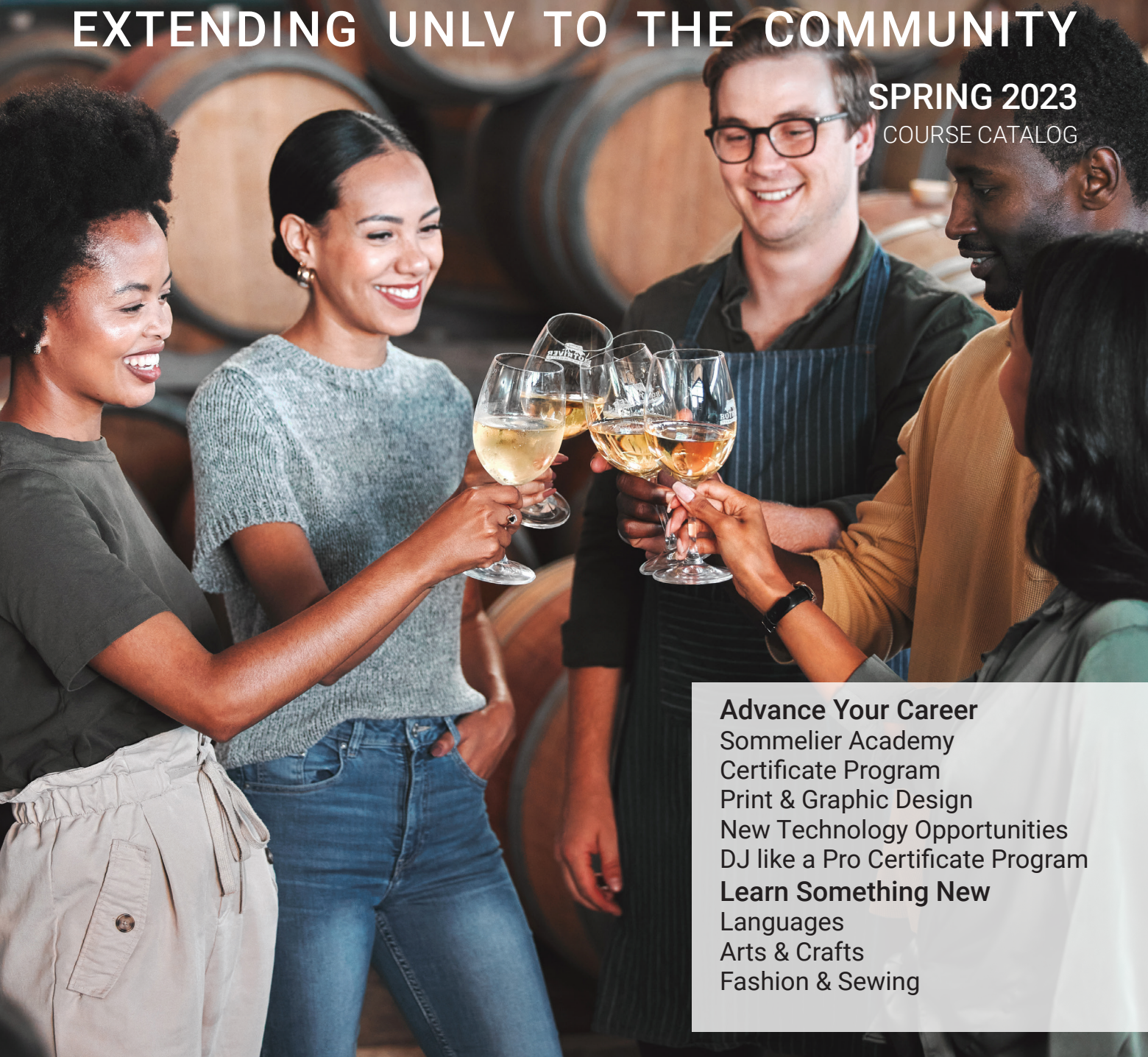


OUTREACH

EXTENDING UNLV TO THE COMMUNITY

SPRING 2023

COURSE CATALOG



Advance Your Career

Sommelier Academy

Certificate Program

Print & Graphic Design

New Technology Opportunities

DJ like a Pro Certificate Program

Learn Something New

Languages

Arts & Crafts

Fashion & Sewing



UNLV | CONTINUING EDUCATION

Instructor Spotlight:

Patricia Battie, MPA Mediation Certificate Program

Mediation is defined as a structured, interactive process where an impartial third party assists disputing parties in resolving conflict through the use of specialized communication and negotiation techniques. A definition like that would test the limits of boredom when introduced into the real world. Luckily, UNLV Continuing Education's lead instructor, **Patricia Battie, goes above and beyond injecting her enthusiasm and passion into every class.**

The mediation program includes learning the five conflict resolution styles, while also ensuring students discover which default style they utilize. This instruction method best prepares future mediators to resolve conflicts with a wide variety of scenarios and personality types.

Patricia Battie, is from Las Vegas, having earned her Bachelor of Science in Business Management from the University of Phoenix, then going on to complete her Master of Public Administration at UNLV. She has been active in the field of mediation for over 16 years and is currently the lead trainer for the Clark County Neighborhood Justice Center.

"I can't think of a company out there that wouldn't want employees with mediation skills that can solve conflicts between co-workers

or clients at a lower level rather than things always getting escalated." Patricia goes on to say, **"this program is open to anyone, from homemakers, lawyers, and even politicians."**

She also pointed out that the benefits of these skills are far reaching. Employees can use these new skills within the workplace for higher performance on team projects, parents can better resolve conflicts in the home, or even leadership can improve morale and productivity by empathizing with potential employee issues. Essentially these skills can be used across the board in a variety of ways to attain personal and professional goals.

Patricia proudly stresses the strengths of UNLV's program come from not only their highly informative in-class lectures, but also their interactive sessions that allow students to practice what they are learning from a wide variety of conflict strategies. **"The highlight of the program is the fun learning environment we create with people who all want to learn as much as they can about the mediation process."**



Learn more about the Mediation Certificate Program on page 16 or at ced.unlv.edu/mediation.

Table of Contents

Business 4

Business Administration Certificate Program	4
Business Analytics Science Certificate Program.....	4
Communications Classes	5
Community Manager Pre-certification Education.....	6
Digital Marketing Science Certificate Program	7
Human Resource Management Certificate Programs/aPHR Certification Preparation	7
Lean Six Sigma Green Belt & Black Belt Certificate Programs	10
Sales Development Science Certificate Program	11
Sales Operations Science Certificate Program	11
Social and Environmental Consciousness Classes	12

Leadership/ Management..... 12

Advanced Project Management Certificate Program	12
Management Certificate Program	13
Organizational Leadership Certificate Program	14

Legal 15

Bail Agent Pre-Licensing Education.....	15
Legal Classes	16
Mediation Certificate Program	16
Paralegal Certificate Program	17
Parenting.....	19
Protective Services Professional Certificate Program	19



Technology/Computers..... 20

AWS Certification Preparation	
CompTIA Certification Preparation.....	20
Cybersecurity Bootcamp Certificate Program	20
Office Productivity Applications.....	20
Pega Certification Preparation.....	21
Print & Graphic Design Certificate Programs	22
Salesforce Administrator and Developer Programs	25
Software Development Bootcamp Certificate Program	25
Web Design Classes.....	26

Healthcare/Wellness Professionals..... 26

Certified Nursing Assistant	26
Peer Recovery Support Specialists ...	27
Mental Health Technician Certification.....	28
Social Work CEU Series.....	28

Nonprofit..... 29

Grant Academy Certificate Program	29
Nonprofit Fundraising Certificate Program	30
Nonprofit Management Certificate Program	32



Scan
here to
enroll
today!

Language Skills for Professionals..... 34

Accent Reduction.....	34
English as a Second Language (ESL).....	35
Legal Interpretation: Spanish Certificate Program	36
Medical Interpretation: Spanish Certificate Program	38
Medical Spanish.....	40

Life & Leisure 41

Arts & Crafts	41
Cannabis Certificate Programs	43
Cannabis Classes.....	44
Dance.....	46
DJ Like a Pro Certificate Program ..	46
Fashion and Sewing Classes.....	57
Fashion Design Certificate Program	48
Food & Beverage	49
Foreign Languages	50
Money Management	52
Music	52
Performing Arts	54
Photography.....	55
Sommelier Academy Certificate Program	58
Sports and Fitness	59
Wellness.....	61

Academic Preparation 62

Institute of Reading Development	62
Test Preparation.....	62
Graduate School Test Preparation	62
College Application Test Preparations.....	64

Policies & Procedures 67



UNLV

CONTINUING EDUCATION

Volume 45 • 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 or by phone, 702-895-0866. Current DRC students should make an appointment to discuss their accommodations with their instructors.



ced.unlv.edu



702-895-3394



@UNLVCE



@UNLV_ce

Professional Development Certificate Programs

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

Business

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

Leadership/Management

- Advanced Project Management Certificate Program p. 12
- Management Certificate Program p. 13
- Organizational Leadership Certificate Program p. 14

Legal

- Mediation Certificate Program p. 16
- Paralegal Certificate Program p. 17
- Protective Services Professional Certificate Program p. 19

Technology/Computers

- Cybersecurity Bootcamp Certificate Program p. 20
- Print & Graphic Design Certificate Programs p. 22
- Software Development Bootcamp Certificate Program p. 25

Healthcare/Wellness Professionals

- Certified Nursing Assistant p. 26
- Mental Health Technician Certification p. 28

Nonprofit

- Grant Academy Certificate Program p. 29
- Nonprofit Fundraising Certificate Program p. 30
- Nonprofit Management Certificate Program p. 32

Language Skills for Professionals

- Legal Interpretation: Spanish Certificate Program p. 36
- Medical Interpretation: Spanish Certificate Program p. 38

Life & Leisure

- Cannabis Budtender Certificate Program p. 43
- DJ Like a Pro Certificate Program p. 46
- Fashion Design Certificate Program p. 48
- Sommelier Academy Certificate Program p. 58



Certificate Candidates:

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

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

Attend a Free Certificate Information Session

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

Grant Academy Information Session

T | Jan 3 | 6-7pm | Online-Zoom | 231GR1150

Human Resource Management Certificate Program Information Session

W | Jan 4 | 5:30-6:30pm | Online-Zoom | 231CP6155

Nonprofit Fundraising Information Session

M | Jan 9 | 6-7pm | Online-Zoom | 231NP3172

Paralegal Certificate Information Session

Th | Dec 15 | 5:30-6:30pm | Online-Zoom | 223PL6128D

W | Feb 15 | noon-1pm | Online-Zoom | 231PL6128A

W | Mar 15 | 5:30-6:30pm | Online-Zoom | 231PL6128B

Mediation Training Certificate Information Session

M | Jan 9 | noon-1pm | Online-Zoom | 231CM1100A

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

Sommelier Academy Information Session

W | Jan 4 | noon-1pm | Online-Zoom | 231WS6101

GRANTS, LOANS & FINANCIAL ASSISTANCE



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

Options Include:

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

Questions?

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

ced.unlv.edu/financial-assistance

Business

Business Administration Certificate Program

ced.unlv.edu/business-administration

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

The curriculum is divided into six learning sessions and covers

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

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

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

In partnership with:

UNLV | LEE
BUSINESS SCHOOL



Business Analytics Science Certificate Program

ced.unlv.edu/business-analytics

Learn Business Analytics in this 10-Week Online Mentored Certificate Course featuring Tableau Desktop Specialist Certification, industry expert guest speakers, real-world projects with hands-on practice, and a strategic Business Analytics Playbook that showcases your data analysis, data modeling, data visualization, SQL and analytical reasoning skills to current and future employers.

Learn Business Analytics in a 10-Week Online Mentored Certificate Course featuring:

- Tableau Desktop Specialist Certification
- Industry expert guest speakers
- Real-world projects with hands-on practice
- Strategic Business Analytics Playbook
- Tableau Desktop Specialist Certification
- Assessments and feedback from mentors

Walk away with in-demand practical skills and a Strategic Business Analytics Playbook that showcases your data analysis, data modeling, data visualization, SQL and analytical reasoning skills to current and future employers

PROGRAM REQUIREMENTS: To earn the Business Analytics Certificate Program Certificate you must successfully complete the Business Analytics Science course.

Business Analytics Science

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

T | Jan 9-Mar 17 (meets 10x) | 4-6pm | \$2,500

W | Feb 6-Apr 14 (meets 10x) | 4-6pm | \$2,500

M | Mar 6-May 19 (meets 10x) | 4-6pm | \$2,500

*Class does not meet: Apr 10

T | Apr 3-Jun 9 (meets 10x) | 4-6pm | \$2,500

W | May 1-Jul 7 (meets 10x) | 4-6pm | \$2,500

M | Jun 5-Aug 18 (meets 10x) | 4-6pm | \$2,500

*Class does not meet Jun 19

This program is offered in collaboration with Greenfig.

GREENfig

Communications Classes

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 | Mar 23 | 9am-noon | \$149
PAR Room 101 | 231CX1106 | 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 10 | 9am-4pm | \$289
PAR Room 302 | 231CP6393 | 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 4-20 (meets 6x) | 6-8:30pm | \$279
PAR Room 300 | 231CX1117 | 1.5 CEUs

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 3 | 9am-noon | \$149
PAR Room 101 | 231CP6123 | 0.3 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 23 | 9am-noon | \$149
PAR Room 101 | 231PG1191 | 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 | Apr 14 | 9am-4pm | \$289
PAR Room 125 | 231CX1109 | 0.6 CEU

The Art of Persuasion & Influence

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

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

Community Manager Pre-Certification Education

ced.unlv.edu/community-manager

Acquire basic community association management skills and meet the requirements for community management found in NRS 116 and 116A, and NAC 116 and 116A. This 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.

Tonya Bates, Betsi Williams, Lorrie Olson, Debora LCosta,
Donna Zanetti, Robert (Bob) Browning
TWTh | Feb 7-Apr 4 (meets 23x) | 5:30-8:30pm | \$649
First Service Residential-Reno | 231RP1100A | 6 CEUs
*Class does not meet: Feb 14, and Mar 30

Robert Forney, Christine Greengrass, General Manager,
Carli A Gilchrist, Tonya Bates, Betsi Williams, Cheri Hauer,
Justin Fertick, Lauren Starner
TWTh | Feb 7-Mar 29 (meets 23x) | 5:30-8:30pm | \$649
First Service Residential-Las Vegas | 231RP1100B | 6 CEUs

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

Digital Marketing Science Certificate Program

ced.unlv.edu/digital-marketing-certificate-program

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

Boost your resume with industry-recognized certifications and qualifications including Google Ads Search Certification, Google Analytics Individual Qualification, and HubSpot Email Marketing Certification.

PROGRAM REQUIREMENTS: To earn the Digital Marketing Certificate Program Certificate you must successfully complete the Digital Marketing Science course.

Digital Marketing Science

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

T | Jan 9-Mar 17 | 4-6pm | \$2,500
 W | Feb 6-Apr 14 | 4-6pm | \$2,500
 M | Mar 6-May 19 | 4-6pm | \$2,500 *Class does not meet: Apr 10
 T | Apr 3-Jun 9 | 4-6pm | \$2,500
 W | May 1-Jul 7 | 4-6pm | \$2,500
 M | Jun 5-Aug 18 | 4-6pm | \$2,500 *Class does not meet Jun 19

GREENfig

Human Resource Management Certificate Programs/aPHR Certification Preparation

ced.unlv.edu/HRManagement

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

HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAM

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

- Essentials of Human Resource Management

ADVANCED HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAM REQUIREMENTS:

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

- Essentials of Human Resource Management

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

Human Resource Management Certificate Program Information Session

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

Continuing Ed Staff
 W | Jan 4 | 5:30-6:30pm | No charge
 Online-Zoom | 231CP6155



Human resource management elective offerings vary by semester. Visit 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 20 | 9am-4pm | \$289
PAR Room 302 | 231CP6107 | 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 3 | 9am-4pm | \$289
PAR Room 302 | 231CP6191 | 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. Required Textbook(s): *HRCP aPHR Certification Preparation Program*

Greg Wilken, JD, SPHR
M | Jan 23-Apr 24 (meets 13x) | 6-9pm | \$949
Online-UNLVGO and Zoom | 231CP6113 | 3.9 CEUs
*Class does not meet: Feb 20

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 28 | 9am-4pm | \$289
PAR Room 302 | 231CP6109 | 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 17 | 9am-4pm | \$289
PAR Room 302 | 231CP6133 | 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 20 | 9am-4pm | \$289
PAR Room 101 | 231CP6129 | 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 17 | 9am-4pm | \$289
PAR Room 302 | 231CP6106 | 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 24 | 9am-4pm | \$289
PAR Room 302 | 231CP6301 | 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.

Continuing Ed Staff
F | Feb 10 | 9am-4pm | \$289
PAR Room 302 | 231CP6159 | 0.6 CEU



Organizational Climate & Cultural Assessment

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

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

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 | Mar 24 | 9am-4pm | \$289
PAR Room 302 | 231CP6121 | 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 3 | 9am-4pm | \$289
PAR Room 302 | 231CP6105 | 0.6 CEU

Lean Six Sigma Green Belt & Black Belt Certificate Programs

ced.unlv.edu/lean-six-sigma

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

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

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

Lean Six Sigma: Green Belt

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

Erik Christensen

MTWThF | Mar 6-10 (meets 5x) | 9am-4pm | \$1,800
PAR Room 125 | 231LN1100A | 3 CEUs

MTWThF | May 15-19 (meets 5x) | 9am-4pm | \$1,800
PAR Room 125 | 231LN1100B | 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 | Apr 17-21 (meets 5x) | 9am-4pm | \$2,400
PAR Room 125 | 231LN1101 | 3 CEUs

“What our students are saying:
The course facilitator was very accommodating and interactive. The content was relevant to my day to day job and I look forward to applying these concepts.”

Lean Six Sigma: Green Belt, Fall 2021

Sales Development Science Certificate Program

ced.unlv.edu/sales-development

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

PROGRAM REQUIREMENTS: To earn the Sales Development Science Certificate Program Certificate you must successfully complete the Sales Development Science course.

Sales Development Science

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. This course explores the science behind these activities and the data-driven strategies for developing, managing and converting sales leads and pipeline into revenue. Delivered fully online, our 10-week Sales Development Science course is taught by industry experts and covers all of the key areas required to sell more efficiently and effectively. Each week features a new learning module in the Learning Management System (LMS) and the option to join a live/online roundtable facilitated by a Sales practitioner. You'll also create a Strategic Sales Development Playbook with activities to advance a real-world company's sales team efforts for increased sales performance and revenue.

W | Jan 9-Mar 17 | 4-5pm | \$2,500
 W | Feb 6-Apr 14 | 4-5pm | \$2,500
 W | Mar 6-May 12 | 4-5pm | \$2,500
 W | Apr 3-Jun 9 | 4-5pm | \$2,500
 W | May 1-Jul 7 | 4-5pm | \$2,500
 W | Jun 5-Aug 11 | 4-5pm | \$2,500

This program is offered in collaboration with Greenfig.

GREENfig

Sales Operations Science Certificate Program

ced.unlv.edu/sales-operations

Learn Sales Ops fundamentals, strategies and best practices used by high-growth companies to increase sales team performance and revenue. Delivered online & self-paced with optional weekly interactive group sessions, this highly rated 10-week course combines on-demand learning with optional (but highly recommended) weekly live/online peer roundtables facilitated by Sales Ops practitioners. You'll master critical concepts through hands-on practice in your individualized Salesforce Developer environment. You'll also develop a Strategic Sales Operations Playbook to solve business challenges and optimize sales performance for a real-world company. By the end of this course, you will earn 14 Salesforce Trailhead badges.

PROGRAM REQUIREMENTS: To earn the Sales Operations Science Certificate Program Certificate you must successfully complete the Sales Operations Science course.

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.

T | Jan 9-Mar 17 | 4-5pm | \$2,500
 T | Feb 6-Apr 14 | 4-5pm | \$2,500
 T | Mar 6-May 12 | 4-5pm | \$2,500
 T | Apr 3-Jun 9 | 4-5pm | \$2,500
 T | May 1-Jul 14 | 4-5pm | \$2,500 *Does not meet: Jul 4
 T | Jun 5-Aug 18 | 4-5pm | \$2,500 *Does not meet: Jul 4

This program is offered in collaboration with Greenfig.

GREENfig

Social & Environmental Consciousness

ced.unlv.edu/sec

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

New! Drinking Sustainably: Natural Wine in the Cultural Zeitgeist

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

Prerequisite: Must be 21 or older.

Eric Prato

T | Mar 7 | 6-8:30pm | \$99

Garagiste Wine Room and Merchant | 231WS6106

New! Environmental, Social, & Governance (ESG) Fundamentals

Despite multiple efforts to consolidate and streamline the ESG (Environmental, Social and Governance) reporting process it remains confusing and time consuming for business owners and operating executives. Even companies with long-standing Corporate Social Responsibility (CSR) executives must now shift into ESG (Environmental, Social & Governance) Strategies. This 8-week program will support CSR/ESG executives as well as those interested in the reporting side of sustainability who see the practice of reporting efforts as a pathway for increasing commitments and initiatives.

Kelly Burton

W | Mar 1-Apr 19 (meets 8x) | 6-9pm | \$599

Online-UNLVGO and Zoom | 231GB1101 | 2.4 CEUs

New! Introduction to Sustainable Fashion

The global fashion and apparel industry has changed dramatically in the last 20 years to become an industry that today produces between six and ten percent of the world's greenhouse gases. This course explores the historical social and environmental aspects of the global fashion industry and the current tools and methodologies available to improve it. You will understand the connection between sustainable development and the apparel industry; think critically about both the common and less discussed aspects of the apparel industry including consumption durability and sustainable

design; appreciate the complexities of the economic impacts of externalities both positive and negative on the industry; and explore the social and environmental impacts and the tools available to monitor and measure positive impact.

Kelly Burton

W | Jan 4-25 (meets 4x) | 6-9pm | \$199

PAR Room 401 | 231FD2158 | 1.2 CEUs

New! Social Responsibility & the Apparel Industry

This course is an introduction to social responsibility and its relationship to environmental responsibility, sustainability, transparency, accountability and human rights. Explore the challenges, risks, and successes of company corporate social responsibility departments and the key stakeholders for responsible manufacturing. Learn how to integrate social responsibility into a company's philosophy, vision, sourcing decisions, and practices to improve working conditions and labor standards in the apparel industry.

Kelly Burton

W | Feb 1-22 (meets 4x) | 6-9pm | \$199

PAR Room 401 | 231FD2159 | 1.2 CEUs

Leadership/Management

Advanced Project Management Certificate Program

ced.unlv.edu/project-management

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

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

CORE COURSES:

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

Management Certificate Program

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.

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

Maggie Harris

TTh | Feb 21-23 (meets 2x) | 9am-noon | \$289
Online-Zoom | 231CP6139 | 0.6 CEU

Crisis Management

Respond quickly, confidently, and competently when life throws a crisis at your organization. You will build an understanding of the challenges and opportunities associated with organizational leadership during crises. The course will use real-world examples (e.g., case studies) as well as selected readings to explore various approaches to crisis management, to understand the strengths and weaknesses of each approach, and to match the approach to the situation. By discussing the challenges and unique aspects of leadership in crises, we will demystify the tactics, techniques, and procedures associated with leadership success in demanding/unexpected circumstances. The last few years have shown how critical it is for leaders in all business sectors to understand crisis management so they can build resilient teams, ensure business continuity, and successfully adapt when the unexpected happens.

Rick Neal

Th | Feb 16-23 (meets 2x) | 6-9pm | \$289
PAR Room 107 | 231CP6186 | 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 23 | 9am-noon | \$149
PAR Room 101 | 231PG1191 | 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.

Christina Nishiyama, MBA, SPHR

F | Apr 21 | 9am-4pm | \$289
PAR Room 302 | 231CP6125 | 0.6 CEU



Managing in a Multi-Generational Workplace

Today's workforce is a multigenerational mix of Boomers, Gen X, Millennial's, 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 12-14 (meets 2x) | 9am-noon | \$289

PAR Room 101 | 231CP6185 | 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 21-23 (meets 2x) | 9am-noon | \$289

PAR Room 302 | 231CP6157 | 0.6 CEU

Problem Solving & Decision Making

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

Charlie Carr, M.A. Ed.S.

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

PAR Room 302 | 231CP6182 | 0.6 CEU

Organizational Leadership Certificate Program

ced.unlv.edu/organizational-leadership

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

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

- Fundamentals of Leadership

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

- Fundamentals of Leadership

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

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

Maggie Harris

TTh | Feb 21-23 (meets 2x) | 9am-noon | \$289

Online-Zoom | 231CP6139 | 0.6 CEU



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

Crisis Management

Respond quickly, confidently, and competently when life throws a crisis at your organization. You will build an understanding of the challenges and opportunities associated with organizational leadership during crises. The course will use real-world examples (e.g., case studies) as well as selected readings to explore various approaches to crisis management, to understand the strengths and weaknesses of each approach, and to match the approach to the situation. By discussing the challenges and unique aspects of leadership in crises, we will demystify the tactics, techniques, and procedures associated with leadership success in demanding/unexpected circumstances. The last few years have shown how critical it is for leaders in all business sectors to understand crisis management so they can build resilient teams, ensure business continuity, and successfully adapt when the unexpected happens.

Rick Neal

Th | Feb 16-23 (meets 2x) | 6-9pm | \$289

PAR Room 107 | 231CP6186 | 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 14 | 9am-4pm | \$289

PAR Room 302 | 231CP6309 | 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 1-22 (meets 4x) | 6-9pm | \$699

PAR Room 302 | 231CP6300 | 1.2 CEUs

Legal

Bail Agent Pre-Licensing Education

ced.unlv.edu/bail-agent

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

New!

Bail Agent Pre-Licensing

Bail Agents are licensed and qualified individuals who are authorized to post bail bonds, and who play a critical role in judicial proceedings. Duties consist of determining the risk of the defendant and whether to post a bond, whether the defendant has violated one of the court's terms of release, and whether the defendant has failed to appear in court. Learn the essentials needed in order to apply to become a licensed Bail Agent, including the relevant statutes and regulations, duties of licensee's, records management, agreements, premiums and charges, collateral, apprehension and surrender, prohibited acts, advertising, bail forfeitures, and court terminating liability. Instruction will be provided in compliance with the rules of the Nevada Division of Insurance and Nevada courts. This course fulfills the "Nevada State Bail Pre-Licensing Course" as required by the Nevada Division of Insurance.

Prerequisite: Must be a resident of Nevada for at least one year. Must be 18 years or older.

Tracy DiFillippo, JD

M | Feb 13 | 9am-5pm | \$559

PAR Room 101 | 231PL6145 | 0.6 CEU





Legal Classes

ced.unlv.edu/legal

Mediation Certificate Program

ced.unlv.edu/mediation

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

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

Mediation Training Certificate Information Session

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

Continuing Ed Staff

M | Jan 9 | noon-1pm | No charge

Online-Zoom | 231CM1100A

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

Online-Zoom | 231CM1100B



What our students are saying:

Excellent presentation. Instructors were very knowledgeable about the coursework and subject being taught. A variety of techniques were used to keep the classes engaging and informative."


Mediation Training,
Fall 2022

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-mediators, and two solo mediations. The practicum will allow you to practice your skills and gain confidence in your ability to mediate conflict and facilitate difficult conversations. This class is eligible for 31.5 CLEs (30 general and 1.5 ethics) through the Nevada Board of Continuing Legal Education for attorneys and judges. A basic mediation training manual is provided for each student.

Patricia Battie

Sa | Feb 4-Mar 4 (meets 5x) | 8:30am-5pm | \$1,299
Clark County Neighborhood Justice Center | 231CM1120 | 4 CEUs

 What our students are saying:
Learning the law behind the job is so insightful for me as a current paralegal. So many things have fallen into place now that I learned about building a case from the ground up using the elements and facts. I look forward to applying the things and skills I've learned. The instructor is very passionate about his clients and the law and I enjoyed hearing about his experiences."

Paralegal Certificate Program,
Fall 2021

Paralegal Certificate Program

ced.unlv.edu/paralegal

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

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

Paralegal Certificate Information Session

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

W | Feb 15 | noon-1pm | No charge
Online-Zoom | 231PL6128A

Continuing Ed Staff
W | Mar 15 | 5:30-6:30pm | No charge
Online-Zoom | 231PL6128B

Paralegal Certificate Program

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

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

Continuing Ed Staff

MW | Jan 23-May 17 (meets 30x) | 9am-noon | \$6,634

PAR Room 302 | 231PL6131A | 12.5 CEUs

*Class does not meet: Feb 20 & 22, and Apr 10 & 12

TTh | Jan 24-May 18 (meets 30x) | 6-9pm | \$6,634

PAR Room 302 | 231PL6131B | 12.5 CEUs

*Class does not meet: Feb 21 & 23, and Apr 11 & 13

Paralegal Certificate Program-Online

When you earn UNLV's highly respected Paralegal Certificate online, you will enjoy quality education at a time that is convenient to you. By completing our robust and engaging self-paced curriculum, you will become well versed in the day-to-day responsibilities of a paralegal, plus you will develop a firm understanding of the U.S. legal system. Coursework is divided into two primary categories: Practicum and the Law. Practicum curriculum focuses on the skills most in demand in a paralegal: effective legal research, persuasive writing, law practice management, document formatting and structure, court filing, calendaring deadlines, and ethical representation. You will learn these skills and put them into practice by representing two hypothetical clients: a plaintiff and a defendant. The law curriculum will provide you with a strong foundation of the legal concepts you are most likely to encounter in U.S. paralegal practice: torts, contracts, criminal law, criminal procedure, civil procedure, family law, and estate planning/probate. UNLV paralegal students gain the knowledge, skills, and confidence they need to successfully enter the profession. This is a self-paced fully online course where you will have up to 30 weeks to complete the program. The registration fee includes access to LexisNexis and Westlaw. Please estimate \$400 for additional required textbooks that are not included in the registration fee. Please note: You will have access to the entire online course starting on the first of the month. As such, this program has a non-standard refund policy. A 100% refund is available if you withdraw on or before the close of business at the end of the second week of the course. No other refunds will be honored after that date. If you are registering and residing outside of Nevada while completing this online program, please read the SARA disclaimer and disclosures document on our website prior to registering. Required Textbook(s): ISBNs: 9780199378357, 9781133691853, 9781454855552, 9781717901606, 979-8428006766

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

Continuing Ed Staff

Mar 1-Sep | \$6,634

Online-UNLVGO | 231PL6149A | 12.5 CEUs



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

Parenting

ced.unlv.edu/cp

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

Cooperative Parenting-Shielding Your Children From Conflict

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

Kushica K Flowers,
T | Jan 24-Mar 14 (meets 8x) | 5:30-7:30pm | \$299
PAR Room 511 | 231PL6105A

Liliana Radillo
Th | Jan 26-Mar 16 (meets 8x) | 5:30-7:30pm | \$299
PAR Room 511 | 231PL6105B



Protective Services Professional Certificate Program

ced.unlv.edu/protective-services

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

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 Chris Fry at PFC Training at Fry@pfcgoc.com or 702-647-1126.

Prerequisite: Please see ced.unlv.edu/protective-services for admission standards.

Steve Krystek, PFC Training
FSaSuMTWTh | Mar 31-Apr 6 (meets 7x) | 9am-5pm | \$2,850
Off site (PFC) | 231SD3143 | 7 CEUs

Technology/Computers



AWS Certification Preparation

ced.unlv.edu/aws

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

This program is offered in collaboration with Skillstorm.



SKILLSTORM



CompTIA Certification Preparation

ced.unlv.edu/comptia

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

This program is offered in collaboration with Skillstorm.



SKILLSTORM

Cybersecurity Bootcamp Certificate Program

ced.unlv.edu/cybersecurity

Cybersecurity: 30-Hour Introductory Course

Gain a foundational understanding of cybersecurity essentials. By the end of this course, you will know if cybersecurity is a fit for you before deciding to enroll in the Cybersecurity Bootcamp. You will need a laptop and internet access to participate in this course.

MW | Jan 18-Feb 15 | 6pm-9:30pm | \$180
 TTh | Jan 19-Feb 16 | 6pm-9:30pm | \$180
 MW | Mar 20-Apr 17 | 6pm-9:30pm | \$180
 TTh | Mar 21-Apr 18 | 6pm-9:30pm | \$180
 MW | May 22-Jun 26 | 6pm-9:30pm | \$180
 TTh | May 23-Jun 27 | 6pm-9:30pm | \$180

Delivered live online. Students participate in virtual simulation labs, live classroom and Q&A sessions, and more.

Cybersecurity Bootcamp

Learn to defend digital information, implement security measures, respond to cyberattacks, and protect business and consumer data. Engage in virtual lectures, participate in virtual cyber labs, real-world digital simulations, and individual and group exercises. This program provides you with a foundational understanding and a practical, immersive experience that will help you gain entry into the field of cybersecurity. You will need a laptop and internet access to participate in this course.

Prerequisite: Cybersecurity Introductory Course

MWSa | Mar 6-Nov 13 | 6pm-9:30pm | \$16,600

TThSu | Mar 7-Nov 9 | 6pm-9:30pm | \$16,600

MWSa | May 1-Jan 22 | 6pm-9:30pm | \$16,600

TThSu | May 2-Jan 18 | 6pm-9:30pm | \$16,600

Delivered live online. Students participate in virtual simulation labs, live classroom and Q&A sessions, and more.

This program is offered in collaboration with ThriveDX.

ThriveDX

Office Productivity Applications

ced.unlv.edu/programs/office-productivity-applications

Better Documents with Microsoft Office

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

You must have access to Microsoft Word, Excel, and PowerPoint. Required Textbook(s): *Pearson eText Exploring Microsoft Office Word 2019 – Instant Access* (ISBN: 9780136912064).

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

Sharon Fry, MCT, MOS Master, MCP, MTA

W | Jan 11-Feb 1 (meets 4x) | 3-6:15pm | \$329

PAR Room 123 | 231CW8178 | 1.2 CEUs

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 19-Feb 9 (meets 4x) | 9-12:15AM | \$329
Online-UNLVGO and Zoom | 231CW8163 | 1.2 CEUs

Excel II

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

Prerequisite: Excel I or similar working knowledge and experience.

Sharon Fry, MCT, MOS Master, MCP, MTA
Th | Feb 23-Mar 16 (meets 4x) | 9am-12:15pm | \$329
Online-UNLVGO and Zoom | 231CW8138 | 1.2 CEUs

Google Apps: Docs, Sheets & Slides

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

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

John Larson
W | Jan 18-Mar 8 (meets 8x) | 1-3pm | \$199
PAR Room 123 | 231CW8103

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 15-Apr 19 (meets 6x) | 1-3pm | \$189
PAR Room 123 | 231CW8177



Pega Certification Preparation

ced.unlv.edu/pega

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

This program is offered in collaboration with Skillstorm.



Print & Graphic Design Certificate Programs

ced.unlv.edu/graphic-design

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

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

CORE COURSES:

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

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

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

ELECTIVE COURSE OPTIONS:

- Brand Identity Basics
- Cascading Style Sheets
- HTML I
- Introduction to Composition & Color
- Introduction to Content Management
- Introduction to Sequential Art (Comics, Manga, Children's Books)
- Introduction to Zines and Zine Making
- Large Format Printing & Design for Tradeshows & Conventions
- Learning to See Creatively
- Photography for Graphic Design
- Principles of Graphic Design
- Print on Demand for Beginners
- 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 access to Adobe Illustrator.

Jessica Kennedy

M | Jan 23-Mar 6 (meets 6x) | 5:30-8:30pm | \$339
Online-UNLVGO and Zoom | 231WM8121 | 1.8 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

M | Mar 27-May 1 (meets 6x) | 5:30-8:30pm | \$339
Online-UNLVGO and Zoom | 231WM8100 | 1.8 CEUs

Adobe InDesign I

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

Allison Streater

T | Apr 4-May 9 (meets 6x) | 6-9pm | \$339
Online-UNLVGO and Zoom | 231WM8106 | 1.8 CEUs

Adobe Photoshop I

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

Vernetta Thomas

T | Jan 3-Feb 7 (meets 6x) | 6-9pm | \$339
Online-UNLVGO and Zoom | 231WM8122 | 1.8 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).

Jessica Kennedy

MW | Mar 13-20 (meets 3x) | 5:30-7:30pm | \$189

Online-UNLVGO and Zoom | 231WM8179 | 0.6 CEU

New!

Documentary Photography

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

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

Vernetta Thomas

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

Online-UNLVGO and Zoom | 231PH1110 | 1.5 CEUs



What our students are saying:

The teacher was amazing she made everything fun and interesting and really understandable."

Photoshop I,
Fall 2022

New!

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

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

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

David Dace

Th | Feb 16-Mar 23 (meets 6x) | 6-9pm | \$289

Online-UNLVGO and Zoom | 231WM8183 | 1.8 CEUs

New!

Introduction to Zines & Zine Making

What is a zine? Think magazine but the word zine is actually short for fanzine. Popular as a way to share information in the pre-digital era, they are generally self-circulated, self-published, and relatively inexpensive print publications. Zines continue to grow in popularity, and have evolved in their purpose, how they are designed, and made. Learn about the history of zine making, see a variety of examples, and be guided in making your own zine from concept to finished product. Learn and understand the concepts of personal expression, storytelling, social change, personal histories/herstories, humor as activism, and idea sharing as they relate to zine making. Materials and supplies will be discussed on the first day of class.

Dan Hernandez

W | Jan 4-18 (meets 3x) | 6-8pm | \$119

PAR Room 125 | 231WM8181 | 0.06 CEU



New!

Large Format Printing & Design for Tradeshows & Conventions

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

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

Marc Greges

Sa | Jan 28-Feb 11 (meets 3x) | 2-5pm | \$199

Online-UNLVGO and Zoom | 231WM8182 | 0.9 CEU

Learning to See Creatively

Learning To See Creatively is a continuation of the development of students' digital photography skills, with emphasis on developing a creative vision. Learn the thought process behind the image. You will be introduced to various photographers' creative work, and learn what their motivation is/was in producing images that are creative and interesting. Many of these photographers factor in personal life experience in their creative process, coupled with experimenting with various photographic techniques. You will be introduced to various types of techniques and cameras. Whatever type of camera you have will be sufficient (does not necessarily need to be DSLR).

Prerequisite: Photography for Graphic Designers or similar knowledge and experience.

Vernetta Thomas

W | Mar 29-Apr 26 (meets 5x) | 6-9pm | \$289

Online-UNLVGO and Zoom | 231PH1109 | 1.6 CEUs

Photography for Graphic Designers

Develop an understanding of basic photography skills used to communicate through graphic design. Learn to shoot quality photographs in manual mode. Demonstrate an understanding of the terminology used in photography and how it relates to your projects. Understand the gear needed and which lenses are essential. Learn which lighting techniques work best to get your desired results and a variety of post-production strategies. Strengthen your approach to light and color to use in a way that vectors do not. Learn how to recognize the power of composition when branding or telling a story. Must have access to DSLR camera with a manual mode option to participate in class.

Required Textbook(s): Mastering Aperture, Shutter Speed, ISO and Exposure (ISBN: 9781482314458)

Vernetta Thomas

W | Feb 15-Mar 22 (meets 6x) | 6-9pm | \$339

Online-UNLVGO and Zoom | 231PH1108 | 1.8 CEUs

Print Design Capstone: From Pre-Press to Production

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

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

Jessica Kennedy

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

Online-UNLVGO and Zoom | 231WM8156 | 1.2 CEUs



Print on Demand for Beginners

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

John Larson

Th | Mar 30-Apr 13 (meets 3x) | 6-8pm | \$99

Online-UNLVGO and Zoom | 231WM8180 | 0.6 CEU

WordPress I

WordPress is the most popular content management system (CMS) available. Harness the power of WordPress CMS to build modern, easy-to-navigate websites. Learn how to install, set up, and publish websites using the core functionality of the WordPress platform. Gain familiarity with customizing themes, building e-commerce shops, and implementing basic search engine optimization into your WordPress website.

Prerequisite: HTML-I or have similar working knowledge and experience.

John Larson

M | Apr 17-May 22 (meets 6x) | 6-9pm | \$339

Online-UNLVGO and Zoom | 231WM8171 | 1.8 CEUs



Salesforce Administrator & Developer Programs

ced.unlv.edu/salesforce

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

This program is offered in collaboration with Skillstorm.



Software Development Bootcamp Certificate Program

ced.unlv.edu/software-development

Software Development: 30-Hour Introductory Course

Start training for the career of your dreams. In the Introductory Course, you will learn the most fundamental elements of software development. Experience what an online learning environment is like and discover how classes and interactions flow. Most importantly, after completing the Introductory Course, you'll be able to make a confident and informed decision about enrolling in the Software Development Bootcamp course. You will need a laptop and internet access to participate in this course.

MW | Feb 13-Mar 15 | 6pm-9:30pm | \$180

TTh | Feb 14-Mar 16 | 6pm-9:30pm | \$180

Delivered live online. Students participate in virtual simulation labs, live classroom and Q&A sessions, and more.

Software Development Bootcamp

From mobile banking to connected homes, to autonomous vehicles, nearly every aspect of our lives are now dependent on lines of code. Whether it's a virtual assistant, smart insulin pump, or any other web-connected device, it needs coded instructions to work. Businesses need builders, thinkers, and leaders. In this program, you will gain the tactical software engineering principles, soft skills, problem-solving, and communications skills to become a successful software engineer and an asset to any team.

Prerequisite: Software Development Introductory Course.

TThSu | Mar 30-Nov 16 | 6pm-9:30pm | \$16,600

Delivered live online. Students participate in virtual simulation labs, live classroom and Q&A sessions, and more.

This program is offered in collaboration with ThriveDX.





Web Design Classes

ced.unlv.edu/web-design-classes

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

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).

Jessica Kennedy

MW | Mar 13-20 (meets 3x) | 5:30-7:30pm | \$189

Online-UNLVGO and Zoom | 231WM8179 | 0.6 CEU

WordPress I

WordPress is the most popular content management system (CMS) available. Harness the power of WordPress CMS to build modern, easy-to-navigate websites. Learn how to install, set up, and publish websites using the core functionality of the WordPress platform. Gain familiarity with customizing themes, building e-commerce shops, and implementing basic search engine optimization into your WordPress website.

Prerequisite: HTML-I or have similar working knowledge and experience.

John Larson

M | Apr 17-May 22 (meets 6x) | 6-9pm | \$339

Online-UNLVGO and Zoom | 231WM8171 | 1.8 CEUs

Healthcare/Wellness Professionals

Certified Nursing Assistant

ced.unlv.edu/certified-nursing-assistant

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

Certified Nursing Assistant (CNA) Training Program

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

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

Textbook, workbook, one set of scrubs (top and bottom), licensing fees, and additional materials are included in the tuition.

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

Kathy Clemens
WFM | Jan 4-Feb 3 (meets 13x) | 8am-4:30pm | \$2,575
Perry Foundation | 231NA1100A | 9.6 CEUs

Kathy Clemens
TTh | Jan 10-Feb 21 (meets 13x) | 8am-4:30pm | \$2,575
Perry Foundation | 231NA1100B | 9.6 CEUs

Claudette Lachowicz
WThF | Jan 18-Feb 15 (meets 13x) | 5-9pm | \$2,575
Perry Foundation | 231NA1100C | 9.6 CEUs

Madge Rascoe
MTW | Jan 23-Feb 21 (meets 13x) | 8am-4:30pm | \$2,575
Perry Foundation | 231NA1100D | 9.6 CEUs

Kathy Clemens
WFM | Feb 8-Mar 10 (meets 13x) | 8am-4:30pm | \$2,575
Perry Foundation | 231NA1100E | 9.6 CEUs

Madge Rascoe
TWM | Feb 21-Mar 21 (meets 13x) | 8am-4:30pm | \$2,575
Perry Foundation | 231NA1100F | 9.6 CEUs

Kathy Clemens
TTh | Feb 28-Apr 11 (meets 13x) | 8am-4:30pm | \$2,575
Perry Foundation | 231NA1100G | 9.6 CEUs

Kathy Clemens
MWF | Mar 13-Apr 10 (meets 13x) | 8am-4:30pm | \$2,575
Perry Foundation | 231NA1100H | 9.6 CEUs

Madge Rascoe
MTW | Mar 27-Apr 24 (meets 13x) | 8am-4:30pm | \$2,575
Perry Foundation | 231NA1100I | 9.6 CEUs

Claudette Lachowicz
WThF | Apr 5-May 3 (meets 13x) | 5-9pm | \$2,575
Perry Foundation | 231NA1100J | 9.6 CEUs

Kathy Clemens
MWF | Apr 17-May 15 (meets 13x) | 8am-4:30pm | \$2,575
Perry Foundation | 231NA1100K | 9.6 CEUs

Kathy Clemens
TTh | Apr 18-May 30 (meets 13x) | 8am-4:30pm | \$2,575
Perry Foundation | 231NA1100L | 9.6 CEUs

Madge Rascoe
MTW | Apr 24-May 22 (meets 13x) | 8am-4:30pm | \$2,575
Perry Foundation | 231NA1100M | 9.6 CEUs

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

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



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

Peer Recovery Support Specialists

ced.unlv.edu/peer-recovery



Overdose Prevention Training: Recognizing & Responding to an Opioid Overdose

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

Sara Cerruto-Jacobs
W | Feb 22 | 11am-noon | No charge
Foundation for Recovery | 231HE1109



Peer Recovery Support Specialist Certificate Preparation

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

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

Sara Cerruto-Jacobs
MTWThF | Jan 23-27 (meets 5x) | 8:30am-5pm | \$699
Foundation for Recovery | 231HE1110 | 4.6 CEUs



Peer Recovery Support Specialist Supervisor Certificate Preparation

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

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

Sara Cerruto-Jacobs
TWTh | Apr 11-13 (meets 3x) | 8:30am-5pm | \$299
Foundation for Recovery | 231HE1111 | 2.5 CEUs

Mental Health Technician Certification

ced.unlv.edu/mental-health-technician-certification

The Perry Foundation Academy of Health's Mental Health Technician Certification program is a 5-week program that dives into the history of mental health and teaches the skills needed to be an effective mental healthcare provider.

Social Work CEU Series

ced.unlv.edu/social-work

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

In partnership with:

UNLV
School of
Social Work

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.

Anne-Marie Abruscato, LCSW
Th | Mar 23 | 6-9:15pm | \$59
Online-Zoom | 231SW3110 | 0.3 CEU

Ethical Considerations in Working With Sex Workers & Survivors of Trafficking

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

Kathleen Bergquist, JD, PhD, MSW
Th | May 25 | 5-9:15pm | \$69
Online-Zoom | 231SW3116 | 0.4 CEU



Perinatal Mood Disorders

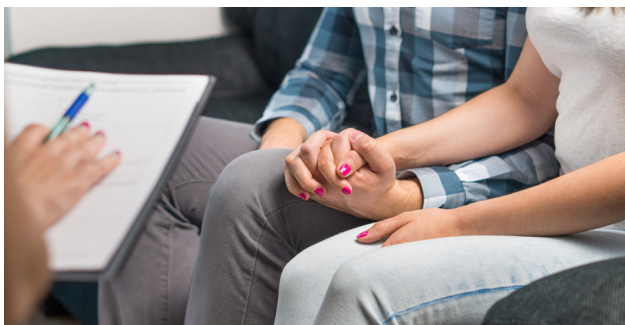
Gain insight into the importance of, and the need for awareness, prevention, and intervention to assist individuals and families that experience a Perinatal Mood and/or Anxiety Disorder. You will discuss and understand the definitions, prevalence, and stigmatization surrounding this population, and review current research, assessment, and treatment strategies for people with maternal and paternal perinatal mood and anxiety disorders (PMADS). This course is approved for 3 CEUs by the NV Board of Examiners for Social Workers and the NV Board of Examiners for MFTs & CPCs.

Frances Young, LCSW, PMH-C
Th | Apr 20 | 6-9:15pm | \$59
PAR Room 133 | 231SW3117 | 0.3 CEU

Treating Addictions

Chemical or process addiction has created suffering among many people; knowing how to help people deal with addiction has become an important but challenging task. This program focuses on the instructor’s ACQS model in treating addiction: A is the fundamentals of addiction; C is co-occurring disorders; Q is the quality of life; and S is the social factor. This course is approved for 3 CEUs by the NV Board of Examiners for Social Workers and the NV Board of Examiners for MFTs & CPCs.

An-Pyng Sun, PhD, LCSW
Th | Feb 23 | 6-9:15pm | \$59
Online-Zoom | 231SW3209 | 0.3 CEU



Nonprofit

Grant Academy Certificate Program

ced.unlv.edu/grant-academy

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

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

CORE COURSES:

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

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 24-Feb 2 (meets 4x) | 4-6pm | \$219
Online-UNLVGO and Zoom | 231GR1142 | 0.8 CEU

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 3 | 6-7pm | No charge
Online-Zoom | 231GR1150

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 18-27 (meets 4x) | 4-6pm | \$219

Online-UNLVGO and Zoom | 231GR1136 | 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 7-21 (meets 4x) | 4-6pm | \$219

Online-UNLVGO and Zoom | 231GR1140 | 0.8 CEU

Proposal Writing I

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

Beth Rubins, MSW

TTh | Mar 7-16 (meets 4x) | 6-8pm | \$219

Online-UNLVGO and Zoom | 231GR1144 | 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

T | Mar 28-Apr 18 (meets 4x) | 4-6pm | \$219

Online-UNLVGO and Zoom | 231GR1134 | 0.8 CEU

Nonprofit Fundraising Certificate Program

ced.unlv.edu/nonprofit-fundraising

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

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

CORE COURSES:

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

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

Nonprofit Fundraising Information Session

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

Continuing Ed Staff

M | Jan 9 | 6-7pm | No charge

Online-Zoom | 231NP3172

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 | Feb 28 | 9am-1pm | \$89

Online-Zoom | 231NP3148 | 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

TW | Apr 18-26 (meets 4x) | 2-5pm | \$229

Online-UNLVGO and Zoom | 231NP3170 | 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 13-22 (meets 4x) | 4-7pm | \$229

Online-UNLVGO and Zoom | 231NP3169 | 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 27-Mar 8 (meets 4x) | 4-7pm | \$229

Online-UNLVGO and Zoom | 231NP3163 | 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 19 | 9am-1pm | \$89

Online-Zoom | 231NP3168 | 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 30-Feb 13 (meets 5x) | 4-7pm | \$299

Online-UNLVGO and Zoom | 231NP3130 | 1.5 CEUs

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 2-23 (meets 4x) | 9am-1pm | \$299

Online-UNLVGO and Zoom | 231NP3131 | 1.6 CEUs



Telling the Stories that Make Donors Give

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

T. Clay Buck, CFRE

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

Online-UNLVGO and Zoom | 231NP3165 | 0.8 CEU

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

Online-UNLVGO and Zoom | 231NP3165 | 0.8 CEU

The Art of Fundraising: Event Management

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

Continuing Ed Staff

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

Online-UNLVGO and Zoom | 231NP3104 | 0.8 CEU

Nonprofit Management Certificate Program

ced.unlv.edu/nonprofit-management

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

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

CORE COURSES:

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

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

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 30-Jun 8 (meets 17x) | \$1,049

Online-UNLVGO and Zoom | 223NPBUNDB | 6.4 CEUs



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

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 20 | 11am-12:30pm | \$19
Online-Zoom | 231NP3143 | 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 20 | 9-10:30am | \$19
Online-Zoom | 231NP3151 | 0.15 CEU

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 24-Feb 2 (meets 4x) | 4-6pm | \$219
Online-UNLVGO and Zoom | 231GR1142 | 0.8 CEU

Crisis Management

Respond quickly, confidently, and competently when life throws a crisis at your organization. You will build an understanding of the challenges and opportunities associated with organizational leadership during crises. The course will use real-world examples (e.g., case studies) as well as selected readings to explore various approaches to crisis management, to understand the strengths and weaknesses of each approach, and to match the approach to the situation. By discussing the challenges and unique aspects of leadership in crises, we will demystify the tactics, techniques, and procedures associated with leadership success in demanding/unexpected circumstances. The last few years have shown how critical it is for leaders in all business sectors to understand crisis management so they can build resilient teams, ensure business continuity, and successfully adapt when the unexpected happens.

Rick Neal
Th | Feb 16-23 (meets 2x) | 6-9pm | \$289
PAR Room 107 | 231CP6186 | 0.6 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 | Mar 31 | 9am-5pm | \$179
Online-Zoom | 231NP3152 | 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,
ThT | Feb 16-28 (meets 4x) | 4-6pm | \$179
Online-UNLVGO and Zoom | 231NP3101 | 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 6-27 (meets 4x) | 9am-1pm | \$299

Online-UNLVGO and Zoom | 231NP3149 | 1.6 CEUs

Nonprofit Program Management & Assessment

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

Scott Emerson

Th | May 18-Jun 8 (meets 4x) | 9am-1pm | \$299

Online-UNLVGO and Zoom | 231NP3164 | 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 30-Feb 13 (meets 5x) | 4-7pm | \$299

Online-UNLVGO and Zoom | 231NP3130 | 1.5 CEUs

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 2-23 (meets 4x) | 9am-1pm | \$299

Online-UNLVGO and Zoom | 231NP3131 | 1.6 CEUs

The Art of Fundraising: Event Management

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

Continuing Ed Staff

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

Online-UNLVGO and Zoom | 231NP3104 | 0.8 CEU

Language Skills for Professionals

Accent Reduction

ced.unlv.edu/accent-reduction

Accent Reduction for International Professionals I

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

Katia Abou-Haidar, MAAL

MW | Jan 23-Feb 8 (meets 6x) | 6-8:30pm | \$299

PAR Room 301 | 231CX1113 | 1.5 CEUs

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.

*Class does not meet: Feb 20

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.

MW | Mar 13-29 (meets 6x) | 6-8:30pm | \$299
PAR Room 301 | 231CX1124 | 1.5 CEUs

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

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

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

TTh | Jan 10-Mar 16 (meets 20x) | 6-9pm | \$699
PAR Room 300 | 231LA2125 | 6 CEUs





English as a Second Language (ESL) Intermediate

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

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

Cecilia P Ordinario, M.Ed.

Sa | Jan 14-Apr 22 (meets 15x) | 9:30am-1pm | \$699

PAR Room 301 | 231LA1124A | 6 CEUs

*Class does not meet: Feb 18

Alejandro Grimaldo

TTh | Mar 14-May 18 (meets 20x) | 6-9pm | \$699

PAR Room 401 | 231LA1124B | 6 CEUs

English as a Second Language (ESL) Advanced

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

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

Katia Abou-Haidar, MAAL

TTh | Mar 7-May 11 (meets 20x) | 6-9pm | \$699

Online-UNLVGO and Zoom | 231LA1126 | 6 CEUs

Legal Interpretation: Spanish Certificate Program

ced.unlv.edu/legal-interpretation

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

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

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

CORE COURSES:

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

We are now accepting language proficiency documentation for Fall 23 enrollment for the Legal Interpretation: Spanish Certificate. Course listing for Fall will be available after July 1. Visit: ced.unlv.edu/legal-interpretation or call 702-895-3394 for more information.



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 21-Mar 14 (meets 4x) | 6-9pm | \$339

Online-UNLVGO and Zoom | 231LA1137 | 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-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 9-Feb 6 (meets 4x) | 6-9pm | \$339

Online-UNLVGO and Zoom | 231LA1136 | 1.2 CEUs

*Class does not meet: Jan 16



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-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 27-Apr 17 (meets 4x) | 6-9pm | \$339

Online-UNLVGO and Zoom | 231LA1138 | 1.2 CEUs



Medical Interpretation: Spanish Certificate Program

ced.unlv.edu/medical-interpretation

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

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

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

CORE COURSES:

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

Now accepting applications for Fall 2023. Please visit website to apply and sign up for program updates.

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 17 | 6-8pm | No charge

Online-Zoom | 231LA1170

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 two weeks prior to starting program coursework.

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

TTh | Jan 31-Feb 16 (meets 6x) | 6-9pm | \$369

PAR Room 101 | 231LA1171 | 1.8 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 for more information.

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

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

Medical 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 18-May 4 (meets 6x) | 6-9pm | \$369
PAR Room 123 | 231LA1157 | 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 | Feb 28-Mar 9 (meets 4x) | 6-9pm | \$249
PAR Room 512 | 231LA1172 | 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 21-30 (meets 4x) | 6-9pm | \$249
PAR Room 512 | 231LA1173 | 1.2 CEUs

Medical Spanish

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.

Medical Spanish I

Learn and practice oral communication and listening strategies to quickly develop your ability to speak and understand basic Spanish in a healthcare context. Become familiar with general medical vocabulary, beginning grammar structures, pronunciation, communication strategies, and cross-cultural issues. Wish you knew how to say a specific word or phrase sooner rather than later? You will have the opportunity to ask the instructor for practical advice during each class. Required Textbook(s): *Spanish for Healthcare Providers* (ISBN: 9781260467888)

Deborah Arteaga, Ph.D, CMI, CHI™
TTh | Feb 7-Mar 9 (meets 10x) | 6-8pm | \$249
PAR Room 301 | 231LA1178 | 2 CEUs

Medical Spanish II

Improve your medical Spanish fluency, vocabulary and ability to interact more in depth with Spanish speakers in a healthcare context. Building on what you learned in Medical Spanish I, you will learn and practice intermediate oral communication and listening strategies, to further develop your ability to speak and understand Spanish in a healthcare context. In class lecture and practice sessions will cover 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, Medical Spanish I, or Spanish I, or equivalent.

Deborah Arteaga, Ph.D, CMI, CHI™
TTh | Mar 21-Apr 20 (meets 10x) | 6-8pm | \$249
PAR Room 301 | 231LA1179 | 2 CEUs



Life & Leisure

Arts & Crafts

ced.unlv.edu/arts-crafts

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

Acrylics I

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

Regina Yenser

Sa | Jan 21-Feb 18 (meets 5x) | 1:30-4:30pm | \$139
PAR Room 512 | 231AR1121

Acrylics II

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

Janice Schaeffer

Sa | Mar 4-Apr 1 (meets 5x) | 1:30-4:30pm | \$139
PAR Room 511 | 231AR1100

New! Collectible Teddy Bear Making Workshop

Experience the joy of creating your own, fully jointed, lovable teddy bear from a pattern while learning to master a variety of essential teddy making skills. You will see demonstrations on the proper method of cutting and sewing, inserting discs, washers and cotter pins. Understand how to insert eyes, embroider teddy's nose and mouth and how to stuff your teddy bear. Finally you will learn how to beautifully finish the open seams to reveal your unique design! Mary Ann is the creator of her own line of collectible, fully jointed Teddy Bears, Teddy Cats and Masterpiece Teddies®. Mary Ann's bears are sold nationwide and have been exhibited in galleries in Las Vegas and in Michigan. Her Teddy Cats were designed in celebration of the Andrew Lloyd Webber Broadway musical "CATS".

A Collectable Teddy Bear making kit and packet with one of Mary Ann's patterns and step by step instructions is included in the class. Students are required to bring a sewing machine, basic sewing supplies, stuffing, wire cutters, and needle nose pliers to class. Materials will be discussed on the first day of class.

Prerequisite: Advanced Beginner Sewing student

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

Mary Ann Racheau

Sa | Apr 15-May 20 (meets 6x) | 8am-10:30am | \$269
PAR Room 125 | 231FD7108

Come as you ART

Get constructive feedback and technique advice on an in-progress personal project. Using a current art piece in any medium as a jumping off point, explore composition, color theory, brush and non-brush techniques, and tips for mixing media. On day one you will bring the actual work you want help with. You will receive tips, tricks, technical help, and classically-inspired workarounds and solutions. Ask lots of questions, take copious notes; you will likely find peers are having similar issues! On day two, you will bring back the work with the changes/modifications. You can bring your equipment and work on site. You will learn to think about your projects in creative, fresh ways, and practice giving and receiving actionable peer critique. Start to trust your instincts and experience to become your own most helpful coach instead of your own harshest judge. Supply list will be provided.

Gabbie Hirsch

Sa | Jan 21-28 (meets 2x) | 1:30-4:30pm | \$129
PAR Room 300 | 231AR1138

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 14-Feb 11 (meets 5x) | 9am-noon | \$139
PAR Room 512 | 231AR1130

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 | Feb 18-Mar 18 (meets 5x) | 9am-noon | \$139
PAR Room 512 | 231AR1134

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 1-May 6 (meets 6x) | 1-4pm | \$159
PAR Room 512 | 231AR1132

Impressionism, Expressionism & Abstracts

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

Prerequisite: No previous experience required.

Judith (Judi) Moreo

Sa | Jan 21-Feb 18 (meets 5x) | 1:30-4:30pm | \$139
PAR Room 511 | 231AR1199



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

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

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

David Dace

Th | Feb 16-Mar 23 (meets 6x) | 6-9pm | \$289
Online-UNLVGO and Zoom | 231WM8183 | 1.8 CEUs

Introduction to Wildlife Painting (In Acrylic)

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

Prerequisite: Experience in drawing or painting.

Judith (Judi) Moreo

Sa | Jan 21-Feb 18 (meets 5x) | 9am-noon | \$139
PAR Room 511 | 231AR1145



What our students are saying:

All my questions were addressed with direction and tips on how to accomplish my project. I enjoyed my time spent with Ms. Gabby."

Drawing I,
Fall 2021

New!**Introduction to Zines & Zine Making**

What is a zine? Think magazine but the word zine is actually short for fanzine. Popular as a way to share information in the pre-digital era, they are generally self-circulated, self-published, and relatively inexpensive print publications. Zines continue to grow in popularity, and have evolved in their purpose, how they are designed, and made. Learn about the history of zine making, see a variety of examples, and be guided in making your own zine from concept to finished product. Learn and understand the concepts of personal expression, storytelling, social change, personal histories/herstories, humor as activism, and idea sharing as they relate to zine making. Materials and supplies will be discussed on the first day of class.

Dan Hernandez

W | Jan 4-18 (meets 3x) | 6-8pm | \$119

PAR Room 125 | 231WM8181 | 0.06 CEU

New!**Print on Demand for Beginners**

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

John Larson

Th | Mar 30-Apr 13 (meets 3x) | 6-8pm | \$99

Online-UNLVGO and Zoom | 231WM8180 | 0.6 CEU

Watercolors I

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

Gabbie Hirsch

W | Jan 18-Feb 15 (meets 5x) | 6-9pm | \$139

PAR Room 512 | 231AR1140

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 1-29 (meets 5x) | 6-9pm | \$139

PAR Room 512 | 231AR1141

Watercolors III

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

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

Gabbie Hirsch

W | Apr 12-May 10 (meets 5x) | 6-9pm | \$139

PAR Room 512 | 231AR1137

Cannabis Certificate Programs**Cannabis Budtender Certificate**

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

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

Trey Reckling

Jan 23-Mar 13 (meets 2x) | \$249

Online Delivery | 231CH1106 | 1 CEU



Nevada Medical Cannabis Consultant Certificate

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

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

Trey Reckling
Jan 23-Mar 13 (meets 2x) | \$499
Online Delivery | 231CH1109 | 2.5 CEUs

Cannabis Classes

ced.unlv.edu/cannabis

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

Cannabis Professional

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

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

Trey Reckling
Jan 23-Feb 27 (meets 2x) | \$99
Online Delivery | 231CH1100A | 0.4 CEU

Mar 13-Apr 17 (meets 2x) | \$99
Online Delivery | 231CH1100B | 0.4 CEU

Cannabis Professional: Spanish (El Profesional de Cannabis)

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

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

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

Trey Reckling
Jan 23-Feb 27 (meets 2x) | \$99
Online Delivery | 231CH1104 | 0.4 CEU

Cannabis, Pain & the Opioid Epidemic

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

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

Trey Reckling
Jan 23-Feb 27 (meets 2x) | \$99
Online Delivery | 231CH1103 | 0.3 CEU

Cooking with Cannabis

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

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

Trey Reckling
Jan 23-Feb 27 (meets 2x) | \$99
Online Delivery | 231CH1107

Growing Cannabis at Home

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

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

Trey Reckling
Jan 23-Mar 13 (meets 2x) | \$189
Online Delivery | 231CH1108

Pets & Cannabis

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

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

Trey Reckling

Jan 23-Feb 27 (meets 2x) | \$99

Online Delivery | 231CH1102 | 0.3 CEU

Pulmonary Dynamics of Vaporizing vs. Smoking

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

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

Trey Reckling

Jan 23-Feb 27 (meets 2x) | \$99

Online Delivery | 231CH1105 | 0.4 CEU

Dance

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.

UNLV Department of Dance

T | Jan 17-May, 2 (meets 15x) | 5:30-7:15pm | \$269

McDermott Physical Education Complex (MPE) South Gym

231DN2108

*Class does not meet: Mar 14

DJ Like a Pro Certificate Program

ced.unlv.edu/dj

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

Instructors for Aspire
to DJ for Beginners

- DJ AI
- DJ Quote
- DJ XLE
- Jeff Jefferies
- Guy Williams

Instructors for DJ
Like a Pro

- CB Shaw
- DJ Greg J
- Jason Johnson



New!**Aspire to DJ for Beginners**

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

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

Jamfest Music Group

Sa | Jan 7 | 11am-2:30pm | \$260

PAR Room 125 | 231DJ1001A | 0.35 CEU

Sa | Feb 4 | 11am-2:30pm | \$260

PAR Room 125 | 231DJ1001B | 0.35 CEU

Sa | Feb 25 | 11am-2:30pm | \$260

PAR Room 125 | 231DJ1001C | 0.35 CEU

Sa | Mar 4 | 11am-2:30pm | \$260

PAR Room 125 | 231DJ1001D | 0.35 CEU

Sa | Mar 25 | 11am-2:30pm | \$260

PAR Room 125 | 231DJ1001E | 0.35 CEU

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

PAR Room 125 | 231DJ1001F | 0.35 CEU

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

PAR Room 123 | 231DJ1001G | 0.35 CEU

New!**DJ Like a Pro Certificate Program**

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

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

Jamfest Music Group

Sa | Jan 7-Feb 4 (meets 5x) | 3-6:30pm | \$1,300

PAR Room 125 | 231DJ1002A | 1.75 CEUs

Sa | Feb 11-Mar 11 (meets 5x) | 3-6:30pm | \$1,300

PAR Room 125 | 231DJ1002B | 1.75 CEUs

Sa | Mar 18-Apr 15 (meets 5x) | 3-6:30pm | \$1,300

PAR Room 125 | 231DJ1002C | 1.75 CEUs

Sa | Apr 22-May 20 (meets 5x) | 3-6:30pm | \$1,300

PAR Room 125 | 231DJ1002D | 1.75 CEUs

Sa | May 27-Jun 24 (meets 5x) | 3-6:30pm | \$1,300

PAR Room 125 | 231DJ1002E | 1.75 CEUs



Fashion Design Certificate Program

ced.unlv.edu/fashion

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

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

CORE COURSES:

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

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



Fashion Costume Construction Bootcamp

Las Vegas is known as the entertainment capital of the world, also known for its high-end fashions, uniforms, costumes, and showroom designs. This basic introduction class will cover topics of the costumer, costume, and construction, with focus on the 50's era. Learn about costume designing for stage, theater, and film. Students work on weekly projects to develop their skills in color, proportion, history, and character. Learn to apply knowledge of costume fabric, coordinating color and texture, while monitoring quality, size and fit, altering, and sewing for costume designing. Learn about how costume design uses the texture, color, style, and other properties of clothing to express aspects of the costume designer. This class places an emphasis on the knowledge and use of both historical and current pattern cutting, construction, and finishing techniques. Costume designers focus mainly on making costume designing for entertainment, theatrical plays, productions, and events. Project: 50's era costume design. Sewing machine and basic supplies will be provided for in class use. Additional required materials will be discussed on first day of class.

Maria Bruce

MTWTh | Apr 24-May 4 (meets 8x) | 9am-12:30pm | \$549
PAR Room 400 | 231FD2123 | 2.8 CEUs



Patternmaking: Introduction

Patternmaking is an essential aspect of the complete fashion design process. Learn the techniques of patternmaking to create patterns that will then be used to cut fabric and ultimately be sewn into garments. Develop the skills necessary for drafting flat patterns/slopers through standard or individual measurements. Using graph drafting paper, you will learn to draft a bodice, sleeve, pant and skirt. You will learn the comparisons and grading information between the commercial retail pattern vs. the fitted flat pattern. Practice taking proper body measurements and applying to alterations/grading for fitted patterns. You will construct muslin fitted and sewn samples utilizing dress forms and sewing/serger machines. Projects include drafted and muslin patterns: 1. Bodice 2. Sleeve (drafted or graded commercial use) 3. Pant 4. Skirt. Sewing machine and basic supplies will be provided for in class use. Additional required materials will be discussed on first day of class.

Prerequisite: Must have previous sewing/machine skills.

Nevada Association of Fashion Design
SaSu | Feb 11-Mar 5 (meets 8x) | 9am-2:25pm | \$499
PAR Room 401 | 231FD2105 | 4 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

Nevada Association of Fashion Design
SaSu | Mar 11-25 (meets 5x) | 9am-1:55pm | \$289
PAR Room 401 | 231FD2121 | 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. Sewing machine and basic supplies will be provided for in class use. Additional required materials will be discussed on first day of class.

Nevada Association of Fashion Design
SaSu | Jan 7-Feb 5 (meets 10x) | 10am-3:25pm | \$699
PAR Room 401 | 231FD2144 | 5.4 CEUs

Swimwear & Lingerie

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

Prerequisite: Must have previous sewing/machine skills.

Nevada Association of Fashion Design
SaSu | Apr 1-15 (meets 5x) | 10am-2:55pm | \$389
PAR Room 401 | 231FD2114 | 2.45 CEUs



Food & Beverage

ced.unlv.edu/food-beverage

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

Sommelier Academy Information Session

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

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

Heath Hiudt
W | Jan 4 | noon-1pm | No charge
Online-Zoom | 231WS6101



Drinking Sustainably: Natural Wine in the Cultural Zeitgeist

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

Prerequisite: Must be 21 or older.

Eric Prato
T | Mar 7 | 6-8:30pm | \$99
Garagiste Wine Room and Merchant | 231WS6106



Sommelier Academy Certificate Program

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. 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. 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.

Students will receive three personal wine glasses and a spittoon for tasting in class, a wine key, and tote bag.

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

Heath Hiudt

W | Jan 18-Apr 12 (meets 13x) | 10:30am-5pm | \$1,999
Richard Tam Alumni Center (TAC)-William Trent Lounge
231WS6100 | 7.15 CEUs

*Class does not meet: Feb 15, Mar 8, 15, 23, and May 3

New!

Taste Like a Sommelier: Blind Tasting Seminar

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

Prerequisite: Must be 21 or older.

Eric Prato

T | Jan 24-Feb 7 (meets 3x) | 6-7:30pm | \$299
Garagiste Wine Room and Merchant | 231WS6105

Foreign Languages

ced.unlv.edu/foreign-languages

Beginning French I

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

Pascale Tessier

Sa | Jan 21-Apr 22 (meets 12x) | 9-10:30am | \$219
PAR Room 302 | 231LA1107

*Class does not meet: Feb 18 & Mar 18



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 21-Apr 22 (meets 12x) | 11am-12:30pm | \$219
PAR Room 302 | 231LA1116

*Class does not meet: Feb 18 & Mar 18

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.

Manuela Carrescia

M | Jan 23-Mar 20 (Meets 8x) | 6-8pm | \$199
PAR Room 302 | 231LA1106

*Class does not meet: Feb 20

Beginning French III

The Beginning French series focuses on conversation skills and vocabulary useful for travel and social interaction. Pronunciation and grammar will be highlighted through dialogues. Beginning French III covers: everyday life and habits; at work; in a department store; the telephone; at the bank; the market and shopping for food; housing and looking for an apartment; and at the hotel. Required Textbook(s): *Ultimate French, Beginner-Intermediate* (ISBN: 9781400009633)

Pascale Tessier

Sa | Jan 21-Apr 22 (meets 12x) | 1-2:30pm | \$219
PAR Room 302 | 231LA1117

*Class does not meet: Feb 18 and Mar 18

Spanish I

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

Olga Jeffrey

MW | Jan 23-Feb 27 (meets 10x) | 6-8pm | \$199
Online-UNLVGO and Zoom | 231LA1104

*Class does not meet: Feb 20

Spanish II

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

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

Olga Jeffrey

MW | Mar 6-Apr 5 (meets 10x) | 6-8pm | \$199
PAR Room 300 | 231LA1105

Spanish III

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

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

Olga Jeffrey

MW | Apr 17-May 17 (meets 10x) | 6-8pm | \$199
PAR Room 300 | 231LA1141



Money Management

ced.unlv.edu/money-mangement

New! Advancing How Your Money Moves with JA

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

Ciara Owens
Th | Mar 30-Apr 27 (meets 5x) | 6-9pm | \$199
PAR Room 511 | 231PF1101

Annuity: The Ins & Outs

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

Kevin Dauphinee
W | Mar 8 | 6-9pm | \$69
PAR Room 400 | 231PF1183

Social Security & Retirement

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

Kevin Dauphinee
W | Feb 15 | 6-9pm | \$69
PAR Room 400 | 231PF1181

Understanding Financial Markets

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

Kevin Dauphinee
W | Jan 11-Feb 1 (meets 4x) | 6-9pm | \$189
PAR Room 400 | 231PF1180

Music

ced.unlv.edu/music

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

Guitar I

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

Jesse Del Quadro
T | Jan 17-Feb 21 (meets 6x) | 7:15-8:45pm | \$119
PAR Room 400 | 231MU1107

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 | Feb 28-Mar 21 (meets 4x) | 7-8:30pm | \$99
PAR Room 400 | 231MU1116

Las Vegas Flute Ensemble

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

Marta Plominska
Th | Jan 26-May 4 (meets 14x) | 7-9pm | \$39
Lee and Thomas Beam Music Center (BMC) Room 159
231MU1108
*Class meets: Mar 16

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 | Jan 17-Feb 21 (meets 6x) | 5:30-7pm | \$119

PAR Room 400 | 231MU1117

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. Late registrations accepted.

Tony LaBounty

M | Jan 23-Apr 3 (meets 10x) | 7-9pm | \$39

Lee and Thomas Beam Music Center (BMC) Room 160
231MU1111

UNLV Community Concert Band

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

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

Tony LaBounty

W | Jan 25-May 3 (meets 14x) | 7-9:20pm | \$52

Lee and Thomas Beam Music Center (BMC) Room 160
231MU1102

*Class does not meet: Mar 15

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.

Tony LaBounty

T | Jan 24-May 2 (meets 14x) | 7-9:20pm | \$39

Lee and Thomas Beam Music Center (BMC) Room 160
231MU1104

*Class does not meet: Mar 14

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 (702-895-5468) for further information. If you are new to the ensemble, you must pay the \$50 Audition Fee.

Joseph Svendsen

TTh | Jan 24-May 4 (meets 26x) | 11:30am-12:50pm | \$39

Lee and Thomas Beam Music Center (BMC) Room 159
231MU1103

*Class meets: Mar 14



What our students are saying:

I am loving this Band. I have become a much better musician. We have the best and most fun directors I have ever had. I have played in community bands and orchestras all over the country, and these guys are the most educating and fun directors."

Performing Arts

ced.unlv.edu/performing-arts

Whether you are performing in front of a microphone, camera, or live audience; or helping support performers behind the scenes, our specialized training can help build your skills so you feel confident taking center stage.

Introduction to Voiceover Workshop

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

Melissa Moats

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

The Voice Actors Studio | 231CX4170A

Sa | Apr 29 | 1:30-4:30pm | \$49

The Voice Actors Studio | 231CX4170B

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 | Jan 10-31 (meets 4x) | 6:30-9:30pm | \$299

The Voice Actors Studio | 231CX4171A

T | Apr 4-25 (meets 4x) | 6:30-9:30pm | \$299

The Voice Actors Studio | 231CX4171B

New!

Cosplay Costume Construction

Learn the skills needed to create your own cosplay costume designs or modify pre-existing costumes to suit your needs. Discuss the history of cosplay and the process of costume construction from concept development to production. You will learn and practice working with difficult costume fabrics on your sewing machine, build a basic prop, and alter a pre-existing costume. The skills learned in this course can be used for your own cosplay performance, or for costume making in the theater or entertainment industry.

All fabric will be provided. Bring your own sewing machine and a basic sewing kit (with pins, a seam ripper, measuring tape, and thread) to class each day. If you have your own costume that you would like to alter, bring it on the first day of class.

Prerequisite: Beginner to intermediate knowledge of sewing.

Noelle Gribbin

W | Feb 8-Mar 8 (meets 5x) | 6-9pm | \$199

PAR Room 125 | 231FD7109

New!

Fashion Costume Construction Bootcamp

Las Vegas is known as the entertainment capital of the world, also known for its high-end fashions, uniforms, costumes, and showroom designs. This basic introduction class will cover topics of the costumier, costume, and construction, with focus on the 50's era. Learn about costume designing for stage, theater, and film. Students work on weekly projects to develop their skills in color, proportion, history, and character. Learn to apply knowledge of costume fabric, coordinating color and texture, while monitoring quality, size and fit, altering, and sewing for costume designing. Learn about how costume design uses the texture, color, style, and other properties of clothing to express aspects of the costume designer. This class places an emphasis on the knowledge and use of both historical and current pattern cutting, construction, and finishing techniques. Costume designers focus mainly on making costume designing for entertainment, theatrical plays, productions, and events. Project: 50's era costume design.

Sewing machine and basic supplies will be provided for in class use. Additional required materials will be discussed on first day of class.

Maria Bruce

MTWTh | Apr 24-May 4 (meets 8x) | 9am-12:30pm | \$549

PAR Room 400 | 231FD2123 | 2.8 CEUs

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 | Apr 14 | 9am-4pm | \$289
PAR Room 125 | 231CX1109 | 0.6 CEU

Photography

ced.unlv.edu/photography

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

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

Continuing Ed Staff
Sa | Jan 28 | 9:30am-3:30pm | \$119
PAR Room 101 | 231PH1100A

Digital Photography II: Tools, Techniques & Lighting

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

Continuing Ed Staff
Sa | Feb 4 | 9:30am-3:30pm | \$119
PAR Room 300 | 231PH1141

Digital Photography III: Headshots to Dramatic Portraits

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

Continuing Ed Staff
Sa | Feb 25 | 9:30am-3:30pm | \$119
PAR Room 300 | 231PH1125

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. Required Textbook(s): Optional: *Adobe Photoshop Classroom in a Book* (ISBN: 9780136447993)

Vernetta Thomas
T | Jan 3-Feb 7 (meets 6x) | 6-9pm | \$339
Online-UNLVGO and Zoom | 231WM8122 | 1.8 CEUs

New!

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.

Continuing Ed Staff
TTh | Mar 7-30 (meets 8x) | 6-9pm | \$299
PAR Room 101 | 231PH1151
*Class does not meet: Mar 14 & 16



Check out our DJ classes on page 47
or [visit ced.unlv.edu/dj](http://ced.unlv.edu/dj)

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.

Continuing Ed Staff

FSa | Apr 7-8 (meets 2x) | 6:30-9:30pm | \$129

PAR Room 300 | 231PH1160

Documentary Photography

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

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

Vernetta Thomas

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

Online-UNLVGO and Zoom | 231PH1110 | 1.5 CEUs

Landscape Photography

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

Students are required to bring their 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.

Continuing Ed Staff

Sa | Mar 25-Apr 1 (meets 2x) | 9am-4pm | \$129

PAR Room 300 | 231PH1159

Learning to See Creatively

Learning To See Creatively is a continuation of the development of students' digital photography skills, with emphasis on developing a creative vision. Learn the thought process behind the image. You will be introduced to various photographers' creative work, and learn what their motivation is/was in producing images that are creative and interesting. Many of these photographers factor in personal life experience in their creative process, coupled with experimenting with various photographic techniques. You will be introduced to various types of techniques and cameras. Whatever type of camera you have will be sufficient (does not necessarily need to be DSLR).

Prerequisite: Photography for Graphic Designers or similar knowledge and experience.

Vernetta Thomas

W | Mar 29-Apr 26 (meets 5x) | 6-9pm | \$289

Online-UNLVGO and Zoom | 231PH1109 | 1.6 CEUs

Photography for Graphic Designers

Develop an understanding of basic photography skills used to communicate through graphic design. Learn to shoot quality photographs in manual mode. Demonstrate an understanding of the terminology used in photography and how it relates to your projects. Understand the gear needed and which lenses are essential. Learn which lighting techniques work best to get your desired results and a variety of post-production strategies. Strengthen your approach to light and color to use in a way that vectors do not. Learn how to recognize the power of composition when branding or telling a story. Must have access to DSLR camera with a manual mode option to participate in class. Required Textbook(s): *Mastering Aperture, Shutter Speed, ISO and Exposure* (ISBN: 9781482314458)

Vernetta Thomas

W | Feb 15-Mar 22 (meets 6x) | 6-9pm | \$339

Online-UNLVGO and Zoom | 231PH1108 | 1.8 CEUs

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.

Continuing Ed Staff

Sa | Mar 11 | 9am-4pm | \$129

PAR Room 300 | 231PH1107

Fashion and Sewing Classes

ced.unlv.edu/fashion-sewing

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

New!

Cosplay Costume Construction

Learn the skills needed to create your own cosplay costume designs or modify pre-existing costumes to suit your needs. Discuss the history of cosplay and the process of costume construction from concept development to production. You will learn and practice working with difficult costume fabrics on your sewing machine, build a basic prop, and alter a pre-existing costume. The skills learned in this course can be used for your own cosplay performance, or for costume making in the theater or entertainment industry. All fabric will be provided. Bring your own sewing machine and a basic sewing kit (with pins, a seam ripper, measuring tape, and thread) to class each day. If you have your own costume that you would like to alter, bring it on the first day of class.

Prerequisite: Beginner to intermediate knowledge of sewing.

Noelle Gribbin

W | Feb 8-Mar 8 (meets 5x) | 6-9pm | \$199

PAR Room 125 | 231FD7109

New!

DIY Sewing Machine Maintenance

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

Mary Ann Racheau

Sa | Jan 7 | 8am-10:30am | \$59

PAR Room 125 | 231FD7105

New!

Quilting Techniques for Beginners

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

Mary Ann Racheau

Sa | Feb 25-Apr 8 (meets 6x) | 8am-10am | \$299

PAR Room 125 | 231FD7107

*Class does not meet: Mar 11

New!**Sewing from a Pattern**

Feel confident creating new projects from a pattern.

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

Prerequisite: Skill Level: Beginner. This student is unfamiliar with sewing terms, supplies and notions and basic sewing techniques. The student has very little or no experience in using a sewing machine. basic machine knowledge: winding a bobbin, threading the machine; changing feet, tension settings and stitch settings. The student also has little or no knowledge about fabric, grain or selva, pattern direction, thread, scissors, needles, pins and taking proper measurements.

Mary Ann Racheau

Sa | Jan 14-Feb 18 (meets 6x) | 8am-10am | \$179

PAR Room 125 | 231FD7106

New!**Social Responsibility & the Apparel Industry**

This course is an introduction to social responsibility and its relationship to environmental responsibility, sustainability, transparency, accountability and human rights. Explore the challenges, risks, and successes of company corporate social responsibility departments and the key stakeholders for responsible manufacturing. Learn how to integrate social responsibility into a company's philosophy, vision, sourcing decisions, and practices to improve working conditions and labor standards in the apparel industry.

Kelly Burton

W | Feb 1-22 (meets 4x) | 6-9pm | \$199

PAR Room 401 | 231FD2159 | 1.2 CEUs

Sommelier Academy Certificate Program

ced.unlv.edu/sommelier

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

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

Sommelier Academy Information Session

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

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

Heath Hiudt

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

Online-Zoom | 231WS6101

Sommelier Academy Certificate Program

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. 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. 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.

Students will receive three personal wine glasses and a spittoon for tasting in class, a wine key, and tote bag.

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

Heath Hiudt

W | Jan 18-Apr 12 (meets 13x) | 10:30am-5pm | \$1,999

Richard Tam Alumni Center (TAC)-William Trent Lounge
231WS6100 | 7.15 CEUs

*Class does not meet: Feb 15, Mar 8, 15, 23, and May 3

Sports & Fitness

ced.unlv.edu/sports-fitness

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

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

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, NASM-CPT, AFAA-GFI
T | Apr 4-Jun 6 (meets 10x) | 6-9pm | \$1,249
Paul McDermott Physical Education (MPE) Room 318
231SM3104 | 3 CEUs

Bodyweight Bootcamp

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

Micah Kidd
T | Jan 17-May 5 (meets 2x) | \$289
Online Delivery | 231SF1136 | 2 CEUs

Golf for Beginners

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

PEX Department, James Massey
T | Jan 17-May 2 (meets 15x) | 4-5:45pm | \$314
Las Vegas Golf Center | 231SF1104
*Class does not meet: Mar 14

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.

PEX Department, James Massey
T | Jan 17-May 2 (meets 15x) | 6-7:45pm | \$314
Las Vegas Golf Center | 231SF2105
*Class does not meet: Mar 14



What our students are saying:

The class provided the basics sufficient to allow a novice, like me, to be able to golf with friends for enjoyment. The instructor provided group and individualized critiques for improvements."

Golf for Beginners, Fall 2021

NASM Certified Nutrition Coach

This course is designed for athletic trainers, group fitness instructors, and personal trainers who want to learn more about nutrition to help their clients reach the next level of overall fitness. At the end of this course, you will be able to leverage nutrition education to improve results, reduce turnover, and maximize adherence to fitness programs. You will learn how to provide safe, comprehensive, empowering, and professional nutrition programs while working within your scope of practice and knowing when to refer out to a licensed professional. Learn all of the latest information regarding nutritional science, behavior change, and coaching in preparation to take the nationally-recognized NASM Certified Nutrition Coach Exam. You will learn in an instructor-led environment while also accessing online content directly from NASM. Three attempts at the NASM CNC certification exam are included in the registration fee. Please note that this course and the NASM CNC certification does not qualify you to represent yourself as, or perform the services of, a licensed or registered dietitian in the State of Nevada.

Cate Brotman, MS, NASM-CPT
W | Jan 18-Apr 26 (meets 15x) | 6:15-8:15pm | \$1,549
PAR Room 101 | 231SM3103 | 3 CEUs

NASM Certified Personal Trainer

Prepare for a career as a certified personal trainer with a NCAA-accredited National Academy of Sports Medicine certification. The course will cover basics of human movement, resistance training, flexibility, cardiovascular training, balance, core, reactive training, speed, agility, and quickness. You will gain hands-on experience with fitness assessments and learn how to work with future clients. This course is designed as a supplement to the required concurrent online component. Upon completion, you will be prepared to take the certification exam. Students are required to complete an additional 50 hours of online coursework as well as homework and fitness training outside of normal class meeting times.

Registration fee includes NASM text, access to online instruction and the certification exam. It also includes CPR 2-Year Certification which is required to test for your certification exam. Required Textbook(s): *The Anatomy Coloring Book* (ISBN: 9780321832016)

Kristine Bragg, PhD
T | Jan 3-Mar 14 (meets 11x) | 6-8:30pm | \$1,549
McDermott Physical Education Complex (MPE) Room 318
231SM3100 | 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 27-Jun 12 (meets 10x) | 6-8:30pm | \$1,349
McDermott Physical Education Complex (MPE) Room 318
231SM3101 | 2.5 CEUs
*Class does not meet: Apr 10, and May 29

Self Defense

This class introduces practical applications of self defense. You will work on coordination, balance, agility, strength, and endurance throughout the semester. Gain situational awareness and skills to help you feel safer in your daily life.

Arlene Mendibles
WM | Jan 18-May 3 (meets 28x) | 4-4:50pm | \$279
TBD | 231SF1134
*Class does not meet: Feb 20 and Mar 13 & 15

Wellness

ced.unlv.edu/wellness

New! Introduction to Trauma-Informed Yoga: 1 Day Bootcamp

Understand the effects that trauma has on your brain, body, and central nervous system while practicing easy somatic techniques that can help heal, alleviate, and prevent your symptoms. You will learn and practice yoga, breathing, and meditation exercises that can be used for self-regulation, nervous system healing, and prevention of stress induced illness. By the end of this class, you will feel confident using the techniques for yourself, or leading others in an individual or group session. Pending approval, this course will provide 5 CEUs/ PDUs for Nevada licensed social workers, MFTs, CPCs, CCSD Educators, and Yoga Teachers registered with Yoga Alliance. Bring your own yoga mat, water, comfortable clothing, a pen, and notebook. Gently used mats are available from instructor in limited supply.

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

Alexis Wisniewski, Terry Bahr, PhD, CPC
Sa | Mar 4 | 9am-4pm | \$199
PAR Room 133 | 231HE1116 | 0.75 CEU

New! Introduction to Trauma-Informed Yoga: 5 Week Series

Understand the effects that trauma has on your brain, body, and central nervous system while practicing easy somatic techniques that can help heal, alleviate, and prevent your symptoms. You will learn and practice yoga, breathing, and meditation exercises that can be used for self-regulation, nervous system healing, and prevention of stress induced illness. By the end of this class, you will feel confident using the techniques for yourself, or leading others in an individual or group session. Pending approval, this course will provide 5 CEUs/ PDUs for Nevada licensed social workers, MFTs, CPCs, CCSD Educators, and Yoga Teachers registered with Yoga Alliance. Bring your own yoga mat, water, comfortable clothing, a pen, and notebook. Gently used mats are available from instructor in limited supply.

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

Alexis Wisniewski, Terry Bahr, PhD, CPC
Sa | Jan 21-Feb 18 (meets 5x) | 9-11AM | \$249
PAR Room 133 | 231HE1115 | 1.5 CEUs



Life & Leisure

NASM Certified Nutrition Coach

This course is designed for athletic trainers, group fitness instructors, and personal trainers who want to learn more about nutrition to help their clients reach the next level of overall fitness. At the end of this course, you will be able to leverage nutrition education to improve results, reduce turnover, and maximize adherence to fitness programs. You will learn how to provide safe, comprehensive, empowering, and professional nutrition programs while working within your scope of practice and knowing when to refer out to a licensed professional. Learn all of the latest information regarding nutritional science, behavior change, and coaching in preparation to take the nationally-recognized NASM Certified Nutrition Coach Exam. You will learn in an instructor-led environment while also accessing online content directly from NASM. Three attempts at the NASM CNC certification exam are included in the registration fee. Please note that this course and the NASM CNC certification does not qualify you to represent yourself as, or perform the services of, a licensed or registered dietician in the State of Nevada.

Cate Brotman, MS, NASM-CPT
W | Jan 18-Apr 26 (meets 15x) | 6:15-8:15pm | \$1,549
PAR Room 101 | 231SM3103 | 3 CEUs

Academic Preparation

Institute of Reading Development Reading Enrichment Programs

ced.unlv.edu/institute-reading-development

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

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

Test Preparation

ced.unlv.edu/test-preparation

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

ALL TEST PREP CLASSES INCLUDE:

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

Graduate School Test Preparation

Live-Online GMAT® Strategy Workshop

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

ETC Staff

W | Jan 18 | 6-7pm | No charge

Online Delivery | 231TL1110A

W | May 17 | 6-7pm | No charge

Online Delivery | 231TL1110B



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

Th | Jan 5 | 6-7pm | No charge | Online Delivery | 231TL1123A

W | Feb 1 | 6-7pm | No charge | Online Delivery | 231TL1123B

W | Mar 1 | 6-7pm | No charge | Online Delivery | 231TL1123C

W | Apr 19 | 6-7pm | No charge | Online Delivery | 231TL1123D

W | May 24 | 6-7pm | No charge | Online Delivery | 231TL1123E

LIVE-ONLINE GMAT STRATEGY WORKSHOP

W | Jan 18 | 6-7pm | No charge | Online Delivery | 231TL1110A

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

LIVE-ONLINE GRE STRATEGY WORKSHOP

W | Jan 11 | 6-7pm | No charge | Online Delivery | 231TL1112A

W | Feb 22 | 6-7pm | No charge | Online Delivery | 231TL1112B

W | Mar 29 | 6-7pm | No charge | Online Delivery | 231TL1112C

W | Apr 26 | 6-7pm | No charge | Online Delivery | 231TL1112D

LIVE-ONLINE LSAT STRATEGY WORKSHOP

W | Jan 11 | 6-7pm | No charge | Online Delivery | 231TL1114A

W | Feb 15 | 6-7pm | No charge | Online Delivery | 231TL1114B

W | Apr 19 | 6-7pm | No charge | Online Delivery | 231TL1114C

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 26-Feb 21 (meets 8x) | 5-8pm | \$849

Online Delivery | 231TL1101A

WM | Mar 22-Apr 17 (meets 8x) | 4-7pm | \$849

Online Delivery | 231TL1101B

Live-Online GRE® Strategy Workshop

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

ETC Staff

W | Jan 11 | 6-7pm | No charge

Online Delivery | 231TL1112A

W | Feb 22 | 6-7pm | No charge

Online Delivery | 231TL1112B

W | Mar 29 | 6-7pm | No charge

Online Delivery | 231TL1112C

W | Apr 26 | 6-7pm | No charge

Online Delivery | 231TL1112D

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 25-Feb 22 (meets 8x) | 5-8pm | \$799

Online Delivery | 231TL1100A

*Class does not meet: Feb 20

ThT | Mar 2-28 (meets 8x) | 4-7pm | \$799

Online Delivery | 231TL1100B

WM | Mar 22-Apr 17 (meets 8x) | 6-9pm | \$799

Online Delivery | 231TL1100C

ThT | Apr 13-May 9 (meets 8x) | 4-7pm | \$799

Online Delivery | 231TL1100D

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

Online Delivery | 231TL1100E

Live-Online LSAT® Strategy Workshop

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

ETC Staff

W | Jan 11 | 6-7pm | No charge

Online Delivery | 231TL1114A

W | Feb 15 | 6-7pm | No charge

Online Delivery | 231TL1114B

W | Apr 19 | 6-7pm | No charge

Online Delivery | 231TL1114C

LSAT® Live-Online Course

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

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

ETC Staff

ThT | Jan 5-Feb 7 (meets 10x) | 6-9pm | \$899

Online Delivery | 231TL1102A

TThSu | Jan 17-Feb 7 (meets 10x) | 4-7pm | \$899

Online Delivery | 231TL1102B

WM | Mar 1-Apr 3 (meets 10x) | 4-7pm | \$899

Online Delivery | 231TL1102C

ThT | Mar 2-Apr 4 (meets 10x) | 6-9pm | \$899

Online Delivery | 231TL1102D

WM | Apr 26-May 31 (meets 10x) | 4-7pm | \$899

Online Delivery | 231TL1102E

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

Online Delivery | 231TL1102F

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

Th | Jan 5 | 6-7pm | No charge

Online Delivery | 231TL1123A

W | Feb 1 | 6-7pm | No charge

Online Delivery | 231TL1123B

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

Online Delivery | 231TL1123C

W | Apr 19 | 6-7pm | No charge

Online Delivery | 231TL1123D

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

Online Delivery | 231TL1123E



UNLV Young Rebels Programs



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

702-895-3394

youngrebels.unlv.edu

OLLI at UNLV

LEARN. ENGAGE. TOGETHER.



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

Spring 2023 classes offered February 6 through April 21 in-person and online.

 olli.unlv.edu  702-774-OLLI

 olliatunlv@unlv.edu

UNLV | OSHER LIFELONG
LEARNING INSTITUTE



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

ALUMNI

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

Details at
ced.unlv.edu/unlv-alumni

STAFF

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

Details at
ced.unlv.edu/unlv-employee-discounts

UNLV | CONTINUING
EDUCATION

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

UNLV

SUMMER TERM

*Earn your college
credits quicker!*

Stay on Track | Get Ahead | Graduate Sooner

SUMMER TERM 2023
Session I
May 15--June 2

Session II
June 5--July 7

Session III
July 10--August 11

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

Continuing Education: Information, Policies & Procedures

Coronavirus Update

UNLV is continuing greater on-campus operations and courses for spring 2023 that include procedures and practices to mitigate risk. For information on UNLV resuming on-campus operations, please visit www.unlv.edu/coronavirus.

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

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.

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.

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

Course Cancellations & Changes

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

Refunds & Dropping Or Withdrawing From Classes

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

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

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

Wait List

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

Parking

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

Class Locations

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

Books & Supplies

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

Attendance Policy

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

UNLV Continuing Education Units (CEUs)

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

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

Disability Services

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

Student Privacy

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

Student Code of Conduct

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

UNLV Smoke-Free

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

Copyright Policy

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

Title IX

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

UNLV Paradise Campus Information Desk Hours

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

Contact Us

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



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



ced.unlv.edu



702-895-3394



@UNLVCE



@UNLV_ce

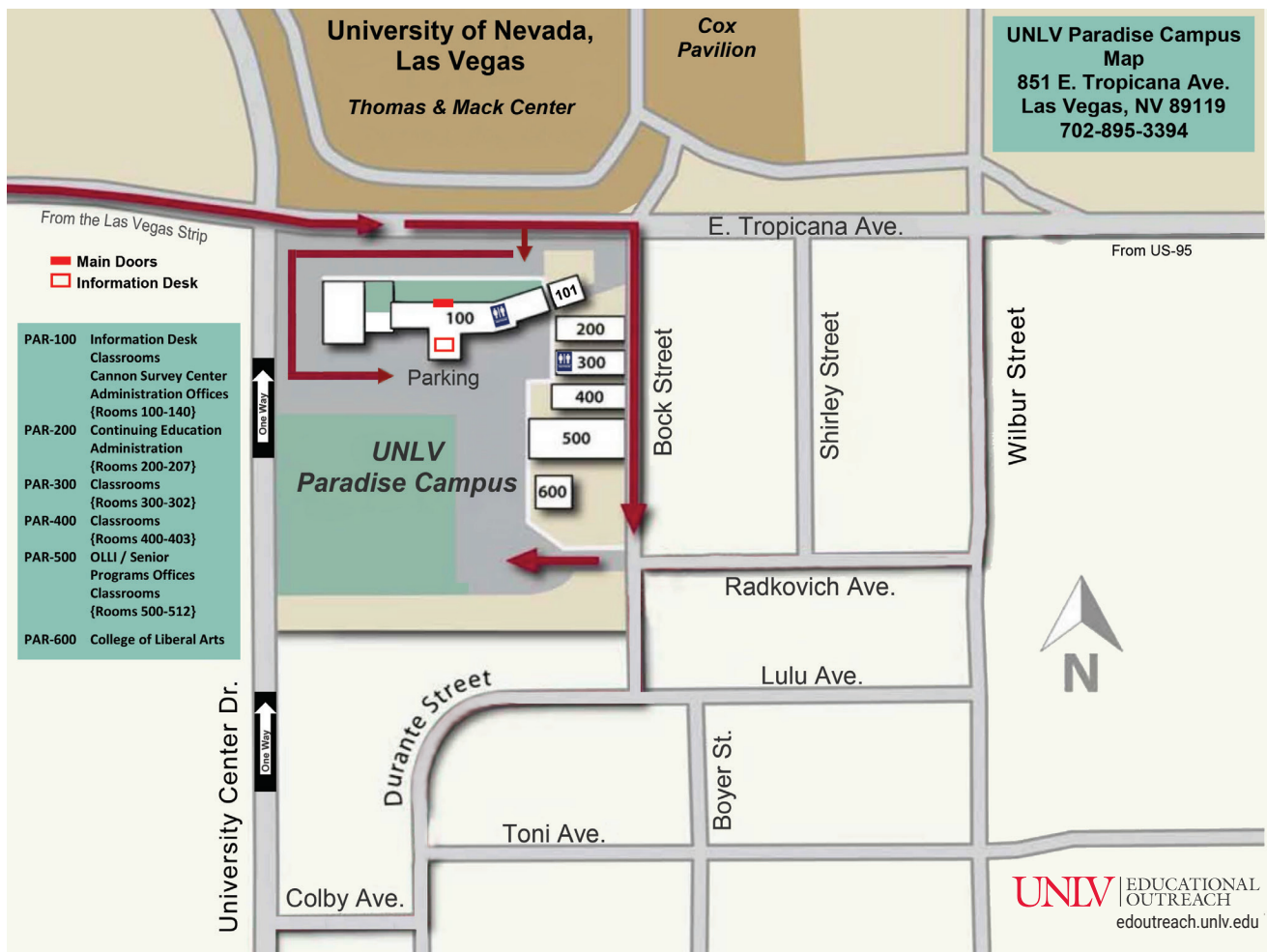
Location Legend

Lee & Thomas Beam Music Center (BMC)
McDermott Physical Education Complex (MPE)
Paradise Campus (PAR)
Richard Tam Alumni Center (TAC) - William Trent Lounge
UNLV Campus - Campus Lab Building 2 (CLB2)



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

Clark County Neighborhood Justice Center 330 S. 3rd St., Ste. 600, Las Vegas, NV 89101
First Service Residential 8290 Arville St, Las Vegas, NV 89139
First Service Residential - Reno 639 Isbell Road, Suite 320 Reno, NV 89509
Foundation for Recovery 4800 Alpine Pl. #12, Las Vegas, NV 89108
Garagiste Wine Room and Merchant 197 E California Ave #140, Las Vegas, NV 89104
Las Vegas Golf Center 6730 S. Las Vegas Blvd., Las Vegas, NV 89119
Perry Foundation 2920 Green Valley Pkwy., Bldg. 3, Ste. 311, Henderson, NV 89014
The Voice Actors Studio 3875 S. Jones Blvd., Ste. 102, Las Vegas, NV 89103
Total Wine and More-Town Square 6885 S Las Vegas Blvd, Las Vegas, NV 89119
Velocity Graphics 391 W. Oquendo Rd. | Las Vegas, NV 89118



Index

A Nonprofit Board's Role & Responsibility to its Agency & the Community.....	33	Photography.....	55
Accent Reduction for International Professionals I.....	34	Digital Photography II: Tools, Techniques & Lighting.....	55
Accent Reduction for International Professionals II.....	35	Digital Photography III: Headshots to Dramatic Portraits.....	55
Accent Reduction for International Professionals III.....	35	DIY Sewing Machine Maintenance.....	57
Acrylics I.....	41	DJ Like a Pro Certificate Program.....	47
Acrylics II.....	41	Documentary Photography.....	23 & 56
Adobe Illustrator I.....	22	Donor Relations.....	31
Adobe Illustrator II.....	22	Drawing I.....	42
Adobe InDesign I.....	22	Drawing II.....	42
Adobe Photoshop I.....	22 & 55	Drinking Sustainably: Natural Wine in the Cultural Zeitgeist.....	12 & 49
Advancing How Your Money Moves with JA.....	52	Effective Fundraising.....	31
AFAA Group Fitness Instructor.....	59	Effective Speaking for International Professionals.....	5
An Introduction to the Nonprofit Sector.....	33	Effective Volunteer Management.....	33
Annuity: The Ins & Outs.....	52	Emotional Intelligence.....	15
Aspire to DJ for Beginners.....	47	English as a Second Language (ESL) Advanced.....	36
AWS Certification Preparation.....	20	English as a Second Language (ESL) Beginning.....	35
Bail Agent Pre-Licensing.....	15	English as a Second Language (ESL) Intermediate.....	36
Ballroom Dancing.....	46	Environmental, Social, and Governance (ESG) Fundamentals.....	12
Beginning French I.....	50	Essentials of Human Resource Management.....	8
Beginning French II.....	51	Establishing Your Personal Leadership Brand.....	5
Beginning French III.....	51	Ethical Considerations in Working With Sex Workers & Survivors of Trafficking.....	29
Beginning Italian I.....	51	Excel I.....	21
Best Practices in Employee Retention & Engagement.....	8	Excel II.....	21
Better Documents with Microsoft Office.....	20	Face First: Introduction to Portraits.....	42
Bodyweight Bootcamp.....	59	Fashion Costume Construction Bootcamp.....	48 & 54
Brand Identity Basics.....	23 & 26	Federal Employment Law: Background Checks, Safety, Immigration & More.....	8
Break Into the World of Voiceover.....	54	Federal Employment Law: Employment Discrimination.....	8
Building a Grant Ready Organization.....	29 & 33	Federal Employment Law: Labor-Management Relations.....	8
Building a Photography Business.....	55	Federal Employment Law: Wage & Hour.....	9
Business Analytics Science.....	4	Fostering a Diverse & Inclusive Workplace.....	9
Cannabis Budtender Certificate.....	43	From Concept to Reality: The New Nonprofit.....	33
Cannabis, Pain & the Opioid Epidemic.....	45	Fundamentals of Leadership.....	15
Cannabis Professional.....	44	Fundraising: Event Management, The Art of.....	32
Cannabis Professional: Spanish (El Profesional de Cannabis).....	45	Gift Planning, Introduction to.....	31
Certified Nursing Assistant (CNA) Training Program.....	26	GMAT® Live-Online Course.....	63
Collectible Teddy Bear Making Workshop.....	41	Golf for Beginners.....	59
Come as you ART.....	41	Google Apps: Docs, Sheets & Slides.....	21
Communicate with Difficult People with Tact & Skill.....	5	Governance, Legal Compliance & Public Disclosure.....	34
Communication Strategies: The Art of Courageous Conversations.....	5	Grant Academy Information Session.....	29
Community Manager Preparation Course.....	6	Grants Management.....	30
CompTIA Certification Preparation.....	20	GRE® Live-Online Course.....	63
Conflict Management: Tools for Organizational Success.....	8	Growing Cannabis at Home.....	45
Cooking with Cannabis.....	45	Guitar I.....	52
Cooperative Parenting-Shielding Your Children From Conflict.....	19	Guitar II.....	52
Cosplay Costume Construction.....	54 & 57	How to Deal with Disagreements, Conflict & Confrontation.....	5 & 13
Creating a Development Plan.....	31	Human Resource Management Certificate Program Information Session.....	7
Creating High-Functioning Teams Using Strengths.....	13 & 14	Identifying Funding Sources.....	30
Crisis Management.....	13, 15 & 33	Impressionism, Expressionism & Abstracts.....	42
Cybersecurity Bootcamp.....	20	Infrastructure & Process of Nonprofit Fundraising.....	31
Cybersecurity Bootcamp Certificate Program.....	20	Intermediate Golf.....	59
Desert Night Sky Photography.....	56	Landscape Photography.....	56
Diagnosing Disorders of Mood, Anxiety & Trauma.....	28	Large Format Printing & Design for Tradeshow & Conventions.....	24
Digital Marketing Science.....	7	Las Vegas Flute Ensemble.....	52
Digital Photography I: Understanding the Basics of Your Camera &			

Index

Leading People Through Change	9	Public Speaking Bootcamp	6 & 55
Lean Six Sigma: Black Belt	10	Pulmonary Dynamics of Vaporizing vs. Smoking	46
Lean Six Sigma: Green Belt	10	Quilting Techniques for Beginners	57
Learning to See Creatively	24 & 56	Responsible Fundraising	31 & 34
Legal Consecutive Interpreting II	37	Sales Development Science	11
Legal Simultaneous Interpreting I	37	Sales Force Administrator & Developer Programs	25
Legal Simultaneous Interpreting II	37	Sales Operations Science.....	11
Live-Online ACT®/SAT® Strategy Workshop	64	Self Defense.....	60
Live-Online GMAT® Strategy Workshop	62	Sequential Art (Comics, Manga, Children's Books), Introduction to	23 & 42
Live-Online GRE® Strategy Workshop	63	Sewing from a Pattern	58
Live-Online LSAT® Strategy Workshop.....	63	Sewing: Alterations.....	48
LSAT® Live-Online Course	64	Sewing: The Stitch Room	49
Managing & Responding to Poor Employee Performance	13	Social Responsibility and the Apparel Industry	12 & 58
Managing in a Multi-Generational Workplace.....	14	Social Security & Retirement	52
Mediation Skills Training	17	Software Development Bootcamp.....	25
Mediation Training Certificate Information Session	16	Software Development: 30-hour Introductory Course	25
Medical Interpretation: Spanish Certificate Program Comprehensive Final Exam	39	Sommelier Academy Certificate Program.....	50 & 58
Medical Interpretation: Spanish Certificate Program Information Session.....	38	Sommelier Academy Information Session.....	49 & 58
Medical Interpreting Skills Development	39	Spanish I.....	51
Medical Interpreting, Introduction to	38	Spanish II.....	51
Medical Spanish I	40	Spanish III.....	51
Medical Spanish II	40	Strong Financial Oversight	31 & 34
Medical Terminology & Specialties I	40	Sustainable Fashion, Introduction to	12
Medical Terminology & Specialties II	40	Swimwear & Lingerie	49
Microsoft Office Basics.....	21	Taste Like a Sommelier: Blind Tasting Seminar	50
NASM Certified Nutrition Coach	60 & 61	Telling the Stories that Make Donors Give.....	32
NASM Certified Personal Trainer	60	Trauma- Informed Yoga: 1 Day Bootcamp, Introduction to	61
NASM Corrective Exercise Specialist	60	Trauma-Informed Yoga: 5 Week Series, Introduction to	61
Nevada Medical Cannabis Consultant Certificate	44	Travel Photography.....	57
Nonprofit Fundraising Information Session	30	Treating Addictions	29
Nonprofit Management Bundle	32	Ukulele I.....	53
Nonprofit Program Management & Assessment	34	Understanding Financial Markets	52
Office Politics: Navigating the Organization.....	14	University Basketball Pep Band	53
Organizational Climate & Cultural Assessment.....	9	UNLV Community Concert Band	53
Overdose Prevention Training: Recognizing and Responding to an Opioid Overdose.....	27	UNLV New Horizons Band	53
Paralegal Certificate Information Session	17	UNLV University Chorale.....	53
Paralegal Certificate Program.....	18	Voiceover Workshop, Introduction to	54
Paralegal Certificate Program-Online	18	Watercolors I.....	43
Patternmaking: Introduction.....	48	Watercolors II.....	43
Peer Recovery Support Specialist Certificate Preparation	27	Watercolors III.....	43
Peer Recovery Support Specialist Supervisor Certificate Preparation.....	28	What the EEOC Expects From Employers.....	9
Pega Certification Preparation.....	21	Wildlife Painting (In Acrylic), Introduction to	42
Perinatal Mood Disorders.....	29	WordPress I.....	25 & 26
Persuasion & Influence, The Art of	6	Workplace Investigations	9
Pets & Cannabis	46	Zines & Zine Making, Introduction to	23 & 43
Photography for Graphic Designers	24 & 57		
Print Design Capstone: From Pre-Press to Production	24		
Print on Demand for Beginners.....	25 & 43		
Problem Solving & Decision Making.....	14		
Proposal Writing I.....	30		
Proposal Writing II.....	30		
Protective Services Professional Certificate.....	19		

Class Registration Options



ONLINE

ced.unlv.edu/register

Payment by credit card only.



PHONE

702-895-3394

Register by phone

8am-5pm Monday-Friday.



IN PERSON

Bring your registration form to

UNLV Paradise Campus,

851 E. Tropicana,

Las Vegas, NV 89119

(Southeast corner, Tropicana and
University Center Drive),

8am-5pm Monday-Friday.



MAIL

Make your check payable to

Board of Regents and send to:

UNLV Division of Educational

Outreach

Box 451019

4505 S. Maryland Parkway

Las Vegas, NV 89154-1019.



FAX

702-895-4195

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

Registration Form

Have you taken a class with UNLV Continuing Education?

☐ Yes ☐ No

Registrant's Name _____

Address (street, city, state, zip) _____

Email _____

Phone Number _____

Date of Birth _____

Course Information:

Course Code	Course Name	Course Fee

Payment Information:

Your payment **MUST** accompany this form. Cash is no longer accepted.

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

☐ Credit Card—Please charge my



Account No. _____ CVV _____

Exp. Date _____ Amount \$ _____

Cardholder's Name _____

Signature _____

By submitting this form you are indicating that you have read and agree to abide by all of the policies available online at ced.unlv.edu/registration-policies. This includes but is not limited to the policies outlined on page 67-68 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.

Our 10-week courses will take you from strategic foundation to job-ready execution

- 100% Online.
- On-demand **plus** optional live instructor-led sessions.
- Taught by industry experts.
- Access to the NEW Career Hub.

93%

WOULD RECOMMEND
OUR PROGRAMS TO A
FRIEND OR COLLEAGUE.

— 2021-2022
OUTCOMES STUDY

“

One of the best courses I have ever taken...great instruction, hands-on assignments, and group work!

LOIS P
BUSINESS ANALYTICS SCIENCE, 2021

I'm really thankful for the course, it helped me grow. It helped me to see things that I didn't know were there.

NATOYAH S
DIGITAL MARKETING SCIENCE, 2022

The most valuable facets of the course were the weekly live classes with expert instructors.

PAUL B
SALES OPERATIONS SCIENCE, 2021





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



Scan
here to
enroll
today!



ced.unlv.edu



702-895-3394



@UNLVCE



@UNLV_ce

**WHAT
WILL YOU
CREATE?**

Art

Music

Print design

Graphic design

Web design

DJ

Performing arts

Sustainable fashion

Fashion design

UNLV CONTINUING
EDUCATION

Register for a class at **ced.unlv.edu**