

EXTENDING UNLV TO THE COMMUNITY

OUTREACH

COURSE CATALOG
SUMMER 2022

CLASSES FOR SUMMER INCLUDE:

- 10** BUSINESS
Sales Development Science
- 41** DRAWING & PAINTING
Acrylics / Watercolors
- 42** FOREIGN LANGUAGES
Spanish I, II & III



Denis Peterson, Ph.D., president



Bill Bialcak, PMP, managing partner

On time and under budget—that is the goal of any project management professional. It’s a concept easily attainable on paper, but real world execution often results in the opposite—late and over budget. **Denis Peterson, Ph.D., president of Petersen Training, LLC**, has had to step in and course correct a lot of projects during his career and decided he could provide training that resulted in maximum efficiency. This led to a partnership with UNLV Continuing Education to offer the Advanced Project Management Certificate program in southern Nevada.

Petersen and his managing partner **Bill Bialcak** utilized their combined 32 years of military experience in the United States Air Force to develop a hybrid program that utilizes online training combined with classroom instruction and live simulation to prepare students not just for the PMP® Exam, but for real world project management within a number of industries.

Speaking with Bill, he assured us the program is “very user friendly. It’s a continuing education experience.

UNLV | CONTINUING EDUCATION

Program Spotlight:

Advanced Project Management Certificate Program

We know our students are very busy; they have families and careers, and we want them to succeed.” Students meet for classroom training three times for 3-5 days each, plus hone their skills in a responsive online platform.

Bill, who developed the program specifically for UNLV’s needs, knows the key to any great program is the instructors who pass on knowledge and experience to their students. The Petersen Training instructors have advanced training credentials, are certified as Project Management Professionals (PMP®), and each one has over twenty years of project management experience.

Petersen Training’s first time pass rate for people who take the PMP® Exam is over 90%, which is the highest in the industry. Denis attributes this success to their years of project management experience, their great relationship and partnership with the Project Management Institute, and of course the specialized training they offer in this program. **“The Advanced Project Management Certificate program is the most sophisticated project management training and certification program available anywhere on the market.”**

Learn more about the Advanced Project Management Certificate Program at ced.unlv.edu/project-management.

Table of Content

Business	4
Business Administration Certificate Program.....	4
Communications Classes.....	4
Community Manager Precertification Education.....	5
Customer Experience Certificate Program.....	5
Digital Marketing Bootcamp Certificate Program	6
Human Resource Management Certificate Programs/aPHR Certification Preparation.....	7
Human Resource PHR/SPHR Certification Preparation.....	9
Lean Six Sigma Green Belt & Black Belt Certificate Programs	9
Sales Development Science Certificate Program	10
Sales Operations Science Certificate Program.....	11
Leadership/ Management.....	12
Advanced Project Management Certificate Program	12
Management Certificate Program.....	13
Organizational Leadership Certificate Program	15
Legal	17
Mediation Certificate Program	17
Parenting.....	18
Paralegal Certificate Program	18
Protective Services Professional Certificate Program	20



Technology/Computers.....	20
Cybersecurity Bootcamp Certificate Program.....	20
Data Science & Analytics Bootcamp Certificate Program	21
Microsoft Office	22
Print & Graphic Design Certificate Programs	23
Software Development Bootcamp Certificate Program	25
UI/UX Design Bootcamp Certificate	26
Unmanned Aircraft Systems Certificate Program	27
Web Design Classes.....	28

Healthcare/Wellness Professionals.....	28
Certified Nursing Assistant	28
NASM & AFAA Fitness Professional Certification Preparation Programs	30
Social Work CEU Series.....	31

Nonprofit.....	32
Grant Academy Certificate Program.....	32
Nonprofit Fundraising Certificate Program.....	32
Nonprofit Management Certificate Program	33

Language Skills for Professionals.....	35
Accent Reduction	35
English as a Second Language (ESL).....	36

Legal Interpretation: Spanish Certificate Program	37
Medical Interpretation: Spanish Certificate Program	37
Spanish for Healthcare Professionals	38

Life & Leisure	38
Acting & Comedy	38
Cannabis Classes	39
Drawing & Painting.....	40
Fashion Design Certificate Program.....	41
Financial Planning	42
Foreign Languages	42
Music	43
Sommelier Academy Certificate Program.....	43
Sports	45

Academic Preparation	44
Institute of Reading Development	44
Graduate School Test Preparation	45
Teacher Training Test Preparation.....	46
College Application Test Preparation	46
Math Summer Bridge: Grade 1-8 Enrichment	47

Policies & Procedures	51
----------------------------------------	-----------



UNLV

CONTINUING EDUCATION

Volume 44 • Number 3

The Continuing Education Catalog is published three times a year in Apr, Jul and Nov by the Division of Educational Outreach, University of Nevada, Las Vegas, 4505 S. Maryland Parkway, Box 451019 Las Vegas, Nevada 89154-1019. Postage paid at Las Vegas, Nevada.

POSTMASTER Send address changes to The Catalog, 4505 S. Maryland Parkway, Box 451019, Las Vegas, Nevada 89154-1019.

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 or by phone, 702-895-0866. Current DRC students should make an appointment to discuss their accommodations with their instructors.



ced.unlv.edu



702-895-3394



@UNLVCE



@UNLV_ce

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

Business Administration Certificate Program p. 4
Community Manager Precertification Education p. 5
Customer Experience Certificate Program p. 5
Digital Marketing Bootcamp Certificate Program p. 6
Human Resource Management Certificate Programs/aPHR Certification Preparation p. 7
Human Resource PHR/SPHR Certification Preparation p. 9
Lean Six Sigma Green Belt & Black Belt Certificate Programs p. 9
Sales Development Science Certificate Program p. 10
Sales Operations Science Certificate Program p. 11

Leadership/Management

Advanced Project Management Certificate Program p. 12
Management Certificate Program p. 13
Organizational Leadership Certificate Program p. 15

Legal

Mediation Certificate Program p. 17
Paralegal Certificate Program p. 18
Protective Services Professional Certificate Program p. 20

Technology/Computers

Cybersecurity Bootcamp Certificate Program p. 20

Data Science & Analytics Bootcamp Certificate Program p. 21
Print & Graphic Design Certificate Programs p. 23
Software Development Bootcamp Certificate Program p. 25
UI/UX Design Bootcamp Certificate p. 26
Unmanned Aircraft Systems Certificate Program p. 27

Healthcare/Wellness Professionals

Certified Nursing Assistant p. 28
NASM & AFAA Professional Certificate Preparation Program p. 30

Nonprofit

Grant Academy Certificate Program p. 32
Nonprofit Fundraising Certificate Program p. 32
Nonprofit Management Certificate Program p. 33

Language Skills for Professionals

Legal Interpretation: Spanish Certificate Program p. 37
Medical Interpretation: Spanish Certificate Program p. 37

Life & Leisure

Fashion Design Certificate Program p. 41
Sommelier Academy Certificate Program p. 43



Certificate Candidates:

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

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

Attend a Free Certificate Information Session

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

Grant Academy Information Session

T | Aug 23 | 6-7pm | Online-Zoom | 221GR1150

Human Resource Management Certificate Program Information Session

W | Aug 24 | 5:30-6:30pm | Online-Zoom | 221CP6155

Nonprofit Fundraising Information Session

M | Aug 29 | 6-7pm | Online-Zoom | 221NP3172

Paralegal Certificate Information Session

M | Jun 27 | noon-1pm | Online-Zoom | 221PL6128A

T | Jun 28 | 5:30-6:30pm | Online-Zoom | 221PL6128B

W | Jul 13 | noon-1pm | Online-Zoom | 221PL6128C

Th | Jul 14 | 5:30-6:30pm | Online-Zoom | 221PL6128D

PHR/SPHR Information Session

W | Aug 24 | 6:30-7:30pm | Online-Zoom | 221CP6118

Sommelier Academy Information Session

W | May 4 | noon-1pm | Online-Zoom | 221WS6101B

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

Grants, Loans & Tuition Assistance

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

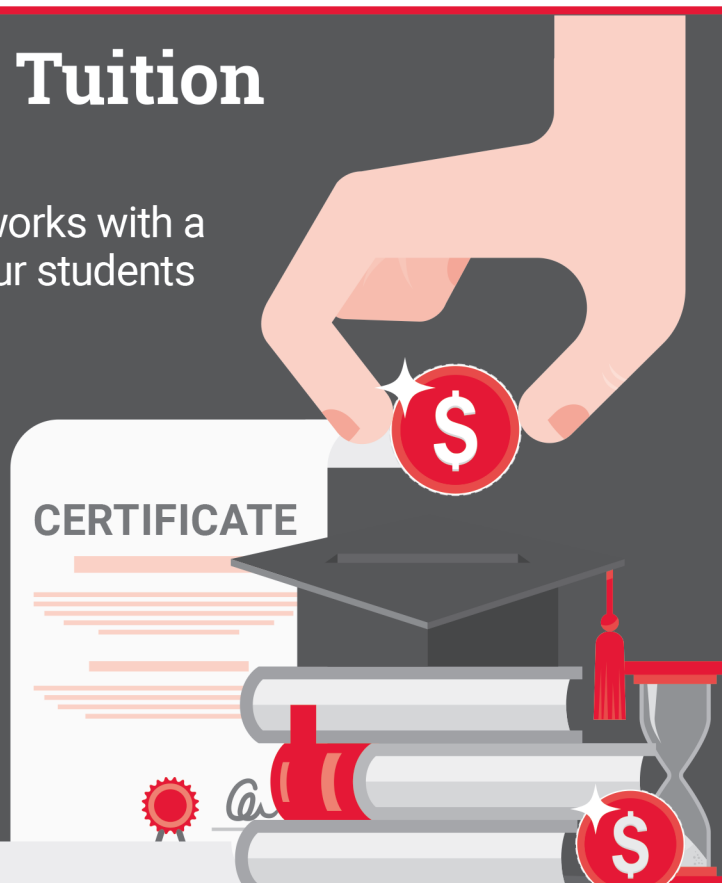
Options Include:

- Workforce Connections
- MyCAA
- Sallie Mae Smart Option Loan
- Employer Tuition Assistance
- Private Education Loans

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



ced.unlv.edu/financial-assistance



Business

Business Administration Certificate Program

ced.unlv.edu/business-administration

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

The curriculum is divided into six learning sessions and covers

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

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

PROGRAM REQUIREMENTS: To earn the Business Administration Certificate you must successfully complete all six learning sessions. Sessions must be taken in the semester the student registers. This program will be offered again for Fall 2022. Please check the website after July 1 for registration and additional details.

In partnership with:

UNLV | LEE
BUSINESS SCHOOL

Communications Classes

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.

Kimberly Virtuoso, MA, SPHR

F | Jun 24 | 9am-4pm | \$289

PAR Room 302 | 222CP6177 | 0.6 CEU

Effective Speaking for International Professionals

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

Katia Abou-Haidar, MAAL

MW | Aug 22-Sep 12 (meets 6x) | 6-8:30pm | \$279

PAR Room 300 | 222CX1117 | 1.5 CEUs

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.

André Wade

F | May 20 | 9am-4pm | \$289

PAR Room 302 | 221CP1108 | 0.6 CEU



Community Manager Precertification Education

ced.unlv.edu/community-manager

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

PROGRAM REQUIREMENTS: To earn the Community Manager PreCertification Education Certificate you must successfully complete the Community Manager Preparation course.

Community Manager Preparation Course

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

Carli A Gilchrist, Tonya Bates, Betsi Williams, Dawn Osterode, Lorrie Olson, Debora L Costa, Donna Zanetti, Robert (Bob) Browning, Cheri Hauer, Lauren Starnier
TWTh | May 3-Jun 22 (meets 23x) | 5:30-8:30pm | \$649
Online-UNLVGO and Zoom | 221RP1100C | 6 CEUs

Robert Forney, Christine Greengrass, General Manager, Carli A Gilchrist, Tonya Bates, Betsi Williams, Lorrie Olson, Donna Zanetti, Cheri Hauer, Justin Fertick, Lauren Starnier
TWTh | Sep 6-Oct 26 (meets 23x) | 5:30-8:30pm | \$649
Online-UNLVGO and Zoom | 223RP1100 | 6 CEUs

Customer Experience Certificate Program

ced.unlv.edu/customer-experience

The Customer Experience (CX) Certificate Program guides you through CX best practices, CX project methodologies, strategy formulation, and practical CX techniques that can be applied to your own business. Prepare to lead your company's CX efforts, transforming it into a company known for a superior customer experience.

Key Topics:

- CX Strategy
- CX Life Cycle
- Data-driven Decisions
- Customer-focused Innovation
- Customer Relationship Building
- Customer-first Culture
- Organizational Change

The program is presented as an 8-module, self-paced online course. You will be immersed in practical hands-on projects as you apply principles and techniques to drive CX innovation. Get the opportunity to solve real-world challenges and use practices developed by top companies, while CX experts guide you through every step.

This is an online asynchronous program, which means you can register and begin at any time. Check website for registration and additional details.



Digital Marketing Bootcamp Certificate Program

ced.unlv.edu/digital-marketing

Break into the digital marketing industry with a complete career-prep curriculum that is consistently updated to reflect the most cutting-edge tools and industry practices. Learn from industry experts that host interactive marketing training sessions with a focus on strategy, creative thinking, and analytics. Showcase a competitive set of digital skills in the job market that employers are currently searching for, build an advanced ePortfolio demonstrating your competency, and enter the workforce in as little as one year. This program is powered by our partner,

ThriveDX

Digital Marketing Introductory Course

In the 30-hour Introductory Course, explore fundamental digital marketing concepts such as SEO/SEM, marketing terminology, essential digital marketing tools, and social media marketing. You will also participate in critical thinking exercises, such as analyzing the correlation between marketing and advertising in online sales conversions. Classes are conducted in live, synchronous, virtual classroom environments. Hands-on projects allow you to apply concepts, collaborate with peers, and get feedback from instructors. This introduction to the field allows you to determine whether or not digital marketing is the right training and career path for you. At the end of the course, you will meet with your Admissions Advisor to assess your aptitude and determine whether or not you should continue into the full program. **Register at digitalskills.unlv.edu/digital-marketing-bootcamp.** You will need access to a laptop computer or other computing device. All other education materials required will be provided (books and software).

Continuing Ed Staff

MW | Jun 6-29 | 6-9:30pm | \$180

Online Delivery | 222DM1001A | 2 CEUs

TTh | Jun 7-30 | 6-9:30pm | \$180

Online Delivery | 222DM1001B | 2 CEUs



Digital Marketing Bootcamp

Prepare for a career in digital marketing—an exciting, dynamic field filled with potential. This immersive 370-hour online program builds your digital marketing knowledge and skill set by empowering you with tools and techniques that seamlessly integrate into a professional setting. Learn how to prepare for real-world scenarios through virtual hands-on projects and digital simulations, develop multi-platform fluency, and build an independent client base. You will complete an e-portfolio including a website, a PPC campaign, an SEO plan, and a social media strategy. Emerge ready to tackle content data analysis, email marketing, paid search marketing, social media management, digital marketing strategy, e-commerce marketing, search engine optimization, search engine marketing, pay-per-click management, and more. Course curriculum prepares you to take the industry's most recognized exams including Google Ads Search Certification, Google Ads Display Certification, Facebook Blueprint Certification Exam, and Hootsuite Platform Certification Exam. **Register at digitalskills.unlv.edu/digital-marketing-bootcamp.** You will need access to a laptop computer or other computing device. All other education materials required will be provided (books and software).

Prerequisite: Digital Marketing Introductory Course

Continuing Ed Staff

Jul 18-Mar 29, 2023 | MW 6-9:30pm, Sa 9:30am-2:30pm | \$14,820

Online Delivery | 222DM1002 | 37 CEUs

Human Resource Management Certificate Programs/aPHR Certification Preparation

ced.unlv.edu/HRManagement

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

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

- Essentials of Human Resource Management

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

- Essentials of Human Resource Management

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

Human Resource Management Certificate Program Information Session

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

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

Coaching & Counseling for Success

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

Amy Hunter
Th | Jun 30 | 9am-4pm | \$289
PAR Room 101 | 222CP6165 | 0.6 CEU

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 22 | 9am-4pm | \$289
PAR Room 101 | 222CP6147 | 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 17 | 9am-4pm | \$289
PAR Room 302 | 222CP6117 | 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 15 | 9am-noon | \$149

PAR Room 302 | 222CP6148 | 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 29 | 9am-4pm | \$289

PAR Room 302 | 222CP6166 | 0.6 CEU

The Great Resignation: Strategies for Employee Retention

Holding on to your company's talent is more challenging today as the US economy grapples with mass turnover. Approximately 47 million employees (33% of the workforce) voluntarily left their positions in 2021 (Fast Company). What actions can companies take to engage and retain great employees in both the short and long term? Designed for both organizational leaders and human resource professionals, this course will describe best practices in employee retention and engagement to optimize organizational performance. Organizations that maintain this focus create an environment where employees have the tools, resources, and professional opportunities to develop skills and fulfill their career goals, ultimately contributing to organizational profitability and achievement of customer service objectives. Topics include an organizational engagement analysis, building trust in leadership, job design for engagement, programs and communication strategies to engage and retain employees, generations in the workplace, and reflection and development of an action plan for organizational application.

Christina Nishiyama, MBA, SPHR

F | May 6 | 9am-4pm | \$289

PAR Room 302 | 221CP6140 | 0.6 CEU

Turning Managers into Leaders

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

Kimberly Virtuoso, MA, SPHR

F | Jun 10 | 9am-4pm | \$289

PAR Room 302 | 222CP6119 | 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 3 | 9am-4pm | \$289

PAR Room 302 | 222CP6114 | 0.6 CEU

Human Resource PHR/SPHR Certification Preparation

ced.unlv.edu/phr-sphr

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

PHR/SPHR Information Session

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

Greg Wilken, JD, SPHR
W | Aug 24 | 6:30-7:30pm | No charge
Online-Zoom | 222CP6118



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



What our students are saying:
The instructor was great and articulated Lean Six Sigma in a very easy simple manner. I would recommend him for others. I will be taking his black belt class."

Lean Six Sigma: Green Belt,
Fall 2021

Lean Six Sigma Green Belt & Black Belt Certificate Programs

ced.unlv.edu/lean-six-sigma

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

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

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

Lean Six Sigma: Green Belt

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

Erik Christensen

MTWThF | May 16-20 (meets 5x) | 9am-4pm | \$1,800
PAR Room 512 | 221LN1100C | 3 CEUs

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



Sales Development Science Certificate Program

ced.unlv.edu/sales-development

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

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

- Sales Development Science

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. 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.

Continuing Ed Staff

May 2-Jul 8 | \$999

Asynchronous Instruction; Optional Live-Online Sessions W 4-5pm
Online Delivery | 221SC1100E | 7 CEUs

Jun 6-Aug 12 | \$999

Asynchronous Instruction; Optional Live-Online Sessions W 4-5pm
Online Delivery | 222SC1100A | 7 CEUs

Jul 11-Sep 16 | \$999

Asynchronous Instruction; Optional Live-Online Sessions W 4-5pm
Online Delivery | 222SC1100B | 7 CEUs

Aug 1-Oct 7 | \$999

Asynchronous Instruction; Optional Live-Online Sessions W 4-5pm
Online Delivery | 222SC1100C | 7 CEUs

Sales Operations Science Certificate Program

ced.unlv.edu/sales-operations

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

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

- Sales Operations Science

Sales Operations Science

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

You will need access to a laptop or desktop computer, webcam, internet connection, Excel (or similar) or Google Sheets.

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

Continuing Ed Staff

May 2-Jul 8 | \$999

Asynchronous Instruction; Optional Live-Online Sessions T 4-5pm
Online Delivery | 221SP1001E | 8 CEUs

Jun 6-Aug 12 | \$999

Asynchronous Instruction; Optional Live-Online Sessions T 4-5pm
Online Delivery | 222SP1001A | 8 CEUs

Jul 11-Sep 16 | \$999

Asynchronous Instruction; Optional Live-Online Sessions T 4-5pm
Online Delivery | 222SP1001B | 8 CEUs

Aug 1-Oct 7 | \$999

Asynchronous Instruction; Optional Live-Online Sessions T 4-5pm
Online Delivery | 222SP1001C | 8 CEUs



Leadership/Management

Advanced Project Management Certificate Program

ced.unlv.edu/project-management

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

PROGRAM REQUIREMENTS: To earn the Advanced 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

This program will be offered again for Fall 2022. Please check the website after July 1 for registration and additional details. Registration for all four Core Courses: \$3,945

Guiding Organizational Change

As a project manager, you must be adept at driving organizational change. Over the course of three days in the classroom, acquire hands-on experience guiding project teams as you run multiple, simultaneous, organizational change projects via computer-based simulations. You will specifically learn to lead teams through the transition process, while leveraging key leadership skills. Your decisions, teamwork, and experiences in this class will provide you with the practice iterations to build real project leadership skills. Simulations are driven by a responsive virtual system, with a software engine that replicates a real-world work environment. Enroll for all Advanced Project Management Certificate courses using the Advanced Project Management Bundle.

This program will be offered again for Fall 2022. Please check the website after July 1 for registration and additional details.

PMP® Exam Preparation

The PMP® and the CAPM® are internationally-acclaimed project management credentials issued by the Project Management Institute. These certifications are the gold standard for those who work as project managers; both are true discriminators in the hiring process for project management positions. With this in mind, this five-day course focuses you on the right knowledge, skills, tools, and techniques to amplify your abilities to pass the very difficult PMP® or CAPM® exams and earn these credentials. You will learn all necessary project management processes, leadership concepts, and business tools to successfully navigate these exams. You will also receive access to a PMP® exam simulator, which provides hundreds of practice questions in quiz and certification formats.

This program will be offered again for Fall 2022. Please check the website after July 1 for registration and additional details.



Project Management Fundamentals Online Lessons & Labs

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

This program will be offered again for Fall 2022. Please check the website after July 1 for registration and additional details.

Project Management Training Camp

This is the ultimate, immersive, project management training experience! Over the course of three days in the classroom, you will actively engage with a simulated 21-week project, taking it from start to finish. You will work in teams to make project decisions that will guide you through the project and give you the practice iterations to build real project management skills. Simulations are driven by a responsive virtual system, with a software engine that replicates a real-world work environment. Enroll for all Advanced Project Management Certificate courses using the Advanced Project Management Bundle.

This program will be offered again for Fall 2022. Please check the website after July 1 for registration and additional details.

Management Certificate Program

ced.unlv.edu/management

In the UNLV Management Certificate, you will 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.

Kimberly Virtuoso, MA, SPHR
F | Jun 24 | 9am-4pm | \$289
PAR Room 302 | 222CP6177 | 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 13 | 9am-4pm | \$289

PAR Room 302 | 221CP6182 | 0.6 CEU

Resilience & Wellbeing in the Workplace

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

Maggie Harris

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

PAR Room 302 | 222CP6149 | 0.6 CEU

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 15 | 9am-noon | \$149

PAR Room 302 | 222CP6148 | 0.3 CEU



The Great Resignation: Strategies for Employee Retention

Holding on to your company's talent is more challenging today as the US economy grapples with mass turnover. Approximately 47 million employees (33% of the workforce) voluntarily left their positions in 2021 (Fast Company). What actions can companies take to engage and retain great employees in both the short and long term? Designed for both organizational leaders and human resource professionals, this course will describe best practices in employee retention and engagement to optimize organizational performance. Organizations that maintain this focus create an environment where employees have the tools, resources, and professional opportunities to develop skills and fulfill their career goals, ultimately contributing to organizational profitability and achievement of customer service objectives. Topics include an organizational engagement analysis, building trust in leadership, job design for engagement, programs and communication strategies to engage and retain employees, generations in the workplace, and reflection and development of an action plan for organizational application.

Christina Nishiyama, MBA, SPHR

F | May 6 | 9am-4pm | \$289

PAR Room 302 | 221CP6140 | 0.6 CEU

Organizational Leadership Certificate Program

ced.unlv.edu/organizational-leadership

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

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

- Fundamentals of Leadership

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

- Fundamentals of Leadership

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

Coaching & Counseling for Success

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

Amy Hunter

Th | Jun 30 | 9am-4pm | \$289

PAR Room 101 | 222CP6165 | 0.6 CEU

Emotional Intelligence

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

Kimberly Virtuoso, MA, SPHR

F | Jul 8 | 9am-4pm | \$289

PAR Room 302 | 222CP6309 | 0.6 CEU

Establishing Your Personal Leadership Brand

Building your leadership brand is vital to establishing your reputation and reaching your career goals. A strong personal brand helps quickly build credibility and communicates your strengths to others. Explore the benefits of a personal brand, then uncover how to define and promote yourself authentically. This course goes a step further and helps you outline the strong and consistent behaviors required for a sustainable personal leadership brand.

Continuing Ed Staff

F | Jul 22 | 9am-noon | \$149

PAR Room 302 | 222CP6123 | 0.3 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 21-23 (meets 2x) | 6-9pm | \$289

Online-Zoom | 222CP6304 | 0.6 CEU



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

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 3-5 (meets 2x) | 9am-noon | \$289

PAR Room 300 | 221CP6156 | 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 13 | 9am-4pm | \$289

PAR Room 302 | 221CP6182 | 0.6 CEU

Resilience & Wellbeing in the Workplace

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

Maggie Harris

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

PAR Room 302 | 222CP6149 | 0.6 CEU

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 15 | 9am-noon | \$149

PAR Room 302 | 222CP6148 | 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 29 | 9am-4pm | \$289

PAR Room 302 | 222CP6166 | 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.

André Wade

F | May 20 | 9am-4pm | \$289

PAR Room 302 | 221CP1108 | 0.6 CEU

The Great Resignation: Strategies for Employee Retention

Holding on to your company's talent is more challenging today as the US economy grapples with mass turnover. Approximately 47 million employees (33% of the workforce) voluntarily left their positions in 2021 (Fast Company). What actions can companies take to engage and retain great employees in both the short and long term? Designed for both organizational leaders and human resource professionals, this course will describe best practices in employee retention and engagement to optimize organizational performance. Organizations that maintain this focus create an environment where employees have the tools, resources, and professional opportunities to develop skills and fulfill their career goals, ultimately contributing to organizational profitability and achievement of customer service objectives. Topics include an organizational engagement analysis, building trust in leadership, job design for engagement, programs and communication strategies to engage and retain employees, generations in the workplace, and reflection and development of an action plan for organizational application.

Christina Nishiyama, MBA, SPHR
F | May 6 | 9am-4pm | \$289
PAR Room 302 | 221CP6140 | 0.6 CEU

Turning Managers into Leaders

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

Kimberly Virtuoso, MA, SPHR
F | Jun 10 | 9am-4pm | \$289
PAR Room 302 | 222CP6119 | 0.6 CEU

“What our students are saying:
I enjoyed the mediation course. Looking forward to developing mediation skills over the next few months.”

Mediation Skills Training,
Fall 2021

Legal

Mediation Certificate Program

ced.unlv.edu/mediation

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

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

Mediation Skills Training

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

Sa | Jun 4-Jul 2 (meets 5x) | 8:30am-5pm | \$1,299
Clark County Neighborhood Justice Center | 222CM1120 | 4 CEUs

Sa | Sep 3-Oct 1 (meets 5x) | 8:30am-5pm | \$1,299
Clark County Neighborhood Justice Center | 223CM1120 | 4 CEUs

Parenting

ced.unlv.edu/cp

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

Cooperative Parenting-Shielding Your Children From Conflict

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

Joyce Gallina, MSW

T | Jul 5-Aug 23 (meets 8x) | 5:30-7:30pm | \$299

PAR Room 401 | 222PL6105A

Liliana Radillo

Th | Jul 7-Aug 25 (meets 8x) | 5:30-7:30pm | \$299

PAR Room 401 | 222PL6105B

Paralegal Certificate Program

ced.unlv.edu/paralegal

Being a paralegal is more than just having a job in the legal field. It can be a rewarding life-long career. If lawyers are the gears of the justice system, paralegals are the grease that keeps it running smoothly. According to the Bureau of Labor Statistics, demand for paralegals is growing at over double the national job growth rate, with a national median salary of \$52,920 annually, making the choice to become a paralegal one of the smartest career choices you can make.

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

Paralegal Certificate Information Session

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

Zachariah Parry, J.D.

M | Jun 27 | noon-1pm | No charge

Online-Zoom | 222PL6128A

Matthew Pfau, J.D.

T | Jun 28 | 5:30-6:30pm | No charge

PAR Room 511 | 222PL6128B

Zachariah Parry, J.D.

W | Jul 13 | noon-1pm | No charge

Online-Zoom | 222PL6128C

Matthew Pfau, J.D.

Th | Jul 14 | 5:30-6:30pm | No charge

PAR Room 511 | 222PL6128D



What our students are saying:

I am a current paralegal. The instructor and the practicum course have taught me the finer points of my job that I hadn't learned from my "hands on" experience. I've learned so much and know that I will be a much better paralegal."

Paralegal Certificate Program,
Fall 2021

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 \$400 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

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

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

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



UNLV Continuing Education now offers live-online LSAT preparation classes. See p. 46 or visit ced.unlv.edu/test-prep for more information.



Paralegal Certificate Program-Online

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

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

Continuing Ed Staff

Jun 1-Dec 21 | \$6,634
Online-UNLVGO | 222PL6149A | 12.5 CEUs

Jul 1-Jan 20, 2023 | \$6,634
Online-UNLVGO | 222PL6149B | 12.5 CEUs

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

Protective Services Professional Certificate Program

ced.unlv.edu/protective-services

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

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)

The Protective Services Professional Certificate will be offered in Fall 2022. Visit ced.unlv.edu/protectiveservices to learn more and register.

Technology/Computers

Cybersecurity Bootcamp Certificate

ced.unlv.edu/cybersecurity

Companies rely on cybersecurity professionals to defend their data, their privacy, their reputation, and even public safety. Cyber crime is indisputably a growing problem; you can be an important part of the solution. Prepare to enter the workforce in under a year as a highly qualified, entry-level professional with the in-demand experience employers are looking for to help defend our most vital assets. This program is powered by our partner,

ThriveDx

Cybersecurity: Introductory Course

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

Continuing Ed Staff

WM | May 4-Jun 6 | 6-9:30pm | \$180
Online Delivery | 221CY1001E | 3 CEUs

ThFT | May 5-Jun 7 | 6-9:30pm | \$180
Online Delivery | 221CY1001F | 3 CEUs

MW | Jun 27-Jul 27 | 6-9:30pm | \$180
Online Delivery | 222CY1001A | 3 CEUs

TTh | Jun 28-Jul 28 | 6-9:30pm | \$180
Online Delivery | 222CY1001B | 3 CEUs

MW | Aug 15-Sep 14 | 6-9:30pm | \$180
Online Delivery | 222CY1001C | 3 CEUs

TTh | Aug 16-Sep 15 | 6-9:30pm | \$180
Online Delivery | 222CY1001D | 3 CEUs

Cybersecurity Bootcamp

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

Prerequisite: Cybersecurity: Introductory Course

Continuing Ed Staff

Jun 21-Mar 2, 2023 | TTh 6-9:30pm, Su 9:30am-2:30pm | \$15,820
Online Delivery | 222CY1002A | 37 CEUs

Aug 10-Apr 26, 2023 | MW 6-9:30pm, Sa 9:30am-2:30pm | \$15,820
Online Delivery | 222CY1002B | 37 CEUs



Data Science & Analytics Bootcamp Certificate

ced.unlv.edu/data-science

Build the skills and gain the practical hands-on experience that maps to roles companies will need to take advantage of the data they are collecting and make better business decisions. Work responsibly with data, leverage the power of artificial intelligence, and build visualizations that are accessible to audiences of all understandings. Complete the program with a robust Gi portfolio of real-world projects that demonstrate you are ready to join the workforce and contribute to a company's ability to solve complex problems. This program is powered by our partner,

ThriveDX

Data Science & Analytics: Introductory Course

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

Continuing Ed Staff

MW | Aug 29-Sep 28 | 6-9:30pm | \$180
Online Delivery | 222DT1001A | 3 CEUs

TTh | Aug 30-Sep 29 | 6-9:30pm | \$180
Online Delivery | 222DT1001B | 3 CEUs

MW | May 23-Jun 22 | 6-9:30pm | \$180
Online Delivery | 221DT1001C | 3 CEUs

TTh | May 24-Jun 23 | 6-9:30pm | \$180
Online Delivery | 221DT1001D | 3 CEUs

Data Science & Analytics Bootcamp

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

Prerequisite: Data Science & Analytics: Introductory Course

Continuing Ed Staff

Jul 6-Feb 27, 2023 | MW 6-9:30pm, Sa 9:30am-2:30pm | \$15,820
Online Delivery | 222DT1002 | 37 CEUs

Microsoft Office

ced.unlv.edu/microsoft-office

Better Documents with Microsoft Office

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

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

Sharon Fry, MCT, MOS Master, MCP, MTA
W | Jul 13-Aug 3 (meets 4x) | 3-6:15pm | \$329
PAR Room 123 | 222CW8178 | 1.2 CEUs

Excel Advanced Workshop: Automating Tasks

The Excel Advanced Workshop series is a fast-paced but deep dive into customizing Excel for maximum productivity and data analysis in your office, business, or sales team. You will learn time saving tips and shortcuts, best practices to avoid trouble down the road, and how to create better workbooks. Save time on repetitive, manual editing tasks by learning how Excel can help you quickly reformat your data into a consistent layout every time and more! Learn how to program macros, and practice using conditional formatting and data validation. You must have access to Microsoft Excel.

Prerequisite: Excel I or similar working knowledge and experience.

Sharon Fry, MCT, MOS Master, MCP, MTA
W | May 4 | 1-4:15pm | \$99
Online-Zoom | 221CU1122 | 0.3 CEU

Excel Advanced Workshop: Complex Formulas

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

Prerequisite: Excel I or similar working knowledge and experience.

Sharon Fry, MCT, MOS Master, MCP, MTA
T | May 3 | 1-4:15pm | \$99
Online-Zoom | 221CU1120 | 0.3 CEU

Excel Advanced Workshop: Data Analysis & Reporting

The Excel Advanced Workshop series is a fast-paced but deep dive into customizing Excel for maximum productivity and data analysis in your office, business, or sales team. You will learn time saving tips and shortcuts, best practices to avoid trouble down the road, and how to create better workbooks. Need to summarize data for a report or project? Learn the best practices in setting up and cleaning up your data to prepare it for clear and understandable reports and graphs. Transform large amounts of data so you and your stakeholders see just what you need. Create visual representations of your data through charts, graphs, tables, and dashboards. You will practice using Excel's PivotTables, Pivot Charts, and Quick Analysis features and you will explore the Get and Transform Data tools, Queries and Connections feature, What-If Analysis Tools, plus Outline and Subtotal features. You must have access to Microsoft Excel.

Prerequisite: Excel I or similar working knowledge and experience.

Sharon Fry, MCT, MOS Master, MCP, MTA
M | May 2 | 1-4:15pm | \$99
Online-Zoom | 221CU1121 | 0.3 CEU

Excel II

Gain additional practice and experience with Microsoft Excel 2019 PivotTables and PivotCharts; explore advanced formatting options; work more with formulas and functions, including using 3D references; consolidate data sets; utilize formula auditing and data tools; and work with decision making tools. Collaboration, editing, security, efficiency tools, and macros round out the curriculum. Assignments outside of class provide a variety of spreadsheet experiences to enrich your understanding of Excel. You must have access to Microsoft Excel. Required Textbook(s): *Exploring Microsoft Office Excel 2019 Comprehensive* (ISBN: 9780135452752). Digital version recommended.

Prerequisite: Excel I or similar working knowledge and experience.

Sharon Fry, MCT, MOS Master, MCP, MTA
Th | Jun 9-30 (meets 4x) | 9am-12:15pm | \$329
PAR Room 123 | 222CW8138 | 1.2 CEUs

Print & Graphic Design Certificate Programs

ced.unlv.edu/graphic-design

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

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

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

CORE COURSES:

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

GRAPHIC DESIGN CERTIFICATE PROGRAM REQUIREMENTS: To earn the Graphic Design Certificate you must successfully complete six core courses plus an additional 0.6 CEUs of elective courses.

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

ELECTIVE COURSE OPTIONS:

- Introduction to Composition & Color
- Cascading Style Sheets
- Introduction to Content Management
- HTML I
- Principles of Graphic Design
- Brand Identity Basics
- WordPress I

Adobe Illustrator I

Generate crisp, scalable, vector-based artwork in Adobe Illustrator. Beginners and those with slight experience will learn principles of good graphic design as they create and transform shapes, draw with the pen tool, work with typography, and assign color in Illustrator. Illustrator is a designer's go-to tool for illustrations, logos, business cards, signs, ads, and much more. Students will need a 32GB flashdrive and access to Adobe Illustrator.

Jessica Kennedy

MTh | Aug 8-25 (meets 6x) | 5:30-8:30pm | \$339

Online-UNLVGO and Zoom | 222WM8121 | 1.6 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.

Jessica Kennedy

MTh | Jun 6-23 (meets 6x) | 5:30-8:30pm | \$339

Online-UNLVGO and Zoom | 222WM8106 | 1.6 CEUs

Adobe Photoshop I

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

Vernetta Thomas

T | Jun 28-Aug 2 (meets 6x) | 6-9pm | \$339

Online-UNLVGO and Zoom | 222WM8122 | 1.6 CEUs

Graphic Design Capstone: Designing Your Brand Using Adobe Software

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

Prerequisite: Adobe Illustrator I, Adobe Illustrator II, Adobe InDesign I, Adobe Photoshop I, Adobe Photoshop II, & .6 CEUs of electives.

Jessica Kennedy

W | May 4-25 (meets 2x) | 6-9pm | \$219

Online-UNLVGO and Zoom | 221WM8177 | 0.6 CEU

*Class does not meet: May 11 & 18

HTML I

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

Continuing Ed Staff

Th | Jun 2-30 (meets 5x) | 6-9pm | \$289

Online-UNLVGO and Zoom | 222WM8105 | 1.3 CEUs



What our students are saying:

This has helped me get back into learning Illustrator, and now I'm going to continue to eventually get a graphic design certificate."

Adobe Illustrator I
Fall 2021

Software Development Bootcamp Certificate

ced.unlv.edu/full-stack-development

Businesses need builders, thinkers, and leaders who can address all points of a web, software, or application development project, work on back-end and front-end development, reduce the cost of projects, support all team members, and more. In this program, you will gain the tactical software engineering principles, soft skills, problem solving, and communications skills to become a successful full-stack software engineer and an asset to any team. From implementing successful user interfaces to server-side programming to database applications, full-stack software developers can help with both the design and functional aspects of any project. The accelerated Software Development Bootcamp at University of Nevada, Las Vegas is built for people who have a strong affinity for technical solutions and seek creative ways to solve problems. Classes are conducted in a live, synchronous, virtual classroom, providing the opportunity to learn in an environment aligned with the profession and allowing you to balance education with your other responsibilities. This program is powered by our partner,

ThriveDX

Software Development: Introductory Course

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

Continuing Ed Staff

MW | May 9-Jun 8 | 6-9:30pm | \$180
Online Delivery | 221WC1101C | 3 CEUs

TTh | May 10-Jun 9 | 6-9:30pm | \$180
Online Delivery | 221WC1101D | 3 CEUs

MW | Jul 18-Aug 15 | 6-9:30pm | \$180
Online Delivery | 222WC1101A | 3 CEUs

TTh | Jul 19-Aug 16 | 6-9:30pm | \$180
Online Delivery | 222WC1101B | 3 CEUs



Software Development Bootcamp

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

Register at digitalskills.unlv.edu/software-development-bootcamp. You will need access to a laptop computer or other computing device meeting minimum requirements. All other education materials required will be provided (books and software).

Prerequisite: Software Development: Introductory Course

Continuing Ed Staff

Jun 23-Feb 16, 2023 | TTh 6-9:30pm, Su 9:30am-2:30pm | \$15,820
Online Delivery | 222WC1102A | 40 CEUs

Aug 29-Apr 29, 2023 | MW 6-9:30pm, Sa 9:30am-2:30pm | \$15,820
Online Delivery | 222WC1102B | 40 CEUs

UI/UX Design Bootcamp Certificate

ced.unlv.edu/ui-ux

Gain hands-on experience with industry-leading tools, skills, and software needed to be a successful user interface or experience designer, including visual design skills, user-centered design, research, ideating, prototyping, and testing. Build confidence in collaborating, presenting, and thinking like a designer using experiential, hands-on, project-based learning. Attend classes with industry experts to create a portfolio that gives you the experience and skills needed to confidentially grow throughout your career. This program is powered by our partner,

ThriveDX

UI/UX Design: Introductory Course

Learn the foundations of successful design, including the different roles within the industry and what it takes to be a successful designer. The 30-hour Introductory Course provides you with a taste of the design field and serves as a chance to ensure that it is the right career path for you. You will begin learning industry-standard design tools and skills through demos, hands-on practice, and instructor feedback. Throughout the Introductory Course, you will complete a design project that will give you hands-on experience of designing a digital product. This project will be used to evaluate your progress with an advisor to determine if the full program is suitable for you.

Register at digitalskills.unlv.edu/ui-ux-design-bootcamp.

You must have access to a laptop or desktop computer with fast internet. All software will be introduced during the course and the primary tool used is Figma, an industry-leading collaborative design tool that runs in the browser. Figma's free starter plan is sufficient.

Continuing Ed Staff

WM | Jun 15-Jul 18 | 6-9:30pm | \$180
Online Delivery | 222UX1001A | 3 CEUs

ThT | Jun 16-Jul 19 | 6-9:30pm | \$180
Online Delivery | 222UX1001B | 3 CEUs

MW | Sep 12-Oct 10 | 6-9:30pm | \$180
Online Delivery | 223UX1001A | 3 CEUs

TTh | Sep 13-Oct 11 | 6-9:30pm | \$180
Online Delivery | 223UX1001B | 3 CEUs

UI/UX Design Bootcamp

As technology continues to shape our world, digital products must be functional, beautiful, and easy to use. Companies are looking for professionals who can solve complex problems through user experience and user interface design as it effects dramatically on their profitability. The 400-hour online UI/UX Design Bootcamp is divided into three sections. The first section, Design Fundamentals, teaches you the building core essentials of visual design, user experience design, and user interface design that you need to be a successful designer. The second section, Design Process, will put all of your knowledge together and you will work in teams on a single project that covers the end to end design process. The third section, Design Collaboration, provides you with the experience of working collaboratively on design teams that mimic a professional workplace. You will also focus on your portfolios and begin preparing for your career as a designer. In each class, you will use industry-learning tools and skills necessary for being a designer in today's digital world. **Register at digitalskills.unlv.edu/ui-ux-design-bootcamp.** You must have access to a laptop or desktop computer with fast internet. While the primary software used is Figma (free plan), additional software may be required.

Prerequisite: UI/UX Design: Introductory Course

Continuing Ed Staff

Aug 1-Mar 29, 2023 | MW 6-9:30pm, Sa 9:30am-2:30pm | \$14,820
Online Delivery | 222UX1002 | 40 CEUs



Unmanned Aircraft Systems Certificate Program

ced.unlv.edu/uas

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

Unmanned Aircraft Systems Certificate

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

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

Jonathan Daniels, Praxis Aerospace Concepts, Inc.
Jun 3-12 (meets 6x) | F 6-10pm, SaSu | 8am-5pm | \$1,899
Praxis Aerospace | 222UA1110 | 4 CEUs

Web Design Classes

ced.unlv.edu/web-design-classes

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

HTML I

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

Continuing Ed Staff

Th | Jun 2-30 (meets 5x) | 6-9pm | \$289

Online-UNLVGO and Zoom | 222WM8105 | 1.3 CEUs

Healthcare/Wellness Professionals

Certified Nursing Assistant

ced.unlv.edu/certified-nursing-assistant

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



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



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. Class lectures will meet 8am to 4:30pm and 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 at continuingeducation.unlv.edu/sites/default/files/2022-01/CNACatalog_UNLV.pdf

Textbook, workbook and one set of scrubs (top and bottom) are included in the tuition. Students will need to purchase additional items and will need to be financially responsible for additional licensing requirements. Please ensure you have a device suitable for distance learning prior to registering for this class and that you are available 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.

Paula Dixon
WFM | Jun 1-Jul 1 (meets 13x) | 8am-4:30pm | \$2,575
Perry Foundation | 222NA1100A | 9.6 CEUs

Claudette Lachowicz
WThF | Jun 1-Jul 22 (meets 24x) | 3-9pm | \$2,575
Perry Foundation | 222NA1100B | 9.6 CEUs
*Class meets: Jun 25 & 26

Paula Dixon
TTh | Jun 14-Jul 21 (meets 13x) | 8am-4:30pm | \$2,575
Perry Foundation | 222NA1100H | 9.6 CEUs

Madge Rascoe
MTW | Jun 27-Jul 27 (meets 13x) | 8am-4:30pm | \$2,575
Perry Foundation | 222NA1100C | 9.6 CEUs

Paula Dixon
WFM | Jul 6-Aug 5 (meets 13x) | 8am-4:30pm | \$2,575
Perry Foundation | 222NA1100D | 9.6 CEUs

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

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

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



What our students are saying:

The instructor was very knowledgeable and is so skilled in her teaching methods that I feel I have a strong grasp on the course material. I would highly recommend taking this class from her and wish she taught other things as well!"

Certified Nursing Assistant (CNA)
Training Program,
Fall 2021

NASM & AFAA Fitness Professional Certification Preparation Programs

ced.unlv.edu/fitness

Translate your passion for fitness into a rewarding career. As a fitness professional, you will lead clients on their journey to better health and wellbeing. Our preparatory programs combine instructor-led sessions with online lessons to get you ready to take certification exams offered by the National Academy of Sports Medicine (NASM) or the Athletics and Fitness Association of America (AFAA). Fitness professionals enjoy flexible hours and energetic work environments including gyms, corporate fitness centers, and resorts. They work one-on-one with clients to define their fitness, wellness, and nutrition goals and to design customized science-based training plans.

AFAA Group Fitness Instructor

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

Aubrey Johnson

T | Jun 28-Aug 30 (meets 10x) | 6-9pm | \$1,249

UNLV Campus | 222SM3104 | 3 CEUs

NASM Certified Nutrition Coach

This course is designed for athletic trainers, group fitness instructors, and personal trainers who want to learn more about nutrition to help their clients reach the next level of overall fitness. At the end of this course, you will be able to leverage nutrition education to improve results, reduce turnover, and maximize adherence to fitness programs. You will learn how to provide safe, comprehensive, empowering, and professional nutrition programs while working within your scope of practice and knowing when to refer out to a licensed professional. Learn all of the latest information regarding nutritional science, behavior change, and coaching in preparation to take the nationally-recognized NASM Certified Nutrition Coach Exam. You will learn in an instructor-led environment while also accessing online content directly from NASM. Three attempts

at the NASM CNC certification exam are included in the registration fee. Please note that this course and the NASM CNC certification does not qualify you to represent yourself as, or perform the services of, a licensed or registered dietitian in the State of Nevada.

Continuing Ed Staff

Th | Jun 2-Sep 8 (meets 15x) | 6-8pm | \$1,249

Online-UNLVGO and Zoom | 222SM3103 | 3 CEUs

NASM Corrective Exercise Specialist

Help your training clients move, feel, and live better. Specializing in Corrective Exercise with the National Academy of Sports Medicine can stretch your earning potential along with your clients' abilities to reduce the risk of injury. This course will prepare you to become a NASM Corrective Exercise Specialist (NASM-CES) and take your fitness career and ability to support your clients to new levels. You will learn how to assess clients in a way that better identifies their movement compensations—where they are weak or strong. You will hone your ability to use that knowledge to design effective and efficient exercise programs. Gain advanced knowledge, skills, and abilities to successfully work with clients suffering from musculoskeletal impairments, imbalances, or post-rehabilitation concerns. Your ability to assess clients will evolve from generalized to specific, breaking assessments down into smaller, more in-depth pieces so you can identify different parts of the body in need of attention. From clients who spend all day at a desk to professional athletes and everyone in between, NASM's Corrective Exercise Specialist program will help you help them move and feel better. You will learn in an instructor-led environment while also accessing online content directly from NASM. NASM-CES certification exam is included in the registration fee. Course fee includes textbook, access to online instruction, and sitting fee for certification exam.

Prerequisite: Although it is not required, it is recommended that you have at least one of the following credentials: NASM-Certified Personal Trainer, Certified Massage Therapist, NCCA, NBFE or DETC Accredited Health/Fitness Certification, 4-year college degree, REPs Level 3 or higher.

Kristine Bragg, PhD

MW | Jun 6-Jul 13 (meets 10x) | 6-8:30pm | \$1,249

UNLV Campus | 222SM3101 | 2.5 CEUs

*Class does not meet: Jul 4 & 6

Social Work CEU Series

ced.unlv.edu/social-work

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

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 the Nevada Board of Examiners for Social Workers, Nevada Board of Examiners for MFTs and CPCs, and the Nevada Board of Psychological Examiners.

Anne-Marie Abruscato, LCSW
Th | Jul 21 | 6-9:15pm | \$59
Online-Zoom | 222SW3112 | 0.3 CEU

In partnership with:

UNLV
School of
Social Work

Best Social Work Practices Working With Immigrant Populations

Examine current issues in social work practice related to refugees and immigrants. The first part of the course provides a macro perspective on immigration and migration concerning policy background, knowledge base, value premises, and practice skills useful for working with refugees and immigrant clients in the United States. Discuss U.S. immigration policies and trends with respect to how they influence the lives of immigrants and social service delivery to immigrants, and as a source of professional ethical dilemmas. You will increase awareness of your own cultural and ethnic heritage, plus become aware of biases that may impact your practice. One in five Nevada residents is an immigrant, while another one in six residents is a native-born U.S. citizen with at least one immigrant parent. It is essential for Nevada social work practitioners to consider historical context, cultural differences, and potential challenges while working with this population.

Ivet Aldaba, DPP, LMSW
Th | May 19 | 6-9:15pm | \$59
Online-Zoom | 221SW3114 | 0.3 CEU

Domestic Violence in Child Welfare

Examine the prevalence of domestic violence cases in Clark County, how to engage and assess families facing domestic violence, how to develop a safety plan, and the importance of forming community partnerships to better serve families facing domestic violence. This course is approved for 3 CEUs by the Nevada Board of Examiners for Social Workers, Nevada Board of Examiners for MFTs and CPCs, and the Nevada Board of Psychological Examiners.

Amanda Brenneman, LMSW
Th | Jun 23 | 6-9:15pm | \$59
PAR Room 511 | 222SW3108 | 0.3 CEU

Treatment Courts: Working with Criminal Justice Involved Individuals

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

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

Nonprofit

Grant Academy Certificate Program

ced.unlv.edu/grant-academy

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

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

CORE COURSES:

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

This program will be offered again for Fall 2022. Please check the website after July 1 for registration and additional details.

Grant Academy Information Session

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

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

Nonprofit Fundraising Certificate Program

ced.unlv.edu/nonprofit-fundraising

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

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

CORE COURSES:

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

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

Nonprofit Fundraising Information Session

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

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

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 20 | 9am-1pm | \$89

Online-Zoom | 221NP3168 | 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 9-18 (meets 4x) | 4-6pm | \$179

Online-UNLVGO and Zoom | 221NP3165 | 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

T | May 3-24 (meets 4x) | 4-6pm | \$179

Online-UNLVGO and Zoom | 221NP3104 | 0.8 CEU



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

Nonprofit Management Certificate Program

ced.unlv.edu/nonprofit-management

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

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

CORE COURSES:

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

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

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

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

Scott Emerson

F | Aug 26 | 9-10:30am | \$19

PAR Room 300 | 222NP3143 | 0.15 CEU

An Introduction to the Nonprofit Sector

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

Scott Emerson

F | Aug 26 | 11am-12:30pm | \$19

PAR Room 300 | 222NP3151 | 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 14-23 (meets 4x) | 4-6pm | \$179

Online-UNLVGO and Zoom | 222NP3100 | 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 20 | 9am-1pm | \$89

Online-Zoom | 221NP3168 | 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

W | Jul 13 | 9am-1pm | \$89

PAR Room 101 | 222NP3127 | 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 19-Jun 9 (meets 4x) | 9am-1pm | \$299

Online-UNLVGO and Zoom | 221NP3164 | 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 9-18 (meets 4x) | 4-6pm | \$179

Online-UNLVGO and Zoom | 221NP3165 | 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

T | May 3-24 (meets 4x) | 4-6pm | \$179

Online-UNLVGO and Zoom | 221NP3104 | 0.8 CEU

Language Skills for Professionals

Accent Reduction

ced.unlv.edu/accent-reduction

Accent Reduction for International Professionals I

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

Katia Abou-Haidar, MAAL

WM | Jun 1-20 (meets 6x) | 6-8:30pm | \$279

Online-UNLVGO and Zoom | 222CX1113 | 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 27-Jul 18 (meets 6x) | 6-8:30pm | \$279

Online-UNLVGO and Zoom | 222CX1123 | 1.5 CEUs

*Class does not meet: Jul 4



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 25-Aug 10 (meets 6x) | 6-8:30pm | \$279

Online-UNLVGO and Zoom | 222CX1124 | 1.5 CEUs

Effective Speaking for International Professionals

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

Katia Abou-Haidar, MAAL

MW | Aug 22-Sep 12 (meets 6x) | 6-8:30pm | \$279

PAR Room 300 | 222CX1117 | 1.5 CEUs

English as a Second Language (ESL)

ced.unlv.edu/esl

A strong command of English can help you thrive in business, academics, and everyday life. UNLV Continuing Education's English as a Second Language (ESL) courses are tailored to fit your skill level and will help you progress from non-speaker to full fluency. You will learn from qualified, professional instructors at a respected American university and study alongside peers who are determined, eager, and focused on learning academic English skills—primarily grammar, vocabulary, reading, listening, pronunciation, speaking, conversation, and writing.

The three ESL levels will help you improve and develop your English skills while learning about American culture and traditions. Moreover, you will finish confident in your ability to communicate and engage with different kinds of people from around the world. Join the series at the Beginning level, or take the Duolingo English Test at englishtest.duolingo.com/online to see if you qualify to start at a higher level.

English as a Second Language (ESL) Beginning

This course is for beginners with limited English language skills. The classes will build your vocabulary and basic grammar to allow you to develop confidence in speaking and writing in English. Focus on conversational skills, understanding idiomatic expressions, and developing comfort in presenting in English. Required Textbook(s): *Interchange Level 1 Student's Book with Online Self-Study and Online Workbook* (ISBN: 9781316620441).

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

Kimberly Butterfield

TTh | Jun 7-Aug 11 (meets 20x) | 6-9pm | \$599

PAR Room 300 | 222LA2125 | 6 CEUs

English as a Second Language (ESL) Intermediate

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

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

Cecilia P Ordinario, M.Ed.

Sa | May 14-Aug 20 (meets 15x) | 9am-1pm | \$599

Online-UNLVGO and Zoom | 221LA1124B | 6 CEUs

English as a Second Language (ESL) Advanced

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

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

Katia Abou-Haidar, MAAL

TTh | Jun 7-Aug 11 (meets 20x) | 6-9pm | \$599

PAR Room 301 | 222LA1126 | 6 CEUs



Legal Interpretation: Spanish Certificate Program

ced.unlv.edu/legal-interpretation

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

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

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

CORE COURSES:

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

We are now accepting language proficiency documentation for Fall 2022 enrollment for the Legal Interpretation: Spanish Certificate. Course listings for fall will be available after July 1. Visit ced.unlv.edu/legal-interpretation or call 702-895-3394 for more information.

Medical Interpretation: Spanish Certificate Program

ced.unlv.edu/medical-interpretation

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

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

We are now accepting language proficiency documentation for Spring 2023 enrollment for the Medical Interpretation: Spanish Certificate. Visit ced.unlv.edu/medical-interpretation or call 702-895-3394 for more information.

Spanish for Healthcare Professionals

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.

Spanish for Healthcare Professionals I

This course is for current and future healthcare providers new to Spanish who want to interact in Spanish with patients. The focus is on oral communication and listening strategies, to quickly develop your ability to speak and understand Spanish in a healthcare setting. It presents general medical vocabulary, beginning grammar structures, pronunciation, communication strategies, and cross-cultural issues. Required Textbook(s): *Spanish for Healthcare Providers* (ISBN: 9781260467888).

Deborah Arteaga, Ph.D, CMI, CHI™

TTh | Jun 7-Jul 7 (meets 10x) | 6-8pm | \$249

PAR 300 | 222LA1178 | 2 CEUs

Spanish for Healthcare Professionals II

This course is designed for current and future healthcare providers with an intermediate level of Spanish who want to interact in more depth in Spanish with patients, by improving their fluency. The focus is on oral communication and listening strategies, to further develop your ability to speak and understand Spanish in a healthcare setting. It presents more specialized medical vocabulary, grammar structures, pronunciation, communication strategies, and cross-cultural issues. Required Textbook(s): *Spanish for Healthcare Providers* (ISBN: 9781260467888).

Prerequisite: Spanish for Healthcare Professionals I

Deborah Arteaga, Ph.D, CMI, CHI™

TTh | Jul 12-Aug 11 (meets 10x) | 6-8pm | \$249

PAR 300 | 222LA1179 | 2 CEUs

Life & Leisure

Acting & Comedy

ced.unlv.edu/acting-comedy

Introduction to Voiceover Workshop

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

Melissa Moats

Sa | Jun 25 | 1:30-4:30pm | \$49

The Voice Actors Studio | 222CX4170

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 | Aug 2-23 (meets 4x) | 6:30-9:30pm | \$299

The Voice Actors Studio | 222CX4171

Cannabis Classes

ced.unlv.edu/cannabis

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

Cannabis 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

PAR 107 | Jun 20-Jul 18 | \$99

Online Delivery | 222CH1100A | 0.4 CEU

PAR 107 | Jul 25-Aug 22 | \$99

Online Delivery | 222CH1100B | 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

PAR 107 | Jul 25-Aug 22 | \$99

Online Delivery | 222CH1104 | 0.4 CEU

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

PAR 107 | Jun 20-Jul 18 | \$99

Online Delivery | 222CH1102 | 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

PAR 107 | Jun 20-Jul 18 | \$99

Online Delivery | 222CH1105 | 0.4 CEU

Drawing & Painting

ced.unlv.edu/drawing-painting

Acrylics I

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

Gina Yenser

Sa | Jun 4-Jul 2 (meets 5x) | 1:30-4:30pm | \$139
PAR Room 512 | 222AR1121

Acrylics II

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

Jan Schaeffer

Sa | Jul 9-Aug 6 (meets 5x) | 1:30-4:30pm | \$139
PAR Room 512 | 222AR1100

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.

Gwaylon Leaf

Sa | Jun 4-Jul 2 (meets 5x) | 9am-noon | \$139
PAR Room 512 | 222AR1130

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.

Gwaylon Leaf

Sa | Jul 9-Aug 6 (meets 5x) | 9am-noon | \$139
PAR Room 512 | 222AR1134

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 4-Jul 2 (meets 5x) | 1:30-4:30pm | \$139
PAR Room 511 | 222AR1199

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 4-Jul 2 (meets 5x) | 9am-noon | \$139
PAR Room 511 | 222AR1145

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.

Gwaylon Leaf

W | Jun 8-Jul 6 (meets 5x) | 6-9pm | \$139
PAR Room 512 | 222AR1140

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.

Gwaylon Leaf

W | Jul 13-Aug 10 (meets 5x) | 6-9pm | \$139
PAR Room 512 | 222AR1141

Fashion Design Certificate Program

ced.unlv.edu/fashion

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

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

CORE COURSES:

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

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

Business of Fashion Design

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

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

Fashion Accessories

Fashion accessories are a \$95 billion per year business in the U.S. Accessories such as belts, jewelry, masks, gloves, handbags, hats, neckties, and scarves can elevate a designer's style and add pizzazz while completing a memorable, fashionable appearance. This hands-on and playful fashion class will provide information on the accessory industry, offer insight into creating an accessory business, and walk you through the process of fashion accessories design, sample development, and production. Projects: You will design and construct at least three of the following: 1.Slippers, 2.Belts, 3.Handbag, 4.Wallet, 5.Hat. Step-by-step directions with photos will help guide you through the design and fabrication process.

Prerequisite: Must have previous sewing/machine skills.

Gretchen Marshall
SaSu | May 14-28 (meets 5x) | 9am-1:55pm | \$289
PAR Room 401 | 221FD2119 | 2.4 CEUs

Simple Sewing

Join this hands-on class and learn how to operate a sewing machine while applying the basic garment skills you need for sewing fun pajamas and a pajama bag. This class with its simple pajama project is perfect for beginners or advanced students. Choose either a long or short pajama set as your project and top it off with a simple pajama bag for overnight stays. Learn how to take proper measurements and work with master patterns. You will receive the proper project information and fabrics to use for this simple sewing class. Projects: Complete a pull up elastic waist pajama pant set and pajama bag. Please note: this class is not eligible for credit towards the Fashion Design Certificate Program.

Samantha Jepson
SaSu | Jun 4-18 (meets 5x) | 10am-2:55pm | \$289
PAR Room 401 | 222FD2116

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.

Samantha Jepson
SaSu | Jul 9-23 (meets 5x) | 10am-2:55pm | \$289
PAR Room 401 | 222FD2117 | 2.45 CEUs

Financial Planning

ced.unlv.edu/financial-planning

Annuity: The Ins & Outs

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

Kevin Dauphinee
Th | Jun 30 | 6-9pm | \$69
PAR Room 401 | 222PF1183

Social Security & Retirement

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

Kevin Dauphinee
M | Jun 6 | 6-9pm | \$69
PAR Room 300 | 222PF1181

Understanding Financial Markets

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

Kevin Dauphinee
M | Jul 11-Aug 1 (meets 4x) | 6-9pm | \$189
PAR Room 300 | 222PF1180

Foreign Languages

ced.unlv.edu/foreign-languages

Beginning Italian I

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

Manuela Carrescia
M | Jul 11-Aug 29 (meets 8x) | 6-8pm | \$199
Online-UNLVGO and Zoom | 222LA1106

Spanish I

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

Olga Jeffrey
MW | Jun 6-Jul 11 (meets 10x) | 6-8pm | \$199
Online-UNLVGO and Zoom | 222LA1104
*Class does not meet: Jul 4

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 | Jul 18-Aug 17 (meets 10x) | 6-8pm | \$199
Online-UNLVGO and Zoom | 222LA1105

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 | May 9-Jun 13 (meets 10x) | 6-8pm | \$199
Online-UNLVGO and Zoom | 221LA1141
*Class does not meet: May 30

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

Music

ced.unlv.edu/music

Guitar I

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

Jesse Del Quadro

T | Jun 7-28 (meets 4x) | 7:15-8:45pm | \$99

PAR Room 401 | 222MU1107

Guitar II

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

Jesse Del Quadro

T | Jul 5-26 (meets 4x) | 7-8:30pm | \$99

PAR Room 101 | 222MU1116

Ukulele I

Ukuleles are portable, easy to play, and have a bouncy, happy sound we all associate with the beautiful islands of Hawaii! Starting with the very basics of how to hold and tune your instrument, progress through basic chords, strumming techniques, and picking simple melodies. Learn to read tablature and standard notation so you can continue to master new songs on your own. Please bring a playable ukulele.

Jesse Del Quadro

T | Jun 7-28 (meets 4x) | 5:30-7pm | \$99

PAR Room 401 | 222MU1117



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 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

T | May 17-Jun 28 (meets 7x) | 7-9:20pm | \$52

Lee and Thomas Beam Music Center (BMC) Room 160 | 221MU1102B

Sommelier Academy

ced.unlv.edu/sommelier

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

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

Sommelier Academy Information Session

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

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

Heath Hiudt

W | May 4 | noon-1pm | No charge
Online-Zoom | 221WS6101B

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

Vine to Wine

Complete an in-depth study of wine focused on winemaking practices, grapes, and regions. Receive training in wine tasting, wine service, and food and wine pairing. Further broaden your wine education via industry discussions, guest speakers, and field trips. Vine to Wine covers general winemaking, including ongoing discussions of how environmental conditions and actions taken by winemakers influence the finished wine. Each week, break down and examine a different major wine making region by looking at conditions like climate and soil. Taste over 10 wines per session to learn about varietal and regional standards while learning to examine wine in blind tasting format. Receive instruction and practice on wine service for both still and sparkling wines. Study food and wine pairing theory, then bring it to life by choosing your own wine and cheese pairings. Daily discussions about what is currently trending in the wine industry will open your eyes to aspects of the industry you never knew existed. Professionals working in the wine industry will be brought in to discuss their point of view of what they see in the market. Field trips are used to introduce career opportunities in the world of wine. A three-part final exam tests student knowledge in written, essay, and blind tasting formats.

The Vine to Wine course is open to anyone. Whether you are a wine professional looking to hone your skills, considering a career change, or a wine enthusiast who just wants to learn more about something you love, this class is for you. Although extremely challenging, the course starts without any prerequisite wine knowledge needed.

Prerequisite: Must be at least 21 years old. When you register for this class, you are attesting that you meet the age requirement and acknowledge that you may be required to provide proof at some point during the course.

Heath Hiudt

W | May 25-Sep 7 (meets 13x) | 10:30am-5:30pm | \$1,599
TBD | 221WS6100B | 9.1 CEUs
Class does not meet Jun 22, Jul 20, & Aug 10.



Sports

ced.unlv.edu/sports

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 16-Jun 1 (meets 8x) | 5:30-7pm | \$314

Las Vegas Golf Center | 221SF1104B

Academic Preparation

Institute of Reading Development Reading Enrichment Programs

ced.unlv.edu/institute-reading-development

Poor readers can become good readers, and good readers can become great readers! UNLV is again partnering with the Institute of Reading Development to offer reading skills programs. All programs are designed and taught by instructors from the Institute of Reading Development.

Programs are offered on UNLV's campus for pre-K through adults. For more information or to register, please call the Institute of Reading Development at 800-979-8980. Summer reading program listings by age, location, and date can be found at unlv.readingprograms.org.

Test Preparation

ced.unlv.edu/test-preparation

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

ALL TEST PREP CLASSES INCLUDE:

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

Graduate School Test Preparation

GMAT® Live-Online Course

Enjoy the GMAT® Prep Class from the comfort and convenience of your home or office! Join the successful MBA students who have benefitted from a GMAT® Prep Class. This comprehensive course includes a review of the mathematical and verbal concepts tested on the GMAT® and prepares you for the questions typically seen on the test. The critical reasoning skills tested on the Integrated Reasoning and Analytical Writing sections of the GMAT® are also addressed. The online portion of the class is delivered by a live instructor, combining the interactivity of a classroom experience with the convenience of an online course.

This program includes a course workbook, the official textbook from GMAC containing previously released test questions, and online support resources-access to an instructor-monitored question forum, online office hours, and recordings of class modules. Course materials are shipped directly to you.

ETC Staff

ThT | Jun 2-28 | 4-7pm | \$799
Online Delivery | 222TL1101A

WM | Jul 13-Aug 8 | 6-9pm | \$799
Online Delivery | 222TL1101B

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

ETC Staff

WM | Jun 8-Jul 11 | 6-9pm | \$749
Online Delivery | 222TL1100A
*Class does not meet: Jun 20 & Jul 4

ThT | Jun 16-Jul 12 | 4-7pm | \$749
Online Delivery | 222TL1100B

WM | Jul 13-Aug 8 | 4-7pm | \$749
Online Delivery | 222TL1100C

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

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 | Jul 6 | 6-7pm | No charge | Online Delivery | 222TL1112A

Th | Jul 28 | 6-7pm | No charge | Online Delivery | 222TL1112B

LIVE-ONLINE GRE STRATEGY WORKSHOP

W | Jul 6 | 6-7pm | No charge | Online Delivery | 222TL1112A

Th | Jul 28 | 6-7pm | No charge | Online Delivery | 221TL1112B

LIVE-ONLINE LSAT STRATEGY WORKSHOP

Th | Jun 9 | 6-7pm | No charge | Online Delivery | 222TL1114A

W | Aug 10 | 6-7pm | No charge | Online Delivery | 222TL1114B

LSAT® Live-Online Course

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

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

ETC Staff

WM | May 4-Jun 8 | 6-9pm | \$799
Online Delivery | 221TL1102E

ThT | May 5-Jun 7 | 4-7pm | \$799
Online Delivery | 221TL1102F

Su | May 22-Aug 7 | 4-7pm | \$799
Online Delivery | 221TL1102G
*Class does not meet: May 29 & Jun 19

WM | Jul 6-Aug 8 | 10am-1pm | \$799
Online Delivery | 222TL1102A

ThT | Jul 7-Aug 9 | 4-7pm | \$799
Online Delivery | 222TL1102B

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 9-23 | 4-7pm | \$199
Online Delivery | 222TL1109

College Application Test Preparations

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

TWThFM | June 21-30 | 7am-9am | \$449
Online Delivery | 222TL1119





New! Math Summer Bridge: Grade 1-8 Enrichment

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

Grade 1

WM | Jun 15-Aug 3 | 7-7:50am | \$299
 Online Delivery | 222YP1121A
 *Class does not meet: Jun 20, Jul 4 & 6

TTh | Jun 21-Aug 4 | 11-11:50am | \$299
 Online Delivery | 222YP1121B
 *Class does not meet: Jul 5 & 7

MTWTh | Jul 11-28 | 9-9:50am | \$299
 Online Delivery | 222YP1121C

Grade 2

WM | Jun 15-Aug 3 | 8-8:50am | \$299
 Online Delivery | 222YP1122A
 *Class does not meet: Jun 20, Jul 4 & 6

TTh | Jun 21-Aug 4 | noon-12:50pm | \$299
 Online Delivery | 222YP1122B
 *Class does not meet: Jul 5 & 7

MTWTh | Jul 11-28 | 10-10:50am | \$299
 Online Delivery | 222YP1122C

Grade 3

WM | Jun 15-Aug 3 | 9-9:50am | \$299
 Online Delivery | 222YP1123A
 *Class does not meet: Jun 20, Jul 4 & 6

TTh | Jun 21-Aug 4 | 1-1:50pm | \$299
 Online Delivery | 222YP1123B
 *Class does not meet: Jul 5 & 7

MTWTh | Jul 11-28 | 7-7:50am | \$299
 Online Delivery | 222YP1123C

Grade 4

WM | Jun 15-Aug 3 | 10-10:50am | \$299
 Online Delivery | 222YP1124A
 *Class does not meet: Jun 20, Jul 4 & 6

TTh | Jun 21-Aug 4 | 2-2:50pm | \$299
 Online Delivery | 222YP1124B
 *Class does not meet: Jul 5 & 7

MTWTh | Jul 11-28 | 8-8:50am | \$299
 Online Delivery | 222YP1124C

Grade 5

WM | Jun 15-Aug 3 | 11-11:50am | \$299
 Online Delivery | 222YP1125A
 *Class does not meet: Jun 20, Jul 4 & 6

TTh | Jun 21-Aug 4 | 7-7:50am | \$299
 Online Delivery | 222YP1125B
 *Class does not meet: Jul 5 & 7

MTWTh | Jul 11-28 | 1-1:50pm | \$299
 Online Delivery | 222YP1125C

Grade 6

WM | Jun 15-Aug 3 | noon-12:50pm | \$299
 Online Delivery | 222YP1126A
 *Class does not meet: Jun 20, Jul 4 & 6

TTh | Jun 21-Aug 4 | 8-8:50am | \$299
 Online Delivery | 222YP1126B
 *Class does not meet: Jul 5 & 7

MTWTh | Jul 11-28 | 2-2:50pm | \$299
 Online Delivery | 222YP1126C

Grade 7

WM | Jun 15-Aug 3 | 1-1:50pm | \$299
 Online Delivery | 222YP1127A
 *Class does not meet: Jun 20, Jul 4 & 6

TTh | Jun 21-Aug 4 | 9-9:50am | \$299
 Online Delivery | 222YP1127B
 *Class does not meet: Jul 5 & 7

MTWTh | Jul 11-28 | 11-11:50am | \$299
 Online Delivery | 222YP1127C

Grade 8

WM | Jun 15-Aug 3 (meets 12x) | 2-2:50pm | \$299
 Online Delivery | 222YP1128A
 *Class does not meet: Jun 20, Jul 4 & 6

TTh | Jun 21-Aug 4 | 10-10:50am | \$299
 Online Delivery | 222YP1128B
 *Class does not meet: Jul 5 & 7

MTWTh | Jul 11-28 | noon-12:50pm | \$299
 Online Delivery | 222YP1128C

OLLI at UNLV

SUMMER 2022



olli.unlv.edu



702-774-OLLI



olliatunlv@unlv.edu



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.

Classes offered May 31 through July 22 in-person and online.

CALL 702-774-6554 OR EMAIL OLLIATUNLV@UNLV.EDU FOR MORE INFORMATION.

**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

STAFF

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

Details at
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.

Register online at ced.unlv.edu/cat2022

SUMMER TERM

SUMMER TERM 2022

Session 1
May 16-June 16, 2022

Session 1
May 16 - June 3
2022

Session 2

May 16-June 1

June 6-June 13

Session 1

Session 3

Session 2
June 6–July 8

Session 3
June 6-June 10
July 11-August 1

Session 3
July 11-August 12

Continuing Education: Information, Policies & Procedures

Coronavirus Update

UNLV is continuing greater on-campus operations and courses for summer 2022 that include procedures and practices to mitigate risk. For information on UNLV resuming on-campus operations, please visit www.unlv.edu/coronavirus.

Masks are no longer a requirement on UNLV campuses except those areas where healthcare services are being provided. This applies to all university employees, students, and visitors regardless of vaccination status.

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.

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.

Course Cancellations & Changes

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

Refunds & Dropping Or Withdrawing From Classes

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

Requests to drop classes can be submitted online, via fax at 702-895-4195, or via email to continuing.education@unlv.edu. Requests must include the following information: Student Name, Student Email Address and/or Telephone Number, Class Title and Start Date, and Reason for Dropping the Class. For SARA requests, please include the reason for filing a SARA complaint.

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

Wait List

Once a class fills up, you may choose to join the wait list. If a seat in the class becomes available or if we have enough people on the wait list to open a new section, we will contact you. For additional information see ced.unlv.edu/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 an app on your smartphone, paybyphone. Visit unlv.edu/parking for the most up-to-date information regarding permit requirements and enforcement as well as other purchasing options.

Class Locations

Our classes are located throughout the Las Vegas Valley. See page 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 our website for our certificate program policies and details about all of our certificate programs. To request your certificate after meeting the program requirements, please fill out a Certificate Issuance Form at ced.unlv.edu/certificate-form.

Books & Supplies

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



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

Attendance Policy

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

Disability Services

The university provides equal opportunity and treatment in employment, admissions, and all programs in an effort to avoid discrimination based on race, color, national origin, sex, and disability. Any student who feels they may need accommodations due to a disability, temporary injury, or academic adjustments due to a pregnancy is encouraged to contact the UNLV Disability Resource Center (DRC) online at unlv.edu/drc or by phone, 702-895-0866. Current DRC students should make an appointment to discuss their accommodations with their instructors. It is best to initiate this process at least two weeks prior to the start date of your class to ensure accommodations can be provided in a timely manner.

Student Privacy

In accordance with the University of Nevada, Las Vegas policy and the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), UNLV vigorously protects the privacy of student education records. UNLV does not release private records of individual students, such as grades and class schedules, without prior written consent of the student. Visit unlv.edu/registrar/ferpa for more information.

Student Code of Conduct

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

Copyright Policy

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

Title IX

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

UNLV Paradise Campus Information Desk Hours

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

Contact Us

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.



ced.unlv.edu



702-895-3394



@UNLVCE



@UNLV_ce

Location Legend

Lee & Thomas Beam Music Center (BMC)

Paradise Campus (PAR)



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

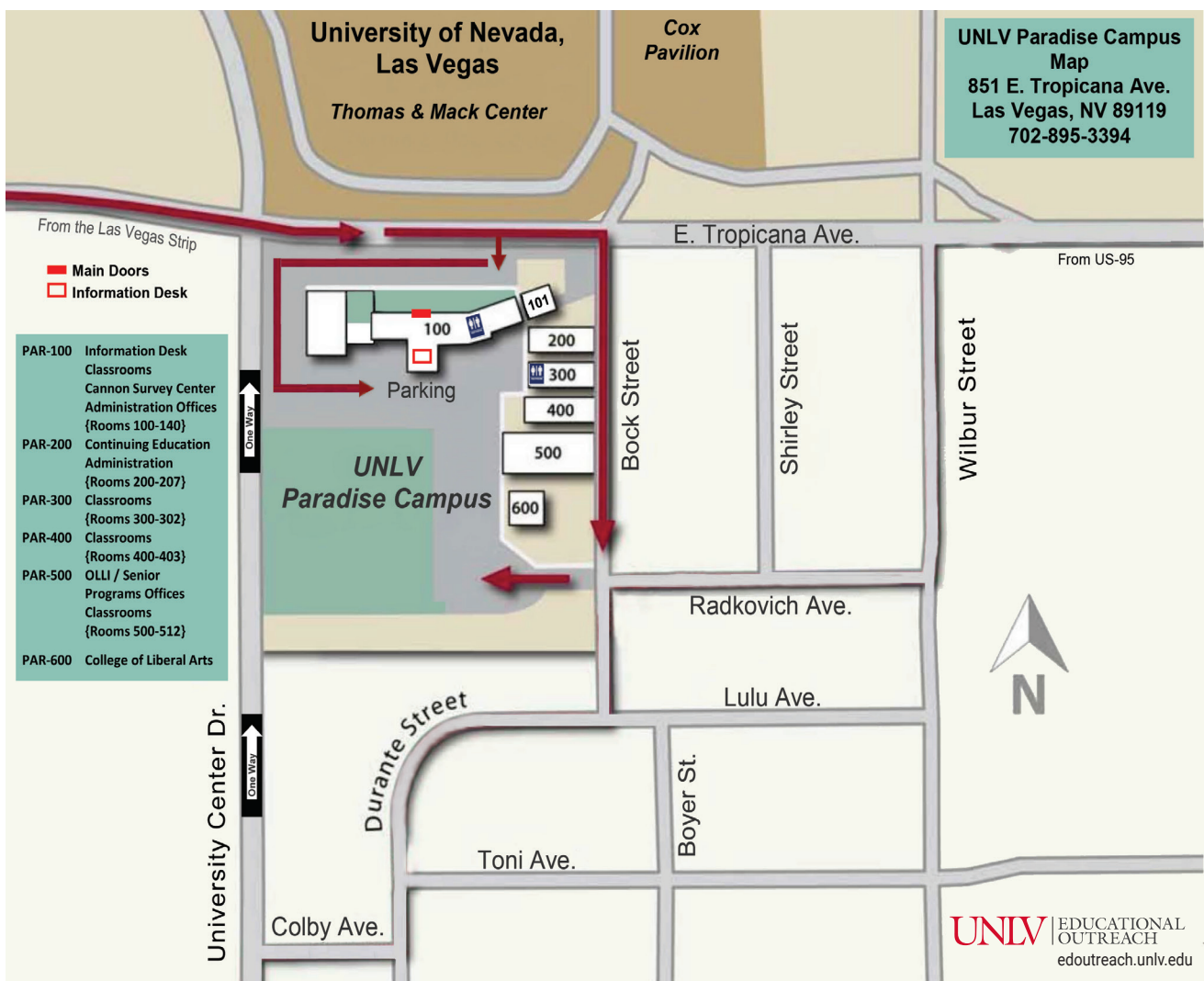
Clark County Neighborhood Justice Center 330 S. 3rd St., Ste. 600, Las Vegas, NV 89101

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

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

Praxis Aerospace 155 S. Water St. #210, Henderson, NV 89015

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



Index

- ABCs of Strategic Thinking, The p. 8 & 16
- Accent Reduction for International Professionals I p. 35
- Accent Reduction for International Professionals II p. 35
- Accent Reduction for International Professionals III p. 35
- Acrylics I p. 40
- Acrylics II p. 40
- Adobe Illustrator I p. 24
- Adobe InDesign I p. 24
- Adobe Photoshop I p. 24
- AFAA Group Fitness Instructor p. 30
- An Introduction to the Nonprofit Sector p. 33
- Annuity: The Ins & Outs p. 42
- Art of Fundraising: Event Management, The p. 33 & 34
- Art of Persuasion & Influence, The p. 4 & 16
- Assessing & Treating Traumatized Adults p. 31
- Beginning Italian I p. 42
- Beginnings: Starting a New Nonprofit p. 34
- Best Social Work Practices Working With Immigrant Populations p. 31
- Better Documents with Microsoft Office p. 22
- Break Into the World of Voiceover p. 38
- Business of Fashion Design p. 41
- Cannabis Professional p. 39
- Cannabis Professional: Spanish (El Profesional de Cannabis) p. 39
- Certified Nursing Assistant (CNA) Training Program p. 29
- Coaching & Counseling for Success p. 15
- Communication Strategies: Essential Skills for First-Time Managers or Supervisors p. 4 & 13
- Community Manager Preparation Course p. 5
- Cooperative Parenting-Shielding Your Children From Conflict p. 18
- Cybersecurity Bootcamp p. 21
- Cybersecurity: Introductory Course p. 20
- Data Science & Analytics Bootcamp p. 22
- Data Science & Analytics: Introductory Course p. 21
- Digital Marketing Bootcamp p. 6
- Digital Marketing Introductory Course p. 6
- Domestic Violence in Child Welfare p. 31
- Drawing I p. 40
- Drawing II p. 40
- Effective Speaking for International Professionals p. 4 & 35
- Emotional Intelligence p. 15
- Employee Learning & Development p. 7
- English as a Second Language (ESL) Advanced p. 36
- English as a Second Language (ESL) Beginning p. 36
- English as a Second Language (ESL) Intermediate p. 36
- Establishing Your Personal Leadership Brand p. 15
- Excel Advanced Workshop: Automating Tasks p. 22
- Excel Advanced Workshop: Complex Formulas p. 22
- Excel Advanced Workshop: Data Analysis & Reporting p. 23
- Excel II p. 23
- Fashion Accessories p. 41
- Gift Planning, Introduction to p. 33 & 34
- GMAT® Live-Online Course p. 45
- Golf for Beginners p. 44
- Grant Academy Information Session p. 32
- Graphic Design Capstone: Designing Your Brand Using Adobe Software p. 24
- GRE® Live-Online Course p. 45
- Great Resignation: Strategies for Employee Retention, The p. 8 & 14 & 17
- Guiding Organizational Change p. 12
- Guitar I p. 43
- Guitar II p. 43
- HTML I p. 24 & 28
- Human Resource Management Certificate Program Information Session p. 7
- Impressionism, Expressionism & Abstracts p. 40
- Institute of Reading Development - Summer Reading Program p. 44
- Lean Six Sigma: Green Belt p. 9
- Live-Online ACT/SAT Strategy Workshop p. 44

Index

- Live-Online GRE® Strategy Workshop p. 44
- Live-Online LSAT® Strategy Workshop p. 44
- Live-Online Summer Bridge Math-Grade 1 p. 48
- Live-Online Summer Bridge Math-Grade 2 p. 48
- Live-Online Summer Bridge Math-Grade 3 p. 48
- Live-Online Summer Bridge Math-Grade 4 p. 48
- Live-Online Summer Bridge Math-Grade 5 p. 48
- Live-Online Summer Bridge Math-Grade 6 p. 48
- Live-Online Summer Bridge Math-Grade 7 p. 48
- Live-Online Summer Bridge Math-Grade 8 p. 48
- LSAT® Live-Online Course p. 46
- Making Your Board Into An Effective Team p. 34
- Managing Organizational Change p. 15
- Mediation Skills Training p. 17
- NASM Certified Nutrition Coach p. 30
- NASM Corrective Exercise Specialist p. 30
- Nonprofit Board's Role & Responsibility to its Agency & the Community, A p. 33
- Nonprofit Fundraising Information Session p. 32
- Nonprofit Program Management & Assessment p. 34
- Organizational Climate & Cultural Assessment p. 16
- Paralegal Certificate Information Session p. 18
- Paralegal Certificate Program p. 19
- Paralegal Certificate Program-Online p. 1
- Pets & Cannabis p. 39
- PHR/SPHR Information Session p. 9
- PMP® Exam Preparation p. 12
- Praxis® Live-Online Core Math Prep Course p. 46
- Problem Solving & Decision Making p. 14 & 16
- Project Management Fundamentals Online Lessons & Labs p. 13
- Project Management Training Camp p. 13
- Pulmonary Dynamics of Vaporizing vs. Smoking p. 39
- Resilience & Wellbeing in the Workplace p. 14 & 16
- Sales Development Science p. 10
- Sales Operations Science p. 11
- SAT Live-Online Summer Institute p. 46
- Simple Sewing p. 41
- Social Security & Retirement p. 42
- Software Development Bootcamp p. 26
- Software Development: Introductory Course p. 25
- Sommelier Academy Information Session p. 44
- Spanish for Healthcare Professionals I p. 38
- Spanish for Healthcare Professionals II p. 38
- Spanish I p. 42
- Spanish II p. 42
- Spanish III p. 42
- Strategic Human Resources p. 7
- Stress at Work: Impacts & Solutions for Individuals, Leaders & HR Professionals p. 8 & 14 & 16
- Telling the Stories that Make Donors Give p. 33 & 34
- Treatment Courts: Working with Criminal Justice Involved Individuals p. 31
- Turning Managers into Leaders p. 8 & 17
- UI/UX Design Bootcamp p. 27
- UI/UX Design: Introductory Course p. 26
- Ukulele I p. 43
- Understanding Financial Markets p. 42
- Understanding the Collective Bargaining Process p. 8
- UNLV Summer Community Concert Band p. 43
- Unmanned Aircraft Systems Certificate p. 27
- Upcycle Sewing p. 41
- Vine to Wine: The Fundamentals p. 44
- Voiceover Workshop, Introduction to p. 38
- Watercolors I p. 40
- Watercolors II p. 40
- Wildlife Painting (In Acrylic), Introduction to p. 40

Class Registration Options



ONLINE

ced.unlv.edu/register

Payment by credit card only.



PHONE

702-895-3394

Register by phone

8am-5pm Monday-Friday.



IN PERSON

Bring your registration form to

UNLV Paradise Campus,

851 E. Tropicana,

Las Vegas, NV 89119

(Southeast corner, Tropicana and
University Center Drive),

8am-5pm Monday-Friday.



MAIL

Make your check payable to

Board of Regents and send to:

UNLV Division of Educational

Outreach

Box 451019

4505 S. Maryland Parkway

Las Vegas, NV 89154-1019.



FAX

702-895-4195

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

Registration Form

Have you taken a class with UNLV Continuing Education?

☐ Yes ☐ No

Registrant's Name _____

Address (street, city, state, zip) _____

Email _____

Phone Number _____

Date of Birth _____

Course Information:

Course Code	Course Name	Course Fee

Payment Information:

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

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

☐ Credit Card—Please charge my



Account No. _____ CVV _____

Exp. Date _____ Amount \$ _____

Cardholder's Name _____

Signature _____

By submitting this form you are indicating that you have read and agree to abide by all of the policies available online at ced.unlv.edu/registration-policies. This includes but is not limited to the policies outlined on page 51-52 of this catalog as well as the following payment policies.

Payment must be made in full at the time of registration and in advance of the first day of classes. The university reserves the right to withdraw any student who has not paid in full. No deferred payment plan is available.

Registration fees are payable by check or money order, as well as Visa, MasterCard, Discover Card, or American Express. The university accepts checks and money orders for the exact amount made payable to BOARD OF REGENTS. UNLV cooperates with the Clark County District Attorney's office to prevent bad check losses. A \$25 service fee will be assessed for any check that is returned from the bank for any reason. Post-dated or two-party checks will not be accepted. Any returned check shall be made good within ten days after notification to the student, or the student will not be permitted to attend any classes.



Your business is unique.

Your training can be, too.

Let UNLV Continuing Education design CUSTOM TRAINING to meet your unique business situation. Sessions are on our campus, at your site, or online, and can be tailored to any group size. Training topics may include Leadership & Management, Communication, Soft Skills, Technology, Language, Sales and Business Administration. View a list of common custom topic descriptions at ced.unlv.edu/custom-training.

Contact UNLV Continuing Education's custom training team for a free custom training consultation at continuing.education@unlv.edu or 702-895-5099.



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

Non Profit Org.
U.S. Postage
PAID
Las Vegas, NV
Permit No. 200



Please share with a friend or
recycle after August 2022

PREPARE FOR A NEW CAREER IN TECH

UNLV Continuing Education's expanded
tech career training includes:

Cybersecurity Bootcamp
Software Development Bootcamp
Data Science & Analytics Bootcamp
UI/UX Design Bootcamp
Digital Marketing Bootcamp
Print & Graphic Design
Unmanned Aircraft Systems
Sales Development Science
Sales Operations Science



To view updated program information as it
becomes available, visit **ced.unlv.edu**.

UNLV | CONTINUING
EDUCATION