
EXTENDING CAMPUS TO THE COMMUNITY

OUTREACH

ced.unlv.edu



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COURSE CATALOG
SUMMER 2019

UNLV

CONTINUING
EDUCATION

DIVISION OF EDUCATIONAL OUTREACH

Dan Beatty took charge of his life and career.

UNLV | CONTINUING
EDUCATION
DIVISION OF EDUCATIONAL OUTREACH



“Before I put applications in, I looked at doctors who graduated from UNLV...That [alumni connection] really opened the door.” -Dan Beatty, *UNLV Medical Assistant Certificate*

There is a point in everyone's life where they reconsider their career path. Dan Beatty's story shows that, with hard work and vision, it's possible to re-chart your life's course.

Six years ago, Dan managed a sporting goods store while also clocking in at a fast food restaurant to make ends meet. But he realized he was not on track to the future he wanted. His search for new career possibilities brought him to UNLV.

Memories of running around his grandfather's dental office inspired him to consider the medical field. With that in mind, he researched options that eventually led him to UNLV Continuing Education's Medical Assistant program. After he completed his classroom and simulation training, Dan embraced his externship where he continued to take advantage of every opportunity to learn new skills.

Certificate in hand, Dan sifted through his employment options. Taking advantage of the UNLV Alumni connection, he opted to join with Dr. Ravi Ramanathan of Family Doctors of Green Valley as his first job in the medical field. Over the last five years Dan worked hard to rise through the ranks, going from medical assistant, to assistant manager, to clinical manager, to his current position as a practice manager. His long term goals include becoming a senior practice manager where he would run multiple doctors' offices to eventually becoming a hospital administrator.

All his current success goes back to Dan's decision to reconsider his future six years ago. He took the path less traveled to find a future full of opportunities and promise.

**Learn more about the
Medical Assistant program at
ced.unlv.edu/medical-assistant.**

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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.



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702-895-3394



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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.

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Attend a Certificate Information Session

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

SOMMELIER ACADEMY INFORMATION SESSION

W | May 8 | noon-1pm | PAR Room 301 | 191WS6101B

T | Aug 13 | noon-1pm | PAR Room 301 | 192WS6101

MEDICAL ASSISTANT CERTIFICATE PROGRAM INFORMATION SESSION

T | May 14 | 5-6pm | Shadow Lane Campus | 191ME6102A

W | May 29 | 5-6pm | Shadow Lane Campus | 191ME6102B

W | Jun 12 | 5-6pm | Shadow Lane Campus | 192ME6102

PHR/SPHR INFORMATION SESSION

Th | Aug 15 | 6-7pm | PAR Room 511 | 192CP6118

HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAM INFORMATION SESSION

W | Jun 5 | 5:30-6:30pm | PAR Room 512 | 192CP6155A

Th | Aug 15 | 5-6pm | PAR Room 512 | 192CP6155B

PARALEGAL CERTIFICATE INFORMATION SESSION

M | May 6 | noon-1pm | PAR Room 301 | 191PL6128E

T | May 7 | 5:30-6:30pm | PAR Room 302 | 191PL6128F

M | May 20 | noon-1pm | PAR Room 107 | 191PL6128G

T | May 21 | 5:30-6:30pm | PAR Room 512 | 191PL6128H

FALL INFORMATION SESSIONS

Planning ahead? Fall information sessions for all professional development programs will be posted online at ced.unlv.edu/cat2019 by July 10.



New certificate programs

COMING SOON

- Coding Bootcamp
- Nonprofit Fundraising
- Project Management

Details will be released as they become available at ced.unlv.edu



Grants, Loans & Tuition Assistance

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

Options Include:

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

Questions? Call 702-895-5099 or email continuing.education@unlv.edu
Web ced.unlv.edu/financial-assistance

Aerospace & Defense

PROTECTIVE SERVICES PROFESSIONAL CERTIFICATE PROGRAM

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

PROGRAM REQUIREMENTS:

To earn the Protective Services Professional certificate you must successfully complete the following two required modules:

- Protective Driving Operations Course (PDOC)
- Protection Agent Development (PAD)

THE PROTECTIVE SERVICES PROFESSIONAL CERTIFICATE will be offered in Fall 2019. See ced.unlv.edu/protective-services for program description.

UNMANNED AIRCRAFT SYSTEMS CERTIFICATE

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

UNMANNED AIRCRAFT SYSTEMS CERTIFICATE

Become a FAA-licensed commercial drone pilot. This blended instructor-based and online course is designed to prepare students to fly within current 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. Students must provide own transportation to flight locations within one hour of Las Vegas Valley.

Jonathan Daniels, Crystal Berry
 FSaSu | Jun 14-23 (meets 6x) | 8am-5pm | \$1,899
 Praxis Aerospace | 192UA1110 | 4 CEUs
 *Class meets: 6-10pm on Fridays.



Business Administration

EXECUTIVE CERTIFICATE IN BUSINESS ADMINISTRATION

The Executive Certificate in Business Administration is designed to introduce practicing managers, business owners, and professionals to the most important concepts, tools, and techniques taught in today's business schools. Boost your productivity, confidence, and effectiveness when managing yourself, others, and your business. The four modules leading to the Executive Certificate in Business Administration prepare you to flex with evolutions in business by teaching you how to step back and assess staffing, business processes, economic trends, and financial opportunity.

PROGRAM REQUIREMENTS:

To earn the Executive Certificate in Business Administration, participants will be required to complete four business modules.

MODULES:

- Business & People Management
- Business Logistics & Processes
- Business & the Economic Environment
- Financial & Business Performance

BUSINESS & THE ECONOMIC ENVIRONMENT MODULE *will be offered in Spring 2020. See ced.unlv.edu/business-administration for module description.*

BUSINESS LOGISTICS & PROCESS MODULE *will be offered in Spring 2020. See ced.unlv.edu/business-administration for module description.*

New! BUSINESS & PEOPLE MANAGEMENT MODULE

This module will provide you with the most up to date information about managing and leading people. Participants will learn principles of people management and how to apply them to their business or team. Specific topics will include managing conflict, leading through change and methods for conflict resolution. Completing this module will provide participants with tools and techniques they can immediately apply to their work place.

This module includes four courses each taught by an experienced faculty member or local business leader. Here is a description of each course:

Leadership: In today's business environment, marked by rapid change and hyper-competition, effective leadership often makes the difference between success and failure. Students will examine the different roles and characteristics of a leader, as well as the impact of leadership on an organization. Students will also examine their own leadership skills and identify ways to develop their personal style.

Managing People: The essence of an organization is its workforce-employees must effectively work together to produce positive outcomes. This course provides an overview of Organizational Behavior and the various methods of managing individuals, teams and organizations to elicit consistent, high levels of performance.

Conflict Resolution: Leaders often spend a significant amount of their time dealing with conflict and its consequences. People deal with conflict in various ways, but the most effective conflict management tool, at least potentially, is to negotiate. This course will enhance your ability to negotiate deals, settle disputes and make team based decisions.

Change and Transformation: Change in organizations is unavoidable. We can allow it to happen to us, or we can embrace it. Successful organizations make innovation and evaluation a consistent part of their culture. Because change is a process, it can be managed through effective leadership. This course provides insights into change management theory and application.

These are hybrid classes. Access to the online component is available two weeks prior to the in-person meet dates. You should anticipate spending eight hours per module in preparation before the in-person meet dates, plus eight hours for online follow up. Please note, requests to drop classes and receive refunds must be submitted no later than one week prior to the in person class session. Please see website for all other policies regarding withdrawing from the class. Register for all four modules in order to receive a bundle price of \$4,676.40

Lee Business School

TW | Sep 24-25 (meets 2x) | 8am-5pm | \$1,299

Lee Business School, WRI Room C302 | 193BD6120 | 1.6 CEUs

New! FINANCIAL & BUSINESS PERFORMANCE MODULE

This module will provide tools and techniques for measuring and improving the performance of your business. Specific topics include developing an appreciation of the market economy, crafting a focused business strategy, understanding how to evaluate your company's financial position, and using principles of accounting to quantify the performance of your business and drive decision making.

This module includes four courses each taught by an experienced faculty member or local business leader. Here is a description of each course:

The Market Process: After completing this course, you will gain an appreciation of the basic operations of the market economy, including supply and demand, pricing strategies, cost drivers, competition, monopoly, and the function of entrepreneurs in society.

Strategy: Strategy is about undertaking a series of actions to achieve long term objectives ultimately leading to competitive advantage. The course will provide understanding of the conceptual and theoretical base of strategic management and examine how the formulation and implementation of strategy can enable an organization to achieve competitive advantage.

Corporate Finance: In this course, we discuss how managers and investors evaluate projects and investments in order to determine whether an investment should be undertaken. Specifically, we will discuss the methods and process of capital budgeting, the cost of raising capital, risk and return, and how to value future cash flows.

Accounting: Accounting measures the activities of a business by the dollars it receives and spends. This class provides a comprehensive picture of how managers, owners, and other stakeholders use accounting information to make decisions.

These are hybrid classes. Access to the online component is available two weeks prior to the in-person meet dates. You should anticipate spending eight hours per module in preparation before the in-person meet dates, plus eight hours for online follow up. Please note, requests to drop classes and receive refunds must be submitted no later than one week prior to the in person class session. Please see website for all other policies regarding withdrawing from the class. Register for all four modules in order to receive a bundle price of \$4,676.40

Lee Business School

TW | Oct 22-23 (meets 2x) | 8am-5pm | \$1,299

Lee Business School, WRI Room C302 | 193BD6121 | 1.6 CEUs



Cannabis

CANNABIS CLASSES

Legal cannabis is a quickly growing industry with incredible opportunities for employees, entrepreneurs, and investors. It is also an increasingly competitive market for potential employees. 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. See online registration for expanded course offerings.

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, 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 online access after your register no earlier than one-week prior to the start date.

Prerequisite: Students need to 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

May 20-Jun 21 | \$99
Online Delivery | 191CH1100E | 0.4 CEU

Jun 24-Jul 19 | \$99
Online Delivery | 192CH1100A | 0.4 CEU

Jul 22-Aug 23 | \$99
Online Delivery | 192CH1100B | 0.4 CEU

CANNABIS & THE OPIOID EPIDEMIC

Pain is one of the most common health conditions for which people use cannabis. In this course we will discuss how some patients are using less opiates as a result of effective cannabis therapy. Join Dr. Jake Felice, N.D., L.M.P. and expert on the topic of medical cannabis for an informative course on this topic. We will examine existing research that explore the relationship between cannabis and the opioid epidemic, and how patients alter their health and quality of life with cannabis. You can anticipate the course taking three hours to complete. between the listed start date and five business days prior to the end date. You will receive online access after your register no earlier than one-week prior to the start date.

Prerequisite: Students need to 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

May 20-Jun 21 | \$99
Online Delivery | 191CH1103E | 0.3 CEU

Jun 24-Jul 19 | \$99
Online Delivery | 192CH1103A | 0.3 CEU

Jul 22-Aug 23 | \$99
Online Delivery | 192CH1103B | 0.3 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 register for this course any time between the listed start date and five business days prior to the end date. You will receive online access after your register no earlier than one-week prior to the start date. You can anticipate the course taking approximately three hours to complete.

Prerequisite: Students need to 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

May 20-Jun 21 | \$99
Online Delivery | 191CH1102E | 0.3 CEU

Jun 24-Jul 19 | \$99
Online Delivery | 192CH1102A | 0.3 CEU

Jul 22-29 | \$99
Online Delivery | 192CH1102B | 0.3 CEU

Design & Technology: Fashion Design

FASHION DESIGN CERTIFICATE PROGRAM

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 7.2 CEUs of elective courses.

CORE COURSES:

- Basic Sewing
- 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.

BASIC SEWING

Learn basic garment construction, pattern reading, and enhancement. Instruction will include how to take proper body measurements, how to read and use master patterns, how to alter garments for a perfect fit, and how to properly select fabrics, threads and notions. You will learn to operate a sewing machine and be introduced to the serger machine. Project: Design and construct top, pants, and skirt.

Desiree Vittorio

SaSu | Jun 1-16 (meets 6x) | 10am-3:25pm | \$429

PAR Room 401 | 192FD2102 | 3.2 CEUs

BASIC SEWING 2-STITCH IT

Gain proficiency in advanced garment construction and enhancement methods. Create a fashion sketch design, then translate it into a finished combo set. Master techniques for fashion projects incorporating buttonholes, zippers, Velcro, shoulder pads, interfacing, waistlines, fabrics, and embellishments. Apply these new skills as you design and sew a trendy and stylish 2-piece combo set with either a dress, skirt, or pant paired with a dolman jacket. Project: Combo set apparel; fashion sketch for class presentation.

Prerequisite: Must have previous sewing/machine skills.

Jane Ross

SaSu | Jul 13-28 (meets 6x) | 10am-2pm | \$289

PAR Room 401 | 192FD2151 | 2.4 CEUs

FASHION: DRAW, DRAPE & DESIGN

Transfer your fashion design drawings from paper, to mockup, to pattern, to finished garment using draping techniques. Draping techniques can properly resolve any design and fitting issues with a garment, plus draping allows designers to experiment with the way fabric will fold and fall. Students will design and construct a fitting shell pattern, also known as a second skin pattern, and use methods for flat or muslin drafting to develop a unique pattern for their one-of-a-kind garment.

Prerequisite: Must have previous sewing/machine skills.

Gretchen Marshall

SaSu | Aug 3-18 (meets 6x) | 9am-1pm | \$289

PAR Room 401 | 192FD2153 | 2.4 CEUs



Design & Technology: Print, Graphic & Web Design

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.

COMING SOON

WEB DEVELOPMENT CODING BOOTCAMP

Plans for a brand new Web Development Coding Bootcamp are currently being finalized. Updates will be posted at ced.unlv.edu/coding-bootcamp as they become available.



PRINT & GRAPHIC DESIGN CERTIFICATE PROGRAMS

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.

Our labs are equipped with Windows PC and Mac computers (Adobe courses). Although we provide the required software programs in our computer labs during instructional times, you also need access to the software, if applicable, at home or at work to complete exercises, assignments, and projects.

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

PRINT DESIGN CERTIFICATE PROGRAM REQUIREMENTS:

To earn the Print Design Certificate you must successfully complete four core courses.

CORE COURSES:

- Adobe Illustrator Level I
- Adobe InDesign Level I
- Adobe Photoshop Level 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 register in the certificate application course 183WM9999C and successfully complete six core courses plus an additional 0.6 CEUs of elective courses.

- Adobe Illustrator Level I
- Adobe Illustrator Level II
- Adobe InDesign Level I
- Adobe Photoshop Level I
- Adobe Photoshop Level 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 Level I

ADOBE INDESIGN LEVEL 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. Required Textbook(s): *Adobe InDesign, Illustrator & Photoshop CS6: The Portfolio Series* (ISBN: 9781936201198)

Jessica Kennedy

Th | Jul 25-Aug 29 (meets 6x) | 5:30-8:30pm | \$309

PAR Room 125 | 192WM8106 | 1.6 CEUs

ADOBE ILLUSTRATOR LEVEL 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 color in Illustrator. Illustrator is a designer's go-to tool for illustrations, logos, business cards, signs, ads, and much more. Required Textbook(s): *Adobe InDesign, Illustrator & Photoshop CS6: The Portfolio Series* (ISBN: 9781936201198)

Jessica Kennedy

W | Jul 24-Aug 28 (meets 6x) | 5:30-8:30pm | \$309

PAR Room 125 | 192WM8121 | 1.6 CEUs

GRAPHIC DESIGN CAPSTONE: DESIGNING YOUR BRAND USING ADOBE SOFTWARE

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

Staff

On Demand | \$209 | 191WM8177 | 1.2 CEUs

JAVASCRIPT

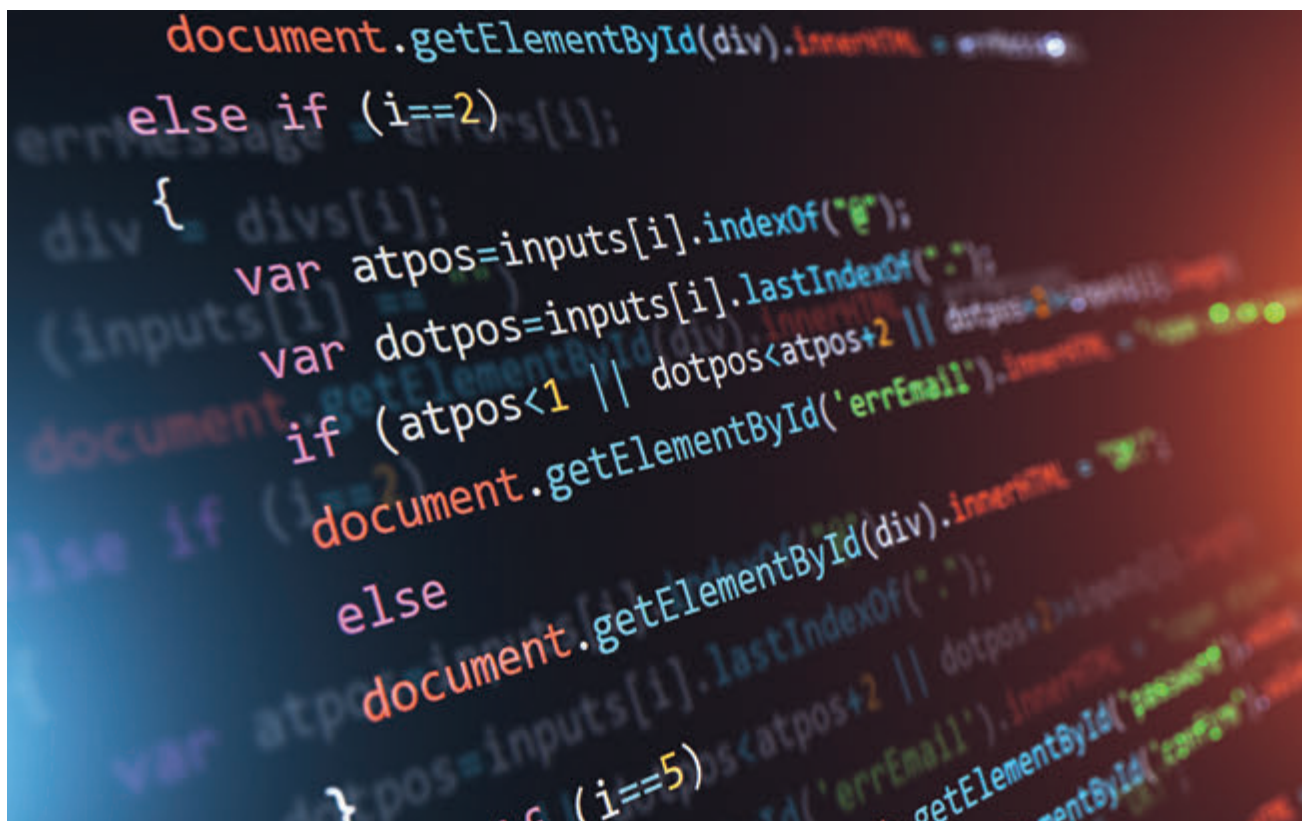
JavaScript is an easy-to-learn scripting language supported by all popular Web browsers. You will learn to use JavaScript effectively, making your web pages more dynamic and functional. Course objectives incorporate instruction in the fundamentals of JavaScript programming, including the use of core JavaScript objects and the syntax of the language (statements, conditionals, loops, and functions), as well as how to immediately use JavaScript to write code for handling image rollovers and other tasks. Required Textbook(s): *Head First Javascript* (ISBN: 9781449340131)

Prerequisite: HTML Level I and II or comparable experience. Experience with CSS and programming is recommended but not required.

Denise Snow

Th | Jun 6-27 (meets 4x) | 6-9pm | \$289

PAR Room 123 | 192WM8110 | 1.3 CEUs



English as a Second Language (ESL) & Accent Reduction

ACCENT REDUCTION

Clear speech is essential for success in today's workforce. Our accent reduction and speaking program helps you speak English with clarity and precision. Each course is tailored to a specific aspect of Accent Reduction (vowel sounds, consonant sounds, intonation, and speaking skills) to minimize your communication barriers while maintaining your unique cultural identity.

ACCENT REDUCTION FOR INTERNATIONAL PROFESSIONALS I

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

Staff

MW | Jun 3-19 (meets 6x) | 6-8:30pm | \$249
PAR Room 403 | 192CX1113

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 in Level I, you will master additional techniques for improving your English pronunciation. With Accent Reduction Level II, you will learn the techniques of producing correct consonant sounds when combined with vowels or other challenging consonants. By the end of this session, you will have acquired the rules governing the production of all the consonant sound variations, and you will meet difficult challenges in speech clarity for your job. Textbook included in cost of tuition.

Staff

MW | Jun 24-Jul 17 (meets 6x) | 7-9:30pm | \$249
PAR Room 403 | 192CX1123

*Class does not meet: Jul 3



ACCENT REDUCTION FOR INTERNATIONAL PROFESSIONALS III

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

Staff

MW | Jul 22-Aug 7 (meets 6x) | 7-9:30pm | \$249
PAR Room 403 | 192CX1124

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, 4th Edition* (ISBN: 9780132861694)

Staff

MW | Aug 12-28 (meets 6x) | 7-9:30pm | \$219
PAR Room 403 | 192CX1117 | 1.5 CEUs

ENGLISH AS A SECOND LANGUAGE (ESL)

Mastering English as a Second Language (ESL) Whether you are new to English or you are seeking advanced grammar and writing lessons, the classes in the English as a Second Language series will help to enhance your skills. Join the series at the beginning level, or take an ACCUPLACER test to start at a higher level.

ACCUPLACER PLACEMENT TEST FOR ESL STUDENTS

ACCUPLACER is an integrated system of computer-adaptive assessments designed to evaluate students' skills. ACCUPLACER delivers immediate and precise results to support in accurate placement. Students will need to complete a total of three segment tests: reading, sentence structure, and language use to determine which ESL course is level appropriate. Students will have two hours to complete the exams.

Staff

M | May 6 | 6-8pm | \$15

PAR Room 123 | 191PP1100D

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. ESL Beginning students are not required to take the ACCUPLACER test. Required Textbook(s): *Interchange Level 1 Student's Book and DVD, 4th Edition* (ISBN: 978107648678)

Staff

MWSu | Jun 3-Jul 17 (meets 20x) | 6-9pm | \$529

PAR Room 300 | 192LA2125 | 6 CEUs

*Class does not meet: Jul 3

ESL (ENGLISH AS A SECOND LANGUAGE) 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. ACCUPLACER test required. Required Textbook(s): *Passages Level 1 Student's Book* (ISBN: 9781107627055) and *Workbook* (ISBN: 9781107627253)

Staff

TTh | Jun 4-Aug 13 (meets 20x) | 6-9pm | \$529

PAR Room 300 | 192LA1124 | 6 CEUs

*Class does not meet: Jul 4

ENGLISH AS A SECOND LANGUAGE (ESL) ADVANCED

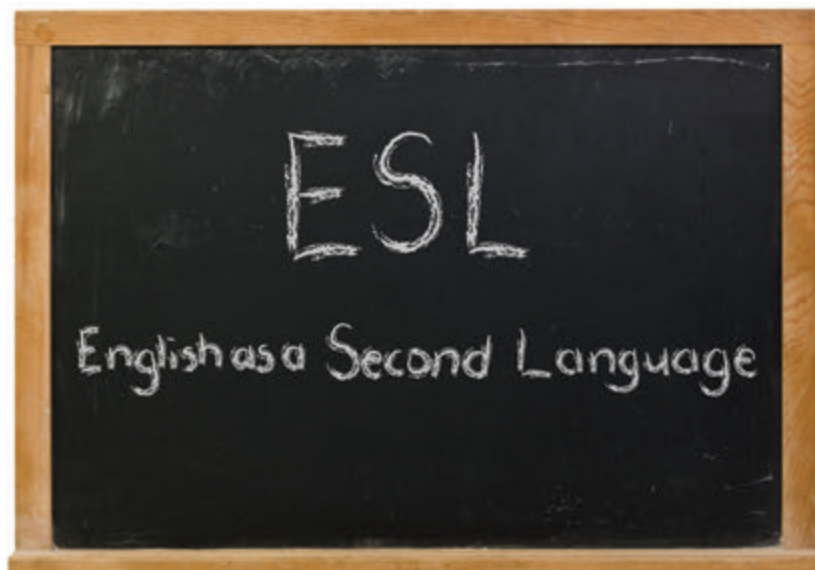
ESL Advanced will effectively progress learners to full English language proficiency for a professional environment. You will develop advanced reading and listening strategies, enrich the quality and quantity of your vocabulary, improve grammar accuracy, and write well organized essays. You will learn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

Cecilia P. Ordinario, M.Ed.

Sa | Jun 1-Sep 7 (meets 15x) | 9am-1pm | \$529

PAR Room 300 | 192LA1126 | 6 CEUs

*Class does not meet: Aug 31



Fine Arts, Photography & Video Production

DRAWING & PAINTING

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.

Gabbie Hirsch

Sa | Jun 8-Jul 6 (meets 5x) | 9am-noon | \$129

PAR Room 301 | 192AR1130

Supply list will be provided.

FACE FIRST: INTRODUCTION TO PORTRAITS

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

Gabbie Hirsch

W | May 22-Jun 26 (meets 6x) | 6-9pm | \$159

PAR Room 302 | 191AR1132

Supply list will be provided.

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.

Gabbie Hirsch

Sa | Jun 8-Jul 6 (meets 5x) | 1:30-4:30pm | \$129

PAR Room 301 | 192AR1140

Supply list will be provided.

PHOTOGRAPHY & VIDEO PRODUCTION

CELL PHONE PHOTOGRAPHY

Capture and edit high-quality photos to share with family, friends, and the world using your mobile phone or tablet. Powerful cameras on mobile devices are changing the way we visually document our lives. Translate essential photography skills such as lighting, composition, and editing to your phone and get creative, visually stunning results. The course takes you outdoors to shoot photos on campus, utilizes a hands-on approach to learn the art of mobile editing, and explores the outlets for your work online and in the real world. Perfect for both iOS and Android users.

Vernetta Thomas

Sa | Jul 27 | 9am-1pm | \$69

PAR Room 400 | 192PH1104

DIGITAL PHOTOGRAPHY BUNDLE

Register for this course to receive a bundle discount of \$297 for Digital Photography I: The Essentials, Digital Photography II: Visual Communication, and Digital Photography III: Focal Lengths to Filters

Vernetta Thomas

Sa | Jun 22-Aug 17 (meets 2x) | 9:30am-3:30pm | \$297

PAR | 192PHBUND

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 must have a digital point and shoot with modes, hybrid, mirrorless, or digital Single Lens Reflex (DSLR) available for use. Please bring your camera to participate in the classroom shooting demonstrations. A discount is available when registering in all three Digital Photography classes by registering in the Digital Photography Bundle.

Vernetta Thomas

Sa | Jun 22 | 9:30am-3:30pm | \$119

PAR Room 401 | 192PH1100

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. Please bring your camera to participate in the classroom shooting demonstrations. A discount is available when registering in all three Digital Photography classes by registering in the Digital Photography Bundle.

Vernetta Thomas

Sa | Jul 20 | 9:30am-3:30pm | \$119

PAR Room 400 | 192PH1141

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. Please bring your camera to participate in the classroom shooting demonstrations. A discount is available when registering in all three Digital Photography classes by registering in the Digital Photography Bundle.

Vernetta Thomas

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

PAR Room 400 | 192PH1125

FILM PHOTOGRAPHY

Despite advances in digital photography, film (analog) photography still has a strong fan base. Learn how to use a film camera and discuss its potential benefits compared to digital. Instruction starts with information specific to shooting with film: the net effect of using various types of film, loading film into a film camera, the relationship of ISO in digital vs ASA in film, and the capabilities of various types of film cameras. Also discuss lens options and get experience mounting lenses on a film camera. Unless you are a purist, shooting with film then making digital post-development image alterations offers benefits of both formats. Students will shoot with film, get negatives developed by a local camera shop, and with a digital camera scan the images into their computers for any post production needed.

Vernetta Thomas

W | Jun 5-26 (meets 4x) | 6-9pm | \$199

PAR Room 400 | 192PH1157

Students will need a digital camera (DSLR), a film camera (SLR), and film.



FOOD PHOTOGRAPHY

Tell a mouthwatering story with food images. Students will study the elements of design prominent in food photography, such as shape, line, texture, and color. Tips on food styling, lighting, lens choice, and the total visual experience will help set your work apart. We will discuss the various roles of the photographer, chef, stylist, and how editorial and commercial food shoots get organized and executed. Additional topics include food blogs, social media, websites, personal projects, and post-production options. Students will be exposed to the decisions and scenarios affecting the quality and appeal of their final image. We will demonstrate the importance of shooting tethered. Please bring your camera to participate in the classroom shooting demonstrations.

Prerequisite: Digital Photography I or comparable experience.

Vernetta Thomas

T | Jul 23-Aug 6 (meets 3x) | 6-9pm | \$149

PAR Room 512 | 192PH1152

SCULPTURE & WOODWORKING

GLASS BLOWING EXPERIENCE

Experience the art of glass blowing in a small group setting. After covering safety rules for the studio equipment and tools, you will get to work creating a unique paperweight. Instructors will work individually with each participant to select and apply layers of color and shape the molten glass into its final form. After class concludes, your paperweight will be polished and etched with your name and date. All materials and tools are provided.

Barbara Domsky, Larry Domsky
Sa | Jun 29 | 1:30-3:30pm | \$229
Domsky Glass | 192AR1172A

GLASS BLOWING: INTRODUCTION

Manipulate molten glass into aesthetic forms using the blowpipe and related techniques including blowing, jacking, blocking, shaping, transferring, and finishing. Class time is divided between lecture and individual hands-on instruction. Instructors will provide guidance, troubleshooting, and resources to aid in the furthering of your glassblowing education. Topics include: studio safety and etiquette; introduction to tools and equipment; furnace and gathering procedures; safe glass handling; solid working techniques (paperweights and other forms); introduction of the bubble (blowing); and vessel making. Students will need to pay \$400 for materials at the first class session. All materials and tools are provided in the materials fee.

Barbara Domsky, Larry Domsky
SaSu | Aug 10-11 (meets 2x) | 2-5pm | \$399
Domsky Glass | 192AR1173

GLASS FUSION EXPERIENCE

Take a crack at the art of glass fusing with a two-hour session where you craft a beautiful 8 inch bowl or a set of four 4x4 inch coasters. Instructors guide participants through the process start to finish, teaching cutting techniques, glass choices, project assembly, and fusing options. All materials and tools are provided.

Barbara Domsky, Larry Domsky
Sa | Jun 29 | 11am-1pm | \$125
Domsky Glass | 192AR1174A.

GLASS FUSION: INTRODUCTION

Work with Bullseye Glass in sheet form, as well frit, to create an 18 inch glass bowl. In this introduction to glass fusing, you will practice with basic glass tools, gain experience in pattern making, and work with kiln firing schedules, all essential techniques for fusing and slumping glass. Students will need to pay \$380 for materials at the first class session. All materials and tools to create one art piece are included in the materials fee.

Barbara Domsky, Larry Domsky
Sa | Aug 17 | 10am-4pm | \$299
Domsky Glass | 192AR1175

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. A material/supply fee of \$120 is due at the first class session.

Jamie Yocono
T | May 14-Jun 18 (meets 6x) | 6-9pm | \$279
Wood It Is! | 191AR1190B

WOODWORKING: TABLE MAKING

Design, fabricate, and assemble a basic table. The size is up to you; build a small coffee table or a full-sized dining room table. You will practice the proper method for making a tabletop, as well as gain experience with mortise and tenon joinery for attaching the legs to the aprons. Students will need to pay \$50 for materials at the first class session and students must supply their own wood.

Prerequisite: Must have taken Woodworking I

Jamie Yocono
M | Jul 15-Aug 19 (meets 6x) | 6-9pm | \$279
Wood It Is! | 192AR1191



Fitness & Wellness

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).

Dolly Kelepecz, UNLV Department of Dance
MTWTh | May 20-Jun 7 (meets 12x) | 10-11:15am | \$229
MPE Room 506 | 191DN2103C

NASM CERTIFICATION PREPARATION PROGRAMS

Work one-on-one with clients to define their fitness and wellness goals and design customized training and nutrition plans. Personal trainers and other wellness professionals enjoy flexible hours and energetic work environments including gyms, corporate fitness centers, and resorts. Earn a certificate from the National Academy of Sports Medicine's (NASM) nationally recognized program. Pursue a specialist credential to take your training or wellness career to the next level. Course fees include textbook, access to online instruction, and the NASM certification exam. NASM exam retakes are not included in the course fee.

NASM FITNESS NUTRITION SPECIALIST PROGRAM REQUIREMENTS:

To earn the NASM Fitness Nutrition Specialist Certificate from UNLV you must successfully complete the NASM Fitness Nutrition Specialist course.

NASM PERSONAL TRAINER PROGRAM REQUIREMENTS:

To earn the NASM Personal Fitness Trainer Certificate from UNLV you must successfully complete the NASM Personal Fitness Trainer course.

NASM FITNESS NUTRITION SPECIAL PROGRAM *will be offered in Fall 2019. See ced.unlv.edu/personal-training for program description.*

NASM PERSONAL FITNESS TRAINER PROGRAM

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

Rawlins Apilado, NASM, Beach Body Master Trainer
M | Jun 3-Aug 12 (meets 11x) | 6-8:30pm | \$1,199
PAR Room 512 | 192SM3100 | 2.75 CEUs

Course fee includes text, access to online instruction and the certification exam. It also includes CPR 2-Year Certification which is required to test for your certification exam. Please bring exercise bands and a foam roller to the second session of class.

*Class meets: 11:30am-4:30pm on Jun 29 in PAR

*Class does not meet: Jul 1

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.

Staff, PEX Department

MW | Jun 10-Jul 10 (meets 10x) | 9-10:30am | \$285
Las Vegas Golf Center | 192SF1104



Food & Beverage

COOKING & BAKING CLASSES

CARIBBEAN DELIGHTS

Enjoy the colorful and delicious flavors of the Caribbean! Caribbean cuisine is a fusion of many culinary traditions, including African, Spanish, French, Indian, Chinese, and indigenous people. Each island has its own distinctive flavors influenced by history, local produce, and centuries of spice trade. Learn how easy it is to recreate popular dishes to bring a taste of the islands to your dinner table.

Les Kincaid

T | Jul 23 | 6-8:30pm | \$49

Ferguson Enterprises | 192HA1243

CREATIVE SALADS

Wow family and friends with quick, easy, and healthy fresh salads. Whether served as a course within a meal or as an entrée, memorable salads use the best seasonal ingredients available. Prepare different types of salads and discuss techniques for creating your own salad dressings.

Les Kincaid

T | Jul 9 | 6-8:30pm | \$49

Ferguson Enterprises | 192HA1242

New! DINNERS FROM TUSCANY

The beauty of Italian food is in each region's diversity, and Tuscany is a world-famous culinary destination! Explore Tuscan cuisine with its bold flavors and taste several traditional dishes. Tuscan cuisine takes advantage of the region's agricultural roots, with a focus on high-quality, locally grown ingredients. Great cooking isn't solely about recipes—it is also about technique. Both will be covered in this delicious evening.

Les Kincaid

T | Aug 6 | 6-8:30pm | \$49

Ferguson Enterprises | 192HA1235



PIZZA WORKSHOP

Homemade pizza is tastier than takeout! Make great pizza at home by pairing a fool proof basic pizza dough with a variety of sauces, fresh toppings, and select artisan cheeses. In addition to demonstrating and sharing recipes, we will cover key baking methods so every time you open your oven door you pull out a perfect pizza.

Les Kincaid

T | May 14 | 6-8:30pm | \$49

Ferguson Enterprises | 191HA1232

SALSAS, SPREADS & DIPS

Take your appetizers and meals from bland to grand by turning up the taste with salsas, spreads, and dips. Adding a new element to a dish can make all the difference in flavor and appearance. Come hungry and ready to explore these mouth-watering sensations. Go home with inspired taste buds and a multitude of recipes.

Les Kincaid

T | May 21 | 6-8:30pm | \$49

Ferguson Enterprises | 191HA1189

SIZZLING SUMMER GRILLING

Discover a new take on grilling that goes far beyond burgers and hot dogs. Walk through techniques for perfectly grilling meat, vegetables, and even bread. Enhance dishes with fresh herbs and homemade spice rubs. Once you learn how easy and versatile grilling can be, you may give your stove and oven the summer off.

Les Kincaid

Tu | Jun 4 | 6-8:30pm | \$49

Ferguson Enterprises | 192HA1208

WINE & BEVERAGE CLASSES

WINE BOOTCAMP

Pack all the important basics of wine education into a focused and intense two-day Wine Boot Camp. The program focuses upon four principles: winemaking theory, varietal study, regional exploration, and tasting theory. Day 1 introduces winemaking. Follow the process from the vineyard to the winery and talk about steps winemakers can take to influence their end product. We will then move into varietal study, learning about what makes grapes different from each other. Finish the first day with tasting theory and wine evaluation. Day 2 jumps right into additional discussion on winemaking techniques. Spend most of the day covering major wine regions of the world; discover what makes products from each region unique. Continue with tasting theory throughout the day.

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

Heath Hiudt

Su | Jun 23-30 (meets 2x) | 9am-4pm | \$299

Total Wine and More-Town Square | 192WS6120

All materials will be provided in class.

SOMMELIER ACADEMY CERTIFICATE PROGRAMS

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're taking this course to make more informed personal decisions or you're hoping this course can take your career to the next level, this informational session will provide you with the details on how this program can move you to your goals.

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

Heath Hiudt

W | May 8 | noon-1pm | No charge

PAR Room 301 | 191WS6101B

T | Aug 13 | noon-1pm | No charge

PAR Room 301 | 192WS6101

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

W | May 29-Sep 11 (meets 13x) | 10:30am-5:30pm | \$1,599

Total Wine and More-Town Square | 191WS6100B | 9.1 CEUs

*Class does not meet: Jul 3, 24, Aug 21

Foreign Languages

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 | May 18-Aug 3 (meets 10x) | 9-11am | \$199

PAR Room 302 | 191LA1107B

*Class does not meet: May 25, Jul 6

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 | May 18-Aug 3 (meets 10x) | 11:30am-1:30pm | \$199

PAR Room 302 | 191LA1116B

*Class does not meet: May 25, Jul 6

BEGINNING FRENCH III

The Beginning French series focuses on conversation skills and vocabulary useful for travel and social interaction. Pronunciation and grammar will be highlighted through dialogues. Beginning French III covers: everyday life and habits; at work; in a department store; the telephone; at the bank; the market and shopping for food; housing and looking for an apartment; and at the hotel. Required Textbook(s): *Ultimate French, Beginner-Intermediate* (ISBN: 978-1-4000-0963-3)

Pascale Tessier

Sa | May 18-Aug 3 (meets 10x) | 2-4pm | \$199

PAR Room 302 | 191LA1117B

*Class does not meet: May 25, Jul 6

Our class offerings are always evolving. Visit ced.unlv.edu/new for the latest additions!

Health Care & Allied Professions

CERTIFIED NURSING ASSISTANT

UNLV Continuing Education is partnering with the Perry Foundation's 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.

PROGRAM REQUIREMENTS:

To earn the Certified Nursing Assistant Certificate you must successfully complete the CNA course.

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. Textbook, workbook, and some materials are included in the tuition. Students will need to purchase additional items and are financially responsible for additional licensing requirements. A separate refund policy applies to this course. Please reference the Perry Foundation for updated information.

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 and an interview with the Perry Foundation and are subject to background check, drug screening, and immunization updates.

Crystal Alexander, RN

MWF | May 6-Jun 5 (meets 13x) | 8am-4:30pm | \$2,100

Perry Foundation | 191NA1100C

*Class does not meet: May 27

MWF | Jul 8-Aug 5 (meets 13x) | 8am-4:30pm | \$2,100

Perry Foundation | 192NA1100

MEDICAL ASSISTANT CERTIFICATE PROGRAM

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

MEDICAL ASSISTANT CERTIFICATE PROGRAM INFORMATION SESSION

Find out how you can develop the technical skills, knowledge, and work habits required for an entry-level position in the medical assisting field. Attend a free information session to meet instructors and learn about class format, curriculum, facilities, online support, financial assistance, and employment outlook.

Sammie Nix

T | May 14 | 5-6pm | No charge
Shadow Lane Campus, Room TBD | 191ME6102A

W | May 29 | 5-6pm | No charge
Shadow Lane Campus, Room TBD | 191ME6102B

W | Jun 12 | 5-6pm | No charge
Shadow Lane Campus, Room TBD | 192ME6102

MEDICAL ASSISTANT CERTIFICATE PROGRAM

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

Sammie Nix

MTWTh | Jul 8-December 19 (meets 92x) | 6-9pm | \$5,999

Shadow Lane Campus, Room TBD | 192ME6130 | 20 CEUs

*Class does not meet: Sep 2, Nov 11, 27, 28

MEDICAL ASSISTANT EXTERNSHIP

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

Prerequisite: Students must complete the Medical Assistant Certificate Program course (ME6130), provide immunizations and physical exam.

Ricky Johnson

MTWTh | Jul 22-Aug 19 | 8am-5pm | \$349

Off site | 192ME6131



Human Resources

APHR/PHR/SPHR CERTIFICATION PREPARATION

Earning the Associate Professional in Human Resources (aPHR), 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.

Gary Cottino, SPHR, SHRM-SCP
Th | Aug 15 | 6-7pm | No charge
PAR Room 511 | 192CP6118

HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAMS

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.

BASIC CERTIFICATE PROGRAM REQUIREMENTS:

To earn the Basic 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 CERTIFICATE PROGRAM REQUIREMENTS:

To earn the Advanced 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.

Gary Cottino, SPHR, SHRM-SCP

W | Jun 5 | 5:30-6:30pm | No charge
PAR Room 512 | 192CP6155A

Th | Aug 15 | 5-6pm | No charge
PAR Room 512 | 192CP6155B

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-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. This course is approved for six recertification credits through HRCl. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP
F | Jul 5 | 9am-4pm | \$279
PAR Room 302 | 192CP6165 | 0.6 CEU

DOCUMENTATION, DISCIPLINE & TERMINATION

Follow consistent policies for documentation, discipline, and termination when an employee does not live up to expectations. Do not wait until you have to go to court before you learn how to handle these essential management tasks correctly! 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. This course is approved for six recertification credits through HRCl. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP
F | May 3 | 9am-4pm | \$279
PAR Room 302 | 191CP6125 | 0.6 CEU

ESSENTIALS OF HUMAN RESOURCE MANAGEMENT

Learn the basics of compensation, employment law, and effective recruitment, selection, and training techniques. This course is for those just entering the human resource career field, line managers who have HR responsibilities, HR professionals who have been in a single functional area, and others who need a review of fundamental HR management. Enrollment includes textbook you can take home.

Grace Gamsky, SPHR, SHRM-SCP
Sa | May 18-Jun 1 (meets 2x) | 9am-4pm | \$699
PAR Room 301 | 191CP6113B | 1.2 CEUs
*Class does not meet: May 25

FOSTERING A DIVERSE & INCLUSIVE WORKPLACE

Many companies focus on creating a diverse workplace, but progressive leaders go a step further to leverage diversity for a more inclusive work environment where voices from different backgrounds are truly heard, valued, and nurtured. A company's emphasis on diversity and inclusion correlates to a positive impact on its bottom line, productivity, innovation, employee engagement, and retention. Commitment to a diverse and inclusive work environment must come from the top levels of leadership. Training will provide key tools to increase awareness and competence related to diversity and inclusion during recruitment, employee relations, performance management, staff development, and business planning. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

André Wade
F | May 24 | 9am-4pm | \$279
PAR Room 302 | 191CP6301 | 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. We 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 we will apply these approaches to real-world examples, including any examples or projects you might be working on now.

Charles Carr
F | Jun 7 | 9am-4pm | \$279
PAR Room 302 | 192CP6304 | 0.6 CEU

PROBLEM SOLVING & DECISION MAKING

Stop agonizing over problem solving and decision making. When faced with a complex problem many people take one of two divergent approaches. One: put off addressing a problem or making a decision in the hopes that someone else will bail you out. Or two: make a decision using a knee jerk reaction. Taking a structured approach can give you confidence to weigh all contributing factors and decisively forge ahead. Leaders must recognize situations where an immediate decision is called for, such as an instance of workplace violence, but also must know that in most cases there is time to understand all of the possible factors and make a well thought out decision. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP

F | May 17 | 9am-4pm | \$279

PAR Room 301 | 191CP6182 | 0.6 CEU

THE ABC'S 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. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP

F | Aug 9 | 9am-4pm | \$279

PAR Room 301 | 192CP6166 | 0.6 CEU

TOTAL REWARDS MANAGEMENT

Think beyond the paycheck. In today's competitive business environment, compensation and benefits programs need to reflect the changing business landscape and organizational obstacles to attracting and retaining talent. Discuss a range of compensation and rewards programs that address monetary and non-monetary incentives for employees beyond salary and benefits offerings. Integrate expanded total compensation packages with other human resource functions that support the full employee life cycle including recruitment, performance, professional growth, and retention.

Donald Davis

TTh | Jul 23-25 (meets 2x) | 6-9pm | \$279

PAR Room 400 | 192CP6184 | 0.6 CEU

UNDERSTANDING THE COLLECTIVE BARGAINING PROCESS

All human resource professionals must understand union organization and the collective bargaining process, whether their company is currently unionized or not. If you currently work in a non-union environment, learn effective strategies for maintaining employee satisfaction and minimizing interest in external labor organizations. If your workplace is unionized, gain a better understanding of the collective bargaining process so you can be a more effective negotiator. Union or not, be aware how employee happiness translates into a more productive workforce. This course is approved for six recertification credits through HRCI.

Gary Cottino, SPHR, SHRM-SCP

F | Jun 14 | 9am-4pm | \$279

PAR Room 302 | 192CP6114 | 0.6 CEU



Interpretation & Translation

LEGAL INTERPRETATION: SPANISH CERTIFICATE PROGRAM

The Legal Interpretation: Spanish Certificate Program helps to train 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.

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 classes.

CORE COURSES:

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



LEGAL SIMULTANEOUS INTERPRETING II

Improve your simultaneous interpreting skills as you adopt more advanced strategies to work with speakers at higher speeds, to train your ear to understand different dialects, and to solve specific interpreting challenges such as idioms, jokes, false starts, etc. In addition, students will get more detailed information on the different settings in which the simultaneous mode is used (court, medical, conferences) and will gain basic knowledge of interpreting equipment. Expect to do extensive interpreting practice at home in the simultaneous mode to build speed, problem-solving abilities, and depth and breadth of vocabulary. This course is approved for 12 CE credits with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Required Textbook(s): *ACEBO-Edge 21: Simultaneous Interpreting* (ISBN: 9781880594391)

Prerequisite: Legal Simultaneous Interpreting I

Judy Jenner

W | Jul 17-Aug 7 (meets 4x) | 6-9pm | \$309

PAR Room 123 | 192LA1138 | 1.2 CEUs

MEDICAL INTERPRETATION: SPANISH CERTIFICATE PROGRAM

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.

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. Options for proof of proficiency are listed on the program website, ced.unlv.edu/medical-interpretation.

Please contact UNLV Continuing Education by email at ce-assistant@unlv.edu or by phone at 702-895-5099 with any questions regarding proficiency requirements.

PROGRAM REQUIREMENTS:

To earn the Medical Interpretation: Spanish Certificate you must successfully complete six required core classes.

CORE COURSES:

- Introduction to Medical Interpreting
- Medical Terminology & Specialties I
- Medical Terminology & Specialties II
- Medical Consecutive Interpreting
- Medical Simultaneous Interpreting & Sight Translation
- Comprehensive Final Exam

MEDICAL SIMULTANEOUS INTERPRETING & SIGHT TRANSLATION

In simultaneous interpretation, the interpreter listens in a source language and speaks in the target language at the same time. Build on your experience with consecutive interpretation by exploring the concepts of split attention, self monitoring, *décalage* (time difference), coordination, reformulation, and coping techniques. Apply medical simultaneous interpreting techniques in a variety of practice situations with specific medical terminology. End goal is to develop professional interpreting skills and expand vocabulary in order to confidently tackle simultaneous interpreting assignments in the medical field. Students must also pay for 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 five courses in the certificate program.

Prerequisite: Introduction to Medical Interpreting, Medical Terminology & Specialties I and II, and Medical Consecutive Interpreting

Alvaro Vergara-Mery, Ph.D., CMI

TTh | May 14-23 (meets 4x) | 6-9pm | \$199

PAR Room 302 | 191LA1175 | 1.2 CEUs

MEDICAL INTERPRETING CERTIFICATION PREP

Prepare for the written and oral medical interpreter credentialing exams administered by the National Board of Certification for Medical Interpreters (NBCMI) and Certification Commission for Healthcare Interpreters (CCHI). Gain familiarity with computer-based testing and the types of questions the certification exams contain. Students will be coached and evaluated on accuracy, completeness, grammar, smooth delivery, memory skills, and the roles of the interpreter in a variety of scenarios.

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

TTh | Jun 4-6 (meets 2x) | 6-9pm | \$109

PAR Room 403 | 192LA1176

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 (LA1171), Medical Terminology & Specialties I (LA1172), Medical Terminology & Specialties II (LA1173), Medical Consecutive Interpreting (LA1174), Medical Simultaneous Interpreting & Sight Translation (LA1175). 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 all core courses prior to taking the comprehensive final exam.

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

Th | Jun 13 | 6-8pm | No charge

PAR Room 125 | 192LA1177

Leadership

ORGANIZATIONAL LEADERSHIP CERTIFICATE PROGRAM

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.

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.

CORE COURSES:

- Fundamentals of Leadership

ELECTIVE OPTIONS:

- Effective Facilitation of Meetings & Discussions
- Developing Mentorship Programs
- Change Management
- Coaching & Counseling for Success
- Conflict Management: What is Conflict & How Do I Resolve It?
- The ABCs of Strategic Thinking
- Making the Transition from Manager to Leader
- Problem Solving & Decision Making
- Strategic Planning I & II
- Personal Leadership Development
- Project Management Skills Everyone Needs
- Succession Planning
- Communication Strategies: First-time Managers or Supervisors
- Fostering a Diverse & Inclusive Workplace
- Organizational Change Management
- Organizational Design: Aligning Structure, Jobs, and Skills
- Becoming a Strategic Leader
- Language of Leadership

ORGANIZATIONAL CHANGE MANAGEMENT

Contribute to your organization, its projects, and its leadership via recognized industry best 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. We 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 we will apply these approaches to real-world examples, including any examples or projects you might be working on now.

Charles Carr

F | Jun 7 | 9am-4pm | \$279

PAR Room 302 | 192CP6304 | 0.6 CEU

PERSONAL LEADERSHIP DEVELOPMENT

In order to be an effective leader, an individual must first understand their own leadership style, strengths, and abilities. Discuss the habits of exemplary leaders, assess your own approach to leadership, and develop strategies for improvement. As part of your leadership self reflection, you will take the Meyers-Briggs Type Indicator assessment to gain insight into how you tend to perceive the world around you and what factors drive your decision making. This course requires an online assessment prior to the in person meeting. Please register in advance to ensure you have time to complete the assessment.

Jacob Murdock

Sa | Aug 24 | 9am-4pm | \$279

PAR Room 400 | 192CP6308 | 0.6 CEU

PROBLEM SOLVING & DECISION MAKING

Stop agonizing over problem solving and decision making. When faced with a complex problem many people take one of two divergent approaches. One: put off addressing a problem or making a decision in the hopes that someone else will bail you out. Or two: make a decision using a knee jerk reaction. Taking a structured approach can give you confidence to weigh all contributing factors and decisively forge ahead. Leaders must recognize situations where an immediate decision is called for, such as an instance of workplace violence, but also must know that in most cases there is time to understand all of the possible factors and make a well thought out decision. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP

F | May 17 | 9am-4pm | \$279

PAR Room 301 | 191CP6182 | 0.6 CEU

View course descriptions and details for additional Organizational Leadership electives on pp. 23-24 of the catalog or through the online registration system.

Lean Six Sigma

LEAN SIX SIGMA GREEN BELT & BLACK BELT

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.

New! LEAN SIX SIGMA: GREEN BELT

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

Erik Christensen

MTWThF | May 13-17 (meets 5x) | 9am-4pm | \$1,500
Off-Site Training Facility | 191LN1100C | 3 CEUs

MTWThF | Aug 19-23 (meets 5x) | 9am-4pm | \$1,500
Off-Site Training Facility | 192LN1100 | 3 CEUs

Lean Six Sigma: Black Belt will be offered in Fall 2019. See ced.unlv.edu/lean-six-sigma for description..



Legal Studies

LEGAL CLASSES

CONTRACT LAW

Gain a comprehensive understanding of Contract Law including how to form effective legal contracts, how contracts are performed, the remedies for non-performance or breach of contract, and third-party contracts. The focus of the class is litigation (claims and defenses to a breach of contract claim) as opposed to transactions (negotiating and drafting a contract). Twelve hours will be in class and you will complete additional hours online. Required Textbook(s): *Basic Contract Law for Paralegals* (ISBN: 9781454855552)

Zachariah Parry, J.D.

Th | Aug 1-22 (meets 4x) | 6-9pm | \$399

PAR Room 302 | 192PL6107 | 1.2 CEUs

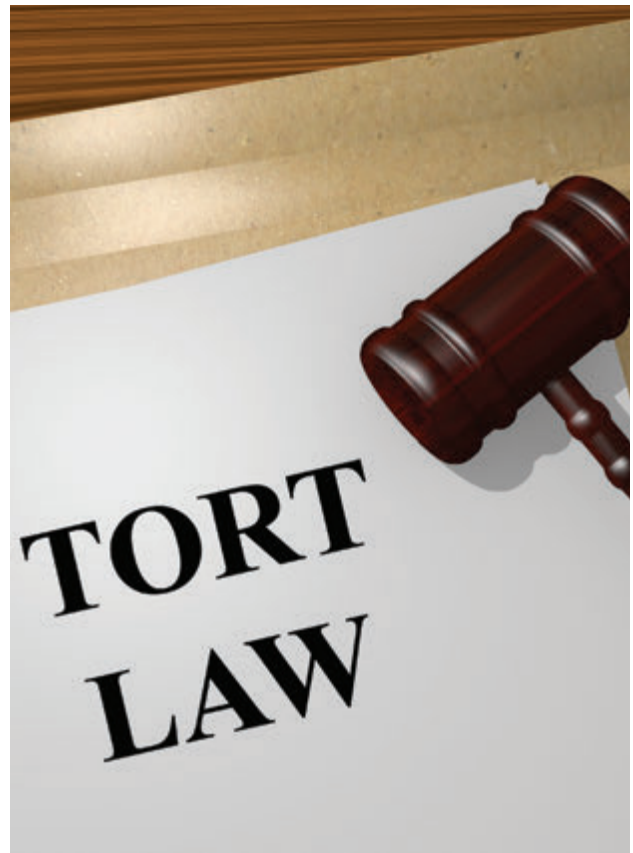
MICROSOFT OFFICE & ADOBE ACROBAT FOR LEGAL PROFESSIONALS

Paralegals and other legal professionals must possess highly-specialized computer experience in document control, collective editing, and sophisticated formatting. Build advanced proficiency in Microsoft Word beyond standard word processing by practicing skills frequently used in producing legal documents. Topics will 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. Adobe Acrobat skills required in legal settings will also be taught, including document redaction; optical character recognition (OCR); electronic signatures; Bates numbering; file conversion; and form creation and submission. Although the majority of class time will be spent on advanced features of Word and Acrobat, we will also cover the fundamentals of Excel and PowerPoint. This course is highly recommended to prepare new paralegals, legal assistants, and other administrative staff for the daily requirements of working in a law office.

Sharon Fry, MOSM, MCT, MCP, MTA, MCT

MW | Jun 3-26 (meets 8x) | 6-9:15pm | \$349

PAR Room 123 | 192PL6240 | 2.4 CEUs



TORT LAW

Study intentional and strict liability torts including personal injury, products liability, defamation, and more. Defenses to tort claims, contemporary issues, and landmark cases will also be carefully examined. Students will be provided exercises, web support, real-life examples, and other extensive subject matter support. Twelve hours will be in class and you will complete additional hours online. Required Textbook(s): *Tort and Personal Injury Law* (ISBN: 9781133691853)

Zachariah Parry, J.D.

Th | Jun 27-Jul 25 (meets 4x) | 6-9pm | \$399

PAR Room 302 | 192PL6102 | 1.2 CEUs

*Class does not meet: Jul 4

PARALEGAL CERTIFICATE PROGRAMS

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 \$50,410 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 course.

PARALEGAL CERTIFICATE INFORMATION SESSION

Attend an information session before you enroll in UNLV's Paralegal Certificate program. Information sessions cover topics including paralegal job responsibilities, employment potential, financial assistance, and the UNLV Paralegal website. These sessions will help you decide if this is the right program for you.

M | May 6 | noon-1pm | No charge
PAR Room 301 | 191PL6128E

T | May 7 | 5:30-6:30pm | No charge
PAR Room 302 | 191PL6128F

M | May 20 | noon-1pm | No charge
PAR Room 107 | 191PL6128G

T | May 21 | 5:30-6:30pm | No charge
PAR Room 512 | 191PL6128H

PARALEGAL CERTIFICATE PROGRAM

UNLV's paralegal program comprises two semester-long courses with a total of 90 hours of classroom instruction: Practicum and the Law. For Practicum, we have identified 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. Each paralegal will learn these skills and put them into practice through representation of two hypothetical clients: a plaintiff and a defendant. The Law course covers those substantive aspects a paralegal is most likely to encounter in their practice: Torts, Contracts, Criminal Law, Criminal Procedure, Civil Procedure, Family Law, and Estate Planning and Probate. After finishing this course created specifically for UNLV students, paralegal graduates will have the knowledge, skills, and confidence they'll need to enter the paralegal profession. The program tuition includes the practicum textbooks and access to LexisNexis and Westlaw. Students should estimate \$400 for additional required textbooks that are not included in the registration fee. Required Textbook(s): (ISBN: 9781133691853, ISBN: 9781454855552, ISBN: 9781717901606)

Prerequisite: Must have daily access to a computer and printer.

Matthew Pfau, J.D., Caitlin Ahern
MW | Jun 24-Oct 9 (meets 32x) | 9am-noon | \$6,549
PAR Room 302 | 192PL6131A | 12.5 CEUs
*Class does not meet on Jul 3 & Sep 2

Zachariah Parry, J.D., Robin Peters
TTh | Jun 25-Oct 10 (meets 32x) | 6-9pm | \$6,549
PAR Room 302 | 192PL6131B | 12.5 CEUs
*Class does not meet on Jul 4 & Sep 3



Marketing & Communications

COMMUNICATIONS CLASSES

EDITING & PROOFREADING YOUR WORK

Make a positive impression with clear, concise, and grammatically-correct personal or business correspondence. This half-day program will focus on essentials such as content, flow, mechanics, spelling and punctuation. You will leave the workshop with several editing exercises you may use to self-test and practice the skills you have learned.

Richard Becker, ABC
F | Jun 14 | noon-3pm | \$69
PAR Room 400 | 192WR1150

MARKETING CLASSES

INTRODUCTION TO SOCIAL MEDIA MARKETING

Content creators, online marketers, webmasters, online and offline business owners, and self-employed entrepreneurs all need a comprehensive understanding of how to use social media to drive internet traffic and gain exposure for their company's products, services, or causes. Join us as we take an in-depth look at how to harness social media for your marketing efforts including defining your audience, finding your voice, developing a marketing plan, content creation, and tracking. You will also learn the basics of setting up and using social media accounts like Facebook, YouTube, Twitter, Instagram, LinkedIn, Pinterest, and others. Plus, get tips for blogging, email marketing, and best practices for creating an excellent user experience.

John Larson
W | May 15-Jun 12 (meets 5x) | 6-9pm | \$289
PAR Room 301 | 191WM8176 | 1 CEU

Mediation

MEDIATION CERTIFICATE PROGRAM

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 Mediation Certificate you must successfully complete the Mediation Training course.

MEDIATION TRAINING CERTIFICATE

A mediator provides 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 five session course. You will learn the facilitative mediation process, and develop active listening skills and effective questioning techniques. Ethical standards in mediation and strategies to work through impasse situations will be introduced, as well as 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 conduct mediations. 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.

Patricia Battie
Sa | May 4-Jun 1 (meets 5x) | 8am-5pm | \$1,199
Clark County Neighborhood Justice Center | 191CM1120B | 4 CEUs
*Class does not meet: May 25



Microsoft Office & Personal Computing

MICROSOFT OFFICE

Freshen up on your Microsoft Office skills. Courses currently offered are in Microsoft Office and Excel. We can offer additional courses in Microsoft such as Office 365, Access, Advanced Excel, OneNote, Outlook, PowerPoint, Project, SharePoint, and Visio. Courses can also be customized for your group. To inquire about additional offerings and custom training, call 702-895-5099 or email continuing.education@unlv.edu.

EXCEL ESSENTIALS

Fluency in Excel will streamline data collection, management, interpretation, and presentation in your college coursework and research. In the foundation course 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 databases; perform basic formatting; and insert/delete cells, rows, columns, and worksheets. This is a fast-paced course.

Prerequisite: Basic working knowledge of Excel.

Sharon Fry, MOSM, MCT, MCP, MTA, MCT

Sa | May 4 | 1-4:15pm | \$69
PAR Room 123 | 191CU1100B | 0.3 CEU

M | Jun 3 | 1-4pm | \$69
PAR Room 123 | 192CU1100 | 0.3 CEU

EXCEL ESSENTIALS: ANALYZING DATA

Transform raw data into a more digestible form to support your research conclusions. In this session geared for undergraduate and graduate students, you will create advanced formulas with named ranges and functions; understand how Excel handles dates; use tools to manipulate databases and pivot tables; explore tools for data analysis; and work with external data. This is a fast-paced course.

Prerequisite: Excel Essentials, or equivalent, subject to instructor approval.

Sharon Fry, MOSM, MCT, MCP, MTA, MCT

Sa | May 11 | 1-4:15pm | \$69
PAR Room 123 | 191CU1110B | 0.3 CEU

T | Jun 4 | 1-4pm | \$69
PAR Room 123 | 192CU1110 | 0.3 CEU



EXCEL ESSENTIALS: PRESENTING DATA

Share your data in a more compelling way once you understand Excel's tools for data presentation. In this course you will learn to use functions to display data; apply advanced formatting with styles, themes and conditional formatting; create and modify charts and pivot charts; insert and manipulate images and shapes; and use advanced printing options to control output. This is a fast-paced course.

Prerequisite: Excel Essentials, or equivalent, subject to instructor approval.

Sharon Fry, MOSM, MCT, MCP, MTA, MCT

Sa | May 18 | 1-4:15pm | \$69
PAR Room 123 | 191CU1111B | 0.3 CEU

W | Jun 5 | 1-4pm | \$69
PAR Room 123 | 192CU1111 | 0.3 CEU

EXCEL LEVEL I

Manage cells, columns, rows, worksheets, and workbooks in Excel. Additionally, learn to apply functions, create charts, filter and sort data, and create pivot tables. Assignments outside of class will provide you with a variety of spreadsheet experiences to enrich your understanding of Excel. Required Textbook(s): *Exploring Microsoft Excel 2013 Comprehensive* (ISBN: 9780133412185)

Sharon Fry, MOSM, MCT, MCP, MTA, MCT
Sa | Jun 8-29 (meets 4x) | 9am-12:15pm | \$269
PAR Room 123 | 192CW8163 | 1 CEU

Music & Performing Arts

MUSIC

UNLV SUMMER COMMUNITY CONCERT BAND

Formed in January 1987, the UNLV Community Concert Band is among the oldest community instrumental groups in the Las Vegas area. The 70-plus members range in age from high school to seniors. The band plays a wide variety of music including marches, show and film scores, and classic and contemporary wind arrangements. The UNLV Community Concert Band's "season" will culminate with a special concert. Contact Tony LaBounty at tony.labounty@unlv.edu for final concert date and details. 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
MT | May 20-Jun 11 (meets 8x) | 7-9:20pm | \$15
UNLV Campus | 191MU1102B



Nonprofit Management

GRANT ACADEMY CERTIFICATE PROGRAM

The Grant Writing Certificate is offered in partnership with the UNLV School of Environmental and Public Affairs. Students in the program will gain skills in identifying relevant grant opportunities, writing strong proposals, tracking program outcomes, managing reports to funders, and utilizing available technologies and data sources to make a convincing case for support.

Curriculum will guide you through the full life cycle of a grant, enabling you to produce winning applications plus policies to support successful oversight and administration. Courses may be taken individually to expand your skill set.

PROGRAM REQUIREMENTS:

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

CORE COURSES:

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

GRANT ACADEMY CERTIFICATE will be offered in Fall 2019. See ced.unlv.edu/grant-academy for program description.

NONPROFIT MANAGEMENT CERTIFICATE PROGRAM

Offered in partnership with



United Way of Southern Nevada

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 and more details about this program.

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.

Staff

F | May 31 | 11am-12:30pm | \$19

United Way of S. Nevada Executive Conference Room |
191NP3143C

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

United Way of S. Nevada Executive Conference Room |
192NP3143

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.

Staff

F | May 31 | 9-10:30am | \$19

United Way of S. Nevada Executive Conference Room |
191NP3151C

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

United Way of S. Nevada Executive Conference Room |
192NP3151

BOARDS BUILT FOR SUCCESS: ABCS OF BOARD RECRUITMENT, RETENTION & SUCCESSION PLANNING

Implement a framework for effective board development. A well-managed board can be a major asset for your business or nonprofit, yet CEOs and executive directors can be somewhat hesitant when it comes to actively engaging their boards. We will articulate strategies for evaluating board composition and needs, then create a plan to identify, recruit, and select prospective board members. Think through your onboarding process, paying attention to how you can support board member engagement and committee participation. Looking long term, develop strategies for succession planning and transition.

Tiffany Tyler, Ph.D.

W | May 8 | 9am-1pm | \$79

United Way of S. Nevada Boardroom | 191NP3162 | 0.4 CEU

BUSINESS & INFRASTRUCTURE OF 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

M | Jun 10-Jul 1 (meets 4x) | 4-6pm | \$159

United Way of S. Nevada Boardroom | 192NP3163 | 0.8 CEU

COMMUNICATING WITH PURPOSE

Communicate strategically with your organization's internal and external audiences by developing an effective communications plan. Know your targets, think through what points you are trying to get across, and have a plan to disseminate your message through various outlets. Participants will leave with a basic outline of a communications plan for their organization.

Jennifer Ramieh

W | Aug 7 | 9am-1pm | \$79

United Way of S. Nevada Boardroom | 192NP3160 | 0.4 CEU

INTRODUCTION TO GIFT PLANNING

Return to your organization equipped with the information needed to integrate gift planning strategies within the overall development structure. Explore how to create a pipeline of donor prospects, identify the stages of planned gift cultivation, and talk about typical timelines for securing after-life gifts. Time will be dedicated to marketing and communications for gift planning. A gift planning timeline will be established, allowing course enrollees to return to their organizations with the necessary tools to set up an internal infrastructure to establish their gift planning program.

Jeff Grandy

W | May 22 | 9am-1pm | \$79

United Way of S. Nevada Boardroom | 191NP3168 | 0.4 CEU

NONPROFIT PROGRAM MANAGEMENT & ASSESSMENT

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

Tiffany Tyler, Ph.D.

Th | Jun 6-27 (meets 4x) | 9am-1pm | \$279

United Way of S. Nevada Boardroom | 192NP3164 | 1.6 CEUs

TELLING THE STORIES THAT MAKE DONORS GIVE

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

T. Clay Buck, CFRE

MW | May 13-22 (meets 4x) | 4-6pm | \$159

United Way of S. Nevada Boardroom | 191NP3165 | 0.8 CEU



Parenting & Families

PARENTING

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

Th | May 9-Jun 27 (meets 8x) | 5:30-7:30pm | \$299
PAR Room 401 | 191PL6105D

Kathleen Bergquist, J.D., Ph.D., MSW

T | Jul 9-Aug 27 (meets 8x) | 5:30-7:30pm | \$299
PAR Room 302 | 192PL6105A

Continuing Ed Staff

Th | Jul 11-Aug 29 (meets 8x) | 5:30-7:30pm | \$299
PAR Room 302 | 192PL6105B



Real Estate

COMMUNITY ASSOCIATION MANAGEMENT PRE-CERTIFICATION PROGRAM

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

PROGRAM REQUIREMENTS:

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

COMMUNITY MANAGER PREPARATION COURSE

Learn basic business management and the requirements for community management found in NRS 116, 116A and NAC 116 and 116A. This 60-hour course meets Nevada's pre-certification requirements for Community Association Managers. Upon completion of this course, you will be eligible to take the exam to become certified by the Nevada Real Estate Division. Course includes the state exam review. This course has been approved by the Commission on Common Interest Communities and Condominium Hotels, course number PL.06300-CAM.

Ken Richardson, Barbara Westhoff, Robert Forney, Marlina Short, Carli A. Gilchrist, Nicholas Haley

TWTh | May 21-Jul 10 (meets 23x) | 5:30-8:30pm | \$599
First Service Residential | 191RP1100B | 6 CEUs

*Class does not meet: Jul 3, 8

COMMUNITY MANAGER PREPARATION STATE EXAM REVIEW

Review key focus areas covered by the Pearson-Vue state community association manager exam. Topics include HOA governing documents, governance, meetings, elections and recall elections, developer control and resales, financial management, facilities and risk management, ethics and state and federal laws. This review session will give students an added advantage as they prepare for the state exam.

Ken Richardson

W | Jul 11 | 5:30-8:30pm | \$29
First Service Residential | 192RP1104

Small Business & Entrepreneurship

ENTREPRENEURSHIP CLASSES

BUSINESS FINANCE

Better comprehend the theory, methods, concepts, and concerns of business finance. Topics include capital budgeting techniques, trade-off between risk and return, the time value of money, security market efficiency, optimal capital structure, and dividends policy and decisions. Special emphasis is on start-ups, small business, and growth financing. This course requires no prior familiarity with finance. Required Textbook(s): *Entrepreneurial Finance (6th Edition)* (ISBN: 9780133140514)

Lydia High

MW | Jun 17-Jul 24 (meets 10x) | 6:30-8:30pm | \$269

PAR Room 403 | 192EN1191 | 2 CEUs

*Class does not meet: Jul 3

HOW TO USE YOUR SKILL & TALENT TO TRAVEL FREE

Pursue your travel dreams and still keep money in the bank. Instructor shows you over 200 ways she has traveled for free to 93 countries and all 50 states. If you are retiring, near retirement, changing careers, or just like the idea of making additional income to support your travel, join us! Creative travelers can earn free airline tickets, hotel nights, cruises, tours, car rentals, vacation meals, and more in the USA and worldwide. Get paid for seasonal and fun work-vacation opportunities. Maximize your reward points for free air and hotel nights. Discover opportunities to volunteer, affiliate with tour companies, mystery shop on vacation, teach conversational English, get paid to drive, import, start your own business, write articles, shoot photos, or blog as you see the world. Find out about useful money-saving travel websites, smart phone apps, packing light, solo travel, safety, and health tips. Plus learn how to avoid scams, effective negotiation tips, and the top 50 words to know in any language to travel anywhere. Registration includes a 100-page book which retails for \$39.95 and offers all the resources you need to travel anywhere for free.

Gina Henry

W | Jun 5 | 6-9:30pm | \$59

PAR Room 401 | 192GI1314

Tuition includes instructor's 100-page resource book *How To Use Your Skill & Talent To Travel Free* which provides the names, phone numbers, and websites of all the contacts you need.



Social Work

SOCIAL WORK CEU COURSES

The Social Work Continuing Education Unit Courses are offered as a partnership between UNLV School of Social Work and UNLV Continuing Education. Courses are designed for social work practitioners in Nevada and beyond. Courses are approved through the Nevada Board of Examiners for Social Workers, Nevada Board of Psychological Examiners and Nevada Board of Examiners for Marriage & Family Therapists.

Visit ced.unlv.edu/social-work for more information on course offerings.

BORDERLINE PERSONALITY DISORDER

Participants will learn about the challenges one can experience in regulating emotional, behavioral, and cognitive responses typically seen when one has an emotion dysregulation disorder, such as Borderline Personality Disorder (BPD). Participants will learn how overwhelming emotion can lead to an individual engaging in dangerous, life-threatening behaviors (i.e., self-harm, substance use, etc.) as a means to cope with and manage the intensity of the emotion. Participants will orient to an array of therapeutic strategies within the DBT framework that clients can learn to alleviate the effects of having a pervasive emotional dysregulation disorder (e.g., BPD.) Participants will gain a working knowledge of therapist-client relationship within the Dialectical behavior therapy (DBT) framework. 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.

Vena Wilson
Th | Aug 8 | 6-9pm | \$49
PAR Room 512 | 192SW3206

SUICIDE PREVENTION

This three hour CEU class will discuss cultural issues among various geographic communities, historical considerations of culture and suicidal behaviors, suicide risk and protective factors, safe care transitions and how to create organizational linkages, and assessment instruments to evaluate suicide risk completion in both adults and adolescents. 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.

Staff
Th | Jun 20 | 6-9pm | \$49
PAR | 192SW3216

THE SHAPING OF A WOMAN'S VOICE

This three hour CEU course will focus on the ways in which the difficulty "in listening to women is compounded by women's difficulty in listening to themselves" (Gilligan, 1982/1993, p. 51). Women seek out therapy at higher rates than men, yet do women, and the therapists they work with, comprehend the ways in which women still fall prey to the attitudes and expectations of others? This course will explore and identify many cultural, societal, and familial influences found in the voices, in the language, of others that shape not only a woman's personal voice, but her lived experience. 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.

Linda Brooks, LCSW
Th | Jul 25 | 6-9pm | \$49
PAR Room 512 | 192SW3203

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
Th | May 9 | 6-9pm | \$49
PAR Room 302 | 191SW3209

WORKING WITH ASIAN AMERICAN CLIENTS AT THE INTERSECTIONS OF RACE, ETHNICITY & CULTURE

Asian American communities are among the fastest growing in the U.S., yet their needs and perspectives are often missed or dismissed based on model minority stereotyping. Social workers increasingly need skills to work within diverse communities. This workshop will provide a model that will inform greater depth and nuance and increase social workers' ability to work with Asian American clients from a place of both cultural humility and knowledge. 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.

Kathleen Bergquist, J.D., Ph.D., MSW
Th | Jun 6 | 5:30-8:30pm | \$49
PAR Room 302 | 192SW3215

Test Preparation & Learning Enrichment

INSTITUTE OF READING DEVELOPMENT

READING ENRICHMENT PROGRAMS

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 2019 reading program listings by age, location, and date can be found at unlv.readingprograms.org.

TEST PREPARATION

Standardized test scores are a major component of your graduate school application process. If you plan to attend graduate school, law school, or business school, we can help you realize your goals. With in-person and online test preparation classes for the GRE®, GMAT®, and LSAT®, UNLV is Las Vegas' leading test prep solution. 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

Registration fee discount information for UNLV staff and alumni can be found at ced.unlv.edu/registration-policies.

COLLEGE APPLICATION TEST PREPARATION

ACT ONLINE TEST PREPARATION

This preparation class is strategically scheduled for the weeks leading up to the most popular ACT test dates. The online portion of the class is delivered by a live instructor, allowing you to participate and ask questions in real time. Courses include access to our online resources-class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours.

Staff

TTh | Jun 11-Jul 9 (meets 8x) | 4-6pm | \$199

Online Delivery | 192TL1107A

*Class does not meet: Jul 4

ThT | Aug 8-Sep 3 (meets 8x) | 4-6pm | \$199

Online Delivery | 192TL1107B

SAT ONLINE TEST PREPARATION

The preparation class is live-online and is strategically scheduled for the weeks leading up to the most popular SAT test dates. The online portion of the class is delivered by a live instructor, allowing you to participate and ask questions in real time. Courses include access to our online resources-class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours.

Staff

WM | Jul 24-Aug 19 (meets 8x) | 4-6pm | \$199

Online Delivery | 192TL1106

GRADUATE SCHOOL TEST PREPARATION

GMAT ONLINE TEST PREPARATION

Provides a review of the mathematical and verbal concepts tested on the GMAT. The class is delivered by a live instructor, combining the interactivity of a classroom experience with the convenience of an online course.

Staff

TTh | Jun 4-27 (meets 8x) | 6-9pm | \$799

Online Delivery | 192TL1101A

WM | Jul 10-Aug 5 (meets 8x) | 4-7pm | \$799

Online Delivery | 192TL1101B

GRE CLASSROOM TEST PREPARATION

This 24-hour classroom program will prepare you for the question types you are likely to encounter on the GRE. Learn how to approach Quantitative Comparison items! Develop strategies for answering Text Completion and Sentence Equivalence items, even when you do not know all the vocabulary! Strengthen the analytical and critical reasoning skills that you will need for all sections of the test!

Staff

WM | Jul 17-Aug 12 (meets 8x) | 6-9pm | \$749

PAR Room 400 | 192TL1103

GRE ONLINE TEST PREPARATION

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.

Staff

TTh | May 7-30 (meets 8x) | 6-9pm | \$749
Online Delivery | 191TL1100E

MW | Jun 3-26 (meets 8x) | 6-9pm | \$749
Online Delivery | 192TL1100A

TTh | Jun 4-27 (meets 8x) | 4-7pm | \$749
Online Delivery | 192TL1100B

WM | Jun 19-Jul 17 (meets 8x) | 4-7pm | \$749
Online Delivery | 192TL1100C
*Class does not meet: Jul 3

TTh | Jul 16-Aug 8 (meets 8x) | 4-7pm | \$749
Online Delivery | 192TL1100D

MW | Jul 22-Aug 14 (meets 8x) | 6-9pm | \$749
Online Delivery | 192TL1100E

TTh | Aug 13-Sep 5 (meets 8x) | 6-9pm | \$749
Online Delivery | 192TL1100F

Need to jump start your LSAT preparations? Join us at a free test strategy workshop.

LSAT Strategy Workshop

Th | May 2 | 6-7:30pm | No Charge | PAR | 191TL1113

LSAT CLASSROOM TEST PREPARATION

Learn systematic strategies for mastering Logical Reasoning and Reading Comprehension items. Strengthen the critical reasoning skills that are crucial to solving Analytical Reasoning logic games and learn strategies for quickly solving each type of game.

Staff

TTh | Jun 4-Jul 11 (meets 10x) | 6-9pm | \$799
PAR Room 400 | 192TL1105
*Class does not meet: Jul 2, 4

LSAT ONLINE TEST PREPARATION

Prepare for the LSAT with 30 hours of live-online instruction where 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.

Staff

TThSu | May 7-30 (meets 10x) | 4-7pm | \$799
Online Delivery | 191TL1102F
*Class does not meet: May 26

MW | Jun 17-Jul 24 (meets 10x) | 4-7pm | \$799
Online Delivery | 192TL1102A
*Class does not meet: Jul 1, 3

TTh | Jun 18-Jul 25 (meets 10x) | 6-9pm | \$799
Online Delivery | 192TL1102B
*Class does not meet: Jul 2, 4

TEACHER TRAINING TEST PREPARATION

PRAXIS CORE MATH ONLINE TEST PREPARATION

Review the mathematical concepts tested on the Praxis and prepare for the questions typically seen on the test.

Staff

WM | Jun 12-26 (meets 5x) | 4-7pm | \$199
Online Delivery | 192TL1109A

ThT | Jul 25-Aug 8 (meets 5x) | 4-7pm | \$199
Online Delivery | 192TL1109B

PRAXIS CORE VERBAL ONLINE TEST PREPARATION

Get an overview of the reading skills and writing conventions tested on the Praxis and prepare you for the questions typically seen on this test.

Staff

WM | May 29-Jun 10 (meets 4x) | 4-6:30pm | \$199
Online Delivery | 191TL1108

TTh | Jul 9-18 (meets 4x) | 4-6:30pm | \$199
Online Delivery | 192TL1108A

UNLV's Lee Business School and Continuing Education proudly partner to offer a new

EXECUTIVE CERTIFICATE IN BUSINESS ADMINISTRATION

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ced.unlv.edu/business-administration.



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

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UNLV

SUMMER TERM



Session 1

May 20 – June 7

Session 2

June 10 – July 12

Session 3

July 15 – Aug. 16

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 45 for the location legend.

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 at the Information Desk at the Paradise campus during regular business hours or 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 48 of this catalog or visit continuingeducation.unlv.edu/registration-policies#fees.

For classes with discounts, you must register over the phone or in person and 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.

Course Cancellations & Changes

We reserve the right to cancel class or make any changes to the schedule deemed necessary in order to provide our students with the best educational experience. 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 continuingeducation.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.

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

Wait Lists

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 continuingeducation.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.

Books & Supplies

Unless otherwise noted in the course listing, all books and class-specific supplies are included in your registration payment. Required textbooks 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 continuingeducation.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.

UNLV Paradise Campus Information Desk Hours

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

Contact Us

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



ced.unlv.edu



702-895-3394



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Location Legend

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**

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

Domsy Glass 2758 Highland Dr., Unit A, Las Vegas, NV 89109 (702-616-2830)

Ferguson Enterprises 4175 S. Grand Canyon Dr., Las Vegas, NV 89147 (702-368-2284, before 5pm)

First Service Residential 8290 Arville St., Las Vegas, NV 89139 (702-737-8580)

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

Lean Six Sigma 2490 Paseo Verde Pkwy., Ste. 150, Henderson, NV 89074

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

Praxis Aerospace 980 American Pacific Dr., Ste. 102, Henderson, NV 89014

Total Wine and More-Town Square 6885 S. Las Vegas Blvd., Las Vegas, NV 89119 (702-614-4001)

United Way of Southern Nevada 5830 W. Flamingo Rd., Las Vegas, NV 89103 (702-892-2300)

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



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Contact Us:

Phone: 702-895-5731 **Email:** bridget.kelly@unlv.edu **Web:** surveys.unlv.edu

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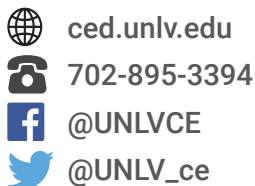
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