

EXTENDING UNLV TO THE COMMUNITY

OUTREACH

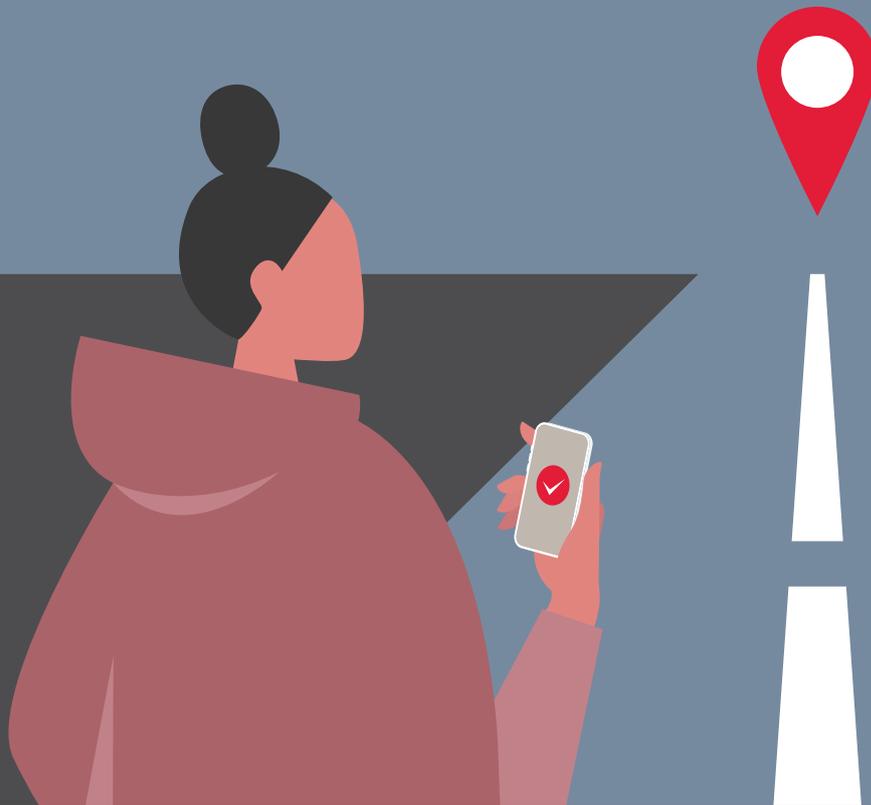
COURSE CATALOG
SUMMER 2021



12 Strategically Move Your Organization Forward

17 Look to the Future with a Career in Cybersecurity

25 Get Certified as a Medical Assistant or CNA



INTRODUCING NEW PROGRAMS TO HELP YOU NAVIGATE YOUR CAREER.

Now enrolling:

Cybersecurity Bootcamp | Digital Marketing Bootcamp
Sales Operations Science Certificate

Enrolling soon:

Coding Bootcamp | Data Science & Analytics Bootcamp
Customer Experience Certificate | UX-UI Design Bootcamp
Business Administration Certificate

To view program information as it becomes available, visit ced.unlv.edu/new-2021.

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Due to COVID-19, our class schedule is regularly evolving. We will post updates to programs on our website, ced.unlv.edu. We will also continue to communicate changes through email and social media.

UNLV

CONTINUING EDUCATION

Volume 43 • 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

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Language Skills for Professionals

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Life & Leisure

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Certificate Candidates:

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

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

Attend a 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 24 | 6-7pm | Online-Zoom | 212GR1150

Human Resource Management Certificate Program Information Session

W | Jun 2 | 5:30-6:30pm | Online-Zoom | 212CP6155A

Th | Aug 12 | 5-6pm | Online-Zoom | 212CP6155B

Nonprofit Fundraising Information Session

M | Aug 16 | 6-7pm | Online-Zoom | 212NP3172

Paralegal Certificate Information Session

M | Jun 7 | noon-1pm | Online-Zoom | 212PL6128A

T | Jun 8 | 5:30-6:30pm | Online-Zoom | 212PL6128B

M | Jul 12 | noon-1pm | Online-Zoom | 212PL6128C

T | Jul 13 | 5:30-6:30pm | Online-Zoom | 212PL6128D

PHR/SPHR Information Session

Th | Aug 12 | 6-7pm | Online-Zoom | 212CP6118

Sommelier Academy Information Session

T | Aug 17 | noon-1pm | Online-Zoom | 212WS6101

Grants, Loans & Tuition Assistance

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

Options Include:

Workforce Connections

MyCAA

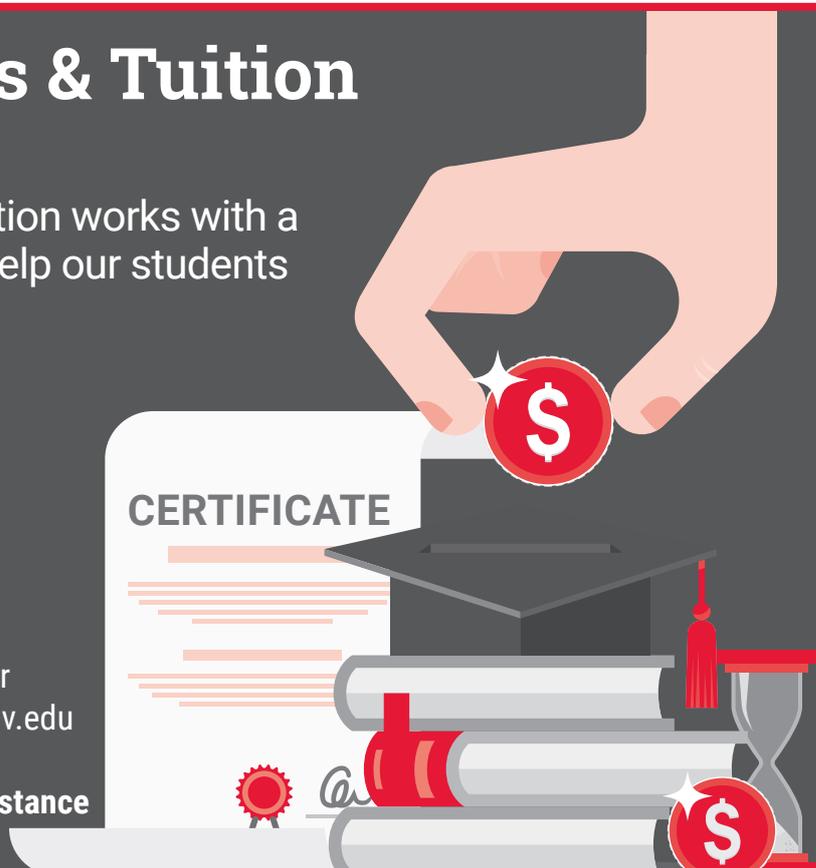
Sallie Mae Smart Option Loan

Employer Tuition Assistance

Private Education Loans

Questions? Call 702-895-5099 or email continuing.education@unlv.edu

 ced.unlv.edu/financial-assistance



Business

Communication 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 11 | 9am-4pm | \$289

PAR Room 512 | 212CP6177 | 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 23-Sep 13 (meets 6x) | 6-8:30pm | \$279

Online-UNLVGO and Zoom | 212CX1117 | 1.5 CEUs

*Class does not meet: Sep 6

Virtual Presentation Skills

Presenting to a virtual audience is vital in today's world. Master the art of meaningfully connecting with clients, work teams, and business prospects through virtual platforms. You will gain understanding of key themes for developing the structure, sequence, and timing of virtual presentations. Build fresh insight on how to best use visual resources to enhance your message, plus explore options for recovering when there are unexpected delays during your presentation. This training provides techniques and skills to engage a remote audience with confidence.

Amy Pourciau

F | Jun 11 | 9am-noon | \$149

Online-Zoom | 212CX1133 | 0.3 CEU

COMING SOON

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-week, 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.

Dates and times will be posted online when registration is open.

Community Manager Pre-certification Education

ced.unlv.edu/community-manager

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

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

Community Manager Preparation Course

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

Carli A Gilchrist, Tonya Bates, Betsi Williams, Dawn Osterode, Lorrie Olson, Debora L Costa, Donna Zanetti, Bob Browning, Cheri Hauer, Lauren Starner

TWTh | May 11-Jun 29 (meets 22x) | 5:30-8:30pm | \$649
Online-UNLVGO and Zoom | 211RP1100C | 6 CEUs



COMING FALL 2021

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.

Key topics:

- **Budgeting & Reporting:** The budgeting process, how budgets are used, creating budgets
- **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, including contract negotiation
- **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, customer journey, quality management

This program is structured as six, 6-hour, in-class sessions delivered over six consecutive weeks on Fridays. Each week will include 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.

Dates and times will be posted online when registration is open.

In partnership with:

UNLV | LEE
BUSINESS SCHOOL

New! 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 via interactive marketing training sessions with a focus on strategy, creative thinking, and analytics. Develop the digital marketing skills most sought after by employers as you build an advanced ePortfolio demonstrating your competency. You can enter the digital marketing workforce in as little as one year.

New! Digital Marketing Introductory Course

In the 20-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 | May 17-Jun 7 | 6-9:30pm | \$500
Online Delivery | 211DM1001C | 0.2 CEU

TTh | May 18-Jun 10 | 6-9:30pm | \$500
Online Delivery | 211DM1001D | 0.2 CEU

MW | Jul 12-28 | 6-9:30pm | \$500
Online Delivery | 212DM1001A | 0.2 CEU

TTh | Jul 13-29 | 6-9:30pm | \$500
Online Delivery | 212DM1001B | 0.2 CEU

Digital Marketing Bootcamp

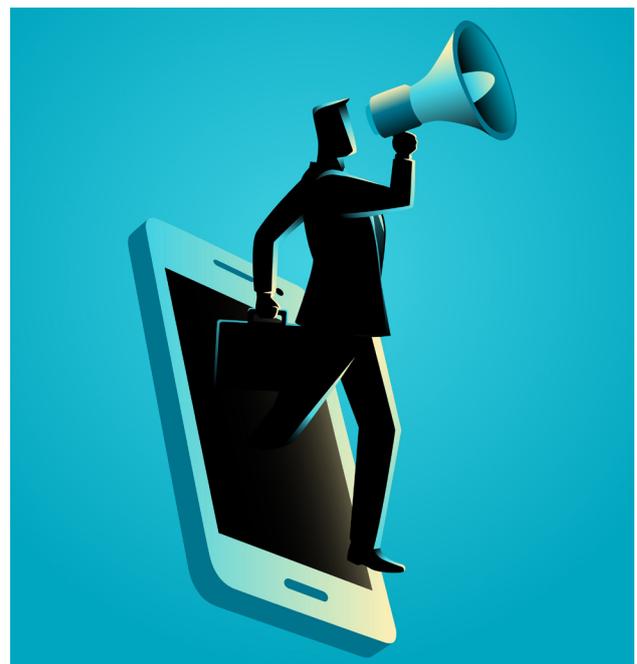
Prepare for a career in digital marketing—an exciting, dynamic field filled with potential. This immersive 380-hour online program builds your digital marketing knowledge and skill set by empowering you with tools and techniques that seamlessly integrate into a professional setting. Learn how to prepare 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

TThSu | Jun 22-Mar 1, 2022 | TTh 6-9:30pm and Su 9:30am-2:30 pm
\$15,500 | Online Delivery | 212DM1002A | 38 CEUs

MWSa | Aug 16-Apr 25, 2022 | MW 6-9:30pm and Sa 9:30am-2:30 pm
\$15,500 | Online Delivery | 212DM1002B | 38 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 | Jun 2 | 5:30-6:30pm | No charge
Online-Zoom | 212CP6155A

Th | Aug 12 | 5-6pm | No charge
Online-Zoom | 212CP6155B



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:

“Very interactive and engaging even in a remote format. Amy Hunter clearly has great depth of professional experience and expertise in the subject matter. Her personal stories, real world experiences, and colorful examples made for a robust, entertaining, and enriching learning experience.”

Coaching & Counseling for Success, Fall 2020

New! Aligning Human Resource Initiatives with Business Success

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 business partners must understand the changing role of HR, and learn how 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 HR processes, practical tools to serve as a trusted advisor to senior leaders, developing financial and technological HR 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 18 | 9am-4pm | \$289
PAR Room 512 | 212CP6117 | 0.6 CEU

New! Best Practices in Employee Retention & Engagement

A focus on employee engagement and retention is an essential part of an organization's talent management strategy. Best practices in employee retention and engagement contribute to optimal organizational performance, continuous improvement, and unparalleled customer service. Organizations can consciously create an environment where employees have the tools, resources, and professional opportunities to develop skills and fulfill their career goals. Topics include organizational engagement analysis, enablers to employee motivation, job design for engagement, an overview of employee retention and total rewards programs, steps to proactively avoid disengagement, and reflection and development of an action plan for organizational application.

Christina Nishiyama, MBA, SPHR
F | Aug 13 | 9am-4pm | \$289
PAR Room 512 | 212CP6107 | 0.6 CEU

Coaching & Counseling for Success

Unleash the human spirit and expand people's capacity to achieve stretch goals and to bring about real change within your organization. Transformational change is not accomplished by just adjusting business strategy, structure, or systems. True change comes only from a conscious shift in culture, underlying assumptions, and business attitudes of the people who work in and run a business. Focused coaching and counseling can bring about such change 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

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

PAR Room 512 | 212CP6165 | 0.6 CEU

Fostering a Diverse & Inclusive Workplace

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

André Wade

F | May 21 | 9am-4pm | \$289

PAR Room 101 | 211CP6301 | 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 | Jul 23 | 9am-4pm | \$289

PAR Room 511 | 212CP6114 | 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

Th | Aug 12 | 6-7pm | No charge

Online-Zoom | 212CP6118

PHR/SPHR Certification Preparation

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

Greg Wilken, JD, SPHR

W | May 26-Aug 18 (meets 13x) | 6-9pm | \$879

PAR Room 511 | 211CP6116B | 3.9 CEUs



Due to COVID-19, our class schedule is regularly evolving. We will post updates to programs on our website, ced.unlv.edu. We will also continue to communicate changes through email and social media.



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 10-14 (meets 5x) | 9am-4pm | \$1,500
Off-Site Training Facility | 211LN1100B | 3 CEUs

MTWThF | Aug 16-20 (meets 5x) | 9am-4pm | \$1,500
Off-Site Training Facility | 212LN1100 | 3 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

New! 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 3-Jul 9 | Online Delivery-Asynchronous, Optional Live-Online Sessions on T, 4-6pm | \$899
Online Delivery | 211SP1001C | 0.8 CEU

Jul 12-Sep 17 | Online Delivery-Asynchronous, Optional Live-Online Sessions on W, 4-6pm | \$899
Online Delivery | 212SP1001 | 0.8 CEU

Leadership/Management

Management Certificate Program

ced.unlv.edu/management

In the UNLV Certificate of Management, 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 strategy
- Equip you to navigate the ever-evolving dynamic of the modern workplace
- Allow you to acquire strategic and systematic management skill sets.

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 11 | 9am-4pm | \$289
PAR Room 512 | 212CP6177 | 0.6 CEU

The New Manager's Toolkit

Embark on your new role as a manager with confidence when you are equipped with this toolkit of essential management skills. This course will teach new managers how to lead staff and projects from a platform of talent, both in how they approach their team and how they identify the natural talent in others. You will also find out how to identify five common dysfunctions of a team and develop strategies to overcome them. Students must purchase and complete the Clifton Strengths 34 Assessment Tool. www.gallupstrengthscenter.com/store. If you have already completed this assessment tool, you do not need to complete it again. Please have the results available for the class.

Maggie Harris
WF | Jun 23-25 (meets 2x) | 9am-noon | \$289
PAR Room 101 | 212CP6158 | 0.6 CEU

What our students are saying:

"This class not only met my expectations but exceeded them. Maggie Harris is an AMAZING instructor and I learned so much from this course. It has to be one of the most impactful courses I have taken! I would highly recommend it to my colleagues."

Managing in a Multi-generational Workplace,
Fall 2020

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.

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 16 | 9am-4pm | \$289

PAR Room 512 | 212CP6309 | 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.

Amy Pourciau

F | Jul 23 | 9am-noon | \$149

Online-Zoom | 212CP6123 | 0.3 CEU

Fostering a Diverse & Inclusive Workplace

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

André Wade

F | May 21 | 9am-4pm | \$289

PAR Room 101 | 211CP6301 | 0.6 CEU

Organizational Change Management

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

Charles Carr, MA, Ed.S.

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

PAR Room 512 | 212CP6304 | 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.

Charles Carr, M.A. Ed.S.

TTh | May 4-6 (meets 2x) | 9am-noon | \$289
PAR Room 107 | 211CP6156 | 0.6 CEU

Problem Solving & Decision Making

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

Charles Carr, MA, Ed.S.

F | May 14 | 9am-4pm | \$289
PAR Room 101 | 211CP6182 | 0.6 CEU

The ABCs of Strategic Thinking

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

Charles Carr, MA, Ed.S.

F | Aug 6 | 9am-4pm | \$289
PAR Room 512 | 212CP6166 | 0.6 CEU

New! 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 | Aug 6 | 9am-4pm | \$289
PAR Room 101 | 212CP6119 | 0.6 CEU



Mediation Certificate Program

ced.unlv.edu/mediation

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

PROGRAM REQUIREMENTS: To earn the Certificate of Completion in the Mediation Skills Program, you must complete the Mediation Skills Training course, and complete the practicum within 90 days after training (3 observations and 4 co-mediations).

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. If course is online, must be able to pick up from the Neighborhood Justice Center during their business hours (M-Th 7:30am - 5:30pm). Students will be notified when manual is available for pickup.

Patricia Battie

MTWTh | Jun 7-17 (meets 8x) | 8:30am-1:30pm | \$1,199
Online-Zoom | 212CM1120 | 4 CEUs

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 \$51,740 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 7 | noon-1pm | No charge
Online-Zoom | 212PL6128A

Matthew Pfau, J.D.

T | Jun 8 | 5:30-6:30pm | No charge
Online-Zoom | 212PL6128B

Zachariah Parry, J.D.

M | Jul 12 | noon-1pm | No charge
Online-Zoom | 212PL6128C

Matthew Pfau, J.D.

T | Jul 13 | 5:30-6:30pm | No charge
Online-Zoom | 212PL6128D



UNLV Continuing Education now offers live-online LSAT preparation classes. See p. 47 or visit ced.unlv.edu/test-prep for more information.

Paralegal Certificate Program

When you earn UNLV's highly respected Paralegal Certificate, you will be well versed in the day-to-day responsibilities of a paralegal, plus you will understand the legal principles that govern our state and nation. Paralegal coursework is divided into two primary categories: Practicum and the Law. Practicum curriculum focuses on the skills most in demand in a Nevada paralegal: effective legal research, persuasive writing, law practice management, document formatting and structure, court filing, calendaring deadlines, and ethical representation. You will learn these skills and put them into practice by representing two hypothetical clients: a plaintiff and a defendant. Law curriculum covers substantive legal concepts you are most likely to encounter in paralegal practice: torts, contracts, criminal law, criminal procedure, civil procedure, family law, and estate planning/probate. UNLV paralegal graduates gain the knowledge, skills, and confidence they need to successfully enter the profession.

The registration fee includes the practicum textbooks and access to LexisNexis and Westlaw. Please estimate \$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. If course is online, you must be able to pick it up from the UNLV Paradise Campus during business hours. You will be notified when book is available for pickup. Required Textbook(s): ISBN: 9781133691853, ISBN: 9781454855552, ISBN: 9781717901606

Prerequisite: Must have daily access to a computer with internet, Microsoft Word, and printer. 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.

Richard Chatwin, J.D., MBA, Kimberly Taylor
 MW | Jul 26-Nov 8 (meets 30x) | 9am-noon | \$6,634
 PAR Room 512 | 212PL6131A | 12.5 CEUs
 *Class does not meet: Sep 6 & 8

Matthew Pfau, J.D., Kimberly Taylor
 TTh | Jul 27 - Nov 4, 2021 (meets 30x) | 6-9pm | \$6,634
 PAR Room 512 | 212PL6131B | 12.5 CEUs



What our students are saying:

“Mr. Chatwin is a great teacher! I felt like he helped everyone understand everything that was being presented. He was engaging, considerate, well spoken and genuinely went “above and beyond” in offering the class assistance with any legal questions... His enjoyment and love of the law is obvious and I found him to be inspirational.”

Paralegal Certificate, Spring 2020



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.

Continuing Ed Staff

T | Jul 6-Aug 24 (meets 8x) | 5:30-7:30pm | \$299
PAR Room 401 | 212PL6105A

Th | Jul 8-Aug 26 (meets 8x) | 5:30-7:30pm | \$299
PAR Room 401 | 212PL6105B



Due to COVID-19, our class schedule is regularly evolving. We will post updates to programs on our website, ced.unlv.edu. We will also continue to communicate changes through email and social media.

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.

The Protective Services Professional Certificate will be offered in fall 2021. 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)



Technology/Computers

Cybersecurity Bootcamp Certificate

ced.unlv.edu/cybersecurity

Transform your knowledge and capabilities through our hands-on, virtual cybersecurity training. Emerge with the experience and ability to seamlessly transition into a successful career in the cyber field. Benefit from routinely updated information security curricula taught by industry experts passionate about training the next generation of cybersecurity leaders. Tap into the power of experiential learning, focus on education through practical experience, hands-on projects, and cutting-edge tools, and build a cyber career in less than a year.

New! 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. All other education materials required will be provided (books and software).

Continuing Ed Staff

MW | May 17-Jun 16 | 6-9:30pm | \$500
Online Delivery | 211CY1001G | 3 CEUs

TTh | May 18-Jun 17 | 6-9:30pm | \$500
Online Delivery | 211CY1001H | 3 CEUs

MW | Jun 21-Jul 21 | 6-9:30pm | \$500
Online Delivery | 212CY1001A | 3 CEUs

TTh | Jun 22-Jul 22 | 6-9:30pm | \$500
Online Delivery | 212CY1001B | 3 CEUs

New! 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. All other education materials required will be provided (books and software).

Prerequisite: Cybersecurity: Introductory Course

Continuing Ed Staff

MWSa | May 24-Feb 14, 2022 | MW 6-9:30pm & Sa 9:30am-2:30pm
\$15,500 | Online Delivery | 211CY1002C | 37 CEUs

TThSu | Jun 29-Mar 15, 2022 | TTh 6-9:30pm & Su 9:30am-2:30pm
\$15,500 | Online Delivery | 212CY1002A | 37 CEUs

MWSa | Aug 2-Apr 18, 2022 | MW 6-9:30pm & Sa 9:30am-2:30pm
\$15,500 | Online Delivery | 212CY1002B | 37 CEUs



COMING FALL 2021

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.

New! 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 jump start 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

Course dates & times available online | \$500

Online Delivery | 212DT1001 | 3 CEUs

Dates and times will be posted online when registration is open.



New! 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

Course dates & times available online | \$14,500

Online Delivery | 212DT1002 | 37 CEUs

Dates and times will be posted online when registration is open.

Microsoft Office

ced.unlv.edu/microsoft-office

Learn the essential skills of Microsoft Office for business or personal use. Emphasis for Excel is on skills useful for organizing, formatting, analyzing, and presenting business data. Word training focuses on advanced features useful for formatting long documents, managing citations and figures, and the proofing process.

Courses on additional Microsoft products including Office 365, Access, OneNote, Outlook, PowerPoint, Project, SharePoint, and Visio may be arranged through our custom training team, 702-895-5099 or continuing.education@unlv.edu.

New! 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).

Sharon Fry, MCT, MOS Master, MCP, MTA

W | Jun 16-Jul 7 (meets 4x) | 3-6:15pm | \$329
Online-UNLVGO and Zoom | 212CW8178 | 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 Excel.

Prerequisite: Excel I or similar working knowledge and experience.

Sharon Fry, MCT, MOS Master, MCP, MTA

W | May 5 | 1-4:15pm | \$99
Online-Zoom | 211CU1122 | 0.3 CEU

W | Jul 14 | 1-4:15pm | \$99
Online-Zoom | 212CU1122 | 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 Excel.

Prerequisite: Excel I or similar working knowledge and experience.

Sharon Fry, MCT, MOS Master, MCP, MTA

T | May 4 | 1-4:15pm | \$99
Online-Zoom | 211CU1120 | 0.3 CEU

M | Jul 12 | 1-4:15pm | \$99
Online-Zoom | 212CU1120 | 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 Excel.

Prerequisite: Excel I or similar working knowledge and experience.

Sharon Fry, MCT, MOS Master, MCP, MTA

M | May 3 | 1-4:15pm | \$99
Online-Zoom | 211CU1121 | 0.3 CEU

T | Jul 13 | 1-4:15pm | \$99
Online-Zoom | 212CU1121 | 0.3 CEU

Excel Essentials Workshop: Analyzing Data

The Excel Essentials Workshop series is a fast-paced overview of Excel 2016, providing a jump start to get you working in the program quickly and confidently. In the analyzing data workshop, learn to transform raw data into a more digestible form to support decision making. You will create advanced formulas with named ranges and functions; understand how Excel handles dates; use tools to manipulate databases and PivotTables; explore tools for data analysis; and work with external data. You must have access to Microsoft Excel.

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

Sharon Fry, MCT, MOS Master, MCP, MTA

T | Jun 8 | 1-4:15pm | \$99
Online-Zoom | 212CU1110 | 0.3 CEU

Excel Essentials Workshop: Data Basics

The Excel Essentials Workshop series is a fast-paced overview of Excel 2016, providing a jump start to get you working in the program quickly and confidently. You will be oriented to the Excel environment and terminology; view and understand a finished spreadsheet; learn to enter and edit data; manage workbooks; use the AutoFill feature; calculate with basic formulas and use functions; create and use databases; perform basic formatting; and insert and delete cells, rows, columns, and worksheets. You must have access to Microsoft Excel.

Prerequisite: Basic working knowledge of Excel.

Sharon Fry, MCT, MOS Master, MCP, MTA

M | Jun 7 | 1-4:15pm | \$99
Online-Zoom | 212CU1100 | 0.3 CEU

Excel Essentials Workshop: Presenting Data

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

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

Sharon Fry, MCT, MOS Master, MCP, MTA

W | Jun 9 | 1-4:15pm | \$99
Online-Zoom | 212CU1111 | 0.3 CEU

Excel I

Excel I & II provide a deeper, more comprehensive, broader exploration of the software compared to the Excel Essentials series. In Excel I, discover the Microsoft Excel 2016 interface and become skilled at the essentials of manipulating cells, columns, rows, worksheets, and workbooks. Additionally, you will explore formulas and functions; create charts and sparklines; filter, sort, and import data; and be introduced to PivotTables. Assignments outside of class provide a variety of spreadsheet experiences to enrich your understanding of Excel. Required Textbook(s): *Exploring Microsoft Office Excel 2016 Comprehensive* (ISBN: 9780134479446). Digital version recommended.

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

Sharon Fry, MCT, MOS Master, MCP, MTA

Th | Jun 10-Jul 1 (meets 4x) | 9am-12:15pm | \$329
Online-UNLVGO and Zoom | 212CW8163 | 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 flash drive and access to Adobe Illustrator.

Jessica Kennedy

W | Jul 21-Aug 25 (meets 6x) | 5:30-8:30pm | \$339
Online-UNLVGO and Zoom | 212WM8121 | 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.

Denise Snow

Th | July 15 - August 19, 2021 (meets 6x) | 6-9PM | \$339
Online-UNLVGO and Zoom | 212WM8106 | 1.6 CEUs

What our students are saying:

"I totally enjoyed this class and decided to take the next one. The instructor was very knowledgeable, had a great sense of humor, answered questions, repeated things if necessary, and was patient. The activities were fun. The critiques were positive and helped to improve the projects. This was an excellent course and I would recommend it to anyone looking to further their Photoshop skills."

Adobe Photoshop I, Spring 2021



Adobe Photoshop I

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

Rakitha Perera

T | Jul 20-Aug 24 (meets 6x) | 6-9pm | \$339

Online-UNLVGO and Zoom | 212WM8122 | 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.

Rakitha Perera

W | May 5-26, 2021 (meets 2x) | 6-9PM | \$219

Online-UNLVGO and Zoom | 211WM8177 | 0.6 CEU

*Class does not meet: May 12 & 19

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.

Denise Snow

Th | Jun 3-Jul 1 (meets 5x) | 6-9pm | \$289

Online-UNLVGO and Zoom | 212WM8105 | 1.3 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 students 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, Crystal Berry, Praxis Aerospace Concepts, Inc.
FSaSu | Jun 4-13 (meets 6x) | F 6-10pm, SaSu 8am-5pm | \$1,899
PAR Room 511 | 212UA1110 | 4 CEUs

UX/UI Design Bootcamp Certificate

ced.unlv.edu/ux-ui

Gain hands-on experience with industry-leading tools and software, including Adobe Creative Suite for digital design, Miro to synthesize research, and Figma to create high-fidelity mockups. Build confidence in various roles and projects by going beyond theory with experiential learning across complex design concepts. Attend interactive design workshops and build collaborative, hands-on projects that give you the real-world experience to confidently execute and grow throughout your career.

New! UX/UI Design: Introductory Course

Learn the foundations of visual, UX, and UI 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. 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/UX-UI-Design. You must have access to a laptop computer or other computing device. All other education materials required will be provided (books and software).

Continuing Ed Staff

Course dates & times available online | 6-9:30pm | \$500

Online Delivery | 212UX1001 | 3 CEUs



New! UX/UI Design Bootcamp

As technology continues to shape our world, digital products need to be not only functional, but easy and delightful to use. Companies are looking for professionals who can solve complex problems through visual means, user experience, and user interface design. The 400-hour online UI/UX Design Bootcamp is divided into three sections. The first section, Design Fundamentals, serves as an introduction to the field as a whole. The second section, Design Process, focuses on the process of creating optimal user interfaces and experiences. The third section, Design Collaboration, provides you with the experience of working collaboratively on design teams that mimic a professional workplace. You will work with industry-leading tools and software including Adobe Creative Suite, Zoom, Otter.ai, Miro, Figma, HTML, and CSS. **Register at** digitalskills.unlv.edu/UX-UI-Design. You must have access to a laptop computer or other computing device. All other education materials required will be provided (books and software).

Prerequisite: UX/UI Design: Introductory Course

Continuing Ed Staff

Course dates & times available online | 6-9:30pm | \$14,500

Online Delivery | 212UX1002 | 37 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.

Denise Snow

Th | Jun 3-Jul 1 (meets 5x) | 6-9pm | \$289

Online-UNLVGO and Zoom | 212WM8105 | 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 (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. A separate refund policy applies to this course. Please reference the Perry Foundation for updated information. The last two days of the course are flex days and may not meet on these days.

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

Madge Rascoe

MTWF | May 10-Jun 7 (meets 14x) | 8am-4:30pm | \$2,100
Perry Foundation | 211NA1100G | 9.6 CEUs

Crystal Alexander, RN

WFM | May 12-Jun 23 (meets 14x) | 8am-4:30pm | \$2,100
Perry Foundation | 211NA1100I | 9.6 CEUs

Claudette Lachowicz

MTW | May 24-Jun 22 (meets 14x) | 8am-4:30pm | \$2,100
Perry Foundation | 211NA1100H | 9.6 CEUs

Madge Rascoe

MTThF | Jun 14-Jul 15 (meets 14x) | 8am-4:30pm | \$2,100
Perry Foundation | 212NA1100A | 9.6 CEUs

Crystal Alexander, RN

FMTWTh | Jun 25-Jul 26 (meets 14x) | 8am-4:30pm | \$2,100
Perry Foundation | 212NA1100B | 9.6 CEUs

Madge Rascoe

MTW | Jul 19-Aug 17 (meets 14x) | 8am-4:30pm | \$2,100
Perry Foundation | 212NA1100C | 9.6 CEUs

Crystal Alexander, RN

ThFMT | Jul 28-Aug 27 (meets 14x) | 8am-4:30pm | \$2,100
Perry Foundation | 212NA1100D | 9.6 CEUs

Madge Rascoe

WThFM | Aug 18-Sep 20 (meets 14x) | 8am-4:30pm | \$2,100
Perry Foundation | 212NA1100E | 9.6 CEUs



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

Mat Pilates & Injury Prevention Certificate Program

ced.unlv.edu/pilates

UNLV Division of Educational Outreach and the UNLV Department of Dance have partnered to offer a Mat Pilates and Injury Prevention Certificate. The certificate provides Pilates and dance instructors and practitioners with a practical understanding of human anatomy and dance kinesiology useful in preventing injuries.

The certificate consists of both technique and theory classes, with an anatomical approach to movement. The technique courses include exercises in flexibility and tone, using a variety of tools, including TheraBands, small balls, small weights, and large balls. Theory courses include the foundations of dance kinesiology and human anatomy to provide key information for the prevention and care of injuries.

PROGRAM REQUIREMENTS: To earn the Mat Pilates & Injury Prevention Certificate, you must successfully complete six required courses.

CORE COURSES:

- Pilates I (DN2110)-needs to be taken 2x, including 1 time after, or concurrently with Dance Kinesiology or Prevention & Care of Dance Injuries
- Dance for Flexibility & Tone (DN2111)-needs to be taken 2x, including 1 time after, or concurrently with Dance Kinesiology or Prevention & Care of Dance Injuries
- Dance Kinesiology (DN2112)
- Prevention & Care of Dance Injuries (DN2113)

Dance for Flexibility & Tone

This course provides the student an understanding of body alignment with an emphasis on dance flexibility and muscle tone, including the importance of breath patterns while activating muscles during stretch or contraction. Also explore basic theory of muscle physiology including how muscles contract and stretch. This course will cover both the theory and the physical aspects of improving muscle tone and flexibility. This course will provide information on both eccentric and concentric contractions and the difference between cold and warm stretches. Students may also enroll for university credit in DAN 110 for 1 credit. You will be required to submit videos of yourselves demonstrating the given stretches. You must have access to a TheraBand, 55cm or 65cm exercise ball, and 2 or 3 lb. free weights.

Kimberly Amblad, UNLV Department of Dance

May 17-Jun 4 | \$267

Online Delivery | 211DN2111B | 3.6 CEUs

Jul 12-Aug 13 | \$267

Online Delivery | 212DN2111 | 3.6 CEUs

Dance Kinesiology

Study of the muscular and skeletal structures of the body involved in the discipline of dance. Emphasis is on major muscle groups and joint actions, their capacity for movement. Special attention will be paid to the causes and prevention of dance injuries. This course provides you with an understanding of the human body as it relates to the art of dance and movement. Students may also enroll for university credit in DAN 351 for 3 credits.

Prerequisite: Pilates I or Dance for Flexibility & Tone

Ian Dodge, UNLV Department of Dance

Jun 7-Jul 9 | \$801

Online Delivery | 212DN2112 | 3.6 CEUs

Pilates I

The class is an introduction of the theory and techniques applicable to athletes and sports medicine, all dance forms and also beneficial for the general public as well. You will study mat work and the history of Pilates theory and technique. Students may also enroll for university credit in DAN 107 for 1 credit.

Kimberly Amblad, UNLV Department of Dance

May 17-Jun 4 | \$277

Online Delivery | 211DN2110C | 3.6 CEUs

Jun 7-Jul 9 | \$277

Online Delivery | 212DN2110 | 3.6 CEUs

Prevention & Care of Dance Injuries

This course creates an interactive experience for students to build muscle groups and study the basic concepts of injury as applied to these muscle groups, immediate care of dance injuries and the accelerated rehabilitation, and safe return to activity. You will explore the prevention and care of dance injury, including the three major topic areas of overuse, joint instability, and impingement and compression. The course also includes learning basic postural techniques and exercise forms that can help in the identification and prevention of specific injury. Students may also enroll for university credit in DAN 451 for 3 credits.

Prerequisite: Dance Kinesiology

Ian Dodge, UNLV Department of Dance

Jul 12-Aug 13 | \$801

Online Delivery | 212DN2113 | 3.6 CEUs

Medical Assistant Certificate Program

ced.unlv.edu/medical-assistant

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

Medical Assistant Certificate Program

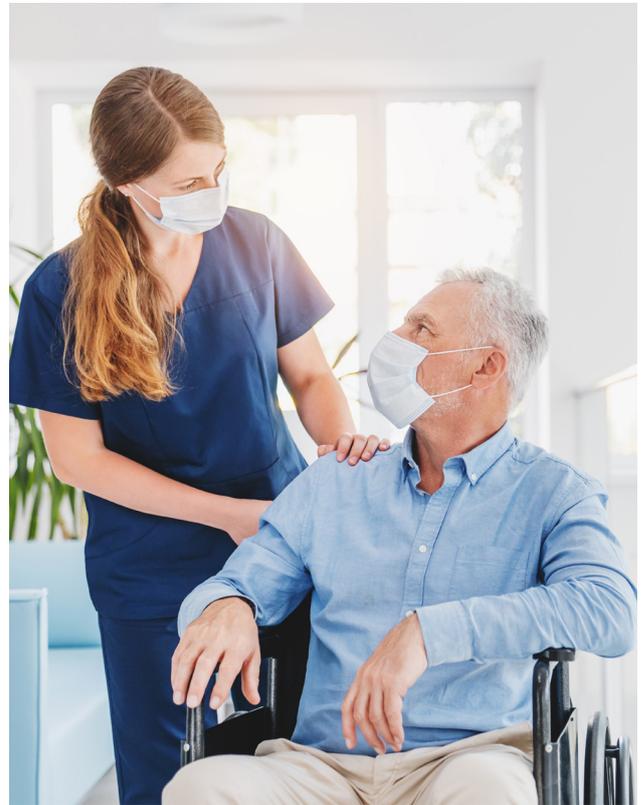
Prepare for a career working with patients or supporting the administrative functions of a medical office. UNLV's Medical Assistant program provides you with real-world administrative and clinical skills that are essential to working in the modern medical office. Using an applied learning approach the curriculum will help you develop the tactile and critical thinking skills necessary for working in today's health care setting. By the end of the six month course, students will develop the skills frequently assigned to medical assistants including scheduling, reception, bookkeeping, insurance billing and coding, maintaining medical records, preparing patients for examination, assisting with physicals, performing screening tests, preparing medical equipment, and more. The program is paired with an online learning management system offering additional resources and tools and real-world simulations using electronic health record software. Additionally, students will use online assessment tools which monitor individual progress. Textbooks are included in registration fee and will be distributed on the first day of class.

Continuing Ed Staff

MTWTh | May 3-Oct 14 (meets 93x) | 6-9pm | \$5,999
Shadow Lane Campus, Room TBD | 211ME6130 | 30 CEUs
*Class does not meet: Sep 6



Due to COVID-19, our class schedule is regularly evolving. We will post updates to programs on our website, ced.unlv.edu. We will also continue to communicate changes through email and social media.



Medical Assistant Externship

This hands-on training and real-world experience is specifically for students successfully completing UNLV's Medical Assistant Program. Students will have the opportunity to work temporarily in a health care facility alongside medical professionals. This externship consists of 160 hours of unpaid work experience. Upon successful completion of the externship, students will sit for the Certified Clinical Medical Assistant (CCMA) exam. Students will need to have updated immunizations and a physical to complete this experience.

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

Continuing Ed Staff

Sa | May 1-22 (meets 4x) | 9am-noon | \$449
Shadow Lane Campus, Room TBD | 211ME6131

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.

Marko Westwood, GFI

T | Jun 1-Aug 3 (meets 10x) | 6-9pm | \$899

UNLV Campus | 212SM3104 | 3 CEUs

*Class meets: Jul 31 for CPR Training

*Class does not meet: Jul 27

NASM Certified Nutrition Coach

Apply nutrition science and behavior change theory in the real world to get your clients results. This course will prepare you to work as a National Academy of Sports Medicine Certified Nutrition Coach (NASM-CNC). You will gain the relevant knowledge and applied skills to design and deliver top-quality, individualized nutrition coaching for your clients. You will be able to apply your nutrition coaching skills to increase success in clients' health and fitness-related goals. Explore the latest cutting-edge science in all things related to fat loss, muscle gain, and overall wellness. Learn the psychology behind how we get stuck in dietary patterns—and how to break them. 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.

Rickelle Tallent, MS, RDN, LD

Th | Jun 3-Sep 9 (meets 15x) | 6-8pm | \$1,249

Online-UNLVGO and Zoom | 212SM3103 | 3 CEUs

NASM Certified Personal Trainer

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

Kristine Bragg, PhD

M | Jun 7-Aug 23 (meets 11x) | 6-8:30pm | \$1,249

UNLV Campus | 212SM3100 | 3.15 CEUs

*Class meets: Jul 31 for CPR Training

*Class does not meet: Jul 5, Aug 2

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, Nevada Board of Examiners for Marriage and Family Therapists & Clinical Professional Counselors, and the Nevada Board of Psychological Examiners.

New! 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 29 | 6-9:15pm | \$59
Online-Zoom | 212SW3112 | 0.3 CEU

New! 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 24 | 6-9:15pm | \$59
PAR Room 511 | 212SW3108 | 0.3 CEU

Subpoenas, Court Orders, & Depositions, Oh My! Ethical Practice in Court

Mental health professionals are often confused about how to respond to subpoenas and what to expect in the courtroom. Explore common ethical considerations for clinicians navigating the legal system. This course is approved for 4 CEUs by the Nevada Board of Examiners for Social Workers and Nevada Board of Examiners for MFTs and CPCs, and the Nevada Board of Psychological Examiners.

Kathleen Bergquist, JD, PhD, MSW
Th | May 20 | 5-9:15pm | \$69
PAR Room 300 | 211SW3226 | 0.4 CEU

New! Trauma & First Responders: Treatment, Diagnosis & Neurological Impacts

Consider the specialized trauma assessment and intervention needs of the first responder population to include police officers, firefighters, paramedics, and healthcare staff. Cover trauma assessment and diagnosis through the lens of a first responder. Additionally, discuss the neurological impacts of trauma and better understand the healing process. Gain insight on forms of trauma, behavioral changes, perspective shifts, and impacts on a first responder's operational and organizational duties. Topics and materials will include behavioral health conditions for first responders, history and impact of trauma diagnosis and treatment, risk and protective factors, and needed interventions to work with trauma diagnoses with first responder populations. 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.

Madyson Wier, LCSW
Th | Jun 3 | 6-9:15pm | \$59
PAR Room 511 | 212SW3107 | 0.3 CEU

New! 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 26 | 6-9:15pm | \$59

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:

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

Grant Academy Information Session

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

Continuing Ed Staff
T | Aug 24 | 6-7pm | No charge
Online-Zoom | 212GR1150



What our students are saying:

“Kipp Ortenberger’s extensive experience and wisdom in the field really helped, as he taught applicable knowledge based on what we need to know in his lectures. His resources for research and activities helped us get started and feel proficient on our grant search.”

Identifying Funding Sources, Fall 2020



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 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:

- Responsible Fundraising
- Effective Fundraising
- Donor Relations
- Infrastructure & Process of Nonprofit 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 16 | 6-7pm | No charge
Online-Zoom | 212NP3172

What our students are saying:

“This was a very engaging teacher and class. I learned a lot in a short period of time. It was nice to have a teacher that is clearly an expert in the field. He was very encouraging and a great mentor.”

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 21 | 9am-1pm | \$89
Online-Zoom | 211NP3168 | 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 10-19 (meets 4x) | 4-6pm | \$179
Online-UNLVGO and Zoom | 211NP3165 | 0.8 CEU

New! The Art of Fundraising: Event Management

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

Brittany Dupree
MW | Jun 7-16 (meets 4x) | 4-6pm | \$179
PAR Room 401 | 212NP3104 | 0.4 CEU

Responsible Fundraising, Spring 2021

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 27 | 11am-12:30pm | \$19
PAR Room 511 | 212NP3143 | 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 27 | 9-10:30AM | \$19
PAR Room 511 | 212NP3151 | 0.15 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 14 | 9am-1pm | \$89
PAR Room 101 | 212NP3127 | 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 20-Jun 10 (meets 4x) | 9am-1pm | \$299
Online-UNLVGO and Zoom | 211NP3164 | 1.6 CEUs



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 cost of registration fee. Optional: Have a mirror and audio recorder available to use during class.

Amy Nassar

WM | Jun 2-21 (meets 6x) | 6-8:30pm | \$279

Online-UNLVGO and Zoom | 212CX1113 | 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 cost registration fee. Optional: Have a mirror and audio recorder available to use during class.

Amy Nassar

MW | Jun 28-Jul 19 (meets 6x) | 6-8:30pm | \$279

Online-UNLVGO and Zoom | 212CX1123 | 1.5 CEUs

*Class does not meet: Jul 5

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 cost of registration fee. Optional: Have a mirror and audio recorder available to use during class.

Amy Nassar

MW | Jul 26-Aug 11 (meets 6x) | 6-8:30pm | \$279

Online-UNLVGO and Zoom | 212CX1124 | 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 23-Sep 13 (meets 6x) | 6-8:30pm | \$279

Online-UNLVGO and Zoom | 212CX1117 | 1.5 CEUs

*Class does not meet: Sep 6

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.

We are now accepting language proficiency documentation for Fall 2021 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.

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

What our students are saying:

“Judy Jenner is the interpreter I want to be. I highly admire her. She is outstanding and amazing as an interpreter and a caring person. It was my honor to be her student and to have had the opportunity to learn from her.”

Legal Simultaneous Interpreting, Spring 2020

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.

We are now accepting language proficiency documentation for fall 2021 enrollment for the Medical Interpretation: Spanish Certificate. Course listings for fall will be available after July 1. Visit ced.unlv.edu/medical-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



Due to COVID-19, our class schedule is regularly evolving. We will post updates to programs on our website, ced.unlv.edu. We will also continue to communicate changes through email and social media.



What our students are saying:

“I’ve had many great educators in my career but Dr. Arteaga is awesome and she is in the top five of my list. She embodies what every educator wants to become. I am humbled by her dedication to improve other people’s lives through her own experiences and in her work. My success in Spanish for Healthcare Professionals is because of her!”

Spanish for Healthcare Professionals, Fall 2020

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 classes will be offered in fall 2021. Course listings for fall will be available after July 1. Visit ced.unlv.edu/spanish-healthcare for more information and to sign up for email alerts.

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 26 | 1:30-3:30pm | \$49
The Voice Actors Studio | 212CX4170A

Sa | Jul 31 | 1:30-3:30pm | \$49
The Voice Actors Studio | 212CX4170B

Break Into the World of Voiceover

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

Melissa Moats

T | Jun 8-29 (meets 4x) | 6:30-9:30pm | \$299
The Voice Actors Studio | 212CX4171A

T | Aug 10-31 (meets 4x) | 6:30-9:30pm | \$299
The Voice Actors Studio | 212CX4171B

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 & the Opioid Epidemic

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

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

Trey Reckling
Jun 21-Jul 16 | \$99
Online Delivery | 212CH1103 | 0.3 CEU



Cannabis Professional

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

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

Trey Reckling

Jun 21-Jul 16 | \$99
Online Delivery | 212CH1100A | 0.4 CEU

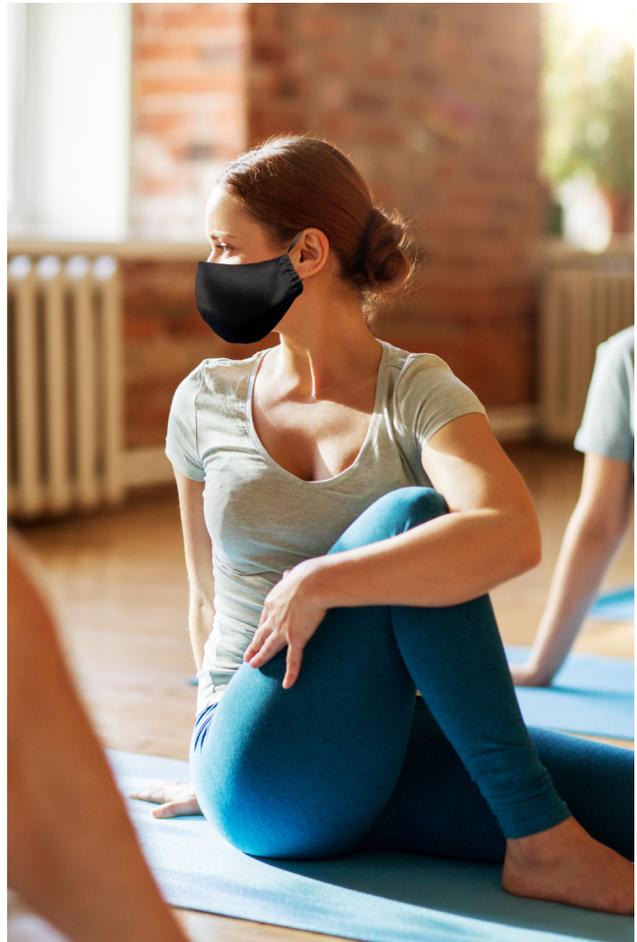
Jul 19 - Aug 20 | \$99
Online Delivery | 212CH1100B | 0.4 CEU

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

Trey Reckling
Jun 21-Jul 16 | \$99
Online Delivery | 212CH1102 | 0.3 CEU



Dance

ced.unlv.edu/dance

Prevention & Care of Dance Injuries

This course creates an interactive experience for students to build muscle groups and study the basic concepts of injury as applied to these muscle groups, immediate care of dance injuries and the accelerated rehabilitation, and safe return to activity. Students will explore the prevention and care of dance injury, including the three major topic areas of overuse, joint instability, and impingement and compression. The course also includes learning basic postural techniques and exercise forms that can help in the identification and prevention of specific injury. Students may also enroll for university credit in DAN 451 for 3 credits.

Prerequisite: Dance Kinesiology

Ian Dodge, UNLV Department of Dance
Jul 12-Aug 13 | \$801
Online Delivery | 212DN2113 | 3.6 CEUs

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.

Gabbie Hirsch

W | Jun 2-30 (meets 5x) | 6-9pm | \$139
PAR Room 512 | 212AR1121

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.

Gabbie Hirsch

W | Jul 14-Aug 11 (meets 5x) | 6-9pm | \$139
PAR Room 512 | 212AR1100

Drawing I

Drawing is a useful foundation for all your other art, but it is also an art form unto itself. Focusing on a technique called "relative proportioning," gain experience using tools, tricks, and gimmicks to convincingly draw still lifes, landscapes, and animals. Each class session will cover new techniques and then allow time for guided practice. Students will explore different kinds of pencils, charcoals, pens, and artist's chalks along with the surfaces best suited to each media. Strategies for observation, composition, and perspective will be covered. Supply list will be provided.

Gabbie Hirsch

Sa | May 29-Jun 26 (meets 5x) | 9am-noon | \$139
PAR Room 512 | 211AR1130B

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: Experience in drawing or painting.

Judi Moreo

Sa | Jul 31-Aug 28 (meets 5x) | 10am-1pm | \$139
PAR Room 511 | 212AR1199

Introduction to Still Life (in Acrylic)

Apply the basics of value, form, and color as you paint simple and complex inanimate objects. Discuss the various traditions and subjects of still life paintings, with the goal of creating a realistic work of art. Each individual will learn to set up and light a strong composition, then be guided through painting an accurate representation. Supply list will be provided.

Prerequisite: Experience in drawing or painting.

Judi Moreo

Sa | Jul 31-Aug 28 (meets 5x) | 1:30-4:30pm | \$139
PAR Room 511 | 212AR1198

Watercolors I

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

Gabbie Hirsch

Sa | May 22-Jun 19 (meets 5x) | 1-4pm | \$139
PAR Room 512 | 211AR1140B
*Class does not meet: Jun 12

Watercolors II

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

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

Gabbie Hirsch

Sa | Jul 10-Aug 7 (meets 5x) | 9am-noon | \$139
PAR Room 512 | 212AR1141



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.

Fashion Apparel Construction: Icon

Design and create your personal interpretation of an iconic garment. Certain fashion concepts stand the test of time and are forever linked with their famous designers—think Chanel’s little black dress, Calvin Klein’s slip dress, or Diane von Fürstenberg’s classic jersey wrap dress. Your task will be to draw inspiration from one of these iconic designs and put your own spin on it. You will use flat-pattern and/or draping methods and techniques for creating a unique style and well-constructed garment. In the process, learn about basic body silhouettes and proper measurements for flattering the figure. Embellishments will be discussed such as lace, beads, sequins, rhinestones, etc. to compliment your design. Project: Choose and create your favorite designer iconic style garment.

Prerequisite: Must have previous sewing/machine skills.

Nevada Association of Fashion Design
SaSu | Aug 7-22 (meets 6x) | 9am-1pm | \$289
PAR Room 401 | 212FD2157 | 2.4 CEUs

New! 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.

Nevada Association of Fashion Design
SaSu | Jul 10-25 (meets 6x) | 9am-1pm | \$289
PAR Room 401 | 212FD2116 | 2.4 CEUs

New! Summer Fashion Breeze Mixer

See what your fellow fashion design students have been working on for the summer season and showcase your own new work! This student-coordinated event features fashion displays and a fashion show walk. Students from all fashion design classes are encouraged to join the fashion mixer for networking and inspiration. Event details are available from any fashion design program instructor.

Gretchen Marshall
Sa | Jun 12 | 4-6pm | No charge
PAR Room 512 | 212FD2112

New! The Art of Fashion Marketing: Photos & Fashion Shows

Market your personal design style and flair for fashion by stepping into the world of artistic fashion show production and fashion photography. This class will include advice on how to produce a fashion show, trunk show, or an individual showing, and discuss how to identify and meet a need in the market. Additionally, you will learn how to showcase your own unique approach through fashion branding. Class will also emphasize the importance of fashion photography as an essential element of visual communication within the fashion industry and among designers. Get advice on creating dynamic and compelling photographic imagery for marketing. Projects: 1. Create a fashion marketing storyboard 2. Develop a unique brand design and logo 3. Present either a displayed trunk show or fashion walk at a fashion showcase event.

Gretchen Marshall
SaSu | May 1-22 (meets 7x) | 9am-1:55pm | \$389
PAR Room 401 | 211FD2107 | 2.9 CEUs



Financial Planning

ced.unlv.edu/financial-planning

Advanced Financial Market Analysis

Multiple factors drive the performance of the financial market. The focus of this class is to create greater awareness of the market by deepening your understanding of fundamental analysis, earnings reports, and balance sheets. The class will also address current events, industry trends, and technical analysis through pattern recognition, so you can navigate the market with greater knowledge.

David Patten, AAMS, CRPC
Th | Jul 29-Aug 19 (meets 4x) | 6-9pm | \$189
PAR Room 300 | 212PF1182

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.

David Patten, AAMS, CRPC
Th | Jun 10 | 6-9pm | \$69
PAR Room 300 | 212PF1183

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.

David Patten, AAMS, CRPC
M | Jun 7 | 6-9pm | \$69
PAR Room 300 | 212PF1181

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.

David Patten, AAMS, CRPC
T | Jul 6-27 (meets 4x) | 6-9pm | \$189
PAR Room 300 | 212PF1180

Food & Beverage

ced.unlv.edu/food-beverage

We plan to resume our popular Food & Beverage offerings as soon as it is safe and practical to do so. Courses will be posted online as soon as they are scheduled.



Foreign Languages

ced.unlv.edu/foreign-languages

Beginning French I

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

Pascale Tessier

Sa | Jul 10-Sep 11 (meets 10x) | 9-11AM | \$199

Online-Zoom | 212LA1107

Beginning French II

The Beginning French series focuses on conversation skills and vocabulary useful for travel and social interaction. Pronunciation and grammar will be highlighted through dialogues. Beginning French II covers different situations: at the train station; at a restaurant; at a pharmacy and doctor's office; asking for directions; talking about relatives; describing weekend activities. Required Textbook(s): *Ultimate French, Beginner - Intermediate* (ISBN: 9781400009633)

Pascale Tessier

Sa | Jul 10-Sep 11 (meets 10x) | 11:30am-1:30pm | \$199

Online-Zoom | 212LA1116

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 | Jun 7-Jul 12 (meets 10x) | 6-8pm | \$199

Online-UNLVGO and Zoom | 212LA1141

Music

ced.unlv.edu/music

High Desert Horns

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

Bill Bernatis

M | May 24-Aug 9 (meets 10x) | 5:15-7pm | \$39

BMC Room 159 | 211MU115B

*Class does not meet: May 31

UNLV Summer Community Concert Band

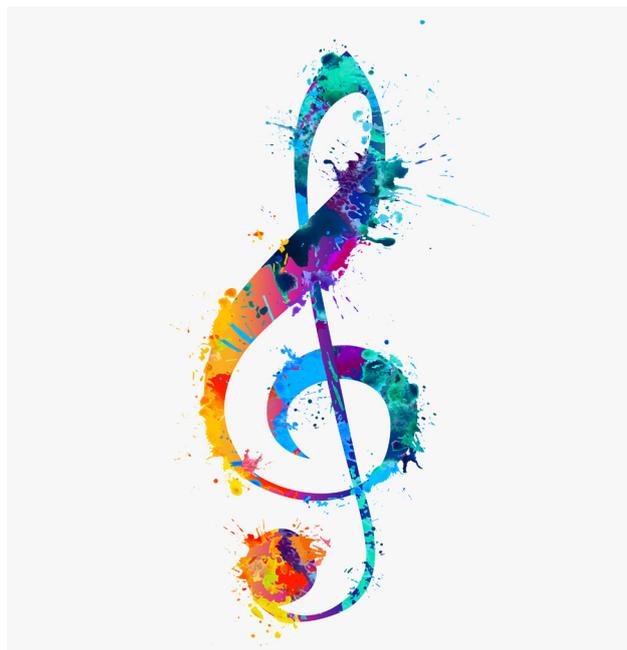
Formed in January 1987, the UNLV Community Concert Band is among the oldest community instrumental groups in the Las Vegas area. The 70-plus members range in age from high school to seniors. The band plays a wide variety of music including marches, show and film scores, and classic and contemporary wind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

W | May 19-Jun 30 (meets 7x) | 7-9:20pm | \$26

BMC Room 160 | 211MU1102B



Photography

ced.unlv.edu/photography

Digital Photography Bundle

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

Digital Photography I: The Essentials

Digital Photography II: Visual Communication

Digital Photography III: Focal Lengths to Filters

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

Mikel Conrad

Sa | Jun 19-Jul 3 (meets 3x) | 9:30am-3:30pm | \$297

PAR Room 512 | 212PHBUND

Digital Photography I: The Essentials

Gain confidence in the various functions and modes of your digital camera, and then embrace your creativity! Depicting, panning, and frozen motion techniques will be demonstrated in class. Students should bring a “DSLR” camera with a manual mode option to class for participation in shooting demonstrations as well as pen and paper for note taking.

Mikel Conrad

Sa | Jun 19 | 9:30am-3:30pm | \$119

PAR Room 512 | 212PH1100

Digital Photography II: Visual Communication

Master the essentials of visual communication through the digital photography medium. Students will learn the basics of composition, elements of design, and lighting to achieve creative results. Techniques of subject placement, directional lighting, and portrait lighting will be demonstrated. Students should bring a “DSLR” camera with a manual mode option to class for participation in shooting demonstrations as well as pen and paper for note taking.

Mikel Conrad

Sa | Jul 17 | 9:30am-3:30pm | \$119

PAR Room 511 | 212PH1141

Digital Photography III: Focal Lengths to Filters

Explore the visual effects of various focal length lenses and filters and their creative applications. Create dramatic perspectives through selection of lens focal length from wide angle to telephoto. The use of filters to enhance image quality and creativity will be demonstrated. Students will learn the art of constructing filters from everyday household items. Students should bring a “DSLR” camera with a manual mode option to class for participation in shooting demonstrations as well as pen and paper for note taking.

Mikel Conrad

Sa | Aug 14 | 9:30am-3:30pm | \$119

PAR Room 512 | 212PH1125

Street Photography

Street photography is a very broad category encompassing many types of photography. Un-staged images are captured as the action unfolds, generally in public spaces. This course will explore various styles falling under this umbrella term, including documentary photography and photojournalism. In-class and out-of-class assignments will allow students to focus their eyes and lens on the scene and increase their comfort level with shooting on the street to capture interesting scenes, events, and happenings. Students should bring a “DSLR” camera with a manual mode option to class for participation in shooting demonstrations as well as pen and paper for note taking.

Prerequisite: Digital Photography I or comparable experience.

Mikel Conrad

Th | Jun 3-17 (meets 3x) | 6-9pm | \$149

PAR Room 512 | 212PH1154



Life & Leisure



Due to COVID-19, our class schedule is regularly evolving. We will post updates to programs on our website, ced.unlv.edu. We will also continue to communicate changes through email and social media.

Sculpture & Woodworking

ced.unlv.edu/sculpture-woodworking

Woodworking I

Learn how to set up, use, and maintain all major woodworking tools while making three projects designed to teach practical use of these tools. Classes meet in a well-equipped woodshop, featuring three SawStop table saws, two jointers, two planers, and much more. Upon completion, feel confident enough to not only use all of these tools, but to make wise purchases for your own workshop. Attendance is mandatory at the first class. If you miss it, you forfeit your class registration. Students will need to pay \$120 materials fee at the first class session.

Jamie Yocono

M | Jun 14-Jul 19 (meets 6x) | 6-9pm | \$279

Wood It Is! | 212AR1190

*Class meets: Jul 5

Woodworking: Making a Bookcase

Design and build a custom bookcase for your home. Come up with your own design or your instructor can help you with the planning. Learn about standard dimensions, adjustable shelf holes, shelf spans, and proper joinery. Materials are not included. Call Jamie Yocono at 702-631-1870 to discuss the materials needed to create your bookcase. Students will need to pay \$65 materials fee at the first class session. Students will need to supply their own lumber and wood finish.

Prerequisite: Woodworking I

Jamie Yocono

Th | Aug 5-Sep 9 (meets 6x) | 6-9pm | \$279

Wood It Is! | 212AR1108



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.

Sommelier Academy classes will be offered in fall 2021. Course listings for fall will be available after July 1. Visit ced.unlv.edu/sommelier for more information and to sign up for email alerts.

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

Sommelier Academy Information Session

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

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

Heath Hiudt

T | Aug 17 | noon-1pm | No charge

Online-Zoom | 212WS6101

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.

James Massey, PEX Department

MTW | May 17-Jun 2 (meets 8x) | 5:30-7:10pm | \$308

Las Vegas Golf Center | 211SF1104B

*Class does not meet: May 31

Academic Preparation

Institute of Reading Development 2021 Summer Reading Skills

ced.unlv.edu/institute-reading-development

This summer, help your child become a confident, enthusiastic reader in the Summer Reading Skills Programs, provided in partnership with University of Nevada, Las Vegas Continuing Education and taught by instructors from the Institute of Reading Development.

These programs teach key reading skills for every grade, from phonics and sight words for younger children, to comprehension, textbook strategies and writing skills for older kids, and everything in between. Your child will build the skills, confidence, and motivation he or she needs to become an avid, enthusiastic reader.

Your child will attend weekly live online classes that build skills and provide great experiences with terrific books—books that are filled with interesting characters, exciting storylines, and engaging themes. Between classes, your child will practice reading and complete fun interactive lessons that develop core skills and build confidence. An Institute of Reading Development teacher will provide all the support and instruction your child needs to grow as a reader and student.

Call 1-800-964-8888 to speak with a reading program advisor and secure your child's spot. A variety of weekday and weekend options are available.



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

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

LIVE-ONLINE GMAT STRATEGY WORKSHOP

T | Aug 17 | 6-7pm | No charge | Online Delivery | 212TL1110

LIVE-ONLINE GRE STRATEGY WORKSHOP

W | Jun 23 | 6-7pm | No charge | Online Delivery | 212TL1112A
T | Jul 13 | 6-7pm | No charge | Online Delivery | 212TL1112B
Th | Aug 26 | 6-7pm | No charge | Online Delivery | 212TL1112C

LIVE-ONLINE LSAT STRATEGY WORKSHOP

Th | Jun 3 | 6-7pm | No charge | Online Delivery | 212TL1114A
T | Aug 10 | 6-7pm | No charge | Online Delivery | 212TL1114B

College Application Test Preparation

ACT® Live-Online Blitz

The ACT® Blitz is an intensive test prep program that provides students with the tools they need to prepare for and ace the ACT®. The ACT® Blitz is offered during the academic year to prepare students to reach the test date of their choice at peak performance. These courses meet twice per week, allowing time to practice new skills during the week. Our multi-week format of the ACT® Prep Course leads to greater opportunities for learning and interaction with our expert instructors. Courses are conveniently scheduled in the weeks leading up to the most popular ACT® dates and include 16 hours of instruction.

ETC Staff

ThT | May 13-Jun 8 (meets 8x) | 4-6pm | \$399

Online Delivery | 211TL1107C

New!

ACT® Live-Online Summer Institute

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

ETC Staff

ThT | Jun 10-Jul 13 (meets 10x) | 4-6pm | \$499

Online Delivery | 212TL1121

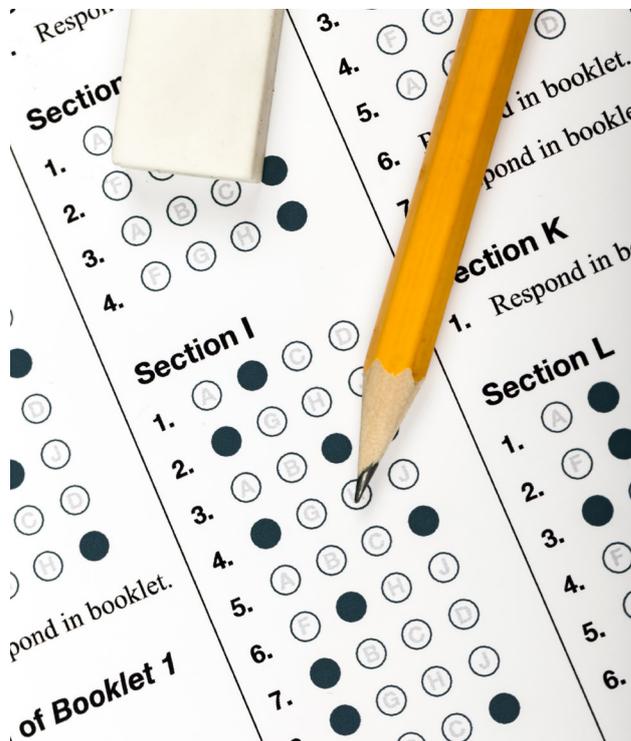
SAT® Live-Online Blitz

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

ETC Staff

ThT | May 6-Jun 1 (meets 8x) | 4-6pm | \$399

Online Delivery | 211TL1106D



SAT® Live-Online Summer Institute

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

ETC Staff

W | Jun 16-Aug 4 (meets 8x) | 10am-12:30pm | \$449

Online Delivery | 212TL1119

New!

SAT® Live-Online Ultimate

The SAT® Live-Online Ultimate is a 40-hour test prep program that provides you with the tools you need to prepare for the SAT®. The extended format allows time for content review and practice of test-taking strategies. Three proctored practice tests allow you to get a feel for the test, identify your strengths and weaknesses, and receive feedback on questions you find challenging. You will receive the official preparation guide including practice tests from The College Board, a course workbook, and access to our online resources—class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours. In addition, four one-hour online review sessions are scheduled in the weeks leading up to the most popular fall test date.

ETC Staff

TTh | Jun 8-Aug 12 (meets 20x) | 10am-noon | \$799

Online Delivery | 212TL1122

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

ETC Staff

Su | May 2-Jun 27 (meets 8x) | noon-3pm | \$799
Online Delivery | 211TL1101D
*Class does not meet: May 30

ThT | Jun 3-29 (meets 8x) | 4-7pm | \$799
Online Delivery | 212TL1101A

WM | Jul 7-Aug 2 (meets 8x) | 6-9pm | \$799
Online Delivery | 212TL1101B

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

ThT | May 6-Jun 1 (meets 8x) | 6-9pm | \$749
Online Delivery | 211TL1100G

ThT | Jun 17-Jul 13 (meets 8x) | 4-7pm | \$749
Online Delivery | 212TL1100A

Su | Jul 11-Aug 29 (meets 8x) | noon-3pm | \$749
Online Delivery | 212TL1100B

ThT | Aug 5-31 (meets 8x) | 4-7pm | \$749
Online Delivery | 212TL1100C

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 5-Jun 9 (meets 10x) | 6-9pm | \$799
Online Delivery | 211TL1102F
*Class does not meet: May 31

WM | Jul 7-Aug 9 (meets 10x) | 6-9pm | \$799
Online Delivery | 212TL1102A

ThT | Jul 8-Aug 10 (meets 10x) | 4-7pm | \$799
Online Delivery | 212TL1102B

Su | Jul 25-Oct 3 (meets 10x) | 3-6pm | \$799
Online Delivery | 212TL1102C
*Class does not meet: Sep 5

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

WM | Jun 9-23 (meets 5x) | 4-7pm | \$199
Online Delivery | 212TL1109

OLLI at UNLV

SUMMER 2021

 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.

SUMMER 2021: Jun 1 - Jul 23

Summer classes offered online. See you on campus for fall!

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.

Continuing Education: Information, Policies & Procedures

Age Requirement

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

Class Locations

Our classes are located throughout the Las Vegas Valley. See page 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.

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.

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.

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.



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

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.

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

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.

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

Coronavirus Update

Your health and safety are our #1 priority. Your commitment to adhering to new guidelines while on campus will be essential to protect and maintain the health of our entire UNLV community.

What you can expect from us:

- Enhanced cleaning of high traffic areas and classrooms
- Hand sanitizer stations
- Classrooms set up to reinforce social distancing
- Online offerings to support your learning needs

What we expect of you:

- Wear a face covering when around others
- Maintain social distancing from others
- Frequently wash or sanitize hands
- Avoid crowded spaces
- Stay home if you are ill

For information on UNLV resuming on-campus operations, please visit ced.unlv.edu/coronavirus.

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

STOP THE SPREAD OF COVID-19

Welcome back to campus! Your health and safety are our #1 priority. Your commitment to adhering to new guidelines while on campus will be essential to protect and maintain the health of our entire UNLV community.

WHAT YOU CAN EXPECT FROM US:



Enhanced cleaning of high traffic areas and classrooms



Hand sanitizer stations



Classrooms set up to reinforce social distancing



Online offerings to support your learning needs

WHAT WE EXPECT OF YOU:



Wear a face covering when around others



Maintain social distancing from others



Frequently wash or sanitize hands



Avoid crowded spaces



Stay home if you are ill

For complete information and specific details on UNLV resuming on-campus operations and instruction, please visit ced.unlv.edu/coronavirus.

Location Legend

Lee & Thomas Beam Music Center (BMC)

Paradise Campus (PAR)

Shadow Lane Campus (SLC)



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

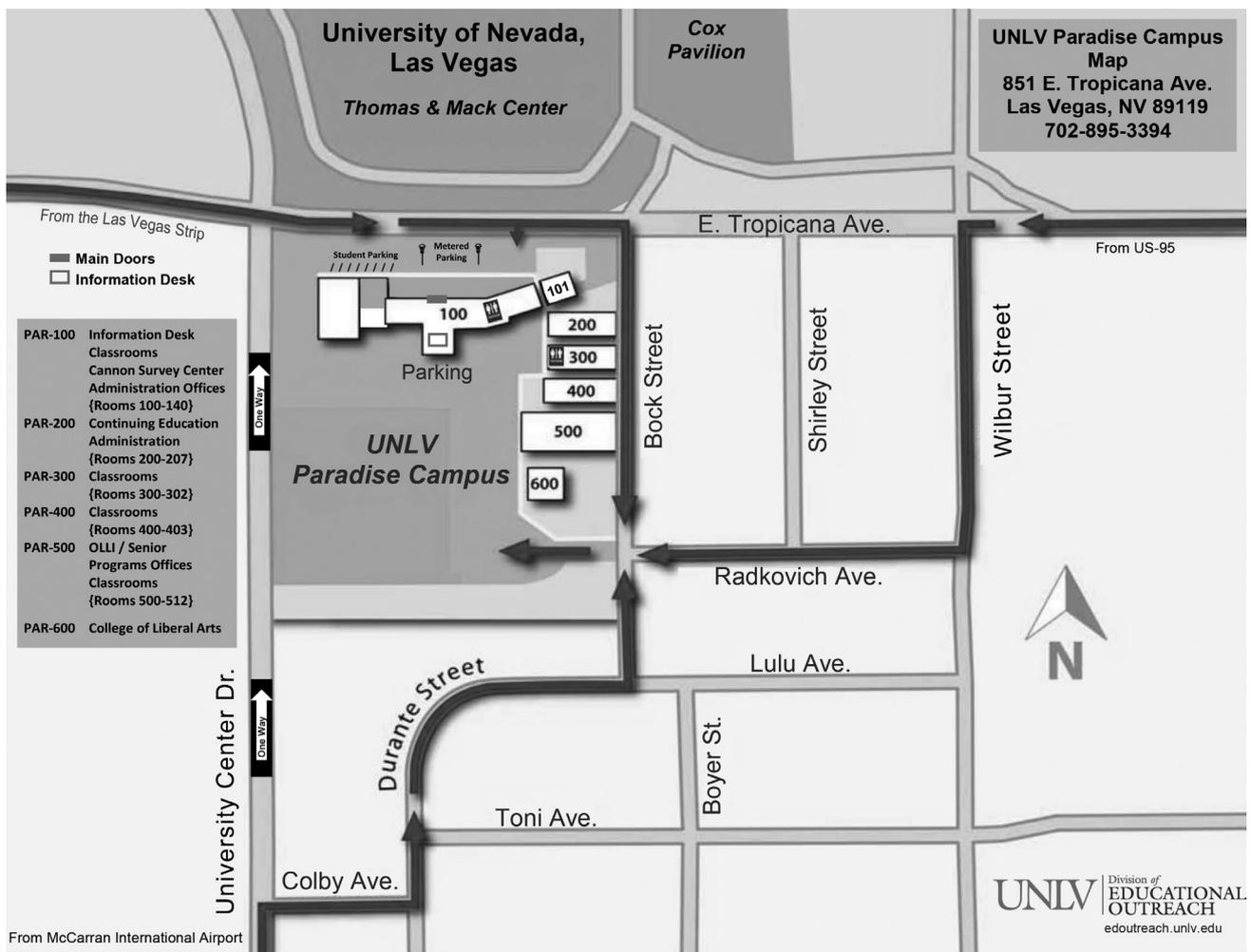
Las Vegas Golf Center 6730 S. Las Vegas Blvd., Las Vegas, NV 89119 (702-897-9500)

Perry Foundation 2920 N. Green Valley Pkwy., #712, Henderson, NV 89014

Protective Force Concepts 2960 E. Sunset Rd., Ste. 125, Las Vegas, NV 89120

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

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



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Class Registration Options



ONLINE

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



PHONE

702-895-3394
Register by phone
8am to 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 50-51 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, 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.



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On campus and online:

Thanks for continuing to learn with us during the COVID-19 pandemic. UNLV's strategy for student and staff safety includes:

- Providing online learning options
- COVID-19 self-monitoring
- Wearing a face covering
- Maintaining social distance
- Limiting the size of in-person meetings
- Practicing hygiene etiquette

Learn more about UNLV's continuing efforts to balance safety and training needs at unlv.edu/coronavirus.

