OUTREACH

COURSE CATALOG
FALL 2021

CLASSES FOR CAREER BUILDERS INCLUDE:

7	**BUSINESS** Digital Marketing Bootcamp
22	**TECHNOLOGY/COMPUTERS** Full-Stack Development
35	**NONPROFIT** Grant Academy

UNLV | CONTINUING EDUCATION

Student Spotlight:

Kerri Carder-McCoy
UNLV Paralegal Certificate

Kerri Carder-McCoy wanted something different. She had a degree in hospitality and built that into a successful career in the San Francisco Bay area for close to twenty years.

But upon moving to Las Vegas, she sought a change of pace. She explored many of the opportunities her new city provided, and realized the legal profession not only prospered here, but also needed skilled workers to fill the expanding vacancies.

Her criteria for gaining the skills for her new trade were simple. She wanted a fast paced, high competency, short program in order to enter the legal field quickly and capably. "I found [UNLV's] paralegal program, which looked amazing, and it was only a five-month program," Kerri says, "It was very intense. But I enjoyed it thoroughly and I really got a lot out of it."

While pursuing her UNLV Paralegal Certificate, Kerri embraced the challenging subject matter and quick pace of the program, and appreciated the support she received from her instructors.

Most of all, Kerri found the program provided benefits beyond just the skills taught in the classes. She was hired through the many connections UNLV has and routinely shares with students.

"As soon as I saw the email (for a paralegal position), I applied right away. Within 24 hours I was given an opportunity to come in for an interview. The interview went great. I had a really good rapport with the person I interviewed with. That same day... they asked me to come back to do a follow up. So I was pretty much hired the same day." Kerri's ability to spot opportunity and go after it make her a UNLV success story.

Learn more about the UNLV Paralegal Certificate at ced.unlv.edu/paralegal.

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CONTINUING EDUCATION

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**

f **@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.

Certificate Candidates:

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

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

Attend a Free Certificate Information Session

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

Grant Academy Information Session

T | Aug 24 | 6-7pm | Online-Zoom | 212GR1150

Human Resource Management Certificate Program Information Session

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

Medical Interpretation: Spanish Certificate Information Session

T | Aug 31 | 6-7pm | Online-Zoom | 212LA1170

Nonprofit Fundraising Information Session

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

Paralegal Certificate Information Session

M | Oct 11 | noon-1pm | Online-Zoom | 213PL6128A

T | Oct 12 | 5:30-6:30pm | Online-Zoom | 213PL6128B

M | Oct 18 | noon-1pm | Online-Zoom | 213PL6128C

Th | Oct 21 | 5:30-6:30pm | Online-Zoom | 213PL6128D

PHR/SPHR Information Session

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

Sommelier Academy Information Session

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

Grants, Loans & Tuition Assistance

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

Options Include:
Workforce Connections
MyCAA
Sallie Mae Smart Option Loan
Employer Tuition Assistance
Private Education Loans

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

🌐 **ced.unlv.edu/financial-assistance**
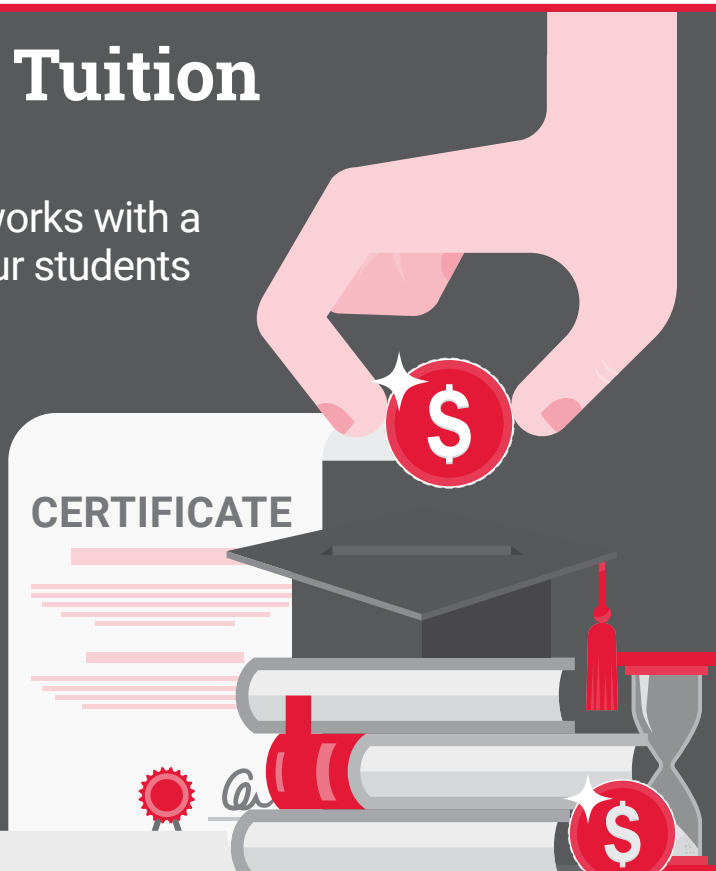
Business

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

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

New! ### Business Administration Certificate

Develop your overall understanding of business theory and practice so you can thrive in a leadership role within your organization. Through discussion and exercises, you will begin to recognize your own leadership style and understand how it impacts your approach to people and project management. You will practice negotiation and other communication techniques helpful in both personal and professional interactions. On the financial side, you can expect to better understand internal policies, processes, and procedures that impact business including budgeting; you will also acquire experience generating basic finance and accounting documents including profit/loss statements and balance sheets. The program dedicates time to generating plans and strategies for managing the customer experience including brand, marketing, and sales concepts. The Business Administration Certificate is structured as six, 6-hour, in-class sessions delivered over six consecutive weeks. Each week will require approximately one hour of online preparatory work including readings, videos, and brief assignments that will be utilized or discussed in live sessions. Sessions will be led by industry experts with significant experience and MBAs, or top Lee Business School faculty.

Lee Business School
F | Sep 3-Oct 8 (meets 6x) | 9am-3:30pm | $2,100
Lee Business School, WRI Room C302 | 213BD6106 | 3.6 CEUs

Communication 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 | Sep 23 | 9am-noon | $149
PAR Room 101 | 213CX1106 | 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 | Sep 3 | 9am-4pm | $289
PAR Room 101 | 213CP6393 | 0.6 CEU

Effective Speaking for International Professionals

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

Katia Abou-Haidar, MAAL

MW | Aug 23-Sep 13 (meets 6x) | 6-8:30pm | $279
Online-UNLVGO and Zoom | 212CX1117 | 1.5 CEUs
*Class does not meet: Sep 6

MW | Nov 29-Dec 15 (meets 6x) | 6-8:30pm | $279
Online-UNLVGO and Zoom | 213CX1117 | 1.5 CEUs

How to Deal with Disagreements, Conflict & Confrontation

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

Kimberly Virtuoso, MA, SPHR
Th | Sep 30 | 9am-noon | $149
PAR Room 101 | 213PG1191 | 0.3 CEU

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

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 | Oct 1 | 9am-4pm | $289
PAR Room 302 | 213CX1109 | 0.6 CEU

Virtual Presentation Skills

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

Amy Pourciau
F | Oct 22 | 9am-noon | $149
Online-Zoom | 213CX1133 | 0.3 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 certificate is required for those who are involved in common-interest community management (HOAs). The course meets Nevada's mandated 60-hour classroom education requirement. Upon successful completion of this course, you are eligible to take the exam to become a certified community association manager.

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

Check website for upcoming dates.

COMING SOON

Customer Experience Certificate Program

ced.unlv.edu/customer-experience

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

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

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

Check website for upcoming dates.

Digital Marketing Bootcamp Certificate Program

ced.unlv.edu/digital-marketing

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

Digital Marketing Introductory Course

In the 20-hour Introductory Course, explore fundamental digital marketing concepts such as SEO/SEM, marketing terminology, essential digital marketing tools, and social media marketing. You will also participate in critical thinking exercises, such as analyzing the correlation between marketing and advertising in online sales conversions. Classes are conducted in live, synchronous, virtual classroom environments. Hands-on projects allow you to apply concepts, collaborate with peers, and get feedback from instructors. This introduction to the field allows you to determine whether or not digital marketing is the right training and career path for you. At the end of the course, you will meet with your Admissions Advisor to assess your aptitude and determine whether or not you should continue into the full program. **Register at digitalskills.unlv.edu/digital-marketing-bootcamp.** You will need access to a laptop computer or other computing device. All other education materials required will be provided (books and software).

Continuing Ed Staff

WM | Sep 8-Oct 4 | 6-9:30pm | $500
Online Delivery | 213DM1001A | 2 CEUs

ThT | Sep 9-Oct 5 | 6-9:30pm | $500
Online Delivery | 213DM1001B | 2 CEUs

MW | Nov 1-Dec 1 | 6-9:30pm | $500
Online Delivery | 213DM1001C | 2 CEUs

TTh | Nov 2-Dec 2 | 6-9:30pm | $500
Online Delivery | 213DM1001D | 2 CEUs

MW | Jan 3-31 | 6-9:30pm | $500
Online Delivery | 221DM1001A | 2 CEUs

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

New! Digital Marketing Bootcamp

Prepare for a career in digital marketing—an exciting, dynamic field filled with potential. This immersive 380-hour online program builds your digital marketing knowledge and skill set by empowering you with tools and techniques that seamlessly integrate into a professional setting. Learn how to prepare for real-world scenarios through virtual hands-on projects and digital simulations, develop multi-platform fluency, and build an independent client base. You will complete an e-portfolio including a website, a PPC campaign, an SEO plan, and a social media strategy. Emerge ready to tackle content data analysis, email marketing, paid search marketing, social media management, digital marketing strategy, e-commerce marketing, search engine optimization, search engine marketing, pay-per-click management, and more. Course curriculum prepares you to take the industry's most recognized exams including Google Ads Search Certification, Google Ads Display Certification, Facebook Blueprint Certification Exam, and Hootsuite Platform Certification Exam. **Register at digitalskills.unlv.edu/digital-marketing-bootcamp.** You will need access to a laptop computer or other computing device. All other education materials required will be provided (books and software).

Prerequisite: Digital Marketing Introductory Course

Continuing Ed Staff

Aug 16-Apr 25 | MW 6-9:30pm, Sa 9:30am-2:30pm | $15,500
Online Delivery | 212DM1002B | 38 CEUs

Oct 19-Jul 19 | TTh 6-9:30pm, Su 9:30am-2:30pm | $15,500
Online Delivery | 213DM1002A | 38 CEUs

Dec 20-Sep 24 | MW 6-9:30pm, Sa 9:30am-2:30pm | $15,500
Online Delivery | 213DM1002B | 38 CEUs

Feb 15-Nov 1 | TTh 6-9:30pm, Su 9:30am-2:30pm | $15,500
Online Delivery | 221DM1002 | 38 CEUs

Human Resource Management Certificate Programs/aPHR Certification Preparation

ced.unlv.edu/HRManagement

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

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

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

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

Human Resource Management Certificate Program Information Session

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

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

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

Aligning Human Resource Initiatives with Business Success

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

Christina Nishiyama, MBA, SPHR
F | Oct 22 | 9am-4pm | $289
PAR Room 302 | 213CP6117 | 0.6 CEU

New! Best Practices in Employee Retention & Engagement

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

Christina Nishiyama, MBA, SPHR
F | Aug 13 | 9am-4pm | $289
PAR Room 302 | 212CP6107 | 0.6 CEU

Developing a Successful Performance Management Program

Take a strategic and integrated approach to fully developing the capabilities of teams and individuals within your company. Companies who manage employee performance effectively can decrease employment costs, increase productivity, align business practices with the strategic plan, and increase profits. Find out how you can elicit superior employee performance by defining and communicating duties, roles, and expectations, and accurately measuring employee performance.

Charles Carr, M.A. Ed.S.
F | Dec 10 | 9am-4pm | $289
PAR Room 302 | 213CP6173 | 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*

Kimberly Virtuoso, MA, SPHR
M | Sep 13-Dec 6 (meets 13x) | 6-9pm | $899
Online-UNLVGO and Zoom | 213CP6113 | 3.9 CEUs

Managing & Responding to Poor Employee Performance

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

Amy Hunter
F | Nov 19 | 9am-4pm | $289
PAR Room 302 | 213CP6125 | 0.6 CEU

Nevada Employment Law NRS: 607-612

Nevada Revised Statutes (NRS) Title 53-Labor and Industrial Relations, Chapters 607-612. Discussion will include: The Nevada Labor Commissioner, compensation, wages and hours, employment of minors, apprenticeships, employment agencies and offices, and unemployment compensation.

Greg Wilken, JD, SPHR
F | Sep 24 | 9am-4pm | $289
PAR Room 302 | 213CP6144 | 0.6 CEU

Nevada Employment Law NRS: 613-615

Nevada Revised Statutes (NRS) Title 53-Labor and Industrial Relations, Chapters 613-615. Discussion will include: employer-employee employment practices, organized labor and labor disputes, and vocational rehabilitation.

Greg Wilken, JD, SPHR
F | Oct 8 | 9am-4pm | $289
PAR Room 302 | 213CP6145 | 0.6 CEU

Nevada Employment Law NRS: 616A-618

Nevada Revised Statutes (NRS) Title 53-Labor and Industrial Relations, Chapters 616A-618. Discussion will include: industrial insurance (workers' compensation), administration, insurers, liability for provision of coverage, benefits for injury or death, prohibited acts, penalties and prosecution, occupational diseases, and Nevada Occupational Safety and Health Administration (NOSHA) statutes.

Greg Wilken, JD, SPHR
F | Oct 15 | 9am-4pm | $289
PAR Room 302 | 213CP6146 | 0.6 CEU

Organizational Change Management

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

Charles Carr, M.A. Ed.S.
MW | Oct 11-13 (meets 2x) | 6-9pm | $289
PAR Room 300 | 213CP6304 | 0.6 CEU

What our students are saying:

"The teacher was engaging and class was informative. I learned about the new updates with the NRS."

Nevada Employment Law NRS: 607-612

Succession Planning

Nurture talent and leadership potential within your organization so key staff members are ready to step into new roles when the need arises. A consistent effort to train and retain staff who exhibit characteristics your company values shows your commitment to employee growth, translates into lower turnover rates and recruitment costs, and leads to smooth transitions as staffing needs evolve. Create and execute a well thought-out succession plan to save your company both time and money.

Nicole Hudson, Ed.D., SPHR
F | Dec 3 | 9am-4pm | $289
PAR Room 302 | 213CP6175 | 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 | Dec 17 | 9am-4pm | $289
PAR Room 302 | 213CP6121 | 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 | Nov 5 | 9am-4pm | $289
PAR Room 302 | 213CP6105 | 0.6 CEU

Human Resource PHR/SPHR Certification Preparation

ced.unlv.edu/phr-sphr

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

PHR/SPHR Information Session

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

Greg Wilken, JD, SPHR
Th | Aug 12 | 6-7pm | No charge
Online-Zoom | 212CP6118

PHR/SPHR Certification Preparation

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

Greg Wilken, JD, SPHR
W | Sep 15-Dec 15 (meets 13x) | 6-9pm | $879
PAR Room 512 | 213CP6116 | 3.9 CEUs
*Class does not meet: Nov 24

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

MTWThF | Oct 11-15 (meets 5x) | 9am-4pm | $1,500
Off-Site Training Facility | 213LN1100A | 3 CEUs

MTWThF | Dec 6-10 (meets 5x) | 9am-4pm | $1,500
Off-Site Training Facility | 213LN1100B | 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 | Nov 1-5 (meets 5x) | 9am-4pm | $2,000
Off-Site Training Facility | 213LN1101 | 3 CEUs

Sales Operations Science Certificate Program

ced.unlv.edu/sales-operations

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

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

Sales Operations Science

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

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

Continuing Ed Staff

Aug 16- Oct 22 | $899
Asynchronous Instruction; Optional Live-Online Sessions T 4-5pm
Online Delivery | 212SP1001C | 8 CEUs

Sep 13-Nov 19 | $899
Asynchronous Instruction; Optional Live-Online Sessions T 4-5pm
Online Delivery | 213SP1001A | 8 CEUs

Oct 4-Dec 17 | $899
Asynchronous Instruction; Optional Live-Online Sessions T 4-5pm
Online Delivery | 213SP1001B | 8 CEUs
*Class does not meet: Nov 23

Nov 1-Jan 21 | $899
Asynchronous Instruction; Optional Live-Online Sessions T 4-5pm
Online Delivery | 213SP1001C | 8 CEUs
*Class does not meet: Nov 23, Dec 28

Dec 6-Feb 18 | $899
Asynchronous Instruction; Optional Live-Online Sessions T 4-5pm
Online Delivery | 213SP1001D | 8 CEUs
*Class does not meet: Dec 28

Leadership/Management

Management Certificate Program

ced.unlv.edu/management

In the UNLV Certificate of Management, 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 leads a team to its full potential
- Develop your skills to navigate performance issues and develop effective performance management strategy
- Equip you to navigate the ever-evolving dynamic of the modern workplace
- Allow you to acquire strategic and systematic management skill sets.

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

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 | Sep 23 | 9am-noon | $149
PAR Room 101 | 213CX1106 | 0.3 CEU

What our students are saying:

"Very informative, great presentation of material, interesting group activities."

"The content of the course provided insight into courageous conversations. The role playing and participation by the class put it all together."

Communication Strategies, Spring 2021

Communication Strategies: The Art of Courageous Conversations

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

Kimberly Virtuoso, MA, SPHR
F | Sep 3 | 9am-4pm | $289
PAR Room 101 | 213CP6393 | 0.6 CEU

Effective Facilitation of Meetings & Discussions

Run more effective, efficient meetings. With a few new facilitation skills in place, you can ensure the meetings you lead accomplish their objective without wasting anyone's time. A bit of forethought can keep your meetings focused on the task at hand, include the appropriate people in the discussion, and lead to a decision or actionable next steps. Participants will gain experience with hands-on facilitation practice.

Jacob Murdock
Sa | Dec 4 | 9am-4pm | $289
PAR Room 300 | 213CP6302 | 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 | Sep 30 | 9am-noon | $149
PAR Room 101 | 213PG1191 | 0.3 CEU

Managing & Responding to Poor Employee Performance

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

Amy Hunter
F | Nov 19 | 9am-4pm | $289
PAR Room 302 | 213CP6125 | 0.6 CEU

Managing in a Multi-Generational Workplace

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

Maggie Harris
TTh | Nov 2-4 (meets 2x) | 9am-noon | $289
PAR Room 101 | 213CP6185 | 0.6 CEU

What our students are saying:

"Maggie [Harris] did an exceptional job delivering the information and keeping the class engaged. This course opened my options on how to communicate more effectively with my team and co-workers based on their generations."

Managing in a Multi-Generational Workplace, Spring 2021

Problem Solving & Decision Making

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

Charles Carr, M.A. Ed.S.
F | Oct 1 | 9am-4pm | $289
PAR Room 101 | 213CP6182 | 0.6 CEU

The New Manager's Toolkit

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

Maggie Harris
TTh | Oct 5-7 (meets 2x) | 9am-noon | $289
PAR Room 101 | 213CP6158 | 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.unv.edu/organizational-leadership for a complete list of elective options and more details about this program.

Coaching & Counseling for Success

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

Amy Hunter

F | Aug 20 | 9am-4pm | $289
PAR Room 302 | 212CP6165 | 0.6 CEU

F | Sep 17 | 9am-4pm | $289
PAR Room 302 | 213CP6165 | 0.6 CEU

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 Clifton Strengths 34 Assessment Tool prior to class. www.gallupstrengthscenter.com/store

Maggie Harris
TW | Sep 21-22 (meets 2x) | 9am-noon | $289
PAR Room 101 | 213CP6139 | 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 | Sep 29-Oct 20 (meets 4x) | 6-9pm | $699
PAR Room 101 | 213CP6300 | 1.2 CEUs

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

What our students are saying:

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

Coaching & Counseling for Success, Fall 2020

Managing in a Multi-Generational Workplace

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

Maggie Harris
TTh | Nov 2-4 (meets 2x) | 9am-noon | $289
PAR Room 101 | 213CP6185 | 0.6 CEU

Organizational Change Management

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

Charles Carr, M.A. Ed.S.
MW | Oct 11-13 (meets 2x) | 6-9pm | $289
PAR Room 300 | 213CP6304 | 0.6 CEU

The ABCs of Strategic Thinking

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

Charles Carr, M.A. Ed.S.
F | Aug 6 | 9am-4pm | $289
PAR Room 302 | 212CP6166 | 0.6 CEU

New! Turning Managers into Leaders

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

Kimberly Virtuoso, MA, SPHR

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

F | Nov 12 | 9am-4pm | $289
PAR Room 302 | 213CP6119 | 0.6 CEU

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 (3 observations and 4 co-mediations).

Mediation Skills Training

Individuals with mediation skills provide a process to help parties better understand each other's perspective and reach a mutually agreeable resolution. The principles of mediation are covered during this interactive forty hour course. You will learn the facilitative mediation process, develop active listening skills, and practice effective questioning techniques. Ethical standards in mediation and strategies to work through impasse situations will be introduced, as will methods to differentiate between position and interest, identify sources of conflict, and write agreements. Following classroom training, an in-depth practicum will include a minimum of three observations, four co-mediations, and two solo mediations. The practicum will allow you to practice your skills and gain confidence in your ability to mediate conflict and facilitate difficult conversations. This class is eligible for 31.5 CLEs (30 general and 1.5 ethics) through the Nevada Board of Continuing Legal Education for attorneys and judges. A basic mediation training manual is provided for each student. If course is online, must be able to pick up from the Neighborhood Justice Center during their business hours (M-Th 7:30am - 5:30pm). Students will be notified when manual is available for pickup.

Patricia Battie
Sa | Sep 4-Oct 23 (meets 8x) | 8:30am-1:30pm | $1,199
Online-Zoom | 213CM1120 | 4 CEUs

What our students are saying:

"Mediation Skills Training at UNLV more than met expectations. Each class meeting was exceptional. The instructor was excited about the interaction with the participants. She was timely, competent, professional, respectful, and courteous. I've had extensive management training in my 50 years of corporate experience (universities, corporate training, and self-development training). This experience was top notch, informative, and productive. I look forward to becoming a contributing member of the mediation community."

Mediation Skills Training, Spring 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 at over double the national job growth rate, with a national median salary of $51,740 annually, making the choice to become a paralegal one of the smartest career choices you can make.

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

Paralegal Certificate Information Session

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

Zachariah Parry, J.D.
M | Oct 11 | noon-1pm | No charge
Online-Zoom | 213PL6128A

Zachariah Parry, J.D.
T | Oct 12 | 5:30-6:30pm | No charge
Online-Zoom | 213PL6128B

Matthew Pfau, J.D.
M | Oct 18 | 12M-1pm | No charge
Online-Zoom | 213PL6128C

Matthew Pfau, J.D.
Th | Oct 21 | 5:30-6:30pm | No charge
Online-Zoom | 213PL6128D

What our students are saying:

"The teacher was communicative, supportive, and accessible. He made very complicated terms of law very easy to understand. I really loved this class."

Paralegal Certificate, Fall 2020

Paralegal Certificate Program

When you earn UNLV's highly respected Paralegal Certificate, you will be well versed in the day-to-day responsibilities of a paralegal, plus you will understand the legal principles that govern our state and nation. Paralegal coursework is divided into two primary categories: Practicum and the Law. Practicum curriculum focuses on the skills most in demand in a Nevada paralegal: effective legal research, persuasive writing, law practice management, document formatting and structure, court filing, calendaring deadlines, and ethical representation. You will learn these skills and put them into practice by representing two hypothetical clients: a plaintiff and a defendant. Law curriculum covers substantive legal concepts you are most likely to encounter in paralegal practice: torts, contracts, criminal law, criminal procedure, civil procedure, family law, and estate planning/probate. UNLV paralegal graduates gain the knowledge, skills, and confidence they need to successfully enter the profession. The registration fee includes the practicum textbooks and access to LexisNexis and Westlaw. Please estimate $400 for additional required textbooks that are not included in the registration fee. This is a hybrid course where you will be enrolled in a concurrent online learning program. Students are highly encouraged to enroll one week prior to the first day of class to avoid delays in receiving materials. Practicum textbook is provided for each student. If course is online, you must be able to pick it up from the UNLV Paradise Campus during business hours. You will be notified when book is available for pickup. Required Textbook(s): *ISBN: 9781133691853, ISBN: 9781454855552, ISBN: 9781717901606*

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

Richard Chatwin, JD, MBA
MW | Nov 15-Mar 23 (meets 30x) | 9am-noon | $6,634
PAR Room 302 | 213PL6131A | 12.5 CEUs
*Class does not meet: Dec 20, 22, 27, 29, Jan 17, 19, Feb 21, 23

Matthew Pfau, J.D., Kimberly Taylor
TTh | Nov 16-Mar 24 (meets 30x) | 6-9pm | $6,634
PAR Room 302 | 213PL6131B | 12.5 CEUs
*Class does not meet: Nov 23, 25, Dec 21, 23, 28, 30, Feb 22, 24

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.

Joyce Gallina, MSW
T | Sep 7-Oct 26 (meets 8x) | 5:30-7:30pm | $299
PAR Room 301 | 213PL6105A

Liliana Radillo
Th | Sep 9-Oct 28 (meets 8x) | 5:30-7:30pm | $299
PAR Room 301 | 213PL6105B

Protective Services Professional Certificate Program

ced.unlv.edu/protective-services

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

PROGRAM REQUIREMENTS: To earn the Protective Services Professional certificate you must successfully complete the following two required modules:
- Protective Driving Operations Course (PDOC)
- Protection Agent Development (PAD)

Protective Services Professional Certificate

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

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

Steve Krystek, PFC Training
F-Th | Oct 1-7 (meets 7x) | $2,850
Off site (PFC) | 213SD3143 | 7 CEUs

Protective Driving Operations Course (PDOC) module only
F-Su | Oct 1-3 (meets 3x) | $1,950

Protection Agent Development (PAD) module only
M-Th | Oct 4-7 (meets 4x) | $1,215

Technology/Computers

Cybersecurity Bootcamp Certificate

ced.unlv.edu/cybersecurity

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

Cybersecurity: Introductory Course

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

Continuing Ed Staff

MW | Aug 30-Sep 29 | 6-9:30pm | $500
Online Delivery | 212CY1001G | 3 CEUs

TTh | Aug 31-Sep 30 | 6-9:30pm | $500
Online Delivery | 212CY1001I | 3 CEUs

MW | Oct 4-Nov 1 | 6-9:30pm | $500
Online Delivery | 213CY1001A | 3 CEUs

TTh | Oct 5-Nov 2 | 6-9:30pm | $500
Online Delivery | 213CY1001C | 3 CEUs

MW | Nov 15-Dec 15 | 6-9:30pm | $500
Online Delivery | 213CY1001E | 3 CEUs

TTh | Nov 16-Dec 16 | 6-9:30pm | $500
Online Delivery | 213CY1001F | 3 CEUs

Cybersecurity Bootcamp

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

Prerequisite: Cybersecurity: Introductory Course

Continuing Ed Staff

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

Aug 3-Apr 19 | TTh 6-9:30pm, Su 9:30am-2:30pm | $15,500
Online Delivery | 212CY1002C | 37 CEUs

Sep 7-May 22 | TTh 6-9:30pm, Su 9:30am-2:30pm | $15,500
Online Delivery | 213CY1002A | 37 CEUs

Sep 8-May 23 | MW 6-9:30pm, Sa 9:30am-2:30pm | $15,500
Online Delivery | 213CY1002F | 37 CEU,s

Oct 12-Jun 28 | TTh 6-9:30pm, Su 9:30am-2:30pm | $15,500
Online Delivery | 213CY1002B | 37 CEUs

Oct 13-Jun 29 | MW 6-9:30pm, Sa 9:30am-2:30pm | $15,500
Online Delivery | 213CY1002C | 37 CEUs

Nov 15-Aug 3 | MW 6-9:30pm, Sa 9:30am-2:30pm | $15,500
Online Delivery | 213CY1002D | 37 CEUs

Nov 16-Jul 31 | TTh 6-9:30pm, Su 9:30am-2:30pm |$15,500
Online Delivery | 213CY1002E | 37 CEUs

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

Data Science & Analytics Bootcamp Certificate

ced.unlv.edu/data-science

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

New! Data Science & Analytics: Introductory Course

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

Registration for this program will open closer to the first scheduled class dates.

Continuing Ed Staff

MW | Oct 18-Nov 17 | 6-9:30pm | $500
Online Delivery | 213DT1001A | 3 CEUs

TTh | Oct 19-Nov 18 | 6-9:30pm | $500
Online Delivery | 213DT1001B | 3 CEUs

MW | Nov 15-Dec 15 | 6-9:30pm | $500
Online Delivery | 213DT1001C | 3 CEUs

TTh | Nov 16-Dec 16 | 6-9:30pm | $500
Online Delivery | 213DT1001D | 3 CEUs

New! Data Science & Analytics Bootcamp

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

Registration for this program will open closer to the first scheduled class dates.

Prerequisite: Data Science & Analytics: Introductory Course

Continuing Ed Staff

Dec 1-Jul 27 | MW 6-9:30pm, Sa 9:30am-2:30pm | $14,500
Online Delivery | 213DT1002 | 37 CEUs

Jan 4-Aug 14 | TTh 6-9:30pm, Su 9:30am-2:30pm | $14,500
Online Delivery | 221DT1002 | 37 CEUs

Full-Stack Development Bootcamp Certificate

ced.unlv.edu/full-stack-development

Businesses need builders, thinkers, and leaders who can address all points of a web, software, or application development project, work on back-end and front-end development, reduce the cost of projects, support all team members, and more. In this program, you will gain the tactical software engineering principles, soft skills, problem-solving, and communications skills to become a successful full-stack engineer and an asset to any team. From designing impactful user interfaces to server-side programming to database applications, full-stack developers can help with both the design and functional aspects of any project.

The accelerated Full-Stack Development Bootcamp at University of Nevada, Las Vegas is built for people who have a strong affinity for technical solutions, enjoy aspects of conceptual and visual design, and seek creative ways to solve problems. Classes are conducted in a live, synchronous, virtual classroom, providing the opportunity to learn in an environment aligned with the profession and allowing you to balance education with your other responsibilities.

New! ## Full-Stack Development: Introductory Course

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

Continuing Ed Staff

MW | Aug 16-Sep 15 | 6-9:30pm | $500
Online Delivery | 212WC1101A | 3 CEUs

TTh | Aug 17-Sep 16 | 6-9:30pm | $500
Online Delivery | 212WC1101B | 3 CEUs

MW | Oct 4-Nov 1 | 6-9:30pm | $500
Online Delivery | 213WC1101A | 3 CEUs

TTh | Oct 5-Nov 2 | 6-9:30pm | $500
Online Delivery | 213WC1101B | 3 CEUs

MW | Nov 22-Dec 22 | 6-9:30pm | $500
Online Delivery | 213WC1101C | 3 CEUs

TTh | Nov 23-Dec 23 | 6-9:30pm | $500
Online Delivery | 213WC1101D | 3 CEUs

MW | Jan 24-Feb 23 | 6-9:30pm | $500
Online Delivery | 221WC1101A | 3 CEUs

TTh | Jan 25-Feb 22 | 6-9:30pm | $500
Online Delivery | 221WC1101B | 3 CEUs

New! Full-Stack Development Bootcamp

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

Prerequisite: Full Stack Development: Introductory Course

Continuing Ed Staff

Sep 29-May 25 | MW 6-9:30pm, Sa 9:30am-2:30pm | $15,500
Online Delivery | 213WC1102A | 38.4 CEUs

Nov 16-Jul 14 | TTh 6-9:30pm, Su 9:30am-2:30pm | $15,500
Online Delivery | 213WC1102B | 38.4 CEUs

Jan 12-Sep 7 | MW 6-9:30pm, Sa 9:30am-2:30pm | $15,500
Online Delivery | 221WC1102A | 38.4 CEUs

Mar 10-Oct 25 | TTh 6-9:30pm, Su 9:30am-2:30pm | $15,500
Online Delivery | 221WC1102B | 38.4 CEUs

Microsoft Office

ced.unlv.edu/microsoft-office

Better Documents with Microsoft Office

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

Sharon Fry, MCT, MOS Master, MCP, MTA
W | Oct 20-Nov 10 (meets 4x) | 3-6:15pm | $329
PAR Room 123 | 213CW8178 | 1.2 CEUs

Excel Advanced Workshop: Automating Tasks

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

Prerequisite: Excel I or similar working knowledge and experience.

Sharon Fry, MCT, MOS Master, MCP, MTA
W | Dec 15 | 1-4:15pm | $99
Online-Zoom | 213CU1122 | 0.3 CEU

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

Excel Advanced Workshop: Complex Formulas

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

Prerequisite: Excel I or similar working knowledge and experience.

Sharon Fry, MCT, MOS Master, MCP, MTA
M | Dec 13 | 1-4:15pm | $99
Online-Zoom | 213CU1120 | 0.3 CEU

Excel Advanced Workshop: Data Analysis & Reporting

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

Prerequisite: Excel I or similar working knowledge and experience.

Sharon Fry, MCT, MOS Master, MCP, MTA
T | Dec 14 | 1-4:15pm | $99
Online-Zoom | 213CU1121 | 0.3 CEU

Excel Essentials Workshop: Analyzing Data

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

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

Sharon Fry, MCT, MOS Master, MCP, MTA
T | Sep 21 | 1-4:15pm | $99
PAR Room 123 | 213CU1110 | 0.3 CEU

Excel Essentials Workshop: Data Basics

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

Prerequisite: Basic working knowledge of Excel.

Sharon Fry, MCT, MOS Master, MCP, MTA
M | Sep 20 | 1-4:15pm | $99
PAR Room 123 | 213CU1100 | 0.3 CEU

Excel Essentials Workshop: Presenting Data

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

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

Sharon Fry, MCT, MOS Master, MCP, MTA
W | Sep 22 | 1-4:15pm | $99
PAR Room 123 | 213CU1111 | 0.3 CEU

Excel I

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

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

Sharon Fry, MCT, MOS Master, MCP, MTA
Sa | Sep 25-Oct 16 (meets 4x) | 9-12:15am | $329
PAR Room 123 | 213CW8163 | 1.2 CEUs

Excel II

Excel I & II provide a deeper, more comprehensive, broader exploration of the software compared to the Excel Essentials series. In Excel II, gain additional practice and experience with Microsoft Excel 2016 PivotTables and PivotCharts; explore advanced formatting options; work more with formulas and functions, including using 3D references; consolidate data sets; utilize formula auditing and data tools; and work with decision making tools. Collaboration, editing, security, efficiency tools, and macros round out the curriculum. Assignments outside of class provide a variety of spreadsheet experiences to enrich your understanding of Excel. Must have access to Excel. Required Textbook(s): *Exploring Microsoft Office Excel 2016 Comprehensive* (ISBN: 9780134479446). Digital version recommended.

Prerequisite: Excel I or similar working knowledge and experience.

Sharon Fry, MCT, MOS Master, MCP, MTA
Sa | Nov 13-Dec 11 (meets 4x) | 9am-12:15pm | $329
PAR Room 123 | 213CW8138 | 1.2 CEUs
*Class does not meet: Nov 27

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 | Oct 13-Nov 17 (meets 6x) | 1-3pm | $189
PAR Room 123 | 213CW8177

Print & Graphic Design Certificate Programs

ced.unlv.edu/graphic-design

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

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

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

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

GRAPHIC DESIGN CERTIFICATE PROGRAM REQUIREMENTS: To earn the Graphic Design Certificate you must successfully complete six core courses plus an additional 0.6 CEUs of elective courses.
- Adobe Illustrator I
- Adobe Illustrator II
- Adobe InDesign I
- Adobe Photoshop I
- Adobe Photoshop II
- Graphic Design Capstone: Designing Your Brand Using Adobe Software (Must be the last course taken)

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

Adobe Illustrator I

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

Jessica Kennedy
M | Sep 20-Oct 25 (meets 6x) | 5:30-8:30pm | $339
Online-UNLVGO and Zoom | 213WM8121 | 1.6 CEUs

Adobe Illustrator II

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

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

Jessica Kennedy
M | Nov 1-Dec 6 (meets 6x) | 5:30-8:30pm | $339
Online-UNLVGO and Zoom | 213WM8100 | 1.6 CEUs

Adobe InDesign I

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

Denise Snow
Th | Sep 2-Oct 7 (meets 6x) | 6-9pm | $339
Online-UNLVGO and Zoom | 213WM8106 | 1.6 CEUs

Adobe Photoshop I

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

Rakitha Perera
T | Sep 7-Oct 12 (meets 6x) | 6-9pm | $339
Online-UNLVGO and Zoom | 213WM8122 | 1.6 CEUs

Adobe Photoshop II

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

Prerequisite: Adobe Photoshop I or comparable experience.

Rakitha Perera
T | Oct 19-Nov 23 (meets 6x) | 6-9pm | $339
Online-UNLVGO and Zoom | 213WM8123 | 1.6 CEUs

Brand Identity Basics

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

Denise Snow
W | Oct 13-27 (meets 3x) | 6-8pm | $189
Online-UNLVGO and Zoom | 213WM8179 | 0.6 CEU

Graphic Design Capstone: Designing Your Brand Using Adobe Software

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

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

Rakitha Perera
T | Dec 7-28 (meets 2x) | 6-9pm | $219
Online-UNLVGO and Zoom | 213WM8177 | 0.6 CEU
*Class does not meet: Dec 14 & 21

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

Principles of Graphic Design

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

Jessica Kennedy
W | Sep 1-15 (meets 3x) | 5:30-7:30pm | $189
PAR Room 125 | 213WM8178 | 0.6 CEU

Print Design Capstone: From Pre-Press to Production

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

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

Jessica Kennedy
W | Dec 8-Jan 5 (meets 4x) | 5:30-8:30pm | $219
Online-UNLVGO and Zoom | 213WM8156 | 1.2 CEUs
*Class does not meet: Dec 22

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.

Denise Snow
Th | Oct 14-Dec 2 (meets 6x) | 6-9pm | $339
Online-UNLVGO and Zoom | 213WM8171 | 1.8 CEUs
*Class does not meet: Nov 11 & 25

Unmanned Aircraft Systems Certificate

Become an FAA-licensed commercial drone pilot. This blended instructor-based and online course is designed to prepare students to fly within current Unmanned Aircraft System (UAS) Federal Aviation Administration (FAA) regulations. Students are introduced to UAS system design, flight methods, and local and federal regulations. This course covers all the necessary topics to successfully obtain an FAA commercial drone license, "Part 107 Remote Pilot Certificate" and AUVSI Trusted Operator Programs Levels 1 and 2. Students will participate in flight demonstrations and experience hands-on flight missions. This course meets the requirements of ASTM F3266 - 18, Standard Guide for Training for Remote Pilot in Command of Unmanned Aircraft Systems (UAS) Endorsement. FAA Part 107 Remote Pilot Certificate test fees are not included in the course. Access to the online component is available up to two weeks prior to the in-person meet dates. You should anticipate spending eight hours in online preparation before the in-person meet dates, plus eight hours for online follow-up. Please note, students should expect to register for the FAA Unmanned Aircraft General (UAG) written exam during the first in-person session. Students must provide own transportation to flight locations within one hour of Las Vegas Valley. Please note, due to the online component of this class, requests to drop the class and receive a refund must be submitted no later than two weeks prior to the in-person class session.

Jonathan Daniels, Praxis Aerospace Concepts Inc.
Oct 8-17 (meets 6x) | F 6-10pm, SaSu 8am-5pm | $1,899
Praxis Aerospace | 213UA1110 | 4 CEUs

Unmanned Aircraft Systems Certificate Program

ced.unlv.edu/uas

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

UX/UI Design Bootcamp Certificate

ced.unlv.edu/ux-ui

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

New! ### UX/UI Design: Introductory Course

Learn the foundations of visual, UX, and UI design, including the different roles within the industry and what it takes to be a successful designer. The 30-hour Introductory Course provides you with a taste of the design field and serves as a chance to ensure that it is the right career path for you. You will begin learning industry-standard design tools and skills through demos, hands-on practice, and instructor feedback. At the end of the Introductory Course, you will take an assessment exam and evaluate your progress with an Admissions Advisor to determine if the full program is suitable for you. Register at **digitalskills.unlv.edu/UX-UI-Design**. You must have access to a laptop computer or other computing device. All other education materials required will be provided (books and software).

Registration for this program will open closer to the first scheduled class dates.

Continuing Ed Staff

MW | Sep 20-Oct 18 | 6-9:30pm | $500
Online Delivery | 213UX1001A | 3 CEUs

TTh | Sep 21-Oct 19 | 6-9:30pm | $500
Online Delivery | 213UX1001B | 3 CEUs

MW | Nov 1-Dec 6 | 6-9:30pm | $500
Online Delivery | 213UX1001C | 3 CEUs

TTh | Nov 2-Dec 7 | 6-9:30pm | $500
Online Delivery | 213UX1001D | 3 CEUs

New! ### UX/UI Design Bootcamp

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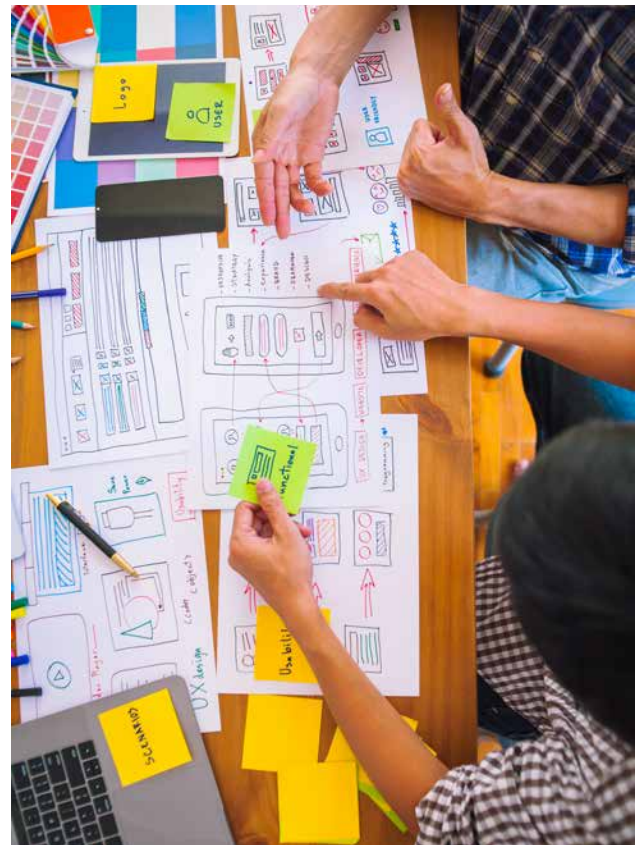
Registration for this program will open closer to the first scheduled class dates.

Prerequisite: UX/UI Design: Introductory Course

Continuing Ed Staff

Nov 3-Jul 2 | MW 6-9:30pm, Sa 9:30am-2:30pm | $14,500
Online Delivery | 213UX1002A | 37 CEUs

Dec 21-Aug 11 | TTh 6-9:30pm, Sa 9:30am-2:30pm | $14,500
Online Delivery | 213UX1002B | 37 CEUs

Video Production

ced.unlv.edu/video-production

Adobe Premiere: Video Editing I

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

Craig Bergonzoni
W | Oct 6-20 (meets 3x) | 6-8pm | $119
PAR Room 125 | 213CW8151

Adobe Premiere: Video Editing II

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

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

Craig Bergonzoni
W | Dec 1-15 (meets 3x) | 6-8pm | $119
PAR Room 125 | 213CW8152

Introduction to YouTube Marketing

Discover the power of YouTube marketing. With over 1.3 billion people worldwide now using YouTube, video has become an essential marketing strategy. Content marketers, online and offline business owners, self-employed entrepreneurs, and artists/musicians all need to know how to build a YouTube channel and grow their video marketing efforts. Learn how to start your channel, communicate your brand, explain your products or services, and build relationships with your audience. Get advice on how to choose your niche, select equipment, develop content, create a media plan, integrate with other social media networks, and strategize for audience growth.

Maximiliano (Gacitua) Lopez & John Larson
Sa | Oct 16 | 9am-4pm | $149
PAR Room 101 | 213WM8175 | 0.6 CEUs

Videography I: The Essentials

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

Craig Bergonzoni
W | Sep 8-22 (meets 3x) | 6-8pm | $119
PAR Room 300 | 213CW8155

Web Design Classes

ced.unlv.edu/web-design-classes

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

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.

Denise Snow
Th | Oct 14-Dec 2 (meets 6x) | 6-9pm | $339
Online-UNLVGO and Zoom | 213WM8171 | 1.8 CEUs

*Class does not meet: Nov 11 & 25

Healthcare/Wellness Professionals

Certified Nursing Assistant

ced.unlv.edu/certified-nursing-assistant

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

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

Certified Nursing Assistant (CNA) Training Program

As a Certified Nursing Assistant (CNA), you will offer patients compassion and patience while assisting them with day-to-day life tasks such as dressing, bathing, and feeding. Typical work environments include long-term care facilities, hospitals, clinics, and in the home. While in school, you will be instructed on a broad range of subjects, including infection control, communication and interpersonal skills, safety and emergency procedures, personal care skills, psychosocial needs, basic restorative services and skills, basic nursing skills, quality improvement and more. The training is 96 hours and takes four weeks to complete, preparing you to take the Nevada State Board of Nursing exam. Dates are subject to change. A separate refund policy applies to this course. Please reference the Perry Foundation for updated information. The last two days of the course are flex days and may not meet on these days. Textbook, workbook and one set of scrubs (top and bottom) are included in the tuition. Students will need to purchase additional items and will need to be financially responsible for additional licensing requirements.

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

Madge Rascoe
WThFM | Aug 18-Sep 20 (meets 14x) | 8am-4:30pm | $2,100
Perry Foundation | 212NA1100E | 9.6 CEUs
*Class meets: Sep 6

Crystal Alexander, RN
MWF | Aug 30-Sep 29 (meets 14x) | 8am-4:30pm | $2,100
Perry Foundation | 212NA1100F | 9.6 CEUs

Madge Rascoe
WMT | Sep 22-Oct 25 (meets 14x) | 8am-4:30pm | $2,100
Perry Foundation | 213NA1100A | 9.6 CEUs

Crystal Alexander, RN
FMW | Oct 1-Nov 1 (meets 14x) | 8am-4:30pm | $2,100
Perry Foundation | 213NA1100B | 9.6 CEUs

Madge Rascoe
TWM | Oct 26-Nov 24 (meets 14x) | 8am-4:30pm | $2,100
Perry Foundation | 213NA1100C | 9.6 CEUs

Crystal Alexander, RN
WFM | Nov 3-Dec 6 (meets 14x) | 8am-4:30pm | $2,100
Perry Foundation | 213NA1100D | 9.6 CEUs

Madge Rascoe
MTW | Nov 29-Dec 28 (meets 14x) | 8am-4:30pm | $2,100
Perry Foundation | 213NA1100E | 9.6 CEUs

Crystal Alexander, RN
WFM | Dec 8-Jan 12, 2 (meets 14x) | 8am-4:30pm | $2,100
Perry Foundation | 213NA1100F | 9.6 CEUs

Mat Pilates & Injury Prevention Certificate Program

ced.unlv.edu/pilates

UNLV Division of Educational Outreach and the UNLV Department of Dance have partnered to offer a Mat Pilates and Injury Prevention Certificate. The certificate provides students with a practical understanding of human anatomy and dance kinesiology useful in preventing injuries. The certificate consists of both technique and theory classes, with an anatomical approach to movement. The technique courses include exercises in flexibility and tone, using a variety of tools, including TheraBands, small balls, small weights, and large balls. Theory courses include the foundations of dance kinesiology and human anatomy to provide key information for the prevention and care of injuries.

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

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

Dance for Flexibility & Tone

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

Kimberly Amblad, UNLV Department of Dance
Aug 23-Dec 4 | $283
Online Delivery-Asynchronous | 212DN2111B | 3.6 CEUs

Dance Kinesiology

Gain an understanding of the human body as it relates to the art of dance and movement. Study the muscular and skeletal structures of the body involved in the discipline of dance. Emphasis will be on major muscle groups, joint actions, and their capacity for movement. Students may also enroll for university credit in DAN 351 for 3 credits.

Prerequisite: Pilates I or Dance for Flexibility & Tone

Ian Dodge, UNLV Department of Dance
Aug 23-Dec 4 | $849
Online Delivery-Asynchronous | 212DN2112B | 3.6 CEUs

Pilates I

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

Alexis Hansbrough, UNLV Department of Dance
Aug 23-Dec 4 | $283
Online Delivery-Asynchronous | 212DN2110C | 3.6 CEUs

Alissa Kuhn, UNLV Department of Dance
TTh | Aug 24-Dec 2 (meets 28x) | 4-5:15pm | $283
MPE Room 506 | 212DN2110B | 3.6 CEUs
*Class does not meet: Nov 11 & 25

Prevention & Care of Dance Injuries

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

Prerequisite: Dance Kinesiology

Dolly Kelepecz, UNLV Department of Dance
Aug 23-Dec 4 | $849
Online Delivery-Asynchronous | 212DN2113B | 3.6 CEUs

NASM & AFAA Fitness Professional Certification Preparation Programs

ced.unlv.edu/fitness

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

AFAA Group Fitness Instructor

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

Continuing Ed Staff
W | Sep 8-Nov 10 (meets 10x) | 6-9pm | $899
UNLV Campus | 213SM3104 | 3 CEUs

NASM Certified Nutrition Coach

Apply nutrition science and behavior change theory in the real world to get your clients results. This course will prepare you to work as a National Academy of Sports Medicine Certified Nutrition Coach (NASM CNC). You will gain the relevant knowledge and applied skills to design and deliver top-quality, individualized nutrition coaching for your clients. You will be able to apply your nutrition coaching skills to increase success in clients' health- and fitness-related goals. Explore the latest cutting-edge science in all things related to fat loss, muscle gain, and overall wellness. Learn the psychology behind how we get stuck in dietary patterns and how to break them. You will learn in an instructor-led environment while also accessing online content directly from NASM. Three attempts at the NASM CNC certification exam are included in the registration fee.

Rickelle Tallent, MS, RDN, LD
Th | Sep 16-Dec 16 (meets 12x) | 6-8:30pm | $1,249
Online-UNLVGO and Zoom | 213SM3103 | 3 CEUs
*Class does not meet: Nov 11 & 25

New! 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. 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
T | Sep 7-Nov 16 (meets 11x) | 6-8:30pm | $1,099
UNLV Campus | 213SM3101 | 7.5 CEUs

Social Work CEU Series

ced.unlv.edu/social-work

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

Assessing & Treating Childhood Trauma

Distinguish acute trauma, chronic trauma, complex trauma, neglect, and traumatic grief in children, and consider how each type of traumatic experience can affect children's wellbeing. Learn how similar traumas can affect children differently and discuss factors that influence severity of reactions. The immediate and long term impact of trauma on a child's brain development will be reviewed. Clinical interventions will be discussed with an emphasis on Trauma-Focused Cognitive Behavioral Therapy. Suggestions for working with caregivers of traumatized children will be provided. As working with traumatized children can cause particular stress for clinicians, self-care will be addressed. Finally, you will be given resources to further continued professional competence. This course is approved for 3 CEUs through the following boards: Nevada Board of Examiners for Social Workers, Nevada Board of Psychological Examiners, and Nevada Board of Examiners for Marriage and Family Therapists.

Anne-Marie Abruscato, LCSW
Th | Sep 9 | 6-9:15pm | $59
Online-Zoom | 213SW3201 | 0.3 CEU

New! Sexual Offending Basics: Who, What, When, Where, & Why? NOW WHAT?!

Take a beginner's look into the world of sexual offending. Get a foundational education on the "five Ws:" Who—the subtypes of people who offend sexually; What—how to define sexual abuse and examples of hands off/hands on crime; When/Where—where crimes occur most frequently and grooming; and Why—the overarching theories of why sexual abuse occurs. This all leads to one last critical question: Now What?—Explore current approaches to treatment protocols, supervision, community safety, and recidivism rates.

This course is approved for 3 CEUs through the following boards: Nevada Board of Examiners for Social Workers, Nevada Board of Psychological Examiners, and Nevada Board of Examiners for Marriage and Family Therapists.

Melissa Webb LCSW
Th | Nov 18 | 6-9:15pm | $59
PAR Room 511 | 213SW3109 | 0.3 CEU

New! The Social Worker in Court: Ethical Challenges Social Workers Face When Served With a Subpoena

Being subpoenaed can cause a lot of emotions and raise a lot of questions about how to respond. Discuss ways to cope with the stress of being served with a subpoena, issues related to protecting client's confidentiality, and how to respond when you have been served.

This course is approved for 4 CEUs through the following boards: Nevada Board of Examiners for Social Workers, Nevada Board of Psychological Examiners, and Nevada Board of Examiners for Marriage and Family Therapists.

Danyell Cadell MSW Esq.
F | Dec 10 | 5-9:15pm | $69
Online-Zoom | 213SW3111 | 0.4 CEU

What our students are saying:

"Dr. Cook Craig provided a great deal of useful information and applicable resources. She facilitated good discussion and the class was well-paced. This was a very helpful experience."

Preventing Interpersonal Violence, Spring 2021

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 through the following boards: Nevada Board of Examiners for Social Workers, Nevada Board of Psychological Examiners, and Nevada Board of Examiners for Marriage and Family Therapists.

An-Pyng Sun, PhD, LCSW
Th | Oct 14 | 6-9:15pm | $59
Online-Zoom | 213SW3209 | 0.3 CEU

New! Treatment Courts: Working with Criminal Justice Involved Individuals

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

DeNeese Parker MSW CADC
Th | Aug 26 | 6-9:15pm | $59
PAR Room 511 | 212SW3113 | 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

Grant Academy Information Session

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

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

Grant Academy Bundle

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

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

Beth Rubins, MSW, Kenneth Lange, Cynthia Radley, Kipp Ortenburger, Laura Meyer
TTh | Sep 7-Dec 16 (meets 20x) | 4-6pm | $999
Online-UNLVGO and Zoom | 213GRBUND | 4.2 CEUs

Building a Grant Ready Organization

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

Kenneth Lange
TTh | Sep 7-16 (meets 4x) | 4-6pm | $219
Online-UNLVGO and Zoom | 213GR1142 | 0.8 CEU

Grants Management

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

Cynthia Radley
TTh | Dec 7-16 (meets 4x) | 4-6pm | $219
Online-UNLVGO and Zoom | 213GR1136 | 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 | Sep 28-Oct 7 (meets 4x) | 4-6pm | $219
Online-UNLVGO and Zoom | 213GR1140 | 0.8 CEU

What our students are saying:

"Laura [Meyer] is an excellent instructor that teaches with clarity and provides so many great tips and examples! I've learned so much and feel more empowered and capable of writing more competitive grant applications!"

Proposal Writing, Spring 2021
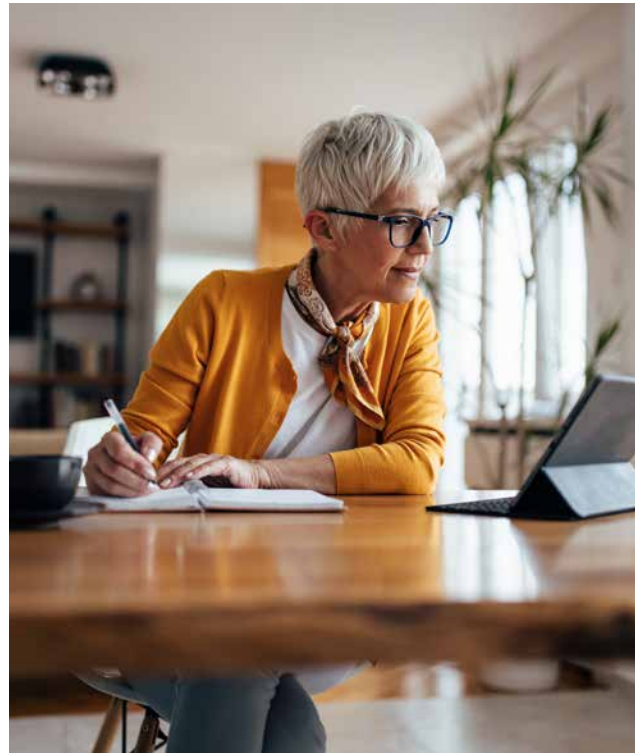
Proposal Writing I

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

Laura Meyer
TTh | Oct 12-21 (meets 4x) | 4-6pm | $219
Online-UNLVGO and Zoom | 213GR1144 | 0.8 CEU

Proposal Writing II

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

Prerequisite: Proposal Writing I

Beth Rubins, MSW
TTh | Nov 9-23 (meets 4x) | 4-6pm | $219
Online-UNLVGO and Zoom | 213GR1134 | 0.8 CEU
*Class does not meet: Nov 11

Nonprofit Fundraising Certificate Program

ced.unlv.edu/nonprofit-fundraising

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

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

CORE COURSES:
- Responsible Fundraising
- Effective Fundraising
- Donor Relations
- Infrastructure and Process of Nonprofit Fundraising

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

Nonprofit Fundraising Information Session

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

Continuing Ed Staff
M | Aug 16 | 6-7pm | No charge
Online-Zoom | 212NP3172

Nonprofit Fundraising Bundle

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

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

T. Clay Buck, CFRE, Jeff Grandy, Gregory Gudenkauf, MPA
MW | Sep 13-Nov 29 (meets 17x) | 4-7pm | $899
Online-UNLVGO and Zoom | 213NPBUNDA | 5.1 CEUs

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
Th | Sep 23 | 9am-1pm | $89
Online-Zoom | 213NP3148 | 0.4 CEU

Donor Relations

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

Jeff Grandy
MW | Nov 15-29 (meets 4x) | 4-7pm | $229
Online-UNLVGO and Zoom | 213NP3170 | 1.2 CEUs
*Class does not meet: Nov 24

What our students are saying:

"Jeff [Grandy] provides courses that are are professionally impactful, as well as challenging…He puts together a well-rounded class and provides a lot of education and information from his own experience as well as [from] other professionals in the field of fundraising and communications."

Donor Relations, Spring 2021

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 | Oct 18-27 (meets 4x) | 4-7pm | $229
Online-UNLVGO and Zoom | 213NP3169 | 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 | Oct 4-13 (meets 4x) | 4-7pm | $229
Online-UNLVGO and Zoom | 213NP3163 | 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 | Nov 5 | 9am-1pm | $89
Online-Zoom | 213NP3168 | 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 | Sep 13-27 (meets 5x) | 4-7pm | $299
Online-UNLVGO and Zoom | 213NP3130 | 1.5 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**.

Nonprofit

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 | Dec 6-15 (meets 4x) | 4-6pm | $179
Online-UNLVGO and Zoom | 213NP3165 | 0.8 CEU

The Art of Fundraising: Event Management

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

Brittany Dupree
Th | Oct 14-Nov 4 (meets 4x) | 4-6pm | $179
Online-UNLVGO and Zoom | 213NP3104 | 0.8 CEU

What our students are saying:

"Finances are definitely not the most engaging or interesting subjects but Cynthia [Radley] did a great job making the content interactive and informative. The homework was relevant and it was a great way to hear different perspectives and insights on the same topics from different people.

Especially for an online class, Cynthia was able to still allow the class to benefit from small group activities and discussion. I continue to really appreciate the online availability for these certificate programs as I wouldn't be able to make these times and days work on a regular in person basis. Also it's been great to learn alongside classmates from and outside of Nevada."

Strong Financial Oversight, Spring 2021

Nonprofit Management Certificate Program

ced.unlv.edu/nonprofit-management

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

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

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

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

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

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

Scott Emerson

F | Aug 27 | 11am-12:30pm | $19
PAR Room 511 | 212NP3143 | 0.15 CEU

F | Nov 19 | 11am-12:30pm | $19
Online-Zoom | 213NP3143 | 0.15 CEU

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

An Introduction to the Nonprofit Sector

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

Scott Emerson

F | Aug 27 | 9-10:30am | $19
PAR Room 511 | 212NP3151 | 0.15 CEU

F | Nov 19 | 9-10:30am | $19
Online-UNLVGO and Zoom | 213NP3151 | 0.15 CEU

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
MW | Sep 13-Dec 13 (meets 17x) | 9am-1pm | $1,049
Online-UNLVGO and Zoom | 213NPBUNDB | 6.4 CEUs

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, MSW
F | Dec 10 | 9am-5pm | $179
Online-Zoom | 213NP3152 | 0.7 CEU

New! 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 Lange
TTh | Sep 28-Oct 7 (meets 4x) | 4-6pm | $179
Online-UNLVGO and Zoom | 213NP3101 | 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
W | Nov 3-Dec 1 (meets 4x) | 9am-1pm | $299
Online-UNLVGO and Zoom | 213NP3149 | 1.6 CEUs
*Class does not meet: Nov 24

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
M | Nov 22-Dec 13 (meets 4x) | 9am-1pm | $299
Online-UNLVGO and Zoom | 213NP3164 | 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 | Sep 13-27 (meets 5x) | 4-7pm | $299
Online-UNLVGO and Zoom | 213NP3130 | 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 non-profit economics and finance, financial management and accountability, information technology, and management. This is a blended-learning experience with classroom instruction, field experience, guest speakers, and individual assignments including readings, research, and online work.

Cynthia Radley
W | Sep 29-Oct 27 (meets 4x) | 9am-1pm | $299
Online-UNLVGO and Zoom | 213NP3131 | 1.6 CEUs
*Class does not meet: Oct 6

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 | Dec 6-15 (meets 4x) | 4-6pm | $179
Online-UNLVGO and Zoom | 213NP3165 | 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.

Amy Nassar
MW | Sep 13-29 (meets 6x) | 6-8:30pm | $279
PAR Room 302 | 213CX1113 | 1.5 CEUs

Accent Reduction for International Professionals II

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

Amy Nassar
MW | Oct 11-27 (meets 6x) | 6-8:30pm | $279
PAR Room 302 | 213CX1123 | 1.5 CEUs

Accent Reduction for International Professionals III

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

Amy Nassar
MW | Nov 8-24 (meets 6x) | 6-8:30pm | $279
PAR Room 302 | 213CX1124 | 1.5 CEUs

Effective Speaking for International Professionals

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

Katia Abou-Haidar, MAAL

MW | Aug 23-Sep 13 (meets 6x) | 6-8:30pm | $279
Online-UNLVGO and Zoom | 212CX1117 | 1.5 CEUs
*Class does not meet: Sep 6

MW | Nov 29-Dec 15 (meets 6x) | 6-8:30pm | $279
Online-UNLVGO and Zoom | 213CX1117 | 1.5 CEUs

English as a Second Language (ESL)

ced.unlv.edu/esl

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

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

English as a Second Language (ESL) Beginning

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

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

Continuing Ed Staff
TTh | Sep 7-Nov 16 (meets 20x) | 6-9pm | $599
PAR Room 300 | 213LA2125 | 6 CEUs
*Class does not meet: Nov 11

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 Ordinario, M.Ed.
Sa | Sep 4-Dec 18 (meets 15x) | 9am-1pm | $599
PAR Room 301 | 213LA1124 | 6 CEUs
*Class does not meet: Nov 27

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 | Sep 7-Nov 16 (meets 20x) | 6-9pm | $599
Online-UNLVGO and Zoom | 213LA1126 | 6 CEUs
*Class does not meet: Nov 11

Language Skills for Professionals

Legal Interpretation: Spanish Certificate Program

ced.unlv.edu/legal-interpretation

The Legal Interpretation: Spanish Certificate Program trains bilingual students for the profession of certified court interpreter, a profession much in demand given the linguistic diversity of the state of Nevada. This unique program can also prepare qualified students for a career as a certified interpreter for any industry that needs to serve individuals with limited English skills, including government agencies, corporations, hospitals and telecoms. Bilingual persons already employed in another capacity can increase their skills and their remuneration with this formal interpreting certification. We are now accepting language proficiency documentation for Fall 2021 enrollment for the Legal Interpretation: Spanish Certificate. 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

Introduction to Legal Interpreting

Legal interpreting is a complex process that requires specialized training in: interpreting techniques (sight translation, consecutive interpreting and simultaneous interpreting), legal language, and the legal system. In this class, you will receive a thorough introduction into the American court system; you will learn legal terminology, court proceedings, and the ethics of court interpreting. This course is approved for 12 CE credits with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Required Textbook(s): *The Bilingual Courtroom* (ISBN: 9780226043784).

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

Cristina Sanchez
T | Aug 31-Sep 21 (meets 4x) | 6-9pm | $339
PAR Room 123 | 212LA1131 | 1.2 CEUs

Legal Consecutive Interpreting I

Prepare to take the Certified Court Interpreter test by studying and practicing the basic strategies utilized while interpreting in the consecutive mode. In consecutive interpretation, the interpreter listens to an oral statement in a source language and then renders it in the target language. This course will focus on skills critical to consecutive interpretation, including techniques to improve memorization, note taking, and recalling lengthy segments of verbal utterances. Interpreters must be able to mentally interpret the statement, normalize the segment, and render it in the target language in its entirety while maintaining the same register and staying in compliance with the Code of Ethics for Certified Court Interpreters. 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* (ISBN: 9781880594377)

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.

Cristina Sanchez
T | Nov 2-23 (meets 4x) | 6-9pm | $339
PAR Room 301 | 213LA1135 | 1.2 CEUs

Legal Sight Translation

Sight translation is frequently used in the legal environment, for example, when reading a witness statement or a court order. It is normally the first step before learning the techniques of simultaneous interpreting. You will receive an introduction to the three most common legal interpreting modes (consecutive interpreting, simultaneous interpreting, and sight translation), learn the techniques to be able to sight translate, and be able to practice those techniques using real documents. This course is approved for 12 CE credits with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Required Textbook(s): *Edge 21: Sight Translation* (ISBN: 9781880594414)

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.

Cristina Sanchez
T | Oct 5-26 (meets 4x) | 6-9pm | $339
PAR Room 123 | 213LA1132 | 1.2 CEUs

What our students are saying:

"This was an amazing class and I strongly recommend it to anyone thinking about taking the Nevada Court Interpreter Exam. The teachings of our instructor helped me not only improve simultaneous interpretation but also set a path to be able to succeed in this field of work."

"Judy [Jenner] is an amazing instructor. Classes are a combination of fun and professionalism. I love everything about her and the way she teaches."

Simultaneous Legal Interpreting II, Spring 2021

Medical Interpretation: Spanish Certificate Program

ced.unlv.edu/medical-interpretation

The Medical Interpretation: Spanish certificate program is designed to prepare students to become certified medical interpreters so they can pursue careers in medical interpretation and translation. The classes in the Medical Interpretation: Spanish certificate program focus on the development of applied learning in a cohesive program that prepares bilingual speakers to work as medical interpreters. Emphasis is placed on understanding the problems and complexities of interpretation and the roles and responsibilities of a medical interpreter, use of pertinent medical terminology and its context, and the development of interpretation skills. We are now accepting language proficiency documentation for fall 2021 enrollment for the Medical Interpretation: Spanish Certificate. 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

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 | Aug 31 | 6-7pm | No charge
Online-Zoom | 212LA1170

Introduction to Medical Interpreting

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

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

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB
TTh | Sep 14-30 (meets 6x) | 6-9pm | $369
Online-Zoom | 213LA1171 | 1.8 CEUs

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 $150 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 | Nov 2-23 (meets 6x) | 6-9pm | $369
Online-Zoom | 213LA1157 | 1.8 CEUs
*Class does not meet: Nov 11

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 | Oct 5-14 (meets 4x) | 6-9pm | $249
Online-Zoom | 213LA1172 | 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 | Oct 19-28 (meets 4x) | 6-9pm | $249
Online-Zoom | 213LA1173 | 1.2 CEUs

Medical Interpretation: Spanish Certificate Program Comprehensive Final Exam

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

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

Alvaro Vergara-Mery, Ph.D., CMI
T | Nov 30 | 6-8pm | No charge
Online-Zoom | 213LA1177

Spanish for Healthcare Professionals

ced.unlv.edu/spanish-healthcare

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

Spanish for Healthcare Professionals I

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

Deborah Arteaga, Ph.D, CMI, CHI
TTh | Oct 5-Nov 4 (meets 10x) | 6-8pm | $249
PAR Room 101 | 213LA1178 | 2 CEUs

What our students are saying:

"I have already recommended this class and professor to co-workers. Professor is bright, compassionate, and engaging—all of which makes for a wonderful professor and educational experience."

Spanish for Healthcare Professionals, Fall 2020

Spanish for Healthcare Professionals II

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

Prerequisite: Spanish for Healthcare Professionals I

Deborah Arteaga, Ph.D, CMI, CHI
TTh | Nov 9-Dec 16 (meets 10x) | 6-8pm | $249
PAR Room 101 | 213LA1179 | 2 CEUs
*Class does not meet: Nov 11 & 25

Life & Leisure

Acting & Comedy

ced.unlv.edu/acting-comedy

Introduction to Voiceover Workshop

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

Melissa Moats
Sa | Oct 30 | 1:30-4:30pm | $49
The Voice Actors Studio | 213CX4170

Break Into the World of Voiceover

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

Melissa Moats

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

T | Sep 7-28 (meets 4x) | 6:30-9:30pm | $299
The Voice Actors Studio | 213CX4171A

T | Nov 9-30 (meets 4x) | 6:30-9:30pm | $299
The Voice Actors Studio | 213CX4171B

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

Trey Reckling

Sep 6-Nov 6 | $99
Online Delivery-Asynchronous | 213CH1100A | 0.4 CEU

Oct 11-Dec 11 | $99
Online Delivery-Asynchronous | 213CH1100B | 0.4 CEU

Cannabis Professional: Spanish (El Profesional de Cannabis)

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

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

Trey Reckling
Sep 6-Nov 6 | $99
Online Delivery-Asynchronous | 213CH1104 | 0.4 CEU

Pets & Cannabis

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

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

Trey Reckling
Sep 6-Nov 6 | $99
Online Delivery-Asynchronous | 213CH1102 | 0.3 CEU

New! Pulmonary Dynamics of Vaporizing vs. Smoking

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

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

Trey Reckling
Sep 6-Nov 6 | $99
Online Delivery-Asynchronous | 213CH1105 | 0.4 CEU

Dance

ced.unlv.edu/dance

Ballet I
Dance your way into the classical and courtly world of the ballet. Learn how artistic dancing began and study ballet's French terminology. Improve your strength, flexibility, coordination, and musicality. Students may also enroll for university credit in DAN 122 (1 credit).

Alexis Hansbrough, UNLV Department of Dance
MW | Aug 23-Dec 1 (meets 29x) | 11:30am-12:20pm | $254
HFA Room 126 | 212DN2103
*Class does not meet: Sep 6

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 (1 credit).

Gail Michel-Parsons, UNLV Department of Dance
MW | Aug 23-Dec 1 (meets 29x) | 5:30-6:20pm | $269
MPE Room 300 | 212DN2108
*Class does not meet: Sep 6

Hip Hop I
Learn the basic movement vocabulary of Hip Hop, a lively street dance style developed alongside the hip-hop style of music and culture. Students may also enroll for university credit in DAN 160 (1 credit).

Shaquida Vergo, UNLV Department of Dance
TTh | Aug 24-Dec 2 (meets 28x) | 5:30-6:20pm | $254
MPE Room 506 | 212DN2101
*Class does not meet: Nov 11 & 25

Jazz Dance I
Explore the lively, percussive, and dramatic form of jazz dancing. Improves strength, flexibility, coordination, and musicality. Students may also enroll for university credit in DAN 121 (1credit).

Shaquida Vergo, UNLV Department of Dance
TTh | Aug 24-Dec 2 (meets 28x) | 10-10:50am | $254
HFA Room 206 | 212DN2102
*Class does not meet: Nov 11 & 25

Line Dancing
Line dancing involves synchronized non-partner dance routines to various styles of music. It is active, fun, social, and gets you out on the dance floor. You will practice basic footwork and learn how to keep time as you master popular choreography. You will also learn dance terminology and gain cardiovascular benefits of dance.

Andee DeMarre, UNLV Department of Dance
TTh | Aug 24-Dec 2 (meets 28x) | 1-1:50pm | $249
HFA Room 126 | 212DN2114
*Class does not meet: Nov 11 & 25

Modern Dance I
Modern dance is a flowing, lyrical form that is strongly steeped in the strength of the center, the spine, and its fluid articulation. Improve your strength, flexibility, coordination, and musicality. Students may also enroll for university credit in DAN 123 (1 credit).

Jenna Wurtzberger, UNLV Department of Dance
MW | Aug 23-Dec 1 (meets 29x) | 4-4:50pm | $254
MPE Room 506 | 212DN2104
*Class does not meet: Sep 6

Life & Leisure

Drawing & Painting

ced.unlv.edu/drawing-painting

Acrylics I

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

Gabbie Hirsch
M | Sep 13-Oct 11 (meets 5x) | 6-9pm | $139
PAR Room 512 | 213AR1121

Acrylics II

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

Gabbie Hirsch
M | Oct 18-Nov 15 (meets 5x) | 6-9pm | $139
PAR Room 512 | 213AR1100

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 | Sep 4-Oct 2 (meets 5x) | 9am-noon | $139
PAR Room 512 | 213AR1130

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 | Oct 9-Nov 6 (meets 5x) | 9am-noon | $139
PAR Room 512 | 213AR1134

Impressionism, Expressionism & Abstracts

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

Prerequisite: Experience in drawing or painting.

Judi Moreo
Sa | Oct 9-Nov 6 (meets 5x) | 10am-1pm | $139
PAR Room 511 | 213AR1199

Introduction to Still Life (in Acrylic)

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

Prerequisite: Experience in drawing or painting.

Judi Moreo
Sa | Oct 9-Nov 6 (meets 5x) | 1:30-4:30pm | $139
PAR Room 511 | 213AR1198

Watercolors I

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

Gabbie Hirsch
Sa | Sep 4-Oct 2 (meets 5x) | 1-4pm | $139
PAR Room 512 | 213AR1140

Watercolors II

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

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

Gabbie Hirsch
Sa | Oct 9-Nov 6 (meets 5x) | 1-4pm | $139
PAR Room 512 | 213AR1141

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.

Dressmaker Studio

Achieve a unique look and perfectly tailored fit for women's clothing by working from a custom pattern. Designers will take a hands-on approach to high-end style and more advanced sewing technique by taking their project from inspiration all the way to a fabulous one-of-a-kind fitted garment. Learn about seams, darts, pleats, grading, lining, interfacings, stiffening, buttonholes, fibers, and fabrics; each will affect how your finished garment fits and drapes. Projects: Design and draft a custom-fitted dressmaker's pattern. Use your pattern to create a fashionable tailored garment.

Prerequisite: Must have previous sewing/machine skills.

Nevada Association of Fashion Design
SaSu | Nov 6-21 (meets 6x) | 9am-2:25pm | $359
PAR Room 401 | 213FD2161 | 3.2 CEUs

Fashion Apparel Construction: Icon

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

Prerequisite: Must have previous sewing/machine skills.

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

Fashion Design: Elements & Principles

Create exhilarating apparel lines by combining different body silhouettes, colors, details, and trimmings. Explore the exciting fashion design industry as you study design principles, fashion history, and current trends. Projects, topics, and demonstrations will include analysis of garment design, fashion illustration templates, and several dress form draping techniques used in garment construction.

Prerequisite: Must have previous sewing/machine skills.

Nevada Association of Fashion Design
TW | Nov 9-Dec 8 (meets 8x) | 5:30-9:30pm | $359
PAR Room 401 | 213FD2101 | 3.2 CEUs
*Class does not meet: Nov 23 & 24

Fashion Illustration & Design

Communicate your visions for fashionable designs and clothing lines through the arts of fashion illustration, design, and graffiti art. This class will take you through the designer's planning process using elements and principles of design, sketching, and illustration, plus expose you to graffiti artwork on textiles. You will enhance your drawing skills and work to visually convey your design concepts through storyboards and design flats. Focus areas for this class include the fashion design process, sketching the human body, illustration of dress, color choice, and the designer's fashion portfolio. Additionally, you will create your very own graffiti art T-shirt by applying your markings, slogans, or drawings directly to your apparel using a transfer machine. Instructor will provide supply recommendations. Projects: Create illustration figure/storyboard, flats, and graffiti sketch on apparel.

Nevada Association of Fashion Design
TW | Oct 5-27 (meets 8x) | 5:30-9:30pm | $359
PAR Room 401 | 213FD2142 | 3.2 CEUs

What our students are saying:

"I liked the course very much. The instructor had a passion for teaching which came through in her presentation of the materials and the advice that we were given. She was also very knowledgeable about the subject matter."

Sewing: Alterations, Spring 2020

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

Prerequisite: Must have previous sewing/machine skills.

Nevada Association of Fashion Design
SaSu | Oct 9-24 (meets 6x) | 9am-2:25pm | $389
PAR Room 401 | 213FD2105 | 3.2 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.

Nevada Association of Fashion Design
SaSu | Sep 4-Oct 3 (meets 10x) | 9am-2:25pm | $699
PAR Room 401 | 213FD2144 | 5.3 CEUs

Financial Planning
ced.unlv.edu/financial-planning

Advanced Financial Market Analysis
Multiple factors drive the performance of the financial market. The focus of this class is to create greater awareness of the market by deepening your understanding of fundamental analysis, earnings reports, and balance sheets. The class will also address current events, industry trends, and technical analysis through pattern recognition, so you can navigate the market with greater knowledge. You will need to bring a laptop to the class to conduct real-time market analysis. You will need to bring a laptop to the class to conduct real-time market analysis.

David Patten, AAMS, CRPC
M | Nov 15-Dec 6 (meets 4x) | 6-9pm | $189
PAR Room 400 | 213PF1182

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

David Patten, AAMS, CRPC
M | Sep 27 | 6-9pm | $69
PAR Room 400 | 213PF1183

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

David Patten, AAMS, CRPC
M | Oct 4 | 6-9pm | $69
PAR Room 400 | 213PF1181

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

David Patten, AAMS, CRPC
M | Oct 11-Nov 1 (meets 4x) | 6-9pm | $189
PAR Room 400 | 213PF1180

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 | Sep 11-Nov 20 (meets 10x) | 9-11am | $199
PAR Room 302 | 213LA1107
*Class does not meet: Oct 30

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 | Sep 11-Nov 20 (meets 10x) | 11:30am-1:30pm | $199
PAR Room 302 | 213LA1116
*Class does not meet: Oct 30

Beginning Italian I

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

Manuela Carrescia
M | Oct 4-Nov 29 (meets 9x) | 7-9pm | $199
PAR Room 301 | 213LA1106

What our students are saying:

"I had such a limited knowledge of Spanish, especially vocabulary, when I began the class. I now feel that my vocabulary has increased 100 fold."

Spanish I, Fall 2020

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)

Angela Del Rio Rubin
MW | Sep 13-Oct 13 (meets 10x) | 6-8pm | $199
Online-UNLVGO and Zoom | 213LA1104

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.

Angela Del Rio Rubin
MW | Oct 18-Nov 17 (meets 10x) | 6-8pm | $199
Online-UNLVGO and Zoom | 213LA1105

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.

Angela Del Rio Rubin
MW | Nov 22-Dec 22 (meets 10x) | 6-8pm | $199
Online-UNLVGO and Zoom | 213LA1141

Music

ced.unlv.edu/music

Guitar I

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

Jesse Del Quadro
M | Oct 4-25 (meets 4x) | 7-8:30pm | $99
PAR Room 107 | 213MU1107

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
M | Nov 8-Dec 6 (meets 4x) | 7-8:30pm | $99
PAR Room 107 | 213MU1116
*Class does not meet: Nov 22

What our students are saying:

"Jesse [Del Quadro] was great! He was easy to interact with and great at explaining. One of the best instructors I've had."

Ukulele I, Spring 2021

High Desert Horns

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

Bill Bernatis
M | Aug 23-Dec 6 (meets 15x) | 7-8:30pm | $39
BMC Room 159 | 212MU1115
*Class does not meet: Sep 6

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 notion so you can continue to master new songs on your own. Please bring a playable ukulele.

Jesse Del Quadro
M | Oct 4-25 (meets 4x) | 5:30-7pm | $99
PAR Room 107 | 213MU1117

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 | Oct 18-Mar 28 (meets 17x) | 9-10pm | $39
BMC Room 160 | 213MU1111
*Class does not meet: Dec 13 to Jan 17, Feb 21

Register by phone at 702-895-3394

University Marching Band

Join the "Star of Nevada" UNLV Marching Band and support the Rebels at home football games throughout the fall. Participation is required in scheduled training camp week, regular rehearsals, special performances on and off campus, and UNLV home football games. Visit unlvbands.com for training camp and rehearsal details. Regular semester rehearsals are held Mondays, 6:30-8:30 pm, Thursdays and Fridays, 8-9:30 am. Experience is preferred but not necessary. This is a non-credit course. For more information, contact director Tony LaBounty at 702-895-3733 or tony.labounty@unlv.edu.

Tony LaBounty
MThF | Aug 16-Dec 6 (meets 44x) | 6:30-8:30pm | $70
BMC Room 162 | 212MU1106
*Class does not meet: Sep 6, Oct 29, Nov 11 & 25

UNLV Community Concert Band

Formed in January 1987, the UNLV Community Concert Band is among the oldest community instrumental groups in the Las Vegas area. The 70-plus members range in age from high school to seniors. The band plays a wide variety of music including marches, show and film scores, and classic and contemporary wind arrangements. The UNLV Community Concert Band's "season" will culminate with a special concert. Contact Tony LaBounty at tony.labounty@unlv.edu 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 | Aug 25-Dec 1 (meets 15x) | 7-9:20pm | $52
BMC Room 160 | 212MU1102

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 | Aug 24-Nov 30 (meets 15x) | 7-9:20pm | $39
BMC Room 160 | 212MU1104

Photography

ced.unlv.edu/photography

Digital Photography Bundle

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

Digital Photography I: The Essentials

Digital Photography II: Visual Communication

Digital Photography III: Focal Lengths to Filters

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

Laura Brennan
Sa | Sep 4-Oct 2 (meets 3x) | 9:30am-3:30pm | $297
PAR | 213PHBUND

Digital Photography I: The Essentials

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

Laura Brennan
Sa | Sep 4 | 9:30am-3:30pm | $119
PAR Room 511 | 213PH1100

Digital Photography II: Visual Communication

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

Laura Brennan
Sa | Sep 18 | 9:30am-3:30pm | $119
PAR Room 511 | 213PH1141

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

Digital Photography III: Focal Lengths to Filters

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

Mikel Conrad
Sa | Aug 14 | 9:30am-3:30pm | $119
PAR Room 512 | 212PH1125

Laura Brennan
Sa | Oct 2 | 9:30am-3:30pm | $119
PAR Room 511 | 213PH1125

Building a Photography Business

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

Corinne Severn, Shawn Severn
T | Oct 19-Nov 23 (meets 6x) | 6-9pm | $299
PAR Room 107 | 213PH1151

What our students are saying

"I learned so much! The instructors Shawn and Corinne [Severn] were thorough and understandable. I took lots of notes and I can use what I learned. A great class."

Desert Night Sky Photography, Fall 2020

Desert Night Sky Photography

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

Prerequisite: Digital Photography I or comparable experience.

Corinne Severn, Shawn Severn
Sa | Nov 13 | noon-9pm | $129
PAR Room 511 | 213PH1160

Digital Photography Editing

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

Rakitha Perera
Sa | Oct 16-Nov 6 (meets 4x) | 9am-noon | $299
PAR Room 125 | 213PH1156

Landscape Photography

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

Prerequisite: Digital Photography I or comparable experience.

Corinne Severn, Shawn Severn
Sa | Oct 23-30 (meets 2x) | 9am-4pm | $129
PAR Room 107 | 213PH1159

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 DLSR 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 is recommended.

Corinne Severn, Shawn Severn
Sa | Oct 16 | 9am-4pm | $129
PAR Room 107 | 213PH1107

What our students are saying:

"[Jamie] Yocono is a superb instructor who makes woodworking accessible to anyone interested in learning. Her projects are fun, creative, and satisfying to complete."

Woodworking I Fall 2020

Sculpting & Woodworking

ced.unlv.edu/sculpting-woodworking

Woodworking I

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

Jamie Yocono
T | Sep 21-Oct 26 (meets 6x) | 6-9pm | $279
Wood It Is! | 213AR1190

Woodworking: Instant Gratification

This class is all about making holiday gifts; you will learn some great techniques and build a multitude of woodworking gifts for your friends and family. Spend six productive nights on simple one or two night projects, each designed to perfect a new woodworking skill. Selected projects are simple (but useful!), and will not bog you down with how long they take. You will work with mortise and tenons, pattern routing, inlay, and more. Attendance is mandatory at the first class - if you miss it, you forfeit your class registration.

Students will need to pay $125 materials fee at the first class session.

Prerequisite: Woodworking I

Jamie Yocono
M | Nov 15-Dec 20 (meets 6x) | 6pm-9pm | $279
Wood It Is! | 213AR1124

Sommelier Academy

ced.unlv.edu/sommelier

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

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

Sommelier Academy Information Session

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

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

Heath Hiudt
T | Aug 17 | noon-1pm | No charge
Online-Zoom | 212WS6101

Vine to Wine: The Fundamentals

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

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

Heath Hiudt
T | Sep 7-Dec 14 (meets 13x) | 10:30am-5:30pm | $1,599
Total Wine and More-Town Square | 213WS6100 | 9.1 CEUs
*Class does not meet: Oct 5, Nov 23

Sports

ced.unlv.edu/sports

Golf for Beginners

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

James Massey
T | Aug 24-Nov 30 (meets 15x) | 5:30-7:10pm | $314
Las Vegas Golf Center | 212SF1104

What our students are saying:

"Exceeded expectations. Instructor [James] Massey is very talented in identifying the students' special needs, and addressing them individually."

Golf for Beginners, Spring 2021

Academic Preparation

Institute of Reading Development Reading Enrichment Programs

unlv.readingprograms.org

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

Academic Preparation

Test Preparation

ced.unlv.edu/test-preparation

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

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

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

LIVE-ONLINE ACT/SAT STRATEGY WORKSHOP

Th | Sep 9 | 6-7pm | No charge | Online Delivery | 213TL1123

LIVE-ONLINE GMAT STRATEGY WORKSHOP

T | Aug 17 | 6-7pm | No charge | Online Delivery | 212TL1110
W | Oct 6 | 6-7pm | No charge | Online Delivery | 213TL1110

LIVE-ONLINE GRE STRATEGY WORKSHOP

Th | Aug 26 | 6-7pm | No charge | Online Delivery | 212TL1112C
W | Sep 8 | 6-7pm | No charge | Online Delivery | 213TL1112A
T | Oct 5 | 6-7pm | No charge | Online Delivery | 213TL1112B

LIVE-ONLINE LSAT STRATEGY WORKSHOP

T | Aug 10 | 6-7pm | No charge | Online Delivery | 212TL1114B
W | Sep 8 | 6-7pm | No charge | Online Delivery | 213TL1114A
T | Oct 5 | 6-7pm | No charge | Online Delivery | 213TL1114B

Graduate School Test Preparation

GMAT® Live-Online Course

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

ETC Staff

ThT | Sep 16-Oct 12 (meets 8x) | 4-7pm | $799
Online Delivery | 213TL1101A

WM | Sep 29-Oct 25 (meets 8x) | 6-9pm | $799
Online Delivery | 213TL1101B

ThT | Oct 21-Nov 18 (meets 8x) | 4-7pm | $799
Online Delivery | 213TL1101C
*Class does not meet: Nov 11
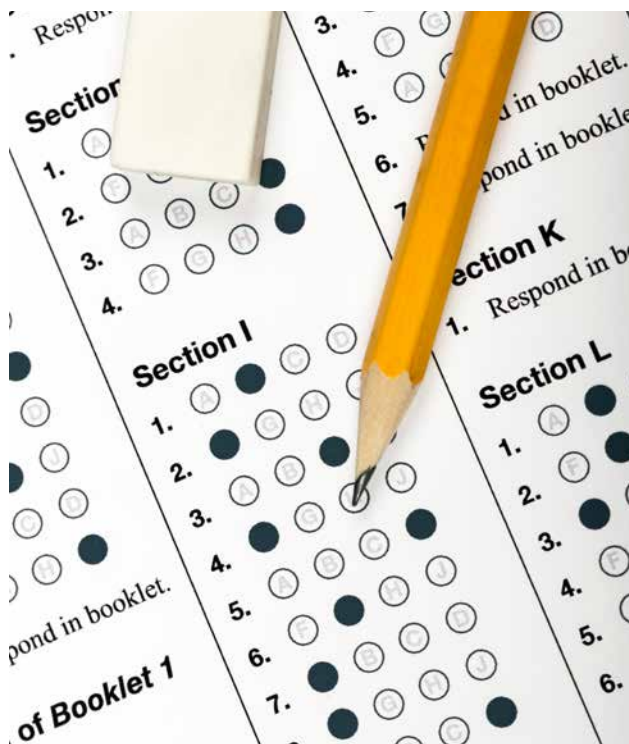
GRE® Live-Online Course

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

ETC Staff

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

ThT | Sep 23-Oct 19 (meets 8x) | 4-7pm | $749
Online Delivery | 213TL1100A

WM | Oct 20-Nov 15 (meets 8x) | 4-7pm | $749
Online Delivery | 213TL1100B

ThT | Oct 21-Nov 18 (meets 8x) | 6-9pm | $749
Online Delivery | 213TL1100C
*Class does not meet: Nov 11

WM | Nov 3-Dec 6 (meets 8x) | 6-9pm | $749
Online Delivery | 213TL1100D
*Class does not meet: Nov 22 & 24

LSAT® Live-Online Course

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

ETC Staff

WM | Sep 1-Oct 6 (meets 10x) | 6-9pm | $799
Online Delivery | 213TL1102A
*Class does not meet: Sep 6

WM | Oct 6-Nov 8 (meets 10x) | 4-7pm | $799
Online Delivery | 213TL1102B

ThT | Oct 7-Nov 9 (meets 10x) | 6-9pm | $799
Online Delivery | 213TL1102C

WM | Dec 8-Jan 10 (meets 10x) | 6-9pm | $799
Online Delivery | 213TL1102D

Teacher Training Test Preparation

Praxis® Live-Online Core Math Prep Course

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

ETC Staff
WM | Oct 13-27 (meets 5x) | 4-7pm | $199
Online Delivery | 213TL1109

UNLV

SUMMER TERM

SUMMER TERM 2022

Session 1
May 16–June 3

Session 2
June 6–July 8

Session 3
July 11–August 12

summerterm.unlv.edu

Continuing Education: Information, Policies & Procedures

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

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

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

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

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

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

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.

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

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

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

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

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

Certificate Programs

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

Books & Supplies

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

UNLV Continuing Education Units (CEUs)

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

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

Attendance Policy

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

Student Code of Conduct

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

Copyright Policy

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

Title IX

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

UNLV Paradise Campus Information Desk Hours

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

Coronavirus Update

UNLV is planning for greater on-campus operations and courses for fall 2021 that include procedures and practices to mitigate risk. For information on UNLV resuming on-campus operations, please visit ced.unlv.edu/coronavirus/resuming.

What UNLV Requires From Everyone On Our Campuses as of June 2021:
• Self-Monitor Daily for COVID-19 Symptoms
• If you test positive for COVID-19 or are exposed to someone who has tested positive, you must follow CDC guidelines regarding isolation or quarantine.

While on campus:
• Anyone who is not fully vaccinated must continue to mask.
• Masks are optional for those who are fully vaccinated.
• Frequently wash your hands for 20 seconds with soap & water.
• Alternatively, use hand sanitizer of at least 60% alcohol.
• Avoid touching your face.

Contact Us

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

🌐 **ced.unlv.edu**   📘 **@UNLVCE**

☎ **702-895-3394**   🐦 **@UNLV_ce**

STOP THE SPREAD
OF COVID-19

UNLV is planning for greater on-campus operations and courses for fall 2021 that include procedures and practices to mitigate risk. The university will focus on the health and wellbeing of all campus members by following CDC, state, and regional guidelines and by working in conjunction with NSHE.

BEST PRACTICES TO MINIMIZE RISK TO YOURSELF AND OTHERS INCLUDE:

Get vaccinated against COVID-19

Wear a face covering if you are not fully vaccinated

Self-monitor for symptoms and stay home if you are ill

Frequently wash or sanitize hands

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

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

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

UNLV | CONTINUING EDUCATION

Location Legend

Lee & Thomas Beam Music Center (BMC)
Ham Fine Arts (HFA)
Paradise Campus (PAR)
Paul McDermott Physical Education (MPE)
Wright Hall, Executive MBA (WRI)
Shadow Lane Campus (SLC)

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

Clark County Neighborhood Justice Center 330 S. 3rd St., Ste. 600, Las Vegas, NV 89101
Las Vegas Golf Center 6730 S. Las Vegas Blvd., Las Vegas, NV 89119 (702-897-9500)
Perry Foundation 2920 Green Valley Pkwy., Bldg. 3, Ste. 311, Henderson, NV 89014
Praxis Aerospace 155 S. Water St. #210, Henderson, NV 89015
Protective Force Concepts 2960 E. Sunset Rd., Ste. 125, Las Vegas, NV 89120
The Voice Actors Studio 3875 S. Jones Blvd., Ste. 102, Las Vegas, NV 89103
Total Wine and More-Town Square 6885 S. Las Vegas Blvd., Las Vegas, NV 89119 (702-614-4001)
Wood It Is! 2267 W. Gowan Rd., Ste. 106/107, North Las Vegas, NV 89032 (702-631-1870)

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Class Registration Options

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

PHONE
702-895-3394
Register by phone
8am -5pm Monday–Friday.

IN PERSON
Bring your registration form to
UNLV Paradise Campus,
851 E. Tropicana,
Las Vegas, NV 89119
(Southeast corner, Tropicana and
University Center Drive),
8am-5pm Monday-Friday.

MAIL
Make your check payable to
Board of Regents and send to:
UNLV Division of Educational
Outreach
Box 451019
4505 S. Maryland Parkway
Las Vegas, NV 89154-1019.

FAX
702-895-4195
You may fax your registration
form if you pay by credit card or
a purchase order number.

Registration Form

Have you taken a class with UNLV Continuing Education?

☐ Yes   ☐ No

Registrant's Name _____

Address (street, city, state, zip) _____

_____

Email _____

Phone Number _____

Date of Birth _____

Course Information:

Course Code	Course Name	Course Fee

Payment Information:

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

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

☐ Credit Card—Please charge my

☐ **VISA**   ☐ mastercard   ☐ DISCOVER   ☐ AMERICAN EXPRESS

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 66-67 of this catalog as well as the following payment policies.

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

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

YOUR BUSINESS IS UNIQUE.
YOUR TRAINING CAN BE, TOO.

Let UNLV Continuing Education design **CUSTOM TRAINING** to meet your unique business situation. Sessions are on our campus, at your site, or online, and can be tailored to any group size.

Training topics may include Leadership & Management, Communication, Soft Skills, Technology, and Business Administration. View a list of common custom topic descriptions at ced.unlv.edu/custom-training.

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

UNLV | CONTINUING EDUCATION

UNLV

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

🌐 ced.unlv.edu

☎ 702-895-3394

f @UNLVCE

🐦 @UNLV_ce

Please share with a friend or recycle after December 2021

PREPARE FOR A NEW CAREER IN TECH

UNLV Continuing Education's expanded tech career training includes:

- **Cybersecurity Bootcamp**
- **Digital Marketing Bootcamp**
- **Data Science & Analytics Bootcamp**
- **UX-UI Design Bootcamp**
- **Print & Graphic Design**
- **Unmanned Aircraft Systems**
- **Full-Stack Development Bootcamp**

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

UNLV | CONTINUING EDUCATION