

EXTENDING UNLV TO THE COMMUNITY

# OUTREACH

COURSE CATALOG  
SPRING 2022

**CLASSES FOR CAREER BUILDERS INCLUDE:**

**14**

**LEADERSHIP/MANAGEMENT**

Advanced Project  
Management PMP Prep

**20**

**LEGAL**

Paralegal Certificate

**23**

**TECHNOLOGY/COMPUTERS**

Data Science & Analytics

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

**UNLV** | CONTINUING  
EDUCATION



**UNLV** | CONTINUING  
EDUCATION

Student Spotlight:

## **Danny Brawn**

Organizational Leadership  
Certificate Program

**Danny Brawn is the General Manager for Manheim Nevada**, a Cox Automotive Company. After starting his education in architectural drafting, he shifted gears and went out into the real world to make money. Along the way a mentor suggested he return to school to further advance his career. In quick succession Danny earned a bachelor's degree, then a master's degree in Organizational Leadership, and is currently enrolled in another master's degree program in business. Although his resume is impressive, this story isn't about Danny's achievements. This is the story of a man taking a valuable lesson he learned from a mentor and passing it on to his employees.

As a general manager, Danny encourages his employees to gain skills to further their own careers. As an added benefit, bettering his workforce helped his company grow, increased success, and drove employee

engagement. The benefits for the individual added to the benefits of the company.

But why UNLV? In his exhaustive search to find the key elements he wanted his employees to learn, Danny discovered UNLV Continuing Education offered several programs that fit his needs. His own experiences led him to encourage his staff to take the Organizational Leadership Certificate Program. Obviously one of Danny's primary goals is for his company to succeed, but he also strives to give back to people, just like people invested in him throughout his career.

"The benefits have been priceless," notes Danny, "The sincere appreciation I've received by giving them this opportunity has been amazing. Leadership and management are both skills that need continuous refining and improving, and this program provides exactly that for my current and future leaders."

**Learn more about the UNLV Organizational Leadership Certificate Program at [ced.unlv.edu/organizational-leadership](http://ced.unlv.edu/organizational-leadership).**



# Table of Contents

<b>Business .....</b>	<b>4</b>	<b>Technology/Computers.....</b>	<b>21</b>	<b>Language Skills for Professionals.....</b>	<b>43</b>
Business Administration Certificate Program.....	4	Cybersecurity Bootcamp Certificate Program.....	21	Accent Reduction .....	43
Communications Classes .....	5	Data Science & Analytics Bootcamp Certificate Program.....	23	English as a Second Language (ESL).....	44
Community Manager Pre-certification Education .....	6	Microsoft Office.....	24	Legal Interpretation: Spanish Certificate Program.....	45
Customer Experience Certificate Program.....	6	Print & Graphic Design Certificate Programs .....	27	Medical Interpretation: Spanish Certificate Program.....	46
Digital Marketing Bootcamp Certificate Program.....	7	Software Development Bootcamp Certificate Program.....	29	Spanish for Healthcare Professionals.....	48
Human Resource Management Certificate Programs/aPHR Certification Preparation.....	8	UI/UX Design Bootcamp Certificate.....	30		
Human Resource PHR/SPHR Certification Preparation.....	10	Unmanned Aircraft Systems Certificate Program.....	31	<b>Life &amp; Leisure .....</b>	<b>49</b>
Lean Six Sigma Green Belt & Black Belt Certificate Programs.....	11	Video Production.....	32	Acting & Comedy .....	49
Sales Development Science Certificate Program.....	12	Web Design Classes.....	32	Cannabis Classes.....	49
Sales Operations Science Certificate Program.....	13			Dance .....	51
		<b>Healthcare/Wellness Professionals.....</b>	<b>33</b>	Drawing & Painting .....	51
<b>Leadership/Management.....</b>	<b>14</b>	Certified Nursing Assistant.....	33	Fashion Design Certificate Program.....	53
Advanced Project Management Certificate Program.....	14	NASM & AFAA Fitness Professional Certification Preparation Programs .....	34	Financial Planning .....	54
Management Certificate Program.....	15	Social Work CEU Series .....	35	Foreign Languages .....	55
Organizational Leadership Certificate Program.....	17			Music .....	56
		<b>Nonprofit.....</b>	<b>37</b>	Photography .....	57
<b>Legal .....</b>	<b>19</b>	Grant Academy Certificate Program.....	37	Sommelier Academy Certificate Program.....	59
Mediation Certificate Program.....	19	Nonprofit Fundraising Certificate Program.....	38	Sports .....	60
Parenting .....	19	Nonprofit Management Certificate Program.....	41		
Paralegal Certificate Program .....	20			<b>Academic Preparation .....</b>	<b>61</b>
Protective Services Professional Certificate Program.....	21			Institute of Reading Development .....	61
				Graduate School Test Preparation.....	62
				College Application Test Preparations.....	63
				<b>Policies &amp; Procedures .....</b>	<b>66</b>

## UNLV Noncredit Student COVID-19 Vaccination Requirement



**Starting with the spring 2022 enrollment cycle**, all students are required to submit proof of a completed COVID-19 vaccination series to participate in an in-person and/or hybrid class. Students will be required to complete an online Vaccination Verification\Exemption Form and upload appropriate documentation (either proof of vaccination or Immunization Exemption Form). Proof of vaccination must be submitted at least 5 business prior to the first day of class. Medical and Religious Exemption forms should be submitted several weeks in advance in order to be reviewed by campus compliance committees before class begins. Failure to submit the Vaccination Verification/Exemption Form or appropriate vaccination documentation by the posted deadline will result in cancellation of the student's enrollment. **For complete information visit [edoutreach.unlv.edu/vaccination-requirement](https://edoutreach.unlv.edu/vaccination-requirement).**

# UNLV

## CONTINUING EDUCATION

### Volume 44 • Number 2

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](http://unlv.edu/drc) or by phone, 702-895-0866. Current DRC students should make an appointment to discuss their accommodations with their instructors.



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



702-895-3394



@UNLVCE



@UNLV\_ce

## Professional Development Certificate Programs

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

### Business

- Business Administration Certificate Program p. 4
- Community Manager Pre-certification Education p. 6
- Customer Experience Certificate Program p. 6
- Digital Marketing Bootcamp Certificate Program p. 7
- Human Resource Management Certificate Programs/aPHR Certification Preparation p. 8
- Human Resource PHR/SPHR Certification Preparation p. 10
- Lean Six Sigma Green Belt & Black Belt Certificate Programs p. 11
- Sales Development Science Certificate Program p. 12
- Sales Operations Science Certificate Program p. 13

### Leadership/Management

- Advanced Project Management Certificate Program p. 14
- Management Certificate Program p. 15
- Organizational Leadership Certificate Program p. 17

### Legal

- Mediation Certificate Program p. 19
- Paralegal Certificate Program p. 20
- Protective Services Professional Certificate Program p. 21

### Technology/Computers

- Cybersecurity Bootcamp Certificate Program p. 21

- Data Science & Analytics Bootcamp Certificate Program p. 23
- Print & Graphic Design Certificate Programs p. 27
- Software Development Bootcamp Certificate Program p. 29
- UI-UX Design Bootcamp Certificate p. 30
- Unmanned Aircraft Systems Certificate Program p. 31

### Healthcare/Wellness Professionals

- Certified Nursing Assistant p. 33
- NASM & AFAA Professional Certificate Preparation Program p. 34

### Nonprofit

- Grant Academy Certificate Program p. 37
- Nonprofit Fundraising Certificate Program p. 38
- Nonprofit Management Certificate Program p. 41

### Language Skills for Professionals

- Legal Interpretation: Spanish Certificate Program p. 45
- Medical Interpretation: Spanish Certificate Program p. 46

### Life & Leisure

- Fashion Design Certificate Program p. 53
- Sommelier Academy Certificate Program p. 59



#### Certificate Candidates:

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

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



# Attend a Free Certificate Information Session

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 | Jan 4 | 6-7pm | Online-Zoom | 221GR1150

## Human Resource Management Certificate Program Information Session

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

## Medical Interpretation: Spanish Certificate Program Information Session

T | Jan 25 | 6-7pm | Online-Zoom | 221LA70

## Nonprofit Fundraising Information Session

M | Jan 10 | 6-7pm | Online-Zoom | 221NP3172

## Paralegal Certificate Information Session

M | Feb 7 | noon-1pm | Online-Zoom | 221PL6128A

T | Feb 8 | 5:30-6:30pm | Online-Zoom | 221PL6128B

M | Feb 28 | noon-1pm | Online-Zoom | 221PL6128C

T | Mar 1 | 5:30-6:30pm | Online-Zoom | 221PL6128D

## PHR/SPHR Information Session

W | Jan 5 | 6:30-7:30pm | Online-Zoom | 221CP6118

## Sommelier Academy Information Session

T | Jan 4 | noon-1pm | Online-Zoom | 221WS6101A

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

## Grants, Loans & Tuition Assistance

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

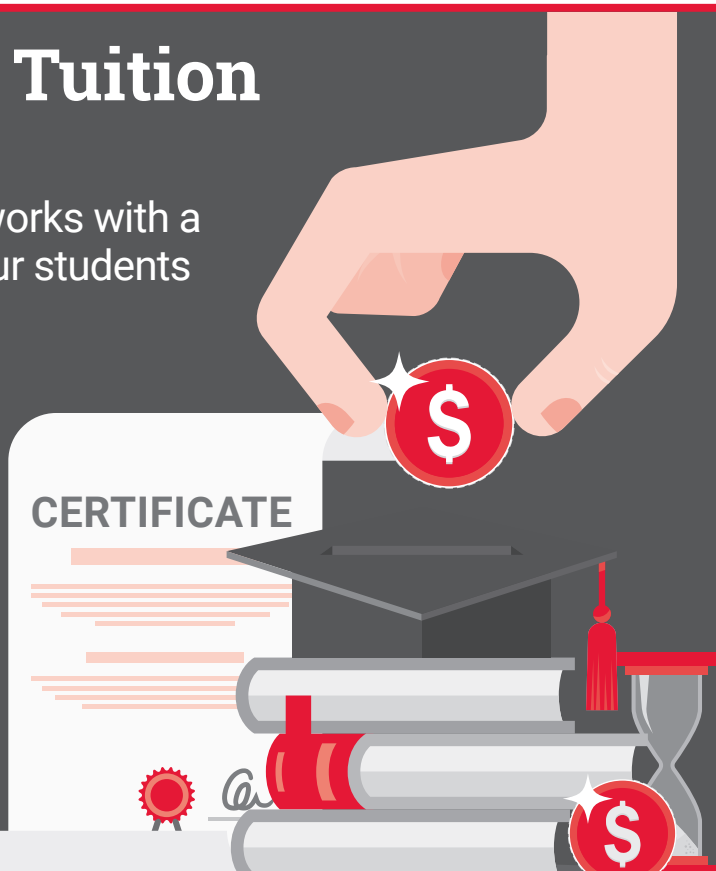
### Options Include:

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

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



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



# Business

## Business Administration Certificate Program

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

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

The curriculum is divided into six learning sessions and covers

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

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

**In partnership with:**

**UNLV** | LEE BUSINESS SCHOOL



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



### Business Administration Certificate

Develop your overall understanding of business theory and practice so you can thrive in a leadership role within your organization. Through discussion and exercises, you will begin to recognize your own leadership style and understand how it impacts your approach to people and project management. You will practice negotiation and other communication techniques helpful in both personal and professional interactions. On the financial side, you can expect to better understand internal policies, processes, and procedures that impact business including budgeting; you will also acquire experience generating basic finance and accounting documents including profit/loss statements and balance sheets. The program dedicates time to generating plans and strategies for managing the customer experience including brand, marketing, and sales concepts. The Business Administration Certificate is structured as six, 6-hour, in-class sessions delivered over six consecutive weeks. Each week will require approximately one hour of online preparatory work including readings, videos, and brief assignments that will be utilized or discussed in live sessions. Sessions will be led by industry experts with significant experience and MBAs, or top Lee Business School faculty. Please note, requests to drop classes and receive refunds must be submitted no later than seven business days prior to the first class meeting.

Lee Business School  
F | Mar 4-Apr 8 (meets 6x) | 9am-3:30pm | \$2,100  
Lee Business School, EMBA Suite, WRI Room C302  
221BD6106 | 3.6 CEUs



## Communication Classes

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

### Communicate with Difficult People with Tact & Skill

Discover, practice, and develop the skills to communicate effectively with difficult people. In this course, you will analyze types of difficult behavior and find out how to recognize and address situations in constructive ways to communicate with difficult people in your professional and personal life. Learn strategies, tools, and techniques to proactively communicate with peers, subordinates, and supervisors, as well as angry and abusive people in a way that preserves and maintains the relationship.

Kimberly Virtuoso, MA, SPHR

Th | Feb 3 | 9am-noon | \$149

PAR Room 101 | 221CX1106 | 0.3 CEU

### Communication Strategies: The Art of Courageous Conversations

Gain the courage to talk to almost anyone about anything and change the way you personally respond to different moments to get different results. You will learn specific steps and skills to have candid and direct conversations about challenging topics in a kind and professional way that not only preserves but enhances the relationship. Courageous conversations are necessary both professionally and personally and are critical to lead organizations, teams, and individuals in an environment of trust and respect. Utilize your new skills for team building, performance management, conflict resolution, and problem solving. Courageous conversation techniques can also be applied at home to be a better parent, significant other, and friend.

Kimberly Virtuoso, MA, SPHR

F | Mar 11 | 9am-4pm | \$289

PAR Room 302 | 221CP6393 | 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

TTh | Apr 26-May 12 (meets 6x) | 6-8:30pm | \$279

PAR Room 300 | 221CX1117 | 1.5 CEUs

### How to Deal with Disagreements, Conflict & Confrontation

Effective conflict management is a critical skill, both personally and professionally. Learn the skills and techniques to recognize issues and discover how to productively navigate challenging situations with subordinates, peers, or supervisors. Master new ways to reduce the stress and fear often associated with conflict by learning to distinguish between disagreements and misunderstandings, following rules for fighting fair during conflict, and knowing how to face an angry person or difficult situation. Enhance your communication skills and feel confident you can apply these techniques in difficult situations to create a culture of constructive feedback and resolve conflict in a positive fashion.

Kimberly Virtuoso, MA, SPHR

Th | Feb 24 | 9am-noon | \$149

PAR Room 101 | 221PG1191 | 0.3 CEU

### Public Speaking Bootcamp

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

Amy Pourciau

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

PAR Room 101 | 221CX1109 | 0.6 CEU

## Community Manager Pre-certification Education

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

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

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

### Community Manager Preparation Course

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

Robert Forney, Christine Greengrass, Carli A Gilchrist, Tonya Bates, Betsi Williams, Cheri Hauer, Justin Fertich, Lauren Starner  
TWTh | Feb 1-Mar 23 (meets 23x) | 5:30-8:30pm | \$649  
First Service Residential-Las Vegas | 221RP1100A | 6 CEUs

Tonya Bates, Dawn Osterode, Lorrie Olson, Debora L Costa, Donna Zanetti, Bob Browning, Charlotte Allen  
TWTh | Feb 15-Apr 6 (meets 23x) | 5:30-8:30pm | \$649  
First Service Residential-Reno | 221RP1100B | 6 CEUs

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

What our students are saying:

**"Very good instructor. Professional, experienced, knowledgeable, and confident."**

Community Manager Preparation Course,  
Spring 2021

## Customer Experience Certificate Program

[ced.unlv.edu/customer-experience](http://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.

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





## Digital Marketing Bootcamp Certificate Program

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

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

### 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](http://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 | Jan 3-31 | 6-9:30pm | \$500  
Online Delivery | 221DM1001A | 2 CEUs

TTh | Jan 4-Feb 1 | 6-9:30pm | \$500  
Online Delivery | 221DM1001B | 2 CEUs

MW | Feb 28-Mar 23 | 6-9:30pm | \$500  
Online Delivery | 221DM1001C | 2 CEUs

TTh | Mar 1-24 | 6-9:30pm | \$500  
Online Delivery | 221DM1001D | 2 CEUs

MW | Apr 25-May 18 | 6-9:30pm | \$500  
Online Delivery | 221DM1001E | 2 CEUs

TTh | Apr 26-May 19 | 6-9:30pm | \$500  
Online Delivery | 221DM1001F | 2 CEUs



### 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](http://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

Feb 15-Nov 1 | TTh 6-9:30pm, Su 9:30am-2:30pm | \$14,500  
Online Delivery | 221DM1002A | 38 CEUs

Apr 11-Jan 11, 2023 | MW 6-9:30pm, Sa 9:30am-2:30pm | \$14,500  
Online Delivery | 221DM1002B | 38 CEUs

## Human Resource Management Certificate Programs/aPHR Certification Preparation

[ced.unlv.edu/HRManagement](http://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](http://ced.unlv.edu/HRManagement) for a complete list of elective options and more details about this program.

### Human Resource Management Certificate Program Information Session

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

Continuing Ed Staff  
W | Jan 5 | 5:30-6:30pm | No charge  
Online-Zoom | 221CP6155



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

### 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 | Jan 28 | 9am-4pm | \$289  
PAR Room 302 | 221CP6107 | 0.6 CEU

### Conflict Management: Tools for Organizational Success

Unmanaged conflict in the workplace can lead to breakdowns in teamwork and cooperation, diminished employee commitment, and lower levels of quality and productivity. This in-depth training provides effective strategies to pinpoint root causes of conflict so you can handle disagreements, confrontations, difficult people, anxiety, and emotional responses before they get out of hand. Apply proven conflict management approaches to bring important issues to light, open the lines of communication, and strengthen relationships at work.

Maggie Harris  
F | Feb 4 | 9am-4pm | \$289  
PAR Room 302 | 221CP6191 | 0.6 CEU





## Essentials of Human Resource Management

Gain a strong foundation in the six key content areas most often encountered by early-career human resource professionals. Learn the basics of HR Operations; Employee Relations; Recruitment and Selection; Compensation and Benefits; HR Development and Retention; and Health, Safety, and Security. The curriculum follows the content of the entry-level Associate Professional in Human Resources (aPHR) certification exam offered through the HR Certification Institute (HRCI). This course is ideal for those entering the human resource career field, line managers who have HR responsibilities, HR professionals who have been in a single functional area, those preparing for the aPHR exam, and others who need a review of fundamental HR management. If you are interested in using the course in preparation for the aPHR exam, please see additional eligibility requirements and exam information including exam fees at [hrci.org](http://hrci.org). Required Textbook(s): *HRCP aPHR Certification Preparation Program*

Kimberly Virtuoso, MA, SPHR  
M | Jan 24-May 9 (meets 13x) | 6-9pm | \$899  
Online-UNLVGO and Zoom | 221CP6113 | 3.9 CEUs  
\*Class does not meet: Feb 14, 21 & Apr 11

## Federal Employment Law: Background Checks, Safety, Immigration & More

Explore federal legal requirements related to background checks, safety, immigration, benefits and other topics. Get an overview of the Fair Credit Reporting Act, the Occupational Safety and Health Act of 1970, the Employee Retirement Income Security Act of 1973, and others. Federal Employment Law courses are not sequential and are an excellent primer for HR professionals, managers, and company leadership teams.

Greg Wilken, JD, SPHR  
F | Apr 29 | 9am-4pm | \$289  
PAR Room 302 | 221CP6109 | 0.6 CEU

## Federal Employment Law: Employment Discrimination

Take an in-depth look at federal employment discrimination laws including Title VII of the Civil Rights Act of 1964, Family and Medical Leave Act of 1993, the Americans with Disabilities Act, the Age Discrimination in Employment Act of 1967, and others. Gain a better understanding of the federal agencies that oversee and enforce federal employment laws including the EEOC, the Department of Labor, and others. Federal Employment Law courses are not sequential and are an excellent primer for HR professionals, managers, and company leadership teams.

Greg Wilken, JD, SPHR  
F | Feb 18 | 9am-4pm | \$289  
PAR Room 302 | 221CP6133 | 0.6 CEU

## Federal Employment Law: Labor-Management Relations

Learn how employees form and/or dissolve unions, negotiate collective bargaining agreements, and interact with management. Gain familiarity with the key federal laws and agencies overseeing labor-management relations including the National Labor Relations Act of 1935 (Wager Act), the Labor-Management Relations Act of 1947, the National Labor Relations Board, and the US Department of Labor. Federal Employment Law courses are not sequential and are an excellent primer for HR professionals, managers, and company leadership teams.

Greg Wilken, JD, SPHR  
F | Jan 14 | 9am-4pm | \$289  
PAR Room 302 | 221CP6129 | 0.6 CEU

## Federal Employment Law: Wage & Hour

What is the minimum wage, when do I pay overtime, how many breaks do employees get, and what laws apply when I hire independent contractors? Get the answers to these and many other questions about federal wage and hour law. Determine what laws apply to your company and whether you need to follow federal law, state law, both, or neither. Federal Employment Law courses are not sequential and are an excellent primer for HR professionals, managers, and company leadership teams.

Greg Wilken, JD, SPHR  
F | Mar 18 | 9am-4pm | \$289  
PAR Room 302 | 221CP6106 | 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 | Feb 25 | 9am-4pm | \$289  
PAR Room 302 | 221CP6301 | 0.6 CEU

## Leading People Through Change

Leading a team during periods of change and reinforcing positive, productive behaviors is not easy. Shepherding the human element of change is the focus of this class. How you show up as a leader during organizational change impacts whether or not you will get sustainable staff buy in; this open-minded work environment is key to successful change management outcomes. During this class you will explore the importance of supporting and embracing change. Through a series of interactive exercises, you will gain vital skills in recognizing the elements of change and learn how to effectively support varying levels of change readiness within your team.

Amy Hunter

F | Feb 11 | 9am-4pm | \$289

PAR Room 302 | 221CP6159 | 0.6 CEU

## Managing & Responding to Poor Employee Performance

Reduce the stress and legal liability inherent in employee discipline and termination by establishing consistent policies and processes for dealing with problem employees. First, review common employment problems, discuss why employees break rules, and understand at-will employment. We will outline steps every manager and HR professional should take to enact fair, objective, clear, and effective measures to improve employee performance. Then, find out how to utilize the disciplinary process to improve employee behavior, document relevant facts during the review and discipline process, conduct fair and thorough investigations, and, if necessary, prepare for a termination.

Amy Hunter

F | Mar 25 | 9am-4pm | \$289

PAR Room 302 | 221CP6125 | 0.6 CEU

## What the EEOC Expects From Employers

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

Christina Nishiyama, MBA, SPHR

F | Apr 1 | 9am-4pm | \$289

PAR Room 302 | 221CP6121 | 0.6 CEU

## Workplace Investigations

When allegations of workplace misconduct arise, be prepared with systematic procedures for investigation and documentation. Learn how to handle complaints and determine if an investigation is necessary, who should conduct it, how to develop conclusions, and how to write a final report. This course will also discuss best practices, common investigation mistakes, and types of personnel files crucial to keep in case of an investigation.

Greg Wilken, JD, SPHR

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

PAR Room 302 | 221CP6105 | 0.6 CEU

## Human Resource PHR/SPHR Certification Preparation

[ced.unlv.edu/phr-sphr](http://ced.unlv.edu/phr-sphr)

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

## PHR/SPHR Information Session

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

Greg Wilken, JD, SPHR

W | Jan 5 | 6:30-7:30pm | No charge

Online-Zoom | 221CP6118

### UNLV Noncredit Student COVID-19 Vaccination Requirement

Starting with the spring 2022 enrollment cycle, all students are required to submit proof of a completed COVID-19 vaccination series to enroll in an in-person and/or hybrid class. For complete information visit [edoutreach.unlv.edu/vaccination-requirement](http://edoutreach.unlv.edu/vaccination-requirement).





## PHR/SPHR Certification Preparation

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

Greg Wilken, JD, SPHR

W | Jan 26-Apr 20 (meets 13x) | 6-9pm | \$879

PAR Room 302 | 221CP6116 | 3.9 CEUs

\*Class does not meet: Apr 13

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

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

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

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

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

## Lean Six Sigma: Green Belt

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

Erik Christensen

MTWThF | Jan 24-28 (meets 5x) | 9am-4pm | \$1,800

PAR Room 512 | 221LN1100A | 3 CEUs

MTWThF | Mar 7-11 (meets 5x) | 9am-4pm | \$1,800

PAR Room 101 | 221LN1100B | 3 CEUs

MTWThF | May 16-20 (meets 5x) | 9am-4pm | \$1,800

PAR Room 512 | 221LN1100C | 3 CEUs

## Lean Six Sigma: Black Belt

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

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

Erik Christensen

MTWThF | Mar 21-25 (meets 5x) | 9am-4pm | \$2,400

PAR Room 101 | 221LN1101 | 3 CEUs



## Sales Development Science Certificate Program

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

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

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

- Sales Development Science

### **New!** Sales Development Science

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

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

Continuing Ed Staff

Jan 10-Mar 18 | \$599

Asynchronous Instruction; Optional Live-Online Sessions W 4-5pm  
Online Delivery | 221SC1100A | 7 CEUs

Feb 7-Apr 15 | \$599

Asynchronous Instruction; Optional Live-Online Sessions W 4-5pm  
Online Delivery | 221SC1100B | 7 CEUs

Mar 7-May 13 | \$599

Asynchronous Instruction; Optional Live-Online Sessions W 4-5pm  
Online Delivery | 221SC1100C | 7 CEUs

Apr 4-Jun 10 | \$599

Asynchronous Instruction; Optional Live-Online Sessions W 4-5pm  
Online Delivery | 221SC1100D | 7 CEUs

May 2-Jul 8 | \$599

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

## Sales Operations Science Certificate Program

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

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

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

- Sales Operations Science

### Sales Operations Science

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

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

Continuing Ed Staff

Jan 10-Mar 18 | \$899

Asynchronous Instruction; Optional Live-Online Sessions T 4-5pm  
Online Delivery | 221SP1001A | 8 CEUs

Feb 7-Apr 15 | \$899

Asynchronous Instruction; Optional Live-Online Sessions T 4-5pm  
Online Delivery | 221SP1001B | 8 CEUs

Mar 7-May 13 | \$899

Asynchronous Instruction; Optional Live-Online Sessions T 4-5pm  
Online Delivery | 221SP1001C | 8 CEUs

April 4-June 10 | \$899

Asynchronous Instruction; Optional Live-Online Sessions T 4-5pm  
Online Delivery | 221SP1001D | 8 CEUs

May 2-July 8 | \$899

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





# Leadership/Management

## **New!** Advanced Project Management Certificate Program

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

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

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

### **CORE COURSES:**

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



## **New!** Advanced Project Management Bundle

Register in all four core classes for the Advanced Project Management Certificate. Courses may not be taken individually for this certificate as each builds upon the prior course.

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

Petersen Training

See individual core courses for schedule and room assignments | \$3,945  
PAR Room 301 | 221PMBUND | 15.6 CEUs

## **New!** Guiding Organizational Change

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

Dan Anderson, Petersen Training

WThF | Mar 2-4 (meets 3x) | 8am-5pm | Bundle Pricing Only  
PAR Room 101 | 221PM6103A | 2.4 CEUs

## **New!** PMP® Exam Preparation

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

Dan Anderson, Petersen Training

TWThFSa | Apr 19-23 (meets 5x) | 8am-5pm  
Bundle Pricing Only  
PAR Room 101 | 221PM6104B | 4 CEUs

## New! Project Management Fundamentals Online Lessons & Labs

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

Dan Anderson, Petersen Training  
Sa | Jan 1-May 31 | Bundle Pricing Only  
Online Delivery | 221PM6105 | 6.8 CEUs

## New! Project Management Training Camp

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

Dan Anderson, Petersen Training  
ThFSa | Jan 20-22 (meets 3x) | 8am-5pm  
Bundle Pricing Only  
PAR Room 301 | 221PM6102A | 2.4 CEUs



## Management Certificate Program

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

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

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

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

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

## Communicate with Difficult People with Tact & Skill

Discover, practice, and develop the skills to communicate effectively with difficult people. In this course, you will analyze types of difficult behavior and find out how to recognize and address situations in constructive ways to communicate with difficult people in your professional and personal life. Learn strategies, tools, and techniques to proactively communicate with peers, subordinates, and supervisors, as well as angry and abusive people in a way that preserves and maintains the relationship.

Kimberly Virtuoso, MA, SPHR  
Th | Feb 3 | 9am-noon | \$149  
PAR Room 101 | 221CX1106 | 0.3 CEU

What our students are saying:

"Exceeded expectations. Gave me ideas on training supervisors and managers to handle conflicts in their departments."

Conflict Management Tools for Organizational Success, Spring 2021

## Communication Strategies: The Art of Courageous Conversations

Gain the courage to talk to almost anyone about anything and change the way you personally respond to different moments to get different results. You will learn specific steps and skills to have candid and direct conversations about challenging topics in a kind and professional way that not only preserves but enhances the relationship. Courageous conversations are necessary both professionally and personally and are critical to lead organizations, teams, and individuals in an environment of trust and respect. Utilize your new skills for team building, performance management, conflict resolution, and problem solving. Courageous conversation techniques can also be applied at home to be a better parent, significant other, and friend.

Kimberly Virtuoso, MA, SPHR

F | Mar 11 | 9am-4pm | \$289

PAR Room 302 | 221CP6393 | 0.6 CEU

## Conflict Management: Tools for Organizational Success

Unmanaged conflict in the workplace can lead to breakdowns in teamwork and cooperation, diminished employee commitment, and lower levels of quality and productivity. This in-depth training provides effective strategies to pinpoint root causes of conflict so you can handle disagreements, confrontations, difficult people, anxiety, and emotional responses before they get out of hand. Apply proven conflict management approaches to bring important issues to light, open the lines of communication, and strengthen relationships at work.

Maggie Harris

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

PAR Room 302 | 221CP6191 | 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 | Feb 25 | 9am-4pm | \$289

PAR Room 302 | 221CP6301 | 0.6 CEU

## How to Deal with Disagreements, Conflict & Confrontation

Effective conflict management is a critical skill, both personally and professionally. Learn the skills and techniques to recognize issues and discover how to productively navigate challenging situations with subordinates, peers, or supervisors. Master new ways to reduce the stress and fear often associated with conflict by learning to distinguish between disagreements and misunderstandings, following rules for fighting fair during conflict, and knowing how to face an angry person or difficult situation. Enhance your communication skills and feel confident you can apply these techniques in difficult situations to create a culture of constructive feedback and resolve conflict in a positive fashion.

Kimberly Virtuoso, MA, SPHR

Th | Feb 24 | 9am-noon | \$149

PAR Room 101 | 221PG1191 | 0.3 CEU

## Managing & Responding to Poor Employee Performance

Reduce the stress and legal liability inherent in employee discipline and termination by establishing consistent policies and processes for dealing with problem employees. First, review common employment problems, discuss why employees break rules, and understand at-will employment. We will outline steps every manager and HR professional should take to enact fair, objective, clear, and effective measures to improve employee performance. Then, find out how to utilize the disciplinary process to improve employee behavior, document relevant facts during the review and discipline process, conduct fair and thorough investigations, and, if necessary, prepare for a termination.

Amy Hunter

F | Mar 25 | 9am-4pm | \$289

PAR Room 302 | 221CP6125 | 0.6 CEU

## Managing in a Multi-Generational Workplace

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

Maggie Harris

WF | Apr 13-15 (meets 2x) | 9am-noon | \$289

PAR Room 101 | 221CP6185 | 0.6 CEU



## Problem Solving & Decision Making

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

Charlie Carr, M.A. Ed.S.

F | May 13 | 9am-4pm | \$289

PAR Room 302 | 221CP6182 | 0.6 CEU

## Organizational Leadership Certificate Program

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

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

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

- Fundamentals of Leadership

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

- Fundamentals of Leadership

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

## Creating High-Functioning Teams Using Strengths

Identify your team members' talents and harness those strengths to create a strong, effective workforce. Managers and leaders will explore ways to recognize and cultivate expertise and natural aptitudes in their staff; these strengths can then be used to build high-functioning project teams. Gain an understanding of what a strengths-based organization looks like and the direct positive effect this management approach can have on key business metrics. Students must purchase and complete the CliftonStrengths Manager's Assessment prior to class. [www.gallupstrengthscenter.com/store](http://www.gallupstrengthscenter.com/store)

Maggie Harris

TTh | Feb 22-24 (meets 2x) | 9am-noon | \$289

PAR Room 302 | 221CP6139 | 0.6 CEU

## Emotional Intelligence

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

Kimberly Virtuoso, MA, SPHR

F | Apr 15 | 9am-4pm | \$289

PAR Room 302 | 221CP6309 | 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 | Mar 4 | 9am-noon | \$149

PAR Room 107 | 221CP6123 | 0.3 CEU



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

## 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 | Feb 25 | 9am-4pm | \$289

PAR Room 302 | 221CP6301 | 0.6 CEU

## Fundamentals of Leadership

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

Jacob Murdock

W | Mar 2-23 (meets 4x) | 6-9pm | \$699

PAR Room 300 | 221CP6300 | 1.2 CEUs

## Leading People Through Change

Leading a team during periods of change and reinforcing positive, productive behaviors is not easy. Shepherding the human element of change is the focus of this class. How you show up as a leader during organizational change impacts whether or not you will get sustainable staff buy in; this open-minded work environment is key to successful change management outcomes. During this class you will explore the importance of supporting and embracing change. Through a series of interactive exercises, you will gain vital skills in recognizing the elements of change and learn how to effectively support varying levels of change readiness within your team.

Amy Hunter

F | Feb 11 | 9am-4pm | \$289

PAR Room 302 | 221CP6159 | 0.6 CEU

What our students are saying:

**"Great course and great content. It went beyond my expectations."**

Creating High-Functioning Teams Using Strengths, Spring 2021

## Managing in a Multi-Generational Workplace

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

Maggie Harris

WF | Apr 13-15 (meets 2x) | 9am-noon | \$289

PAR Room 101 | 221CP6185 | 0.6 CEU

## Office Politics: Navigating the Organization

Explore ways to deal effectively with office politics, increase your opportunities for success, and improve your social skills at work. Class will cover ways to identify and navigate organizational power dynamics, understand leadership and influence strategies, and how to deal with conflicts and competing work demands. You will participate in guided practice and develop strategies for your current work environments.

Charlie Carr, M.A. Ed.S.

TTh | Mar 22-24 (meets 2x) | 9am-noon | \$289

PAR Room 302 | 221CP6157 | 0.6 CEU

## Organizational Climate & Cultural Assessment

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

Charlie Carr, M.A. Ed.S.

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

PAR Room 300 | 221CP6156 | 0.6 CEU

## The Art of Persuasion & Influence

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

André Wade

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

PAR Room 302 | 221CP1108 | 0.6 CEU

# Legal

## Legal Classes

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

### Mediation Certificate Program

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

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

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

MTWThF | Mar 7-11 (meets 5x) | 8am-5pm | \$1,299  
Clark County Neighborhood Justice Center | 221CM1120A | 4 CEUs

Patricia Battie

Sa | May 28-Jun 25 (meets 5x) | 8am-5pm | \$1,299  
Clark County Neighborhood Justice Center | 221CM1120B | 4 CEUs

## Parenting

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

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

### Cooperative Parenting-Shielding Your Children From Conflict

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

Joyce Gallina, MSW

T | Jan 25-Mar 15 (meets 8x) | 5:30-7:30pm | \$299  
PAR Room 101 | 221PL6105A

Liliana Radillo

Th | Jan 27-Mar 17 (meets 8x) | 5:30-7:30pm | \$299  
PAR Room 101 | 221PL6105B





## Paralegal Certificate Program

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

Being a paralegal is more than just having a job in the legal field. It can be a rewarding life-long career. If lawyers are the gears of the justice system, paralegals are the grease that keeps it running smoothly. According to the Bureau of Labor Statistics, demand for paralegals is growing 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 | Feb 7 | noon-1pm | No charge  
Online-Zoom | 221PL6128A

Matthew Pfau, J.D.

T | Feb 8 | 5:30-6:30pm | No charge  
Online-Zoom | 221PL6128B

Matthew Pfau, J.D.

M | Feb 28 | noon-1pm | No charge  
Online-Zoom | 221PL6128C

Zachariah Parry, J.D.

T | Mar 1 | 5:30-6:30pm | No charge  
Online-Zoom | 221PL6128D

## 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. 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.*

Matthew Pfau, J.D., Priscilla de Souza Santos  
MW | Mar 28-Jul 27 (meets 30x) | 9am-noon | \$6,634  
PAR Room 302 | 221PL6131A | 12.5 CEUs

\*Class does not meet: Apr 11, 13, May 30, Jun 1, Jul 4 & 6

Continuing Ed Staff

TTh | Mar 29-Jul 28 (meets 30x) | 6-9pm | \$6,634  
PAR Room 302 | 221PL6131B | 12.5 CEUs

\*Class does not meet: Apr 12, 14, May 31, Jun 2, Jul 5 & 7



UNLV Continuing Education now offers live-online LSAT preparation classes. See p. 63 or visit [ced.unlv.edu/test-prep](http://ced.unlv.edu/test-prep) for more information.

## Protective Services Professional Certificate Program

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

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

### Protective Services Professional Certificate

Train in the essential elements of personal security and protective driving operations, focusing on the standards and protocols associated with providing high level, low profile protective services. Master the skills needed by the protective services operator: walking formations, business ethics, vehicle and motorcade operations, principal cover and control techniques, legal issues and use of force, risk assessments and threat analysis, surveillance detection, as well as venue and site security. These skills are taught, practiced, and used for a final exam exercise detail in and around the Las Vegas metropolitan area. The PSPC program consists of two modules: Protective Driving Operations Course (PDOC), which is three days, and Protection Agent Development (PAD), which is four days. Successfully completing all seven days combined earns graduates the Protective Services Professional Certificate. How to Sign Up: Students must be approved for enrollment based on their work history, training, education, and/or security industry affiliation. All applicants must contact Stefanie Hughes at PFC Training at [stefanie@pfcgoc.com](mailto:stefanie@pfcgoc.com) or 702-647-1126.

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

Steve Krystek, PFC Training  
FSaSuMTWTh | Apr 1-7 (meets 7x) | 9am-5pm | \$2,850  
Off site (PFC) | 221SD3143 | 7 CEUs

## Technology/Computers

### Cybersecurity Bootcamp Certificate Program

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



## 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](https://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 | Jan 10-Feb 9 | 6-9:30pm | \$500  
Online Delivery | 221CY1001A | 3 CEUs

TTh | Jan 11-Feb 10 | 6-9:30pm | \$500  
Online Delivery | 221CY1001B | 3 CEUs

MW | Feb 14-Mar 16 | 6-9:30pm | \$500  
Online Delivery | 221CY1001C | 3 CEUs

TTh | Feb 15-Mar 17 | 6-9:30pm | \$500  
Online Delivery | 221CY1001D | 3 CEUs

MW | Mar 21-Apr 18 | 6-9:30pm | \$500  
Online Delivery | 221CY1001E | 3 CEUs

TTh | Mar 22-Apr 19 | 6-9:30pm | \$500  
Online Delivery | 221CY1001F | 3 CEUs

MW | Apr 25-May 23 | 6-9:30pm | \$500  
Online Delivery | 221CY1001G | 3 CEUs

TTh | Apr 26-May 24 | 6-9:30pm | \$500  
Online Delivery | 221CY1001H | 3 CEUs

## Cybersecurity Bootcamp

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

Jan 3-Sep 3 | MW 6-9:30pm, Sa 9:30am-2:30pm | \$15,500  
Online Delivery | 221CY1002A | 37 CEUs

Feb 24-Oct 27 | TTh 6-9:30pm, Su 9:30am-2:30pm | \$15,500  
Online Delivery | 221CY1002B | 37 CEUs

Mar 30-Dec 7 | MW 6-9:30pm, Sa 9:30am-2:30pm | \$15,500  
Online Delivery | 221CY1002C | 37 CEUs

May 3-Jan 15, 2023 | TTh 6-9:30pm, Su 9:30am-2:30pm | \$15,500  
Online Delivery | 221CY1002D | 37 CEUs





## Data Science & Analytics Bootcamp Certificate Program

[ced.unlv.edu/data-science](http://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.

### Data Science & Analytics: Introductory Course

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

WM | Feb 23-Mar 23 | 6-9:30pm | \$500  
Online Delivery | 221DT1001A | 3 CEUs

ThT | Feb 24-Mar 24 | 6-9:30pm | \$500  
Online Delivery | 221DT1001B | 3 CEUs

MW | May 23-Jun 22 | 6-9:30pm | \$500  
Online Delivery | 221DT1001C | 3 CEUs

TTh | May 24-Jun 23 | 6-9:30pm | \$500  
Online Delivery | 221DT1001D | 3 CEUs

### Data Science & Analytics Bootcamp

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

Jan 4-Aug 16 | TTh 6-9:30pm, Su 9:30am-2:30pm | \$14,500  
Online Delivery | 221DT1002A | 37 CEUs

Apr 10-Nov 27 | TTh 6-9:30pm, Su 9:30am-2:30pm | \$14,500  
Online Delivery | 221DT1002B | 37 CEUs



## Microsoft Office

ced.unlv.edu/microsoft-office

### Better Documents with Microsoft Office

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

Sharon Fry, MCT, MOS Master, MCP, MTA  
W | Mar 2-23 (meets 4x) | 3-6:15pm | \$329  
Online-UNLVGO and Zoom | 221CW8178 | 1.2 CEUs

### Excel Advanced Workshop: Automating Tasks

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

You must have access to Microsoft Excel.

*Prerequisite: Excel I or similar working knowledge and experience.*

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

### Excel Advanced Workshop: Complex Formulas

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

*Prerequisite: Excel I or similar working knowledge and experience.*

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



## Excel Advanced Workshop: Data Analysis & Reporting

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

*Prerequisite: Excel I or similar working knowledge and experience.*

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

## Excel 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 | Feb 1 | 1-4:15pm | \$99  
PAR Room 123 | 221CU1110 | 0.3 CEU



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

## 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.*

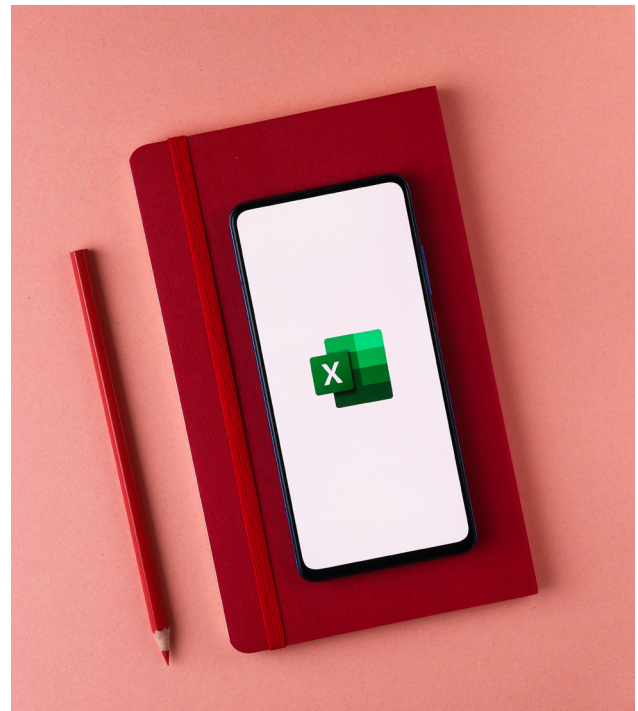
Sharon Fry, MCT, MOS Master, MCP, MTA  
M | Jan 31 | 1-4:15pm | \$99  
PAR Room 123 | 221CU1100 | 0.3 CEU

## 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 | Feb 2 | 1-4:15pm | \$99  
PAR Room 123 | 221CU1111 | 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.

You must have access to Microsoft 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 | Jan 27-Feb 17 (meets 4x) | 9-12:15pm | \$329  
PAR Room 123 | 221CW8163 | 1.2 CEUs

## Excel II

Excel I & II provide a deeper, more comprehensive, broader exploration of the software compared to the Excel Essentials series. In Excel II, gain additional practice and experience with Microsoft Excel 2016 PivotTables and PivotCharts; explore advanced formatting options; work more with formulas and functions, including using 3D references; consolidate data sets; utilize formula auditing and data tools; and work with decision making tools. Collaboration, editing, security, efficiency tools, and macros round out the curriculum. Assignments outside of class provide a variety of spreadsheet experiences to enrich your understanding of Excel.

You must have access to Microsoft Excel. Required Textbook(s): *Exploring Microsoft Office Excel 2016 Comprehensive* (ISBN: 9780134479446). *Digital version recommended.*

*Prerequisite: Excel I or similar working knowledge and experience.*

Sharon Fry, MCT, MOS Master, MCP, MTA  
Th | Mar 24-Apr 14 (meets 4x) | 9am-12:15pm | \$329  
PAR Room 123 | 221CW8138 | 1.2 CEUs

## Microsoft Office Basics

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

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

John Larson  
W | Mar 2-Apr 6 (meets 6x) | 1-3pm | \$189  
PAR Room 123 | 221CW8177



### UNLV Noncredit Student COVID-19 Vaccination Requirement

Starting with the spring 2022 enrollment cycle, all students are required to submit proof of a completed COVID-19 vaccination series to enroll in an in-person and/or hybrid class. For complete information visit [edoutreach.unlv.edu/vaccination-requirement](https://edoutreach.unlv.edu/vaccination-requirement).





## Print & Graphic Design Certificate Programs

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

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

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

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

#### CORE COURSES:

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

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

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

#### ELECTIVE COURSE OPTIONS:

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

### Adobe Illustrator I

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

Jessica Kennedy

T | Jan 18-Feb 22 (meets 6x) | 5:30-8:30pm | \$339

Online-UNLVGO and Zoom | 221WM8121 | 1.6 CEUs

### Adobe Illustrator II

Intermediate users will build upon their Illustrator knowledge and skills by working with layers and artboards, blending shapes and colors, working with custom brushes, working with styles and effects, working with symbols, and integrating projects with other Adobe applications. Students will need a 32GB flashdrive and access to Adobe Illustrator.

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

Jessica Kennedy

T | Mar 1-Apr 5 (meets 6x) | 5:30-8:30pm | \$339

Online-UNLVGO and Zoom | 221WM8100 | 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.

Continuing Ed Staff

T | Feb 22-Apr 5 (meets 6x) | 6-9pm | \$339

Online-UNLVGO and Zoom | 221WM8106 | 1.6 CEUs

\*Class does not meet: Mar 15



## Adobe Photoshop I

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

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

Rakitha Perera

Th | Jan 13-Feb 17 (meets 6x) | 6-9pm | \$339

Online-UNLVGO and Zoom | 221WM8122 | 1.6 CEUs

## Adobe Photoshop II

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

*Prerequisite: Adobe Photoshop I or comparable experience.*

Rakitha Perera

Th | Feb 24-Mar 31 (meets 6x) | 6-9pm | \$339

Online-UNLVGO and Zoom | 221WM8123 | 1.6 CEUs

## Brand Identity Basics

Brand identity is the comprehensive impression the consumer receives from a product, person, or business. Crafting and cultivating the message that differentiates a company, product, or individual from the competition is an essential skill in design and business. Delve into contemporary practices of corporate brand identity design by reviewing and discussing brand-building concepts. You will research and analyze the strategies utilized in advertising and be able to identify all aspects of the brand: its proposition (what), its purpose (why), its brand positioning (where and how), and its brand personality and values (who).

Continuing Ed Staff

T | Feb 1-15 (meets 3x) | 6-8pm | \$189

Online-UNLVGO and Zoom | 221WM8179 | 0.6 CEU

What our students are saying:

"I really like how the instructor conducted the class. He did not move too fast, so I was able to follow along with the activities in Photoshop. He also made people feel comfortable asking questions."

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

Online-UNLVGO and Zoom | 221WM8177 | 0.6 CEU

\*Class does not meet: May 11 & 18

## HTML I

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

Denise Snow

Th | Feb 24-Mar 24 (meets 5x) | 6-9pm | \$289

Online-UNLVGO and Zoom | 221WM8105 | 1.3 CEUs

## Principles of Graphic Design

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

Continuing Ed Staff

W | Jan 5-19 (meets 3x) | 5:30-7:30pm | \$189

PAR Room 125 | 221WM8178 | 0.6 CEU

Adobe Photoshop I, Spring 2021

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

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

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

Jessica Kennedy

Th | Apr 14-May 5 (meets 4x) | 5:30-8:30pm | \$219

Online-UNLVGO and Zoom | 221WM8156 | 1.2 CEUs

## Software Development Bootcamp Certificate Program

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

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

## Software Development: Introductory Course

Start training for a career in web design, web development, and software engineering. In the 30-hour Introductory Course, you will cover the most fundamental elements of full-stack software development. Via hands-on training and immersive learning techniques, you will rapidly develop coding skills, master theory, and apply it in practice. Classes are conducted in live, synchronous, virtual classroom environments. Your talent, enthusiasm, and passion will be measured by a cumulative exam. At the end of the course, you will meet with your Admissions Advisor to assess your aptitude and determine if the extended program is suitable for you. **Register at [digitalskills.unlv.edu/software-development-bootcamp](http://digitalskills.unlv.edu/software-development-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 | Feb 14-Mar 16 | 6-9:30pm | \$500

Online Delivery | 221WC1101A | 3 CEUs

TTh | Feb 15-Mar 15 | 6-9:30pm | \$500

Online Delivery | 221WC1101B | 3 CEUs

WM | Apr 13-May 11 | 6-9:30pm | \$500

Online Delivery | 221WC1101C | 3 CEUs

ThT | Apr 14-May 12 | 6-9:30pm | \$500

Online Delivery | 221WC1101D | 3 CEUs





## Software Development Bootcamp

The workforce needs more people who can work responsibly with data, leverage the power of artificial intelligence, and build applications that are accessible to everyone. Acquire the knowledge base and practical experience you need to begin your career as a full-stack software developer, coding professional, or software engineer. The 414-hour Software Development Bootcamp is divided into three parts. Part 1, Web Design, covers the fundamentals of development and focuses mainly on the front end. The second part, Web Development, focuses on what is referred to as the MERN Stack, one of today's most popular technologies for building a single-page app. Part 3, Software Engineering, focuses on Python, a powerful programming language used to create cutting-edge native, hybrid, mobile, and web apps. You will master industry-standard tools, methods, and coding languages including: HTML5, CSS3 & JavaScript; NodeJS & Python; RESTful APIs; GitHub & DevOps; Database Management; React, Redux & TypeScript; MERN Stack (Mongo, Express, React, Node); Mobile Development with React Native; WebSockets and WebRTC; AI for Web Development; and Voice Application Development. Classes are conducted in live, synchronous, virtual classroom environments; hands-on projects let you apply your knowledge and build your portfolio of work.

**Register at [digitalskills.unlv.edu/software-development-bootcamp](https://digitalskills.unlv.edu/software-development-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: Software Development: Introductory Course*

Continuing Ed Staff

Feb 9-Oct 3 | MW 6-9:30pm, Sa 9:30am-2:30pm | \$15,500  
Online Delivery | 221WC1102A | 38.4 CEUs

Mar 31-Nov 15 | TTh 6-9:30pm, Su 9:30am-2:30pm | \$15,500  
Online Delivery | 221WC1102B | 38.4 CEUs



## UI/UX Design Bootcamp Certificate Program

[ced.unlv.edu/ui-ux](https://ced.unlv.edu/ui-ux)

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.

### UI/UX 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/ui-ux-design-bootcamp](https://digitalskills.unlv.edu/ui-ux-design-bootcamp).** You must have access to a laptop computer or other computing device with Adobe Photoshop (Adobe Creative Cloud) and Figma (free account). All other education materials required will be provided.

Continuing Ed Staff

WM | Feb 16-Mar 21 | 6-9:30pm | \$500  
Online Delivery | 221UX1001A | 3 CEUs  
\*Class does not meet: Feb 21

ThT | Feb 17-Mar 22 | 6-9:30pm | \$500  
Online Delivery | 221UX1001B | 3 CEUs  
\*Class does not meet: Feb 22

WM | May 18-Jun 20 | 6-9:30pm | \$500  
Online Delivery | 221UX1001C | 3 CEUs  
\*Class does not meet: May 30

ThT | May 19-Jun 21 | 6-9:30pm | \$500  
Online Delivery | 221UX1001D | 3 CEUs  
\*Class does not meet: May 31



## UI/UX 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/ui-ux-design-bootcamp](https://digitalskills.unlv.edu/ui-ux-design-bootcamp).** You must have access to a laptop computer or other computing device with Adobe Photoshop (Adobe Creative Cloud) and Figma (free account). All other education materials required will be provided.

*Prerequisite: UI/UX Design: Introductory Course*

Continuing Ed Staff

Apr 4-Nov 21 | MW 6-9:30pm, Sa 9:30am-2:30pm | \$14,500

Online Delivery | 221UX1002 | 37 CEUs

## Unmanned Aircraft Systems Certificate Program

[ced.unlv.edu/uas](https://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

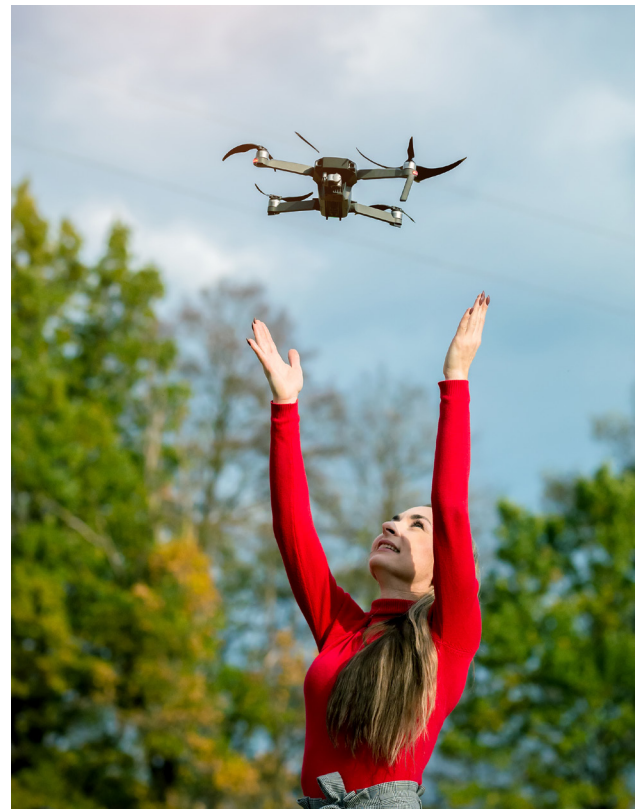
Become an FAA-licensed commercial drone pilot. This blended instructor-based and online course is designed to prepare students to fly within current Unmanned Aircraft System (UAS) Federal Aviation Administration (FAA) regulations. Students are introduced to UAS system design, flight methods, and local 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, Praxis Aerospace Concepts, Inc.

F | Feb 25-Mar 6 (meets 6x) | 6-10pm | \$1,899

SaSu | 8am-5pm

Praxis Aerospace | 221UA1110 | 4 CEUs



## Video Production

[ced.unlv.edu/video-production](http://ced.unlv.edu/video-production)

### Adobe Premiere: Video Editing I

Get started editing videos using Adobe Premiere Pro. Learn how to navigate the software so you can import video, compile clips into a sequence, perform simple special effects, correct color and exposure, add text, and export final projects. The skills learned in class will translate to editing movies, short films, documentaries, video blogs, or even home movies.

Craig Bergonzoni

W | Feb 16-Mar 2 (meets 3x) | 6-8pm | \$119

PAR Room 125 | 221CW8151

### Adobe Premiere: Video Editing II

Take your basic video editing skills to the next level. Learn about film and editing grammar, different editing methods, and the reasons behind them. This class uses Adobe Premiere Pro to demonstrate and practice these techniques, but the principles apply across other editing platforms. Your new skills will translate to freelance editing, editing movies, short films, documentaries, video blogs, or even home movies.

*Prerequisite: Adobe Premiere: Video Editing I or comparable experience.*

Craig Bergonzoni

W | Mar 9-23 (meets 3x) | 6-8pm | \$119

PAR Room 125 | 221CW8152

### Videography I: The Essentials

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

Craig Bergonzoni

W | Jan 19-Feb 2 (meets 3x) | 6-8pm | \$119

PAR Room 300 | 221CW8155



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

## Web Design Classes

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

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

### HTML I

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

Continuing Ed Staff

Th | Feb 24-Mar 24 (meets 5x) | 6-9pm | \$289

Online-UNLVGO and Zoom | 221WM8105 | 1.3 CEUs



# Healthcare/Wellness Professionals

## Certified Nursing Assistant

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

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



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



## Certified Nursing Assistant (CNA) Training Program

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

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

Madge Rascoe  
MTW | Jan 3-Feb 2 (meets 14x) | 8am-4:30pm | \$2,100  
Perry Foundation | 221NA1100A | 9.6 CEUs

Paula Dixon  
FMW | Jan 14-Feb 16 (meets 14x) | 8am-4:30pm | \$2,100  
Perry Foundation | 221NA1100B | 9.6 CEUs

Madge Rascoe  
MTW | Feb 7-Mar 9 (meets 14x) | 8am-4:30pm | \$2,100  
Perry Foundation | 221NA1100C | 9.6 CEUs

Paula Dixon  
FMW | Feb 18-Mar 23 (meets 14x) | 8am-4:30pm | \$2,100  
Perry Foundation | 221NA1100D | 9.6 CEUs

Madge Rascoe  
MTW | Mar 14-Apr 12 (meets 14x) | 8am-4:30pm | \$2,100  
Perry Foundation | 221NA1100E | 9.6 CEUs

Paula Dixon  
FMW | Mar 25-Apr 25 (meets 14x) | 8am-4:30pm | \$2,100  
Perry Foundation | 221NA1100F | 9.6 CEUs

Madge Rascoe  
MWF | Apr 18-May 18 (meets 14x) | 8am-4:30pm | \$2,100  
Perry Foundation | 221NA1100G | 9.6 CEUs

Paula Dixon  
WFM | Apr 27-May 27 (meets 14x) | 8am-4:30pm | \$2,100  
Perry Foundation | 221NA1100H | 9.6 CEUs

Madge Rascoe  
MWF | May 23-Jun 22 (meets 14x) | 8am-4:30pm | \$2,100  
Perry Foundation | 221NA1100I | 9.6 CEUs



## NASM & AFAA Fitness Professional Certification Preparation Programs

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

Translate your passion for fitness into a rewarding career. As a fitness professional, you will lead clients on their journey to better health and wellbeing.

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

### AFAA Group Fitness Instructor

Prepare for a career as a group fitness instructor with UNLV and the Athletics and Fitness Association of America (AFAA). Learn about the human body and fitness, and gain the communication and instruction skills you will need to be successful in the group fitness setting. In-person class sessions supplement the required concurrent online component and help you apply your growing knowledge. Upon completion, you will be prepared to take the AFAA Group Fitness Instructor certification exam.

Registration fee includes textbook, access to online content, the AFAA Group Fitness Instructor certification exam, and a retest voucher. It also includes CPR training and 2-year certification which is required to test for your Group Fitness Instructor certification exam.

Aubrey Johnson

T | Apr 5-Jun 7 (meets 10x) | 6-9pm | \$899

UNLV Campus | 221SM3104 | 3 CEUs

### 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 | Jan 20-Apr 21 (meets 12x) | 6-9pm | \$1,249

Online-UNLVGO and Zoom | 221SM3103 | 3 CEUs

\*Class does not meet: Feb 10 & Mar 17

### NASM Certified Personal Trainer

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

Kristine Bragg, PhD

T | Jan 4-Mar 15 (meets 11x) | 6-8:30pm | \$1,249

UNLV Campus | 221SM3100 | 3.15 CEUs





## NASM Corrective Exercise Specialist

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

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

Kristine Bragg, PhD  
M | Mar 28-Jun 13 (meets 11x) | 6-8:30pm | \$1,099  
UNLV Campus | 221SM3101 | 7.5 CEUs  
\*Class does not meet: May 30



## Social Work CEU Series

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

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

### **New!** Best Social Work Practices Working With Immigrant Populations

Examine current issues in social work practice related to refugees and immigrants. The first part of the course provides a macro perspective on immigration and migration concerning policy background, knowledge base, value premises, and practice skills useful for working with refugees and immigrant clients in the United States. Discuss U.S. immigration policies and trends with respect to how they influence the lives of immigrants and social service delivery to immigrants, and as a source of professional ethical dilemmas. You will increase awareness of your own cultural and ethnic heritage, plus become aware of biases that may impact your practice. One in five Nevada residents is an immigrant, while another one in six residents is a native-born U.S. citizen with at least one immigrant parent. It is essential for Nevada social work practitioners to consider historical context, cultural differences, and potential challenges while working with this population. This course is approved for 3 CEUs through the following boards: Nevada Board of Examiners for Social Workers, Nevada Board of Psychological Examiners, and Nevada Board of Examiners for Marriage and Family Therapists.

Ivet Aldaba-Valera, LSW-CSW Intern  
Th | May 19 | 6-9:15pm | \$59  
Online-Zoom | 221SW3114 | 0.3 CEU

## Diagnosing Disorders of Mood, Anxiety & Trauma

If you are a mental health professional, take this opportunity to refresh your diagnostic knowledge of mood disorders, anxiety, and trauma using the Diagnostic and Statistical Manual of Mental Disorders. There will be a review of key features, comorbidity, and differential diagnosis for disorders related to depression, bipolar, anxiety, and trauma. Additionally, you will examine helpful tools to enhance diagnostic precision in clinical practice. This course is approved for 3 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.

Anne-Marie Abruscato, LCSW  
Th | Mar 24 | 6-9:15pm | \$59  
Online-Zoom | 221SW3110 | 0.3 CEU

## Mindfulness for Practitioners in Trauma-Informed Care

This course will provide a brief overview of biological, psychological, and social processes that underly the development of traumatic illness following exposure to adverse experiences. The course will then discuss principles of mindfulness and the theoretical and empirical evidence in support of mindfulness-based interventions with trauma-exposed populations. Finally, we will conclude with experiential mindfulness practice and discuss strategies for implementing this practice effectively in the clinical context. This course is approved for 3 CEUs through the following boards: Nevada Board of Examiners for Social Workers, Nevada Board of Psychological Examiners, and Nevada Board of Examiners for Marriage and Family Therapists.

Nicholas Barr, PhD, MSW  
Th | Apr 14 | 6-9:15pm | \$59  
Online-Zoom | 221SW3219 | 0.3 CEU



## Preventing Interpersonal Violence

Explore strategies and programs that have proved successful at preventing interpersonal violence including domestic violence and sexual assault. You will learn the necessary components to include in the design of a comprehensive prevention program. Review research on programs with an evidence base supporting their ability to prevent interpersonal violence. This course is approved for 3 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.

Patricia Cook-Craig, MSSW, PhD,  
Th | Feb 17 | 6-9:15pm | \$59  
Online-Zoom | 221SW3211 | 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 | Jan 20 | 5-9:15pm | \$69  
PAR Room 300 | 221SW3226 | 0.4 CEU

What our students are saying:

"The instructor provided good examples and defined terms."

"The instructor provided opportunity to share thoughts, aha moments, takeaways without judgment."

Preventing Interpersonal Violence, Spring 2021

# Nonprofit

## Grant Academy Certificate Program

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

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

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

### CORE COURSES:

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

## Grant Academy Information Session

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

Continuing Ed Staff  
T | Jan 4 | 6-7pm | No charge  
Online-Zoom | 221GR1150

## Grant Academy Bundle

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

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

Beth Rubins, MSW, Kenneth Lange, Cynthia Radley, Kipp Ortenburger, Laura Meyer  
TTh | Jan 25-Apr 28 (meets 20x) | 4-6pm | \$999  
Online-UNLVGO and Zoom | 221GRBUND | 4 CEUs



## Building a Grant Ready Organization

Assess and build the organizational capacity necessary to obtain grant funding. Examine how management decisions, policies, and partnerships impact funding outcomes. Time will also be spent looking at how effective program development and project design can ensure competitive grant applications. You will work on case studies, mission statements, management strategies, and communication tools to support successful grant writing.

Kenneth B Lange  
TTh | Jan 25-Feb 3 (meets 4x) | 4-6pm | \$219  
Online-UNLVGO and Zoom | 221GR1142 | 0.8 CEU

## Grants Management

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

Cynthia Radley  
TTh | Apr 19-28 (meets 4x) | 4-6pm | \$219  
Online-UNLVGO and Zoom | 221GR1136 | 0.8 CEU

## Identifying Funding Sources

Match your project to the best funding source to improve the odds of support. Not every project is a good fit for every grant program; deciding which grants to pursue is an important grant writing skill. This course will explain different types of grants and outline ways to research and uncover grant opportunities. Participants will also learn to analyze and match specific program characteristics and organizational capacity with funding opportunities for successful grant proposals.

Kipp Ortenburger  
TTh | Feb 15-24 (meets 4x) | 4-6pm | \$219  
Online-UNLVGO and Zoom | 221GR1140 | 0.8 CEU

## Proposal Writing I

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

Laura Meyer

TTh | Mar 8-17 (meets 4x) | 4-6pm | \$219

Online-UNLVGO and Zoom | 221GR1144 | 0.8 CEU

## Proposal Writing II

It's time to go after a big one. Prepare a grant application targeted at large funding sources including the federal government and large philanthropic foundations. Analyze complex request for proposals (RFPs) to identify funding sources and obstacles, and then understand how to structure your budget and narrative to meet all requirements. Strategic community partnerships and organizational capacity will be examined within the context of large-scale awards. Time will be spent reviewing special legal and regulatory issues related to compliance issues for large funding awards.

*Prerequisite: Proposal Writing I*

Beth Rubins, MSW

TTh | Mar 29-Apr 7 (meets 4x) | 4-6pm | \$219

Online-UNLVGO and Zoom | 221GR1134 | 0.8 CEU

What our students are saying:

"Donor Relations has been one of the best courses of the Nonprofit certificates. Thanks for coordinating a meeting with donors and all the coursework in preparation for that meeting!"

Donor Relations, Spring 2021

## Nonprofit Fundraising Certificate Program

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

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

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

### CORE COURSES:

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

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

## Nonprofit Fundraising Information Session

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

Continuing Ed Staff

M | Jan 10 | 6-7pm | No charge

Online-Zoom | 221NP3172



## Nonprofit Fundraising Bundle

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

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

T. Clay Buck, CFRE, Jeff Grandy, Gregory Gudenkauf, MPA  
 MW | Jan 31-Apr 27 (meets 17x) | 4-7pm | \$899  
 Online-UNLVGO and Zoom | 221NPBUNDA | 5.1 CEUs  
 \*Class does not meet: Feb 14

## Creating a Development Plan

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

Jeff Grandy  
 T | Mar 1 | 9am-1pm | \$89  
 Online-Zoom | 221NP3148 | 0.4 CEU

## Donor Relations

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

Jeff Grandy  
 MW | Apr 18-27 (meets 4x) | 4-7pm | \$229  
 Online-UNLVGO and Zoom | 221NP3170 | 1.2 CEUs

## Effective Fundraising

The principles of responsible and ethical fundraising are valuable to every nonprofit organization. Now that you have explored many of these concepts, it is time to put these ideas into action. This course will prepare you to take concrete steps to implement your organization's fundraising plan. Learn to ask the proper questions to determine what type of fundraising strategies best meet your goals, plus discuss the techniques of prospect/donor identification, cultivation, and stewardship you should employ to set your organization up for success. Focus on organizational resources—staff, volunteers, marketing channels—that can be utilized to carry out your fundraising strategy and share your case for support. Develop ways to identify and record data that allow you to evaluate your fundraising strategies.

*Prerequisite: Responsible Fundraising*

Gregory Gudenkauf, MPA  
 MW | Mar 14-23 (meets 4x) | 4-7pm | \$229  
 Online-UNLVGO and Zoom | 221NP3169 | 1.2 CEUs

## Infrastructure & Process of Nonprofit Fundraising

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

*Prerequisite: Responsible Fundraising or comparable experience.*

T. Clay Buck, CFRE  
 MW | Feb 28-Mar 9 (meets 4x) | 4-7pm | \$229  
 Online-UNLVGO and Zoom | 221NP3163 | 1.2 CEUs



## Introduction to Gift Planning

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

Jeff Grandy

F | May 20 | 9am-1pm | \$89

Online-Zoom | 221NP3168 | 0.4 CEU

## Responsible Fundraising

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

T. Clay Buck, CFRE

MW | Jan 31-Feb 16 (meets 5x) | 4-7pm | \$299

Online-UNLVGO and Zoom | 221NP3130 | 1.5 CEUs

\*Class does not meet: Feb 14

## 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 2-11 (meets 4x) | 4-6pm | \$179

Online-UNLVGO and Zoom | 221NP3165 | 0.8 CEU

## The Art of Fundraising: Event Management

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

Brittany Dupree

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

Online-UNLVGO and Zoom | 221NP3104 | 0.8 CEU



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



## Nonprofit Management Certificate Program

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

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

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

### CORE COURSES:

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

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

### Nonprofit Management Bundle

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

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

Scott Emerson, Cynthia Radley, T. Clay Buck CFRE  
Jan 31-Jun 9 (meets 17x) | 9am-1pm | \$1,049  
Online-UNLVGO and Zoom | 221NPBUNDB | 6.4 CEUs

### 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 | Jan 21 | 11am-12:30pm | \$19  
Online-Zoom | 221NP3143 | 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 | Jan 21 | 9-10:30am | \$19  
Online-Zoom | 221NP3151 | 0.15 CEU

### Effective Volunteer Management

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

Brittany Holtzclaw, LMSW  
F | Apr 1 | 9am-5pm | \$179  
Online-Zoom | 221NP3152 | 0.7 CEU





## From Concept to Reality: The New Nonprofit

If you are one of the many people who are considering starting a nonprofit organization, this eight-hour course will help with your decision. Examine your motivations for starting an organization and explore your capacity for success. Explore the reasons nonprofit organizations are important to our community as well as what to do to start and sustain an organization. Balancing hope and practicality, the class provides a framework through which you can gather information, develop a robust mission statement, and create a foundation for success.

Kenneth B Lange

TTh | Feb 15-24 (meets 4x) | 4-6pm | \$179

Online-UNLVGO and Zoom | 221NP3101 | 0.8 CEU

## Governance, Legal Compliance & Public Disclosure

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

Scott Emerson

Th | Apr 7-May 5 (meets 4x) | 9am-1pm | \$299

Online-UNLVGO and Zoom | 221NP3149 | 1.6 CEUs

\*Class does not meet: Apr 14

## Nonprofit Program Management & Assessment

Ensure your nonprofit's continued success by keeping commitments to donors and partners. Expectations are generally reasonable—just do what you said you were going to do when you applied for the funds. Build strategies to manage key programs in order to deliver on your mission and report measurable outcomes to stakeholders. You will develop the skills to perform outcome-based evaluation methods to highlight your program achievements, spotlight effectiveness, and satisfy funders' desire for improved accountability.

Scott Emerson

Th | May 19-Jun 9 (meets 4x) | 9am-1pm | \$299

Online-UNLVGO and Zoom | 221NP3164 | 1.6 CEUs

## Responsible Fundraising

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

T. Clay Buck, CFRE

MW | Jan 31-Feb 16 (meets 5x) | 4-7pm | \$299

Online-UNLVGO and Zoom | 221NP3130 | 1.5 CEUs

\*Class does not meet: Feb 14

## Strong Financial Oversight

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

Cynthia Radley

Th | Mar 3-24 (meets 4x) | 9am-1pm | \$299

Online-UNLVGO and Zoom | 221NP3131 | 1.6 CEUs

## Telling the Stories that Make Donors Give

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

T. Clay Buck, CFRE

MW | May 2-11 (meets 4x) | 4-6pm | \$179

Online-UNLVGO and Zoom | 221NP3165 | 0.8 CEU



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



# Language Skills for Professionals

## Accent Reduction

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

### Accent Reduction for International Professionals I

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

Amy Nassar

MW | Jan 24-Feb 9 (meets 6x) | 6-8:30pm | \$279  
PAR Room 401 | 221CX1113 | 1.5 CEUs

### Accent Reduction for International Professionals II

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

Textbook included in registration fee. Optional: Have a mirror and audio recorder available to use during class.

Amy Nassar

MW | Feb 28-Mar 16 (meets 6x) | 6-8:30pm | \$279  
PAR Room 401 | 221CX1123 | 1.5 CEUs

### Accent Reduction for International Professionals III

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

Amy Nassar

MW | Mar 28-Apr 13 (meets 6x) | 6-8:30pm | \$279  
PAR Room 401 | 221CX1124 | 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

TTh | Apr 26-May 12 (meets 6x) | 6-8:30pm | \$279  
PAR Room 300 | 221CX1117 | 1.5 CEUs



## English as a Second Language (ESL)

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

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

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

### English as a Second Language (ESL) Beginning

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

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

Kimberly Butterfield

TTh | Jan 25-Mar 31 (meets 20x) | 6-9pm | \$599

PAR Room 300 | 221LA2125 | 6 CEUs

## English as a Second Language (ESL) Intermediate

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

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

Cecilia P Ordinario, M.Ed.

Sa | Jan 22-Apr 30 (meets 15x) | 9am-1pm | \$599

Online-UNLVGO and Zoom | 221LA1124A | 6 CEUs

Cecilia P Ordinario, M.Ed.

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

Online-UNLVGO and Zoom | 221LA1124B | 6 CEUs

## English as a Second Language (ESL) Advanced

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

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

Katia Abou-Haidar, MAAL

MW | Jan 24-Apr 6 (meets 20x) | 6-9pm | \$599

PAR Room 301 | 221LA1126 | 6 CEUs

\*Class does not meet: Feb 14 & 21



## Legal Interpretation: Spanish Certificate Program

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

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

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

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

### CORE COURSES:

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

## Legal Consecutive Interpreting II

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

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

Cristina Sanchez

T | Feb 8-Mar 1 (meets 4x) | 6-9pm | \$339

Online-UNLVGO and Zoom | 221LA1137 | 1.2 CEUs

## Legal Simultaneous Interpreting I

Gain valuable experience in interpreting in the simultaneous form-meaning at the same time as the speaker. In simultaneous interpretation, you must be able to listen in a source language and speak in the target language at the same time. Students will work on memory exercises, paraphrasing, completing dual tasks, visualization exercises, basic interpreting techniques, beginning strategies, and hands-on practice in every class. Learn about valuable (and mostly free) resources to help you practice interpreting, and get tips on how to build vocabulary, improve memory and speed, and much more. This course is approved for 12 CE credits with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Students will also need (1) A laptop computer, tablet, or smartphone with audio recording software (recommended: Audacity). (2) A headset with a microphone to record interpreting renditions to be saved to the student's laptop computer, tablet, or smartphone. (3) A speechpool account (free): [www.speechpool.net](http://www.speechpool.net) to be active before first day of class. Required Textbook(s): *ACEBO-Edge 21: Simultaneous Interpreting by Holly Mikkelsen* (ISBN: 9781880594391).

*Prerequisite: Introduction to Legal Interpreting or have similar working knowledge and experience. Must provide proof of proficiency in both English and Spanish at least three business days prior to starting program coursework.*

Judy Jenner

M | Jan 10-Feb 7 (meets 4x) | 6-9pm | \$339

Online-UNLVGO and Zoom | 221LA1136 | 1.2 CEUs

\*Class does not meet: Jan 17



## Legal Simultaneous Interpreting II

Improve your simultaneous interpreting skills as you adopt more advanced strategies to work with speakers at higher speeds, to train your ear to understand different dialects, and to solve specific interpreting challenges such as idioms, jokes, false starts, etc. In addition, students will get more detailed information on the different settings in which the simultaneous mode is used (court, medical, conferences) and will gain basic knowledge of interpreting equipment. Expect to do extensive interpreting practice at home in the simultaneous mode to build speed, problem-solving abilities, and depth and breadth of vocabulary. This course is approved for 12 CE credits with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Students will also need (1) A laptop computer, tablet, or smartphone with audio recording software (recommended: Audacity). (2) A headset with a microphone to record interpreting renditions to be saved to the student's laptop computer, tablet, or smartphone. (3) A speechpool account (free): [www.speechpool.net](http://www.speechpool.net) to be active before first day of class. Required Textbook(s): *ACEBO-Edge 21: Simultaneous Interpreting* by Holly Mikkelsen (ISBN: 9781880594391).

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

Judy Jenner

M | Mar 7-28 (meets 4x) | 6-9pm | \$339

Online-UNLVGO and Zoom | 221LA1138 | 1.2 CEUs

## Medical Interpretation: Spanish Certificate Program

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

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

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

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

### CORE COURSES:

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





## Medical Interpretation: Spanish Certificate Program Information Session

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

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB

T | Jan 25 | 6-7pm | No charge

Online-Zoom | 221LA1170

## Introduction to Medical Interpreting

Prepare for a career in medical interpretation by developing skills that are an essential part of the job. Medical interpreting requires knowledge of interpreting techniques and modes of interpretation, theoretical concepts, ethical boundaries, healthcare systems, healthcare interpreter standards, and cultural awareness. Medical interpreters must manage the flow of the sessions, be familiar with ethical principles and cultural nuances, devise strategies to handle the challenges presented, and maintain the clinical importance of the medical encounter. Students must also pay a one-time \$155 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all four courses in the certificate program. Registration will close two weeks prior to the start of the class. Must purchase course materials upon entry of your first class.

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

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB

TTh | Feb 15-Mar 3 (meets 6x) | 6-9pm | \$369

PAR Room 401 | 221LA1171 | 1.8 CEUs

### UNLV Noncredit Student COVID-19 Vaccination Requirement

Starting with the spring 2022 enrollment cycle, all students are required to submit proof of a completed COVID-19 vaccination series to enroll in an in-person and/or hybrid class. For complete information visit [edoutreach.unlv.edu/vaccination-requirement](https://edoutreach.unlv.edu/vaccination-requirement).

## Medical Interpreting Skills Development

Gain experience and confidence in essential techniques used in sight translation, consecutive interpretation, and simultaneous interpretation by building awareness of the cognitive processes integral to interpreting: listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization, and logic. Memory development techniques, note taking, and non-verbal communication are also introduced as important elements of the process of interpreting consecutively. In addition, explore the concepts of split attention, self monitoring, décalage (time difference), coordination, reformulation, and coping techniques. Medical interpreting techniques will be practiced in a variety of scenarios with specific medical terminology. The end goal is to develop professional interpreting skills and expand health care vocabulary in both English and Spanish in order to confidently tackle a range of interpreting assignments in the medical field. Students must also pay a one-time \$155 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all four courses in the certificate program. Must purchase course materials upon entry of your first class.

*Prerequisite: Medical Terminology & Specialties II. Must meet language proficiency requirements.*

Alvaro Vergara-Mery, Ph.D., CMI

TTh | Apr 5-21 (meets 6x) | 6-9pm | \$369

PAR Room 123 | 221LA1157 | 1.8 CEUs

## Medical Terminology & Specialties I

Medical interpreters must build an extensive vocabulary of all the medical terms encountered from the time patients register in a health care facility to the moment they are discharged. Receive a thorough grounding in basic medical terminology through a structured study of root words, prefixes, and suffixes that allows you to decode the meaning of words when the vocabulary is unknown. Anatomy, physiology, common health problems, and medical procedures will be covered in the following human body systems: integumentary, skeletal, muscular, digestive, and endocrine. Students must also pay a one-time \$155 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all four courses in the certificate program. Must purchase course materials upon entry of your first class.

*Prerequisite: Introduction to Medical Interpreting. Must meet language proficiency requirements.*

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB

TTh | Mar 8-17 (meets 4x) | 6-9pm | \$249

PAR Room 512 | 221LA1172 | 1.2 CEUs

## Medical Terminology & Specialties II

Study the elements of medical word building to develop the extensive vocabulary medical interpreters use within specialty settings. Receive a thorough grounding on basic medical terminology through a study of root words, prefixes, and suffixes that allows you to decode the meaning of words when the vocabulary is unknown. Anatomy and physiology, most common health problems, and medical procedures will be covered in the following areas: respiratory, reproductive, urinary, nervous, cardiovascular, lymphatic, and mental health. Students must also pay for a one-time \$155 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all four courses in the certificate program.

Must purchase course materials upon entry of your first class.

*Prerequisite: Medical Terminology & Specialties I. Must meet language proficiency requirements.*

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB  
TTh | Mar 22-31 (meets 4x) | 6-9pm | \$249  
PAR Room 512 | 221LA1173 | 1.2 CEUs

## Medical Interpretation: Spanish Certificate Program Comprehensive Final Exam

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

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

Alvaro Vergara-Mery, Ph.D., CMI  
T | Apr 26 | 6-8pm | No charge  
PAR Room 123 | 221LA1177

## Spanish for Healthcare Professionals

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

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

### Spanish for Healthcare Professionals I

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

Deborah Arteaga, Ph.D, CMI, CHI  
TTh | Feb 8-Mar 10 (meets 10x) | 6-8pm | \$249  
PAR Room 301 | 221LA1178 | 2 CEUs

### Spanish for Healthcare Professionals II

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

*Prerequisite: Spanish for Healthcare Professionals I*

Deborah Arteaga, Ph.D, CMI, CHI  
TTh | Mar 22-Apr 28 (meets 10x) | 6-8pm | \$249  
PAR Room 301 | 221LA1179 | 2 CEUs  
\*Class does not meet: Apr 12 & 14



# Life & Leisure

## Acting & Comedy

[ced.unlv.edu/acting-comedy](http://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 | Jan 29 | 1:30-4:30pm | \$49

The Voice Actors Studio | 221CX4170

### 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 | Feb 1-22 (meets 4x) | 6:30-9:30pm | \$299

The Voice Actors Studio | 221CX4171A

T | Mar 8-29 (meets 4x) | 6:30-9:30pm | \$299

The Voice Actors Studio | 221CX4171B

## Cannabis Classes

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

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

### Cannabis Professional

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

*Prerequisite: 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

Jan 24-Feb 21 | \$99

Online Delivery | 221CH1100A | 0.4 CEU

Mar 28-Apr 25 | \$99

Online Delivery | 221CH1100B | 0.4 CEU





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

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

*Prerequisite: Los estudiantes deben tener al menos 21 años. Los estudiantes necesitarán acceso a una computadora e Internet y comprenderán cómo navegar por un sistema de gestión del aprendizaje. Los estudiantes recibirán instrucciones por correo electrónico para acceder a la clase al menos dos días hábiles antes del inicio de la clase.*

Trey Reckling  
Jan 31-Feb 21 | \$99  
Online Delivery | 221CH1104 | 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.*

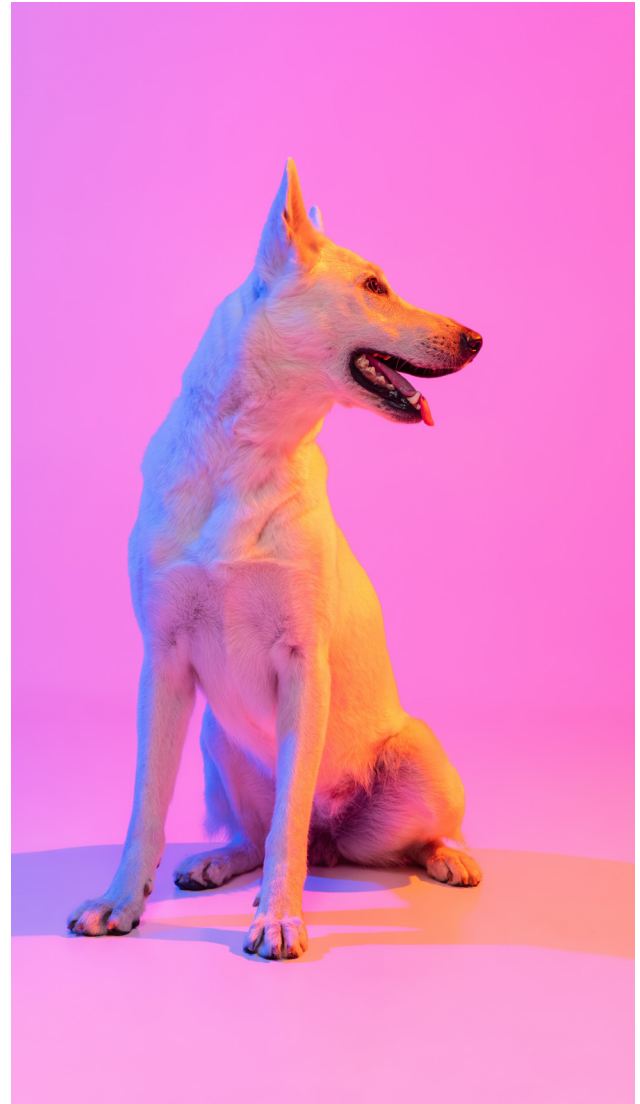
Trey Reckling  
Jan 24-Feb 21 | \$99  
Online Delivery | 221CH1102 | 0.3 CEU

## Pulmonary Dynamics of Vaporizing vs. Smoking

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

*Prerequisite: 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  
Jan 24-Feb 15 | \$99  
Online Delivery | 221CH1105 | 0.4 CEU





## Dance

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

### Ballroom Dancing

Ballroom Dancing will provide students an introduction in beginner or bronze level patterns which include the Waltz, Fox Trot, Tango, Cha Cha, Rumba, East Coast Swing and Mambo. The class also provides students with instruction in proper competitive technique of ballroom dance. Students may also enroll for university credit in PEX 189.

Gail Michel-Parsons, UNLV Department of Dance  
WM | Jan 19-May 4 (meets 28x) | 5:30-6:20pm | \$269  
McDermott Physical Education Complex (MPE)  
South Gym | 221DN2108

\*Class does not meet: Mar 14 & 16

## Drawing & Painting

[ced.unlv.edu/drawing-painting](http://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  
Sa | Jan 22-Feb 19 (meets 5x) | 1:30-4:30pm | \$139  
PAR Room 512 | 221AR1121

### 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  
Sa | Mar 5-Apr 2 (meets 5x) | 1:30-4:30pm | \$139  
PAR Room 512 | 221AR1100

### 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 | Jan 22-Feb 19 (meets 5x) | 9am-noon | \$139  
PAR Room 512 | 221AR1130

### Drawing II

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

Gabbie Hirsch  
Sa | Mar 5-Apr 2 (meets 5x) | 9am-noon | \$139  
PAR Room 512 | 221AR1134



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

## Face First: Introduction to Portraits

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

Gabbie Hirsch

Sa | Apr 9-May 14 (meets 6x) | 9am-noon | \$159  
PAR Room 512 | 221AR1132

## 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 | Jan 22-Feb 19 (meets 5x) | 1:30-4:30pm | \$139  
PAR Room 511 | 221AR1199

**New!**

## Introduction to Wildlife Painting (In Acrylic)

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

*Prerequisite: Experience in drawing or painting.*

Judi Moreo

Sa | Jan 22-Feb 19 (meets 5x) | 9am-noon | \$139  
PAR Room 511 | 221AR1145

### UNLV Noncredit Student COVID-19 Vaccination Requirement

Starting with the spring 2022 enrollment cycle, all students are required to submit proof of a completed COVID-19 vaccination series to enroll in an in-person and/or hybrid class. For complete information visit [edoutreach.unlv.edu/vaccination-requirement](https://edoutreach.unlv.edu/vaccination-requirement).

## Watercolors I

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

Gabbie Hirsch

W | Jan 26-Feb 23 (meets 5x) | 6-9pm | \$139  
PAR Room 512 | 221AR1140

## 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

W | Mar 9-Apr 6 (meets 5x) | 6-9pm | \$139  
PAR Room 512 | 221AR1141



## Fashion Design Certificate Program

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

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

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

### CORE COURSES:

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

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

**New!**

### Fashion Accessories

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

*Prerequisite: Must have previous sewing/machine skills*

Gretchen Marshall

SaSu | May 7-21 (meets 5x) | 9am-1:55pm | \$289

PAR Room 401 | 221FD2119 | 2.4 CEUs

### Patternmaking: Introduction

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

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

Gretchen Marshall

SaSu | Feb 12-27 (meets 6x) | 9am-2:25pm | \$389

PAR Room 401 | 221FD2105 | 3.2 CEUs

### Sewing: Alterations

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

*Prerequisite: Must have previous sewing/machine skills*

Gretchen Marshall

SaSu | Mar 12-26 (meets 5x) | 9am-1:55pm | \$289

PAR Room 401 | 221FD2121 | 2.4 CEUs





## Sewing: The Stitch Room

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

Samantha Jepson

SaSu | Jan 8-Feb 6 (meets 10x) | 10am-3:25pm | \$699  
PAR Room 401 | 221FD2144 | 5.3 CEUs

## Swimwear & Lingerie

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

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

Samantha Jepson

SaSu | Apr 2-16 (meets 5x) | 10am-2:55pm | \$289  
PAR Room 401 | 221FD2114 | 2.45 CEUs



## Financial Planning

[ced.unlv.edu/financial-planning](http://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. You will need to bring a laptop to the class to conduct real-time market analysis.

Continuing Ed Staff

W | Mar 30-Apr 20 (meets 4x) | 6-9pm | \$189  
PAR Room 400 | 221PF1182

### Annuity: The Ins & Outs

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

Continuing Ed Staff

M | Mar 14 | 6-9pm | \$69  
PAR Room 400 | 221PF1183

### Social Security & Retirement

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

Continuing Ed Staff

M | Feb 28 | 6-9pm | \$69  
PAR Room 400 | 221PF1181

### Understanding Financial Markets

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

Continuing Ed Staff

W | Jan 12-Feb 2 (meets 4x) | 6-9pm | \$189  
PAR Room 400 | 221PF1180



## Foreign Languages

[ced.unlv.edu/foreign-languages](http://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 | Jan 22-Apr 9 (meets 10x) | 9-11AM | \$199

PAR Room 302 | 221LA1107

\*Class does not meet: Feb 19 & Mar 19

### Beginning French II

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

Pascale Tessier

Sa | Jan 22-Apr 9 (meets 10x) | 11:30am-1:30pm | \$199

PAR Room 302 | 221LA1116

\*Class does not meet: Feb 19 & Mar 19

### Beginning Italian I

Communicate better with the Italian speaking people in your life or prepare for a more enjoyable trip to Italy. This class will include basic language structure, correct pronunciation, and vocabulary for simple phrases and sentences. Required Textbook(s): *Living Language-Italian* (ISBN: 9781400024162).

Manuela Carrescia

M | Jan 31-Mar 28 (meets 8x) | 6-8pm. | \$199

Online-UNLVGO and Zoom | 221LA1106

### Spanish I

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

Ángela del Río Velázquez

WM | Feb 23-Mar 28 (meets 10x) | 6-8pm | \$199

Online-UNLVGO and Zoom | 221LA1104

### Spanish II

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

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

Ángela del Río Velázquez

MW | Apr 4-May 4 (meets 10x) | 6-8pm | \$199

Online-UNLVGO and Zoom | 221LA1105

### 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.*

Ángela del Río Velázquez,

MW | May 9-Jun 13 (meets 10x) | 6-8pm | \$199

Online-UNLVGO and Zoom | 221LA1141

\*Class does not meet: May 30



## Music

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

### Guitar I

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

Jesse Del Quadro

T | Mar 8-29 (meets 4x) | 7:15-8:45pm | \$99

PAR Room 107 | 221MU1107

### Guitar II

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

Jesse Del Quadro

T | Apr 12-May 3 (meets 4x) | 7-8:30pm | \$99

PAR Room 400 | 221MU1116

### High Desert Horns

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

Bill Bernatis

M | Jan 24-May 16 (meets 15x) | 7-8:30pm | \$39

Lee and Thomas Beam Music Center (BMC) Room 159 | 221MU1115

\*Class does not meet: Feb 21 & Mar 14

### Ukulele I

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

Jesse Del Quadro

T | Mar 8-29 (meets 4x) | 5:30-7pm | \$99

PAR Room 107 | 221MU1117

### University Basketball Pep Band

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

Tony LaBounty

M | Jan 24-Apr 4 (meets 10x) | 7-9pm | \$39

Lee and Thomas Beam Music Center (BMC) Room 160 | 221MU1111

\*Class does not meet: Dec 13 to Jan 17, Feb 21

### UNLV Community Concert Band

Formed in January 1987, the UNLV Community Concert Band is among the oldest community instrumental groups in the Las Vegas area. The 70-plus members range in age from high school to seniors. The band plays a wide variety of music including marches, show and film scores, and classic and contemporary wind arrangements. The UNLV Community Concert Band's "season" will culminate with a special concert. Contact Tony LaBounty at [tony.labounty@unlv.edu](mailto:tony.labounty@unlv.edu) for final concert date and details.

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

Tony LaBounty

W | Jan 19-May 11 (meets 17x) | 7-9:20pm | \$52

Lee and Thomas Beam Music Center (BMC) Room 160 | 221MU1102A



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

## UNLV New Horizons Band

The UNLV New Horizons Band is part of an international movement to get adults re-involved with music. This musical ensemble places a higher emphasis upon the learning and enjoyment of music above the rigor and pressures of performance. The band's size allows for individual attention to each performer's developmental needs. Each semester there is a short, shared concert and opportunities for outreach performances in adult communities. There are no auditions. For final concert date and details, contact Tony LaBounty at 702-895-3733 or by email at [tony.labounty@unlv.edu](mailto:tony.labounty@unlv.edu).

Tony LaBounty

T | Jan 18-Apr 26 (meets 15x) | 7-9:20pm | \$39  
Lee and Thomas Beam Music Center (BMC) Room 160 | 221MU1104

## UNLV Summer Community Concert Band

Formed in January 1987, the UNLV Community Concert Band is among the oldest community instrumental groups in the Las Vegas area. The 70-plus members range in age from high school to seniors. The band plays a wide variety of music including marches, show and film scores, and classic and contemporary wind arrangements. The UNLV Community Concert Band's "season" will culminate with a special concert. Contact Tony LaBounty at [tony.labounty@unlv.edu](mailto:tony.labounty@unlv.edu) for final concert date and details.

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

Tony LaBounty

T | May 17-Jun 28 (meets 7x) | 7-9:20pm | \$52  
Lee and Thomas Beam Music Center (BMC) Room 160 | 221MU1102B

## UNLV University Chorale

The UNLV University Chorale is a mixed choir (soprano, alto, tenor, bass) that performs on campus and in the community. Repertoire includes "classical" choral music of all styles, as well as folk tunes, spirituals, and musical theatre highlights. Membership is open to UNLV students, faculty, staff, and community members. Attendance at all rehearsals and performances is mandatory. A complete performance schedule will be available at the beginning of the semester; there are usually two or three performances during the semester. Singers will be required to purchase a uniform for performances.

This is a university-level ensemble and is also offered as a credit course (MUSE 107, Section 1002) in the university catalog. Thus, instructor approval is required and an audition will take place during the first class meeting. Interested community members are encouraged to contact the instructor at [joseph.svendsen@unlv.edu](mailto:joseph.svendsen@unlv.edu) (702-895-5468) for further information. If you are new to the ensemble, you must pay a \$50 Audition Fee.

Joseph Svendsen

TTh | Jan 18-Apr 28 | 11:30am-12:50pm | \$39 + \$50 Audition Fee if you are new to the ensemble | BMC Room 159 | 221MU1103

## Photography

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

### Digital Photography Bundle

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

Digital Photography I: The Essentials

Digital Photography II: Visual Communication

Digital Photography III: Focal Lengths to Filters

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

Laura Brennan

Sa | Jan 22-Feb 19 (meets 3x) | 9:30am-3:30pm | \$297  
PAR Room 101 | 221PHBUND

### 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.

Laura Brennan

Sa | Jan 22 | 9:30am-3:30pm | \$119  
PAR Room 101 | 221PH1100

### 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.

Laura Brennan

Sa | Feb 5 | 9:30am-3:30pm | \$119  
PAR Room 301 | 221PH1141

### 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.

Laura Brennan

Sa | Feb 19 | 9:30am-3:30pm | \$119  
PAR Room 301 | 221PH1125



## Building a Photography Business

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

Corinne Severn, Shawn Severn  
T | Mar 1-Apr 5 (meets 6x) | 6-9pm | \$299  
PAR Room 511 | 221PH1151

## Desert Night Sky Photography

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

*Prerequisite: Digital Photography I or comparable experience.*

Corinne Severn, Shawn Severn  
ThF | Mar 17-18 (meets 2x) | 6:30-9:30pm | \$129  
PAR Room 511 | 221PH1160

## Digital Photography Editing

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

Rakitha Perera  
Sa | Feb 26-Mar 19 (meets 4x) | 9am-noon | \$299  
PAR Room 125 | 221PH1156

## Landscape Photography

Capture stunning landscape images, whether you are exploring locally or traveling. Gain knowledge of useful terminology, study concepts of composition, and better understand the natural light necessary to create beautiful landscape photographs. We will review the basic equipment requirements including camera, lens, shutter release, and tripod as well as highlight a few helpful accessories and software applications. In preparation for our time in the field, we will also discuss equipment for safety, fitness, and good practices to stay safe and protect the environment. There will be 9 hours of in-class training and 3 hours of in-field training. Students are required to bring their DSLR cameras to all sessions. A tripod and shutter release is recommended for all sessions. A circular polarizing filter is strongly recommended for the in-field training. Participants must provide own transportation to field trip location that will be located within 1 hour of Las Vegas Valley.

*Prerequisite: Digital Photography I or comparable experience.*

Corinne Severn, Shawn Severn  
Sa | Mar 5-12 (meets 2x) | 9am-4pm | \$129  
PAR Room 511 | 221PH1159

## Travel Photography

Capture memorable images that tell the story of your travels. Whether you are planning a once-in-a-lifetime vacation or you like to travel locally and enjoy the picturesque scenery and quirky towns of Nevada and adjacent states, upgrading your travel photography skills is worth your time. The skills taught in this class will focus on creating strong compositions, using the available light, and the best camera settings to capture your travel moments. In the first half of the class you will learn new skills in a classroom setting. The second half will be a field trip to put these techniques into practice. Please note: the field trip involves quite a bit of walking. The optimal equipment for the class is a DSLR camera (extra batteries and SD cards), a medium range zoom lens and a camera bag to carry your gear. Participants must provide own transportation to field trip location that will be located within 1 hour of Las Vegas Valley.

*Prerequisite: Digital Photography I or comparable experience.*

Corinne Severn, Shawn Severn  
Sa | Mar 19 | 9am-4pm | \$129  
PAR Room 301 | 221PH1107

### UNLV Noncredit Student COVID-19 Vaccination Requirement

Starting with the spring 2022 enrollment cycle, all students are required to submit proof of a completed COVID-19 vaccination series to enroll in an in-person and/or hybrid class. For complete information visit [edoutreach.unlv.edu/vaccination-requirement](https://edoutreach.unlv.edu/vaccination-requirement).



## Sommelier Academy

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

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

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

### Sommelier Academy Information Session

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

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

Heath Hiudt

T | Jan 4 | noon-1pm | No charge

Online-Zoom | 221WS6101A

Heath Hiudt

W | May 4 | noon-1pm | No charge

Online-Zoom | 221WS6101B

## Vine to Wine: The Fundamentals

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

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

Heath Hiudt

T | Jan 18-May 3 (meets 13x) | 10:30am-5:30pm | \$1,599

TBD | 221WS6100A | 9.1 CEUs

\*Class does not meet: Feb 15, Mar 15, Apr 12

W | May 25-Sep 7 (meets 13x) | 10:30am-5:30pm | \$1,599

TBD | 221WS6100B | 9.1 CEUs

\*Class does not meet: Jun 22, Jul 20, Aug 10



## Sports

[ced.unlv.edu/sports](http://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  
T | Jan 18-May 3 (meets 15x) | 4-5:45pm | \$314  
Las Vegas Golf Center | 221SF1104  
\*Class does not meet: Mar 15



### Intermediate Golf

This course is designed to build on the techniques and objectives of Beginning Golf (PEX 117). You will refine your stroke mechanics and will understand individual differences in golf strokes. Students must wear appropriate golf attire and shoes. Using your own clubs is strongly encouraged but if you do not have your own set, the instructor can arrange for some additional clubs.

*Prerequisite: Golf for Beginners (PEX 117) or by permission of instructor.*

James Massey, PEX Department  
T | Jan 18-May 3 (meets 15x) | 6-7:45pm | \$314  
Las Vegas Golf Center | 221SF2105  
\*Class does not meet: Mar 15





# Academic Preparation

## Institute of Reading Development Reading Enrichment Programs

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

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

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

### LIVE-ONLINE ACT/SAT STRATEGY WORKSHOP

T | Mar 1 | 6-7pm | No charge | Online Delivery | 213TL1123

### LIVE-ONLINE GMAT STRATEGY WORKSHOP

Th | Jan 13 | 6-7pm | No charge | Online Delivery | 221TL1110

### LIVE-ONLINE GRE STRATEGY WORKSHOP

W | Jan 12 | 6-7pm | No charge | Online Delivery | 221TL1112A

T | Feb 22 | 6-7pm | No charge | Online Delivery | 221TL1112B

### LIVE-ONLINE LSAT STRATEGY WORKSHOP

Th | Jan 6 | 6-7pm | No charge | Online Delivery | 221TL1114A

W | Apr 13 | 6-7pm | No charge | Online Delivery | 221TL1114B

## Test Preparation

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

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

### All Test Prep Classes Include:

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



## Graduate School Test Preparation

### GMAT® Live-Online Course

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

#### ETC Staff

ThT | Jan 20-Feb 15 (meets 8x) | 6-9pm | \$799

Online Delivery | 221TL1101A

ThT | Feb 17-Mar 15 (meets 8x) | 4-7pm | \$799

Online Delivery | 221TL1101B

WM | Mar 23-Apr 18 (meets 8x) | 6-9pm | \$799

Online Delivery | 221TL1101C

### GRE® Live-Online Course

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

#### ETC Staff

WM | Jan 26-Feb 21 (meets 8x) | 6-9pm | \$749

Online Delivery | 221TL1100A

\*Class meets: Feb 21

ThT | Feb 3-Mar 1 (meets 8x) | 4-7pm | \$749

Online Delivery | 221TL1100B

WM | Mar 2-28 (meets 8x) | 4-7pm | \$749

Online Delivery | 221TL1100C

ThT | Apr 7-May 3 (meets 8x) | 4-7pm | \$749

Online Delivery | 221TL1100D



## 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

MW | Jan 10-Feb 14 (meets 10x) | 4-7pm | \$799

Online Delivery | 221TL1102A

\*Class does not meet: Jan 17

ThT | Jan 13-Feb 15 (meets 10x) | 6-9:20pm | \$799

Online Delivery | 221TL1102B

ThT | Mar 3-Apr 5 (meets 10x) | 4-7pm | \$799

Online Delivery | 221TL1102C

WM | Mar 9-Apr 11 (meets 10x) | 6-9pm | \$799

Online Delivery | 221TL1102D

## College Application Test Preparations

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

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

ETC Staff

T | Mar 1 | 6-7pm | No charge

Online Delivery | 221TL1123





# OLLI at UNLV

**SPRING 2022**



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



702-774-OLLI



[olliatunlv@unlv.edu](mailto: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.

**Spring 2022 Open House January 8, 10-noon**

Classes offered February 7 through April 22 in-person and online.

**CALL 702-774-6554 OR EMAIL [OLLIATUNLV@UNLV.EDU](mailto: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](http://ced.unlv.edu/unlv-alumni)

## STAFF

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

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

**UNLV** | CONTINUING  
EDUCATION

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

# SUMMER TERM

**SUMMER TERM 2022**

SUMMER TERM 2022  
**Session 1**  
 May 16-June 3

Session 1  
May 16-June 3

Session 2

May 16-June 1

June 6-June 11

Session 1

Session 3

**Session 2**  
June 6-July 8

**Session 3**  
June 6-June 11  
July 11-August 11

**Session 3**  
July 11-August 12

# Continuing Education: Information, Policies & Procedures

## Coronavirus Update

UNLV is continuing greater on-campus operations and courses for spring 2022 that include procedures and practices to mitigate risk. For information on UNLV resuming on-campus operations, please visit [www.unlv.edu/coronavirus](http://www.unlv.edu/coronavirus).

### Non-credit Student Vaccine Requirement:

- Starting with the spring 2022 enrollment cycle, all students are required to submit proof of a completed COVID-19 vaccination series to participate in an in-person and/or hybrid class.
- Students will be required to complete an online Vaccination Verification\Exemption Form and upload appropriate documentation (either proof of vaccination or Immunization Exemption Form). Proof of vaccination must be submitted at least 5 business days prior to the first day of class. Medical and Religious Exemption forms should be submitted several weeks in advance in order to be reviewed by campus compliance committees before class begins. For complete information visit [edoutreach.unlv.edu/vaccination-requirement](http://edoutreach.unlv.edu/vaccination-requirement).

### What UNLV Requires from Everyone on our Campuses:

- Self-Monitor daily for COVID-19 symptoms.
- If you test positive for COVID-19 or are exposed to someone who has tested positive, you must follow CDC guidelines regarding isolation or quarantine.

### While on Campus:

- Everyone, regardless of vaccine status, is required to wear a face covering while inside any building or structure on any UNLV campus or property.
- Face coverings must cover both the mouth and nose.
- Frequently wash your hands for 20 seconds with soap & water.
- Alternatively, use hand sanitizer of at least 60% alcohol.

### Registration Fees & Payment

Payment in full is due at the time of registration. For a list of payment options, see page 72 of this catalog or visit [ced.unlv.edu/registration-policies#fees](http://ced.unlv.edu/registration-policies#fees).

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

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

### Course Cancellations & Changes

The Division of Educational Outreach reserves the right to cancel any class or make any other changes it deems necessary in

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

### Refunds & Dropping Or Withdrawing From Classes

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

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

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

### Wait List

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

### Parking

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

## UNLV Noncredit Student COVID-19 Vaccination Requirement



**Starting with the spring 2022 enrollment cycle**, all students are required to submit proof of a completed COVID-19 vaccination series to participate in an in-person and/or hybrid class. Students will be required to complete an online Vaccination Verification\Exemption Form and upload appropriate documentation (either proof of vaccination or Immunization Exemption Form). Proof of vaccination must be submitted at least 5 business days prior to the first day of class. Medical and Religious Exemption forms should be submitted several weeks in advance in order to be reviewed by campus compliance committees before class begins. Failure to submit the Vaccination Verification\Exemption Form or appropriate vaccination documentation by the posted deadline will result in cancellation of the student's enrollment. **For complete information visit [edoutreach.unlv.edu/vaccination-requirement](http://edoutreach.unlv.edu/vaccination-requirement).**



### **Class Locations**

Our classes are located throughout the Las Vegas Valley. See page 69 for the location legend.

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

### **Age Requirement**

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

### **Certificate Programs**

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

### **Books & Supplies**

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

### **Attendance Policy**

Attendance 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](http://ced.unlv.edu/registration-policies#attendance).

### **UNLV Continuing Education Units (CEUs)**

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

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

### **Disability Services**

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

[unlv.edu/drc](http://unlv.edu/drc) or by phone, 702-895-0866. Current DRC students should make an appointment to discuss their accommodations with their instructors. It is best to initiate this process at least two weeks prior to the start date of your class to ensure accommodations can be provided in a timely manner.

### **Student Privacy**

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

### **Student Code of Conduct**

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

### **Copyright Policy**

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

### **Title IX**

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

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

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

### **Contact Us**

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

# STOP <sup>THE</sup> SPREAD OF COVID-19

UNLV is planning for greater on-campus operations and courses for spring 2022 that include procedures and practices to mitigate risk. The university will focus on the health and wellbeing of all campus members by following CDC, state, and regional guidelines and by working in conjunction with NSHE.

## WHAT UNLV REQUIRES:



Students are required to submit proof of a completed COVID-19 vaccination series or submit a university medical/religious exemption form



All individuals are required to wear a face covering while indoors in public areas

## WHAT WE EXPECT OF YOU:



If you test positive for COVID-19, isolate per CDC guidelines



If you are exposed to COVID-19, follow CDC guidelines



Stay home if you are ill



Maintain social distancing from others



Avoid crowded spaces

For complete information and specific details on UNLV resuming on-campus operations and instruction, please visit [ced.unlv.edu/coronavirus](https://ced.unlv.edu/coronavirus).

# Location Legend

Lee & Thomas Beam Music Center (BMC)  
Paradise Campus (PAR)  
Paul McDermott Physical Education (MPE)  
Wright Hall, EMBA Suite (WRI)



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

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

**First Service Residential Las Vegas** 8920 Arville St., Las Vegas, NV 89139

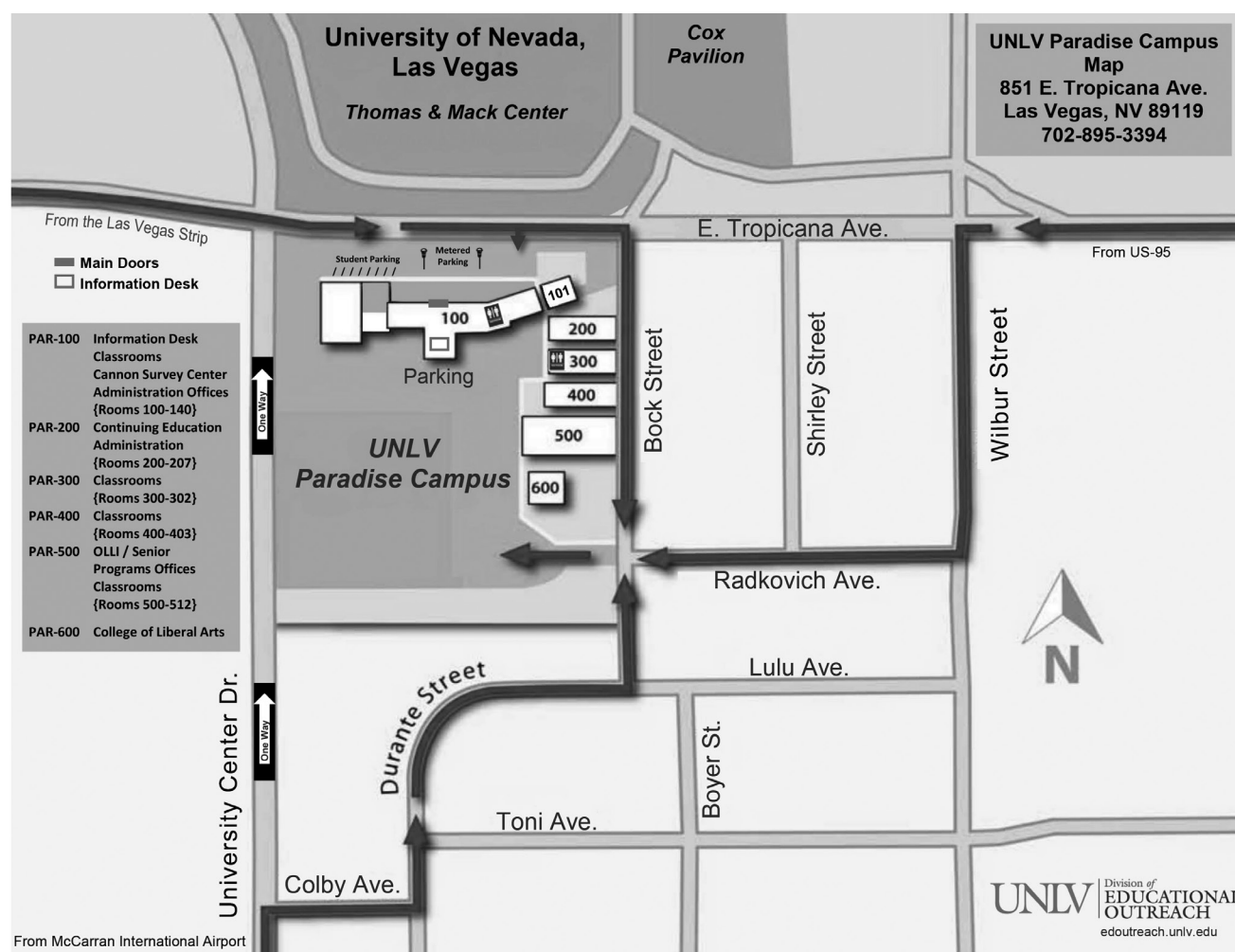
**First Service Residential-Reno** 639 Isbell Rd., Ste. 280, Reno, NV 89509

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

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

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

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





# Index

---

- A Nonprofit Board's Role & Responsibility to its Agency & the Community p. 41
- Accent Reduction for International Professionals I p. 43
- Accent Reduction for International Professionals II p. 43
- Accent Reduction for International Professionals III p. 43
- Acrylics I p. 51
- Acrylics II p. 51
- Adobe Illustrator I p. 51
- Adobe Illustrator II p. 27
- Adobe InDesign I p. 27
- Adobe Photoshop I p. 28
- Adobe Photoshop II p. 28
- Adobe Premiere: Video Editing I p. 32
- Adobe Premiere: Video Editing II p. 32
- Advanced Financial Market Analysis p. 54
- Advanced Project Management Bundle p. 14
- AFAA Group Fitness Instructor p. 34
- An Introduction to the Nonprofit Sector p. 41
- Annuity: The Ins & Outs p. 54
- Art of Fundraising: Event Management, The p. 40
- Art of Persuasion & Influence, The p. 18
- Ballroom Dancing p. 51
- Beginning French I p. 55
- Beginning French II p. 55
- Beginning Italian I p. 55
- Best Practices in Employee Retention & Engagement p. 8
- Best Social Work Practices Working With Immigrant Populations p. 35
- Better Documents with Microsoft Office p. 24
- Brand Identity Basics p. 28
- Break Into the World of Voiceover p. 49
- Building a Grant Ready Organization p. 37
- Building a Photography Business p. 58
- Business Administration Certificate p. 4
- Cannabis Professional p. 49
- Cannabis Professional: Spanish (El Profesional de Cannabis) p. 50
- Certified Nursing Assistant (CNA) Training Program p. 33
- Communicate with Difficult People with Tact & Skill p. 5 & 15
- Communication Strategies: The Art of Courageous Conversations p. 5 & 16
- Community Manager Preparation Course p. 6
- Conflict Management: Tools for Organizational Success p. 8 & 16
- Cooperative Parenting-Shielding Your Children From Conflict p. 19
- Creating a Development Plan p. 39
- Creating High-Functioning Teams Using Strengths p. 17
- Customer Experience Certificate Program p. 6
- Cybersecurity Bootcamp p. 22
- Cybersecurity: Introductory Course p. 22
- Data Science & Analytics Bootcamp p. 23
- Data Science & Analytics: Introductory Course p. 23
- Desert Night Sky Photography p. 58
- Diagnosing Disorders of Mood, Anxiety & Trauma p. 36
- Digital Marketing Bootcamp p. 7
- Digital Marketing Introductory Course p. 7
- Digital Photography Bundle p. 57
- Digital Photography Editing p. 58
- Digital Photography I: The Essentials p. 57
- Digital Photography II: Visual Communication p. 57
- Digital Photography III: Focal Lengths to Filters p. 57
- Donor Relations p. 39
- Drawing I p. 51
- Drawing II p. 51
- Effective Fundraising p. 39
- Effective Speaking for International Professionals p. 5 & 43
- Effective Volunteer Management p. 41
- Emotional Intelligence p. 17
- English as a Second Language (ESL) Advanced p. 44
- English as a Second Language (ESL) Beginning p. 44
- English as a Second Language (ESL) Intermediate p. 44
- Essentials of Human Resource Management p. 9
- Establishing Your Personal Leadership Brand p. 17
- Excel Advanced Workshop: Automating Tasks p. 24
- Excel Advanced Workshop: Complex Formulas p. 24
- Excel Advanced Workshop: Data Analysis & Reporting p. 25
- Excel Essentials Workshop: Analyzing Data p. 25
- Excel Essentials Workshop: Data Basics p. 25
- Excel Essentials Workshop: Presenting Data p. 25
- Excel I p. 26
- Excel II p. 26
- Face First: Introduction to Portraits p. 52
- Fashion Accessories p. 53
- Federal Employment Law: Background Checks, Safety, Immigration & More p. 9
- Federal Employment Law: Employment Discrimination p. 9
- Federal Employment Law: Labor-Management Relations p. 9
- Federal Employment Law: Wage & Hour p. 9
- Fostering a Diverse & Inclusive Workplace p. 9, 16 & 18
- From Concept to Reality: The New Nonprofit p. 42
- Fundamentals of Leadership p. 18
- Gift Planning, Introduction to p. 40
- GMAT® Live-Online Course p. 62
- Golf for Beginners p. 60
- Governance, Legal Compliance & Public Disclosure p. 42
- Grant Academy Bundle p. 37
- Grant Academy Information Session p. 37
- Grants Management p. 37
- Graphic Design Capstone: Designing Your Brand Using Adobe Software p. 28
- GRE® Live-Online Course p. 62
- Guiding Organizational Change p. 14
- Guitar I p. 56
- Guitar II p. 56
- High Desert Horns p. 56
- How to Deal with Disagreements, Conflict & Confrontation p. 5 & 16
- HTML I p. 28 & 32

# Index

---

- Human Resource Management Certificate Program
  - Information Session p. 8
- Identifying Funding Sources p. 37
- Impressionism, Expressionism & Abstracts p. 52
- Infrastructure & Process of Nonprofit Fundraising p. 39
- Intermediate Golf p. 60
- Landscape Photography p. 58
- Leading People Through Change p. 10 & 18
- Lean Six Sigma: Black Belt p. 11
- Lean Six Sigma: Green Belt p. 11
- Legal Consecutive Interpreting II p. 45
- Legal Simultaneous Interpreting I p. 45
- Legal Simultaneous Interpreting II p. 46
- Live-Online ACT®/SAT® Strategy Workshop p. 61
- Live-Online GMAT® Strategy Workshop p. 61
- Live-Online GRE® Strategy Workshop p. 61
- Live-Online LSAT® Strategy Workshop p. 61
- LSAT® Live-Online Course p. 62
- Managing & Responding to Poor Employee Performance p. 10 & 16
- Managing in a Multi-Generational Workplace p. 16 & 18
- Mediation Skills Training p. 19
- Medical Interpretation: Spanish Certificate Program Comprehensive Final Exam p. 48
- Medical Interpretation: Spanish Certificate Program Information Session p. 47
- Medical Interpreting Skills Development p. 47
- Medical Interpreting, Introduction to p. 47
- Medical Terminology & Specialties I p. 47
- Medical Terminology & Specialties II p. 48
- Microsoft Office Basics p. 26
- Mindfulness for Practitioners in Trauma-Informed Care p. 36
- NASM Certified Nutrition Coach p. 34
- NASM Certified Personal Trainer p. 34
- NASM Corrective Exercise Specialist p. 35
- Nonprofit Fundraising Bundle p. 38
- Nonprofit Fundraising Information Session p. 38
- Nonprofit Management Bundle p. 41
- Nonprofit Program Management & Assessment p. 42
- Office Politics: Navigating the Organization p. 18
- Organizational Climate & Cultural Assessment p. 18
- Paralegal Certificate Information Session p. 20
- Paralegal Certificate Program p. 20
- Patternmaking: Introduction p. 53
- Pets & Cannabis p. 50
- PHR/SPHR Certification Preparation p. 11
- PHR/SPHR Information Session p. 10
- PMP® Exam Preparation p. 14
- Preventing Interpersonal Violence p. 36
- Principles of Graphic Design p. 28
- Print Design Capstone: From Pre-Press to Production p. 29
- Problem Solving & Decision Making p. 17
- Project Management Fundamentals Online Lessons & Labs p. 15
- Project Management Training Camp p. 15
- Proposal Writing I p. 38
- Proposal Writing II p. 38
- Protective Services Professional Certificate p. 21
- Public Speaking Bootcamp p. 5
- Pulmonary Dynamics of Vaporizing vs. Smoking p. 50
- Responsible Fundraising p. 40 & 42
- Sales Development Science p. 12
- Sales Operations Science p. 13
- Sewing: Alterations p. 53
- Sewing: The Stitch Room p. 54
- Social Security & Retirement p. 54
- Software Development Bootcamp p. 30
- Software Development: Introductory Course p. 29
- Sommelier Academy Information Session p. 59
- Spanish for Healthcare Professionals I p. 48
- Spanish for Healthcare Professionals II p. 48
- Spanish I p. 55
- Spanish II p. 55
- Spanish III p. 55
- Strong Financial Oversight p. 42
- Subpoenas, Court Orders, & Depositions, Oh My! Ethical Practice in Court p. 36
- Swimwear & Lingerie p. 54
- Telling the Stories that Make Donors Give p. 40 & 42
- Travel Photography p. 58
- UI/UX Design Bootcamp p. 31
- UI/UX Design: Introductory Course p. 30
- Ukulele I p. 56
- Understanding Financial Markets p. 54
- University Basketball Pep Band p. 56
- UNLV Community Concert Band p. 56
- UNLV New Horizons Band p. 57
- UNLV Summer Community Concert Band p. 57
- UNLV University Chorale p. 57
- Unmanned Aircraft Systems Certificate p. 31
- Videography I: The Essentials p. 32
- Vine to Wine: The Fundamentals p. 59
- Voiceover Workshop, Introduction to p. 49
- Watercolors I p. 52
- Watercolors II p. 52
- What the EEOC Expects From Employers p. 10
- Wildlife Painting (In Acrylic), Introduction to p. 52
- Workplace Investigations p. 10

# Class Registration Options



## ONLINE

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

Payment by credit card only.



## PHONE

702-895-3394

Register by phone

8am-5pm Monday-Friday.



## IN PERSON

Bring your registration form to

UNLV Paradise Campus,

851 E. Tropicana,

Las Vegas, NV 89119

(Southeast corner, Tropicana and  
University Center Drive),

8am-5pm Monday-Friday.



## MAIL

Make your check payable to

Board of Regents and send to:

UNLV Division of Educational

Outreach

Box 451019

4505 S. Maryland Parkway

Las Vegas, NV 89154-1019.



## FAX

702-895-4195

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

## Registration Form

Have you taken a class with UNLV Continuing Education?

☐ Yes ☐ No

Registrant's Name \_\_\_\_\_

Address (street, city, state, zip) \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

### Course Information:

Course Code	Course Name	Course Fee

### Payment Information:

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

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

☐ Credit Card—Please charge my



Account No. \_\_\_\_\_ CVV \_\_\_\_\_

Exp. Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Signature \_\_\_\_\_

By submitting this form you are indicating that you have read and agree to abide by all of the policies available online at [ced.unlv.edu/registration-policies](http://ced.unlv.edu/registration-policies). This includes but is not limited to the policies outlined on page 66-67 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](https://ced.unlv.edu/custom-training).

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





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

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



Please share with a friend or  
recycle after May 2022

# PREPARE FOR A NEW CAREER IN TECH

UNLV Continuing Education's expanded  
tech career training includes:

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



To view updated program information as it becomes  
available, visit [ced.unlv.edu/new-programs](https://ced.unlv.edu/new-programs).

**UNLV** | CONTINUING  
EDUCATION