. Nevada Boardroom | 191NP3151A

F | Apr 5 | 9-10:30am | \$19

United Way of S. Nevada Executive Conference Room  
191NP3151B

Staff

F | May 31 | 9-10:30am | \$19

United Way of S. Nevada Executive Conference Room  
191NP3151C

F | Aug 30 | 9-10:30am | \$19

United Way of S. Nevada Executive Conference Room  
192NP3151

## NONPROFIT MANAGEMENT BUNDLE

Register in all four core classes for the Non-profit Management Certificate and receive the discounted price of \$995.

Staff

ThMTW | Feb 7-11 (meets 2x) | 8am-6pm | \$995

United Way of S. Nevada Executive Conference Room  
191NPBUND | 6.4 CEUs

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

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

Tiffany Tyler, Ph.D.

W | May 8 | 9am-1pm | \$79

United Way of S. Nevada Boardroom | 191NP3162 | 0.4 CEU

## BUSINESS & INFRASTRUCTURE OF 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

M | Jun 10-Jul 1 (meets 4x) | 4-6pm | \$159

United Way of S. Nevada Boardroom | 192NP3163 | 0.8 CEU

## CAPITAL CAMPAIGNS: EVERYTHING YOU NEED TO KNOW

Assess your organization's internal and external readiness to conduct a capital fundraising campaign. We will discuss the infrastructure needed to run a successful campaign-board involvement, staffing, technology, and the case for support. Participants will evaluate their readiness to conduct a campaign and critique campaign case statements. We will also discuss planning/feasibility studies-do you need one, what you should expect from the study, and what to do if the study says you are not ready for a campaign.

Linda Lysakowski, ACFRE

W | Feb 27 | 9am-1pm | \$79

United Way of S. Nevada Boardroom | 191NP3146 | 0.4 CEU

## COMMUNICATING WITH PURPOSE

Communicate strategically with your organization's internal and external audiences by developing an effective communications plan. Know your targets, think through what points you are trying to get across, and have a plan to disseminate your message through various outlets. Participants will leave with a basic outline of a communications plan for their organization.

Jennifer Ramieh

W | Aug 7 | 9am-1pm | \$79

United Way of S. Nevada Boardroom | 192NP3160 | 0.4 CEU

## CREATING A DEVELOPMENT PLAN

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

Linda Lysakowski, ACFRE

W | Mar 6 | 9am-1pm | \$79

United Way of S. Nevada Boardroom | 191NP3148 | 0.4 CEU

## EFFECTIVE VOLUNTEER MANAGEMENT

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

Brittany Holtzclaw, MSW

F | Apr 5 | 8am-5pm | \$159

United Way of S. Nevada Boardroom | 191NP3152 | 0.8 CEU

## FROM PLANNING TO PERFORMANCE MANAGEMENT: PREPARING FOR ORGANIZATIONAL SUCCESS

Develop a framework for aligning planning processes and performance management to ensure organizational success. Nonprofit leaders must devise, implement, and monitor organizational plans in order to move their mission forward. Work toward aligning the full range of these organizational plans, including strategic plans, departmental plans, employee work plans, and employee performance evaluations, so all levels of your organization are working in tandem.

Tiffany Tyler, Ph.D.

W | Feb 20 | 9am-1pm | \$79

United Way of S. Nevada Boardroom | 191NP3161 | 0.4 CEU

## GOVERNANCE, LEGAL COMPLIANCE & PUBLIC DISCLOSURE

Protect your organization by understanding legal, financial, and management issues unique to the nonprofit sector. Some of the topic areas include nonprofit law, legal rights and obligations of directors, trustees, and officers, tax implications of charitable giving, nonprofit human resource management, supervision of paid and unpaid staff, and organizational diversity.

André Wade

Th | Apr 18-May 9 (meets 4x) | 9am-1pm | \$279

United Way of S. Nevada Boardroom | 191NP3132 | 1.6 CEUs

## INTRODUCTION TO GIFT PLANNING

Return to your organization equipped with the information needed to integrate gift planning strategies within the overall development structure. Explore how to create a pipeline of donor prospects, identify the stages of planned gift cultivation, and talk about typical timelines for securing after-life gifts. Time will be dedicated to marketing and communications for gift planning. A gift planning timeline will be established, allowing course enrollees to return to their organizations with the necessary tools to set up an internal infrastructure to establish their gift planning program.

Jeff Grandy

W | May 22 | 9am-1pm | \$79

United Way of S. Nevada Boardroom | 191NP3168 | 0.4 CEU

## MAJOR GIFT FUNDRAISING

Learn to cultivate major gift donors, involve board members in “making the ask,” and better understand what motivates donors to make big gifts. You will find out about gift solicitation models, giving vehicles, and the importance of donor recognition.

Linda Lysakowski, ACFRE

TW | Apr 9-10 (meets 2x) | 9am-1pm | \$159

United Way of S. Nevada Boardroom | 191NP1305 | 0.8 CEU

## NONPROFIT MARKETING ESSENTIALS

Don't get lost in the crowd. Marketing has been identified as one of the top challenges for nonprofits and its importance is often overlooked. In this day and age the number of causes to support is immense so how does an organization stand out? Learn the essential steps of marketing, such as creating a brand, how to tell your story effectively, and what are the best marketing strategies for your cause. Learn to rise above the crowd and let your organization's voice be heard.

Jennifer Ramieh

W | Mar 27 | 9am-1pm | \$79

United Way of S. Nevada Boardroom | 191NP3157 | 0.4 CEU

## 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.

Tiffany Tyler, Ph.D.

Th | Jun 6-27 (meets 4x) | 9am-1pm | \$279

United Way of S. Nevada Boardroom | 192NP3164 | 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

Th | Feb 7-28 (meets 4x) | 9am-1pm | \$279

United Way of S. Nevada Boardroom | 191NP3130 | 1.6 CEUs

## STRONG FINANCIAL OVERSIGHT

Manage your nonprofit's finances and operations to ensure more of your budget directly advances your mission. Topic areas include non-profit economics and finance, financial management and accountability, information technology, and management. This is a blended-learning experience with classroom instruction, field experience, guest speakers, and individual assignments including readings, research, and online work.

Cynthia Radley

Th | Mar 14-Apr 11 (meets 4x) | 9am-1pm | \$279

United Way of S. Nevada Boardroom | 191NP3131 | 1.6 CEUs

\*Class does not meet: Apr 4

## 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 | May 13-22 (meets 4x) | 4-6pm | \$159

United Way of S. Nevada Boardroom | 191NP3165 | 0.8 CEU



## Parenting & Families

### PARENTING

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

#### COOPERATIVE PARENTING-SHIELDING YOUR CHILDREN FROM CONFLICT

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

Joyce Gallina, MSW  
T | Jan 29-Mar 19 (meets 8x) | 5:30-7:30pm | \$299  
PAR Room 512 | 191PL6105A

Bree Mullin, Psy.D.  
Th | Feb 21-Apr 11 (meets 8x) | 5:30-7:30pm | \$299  
PAR Room 401 | 191PL6105B

Kathleen Bergquist, J.D., Ph.D., MSW  
T | Apr 23-Jun 11 (meets 8x) | 5:30-7:30pm | \$299  
PAR Room 401 | 191PL6105C

Joyce Gallina, MSW  
Th | May 9-Jun 27 (meets 8x) | 5:30-7:30pm | \$299  
PAR Room 401 | 191PL6105D

## Real Estate

### COMMUNITY ASSOCIATION MANAGEMENT PRECERTIFICATION PROGRAM

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

#### PROGRAM REQUIREMENTS:

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

#### COMMUNITY MANAGER PREPARATION COURSE

Learn basic business management and the requirements for community management found in NRS 116, 116A and NAC 116 and 116A. This 60-hour course meets Nevada's pre-certification requirements for Community Association Managers. Upon completion of this course, you will be eligible to take the exam to become certified by the Nevada Real Estate Division. Course includes the state exam review. This course has been approved by the Commission on Common Interest Communities and Condominium Hotels, course number PL.06300-CAM.

Ken Richardson, Barbara Westhoff, Robert Forney, Marlina Short, Carli A Gilchrist, Nicholas Haley  
TWTh | Feb 5-Mar 27 (meets 23x) | 5:30-8:30pm | \$599  
PAR Room 511 | 191RP1100 | 6 CEUs

#### COMMUNITY MANAGER PREPARATION STATE EXAM REVIEW

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

Ken Richardson  
W | Mar 27 | 5:30-8:30pm | \$29  
PAR Room 511 | 191RP1104

# Small Business & Entrepreneurship

## ENTREPRENEURSHIP CLASSES

### BUSINESS ACCOUNTING

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

Brenda Bryant

MW | Mar 4-Apr 3 (meets 10x) | 6:30-8:30pm | \$269  
PAR Room 403 | 191EN1192 | 2 CEUs

### BUSINESS FINANCE

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

Lydia High

WM | Jan 23-Feb 27 (meets 10x) | 6:30-8:30pm | \$269  
PAR Room 403 | 191EN1191 | 2 CEUs

\*Class does not meet: Feb 18



# Social Work

## SOCIAL WORK CEU COURSES

The Social Work Continuing Education Unit Courses are offered as a partnership between UNLV School of Social Work and UNLV Continuing Education. Courses are designed for social work practitioners in Nevada and beyond. Courses are approved through the Nevada Board of Examiners for Social Workers, Nevada Board of Psychological Examiners and Nevada Board of Examiners for Marriage & Family Therapists.

### COURSE TOPICS INCLUDE:

- Preventing Interpersonal Violence
- Trauma World: Three Decades of Intervention
- Integrated Behavioral Health
- Violence & Threat Assessment
- Developing Cultural Competency in Working with LGBTQ Youth
- Borderline Personality Disorder
- Ethics & Technology
- Ethical Issues Working with High Conflict Family Law Cases
- Treating Addictions
- Advanced Skills for Child Clinicians

Visit [ced.unlv.edu/social-work](http://ced.unlv.edu/social-work) for more information on course offerings.

### ADVANCED SKILL FOR CHILD CLINICIANS

Therapeutic intervention with children and teens is most effective when clinicians possess certain personal traits and have knowledge of specialized skills. This three-hour training will focus on enhancing these attributes to optimize clinical practice. Included in the discussion will be topics such as countertransference, working effectively with parents, and ensuring multicultural competence. Finally, there will be discussion about managing compassion fatigue when working with this population.

Anne-Marie Abruscato

Th | Apr 11 | 6-9pm | \$49  
PAR Room 301 | 191SW3214 | 0.3 CEU



### **New! ETHICS & TECHNOLOGY**

As a profession, social workers are guided by a core set of beliefs and values that have been shaped by both history and culture. This course is set to provide an overview of the history of the NASW code of ethics, a review of the code of ethics with examples of situations faced in practice, and a look at these situations utilizing the 2017 revised code of ethics, which incorporates the growing technology interface with social work practice.

Patricia Cook-Craig  
Th | Feb 21 | 6-9pm | \$49  
PAR Room 301 | 191SW3212 | 0.3 CEU

### **New! PREVENTING INTERPERSONAL VIOLENCE**

This course will teach students successful strategies and programs for preventing interpersonal violence. Students will learn what types of programming exist to prevent violence and theoretical frameworks that aid in the design of prevention programming. Research on which programs have an evidence-base supporting their ability to prevent violence will be reviewed.

Patricia Cook-Craig  
Th | Jan 10 | 6-9pm | \$49  
PAR Room 300 | 191SW3211 | 0.3 CEU

### **New! TRAUMA WORLD: THREE DECADES OF INTERVENTION**

This CEU course on trauma will span the speaker's 25-year career of trauma treatment, training, and research. Four major topics will be covered based on this scholar/clinician's practice and research including gender differences in trauma treatment, factors impacting the completion of trauma-focused treatments, trauma exposure and child abuse potential, and culminating with a new area of inquiry that entails the relationship of emotional abuse to post-traumatic stress disorder.

Carlton Craig  
Th | Mar 14 | 6-9pm | \$49  
PAR Room 512 | 191SW3213 | 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 through the following boards: Nevada Board of Examiners for Social Workers, Nevada Board of Psychological Examiners, and Nevada Board of Examiners for Marriage and Family Therapists.

An-Pyng Sun  
Th | May 9 | 6-9pm | \$49  
PAR Room 302 | 191SW3209 | 0.3 CEU

Registration fee discount information for UNLV staff and alumni can be found at [ced.unlv.edu/registration-policies](http://ced.unlv.edu/registration-policies).

# Test Preparation & Learning Enrichment

## INSTITUTE OF READING DEVELOPMENT

### READING ENRICHMENT PROGRAMS

Poor readers can become good readers, and good readers can become great readers! UNLV is again partnering with the Institute of Reading Development to offer reading skills programs. All programs are designed and taught by instructors from the Institute of Reading Development. Programs are offered on UNLV's campus for pre-K through adults. For more information or to register, please call the Institute of Reading Development at 800-979-8980. Summer 2019 reading program listings by age, location, and date can be found at [unlv.readingprograms.org](http://unlv.readingprograms.org).

## TEST PREPARATION

Standardized test scores are a major component of your graduate school application process. If you plan to attend graduate school, law school, or business school, we can help you realize your goals. With in-person and online test preparation classes for the GRE®, GMAT®, and LSAT®, UNLV is Las Vegas' leading test prep solution.

### ALL TEST PREP CLASSES INCLUDE:

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

*Not sure where to start? Join us at a free test strategy workshop to begin your exploration.*

#### GRE Strategy Workshop

T | Mar 12 | 6-7:30pm | No Charge | PAR | 191TL1112A

T | Apr 30 | 6-7:30pm | No Charge | PAR | 191TL1112B

#### LSAT Strategy Workshop

Th | May 2 | 6-7:30pm | No Charge | PAR | 191TL1113

## GMAT ONLINE TEST PREPARATION

Enjoy the GMAT Prep Class from the comfort and convenience of your home or office! Join the successful MBA students who have benefited 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.

### Staff

ThT | Jan 24-Feb 19 (meets 8x) | 4-7pm | \$799  
Online Delivery | 191TL1101A

ThT | Feb 21-Mar 19 (meets 8x) | 6-9pm | \$799  
Online Delivery | 191TL1101B

ThT | Mar 21-Apr 16 (meets 8x) | 4-7pm | \$799  
Online Delivery | 191TL1101C

## GRE ONLINE TEST PREPARATION

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

### Staff

WM | Jan 30-Feb 27 (meets 8x) | 6-9pm | \$749  
Online Delivery | 191TL1100A  
\*Class does not meet: Feb 18

TTh | Feb 5-28 (meets 8x) | 4-7pm | \$749  
Online Delivery | 191TL1100B

WM | Mar 20-Apr 15 (meets 8x) | 4-7pm | \$749  
Online Delivery | 191TL1100C

WM | Apr 17-May 13 (meets 8x) | 4-7pm | \$749  
Online Delivery | 191TL1100D

TTh | May 7-30 (meets 8x) | 6-9pm | \$749  
Online Delivery | 191TL1100E

## GRE CLASSROOM TEST PREPARATION

UNLV's comprehensive GRE prep class covers each of the three main sections of the GRE® General Test - Analytical Writing, Verbal Reasoning, and Quantitative Reasoning. This 24-hour classroom program will prepare you for the question types you are likely to encounter on the GRE. Learn how to approach Quantitative Comparison items! Develop strategies for answering Text Completion and Sentence Equivalence items, even when you do not know all the vocabulary! Strengthen the analytical and critical reasoning skills that you will need for all sections of the test! This course is perfect for returning students, recent graduates, and current undergraduate students looking for assistance with the quantitative and verbal skills needed to succeed on the GRE. This program includes a course workbook, the official textbook from ETS containing previously released test questions, and online support resources including access to an instructor-monitored question forum, online office hours, and recordings of class modules.

Staff

TTh | Apr 2-25 (meets 8x) | 6-9pm | \$749  
PAR Room 107 | 191TL1103

## LSAT ONLINE TEST PREPARATION

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. 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. This course is ideal for law school applicants seeking the interactivity of an in-person classroom experience and the flexibility of an online class. Course materials are shipped directly to you.

Staff

ThSuT | Jan 3-24 (meets 10x) | 4-7pm | \$799  
Online Delivery | 191TL1102A

MTWTh | Jan 7-23 (meets 10x) | 6-9pm | \$799  
Online Delivery | 191TL1102B  
\*Class does not meet: 1/21

WM | Feb 20-Mar 25 (meets 10x) | 6-9pm | \$799  
Online Delivery | 191TL1102C

ThT | Feb 21-Mar 26 (meets 10x) | 4-7pm | \$799  
Online Delivery | 191TL1102D

WM | Apr 24-May 29 (meets 10x) | 6-9pm | \$799  
Online Delivery | 191TL1102E  
\*Class does not meet: May 27

TThSu | May 7-30 (meets 10x) | 4-7pm | \$799  
Online Delivery | 191TL1102F  
\*Class does not meet: May 26



## LSAT CLASSROOM TEST PREPARATION

UNLV's intensive LSAT prep program includes 30 hours of classroom instruction from experienced test-preparation professionals. The easy-to-follow program uses proven techniques to take the mystery out of the LSAT. Learn systematic strategies for mastering Logical Reasoning and Reading Comprehension items! Strengthen the critical reasoning skills that are crucial to solving Analytical Reasoning logic games and learn strategies for quickly solving each type of game! 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. This course is ideal for current undergraduates, recent graduates, and anyone intending to apply to law school in the next five years.

Staff

TTh | Jun 14-Jul 11 (meets 10x) | 6-9pm | \$749  
PAR Room 107 | 192TL1105  
\*Class does not meet: Jul 2 & 4

# Osher Lifelong Learning Institute at UNLV (OLLI at UNLV)



## *Don't retire from something, retire to OLLI at UNLV.*

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

Join engaging non-credit classes with no tests and no grades. Enrollment for spring term is only \$90, and provides you with approximately 90 classes spanning a variety of topics including the fine arts, history and current events, mathematics, science and health, and literature and language, as well as trips and special events. A \$100 Spring-Summer membership package is available as well, with the opportunity to take unlimited OLLI classes and events over both terms (spring and summer), and enjoy the privileges of being a UNLV student for a full academic year.

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



*Classes are held at the Paradise campus and satellite locations including: Las Ventanas, Merrill Gardens, Revel Nevada, and more!*

*Join or renew by phone at 702-895-3394 or online at [olli.unlv.edu](http://olli.unlv.edu).*

**UNLV's Lee Business School and Continuing Education proudly partner to offer a new**

## **EXECUTIVE CERTIFICATE IN BUSINESS ADMINISTRATION**

In today's knowledge-based economy, your career trajectory and salary potential increasingly depend on how well you adapt to an ever-changing business environment.

Lee Business School faculty and respected Las Vegas business leaders will share the most important concepts, tools, and techniques taught in today's leading business schools.

A hybrid online/on campus format maximizes flexibility for busy professionals.

For more information visit

**[ced.unlv.edu/business-administration](http://ced.unlv.edu/business-administration).**



**UNLV** | LEE  
BUSINESS SCHOOL

**UNLV** | CONTINUING  
EDUCATION  
DIVISION OF EDUCATIONAL OUTREACH

# UNLV

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SUMMER TERM



## **Session 1**

May 20 – June 7

## **Session 2**

June 10 – July 12

## **Session 3**

July 15 – Aug. 16

# Continuing Education: Information, Policies & Procedures

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## 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.

## Class Locations

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

## Parking

All students, staff, faculty, and visitors who wish to park on one of the UNLV campuses are required to obtain and display parking permits. Parking permits may be purchased at the Information Desk at the Paradise campus during regular business hours or via an app on your smartphone, paybyphone. Visit [unlv.edu/parking](http://unlv.edu/parking) for the most up-to-date information regarding permit requirements and enforcement as well as other purchasing options.

## Disability Services

The university provides equal opportunity and treatment in employment, admissions, and all programs in an effort to avoid discrimination based on race, color, national origin, sex, and disability. 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](http://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](http://unlv.edu/registrar/ferpa) for more information.

**For a complete list of registration policies visit  
[ced.unlv.edu/registration-policies](http://ced.unlv.edu/registration-policies)**

## 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 [continuingeducation.unlv.edu/registration-policies#fees](http://continuingeducation.unlv.edu/registration-policies#fees).

For classes with discounts, you must register over the phone or in person and 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](http://ced.unlv.edu/registration-policies).

## Course Cancellations & Changes

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

## Refunds & Dropping Or Withdrawing From Classes

Requests to drop classes and receive refunds must be submitted at least three business days before the first day of the class (unless 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 minus a \$10 administrative fee. At no time will the amount refunded exceed the amount of the original registration fee.

Requests to drop classes can be submitted online, via fax at 702-895-4195, or via email to [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu). Requests must include the following information: Student Name, Student Email Address and/or Telephone Number, Class Title and Start Date, and Reason for Dropping the Class. The complete refund policy is available at [continuingeducation.unlv.edu/registration-policies/#refunds](http://continuingeducation.unlv.edu/registration-policies/#refunds).

## Wait Lists

Once a class fills up, you may choose to join the wait list. If a seat in the class becomes available or if we have enough people on the wait list to open a new section, we will contact you. For additional information see [continuingeducation.unlv.edu/registration-policies#wait](http://continuingeducation.unlv.edu/registration-policies#wait).

### **Certificate Programs**

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

### **Certificate Program Application**

Students interested in pursuing a certificate program will also need to register/be enrolled in a certificate program application course. See page 2 for additional information.

### **Books & Supplies**

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

### **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](http://www.iacet.org/standards/continuing-education-unit-ceu/about-the-ceu)

### **Attendance Policy**

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

### **Student Code of Conduct**

UNLV Continuing Education reserves the right to dismiss any student whose conduct is detrimental to the university and its community. Participants in Continuing Education courses are required to abide by the UNLV Student Code of Conduct, which is available online at [unlv.edu/studentconduct](http://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](http://unlv.edu/provost/copyright).

### **UNLV Paradise Campus Information Desk Hours**

We are open Monday-Friday 8am-5pm. We are closed on weekends and university holidays. Please visit [edoutreach.unlv.edu](http://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](mailto:continuing.education@unlv.edu).



[ced.unlv.edu](http://ced.unlv.edu)



702-895-3394



@UNLVCE



@UNLV\_ce

# Location Legend

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Ham Fine Arts (HFA)

Paradise Campus (PAR)

Paul McDermott Physical Education (MPE)

Wright Hall, Executive MBA (WRI)

Shadow Lane Campus (SLC)

UNLV campus maps are  
available online at  
[www.unlv.edu/maps](http://www.unlv.edu/maps)

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**Clark County Neighborhood Justice Center** 330 S. 3rd St., Ste. 600, Las Vegas, NV 89101

**Domsky Glass** 2758 Highland Dr. Unit A. Las Vegas, NV 89109 (702-616-2830)

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

**Las Vegas Golf Center** 6730 S. Las Vegas Blvd. Las Vegas, NV 89119 (702-897-9500)

**Parry Foundation** 2920 Green Vally Parkway, Bldg 8, Ste. 821 Henderson, NV 89014

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

**Total Wine and More - Town Square** 6885 S. Las Vegas Blvd. Las Vegas, NV 89119 (702-614-4001)

**United Way of Southern Nevada** 5830 W. Flamingo Rd. Las Vegas, NV 89103 (702-892-2300)

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



**Be a Rebel.  
Join today.**

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



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Course Code	Course Name	Course Fee

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Payment by credit card only.



## BY PHONE – 702-895-3394

Register by phone 8am–5pm

Monday–Friday.



## BY 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.



## BY FAX – 702-895-4195

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



## IN PERSON – Bring your registration

form to the UNLV Division of Educational Outreach, Paradise

Campus, 851 E. Tropicana,

Las Vegas, NV 89119 (Southeast corner, Tropicana and Swenson),

8am-5pm Monday-Friday.

**All students:** By submitting this form you are indicating that you have read and agree to abide by all of the policies available online at [continuingeducation.unlv.edu/registration-policies](http://continuingeducation.unlv.edu/registration-policies). This includes but is not limited to the policies outlined on page 59-60 of this catalog as well as the following payment policies.

### Payments

Payment must be made in full at the time of registration and in advance of the first day of classes. The university reserves the right to withdraw any student who has not paid in full. No deferred payment plan is available. Tuition may not be reduced, prorated, or transferred to another semester for any reason.

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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.

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