

# OUTREACH



EXTENDING UNLV TO THE COMMUNITY

SUMMER 2023

COURSE CATALOG

## Advance Your Career

In-Person LSAT Prep Course  
Sales Development and Operations  
Lean Six Sigma:  
Green Belt Certificate

## Learn Something New

French, Italian, Spanish  
Impressionism, Expressionism &  
Abstracts  
Taste Like a Sommelier:  
Blind Tasting Seminar



UNLV | CONTINUING  
EDUCATION

## Instructor Spotlight

# Melissa Moats

## Voiceover classes

### **Believe in yourself.**

**University of Nevada, Las Vegas Continuing Education instructor Melissa Moats lives her life by this motto.**

As a young girl growing up in the Midwest, Melissa dreamed of the day when she could spread her creative wings and express her artistic talents for the world to see. Unfortunately there was no template to follow that would satisfy her untapped talents. So Melissa set off on a journey that allowed her to explore opportunities far and wide, eventually establishing her voice acting studio in Las Vegas. But she did not stop there! Melissa continues to expand her artistic reach with new endeavors like her recently published collection of children's books and the launch of her new children's show.

Melissa came to be an instructor at UNLV in true storybook fashion. She started as a student. She began by taking voiceover classes at UNLV in 2000. With that experience and her hard work, she racked up impressive acting credits for television, documentaries, video games, commercials and more. These include high profile projects like promos for The Ellen Show, the North American guide voice for Wii Yoga, and the narrator for Justin Timberlake's documentary. Despite her

success as an actress, Melissa wanted more. She wanted to give back. She wanted to mentor the next generation of talent much like she was mentored years ago. With her husband, Melissa established The Voice Actors Studio in 2015. Soon after, as chance would have it, UNLV came calling as there was a vacancy in the voice acting department in continuing education. Melissa jumped at the opportunity to bring her career full circle.

**Melissa's main goal as an instructor is to encourage creativity at every level.** Obviously she focuses on teaching voice acting skills, but her classes go beyond that. She also gives her students insight into that business world, which can open a new world of possibility that most people don't consider when contemplating careers. Her classes also help teach confidence by literally finding one's voice.

Melissa's passion shines through with everything she does. And she's one of the few individuals that is able to share a piece of that passion for you to use on your own journey.



**Learn more about voiceover classes on page 40 or at [ced.unlv.edu/performing-arts](http://ced.unlv.edu/performing-arts).**

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Scan here to enroll today!

# UNLV

## CONTINUING EDUCATION

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



### 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.



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



702-895-3394



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## Professional Development Certificate Programs

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

### Business

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#### Certificate Candidates:

Once you complete the requirements for your certificate, please fill out a Certificate Issuance Request form, available online at [ced.unlv.edu/certificate-form](http://ced.unlv.edu/certificate-form)

Need assistance? Call 702-895-3394 or email [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu).



## Attend a Free 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.

### DJ Like a Pro Certificate Program Information Session

Sa | Jun 17 | 11am-noon | PAR Room 125 | 232DJ1003

### Grant Academy Information Session

T | Aug 24 | 6-7pm | Online-Zoom | 232GR1150

### Human Resource Management Certificate Program Information Session

W | Aug 16 | 5:30-6:30pm | Online-Zoom | 232CP6155

### Mediation Training Certificate Information Session

Th | May 11 | noon-1pm | Online-Zoom | 231CM1100B

F | Sep 8 | noon-1pm | Online-Zoom | 233CM1100

### Nonprofit Fundraising Information Session

M | Aug 28 | 6-7pm | Online-Zoom | 232NP3172

### Paralegal Certificate Information Session

W | May 24 | 5:30-6:30pm | Online-Zoom | 231PL6128C

## GRANTS, LOANS & FINANCIAL ASSISTANCE



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

### Options Include:

Workforce Connections

MyCAA

Sallie Mae Smart Option Loan

Employer Assistance

Private Education Loans

College Ave Student Loan

### Questions?

Call 702-895-3394 or email [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu)

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

## Business

### Business Administration Certificate Program

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

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

The curriculum is divided into six learning sessions and covers

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

The Business Administration Certificate is structured as six, 6-hour, in-class sessions delivered over six consecutive weeks. Each week will require approximately one hour of online preparatory work including readings, videos, and brief assignments that will be utilized or discussed in live sessions. Sessions will be led by industry experts with significant experience and MBAs, or top Lee Business School faculty.

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

In partnership with:

**UNLV** | LEE BUSINESS SCHOOL

### Business Analytics Science Certificate Program

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

A LinkedIn Report conducted in late 2019 ranked Business Analysis amongst the Most In-Demand Hard Skills of 2020 along with analytical reasoning. Delivered fully online, our Business Analytics Science Certificate Course is taught by industry experts and covers the key knowledge areas required to be effective at leveraging data to answer business questions and guide company strategy. In this 10-week course you will learn key analytics concepts and methodologies, get hands-on practice (with feedback from experts) and earn in-demand credentials.

#### Business Analytics Science

Delivered fully online & self-paced with optional weekly interactive group sessions, the Business Analytics Science Certificate Course is taught by industry experts and covers the key knowledge areas required to be effective at leveraging data to answer business questions and guide company strategy. In this 10-week course, you will learn key analytics concepts and methodologies, get hands-on practice (with feedback from experts) and earn in-demand credentials. Register at <https://continuingeducation.unlv.edu/business-analytics>

M | May 1-Jul 7 (meets 2x) | 4-6pm

Th | Jun 5-Aug 18 (meets 2x) | 4-6pm

\*Class does not meet: Jun 19

MF | Jul 10-Sep 15 (meets 2x) | 4-6pm

MF | Aug 7-Oct 13 (meets 2x) | 4-6pm

This course is offered in collaboration with GreenFig

**GREENfig**



## Communications Classes

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

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

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

Continuing Ed Staff  
F | Jun 23 | 9am-4pm | \$289  
PAR Room 101 | 232CP6177 | 0.6 CEU



### On-Camera Confidence

Experience what it is like to perform on camera with professional cameras and lighting equipment guided by Maria Ngo and Ray DuGray, a media production duo with years of experience hosting, producing, and training in on-camera techniques and media relations. In this highly interactive, hands-on training, you will practice real-world techniques that will help you grow your confidence and effectiveness with on-camera events, meetings, presentations, media interviews, video content creation, social media, fundraising, and sales presentations. Learn to eliminate nervous energy and present in a relaxed, confident, and professional manner feeling certain that your appearance, body language, vocal communication, and use of technology are on point.

Maria Ngo, Ray DuGray  
F | Jul 14 | 9am-noon | \$199  
PAR Room 125 | 232CX1100 | 0.3 CEU

### The Art of Persuasion & Influence

Exert influence over others even if you are not in a position of power or authority. To do so you must be able to change an individual's thoughts, feelings, attitudes, or behaviors. The key is to identify information and resources you have that others want, then leverage these resources to trade for what you want. Once you learn to apply practical skills and basic techniques for establishing and gaining credibility, you can persuade and influence others with great success.

Continuing Ed Staff  
F | May 19 | 9am-4pm | \$289  
PAR Room 302 | 231CP1108 | 0.6 CEU

### Turning Managers into Leaders

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

Continuing Ed Staff  
F | Jun 9 | 9am-4pm | \$289  
PAR Room 101 | 232CP6119 | 0.6 CEU

## Community Manager Pre-Certification Education

[ced.unlv.edu/community-manager](http://ced.unlv.edu/community-manager)

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

**PROGRAM REQUIREMENTS:** To earn the Community Manager Pre-Certification Education Certificate you must successfully complete the Community Manager Preparation course.

### Community Manager Preparation Course

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

Robert Forney, Carli A Gilchrist, Tonya Bates, Betsi Williams, Donna Zanetti, Cheri Hauer, Justin Fertick, Lauren Starner, Jun Heydarian  
TWTh | May 9-Jun 28 (meets 23x) | 5:30-8:30pm | \$649  
Online-UNLVGO and Zoom | 232RP1100 | 6 CEUs

## Digital Marketing Science Certificate Program

[ced.unlv.edu/digital-marketing](https://ced.unlv.edu/digital-marketing)

Fast-track your career in this comprehensive Digital Marketing Science certificate course, which provides practical training and technical certifications that you can apply on the job. From audience targeting to lead generation and everything in between—this accelerated course begins with an overview of search engine optimization, auditing a real business, using personas and messaging strategy. You'll learn more about the industry with practical assignments on paid search, paid social, analytics, and multichannel campaigns. Taught by industry experts, this course is supplemented with optional weekly live-online, interactive group sessions led by mentors with subject matter expertise. By the end of the course, you will be able to apply your skills and submit a plan in the form of a playbook to solve a business challenge for a real brand. This final project will be shared, and you will receive feedback from industry experts and peers.

### Digital Marketing Science

Delivered online & self-paced with optional weekly interactive group sessions, the Digital Marketing Science certificate course will transform you into a complete digital marketer with expertise in the most in-demand marketing domains. Fast track your career in digital marketing with practical training and technical certifications you can apply on the job. Delivered online, this 10-week comprehensive program is taught by industry experts and supplemented with live/online mentor led classes. You'll leave the course with proof of your digital marketing skills: a Strategic Digital Marketing Playbook, and industry-recognized certifications and qualifications, including Google Ads Search Certification, Google Analytics Individual Qualification, and HubSpot Email Marketing Certification. You'll also learn about other digital marketing certifications offered from Marketo, The Trade Desk, and Facebook. Register at <https://continuingeducation.unlv.edu/programs/digital-marketing-science-certificate-program>

May 1-Jul 7

Jun 5-Aug 18

\*Class does not meet: Jun 19

Jul 10-Sep 15

Aug 7-Oct 13

This course is offered in collaboration with GreenFig

**GREENfig**

## Human Resource Management Certificate Programs/aPHR Certification Preparation

[ced.unlv.edu/HRManagement](https://ced.unlv.edu/HRManagement)

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

### HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAM

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

- Essentials of Human Resource Management

### ADVANCED HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAM

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

- Essentials of Human Resource Management

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

### Human Resource Management Certificate Program Information Session

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

Continuing Ed Staff

W | Aug 16 | 5:30-6:30pm | No charge

Online-Zoom | 232CP6155



Human resource management elective offerings vary by semester. Visit [ced.unlv.edu/HRManagement](https://ced.unlv.edu/HRManagement) for a complete list of current electives.



## Employee Learning & Development

In today's war for talent, best-in-class organizations achieve improved employee retention by investing in employee learning and development programs (Deloitte, 2020). As the American workforce no longer works the same "job for life," managers and human resource professionals must be skilled at managing employee talents and reassuring employees of their value through skill development, leadership development, and succession planning programs. Learn strategies to foster a culture that supports organizational learning, instructional design principles, training effectiveness, employee career development, and change management. You will apply your new knowledge by creating a learning and development plan for your organization.

Christina Nishiyama, MBA, SPHR  
F | Jul 21 | 9am-4pm | \$289  
PAR Room 302 | 232CP6147 | 0.6 CEU

## Managing Organizational Change

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

Charlie Carr, M.A. Ed.S.  
TTh | Jun 20-22 (meets 2x) | 6-9pm | \$289  
PAR Room 401 | 232CP6304 | 0.6 CEU



What our students are saying:

The instructor was wonderful. He adapted to the group's needs easily and really worked with us individually to ensure we obtained the information necessary to impact our businesses appropriately."

Managing Organizational Change,  
Summer 2022

## Organizational Climate & Cultural Assessment

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

Charlie Carr, M.A. Ed.S.  
TTh | May 2-4 (meets 2x) | 9am-noon | \$289  
PAR Room 302 | 231CP6156 | 0.6 CEU

## Strategic Human Resources

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

Christina Nishiyama, MBA, SPHR  
F | Jun 16 | 9am-4pm | \$289  
PAR Room 101 | 232CP6117 | 0.6 CEU

## Stress at Work: Impacts & Solutions for Individuals, Leaders & HR Professionals

Take back control over your personal reaction to the stressors in your life and learn new ways to intervene when the stress cycle is impeding the success of the people you lead. Stress at work can be a motivator in small doses; it can push us to do more and be better. However, when stress gets out of control, individuals and work teams can feel overwhelmed, unfocused, and downright unhappy. You will complete stress assessments at the individual level and organizational level; describe your own stress response style; identify the stress cycle and approaches and coping mechanisms to reduce stress at the individual and team levels; describe five types of employer support for employees; and describe leadership response issues and organizational stress reduction.

Charlie Carr, M.A. Ed.S.  
F | Jul 14 | 9am-noon | \$149  
PAR Room 302 | 232CP6148 | 0.3 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.

Charlie Carr, M.A. Ed.S.  
F | Jul 28 | 9am-4pm | \$289  
PAR Room 302 | 232CP6166 | 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 of how employee happiness translates into a more productive workforce.

Greg Wilken, JD, SPHR  
F | Jun 2 | 9am-4pm | \$289  
PAR Room 101 | 232CP6114 | 0.6 CEU



What our students are saying:

The course was extremely well taught. The information and processes are invaluable to improving the quality of life and labor.”

Lean Six Sigma: Green Belt,  
Spring 2022

## Lean Six Sigma Green Belt & Black Belt Certificate Programs

[ced.unlv.edu/lean-six-sigma](http://ced.unlv.edu/lean-six-sigma)

Solve problems, facilitate teams, and improve work processes using the proven strategies of Lean Six Sigma. Lean Six Sigma training combines the best practices of two of the leading organizational management approaches to eliminating wasted overhead, expenses, inventory, time, and talent. With a Lean Six Sigma credential on your resume, current and potential employers will view you as a resource in efficient business operations and continual process improvement. Lean Six Sigma Green Belts are trained in the principles of Lean Six Sigma and are equipped with tools for initiating process improvement in the workplace. Lean Six Sigma Black Belts are prepared to lead complex projects, guide organizational culture change, and improve efficiency in all aspects of business.

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

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

### Lean Six Sigma: Green Belt

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

Erik Christensen  
MTWThF | May 15-19 (meets 5x) | 9am-4pm | \$1,800  
PAR Room 125 | 231LN1100B | 3 CEUs

MTWThF | Aug 14-18 (meets 5x) | 9am-4pm | \$1,800  
PAR Room 125 | 232LN1100 | 3 CEUs

## Sales Development Science Certificate Program

[ced.unlv.edu/sales-development](http://ced.unlv.edu/sales-development)

Learn sales fundamentals, strategies, methodologies, and best practices used by high-growth companies while earning Salesforce credentials and real-world experience. Delivered online, our 10-week course combines on-demand learning with optional (but recommended) weekly live/online roundtables facilitated by Sales practitioners. You'll master critical concepts through hands-on practice in your individualized Salesforce Developer environment. You'll also develop a Strategic Sales Development Playbook with activities to advance a real-world company's sales team efforts for increased sales performance and revenue.

### Sales Development Science

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

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

May 1-Jul 7  
Jun 5-Aug 11  
Jul 10-Sep 15  
Aug 7-Oct 13

This course is offered in collaboration with GreenFig

**GREENfig**

## Sales Operations Science Certificate Program

[ced.unlv.edu/sales-operations](http://ced.unlv.edu/sales-operations)

Learn Sales Ops fundamentals, strategies and best practices used by high-growth companies to increase sales team performance and revenue. Delivered online, our highly rated 10-week course combines on-demand learning with optional (but highly recommended) weekly live/online peer roundtables facilitated by Sales Ops practitioners. You'll master critical concepts through hands-on practice in your individualized Salesforce Developer environment. You'll also develop a Strategic Sales Operations Playbook to solve business challenges and optimize sales performance for a real-world company.

### Sales Operations Science

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

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

May 1-Jul 14  
\*Class does not meet: Jul 4  
Jun 5-Aug 18  
\*Class does not meet: Jul 4  
Jul 10-Sep 15  
Aug 7-Oct 13

This course is offered in collaboration with GreenFig

**GREENfig**

## Social and Environmental Consciousness Classes

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

Be a part of environmental and social change by learning to manage corporate initiatives, or by becoming a more conscious consumer. Classes include general business topics such as environmental, social, and corporate governance (ESG), corporate social responsibility (CSR), as well as topics specific to certain industries and trades such as sustainable fashion, the natural wine movement, and more.

### Drinking Sustainably: Natural Wine in the Cultural Zeitgeist

What makes a wine “natural” and how do we evaluate them? With a recent resurgence in popularity and availability, the debate is on. In this seminar, we’ll discuss wine as an agricultural product and how sustainable farming and small-production winemaking impact the environment, plus natural wine’s place on the global stage as a formidable opponent to big-box, conventional winemaking

*Prerequisite: Must be 21 or older.*

Eric Prato

T | Jun 20 | 6-8:30pm | \$99

Garagiste Wine Room and Merchant | 232WS6106



## Leadership/Management

### Advanced Project Management Certificate Program

[ced.unlv.edu/project-management](http://ced.unlv.edu/project-management)

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

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

#### CORE COURSES:

- Project Management Training Camp
- Guiding Organizational Change
- PMP® Exam Preparation
- Project Management Fundamentals Online Lessons & Labs

## Management Certificate Program

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

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

A starting point of all new supervisors/managers, as well as seasoned managers looking to refresh his/her skills, this certificate program will:

- Provide a comprehensive understanding of the tools a supervisor/manager must have to lead a team to its full potential
- Develop your skills to navigate performance issues and develop effective performance management strategies
- Equip you to navigate the ever-evolving dynamic of the modern workplace
- Allow you to acquire strategic and systematic management skillsets.

**PROGRAM REQUIREMENTS:** To earn the Management Certificate you must successfully complete a minimum of 3.2 CEUs. It is recommended that individuals complete at least one course in each of the five competency areas: Conflict Management, Communications, People/Team Management, Project Management, and Managing Diversity.

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

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

Charles Carr M.A. Ed.S.  
F | Jun 23 | 9am-4pm | \$289  
PAR Room 101 | 232CP6177 | 0.6 CEU

### Problem Solving & Decision Making

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

Charlie Carr, M.A. Ed.S.  
F | May 5 | 9am-4pm | \$289  
PAR Room 302 | 231CP6182 | 0.6 CEU

### Resilience & Wellbeing in the Workplace

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

Maggie Harris  
F | Aug 18 | 9am-4pm | \$289  
PAR Room 101 | 232CP6149 | 0.6 CEU

### Stress at Work: Impacts & Solutions for Individuals, Leaders & HR Professionals

Take back control over your personal reaction to the stressors in your life and learn new ways to intervene when the stress cycle is impeding the success of the people you lead. Stress at work can be a motivator in small doses; it can push us to do more and be better. However, when stress gets out of control, individuals and work teams can feel overwhelmed, unfocused, and downright unhappy. You will complete stress assessments at the individual level and organizational level; describe your own stress response style; identify the stress cycle and approaches and coping mechanisms to reduce stress at the individual and team levels; describe five types of employer support for employees; and describe leadership response issues and organizational stress reduction.

Charlie Carr, M.A. Ed.S.  
F | Jul 14 | 9am-noon | \$149  
PAR Room 302 | 232CP6148 | 0.3 CEU

## Organizational Leadership Certificate Program

[ced.unlv.edu/organizational-leadership](http://ced.unlv.edu/organizational-leadership)

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

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

- Fundamentals of Leadership

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

- Fundamentals of Leadership

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

### Emotional Intelligence

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

Nelandra Anselmo

F | Jul 7 | 9am-4pm | \$289

PAR Room 101 | 232CP6309 | 0.6 CEU

### Managing Organizational Change

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

Charlie Carr, M.A. Ed.S.

TTh | Jun 20-22 (meets 2x) | 6-9pm | \$289

PAR Room 401 | 232CP6304 | 0.6 CEU

### Organizational Climate & Cultural Assessment

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

Charlie Carr, M.A. Ed.S.

TTh | May 2-4 (meets 2x) | 9am-noon | \$289

PAR Room 302 | 231CP6156 | 0.6 CEU

### Problem Solving & Decision Making

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

Charlie Carr, M.A. Ed.S.

F | May 5 | 9am-4pm | \$289

PAR Room 302 | 231CP6182 | 0.6 CEU



View course descriptions for more Organizational Leadership electives through the online registration system at [ced.unlv.edu/organizational-leadership](http://ced.unlv.edu/organizational-leadership).

## Resilience & Wellbeing in the Workplace

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

Maggie Harris

F | Aug 18 | 9am-4pm | \$289

PAR Room 101 | 232CP6149 | 0.6 CEU

## Strategic Human Resources

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

Christina Nishiyama, MBA, SPHR

F | Jun 16 | 9am-4pm | \$289

PAR Room 101 | 232CP6117 | 0.6 CEU

## Stress at Work: Impacts & Solutions for Individuals, Leaders & HR Professionals

Take back control over your personal reaction to the stressors in your life and learn new ways to intervene when the stress cycle is impeding the success of the people you lead. Stress at work can be a motivator in small doses; it can push us to do more and be better. However, when stress gets out of control, individuals and work teams can feel overwhelmed, unfocused, and downright unhappy. You will complete stress assessments at the individual level and organizational level; describe your own stress response style; identify the stress cycle and approaches and coping mechanisms to reduce stress at the individual and team levels; describe five types of employer support for employees; and describe leadership response issues and organizational stress reduction.

Charlie Carr, M.A. Ed.S.

F | Jul 14 | 9am-noon | \$149

PAR Room 302 | 232CP6148 | 0.3 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.

Charlie Carr, M.A. Ed.S.

F | Jul 28 | 9am-4pm | \$289

PAR Room 302 | 232CP6166 | 0.6 CEU

## The Art of Persuasion & Influence

Exert influence over others even if you are not in a position of power or authority. To do so you must be able to change an individual's thoughts, feelings, attitudes, or behaviors. The key is to identify information and resources you have that others want, then leverage these resources to trade for what you want. Once you learn to apply practical skills and basic techniques for establishing and gaining credibility, you can persuade and influence others with great success.

Continuing Ed Staff

F | May 19 | 9am-4pm | \$289

PAR Room 302 | 231CP1108 | 0.6 CEU

## Turning Managers into Leaders

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

Charles Carr, M.A. Ed.S.

F | Jun 9 | 9am-4pm | \$289

PAR Room 101 | 232CP6119 | 0.6 CEU

# Legal

## Bail Agent Pre-Licensing Education

[ced.unlv.edu/bail-agent](http://ced.unlv.edu/bail-agent)

In order to apply for a bail agent license in the State of Nevada, a 6-hour instruction in bail bonds is required pursuant to NRS 697.183. This program meets the requirements by providing instructions on various aspects of bail bonds, including the statutes and regulations applicable to bail bonds. Additionally, instruction will be provided in compliance with the rules of the Nevada Division of Insurance and the various Courts in Nevada. This program will be offered again in fall 2023. Please visit website to sign up for updates.

## Mediation Certificate Program

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

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

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



What our students are saying:

“Excellent presentation; instructors were very knowledgeable about the coursework and subject being taught. A variety of techniques were used to keep the classes engaging and informative.”

“The instructors were instrumental in showing their diverse styles of mediating. And how developing your own style can improve your ability to mediate.”

## 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.

Continuing Ed Staff

Th | May 11 | noon-1pm | No charge

Online-Zoom | 231CM1100B

F | Sep 8 | noon-1pm | No charge

Online-Zoom | 233CM1100

## Mediation Skills Training

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

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

Patricia Battie

Th | Jun 1-29 (meets 5x) | 8:30am-5pm | \$1,299

Clark County Neighborhood Justice Center | 232CM1120 | 4 CEUs

Mediation Skills Training,  
Fall 2022



## Paralegal Certificate Program

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

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

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

### Paralegal Certificate Information Session

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

Continuing Ed Staff  
W | May 24 | noon-1pm | No charge  
Online-Zoom | 231PL6128C



UNLV Continuing Education now offers live-online LSAT preparation classes. See p. 45 or visit [ced.unlv.edu/test-prep](http://ced.unlv.edu/test-prep) for more information.

## Paralegal Certificate Program

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

*Prerequisite: Must have daily access to a computer with internet, and Microsoft Word. This program is intended for students who are already prepared with the following prerequisite skills:*

*Strong communication skills including the ability to communicate verbally and in writing. High attention to detail and accuracy. Analytical and critical thinking skills required to create and draft persuasive arguments. A high school diploma or equivalent. Basic word processing and template manipulation skills. Web search skills. Ability to dedicate large amounts of time to reading and studying course material.*

Continuing Ed Staff  
MW | Jun 5-Sep 18 (meets 30x) | 9am-noon | \$6,634  
PAR Room 302 | 232PL6131A | 12.5 CEUs  
\*Class does not meet: Jul 3 & 5

TTh | Jun 6-Sep 19 (meets 30x) | 6-9pm | \$6,634  
PAR Room 302 | 232PL6131B | 12.5 CEUs  
\*Class does not meet: Jul 4 & 6

## Parenting

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

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

### Cooperative Parenting-Shielding Your Children From Conflict

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

Kushica K Flowers

T | Jun 20-Aug 15 (meets 8x) | 5:30-7:30pm | \$299

PAR Room 511 | 232PL6105A

\*Class does not meet: Jul 4

Liliana Radillo

Th | Jun 22-Aug 10 (meets 8x) | 5:30-7:30pm | \$299

PAR Room 511 | 232PL6105B

## Protective Services Professional Certificate Program

[ced.unlv.edu/protective-services](http://ced.unlv.edu/protective-services)

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

**PROGRAM REQUIREMENTS:** To earn the Protective Services Professional certificate you must successfully complete the following two required modules:

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

This program will be offered again in fall 2023. Please visit website to sign up for updates.

## Technology/Computers

### AWS Certification Preparation

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

Take the first step to start your AWS cloud journey. Learn the basics of cloud computing and prepare for AWS Cloud Practitioner or AWS Solutions Architect Associate Certification.

This program is offered in collaboration with Skillstorm.



### CompTIA Certification Preparation

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

Get certified in CompTIA A+, CompTIA Network+ or CompTIA Security+ and show employers that you have the network security skills needed in today's networking environments.

This program is offered in collaboration with Skillstorm.



## Cybersecurity Bootcamp Certificate Program

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

Enter the Cybersecurity field in less than a year. The UNLV Cybersecurity Bootcamp is as much for beginners as it is for upskillers and re-skillers. In just 10 months, you can gain hands-on experience through real-world cyberattack simulations and an engaging, comprehensive curriculum taught remotely by industry experts. To further your professional development, you will also access networking opportunities, job search strategies, and other career support services included with the program.

### Cybersecurity: 30-hour Introductory Course

Get a glimpse into the next 30 years WITHOUT having to financially commit to the extended program. Why risk your savings? Our stand-alone 30-hour Introductory Course is here to help you make the best decision for your future.

### Cybersecurity Bootcamp

Go beyond a quick, six-week bootcamp with our 400-hour curriculum that ensures comprehension and competency of even the most complex cybersecurity concepts. Attend live classes and access recorded sessions any time to playback sections you may have missed or revisit a topic you want to reinforce. With a routinely updated curriculum, our fully online evening and weekend classes give you the hands-on experience you need to excel in your career.

Each course is developed and led by real cybersecurity experts to help learners meet industry standards. Multiple instructors are present in every live session (never pre-recorded!) to give each learner the attention they need. Office hours, Q&A sessions, and individual mentorship opportunities are also available to provide insights that can only come from years of experience.

This course is offered in collaboration with ThriveDX

## ThriveDX



What our students are saying:

The instructors communicate clearly with expectations, in-depth discussion and relevant content. They make the lab relevant and efficient. They are great with giving extra tips and techniques useful for each lab.”

## Office Productivity Applications

[ced.unlv.edu/programs/office-productivity-applications](http://ced.unlv.edu/programs/office-productivity-applications)

### Google Apps: Docs, Sheets & Slides

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

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

John Larson

W | Jun 7-Jul 5 (meets 5x) | 1-3pm | \$199  
Online-UNLVGO and Zoom | 232CW8103

### Microsoft Office Basics

Whether you are new to Microsoft Office or simply interested in refreshing your skills, begin here. Learn the basics of how to create and edit Word documents, Excel spreadsheets, and PowerPoint presentations using the latest version of Microsoft Office. You will gain a basic knowledge of these primary Microsoft Office applications and build a strong foundation for future training and skill growth.

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

John Larson

W | Jul 19-Aug 23 (meets 6x) | 1-3pm | \$189  
Online-UNLVGO and Zoom | 232CW8177

## Pega Certification Preparation

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

Get certified as a Pega Business Architect, Pega Robotics System Architect, or Pega System Architect online in less than 2 months. Pega certification can help you reach the next step of your tech career, and boost your professional growth.

This program is offered in collaboration with Skillstorm.



## Print & Graphic Design Certificate Programs

[ced.unlv.edu/graphic-design](http://ced.unlv.edu/graphic-design)

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

### PRINT DESIGN CERTIFICATE PROGRAM REQUIREMENTS:

To earn the Print Design Certificate you must successfully complete three core courses and the capstone.

#### CORE COURSES:

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

### GRAPHIC DESIGN CERTIFICATE PROGRAM REQUIREMENTS:

To earn the Graphic Design Certificate you must successfully complete six core courses plus an additional 0.6 CEUs of elective courses.

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

**ELECTIVE COURSE OPTIONS:** Offerings vary by semester. Visit [ced.unlv.edu/graphic-design](http://ced.unlv.edu/graphic-design) for a complete list of elective options and more details about this program.

### Adobe Illustrator I

Generate crisp, scalable, vector-based artwork in Adobe Illustrator. Beginners and those with slight experience will learn principles of good graphic design as they create and transform shapes, draw with the pen tool, work with typography, and assign color in Illustrator. Illustrator is a designer's go-to tool for illustrations, logos, business cards, signs, ads, and much more. Students will need access to Adobe Illustrator.

Jessica Kennedy

MTh | Aug 7-24 (meets 6x) | 5:30-8:30pm | \$339

Online-UNLVGO and Zoom | 232WM8121 | 1.8 CEUs

### Adobe InDesign I

Easily lay out catalogs, brochures, posters, and other publications with InDesign. Work with tools, menus, and palettes to create documents, define typesetting features, work with images, and create files for print. In-class exercises will reinforce your understanding of page setup attributes, master pages guides and margins, color definition, graphic formats, and file management. Students will need access to Adobe InDesign.

Allison Streater

MTh | Jun 5-22 (meets 6x) | 5:30-8:30pm | \$339

Online-UNLVGO and Zoom | 232WM8106 | 1.8 CEUs



What our students are saying:

I came into this course knowing absolutely nothing about adobe indesign. By the end of class I left feeling pretty confident using the program which is a great success in my eyes! Prior to the first class I was very intimidated learning a new program in three weeks. The instructor was very patient and helpful in and out of class."

Adobe InDesign I,  
Fall 2022

## Adobe Photoshop I

Create, design, and manipulate print-based artwork, web-based graphics, and digital photography with Adobe Photoshop. Students will learn to perform basic tasks in Photoshop, including color correction, retouching, creating composite images, using masks, resizing images, adding text, and creating art from scratch. This course targets advanced beginners who use Photoshop for personal and professional projects and wish to broaden their knowledge and skills in this program. Students will need access to Adobe Photoshop. Recommended Textbook(s): *Adobe Photoshop Classroom in a Book* (ISBN: 9780136447993)

Vernetta Thomas

T | Jun 27-Aug 8 (meets 6x) | 6-9pm | \$339

Online-UNLVGO and Zoom | 232WM8122 | 1.8 CEUs

\*Class does not meet: Jul 4

## Documentary Photography

Explore how documentary style images can be arranged to tell a story beyond words. Review the works of digital storytellers from historical to present day, and learn how photographic storytelling can impact society. You will use the power of composition, color theory, and camera settings to create different effects and moods in your photographs. Learn how good storytelling is defined, and practice creating photo essays each week. Must have access to a digital single lens reflex (DSLR) camera, or single lens reflex (SLR) camera.

*Prerequisite: Basic photography course (such as Digital Photography I, Photography for Graphic Designers, or equivalent). If intermediate or advanced photography has been completed, that's a plus. Students must have critical thinking skills, understanding of photography, understanding of camera lenses and when to use them (i.e. a 23mm lens is a great lens for environmental storytelling), and be able to operate a camera in manual mode.*

Vernetta Thomas

W | May 3-31 (meets 5x) | 6-9pm | \$199

Online-UNLVGO and Zoom | 231PH1110 | 1.5 CEUs

W | Jun 7-Jul 5 (meets 5x) | 6-9pm | \$199

Online-UNLVGO and Zoom | 232PH1110 | 1.5 CEUs

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

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

John Larson

Th | Jul 20-Aug 3 (meets 3x) | 6-9pm | \$99

Online-UNLVGO and Zoom | 232WM8180 | 0.6 CEU

## Introduction to Sequential Art (Comics, Manga, Children's Books)

Sequential art includes art forms that use images displayed in a specific order for storytelling or conveying information. Develop knowledge and skills in the area of designing sequential art which includes but is not limited to comics, graphic novels, anime, children's books, self-publishing, digital illustration, and storyboarding for digital media. You will develop diverse narratives that reflect cultural, historical, and social diversity. Understand how to write for sequential art, illustration techniques to use, and the digital media tools for illustration, layout and publication. Must have access to internet, and a computer and/or tablet with illustration software of your choice (i.e. clip studio pro, medibang pro, photoshop, illustrator, and/or sketch book pro).

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

David Dace

Th | Jun 15-Jul 20 (meets 6x) | 5-8pm | \$289

Online-UNLVGO and Zoom | 232WM8183 | 1.8 CEUs



## Large Format Printing & Design for Tradeshows & Conventions

Learn the ins and outs of creating signs and graphics for one of the biggest industries in Las Vegas. You will become familiar with designing for the production of large format custom signage and graphics such as printed murals and posters, cut vinyl graphics & lettering, CNC, and laser cut dimensional lettering. Understand how and when to use different media, substrate, and materials, and become familiar with industry terminology. You will practice properly setting up production files and creating working proofs from client artwork. The first two classes in the series will be live online focusing on designing for print production, and the third class will be held at Velocity Graphics, where you will learn about print shop practices and participate in the production of signs or graphics.

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

Marc Greges

Sa | Jul 15-29 (meets 3x) | 2-5pm | \$339

Online-UNLVGO and Zoom | 232WM8182 | 0.9 CEU

## Principles of Graphic Design

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

Jessica Kennedy

W | Aug 23-Sep 6 (meets 3x) | 5:30-7:30pm | \$189

Online-UNLVGO and Zoom | 232WM8178 | 0.6 CEU

## Print Design Capstone: From Pre-Press to Production

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

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

Jessica Kennedy

M | May 8-Jun 5 (meets 4x) | 5:30-8:30pm | \$219

Online-UNLVGO and Zoom | 231WM8156 | 1.2 CEUs

## Salesforce Administrator and Developer Programs

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

Don't miss your chance to become one of the world's most in-demand professionals! With Salesforce Administrator or Salesforce Developer online training, you can build tech skills in the world's top CRM cloud platform in less than 2 months. Get started today!

This program is offered in collaboration with Skillstorm.



## Software Development Bootcamp Certificate Program

[ced.unlv.edu/software-development](http://ced.unlv.edu/software-development)

Software Developers Build Our Digital World. As a software developer, you will have the versatility to execute tasks from any stage in a web or application development project. At UNLV, we transform learners into adaptable and self-reliant software developers who can construct innovative solutions to the problems that affect how we live to create a better, more accessible online environment. No matter your professional background, we take you from your current starting place and help you build the skills you need to enter the workforce as a proficient software developer in less than a year.

## Software Development: 30-hour Introductory Course

The Introductory Course is meant to provide an accurate representation of what the entire Software Development Bootcamp will teach. It gives you a short overview of the first five courses in a way that focuses on projects you can immediately begin to build to showcase your skills to potential employers.

## Software Development Bootcamp

The UNLV Software Development Bootcamp builds highly functional coders by immersing them in a community of software development experts and tech education leaders committed to the success of each learner. Our project-based curriculum will help you build a portfolio that showcases your experience and skills. In order to get interview-ready, a dedicated team of professional development experts and career mentors coach each learner individually throughout the course. Your career services team is prepared to help you go from beginner to professional in under a year. Gain access to career-prep resources, such as resume editing, LinkedIn profile building, and coaching for interviews.

This course is offered in collaboration with ThriveDX

**ThriveDX**

## Healthcare/Wellness Professionals

### Certified Nursing Assistant

[ced.unlv.edu/certified-nursing-assistant](https://ced.unlv.edu/certified-nursing-assistant)

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

### Certified Nursing Assistant (CNA) Training Program

As a Certified Nursing Assistant (CNA), you will offer patients compassion and patience while assisting them with day-to-day life tasks such as dressing, bathing, and feeding. Typical work environments include long-term care facilities, hospitals, clinics, and in the home. While in school, you will be instructed on a broad range of subjects, including infection control, communication and interpersonal skills, safety and emergency procedures, personal care skills, psychosocial needs, basic restorative services and skills, basic nursing skills, quality improvement and more. The training is 96 hours and takes four weeks to complete, preparing you to take the Nevada State Board of Nursing exam. Dates are subject to change. Daytime cohort class lectures meet 8am to 4:30pm. Evening cohort class lectures meet 5:15 to 9:15pm. The schedule for clinicals will be discussed at the first class meeting.

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

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

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

Kathy Clemens  
FMW | May 19-Jun 19 (meets 13x) | 8am-4:30pm | \$2,575  
Perry Foundation | 231NA1100N | 9.6 CEUs

Madge Rascoe  
MTW | May 22-Jun 20 (meets 13x) | 8am-4:30pm | \$2,575  
Perry Foundation | 231NA1100O | 9.6 CEUs

Claudette Lachowicz  
WThF | May 24-Jul 7 (meets 23x) | 5:15-9:15pm | \$2,575  
Perry Foundation | 231NA1100P | 9.6 CEUs

Kathy Clemens  
ThT | Jun 1-Jul 13 (meets 12x) | 8am-4:30pm | \$2,575  
Perry Foundation | 232NA1100A | 9.6 CEUs

Kathy Clemens  
MWF | Jul 3-28 (meets 12x) | 8am-4:30pm | \$2,575  
Perry Foundation | 232NA1100B | 9.6 CEUs

Kathy Clemens  
TTh | July 25-Aug 31, 2023 (meets 12x) | 8am-4:30pm | \$2,575  
Perry Foundation | 232NA1100C | 9.6 CEUs

Claudette Lachowicz  
WThF | Jul 26-Sep 8 (meets 23x) | 5:15-9:15pm | \$2,575  
Perry Foundation | 232NA1100D | 9.6 CEUs

Kathy Clemens  
MWF | Jul 31-Aug 25 (meets 12x) | 8am-4:30pm | \$2,575  
Perry Foundation | 232NA1100E | 9.6 CEUs

Madge Rascoe  
MTW | Aug 14-Sep 12 (meets 12x) | 8am-4:30pm | \$2,575  
Perry Foundation | 232NA1100F | 9.6 CEUs



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

## Peer Recovery Support Specialists

[ced.unlv.edu/peer-recovery](http://ced.unlv.edu/peer-recovery)

### Overdose Prevention Training: Recognizing & Responding to an Opioid Overdose

According to the Centers for Disease Control, opioids were involved in 68,630 overdose deaths in 2020 (74.8% of all drug overdose deaths in the U.S.). Learn how to recognize the symptoms of an opioid overdose and respond to the situation by administering the life-saving medication Naloxone. You will receive information about the scope of opioid use in Nevada, basic harm reduction strategies, and learn about the Good Samaritan Law and Drug Overdose Act. You will leave class knowing how to recognize and respond to an opioid overdose, and will receive an overdose response kit that contains Naloxone. Registration is required through Foundation for Recovery. To register, email or call Foundation for Recovery at [info@forrecovery.org](mailto:info@forrecovery.org) or (702)257-8199. You will receive an opioid overdose response kit that contains Naloxone.

Sara Cerruto-Jacobs  
W | Jun 7 | 10-11am | No charge  
Foundation for Recovery | 232HE1109

### Peer Recovery Support Specialist Certificate Preparation

Learn the foundational knowledge to start providing peer recovery support to those struggling with mental health or substance use disorders, including the core competencies of peer support in the four domains of advocacy, mentoring and education, recovery and wellness support, and ethical responsibility. Attendees will have the opportunity to learn about providing recovery-oriented support through self-disclosure and mutual-identification, assisting those they serve in identifying and building on strengths, utilizing motivational interviewing techniques, person-centered recovery planning within the eight dimensions of wellness, and ethical decision making in the peer role. This training is being offered through Foundation for Recovery, one of two approved training institutions, and is the first step in attaining a PRSS Certification through the Nevada Certification Board. A handbook will be provided for each student.

*Prerequisite: Students must have a high school diploma, GED or HSE. If this course is being applied towards a Peer Recovery Support Specialist Certification from Nevada Certification Board, you must meet their requirements for certification, including lived experience, defined as two years of self-identified recovery, where recovery is characterized as continual growth and improvement in health and wellness that may include setbacks.*

Sara Cerruto-Jacobs  
MTWThF | Jul 10-14 (meets 5x) | 8:30am-5pm | \$699  
Foundation for Recovery | 232HE1110 | 4.6 CEUs

### Peer Recovery Support Specialist Supervisor Certificate Preparation

If you are supervising Peer Recovery Support Specialists in clinical and non-clinical settings, you will learn how to use the 20 core competencies of peer supervision to provide guidance for peer workers and promote competent and ethical delivery of peer recovery support services. Gain a comprehensive understanding of the recovery oriented philosophy and what the peer role entails; develop knowledge and job skills related to peer services and understand how to assist peers in developing these skills; exercise a strength-based person-centered approach and coach peer staff to develop self-awareness; and learn how to advocate for and promote peer services. This training is being offered through Foundation for Recovery, one of two approved training institutions, and is the first step in obtaining a PRSS-Supervisor Certification through the Nevada Certification Board. A handbook will be provided for each student.

*Prerequisite: Students must have a high school diploma, GED or HSE. If this course is being applied towards a PRSS Supervisor Certification from the Nevada Certification Board, you must meet their requirements for certification. For peers, the requirement includes maintaining a PRSS state certification for a minimum of two years. For non-peers, the requirements include a bachelor's degree and two years working a behavioral health field OR a master's degree and one year working a behavioral health field.*

Sara Cerruto-Jacobs  
TWTh | Aug 15-17 (meets 3x) | 8:30am-5pm | \$299  
Foundation for Recovery | 232HE1111 | 2.5 CEUs

## Social Work CEU Series

[ced.unlv.edu/social-work](http://ced.unlv.edu/social-work)

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

**In partnership with:**

**UNLV** GREENSPUN COLLEGE  
OF URBAN AFFAIRS  
School of Social Work



## Assessing & Treating Traumatized Adults

Enhance your clinical skillfulness when working with traumatized adults. This interactive training is designed for mental health professionals and includes a review of the effects of both acute and chronic traumatic stress on an adult's functioning. Emphasis is on trauma-informed assessment, which ensures clients maintain psychological stability while clinicians gather information crucial to treatment planning. An overview of evidence-based cognitive, emotional, and mindfulness interventions will be provided. Since working with traumatized individuals can lead to compassion fatigue and secondary traumatic stress, self-care will be addressed. Finally, you will be given resources to further continued professional competence. This course is approved for .3 CEUs by IACET, and 3 CEUs by the NV Board of Examiners for Social Workers, and the NV Board of Examiners for MFTs & CPCs.

Anne-Marie Abruscato, LCSW  
Th | Jul 20 | 6-9:15pm | \$59  
Online-Zoom | 232SW3112 | 0.3 CEU

Please note: The number of CEUs may vary depending on the class. Ethics classes have 0.4/4 CEUs.

## Ethical Considerations in Working With Sex Workers & Survivors of Trafficking

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

Kathleen Bergquist, JD, PhD, MSW  
Th | May 25 | 5-9:15pm | \$69  
Greenspun Hall (GUA) 3126 | 231SW3116 | 0.4 CEU

Please note: The number of CEUs may vary depending on the class. Ethics classes have 0.4/4 CEUs.

## Historical Trauma & Grief

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

Carlton Craig, Ph.D., LCSW, ACSW, DCSW  
Th | Jun 22 | 6-9:15pm | \$59  
Online-Zoom | 232SW3115 | 0.3 CEU

Please note: The number of CEUs may vary depending on the class. Ethics classes have 0.4/4 CEUs.



## Religious Trauma & Spiritual Abuse

Religion and spirituality hold a foundational position in the worldview of many Americans. Religion and spirituality also act as coping mechanisms that build on systems of meaning-making. The survivor of religious trauma and spiritual abuse may intertwine the concept of God with the abuser, which adds the dimension of betrayal and/or abandonment by God. This course will examine the predictive relationship of religious trauma and spiritual abuse on meaning-making, trust, and depression. This course is approved for .3 CEUs by IACET, and 3 CEUs by the NV Board of Examiners for Social Workers, and the NV Board of Examiners for MFTs & CPCs.

Cheryl Johnston, LSW  
Th | Aug 17 | 6-9:15pm | \$59  
Online-Zoom | 232SW3118 | 0.3 CEU

Please note: The number of CEUs may vary depending on the class. Ethics classes have 0.4/4 CEUs.



What our students are saying:

The instructor was very knowledgeable on the subject and interacted with the participants. There was discussion and a lot of critical thinking. The subject was well presented."

Ethical Considerations in Working with  
Sex Workers & Survivors of Trafficking,  
Fall 2022

# Nonprofit

## Grant Academy Certificate Program

[ced.unlv.edu/grant-academy](http://ced.unlv.edu/grant-academy)

As you progress through the Grant Academy Certificate, you will gain skills in identifying relevant grant opportunities, writing strong proposals, tracking program outcomes, managing reports to funders, and utilizing available technologies and data sources to make a convincing case for support. Curriculum will guide you through the full life cycle of a grant, enabling you to produce winning applications plus policies to support successful oversight and administration. Courses may be taken individually to expand your skill set.

**PROGRAM REQUIREMENTS:** To earn the UNLV Grant Academy Certificate you must successfully complete five core courses.

### CORE COURSES:

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

## Grant Academy Information Session

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

Continuing Ed Staff  
Th | Aug 24 | 6-7pm | No charge  
Online-Zoom | 232GR1150



View course descriptions for more Nonprofit Management and Nonprofit Fundraising electives through the online registration system at [ced.unlv.edu/nonprofit-management](http://ced.unlv.edu/nonprofit-management) or [ced.unlv.edu/nonprofit-fundraising](http://ced.unlv.edu/nonprofit-fundraising).

## Nonprofit Fundraising Certificate Program

[ced.unlv.edu/nonprofit-fundraising](http://ced.unlv.edu/nonprofit-fundraising)

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

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

### CORE COURSES:

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

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

## Nonprofit Fundraising Information Session

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

Continuing Ed Staff  
M | Aug 28 | 6-7pm | No charge  
Online-Zoom | 232NP3172

## Introduction to Gift Planning

Feel confident you can implement and maintain a successful planned giving program. Discuss topics including prospect identification, building a pipeline, steps for successful cultivation, and creating a timeline for securing the gift. You will learn about different gift options and how to educate donors on what vehicle is the best fit for their long-term plans. Come away knowing how to successfully structure solicitations.

Jeff Grandy

F | May 19 | 9am-1pm | \$89

Online-Zoom | 231NP3168 | 0.4 CEU

## 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 8-17 (meets 4x) | 4-6pm | \$179

Online-UNLVGO and Zoom | 231NP3165 | 0.8 CEU

## The Art of Fundraising: Event Management

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

Continuing Ed Staff

T | May 2-23 (meets 4x) | 4-6pm | \$179

Online-UNLVGO and Zoom | 231NP3104 | 0.8 CEU

Brittany Dupree

MW | Jun 5-14 (meets 4x) | 4-6pm | \$179

Online-UNLVGO and Zoom | 232NP3104 | 0.8 CEU

## Nonprofit Management Certificate Program

[ced.unlv.edu/nonprofit-management](http://ced.unlv.edu/nonprofit-management)

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

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

### CORE COURSES:

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

**ELECTIVE COURSE OPTIONS:** Offerings vary by semester. Visit [ced.unlv.edu/nonprofit](http://ced.unlv.edu/nonprofit) for a complete list of elective options.

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

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

Scott Emerson

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

Online-Zoom | 232NP3143 | 0.15 CEU

## An Introduction to the Nonprofit Sector

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

Scott Emerson

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

Online-Zoom | 232NP3151 | 0.15 CEU

## Beginnings: Starting a New Nonprofit

You want to positively impact your community through launching a nonprofit organization, but how do you get off to a strong start and avoid common missteps? Explore the how and why of starting a new nonprofit organization. Take a look at the resources and skills needed to be successful and find out how to position a new organization so it can carry out its mission and build sustainable revenue. Balancing hope and practicality, this class provides information, encouragement, and support for new founders.

Kenneth B Lange  
TTh | Jun 13-22 (meets 4x) | 4-6pm | \$179  
Online-UNLVGO and Zoom | 232NP3100 | 0.8 CEU

## Introduction to Gift Planning

Feel confident you can implement and maintain a successful planned giving program. Discuss topics including prospect identification, building a pipeline, steps for successful cultivation, and creating a timeline for securing the gift. You will learn about different gift options and how to educate donors on what vehicle is the best fit for their long-term plans. Come away knowing how to successfully structure solicitations.

Jeff Grandy  
F | May 19 | 9am-1pm | \$89  
Online-Zoom | 231NP3168 | 0.4 CEU

## Making Your Board Into An Effective Team

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

Scott Emerson  
F | Jul 14 | 9am-1pm | \$89  
PAR Room 101 | 232NP3127 | 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.

Scott Emerson  
Th | May 18-Jun 8 (meets 4x) | 9am-1pm | \$299  
Online-UNLVGO and Zoom | 231NP3164B | 1.6 CEUs

## Telling the Stories that Make Donors Give

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

T. Clay Buck, CFRE  
MW | May 8-17 (meets 4x) | 4-6pm | \$179  
Online-UNLVGO and Zoom | 231NP3165 | 0.8 CEU

## The Art of Fundraising: Event Management

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

Brittany Dupree  
MW | Jun 5-14 (meets 4x) | 4-6pm | \$179  
Online-UNLVGO and Zoom | 232NP3104 | 0.8 CEU



View course descriptions for more Nonprofit Management and Nonprofit Fundraising electives through the online registration system at [ced.unlv.edu/nonprofit-management](https://ced.unlv.edu/nonprofit-management) or [ced.unlv.edu/nonprofit-fundraising](https://ced.unlv.edu/nonprofit-fundraising).

# Language Skills for Professionals

## Accent Reduction

[ced.unlv.edu/accent-reduction](http://ced.unlv.edu/accent-reduction)

### Accent Reduction for International Professionals I

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

Katia Abou-Haidar, MAAL

MW | Jun 5-21 (meets 6x) | 6-8:30pm | \$299

Online-UNLVGO and Zoom | 232CX1113 | 1.5 CEUs

### Accent Reduction for International Professionals II

Focus on mastering the consonant sounds of American English. This class is the next step after the Level I class. Now that you have completed the basic vowel program, you will master additional techniques for improving your English pronunciation. With Accent Reduction Level II, you will learn the techniques of producing correct consonant sounds when combined with vowels or other challenging consonants. By the end of this session, you will have acquired the rules governing the production of all the consonant sound variations, and you will meet difficult challenges in speech clarity for your job. Textbook included in registration fee. Optional: Have a mirror and audio recorder available to use during class.

Katia Abou-Haidar, MAAL

MW | Jun 26-Jul 12 (meets 6x) | 6-8:30pm | \$299

Online-UNLVGO and Zoom | 232CX1123 | 1.5 CEUs



### Accent Reduction for International Professionals III

Focus on mastering the intonation patterns of American English. This class is the next step after Levels I and II. Now that you have completed the basic vowel and consonant programs, you will learn the musical aspects of speech, and the mechanics for how to signal stress and pitch. With Accent Reduction Level III, you will master stress and pitch patterns for words, sentences, and paragraphs. You will also practice body language and facial expressions that reinforce American intonation, and help add meaning and clarity to your speech. By the end of this session, you will have acquired the rules governing the production of an understandable communication. Textbook included in registration fee. Optional: Have a mirror and audio recorder available to use during class.

Katia Abou-Haidar, MAAL

MW | Jul 17-Aug 2 (meets 6x) | 6-8:30pm | \$299

Online-UNLVGO and Zoom | 232CX1124 | 1.5 CEUs

### Effective Speaking for International Professionals

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

Katia Abou-Haidar, MAAL

MW | Aug 14-30 (meets 6x) | 6-8:30pm | \$279

PAR Room 300 | 232CX1117 | 1.5 CEUs

## English as a Second Language (ESL)

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

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



## English as a Second Language (ESL) Beginning

This course is for beginners with limited English language skills. The classes will build your vocabulary and basic grammar to allow you to develop confidence in speaking and writing in English. Focus on conversational skills, understanding idiomatic expressions, and developing comfort in presenting in English. Required Textbook(s): *Interchange Level 1, 5th edition, Full Contact student book and workbook*. (ISBN-13: 9781316623909)

*Prerequisite: No test required. Recommended for those who score 55 or lower on Duolingo English Test. For more information, visit [ced.unlv.edu/programs/esl](http://ced.unlv.edu/programs/esl)*

Kimberly Butterfield

TTh | Jun 6-Aug 15 (meets 20x) | 6-9pm | \$699

PAR Room 300 | 232LA2125 | 6 CEUs

\*Class does not meet: Jul 4

## English as a Second Language (ESL) Intermediate

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

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

Cecilia P Ordinario, M.Ed.

Sa | Jun 3-Sep 9 (meets 15x) | 9am-1pm | \$699

Online-UNLVGO | 232LA1124A | 6 CEUs

Alejandro Grimaldo

TTh | Jun 6-Aug 15 (meets 20x) | 6-9pm | \$699

PAR Room 301 | 232LA1124B | 6 CEUs

\*Class does not meet: Jul 4 & 6



## Legal Interpretation: Spanish Certificate Program

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

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

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

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

### CORE COURSES:

- Introduction to Legal Interpreting
- Legal Sight Translation
- Legal Consecutive Interpreting I
- Legal Simultaneous Interpreting I
- Legal Consecutive Interpreting II
- Legal Simultaneous Interpreting II

Now accepting language proficiency documentation for Fall 23 enrollment for the Legal Interpretation: Spanish Certificate. Course listings for Fall will be available after July 1. Visit: [ced.unlv.edu/legal-interpretation](http://ced.unlv.edu/legal-interpretation) or call 702-895-3394 for more information.

## Medical Interpretation: Spanish Certificate Program

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

The Medical Interpretation: Spanish certificate program is designed to prepare students to become certified medical interpreters so they can pursue careers in medical interpretation and translation. The classes in the Medical Interpretation: Spanish certificate program focus on the development of applied learning in a cohesive program that prepares bilingual speakers to work as medical interpreters. Emphasis is placed on understanding the problems and complexities of interpretation and the roles and responsibilities of a medical interpreter, use of pertinent medical terminology and its context, and the development of interpretation skills. Visit [ced.unlv.edu/legal-interpretation](http://ced.unlv.edu/legal-interpretation) or call 702-895-3394 for more information.

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

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

### CORE COURSES:

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

Now accepting applications for Fall 23. Please visit [ced.unlv.edu/medical-interpretation](http://ced.unlv.edu/medical-interpretation) to apply and sign up for program updates.

## Medical Interpretation: Spanish Certificate Program Comprehensive Final Exam

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

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

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB  
T | May 9 | 6-8pm | No charge  
PAR Room 123 | 231LA1177

## Medical Spanish

[ced.unlv.edu/spanish-healthcare](http://ced.unlv.edu/spanish-healthcare)

Given the large Spanish-speaking population in the Las Vegas area, the need for current and future healthcare professionals to speak Spanish has never been greater. Studies show that when providers speak some Spanish, the patient-provider relationship improves, patient compliance is better, outcomes are better, and patient satisfaction is better. This series will train current and future medical professionals (nurses, pharmacists, physicians, dentists, physical therapists, medical assistants, etc.) to speak and understand Spanish in a healthcare setting by focusing on oral communication and listening strategies. You can expect to learn general medical vocabulary, beginning grammar structures, pronunciation, communication strategies, and cross-cultural issues. Knowing Spanish will not only help you provide better care to Spanish-speaking patients, it is also an asset when you apply for graduate school or job positions.

This program will be offered again in Fall 2023. Please visit website to sign up for updates.

# Life & Leisure

## Arts & Crafts

[ced.unlv.edu/arts-crafts](http://ced.unlv.edu/arts-crafts)

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

### Acrylics I

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

Regina Yenser  
Sa | May 27-Jun 24 (meets 5x) | 1:30-4:30pm | \$139  
PAR Room 512 | 231AR1121B

Sa | Jun 3-Jul 1 (meets 5x) | 1:30-4:30pm | \$139  
PAR Room 512 | 232AR1121

### Acrylics II

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

Janice Schaeffer  
Sa | Jul 8-Aug 5 (meets 5x) | 1:30-4:30pm | \$139  
PAR Room 512 | 232AR1100





## 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

W | May 31-Jun 28 (meets 5x) | 6-9pm | \$139

PAR Room 512 | 231AR1130B

## Drawing II

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

Gabbie Hirsch

W | Aug 2-30 (meets 5x) | 6-9pm | \$139

PAR Room 512 | 232AR1134

## Impressionism, Expressionism & Abstracts

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

*Prerequisite: No previous experience required.*

Judith (Judi) Moreo

Sa | Jun 3-Jul 1 (meets 5x) | 1:30-4:30pm | \$139

PAR Room 511 | 232AR1199

## Introduction to Wildlife Painting (In Acrylic)

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

*Prerequisite: Experience in drawing or painting.*

Judith (Judi) Moreo

Sa | Jun 3-Jul 1 (meets 5x) | 9am-noon | \$139

PAR Room 511 | 232AR1145

## Watercolors I

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

Gabbie Hirsch

Sa | Jun 3-24 (meets 4x) | 9am-12:45pm | \$139

PAR Room 512 | 232AR1140

## Watercolors II

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

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

Gabbie Hirsch

Sa | Aug 5-Sep 2 (meets 5x) | 9am-noon | \$139

PAR Room 512 | 232AR1141



What our students are saying:

This was a great refresher course for me. The course helped me improve my skills and knowledge of tools and mediums used in drawing. In addition to refreshing skills, I learned several new things. I’m pleased that I took the course.”

Drawing I,  
Fall 2022

## Cannabis Certificate Programs

[ced.unlv.edu/cannabis-certificate](http://ced.unlv.edu/cannabis-certificate)

### Cannabis Budtender Certificate

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

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

Trey Reckling  
M | Jun 12-Jul 17 (meets 2x) | \$249  
Online Delivery | 232CH1106 | 1 CEU

### Nevada Medical Cannabis Consultant Certificate

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

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

Trey Reckling  
M | Jun 12-Jul 17 (meets 2x) | \$499  
Online Delivery | 232CH1109 | 2.5 CEUs





## Cannabis Classes

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

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

### Cannabis Professional

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

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

Trey Reckling

M | Jun 12-19 (meets 2x) | \$99

Online Delivery | 232CH1100A | 0.4 CEU

M | Jul 24-Aug 28 (meets 2x) | \$99

Online Delivery | 232CH1100B | 0.4 CEU

### Cannabis Professional: Spanish (El Profesional de Cannabis)

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

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

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

Trey Reckling

M | Jun 12-Jul 17 (meets 2x) | \$99

Online Delivery | 232CH1104 | 0.4 CEU

### Cannabis, Pain & the Opioid Epidemic

Pain is one of the most common health conditions for which people use cannabis. In this course, discuss how some patients are using less opiates as a result of effective cannabis therapy. Examine existing research that explore the relationship between cannabis and the opioid epidemic, and how patients alter their health and quality of life with cannabis. You can anticipate the course taking approximately three hours to complete. You can register for this course any time between the listed start date and five business days prior to the end date. You will receive your online access one week prior to the start date. Live question and answer sessions will be available and scheduled.

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

Trey Reckling

M | Jun 12-Jul 17 (meets 2x) | \$99

Online Delivery | 232CH1103 | 0.3 CEU

## Cooking with Cannabis

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

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

Trey Reckling  
M | Jun 12-Jul 17 (meets 2x) | \$99  
Online Delivery | 232CH1107

## Growing Cannabis at Home

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

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

Trey Reckling  
M | Jun 12-Jul 17 (meets 2x) | \$189  
Online Delivery | 232CH1108

## Pets & Cannabis

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

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

Trey Reckling  
M | Jun 12-Jul 17 (meets 2x) | \$99  
Online Delivery | 232CH1102 | 0.3 CEU

## Pulmonary Dynamics of Vaporizing vs. Smoking

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

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

Trey Reckling  
M | Jun 12-Jul 17 (meets 2x) | \$99  
Online Delivery | 232CH1105 | 0.4 CEU

## DJ Classes

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

### Aspire to DJ for Beginners

Ready to have fun and experience what it's like to be a DJ first hand? In this introductory class, you will learn the history and basics of the DJ industry, and get started in using DJ equipment. Understand the foundations of DJ audio, hardware, and software tools, and become confident in the basics of how to properly connect your DJ gear, import and export music, and play songs. Our professional and friendly instructors have many years of DJing experience in Las Vegas and beyond.

DJ controllers and a library of music to play will be provided for in class use and demonstrations. Students may bring their own equipment and headphones (noise canceling headphones are recommended). After class, you will receive recorded tracks of the music you blended, a list of music to start with, and a Certificate of Participation from Jamfest Music Group. Optional DJ gear is available for purchase from Jamfest Music Group or your instructor can help you choose the right DJ gear to purchase on your own.

Jamfest Music Group

Sa | May 6 | 11am-2:30pm | \$260

PAR Room 125 | 231DJ1001G | 0.35 CEU

Sa | Jul 1 | 11am-2:30pm | \$260

PAR Room 125 | 232DJ1001A | 0.35 CEU

Sa | Aug 5 | 11am-2:30pm | \$260

PAR Room 125 | 232DJ1001B | 0.35 CEU

## DJ Like a Pro Certificate Program

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

DJs are the backbone of Las Vegas nightlife and entertainment. Job opportunities are available at world class resorts, nightclubs, dayclubs, pools, weddings, private parties, and corporate events. Many people in Las Vegas, and around the world, choose to follow a career in DJing. Learn how to produce music and perform at live events while following industry best practices. DJ Like a Pro is a fun and exciting professional DJ course like no other. Anyone can join from beginners to advanced students. By completing the DJ Like a Pro Certificate Program, you're on your way to starting a professional career as a DJ and live performer. You will receive hands-on training and an understanding of DJ gear and software. Our professional and friendly instructors have many years of DJing experience in Las Vegas and beyond. We take pride in teaching and guiding students every step of the way.

New!

## DJ Like a Pro Certificate Program Information Session

Attend an information session before you enroll in the DJ Like a Pro Certificate Program. Information sessions cover the course curriculum, employment potential, and financial assistance. You'll also have the opportunity to meet an instructor or program creator and ask questions about the program. This session will help you understand why this profession is so in demand, the monetary potential this profession offers, and how to successfully complete this course.

Continuing Ed Staff, Jamfest Music Group

Sa | Jun 17 | 11am-noon | No charge

PAR Room 125 | 232DJ1003

## DJ Like a Pro Certificate Program

DJ like a Pro is a fun and exciting professional music DJ program like no other. After earning this certificate, you will be on your way to starting a professional career playing music as a DJ and Live Performer. You will receive in-depth training in DJ gear, software, and best practices in the DJ industry such as selecting the right music for an event, crowd, mood, or venue; creating unique mixes and song blends; and promoting your business and personal brand. Our professional and friendly instructors have many years of DJing experience in Las Vegas and beyond. DJ controllers and a library of music to play will be provided for in class use and demonstrations. Students may bring their own equipment and headphones (noise canceling headphones are recommended). After class, you will receive recorded tracks of the music you blended, and a library of music to download from for 15 days. Optional DJ gear is available for purchase from Jamfest Music Group or your instructor can help you choose the right DJ gear to purchase on your own.

*Prerequisite: "Aspire to DJ for Beginners" or equivalent experience is recommended.*

Jamfest Music Group

Sa | Jul 1-22 (meets 4x) | 3-6:30pm | \$1,300

PAR Room 125 | 232DJ1002A | 1.4 CEUs

Sa | Aug 5-26 (meets 4x) | 3-6:30pm | \$1,300

PAR Room 125 | 232DJ1002B | 1.4 CEUs



## Fashion and Sewing Classes

[ced.unlv.edu/fashion-sewing](http://ced.unlv.edu/fashion-sewing)

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

### Collectible Teddy Bear Making Workshop

Experience the joy of creating your own, fully jointed, lovable teddy bear from a pattern while learning to master a variety of essential teddy making skills. You will see demonstrations on the proper method of cutting and sewing, inserting discs, washers and cotter pins. Understand how to insert eyes, embroider teddy's nose and mouth and how to stuff your teddy bear. Finally you will learn how to beautifully finish the open seams to reveal your unique design! Mary Ann is the creator of her own line of collectible, fully jointed Teddy Bears, Teddy Cats and Masterpiece Teddies®. Mary Ann's bears are sold nationwide and have been exhibited in galleries in Las Vegas and in Michigan. Her Teddy Cats were designed in celebration of the Andrew Lloyd Webber Broadway musical "CATS". A Collectible Teddy Bear making kit and packet with one of Mary Ann's patterns and step by step instructions is included in the class. Students are required to bring a sewing machine, basic sewing supplies, stuffing, wire cutters, and needle nose pliers to class. Materials will be discussed on the first day of class.

*Prerequisite: Advanced Beginner Sewing student*

*This student has learned the basics is comfortable using the sewing machine. This student is ready to sew a simple item using a commercial sewing pattern. This student is confident in knowing the settings of the machine, which size needles to choose for a particular project and is ready to move on to more advanced techniques such as creating piping, inserting a centered zipper, button and buttonholes and other useful techniques.*

Mary Ann Racheau  
Sa | Aug 19-26 (meets 2x) | 9am-12:30pm | \$269  
Online-Zoom | 232FD7108

### DIY Sewing Machine Maintenance

Understand the process of sewing machine maintenance, become familiar with the parts of the machine, and the tools used to clean it. Bring your sewing machine and basic sewing supplies to class. You will receive a cleaning brush and an informational packet in class.

Mary Ann Racheau  
Sa | Jun 17 | 9-11AM | \$59  
Online-Zoom | 232FD7105

### Quilting Techniques for Beginners

This class will show you a slash and sew method of assembling a 30" to 32" square, lap-sized quilt. This quilt is the perfect gift for friends and family, new babies and kids of all ages. Learn simple methods of quilt block assembly, layout options, sandwiching layers and finishing techniques from Mary Ann Racheau, a Master Sewing Educator and Certified Instructor for "Quilting the Kaye Wood Way". See your creativity come alive as you design your own unique quilt. An informational packet and 2 layer cakes (quilting fabric) for your quilt are included in the class. Students are required to bring a sewing machine and basic sewing supplies to class. Additional materials will be discussed on the first day of class.

Mary Ann Racheau  
Sa | Jul 22-Aug 12 (meets 4x) | 9am-noon | \$299  
Online-Zoom | 232FD7107

### Sewing from a Pattern

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

*Prerequisite: Skill Level: Beginner*

*This student is unfamiliar with sewing terms, supplies and notions and basic sewing techniques.*

*The student has very little or no experience in using a sewing machine. Basic machine knowledge: winding a bobbin, threading the machine; changing feet, tension settings and stitch settings. The student also has little or no knowledge about fabric, grain or selvage, pattern direction, thread, scissors, needles, pins and taking proper measurements.*

Mary Ann Racheau  
Sa | Jun 24-Jul 15 (meets 4x) | 9am-noon | \$179  
Online-Zoom | 232FD7106

## Fashion Design Certificate Program

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

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

**PROGRAM REQUIREMENTS:** To earn the Fashion Design Certificate you must successfully complete five core courses plus an additional 4.8 CEUs of elective courses. (Students who started their certificate program prior to Fall 2020 and completed Basic Sewing instead of Sewing: The Stitch Room will need to complete 7.2 CEUs of electives.)

### CORE COURSES:

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

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

### Fashion Exposed Design Workshop: Fall Tea Slip Ensemble

Using techniques for personal design, sewing style and overall skills, you will gain best-practice tips for sustainable fashion and consumer trendy garments. The sleek Slip dress will offer summer chic, comfort, and can become a designer's best ally for any occasion. Fashion forward designers learn to choose casual and trendy elements such as sneakers, jean jackets, or sweaters to create a designer's ensemble. In this workshop students will learn the basic techniques of draping to create their fashion summer slip dress ideas with choices of cotton, spandex, print or solid style fabrics. Learn to design and sew using the surplice or V-neck neckline, wrap design, asymmetrical hem, side slits, zippers for non-stretch fabrics, and more. Project: Fabric Draping. One Mini-Midi Slip. Sewing skills required.

Nevada Association of Fashion Design  
SaSu | Aug 5-6 (meets 2x) | 9am-3pm | \$389  
PAR Room 401 | 232FD2162 | 0.3 CEU

### Fashion Exposed Design Workshop: Summer Drape & Slip


Using techniques for personal design, sewing style and overall skills, you will gain best-practice tips for sustainable fashion and consumer trendy garments. The sleek Slip dress will offer summer chic, comfort, and can become a designer's best ally for any occasion. Fashion forward designers learn to choose casual and trendy elements such as sneakers, jean jackets, or sweaters to create a designer's ensemble. In this workshop students will learn the basic techniques of draping to create their fashion summer slip dress ideas with choices of cotton, spandex, print or solid style fabrics. Learn to design and sew using the surplice or V-neck neckline, wrap design, asymmetrical hem, side slits, zippers for non-stretch fabrics, and more. Project: Fabric Draping. One Mini-Midi Slip. Sewing skills required.

Nevada Association of Fashion Design  
SaSu | May 20-21 (meets 2x) | 9am-3pm | \$389  
PAR Room 401 | 232FD2160 | 0.3 CEU

### Sewing: The Stitch Room

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

Nevada Association of Fashion Design, Samantha Jepson  
SaSu | Jun 3-Jul 2 (meets 10x) | 10am-3:15pm | \$699  
PAR Room 401 | 232FD2144 | 5.4 CEUs

 What our students are saying:  
The instructor was great and really understands how to tailor clothes to measurements. I learned a ton about adjusting patterns for a perfect fit."

Sewing: The Stitch Room,  
Fall 2022

## Upcycle Sewing

Don't throw it out! You can reclaim your old garments and reconstruct them to extend their useful life. If you are knowledgeable at sewing, then there are plenty of ideas to upcycle old garments into something new, stylish, and exciting to wear. In upcycling there are a number of creative ways you can refashion and recycle old clothing. Learn different techniques to help turn a t-shirt into a fashionable dress, tank top, or skirt. You can also turn pants into shorts or capri pants, sweaters into cardigans, and more using upcycle methods. Utilize your favorite appliques and embellishments of buttons, lace, ribbons, sequins, tassels, studs, collars, and other fabrics for that perfect personal touch!

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

Nevada Association of Fashion Design, Samantha Jepson  
SaSu | Jul 15-29 (meets 5x) | 10am-2:55pm | \$289  
PAR Room 401 | 232FD2117 | 2.45 CEUs

## Food & Beverage

[ced.unlv.edu/food-beverage](http://ced.unlv.edu/food-beverage)

Whether you want to understand and savor the intricacies of food and wine, explore new and unique ingredients, take a tour of the world through your senses, or impress your friends at the dinner table—our expert led courses will have you thinking of food and drinks in fresh and stirring ways.

### Drinking Sustainably: Natural Wine in the Cultural Zeitgeist

What makes a wine “natural” and how do we evaluate them? With a recent resurgence in popularity and availability, the debate is on. In this seminar, we'll discuss wine as an agricultural product and how sustainable farming and small-production winemaking impact the environment, plus natural wine's place on the global stage as a formidable opponent to big-box, conventional winemaking

*Prerequisite: Must be 21 or older.*

Eric Prato  
T | Jun 20 | 6-8:30pm | \$99  
Garagiste Wine Room and Merchant | 232WS6106

### Taste Like a Sommelier: Blind Tasting Seminar

Develop your palate and build an understanding of deductive tasting methods in this sommelier-led, three week seminar. Taste and evaluate wines for their style and structure, learn to determine market value, and gain confidence expressing your assessment with real-time feedback from an industry professional.

*Prerequisite: Must be 21 or older.*

Eric Prato  
T | Aug 15-29 (meets 3x) | 6-7:30pm | \$299  
Garagiste Wine Room and Merchant | 232WS6105

## Foreign Languages

[ced.unlv.edu/foreign-languages](http://ced.unlv.edu/foreign-languages)

### Italian II

Improve your Italian conversational skills with new readings, new vocabulary, and more advanced grammatical structures. If you have studied Italian but are lacking the confidence to speak the language and struggle to form sentences, Italian II can fill the common gaps in your knowledge. Required Textbook(s): *Italian A Self Teaching Guide* (ISBN: 9780471359616)

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

Manuela Carrescia  
T | Jul 11-Aug 29 (meets 8x) | 6-8pm | \$199  
PAR Room 401 | 232LA1134

### Spanish II

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

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

Olga Jeffrey  
MW | Jun 5-Jul 5 (meets 10x) | 6-8pm | \$199  
Online-UNLVGO and Zoom | 232LA1105

### Spanish III

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

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

Olga Jeffrey  
MW | Jul 10-Aug 9 (meets 10x) | 6-8pm | \$199  
Online-UNLVGO and Zoom | 232LA1141



Check out our DJ classes on page 35  
or visit [ced.unlv.edu/dj](http://ced.unlv.edu/dj)



## Money Management

[ced.unlv.edu/money-management](http://ced.unlv.edu/money-management)

### Advancing How Your Money Moves with JA

Ever wished that becoming an adult came with a money management guidebook? Here's your chance to learn from Junior Achievement USA, a nonprofit that has been inspiring and preparing young people for financial success since 1919. You will go on a simulated "journey into adulthood" and come out with a better understanding of the financial impact of your career, educational, and financial choices, debt, unexpected expenses, insurance, mortgages, the stock market, preparing for the future, and retirement.

Ciara Owens

W | Jun 7-Jul 5 (meets 5x) | 5:30-8:30pm | \$199

Online-UNLVGO and Zoom | 232PF1101

### Annuity: The Ins & Outs

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

Continuing Ed Staff

Th | Jun 29 | 6-9pm | \$69

PAR Room 101 | 232PF1183

### Social Security & Retirement

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

Continuing Ed Staff

M | Jun 12 | 6-9pm | \$69

PAR Room 300 | 232PF1181

### 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.

Continuing Ed Staff

M | Jul 3-24 (meets 4x) | 6-9pm | \$189

PAR Room 300 | 232PF1180



## Music

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

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

### 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 | Jun 7-Jul 12 (meets 6x) | 7:15-8:45pm | \$119

PAR Room 400 | 232MU1107

### Guitar II

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

Jesse Del Quadro

W | Jul 19-Aug 9 (meets 4x) | 7-8:30pm | \$99

PAR Room 400 | 232MU1116

### 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 | Jun 7-28 (meets 4x) | 5:30-7pm | \$119

PAR Room 400 | 232MU1117

## UNLV Summer Community Concert Band

Formed in January 1987, the UNLV Community Concert Band is among the oldest community instrumental groups in the Las Vegas area. The 70-plus members range in age from high school to seniors. The band plays a wide variety of music including marches, show and film scores, and classic and contemporary wind arrangements. The UNLV 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 and details.

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

Tony LaBounty  
W | May 17-Jun 28 (meets 7x) | 7-9:20pm | \$29  
Lee and Thomas Beam Music Center (BMC) Room 160  
231MU1102B

## Performing Arts

[ced.unlv.edu/performing-arts](http://ced.unlv.edu/performing-arts)

Whether you are performing in front of a microphone, camera, or live audience; or helping support performers behind the scenes, our specialized training can help build your skills so you feel confident taking center stage. Or, join one of UNLV's dynamic music ensembles. You can resurrect old skills and meet new friends at the same time. Music ensembles include Las Vegas Flute Ensemble, High Desert Horns, UNLV Community Concert Band, UNLV New Horizons Band, and University Chorale. If you are a musician plus a Rebel sports fan, both University Marching Band and University Basketball Pep Band are open to community members.



## Aspire to DJ for Beginners

Ready to have fun and experience what it's like to be a DJ first hand? In this introductory class, you will learn the history and basics of the DJ industry, and get started in using DJ equipment. Understand the foundations of DJ audio, hardware, and software tools, and become confident in the basics of how to properly connect your DJ gear, import and export music, and play songs. Our professional and friendly instructors have many years of DJing experience in Las Vegas and beyond. DJ controllers and a library of music to play will be provided for in class use and demonstrations. Students may bring their own equipment and headphones (noise canceling headphones are recommended). After class, you will receive recorded tracks of the music you blended, a list of music to start with, and a Certificate of Participation from Jamfest Music Group. Optional DJ gear is available for purchase from Jamfest Music Group or your instructor can help you choose the right DJ gear to purchase on your own.

Jamfest Music Group  
Sa | May 6 | 11am-2:30pm | \$260  
PAR Room 125 | 231DJ1001G | 0.35 CEU

Sa | Jul 1 | 11am-2:30pm | \$260  
PAR Room 125 | 232DJ1001A | 0.35 CEU

Sa | Aug 5 | 11am-2:30pm | \$260  
PAR Room 125 | 232DJ1001B | 0.35 CEU

## Introduction to Voiceover Workshop

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

Melissa Moats  
Sa | May 20 | 1:30-4:30pm | \$49  
The Voice Actors Studio | 231CX4170C

Sa | Jul 15 | 1:30-4:30pm | \$49  
The Voice Actors Studio | 232CX4170

## Break Into the World of Voiceover

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

Melissa Moats

T | Jun 6-27 (meets 4x) | 6:30-9:30pm | \$299  
The Voice Actors Studio | 232CX4171A

T | Aug 8-29 (meets 4x) | 6:30-9:30pm | \$299  
The Voice Actors Studio | 232CX4171B

## Photography

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

### Digital Photography Bundle

Register for this course to receive a bundle discount of \$297 for the three-part Digital Photography series.

Digital Photography I: The Essentials

Digital Photography II: Visual Communication

Digital Photography III: Focal Lengths to Filters

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

Continuing Ed Staff

Th | Jun 1-Aug 31 (meets 2x) | \$297  
PAR | 232PHBUND

### Digital Photography I: Understanding the Basics of Your Camera & Photography

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

Marcy Johnson,

Sa | Jun 10 | 9am-3pm | \$119  
PAR Room 300 | 232PH1100

### Digital Photography II: Tools, Techniques & Lighting

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

Marcy Johnson

Sa | Jul 8 | 9am-3pm | \$119  
PAR Room 300 | 232PH1141

### Digital Photography III: Headshots to Dramatic Portraits

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

Marcy Johnson

Sa | Aug 5 | 9am-3pm | \$119  
PAR Room 300 | 232PH1125

### Desert Night Sky Photography

Take stunning photographs of stars and star trails over the desert landscape. Instruction concentrates on selecting the appropriate camera settings for your DSLR camera, choosing a composition to maximize the night sky, and determining the appropriate direction and time of night to shoot photographs of the stars in a desert setting. We will discuss planning a photo shoot with consideration of the north star, moon phase, and moon rise/moon set times. By the end of this class you will be able to plan and execute night sky photo shoots on your own. Students should be prepared to spend at least 3 hours outdoors in the evening. Students must provide the following: DSLR camera, tripod, shutter release, and wide-angle lens, and head lamp (useful). Appropriate clothing to be outside for 3 hours in the evening. The class will take an hour break for dinner (not included) and time to travel to the evening location. Students will also provide own transportation to field trip location that will be located within 1 hour of Las Vegas Valley.

*Prerequisite: Digital Photography I or comparable experience.*

Michael Phillips

ThF | Jun 8-9 (meets 2x) | 6:30-9:30pm | \$129  
PAR Room 511 | 232PH1160

## Landscape Photography

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

Students are required to bring their DLSR cameras to all sessions. A tripod and shutter release is recommended for all sessions. A circular polarizing filter is strongly recommended for the in-field training. Participants must provide own transportation to field trip location that will be located within 1 hour of Las Vegas Valley.

*Prerequisite: Digital Photography I or comparable experience.*

Michael Phillips

Sa | Jul 22-29 (meets 2x) | 9am-3pm | \$129  
PAR Room 300 | 232PH1159



## Sports and Fitness

[ced.unlv.edu/sports-fitness](http://ced.unlv.edu/sports-fitness)

Physical activity can reduce your stress, increase your strength and energy, and improve your mental focus. Our sports offerings focus on lifelong activities you can do at any age. We also partner with UNLV PEX (Physical Education) to offer non-credit options for training as a youth or Nevada high school coach or sports official.

Our fitness professional programs can help you translate your passion for fitness into a rewarding career. As a fitness professional, you will enjoy flexible hours and energetic work environments as you inspire clients on their journey to better health and wellbeing. Our programs combine live classes led by industry professionals with online lessons that prepare you to get certified by organizations such as the National Academy of Sports Medicine (NASM) or the Athletics and Fitness Association of America (AFAA).

### Bodyweight Bootcamp

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

Marko Westwood, GFI

MWF | Jun 5-Jul 7 (meets 15x) | 9:40-10:40am | \$289  
UNLV Recreation & Wellness Center (RWC) | 232SF1136

### Golf for Beginners

Practice the fundamentals of golf, including chipping, putting, woods, irons and rules of the game. Novice players will gain confidence and skills to get out on the links quickly. Equipment will be provided. Please wear only soft spike golf shoes or tennis shoes. Students may also enroll for university credit in PEX 117 for 1 credit.

PEX Department, James Massey

MTW | May 15-31 (meets 8x) | 5:30-7pm | \$314  
Las Vegas Golf Center | 231SF1104B

\*Class does not meet: Mar 14

## Wellness

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

### Introduction to Trauma- Informed Yoga: 1 Day Bootcamp

Understand the effects that trauma has on your brain, body, and central nervous system while practicing easy somatic techniques that can help heal, alleviate, and prevent your symptoms. You will learn and practice yoga, breathing, and meditation exercises that can be used for self-regulation, nervous system healing, and prevention of stress induced illness. By the end of this class, you will feel confident using the techniques for yourself, or leading others in an individual or group session. Pending approval, this course will provide 6 CEUs/ PDUs for Nevada licensed social workers, MFTs, CPCs, educators, and Yoga Teachers registered with Yoga Alliance. Bring your own yoga mat, water, comfortable clothing, a pen, and notebook. Gently used mats are available from instructor in limited supply.

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

Alexis Wisniewski, Terry Bahr, PhD, CPC  
Sa | Aug 19 | 9am-4:05pm | \$199  
PAR Room 133 | 232HE1116 | 0.75 CEU

### Introduction to Trauma-Informed Yoga: 5 Week Series

Understand the effects that trauma has on your brain, body, and central nervous system while practicing easy somatic techniques that can help heal, alleviate, and prevent your symptoms. You will learn and practice yoga, breathing, and meditation exercises that can be used for self-regulation, nervous system healing, and prevention of stress induced illness. By the end of this class, you will feel confident using the techniques for yourself, or leading others in an individual or group session. Pending approval, this course will provide 10 CEUs/ PDUs for Nevada licensed social workers, MFTs, CPCs, educators, and Yoga Teachers registered with Yoga Alliance. Bring your own yoga mat, water, comfortable clothing, a pen, and notebook. Gently used mats are available from instructor in limited supply.

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

Alexis Wisniewski, Terry Bahr, PhD, CPC  
Sa | Jul 8-Aug 5 (meets 5x) | 9-11am | \$249  
PAR Room 133 | 232HE1115 | 1 CEU

## Academic Preparation

### Institute of Reading Development Reading Enrichment Programs

[ced.unlv.edu/institute-reading-development](http://ced.unlv.edu/institute-reading-development)

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

This fall, in addition to offerings for younger readers, IRD will resume offering programs for university students. Programs for UNLV students will be one online 90 minute session per week for four weeks. University students will work on techniques for reading with greater speed and comprehension to boost their academic success. IRD offers flexible class days and start dates.

### Test Preparation

[ced.unlv.edu/test-preparation](http://ced.unlv.edu/test-preparation)

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

#### All Test Prep Classes Include:

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

## Graduate School Test Preparation

### Live-Online GMAT® Strategy Workshop

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

ETC Staff

W | May 17 | 6-7pm | No charge  
Online Delivery | 231TL1110B

W | Aug 30 | 6-7pm | No charge  
Online Delivery | 232TL1110A

### GMAT® Live-Online Course

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

ETC Staff

ThT | Jun 1-27 (meets 8x) | 6-9pm | \$849  
Online Delivery | 232TL1101A

WM | Jul 12-Aug 7 (meets 8x) | 4-7pm | \$849  
Online Delivery | 232TL1101B

### Live-Online GRE® Strategy Workshop

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

ETC Staff

W | Jun 28 | 6-7pm | No charge  
Online Delivery | 232TL1112A

W | Aug 30 | 6-7pm | No charge  
Online Delivery | 232TL1112B

### GRE® Live-Online Course

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

ETC Staff

WM | May 10-Jun 7 (meets 8x) | 4-7pm | \$799  
Online Delivery | 231TL1100E

\*Class does not meet: May 29

ThT | Jun 1-27 (meets 8x) | 4-7pm | \$799  
Online Delivery | 232TL1100A

Su | Jul 9-Aug 27 (meets 8x) | noon-3pm | \$799  
Online Delivery | 232TL1100B

TTh | Jul 11-Aug 3 (meets 8x) | 6-9pm | \$799  
Online Delivery | 232TL1100C

WM | Jul 12-Aug 7 (meets 8x) | 4-7pm | \$799  
Online Delivery | 232TL1100D

ThT | Aug 3-29 (meets 8x) | 4-7pm | \$799  
Online Delivery | 232TL1100E

## Live-Online LSAT® Strategy Workshop

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

ETC Staff

W | Jun 7 | 6-7pm | No charge

Online Delivery | 232TL1114A

## LSAT Prep Course - Classroom

UNLV's intensive LSAT prep program includes 30 hours of classroom instruction from experienced test-preparation professionals. The easy-to-follow program uses proven techniques to take the mystery out of the LSAT. Learn systematic strategies for mastering Logical Reasoning 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! This course is ideal for current undergraduates, recent graduates, and anyone intending to apply to law school in the next five years. 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.

ETC Staff

ThT | May 4-Jun 6 (meets 10x) | 6-9pm | \$899

PAR Room 101 | 231TL1105

## LSAT® Live-Online Course

Prepare for the LSAT® with 30 hours of live-online instruction from UNLV's LSAT® experts! This synchronous class combines the interactive aspects of the in-person classroom with the convenience of an online course. You will learn strategies for solving the complex logic games found in the Analytical Reasoning section and strengthen your skills on the Logical Reasoning and Reading Comprehension sections of the exam. This course is ideal for law school applicants seeking the interactivity of an in-person classroom experience and the flexibility of an online class. The course includes an LSAT workbook, 20 official practice tests from LSAC, and access to online resources including class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours. Course materials are shipped directly to you.

ETC Staff

ThT | May 4-Jun 6 (meets 10x) | 6-9pm | \$899

Online Delivery | 231TL1102F

## College Application Test Preparations

### ACT® Live-Online Summer Institute

The Live-Online Summer Institutes are intensive test-preparation programs that provide the tools you need to prepare for and succeed on the ACT®. Each course includes 20 hours of online instruction. Choose from a condensed one-week or two-week format or spread your preparation out over the entire summer. The Live-Online Summer Institutes are convenient for students seeking to develop essential test-taking tools during the summer, when many students have more time available for practice. Courses include in-depth review of the test content, strategies for improving their scores, and a comprehensive study plan. You will receive the official preparation guide including practice tests from ACT®, a course workbook, and access to our online resources—class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours.

ETC Staff

MTWTh | Jun 5-8 (meets 4x) | 6am-10pm | \$499

Online Delivery | 232TL1121

ThT | Jun 15-Jul 13 (meets 8x) | 4-6pm | \$499

Online Delivery | 232TL1121A

\*Class does not meet: 7/4/2023

MTWTh | Jul 10-13 (meets 4x) | 10am-2pm | \$499

Online Delivery | 232TL1121B

### Live-Online ACT®/SAT® Strategy Workshop

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

ETC Staff

W | May 24 | 6-7pm | No charge

Online Delivery | 231TL1123E

W | Jun 28 | 6-7pm | No charge

Online Delivery | 232TL1123A



### Live-Online ACT®/SAT® Strategy Workshop

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

ETC Staff  
W | Aug 30 | 6-7pm | No charge  
Online Delivery | 232TL1123B

### SAT Live-Online Blitz

The SAT® Blitz prepares students to reach the test date of their choice at peak performance. These courses meet twice per week, allowing time to practice new skills during the week. Our multi-week format of the SAT® Prep Course leads to greater opportunities for learning and interaction with our expert instructors. Courses are conveniently scheduled in the weeks leading up to the most popular SAT® dates and include 16 hours of instruction.

ETC Staff  
WM | Jul 19-Aug 14 (meets 8x) | 4-6pm | \$499  
Online Delivery | 232TL1106A

### SAT Live-Online Summer Institute

The SAT® Summer Institute is an intensive test prep program that provides students with the tools they need to prepare for and ace the SAT®. The condensed one-week format is a convenient way to develop essential test-taking tools. Receive in-depth review of the exam materials, insight into strategies for succeeding on standardized tests, and a comprehensive study plan.

ETC Staff  
W | Jun 7-Jul 26 (meets 8x) | 10-10:50am | \$499  
Online Delivery | 232TL1119A

MTWTh | Jun 26-29 (meets 4x) | 10am-2pm | \$499  
Online Delivery | 232TL1119B

## Teacher Training Test Preparation

### Praxis® Live-Online Core Math Prep Course

Prepare for the Praxis® Core Math through the UNLV Praxis® Prep Class. The class improves your skills, confidence, and score, all of which prepare you for admission into the teacher preparation program of your choice! In the 15 hours of expert classroom instruction on the Core Math section of the Praxis®, you will review the mathematical concepts tested on the Praxis®, and prepare for the questions typically seen on the test. The Praxis® Core Math Prep Class includes expert instruction, all required course materials, and online support resources.

ETC Staff  
ThT | Jun 8-22 (meets 5x) | 4-7pm | \$199  
Online Delivery | 232TL1109



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

### LIVE-ONLINE ACT/SAT STRATEGY WORKSHOP

W | May 24 | 6-7pm | No charge | Online Delivery | 231TL1123E  
W | Jun 28 | 6-7pm | No charge | Online Delivery | 232TL1123A

### LIVE-ONLINE GMAT STRATEGY WORKSHOP

W | May 17 | 6-7pm | No charge | Online Delivery | 231TL1110B  
W | Aug 30 | 6-7pm | No charge | Online Delivery | 232TL1110A

### LIVE-ONLINE GRE STRATEGY WORKSHOP

W | Jun 28 | 6-7pm | No charge | Online Delivery | 232TL1112A  
W | Aug 30 | 6-7pm | No charge | Online Delivery | 232TL1112B

### LIVE-ONLINE LSAT STRATEGY WORKSHOP

W | Jun 7 | 6-7pm | No charge | Online Delivery | 232TL1114A



## Math Summer Bridge: Grade 1-8 Enrichment

[ced.unlv.edu/summer-math](http://ced.unlv.edu/summer-math)

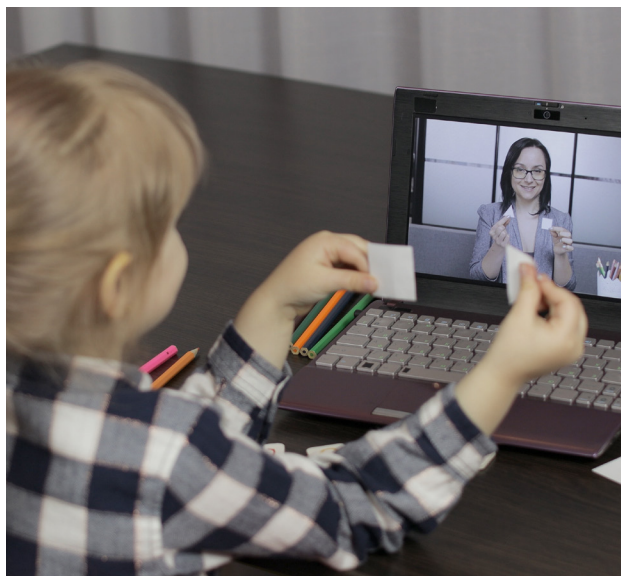
Whether called the summer setback or summer slide, the learning loss students experience in math over the summer can have significant impact on their performance in the upcoming school year. Frequently contributing to a loss of 2+ months of skill, this happens during summer vacation when students don't use the skills learned at school. Math Summer Bridge will help minimize students' loss of skills by giving them an instructor-led environment in which to review and practice skills learned or receive guided instruction on key topics covered in the grade they are entering.

Presented as a "Visit to the Teacher's Desk," these classes are designed to help your child review key skills from the previous grade or be prepared for the new school year! Each course is taught by a dedicated instructor who has experience working with elementary school students. The courses are interactive; students will be able to ask and answer questions in real time.

Each course consists of twelve (12) 50-minute sessions. The sessions are delivered in live-online format with a live instructor presenting each class session. Sessions are divided into either a 6-week or 3-week schedule. In addition to the scheduled class sessions, students will have access to recorded versions of each class session which can be used to preview topics, replace sessions which the student is unable to attend, or review content from a different perspective.

Topics covered by grade level may be viewed via the online registration system.

Registration: \$299



### Live-Online Summer Bridge Math

Whether called the summer setback or summer slide, the learning loss students experience in math over the summer can have significant impact on their performance in the upcoming school year. Frequently contributing to a loss of 2+ months of skill, this happens during summer vacation when students don't use the skills learned at school. The Summer Bridge Program in Mathematics will help minimize students' loss of skills by giving them an instructor-led environment in which to review and practice skills learned or receive guided instruction on key topics covered in the grade they are entering. Presented as a "Visit to the Teacher's Desk," these classes are designed to help your child review key skills from the previous grade or be prepared for the new school year! Each course is taught by a dedicated instructor who has experience working with elementary school students. The courses are interactive; students will be able to ask and answer questions in real time. Each course consists of twelve (12) 50-minute sessions. The sessions are delivered in live-online format with a live instructor presenting each class session. In addition to the scheduled class sessions, students will have access to recorded versions of each class session which can be used to preview topics, replace sessions which the student is unable to attend, or review content from a different perspective. The Summer Bridge Program in Mathematics is open to any student seeking an engaging environment in which to explore fun, relevant math topics. Topics covered are listed within the description of each program to assist parents and students as they decide which program is best for them. As an example, Grade 3 will be particularly helpful for students who recently completed 3rd grade and want to minimize summer losses, or for those who are preparing for 3rd grade and want an introduction to the topics they will see in the coming year. Class sessions will be taught on a reading level matching the course title (e.g. Grade 3 instruction will be taught at a 3rd grade reading level).

ETC Staff

## Grade 1

MTWTh | Jul 10-27 (meets 12x) | 2-2:50pm | \$299  
Online Delivery | 232YP1121

## Grade 2

MTWTh | Jul 10-27 (meets 12x) | 1-1:50pm | \$299  
Online Delivery | 232YP1122

## Grade 3

TTh | Jun 20-Aug 3 (meets 12x) | noon-12:50pm | \$299  
Online Delivery | 232YP1123A  
\*Class does not meet: Jul 4 & 6

MTWTh | Jul 10-27 (meets 12x) | noon-12:50pm | \$299  
Online Delivery | 232YP1123B

## Grade 4

MW | Jun 12-Jul 31 (meets 12x) | 2-2:50pm | \$299  
Online Delivery | 232YP1124A  
\*Class does not meet: Jun 19, Jul 3 & 5

MTWTh | Jul 10-27 (meets 12x) | noon-12:50pm | \$299  
Online Delivery | 232YP1124B

## Grade 5

MW | Jun 12-Jul 31, 2023 (meets 12x) | 11-11:50am | \$299  
Online Delivery | 232YP1125A  
\*Class does not meet: Jun 19, Jul 3 & 5

TTh | Jun 20-Aug 3 (meets 12x) | noon-12:50pm | \$299  
Online Delivery | 232YP1125B  
\*Class does not meet: Jul 4 & 6

MTWTh | Jul 10-27 (meets 12x) | 2-2:50pm | \$299  
Online Delivery | 232YP1125C

## Grade 6

MW | Jun 12-Jul 31 (meets 12x) | noon-12:50pm | \$299  
Online Delivery | 232YP1126A  
\*Class does not meet: Jun 19, Jul 3 & 5

TTh | Jun 20-Aug 3 (meets 12x) | 3-3:50pm | \$299  
Online Delivery | 232YP1126B  
\*Class does not meet: Jul 4 & 6

MTWTh | Jul 10-27 (meets 12x) | 11-11:50am | \$299  
Online Delivery | 232YP1126C

## Grade 7

MW | Jun 12-Jul 31 (meets 12x) | 3-3:50pm | \$299  
Online Delivery | 232YP1127A  
\*Class does not meet: Jun 19, Jul 3 & 5

TTh | Jun 20-Aug 3 (meets 12x) | 2-2:50pm | \$299  
Online Delivery | 232YP1127B  
\*Class does not meet: Jul 4 & 6

MTWTh | Jul 10-27 (meets 12x) | 11-11:50am | \$299  
Online Delivery | 232YP1127C

## Grade 8

MW | Jun 12-Jul 31 (meets 12x) | 1-1:50pm | \$299  
Online Delivery | 232YP1128A  
\*Class does not meet: Jun 19, Jul 3 & 5

TTh | Jun 20-Aug 3 (meets 12x) | 11-11:50am | \$299  
Online Delivery | 232YP1128B  
\*Class does not meet: Jul 4 & 6

MTWTh | Jul 10-27 (meets 12x) | 3-3:50pm | \$299  
Online Delivery | 232YP1128C



# UNLV Young Rebels Programs



From coding to writing to engineering to nursing, UNLV offers the youth of Southern Nevada the opportunity to begin discovering the paths that will lead to their careers. We offer dozens of programs across academic disciplines for students in elementary, middle or high school, in a safe and supportive environment. Whether your passion is science, reading, math or robotics, or any of a number of other programs, know there is something for you. Don't wait for college, come join us now at UNLV!

**702-895-3394**

**[youngrebels.unlv.edu](http://youngrebels.unlv.edu)**

# OLLI at UNLV

LEARN. ENGAGE. TOGETHER.



The Osher Lifelong Learning Institute (OLLI) at UNLV is a member-driven learning community of more than 1,800 retired and semi-retired adults. Our members continue a lifetime of learning by contributing to a program rich in content, shared interests, and life experiences.

**Summer 2023** classes offered May 30 through July 21 in-person and online.

 [olli.unlv.edu](http://olli.unlv.edu)  702-774-OLLI

 [olliatunlv@unlv.edu](mailto:olliatunlv@unlv.edu)

UNLV | OSHER LIFELONG LEARNING INSTITUTE



*It's good to be a Rebel!*  
UNLV CONTINUING EDUCATION OFFERS PROGRAM DISCOUNTS TO ALUMNI AND STAFF

## ALUMNI

All UNLV graduates  
5%\* off professional development  
5%\* off personal enrichment

Details at  
[ced.unlv.edu/unlv-alumni](http://ced.unlv.edu/unlv-alumni)

## STAFF

All current UNLV employees  
15%\* off professional development  
5%\* off personal enrichment

Details at  
[ced.unlv.edu/unlv-employee-discounts](http://ced.unlv.edu/unlv-employee-discounts)

UNLV | CONTINUING EDUCATION

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

# UNLV

## SUMMER TERM

*Earn your college  
credits quicker!*

Stay on Track | Get Ahead | Graduate Sooner

**SUMMER TERM 2023**

Session I  
May 15--June 2

Session II  
June 5--July 7

Session III  
July 10--August 11

summerterm-unlv.edu  
summerterm-unlv.edu  
summerterm-unlv.edu  
summerterm-unlv.edu  
summerterm-unlv.edu  
summerterm-unlv.edu

# Continuing Education: Information, Policies & Procedures

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## Registration Fees & Payment

Payment in full is due at the time of registration. For a list of payment options, see page 56 of this catalog or visit [ced.unlv.edu/registration-policies#fees](http://ced.unlv.edu/registration-policies#fees).

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

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

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

## Course Cancellations & Changes

The Division of Educational Outreach reserves the right to cancel any class or make any other changes it deems necessary in order to provide students with the best educational experience possible as well as to ensure the health and safety of all members of the university community. Changes include but are not limited to the following: change of schedule, location, instructor, and mode of instruction. If a class is canceled, the university will issue a full refund of the registration fee to each enrolled student. Under no circumstances will the amount refunded exceed the amount of the registration fee. For more information visit [ced.unlv.edu/registration-policies#cancel](http://ced.unlv.edu/registration-policies#cancel)

## Refunds & Dropping Or Withdrawing From Classes

Requests to drop classes and receive refunds must be submitted at least three business days before the first day of the class (unless otherwise stated). Requests for refunds must be made in writing. Phone requests or changes discussed with instructors or university staff are not accepted. Requests received by the deadline will be refunded 100% of the registration fee. At no time will the amount refunded exceed the amount of the original registration fee. UNLV Continuing Education and the Division of Educational Outreach aim to resolve all State Authorization Reciprocity Agreements (SARA) issues in an expedient and fair manner.

Requests to drop classes can be submitted 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. For SARA requests, please include the reason for filing a SARA complaint.

The complete refund policy is available at [ced.unlv.edu/registration-policies#refunds](http://ced.unlv.edu/registration-policies#refunds).

## Wait List

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

## Parking

All students, staff, faculty, and visitors who wish to park on one of the UNLV campuses are required to obtain and display parking permits. Parking permits may be purchased via the PayByPhone app on your mobile device. Visit [unlv.edu/parking](http://unlv.edu/parking) for the most up-to-date information regarding permit requirements and enforcement as well as other purchasing options.

## Class Locations

Our classes are located throughout the Las Vegas Valley. See page 53 for the location legend.

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

## Age Requirement

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

## Certificate Programs

Students enrolling in a certificate program are responsible for reviewing and abiding by all certificate program policies, as well as submitting all necessary forms. Visit [ced.unlv.edu/certificate-programs](http://ced.unlv.edu/certificate-programs) for our certificate program policies and details about all of our certificate programs. To request your certificate after meeting the program requirements, please fill out a Certificate Issuance Form at [ced.unlv.edu/certificate-form](http://ced.unlv.edu/certificate-form).

## Books & Supplies

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

## Attendance Policy

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

### UNLV Continuing Education Units (CEUs)

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

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

### Disability Services

The university provides equal opportunity and treatment in employment, admissions, and all programs in an effort to avoid discrimination based on race, color, national origin, sex, and disability. Any student who feels they may need accommodations due to a disability, temporary injury, or academic adjustments due to a pregnancy is encouraged to contact the UNLV Disability Resource Center (DRC) online at [unlv.edu/drc](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).

### 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.

### UNLV Smoke-Free

On August 15, 2022, UNLV officially became a smoke-free campus. UNLV seeks to provide a clean, healthy environment for the entire community. UNLV is a smoke-free, vape-free, and tobacco-free campus.

### Copyright Policy

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

### Title IX

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

### UNLV Paradise Campus Information Desk Hours

We are open Monday through Friday, 8am to 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

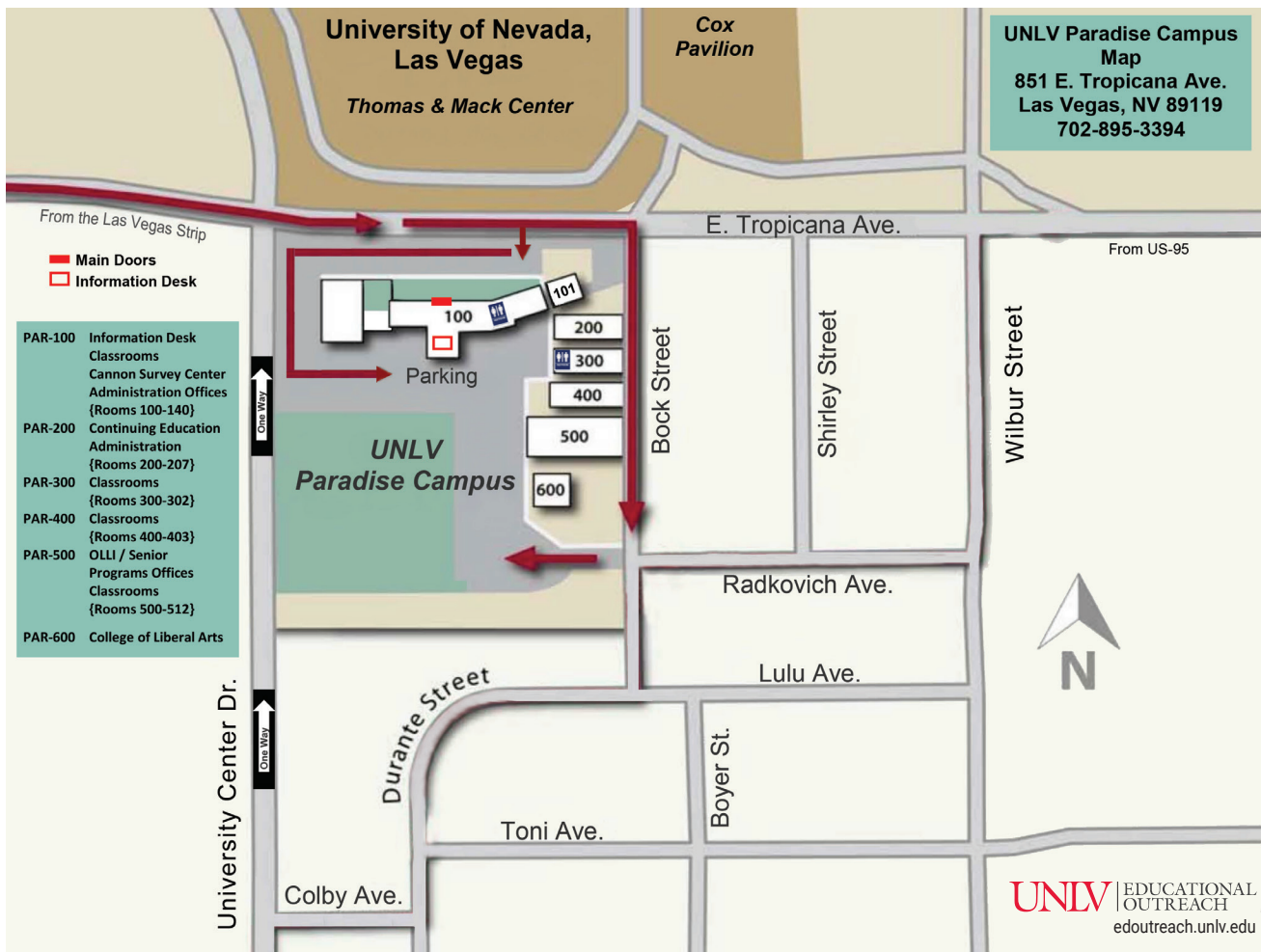
# Location Legend

- Greenspun Hall (GUA)**
- Lee & Thomas Beam Music Center (BMC)**
- Paradise Campus (PAR)**
- UNLV Recreation & Wellness Center (RWC)**



UNLV campus maps are available online at [www.unlv.edu/maps](http://www.unlv.edu/maps). Classroom assignments are printed on your registration receipt.

- Clark County Neighborhood Justice Center** 330 S. 3rd St., Ste. 600, Las Vegas, NV 89101
- Foundation for Recovery** 4800 Alpine Pl. #12, Las Vegas, NV 89108
- Garagiste Wine Room and Merchant** 197 E California Ave #140, Las Vegas, NV 89104
- Las Vegas Golf Center** 6730 S. Las Vegas Blvd., Las Vegas, NV 89119
- Perry Foundation** 2920 Green Valley Pkwy., Bldg. 3, Ste. 311, Henderson, NV 89014
- The Voice Actors Studio** 3875 S. Jones Blvd., Ste. 102, Las Vegas, NV 89103



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8am-5pm Monday-Friday.



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